

Sewer System Management Plan

Volume I

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MASTER

SSMP PLAN TEXT

CITY OF GLENDALE
SEWER SYSTEM MANAGEMENT PLAN

VOLUME 1

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FINAL

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ABBREVIATIONS/ACRONYMS

Abbreviation	Definition
BMP	Best Management Practices
CIP	Capital Improvement Program
CLA	City of Los Angeles
CMMS	Computerized Maintenance Management System
CWEA	California Water Environment Association
FOG	Fats, Oils and Grease
FSE	Food Service Establishment
I/I	Inflow and Infiltration
IEC	Infrastructure Engineering Corporation
MRP	Monitoring and Reporting Program
NPDES	National Pollutant Discharge Elimination System
O&M	Operation and Maintenance
PM	Preventive Maintenance
SMART	Specific, Measureable, Attainable, Relevant, and trackable
OERP	Overflow Emergency Response Plan
SSMP	Sewer System Management Plan
SSO	Sewer System Overflow
SWRCB	State Water Resources Control Board
WDR	Waste Discharge Requirement

EXECUTIVE SUMMARY

On May 2, 2006, after several years of public discussion and planning, the State Water Resources Control Board (SWRCB) adopted Order No. 2006-0003, a General Waste Discharge Requirement (WDR) for all publicly owned sanitary sewer collection systems in California with more than one (1) mile of sewer pipe. The goal of Order No. 2006-0003 is to provide a consistent statewide approach for reducing Sanitary Sewer Overflows (SSOs) by requiring that:

1. In the event of an SSO, all feasible steps are taken to control the released volume and prevent untreated wastewater from entering storm drains, creeks, etc.
2. If an SSO occurs, it must be reported to the SWRCB using an online reporting system developed by the SWRCB.
3. All publicly owned collection system agencies with more than 1 mile of sewer pipe in the State must develop a Sewer System Management Plan (SSMP).

This critical component of Order No. 2006-0003 is the development of a Sewer System Management Plan (SSMP). There are eleven specific “milestones” identified in the schedule that relate to the elements required in the WDR. The eleven milestones include:

1. SSMP Development Plan and Schedule
2. Goals and Organization Structure
3. Legal Authority
4. Operation and Maintenance Program
5. Design and Performance Standards
6. Overflow Emergency Response Program
7. Fats, Oils and Grease Control Program
8. System Evaluation and Capacity Assurance Plan
9. Monitoring, Measurement, and Program Modifications
10. SSMP Program Audits
11. Communication Program

The following SSMP has been developed by the City of Glendale (City) in order to comply with the WDR in each of these milestones. Moreover, the SSMP meets all requirements of the WDR while at the same time serving as a valuable reference tool for City staff. The City established the following goals during the development of this SSMP:

1. Ensure those responsible for accomplishing this mission are available to achieve it by reducing the number of work hours lost to accidents and mishaps, through proper selection and training of personnel and safe execution of all maintenance activities.
2. Eliminate preventable sanitary sewer overflows that close down beaches.
3. Minimize preventable sanitary sewer overflows.
4. Reduce gallons of sanitary sewage that contact water ways from preventable sanitary sewer overflows.
5. Increase ratio of Preventive maintenance expenditure to emergency maintenance expenditure.
6. Optimize use of post-work inspection.
7. Protect the City's large investment in the sanitary sewer collection system. Extend the system's useful life by proactively correcting structural deficiencies identified during the course of all preventive maintenance activities.
8. Reduce reporting compliance errors to zero.

These SSMP goals are supported by documentation and modification procedures that will assist City staff as they implement the SSMP and complete the SSMP goals on a year by year basis. The goals are ambitious, but due to the pro-active and forward-looking management of the sewer system already practiced by the City, they mainly represent an enhancement in the documentation and review of sewer system management activities that are already performed by City staff. As such, these goals are appropriate and achievable.

These procedures will allow the sewer system to maintain reliability and capacity into the future, and will allow the City to meet its strategic sewer system goals for decades into the future.

CHAPTER 1. PROHIBITIONS AND PROVISIONS

The State Water Resources Control Board (SWRCB) Order No. 2006-0003 mandates that the City of Glendale (City) comply with the following discharge prohibitions and provisions.

1.1 Prohibitions

To meet the provisions contained in Division 7 of the California Water Code and regulations adopted there under, the City is required to comply with the following prohibitions:

- Any SSO that results in a discharge of untreated or partially treated wastewater to waters of the United States is prohibited; and,
- Any SSO that results in a discharge of untreated or partially treated wastewater that creates a nuisance as defined in California Water Code Section 13050(m) is prohibited.

In any enforcement action, the Regional Board will consider the efforts of the City to contain, control, and clean up sewage spills from its collection system in accordance with Section 13327 of the California Water Code. The City will make every effort to contain sewage spilled from its collection systems and to prevent the sewage from entering storm drains and surface water bodies. The City will also make every effort to prevent sewage from discharging from storm drains into flood control channels and open ditches by blocking the storm drainage system and by removing the sewage from the storm drains. The use of the storm drain pipe system to contain the sewage by blocking the drain pipes, and recovering and cleaning up the spilled sewage, in order to prevent the sewage from being discharged to a surface water body is not a violation of the prohibitions listed above.

1.2 Provisions

As stated in Order No. 2006-0003, the City must meet the following fifteen (15) provisions:

1. The City must comply with all conditions of Order No. 2006-0003. Any noncompliance with Order No. 2006-0003 constitutes a violation of the California Water Code and is grounds for enforcement action.
2. It is the intent of the State Water Board that sanitary sewer systems be regulated in a manner consistent with the general WDRs. Nothing in the general WDRs shall be:
 - a. Interpreted or applied in a manner inconsistent with the Federal Clean Water Act, or supersede a more specific or more stringent state or federal requirement in an existing permit, regulation, or administrative/judicial order or Consent Decree;
 - b. Interpreted or applied to authorize an SSO that is illegal under either the Clean Water Act, an applicable Basin Plan prohibition or water quality standard, or the California Water Code;
 - c. Interpreted or applied to prohibit a Regional Water Board from issuing an individual NPDES permit or WDR, superseding this general WDR, for a sanitary sewer system, authorized under the Clean Water Act or California Water Code; or
 - d. Interpreted or applied to supersede any more specific or more stringent WDRs or enforcement order issues by a Regional Water Board.
3. The City shall take all feasible steps to eliminate SSOs. In the event that an SSO does occur, the City shall take all feasible steps to contain and mitigate the impacts of an SSO.
4. In the event of an SSO, the City shall take all feasible steps to prevent untreated or partially treated wastewater from discharging from storm drains into flood control channels or waters of the United States by blocking the storm drainage system and by removing the wastewater from the storm drains.

5. All SSOs must be reported in accordance with Section G of the general WDRs.
6. In any enforcement action, the State and/or Regional Water Boards will consider the appropriate factors under the duly adopted State Water Board Enforcement Policy. And, consistent with the Enforcement Policy, the State and/or Regional Water Boards must consider the City's efforts to contain, control, and mitigate SSOs when considering the California Water Code Section 13327 factors. In assessing these factors, the State and/or Regional Water Boards will also consider whether:
 - a. The City has complied with the requirements of Order No. 2006-0003, including requirements for reporting, developing and implementing a SSMP;
 - b. the City can identify the cause or likely cause of the discharge event;
 - c. There were no feasible alternatives to the discharge, such as temporary storage or retention of untreated wastewater, reduction of inflow and infiltration, use of adequate backup equipment, collecting and hauling of untreated wastewater to a treatment facility, or an increase in the capacity of the system as necessary to contain the design storm event identified in the SSMP. It is inappropriate to consider the lack of feasible alternatives if the City does not implement a periodic or continuing process to identify and correct problems.
 - d. The discharge was exceptional, unintentional, temporary, and caused by factors beyond the reasonable control of the City;
 - e. The discharge could have been prevented by the exercise of reasonable control described in a certified SSMP for:
 - i. Proper management, operation and maintenance;
 - ii. Adequate treatment facilities, sanitary sewer system facilities, and/or components with an appropriate design capacity, to reasonably prevent SSOs (e.g., adequately enlarging treatment or collection facilities to accommodate growth, infiltration and inflow (I/I), etc.);
 - iii. Preventive maintenance (including cleaning and fats, oils, and grease (FOG) control);
 - iv. Installation of adequate backup equipment; and
 - v. Inflow and infiltration prevention and control to the extent practicable.
 - f. The sanitary sewer system design capacity is appropriate to reasonably prevent SSOs.
 - g. The City took all reasonable steps to stop and mitigate the impact of the discharge as soon as possible.

7. When a sanitary sewer overflow occurs, the City shall take all feasible steps and necessary remedial actions to 1) control or limit the volume of untreated or partially treated wastewater discharged, 2) terminate the discharge, and 3) recover as much of the wastewater discharged as possible for proper disposal, including any wash down water.

The City shall implement all remedial actions to the extent they may be applicable to the discharge and not inconsistent with an emergency response plan, including the following:

- a. Interception and rerouting of untreated or partially treated wastewater flows around the wastewater line failure;
 - b. Vacuum truck recovery of sanitary sewer overflows and wash down water;
 - c. Cleanup of debris at the overflow site;
 - d. System modifications to prevent another SSO at the same location;
 - e. Adequate sampling to determine the nature and impact of the release; and
 - f. Adequate public notification to protect the public from exposure to the SSO.
8. The City shall properly manage, operate, and maintain all parts of the sanitary sewer system owned or operated by the City, and shall ensure that the system operators (including employees, contractors, or other agents) are adequately trained and possess adequate knowledge, skills, and abilities.
 9. The City shall allocate adequate resources for the operation, and maintenance of its sanitary sewer system, by establishing a proper rate structure, accounting mechanisms, and auditing procedures to ensure an adequate measure of revenues and expenditures. These procedures must be in compliance with applicable laws and regulations and comply with generally acceptable accounting practices.
 10. The City shall provide adequate capacity to convey base flows and peak flows, including flows related to wet weather events. Capacity shall meet or exceed the design criteria as defined in the City's System Evaluation and Capacity Assurance Plan for all parts of the sanitary sewer system owned or operated by the City.
 11. The City shall develop and implement a written Sewer System Management Plan (SSMP) and make it available to the State and/or Regional Water Board upon request. A copy of this document must be publicly available at the City's office and/or available on the internet. This SSMP must be approved by the City's Board of Directors at a public meeting.
 12. In accordance with the California Business and Professions Code sections 6735, 7835, and 7835.1, all engineering and geologic evaluations and

judgments shall be performed by or under the direction of registered professionals competent and proficient in the fields pertinent to the required activities. Specific elements of the SSMP that require professional evaluation and judgments shall be prepared by or under the direction of appropriately qualified professionals, and shall bear the professional(s)' signature and stamp.

13. The mandatory elements of the SSMP are specified below. However, if the City believes that any element of this section is not appropriate or applicable to the City's sanitary sewer system then this should be noted in the SSMP. The SSMP must be approved by the deadlines listed in Order No. 2006-0003.

Sewer System Management Plan (SSMP)

- a. Goal
 - b. Organization
 - c. Legal Authority
 - d. Operation and Maintenance Program
 - e. Design and Performance Provisions
 - f. Overflow Emergency Response Plan
 - g. FOG Control Program
 - h. System Evaluation and Capacity Assurance Plan
 - i. Monitoring, Measurement, and Program Modifications
 - j. SSMP Program Audits
 - k. Communication Program
14. Both the SSMP and the City's program to implement the SSMP must be certified by the City to be in compliance with the requirements set forth above and must be presented to the City's Board of Directors for approval at a public meeting. The City shall certify that the SSMP, and subparts thereof, are in compliance with the general WDRs within the time frames identified in the time schedule provided in subsection D.15, of SWRCB order NO. 2006-003.

In order to complete this certification, the City's authorized representative must complete the certification portion in the Online SSO Database Questionnaire by checking the appropriate milestone box, printing and signing the automated form, and sending the form to:

State Water Resources Control Board
Division of Water Quality
Attn: SSO Program Manager
P.O. Box 100
Sacramento, CA 95812

The SSMP must be updated every five (5) years, and must include any significant program changes. Re-certification by the Board of Directors of the City is required in accordance with D.14 when significant updates to the SSMP are made. To complete the re-certification process, the City shall enter the data in the Online SSO Database and mail the form to the State Water Board, as described above.

15. The City shall comply with these requirements according to the legislated schedule. This time schedule does not supersede existing requirements or time schedules associated with other permits or regulatory requirements.

CHAPTER 2. GOALS AND ORGANIZATIONAL STRUCTURE

The Goals portion of this chapter describes the long-term mission and short-term goals adopted by the City for the wastewater collection system. The long-term mission guides the overall operational goals of the City concerning the wastewater collection system. The City's goals are SMART (Specific, Measurable, Attainable, Relevant, and Trackable) goals whose progress can be monitored and audited as required by the WDR. As these goals are accomplished, they can be replaced by newer goals that support the long-term collection system mission of the City. The Organizational Structure portion of this chapter describes the personnel and chains of authority and communication that will implement the wastewater collection system goals of the City.

2.1 MISSION AND GOALS

The City of Glendale's wastewater collection system must provide reliable conveyance of wastewater from source to treatment, now and into the future. In support of this purpose, the City has adopted the following mission and goals for the wastewater system.

2.1.1 Mission

The City will provide the highest quality sanitary sewer collection system services to the citizens of Glendale in a safe, environmentally responsible and efficient manner. We will strive to balance the City's need for a highly capable and reliable collection system with the need to control the cost of doing so.

To measure performance of the above mission, the following goals have been established for the City of Glendale Wastewater Maintenance Section.

2.2 Goals

As stated in the WDR, "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 SSO's, as well as mitigate any SSOs that do occur." In support of this overarching goal, the City has established the following specific goals:

1. Ensure those responsible for accomplishing this mission are available to achieve it by reducing the number of work hours lost to accidents and mishaps, through proper selection and training of personnel and safe execution of all maintenance activities.
2. Eliminate preventable sanitary sewer overflows that close down beaches.
3. Minimize preventable sanitary sewer overflows.

4. Reduce gallons of sanitary sewage that contact water ways from preventable sanitary sewer overflows.
5. Increase ratio of Preventive maintenance expenditure to emergency maintenance expenditure.
6. Optimize use of post-work inspection.
7. Protect the City's large investment in the sanitary sewer collection system. Extend the system's useful life by proactively correcting structural deficiencies identified during the course of all Preventive maintenance activities.
8. Reduce reporting compliance errors to zero.

2.3 Organizational Structure (Appendix A)

The organization structure identifies the responsible or authorized representative of the City, as described in Section J of the WDR. It identifies the administrative and maintenance positions responsible for implementing specific measures in the SSMP with up-to-date descriptions, responsibilities of personnel, and authority for each position. The organization structure includes a chain of communication for reporting SSO's and lines of authority with contact information.

Compliance Summary

The organizational structure of the City is displayed in the SSMP Organization Flow Chart. The flow chart and the corresponding document, SSMP Development & Implementation Personnel, listing the detailed job description, name and phone number of the person currently filling each position on the Organization Flow Chart can be viewed in Appendix A. The current detailed Overflow Emergency Response Plan (OERP) can be found in Appendix B. This outlines details in executing the proper steps in dealing with an SSO. Also contained in Appendix B are the Overflow Emergency Response Flow Chart and the SSO Reporting Flow Chart. The chain of command for notification and reporting can be found in the SSO Reporting Flow Chart.

CHAPTER 3. OVERFLOW EMERGENCY RESPONSE PLAN

The City's Overflow Emergency Response Plan addresses those mandatory SSMP provisions outlined in Section D. 13 (VI) Overflow Emergency Response Plan of SWRCB Order No. 2006-0003, as well as the Notification Requirements in SWRCB Order No. WQ 2008-0002-EXEC, and SWRCB order No. WQ 2013-0058-EXEC.

The City has developed and implemented an Overflow Emergency Response Plan that identifies measures to protect public health and the environment, thereby satisfying Section D, 13 (vi) Overflow Emergency Response Plan of SWRCB Order No. 2006-0003 by including:

- (1) Proper notification procedures so that primary responders and regulatory agencies are informed of all Sanitary Sewer Overflows (SSOs) in a timely manner;
- (2) A program to ensure an appropriate response to all overflows;

- (3) Procedures which 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 Monitoring and Reporting Program (MRP). All SSOs shall be reported in accordance with the MRP, the California Water Code, other State Law, and other applicable regional water boards Waste Discharge Requirements (WDR's) or National Pollution Discharge Elimination System (NPDES) permit requirements. The SSMP should identify the officials who will receive immediate notification;
- (4) Procedures to ensure that appropriate staff and contractor personnel are aware of and follow the Emergency Response Plan and are appropriately trained;
- (5) Procedures to address emergency operations, such as traffic and crowd control and other necessary response activities; and
- (6) 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.

The City's OERP also complies with the additional notification requirements outlined in SWRCB Order No. WQ 2008-0002-EXEC:

- (1) In the event of a sewage discharge that results in a discharge to a drainage channel or a surface water, the City shall, as soon as possible, but not later than two (2) hours after becoming aware of the discharge, notify the State Office of Emergency Services, the local health officer or directors of environmental health with jurisdiction over affected water bodies.
- (2) Furthermore, the City shall, initiate reporting to the states online database within time frames noted in SWRCB order No. WQ 2013-0058-EXEC.

Summary of Notification and Reporting Requirements

SSO Category	LA County Health Dept.	Cal OES	Draft in CIWQS	Certified in CIWQS
PLSD	ASAP if reaches public R.O.W	N/A	Optional	Optional
CAT I	Within 15mins of arrival on scene	> 1000gals 2hrs < 1000gals (Not Required)	Within 3 business days	Within 15 calendar days
CAT II	ASAP if reaches public R.O.W	N/A	Within 3 business days	Within 15 Calendar days
CAT III	ASAP if reaches public	N/A	No time requirement	Within 30 calendar days

	R.O.W			of end of month SSO occurred in
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3.1 COMPLIANCE SUMMARY

The City has outlined specific measures to protect public health and the environment in their OERP found in Appendix B. These procedures contain a plan for responding to and reporting SSOs which includes, but is not limited to, the following:

- Descriptions, responsibilities and authorities for each management, administrative and maintenance position responsible for responding to and reporting an SSO.
- Procedures for receiving SSO notification and immediately notifying first responders of the SSO.
- Procedures to rapidly mobilize; contain any SSO; and diagnose, report on, and relieve its cause.
- Procedures to provide emergency operations, such as traffic control, in the event of an SSO.
- Procedures for reporting all SSOs to the On-Line SSO Reporting System.
- Procedures to post the proper signs to warn the public of potential contamination hazards.
- Procedures to restore the environment to the condition that existed before the SSO occurred.

The City conducts internal training sessions to ensure familiarity with these procedures and prepare staff for an SSO event, from initial notification to SSO report documentation, including any necessary emergency activities, such as traffic control or sign posting.

Through these documents and programs, the City has developed and implemented an overflow emergency response plan that identifies measures to protect public health and the environment, thereby satisfying Section D, 13 (vi) Overflow Emergency Response Plan of SWRCB Order No. 2006-0003:

- (1) Section III of the City's OERP outlines the proper SSO response and notification procedures so primary responders are informed of all SSOs in a timely manner. The City of Glendale Overflow Emergency Response Flowchart summarizes the decisions and procedures of the OERP;
- (2) Sections III, IV, V, VI, VII and VIII of the City's SORP contain procedures to ensure an appropriate response to all overflows;
- (3) In order to comply with the procedures which ensure prompt notification to appropriate regulatory agencies and other potentially affected entities of all SSOs that potentially affect public health or reach the waters of the State in accordance with the Monitoring and Reporting Program (MRP), the City maintains a SSO Reporting Flow Chart, that is referenced in Section IX of the OERP. Assistant Director of Public Works for Maintenance Services is the

authorized representative for the City, as described in Section J of SWRCB Order No. 2006-2003. Accordingly, he oversees the SWRCB On-Line Reporting and certifies the SSO information in the online reporting system (CIWQS). In his absence certification is by the Wastewater Maintenance Superintendent who ensures all other regulatory agency notifications. This ensures that all regulatory agencies are informed of all SSOs in a timely manner;

- (4) In order to comply with the required formal documentation of a training program, such as internal training sessions conducted to ensure familiarity with these procedures and prepare staff and contractor personnel for an SSO event; the Wastewater Maintenance Section will conduct periodic training exercises, including unannounced drills, to ensure familiarity with practices described in this OERP by those tasked with executing them
- (5) Procedures to address emergency operations, such as traffic control and other necessary response activities, are addressed in Sections III.C.3 and III.C.4 of the City's OERP; and
- (6) Sections III.C.5 through III.C.7 of the City's 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 the SSOs.

Provisions of the City's OERP that comply with SWRCB Order No. WQ 2008-0002-EXEC, are contained in Section IX of the City's OERP:

- (1) In the event of a sewage discharge that results in a discharge to a drainage channel or a surface water, that is not completely recovered, the Wastewater Maintenance Superintendent or designated representative shall:(1) within 15mins of the arrival of emergency response personal on scene contact the Los Angeles County Health Department, (2) as soon as possible, but no later than two (2) hours after becoming aware of the discharge, notify the State Office of Emergency Services,

Provisions of the City's OERP that comply with SWRCB order No. WQ 2013-0058 EXEC, are contained in Sections II, III, and VIII.

- (1) Sewer system overflows are categorized as shown in table 1 of Section II of the OERP (excerpted from the 2013 MRP amendments)
- (2) Notification, reporting, monitoring and record keeping will comply with the requirements of Table 2 of Section III of the OERP (excerpted from the 2013 MRP amendments)

3.2 Compliance Documents

The following documents allow the City to comply with the overflow and emergency response plan requirements of the WDR, and are attached as appendices.

- Sewer Overflow Emergency Response Plan, City of Glendale, Last Updated: April 2019, Appendix B.

- SSO Field Worksheet, City of Glendale. Last Updated: April 2014. Appendix B.
- Overflow Emergency Response Flowchart, City of Glendale. Last Updated: April 2014. Appendix B.
- SSO Reporting Flowchart. City of Glendale. Last Updated: April 2019. Appendix B.

3.3 DOCUMENT DESCRIPTION

A description for each compliance document listed above is described below:

3.3.1 *Overflow Emergency Response Plan (OERP) (Appendix B)*

The City of Glendale maintains a plan for responding to and reporting SSOs in their OERP. The purpose of these procedures is to minimize the impact of SSO's to the public and the environment. This response plan is a guideline for standard operating procedures in the event of an SSO, and is reviewed periodically to ensure that all corrective measures are being taken.

3.3.2 *SSO Field Worksheet (Appendix B)*

The SSO Field Worksheet ensures that the plan and procedures described in the sewer Overflow Emergency Response Plan are implemented in the field. This worksheet also assists field personnel in gathering the data required for later documentation and reporting.

3.3.3 *Overflow Emergency Response Flowchart (Appendix B)*

The Overflow Emergency Response Flowchart summarizes the City's OERP. In addition, it serves as a guide to the decisions that must be made in the course of responding to an SSO within the City.

3.3.4 *SSO Reporting Flowchart (Appendix B)*

The SSO Reporting Flowchart serves as a summary guide for the data that must be gathered, the decisions that must be made, the reporting that must be done in order to comply with relevant requirements and the staff positions responsible these decisions and reports.

CHAPTER 4. LEGAL AUTHORITY

The City will demonstrate, through sanitary sewer system use ordinances, service agreements, or other legally binding procedures, that it possesses the necessary legal authority to:

- (1) Prevent illicit discharges into its sanitary sewer system (examples may include I/I, storm water, chemical dumping, unauthorized debris and cut roots, etc.).
- (2) Require that sewers and connections be properly designed and constructed.
- (3) Ensure access for maintenance, inspection, or repairs for portions of the lateral owned or maintained by the City.

- (4) Limit the discharge of Fats, Oils, and Grease (FOG) and other debris that may cause blockages.
- (5) Enforce any violation of its sewer ordinances

4.1 Compliance Summary

The City is regulated by several agencies of the United States Government and the State of California, pursuant to the provisions of Federal and State Law. Federal and State Laws (including, but not limited to: 1) Federal Water Pollution Control Act, commonly known as the Clean Water Act (33 U.S.C. Section 1251 et seq.); 2) California Porter Cologne Water Quality Act (California Water Code section 13000 et seq.); 3) California Health & Safety Code sections 25100 to 25250; 4) Resource Conservation and Recovery Act of 1976 (42 U.S.C. Section 6901 et seq.); and 5) California Government Code, Sections 54739-54740) grant to the City the authority to regulate and/or prohibit, by the adoption of an ordinance, and by issuance of control mechanisms, the discharge of any waste, directly or indirectly, to the City's sewerage facilities. Said authority includes the right to establish limits, conditions and prohibitions; to establish flow rates or prohibit flows discharged to the City's sewerage facilities; to require the development of compliance schedules for the installation of equipment systems and materials by all users; and to take all actions necessary to enforce its authority, whether within or outside the City's boundaries, including those users that are tributary to the City or within areas for which the City has contracted to provide sewerage services.

The City accepts an agreed upon flow amount from the City of Los Angeles and this flow is under the Municipal Code of the City of Los Angeles (CLA); which has strict legal requirements. Through a series of Ordinances and Resolutions adopted by the Board of Directors, internally developed Plans and Requirements, as well as legal authority of CLA; the City possesses the necessary legal authority required by Section D, 13 (iii) Legal Authority of SWRCB Order No. 2006-0003:

- (1) The City prevents illicit discharges into its sanitary sewer system (including, but not limited to, garbage, chemical dumping, greases and unauthorized debris) through *Section 13.40.250* of the Glendale Municipal Code, 1995, and *Section 64.30* of the Los Angeles Municipal Code.
- (2) The City requires that connections be properly designed and constructed in *Section 13.40.020* of the Glendale Municipal Code, 1995. The specific implementation documents for proper, design, construction, inspection, and maintenance will be addressed in subsequent sections of this SSMP.
- (3) The City ensures access for maintenance, inspection or repairs for portions of the lateral owned or maintained by the City through *Ordinance 5606* of the Glendale Municipal Code, 1995.
- (4) Per *Section 13.40.040* of the Glendale Municipal Code, the property owner is responsible for the entirety of the lateral.
- (5) The City limits the discharge of Fats, Oils, and Grease (FOG) and other debris that may cause blockages through *Section 13.40.250* of the Glendale Municipal Code, 1995, and *Section 64.30* of the Los Angeles Municipal Code.

- (6) The City has the authority to enforce any violation of its sewer ordinances in accordance with *Article III. Sec. 1 of the Charter* in the Glendale Municipal Code, 1995, and *Section 11.00* of the Los Angeles Municipal Code.

4.2 Compliance Documents

The following documents allow the City to comply with the Legal Authority requirements of the WDR, and are attached as appendices:

- Excerpts of *The Municipal Code of the City of Glendale, California*, Adopted by the Council of the City of Glendale, 1995, Appendix C.
- *Ordinance 5606 of the Municipal Code of the City of Glendale, California*, Adopted by Council of the City of Glendale, April 29 2008, Appendix D.
- Excerpts of *the City of Los Angeles Municipal Code, 6th Ed.*, Adopted by the City of Los Angeles, 2008, Appendix E.

4.3 DOCUMENT DESCRIPTIONS

Each of the following documents provides a portion of the City's Legal Authority, as required in Section D, 13 (iii) Legal Authority of SWRCB Order No. 2006-0003.

4.3.1 *Excerpts of the Municipal Code of the City of Glendale, CA (Appendix C)*

These excerpts of the Glendale Municipal Code, adopted by the Council of the City of Glendale in 1995, include the *Article III of The Charter* and *Section 13.40. The Charter* provides the City the right and power to make and enforce all laws and regulations in respect to municipal affairs. *Section 13.40* of the Glendale Municipal Code includes all provisions involving the sewer system, such as, compliance, connection maintenance, use of sewers and industrial waste disposal.

Section 13.40.250 of the Glendale Municipal Code, 1995, prohibits the dumping of any liquid waste containing chemicals, greases, oil, tar or other matter or material which would by reason of precipitation or settlement clog or obstruct any sewer, drain or catch basin.

Section 13.40.020 of the Glendale Municipal Code, 1995, states that every connection to the City's Sanitary Sewer System must be made in the manner and with such materials as are required by the specifications of the City for public sewers. Specific City specification will be discussed in Chapter 7 regarding Design and Performance Provisions.

Section 13.40.040 of the Glendale Municipal Code 1995, states that all house connections, including the wye or saddle at the sewer main, shall be maintained at the expense of the property owner.

4.3.2 *Ordinance 5606 of the Municipal Code of the City of Glendale, CA (Appendix D)*

Adopted by the Council of the City of Glendale on April 29, 2008, this ordinance amends and adds certain provisions to the Glendale Municipal Code, 1995, relating to trespass and relating to obstructing, impeding or

interfering with city business. The sections of the code that were amended or added to are *Section 9.20.700* and *Section 9.20.100*.

4.3.3 Excerpts of the City of Los Angeles Municipal Code, 6th Ed., (Appendix E)

These excerpts of the City of Los Angeles Municipal Code, adopted by the City of Los Angeles in 2008, include the *Section 11.00* and *Section 64.30*. *Section 11.00* provides the City of Los Angeles the right and power to make and enforce all laws and regulations in respect to municipal affairs; while *Section 64.30* prohibits the dumping of any liquid or solid waste which would by reason of precipitation or settlement clog or obstruct any sewer, drain or catch basin. With these sections, the City of Los Angeles will ensure that the waste water entering from their city into Glendale, meets the proper restrictions for content.

CHAPTER 5. FATS, OILS AND GREASE (FOG) CONTROL PROGRAM

The City's Fats, Oils and Grease Control Program addresses those mandatory SSMP provisions outlined in Section D.13 (vii) FOG Control Program of SWRCB Order No. 2006-0003.

The FOG Control Program described herein includes elements that have been in place in the City of Glendale for many years including the FOG Ordinance (GMC Chapter 13.34). The FOG Ordinance was administered from its inception until July, 2014 by the Public Works Administration Division when it was moved to the Public Works Maintenance Services Division following inter-departmental reorganization. A comprehensive internal audit of the City's compliance with its FOG ordinance, started in mid-2015 and finished in early 2016, required the new custodians of the ordinance to clarify inspection procedures including specific criteria for satisfactory compliance and identification of deficiencies requiring re-inspection.

The FOG Control Program demonstrates the City's pro-active approach to management of the sanitary sewer system, and helps reduce the amount of Fats, Oils and Grease discharged to the sanitary sewer system, by including:

- (1) A plan and schedule for the disposal of FOG generated within the sanitary sewer system service area and a list of acceptable disposal facilities.
- (2) Legal authority to prohibit discharges to the system and identify measures to prevent SSO's and blockages caused by FOG.
- (3) Requirements to install grease removal devices, design standards for the removal devices, maintenance requirements, BMP requirements, record keeping and reporting requirements.
- (4) Authority to inspect grease producing facilities, enforcement authorities, and staff to inspect and enforce the FOG Ordinance.
- (5) Identification of sanitary sewer system sections subject to FOG blockages and establishment of a cleaning maintenance schedule for each section.
- (6) Development and implementation of source control measures for all sources of FOG discharged to the sanitary sewer system for each section identified.

- (7) Implementation of a plan and schedule for a public education outreach program that promotes proper disposal of FOG.

5.1 Compliance Summary

To reduce the amount of Fats, Oils and Grease discharged to the City's sanitary sewer system, the City of Glendale developed a FOG control program, and ultimately created a FOG Ordinance in 2009. The City created a FOG Food Service Establishment (FSE) database to identify non-residential sewer customers who have the potential to discharge FOG into the City's wastewater collection system. This program includes Food Service Establishments (FSEs) and industrial customers that might contribute FOG to the sanitary sewer system. Non-residential customers must complete an Industrial Waste Discharge Permit application in order to discharge wastewater to the City's sanitary sewer system.

The City of Glendale Fire Department administers this Industrial Waste Pretreatment Program. Beginning in early 2019, the Public Works Maintenance Services Division began administering Industrial Waste Permits for FSE's only. At this same time the permit application for FSE's was simplified to reflect the narrower range of constituent waste coming from an FSE. The City of Glendale Public Works Department administers the FOG Ordinance and inspects FSE's on an 18-month schedule to ensure compliance. Inspectors for the City of Glendale Public Works Department have the authority to enter food service facilities (FSE) to inspect flow and constituent control devices (including grease traps, hydro-mechanical devices and grease interceptors), and inspect maintenance records.

In an effort to limit the impact of Fats, Oils, and Grease that do reach the sanitary sewer system, the City identifies problem areas within the system that require more frequent cleaning. These lines are cleaned as part of the "Trouble Spot" list that the City maintains, or as part of the yearly "Restaurant Runs" that are completed by City O&M staff each winter (December through March). Lines on the "Trouble Spot" list are cleaned with frequencies of up to once per month depending on the determination of City staff.

Because the City of Glendale recognizes that partnership with its sanitary sewer customers is the best way to limit the FOG that enters the sanitary sewer system, the City has developed letters that it sends to customers and to plumbing professionals biennially with the intent of educating them on FOG control during waste discharge and maintenance. Sample letters can be seen in Appendix I.

In summary, the City maintains a FOG Control Program which meets the requirements of Section D, 13 (vii) FOG Control Program of SWRCB Order No. 2006-0003:

- (1) Disposal information is provided to contractors upon request.
- (2) The City possesses the legal authority to prohibit discharges to the system to prevent SSO's and blockages caused by FOG through the *Glendale Municipal Code*, specifically *Chapters 13.40 and 13.34*. Moreover, the *Glendale Municipal Code Sections 13.40.300 – 13.40.410* identifies all non-residential flow,

including flow from FSEs and industries likely to produce grease, as industrial wastes. Also, *Glendale Municipal Code Sections 13.34.010 - 13.34.100* makeup the City's FOG Ordinance and tightly regulates FOG discharges from Food Service Establishments (FSEs). Under both of these chapters, the City is granted the right to impose control and inspection on FSEs and all sources of industrial wastewater flow.

- (3) As part of the permit process required for industrial waste customers under the Industrial Waste Pretreatment Program, the City may require grease removal devices such as hydro-mechanical devices and grease interceptors, may require maintenance and management of such devices, and may specify the record-keeping required for this maintenance and management. The design standards for such devices are contained in the City's Design and Performance Provisions.
- (4) Under the *Glendale Municipal Code Chapters 13.40 and 13.34*, the City has the right to inspect the grease removal devices and maintenance records as described above. City of Glendale Public Works Maintenance Services Division personnel are assigned to these inspections and maintain records of active FSEs within the City for the purpose of scheduling inspections.
- (5) The City identifies and maintains sections of the sanitary sewer system that are particularly subject to FOG accumulation and blockages. These sections are placed on the "Trouble Spot" list if necessary. These sections are cleaned at frequencies ranging from twice per year to 12 times per year, depending upon the assessment of City O&M staff. Sections subject to FOG that are not placed on the "Trouble Spot" list are cleaned once per year during the winter months during the "Restaurant Runs."
- (6) The City identifies industrial waste dischargers who are contributing to FOG-susceptible areas of the sanitary sewer system and sends them a letter reminding them of the requirements of the City's FOG Ordinance. This correspondence encourages them to work with City staff to control FOG discharges or be subject to fines or billing for maintenance.
- (7) The City has already developed a public education program that promotes proper disposal of FOG. This program consists of letters sent to FSE customers and plumbing professionals that describe proper FOG disposal and that educates plumbing professionals on proper maintenance techniques to prevent FOG and other blockages from being swept into City sanitary sewer lines. These letters are sent out every other year.

5.2 Compliance Documents

The following documents are attached as appendices in order support the City's Fats, Oils and Grease (FOG) Control Program, thereby allowing the City to comply with the FOG Control Program requirements of the WDR:

- o Excerpts of *The Municipal Code of the City of Glendale, California* related to

FOG, Adopted by the Council of the City of Glendale, Appendix F.

- Restaurant List, City of Glendale, Appendix G.
- “Sewer Trouble Spot Work List” Sample, City of Glendale, February 2019, Appendix H.
- Letter to Grease Discharger and Grease Control Handout, City of Glendale, Appendix I.
- Letter to Plumbers, City of Glendale, Appendix I.
- Wastewater Maintenance Section Standard Operating Procedure- Food Service Establishment (FSE) Inspection, Appendix I.

5.3 Document Description

A description for each compliance document listed above is described below:

5.3.1 *Excerpts of The Municipal Code of the City of Glendale, CA related to FOG (Appendix F)*

These excerpts of the Glendale Municipal Code, adopted by the Council of the City of Glendale in 1995 and in 2009, include: (1) *Section 13.40.250*, which prohibits the dumping of any liquid waste containing chemicals, greases, oil, tar or other matter or material which would by reason of precipitation or settlement clog or obstruct any sewer, drain or catch basin. Further, *Sections 13.40.300 – 13.40.410* identify all non-residential flow, including flow from FSEs and industries likely to produce grease, as industrial wastes. Under the Industrial Waste Pretreatment Program established in these sections, the City is granted the right to impose control and inspection on such industrial waste flow. (2) Chapter 13.34 prevention and reduction of fats, oils and greases discharged by Food Service Establishments into Municipal Sanitary System, F.O.G Ordinance.

5.3.2 *Restaurant List (Appendix G)*

City of Glendale Public Works personnel are assigned to inspection of grease producing facilities. The Public Works Maintenance Services Division maintains a list of facilities in the City of Glendale subject to such inspections.

5.3.3 *Sewer Trouble Spot Work Lists (Appendix H)*

The City maintains excel spreadsheets for each month containing information on “Sewer Trouble Spots” and the cleaning and inspection activities performed to maintain these areas.

5.3.4 *Letter to Grease Discharger and Grease Control Handout (Appendix I)*

The City distributes letters to grease producing facilities along with a list of grease control suggestions to remind them of the requirements of FOG Ordinance. This correspondence encourages them to work with City staff to control FOG discharges or be subject to fines or billing for maintenance.

5.3.5 *Letter to Plumber (Appendix I)*

The City distributes letters to plumbing professionals through its letters to grease discharges describing proper FOG disposal and maintenance to prevent FOG and other blockages from being swept into City sanitary sewer lines.

5.3.6 Wastewater Maintenance Section- Standard Operating Procedures- Food Service Establishment (FSE) Inspection (Appendix I)

This standard operating procedure was developed in response to the internal audit of the FOG Ordinance conducted in 2015 and 2016. It outlines procedures for compliance inspectors to follow during F.S.E. inspections referencing the primary documents associated with FSE FOG Inspections.

CHAPTER 6. OPERATION AND MAINTENANCE PROGRAM

The City's Operating and Maintenance Program addresses those mandatory SSMP provisions outlined in Section D. 13 (IV) Operation and Maintenance Program of SWRCB Order No. 2006-0003.

The City's Operation and Maintenance Program encompasses the following components:

- (1) A map of the sanitary sewer system, showing all gravity line segments and manholes, pumping facilities, pressure pipes and valves.
- (2) Routine Preventive operation and maintenance activities by staff, 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 Preventive Maintenance (PM) program includes a system to document conducted activities, including paper Sewer Line Maintenance and Inspection forms (Appendix K) and an active mapping system maintained in the shop of city O & M staff. Formal scheduling with work orders is being developed at the time of this update to the SSMP.
- (3) 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 includes 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 focuses 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 includes a capital improvement plan that addresses proper management and protection of the infrastructure assets. The plan includes a time schedule for implementing the short- and long-term plans plus a schedule for developing the funds needed for the capital improvement plan.
- (4) Training on a regular basis for staff in sanitary sewer system operations and maintenance.

- (5) Equipment and replacement part inventories, including identification of critical replacement parts.

6.1 Compliance Summary

The City's Operation and Maintenance (O&M) Program includes maps of the sanitary sewer system, showing all gravity line segments and manholes, pumping facilities, pressure pipes and valves. These maps are based upon the City of Glendale's Sanitary Sewer Geographical Information System (GIS). The data within the GIS is updated infrequently by GIS department staff.

Routine preventive maintenance (PM) of the City's gravity mains is continual, with specific O&M crews responsible for specific Maintenance Districts within the City. The PM program aims for routine maintenance of each main in the City at least

once every 16-18 months. The City maintains a record of all maintenance activity using Sewer Line Maintenance and Inspection Forms, which include the location of pipes cleaned and inspected and any relevant remarks observed during the cleaning, as well as required follow-up activities. Cleaning in each Maintenance District is reviewed on a periodic basis to ensure that the 16-18 month pace is maintained, and adjustments are made where necessary. Overall progress is tracked visually on a large map in the Maintenance Shop, that is highlighted daily by crews as they update their progress.

Problem area gravity mains, listed in the Sewer Trouble Spot Work Lists, are cleaned as frequently as the maintenance staff determine necessary in order to maintain the full working capability of the main. The City also cleans gravity mains subject to Fats, Oils and Grease (FOG) accumulation at a minimum of once per year during the "Restaurant Runs" (December thru February). The City has identified areas that are highly susceptible to root blockage and uses chemical treatment to maintain these areas.

City O&M staff observe gravity mains and manholes during routine cleaning, and conduct localized video inspections on 10-12% of the lines cleaned as part of the PM QA/QC process. During localized video inspections, pipes and manholes are reviewed for structural damage. When such damage is found, the pipe or manhole is placed on the City's Infrastructure Repair List and given a City-specific ranking (A/B/C) based on the observed overall condition. The Infrastructure Repair List is evaluated by the City's Engineering Department, and Capital Replacement Projects are developed to replace damaged infrastructure. These projects are funded annually through the Engineering Department's budget.

The City provides on-going, in-house technical, job skills and safety training for its Staff using California Water Environment Association (CWEA) guidelines. The City also performs additional in-house training including confined space entry and rescue drills

and internal training sessions and un-announced drills to ensure familiarity with emergency overflow procedures for responding crews and to prepare staff for an SSO event, from initial notification to SSO report documentation, including any necessary emergency activities, such as traffic control or sign posting. A list of Crew Training and Certification Paths is maintained by the City.

The City has identified critical sanitary sewer replacement parts for its sanitary sewer system including its single large sanitary lift station located at 967 W. Doran Street and maintains an inventory of such parts.

In summary, the City maintains an Operation and Maintenance Program which meets the requirements of Section D. 13 (IV) Operation and Maintenance Program of SWRCB Order No. 2006-0003:

- (1) The City maintains a GIS map of its sanitary sewer system, including all gravity line segments and manholes, pumping facilities, pressure pipes and valves; a sample of the maps is shown in Appendix J.
- (2) Routine preventive maintenance (PM) of the City's gravity mains is continual, with specific O&M crews responsible for specific Maintenance Districts within the City. The PM program aims for routine maintenance of each main in the City once every 16-18 months. The City maintains a log of all maintenance activity using Daily Schedule Templates and reviews cleaning progress on a periodic basis to ensure that the required pace is maintained, and makes adjustments where necessary. Daily activity is documented on Sewer Line Maintenance and Inspection Forms. Samples of the Sewer Line Maintenance and Inspection forms, one blank and one showing proper documentation, can be seen in Appendix K. Overall progress is tracked visually on a large map in the Maintenance Shop

Problem area gravity mains, listed in the Sewer Trouble Spot Work Lists, are cleaned as frequently as the maintenance staff determine necessary in order to maintain full working order of the main. City O&M staff add trouble spots to the list as problem areas are identified in the field and remove them based on resolution of the problem that caused it to be identified as a trouble spot. Directions for accessing the electronic master of the Sewer Trouble Spot Work Lists can be seen in Appendix H. The City also cleans gravity mains subject to Fats, Oils and Grease (FOG) accumulation at a minimum of once per year during the "Restaurant Runs" (December thru February). Direction for accessing the electronic master "Restaurant Run" worksheets and the three (3) most recent years of work can be found Appendix L.

The City has identified tree root blockages as a high priority concern with respect to SSOs in the City of Glendale. The City has identified areas that are highly susceptible to root blockage and prioritized these areas by risk. A yearly

budget is established for Chemical Root Control (CRC) treatment, and root-prone areas are dosed with chemical treatment in order of priority until the budget is exhausted. Direction for accessing the electronic master of the chemical root control spreadsheet can be seen in Appendix M.

- (3) City O&M staff observe gravity mains and manholes during routine cleaning, and conduct localized video inspections on 10-12% of the lines cleaned as part of the PM QA/QC process. The lines selected for video inspection are selected by field crews at the end of each day. During localized video inspections, pipes and manholes are reviewed for structural damage. When such damage is found, the pipe or manhole is placed on the City's Infrastructure Repair List and given a City-specific ranking:
- A – Repair ASAP: Collection System Failure Imminent
 - B – Repair within next 12 months at next budgeted contractual pipe repair.
 - C – Repair at the discretion of the Engineering Department.

The Infrastructure Repair List is evaluated by the City's Engineering Department, and Capital Replacement Projects are developed to replace damaged infrastructure. These projects are funded annually through the Engineering Department's budget. An example of the Infrastructure Repair List can be seen in Appendix N. A goal of this SSMP is to increase the communication between the Engineering Department and Operations and Maintenance Staff in general after repair projects have been completed.

- (4) The city provides ongoing in-house technical, job skills and safety training for its staff using materials prepared by O & M personnel including confined space entry and has compiled these training programs into a supplemental training manual. Additionally the city employs the CWEA technical certification program as a means to train its staff on the theory and fundamentals of collection system maintenance. The city also observes the certification guidelines for operators based on time in the trade and responsibility level outlined in the enrollee's questionnaire on the CIWQS website. A list of Crew Training and Certification Paths is maintained by the City. Directions for accessing the electronic master of this document can be found in Appendix P, as can directions for accessing hard copy records of three (3) of the most important in-house training programs.

Additionally, the City conducts internal training sessions and unannounced drills to ensure familiarity with emergency overflow procedures for responding and to prepare staff for an SSO event, from initial notification to SSO report documentation, including any necessary emergency activities, such as traffic control or sign posting.

In order to consistently educate maintenance staff with the fundamental skills required to maintain and operate the wastewater system, all staff is required to

complete a two-volume self-study course which will be completed during the first two (2) years on the job. The course, which is produced by the Office of Water Programs at California State University, Sacramento, uses *Operations and Maintenance of Wastewater Collection Systems, Volumes I and II* as a text.

- (5) The City has identified critical sanitary sewer replacement parts for its sanitary sewer system and maintains an inventory of such parts. The list of this critical inventory can be seen in Appendix R.

6.2 Compliance Documents

The following documents, attached as appendices, support the City's Operation and Maintenance Program, thereby allowing the City to comply with the Operation and Maintenance Program requirements of the WDR:

- Sample Maps of the City's Sanitary Sewer System, including all gravity line segments and manholes, pumping facilities, pressure pipes and valves, City of Glendale, Appendix J.
- Sewer Line Maintenance and Inspection Forms, City of Glendale, March 2010, Appendix K.
- "Sewer Trouble Spot Work Lists", Appendix H.
- "Restaurant Run" Documentation, Appendix L.
- "Chemical Root Control" Spreadsheet, Appendix M.
- Infrastructure Repair Lists, Appendix N.
- Confined Space Entry and Rescue Drill Program and Notes, City of Glendale, Appendix P.
- Crew Training and Certification Paths, Spreadsheet, Appendix P.
- Critical Spares Inventory, City of Glendale, Appendix R.

6.3 Document Descriptions

A description for each compliance document listed above is described below:

6.3.1 *Sample Map of the City's Sanitary Sewer System (Appendix J)*

The City maintains a Geographic Information System (GIS) database of their sanitary sewer system, including all gravity line segments and manholes, pumping facilities, pressure pipes and valves. This database was utilized to create this map of the City's wastewater facilities.

6.3.2 *Sewer Line Maintenance and Inspection Forms (Appendix K)*

The City maintains a log of all maintenance activity using Sewer Line Maintenance and Inspection Forms and reviews cleaning progress on a periodic basis to ensure that the required pace is maintained, and make adjustments where necessary. Included in these records is the location of pipes cleaned and inspected and any relevant remarks observed during the cleaning, as well as required follow up activities.

6.3.3 *"Restaurant Run" Documentation (Appendix L)*

The City documents the yearly Restaurant Runs, which are maintenance and cleaning runs performed once per year in order to prevent FOG build-up in the collection system.

6.3.4 “Sewer Trouble Spot Work Lists” Spreadsheet Sample (Appendix H)

The City maintains excel spreadsheets for each month containing information on “Sewer Trouble Spots” and the cleaning and inspection activities performed to maintain these areas.

6.3.5 “Chemical Root Control” Spreadsheet (Appendix M)

The City has identified areas that are highly susceptible to root blockage and uses chemical treatment to maintain these areas. These cleaning activities are logged into this excel spreadsheet

6.3.6 Infrastructure Repair Lists (Appendix N)

During localized video inspections, pipes and manholes are reviewed for structural damage. When such damage is found, the pipe or manhole is placed on the City’s Infrastructure Repair List and given a City-specific ranking (A/B/C) based on the observed overall condition. The Infrastructure Repair List is evaluated by the City’s Engineering Department, and Capital Replacement Projects are developed to replace damaged infrastructure. These projects are funded annually through the Engineering Department’s budget.

6.3.7 Confined Space Entry and Rescue Drill Program and Notes (Appendix P)

The City provides training on confined space entry and rescue drills according to this program and maintains a list of comments and follow-up items.

6.3.8 Crew Training and Certification Paths (Appendix P)

The City maintains a list of the training completed by staff. Included is the length of service, volume of CWEA training completed, date of completion, and CWEA grade of each staff member.

6.3.9 Sewer System Overflow Drill Program

Drill Program – Improved maintenance practices have reduced SSO’s since 2008. As a result extended periods of time can pass between SSO responses for any one of the City’s four (4) standby response teams. In order to keep OERP practices refreshed with staff, periodic SSO response drills are conducted.

6.3.10 Tailgate Training Program

The Wastewater Section conducts a minimum of two tailgate training sessions per month. These sessions cover a range of topics of now and recurring importance to Section Members including Operation Specific PPE, Administrative Policies, Core Equipment, Specific Trade Techniques and

Updates and Environmental Factors. Records of these sessions going back to 2004 can be viewed in the Wastewater Shop Crew Office.

6.3.11 Critical Spares Inventory (Appendix R)

The City has identified critical sanitary sewer replacement parts for its sanitary sewer system and maintains an inventory of such parts.

CHAPTER 7. DESIGN AND PERFORMANCE PROVISIONS

The City's Design and Performance Provisions addresses those mandatory SSMP provisions outlined in Section D.13 (v) Design and Performance Provisions of SWRCB Order No. 2006-0003. The City's Design and Performance Provisions encompass the following components:

- (1) 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.
- (2) Procedures and standards for inspecting and testing the installation of new sewers, pumps and other appurtenances and for rehabilitation and repair projects.

7.1 Compliance Summary

The City requires that all new sanitary sewer systems, pump stations and other appurtenances as well as the rehabilitation and repair of existing sewer facilities, be designed and constructed in accordance with the City of Glendale *Sanitary Sewer Manual and Standards*, which references the *Standard Specifications for Public Works Construction (Greenbook)*, published by Public Works Standards, Inc.

Procedures and standards used for inspecting and testing the installation of new sewers and other appurtenances, and for rehabilitation and repair projects, are in Section 307-5 of the *Greenbook*. Specifically, all City-owned sewer facilities are left uncovered until the City Engineer has completed inspection and testing in accordance with the *Greenbook*.

The City maintains Design and Performance Provisions which meet the requirements of Section D, 13 (v) Design and Performance Provisions of SWRCB Order No. 2006-0003:

- (1) The City utilizes the City of Glendale *Sanitary Sewer Manual and Standards*, which references the *Standard Specifications for Public Works Construction (Greenbook)* for design and construction standards and specifications for the installation of new sanitary sewer systems, pumps and other appurtenances, and for the rehabilitation and repair of existing sanitary sewer infrastructure.
- (2) The City utilizes procedures and standards for inspecting and testing the installation of new sewers, pumps and other appurtenances and for

rehabilitation and repair projects that are in accordance with the *Standard Specifications for Public Works Construction (Greenbook)*, specifically Section 307-5. All City-owned sewer facilities are left uncovered until the City Engineer completes the inspection.

7.2 Compliance Documents

The following documents are attached as appendices in order support the City's Design and Performance Provisions, thereby allowing the City to comply with the Design and Performance Provisions requirements of the WDR:

- *Sanitary Sewer Manual and Standards*, Department of Public Works, City of Glendale, Appendix S.

The following documents are readily available to the general public, and have therefore not been attached as appendices:

- *Standard Specifications for Public Works Construction (Greenbook)*, Public Works Standards, Inc., 2018.

7.3 Document Descriptions

A description for each compliance document listed above is described below:

7.3.1 *Sanitary Sewer Manual and Standards (Appendix S)*

The *Sanitary Sewer Manual and Standards* summarizes and outlines policy, practices and procedures that have been developed to increase the efficiency and uniformity of sewer design. Its purpose is to inform and instruct employees about the current standards of practice.

7.3.2 *Standard Specifications for Public Works Construction, (Greenbook)*

The *Greenbook*, formally known as the *Standard Specifications for Public Works Construction*, is widely used by cities and counties from Santa Barbara County to San Diego County. Publication of the *Greenbook* is under the oversight of Public Works Standards, Inc, a nonprofit mutual benefit corporation. It contains all the latest standards and recommendations that have been researched and approved by a 25-member committee, with representatives from the American Public Works Association, the Associated General Contractors of California, the Engineering Contractors Association, and the Southern California Contractors Association.

CHAPTER 8. SYSTEM EVALUATION AND CAPACITY ASSURANCE PLAN

The City's System Evaluation and Capacity Assurance Plan addresses those mandatory SSMP provisions outlined in Section D.13 (viii) System Evaluation and Capacity Assurance Plan of SWRCB Order No. 2006-0003.

The City has prepared and implemented a Capital Improvement Program (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. The City's System Evaluation and Capacity Assurance Plan encompasses the following components:

- (1) 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 provides 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.
- (2) Design Criteria - Where design criteria do not exist or are deficient, undertake the evaluation identified in (1) above to establish appropriate design criteria.
- (3) 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.
- (4) Schedule – the City has developed a schedule of completion dates for all portions of the CIP developed in (1)-(3) above. This schedule shall be reviewed and updated consistent with the SSMP review and update requirements as described in Section D. 14.

8.1 Compliance Summary

The City maintains a System Evaluation and Capacity Assurance Plan which meets the requirements of Section D.13 (viii) System Evaluation and Capacity Assurance Plan of SWRCB Order No. 2006-0003:

- (1) The City's *Final Wastewater Master Plan Update (February, 2007)*, attached as Appendix T, includes wastewater flow projections and a hydraulic analysis of all City-owned gravity mains. The analysis, performed with a *H₂OMap* Sewer hydraulic model, includes estimates of peak dry and wet weather flows, and outlines a Capital Improvement Program to mitigate projected deficiencies in the existing, future (2030) time increment. Sanitary Sewer Overflows were not allowed to exit the system during the hydraulic analysis.

At the time of this update the city is in the process of developing a new Sewer Master Plan. Completion is anticipated at the end of Calendar Year 2019. It will include wastewater flow projections and a full hydraulic analysis of all City-owned gravity mains. The analysis will be performed using *InfoSewer* hydraulic model and will outline a capital improvement program to mitigate projected deficiencies in the existing and future () time increment.

- (2) The City's *Final Wastewater Master Plan Update (Section 3.4)* summarizes the appropriate design criteria necessary to ensure sufficient capacity, as well as preserve the estimated life-cycle of wastewater infrastructure.
- (3) The City has established a short- and long-term Capital Improvement Program (CIP) to address projected hydraulic deficiencies. Section 5.2 of the *July 2007 Final Wastewater Master Plan Update* discusses the City's CIP. Additionally, the City maintains a 10-year Sewer CIP as shown in Appendix U. The CIP includes projected cost estimates, alternatives analysis and project prioritization, with funding anticipated through the City's Sewer Fund.
- (4) The City has developed their CIP, as presented above, and plans to review and update it every five years.

8.2 Compliance Documents

The following documents support the City's System Evaluation and Capacity Assurance Plan, thereby allowing the City to comply with the System Evaluation and Capacity Assurance Plan requirements of the WDR:

- *Final Wastewater Master Plan Update*, Kennedy/Jenks Consultants, July 2007, Appendix T.
- *10-Year Capital Improvement Program*, City of Glendale, 2009, Appendix U.

8.3 Document Descriptions

A description for each compliance document listed above is described below:

8.3.1 *Final Wastewater Master Plan Update (Appendix T)*

Kennedy/Jenks Consultants completed this July 2007 update of the Wastewater Master Plan. The focus of this Wastewater Master Plan Update is to perform a hydraulic evaluation of Glendale's wastewater facilities to establish a prioritized capital improvement program. The hydraulic evaluation is conducted through the development and calibration of a computerized hydraulic model. The model is used to evaluate the capacity of the existing and future system so that a comprehensive capital improvement program can be prepared. This activity has been necessitated by ongoing downtown development and the associated Downtown Specific Plan developed by the City. The objectives of this Master Plan are to:

- Develop a calibrated hydraulic model of the wastewater system.
- Input the anticipated future land use conditions on the wastewater system, and evaluate the existing system's capability to convey existing and ultimate flows.
- In concert with City staff, develop appropriate design criteria for the evaluation of the system.
- Prepare cost estimates of the necessary improvements.
- Document this information in a letter report of findings in the form of a 2007 Wastewater Master Plan Update.

Through the conduct of these objectives, the general purpose for this planning effort is to assess those areas within the City that may be capacity limited facilities and provide a methodical plan for the improvement of these identified areas.

The analysis, performed with an *H₂OMap* Sewer hydraulic model, includes estimates of peak dry and wet weather flows, and outlines a Capital Improvement Program to mitigate projected deficiencies in the Existing, Future (2030) time increment. Specific sections in the *Final Wastewater Master Plan Update* include:

- Introduction
- Existing Wastewater System
- Wastewater Flows and Design Criteria
- Wastewater System Evaluation
- Wastewater System Improvement Costs

The 2007 Update will be replaced by the new Master Plan when completed in late 2019, early 2020.

8.3.2 10-Year Capital Improvement Program (Appendix S)

The City's Capital Improvement Program provides cost estimates of the proposed projects through the 10-Year time increment.

CHAPTER 9. MONITORING, MEASUREMENT, AND PROGRAM MODIFICATIONS

The City's Monitoring, Measurement, and Program Modifications addresses those mandatory SSMP provisions outlined in Section D.13 (ix) Monitoring, Measurement, and Program Modifications of SWRCB Order No. 2006-0003.

The City's Monitoring, Measurement, and Program Modifications encompass the following components:

- (1) Maintain relevant information that can be used to establish and prioritize appropriate SSMP activities;
- (2) Monitor the implementation and, where appropriate, measure the effectiveness of each element of the SSMP;
- (3) Assess the success of the preventive maintenance program;
- (4) Update program elements, as appropriate, based on monitoring or performance evaluations; and
- (5) Identify and illustrate SSO trends, including: frequency, location, and volume.

9.1 Compliance Summary

The City tracks the location and cause of all SSOs, blockages, and gravity main hot-spots. The City maintains a log of all maintenance activity using the Sewer Line Maintenance and Inspection Form, which includes the location of pipes cleaned and inspected and any relevant remarks observed during the cleaning, as well as required follow up activities.

In order to monitor the implementation and measure the effectiveness of the SSMP, the City tracks several performance indicators, including:

- SSO Rate – SSO's per 100 miles of sanitary sewer -12 month moving average, past 60 months
- Location of all SSOs over the past 60 months
- SSO Volume discharged to waters of the state past 60 months
- Volume of SSOs that was contained in relation to total volume of SSOs; since spring 2010
- SSOs by cause (top 3 categories, typically roots, grease and debris);
- Miles of gravity mains cleaned over the past 12 months;
- Number of recordable accidents experienced by sanitary sewer operations and maintenance crews.

In order to keep the SSMP up to date, the City has assigned a staff member to review the SSMP biennially. The Wastewater Maintenance Superintendent is the staff person tasked with this job. In addition to tracking the above performance indicators, the Wastewater Maintenance Superintendent will review all sections of the SSMP for effectiveness and timeliness. Collection system personnel will also be consulted between internal audits to review the effectiveness of the SSMP, and help identify potential areas for improvement.

In summary, the City maintains a Monitoring, Measurement, and Program Modifications which meets the requirements of Section D.13 (ix) Monitoring, Measurement, and Program Modifications of SWRCB Order No. 2006-0003:

- (1) The City monitors the implementation of the SSMP, and measures the effectiveness of each element by SSMP by tracking performance indicators on an ongoing basis;
- (2) By tracking performance indicators, the City is able to assess the success of their preventive maintenance program;
- (3) The City has assigned the Wastewater Maintenance Superintendent as the staff person responsible for reviewing the SSMP biennially, in order to update all program elements as appropriate. In addition to tracking the above performance indicators, the Wastewater Maintenance Superintendent will review all sections of the SSMP for effectiveness and timeliness. Collection system personnel will also be consulted between internal audits to review the effectiveness of the SSMP, and help identify potential areas for improvement;
- (4) The City tracks the frequency, location and volume of all SSOs.

9.1 Compliance documents

The wastewater Maintenance Section maintains four (4) Excel spreadsheets and one (1) wall map record document to track overall performance. These performance measurement tools or metrics are summarized as follows:

1. **Number of preventable accidents** – Experienced by sanitary operations and maintenance personnel.
2. **SSO Rate-SSO's per 100 miles of sanitary sewer** – 12 months moving average, past 60 months
3. **SSO Volume discharged to waters of the state** – past 60 months
4. **Volume of SSOs that was contained in relation to total volume of SSOs** – since spring 2010 (implementation of standby crews for after hours response)
5. **Location of all SSOs** – over the past 60 months
6. **Miles of gravity mains cleaned** – annually
7. **Miles of gravity mains CCTV inspected** – annually
8. **SSOs by cause** (top 3 categories) – over the last 60 months

The location of all these performance measurement documents can be found in the table in Appendix Y=Performance Metrics.

9.2 Document Descriptions

1. **Number of recordable accidents** – experienced by sanitary sewer operations and maintenance personnel. A bar chart showing preventable accidents, both vehicular and industrial by month for the current year and preventable totals for five (5) prior years.
2. **SSO Rate – SSO's per 100 miles of sanitary sewer** – 12 month moving average, past 60 months – Trend graph. Key metric for monitoring performance of a sanitary sewer maintenance program. Computed monthly by dividing total number of SSO's for twelve months period including the current month by the number of hundreds of miles of sanitary sewer (for Glendale $360/100=3.6$).
3. **SSO Volume discharged to water of the state** – past 60 months. A bar chart showing total volume of sewage discharged to waters of the state by month
4. **Volume of SSOs that was contained in relation to total volume of SSOs** – since spring 2010. A bar chart showing percentage of total overflow volume recovered by event and a trend line showing the 12 event moving average.
5. **Location of all SSOs** – over the past 60 months. A wall map in the city's Wastewater Maintenance Shop which has stoppage and SSO locations identified with maps pins color coded by year.

6. **Miles of gravity mains cleaned** – Annually obtained from the production spreadsheet for the current year.
7. **Miles of Gravity Mains CCTV inspected** – Annually obtained from the cleaning production spreadsheet for the current year.
8. **SSOs by cause** (top 3 categories) – over the last 60 months. A bar chart showing total number of SSOs by type in the current year and the preceding five (5) years.

CHAPTER 10. SSMP PROGRAM AUDITS

The City's SSMP Program Audits addresses those mandatory SSMP provisions outlined in Section D.13 (x) SSMP Program Audits of SWRCB Order No. 2006-0003. The City is required to 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 City's compliance with the SSMP requirements identified in Section D.13 of SWRCB Order No. 2006-0003, including the identification of any deficiencies in the SSMP and steps to correct them.

10.1 Compliance Summary

The City will conduct an internal audit of their SSMP every two years, and focus on the effectiveness of the SSMP and the City's compliance with the SSMP requirements of Order No. 2006-0003. The audit will include, but may not be limited to, the following:

- Any significant changes to components of the SSMP, including but not limited to, Legal Authority, FOG Control Program or Overflow Emergency Response Plan.
- Any significant changes to the referenced compliance documents, presented as Volume II of the Sewer System Management Plan.
- SSMP implementation efforts over the past two years;
- A description of additions and improvements made the sanitary sewer collections system during the past two years;
- A description of the additions and improvements planned for the upcoming two years, with an estimated schedule for implementation.
- Strategies to correct deficiencies, if identified, will be developed by the responsible City division.

10.2 Compliance Documents

Appendix V contains all records of certification and internal audit summarized in the table below, "City of Glendale SSMP History."

City Of Glendale SSMP History

Event	Date Required	Date Approved/ Completed
Original Plan	May 1, 2009	April 28, 2009
Internal Audit- 2 nd Anniversary of Plan	April 30, 2011	March 2012
Internal Audit- 4 th Anniversary of Plan	April 30, 2013	September 10, 2013
Recertification 5 th Anniversary of Plan	April 30, 2014	April 29, 2014
Internal Audit 6 th Anniversary of Plan	April 30, 2015	May 1, 2015
Internal Audit 8 th Anniversary of Plan	April 30, 2017	See note(1) below
Recertification 10 th Anniversary of Plan	April 30, 2019	May 7, 2019
Notes; (1) The City' Finance Department Internal Audit Division conducted a Comprehensive audit of the City's Compliance with its FOG Ordinance between July of 2015 and February 2016. Support for this audit and follow-up in response to the audit comprise the City's audit of the SSMP required at the 8 th anniversary of the plan.		

10.3 Document Descriptions

There are no document descriptions for this section.

CHAPTER 11. COMMUNICATION PROGRAM

The City's Communication Program addresses those mandatory SSMP provisions outlined in Section D.13 (xi) Communication Program of SWRCB Order No. 2006-0003.

The City should communicate on a regular basis with the public on the development, implementation, and performance of its SSMP. The communication system shall:

1. Provide the public the opportunity to provide input to the City as the program is developed and implemented.
2. Create a plan of communication with systems that are tributary and/or satellite sanitary sewer system.

11.1 Compliance Summary

The City will communicate on a regular basis with interested parties on the implementation and performance of this SSMP. The communication program allows interested parties to provide input as the program is developed and implemented.

The City made a Draft version of the SSMP available to the public, allowed time for review, and invited public comments at a City Council meeting on April 28, 2009, thereby allowing for public input. The city made the updated version of the SSMP available to the public and invited public comments on April 29, 2014 thereby allowing for public input. The city will provide a similar opportunity for Public Comment at the time of recertification of this update, April 2019. Additionally, the City's website (www.glendaleca.gov) has an electronic copy of the SSMP including all appendices.

Since transferring oversight of FOG Ordinance compliance to the Maintenance Services Division, the City has communicated with the City of Los Angeles regarding concerns about FOG introduced into Glendale's collection system where Los Angeles' system connects to Glendale's at the Rock Glen Avenue at the 2 Freeway.

11.2 Compliance documents

There are no compliance documents for this section.

11.3 Document Descriptions

There are no compliance documents for this section.

Sewer System Management Plan

Volume II

Recertification May 2019



MASTER

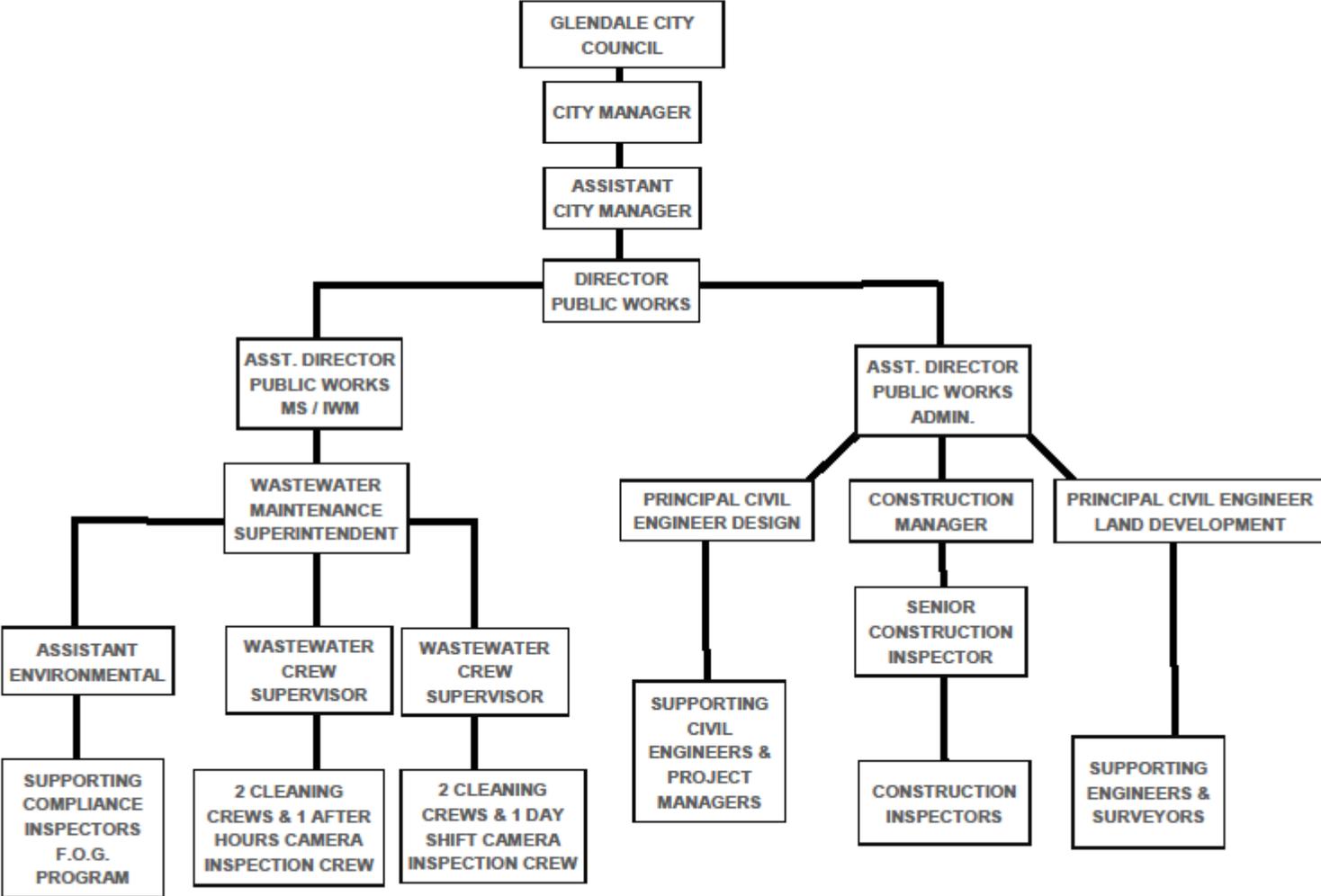
APPENDIX A

SSMP Organization

City of Glendale

CITY OF GLENDALE, CALIFORNIA

SEWER SYSTEM MANAGEMENT PLAN - ORGANIZATION FLOW CHART



SSMP Development & Implementation Personnel

(Fill in job description, name & phone number of the personnel currently filling the position)

REVISED: **4/18/2019**

City Manager: YAZMIN BEERS (818) 548-4844

Assist. City Manager: ROUBIK GOLANIAN (818) 548-4844
(Legally Responsible Official)

Glendale City Council- ARA NAJARIAN, PAULA DEVINE,
VARTAN GARPHEITIAN, ZAREH SINANYAN,
VREJ AGAJANIAN

Maintenance Services Division (818) 548-3950

Asst. Director of Public Works/MS- DANIEL B. HARDGROVE
(Legally Responsible Official)

Wastewater Superintendent- JOHN N. HICKS
(Legally Responsible Official)

Preventive Maintenance (818) 548-3950

Wastewater Crew Supervisor- BRYAN ORTEGA, JR.
Sr. Wastewater Worker- ROD TORRES, ALFONSO HERRERA
Wastewater Maintenance Workers – (Maintenance Services Phone Extension log attached)

Storm Drain & Pipeline Inspection (818) 548-3950

Wastewater Crew Supervisor- ROY RODRIGUEZ, BRYAN ORTEGA
Sr. Wastewater Worker- ROD TORRES, ALFONSO HERRERA
Wastewater Maintenance Workers – (See attached Maintenance Services Phone Extension log)

FOG Ordinance Compliance Inspections (818) 550-3411

Assistant Environmental Technician RICK BELTRAN

Engineering Division (818) 548-3945

Director of Public Works YAZDAN EMRANI
Assist. Director of Public Works/Admin. EDWARD HITTI
Construction Service Manager- GARY EDSAL
Principal Civil Engineer- CHRIS CHEW / SARKIS OGANESYAN
Civil Engineer II- JASMINA ZIGIC / ARMEN AVAZIAN ARMOND
SIMONIAN/
RUEL VILLALUNA
Civil Engineer I- VICTORIYA PAKHANYAN
Project Manager- SAM MODY
Sr. Construction Inspector- TOM CAZARES



CITY OF GLENDALE, CALIFORNIA
Public Works Department
MAINTENANCE SERVICES DIVISION

541 W. Chevy Chase Drive
Glendale, California 91204-1813
(818) 548-3950, FAX (818) 547-0637
www.ci.glendale.ca.us

APPENDIX A- Radio and Phone List

1. The electronic copy of the master **Radio and Phone** list can be found at:

G:\CLERKS\Radio Phones.xls

2. A copy of the list is included in this Appendix as an example.

Street & Field Services

Street . Sidewalk . Forestry . Sewer . Storm Drains . Traffic Signs . Street Sweeping
. Parking Meters

ADMINISTRATION	
Daniel Hardgrove 2101, ext 3400 cell 402-0766	
Alice Hamrajbaian	ext 3489 (B Track)
Orlando Urquidez	ext 3410
Hourly Employee(s)	ext 3405 (p.t.)
Arpi Parsadanyan	
Sm Gate = 1, Lg Gate = 9	
P.W. Maint. Serv. Cell Phone # (818) 419-8667	

ASPHALT	
Ray Torres 2104, ext 3404, cell 402-0905	
Linares, Carlos 2105 ext 3451 cell 572-6787	
Elias, Daniel 2128 ext 3422 cell 482-1805	
Avalos, Jaime	
Cisneros, Jose	
Crowly, Ryan	
Curiel, Alfredo	
Leal, Roman	
Moya, Jose	
Munoz, John	
Rodriguez, Enrique	
Rubio, Mauricio	
Tadevosyan, Gabriel	
Vigil, Shane	
Root Cutter	2145
(GYA) Pickup Crew /Truck	2134
Patch Truck	2130
EOII	2127
EOII	2129

CONCRETE & BRAND	
Ray Torres 2104, ext 3404, cell 402-0905	
Linares, Carlos ext 3451 cell 572-6787	
Binder, Matthew 2139 ext 3422 cell 482-4185	
Coch, (Jonas) Ian	
Crowly, Ryan	
Espinoza, Jesus	
Gomez, Rudy	
Luna, Felipe M.	
Lunsford, Jason	
Montes, Antonio	
Ortega, Misael	
Romero, Bobby	
Valencia, Jesus	
Vizcarra, Indolfo	
GYA Brand Litter Pick Up Crew 2134	
Concrete Shop ext 3422 / 3451	

Daniel Hardgrove
John Hicks
Alice Hamrajbaian
Ryan Pasilong
Artemio Albarran
Eddie Alanis
Clemente Valadez
Bryan Ortega

FORESTRY	
Loren Klick 2141 ext. 3416 cell 484-6673	
Albarran, Artemio	2140 ext. 3408 cell 913-7599 (B Track)
Alanis, Eduardo 2144 (B Track)	
Castaneda, Acacio	
Mendoza, Danny	
Mora, Martin	2143
Valadez, Clemente (B Track)	
Kathrine Williams (Arborist Tech) 2107 ext 3402 (B Track)	
(Building & Safety ext 548-4063) Cell 254-5335	
Mon & Wed 9:30am -12pm	
LIMBS DOWN / B&H - 2143 / 2144	

SEWER	
John Hicks 2103 ext. 3413 cell 262-6799 (B Track)	
Ortega, Bryan 2116, ext 3425, cell 482-9991 (B Track)	
Rodriguez, Roy 2123 ext 3436 cell 254-5778	
Beltran, Rick	2011 ext 3411 cell 482-0689 (B Track)
Galan, Alejandro	
Herrera, Alfonso	Sr. Wastewater Maint Worker (A Track)
Largaespada, Julio (B Track)	
Malagon, Frank	
McClosky, James	
Pasilong, Ryan	(B Track)
Reyes, Armin	(B Track)
Tagesyan, Vardan	(B Track)
Torres, Rod	Sr. Wastewater Maint Worker (B Track)
Villagran, Nery	
Crew 1 - 2117 / 2118	
Crew 2 - 2119 / 2120	
Crew 3 - 2121(A) / 2121(B)	
Crew 4 - 2122 (A) / 2122 (B)	
Stormdrain Crew - 2124	
Camera Crew (van) - 2125	

TRAFFIC	
David Lew 2108 ext 3407, cell 402-0943	
Hanna, Steve	2147 (Sign Truck)
Kemp, Gerald (Jerry) 2148-A	
Baker, Sadiki - Yard Attendant ext 3412	
Benavides, Samuel	
Murrieta, Robert	2149 (Sign Truck)
Parker, Jim - Yard Attendant ext 3412	
Toscano, Antonio (Tony)	
Villanueva, Chris	
Meters	2150 cell 331-0105
Segura, John	Sr. Parking Meter Collector
Blankenship, James (B Track)	
Mancini, Matthew (B Track)	
Mera, John	
Traffic Shop	3424
Sign shop	3423
Meter Shop	3418
B TRACK	

Rick Beltran
Julio Largaespada
Armin Reyes
Vardan Tagesyan
Rod Torres
Matt Mancini
James Blakenship

**CITY MANAGER
(Unclassified)**

DEFINITION: Under the direction of the City Council, acts as the Chief Administrative Officer of the City directing, planning and organizing all administrative activities of the City.

EXAMPLES OF WORK:

Plans, coordinates and directs the work of all City divisions.

Directs the development of goals, objectives, policies and procedures.

Enforces and administers the provisions of the municipal code, the charter and ordinances governing the City.

Moots with City Council to determine policies and future needs of the City, to advise on financial conditions, and to report accomplishments.

Recommends legislation and policies required in the public interest.

Negotiates and enforces provisions of legal documents such as contracts, leases and agreements.

Prepares, proposes and administers the annual budget.

Represents the City at meetings and public functions.

Appoints and removes division heads and approves the appointment and removal of subordinate employees.

Coordinates activities of the City with other governmental agencies.

Furnishes technical advice on operations to the City Council.

Prepares and submits an annual report on the finances and administrative activities of the City.

Acts as Executive Director of Redevelopment.

Assumes responsibility for ensuring the duties of the position are performed in a safe, efficient manner.

Performs other related duties as assigned.

MINIMUM REQUIREMENTS:

KNOWLEDGES, SKILLS AND ABILITIES

Knowledge of Federal and State laws, rules and regulations regarding local government operations.

Knowledge of principles and procedures of municipal management and organization function, operation and problems of municipal government.

Skill in applying common sense and logic in decision making.

Ability to analyze trends and problems and to develop long range plans.

Ability to effectively supervise subordinates.

Ability to establish and maintain effective working relationships.

Ability to foster a teamwork environment.

Ability to lead and gain the cooperation of the City Council, officials, employees and the public.

Ability to plan and prepare effective written and oral reports.

OTHER CHARACTERISTICS

Willingness to work necessary hours and times to accomplish goals, objectives and required tasks.

Willingness to assume responsibility for maintaining a safe working environment.

Willingness to plan, initiate recommend and carry out actions as required.

EXPERIENCE

Five years of highly responsible administrative experience in government or business, including three years with a municipality.

EDUCATION/TRAINING

Bachelors Degree or Masters degree in Public or Business Administration or a related field.

NOTE

An equivalent combination of experience, education and/or training may substitute for the listed minimum requirements.

LICENSE

California Class 3 driver's license.

FSLA DESIGNATION

City Manager - Non Exempt

Revised Specification
Previously Approved 11/92
Approved by Commission 6/02

Glendale, California

DIRECTOR OF PUBLIC WORKS

DEFINITION: Under administrative direction of the City Manager, this executive position directs the activities of the Public Works Division of the City. This position involves responsibility for planning and administering the City's Building and Safety, Engineering, Project Management, Integrated Waste Management, Mechanical Maintenance, Maintenance Services, and Traffic and Transportation Sections.

ESSENTIAL FUNCTIONS:

Direct, plan, organize and administer the operation of the Public Works Division. Establish Divisional goals and objectives using short- and long-term planning.

Direct preparation and administration of the Public Works Division Budget. Direct and review the preparation of staff reports, studies and analyses.

Select, develop and supervise principal subordinates and direct the selection, placement, training and supervision of other employees. Review and evaluate employees' job performance and recommend appropriate personnel action.

Initiate and supervises research on special public works projects. Conducts presentations to the City Council on public works related matters. Reports periodically to the City Manager on the division's activities.

Confer with division heads, representatives of other governmental units, utility company representatives, and other interested parties affected by existing or proposed public works operations or regulations.

Assume responsibility for ensuring the duties of this position are performed in a safe, efficient manner.

Perform other related duties as assigned.

MINIMUM REQUIREMENTS:

KNOWLEDGES, SKILLS, ABILITIES

Knowledge of applicable safety rules, practices and procedures affecting the operation of a Public Service Division.

Knowledge of laws and ordinances relevant to the operation of a Public Works Division.

Knowledge of the principles of organization, administration and supervision.

Skill in applying common sense and logic in decision making.

Ability to build strong interpersonal relations within the community, particularly amongst an ethnically diverse population.

Ability to communicate effectively, orally and in writing.
Ability to deal with all levels of employees and the public.
Ability to effectively supervise subordinates.
Ability to establish and maintain smooth and effective working relationships.
Ability to foster a teamwork environment.
Ability to lead, coach, instruct and motivate employees.
Ability to make presentations before groups and the public.
Ability to provide clear work instruction.
Ability to provide executive leadership.
Ability to provide good customer service to those using the Public Works Division.
Ability to review and evaluate employees' job performance.
Ability to run a successful Public Works Division within a given budget.

OTHER CHARACTERISTICS

Willingness to work necessary hours and times to accomplish goals, objectives and required tasks.
Willingness to assume responsibility for maintaining a safe working environment.
Willingness to plan, initiate, recommend and carry out personnel actions.

EXPERIENCE

Ten years of responsible experience in municipal civil engineering, Public Works administration, or a related field.

EDUCATION/TRAINING

Bachelor's degree in public administration, civil engineering or a related and applicable field.

LICENSE

Valid California Class C driver's license.

NOTE

An equivalent combination of experience, education and/or training may substitute for the listed minimum requirements.

FLSA DESIGNATION

Director of Public Works - Exempt

CITY ENGINEER

DEFINITION

Under general direction of the Director of Public Works, this management position exercises independent judgment and administrative responsibility for Public Works engineering programs and the management of the Engineering Division.

ESSENTIAL FUNCTIONS

Directs all phases of the Public Works Engineering Division, including survey, construction inspection, preliminary and construction engineering, design, right-of-way acquisition, Geographic Information System (GIS), preparation of plans, specifications, estimates and technical reports, bid analyses and administration. Such projects include sanitary sewer systems, flood control systems, streets, sidewalks, bridges, landfill engineering and subdivisions.

Reviews and approves plans prepared by private engineers for the development of subdivisions and work within public rights-of-way. Issues permits for and is responsible for the inspection and acceptance of such work.

Maintains all maps, plans, survey notes, and other engineering records and memoranda. Responsible for the management and maintenance of the Public Works Department's GIS.

Represents the Public Works department in contract negotiations for engineering services, construction contract disputes, and inter-agency agreements.

Appears as expert witness when city is included in litigation involving engineering related matters.

Develops and recommends a 10-year capital improvement program of Public Works projects, and provides project management for Citywide capital improvement projects as directed.

Confers with the public and representatives of other agencies in the interpretation of department policy. Makes formal presentations of proposed Public Works projects to the City Council, property owners, homeowner groups and business / merchants associations / groups.

Directs the establishment and administration of assessment districts.

Directs the preparation of annual budget for the Engineering Division. Researches existing and new sources of revenue and assures compliance with requirements for their disbursement. Reviews operational statistics, rate ordinances, and construction

costs and recommends appropriate adjustments.

Supervises employees in the Public Works Engineering Division. Reviews and evaluates employees' job performance, and recommends appropriate personnel action.

Assumes responsibility for ensuring the duties of this position are performed in a safe, efficient and effective manner. Performs other related duties as assigned.

MINIMUM REQUIREMENTS

KNOWLEDGES, SKILLS, ABILITIES

Knowledge of Federal, State and Local Laws pertaining to Civil Engineering and Construction contracting.

Knowledge of Geographic Information Systems (GIS).

Knowledge of the principles and procedures of civil engineering.

Knowledge of the principles and procedures of cost estimation.

Knowledge of the principles of organization, administration and supervision.

Ability to communicate effectively in English.

Ability to deal effectively with all levels of employees and the public.

Ability to effectively supervise subordinates.

Ability to establish and maintain smooth and effective work relationships.

Ability to foster a teamwork environment.

Ability to lead, coach, instruct and motivate employees.

Ability to provide clear work instruction.

Ability to read, write and comprehend directions in English.

Ability to review and evaluate employees' job performance.

OTHER CHARACTERISTICS

Willingness to plan, initiate, recommend and carry out actions as required.

Willingness to work overtime as requested.

Willingness to assume responsibility for maintaining a safe working environment.

EXPERIENCE

Ten years of professional Civil Engineering experience, five years of which must have included responsibility for planning and directing complex municipal civil engineering projects; and a minimum of five years of recent and relevant administrative and supervisory experience managing a large, comprehensive engineering operation.

EDUCATION/TRAINING

Bachelor's degree in Civil Engineering or a related field.

LICENSE/REGISTRATIONS

Valid California Class C driver's license.

Registration as a Civil Engineer with the California State Board of Registration for Civil and Professional Engineers.

NOTES

There is no recognized equivalent for registration as a Civil Engineer with the California State Board of Registration for Civil and Professional Engineers.

FLSA DESIGNATION

City Engineer - Exempt

New Series Specification
Previously Approved by Commission 12/91
Approved by Commission 10/98

Glendale, California

CIVIL ENGINEER SERIES

- **Civil Engineer I**
- **Civil Engineer II**
- **Senior Civil Engineer**
- **Principal Civil Engineer**

DEFINITION: Under general direction, these classifications perform difficult or complex professional engineering design work and supervise the work of a design or inspection group of the Public Works or Public Services Division.

ESSENTIAL DUTIES - All classifications may perform the following essential duties:

Manages a major project involving preparation and supervision of designs, specifications, plans estimates and reports involved in the construction and operation of a wide variety of civil engineering work such as storm drains, sanitary sewers, streets and highways, structures, buildings or water utility systems.

Reviews and supervises checking of plans, specifications and computations submitted in connection with applications for building permits for new structures and alterations of structures for conformance with the building code, for structural safety, fire hazards, exits and other matters governed by municipal ordinances, and approves or disapproves applications for building permits.

Supervises and assists in checking plans, specifications and computations submitted in connection with applications for private development.

Confers with architects, contractors, builders and general public as to the requirements and restrictions of the building code, and performs inspections to ensure compliance.

Prepares project feasibility studies and work related technical research, reports and correspondence.

Supervises employees of a lower classification in assigned engineering tasks. Assumes personal responsibility for ensuring the duties of the position are performed in a safe, efficient manner.

May have the opportunity to participate in related divisional cross-training efforts. Experience and qualifications gained in this cross training may apply towards promotional opportunities and transfers.

Assumes responsibility for ensuring the duties of this position are performed in a safe, efficient manner.

Performs other related duties as required.

MINIMUM REQUIREMENTS:**KNOWLEDGES, SKILLS & ABILITIES**

Knowledge of civil engineering.

Skill in making independent judgments and decisions based on standard policy or procedure.

Ability to analyze information.

Ability to develop necessary skills from on-the-job training and meet the standards of performance for the classification by the end of the probationary period.

Ability to effectively interact with, negotiate with and educate architects, contractors, buildings and the general public.

Ability to enforce City code requirements while not arousing undue hostility.

Ability to establish smooth working relationships, resolve interpersonal conflicts and foster a teamwork environment.

Ability to lead, coach, instruct and motivate employees.

Ability to maintain a strong customer service orientation in concert with regulatory responsibilities.

Ability to read, write, communicate effectively and comprehend directions in English.

OTHER CHARACTERISTICS

Willingness to work overtime as requested.

Willingness to assume responsibility for maintaining a safe working environment.

Willingness to initiate, recommend and carry out personnel actions.

EXPERIENCE

Varies with classifications.

EDUCATION/TRAINING

Bachelor's degree in Civil Engineering or a related field.

LICENSES

Valid California Class C driver's license.

Registration as a Civil Engineer with the California State Board of Registration for Civil and Professional Engineers.

NOTE

An equivalent combination of experience, education and/or training may substitute for the listed minimum experience requirements. There is no recognized equivalent for Registration as a Civil Engineer with the California State Board of Registration.

CIVIL ENGINEER I

Additional Requirements: Two years professional engineering experience in Civil Engineering work, including one year in the option applied.

CIVIL ENGINEER II

Distinguishing Characteristics: This mid-management position is responsible for oversight and supervision of significant engineering projects.

Additional Requirements: Four years professional engineering experience in Civil Engineering work, including two years in the option applied.

SENIOR CIVIL ENGINEER

Distinguishing Characteristics: This management position is responsible for preparing or assisting in the preparation of new regulations, recommending revisions of existing regulations, preparing or assisting in the preparation of the section budget, and directing field survey personnel.

Additional Requirements: Six years progressively responsible professional civil engineering experience, including three years in a responsible supervisory capacity in the option applied.

PRINCIPAL CIVIL ENGINEER

Distinguishing Characteristics: This management position coordinates or supervises major functions of a section in the Public Works or Public Services Divisions, direct budget preparation for capital improvement projects/programs, represent the Section/ Division in inter-agency meetings and negotiations, attend Planning Commission and Zoning hearings, determines requirements for subdivisions, excavation permits, bonds and insurance, supervise analysis and reports on construction costs, procedures, bids, and contracts, supervise preparation of reports required by Federal, State, and County agencies, research new and existing sources of County, State and Federal funds and prepares applications, appears as expert witness involving litigation's on engineering-related matters, and oversee preparation and revision of maps, sectional sheets, sewer records, and the storage and filing of various records and project files. Positions at this level may assume duties of City Engineer during his/her absence.

Additional Requirements: Knowledge of principles of organization and supervision, Ability to communicate effectively with other agencies, Knowledge of Federal, State and local laws affecting street and highway construction and contracts. Eight years professional experience in civil engineering including four years in a responsible supervisory capacity in the option applied.

FLSA DESIGNATION

Civil Engineer I - Non Exempt

Civil Engineer II - Exempt

Senior Civil Engineer - Exempt

Principal Civil Engineer - Exempt

New Series Specification
Previously Approved 1/86
Approved by Commission 5/92

Glendale, California

CIVIL ENGINEERING SERIES

- **Civil Engineering Assistant**
- **Civil Engineering Associate**

DEFINITION: Classifications in this occupational series perform professional engineering work in connection with a variety of civil engineering projects.

ESSENTIAL DUTIES - All classifications in this series may perform the following essential duties:

Assist in the preparation of plans, specifications, estimates, and reports involved in the construction and operation of a wide variety of civil engineering work such as storm drains, sanitary sewers, street and highways, structures, buildings, or water utility systems.

Checks hydraulics, structure, mechanics, and strength of materials and surveying calculations. Checks, analyzes, reduces and applies survey, hydrographic, topographic, and other field data and transfers to maps, profiles, cross sections, graphs, and other compilation forms. Reviews legal descriptions, easements, and contract documents for completeness and accuracy.

Checks plans, specifications, and computations submitted in connection with applications for building permits for new structures and alterations of structures for conformance with the building code, for structural safety, fire hazards, exits, and other matters governed by municipal ordinances.

Prepares environmental assessment report and project impact plan for various improvement projects.

Checks subdivision maps, improvement plans and grading plans for hillside sites and building permits.

Prepares documents and processes street vacations, encroachment permits, and assessment districts.

Prepares rate studies and keeps records of the sanitary sewer system.

Drives vehicle to make field inspections of construction projects to monitor compliance with plans and City standards.

Responds to customer/resident inquiries regarding building regulations or refers to the proper channel.

Assumes responsibility for ensuring the duties of the position are performed in a safe efficient manner.

Performs other related duties as assigned.

MINIMUM REQUIREMENTS:

SKILLS, KNOWLEDGE, AND ABILITY

Knowledge of building codes, structural safety practices and procedures.
Knowledge of computer and computer-aided design and drafting.
Knowledge of computer and computer-aided design and drafting.
Knowledge of environmental issues associated with division projects.
Knowledge of environmental issues associated with division projects.
Knowledge of hydraulics, structural, mechanics, and strength of materials.
Knowledge of hydraulics, structural, mechanics, and strength of materials.
Knowledge of surveying techniques.
Knowledge of surveying techniques.
Ability to draw preliminary sketches and drawings.
Ability to interact with other divisions or section employees to obtain information necessary for design and project specifications.
Ability to interact with the public providing proper customer service.

OTHER CHARACTERISTICS

Willingness to work overtime as requested.
Willingness to assume responsibility for maintaining a safe working environment.

EXPERIENCE

Varies with classification.

EDUCATION/TRAINING

Bachelor's Degree in Civil Engineering or certificate as an Engineer-In-Training from the State of California.

LICENSES

Valid California Class C driver's license.

CIVIL ENGINEERING ASSISTANT

Distinguishing Characteristics: Under supervision, performs beginning level of professional civil engineering work.

CIVIL ENGINEERING ASSOCIATE

Distinguishing Characteristics: Under direction, this supervisory position performs moderately difficult professional engineering work in connection with a wide variety of civil engineering projects. Responsible for the managing of a project or projects including the leading and supervision of technicians and engineers connected to the project. Reviews proposed projects to determine the scope and preliminary project costs. Prepares plans to provide conception of project and provide criteria for field inspection and final estimates. Reviews and evaluates employee job performance and recommends personnel actions. Trains subordinates in a variety of tasks. Prepares packages for City Council relative to proposed projects. **Additional requirements:** Two years of professional civil engineering experience.

FLSA Designation

Civil Engineering Assistant - Non Exempt
Civil Engineering Associate - Non Exempt

ENVIRONMENTAL PROGRAM MANAGEMENT SERIES

- **Environmental Program Specialist**
- **Senior Environmental Program Specialist**
- **Environmental Program Administrator**

DEFINITION: Classifications in this series perform a variety of professional, technical and /or supervisory work in matters concerning the City's Landfill, Wastewater and Storm Water Systems and related programs. Also, manage or assist in managing the activities of the City's wastewater, storm water, NPDES and landfill operations, including maintenance, monitoring and regulatory reporting.

ESSENTIAL FUNCTIONS:

All classifications in this series perform the following essential functions:

Generate correspondence and mandated reports to Federal, State and Local regulatory agencies. Represent and monitor the City's interests when interacting with said regulatory agencies.

Oversee and direct engineering consultants in landfill, storm water and/or wastewater related work.

Review and prepare annual user fee / charge structures.

Conduct utility billing investigations and audits related to use fees.

Review Interagency sewer / storm water connections to determine whether connections are contractually viable.

Keep informed of all legislation, rules, regulations and laws affecting landfill, storm water and/or wastewater management, operations and maintenance to ensure the City's compliance therewith.

Administer wastewater / storm water monitoring programs and contracts. Review and track all monitoring data and take appropriate action to correct undesirable trends. Recommend and /or direct remedial action relevant to wastewater / storm water contract management issues.

Prepare and / or assist in the preparation and implementation of a comprehensive Community Outreach Program related to waste reduction, wastewater and/or storm

water issues.

Assist in the preparation and management of budget and the control of appropriated funds to ensure that expenditures are in compliance with the budget.

Direct and /or assist in the operation and maintenance of the City's landfills to ensure compliance with all laws and regulations. Coordinate activities of the Sanitation District and City relative to Scholl Canyon Landfill.

Develop, implement and conduct various environmental monitoring programs. Oversee the compilation, review and track all monitoring data and recommend the appropriate action to correct undesirable trends. Recommend and /or direct any necessary remedial action.

Prepare the Environmental Group budget and control appropriated funds to assure that expenditures are in compliance with the budget.

Supervises various landfill, storm water and wastewater management projects. Recommend practical, alternative compliance and disposal methods.

May review and evaluate employees' job performance and may recommend appropriate personnel action.

Assumes responsibility for ensuring the duties of the classification are performed in a safe, efficient manner.

Performs other related duties as assigned.

MINIMUM REQUIREMENTS:

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of environmental issues relative to inland water reclamation plants.

Knowledge of landfill gas collection and groundwater monitoring systems.

Knowledge of landfill management principles.

Knowledge of NPDES requirements.

Knowledge of storm water and wastewater management principles.

Knowledge of Supervisory and Management principles.

Knowledge of wastewater contract management principles.

Knowledge of wastewater legislation and regulatory issues.

Knowledge of wastewater maintenance, operations and monitoring systems.

Ability to develop, plan, organize, and direct.

Ability to effectively supervise subordinates.

Ability to establish and maintain effective working relationships.

Ability to interpret and analyze data.

Ability to interpret data obtained from groundwater sampling, landfill gas sampling and

landfill gas readings.

Ability to lead, coach, instruct and motivate employees.

Ability to provide clear work instruction.

Ability to read and interpret plans.

Ability to read, write and comprehend directions in English.

Ability to review and evaluate employees' job performance.

OTHER CHARACTERISTICS

Willingness to initiate, recommend and carry out personnel actions.

Willingness to work overtime as requested.

Willingness to assume responsibility for maintaining a safe working environment.

EXPERIENCE

Varies with Classification.

EDUCATION/TRAINING

Bachelor's degree in Engineering, Environmental Planning, Biology, Business Administration, Public Administration or related field.

LICENSE

Valid class C California driver's license.

NOTE

An equivalent combination of experience, education and/or training may substitute for the listed minimum requirements.

ENVIRONMENTAL PROGRAM SPECIALIST

Distinguishing Characteristics: Under general supervision this mid-management classification performs professional and technical work in matters concerning the City's storm water systems NPDES requirements and related programs.

Additional Requirements: three (3) years recent wastewater / storm water system management maintenance and operations, including storm water issues, regulatory requirements and the NPDES Program.

SENIOR ENVIRONMENTAL PROGRAM SPECIALIST

Distinguishing Characteristics: This mid-management position exercises independent judgment under general supervision while performing complex professional and technical work in matters related to wastewater. Negotiates, reviews and reports on wastewater contractual issues. Provides Oversight on the City's ownership of the Los Angeles / Glendale Water Reclamation Plant. Monitors and reviews wastewater capital and operations and maintenance charges relative to the Hyperion Water Treatment system. Interpolates wastewater flow data used to determine treatment and

disposal costs.

Additional Requirements: Five years recent experience in wastewater management, maintenance and operations.

ENVIRONMENTAL PROGRAM ADMINISTRATOR

Distinguishing Characteristics: This management classification exercises consistent discretion and independent judgment under periodic or general supervision.

Administers and oversees the operations of the Environmental Technical Classification Series and Environmental Program Specialist as it relates to the City's landfill(s), storm water, NPDES, CMOM and related programs.

Additional Essential Duties:

Administers landfill gas and groundwater monitoring programs. Reviews and tracks all monitoring data submitted by staff and takes appropriate action to correct undesirable trends. Coordinates and oversees repairs to landfill gas wells, lines, valves and probes. Supervises various landfill management projects. Recommends practical, alternative waste disposal methods. Coordinates activities of the Sanitation Districts' operations of the Scholl Canyon and Brand Park landfills with the City and assure a more active role by the City with the operations of our landfill by the District. Directs the operation and maintenance of storm water matters, including NPDES and the Capacity Management, Operation and Maintenance (CMOM) Program of the Sanitary Sewer System. Recommends and directs remedial action.

Additional Requirements: Five (5) years of recent experience in landfill, storm water and wastewater maintenance and operations and the NPDES program.

FLSA DESIGNATION

Environmental Program Specialist - Exempt

Senior Environmental Program Specialist - Exempt

Environmental Program Administrator - Exempt

Revised Specification
Previously Approved 10/98
Approved by Commission 09/02

Glendale, California

PUBLIC WORKS MAINTENANCE SERVICES ADMINISTRATOR

DEFINITION: Under general direction this management position exercises independent judgment and management responsibility for the program of maintaining city streets, sewers, sidewalks, street trees, traffic signing and striping, parking meters, maintenance and custodial care of public buildings and related facilities.

ESSENTIAL DUTIES:

Supervises the maintenance and repair of streets, alleys, bridges, storm drainage structures, curbs, gutters, traffic markings, traffic signing, parking meters, sanitary sewers and public buildings. Supervises the cleaning of streets and alleys, and planting and maintenance of parkways and street trees. Supervises the custodial care of public buildings. Develops recommendations for operational improvements that will result in increased productivity and efficiency.

Inspects street conditions and work in progress; makes recommendations for improved methods of work or for correcting unfavorable street conditions.

Checks time and material used on jobs; prepares reports of activities performed. Collects, analyzes and interprets data for purposes of special studies and reports. Prepares and presents formal written and oral reports.

Directs in-service training programs in the Maintenance Services Section. Reviews and evaluates employees' job performance, and recommends appropriate personnel action. Selects, develops, supervises, coaches, trains and motivates employees.

Deals regularly with the public, other city divisions and agencies in handling requests for service by the Maintenance Services Section.

Prepares, submits and exercises fiscal supervision over the Maintenance Services Section budget.

Receives requests from all Division Heads, confers with them regarding any special requirements, reports progress and completion of work to initiating division.

Assumes responsibility for ensuring the duties of this position are performed in a safe, efficient, effective manner.

May have opportunity to participate in related divisional cross-training efforts. Experience and qualifications gained in this cross training may apply towards promotional opportunities and transfers.

Performs other related duties as assigned

MINIMUM REQUIREMENTS:**KNOWLEDGES, SKILLS, ABILITIES**

Knowledge of applicable safety rules, practices and procedures.
Knowledge of NPDES, CMOM, Sewer WDR and related rules and regulations.
Knowledge of principles and procedures of supervision.
Skill in applying common sense and logic in decision making.
Ability to collect and analyze data.
Ability to communicate effectively in English.
Ability to deal with all levels of employees and the public.
Ability to effectively supervise subordinates.
Ability to establish and maintain smooth and effective working relationships.
Ability to foster a teamwork environment.
Ability to lead, coach, instruct and motivate employees.
Ability to organize, assign and schedule workload among employees.
Ability to prepare comprehensive oral and written reports.
Ability to provide clear work instruction.
Ability to read, write and comprehend directions in English.
Ability to review and evaluate employees' job performance.
Ability to run a successful Maintenance Services Section within a given budget.

OTHER CHARACTERISTICS

Willingness to work necessary hours and times to accomplish goals, objectives and required tasks.
Willingness to assume responsibility for maintaining a safe working environment.
Willingness to initiate, recommend and carry out personnel actions.

EXPERIENCE

Six years experience in street maintenance, design, construction or general maintenance work, at least three years of which shall have been in a responsible supervisory position.

EDUCATION/TRAINING

Two years of college or other formal training in civil engineering, business or public administration, or other related fields. Additional college work may be substituted for the required experience on a year for year basis up to a maximum of two years.

LICENSE

Valid California Class C driver's license.

NOTE

An equivalent combination of experience, education and/or training may substitute for the listed minimum requirements.

FLSA DESIGNATION

Public Works Maintenance Services Administrator - Exempt

ASSISTANT PUBLIC WORKS MAINTENANCE SERVICES ADMINISTRATOR

DEFINITION:

Under general direction of the Public Works Maintenance Services Administrator this management position exercises management, technical, administrative and supervisory responsibility for the Maintenance Services Section.

ESSENTIAL DUTIES:

Assists in managing, coordinating, planning and directing the activities related to maintenance and repair of streets, alleys, bridges, storm drainage structures, curbs, gutters, traffic markings, traffic signing, parking meters, sanitary sewers and public buildings. Acts in the absence of the Maintenance Services Administrator during his/her absences.

Supervises the day-to-day activities including cleaning of streets and alleys, and planting and maintenance of parkways and street trees. Supervises the custodial care of public buildings.

Develops recommendations for operational improvements that will result in increased productivity and efficiency. Conducts analysis and prepares written reports for submission to the Director of Public Works, City Manager and/or City Council. Prepares and presents formal written and oral reports.

Inspects street conditions and work in progress. Recommends and assists in the development of improved methods of work and the correction of unfavorable street conditions.

Checks time and material used on jobs; prepares reports of activities performed. Collects, analyzes and interprets data for purposes of special studies and reports.

Directs in-service training programs in the Maintenance Services Section. Reviews and evaluates employees' job performance, and recommends appropriate personnel action. Selects, develops, supervises, coaches, trains and motivates employees.

Deals regularly with the public, other city divisions and agencies in handling requests for service by the Maintenance Services Section.

Assists in the development, implementation and monitoring of the Section budget.

Assumes responsibility for ensuring the duties of this position are performed in a safe, efficient, effective manner.

Performs other related duties as assigned

MINIMUM REQUIREMENTS:**KNOWLEDGES, SKILLS, ABILITIES**

Knowledge of applicable safety rules, practices and procedures.

Knowledge of principles and procedures of supervision.

Skill in applying common sense and logic in decision-making.

Ability to collect and analyze data.

Ability to communicate effectively in English.

Ability to deal with all levels of employees and the public.

Ability to effectively supervise subordinates.

Ability to establish and maintain smooth and effective working relationships.

Ability to foster a teamwork environment.

Ability to lead, coach, instruct and motivate employees.

Ability to organize, assign and schedule workload among employees.

Ability to prepare comprehensive oral and written reports.

Ability to provide clear work instruction.

Ability to read, write and comprehend directions in English.

Ability to review and evaluate employees' job performance.

Ability to run a successful Maintenance Services Section within a given budget.

OTHER CHARACTERISTICS

Willingness to work necessary hours and times to accomplish goals, objectives and required tasks.

Willingness to assume responsibility for maintaining a safe working environment.

Willingness to initiate, recommend and carry out personnel actions.

EXPERIENCE

Six years experience in street maintenance, design, construction or general maintenance work, at least three years of which shall have been in a responsible supervisory position.

EDUCATION/TRAINING

Two years of college or other formal training in civil engineering, business or public administration, or other related fields. Additional college work may be substituted for the required experience on a year for year basis up to a maximum of two years.

LICENSE

Valid California Class C driver's license.

NOTE

An equivalent combination of experience, education and/or training may substitute for the listed minimum requirements.

FLSA DESIGNATION

Assistant Public Works Maintenance Services Administrator - Exempt

WASTEWATER MAINTENANCE SERIES

- **Wastewater Maintenance Trainee**
- **Wastewater Maintenance Worker**
- **Senior Wastewater Maintenance Worker**
- **Wastewater Maintenance Crew Supervisor**
- **Wastewater Maintenance Supervisor**
- **Wastewater Maintenance Superintendent**

Definition: Classifications in this occupational series perform maintenance and inspection of sanitary sewers, sewer lift stations, sewer manholes, drainage and related structures. These classifications assist in the implementation and enforcement of related environmental policies.

Essential Functions: All classifications in this occupational series may perform the following essential functions:

Inspects and cleans City wastewater lines and storm drain facilities by removing manhole covers and using a variety of current industrial wastewater cleaning equipment. Locates, excavates, shores and repairs broken wastewater and storm drainpipes.

Operates, maintains and performs various technical repairs to Robotic Television Inspection equipment.

Operates and maintains various lift station facilities throughout the City, cleans all wastewater and storm drainpipes, and removes any restrictions. Participates in the response to Sanitary Sewer overflows. Sets flow meters, pH and sample meter devices.

Keeps and maintains complete and accurate records of all work performed and specialized equipment used.

Maintains ongoing program dealing with eradication of cockroaches, rats, mosquitoes and other assorted vermin.

Assists in the implementation and enforcement of related environmental codes and policies.

Utilizes specialized wastewater confined space safety equipment including breathing devices, gas detectors and safety harnesses. Properly places traffic barricades, cones and delineators in traffic situations.

Assumes responsibility for ensuring that the duties of this position are performed in a safe, efficient manner.

Performs related duties as assigned.

**MINIMUM REQUIREMENTS
KNOWLEDGE'S, SKILLS, & ABILITIES**

Knowledge of applicable safety rules, practices and procedures.

Knowledge of proper traffic control and delineation procedures.

Knowledge of methods, operation and policies related to the National Pollutant Discharge Elimination System (NPDES), Capacity Management Operation & Maintenance (CMOM), and Standard Urban Storm Water Mitigation Plan (SUSMP) regulations.

Skill at an elementary level in reading wastewater and storm drain plans, blueprints and proofs.

Ability to read, write and comprehend directions in English.

Ability to perform physical labor, sometimes in confined spaces, for extended periods of time.

Ability to foster a teamwork environment.

Ability to establish and maintain smooth and effective working relationships.

Ability to deal directly with customer complaints and resolve issues proficiently.

Ability to communicate effectively in English.

Ability to develop necessary skills from on-the-job training and meet the standards of performance for the classification by the end of the probationary period and/or trainee program.

Ability to complete necessary training and attain required certifications for the classification by the end of the probationary period and/or trainee program.

Ability to keep accurate records.

OTHER CHARACTERISTICS

Willingness to work overtime as requested.

Willingness to assume responsibility for maintaining a safe working environment.

Willingness to commit, participate and comply with the terms and conditions of a trainee program, including classroom training on personal time.

EXPERIENCE

Varies with classification.

EDUCATION/TRAINING

Graduation from high school or attainment of General Education Diploma (GED) or California High School Proficiency Exam (CHSPE) certificate.

LICENSES

Valid California Class C driver's license. All positions require a Class B license within six-months of appointment. Other certifications vary with classification.

NOTE

An equivalent combination of experience, education and/or training may substitute for the listed minimum requirements.

WASTEWATER MAINTENANCE TRAINEE

Distinguishing Characteristics: Under direct supervision, this classification satisfactorily performs all work and learning assignments both on the job and in required classroom instruction. Under direct supervision, performs semiskilled maintenance of the city wastewater and related structures in order to develop proficiency in all the work processes of the assignment as outlined in the trainee agreement. Some experience performing routine labor tasks and/or maintenance.

WASTEWATER MAINTENANCE WORKER

Distinguishing Characteristics: Under direct supervision, this classification performs semiskilled and some skilled maintenance of the City wastewater and related structures. May act as Senior Wastewater Maintenance Worker in his/her absence.

Additional Requirements: One year as a Wastewater Maintenance Trainee and successful completion of the Wastewater Maintenance Trainee Program, including Certification of Completion of Vol. I and II of the United States Environmental Protection Agency (USEPA) Wastewater Maintenance Correspondence Training/Courses.

SENIOR WASTEWATER MAINTENANCE WORKER

Distinguishing Characteristics: Under direct supervision of a Wastewater Maintenance Crew Supervisor, this classification performs, trains and supervises the skilled and semiskilled maintenance of the City wastewater and related structures. May act as Wastewater Maintenance Crew Supervisor in his/her absence.

Additional Requirements: Skill in reading simple blueprints. Ability to effectively supervise subordinates. Ability to provide clear work instruction. Ability to instruct and motivate employees. Two years of experience in performing skilled or semiskilled wastewater maintenance work for a governmental organization, including operating various wastewater cleaning and maintenance equipment. Lead worker experience is desirable. Certification as a Grade I Collection System Maintenance Technologist from the California Water Environmental Association (CWEA) is required.

WASTEWATER MAINTENANCE CREW SUPERVISOR

Distinguishing Characteristics: Under direct supervision of Wastewater Maintenance Supervisor, this classification supervises, trains and assists crews performing maintenance of City wastewater and related structures.

Additional Essential Functions: Assists the Wastewater Maintenance Supervisor in coordinating crew assignments, training, enforcing safety and environmental

regulations, maintains complete and accurate records. Assist in the investigation, planning and implementation of wastewater maintenance and drainage projects. Supervises and assists crews, performs all skilled tasks required in wastewater and storm drain maintenance. Operates automotive and wastewater maintenance/inspection equipment. Keeps accurate records, prepares reports, enforces proper safety procedures, and conduct tailgate safety meetings. May act as Wastewater Maintenance Supervisor in his/her absence.

Additional Requirements: Three years of experience in performing skilled or semiskilled wastewater maintenance work for a governmental organization, including operating various wastewater cleaning and maintenance equipment, including one year of lead worker experience.

WASTEWATER MAINTENANCE SUPERVISOR

Distinguishing Characteristics: Under direct supervision of the Wastewater Maintenance Superintendent, this mid-management position, supervises, trains and assists crews performing maintenance of City wastewater and related structures.

Additional Essential Functions: As directed by the Wastewater Maintenance Superintendent plans, organizes, directs, and evaluates the work of personnel engaged in the cleaning, inspection, and all related maintenance activities required to maintain a safe and acceptable wastewater and storm drain systems. Investigates, plans and implements wastewater maintenance and drainage projects in accordance to related environmental policies and regulations. May assume the responsibilities of the Wastewater Maintenance Superintendent in his absence. Reviews and evaluates employee's job performance and can effectively recommend and carry out personnel action. Reviews and evaluates work methods, procedures, services and products, monitor the effectiveness and efficiency of all such maintenance components within the wastewater maintenance services operation. Conducts preliminary investigation where damage to property or injury has occurred and prepares related reports. Prepares time, material and personnel estimates for planned work and annual capital budgetary items. Analyzes equipment needs and assigns equipment accordingly, including writing specifications for the acquisition of equipment. Monitors and maintains production goals of the wastewater maintenance crews, instructs and supervises methods and procedures. Trains and monitors crews in environmental and safety procedures applicable to the wastewater and storm drain maintenance field. Keeps accurate records, prepares reports, enforces proper safety procedures, and conducts safety meetings as required. Keeps abreast of new technology, procedures and work methods in the wastewater and storm drain maintenance field.

Additional Minimum Requirements: Knowledge of the principles of supervision. Ability to effectively supervise subordinates. Ability to provide clear work instruction. Ability to lead, coach, instruct and motivate employees. Skill in reading wastewater and storm drain blueprints. Some college level coursework in Engineering, Environmental Health, Public Administration or related field, with four years experience in skilled wastewater work, including two years of recent supervisory experience in the wastewater maintenance field. Certification as a Grade II Collection System Maintenance Technologist from the California Water Environmental Association (CWEA) is desirable.

WASTEWATER MAINTENANCE SUPERINTENDENT

Distinguishing Characteristics: Under the direction of the Assistant Maintenance Services Administrator, this upper management position supervises the maintenance and inspection of the City's wastewater and storm drain systems through proper planning, implementation and enforcement of related environmental policies and regulations.

Essential Functions: Plans, organizes, directs, and evaluates the work of personnel engaged in the cleaning, inspection, and all related maintenance activities required to maintain a safe and acceptable wastewater and storm drain systems.

Additional Essential Functions: Maintains appropriate records and develops city policies related to the design and maintenance of wastewater and storm drain systems. Plans, develops, institutes and evaluates related programs. Reviews proposed development plans and records to evaluate wastewater and storm drain system proposals in relationship to departmental policies, City ordinances and regulations. Relieves the Administrator from a variety of administrative detail work such as assignment and training of personnel, the handling of unusual or difficult complaints, the checking of time and materials expended and the preparation of a variety of detailed reports. Reviews and evaluates employee's job performance and can effectively recommend and carry out personnel action. Reviews and evaluates work methods, procedures, services and products, monitor the effectiveness and efficiency of all such maintenance components within the wastewater maintenance services operation. Prepares and submits detailed written budget reports anticipating equipment, materials and personnel needs. Prepares and manages wastewater maintenance projects or contracts. Reviews wastewater and storm drain proposals and makes appropriate recommendations. Interacts with other City divisions, contractors, regulatory agencies and civic organizations in the development of wastewater and storm drain related projects. May assume the responsibilities of the Assistant Maintenance Services Administrator in his absence. Monitors and maintains production goals of wastewater maintenance crews. Enforces environmental and safety procedures applicable to the wastewater and storm drain maintenance field.

Additional Requirements: Knowledge and comprehension of current industry technology, environmental requirements, and Industrial Safety Orders as they relate to confined space, self-contained breathing apparatus and atmospheric flow monitoring devices. Ability to read wastewater and storm drain blueprints. Ability to effectively supervise subordinates. Ability to lead, coach, instruct and motivate employees. Ability to provide clear work instruction. Ability to deal with all levels of employees and the public. Knowledge of computers and the applications pertinent to general office work and in the field of wastewater and storm drain maintenance. Graduation from an accredited college or university with a Associate in Arts degree in Engineering, Environmental Health, Business Administration, Public Administration or related field, with five years experience in skilled wastewater work, including two years of recent supervisory experience in the wastewater maintenance field.

FLSA DESIGNATION

Wastewater Maintenance Trainee - Non Exempt

Wastewater Maintenance Worker - Non Exempt

Senior Wastewater Maintenance Worker - Non Exempt

Wastewater Maintenance Crew Supervisor - Non Exempt

Wastewater Maintenance Supervisor - Exempt

Wastewater Maintenance Superintendent - Exempt

Appendix B

Overflow Emergency Response Plan

City of Glendale

I. Authority

As part of the Clean Water Act, the U.S. Environmental Protection Agency implemented the National Pollutant Discharge Elimination System (NPDES) program in order to reduce contamination of the nation's surface waters. Issued in 1996 and renewed in 2001 and 2012, the Los Angeles Regional Water Quality Control Board issued a Municipal Storm Water Permit to the County of Los Angeles and 84 co-permittees which include the City of Glendale. The City of Glendale has developed this Overflow Emergency Response Plan (OERP) to fulfill the National Pollutant Discharge Elimination System (NPDES) requirement. This plan also fulfills the requirement of State Water Resources Control Board Order NO.2006-003 State wide General WDR for Wastewater Collection Agencies, Sewer System Management Plan, Section (VI) Overflow Emergency Response Plan.

II. Introduction to Sanitary Spills

A. Sanitary Sewer Spills:

The Overflow Emergency Response Plan (OVERFLOW EMERGENCY RESPONSE PLAN) is designed to ensure that every report of a 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 the environment.

This document outlines the spill response procedure to be followed by sewer maintenance employees and other responders when responding to a potential or actual sewage spill.

A spill, or Sanitary Sewer Overflow (SSO), occurs whenever sewage is no longer contained within the sanitary sewer system including uncontrolled leakages or the intentional or unintentional discharge of sewage.

Table 1 – Spill Categories and Definitions

CATEGORIES	DEFINITIONS [see Section A on page 5 of Order 2006-0003-DWQ, for Sanitary Sewer Overflow (SSO) definition]
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: <ul style="list-style-type: none">• 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 California Integrated Water Quality System (CIWQS) Online SSO Database.

The Public Works Division shall act upon every reported sewage spill directly affecting or potentially affecting public property within the City of Glendale. Response to sewage spills on private property will be assessed on a case by case basis.

B. Objectives

The primary objectives of the OERP are to protect public health, to protect the environment, to satisfy regulatory agencies and waste discharge permit conditions which address procedures for managing sewer overflows, and to minimize risk of enforcement actions against the City of Glendale due to violations.

Additional objectives include:

1. Provide appropriate customer service;
2. Protect private and public property from damage;
3. Maintain a proper recordkeeping system to track problematic areas as well as to fulfill regulatory requirements.

C. Spill Response

For any and every sewer overflow or potential sewer overflow on public property, or on private property coming from the city's Sewer System, the following guidelines shall be followed.

1. Immediate dispatch to appropriate crews upon receipt of complaint.
2. The responding crew leader shall do a visual assessment of the area to determine the nature, location, and type of problem. The crew leader shall confirm the existence of an overflow. Until verified, the report of a possible spill will not be referred to as a "sewer overflow."
3. The crew leader shall radio for additional personnel, materials, supplies, and equipment if necessary.
4. The crew shall conduct the overflow containment, correction and clean-up of the site in a timely manner.
5. The proper recording keeping, paperwork, and notification(s) shall be made as soon as possible, including notification of the County Health Officer within 15 minutes of the first responder's arrival on scene. CAL OES within two (2) hours of becoming aware of a Category 1 SSO (>1K gals).

D. Record Keeping and Tracking

All Service Requests and complaints will be documented by Maintenance Services through the CityWorks software in current use.

Any actual sanitary sewer overflow will be documented on the SSO Field Worksheet which is part of the Stoppage Report. The Worksheet will be completed in the field by one of the responding crew members who responded to the overflow. The Stoppage Report will be completed in the Wastewater Section Crew office. A copy of the stoppage report should be forwarded directly to the Legally Responsible Official (LRO), as defined per Section J of WDR 2006-0003, after the Draft Report has been entered into the CIWQS Database. The LRO will use the stoppage in the process of certifying the Draft Report entered in the CIWQS Data base.

III. Standard Overflow Response Procedure

The following decisions and procedures are summarized for reference in the ***City of Glendale's Sewer Overflow Emergency Response Flowchart***.

A. Handling the Service Request/Complaints:

An overflow may be detected by City employees or by others (e.g., general public). The Maintenance Services Section is primarily responsible for receiving telephone calls from the public of possible sewer overflows from the wastewater collection system, and for responding to and mitigating overflows.

The telephone operator/dispatcher should obtain all relevant information available regarding the overflow including:

1. Time and date call was received;
2. Specific location;
3. Description of problem;
4. Any reference to a possible earlier start time for the event prior to the call time noted in 1. above;
5. Caller's name and phone number;
6. Observations of the caller (e.g., odor, duration, back or front of property); and
7. Any other relevant information that will enable the responding investigator and crews, if required, to quickly locate, assess and stop the overflow.

Based upon the service request information, and location of the problem, a crew with the appropriate equipment will be dispatched.

B. Dispatch of Appropriate Crews to Site of Reported Sewer Overflow

Failure of any element within the wastewater collection system that threatens to cause a sewer overflow triggers an immediate response to isolate and correct the problem. Dispatch of crews to any site of a reported sewer overflow shall be done immediately. In the event of a reported sewer overflow after hours, dispatch shall immediately contact the Standby Crew Team Leader who will in turn contact member of the standby response team.

C. **Overflow Correction, Containment, and Clean-up**

The following procedures shall be followed in response to sewage spills affecting public property within the City of Glendale.

1. Site Assessment
 - a. Do a visual assessment of the area to determine the nature, location, and type of problem. Determine the cause of the overflow, e.g. sewer line blockage, pump station mechanical or electrical failure, sewer line break, etc.
 - b. If the complaint reveals a non-sewer related problem, attempt to contact the complainant/service requestor for further information. Assess the nature of the problem and respond accordingly. Contact Public Works Environmental Administration for assistance as needed.
 - c. If the complaint reveals a sewer overflow, observe direction/location of spill flow or ponding, begin estimating volume of spill, and determine if additional personnel/equipment will be needed.

Special Notification Notes:

1. If the spill is outside City limits, Section representatives shall notify the appropriate agency as soon as possible.
2. If the spill has the potential to impact students of a school, the crew leader shall inform the Section office and identify the affected school(s). The office personnel shall contact the school principal by telephone to inform the school of the potential health risks and ask that students and staff be advised to stay away from posted area. Proper signage must be posted warning of possible health effects.
2. Set Up Traffic Control – Ensure that delineation is in accordance with the Work Area Traffic Control Handbook (WATCH) and is appropriate for the street speed or configuration.
3. Simultaneously:
 - a. Contain the Sewage Spill – Direct the flow into a nearby manhole or otherwise return the sewage back into the sewage system as soon as possible. Initially, it may be necessary to contain the sewage in a catch basin or on the street. Use plugs and material necessary to achieve a tight seal at the outlet or

dikes to divert flow. Recover through use of a vacuum truck. Take action with a by-pass pumping operation if prolonged overflow conditions are expected.

- b. Relieve the Stoppage Where Applicable – The responding crew will attempt to relieve the problem with the means available to them.
 1. Identify the boundaries of the problem area.
 2. Set a trap in the dry maintenance manhole.
 3. Look for an upstream (wet) manhole on all lines to which the property might be connected. If found, probe the mouth of the wet manhole to remove any possible stoppage at that location.
 4. Rod/hydro each sewer line that could possibly connect to the property. Rod/hydro from manhole to manhole, past boundary lines, with a sewer cleaning tool appropriate to the size of the line.
 5. Inspect downstream manhole to ensure that the blockage has not reoccurred.

In the event that the crew is unable to relieve the problem with reasonable resources or effort, the crew leader shall:

 - a. Keep supervision informed
 - b. Consider bypassing the section with the blockage (see Note 2 at the end of this section)
4. Recover Downstream – As quickly as practicable move to a point downstream in the receiving storm drain system and attempt to recover as much of the sewage which flowed into the storm drain as possible.
5. Post Community Warning Signs – If a spill is occurring or can be anticipated (based on past experience in a certain area) with possible exposure to the public, post warning signs on barricades along the area of exposure to sewage discharge.
6. Clean-up Operations – Overflow sites are to be thoroughly clean after an overflow. No identifiable residue shall remain.
 - a. Disinfect all areas that may have human exposure. Use the Street Bleaching S.O.P. attached to this plan.
 - b. Thoroughly flush the area down. Overflowed sewage and wash- down water shall be vacuumed.

- c. Remove sandbags, plugs, traffic control equipment, etc.
6. Estimation of Spill Volume – The estimated volume (gallons) of the spill shall be calculated as soon as possible, so that spill notification procedures can be initiated.
7. Make Agency Calls:
 - a. LACHD – within 15 mins of first responders arrival on scene
 - b. CalOES – within 120 mins of becoming aware of an overflow
8. Determine if sampling is needed. See Seat VIII of this plan
9. Complete the SSO Field Worksheet. See copy attached to this plan.
10. Prepare the stoppage report.
11. Determine the Cause of the Spill – The crew leader will identify the cause of the spill (i.e., grease, roots, owner’s problem, rain surcharge, etc.) to the best of his ability. A CCTV inspection will be used to confirm this assessment and will be performed within two (2) working days of the event
12. Prepare the draft CIWQS Report
13. Certify the CIWQS Report

Table 2 – Notification, Reporting, Monitoring, and Record Keeping Requirements

ELEMENT	REQUIREMENT	METHOD
NOTIFICATION (see section B of MRP)	<ul style="list-style-type: none"> • Within two hours of becoming aware of any Category 1 SSO <u>greater than or equal to 1,000 gallons discharged to surface water or spilled in a location where it probably will be discharged to surface water</u>, notify the California Office of Emergency Services (Cal OES) and obtain a notification control number. 	Call Cal OES at: (800) 852-7550
REPORTING (see section C of MRP)	<ul style="list-style-type: none"> • Category 1 SSO: Submit draft report within three business days of becoming aware of the SSO and certify within 15 calendar days of SSO end date. • Category 2 SSO: Submit draft report within 3 business days of becoming aware of the SSO and certify within 15 calendar days of the SSO end date. • Category 3 SSO: Submit certified report within 30 calendar days of the end of month in which SSO the occurred. 	Enter data into the CIWQS Online SSO Database (http://ciwqs.waterboards.ca.gov/), certified by enrollee's Legally Responsible Official(s).

Table 2 – Notification, Reporting, Monitoring, and Record Keeping Requirements

ELEMENT	REQUIREMENT	METHOD
	<ul style="list-style-type: none"> SSO Technical Report: Submit 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. 	
RECORD KEEPING (see section E of MRP)	<ul style="list-style-type: none"> SSO event records. Records documenting Sanitary Sewer Management Plan (SSMP) implementation and changes/updates to the SSMP. Records to document Water Quality Monitoring for SSOs of 50,000 gallons or greater spilled to surface waters. Collection system telemetry records if relied upon to document and/or estimate SSO Volume. 	Self-maintained records shall be available during inspections or upon request.

Excerpted from Water Resource Board Order NO. WQ 2013-0058-Exec

Notes:

1. Preliminary Assessment of Damage to Property – The response crew must use discretion in assisting the property owner/occupant. Be aware that the City of Glendale could face increased liability for any further damages inflicted to private property during such assistance. The response crew should not enter private property if not necessary to assess damage, especially without permission of the owner/occupant. Take appropriate still photographs and video footage, if possible, of the outdoor area of the sewer overflow.
2. Equipment Exercise in Support of Bypass Readiness – The Wastewater Maintenance Section conducts regular operational checks of all utility pumps that could conceivably be used for bypass operations. The schedule of checks for the current calendar year, Wastewater Maintenance Check Calendar YYYY, is a working document that is posted in the Crew Office in the Wastewater Maintenance shop. Scheduled checks are documented with initials of individuals assigned to oversee checks, typically on working Fridays. The template document can be found at G:\1-WASTEWATER\YYYY\Crew Supervisor & Supt. Shared

IV. Hazardous Material Response

Upon arrival at the scene of a sewer overflow, should a suspicious substance (e.g., oil sheen, discoloration) 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 shall 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 for assistance. The crew may attempt to contain and abate the overflow if safe and if the substance is known, but must observe caution until assistance arrives. Proper personal protective equipment must be used.

Upon arrival of the Fire Department, the sewer crew will take direction from the person with the lead authority from that team. When determined safe and appropriate, the sewer investigator and crew shall proceed under the OERP with the containment, clean-up activities and correction.

V. Contractor-Related Spills Procedures

Important Note: Contractors and property owners will be held responsible for the spills determined to be caused by their activities. However, a timely response to the spill is critical (regardless of responsibility) and the overflow-response crews shall be prepared to perform all spill response procedures necessary to mitigate the spill.

- A. Overflow-Response Crew's Responsibilities – If requested, response crews shall assist the contractor in his/her efforts to mitigate the spill by following these procedures:
1. Perform Standard Spill Response – Perform procedures as per this Response Plan, until the point at which it becomes clear that the spill may be related to nearby contractor activity.
 2. Consult with Contractor, if Possible – If the contractor is on site, the crew leader will approach the contractor's foreman to determine/coordinate spill response efforts. The contractor may be able to resolve the spill with assistance. If the contractor requests, the responding crew will assist in relieving the problem with means available to them. In the event that the stoppage cannot be relieved by the responding crew, the crew leader shall contact the Wastewater Superintendent and explain the situation while the crew continues its efforts to resolve the situation.
 3. Take Action When Contractor Cannot be Located – If the contractor is not on site, the responding crew will assess the nature of the work under contract and determine the best approach for mitigating the spill. They shall proceed with spill response activities as needed. The following additional procedures also apply:
 - a. Notification to Contractor – The timing for this notification should be as early as possible for major events, and may be later on for minor events that are normally resolved before the contractor can respond.
 - b. Clean Up of the Area – This includes returning contained sewage to the pipeline system using the vacuum truck or pump, removal of sandbags or plugs, cleaning and flushing the area and/or the catch basin and packing up equipment and supplies. Disinfect according to policy. See the street bleaching S.O.P. attached to this document.
 - c. Spill Occurring Due to a Contractor-Related Problem – When a private residence has been impacted by a spill occurring due to a contractor-related problem, the contractor is obligated to provide clean-up services.

- d. Documentation Required – Wastewater Maintenance Crew Supervisor and crew leader to render the following:
 - 1. City of Glendale (See copy at the end of this document)
 - a. SSO Volume Estimating Worksheet
 - b. SSO Field Worksheet
 - 2. Sewer Stoppage Report.
 - 3. Sewer Line Maintenance and Inspection “Stoppage” Report
 - 4. Submission of Cost Recovery Letter – The Wastewater Maintenance Crew Supervisor shall prepare and submit to the Wastewater Superintendent a “cost recovery letter” for his approval. This letter shall contain the following information:
 - a. Time and date of event.
 - b. Number of personnel involved.
 - c. Billing address of agency responsible.
 - d. Responsible agency’s contact person’s name and phone number.
 - e. Number and type of overflow response equipment used and amount of time equipment was used.
 - f. Amount of overtime used (if any) for each employee and piece of equipment. (See copy of Cost Recovery Worksheet at the end of this document.)

VI. Spills from Private Laterals

Should the overflow not be the responsibility of the City of Glendale but there is imminent danger to public health, public property, or the quality of waters to the U.S., then the City of Glendale takes prudent emergency action until the responsible party assumes responsibility and provides actions.

Once a sewer overflow has been confirmed the responding crew shall attempt to notify the owner/occupant to cease usage of their water until the blockage has been cleared.

Sewer crew may choose to jet the main line to determine whether the blockage is caused by the City line.

If it is determined that the blockage is from the City line, start containment, correction and clean-up operations.

If the blockage is from the lateral line, the owner/occupant shall be notified to immediately clear the line.

At the discretion of the Sewer Crew Supervisor or the Wastewater Superintendent, the owner/occupant may be given up to 24 hours to repair and mitigate the overflow.

If the repairs and clean-up are not completed effect within the agreed amount of time or the occupant continues to use water, the water may be shut off until the repairs are made.

If the water is shut off, Glendale Water and Power shall be notified.

Any clean-up activities due to repeat offenses may be billed to the responsible private party.

VII. Rainstorm-Related Spills

It is important to determine if a spill – during rainy weather – is caused by a stoppage or by a rain-related surcharge condition.

1. Always inspect for a dry downstream hole; if a dry hole is observed, suspect a stoppage and act accordingly to clear the stoppage.
2. If the spill is caused by a rain-related surcharge condition, the spill will stop when the surcharge condition resolves. Activities should be focused on protecting the public from exposure to the sewage, protecting property, and on providing clean-up following the spill.
3. Bypass the line if possible.

Perform proper spill response procedures as outlined in this document. (Section III)

Also, notify the City Engineer of the wet-weather capacity problem in writing as soon as possible.

VIII. Sampling

As defined in the Monitoring and Reporting Program:

WATER QUALITY MONITORING (see section D of MRP)	<ul style="list-style-type: none">• Conduct water quality sampling <u>within 48 hours</u> after initial SSO notification for Category 1 SSOs in which 50,000 gallons or greater are spilled to surface waters.	Water quality results are required to be uploaded into CIWQS for Category 1 SSOs in which 50,000 gallons or greater are spilled to surface waters.
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Sampling of the overflowing affluent may also be required if any of the following applies:

1. Unusual odor.
2. Discolored liquid or solid encountered, not common to a sanitary sewer.

If any of the above conditions exist, this shall require contacting the Glendale Fire Department's Hazardous Materials Section for identification of the material and/or further operational procedure as prescribed by them.

IX. Sewage Notification and Documentation

A. Documentation Required:

The Wastewater Superintendent or his designee is to render the following sewer reports (when applicable) to the event:

- a. SSO Volume Estimation Worksheet.
- b. SSO Field Worksheet.
- c. Sewer Stoppage Report (PWS-22).
- d. Sewer Line Maintenance and Inspection Report for work performed to investigate and mitigate the overflow.

B. When Agency Notification is Required:

The Regional Water Quality Control Board (RWQCB) must be notified no less than once a month of any and all SSOs that occur, as well as when no SSOs have occurred. The amount of time and the process in which the RWQCB must be notified is best referred to in the table shown on pages 8 and 9.

Agency Phone Numbers

Verified: 4/10/2019

- | | |
|--|----------------|
| 1. Department of Fish and Wild Life | (916) 653-7664 |
| 2. Director Public Works | (818) 548-3900 |
| 3. Federal Hazardous Response Center | (800) 424-8802 |
| 4. Glendale Unified School District
(Kent Smith-Glendale Unified Dir. of Facility and Support operations) | (818) 242-0003 |
| 5. Los Angeles County Flood control District | (818) 896-0594 |
| 6. Los Angeles Department of Public works | (888) CLEAN-LA |
| 7. Los Angeles Regional Water Quality Control Board | (213) 576-6600 |
| 8. Safety Section (Margaret Agus) | (818) 550-4358 |
| 9. California Emergency Management Agency (Cal-EMA) | (800) 852-7550 |
| 10. Verdugo Fire Communication Center
(Hazardous Materials) | (818) 548-4030 |

**City of Glendale California
Wastewater Maintenance Section
Rev. 11/4/10
SSO Volume Estimating Worksheet**

Did an overflowing manhole reach a storm drain?

Yes/No
(circle one)

If **yes** – Go to Step 1.

If **no** – perform wetted street volume calculations on reverse.

Step 1. Determine Estimated Spill Volume to Street from overflowing Manhole.

A. Estimated spill start date/time: _____
MM/DD/YY Time 24 hr

B. Estimated spill end date/time: _____
MM/DD/YY Time 24 hr

C. Total spill time in minutes = B. – A. _____
Minutes

D. Estimated Overflow Rate _____
Reference GPM
References (P, A, B, C)

1. Pictures (P), 2. Table A, 3. Table B, 4. Table C

E. Estimated Spill Volume to Street = _____ X _____ = _____
C. D. Gals.

Did sewer overflow inside a building or residence?

Yes/No
(circle one)

If **yes** – Go to Step 2.

If **no** – Go to Step 3.

Step 2. Estimate Spill Volume to Building or Residence.

F. Determine total wetted floor area in sq. feet.

1. Room Inventory	Length (ft.)	X	Width (ft.)	=	Area (ft. ²)
a. _____	_____		_____	=	_____
b. _____	_____		_____	=	_____
c. _____	_____		_____	=	_____
d. _____	_____		_____	=	_____
e. _____	_____		_____	=	_____

G. Total wetted floor area (add 1. a thru 1. e.) _____ = _____

Volume Estimating Worksheet (page 2)

H. Estimated average depth of wetted floor in inches = _____
(in.)

Note: If can't actually measure, make a reasonable assumption 1/4" -1/2".

I. Convert depth in inches to ft. $H. / 12$ = _____
(ft.)

J. Estimated Spill Volume (Building or Residence) = G. x I. = _____
(ft³)

K. Convert Estimated Spill Volume (Building or Residence) to gals.

$J. \times 7.48$ = _____
(gals.)

Step 3. Determine Total Estimated Spill Volume

L. Total Estimated Spill Volume = E. + K. = _____
(gals.)

Step 4. Determine Estimated Volume of Spill Vacuum Recovered

M. Estimated Vacuum Recovery Start date/time: _____
MM/DD/YY Time 24 hr

N. Total Vacuum Recovery Time in minutes B. - M. = _____
(mins.)

O. Est. Volume of Spill Vacuum Recovered = _____ X _____ = _____
N. D. (gals.)

Step 5. Estimated volume of spill that reached surface water, drainage channel, or not recovered from storm drain:

P. [Est. Spill Volume to Street] - [Est. Volume of Spill Vacuum Recovered] - [Est. Spill Volume Captured] =

$E. - O. - \text{Volume Captured (below)}$ = _____
(gals.)

Determine Wetted Street Volume or Volume Captured

1. Attach copy of sketch from stoppage report.

Length (L) = _____ ft.

Width (W) = _____ ft.

Depth (D) = Average Observed (in.) = _____ / 12 = _____ ft.

wetted street volume = _____ X _____ X _____ = _____ ft.³ X 7.48 = _____
L W D Gals.

Depth Information in Ft.

1/8" = 0.01 FT

1/4" = 0.021 FT

3/8" = 0.031 FT

City of Glendale California
Wastewater Maintenance Section

Rev. 04/10/14

SSO Field Worksheet

Location of SSO: _____ / _____ / _____
(closest street address to overflow/cross street/zip code)

Date and time sanitary sewer system agency (Time Maintenance Services was informed) was notified or discovered spill: _____

MM/DD/YY Time 24 hr

Estimated spill start date/time:

(Same as time immediately above unless you have reliable info of earlier start)

MM/DD/YY Time 24 hr

Estimated operator arrival date/time:

MM/DD/YY Time 24 hr

Spill appearance point (Check one):

- Building or structure
- Force main or pressure sewer
- Gravity sewer
- Manhole
- Other sewer system structure
- Pump station
- Other (Specify) _____

(circle one)

Private lateral spill?

Yes/No

If no – move on to Estimated spill end date/time:

If yes - move on to County Health Department notification if private lateral spill reached public right of way. No further notification is required. Clean-up sewage on public right of way. Notify property owner/resident of requirement to correct or risk water shutoff. Private lateral spills are NOT SSO's as of this revision.

Estimated spill end date/time:

MM/DD/YY Time 24 hr

(circle one)

Health Department notified within 15 mins of arrival on scene?

Yes/No

24 Hour Number (213) 974-1234

Note: Health Dept. Notification required for all SSO's even if they never make it to a public right of way.

Time County Health Department notified: _____

Operator # _____ Ticket # _____

MM/DD/YY Time 24 hr

Continue on Reverse

SSO Field Worksheet

(page2)

Spill response activities (Check all that apply):

- Cleaned-up (mitigated effects of spill)
- Contained all or a portion of spill
- Inspected sewer using CCTV to determine cause
- Restored flow
- Returned all or a portion of the spill to the sanitary sewer system
- Other (Specify) _____.

Category Determining Chart

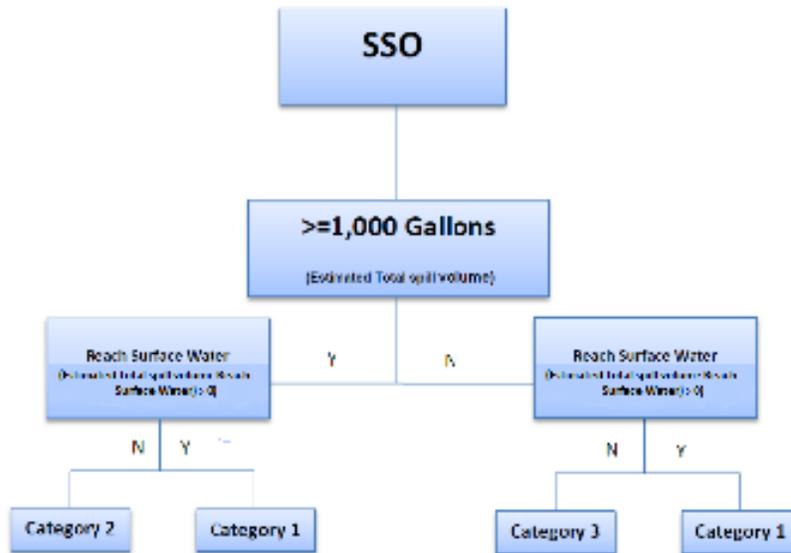


Figure 1 – SSO Categorization

Final spill destination (Check all that apply):

- Building or structure
- Other paved surface
- Storm drain
- Street/curb and gutter
- Surface water
- Unpaved surface
- Other (Specify) _____.

Estimated total spill volume: **(Attach Calculations)** **A.** _____ gallons

Estimated volume of spill recovered: **B.** _____ gallons

Estimated volume of spill that reached surface water, drainage channel, or not recovered from storm drain: **C.** _____ gallons

Is SSO a Cat. I and greater than > 1000 gals. **Yes/No**

If **Yes** call CAL EOS within 2 hrs. of time agency notified or discovered spill.
CAL OES Phone # 1-800-852-7550

OES Control # _____ Time OES notified: _____
 MM/DD/YY Time 24 hr

Call supervisor to review circumstances and reporting. _____
 Supervisor called: _____
 MM/DD/YY Time 24 hr



City of Glendale
PUBLIC WORKS • MAINTENANCE SERVICES
SEWER STOPPAGE REPORT

Date: _____ Time: _____ District #: _____

Location: _____

Cause: _____

Damage to City Property? Yes No Type of Damage: _____

Equipment Number /Hours: _____

Employee(s) Names /Hours: _____

Date of Last Main Cleaning /Inspection: _____

G:\Forms\Private Property Damage to Private Property? Yes No Type of Damage: _____



City of Glendale
PUBLIC WORKS • MAINTENANCE SERVICES
SEWER STOPPAGE REPORT

Date: _____ Time: _____ District #: _____

Location: _____

Cause: _____

Damage to City Property? Yes No Type of Damage: _____

Equipment Number /Hours: _____

Employee(s) Names /Hours: _____

Date of Last Main Cleaning /Inspection: _____

G:\Forms\Private Property Damage to Private Property? Yes No Type of Damage: _____

Acacia Ave Wastewater & Street Improvement Project

Spec 3405R

Bypass Spill Response and Communication Plan

(Rev. 6/7/13)

Project Team

24 Hr. Phone

Contractor Proj. Mgr. (<u>Sully-Miller</u>)	<u>Gary Downey</u>	<u>(714) 578-9604 -Office</u>
Site Foreman (<u>Sully-Miller</u>)	<u>Rueben Valenzuela</u>	<u>(714) 720 -7415- Cell</u>
Construction Inspector (<u>City of Glendale</u>)	<u>Art Warren</u>	<u>(818) 649-4350- Cell</u>
Project Manager (<u>City of Glendale</u>)	<u>Jasmina Zigic</u>	<u>(818) 937-8255-Office</u>

Operations & Maintenance Coordinators

WW Maintenance Crew Supervisor (C of G)	<u>Roy Rodriguez</u>	<u>818-807-6078- Cell</u>
WW Maintenance Superintendent (C of G)	<u>John Hicks</u>	<u>818-262-6799- Cell</u>

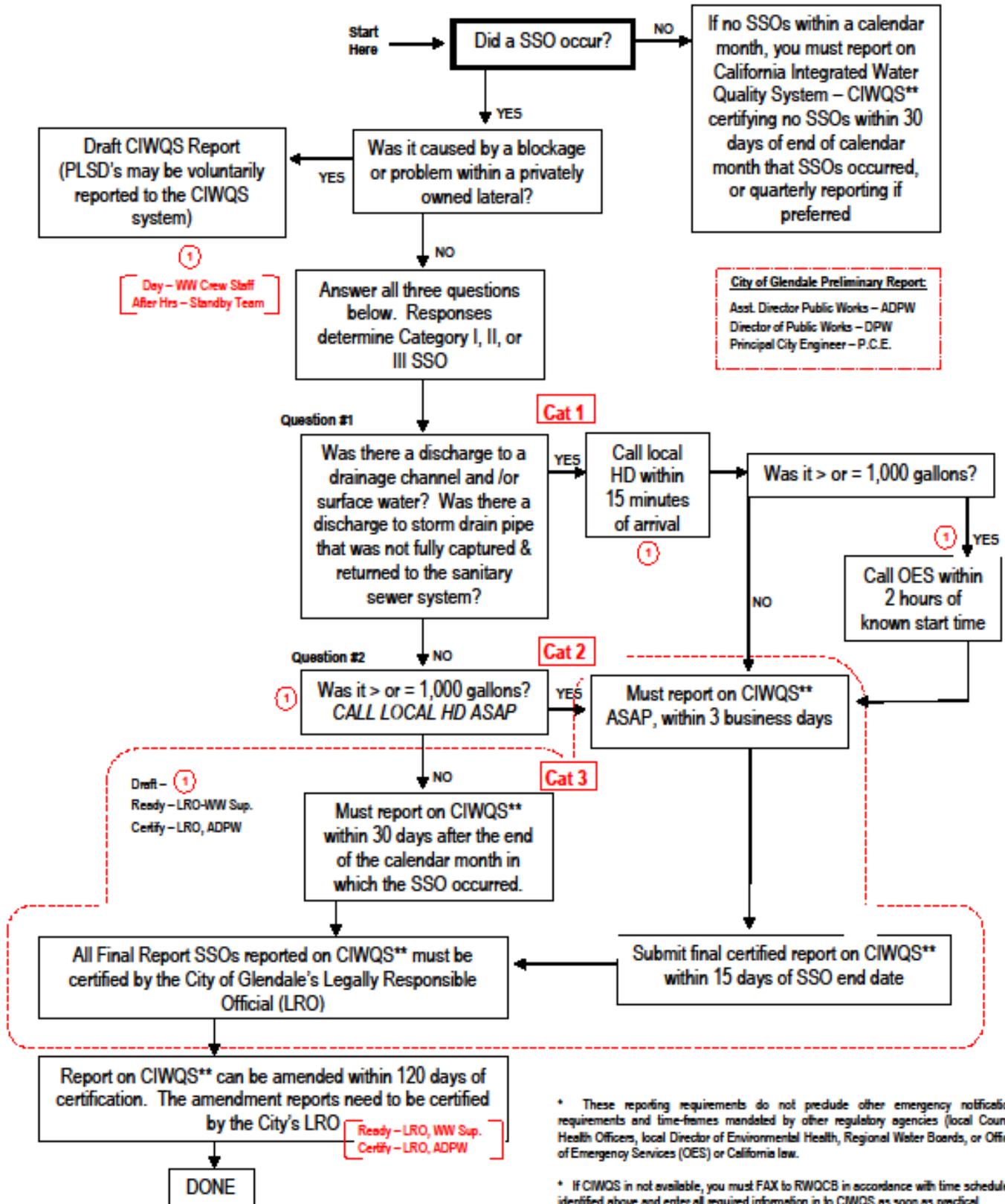
Sewer System Overflows

1. Flows of raw sewage from pipes within a construction trench that do not leave the trench are NOT considered SSO's.
2. Any discharge of raw sewage from the collection system to the street, a sidewalk or right of way IS considered an SSO and must be reported to the State by the City.
3. Should an SSO occur do your best to contain it at the site to prevent entry into the storm drain system. Have an adequate supply of containment materials on site at all Times.

4. **Who to call:**

Time Frame	For City Personnel This Is	Who to Call
Normal Working Hours	M-Th 6:30 AM to 4 PM Fri 6:30 AM to 3PM	PW Maintenance Services Dispatch 818-548-3950
After Normal Working Hours	All other times including Holidays	Wastewater Section Standby Team Leader Changes Monday at 6:30 AM. Phone number Monday mornings.

City of Glendale SSO Reporting Flow Chart*



APPENDIX C

Excerpts of the Municipal Code of the City of Glendale, CA

City of Glendale

ORDINANCE NO. 5667

AN ORDINANCE OF THE COUNCIL OF THE CITY OF GLENDALE
ADDING CHAPTER 13.34 TO THE
GLENDALE MUNICIPAL CODE, 1995, RELATING TO
THE PREVENTION AND REDUCTION OF FATS, OILS, AND GREASE
DISCHARGES BY FOOD SERVICE ESTABLISHMENTS INTO THE
MUNICIPAL SANITARY SEWER SYSTEM.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF GLENDALE:

SECTION 1. Sections 13.34.010 through 13.34.100 are hereby added to the Glendale Municipal Code, 1995, to read as follows:

13.34.010 Definitions.

Unless otherwise expressly stated or the context clearly indicates a different intention the following terms shall, for the purpose of this chapter, have the meanings indicated in this section:

"Best management practices" means any program, technology, process, criteria, operational methods, schedules of activities, prohibitions of practices, or engineered systems, which have been determined to prevent or reduce the discharge of FOG to the POTW to the maximum extent practicable.

"Change in operations" means any change in ownership, food types, or operational procedures that have the potential to increase the amount of FOG generated or discharged by a food service establishment and may cause or create a potential for sanitary sewer overflows.

"Director" means the director of public works, or his or her duly authorized representative.

"Fats, oils and grease" ("FOG") means any substance such as a

vegetable or animal product that is used in, or is a by-product of, the cooking or food preparation process, and that turns or may turn viscous or solidifies with a change in temperature or other conditions.

"Food service establishment" means any room, building, or place or portion thereof, located within the boundaries of the City of Glendale, which is maintained, used or operated by any profit or non-profit entity engaged in activities of storing, preparing, serving, manufacturing, packaging, transporting, salvaging or otherwise handling and distributing food and beverages (including prepackaged items) for the purpose of making food available for consumption by the public, and include, but are not limited to, facilities such as restaurants, lunch counters, refreshment stands, bars, hotels, schools, hospitals, convalescent homes, health care institutions, community centers, public clubhouses, fire stations, prisons and correctional facilities. These establishments use one or more of the following food preparation activities: cooking by frying (all methods), baking (all methods), grilling, sautéing, rotisserie cooking, broiling (all methods), boiling, blanching, roasting, toasting, or poaching. Also included are infrared heating, searing, barbecuing, and any other food preparation activity that produces a hot, non-drinkable food product in or on a receptacle that requires washing.

"Grease interceptor" means a multi-compartment device constructed in different sizes and generally required to be located, according to the most recent edition of the California Plumbing Code,

underground between a food service establishment and the connection to the sewer system. These devices primarily use gravity to separate and eliminate FOG from the wastewater discharged from a facility.

"Grease trap" means a grease control device located under sink fixtures, which is designed to have limited effect, and is used to serve up to four individual fixtures in those cases where the use of a grease interceptor or other pretreatment device is determined to be impossible or impracticable.

"NPDES" means the National Pollutant Discharge Elimination System; the permit issued to control the discharge of liquids or other substances or solids to surface waters of the United States as detailed in Public Law 92-500, section 402.

"POTW" means publicly owned treatment works, as defined by section 212 of the Federal Clean Water Act, which is partially owned or operated by the city. This definition includes any sanitary sewers that convey wastewater to the city sewage treatment plants.

"Pretreatment device" means any grease interceptor, grease trap, clarifier or other equipment, device or process, which attaches to, or is applied to, wastewater plumbing fixtures and lines, the purpose of which is to trap, treat or collect FOG from a waste stream prior to it being discharged into the sanitary sewer system; it may include any other proven method to separate and remove FOG subject to the approval of the director.

"Remodeling" means a material renovation with a building permit valuation of \$50,000 or more, and including without limitation,

renovations of the plumbing system or the addition of any equipment that may increase discharge to the POTW.

13.34.020 FOG discharge prohibition.

It is unlawful for any food service establishment to discharge FOG into the sanitary sewer or allow, cause, or contribute to, the discharge of FOG into the sanitary sewer in any manner that is in violation of any condition set forth in this chapter.

13.34.030 Best management practices required.

Every food service establishment shall develop and implement a program for the control of FOG in its operation in order to minimize the discharge of FOG to the sanitary sewer. Such program must include the implementation of best management practices. A written copy of the program must be submitted to the director. If, in the opinion of the director, the food service establishment continues to adversely impact the POTW, the director may require additional FOG pretreatment.

13.34.040 FOG pretreatment required.

A. The requirements of this section shall apply to:

- (1) All new food service establishments including but not limited to restaurants, cafeterias, hotels, motels, hospitals, nursing homes, schools, grocery stores, prisons, jails, camps, caterers, manufacturing plants and any other dischargers who introduce FOG into the sanitary sewer;
- (2) Any existing food service establishment upon the sale or transfer of operational control thereof; and
- (3) Any existing food service establishment upon remodeling or

making modifications with a building permit valuation of \$50,000 or more, including without limitation, renovations of the plumbing system or the addition of any equipment that can result in an increased discharge to the POTW; and

(4) Any existing food service establishment, which has caused or contributed to a grease-related blockage in the sanitary sewer, or which, based on inspection or sampling, has been determined by the Director to be discharging FOG in significant quantities sufficient to adversely impact the sanitary sewer.

B. Grease interceptor requirement. All food service establishments specified in subdivision (A) of this section shall install, operate and maintain an approved type, adequately sized and readily accessible grease interceptor necessary to maintain compliance with the requirements of this chapter. Grease interceptor sizing and installation shall meet the minimum standards of the most recent edition of the California Plumbing Code. Grease interceptors shall have a minimum of two compartments with fittings designed for grease retention and shall be constructed and installed in accordance with the Glendale Municipal Code, subject to the review and approval of the director.

C. Variance of grease interceptor requirement. A food service establishment may obtain a variance from the grease interceptor requirement, if a request is submitted in writing to the director, to allow the installation and maintenance of an alternative pretreatment device in lieu of a grease interceptor provided that such alternative pretreatment device is equally as effective in

controlling the FOG discharge. Alternative pretreatment devices, including, but not limited to, grease traps and other separation and holding devices, must be appropriately sized and approved by the director. The food service establishment must demonstrate to the satisfaction of the director that the grease interceptor installation and operation is physically not feasible or not warranted to fulfill discharge requirements at the site and that the alternative pretreatment device is equivalent to a grease interceptor in controlling the establishment's FOG discharge.

D. Conditional waiver of interceptor requirement. An existing food service establishment may obtain a conditional waiver from installing a grease interceptor if the establishment can demonstrate to the satisfaction of the Director that it has a negligible FOG discharge and an insignificant impact on the POTW. Any waiver granted by the Director shall be voided by the establishment making changes in its operations that significantly affect FOG discharge, including, but not limited to, changes in food preparation activities, renovations of the plumbing system, and increased discharges to the POTW. The waiver shall remain valid until the expiration date specified in the waiver, provided that the food service establishment remains in compliance with the waiver's terms and conditions. A waiver may be revoked at any time when any of the terms and conditions for its issuance is not satisfied or if the justification for the waiver no longer exists.

E. Toilets, urinals, and other similar sanitary fixtures shall not discharge through the grease interceptor unless specifically

approved, in writing, by the director.

13.34.050 Required maintenance of pretreatment devices.

A. All pretreatment devices shall be maintained in efficient operating condition at all times by periodic removal of the full contents of such devices, which includes wastewater, accumulated FOG, floating materials, sludge and solids. The maintenance frequency shall be adequate to comply with the design capacity of the pretreatment device. In maintaining the pretreatment device, the owner shall be responsible for the proper removal and disposal, by appropriate means, of the captured material and shall maintain records of the dates, amounts and means of disposal, all of which is subject to review by the director.

B. Grease interceptors shall be fully pumped out and cleaned at a frequency such that the combined FOG and solids accumulation does not exceed 25 percent of the total hydraulic capacity of the grease interceptor calculated by volume or depth, whichever is more stringent. At the minimum, all grease interceptors shall be maintained not less than once every 6 months. Grease interceptors shall be fully pumped out and cleaned quarterly when the maintenance frequency has not been established. The director may change the maintenance frequency at any time to reflect changes in actual operating conditions in accordance with the requirements of this chapter. If the grease interceptor, at any time, contains FOG and solids accumulation that does not meet the requirements of this chapter, the food service establishment shall be required to have the grease interceptor serviced

immediately such that all fats, oils, grease, sludge, and other materials are completely removed from the grease interceptor.

C. Additives that reduce FOG, such as bacteria, may be used in addition to the regular maintenance program for grease interceptors, but shall not impinge on grease interceptor sizing or maintenance frequency. The use of additives is subject to approval by the director. The introduction of emulsifying agents, such as chemicals or solvents, either directly or indirectly into the grease interceptor, other than what is considered typical business operational practices such as dishwashing or sanitation, is strictly prohibited.

D. Wastewater, accumulated FOG, floating materials, sludge solids, and other waste materials removed from the grease interceptor shall be properly disposed off site by waste haulers in accordance with federal, state and local laws. All pumping of grease pretreatment facilities and tallow bin hauling by private contractors must be tracked by a manifest to confirm the pumping and hauling of waste. Food service establishments are required to obtain and maintain a copy of the waste hauler's documentation which must include: (1) the name and address of the hauling company; (2) the name and signature of operator performing the pump out; (3) documentation of full pump out with volume of water and FOG removed (e.g., 1,500 gallons); (4) documentation of the level of floating FOG and settable solids; (5) documentation of any repairs to the grease interceptor; and (6) identification of the facility where the waste hauler is planning to dispose of the

waste.

13.34.060 Record maintenance required.

Every food service establishment shall maintain a compliance record of all manifests, receipts and invoices of all cleaning, maintenance, grease removal from pretreatment devices, hauling and disposal of waste, and cleaning of pretreatment facilities, such as grease traps, by facility employees. The compliance record must log the date and time of cleaning, the name of the employee who performed the cleaning, and the volume removed. All compliance records must be retained on site by the food service establishment for a period of not less than three years. The establishment shall, upon request, make the compliance record available to the director.

13.34.070 Inspection and right of entry.

A. When required for the purposes of this chapter, the food service establishment shall provide, operate and maintain safe and accessible monitoring facilities (such as a suitable sampling port or manhole) at all times to allow observation, inspection, sampling and flow measurement of the building sewer or internal drainage systems. There shall be ample room in or near such monitoring facility to allow accurate sampling and preparation of samples for analysis.

B. Persons authorized by the director may inspect and sample the wastewater discharges of any food service establishment to ascertain whether the conditions of this chapter are being met and the discharger is complying with all requirements. Such authorized persons shall have access to any food service

establishment premises, during normal business hours, for purposes of inspecting the food service establishment's grease interceptor or pretreatment devices, reviewing the manifests, receipts and invoices relating to the cleaning and maintenance of pretreatment devices, and allow observation, inspection, sampling and flow measurement of the building sewer or internal drainage systems, in accordance with this chapter.

13.34.080 Notice of Noncompliance.

A. In the event that the director determines that a food service establishment is not in compliance with any condition of this chapter, or the terms, conditions and limitations of any waiver or agreement between the city and the food service establishment with respect to the discharge of FOG into the sanitary sewer, the director may issue a notice of noncompliance, whereby the food service establishment shall comply with all directives, conditions and requirements therein within the time prescribed by the notice. Such notice may contain terms and conditions including, but not limited to, installation of pretreatment devices and grease interceptors, payment of noncompliance charges, submittal of drawings or technical reports, limits on rate and time of discharge, or any other provisions to ensure compliance with this chapter. If compliance is not achieved in accordance with the terms and conditions of the notice within the time prescribed therein, the director may issue an order suspending water and sewer services pursuant to section 13.34.090 of this chapter.

B. Any food service establishment determined to be in noncompliance

with the terms and conditions of this chapter, or the terms and conditions of any waiver or agreement between the city and the establishment, may be required to pay a noncompliance charge. The noncompliance charge shall be determined by the director on a case-by-case basis. The purpose of the noncompliance charge is to compensate the city for estimated and actual costs of additional inspection and follow-up, sampling, monitoring, laboratory analysis, treatment, disposal, administrative processing incurred, and any fines imposed on the city by other regulatory agencies as a result of such noncompliance.

13.34.090 Emergency suspension of services.

A. The City may, by order of the director, suspend water or sewer services when such suspension is necessary in the opinion of the director to stop an actual or impending discharge which presents an imminent or substantial danger to the health or welfare of persons or to the environment, or may cause sanitary sewer blockages and overflows or interfere with the proper functioning of the POTW, or may cause the city to violate any conditions of its NPDES permit. Any food service establishment notified of a suspension of services, stating the reasons for it, shall immediately cease the discharge of all wastewater containing FOG to the sanitary sewer.

B. In the event that the food service establishment fails to comply voluntarily with the suspension order, the director may take such steps as are reasonably necessary to ensure compliance. These include, but are not limited to, immediate blockage or disconnection of the food service establishment's connection to the

sanitary sewer. The director shall reinstate the water or sewer service when the establishment has demonstrated that the conditions which necessitated the suspension have been eliminated.

C. As soon as reasonably practicable following the issuance of an emergency suspension order, but not more than five (5) business days following the issuance of such order, the director shall hold a hearing to provide the food service establishment the opportunity to present information in opposition to the issuance of the suspension order. The hearing shall be as informal as is compatible with the requirements of justice. The director shall issue a written decision and order within two (2) business days following the hearing, which decision shall be mailed by certified mail to the food service establishment or its legal representative at the establishment's business address. Any decision of the director following the hearing shall be final and is not appealable to the city council, but may be subject to judicial review.

13.34.100 Recovery of imposed fines or penalties.

In the event that the city is subject to the payment of fines or penalties pursuant to the legal authority and actions of other regulatory or enforcement agencies based on a violation of law or regulation or its permits, and said violation can be established by the city, as having been caused by the discharge of any food service establishment which is in violation of any provision of this chapter, the city shall then be entitled to recover from the food service establishment all costs and expenses, including, but not limited to, the full amount of said fines or penalties to

which it has been subjected.

SECTION 2. If any portion of this ordinance or the application thereof to any person or circumstance shall be invalid or unenforceable to any extent, the remainder of this ordinance shall not be affected thereby and shall be enforced to the greatest extent permitted by law.

SECTION 3. This Ordinance shall become effective thirty days from the date of its adoption.

Adopted by the Council of the City of Glendale on the 18th day of August, 2009.

Mayor

ATTEST:

City Clerk

STATE OF CALIFORNIA) SS.
COUNTY OF LOS ANGELES)
CITY OF GLENDALE)

I, Ardashes Kassakhian, City Clerk of the City of Glendale, hereby certify that the foregoing Ordinance No. 5667 was adopted by the Council of the City of Glendale, California, at a regular meeting held on the 18th day of August, 2009, and that the same was adopted by the following vote:

Ayes: Drayman, Friedman, Najarian, Weaver, Quintero

Noes: None

Absent: None

Abstain: None



City Clerk

APPROVED AS TO FORM


Assistant City Attorney
DATE 7.31.09



CITY OF GLENDALE CALIFORNIA
REPORT TO CITY COUNCIL

August 11th, 2009

AGENDA ITEM

Report Regarding the Addition of Chapter 13.34 to the Municipal Code Relating to the Prevention and Reduction of Fats, Oils, and Grease (FOG)
(1) Ordinance for Introduction

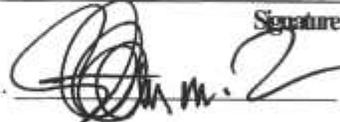
COUNCIL ACTION

Public Hearing [] Ordinance [X] Consent Calendar [] Action Item [] Report Only []
Approved for August 11th, 2009 calendar

ADMINISTRATIVE ACTION

Submitted By

Stephen M. Zurn, Director of Public Works.....

 Signature

Prepared By

Maurice Oillataguerre, Sr. Env. Program Specialist.....

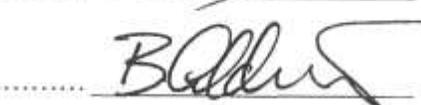
 for

Approved

Jim Starbird, City Manager.....



Scott H. Howard, City Attorney



Reviewed

Bobby Aldesco, Assistant City Attorneys.....



RECOMMENDATION

It is recommended that the City Council introduce this ordinance adding Chapter 13.34 to the Glendale Municipal Code to reduce the introduction of fats, oils, and grease (FOG) into the City's sewage collection system.

SUMMARY

The proposed ordinance was drafted with the ultimate goal of reducing the number of sanitary sewer overflows (SSOs) in the City of Glendale. SSOs can cause extensive property damage when sewage backs-up into residences and/or businesses. In addition, SSOs degrade receiving water quality and can harm aquatic life in the Los Angeles River and Pacific Ocean. More importantly, sewer overflows have been directly linked with disease transmission and the

EXHIBIT 8 A

ocean. The City of Glendale Public Works Department is working diligently to reduce the number of SSOs that originate from the City's sewage collection system. While tree roots are the leading cause of SSOs in the City (Public Works has initiated numerous programs to address roots), many overflows are the result of excess grease in city sewer lines.

Among the several additions to the Glendale Municipal Code included in the proposed ordinance are the following:

- operational procedures that food service operators must institute to reduce the discharge of fats, oil, and grease into the city's sewer system;
- a requirement for new food service establishments to install grease removal devices;
- a requirement for food service operators to properly maintain grease removal devices;
- a requirement for food service operators to keep records for all grease removal services;

FISCAL IMPACT

The adoption of this ordinance has no direct fiscal impact on City operations. No new staff will be required to implement these additions to the Code, if approved.

BACKGROUND

Sanitary sewer overflows are a major problem in the State of California. The California State Water Resources Control Board (SWRCB) recently adopted a new state law (Order No. 2006-003) which requires public agencies to obtain a permit to operate sewer collection systems. The new law has numerous requirements that each city in the State of California must abide by in order to achieve compliance. Since excessive grease in sewer lines has been shown to be a significant cause of SSOs throughout the State of California, one such requirement is the establishment of an effective FOG Control Program. The program must include the legal authority to inspect food establishments, require the installation of grease removal devices, and require food establishments to properly maintain all grease removal equipment. The addition of Chapter 13.34 to the Glendale Municipal Code would satisfy these requirements as well as other provisions in the new state law.

The addition of Chapter 3.34 to the Glendale Municipal Code would add the following provisions:

1. Section 13.34.010 defines applicable terms that are used throughout the ordinance
2. Section 13.34.020 prohibits the discharge of FOG in large amounts that can cause sewer overflows.
3. Section 13.34.030 requires food service establishments to implement a program to control FOG and minimize the amount of FOG that enters the City's sewer system.
4. Section 13.34.040 requires new food service establishments to install grease removal devices. This section also applies the same requirement to food service establishments that change ownership or obtain building permits for remodeling projects that cost \$50,000 or more. Finally, the requirement to install grease removal devices can also be applied to food service establishments which have caused a grease-related overflow.
5. Section 13.34.050 requires grease removal devices to be properly maintained.
6. Section 13.34.060 requires food service establishments to maintain copies of invoices for all cleaning, maintenance, and grease removal from grease control devices.
7. Section 13.34.070 grants Public Works Staff the authority to inspect food service establishments and requires food establishment owners to operate and maintain accessible monitoring facilities.

8. Section 13.34.080 establishes procedures for noncompliance.
9. Section 13.34.090 gives the Public Works Director the authority to suspend water or sewer service in the event of an emergency.
10. Section 13.34.100 allows the City to collect money for penalties levied against the City of Glendale that was caused by a food service establishment in violation of any provision of Chapter 13.34.

EXHIBITS

None.



City Departments

How May We Help You...



Jobs and Employment

Employment application, current openings, and other resources for job seekers in Glendale.



Licenses and Permits

Access to City permit and licensing information.



Maps and Zoning

Maps, Zoning, and other Planning information.



Public Safety

Fire, Police, and other safety resources in Glendale.



Housing

Resources for renters, owners, and perspective buyers.



Online Services

Pay your GWP bill online, browse library catalogue, and more!



Contact Us

Browse our staff directories

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Chapter 13.40 SEWER SYSTEM*

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13.40.020 Compliance.

13.40.030 Multiple public sewer mains.

13.40.040 Connection maintenance.

13.40.050 Appeal.

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13.40.070 Application.

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** For charter provisions as to authority of city to acquire and maintain works for the disposition of sewage, see Charter, Art. III, § 1, subsection 11*

Article I. General Provisions

13.40.010 Definitions.

Unless otherwise expressly stated or the context clearly indicates a different intention the following terms shall, for the purpose of this chapter, have the meanings indicated in this section:

"Assessment" means and includes a levy of a special assessment which is shown on the records of the director of public works as including a fair and proportionate share of the cost of the sewer main. The trunk line sewer charge established by this chapter shall not be construed as an assessment.

"House connection" means that part of any sewer extending from the sewer main in a public street or right-of-way to private property for the exclusive use of such property.

Land Use Designations. The land use designations whenever used in this chapter have the same meanings ascribed to zones set forth in Title 30 of this code.

"Private property" means any parcel of property lying within the corporate limits of the city, not belonging to the city, and shown as a separate lot or parcel on maps filed in either the county recorder's office or the county clerk's office, or on resubdivisions authorized as provided elsewhere in this code, or on resubdivisions completed prior to March 26, 1936.

"Real property tributary to the city sewerage system" means and includes all private property within the corporate limits of the city as such limits now exist or may hereafter be altered, except such property as is or may hereafter be directly served by a sewer line of the city of Los Angeles. (Prior code § 25-1)

13.40.020 Compliance.

Every connection made between private property and any public sewer main in the city shall be made in the manner and with such materials as are required by the specifications of the city for public sewers in the city, except that cast-iron pipe six inches in internal diameter may be used; provided, that the same is laid in accordance with such specifications and Title 15 of this code, relating to plumbing. (Prior code § 25-2)

13.40.030 Multiple public sewer mains.

If, by the terms of this chapter, there is no fee required to connect such private property to a public sewer main, or, if such fee is required by this chapter and has been paid, the director of public works may allow such private property to be connected to any available public sewer main designated by the director of public works, in the event there is more than one public sewer main available to the private property. (Prior code § 25-3)

13.40.040 Connection maintenance.

All house connections, including the wye or saddle at the sewer main, shall be maintained at the expense of the property owner. (Prior code § 25-4)

13.40.050 Appeal.

Any person aggrieved by any act or determination of the director of public works under the provisions of this chapter may appeal to the council within the time and in the manner provided in [Chapter 2.88](#). (Prior code § 25-5)

Article II. Permit for Connection**13.40.060 Required.**

No person shall connect any private property with any public sewer system in or belonging to the city or to any sewer system, excepting those of the city of Los Angeles or Burbank, which flows into the city sewer system without first procuring a permit to make such connection. (Prior code § 25-6)

13.40.070 Application.

Any person desiring to obtain a permit required by Section [13.40.060](#) shall make application for such permit and pay the fees provided for in this chapter to the director of public works. (Prior code § 25-7)

13.40.080 Requirements affecting property served by sewers in Verdugo Canyon.

A. No territory in any area annexed to the city after July 1, 1949, shall be permitted to connect to the city's sewer system if the sewage flow will pass through the existing outfall or trunk sewers in the Verdugo Canyon unless the director of public works certifies that in his or her opinion such connection will not have the effect of requiring construction of additional outfall or trunk sewers in the Verdugo Canyon within a period of ten years after such connection.

B. Until such time as additional outfall or trunk sewers are constructed in Verdugo Canyon, no person occupying property in such annexed area which has been permitted to connect to the city's sewer system shall discharge or cause to be discharged into such sewer system on any one day a volume of sewage exceeding by more than fifty percent the average daily sewage flow per house connection in the city during the preceding fiscal year, as shown on records in the office of the director of public works unless the director finds that the quantity and time of discharge will be adjusted to avoid increasing the peak flows in the Verdugo Canyon trunk sewers. (Prior code § 25-8)

13.40.090 Fees-When applicant's property has borne public sewer cost.

If private property which is sought to be connected with a public sewer main has actually been assessed to pay for the cost and expenses of the construction of such public sewer main, or, if such public sewer main has been constructed for the use of this property and other private property by private contract by the owner of the private property, or his or her assignor, at no expense to the city, either partially or wholly, from its general funds or from money derived from a bond issue authorized by an election, the director of public works shall issue a permit upon the payment of the fees now or hereafter required for making an excavation in public streets. Provided, however, that nothing contained in this section shall exempt or except the owner of such property from payment of a sewer facilities charge provided for elsewhere in this chapter. (Prior code § 25-9)

13.40.100 Fees-When applicant's property has not borne public

sewer cost.

If the private property which is sought to be connected to a public sewer main has not been assessed for the construction of a public sewer main in front of or alongside such property with which it is desired to connect such private property, or, if the public sewer main has been constructed by private contract by persons other than the owners of the property or their assignors, or, if the costs and expenses for the construction of such public sewer main shall have been paid wholly or partially by the city either from its general fund or from monies derived from a bond issue authorized by an election, the director of public works shall issue a permit to connect such private property to the public sewer main upon the payment of the fees now or hereafter required for making an excavation in public streets, and the further payment of the fees required by Sections 13.40.110 and 13.40.120, whichever is applicable. (Prior code § 25-10)

13.40.110 Fees-When public sewer main was in place prior to January 1, 1942.

Where a public sewer main to which private property described in Section 13.40.100 is sought to be connected was in place on or before January 1, 1942, a fifty-dollar fee shall be collected for private property having an area of five thousand square feet or less, and a fee of fifty dollars shall be collected for an area of five thousand square feet, plus fifty cents per one hundred square feet or fraction thereof for all area in excess of five thousand square feet of such property sought to be connected to the public sewer main. (Prior code § 25-11)

13.40.120 Fees-When public sewer main was not in place prior to January 1, 1942.

When the public sewer main to which private property described in Section 13.40.100 is sought to be connected was not in place on or before January 1, 1942, a fee shall be collected, which fee shall be the portion of the total cost of such public sewer main, including all house connections deemed necessary by the director of public works to serve property adjacent to the sewer main, determined according to the ratio of the area of the private property so sought to be connected to the entire area of all property which can be connected to and which can be benefitted by the public sewer main, or in cases where the substantial portion of the property is unbuildable in the determination of the director of public works connection fees may be based on the ratio of benefits. Each benefit shall represent one usable building site as determined by the director of public works, and such total cost and such entire area shall be as estimated and as determined by the director of public works; provided, that such total cost shall not include any amounts furnished by any county, state or federal government unemployment relief agency; and, further provided, that no fee for any private property shall be less than fifty dollars, except fees for private properties that have previously been only nominally assessed for sewer mains, as provided in Section 13.40.130. (Prior code § 25-12)

13.40.130 Fees-Sewer facilities charge.

A. Whenever the owner of real property tributary to the city sewerage system makes application for connection to a sanitary sewer, such owner shall pay in addition to all other fees and charges established by this chapter, a sewer facilities charge, which shall be charged in accordance with a sewer facilities charge schedule, compiled by the director of public works, adopted by resolution of the council, and on file in the office of the permit services administrator. Such schedule shall be derived from the amalgamation system sewer facilities charge as set forth in the Amalgamation Agreement between the city and the city of Los Angeles, and as that agreement may be subsequently amended. The sewer facilities charge shall be adjusted by resolution of the council to reflect the new rates charged by the city of Los Angeles on an as needed basis.

B. Whenever such charge to be paid in accordance with the sewer facilities charge schedule is to be based on gpm (gallons per minute) the applicant, prior to issuance of a permit by the city to connect to the city sewerage

system, shall submit calculations of the projected design discharge flow to the superintendent of building for his or her approval upon which a projected sewer facilities charge shall be calculated. Such charge will be reviewed no earlier than one (1) year after the issuance of the permit to connect to the city sewerage system, upon which time an additional sewer facilities charge shall be charged, providing the superintendent of building determines that the original projected design discharge flow is less than the actual discharge.

C. Whenever a lot which has heretofore been connected to a sewer is disconnected therefrom for the purpose of changing the use thereof to a greater use permitted in the zone in which it is located and which increased land use may entail a use of the sewerage system greater than that for which the original permit was issued, a permit based on the new use shall be required and the applicant therefor shall pay a fee in accordance with the new expanded use as set forth in the sewer facilities charge schedule minus any formerly paid sewer connection charge. (Ord. 5452 § 1, 2005; prior code § 25-12.1)

13.40.133 Sewer facilities charge deposit.

At the time of filing an application for connection to a sanitary sewer, each applicant shall pay a deposit to the director of public works, in an amount equal to the estimated sewer facilities charge in effect at the time. Such deposit shall be applied to the sewer facilities charge at the time of connection to a sanitary sewer. (Ord. 5072 § 1, 1994; prior code § 25-12.1.1)

13.40.135 Deposit adjustments.

In case the actual sewer facilities charge at the time of connection to a sanitary sewer is less than the amount estimated and deposited, as provided in the preceding section, the director of public works shall return to the permittee the amount of the unused balance of such deposit pursuant to the procedure set forth in Section 13.40.132. In case the actual sewer facilities charge is more than the amount estimated, the director of public works shall collect the unpaid portion of the sewer facilities charge from the permittee who shall pay same. (Ord. 5072 § 2, 1994; prior code § 25-12.1.2)

13.40.137 Procedure for refund of deposit.

Notwithstanding Section 4.08.010 of this code, whenever the director of public works determines either (A) a sewer connection will not be commenced after the period of time in which the applicable building permit would have been effective; or (B) a sewer facilities charge deposit amount exceeds the actual sewer facilities charge at the time of connection to a sanitary sewer, the director of public works shall return a such deposit or portion thereof to the depositor after deducting ten percent thereof not to exceed twenty dollars to cover administrative costs. (Ord. 5072 § 3, 1994; prior code § 25-12.1.3)

13.40.140 Fees-Sewer facilities charge-Subdivisions.

Whenever real property tributary to the city sewerage system is included within the borders of a new tract map of a subdivision, sewers, if not existing, shall be constructed within or adjacent to the tract to serve each lot, and as a condition of the approval of the tentative map of each tract and prior to the recording of each such tract map, in addition to all other applicable fees and charges, an amount equal to the estimated sewer facilities charge, shall be deposited pursuant to this chapter. (Ord. 5072 § 4, 1994; prior code § 25-12.2)

13.40.150 Fees-Sewer facilities charge-Lot splits.

A. Whenever real property tributary to the city sewerage system is split into two or more lots, the applicant shall deposit as a condition to the approval of the lot split and in addition to all other applicable fees and charges, an

amount equal to the estimated sewer facilities charge as established pursuant to this chapter.

B. Whenever a lot is split and a fee is deposited therefor as provided above, and prior to the improvement of the lot created, a new application for a further split of the lot so created is filed, the applicant shall as a condition of the approval of the lot split and in addition to all other fees and charges, deposit an amount equal to the estimated sewer facilities charge as provided in the above mentioned schedule and calculated in accordance with the use thereof to be made as specified in the application. The payment of such charges shall not entitle the applicant to a greater use of the sewer than that for which application was made and if at the time a building permit is applied for a greater use of the land is shown by such application to be intended, a charge which shall represent the difference between that deposited for the permitted use and charge for the use intended shall be deposited as a condition precedent to the issuance of the building permit. (Ord. 5072 § 5, 1994; prior code § 25-12.3)

13.40.155 Process and fees for permitting certain properties outside the boundaries of the city to connect to the city's sewer system where said connection is not covered by a joint powers agreement.

A. Whenever the owner of real property which is tributary by natural flow to Glendale's sewer system and lying specifically within that area of the city of La Canada Flintridge bounded on the west by the westerly boundary of said La Canada Flintridge and on the east by the centerline of La Tour Way and on the north by Interstate Highway No. 210 (commonly known as the Foothill Freeway) and on the south by Verdugo Boulevard, desires to connect said property to Glendale's sewer system and said property lies outside the jurisdictional boundaries of Glendale, which city or district has not purchased discharge and conveyance capacity interests in Glendale's sewer system as evidenced by a joint powers agreement, said owner (applicant) shall make application with Glendale for a permit to connect said property to the Glendale sewer system in accordance with all the provisions of this chapter relating to sewers and sewage, including and in accordance with all applicable federal, state and local laws. Acceptance of said application is subject to the approval of the director of public works.

B. Upon acceptance of the application by said director, the applicant shall cause the legislative body of the jurisdiction in which said property is located, to provide either by motion, resolution or ordinance, formal authorization for said property to connect to Glendale's sewer system. Said authorization shall include a specific provision directing the water distribution authority, which provides water to said property, to provide to Glendale on a bi-monthly basis, the water use records of said property for Glendale's purpose of determining sewer use charges.

C. The applicant shall pay for and obtain all applicable permits to connect said property to Glendale's sewer system and shall pay all fees and charges as set forth in this chapter as if said property was located within the boundaries of the city of Glendale.

In addition to the connection fees and charges required under this chapter and all other applicable fees and charges as set forth in this code, the applicant shall also pay a capital improvement cost adjustment charge (the "adjustment charge"). Said adjustment charge shall be based upon a proportionate share of the capital improvement costs for the Hyperion Wastewater Treatment and Disposal System, including all applicable capital improvement costs (e.g., said Hyperion System's outfall sewers, the Los Angeles Glendale Water Reclamation Plant and related systems costs) that have been billed to Glendale since Glendale's adoption of its latest sewer facilities charge schedule. Said proportionate share shall be determined by calculating a ratio between Glendale's wastewater discharge capacity interests in said Hyperion System and said property's estimated wastewater discharge to Glendale's sewer system in relation to said capital improvement costs billed Glendale since the adoption of the latest sewer facilities charge schedule.

In the event of a direct conflict between the capital improvement cost

charges imposed by this section and any other capital improvement cost charge imposed by other provisions of this code or other agreement (except a joint powers agreement) the capital improvement cost charge herein shall prevail.

D. Failure by the applicant, the owner of the property either current or subsequent, or any owner's assignees to comply with the provisions of this chapter or the specific provisions of this section, including but not limited to the failure of a water distribution authority to provide bi-monthly water use records, will subject said property, upon notice by the city and opportunity for the applicant or owner or owner's assigns to be heard, to disconnection from Glendale's sewer system. In the event of disconnection, said applicant, owner or owner's assigns (as the case may be) shall be responsible for all costs incurred by Glendale for said disconnection, and shall further continue to be liable for any and all other outstanding costs and charges owed to Glendale. (Ord. 5070 § 1, 1994; prior code § 25-12.4)

13.40.160 Fees-Sewer facilities charge-When applicant's property has borne a nominal assessment for public sewer cost.

If the property sought to be connected to a public sewer main has been assessed only a portion of the amount which it should have been assessed for its benefit from the main comparable to amounts levied upon other properties in the district assessed for the main, then the fees specified in the Sections 13.40.140 and 13.40.150 shall be modified and reduced by subtracting from such fee the amount of the nominal assessment against such property, as shown on the records of the director of public works. (Prior code § 25-13)

13.40.170 Fees-When applicant's property is not in close proximity to public sewer.

If the public sewer main is not in place in front of or alongside the private property which it is desired to connect to a sewer, or, if such private property is not clearly intended to be served by an existing public sewer main in close proximity to the property, then a fee, computed on the same basis as set forth in Section 13.40.110, regardless of the date of the construction of the main, shall be paid before the director of public works shall issue a permit to connect such property to any available public mains. (Prior code § 25-14)

13.40.180 Fees-Additional inspections.

When any person shall have violated or failed to comply with any of the requirements of this chapter, or when, through any such violation or failure to comply by any person doing the work, it is necessary to make extra inspections of the work, there shall be charged such person a fee of one dollar for each such extra inspection made necessary on account of such violation or failure to comply. (Prior code § 25-15)

13.40.190 Excavation fees applicable to additional connections.

No additional fees, except fees for making excavations in public streets, shall be collected for additional connections to private property; provided, that the original fee, if any, prescribed in this chapter, has been paid for the property thus sought to be connected. (Prior code § 25-16)

13.40.200 Fees-Refunds.

If a public sewer main, including all house connections deemed necessary by the director of public works to serve property adjacent to the sewer main, is or has been installed after January 1, 1942, by private contract or otherwise, by certain owners of property, at no expense to the city, or, if the cost and expenses of such main are shared by the city and certain owners of property, with or without the additional aid of some governmental unemployment work relief agency, and then if other owners who have not, either themselves or their assignors, contributed toward the cost of such public sewer main, desire to connect to it, the director of public works shall

collect the fees set forth in Sections 13.40.110 and 13.40.120, and shall authorize the refunding of such fees which are collected within ten years from the date of the installation of the main to the owners who contributed toward the cost of the construction of the main; provided, such owners file a written application, together with the necessary supporting affidavits within six months after the completion of the main, setting forth the properties for which they are contributing and also the total cost to them, and other necessary information; otherwise, such fees shall revert to the general fund of the city; provided further, that the total amount of such fees turned over to the owners shall not exceed the total amount contributed by the owners toward that portion of the cost of the public sewer main, including all house connections deemed necessary by the director of public works to serve property adjacent to the sewer main, which serves property not owned by them; the total amount to be as estimated and as verified by the director of public works. (Prior code § 25-17)

13.40.210 Fees-All property under same ownership or control subject to connection fee.

In connecting private property to a public sewer main, the fees described in this chapter shall be paid on all of the contiguous property under the same ownership or control which is being put to a joint use thereof or clearly intended to be used jointly or in any way connected with the property desired to be connected, regardless of lot lines or property division lines. (Prior code § 25-18)

13.40.220 Fees-Exception.

No sewer connection fee shall be charged for connecting to the sewer main located in Chevy Chase Drive from Cascadia Drive to Golf Club Drive or to the sewer main located in the first alley northeasterly of Glencaks Boulevard and running northwesterly from Glendale Avenue to the Verdugo Wash, such sewer mains having been heretofore constructed under agreements providing that no sewer connection fee would be required. (Prior code § 25-19)

13.40.240 Fees-Collection and deposit.

All fees provided for in this chapter shall be collected by the director of public works, who shall issue proper receipts therefor. The director of public works shall pay over to the city treasurer all money so collected by the director of public works on the day such money is collected. (Prior code § 25-21)

Article III. Use of Sewers

13.40.250 Placing of certain materials prohibited.

A. Except as provided in Section 13.40.260, no person shall place, throw or deposit, or cause or permit to be placed, thrown or deposited in any public sewer, drain, catchbasin, water closet, privy, vault or cesspool, any dead animal, offal or garbage, or place, throw, deposit or discharge, or cause or permit to be placed, thrown, deposited or discharged in any public sewer, drain or catchbasin, any fish, fruit or vegetable waste or any other solid matter or material of any kind whatsoever, of such a nature or in such quantities as will, or will be likely to clog or obstruct any such public sewer, drain or catchbasin, or which will or will be likely to interfere with or prevent the effective or efficient use of the operation of any of the same.

B. No person shall cause or permit to be deposited or discharged into any public sewer, drain or catchbasin, water or sewage, or liquid waste of any kind, containing chemicals, greases, oil, tar or other matter or material which would by reason of precipitation or settlement of such matter or materials be likely to clog or obstruct any of the same, or which by reason thereof will be likely to interfere with or prevent the effective or efficient use of any of same, or which will be likely to necessitate or require frequent repair, cleaning out or flushing of any such sewer, drain or catchbasin. (Prior code § 25-22)

APPENDIX D

Ordinance 5606 of the Municipal Code of the City of Glendale, CA

City of Glendale

ORDINANCE NO. 5606

AN ORDINANCE OF THE CITY OF GLENDALE AMENDING AND ADDING CERTAIN PROVISIONS TO THE GLENDALE MUNICIPAL CODE, 1995, RELATING TO TRESPASS AND RELATING TO OBSTRUCTING, IMPEDING OR INTERFERING WITH CITY BUSINESS

WHEREAS, the Glendale Municipal Code ("GMC") currently prohibits persons from remaining on any public park, playground, recreation facility, or recreation facility grounds; the Civic Center Square; or any library or library grounds; which are owned, operated, administered or maintained by the city after having been found to have violated any city rule or regulation where that person has been given a warning by authorized city personnel or a peace officer to cease the violation; and

WHEREAS, this trespass prohibition does not specifically prohibit trespass on property owned, operated, administered or maintained by either the Glendale Redevelopment Agency and/or the Glendale Housing Authority; and

WHEREAS, the GMC currently prohibits the obstruction, impeding, or interference with city business on city owned or controlled property, but the GMC does not specifically prohibit such conduct on Glendale Redevelopment Agency or Glendale Housing Authority owned or controlled property; and

WHEREAS, the Glendale Redevelopment Agency and the Glendale Housing Authority independently own, manage, control or operate numerous properties within the City of Glendale including, but not limited to, the Alex Theatre, The Greens open space in The Americana at Brand project, numerous parking lots, buildings, and vacant

lots or vacated buildings that are being held for future development as affordable housing sites; and

WHEREAS, the Housing Authority owned properties, particularly those properties held vacant or vacated pending future development have experienced and are currently experiencing incidents of trespass, vandalism, theft, squatting and debris dumping that could be better controlled if the GMC provisions prohibiting trespass on city owned, operated, administered or maintained property were extended to Housing Authority owned, operated, administered or maintained properties as well; and

WHEREAS, the Housing Authority's ability to effectively conduct its business would also be improved if the GMC provisions that prohibit obstructing, impeding or interfering with city business on city owned or controlled property were also extended to Housing Authority owned or controlled properties; and

WHEREAS, the Glendale Redevelopment Agency owns the open space in the center of The Americana at Brand project, which is set to open on May 2, 2008, and will be operated pursuant to a set of Rules and Regulations governing use, event calendaring, conduct and enforcement procedures that the developer is obligated to administer pursuant to a Declaration of Covenants, Conditions, Restrictions and Easements for The Americana at Brand between the Agency and the project developer; and

WHEREAS, the Agency anticipates that The Americana at Brand project will attract numerous visitors from Glendale and from the Los Angeles County region

generally such that it will be imperative to maintain good order and safe conditions at the site from the day of opening with support from the Glendale Police Department; and

WHEREAS, unless the ordinance amending the GMC trespass prohibition and the prohibition against obstructing, impeding, or interfering with city business is considered as an urgency measure the ordinance will not take effect until thirty (30) days after its adoption which, will be twenty-nine (29) days after The Americana at Brand opens, and will be an additional thirty days within which additional trespass, vandalism and other deleterious activities can occur on Authority owned or controlled properties; and

WHEREAS, pursuant to Glendale City Charter Article VI, Section 7, the City Council may, upon a 4/5ths vote, adopt an urgency ordinance upon the declaration by the City Council that the ordinance is necessary as an emergency measure for the immediate preservation of the public peace, health or safety.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF GLENDALE:

SECTION 1. The City Counsel hereby finds and determines as follows:

(A) All the recitals herein above are true and correct and are hereby incorporated herein by this reference.

SECTION 2. Section 9.20.070 of the Glendale Municipal Code, 1995 is hereby amended to read as follows:

9.20.070 Trespasses upon private property prohibited.

A. 1. No person shall remain upon any private property or business premises, after being notified by the owner, owner's agent, lessee, or by a peace officer acting at the request of the owner or owner's agent to remove there from. For purposes of this section a lessee includes a tenant in lawful possession of real property.

2. The owner or the owner's agent may make a single written request for a peace officer's assistance when the peace officer's assistance in dealing with a trespass is requested. However, such single written request shall cover a limited period of time not to exceed ninety days and identified by specific dates and times. During such times and dates, a peace officer may act to remove a trespasser as set forth herein without the necessity of the owner or the owner's agent making a separate request on each occasion when the peace officer's assistance in dealing with a trespass is requested.

B. No person, without permission, expressed or implied, from the owner, owner's agent or lessee, shall enter upon such private property or business premises after having been notified by the owner, owner's agent or lessee to keep off or keep away there from.

C. No person shall enter or remain upon posted property without the permission, expressed or implied, of the owner, owner's agent, tenant or lessee of such posted property or premises.

D. Exceptions. This section shall not apply in any of the following circumstances.

1. Where its application results in or is coupled with acts prohibited by the Unruh Civil Rights Act or any other provision of law relating to prohibited discrimination against any person on account of color, race, religion, creed, ancestry or national origin;

2. Where its application results in, or is coupled with, any act prohibited by Section 365 of the Penal Code of the state of California or any other provision of law relating to duties of innkeepers and common carriers;

3. Where its application would result in an interference with or inhibition of peaceful labor picketing or other lawful labor activities;

4. Where its application would result in an interference with or inhibition of any other exercise of a constitutionally protected right of freedom of speech, but not limited to peaceful expressions of political or religious opinions; or

5. Where the person who is upon another's private property or business premises is there under claim or color of legal right. This exception is applicable, but not limited to, the following types of situations involving disputes wherein the participant or participants have available to them practical and effective civil remedies; marital and post-marital disputes; child custody or visitation disputes; disputes regarding title to or rights in real property; landlord/tenant disputes; disputes between members of the same family or between persons residing upon the property with an interest in the dispute; employer-employee disputes; business-type disputes such as those between partners; debtor/creditor disputes; and instances wherein the person claims a right to be present pursuant to order, decree or other process of a court of competent jurisdiction.

E. Trespass Upon Public Property Prohibited. No person shall remain upon any public park, playground, recreation facility, recreation facility grounds, or open space, including The Americana at Brand open space, vacant or developed lot or parcel; the Civic Center Square; or any library or library grounds; which are owned, operated, administered or maintained by the city, redevelopment agency or housing authority after having been found to have violated any city, redevelopment agency, or housing authority rule or regulation, where that person has been given a warning by authorized city, redevelopment agency or housing authority personnel or a peace officer to cease the violation, and where that person continues the violation after the giving of the warning and after being notified by authorized city, redevelopment agency or housing authority personnel, or by a peace officer, to remove there from.

F. Banning From Public Property for Violation of Rules or Regulations. Any person who has been found by authorized city, redevelopment agency or housing

authority personnel, or by a peace officer, to have violated any rule or regulation of the city, redevelopment agency or housing authority, or any department thereof, may be banned by said personnel, in accordance to the procedures and for the time set forth in the rules and regulations, from any city, redevelopment agency or housing authority owned or controlled public park, playground, recreation facility, recreation facility grounds, or open space, including The Americana at Brand Open Space, vacant or developed lot or parcel; the Civic Center Square; or any library or library grounds; providing that said violation of the rule or regulation relates to the facility from which the person has been banned.

G. **Entering or Remaining on Public Property After Being Banned.** No person shall enter or remain upon any city, redevelopment agency or housing authority owned or controlled public park, playground, recreation facility, recreation facility grounds, or open space, including The Americana at Brand open space, vacant or developed lot or parcel; the Civic Center Square; or any library or library grounds after having been banned there from.

1. **Exceptions.** This section shall not apply in any of the following circumstances:

- a. Where its application would result in an interference with or inhibition of peaceful labor picketing or other lawful labor activities;
- b. Where its application would result in an interference with or inhibition of any other exercise of a constitutionally protected right of freedom of speech, including, but not limited to, peaceful expressions of political or religious opinions;
- c. Where its application would result in an interference with or inhibition of any exercise of a statutory right;
- d. Where it is necessary for the person to enter the city,

redevelopment agency or housing authority owned or controlled property from which that person has been banned in order to conduct city, redevelopment agency or housing authority related business in which case the person may enter the city, redevelopment

agency or housing authority owned or controlled property and remain only as long as is necessary to conduct the city, redevelopment agency or housing authority business.

SECTION 3. Section 9.20.100 of the Glendale Municipal Code, 1995 is hereby amended to read as follows:

Section 9.20.100 Obstructing, Impeding or Interfering with city, redevelopment agency, or housing authority business.

A. No person or group of persons shall, at any time, obstruct, impede or interfere in any way whatsoever with the regular course of city, redevelopment agency or housing authority business by, including but not limited to, walking, gathering, sitting, standing or lying on any city-owned or controlled property, or any redevelopment agency owned or controlled property, or any housing authority owned or controlled property, or attempt to do same.

B. No person or group of persons shall, at any time, on any city, redevelopment agency or housing authority property, obstruct, impede or interfere with the access of any person or persons to any city, any redevelopment agency or any housing authority office, facility or personnel while such personnel are engaged or occupied in municipal, redevelopment agency or housing authority duties by, but not limited to, walking, gathering, sitting, standing or lying on any city-owned or controlled, or any redevelopment agency owned or controlled, or any housing authority owned or controlled property, or attempt to do same.

C. "City business" means and includes all or any part of the operation of all municipal pursuits and functions, both governmental and proprietary, through all the various city offices and divisions by all city personnel, including appointed officials as well as employees.

D. "Redevelopment Agency business" means and includes all or any part of the operation of all redevelopment agency pursuits and functions, both governmental

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and proprietary, through all the various redevelopment agency offices and divisions by all redevelopment agency personnel, including appointed officials as well as employees.

E. "Housing Authority business" means and includes all or any part of the operation of all housing authority pursuits and functions, both governmental and proprietary, through all the various housing authority offices and divisions by all housing authority personnel, including appointed officials as well as employees.

SECTION 4. By making the findings of the hereinbefore findings of fact, which facts are hereby declared to constitute an urgency, for the immediate preservation of the public health, safety or welfare, this Ordinance is hereby declared to be an urgency measure and shall become effective immediately upon adoption.

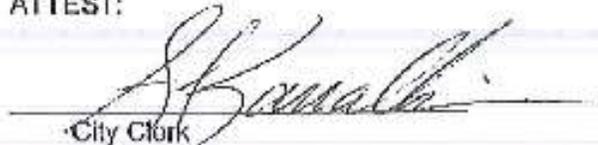
SECTION 5. The City Clerk shall certify as to the passage of this Ordinance and cause the same to be published in the Glendale Newspress, consistent with requirements of applicable State and local law.

Adopted this 29th day of April, 2008.



Mayor

ATTEST:

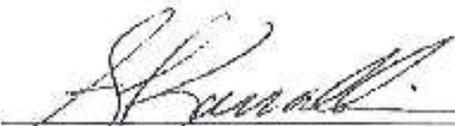


City Clerk

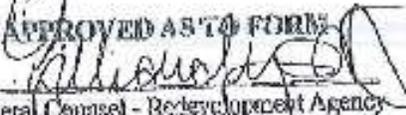
STATE OF CALIFORNIA)
)
COUNTY OF LOS ANGELES) SS

I, ARDASHES KASSAKHIAN, City Clerk of the City of Glendale, certify that the foregoing urgency Ordinance No. 5606 was adopted by the Council of the City of Glendale, California, at a regular meeting held on the 29th day of April, 2008, and that same was adopted by the following vote:

- Ayes: Najarian, Quintero, Weaver, Yousefian, Drayman
- Noes: None
- Absent: None
- Abstain: None



City Clerk

APPROVED AS TO FORM


General Counsel - Redevelopment Agency
Date: 4/27/08

ENCROACHMENT PERMIT AGREEMENT FOR THE OPERATION AND
MAINTENANCE OF THE CVWD INTERCEPTOR SEWER FOR THE CONVEYANCE
OF WASTEWATER IN THE PUBLIC RIGHT-OF-WAY

THIS ENCROACHMENT PERMIT AGREEMENT ("Agreement") is made and entered into this 16th day of November, 2005 by and between the CITY OF GLENDALE, a municipal corporation, hereinafter referred to as "CITY," and CRESCENTA VALLEY WATER DISTRICT, a political subdivision of the state of California, hereinafter referred to as "PERMITTEE," collectively, the "PARTIES."

WITNESSETH:

WHEREAS, PERMITTEE is engaged in providing wastewater services to its subscribers in the La Crescenta and La Canada-Flintridge areas; and

WHEREAS, CITY is the owner of all public rights-of-way including but not limited to the streets within the CITY ("Premises"); and

WHEREAS, effective April 22, 1980, the Glendale City Council approved an agreement between CITY and PERMITTEE providing for the treatment, transportation and disposal of wastewater, and said agreement was subsequently amended November 7, 1980 and January 17, 1984 (collectively, the "JPA Agreement"); and

WHEREAS, said JPA Agreement provided PERMITTEE with an established amount of treatment capacity in the Los Angeles-Glendale Water Reclamation Plant (the "Plant") and Los Angeles' Hyperion System; and obligated PERMITTEE to reimburse CITY for PERMITTEE's portion of operation and maintenance charges plus the cost of CITY's administration of the JPA Agreement; and

WHEREAS, pursuant to the JPA Agreement, PERMITTEE conveyed wastewater through its wholly-owned connecting sewer pipeline known as the "CVWD Interceptor Sewer" across the CITY's Premises to a point generally located above the headworks at the Plant for treatment and disposal; and

WHEREAS, in July 2003, Glendale entered into an amalgamation wastewater treatment agreement ("Amalgamation Agreement") with the City of Los Angeles which radically changed the methodology by which wastewater treatment costs are calculated and as a result, said JPA Agreement with PERMITTEE required substantial modification or termination; and

WHEREAS, on November 7, 2002, in anticipation of the change in methodology for PERMITTEE's wastewater treatment costs, CITY gave PERMITTEE a one-year notice to amend the JPA Agreement and, in the alternative, a two-year notice to terminate the JPA Agreement; and

WHEREAS, PERMITTEE chose to directly negotiate with the City of Los Angeles for treatment and disposal of its wastewater rather than amend the JPA Agreement and therefore, the JPA Agreement expired November 7, 2004; and

WHEREAS, PERMITTEE subsequently negotiated and approved an agreement with the City of Los Angeles for future treatment and disposal of its wastewater; and

WHEREAS, CITY initiated a lawsuit against PERMITTEE entitled City of Glendale v. Crescenta Valley Water District Case No. BC039037 for the recovery of unpaid invoices owed to CITY by PERMITTEE under the JPA Agreement; PERMITTEE cross-complained against CITY claiming entitlement to certain offsets and credits; and PERMITTEE initiated a lawsuit against CITY entitled Crescenta Valley Water District v. City of Glendale Case No. BC317366 seeking declaratory relief and CITY cross-complained against PERMITTEE for declaratory relief, inverse condemnation and indemnification; and

WHEREAS, as a part of an overall settlement to the aforementioned disputes, the PARTIES determined that it is in the public interest to enter into this Agreement for the issuance of an Encroachment Permit to PERMITTEE, subject to the restrictions, terms, and conditions contained herein.

NOW, THEREFORE, in consideration of the mutual promises, covenants, and conditions set forth herein, the PARTIES hereto and each of them do agree as follows:

1. Grant, Term and Payment.

- a. Scope of Grant. CITY hereby grants an encroachment permit ("Encroachment Permit") to PERMITTEE for permission to operate and maintain the CVWD Sewer Interceptor, in its present and existing location and size, for conveyance of wastewater under, along, across or upon the Premises of CITY in the manner provided herein. The PARTIES agree to execute any and all other documents reasonably necessary to carry out the purposes of this Agreement. PERMITTEE agrees to operate and maintain PERMITTEE's connecting sewer without cost to CITY. PERMITTEE agrees to reimburse CITY for all costs incurred by CITY caused by PERMITTEE's use of its connecting sewer.
- b. Limitation of Uses. The rights granted by this Agreement are granted based solely upon PERMITTEE's wastewater uses. Any other proposed uses such as telecommunications or other non-wastewater system uses must be approved in advance by CITY under an ordinance wherein CITY reserves the right to charge full, reasonable, and competitively neutral compensation for the use of the CITY's rights-of-way and/or to impose other lawful requirements.
- c. Definitions. For the purposes of this Agreement, the following words shall have the meanings ascribed to them, unless otherwise noted:
 - (i) "CVWD Sewer Interceptor" or "Facilities" means PERMITTEE's wastewater conveyance facilities composed of but not limited to pipes, pipelines, traps, vents, vaults, manholes, appurtenances and any other of PERMITTEE's property located in, upon, along, across, under or over the streets of CITY, and used in the conveyance of PERMITTEE's wastewater, all as legally described in Exhibit A and as located in the public rights-of-way map shown in Exhibit A, exhibit is attached hereto and by this reference incorporated herein.

- (ii) "Premises" means all CITY streets, alleys and public rights-of-way occupied or affected by the CVWD Sewer Interceptor.
- d. Term. Upon approval of the Glendale City Council, the term of this Agreement is unlimited; unless terminated by operation of this Agreement or by law.
- e. There will be a one time Encroachment Permit Fee at the prevailing rate at the time this Agreement is executed by both Parties. There shall be no periodic fees charged by CITY to DISTRICT for this Agreement.
2. Default. Should PERMITTEE at any time fail, neglect or refuse to comply with or to fulfill any one or more of the terms or conditions of this Agreement or any obligation which may be imposed on PERMITTEE by reason of the grant of an Encroachment Permit, and shall not within ten (10) days after written demand for compliance, begin the work of compliance, or after such beginning shall not prosecute the same with due diligence to completion, then CITY shall have cause and may, upon notice and opportunity to be heard, commence an action to revoke the Encroachment Permit; provided however, that if such failure of compliance or fulfillment shall be due to a cause of Force Majeure as set forth in Section 34 herein, then the Encroachment Permit shall not be so revoked. The right of CITY to revoke or terminate the Encroachment Permit pursuant to the terms of this Section 2 shall be in addition to all other rights and remedies which may otherwise accrue to the City by reason of any failure or refusal of PERMITTEE to perform any obligation imposed by the terms of this Agreement.
3. Street Excavations--General. Unless otherwise prohibited, PERMITTEE shall have the right, subject to the provisions of this Agreement and existing or future CITY regulations, to make all necessary excavations in the streets for the operation, maintenance and use of the CVWD Sewer Interceptor. PERMITTEE shall comply with the provisions of any ordinance or law that may be or become in force at the time, requiring permits to be obtained and/or fees to be paid for such permits before such work can be done.
4. Excavations
- a. Before any excavation work may be commenced for the installation, replacement or relocation of any of PERMITTEE's Facilities, PERMITTEE shall file with the Director of Public Works complete plans showing the proposed locations of PERMITTEE's Facilities. Such locations shall be subject to the approval of the Director of Public Works which shall not be unreasonably withheld, who shall have the power to require changes to avoid interference with sewers, pipes, conduits or other structures lawfully in or under the Premises. All such construction work shall be subject to the inspection of the City Engineer and done to his or her satisfaction.
- b. Work may commence only upon the issuance of applicable permits by CITY, which permits shall not be unreasonably withheld or delayed. In the event of an emergency requiring immediate action by PERMITTEE for the protection of its Facilities, CITY's property or other persons or property, PERMITTEE may proceed without first obtaining the normally required permits. In such event PERMITTEE must: (1) take all necessary and prudent steps to protect, support,

and keep its facilities safe from harm, or any part thereof; CITY's Premises or any other public property; or other persons or property, and to protect the public health and safety; and (2) immediately thereafter, must obtain the required permits and comply with all conditions of said permit.

- c. Unless such condition or regulation is in conflict with a state or federal requirement, CITY may condition the granting of any permit or other approval that is required under this Agreement, in any manner the Director of Public Works deems necessary for the safe use and management of the public rights-of-way or CITY's Premises or property including, by way of example and not limitation, bonding, insurance, maintaining proper distance from other utilities, protecting the continuity of pedestrian and vehicular traffic and protecting any rights-of-way improvements, private facilities and public safety.
- d. All excavations shall be so made as not to interfere unreasonably with the free use of the Premises by the public except such temporary interference as may be authorized by the Director of Public Works. Any damage or injury suffered by any person by reason of any excavations being improperly guarded during such work shall be borne by the PERMITTEE and PERMITTEE shall indemnify, defend and hold CITY harmless for same.
- e. Traps and manholes shall at all times be kept flush with the surface of the street and shall not interfere with the use of the street for travel, and shall otherwise be constructed and maintained in conformity with law, provided, however, that vents for underground traps, vaults and manholes may extend above the surface of the streets when said vents are located in parkways, between the curb and the property line. All such vents extending above the surface shall be subject to review and approval by the Director of Public Works, which review and approval shall not be unreasonably withheld, prior to construction or installation of same.
- f. All portions of the Premises which have been excavated or otherwise injured thereby shall be repaired and restored to the satisfaction of the Director of Public Works and in the manner prescribed by ordinances, rules, regulations, standards and policies that may be in force at the time of the performance of the work. PERMITTEE shall replace any property corner monuments, survey reference or hubs that were disturbed or destroyed during PERMITTEE's work.
- g. PERMITTEE acknowledges that it is presently a member of "Underground Service Alert of Southern California" and agrees to maintain and keep current its membership in said organization throughout the term of this Agreement.

5. _____ PERMITTEE shall maintain and operate all pipes and appurtenances in accordance with and in conformity with all applicable state and federal regulations heretofore or hereafter adopted by the Glendale City Council in the exercise of its police powers, provided, however, that in the event any such ordinances, rules or regulations compromises the material terms of this Agreement in the opinion of

PERMITTEE, the process set forth in Paragraph 36 herein may be invoked. PERMITTEE shall comply with all applicable federal, state or local laws and regulations, including but not limited to, the user charge provisions of the Federal Water Pollution Control Act. PERMITTEE shall require all persons, firms, corporations or agencies discharging wastewater to PERMITTEE to comply with all applicable laws and regulations.

6. **Public Nuisance.** In the event PERMITTEE fails to perform any or all of the obligations of this Agreement, such failure shall be conclusively presumed to constitute a public nuisance.
7. **Repairs.** Should any of the Premises be damaged by PERMITTEE or its Facilities for any reason including leaks in any pipes and appurtenances maintained or operated by PERMITTEE pursuant to this Agreement, or by reason of any other cause arising from the operation or existence of the CYWD Sewer Interceptor and its appurtenances, PERMITTEE shall, at its own cost and expense, immediately repair all such damage (including, but not limited to subsidence, cracking, erosion, collapse, weakening, or loss of lateral support) and restore the Premises under the direction of the City Engineer and to the reasonable satisfaction of the City Engineer. All re-paving, resurfacing and repair work shall be in accordance with the standards, codes and laws established by the CITY and the Public Works Division.
8. **CITY Liability for Repairs.** Should any of PERMITTEE's Facilities be damaged by CITY or anyone acting by permission of CITY, CITY shall pay to repair all such damage and restore the Facilities, and shall be responsible for any resulting damages to third parties or fines.
9. **CITY** In the event PERMITTEE defaults or fails to perform any of its obligations under this Agreement within a reasonable period after delivery of written notice of such failure and should CITY perform any work including, but not limited to, repairing or maintaining PERMITTEE's improvements over, under or across the Premises, CITY shall only be obligated to perform such work in a manner consistent with the standard practices of CITY in performing street work and construction. CITY shall not be obligated to repair or replace any materials, improvements or Facilities in a form or manner consistent with Exhibit A, or any plans and specifications, and CITY shall not be responsible for any damages as a result of CITY performing such work, including, but not limited to, severance damages. In such event, PERMITTEE shall reimburse CITY for its full costs, including allocated overhead, of any work performed by CITY pursuant to this Section 9.
10. **Incident and Emergency Response.**
 - a. PERMITTEE shall, after being notified of an emergency, cooperate with CITY and make every effort to respond as soon as possible to protect the public's health, safety and welfare.

- b. PERMITTEE shall provide CITY with copies of incident reports of all spills or overflows that PERMITTEE submits to any State, County or Federal Agency.
- c. As a condition of approval of this Agreement, PERMITTEE shall promptly submit to CITY its disaster preparedness plan, including any Sanitary Sewer Overflow Response Plan; and thereafter submit to CITY any updates to said plans as soon as same are available. As part of said Response Plan, PERMITTEE shall clearly outline how PERMITTEE shall respond to any sewer overflows.

11. Relocation.

- a. Should the Director of Public Works determine that it is reasonable and necessary that the CVWD Sewer Interceptor, PERMITTEE's facilities or appurtenances thereof be relocated or protected due to vacation of the Premises or, be abandoned, temporarily or permanently disconnected, temporarily or permanently removed therefrom, temporarily or permanently relocated therein, or abandoned and substitute facilities installed in such Premises in order that CITY, or other governmental agency or instrumentality, when acting in a governmental capacity only, may relocate, change grade, construct, use, maintain, or change any street improvement, the Director of Public Works shall give notice, in writing, to PERMITTEE. Said notice shall state the determination of the Director of Public Works, identify PERMITTEE's properties affected thereby, and describe the work to be done to said properties and designate the new location when required.
- b. Within thirty (30) days after the service of said notice upon PERMITTEE, or upon the local manager or agent of PERMITTEE, PERMITTEE shall begin and diligently prosecute the designated work to completion and shall bear the entire cost and expense, and, upon failure to do so, the Director of Public Works may cause the work described in said notice to be completed, and PERMITTEE shall immediately pay for the same upon presentation of an itemized account of cost thereof. PERMITTEE shall not be required to bear the expense of any removal or relocation made at the request of CITY on behalf or for the benefit of any private developer or other third party.
- c. In the event that all or part of PERMITTEE's facilities are required to be abandoned or permanently removed from the street or portion thereof affected, the Director of Public Works shall designate such additional streets or portions thereof as may be necessary to permit the installation of substitute facilities. PERMITTEE shall be subject to the abandonment provisions of Section 12.08.190B of Glendale Municipal Code, 1995, and as may subsequently be amended.

12.

In the event of the permanent discontinuance of the use of the CVWD Sewer Interceptor, PERMITTEE's facilities, or any portion thereof, maintained or operated pursuant to this Agreement, PERMITTEE shall, within thirty (30) days thereafter make written application to the Director of Public Works for instructions as to the disposal to be made of such facilities. Such application shall describe said

facilities and shall be accompanied by a map designating its location with respect to street lines and pavements. The Director of Public Works shall, within sixty (60) days of the receipt of such application, order said facilities to be removed, or, upon request of the PERMITTEE, permit said facilities to be abandoned in place; provided however, that if the Director of Public Works shall determine that such removal will materially injure or shorten the life of the remaining portion of the pavement, said facilities shall be required to be abandoned in place. Should the Director of Public Works permit the abandonment of said facilities, same shall be capped, plugged, or otherwise abandoned in such manner as may be prescribed by the Director of Public Works consistent with state law.

13. Title, Successors. PERMITTEE hereby acknowledges the title of CITY or any other public agency having jurisdiction, in and to the Premises and covenants and agrees never to assail, contest or resist said title. The terms, covenants, agreements, conditions, limitations and restrictions herein contained shall be binding upon the heirs, assigns and successors in interest of PERMITTEE and all persons who may occupy or have the right to possession of the adjacent real property of PERMITTEE.
14. Faithful Performance Bond. In the event that the CITY Engineer finds it necessary by reason of failure of PERMITTEE to prevent discharge of wastewater from its Facilities or defaults from the terms of this Agreement in any way that would cause a public nuisance or damage to CITY property, PERMITTEE shall, within five (5) days from the date of notice thereof, file with the City, and at all times thereafter maintain in full force and effect, a corporate surety bond acceptable to the City Attorney, in duplicate, in the amount of not less than One Million Dollars (\$1,000,000) until such time as the CITY Engineer relieves PERMITTEE from the need to maintain such surety bond. The bond shall expire after one year, unless at the end of the year the CITY Engineer reasonably requires its renewal. Said bond shall be conditioned that in the event PERMITTEE fails to comply with any one or more of the provisions of this Agreement, including but not limited to excavations and repairs, then there shall be recoverable jointly and severally from the principal and surety of such bond, any damages suffered by CITY as a result thereof, or until PERMITTEE has liquidated all of its obligations with CITY that may have arisen from the acceptance of this Agreement by PERMITTEE or from its exercise of any privilege herein granted. Neither the provisions of this Section 14, any bond accepted by CITY pursuant thereto, nor any damages recovered by CITY hereunder shall be construed to excuse faithful performance by PERMITTEE or limit the liability of PERMITTEE under this Agreement or for damage, either to the full amount of the bond or otherwise.
15. Insurance.
 - a. At its own expense, PERMITTEE shall obtain, pay for and maintain during the life of the Agreement an "occurrence" policy for Commercial General Liability (including Contractual Liability) and for Automobile Liability which shall protect it and CITY from claims for injuries and damages arising out of the operations of PERMITTEE. The policy shall add the City of Glendale, its officers, agents and employees as additional insureds under the policy in the following amounts:

- b. Commercial general or excess liability insurance in an amount not less than Ten Million Dollars (\$10,000,000) per occurrence for personal injuries, including accidental death, to any one person; property damage insurance in an amount not less than Ten Million Dollars (\$10,000,000); and
- c. Automobile liability or excess liability insurance covering all vehicles (whether rented, leased, hired, scheduled, owned or non-owned), in an amount not less than Ten Million Dollars (\$10,000,000) per occurrence for personal injuries, including accidental death, to any one person; property damage insurance in an amount not less than Ten Million Dollars (\$10,000,000), or combined single limit of insurance in an amount not less than Ten Million Dollars (\$10,000,000).
- d. Pollution Liability (Environmental), if commercially available at a commercially reasonable price, covering all operations in an amount not less than Ten Million Dollars (\$10,000,000) for each accident covering all operations including but not limited to bodily injury and property damage arising out of the actual, alleged or threatened sudden and accidental discharge, dispersal, seepage, migration, release or escape of pollutants. "Pollutants" means any solid, liquid, gaseous or thermal irritant or contaminant, including smoke, vapor, soot, fumes, acids, alkalis, chemicals, fuels, lubricants and other operating fluids and waste. "Waste" includes materials to be recycled, reconditioned or reclaimed. Coverage shall, at a minimum, cover the following:
 - (1) At or from any premises, site or location which is or was at any time owned or occupied by, rented, permitted, or loaned to any insured;
 - (2) At or from any premises, site or location which is or was at any time used by or for any insured or others for the handling, storage, disposal, processing or treatment of waste;
 - (3) Which are or were at any time transported, handled, stored, treated, disposed of, or processed as waste by or for any insured or any person or organization for whom PERMITTED may be legally responsible;
 - (4) Any loss, cost or expense arising out of any:
 - (i) Request, demand or order that any insured or others test for, monitor, clean up, remove, contain, treat, detoxify or neutralize, or in any way respond to, or assess the effects of pollutants; or
 - (ii) Claim or suit by or on behalf of a governmental authority for damages because of testing for, monitoring, cleaning up, removing, containing, treating, detoxifying or neutralizing, or in any way responding to, or assessing the effects of pollutants.
 - (5) At or from any premises, site or location on which any insured or any contractors or subcontractors working directly or indirectly on any insured's behalf are performing operations.
 - (i) If the pollutants are brought on or to the premises, site or location in connection with such operations by such insured, contractor or subcontractor; or

- (ii) If the operations are to test for, monitor, clean up, remove, contain, treat, detoxify or neutralize, or in any way respond to, or assess the effects of pollutants.
- d. At all times, the insurance company (ies) issuing said policies shall be an "admitted" insurer(s) in the State of California. Alternatively, such insurance company (ies) shall be authorized to do business in the State of California. In either case, such insurance company (ies) shall carry an A.M. Best & Company minimum rating of "A:VII."
 - e. All policies shall contain a "Primary Coverage" clause and a "Severability of Interest" clause for any loss arising out of or caused by PERMITTEE's performance of its obligations.
 - f. PERMITTEE shall deliver to CITY a "certificate of insurance" and an "additional insured endorsement," both documents countersigned by the insurance carrier(s) or its authorized representative, or forms satisfactory to the City Attorney, which set forth the above provisions. In addition, the certificate of insurance shall contain a statement of obligation on the insurance carrier's part, or its authorized representative, to notify CITY, by registered mail, at least thirty (30) days in advance of any policy cancellation, termination or reduction in the amount of coverage.
 - g. The countersigned certificate, along with the additional insured endorsement, shall state: The City of Glendale, its officers, agents and employees are named as additional insureds under this policy. This insurance is primary to the coverage of the City of Glendale. Neither City nor any of its insurers shall be required to contribute to any loss. This insurance applies separately to each insured.
 - h. Any deductibles or self-insured retentions shall be set forth on the certificate and shall be subject to CITY's review and approval. PERMITTEE shall deliver to CITY the required certificate(s) of insurance and endorsement(s) as a condition of granting this Agreement.
 - i. PERMITTEE's failure to obtain, pay for, or maintain any required insurance shall constitute a material breach upon which CITY may terminate or suspend this Agreement.
 - j. If PERMITTEE fails to maintain required insurance, CITY, at its sole discretion, may obtain PERMITTEE's insurance, and CITY may pay all or part of the premiums, but only after PERMITTEE has had thirty (30) business days from date notice from CITY is sent to PERMITTEE of CITY's intent to obtain insurance for PERMITTEE to remedy the breach. Upon demand, PERMITTEE shall repay CITY all monies paid to obtain said insurance.
16. CITY's Right to Audit and Inspect Property and Records. At all reasonable times, PERMITTEE shall permit the Director of Public Works to examine all Encroachment Permit facilities of PERMITTEE constructed, installed, maintained, or operated pursuant

to this Agreement, together with any appurtenant properties or facilities of PERMITTEE, whether such property be situated within or without CITY, and to examine any and all books, accounts, papers, maps and other records kept or maintained by PERMITTEE or under its control pertaining to the operations, affairs, transactions, property or financial condition of PERMITTEE with respect thereto and to transcribe, record or copy same. If any of the books, accounts, papers, maps or other records referred to in this Section 16 are kept outside CITY and if the Director of Public Works shall reasonably determine that an examination thereof is necessary or appropriate to the performance of any of his or her duties, then all reasonable expenses necessarily incurred in making such examination shall be paid by PERMITTEE. In order to verify compliance with the provisions requiring wastewater standards, a representative of CITY accompanied by a representative of PERMITTEE shall at all reasonable times have the right to enter the territorial boundaries of PERMITTEE to inspect, test or otherwise investigate PERMITTEE's wastewater facilities and/or all persons, firms or corporations within PERMITTEE's territorial boundaries that are using any wastewater facilities should it be deemed necessary by CITY.

17. Transfer of Rights. The rights and benefits of this Agreement cannot be transferred in whole or in part, and it is not to be sold, transferred, leased, assigned, or disposed of, either by forced sale, merger, consolidation, operation of law, or otherwise, without prior consent of CITY expressed in writing, which shall not be unreasonably withheld, and then only under such reasonable conditions as may be therein prescribed; provided, however, that no such consent shall be required for any transfer in trust, mortgage, or other hypothecation, as a whole, to secure an indebtedness. In the event CITY consents to an assignment or delegation, the assignee, delegatee, or its legal representative shall agree in writing to personally assume, perform, and be bound by all the covenants, conditions, obligations and provisions of this Agreement.
18. Superiority. This grant is made in lieu of all other permits, agreements, rights, or privileges owned by PERMITTEE, or by any successor of PERMITTEE in any rights under this Agreement, for conveyance of wastewater within the limits of CITY, as said limits now or may hereafter exist, and the execution of this Agreement shall operate as an abandonment of all such other permits, rights and privileges within the limits of CITY, as such limits now or may hereafter exist, in lieu of which this Agreement is granted.
19. Encroachment Permit to Be Given No Value in Case of Eminent Domain. The Encroachment Permit to be granted hereunder shall not in any way or to any extent impair or affect the right of CITY to acquire the property of PERMITTEE hereof either by purchase or through the exercise of the right of eminent domain, and nothing hereunder contained shall be construed to contract away or to modify or abridge, either for a term or in perpetuity, CITY's right of eminent domain in respect to PERMITTEE or any public utility. Nor shall this Agreement ever be given any value before any court or other public authority in any proceeding of any character in excess of the cost to PERMITTEE of the necessary publication and any other sum paid by it to CITY therefor at the time of the acquisition thereof.

20. Indemnification. PERMITTEE's obligation to indemnify, defend and hold harmless as set forth in this Section 20 shall remain in effect and shall be binding upon PERMITTEE whether such injury or damage shall accrue, or may be discovered, before or after termination of this Agreement. PERMITTEE's failure to comply with this section's provisions, after a ten (10) day notice from CITY to PERMITTEE to cure such failure, shall constitute a material breach upon which CITY may immediately terminate or suspend this Agreement and the Encroachment Permit.

a. General Indemnification. PERMITTEE shall indemnify, defend and hold harmless CITY from any and all liability, loss, damage, cost, expense, and claim of any kind, including reasonable attorneys' and experts' fees incurred by CITY in defense thereof, arising out of or related to, directly or indirectly, the installation, construction, operation, use, location, testing, repair, maintenance, removal, or abandonment of any or all of PERMITTEE's Facilities (including actions by its agents, employees, subcontractors or by anyone PERMITTEE directly or indirectly employs), or from the existence of the CVWD Sewer Interceptor and other appurtenant Facilities. If any action or proceeding is brought against CITY by reason of said Facilities or its appurtenances, PERMITTEE shall defend CITY at PERMITTEE's complete expense.

b. Environmental Indemnification. PERMITTEE shall indemnify, defend and save CITY harmless from and against any and all liability, loss, damage, expense, actions and claims, either at law or in equity, including, but not limited to, costs and reasonable attorneys' and experts' fees incurred by CITY in defense thereof, arising directly or indirectly from (a) PERMITTEE's breach of any environmental laws applicable to PERMITTEE's Facilities including but not limited to the CVWD Sewer Interceptor and its appurtenances; or (b) from any release of any hazardous substances on or from said Facilities; or (c) any other activity related to this Agreement by PERMITTEE, its agents, contractors or subcontractors.

This indemnity includes but is not limited to (a) liability for any governmental agency's costs of removal or remedial action for hazardous substances; (b) damages to natural resources caused by hazardous substances, including the reasonable costs of assessing such damages; (c) liability for any other person's costs of responding to hazardous substances; (d) liability for any costs of investigation, abatement, correction, cleanup, fines, penalties, or other damages arising under any environmental laws; and (e) liability for personal injury, property damage, or economic loss arising under any statutory or common-law theory.

21. Waiver. Any waiver by either Party of any breach of any one or more of the covenants, conditions, terms and agreements herein contained shall not be construed to be a waiver of any other breach of the same or of any other covenant, condition, term or agreement herein contained, nor shall failure on the part of either Party to require exact, full and complete compliance with any of the covenants, conditions, terms or agreements herein

contained be construed as in any manner changing the terms of this Agreement or stopping either party from enforcing the full provisions thereof.

22. Not a Lease. This Agreement is not a lease and shall not be deemed or construed as such. The permission granted hereunder shall not in any event constitute an easement on or an encumbrance against the public right-of-way. No right, title or interest in the public right-of-way, or any part thereof, shall vest or accrue in PERMITTEE by reason of this Agreement or the issuance of an Encroachment Permit or exercise of the privilege given thereby.
23. Non-Exclusive. The granting of the Encroachment Permit or any of the terms or conditions contained herein shall not be construed to prevent CITY from granting any identical or similar Encroachment Permit to any person, firm or corporation other than the PERMITTEE.
24. Delegation of Rights, Powers And Duties. Any right or power conferred, or duty imposed upon any officer, employee, department, or board of CITY, shall be subject to transfer by operation of law to any other officer, employee, department, or board of CITY.
25. Time of Essence. Time is declared to be of the essence of this Agreement. By accepting or permitting performance of any obligation due from the PERMITTEE under this Agreement, CITY shall not waive or bar its right to require prompt performance, when due, of all other obligations of the PERMITTEE arising under this Agreement.
26. Possessory Interests. The PARTIES agree that no possessory interest is created by this Agreement. However, to the extent that a possessory interest is deemed created, PERMITTEE acknowledges that notice is and was hereby given to PERMITTEE pursuant to California Revenue and Taxation Code Section 107.6 that use or occupancy of any public property pursuant to the authorization herein set forth may create a possessory interest which may be subject to the payment of property taxes levied upon such interest. PERMITTEE shall be solely liable for, and shall pay and discharge prior to delinquency, any and all possessory interest taxes or other taxes levied against PERMITTEE's right to possession, occupancy, or use of any public property pursuant to any right of possession occupancy, or use created by this Agreement.
27. Entire Agreement. This Agreement supersedes any and all other agreements, either oral or in writing, between the PARTIES hereto with respect to the subject matter hereof, and no other agreement, statement, or promise relating to the subject matter of this Agreement which is not contained herein shall be valid or binding.
28. Attorneys Fees. If any action at law or in equity is brought to enforce or interpret the provisions of this Agreement, the prevailing party shall be entitled to reasonable attorney's fees in addition to any other relief to which he, she or it may be entitled.

29. Governing Law. The validity of this Agreement and of any of its terms or provisions, as well as the rights and duties of the PARTIES hereunder, shall be governed by the laws of the State of California.
30. Severability. Should any part, term or provision of this Agreement or any document required herein to be executed be declared invalid, void or unenforceable, all remaining parts, terms and provisions hereof shall remain in full force and effect and shall in no way be invalidated, impaired or affected thereby.
31. Notices. All notices hereunder must be in writing and, unless otherwise provided herein, shall be deemed validly given on the date either personally delivered to the address indicated below, or on the third (3rd) business day following deposit, postage prepaid, using certified mail, return receipt requested, in any U.S. Postal mailbox or at any U.S. Post Office; or when sent via facsimile to a party at the facsimile number set forth below or to such other or further facsimile number provided in a notice sent under the terms of this paragraph, on the date of transmission of that facsimile. Should PERMITTEE have a change of address, the other party shall immediately be notified in writing of such change, provided, however, that each address for notice must include a street address and not merely a post office box. All notices, demands or requests from either party shall be given as follows:

CITY: City of Glendale
Attn: Director of Public Works
633 E. Broadway, Room 209
Glendale, CA 91206-4535
Tel. No. (818) 548-3900
Fax No. (818) 546-2207

PERMITTEE: Crescenta Valley Water District
Attn: General Manager
2700 Foothill Boulevard
La Crescenta, CA 91214
Tel. No. (818) 248-3925
Fax No. (818) 248-1659

32. CEQA. The granting of a the Encroachment Permit for the use of existing structures or facilities involving negligible or no expansion of use is hereby determined to be exempt from the requirements of the California Environmental Quality Act ("CEQA"), Public Resources Code Section 21000 et seq. PERMITTEE's Property is also exempt from CEQA under Public Resources Code Section 21080.21, 14 California Code of Regulations 15302 and 15302(c) and where a CEQA review of impacts includes impacts from utility installations. The requirements of CEQA as to the installation or construction of new facilities which are not exempt will be satisfied by compliance with CEQA through the review of such projects by the Department of Public Works in accordance with the CITY's Guidelines, as modified from time to time.

33. Force Majeure. Neither PARTY shall be considered in default in the performance of its obligations hereunder or any of them, if such obligations were prevented or delayed by any cause, existing or future beyond the reasonable control of such party which include but are not limited to acts of God, labor disputes or civil unrest. Any delays beyond the control of either Party shall automatically extend the time schedule as set forth in this Agreement by the period of any such delay.
34. Counterparts. This Agreement may be executed in counterparts, each of which shall be an original, but all of which shall constitute one and the same document. Each of the PARTIES shall sign a sufficient number of counterparts, so that each PARTY will receive a fully executed original of this Agreement.
35. Modification of Agreement.
- a. During the unexpired term of this Agreement, either Party may request that the other Party negotiate, in good faith, modifications of this Agreement which the requesting Party believes are necessary because of any of the following changed circumstances:
 - (1) There is a material change in the regulatory framework, ordinances, rules or regulations that would appear to be no longer fair and equitable;
 - (2) In the event that PERMITTEE determines the pollution liability insurance required in Paragraph 16 herein, becomes commercially unavailable at a commercially reasonable price;
 - (3) There is a proposed change in the physical configuration of the Facilities that the existing terms or conditions of the Agreement do not adequately address.
 - b. All other provisions shall remain in full force and effect. In the event of any conflict or inconsistency between the provisions of said modification(s) and the original Agreement, the provisions of said modification shall control in all respects.
 - c. However, if after one (1) year of good faith negotiations, the Parties have been unable to reach a mutual agreement to one or more of the aforementioned events; it shall be the right of either Party to request, in writing, a formal, non-binding mediation concerning the renegotiation of the aforementioned event(s). The non-requesting Party must accept a timely written request for non-binding mediation.
 - d. The good faith negotiations shall not be deemed complete until the formal, non-binding mediation process has concluded by written statement of the mediator or the term of this Agreement has ended.

- c. If the parties cannot agree on one mediator, the matter shall be submitted to a panel of three mediators, of whom one shall be appointed by CITY, one by PERMITTEE and the third by the two mediators so appointed. Said mediator or mediators shall consider the matter in dispute and determine the matter pursuant to the mediation rules of California Evidence Code §§ 1115 through 1128, as amended.

Executed at Glendale, California, on the day and year last written.

CITY OF GLENDALE	CRESCENTA VALLEY WATER DISTRICT
By: <u>[Signature]</u>	By: <u>[Signature]</u>
Title: <u>Director of Public Works</u>	Title: <u>General Manager</u>
Date: <u>11/10/05</u>	Date: <u>27 September 2005</u>

APPROVED AS TO FORM
[Signature]
 Senior Assistant City Attorney
 Date: 11-9-05



EXHIBIT A

**LEGAL DESCRIPTION AND MAP SHOWING CVWD SEWER
INTERCEPTOR AND APPURTENANT FACILITIES AND
STRUCTURES OF CVWD SEWER INTERCEPTOR AND
APPURTENANT FACILITIES AND STRUCTURES**



APPENDIX E

Excerpts of the City of Los Angeles Municipal Code, 6th Ed

City of Los Angeles

MUNICIPAL CODE

CHAPTER I GENERAL PROVISIONS AND ZONING

CHAPTER I

GENERAL PROVISIONS AND ZONING

Article

General Planning Department Information

- 1 General Provisions
- 1.5 Planning – Comprehensive Planning Program
- 2 Specific Planning – Zoning – Comprehensive Zoning Plan
- 2.9 Condominiums, Community Apartments and Stock Cooperatives
- 3 Specific Plan – Zoning Supplemental Use Districts
- 4 Public Benefit Projects
- 4.3 Eldericare Facility Unified Permit Process
- 4.4 Sign Regulations
- 4.5 Transfer of Floor Area Rights – Central Business District and City Center Redevelopment Project Areas
- 5 Referrals – Land for Public Use
- 6 Temporary Regulations Relating to Land Use Approvals for Properties Damaged in a Local Emergency
- 6.1 Review of Development Projects
- 7 Division of Land Regulations
- 8 Private Street Regulations
- 9 Fees

GENERAL PLANNING DEPARTMENT INFORMATION

HISTORY

The City Council originally established the City Planning Department by ordinance, adopted on April 9, 1920. The Department included a Commission of 51 members, serving without salary, and one paid secretary. At that time, the City an area of 364 square miles and a population of 576,000. In 1925, when the citizens adopted the original City Charter, the City Planning Commission, together with all other Commissions of City Government, was changed to five members. The new City Charter adopted in June of 1999, operative in July 2000, expanded the City Planning Commission to nine members. The new City Charter also created seven area planning commissions each covering

different areas of the City.

Over the years, the Department has grown to a total of over 260 staff members. During this same period, the City has grown to an area of 467 square miles with a population of about 3.9 million people.

FUNCTIONS

The Department is charged with the responsibility of preparing, maintaining and implementing a General Plan for the development of the City. The General Plan consists of the Framework Element, which provides overall guidance for the future of the City, various other citywide elements including the state-mandated elements such as the Transportation, Open Space and the Land Use among others. The Land Use Element is largely made up of the community plans that fall for a range of allowable land uses and intensities of uses as well as other matters relating to the use of land unique to each of the City's many communities. The Department periodically updates these plans as needed.

The Planning Department implements the General Plan utilizing a variety of tools, mainly through the application of zoning regulations and the division of land into separate parcels. Traditional zones, specific plans, overlay districts, special use permits, such as conditional uses, and a variety of other instruments all regulate the use of land. The zoning portion of the Municipal Code, specific plans and other regulatory tools establish development standards applicable to matters such as heights of structures, setbacks, lot coverage, open space, parking, design and the like. Those seeking relief from the strict application of these regulations, apply to the Department, which can grant that relief, when justified, through use of variances or other similar tools tailored for specific purposes. The Department of City Planning in conjunction with other City Agencies regulates the division of land into separate lots in accordance with the State Subdivision Map Act. The Department also reports on the acquisition or development of land for public use.

ORGANIZATION

The **CITY PLANNING COMMISSION** is composed of nine private citizens who serve without salary, except for a small attendance fee. The Planning Commission is responsible for giving advice and making recommendations to the Mayor, Council, Director of Planning, and other City departments and agencies with respect to zoning ordinances, amendments to the General Plan and related activities, including legislation. The Commission studies planning policy matter and makes reports and recommendations to other governmental officers or agencies as may be necessary to implement and secure compliance with the General Plan; and performs other functions prescribed by the Charter or ordinance. The Commission holds public hearings to hear evidence that forms the basis of its decisions.

The **AREA PLANNING COMMISSIONS** each consist of five private citizens who serve without salary, except for a small attendance fee. These commissions largely serve as appeals boards for actions taken by the Department or the Zoning Administrator on such matters as, conditional uses and variances. When authorized to do so by ordinance, the Area Planning Commissions also act as original decision makers on some zoning matters and advise the City Planning Commission and the Department on changes to the General Plan affecting their geographical areas. The Commission holds public hearings to hear evidence that forms the basis of its decisions.

The **DIRECTOR OF PLANNING** is the chief administrative officer of the Department and is responsible for the appointment and removal of all employees, annual departmental budget preparation and the expenditure of funds. The Director is responsible for preparing the General Plan of the City and amendments to the General Plan; all zoning and other land use regulations and requirements, including maps of all districts and zones; investigating and acting on the design and improvement of all subdivisions of land as the advisory agency under the State Subdivision Map Act; and having those additional powers and duties as provided by ordinance. The Director is assisted by three Deputy Directors who take responsibility for overseeing the various operations of the Planning Department. The professional staff is grouped functionally into the following divisions:

a. Three **COMMUNITY PLANNING DIVISIONS**; the Valley, West/Coastal and Metro community planning divisions; prepare and revise plans for various sections of the City and recommend changes in zoning, site plan review applications and other matters involving specific plans and other special zoning tools to the Area and City Planning Commissions and the City Council.

b. The *DEPARTMENT SYSTEMS AND GEOGRAPHIC INFORMATION SYSTEM (GIS) DIVISION* is responsible for the orderly development and coordination of automated equipment and systems applications. The division is responsible for developing and maintaining the City's Zoning Map Automation System (ZMAS) and the Department's case tracking system as well as providing systems and GIS support to the Department.

c. The *CITYWIDE PLANNING DIVISION* prepares and revises the citywide elements of the General Plan and is responsible for the Department's Annual Report on growth and infrastructure.

d. The *OFFICE OF ZONING ADMINISTRATION* is responsible for investigating and making determinations on all applications for variances from zoning ordinances, many conditional uses and other special zoning permits. A determination made by a Zoning Administrator is final unless appealed. Another function of the Office of Zoning Administration is performed within the Code Studies Section which is responsible for conducting comprehensive studies resulting in amendments to the Planning and Zoning Code. The Office includes the Division of Land, which administers the State Subdivision Map Act including the processing of applications for tract and parcel maps as well as other related minor procedures. The Department's environmental review function for private applications is also located in this division. The division also operates the public office located at 201 North Figueroa Street in downtown Los Angeles.

e. The *ADMINISTRATIVE SERVICES DIVISION* is responsible for the administrative management of the Department – handling its accounting, personnel, and supply needs; providing its general graphics, drafting and clerical services; assisting the Director of Planning in preparing the Department's annual budget requests and providing management information services.

PROCEDURES

Requests for action by the Department of City Planning are made in the form of applications filed at the Department's two public offices. At the time an application is filed and accepted, a fee must be paid by the applicant dependent on the type of action requested and in accordance with current fee schedules established by the City Council. Cases are usually set for hearing before a Zoning Administrator, hearing officer or one of the Planning Commissions. A recommendation to a Planning Commission or a decision is rendered and distributed.

APPEALS

In many instances, applicants or persons aggrieved by a decision may appeal that action. On matters acted upon by the City Planning Commission, an appeal may be made to the City Council. On matters acted upon by a Zoning Administrator or the Director of Planning, an appeal may be made to Area Planning Commissions or City Planning Commission as prescribed by law and, thereafter, in certain cases, to the City Council. Details on these and other appealable decisions can be obtained from a Department office. For an appeal, the appellant must file an appeal, together with the appropriate fee imposed by ordinance, at the Department's public counters.

ARTICLE 1

GENERAL PROVISIONS

Section

- 11.00 Provisions Applicable to Code.
- 11.01 Definitions and Interpretation.
- 11.02 Inconsistent Permits and Licenses.
- 11.03 Post War Renewal of Licenses of Craftsmen and Others.
- 11.04 Delinquent Accounts – Uncollectible Cancellation.

11.05 Effect of Renumbering or Redesignation of Provisions or Sections in Statutes or Codes of the State of California Which Are Referred to in the Los Angeles Municipal Code.

11.06 Violation of Municipal Ordinances - Citation in Lieu of Taking Arrested Person Before Magistrate.

11.07 Bad Check Collection Fees.

11.08 City Departments Exempt from Paying Fees or Charges Required by this Code.

11.09 Administrative Determinations - Notice - Judicial Review.

11.10 Exemptions Relating to the Los Angeles 200th Anniversary Celebration.

11.11 Use of the Metric System of Measure as an Alternative System of Measurement.

SEC. 11.00. PROVISIONS APPLICABLE TO CODE.

(Amended by Ord. No. 175,676, Eff. 1/11/04.)

(a) **Short Title, Reference to Code in Prosecutions, Designation in Ordinances.** This Code, which consists of criminal or regulatory ordinances of this City, shall be known as the "Official Los Angeles Municipal Code," and it shall be sufficient to refer to the Code as the "Los Angeles Municipal Code" in any prosecution for the violation of any of its provisions; it shall also be sufficient to designate any ordinance adding to, amending or repealing this Code or a portion of this Code as an addition or amendment to or a repeal of the "Los Angeles Municipal Code."

(b) **Existing Law Continued.** The provisions of this Code, to the extent they are substantially the same as existing provisions relating to the same subject matter, shall be construed as restatements and continuations of the Code and not as new enactments.

(c) **Construction.** The provisions of this Code and all proceedings under it are to be construed with a view to effect its objectives and to promote justice.

(d) **Effect of Code on Past Actions and Obligations Previously Accrued.** Neither the adoption of this Code nor the repeal of any ordinance of this City shall in any manner affect the prosecution for violation of ordinances, which violations were committed prior to the effective date of the ordinance, nor be construed as a waiver of any license or penalty at the effective date due and unpaid under the ordinance, nor be construed as affecting any of the provisions of the ordinance relating to the collection of any license or penalty or the penal provisions applicable to any violation, nor to affect the validity of any bond or cash deposit in lieu of a bond, required to be posted, filed or deposited pursuant to any ordinance or its violation, and all rights and obligations associated with the ordinance shall continue in full force and effect.

(e) **References to Specific Ordinances.** The provisions of this Code shall not in any manner affect deposits or other matters of record which refer to, or are otherwise connected with ordinances that are specially designated by a number or otherwise and which are included within this Code, but those references shall be construed to apply to the corresponding provisions contained within this Code.

(f) **Heading, Effect of.** Division, chapter, article and section headings contained in this Code shall not be deemed to govern, limit, modify or in any manner affect the scope, meaning or intent of the provisions of any division, chapter, article or section.

(g) **Reference to Acts or Omissions Within This City.** This Code shall refer only to the omission or commission of acts within the territorial limits of the City of Los Angeles and that territory outside of this City over which the City has jurisdiction or control by virtue of the Constitution, Charter or any law, or by reason of ownership or control of property.

(h) **Proof of Notice.** Proof of giving any notice may be made by the certificate of any officer or employee of this

City or by affidavit of any person over the age of 18 years, which shows service in conformity with this Code or other provisions of law applicable to the subject matter concerned.

(i) **Notices, Service of.** Whenever a notice is required to be given under this Code, unless different provisions in Code are otherwise specifically made applicable, the notice may be given either by personal delivery to the person to be notified or by deposit in the United States Mail in a sealed envelope, postage prepaid, addressed to the person to be notified at his or her last known business or residence address as it appears in the public records or other records pertaining to the matter to which the notice is directed. Service by mail shall be deemed to have been completed at the time of deposit in the mail.

(j) **Prohibited Acts; Include Causing, Permitting, Suffering.** Whenever in this Code any act or omission is made unlawful it shall include causing, permitting, aiding, abetting, suffering or concealing the fact of the act or omission.

(k) **Validity of Code.** If any section, subsection, sentence, clause, phrase or portion of this Code is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, that decision shall not affect the validity of the remaining portions of this Code. The Council of this City hereby declares that it would have adopted this Code and each section, subsection, sentence, clause, phrase or portion of the Code, irrespective of the fact that any one portion or more sections, subsections clauses, phrases or portions are declared invalid or unconstitutional.

(l) In addition to any other remedy or penalty provided by this Code, any violation of any provision of this Code is declared to be a public nuisance and may be abated by the City or by the City Attorney on behalf of the people of the State of California as a nuisance by means of a restraining order, injunction or any other order or judgment in law or equity issued by a court of competent jurisdiction. The City or the City Attorney, on behalf of the people of the State of California, may seek injunctive relief to enjoin violations of, or to compel compliance with, the provisions of this Code or seek any other relief or remedy available at law or equity. (Amended by Ord. No. 177,103, Eff. 12/18/05.)

Violations of this Code are deemed continuing violations and each day that a violation continues is deemed to be a new and separate offense and subject to a maximum civil penalty of \$2,500 for each and every offense.

As part of any civil action, the court may require posting of a performance bond to ensure compliance with this Code, applicable state codes, court order or judgment.

(m) It shall be unlawful for any person to violate any provision or fail to comply with any of the requirements of this Code. Any person violating any of the provisions or failing to comply with any of the mandatory requirements of this Code, shall be guilty of a misdemeanor unless that violation or failure is declared in this Code to be an infraction. An infraction shall be tried and be punishable as provided in Section 19.6 of the Penal Code and the provisions of this section. Any violation of this Code that is designated as a misdemeanor, may be charged by the City Attorney as either a misdemeanor or an infraction.

Every violation of this Code is punishable as a misdemeanor unless provision is otherwise made, and shall be punishable by a fine of not more than \$1,000.00 or by imprisonment in the County Jail for a period of not more than six months, or by both a fine and imprisonment.

Every violation of this Code that is established as an infraction, or is charged as an infraction, is punishable by a fine as set forth in this Code section, or as otherwise provided in this Code, not to exceed \$250.00 for each violation.

Each person shall be guilty of a separate offense for each and every day during any portion of which any violation of any provision of this Code is committed, continued or permitted by that person, and shall be punishable accordingly.

(n) Pursuant to Government Code Section 38773, the City may summarily abate any nuisance at the expense of the persons creating, causing, committing, or maintaining it and the expense of the abatement of the nuisance may be a lien on the property on which it is maintained and a personal obligation against the property owner.

(o) Pursuant to Government Code Section 38773.7, upon entry of a second or subsequent civil or criminal judgment within a two-year period that finds an owner of property responsible for a condition that may be abated in accordance with

California Government Code Section 38773.5, a court may order the owner to pay treble the costs of the abatement. These costs shall not include conditions abated pursuant to California Health and Safety Code Section 17980.

SEC. 11.01. DEFINITIONS AND INTERPRETATION.

(a) The following words and phrases whenever used in this Code shall be construed as defined in this section unless from the context a different meaning is intended, or unless a different meaning is specifically defined and more particularly directed to the use of such words or phrases:

"City" shall mean the area within the territorial city limits of the City of Los Angeles and such territory outside of this City over which the City has jurisdiction or control by virtue of any Constitutional or Charter provision, or any law, "Council" shall mean the City Council of this City. "Oath" includes affirmation.

"Health Department" or "Department of Health," after 6/30/64, shall mean the Los Angeles County Health Department. (Added by Ord. No. 127,508, Eff. 6/29/64.)

"Health Officer" or "Health Authority" or "Board of Health Commissioners," after 6/30/64, shall mean the County Health Officer of the County of Los Angeles, or his duly authorized representative (Added by Ord. No. 127,508, Eff. 6/29/64.)

"Office." The use of the title of any officer, employee, or any office or ordinance or Charter shall mean such officer, employee, office, ordinance or Charter of the City of Los Angeles unless otherwise specifically designated.

"Person" shall mean natural person, joint venture, joint stock company, partnership, association, club, company, corporation, business trust, or organization, or the manager, lessee, agent, servant, officer or employee of any of them.

"Planning Committee" shall mean the Planning and Land Use Management Committee of the City Council. (Added by Ord. No. 164,740, Eff. 5/27/89, Oper. 7/1/89.)

"Shall" and "May." "Shall" is mandatory; "May" is permissive.

"Street" shall include all streets, highways, avenues lanes, alleys, courts places, squares, curbs or other public ways in this City which have been or may hereafter be dedicated and open to public use, or such other public property so designated in any law of this State.

There is nothing in the context of the Los Angeles Municipal Code... which justifies holding that the word streets is used therein to designate a "roadway" exclusive of its sidewalks. Unless it is associated with language restricting its meaning, the term street in its ordinary acceptation, includes sidewalks.

People v. Noble, C.L.A. 1498.

See also Note 11(a) 44 C.J. p 883; *Bonnett v San Francisco*, 65 Cal 230; *Marini v. Graham*, 67 Cal 130, 132; *Ex parte Taylor*, 87 Cal. 91, 94; *Yacubian v. Doelcke*, 113 Cal. 147, 150.

"Written" shall include printed, typewritten, mimeographed or multigraphed.

(b) Grammatical Interpretation.

"Genders." Any gender includes the other genders.

"Singular and Plural." The singular number includes the plural, and the plural, the singular.

"Tenses." Words used in the present tense include the past and future tenses and vice versa

"Use of Words and Phrases." Words and phrases used in this Code and not specifically defined shall be construed according to the context and approved usage of the language

(d) **Access for Lawful Purposes.** Subject to fair and reasonable conditions, necessary access to any posted premises shall be granted by the Board upon written request to any person having lawful business there to perform; and to anyone who has, and asserts in good faith, the right to inspect any such place for purposes incident to any proposed or pending action at law or in equity; and to other persons at the reasonable discretion of the Board, to be exercised in the public interest.

(e) **Premises Not Requiring Protection.** Whenever the Board shall find, as to any particular premises mentioned in this section, that there is no appreciable hazard of loss or damage to public property at such place, or other public purpose to be subserved by posting the same, it need not be posted, and, if not posted, the prohibitory provisions of this section shall not there apply.

SEC. 63.131. POLICE DEPARTMENT PROPERTY - TRESPASS ON.

(Added by Ord. No. 175,551, Eff. 11/18/03.)

(a) No person shall enter the grounds of any property or building used, operated or occupied by the Los Angeles Police Department or remain on those grounds or property or in the building in violation of posted rules regarding use, access and presence on any Los Angeles Police Department property. This conduct shall constitute a trespass upon Los Angeles Police Department property.

(b) The Los Angeles Board of Police Commissioners shall promulgate rules and cause appropriate signs to be posted giving notice of these rules.

SEC. 63.132. FIRE DEPARTMENT PROPERTY - TRESPASS ON.

(Added by Ord. No. 175,551, Eff. 11/18/03.)

(a) No person shall enter the grounds of any property or building used, operated or occupied by the Los Angeles Fire Department or remain on those grounds or property or in the building in violation of posted rules regarding use, access and presence on any Los Angeles Fire Department property. This conduct shall constitute a trespass upon Los Angeles Fire Department property.

(b) The Los Angeles Board of Fire Commissioners shall promulgate rules and cause appropriate signs to be posted giving notice of these rules.

ARTICLE 4 SEWERS, WATER COURSES AND DRAINS

Section

- 64.00 Definitions and Abbreviations.
- 64.06 Water Supply - Contamination of.
- 64.06.1 Water Supply - Sanitary Standards.
- 64.07 Water Course Obstruction - Permits.
- 64.08 Water Course Structures - Permits.
- 64.09 Water Courses - Interference With.
- 64.10 Application - Contents of Deposit.

64.26 Mandatory Abandonment of Private Sewage Disposal Systems.

64.30 Industrial Wastewater Disposal.

60.1 Industrial Wastes Treated by County Sanitation Districts of Los Angeles County (CSDLA).

64.31 Septage Disposal Control.

64.32 Privies Prohibited.

64.33 Testing and Analysis of Materials, Products, Services, Processes and Technologies.

SEC. 64.00. DEFINITIONS AND ABBREVIATIONS.

(Amended In Entirety by Ord. No. 173,980, Eff. 7/1/01.)

A. Definitions. For the purpose of this article, the following words and phrases are defined and shall be construed as hereinafter set out, unless it shall be apparent from the context that they have a different meaning:

1. **Act** shall mean the Federal Water Pollution Control Act of 1972, also known as the Clean Water Act, as amended, 33 U.S.C. 1251, *et seq.*

2. **Approval Authority** shall mean the California State Water Resources Control Board upon an approval of the State Pretreatment Program, or the Administrator of the Environmental Protection Agency without an Approved State Pretreatment Program.

3. **Authorized Representative** shall mean the following:

(a) a president, secretary, treasurer, or vice-president in charge of a principal business function, or any other person who performs similar policy or decision-making functions, if the discharger is a corporation;

(b) the manager of one or more manufacturing, production, or operation facilities employing more than 250 persons or having gross annual sales or expenditures exceeding \$25 million (in second-quarter 1980 dollars), if the discharger is a corporation, and authority to sign documents has been assigned or delegated to the manager in accordance with corporate procedures;

(c) a general partner or proprietor if the discharger is a partnership or proprietorship, respectively;

(d) a principal executive officer or director having responsibility for the overall operation of the discharging facility or a ranking elected official if the discharger is a governmental entity, charitable organization or other such unincorporated entity; or

(e) a representative authorized in writing by any individual designated above, if the authorization is submitted to the Director and specifies an individual or a position having responsibility for the overall operation of the facility. This includes the position of plant manager, a position of equivalent responsibility, or an individual having overall responsibility for environmental matters for the company. If an authorization under Paragraph (c) is no longer accurate because a different individual or position has the responsibility for the overall operation of the facility, or overall responsibility for environmental matters of the company, a new authorization satisfying the requirements of Paragraph (e) of this section must be submitted to the Director prior to, or together with, any reports to be signed by such person.

4. **Average Daily Flow** shall mean the number of gallons of wastewater discharged into the POTW, storm drain or Waters of the State during a 24-hour period.

5. **Best Management Practices (BMP)** shall mean activities, prohibitions of practices, maintenance procedures, and other management practices to prevent or reduce pollutants in discharges.

6. **Biochemical Oxygen Demand (BOD)** shall mean the quantity of oxygen utilized in the biochemical oxidation of organic matter in five (5) days at 20 degrees celsius expressed in terms of milligrams per liter (mg/l) and analyzed in accordance with the most recent publication of "Standard Methods for the Examination of Water and Wastewater" prepared and published by the American Public Health Association, American Water Works Association and Water Environment Federation.

7. **Board** shall mean the Board of Public Works of the City of Los Angeles or its duly authorized representative.

8. **Bonded Sewer** shall mean any public sewer within the territorial limits of the City of Los Angeles as they now exist for which the cost of construction thereof was not directly assessed against the property in accordance with benefits, or paid for by the present or prior owners of the connecting property.

9. **Bonded Sewer House Connection Sewer** shall mean any house connection sewer or portion thereof from a lot, or part of a lot, to a bonded sewer located directly in front, rear, or at the side of such lot, or part of such lot.

10. **Categorical Standards** shall mean National Categorical Pretreatment Standards or Pretreatment Standards as promulgated by the Federal Environmental Protection Agency.

11. **City** shall mean the City of Los Angeles or its duly authorized representatives.

12. **Commercial Establishment** shall mean a private establishment such as a restaurant, hotel, laundry, store, filling station, or recreational facility. A nonprofit private or government entity such as a church, school, hospital, military facility, correctional institution, recreational facility or a facility owned or operated by a charitable organization is considered a commercial establishment.

13. **Commingled Load** shall mean a load of septage which includes septage generated both within and outside the City's boundaries.

14. **Composite Sample** shall mean a sample formed by mixing discrete samples taken at periodic points in time or a continuous proportion of the flow. The number of discrete samples which make up the composite sample depends upon the variability of pollutant concentration and flow.

15. **Construction** shall be deemed to include the acquisition of any and all rights of way or real property necessary for the performance and completion of the work referred to wherever authority is given to the City for any construction under the provisions of this article.

16. **Contract Agency** shall mean a governmental agency or private entity which has contracted with the City to discharge into the City's Publicly Owned Treatment Works.

17. **Cooling Water** shall mean the water discharged from any use including, but not limited to, air conditioning, cooling or refrigeration, during which the only pollutant added is heat.

18. **Direct Discharge** shall mean the discharge of wastewater to the storm drain system or Waters of the State.

19. **Director** shall mean the Director of the Bureau of Sanitation of the Department of Public Works of the City of Los Angeles or the duly authorized representative thereof.

20. **Discharge** shall mean the introduction of water, wastewater or any pollutant into the POTW, the storm drain system, or Waters of the State.

21. **Discharger** shall mean any person who causes or contributes a discharge into the POTW, the storm drain system, or the Waters of the State.

22. **Domestic Septage** shall mean the liquid or solid material removed from a private sewage disposal system (PSDS), portable toilet or other holding device that receives only domestic sewage.

23. **Domestic Wastewater (Domestic Sewage)** shall mean sanitary wastewater and wastewater generated from household type operations.
24. **Environmental Protection Agency (EPA)** shall mean the Federal Environmental Protection Agency, its administrator, or its duly authorized representative.
25. **Etiologic Agent** shall mean a type of microorganism, helminth or virus which may be expected to produce disease in healthy persons.
26. **Fomites** shall mean inanimate objects contaminated with etiologic agents which may serve to transmit those etiologic agents to humans.
27. **Food Service Establishment** shall mean a facility engaged in preparing food for consumption by the public such as a restaurant, commercial kitchen, caterer, hotel, school, hospital, prison, correctional facility, or care institution.
28. **Grab Sample** shall mean a sample which is taken from a wastewater discharge on a onetime basis without regard to the volume of flow in the discharge.
29. **Grease Interceptor** shall mean an interceptor of at least 750 gallons (2839 L) capacity to serve one (1) or more fixtures and which shall be remotely located.
30. **Grease Trap** shall mean a device designed to retain grease from one (1) to a maximum of four fixtures.
31. **Gross Floor Area** shall mean the area included within the exterior of the surrounding walls of a building or portions thereof, exclusive of courts.
32. **House Connection Sewer** shall mean any sewer pipe line, or portion thereof, constructed in a street, alley, walk or other public place or in a sewer easement granted to the City and connecting, or proposed to connect, any lot or part of a lot with any public sewer.
33. **Indirect Discharge** shall mean the discharge of wastewater into the POTW.
34. **Industrial Wastewater Sewer Connection** shall mean any house connection sewer, or portion thereof, used in the disposal of any and all liquid or waterborne waste from industrial or commercial processes except domestic sewage.
35. **Industrial Wastewater Storm Drain Connection** shall mean any storm drain connection carrying or intended to carry industrial waste from any industrial, manufacturing, processing, or servicing establishment.
36. **Industrial Wastewater** shall mean any water bearing waste other than domestic wastewater. Wastewater generated from household type operations performed at commercial establishments for or to support commercial purposes is industrial wastewater.
37. **Industrial Wastewater Permit** shall mean a permit issued by the Board as provided in and subject to provisions of Subdivision 1 of Subsection C and payment of fee requirements of Subsection D of Section 64.30.
38. **Infectious Waste** shall mean any waste material or article which harbors or may reasonably be considered to harbor viable etiologic agents and shall include the following:
- (a) Significant laboratory wastes including, but not limited to, cultures of etiologic agents.
 - (b) Pathologic specimens including, but not limited to, human or animal tissues, blood elements, excreta and secretions which contain etiologic agents and also include attendant disposable fomites.
 - (c) Human dialysis waste materials including arterial lines and dialysate membranes.

- (d) Surgical specimens including, but not limited to, human or animal parts and tissues removed surgically or at autopsy which contain etiologic agents and attendant disposable fomites.
- (e) Equipments, instruments, utensils and other materials of a disposable nature which may transmit etiologic agents to the rooms of humans or the enclosures of animals which have been isolated with suspected or diagnosed communicable disease.
- (f) Any other materials defined by a duly authorized public health officer as potentially infectious and required to be managed as an infectious waste.
39. **Interceptor Sewer** shall mean a collecting sewer that intercepts and collects the sewage from a number of lateral or local public sewers.
40. **Interference** shall mean the inhibition or disruption of the POTW process or operations or any actions or omission which alone or in conjunction with a discharge or discharges from other sources is a cause of violation of any requirement of the City's NPDES Permits (including an increase in the magnitude or duration of a violation). The term interference also includes prevention of biosolids use or disposal by the POTW in accordance with Section 405 of the Act or any violation of criteria, guidelines, or regulations developed pursuant to the Solid Waste Disposal Act (SWDA), the Clean Air Act, the Toxic Substance Control Act, the Marine Protection Research and Sanctuaries Act or violation of more stringent State criteria (including those contained in any State sludge management plan prepared pursuant to Title II of SWDA) applicable to the method of disposal or use employed by the POTW.
41. **Local Industrial User (LIU)** shall mean a discharger of industrial wastewater which
- is not subject to Categorical Pretreatment Standards under 40 CFR 403.6 and 40 CFR Chapter I, Subchapter N,
 - discharges an average of less than 25,000 gallons per day of process wastewater to the POTW; and
 - as determined by the Director, does not have a reasonable potential for adversely affecting the POTW's operation or for violating any pretreatment standard or requirements in accordance with 40 CFR 403.8(f)(6).
42. **Lot** shall mean any piece or parcel of land, as bounded, defined or shown upon the latest map, plat or deed recorded in the office of the County Recorder of Los Angeles County provided however that in the event any building or improvements appurtenant to said building covers more area than a "lot," as herein defined, the term "lot" shall be deemed to be and include all such pieces or parcels of land upon which said buildings or improvements are wholly or partly located.
43. **National Categorical Pretreatment Standard (National Standard)** shall mean any regulation containing pollutant discharge limits promulgated by the EPA in accordance with Section 307(b) and (c) of the Act.
44. **National Pollutant Discharge Elimination System Permit (NPDES Permit)** shall mean a permit issued pursuant to Section 402 of the Act.
45. **Non-Domestic Septage** shall mean the liquid or solid material removed from a private sewage disposal system (PSDS) or other sanitation holding device that receives industrial wastewater or a combination of domestic and industrial wastewater.
46. **Pass Through** shall mean a discharge which exits the POTW into waters of the State in quantities or concentrations which, alone or in conjunction with a discharge or discharges from other sources, is the cause of a violation of any requirement of the POTW's NPDES Permit (including an increase in the magnitude and duration of a violation).
47. **Peak Flow** shall mean the maximum five minute rate of wastewater flow to be generated from the premises as estimated by the City Engineer.

48. **Person** shall mean any individual, partnership, co-partnership, firm, company, corporation, association, joint stock company, trust, estate, governmental entity or any other legal entity, or their legal representatives, agents or assigns. The masculine gender shall include the feminine, the singular shall include the plural where indicated by the context.
49. **pH** shall mean the logarithm (base 10) of the reciprocal of the concentration of hydrogen ions expressed in gram equivalents per liter of solution.
50. **Pigment** shall mean a substance that imparts black or white or a color to other materials.
51. **Point of Discharge** shall mean any physical location at which a discharger, directly or indirectly, disposes wastewater. The term point of discharge also includes, but is not limited to, disposal to ponds, injection wells, leach fields, or surface spreading.
52. **Pollutant** shall mean any dredged spoil, solid waste, incinerator residue, sewage, garbage, sewage sludge, munitions, chemical wastes, biological materials, radioactive materials, heat, pigment, wrecked or discharged equipment, rock, sand, cellar dirt or other waste.
53. **Portable Toilet** shall mean any portable or permanently installed sanitation apparatus or system which includes a tank for toilet waste retention. Portable Toilet includes sanitation holding devices from airplanes, trains, boats with type III marine sanitation devices, buses, movie dressing room trailers, recreational vehicles, or other similar transport vehicles.
54. **Pretreatment** shall mean the reduction of the amount of pollutants, the elimination of pollutants, or the alteration of the nature of pollutant properties in wastewater to a less polluted state prior to or in lieu of discharging such pollutants into the POTW, storm drain system or the Waters of the State. Pretreatment can be obtained by physical, chemical or biological processes, or process changes by other means, except as prohibited by 40 Code of Federal Regulation (CFR) at Section 403.6(d).
55. **Pretreatment Requirements** shall mean any substantive or procedural requirement related to pretreatment, other than a National Categorical Pretreatment Standard.
56. **Private Septage Disposal Facility (PSDF)** shall mean a disposal site, other than a City designated discharge location, with a direct connection to the City sewer, which accommodates the discharge of hauled septage.
57. **Private Sewage Disposal System (PSDS)** shall mean any septic tank, cesspool, seepage pit, leach field, or any other receptacle, or any combination thereof, which receives any wastewater not discharged into a public sewer.
58. **Public Sewer** shall mean any sewer, other than a house connection sewer, which has been constructed in a public street, alley, walk, or other public place, or in a sewer easement, and is a part of the POTW.
59. **Publicly Owned Treatment Works (POTW) (Sanitary Sewer System)** shall mean treatment works defined by Section 212 of the Act, which are wholly or partially owned by the City. This includes any public sewers, treatment plants, land, appurtenances, pumping stations, or equipment. For the purpose of this ordinance, POTW shall also include any sewers within the City of Los Angeles that convey wastewater to the POTW from persons outside the City who are, by contract or agreement with the City, dischargers to the City's POTW.
60. **Rules and Regulations** shall mean Rules and Regulations adopted by the Board Governing the Disposal of Industrial Wastewater into the Publicly Owned Treatment Works of the City of Los Angeles.
61. **Sanitary Wastewater** shall mean wastewater of human origin derived from toilets, urinals, showers, baths and restroom sinks.
62. **Septage** shall mean the liquid or solid material removed from a private sewage disposal system (PSDS), portable toilet or other sanitation holding device that receives wastewater.

63. **Septage Hauler** shall mean a person or an owner/operator of a business that holds Septage Disposal Permit(s) issued by the Director to discharge septage to the City's POTW.

64. **Sewage Generation Factor** shall mean as a number which, when multiplied by a parameter which indicates the level of activity in an occupancy such as floor area or number of seats, produces an estimate of the average sewage discharge from the occupancy.

65. **Shall** is mandatory. **May** is permissive.

66. **Sharps** shall mean hypodermic needles, hypodermic syringes, blades and broken glass. Sharps also include any devices, instruments or other objects which have acute rigid corners, edges or protuberances.

67. **Significant Industrial User (SIU)**, subject to the provisions established in 40 CFR 403.3(t), shall mean the following:

(a) any discharger of wastewater who is subject to National Categorical Pretreatment Standards;

(b) any other industrial user that discharges an average of 25,000 gallons or more per day of process wastewater ("process wastewater" excludes sanitary, non contact cooling water and boiler blowdown wastewaters) or contributes process wastewater which makes up five percent (5%) or more of the average dry weather hydraulic or organic (BOD, TSS, etc.) capacity of the treatment plant;

(c) any industrial user that is designated by the Director to have a reasonable potential to adversely affect the POTW's operation or for violating any pretreatment standard or requirement.

68. **Special Drainage Connection** shall mean any house connection sewer or storm drain connection from any swimming pool, wading pool, fountain, pond, tank, vat or receptacle which receives or disposes of rain water or surface water.

69. **Special House Connection Sewer** shall mean any house connection sewer from a lot, or part of a lot, which does not have a public sewer directly in front, rear, or at the side of such lot or part of such lot, and which has not been directly assessed for a public sewer.

70. **Split Sampling** shall mean dividing of wastewater samples for analysis at two (or more) analytical laboratories for comparison of results.

71. **Standard Industrial Classification (SIC)** shall mean classification pursuant to the Standard Industrial Classification Manual issued by the Executive Office of the President, Office of Management and Budget, 1972, or subsequent revisions.

72. **State** shall mean the State of California.

73. **Storm Drain Connection** shall mean any pipeline, or portion thereof, constructed in a street, alley, walk, or other public place, or in an easement granted to the City, and connecting or proposed to connect any lot or part of a lot with any storm drain.

74. **Storm Drain System** shall mean all of the property involved in the operation of the storm drainage collection and disposal system of the City of Los Angeles, including conduits, natural or artificial drains, channels and watercourses, together with appurtenances, pumping stations and equipment.

75. **Suspended Solids (SS)** shall mean the total nonfilterable residue in water, wastewater or other liquids, which is removable in accordance with the most recent publication of Standard Methods for the Examination of Water and Wastewater, prepared and published by the American Public Health Association, American Water Works Association, and the Water Pollution Control Federation.

76. **Temporary Permit** shall mean an interim status permit issued to a discharger until a final decision is made by the Director to issue an Industrial Wastewater Permit.

77. **Toxic Pollutant** shall mean any pollutant or combination of pollutants listed as toxic in regulations promulgated by the Administrator of EPA under the provisions of Section 307 of the Act, or other Federal or State statutes, rules or regulations.

78. **Type III Marine Sanitation Device** shall mean a device that is designed to prevent the overboard discharge of treated or untreated domestic sewage.

79. **Wastewater** shall mean the liquid and waterborne industrial or domestic wastes from facilities including, but not limited to, dwellings, commercial buildings, industrial facilities, agricultural activities, hospitals, medical facilities and other institutions, together with other wastes which may be present, whether treated or untreated, which enter the POTW, the storm drain system, of the Waters of the State.

80. **Waters of the State** shall mean all saline waters, streams, lakes, ponds, marshes, watercourses, waterways, wells, springs, reservoirs, aquifers, irrigation systems, drainage systems and all other bodies or accumulations of water, surface or underground, natural or artificial, public or private, which are contained within, flow through, or border upon the State of California or any portion thereof.

B. Abbreviations. The acronyms or sets of letters set forth in this subsection, when used in this chapter, shall stand for and be understood and may be accepted or used as abbreviations for those terms or phrases set forth opposite each:

BOD	-	Biochemical Oxygen Demand
BMP	-	Best Management Practice
CFR	-	Code of Federal Regulations
COD	-	Chemical Oxygen Demand
FOG	-	Fats, Oil and Grease
FSE	-	Food Service Establishment
EPA	-	Environmental Protection Agency
mg	-	Milligrams
mg/l	-	Milligrams per liter
O&M	-	Operation and Maintenance
NCPS	-	National Categorical Pretreatment Standards
NPDES	-	National Pollutant Discharge Elimination System
POTW	-	Publicly Owned Treatment Works
PSDF	-	Private Septage Disposal Facility
PSDS	-	Private Sewage Disposal System
SIC	-	Standard Industrial Classification

SS - Suspended Solids

SWDA - Solid Waste Disposal Act, 42 U.S.C. 6901, et seq.

JSC - United States Code

SEC. 64.01. (NONE)

(Deleted by Ord. No. 172,118, Eff. 8/31/98.)

SEC. 64.02. (NONE)

(Deleted by Ord. No. 172,118, Eff. 8/31/98.)

SEC. 64.03. (NONE)

(Deleted by Ord. No. 172,118, Eff. 8/31/98.)

SEC. 64.04. (NONE)

(Deleted by Ord. No. 172,118, Eff. 8/31/98.)

SEC. 64.05. (NONE)

(Deleted by Ord. No. 172,118, Eff. 8/31/98.)

SEC. 64.06. WATER SUPPLY - CONTAMINATION OF.

No person shall swim, wade, fish, hunt, or deposit any animal, vegetable, mineral matter or substance in, or cause or permit any horse, mule or other animal to go into, or otherwise trespass in or upon any reservoir or aqueduct, or in any pipe or stream connected therewith, nor shall any person do any act or thing which will pollute, imperil or impair the purity and wholesomeness of any water intended to be used for household or domestic purposes. The provisions of this section prohibiting fishing shall not apply to any lake, stream or reservoir used or maintained in connection with the water system of the city situated north of the intake of the Haiwee Reservoir of such system. (Added by Ord. No. 127,508, Eff. 6/29/64.)

SEC. 64.06.1. WATER SUPPLY - SANITARY STANDARDS.

Every water supply used for domestic consumption or in the manufacture or other preparation of food products within the city shall be of safe, sanitary quality, shall be protected against pollution and contamination, and the water, source and distribution system shall comply with the "Drinking Water Standards" adopted by the Department of Health, Education and Welfare, Public Health Service on April 5, 1962, for drinking and culinary water supplied by common carriers in interstate commerce, three copies of which shall be on file in the office of the City Clerk. (Added by Ord. No. 127,508, Eff. 6/29/64.)

SEC. 64.07. WATER COURSE OBSTRUCTION - PERMITS.

No person shall dam, fill, obstruct or maintain any dam, fill or obstruction in any natural course or any channel carrying storm water without consent of the owner or legal occupant of the property, and unless a permit so to do has been obtained from the board. (Amended by Ord. No. 141,563, Eff. 3/28/71.)

SEC. 64.08. WATER COURSE STRUCTURES - PERMITS.

No person shall construct, reconstruct, alter, repair, install or maintain any drainage structure in any natural water course or channel carrying storm water unless a permit so to do has been obtained from the Board.

SEC. 64.09. WATER COURSES – INTERFERENCE WITH.

No person shall do anything to any natural water course or any channel carrying storm water that will in any manner obstruct or interfere with the flow of water through such water course or channel, and any property owner, lessee or tenant of any property through which a natural water course or any channel carrying storm water passes shall keep and maintain the same free from any obstructions that will in any manner prevent or retard the flow of water through such water course or channel, except that a water course or channel may be filled or altered if a permit so to do has been first obtained pursuant to Sections 64.07, 64.08 and 64.10.

SEC. 64.10. APPLICATION – CONTENTS OF – DEPOSIT.

Any person desiring to obtain a permit to construct, reconstruct or repair any drainage structure or to alter or change any natural water course or natural drainage channel, or to fill or obstruct the same, shall file an application in writing therefor with the Board which shall state:

- (a) The name and address of the applicant, and if applicant is a corporation, the names and addresses of the principal officers thereof.
- (b) The place where such construction, reconstruction, repair or alteration is to take place.
- (c) (Amended by Ord. No. 137,137, Eff. 9/29/68.) The type of construction proposed to be used in such construction, reconstruction, repair, or alteration together with the materials to be used, shown on an accompanying diagram of the proposed work, and such other information as the Board may require to carry out the purposes of this section.

If the Board determines that (1) the proposed structure, fill, alteration, or repair will not constitute a part of the City's permanently improved storm water drainage system, (2) will not interfere with the flow of natural storm water, and (3) will not injure adjoining property, the Board shall issue a permit to do the proposed work in the manner specified in the application, or in such manner as the Board may determine is required to carry out the purposes of Sections 64.07 to 64.10, inclusive, of this Code.

The applicant at the time of obtaining any such permit shall pay a fee equal to the estimated cost to the City of the inspection and similar services to be rendered by the City, to be computed by the City Engineer. (Third Unnumbered Para., Amended by Ord. No. 159,441, Eff. 11/22/84.)

If the Board determines that the proposed structures will constitute a part of the City's permanently improved storm drain system, the applicant shall obtain a Class "B" permit and perform the work under the provisions of Sections 62.110 to 62.118.1, inclusive, of this Code in accordance with plans and specifications therefor approved by the City Engineer.

SEC. 64.11. SEWERS – UNDEDICATED STREETS.

No person shall connect any sewer which has been or may hereafter be constructed in any street, prior to the dedication and acceptance of such street by the City Council, with any public sewer unless such sewer has been laid under the supervision and to the satisfaction of the Board and in accordance with the specifications for public sewers adopted by the City Council and on file in the office of the City Clerk, and in accordance with plans and profiles approved by the City Engineer.

SEC. 64.11.1. HOUSE CONNECTION SEWER.

(Amended by Ord. No. 179,073, Eff. 9/23/07.)

Not more than one lot shall be connected to any one house connection sewer except as provided below.

Exception 1: On a case by case review, the City Engineer shall have the authority and discretion to grant an exception to the above requirement where a single house connection to the City's sewer serves multiple structures on an individual lot or parcel and that lot or parcel is being or has been split. In granting an exception the City Engineer may allow the

continued use of the original house connection to the sewer for the structures that now exist on more than one lot due to the lot or parcel split, provided that all the following conditions are met:

- a. There are four or fewer structures connected to the City's sewer by the single house connection.
- b. The structures on the split lot cannot be reasonably connected to an existing available sewer due to the physical limitations of either the lot or the existing available sewer.
- c. There is not physical space available or agreement from the downstream property owner(s) to place one or more additional house connections from the upstream split lots or parcels in an easement on the downstream portions of the original lot or parcel to allow for individual connections to the City's sewer.
- d. The existing house connection sewer has been inspected by closed circuit television (CCTV) and if any damage to the existing shared house connection was revealed by this inspection, that damage has been repaired to the satisfaction of the Bureau of Sanitation Wastewater Collection Systems Division.
- e. All property owners using this shared house connection sewer sign and record reciprocal agreements with the County Recorder providing that all properties using the shared house connection sewer are mutually responsible for its full maintenance and repair and that the City shall be held harmless for its approval to allow multiple lots or parcels to be connected to the City's sewer via a single house connection.

Exception 2: On a case by case review, the City Engineer shall have the authority and discretion to grant an exception to the above requirement in the case of a new Small Lot Subdivision as defined in Sections 12.03, 12.09, 12.12.1, 12.21 and 12.22 of this Code. The City Engineer may allow a new individual house connection sewer to serve more than one lot or parcel subject to the following conditions:

- a. The size of the new shared house connection sewer for the Small Lot Subdivision shall be determined by the Bureau of Engineering and be included in the approved conditions for the subdivision.
- b. A sewer maintenance hole shall be required on the mainline sewer in the street adjacent to the small lot subdivision property, if the size of the house connection will not permit a standard "wye" connection to the City's main line sewer.
- c. A Homeowners Association Agreement or Maintenance Agreement for all subdivided lots or parcels in the Small Lot Subdivision that are connected to the shared sewer house connection shall be created and run with each lot or parcel in perpetuity. This Agreement shall include common shared maintenance responsibility for the shared house connection sewer among all lots or parcels served by the shared sewer house connection; bind all the property owners and successors in interest of the subject lots or parcels to the agreement; indemnify and hold harmless the City of Los Angeles for granting the owners of the multiple lots or parcels the right to construct and/or connect to the shared house connection sewer; and the Agreement shall be filed with the Los Angeles County Recorder and be binding on all lots or parcels connected to the shared house connection sewer.

Notwithstanding the above, the City Engineer shall maintain the exclusive authority and discretion to deny a request of any applicant for a shared sewer connection, even if the applicant has met all of the above requirements for either Exception 1 or 2, if the City Engineer believes it is in the best interest of the City to do so. If an applicant meets all of the required criteria for a shared house connection and the City Engineer denies the request in the best interest of the City, that decision may be appealed to the Board of Public Works. The finding of the Board shall be final.

SEC. 64.11.2. SEWAGE FACILITIES CHARGE FOR NEW TRACTS.

(Amended by Ord. No. 140,551, Eff. 6/17/70.)

- (a) Whenever real property tributary to the city sewerage system that can be served by existing sewers, or by the construction of an off-site sewer not longer than one mile to an available assured outlet sewer, whether financed or otherwise, is included within the borders of a new tract map, sewers, if not existing, shall be constructed within or

adjacent to the tracts to serve each lot, and as a condition of the approval of the tentative map of each tract and prior to recording of each such tract map, a fee which shall be determined by the Board of Public Works based upon the rates established in section 64.11.3, hereafter referred to as the sewerage facilities charge, shall be paid by the owner thereof to the City, unless the Board of Public Works upon recommendation of the City Engineer, determines that it would be

injury to the public welfare and interest to assume the responsibility of providing the necessary off-site outlet sewers as required by Subsection (f) hereof. Where a tract map for an industrial, commercial, or multiple dwelling tract is to be recorded but the tract is to be developed at some future time, the Board shall charge a fee of \$4,127 per acre which shall be adjusted in accordance with the rates in Section 64.11.3 when such tract is developed. **(Fee Amended by Ord. No. 171,036, Eff. 6/6/96.)** Provided, however, that where it is determined by the Board of Public Works that a particular tract or parcel of land is being subdivided or re-subdivided solely for the purpose of absorbing a vacated street, for reverting an earlier tract to acreage, or for converting an existing multiple dwelling to a condominium, and not for development purposes, that tract or parcel of land shall be exempt from the requirements that a sewerage facilities charge be paid therefor. **(Amended by Ord. No. 165,923, Eff. 7/1/90.)**

Notwithstanding any other provision of this subsection, the payment of the sewerage facilities charge as a condition for the filing of a tract map by the Community Redevelopment Agency or the Department of Airports is hereby waived. Provided, however, the full sewerage facilities charge shall be paid upon the development of any lot or parcel contained in a tract to which this paragraph is applicable. **(Added by Ord. No. 166,072, Eff. 8/25/90.)**

(b) In determining the sewerage facilities charge, the Board shall:

1. Reduce the sewerage facilities charge when the owner demonstrates that the property has paid special assessments for an interceptor sewer to which it may connect directly or indirectly, by the amount of said special assessment.
2. Reduce the charge by all or part of the amount paid as a contributing property to the construction of an off-site sewer to serve the property prior to the requirement by the City that such charge shall be paid.
3. Provide a credit for any amount previously paid as an acreage charge or a sewerage facilities charge.
4. Reduce the acreage fee to 15% of that established in Subsection (a) above in the event the sewage from such tract, when developed, will be treated in the facilities of a Los Angeles County Sanitation District. **(Added by Ord. No. 157,145, Eff. 11/22/82.)**

(c) The Board may permit a subdivider to install off-site sewers in lieu of all or part of the sewerage facilities charge based on the actual cost of said off-site sewer. Should the actual cost of said off-site sewer be less than the sewerage facilities charge required by Subsection (a) hereof, the difference between such actual cost and said sewerage facilities charge shall be paid by the subdivider to the City for deposit in the General Fund.

(d) The Council may authorize the subdivider or other property owner, by contract with the City, to construct off-site sewers costing in excess of the sewerage facilities charge required by Subsection (a) hereof and subsequent to the construction and acceptance of said off-site sewer, to reimburse said subdivider or property owner the difference between the actual cost of said off-site sewer and the sewerage facilities charge.

If the sewerage facilities charge has been paid by the subdivider or property owner prior to entering into the contract with the City to construct an off-site sewer or prior to submission by the owner of evidence justifying reduction of the charge for any property in accordance with this section, the Council may authorize the refund of all or part of the sewerage facilities charge previously paid.

(e) Actual cost of off-site sewers as used in Subsections (c) and (d) shall be determined from sealed bids received and opened by the Board of Public Works, after publicly advertising therefor, plus engineering and incidental costs not to exceed ten percent of the accepted bid price for the performance of the work.

(f) In those cases where a sewerage facilities charge is paid, the City assumes the responsibility of providing the necessary off-site or outlet sewers when sewage disposal facilities are available and when connection to the City sewerage system is deemed to be necessary by the City.

(g) Whenever good planning and engineering practice requires that sanitary sewers of greater size or depth than those required for the servicing of the property immediately concerned be constructed within or adjacent to the subdivision, the additional cost of providing sewers within or adjacent to the subdivision in accordance with the City's requirements of larger size or greater depth than that required by the property immediately concerned shall be considered same as or in addition to the cost of constructing an off-site sewer as provided in Subsections (c) and (d) hereof.

(h) Subdivisions other than those included in Subsection (a) hereof may be:

1. Approved without the construction of sewers or the payment of the sewerage facilities charge where the County Health Officer and the City Engineer determined that ample area is available for private sewage disposal, where soil, ground water and other factors are favorable. The sewerage facilities charge shall be applicable to lots and parcels in these subdivisions where connections to future sewers are requested or required.

2. Permitted or required to construct sewers within the tract and pay the sewerage facilities charge upon the determination by the Council upon the advice of the Board, that existing development or trends justify the City assuming the responsibility of providing the connecting sewers.

SEC. 64.11.3. BASIS FOR SEWERAGE FACILITIES CHARGE.

(Amended by Ord. No. 164,895, Eff. 6/26/89.)

(a) (Amended by Ord. No. 171,036, Eff. 6/6/96.) There is hereby imposed a sewerage facilities charge which shall be a fee for access to the City's sewage system based upon a share of the equity of the system. The system equity shall include:

- (i) the reproduction cost less depreciation value of the existing facilities; plus
- (ii) the applicable portion of sewage system reserve funds; less
- (iii) the outstanding debt of the sewage system.

The share of system equity included in the SFC shall be proportional to the flow, biochemical oxygen demand (BOD) and suspended solids (SS) of the wastewater discharged into the sewage system from the premises as compared with the total flow, BOD and SS discharged by all system customers.

(b) (Amended by Ord. No. 171,036, Eff. 6/6/96.) The sewerage facilities charge rates shall be \$262.00 per 100 gallons per day average flow, \$188.00 per pound per day of BOD and \$171.00 per pound per day of SS from the premises. These rates shall apply for all sewerage facilities charges and credits imposed pursuant to Section 64.16.1 of this Code. Any sewerage facilities charge paid on an installment basis shall be based on the charge rates in effect when the applicant entered into the installment payment agreement with the City.

SEWERAGE FACILITIES CHARGE

(Table removed by Ord. No. 170,393, Eff. 3/27/95.)

(c) In the event the premises are to be connected to the City sewer system but the sewage entering such system is treated in the facilities of a Los Angeles County Sanitation District, the sewerage facilities charge shall be 15% of the rates established in Subsections (b), (d), and (f) of this section. (Amended by Ord. No. 165,923, Eff. 7/1/90.)

(d) The City Engineer with approval of the Board shall set the sewage generation factors for various occupancies and for mixed occupancies for the purpose of determining the sewerage facilities charge for new or remodelled structure, or change in use. The operative date of this amended subsection shall be July 1, 1994. (Amended by Ord. No. 170,393, Eff. 3/27/95.)

(e) The Board may require the owner of any property to submit plans, and such other information as it may need to

determine the applicable sewerage facilities charge. (Added by Ord. No. 164,895, Eff. 6/26/89.)

(f) For industrial occupancies, the Board shall determine the average wastewater flow for calculation of the appropriate sewerage facilities charge through consideration of metered water delivery data, if available. If not available, all consider the peak flow which the occupancy is capable of discharging and the occupancy's expected operating schedules and practices. It may establish a minimum reasonable operating schedule for use in calculating a minimum applicable sewerage facilities charge. (Amended by Ord. No. 166,980, Eff. 7/6/91.)

(g) (Former Subsec. (c), Relettered by Ord. No. 164,895, Eff. 6/26/89.) The rates fixed by the provisions of this section shall be implemented as follows:

1. All sewerage facilities charges paid on or after the operative date of any amendments to this section shall be at the rates specified therein.

2. (Amended by Ord. No. 170,393, Eff. 3/27/95.) The date for calculating the applicable sewerage facilities charge for a particular project or discharge shall be fixed as follows:

(i) where a sewer connection permit is required, on the date the connection permit is issued;

(ii) where no connection permit is required but a building permit is required, on the date the building permit authorizing the majority of the structural construction is issued; and

(iii) where neither a connection permit nor a building permit is required, on the initial date of the increased discharge which triggers the additional payment.

Where the charge has been paid on or after July 1, 1994 at a certain rate or sewage generation factor, but the connection or building permit referred to in (i) or (ii) above has not been issued, and the SFC rate and/or sewage generation factor changes, the permittee shall pay the additional amount or shall be eligible for a refund, as applicable, on the connection permit or building permit is issued. The amount of the additional payment or the refund shall be the difference between the SFC calculated before and after the changes in rate and/or sewage generation factor. Notwithstanding any other sections of this code, the City Engineer with Board approval is authorized to direct the Controller to make such refunds as necessary.

3. Where application is made for a new house sewer connection permit under Section 64.14(a) of the Municipal Code after a previous permit has expired following its non-extendable two-year duration, and the Sewerage Facilities Charge has been paid at a rate in effect prior to an increase in the charge and the new application is made after such increase, the additional Sewerage Facilities Charge due under the rate applicable at the time of application shall be paid as a condition of issuance of the new permit. (Amended by Ord. No. 168,578, Eff. 3/13/93.)

4. Effective May 1, 1989, the sewerage facilities charge rate to be paid by the property owners for sewer connection on assessment sewer projects will be set at the rate in effect on the date the Ordinance of Intention is adopted by the City Council. The sewer connection must be made within one year after acceptance of the completed sewer by the Board of Public Works. (Added by Ord. No. 168,082, Eff. 8/22/92.)

SEC. 64.11.4. DISPOSITION OF SEWERAGE FACILITIES CHARGE.

All sewerage facilities charges collected July 1, 1979, and thereafter, for the City shall be placed and deposited in the Sewer Construction and Maintenance Fund established by Section 64.19.2 of this Code, such monies to be expended for the purposes set forth in said section and to pay for any refunds, billing, collection and administration costs relating to the sewerage facilities charge. (Added by Ord. No. 151,859, Eff. 2/19/79.)

7. 64.11.5. TEMPORARY WAIVER OF SEWER FACILITIES CHARGE DUE TO 1994 NORTHRIDGE EARTHQUAKE.

(Added by Ord. No. 169,864, Eff. 7/17/94.)

(a) **Definitions.**

1. "LOT" shall mean any parcel, identified by parcel number and situs address on the City's database of properties damaged or destroyed by the local emergency. This database, compiled by the Department of Building and Safety, is "EQ1-94".
2. "LOCAL EMERGENCY" shall mean the Northridge Earthquake of January 17, 1994, and subsequent aftershocks, (EQ1-94) declared to be a local emergency under the provisions of Section 8.27 of the Los Angeles Administrative Code.
3. "RED-TAGGED BUILDING" shall mean a building, all or any portion of which was red-tagged by the Department of Building and Safety as a result of the local emergency and which is so listed in the database of EQ1-94 compiled by the Department of Building and Safety in effect on the date of adoption of this ordinance or as the database is updated through April 17, 1994.

EXCEPTION: "ACCESSORY BUILDING," as defined in Los Angeles Municipal Code Section 12.03, shall not be included in this definition.

(b) **Temporary Waiver of The Sewerage Facilities Charge (SFC).** Notwithstanding the provisions of the Los Angeles Municipal Code to the contrary, for an occupying owner or tenant vacating a red-tagged building other than a "residential building", as defined in the Los Angeles Municipal Code Section 12.03, and temporarily relocating his or her enterprise to a different site after January 17, 1994 but before January 17, 1995, the Sewerage Facilities Charge due at the time of that relocation, if any, shall be temporarily waived. This waiver shall terminate and the Sewerage Facilities Charge become due and payable within 30 days if the enterprise remains at the different site on January 17, 1996. A waived Sewerage Facilities Charge at a site shall not confer any flow credit to the site which would be applicable to future occupancies.

SEC. 64.12. HOUSE SEWER CONNECTION - PERMIT.

(Amended by Ord. No. 150,478, Eff. 2/6/78.)

- (a) No person shall make, construct, alter, or repair any house connection sewer, bonded house connection sewer, special house connection sewer, industrial waste sewer connection, industrial waste storm drain connection, storm drain connection, or special drainage connection, or any portion of any such sewer or storm drain connections, including sampling manholes, or connect any house sewer, soil pipe, or plumbing to any such sewer or storm drain connections or to a sewer or storm drain under the jurisdiction of the City of Los Angeles, without first obtaining a written permit therefor from the Board of Public Works.
- (b) Persons desiring to obtain a permit for any of the purposes enumerated in Sections 64.12 to 64.22 inclusive, shall file with the Board a written application therefor signed by the applicant, on printed forms, furnished by it for that purpose. The application shall contain such information as the Board may require. If it appears from the application that the work to be performed thereunder is to be done according to the regulations contained or referred to in this article, governing the doing of such work, a permit shall be issued upon payment of the permit charges required or referred to in Section 64.15.
- (c) The Board before granting any permit in accordance with the provisions of Sections 64.12 to 64.22 inclusive, which will necessitate any excavation in, upon or under any State highway in this City or the making of a connection to a sewer or house connection sewer for which a permit is also required from a County Sanitation District, or a political subdivision other than this City, shall require such permit to be presented for inspection.
- (d) Nothing in this section shall be deemed or construed to require the application for or the issuance of a permit for purpose of removing stoppages in any house connection sewer, except when it is necessary to replace any part or all of sewer connection or to excavate in any street or sidewalk or sewer easement in connection therewith.
- (e) A permit under which an excavation, tunnel, or the laying of sewer, or storm drain pipe in any public street is

contemplated will be issued only to other departments of the City, other governmental agencies, or contractors holding a valid contractor's license issued by the Contractors License Board of the State of California in the classification of A-1 General Engineering, B-1 General Building, C-36 Plumbing, or C-42 Sewer, Sewage Disposal, Drain, Cement Pipe Laying. (Added by Ord. No. 121,900, Eff. 6/4/62.)

EXCEPTION: A permit for making sewer connections at the property line may be issued to any responsible person when in the opinion of the Board, the granting of such permit will not endanger public property or jeopardize the public's interests.

(f) Any person performing work pursuant to a permit issued under this section shall comply with all the provisions of Section 62.03.1 of this Code. (Added by Ord. No. 150,478, Eff. 2/6/78.)

SEC. 64.13. PERMIT EXEMPTIONS.

The provisions of Section 64.12 requiring permits for the construction of house connection sewers shall not be construed to apply to contractors constructing house connection sewers under contracts entered into under proceedings had or taken pursuant to any of the procedure ordinances of this City, or the County of Los Angeles, or the Statutes of the State of California, or other contracts authorized by the City Council, providing for the construction of such house connection sewers.

SEC. 64.14. DURATION AND REVOCATION OF PERMITS.

(Amended by Ord. No. 168,578, Eff. 3/13/93.)

(a) If the work authorized by a permit issued pursuant to Sections 64.12 to 64.22, inclusive, of this Code is not commenced within two years from the date of its issuance, such permit shall expire and be canceled. In the event the permit is revoked, canceled or expires, the City shall retain a portion of the permit fee to defray administrative costs in an amount determined and adopted in the same manner as provided in Section 12.37-1,1 of the Los Angeles Municipal Code establishing fees. If the work authorized by a permit is commenced, it must be prosecuted diligently to completion.

(b) The Board may suspend or revoke the permit at any time in the public interest upon receipt of a written request showing good and sufficient cause therefor by the permittee, the owner of the affected property, or other interested party. Any such action shall not be deemed to release any applicable insurance or surety filed pursuant to Section 64.15.1.

(c) Any Sewer Connection Permit that has not expired by the effective date of this section shall be given an extended duration of two years from the original date of issuance.

SEC. 64.15. PERMIT AND INSPECTION FEES.

(a) Before granting any permit pursuant to the provisions of Sections 64.12 this Code, except as to applications filed by a department of this City, the Board shall require the payment by the applicant therefor of a fee for each such permit issued for a connection at the property line. In addition to the above fee, an inspection fee shall be charged for each linear foot of connection laid, re-laid or exposed when application is made for a permit to excavate or tunnel for the purpose of laying, relaying, or exposing sewer house connection or storm drain connection pipe in any public street, public place, or public right-of-way. The inspection fee shall be determined by actual measurement, and the amount thereof shall be paid to the Board in conjunction with the collection of trench resurfacing charges in the manner provided in Section 64.17 (i) and Section 62.05 of this Code. The fees imposed herein shall be charged pursuant to a scheduled determined and adopted in the same manner as provided in Section 12.37-1,1 of the Los Angeles Municipal Code for establishing fees. (Amended by Ord. No. 163,803, Eff. 8/15/88.)

(b) When an application is made for a permit to connect to a sewer constructed in whole or in part at no expense to the property to be served but not to replace any existing house connection sewer, the amount of the fee to be paid by the applicant, in addition to the ordinary permit fee, or other charges mentioned or referred to here, shall be \$70.00 for each linear foot of house connection sewer so constructed. (Amended by Ord. No. 178,131, Eff. 1/18/07.)

(c) No Industrial Waste Sewer or Storm Drain Connection Permit will be issued unless the applicant has complied

with the provisions of Section 64.30. When the provisions of Section 64.11.2 or Section 64.16.1 are applicable, no Sewer House Connection Permit will be issued until the applicant has complied therewith. No Special Drainage Connection Permit will be issued until the applicant has complied with all conditions established by the Board. No House Connection Permit (other than for repairs) and no Industrial Waste Sewer Connection Permit will be issued until the applicant has paid a sewerage facilities charge in accordance with Section 64.11.3. (Amended by Ord. No. 140,189, Eff. 5/11/70.)

(d) Where there is no existing T or opening in the main line sewer, storm drain or catch basin, an additional tapping fee must be prepaid in accordance with Section 64.20 of this Code before any permit will be issued under this section. (Amended by Ord. No. 112,719, Eff. 2/28/59.)

(e) Before any permit is issued pursuant to Section 64.12 under which an excavation tunnel or the laying of sewer or storm drain pipe in any public street, public place or public easement is contemplated, the applicant must have a policy of protective liability insurance and either a cash deposit or surety bond on file with the Board in accordance with the provisions of Section 64.15.1. (Amended by Ord. No. 122,639, Eff. 9/15/62.)

(f) (Amended by Ord. No. 168,734, Eff. 5/31/93.) If special inspection is required by the Board in accordance with Section 64.17 of this Code, a deposit to cover the estimated cost of the inspection must be paid to the Board before a permit will be issued. Such estimate shall be based upon the following schedule:

1. Regular Time: \$ 57.50/hr.
2. Overtime (Past 8 Hrs.): \$ 57.50/hr. on any week day
3. Overtime (Saturday, Sunday and holidays, 4 hrs. or less): \$230.00/4 hrs. or portion thereof
4. Overtime (Saturday, Sunday and holidays, exceeding 4 hours): \$230.00 plus \$57.50/hr. for each additional hour or portion thereof

The fees herein shall be adjusted, if required, in order to recover the City's administrative costs, and adopted in the same manner as provided in Section 12.37-1.1 of the Los Angeles Municipal Code for establishing fees.

(g) If special engineering, investigation or design is required prior to issuance of a permit for any storm drain connection, special drainage connection or industrial waste storm drain connection, a deposit to cover the estimated cost of such special engineering must be made to the Board before a permit will be issued. Actual costs shall be recovered by the Board in accordance with the provision of Section 62.05 of this Code. (Amended by Ord. No. 155,519, Eff. 8/9/81.)

(h) No permit to connect which is subject to the provisions of Section 64.11.3(c) shall be added until the applicant has provided the City with proof of payment of the sewer connection fee required by the Los Angeles County Sanitation District in whose facilities sewage from the subject property is treated. (Added by Ord. No. 157,145, Eff. 11/22/82.)

(i) (Added by Ord. No. 178,958, Eff. 8/19/07.) There is hereby established, a requirement that the City perform a Sewer Capacity Availability Review (SCAR) when any person seeks a permit to connect one or more properties to the City's sewer collection system, or proposes additional discharge through their existing public sewer connection, or wishes to obtain a SCAR in anticipation of a future sewer connection and that future connection or that proposed or future development is anticipated to generate 10,000 gallons or more of sewage per day. A SCAR is an analysis of the existing sewer collection system to determine if there is adequate capacity existing in the sewer collection system to safely convey the newly generated sewage to the appropriate sewage treatment plant. All costs incurred by the City in performing a SCAR shall be recovered through a SCAR fee as follows:

1. For any SCAR for a proposed sewer connection or possible future sewer connection and/or proposed development or future development that pursuant to the City's sewage generation tables will generate 10,000 gallons or more of sewage per day, or proposes to discharge, pursuant to the City's sewage generation tables, 10,000 gallons of additional sewage per day through their existing public sewer connection, a fee titled "Sewer Capacity Availability Review Fee" (SCARF) to cover the cost of SCAR shall be paid to the Board by the applicant before the SCAR is conducted.

2. The SCAR Fee or SCARF shall be based on the level of engineering analysis and data collection required to complete the SCAR. The SCARF amounts are:

Proposed Sewer Discharge (gallons per day)	SCAR Fee or SCARF
10,000 - 50,000	\$1,700
50,001 - 100,000	\$1,815
100,001 - 200,000	\$2,075
200,001 - 350,000	\$2,335
350,001 - 500,000	\$2,600
> 500,000	\$2,850

(j) All fees collected pursuant to this section, excluding storm drain revenues which shall be deposited into the General Fund, shall be deposited into the Sewer Construction and Maintenance Fund established by Section 64.19.2 of this Code, such monies to be expended for purposes set forth in said section and to provide for appropriate refunds relative to such fees. Storm drain revenues are monies collected from imposition of storm drain connection permit fees, special drainage connection fees and those fees imposed pursuant to Subsections (d), (c), as it relates to storm drains, and (g) of this section. (Added by Ord. No. 162,864, Eff. 11/22/87; Former Subsec. (i) relettered by Ord. No. 178,958, Eff. 8/19/07.)

SIC. 64.15.1. LIABILITY INSURANCE AND DEPOSIT REQUIREMENTS.

(Amended by Ord. No. 122,639, Eff. 9/15/62.)

(a) Liability Insurance.

1. **Required.** Except as otherwise provided in this article, a permit required by Section 64.12 under which an excavation, tunnel or the laying of sewer or storm drain pipe in any public street, public place or public easement is contemplated, will not be issued until the applicant has filed with the City Engineer a policy of protective liability insurance in which the City has been named as insured or coinsured with the permittee. The policy of insurance shall insure the City and its officers and employees while acting within the scope of their duties, against all claims arising out of or in connection with the operations of the permittee, or any contractor or subcontractor of the permittee, pursuant to the permit.

2. Amounts. (Amended by Ord. No. 153,469, Eff. 6/1/80.)

Bodily Injury \$250,000 each person

\$500,000 each occurrence

\$500,000 aggregate products and completed operations

Property Damage \$100,000 each occurrence.

\$250,000 aggregate

A combined single limit policy with aggregate limits in the amount of \$1 million will be considered equivalent to the aired minimum limits.

3. **Coverage.** Such policy of insurance shall provide coverage at least as broad as that provided in the Standard Form approved by the National Bureau of Casualty Underwriters, together with such endorsements as are required to

cover the risks involved.

(b) **Deposits.** (Amended by Ord. No. 180,158, Eff. 10/4/08.)

Required. Except as otherwise provided in this article, a permit required by Section 64.12 under which an excavation, tunnel or the laying of sewer or storm drain pipe in any public street or public easement is contemplated, will not be issued until the applicant has deposited with the Board not less than \$10,000 in cash which shall remain on deposit with the Board for not less than six months from the date of the last permit issued to the depositor thereof. Such deposit will be held to insure the faithful and proper performance of the work and the payment of all charges required by Sections 64.12 to 64.22 inclusive, and the Board is hereby empowered to deduct from the cash deposit all sums due for charges hereunder and for any and all damages accruing to this City by reason of faulty, defective or incomplete work by the permittee.

2. **Surety Bond in Lieu of Deposit.** Whenever in this section a cash bond in the amount of \$10,000 or over is required, the applicant may provide in lieu of such cash deposit, a good and sufficient bond in an amount equal to the amount of such cash deposit, payable to this City, executed by the applicant as the principal and by a reliable surety company qualified to do business in California and the City of Los Angeles, which bond is satisfactory to this City. Such bond shall be deposited with and held by the City to insure the faithful and proper performance of the work and the payment of all charges required by Sections 64.12 to 64.22 inclusive, upon the same terms as those required by the cash deposit, in lieu of which, the bond is executed. The Board is hereby empowered to demand and receive payment from the bond for all sums due for charges hereunder and for any and all damages accruing to this City by reason of faulty, defective or incomplete work by the permittee.

3. **Increase in Bond Amount.** On July 1, 2009, the amount set forth in subsections 64.15.1(b)1. and 64.15.1(b)2. for both the required cash deposit and surety bond shall increase from \$10,000 to \$20,000. On July 1, 2011, the amounts for both the required cash deposit and surety bond shall increase from \$20,000 to \$25,000 and on each July 1 starting in 2012, the amount of both the required cash deposit and surety bond shall increase annually by the percentage amount of the increase in the consumer price index for the previous calendar year rounded up to the nearest \$100. Starting in 2012, current Bonded Sewer Contractors shall be notified each year by April 1 of the new bonding requirements and the need to have a new bond in the correct amount in place by July 1.

SEC. 64.16. EXEMPTIONS FROM LIABILITY INSURANCE AND DEPOSIT REQUIREMENTS.

From Federal Government, the State, every county, city and county, municipal corporation, irrigation district, school district, district established by law, and any political or administrative subdivision of the State or Federal Government will not be required to make a deposit or to post a policy of protective liability insurance as otherwise required by Sections 64.15 and 64.15.1. (Amended by Ord. No. 121,900, Eff. 6/4/62.)

SEC. 64.16.1. SEWERAGE FACILITIES CHARGE FOR SEWER CONNECTION.

(a) (Amended by Ord. No. 171,036, Eff. 6/6/96.) Before granting a permit to connect any lot or parcel or to connect a new building on such lot or parcel to a public sewer or house connection sewer pursuant to the provisions of Section 64.12 of this Code, including a replacement building following a demolition, except applications for permits to repair or replace existing sewer connections which repair or replacement is unrelated to any new construction or to new use or occupancy, the Board shall require, in addition to all other charges and fees imposed by Sections 64.12 to 64.22, inclusive, the payment by the applicant therefor of a Sewerage Facilities Charge fixed in accordance with Section 64.11.3. The Board shall provide a credit pursuant to Subsection (c).

(b) (Amended by Ord. No. 171,036, Eff. 6/6/96.) A Sewerage Facilities Charge, based upon the rates established in Section 64.11.3 of this article, shall also be imposed as follows:

1. Where a physical addition is made to an existing residential occupancy to create an additional dwelling unit or units, or where an existing residential occupancy is modified to create an additional dwelling unit or units, a charge shall be imposed for each additional dwelling unit on a lot or parcel created by the addition or modification. Where any existing dwelling unit is enlarged or modified to create an additional bedroom or bedrooms, a charge shall be imposed for each additional bedroom created on the lot or parcel by the addition or modification.

2. Where an addition is made to an existing commercial building, or an additional commercial building is constructed on a lot or parcel, a charge shall be imposed based on the increase in gross floor area or on the increase in such other indicator of activity as the Board may adopt.

3. Where the average flow discharge and/or the average discharge of mass emissions of biochemical oxygen demand (BOD) and/or suspended solids (SS) from industrial buildings on a lot or parcel are increased, a charge shall be imposed based on the average flow and the BOD and SS mass emissions (calculated as the flow rate multiplied by the BOD and SS concentrations and by a unit conversion factor) following the increase. The Board shall provide a credit pursuant to Subsection (c).

4. Where the use or occupancy of an existing building on a lot or parcel is changed, a Sewerage Facilities Charge shall be imposed based upon such new use or occupancy. The Board shall provide a credit pursuant to Subsection (c).

(c) (New (c) Added by Ord. No. 171,036, Eff. 6/6/96.) Whenever a credit is allowed, the credit shall be determined by first calculating flow, BOD and SS credits and therefrom calculating an aggregate monetary credit. The flow, BOD and SS credits shall remain with the lot or parcel except as provided in Section 64.16.2.

1. The flow credit shall be calculated as the total of the following:

(i) the largest average flow rate of discharge from the lot or parcel to a public sewer determined by the City Engineer to have occurred before establishment of the Sewerage Facilities Charge, provided that it shall be the applicant's responsibility to submit documented evidence satisfactory to the City Engineer to obtain this credit; plus

(ii) the average flow rate of discharge for which a Sewerage Facilities Charge has been paid in cash, by transferral from a revitalization, enterprise, or empowerment zone per Section 64.16.2, or by construction of an offsite sewer pursuant to Section 64.11.3, provided that offsite sewer construction shall have been accomplished and its cost documented in accordance with the policies of the City Engineer to obtain this credit; minus

(iii) the average flow rate of discharge which is equivalent to the flow component of any refunds which have been paid; minus

(iv) the average flow rate of discharge which has been transferred away pursuant to Section 64.16.2.

2. The Board shall adopt rules to determine the initial BOD and SS credits allocable to a lot or parcel upon implementation of this subsection (c).

3. The credits for strength (BOD and SS) parameters shall be calculated as the total of the following:

(i) the largest average rate of mass emissions discharge from the lot or parcel to a public sewer determined by the City Engineer to have occurred before establishment of the Sewerage Facilities Charge, provided that it shall be the applicant's responsibility to submit documented evidence satisfactory to the City Engineer to obtain this credit; plus

(ii) the average rate of mass emissions discharge for which a Sewerage Facilities Charge has been paid in cash, by transferral from a revitalization, enterprise, or empowerment zone per Section 64.16.2, or by construction of an offsite sewer pursuant to Section 64.11.3, provided that offsite sewer construction shall have been accomplished and its cost documented in accordance with the policies of the City Engineer to obtain this credit; minus

(iii) the average rate of mass emissions discharge which is equivalent to the mass emissions component of any refunds which have been paid; minus

(iv) the average rate of mass emissions discharge which has been transferred away pursuant to Section 64.16.2.

The monetary credit shall be calculated by multiplying the rates established pursuant to Section 64.11.3 by the flow, BOD and SS credits and summing the results, provided that the total credit shall not exceed the Sewerage Facilities Charge required to be paid except as provided in Subdivision 6 of Subsection (a) of Section 64.19.

Notwithstanding the previous sentence, in the case of reconstruction of a building damaged by the earthquake of January 17, 1994, the amount of the credit shall be the Sewerage Facilities Charge which would have been applicable on January 17, 1994, or the Sewerage Facilities Charge based on the rates established pursuant to Section 64.11.3, whichever is greater.

(d) ((c) Relettered (d) by Ord. No. 171,036, Eff. 6/6/96.) The Council may, in the exercise of its sound discretion, and upon advice of the Board, reduce the sewers facilities charge for any property for which off-site public sewers are constructed beyond the limits of said property, by all or part of the actual cost of the construction of said off-site public sewer.

(e) ((d) Relettered (e) by Ord. No. 171,036, Eff. 6/6/96.) Where the applicant meets the criteria as specified hereinafter, and enters into an installment payment agreement with the Board, the applicant shall be allowed to pay the Sewerage Facilities Charge as follows: a down payment of 15 percent of the Sewerage Facilities Charge due, or more at the applicant's option, followed by quarterly installments extending over a period not to exceed five (5) years at such interest rate as the Board shall establish annually in July of each year. The rate shall be the simple average of the last available twelve months average interest earnings from the pool in which Sewer Construction and Maintenance Fund moneys are invested, as reported by the City Treasurer and rounded to the nearest tenth of one percent, plus one percent.

EXCEPTION: Interest shall not be charged to a charitable institution as defined in Item No. 2 below. Quarterly installments shall be in the amount necessary to fully amortize the Sewerage Facilities Charge, excluding the down payment, and interest over the payment period.

The Board shall also establish a fixed fee to cover setup and administrative costs associated with the installment plan. This fee shall be determined as provided in Section 12.37-1, I of the Los Angeles Municipal Code. If the applicant is a lessee, the installment payment period shall not exceed the remaining period of time the applicant is to occupy the subject property under the terms of the lease agreement. Provisions in the lease agreement for termination of the lease upon the occurrence of certain events shall not prevent the lessee from entering into an installment agreement.

The applicant must meet one or more of the following criteria:

1. The applicant's property is an individual site in which the Sewerage Facilities Charge due equals or exceeds \$17,000. "Individual site" shall not include a subdivision with more than one sewer connection.
2. The applicant is a charitable institution and the Sewerage Facilities Charge due equals or exceeds \$5,000. For the purpose of this subsection, a charitable institution shall be an institution which meets the five criteria listed in Subsection (f) of this section.
3. The applicant is a surgical hospital.
4. The applicant is a property owner who is ceasing to use a private sewage disposal system and is connecting to the City sewage system.

(f) ((c) Relettered (f) by Ord. No. 171,036, Eff. 6/6/96.) Whenever the Board has authorized an installment payment agreement to be entered into pursuant to Subsection (e), the following requirements shall apply:

1. The first quarterly payment under the installment payment agreement shall be due on the first day of the third month next succeeding the month in which the down payment was made. Remaining payments shall be due on the first day of every third month thereafter.
2. A payment shall become delinquent if not postmarked on or before the 15th of the month in which it is due. All delinquent payments shall incur a penalty charge of 10 percent of the cumulative amount of all delinquent payments, including previous delinquency charges. Said delinquency charge must be paid in full before normal payments will again be accepted.
3. If a payment remains unpaid beyond the 15th day of the third month next succeeding the date on which it became

delinquent, the permittee shall be determined in default. The Board shall notify the permittee, and, in addition, the owner of the property if different from the permittee, by certified mail with return receipt that:

A. The permittee and/or the owner have one month from the default date to bring the balance current or the entire aid plan amount, including delinquent charges, will become due and payable; and

B. The connection permit may be canceled and the connection severed if the permittee continues in default beyond that date.

4. If the permittee remains in default for one month and 10 days, the Board may cancel the Sewer Connection Permit and sever the connection. The Board shall notify the permittee, the owner, if different from the permittee, and the Superintendent of the Department of Building and Safety at least 10 days before taking such action.

5. Where title to a premises subject to an installment payment agreement is sold or transferred, and the permittee is the owner of said property, the entire unpaid balance of the charge shall immediately become due and payable and the permittee and the new owner of the property shall be jointly and severally liable for said amount. The installment payment agreement shall provide for the creation of a lien against the subject property to secure payment to the City, at time of sale, of the unpaid balance of the Sewerage Facilities Charge and any accrued penalty charges. The lien shall be recorded with the County Recorder by means of a covenant executed by the parties.

6. In the event the permittee is a lessee on the property, the entire unpaid balance of the charge shall immediately become due and payable upon termination of the leasehold interest for whatever reason, including termination of the lease or assignment of the leasehold interest, and the permittee shall be liable for said amount. The installment payment agreement shall provide for the creation of a lien against the leasehold interest of the lessee to secure payment to the City of the unpaid balance of the Sewerage Facilities Charge and any accrued penalty charges at the time of termination of the leasehold interest. Such lien requirement shall not be imposed, however, if the lessee would violate the lease agreement in so doing, or is unable to obtain the consent of the lessor where such is required by the lease. The lien shall be recorded with the County Recorder by means of a covenant executed by the parties. In the event of leasehold termination, the lessee or may assume the obligation of payment of the unpaid balance under the installment payment agreement but will be required to comply with all provisions of this section which are applicable to owners who are permittees.

7. Delinquent charges and all penalties thereon as to any permittee, whether lessee or owner, shall constitute a lien on the real property served when recorded as provided in Section 54355 of the Government Code of the State of California and such lien shall continue until the charge and all penalties thereon are fully paid or the property sold therefor.

8. All or part of any unpaid plan amount may be paid in advance at any time.

9. When all moneys under the plan have been paid in full, a Sewer Facilities Charge certificate of payment will be issued.

(g) ~~((f) Relettered (g) by Ord. No. 171,036, Eff. 6/6/96.)~~ Where the applicant is a charitable hospital, it shall be exempt from sewerage facilities charges. A hospital is charitable, for the purpose of this subsection if:

1. It is not operated for profit;

2. No part of its assets inures to the benefit of any private shareholder or individual;

3. Its assets are irrevocably dedicated for a charitable purpose;

4. Upon dissolution, its assets shall be distributed to an organization exempt for charitable purposes from taxation under the Revenue and Taxation Code or the Internal Revenue Code.

5. The applicant has obtained a charitable purpose tax exemption determination from the California Franchise Tax Board.

(h) ((g) Relettered (h) by Ord. No. 171,036, Eff. 6/6/96.)

1. Where the Board finds that an applicant presently discharging, as of the date of this ordinance, into the Los Angeles Harbor has been ordered by a State and/or Federal agency to so cease discharging and, as a result, must therefore connect to the City sewer system, the Board may permit the applicant to defer payment of such sewerage facilities charge for a two year period from the date of the application for the sewer connection permit. If at the end of such two year period the property which was connected to the City's sewer system pursuant to such deferment of payment is no longer so connected no sewerage facilities charge will be imposed. The granting of such deferment of payment is subject to the applicant entering into an agreement to pay the amount deferred if the subject property is still connected to the City's sewer system at the end of the two year period. (Para. numbered 1., Amended by Ord. No. 153,056, Eff. 10/29/79.)

2. (Added by Ord. No. 153,056, Eff. 10/29/79.) As to any applicant granted such a deferment as provided above the Board may grant a deferment for an additional eighteen month period provided at the time application is made for such extension the applicant is actively seeking permission from the appropriate authorities to be permitted to discharge into the Los Angeles Harbor. If at the end of such eighteen month extension the property which was connected to the City's sewer system pursuant to such deferment of payment is no longer so connected no sewerage facilities charge will be imposed. The granting of such extended deferment is subject to the applicant entering into an agreement, or amending its existing agreement, with the City to pay the amount deferred if the subject property is still connected to the City's sewer system at the end of the eighteen month extension period.

(i) ((h) Relettered (i) by Ord. No. 171,036, Eff. 6/6/96.) The sewerage facilities charge fees applicable to single family dwellings as of September 1, 1986, shall be applicable to a sewer connection by a single family dwelling to a sewer when:

1. The sewer was installed pursuant to an assessment proceeding where the petition therefore was on file with the City as of September 1, 1986; and

2. The connection is made within one year after acceptance of the completed sewer by the Board.

(j) ((i) Relettered (j) by Ord. No. 171,036, Eff. 6/6/96.) Where the applicant is a non-profit corporation it shall be exempt from sewerage facilities charges required for a dwelling structure it is constructing, or substantially rehabilitating, to serve low-income elderly and/or handicapped families or individuals if the construction or rehabilitation of said structure is being government funded and the dwelling is on property being leased from the city, or on property which has been, or will be, acquired from the City with the City having an option to re-acquire the property. A corporation is non-profit, for the purpose of this section, if:

(1) The purposes of the corporation include the promotion of the welfare of elderly and/or handicapped families and/or individuals;

(2) No part of the net earnings of the corporation may inure to the benefit of any private shareholder, contributor or individual; and

(3) The corporation is not controlled by, or under the direction of, persons or firms seeking to derive profit or gain therefrom.

(k) ((j) Relettered (k) by Ord. No. 171,036, Eff. 6/6/96.) (Repealed by Ord. No. 170,083, Eff. 11/26/94, Oper. 7/1/94.)

(l) (Added by Ord. No. 169,042, Eff. 9/14/93.) Where an alcohol retail business was damaged or destroyed in the 1992 civil disturbance, the sewerage facilities charge shall be waived where the specific site, or an area encompassing the specific site, where such business was or is located, is to be converted to another use not involving the sale of alcoholic beverages. In case the new use is to be a non-industrial laundromat, such waiver will be to the extent of the use of a maximum of sixty (60) washing machines; provided, however, if the new use is something other than a laundromat, the waiver available shall be equivalent to the amount of the sewerage facilities charge payable for a laundromat containing sixty (60) washing machines. As a condition to obtaining such a waiver of the sewerage facilities charge, the alcohol

retail licensee must submit proof of the cancellation of the license issued by the State Alcoholic Beverage Control Department for the particular alcohol retail business which was damaged or destroyed, at the time of the issuance of the certificate of occupancy.

Such conversion to a new use having occurred, if there should be a further or different conversion then the credit utilized in determining the appropriate sewerage facilities charge shall be based upon the applicable sewerage facilities flow credit prior to the 1992 civil disturbance.

This section shall be non-operative two (2) years after its effective date.

(m) (Added by Ord. No. 171,036, Eff. 6/6/96.) Notwithstanding Subsection (a) of this section, where the application is for the connection of a temporary field office at a construction site to a sewer, no Sewerage Facilities Charge shall be collected.

SEC. 64.16.2. TRANSFER OF INDUSTRIAL FLOW SEWERAGE FACILITIES CHARGE CREDITS WITHIN OR BETWEEN REVITALIZATION, ENTERPRISE OR EMPOWERMENT ZONES.

(Added by Ord. No. 169,347, Eff. 3/12/94.)

Manufacturing and industrial businesses, including laundromats, where the estimated quantity of discharge for Sewerage Facilities Charge purposes is based upon the process used or number of machines and have an existing City of Los Angeles industrial flow Sewerage Facilities Charge credit may transfer all or part of this credit within or between a Revitalization, Enterprise or Empowerment Zone(s) or into a Revitalization, Enterprise or Empowerment Zone as defined in State or Federal law subject to the following conditions:

- (a) A Sewerage Facilities Charge credit for the empty building shell(s) or most recent improvements if the land is vacant shall remain with the donor site.
- (b) A Sewerage Facilities Charge must be paid or already exist for the building shell(s) at the receiver site.
- (c) Local sewer availability and capacity at the receiver site to handle the transferred sewage flow must be verified by the City Engineer. An additional mainline sewer must be constructed at no cost to the City to a point of available capacity as determined by the City Engineer if local capacity does not exist.
- (d) Only one transfer from a donor site to a receiver site shall be permitted and no transfer from a receiver site back to a donor site shall be permitted.
- (e) Any increase in sewer discharge at either the donor or receiver site over the adjusted sewer discharge flows established after the transfer at either site, shall require the payment of additional Sewerage Facilities Charge at the rate in effect at the time of the flow increase.
- (f) A current Title Report must be submitted to the City Engineer verifying the ownership of the donor site from which flow credits are to be taken.
- (g) If the person(s) requesting the transfer of flow credit is not the owner of the donor site, a notarized assignment of sewer discharge credits from the property owner to the person(s) requesting the transfer of the sewer discharge credits is required. This assignment can not be executed until it has been approved and signed by the City Engineer. Falsification of these documents will invalidate the transfer request and may result in referral to the City Attorney or District Attorney for prosecution.
- (h) A non-refundable fee of \$250 must be paid to initiate and document the transfer of Sewerage Facilities Charge credits. This fee shall be deposited directly into the Sewer Construction and Maintenance Fund. The fee herein shall be adjusted, if required, in order to recover the City's administrative costs, and adopted in the same manner as provided in Section 12.37-1.1 of the Los Angeles Municipal Code for establishing fees.

(i) The transfer of the sewer discharge must be initiated by submitting construction plans to the Department of Building and Safety for the receiver site within one year of approval of the transfer request. A written request to the City Engineer may be made for an additional one-year time extension. If the plans have not been submitted within two years, a new application for transfer of sewer discharge rights must be made.

S.C. 64.17. SEWER CONNECTION REGULATIONS.

No person having obtained a permit from the Board shall construct, alter, or repair any house connection sewer or any portion of any house connection sewer, or makes a connection to any public sewer, or house connection sewer, pursuant to any such permit, at any place other than that designated thereon, or fail, refuse or neglect to comply with any such requirement contained or referred to in this section.

At all times, while the work under any such permit is in progress, the original of such permit must be kept at the place of the work and must, on demand be exhibited to the Board or to any of its inspectors, agents or representatives, or to any police officer.

(a) In those streets and alleys included in that portion of this City, designated by Chapter 8 of this Code as the Central Traffic District, when an excavation is commenced, the making of the excavation, the work to be done therein and the refilling of the excavation, shall be prosecuted diligently and continuously until completed, so as not to obstruct the street or other public place or travel thereon, more than is actually necessary.

(b) The construction of all house connection sewers, and all repairs to such house connection sewers, shall be as follows:

1. All pipe shall be clay, cement, cast iron, ABS and PVC plastic pipe or asbestos cement and have a minimum internal diameter of six inches. (Amended by Ord. No. 152,157, Eff. 5/13/79)

2. House connection sewers in easements over private property shall be constructed of only clay pipe with flexible joints, ABS and PVC plastic pipe or cast iron pipe, and may have an internal diameter of four or six inches. (Amended by Ord. No. 152,157, Eff. 5/13/79)

3. Upon proper application to the Board, the Board may permit the increase in the internal diameter of house connection sewers to not more than two inches less than the internal diameter of the public sewer to which it is connected, if such increased diameter is in accordance with good engineering practice.

4. The quality of the pipe, the type of joint and other materials used, the manner of constructing house connection sewers, the backfilling of the trench, except where specifically provided for herein, or by the Board, shall be the same as is required by the latest specifications and standard plans for the construction of sanitary sewers in this City.

(c) Whenever, in connection with the construction or repair of a sewer connection, a hazardous excavation must be made or an excavation is to be made by tunneling under the surface of a street or alley, the Board may adopt such regulations and require such special inspections as it may deem necessary. The cost of such special inspection shall be estimated by the Board and paid as outlined in Section 64.15.

(d) All house connection sewers, unless otherwise authorized by the Board, shall be laid on a uniform grade of not less than two per cent, with a depth, measured to the invert, at the property line, of not less than four feet below the top of the existing curb or proposed curb at the nearest point. If there is no existing or proposed curb, then such house connection sewers shall be laid on a uniform grade of not less than two per cent, with a depth, measured to the invert, not less than four feet below the surface of the roadway, sidewalk or alley at the property line, unless a greater depth is required to serve such property.

(e) (None)

(f) Where a building is on or immediately adjacent to the property line, to which a sewer connection must be constructed, and an existing house sewer from said building ends at such property line at a depth of less than the depth

required in this section for the upper end of a house connection sewer to be constructed to such property line; or where an earth bank over 4 feet in height exists adjacent to the curb line or property line, the Board shall adopt such regulations, for the construction of that portion of the house connection sewer between the curb line and property line, if in a street, and between the main sewer and the property line, if in an alley, walk or other public place improved or to be improved out a curb, which will meet such conditions better than the method of construction herein prescribed.

Where a main sewer exceeds 14 feet in depth the manner of constructing a house connection sewer from such a sewer shall be regulated by the Board.

(g) (Amended by Ord. No. 142,123, Eff. 7/31/71.) Persons making an excavation in any street or sidewalk for any of the purposes mentioned in Sections 64.12 to 64.22 inclusive, must maintain free access to all fire hydrants and water gates. All materials excavated shall be laid compactly along the side of the trench and kept trimmed up so as to cause as little inconvenience as possible to public travel. If any excavation is made across any street or alley, at least one safe crossing must be maintained at all times for vehicles and pedestrians. Where required to keep traffic lanes and sidewalk passageways clear, tight board fences shall be used to hold excavated material. All gutters must be maintained free and unobstructed for the full depth of the adjacent curb and for at least one (1) foot in width from the face of such curb at the gutter line. All work shall be performed in accordance with the latest adopted manual entitled "Work Area Traffic Control", the latest adopted "Standard Specifications for Public Works Construction", any required plans and special specifications and shall be performed to the satisfaction of the Board.

If the warning signs, lights and devices required under this section are not promptly provided, the Board may provide them; the cost of such work performed by the Board may be billed to the permittee.

(h) Any excavation made for the purpose of making a house connection to a sewer shall be refilled in the manner required by this article within three days after inspection of the pipe by the Board, or within three days after the date of the completion of the excavation if no work is done therein. Nothing in this article contained shall be construed to allow a longer period of time therefor.

The top surface of the backfill shall conform closely enough to the level of the adjoining street or sidewalk surface and shall be compacted so that it is hard enough and smooth enough to be safe for pedestrian travel over it as well as for vehicular traffic to pass safely over it at a legal rate of speed. The permittee shall maintain the surface of the backfill in a condition safe for pedestrian and vehicular traffic until the said surface has been repaired by the Board, and said permittee shall be responsible for all accidents which may occur due to pedestrians traveling over or upon the site of the excavation as well as vehicles crossing said site at a legal rate of speed, until said surface has been so repaired. (Amended by Ord. No. 142,123, Eff. 7/31/71.)

If it is impracticable to maintain the surface of the backfill in safe condition for pedestrian travel or vehicular traffic, subject to concurrence by the inspector, then the permittee shall maintain barriers and lights around it in accordance with Subsection (g) hereof until the sidewalk and street pavements have been repaired. (Added by Ord. No. 142,123, Eff. 7/31/71.)

(i) The street surface excavated or damaged shall be replaced by the Board, and the cost thereof shall be recovered by the Board in accordance with the provisions of Section 62.05 of this Code. (Amended by Ord. No. 121,900, Eff. 6/4/62.)

(j) In all cases where the public records of a public sewer, or house connection sewer, do not correctly represent the existing condition of or conditions surrounding such sewer, or where, in the opinion of the Board, the physical conditions are such that strict compliance with the provisions of Section 64.12 to Section 64.22, inclusive, is unnecessary or unreasonable, the Board is granted the power to make modifications for individual cases, and determine the procedure to be followed, and its decision shall be final.

(k) No person shall connect a 4-inch house sewer to a 6-inch house connection sewer without first installing a 6-inch or 4-inch by 4-inch increaser tee on the end of the 6-inch house connection sewer, or a six-inch by 4-inch increaser followed by a 4-inch by 4-inch by 4-inch tee branch.

SEC. 64.18. BONDED SEWERS - FEES.

(Repealed by Ord. No. 140,189 and reenacted by Ord. No. 140,190, Eff. 5/11/70.)

(a) Any person desiring a permit to connect or to construct a Special House Connection Sewer or Bonded Sewer House Connection Sewer shall make a written application to the Board, giving such information as the Board may require.

Board may issue a permit to make such sewer connection upon payment of fees provided in Section 64.15 of this Code, and in addition thereto payment of a charge per front foot of the lot sought to be connected, if said lot is rectangular and has an ordinary area of approximately 6,500 square feet.

Such charge shall be determined and adopted in the same manner as provided in Section 12.37-1.1 of the Los Angeles Municipal Code for establishing fees. (Amended by Ord. No. 163,803, Eff. 8/15/88.)

(b) When the shape of a lot is other than the usual rectangular shape or unusual in area, and the strict adherence to the above mentioned provision would require a property owner to pay amount not commensurate with the benefits to be received, the provisions of this section as to the limits of the frontage of a lot to be assessed may be modified by the Board.

(c) Nothing in this section shall be deemed or construed to apply to the issuing of a permit for the construction of Bonded Sewer House Connection Sewers if the property sought to be connected, although abutting on a Bonded Sewer, has been duly assessed for a public sewer constructed in the front, rear or at the side of each property.

(d) Upon giving such information as the Board may require on forms to be furnished for the purpose, payment of the charges presently prescribed by Subsection (a) of this section, may be made in advance of the application for, or the issuance of, the permit to make such connection to any bonded sewer, and, upon such payment having been made, the applicant for the permit to connect shall be entitled to such permit upon payment of the fees prescribed in Sections 64.11.2, 64.15 and 64.16.1 hereof.

(e) All fees collected pursuant to this section shall be deposited into the Sewer Construction and Maintenance Fund established by Section 64.19.2 of this Code, such monies to be expended for purposes set forth in said section and to provide for appropriate refunds relative to such fees. (Added by Ord. No. 153,238, Eff. 1/26/80.)

SEC. 64.19. REFUND OF SEWER FEES.

(a) (Amended by Ord. No. 146,426, Eff. 9/22/74.) Any money collected or received by the City in accordance with Section 64.11.2, 64.16.1 or 64.18 may be refunded as herein provided, and not otherwise if a verified claim in writing is filed with the City Clerk accompanied by the original receipt or certificate for the fees collected. If said receipt or certificate cannot be located, an affidavit must be filed with the claim which satisfactorily explains why it cannot be located. Such refund shall be made only on the following conditions:

1. Where payment was made per Section 64.11.2 and tract proceedings have expired or been abandoned, the claim must be filed within one year from the date said proceedings expired or were abandoned.
2. Where payment was made per Section 64.11.2 and a refund is due because the amount paid was more than that required for the developed property pursuant to Section 64.11.3, the claim must be filed after and within one year from the date the property was fully developed.
3. Where payment was made per Section 64.16.1 or 64.18 and a house connection permit to connect improvements to the public sewer was obtained per Section 64.12 and where the house connection permit expired or was cancelled and said payment is no longer required, the claim must be filed within one year from the date said permit expired or was cancelled.
4. Where payment was made per Section 64.16.1 or 64.18 and no house connection permit to connect improvements to the public sewer was obtained, and said payment is not required, the claim must be filed within one year after expiration of the building permit, as such expiration is determined by Section 98.0602 of this Code. (Amended by Ord. No. 168,533, Eff. 3/1/93.)

5. Where payment was made per Section 64.16.1 or 64.18 and no house connection permit to connect improvements to the public sewer was obtained, the time for a plan check, including any extension, pursuant to Section 98.0603 of this Code, has expired, and no payment is required the claim must be filed within one year after the date of such expiration. **(Added by Ord. No. 168, 533, Eff. 3/1/93.)**

6. **(Amended by Ord. No. 171,036, Eff. 6/6/96.)** Where payment was made per Section 64.16.1 for a new building and later a demolition occurs on the same lot or parcel, a refund shall be allowed for the demolished building subject to the following:

(i) The demolition must occur within two years of the payment of the Sewerage Facilities Charge for the new building.

(ii) The written application for refund must be made within one year of said demolition and must be accompanied by proof of demolition satisfactory to the City Engineer.

The amount of the refund shall be the amount of monetary credit calculated per Section 64.16.1, Subsection (c), applicable to the demolished building at the time of sign-off of the Demolition Certificate but shall not exceed the amount of the charge which has been paid for the new building on the same lot or parcel.

7. **(Former Subdiv. 6 Renumbered by Ord. No 168,533, Eff. 3/1/93.)** Where payment was made per Section 64.18 and thereafter a public sewer is constructed to serve such property and the property is assessed for the construction thereof, the claim must be filed within one year from the date notice is mailed to the last address of the owner of the land that the City Council has confirmed the final assessments for said sewer.

8. **(Former Subdiv. 7 Renumbered by Ord. No 168,533, Eff. 3/1/93.)** Where payment was made per any of the above sections and such amount was collected wholly or partially in error, or was in excess of that required by said sections, the claim must be filed within one year from the date the error was discovered or should have been discovered by any owner of the property for which payment was made.

9. **(Former Subdiv. 8 Renumbered by Ord. No 168,533, Eff. 3/1/93.)** Where payment has been made pursuant to Section 64.11.2 or Section 64.16.1 subsequent to December 15, 1981, and sewage from the subject property is or will be treated in the facilities of a Los Angeles County Sanitation District, the permittee or person making such payment may apply for a refund of 85% of the fee specified in Section 64.11.2 or the applicable charge specified in Section 64.11.3. The claims must be filed within one year from the date the payment is made or within one year from the effective date of the ordinance adding Subdivision 8 to Subsection (a) of this section, whichever period is longer. **(Added by Ord. No. 157,145, Eff. 11/22/82.)**

10. Where payment was made between May 8, 1988 and June 21, 1991, per Section 64.16.1 or Section 64.18, and the project was subsequently canceled, the claim must be filed within one year of the effective date of this ordinance. **(Added by Ord. No. 168,946, Eff. 9/2/93.)**

No refund shall be made of money collected pursuant to Section 64.18 hereof, which must be paid to a school district or a department of this City, other than the Department of Public Works, in accordance with any ordinance of this City.

(b) **(Amended by Ord. No. 171,036, Eff. 6/6/96.)** The right to any refund under this section is payable to the permittee. After the time provided in this section to apply for a refund expires, the right to the credit runs with the land.

(c) Where a refund due under this section does not exceed the sum of \$25,000 the Board is hereby authorized to make such refund without the necessity of first receiving the approval of the City Council, and to cause a demand to be drawn on the general fund or any other fund in which the fees being refunded may have been deposited. **(Amended by Ord. No. 165,365, Eff. 1/29/90.)**

(d) The provisions of this section shall not relieve any person from compliance with the provisions of Sections 363, 376 and 376.1 of the Charter relating to the presentation of claims prior to the bringing of a suit or action thereon, or be deemed to limit or qualify the lawful right of any person to bring or maintain any action or proceeding based upon the

general law of this State for any remedy provided by that law. (Amended by Ord. No. 146,426, Eff. 9/22/74.)

SEC. 64.19.1. SEWERAGE FACILITIES FUND.

(a) There is hereby created a fund within the Board of Public Works Trust Fund to be known as the Sewerage Facilities Fund. (Amended by Ord. No. 140,190, Eff. 5/11/70.)

(b) The Board is hereby authorized to use monies available in the Sewerage Facilities Fund in the Board of Public Works Trust Fund for financing the construction of outlet sewers for which the City is obligated by accepting charges in accordance with Section 64.11.2. (Amended by Ord. No. 140,190, Eff. 5/11/70.)

(c) The current and future unencumbered balances on completed projects in the Sewerage Facilities Fund are hereby transferred to the Sewer Construction and Maintenance Fund established by Section 64.19.2 of this Code. (Added by Ord. No. 140,190, Eff. 5/11/70.)

SEC. 64.19.2. SEWER CONSTRUCTION AND MAINTENANCE FUND.

(Amended by Ord. No. 162,864, Eff. 11/22/87.)

There is hereby established a special fund in the City Treasury entitled Sewer Construction and Maintenance Fund. The Council shall designate by ordinance those monies which shall be deposited on a regular basis into the Fund. All monies received from the sale of sewage derived energy shall also be deposited into the Fund as shall operation and maintenance payments received by the City from contracting agencies for sewer services provided by the City. Monies deposited into the fund shall not be subject to reversion to the Reserve Fund.

Monies deposited into the Fund shall be expended only for sewer and sewage-related purposes including but not limited to industrial waste control and water reclamation purposes and including, but not limited to, funding of the Wastewater System Revenue Bonds Funds created by Section 5.168.1 of the Los Angeles Administrative Code.

Expenditures shall be made from the Fund as provided in the General City Budget or by Council resolution unless provided otherwise by ordinance, except however that monies in the fund which were received by the City subject to any limitations on their use may only be expended in accordance with those limitations.

The Board of Public Works shall cause the necessary demands to be drawn upon monies approved for expenditure pursuant to the section except that expenditures for deposit into (a) the Wastewater System Revenue Bonds Funds shall be made as provided in Section 5.168.2 of the Los Angeles Administrative Code and; (b) the Sewer Operation and Maintenance Fund and Sewer Capital Fund shall be made as provided for in Sections 64.19.3 and 64.19.4 of this Code, without such demands

SEC. 64.19.3. SEWER OPERATION AND MAINTENANCE FUND.

(Title and Section amended by Ord. No. 162,864, Eff. 11/22/87.)

There is hereby established a special fund in the City Treasury entitled Sewer Operation and Maintenance Fund. Monies shall be transferred by the Treasurer from the Sewer Construction and Maintenance Fund to the Sewer Operation and Maintenance Fund, on or before the twenty-fifth day of each month commencing on November 25, 1987, for the purpose of paying the operation and maintenance costs of the City's wastewater system, as directed by the Director of the Bureau of Accounting, Department of Public Works, with the concurrence of the Controller. Monies deposited in this Fund shall not be subject to reversion to the Reserve Fund. Such monies shall also be available, if needed, to fund the Wastewater System Revenue Bonds Funds created by Section 5.168.1 of the Los Angeles Administrative Code. Amounts may be advanced to the Sewer Capital Fund, if required, as directed by the Director of the Bureau of Accounting, Department of Public Works, with the concurrence of the Controller.

SEC. 64.19.4. SEWER CAPITAL FUND.

(Added by Ord. No. 162,864, Eff. 11/22/87.)

There is hereby established a special fund in the City Treasury entitled Sewer Capital Fund. All monies received as capital payments from contracting agencies for sewer services and grant receipts shall be deposited into this Fund. Monies shall be transferred by the Treasurer from the Sewer Construction and Maintenance Fund to the Sewer Capital Fund, on or before the twenty-fifth day of each month commencing on November 25, 1987, provided there are otherwise sufficient monies available to make that month's transfers as required by Section 5.168.2 of the Los Angeles Administrative Code, for the purpose of funding capital projects of the City's wastewater system, as directed by the Director of the Bureau of Accounting, Department of Public Works, with the concurrence of the Controller. Monies deposited in this Fund shall not be subject to reversion to the Reserve Fund. Such monies shall also be available, if needed, to fund the Wastewater System Revenue Bonds Funds created by Section 5.168.1 of the Los Angeles Administrative Code. Amounts may be advanced to the Sewer Operation and Maintenance Fund, if required, as directed by the Director of the Bureau of Accounting, Department of Public Works, with the concurrence of the Controller.

SEC. 64.20. TAPPING SEWERS, STORM DRAINS AND CATCH BASINS.

(a) When any person finds it necessary to construct any connection to a sewer, storm drain or catch basin at a point where no structural opening exists for such connection, he shall apply to the Board for authorization to make or have such connection made, accompanying such application with the fee hereinafter specified.

(b) Whenever the Board finds it necessary for any person to construct any storm drain or catch basin connection at a point where no structural connection currently exists for it, an additional fee of \$55.00 shall be paid for each connection. Unless otherwise specified by the Board, the connection shall be made in the presence of an inspector acting under the authority of the Board, and shall conform to any special instructions of the City Engineer or inspector. (Amended by Ord. No. 178,131, Eff. 1/18/07.)

(c) (Amended by Ord. No. 180,158, Eff. 10/4/08.) Whenever the Board finds that it is necessary for any such person to construct a connection to any sewer greater than fifteen (15) inches in diameter where no "Wye" or "Tee" spur branch or other structural opening exists, the contractor or person doing such work shall excavate to the sewer at the point where the connection is to be made, and sewer maintenance forces from the City shall then cut the required hole in the top of the sewer and install an approved sewer saddle provided by the contractor for the connection.

Whenever the Board finds that it is necessary for any such person to construct a connection to any sewer fifteen (15) inches or less in diameter where no "Wye" or "Tee" spur branch or other structural opening exists, the Bureau of Engineering in consultation with the Bureau of Sanitation may authorize the contractor or person doing such work to cut the hole in the top of the sewer and furnish and install an approved saddle after paying for Special Inspection by the Inspector of Public Works as part of the required permit.

(d) All work herein referred to shall be done in a good workmanlike manner under the supervision, and to the satisfaction, of the Board. (Amended by Ord. No. 157,681, Eff. 6/13/83.)

(e) The provisions of Subsections (c) of this section shall be applicable only to connections authorized by permits issued in accordance with Section 64.12 of this chapter. (Amended by Ord. No. 157,681, Eff. 6/13/83.)

(f) All fees collected by the City pursuant to the provisions of this section shall be deposited into the Sewer Construction and Maintenance Fund established by Section 64.19.2 of this Code, such monies to be expended for the purposes set forth in said section and to provide for appropriate refunds relative to such fees. (Former Subsec. (g) Redesignated (f), Ord. No. 157,681, Eff. 6/13/83.)

SEC. 64.21. EMERGENCY WORK.

Nothing in this article shall be construed to prevent any person maintaining any house connection sewer in any street, by virtue of any law, ordinance or permit, from making such excavation as may be necessary for the preservation of life or property, when such necessity arises during such hours as the offices of the City are closed; provided, that the person making such excavation shall obtain a permit therefor within four (4) hours after the offices of the City are first opened subsequent to the making of such excavation.

SEC. 64.22. BOARD TO KEEP ACCOUNTS.

(a) The Board shall keep in proper books an accurate account of all money received and resurfacing charges due the City pursuant to Sections 64.12 to 64.22 inclusive, and shall pay all moneys received by it into the City Treasury upon the following business day.

(b) The Board shall mail a statement to every person or to his designated agent on or before the last day of the month following the month in which the charges are determined showing the amount due the City for all work performed by the City under the provisions of Sections 64.12 to 64.22, inclusive, of this Code.

Said amount due shall be paid within 15 days from the date on which the statement is mailed. (Amended by Ord. No. 112,719, Eff. 2/28/59.)

(c) The decision of the Board, as to the cost of any work done, or repairs made by it, under its direction, pursuant to the provisions of Section 64.17 shall be final and conclusive as to the cost thereof.

(d) If it is found that a refund or an additional charge should be made pursuant to the provisions of Sections 64.11.2 to 64.22, inclusive, of this Code, such refund shall be made from the General Fund. (Amended by Ord. No. 140,189, Eff. 5/11/70.)

SEC. 64.22.1. PERMIT FEE EXEMPTIONS.

(a) **Waiver of Fees – War Purposes Only.** Whenever any officer, agency or instrumentality of the United States of America, engaged in the performance of duties directly related to the prosecution of the war in which the United States is engaged, applies to the Board for a permit for any of the purposes mentioned in Sections 64.12 to 64.22 inclusive, the Board shall waive the payment of any permit or inspection fees, deposits or special charges otherwise required by this article, and may modify the requirements of Section 64.17, if the Board finds that the proposed installation is designed and intended to be used to serve premises or facilities owned or operated by the Federal Government and used principally for purposes directly related to the prosecution of the war.

(b) **Effect of Grant.** The grant of permission to make any such installation, extended under this section, shall not be construed to confer any permanent or vested right to the use of the streets or public property of this City, or to maintain, for a period of more than six months after the termination of the war, any installation made hereunder or any connection with a public sewer, except with the consent of the City Council which may be withdrawn, or extended, upon such terms as the Council may then or at any time thereafter impose. The use, directly or indirectly of any installation made pursuant to this section by anyone other than the applicant and those persons, firms or corporations which have equitably participated with the Federal Government in the cost of said sewer construction or installation as determined by the Board from certified copies of existing contracts between said parties and the Federal Government, shall be subject to such terms and conditions as the City Council may at any time impose.

(c) **Conveyance of Title to Right of Way – Public Sewer.** In the event that the Federal Government and the other parties in interest, as mentioned in Subsection (b) above, shall offer to convey all their respective right, title and interest to any sewer constructed hereunder, including all necessary rights of way for sewer purposes, without cost to the City of Los Angeles, and if the Board finds that the sewer may properly be used as a public sewer, to the substantial advantage of the City, then the Board is authorized to accept said sewer as a public sewer at such time as the Council has accepted all necessary easements therefor and the parties in interest, abovementioned, will be entitled to continue to use said sewer facilities without the payment to the City of any permit or other special fees or charges except those required by Section 64.15.

(d) **City Engineer Approval Required.** No permit shall be granted hereunder unless plans and specifications of the proposed installation have first been submitted to and approved by the City Engineer.

SEC. 64.23. DRAINS, SEWERS, ETC. – NOTICE OF ABANDONMENT.

(a) **Notice of Contents Thereof.** When any zanja, drain, storm drain, storm water channel, watercourse, sewer, pipe or conduit which is the property of or under the control of this City is abandoned or the use thereof discontinued by the City, the Board is hereby authorized to give written notice thereof to the owners of or the persons in possession of all property served by or in any manner connected to or with any such zanja, drain, storm drain, storm water channel,

watercourse, sewer, pipe or conduit, which notice may order, with regard to such zanja, drain, storm drain, storm water channel, watercourse, sewer, pipe or conduit, (1) that the use of any existing connections be discontinued and disconnected; (2) that the placing or discharging therein of any water waste matter articles, substance or material of any kind or nature whatsoever, or other use, be discontinued; and (3) any necessary work or repairs required to be done by owners or persons in possession after such disconnection or discontinuance, which order shall designate the materials to be used and specify the manner in which said work shall be done and the time when such work or repairs shall be commenced and completed. Such notice may be served by delivering the same personally to said owners or persons in possession, or by posting the same upon said property.

(b) **Owner's Compliance with Notice.** Any owner, agent or occupant of any such premises within seven days after service of the notice as provided in Subsection (a) of this section, shall comply with the provisions of said notice or order and shall commence the necessary work of disconnection, repair or reconstruction, and shall do the same in a manner, with the materials and within the time specified in said notice.

(c) **Failure to Comply with Notice.** No person who is the owner, agent or occupant of any such premises where notice is given, as provided in this section, shall fail, refuse or neglect to disconnect any connections and to discontinue the use of any such zanja, drain, storm drain, storm water channel, watercourse sewer, pipe or conduit in any manner, or fail, refuse or neglect to begin the work required in said notice within the time given, or having begun such work to fail refuse or neglect to prosecute said work to completion in the manner, with the materials and within the time specified in said notice, unless a permit for a variance therefrom in writing shall have first been obtained from the Board.

(d) **Discharge into Abandoned Drains.** No persons shall place or discharge any water, waste matter, or any article, substance or material of any kind whatsoever in any zanja, drain, storm drain, storm water channel, watercourse, sewer, pipe or conduit, which has been abandoned or the use of which has been discontinued, or make or maintain any connection with or to any such zanja, drain, storm drain, storm water channel, watercourse, sewer, pipe or conduit, unless a permit in writing shall have first been obtained from the Board.

(e) **Tampering with Drain.** No person shall in any manner tamper with, open, cut, break or destroy any zanja, drain, storm drain, storm water channel, watercourse, sewer, pipe or conduit, whether abandoned, in use, or otherwise, unless a permit in writing shall first have been obtained from the Board.

SEC. 64.25. INVESTIGATION ON PRIVATE PROPERTY.

The Board of Public Works or any of its authorized representatives may make such inspections or investigations as said Board deems necessary at any reasonable time, in any building, premises or lot for any of the purposes set forth in this section. No person shall interfere with, prevent or refuse to permit the entry of said Board or any of its authorized representatives into or upon any building, premises or lot for any of the purposes set forth in this section. (Amended by Ord. No. 113,953, Eff. 8/23/59.)

- (a) To determine the size, depth and location of any sewer or storm drain connection.
- (b) To determine the outlet of any sewer or storm drain connection by depositing testing materials in any plumbing fixture attached thereto and flushing the same, if necessary.
- (c) To determine by measurements and samples the quantity and nature of sewage or waste water being discharged into any sewer, storm drain or water course.
- (d) To inspect, test, and sample the discharge of any device used to prevent the discharge into any sewer, storm drain or water course of illegal waste or illegal quantities of waste, such as floor drains, sand boxes, grease traps or other clarifiers, also, of those devices used to grind, shred, pulverize, or otherwise treat garbage or industrial waste, before discharging same into a sewer or storm drain.
- (e) To determine the location of roof, swimming pool and surface drains, and whether they are connected to a street gutter, storm drain or sewer.

(f) To determine the nature and quantity of flow in any open water course or storm drain.

(g) To locate, inspect, test, and sample the discharges to, from and within a PSDS. (Added by Ord. No. 160,388, Eff. 10/21/85.)

SEC. 64.26. MANDATORY ABANDONMENT OF PRIVATE SEWAGE DISPOSAL SYSTEMS.

(Added by Ord. No. 160,388, Eff. 10/21/85.)

A. General Provisions.

1. **Purpose.** The purpose of this section is to protect and preserve the water quality of the groundwater basins located generally in the San Fernando Valley and certain adjacent areas by phasing out the use of private sewage disposal systems employed by commercial and industrial uses, and in multiple residential units. The continued use of private sewage disposal systems by commercial and industrial uses in the San Fernando Valley and certain adjacent areas is declared to be a threat to the quality of the ground water and to the public health. Therefore, the City is providing a systematic method of requiring both the connection to public sewers and permanent abandonment of private sewage disposal systems.

2. **Scope.** This section shall apply to all private sewage disposal systems in the City of Los Angeles located northerly of the boundary line described as follows:

Beginning from the west at the intersection of Mulholland Highway and the City boundary, thence along Mulholland Highway in a northerly direction to the intersection with Mulholland Drive, thence along Mulholland Drive in an easterly direction to the intersection of Mulholland Drive and Laurel Canyon Boulevard, thence northerly along Laurel Canyon Boulevard to the intersection of Laurel Canyon Boulevard and the Los Angeles River, thence along the Los Angeles River in an easterly and then southerly direction to the intersection of the Los Angeles River and the Glendale Freeway, thence along the Glendale Freeway in a northerly direction to the City boundary.

B. Definitions. For purposes of this section, "Notice to Connect" shall mean a notice to connect to a public sewer and to abandon a Private Sewage Disposal System (PSDS) as defined at Number 42.5 in Section 64.00 of this Code.

C. Issuance Of Notice To Connect To The Public Sewer And To Abandon A PSDS.

1. **Issuance by Director.** When connection to a public sewer is available or becomes available for a lot upon which a PSDS is located, the Director shall issue a Notice to Connect to the owner of the lot as identified on the Los Angeles County equalized assessment roll or as known to the City Clerk. The Director may, in addition, issue a copy of a Notice to Connect to any person using or maintaining the PSDS.

(a) **When Sewer is "Available".** A public sewer is available when it is located in any public street or easement abutting a lot.

(b) **Phasing.** The Board shall adopt standards for the issuance of Notices to Connect to be administered on a phased basis. The standards shall permit the Director to give priority to lots located in areas where the Department of Water and Power has determined the underlying groundwater has been contaminated by industrial chemicals.

(c) **Exemption.** If a PSDS is in compliance with all applicable laws, rules, and regulations, and is located on a lot occupied by four or fewer units which are used solely for residential purposes, it shall be exempt from the requirements of this section and the Director shall not issue a Notice to Connect for such PSDS.

2. **Time for Compliance.** The Notice to Connect shall be fully complied with no later than one year from the date of issuance of the Notice to Connect, provided however, that if the Director finds that a PSDS is not in compliance with any applicable law, rule, or regulation, the Notice to Connect shall provide for full compliance within 30 days of the issuance of the Notice to Connect.

3. **Contents of a Notice to Connect.** A Notice to Connect shall:

- (a) identify, by address, the property to which it is directed;
- (b) state that the Director has determined that a public sewer is available for that lot;
- (c) require discontinued use of the PSDS after the time specified in the notice and connection to a public sewer, or vacation of the premises;
- (d) require full compliance within the time limit specified in the Notice;
- (e) describe the procedures whereby an application for variance may be filed within 90 days of the date of issuance of the Notice to Connect; and
- (f) advise that failure to comply may result in discontinuance of water service and referral to the City Attorney for appropriate criminal and/or civil action.

The Notice to Connect may also include references to the payment of fees and the procedures for obtaining any required permits for connection to a public sewer and abandonment of the PSDS.

At the time of issuance of the Notice to Connect, the Director shall provide to the person to whom the Notice is issued a document which briefly explains the purpose and scope of the program and its system of administration, and indicates whom to contact for further information.

4. **Subsequent Notices.** The Director shall issue the following subsequent notices in cases where the Notice to Connect provides for full compliance within one year:

- (a) **Reminder Notice.** If full compliance with the requirements of a Notice to Connect has not been achieved four months prior to the date specified for such full compliance in the Notice to Connect, the Director shall issue a Reminder Notice which shall repeat the deadline for compliance and the possible sanctions for failure to comply;
- (b) **Final Notice.** If full compliance with the requirements of a Notice to Connect has not been achieved one month prior to the date specified for such full compliance in the Notice to Connect, the Director shall issue a Final Notice which shall repeat the deadline for compliance and the possible sanctions for failure to comply.

5. **Service of Notices.** Each of the Notices described in this section shall be either personally delivered or sent by certified mail with return receipt requested.

6. **Effect of Failure To Issue or Receive Subsequent Notices.** Failure to issue or receive a Reminder Notice, Final Notice, or Notice of Violation shall not relieve any owner or person using or maintaining a PSDS from the duty to comply with the Notice to Connect and shall not be a defense to a criminal or civil enforcement action.

D. Compliance With Notice To Connect: Every owner of a lot upon which a PSDS is located, and every person using or maintaining a PSDS, shall comply with the requirements of a Notice to Connect, or Notice to Connect modified by any variance granted in accordance with Subsection E of this section which is issued for that PSDS. Notwithstanding any other provision of this Code to the contrary, no person shall permit or cause the discharge of any wastewater to a PSDS after the compliance date specified in a Notice to Connect issued for that PSDS, as modified by any variance granted in accordance with Subsection E of this section.

E. Variances

1. **Application to Director.** Any person who owns, uses, or maintains a PSDS which is in compliance with all applicable laws, rules, and regulations who has received a Notice to Connect, upon payment of a fee of \$100, may file with the Director within 90 days of the date of issuance of the Notice to Connect, an application for a variance from the requirements of this section.

2. **Discretion of Director.** The Director may grant a variance from the requirements of this section, including an extension of the deadline for compliance specified in a Notice to Connect, if the Director finds that the applicant has demonstrated that:

(a) the strict application of the requirements of this section will result in extreme hardships unessential to the overall purpose of such requirements; and

(b) the continued operation of the subject PSDS will not have any significant adverse effect upon water quality in the groundwater basin of concern.

The determination of the Director shall be supported by written findings of fact. The Director may impose reasonable conditions upon the granting of a variance, including a requirement that connection to a public sewer and disconnection and abandonment of a PSDS occur within 60 days or a change of ownership of the property.

The effective period of any variance granted to an applicant shall not exceed two years. Renewal of a variance shall be required by the applicant in writing and shall be at the discretion of the Director in accordance with the provisions of this subsection.

The Director shall act upon an application for a variance within 60 days of its filing.

3. **Appeal to Board.** An appeal from a determination by the Director may be filed with the Board by the applicant or any person aggrieved by the determination upon payment of a fee of \$100, or by any officer, board, department or bureau of the City. Appeals shall be filed with the Secretary of the Board within fifteen days of the Director's action on the application for variance. The Board, after notice duly given, shall hear and act upon the appeal, within 90 days of its filing. If the Board fails to act within 90 days of the filing of an appeal, the decision of the Director shall be deemed affirmed. In considering appeals the Board shall be subject to the same limitations as are applicable to the Director under Paragraph 2 of this subsection.

4. **Appeal to Council.** If the applicant for a variance or any other person aggrieved, or any officer, board, department or bureau of the City is dissatisfied with the Board's determination, or if the Board has failed to act within 90 days of the filing of an appeal, a new appeal may be taken to the City Council upon payment of a fee of \$100. Appeals to the City Council shall be filed with the City Clerk within 15 days of the Board's determination or the close of the 90 days in which the Board may act, whichever comes first. The City Council shall act upon the appeal within 90 days of its filing. If the City Council fails to act within 90 days of the filing of an appeal either the decision of the Board shall become final or, if the Board failed to act within 90 days, the decision of the Director shall become final. In considering appeals the Council shall be subject to the same limitations applicable to the Director under Paragraph 2 of this subsection.

5. **Fee Waiver.** Notwithstanding any other provisions of this Code to the contrary, no department, bureau, officer or board of this City shall pay any fee required by this section for appeal.

F. **Rules And Regulations.** The Board may adopt rules or regulations governing the procedures to be followed in carrying out the provisions of this section.

G. Enforcement.

1. If full enforcement with the requirements of this section has not been achieved by the deadline for full compliance provided in the Notice to Connect, as modified by any variance, the Director shall do all of the following:

(a) issue a Notice of Violation to the owner of the affected property and the person using or maintaining the PSDS.

(b) provide to the City Attorney copies of the applicable Notice to Connect, Reminder Notice, Final Notice, and Notice of Violation, and proof that such notices were delivered or mailed, together with any responses to such notices which may have been received by the Director, and the records concerning any application for variance and any appeal therefrom which may have been filed.

(c) provide to the Department of Water and Power a copy of the Notice of Violation. A written request that water service be discontinued at the affected property may also be filed with said department if deemed appropriate by the Director; and

(d) provide to the Superintendent of Building a copy of the Notice of Violation. Any building which is the subject of a Notice of Violation is hereby declared to be a public nuisance and the Director may request the Superintendent of Building to order that the subject building be vacated and remain vacated until full compliance with the Notice to Connect has been achieved.

2. Upon receipt of the Notice of Violation and request described in this subsection, the Department of Water and Power shall initiate procedures to discontinue water services, if specified by the Director, after providing reasonable notice thereof to the occupying party and the owner of the property, and the Department of Building and Safety. Upon receipt of notification from the Director that compliance has been achieved, the Department of Water and Power shall act to reinstitute normal water service.

3. Notwithstanding any provision of this Code to the contrary, upon receipt of the Notice of Violation and notice that the Department of Water and Power intends to discontinue water service, the Superintendent of Building shall order the subject building to be vacated in accordance with the procedures set forth in Section 91.8903 of this Code.

SRC. 64.30. INDUSTRIAL WASTEWATER DISPOSAL.

(Amended In Entirety by Ord. No. 173,980, Eff. 7/1/01.)

A. General Provisions.

1. **Policy.** It is the policy of the City of Los Angeles to assure that the highest and best use of the Publicly Owned Treatment Works (POTW) is for the collection, treatment and disposal of domestic wastewater. The use of this system for industrial wastewater is a privilege which is subject to the requirements of this section.

2. **Objectives.** This section sets forth uniform requirements for direct and indirect dischargers to the POTW. Through a permit and inspection program administered under the jurisdiction of the Board, the City seeks to comply with all applicable State and Federal laws.

As a part of the permit and inspection program provided herein, the Board and the Director shall have the power, jurisdiction, and supervision over places of discharge of wastewater into the POTW, necessary to adequately enforce and administer all laws and lawful standards and orders, or special orders, to assure the implementation of the following objectives:

- (a) Prevent any discharge into the POTW which may interfere with the operations thereof;
- (b) Prevent any discharge into the POTW which will pass through the POTW, inadequately treated, into receiving waters, land or the atmosphere or otherwise be incompatible with the POTW;
- (c) Protect the POTW, from damage by any pollutants;
- (d) Provide the opportunity to recycle and reclaim sludges and wastewater from the POTW;
- (e) Provide for recovery of costs, including administration, implementation and enforcement of the program established herein, associated with the discharge of wastewater to the POTW;
- (f) Protect the life, health, and safety of operating and maintenance personnel;
- (g) Preserve hydraulic capacity in the POTW;
- (h) Insure the health, safety and welfare of the public.

3. **Scope.** This section provides for the regulation of dischargers to the POTW through the issuance of Industrial Wastewater Permits containing specific discharge requirements and through enforcement of general discharge prohibitions; authorizes monitoring and enforcement activities; imposes reporting requirements on specific permittees; and sets fees for the recovery of program costs. This section shall apply to all dischargers within the City of Los Angeles to all persons outside the City of Los Angeles who discharge to the City's POTW except as otherwise provided herein, the Director of the Bureau of Sanitation under the jurisdiction of the Board of Public Works shall administer, implement and enforce the provisions of this section.

B. Regulations.

1. Prohibitions:

(a) **Discharge Prohibitions.** Except as expressly allowed in an Industrial Wastewater Permit, no person shall discharge, permit the discharge, cause the discharge or contribute to the discharge of the following to the POTW:

- (1) Gasoline, mercury, total identifiable chlorinated hydrocarbons, kerosene, naphtha, benzene, toluene, xylene, others, alcohols, ketones, aldehydes, peroxides, chlorates, perchlorates, bromates, carbides, hydrides, solvents, pesticides or jet fuel.
- (2) Any liquids, solids or gases which by reason of their nature or quantity are flammable, reactive, explosive, corrosive, or radioactive, or by interaction with other materials could result in fire, explosion or injury.
- (3) Any solid or viscous materials which could cause obstruction to the flow or operation of the POTW.
- (4) Any toxic pollutants in sufficient quantity to injure or interfere with any wastewater treatment process, including private pretreatment systems, to constitute a hazard or cause injury to human, animal, plant or fish life, or to exceed any limitation set forth in this Section.
- (5) Any noxious or malodorous liquids, gases, or solids in sufficient quantity either singly or by interaction with other materials to create a public nuisance, hazard to life, or to prevent entry of any person to the POTW.
- (6) Any material of sufficient quantity to interfere with any POTW treatment plant process or to render any product thereof unsuitable for reclamation and reuse.
- (7) Any material in sufficient quantity to cause the POTW to be in noncompliance with biosolids use or disposal criteria, guidelines or regulations in conjunction with Section 405 of the Act, the Solid Waste Disposal Act (SWDA), the Clean Air Act, the Toxic Substances Control Act, the Marine Protection Research and Sanctuaries Act, or State criteria (including those contained in any state sludge management plan prepared pursuant to Title II of SWDA) applicable to the biosolids management method being used.
- (8) Any material which will cause the POTW to violate its NPDES Permit, applicable Federal and State statutes, rules or regulations.
- (9) Any wastewater containing pigment which is not removed in the ordinary POTW treatment process and which creates a visual contrast with the material appearance of the POTW discharge observable at the point of POTW discharge.
- (10) Any wastewater having a heat content in such quantities that the temperature of the wastewater at the introduction into the POTW Collection system exceeds 140 degrees Fahrenheit, or at the introduction into the POTW treatment plant exceeds 104 degrees Fahrenheit.
- (11) Any pollutants, including oxygen demanding pollutants, released at a flow rate or pollutant concentration which cause or contribute to interference, as that term is defined in Section 64.00.
- (12) Any storm water collected and discharged to the POTW, except as specifically authorized by the Director.

(13) Single pass cooling water in excess of 200 gallons per day discharged to the POTW. However, the blowdown or bleedoff from cooling towers or other evaporative coolers may be accepted into the POTW.

(14) Any wastewater which constitutes a hazard or causes injury to human; animal, plant or fish life or creates a lic nuisance.

(15) Recognizable portions of the human or animal anatomy.

(16) Floatable material which is readily removable.

(b) **Prohibitions Against Interference, Hazard, or Injury to Human, Animal, Plant, or Fish Life.** Except as expressly allowed in an Industrial Wastewater Permit, no person shall discharge, permit the discharge to, cause the discharge or contribute to the discharge to the POTW, any material of sufficient quantity which, singly or by interaction with other materials, interferes with the POTW treatment plant process or renders any product thereof unsuitable for reclamation and reuse, causes the POTW to be in noncompliance as that term is used with respect to provisions listed in Paragraph (a)(7) above, or which constitutes a hazard to or which may cause injury to human, animal, plant or fish life. In the provision hereof, assuming violation of no other provision hereof, the violator shall be subject only to imposition of further permit conditions, administrative orders, permit suspension or revocation.

2. Pollutant Limitations.

(a) **Specific Pollutant Limits.** No person shall introduce wastewater to the POTW that exceeds the following limitations:

Arsenic	3 mg/L
Cadmium	15 mg/L
ppcr	15 mg/L
Cyanide (Total)	10 mg/L
Cyanide (Free)	2 mg/l.
Dissolved Sulfides	0.1 mg/L
Lead	5 mg/l.
Nickel	12 mg/L
pH Range	5.5-11
Silver	5 mg/L
Total chromium	10 mg/L
Zinc	25 mg/L
Dispersed oil and grease (Total)	600 mg/L
Floatable oil and grease	None Visible

The above limitations shall not apply where more restrictive limitations are imposed by permit or National Categorical Pretreatment Standards.

(b) **Radioactive Wastes.** No person shall discharge radioactive wastes except in accordance with the State of California Administrative Code, Title 17, Public Health, Regulations of the Bureau of Radiological Health.

(c) **Infectious Wastes.** No person shall discharge infectious waste, unless such waste is ground in a grinder which meets the Board's fineness of grind requirements as set forth in Paragraph (c) of this Subdivision 2 and is discharged into the POTW. Entry to the grinding mechanism shall be restricted to a 6-inch by 9-inch opening. The material shall be segregated from other solid wastes and shall be contained in plastic bags or other suitable disposable containers which

shall not exceed five (5) gallons capacity and shall be colored red for identification. Container and contents shall be weighed and recorded prior to disposal. These records shall be made available to the Board for inspection.

(d) **Human or Animal Anatomy.** Recognizable portions of the human or animal anatomy shall not be ground or harged to the POTW.

(e) **Grinder Wastes.** (Amended by Ord. No. 174,047, Eff. 8/5/01.) The use of garbage grinder to discharge food wastes from commercial kitchens, markets, or food plants to the POTW is prohibited unless expressly allowed by the Director. When the use of a grinder is allowed, the following fineness of grind requirements shall be met at all times.

(1) At least 40% shall pass a No. 8 sieve.

(2) At least 65% shall pass a No. 3 sieve.

(3) 100% shall pass a 1/2-inch screen.

(f) **Sharps.** No person shall discharge sharps unless ground in an approved grinder capable of meeting the Board's fineness of grind requirements set forth in Paragraph (e) of this subdivision, and discharged to the POTW. Sharps shall be ground by an approved grinder not exceeding five (5) horsepower.

3. National Categorical Pretreatment Standards (NCPS).

(a) **Standards.** Upon the promulgation of mandatory NCPS for any industrial category, the NCPS, if more restrictive than limitations otherwise imposed under this section, shall apply. A discharger shall comply with applicable NCPS as set forth in 40 CFR Part 401 *et seq.*

(b) **Compliance Schedule.** The Director may impose a phased compliance schedule to ensure that affected industries meet the NCPS. Failure to meet the phased compliance schedule may result in permit revocation.

4. **Dilution.** No discharger shall use any water to dilute any pollutant to achieve compliance with the discharge limitations contained in this section.

5. Uncontrolled Discharges.

(a) **Containment of Uncontrolled Discharges.** Upon written notification by the Director, dischargers shall provide spill containment for uncontrolled discharges of prohibited material or other substances regulated by this section. Facilities to contain spills shall be provided and maintained at the discharger's own cost and expense. Dischargers so notified shall provide detailed spill containment plans, including facilities and operating procedures, to the Director for review. Such plans shall be approved by the Director before commencement of construction of the facility. Construction shall be completed within the time period designated by the Director. Review and approval of spill containment plans and operating procedures shall not relieve the discharger from the responsibility to modify its facility as necessary to meet the requirements of this section.

(b) **Notification of Uncontrolled Discharges.** In the event of an uncontrolled discharge, the discharger shall immediately notify the Director of the incident by telephone. The notification shall include location of discharge, type of material, concentration and volume, and corrective actions taken.

(c) **Written Report Describing Uncontrolled Discharges.** Within ten (10) days following the uncontrolled discharge, the discharger shall submit to the Director a detailed written report describing the cause of the discharge, corrective action taken, and measures to be taken to prevent future occurrences. Such notification shall not relieve the discharger of liability or fines incurred as a result of this uncontrolled discharge.

(d) **Notice to Employees; Notification to Director of Uncontrolled Discharge.** A legible, understandable and conspicuously placed notice shall be permanently posted on the discharger's bulletin board or other prominent place advising employees to call the Director, in the event of an uncontrolled discharge, as soon as possible or within one hour

of the discharge, and to provide at least the information listed below. In the event of a substantial number of the discharger's employees use a language other than English as a primary language, the notice shall be worded in both English and the language or languages involved. The notice shall set forth the current phone number of the Director, and shall identify the following as the minimum necessary information which is to be provided to the Director:

(1) Time, location, type, concentration and volume of discharge.

(2) Corrective action taken. Employers shall insure that all employees in a position to cause or allow an uncontrolled discharge to occur are advised of this notification procedure.

C. Administration.

1. Industrial Wastewater Permit.

(a) **Application.** No person shall discharge industrial wastewater to the POTW without permission as provided in an Industrial Wastewater Permit. The permit shall not be issued until determination has been made by the Board that the wastewater to be discharged shall not violate any provisions of this Code, the Board's Rules and Regulations, the water quality objectives for receiving waters established by the California Water Quality Control Board, Los Angeles Region, or any applicable federal or state statutes, rules or regulations. Such determination shall be made from the information set forth in the application for permit.

(b) **Permit Information.** A separate permit shall be required for each point of discharge to the POTW. In connection therewith, the applicant may be required to furnish the following:

(1) **(Amended by Ord. No. 177,614, Eff. 7/19/06.)** The name and address of the applicant;

(2) The name and address of the discharger;

(3) The address or location of the premises where the discharge will take place;

(4) The Standard Industrial Classification (SIC) of the discharger;

(5) Information with respect to constituents and characteristics of wastewater proposed to be discharged, including, but not limited to, those referred to in Subsection B of this section. Sampling and analysis shall be performed in accordance with procedures established by the EPA pursuant to Section 304(g) of the Act and contained in 40 CFR, Part 136, as amended, and by laboratories certified by the State of California. In the absence of a State certification process, the Director may certify a laboratory to perform necessary sampling and analysis;

(6) Time and duration of the proposed discharge or discharges;

(7) Average daily and 5-minute peak wastewater flow rates, including daily, monthly and seasonal variations, if any;

(8) Site plans, floor plans, mechanical and plumbing plans and details to show all sewers and storm drains, connections and appurtenances by their size, location and elevation.

(9) Description of activities, facilities and plant processes on the applicant's premises, including all pollutants which could be discharged.

(10) Detailed plans showing pretreatment facilities, sampling facilities, uncontrolled discharge containment facilities, and operating procedures.

(11) Identification of the nature and concentration of any pollutant located at the premises of the discharger (and/or applicant if different) if that pollutant is prohibited from discharge under Subdivision 1 of Subsection B of this section, or any proposed discharge which is regulated as provided in Subdivision 2 of Subsection B of this section, plus a statement specifying whether the specific limitations set forth in said Subdivision 2 are being met, and, if not, what additional

Operation and Maintenance (O & M) or pretreatment is proposed by the discharger to cause compliance;

(12) The shortest time schedule by which the discharger shall provide the necessary additional pretreatment, if additional pretreatment or O & M will be required to meet the regulations in Subsection B of this section. Any completion in such a proposed schedule shall not be later than the compliance date established by the applicable regulation.

(13) The schedule shall provide for reporting increments in progress in the form of dates for commencement and completion of major events leading to the construction and operation of additional pretreatment necessary for the discharger to meet the applicable regulation (e.g., hiring an engineer, completing preliminary and final plans, executing contract for major components, commencing construction, completing construction).

(14) After permit issuance, progress reports shall be submitted subject to the same limitations set forth in Subparagraph (7) of Paragraph (h) of Subdivision 2 of this Subsection C, except that time limits specified pursuant to this section for reporting, commencement and completion of major events leading to the construction and operation of additional pretreatment required for the discharger to meet the applicable regulations may be extended by mutual consent of the discharger and the Director, and provided however, that in no event shall any such date be extended beyond the compliance date established by the applicable regulation.

(15) Each product of the discharger by type, amount, and rate of production;

(16) Type and amount of raw materials processed by the discharger (average and maximum per day);

(17) Number of employees, hours of operation of plant, and hours of operation of the proposed pretreatment system;

(18) Copies of any current City Business License, NPDES Permit, South Coast Air Quality Management District Permit, Regional Water Quality Control Board Permit and State Department of Health Services Permit for the subject premises;

(19) The name, business address, and motor vehicle driver's license number of the authorized representative;

(20) Any other information deemed by the Director to be necessary to evaluate the permit application.

(21) The application shall be signed under penalty of perjury by the authorized representative of the discharger. After evaluation and acceptance of the data furnished, the Board may issue an Industrial Wastewater Permit subject to the terms and conditions imposed by the Director pursuant to Paragraph (c) of this Subdivision as stated herein. Granting of the permit shall not relieve the discharger from the responsibility for compliance with all provisions of this section. By acceptance of a permit, the applicant thereby delegates authority to the Director to enter the premises of the applicant as necessary for purposes of inspection and maintenance with respect to any wastewater discharge therefrom.

(c) **Exemptions.** An Industrial Wastewater Permit is not required for the following dischargers or discharges to the POTW:

(1) **(Amended by Ord. No. 177,614, Eff. 7/19/06.)** An FSE that does not potentially generate waste FOG during food preparation processes, and does not significantly affect the POTW, as determined by the Director, provided that the FSE has implemented and demonstrates compliance with BMP requirements as specified in the Rules and Regulations;

(2) Bleed-off or blowdown from cooling towers, evaporation condensers or other recirculating water devices with rated capacity of 25 tons or less,

(3) Self-service laundries with washing machines of 20 pounds maximum capacity, with further allowance that the facility may also have a maximum of two machines with maximum 50-pound capacity of each,

(4) Discharges from establishments wherein the industrial wastewater discharge is less than 200 gallons per day (gpd) and pretreatment is not required.

(d) **Permit Conditions.** Industrial Wastewater Permits shall be subject to all provisions of this Code, all other applicable statutes, rules and regulations, and fees and charges established by the City. The Director shall have authority to impose permit conditions including the following:

- (1) Limits on the average and maximum wastewater constituents and characteristics;
- (2) Limits on average and maximum rate and time of discharge;
- (3) Limits regarding the discharge of specific pollutants;
- (4) Requirements for installation and maintenance of inspection and sampling facilities and uncontrolled discharge containment facilities;
- (5) Requirements, which may include specific sampling locations, frequency of sampling, times of sampling, number, types, test standards and reporting schedules, for monitoring programs;
- (6) Compliance schedules;
- (7) Requirements for submission of technical or discharge reports;
- (8) **(Amended by Ord. No. 174,047, Eff. 8/5/01.)** Requirements for maintaining and affording City access to plant records relating to discharges, including hauled waste records and manifests;
- (9) Requirements for notification of the City of any new introduction of wastewater constituents or any substantial change in the volume or character of the wastewater constituents;
- (10) Requirements for notification of slug discharges;
- (11) **(New Subpara. 11 Added by Ord. No. 174,047, Eff. 8/5/01.)** The Director may require all industrial users to install pretreatment systems, upgrade existing pretreatment systems and/or install additional pretreatment systems, implement Best Management Practices, and any other conditions deemed appropriate to achieve the objectives of this ordinance as defined in Subsection A Subdivision 2 of LAMC [64.30](#).
- (12) **(Subpara. 11 Renumbered Subpara. 12 by Ord. No. 174,047, Eff. 8/5/01.)** Other conditions deemed appropriate by the Director to ensure compliance with this section.

(e) **Change of Ownership or Location.** An Industrial Wastewater Permit shall not be transferable, by operation of law or otherwise, either from one location to another, or from one person to another. For purposes of this subdivision, statutory mergers or name changes shall not constitute a transfer or a change in ownership. Following a change in ownership, and upon application for a new Industrial Wastewater Permit, a temporary permit may be issued by the Director for a period of no more than 180 days pending the issuance of such new permit.

(f) **Delayed Commencement of Discharge.** All permitted discharges must commence within 180 days from the effective date of the Industrial Wastewater Permit or the permit is deemed void.

(g) **Duration of Industrial Wastewater Permit.** Except as otherwise provided herein, Industrial Wastewater Permits may be issued for a specified time period and may be subject to expiration and renewal as determined by the Director. Industrial Wastewater Permits for Significant Industrial Users shall have a duration or effective life not to exceed three (3) years from the date of initial issuance or reissuance.

(h) **Permit Renewal.** Applications for permit renewal shall be filed with the Director a minimum of ninety (90) days prior to the permit expiration date.

(i) **Administrative Permit Cancellation.** As part of permit administration, the Director may cancel any Industrial Wastewater Permit with the express written consent of the permittee or upon verification that one or more of the

following conditions exist:

- (1) The permittee is not a batch treatment discharger and has permanently ceased the discharging of industrial wastewater to the POTW; or changes in the industrial process or reduction of discharge levels occur such that an Industrial Wastewater Permit is no longer required as provided by the exemption provisions of this subsection; or
- (2) Changes in industrial process or reduction of discharge levels occur such that an Industrial Wastewater Permit is no longer required as provided by the exemption provisions of this subsection; or
- (3) Change of business ownership; or
- (4) Change or abandonment of the site or location described by the permit.

(j) **Permit Reinstatement.** Notwithstanding any other provisions of this Code, a permit which has been administratively canceled pursuant to Paragraph (i) of this subdivision, shall be reinstated upon the written request of the permittee and upon approval by the Director. Request for reinstatement under this paragraph must be made within 180 days from the effective date of cancellation. Administrative permit cancellation, pursuant to Paragraph (i) of this subdivision, shall not be used in lieu of the enforcement remedy set forth for permit suspension or revocation, as provided in Subsection E of this section.

(k) **Private Septage Disposal Facilities (PSDF).** PSDFs discharging to the POTW shall be subject to all provisions of this Section including the following specific requirements.

- (1) PSDF's shall be required to maintain an Industrial Wastewater Permit. Exemptions under Paragraph (c) of Subdivision 1 of Subsection C of this Section shall not apply to private septage disposal facilities.
- (2) All waste discharged through a PSDF shall be subject to discharge prohibitions under Subdivision 1 of Subsection B of Section 64.30 and specific pollutant limitations under Subdivision 2 of Subsection B of Section 64.30.
- (3) In cases where hauled septage is discharged at a facility in addition to any discharge from any other industrial operations performed at that site, a separate industrial wastewater permit shall be required specifically for the discharge of hauled septage in addition to any other required industrial wastewater permit(s).
- (4) (Amended by Ord. No. 174,047, Eff. 8/5/01.) Additional regulations regarding the operation of PSDFs are specified in the Board's Rules and Regulations. All PSDFs shall be required to comply with these Rules and Regulations.

(l) **Food Service Establishment (FSE) Requirements.** (Amended by Ord. No. 177,614, Eff. 7/19/06.) All FSEs must implement and demonstrate compliance with Best Management Practices (BMP) requirements as specified in the Board's Rules and Regulations.

FSEs that are required to maintain an Industrial Wastewater Permit are also required to install, operate, and maintain an approved type and adequately sized, remotely located and readily accessible, grease interceptor, unless a conditional waiver is granted by the Director.

All FSEs to be newly constructed are subject to grease interceptor requirements and shall not qualify for a conditional waiver unless exempt as specified in Section C.1.(c)(1). Existing FSEs with planned modifications having a building permit valuation of \$100,000 or more are also subject to grease interceptor requirements and shall not qualify for a conditional waiver unless exempt as specified in Section C.1.(c)(1).

Additional regulations regarding FSEs are specified in the Board's Rules and Regulations. All food service establishments are required to comply with these Rules and Regulations.

- (1) **Grease Interceptor Specifications.** All grease interceptors must meet the specifications as set forth in Sections 94.1014.0 through 94.1017.3 of the City of Los Angeles Plumbing Code.

(2) **Conditional Waiver from Grease Interceptor Installation Requirements.** Under the sole discretion of the Director, an FSE determined to have no immediate adverse impact on the POTW may be granted a conditional waiver from grease interceptor installation requirements. The Director may, at any time, revoke this conditional waiver and require the FSE to install a grease interceptor.

(3) **Variance to Allow Alternative Grease Removal Devices.** If an FSE can demonstrate that installation of a grease interceptor is not feasible due to space constraints or other considerations, the Director may issue a variance from grease interceptor requirements and authorize the installation of alternative grease removal devices. Alternative grease removal devices include, but are not limited to, devices that are used to trap, separate and hold grease from wastewater and prevent it from being discharged into the POTW. All alternative grease removal devices must be approved by the Director, on a case-by-case basis. The FSE must also demonstrate that BMPs have been implemented.

2. Reporting Requirements.

(a) **Federal Reporting Requirements and Additional Reporting Requirements.** Notwithstanding the reporting requirements set forth in 40 CFR Part 403, including, but not limited to, the requirements as set forth in 40 CFR §403.12, the Director may impose additional reporting requirements by permit or otherwise.

(b) **Reporting by Dischargers Subject to NCPS.** Unless required more frequently or otherwise specified by the Director, dischargers which are subject to NCPS shall submit, to the Director, semi-annually, a Periodic Compliance Report which shall contain, at a minimum, the information required by 40 CFR §403.12(e). The Director may require a discharger to submit such reports on a more frequent basis and may base such decision upon the amount of discharge or other site-specific concerns the Director may have pertaining to the discharge. In addition, dischargers that are subject to NCPS shall submit Baseline Monitoring Reports (BMRs) and Reports on Compliance (RC) in accordance with the General Pretreatment Regulations for Existing and New Sources of Pollution (Title 40, Code of Federal Regulations, Part 403.12).

(c) **Reporting by SIUs not Subject To NCPS.** Unless required more frequently by the Director, dischargers which are Significant Industrial Users but are not subject to NCPS shall submit to the Director semi-annually a report indicating the nature, concentration and flow of pollutants in the effluent which are required to be reported by the Director. At a minimum, the report shall contain the information required by 40 CFR § 403.12(h).

(d) **Production Data.** The Director may require any discharger to submit production data. At a minimum, dischargers subject to equivalent mass or concentration limits or subject to production-based NCPS shall report production data as follows:

(1) Dischargers subject to NCPS in which equivalent mass or concentration limits are established by the Director in accordance with 40 CFR §403.6(e) shall report a reasonable measure of long term production rate (based upon the criteria used for developing the discharger's effluent limitations) in its Report on Compliance and its Periodic Compliance Reports, as applicable. In addition, such dischargers shall notify the Director in accordance with Paragraph (e) of this Subdivision after the discharger has a reasonable basis to know that the production level will significantly change within the next calendar month.

(2) All other dischargers subject to NCPS expressed in terms of allowable pollutant discharge per unit of production (or other measure of production) shall include information on the actual production during the sampling period in its Report on Compliance and its Periodic Compliance Reports, as applicable.

(c) Notification of Changed Discharge.

(1) All industrial dischargers shall provide written notification to the Director before any planned change, including physical alterations or additions to the permitted facility, production increases and anticipated process changes which will result in a substantial change in the volume or character of pollutants to be discharged, including notification of changes in the listed or characteristic hazardous wastes for which the discharger has submitted initial notification under 40 CFR §403.12(p). Notice shall be provided at least ninety (90) days before the change, except if such notice is not feasible, the discharger shall provide the Director notice as soon as the information becomes available.

(2) No wastewater discharge shall be commenced, without notification to and approval by the Director, in which there has been a substantial change in the volume or characteristic which causes it to be different from that expressly allowed under the permit issued. Upon such notification, the Director, in his/her discretion, may require that a new application be filed and a new permit obtained before any wastewater discharge involving the changed characteristic takes place.

(f) Signatory/Certification for Baseline Monitoring Reports, Reports on Compliance, and Periodic Compliance Reports. Baseline Monitoring Reports, Reports on Compliance and Periodic Compliance Reports submitted by dischargers subject to NCPS shall be signed by an authorized representative of the discharger and shall contain the following certification:

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage 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.

(g) Signatory/Certification for Other Reports. The Director, at his/her discretion, may require other reports or information submitted by dischargers subject to NCPS, or any other discharger, to meet signatory/certification requirements as the Director deems appropriate.

(h) Adoption of New City Specific Pollutant Limitations. Within 180 days after promulgation of a new City Specific Pollutant Limitation and notification thereof by the Board to specific dischargers affected thereby, any discharger subject to such limitations shall submit to the Director a report containing:

- (1) The name and address of the discharger;
- (2) The address or location of the premises where the discharge does or will take place;
- (3) The nature, average production rate, and Standard Industrial Classification of the operations carried out by the discharger;
- (4) The average and maximum flow of the discharge in gallons per day;
- (5) The nature and concentration of pollutants in the discharge from each regulated process and identification of applicable limitations. The concentration shall be reported as a maximum or average as provided in applicable limitations. If equivalent concentration limits have been calculated in accordance with the limitation, this adjusted concentration limit shall also be submitted;
- (6) A statement, reviewed by an authorized representative and certified under penalty of perjury by a person with primary responsibility for the operation which contributes to the discharge, indicating whether the limitations are being met, and, if not, what operation and maintenance improvements or additional pretreatment is required for compliance;
- (7) The shortest schedule under which any additional pretreatment or operation and maintenance improvements required as a result of the new limitations or requirements imposed pursuant to Paragraph (a) of Subdivision 1 of Subsection C of this section will be completed.
 - (i) The completion date in such a schedule shall not be later than the compliance date established for the applicable limitation.
 - (ii) The schedule shall provide for reporting increments of progress in the form of dates for the commencement and completion of major events leading to the construction and operation of any additional pretreatment necessary (e.g., hiring an engineer, completing preliminary and final plans, executing contracts for major components, commencing construction, completing construction).

(iii) The discharger shall also submit a written progress report to the Director, not later than 14 days following each increment of progress date in the schedule and the final date for compliance. That report shall state whether the discharger is in compliance with the scheduled increment of progress. If compliance was not achieved, the report shall state the date by which the discharger expects to comply with the scheduled increment of progress, the reason for the failure to comply, the steps being taken by the discharger to maintain the established compliance schedule.

(iv) The time limit specified in this paragraph for operation or maintenance improvements or additional pretreatment may be extended by the Board.

3. **Monitoring Facilities.** The Director may require to be provided, operated and maintained at the discharger's expense, separate and secured monitoring facilities to allow inspection, sampling, and flow measurement of the discharge. The monitoring facilities ordinarily shall be situated on the discharger's premises and in said event the Director shall be granted total and unrestricted access thereto and use thereof by the discharger as a condition of that discharger's permit; however, at its discretion the Board may allow monitoring facilities to be constructed off-premises.

4. **Monitoring and Sampling.**

(a) **Pre-Notification.** Any discharger may be required by the Director, by permit or otherwise, to engage in periodic monitoring and sampling of its discharge. Where a discharger is required to monitor or sample, the discharger shall notify the Director by telephone at least 48 hours in advance of any monitoring or sampling to be performed. Notification shall include the date, time and location of proposed monitoring and sampling. Monitoring and sampling shall be carried out during a period of normal operations. Prior to the commencement of any sampling or monitoring, the Director may request that the discharger furnish to the Director a split sample and all supporting data (i.e., methodology, flow measuring data, strip chart recordings, and other pertinent information). The Director reserves the right to refuse any data developed from the monitoring or sampling activity if the discharger fails to comply with the pre-notification procedure.

(b) **Notification of Discharge Violations and Resampling.** If sampling performed by a discharger indicates a violation, the discharger shall notify the Director within 24 hours of becoming aware of the violation. The discharger shall also repeat the sampling and analysis and submit the results of the repeat analysis to the Director within 30 days after becoming aware of the violation, except the discharger is not required to resample if:

(1) The Director performs sampling at the discharger's facility at a frequency of at least once per month, or

(2) The Director performs sampling at the discharger's facility between the time when the discharger performs its initial sampling and the time the discharger receives the results of this sampling.

(c) **Representative Samples.** Samples shall represent the normal wastewater flow to the POTW over a 24-hour period. Composite samples shall be collected according to time or flow as specified by the Director, with at least one sample collected hourly. The Director may require grab samples or continuous monitoring as deemed appropriate (e.g. pH and flow). Samples may be collected either manually or by automatic integrated sampling equipment approved by the Director.

(d) **Sample Analysis.** The handling, storage, and analysis of all samples taken for the determination of the characteristics of wastewater discharged shall be performed by laboratories certified by the State of California and shall be in accordance with the procedures established by the RPA pursuant to Section 304(i) of the Act and contained in 40 CFR, Part 136, as amended. In the absence of a State certification process, the Director may approve of a laboratory to perform any necessary sampling and analysis.

5. **Inspection and Sampling.**

(a) **Inspections to Enforce Local, State, and Federal Laws.** Whenever it is necessary to make an inspection to enforce any of the provisions of or perform any duty imposed by this section or other applicable law, or whenever the Director has reasonable cause to believe that there exists upon any premises any violation of the provisions of this section or other applicable law, or any condition which makes such premises hazardous, unsafe, or dangerous, the Director is hereby authorized to enter such property at any reasonable time and to inspect the same and perform any duty imposed

upon the Director by this section or other applicable law provided that:

(1) If the property is occupied, the Director shall first present proper credentials to the occupant and request entry explaining the reasons therefore and;

(2) If the property is unoccupied the Director shall first make a reasonable effort to locate the owner or other persons having charge or control of the property and request entry, explaining the reasons therefore. If such entry is refused or cannot be obtained because the owner or other person having charge or control of the property cannot be found after due diligence, the Director shall have recourse to every remedy provided by law to secure lawful entry and inspect the property.

(b) **Inspections to Safeguard the Public Health or Safety.** Notwithstanding the foregoing, if the Director has reasonable cause to believe that wastewater discharge conditions on or emanating from the premises are so hazardous, unsafe or dangerous as to require immediate inspection to safeguard the public health or safety, the Director shall have the right to immediately enter and inspect the property, and may use any reasonable means required to effect such entry and make such inspection, whether the property is occupied or unoccupied and whether or not formal permission to inspect has been obtained. If the property is occupied, the Director shall first present proper credentials to the occupant and demand entry, explaining the reasons therefor and the purpose of the inspection.

(c) **Penalty for Refusal to Permit Director to Make Inspections.** No person shall fail or refuse, after proper demand has been made upon that person as provided in Paragraph (b) of this Subdivision 5, to promptly permit the Director to make any inspection provided for by said Paragraph (b). Any person violating this subdivision shall be guilty of a misdemeanor.

(d) **Consent and Agreement to Enter Premises.** The applicant, by accepting any permit issued pursuant to this section, does thereby consent and agree to the entry upon the premises, described in the permit, by Department personnel for the following purposes as required by this section or other applicable laws. The City shall be afforded access at all reasonable times:

(1) for the purposes of inspection, sampling, flow measurement, examination of records in the performance of other authorized duties;

(2) to set up on the discharger's property such devices as are necessary to conduct sampling inspections, compliance-monitoring, flow measuring or metering operations;

(3) to inspect and copy any records, reports, test results or other information required to carry out the provisions of this section; and

(4) to photograph any waste, waste container, vehicle, waste treatment process, discharge location, or violation discovered during an inspection.

(e) **Entry of Premises with Security Measures.** Where a discharger has instituted security measures requiring proper identification and clearance before entry onto the premises, the discharger shall make all necessary arrangements with its security guards in order that, upon presentation of such identification, City personnel shall be permitted to enter the premises without delay for the purpose of performing their authorized duties.

6. **Public Access to Information.** Discharge and effluent data provided to the City by the discharger shall be available to the public without restriction. Other information may be subject to a claim of confidentiality by the discharger. All information which is submitted to the City by the discharger shall be available to the public, at least to the extent provided by 40 CFR 2.302. With the exception of governmental agencies, any person requesting this information from the City shall be required, prior to the receipt of the requested information, to pay the reasonable cost of said data gathering, reproduction and transmission incurred by the City.

7. **Confidentiality.** All information, except for discharge and effluent data, submitted to the City pursuant to this section may be claimed by the discharger to be confidential. Any such claim must be asserted at the time of submission of

the information or data to the City. The claim may be asserted by stamping the words "Confidential Business Information" on each page containing such information or by other means, however, if no claim is asserted at the time of submission, the City may make the information available to the public without further notice. If such a claim is asserted, the information will be treated in accordance with the procedures set forth in 40 CFR Part 2 (Public Information).

8. **Falsifying Information.** No person shall knowingly make any false statement, representation or certification in any application, record, report, plan or other document filed with the Director or required to be maintained pursuant to this section, or tamper with or knowingly render inaccurate any monitoring device required under this section.

9. **Rules and Regulations.** The Board shall adopt rules and regulations consistent with this section to effectuate its purpose and intent.

D. Fees and Charges.

1. **Purpose and Disposition.** It is the purpose of this subsection to provide for the recovery of City costs associated with the discharge of wastewater to the POTW. With the exception of Wastewater Sampling and Analysis Fees, all fees and money collected by the City pursuant to the provisions of this section shall be deposited into the Sewer Construction and Maintenance Fund established by Section 64.19.2 of this Code. Monies required hereunder to be deposited into that Fund shall be expended for the purposes set forth in said section and to provide for any appropriate refunds relative to such fees.

2. **Application Fees.** The Board shall require payment of an initial fee of \$356.00 for each application for an Industrial Wastewater Permit. No permit shall be deemed valid until the initial fee has been duly paid and received by the City.

3. Inspection and Control Fees.

(a) **Purpose of Inspection and Control Fees.** All permitted facilities must pay an annual Inspection and Control (I & C) Fee as a function of their assigned Inspection Classification Number. Inspection and Control Fees are part of the City's approved wastewater revenue program and pay for the basic level of services which include the following:

- Permitting,
- Inspection,
- Sampling,
- Providing laboratory analytical services,
- Monitoring facilities self monitoring program,
- Inventory control and development,
- Systems development and data management,
- Reporting to local, State and Federal authorities.

(b) **Inspection and Control Fee Schedule.** The Inspection and Control (I & C) Fee shall be paid quarterly in arrears by each permittee, except permittees in the Class I SubClass group as specified in Subsection D.3(c), in possession of a valid Industrial Wastewater Permit in accordance with the following schedule:

I&C Class	Annual Fee	Quarterly Fee
Class I	\$ 244.00	\$ 61.00

Class 2	\$ 488.00	\$ 122.00
Class 3	\$ 732.00	\$ 183.00
Class 4	\$ 976.00	\$ 244.00
Class 5	\$1,220.00	\$ 305.00
Class 12	\$2,928.00	\$ 732.00

(c) **Class I SubClasses.** A Subclass of Class I described above may be established by the Board to apply to certain groups of permittees under Class I that qualify for reduced inspection and control services. The Board may group permittees for this purpose based on the amount and type of discharges and based on the viability of implementing Best Management Practices as an effective control mechanism that merits reduced inspection and control services. Consequently, the annual fee will be a portion of the Class I annual fee and in the amount proportional to the cost of inspection and control services provided for that group of permittees and as specified in Table I of the Board's Rules and Regulations.

(d) **I & C Fee Payment Schedule.** Each permittee, except the Class I Subclass group, shall make quarterly payments in arrears on the first of April, July, October or January, following the first permit anniversary date.

(e) **Class I Subclass Fee Payment Schedule.** Permittees under the Class I SubClass group shall commence making annual payments on the first of April, July, October or January, following the first quarterly period in which their permit becomes effective.

4. Quality Surcharge Fee.

(a) **Quality Surcharge Fee Requirement.** The Sewer Service Charge (SSC), as established under Sections 64.41 of the Code, recovers the cost of treatment of domestic strength wastes discharged to the POTW for treatment. The SSC is paid by all of the users of the POTW. However, industrial wastewater discharged by Industrial Users (IUs) can vary significantly in strength from that of domestic sewage. Industrial wastewater strength can be higher or lower than that of the domestic sewage. A permittee whose discharge is determined to contain BOD or SS, as defined in Subsection A of Section 64.00 of this Code, with concentrations in excess of the designated BOD and SS values in the Board Rules and Regulations shall pay a quality surcharge fee.

(b) **Quality Surcharge Fee Determination.** A fee based on the quality/strength of the Wastewater discharged into the POTW shall be paid quarterly in arrears by all Industrial User or permittees in possession of a valid Industrial Wastewater Permit where the Wastewater of said permittees is found to be subject to the City's Quality Surcharge Fee and which is treated in a City treatment plant. The permittee may choose to be billed for the City's Quality Surcharge Fee based on either the provisions of Subsections 64.30D4(b)(1) or 64.30D4(b)(2) below.

(1) Permittees whose discharge is determined to contain BOD or SS, as defined in Subsection A of Section 64.00 of this Code, with concentrations in excess of the designated BOD and SS values in the Board Rules and Regulations shall pay a Quality Surcharge Fee (QSF) according to the following formula and provisions.

The Quality Surcharge Fee, for these permittees, shall be determined pursuant to the following formula:

$$C = V [a(SS-DSS) + b(BOD-DBOD)]k$$

where:

"C" is the Quality Surcharge Fee.

"V" is the average daily volume of wastewater discharged in gallons and shall be deemed (1) the volume of water supplied to the premises, adjusted as determined by the Board to account for water not discharged into the POTW (2) the metered volume of wastewater discharged into the POTW, in accordance with a measuring device approved by the Board, or (3) a figure determined by the Board, based upon any other equitable method.

"SS" is the suspended solids as defined in Subdivision 75 of Subsection A of Section 64.00 of this Code, expressed in milligrams per liter.

"BOD" is the biochemical oxygen demand of the wastewater as defined in Subdivision 6 of Subsection A of Section 30 of this Code, expressed in milligrams per liter.

"DSS" is the suspended solids concentration designated by the Board in the Board Rules and Regulations.

"DBOD" is the biochemical oxygen demand concentration designated by the Board in the Board Rules and Regulations.

"a", is the verifiable cost assessed for each pound of suspended solids, as determined by the Board.

"b", is the verifiable cost assessed for each pound of biochemical oxygen demand, as determined by the Board.

"k" is $(365 \times 8.34)/1,000,000$, a dimensional constant to convert C to dollars.

If the term containing SS or BOD is negative, a value of zero shall be used for the term.

(i) In determining the amount of Quality Surcharge Fee to be paid by various industrial users, the Board may establish industry-wide averages for SS and BOD values. The Board may group permittees into appropriate discharge volume ranges each of which shall be represented by an average discharge volume. Where sampling and volume measurements of any permittee are not practical for physical, economic or other reasons, these averages may be used in establishing such permittee's Quality Surcharge Fee.

(ii) Any permittee whose fee has been determined in the above manner who is not satisfied that the averages are applicable to its discharge, may submit appropriate engineering data to the Board for its consideration. If the Board finds such permittee's discharge differs significantly from the averages established, it may determine the fee on a more appropriate basis.

(2) Permittees whose discharge is determined to contain BOD or SS, as defined in Subsection A of Section 64.00 of this Code, with concentrations less than the designated BOD and SS values in the Board Rules and Regulations may petition the Board to pay a Low-Strength SSC Rate as defined in Section 64.41.01(n), of the Code. Upon qualification, such permittee may be allowed to pay a Low-Strength SSC Rate where the Low-Strength SSC Rate excludes the cost component associated with the domestic sewage strength included in the SSC rate. However, should such a permittee petition and be allowed to pay a Low-Strength SSC Rate, such permittee shall simultaneously become subject to the Zero-Based Quality Surcharge Fee (QSF) as defined in Subsection 64.30D4(c) below. This fee is to recover the treatment cost associated with removal of BOD and SS, as defined below, in the permittee's discharge. This fee is also representative of and a replacement for the strength cost component of the Sewer Service Charge (SSC) not included in the Low-Strength SSC Rate as defined in Section 64.41.01(n) of the Code.

The Quality Surcharge Fee, for these permittees, shall be determined pursuant to the following formula:

$$C = V [a(SS) + b(BOD)] k$$

where:

C, V, a, b, k, BOD and SS are defined under Section 64.30, Subsection D4(b) above.

(c) **Zero-Based Quality Surcharge Fee Qualifications and Requirements.** Any discharger, in possession of a valid Industrial Wastewater Permit, that petitions to pay a Low-Strength SSC Rate and a Zero-Based QSF, shall meet the following qualifications and requirements:

(1) The discharger, if not in possession of a valid Industrial Wastewater Permit, must apply for and obtain an industrial wastewater discharge permit as defined under Subsection 64.30.C.1. of the Code.

- (2) The permittee must petition, in writing, to the Board to be placed on the Zero-Based Quality Surcharge Fee;
- (3) The permittee must submit analytical data of its discharge, at the time of and with its petition, to demonstrate that the strength of its discharge does qualify for the Low-Strength SSC Rate;
- (4) The permittee shall become subject to self-monitoring of its discharge, per Industrial Waste Management Division policies and also as defined and established in Section 9 of the Board's Rules and Regulations and,
- (5) The permittee shall install a sampling facility, for the purposes of self-monitoring, in accordance to the requirements set forth by the Director.

(d) **Determination of Surcharge Fees for Ground Solid Wastes.** Where ground solid wastes such as garbage, market refuse, food plant wastes and hospital wastes are discharged to the POTW, their weights shall be recorded prior to disposal or may be estimated by the Board, and a dry weight loading calculated for determination of surcharges. Food processors which grind food plant wastes for discharge to the POTW and hospitals which grind infectious wastes for discharge to the POTW may be required to report quarterly the total weight of material ground for surcharge determination.

5. **Private Septage Disposal Facility (PSDF) Fees.** Subject to the provisions of this Subsection, all PSDFs shall pay, quarterly in arrears, the following fees and discharge user rates:

- (a) **PSDF Inspection and Control Fee.** An annual Inspection and Control (I & C) Fee, in the amount corresponding to the I and Classification Number as set forth in Table 1 of the Board's Rules and Regulations and;
- (b) **PSDF Treatment Cost Recovery User Fee.** A per gallon Treatment Cost Recovery User Fee as determined by the Board. This fee shall be applied to the full-tank capacity of each vehicle discharging at the PSDF.

6. **Determination of Fees and Charges.** When necessary as determined by the Board of Public Works, the Board and in concurrence of the Office of Administrative and Research Services (OARS) shall ascertain the verifiable costs applicable to the Quality Surcharge Costs set forth in Subdivision 4 of Subsection D of Section 64.30 and the PSDF Treatment Cost Recovery User Fee set forth above.

7. **Fee Schedule.** Upon adoption of a schedule of verified costs by the Board as provided herein, the Board shall transmit copies of the Board order to the Mayor and to the City Council. At any time within 30 days after receipt of the Board order, the Mayor, by writing, or the Council, by majority vote, may disapprove the Board order. If neither the Mayor nor the City Council disapproves the Board order within the 30-day period, the schedule shall become effective, and the Board shall collect fees and charges according to the new schedule.

8. **Wastewater Sampling and Analysis Fee.** The Board may charge a fee of \$100 for each analysis performed by or on behalf of the Bureau of Sanitation or the Department of General Services, on wastewater samples taken from the discharger. Monies collected pursuant to this Subdivision 5 shall be deposited into the General Fund to the account of the Department of General Services.

9. **Significant Industrial User Fee.** In addition to any fees and charges required by this Subsection, Significant Industrial Users (SIUs), as defined in Section 64.00A67, of this Code shall be charged additional fees in accordance with the following schedule for each applicable Industrial Wastewater Permit:

SIU GROUP	GROUP IDENTIFICATION	AMOUNT OF FEE
I	Categorical Industrial Users with an average discharge equal to or greater than 10,000 gallons per day	\$4,191
II	Categorical Industrial Users other than Electroplaters with an average discharge less than 10,000 gallons per day	\$4,054

III	Category 413 Industrial Users (Electroplaters) with an average discharge less than 10,000 gallons per day	\$2,219
IV	Non-Categorical Industrial Users with an average discharge of equal to or greater than 250,000 gallons per day	\$3,466
V	Non-Categorical Industrial Users with an average discharge of equal to or greater than 40,000 gallons but less than 250,000 gallons per day	\$2,516
VI	Non-Categorical Industrial Users with an average discharge of equal to or greater than 25,000 gallons but less than 40,000 gallons per day, OR; any industrial user that is designated by the Director to have a reasonable potential to adversely affect the POTW's operation or for violating any pretreatment standards or requirement.	\$2,359

10. Due Dates.

(a) **Fee Due Dates for other than I & C Class I SubClass Fees.** Fees subject to the provisions of this subdivision, Inspection and Control Fees, Quality Surcharge Fees, Private Septage Disposal Facility Fees, and Significant Industrial User Fees shall be due in quarterly installments payable on the first day of January, April, July and October, with each such payment applicable to the immediately preceding quarter.

(b) **Class I SubClasses Fee Due Dates.**

(1) **I & C Fees.** Class I SubClass permittees shall commence making annual payments on the first of April, July, October or January, following the first quarterly period in which their permit becomes effective. The following outlines the billing schedule for Class I SubClasses permittees:

Permit Effective Period Bill Due Date

Jul-Sept. October 1

Oct-Dec. Jan 1

Jan-March April 1

Apr-Jun. July 1

(2) **Quality Surcharge Fees.** Class I SubClass permittees subject to Quality Surcharge Fees shall be subject to the same schedule of payments set forth in the provisions of Subsections 64.30D4(10)(a) above.

11. Cost Recovery For Sewer Maintenance. (New Subdiv. (11) Added by Ord. No. 174,047, Eff. 8/5/01.) The Board may charge any discharger for the cost of sewer maintenance resulting from its wastewater discharge.

12. Delinquency - Penalty Charges. (Amended by Ord. No. 174,817, Eff. 11/2/02.)

(a) **Delinquency - Penalties.** If the fees are not paid on or before the last day of the quarter in which they are due, a penalty equal to 2.5% of any outstanding fees, but not less than \$10.00, shall be added to the fees. The fees, including penalty, shall become a part of the fees required by this section and be payable for that quarter. Any fees remaining unpaid after the last day of the quarter shall be added and carried over to the amount owing for the next quarter and become part of the fees owing for that quarter.

(b) **Continued Delinquency.** All principal charges, excluding accrued penalties, carried over from a prior quarter

shall be assessed an additional penalty in the amount of 2.5% if not paid on or before the last day of each quarter until paid in full. All charges carried over into the next quarter shall continue being carried over and added to charges accruing for the following quarter, if any, without limitation and all outstanding principal charges shall be subject to continued penalties as provided here for each quarter in which they remain unpaid. These charges and penalties shall continue to accrue quarterly until paid regardless of whether the permit is revoked as provided here.

(c) **Delayed billing.** If the invoices for any fees due, pursuant to this section, are not mailed before the due date, these fees shall not become delinquent until 35 days following the invoice mailing date, at which time, the fees shall become delinquent and the charges and time payment factors as provided above shall apply.

(d) **Revocation.** If the total invoiced amount is not paid by the last day of the month of any quarter in which there is an amount owing from a previous quarter, the permit shall be subject to revocation as provided in Subsection E below. Before the Board may grant any new permit, all outstanding delinquent fees and penalties must be paid.

13. Liability for Costs of Correction Arising from Unlawful Discharge. (Subdiv. (12) Renumbered (13) by Ord. No. 174,047, Eff. 8/5/01.) Whenever any discharger introduces or causes to be introduced wastewater in violation of this section and such discharge, either singly or by interaction with other discharges, results in damage to or is otherwise detrimental to or adversely affects the POTW, said discharger shall be liable to the City for reasonable costs necessary to correct that discharge, detriment or adverse effect, including, but not limited to labor, material, inspection, transportation, overhead, and incidental; expenses associated with the corrective action. The discharger shall additionally be liable to the City for the reasonable costs of investigation by the City arising from the unlawful discharge.

E. Enforcement

1. Suspension of Industrial Wastewater Permit.

(a) **Permit Suspension Criteria.** The Director may suspend an Industrial Wastewater Permit when such a suspension is necessary in order to stop a discharge which presents an imminent hazard to the public health, safety or welfare, to the local environment, or which either singly or by interaction with other discharges, is an imminent hazard to the POTW or places the City in violation of its NPDES permit.

(b) **Discharger Response to Suspension Notification.** Any discharger notified of a suspension of that discharger's Industrial Wastewater Permit shall immediately cease and desist the discharge of all industrial wastewater into the POTW. Any discharger notified of a suspension of that discharger's Industrial Wastewater Permit issued for a private sewage disposal system shall immediately cease and desist the discharge of industrial wastewater into both the private sewage disposal system and the POTW.

(c) **Failure of Discharger to Comply with a Suspension Order.** In the event of a failure of a discharger to comply voluntarily with a suspension order, the Board may take such steps as are reasonably necessary to ensure compliance. These include, but are not limited to, immediate blockage or disconnection of the discharger's connection to the POTW, and a request to the Department of Water and Power that it discontinue water service of the affected property until full compliance with the Notice to Comply has been achieved.

(d) **Notice of an Intended Order of Suspension.** The Director in the event of violation of this section, may serve the discharger with a notice of an intended order of suspension, stating the reasons therefor, the opportunity for a hearing with respect thereto, and the proposed effective date of the intended order.

(e) **Order of Suspension Board Hearing.** Any discharger suspended or served with a notice of an intended order of suspension may file with the Secretary of the Board a request for a Board hearing with respect thereto. Filing of such request shall not stay a suspension. In the event a suspension of a permit due to imminent hazard related to continued discharge, the discharger may request a hearing, and the Board or a hearing examiner designated by the Board for that purpose, shall conduct a hearing within three days of receipt of the request. In the event of hearing requests, for other than an imminent hazard suspension, the Board shall hold a hearing on the suspension within 14 days of receipt of the request. At the close of the hearing the Board shall make its determination whether to terminate, or conditionally terminate the suspension imposed by the Director, or the Board may cause the permit to be revoked. Except in the case of a hearing

within three days being required as above provided, reasonable notice of the hearing shall be given to the suspended discharger in the manner provided for in Subdivision 6 of Subsection E of this section.

(f) **Stay of Order of Suspension.** In the event that the Board fails to meet within the time set forth above or fails to make a determination within 72 hours after the close of the hearing, the order of suspension shall be stayed until a Board determination is made with respect to the action of the Director.

(g) **Reinstatement of Industrial Wastewater Permit.** The Director shall reinstate the Industrial Wastewater Permit upon proof of compliance which ends the emergency nature of the hazard created by the discharge that had been cause for the Director to initiate the suspension, provided that the Director is satisfied that all discharge requirements of this section, the Board's Rules and Regulations, and any Board order will be implemented.

2. **Revocation of Industrial Wastewater Permit.** The Board may revoke an Industrial Wastewater Permit upon a finding that the discharger has violated any provision of this section or the Board's Rules and Regulations. No revocation shall be ordered until a notice and hearing on the question has been held by the Board as provided in Subdivisions 4 and 5 of this Subsection E of Section 64.30.

3. **Additional Emergency Remedial Measures.** The Director shall have full power and authority to take any necessary precautions including but not limited to, decontamination, sewer closure, packaging, diking, and transportation of materials, in order to protect life, protect property, or prevent further damage resulting from a condition that is likely to result in a discharge which presents an imminent hazard to the public health, safety or welfare; or which either singly or by interaction with other discharges, is an imminent hazard to the POTW; or which places the City in violation of its NPDES permit. In the pursuit of such an operation, City personnel, any party contracting with the City, or duly authorized representative of another governmental agency shall have immediate access to the premises. The Director may prohibit approach to the scene of such emergency by any person vehicle, vessel or thing, and all persons not actually employed in the extinguishment of the condition or the preservation of lives and property in the vicinity thereof.

4. **Board Hearing.**

(a) **Appointment of Hearing Examiner.** With respect to permit revocation or suspension hearings, the Board may conduct the hearing or may appoint one or more examiners or designate one or more of its members to serve as hearing examiners and to conduct a hearing with respect to any appeal or protest filed. At such hearing the discharger may appear personally or through counsel, cross-examine witnesses and present evidence in the discharger's behalf.

(b) **Board Decision.** The hearing examiner or examiners, if other than the Board, shall submit a written report and recommendations to the Board together with a brief summary of the evidence considered and conclusions reached with respect thereto. The Board, after considering evidence presented at such a hearing, and any report submitted to it with respect to such a hearing, or after any hearing which it conducts, shall adopt findings supported by evidence, and may adopt, reject, or modify in whole or in part, make its decision, and issue its order. If the Board's order is to revoke the discharger's Industrial Wastewater Permit, the order may be effective forthwith, or at a later specified date. The discharger shall be notified in writing of the Board's action.

(c) **Compliance with Order of Revocation.** Any discharger whose Industrial Wastewater Permit has been revoked shall immediately cease and desist all discharge of any wastewater covered by the Permit. The Board may disconnect or permanently block the discharger's connection if such action is necessary to ensure compliance with the order of revocation.

(d) **Conditions for Resumption of Discharge after Permit Revocation.** After revocation of a discharger's Industrial Wastewater Permit, there shall be no further discharge of industrial wastewater by that discharger into the POTW unless there has been a new application filed, all fees and charges that would be required upon an initial application and all delinquent fees, charges, penalties and other sums owed by the discharger and/or the applicant to the City have been paid to the City, and a new Industrial Wastewater Permit has been issued. Any costs incurred by the City, including administrative costs and investigative fees, in revoking the Permit and disconnecting the connection if necessary, shall also be paid for by the discharger before issuance of a new Industrial Wastewater Permit.

5. **Notice.** Notice of the hearing shall be given to the discharger at least ten (10) days prior to the date of hearing. Unless otherwise provided herein, any notice required to be given by the Director under this section shall be in writing and served in person or by registered or certified mail addressed to the addressee's last known address with request for return receipt. Where no address is known, service may be made upon the owner of record of the property upon which the violation occurred or by posting the notice conspicuously on the property.

Notice shall be deemed to have been given at the time the written notice is deposited, postage prepaid, in the United States mail at Los Angeles, California.

6. **Public List of Significant Noncompliant Industrial Dischargers.** The Director shall identify a discharger as meeting one or more of the Significant Noncompliance (SNC) criteria listed in 40 CFR Section 403.8(f)(2)(vii) and shall publish notice in the largest daily newspaper published in the City of such status. The criteria for SNC shall be as follows:

(a) Sixty-six percent (66%) or more of wastewater measurements taken during a 6 month period exceed the discharge limit for the same pollutant parameter by any amount;

(b) Thirty-three percent (33%) or more of the wastewater measurements taken during a 6 month period for each pollutant equals or exceeds the product of the daily maximum limit or the average limit multiplied by the applicable criteria (1.4 for BOD, TSS, oil and grease, and 1.2 for all other pollutants except pH);

(c) Any other effluent violation that the Director believes has caused, alone or in combination with other discharges, interference or pass through (including endangering the health of POTW personnel or the general public);

(d) Any discharge of pollutants that has caused imminent endangerment to the public, human health or welfare or to the environment or has resulted in the City's exercise of its emergency authority to halt or prevent such a discharge;

(e) Failure to meet, within ninety (90) days of the scheduled date, a compliance schedule milestone contained in a permit or Administrative Order for starting construction, completing construction, or attaining final compliance;

(f) Failure to provide, within 30 days after the due date, any required reports such as 90 day compliance reports, periodic self-monitoring reports and reports on compliance with compliance schedules;

(g) Failure to accurately report noncompliance;

(h) Any other violation or group of violations that the Director determines will adversely affect the operation or implementation of its pretreatment program.

7. Penalties for Violations.

(a) **Criminal Penalty.** Except as expressly provided, violation of this section or any order issued by the Board or the Director as authorized by this section is a misdemeanor punishable by a fine not to exceed \$1,000.00 per violation per day or by imprisonment in the County jail for a period of not more than six (6) months, or by both such fine and imprisonment.

(b) **Injunctive Relief.** Whenever a discharger of wastewater is in violation of this section or otherwise causes or threatens to cause a condition of contamination, pollution or nuisance, the Board or the Director may cause the City to seek a petition to the Superior Court for the issuance of a preliminary or permanent injunction, restraining order, or other order, as may be appropriate in restraining the continuance of such discharge.

(c) **Civil Liability.** Any person who violates any provision of this section or any term or condition of any permit issued pursuant to this section or plan approval which prohibits or limits the discharge of any waste imposes any treatment requirement shall be civilly liable to the City in the maximum sum provided by law for each day in which such violation occurs.

F. **Conflict.** Provisions of this section shall prevail over any other inconsistent or conflicting provisions of this

chapter.

SEC. 64.30.L. INDUSTRIAL WASTES TREATED BY COUNTY SANITATION DISTRICTS OF LOS ANGELES COUNTY (CSDLA).

(Amended In Entirety by Ord. No. 173,980, Eff. 7/1/01.)

(a) **Industrial Wastewater.** For purposes of this section "industrial wastewater" shall mean all water carried wastes and wastewater of the community excluding domestic wastewater and uncontaminated water, and shall include all wastewater from any producing, manufacturing, processing, institutional, commercial, agricultural, or other operation where the wastewater discharged includes significant quantities of wastes of nonhuman origin.

(b) **Dischargers in the City whose Wastewater is Treated by CSDLA.** Dischargers of industrial wastewater whose wastewater is treated and disposed of in wastewater treatment facilities owned and operated by the County Sanitation Districts of Los Angeles County, and who are in the City of Los Angeles but not in a County Sanitation District shall comply with all ordinances and regulations of said districts which would be applicable to such dischargers if they had been in a district.

(c) **Fees and Charges.** Such dischargers shall pay, to the districts, charges equivalent to those imposed by the districts pursuant to the Districts Industrial Wastewater Treatment Surcharge as if the discharge were within a district using the same sewer system.

(d) **Districts Responsibilities.** The district shall have the responsibility to bill and serve all such charges. It shall have the right to sue and collect in its own name any such charges that may be delinquent.

SEC. 64.31. SEPTAGE DISPOSAL CONTROL.

(Added by Ord. No. 172,118, Eff. 8/31/98.)

A. General Provisions.

1. **Objectives.** This section sets forth regulations and requirements for accepting septage for discharge to the City's Publicly Owned Treatment Works (P.O.T.W.). Through a Permit, monitoring and an inspection program, the City seeks to ensure compliance with all applicable Federal and State regulations and seeks to assure implementation of the following objectives:

- (a) To protect the health, safety and welfare of the public;
- (b) To protect the health and safety of the P.O.T.W. operating and maintenance personnel;
- (c) To protect the P.O.T.W. and its operations and treatment processes from harmful pollutants;
- (d) To prevent any hazardous wastes from being discharged to the P.O.T.W.;
- (e) To provide cost recovery for its services, including wastewater treatment administration, operations, maintenance, expense and equipment expenditures, implementation and enforcement of the program established herein.

2. **Scope.** This section provides for the regulation of the discharge of septage to the City's P.O.T.W., through the issuance of Septage Disposal Permits, enforcement of discharge prohibitions, designation of discharge sites, requirements for waste tracking and load manifesting. This section further establishes fees for the recovery of all program costs. Except as otherwise provided herein, the Director of the Bureau of Sanitation (Director) under the jurisdiction of the Board of Public Works (Board) shall administer, implement and enforce the provisions of this section. This section applies to all Septage Haulers who discharge septage to the City's P.O.T.W.

B. Septage Disposal Rules and Regulations. The Board shall adopt Rules and Regulations consistent with the provisions of this section, to effectuate its intent and purpose in regulating the discharge of septage to the City's P.O.T.W.

and to administer the operations of any designated discharge site. These Rules and Regulations shall be titled "**RULES AND REGULATIONS GOVERNING DISPOSAL OF SEPTAGE INTO THE P.O.T.W. OF THE CITY OF LOS ANGELES**", herein referred to as the Board's Septage Disposal Rules and Regulations.

2. Septage Disposal Permit. No person may discharge or cause to be discharged any septage to the City's P.O.T.W. without first obtaining a Septage Disposal Permit in writing from the Director. A separate Septage Disposal Permit shall be required for each vehicle used to haul septage for discharge to the City's P.O.T.W.

1. Permit Application. To obtain a Septage Disposal Permit, an application must be filed with the Director in the prescribed form and must be accompanied by the applicable fees. The applicant must submit the following information for evaluation:

- (a) Name, address of any and all principals, owners, major shareholders of the company applying for the Permit (whichever is applicable).
- (b) State Vehicle License Number and Vehicle Identification Number (VIN) of the septage hauling vehicle to be permitted.
- (c) Copy of the applicant company's City Business Tax Registration Certificate (BTRC).
- (d) Copy of the applicant company's Los Angeles County Health Department License and vehicle registration number.
- (e) The total septage hauling capacity, in gallons, and that of each compartment in the vehicle, to be permitted.
- (f) Any other information deemed by the Director to be necessary to evaluate the applicant's Permit application.

2. Permit Conditions. Septage Disposal Permits are subject to all provisions of this Code, all applicable statutes, codes and Regulations, fees and charges established by the City. This Permit must be kept on the permitted vehicle used to haul septage and available for immediate inspection at all times. The Director has the authority to impose additional Permit conditions as follows:

- (a) Prohibitions and/or "discharge limitations" for discharge of specific pollutants.
- (b) Requirements for maintaining, submitting and affording City access to waste hauling records or Septage Manifests.
- (c) Requirements for wastewater sampling and analysis.
- (d) Other Permit conditions deemed appropriate and as recommended by the Director to ensure compliance with this section.

3. Duration of Permit. A Septage Disposal Permit is valid for one year. A Permit may be issued for a period less than a year or may be stated to expire on a specific date, not to exceed one year from the date of Permit issuance.

4. Renewal of Permit. Applications for Permit renewal must be filed with the Director a minimum of sixty (60) days prior to the Permit's expiration date. A permittee must pay any delinquent fees or charges, in full, prior to Permit renewal.

5. Non-Transferability. A Septage Disposal Permit, identification decal or card and any site access card or key shall be issued to a specific permitted vehicle and is not transferable from one business or vehicle to another.

D. Prohibitions and Limitations. The following prohibitions and limitations shall apply to all persons discharging septage to the City's P.O.T.W.

1. Discharge Prohibitions

(a) Except as expressly allowed through a Septage Disposal Permit, Septage Haulers are subject to the "discharge prohibitions" specified in Section 64.30, Subsection B1 of the Code for all loads discharged to the City's P.O.T.W.

(b) Discharge of septage to any portion of the City's storm drain system or the Waters of the State is expressly prohibited.

(c) No person may discharge, attempt to discharge or cause the discharge of septage, directly or indirectly to the City's P.O.T.W. through any sewer maintenance hole or through any other sewer connection not specifically approved as a designated discharge site.

(d) Discharge of septage consisting of materials mixed from different types of septage is prohibited as specified under Section 5 of the Board's Septage Disposal Rules and Regulations.

2. **Specific Pollutant Limitations.** Septage Haulers are subject to specific pollutant limitations specified in Section 64.30, Subsection B2 of the Code for all loads discharged to the City's P.O.T.W., except when discharging domestic septage, other than portable toilet waste, to the City's P.O.T.W.

F. Septage Manifests. As part of a septage tracking system, a manifest, in a form prescribed by the Director, must be completed and submitted by every Septage Hauler for each generator or source of septage to be discharged to the City's P.O.T.W.

The manifest for each load being transported must be fully completed and be available, in the transport vehicle, for inspection by the City inspector at the time of discharge of such loads at the designated discharge sites. The manifest must be completed and submitted according to the provisions of the Board's Septage Disposal Rules and Regulations.

G. Industrial Wastewater Permit. Upon determination by the Director, a generator of Industrial Wastewater or non-domestic septage, who intends to discharge such wastes at a designated discharge site, may be required to obtain an Industrial Wastewater Permit, per the requirements of Section 64.30, Subsection C1 of the Code.

H. Physical or Chemical Analysis. The Director may require physical and chemical analysis of any septage hauled by any Septage Hauler before permission is granted to discharge to the City's P.O.T.W. The Director may also collect and analyze samples of septage to determine its compliance with any applicable wastewater discharge pollutant limitations or requirements.

I. Right to Reject. The Director may reject septage from any Septage Hauler if there is reason to believe that the septage may contain hazardous waste, industrial waste or any other waste which may require a chemical analysis to determine its quality and therefore acceptability for discharge to the City's P.O.T.W.

J. Discharge Sites. The Board shall designate discharge sites and may establish the hours of operation where properly permitted Septage Haulers shall be allowed to discharge properly manifested septage.

K. Service Area. Service Area shall mean the County of Los Angeles. The City shall not accept any septage originating from outside the County of Los Angeles unless specifically permitted by the Director as part of the Septage Disposal Permit provisions.

L. Fees and Charges. Septage Haulers shall pay all applicable Septage Disposal Permit fees and charges established in this section. All fees and charges collected from Septage Haulers shall be deposited in the Sewer Construction and Maintenance Fund established by Section 64.19.2 of this Code. Monies collected are to be expended for the purposes set forth in the above Subsection A1(e) and to provide for any appropriate refunds relative to such fees.

1. **Determination of Fees and Charges.** When necessary, as determined by the Board, the Board with the concurrence of the Director of the Office of Administrative and Research Services (Amended by Ord. No. 173,363, Eff. 7/29/00, Oper. 7/1/00.) shall propose an appropriate and revised schedule of fees and charges. The Board shall then

transmit the schedule of fees and charges, to the Mayor and to the City Council for their approval and adoption.

2. **Permit Fee.** An Annual Permit Fee of \$ 2000.00 is required for each Septage Hauler vehicle that is permitted to discharge septage to the City's P.O.T.W. This fee shall be paid annually at the time of submittal of each application for issuance or renewal of a Septage Disposal Permit.

3. **User Fees.** The following user fee rates are to be applied to the full tank capacity of the Septage Haulers' vehicle, for each vehicle as permitted by the Director; and, by the septage origin, as follows:

(a) Septage generated inside the City: \$0.0256 per gallon

(b) Septage generated outside the City: \$0.0496 per gallon

(c) **Commingled Septage:** Septage Haulers discharging commingled septage, shall identify and report the composition of the commingled load on the Septage Manifest form to be submitted at the time of discharge. The Septage Hauler must identify, as a percentage of the total volume, the volume of septage subject to each of the above two rate categories "Septage generated inside the City" and "Septage generated outside the City". The City shall charge the Septage Hauler accordingly by applying the appropriate rate to the volume of each type of septage as identified by the Septage Hauler. All reported information on each commingled load shall be subject to verification by the City.

(d) **Emergency/Special Event Use Fee.** An Emergency or Special Event Use Fee shall be charged to any Septage Hauler requesting access to any designated septage discharge site during non-business hours. This fee will be determined by the Director and will be equal to the City's costs to provide such a service. This fee shall recover all direct and indirect City costs and shall include, at a minimum; City costs equal to the overtime salary rate of an Industrial Waste Inspector for three (3) hours. This fee will be billed to the Septage Hauler and will be charged in addition to the applicable user fees according to and as defined hereunder in Subdivision 5 of this Subsection K.

4. Each load of septage delivered and discharged to the City's P.O.T.W. must be accompanied by a Septage Manifest clearly indicating the type and volume of the septage being discharged as required in Subsection E.

5. **Application of the Rates During an Emergency or Special Event.** In the case of a major rain storm or earthquake, or other emergency as determined by the Director, or during a Special Event, as declared by the City Council, a Septage Hauler may discharge septage resulting from such emergency or Special Event at a designated septage discharge site. The Director shall screen such septage before it may be discharged to ensure that such a discharge will not adversely affect the City's P.O.T.W. or violate any of the City's "discharge limitations". The Director shall bill the Septage Hauler the appropriate User Fee according to Subdivision 3 of this Subsection K.

6. **Payment Method and Due Dates - Billing of Fees and Charges.** Subject to the provisions of this subsection, all user fees and charges shall be due in quarterly installments payable on the first day of January, April, July and October, with each such payment applicable to the immediately preceding quarter. This billing method will not be available to those Septage Haulers that become delinquent with the payment of their fees and charges as defined hereunder in Subdivision 7 of Subsection K of this section. Delinquent Septage Haulers will no longer be invoiced, following the date on which they become delinquent, and will be required to pay in guaranteed form, prior to discharge, the payment required for the discharge of each load of septage the Septage Hauler intends to discharge, in accordance with Subdivision 8(a) of Subsection K of this section.

7. **Delinquency - Additional Charge.** If the user fees are not paid on or before the last day of the month in which they are due, the Septage Hauler shall be deemed delinquent and will be issued a delinquent notice by the Director. Additionally, a delinquency charge equal to ten percent (10%) of the required user fees, but not less than \$10.00, shall be added to said user fees, and such additional charges shall become a part of the user fees required by this section and be payable for said period.

If the invoices for said user fees are not postmarked before the due date, such user fees shall not become delinquent until 35 days following the invoice mailing date, at which time, such user fees shall become delinquent and the additional charges and time payment factors as provided above shall apply.

8. **Failure to pay user fee or charge.** Failure to pay any user fee or charge payable under this section within 10 days after issuance of the delinquent notice by the Director shall constitute grounds for the suspension or revocation of the Permit(s) held by such Septage Hauler or for the issuance of an order by the Director under the provisions of Section 64.3116. For purposes of this subsection, failure to pay includes a payment which has been dishonored.

(a) Notwithstanding any other provision in this Code:

(a) Pending a final determination by the Director to suspend or revoke a Septage Hauler's permit(s) for failure to pay; or,

(b) Pending payment in full of all unpaid user fees or charges pursuant to an agreement to pay such user fees or charges, any Septage Hauler deemed delinquent under this subsection may, at the discretion of the Director, discharge septage to the City's P.O.T.W. on a load-by-load basis on the condition that all user fees applicable for the load to be discharged are paid prior to discharge. All payments of applicable user fees and charges under this subsection shall be by way of money order, cashier's check or other guaranteed form of payment.

(c) Payments made under this subsection will be accepted during normal business hours at one or more locations approved by the Director.

(d) The remedies provided by this section are cumulative to each other and to all other remedies and penalties available to the City under law. This section shall not be construed to prevent the Director from suspending or revoking any Septage Disposal Permit for any reason set forth in Subsection F of this section.

L. Enforcement. Violation of this Code, any term or condition of a Septage Disposal Permit, the Board's Rules and Regulations, or any order issued by the Director, may subject the Septage Hauler to enforcement action as provided herein.

1. **Cause for Enforcement Action.** An enforcement action may be initiated against a permittee for any of the following reasons:

(a) When a discharge, singly, or by interaction with other discharges, may cause interference, pass through, or otherwise pose a significant risk of causing the City to violate its NPDES wastewater Permit requirements;

(b) When a discharger obtains its Septage Disposal Permit by misrepresentation or fails to disclose fully all relevant facts in either the Permit application or any report, including falsification of self-monitoring reports or manifests or tampering with monitoring equipment;

(c) When a discharger fails to provide timely access to its records;

(d) When a discharger fails to timely pay applicable fees;

(e) When a discharge, singly, or by interaction with other discharges, may have an adverse effect on public health, safety or welfare; on the P.O.T.W., its personnel, or on the environment;

(f) When a discharger exceeds effluent "discharge limitations";

(g) When a discharger fails to provide a complete and accurate Septage Manifest;

(h) When a discharger violates any term or condition of its Septage Disposal Permit, this section, the Board's Rules and Regulations, or any order issued hereunder; and/or

(i) When the Director determines that a permittee has acted in any manner inconsistent with the intent of this Code, the Septage Disposal Permit or the laws governing the operation of the City's P.O.T.W.

Enforcement actions as provided herein may include any or all of the following:

2. **Notice of Violation.**

(a) **Scope of Notice of Violation.** The Director may serve upon a Septage Hauler a written Notice of Violation. The Notice of Violation may require the Septage Hauler to promptly respond to the Director within a specified time period and to identify the reason(s) and cause(s) for the violation(s) and a plan for the satisfactory correction and prevention of future violations.

(b) **Effect of Notice of Violation.** Submission of the response by a Septage Hauler to a Notice of Violation does not relieve the Septage Hauler of liability for any violations occurring before or after receipt of the Notice of Violation. Nothing in this section shall limit the authority of the Director to take any action, including emergency actions or any other enforcement action, whether or not a Notice of Violation has been issued.

3. **Administrative Orders.**

(a) **Scope of Administrative Orders.** The Director may issue Administrative Orders containing such terms and requirements as deemed necessary by the Director for determining the compliance status of the Septage Hauler; requiring the Septage Hauler to achieve compliance; and/or suspending the Permit(s) and requiring the cessation of discharge in whole or in part.

(b) **Effect of Administrative Order.**

(1) Failure of a Septage Hauler to comply with any condition or requirement set forth in any Administrative Order issued hereunder is a violation of this section and is independently enforceable for each day of a violation. All Administrative Order has the full force of law and is enforceable in a court of law. Administrative Orders shall become effective and final upon issuance by the Director.

(2) A Septage Hauler's compliance with the requirements of an Administrative Order shall not relieve the Septage Hauler of liability for any violation of a Septage Disposal Permit, this section, the Board's Rules and Regulations or other legally applicable requirements occurring before or after receipt of the Administrative Order.

(3) Nothing in this section shall limit the authority of the Director to take any action, including emergency actions, or any other enforcement action, whether or not an Administrative Order has been issued.

(c) **Description of Administrative Orders.** Administrative orders which the Director may issue include, but are not limited to, the following:

(1) **Consent Orders.** The Director and discharger may enter into a Consent Order establishing an agreement for achieving compliance with discharger requirements. Consent Orders reflect the agreement of the Director and discharger and are not appealable to the Board or otherwise subject to administrative or judicial appeal.

(2) **Cease and Desist Orders.** The Director may issue Cease and Desist Orders requiring dischargers, among other things, to cease and desist all such violations and directing the user to:

(A) Immediately comply with all Permit, Rules and Regulations and Code requirements, and;

(B) Take such appropriate remedial or preventive action as may be needed to properly address a continuing or threatened violation, including halting operations and/or terminating the discharge or preventing further discharges.

(3) **Compliance Orders.** The Director may issue Compliance Orders requiring dischargers, among other things to:

(A) Comply with interim and/or final dates and steps for achieving compliance;

(B) Submit and implement a plan of corrective actions to be taken to maintain consistent and permanent compliance;

(C) Submit and implement a pollution prevention plan;

- (D) Conduct additional self-monitoring; and/or
- (E) Pay all delinquent fees and charges.

4) **Permit Suspension Order.** The Director may issue Permit Suspension Orders suspending the right of the Septage Hauler to discharge septage to the City's P.O.T.W. A Permit Suspension Order may be issued due to the Septage Hauler's failure to pay applicable fees or penalties or for other good cause, including causes as specified in Subdivision 1 of this Subsection I. of this section.

4. Suspension of Septage Disposal Permit(s).

(a) **Notice of Intended Permit Suspension Order.** The Director may serve the Septage Hauler with a Notice of Intended Permit Suspension stating the reasons therefor and the opportunity for a Show Cause Permit Suspension Hearing before the Director with respect thereto. After such hearing, the Director shall make a final determination whether to issue the Permit Suspension Order or take other enforcement action. In cases where a Septage Hauler holds multiple Septage Disposal Permits and upon determination by the Director, the Permit Suspension Order may suspend all of the Septage Hauler's permits.

(b) **Cessation of Discharge.** Any Septage Hauler notified of suspension of its Septage Disposal Permit(s) shall immediately cease and desist the discharge of all septage previously authorized by the Permit(s) to the P.O.T.W. It is unlawful for a Septage Hauler to continue to discharge any septage to the P.O.T.W. after the Septage Hauler's permit(s) has been suspended.

(c) **Reinstatement of Suspended Permit(s).** The Director shall require that all deficiencies, violations and causes which led to the suspension of the Septage Hauler's permit(s), be removed and corrected and/or require that the Septage Hauler pay all of the delinquent fees, charges, penalties and other sums owed by the Septage Hauler to the City, or reach an agreement with the Board to pay such fee and charges before a suspended Permit is reinstated. Suspension of the Permit(s) does not relieve the Septage Hauler of its obligation to pay all applicable fees.

(d) **Failure to Correct as Cause for Revocation.** Failure of the Septage Hauler to take the necessary corrective actions and request reinstatement of the suspended Permit(s) within ninety (90) days following issuance of a Permit(s) Suspension Order shall be grounds for Permit(s) revocation and service termination according to Subsection 5 of this section.

5. Revocation of Septage Disposal Permit(s).

(a) **Notice of Intended Permit Revocation.** The Director, in the event of:

(i) a violation of a Septage Disposal Permit, this Code, the Board's Rules and Regulations, any order issued hereunder; and/or

(ii) The Septage Hauler's failure to pay applicable fees or penalties; and/or

(iii) for other good cause (including causes as specified in Paragraph (d) of Subdivision 4 of this subsection, may serve the Septage Hauler with a Notice of Intended Permit Revocation, stating the reasons therefore and the opportunity for a Show Cause Permit Revocation Hearing before the Director with respect thereto. After such hearing, the Director shall make a final determination whether to revoke the Permit(s) or take other enforcement action. In cases where a Septage Hauler holds multiple Septage Disposal Permits, the Director may revoke all of the Septage Hauler's permits.

(b) **Cessation of Discharge.** Any Septage Hauler notified of the revocation of its Permit(s) shall immediately cease and desist the discharge of all septage previously authorized by the Permit(s) to the P.O.T.W. It is unlawful for a Septage Hauler to continue to discharge any septage to the P.O.T.W. after Permit(s) has been revoked.

(c) **Issuance of New Septage Disposal Permit Subsequent to Revocation.** After revocation of a Septage Hauler's permit(s), there shall be no further discharge of any septage by the Septage Hauler to the P.O.T.W., unless there has been

a new application filed, all fees and charges that would be required upon an initial application and all delinquent fees, charges, penalties and other sums owed by the Septage Hauler and/or the applicant to the City have been paid to the City, or the Septage Hauler has reached an agreement with the Board to pay such charges and fees, and a new Septage Disposal Permit has been issued. Any costs incurred by the City, including administrative costs and investigative fees, in revoking Septage Disposal Permit(s) shall also be paid for by the Septage Hauler before issuance of new Septage Disposal Permit(s).

6. Appeals and Hearings.

(a) **Appeals.** Upon the issuance of an Administrative Order or notification of Permit revocation by the Director, a Septage Hauler may, within 14 days from service of the Director's order or notice, submit a written request to the Secretary of the Board for a Board hearing to appeal said order or notice.

The filing of said appeal does not act to stay any enforcement action or time set for compliance nor does said filing of an appeal in any way relieve the Septage Hauler from any liability or responsibility for the violation which is the subject of the appeal. Nothing in this section shall act to limit the authority of the Director to take any action, including emergency actions or any other enforcement actions, whether or not a request for appeal has been made. Failure of the Septage Hauler to request a hearing within the specified time or failure to pay any required filing fees shall be deemed a waiver of request for such a hearing.

In the event of a hearing request to consider an Administrative Order or notification of Permit Revocation as determined by the Director, the Board, or a hearing examiner designated by the Board for that purpose, upon written request by the Septage Hauler, shall conduct the hearing to consider the appeal of said order or notice within a reasonable period of time with consideration shown for the convenience and necessity of all parties and their representatives.

(b) Hearings.

(1) At the hearing the Director shall submit, for the record, evidence to support the issuance of the Administrative Order or notification of Permit Revocation which is the subject of the appeal. The Septage Hauler shall have the opportunity prior to the hearing to examine the evidence to be submitted by the Director. The Septage Hauler or counsel should be present at the hearing and will be given the opportunity to present any relevant evidence or witnesses, and ask questions or make comments concerning the Director's evidence and testimony. Failure of the Septage Hauler or the Septage Hauler's representative to appear at the hearing after receiving notice of the hearing shall be deemed a waiver of hearing rights.

(2) At the conclusion of the hearing, the Board shall make findings and determine whether the evidence presented at the hearing supports the issuance of the Administrative Order or notification of Permit Revocation which is the subject of the appeal.

(c) **Notification.** Only those persons who request a hearing need be notified of the date and time of the hearing. The Board Secretary shall make said notification at least ten (10) days prior to the date of the hearing by certified mail, postage prepaid, return receipt requested, to the address as shown on the hearing request.

(d) **Continuances.** The Board may grant continuances; however when a hearing examiner has been assigned to such hearing, no continuances may be granted except by that hearing examiner, for good cause shown, so long as the matter remains before the hearing examiner.

(e) **Reporting.** The proceedings at the hearing shall be reported by an electronic recording if requested by any party thereto. A transcript of the proceedings shall be made available to all parties upon request and upon payment of the prescribed fee therefor.

(f) **Oaths-Certification.** In any proceedings under this division, the Board, any Board member, the secretary of the Board or the hearing examiner has the power to administer oaths and affirmations and to certify to official acts.

(g) **Appointment of Hearing Examiner(s).** Whenever an appeal or protest is made to the Board pursuant to this

section, the Board may appoint one or more hearing examiners or designate one or more of its members to serve as hearing examiners, and direct such hearing examiner or examiners to consider all or part of such appeal or protest or to conduct all or part of such hearing and to submit a report or reports thereon as hereafter provided. Hearing examiners may, be appointed from among the officers or employees of the City.

(h) **Report of Hearing Examiner.** Within such period as may be fixed by the Board, the hearing examiner shall submit a written report to the Board. Such report shall contain a brief summary of the evidence considered and shall state the hearing examiner's conclusions and recommendations, and if the matter is then ready for decision, the report shall contain a proposed decision, in such form that it may be adopted by the Board as its decision in the case, and a brief statement of the hearing examiner's reasons therefor. All hearing examiner's reports shall be filed by the secretary of the Board as public records. A copy of each proposed decision so filed shall then be mailed by the Secretary of the Board to each party.

(i) **Consideration of Report by Board.** The Board shall fix a time when the Board will consider the report of the hearing examiner. Notice thereof shall be mailed by the Board Secretary to each party not less than ten (10) days prior to the date fixed, unless otherwise stipulated. Not later than five (5) days before such date any party may file written exceptions to any part or all of the hearing examiner's report.

(j) **Disposition by Board.**

(1) After considering the hearing examiner's report and any exceptions, proposals, and arguments submitted, the Board may adopt, reject, or modify such report in whole or in part. If the matter is then ready for decision, the Board may proceed to make its decision.

(2) If the Board does not decide the matter upon the hearing examiner's report, the Board may itself consider the matter either in whole or in part, upon the record, including the transcript, or may decide the matter after itself receiving the whole or any part of the evidence or may refer part or all of the matter to the same or another hearing examiner. If part of the matter is so referred to an hearing examiner, such hearing examiner shall prepare and submit to the Board a report, including a proposed decision as provided in this section, upon the evidence heard by such hearing examiner, and the papers, records, and reports which are part of the record of the prior hearing, and thereafter the matter shall proceed as heretofore provided in the case of an original hearing examiner's report. If additional evidence is received by the Board itself, no member thereof may vote on the matter unless the member has heard the additional testimony or has read a reporter's transcript of the same, or if there was other additional evidence, unless the member has considered such other additional evidence. The Board shall give such notice of its decision as is provided or required in cases where it makes no reference to a hearing examiner.

(k) **Duty to Exhaust Administrative Remedies.** A Septage Hauler has the legal obligation to exhaust administrative remedies. Failure of a Septage Hauler to pursue its appeal rights hereunder or to appeal the Director's decision is a waiver of such rights. Accordingly, any action of the Director which was subject to review by the Board under this subdivision, but was not appealed to the Board, shall not be subject to judicial review in any civil proceeding.

7. Judicial Enforcement Remedies.

(a) **Injunctive Relief.** Whenever a Septage Hauler has violated or continues to violate the provisions of a Septage Disposal Permit, this section, Board's Rules and Regulations or any order issued hereunder, the Director, through the City Attorney, may petition the Superior Court for the issuance of a temporary or permanent injunction, as may be appropriate, which restrains or compels the specific performance of the order or other standard or requirement imposed by this section on activities of the Septage Hauler. The Director may also seek such other relief as may be appropriate including a requirement for the Septage Hauler to conduct environmental remediation. The petition for injunctive relief shall not be a bar against or a prerequisite for taking any other action against a Septage Hauler.

(b) **Civil Liability.** Pursuant to Section 54740 of the Government Code, any person who violates conditions of a Septage Disposal Permit, this section, the Board's Rules and Regulations, any order issued hereunder, or any other provision as identified in Section 54739(a) of the Government Code, may be civilly liable in a sum of not to exceed twenty-five thousand dollars (\$25,000) a day for each violation. The local agency may petition the superior court to

impose, assess, and recover such sums.

Remedies under this section are in addition to and do not supersede or limit any and all other remedies, civil or criminal, but no liability shall be recoverable under this section for any violation for which liability is recovered under division 8 of this section.

(c) **Criminal Liability.** It shall be unlawful for any person to violate any condition of a Septage Disposal Permit, this section, the Board's Rules and Regulations, or any order issued hereunder. Any person violating any of the provisions or failing to comply with any of the mandatory requirements of this Code, the Board's Rules and Regulations or any order issued by the Director pursuant to this Code shall be guilty of a misdemeanor and said violation shall be punishable by a fine of not more than \$1,000.00 for each offense or by imprisonment in the County Jail for a period of not more than six (6) months, or by both such fine and imprisonment.

Each person shall be guilty of a separate offense for each and every day during any portion of which any violation of a Septage Disposal Permit, this Code the Board's Rules and Regulations, or any order issued hereunder, by such person, and each such violation shall be punishable accordingly. Nothing in this Code shall prohibit the payment of investigative costs by any person so convicted of violating any of the mandatory requirements of this Code, the Board's Rules and Regulation or, any order issued by the Director pursuant to this Code, to the Bureau of Sanitation, to reimburse said agency for all costs expended to investigate and/or enforce the requirements of this Code, the Board's Rules and Regulations or, any order issued by the Director pursuant to this Code.

SEC. 64.32. PRIVIES – PROHIBITED.

(Added by Ord. No. 127,508, Eff. 6/29/64.)

No privy shall be used or maintained within the City of Los Angeles except as follows: A temporary, sanitary approved-type pit latrine may be used in demonstrations of basic sanitation by recognized groups such as civil defense organizations, when the location and conditions of such use have been inspected and approved by the health officers.

When abandoned, all privy vaults must be filled with clean earth.

SEC. 64.33. TESTING AND ANALYSIS OF MATERIALS, PRODUCTS, SERVICES, PROCESSES AND TECHNOLOGIES.

(Added by Ord. No. 162,868, Eff. 11/22/87.)

Any person or firm seeking the approval of or the testing and analysis by the Department of Public Works of any material, product, service, process or technology relating to this chapter shall first obtain a Class "B" permit pursuant to Sections 62.106, 62.108 and 62.110, and shall be required to pay the total costs incurred by the City for any such testing and analysis.

ARTICLE 4.1 SEWER SERVICE CHARGE

(Added by Ord. No. 143,605, Eff. 8/3/72.)

Section

64.41.01 Definitions.

64.41.03 Charges.

64.41.05 Billing – Collection – Payment of Charges – Delinquency Penalties.

64.41.07 Adjustments – Exemptions – Appeals.

APPENDIX F

Excepts of The Municipal Code of the City of Glendale, CA Related to FOG

City of Glendale

Chapter 13.34 PREVENTION AND REDUCTION OF FATS, OILS AND GREASE DISCHARGES BY FOOD SERVICE ESTABLISHMENTS INTO THE MUNICIPAL SANITARY SEWER SYSTEM

Sections:

- 13.34.010 Definitions.
- 13.34.020 FOG discharge prohibition.
- 13.34.030 Best management practices required.
- 13.34.040 FOG pretreatment required.
- 13.34.050 Required maintenance of pretreatment devices.
- 13.34.060 Record maintenance required.
- 13.34.070 Inspection and right of entry.
- 13.34.080 Notice of noncompliance.
- 13.34.090 Emergency suspension of services.
- 13.34.100 Recovery of imposed fines or penalties.
- 13.34.010 Definitions.**

Unless otherwise expressly stated or the context clearly indicates a different intention the following terms shall, for the purpose of this chapter, have the meanings indicated in this section:

"Best management practices" means any program, technology, process, criteria, operational methods, schedules of activities, prohibitions of practices, or engineered systems, which have been determined to prevent or reduce the discharge of FOG to the POTW to the maximum extent practicable.

"Change in operations" means any change in ownership, food types, or operational procedures that have the potential to increase the amount of FOG generated or discharged by a food service establishment and may cause or create a potential for sanitary sewer overflows.

"Director" means the director of public works, or his or her duly authorized representative.

"Fats, oils and grease" ("FOG") means any substance such as a vegetable or animal product that is used in, or is a byproduct of, the cooking or food preparation process, and that turns or may turn viscous or solidifies with a change in temperature or other conditions.

"Food service establishment" means any room, building, or place or portion thereof, located within the boundaries of the city of Glendale, which is maintained, used or operated by any profit or nonprofit entity engaged in activities of storing, preparing, serving, manufacturing, packaging, transporting, salvaging or otherwise handling and distributing food and beverages (including prepackaged items) for the purpose of making food available for consumption by the public, and include, but are not limited to, facilities such as restaurants, lunch counters, refreshment stands, bars, hotels, schools, hospitals, convalescent homes, health care institutions, community centers, public clubhouses, fire stations, prisons and correctional facilities. These establishments use one (1) or more of the following food preparation activities: cooking by frying (all methods), baking (all methods), grilling, sauteing, rotisserie cooking, broiling (all methods), boiling, blanching, roasting, toasting, or poaching. Also included are infrared heating, searing, barbecuing, and any other food preparation activity that produces a hot, nondrinkable food product in or on a receptacle that requires washing.

"Grease interceptor" means a multicompartment device constructed in different sizes and generally required to be located, according to the most recent edition of the California Plumbing Code, underground between a food service establishment and the connection to the sewer system. These devices primarily use gravity to separate and eliminate FOG from the wastewater discharged from a facility.

"Grease trap" means a grease control device located under sink fixtures, which is designed to have limited effect, and is used to serve up to four (4) individual fixtures in those cases where the use of a grease interceptor or other pretreatment device is determined to be impossible or impracticable.

"NPDES" means the National Pollutant Discharge Elimination System; the permit issued to control the

discharge of liquids or other substances or solids to surface waters of the United States as detailed in Public Law 92-500, section 402.

"POTW" means publicly owned treatment works, as defined by Section 212 of the Federal Clean Water Act, which is partially owned or operated by the city. This definition includes any sanitary sewers that convey wastewater to the city sewage treatment plants.

"Pretreatment device" means any grease interceptor, grease trap, clarifier or other equipment, device or process, which attaches to, or is applied to, wastewater plumbing fixtures and lines, the purpose of which is to trap, treat or collect FOG from a waste stream prior to it being discharged into the sanitary sewer system; it may include any other proven method to separate and remove FOG subject to the approval of the director.

"Remodeling" means a material renovation with a building permit valuation of fifty thousand dollars (\$50,000.00) or more, and including, without limitation, renovations of the plumbing system or the addition of any equipment that may increase discharge to the POTW.

(Ord. No. 5667, § 1, 8-18-2009)

13.34.020 FOG discharge prohibition.

It is unlawful for any food service establishment to discharge FOG into the sanitary sewer or allow, cause, or contribute to, the discharge of FOG into the sanitary sewer in any manner that is in violation of any condition set forth in this chapter. (Ord. No. 5667, § 1, 8-18-2009)

13.34.030 Best management practices required.

Every food service establishment shall develop and implement a program for the control of FOG in its operation in order to minimize the discharge of FOG to the sanitary sewer. Such program must include the implementation of best management practices. A written copy of the program must be submitted to the director. If, in the opinion of the director, the food service establishment continues to adversely impact the POTW, the director may require additional FOG pretreatment.

(Ord. No. 5667, § 1, 8-18-2009)

13.34.040 FOG pretreatment required.

A. [Application of Requirements.] The requirements of this section shall apply to:

(1) All new food service establishments including, but not limited to, restaurants, cafeterias, hotels, motels, hospitals, nursing homes, schools, grocery stores, prisons, jails, camps, caterers, manufacturing plants and any other dischargers who introduce FOG into the sanitary sewer;

~~(2) Any existing food service establishment upon the sale or transfer of operational control thereof; and~~

~~(3) Any existing food service establishment upon remodeling or making modifications with a building permit valuation of fifty thousand dollars (\$50,000.00) or more, including, without limitation, renovations of the plumbing system or the addition of any equipment that can result in an increased discharge to the POTW; and~~

(4) Any existing food service establishment, which has caused or contributed to a grease-related blockage in the sanitary sewer, or which, based on inspection or sampling, has been determined by the director to be discharging FOG in significant quantities sufficient to adversely impact the sanitary sewer.

B. Grease Interceptor Requirement. All food service establishments specified in subsection A. of this

section shall install, operate and maintain an approved type, adequately sized and readily accessible grease interceptor necessary to maintain compliance with the requirements of this chapter. Grease interceptor sizing and installation shall meet the minimum standards of the most recent edition of the California Plumbing Code. Grease interceptors shall have a minimum of two (2) compartments with fittings designed for grease retention and shall be constructed and installed in accordance with the Glendale Municipal Code, subject to the review and approval of the director.

C. **Variance of Grease Interceptor Requirement.** A food service establishment may obtain a variance from the grease interceptor requirement, if a request is submitted in writing to the director, to allow the installation and maintenance of an alternative pretreatment device in lieu of a grease interceptor provided that such alternative pretreatment device is equally as effective in controlling the FOG discharge. Alternative pretreatment devices, including, but not limited to, grease traps and other separation and holding devices, must be appropriately sized and approved by the director. The food service establishment must demonstrate to the satisfaction of the director that the grease interceptor installation and operation is physically not feasible or not warranted to fulfill discharge requirements at the site and that the alternative pretreatment device is equivalent to a grease interceptor in controlling the establishment's FOG discharge.

D. **Conditional Waiver of Interceptor Requirement.** An existing food service establishment may obtain a conditional waiver from installing a grease interceptor if the establishment can demonstrate to the satisfaction of the director that it has a negligible FOG discharge and an insignificant impact on the POTW. Any waiver granted by the director shall be voided by the establishment making changes in its operations that significantly affect FOG discharge, including, but not limited to, changes in food preparation activities, renovations of the plumbing system, and increased discharges to the POTW. The waiver shall remain valid until the expiration date specified in the waiver, provided that the food service establishment remains in compliance with the waiver's terms and conditions. A waiver may be revoked at any time when any of the terms and conditions for its issuance is not satisfied or if the justification for the waiver no longer exists.

E. [Sanitary Fixtures.] Toilets, urinals, and other similar sanitary fixtures shall not discharge through the grease interceptor unless specifically approved, in writing, by the director. (Ord. No. 5667, § 1, 8-18-2009)

13.34.050 Required maintenance of pretreatment devices.

A. All pretreatment devices shall be maintained in efficient operating condition at all times by periodic removal of the full contents of such devices, which includes wastewater, accumulated FOG, floating materials, sludge and solids. The maintenance frequency shall be adequate to comply with the design capacity of the pretreatment device. In maintaining the pretreatment device, the owner shall be responsible for the proper removal and disposal, by appropriate means, of the captured material and shall maintain records of the dates, amounts and means of disposal, all of which is subject to review by the director.

B. Grease interceptors shall be fully pumped out and cleaned at a frequency such that the combined FOG and solids accumulation does not exceed twenty-five (25) percent of the total hydraulic capacity of the grease interceptor calculated by volume or depth, whichever is more stringent. At the minimum, all grease interceptors shall be maintained not less than once every six (6) months. Grease interceptors shall be fully pumped out and cleaned quarterly when the maintenance frequency has not been established. The director may change the maintenance frequency at any time to reflect changes in actual operating conditions in accordance with the requirements of this chapter. If the grease interceptor, at any time, contains FOG and solids accumulation that does not meet the requirements of this chapter, the food service establishment shall be required to have the grease interceptor serviced immediately such that all fats, oils, grease, sludge, and other materials are completely removed from the grease interceptor.

C. Additives that reduce FOG, such as bacteria, may be used in addition to the regular maintenance program for grease interceptors, but shall not impinge on grease interceptor sizing or maintenance frequency. The use of additives is subject to approval by the director. The introduction of emulsifying

agents, such as chemicals or solvents, either directly or indirectly into the grease interceptor, other than what is considered typical business operational practices such as dishwashing or sanitation, is strictly prohibited.

D. Wastewater, accumulated FOG, floating materials, sludge solids, and other waste materials removed from the grease interceptor shall be properly disposed off site by waste haulers in accordance with federal, state and local laws. All pumping at grease pretreatment facilities and tallow bin hauling by private contractors must be tracked by a manifest to confirm the pumping and hauling of waste. Food service establishments are required to obtain and maintain a copy of the waste hauler's documentation which must include:

1. The name and address of the hauling company;
2. The name and signature of operator performing the pump out;
3. Documentation of full pump out with volume of water and FOG removed (e.g., one thousand five hundred (1,500) gallons);
4. Documentation of the level of floating FOG and settleable solids;
5. Documentation of any repairs to the grease interceptor; and
6. Identification of the facility where the waste hauler is planning to dispose of the waste.

(Ord. No. 5657, § 1, 8-18-2005)

13.34.060 Record maintenance required.

Every food service establishment shall maintain a compliance record of all manifests, receipts and invoices of all cleaning, maintenance, grease removal from pretreatment devices, hauling and disposal of waste, and cleaning of pretreatment facilities, such as grease traps, by facility employees. The compliance record must log the date and time of cleaning, the name of the employee who performed the cleaning, and the volume removed. All compliance records must be retained on site by the food service establishment for a period of not less than three (3) years. The establishment shall, upon request, make the compliance record available to the director.

(Ord. No. 5657, § 1, 8-18-2005)

13.34.070 Inspection and right of entry.

A. When required for the purposes of this chapter, the food service establishment shall provide, operate and maintain safe and accessible monitoring facilities (such as a suitable sampling port or manhole) at all times to allow observation, inspection, sampling and flow measurement of the building sewer or internal drainage systems. There shall be ample room in or near such monitoring facility to allow accurate sampling and preparation of samples for analysis.

B. Persons authorized by the director may inspect and sample the wastewater discharges of any food service establishment to ascertain whether the conditions of this chapter are being met and the discharger is complying with all requirements. Such authorized persons shall have access to any food service establishment premises, during normal business hours, for purposes of inspecting the food service establishment's grease interceptor or pretreatment devices, reviewing the manifests, receipts and invoices relating to the cleaning and maintenance of pretreatment devices, and allow observation, inspection, sampling and flow measurement of the building sewer or internal drainage systems, in accordance with this chapter.

(Ord. No. 5657, § 1, 8-18-2009)

13.34.080 Notice of noncompliance.

A. In the event that the director determines that a food service establishment is not in compliance with any condition of this chapter, or the terms, conditions and limitations of any waiver or agreement between the city and the food service establishment with respect to the discharge of FOG into the sanitary sewer, the director may issue a notice of noncompliance, whereby the food service establishment shall comply with all directives, conditions and requirements therein within the time prescribed by the notice. Such notice may contain terms and conditions including, but not limited to, installation of pretreatment devices and grease interceptors, payment of noncompliance charges, submittal of drawings or technical reports, limits on rate and time of discharge, or any other provisions to ensure compliance with this chapter. If compliance is not achieved in accordance with the terms and conditions of the notice within the time prescribed therein, the director may issue an order suspending water and sewer services pursuant to Section 13.34.090 of this chapter.

B. Any food service establishment determined to be in noncompliance with the terms and conditions of this chapter, or the terms and conditions of any waiver or agreement between the city and the establishment, may be required to pay a noncompliance charge. The noncompliance charge shall be determined by the director on a case-by-case basis. The purpose of the noncompliance charge is to compensate the city for estimated and actual costs of additional inspection and follow-up, sampling, monitoring, laboratory analysis, treatment, disposal, administrative processing incurred, and any fines imposed on the city by other regulatory agencies as a result of such noncompliance.

(Ord. No. 5657, § 1, 8-18-2009)

13.34.090 Emergency suspension of services.

A. The city may, by order of the director, suspend water or sewer services when such suspension is necessary in the opinion of the director to stop an actual or impending discharge which presents an imminent or substantial danger to the health or welfare of persons or to the environment, or may cause sanitary sewer blockages and overflows or interfere with the proper functioning of the POTW, or may cause the city to violate any conditions of its NPDES permit. Any food service establishment notified of a suspension of services, stating the reasons for it, shall immediately cease the discharge of all wastewater containing FOG to the sanitary sewer.

B. In the event that the food service establishment fails to comply voluntarily with the suspension order, the director may take such steps as are reasonably necessary to ensure compliance. These include, but are not limited to, immediate blockage or disconnection of the food service establishment's connection to the sanitary sewer. The director shall reinstate the water or sewer service when the establishment has demonstrated that the conditions which necessitated the suspension have been eliminated.

C. As soon as reasonably practicable following the issuance of an emergency suspension order, but not more than five (5) business days following the issuance of such order, the director shall hold a hearing to provide the food service establishment the opportunity to present information in opposition to the issuance of the suspension order. The hearing shall be as informal as is compatible with the requirements of justice. The director shall issue a written decision and order within two (2) business days following the hearing, which decision shall be mailed by certified mail to the food service establishment or its legal representative at the establishment's business address. Any decision of the director following the hearing shall be final and is not appealable to the city council, but may be subject to judicial review.

(Ord. No. 5657, § 1, 8-18-2009)

13.34.100 Recovery of imposed fines or penalties.

In the event that the city is subject to the payment of fines or penalties pursuant to the legal authority and actions of other regulatory or enforcement agencies based on a violation of law or regulation or its permits, and said violation can be established by the city, as having been caused by the discharge of any food service establishment which is in violation of any provision of this chapter, the city shall then be entitled to recover from the food service establishment all costs and expenses, including, but not limited to, the full amount of said fines or penalties to which it has been subjected. (Ord. No. 5667, § 1, 8-18-2009)



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Article I. General Provisions

13.40.010 Definitions.

Unless otherwise expressly stated or the context clearly indicates a different intention the following terms shall, for the purpose of this chapter, have the meanings indicated in this section:

"Assessment" means and includes a levy of a special assessment which is shown on the records of the director of public works as including a fair and proportionate share of the cost of the sewer main. The trunk line sewer charge established by this chapter shall not be construed as an assessment.

"House connection" means that part of any sewer extending from the sewer main in a public street or right-of-way to private property for the exclusive use of such property.

Land Use Designations. The land use designations whenever used in this chapter have the same meanings ascribed to zones set forth in Title 30 of this code.

"Private property" means any parcel of property lying within the corporate limits of the city, not belonging to the city, and shown as a separate lot or parcel on maps

13.40.220 Fees-Exception.

No sewer connection fee shall be charged for connecting to the sewer main located in Chevy Chase Drive from Cascadia Drive to Golf Club Drive or to the sewer main located in the first alley northeasterly of Glenoaks Boulevard and running northwesterly from Glendale Avenue to the Verdugo Wash, such sewer mains having been heretofore constructed under agreements providing that no sewer connection fee would be required. (Prior code § 25-19)

13.40.240 Fees-Collection and deposit.

All fees provided for in this chapter shall be collected by the director of public works, who shall issue proper receipts therefor. The director of public works shall pay over to the city treasurer all money so collected by the director of public works on the day such money is collected. (Prior code § 25-21)

Article III. Use of Sewers**13.40.250 Placing of certain materials prohibited.**

A. Except as provided in Section [13.40.260](#), no person shall place, throw or deposit, or cause or permit to be placed, thrown or deposited in any public sewer, drain, catchbasin, water closet, privy, vault or cesspool, any dead animal, offal or garbage, or place, throw, deposit or discharge, or cause or permit to be placed, thrown, deposited or discharged in any public sewer, drain or catchbasin, any fish, fruit or vegetable waste or any other solid matter or material of any kind whatsoever, of such a nature or in such quantities as will, or will be likely to clog or obstruct any such public sewer, drain or catchbasin, or which will or will be likely to interfere with or prevent the effective or efficient use of the operation of any of the same.

B. No person shall cause or permit to be deposited or discharged into any public sewer, drain or catchbasin, water or sewage, or liquid waste of any kind, containing chemicals, greases, oil, tar or other matter or material which would by reason of precipitation or settlement of such matter or materials be likely to clog or obstruct any of the same, or which by reason thereof will be likely to interfere with or prevent the effective or efficient use of any of same, or which will be likely to necessitate or require frequent repair, cleaning out or flushing of any such sewer, drain or catchbasin. (Prior code § 25-22)

13.40.260 Ground garbage meeting council requirements permitted.

Garbage resulting from the preparation of any food or drink prepared on premises where same are served or proposed to be served for consumption, properly ground to such fineness and by such methods as may be from time to time approved by the council by resolution, may be discharged into a public sewer by

such methods as may be from time to time approved by the council by resolution. (Prior code § 25-23)

Article IV. Sewage Disposal in Verdugo Canyon

13.40.280 Private cesspool, open vault or privy prohibited.

No person shall erect, construct, excavate, maintain or cause to be erected, constructed, excavated or maintained, any cesspool, open vault or privy within that part of the city lying in Verdugo Canyon, and more particularly described as follows:

Beginning at a point where the northwesterly line of Verdugo Canyon Road is intersected by the westerly line of Canada Boulevard; thence in a general northerly direction along the northwesterly and westerly line of Verdugo Canyon Road to an intersection with the easterly prolongation of the southerly line of the 47.95 acre tract of the Teodora Verdugo Allotment in the Rancho San Rafael, as per map of same recorded in Book 78, Pages 61 and 62, Miscellaneous Records of Los Angeles County, California; thence due north to an intersection with the northerly boundary line of the city; thence westerly along the northerly boundary line 3200 feet; thence southerly in a direct line to a point 150 feet west from the west line of Bonita Drive; thence southerly parallel with Bonita Drive to the southerly line of Bena Way; thence easterly along the southerly line of Bena Way to a point thereon distant 300 feet west of the west line of Nodrara Drive; thence southerly parallel with the westerly line of Canada Boulevard to an intersection with the westerly line of Canada Boulevard to an intersection with the northwesterly line of Verdugo Canyon Road, thence northerly along the northerly line of Verdugo Canyon Road to the point of beginning.

(Prior code § 25-25)

13.40.290 Private cesspool, open vault or privy prohibited in watershed.

No person shall erect, construct, excavate or maintain any cesspool, open vault or privy within that part of the city lying within the watershed of Verdugo Canyon, more particularly described as follows:

Beginning at a point where the northwesterly line of Verdugo Canyon Road is intersected by the westerly line of Canada Boulevard; thence due east to the easterly boundary line of the city; thence in a general northerly direction following the general easterly boundary line of the city to the north boundary line thereof; thence westerly along the north boundary line of the city to the westerly line of the Teodora Verdugo and Catalina Verdugo 2629 Acre Allotment, as per District Court Case Number 1621, Records of Los Angeles County, California; thence southerly along the westerly line 8100 feet; thence southeasterly in a direct line to the point of beginning, without a special permit from the

council.

(Prior code § 25-26)

Article V. Industrial Waste Disposal

13.40.300 Definition.

For the purpose of this article, "industrial waste" means and includes any and all substances or liquids discharged from a nonresidential facility into the sanitary sewer or storm drain system other than storm runoff water, residential sewage, or wastes from sanitary conveniences only. (Ord. 5268 § 1, 2001; prior code § 25-27)

13.40.310 Criteria.

The following criteria are established to govern the discharge of industrial waste to the sanitary sewer.

A. Policy. It is the policy of the city to assure that the highest and best use of the sanitary sewer is for the collection, treatment and disposal of domestic wastewater. The use of the sanitary sewer system for industrial wastewater is a privilege which is subject to the requirement of this section.

B. Regulations.

1. Discharge Prohibitions.

a. Except as expressly allowed in an industrial waste permit, no person shall discharge, permit the discharge, cause the discharge or contribute to the discharge of the following to the sanitary sewer or waters of the state:

i. Gasoline, mercury, total identifiable chlorinated hydrocarbons, kerosene, naphtha, benzene, toluene, xylene, ethers, alcohols, ketones, aldehydes, peroxides, chlorates, perchlorates, chromates, carbides, hydrides, solvents, pesticides or jet fuel;

ii. Any liquids, solids or gases which by reason of their nature or quantity are flammable, reactive, explosive, corrosive or radioactive, or by interaction with other materials could result in fire, explosion or injury;

iii. Any solid or viscous materials which could cause obstruction to the flow or operation of the sanitary sewer;

iv. Any toxic pollutants in sufficient quantity to injure or interfere with any wastewater treatment process, including private pretreatment systems, to constitute a hazard or cause injury to human, animal, plant or fish life, or to exceed any limitation set forth in this section;

v. Any noxious or malodorous liquids, gases or solids in sufficient quantity either singly or by interaction with other materials to create a public nuisance, hazard to life, or to prevent entry of any person to the sanitary sewer;

vi. Any material of sufficient quantity to interfere with any sanitary sewer treatment plant process or to render any product thereof unsuitable for reclamation and reuse;

vii. Any material in sufficient quantity to cause the sanitary sewer to be in noncompliance with sludge use or disposal criteria, guidelines or regulations in connection with Section 405 of the Clean Water Act, the Federal Water Pollution Control Act of 1972, 33 U.S.C. 1251, et seq.; the Clean Air Act, 42 U.S.C. 7401, et seq.; the Toxic Substances Control Act, 15 U.S.C. 2601, et seq., or state criteria applicable to the sludge management method being used;

viii. Any material which will cause the sanitary sewer to violate its National Pollutant Discharge Elimination System Permit, applicable federal or state statutes, rules or regulations;

ix. Any wastewater containing pigment which is not removed in the ordinary sanitary sewer treatment process and which creates a visual contrast with the material appearance of the sanitary sewer discharge observable at the point of sanitary sewer discharge; provided, that in no event shall any wastewater containing pigment be discharged to waters of the state;

x. Any wastewater having a heat content in such quantities that the temperature of the wastewater at the introduction into any sanitary sewer treatment plant exceeds forty degrees centigrade (one hundred four degrees Fahrenheit); provided, that in no event shall any wastewater having a temperature in excess of 37.8 degrees centigrade (one hundred degrees Fahrenheit) be discharged to waters of the state;

xi. Any pollutants, including oxygen demanding pollutants, released at a flow rate or pollutant concentration which will cause or contribute to interference. "Interference" is defined as a discharge which, alone or in conjunction with a discharge or discharges from other sources, inhibits or disrupts the POTW, its treatment processes or operations or its sludge processes, use or disposal;

xii. Any storm water collected and discharged to the sanitary sewer except as specifically authorized by the fire chief;

xiii. Single pass cooling water in excess of two hundred gallons per day discharged to the sanitary sewer. However, the blowdown or bleedoff from cooling towers or other evaporative coolers may be accepted in the sanitary sewer;

xiv. Any wastewater which constitutes a hazard or may cause injury to human, animal, plant or fish life may create a public nuisance;

xv. Portions of the human or animal anatomy;

xvi. Floatable material which is readily removable.

b. Except as expressly allowed in an industrial waste permit, no person shall discharge, permit the discharge, cause the discharge or contribute to the discharge to the sanitary sewer, or the waters of the state any material of sufficient quantity which, by interaction with other materials, interferes with the sanitary sewer treatment plant process or renders any product thereof unsuitable for reclamation and reuse, causes the sanitary sewer to be in noncompliance as that term is used with respect to provisions listed in subsection (B) (1)(a)(vii) of this section, or which constitutes a hazard to or which may cause injury to human, animal, plant or fish life.

2. Specific Pollutant Limitations.

a. No person shall introduce wastewater to the sanitary sewer that exceeds the following limitations:

1. Individual requirements on wastewater characteristics shall be established for each discharge after an evaluation of the proposed discharge. All discharges shall meet the following general requirements:

Arsenic 3 mg/l

Cadmium 15 mg/l

Copper 15 mg/l

Cyanide (Total) 10 mg/l

Cyanide (Free) 2 mg/l

Dissolved Sulfides .1 mg/l

Lead 5 mg/l

Nickel 12 mg/l

pH range 5.5-11

Silver 5 mg/l

Chromium 10 mg/l

Zinc 25 mg/l

Dispersed Oil and Grease (Total) 600 mg/l

Floatable oil and Grease None visible

Temperature 40°C (104°F)

Chlorinated

Hydrocarbons Essentially none

ii. The above limitations shall not apply where more restrictive limitations are imposed by permit or National Categorical Pretreatment Standards.

b. Radioactive Wastes. No person shall discharge radioactive wastes to the sanitary sewer system.

c. Infectious Wastes. No person shall discharge infectious waste to the sanitary sewer system.

d. Food market refuse, food plant wastes and other organic wastes may not be ground and discharged to the sanitary sewer system.

e. Disposable hypodermic needles, syringes and associated articles following their use in hospitals, outpatient clinics, medical and dental offices, etc., may not be ground and discharged to the sanitary sewer system.

3. Septic Tanks, Seepage Pits and Cesspools Connections (Private Sewage Disposal Systems). No commercial or industrial facility shall discharge wastewater to a private sewage disposal system.

4. National Categorical Pretreatment Standards. Upon the promulgation of mandatory National Categorical Pretreatment Standards for any Industrial subcategory, the National Categorical Pretreatment Standards, if more restrictive than limitations imposed under this section, shall apply. The fire chief may impose a phased compliance schedule to ensure that affected industries meet the National Categorical Pretreatment Standards. Failure to meet the phased compliance schedule may result in permit revocation. Those dischargers subject to National Categorical Pretreatment Standards shall comply with all reporting requirements in accordance with the General Pretreatment Regulations for Existing and New Sources of Pollution (Title 40, Code of Federal Regulations, Part 403), and as subsequently amended.

5. Dilution. No discharger shall use any water to dilute any pollutant to achieve compliance with the discharge limitations contained in this section.

6. Containment of Uncontrolled Discharges. Upon written notification by the fire chief, dischargers shall provide spill containment for uncontrolled discharges of prohibited material or other substances regulated by this section. Facilities to contain spills shall be provided and maintained at the discharger's own cost and expense. Dischargers so notified shall provide detailed

spill containment plans, including, facilities and operating procedures to the fire chief for review. Such plans shall be in accordance with Article 80, Section 8003.1.7.4 of the 1994 Uniform Fire Code, and as subsequently amended, and approved by the fire chief before beginning construction. Construction shall be completed within the time period designated by the fire chief. Review and approval of spill containment plans and operating procedures shall not relieve the discharger from the responsibility to modify its facility as necessary to meet the requirements of this section.

7. Notification of Uncontrolled Discharges.

a. In the event of an uncontrolled discharge, the discharger shall immediately notify the fire department of the incident by telephone. The notification shall include location of discharge, type of material, concentration and volume and corrective actions taken.

b. Within ten days following the uncontrolled discharge, the discharger shall submit to the fire chief a detailed written report describing the cause of the discharge, corrective action taken, and measures to be taken to prevent future occurrences. Such notification shall not relieve the discharger of liability or fines incurred as a result of this uncontrolled discharge.

8. Notice to Employers-Notification to Fire Department of Uncontrolled Discharge. A legible, understandable and conspicuously placed notice shall be permanently posted on the discharger's bulletin board or other prominent place advising employees to call the fire department in the event of an uncontrolled discharge, as soon as possible or within one hour of the discharge, whichever is sooner, and to provide at least the information listed below. In the event a substantial number of the discharger's employees use a language other than English as a primary language, the notice shall be worded in both English and the language or languages involved. The notice shall identify the following as the minimum necessary information which is to be provided to the fire chief:

a. Time, location, type, concentration and volume of the discharge;

b. Corrective Action Taken. Employers shall ensure that all employees in a position to cause or allow an uncontrolled discharge to occur are advised of this notification procedure. (Ord. 5268 § 2, 2001; Ord. 5105 § 1, 1996; prior code § 25-28)

13.40.320 Permit-Where required.

A. Application. No person shall discharge any industrial waste into the sanitary sewer or storm drain system, or both, without obtaining an industrial waste permit from the fire chief in the case of discharge to the sanitary sewer, and from the California Water Quality Control Board in the case of discharge to the storm drain system.

B. A separate permit shall be required for each point of discharge to the sanitary sewer, the storm drain system, and to the waters of the state. In connection therewith, the applicant may be required to furnish the following:

1. The name and address of the applicant;
2. The name and address of the discharger;
3. The address or location of the premises where the discharge will take place;
4. The Standard Industrial Classification (SIC) of the discharger;
5. Information with respect to constituents and characteristics of wastewater proposed to be discharged including, but not limited to, those referred to in Section 13.40.310 and Chapter 13.42 of this code. Sampling and analysis shall be performed in accordance with procedures established by the EPA pursuant to Section 304(g) of the Federal Water Pollution Act of 1972 and contained in 40 Code Federal Regulations, Part 136, as amended, and by laboratories certified by the state of California. In the absence of a state certification process, the fire chief may certify a laboratory to perform necessary sampling and analysis;
6. Time and duration of the proposed discharge or discharges;
7. Average daily and five-minute peak wastewater flow rates, including daily, monthly and seasonal variations, if any;
8. Site plans, floor plans, mechanical and plumbing plans and details to show all sewers and storm drains, connections and appurtenances by their size, location and elevation;
9. Description of activities, facilities and plant processes on the applicant's premises, including all pollutants which could be discharged;
10. Detailed plans showing pretreatment facilities, sampling facilities, uncontrolled discharge containment facilities, and operating procedures;
11. Identification of the nature and concentration of any pollutant located at the premises of the discharger (and/or applicant if different) if that pollutant is prohibited from discharge under Chapter 13.42 of this code, Section 13.40.310(B)(1), or any proposed discharge which is regulated as provided in Section 13.40.310(B)(2) plus a statement specifying whether the specific limitations set forth in such Section 13.40.310(B)(2) are being met, and if not, what additional operation and maintenance or pretreatment is proposed by the discharger to cause compliance;

12. The shortest time schedule by which the discharger will provide the necessary additional pretreatment, if additional pretreatment or operation and maintenance will be required to meet the regulations in Section 13.40.310B or Chapter 13.42 of this code. Any completion date in such a proposed schedule shall not be later than the compliance date established by the applicable regulation.

a. The schedule shall provide for reporting increments progress in the form of dates for commencement and completion of major events leading to the construction and operation of additional pretreatment necessary for the discharger to meet the applicable regulation (e.g., hiring an engineer, completing preliminary and final plans, executing contract for major components, commencing construction, completing construction).

b. After permit issuance, progress reports shall be submitted subject to the same limitations set forth in Section 13.40.360(A)(7) or Chapter 13.42 of this code, except that time limits specified pursuant to this section for reporting, commencement and completion of major events leading to the construction and operation of additional pretreatment required for the discharger to meet the applicable regulations may be extended by mutual consent of the discharger and the fire chief and provided, however, that in no event shall any such date be extended beyond the compliance date established by the applicable regulation;

13. Each product of the discharger by type, amount and rate of production;

14. Type and amount of raw materials processed by the discharger (average and maximum per day)

15. Number of employees, hours of operation of plant, and hours of operation of the proposed pretreatment system;

16. Copies of any current city business license, National Pollutant Discharge Elimination System permit, South Coast Air Quality Management District permit, Regional Water Quality Control Board permit and State Department of Health Services permit for the subject premises;

17. The name, business address and motor vehicle driver's license number of the authorized representative;

18. Any other information deemed by the fire chief to be necessary to evaluate the permit application.

C. The application shall be signed under penalty of perjury by the authorized representative of the discharger. After evaluation and acceptance of the data furnished, the fire chief may issue an industrial wastewater permit and may impose terms and conditions pursuant to Section 13.40.33D. Granting of the permit shall not relieve the discharger from the

responsibility for compliance with all provisions of this section. By acceptance of a permit the applicant thereby delegates authority to the fire chief to enter the premises of the applicant as necessary for purposes of inspection and maintenance with respect to the wastewater discharge therefrom.

D. Exemptions. An industrial wastewater permit is not required for the following discharges or dischargers to the sanitary sewer:

1. Food service facility without cooling equipment or limited discharge as in subsection (D)(3) of this section;
2. Bleedoff or blowdown from cooling towers, evaporation condensers or other recirculation water devices with rated capacity of twenty-five tons or less;
3. Discharges from establishments wherein the industrial wastewater discharge is less than two hundred gallons per day (gpd) and pretreatment is not required. (Ord. 5268 § 3, 2001; Ord. 5105 § 2, 1996; prior code § 25-29)

13.40.330 Permit-Conditions imposed.

A. Conditions. Industrial waste permits shall be subject to all provisions of this code, all other applicable statutes, rules and regulations, and fees and charges established by the city. The fire chief shall have authority to impose permit conditions including but not limited to the following:

1. Limits on the average and maximum wastewater constituents and characteristics;
2. Limits on average and maximum rate and time of discharge;
3. Limits regarding the discharge of specific pollutants;
4. Requirements for installation and maintenance of inspection and sampling facilities and uncontrolled discharge containment facilities;
5. Requirements, which may include specific sampling locations, frequency of sampling, times of sampling, number types, test standards and reporting schedules, for monitoring programs;
6. Compliance schedules;
7. Requirements for submission of technical or discharge reports;
8. Requirements for maintaining and affording city access to plant records relating to discharges;
9. Requirements for notification of the city of any new

introduction of wastewater constituents or any substantial change in the volume or character of the wastewater constituents;

10. Requirements for notification of slug discharges;

11. Industries producing a discharge with a fluctuating pH shall install a continuous pH monitor and alarm system to alert the discharger of any discharge with a pH higher than eleven or lower than five and five-tenths. The discharger shall maintain the records of monitoring system, incidents of discharge contrary to the permissible limits, and corrective and preventive measures implemented. These records shall be available for inspection by authorized city representatives at all times;

12. Other conditions deemed appropriate by the fire chief to ensure compliance with this section.

B. Change of Ownership or Location. An industrial wastewater permit shall not be transferable, either from one location to another, or from one person to another. For purposes of this chapter mergers or name changes required by law or by an order of a court of competent jurisdiction shall not constitute a transfer or a change in ownership. Following change of ownership, and upon application for a new industrial waste permit, an interim permit may be issued by the fire chief for a period of no more than one hundred eighty days pending the issuance of such new permit.

C. Delayed Commencement of Discharge. All permitted discharges must commence within one hundred eighty days from the effective date of the permit or the permit shall be deemed void.

D. Change of Wastewater Characteristics. No discharge shall be commenced in which there has been a change of characteristics which causes such discharge to be different from that expressly allowed under the permit issued, without notification to and approval by the fire chief. Upon such notification, the fire chief may require that a new application be filed and new permit obtained before any discharge involving the changed characteristics may take place. (Ord. 5268 § 4, 2001; Ord. 5105 § 3, 1996; prior code § 25-29.1)

13.40.340 Permit fee.

A. Permit Application Fee. Every person applying for an industrial waste permit under this chapter shall pay a nonrefundable permit fee, upon application, renewable every three years, pursuant to a schedule of fees for the disposal of industrial waste to be established or modified by resolution of the city council. The schedule of fees shall remain on file and be available in the office of the fire chief. Every existing industrial waste permit issued prior to the effective date of the ordinance codified in this section shall be renewed according to the following schedule and every three years thereafter:

Permit Numbers	Renewal Date
1 to 2490	January 1, 1991
2491 to 2543	January 1, 1992
2544 and higher	January 1, 1993

B. Permit Inspection and Sampling Fee. Every person issued an industrial waste permit shall be subject to a nonrefundable annual permit inspection and sampling fee pursuant to a schedule of fees for the disposal of industrial waste to be established or modified by resolution of the city council. The schedule of fees shall remain on file and be available in the office of the fire chief. Every person to whom an existing industrial waste permit has been issued prior to the effective date of the ordinance codified in this section shall pay such permit inspection and sampling fee within thirty days from the effective date of the ordinance codified in this section and on July 1st of every successive year thereafter. (Ord. 5105 § 4, 1996; prior code § 25-29.2)

13.40.350 Monitoring facilities.

The fire chief may require to be provided, operated and maintained at the discharger's expense, separate and secured monitoring facilities to allow inspection, sampling and flow measurement of the discharge. The monitoring facilities ordinarily shall be situated on the discharger's premises and in such event the fire chief shall be granted total and unrestricted access thereto and use thereof by the discharger as a condition of the discharger's permit; however, the fire chief may allow monitoring facilities to be constructed off premises. (Ord. 5105 § 5, 1996; prior code § 25-30)

13.40.360 Measurement and sampling.

A. Fire chief may require an industrial waste permittee to provide periodic measurements of flow, suspended solids, biochemical oxygen demand, and other appropriate waste characteristics. The fire chief shall determine the number of twenty-four-hour measurements and samples required. Continuous monitoring may be required where large fluctuations in loading values occur, or where wastes appear to have characteristics which may damage the receiving system.

B. Designated permittees whose discharge from their facility amounts to fifteen thousand or more gallons per day and containing any of the following: arsenic, cadmium, chromium, copper, lead, mercury, nickel, zinc, silver, cyanide, phenol or any other toxic constituents of interest to the fire chief shall submit quarterly reports in accordance with Table 13.40.360.

C. Designated permittees whose total sewage discharge from their facility or complex amounts to fifty thousand

or more gallons per day shall submit quarterly self-monitoring reports in accordance with Table 13.40.360.

Table 13.40.360

Monitoring Period	Report Due Date(not later than)
January 1st-March 1st	April 15th
April 1st-June 30th	July 15th
July 1st-September 30th	October 15th
October 1st-December 31st	January 15th

D. Adoption of New City Specific Pollutant Limitations. Within one hundred eighty days after promulgation of new city specific pollutant limitations and notification thereof by the fire chief to specific dischargers affected thereby, a discharger subject to such limitations shall submit to the fire chief a report containing:

1. The name and address of the discharger;
2. The address or location of the premises where the discharge does or will take place;
3. The nature, average production rate, and standard industrial classification of the operations carried out by the discharger;
4. The average and maximum flow of the discharge in gallons per day;
5. The nature and concentration of pollutants in the discharge from each regulated process and identification of applicable limitations. The concentration shall be reported as a maximum or average as provided in applicable limitation. If equivalent concentration limits have been calculated in accordance with the limitations, this adjusted concentration limit shall also be submitted;
6. A statement, reviewed by an authorized representative and certified under penalty of perjury by a person with primary responsibility for the operation which contributes to the discharge, indicating whether the limitations are being met, and if not, what operation and maintenance improvements or additional pretreatment is required for compliance;
7. The shortest schedule under which any additional pretreatment or operation and maintenance improvements required as a result of the new limitations or requirements imposed pursuant to Section 13.40.330.

a. The completion date of such a schedule shall not be later than the compliance date established for the applicable limitation.

b. The schedule shall provide for reporting increments of progress in the form of dates for the commencement and completion of major events leading to the construction and operation of any additional pretreatment necessary (e.g., hiring an engineer, completing preliminary and final plans, executing contracts for major components, commencing construction, completing construction).

c. The discharger shall also submit a written progress report to the fire chief not later than fourteen days following each increment of progress date in the schedule and the final date for compliance. That report shall state whether the discharger is in compliance with the scheduled increment of progress. If compliance was not achieved, the report shall state the date by which the discharger expects to comply with the scheduled increment of progress, the reason for the failure to comply and the steps being taken by the discharger to maintain the established compliance schedule.

d. The time limits specified in subsection (D)(7) of this section for operation or maintenance improvements or additional pretreatment may be extended by the fire chief.

E. Adoption of Federal Pretreatment Regulations. For reporting requirements, see Section [13.40.310\(B\)\(4\)](#).

F. Additional Reporting Requirements. The fire chief may impose additional reporting requirements by permit condition. (Ord. 5105 § 6, 1996; prior code § 25-30.1)

13.40.370 Monitoring and sampling- Prenotification.

A. Any discharger may be required by the fire chief, by permit or otherwise, to engage in periodic monitoring and sampling of their discharge. The discharger shall notify the fire chief by telephone at least forty-eight hours in advance of any monitoring or sampling to be done. Notification shall include the date, time and location of the proposed monitoring or sampling. Monitoring and sampling shall be carried out during a period of normal operations. Prior to the commencement of any sampling or monitoring, the fire chief may require that the discharger furnish, to the fire chief, a split sample and all supporting data (i.e., methodology, flow measuring data, strip chart recordings and other pertinent information). The fire chief may refuse any data developed from the monitoring or sampling activity if the discharger fails to comply with the prenotification procedure.

1. Any discharger shall submit, to the fire chief certified under penalty of perjury by the discharger, its monitoring and sampling reports or other requested

data.

2. Samples shall represent the normal wastewater flow to the sanitary sewer over a twenty-four hour period. Composite samples shall be collected according to flow, with at least one sample collected hourly. Samples may be collected either manually or by automatic integrated sampling equipment approved by the fire chief.

3. The handling, storage and analysis of all samples taken for the determination of the characteristics of wastewater discharged shall be performed by laboratories certified by the state of California and in accordance with procedures established by the EPA pursuant to Section 304(a) of the Waste Water Act and contained in 40 Code of Federal Regulation, Part 136, as amended. In the absence of a state certification process the fire chief may certify a laboratory to perform any necessary sampling and analysis.

B. Inspection and Sampling.

1. Whenever it is necessary to make an inspection to enforce any of the provisions of or perform any duty imposed by this section or other applicable law, or whenever the fire chief has reasonable cause to believe that there exists upon any premises any violation of the provisions of this section or other applicable law, or any condition which makes such premises hazardous, unsafe or dangerous, the fire chief is authorized to enter such property at any reasonable time and to inspect the same and perform any duty imposed upon the fire chief by this section or other applicable law; provided that:

a. If the property is occupied, the fire chief shall first present proper credentials to the occupant and request entry explaining the reasons therefore; and

b. If the property is unoccupied, the fire chief shall first make a reasonable effort to locate the owner or other persons having charge or control of the property and request entry, explaining the reasons therefor. If such entry is refused or cannot be obtained because the owner or other person having charge or control of the property cannot be found after due diligence, the fire chief shall have recourse to every remedy provided by law to secure lawful entry and inspect the property.

2. Where a discharger has instituted security measures requiring proper identification and clearance before entry onto the premises, the discharger shall make all necessary arrangements with its security guards in order that, upon presentation of such identification, city personnel shall be permitted to enter the premises without delay for the purpose of performing their authorized duties.

C. Public Access to Information. Information and discharge data provided to the city by the discharger shall be available to the public without restriction, except where there is a claim of confidentiality by the

discharger. All other information, which is submitted by the discharger to the city, shall be available to the public, at least to the extent provided by 40 Code of Federal Regulations 2.302. With the exception of governmental agencies, any person requesting this information from the city shall be required, prior to receipt of the requested information, to pay the reasonable costs of data gathering, reproduction and transmission incurred by the city.

D. Confidentiality. Any information and discharge data submitted to the city pursuant to this section may be claimed by the discharger to be confidential. Any such claim must be asserted at the time of submission of the information or data to the city. The claim may be asserted by stamping the words "confidential business information" on each page containing such information or by other means; however, if no claim is asserted at the time of submission, the city may make the information available to the public without further notice. If such a claim is asserted, the information will be treated in accordance with the procedure in 40 Code Federal Regulation, Part 2.

E. Falsifying Information. No person shall knowingly make any false statement, representation or certification in any application, record, report, plan or other document filed with the fire chief or required to be maintained pursuant to this section, or tamper with or knowingly render inaccurate any monitoring device required under this section.

F. Rules and Regulations. The fire chief may adopt rules and regulations consistent with this section to effectuate its purpose and intent.

G. Wastewater Sampling and Analysis Fee. All flow measurements, sampling and analysis shall be performed at permittee's expense by an independent laboratory acceptable to the fire chief. The fire chief may charge a fee set by resolution for each analysis performed by or on behalf of the city, on wastewater samples taken from the discharger. Moneys collected pursuant to this subdivision shall be deposited in the "hazardous disposal fund." The charges imposed by this section shall be added to the utilities bills of the public service department and shall be subject to the regulations of said department with respect to billing and collection generally applicable to other utility bills. (Ord. 5152 § 4, 1997; Ord. 5105 § 7, 1995; prior code § 25-30.2)

13.40.380 Disputes.

A. In the event that either the flow data or the industrial loading values and corresponding sewer use charges are disputed by a permittee, such permittee shall furnish supporting data prepared by a state-certified independent laboratory in a manner set forth in Section 13.40.370.

B. If the director of public works is satisfied that the

permittee's loading values differ significantly from the established industry averages, the director of public works shall use the new loading values to compute that permittee's sewer use charge. A significant difference is defined as one resulting in a fifteen percent change in the sewer use charge. (Prior code § 25-30.3)

13.40.390 Liability for costs arising from unlawful discharge.

When any discharger introduces or causes to be introduced wastewater in violation of this article, and such discharge, either singly or by interaction with other discharges, results in damage to or is otherwise detrimental to or adversely affects the sanitary sewer, the storm drain system, or any waters of the state, such discharger shall be liable to the city for reasonable costs necessary to correct that damage, detriment or adverse effect, including, but not limited to, material, inspection, transportation, overhead and incidental expenses associated with the corrective action. The discharger shall additionally be liable to the city of the reasonable costs of investigation by the city arising from the unlawful discharge. (Prior code § 25-31)

13.40.400 Enforcement.

A. Suspension of Industrial Wastewater Permit.

1. The fire chief may suspend an industrial wastewater permit when such suspension is necessary in order to stop a discharge which presents an imminent hazard to the public health, safety or welfare, to the local environment; or which either singly or by interaction with other discharges, is an imminent hazard to the sanitary sewer, the storm drain system, or the waters of the state, or places the city in violation of its National Pollutant Discharge Elimination System permit.

2. Any discharger notified of a suspension of that discharger's industrial wastewater permit shall immediately cease and desist the discharge of all industrial wastewater to the sanitary sewer.

3. In the event of a failure of the discharger to comply voluntarily with the suspension order, the fire chief may take such steps as are reasonably necessary to ensure compliance. These include, but are not limited to, immediate blockage or disconnection of the discharger's connection to the sanitary sewer.

4. In addition, the fire chief, in the event of violation of this section, may serve the discharger with a notice of an intended order of suspension, stating the reasons therefor, the opportunity for a hearing with respect thereto, and the proposed effective date of the intended order as specified in Section 203(b) of Volume I of the Glendale Building Code.

5. Fire chief shall reinstate the industrial wastewater permit upon proof of compliance which ends the emergency nature of the hazard created by the

discharge that had been cause for the fire chief in initiate the suspension; provided, that the fire chief is satisfied that all discharge requirements of this code will be implemented. Any decision of the fire chief may be appealed to the city council pursuant to provisions of Chapter 2.88.

B. Revocation of Industrial Wastewater Permit. The fire chief may revoke an industrial wastewater permit for nonperformance of any condition under which it is issued and when such revocation is required by public necessity. Any decision of the fire chief may be appealed to the city council pursuant to the provisions of Chapter 2.88.

C. Additional Emergency Remedial Measures. The fire chief shall have full power and authority to take any necessary precautions including, but not limited to, decontamination, sewer closure, packaging, diking and transportation of materials, in order to protect life, protect property or prevent further damage resulting from a condition that is likely to result in a discharge which presents an imminent hazard to the public health, safety or welfare; or which either singly or by interaction with other discharges, is an imminent hazard to the sanitary sewer, or which places the city in violation of its National Pollutant Discharge Elimination System permit. In the pursuit of such an operation, city personnel, any party contracting with the city, or duly authorized representative of another government agency shall have immediate access to the premises. The fire chief may prohibit approach to the scene of such emergency by a person, vehicle, vessel or thing, and all persons not actually employed in the mitigation of the condition or the preservation of lives and property in the vicinity thereof. Any decision of the fire chief may be appealed to the city council pursuant to the provisions of Chapter 2.88. (Ord. 5105 § 6, 1996; prior code § 25-31.1)

13.40.410 Inspections on private property.

The fire chief or authorized representatives are directed to make such inspections necessary at any time in any building, premises or lot, except buildings used exclusively for residential occupancy, for any of the purposes set out in this section, and no person shall interfere with, prevent or refuse to permit such representatives to enter any such building, premises or lot for any of such purposes:

A. To determine the size, depth and location of any sanitary sewer or storm drain connection;

B. To determine the outlet of any sanitary sewer or storm drain connection by depositing testing materials in any plumbing fixture attached thereto and flushing the same, if necessary;

C. To determine by measurements and samples the quantity and nature of sewage or wastewater being discharged into any sanitary sewer, storm drain or

watercourse;

D. To inspect, test and sample the discharge of any device used to prevent the discharge into any sanitary sewer, storm drain or watercourse of illegal waste or illegal quantities of waste, such as floor drains, sand boxes, grease traps or other clarifiers, also, of those devices used to grind, shred, pulverize, or otherwise treat garbage or industrial waste before discharging same into a sanitary sewer or storm drain;

E. To determine the location of roorn, swimming pool and surface drains, and whether they are connected to a street gutter, storm drain or sanitary sewer;

F. To determine the nature of quantity of flow in any open watercourse or storm drain. (Ord. 5165 § 9, 1996; prior code § 25.32)

Article VI. Sewer Use Charge

13.40.420 Liability.

A. All occupants of places and premises which are connected to the sanitary sewer system of the city are liable for the sewer use charges imposed by this chapter.

B. Sewer use charges shall be billed to each utility customer receiving beneficial use of the sewer system. The sewer use charge shall be comprised of both a fixed monthly charge, based on the estimated minimum amount necessary to recover the city's fixed costs associated with wastewater system operations and maintenance; and a usage charge, based on metered water. For purposes of this Chapter 13.40, "metered water" means water that flows through a customer's water meter. The fixed monthly charge shall be associated with each electric meter and applied to every utility account having a charge for electrical use. The fixed monthly charge may, upon the discretion of the director of public works, be limited to a single electric meter account at a single location where multiple electric meters exist for one customer. The usage charge shall be associated with each water meter and applied to every utility account having a charge for water use. In cases where the amount of metered water is wholly used for irrigation or other non-sewer purposes, such usage charge shall not be associated with a water meter account. The usage charge may be based on wintertime metered water for single family residential customers pursuant to Section 13.40.435. "Wintertime" for the purposes of this chapter, means the wintertime metered water study period extending between the beginning of December through to the end of March the following year or for any other period to be determined by the director of public works.

C. In the case of premises containing more than one dwelling unit or place of business, or both, which are served by a single electric or water meter, sewer use charges may be billed to the landlord. The landlord may

APPENDIX G

Restaurant List

City of Glendale



CITY OF GLENDALE, CALIFORNIA 541 W. Chevy Chase Drive

Public Works Department

Glendale, California 91204-1813

MAINTENANCE SERVICES DIVISION(818) 548-3950, FAX (818) 547-0637

www.ci.glendale.ca.us

APPENDIX G- Restaurant List

3. The electronic copy of the master Restaurant List can be found at:

**G:\1-WASTEWATER\YYYY\Crew Supervisor & WW Supt. Shared\Copy of
Restaurant List**

This is an MS Access file. There are two (2) folders that contain the Restaurant List. They are titled:

a. **"Restaurant List."**

b. **"Restaurant List by District."**

2. A Copy of **"Restaurant List"** for the 2018-2019 Restaurant Run cycle is included in this appendix as an example. To view the most current version, refer to the electronic master referenced in item 1. above.

Street & Field Services

Street ♦ Sidewalk ♦ Forestry ♦ Sewer ♦ Storm Drains ♦ Traffic Signs ♦ Street Sweeping ♦ Parking Meters

Restaurant List

District 01

Wednesday, April 03, 2019

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Restaurant Name	Street Address	City, State	ZIP	Dist	Sort #	Comment
Tosted Bun	1013 S. Brand Blvd	Glendale, CA	91204	01	01050	
Victor Royale	120 E Laurel St	Glendale, CA	91204	01	01051	
Gold Star Burger	1623 S. Brand Blvd	Glendale, CA	91204	01	01052	
Viking Pizza & Kabob	3740 San Fernando Rd	Glendale, CA	91204	01	01053	
Rally's	1801 S. Brand Blvd	Glendale, CA	91204	01	01055	
Fresco Restaurant	514 S. Brand Blvd.	Glendale, CA	91205	01	01060	
Mamma Restaurant	714 S. Brand Blvd	Glendale, CA	91205	01	01070	
Rainbow Sushi & Teriyaki	1200 S. Brand Blvd. # 3	Glendale, CA	91205	01	01080	
Brand Grill	1200 S. Brand Blvd # 7	Glendale, CA	91205	01	01090	
Mini Kabob	313 1/2 Vine St	Glendale, CA	91204	01	01108	
Papa John's Pizza	320 S. Central Ave # A	Glendale, CA	91204	01	01110	
Poke N Roll Sushi	413 S. Central Ave # B	Glendale, CA	91204	01	01112	
R 101 Ramen	415 S. Central Ave # G	Glendale, CA	91204	01	01113	
Kabob Land Restaurant	416 S. Central Ave	Glendale, CA	91204	01	01114	
Maksen Cake House	418 S. Central Ave.	Glendale, CA	91204	01	01115	
Corner Cuisine	501 S. Central Ave.	Glendale, CA	91204	01	01121	
Chandler Convalescent Hospital	525 S. Cental Ave	Glendale, CA	91204	01	01122	
Glentridge Center	611 S. Central Ave	Glendale, CA	91204	01	01123	



Restaurant List

District 01

Wednesday, April 03, 2019

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Restaurant Name	Street Address	City, State	ZIP	Dist	Sort #	Comment
Metropol Banquet Venue	701 S. Central Ave	Glendale, CA	91204	01	01124	
Mitzee Café	721 S. Central Ave. # B	Glendale, CA	91204	01	01125	
Guerrero Market & Take Out	721 S. Central Ave	Glendale, CA	91204	01	01126	
Domino's Pizza	723 S. Central Ave.	Glendale, CA	91204	01	01127	
Ana's Kitchen	730 S. Central Ave. # 101	Glendale, CA	91204	01	01130	
Subway	730 S. Central Ave. # 103	Glendale, CA	91204	01	01140	
Elephant Thai Food	730 S. Central Ave # 104	Glendale, CA	91204	01	01150	
Barragan's Mexican Restaurant	814 S. Central Ave.	Glendale, CA	91204	01	01155	
Shawarma Factory	919 S. Central Ave # C	Glendale, CA	91204	01	01157	
Starbucks	919 S. Central Ave # F	Glendale, CA	91204	01	01160	
Glenshaven Healthcare	212 W. Chevy Chase Dr	Glendale, CA	91204	01	01175	
Chef's BBQ	1100 S. Central Ave # D	Glendale, CA	91204	01	01180	
Baskin Robbins	1100 S. Central Ave # E	Glendale, CA	91204	01	01190	
Papillon International Bakery	1100 S. Cental Ave # F	Glendale, CA	91204	01	01200	
Kings Kitchen	1235 S Central Ave	Glendale, CA	91204	01	01225	
Renaissance Banquet	1236 S. Central Ave.	Glendale, CA	91204	01	01245	
Pizza Hut #26197	1261 S. Central Ave	Glendale, CA	91204	01	01250	
Glendale Memorial Hospital	1420 S. Central Ave	Glendale, CA	91204	01	01251	

Restaurant List

District 01

Wednesday, April 03, 2019

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Restaurant Name	Street Address	City, State	ZIP	Dist	Sort #	Comment
Karrinas Cake House	515 S. Glendale Ave	Glendale, CA	91205	01	01253	
Msho Lavash	627 S. Glendale Ave	Glendale, CA	91205	01	01255	
Glendale Fine Bakery	316 E. Maple St	Glendale, CA	91205	01	01257	
La Cubana Restaurant	801 S. Glendale Ave # 3	Glendale, CA	91205	01	01260	
Mr. Good's Donuts	801 S. Glendale Ave # 2	Glendale, CA	91205	01	01265	
Tonir Bakery	909 S. Glendale Ave	Glendale, CA	91205	01	01270	
Royal Meat Market & Deli	911 S. Glendale Ave	Glendale, CA	91205	01	01275	
Kabab Way	919 S. Glendale Ave.	Glendale, CA	91205	01	01280	
Fresh Donuts	1103 S. Glendale Ave # B	Glendale, CA	91205	01	01290	
Yummy Custom Cakes	1107 S. Glendale Ave # A	Glendale, CA	91205	01	01300	
Sarkis Bakery	1111 S. Glendale Ave # 101	Glendale, CA	91205	01	01410	
Taron Bakery	1117 S. Glendale Ave # D	Glendale, CA	91205	01	01415	
Shakey's Pizza	1133 S. Glendale Ave	Glendale, CA	91205	01	01420	
Why Not Kabob	1219 S. Glendale Ave. # A	Glendale, CA	91205	01	01430	
Kings's Pizza	1259 S. Glendale Ave. # A	Glendale, CA	91205	01	01435	
Vons #2254	3111 W Los Feliz Blvd	Glendale, CA	91204	01	01475	
Mariacos Mi Lindo Sinaloa	401 W Los Feliz Blvd	Glendale, CA	91204	01	01480	
Carl's Jr	424 W Los Feliz Blvd	Glendale, CA	91204	01	01490	

Restaurant List

District 01

Wednesday, April 03, 2019

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Restaurant Name	Street Address	City, State	ZIP	Dist	Sort #	Comment
Dinah's Chicken	4106 San Fernando Rd # A	Glendale, CA	91204	01	01495	
El Pavo Bakery	4106 San Fernando Rd # C	Glendale, CA	91204	01	01500	
El Ruby Cafe	4106 San Fernando Rd #E	Glendale, CA	91204	01	01505	
Victoria's Tacos & Grill	4206 San Fernando Rd	Glendale, CA	91204	01	01507	
El Sauz Tacos	4432 San Fernando Rd.	Glendale, CA	91204	01	01510	
Old Gyumri Restaurant	4441 San Fernando Rd.	Glendale, CA	91204	01	01515	
Parla Gelato & Dessert	4523 San Fernando Rd	Glendale, CA	91204	01	01520	
The Atmosphere Hookah Lounge	4608 San Fernando Rd	Glendale, CA	91204	01	01522	
Stone Bread Bakery	517 W Windsor Rd	Glendale, CA	91204	01	01525	
Lord De Pastry	4722 San Fernando Rd	Glendale, CA	91204	01	01530	
Glendale Elks #1289	120 E. Colorado St	Glendale, CA	91205	01	01720	
Beef Bowl Yoshinoya	100 W. Colorado St	Glendale, CA	91204	01	01730	
Christina's Donuts	106 W. Colorado St	Glendale, CA	91204	01	01740	
Foxy's Restaurant	206 W. Colorado St.	Glendale, CA	91204	01	01750	
Lotus Restaurant	360 W. Colorado St	Glendale, CA	91204	01	01752	
Sista Mary's Soul Food	420 W. Colorado St	Glendale, CA	91204	01	01760	
Colorado Bakery	464 W. Colorado St	Glendale, CA	91204	01	01770	
El Sauz Tacos #2	470 W. Colorado St	Glendale, CA	91204	01	01780	

Restaurant List

District 01

Wednesday, April 03, 2019

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<u>Restaurant Name</u>	<u>Street Address</u>	<u>City, State</u>	<u>ZIP</u>	<u>Dist</u>	<u>Sort #</u>	<u>Comment</u>
Toro Grillhouse	514 W. Colorado St	Glendale, CA	91204	01	01785	

Restaurant List

District 02

Wednesday, April 03, 2019

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Restaurant Name	Street Address	City, State	ZIP	Dist	Sort #	Comment
Leisure Glen Care Center	330 Mission Rd	Glendale, CA	91205	02	02005	
Glen Park at Glendale-Mariposa	1220 Mariposa St	Glendale, CA	91205	02	02010	
Leisure Vale Retirement Home	413 E. Cypress St	Glendale, CA	91205	02	02015	
Taqueria El Tapatio	1266 S. Glendale Ave.	Glendale, CA	91205	02	02030	
El Sabrosito	1232 S. Glendale Ave. # B	Glendale, CA	91205	02	02065	
Bliss Restaurant	1240 S. Glendale Ave.	Glendale, CA	91205	02	02070	
International Bakery & Pastry	1248 S Glendale Blvd # C	Glendale, CA	91205	02	02075	
Hamlet Kitchen	1248 S Glendale Ave # Z	Glendale, CA	91205	02	02077	
Varouj's Kabobs	1110 S Glendale Ave	Glendale, CA	91205	02	02080	
Subway	1100 S. Glendale Ave	Glendale, CA	91205	02	02082	
Café Moonlight	1022 E Chevy Chase #A-B	Glendale, CA	91205	02	02085	
Art's Bakery & Grocery	1122 E Chevy Chase Dr	Glendale, CA	91205	02	02087	
Adams Kabob House	1130 S Adams St	Glendale, CA	91205	02	02090	

Restaurant List

District 03

Wednesday, April 03, 2019

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Restaurant Name	Street Address	City, State	ZIP	Dist	Sort #	Comment
Philz Coffee	252 S Brand Blvd # A	Glendale, CA	91205	03	03002	
Eggslut	252 S Brand Blvd # D	Glendale, CA	91205	03	03007	
Shake Shack	252 S Brand Blvd # E	Glendale, CA	91205	03	03010	
Royal Palace	210 S. Brand Blvd	Glendale, CA	91205	03	03012	
Karas	158 S Brand Blvd	Glendale, CA	91205	03	03015	
Underdogs	156 S Brand Blvd	Glendale, CA	91205	03	03016	
The Famous	154 S Brand Blvd	Glendale, CA	91205	03	03017	
lao Sze Chuan Chinese Rest.	152 S. Brand Blvd	Glendale, CA	91205	03	03020	
Outback Steakhouse	146 S Brand Blvd	Glendale, CA	91205	03	03025	
Buffalo Wings	142 S Brand Blvd # C	Glendale, Ca	91205	03	03030	
It's Boba Time	136 S Brand Blvd	Glendale, CA	91205	03	03032	
Poke Bar	132 S Brand Blvd	Glendale, CA	91205	03	03033	
Mediterranean Delight	126 S. Brand Blvd	Glendale, CA	91205	03	03035	
Ichiban Japanese Restaurant	120 S. Brand Blvd.	Glendale, CA	91205	03	03040	
Better Fresh Burger	118 S Brand Blvd	Glendale, CA	91205	03	03042	
Vegas Seafood Restaurant	110 S Brand Blvd	Glendale, CA	91205	03	03045	
Brandview Banquet Hall	109 E Harvard St. # 303	Glendale, CA	91205	03	03050	
Oak & Vine Kitchen & Bar	117 E Harvard St	Glendale, CA	91205	03	03055	

Restaurant List

District 03

Wednesday, April 03, 2019

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Restaurant Name	Street Address	City, State	ZIP	Dist	Sort #	Comment
L & L Hawaiian Barbecue	118 S Artsakh Ave	Glendale, CA	91205	03	03065	
Veranda Restaurant	141 S Artsakh Ave	Glendale, CA	91205	03	03070	
Kumadori Sushi	143 S Artsakh Ave	Glendale, CA	91205	03	03075	
Octopus Japanese Restaurant	112 N Artsakh Ave	Glendale, CA	91206	03	03080	
Tumanyan Khinkaly Factory	113 N Artsakh Ave	Glendale, CA	91206	03	03085	
Urataru Coffee	119 N Artsakh Ave	Glendale, CA	91206	03	03090	
Gen Korean BBQ House	126 N Artsakh Ave	Glendale, CA	91206	03	03095	
Gauchos Steakhouse	135 N Artsakh Ave	Glendale, CA	91206	03	03100	
Zono Sushi	139 N Artsakh Ave	Glendale, CA	91026	03	03105	
Pierre Garden Restaurant	145 N Artsakh Ave	Glendale, CA	91206	03	03110	
Royal Vanak Restaurant & Hook	108 N Brand Blvd	Glendale, CA	91206	03	03120	
Subway	110 N Brand Blvd	Glendale, CA	91206	03	03125	
Starbucks	114 N Brand Blvd	Glendale, CA	91206	03	03127	
Poke Cafe	120 N Brand Blvd	Glendale, CA	91206	03	03130	
Kopan Ramen & Japanese Izakay	126 N Brand Blvd	Glendale, CA	91206	03	03135	
Gam Tu BOP The Rice Bowl	132 N Brand Blvd	Glendale, CA	91206	03	03140	
Fa Mo Chili	204 1/2 N Brand Blvd	Glendale, CA	91206	03	03145	
Tavern on Brand	208 N Brand Blvd	Glendale, CA	91206	03	03155	

Restaurant List

District 03

Wednesday, April 03, 2019

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Restaurant Name	Street Address	City, State	ZIP	Dist	Sort #	Comment
Eden On Brand	214 N Brand Blvd	Glendale, CA	91206	03	03157	
Lotia's Peruvian Rest	230 N. Brand Blvd.	Glendale, CA	91206	03	03165	
Panera Bread	300 N Brand Blvd	Glendale, CA	91206	03	03170	
Carousel Restaurant	304 N. Brand Blvd	Glendale, CA	91206	03	03175	
Sushi on Brand	308 N. Brand Blvd	Glendale, CA	91206	03	03180	
Fish Time Seafood & Grill	310 N. Brand Blvd	Glendale, CA	91206	03	03185	
Pho Hut Vietnamese Restaurant	312 N. Brand Blvd	Glendale, CA	91206	03	03190	
Hot Wings Cafe	314 N. Brand Blvd	Glendale, CA	91206	03	03195	
All India Cafe	316 N Brand Blvd	Glendale, Ca	91206	03	03200	
Sapporo Ramen & Shabu	318 N. Brand Blvd	Glendale, CA	91206	03	03205	
Lemon Zest	109 N Chevy Chase Dr	Glendale, CA	91206	03	03250	
Big Jim's Donuts	1141 E. Broadway	Glendale, CA	91206	03	03255	
Lahmajane Factory	1139 E. Broadway	Glendale, CA	91205	03	03260	
Subway	1136 E. Broadway	Glendale, CA	91205	03	03265	
Impressions	1132 E. Broadway	Glendale, CA	91205	03	03270	
Tulumba Bakery	1128 E Broadway	Glendale, CA	91205	03	03275	
Pouri Bakery	109 S Adams St	Glendale, CA	91205	03	03280	
Cafe De Jour	1017 E. Broadway	Glendale, CA	91205	03	03285	

Restaurant List

District 03

Wednesday, April 03, 2019

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Restaurant Name	Street Address	City, State	ZIP	Dist	Sort #	Comment
Good Fellow Market & Bakery	1010 E Broadway # A	Glendale, CA	91205	03	03290	
Van Restaurant & Bakery	1000 E. Broadway	Glendale, CA	91205	03	03295	
Big Mama's & Papa's Pizzeria	921 E Broadway # B	Glendale, CA	91205	03	03300	
Mario's Deli	740 E Broadway	Glendale, CA	91205	03	03305	
Highlight Coffee	701 E. Broadway	Glendale, CA	91205	03	03310	
Dream Palace Banquet Hall	510 E Broadway	Glendale, CA	91205	03	03320	
Hot Spot Café & Pizzeria	509 E. Broadway # A	Glendale, CA	91205	03	03325	
MGM Banquet Hall	119 S Kendwood St	Glendale, CA	91205	03	03330	
Joon Shabu Shabu	220 E Broadway	Glendale, CA	91205	03	03340	
Raffi's Place Restaurant	211 E Broadway	Glendale, CA	91205	03	03350	
King Taco	117 E Broadway	Glendale, CA	91205	03	03360	
The Pie Bar	109 E Broadway	Glendale, CA	91205	03	03365	
Rinjanti	107 E Broadway	Glendale, CA	91205	03	03370	
Flor De Café	537 E. Colorado St	Glendale, CA	91205	03	03380	
Jons Marketplace	600 E Colorado St	Glendale, CA	91205	03	03390	
Lucy's Pizza & Burgers	624 E Colorado St # A	Glendale, CA	91205	03	03400	
Sasoun Bakery	625 E. Colorado St # A	Glendale, CA	91205	03	03410	
Pizza Man	627 E. Colorado St	Glendale, CA	91205	03	03420	

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Restaurant Name	Street Address	City, State	ZIP	Dist	Sort #	Comment
Marquis Restaurant & Banquet H	811 E. Colorado St	Glendale, CA	91205	03	03430	
Savat Nova Restaurant	822 E. Colorado St	Glendale, CA	91205	03	03440	
Hookah Lounge & Rest	831 E. Colorado St	Glendale, CA	91205	03	03450	
Manila Good-Ha Fast Food	900 E. Colorado St	Glendale, CA	91205	03	03460	
Akkad Grill	902 E. Colorado St	Glendale, CA	91205	03	03465	
Sing Woo Kitchen	906 E. Colorado St	Glendale, CA	91205	03	03470	
Red Ribbon Bake Shop	914 E. Colorado St	Glendale, CA	91205	03	03475	
Daylight ADHD Center	915 E. Colorado St	Glendale, CA	91205	03	03477	
Ari Restaurant & Banquet Hall	915 E. Colorado St	Glendale, CA	91205	03	03480	
Wok Talk	932 E. Colorado St	Glendale, CA	91205	03	03485	
Little Caesar's Pizza	934 E. Colorado St	Glendale, CA	91205	03	03490	
Palladio Banquet Hall	1018 E. Colorado St	Glendale, CA	91205	03	03500	
Kanpai Ramen & Poke House	1023 E. Colorado St. # D	Glendale, CA	91205	03	03510	
Taco Bell #134	1113 E. Colorado St	Glendale, CA	91205	03	03520	
Jack-In-The-Box	1131 E. Colorado St	Glendale, CA	91205	03	03525	
China Food Express	1139 E. Colorado St.	Glendale, CA	91205	03	03530	
The Yard Bird	1147 E. Colorado St.	Glendale, CA	91205	03	03540	
Burger King	1200 E. Colorado St	Glendale, CA	91205	03	03550	

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Restaurant Name	Street Address	City, State	ZIP	Dist	Sort #	Comment
Kim's Kitchen Rest	1229 E. Colorado St.	Glendale, CA	91205	03	03555	
Biccoli Express	1247 E Colorado St	Glendale, CA	91205	03	03557	
McDonald's	1320 E. Colorado St	Glendale, CA	91205	03	03560	
Pizza Boy	1321 E. Colorado St # C-D	Glendale, CA	91205	03	03565	
Old Yerevan	1351 E Colorado St	Glendale, CA	91205	03	03570	
Thai Touch Restaurant	1355 E. Colorado St	Glendale, CA	91205	03	03575	
Buger IM	1350 Colorado St	Glendale, CA	91205	03	03576	
O G Wingz	1360 E Colorado St # A	Glendale, CA	91205	03	03577	
Starbucks	1360 E Colorado St # B	Glendale, CA	91205	03	03578	
Thai Food Wok Grill	1361 E. Colorado St	Glendale, CA	91205	03	03580	
Pita Chip Factory	1371 E. Colorado St.	Glendale, CA	91205	03	03585	
Rincon Argentino	1375 E. Colorado St	Glendale, CA	91205	03	03590	
Wong's Wok Chinese Food	1415 E Colorado St # A	Glendale, CA	91205	03	03595	
Zankou Chicken	1415 E. Colorado St # D-F	Glendale, CA	91205	03	03600	
Baklava Factory	1415 E. Colorado St # K-L	Glendale, CA	91205	03	03605	
Ralphs Market # 60	1416 E Colorado St	Glendale, CA	91205	03	03610	
Arko Foods	1425 E. Colorado St	Glendale, CA	91205	03	03610	
Baguet Restaurant & Bakery	1428 E. Colorado St # C	Glendale, CA	91205	03	03615	

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Restaurant Name	Street Address	City, State	ZIP	Dist	Sort #	Comment
Dominio's Pizza	1428 E. Colorado St # D	Glendale, CA	91205	03	03620	
Fu House Chinese Food & Sushi	1428 E. Colorado St # E	Glendale, CA	91205	03	03625	
Scaranino's	1524 E. Colorado St	Glendale, CA	91205	03	03630	
Elena's	1000 S. Glendale Ave	Glendale, CA	91205	03	03640	
Sams Armenian Bakery	400 E Raleigh St	Glendale, CA	91205	03	03645	
Armeni Pizza Kitchen	728 S Glendale Ave	Glendale, CA	91205	03	03660	
Troy's Burgers #6	520 S. Glendale Ave.	Glendale, CA	91205	03	03670	
Moon Mart Kabab	400 S. Glendale Ave. # A	Glendale, CA	91205	03	03675	
Gleneik Market & Bakery	400 S Glendale Ave # H	Glendale, CA	91205	03	03685	
Wing Stop	245 S. Glendale Ave # B	Glendale, CA	91205	03	03705	
El Pollo Loco	235 S. Glendale Ave.	Glendale, CA	91205	03	03710	
Golden Fork	222 S. Glendale Ave	Glendale, CA	91205	03	03715	
Shiraz Restaurant & Banquet Hal	211 S. Glendale Ave.	Glendale, CA	91205	03	03720	
Thai Original BBQ Restaurant	143 S. Glendale Ave.	Glendale, CA	91205	03	03725	
Jewel City Bowl & Grill	135 S. Glendale Ave.	Glendale, CA	91205	03	03730	
Glendale Pho Co.	102 S. Glendale Ave.	Glendale, CA	91205	03	03735	
Chipotle Mexican Grill # 1296	132 N. Glendale Ave	Glendale, CA	91206	03	03740	
Whole Foods	331 N. Glendale Ave	Glendale, CA	91206	03	03760	

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Restaurant Name	Street Address	City, State	ZIP	Dist	Sort #	Comment
Rubio's Baja Grill	249 N. Glendale Ave. # B	Glendale, CA	91206	03	03765	
Panda Express	249 N. Glendale Ave. # C	Glendale, CA	91206	03	03770	
Subway	249 N. Glendale Ave. # D	Glendale, CA	91206	03	03775	
The Habit	249 N. Glendale Ave. # E	Glendale, CA	91206	03	03780	
Ralph's	211 N. Glendale Ave.	Glendale, CA	91206	03	03785	
Pink Orchid Bakery & Café	145 N Jackson St	Glendale, CA	91206	03	03787	
Be Windsor / Windsor Manor	1230 E Windsor Rd	Glendale, CA	91205	03	03789	
Verdugo Meat & Produce	716 S Verdugo Rd	Glendale, CA	91205	03	03800	
Indra Thai Restaurant	517 S. Verdugo Rd.	Glendale, CA	91205	03	03805	
Verdugo Pizza	519 S Verdugo Rd	Glendale, CA	91205	03	03810	
Taco Azteca	143 S. Verdugo Rd.	Glendale, CA	91205	03	03820	
Tork Bakery	145 S. Verdugo Rd	Glendale, CA	91205	03	03825	
Kentucky Fried Chicken	200 N. Verdugo Rd.	Glendale, CA	91206	03	03830	
Glendale Post Acute Center	250 N. Verdugo Rd.	Glendale, CA	91206	03	03835	
World Cafe	301 N Verdugo Rd	Glendale, CA	91206	03	03840	
Mignon Chocolate & Coffee Bar	315 N Verdugo Rd	Glendale, CA	91206	03	03845	
Raabie Cafe	325 N Verdugo Rd	Glendale, CA	91206	03	03850	
Maestro Restaurant	325 1/2 N Verdugo Rd	Glendale, CA	91206	03	03880	

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<u>Restaurant Name</u>	<u>Street Address</u>	<u>City, State</u>	<u>ZIP</u>	<u>Dist</u>	<u>Sort #</u>	<u>Comment</u>
Buko Japanese Cuisine	327 N. Verdugo Rd.	Glendale, CA	91206	03	03885	
Kozaniat's Ranch Market & Bak	356 N Chevy Chase Dr	Glendale, CA	91206	03	03890	
Skaf's Lebanese Cuisine	367 N. Verdugo Rd. # A	Glendale, CA	91206	03	03895	
Glendale Adventist Hospital	1509 Wilson Terrace	Glendale, CA	91206	03	03900	
Fuji Buffet & Grill	300 Harvey Dr	Glendale, CA	91206	03	03903	
In n Out Burgers # 157	310 Harvey Dr.	Glendale, CA	91206	03	03905	

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<u>Restaurant Name</u>	<u>Street Address</u>	<u>City, State</u>	<u>ZIP</u>	<u>Dist</u>	<u>Sort #</u>	<u>Comment</u>
Tripp Fried Chicken	1600 E Chevy Chase Dr.	Glendale, CA	91206	04	04100	
Scholl Canyon Estates	1531 E Chevy Chase Dr	Glendale, CA	91206	04	04115	
G A M C West Tower	1520 E Chevy Chase Dr	Glendale, CA	91206	04	04125	

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<u>Restaurant Name</u>	<u>Street Address</u>	<u>City, State</u>	<u>ZIP</u>	<u>Dist</u>	<u>Sort #</u>	<u>Comment</u>
Chevy Chase Country Club	3067 E Chevy Chase Dr	Glendale, CA	91206	05	05005	
Wild Oak Cafe	3111 E Chevy Chase Dr	Glendale, CA	91206	05	05010	

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Restaurant Name	Street Address	City, State	ZIP	Dist	Sort #	Comment
The Flame Broiler	1500 Canada Blvd # A	Glendale, CA	91208	06	06001	
The Great White Hut	1500 Canada Blvd # B	Glendale, CA	91208	06	06003	
Rocky's Gourmet Pizza	1500 Canada Blvd # B-1	Glendale, CA	91208	06	06005	
The Coffee Bean & Tea Leaf	1500 Canada Blvd # C	Glendale, CA	91206	06	06010	
Woodlands Cafe Thai Food	2527 Canada Blvd	Glendale, CA	91208	06	06040	
Zeke's BBQ Smokehouse	2209 Honolulu Ave.	Montrose, CA	91020	06	06215	
Star Cafe	2217 Honolulu Ave	Montrose, CA	91020	06	06220	
Black Cow	2219 Honolulu Ave.	Montrose, CA	91020	06	06221	
Pho 22	2230 Honolulu Ave.	Montrose, CA	91020	06	06222	
Sushi Plus	2232 Honolulu Ave	Montrose, CA	91020	06	06223	
Portobello's Italian	2235 Honolulu Ave.	Montrose, CA	91020	06	06225	
Cracking Crab	2256 Honolulu Ave	Montrose, CA	91020	06	06226	
Blue Fish Izakaya	2261 Honolulu Ave	Montrose, CA	91020	06	06228	
Basin 141	2265 Honolulu Ave	Montrose, CA	91020	06	06230	
Umai Teriyaki	2268 Honolulu Ave	Montrose, CA	91020	06	06235	
Sake Sushi Bar & Lounge	2270 Honolulu Ave	Montrose, CA	91020	06	06237	
Pepe's Mexican Rest	2272 Honolulu Ave	Montrose, CA	91020	06	06240	
Town Kitchen & Grill	2276 Honolulu Ave	Montrose, CA	91020	06	06245	

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Restaurant Name	Street Address	City, State	ZIP	Dist	Sort #	Comment
Starbucks	2284 Honolulu Ave	Montrose, Ca	91020	06	06246	
Big Mama's & Papa's Pizzeria	2307 Honolulu Ave	Montrose, CA	91020	06	06247	
Tamimi	2327 Honolulu Ave	Montrose, CA	91020	06	06255	
Casa Cordoba	2331 Honolulu Ave	Montrose, CA	91020	06	06257	
Seasoning Alley	2332 Honolulu Ave	Montrose, CA	91020	06	06260	
Montrose Bowl	2334 Honolulu Ave.	Montrose, CA	91020	06	06262	
Joselio Mexican Rest	2345 Honolulu Ave	Montrose, CA	91020	06	06265	
The T Room	2405 Honolulu Ave	Montrose, CA	91020	06	06270	
Rest Farmhouse Inspired	2420 Honolulu Ave	Montrose, CA	91020	06	06275	
Sushi Munster	2426 Honolulu Ave	Montrose, CA	91020	06	06283	
Giuseppe's Pizzeria	2428 Honolulu Ave	Montrose, CA	91020	06	06290	
Cibo Thai	2529 Honolulu Ave	Montrose, CA	91020	06	06295	
Schreiner's	3417 Ocean View Blvd	Glendale, CA	91208	06	06420	
Berolina Bakery	3421 Ocean View Blvd	Glendale, CA	91208	06	06425	
Dominio's Pizza	3430 Ocean View Blvd # H	Glendale, CA	91208	06	06430	
John Sparr Tavern	3437 Ocean View Blvd	Glendale, CA	91208	06	06440	
Etc... Gourmet Kitchen	3600 Ocean View Blvd # 7	Glendale, CA	91208	06	06500	
Trattoria Allegria	3600 Ocean View Blvd # 12	Glendale, CA	91208	06	06570	

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Restaurant Name	Street Address	City, State	ZIP	Dist	Sort #	Comment
Kebab Daddy	3701 Ocean View Blvd # A 3	Montrose, CA	91020	06	06580	
The Coffee Bean & Tea Leaf	3701 Ocean View Blvd	Montrose, CA	91020	06	06583	
Gio's Cafe & Bakery	3805 Ocean View Blvd	Montrose, CA	91020	06	06585	
USC Verdugo Hills Hospital	1812 Verdugo Blvd.	Glendale, CA	91208	06	06590	
United Artist 8	1919 Verdugo Blvd	La Canada, CA	91011	06	06593	
Starbucks	1929 Verdugo Blvd # A	La Canada, CA	91011	06	06595	
North Shore Burgers	1929 Verdugo Blvd # B	La Canada, CA	91011	06	06600	
Cafe Sole	1929 Verdugo Blvd # D	La Canada, CA	91011	06	06605	
All About Poke	1929 Verdugo Blvd # E	La Canada, CA	91011	06	06607	
Goldstein's	1939 Verdugo Blvd	La Canada, CA	91011	06	06610	
Wing Stop	1975 Verdugo Blvd # C	La Canada, CA	91011	06	06620	
Subway Sandwiches	2035 Verdugo Blvd	Montrose, CA	91020	06	06630	
Vons	2039 Verdugo Blvd	Montrose, CA	91020	06	06633	
Tortas Mexico	2041 Verdugo Blvd	Montrose, CA	91020	06	06635	
Cho Dang Tofu & BBQ	2043 Verdugo Blvd	Montrose, CA	91020	06	06650	
Burger King	2060 Verdugo Blvd	Montrose, CA	91020	06	06670	
Hikari Sushi	2064 Verdugo Blvd	Montrose, CA	91020	06	06680	
New Moon	2138 Verdugo Blvd	Montrose, CA	91020	06	06717	

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Restaurant Name	Street Address	City, State	ZIP	Dist	Sort #	Comment
Montrose Healthcare Center	2123 Verdugo Blvd	Montrose, CA	91020	06	06718	
India's Flavor	3303 N. Verdugo Rd.	Glendale, CA	91208	06	06720	
Bricks Pizzeria	3307 N. Verdugo Rd.	Glendale, CA	91208	06	06725	
Magic Wok	3313 N. Verdugo Rd # A	Glendale, CA	91208	06	06730	
Frank's Famous Kitchen & Baker	3315 N. Verdugo Rd.	Glendale, CA	91208	06	06735	
La Cabanita Restaurant	3445 N. Verdugo Rd.	Glendale, CA	91208	06	06745	
Café Montrose	3459 N. Verdugo Rd.	Glendale, CA	91208	06	06760	
Divina Cucina Restaurant	3730 N. Verdugo Rd.	Montrose, CA	91020	06	06785	
El Charro Restaurant	3741 N. Verdugo Rd.	Montrose, CA	91020	06	06790	
Carl's Jr.	2030 Montrose Ave	Montrose, CA	91020	06	06810	

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Restaurant Name	Street Address	City, State	ZIP	Dist	Sort #	Comment
Two Guys From Italy	405 N. Verdugo Rd.	Glendale, CA	91206	07	07480	
Panini Kabob Grill	400 N. Brand Blvd	Glendale, CA	91206	07	07482	
Specialty's Cafe	520 N Brand Blvd # 100	Glendale, CA	91206	07	07485	
Glenoaks Deli & Pizza	621 E Glenoaks Blvd	Glendale, CA	91207	07	07490	
We're Pouring Restaurant	524 E Glenoaks Blvd	Glendale, CA	91207	07	07495	
Grand Foods Market	400 E Glenoaks Blvd	Glendale, CA	91207	07	07500	
The Coffee Bean & Tea Leaf	101 E Glenoaks Blvd	Glendale, CA	91207	07	07502	
Honey Baked & Cafe	547 N Glendale Ave	Glendale, CA	91206	07	07505	
Vons # 1707	561 N Glendale Ave	Glendale, CA	91206	07	07510	
Chop Stop	601 N Glendale Ave	Glendale, CA	91206	07	07515	
Int'l House of Pancakes	605 N Glendale Ave.	Glendale, CA	91206	07	07520	
Fish King	722 N Glendale Ave.	Glendale, CA	91206	07	07550	
Coffee Express	742 N. Glendale Ave	Glendale, CA	91206	07	07572	
The Zone	826 N Glendale Ave	Glendale, CA	91206	07	07575	
Golden Farms Market	1010 N Glendale Ave # 100	Glendale, CA	91206	07	07620	
Baskin Robbins	1010 N Glendale Ave # 104	Glendale, CA	91206	07	07655	
Subway	1024 N Glendale Ave. # 105	Glendale, CA	91206	07	07670	

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Restaurant Name	Street Address	City, State	ZIP	Dist	Sort #	Comment
Pacific Theatres	322 Americana Way	Glendale, CA	91210	08	08000	
The Cheesecake Factory	511 Americana Way	Glendale, CA	91210	08	08003	
Potato Corner	620 Americana Way	Glendale, CA	91210	08	08005	
Sprinkles Cupcakes	629 Americana Way	Glendale, CA	91210	08	08007	
Haagen Dazs	889 Americana Way	Glendale, CA	91210	08	08010	
Wetzel Pretzels	689 Americana Way	Glendale, CA	91210	08	08012	
Katsuya	702 Americana Way	Glendale, CA	91210	08	08015	
Le Pain Quotidien	730 Americana Way	Glendale, CA	91210	08	08017	
Frida Mexican Cuisine	750 Americana Way	Glendale, CA	91210	08	08020	
Bacari GDL	757 Americana Way	Glendale, CA	90210	08	08023	
Trattoria Amici	783 Americana Way	Glendale, CA	91210	08	08025	
Duke Bakery	803 Americana Way D-17	Glendale, CA	91210	08	08027	
Granville Café	807 Americana Way	Glendale, CA	91210	08	08030	
Jersey Mike's	813 Americana Way	Glendale, CA	91210	08	08033	
Bar Verde at Nordstrom	102 Curuso Avenue	Glendale, CA	90210	08	08080	
In-n-Out Burger	119 S. Brand Blvd	Glendale, CA	91204	08	08090	
B J's Restaurant # 468	101 N. Brand Blvd.	Glendale, CA	91203	08	08095	
Olive Garden Restaurant	101 N. Brand Blvd. # 100	Glendale, CA	91203	08	08100	

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Restaurant Name	Street Address	City, State	ZIP	Dist	Sort #	Comment
La Coccia Espresso Bar	101 N. Brand Blvd # 130	Glendale, CA	91203	08	08105	
California Pizza Kitchen	101 N. Brand Blvd. # 200	Glendale, CA	91203	08	08110	
Sasabune	101 N Brand Blvd # 220	Glendale, CA	91203	08	08115	
Tender Greens	145 N Brand Blvd	Glendale, CA	91203	08	08120	
Chipotle Mexican Grill	155 N Brand Blvd	Glendale, CA	91203	08	08125	
85 Degrees Bakery Cafe	201 N. Brand Blvd #100	Glendale, CA	91203	08	08130	
The Halal Guys	201 N Brand Blvd # 110	Glendale, CA	91203	08	08133	
Crazy Rock'n Sushi	241 N. Brand Blvd.	Glendale, CA	91203	08	08140	
Cocina Ciantro	247 N Brand Blvd	Glendale, CA	91203	08	08145	
Menchie's Frozen Yogurt	251 N Brand Blvd	Glendale, CA	91203	08	08150	
California Poke	106 W California Ave	Glendale, CA	91203	08	08155	
Mix & Match Burger	112 W California Ave	Glendale, CA	91203	08	08160	
Great White Hat	121 W. California Ave	Glendale, CA	91203	08	08165	
Lebanon Shawarma	303 1/2 N. Brand Bl.	Glendale, CA	91203	08	08170	
Da Juice Bar	305 1/2 N. Brand Blvd.	Glendale, CA	91203	08	08180	
Porto's Bakery	315 N. Brand Blvd	Glendale, CA	91203	08	08200	
Dannon's Steak House	317 N. Brand Blvd	Glendale, CA	91203	08	08210	
Brand's Mini Mart	327 N. Brand Blvd	Glendale, CA	91203	08	08220	

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<u>Restaurant Name</u>	<u>Street Address</u>	<u>City, State</u>	<u>ZIP</u>	<u>Dist</u>	<u>Sort #</u>	<u>Comment</u>
The Basement Café	401 N Brand Blvd	Glendale, CA	91203	08	08260	
The Plate California Bistro	505 N. Brand Blvd	Glendale, CA	91203	08	08283	
Coffee Cup of Glendale	535 N. Brand Blvd	Glendale, CA	91203	08	08285	
Creamistry	1104 Galleria Way # A	Glendale, CA	91204	08	08290	
Auntie Anne's & Cinnabon	1111 Galleria Way # B	Glendale, CA	91204	08	08293	
Haagen-Dazs	1113 Galleria Way	Glendale, CA	91204	08	08295	
Bibigo	1125 Galleria Way	Glendale, CA	91204	08	08297	
L. A Italian Kitchen	1127 Galleria Way	Glendale, CA	91204	08	08300	
Lolli and Pops	1128 Galleria Way	Glendale, CA	91204	08	08303	
Massis Kabob	1132 Galleria Way	Glendale, CA	91204	08	08305	
Chipotle	1133 Galleria Way	Glendale, CA	91204	08	08307	
Panda Express	1134 Galleria Way	Glendale, CA	91204	08	08310	
Slove Oven	1136 Galleria Way	Glendale, CA	91204	08	08312	
Tokyo Grill	1137 Galleria Way	Glendale, CA	91204	08	08315	
Charley's Philly Steak	1142 Galleria Way # A	Glendale, CA	91204	08	08317	
Farmer Boys	1144 Galleria Way	Glendale, CA	91204	08	08320	
Hot Dog On A Stick	1146 Galleria Way	Glendale, CA	91204	08	08323	
La Vaca Grill	1148 Galleria Way	Glendale, CA	91204	08	08325	

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Restaurant Name	Street Address	City, State	ZIP	Dist	Sort #	Comment
Pete's Coffee & Tea	1151 Galleria Way	Glendale, CA	91204	08	08327	
Red Robin Gourmet Burger	1187 Galleria Way	Glendale, CA	91204	08	08330	
Waba Grill	1318 Galleria Way	Glendale, CA	91204	08	08333	
Mc Donalds	1322 Galleria Way	Glendale, CA	91204	08	08335	
Ice N' Cream	1325 Galleria Way	Glendale, CA	91204	08	08337	
Subway	1325 Galleria Way # A	Glendale, CA	91204	08	08340	
Wetzel's Pretzels	2179 Galleria Way	Glendale, CA	91204	08	08343	
Auntie Annies Soft Pretzels	2231 Galleria Way	Glendale, CA	91204	08	08345	
Target-Pizza Hut-Starbucks	2195 Galleria Way	Glendale, CA	91204	08	08347	
Blaze Pizza	3210 Galleria Way	Glendale, CA	91204	08	08350	
Sizzlin Steak	3213 Galleria Way	Glendale, CA	91204	08	08353	
PandaExpress	3214 Galleria Way	Glendale, CA	91204	08	08355	
Poke n Roll	3217 Galleria Way	Glendale, CA	91204	08	08357	
Giggles N' Hugs	3222 Galleria Way	Glendale, CA	91204	08	08360	
North Pole Snow Cream	3211 Galleria Way	Glendale, CA	91204	08	08363	
Regency Venue	401 W. Colorado St	Glendale, CA	91204	08	08505	
Islands	117 W. Broadway	Glendale, CA	91204	08	08510	
Max's of Manila	313 W. Broadway	Glendale, CA	91204	08	08530	

Restaurant List

District 08

Wednesday, April 03, 2019

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Restaurant Name	Street Address	City, State	ZIP	Dist	Sort #	Comment
Lucky 7 Pizza	440 W. Broadway	Glendale, CA	91204	08	08540	
Tacos Cancun	459 W Broadway # A	Glendale, CA	91204	08	08550	
Natalie's Pastry	471 W. Broadway	Glendale, CA	91204	08	08560	
The Broadway Residential Care	535 W. Broadway	Glendale, CA	91204	08	08570	
Broadway Manor	605 W. Broadway	Glendale, CA	91204	08	08580	
Royal Palms Convalescent	630 W. Broadway	Glendale, CA	91204	08	08590	
Mrs Appletree Bakery	740 Salem St	Glendale, CA	91203	08	08600	
The Perfect Bite Co	747 W Wilson Ave	Glendale, CA	91203	08	08605	
Pioneer Café	450 Pioneer Dr	Glendale, CA	91203	08	08610	
Little Palace	205 N. Central Ave	Glendale, CA	91203	08	08620	
Everest	241 N Central Ave	Glendale, CA	91203	08	08640	
Big Bite Restaurant	334 N. Central # 100-A	Glendale, CA	91203	08	08650	
Phoenicia Restaurant	343 N. Central Ave.	Glendale, CA	91203	08	08660	
McDonald's #4128	500 N. Central Ave	Glendale, CA	91203	08	08670	
Burger King	523 N. Central Ave	Glendale, CA	91203	08	08680	
Impressions Banquet Hall	212 N. Orange St	Glendale, CA	91203	08	08805	
Plate & Petal	216 N Orange St	Glendale, CA	91203	08	08810	
Pizza Rev	108 W Wilson Ave	Glendale, CA	91203	08	08815	

Restaurant List

District 08

Wednesday, April 03, 2019

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<u>Restaurant Name</u>	<u>Street Address</u>	<u>City, State</u>	<u>ZIP</u>	<u>Dist</u>	<u>Sort #</u>	<u>Comment</u>
Heritage Eatery	115 W. Wilson Ave	Glendale, CA	91203	08	08925	
Teriyaki Me	207 W. Wilson Ave	Glendale, CA	91203	08	08930	
Top Thai	209 W. Wilson Ave	Glendale, CA	91203	08	08935	
Ben & Danny's	211 W Wilson Ave	Glendale, CA	91203	08	08937	
Kozy Korner Thai Rest	213 W. Wilson Ave.	Glendale, CA	91203	08	08940	
Hyatt Place	225 W Wilson Ave	Glendale, CA	91203	08	08950	
Burgers and All	740 W Broadway	Glendale, CA	91204	08	09595	

Restaurant List

District 09

Wednesday, April 03, 2019

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Restaurant Name	Street Address	City, State	ZIP	Dist	Sort #	Comment
Mediteranean Grill	801 N. Brand Blvd # 170	Glendale, CA	01203	09	09025	
La Petite Cafe	1017 N. Brand Blvd	Glendale, CA	91202	09	09035	
Graff Gennaro's Ristorante	1109 N. Brand Blvd	Glendale, CA	91202	09	09040	
Embassy Suites	800 N. Central Ave	Glendale, CA	91203	09	09100	
Central Grille	801 N Central Ave	Glendale, CA	91203	09	09105	
Conrad's	820 N. Central Ave.	Glendale, CA	91203	09	09110	
Crab Avenue	900 N. Central Ave.	Glendale, CA	91203	09	09160	
Hilton Hotel	100 W. Glenoaks Blvd	Glendale, CA	91202	09	09170	
Mori Teppan Grill	120 W. Stocker St	Glendale, CA	91202	09	09173	
Shamshiri Restaurant	122 W. Stocker St	Glendale, CA	91202	09	09175	
Mary's Little House of Coffee	130 W. Stocker St	Glendale, CA	91202	09	09180	
Ralphs Market # 97	1200 N Central Ave	Glendale, CA	91202	09	09185	
Baskin Robbins	1217 N Central Ave # A	Glendale, CA	91202	09	09190	
Vertigo Event Venue	400 W Glenoaks Blvd	Glendale, CA	91202	09	09230	
Glenoaks Convalescent Hospital	409 W Glenoaks Blvd North	Glendale, CA	91202	09	09240	
Glendale Market & Catering	513 W Glenoaks Blvd	Glendale, CA	91202	09	09242	
Roobin's Cakes	559 1/2 W Glenoaks Blvd	Glendale, CA	91202	09	09245	
Hungry Howie's Pizza	600 W Glenoaks Blvd	Glendale, CA	91202	09	09250	

Restaurant List

District 09

Wednesday, April 03, 2019

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Restaurant Name	Street Address	City, State	ZIP	Dist	Sort #	Comment
Sevan Chicken	601 W Glenoaks Blvd	Glendale, CA	91202	09	09255	
Best Shawarma	602 W Glenoaks Blvd	Glendale, CA	91202	09	09257	
Green Corner Café	604 W Glenoaks Blvd	Glendale, CA	91202	09	09258	
Yum-Yum Donuts	606 W Glenoaks Blvd.	Glendale, CA	91202	09	09260	
Casa De Ramos Restaurant	827 W Glenoaks Blvd	Glendale, CA	91202	09	09270	
Nova Market & Catering	901 W Glenoaks Blvd	Glendale, CA	91202	09	09272	
Caravan Restaurant	1108 W Glenoaks Blvd	Glendale, CA	91202	09	09275	
Juice Stop	1112 1/2 W Glenoaks Blvd	Glendale, CA	91202	09	09280	
Carl's Jr # 258	1124 W Glenoaks Blvd	Glendale, CA	91202	09	09282	
Café Bravo	1133 W Glenoaks Blvd # A	Glendale, CA	91202	09	09285	
Acapulco's Mexican Rest	722 N. Pacific Ave	Glendale, CA	91203	09	09505	
Jack-in-the-Box	805 N. Pacific Ave.	Glendale, CA	91203	09	09520	
Subway # 5530	818 N. Pacific Ave. # A	Glendale, CA	91203	09	09525	
Thai Me Up	818 N. Pacific Ave # D	Glendale, CA	91203	09	09530	
Paris Baguette	818 N. Pacific Ave # E-F	Glendale, CA	91203	09	09535	
Burger Bun	818 N. Pacific Ave # H	Glendale, CA	91203	09	09540	
House of Joy Chinese Rest	818 N. Pacific Ave #I	Glendale, CA	91203	09	09545	
Barrio Fiesta of Manila	818 N. Pacific Ave # K-L	Glendale, CA	91203	09	09550	

Restaurant List

District 09

Wednesday, April 03, 2019

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Restaurant Name	Street Address	City, State	ZIP	Dist	Sort #	Comment
Tiffany's Coffee	900 N. Pacific Ave # A	Glendale, CA	91203	09	09565	
Glen Arden Club	357 Arden Ave	Glendale, CA	91203	09	09567	
Brick & Flour Artisanal Mexican	1015 N Pacific Ave	Glendale, CA	91202	09	09568	
Pacific Food Mart & Bakery	1020 N. Pacific Ave	Glendale, CA	91202	09	09569	
Thai Rama Cafe	1100 N. Pacific Ave	Glendale, CA	91202	09	09570	
Moto Sushi Restaurant	1120 N Pacific # 1	Glendale, CA	91202	09	09572	
Lord Villa Bakery	1120 N. Pacific Ave #3	Glendale, CA	91202	09	09575	
Hatsatoun Restaurant	1120 N. Pacific Ave #6	Glendale, CA	91202	09	09580	
Hong Kong Kitchen	1121 N. Pacific Ave	Glendale, CA	91202	09	09582	
Papaya Pastry	1133 N. Pacific Ave	Glendale, CA	91202	09	09585	
Pizza Pasha	1159 N. Pacific Ave.	Glendale, CA	91202	09	09590	
Archist Bakery	452 W Stocker St # D	Glendale, CA	91202	09	09755	
Starbucks	1200 N. Pacific Ave # 103	Glendale, CA	91202	09	09760	
Pizza Pie Eatery	1200 N. Pacific Ave # 105	Glendale, CA	91202	09	09765	
Fiesta Sa Barrio	1200 N. Pacific Ave # 106	Glendale, CA	91202	09	09770	

Restaurant List

District 10

Wednesday, April 03, 2019

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Restaurant Name	Street Address	City, State	ZIP	Dist	Sort #	Comment
Adana Restaurant	6918 San Fernando Rd.	Glendale, CA	91201	10	10000	
Taco Naco	6802 1/2 San Fernando Rd.	Glendale, CA	91201	10	10005	
Faster Donuts	6800 San Fernando Rd.	Glendale, CA	91201	10	10010	
Corner Bistro	6720 San Fernando Rd	Glendale, CA	91201	10	10020	
Los Almendros Bakery	6604 San Fernando Rd	Glendale, CA	91201	10	10030	
Del Taco	6550 San Fernando Rd.	Glendale, CA	91201	10	10065	
Nersess Vanak Restaurant	6524 San Fernando Rd.	Glendale, CA	91201	10	10090	
Slash Pizza	6520 San Fernando Rd	Glendale, CA	91201	10	10120	
Maran Restaurant	6430 San Fernando Rd.	Glendale, CA	91201	10	10140	
Kahab Way	6424 San Fernando Rd.	Glendale, CA	91201	10	10210	
Angel Thai Cuisine	6420 San Fernando Rd.	Glendale, CA	91201	10	10241	
L.A. Banquets	6410 San Fernando Rd.	Glendale, CA	91201	10	10250	
Continental Gourmet Sausage Co	6406 San Fernando Rd.	Glendale, CA	91201	10	10260	
Chinese Fast Food	6348 San Fernando Rd	Glendale, CA	91201	10	10265	
Subway # 23514	6340 San Fernando Rd.	Glendale, CA	91201	10	10270	
Sushi Joint	6320 San Fernando Rd	Glendale, CA	91201	10	10275	
X O Cafe	6316 San Fernando Rd.	Glendale, CA	91201	10	10280	
Pho Hot	6306 San Fernando Rd	Glendale, CA	91201	10	10290	

Restaurant List

District 10

Wednesday, April 03, 2019

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Restaurant Name	Street Address	City, State	ZIP	Dist	Sort #	Comment
Sushan Lavash Bakery	6226 San Fernando Rd	Glendale, CA	91201	10	10425	
Haida Sandwich & Juice	1243 W. Glenoaks Blvd	Glendale, CA	91201	10	10450	
Nino's Pizza	1309 1/2 W. Glenoaks Blvd	Glendale, CA	91201	10	10470	
Tea Pot & Bakery Cafe	1427 W. Glenoaks Blvd	Glendale, CA	91201	10	10480	
El Pollo Loco	1437 W. Glenoaks Blvd	Glendale, CA	91201	10	10500	
Subway	1651 W. Glenoaks Blvd	Glendale, CA	91201	10	10530	
Jons Marketplace	1717 W. Glenoaks Blvd	Glendale, CA	91201	10	10545	
Movses Golden Pastry	1755 W. Glenoaks Blvd # A	Glendale, CA	91201	10	10550	
Paradise Pastry & Cafe	1825 W. Glenoaks Blvd.	Glendale, CA	91201	10	10555	
Fruzion	1831 W. Glenoaks Blvd	Glendale, CA	91201	10	10560	
Smart & Final	1855 W. Glenoaks Blvd	Glendale, CA	91201	10	10570	
Gourgen's Catering	.1947 W. Glenoaks Blvd.	Glendale, CA	91201	10	10580	
Del Taco	2101 W. Glenoaks Blvd.	Glendale, CA	91201	10	10590	
The Spot Gourmet	1936 W. Glenoaks Blvd	Glendale, CA	91201	10	10610	
The Kitchen	1910 W. Glenoaks Blvd	Glendale, CA	91201	10	10615	
Taco Bell	1850 W. Glenoaks Blvd	Glendale, CA	91201	10	10620	
Sasoun Bakery	1700 W. Glenoaks Blvd # C	Glendale, CA	91201	10	10623	
Original Kabob Factory	1700 W. Glenoaks Blvd # D	Glendale, CA	91201	10	10625	

Restaurant List

District 10

Wednesday, April 03, 2019

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Restaurant Name	Street Address	City, State	ZIP	Dist	Sort #	Comment
McDonald's	1634 W. Glenoaks Blvd	Glendale, CA	91201	10	10630	
Sevan Restaurant	1510 W. Glenoaks Blvd # B	Glendale, CA	91201	10	10635	
Fresh Donuts	1506 W. Glenoaks Blvd	Glendale, CA	91201	10	10640	
Mr K's Pizza	1504 W. Glenoaks Blvd	Glendale, CA	91201	10	10650	
Pizza Hut	1428 W. Glenoaks Blvd # A	Glendale, CA	91201	10	10660	
Drier's Nursing Care Center	1400 W. Glenoaks Blvd	Glendale, CA	91201	10	10665	
Anoush Banquet	1320 W. Glenoaks Blvd.	Glendale, CA	91201	10	10670	
Raft's European Pastries	1250 W. Glenoaks Blvd # B	Glendale, CA	91201	10	10675	
Sipan Bakery	1250 W. Glenoaks Bl # C	Glendale, CA	91201	10	10680	
Dominio's Pizza	1244 W. Glenoaks Blvd	Glendale, CA	91201	10	10690	
Glendale Café	1242 W. Glenoaks Blvd	Glendale, CA	91201	10	10710	
Jack-In-The-Box # 342	1200 W. Glenoaks Blvd	Glendale, CA	91201	10	10740	
Mi Corazon Mexican Restaurant	1402 W. Kenneth Rd	Glendale, CA	91201	10	10900	
Yoga - url	1407 W. Kenneth Rd	Glendale, CA	91201	10	10910	
Village Market Place	1404 W. Kenneth Rd	Glendale, CA	91201	10	10920	
Village French Bakery	1414 W. Kenneth Rd	Glendale, CA	91201	10	10930	
George's Cucina	1418 W. Kenneth Rd.	Glendale, CA	91201	10	10940	
Coffee Commissary	1419 W. Kenneth Rd	Glendale, CA	91201	10	10950	

Restaurant List

District 11

Wednesday, April 03, 2019

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<u>Restaurant Name</u>	<u>Street Address</u>	<u>City, State</u>	<u>ZIP</u>	<u>Dist</u>	<u>Sort #</u>	<u>Comment</u>
Griffith Park Health Care Center	201 Allen Ave	Glendale, CA	91201	11	11110	
Peco's Bill's BBQ	1551 Victory Bl.	Glendale, CA	91201	11	11120	
V Boulevard Cafe	1608 Victory Bl	Glendale, CA	91201	11	11125	
Snookie's Cookies	1609 Victory Bl	Glendale, CA	91201	11	11130	
Mambo's Cafe	1701 Victory Bl.	Glendale, CA	91201	11	11200	
Nishi - Ya Sushi	1712 Victory Bl.	Glendale, CA	91201	11	11300	
Kalinka Russian Cuisine	1714 Victory Bl.	Glendale, CA	91201	11	11400	
America Market	1710 Lake St	Glendale, CA	91201	11	11405	
Little Ground Bakery & Cafe	1450 Flower St	Glendale, CA	91201	11	11410	
Big D Cafe @ Disney	1401 Flower St	Glendale, CA	91201	11	11420	
Walt Disney Imagineering	1400 Flower St	Glendale, CA	91201	11	11425	
Walt Disney, GC 111	1201 Flower St	Glendale, CA	91201	11	11430	
Circle Seven Cafe @ Disney	521 Circle Seven Dr	Glendale, CA	91201	11	11440	
The Fine Art of Events	6639 San Fernando Rd	Glendale, CA	91201	11	11445	
Golden Farms Market	6501 San Fernando Rd	Glendale, CA	91201	11	11450	

Restaurant List

District 12

Wednesday, April 03, 2019

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Restaurant Name	Street Address	City, State	ZIP	Dist	Sort #	Comment
Unique Bakery	2623 1/2 Honolulu Ave	Glendale, CA	91020	12	12003	
Montrose Springs Nursing & Wel	2635 Honolulu Ave	Montrose, CA	91020	12	12005	
Mountview Senior Living	2640 Honolulu Ave	Montrose, CA	91020	12	12010	
El Sol Mexican Rest	2901 1/2 Honolulu Ave	La Crescenta, CA	91214	12	12040	
Jeremy's Coffee Shop	3009 Honolulu Ave	La Crescenta, CA	91214	12	12070	
La Crescenta Health Care	3050 Montrose Ave	La Crescenta, CA	91214	12	12080	
Dream Diner	4121 Pennsylvania Ave # F	La Crescenta, CA	91214	12	12090	
AJ Noodles	4121 Pennsylvania Ave # I	La Crescenta, CA	91214	12	12095	
House of Joy Chinese Rest	3220 Foothill Blvd.	La Crescenta, CA	91214	12	12150	
Myung Dong Tofu House	3231 Foothill Blvd # 105	La Crescenta, CA	91214	12	12155	
5.2 Patis	3231 Foothill Blvd # 204	La Crescenta, CA	91214	12	12160	
Wow Bento & Roll	3231 Foothill Blvd # 201	La Crescenta, CA	91214	12	12170	
Von's Deli	3233 Foothill Blvd	La Crescenta, CA	91214	12	12190	
Café Lanka	3436 Foothill Blvd # A	La Crescenta, CA	91214	12	12300	
Taqueria Los Padilla	3437 Foothill Blvd	La Crescenta, CA	91214	12	12330	
Sasoun Bakery	3438 Foothill Blvd # A	La Crescenta, CA	91214	12	12380	
Donut Star	3440 Foothill Blvd # A	La Crescenta, CA	91214	12	12385	
Subway	3446 Foothill Blvd	La Crescenta, CA	91214	12	12400	

Restaurant List

District 12

Wednesday, April 03, 2019

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<u>Restaurant Name</u>	<u>Street Address</u>	<u>City, State</u>	<u>ZIP</u>	<u>Dist</u>	<u>Sort #</u>	<u>Comment</u>
La Jaconde Pastry	3450 Foothill Blvd	La Crescenta, CA	91214	12	12410	
Starbucks # 11445	3517 Foothill Blvd	La Crescenta, CA	91214	12	12600	
77 Chicken & Dessert Cafe	3630 Foothill Blvd	La Crescenta, CA	91214	12	12630	
T-House Thai Cuisine	3654 Foothill Blvd	La Crescenta, CA	91214	12	12670	
Olive Branch Rest	3658 Foothill Blvd	La Crescenta, CA	91214	12	12700	
Sianto's Bakery Cafe	3747 Foothil Blvd # C/D	La Crescenta, CA	91214	12	12720	
Korean BBQ King	3731 Foothill Blvd # H	La Crescenta, CA	91214	12	12740	
Yaki's Teriyaki Bowl	3750 Foothill Blvd	La Crescenta, CA	91214	12	12750	
Ameci Pizza Kitchen	3800 Foothill Blvd # C	La Crescenta, CA	91214	12	12770	
Everest Restaurant	3826 Foothill Blvd	La Crescenta, CA	91214	12	12800	
Miso Tofu BBQ	3839 Foothill Blvd	La Crescenta, CA	91214	12	12900	
Pizza Man	3857 Foothill Blvd # 12	La Crescenta, CA	91214	12	12940	
Venice Classic Pastry Cafe	3910 Foothill Blvd	La Crescenta, CA	91214	12	12960	
Aiden's Kitchen	3922 Foothill Blvd	La Crescenta, CA	91214	12	12970	

APPENDIX H

Sewer Trouble Spot Work List

City of Glendale

APPENDIX H - Sewer Trouble Spot Work List

The following working and historical documents constitute the contents of this appendix but are Located or stored as follows:

1. Electronic copy of the master set of monthly trouble spot work lists can be found at:

G:\1-WASTEWATER\YYYY\Crew Supervisor & WW Supt. Shared

4. The set of the 12 most recent work lists is kept in a three-ring binder in a wall file holder on the door to the Crew Supervisor's Office in the Wastewater Shop Office.
5. Three (3) years of program records are maintained in a labeled file drawer in the Wastewater Shop Office.

Wastewater Maintenance Group

Hydrojetting

Month: February 2014
(Year)

Item No.	Street No.	Street Name	LINE LOCATIO N	Freq.	LF	On List (MMYY)	Compltd By (initials)	Date Compltd	Comments/Follow-up
RT 1	400	E. CYPRESS	ST	11	581		TNT	2-24-14	
RT 2	1100	N. HOWARD	ST	1	832	R8/12	TNT	2-24-14	
RT 3	800	BURCHEIT	ST	2	743	R07/13	TNT	2-19-14	Feb & July 090762-090761
RT 4	1100	S. CENTRAL AVE	ST	2	453		TNT	2-24-14	
MU 5	700-800	E. CHESTNUT	ST	2	658	R8/12	MU-BH	2-18-14	M.H.#s 030423-030420
MU 6	400-1000	RALEIGH ST	ST	2	2728		JG-BH	2-14-14	
AT 7	100-500	N. JACKSON	ST	2	3066		AI-JG	2-18-14	
AT 8	100-600	N. KENWOOD	ST	2	3427		AI-JG	2-14-14	
MU 9	1100-1200	E. CALIFORNIA AVE	ST	2	798		MU-BH	2-19-14	
MU 10	1100-1200	E. LEXINGTON AVE	ST	2	1457		MU-BH	2-19-14	
AT 11	3500	EL LADO DR	ST	1	1284		AI-JG	2-26-14	
RT 12	1400	TORRES DR	ST	2	748		TNT	2-26-14	
AT 13	100-200	S. GLENDALE	AVE	5	760		AI-JG	2-18-14	W.SIDE ALLEY BEHIND POLLO LOCO
MU 14	1700	SANTA PAULA #2218	PL	2	230		MU-JG	3-4-14	RUN FROM PARK
RT 15	4200	Lauderdale	Ave	2	463		MU-AH	2-27-14	Encinal & Lauderdale 1st reach.
RT 16	3541	Emerald Isle	R/W	1	407		TNT	2-24-14	Clean whole easement
MU 17	600	W. KENNETH RD	RD	2	332	Mar-11	MU-BH	2-19-14	M.H.#s 090333 to 090339
MU 18	1000	Linden		11	630		MU-BH	2-18-14	
MU 19	1800	Gardena		2	595	R02/13	MU-BH	2-18-14	MH#s 010377-010387
MU 20	1655	Las Flores	R/W	2	484	R07/13	MU-BH	2-20-14	Feb/July
Total					20554				

Rodder

Item No.	Street No.	Street Name	LINE LOCATIO N	Freq.	LF	On List (MMYY)	Compltd By (initials)	Date Compltd	Comments/Follow-up
1	1315	E. ACACIA Exp of Day	R/W	1	752		MU-JG	3-4-14	CRC, do visual
2	1500	N. MARYLAND #1815	R/W	1	128		MU-JG	3-4-14	
3	5-800	LUTON		4	1105		MU-JG	3-4-14	Freq. (4) May, Aug, Nov (C&C 8-1-13)
4	1100	ESMERALDA #2017	DR	3	535		MU-JG	3-4-14	Freq. (3) May, Aug
5		OTT ANGELES			2520				

Inactive Items

Reviews:
WW Crew Super.
WW Maint. Supt.

Wastewater Maintenance Group

Month: February

Item No.	Street No.	Street Name	LINE LOCATION	Freq.	On List (MMYY)	List From	Date Removed	Comments/Follow-up
1								
2								
3								
4								

Reviews:
 WW Crew Super. _____
 WW Maint. Supt. _____

Wastewater Maintenance Group
 5
 Month: February (Year)

Hand Rodding

Item No.	Street No.	Street Name	LINE LOCATION	Freq.	On List (MMYY)	Compl'd By (initials)	Date Compl'd	Comments/Follow-up
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								

Visual Inspections

Item No.	Street No.	Street Name	R/W (Yes)	Freq.	On List (MMYY)	Compl'd By (initials)	Date Compl'd	Comments/Follow-up
1	3828	HILLWAY DR	R/W	1		N.V.	2-18-14	
2								
3								
4								
5								

Reviews:
 WW Crew Super.
 WW Maint. Supt. 

City of Glendale

Monthly Trouble Spot Worklet

4 of 5

Wastewater Maintenance Group

Cell: JE

Month: February

Year:

Comment: SMCra:

400 E. Cypress. Run is 125 from over MH Litter station area. This is in front of residential home. Heavy Grease. Revised from city. To mobility, Feb. 04 (JNL)

Cell: J7

Comment: 600 Birchall:

Get up at Central and Birchall at the cross hole and cut out 600 feet. Heavy grease

Cell: J0

Comment: 1100 S. Central:

Get up on Central, turn and run 600 ft. Partner has a heavy flow waiting to go on Central.

Cell: J10

Comment: 400-1000 E. Raleigh:
Multi-Family Dwellings

Cell: J11

Comment: 100-800 N. Jackson:
Multi-Family Dwellings

Cell: J12

Comment: 100-800 N. Knoxville:
Multi-Family Dwellings

Cell: J15

Comment: 5000 El Lado Dr:

Get up on Cloud and Sycamore. Clean 20' pipe that run under Verdugo canyon. Heavy debris.

Cell: J16

Comment: 1400 Arroyo Dr:

Run from flush tank to end of street, low scale and medium scale in line. Street is narrow.

Cell: J26

Comment: 1315 E. Acacia:

Line cleaned with rodder in both directions. Vertical is cleaned with chain fall from 3-148-0-173-0-273-0-414-0

Cell: 330

Comment: 517 Caversoch Rd:

Review: Set up in front of driveway and run out 183 ft. WWT Crew Super.
WWT M&U Supt. _____

APPENDIX I

FOG Outreach Documents

City of Glendale



CITY OF GLENDALE, CALIFORNIA
Public Works Department
MAINTENANCE SERVICES DIVISION

541 W. Chevy Chase Drive
Glendale, California 91204-1813
(818) 548-3950, Fax (818) 547-0637
www.ci.glendale.ca.us

PLUMBER'S LETTER

April 9, 2014

Dear Plumber:

We would appreciate your assistance in solving a problem, which could occur when private sewer laterals are cleared of obstructions.

On occasion, when a private sewer lateral (the line which runs from a structure to the City maintained main line) is rodded to remove obstructions, the obstruction is often pushed into the City's main sewer line. Periodically, the obstruction lodges in the City's main line causing a sewer blockage and sanitary sewer overflow.

We are requesting your assistance so we can eliminate this problem. **If either you or your employees clean or repair a private lateral, and encounter roots or any other large obstructions which you suspect may have entered the City's main line, please call:**

**City of Glendale
Public Works, Maintenance Services Section
(818) 548-3950**

This service will not be charged to you. This will give our crews the opportunity to check the main line and remove any possible obstruction before it becomes a problem.

Please be aware that the property owner is responsible for the maintenance and repair of the lateral from their structure up to and including the saddle at the main line.

Thank you for your cooperation. Your help in this matter is greatly appreciated.

Sincerely,

John N. Hicks
Wastewater Maintenance Superintendent

Street & Field Services

Street ♦ Sidewalk ♦ Forestry ♦ Sewer ♦ Storm Drains ♦ Traffic Signs ♦ Street Sweeping ♦ Parking Meters

CITY OF GLENDALE
Public Works Department
Maintenance Services Division
Wastewater Section
541 W. Chevy Chase Drive
Glendale, CA 91204-1813
(818) 548-3950

GREASE CONTROL

1. Clean grease trap on a regular basis -- as often as twice a day if necessary.
2. Scrape and wipe heavy grease from pots before pre-rinse or washing. Never pour grease down the sewer.
3. Always use cold water for pre-rinse. Hot water will dissolve grease and transport it into the sewer where it will congeal on cold sewer pipes.
4. Do not allow baffle plates in grease trap to be removed, and replace any missing baffle plates.
5. When grease build-up causes a problem in the main sewer lines, the installation of grease traps may be required in food preparation areas not so equipped.



Infrastructure Engineering Corporation

CITY OF GLENDALE
SEWER SYSTEM MANAGEMENT PLAN

DRAFT TECHNICAL MEMORANDUM NO. 4A

Date: March 20, 2009

Subject: PUBLIC OUTREACH PROGRAM FOR FOG CONTROL PROGRAM

Prepared By: Genevieve Chambliss, E.I.T.
Jon Wells, P.E. (C67782)

Reviewed By: Scott Humphrey, P.E. (C64206)

WHAT IS FOG?

Residual fats, oils, and grease (FOG) are by products that food service and industrial establishments must constantly manage. Typically, FOG enters a facility's plumbing system from ware or equipment washing, floor cleaning, and sanitation. Sanitary sewer systems are neither designed nor equipped to handle the FOG that accumulates on the interior of the sewer collection system pipes. The best way to manage FOG is to keep the material out of the plumbing systems. The following are suggestions for proper FOG management.

GENERAL PREVENTION

- Never pour grease or oil down sink drains or toilets.
- Scrape grease material and food scraps from all cookware and dishware into a can or the trash for disposal.
- Use strainers in sink drains to catch food scraps and other solids, and empty the drain strainers into the trash for disposal.
- Don't put grease or greasy food in your home garbage disposal. These units only shred solid material into smaller pieces and do not prevent grease from going down the drain.
- Wipe cookware and dishware prior to washing. Don't rely on commercial additives in detergents to dissolve grease. They may just pass it down the line and cause problems in other areas.
- Clean kitchen exhaust system filters routinely.
- Talk with your friends and neighbors about the grease problem so that the community is aware of the risk.



TIPS FOR RESTAURANTS

- Train all employees to properly handle used fat, oil and grease.
- Post "No Grease" signs over sink and floor drains.
- Dispose of all fat, oil and grease in an appropriate recycling bin.
- Keep drains clean by using vinegar and warm water or commercial products to dissolve grease. Be cautious of chemicals and additives that claim to dissolve grease. Some additives simply push the grease farther down the pipe.
- Install a grease interceptor, grease trap, or oil/water separator that is sized to handle the grease or oil produced at your business.
- Have an approved grease and oil removal company regularly maintain your grease interceptor or oil/water separator. Keep records of when your equipment is cleaned.

GREASE INTERCEPTOR

A grease interceptor is designed to prevent grease, oil, solids and other debris from entering the waste stream, where it becomes a problem by clogging sewers and disrupting the water flow in the system. The grease interceptor captures those wastes and contains them until a waste hauler or pump-out service can properly remove them. The following are suggestions for grease interceptor maintenance:

- A grease interceptor should be checked quarterly and maintained to ensure it is properly working.
- Backups, odors and drainage problems are all signs that a grease trap is not functioning as it should.
- Train all staff on the location, purpose, function, and proper maintenance of grease interceptor on an annual basis or more frequently, dependent upon staff turn over.
- The most important management procedure for grease interceptor is that a company representative be present during any cleaning, pumping or skimming performed by a vendor.

DRY CLEANUP

Practice dry cleanup. Remove food waste with "dry" methods such as scraping, wiping, or sweeping before using "wet" methods that use water. Wet methods typically wash the water and waste



materials into the drains where it eventually collects on the interior walls of the drainage pipes. Do not pour grease, fats or oils from cooking down the drain and do not use the sinks to dispose of food scraps. Likewise it is important to educate kitchen staff not to remove drain screens as this may allow paper or plastic cups, straws, and other utensils to enter the plumbing system during clean up. The success of dry clean up is dependent upon the behavior of the employee and availability of the tools for removal of food waste before washing. To practice dry clean up:

- Use rubber scrapers to remove fats, oils and grease from cookware, utensils, chafing dishes, and serving ware.
- Use food grade paper to soak up oil and grease under fryer baskets.
- Use paper towels to wipe down work areas. Cloth towels will accumulate grease that will eventually end up in your drains from towel washing/rinsing.

SPILL PREVENTION

Preventing spills reduces the amounts of waste on food preparation and serving areas that will require clean up. A dry workplace is safer for employees in avoiding slips, trips, and falls. For spill prevention:

- Empty containers before they are full to avoid spills.
- Use a cover to transport interceptor contents to rendering barrel.
- Provide employees with the proper tools (holes, ample container, etc.) to transport materials without spilling.

TIPS FOR THE INDUSTRIAL SECTOR

Employees need to be trained before they begin handling and disposing of hazardous materials, and they need to be re-trained whenever new procedures or new equipment is implemented.

FLOOR CLEANING

- Keep the floor clean - catch leaks and place the liquid in appropriate containers.
- If a small spill occurs, clean it up immediately with industrial absorbent material or shop towels. (Never clean spills by hosing them down with water).
- Use dry floor cleaning methods. (This includes sweeping and vacuuming).
- Use non-toxic soaps to clean floors (pH 5.5 to 9.5).



- If you wash the floors with water, ensure wastewater is collected and heavy metals and grease are removed before the water is discharged to the drain.

FLOOR DRAINS

- Perform equipment maintenance in areas where there are no floor drains.
- If there are floor drains present in work area, seal them off or cover with absorbent pads during work to prevent spills from entering drains.
- Never have floor drains present in areas where hazardous material is stored or ensure that the drains are sealed.
- All floor drains should be sealed unless connected to a holding tank, a sump or an oil/sand separator.
- Shop wastes should never be drained into a storm drain, the sewer system, surface water or onto the ground.

WASTE MANAGEMENT

- Use containers that are in good condition to store waste and replace leaky containers immediately.
- Store materials indoors when possible. If only outdoor storage is possible, materials should be placed under a roof, tarp, or plastic sheeting and off the ground using a pallet or secondary containment device.
- Label all raw material containers and have MSDS sheets readily available so employees know what they are working with.
- Each station should have separate, labeled containers for each waste, or labeled waste sinks which discharge to appropriate waste holding tanks.
- Never place incompatible wastes in the same containers or in close proximity to each other. They may cause an explosion, fire or corrosion.
- Each service bay should have a waste collection station.
- Always keep container lids or bung holes closed except when filling or emptying containers.
- Carefully transfer liquid waste directly into the receiving container.



- Put wastes in separate, labeled containers that won't leak or corrode and that are hard to overturn.
- Make sure containers are empty before placing them in the waste disposal bin.
- Post a list detailing how to dispose of different wastes.
- Only order needed amounts of materials containing pollutants as opposed to "stocking up."
- Dispose of hazardous waste materials as often as necessary by a licensed hazardous waste hauler to prevent improper outdoor storage.

OIL AND OIL FILTERS

- Keep used oil in a separate, marked, watertight, rodent-proof container in a secure place.
- Make sure your used oil storage tanks or drums have proper containment in case of a spill or leak.
- Routinely inspect equipment for leaks.
- Try to prevent spills. If a spill occurs clean it up immediately with rags. Wring out the oil into the designated oil container.
- Place a drain rack over a waste oil sink to drain and collect the residual oil from parts/containers prior to disposal.
- Puncture oil filters with a nail, drain the filter for at least 24 hours, then crush and recycle the filters.
- Keep drained filters in a separate container marked "used oil filters only".
- Never dispose of used oil down a storm drain, septic tank, dry well, sewer or in a dumpster.
- Never pour oil on the ground, even for dust suppression.

SHOP TOWELS

- Shop towels and clothing that have come in contact with hazardous waste need to be sent to a commercial or non-commercial laundry or to a dry cleaner to be cleaned. If they are sent to one of the above places they do not need to be disposed of as a Special Waste.
- Never use disposable paper towels or rags.



City of Glendale
Sewer System Management Plan
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March 20, 2009
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- Use cloth towels that can be cleaned and used again.
- Send your shop towels to a laundry or dry cleaning service.

SPILL PREVENTION, CLEAN-UP AND RESPONSE:

- Keep emergency spill equipment and clean up kit(s) in areas where there is a potential for spills.
- Keep MSDS forms in an accessible location.
- Designate one person to be in charge in the event of a spill.
- Contain the spilled material to prevent it from reaching drains.
- Immediately apply absorbent to spilled material.
- Provide detailed instructions for employees regarding clean-up procedures, including how to handle fires and explosions.
- Instruct employees to report spills immediately including the material type, approximate volume, and drainage system it had entered.

WASHING/CLEANING

- Designate an area of the facility with a covered concrete spill containment pad for washing parts, equipment, or other items that may result in an "illicit discharge."
- Make sure that there are no drains in the washing area.
- Alternatively, place a temporary plug over the storm drain and direct the wastewater to an oil/water separator.
- Place signage in the wash area indicating that it is a wash area and other maintenance activities are prohibited (e.g. oil changes).
- Aromatic and chlorinated hydrocarbon solvents should be eliminated from washing operations (check MSDS sheets).

CLEANING PRODUCTS

- Buy from suppliers who accept materials and containers back for recycling.



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- Use biodegradable, phosphate free, water based cleaners.
- Use pH neutral cleaners to minimize dissolving metals.
- Avoid the use of halogenated compounds, petroleum-based cleaners or phenolics if at all possible; use water-based cleaners.

ALTERNATIVE CLEANING METHODS

- Use a spray with flow restricted, spring loaded triggers and monitor to minimize wash water use.
- Use waterless hand cleaners.
- Try using safe cleaning alternatives such as baking soda and vinegar.
- Forbid the use of customer-supplied detergents, soaps and chemicals to avoid pollution, unknown chemical reactions and interference with oil/water separators and metals traps.
- Keep the use of soaps and non-foaming detergents to a minimum since they reduce the efficiency of oil/water separators.
- Rather than using detergents, use hot water/steaming methods to remove oil from engines, tools and equipment (treat wastewater before it is released to the drain).
- Use non-solvent cleaners.
- Use non-chlorinated compounds rather than chlorinated (as they are less toxic, disposal costs are less expensive).

APPENDIX J

Sample Maps of the City's Sanitary Sewer System

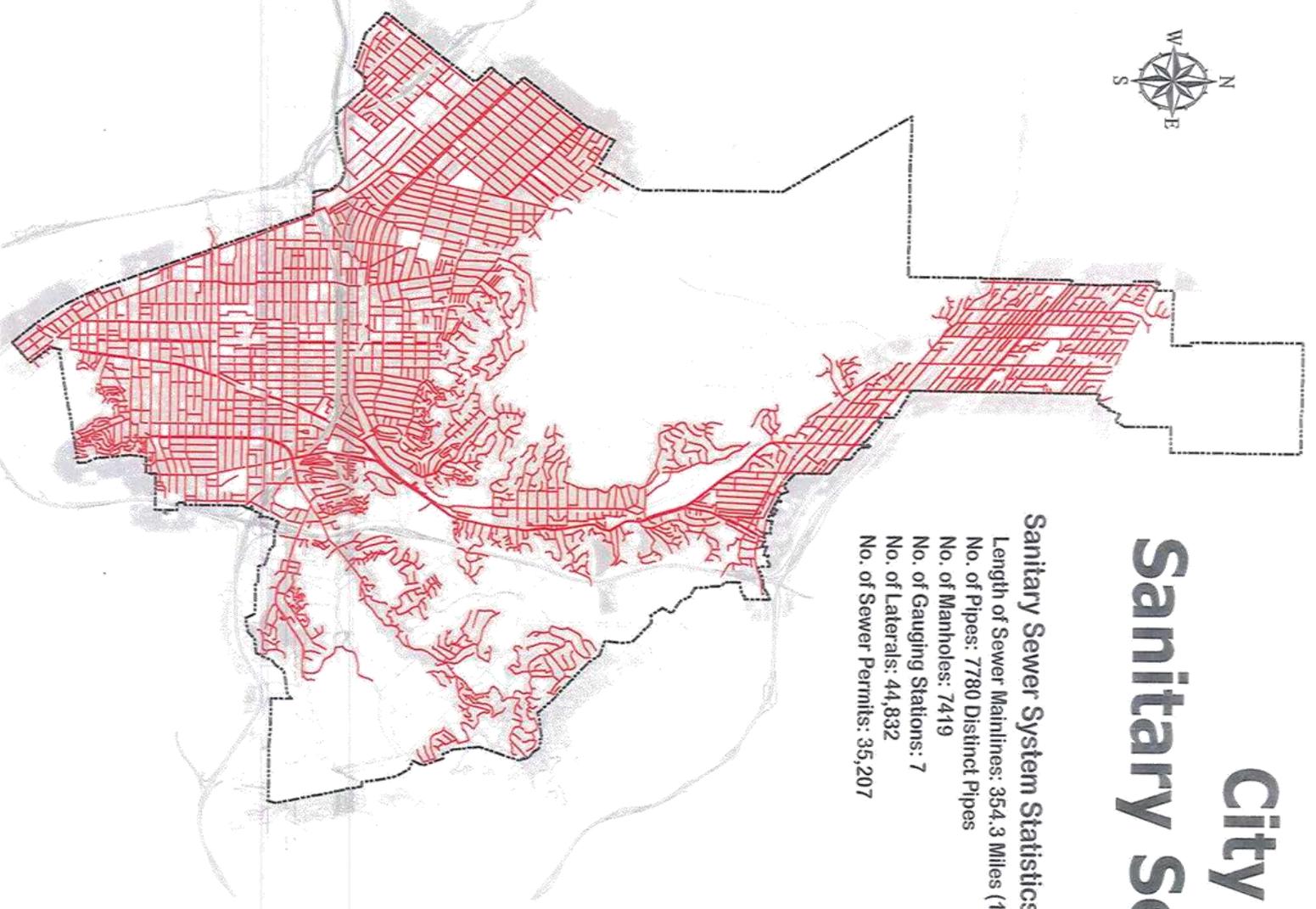
City of Glendale



City of Glendale Sanitary Sewer Atlas Legend

Sanitary Sewer System Statistics

Length of Sewer Mainlines: 354.3 Miles (1,870,632.1 Feet)
No. of Pipes: 7780 Distinct Pipes
No. of Manholes: 7419
No. of Gauging Stations: 7
No. of Laterals: 44,832
No. of Sewer Permits: 35,207



Legend

- Sewer Nodes**
 - Mainline Cleanout
 - Mainline Diversion
 - Drop Manhole
 - Fume
 - Fume & Perm Gauging Sta.
 - Junction Chamber
 - Manhole
 - Offset
 - Other
 - Point of Entry
 - Point of Exit
 - Pumping Plant
 - Siphon Connect Point
 - Mainline Stubout
 - Outfall Stubout
 - Unknown
- Sewer Mains**
 - Graphic Lines
 - Bypass
 - Mainline
 - Other; Unknown
 - Vertical Curved Pipe
 - Sewer Laterals
- Cap
- Saddle
- Saddle & Cap
- Standard Lateral
- Parcels
- Centerlines
- Bldg Footprints
- Transportation

APPENDIX K

Sewer Line Maintenance and Inspection Forms

City of Glendale

SEWER LINE MAINTENANCE AND INSPECTION

R.R. R/W
 STOPPAGE

District # _____

Date: _____ Time: _____ A.M./P.M. Location: _____

Block # _____ Street _____

HYDRO	
Warthog	
Regular Nozzle	
Other:	

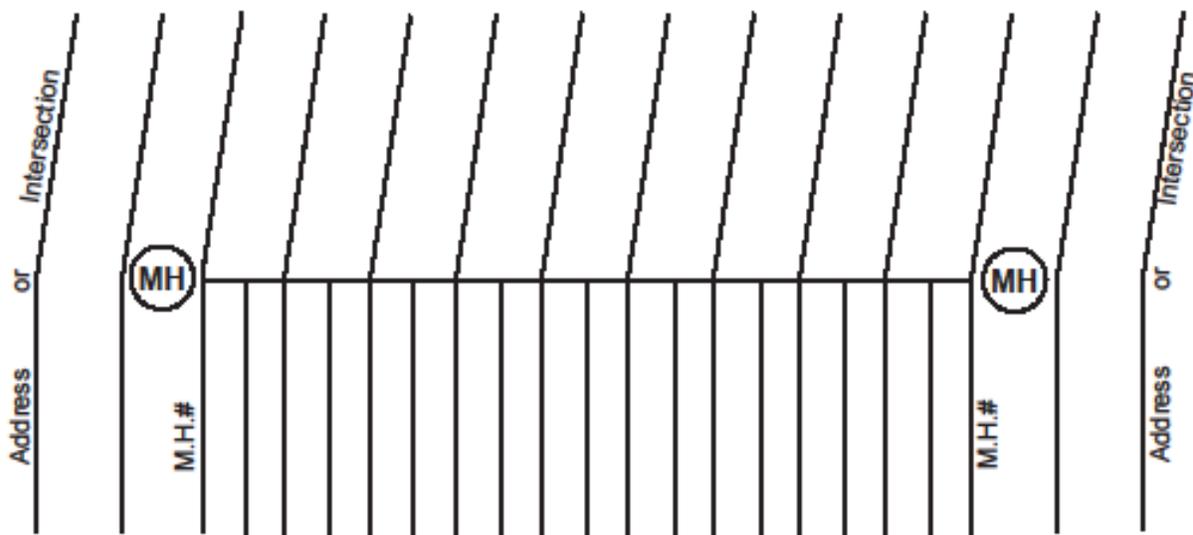
RODDER	SIZE
Root Saw	
Square Bar	
Other:	

DROP M. H. LINED YES NO

M.H. CONDITION

DROP M. H. LINED YES NO

			Good	Fair	Poor				Good	Fair	Poor
Cover					*	Cover					*
Ring					*	Ring					*
Brick	Facing				*	Brick	Facing				*
Inverts and/or Drops					*	Inverts and/or Drops					*
Hydraulics					*	Hydraulics					*
Rungs					*	Rungs					*
Roots in M.H.	Y:	N:				Roots in M.H.	Y:	N:			



Approximate Footage: _____

(M.H.) Location _____

 Number: _____

(M.H.) Location _____

 Number: _____

* Explain Poor: _____

ARE ANY OF THE FOLLOWING EVIDENT?

	Yes	No
M.H. Flooding:	<input type="checkbox"/>	<input type="checkbox"/>
Infiltration:	<input type="checkbox"/>	<input type="checkbox"/>
Cockroach:	<input type="checkbox"/>	<input type="checkbox"/>
Rodent:	<input type="checkbox"/>	<input type="checkbox"/>
Other:	<input type="checkbox"/>	<input type="checkbox"/>

Record flow level in M.H. trough when performing regular maintenance and inspection, only.

Quarter Full Half Full Full Surging

Type(s) of material found in this line: _____

None Light Medium Heavy

IS THIS LINE A CANDIDATE FOR:

	Yes	No
Review for further service evaluation?	<input type="checkbox"/>	<input type="checkbox"/>

(If yes, turn in for spotcheck)

Other:	<input type="checkbox"/>	<input type="checkbox"/>
--------	--------------------------	--------------------------

Diagram this sewer line in relation to intersection, addresses or landmarks. Show if line is on a parkway, R/W, etc. Show any suspected intruding tree or structure. Give any observation or opinion you may have concerning this sewer line.

Was any unsafe condition encountered? No _____ Yes _____ If yes, explain: _____

Employee Name(s): _____

SEWER LINE MAINTENANCE AND INSPECTION

R.R. R/W

COPY STOPPAGE

District # 12

Date: 2-11-13 Time: 1:00 A.M./P.M. Location: 3900 Abella St
 Block # _____ Street _____

HYDRO	
Warthog	X
Regular Nozzle	
Other:	

LINE SIZE
8"

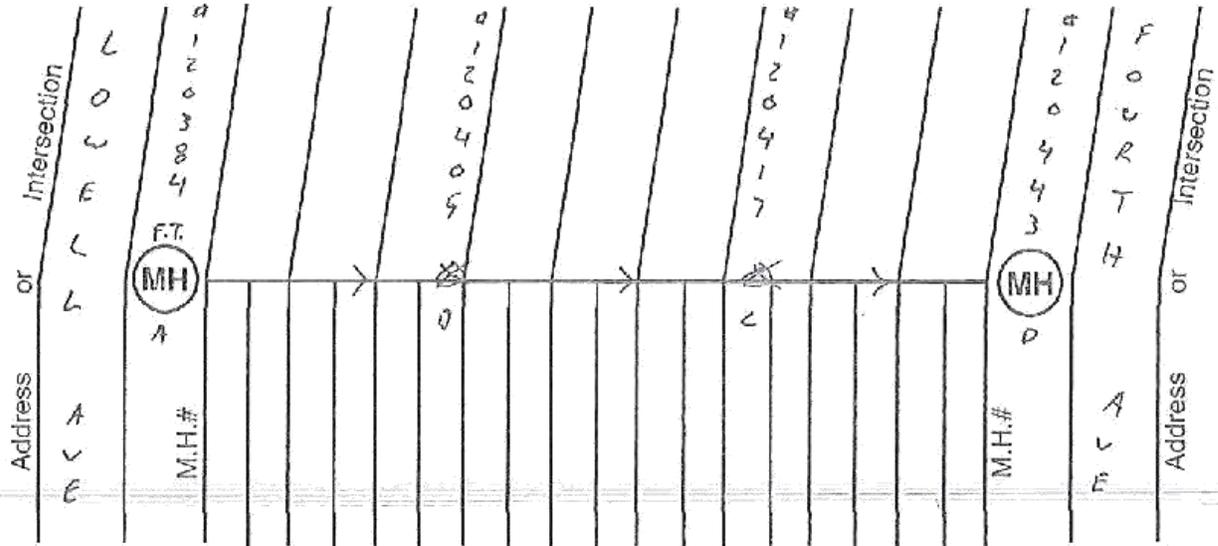
RODDER	SIZE
Root Saw	
Square Bar	
Other:	

DROP M. H. YES NO
 LINED

M.H. CONDITION

DROP M. H. YES NO
 LINED

				Good	Fair	Poor					Good	Fair	Poor
Cover		X			*		Cover		X				*
Ring		X			*		Ring		X				*
Brick	Facing	X			*		Brick	Facing	X				*
Inverts and/or Drops		X			*		Inverts and/or Drops		X				*
Hydraulics		X			*		Hydraulics		X				*
Rungs				X	*		Rungs				X		*
Roots in M.H.		Y:		N:	X		Roots in M.H.		Y:		N:	X	



(M.H.) Location A-D = 282'
B-C = 206
C-D = 274'

(M.H.) Location _____

Number: _____

Number: _____

* Explain Poor: _____

ARE ANY OF THE FOLLOWING EVIDENT?

	Yes	No
M.H. Flooding:	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Infiltration:	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Cockroach:	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Rodent:	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other:	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Record flow level in M.H. Trough when performing regular maintenance and inspection, only.

Quarter Full Half Full Full Surging

Type(s) of material found in this line: 6-0

None Light Medium Heavy

IS THIS LINE A CANDIDATE FOR:

Review for further service evaluation? Yes No

(If yes, turn in for spotcheck)

Other:

Diagram this sewer line in relation to intersection, addresses or landmarks. Show if line is on a parkway, R/W, etc. Show any suspected intruding tree or structure. Give any observation or opinion you may have concerning this sewer line.

Was any unsafe condition encountered? No Yes _____ If yes, explain: _____

Employee Name(s): Ori, Garcia

APPENDIX L

Restaurant Run Documentation

City of Glendale

APPENDIX L- Restaurant Run Documentation

The following working and historical documents constitute the contents of this appendix but are Located or stored as follows:

1. Electronic copy of the master set of Restaurant Run-field work sheets can be found at:

**G:\1-WASTEWATER\YYYY\Crew Supervisor & WW Supt.
Shared\Cop of Restaurant List**

This is an MS Access file. The folder containing the Restaurant Run-field work-sheets is titled "**Restaurant Inspection Form.**"

2. The inspection worksheets for the most recent set of Restaurant Runs are kept in 3-ring binders in the file cabinet drawer labeled **Restaurant Runs** on the east wall the Wastewater Shop Office.
3. Two (2) additional prior years of inspection and maintenance records are maintained in the file drawer noted in 2. above.

APPENDIX M

Chemical Root Control Spreadsheet

City of Glendale

APPENDIX M- Chemical Root Control (CRC) Spreadsheet

The following working and historical documents constitute the contents of this appendix but are Located or stored as follows:

1. Electronic copy of the master Chemical Root Control Excel spreadsheet can be found at:

G:\1-WASTEWATER\ YYYY\Crew Supervisor & WW Supt. Shared\ Chemical Root Control Phase I-II-III-IV-V- 07-08-09 (2).xls.

2. A graphical history of treatment is maintained on wall mounted maps of the City's sanitary collection system entitled, Chemical Root Control, located in the conference area in the Wastewater Maintenance Shop.

APPENDIX N

Infrastructure Repair Lists

City of Glendale

APPENDIX N- Infrastructure Repair List

The following working and historical documents constitute the contents of this appendix but are Located or stored as follows:

1. Electronic copy of the master Infrastructure Repair List spreadsheet can be found at:

**G:\1-WASTEWATER\YYYY\Crew Supervisor & WW Supt. Shared **
WW Infrastructure Repairs MM_DD_YY (*date of last update*).

APPENDIX O

CWEA Collection System Maintenance Certification Handbook

California Water environment Association

**NON-AGENCY DOCUMENT(S) REMOVED FROM FILE AT 5/07/2019
RECERTIFICATION**

APPENDIX P

City-Specific Training and Certification

City of Glendale

APPENDIX P- City Specific Training and Certification

The following working and historical documents constitute the contents of this appendix but are Located or stored as follows:

1. Electronic copy of the master WW Crew Train and Cert Paths matrix can be found at:

**G:\1-WASTEWATER\2019\Crew Supervisor & WW Supt.
Shared\WW Crew Train and Cert Paths.**

2. The master sets of records for the following training programs are located in binders in the Wastewater Maintenance Shop Crew Office.
 - a. **Confined Space Entry and Rescue Drill Program.**
 - b. **Sewer System Overflow (SSO) Drill Program.**
 - c. **Tailgate Training Program**

APPENDIX Q

*Operations and Maintenance of Wastewater Collection Systems, Volume I
Introduction*

Office of Water Programs, California State University, Sacramento

**NON-AGENCY DOCUMENT(S) REMOVED FROM FILE AT 5/07/2019
RECERTIFICATION**

OPERATION AND MAINTENANCE OF WASTEWATER COLLECTION SYSTEMS

VOLUME 1

Sixth Edition

A Field Study Training Program

Prepared by

Office of Water Programs
College of Engineering and Computer Science
California State University, Sacramento

in cooperation with the California Water
Environment Association

Kenneth D. Kerri, Project Director

John Brady, Co-Director

for the

U.S. Environmental Protection Agency
Office of Water Program Operations
Municipal Permits and Operations Division
First Edition, Grant No. T900494 (1976)
Spanish Edition, Neta Grant No. X-999658-01-I (1999)

2003

OPERATOR TRAINING MANUALS

OPERATOR TRAINING MANUALS AND VIDEOS IN THIS SERIES are available from the Office of Water Programs, California State University, Sacramento, 6000 J Street, Sacramento, CA 95819-6025, phone: (916) 278-6142, e-mail: wateroffice@caus.edu or FAX (916) 278-5959, website: www.owp.csus.edu.

1. OPERATION AND MAINTENANCE OF WASTEWATER COLLECTION SYSTEMS, 2 Volumes,*
2. OPERATION OF WASTEWATER TREATMENT PLANTS, 2 Volumes,
3. SMALL WASTEWATER SYSTEM OPERATION AND MAINTENANCE, 2 Volumes,
4. ADVANCED WASTE TREATMENT,
5. INDUSTRIAL WASTE TREATMENT, 2 Volumes,
6. TREATMENT OF METAL WASTESTREAMS,
7. PRETREATMENT FACILITY INSPECTION,**
8. WATER TREATMENT PLANT OPERATION, 2 Volumes,
9. SMALL WATER SYSTEM OPERATION AND MAINTENANCE,
10. WATER DISTRIBUTION SYSTEM OPERATION AND MAINTENANCE, and
11. UTILITY MANAGEMENT.

* Other training materials and training aids developed by the Office of Water Programs to assist operators in improving collection system operation and maintenance and overall performance of their systems include:

1. COLLECTION SYSTEMS: METHODS FOR EVALUATING AND IMPROVING PERFORMANCE. This handbook presents detailed benchmarking procedures and worksheets for using performance indicators to evaluate the adequacy and effectiveness of existing O & M programs. It also describes how to identify problems and suggests many methods for improving the performance of a collection system.
2. OPERATION AND MAINTENANCE TRAINING VIDEOS. This series of six 30-minute videos demonstrates the equipment and procedures collection system crews use to safely and effectively operate and maintain their collection systems. These videos complement and reinforce the information presented in Volumes I and II of OPERATION AND MAINTENANCE OF WASTEWATER COLLECTION SYSTEMS.

** PRETREATMENT FACILITY INSPECTION TRAINING VIDEOS. This series of five 30-minute videos demonstrates the procedures to effectively inspect an industry, measure flows, and collect samples. These videos complement and reinforce the information presented in PRETREATMENT FACILITY INSPECTION.

The Office of Water Programs at California State University, Sacramento, has been designated by the U.S. Environmental Protection Agency as a SMALL PUBLIC WATER SYSTEMS TECHNOLOGY ASSISTANCE CENTER. This recognition will provide funding for the development of training videos for the operators and managers of small public water systems. Additional training materials will be produced to assist the operators and managers of small systems.

PREFACE TO THE FIRST AND SECOND EDITIONS

The purposes of this wastewater collection system home study course are:

1. To develop new qualified wastewater collection system operators.
2. To expand the abilities of existing operators, permitting better service to both their employers and the public, and
3. To prepare operators for civil service and *CERTIFICATION EXAMINATIONS*.¹

To provide you with the information needed to operate and to maintain collection systems as efficiently and effectively as possible, experienced wastewater collection system operators prepared the material in each chapter of this manual.

For many years the Water Pollution Control Federation, its member associations, state and local utility agencies, and colleges and universities have sensed a need for improvement in the dissemination of information on the operation and maintenance of wastewater collection systems. They have also felt a need for better training opportunities in this field. However, because of the lack of communication between the practical people doing the work in the field and the professional people in charge of publishing and training activities, the dissemination of information and training in the collection system field has been, until a few years ago, almost negligible compared to that in the wastewater treatment plant field.

Following completion of and the successful results from EPA's national field study training program, *OPERATION OF WASTEWATER TREATMENT PLANTS*,² a similar effort appeared desirable for wastewater collection system operators. In cooperation with the California Water Pollution Control Association, the project directors prepared and submitted a proposal to the Environmental Protection Agency for financial support through the Foundation of California State University, Sacramento. CWPCA President Robert Bernicchi requested the Presidents of the Water Pollution Control Federation's member associations to urge EPA to support this national effort to develop a training manual for wastewater collection system operators. Response from the member associations was quick, the need was documented, an EPA approval received. Chapters were written, presented at small informal seminars, reviewed by consultants and reviewers from throughout the United States, field tested by potential and experienced collection system operators, reviewed by the Environmental Protection Agency, and revised after each step in accordance with the suggestions and experiences gained from these sources.

The California Water Pollution Control Association would like to acknowledge the cooperation and assistance I review that it received from the Personnel Advancement Committee and the Wastewater Collection Systems Committee of the Water Pollution Control Federation during the development of this publication.

The project directors are indebted to the authors of each chapter and the many potential and experienced collection system operators who field tested and reviewed the material. F.J. Ludzack, National Training Center, Office of Water Program Operations, Environmental Protection Agency, offered many technical improvements. Dr. Elie Namour, author of EPA's "Manpower Manuals for Wastewater Collection Systems," reviewed the manpower aspects of the manual. Or Program Manager, Robert Rose, Chief, State and Local Training Activities Section, EPA, served as a valuable source of information and guidance. A special note of thanks is due to our typists, Charlene Arora and Elaine Salika, who somehow managed to cope with illegible handwriting and unmeetable deadlines with smiles and perfect manuscript. Illustrations were drawn by Martin Garrity. Some sketches and line drawings were prepared by George Gardin and Su Hashimoto.

1976

KENNETH D. KEHR
JOHN BRADY

¹ *Certification Examination*. An examination administered by a state agency that wastewater collection system operators take to indicate a level of professional competence. In many states certification of wastewater collection system operators is voluntary. Current trends indicate that in other states, provinces, and countries will require wastewater collection system operators to be "certified" in the future.

² *OPERATION OF WASTEWATER TREATMENT PLANTS*, by Kenneth D. Keel and R.H. Dandy, California State University, Sacramento, 505 Street, Sacramento, CA 95819-4005.

PREFACE TO THE THIRD EDITION

Collection system operators have always survived by their wits and ingenuity. Today operators are applying the most advanced technologies available to the operation and maintenance of wastewater collection systems. The TV technology used to inspect and record the status of collection systems is continually advancing. New instruments whose precision and reliability are improving over previous models are becoming available to make work in and around collection systems much safer. Personal computers are being used to inventory collection systems, maintain a history of the system, and schedule preventive maintenance when needed and before problems develop. Technology is allowing collection system operators to perform more and more tasks without having to enter manholes or sewers, thus reducing the risk of exposure to safety hazards.

Persons selected to work on this revision and expansion were recognized experts throughout the United States. Many of the collection system operators who successfully completed this course made helpful suggestions for improvement as they worked their way through the manual. Gay Kornweibel prepared the manuscript and took care of the administrative details. The efforts of everyone who contributed to the successful revision of this manual are sincerely appreciated.

1987

KENNETH D. KERRI

PREFACE TO THE SIXTH EDITION

Collection system operators and the technology they use to safely perform their jobs are continually becoming more sophisticated and efficient. The Office of Water Programs at California State University, Sacramento, continues to rely on dedicated collection system operators to help us keep our operator training manuals current with the rapidly advancing collection system technology and workforce.

This manual was first published in 1976 as a single volume. Since then, the manual has been expanded to two volumes and over 92,000 copies of Volumes I and II have been distributed all over the world. The current two volumes are the most widely used collection system O & M training references in the United States. O & M staff, engineers, regulators, and others involved in collection systems use these manuals extensively as references when performing their daily tasks.

Rick Arbour helped us revise the Fourth and Fifth Editions and provided some of the graphics used in the Sixth Edition. Gary Bais has provided us information regarding the newest technologies for the Sixth Edition. He also made many helpful suggestions to improve the usefulness of the Sixth Edition for collection system operators. David Jurgins and his collection system crews with the City of Fayetteville, Arkansas, and Victor Coles of Municipal Service Company, Inc., reviewed the drafts of the Sixth Edition and made helpful suggestions. Peg Hennish edited the material and prepared the manuscript for printing. Jar Weeks corrected printer's proofs and coordinated production of the manual, and Gay Kornweibel managed the administrative details. The efforts of everyone who contributed to the successful revision of the manual are sincerely appreciated.

2003

KENNETH D. KERRI

OBJECTIVES OF THIS MANUAL

Proper installations, inspections, operations, maintenance, and repairs of wastewater collection, conveyance, and treatment facilities have a significant impact on the operation and maintenance costs and effectiveness of these facilities. The objective of this manual is to provide wastewater collection system operators with the knowledge and skills where possible to effectively operate and to maintain collection systems, thus eliminating or reducing the following problems:

1. Health hazards caused by untreated wastewater flowing down streets and watercourses during stoppages and surges;
2. System failures that result from the lack of proper installation, inspection, preventive maintenance, surveillance, and repair programs designed to protect the public's investment in these facilities;
3. Odors from the collection system, lift stations, and treatment plants caused by collection system problems;
4. Shock loads from the clearing of stoppages that affect wastewater treatment processes;
5. Corrosion damages to equipment and structures in collection systems and treatment plants;
6. Inflow and infiltration that use a valuable portion of the capacity of the facilities;
7. Noise pollution from collection systems (noisy manholes) and lift stations, and
8. Complaints from the public or local officials due to the unreliability of the collection system. These complaints result from constant system failures and create a poor public image of the agency that is supposed to be managing the system.

SCOPE OF THIS MANUAL

This manual contains information on:

1. What collection systems are expected to achieve,
2. Why wastewater collection systems must be properly operated and maintained,
3. What the collection system operator is expected to do to keep the collection system functioning as intended,
4. How to inspect and test newly constructed sewers and new and old wastewater collection systems,
5. How to locate and evaluate problems such as stoppages, leaks, odors, and lift station failures,
6. Selection of procedures and equipment to correct identified problems and to minimize recurrence of problems and failures,
7. How to operate and maintain collection system inspection and cleaning equipment,
8. Methods of selection and application of chemicals,
9. Procedures for operating, maintaining, and repairing collection systems,
10. Instructions for operating, maintaining, troubleshooting, and repairing collection system equipment and facilities such as lift stations,
11. How to evaluate the status of a collection system and to select the appropriate rehabilitation measures when necessary,
12. Techniques for recognizing hazards and developing safe procedures, and
13. How to organize and administer the operation and maintenance of wastewater collection systems.

Material contained in this manual furnishes you with information concerning situations encountered by most collection system operators regardless of whether they are located in the North, South, East, or West, at sea level or in the mountains, in either humid or arid regions. These materials also provide you with an understanding of the basic operational and maintenance concepts for wastewater collection systems and with an ability to analyze and solve problems when they occur. Operation and maintenance programs for wastewater collection systems will vary with the age of the system, the extent and effectiveness of previous programs, and local conditions. You will have to adapt the information and procedures in this manual to your particular situation.

Technology is advancing very rapidly in the field of the operation and maintenance of wastewater collection systems. To keep pace with scientific advances, the material in this program must be periodically revised and updated. This means that you, the wastewater collection system operator, must be aware of new advances and recognize the need for continuous personal training reaching beyond this program. Training opportunities exist in your daily work experience, from your associates, and from attending meetings, workshops, conferences, and classes.

USES OF THIS MANUAL

This manual was developed to serve as a home-study course for collection system operators in remote areas or persons unable to attend formal classes either due to shift work, personal reasons, or the unavailability of suitable classes. This home-study training program uses the concepts of self-paced instruction where you are your own instructor and work at your own speed. In order to certify that a person has successfully completed this program, objective tests and special answer sheets for each chapter are provided when a person enrolls in this course.

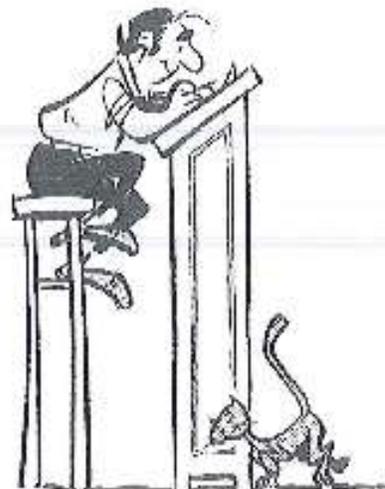
Once collection system operators started using this manual for home study, they realized that it could serve effectively as a textbook in the classroom. Colleges and universities have used the manual as a text in formal classes often taught by foremen and supervisors. In areas where colleges were not available or were unable to offer classes in the operation and maintenance of wastewater collection systems, collection system operators and utility agencies joined together to offer their own courses using the manual.

Utility agencies have enrolled from three to over 70 of their collection system operators in this training pro-

gram. A manual is purchased for each operator. A supervisor, foreman, or group of foremen are designated as instructors. These instructors help answer questions when the persons in the training program have questions or need assistance. The instructors grade the objective tests at the end of each chapter, record scores, and notify California State University, Sacramento, of the scores when a person successfully completes this program. This approach avoids the long wait while papers are being graded and returned by CSUS.

This manual was prepared to help collection system operators operate and maintain their collection systems. Please feel free to use it in the manner which best fits your training needs and the needs of other collection system operators. We will be happy to work with you to assist you in developing your training program. Please feel free to contact:

Office of Water Programs
California State University, Sacramento
6000 J Street
Sacramento, California 95819-6026
Phone (916) 278-6142



INSTRUCTIONS TO PARTICIPANTS IN HOME-STUDY COURSE

Procedures for reading the lessons and answering the questions are contained in this section.

To progress steadily through this program, you should establish a regular study schedule. For example, many operators in the past have set aside two hours during two evenings a week for study.

The study material is contained in two volumes with a total of thirteen chapters. Some chapters are longer and more difficult than others. For this reason, many of the chapters are divided into two or more lessons. The time required to complete a lesson will depend on your background, experience, and study habits. Some people may require an hour to complete a lesson, and some might require three hours, but that is perfectly all right. **THE IMPORTANT THING IS THAT YOU UNDERSTAND THE MATERIAL IN THE LESSON!**

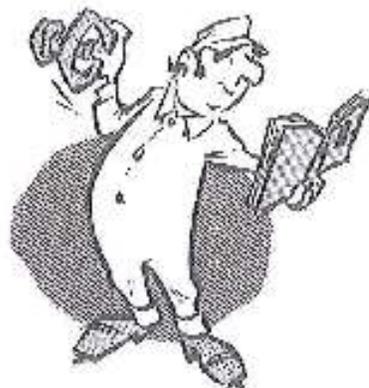
To complete this program you will have to work all of the chapters. You may proceed in numerical order, or you may wish to work some lessons sooner. If you are working on a specific job, such as pipeline cleaning, you may wish to read Chapter 6 after Chapter 2.

SAFETY IS A VERY IMPORTANT CHAPTER. Everyone working in and around wastewater collection systems must always be safety conscious. You must take extreme care with your personal hygiene to prevent the spread of disease to yourself and your family. Collection system operators may have to work in and near excavations, embankments (fills), washouts, below-grade structures, traffic, and other dangerous situations and equipment that can cause a serious, disabling injury if the operator is not aware of the potential danger and does not exercise adequate precautions. Confined spaces such as manholes and wet wells may have harmful atmospheres such as toxic gases, explosive mixtures, or oxygen deficiencies. For these reasons, you may decide to work on Chapter 4, "Safe Procedures," and Chapter 11, "Safety/Survival Programs for Collection System Operators," before completing the other chapters.

Begin your study of each chapter by reading the list of objectives to find out what you are expected to learn. In most chapters, the objectives are followed by one or more pages of collection system words and their definitions. These words are referred to in the chapter and the definitions are provided as a reference in case some of the words are unfamiliar to you.

Each lesson is arranged for you to read a short section, write the answers to the questions at the end of the section, compare your answers against suggested an-

swers; and then YOU decide if you understand the material sufficiently to continue or whether you should reread the section again. You will find that this procedure is slower than reading a typical textbook, but you know and be able to use the information much better when you have finished the lesson.



Some discussion and review questions are provided following each lesson in some of the chapters. The questions review the important points you have covered in the lesson. Writing the answers to these questions in your notebook will help you remember the information.

After you have completed the last chapter in each volume, you will find a final examination. This exam is provided for you to review how well you remember the material. You may wish to review the entire manual before you take the final exam. Some of the questions are essay-type questions, which are used by some state and professional associations for higher-level certification examinations. After you have completed the final examination, grade your own paper and determine areas in which you might need additional review before your next examination.

You are your own teacher in this program. You do not merely look up the suggested answers at the end of each chapter or copy the answers from someone else, but you would not have given yourself a chance to understand the material. Consequently, you would not be able to apply the material to the operation and maintenance of your collection system nor recall it during examination for certification or a civil service position.

YOU WILL GET OUT OF THIS PROGRAM WHEN YOU PUT INTO IT.

SPECIAL NOTICE

All job titles or descriptions of duties of wastewater collection system operators in this manual are identified with "Standard Occupational Titles." We have tried to describe job titles and duties with words that reflect or describe actual tasks performed. Those words were used to help you understand the jobs and duties of each person on a crew.

Describing our job titles according to "Standard Occupational Titles" will help you and your employer realize the knowledge, skills, and traits you need to do your job. Use of "Standard Occupational Titles" helps operators

prepare for and accept jobs throughout the United States because all of us are talking about the same job. If you work for a small agency, you may be expected to be a "jack of all trades" and do many different types of jobs, regardless of your job title. Operators for a large agency may become a specialist in one or two tasks, but often are expected to be knowledgeable about and skilled at several jobs. The U.S. Employment Service prepared the "Standard Occupational Titles" and emphasizes that these titles *"CANNOT BE CONSIDERED STANDARDS FOR SETTING WAGES OR HOURS, OR SETTLING JURISDICTIONAL MATTERS."*

ENROLLMENT FOR CREDIT AND CERTIFICATE

Students wishing to earn credits and a certificate for completing this course may enroll by contacting the Office of Water Programs, California State University, Sacramento, 6000 J Street, Sacramento, CA 95819-6026, (916) 278-8142. If you have already enrolled, the enrollment packet you were sent contains detailed instructions for completing and returning the objective tests. Please read these important instructions carefully before marking your answer sheets.

Following successful completion of each volume in this program, a Certificate of Completion will be sent to you. If you wish, the Certificate can be sent to your supervisor, the mayor of your town, or any other official you think appropriate. Some operators have been presented their Certificate at a City Council meeting, got their picture in the newspaper, and received a pay raise.

TECHNICAL CONSULTANTS

First and Second Editions	John Carvorella, Ira Cotton, George Gardner, William Garber, James Kenmir, and Warren Prentice
Third Edition	John Brady and Russ Armstrong
Fourth and Fifth Editions	Rick Arcour
Sixth Edition	Gary Baris and Victor Coles

OPERATION AND MAINTENANCE OF WASTEWATER COLLECTION SYSTEMS

VOLUME I — COURSE OUTLINE

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3	Wastewater Collection Systems	23
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6	Pipeline Cleaning and Maintenance Methods	277
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VOLUME II — COURSE OUTLINE

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Other operator training aids that may be of interest to you are the collection system operation and maintenance training videos described below and our handbook for evaluating and improving the performance of a collection system.

COLLECTION SYSTEM OPERATION AND MAINTENANCE TRAINING VIDEOS

COURSE OUTLINE

Video	Title	Topic
1	Guardians of Health	Importance of Operators, Inspection, and Testing
2	TV Stars	Clean-Circuit Television Inspection
3	Pipe Detectives	Pipeline Cleaning and Maintenance Methods
4	Way Makers	Pipeline Cleaning and Chemical Control
5	Flow Movers	Operation of Wastewater Lift Stations
6	Motor Specialists	Maintenance of Wastewater Lift Stations

COLLECTION SYSTEMS: METHODS FOR EVALUATING AND IMPROVING PERFORMANCE

COURSE OUTLINE

Chapter	Title
1	Wastewater Collection System Problems/Needs
2	Research Conducted for This Project
3	Benchmark Data
4	Developing, Analyzing, and Interpreting O & M Performance Indicators
5	Suggested Methods for Improving Collection System Performance
6	Case Histories
Appendix A	Summary of Pertinent Literature Reviews
Appendix B	Data Collection Form
Appendix C	Benchmarking Worksheets

APPENDIX R

Sewer Pipe Inventory

City of Glendale

APPENDIX R – Sewer Pipe Inventory

The following working and historical documents constitute the contents of this appendix but are Located or stored as follows:

1. Electronic copy of the master **PIPE INVENTORY LIST FOR SHOP** can be found at:

**G:\1-WASTEWATER\YYYY\Crew Supervisor & WW Supt. Shared\
PIPE INVENTORY LIST FOR SHOP_REV AUG 2013**

2. The master set of quarterly pipe inventories are located in a binder in the Wastewater Maintenance Shop Crew Office.

APPENDIX S

City of Glendale Sanitary Sewer Manual and Standards

City of Glendale

CITY OF GLENDALE, CALIFORNIA

SANITARY SEWER MANUAL AND STANDARDS



March 2009

**PUBLIC WORKS DEPARTMENT, ENGINEERING DIVISION
633 EAST BROADWAY, ROOM 205
GLENDALE, CA 91206-4388
TELEPHONE: (818) 548-3945 FACSIMILE: (818) 242-7087**

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**CITY OF GLENDALE
SANITARY SEWER DESIGN MANUAL AND STANDARDS**

1.0 BACKGROUND AND GENERAL INFORMATION

1.1 BACKGROUND

The City of Glendale (The City) is a Charter City located northeast of the City of Los Angeles in the San Gabriel Mountains. Glendale's population of approximately 200,000 resides in over 75,000 dwelling units within a 30.6-square-mile area. The City's current planning efforts estimate that Glendale's population is projected to reach approximately 225,000 by the year 2030.

The City of Glendale's existing wastewater collection system is comprised of four types of facilities. These facilities are:

1. Wastewater collection system pipelines,
2. Permanent wastewater monitoring metering stations,
3. One wastewater pump station, and
4. Co-ownership in a wastewater treatment facility.

The existing wastewater collection system within Glendale contains approximately 360 miles of underground wastewater pipelines. These pipelines range from 8 inches to 36 inches in diameter, with approximately 87% of the system being 8-inch. Wastewater collected in these facilities is conveyed primarily by gravity through a "trunk" wastewater pipeline system to regional interceptors for treatment at the Hyperion Treatment Plant (HTP) or the LAGWRP (Los Angeles Glendale Water Reclamation Plant), with sludge discharged to the Hyperion System.

The City of Glendale's existing wastewater system conveys wastewater in a southerly and southwesterly direction to the Los Angeles North Outfall Sewer (NOS), located along the Los Angeles River. Glendale's topography, in combination with the physical configuration of the piping and pumping system, has divided the City into seven major drainage basins or tributary areas.

Wastewater flows are accumulated by the wastewater pipeline system in seven district drainage basins and then measured at prescribed locations prior to final discharge to the NOS, the primary trunk line owned and operated by the City of Los Angeles to convey flow to the HTP and the Los Angeles-Glendale Water Reclamation Plant. In the last few years, the City installed permanent inline flow metering facilities to replace the permanent flume facilities that had served the City for 30 to 40 years. These metering stations provide ongoing flow data for billing considerations with the City of Los Angeles and are used as the basis of existing flow conditions for developing the Wastewater Master Plan Update by Kennedy-Jenks Consultants (K/J) (See Figure 2-2 for basin designations and outfall locations).

The majority of the City's wastewater collection system is composed of vitrified clay pipe (VCP) sewer lines. VCP is a commonly used sewer pipeline material and is generally considered to provide reliable service for over 80 years. As one of the older municipalities in its region, the City's wastewater system contains many older pipelines. In fact, approximately half of the wastewater system is over 75 years old.

The City owns, operates, and maintains one wastewater pumping station, the Doran Street Wastewater Pumping Plant (lift station) that lifts sewage from an existing 18" trunk sewer passing under the Verdugo Wash Flood Control Channel. This facility was originally constructed sometime around 1930 as a below ground, bi-level facility. The last major reconstruction of this lift station was in 1982 when upper level and ground level structures were added. The lift station is located at 987 W. Doran Street on the western edge of Glendale City limits and adjacent to the southeast corner of the confluence of the Verdugo Wash Flood Control Channel and the Los Angeles River.

1.2 GENERAL INFORMATION

1.2.1 PURPOSE OF MANUAL

The City of Glendale Sanitary Sewer Design Manual and Standards shall be cited routinely in the text as the "COG SS Manual" or just "SS Manual". The City of Glendale shall be cited as either the City or COG.

The purpose of the COG SS Manual is to provide a consistent policy under which certain physical aspects of sanitary sewer design will be implemented. The COG SS Manual shall govern all construction and upgrading of all public and private sanitary sewer facilities and applicable work within its service areas in the COG.

The permanent sanitary sewer facilities shall be provided to all property (legal lots of record created by a partitioning or subdivision of land per the City's Municipal Code). All new development shall provide for an extension of public sewer to upgradient properties.

The COG SS Manual cannot provide solutions for all situations. It is not intended to unreasonably limit any innovative or creative effort, which could result in better quality, cost savings, or both. Any proposed departures from the SS Manual will be judged on the likelihood that such variance will produce a compensating or comparable result, in every way adequate for the user and resident.

Following from the above purpose, the SS Manual has the objective of developing a sanitary sewer system which will:

1. Be consistent with the City of Glendale General Plan, and the Sanitary Sewer Master Plan;
2. Be consistent with the City's Policies and Codes;
3. Be of adequate design to carry the expected flow, within their design life, and at sufficient depth to serve adjacent properties;
4. Have sufficient structural strength to resist all external loads which may be imposed;
5. Be of materials resistant to both corrosion and erosion through its design life;
6. Be economical and safe to build and maintain; and,
7. Prevent infiltration and/or inflow of ground and surface waters.

Alternate materials and methods will be considered for approval on the basis of these objectives.

1.2.2 REVISIONS TO THE SS MANUAL

It is anticipated that revisions to the COG SS Manual will be made from time to time. The date appearing on the title page of the COG SS Manual is the date of the latest revision. Users should use the latest issue for the work contemplated.

The design of the following are considered special problems and are not covered in detail in the SS Manual:

1. Sewage Pump Stations
2. Force Mains
3. Treatment Plants
4. Outfall Sewers
5. Regulating Devices
6. Flow Measurement Devices
7. Hydrogen Sulfide and/or Hazardous Gasses

Review and approval of the above special problems by the City Engineer shall be required. When requested by the City, full design calculations shall be submitted for review prior to approval.

1.2.3 REFERENCES

1. City of Glendale Municipal Code (CGM), Public Services-Title 13, Sewer System Title - 13.40
2. City of Glendale, CIP Specifications
3. City of Glendale Kennedy/Jenks Updated Wastewater Master Plan, July 2007
4. City of Los Angeles, Bureau of Engineering, Sewer Manual, June 1992
5. WEF Manual of Practice No. FD-5, Gravity Sanitary Sewer Design and Construction 1982, Water Pollution Control Federation, Washington, D.C. This is also available as ASCE Manual No. 60, ASCE, New York, New York.
6. Guidelines for the Implementation of the California Environmental Quality Act of 1970, City of Los Angeles, Revised 1-27-81.
7. WEF Manual of Practice No. 1, Safety and Health in Wastewater Systems 1983, Water Pollution Control Federation, Washington, D.C.
8. WEF Manual of Practice No. 7, Operation and Maintenance of Wastewater Systems, 1980, Water Pollution Control Federation, Washington, D.C.

1.2.4 STANDARD SPECIFICATIONS

Except where the SS Manual provides other directions Design and Construction shall be done in accordance with:

1. City of Glendale Municipal Code.
2. City of Glendale Specifications, General Conditions.
3. City of Glendale Standard Plans.
4. Standard Plans for Public Works Construction, latest edition
5. Standard Specifications for Public Works Construction, latest approved edition and supplement, Building News, Inc., Los Angeles, California.
6. Council Approved Conditions.

1.2.5 SEWER CONSTRUCTION PLANS

The sanitary sewer plans are identified with a number "3" followed by hyphen 3 or 4-digit number (3-XXXX). The number shall be taken from the Sewer Book Binder, next number in order after the last one recorded in the Book.

1.2.6 DIGITAL SEWER CONSTRUCTION PLANS

Most (but not all) of the construction sewer plans are available as a digital file. The images can be found at:

\\germ3\images

Located within "Images" are folders named (actually numbered) corresponding to the type of plan found within, i.e. 1 for 1-xxx street plans, 2 for 2-xxx alley plans, 3 for 3-xxx sewer plans, etc.

Most of these images were converted into TIFF images from microfilm. Any new or missing plans are scanned as PDFs.

In order to map the City's utilities using the GIS system, the City has been divided into 189 GIS tiles. The electronic Sewer Atlas was created by mapping all 189 GIS tiles. The plans/GIS files can be accessed at:

U:\GISLib\Mapping PDFs\Sewer PDFs\24x36\24x36\TILE XXXX

1.2.7 DEFINITIONS AND TERMS

Abbreviation	Definition
AAF	annual average flow
ac	acre
ADD	average day demand
ADWF	average dry weather flow
APN	assessor parcel number
AWWF	average wet weather flow
BMP	Best Management Practices
BOD	biochemical oxygen demand
cf	cubic feet
CFR	Code of Federal Regulations
cfs	cubic feet per second
CIP	Capital Improvement Program
D/d	depth to diameter
dia.	Diameter
DSP	Downtown Specific Plan
DU	dwelling unit
DU/ac	dwelling units per acre
EPA	U.S. Environmental Protection Agency
EADWF	Existing Average Dry Weather Flows
FADWF	Future Average Dry Weather Flows
FEMA	Federal Emergency Management Agency

FPDWF	Future Peak Dry Weather Flows
FPWWF	Future Peak Wet Weather Flows
fps	feet per second
GIS	geographic information system
gpad	gallons per acre day
gpcd	gallons per capita per day
gpm	gallons per minute
hcf	hundred cubic feet
HGL	hydraulic grade line
hp	horsepower
HTP	Hyperion Treatment Plant
I&I	Infiltration and inflow: The wastewater component caused by rainfall-dependent infiltration/inflow (RDI/I) and groundwater infiltration (GWI).
IWPP	industrial waste pretreatment program
JPA	Joint Powers Agreement
K/J	Kennedy/Jenks Consultants
KWH	kilowatt hours
LA	City of Los Angeles
PDWF	peak dry weather flow consists of peak sewage flows plus GWI.
PWWF	peak wet weather flow consists of PDWF plus RDI/I.
PF	Peak Factor is PDWF/ADWF.
RDI	rainfall dependent Infiltration consists of rainfall that enters the collection system through GWI.
RDI/I	rainfall dependent Infiltration/inflow RDI/I consists of rainfall that enters the collection system through both RDI (infiltration) and SWI (inflow) sources.
SERVICE LIFE:	The operational life of a sewage facility which should exceed the design period of the facility provided it is designed, constructed and maintained properly.
STORMWATER INFLOW (SWI):	SWI consists of rainfall runoff that enters the system through direct connections such as catch basins, downspouts and area drains.
TRIBUTARY AREA:	The tributary area of a sewage system consists of all areas which contribute flow to the sewer by gravity and/or force main discharges. Those include sanitary sewer as well as I/I flows.

2.0 DETERMINATION OF DESIGN FLOW

2.1 PROJECTION OF FLOWS

Planning for the economical development of a sewer system requires information on current flows and forecasts of future flows. A sanitary sewer has two main functions: (1) to carry the peak discharge for which it is designed, and (2) to transport suspended solids so that deposits in the sewer are kept to a minimum. Therefore, it is essential that the sewer has adequate capacity for the peak flow and that it functions properly at minimum flows.

The peak flow determines the hydraulic capacity of sewers, pump stations and treatment plants. Minimum flows must be considered in design of sewers and siphons to insure reasonable cleansing velocities.

The elements required to determine the design flow in a sanitary sewer are as follows:

1. Tributary Area
2. Design Period
3. Population Estimate
4. Land Use
5. Per Capite Flows
6. Residential Flows
7. Commercial Flows
8. Industrial Flows
9. Major Point source Discharges
10. Infiltration/Inflow

The Wastewater System Master Plan prepared by Kennedy/Jenks Consultants for the City in 1998, and updated in 2007 (Updated Wastewater System Master Plan) evaluated each of the required elements. The Master Plan analyzed the City's existing wastewater system making recommendations for upgrades to handle future growth and development within the existing urban growth boundary. In the process, flow design criteria were established to meet future system demands.

2.2 DESIGN CRITERIA

Based on the inputs from various City Departments, recommendations provided in the Updated Wastewater System Master Plan prepared by KJ Consultants for the City, and general standards for the wastewater system design, the following parameters are the basis for design of the wastewater system in the City of Glendale:

2.2.1 TRIBUTARY AREA

The City has been divided into the seven major drainage areas. They are:

Colorado Flume
Chevy Chase Flume
Doran Pump Station Basin
Doran Flume
Elk Flume
Salem/San Fernando Flume
Tyburn Flume

For the sewer main to be designed, the drainage basin must first be identified. Superimpose the land use map on the drainage basin boundary, and determine the tributary areas of the specific land use located within the drainage basin.

Go to <http://www.ci.glendale.ca.us/qmc/Maps> for zoning maps.

2.2.2 DESIGN PERIOD

The design period is that length of time the capacity of the sewerage facility is anticipated to be adequate to service its tributary area. It must be determined before design of the facility is commenced. In general, the design aim is to have the system flow capacity period equal to the structural life of the pipe. VCP lasts 75 -100 years, however, the planning/zoning horizon is typically 20 - 30 years.

2.2.3 POPULATION AND LAND USE PROJECTIONS

Current zoning or projected land use classifications (as presented on the City's Zoning Map) shall be used in estimating projected sanitary sewage flow. A sewer flow coefficient has been calculated for each zone i.e. per land use classification. A sewer coefficient was derived by converting future wastewater flow projections for projected population and employment occupying the different zones per City's Zoning Map.

2.2.4 PER CAPITA FLOW

A. Existing Wastewater Flows

The City has installed seven permanent flow meters in the collection system to measure the volume of wastewater as it leaves the City, and is collected by facilities owned and operated by the City of Los Angeles (except for the Los Angeles-Glendale Wastewater Reclamation Plant which is owned 50% by Glendale). Based on wastewater flows and rainfall data gathered at

these metering stations, average dry weather flow (ADWF), peak dry weather flow (PDWF), and peak wet weather flow (PWWF) factors were developed for each metering station and drainage basin.

B. Future Wastewater Flows

Future wastewater flow projections are derived by developing unit wastewater flow factors under current conditions and applying these factors to the population and employment projections developed by the City, provided in the Traffic Zone Area (TAZ) analysis data set, and as presented on the zoning map. (Downtown Specific Plan and General Plan).

The City's existing average annual flow in year 2007 is approximately 17 MGD. The City's total average annual wastewater is projected to increase to approximately 22 MGD by the year 2030, an increase of approximately 26%.

2.2.5 AVERAGE DRY WEATHER FLOW

Average Dry Weather flow (ADWF) includes average daily sewage flows and GWI. ADWF is the basis for calculation of PDWF.

$$Q_{ADWF} = Q_{ave}$$

$$Q_{ave} \text{ (cfs)} = \text{Area (Acre)} \times \text{Sewer Flow Coefficient (cfs/Acre)} \quad \text{Eq. (1)}$$

2.2.6 SEWER FLOW COEFFICIENT

Sewer Flow Coefficients can be found in the [SewerDesignCalculationTemplate](#), Appendix A of this Manual.

2.2.7 PEAKING FACTOR

A new peaking factor equation for the City was developed in the Updated Wastewater System Master Plan by KJJ and is provided as follows:

$$\text{Peaking Factor (PF)} = -0.1815 \ln(Q_{ave}) + 1.76, \text{ (Q in mgd)} \quad \text{Eq. (2)}$$

"Peak Factors" are the relationship between average daily dry weather flow and the highest dry weather peak of the year. As flows increase, the peak factor decreases.

2.2.8 PEAK DRY WEATHER FLOW

The Peak Dry Weather Flow (PDWF) includes peak sewage flows and GWI. PDWF is the basis for selecting a pipe size.

PDWF is determined by multiplying ADWF times a peaking factor.

$$Q_{peak} = (PF) \times Q_{ave} \quad \text{Eq. (3)}$$

2.2.9 DESIGN CRITERIA FOR SEWER PIPE

The criteria for design of sewer pipe includes type/size sewer line, design period, design depth of flow and PDWF.

TYPE/SIZE SEWER LINE	DESIGN DEPTH OF FLOW ^a (d/D)
Trunk, interceptor, outfall and relief sewers - sewers 18-inch diameter and greater.	0.67
Lateral sewers - sewers 15-inch diameter and smaller.	0.5

^aDepth of flow in the pipeline is based on (PDWF)

D = depth of flow

d = Pipe diameter

^aThrough the creation of the 2007 Master Plan Update, the City adopted new sewer design criteria. The two components of the new criteria are **depth to diameter criteria (D/d)**: all pipelines 18-inches and greater should not exceed **.67 D/d** under future peak wet weather conditions, and pipelines less than 18-inch should not exceed **.5 D/d**. These recommendations are based on the need to meet new State regulations for the use of a wet weather design criteria, the goal is to minimize potential sanitary sewer overflows (SSO's).

2.3 HYDRAULIC DESIGN

2.3.1 TYPES OF FLOW

(Also Refer To LA BOE SS Manual-Section F 240)

This section on hydraulics of sewers deals only with uniform flow employing the Manning Equation. Standard hydraulic handbooks should be consulted for special conditions. Since the flow characteristics of sewage and water are similar, the surface of the sewage will seek to level itself when introduced into a channel with a sloping invert. This physical phenomenon induces movement known as gravity flow. Most sewers are of this type. The flow in a pipe with a free water surface is defined as open channel flow.

Steady flow means a constant quantity of flow and uniform flow means a steady flow in the same size conduit with the same depth and velocity. Although these conditions seldom occur in practice, it is necessary to assume uniform flow conditions in order to simplify the hydraulic design.

There are times when sewers become surcharged, encounter obstacles requiring an inverted siphon or pumping. Under these conditions, the sewer line will flow full and be under head or internal pressure.

Three distinct slope lines are commonly referred to in hydraulic design of sewers:

1. The Slope of the Invert of the Sewer. This is fixed in location and elevation by construction. Except in rare cases, the invert slopes downstream in the direction of flow.
2. The Slope of the Hydraulic Gradient (H.G.). This is sometimes referred to as the water surface. In open channel flow, this is the top surface of the liquid flowing in the sewer. Except for a few cases, the hydraulic gradient slopes downstream in the direction of flow.
3. The Energy Gradient (E.G.). This is located above the hydraulic gradient, a distance equal to the velocity head which is the velocity squared divided by two times the acceleration due to gravity ($v^2/2g$). This slope is always downstream in the direction of flow. For uniform flow, the slope of the energy gradient, the slope of the hydraulic surface and the slope of the invert are parallel to one another but at different elevations.

2.3.2 SUPERCRITICAL AND SUBCRITICAL FLOW (Also Refer To LA BOE SS Manual-Section F 242)

In the sewer system, the hydraulic study and flow type determination is important to meet the following hydraulic requirements:

1. The velocity must be sufficiently high to prevent the deposition of solids in the pipe but not high enough to induce excessive turbulence. The minimum scouring velocity is 2 feet per second (fps). Clay pipe is being used successfully where velocities exceed 20 feet per second.
2. Careful consideration should be given in the design of sewers to avoid hydraulic jumps. The rapid decrease in flow velocity across the jump may result in deposition of solids in the downstream conduit and the turbulence causes the release of sulfide gases held in solution.
3. Where changes are made in the horizontal direction of the sewer line, in the pipe diameter, or in the quantity of flow, invert elevations must be adjusted in such a manner that the change in the energy gradient elevation allows for the head loss.
4. Sanitary sewers through 15-inch diameter are normally designed to run half-full at peak flow and larger sewers are designed to run up to two-thirds full at peak flow.

In general, the design of sanitary sewers shall be based on steady uniform flow analysis employing the Manning Equation. The Engineer shall be able to identify flows type: supercritical, subcritical and critical flows. Because flows within 10 to 15 percent of critical depth are likely to be unstable they should be avoided. Computation of "critical depth" is necessary to determine whether flow may be supercritical or subcritical. Normal flow depth is compared with critical depth to determine if flow is supercritical or subcritical. If normal flow depth is above critical depth, the flow is subcritical. If normal flow depth is below critical depth, the flow is supercritical.

2.3.3 CALCULATION OF PIPE SIZE

After the design criteria have been determined the required pipe size may be calculated using Manning's formula.

$$Q = \frac{1.486 AR^{2/3} S^{1/2}}{n}$$

where,

Q = Flow, cfs

A = Area of flow, sq. ft

R = Hydraulic radius (A/P), ft

n = Roughness factor

The pipe size is rounded up to the nearest standard size. To account for the discrepancy in the design period, pipes are sized to minimum 2 size diameters larger than the existing pipe and/or one additional pipe size is added. The minimum pipe size is 12" diameter for new installations.

2.3.4 MANNINGS ROUGHNESS COEFFICIENT "n"

A Manning's roughness coefficient of "n" = 0.013 shall be used for sizing gravity sewers. This Manning's roughness coefficient shall be used regardless of the type of pipe specified.

2.3.5 MINIMUM VELOCITY

Gravity sewers shall be designed for a minimum velocity of (2) two fps using the PDWF that exists at the time the pipe is placed into service.

2.3.6 MINIMUM SLOPE

The minimum scouring velocity is two fps (recommended three fps). The City Engineer approval must be obtained to use lower design velocities, except in the extreme upper reaches of the system with a few connections. In these cases, 8-inch diameter minimum pipe size and 0.0044 f/ft minimum slope will govern except for the last upstream reach to a terminal maintenance hole where 0.0060 f/ft minimum slope will govern.

Slope Rates -All grades for sewer pipe shall be given to a thousandth of one percent or slope to five decimal places.

Tabulated Values -Standard Minimum Grades

Diameter (Inches)	Minimum Grade (per cent)	Diameter (Inches)	Minimum Grade (per cent)
6	2.00 (H.C. only)	15	0.19
8	0.40 minimum	18	0.12
8	1.00 desirable	21	0.10
10	0.33	24	0.08
12	0.26		

When it is necessary to provide flatter grades than the standard minimum, pre-approval is required.

2.3.7 INVERT DROPS ACROSS MAINTENANCE HOLES (ALL PIPES THE SAME SIZE)

For straight through flow, the invert drop shall be computed by multiplying the diameter of the MH in feet times the average slope of the inlet and outlet sewers. When possible to attain, the minimum invert drop across a MH should be 0.10 foot.

For side inlet flow into the MH the invert drop across the MH shall be computed by multiplying the diameter of the MH times the average slope of the side inlet and outlet sewers and adding 0.10 foot. When possible to obtain, the minimum invert drop between the side inlet and the outlet should be 0.200 foot.

2.3.8 INVERT DROPS ACROSS MAINTENANCE HOLES (OUTLET PIPE IS LARGER THAN THE INLET PIPE) (same as the City of LA)

For straight through flow the drop across the invert of the MH shall be computed by multiplying the diameter of the MH times the average slope of the inlet and outlet sewers and adding the additional drop as shown in Table F255 of the City of LA Sewer Manual Bureau of Engineering.

ADDITIONAL INVERT DROPS ACROSS MAINTENANCE HOLE WHEN THE OUTLET SEWER IS LARGER THAN THE INLET SEWER PIPE SIZES 8-INCH THRU 15-INCH

TABLE F255 (in Foot)

Diameter Outlet Sewer (in inches)	Diameter Inlet Sewer (in inches)			
	6	8	10	12
8	0.08	-	-	-
10	0.17	0.08	-	-
12	0.25	0.17	0.08	-
15	0.38	0.29	0.13	0.13

In the above table the sewers are assumed to be flowing with the depth (D) to diameter (d) criteria, $D/d = 0.50$ and water surfaces at the same level. If the inlet pipe is 15-inch and smaller ($D/d = 0.50$) and the outlet pipe is 18-inch and larger ($D/d = 0.67$), a depth point of both pipelines shall be at the same level as shown in Figure F255. (This approximates maintaining the same hydraulic energy gradient from the inlet to the outlet pipe.

The maximum invert drop across MHs for sewers 15-inch and smaller shall be 0.60 foot for straight through flow and 1.00 foot for side inlet flow. When drop exceeds 26" for 8" vitrified clay pipe, a standard drop MH shall be constructed.

2.3.9 DROP SEWER MAINTENANCE HOLE

Drop sewer MHs may be specified when there is a junction of two or more sewers at a MH and there is a vertical difference of at least 2 feet between the sewer inverts. Parabolic vertical

curves are preferable to make such connections. However, when such a curve is not feasible, a drop sewer MH may be specified. Inlet sewer size into the drop sewer MH shall be limited to 12 inches.

2.3.10 GRAVITY SEWER DESIGN COMPUTATION SHEET

Use The Sewer Design Calculation Template Computation Sheet Found in The Common File.

U:\Engineering\Design\Common Files\Project Management Sample Documents\2.3 Design Aids-Calcs\SEWER\SewerDesignCalculationTemplate.

For step-by-step procedure go to Appendix A, Example of Design Flow Calculation.

3.0 LOCATIONS AND ALIGNMENT OF SEWERS

3.1 LOCATIONS

- 3.1.1 **Streets** -Sewers shall be located usually along the center line of the street. When the line serves one side of the street only, it shall be located not closer than three (3) feet from the existing or proposed curb face. Sewers shall not be located between the curb and property line except in extreme cases where surface or subsurface obstruction will not permit another location.
- 3.1.2 **Alleys** -Sewer manholes shall not, as a rule, be located closer to the property line than three (3) feet, nor closer to the center line of alley than three (3) feet. Generally, sewer manholes shall not be located within three (3) feet of the alley flow line. If it is unavoidable, "pressure type" manhole F&C must be used.
- 3.1.3 **Double Lines** -Where street widths, street cross fall or underground obstructions cause design or construction problems, sewers may be built to serve each side of the street separately, or the sewers may be placed in adjacent alleys. The relative cost of the two methods shall be considered in determining the location.
- 3.1.4 **Minimum Distance from Substructure** -Approval will be required for any sewer located less than three (3) feet from an existing or proposed pipe or conduit, except water mains, where the minimum distance shall be approved first by the water utility. In case of unavoidable interference with any existing utility pipe or conduit, arrangements with the utility owner shall be made for the supporting or moving of same at the earliest possible time. County Health Department approval may be required in the case of a water line.
- 3.1.5 **Right of Way** -In order to avoid the difficulties experienced in maintaining sewers located in Rights-of-Way, designers will use every effort within reason to locate sewers in streets or alleys, even though a greater depth is required. Usual conditions will rise where it will be necessary to deviate from this practice.
- 3.1.6 **Angles in Easement** -All angles on a proposed right-of-way sewer line shall be shown, except where proper ties to known points are shown sufficient for checking and stating the sewer location. When there is a difference between the measured and the calculated or recorded angle, the measured angle shall be used.

- 3.1.7 **Plotting House Connections** -House connections shall be plotted perpendicularly to the main sewer, if possible.
- 3.1.8 **House Connection Stations** -The location of all house connections shall be indicated by stationing with reference to the main sewer to which they will be connected. When the main sewer turns an angle and a house connection extends beyond a structure, indicate by light dotted black line the extension of the main sewer along which the stationing is taken, to its intersection with a dotted line perpendicular thereto, and meeting the curb line at the location given for the house connection sewer. When a house connection is at a skew to the main line, give two stations, one to the main line and one where the house connections meets the property line.
- 3.1.9 **House Connection Length** -On curved streets where the house connections extend to the curb line or the property line, the length shall be determined to the nearest foot, accurately scaling it from the plan and the length shall be shown along the line which defines the house connection sewer.
- 3.1.10 **Stubs** -The position and size of all stubs shall be shown on the plans.
- 3.1.11 **Skew Crossings** -Avoid long skew crossings under existing or proposed substructures.
- 3.1.12 **Storm Drain Crossings** -Plot storm drain in profile when paralleling or crossing sewer. Plot and callout elevations of sewer, house connections and storm drain at crossing points.
- 3.1.13 **Plot Utility Crossings** -except house services on profiles

3.2 MANHOLE SPACING

Sewer Pipe Size	Standard Spacing	Maximum Spacing
8" to 18"	300'	500'
21" to 36"	400'	700'
Over 36"	600'	800'

3.3 HORIZONTAL AND VERTICAL ALIGNMENT

Refer to LA BOE Sewer Manual, Section F32D and F321.41. A straight line alignment between MHs is proffered.

3.4 CURVED SEWER

3.4.1 Curved sewers should be used

1. To avoid crossing utility lines or crossing utility lines at too slight an angle
2. To reduce the number of manholes on curved streets
3. To minimize difficult construction problems

Special provisions governing the use of curved sewers

- a. The sewer alignment must be based on a center line survey showing all angles, curve data and tangent distances with ties to control points.
 - b. On a sewer 27 inches or smaller in diameter, the following will be permitted between two manholes: one simple curve, either horizontal or vertical, curves need not begin or end at a manhole, but it is preferred.
 - c. On a sewer 30 inches or larger in diameter, compound curves or a combination of curves and tangents may be used. Special attention shall be given to the numbers and location of manholes on such sewers to ensure normal maintenance operations.
- 3.4.2. No curve radius, vertical or horizontal, shall be less than 150 feet for pipe 15 inches in diameter or less, unless special lengths of pipe is specified on the plans. Larger pipe shall be beveled to fit the particular alignment shown on the plan. Pipe lengths will be delineated on all curves.
 - 3.4.3. Manholes shall be arranged in such a manner that a survey crew can retrace the sewer main with reasonable accuracy without ties, using the center of the manhole ring and covers as a control points.
 - 3.4.4. Plans of proposed curved sanitary sewers shall have the following note in a conspicuous place on the plans:

*All curved sewer lines shall be 'balled out' by the contractor in the presence of the City Engineer or his authorized representative before final acceptance of the completed line by the City. Should this procedure indicate an obstruction or break in the pipe, it shall be the Contractor's sole responsibility to locate the obstruction or break and to repair and repeat 'balling out' until this test indicates to the satisfaction of the City Engineer that the line is clear and unbroken.

3.5 SEWER DEPTHS

- 3.5.1 **Mainline and House Connections Depths** -Except as influenced by other considerations, main line sewers shall be designed for an 8 foot depth to secure house connection sewer depths of 6 feet at the curb line or property line, whichever controls.
- 3.5.2 **House Connection Depths** -The figure in a circle on the plans adjacent to a house connection station indicates the depth in feet below the existing curb to which the invert of the upper end of the house connection shall be constructed. If no depth is indicated, the invert of the upper end of each house connection shall be built to the elevation shown on the profile, or if no such elevation is shown, to a depth of 6 feet below the top of existing or future curb, provided, however, that a minimum 2% fall towards the sewer main is maintained along the entire connection.
- 3.5.3 **Open cut, Tunnel, or Jacking** -All sewers shall be designed in open cut, except when conditions warrant the use of tunneling or jacking such as congested traffic, utility interference, excessive depth, sewer Rights-of-Way to avoid interference, or under railway tracks where it is impossible to use a trenching machine.

4.0 SEWER MATERIALS AND STRUCTURES

4.1 TYPE AND CLASS OF PIPE

1. **Clay pipe** -Unless otherwise specified on the plan or the profile, sewers shall be constructed of high strength clay pipe in accordance with Section 207-A of Standard Specifications for Public Works Construction.
2. **Cast Iron Pipe, Ductile Iron Pipe** -Cast iron pipe or ductile iron pipe may be specified where it would not be satisfactory to use clay pipe due to unusual conditions.
3. **Plastic Pipe**-The use of plastic pipe is subject to the City's Engineer approval.

4.2 SEWER PIPE JOINTS

All sewer pipe and box joints shall be rootproof, gasproof and watertight. Unless otherwise provided for on the plans or Special Provisions, the joints shall be as per SSPWC.

Type "D" Joint-Type D shall be used for 6" plain end VCP with maximum deflection less than 2 1/2 degree.

Type "G" Joint- Type G shall be used for Bell and Spigot (B&S) VCP.

Type "Z" Joint -Type Z shall be used for VCP field closures and to adapt pipes of different materials or pipes having different outside diameters. It shall be applied to 4"-12" diameter pipe only.

4.3 SEWER MAINTENANCE HOLE (MH)

Unless otherwise specified on the plans or Special Provisions, MHs shall be as per SPPWC.

New precast concrete MHs shall be lined on the interior surfaces with a plastic or an approved protective coating. The standard test to determine the coating's resistance to corrosion may be found in Subsection 210-2.3.3 of the SSPWC.

4.4 SEWER MAINTENANCE HOLE FRAME AND COVER (MHF&C)

A minimum size 27 inch maintenance hole frame and cover (MHF&C) shall be installed on every new sewer MH. The size (MHF&C) shall vary with the maximum pipe size connected to the MH as indicated in Table F 462.

A 36-inch MHF&C may be used to provide a large access cover when necessary for maintenance (e.g. very shallow MHs). Because of the weight issue, 36-inch MHF & C shall consist of two concentric rings (24-inch ring within 36-inch.) Most local supplier carries these MHF & Cs.

Pressure MHF&C shall be required when the hydraulic grade line of the sewer may rise to within 1 foot of the top of the maintenance hole.

4.5 SEWER MAINTENANCE HOLE SIZE

The MH size is dependent on the largest pipe size connected to the MH. Table below lists the minimum required MH inside diameter with respect to pipe sizes connected to the MH. The Engineer may increase the MH to the next largest size upon his discretion with the approval of the City Engineer.

Sewer Pipe Size (Inches)	Min. MH Inner Dia.	Size Frame & Cover (Inches)
8" to 15"	4 feet	Standard 27"
18" to 30"	5 feet	Standard 36"
Over 33"	6 feet	Large 36"

Min. MH Inner Dia.	MH Depth
5 feet	Over 20'
6 feet	Over 30'

Because of the weight issue, 36-inch MHF & C shall consist of two concentric rings (24-inch ring within 36-inch.) Most local supplier carries these MHF & Cs.

4.6 SEWER CONNECTION (CORE DRILLING)

On occasion, it may be necessary to connect a smaller sewer to an existing larger sewer pipe at a location other than an existing maintenance hole for economic reasons. If the connection cannot be made directly at a maintenance hole, the opening in the existing sewer shall be made with a core drill. The connection shall be made using "Tap-N-Tee" saddle or approved equal. (See SSPWC under "Connections, Junctions, Branches, and Spurs").

4.7 BLANKET PROTECTION FOR PIPES

When conduits or other facilities are to be constructed above and in close proximity to existing sewers, there is some probability and concern that the proposed excavation or construction will damage the sewer line and thus, shall be protected by a concrete blanket for the full width of the excavation. SPPWC shows concrete blankets for pipes. Also, see SPPWC "House Connection Remodeling".

4.8 TUNNELING, JACKING, MICROTUNNELING AND DIRECTIONAL DRILLING

Tunnels, jacked casings, microtunneling and directional drilling are usually, but not always, more complex and expensive than open trench construction. See SSPWC in conjunction with such work. Also, see applicable sections of the California Code of Regulations (CCR), Title 8, Industrial Relations, Chapter 4, Division of Industrial Safety, Subchapter 20, Tunnel Safety Orders for additional requirements. For purposes of the CCR, jacking installations are considered the same as tunnels. California State law governs when there is a conflict between it and City policies and requirements.

4.9 TUNNEL CLASSIFICATION

After the decision to construct a tunnel or a jacked casing has been made, the Engineer shall submit all data necessary for submittal to the California Occupational Safety and Health Administration (CalOSHA) in accordance with the CCR.

Data to be submitted includes, but is not limited to:

1. Plans and Specifications
2. Geologic Report
3. Test hole and soil analysis log along the tunnel alignment
4. The possibility of encountering flammable gases or vapors and recommendations if they are expected to be encountered

CalOSHA will review the submittal and designate the proposed tunnel as one of the following classifications:

1. Nongassy
2. Potentially gassy
3. Gassy
4. Extra hazardous

CalOSHA's classification shall be included on the Plans or in the specifications.

4.10 SEWAGE GAUGING AND METERING STATION

In the last few years, the City installed permanent, continuous inline flow metering facilities. Some of these electronic flow measuring devices were installed in existing Parshall Flumes that have been serving the City for 30 to 40 years. These metering stations provide ongoing flow data for billing considerations with the City of Los Angeles.

The existing flow in year 2007 and future flow as described in the section "Per Capita Flow" is summarized in table below:

Metering Location	Existing WW (Year 2007)		Future WW (Year 2030)		Wet Flow (5 Year) I & I (MGD) (b)
	ADWF (MGD)	PDWF (MGD)	ADWF (MGD/%)	PDWF (MGD/%)	
Colorado Flume	4.07	6.06	6.01 (148%)	8.60 (142%)	2.50
Chevy Chase Flume	3.25	5.14	3.61 (111%)	5.52 (107%)	1.40
Doran Pump Station Basin	0.62	1.15	1.76 (284%)	2.94 (255%)	0.20
Doran Flume	4.00	6.04	4.29 (107%)	6.48 (107%)	1.70
Elk Flume	3.50	5.39	3.78 (107%)	5.73 (108%)	3.70
Salem/San Fernando Flume	1.10	1.47	1.60 (146%)	2.29 (156%)	0.60
Tyburn Flume	0.76	1.38	0.84 (110%)	1.51 (109%)	0.80
Total Flows	17.30	26.62	21.87 (126%)	33.07 (124%)	10.90

Notes: Percent increase is the increase in flow per basin going from existing to future conditions.

Information relative to the types of the current flow measurement devices, including sewage gauging data, may be obtained from the Public Works Environmental Section. In 2005, during recurring rains, flows at the flumes were measured and compared to dry weather flows. This information allowed for I&I flows to be determined for each drainage basin.

4.11 HOUSE CONNECTIONS

House Connections (HC) conveys sewage from the property line to the main line sewer. HCs serve residential, commercial and industrial facilities. The entire HC is under the jurisdiction of the property owner as controlled through the permit process. The segment located on private property is under the jurisdiction of the Building and Safety Department; and within the public right-of-way by P.W. Engineering.

When not constructed as part of a project, HCs are installed under a permit in conformance with The City of Glendale Municipal Code (CMG), Public Services-Title 13, Sewer System Chapter 13.40.

The minimum size of an HC shall be 6 inches. The maximum size of an HC shall not exceed a diameter 2 inches less than the diameter of the main line to which it is being connected. HCs shall be designed for the Peak Dry Weather Flow (PDWF) from the lots connected. For single family residences, smaller apartment buildings and some commercial and industrial facilities (single lots) a 6 inch HC is adequate and the application may be submitted without supporting calculations and details.

HCs for large facilities (commercial/industrial size or more than a single lot) shall be designed in detail by a registered civil engineer. Complete plans and supporting data shall be submitted with the application for review and approval. Flow capacity in the main line and downstream collectors, interceptors and outfall sewers shall be checked. No permit shall be issued if there is inadequate flow capacity in existing sewers. If additional sewer flow capacity is necessary, the permittee shall be required to assume all or part of the costs for constructing such sewers. The City's Engineer office maintains "As-Built" HC data on the Sewer Maps in the Sewer Atlas.

1. **Minimum Grade for House Connection** -The standard grade for a house connection shall be 2% but a grade of 1% may be permitted in exceptional cases.
2. **Rise of "Y" and 1/8" Bend** -The normal rise of the "Y" and "1/8" bend for house connection sewers above the main sewer shall be as follows:

Main sewer Size in Inch	"Y" & "1/8" Bend - Rise in Ft	Main Sewer Size in Inch	"Y" & "1/8" Bend - Rise in Ft
8	0.9	18	1.6
10	1.0	21	1.8
12	1.2	24	2.1
15	1.4		

When maximum depth of house connection is required, the "Y" and "1/8" bend may be laid flat, in which case the flow line of the "1/8" bend will be the difference in radii plus 1/4' above the main sewer line.

3. **"Y" Location and Data** -Number and Standard Location -One "Y" shall be provided for the short frontage of each lot and in general, One "Y" to every fifty (50) feet of unsubdivided frontage. Two "Y's" shall be provided for the long frontage of a lot.

Unless there is a specified reason to do otherwise, one "Y" shall be provided, on each side and directly in front of the terminal structure of any sewer extension.

4. **Saddle Connections**-Whenever a connection is required, and a "Wye" or "Tee" spur for the connection does not exist, a saddle connection shall be constructed (type "Tap-N-Tee" or approved equal). Saddles specified on a City's project shall be installed by the City's contractor. Saddles installed under the permit (CMG, Public Services-Title 13, Sewer System Chapter 13.40 shall be installed by the permittee's contractor only after the existing sewer has been adequately exposed by the permittee's contractor and inspected by the City's PWD Construction Inspector.

4.12 TRENCH EXCAVATION, BEDDING AND BACKFILL

See Construction requirements for trench excavation, bedding and backfill in the applicable sections of the SSPWC and as shown on the LA Standard Plan S-251. Usually, these requirements are adequate. Where special conditions warrant, additional details may be shown on the project plans, or the Special Provisions may include such special requirements. Slurry backfill may be required in arterial roadways.

4.12.1 BEDDING REQUIREMENTS FOR VCP

Bedding requirements for VCP shall be in accordance with Figure F 490.1 "Bedding Requirements for Clay Pipe in Trenches". When the graph indicates that reinforcement is required, the plans shall call for construction of the appropriate bedding as shown on the LA Standard Plan S-251 "Pipe Laying in Trenches".

4.12.2 BEDDING REQUIREMENTS FOR PIPES OTHER THAN VCP

If a situation arises to install the pipe of different material than VCP, bedding requirements will be considered on a case-by-case basis.

4.13 TRENCH RESURFACING

Temporary and permanent resurfacing shall be per SSPWC and per the City's Standard Plan No. 25-153.

5.0 PREPARATION OF PLANS

5.1 PLAN LAYOUT

1. **Drawing Size & Plan Material** -Sewer Plans shall be drawn with waterproof ink on polyester base film with outside dimensions of 24" X 36".
2. **Standard Title Block** -The City of Glendale Standard Title Block shall be located in the lower right hand corner of the first sheet. Job limits description in the title shall be referenced to the nearest intersecting street or streets.
3. **Plan and Profile Direction** - Keep the northerly or easterly end of the profile and plan at the right hand end of drawing.
4. **Vicinity Map** -A vicinity map shall be shown on the first sheet of the plans with nearby streets indicated so that the location of the project may be easily determined. If a subdivision is involved with the sewer plans, its boundary and tract number shall also be shown on the vicinity map.
5. **Plan Number** -Plan numbers shall be assigned by the City Engineer to the drawing when the initial check is made.
6. **Sheet Numbers** -The individual sheets in a set of sewer plans shall be numbered.
7. **Profile Stations and Elevations** -Each 100-foot vertical line shall be numbered by stations, and each 10-foot horizontal line shall be numbered by the elevations which pertain to the particular profile. Stationing shall continue from existing stationing on file in the office of the City Engineer.
8. **Dimensions** -All streets and alleys adjoining the proposed sewer work shall be shown, giving the name and width of each. All lots, or other subdivisions, along the proposed sewer, including tract names, block and lot numbers, shall be shown.
9. **Scales** -The horizontal scale shall be 1" = 20', or 1" = 40' and the vertical scale 1"= 4', except for steep hillside areas, where the vertical scale 1"= 8' may be used.
10. **Street Names** -Street names shall be shown on the plan.
11. **Bench Mark** -The elevation, location and referenced must appear on every plan.
12. **North Arrow** -North arrow shall be large enough to be seen immediately and point up or to the right.
13. **Registered Civil Engineer's Signature** -The signature and R.E. number of the Registered Civil Engineer under whose direction plans were prepared shall appear on all the plans.
14. **City Council's Adoption and Approval (City Projects)**
15. **Engineer's cost estimate with unit prices and quantities** - For bonding use. (Private Projects)

16. **Copy of topographic survey or ALTA survey** – Provide copy of survey of existing utilities for cross reference.

5.2 EXISTING IMPROVEMENTS

1. **Existing Utilities** -All existing utilities shall be indicated on the street, in accordance to records in the office of the City Engineer and field survey information. Reference plan numbers shall be shown.
2. **Existing Improvements** -All surface and subsurface features which are in the R.O.W. and those adjacent to the R.O.W. that will affect the sewer construction shall be delineated on the plan.
3. **Existing Elevations** -All existing elevations determined by surveying shall be bracketed when used on the plan or the profile. Lines showing existing elevations on profile shall be indicated as dashed lines.
4. **Field Checks** -All sewer plans will require field checks, whether designed by this office or by a private engineer.
5. **Field Data Preference** -Data for calculations shall be taken from field books in preference to recorded figures and angles, and all calculations shall be checked.
6. **Curbs** -All curbs along the sewer line shall be shown, with the distance out from the center line, and be labeled existing or proposed.
7. **Ground Line** -The ground line over the proposed sewer shall be indicated by a dashed line. Where a fill is known to have been made, the earliest known ground line also shall be shown and labeled with the date of the survey.

6.0 SEWER CONSTRUCTION AND INSPECTION

6.1 GENERAL

Except for permit projects (Private Projects), City sewers shall be constructed by a contractor(s) under contract with the City, i.e. the Public Works Department. The contract shall be awarded to the lowest responsive bidder in competitive bidding procedures conducted by the PW Department. Upon award of the contract, PW Department shall be responsible for construction management and inspection. The contractor is responsible for the construction staking and survey through the entire project.

The Engineer is essentially a technical adviser and coordinator during construction. Design and plan change orders needed during construction remain the responsibility of the Engineer. Other agencies, including City agencies, may be involved during construction. Good public relations, coordination and liaison shall be a requisite in the Engineer's duties during construction. The Engineer in the SSPWC implies the City Engineer. During construction the Project Engineer represents the City Engineer.

6.2 CONSTRUCTION INSPECTION

PWD Construction Inspectors are responsible for inspecting services provided by the City. A Inspector shall be present during any activities related to the project to verify that material and construction are meeting specifications.

The Construction Inspector shall at minimum perform the following duties:

1. Monitor work progress and performance testing as deemed desirable by the Engineer
2. Inform the Engineer of all proposed plan changes, material changes, stop work orders, or errors or omissions in the approved plans or specifications as soon as practical
3. Maintain a Construction Project Book
4. Submit a Daily Construction Report to the Engineer

Daily Construction Report shall address at minimum:

1. Project Name Number (Specifications No.)
2. Date and time of site visit
3. Weather conditions
4. Description of construction activity
5. Statement of directions to change plans, specifications, stop work, rejection of materials or other work quality actions
6. Public agency contacts
7. Perceived problems and actions taken
8. General remarks related to construction activities
9. Record all material, soil and compaction tests
10. Citizen contact or complaints

5. Report at the end of each month the amount of work completed to enable Engineer to create a progress payment to pay the Contractor.
6. Assure that the contractor notifies police, fire, school bus, and public transportation officials of proposed street closures or traffic detouring or disruption
7. Verify that traffic control signing is in place prior to the start of construction, and in compliance with the City approved traffic control plan.
8. Verify grade and alignment of sewer a minimum of once for each run between manholes.
9. Verify pipe size and class of bedding, backfill, manhole, and that material and construction meet specifications.
10. Be present at air test and supply City with copy of air test results
11. Be present at compaction testing of trenches and supply City with copy of results
12. Be present at pavement resurfacing of trenches
13. Monitor CCTV video inspection
14. Obtain a Daily Contractor Report
15. Be present at the Final Project Inspection

6.3 MATERIAL INSPECTION AND APPROVAL

Materials shall be in compliance with the requirements of SSPWC and/or General and Special Provisions of the City's Specifications. The City's Specifications shall prevail over the requirements of SSPWC. Refer to General Provision of the City's Specifications (Article 8-Material and Article 9-Submittals) for material requirements.

Geotechnical inspection of trench stability and backfill compaction is performed by the City's contracted private geotechnical consultant.

6.4 REVISION OF PLANS

Revisions to plans become necessary due to unforeseen conditions occurring during construction. All problems occurring during construction shall be investigated and resolved to the satisfaction of all affected parties before revising the plans. The revisions shall be coordinated by the Project Engineer in conformance with change order procedures.

6.5 SHEET ADDITIONS, DELETIONS AND SUBSTITUTION

Refer to LA BOE Section F 684 SHEET ADDITIONS OR DELETIONS and Section F 684.3 SHEET SUBSTITUTION for procedure when it becomes necessary to do so during construction phase.

7.0 PUMPING PLANTS AND FORCE MAIN

The City owns, operates, and maintains one wastewater pumping station, the Doran Street Wastewater Pumping Plant (lift station) that lifts sewage from an existing 18" trunk sewer passing under the Verdugo Wash Flood Control Channel. The City's Wastewater Maintenance Services is responsible for operation and maintenance of the plant. This plant is in the process of a comprehensive rehabilitation and expansion.

Since the design of pumping plants and force mains is a complex activity which requires the expertise of various design disciplines, design of an upgrade of the pumping station shall be done by outside consultants.

For general guidelines, references and design standards refer to the **LA BOE-Sewer Manual, Section F700.**

8.0 PROCEDURE FOR EMERGENCY SEWER REPAIR

8.1 MAINTENANCE AND OPERATIONS

Continued inspection, maintenance and rehabilitation of the wastewater collection and pumping system are integral components of a utility operation and are required to extend the useful life of infrastructure facilities and prevent system failures. Ongoing and proactive maintenance and operations (M & O) must be performed to limit the City's liability from system backups into private property and to protect the environment from overflows and spillage.

8.2 SEWER COLLECTION SYSTEM MANAGEMENT

The City's Public Works Maintenance Services Section (Maintenance Services) is responsible for the day-to-day M & O of the City's owned wastewater facilities (excluding LAGWRP) and the local storm drainage system. The Public Works Maintenance Services is comprised of:

1. Wastewater Maintenance Superintendent (MS)
2. Sewer Crew Supervisors (SCS)
3. Sewer Maintenance Workers (SMW) (typically three two-man crew).

8.3 OPERATIONS

The primary M & O activity of the City's Maintenance Services is:

1. Wastewater Pipeline Cleaning
2. Wastewater Pipeline Video Inspection
3. Wastewater Flow Monitoring
4. Wastewater Pump Station Inspections and Routine Maintenance
5. Wastewater Service Calls & Emergency Response
6. Storm Drainage Pipeline Cleaning and Inspection
7. Storm Drainage Service Calls & Emergency Response

The wastewater pipeline cleaning & video inspection comprise the majority of field O & M activities throughout the 12 sewer maintenance districts. The City has established an annual on-going video inspection program, Cleaning and Video Inspection of Sewer Main Lines. The program has been funded through the various CIP projects. Upon completion of video-inspection in the assigned district and identification of the lines in need of repair, the sewer repair is addressed through another annual CIP project "Miscellaneous Sewer Repair". In general, the costs associated with the City's Maintenance Services section activity and CIP projects are borne by the City's Sewer Fund.

8.4 EMERGENCY SEWER REPAIR WORK

The City is in the process of executing contractual agreements with a number of private contractors that will be utilized to respond to emergency sewer repair work. Additionally, emergency sewer repair work is added to underground contracts. In both cases, the City requests quotes from 2 to 4 contractors to ensure a cost effective repair.

Sewage Spill Telephone Notification:

Should a sewage spill occur, the incident shall be immediately reported to either one of these two City Divisions:

- | | |
|------------------------------------|----------------|
| 1. Sewer Maintenance Services | (818) 548-3950 |
| 2. Fire Department Dispatch Center | 911 |

9.0 REHABILITATION DESIGN

Refer to LA BOE-Sewer Manual, Section F900

This section provides guidelines and procedures to assist in the investigation and design to improve sewer system performance through rehabilitation.

Except as modified by the SSPWC and the City's CIP Specifications, Special Provisions, Section-Pipeline System Rehabilitation, U:\Engineering\Design\Common Files\CIP Project Specifications\Standard Specifications - August 2007 Update) materials and method referenced in the LA BOE-Sewer Manual, Section F900 shall be submitted to the Engineer for the approval prior the use in the City.

Table of Contents of Section 900 can be found in Appendix A as a reference.

APPENDIX A
Tables and Graphs

EXAMPLE SS-1

SANITARY SEWER PROJECTED FLOW CALCULATION

Step 1:

Define the basin(s) boundary which contributes flow to the sewer to be designed.

Use existing GIS file maps (U:\Engineering\Design\Common Files\AutoCAD Files\Tiles From GIS) to draw property lines, street lines, sewer mains, laterals and manholes, building, etc. Sewer pdf maps from Sewer Atlas can be used for determining flow direction, sewer size and slope. Use "As-Built" drawings and any other pertinent information to support and verify gathered/downloaded information.

Step 2:

Define land designation (zoning) within a drainage basin by superimposing the land use map on the drainage basin(s) boundary. Starting at the upper end, start adding areas of the same land use (zoning). Determine total tributary area for each specific zoning area for the sewer under review. Area shall be expressed in acres.

The latest zoning map can be downloaded from the City's site:
<http://www.ci.glendale.ca.us/gmc/Maps>

Step 3:

Determine the Average Dry Weather Flow (ADWF) for the sewer. ADWF is obtained by multiplying a total tributary area of each specific zone by a sewer flow coefficient.

$$ADWF=Q_{ADWF}=Q_{ave}$$

$$Q_{ave} \text{ (cfs)} = \text{Area (Acre)} \times \text{Sewer Flow Coefficient (cfs/Acre)} \quad \text{Eq. (1)}$$

Each zoning area has assigned sewer flow coefficient. Go to Appendix A, Table SS-1 to find a sewer flow coefficient for different zones.

Starting at the upper end of the sewer under review, add projected average flows.

Step 4:

Determine the Peak Dry Weather Flow (PDWF)

As the projected average flows from each drainage area are totaled, multiply it by the appropriate peaking factor to determine the peak flow for each reach of the line.

$$\text{Peaking Factor (PF)} = -0.1815 \ln(Q_{ave}) + 1.76, \text{ (Q in mgd)} \quad \text{Eq. (2)}$$

$$Q_{peak} = (\text{PF}) \times Q_{ave} \text{ (cfs)} \quad \text{Eq. (3)}$$

These values (Q_{peak}) are the design capacities for the proposed sewer.

Note: Q_{avg} expressed in cfs in equation (1) should be converted to mgd to be used in Peaking Factor equation (2).

1 cfs=0.64632 mgd

See Sample of Flow Estimating Calculations (TABLE SS-2).

(Go to U:\Engineering\Design\Common Files\Project Management Sample Documents\2.3 Design Aids-Calcs\SEWER\SewerDesignCalculationTemplate)

Area 01 average flow is totaled and converted to Q_{pk} in Manhole A (MH No. 020349). Area 2 is added at MH B (No. 010334). Area 3 is added at MH C (No. 010351) and so on. The areas are also served by a number of house connection sewers directly tributary to the study sewer all along the Drainage Area. To simplify calculations the flow from the areas contributing to the line under review, can be lumped together and added at one point (outfall MH).

If a relief sewer was proposed that would intercept a portion of this Study Area the average flow from Drainage Areas or parts of Drainage Areas tributary to the new line would be added to the relief line and subtracted from the existing line.

Design Requirements

After flow estimates have been prepared, and the layout of the system has been determined, the next step is to establish the slope for each line. The profile sheets show the surface elevations, subsurface structures and any other control points, such as house connections and other sewer connections.

Using the profile sheet, a tentative slope of the sewer is determined beginning at the lower end and working upstream between street intersections or control points. The slope is obtained by drawing a preliminary profile showing control points, such as, sewers to be intercepted, major sub-structures, ground lines, outlet or following the slope of the existing sewer pipe, etc. The slope is located as shallow as possible to serve the adjacent area and tributary areas with consideration to street grade, depth requirements and any control points or obstructions.

Selecting the Sizes for the New Sewer Line

Knowing the peak flow and the tentative slope, a tentative pipe size can be selected for each reach. Using the Manning's Equations and design criteria (slope, minimum velocity, dept to diameter ratio (D/d)), a final pipe size can be selected.

For small pipe up through 15-inch diameter, $D/d=0.5$ (pipe is flowing half full at peak flow). For pipes 18-inch and larger sizes, $D/d=0.67$ (pipe is flowing two-thirds full at peak flow).

As a final check, plot the pipe lines on the profile, set the outlet elevation and work upstream through each confluence, making sure there is adequate clearance for substructures, and that the line meets all other controls. The pipe size will have to be rechecked if the slope has been changed for any reason.

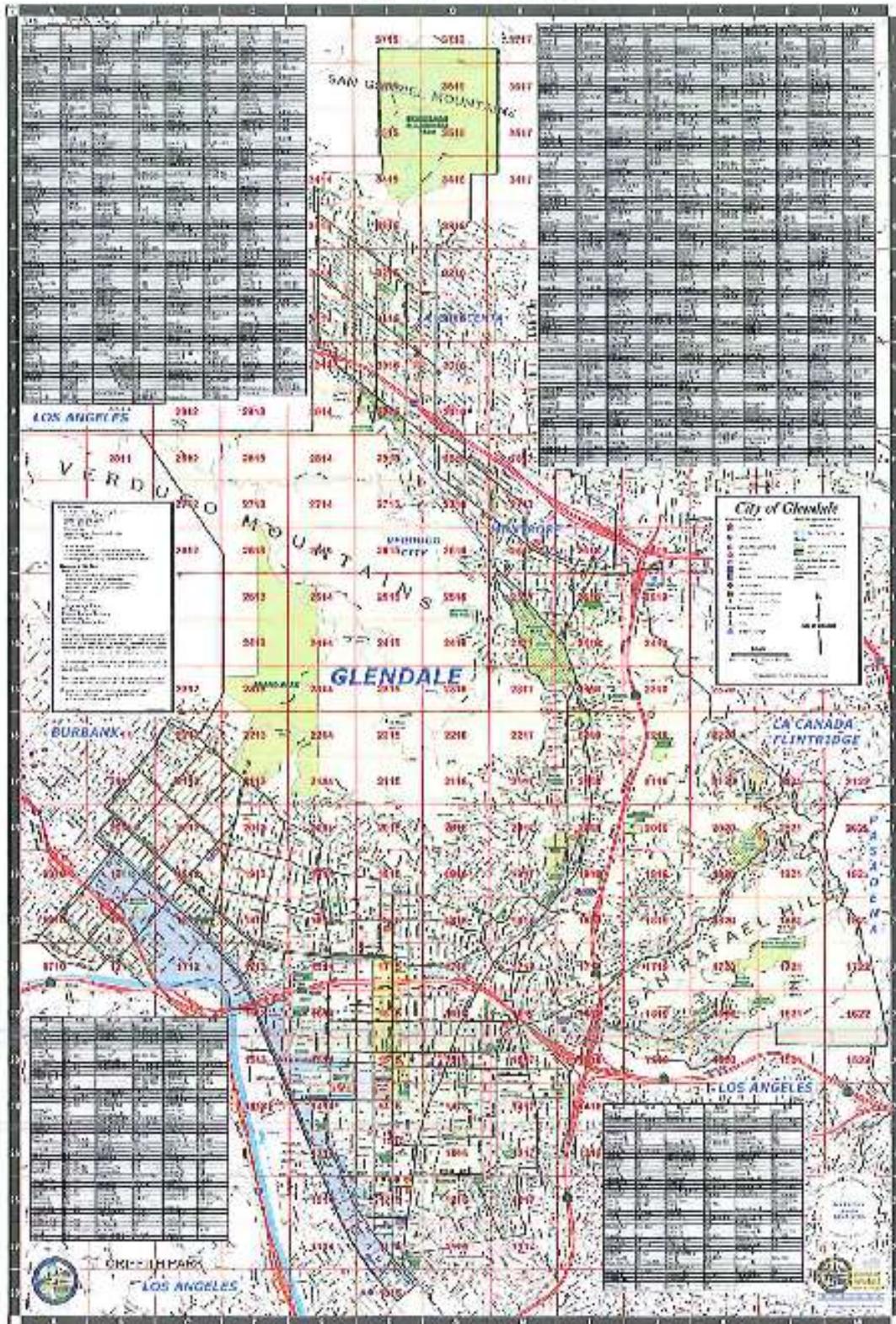
Knowing the quantity of flow and the pipe size, the velocity can be calculated using the Manning Equation. (Go to U:\Engineering\Design\Common Files\Project Management Sample Documents\2.3 Design Aids-Calcs\SEWER\SewerDesignCalculationTemplate)

The velocity head can be calculated to give the Energy Gradient. In many cases, especially with large diameter sewers, it is necessary to carefully plot the energy gradient of the sewer to determine that the hydraulic design requirements are met.

In these cases, start at the downstream end of the profile and mark the energy gradient at that point. Where the flow enters another sewer it will be the energy gradient of that sewer. A line to represent a tentative location for the energy gradient for the first section of sewer being designed is then drawn upstream following the available surface slope to the next control point on the profile. This could be a point where flow is added, a street intersection, an abrupt change in surface slope or other control points. Care must be taken to see that the final design of the sewer provides adequate cover and that the sewer clears all subsurface obstructions. The profile can now be finalized.

After the final size and grade are established, the Engineer can transfer data to sheet as shown on Figure F256 to summarize design flows including ADWF and PDWF, resulting velocities, normal and critical depth. The sheet includes identification of MHs by number and station. It also shows sewer characteristics including length, slope, pipe size and fall.

City of Glendale



Proposed New City Sanitary Sewer Coefficients

TABLE SS-1

Based on Kennedy-Jenks Coefficients & Adjustments to old 1972 City Coefficients

Zoning	Old City Coef	K-J Coef	K-J Coef	% K-J City	K-J Coef	Proposed 2007 City	Current Zoning
	(cfs/Ac)	(cfs/Ac)	(cfs/Ac)		Extended	Coefficients	http://www.ci.colorado.co.us/sub/m2/Maps
C1	0.008				0.0056	0.008	Neighborhood Commercial
C2 (K Old code)	0.008				0.0056	0.008	Community Commercial
C3	0.008	2332	0.0036	45.10%	0.0056	0.008	Commercial Services
R1R	0.005	758	0.0012	41.18%	0.0021	0.0021	Reduced Residential
R1	0.005	1398	0.0021	70.48%	0.0021	0.0024	Low Density Residential
RMD	0.013				0.0091	0.010	Residential Mixed Use
R200D	0.018	2710	0.0047	89.25%	0.0091	0.008	Medium Density Residential
R220D	0.018	4981	0.0075	57.88%	0.0091	0.009	Medium Density Residential
R100D	0.013	6187	0.0036	73.64%	0.0091	0.010	Medium High Density Residential
R125D	0.010	6910	0.0135	105.16%	0.0091	0.014	High Density Residential
CS						0.000	Commercial Services
CAOS						0.000	Comm. Auto/Comm. General
CDMS						0.000	Comm. Gar/Med. Services
CAOS						0.000	Comm. Auto/Comm. Specialty
CAO						0.000	Comm. Auto/Office
CHDD						0.000	Comm. Neighborhood Design/Develop
SRMU						0.01	Comm. Res. Mixed Use
ND						0.000	Industrial
IMU						0.000	Indus/Comm. Mixed Use
MUR						0.000	Indus/Comm. Res. Mixed Use
For a new entry						0	New entry, delete row
CCR	0.006				0.0066	0.006	Not on Zoning Map
DMU	0.006				0.0066	0.006	Not on Zoning Map
M2		1571	0.0024		0.0000	0.0024	Not on Zoning Map
CEM						0.0024	Cemetery
SR	0.003				0.0021	0.0024	Special Recreation
T						0.006	Transportation
Nix Theater	0.015		0.006		0.0106	0.011	
Civic Areas	0.02		0.007		0.0140	0.014	
Broadway Central	0.038		0.032		0.0672	0.030	
Downtown Mixed	0.03		0.01		0.0210	0.026	
East Broadway	0.025		0.008		0.0175	0.018	
Galleria	0.03		0.01		0.0210	0.021	
Gateway	0.120		0.042		0.0882	0.100	
Orange Central	0.051		0.02		0.0427	0.050	
Town Center	0.03		0.01		0.0210	0.026	

Notes:

1. Named Zones are per the Downtown Specific Plan. City Coefficients for these areas are a variation of the old City coefficient of 0.043, adjusted by allowed building height in the current zoning.
2. Percentage adjustment of City coefficients to K-J coefficients is 70% based on average difference of high density residential zone comparison (R125D thru R200D).
3. All proposed coefficients are variation of City coefficients based on Kennedy-Jenks differences, since old City coefficients are pre-1972, and significant water conservation measures have reduced overall flows.
4. Dennes is infiltration is accounted for in coefficients, and additionally with reduction of peak sewer flow depth reduction to 0.97 from 0.75.
5. Town Center was 0.021 for Colorado SS calc, adjusted for standard based on K-J Town Center flow calc (see below). Colorado SS was adjusted - no sizing impact.

	Allow Slope	gpd/ac	cfs/ac
Town Center per K-J	0.013	16710.6716	0.0258

1. Kalkulasi perolehan per satuan produksi (per unit) sebagai berikut:
 a. Biaya Bahan Baku
 b. Biaya Tenaga Kerja
 c. Biaya Overhead Pabrik

2. Uji t dan uji variansi pada data di atas (gunakan rumus yang sesuai)

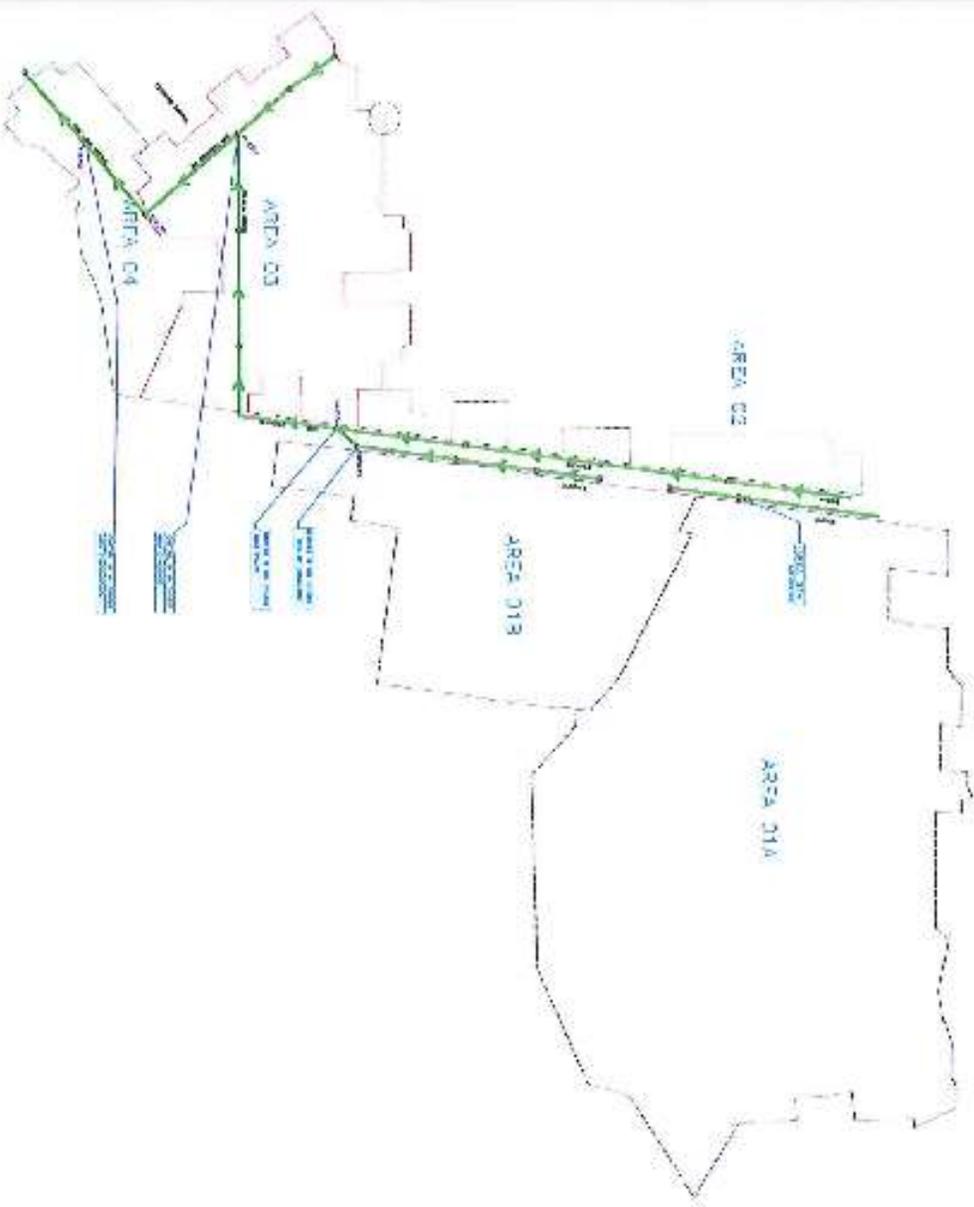
Kategori	Kategori 1		Kategori 2		Kategori 3		Kategori 4		Kategori 5	
	Mean	SD								
Biaya Bahan Baku	1.200	0.150	1.250	0.160	1.300	0.170	1.350	0.180	1.400	0.190
Biaya Tenaga Kerja	1.500	0.200	1.550	0.210	1.600	0.220	1.650	0.230	1.700	0.240
Biaya Overhead Pabrik	1.800	0.250	1.850	0.260	1.900	0.270	1.950	0.280	2.000	0.290
Total	4.500	0.400	4.650	0.420	4.800	0.440	4.950	0.460	5.100	0.480

Kategori	Kategori 1		Kategori 2		Kategori 3		Kategori 4		Kategori 5	
	Mean	SD								
Biaya Bahan Baku	1.200	0.150	1.250	0.160	1.300	0.170	1.350	0.180	1.400	0.190
Biaya Tenaga Kerja	1.500	0.200	1.550	0.210	1.600	0.220	1.650	0.230	1.700	0.240
Biaya Overhead Pabrik	1.800	0.250	1.850	0.260	1.900	0.270	1.950	0.280	2.000	0.290
Total	4.500	0.400	4.650	0.420	4.800	0.440	4.950	0.460	5.100	0.480

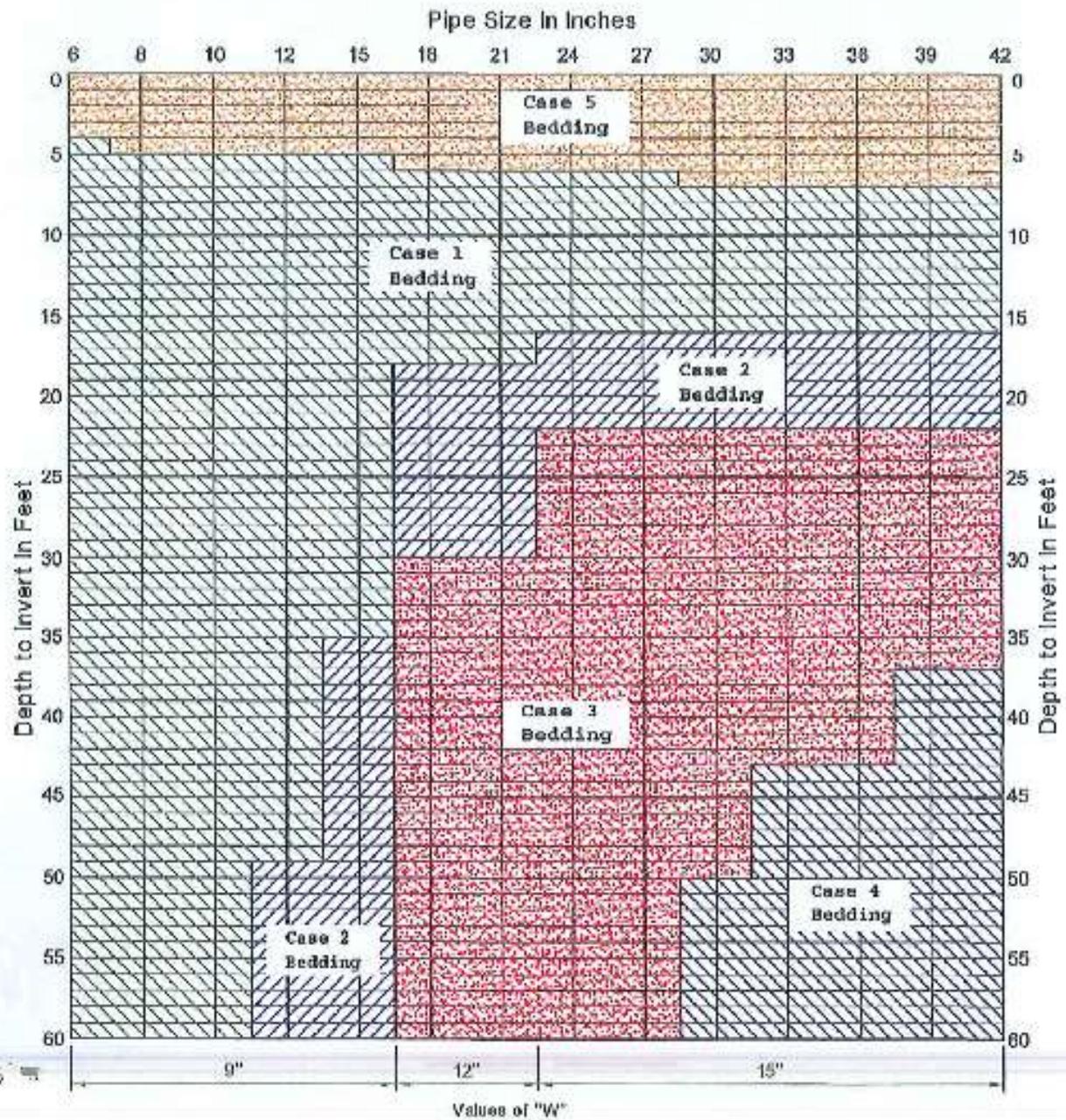
TABELE 22-3

LABORATORIUM TEKNIK TEKNOLOGI MANAJEMEN

TYBURN SEWER TRUNK LINE CAPACITY IMPROVEMENT

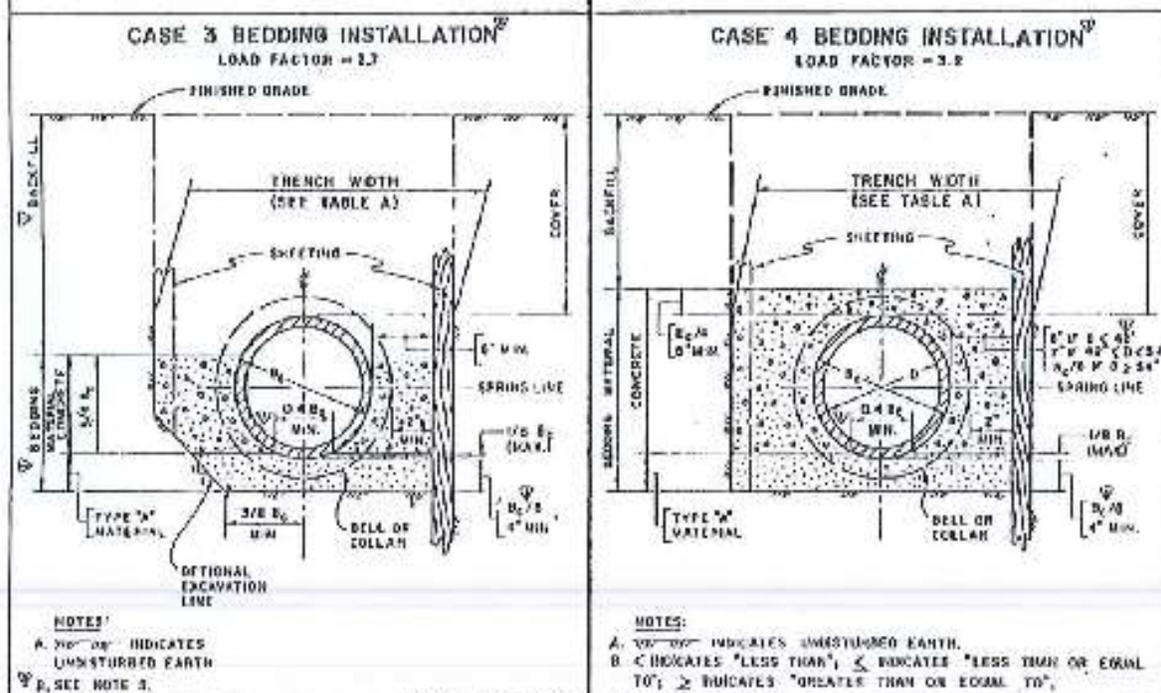
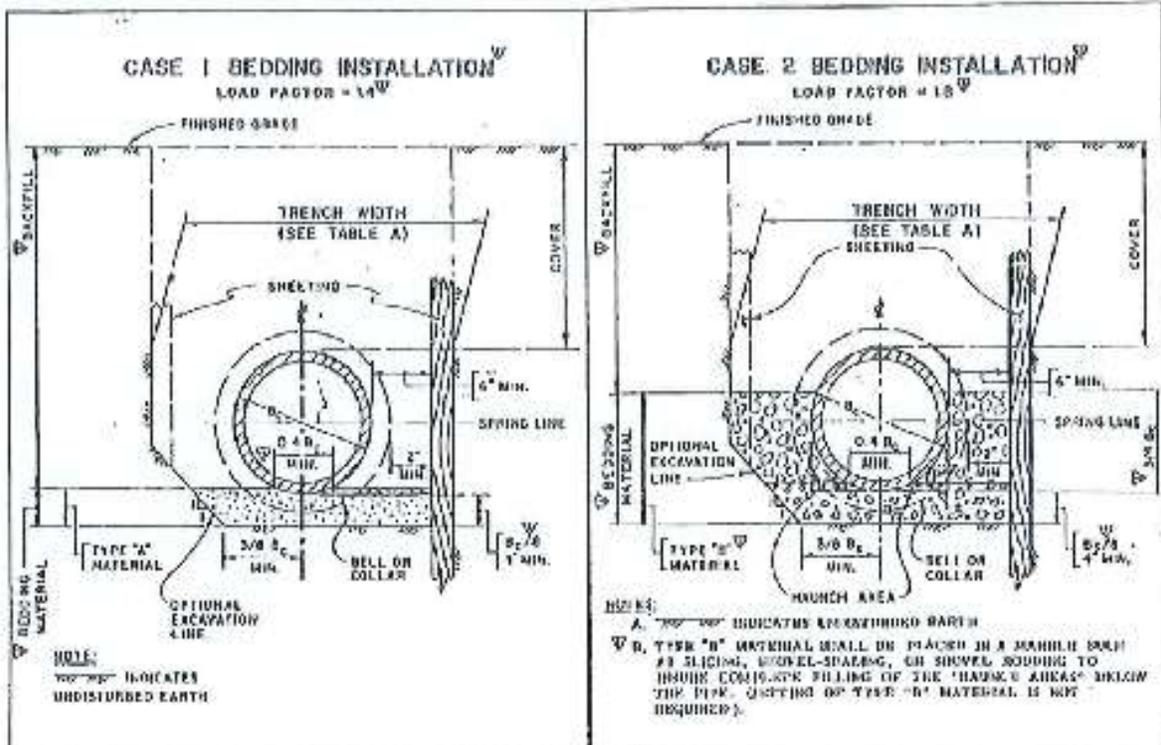


APPENDIX B
Plans

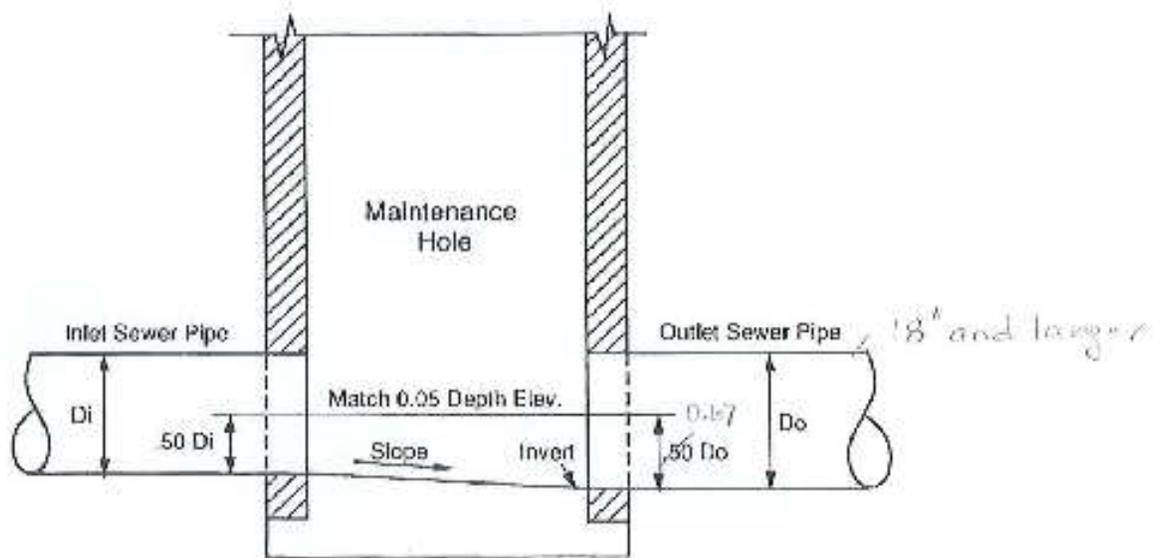


See Table "A" On Standard Plan Titled "Pipe Laying in Trenches"

Bedding Requirements for Clay Pipe In Trenches
Figure F490.1



BUREAU OF ENGINEERING		DEPARTMENT OF PUBLIC WORKS				CITY OF LOS ANGELES	
PIPE LAYING IN TRENCHES					STANDARD PLAN S-251-1		
SUBMIT ED. Dec. 25, 1973 <i>Paul H. Johnson</i> <i>Donald J. Johnson</i>	REVISIONS					SUPPLEMENTS 8-506	REFERENCES
NO.	DATE	DESCRIPTION	BY NAME	CHK NAME			
1	2-7-77	1. TO BE LAYED IN TRENCHES WITH A LOAD FACTOR OF 3.2 SHALL BE 3/8" MIN. THICK, 1/2" MIN. HIGH.	<i>Paul H. Johnson</i>	<i>Don J. Johnson</i>			
APPROVED: <i>James J. Johnson</i> 1974 <i>Donald J. Johnson</i>					WASTEWATER NUMBER 6-2893 SHEET 1 OF 2 SHEETS		



**Invert Drop across Maintenance Holes
Pipe Sizes 18-inches and Greater
Figure F255**

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F 903	GLOSSARY OF TERMS	"
F 904	REHABILITATION POLICY	"
F 905	PROPRIETARY REHABILITATION METHODS	"
F 910	SEWER SYSTEM INVESTIGATION	"
F 911	INTRODUCTION	"
F 912	IDENTIFYING AND INVESTIGATING PRIMARY SEWERS	"
F 913	IDENTIFYING SYSTEMS	"
F 914	OUTLINE OF DETAILED INVESTIGATION	"
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F 923.3	GROUND SURFACE CONDITION	"
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Final Wastewater Master Plan Update

Kennedy /Jenks Consultants

Kennedy/Jenks Consultants

2355 Main Street, Suite 140
Irvine, California 92614
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Final Report Wastewater Master Plan Update

July 2007

Prepared for

City of Glendale
633 East Broadway
Glendale, CA 91206

K/J Project No. 0685008

Kennedy/Jenks Consultants

Engineers & Scientists

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25 July 2007

Mr. Maurice Oillataguerre
Senior Environmental Program Specialist
City of Glendale
633 East Broadway, Room 209
Glendale, CA 91206

Subject: Final Wastewater Master Plan Update
K/J 0685008

Dear Mr. Oillataguerre:

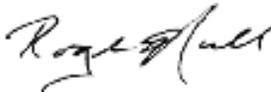
In accordance with your request, we are pleased to submit five (5) copies and one (1) reproducible original of the Final Wastewater Master Plan Update Report to the City of Glendale (City). This document and the accompanying digital files sent under separate cover constitute our final deliverables for this project.

This Master Plan report is a compilation of the analysis and finding of our study of the City's wastewater system and incorporates the City's comments to the previous draft report submittals. The study included the development of an updated hydraulic model which will be instrumental in the City's self-assessment of future development and "what-if" scenarios.

It has been a pleasure working with you and the other members of the City's staff on this important project and look forward to working with you in the future. Please contact us if you have any questions or need additional information.

Very truly yours,

KENNEDY/JENKS CONSULTANTS



Roger Null, V.P.
Project Manager

Enclosure

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Abbreviations and Definitions

The following abbreviations and definitions are used within the report:

<u>Abbreviation</u>	<u>Definition</u>
AAF	annual average flow
ac	acre
ADD	average day demand
ADWF	average dry weather flow
APN	assessor parcel number
AWWF	average wet weather flow
BMP	Best Management Practices
BOD	biochemical oxygen demand
cf	cubic feet
CFR	Code of Federal Regulations
cfs	cubic feet per second
CIP	Capital Improvement Program
D/d	depth to diameter
dia.	Diameter
DSP	Downtown Specific Plan
DU	dwelling unit
DU/ac	dwelling units per acre
ENR	Engineering News Record
EPA	U.S. Environmental Protection Agency
EADWF	Existing Average Dry Weather Flows
FADWF	Future Average Dry Weather Flows
FEMA	Federal Emergency Management Agency
FPDWF	Future Peak Dry Weather Flows
FPWWF	Future Peak Wet Weather Flows
fps	feet per second
GIS	geographic information system
gpad	gallons per acre day
gpcd	gallons per capita per day
gpm	gallons per minute
hcf	hundred cubic feet
HGL	hydraulic grade line
hp	horsepower
HTP	Hyperion Treatment Plant
I&I	infiltration and inflow
IWPP	industrial waste pretreatment program
JPA	Joint Powers Agreement
K/J	Kennedy/Jenks Consultants
KWH	kilowatt hours
LA	City of Los Angeles

Table of Contents (cont'd)

<u>Abbreviation</u>	<u>Definition</u>
LACSD	Los Angeles County Sanitation Districts
LAGWRP	Los Angeles-Glendale Water Reclamation Plant
LF	linear foot
MFD	multi-family dwelling
MGD	million gallons per day
mg/l	milligrams per liter
NCPI	National Clay Pipe Institute
NOS	North Outfall Sewer
NPDES	National Pollutant Discharge Elimination System
O&M	operations and maintenance
PDWF	peak dry weather flow
population/DU	population per dwelling unit
POTW	publicly owned treatment works
pph	persons per household
PWWF	peak wet weather flow
ROW	right-of-way
RWQCB	Regional Water Quality Control Board
sf	square feet
SFC	sewer facilities charge
SFD	single-family dwelling
SMW	sewer maintenance workers
SRWCB	State Regional Water Control Board
SS	suspended solids
TAZ	traffic area zone
TDH	total dynamic head
VCP	vitriified clay pipe

Executive Summary

BACKGROUND AND OBJECTIVES

The City of Glendale (City or Glendale) is a Charter City located northeast of the City of Los Angeles in the San Gabriel Mountains. Glendale's population of approximately 200,000 resides in over 75,000 dwelling units within a 30.6-square-mile area. The City's current planning efforts estimate that Glendale's population is projected to reach approximately 225,000 by the year 2030. The City performed its last Wastewater Master Plan in 1998.

The City of Glendale's existing wastewater collection system is comprised of four types of facilities. These facilities are wastewater collection system pipelines, permanent wastewater monitoring metering stations, a wastewater pump station, and co-ownership in a wastewater treatment facility. The facility evaluation elements of this Master Plan focus on a hydraulic evaluation of the existing collection system pipelines and a condition/capacity assessment of the existing pump station. The Los Angeles Glendale Water Reclamation Plant (LAGWRP) is not included in this Master Plan as it is operated and maintained by the City of Los Angeles and its capacity and upgrade requirements are handled under a separate Joint Powers Agreement.

The existing wastewater collection system within Glendale contains approximately 360 miles of underground wastewater pipelines. These pipelines range from 8 inches to 36 inches in diameter, with approximately 87% of the system being 8-inch. Wastewater is collected in these facilities and is conveyed primarily by gravity through a "trunk" wastewater pipeline system to regional interceptors for treatment at the Hyperion Treatment Plant (HTP) or the LAGWRP, with sludge discharged to the Hyperion System.

Wastewater flows are accumulated by the wastewater pipeline system in seven district drainage basins and then measured at prescribed locations prior to final discharge to the North Outfall Sewer (NOS), the primary trunk line owned and operated by the City of Los Angeles to convey flow to the HTP. In the last few years, the City installed permanent inline flow metering facilities to replace the permanent flume facilities that had served the City for 30 to 40 years. These metering stations provide ongoing flow data for billing considerations with the City of Los Angeles and are used as the basis of existing flow conditions in this Master Plan. (See Figure 2-2 for basin designations and outfall locations)

Given the projection of additional growth and newly allowable mixed use development in much of the downtown area, the City has established a focused need to assess the hydraulic capacity of the wastewater system. Accordingly, the focus of this Wastewater Master Plan Update is to perform a hydraulic evaluation of Glendale's wastewater facilities to establish a prioritized capital improvement program. The hydraulic evaluation is conducted through the development and calibration of a computerized hydraulic model. The model is used to evaluate the capacity of the existing and future system so that a comprehensive capital improvement program can be prepared. This activity has been necessitated by recent downtown development and the associated Downtown Specific Plan developed by the City.

The objectives of this Master Plan are to:

- Develop a calibrated hydraulic model of the wastewater system.
- Input the anticipated future land use conditions on the wastewater system, and evaluate the existing system's capability to convey existing and ultimate flows.
- In concert with City staff, develop appropriate design criteria for the evaluation of the system.
- Prepare cost estimates of the necessary improvements.
- Document this information in a letter report of findings in the form of a 2007 Wastewater Master Plan Update.

Through the conduct of these objectives, the general purpose for this planning effort is to assess those areas within the City that may be capacity limited facilities and provide a methodical plan for the improvement of these identified areas.

WASTEWATER SYSTEM FINDINGS AND RECOMMENDATIONS

The findings of this study are based on a comprehensive evaluation of available data and an analysis of the existing wastewater system's ability to meet existing and ultimate flows. These primary findings and recommendations are summarized herein to address the key elements of the Wastewater Master Plan Update. Additional minor recommendations are presented within this Master Plan document. The primary findings and recommendations are summarized as follows:

General System Findings and Recommendations

Through the conduct of the Master Plan, there are a number of general system findings and recommendations identified. A few of these key elements are provided in this section.

- Existing wastewater flows were derived by utilizing utility billing data to attach monthly waster consumption to each individual parcel within the City. Return-to-sewer ratios (RTS) were applied based upon land use to determine sewer flows. These flows were calibrated to the flow monitoring information derived from the City's ongoing flow monitoring program.
- Several discussions were held with City staff regarding both the process and results of development of future wastewater flow projections. Based upon these discussions, future planning projections were developed based primarily on the recently completed Traffic Zone Analysis (TAZ) whereby future population and employment factors were developed for approximately 500 areas in the City. This baseline data was further modified to integrate additional development implications of the Disney Grand Central Creative Campus (GC3) project tributary to the Doran Pump Station and a decision to

calculate the loadings for all parcels in the DSP under both the TAZ and General Plan criteria and utilize the greater of the two values for future parcel level loadings in the downtown area.

- The results of this analysis projects the City's ultimate wastewater flows will increase to approximately 22 MGD, an increase of approximately 27% under ultimate buildout conditions.
- In addition to the projection of future increases in dry weather flows, the measured increase in flows during the rain storm event of February 23, 2005 was used to project future wet weather flows in the City's wastewater system. This event, classified as a 5-year storm, indicates that the City's collection system should be able to convey approximately 11 MGD of additional flow during a similar wet weather.
- Through the conduct of the Master Plan Update, it is recommended the City adopt new sewer design criteria. The two components of the new criteria are: a) depth to diameter criteria (d/D) - all pipelines greater than 15-inches should not exceed .67 d/D under future peak wet weather conditions, and pipelines less than or equal to 15-inch should not exceed .5 d/D, and b) wet weather criteria - the peak wet weather response factor is based on a 5-year storm, as measured in February 2005. These recommendations are based on the need to meet new State regulations for the use of a wet weather design criteria, the goal to minimize potential sanitary sewer overflows (SSO's), and discussions with City staff related to the cost and benefit of additional conveyance capacity.
- Given the magnitude of potential growth, the development and adoption of a revised Sewer Facility Charge is desirable to generate revenues commensurate with new development's impact on existing system capacity and provide for capital reinvestment. This new charge should also consider the cost implications of new capacity costs assessed to the City by the City of Los Angeles' through its Sewer Facility Charge program.

Collection and Pumping System Findings and Recommendations

The evaluation of the City's wastewater collection and pumping system is the foundation of the City's Wastewater Master Plan Update. The findings and recommendations provided herein are based on the results of the computerized hydraulic model, available information on system age/condition, and discussions with City staff. These findings and recommendations are summarized in this section.

- The City has an ongoing video inspection program that is designed to assess the condition of the wastewater collection system. In general, most of the City's collection system appears to be in generally good condition because of the City's strong maintenance, repair, replacement, and rehabilitation efforts.

- The majority of the City's wastewater collection system is composed of VCP sewer lines. VCP is a commonly used sewer pipeline material and is generally considered to provide reliable service for over 80 years. As one of the older municipalities in its region, the City's wastewater system contains many older pipelines. In fact, approximately half of the wastewater system is over 75 years old. While facility age in and of itself does not constitute a significantly deteriorated condition, it is an important factor in the development of a facility repair and replacement program. Accordingly, the City should correlate this information with a proactive video inspection program and the ongoing street resurfacing/reconstruction program to plan for the rehabilitation or replacement of these in the coming years.
- The results of the hydraulic evaluation indicate that the majority of the City's collection system has adequate capacity. However, under various current and future peak dry and peak wet weather conditions, approximately 74,400 feet was identified to have insufficient capacity to meet the City's design criteria. While the determination of actual footage to be improved may vary during pre-design when other pipe improvement considerations are included, the projection provides a framework for the magnitude of the City's potential pipeline improvement program requirements.
- The resulting pipelines with potential capacity limitations were segregated by drainage basin for subsequent prioritization, grouping, and final pre-design evaluation by the City during plan implementation. Table ES-1 reflects the estimated cost of these improvements to be approximately \$31 million. The general location of these facilities is depicted graphically in Figure ES-1.
- The City owns, operates, and maintains one wastewater pumping station, the Doran Street Wastewater Pumping Plant (lift station) that lifts sewage from an existing 18" trunk sewer passing under the Verdugo Wash Flood Control Channel. This facility was originally constructed sometime around 1930 as a below ground, bi-level facility. The last major reconstruction of this lift station was in 1982 when upper level and ground level structures were added. Capacity analysis of this facility indicated that future development north of the lift station will generate a peak flow of approximately 3 MGD. This flow value exceeds the estimated 2.5 MGD firm capacity for this facility, as well as the capacity of the existing 18" pipe beneath the Verdugo Channel feeding the lift station. These projected flows will also exceed the operational capacity of the existing wet well configuration.
- Given these capacity issues, future improvements will need to consider upsizing the 18" influent piping to 27", increasing wet well operational and emergency storage capacity by lowering the wet well invert elevation several feet, and upgrading the pump capacities. Implementation of these improvements to the existing facility does not appear to be practical or feasible. As such, this finding suggests that construction of a new, properly equipped and technically current lift station is a better alternative. Based on these factors and discussions with City staff, it is recommended that this facility be scheduled for replacement. The estimated costs of these improvements are approximately \$7.7 million, as shown in Table ES-1.

- Given the magnitude of these costs, discussions with City staff suggest that there are a number of factors still outstanding with the long-term strategy for this facility that may affect the final costs and disposition of this facility. These factors include: a) timing and magnitude of the additional flows from the Disney GC3 complex, b) ability to rehabilitate or replace Doran and the associated 18-inch influent pipeline at its exiting location to meet the ultimate demands, and c) potential relocation of this facility northwest of the Verdugo Wash on the Power Plant site and the construction of a new pipeline over the wash to eliminate the current 18-inch siphon under the wash. In consideration of these factors the City has programmed for the pre-design evaluation of this facility in the coming months. This evaluation, in conjunction with the resolution of the other institutional elements, will provide additional input in the final improvement plan and cost considerations for this important wastewater facility.

**TABLE ES-1
SUMMARY OF SYSTEM IMPROVEMENT COSTS**

PIPELINE IMPROVEMENT COSTS	FPWWF (ft.) ^(a)	FPWWF (\$'s) ^(a)
Colorado Flume	28,456	11,667,400
Chevy Chase Flume	12,512	4,978,800
Doran Pump Station Basin	3,178	1,439,000
Doran Flume	10,315	4,594,600
Elk Flume	3,781	1,447,700
Salem/San Fernando Flume	7,319	2,824,100
Tyburn Flume	8,846	3,856,500
Total Length & Cost of Deficient Pipelines – Future Conditions	74,407	\$30,808,000

DORAN PUMP STATION IMPROVEMENT COSTS	Estimated Cost (\$'s)
New Doran Pump Station	7,000,000
New 27" Pipeline Under the Verdugo Wash	700,000
Total New Doran Pump Station Improvement Costs	\$7,700,000

(a) FPWWF means future peak wet weather flow conditions.

1 inch equals 5,000 feet

Pipe Design Criteria	
Diameter (in)	d/D
6	0.5
8	0.5
10	0.5
12	0.5
15	0.5
18	0.67
21	0.67
24	0.67
27	0.67
30	0.67
36	0.67
42	0.67
48	0.67
54	0.67

Legend

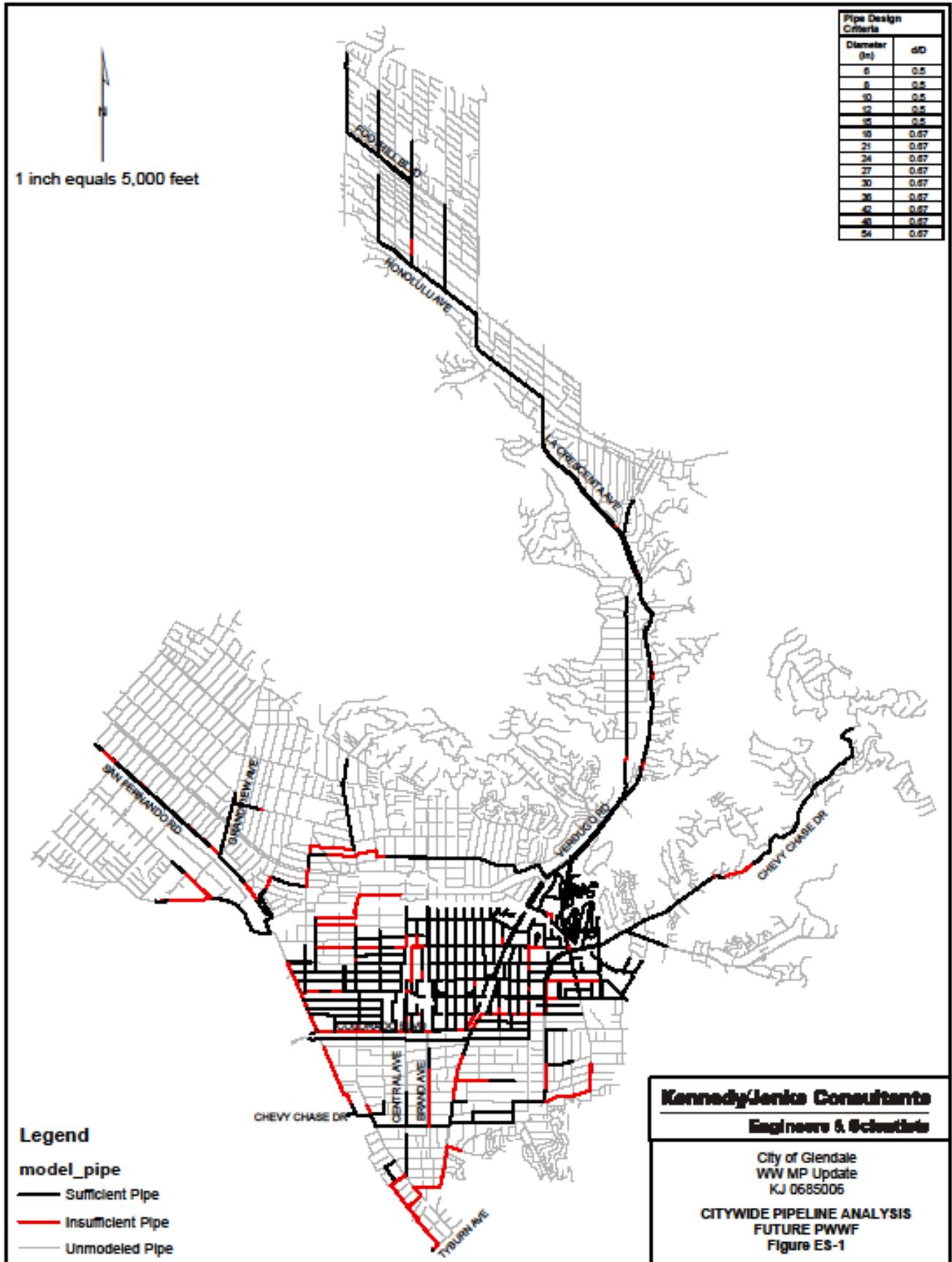
model_pipe

- Sufficient Pipe
- Insufficient Pipe
- Unmodeled Pipe

Kennedy/Jenks Consultants
Engineers & Scientists

City of Glendale
 WW MP Update
 KJ 0685006

CITYWIDE PIPELINE ANALYSIS
FUTURE PWWF
Figure ES-1



Section 1: Introduction

1.1 Background

The City of Glendale is a Charter City located northeast of the City of Los Angeles in the San Gabriel Mountains. Glendale's population of approximately 200,000 resides in over 75,000 dwelling units within a 30.6-square-mile area. The City's current planning efforts estimate that Glendale's population is projected to reach approximately 225,000 by the year 2030.

Wastewater generated by Glendale residents and businesses is collected and conveyed by the City of Glendale's 360 miles of sewer infrastructure and discharged to either the City of Los Angeles's Hyperion Treatment Plant or to the Los Angeles-Glendale Water Reclamation Plant (LAGWRP), with sludge discharged to the Hyperion System. The LAGWRP exists under a series of joint powers agreements between the two cities and was constructed in 1976 with 80 percent grant funding. This facility is operated by the City of Los Angeles, with plant expenditures for the 20-million gallon per day (MGD) facility shared equally. Prior to the LAGWRP facility, the cities have had various contracts regarding wastewater treatment.

Given the projection of additional growth and newly allowable mixed use development in much of the downtown area, the City has established a focused need to assess the hydraulic capacity of the wastewater system. An overview of the objectives for this project is provided in the following section.

1.2 Project Objectives

The focus of this Wastewater Master Plan Update is to perform a hydraulic evaluation of Glendale's wastewater facilities to establish a prioritized capital improvement program. The hydraulic evaluation is conducted through the development and calibration of a computerized hydraulic model. The model is used to evaluate the capacity of the existing and future system so that a comprehensive capital improvement program can be prepared. This activity has been necessitated by recent downtown development and the associated Downtown Specific Plan developed by the City. The objectives of this Master Plan are to:

- A. Develop a calibrated hydraulic model of the wastewater system.
- B. Input the anticipated future land use conditions on the wastewater system, and evaluate the existing system's capability to convey existing and ultimate flows.
- C. In concert with City staff, develop appropriate design criteria for the evaluation of the system.
- D. Prepare cost estimates of the necessary improvements.
- E. Document this information in a letter report of findings in the form of a 2007 Wastewater Master Plan Update.

Through the conduct of these objectives, the general purpose for this planning effort is to assess those areas within the City that may be capacity limited facilities and provide a methodical plan for the improvement of these identified areas.

1.3 Prior Studies

There have been several prior studies that are pertinent to this Wastewater Master Plan Update. The most pertinent are:

- A. *"Wastewater System Master Plan,"* January 1998 by Kennedy/Jenks Consultants. This report established the basis for much of the Master Plan Update. Through this project, the City's base geographic information system (GIS) of the sewer system and land base was developed. The system was analyzed at that time for capacity and condition constraints and deficiencies identified. Many of these areas have been improved.
- B. *"Glendale Downtown Specific Plan,"* November 2006 by City staff. This specific plan was developed to integrate the allowable densities and mixed use development opportunities in the downtown area. The plan has gone through a number of iterations since March 2005 and the Final Draft plan was adopted by the City Council on November 7, 2006. This plan is an integral component in deriving future densities and wastewater loadings in the downtown area.
- C. *"Traffic Area Zone (TAZ) Analysis"* 2005 by City staff. This analysis is instrumental to the assessment of future wastewater demands in the downtown area. This analysis established the 2025 demands within all city block areas of future population and employment conditions. These conditions were correlated to wastewater discharges to impose future wastewater flows on the wastewater system pipeline network and derive pipeline capacity deficiencies.
- D. *"Grand Central Creative Campus Environmental Impact Report"* October 2000 by Glendale Redevelopment Agency. This comprehensive EIR documented the nature of the projected development of this site and established the basis for future wastewater to be generated under buildout conditions.

These documents have been integral to the development of this Wastewater Master Plan Update.

1.4 Project Team

The preparation of this report by Kennedy/Jenks Consultants was under the overall leadership of Roger Null, V.P. and Project Manager. Kennedy/Jenks Consultants (Kennedy/Jenks) received valuable assistance from the City of Glendale Public Works and Engineering staff through its Project Manager, Maurice Oillataguerre.

Section 2: Existing Wastewater System

2.1 Existing Service Area and Study Boundaries

The City of Glendale is largely a residential community, with over 75,000 housing units. Approximately 25,000 of these are single-family dwellings while 50,000 are multi-family units. Various types of commercial establishments provide local services and regional employment opportunities for a strong local economic base.

Over the next several decades, City planners anticipate that the greatest growth will be the intensification of commercial land use in the downtown area. There also is an expected increase in mixed-use development (i.e., residential/commercial/retail) along transportation corridors and transportation nodes and in the downtown area. The study area for this project is defined as the entire City of Glendale boundary.

2.2 Land Use and Planning Projections

An important consideration in the conduct on utility system master planning projects is the integration or development of a community's existing and ultimate land use. It is this transition of land and population-related demographics that alters the demands on local infrastructure. For this reason, the identification of land use is central to the process of quantifying existing and future wastewater flows generated within the City's service area.

Integrating the "best available" vision of this transition is a critical element of the Master Plan. To identify and obtain concurrence on the best available data and City vision, a meeting was held with the City's Planning, Engineering, and Public Works Departments. This meeting discussed:

- identification of vacant land,
- existence of legally non-conforming parcels,
- status of the adopted General Plan,
- general development trends,
- current and pending specific plans,
- development of recent traffic analysis information, and
- availability of digital data for these data sets.

Based on the discussions of this meeting, it was agreed that the recent traffic area zone (TAZ) data was the most current and comprehensive data to represent the City's adopted vision of the future land use and zoning conditions. As such, at the direction of City staff, this data is used in this Master Plan as the primary basis for future land use, population, and densification decision. The data divides the City into approximately 500 city-block areas for ongoing planning

considerations. The data within each TAZ includes a documentation of existing and projected population and employment values for the year 2005 and 2030.

Although the City is largely developed, recent trends and opportunities for redevelopment with high rise commercial and/or mixed-use structures has resulted in the need for a focused plan for infrastructure development. Foremost among this development/redevelopment activity is the growth opportunities in downtown Glendale. Based on the need to document and approve the long-range planning of this activity, the City developed the Downtown Specific Plan (DSP). This urban design oriented plan covers downtown Glendale and provides the standards and requirements for redevelopment activity. The final draft of the DSP was adopted by the City Council on November 7, 2006.

From a Master Plan perspective, it is important to note that the projected impact of the DSP on future population and employment values has been integrated in the TAZ data and will be instrumental in the development of future flows in the downtown area. The TAZ boundaries for the Colorado basin are shown in Figure 2-1 to demonstrate the level of detail in this analysis. The current and projected planning data associated with the Colorado basin is also provided for reference as an Appendix.

In addition to the DSP, two growth components that warrant documentation are the Disney Grand Central Creative Campus (GC3) project and the development/conversion of low level parking lots in the downtown area. Based on discussions with City staff, each of these two development/redevelopment opportunities were to be added to the TAZ data to provide for the eventuality of this activity. The projection of future wastewater flows associated with these components and the City's total projected wastewater flows are provided in Section 3.

2.3 Existing Wastewater Facilities

The City of Glendale's existing wastewater collection system is comprised of four types of facilities. These facilities are wastewater collection system pipelines, permanent wastewater monitoring metering stations, a wastewater pump station, and co-ownership in a wastewater treatment facility. The facility evaluation elements of this Master Plan focus on a hydraulic evaluation of the existing collection system pipelines and a condition/capacity assessment of the existing pump station. The Los Angeles Glendale Water Reclamation Plant (LAGWRP) is not included in this Master Plan as it is operated and maintained by the City of Los Angeles and its capacity and upgrade requirements are handled under a separate Joint Powers Agreement. The evaluation of wastewater collection and pumping system facilities to meet future system loads is provided in Section 4.

2.3.1 Collection Facilities and Drainage Areas

The City of Glendale's existing wastewater system collects sewage at its point of origin and conveys wastewater in a southerly and southwesterly direction to the Los Angeles North Outfall Sewer (NOS), located along the Los Angeles River. Glendale's topography, in combination with the physical configuration of the piping and pumping system, has divided the City into seven major drainage basins or tributary areas.

Wastewater flows are accumulated within each drainage basin's wastewater pipeline system and measured at prescribed locations prior to final discharge to the NOS. In the last few years, the City installed permanent inline flow metering facilities to replace the permanent flume facilities that had served the City for 30 to 40 years. These metering stations provide ongoing flow data for billing considerations with the City of Los Angeles and are used as the basis of existing flow conditions in this Master Plan. The location of these facilities and the associated drainage basin pipeline network is shown on Figure 2-2.

The existing wastewater collection system within Glendale contains approximately 360 miles of underground wastewater pipelines. These pipelines range from 8 inches to 36 inches in diameter. Wastewater is collected in these facilities and is conveyed primarily by gravity through a "trunk" wastewater pipeline system to regional interceptors for treatment at the Hyperion Treatment Plant or the LAGWRP. The predominant material of these pipelines is vitrified clay pipe (VCP).

A comprehensive assessment of the length, diameter, and age of the City of Glendale's underground wastewater collection system was provided in the 1998 Wastewater Master Plan. While there has been ongoing repair and replacement activity, the general pipeline inventory findings in 1998 are applicable today. Of these findings, the most important are:

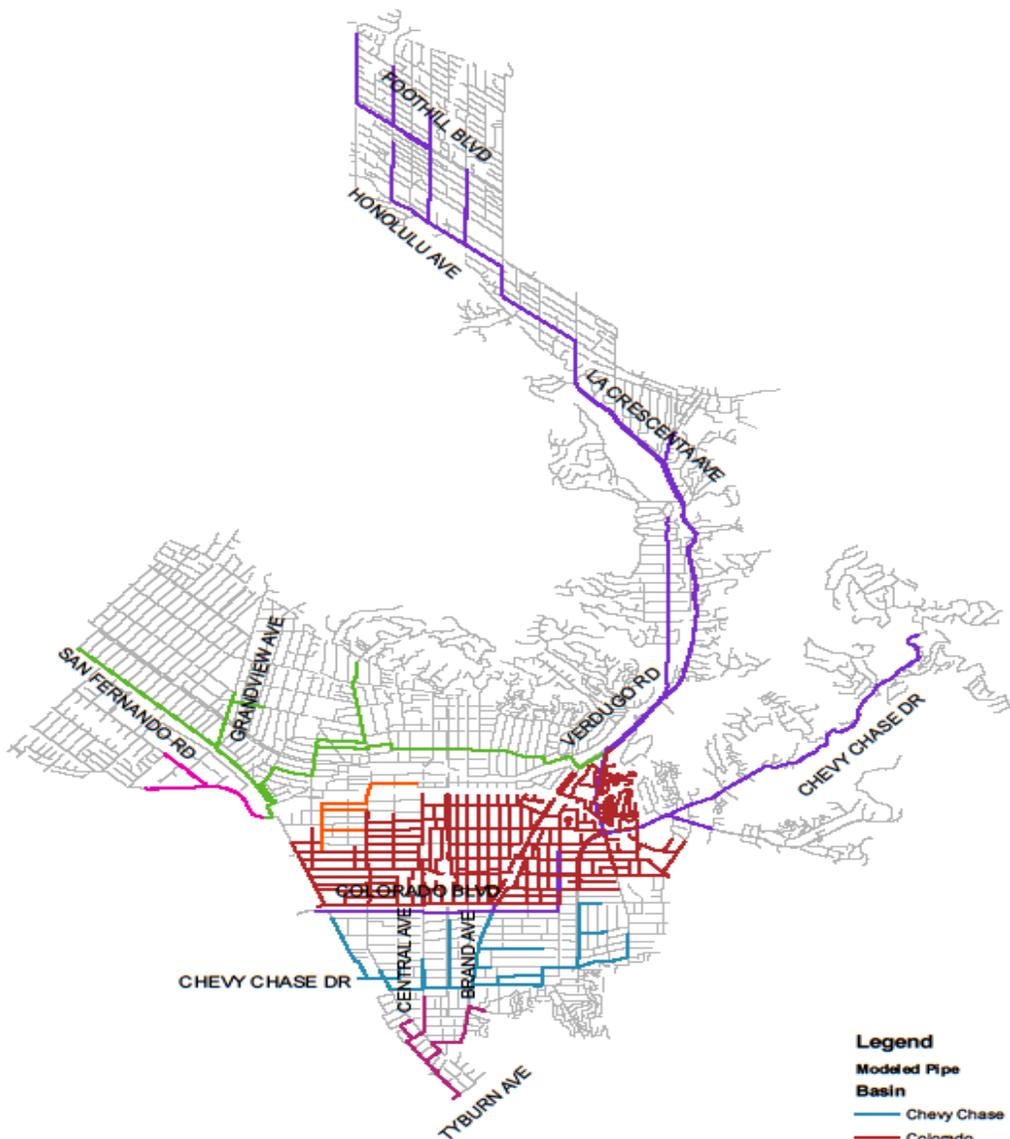
- approximately 87 percent of all underground facilities are 8 inches in diameter, and
- essentially half of the system is over 75 years old.

While facility age in and of itself does not constitute a significantly deteriorated condition, it is an important factor in the development of a facility repair and replacement program. Accordingly, the City should plan for the rehabilitation of these older facilities.

2.3.2 Doran Pump Station

The City of Glendale owns, operates, and maintains one wastewater pumping station, the Doran Street Wastewater Pumping Plant (lift station) that lifts sewage from an existing 18" trunk sewer passing under the Verdugo Wash Flood Control Channel to a maintenance manhole adjacent to the lift station that allows gravity flow from the lift station to the southeast for discharge into the existing 48" NOS line. This lift station was originally constructed sometime around 1930 as a below ground, bi-level facility. The last major reconstruction of this lift station was in 1982 when upper level and ground level structures were added.

During this upgrade a lower hoist room and an upper level (above ground) hoist room were added including an emergency generator/control room, new pumps, associated piping and valves, a ventilation system, overflow/by pass piping and modifications that allow the dry well to operate as an alternate wet well for maintenance and repair of the wet well. The lower well section, a circular concrete wet well/dry well structure, is 20 feet in diameter and approximately 24 feet in height. The total depth of the facility below ground surface is 38 feet. The lift station is located at 967 W. Doran Street on the western edge of Glendale City limits and adjacent to the southeast corner of the confluence of the Verdugo Wash Flood Control Channel and the Los Angeles River.



Legend

- Modeled Pipe**
- Basin**
- Chevy Chase
- Colorado
- Doran
- Doran Pump Station
- Elk
- Salem/San Fernando
- Tyburn
- Unmodeled Pipe



1 inch equals 5,000 feet

Kennedy/Jonka Consultants
Engineers & Scientists

City of Glendale
 WWMP Update
 KJ 0685006
MODELED PIPES AND BASINS

Figure 2-2

The lift station is equipped with three 1,150 gallon per minute (gpm), 25-horsepower, ESSCO model 6 x 12 submersible pumps (P101, P102, and P103), one 1,150-gpm, 25-horsepower, ESSCO model 6 x 12 submersible pump for alternative wet well operations (P104), and one 3-horsepower, ESSCO model 3S2 sump pump (P105). Pumps P101, P102, and P103 are located in the wet well and operate on an alternating lead-lag basis with two of the pumps designed for normal operations with the third pump to be available as a standby for emergency flows. Pumps P104 and P105 are located in the dry well, with P104 acting as an alternate bypass pump when the dry well is utilized as an alternative wet well, and P105 as a submersible sump pump used for the removal of incidental flow from the wet well during wet well shut down. These pumps are all located on the lowest level of the facility, level three, at approximately 38 feet below ground surface. Based on a firm capacity with only two pumps running, the pump design capacity for this facility is approximately 2.5 MGD.

Level two contains access to level three, a pedestal base slide gate operator, and provides entry staging to the lower wet well in accordance with Health and Safety Code requirements. Level one, the above-ground level, contains the facility's electrical control panel, engine driven generator, fuel storage day tank, and an overhead crane system in support of pump removal for repair/replacement. Standby power is provided by the 75 kW engine-driven, generator set. A 550-gallon dual-contained underground fuel storage tank (UST) located adjacent to the lift station between the structure and the Los Angeles River channel wall has recently been replaced with an above ground tank, dual walled tank in the same location.

Section 3: Wastewater Flows and Design Criteria

This section outlines the development of wastewater flows and the design criteria used to evaluate the City's wastewater system. These parameters are based primarily on information provided by the City, other surrounding municipalities, and engineering practices. The data developed and evaluated herein was used to establish current flows in the City. It subsequently provides support for the calibration of the sewer system hydraulic model, and the projection of future system flows within the City's service area. The future flows are used in subsequent sections to evaluate the adequacy of existing collection/pumping system facilities and to identify the need for additional facilities to meet future loading conditions.

To perform the evaluation of wastewater facilities, several key design criteria must be established. These criteria provide the basis by which existing facilities are evaluated for adequate capacity and are used to establish the appropriate size of new facilities needed to meet future system demands. The development of wastewater flows and design criteria to be used in this Master Plan are provided in the following sections.

3.1 Existing Wastewater Flows

As previously discussed, the City has installed seven permanent flow meters at locations in the collection system to measure the volume of wastewater at it leaves the City and is collected by facilities owned and operated by the City of Los Angeles. Wastewater flows and rainfall data captured at these metering stations is instrumental in the development of flow conditions for this Master Plan, including average dry weather flow (ADWF), peak dry weather flow (PDWF), and peak wet weather flow (PWWF) factors for each metering station and drainage basin.

Through these metering facilities, wastewater values are measured at fifteen minute intervals, and daily, monthly and annual average and peak conditions calculated for each basin and for the City of Glendale as a whole. A summary of the flow measurement findings for early 2006 is provided in Table 3-1. Given that flows vary throughout the year, Table 3-1 suggests that the City's existing average annual flow is approximately 17 MGD. The existing peak wet weather flows are also shown herein for reference and used in subsequent section of this report.

**TABLE 3-1
EXISTING MEASURED WASTEWATER FLOWS**

	ADWF (MGD)	PDWF (MGD)	PWWF (MGD)^(a)
Colorado Flume	4.07	6.06	8.56
Chevy Chase Flume	3.25	5.14	6.54
Doran Pump Station Basin	0.62	1.15	1.35
Doran Flume	4.00	6.04	7.74
Elk Flume	3.50	5.39	9.09
Salem/San Fernando Flume	1.10	1.47	2.07
Tyburn Flume	0.76	1.38	2.18
Total Flows	17.30	26.62	37.52

Notes: (a) Flow value measured on February 23, 2005 (5-year storm). Source: City of Glendale flume data, average dry weather flows only, for December 2005 through February 2006 flume data.

3.2 Future Wastewater Flows

Future wastewater flow projections are derived by developing unit wastewater flow factors under current conditions and applying these factors to the population and employment projections developed by the City, provided in the TAZ analysis data set, and included in the zoning (DSP and General Plan). A discussion of this process follows.

3.2.1 Development of Wastewater Flow Factors

Existing average dry weather flow factors are developed by integrating GIS, water billing, and flow monitoring data available during this Master Plan. Wastewater flow factors are derived by correlating the measured wastewater flows provided by the basin metering stations with the water billing data provided by Glendale Water and Power's billing department for December 2005, and January/February 2006. This account-level water billing data is attached spatially to the parcel it serves and subsequently grouped together based on their location in each drainage basin in the City. Each parcel's water usage is converted to wastewater by applying the water to wastewater return-to-sewer ratios associated with its assigned land use type or water billing customer classification. The total calculated total wastewater per basin is then contrasted with the metered flow measurements and return to sewer factors adjusted to balance these values. The return-to-sewer ratios utilized in this process is provided with other supporting tables in Appendix A.

This calibration process is also a key element of the hydraulic model development approach and is further discussed in Section 4 of this study. The resulting parcel level flows are consolidated into the existing TAZ population and employment categories and wastewater factors for each category created for each basin in the City.

3.2.2 Development of Future Wastewater Flows

Once the current wastewater flow factors have been developed on a population and employment basis for each basin, these factors can be applied to the 2030 TAZ values to estimate the total wastewater within each TAZ. The TAZ loadings for each basin are subsequently summed and a baseline estimate of future wastewater basin flows derived.

Several discussions were held with City staff regarding both the process and results of this planning endeavor. Upon review of the findings, Engineering and Public Works staff suggested several adjustments to the TAZ data to integrate additional potential build-out opportunities based on the zoning. As discussed in Section 2, the TAZ data did not seem to fully integrate the development implications of the Disney Grand Central Creative Campus (GC3) project tributary to the Doran Pump Station and there were some concerns that the buildout assumptions used in the development of the TAZ area downtown may not be sufficient for future infrastructure needs. Accordingly, the original City-provided TAZ data was modified as follows:

- increase the wastewater loads discharging from the GC3 project area to 1.08 MGD in conformance with the Final Environmental Impact Report, resulting in an additional 800,000 gpd in the Doran Pump Station basin,
- the loads for the DSP were increased by calculating the loadings for all parcels in the DSP under both the TAZ and General Plan criteria and utilizing the greater of the two values for the future parcel level loadings, and assigning additional future flows to a

number of City-identified parking lots resulting in an additional 300,000 gpd in the Colorado basin and an additional 110,000 gpd in the Salem basin, and

- to account for additional flows generated from the Rockfield area in the Chevy Chase basin, an additional .15 MGD ADWF and .65 MGD PWWF was injected as non-city generated point loads in the hydraulic model.

Integration of these incremental loads with the TAZ generated wastewater values results in the development of the City's projected wastewater flows for the year 2030. The results are summarized for each of the City's drainage basins and are provided in Table 3-2.

**TABLE 3-2
PROJECTED WASTEWATER FLOWS**

	Existing WW		Future WW	
	ADWF (MGD)	PDFW (MGD)	ADWF (MGD/%)	PDFW (MGD/%)
Colorado Flume	4.07	6.06	6.01 (148%)	8.60 (142%)
Chevy Chase Flume	3.25	5.14	3.61 (111%)	5.52 (107%)
Doran Pump Station Basin	0.62	1.15	1.76 (284%)	2.94 (255%)
Doran Flume	4.00	6.04	4.29 (107%)	6.48 (107%)
Elk Flume	3.50	5.39	3.76 (107%)	5.73 (106%)
Salem/San Fernando Flume	1.10	1.47	1.60 (146%)	2.29 (156%)
Tyburn Flume	0.76	1.38	0.84 (110%)	1.51 (109%)
Total Flows	17.30	26.62	21.87 (126%)	33.07 (124%)

Notes: Percent increase is the increase in flow per basin going from existing to future conditions.

As shown, the City's total average annual wastewater is projected to increase to approximately 22 MGD, an increase of approximately 26%. Closer scrutiny of the table indicates that the increase in most basins is generally consistent with the 1998 Master Plan and current planning expectations for overall development in the City at approximately 10%. The difference in the increase is derived from the substantial projected increases in the Colorado, Salem, and Doran Pump Station drainage basins, as these basins are affected by the Downtown Specific Plan and the Disney GC3 Project, respectively. The incorporation of these flows in the hydraulic model is discussed in Section 4.

3.3 Wastewater Peaking Factors

As described above, average flows entering the collection system are assessed by correlating land use types with associated flow generation factors that have been calibrated to flows measured at the City's permanent flow monitoring facilities. However, further determination of the adequacy of the wastewater system is based upon the ability of the system to convey peak wastewater flows. Peak flows include both peak dry weather and peak wet weather flows. The development of the peak factors that relate average flows to peak flows within the City is described in the following sections.

3.3.1 Peak Dry Weather Flow Factors

Peak dry weather flow results from the natural patterns of wastewater system usage indicated in typical residential and non-residential dischargers to the collection system. These patterns result in a diurnal discharge curve for each user; the combination of these diurnal discharge curves developed throughout a drainage basin result in a characteristic diurnal flow curve at the monitor that measures basin flow.

In the 1998 Master Plan, a comprehensive temporary flow monitoring program was conducted at various locations in the City to supplement the measurement data obtained from the City's flumes. This data, in conjunction with the flume data, was used to create a peaking equation of the City's wastewater system. Since additional flow monitoring is not performed during this study and a single flow value at the point of basin discharge is inadequate to create a new peaking curve, the 1998 curve was evaluated for appropriateness in this Master Plan Update.

Applying the 1998 curve to the flow generation values of each basin was found to provide a reasonable match with the measured peak dry weather flows obtained at the basin discharge points. This condition was further evaluated in the Colorado basin as the City provided additional local flow studies at several locations upstream of the flume. Given this high correlation, the 1998 peaking factor equation is recommended for continued use in this update. The peaking factor equation for this Master Plan is shown graphically on Figure 3-1 and provided as follows:

$$\text{Peaking Factor (PF)} = -0.1815 \ln(Q_{\text{avg}}) + 1.76, \text{ (Q in mgd)}$$

3.3.2 Peak Wet Weather Flow Factors

Peak wet weather flow factors measure a collection system's response to Rain Dependent Inflow and Infiltration (RDII). Such precipitation enters the collection system through inflow (direct connections such as manhole covers and illegal storm connections) and infiltration (broken and cracked pipes and leaky joints). The amount of RDII that enters a wastewater collection system during any given wet weather event depends both on the total amount of precipitation that falls over the collection system and on the "leakiness" of that system.

Thus, quantification of peak wet weather flow factors for a given wastewater collection system requires the integration of two elements: the identification of a "design" amount of precipitation ("design storm") to use in the calculations, and the calculation of the amount of precipitation from the design storm that will enter the collection system. The selection of a design storm is a process that combines the analysis of probabilistic risk of a given storm to the collection system (in terms of surcharge and/or flooding) with the balancing factor of the economic consequences of over designing the collection system to minimize the risk of spills. The calculation of flow entering the collection system is made using the measured response to specific rainfall events at each of the City's permanent metering facilities.

To begin the process, the City chose as a baseline design storm, a precipitation event with a 5-year recurrence interval. Statistically, there is a 20% chance any given year that a storm of this intensity will take place. The intensity and recurrence interval of the storm were determined from the *Precipitation-Frequency Atlas of the Western United States* (NOAA Atlas 2, Volume XI, 1973). The intensity of the 5 year design storm corresponds to 1.15 inches per hour sustained for 1 hour, or 0.67 inches per hour sustained for 6 hours.

Since the storm event on February 23, 2005 was classified as a 5-year storm, the response to this event is readily available for each basin through the ongoing permanent flow metering program. As expected, some basins within the City showed more response to precipitation.

To incorporate the incremental increase in flow within the basins, the response was quantified by unitizing the amount of precipitation entering a basin by the amount of modeled pipeline in each basin. The result is a wet weather flow factor, calculated in gpd/linear foot of pipe, which describes the amount of precipitation entering a specific area of the collection system.

It should be noted that the resulting wet weather loading factors do not provide an equitable means of comparing the leakiness of one basin to another, as the factors are only unitized by the length of modeled pipeline in each basin. To equitably compare one basin to another, the wet weather response in each basin would have to be normalized by the total footage per basin. This assessment was not performed herein, but rather a unit factor approach was taken to support the data loading requirement of the hydraulic model.

Table 3-3 shows each basin's actual increase to the 5-year storm and the associated unit response factors for each basin. To assess the implications of a more significant storm, the City requested that a 10-year design storm also be considered. The NOAA data suggests that the intensity of an event of this nature would be approximately 20% greater than a 5-year event. In the absence of additional data, each basins response was proportionally increased to account for this additional flow. Both of these peak wet weather loading conditions are shown in Table 3-3.

**TABLE 3-3
PEAK WET WEATHER LOADING CRITERIA**

	Linear Feet Per Basin (a)	5 Yr I&I (MGD)(b)	10 Yr I&I (MGD)	Gallons/ Day Per Ft - 5 Yr (c)	Gallons/ Day Per Ft - 10 Yr (c)
Colorado Flume	233,248	2.50	3.00	10.72	12.86
Chevy Chase Flume (d)	34,396	1.40	1.68	40.70	48.84
Doran Pump Station Basin	6,883	0.20	0.24	29.06	34.87
Doran Flume	35,573	1.70	2.04	47.79	57.35
Elk Flume	115,588	3.70	4.44	32.01	38.41
Salem/San Fernando Flume	10,337	0.60	0.72	58.04	69.65
Tyburn Flume	11,653	0.80	0.96	68.65	82.38

Notes: (a) Footage indicated is only for modeled pipe per basin.
 (b) 5-year I&I PDWF & PWWF values are from Table 3-1; 10-Year I&I is estimated.
 (c) The gpd/ft factors are not normalized for total feet/basin & do not reflect degree of basin leakage.

3.4 Wastewater System Design/Capacity Criteria

In analyzing a wastewater system, it is necessary to derive standards regarding the amount of flow that may be efficiently conveyed by any given component: gravity main, pump station, force main, etc. At the time of collection system design and/or evaluation, there is often some uncertainty as to future development patterns within the area to be served. To deal with this uncertainty, provision is usually made for some extra capacity to allow for the possibility of actual system flows being slightly higher than the anticipated flows. The following sections

describe the design/capacity criteria used on the evaluation of the City's collection and pumping system as part of this Master Plan.

3.4.1 Gravity Pipeline Design Criteria

As previously discussed, the basins in the City's collection system have a varying response to dry weather and wet weather conditions. Because of this, the City desires to consider design and capacity factors that incorporate both dry and wet flow scenarios. Table 3-4 presents the controlling depth over diameter criteria for pipeline capacity considerations.

TABLE 3-4
SYSTEM DESIGN CRITERIA - PIPELINES

Diameter (in)	d/D
6	0.5
8	0.5
10	0.5
12	0.5
15	0.5
18	0.67
21	0.67
24	0.67
27	0.67
30	0.67
36	0.67
42	0.67
45	0.67
48	0.67

It is important to note that current federal and state regulations require sewer agencies to accommodate the impact of wet weather events on their sewer system through the development and use of a wet weather analysis. This analysis should be based on a particular design storm. To provide the City with the necessary information to make an appropriate decision, both five and ten-year design storms were developed, analyzed, and discussed with the City. Based on these findings and discussions, the City has decided to utilize the 5-year storm as its wet weather design storm criteria at this time, although this criteria may change based on future regulatory requirements and other pipeline sizing and cost considerations. The design criteria shown above are based on conveying peak wet weather flows within acceptable depths for each basin in the City.

In addition to these capacity considerations, from an operational perspective, a minimum peak flow velocity of 2.0 fps at PDWF is desirable to adequately scour the pipeline and prevent significant solids deposition. Pipelines in the system that do not develop adequate cleansing velocity (flat pipelines, low spots, or pipelines with low flow) should be given priority status in the City's pipeline cleaning program.

3.4.2 Pump Station Design Criteria

The evaluation of a wastewater pump station is based on two primary criteria. These criteria include the ability of the pump station to reliably pump the PWWF and wet well adequacy for pump cycling.

3.4.2.1 Capacity

The design pump capacity requirement is consistent with methodology used in the collection system model. A pump station will be considered over capacity if it cannot pump the PWWF with one pump out of service and the remaining pumps operating at 75% of the station's rated capacity. The remaining 25% capacity is allocated for I&I predicted from the applicable design storm, reserve capacity contingency, and variation in daily wastewater flow. Standby power provisions are also an integral element of the pump station reliability.

3.4.2.2 Cycling

Wet well adequacy is analyzed in terms of maximum pump cycles per hour. A typical pump motor is designed for a maximum of six starts or cycles per hour. If the motor is started more than six times in an hour, it may overheat the motor starters, causing them to wear prematurely and fail. The maximum number of cycles per hour corresponds to the minimum cycle time, which is calculated using the pumping rate, the wet well dimensions, and the pump on/off control points. The cross-sectional area of the wet well and the pump control points determine the operational wet well volume. For example, when the wastewater in the wet well reaches the pump's upper control point, the pump turns on and draws down the wet well wastewater level. When the wastewater level reaches the pump's lower control point, the pump turns off and the wet well begins to refill.

The time between pump starts is the cycle time. The minimum cycle time occurs when the flow rate into the wet well is half the pumping rate. Under these conditions, the water level in the wet well rises between pump control points in x minutes, would be pumped down in x minutes, and the cycle time would be $2x$ minutes.

3.4.2.3 Force Main Maximum Velocity Design Criteria

In addition to the pump station capacity and wet well cycling considerations, the potential construction of new force mains in the system also requires the need for a force main maximum velocity design criteria. The suggested criterion to be used by the City for the evaluation or design of a new sewer force main is for the velocity to not exceed 5 feet per second.

3.5 Wastewater System Unit Costs

Collection system pipeline unit costs were developed based upon costs compiled from recent projects in the City and its surrounding areas and are checked against industry values. These unit costs are displayed in Table 3-5. These costs apply to new and replacement construction of VCP pipelines completed in place under normal working conditions.

TABLE 3-5
PIPELINE UNIT COSTS

Pipe Diameter in Inches	2007 Costs/LF
8	\$324
10	\$359
12	\$391
15	\$450
18	\$463
21	\$475
24	\$490
27	\$565
30	\$610
36	\$650
45	\$735
48	\$864

Note: These unit costs include approximately 35% for engineering, administration, and contingency and reflect current values experienced by City of Glendale Engineering Section.

In contrast to the development of defined unit costs for new replacement pipeline projects, the costs associated with improvements to pumping facilities requires the development of an engineer's estimate of probable costs on a case-by-case basis. The estimated costs for the Doran Lift Station improvements are provided in Section 5.

Section 4: Wastewater System Evaluation

This section evaluates the City's existing wastewater collection system's ability to convey existing peak dry and peak wet weather flows from current land uses; and future peak dry and peak wet weather flows associated with redevelopment and new development of vacant lands in accordance with City planning projections, as discussed above.

4.1 Overview

The wastewater collection system was evaluated for existing and future conditions using a hydraulic model called H2OMap Sewer, a computer simulation model developed by MWH Soft, Inc. The model is developed using the wastewater pipeline data obtained from the City's GIS and further reconciled and updated through the conduct of this study. Land use type and flow tributary to system manholes are then linked, and average flows are calculated using the general and specific flow generation criteria presented in Section 3. Collection pipelines and pump stations are evaluated based on their ability to convey the projected peak dry and peak wet weather flow.

Potential hydraulic concerns or deficiencies within the existing system are identified under current and future flow conditions and recommendations are provided for the potential remediation of these facilities. Although the City's pump station is included in the wastewater hydraulic model, it is evaluated separately, using the flow information developed in the model and data collected in the field.

As discussed, a system-wide design capacity contingency is established in the model to provide flexibility for variations in flows and to accommodate future redevelopment projects. The concept of a capacity contingency is a common consideration to account for the undefined size and location of future redevelopment projects and should provide some flexibility for undefined redevelopment within the City. Actual redevelopment projects should be evaluated by the City on a case-by case basis. As such, some especially large or high density projects may require specific capacity improvements to provide adequate service.

4.2 Collection System Evaluation

An integral component of the collection system evaluation is the use and development of a sewer system hydraulic model. The H2OMap Sewer modeling program transforms physical system information, flow generation criteria, and analytical criteria into a mathematical model that simulates hydraulic conditions in the sewer system. H2OMap Sewer is a dynamic computer model that simulates the hydraulic conditions of the gravity flow collection system. Flows are loaded into the model at each manhole and are summed along each flow path. In addition, the model calculates the capacity of each pipeline within the system and compares the pipeline capacity with the calculated flow to identify potentially hydraulically deficient conditions and to size possible future improvements.

The construction of a hydraulic model in H2OMap Sewer requires the development and integration of two separate system elements. These elements include the sewer facility data files and the sewer flow loading data file. H2OMap Sewer is designed to read the appropriate characteristics of each system file, integrate the unique linkage among the data elements, and

develop the hydraulic simulation of the wastewater conveyed throughout the collection system. Each of these modeling data files are discussed in the following sections.

4.2.1 Wastewater Facilities Data Sets

The facility data file is comprised of the physical elements of the sewer system to be modeled. Physical elements include pipeline diameter, roughness, length, slope, and invert elevations in the collection system, and operations data for the pump station. In H2OMap Sewer, these physical elements are stored spatially in native shapefile format. The non-spatial attributes are stored in a linked H2OMap Sewer (.hsw file). As previously discussed, these physical elements were imported from pipeline and manhole GIS shapefiles. The shapefiles were provided by the City and updated in this study to integrate those wastewater facilities that had not been updated in the City's GIS wastewater utility layer. This updated digital dataset is delivered to the City under separate cover.

The facilities to be modeled included all pipelines in the downtown area and the primary trunk lines in other City areas. This analysis is an expanded data set from the 1998 Master Plan and provides additional analysis of areas of the City with a high potential for redevelopment implications. The resulting analysis fell within the limits of what could be computed efficiently by H2OMap Sewer 2000 link network version. Developing the model in this manner provided for a highly accurate model, because wastewater flows are loaded into the model near their actual physical location of connection, rather than being aggregated into manholes on a downstream trunk line. An original licensed version of the modeling software has been purchased for the City under this agreement and training on its use provided to City staff.

4.2.2 Wastewater Model Loading Data Files

The H2OMap Sewer hydraulic modeling platform loads base and peak dry weather flow at the manholes throughout the modeled system. The loading data files consist of a Microsoft Excel spreadsheet that lists the ID number of each manhole in the system and the wastewater load to be assigned to that manhole in the model. A GIS overlay analysis was used to assign each pipeline and manhole in the City's system to a basin.

The ADWF load assigned to each manhole in the Excel file is calculated using spatial relationship functions in the GIS. The wastewater load for each parcel in the City is calculated using water billing records, return-to-sewer ratios, and flow monitoring based calibration adjustment factors. The load from each parcel is uniquely assigned to the appropriate manhole by using the lateral layer's pipe-to-parcel network connectivity. Several loads were also added to the model separate from this GIS-based process. These loads include flow from the conversion of existing low level parking lot facilities to future commercial properties generating wastewater and a point load in the Chevy Chase basin to simulate additional flows from the City of Los Angeles in the Rockfield area.

Peak dry weather loads in the City are calculated by multiplying the base average loads by the peaking factor equation provided in Section 3. The applicable peak factors are based on the flow characteristics in each pipeline. The resulting peak load is incorporated in the wastewater system hydraulic model.

The City's permanent flow metering program is also used to develop peak wet weather flow factors for the wastewater loading data files. The metered wet weather response data is used to calculate an inflow and infiltration value based upon linear feet of pipeline in each basin, as shown in Table 3-3. Since the inflow and infiltration (I&I) value are developed per basin, GIS analysis is used to assign a basin to each modeled pipeline within the City's system, thereby applying the appropriate basin I&I factor to each pipeline. This factor, when multiplied by the total length of the pipe, produces the total amount of I&I experienced by the pipe under peak wet weather conditions. The resulting total projected peak wet weather wastewater flows is derived by adding the incremental wet weather flow values from Table 3-3 to the projected peak dry weather flows shown in table 3-2, and adding the Rockfield area tributary flows. The resulting projected future peak wet weather wastewater flows are shown in Table 4-1.

**TABLE 4-1
PROJECTED WET WEATHER WASTEWATER FLOWS**

	FADWF	FPDWF	5-Year I&I	FPWWF
Colorado Flume	6.01	8.60	2.5	11.10
Chevy Chase Flume ^(a)	3.61	5.52	2.2 ^(a)	7.72
Doran Pump Station Basin	1.76	2.94	.20	3.14
Doran Flume	4.29	6.48	1.7	8.18
Elk Flume	3.76	5.73	3.7	9.43
Salem/San Fernando Flume	1.60	2.29	.60	2.89
Tyburn Flume	0.84	1.51	.80	2.31
Total Flows	21.87	33.07	10.9	44.77

Notes: (a) An additional 0.8 MGD has been added for Rockfield tributary flows.

4.2.3 Hydraulic Modeling Scenarios

Six separate hydraulic modeling evaluations were developed and hydraulic simulations performed to assess the capacity of the City's collection system. These include:

1. Existing Average Dry Weather Flow (EADWF)
2. Existing Peak Dry Weather Flow (EPDWF)
3. Existing Peak Wet Weather Flow (EPWWF) – 5 Yr. Storm
4. Future Average Dry Weather Flow (FADWF)
5. Future Peak Dry Weather Flow (FPDWF)
6. Future Peak Wet Weather Flow (FPWWF) – 5 Year Storm

As previously discussed, the future scenarios correspond to flows projected to the planning horizon of the City's Comprehensive General Plan, Downtown Specific Plan, and the associated 2030 Traffic Zone Analysis that integrates the projection of both population and employment values. While tabular output data from each of these analyses are available, graphical results of the existing ADWF (Scenario 1), future PDWF (Scenario 5), and the future PWWF evaluation

(Scenario 6) are shown herein as they provide the greatest information to support management decisions related to system performance and project prioritization.

4.2.4 Hydraulic Model Calibration

Hydraulic model calibration is the process by which the system's average/peak flow factors, model connectivity, and physical characteristics are adjusted such that modeled flow under the various scenarios matches measured flows recorded during the measured corresponding flow conditions. Results that are well-calibrated for existing flow scenarios indicate that the hydraulic model represents field conditions to a high degree of accuracy. Such a model will give accurate output as future scenarios are run and will provide meaningful results to "what-if" development questions that arise as the demands on the collection system change.

Table 4-2 shows the results of the hydraulic model calibration findings. A model that estimates flows within +/- 5 to 10% is generally considered to be well calibrated. As shown, the City's model provides a reasonable simulation of the average values measured at each of the flume facilities and for the City as a whole.

TABLE 4-2
MODEL CALIBRATION FINDINGS

	EADWF (metered) MGD	EADWF (modeled) MGD	Percent Difference (%)
Colorado Flume	4.07	4.12	101.3%
Chevy Chase Flume	3.25	3.33	102.4%
Doran Pump Station Basin	0.62	0.62	100.0%
Doran Flume	4.00	3.96	99.0%
Elk Flume	3.50	3.51	100.1%
Salem/San Fernando Flume	1.10	1.06	96.7%
Tyburn Flume	0.76	0.76	100.0%
Totals	17.30	17.36	100.3%

Note: EADWF means Existing Average Dry Weather Flows

4.3 Collection System Capacity Insufficiencies

Based upon the output from the collection system model, pipelines with insufficient capacity are identified for the scenarios identified above. These facilities are noted in the modeling file and linked to the City's GIS for graphical display purposes. The results of the hydraulic analysis identify those facilities that have inadequate hydraulic capacity for each scenario.

The existing ADWF and the future PDWF and future PWWF findings are graphically depicted for the citywide analysis on Figures 4-1 a, b, and c respectively. Due to the significant level of future flows and ongoing redevelopment activity in the downtown area/Colorado basin, the analysis results for this basin are shown separately on Figures 4-2 a, b, and c. The linear feet of pipe that does not meet the design criteria developed in Section 3 is summarized for each scenario and separated by basin in Table 4-3. The cost of improving these facilities is discussed in Section 5.

1 inch equals 5,000 feet

Pipe Design Criteria	
Diameter (in)	d/D
6	0.5
8	0.5
10	0.5
12	0.5
15	0.5
18	0.67
21	0.67
24	0.67
27	0.67
30	0.67
36	0.67
42	0.67
48	0.67
54	0.67

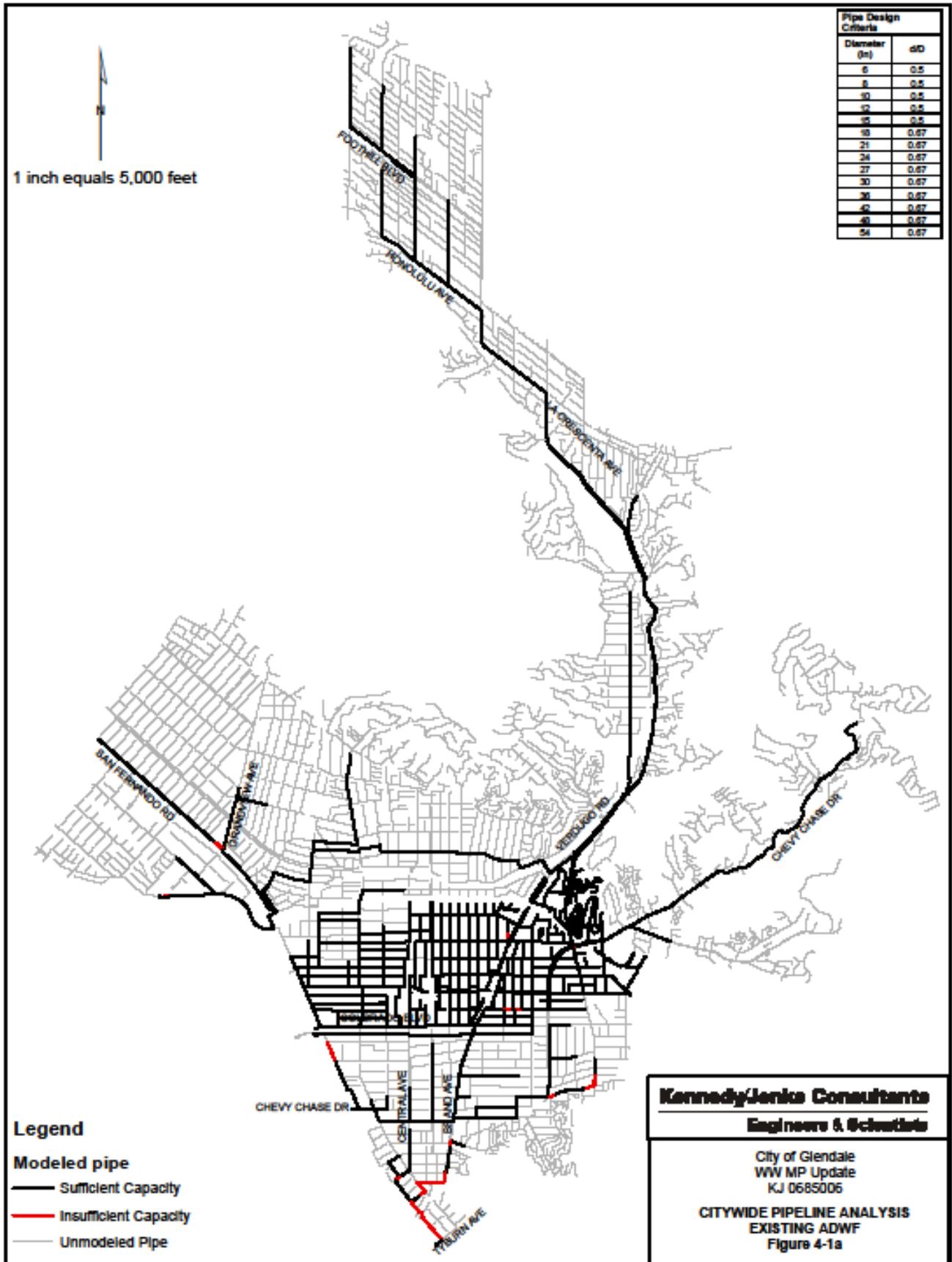
Legend

Modeled pipe

- Sufficient Capacity
- Insufficient Capacity
- Unmodeled Pipe

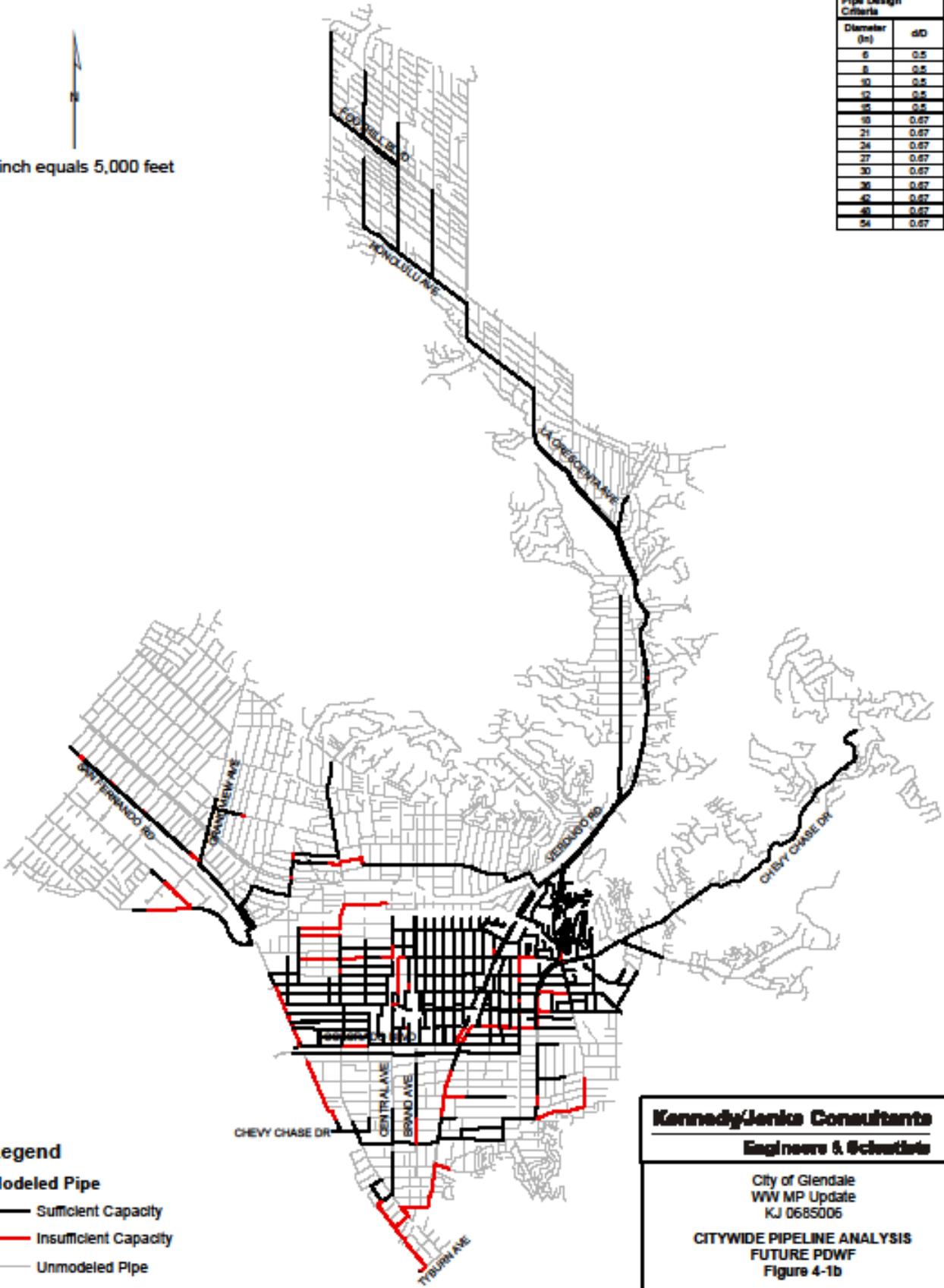
Kennedy/Jenks Consultants
Engineers & Scientists

City of Glendale
 WW MP Update
 KJ 0685006
CITYWIDE PIPELINE ANALYSIS
EXISTING ADFW
 Figure 4-1a



1 inch equals 5,000 feet

Pipe Design Criteria	
Diameter (in)	d/D
6	0.5
8	0.5
10	0.5
12	0.5
15	0.5
18	0.67
21	0.67
24	0.67
27	0.67
30	0.67
36	0.67
42	0.67
48	0.67
54	0.67

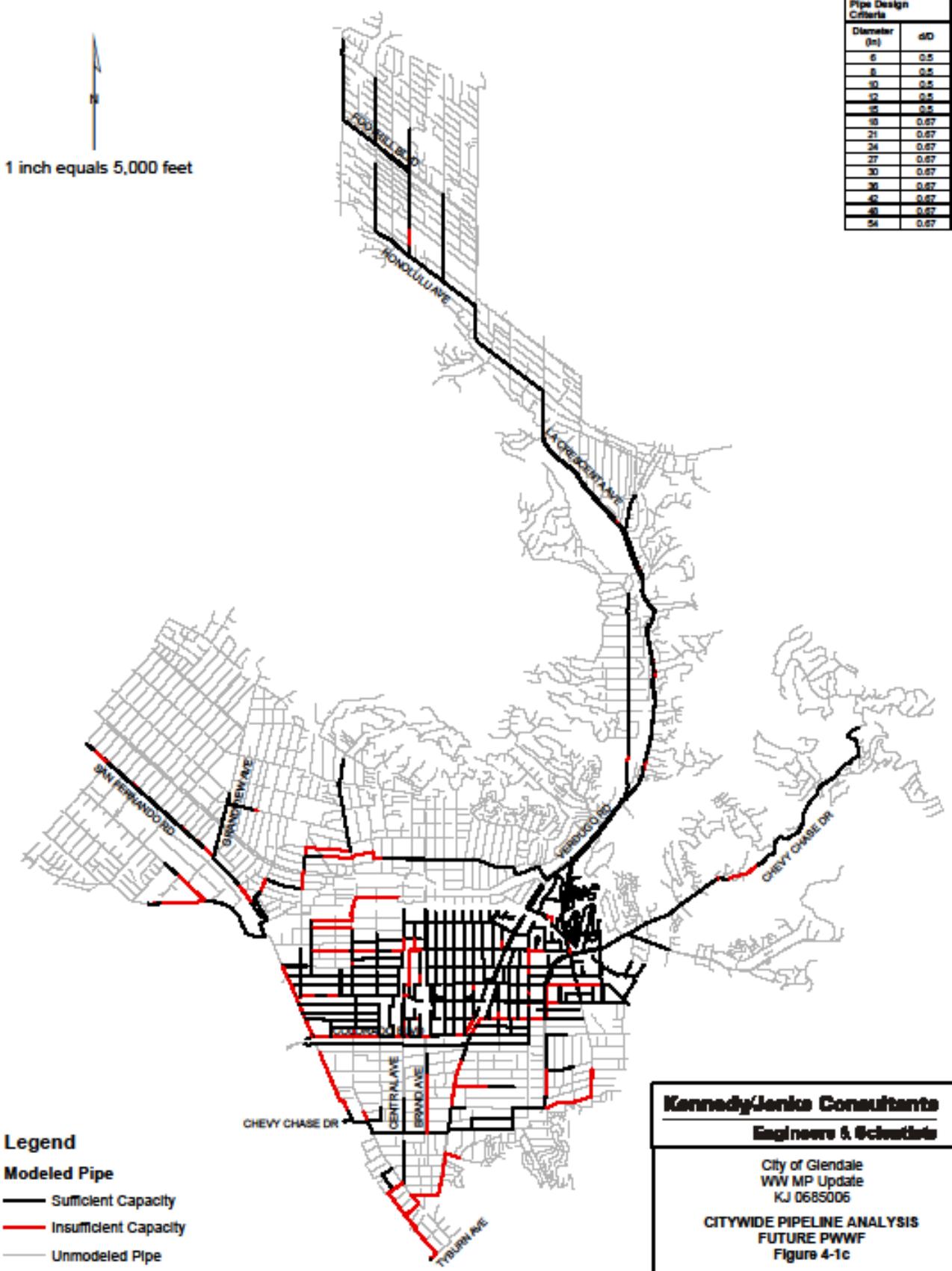


Legend
Modeled Pipe
 — Sufficient Capacity
 — Insufficient Capacity
 — Unmodeled Pipe

Kennedy/Jenks Consultants
Engineers & Scientists
 City of Glendale
 WW MP Update
 KJ 0685006
CITYWIDE PIPELINE ANALYSIS
FUTURE PDWF
Figure 4-1b

1 inch equals 5,000 feet

Pipe Design Criteria	
Diameter (in)	d/D
6	0.5
8	0.5
10	0.5
12	0.5
15	0.5
18	0.67
21	0.67
24	0.67
27	0.67
30	0.67
36	0.67
42	0.67
48	0.67
54	0.67



Legend
Modeled Pipe
 — Sufficient Capacity
 — Insufficient Capacity
 — Unmodeled Pipe

Kennedy/Jenks Consultants
Engineers & Scientists
 City of Glendale
 WW MP Update
 KJ 0685006
CITYWIDE PIPELINE ANALYSIS
FUTURE PWWF
Figure 4-1c



1 inch equals 1,250 feet

- Legend**
- Modelled Pipe
 - Sufficient Pipe
 - Insufficient Pipe

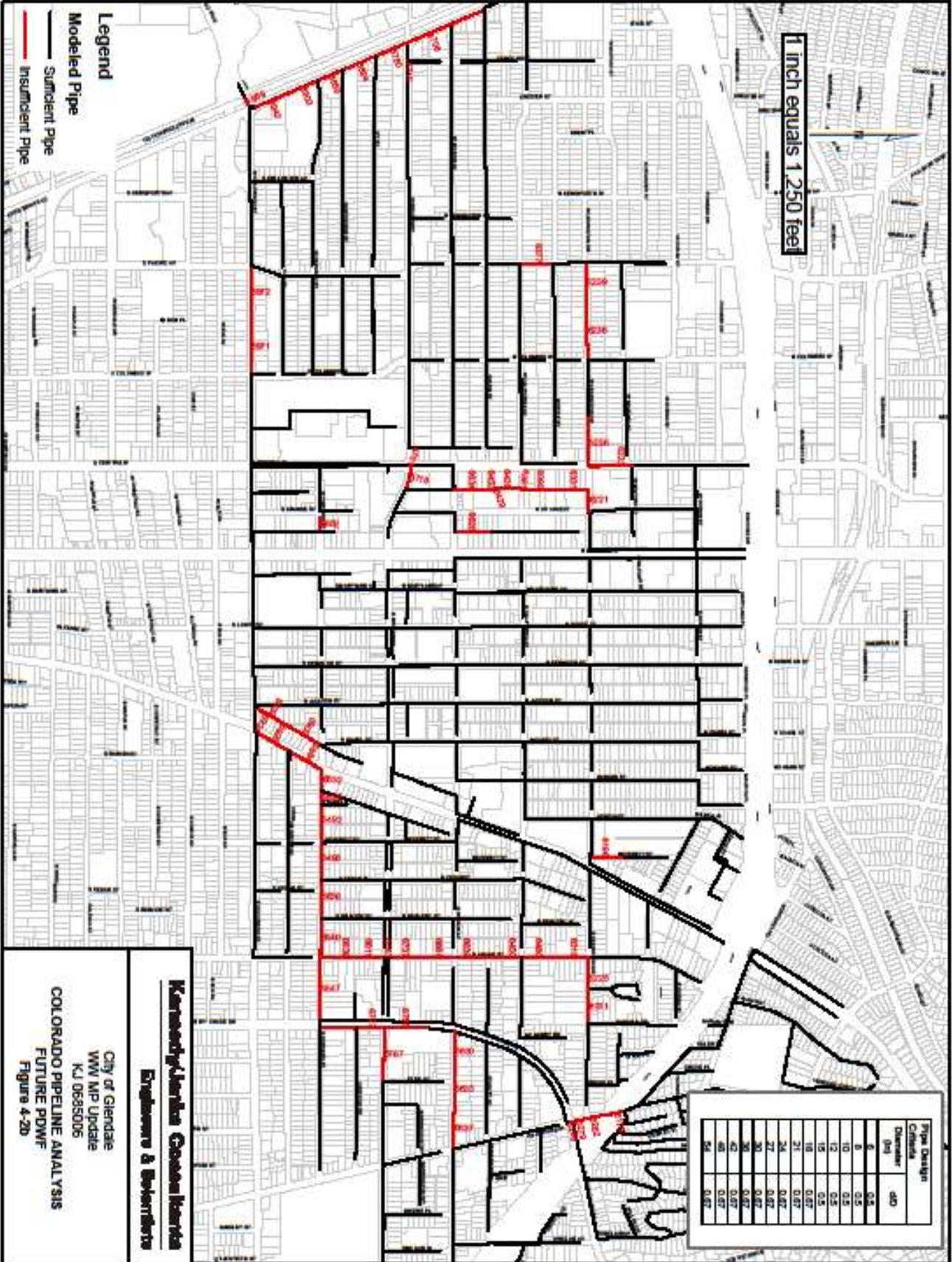
Pipe Design Criteria	DD
6	0.4
8	0.5
10	0.5
12	0.5
15	0.5
18	0.57
21	0.57
24	0.57
27	0.57
30	0.57
36	0.57
42	0.57
48	0.57
54	0.57

Kennedy/Lentz Consultants
Engineers & Scientists

City of Glendale
 WW MP Update
 KJ 0635005

COLORADO PIPELINE ANALYSIS
 EXISTING ADWF
 Figure 4-2a

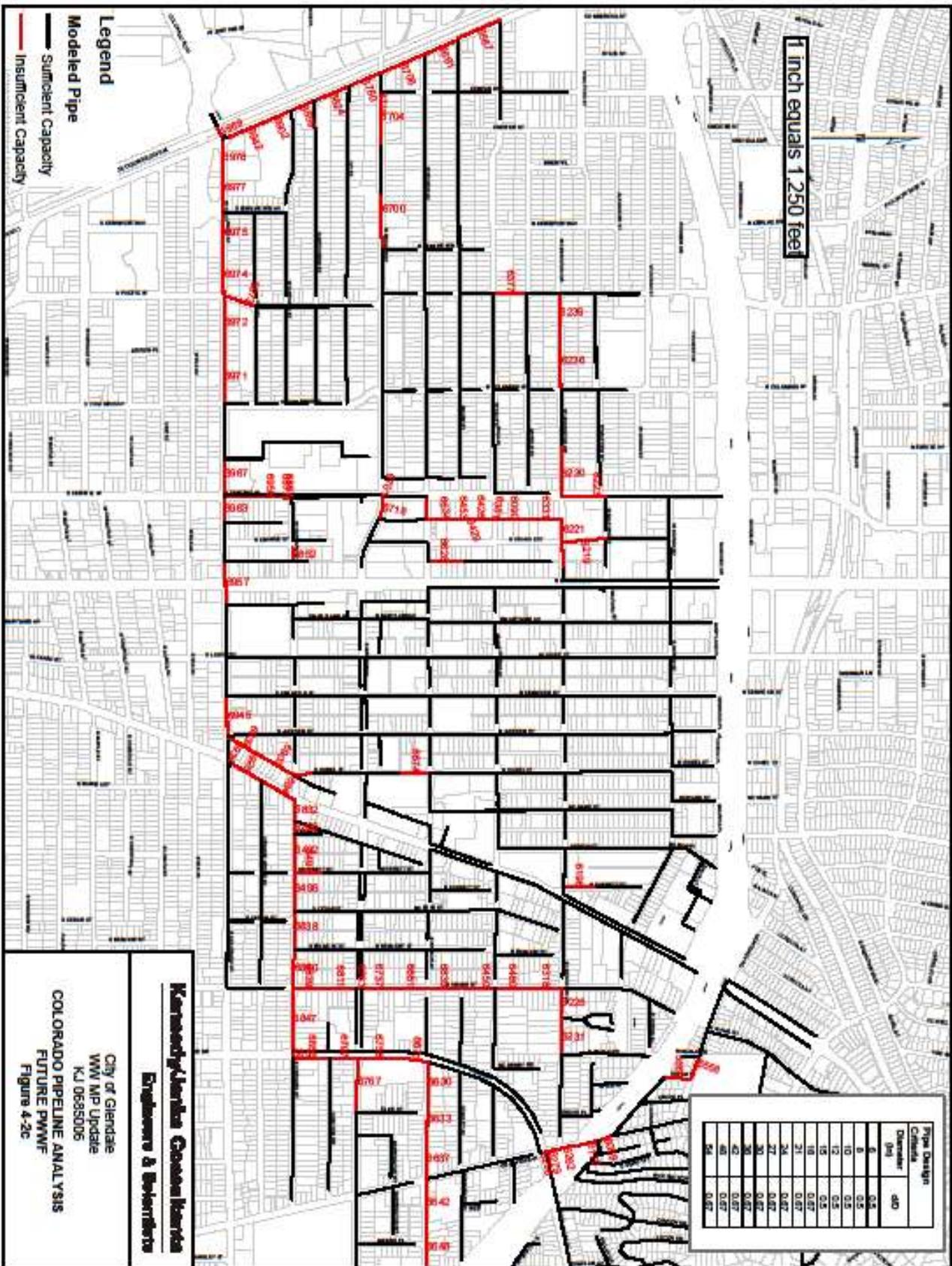
1 inch equals 1,250 feet



Legend
 Modeled Pipe
 Sufficient Pipe
 Insufficient Pipe

Pipe Design Criteria	
Criteria	400
Minimum	8
Maximum	24
Minimum	0.5
Maximum	0.5
Minimum	10
Maximum	12
Minimum	0.5
Maximum	0.5
Minimum	18
Maximum	21
Minimum	0.87
Maximum	24
Minimum	0.87
Maximum	27
Minimum	0.87
Maximum	30
Minimum	0.87
Maximum	33
Minimum	0.87
Maximum	36
Minimum	0.87
Maximum	42
Minimum	0.87
Maximum	48
Minimum	0.87
Maximum	54

Kennedy/Lambert Consultants
 Engineers & Planners
 City of Glendale
 WW MP Update
 KJ 0685005
 COLORADO PIPELINE ANALYSIS
 FUTURE PDWF
 Figure 4-2b



1 inch equals 1.250 feet

Legend

Modelled Pipe

— Sufficient Capacity

— Insufficient Capacity

Pipe Design Criteria	Coef
6	0.05
8	0.05
10	0.05
12	0.05
15	0.05
18	0.07
21	0.07
24	0.07
27	0.07
30	0.07
36	0.07
42	0.07
48	0.07
54	0.07

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Engineers & Architects

City of Glendale
 WWMP Update
 KJ 0685006

COLORADO PIPELINE ANALYSIS
 FUTURE PWWF
 Figure 4-2c

**TABLE 4-3
SUMMARY OF POTENTIAL PIPELINE IMPROVEMENTS**

	ADWF (ft)	PDWF (ft)	PWWF 5 - Yr (ft)
Existing Flow Conditions			
Colorado Flume	1,119	11,979	17,121
Chevy Chase Flume	1,934	8,667	12,109
Doran Pump Station Basin	74	979	1,756
Doran Flume	532	3,068	8,881
Elk Flume	0	0	2,878
Salem/San Fernando Flume	0	4,561	5,686
Tyburn Flume	5,083	8,393	8,846
Feet of Existing Deficient Pipe	8,741	37,648	57,278
Future Flow Conditions			
Colorado Flume	3,611	19,291	28,456
Chevy Chase Flume	2,104	9,525	12,512
Doran Pump Station Basin	967	3,178	3,178
Doran Flume	532	4,270	10,315
Elk Flume	0	112	3,781
Salem/San Fernando Flume	2,541	7,319	7,319
Tyburn Flume	5,494	8,393	8,846
Feet of Future Deficient Pipe	18,351	52,088	74,407

Note: Criteria is per Table 3-4: 0.67 d/D for 18" and greater, 0.5 d/D for < 18". Length of potentially deficient pipe per scenario is the total length that does not meet the design criteria under each scenario's loading conditions.

As shown, there is a substantial increase in the length of pipe that does not meet the design criteria under both existing and future peak wet weather conditions, with a high percentage of these facilities located in the Colorado basin. Since this basin is projected to incur a substantial increase in additional future flows, these facilities should be of high priority. While the determination of actual footage to be improved may vary during pre-design when other pipe improvement considerations are included, the projection provides a framework for the magnitude of the City's potential pipeline improvement program requirements.

4.4 Doran Pump Station Evaluation

To assess the configuration, condition, and capacity of the existing pumping station, Kennedy/Jenks conducted a field assessment of the lift station on 6 December 2006. This assessment was performed during a scheduled shutdown related to replacement of the 18" Fairmont Avenue Sewer Main with a new 27" main north of the Verdugo Wash. Interviews with the City of Glendale's operations staff were conducted and additional information to support the evaluation included construction drawings of the 1982 upgrade, schematics of the lift station operations provided by the City, and information provided by Flo-Systems, Inc., the contractor to the City of Glendale for the maintenance of the lift station.

4.4.1 Lift Station Capacity

As discussed in the accompanying pipeline evaluation, future development north of the lift station will generate a peak flow of approximately 3 MGD. This flow value exceeds the estimated 2.5 MGD firm capacity for this facility, as well as the capacity of the existing 18" pipe beneath the Verdugo Channel feeding the lift station. These projected flows will also exceed the operational capacity of the existing wet well configuration, not because of the wet well's size, but because of the limited relative elevations between the bottom of wet well and the invert of the 18" influent pipe. This differential does not provide the required active volume in the wet well without immersing the influent line and backing up flow in the 18-inch line, and the manhole and Fairmont Avenue sewer main north of the Verdugo Channel. The minimum depth between the influent pipe invert and the bottom of the wet well also restricts the emergency storage capacity of the wet well which, by some operational criteria, requires wet well emergency storage of an hour or more of flow without submerging upstream facilities.

In addition to the impact on the influent and wet well facilities, the capacity of the existing wet well pumps will also be exceeded when these projected future flows are realized, requiring that the pump capacities be increased to approximately 1,500 gpm rather than the existing 1,150 gpm. Flo-Systems reports that the existing pump capacities can not be increased with new impellers.

Because of these capacity issues, future improvements will need to consider upsizing the 18" influent piping, increasing wet well operational and emergency storage capacity by lowering the wet well invert elevation several feet, and upgrading the pump capacities. Implementation of these improvements to the existing facility, especially the increase in storage capacity, does not appear to be practical or feasible. As such, this finding suggests that a better alternative would be to construct a new, properly equipped and technically current lift station. Upsizing the 18" influent will require significant excavation and work on both sides of the Verdugo Channel providing additional rationale for the construction of a new lift station at that time.

4.4.2 General Observations

During the shut down, the City conducted miscellaneous improvement projects at the lift station such as wet well cleaning, check valve replacements, replacement of electric seals in lower level fixtures, and other miscellaneous maintenance activities that can only be completed when the wet well is drained. During this shut down, flow was being bypassed around the lift station. Due to this shutdown however, it was not possible to observe the pumps in operational mode. A magnetic flow meter, previously metering discharge flow from the wet well pumps, has been removed from the pump station piping. As a result, there are no recent records of pump flows from the lift station itself.

The lift station is generally in good structural condition, the mechanical ventilation systems meets the required 12 air changes per hour, the emergency power system is operational though not as reliable as would be expected, the pumps are all operational and were recently (2004) rebuilt and underwent impeller replacements, and the motor control center is working but antiquated. Several deficiencies addressed in the 1998 Wastewater Master Plan have been corrected or improved yet there are certain features that need to be considered to improve safety issues, operational efficiencies, and the long term life and operation of the station. The

construction schedule for construction of a new lift station, if selected by the City, will impact the extent and need of some of the following, suggested improvements.

4.4.3 Safety and Security

Significant safety issues exist in the lift station that should be addressed regardless of the timing of major lift station improvements or replacement in the future.

1. Replace ladders accessing the dry well. While these ladders are hinged to provide clear access the entire depth of the stair well for planned equipment removal, they are not all connected or adequately designed for emergency rescue. Unless the ladders are moved by hand to clear the stairwell structure, which would not be appropriate during an emergency situation, these ladders block clear removal via safety hoist of anyone needing rescue from the lower levels of the dry well.
2. Install gas detection system and alarm including sensors for methane, oxygen deficiency and hydrogen sulfide (H₂S).
3. Connect new gas detection system to ventilation system controls.
4. Install 7 foot high chain link fence and double gate with helical razor ribbon topping at south property line and along top of Los Angeles River and Verdugo Channel walls. Existing fencing along the flood channel walls is not secure due to existing climbing rungs in the wall of the Los Angeles River channel. Moreover, the low, dilapidated condition of the existing fence provides additional site security and safety issues.
5. Install removable railings around access hatches in dry well for use when hatches are open for the removal of equipment.
6. Install permanent ladder and access hatch to building roof from inside the secured building to avoid the use of portable, temporary ladders when accessing ventilation equipment on the roof.

4.4.4 Structure

Though the pump station is structurally in reasonably good condition, the following improvements should be considered:

1. Remove and replace the wet well floor and wall liner that has bubbled up in several locations, repair damaged wet well tiles at several locations by filling broken areas with non-shrink grout to a smooth, level surface, and line the wet well walls and floor with Sancon 100 or equal.
2. Reseal wall around overflow pipe penetration.

4.4.5 Piping

During the recent shut down the check-valves were replaced in the lift station. The plug valves have not been replaced since their original installation in 1982. The following improvements should be implemented to improve operations and maintenance.

1. Install a flow meter on pump discharge header so that pumps can be more closely monitored. This will be more critical as flows increase to the lift station and these pumps continue to age.
2. Install 12-inch plug valve in bypass tumdown at approximate elevation 424. Currently, if dry well is to be flooded in an emergency, it has to be accomplished from below by working overhead to remove the 12-inch blind flange on this overflow tumdown.
3. Install 12-inch plug valves in each of the wet well discharge lines above the existing check valves at approximate elevation 424. This installation will require the raising of the discharge header at this level to allow enough height above the floor for installation of the valves.
4. Install 12-inch plug valves in wet well discharge line at approximate elevation 440.

4.4.6 Mechanical, Electrical and Controls

Much of the mechanical, electrical and control systems were installed with the 1982 improvements and therefore have experienced some loss of operational effectiveness due to their 25 plus years of operation. The equipment is antiquated and in some cases parts are not very accessible.

1. The four submersible pumps are in good operating condition and normally one pump handles the load to the lift station. These pumps are still being manufactured making replacement parts available. Due to a relatively high level of grit in the inflow, these pump impellers require replacement every three to five years. The wet well pumps were provided with special fabrication features for the original installation in the existing wet well. Increasing the flow capacity of these existing pumps would not be possible according to Flo-Systems.
2. The breaker for the sump pump in the dry well has experienced breaker overloading and shut down.
3. The ventilation system is sized to accommodate the required 12 air changes per hour and reportedly works well in keeping the lower levels well ventilated. The system is controlled manually by a hand-on switch. The noise level is high in the lower levels of the station from the air ducting which makes communications through the existing intercom system difficult.
4. Level control in the wet well is accomplished by an air bubbler system that works reliably but is limited in its range of settings.
5. The Motor Control Center is old technology and therefore replacement parts are sometimes not available.

6. The emergency generator is also 25 plus years old. It is exercised approximately four times a year. They have had problems shutting the generator off in the past and the automatic transfer switch does not work properly.

4.4.7 Conclusions and Recommendations

Making the identified improvements and corrections as discussed above will keep the lift station operating for some period of time and improve the safety for those responsible for the facility's operations and maintenance. The capacity of the lift station, however, is limited and even at current flows does not provide adequate emergency storage in the wet well without backing up flow in the 18" Verdugo Channel crossing and the manhole on the north side of the channel. While future pump replacement could increase the facilities pumping capacity, it would not accommodate the emergency storage or influent piping submersion issues.

Additionally, since replacement of the 18" piping beneath the Verdugo Channel with a new 27" pipe (or larger) will be necessary, the depth between the influent invert and the bottom of the wet well will be even less than existing due to the depth required beneath the Verdugo Channel bottom. The construction of the new influent line will require major excavation and work on both sides of the Verdugo Channel and around the existing lift station providing an opportunity for complete replacement of the facility. Based on these factors and discussions with City staff, it is recommended that this facility be scheduled for replacement.

Section 5: Wastewater System Improvement Costs

This section incorporates the findings of the previous sections and outlines the estimated costs of the potential collection system and pumping station improvements. Identified improvements are typically prioritized into a capital improvement program based on the assessment of facility condition, the hydraulic analysis under current and future loading conditions, and geographic implications for construction as well as proximity to near-term development projects. The potential capital improvement costs of the identified facilities are contained herein.

5.1 Pipeline Project Prioritization

The most common criteria used to prioritize individual pipelines showing insufficient capacity is the scenario(s) under which the insufficiency was identified. Using this criterion, a facility is essentially prioritized for replacement based on the degree of deficiency and its implicit potential for sanitary sewer overflows if not improved. Using this capacity basis, the City would prioritize the deficiencies from 1 (highest priority) to 5 (lowest priority) using a typical capacity prioritization criterion. Below are the typical criteria used for to prioritize system improvements based on capacity considerations.

Pipeline Capacity Considerations

- Pipelines identified under Existing ADWF should receive the highest priority.
- Pipelines identified under Existing PDWF should be prioritized higher than those identified only under Existing PWWF.
- Pipelines identified under future scenarios should be prioritized in the same hierarchy as above, albeit with a lower priority than those pipes that were identified in existing scenarios.
- While not specifically a capacity concern, upsizing facilities to create a common pipe diameter is often an element of the pipeline capacity design consideration within a particular pipeline service area.

In addition to the pipeline's physical capacity factors derived above, the City should consider integrating several additional economic, environmental, and social criteria in the prioritization process to more effectively manage its wastewater system. These additional considerations often include both the risk and consequences of facility failure and could include:

Asset Management Considerations

- Pipeline Material - Non-VCP pipelines should be prioritized higher than VCP pipes because of the shorter useful life estimated for non-VCP facilities.
- Pipeline Condition/Age - Pipelines with known inferior conditions or limited remaining useful life should be prioritized higher than facilities in good condition.

- **Operation and Maintenance Considerations** – While this element may be implicitly integrated in the pipeline material or condition factors, the need to include a factor for those facilities requiring frequent maintenance is often integrated to account for excessive maintenance costs. These facilities may also be more apt to cause a sanitary sewer overflow (SSO) event if maintenance is neglected. Safety consideration may also be integrated in this factor.
- **New Development Considerations** – This element of facility planning is also capacity related, without a pipeline specific new development trigger. As such, additional weighting should be considered for facilities subject to capacity constraints from development upstream. The financial obligations of the City and/or the new development should also be a component of the prioritization process.
- **Infrastructure Coordination** - Pipelines in City streets that are scheduled for resurfacing and/or are scheduled for other infrastructure improvements should be prioritized to minimize community disruption and save overall City costs.
- **Environmental/Social** – Facilities whose failure or potential for sanitary sewer overflows would cause substantial environmental damages, adverse public sentiment, and/or other local social consequences should be included as criticality factors that may influence the prioritization of limited capital funds. These criticality factors can have both an economic and non-economic component.

While these asset management considerations are important strategies in the development and implementation of a prioritized capital improvement program, the breadth of this Master Plan Update is limited to the capacity considerations derived above. The pipeline improvements reflected in the following section are limited to the cost of improvement. If appropriate, the prioritization criteria can be modified and integrated in the Final Master Plan Report or in subsequent ongoing in-house infrastructure planning efforts.

5.2 Prioritized Capital Improvement Program

Pipeline improvement costs are derived by correlating the unit cost derived in Section 3 with the length and upsized diameter of each facility with potential insufficient capacity to be improved. The summary of pipeline improvement costs for each scenario is shown in Table 5-1. Upon acceptance of final capacity criteria derived in Section 5.1, pipeline segments can be prioritized and projects created for final pre-design, design and effective construction management.

In addition to these pipeline improvements, the evaluation in Section 4 indicated a general need to schedule for the replacement of the Doran Lift Station. The estimated cost for the replacement of this facility is estimated at approximately \$6 to 7 million, depending on existing foundation conditions and other factors at the time of construction. Additionally, the estimated cost to construct a new 27-inch pipeline under the wash is estimated to cost an additional \$700,000.

As discussed with City staff, there are a number of factors still outstanding with the long-term strategy for this facility that may affect the final costs and disposition of this facility. These factors include:

- timing and magnitude of the additional flows from the Disney GC3 complex,
- ability to rehabilitate or replace Doran and the associated 18-inch influent pipeline at its exiting location to meet the ultimate demands, and
- potential relocation of this facility northwest of the Verdugo Wash on the Power Plant site and the construction of a new pipeline over the wash to eliminate the current 18-inch siphon under the wash.

In consideration of these factors the City has programmed for the pre-design evaluation of this facility in the coming months. This evaluation, in conjunction with the resolution of the other institutional elements, will provide additional input in the final improvement plan and cost considerations for this important wastewater facility.

**TABLE 5-1
SUMMARY OF SYSTEM IMPROVEMENT COSTS**

PIPELINE IMPROVEMENT COSTS	FPWWF (ft.) ^(a)	FPWWF (\$'s) ^(a)
Colorado Flume	28,456	11,667,400
Chevy Chase Flume	12,512	4,978,800
Doran Pump Station Basin	3,178	1,439,000
Doran Flume	10,315	4,594,600
Elk Flume	3,781	1,447,700
Salem/San Fernando Flume	7,319	2,824,100
Tyburn Flume	8,846	3,856,500
Total Length & Cost of Deficient Pipelines – Future Conditions	74,407	\$30,808,000

DORAN PUMP STATION IMPROVEMENT COSTS	Estimated Cost (\$'s)
New Doran Pump Station	7,000,000
New 27" Pipeline Under the Verdugo Wash	700,000
Total New Doran Pump Station Improvement Costs	\$7,700,000

(a) FPWWF means future peak wet weather flow conditions.

APPENDIX U

City of Glendale 10 Year Sewer CIP

City of Glendale

APPENDIX V

Internal Audit Records

City of Glendale

TABLE OF CONTENTS

Sewer System Management Plan Volume III

Appendix V – Internal Audit Records

April 2019

1. Recertification of SSMP-April 2019
2. Final report of the City's Internal Audit Division (Finance Dept.) of the City's Fats, Oils, and Grease (FOG) Program and FOG Ordinance Compliance - **February 2016**
3. Sewer System Management Plan-Biennial Audit No. 3 (Sixth Anniversary of the Plan – April 2015– **SSMP Self Audit #3**
4. Recertification SSMP – **April 2014**
5. Sewer System Management Plan-Biennial Audit No. 3 – **SSMP Self Audit #2**
6. SSMP Self-Audit Work Sheet #1 – **SSMP Self Audit #3**

**MINUTES
GLENDALE CITY COUNCIL
MAY 7, 2019**

ROLL CALL – All Present

1. CLOSED SESSION – 1:00 p.m.

- a. Conference with Legal Counsel - Pending Litigation: **Bonyadi v City of Glendale, et al., L.A.S.C Case No. 171201.**
- b. Conference with Legal Counsel – Pending Litigation: **Glendale Coalition for Better Government v. City of Glendale, L.A.S.C. Case No. BS14376; Taliaferro v. City of Glendale, L.A.S.C. Case No. BC695324.**
- c. Conference with Legal Counsel – Pending Litigation: **Yaacoubian v. City of Glendale, L.A.S.C. Case No. BC666321.**
- d. Conference with Real Property Negotiators: **Property location - City owned property at 2713 Honolulu Avenue, Glendale CA. Negotiating Parties: Armstrong Garden Centers, Avalon Investment Company, Cliffside Malibu, Heritage Housing Partners, Houk Development Company, Lab Holding LLC, LINC Housing, Metro Investments, Operation Confidence, Paseo Capital Partners, Specialized Realty, Inc. and Verdugo Hills Hospital. Agency negotiators attending the closed session are: Yasmin Beers, Roubik Golanian, Mike Garcia, Gillian van Muyden, Philip Lanzafame, Darlene Sanchez, Jennifer Hiramoto, Jay Platt, Peter Zovak and Onnig Bulanikian. Instructions to the negotiator(s) will concern the price and terms for the sale or lease of property.**
- e. Conference with Real Property Negotiators: **Property location – Portion of the rooftop of the Orange Street Garage at 232 N. Orange Street, Glendale CA. Negotiating Parties: Crown Castle USA Inc. Agency negotiators attending the closed session are: Yasmin Beers, Roubik Golanian, Mike Garcia, Gillian van Muyden, Philip Lanzafame, Darlene Sanchez, Jennifer Hiramoto, Jacqueline Sales and Dorine Martirosian. Instructions to the negotiator(s) will concern the price and terms for the lease of property.**

City Attorney Mike Garcia indicated that action is anticipated at item 1c. Council recessed to Closed Session at 1:03 p.m.

2. REGULAR BUSINESS AGENDA – 6:05 p.m.

Roll Call – All Present

- a. **Flag Salute: Council Member Sinanyan**
- b. **Invocation: Rabbi Rich Schechter, Temple Sinai of Glendale**
- c. **Report of City Clerk, re: Posting of Agenda. The Agenda for the May 7, 2019 Regular Meeting of the Glendale City Council was Posted on Thursday, May 2, 2019, on the Bulletin Board Outside City Hall.**

3. PRESENTATIONS AND APPOINTMENTS

- a. **Agenda Preview for the Meetings of Tuesday, May 14, 2019**
Asst. City Manager Roubik Golanian provided the preview.
- b. **Proclamation Designating May 2019 as “Older Americans Month”**
Community Services Supervisor Aylin Isayan
Committee Chair Camille Levee

2. Resolution 19-43 Appropriating \$39,932

Moved: Agajanian

Seconded: Gharpetian

Vote as Follows

Ayes: Agajanian, Devine, Gharpetian, Sinanyan, Najarian
Noes: None
Absent: None
Abstain: None

e. **Director of Community Services and Parks, re: Acceptance of Adult Education Block Grant (AEBG) Funds from the Glendale Community College (GCC) to the Verdugo Workforce Development Board (VWDB) and Approval of VWDB's Funding Recommendations to the Glendale Library Arts & Culture (Library), Glendale Youth Alliance (GYA), and Jesse Holm**

1. Motion Authorizing Acceptance of AEBG Funds in the Amount of \$500,000 from the GCC, to Enable the VWDB to Distribute \$20,000 to GYA, \$49,000 to Jesse Holm, and \$20,000 to Library; Approving Award of Funds and Authorizing the City Manager to Execute all Agreements, Certifications, and Documents Necessary

Moved: Agajanian

Seconded: Gharpetian

Vote as Follows

Ayes: Agajanian, Devine, Gharpetian, Sinanyan, Najarian
Noes: None
Absent: None
Abstain: None

f. **Director of Community Services and Parks, re: Acceptance of Summer Training and Employment Program for Students (STEPS) Funds from the California Department of Rehabilitation and California's Employment Training Panel to the Verdugo Workforce Development Board (VWDB) and Approval of VWDB's Funding Recommendations to the Glendale Youth Alliance and Glendale Community College-Professional Development Center (PDC)**

1. Motion Authorizing Acceptance of STEPS Funds from the California Department of Rehabilitation and California's Employment Training Panel in the Amount of \$400,000, to Enable the VWDB to Distribute \$88,000 to the GYA, \$13,600 to the GCC-PDC, and \$278,400 to the Foundation for California Community Colleges (FCCC); Approving Award of Funds and Authorizing the City Manager to Execute all Agreements, Certifications, and Documents Necessary

Moved: Agajanian

Seconded: Gharpetian

Vote as Follows

Ayes: Agajanian, Devine, Gharpetian, Sinanyan, Najarian
Noes: None
Absent: None
Abstain: None

2. Resolution 19-44 Appropriating \$400,000

Moved: Agajanian

Seconded: Gharpetian

Vote as Follows

Ayes: Agajanian, Devine, Gharpetian, Sinanyan, Najarian
Noes: None
Absent: None
Abstain: None

g. Director of Community Services and Parks, re: Recommendation to Approve the Verdugo Workforce Development Board's (VWDB) Local Workforce Development Plan Modification and Los Angeles Basin Regional Planning Unit's Workforce Development Plan Modification for FY 2019-21

1. Motion Approving the VWDB's Local Workforce Development Plan Modification and Los Angeles Basin Regional Planning Unit's Workforce Development Plan Modification for FY 2019-21; its Submission to the State of California's Employment Development Department and the California Workforce Development Board; and Authorizing the Mayor and the City Manager to Execute all Relevant Documents

Moved: Agajanian

Seconded: Gharpetian

Vote as Follows

Ayes: Agajanian, Devine, Gharpetian, Sinanyan, Najarian
Noes: None
Absent: None
Abstain: None

h. General Manager of Glendale Water and Power, re: Adopt Specification Number 3816 – Asbestos and Hazardous Materials Abatement for Grayson Power Plant

1. Resolution 19-45 Adopting Specification No. 3816; and Directing the City Clerk to Advertise for Bids

Moved: Agajanian

Seconded: Gharpetian

Vote as Follows

Ayes: Agajanian, Devine, Gharpetian, Sinanyan, Najarian
Noes: None
Absent: None
Abstain: None

i. General Manager of Glendale Water and Power, re: Amendment to the Montrose Air Quality Services, LLC Professional Services Agreement (PSA) to Provide Continuous Monitoring Systems (CEMS) Quality Assurance Measurements, Compliance Emission Testing, and Consulting Services

1. Motion Authorizing the City Manager to Execute an Amendment to the PSA, Extending the Term for an Additional Two Years, and Increasing the Contract Amount by \$400,000 for a Not-to-Exceed Contract Amount of \$802,760

Moved: Agajanian

Seconded: Gharpetian

Vote as Follows

Ayes: Agajanian, Devine, Gharpetian, Sinanyan, Najarian
Noes: None
Absent: None
Abstain: None

Adopted
05/07/19
Agajanian/Gharpetian
All Ayes

~~YAK~~
pw

RESOLUTION NO 19-42

**A RESOLUTION OF THE COUNCIL OF THE CITY OF GLENDALE, CALIFORNIA,
RECERTIFYING A SEWER SYSTEM MANAGEMENT PLAN AND MAKING FINDINGS
THEREON.**

WHEREAS, the City of Glendale is engaged in activities necessary to effectuate the State of California Water Resources Control Board Order No. 2006-D003-DWQ ("Order") which Order entails the Statewide General Waste Discharge Requirements for sanitary sewer systems to reduce the frequency and volume of sanitary sewer overflows, improve the condition of the City's municipal sanitary sewer infrastructure and, consequently, protect the environment and natural resources; and

WHEREAS, because the City owns and operates a sanitary sewer system greater than one mile in length that collects and conveys untreated and partially treated wastewater to a publicly owned treatment facility in the State of California, the City is required to develop and implement a system-specific Sewer System Management Plan ("SSMP") in accordance with the terms of the Order; and

WHEREAS, on April 28, 2009, the Glendale City Council approved a comprehensive SSMP as required by the Order including the required provisions to provide proper and efficient management, operation and maintenance of the City's sanitary

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sewer system, while taking into consideration risk management and cost benefit analysis; and

WHEREAS, said SSMP contains a spill response plan that establishes standard procedures for immediate response to sanitary sewer overflows in a manner designed to minimize water quality impacts and potential nuisance conditions; and

WHEREAS, State regulations require that the SSMP be recertified every five (5) years following the date of the initial certification or when significant changes occur as has been the case in Glendale; and

NOW THEREFORE, BE IT RESOLVED BY THE GLENDALE CITY COUNCIL:

1. The recitals as set forth above are true and correct.
2. The City's Sewer System Management Plan dated April 2019 is hereby approved and adopted as set forth in the report of the Director of Public Works dated April 30, 2019.

Adopted this 7th day of May, 2019.



Mayor

Update of SSMP for Recertification at 10th Anniversary of Plan's Adoption

Preparation Task List

Status	Plan Component	Action	Lead Responsibility	Comments/Sub-Assigns
Comp.	Vol 1-All	Volume 1 1. Review WDR and 2013 MRP 2. Review chapters indicated for compliance. 3. make corrections and amendments 4. Forward to Orlando/Arpi for amendments to original Word Docs above Review Schedule: 4/3-4/9 Review and Revise 4/10 Draft for OU Processing 4/12 Updated Plan smoothed	John H.	About 37pgs.
Comp.	Appendix A	Appendices SSMP Organization- 1. Update "SSMP Development and Implementation Personnel" Summary Sheet 2. Insert reference sheet for MS personnel call list and remove existing- 3. Create an SSMP Organization Flow Chart	Arpi P.	1. John make corrections, add LRO's pass to Arpi for editing of electronic version. 3. John sketch for smooth by Orlando.

Status	Plan Component	Action	Lead Responsibility	Comments/Sub-Assigns
Comp.	Appendix B	<p><u>Sewer Overflow Response Plan (SORP)</u></p> <ol style="list-style-type: none"> 1. Update Agency Phone #'s 2. Review and revise process flow chart. 3. Revise SSO Reporting Flow Chart. 	John H.	<ol style="list-style-type: none"> 1. Arpi verifies and amends 2. Roy Rodriguez revises to reflect most current MRP. 3. Orlando based on revs. By John
Comp.	Appendix C	<p><u>Excerpts from the Municipal Code City of Glendale</u></p> <ol style="list-style-type: none"> 1. Verify applicable Sections current including Amendment #1' "Adding Ch. 13.34 to the Glendale Municipal Code, 1995, Relating to the prevention of FOG..." 	Orlando	<p>A copy of Amendment #1- was inserted following the April 12 Audit at direction of Maurice O. but has neither Ordinance #nor any signatures.</p>
Comp.	Appendix D	<p><u>Ordinance 5606 of the Municipal Code of the City of Glendale- An Ordinance of the C of G...adding and Amending to Certain Provisions of the Code, 1995... Relating to Trespass and Relating to Obstructing, or Impeding...City Business</u></p> <ol style="list-style-type: none"> 1. Verify current 		<p>Includes a copy of CVWD's permit to operate a trunk line w/in C of G. Was inserted following the April 12 Audit at direction of Maurice O.</p>
After 2019 Recertification	Appendix E	<p><u>Excerpt from City of LA Muni Code, 6th Ed-</u></p> <ol style="list-style-type: none"> 1. Verify current. 	Arpi P.	

Status	Plan Component	Action	Lead Responsibility	Comments/Sub-Assigns
Comp.	Appendix F	<u>Excerpts of the C of G Mini Code, Related to FOG-</u> 1. Verify current. Printed Copy dated 3/24/09. How different from Attachment #1 to Appendix C? See above.	Rick B.	
Comp.	Appendix G	<u>Restaurant List-</u> 1. Verify memo referencing location of Electronic Master. Is the doc where we say it is on the G:\Drive? 2. Print Copy of the 18-19 list and insert	John H.	1. John 2. Rod Torres
Comp.	Appendix H	<u>Sewer Trouble Spot Work list-</u> 1. Verify memo referencing location of Electronic Master. Is the doc where we say it is on the G:\Drive? 2. 12-Months Working Records in Wall File. All reviewed and initialed by supervision. 3. 36-month program records filed in WW shop Office. All others to Archive. 4. Electronic file updated for all SSO's thru March 2019. Do we need a T/S Review	John H.	1. John 2. Nery Villagran 3. Nery Villagran 4. Nery Villagran
Comp.	Appendix I	<u>FOG Outreach Documents</u> 1. Verify all three docs. Current. a. Plumber's Letter. b. Manager's Letter c. Grease Control Memo	John H.	1. Rod Torres

Status	Plan Component	Action	Lead Responsibility	Comments/Sub-Assigns
Comp.	Appendix J	<u>Sample Maps of City's Sanitary Sewer System</u> 1. Insert.	John H.	1. Roy Rodriguez generate a few color copies for inclusion
Comp.	Appendix K	<u>Sewer Line Maintenance and Inspection Form</u> 1. Verify current.	John H.	1. Roy Rodriguez
Comp.	Appendix L	<u>Restaurant Run Documentation</u> 1. Verify memo referencing location of Electronic Master Field Worksheets. Is the doc where we say it is on the G:\Drive? 2. 18-19 inspection worksheets and two (2) prior years ready for review in Crew Office.	John H.	1. John 2. & 3. Rod Torres.
Comp.	Appendix M	<u>Chemical Root Control Spreadsheet</u> 1. Verify memo referencing location of Electronic Master. Is the doc where we say it is on the G:\Drive? 2. Move to current year directory. 3. Electronic master updated through most recent treatment cycle in March 19 and break-out treatment cycles by current year.	John H.	1. & 2. John 3. Alfonso Herrera

Status	Plan Component	Action	Lead Responsibility	Comments/Sub-Assigns
Comp.	Appendix N	<u>Infrastructure Repair List</u> 1. Verify memo referencing location of Electronic Master. Is the doc where we say it is on the G:\Drive? 2. Move to current year directory.	John H.	Roy Rodriguez assisted by John H.
Comp.	Appendix O	<u>CWEA Collections Systems Maintenance Certification Handbook</u> 1. 07-08 Candidate Handbook is what we have. Obtain and install a current version.	Roy Rodriguez	Mike Flores recommendation, remove from SSMP. Not an Agency document.
Comp.	Appendix P	<u>City Specific Training and Certification</u> 1. Verify memo referencing location of Electronic Master. Is the doc where we say it is on the G:\Drive? 2. Move to current year directory. 3. Verify all program binders in shop office and up to date. 4. Bring certification records up to date through March 2019	Roy Rodriguez	1. & 2. Roy Rodriguez assisted by John H. 3. Ryan P. 4. Roy R.
Comp.	Appendix Q	<u>Operation and Maintenance of WW Collection Systems Vol. I Introduction</u> 1. Verify current except 6 th Ed is the most recent and if not replace.	Roy Rodriguez	Mike Flores recommendation, remove from SSMP. Not an Agency document.

Status	Plan Component	Action	Lead Responsibility	Comments/Sub-Assigns
Comp.	Appendix R	<u>Sewer Pipe Inventory</u> 1. Verify memo referencing location of Electronic Master. Is the doc where we say it is on the G:\Drive? 2. Move to current year directory. 3. Master Pipe Inventories located in a binder in the WW shop? Most recent quarterly available.	Roy Rodriguez	Alfonso H. update spare parts inventory to include items from 11-12 overhaul of DLS after recertification G:\ Drive access for Ryan P.
Comp.	Appendix S	<u>C of G Sanitary Sewer Manual and Standards</u> 1. Current? If not procure an up to date copy.	Roy Rodriguez	1. Obtain from Sarkis Oganessian
Comp.	Appendix T	<u>Final Wastewater Master Plan Update-</u> 1. July '07 update installed in appendix. Any amendments or revisions? If so provide for inclusion.	John H.	Master Plan update in progress at time of this recertification. Install project plan after recertification.
Comp.	Appendix U	<u>City of Glendale-10 Year Sewer CIP</u> 1. Any amendments or revisions? If so provide for inclusion. 2. Need a better quality reproduction. Included one is hard to read.	John H.	Ask Edward H. for current 10-Yr. CIP

Status	Plan Component	Action	Lead Responsibility	Comments/Sub-Assigns
Comp.	Appendix V	<u>Internal Audit Records</u> 1. Verify all prior audits in place. 2. Summarize follow-up for 15-16 FOG Ordinance Audit in place of internal audit due at 8th Anniversary of Plan May 2017. 3. TOC and sub tabs for ease of reference	John H.	1. and 2. John H.
Comp.	Appendix W	<u>Regulatory Inspections and Responses</u> 1. TOC and sub tabs for ease of reference	John H.	
Comp.	Appendix X	<u>SSMP Amendments Log</u> 1. Update with all work done in preparation for this recertification.	John H.	1. Last Step. 2. Arpi resorts for newest on top with fixed headers.



**A G E N D A
GLENDALE CITY COUNCIL**

**COUNCIL CHAMBER, City Hall – 613 E Broadway, 2nd Floor
Glendale, CA 91206**

Welcome to Glendale City Hall. Meetings are broadcast live on cable channel 6 (GTV6) and rebroadcast throughout the week. Call (818) 548-4013 for program schedules. DVDs of the proceedings are available for purchase in the City Clerk's Office. Meetings are also archived on the City Website for viewing anytime at <http://www.glendaleca.gov/government/agendas-minutes>. If you have any question about matters on the agenda, or requests for assistance, please contact the City Clerk at (818) 548-2090 during regular business hours.

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MAY 7, 2019

ROLL CALL

- 1. CLOSED SESSION – 1:00 p.m.**
 - a. Conference with Legal Counsel - Pending Litigation: Bonyadi v City of Glendale, et al., L.A.S.C Case No. 171201.**
 - b. Conference with Legal Counsel – Pending Litigation: Glendale Coalition for Better Government v. City of Glendale, L.A.S.C. Case No. BS14376; Taliaferro v. City of Glendale, L.A.S.C. Case No. BC695324.**
 - c. Conference with Legal Counsel – Pending Litigation: Yaacoubian v. City of Glendale, L.A.S.C. Case No. BC666321.**
 - d. Conference with Real Property Negotiators: Property location - City owned property at 2713 Honolulu Avenue, Glendale CA. Negotiating Parties: Armstrong Garden Centers, Avalon Investment Company, Cliffside Malibu, Heritage Housing Partners, Houk Development Company, Lab Holding LLC, LINC Housing, Metro Investments, Operation Confidence, Paseo Capital Partners, Specialized Realty, Inc. and Verdugo Hills Hospital. Agency negotiators attending the closed session are: Yasmin Beers, Roubik Golanian, Mike Garcia, Gillian van Muyden, Philip Lanzafame, Darlene Sanchez, Jennifer Hiramoto, Jay Platt, Peter Zovak and Onnig Bulanikian. Instructions to the negotiator(s) will concern the price and terms for the sale or lease of property.**
 - e. Conference with Real Property Negotiators: Property location – Portion of the rooftop of the Orange Street Garage at 232 N. Orange Street, Glendale CA. Negotiating Parties: Crown Castle USA Inc. Agency negotiators attending the**

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closed session are: Yasmin Beers, Roubik Golanian, Mike Garcia, Gillian van Muyden, Philip Lanzafame, Darlene Sanchez, Jennifer Hiramoto, Jacqueline Sales and Dorine Martirosian. Instructions to the negotiator(s) will concern the price and terms for the lease of property.

2. REGULAR BUSINESS AGENDA – 6:00 p.m.

Roll Call

- a. **Flag Salute: Council Member Sinanyan**
- b. **Invocation: Rabbi Rich Schechter, Temple Sinai of Glendale**
- c. **Report of City Clerk, re: Posting of Agenda. The Agenda for the May 7, 2019 Regular Meeting of the Glendale City Council was Posted on Thursday, May 2, 2019, on the Bulletin Board Outside City Hall.**

3. PRESENTATIONS AND APPOINTMENTS

- a. **Agenda Preview for the Meetings of Tuesday, May 14, 2019**
- b. **Proclamation Designating May 2019 as "Older Americans Month"**
- c. **Proclamation Designating May 2019 as "CalFresh Awareness Month"**

4. CONSENT ITEMS (Including Minutes)

The following are Routine and May be Acted Upon by One Motion. Any Member of Council or the Audience Requesting Separate Consideration May do so by Making Such Request Before Motion is Proposed.

- a. **Minutes of the Joint City Council and Financing Authority Meeting of April 16, 2019, and Special and Regular City Council Meetings of April 30, 2019**
- b. **Director of Public Works, re: Approval of the Final Map of Tract No. 74298, for a 12-unit Condominium Subdivision, at 330-334 Salem Street**
 1. Resolution Approving the Final Map of Tract No. 74298
- c. **Director of Public Works, re: Recertification of the City's Sewer System Management Plan as Required by the State of California**
 1. Resolution Approving the Recertification
- d. **Director of Public Works, re: Consulting Services to Evaluate and Develop a Fleet Services Strategic Plan**
 1. Motion Awarding a Professional Services Agreement to Evaluate and Develop a Fleet Services Strategic Plan to Mercury Associates, Inc. in the Not-to-Exceed Amount of \$89,932 and Rejecting All Other Proposals
 2. Resolution Appropriating \$39,932
- e. **Director of Community Services and Parks, re: Acceptance of Adult Education Block Grant (AEBG) Funds from the Glendale Community College (GCC) to the Verdugo Workforce Development Board (VWDB) and Approval of VWDB's Funding Recommendations to the Glendale Library Arts & Culture (Library), Glendale Youth Alliance (GYA), and Jesse Holm**
 1. Motion Authorizing Acceptance of AEBG Funds in the Amount of \$500,000 from the GCC, to Enable the VWDB to Distribute \$20,000 to GYA, \$49,000 to Jesse Holm, and \$20,000 to Library; Approving Award of Funds and Authorizing the City Manager to Execute all Agreements, Certifications, and Documents Necessary
- f. **Director of Community Services and Parks, re: Acceptance of Summer Training and Employment Program for Students (STEPS) Funds from the California Department of Rehabilitation and California's Employment Training Panel to the Verdugo Workforce Development Board (VWDB) and Approval of VWDB's Funding Recommendations to the Glendale Youth Alliance and Glendale Community College-Professional Development Center (PDC)**
 1. Motion Authorizing Acceptance of STEPS Funds from the California Department of Rehabilitation and California's Employment Training Panel in the Amount of \$400,000, to Enable the VWDB to Distribute \$88,000 to the GYA, \$13,600 to the

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GCC-PDC, and \$278,400 to the Foundation for California Community Colleges (FCCC); Approving Award of Funds and Authorizing the City Manager to Execute all Agreements, Certifications, and Documents Necessary

2. Resolution Appropriating \$400,000

g. Director of Community Services and Parks, re: Recommendation to Approve the Verdugo Workforce Development Board's (VWDB) Local Workforce Development Plan Modification and Los Angeles Basin Regional Planning Unit's Workforce Development Plan Modification for FY 2019-21

1. Motion Approving the VWDB's Local Workforce Development Plan Modification and Los Angeles Basin Regional Planning Unit's Workforce Development Plan Modification for FY 2019-21; its Submission to the State of California's Employment Development Department and the California Workforce Development Board; and Authorizing the Mayor and the City Manager to Execute all Relevant Documents

h. General Manager of Glendale Water and Power, re: Adopt Specification Number 3816 – Asbestos and Hazardous Materials Abatement for Grayson Power Plant

1. Resolution Adopting Specification No. 3816; and Directing the City Clerk to Advertise for Bids

i. General Manager of Glendale Water and Power, re: Amendment to the Montrose Air Quality Services, LLC Professional Services Agreement (PSA) to Provide Continuous Monitoring Systems (CEMS) Quality Assurance Measurements, Compliance Emission Testing, and Consulting Services

1. Motion Authorizing the City Manager to Execute an Amendment to the PSA, Extending the Term for an Additional Two Years, and Increasing the Contract Amount by \$400,000 for a Not-to-Exceed Contract Amount of \$802,760

5. CITY COUNCIL/STAFF COMMENTS

6. COMMUNITY EVENT ANNOUNCEMENTS (3-Minutes)

7. ADOPTION OF ORDINANCES

a. AN ORDINANCE TO DISESTABLISH THE ADAMS SQUARE BUSINESS IMPROVEMENT DISTRICT AND MAKING CERTAIN FINDINGS RELATED THERETO (Devine, 4/30/19)

b. FINAL INCLUSIONARY ZONING ORDINANCE, COMMERCIAL DEVELOPMENT IMPACT FEE ORDINANCE, AND RESOLUTIONS

1. An Ordinance Amending Section 4.1 0.050, Chapter 30.35, and Sections 30.40.010-30.40.040 of the Glendale Municipal Code, 1995, Relating to Establishment of a Citywide Inclusionary Housing Requirement (**Sinanyan, 4/30/19**)

2. An Ordinance Adding Chapter 4.11 of the Glendale Municipal Code, 1995, Related to Establishment of Affordable Housing Commercial Development Impact Fee (**Sinanyan, 4/30/19**)

3. Resolution Establishing an Inclusionary Housing In-Lieu Fee

4. Resolution Establishing an Affordable Housing Commercial Development Impact Fee

c. AN ORDINANCE AMENDING CHAPTERS 2.36 AND 2.62 OF THE GLENDALE MUNICIPAL CODE, 1995, PERTAINING TO SELECTION, QUALIFICATIONS, AND LIMITATIONS OF MEMBERS OF THE CITY'S BOARDS AND COMMISSIONS (Agajanian, 4/30/19)

8. ACTION ITEMS

a. City Clerk, re: 2020 Election Update and Outreach/ Education Program Proposal

1. Motion to Note and File

2. Motion Directing Staff

b. Director of Public Works and City Manager, re: Award of Contract to Western Audio Visual Inc., for the Design and Construction of the Glendale Television Channel 6 Technology (GTV6) and Space Planning Project

1. Resolution Adopting Preliminary Design, Plans, Specifications, and Contract Documents using the Design-Build Project Delivery Method
2. Motion Awarding a Design-Build Contract to Western Audio Visual, Inc., per Specification 3789, in the Amount of \$1,538,017.95, Plus a Contingency Amount of \$100,000, for a Total Not-to-Exceed Contract Amount of \$1,638,017.95, and Authorizing the City Manager to Execute the Agreement
3. Motion Amending the Professional Services Agreement with BFA, Inc., by Adding \$39,860 for their Continued Technical and Contract Compliance Support Associated with the Proposed Improvements for GTV6 for a Total Not-to-Exceed Contract Amount of \$75,450, and Authorizing the City Manager to Execute the Amendment
4. Resolution Appropriating \$993,467.95

c. General Manager of Glendale Water and Power, re: Execute an Agreement with Alliance for Cooperative Energy Services (ACES) Power Marketing LLC

1. Motion Authorizing the City Manager to Execute a Three-Year Service Schedule Agreement and Up to Two One-Year Amendments under a Master Service Agreement between ACES and Southern California Public Power Authority (SCPPA) for Real-Time Energy Trading and Related Support Services, for a Total Amount Not-to-Exceed \$4,420,416

9. HEARINGS

a. Director of Community Development, re: Public Hearing on Appeal of Design Review Board's (DRB) Approval of DRB Case No. 1723012, Located at 1633 Victory Boulevard

1. Resolution Adopting a Mitigated Negative Declaration and Mitigation and Monitoring Program for the Project
2. Motion to Sustain the DRB's Decision to Approve the DRB Application with Conditions
3. Motion to Reverse the DRB's Decision and Continue the Matter, Directing the City Attorney to Draft Findings in Support of Denial

10. REPORTS – INFORMATION

11. WRITTEN COMMUNICATIONS

12. ORAL COMMUNICATIONS (5-Minutes)

Discussion is Limited to Items NOT a Part of this Agenda. Each Speaker is Allowed 5 Minutes. Council May Question or Respond to The Speaker But There Will be no Debate or Decision. The City Manager May Refer the Matter to the Appropriate Department for Investigation and Report.

13. NEW BUSINESS

14. ADJOURNMENT

February 16, 2016

REPORT #: 2016-04

Roubik Golanian, Director
Public Works Department

Dear Roubik,

Enclosed is the final audit report for the Fats, Oils & Grease (FOG) Control Program. Internal Audit would like to thank you and your staff for the support and assistance provided to us during the audit.

Should you have any questions, please feel free to contact Natalie Minami-Valdivia or myself.

Thank you,

Eileen Donahue,
Internal Audit Manager

Enclosure

CC: Yasmin Beers, Assistant City Manager
Robert Elliot, Director of Finance
Michele Flynn, Assistant Director of Finance
Dan Hardgrove, Deputy Director
John Hicks, Wastewater Maintenance Superintendent
Scott Ochoa, City Manager
City Council
Audit Committee

REPORT #: 2016-04



Fats, Oils & Grease Control Program Audit

February 16, 2016

Background

In accordance with Internal Audit's fiscal year 2015-16 annual work plan, Internal Audit performed an audit of the City of Glendale's Fats, Oils & Grease (FOG) Control Program which is administered by the Public Works Department, Maintenance Services Division.

The FOG Control Program addresses a state law (Order No. 2006-003) requirement in an effort to reduce sanitary sewer overflows in the sewage collection systems resulting from excess grease in city sewer lines. As established in Glendale Municipal Code (GMC) 13.34, the FOG Control Program includes the following major provisions:

1. Grants Public Works staff the legal authority to inspect food service establishments and requires food establishment owners to operate and maintain accessible facilities for monitoring.
2. Establishes requirements for the installation of grease removal devices at food service establishments that meet certain criteria.
3. Requires proper cleaning and maintenance of the grease removal devices at the food service establishments.

Approximately 700 food services establishments are inspected annually by Public Works staff to verify compliance with the FOG Control Program. In addition, these FOG inspections satisfy the industrial waste permit

inspections for food service establishments under a separate program managed by the Fire Department.

Objective, Scope and Methodology

The primary objective of this audit was to assess the effectiveness of the FOG Control Program and to identify areas where efficiencies could be gained to improve operations of the program. In addition, we were asked to determine if it would be cost effective to combine the FOG Control Program at Public Works with the Industrial Waste function at Fire Department.

The audit was performed on the FOG Control Program operations over the period June 2015 through October 2015 with detailed review of the available inspections records at the Maintenance Services Division location.

In order to accomplish the audit objectives, Internal Audit performed the following:

- Reviewed the State Water Resources Control Board Order No. 2206-0003-DWQ, the City of Glendale Sewer System Management Plan updated April 2014 and the GMC 13.34, relating to the prevention and reduction of FOG.
- Conducted interviews with key Public Works, Fire, and Community Development department personnel.
- Observed the performance of FOG inspections at nine food service establishments by participating in ride-a-longs on two occasions in August 2015.

- Performed completeness and existence test work on the documentation maintained by Public Works on the results of FOG inspections at food service establishments.

performing annual FOG inspections.

We found that almost all of the FOG inspections are conducted by one employee at Public Works with another individual being cross-trained to assist with the inspection load as necessary.

Summary of Results

We gathered and evaluated information on the City's FOG Control Program. Through the test work completed, we found that the Public Works Department has an established FOG Control Program that includes annual inspections at food service establishments to ensure procedures are in place to prevent sanitary sewer overflows resulting from FOG introduction to the sanitary sewers from these facilities.

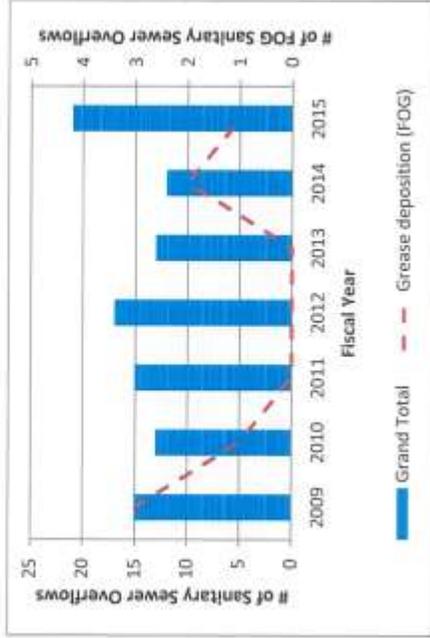
The FOG inspections are documented on a food service facility inspection form that provides a checklist of activities to indicate if the food service establishment is conforming to the requirements of the FOG Control Program which is signed and dated by the food service establishment representative and the inspector from Public Works.

Through inquiry we learned during the plan review and approval process for new construction or remodeled food service establishments the grease removal device is evaluated for compliance with the plumbing code which may allow for a pretreatment device other than a grease interceptor.

During our observation of the FOG inspection process we found that the inspector examines the FOG disposal method of the food service establishments and verifies that the records for waste disposal are completed indicating proper disposal of cooking oils and maintenance of grease interceptors. As well, the inspector performs a walkthrough of the food service establishment to ensure that there are no signs of inappropriate discharge into the sanitary sewer system.

We found that Public Works has established a comprehensive list of food service establishments subject to FOG inspections with the initial listing developed from data obtained from the Los Angeles County Health Department, restaurants listed in the phone directory, and updated regularly through information provided from the Community Development Department on new businesses, the issuance of construction permits for food service establishments, and restaurants visually identified while

Through inquiry we were informed that the majority of sanitary sewer overflows in the City are the result of root intrusion. In a review of the report on sanitary sewer overflows since 2009, we found that very few have resulted from FOG in the sewer system as reflected in the graph on the following page.



the Fire Department and Public Works Department and the focus on maintenance of sewer operations and prevention of sanitary sewer overflows at Public Works the information obtained through inquiries suggests that it is more beneficial to retain the FOG Control Program under the Public Works Department.

Conclusion

Overall, we found that sanitary sewer overflows resulting from FOG in the sewer system are infrequent. Public Works has established an effective FOG Control Program that includes annual inspections of food service establishments which is complemented by other efforts in the Maintenance Services Division to detect and prevent sanitary sewer overflows within the city.

Although there is a connection between the inspections for the FOG Control Program and the monitoring of food service establishments for industrial waste disposal there is no clear benefit at this time to combine operations under one department.

As well, through the test work performed we identified areas for improvement in the effectiveness and efficiency of operations reviewed. These observations are summarized by risk rating in the chart that follows and are included in the Observation, Recommendation, and Management Response Section of this report.

In evaluating the practicality of combining the FOG Control Program at Public Works with the Industrial Waste function at the Fire Department to save costs we learned that inspection efforts are not being duplicated between the departments. Those performed by Public Works are specifically focused on FOG control aspects which also encompass the requirements of industrial waste disposal. The Fire Department is responsible for administering the industrial waste permit and monitoring function for the City which includes the processing of permit applications, collection of fees and monitoring of facilities through inspection and sampling.

Although the FOG Control Program is considered linked to industrial waste disposal monitoring, there is no sharing of revenues or separate tracking of costs for the inspections performed. Given the limited personnel resources at both

<p>Priority 1 Critical control weakness that exposes the City to a high degree of combined risks.</p>
<p>None noted.</p>
<p>Priority 2 Less than critical control weakness that exposes the City to a moderate degree of combined risks.</p>
<ul style="list-style-type: none"> o General controls are lacking. o Inspection process could be more effective. o Inspection records are not complete. o FOG and industrial waste permit inspection relationship has some shortcomings. o GMC 13.34.040 is not enforced. o Grease interceptor variances are not documented.
<p>Priority 3 Opportunity for good or better practice for improved efficiency or reduce exposure to combined risks.</p>
<ul style="list-style-type: none"> o Performance metrics have not been established or documented.

Item	Observation	Recommendation	Management Response
1.	<p>The following general control aspects of the FOG Control Program were found to be lacking:</p> <ul style="list-style-type: none"> Uniform policies and procedures and the method of inspecting food service establishments are not documented and available to train employees or to maintain consistency for FOG inspections of the food service establishments. There has been no standard monitoring or independent review, for quality control purposes, performed on the FOG inspections completed. The Food Service Facility FOG Inspection form does not easily facilitate documentation of the more important FOG Control Program elements. 	<p>It is recommended that policies and procedures be developed for the FOG Control Program operations to include the following, at a minimum:</p> <ul style="list-style-type: none"> Line by line instructions on how to properly complete the standard inspection form; including details on what needs to be inspected (i.e. maintenance records for pre-treatment devices) and when responses "Yes", "No", and/or "N/A" should be used. Responses that result in a re-inspection being scheduled. Procedure for independent review and approval of inspection forms and the practice to routinely monitor inspection activities through ride-a-longs or spot inspections at food service establishments Procedure to track follow-up inspections or follow-up on items missing on the inspection checklist. 	<p>Management agrees with the recommendation and will develop and document policies and procedures for the FOG Control Program with specific practices for the inspection process that will include an independent review component.</p> <p>Further management will re-evaluate the inspection form and make modifications to improve the layout to maintain effectiveness.</p> <p>The anticipated completion date is September 30, 2016.</p>

Priority 2

Item	Observation	Recommendation	Management Response
		<ul style="list-style-type: none"> • Checklist of items to be brought on each inspection. • Procedure for addressing noncompliance of an inspection item. • Practice to clearly document on the inspection form for any alternative pretreatment device allowed in place of a grease interceptor. • Documentation of total time spent on an inspection. <p>Finally, the FOG inspection form should be modified to allow clear documentation and layout of each FOG compliance item which includes adequate indication on compliance with the FOG program.</p>	

Item	Observation	Recommendation	Management Response
<p style="text-align: center;">Priority 2</p>	<p>2. While observing nine FOG inspections performed over a two day period Internal Audit noted the following:</p> <ul style="list-style-type: none"> • Measurement equipment was not used to verify that the combined FOG and solids accumulation did not exceed the maximum per code for the grease interceptor. • No food service establishments inspected were required to have a re-inspection, although, 2 could not provide documentation for cooking oil disposal and/or pretreatment device maintenance, 2 had records with maintenance deficiencies, and four were non-compliant with the general housekeeping requirements included within the inspection form. • Two inspection forms were not complete with a response to the question regarding – <i>grease/oil storage containers and no signs of overflowing observed.</i> 	<p>It is recommended that the Public Works management consider making improvements to the inspection process to increase effectiveness by:</p> <ul style="list-style-type: none"> • Equipping the inspector with appropriate tools and equipment for proper measurement and sampling. • Educating the food service establishment representatives on code requirements such as the employee training program documentation and locations to wash floor mats. • In combination with Observation #1, develop a method or guideline to: <ul style="list-style-type: none"> o Thoroughly document required responses on the inspection form. o Define the conditions that require re-inspection and a notice of noncompliance, including follow up actions. o Indicate the FOG compliance or noncompliance for each inspection. 	<p>Public Works management agrees with the recommendation and will perform an evaluation of the inspection process to implement the suggested items.</p> <p>The anticipated completion date is June 30, 2016.</p>

Item	Observation	Recommendation	Management Response
3.	<p>Through non-statistical sampling we selected 35 food service establishments to test for the existence and completeness of FY 2014-15 FOG inspection records. Based upon the test work, we noted the following:</p> <ul style="list-style-type: none"> • The completed inspection records for 19 (54%) of our test sample could not be located. • For 15 (43%) of the inspection records examined it was found that response fields were left blank and in 7 of these instances, critical data fields were left blank. • Deficiencies were noted in 7 (20%) of the inspection forms viewed, however there was no evidence on the form that a re-inspection was scheduled and/or a description of the required follow-up action for the deficiencies. • One inspection was completed on an outdated form. 	<p>It is recommended that the Public Works Maintenance Services management improve the process for managing and logging completed inspection forms performed for FOG inspections at food service establishments. At a minimum a regular verification should be occurring to reconcile the electronic record of the completed inspections to the hard copy files to ensure the existence of records is maintained.</p> <p>In addition, as reflected in Observation #1, an independent review process should be implemented and a policy established for follow-up on deficiencies.</p>	<p>Public Works Management agrees with the recommendation and will implement improvements to ensure the existence and completeness of inspection records.</p> <p>The anticipated completion date is June 30, 2016.</p>

Priority 2

Item	Observation	Recommendation	Management Response
4.	<p>The practice of relying on the FOG inspection to satisfy the industrial waste permit inspection at food service establishments has some shortcomings as follows:</p> <ul style="list-style-type: none"> The Fire Department does not provide Public Works with a listing of food service establishments to inspect for industrial waste discharge. As a result, there are no controls in place to ensure that all food service establishments with an Industrial Waste Permit are inspected or that all food service establishments inspected for FOG have an Industrial Waste Permit. Revenues for Industrial Waste Permit Inspection Fees from food service establishments are not allocated from the Fire Department to the Public Works Department. These revenues are recorded in the Hazardous Disposal Fund, a special revenue fund, while the costs of performing the inspections by Public Works staff are charged 	<p>It is recommended that the management of the FOG program and the Industrial Waste program work together to reconcile their listings of food service establishments in need of inspection under each program in order to identify and resolve any differences.</p> <p>Further, Public Works management and Fire Department management should reevaluate the recording of revenues and expenses for Industrial Waste Permit inspections associated with food service establishments to ensure the fees and services charged to customers are computed appropriately.</p>	<p>Management agrees with the recommendation and will work with the Fire Department to perform the following:</p> <ul style="list-style-type: none"> Establish a procedure to ensure that all food service establishments in need of an industrial waste permit inspection are appropriately included on the listing of establishments receiving an annual FOG inspection. Identify and document the relationship between the Industrial Waste Permit and the FOG Inspection and determine a means to properly match the Industrial Waste Permit fee revenues collected by the Fire Department to the Industrial Waste Permit Inspection/FOG Inspection expenses incurred by the Public Works Department.

The anticipated completion date is December 31, 2016.

Item	Observation	Recommendation	Management Response
Priority 2	<p>to the Sewer Fund, an enterprise fund. Thus, a mismatch of revenues and expenses is occurring which may impact rate calculations for industrial waste permit inspection fees and charges for services of the Sewer Fund.</p>	<p>It is recommended that the Public Works management evaluate the FOG pretreatment code requirements and either enforce the code or seek modification to allow alternative pretreatment devices that do not require a variance but meet the minimum standards of the plumbing code.</p>	<p>Management agrees with the recommendation and will submit proposed updates to the FOG pretreatment code requirements to City Council for review and approval. Upon approval of the code revision, communications will occur with individuals responsible for plan review at the Building & Safety Section to ensure requirements are enforced.</p> <p>Additionally, guidelines will be established to document the criterion used by the City to determine the pretreatment device required to be installed in a consistent manner.</p>
			<p>The anticipated completion date is December 31, 2016.</p>

Item	Observation	Recommendation	Management Response
6.	<p>Public Works does not maintain a listing of the grease interceptor variances granted to food service establishments.</p> <p>Lack of a documented record of the grease interceptor variances granted prevents the FOG Inspector from fully knowing whether or not the alternative device viewed during an inspection was formally authorized or should be noted as a deficiency and addressed as a non-compliance issue.</p>	<p>It is recommended that the Public Works management identify and document all food service establishments that do not have a grease interceptor installed per the requirements of GMC 13.34.040. This document will assist the inspector in identifying instances of noncompliance.</p>	<p>Management agrees with the recommendation and will perform the following:</p> <ul style="list-style-type: none"> Identify and document all food service establishments that do not have a grease interceptor installed during the annual FOG inspection process. Establish a procedure to document any approved variances to the FOG pretreatment device requirements.
7.	<p>No performance metrics have been established or documented to measure the effectiveness of the FOG Control Program at preventing and reducing FOG discharges by food service establishments into the City's sanitary sewer system.</p>	<p>It is recommended that the Public Works management establish performance metrics to measure the success of the FOG program at preventing and reducing FOG discharges by food service establishments into the City's sanitary sewer system.</p>	<p>The anticipated completion date is September 30, 2016.</p> <p>Management agrees with the recommendation and will establish and document performance metrics.</p> <p>The anticipated completion date is June 30, 2016.</p>

Priority 2

Priority 3

SSMP – Self Audit #3



CITY OF GLENDALE, CALIFORNIA
 Public Works Department
 MAINTENANCE SERVICES DIVISION

541 W. Chevy Chase Drive
 Glendale, California 91204-1813
 (818) 548-3950, Fax (818) 547-0637
www.ci.glendale.ca.us

Date: May 1, 2015

FILE COPY

To: Roubik Golanian, Director of Public Works
 From: Dan Hardgrove, Deputy Director of Public Works
 John N. Hicks, Wastewater Superintendent

2015 APR 28 PM 4:15
 MAINTENANCE SYS

Subject: **Sewer System Management Plan (SSMP) Audit - April 2015:
 6th Anniversary of the Plan**

Background: The City of Glendale certified its Sewer System Management Plan (SSMP) at a regular meeting of the City Council in **April 2009** in accordance with the SWRCB Order No. 2006-0003 (hereafter referred to as the WDR). The City recertified its Sewer System Management Plan (SSMP) on **April 29, 2014**, at the 5th anniversary of the plan. This internal audit of the SSMP is required by the WDR at the sixth anniversary of the plan SSMP's initial certification, April 2015. This report is organized as follows:

- I. Introduction
- II. Compliance with Monitoring and Reporting Program (MRP) Order No. WQ 2013-0058 EXEC.
- III. Ongoing Follow-up from the EPA/SWRCB Audit 4/30/12.
- IV. Ongoing Follow-up from the Last Internal Audit –September 2013.
- V. Compliance with the General Order WQ Order No. 2006-0003 Section D.13 Sewer System Management Plan
- VI. Evaluation of the Effectiveness of the Sewer System Management Plan

Street & Field Services

Street ♦ Sidewalk ♦ Forestry ♦ Sewer ♦ Storm Drains ♦ Traffic Signs ♦ Environmental ♦ Parking Meters

I. Introduction

A. Overview of SSMP Related Changes and Collection System Mods since Last Internal Audit (September 2013):

1. Significant changes to components of the SSMP:
 - a. Vol. III- Created Appendix Y- Performance Metrics
 - b. Vol. III- Created Appendix Z- Miscellaneous Documents.
 - c. Update of SSMP for Recertification at 5th Anniversary of Plan's Adoption - See preparation Task List located in Appendix V.

2. Significant changes to referenced compliance documents contained in Vol. II of the SSMP:
 - a. Overflow Emergency Response Plan (OERP) - See Preparation Task List for April 2014 Recertification, Plan Component- Appendix B, located in Appendix V for summary of changes. Note: Glendale's OERP is entitled, "Sewer Overflow Response Plan."

3. SSMP Implementation Efforts:
 - a. Responsibility for inspection of Food Service Establishments (FSE's) in connection with the City's Fats, Oils and Grease (F.O.G.) Ordinance was transferred from Public Works Administration to Public Works Maintenance Services- Wastewater Section along with the Assistant Environmental Technician who has served as primary inspector on June 1, 2014.

4. Additions and Improvements to sanitary sewer system completed:

Project Spec.	Project Name/Location	Project Type	Lineal Footage	Cost (\$)	Completion Date
2405R	Acacia Ave. Wastewater Capacity and Street Improvement Project	Capacity Improvements	1972	\$708532	10/9/2013
		Sewer Lining	757	\$24981	
		Point Repairs	0	0	
3388	Doran Pump Station Upgrade and Verdugo Crossing	Pump Station Upgrade	35	\$1,510,000	10/6/2014
		Capacity Improvements –pump station bypass	621	\$107100	
		Sewer Lining	300	\$52900	
		Point Repairs	0	0	
3490	Glendale Ave. Wastewater Capacity and Street Improvement Project	Capacity Improvements	1993	\$590007	3/10/2015
		Sewer Lining	1406	\$82954	
		Point Repairs	156	\$72772	
		Totals	7,240	\$3,149,246	

B. Additions and Improvements to sanitary sewer system planned for the coming two (2) years.

1. FY 15-16

Project Spec.	Project Name/Location	Project Type	Lineal Footage
3489	Pacific Ave. and Burchett Street Wastewater Capacity and Street Improvement Project	Capacity Improvements	945

3352	Brand Blvd. and Gardena Ave and Adjacent Sewer and Streets Improvements and Tyburn Sewer Railroad Crossing Upgrade	Capacity Improvements	5,300
3445	Chevy Chase Sewer Diversion and San Fernando Rd and Adjacent Street Improvement Project-Year 1	LAGWRP Utilization Improvement and Other Capacity Improvements	5,300

2. FY 16-17

Project Spec.	Project Name/Location	Project Type	Lineal Footage
3445	Chevy Chase Sewer Diversion and San Fernando Road and Adjacent Street Improvement Project-Year 2	LAGWRP Utilization Improvement and Other Capacity Improvements	5,300
	Verdugo Road Wastewater and Street Improvement Project	Capacity Improvements	1000

II. Compliance with Monitoring and Reporting Program (MRP)

Order No. WQ 2013-0058 EXEC

A. SSO Records:

1. 41 SSO's occurred between the 4/30/12 (SWRCB/EPA Audit) and 3/31/15. All were reviewed for compliance with Subsection E Record Keeping Requirements, item 2, SSO Records.

- a. Volume Estimates based on time agency first became aware (item of concern during the 4/30/12 audit) -For all except three (3) of the overflows, volume estimates were based on the time the City first became aware of the overflow. In three (3) instances volume estimates were potentially low because a later start time was used. The time the report of an SSO was first received was captured in only eighteen (18) of the associated service requests. **Corrective Action Required:** Provide standard verbiage for use in documenting SSO report times in the service request comments. Train office staff and Yard Attendants on use.
- b. Cal OES informed within 2 hrs. of becoming aware of a Category I overflow -only twelve (12) of twenty-five (25) Cat I SSO's were reported within the required time frame. **Corrective Action Required:** Evaluate need for a dedicated time keeper without other responsibilities on scene for all overflows.

B. SSMP Change Records:

1. All changes to the SSMP since last certification documented

Corrective Action Required: Add Capital Project Liaison Binders -- Lack of documented contractor training relative to the OERP received a note of concern on the 4/30/12 Audit. Individual project liaison notebooks for major sewer construction projects have been identified as "SSMP" documents but should be cataloged in a separate Appendix to the plan-Appendix AA. At the same time a standard table of contents (TOC) should be established for each notebook and all records purged of extraneous project documents that do not qualify as supporting documentation as outlined in the TOC.

C. Certification of CIWQS System Users:

1. Changes to authorized personnel since last Audit:

a. Elected Official or Appointee:

Roubik Golanian replaced Steve Zurn as Director Public Works. His registration as an LRO was forwarded to CIWQS Registration by Certified Mail on December 8, 2014. Mr. Zurn was removed from the "facility" from the standpoint of CIWQS.

b. Legally Responsible Official LRO's:

Roubik Golanian was registered as an LRO on 12/10/14.

c. Data Submitters:

No additions or deletions since last audit dated 9/10/13

D. SSMP Availability:

1. The CIWQS website address for the online database was made publically available to:

a. Downloadable Copy of the SSMP- While the City's SSMP is readily available on the City's website; staff was unable to access it on the Water Boards website using the general URL for CIWQS (ciwqs.waterboards.ca.gov/ciwqs/). **Corrective Action Required:** Determine procedure for accessing on the CIWQS online database, document and make publically available.

b. Critical supporting documents referenced in the SSMP available- A number of the supporting documents are working documents that cannot be accessed from outside the City's firewall.

Corrective Action Required: get method of referring inquirer to a G:/drive address for working documents approved by SWRCB.

c. Proof of local governing board approval

Action Required: Verify that documentation of City Council Approval of most recent certification of plan (April 2014) included with both City's and SWRCB's electronic copies of the plan

**III. Ongoing Follow-up from the EPA/SWRCB
Audit 4/30/12.**

Notice of Violation (NOV) - Section	Section Items - Deficiency or Concern	Status
SSO Reporting and Documentation-	11) <u>Late Reports to OES</u> Since the 4/30/12 Audit: 25 Category 1's requiring a report. <ul style="list-style-type: none"> • 12 met the standard of ≤ 120 mins. • 13 did not. 	Remains a deficiency- see Corrective Action Required for Item II.A.1.b above
Operations and Maintenance	2) Paper based record system.	City Works WO Module implementation anticipated for FY 15-16. First step in moving away from paper based records
Operations and Maintenance	10) Failure to train operators and contractors on contents of SSM on a regular basis.	Operators- Remains a deficiency- Last operator training in August of 2012. Corrective Action Required- Schedule SSMP refresher training for key City personnel on a recurring basis of not to exceed 24months. Contractors-Corrected Contractor Liaison program in place for all major construction since Acacia Ave. Wastewater Capacity and Street Improvement Project
Operations and Maintenance	12.) SSMP did not contain procedures for inspection and testing of newly installed sewers.	Corrective Action Required- Document all Green Book and other references used for construction of new sewers.
OERP	4. e.) Plan fails to address traffic and crowd control during SSO response efforts.	Corrected - Warning signs created. Ongoing: Verify on emergency response vehicle after hours, crew supervisor's vehicle during regular hours.
Self-Audits	4.), 5.) No evidence of a formal audit at the 2nd anniversary of the plan April 2011.	Corrected – <ul style="list-style-type: none"> • 1st Audit- April 2012 (1 yr. late) • 2nd Audit- September 2013 (5 mo's late) • 3rd Audit-April 2015 (on-time)

**IV. Ongoing Follow-up from the Last Internal Audit
September 2013.**

Section	Section Items - Deficiency or Concern	Status
April 2012 Follow-up A. Significant Changes to Plan Components	3. General ignorance on the part of WW Section Staff about what is in the City's Overflow Emergency Response Plan.	Although the City has an SSO drill program to test its personnel on responding to SSO's, it needs to conduct periodic training on the contents of the OERP as well as the rest of its SSMP and the state WDR. Same Corrective Action Required as noted in Section III above.
Sept 2013 Findings A. Significant Changes to Plan Components/3.	3. Need to update text of OERP to coincide with flow chart updated August 9, 2012.	Completed April 2014

**V. Compliance with the General Order WQ Order No. 2006-0003 Section D.13
Sewer System Management Plan**

SSMP Section	Deficiencies/Concerns Identified
D.13.i Goal	None noted. See Section VI. Evaluation of the Effectiveness of the Sewer System Management Plan
D.13.ii Organization	<ol style="list-style-type: none"> 1. <u>Add an organization chart to Appendix A that satisfies D.13.ii.b-</u>"The SSMP must identify lines of authority through an organization chart or similar document with a narrative explanation." 2. <u>Amend the City of Glendale SSO Reporting Flow Chart</u> in order to satisfy requirement D.13.ii.c" The SSMP must identify the chain of communication for reporting SSOs, from receipt of a complaint or other information, <u>including the person responsible</u> for reporting SSOs to the State and Regional Water Board and other agencies if applicable.

<p>D.13.iii Legal Authority</p>	<ol style="list-style-type: none"> 1. Following Appendices of the SSMP support D.13.iii: <ul style="list-style-type: none"> C- <u>Excerpts from Muni Code of the City of Glendale, CA- Ch 13.40 Sewer System.</u>ii. Ch. 13.34 relating to FOG. D- <u>Excerpts from Muni Code of the City of Glendale, CA-</u> <ol style="list-style-type: none"> i. Ordinance 5606- relating to trespass and obstructing or impeding...City Business. ii. CVWD Encroachment Permit. E- <u>Excerpts from the City of LA Muni Code, 6thEd.</u> <ol style="list-style-type: none"> i. General Provisions. ii. Article 4. F- <u>Excerpts from Muni Code of the City of Glendale, CA-</u> <ol style="list-style-type: none"> i. Ch. 13.34 relating to FOG. ii. Ch. 13.40 Sewer System. 2. <u>Appendices C and F appear to be redundant. Remove one or the other.</u> 3. <u>Appendix E most recent version verification needed.</u>
<p>D.13.iv Operation and Maintenance Program</p>	<ol style="list-style-type: none"> a) <u>Maintain an up to date map of the sanitary sewer system.</u> <ol style="list-style-type: none"> 1. <u>Formalize process for getting field identified differences from what documented in hardcopy maps to GIS data entry personnel.</u> 2. <u>Stormwater Layer within Cityworks- Amend ISD storm-water infrastructure database using LA County info as part of the City Works W.O. implementation effort.</u> b) <u>Routine Preventive Maintenance Activities</u> <ol style="list-style-type: none"> 1. <u>City's system of scheduling preventive maintenance cleaning activities and documenting completion is not W.O. based and thus is not easily auditable by a reviewer from outside the organization.</u>

	<p>c) <u>Rehabilitation and Replacement Plans-</u></p> <ol style="list-style-type: none"> 1. The Sewer System Master Plan capital objectives are based on the long term capacity needs of the system. The City does not currently have a system for ranking the condition of existing sewer pipes and scheduling for rehabilitation. 2. The SSMP does not discuss how funds needed for the short and long-term capital improvements will be secured. <p>d) <u>Regular Training on Sanitary Sewer System Ops and Maintenance-</u></p> <ol style="list-style-type: none"> 1. Classroom refresher training on the WDR, SSMP and OERP are still not happening on a regular basis. Schedule every other year for the month of May. <p>e) <u>Equipment and Replacement Parts and Inventories-</u></p> <ol style="list-style-type: none"> 1. Wastewater Section spares list does not differentiate between "critical" replacement parts and all other items on the list -Ex. Mechanical seal rebuild kits for main pumps at Doran Sanitary Lift Station should be designated as critical spares.
<p>D.13.v Design and Performance Provisions</p>	<p>b) <u>Procedures and standards for inspecting and testing installation of new sewers-</u></p> <ol style="list-style-type: none"> 1. See deficiency from 4-30-12 EPA/SWRCB Audit, in Section III. of this audit.
<p>D.13.vi Overflow Emergency Response Plan</p>	<p>c) <u>Procedures to ensure prompt notification to regulatory officials-</u></p> <ol style="list-style-type: none"> 1. Amend OERP to identify officials who will receive "immediate" notification (sequence below): <ol style="list-style-type: none"> a. WW Superintendent-Hicks b. Deputy Director PW-Hardgrove c. Director PW-Golianian d. Sr. Civil Engineer-Chew e. Enviro Programs Admin.-Ollataguerre

D. 13.vii. FOG Control Program	<ul style="list-style-type: none"> a) Need an implementation plan and schedule for a public education outreach program promoting proper FOG disposal for the residential "side" of the sanitary sewer system service area (SSSSA). b) List of acceptable disposal facilities and/or additional facilities within the SSSSA. e) Document Transfer of FOG generator inspection program to Public Works Maintenance Services from Public Works Administration g) Development and implementation of source control measures for all sources of FOG for each section identified in (f) above [City of Glendale Restaurant Run Program]
D. 13.viii. System Evaluation and Capacity Assurance Plan (SECAP)	d) A schedule of completion dates for the current Capital Improvement Plan (CIP) was not reviewed at the 5 th Anniversary rewrite/update of the SSMP (April 2014) as required
D. 13.ix Monitoring, Measurement and Program Modifications	<ul style="list-style-type: none"> b) Monitor implementation of and where appropriate measure the effectiveness of each element of the SSMP. <u>Evaluate</u> which if any of the individual sections of the SSMP require monitoring for effectiveness not otherwise provided in one of the existing performance metrics being tracked. e) <u>Identify and illustrate SSO locations- 5 year SSO History pin-map in WW Maintenance shop</u> needs to be replaced with a fresh map. Existing is faded almost beyond recognition. IP
D. 13.x SSMP Program Audits	<p>None.</p> <p>Note: This is the first audit to focus on evaluating the effectiveness of the SSMP and the City's compliance with the SSMP requirements identified in subsection (D.13) of General Order WQ Order No. 2006-0003</p>
D. 13.xi Communication Program	<ul style="list-style-type: none"> 1. <u>Performance of the SSMP need to be communicated to the community.</u> 2. <u>Document key tributary band satellite system personnel in SSMP section D.13.ii-Organization.</u> <ul style="list-style-type: none"> a. Satellite - Crescenta Valley Water District. b. Tributary - City of Los Angeles

VI. Evaluation of the Effectiveness of the Sewer System Management Plan

- A. Criteria for Evaluation- Reference the Goals of the SSMP - The City established the following goals during the development of this SSMP:

City of Glendale Sewer System Management Plan April 2014

1. Ensure those responsible for accomplishing this mission are available to achieve it by reducing the number of work hours lost to accidents and mishaps, through proper selection and training of personnel and safe execution of all maintenance activities.
2. Eliminate preventable sanitary sewer overflows that close down beaches.
3. Minimize preventable sanitary sewer overflows.
4. Reduce gallons of sanitary sewage that contact water ways from preventable sanitary sewer overflows.
5. Increase ratio of Preventive maintenance expenditure to emergency maintenance expenditure.
6. Optimize use of post-work inspection.
7. Protect the City's large investment in the sanitary sewer collection system. Extend the system's useful life by proactively correcting structural deficiencies identified during the course of all preventive maintenance activities.
8. Reduce reporting compliance errors to zero.

B. Effectiveness of the SSMP:

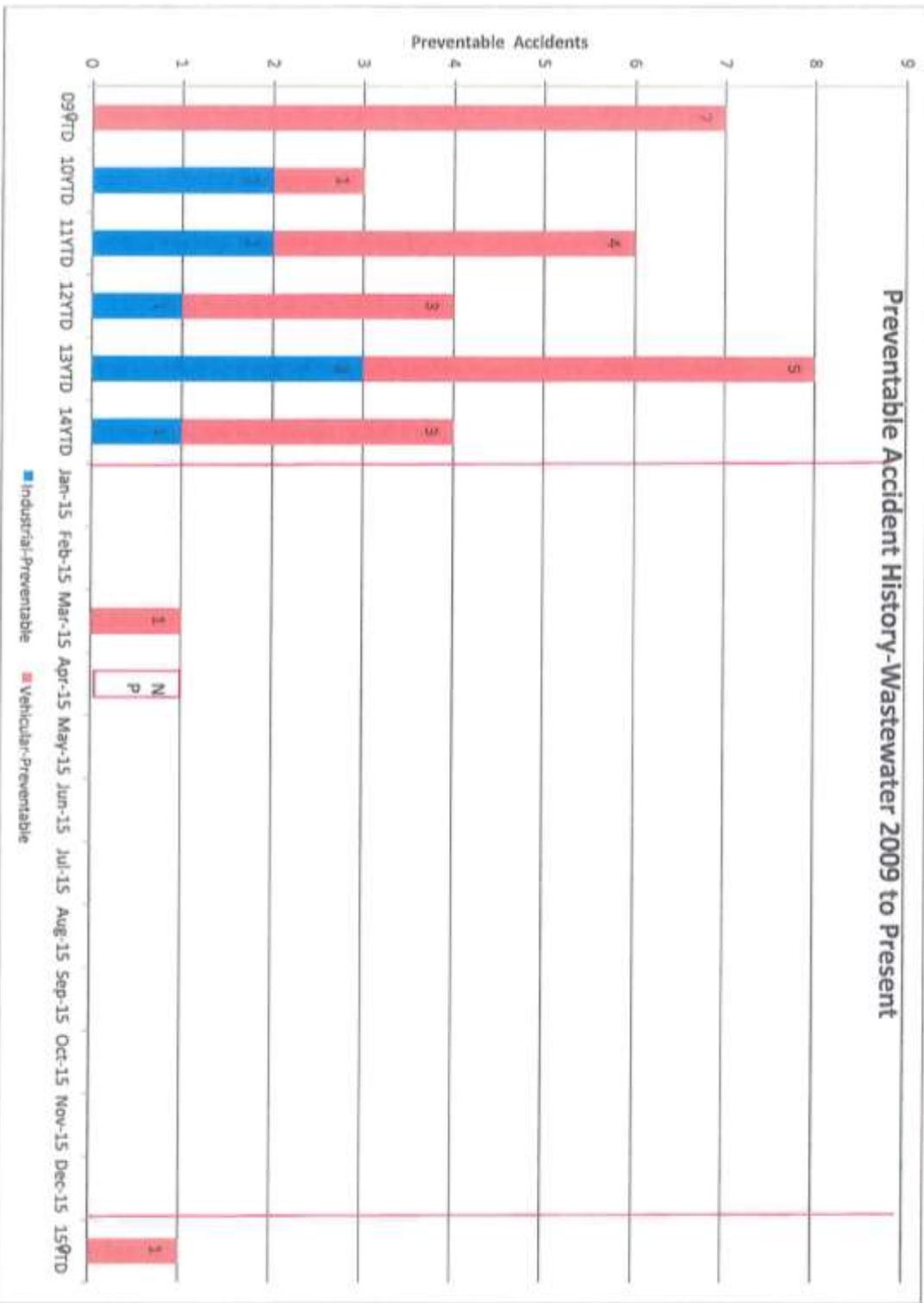
SSMP Goal No.	Assessment Of Effectiveness-April 2015-6th Anniversary of the Plan
1.	<p>Ensure those responsible for accomplishing this mission are available to achieve it by reducing the number of work hours lost to accidents and mishaps, through proper selection and training of personnel and safe execution of all maintenance activities-</p> <p>Assessment: EFFECTIVE</p> <p>Keeping highly skilled wastewater maintenance personnel safe is more important than ever in the aftermath of headcount constraints made necessary in the aftermath of the Great Recession. Since implementation of the plan in April of 2009 and in spite of the loss of one (1) of four (4) sanitary line running crews and the resultant increase in productivity expected of the three (3) remaining crews, the City's Wastewater Section has averaged 1.5 preventable industrial accidents per calendar year. (See Attachment No. 1)</p>
2.	<p>Eliminate preventable sanitary sewer overflows that close down beaches-</p> <p>Assessment: EFFECTIVE.</p> <p>No City of Glendale SSO has resulted in a beach closure since June of 2008, prior to implementation of the plan.</p>
3.	<p>Minimize preventable sanitary sewer overflows-</p> <p>Assessment: EFFECTIVE</p> <p>The SSO rate has remained between 3.0 and 5.0 SSO's per 100-miles of sanitary sewers since implementation of the plan in the Spring of 2009 (See Attachment No. 2). Comments for Goal No. 5 apply here as well.</p>
4.	<p>Reduce gallons of sanitary sewage that contact water ways from preventable sanitary sewer overflows-</p> <p>Assessment: MARGINALLY EFFECTIVE</p> <p>Volume lost to waters of the state has varied since implementation, however since implementation of an after normal working hours, standby response program in May of 2010 the City's recovery percentage for Category 1 SSO's has increased from approximately 30% to between 45% and 50% (See Attachments No. 3. and 4).</p>

5.	<p>Increase ratio of Preventive maintenance expenditure to emergency maintenance expenditure-</p> <p>Assessment: DECLINING EFFECTIVENESS</p> <p>A review of sanitary collection system performance metrics indicates a slowly rising SSO Rate beginning in the spring of 2013, approximately two (2) years ago. This correlates very nearly to an overall reduction in sanitary system cleaning production over the same time period from peak production levels in 2011 and 2012. Conversely, the SSO Rate fell slowly during those same peak cleaning production years when productivity was steady at 1.77 million lineal feet per year (See Attachments No. 2 and 5).</p>
6.	<p>Optimize use of post-work inspection-</p> <p>Assessment: EFFECTIVE</p> <p>A post-work inspection rate of between 4% and 18% of total cleaning footage has been in place since implementation of the plan. Optimum performance appears to be achieved between approximately 8% and 10% of total cleaning footage. The current weekly spot checking goal of 2500 LF is based on this experience (See Attachment No. 6).</p>
7.	<p>Protect the City's large investment in the sanitary sewer collection system. Extend the system's useful life by proactively correcting structural deficiencies identified during the course of all preventive maintenance activities-</p> <p>Assessment: EFFECTIVE</p> <p>The City has aggressively pursued the correction of system deficiencies identified during routine preventive maintenance activities through collaboration between Public Works Maintenance Services and Engineering. Information provided in section I. of this audit and in the second audit (September 2013) documents total spot repair and lining work completed since implementation of the plan.</p>
8.	<p><u>Reduce reporting compliance errors to zero.</u></p> <p>Assessment: INEFFECTIVE.</p> <p>Fewer than half of the twenty-five (25) Category 1 SSO's since the EPA/SWRCB Audit on 4/30/12 were reported within the 120 minute time frame mandated by the MRP.</p>

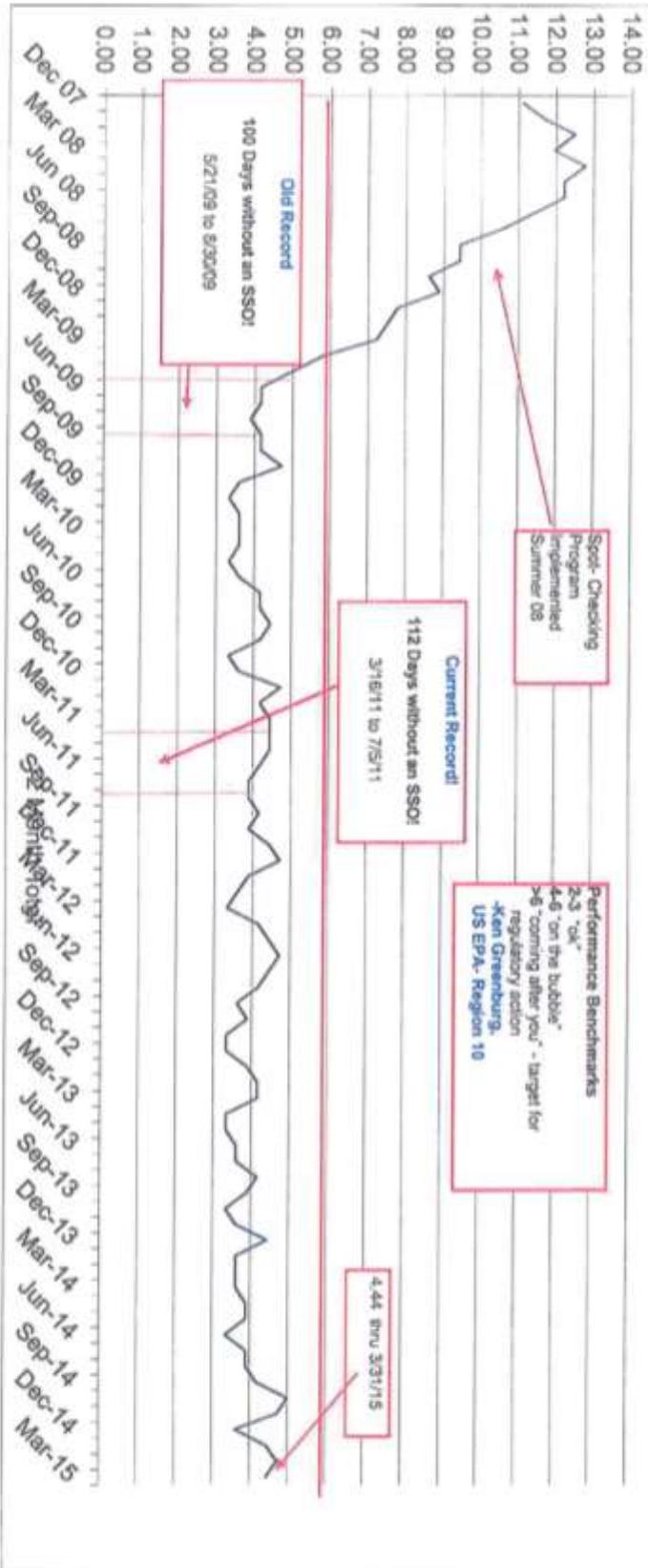
Attachments:

1. Preventable Accident History-Wastewater 2009 to Present
2. SSO's per 100 Miles Sanitary Sewer – 12 Month Moving Average 5-Year History
3. Sewage Spill Volume Discharged to Waters of the State (Gal.) Wince WDR Implemented
4. % Recovery 2009-Present without Drills
5. Sanitary Main Line Cleaned-6 Week Moving Average-Lineal Ft. Last 5-Years
6. Spot Checks Identified as a Percent of Cleaning (%)-6 Week Moving Average

Preventable Accident History-Wastewater 2009 to Present

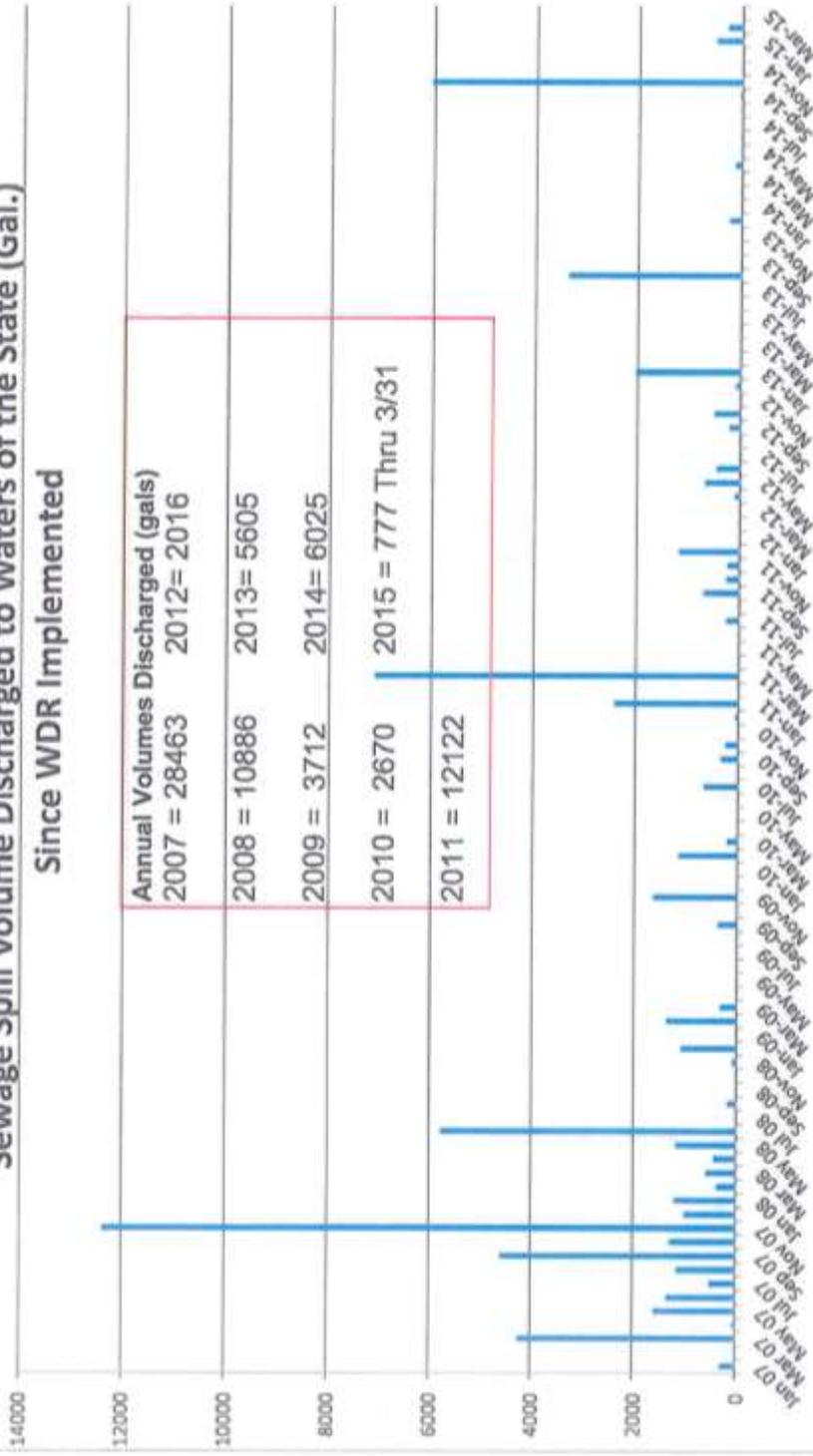


Glendale, California SSO's Per 100 Miles Sanitary Sewer-12 Month Moving Average 5-Year History

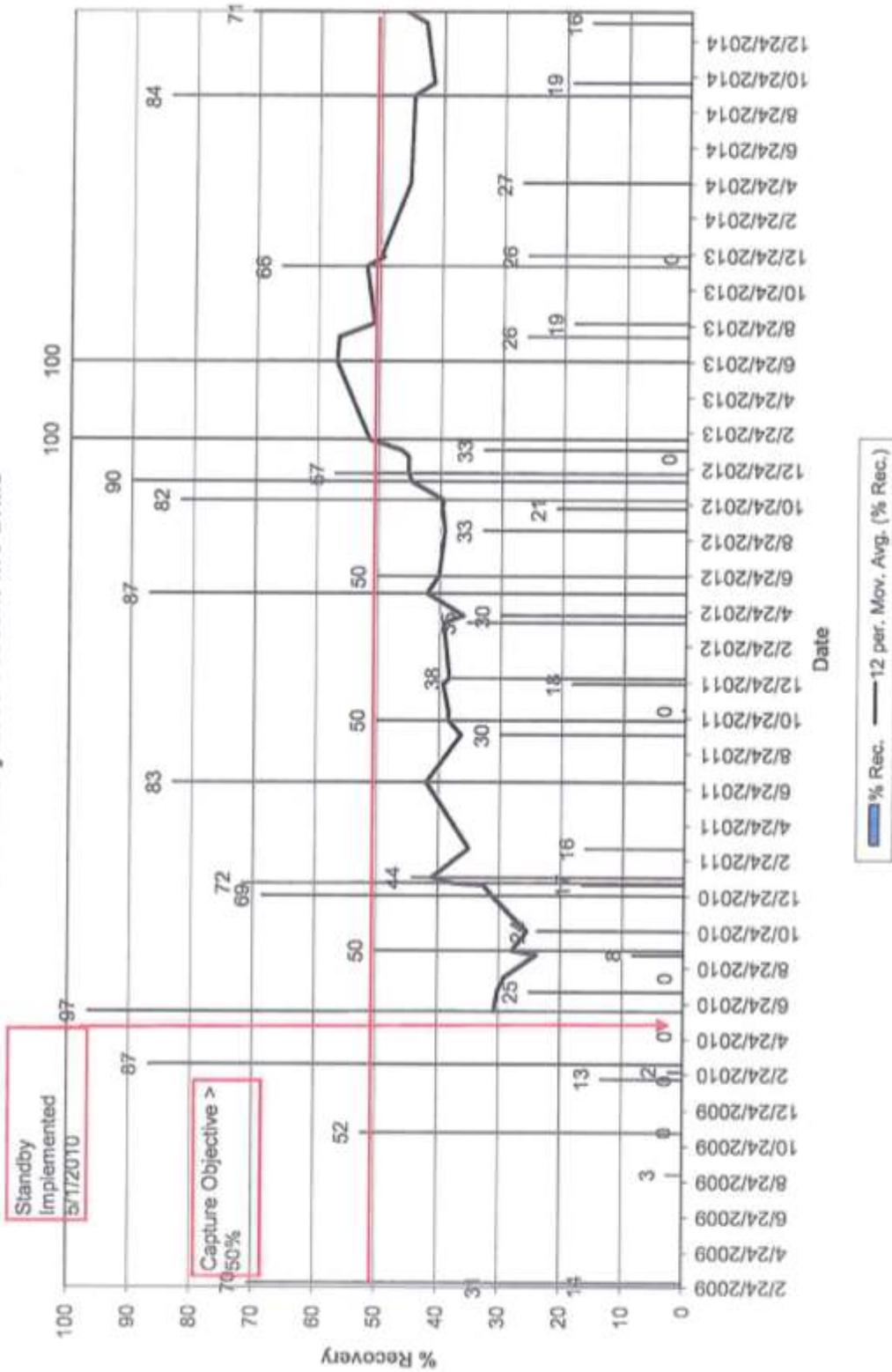


Glendale, California

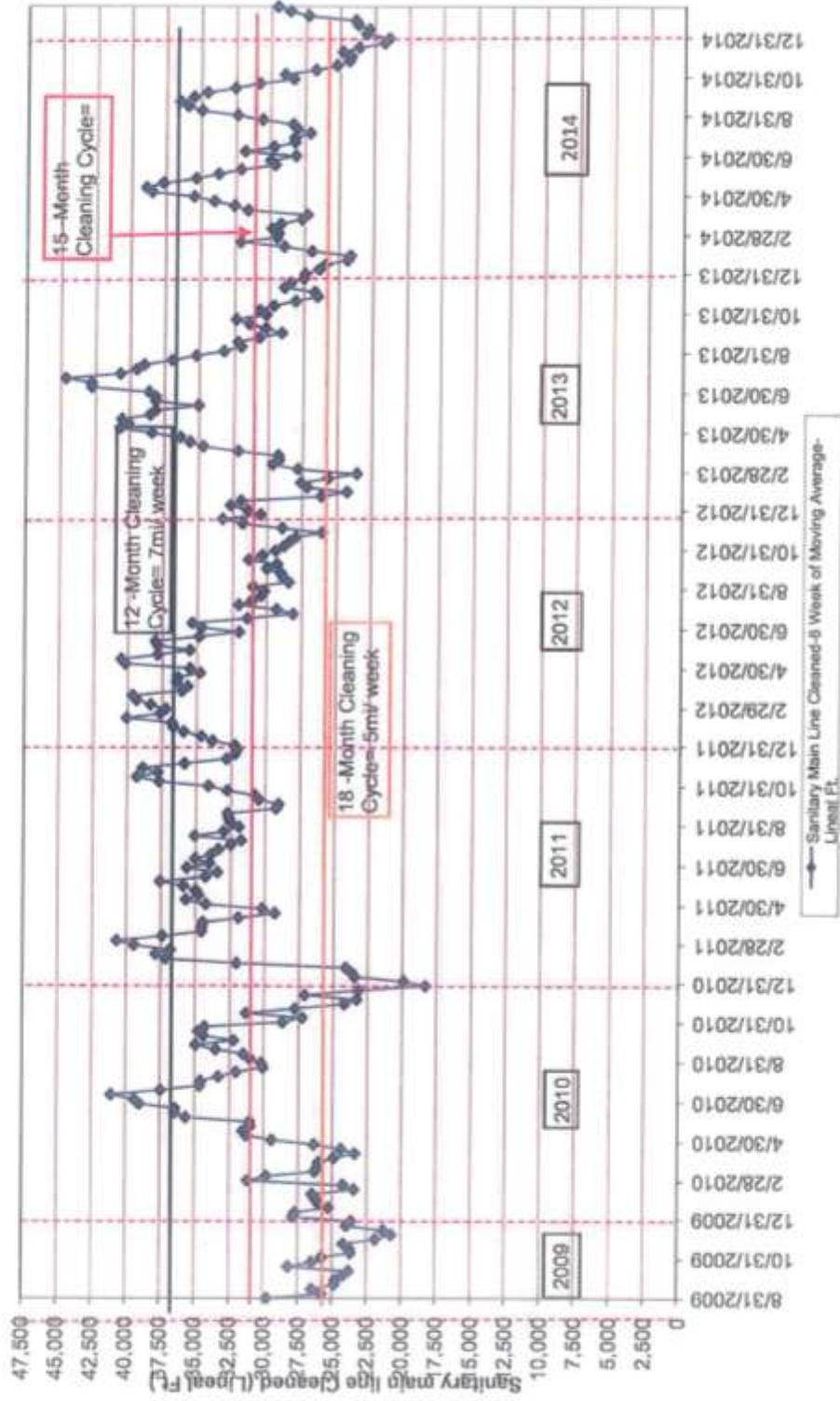
Sewage Spill Volume Discharged to Waters of the State (Gal.) Since WDR Implemented



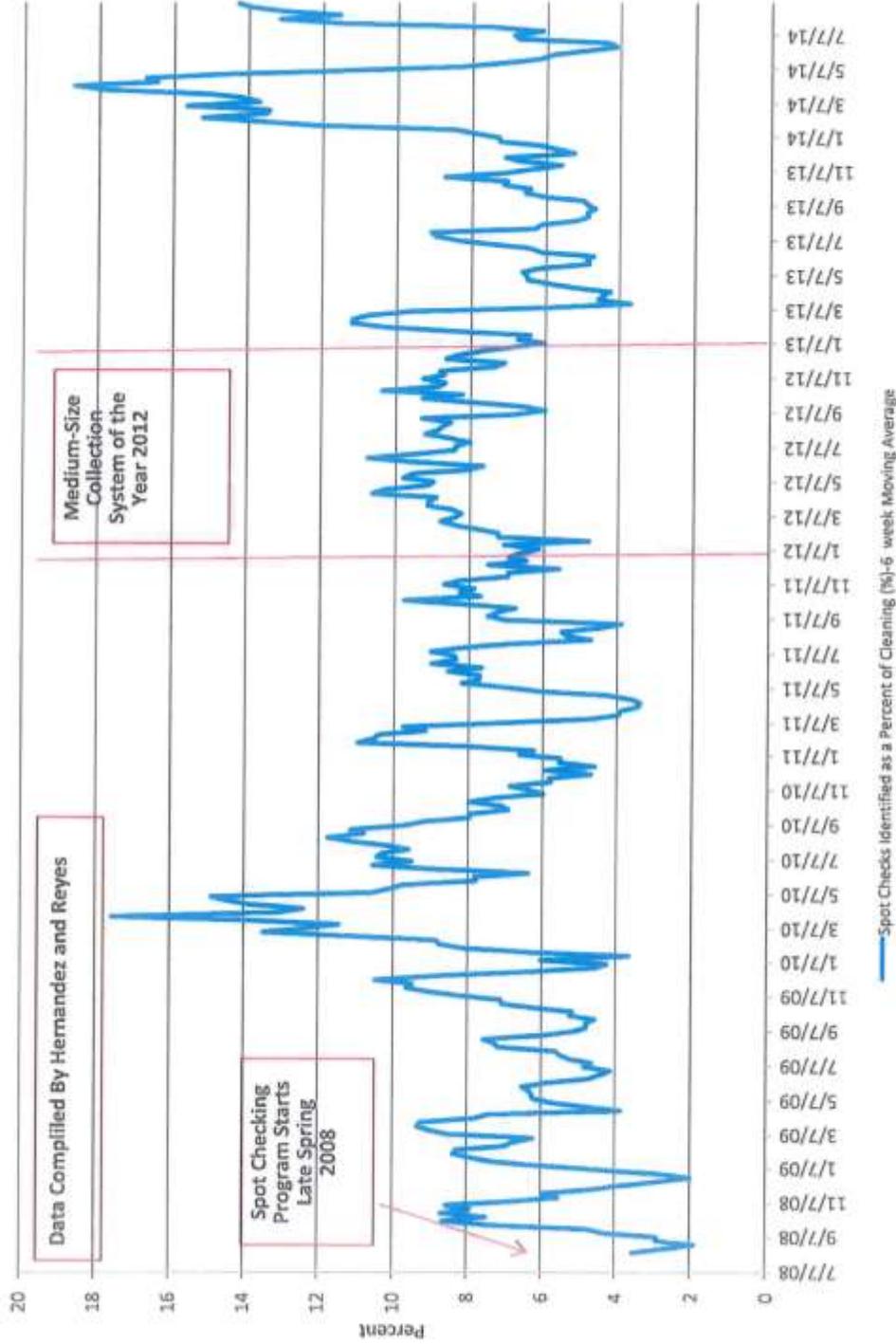
% Recovery 2009-Present w/o Drills



Sanitary Main Line Cleaned-6 week moving average-Lineal Ft.
Last 5-Years



Spot Checks Identified as a Percent of Cleaning (%)-6 week Moving Average





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SSO - Sewer System Management Plan (SSMP) [?](#)

SSO Menu

Regional Water Board: Region 4 - Los Angeles
 Agency: Glendale City
 Sanitary Sewer System: Glendale City SS
 WQID: 452010245

Last Updated: **Thu Apr 26 10:27:37 PDT 2014**

SSMP Upload

File *	File Description
<input type="text" value="Browse..."/>	<input type="text" value="Upload File"/>

File Name	File Description	Date/Time Uploaded	Status

SSMP Element	
Development Plan and Schedule	05/07/07 ? (Date Format: MM/DD/YYYY)
Section I - Goal	10/31/08 ? (Date Format: MM/DD/YYYY)
Section II - Organization	10/31/08 ? (Date Format: MM/DD/YYYY)
Section III - Legal Authority	04/28/06 ? (Date Format: MM/DD/YYYY)
Section IV - Operation & Maintenance Program	04/28/06 ? (Date Format: MM/DD/YYYY)
Section V - Design & Performance Priorities	04/28/06 ? (Date Format: MM/DD/YYYY)
Section VI - Overflow Emergency Response Plan	04/28/06 ? (Date Format: MM/DD/YYYY)
Section VII - FOG Control Program	04/28/06 ? (Date Format: MM/DD/YYYY)
Section VIII - System Evaluation & Capacity Assurance Plan	04/28/06 ? (Date Format: MM/DD/YYYY)
Section IX - Monitoring, Measurement, and Program Modifications	04/28/06 ? (Date Format: MM/DD/YYYY)
Section X - SSMP Program Audit	04/28/06 ? (Date Format: MM/DD/YYYY)
Section XI - Communication Program	04/28/06 ? (Date Format: MM/DD/YYYY)
Complete SSMP Implementation	04/28/06 ? (Date Format: MM/DD/YYYY)

Note: "Complete SSMP Implementation" is only available for input only if all the above sections filled.

Note: The Certification Note and Certified By fields disappear after certifying your SSMP. Previous entries can be seen on the History SSMP Information screen.

Certification Note:

5-Year Update: **04/26/14** [?](#) (Date Format: MM/DD/YYYY)

SSMP URL:

* Certified by:

Note: Questions with * are required to be answered before CERTIFY.



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SSO - Sewer System Management Plan (SSMP) [SSO Menu](#)

Regional Water Board: Region 4- Los Angeles
 Agency: Chatsworth City
 Sanitary Sewer System: Chatsworth City SS
 WARD: 425010300

Line Number	Item Description	Unit	Quantity	Unit Price	Amount	Category 1	Category 2	Category 3	Category 4	Category 5	Category 6	Category 7	Category 8	Category 9	Category 10	Category 11	Category 12	Category 13	Category 14	Category 15	Category 16	Category 17	Category 18	Category 19	Category 20	
000000	Header																									
000000	Subtotal																									
000000	Item 1																									
000000	Item 2																									
000000	Item 3																									

Page 1 of 1 [Go To Page](#) [Print Report](#)

M I N U T E S
REGULAR MEETING: GLENDALE CITY COUNCIL
APRIL 29, 2014

ROLL CALL – All Present

1. CLOSED SESSION – 4:03 p.m.

- a. Conference with Legal Counsel - Anticipated Litigation – Initiation of litigation pursuant to paragraph (4) of subdivision (d) of Government Code Section 54956.9: One Case.
- b. Conference with Legal Counsel - Anticipated Litigation, Significant Exposure to Litigation pursuant to subdivision (d)(2) of Government Code Section 54956.9.
- c. Conference with Legal Counsel, Pending Litigation – Case Name Unspecified So As Not to Jeopardize Existing Settlement Negotiations.
- d. Conference with Legal Counsel, Pending Litigation – *Pacific Bell v. City of Glendale*, LASC Case No. EC060573.
- e. Conference with Legal Counsel, Pending Litigation – Claim of Louie.
- f. Public Employment – Attorneys.
- g. Public Employment – Assistant City Attorney.
- h. Conference with Legal Counsel - Anticipated Litigation, Significant Exposure to Litigation pursuant to subdivision (d)(2) of Government Code Section 54956.9.
- i. Conference with Real Property Negotiators: Property Locations: All City-Owned Real Properties are Potential Locations for Crown Castle Wireless Infrastructure Development and Services, Excluding Those City-Owned Properties that are Already under Contract or under Contract Negotiations for Wireless Development and Services with Servicers or Providers other than Crown Castle. Negotiations are Authorized with Crown Castle USA, Inc. Agency Negotiators Attending the Closed Session are: Scott Ochoa, Yasmin Beers, Michael J. Garcia, Gillian van Muyden, Phil Lanzafame, Darlene Sanchez and Dorine Martirosian. Instructions to the Negotiator(s) will Concern the Price and Terms for the Sale or the Exchange of Property.
- j. Conference with Labor Negotiators. The City-Designated Negotiators Attending the Closed Session are: Scott Ochoa, Yasmin Beers, Michael Garcia, Gillian van Muyden, Matt Doyle, Robert Castro, Cindy Cleary, Jess Duran, Michele Flynn, Brian Ganley, Hassan Haghani, Phil Lanzafame, Harold Scoggins, John Takhtalian, Steve Zurn, Robert Elliot and Jason Bradford. The Names of the Employee Organizations for Represented Employees are: Glendale City Employees' Association, Glendale Management Association, Glendale Police Officers' Association, Glendale Firefighters' Association, and I.B.E.W., Local 18, Unit 40. Unrepresented Employees: Confidential Employees.

City Attorney Michael J. Garcia indicated that action may be anticipated on items 1f and g. The Council recessed to closed session at 4:05 p.m.

2. REGULAR BUSINESS AGENDA – 6:04 p.m.

Roll Call – All Present

- a. Flag Salute – Council Member Najarian
- b. Invocation – City Clerk Ardashes Kassakhian
- c. Report of City Clerk, re: Posting of Agenda. The Agenda for the April 29, 2014, regular meeting of the Glendale City Council was posted on Thursday, April 24, 2014, on the Bulletin Board outside City Hall.

3. PRESENTATIONS AND APPOINTMENTS

- a. **Agenda Preview for the Meetings of Tuesday, May 6, 2014**
Assistant City Manager Yasmin Beers provided the preview.
- b. **Proclamation Designating the Week of May 4-10, 2014 as "Municipal Clerks Week"**
Council Member Najarian presented the proclamation to City Clerk Ardashes Kassakhian, Secretary to the City Clerk Michael Dunn, Administrative Analyst Aram Adjemian, and hourly city worker Lyova Zalyan.
- c. **Proclamation Designating the Month of May, 2014 as "Historic Preservation Month"**
Council Member Friedman presented the proclamation to Historic Preservation Commission Chair Lorna Vartanian, and Historical Society Member Greg Grammer.
- d. **Nomination Assignment for the Civil Service Commission to Reappoint/Replace Sam Manoukian:** Sinanyan

Vote as Follows:

Ayes: Friedman, Najarian, Quintero, Weaver, Sinanyan
Noes: None
Absent: None
Abstain: None

b. City Attorney, Cont'd. 4/8/14, re: Denial and Findings of Design Review Board Case No. PDR 1308302, for Property Located at 2631 Hermosa Dr.

1. Motion Reversing the Design Review Board's Decision of Approval; Darrying the Design Review Case; and Making Findings

Moved: Friedman Seconded: Quintero

Vote as Follows:

Ayes: Friedman, Najarian, Quintero, Sinanyan
Noes: Weaver
Absent: None
Abstain: None

8. ORAL COMMUNICATIONS (Following Business Agenda Items as per Mayor Policy)

Discussion is limited to items NOT a part of this agenda. Each Speaker is allowed 5 minutes. Council may question or respond to the speaker but there will be no debate or decision. The City Manager may refer the matter to the appropriate department for investigation and report.

None

9. HEARINGS

10. REPORTS – INFORMATION

11. WRITTEN COMMUNICATIONS

12. NEW BUSINESS

a. Motion authorizing retainer agreements with Lister, Martin & Thompson, LLP; Wall McCormik Baroldi, Green & Dugan; The Ivey Law Firm; Pearlman, Borska & Wax LLP; Nakamoto Chou; Malmquist, Fields and Camastra; Jacobs & Associates; and Granceil, Stander, Reubens, Thomas and Kinsey to provide legal services to the City of Glendale on an as needed basis pertaining to litigated worker's compensation claims

Moved: Weaver Seconded: Quintero

Vote as Follows:

Ayes: Friedman, Najarian, Quintero, Weaver, Sinanyan
Noes: None
Absent: None
Abstain: None

b. Motion appointing Yvette Neukian as Assistant City Attorney

Moved: Najarian Seconded: Quintero

Vote as Follows:

Ayes: Friedman, Najarian, Quintero, Weaver, Sinanyan
Noes: None
Absent: None
Abstain: None

13. ADJOURNMENT – 8:00 p.m.

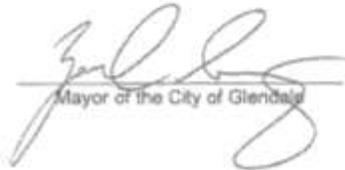
Moved: Weaver

Seconded: Quintero

By:


City Clerk of the City of Glendale

(Acting)


Mayor of the City of Glendale

6. ORAL COMMUNICATIONS (3-Minute Community Event Announcements)

Sharon Townsend
Stephen Bache
Stella Baghdasarian
Tony Tartaglia, introducing Glendale's new representative for the Southern California Gas Company, Marisol Espinoza
Doris Twedt
Leon Mayer
Deborah Hayter

7. ADOPTION OF ORDINANCES

a. Ordinance #5827 Authorizing a Development Agreement by and between the City of Glendale and with PH Glendale, LLC (4/8/14, Quintero)

Moved: Quintero Seconded: Weaver

Vote as Follows:

Ayes: Quintero, Weaver, Sinanyan
Noes: Friedman, Najarian
Absent: None
Abstain: None

b. Ordinance #5828 Authorizing Execution of a Development Agreement by and between the City of Glendale and Glendale I Mall Associates, LP and Glendale II Mall Associates, LLC, Pertaining to Signage in the Advertising Overlay Zone (4/8/14, Quintero)

Moved: Quintero Seconded: Weaver

Vote as Follows:

Ayes: Najarian, Quintero, Weaver, Sinanyan
Noes: None
Absent: None
Abstain: Friedman

c. Ordinance #5829 Authorizing the Sale of Surplus City-Owned Property (Embankment Adjacent to 435 W. Los Feliz) Pursuant to GMC Chapter 4.52 (4/22/14, Weaver)

Moved: Weaver Seconded: Quintero

Vote as Follows:

Ayes: Friedman, Quintero, Weaver, Sinanyan
Noes: Najarian
Absent: None
Abstain: None

1. Resolution #14-65 Authorizing Execution of Required Documentation to Accomplish Conveyance of the Property

Moved: Weaver Seconded: Quintero

Vote as Follows:

Ayes: Friedman, Quintero, Weaver, Sinanyan
Noes: Najarian
Absent: None
Abstain: None

8. ACTION ITEMS

a. Director of Community Services and Parks and City Attorney, re: Commission on the Status of Women Self Defense Class for Women and Girls

Public Comment:

Lisa Raggio
Michelle Roberts
Denise Miller
Olivia G. Rodriguez
Nelson Nio

1. Motion Providing Direction to Staff Regarding the City and Commission's Annual Sponsorship and Funding

Moved: Quintero Seconded: Weaver



**A G E N D A
GLENDALE CITY COUNCIL**

**COUNCIL CHAMBER, City Hall – 613 E. Broadway, 2nd Floor
Glendale, CA 91206**

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In compliance with the Americans with Disabilities Act (ADA) of 1990, auxiliary hearing aids, sign language translation, and Braille transcripts are available upon request. Assisted listening devices are available same-day upon request. At least 48 hours (or two business days) notice is required for requests regarding sign language translation and Braille transcription services. All documents related to open session items on this agenda that are received less than 72 hours prior to this meeting, and are public records, will be available for review in the Office of the City Clerk, 613 E. Broadway, RM 110, Glendale, CA 91206.

APRIL 29, 2014

ROLL CALL

1. CLOSED SESSION – 1:00 p.m. (to Commence at 3:00 p.m.)

- a. Conference with Legal Counsel - Anticipated Litigation – Initiation of litigation pursuant to paragraph (4) of subdivision (d) of Government Code Section 54956.9: One Case.
- b. Conference with Legal Counsel - Anticipated Litigation, Significant Exposure to Litigation pursuant to subdivision (d)(2) of Government Code Section 54956.9.
- c. Conference with Legal Counsel, Pending Litigation – Case Name Unspecified So As Not to Jeopardize Existing Settlement Negotiations.
- d. Conference with Legal Counsel, Pending Litigation – *Pacific Bell v. City of Glendale*, LASC Case No. EC060573.
- e. Conference with Legal Counsel, Pending Litigation – Claim of Louie.
- f. Public Employment – Attorneys.
- g. Public Employment – Assistant City Attorney.
- h. Conference with Legal Counsel - Anticipated Litigation, Significant Exposure to Litigation pursuant to subdivision (d)(2) of Government Code Section 54956.9.
- i. Conference with Real Property Negotiators: Property Locations: All City-Owned Real Properties are Potential Locations for Crown Castle Wireless Infrastructure Development and Services, Excluding Those City-Owned Properties that are Already under Contract or under Contract Negotiations for Wireless Development and Services with Servicers or Providers other than Crown Castle. Negotiations are Authorized with Crown Castle USA, Inc. Agency Negotiators Attending the Closed Session are: Scott Ochoa, Yasmin Beers, Michael J. Garcia, Gillian van Muyden, Phil Lanzafame, Darlene Sanchez and Dorine Martirosian. Instructions to the Negotiator(s) will Concern the Price and Terms for the Sale or the Exchange of Property.
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2. REGULAR BUSINESS AGENDA – 6:00 p.m.

Roll Call

- a. Flag Salute – Council Member Najarian
- b. Invocation – City Clerk Ardashes Kassakhian
- c. Report of City Clerk, re: Posting of Agenda. The Agenda for the April 29, 2014, regular meeting of the Glendale City Council was posted on Thursday, April 24, 2014, on the Bulletin Board outside City Hall.

3. PRESENTATIONS AND APPOINTMENTS

- a. Agenda Preview for the Meetings of Tuesday, May 6, 2014
- b. Proclamation Designating the Week of May 4-10, 2014 as “Municipal Clerks Week”
- c. Proclamation Designating the Month of May, 2014 as “Historic Preservation Month”
- d. Nomination Assignment for the Civil Service Commission to Reappoint/Replace Sam Manoukian: Sinanyan
- e. Nomination Assignment for the Civil Service Commission to Replace Commissioner Ara Hatamian who is Not Seeking Reappointment: Weaver

4. CITY COUNCIL/STAFF COMMENTS

5. CONSENT ITEMS (Including Minutes)

The following are routine and may be acted upon by one motion. Any member of Council or the audience requesting separate consideration may do so by making such request before motion is proposed.

- a. Minutes for the Special City Council Meeting of Tuesday, April 22, 2014
- b. Director of Public Works, re: Approval of the Final Map of Tract No. 72593, for a 4-Unit Condominium Conversion Subdivision Located at 1119 Sonora Av., Subdivider Lauren Lexton
 - 1. Resolution Approving the Final Map of Tract No. 72593
- c. Director of Public Works, re: Recertification of the City’s Sewer System Management Plan as Required by the State of California
 - 1. Resolution Approving the Recertification and Making Findings
- d. Director of Public Works, re: Maintenance of Bridges Owned Jurisdictionally by the City of Glendale
 - 1. Motion Authorizing Execution of a Cooperative Agreement between the City of Glendale and the County of Los Angeles for the Bridge Maintenance
 - 2. Resolution Appropriating \$103,000 to Fund the Bridge Maintenance Program
- e. General Manager of GWP, re: Mechanical and Field Services for the Grayson Power Plant, in Connection with Specification No. 3541
 - 1. Resolution Adopting Spec. and Directing the City Clerk to Advertise for Bids
- f. General Manager of GWP, re: Asbestos/Hazardous Material Abatement Project at the Grayson Power Plant, in Connection with Specification No. 3536
 - 1. Resolution Adopting Spec. and Directing the City Clerk to Advertise for Bids
- g. Director of Community Services and Parks, re: 2014-15 Funding for the Glendale Youth Alliance
 - 1. Motion Approving Award of L.A. County Community and Senior Services Funds in the Amount of \$188,100, and Authorizing Execution of all Related Contracts
- h. Director of Community Services and Parks, re: Appropriation of FY 2013-14 CDBG Program Income
 - 1. Resolution Appropriating \$87,442.98 to 2013-14 CDBG Program Administration and FY 2014-15 CDBG Projects

- i. **Director of Community Services and Parks, re: Maryland Av. Park Playground Equipment Project**
 - 1. Motion Authorizing a Change Order in the Amount of \$35,414.34 and Contingency in the Amount of \$3,585.66 with PlayPower LT Farmington, Inc. to Install a Poured-in-Place Rubber Surface in the Playground Area
 - 2. Resolution Appropriating \$39,000 to Fund the Change Order
 - j. **Director of Community Services and Parks, re: Revised FY 2013-14 CDBG Funding Allocation Plan by Funding Category and Funding Allocations**
 - 1. Motion Approving the Revision and Authorizing Submission of the Funding Allocation Plan to the Federal Department of Housing and Urban Development (HUD)
 - 2. Resolution Appropriating \$79,929 to the Various Projects Based on the Revised Funding Allocation Plan Per the Final HUD Entitlement Allocation
 - k. **Director of Community Services and Parks, re: Civic Auditorium HVAC Cooling Tower Replacement Project**
 - 1. Motion Amending the GWP Contract with Johnson Controls, Inc. in the Amount of \$112,644, and Increasing the Contingency by \$16,800, for a Total Contract Amount Not-to-Exceed \$1,629,444
6. **ORAL COMMUNICATIONS (Following Business Agenda Items as per Mayor Policy)**
Discussion is limited to items NOT a part of this agenda. Each Speaker is allowed 5 minutes. Council may question or respond to the speaker but there will be no debate or decision. The City Manager may refer the matter to the appropriate department for investigation and report.
7. **ADOPTION OF ORDINANCES**
- a. Ordinance Authorizing a Development Agreement by and between the City of Glendale and with PH Glendale, LLC (4/8/14, Quintero)
 - b. Ordinance Authorizing Execution of a Development Agreement by and between the City of Glendale and Glendale I Mall Associates, LP and Glendale II Mall Associates, LLC, Pertaining to Signage in the Advertising Overlay Zone (4/8/14, Quintero)
 - c. Ordinance Authorizing the Sale of Surplus City-Owned Property (Embankment Adjacent to 435 W. Los Feliz) Pursuant to GMC Chapter 4.52 (4/22/14, Weaver)
 - 1. Resolution Authorizing Execution of Required Documentation to Accomplish Conveyance of the Property
8. **ACTION ITEMS**
- a. **Director of Community Services and Parks and City Attorney, re: Commission on the Status of Women Self Defense Class for Women and Girls**
 - 1. Motion Providing Direction to Staff Regarding the City and Commission's Annual Sponsorship and Funding
 - b. **City Attorney, Cont'd. 4/8/14, re: Denial and Findings of Design Review Board Case No. PDR 1308302, for Property Located at 2631 Hermosa Dr.**
 - 1. Motion Reversing the Design Review Board's Decision of Approval; Denying the Design Review Case; and Making Findings
9. **HEARINGS**
10. **REPORTS – INFORMATION**
11. **WRITTEN COMMUNICATIONS**
12. **NEW BUSINESS**
13. **ADJOURNMENT**



CITY OF GLENDALE, CALIFORNIA
REPORT TO THE:

Joint City Council Housing Authority Successor Agency Oversight Board

April 29, 2014

AGENDA ITEM

Report: Recertification of the City's Sewer System Management Plan as required by the State

1) Resolution Approving Recertification of the City's Sewer System Management Plan

COUNCIL ACTION

Public Hearing <input type="checkbox"/>	Ordinance <input type="checkbox"/>	Consent Calendar <input checked="" type="checkbox"/>	Action Item <input type="checkbox"/>	Report Only <input type="checkbox"/>
Approved for: April 28, 2014		calendar		

ADMINISTRATIVE ACTION

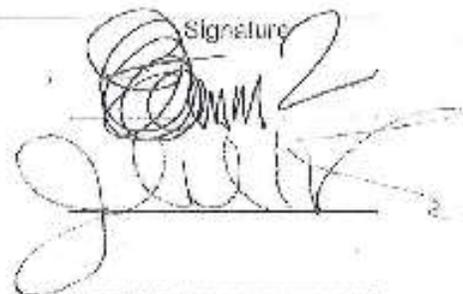
Submitted by
Stephen M. Zurn, Director of Public Works

Prepared by:
John Hicks, Wastewater Maintenance Superintendent

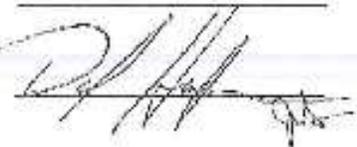
Approved by
Scott Ochoa, City Manager

Reviewed by:
Yaemin K. Beers, Assistant City Manager

Signature



Daniel Hardgrove, Deputy Director of Public Works - Maint. Svcs.



Michael J. Garcia, City Attorney

RECOMMENDATION

It is respectfully recommended that the Glendale City Council approve the attached resolution approving recertification of the City's Sewer System Master Plan (SSMP), as required by the State of California, Water Resources Control Board.

BACKGROUND/ANALYSIS

The City's Sanitary Sewer Management Plan (SSMP) was originally prepared, in 2009, with the assistance of a consultant, to meet the requirements of the State's Waste Discharge Requirements (WDR) for Sanitary Sewers that were issued in 2006. The SSMP establishes a local strategy for maintenance of the City's sewer system and standards for sanitary sewer overflow response. The original SSMP was approved by the Glendale City Council on April 28, 2009 in advance of the State's deadline of May 2nd 2009.

State regulation requires that the agency's governing board recertify the SSMP once every five years from the date of the initial certification when significant changes occur. Since initial certification in 2009, staff has made several changes to the plan including adding procedural information that was discussed in the draft plan but that had not been developed at the time of the original certification. Additionally, new checklists and reference documents have been added to reflect the ongoing work to comply with the regulations.

Two amendments to the regulation have impacted staff's compliance efforts since the State adopted the original WDR. Both involve a related document called the Monitoring and Reporting Program (MRP). The original MRP specified how the two categories of sewer overflow were to be reported by phone and documented in the State's on-line data base. The two amendments occurred as follows:

1. February 2008- All discharges of raw sewage to waters of the State must be reported to the State Office of Emergency Services (OES) in 2hrs.
2. August 2013- The two original categories of overflow were appended to include a third category when sewer overflows do not reach receiving waters.

The updated SSMP incorporates these new regulations into field operational practices in order to insure compliance.

The Master Copy of the SSMP is contained in three volumes in the crew office in the Wastewater Maintenance Shop at the Public Works Corporate Yard where it is available as a reference and training document and for operators to review at any time as required by the regulation.

FISCAL IMPACT

There is no fiscal impact associated with approving the attached resolution.

ALTERNATIVES

Alternative 1: Approve the attached resolution approving the SSMP as required by the State.

Alternative 2: Deny the attached resolution.

Alternative 3: The City Council may consider any other alternative not proposed by staff.

CAMPAIGN DISCLOSURE

Not applicable.

EXHIBITS

RESOLUTION NO. _____

A RESOLUTION OF THE COUNCIL OF THE CITY OF GLENDALE, CALIFORNIA,
RE-CERTIFYING A SEWER SYSTEM MANAGEMENT PLAN AND MAKING FINDINGS
THEREON.

WHEREAS, the City of Glendale is engaged in activities necessary to effectuate the State of California Water Resources Control Board Order No. 2008-2003-DMQ ("Order") which Order entails the Statewide General Waste Discharge Requirements for sanitary sewer systems to reduce the frequency and volume of sanitary sewer overflows, improve the condition of the City's municipal sanitary sewer infrastructure and, consequently, protect the environment and natural resources; and

WHEREAS, because the City owns and operates a sanitary sewer system greater than one mile in length that collects and conveys untreated and partially treated wastewater to a publicly owned treatment facility in the State of California, the City is required to develop and implement a system specific Sewer System Management Plan ("SSMP") in accordance with the terms of the Order; and

WHEREAS, on April 28, 2009, the Glendale City Council approved a comprehensive SSMP as required by the Order including the required provisions to provide proper and efficient management, operation and maintenance of the City's sanitary sewer system, while taking into consideration risk management and cost benefit analysis; and

WHEREAS, said SSMP contains a spill response plan that establishes standard procedures for immediate response to sanitary sewer overflows in a manner designed to minimize water quality impacts and potential nuisance conditions; and

WHEREAS, State regulations require that the SSMP be recertified after five (5) years from the date of the initial certification when significant changes occur as has been the case in Glendale; and

NOW THEREFORE, BE IT RESOLVED BY THE GLENDALE CITY COUNCIL:

1. The recitals as set forth above are true and correct.
2. The City's Sewer System Management Plan dated April 2014 is hereby approved and adopted as set forth in the report of the Director of Public Works dated April 29, 2014.

Adopted this _____ day of _____, 2014.

Mayor

ATTEST:

City Clerk

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES; SS
CITY OF GLENDALE)

I, Ardashes Kassarhian, Clerk of the City of Glendale, do hereby certify that the foregoing Resolution No. _____ was adopted by the City Council of the City of Glendale, California, at a regular meeting held on the _____ day of _____, 2014, and that the same was adopted by the following vote:

Ayes:

Noes:

Absent:

Abstains:

City Clerk

Update of SSMP for Recertification at 5th Anniversary of Plan's Adoption

Preparation Task List

Status	Plan Component	Action	Lead Responsibility	Comments/Sub-Assigns
Comp.	Exec Sum, Chapters 2,3,5,6,9,10,11	Volume 1 1. Review WDR and 2013 MRP 2. Review chapters indicated for compliance. 3. make corrections and amendments 4. Forward to Orlando for amendments to original Word Docs	John H.	About 22pgs.
Comp.	Chapters 1, 4,5,7,8,11	Above Review Schedule: 4/3-4/7 Review and Revise. 4/7 Merge revisions 4/8 Draft to OU for Processing. 4/10 Updated Plan smoothed.	Maurice O.	About 15 pgs.
Comp.	Appendix A	Appendices SSMP Organization- 1. Update "SSMP Development and Implementation Personnel" Summary Sheet 2. Insert reference sheet for MS personnel call list and remove existing.	Alice H.	1. John make corrections, add LRO's pass to Alice for editing of electronic version.

Status	Plan Component	Action	Lead Responsibility	Comments/Sub-Assigns
Comp.	Appendix B	Sewer Overflow Response Plan (SORP) 1. Revise text to reflect practices shown on current process flow chart. 2. Update Agency Phone #'s 3. Revise SSO Field Worksheet to reflect 2013 changes to MRP. 4. Review and revise process flow chart. 5. Revise SSO Reporting Flow Chart.	John H.	1. John fwd. edits of original SORP to Orlando. 2. Alice verifies and amends. 3. Roy Rodriguez revise to reflect most current MRP. 4. Orlando based on revs. By John
Comp.	Appendix C	Excerpts from the Municipal Code City of Glendale 1. Verify applicable Sections current including Amendment #1' "Adding Ch. 13.34 to the Glendale Municipal Code, 1995, Relating to the prevention of FOG..."	Maurice O.	A copy of Amendment #1- was inserted following the April 12 Audit at direction of Maurice O. but has <u>neither Ordinance #nor any signatures.</u>
Comp.	Appendix D	Ordinance 5606 of the Municipal Code of the City of Glendale- An Ordinance of the C of G... adding and Amending to Certain Provisions of the Code, 1995 ... Relating to Trespass and Relating to Obstructing, or Impeding... City Business 1. Verify current	Maurice O	Includes a copy of CVWD's permit to operate a trunk line w/in C of G. Was inserted following the April 12 Audit at direction of Maurice O.
Comp.	Appendix E	Excerpt from City of LA Muni Code, 6th Ed- 1. Verify current.	Maurice O	

Status	Plan Component	Action	Lead Responsibility	Comments/Sub-Assigns
Comp.	Appendix F	<p>Excerpts of the C of G Mini Code. Related to FOG-</p> <p>1. Verify current. Printed Copy dated 3/24/09. How different from Attachment #1 to Appendix C? See above.</p>	Maurice O	
Comp.	Appendix G	<p>Restaurant List-</p> <p>1. Verify memo referencing location of Electronic Master. Is the doc where we say it is on the G:\Drive?</p> <p>2. Print Copy of the 12-13 list and insert</p>	John H.	<p>1. John</p> <p>2. Rod Torres</p>
Comp.	Appendix H	<p>Sewer Trouble Spot Work list-</p> <p>1. Verify memo referencing location of Electronic Master. Is the doc where we say it is on the G:\Drive?</p> <p>2. 12-Months Working Records in Wall File. All reviewed and initialed by supervision.</p> <p>3. 36-month program records filed in WW shop Office. All others to Archive.</p> <p>4. Electronic file updated for all SSO's thru March 2014.</p>	John H.	<p>1. John</p> <p>2. Nery Villagran</p> <p>3. Nery Villagran</p> <p>4. Nery Villagran</p>
Comp.	Appendix I	<p>FOG Outreach Documents</p> <p>1. Verify all three docs. Current.</p> <p>a. Plumber's Letter.</p> <p>b. Manager's Letter</p> <p>c. Grease Control Memo</p>	John H.	1. Rod Torres

Status	Plan Component	Action	Lead Responsibility	Comments/Sub-Assigns
Comp.	Appendix J	Sample Maps of City's Sanitary Sewer System 1. Insert.	John H.	1. Roy Rodriguez generate a few color copies for inclusion
Comp.	Appendix K	Sewer Line Maintenance and Inspection Form 1. Verify current.	John H.	1. Roy Rodriguez
Comp.	Appendix L	Restaurant Run Documentation 1. Verify memo referencing location of Electronic Master Field Worksheets. Is the doc where we say it is on the G:\Drive? Fix pen and ink correction from 8-1-12. 2. 12-13 inspection worksheets and two (2) prior years ready for review in Crew Office.	John H.	1. John 2. & 3. Rod Torres.
Comp.	Appendix M	Chemical Root Control Spreadsheet 1. Verify memo referencing location of Electronic Master. Is the doc where we say it is on the G:\Drive? 2. Move to current year directory. 3. Electronic master updated through most recent treatment cycle in March 14.	John H.	1. & 2. John 3. David Martinez, Jr.

Status	Plan Component	Action	Lead Responsibility	Comments/Sub-Assigns
Comp.	Appendix N	Infrastructure Repair List 1. Verify memo referencing location of Electronic Master. Is the doc where we say it is on the G:\Drive? 2. Move to current year directory.	John H.	Roy Rodriguez assisted by John H.
Comp.	Appendix O	CWEA Collections Systems Maintenance Certification Handbook 1. 07-08 Candidate Handbook is what we have. Obtain and install a current version.	Roy Rodriguez	
Comp.	Appendix P	City Specific Training and Certification 1. Verify memo referencing location of Electronic Master. Is the doc where we say it is on the G:\Drive? 2. Move to current year directory. 3. Verify all program binders in shop office and up to date.	Roy Rodriguez	1. & 2. Roy Rodriguez assisted by John H. 3. John H.
Comp.	Appendix Q	Operation and Maintenance of WW Collection Systems Vol. I Introduction 1. Verify current except 6 th Ed is the most recent and if not replace.	Roy Rodriguez	

Status	Plan Component	Action	Lead Responsibility	Comments/Sub-Assigns
Comp.	Appendix R	Sewer Pipe Inventory 1. Verify memo referencing location of Electronic Master. Is the doc where we say it is on the G:\Drive? 2. Move to current year directory. 3. Master Pipe Inventories located in a binder in the WW shop? Most recent quarterly available.	Bryan Ortega	
Comp.	Appendix S	C of G Sanitary Sewer Manual and Standards 1. Current? If not procure an up to date copy.	Roy Rodriguez	1. Obtain from Dennis Ambayec
Comp.	Appendix T	Final Wastewater Master Plan Update- 1. July '07 update installed in appendix. Any amendments or revisions? If so provide for inclusion.	Maurice O.	
Comp.	Appendix T	Civ of Glendale-10 Year Sewer CIP 1. Any amendments or revisions? If so provide for inclusion. 2. Need a better quality reproduction. Included one is hard to read.	Maurice O.	
Comp.	Appendix V	Internal Audit Records 1. Verify all prior audits in place. 2. TOC and sub tabs for ease of reference	John H.	2. Orlando O.
Comp.	Appendix W	Regulatory Inspections and Responses 1. TOC and sub tabs for ease of reference	John H.	2. Orlando O.

Status	Plan Component	Action	Lead Responsibility	Comments/Sub-Assigns
Comp.	Appendix X	SSMP Amendments Log 1. Update with all work done in preparation for this recertification.	John H.	1. Last Step.



CITY OF GLENDALE, CALIFORNIA
Public Works Department

PW MAINTENANCE SVS

2009 MAY 27 AM 11: 13

633 East Broadway, Room 209
Glendale, California 91206-4385
(818) 548-3900 Fax (818) 546-2207
www.ci.glendale.ca.us

May 14th, 2009

State Water Resources Control Board
Division of Water Quality
Attn: SSO Program Manager
P.O. Box 100
Sacramento, CA 95812

Dear Sir/Madam:

The City of Glendale completed its Sewer System Management Plan (SSMP) and the City of Glendale City Council certified the document at a public meeting on April 28th, 2009. As required in the City's SSMP, I am attaching a signed certification documenting the completion of the City's SSMP. Please feel free to contact me if you have any questions or concerns.

Sincerely,

A handwritten signature in black ink, appearing to read "Maurice Oillataguerre".

Maurice Oillataguerre, Sr. Environmental Program Specialist

Attachment: Signed Certification Form

cc: Stephen M. Zurn, Director of Public Works
John Hicks, Wastewater Superintendent
Jake Amar, Environmental Programs Administrator
Dan Hardgrove, Asst. Maintenance Services Administrator



Wt. Recycle



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Navigate to:

You are logged-in as: molkataguerre. If this account does not belong to you, please log out.

SSO - Sewer System Management Plan (SSMP) 7 | [SSO Menu](#)

Regional Water Board: Region 4 - Los Angeles
 Agency: Glendale City
 Sanitary Sewer System: Glendale City CS

Last Updated:

SSMP Element	Certification Date
Development Plan and Schedule	<input type="text" value="08/07/2007"/> <input type="button" value=""/> (Date Format: MM/DD/YYYY)
Section I - Goal	<input type="text" value="10/31/2008"/> <input type="button" value=""/> (Date Format: MM/DD/YYYY)
Section II - Organization	<input type="text" value="10/31/2008"/> <input type="button" value=""/> (Date Format: MM/DD/YYYY)
Section III - Legal Authority	<input type="text" value="04/28/2009"/> <input type="button" value=""/> (Date Format: MM/DD/YYYY)
Section IV - Operation & Maintenance Program	<input type="text" value="04/28/2009"/> <input type="button" value=""/> (Date Format: MM/DD/YYYY)
Section V - Design & Performance Provisions	<input type="text" value="04/28/2009"/> <input type="button" value=""/> (Date Format: MM/DD/YYYY)
Section VI - Overflow Emergency Response Plan	<input type="text" value="04/28/2009"/> <input type="button" value=""/> (Date Format: MM/DD/YYYY)
Section VII - FOG Control Program	<input type="text" value="04/28/2009"/> <input type="button" value=""/> (Date Format: MM/DD/YYYY)
Section VIII - System Evaluation & Capacity Assurance Plan	<input type="text" value="04/28/2009"/> <input type="button" value=""/> (Date Format: MM/DD/YYYY)
Section IX - Monitoring, Measurement, and Program Modifications	<input type="text" value="04/28/2009"/> <input type="button" value=""/> (Date Format: MM/DD/YYYY)
Section X - SSMP Program Audits	<input type="text" value="04/28/2009"/> <input type="button" value=""/> (Date Format: MM/DD/YYYY)
Section XI - Communication Program	<input type="text" value="04/28/2009"/> <input type="button" value=""/> (Date Format: MM/DD/YYYY)
Complete SSMP Implementation	<input type="text" value="04/28/2009"/> <input type="button" value=""/> (Date Format: MM/DD/YYYY)

Certification Note:

* Certified by:

MAURICE OCATAGUERRE

Note: Questions with "*" are required to be answered before CERTIFY.

SSMP Self Audit #2



CITY OF GLENDALE, CALIFORNIA
 Public Works Department
 MAINTENANCE SERVICES DIVISION

COPY

541 W. Chevy Chase Drive
 Glendale, California 91204-1813
 (818) 548-3950, FAX (818) 547-0637
www.ci.glendale.ca.us

Date: September 10, 2013

To: Steven M. Zurn, Director of Public Works and General Manager GWP

From: Dan Hardgrove, Deputy Director Public Works
 John N. Hicks, Wastewater Superintendent

Subject: **Sewer System Management Plan-Biennial Audit No.2** (Fourth Anniversary of the Plan-August 2013).

Background: The City of Glendale certified its Sewer System Management Plan (SSMP) at a regular meeting of the City Council in **August 2009** in accordance with the SWRCB Order No. 2006-0003 (hereafter referred to as the WDR), the first audit should have been conducted before the 2nd anniversary of the SSMP's initial certification. The Los Angeles Regional Board conducted an unannounced audit of the City's compliance with the WDR on April 30, 2012. As of that date, an informal audit of the SSMP had been conducted and the enrollee was in the process of documenting it. This document serves two (2) purposes:

- I. Document the items identified as needing correction noted during the April 30, 2012 audit and the corrective action taken by the Maintenance Services Division.
 - II. Document the City's assessment of SSMP implementation including item "I" above and additional revisions of the SSMP performed since the April 2012 audit by the SWRCB with the intention that this documentation serve as the audit of the SSMP required by its 4th Anniversary, August 2013.
- I. Items identified as needing correction noted during the April 30, 2012 audit and corrective action taken
 - A. Significant changes to components of the SSMP
 - 1. Legal Authority.
 - a.) Appendix "D" did not contain the encroachment permit allowing Crescenta Valley Water District (CVWD) to operate its interceptor sewer within the public right-of-way within the City of Glendale.
 - b.) Corrected: 6/4/2012. Copy of document authorizing placed in SSMP Appendix D.

Street & Field Services

Street ♦ Sidewalk ♦ Forestry ♦ Sewer ♦ Storm Drains ♦ Traffic Signs ♦ Parking Motors

2. FOG Control Program

- a.) Failure to document transfer of the FOG program from Fire Environmental to Public Works Admin.
- b.) **Corrected:** 6/4/2012 SSMP amended to reflect Public Works oversight of FOG program. Memo documenting transfer placed at end Of Ch. 5 of SSMP.

3. Overflow Emergency Response Plan

- a) General staff ignorance about what's in the City's specific plan which is entitled "Sewer Emergency Response Plan (SERP)". Our drill program is our training on the SERP. Additionally, the section received an overview of the entire SSMP including the SERP COMPLETED 8/9/12.

B. Significant changes to referenced compliance documents, presented as Vol. II

- 1. The Board did not substantially review the referenced docs.

C. SSMP Implementation efforts over approximately the past two and a half (2-1/2) years, August 2009 through March 2012 (32 months)

- 1. The enrollee had not documented a formal audit of the SSMP by the second (2nd) anniversary of the plan, August 2011.

D. Additions and improvements made to the sanitary sewer.

- 1. Board did not review documented additions or improvements (repairs) to the sanitary sewer system.

E. Additions and improvements to the sanitary sewer system planned for the upcoming 2 years and schedule for completion.

- 1. Board did not review additions and improvements planned for the upcoming 2 years or the schedule for completion.

F. Strategies to correct items identified as needing correction

1. The Board reviewed a document entitled SSMP Audit #1 – March 2012 and noted that it was eight (8) months late per the directive contained in the WDR to conduct an audit of the SSMP at the 2nd anniversary of plan certification.

G. Other Concerns

1. The Board spent considerable time reviewing SSO document records and comparing them with the information in the CIWQS database

a.) See SWRCB Audit of WDR compliance in Glendale 4/30/12
Included as **Attachment No. 1** to this report.

- II. City's assessment of SSMP implementation including item I above and additional reviews of compliance by staff since the April 2012 audit by the SWRCB with the intention that this documentation serve as the audit of the SSMP required by its 4th Anniversary, August 2013.

A. Significant Changes to components of the SSMP

1. Legal Authority

a.) None required

2. FOG Control Program

a.) None required

3. Overflow Emergency Response Plan

a.) The flow chart documenting the Division's (OERP) was updated to reflect current practices in preparation for SSMP overview training conducted on August 9, 2012. A copy of this flow chart is included as **Attachment No. 2** to this report. The text of the OERP, entitled Sewer Emergency Response Plan (SERP) still needs to be corrected to reflect current practices as of the date of this report.

B. Significant changes to referenced compliance documents presented as Vol. II of the SSMP.

1. Many of the compliance documents that were to be in the appendix were not there at the time the City received the documents from the consulting firm that prepared them.

- a.) Staff prepared "SSMP Audit No. 1- March 2012" to address this issue. See a copy of this review of SSMP Appendix documents included as **Attachment No. 3** to this report.

- b.) Action taken to correct the deficiencies noted in II. B.1.a.) (Immediately above) is documented in the "SSMP Document Amendment Log" included as **Attachment No. 4** to this report.

C. SSMP Implementation Efforts over the past two (2) years, August 2009 through March 2012 (32 Months).

1. Overflow Emergency Response Plan (OERP). The division implemented an SSO "Stand-by Response Program" for the Wastewater Section personnel in May of 2010 in order to improve efforts to recover the maximum amount of sewage following an overflow. A copy of the most recent stand-by schedule is included as **Attachment No. 5** to this report.
2. The WW section implemented an SSO "Training Drill Program" in July of 2010 to maintain proficiency of Standby Teams with overflow response practices in light of declining SSO's. Drills are run approximately quarterly and are unannounced. A record of the section's SSO response drills may is included as **Attachment No. 6** to this report.
3. In the summer of 2011 the City commenced a study of SSO transit times within the storm drain mains that collect storm drainage from catch basins throughout the City and convey drainage to waters of the State, principally the: Verdugo Wash and Los Angeles River. To date 14 trials have been conducted. Results are documented on a map in the WW shop conference area.

Note: Trials were suspended in early 2012 due to concern over developing drought conditions and lack of procedures to comply with requirements to de-chlorinate potable water being discharged to storm drains.

D. Additions and improvements to the Sanitary Sewer System completed in the past two (2) years:

1. Additions:

Fiscal Year	New SS Constructed (approximate linear footage)
2009-2010	0
2010-2011	0
2011-2012	826

2. The following improvements (capital replacement and spot repairs) were completed:

Fiscal Year 2009-2010

Project Spec.	Project Name/Location	Project Type	Lineal Footage	Cost (\$)	Completion Date
3321	Los Feliz Road and Verdugo Road Rehabilitation Project	Point Repairs	644	86,947.83	8/24/2009
		Sewer Lining	1728	125,928.00	
3362	Stocker Street Rehabilitation Project, Phase II	Point Repairs	10	5,000.00	11/22/2010
	Grandview Pavement Damage Repair	Point Repairs	40	20,864.00	4/21/2010
General	Emergency Sewer and Storm Drain Repair Contractors	Point Repairs	+	179,473.00	Various
3367	Street Repair and Rehabilitation Project, Phase VI	Point Repairs	26	27,000.00	3/29/11
3337	Fiscal Year 2008-2009 Street Rehabilitation Project	Point Repairs	29	37,700.00	6/2/2010
Totals			2474+	482,710.83	

7500 D

Fiscal Year 2010-2011

Project Spec.	Project Name/Location	Project Type	Lineal Footage	Cost (\$)	Completion Date
3313	East Garfield Neighborhood Rehabilitation Project	Point Repairs	30	15,300.00	4/11/2011
3386	San Fernando Road Rehabilitation Project, Phase 1	Point Repairs	530	175,245.00	4/26/2011
		Sewer Lining	859	38,655.00	
3407	Fiscal Year 2009-2010 Slurry Seal Program and Piedmont Avenue and Lauderdale Avenue Improvements Project	Point Repairs	8	6,400.00	5/6/11
3371	Street Repair and Rehabilitation Project, Phase 1	Point Repairs	88	32,640.00	12/17/2010
Totals			1495	288,420.00	

Fiscal Year 2011-2012

Project Spec.	Project Name/Location	Project Type	Lineal Footage	Cost (\$)	Completion Date
3439	Rivordale Drive - Maple Street Neighborhood Greenway Improvements	Point Repairs	52	7,800.00	9/15/12
3441	Fiscal Year 2010-2011 Street Rehabilitation Project	Point Repairs	30	45,000.00	2/1/2012
3410	Verdugo Road Rehabilitation Project	Point Repairs	147	106,000.00	2/1/2012
3387	San Fernando Road Rehabilitation, Phase 2	Point Repairs	404	202,000.00	2/1/2012
		Sewer Lining	1147	200,725.00	
3417	Central Avenue Rehabilitation Project	Capacity Improvements	2885	1,560,000.00	1/22/13
		Point Repairs	100	100,000.00	
Totals			4765	2,212,325.00	

Fiscal Year 2012-2013 – (See table on next page)

Spec #	PROJECT NAME	STREET	LIMIT	LIMIT	IMPROVEMENT TYPE OF	LF	COST(S)	DATE COMPL.	
	REHABILITATION CAPACITY IMPROVEMENTS (& STREET ADVANCE STREET WASTEWATER				Totals	8480	5,000,109.00		
					SEWER LINING	244	43,125.00	1/23/2013	
					POINT REPAIRS	18	38,400.00		
					POINT REPAIRS	334	185,310.00		
					SEWER LINING	243	15,344.00		
						2880	4,521,110.00	1/23/2013	
			Central Ave	Lexington Dr	Millard St				
			Lexington Dr	WH ORCORA	Central Ave				
			Village 340	California Ave	Lexington Dr				
			Ave	Central Ave	Village 340				
		California Ave							
3413	PROJECT CENTRAL AVENUE REHABILITATION	Central Ave	Eucalyptus	California Ave	IMPROVEMENTS CAPACITY				
					SEWER LINING	194	8,898.00	3/14/2013	
					POINT REPAIRS	21	11,600.00		
					POINT REPAIRS	123	81,500.00	1/23/2013	
					POINT REPAIRS	232	60,000.00		
					SEWER LINING	243	20,280.00		
		Various Locations							
		Central Ave	Gardens Ave (Westerly)	Gardens Ave (Easterly)		1002	381,880.00		
		Ferris Rd R4	Blair Blvd	Wills Lane Ave					
		Blair Blvd	Various Ave	Rd					
		Various Ave	Tobacco St	Blair Blvd	IMPROVEMENTS CAPACITY			4/1/2013	
		Tobacco St	Gardens Ave	Various Ave					
		Gardens Ave	Lyndon St	Tobacco St					
		Lyndon St	Thelma Westfield Circle	Gardens Ave					

COPY

2013-2013 - PROJECT COMPLETION

E. Additions and improvements to the Sanitary Sewer System planned for the upcoming two (2) years:

1. Additions Planned:

Fiscal Year	New SS Planned (approximate linear footage)
2013-2014	0
2014-2015	0

2. Improvements Planned (The following capital projects are scheduled to be completed)

Fiscal Year	Project Spec. No.	Project Name	Improvement Type	Length (LF)
2013-2014		Verdugo Road Wastewater and Street Improvement Project	Capacity Improvements	1000
2013-2014	3489	Pacific Avenue and Burchett Street Wastewater Capacity and Street Improvement Project	Capacity Improvements	945
2013-2014	3352	Brand Blvd. and Gardena Ave and Adjacent Sewer and Streets Improvements and Tyburn Sewer Railroad Crossing Upgrade	Capacity Improvements	5300
2013-2014	3490	Glendale Ave. Street and Wastewater Capacity Improvements (San Fernando to Broadway)	Capacity Improvements	3250
2013-2014	Above	Approximately \$100,000 total in point repairs done in conjunction with the above projects	Point Repairs	TBD
2014 - 2015	3445	Chevy Chase Sewer Diversion and San Fernando Road and Adjacent Street Improvement Project	LAGWRP Utilization Improvement and Other Capacity Improvements	10,600
2014-2015	Above	Approximately \$100,000 total in point repairs done in conjunction with the above projects	Point Repairs	TBD

State Water Resources Control Board (SWRCB) Audit of WDR Compliance in Glendale 4/30/12
Updated: 9/9/13

Note: **Grayed-out** items have been addressed as of the date indicated.

Lower Level Concerns:

1. They were concerned about:
 - a. Lot's of record documents in pencil- **Corrected w/ crew 5/1/12.**
 - b. Corrections done by scratch-out and white-out are not acceptable to the board-single line-out w/ initials and date only. **Corrected w/ crew 5/1/12.**

Medium Level Concerns:

1. On at least two (2) occasions since Jan 2011 (they reviewed all SSO pkgs. from 1/1/11 FWD), the data in CIWQS said zero (0) discharged to the waters of the state when field worksheets said there was a discharge greater than zero. These were data entry errors that both occurred in my absence and could not be caught by Maurice because he does not see the report pkg. at certification...thus my revised procedures of this A.M.

Both of these events will be reported to the regional board and could be cited as Violations of the WDR.

Update 6/11/12: Ollataguerre and Hicks confirmed data entry issue with CIWQS on-line reporting system that did not allow us to enter volume loss and documented issue in an e-mail to the auditors on 5/2/12.

Update 9/19/12: CIWQS System allowed us to enter * *Estimated volume (greater than 0) of spill that reached surface water, drainage channel, or not recovered from a separate storm drain* for a Cat I that didn't *discharge to a drainage channel and/or surface water* on most recent report (9/9/12 SSO). Logic error in on-line reporting system appears to have been corrected.

2. Reviewers don't like fact that we make corrections to our estimates between **field worksheet creation and ready for certification** (basically don't want to see corrections). We will argue vigorously that this is part of our investigation and making an accurate report. In particular they have a problem with my level of involvement in the process...which is always done in consult with responders.
Update 9/19/12: See higher level concern no. 2 SSMP Audit below.

Higher Level Concerns:

1. Both of the events where GWP was delayed in reporting to us, **625 Cavanagh** (complicated by late dispatch from our office) and **the 3324 Crail Way** matter (GWP knew on Thursday evening but we didn't until Tues. AM and we started the clock on Tues AM) are major concerns-
 - a. Both for City of Glendale internal communication issues which we're well aware of.
Update 6/11/12: D. Hardgrove will determine time and place to emphasize the need for City employees outside of Public Works to report any suspected SSO immediately to Public Works.
Update 9/19/12: Water Dept. Superintendents (Massie & Romagnino) attended SSMP/SERP (Sewer Emergency Response Training on 8/9/12).

State Water Resources Control Board (SWRCB) Audit of WDR Compliance in Glendale 4/30/12

Updated: 9/9/13

Higher Level Concerns (cont.):

- b. Also on Crail, I assume how we handled the volume estimate, though that was not specifically stated. Recall that we were clear in the CIWQS report about our internal uncertainty over what may have happened over weekend...

Update 6/11/12:

Item 19 Spill Appearance Point Explanation-From 3324 Crail Way SSO Certified CIWQS Report-

"Spill appearance point at manhole adjacent driveway for 3324 Crail Way. Resident of property reported that he contacted Glendale Water & Power regarding a "manhole overflowing and smell of sewage" at 6:03 PM on 11/3/11. This call was never relayed to the Glendale Public Works Department. Resident noticed overflow next at 8:04 AM on Monday 11/7/11 and called Glendale Public Works. Public Works Wastewater personnel responded within 45 minutes of receiving this call."

2. SSMP Implementation- and we knew these

- a. No formal written audit at 24 months as required by WDR

Update 6/11/12: 1st Audit in progress now 35% complete.

Update 8/1/12: 1st Audit in progress now 70% complete.

Update 9/19/12: No change since 8/1/12-70% complete.

Update 2/22/13-1st Audit in progress now 92% complete.

Update 8/29/13-1st Audit 100% complete.

1. 3 of 12 Appendices need directions on how to access working docs.
2. WW Supt. and Sr. Environmental Program Specialist need to outline a standard biennial audit protocol.
3. Internal audit of all SWRCB audited SSO pkgs (1/1/11-4/30/12-22 pkgs) in prep to defend calculation rational and decisions.

- b. General staff ignorance about what's in the document and specifically about what's written in the **Sewer Emergency Response Plan (SERP)**. They expect that document would be in our SOP books in the field.... Maurice and I have disagreement with this point.

Update 6/11/12: We intend to argue vigorously that our drill program is our training on the SERP. Section will receive an overview of the entire SSMP including the SERP by 7/15/12 (J. Hicks). **COMPLETED 8/9/12.**

- c. The fact that we work with the contents of the Appendix to the SSMP virtually every day bought us no slack.

- d. Failure to document transfer of the FOG program from Fire environmental to PW Admin Enviro. ... Again, Maurice and I have disagreement with this point.

Update 6/11/12: SSMP amended to reflect Public Works oversight of FOG program -**Corrective Action COMPLETED 6/4/12.**

All of the above will be reported to the regional board as a failure to implement the SSMP and will likely be cited as a **Violation of the WDR**.

State Water Resources Control Board (SWRCB) Audit of WDR Compliance in Glendale 4/30/12

Updated: 9/9/13

C:\Users\jhicks\Documents\Word Documents\Wastewater Organization\WDR\Region 4 Audit_043012\SWRCB WDR Compliance Audit_043012.doc

3. Lack of a fully integrated CMMS is a serious impediment to our efficiency, effectiveness and record keeping.

Update 8/5/13- City Works Service Request Module goes live.

4. Lot's of other small stuff that's easy to fix regarding reporting, dispatching and record keeping that you will see immediate correctives on.

- a. **Record Keeping**-Differences in event start times for sewer overflow events at various steps in the documentation and reporting process.

Update 6/11/12: -Corrective Action COMPLETED 5/10/12.

- b. **Reporting Update 9/19/12/12-**

1. **Health Department** expectation of 15 mins from on scene to full report is not realistic without dedicated technical resources on scene an even then 30 minutes would be a challenging objective. In order to get in compliance WW Section personnel will report overflow rate (In gpm) within 15 minutes and will in call HD back when volume estimate is complete. **See Fig. 1 attached**
2. **Cal EMA** requirement of 120 minutes is realistic for at least a preliminary report and responding crews will be supervised to that end. **See Fig. 2 attached.**

Closing Conference summary comments paraphrased... "you guys have the bones of a solid operation here, you work your butt-off and guys in field seem to know what they're doing but we're disappointed with your record keeping problems and failure to implement the SSMP."



SSMP Self-Audit Worksheet #1

Chapter 1: Prohibitions and Provisions – No changes needed

Chapter 2: Goals and Organizational Structure – No changes needed

Chapter 3: Overflow Emergency Response Plan – No changes needed

Chapter 4: Legal Authority – No changes needed

Chapter 5: Fats, Oils, and Grease (FOG) Control Program – No changes needed

Chapter 6: Operation and Maintenance Program – No changes needed

Chapter 7: Design and Performance Provisions – No changes needed

Chapter 8: System Evaluation and Capacity Assurance Plan – No changes needed

Chapter 9: Monitoring, Measurement, and Program Modifications – No changes needed

Chapter 10: SSMP Program Audits – No changes needed

Chapter 11: Communication Program – No changes needed





SSMP Audit No.1- March 2012

At the time of the first audit, Volume II of the plan, the appendices, was reviewed for documents that required revision or updating. The following are the actions to be taken as a result of that review:

1. **Appendix A- SSMP Organization**
 - a. Revise and update SSMP Development and Implementation Personnel.
 - b. Replace Division Personnel Roster dated 7/8/09 with the most updated version located at G:/Clerks/Radio Phones.xls

2. **Appendix B- Sewer Overflow Response Plan and Documentation**
 - a. Update and replace Agency Phone Numbers-p. 16.
 - b. Replace SSO Field Worksheet with the most recent version 12/15/11.

3. **Appendix F- Excerpts of the Municipal Code of the City of Glendale, CA Related to FOG.**
 - a. Insert the FDG Ordinance, City ordinance no.5667 of August 18, 2009.

4. **Appendix G- Restaurant List for the City of Glendale, CA**
 - a. Insert working list from 2011-2012 annual restaurant run list.

5. **Appendix H- Sewer Trouble Spot Work List**
 - a. Add a memo to the appendix that refers the reviewer to:
 - i. The storage location of the electronic master set of monthly work lists.
 - ii. The set of the 12 most recent work lists located on the Crew Supervisor's Office Door.
 - iii. Three(3) years of program records maintained in the Wastewater Section office.

6. **Appendix K- Sewer Line Maintenance and Inspection Form**
 - a. Insert most recent revision of the form.(March 2010)

7. **Appendix L- Restaurant Run Documentation**
 - a. Add a memo to the appendix that refers the reviewer to:
 - i. The complete set of field documents for the most recent annual restaurant runs maintained in the Wastewater Section Office.

8. Appendix M-Chemical Root Control Spreadsheet

- a. Add a memo to the appendix that refers the reviewer to:
 - i. The program history spreadsheets located at G:/1-Wastewater/YYYY/Crew Supervisors and Superintendent Shared/document name.xls
 - ii. The graphical history of treatment located in the conference area in the Wastewater Maintenance Shop.

9. Appendix N-Infrastructure Repair Lists.

- a. Add a memo to the appendix that refers the reviewer to:
 - i. The collection system repair history spreadsheets located at G:/1-Wastewater/YYYY/Crew Supervisors and Superintendent Shared/document name.xls

10. Appendix P- City Specific Training and Certification.

- a. Add a memo to the appendix that refers the reviewer to:
 - i. Wastewater maintenance Section Crew Training and Certification Paths table located at **location**.
 - ii. The confined space entry and rescue drill program records located in the Wastewater Maintenance Shop.

11. Appendix Q- Operation and maintenance of Wastewater Collection Systems-Vol. I Introduction.

- a. Insert a Xerox copy of the introduction from Vol. I

12. Appendix R- Sewer Pipe Inventory.

- a. Add a memo to the appendix that refers the reviewer to:
 - i. Records of periodic inventories of sewer pipe repair materials maintained in the Wastewater Maintenance Shop Section office..

SSMP Document Amendments

Last Update: 9/9/13

Date	Section Amended / Appended	Action Taken	By Whom	Notes
3/28/12	Appendix A	Revise and update SSMP Development and Implementation Personnel	J. Hicks	Next Revision February 2013
Ongoing	Appendix A	Replace Division Personnel Roster dated 7/8/09	J. Hicks	most updated version located at G:/Clerks/Radio Phones.xls
April 2012	Appendix B	Replace SSO Field Worksheet with the most recent version 12/15/11.	J. Hicks	
May 2012	Appendix F	Insert the POG Ordinance, Ch 13.34 of the Glendale Municipal code, City ordinance no. 5667 of August 18, 2009.	M. Ollataguerre	
May 2012	Appendix G	Restaurant List for the City of Glendale, CA Insert working list from 2011-2012 annual restaurant list.	J. Hicks	
April 2012	Appendix K	Sewer Line Maintenance and Inspection Form Insert most recent revision of the form. (March 2010)	J. Hicks	

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Date	Section Amended / Appended	Action Taken	By Whom	Notes
6/4/12	Chapter 4 - Legal Authority	Append new document description 4.3.4 Encroachment Permit Agreement for the Operation and Maintenance of the CVWD Interceptor Sewer for the Conveyance of Wastewater in the Public Right of Way. Insert copy of document in Appendix D.	M. Ollalaquerra	
6/4/12	Chapter 5 - Fats, Oils and Grease (FOG) Control Program	Append new document description 5.3.7 "Amendment #1 to Chapter 5: Fats, Oils and Grease (FOG) Control Program." Insert copy of memo documenting Public Works Department oversight of FOG program.	M. Ollalaquerra	
6/4/12	Appendix C	Excerpts of the Municipal code of the City of Glendale Insert "Amendment #1 to Appendix C"	M. Ollalaquerra	
6/8/12	Appendix H	APPENDIX H - Sewer Trouble Spot Work List Created memo to refer reviewer to electronic master on GA drive and working and historical hard copy documents maintained in the Wastewater Shop Crew Office.	J. Hicks	
6/20/12	Appendix L	APPENDIX L - Restaurant Run Documentation Created memo to refer reviewer to electronic master on GA drive and working and historical hard copy documents maintained in the Wastewater Shop Crew Office.	J. Hicks	

Date	Section Amended / Appended	Action Taken	By Whom	Notes
6/20/12	Appendix G	APPENDIX G - Restaurant List- Created memo to refer reviewer to electronic master on G:\ drive	J. Hicks	
7/11/12	Appendix M	Appendix M-Chemical Roof Control Spreadsheet- Created memo to refer reviewer to electronic master on G:\ drive and to a graphical history of treatment maintained on wall mounted maps of the City's sanitary collection system located in the conference area in the Wastewater Maintenance Shop.	J. Hicks	
8/7/12	Appendix N	Appendix N-Infrastructure Repair Lists Created memo to refer reviewer to electronic master on G:\ drive. Removed and discarded 11/18/08 hard copy of spreadsheet inserted at time of SSMVP creation.	J. Hicks	
2/22/13	Appendix P	APPENDIX P- City Specific Training and Certification - Created memo to refer reviewer to electronic master of W\W Crew Train and Cert Paths on G:\ drive. Removed and discarded 9/18/08 hard copy of W\W Crew Train and Cert Paths inserted at time of SSMVP creation. Also Identified Wastewater Maintenance Shop Crew Office as the storage location for the following paper training records: 1. Confined Space Entry and Rescue Drill Program. 2. Sewer System Overflow (SSO) Drill Program. 3. Tangle Gate Training Program	J. Hicks	

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Date	Section Amended / Appended	Action Taken	By Whom	Notes
2/22/13	Appendix Q	Inserted a copy of the introduction to the sixth edition of <u>Operation and Maintenance of Wastewater Collection Systems Vol. I</u> in SSMVP Vol. II (Appendices to the SSMVP) Master stored in Wastewater Maintenance Shop Crew Office	J. Hicks	
8/29/13	Appendix R	Inserted a copy of the Excel Workbook <u>PIPE INVENTORY LIST FOR SHOP REV AUG 2013</u> in SSMVP Vol. II (Appendices to the SSMVP) Master stored in Wastewater Maintenance Shop Crew Office. Removed and discarded <u>SHOWER PIPE INVENTORY</u> inserted at time of SSMVP creation.	J. Hicks	
8/29/13	SSMVP Audit No. 1	All follow-up action for this audit completed as of this date.	J. Hicks	
9/1/13	Appendix A	Replace <u>Division Personnel Roster</u> dated 5/1/2012	J. Hicks	most updated version located at G:/Clerks/Radio Phones.xls
9/5/13	New Appendices	Created the following new appendices for Vol. 2- a. Appendix V - Internal Audit Records b. Appendix W - Regulatory Inspections and Responses. c. Appendix X- SSMVP Amendments Log.	J. Hicks	

Date	Section Amended 1/ Appended	Action Taken	By Whom	Notes
9/10/13	SSMP Audit No. 2	Audit No. 2 - Fourth (4 th) Plan Anniversary Completed as of this date and forwarded to Director Public Works.	J. Hinkle	



Wastewater Maintenance Section Standby Rotation - 2013



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Teams	1	2	3	4	Relief	Friday	Holidays
2013 Standby Schedule	Ortega Herrera Ori	Rodriguez Villagran Badgley	Martinez Reyes Tagesyan	Torres Urquiza Garcia	McCloskey Hernandez	on for	During Standby Week
December 24-31 2012		X				A	
01/31/2012-01/07/2013						B	New year's Day
January 7-14			X			A	
January 14-21				X		B	MLK Day
January 21-28	X					A	
January 28-February 4		X				B	
February 4-11			X			A	
February 11-18				X		B	
February 18-25	X					A	President's Day
February 25-March 4		X				B	
March 4-11			X			A	
March 11-18				X		B	
March 18-25	X					A	
March 25- April 1		X				B	
April 1- 8			X			A	
April 8-15				X		B	
April 15-22	X					A	
April 22-29		X				B	
April 29- May 6			X			A	
May 6-13				X		B	
May 13-20	X					A	
May 20-27		X				B	
May 27-June 3			X			A	Memorial Day
June 3-10				X		B	
June 10-17	X					A	
June 17-24		X				B	
June 24-July 1			X			A	
July 1-8				X		B	Independence Day
July 8-15	X					A	
July 15-22		X				B	
July 22-29			X			A	
July 29-August 5				X		B	
August 5- 12	X					A	
August 12-19		X				B	
August 19-26			X			A	
August 26-September 2				X		B	
September 2-9	X					A	Labor Day
September 9-16		X				B	
September 16-23			X			A	
September 23-30				X		B	
September 30-October 7	X					A	
October 7-14		X				B	
October 14-21			X			A	
October 21-28				X		B	
October 28-November 4	X					A	
November 4- 11		X				B	
November 11-18			X			A	Veteran's Day
November 18-25				X		B	
November 25-Dec-02	X					A	Thanksgiving Day
December 2-9		X				B	
December 9-16			X			A	
December 16-23				X		B	
December 23-30	X					A	Christmas Day

WT- Team Lead coordinates water test of bypass pump on standby response vehicle.

Date	Location	Total Spill Volume (gals)	Volume Discharged to Waters of the State (gals)	% HOC	Working Hours Response Time (mins)	After Hours Response Time (mins)	VA Response Time
8/15/2011	1300 Block Linden Ave./San Fernando Road	11,700	7100	16	22	28	43
8/31/2011	3800 Block of Karen Lynn Dr.(Drill)	405	178	58		11	30
8/2/2011	900 Block of Mercedes St/Samuel (Drill)	2125	1325	38			
7/8/2011	1034 Raymond Ave.(between Gilman's Blvd. and San Fernando Rd.)	1500	250	83	5		
8/11/2011	1700 Block of Base St/Thompson (Drill)	1980	585	63		24	31
8/26/2011	Corner of Remy and Mountain	1000	700	50		35	
10/21/2011	1630 Golf Club Drive	503	250	50		20	2
11/27/2011	3394 C-21 Way	225	224	0	45		
11/22/2011	1500 Black Bear Ave./Greenview (Drill U)	1450	1285	11		21	20
12/21/2011	1200 Block N. Columbus Ave.	903	806	18	4	5	N/A
12/31/2011	1832 Maginn Drive / Pacific Ave.	803	225	35	23		N/A
4/4/2012	657 Canyon Dr./ Miller	135	100	50	25		N/A
4/16/2012	2500 E. Sierra's Blvd./ Gilman's Canyon Dr.	135	1	56		39	25
5/9/2012	800 Western Ave./ San Fernando (Drill)	2680	110	57		26	24
5/24/2012	2840E. Gilman's Blvd./ Gilman's Place aka Lower	5300	880	57	24		N/A
5/23/2012	100 Black IV. Colorado Blvd at service Drive ter Amersona	903	450	50		30	N/A
5/28/2012	500 Block of Naranga (Drill)	1140	0	100		25	24
8/28/2012	Peak Vista/Thelma St	375	200	33		20	15
8/11/2012	4900 Blk. of Lauderdale (Drill)	515	221	57		25	16
10/16/2012	655 Grove Pl./ Woodburn	725	575	27	12		N/A
10/31/2012	1117 Allen Ave./ Gilman's	2450	430	82	20		N/A
12/1/2012	275 W. Kenneth Rd. Kester Hill	250	25	80		13	8
12/15/2012	847 Canyon Dr./ Linton	125	52	57		30	
1/11/2013	El Palo/Lernosta	275	275	0	N/A	25	20
1/12/2013	3524 St. Elizabeth Rd	2000	1750	33	25		N/A
1/21/2013	Bravo Blvd/Vassar Ave	3073	0	100	5		N/A
1/30/2013	2250 El Avenida Dr./ Avenida Dr. (Drill)	740	281	38	N/A	44	27
5/24/2013	621 G. omore Blvd./E. Chevy Chase Dr.	1895	0	100	23		N/A
8/5/2013	1010 Carlings Drive R/W./A.Boles Dr.	295	175	28	35		N/A
8/28/2013	1606 Rock Garden Ave./ Lincoln Ave.	3900	3177	18.1	15		N/A
8/30/2013	2000 Black-Crillon Drive/ Alameda Avenue (Drill)	890	510	48	N/A	30	23

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SSMP Self Audit #1

SSMP Audit No.1- March 2012

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10. **Appendix P**- City Specific Training and Certification.
 - a. Add a memo to the appendix that refers the reviewer to:
 - i. Wastewater maintenance Section Crew Training and Certification Paths table located at **location**.
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11. **Appendix Q**- Operation and maintenance of Wastewater Collection Systems-Vol. I Introduction.
 - a. Insert a Xerox copy of the introduction from Vol. I

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SSMP Self-Audit Worksheet #1

Chapter 1: Prohibitions and Provisions – No changes needed

Chapter 2: Goals and Organizational Structure – No changes needed

Chapter3: Overflow Emergency Response Plan – No changes needed

Chapter4: Legal Authority – No changes needed

Chapter 5: Fats, Oils, and Grease (FOG) Control Program – No changes needed

Chapter 6: Operation and Maintenance Program – No changes needed

Chapter 7: Design and Performance Provisions – No changes needed

Chapter 8: System Evaluation and Capacity Assurance Plan – No changes needed

Chapter 9: Monitoring, Measurement, and Program Modifications – No changes needed

Chapter 10: SSMP Program Audits – No changes needed

Chapter 11: Communication Program – No changes needed

APPENDIX W

Regulatory Inspections & Responses

City of Glendale

TABLE OF CONTENTS

Sewer System Management Plan Volume III

Appendix W – Regulatory Inspections and Responses

April 2019

1. Follow up Documents Requested from Sept. 10 Meeting with State Water Resources Control Board – **9/10/13 SWRCB Flw-up Mtg**
2. Response to Notice of Violation (NOV) 2/21/13 – **Response to NOV -2/21/13**
3. Notice of Violation –**NOV – 1/25/13**
4. Response to Questionnaire – **Response to Quest.**
5. Pre-Inspection Questionnaire – **Pre-Inspect Quest.**

Hicks, John

From: Hardgrove, Daniel
Sent: Friday, September 13, 2013 12:23 PM
To: Yuen, Pansy@Waterboards
Cc: Hicks, John
Subject: Follow up Documents Requested from Sept 10 Meeting
Attachments: SSMP Appendix N_soc: repairs comp'd only.pdf, Sewer System Metrics thru AUG2013.pdf, SSMP Self Audit #2_JAN2013_with attachments.pdf

Pansy,

It was a pleasure meeting with you and the rest of the Board representatives this past Tuesday, September 10th, at your office in downtown Los Angeles. Please find attached the various documents that were requested for review at our meeting (1 of 2 emails). I believe the table found immediately below will be useful in navigating the attached materials:

Item Requested	Document(s) Name:
1. Hydraulic Analysis Summary from the 2007 Master Plan Update	Glendale Final WWMMP_July 2007 .pdf
2. System Evaluation and Capacity Assurance Plan (SECAP)	Glendale SECAP Summary_SEP2013.docx
3. Volume Estimating procedure and Training on since Audit.	SS Pipeline Upgrade Priority Model 9-11-13.pdf Training on Vol Estimating 2013.pdf
4. SSMP Audit No. 2 includes capital improvement projects completed since implementation of the SSMP. Also attached- Key collection system performance metrics through August2013	SSMP Self Audit #2_JAN2013_with attachments.pdf Sewer System Metrics thru AUG2013.pdf
5. Spot Repair Records.	SSMP Appendix N spot repairs.pdf

The attachments are fairly sizable, so I will be sending them under 2 separate emails. I would appreciate it if you can send me an email confirming that they have been received and that you were able to open the attachments.

We look forward to our continued close working relationship as both the Board and the City mutually seek to develop and refine our collection system management, preventative maintenance and SSO response to help protect the State's water quality and the environment.

Regards,
Dan Hardgrove
Deputy Director of Public Works
Maintenance Services
Glendale Public Works

Hicks, John

From: Hardgrove, Daniel
Sent: Friday, September 13, 2013 12:27 PM
To: Yuen Pansy@Waterboards
Cc: Hicks, John
Subject: Follow up Documents Requested from Sept 10 Meeting
Attachments: Training on Vol Estimating 2013.pdf; Glendale Final WWMP_July 2007.pdf; Glendale SECAP Summary.docx

Attachments: 1 additional pending 2 of 3 emails.

Regards,
Dean Hardgrove
Deputy Director of Public Works
Maintenance Services
Glendale Public Works

Hicks, John

From: Hardgrove, Daniel
Sent: Friday, September 13, 2013 12:38 PM
To: Hicks, John
Subject: FW: Follow up Documents Requested from Sept 10 Meeting
Attachments: SS Pipeline Upgrade Priority Model 9-11-13.pdf

Dan Hardgrove
Deputy Director of Public Works
Maintenance Services
Glendale Public Works

From: Hardgrove, Daniel
Sent: Friday, September 13, 2013 12:28 PM
To: 'Yuen, Pansy@Waterboards'
Subject: Follow up Documents Requested from Sept 10 Meeting

Attachments 3 of 3 emails

Thanks,
Dan Hardgrove
Deputy Director of Public Works
Maintenance Services
Glendale Public Works

Kennedy/Jenks Consultants

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**Final Report Wastewater
Master Plan Update**

July 2007

Prepared for

City of Glendale
633 East Broadway
Glendale, CA 91206

KJ Project No. 0685008

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Abbreviations and Definitions

The following abbreviations and definitions are used within the report:

<u>Abbreviation</u>	<u>Definition</u>
AAF	annual average flow
ac	acre
ADD	average day demand
ADWF	average dry weather flow
APN	assessor parcel number
AWWF	average wet weather flow
BMP	Best Management Practices
BOD	biochemical oxygen demand
cf	cubic feet
CFR	Code of Federal Regulations
cfs	cubic foot per second
CIP	Capital Improvement Program
D/d	depth to diameter
dia.	Diameter
DSP	Downtown Specific Plan
DU	dwelling unit
DU/ac	dwelling units per acre
ENR	Engineering News Record
EPA	U.S. Environmental Protection Agency
EADWF	Existing Average Dry Weather Flows
FADWF	Future Average Dry Weather Flows
FEMA	Federal Emergency Management Agency
FPDWF	Future Peak Dry Weather Flows
FPWWF	Future Peak Wet Weather Flows
fps	feet per second
GIS	geographic information system
gpac	gallons per acre day
gpcd	gallons per capita per day
gpm	gallons per minute
hcf	hundred cubic feet
HGL	hydraulic grade line
hp	horsepower
HTP	Hyperion Treatment Plant
I&I	infiltration and inflow
IWPP	industrial waste pretreatment program
JPA	Joint Powers Agreement
K/J	Kennedy/Jenks Consultants
KWH	kilowatt hours
LA	City of Los Angeles

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<u>Abbreviation</u>	<u>Definition</u>
LACSD	Los Angeles County Sanitation Districts
LAGWRP	Los Angeles-Glendale Water Reclamation Plant
LF	linear foot
MFD	multi-family dwelling
MGD	million gallons per day
mg/l	milligrams per liter
NCPi	National Clay Pipe Institute
NOS	North Outfall Sewer
NPDES	National Pollutant Discharge Elimination System
O&M	operations and maintenance
PDWF	peak dry weather flow
population/DU	population per dwelling unit
POTW	publicly owned treatment works
pph	persons per household
PWWF	peak wet weather flow
ROW	right-of-way
RWQCB	Regional Water Quality Control Board
sf	square feet
SFC	sewer facilities charge
SFD	single-family dwelling
SMW	sewer maintenance workers
SRWCB	State Regional Water Control Board
SS	suspended solids
TAZ	traffic area zone
TDH	total dynamic head
VCP	vitrified clay pipe

Executive Summary

BACKGROUND AND OBJECTIVES

The City of Glendale (City or Glendale) is a Charter City located northeast of the City of Los Angeles in the San Gabriel Mountains. Glendale's population of approximately 200,000 resides in over 75,000 dwelling units within a 30.6-square-mile area. The City's current planning efforts estimate that Glendale's population is projected to reach approximately 225,000 by the year 2030. The City performed its last Wastewater Master Plan in 1998.

The City of Glendale's existing wastewater collection system is comprised of four types of facilities. These facilities are wastewater collection system pipelines, permanent wastewater monitoring metering stations, a wastewater pump station, and co-ownership in a wastewater treatment facility. The facility evaluation elements of this Master Plan focus on a hydraulic evaluation of the existing collection system pipelines and a condition/capacity assessment of the existing pump station. The Los Angeles Glendale Water Reclamation Plant (LAGWRP) is not included in this Master Plan as it is operated and maintained by the City of Los Angeles and its capacity and upgrade requirements are handled under a separate Joint Powers Agreement.

The existing wastewater collection system within Glendale contains approximately 380 miles of underground wastewater pipelines. These pipelines range from 8 inches to 36 inches in diameter, with approximately 87% of the system being 8-inch. Wastewater is collected in these facilities and is conveyed primarily by gravity through a "trunk" wastewater pipeline system to regional interceptors for treatment at the Hyperion Treatment Plant (HTP) or the LAGWRP, with sludge discharged to the Hyperion System.

Wastewater flows are accumulated by the wastewater pipeline system in seven district drainage basins and then measured at prescribed locations prior to final discharge to the North Outfall Sewer (NOS), the primary trunk line owned and operated by the City of Los Angeles to convey flow to the HTP. In the last few years, the City installed permanent inline flow metering facilities to replace the permanent flume facilities that had served the City for 30 to 40 years. These metering stations provide ongoing flow data for billing considerations with the City of Los Angeles and are used as the basis of existing flow conditions in this Master Plan. (See Figure 2-2 for basin designations and outfall locations)

Given the projection of additional growth and newly allowable mixed use development in much of the downtown area, the City has established a focused need to assess the hydraulic capacity of the wastewater system. Accordingly, the focus of this Wastewater Master Plan Update is to perform a hydraulic evaluation of Glendale's wastewater facilities to establish a prioritized capital improvement program. The hydraulic evaluation is conducted through the development and calibration of a computerized hydraulic model. The model is used to evaluate the capacity of the existing and future system so that a comprehensive capital improvement program can be prepared. This activity has been necessitated by recent downtown development and the associated Downtown Specific Plan developed by the City.

The objectives of this Master Plan are to:

- Develop a calibrated hydraulic model of the wastewater system.
- Input the anticipated future land use conditions on the wastewater system, and evaluate the existing system's capability to convey existing and ultimate flows.
- In concert with City staff, develop appropriate design criteria for the evaluation of the system.
- Prepare cost estimates of the necessary improvements.
- Document this information in a letter report of findings in the form of a 2007 Wastewater Master Plan Update.

Through the conduct of these objectives, the general purpose for this planning effort is to assess those areas within the City that may be capacity limited facilities and provide a methodical plan for the improvement of these identified areas.

WASTEWATER SYSTEM FINDINGS AND RECOMMENDATIONS

The findings of this study are based on a comprehensive evaluation of available data and an analysis of the existing wastewater system's ability to meet existing and ultimate flows. These primary findings and recommendations are summarized herein to address the key elements of the Wastewater Master Plan Update. Additional minor recommendations are presented within this Master Plan document. The primary findings and recommendations are summarized as follows:

General System Findings and Recommendations

Through the conduct of the Master Plan, there are a number of general system findings and recommendations identified. A few of these key elements are provided in this section.

- Existing wastewater flows were derived by utilizing utility billing data to attach monthly water consumption to each individual parcel within the City. Return-to-sewer ratios (RTS) were applied based upon land use to determine sewer flows. These flows were calibrated to the flow monitoring information derived from the City's ongoing flow monitoring program.
- Several discussions were held with City staff regarding both the process and results of development of future wastewater flow projections. Based upon these discussions, future planning projections were developed based primarily on the recently completed Traffic Zone Analysis (TAZ) whereby future population and employment factors were developed for approximately 500 areas in the City. This baseline data was further modified to integrate additional development implications of the Disney Grand Central Creative Campus (GC3) project tributary to the Doran Pump Station and a decision to

calculate the loadings for all parcels in the DSP under both the TAZ and General Plan criteria and utilize the greater of the two values for future parcel level loadings in the downtown area.

- The results of this analysis projects the City's ultimate wastewater flows will increase to approximately 22 MGD, an increase of approximately 27% under ultimate buildout conditions.
- In addition to the projection of future increases in dry weather flows, the measured increase in flows during the rain storm event of February 23, 2005 was used to project future wet weather flows in the City's wastewater system. This event, classified as a 5-year storm, indicates that the City's collection system should be able to convey approximately 11 MGD of additional flow during a similar wet weather.
- Through the conduct of the Master Plan Update, it is recommended the City adopt new sewer design criteria. The two components of the new criteria are: a) depth to diameter criteria (d/D) - all pipelines greater than 15-inches should not exceed .67 d/D under future peak wet weather conditions, and pipelines less than or equal to 15-inch should not exceed .5 d/D, and b) wet weather criteria - the peak wet weather response factor is based on a 5-year storm, as measured in February 2005. These recommendations are based on the need to meet new State regulations for the use of a wet weather design criteria, the goal to minimize potential sanitary sewer overflows (SSO's), and discussions with City staff related to the cost and benefit of additional conveyance capacity.
- Given the magnitude of potential growth, the development and adoption of a revised Sewer Facility Charge is desirable to generate revenues commensurate with new development's impact on existing system capacity and provide for capital reinvestment. This new charge should also consider the cost implications of new capacity costs assessed to the City by the City of Los Angeles' through its Sewer Facility Charge program.

Collection and Pumping System Findings and Recommendations

The evaluation of the City's wastewater collection and pumping system is the foundation of the City's Wastewater Master Plan Update. The findings and recommendations provided herein are based on the results of the computerized hydraulic model, available information on system age/condition, and discussions with City staff. These findings and recommendations are summarized in this section.

- The City has an ongoing video inspection program that is designed to assess the condition of the wastewater collection system. In general, most of the City's collection system appears to be in generally good condition because of the City's strong maintenance, repair, replacement, and rehabilitation efforts.

- The majority of the City's wastewater collection system is composed of VCP sewer lines. VCP is a commonly used sewer pipeline material and is generally considered to provide reliable service for over 80 years. As one of the older municipalities in its region, the City's wastewater system contains many older pipelines. In fact, approximately half of the wastewater system is over 75 years old. While facility age in and of itself does not constitute a significantly deteriorated condition, it is an important factor in the development of a facility repair and replacement program. Accordingly, the City should correlate this information with a proactive video inspection program and the ongoing street resurfacing/reconstruction program to plan for the rehabilitation or replacement of these in the coming years.
- The results of the hydraulic evaluation indicate that the majority of the City's collection system has adequate capacity. However, under various current and future peak dry and peak wet weather conditions, approximately 74,400 feet was identified to have insufficient capacity to meet the City's design criteria. While the determination of actual footage to be improved may vary during pre-design when other pipe improvement considerations are included, the projection provides a framework for the magnitude of the City's potential pipeline improvement program requirements.
- The resulting pipelines with potential capacity limitations were segregated by drainage basin for subsequent prioritization, grouping, and final pre-design evaluation by the City during plan implementation. Table ES-1 reflects the estimated cost of these improvements to be approximately \$31 million. The general location of these facilities is depicted graphically in Figure ES-1.
- The City owns, operates, and maintains one wastewater pumping station, the Doran Street Wastewater Pumping Plant (lift station) that lifts sewage from an existing 18" trunk sewer passing under the Verdugo Wash Flood Control Channel. This facility was originally constructed sometime around 1930 as a below ground, bi-level facility. The last major reconstruction of this lift station was in 1982 when upper level and ground level structures were added. Capacity analysis of this facility indicated that future development north of the lift station will generate a peak flow of approximately 3 MGD. This flow value exceeds the estimated 2.5 MGD firm capacity for this facility, as well as the capacity of the existing 18" pipe beneath the Verdugo Channel feeding the lift station. These projected flows will also exceed the operational capacity of the existing wet well configuration.
- Given these capacity issues, future improvements will need to consider upsizing the 18" influent piping to 27", increasing wet well operational and emergency storage capacity by lowering the wet well invert elevation several feet, and upgrading the pump capacities. Implementation of these improvements to the existing facility does not appear to be practical or feasible. As such, this finding suggests that construction of a new, properly equipped and technically current lift station is a better alternative. Based on these factors and discussions with City staff, it is recommended that this facility be scheduled for replacement. The estimated costs of these improvements are approximately \$7.7 million, as shown in Table ES-1.

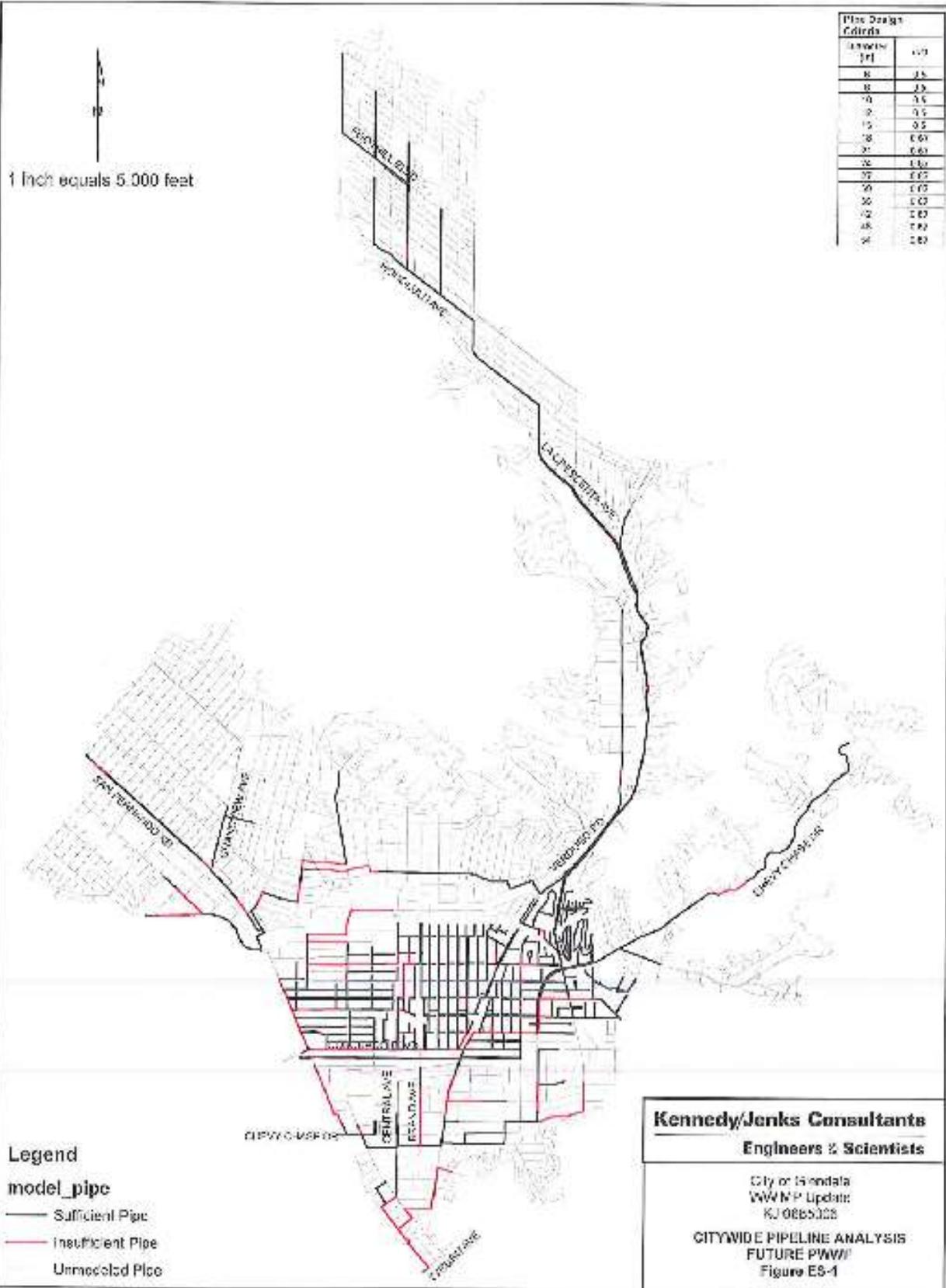
- Given the magnitude of these costs, discussions with City staff suggest that there are a number of factors still outstanding with the long-term strategy for this facility that may affect the final costs and disposition of this facility. These factors include: a) timing and magnitude of the additional flows from the Disney GC3 complex, b) ability to rehabilitate or replace Doran and the associated 18-inch influent pipeline at its exiting location to meet the ultimate demands, and c) potential relocation of this facility northwest of the Verdugo Wash on the Power Plant site and the construction of a new pipeline over the wash to eliminate the current 18-inch siphon under the wash. In consideration of these factors the City has programmed for the pre-design evaluation of this facility in the coming months. This evaluation, in conjunction with the resolution of the other institutional elements, will provide additional input in the final improvement plan and cost considerations for this important wastewater facility.

**TABLE ES-1
SUMMARY OF SYSTEM IMPROVEMENT COSTS**

PIPELINE IMPROVEMENT COSTS	FPWWF (ft.) ^(a)	FPWWF (\$'s) ^(a)
Colorado Flume	28,456	11,887,400
Chevy Chase Flume	12,512	4,978,800
Doran Pump Station Basin	3,178	1,439,000
Doran Flume	10,315	4,594,600
Eik Flume	3,781	1,447,700
Salem/San Fernando Flume	7,319	2,824,100
Tyburn Flume	8,846	3,856,500
Total Length & Cost of Deficient Pipelines – Future Conditions	74,407	\$30,808,000

DORAN PUMP STATION IMPROVEMENT COSTS	Estimated Cost (\$'s)
New Doran Pump Station	7,000,000
New 27' Pipeline Under the Verdugo Wash	700,000
Total New Doran Pump Station Improvement Costs	\$7,700,000

(a) FPWWF means future peak wet weather flow conditions.



Pipe Design Criteria	
Diameter (in)	Velocity (ft/s)
8	2.5
10	2.5
12	2.5
15	2.5
18	2.5
21	2.5
24	2.5
27	2.5
30	2.5
36	2.5
42	2.5
48	2.5
54	2.5

1 inch equals 5,000 feet

Legend
model_pipe
 — Sufficient Pipe
 — Insufficient Pipe
 — Unmodeled Pipe

Kennedy/Jenks Consultants
Engineers & Scientists

City of Henderson
 WWP Update
 KJ 0865028
 CITYWIDE PIPELINE ANALYSIS
 FUTURE PWW/
 Figure ES-1

City of Glendale
System Evaluation and Capacity Assurance Plan Summary

This document is intended to summarize the City of Glendale's System Evaluation and Capacity Assurance Plan as detailed in the City's SSMP. For more detailed information please refer to Chapter 8 of the SSMP (page 33).

The attached PDF File, titled "SS Pipeline Upgrade Priority Model 9-11-13", summarizes the sewer system pipeline segments that the City's 2007 Master Plan Update (attached also) identified as deficient. Further, the table in the bottom center of the page clearly shows the pipes that have already been upsized and are scheduled to be upsized (including the ones currently in design and construction). The City's Engineering Division has prioritized the lines that were deemed deficient in the Master Plan Update to better allocate monetary resources. Thus, pipeline segments that have a high priority number are upsized after the segments with lower priority numbers. Very low priority numbers represent pipes that are currently flowing above 0.5 d/D (or 0.67 d/D for larger lines) or very close to these design criteria.

It is important to note that the 2007 Hydraulic Model assumed maximum development in the downtown area over a 20-plus year time horizon. Therefore, the attached PDF File ("SS Pipeline.....") is representative of future sewer flows in the year 2030 after maximum development of each parcel. So, the new design criteria of 0.5 d/D and 0.67 d/D is applied to these future flows during a 5-year rainstorm (under the maximum build out scenario). We believe the City is being extremely conservative in the identification of deficient sewer lines for the following reasons:

- 1) It is unrealistic to assume that every parcel in the downtown area will eventually be developed/redeveloped to its maximum density (per the zoning code and General Plan).
- 2) Most cities have adopted 0.75 d/D as their design criteria to ensure adequate capacity and, again, most cities apply this design criteria to peak dry weather flows not future wet-weather flows.
- 3) Using 0.5 d/D and 0.67 d/D (in the year 2030) during the future peak dry scenario is already extremely conservative, applying this criteria to the future peak wet scenario is, quite frankly, unheard of.

During the City's meeting with Regional and State Board Staff on 9/10/13, a question was asked if Glendale ever performed an Inflow and Infiltration ("I and I") study. The answer to this question is, "yes." The City's original 1998 Wastewater Master Plan included an extensive wet-weather sewer flow monitoring program to help identify areas (if any) of the city experiencing significant inflow and infiltration problems. This data was used to complete the 2007 Master Plan Update and to calibrate the model using the City's seven outfall monitoring locations at the Los Angeles border (15-minute, real-time flow data was available for every rain event since 2004).

In short, the City of Glendale's sewer system currently has adequate sewer capacity, and thanks to the City's proactive approach in the area of hydraulic modeling, will have more than adequate sewer capacity in the future.

Wastewater Crew Tailgate Safety Meetings and Topics for 2013

Notes:

1. All meetings are on Mondays unless otherwise indicated. 6: 45 A.M. to 7:15 A.M.
2. Topic Area Codes:

Topic Code	Area	No. Mtgs.	Topic Code	Area	No. Mtgs.
PPE	PPE, Operation Specific	3/11	GTSM	General Trade & Safety Manual	1/2
HSKP	Housekeeping, Shop & Worksite - Whly Assign	/1	CE	Core Equipment	1/4
SBM	Smart Body Management Daily Crew Stretching	/1	WW	Specific Trade Techniques & Updates	5/4
HD	Harassment & Discrimination in the Workplace	/1	VEH	Vehicle Updates and Traffic Control	1/4
MSDS	Material Safety Data Sheets and Hazcom	/1	EF	Environmental Factors	2/5
APM	Administrative Policy	1			

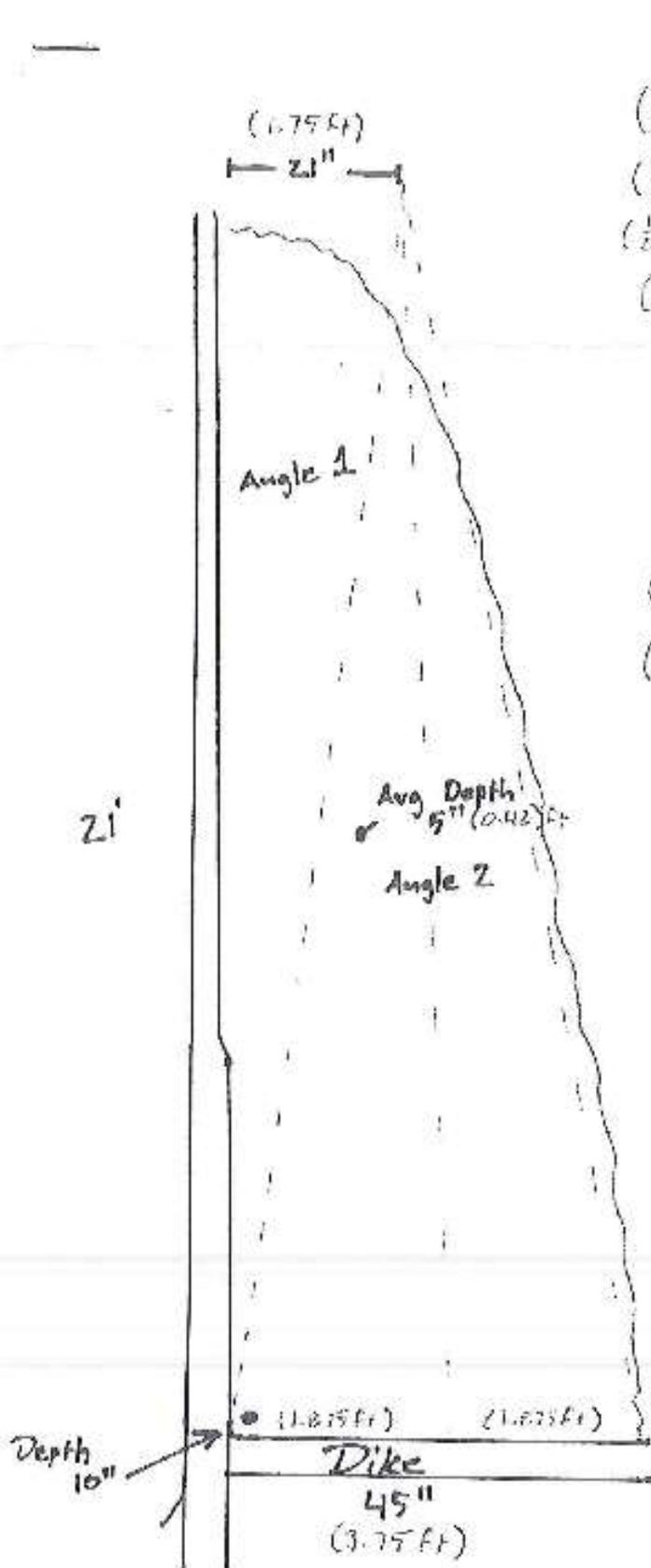
3. We will keep these meetings in our shop, informal and relaxed. All of us have valuable experience and insight that can help each one of us to **get home in one piece one day at a time.**

Thanks for your interest in safety.....Bryan, Roy, John

Rev. 09/13/13 JNH

Note: Grayed-out topics are completed as of the date of the revision.

<u>Date</u>	<u>Topic</u>	<u>Topic Area</u>	<u>Discussion Leader</u>
1/30/13	New PD Unit (#4572) Familiarization	CE	Carcy Olcott from Haaker
2/6/13	Confined Spaced Entry and Rescue Drill / Critic	PPE/ WW	David Martinez
2/21/13	Near Term Pump Station Alarm/ SSO reporting Responsibility	WW	John Hicks
2/27/13	4/13/12- Review of Audit by State Water Control Board and Response/ Care for tools and Equipment	WW/CE	John Hicks
3/13/13	SSO Drill volume Calculations Review 3/15/13	WW	David Martinez
3/16/13	SSO Wetted Street Volume Math Refresher	WW	Dan Ori
3/27/13	Pump Lifting SOP at the Doran Lift Station	PPE/ WW	David Martinez



Angle 1

$$\left(\frac{1}{2}\right)(L \times W) \times D$$

$$\left(\frac{1}{2}\right)(1.75 \times 21) \times 0.42$$

$$\left(\frac{1}{2}\right)(36.75 \text{ ft}) \times 0.42 \text{ ft}$$

$$\left(\frac{1}{2}\right)(15.4) = 7.72 \text{ ft}^3$$

$$7.72 \text{ ft}^3 \times 7.48 = 58 \text{ Gals}$$

Angle 2

$$\left(\frac{L}{2} \times W\right) \times D$$

$$\left(\frac{3.75}{2} \times 21\right) \times 0.42$$

$$(1.875 \times 21) \times 0.42$$

$$39.4 \times 0.42$$

$$16.5 \text{ ft}^3$$

$$16.5 \text{ ft}^3 \times 7.48 = 124 \text{ Gals}$$

Total Captured

$$\text{Angle 1} + \text{Angle 2} = \text{Total Gals}$$

$$58 \text{ Gals} + 124 \text{ Gals} = 182 \text{ Gals}$$

182 Gallons Captured

**City of Glendale California
Wastewater Maintenance Section
Rev. 11/4/10
SSO Volume Estimating Worksheet**

Did an overflowing manhole reach a storm drain? Yes/No
(circle one)

If yes – Go to Step 1.

If no – perform wetted street volume calculations on reverse.

Step 1. Determine Estimated Spill Volume to Street from overflowing Manhole.

A. Estimated spill start date/time: 3/5/13 1851
MM/DD/YY Time 24 hr

B. Estimated spill end date/time: 3/5/13 1953
MM/DD/YY Time 24 hr

C. Total spill time in minutes = B. – A. 82
Minutes

D. Estimated Overflow Rate 10
Reference GPM
(P, A, B, C)

References

1. Pictures (P), 2. Table A, 3. Table B, 4. Table C

E. Estimated Spill Volume to Street = 82 X 10 = 820 Gals. ✓
C. D.

Did sewer overflow inside a building or residence? Yes/No
(circle one)

If yes – Go to Step 2.

If no – Go to Step 3.

Step 2. Estimate Spill Volume to Building or Residence.

F. Determine total wetted floor area in sq. feet.

1. Room Inventory	Length (ft.)	X	Width (ft.)	=	Area (ft. ²)
a. _____	_____		_____	=	_____
b. _____	_____		_____	=	_____
c. _____	_____		_____	=	_____
d. _____	_____		_____	=	_____
e. _____	_____		_____	=	_____

G. Total wetted floor area (add 1. a thru 1. e.) = _____

Volume Estimating Worksheet (page 2)

H. Estimated average depth of wetted floor in inches = _____
(in.)

Note: If can't actually measure, make a reasonable assumption 1/8" - 1/2".

I. Convert depth in inches to ft. $H. / 12$ = _____
(ft.)

J. Estimated Spill Volume (Building or Residence) = G. x I. = _____
(ft³)

K. Convert Estimated Spill Volume (Building or Residence) to gals.
 $J. \times 7.48$ = _____
(gals.)

Step 3. Determine Total Estimated Spill Volume

L. Total Estimated Spill Volume = E. + K. 820 = 820
(gals.)

Step 4. Determine Estimated Volume of Spill Vacuum Recovered

M. Estimated Vacuum Recovery Start date/time: 3/5/13 1943
MM/DD/YY Time 24 hr

820 - 147 = 673

N. Total Vacuum Recovery Time in minutes B. - M. = 8
(mins.)

O. Est. Volume of Spill Vacuum Recovered = $\frac{8}{N} \times 10 \times D.$ = 80
(gals.)

Step 5. Estimated volume of spill that reached surface water, drainage channel, or not recovered from storm drain:

P. [Est. Spill Volume to Street] - [Est. Volume of Spill Vacuum Recovered] - [Est. Spill Volume Captured] =

E. - O. - Volume Captured (below) = 673
(gals.)

Determine Wetted Street Volume or Volume Captured

1. Attach copy of sketch from stoppage report.

Depth Information in Ft.	
1/8"	= 0.01 FT
1/4"	= 0.021 FT
3/8"	= 0.031 FT

Length (L) = 18 ft.

Width (W) = 6 ft.

Depth (D) = Average Observed (in.) = 2 / 12 = .166 ft.

wetted street volume = $\frac{L}{1} \times \frac{W}{1} \times \frac{D}{1} = 17.928$ ft.³ x 7.48 = 134.1 / 2 = 67.05
Gals.

City of Glendale
Public Works Maintenance Services, Street Department
WASTEWATER TRAINING MEETING

Crew Operation: **WASTEWATER** (Sewers)

Location: Wastewater Shop

Date: 08/29/13

Subject: Volume Estimate and Field Worksheet for 8/28/13 SSO at Rock Glen adjacent 2Fwy.

Presenter: John Hicks

Volume Estimation Methods:

1. Total volume based on combined overflow rate of two adjacent manholes (100 gpm + 50 gpm) and elapsed time.
2. Overflow rate from CWEA Southern Sections Collection Systems Committee chart.
3. Subtracted:
 - a. Amt. vacuum recovered on scene - overflow rate x time between commencement of vacuum recovery and stoppage relief.
 - b. Volume of liquid estimated to have been recovered from receiving separate storm drain by vacuum truck. Operator's assessment of level in combo unit debris bin and known cylindrical dimensions of bin.

See SSO Volume Estimating and Field Worksheets attached.

Signatures of Employees Attending

John Hicks		Bryan Ortega	
Jason Badgley	Administrative Leave	Armin Reyess	
James Garcia		Roy Rodriguez	
Alfonso Herrera		Vardan Tagesyan	
Brian Hernandez		Rod Torres	
Dave Martinez		J. Mike Urquizo	
Jim Mc Closkey		Nery Villagran	
Daniel Cri			

Complete all sections and give the form to your supervisor.

Supervisor's Signature _____

Roy F. Rodriguez

**City of Glendale California
Wastewater Maintenance Section
Rev. 11/4/10
SSO Volume Estimating Worksheet**

Did an overflowing manhole reach a storm drain?

Yes/No
(circle one)

If yes - Go to Step 1.

If no - perform wetted street volume calculations on reverse.

Step 1. Determine Estimated Spill Volume to Street from overflowing Manhole.

A. Estimated spill start date/time: 08/28/13 08:08
MM/DD/YY Time 24 hr

B. Estimated spill end date/time: 08/28/13 08:34
MM/DD/YY Time 24 hr

C. Total spill time in minutes = B. - A.

D. Estimated Overflow Rate

References

1. Pictures (P), 2. Table A, 3. Table B, 4. Table C

E. Estimated Spill Volume to Street = $\frac{26}{C} \times \frac{155}{D} = \frac{4030}{Gals.}$

26
Minutes
150
~~155~~
Reference (P, A, B, C) GPM
* Only Recovered 3 mins of 100 GPM from MH# 030413
3900
JNH
9.12.13

Did sewer overflow inside a building or residence?

Yes/No
(circle one)

If yes - Go to Step 2.

If no - Go to Step 3.

JNH
9.12.13
SEE NOTE ON PL 1 OF FIELDWORKSHEET

Step 2. Estimate Spill Volume to Building or Residence.

F. Determine total wetted floor area in sq. feet.

1. Room Inventory	Length (ft.)	x	Width (ft.)	=	Area (ft. ²)
a. _____	_____		_____	=	_____
b. _____	_____		_____	=	_____
c. _____	N		_____	=	_____
d. _____	A		_____	=	_____
e. _____	_____		_____	=	_____

G. Total wetted floor area (add 1. a thru 1. e.) = _____

Volume Estimating Worksheet (page 2)

H. Estimated average depth of wetted floor in inches = _____ (in.)

Note: If can't actually measure, make a reasonable assumption 1/4" - 1/2"

I. Convert depth in inches to ft. $H. / 12$ = _____ (ft.)

J. Estimated Spill Volume (Building or Residence) = G. x I. = _____ (ft³)

K. Convert Estimated Spill Volume (Building or Residence) to gals.

J. x 7.48 = _____ (gals.)

Step 3. Determine Total Estimated Spill Volume

L. Total Estimated Spill Volume = E. + K.

3900 ~~4030~~ + 0

3900
= ~~4030~~
(gals.)

(JN 11)
9.12.13

Step 4. Determine Estimated Volume of Spill Vacuum Recovered

M. Estimated Vacuum Recovery Start date/time: 08/28/13 08:31
MM/DD/YY Time 24 hr

N. Total Vacuum Recovery Time in minutes B. - M. = $\frac{08:34 - 08:31}{60} = 3$ (mins.)

O. Est. Volume of Spill Vacuum Recovered = $\frac{3}{N} \times 100 = \frac{300}{D}$ (gals.)

Step 5. Estimated volume of spill that reached surface water, drainage channel, or not recovered from storm drain:

P. [Est. Spill Volume to Street] - [Est. Volume of Spill Vacuum Recovered] - [Est. Spill Volume Captured] =

3900
~~4030~~ - 723 = 3177
E. - O. - Volume Captured (below) = $\frac{3177}{7.48} = 330$ (gals.)

Determine Wetted Street Volume or Volume Captured

1. Attach copy of sketch from stoppage report.

Length (L) = _____ ft.

Width (W) = _____ ft.

Depth (D) = Average Observed (in.) = _____ / 12 = _____ ft.

wetted street volume = _____ x _____ x _____ = _____ ft.³ x 7.48 = _____ Gals.

Depth Information in Ft.

1/8" = 0.01 FT

1/4" = 0.021 FT

3/8" = 0.031 FT

N/A

(JN 11)
9.12.13

9.12.13

City of Glendale California
Wastewater Maintenance Section
 Rev. 12/15/11
SSO Field Worksheet

Location of SSO: 1606 Rockglen Ave, Lincoln
(insert street address to overflow/cross street)

Date and time sanitary sewer system agency (Time Maintenance Services was informed)
was notified or discovered spill: 08/28/13 08:08
MM/DD/YY Time 24 hr

Estimated spill start date/time: 08/28/13 08:08
(Same as time immediately above unless you have reliable info of earlier start) MM/DD/YY Time 24 hr

Estimated operator arrival date/time: 08/28/13 08:25
MM/DD/YY Time 24 hr

Spill appearance point (Check one):

- Building or structure
- Force main or pressure sewer
- Gravity sewer
- Manhole
- Other sewer system structure
- Pump station
- Other (Specify) _____

1606 Rockglen Ave
MH# 030413 (South Side of Street) = 100 GPM
MH# 030412 (North Side of Street) = 50 GPM
L.A. City Side 5 GPM NOT RES-
 POSSIBLE FOR

Private lateral spill?

If no - move on to **Estimated spill end date/time:**

If yes - move on to **County Health Department notification** if private lateral spill reached public right of way. No further notification is required. Clean-up sewage on public right of way. Notify property owner/resident of requirement to correct or risk water shutoff. Private lateral spills are NOT SSO's as of this revision.

(circle one)
 Yes/No Yes IN C&G
 C&G's Report
 for this event
 JNH
 9-2-13

Estimated spill end date/time: 08/28/13 08:34
MM/DD/YY Time 24 hr

Health Department notified within 15 mins of arrival on scene? (circle one) Yes/No Yes

24 Hour Number (213) 974-1234

Note: Health Dept. Notification required for all SSO's even if they never make it to a public right of way.

Time County Health Department notified: 08/28/13 08:34
MM/DD/YY Time 24 hr

Operator # _____ **Ticket #** 2588541

8/29/13 14:35
 Updated with Continue on Reverse
 Becky (626) 430-5365

SSO Field Worksheet

(page 2)

Spill response activities (Check all that apply):

- Cleaned-up (mitigated effects of spill)
- Contained all or a portion of spill
- Inspected sewer using CCTV to determine cause *On Schedule for 8/30/13*
- Restored flow
- Returned all or a portion of the spill to the sanitary sewer system
- Other (Specify) *Contracted City of LA (Doris Yard)*

Answer the following three questions about this event:

#1. Is the spill volume greater than or equal to 1000 gals? Yes/No Yes

#2. Did the spill discharge to a drainage channel or surface water? Yes/No No

#3. Did the spill discharge to a storm drain pipe that was not fully captured and returned to the sanitary sewer system? Yes/No Yes

Did you answer "yes" to any of the above questions? Yes/no Yes

If Yes SSO is ----->

Category 1

If No SSO is ----->

Category 2
(circle one)

Final spill destination (Check all that apply):

- Building or structure
- Other paved surface
- Storm drain
- Street/curb and gutter
- Surface water
- Unpaved surface
- Other (Specify) _____

Estimated total spill volume: (Attach Calculations) A. 3900 gallons JW1
9-12-13

Estimated volume of spill recovered: B. 723 gallons

Estimated volume of spill that reached surface water, drainage channel, or not recovered from storm drain: C. 3177
3307 gallons JW1
9.12.13

Did you answer yes to either question #2 or #3 above?..... Yes/No Yes

If Yes call OES within 2 hrs of time agency notified or discovered spill.

OES Phone # 1-800-852-7550

OES Control # 13-5365 Time OES notified: 08/28/13 10:08
MM/DD/YY Time 24 hr

Call supervisor to review circumstances and reporting.

Supervisor called: Hicks present at the scene. MM/DD/YY Time 24 hr

Special circumstances/Comments: _____

Attach This Worksheet to The Stoppage Report Package for This Event

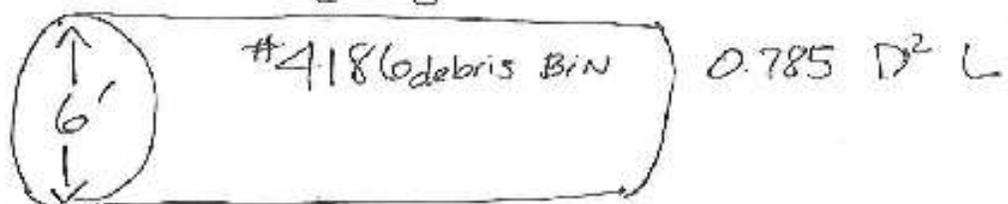
8/29/13 14:38

Updated CAL EMA Spoke to Mr. Grady

Supplemental for 1606 Rock Glen SSO 8/28/13

Total Volume of Overflow
= 4030 gals

$$L = 8'$$



$$= 0.785 (6 \text{ ft})^2 (8 \text{ ft})$$
$$= 0.785 (36 \text{ ft}^2) (8 \text{ ft})$$
$$= 0.785 (288 \text{ ft}^3)$$

$$= 226 \text{ ft}^3$$

$$\left(\frac{1}{4}\right) 226 \text{ ft}^3 = 56.5 \text{ ft}^3$$

$$56.5 \text{ ft}^3 \times 7.48 \text{ gals} = 422.6 \text{ gals}$$

$$\frac{422.6 \text{ gals}}{\text{ft}^3} = 423 \text{ gals}$$

$\left(\frac{1}{4}\right)$ debris bin

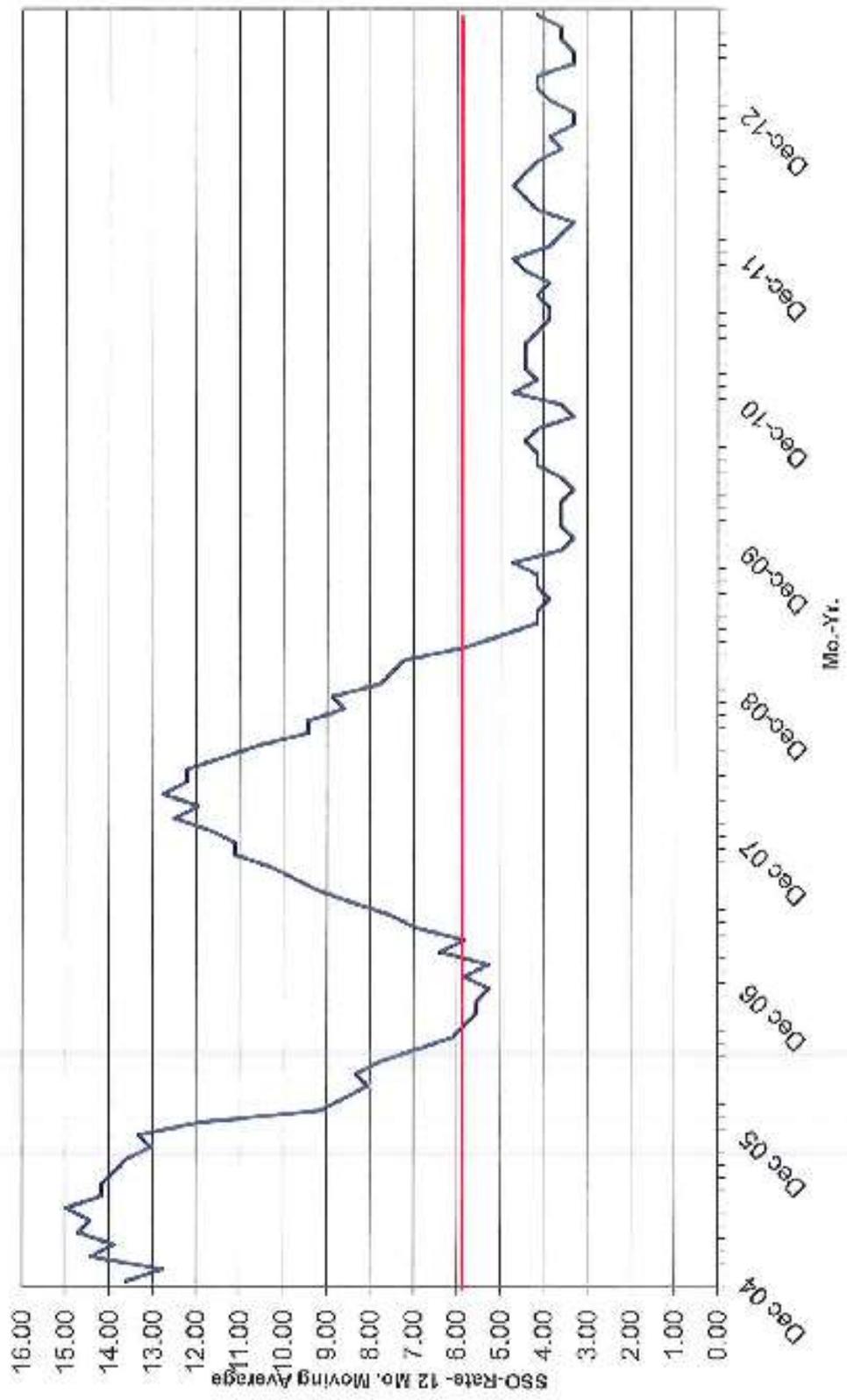
$$\% = \frac{\text{Volume Recovered}}{\text{Total SSO VOL}} = \frac{723}{4030 \text{ } 3900}$$

$$= .179 \times 100 = 17.9\%$$
$$18.5\%$$

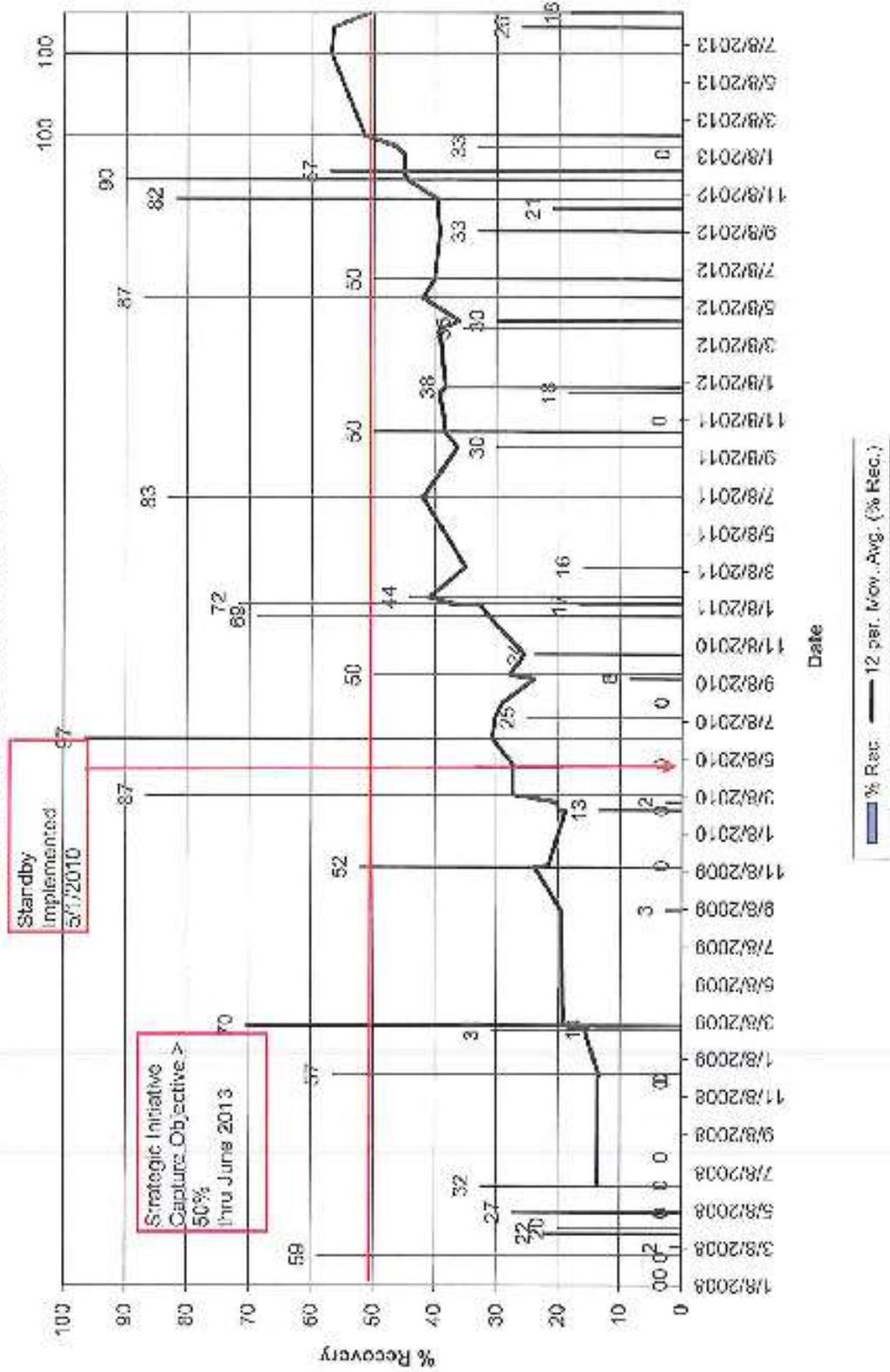
JNN

9.12.13

Glendale, California
Sanitary Sewer Overflows (SSO's) Per 100 Miles Sanitary Sewer-12 Month Moving Average
Since December 2004



% Recovery 2008-Present w/o Drills





CITY OF GLENDALE, CALIFORNIA
Public Works Department
MAINTENANCE SERVICES DIVISION

541 W. Chevy Chase Drive
Glendale, California 91204-1819
(818) 548-3950, Fax (818) 547-0637
www.ci.glendale.ca.us

APPENDIX N- Infrastructure Repair List

The following working and historical documents constitute the contents of this appendix but are Located or stored as follows:

1. Electronic copy of the master Infrastructure Repair List spreadsheet can be found at:

G:\1-WASTEWATER\YYYY\Crew Supervisor & WW Supt. Shared \ WW Infrastructure Repairs MM_DD_YY (date of last update).

Note to SWRCB: This attachment sent as follow-up to the 9/10/13 meeting between SWRCB and City of Glendale shows completed spot repairs only

Street & Field Services

Street ♦ Sidewalk ♦ Forestry ♦ Sewer ♦ Storm Drains ♦ Traffic Signs ♦ Street Sweeping ♦ Parking Meters

58 Cyber Security Courses - Reference Grades in Engineering Courses

ENGR 100	ENGR 101	ENGR 102	ENGR 103	ENGR 104	ENGR 105	ENGR 106	ENGR 107	ENGR 108	ENGR 109	ENGR 110	ENGR 111	ENGR 112	ENGR 113	ENGR 114	ENGR 115	ENGR 116	ENGR 117	ENGR 118	ENGR 119	ENGR 120	ENGR 121	ENGR 122	ENGR 123	ENGR 124	ENGR 125	ENGR 126	ENGR 127	ENGR 128	ENGR 129	ENGR 130	ENGR 131	ENGR 132	ENGR 133	ENGR 134	ENGR 135	ENGR 136	ENGR 137	ENGR 138	ENGR 139	ENGR 140	ENGR 141	ENGR 142	ENGR 143	ENGR 144	ENGR 145	ENGR 146	ENGR 147	ENGR 148	ENGR 149	ENGR 150	ENGR 151	ENGR 152	ENGR 153	ENGR 154	ENGR 155	ENGR 156	ENGR 157	ENGR 158	ENGR 159	ENGR 160	ENGR 161	ENGR 162	ENGR 163	ENGR 164	ENGR 165	ENGR 166	ENGR 167	ENGR 168	ENGR 169	ENGR 170	ENGR 171	ENGR 172	ENGR 173	ENGR 174	ENGR 175	ENGR 176	ENGR 177	ENGR 178	ENGR 179	ENGR 180	ENGR 181	ENGR 182	ENGR 183	ENGR 184	ENGR 185	ENGR 186	ENGR 187	ENGR 188	ENGR 189	ENGR 190	ENGR 191	ENGR 192	ENGR 193	ENGR 194	ENGR 195	ENGR 196	ENGR 197	ENGR 198	ENGR 199	ENGR 200
ENGR 100	ENGR 101	ENGR 102	ENGR 103	ENGR 104	ENGR 105	ENGR 106	ENGR 107	ENGR 108	ENGR 109	ENGR 110	ENGR 111	ENGR 112	ENGR 113	ENGR 114	ENGR 115	ENGR 116	ENGR 117	ENGR 118	ENGR 119	ENGR 120	ENGR 121	ENGR 122	ENGR 123	ENGR 124	ENGR 125	ENGR 126	ENGR 127	ENGR 128	ENGR 129	ENGR 130	ENGR 131	ENGR 132	ENGR 133	ENGR 134	ENGR 135	ENGR 136	ENGR 137	ENGR 138	ENGR 139	ENGR 140	ENGR 141	ENGR 142	ENGR 143	ENGR 144	ENGR 145	ENGR 146	ENGR 147	ENGR 148	ENGR 149	ENGR 150	ENGR 151	ENGR 152	ENGR 153	ENGR 154	ENGR 155	ENGR 156	ENGR 157	ENGR 158	ENGR 159	ENGR 160	ENGR 161	ENGR 162	ENGR 163	ENGR 164	ENGR 165	ENGR 166	ENGR 167	ENGR 168	ENGR 169	ENGR 170	ENGR 171	ENGR 172	ENGR 173	ENGR 174	ENGR 175	ENGR 176	ENGR 177	ENGR 178	ENGR 179	ENGR 180	ENGR 181	ENGR 182	ENGR 183	ENGR 184	ENGR 185	ENGR 186	ENGR 187	ENGR 188	ENGR 189	ENGR 190	ENGR 191	ENGR 192	ENGR 193	ENGR 194	ENGR 195	ENGR 196	ENGR 197	ENGR 198	ENGR 199	ENGR 200



Los Angeles Regional Water Quality Control Board

**Meeting Agenda
City of Glendale Collection System
Order Nos. R4-2006-0003-DWQ and 2008-0002-EXEC**

Date: September 10, 2013
Time: 11:00 am

Item	Description	Purpose
1	Introductions	<ul style="list-style-type: none">Regional and State Board StaffCity of Glendale StaffReview agenda.
2	Overview	<ul style="list-style-type: none">April 30, 2012 InspectionJanuary 25, 2013 NOVFebruary 21, 2013 Glendale's Response to NOV
3	Current Operation	<ul style="list-style-type: none">Additional spills since December 15, 2012Plans to implement CMMS in Public Works following Glendale Water and Power implementation
4	Next Steps	<ul style="list-style-type: none">Additional questions/concernsReview Action Items

Meeting Attendance Sheet

10 September 2013

Location: California Regional Water Quality Control Board

Los Angeles Region

320 West 4th Street, Suite 200, Los Angeles, CA 90013

Subject: Meeting with City of Glendale, WDID No. 4SSO10388

	Name	Agency/ Company/ or Resident	Email Address	Telephone
1	Ross Colby	EWOCB-LA	ross.colby@waterboards.ca.gov	(213) 670-6873
2	Hugh Mouty	"	hmarley@waterboards.ca.gov	(213) 620-6375
3	JAMES PETERSON	SWRUB/OE/SFU	J.PETERSON@WATERBOARDS.CA.GOV	(916) 341-5674
4	PAUL YOUNG	LA-ARUCB	PAUL.YOUNG@WATERBOARDS.CA.GOV	213-620-6369
5	Mayumi Okamoto	SWRUB/OE	Mayumi.Okamoto@waterboards.ca.gov	(916) 341-5674
6	Bobby Adlesco	CO6-	BADES@CIGLENDALE.CA.US	(818) 548-2080
7	JAMES N. HICKS	"	baadesco	
8	Dino Hardgrove	" "	jhicks@ci.glendale.ca.us	(818) 550-3413
9	MAURICE DILLATAEWA	CO6	dhardgrove@ci.glendale.ca.us	818-548-3950
10			MOUCATAEWA@ci.glendale.ca.us	(818) 937-8219
11				

Hicks, John

From: Hardgrove, Daniel
Sent: Monday, February 25, 2013 10:36 AM
To: Hicks, John
Cc: Zurn, Stephen; Fitzpatrick, April; Oillalaguerre, Maurice
Subject: FW: WDID#455010388

FYI - The Water Board has acknowledged receiving our response report

Dan Hardgrove
Deputy Director of Public Works
Maintenance Services

From: Hardgrove, Daniel
Sent: Monday, February 25, 2013 10:35 AM
To: 'Marley, Hugh@Waterboards'
Cc: Yuan, Pansy@Waterboards
Subject: RE: WDID#455010388

Excellent. Thank you for your response.

Dan Hardgrove
Deputy Director of Public Works
Maintenance Services

From: Marley, Hugh@Waterboards [<mailto:Hugh.Marley@waterboards.ca.gov>]
Sent: Monday, February 25, 2013 10:33 AM
To: Hardgrove, Daniel
Cc: Yuan, Pansy@Waterboards
Subject: RE: WDID#455010388

Thank you for your email.
I have copied Pansy on this.
Hugh

From: Hardgrove, Daniel [<mailto:DHardgrove@ci.glendale.ca.us>]
Sent: Monday, February 25, 2013 10:15 AM
To: Marley, Hugh@Waterboards
Subject: FW: WDID#455010388

Mr. Marley:

As we discussed on the telephone this morning, I wanted to ensure that our response to the Notice of Violation letter made it to your office by the date requested. Since Ms. Yuan is not in today, I would greatly appreciate if you can acknowledge receiving this response report, and that you are able to access the attachments.

Sincerely,

Dan Hardgrove
Deputy Director of Public Works
Maintenance Services

Hicks, John

From: Hardgrove, Daniel
Sent: Thursday, February 21, 2013 5:50 PM
To: Yuen, Pansy@Waterboards
Cc: Fischer, Jim@Waterboards; Hicks, John; 'Aguirre, Valerie@Waterboards'; szurne@ci.glendale.ca.us
Subject: RE: WDID#4SSO10388
Attachments: SWRCB WDID 4SSO10388 Response Report.pdf; WW Resource Board Audit Report Attachments.pdf

Ms. Yuen:

Attached please find the requested Response Report (8 pages) and corresponding Attachments (37 pages) from the City of Glendale concerning WDID No. 4SSO10388. We would greatly appreciate that you acknowledge that you have received and were able to access these documents at your earliest possible convenience via email.

Should you have any questions, please feel free to contact our Wastewater Superintendent John Hicks or myself directly at (818) 548-3950. We will also give you a confirmation call next Monday, February 25, 2013 to insure that all is in order with our submittal.

Sincerely,

Don Hardgrove
Deputy Director of Public Works
Maintenance Services

From: Aguirre, Valerie@Waterboards [<mailto:Valerie.Aguirre@waterboards.ca.gov>]
Sent: Friday, January 25, 2013 9:59 AM
To: szurne@ci.glendale.ca.us; Hardgrove, Daniel
Cc: Yuen, Pansy@Waterboards; Fischer, Jim@Waterboards
Subject: WDID#4SSO10388

The California Regional Quality Control Board for the Los Angeles Region (Regional Board) provides copies of correspondence through e-mail. The attached is your copy of recent correspondence; only the addressee will receive a hard copy.

The letter is in Adobe Acrobat PDF format. You can obtain an Acrobat Reader free of charge at <http://www.adobe.com/products/acrobat/readstep2.html>.

Please contact Pansy Yuen, at (213) 620-6637 if you have any questions.

Valerie Aguirre
Staff Services Analyst
320 W. 4th Street
Los Angeles, CA 90013
(213) 576-6808
vaquirre@waterboards.ca.gov





CITY OF GLENDALE, CALIFORNIA
Public Works Department
(818) 249-3340, FAX (818) 249-1607

341 W. Cherry Chase Drive
Glendale, California 91204-1813

www.ci.glendale.ca.us

February 21, 2013

Ms. Paulo Rasmussen
Assistant Executive Officer
Los Angeles Regional Water Quality Control Board
320 West 4th Street, Suite 200
Los Angeles, CA 90013

Response to Notice of Violation - City of Glendale, City of Glendale Collection System-Glendale California- dated January 25, 2013 (identified as WDID No. 4SSO10388)

Dear Ms. Rasmussen:

We are in receipt of your letter dated January 25, 2013 directing us to immediately:

1. Ensure full implementation of all required reporting requirements contained in the Amended Monitoring and Reporting Program;
2. Immediately implement corrective and preventive actions to bring the Enrollee's collection system into compliance with the Sanitary Sewer Collection System Order No. 2008-003-DWQ.
3. Submit by February 25, 2013, a report to the Regional Board detailing the corrective actions being taken to bring the Enrollee's collection system into compliance with the Sanitary Sewer Collection System Order No. 2008-003-DWQ. This report should address the violations cited in this notice as well as the "Areas of Concern" listed in the attached inspection report. The report must be submitted as a pdf via email or a compact disc to Ms. Pansy Yuen, 320 W. 4th Street, Suite 200, Los Angeles, CA 90013-2343, pyuen@waterboards.ca.gov, (213) 620-6637.

The following is the requested report detailing the City of Glendale's ("Enrollee's") responses:

Violations:

A. Sanitary Sewer Overflows (SSOs):

ITEM NO. 1

Enrollee's Response:

Corrective Action

The Enrollee:

1. Has dramatically reduced its' SSO rate since implementation of the WDR (see attachment No. 1) through implementation of a focused strategy involving
 - a. Reducing the cycle time required to clean the collection system from approximately 30 months at time of implementation to the 16-18 months currently required.
 - b. Use of the closed circuit television (CCTV) platform as part of a formal quality control program that spot-checks the effectiveness of daily cleaning operations. This use of the asset constitutes the majority of its employment during regular working hours (M-F).
 - c. Close coordination with the enrollee's Public Works Engineering Division to repair structural problems at dozens of locations since implementation.
 - d. Operator training and certification (CWEA-Collections Systems Maintenance Series) in accordance with the recommendations established by the State Water Quality Control Board and tracked in the enrollee's system data in the California Integrated Water Quality Control System (CIWQS). Virtually all of the enrollee's collections maintenance staff meets or exceeds these recommendations.
 - e. A formal program for chemical root control in portions of the collection system with historically high numbers of root related stoppages, and segments determined to have significant root in growth following post-stoppage CCTV inspection, treating approximately 20, 000 lineal feet per fiscal year.
2. Logged the lowest total volume discharged to waters of the state during calendar year 2012, since 2007, the year of implementation of the WDR.
See attachment No. 2.
3. Approximately doubled recovery percentage for all SSO from 25 % to 45% through establishment of formal on-call, "standby" teams for response to after-hours SSO's. See attachment No. 3.
4. Commissioned a series of SSO transit time studies beginning in late 2011 to improve recovery from storm drains at locations downstream of overflows. At the time of this report approximately 26% of the storm system within the City has been studied with downstream recovery points and minimum transit times identified.
5. Conducted training for collection system workers of other agencies following the inspection which is the subject of this report at the 2012 fall meeting of the collections subcommittee, Los Angeles Basin Section of the California Water Environment Association (CWEA). Copy of presentation included as attachment No.4.

B.SSO Reporting:

ITEM NO. 1

Enrollee's Response:

Notes of Explanation:

1. The Board's Inspection Report referenced *SSO Procedures and Documentation Refresher* was a single general Wastewater Maintenance Training meeting conducted on June 22, 2010.
2. This was one of a number of general and other more specifically related WDR related training meetings conducted by Enrollee in the first few years following implementation of the WDR.
3. The Board's Inspection Report identified Item 4. from the Minutes of the June 22, 2010 meeting as a policy statement rather than a general directive for an operational objective. The directive cited by the Inspection Report reads: *"Consensus- Response Team determines if any sewage lost to storm drain system and if so how much. [Standby] Team Leader (after hours), Crew Supervisor (normal working hours) will ensure agreement. Field decisions on lost some/lost none are final."*
4. Guidance given during the referenced training assumes correct assessment of the situation in the field as a prerequisite for consensus on volume lost. The crew relieving the stoppage did not do a careful evaluation of the path which the overflow took before performing their volume estimate. Volume estimate was based on a visual assessment in the immediate vicinity of the overflowing manhole, a rate and time calculation and the assumption that the entire overflow volume reached a downstream catch basin, somewhere. Crew responding with vacuum recovery unit down the hill from the overflow location was not consulted in the field regarding their observations as to the extent of overflow, observations which in fact had revealed that overflow never reached the throat of the receiving catch basin. Wastewater Maintenance Superintendent reconvened both crews responding several days later to establish the facts. Sketch and notes shown in exhibit three (3) of the Sanitary Sewer Collection System Inspection Report April 30, 2012 are the minutes of that meeting.
5. While Enrollee's management desires to empower field crews with the training and authority to establish volume estimates in the field and report the same to authorities, it reserves the right to evaluate the accuracy of the assessment and whether true consensus was in fact ever attempted, let alone achieved.

Corrective Action

The Enrollee:

1. Has emphasized with system operators and will continue to emphasize that the priorities for SSO response are containment, relief of the blockage causing the overflow and then analyzing the overflow in preparation for regulatory reporting in that order.
2. Has rescinded the June 22, 2010 training tailgate directive quoted in Note of Explanation 3.a., above, that field determinations are final, effective February 21, 2013, and documented in attachment No. 5.

3. Will continue to review the volume estimate prepared in the field, between the time of the initial report to both the local health department and CalEMA and the time of the draft on-line C/WOS report, in order to ensure the most accurate reporting possible.

ITEM NO. 2

Enrollee's Response:

Corrective Action

The Enrollee:

1. Conducted training for all agency personnel taking customer calls and directing that the time the call received is recorded as the official start time for the SSO event to ensure consistency throughout the various steps of the documentation and reporting process. The training was conducted during the week of May 10, 2012. The memo containing the specifics of the training is included as attachment No.6. This will ensure that those responding can know early in the response and reporting process the exact clock time by which the report to Cal EMA must be made.
2. Conducted formal SSMP familiarization training for all collections maintenance field personnel and Water Department Supervision. The enrollee's overflow emergency response plan was a component of this training and reporting timeframe requirements were reiterated. Training was conducted on August 9, 2012. Documentation is included as attachment No. 7.
3. Has emphasized with system operators and will continue to emphasize that that the last step of the SSO Field Work sheet is to "Call supervisor (or his designated relief) from the field to review circumstances and reporting." This step is designed to assure that all voice reporting requirements have been satisfied and in a timely manner.
4. Informed operators that the crew leader for the team responding first to the SSO is responsible for making sure that voice reports are made in a timely manner. This direction was given at training conducted at a morning tailgate training session on February 21, 2013 and documented in attachment No. 5.
5. Is in the process of revising the existing "wallet" card carried by all afterhours standby team leaders, listing the minimum items to be reported to the Superintendent at the call referenced in item 2. above, to also include the reporting time frame requirements required by both the local Health department and Cal EMA.

G. Operations and Maintenance:

ITEM NO. 1

Enrollee's Response:

Notes of Explanation:

1. The enrollee notes that prior to the inspection of April 30, 2012, the appendices which contain the key documents related to maintenance of the collection system were readily available to operating personnel and in fact are maintained by field personnel. Specifically,
 - a. Appendix G- Restaurant List for the City of Glendale, CA.
 - b. Appendix H- Sewer Trouble Spot Work List.
 - c. Appendix K- Sewer Line Maintenance and Inspection Form.
 - d. Appendix L- Restaurant Run Documentation.
 - e. Appendix M- Chemical Root Control Spreadsheet.
 - f. Appendix N- Infrastructure Repair Lists.
 - g. Appendix P- City Specific Training and Certification.
 - h. Appendix Q- Operation and Maintenance of Wastewater Collection Systems Vol. I Introduction. Note: All operators own a copy of this manual.
 - i. Appendix R- Sewer Pipe Inventory.
2. The SSMP was not unavailable to operating personnel. It was readily available in the enrollee's Maintenance Services Division Office and was available for inspection during all regular working hours. The SSMP was routinely referred to during system operator training since its' implementation and some contents were used by the enrollee's field staff to submit an award application to the local Section of the California Water Environment Association (CWEA) during the fall of 2011.

Corrective Action

The Enrollee:

1. Conducted formal SSMP familiarization training for all collections maintenance field personnel and Water Department Supervision. Training was conducted on August 9, 2012. Documentation is included as attachment No.7.
2. Moved a master set of SSMP documents to the Wastewater Maintenance Shop office, where they may be inspected by any member of the field staff, and notified the staff of the new location.

D. Program Self-Assessment:

ITEM NO. 1

Enrollee's Response:

Notes of Explanation:

1. The enrollee completed an initial audit on March 22, 2012. A copy is included as attachment No.8.

Corrective Action

The Enrollee:

1. Completed a second comprehensive audit of the SSMP during the month of March 2012. Follow-up actions for that audit are complete as of the date of the Enrollee's response. A copy is included as attachment No.8. Additionally, the Enrollee's official record of changes to the SSMP documenting completion of these items is included as attachment No.10.
2. Is in the process of completing the next SSMP audit, required to be completed by the fourth anniversary of the SSMP, August 2013. This audit will document within a single report:
 - a. The follow-up actions taken for the March 2012 audit, and
 - b. Follow-up action taken for additional items identified during the inspection of April 30, 2012 but which were not called-out in the letter to the enrollee from The Regional Water Quality Control Board dated January 25, 2013 and which were completed before its arrival.

E. General Areas of Concern:

ITEM NO. 1a.

Enrollee's Response:

Corrective Action

1. Same response as for sub-item 1 under B. SSO Reporting above.

ITEM NO. 1b.

Enrollee's Response:

1. The enrollee fully recognizes the limitations inherent in the paper based record keeping system it uses for recording maintenance and inspection activities. The enrollee is in the process of commissioning an ARC-GIS compatible Computerized Maintenance Management System (CMMS) to replace its' existing CMMS that is not GIS compatible. The objective is to capture maintenance history in an electronic format that is available to operators in the field and is up to date through the immediately preceding work day. Due to the data-storage requirements inherent in maintaining a large number of CCTV records, the enrollee intends to continue with separate project and event based record keeping systems for its CCTV inspections, until the data storage requirements of an asset-based system can be assessed and developed. However, the data and any significant findings from CCTV inspections will be recorded along with other maintenance activities for individual collection system assets in keeping with the intent for cleaning history described above. The enrollee

is pursuing these initiatives in an environment of constrained funding and does not anticipate completing even this limited scope sooner than twenty-four (24) months following the date of this report.

ITEM NO. 1c.

Enrollee's Response:

1. The City's Wastewater Section met with key members of the contractor's project team on or about January 24, 2012, a full two months before the noted SSO. Attachment No. 11 is a copy of the Bypass Spill Response and Communication Plan for the sewer construction project that resulted in the back-up. Guidelines for spill reporting were spelled-out at this meeting as well as clear lines of communication and associated time frames for both normal working hours and after working hours communication. Also at this meeting, the contractor provided Wastewater Section personnel with a copy of their bypass plan. Immediately following this meeting, a Senior Wastewater Maintenance Worker commenced routine tours of the construction work with a focus on the contractor's bypass operations and readiness to respond. It should be noted that as a result of this advance communication/coordination, when operational difficulties with bypass equipment produced the back-up at Sears, the City's construction inspector assigned to the project contacted the Senior Wastewater Maintenance Worker immediately. Quick communication and response by all on the project team minimized spilled volume to 76 gallons with no damage to the retail facility and no discharge of sanitary sewage to the waters of the state.
2. Going forward the enrollee has implemented procedures to use the Public Works Engineering Division's routine pre-construction meeting as the standard venue for communicating Bypass Spill Response and Communication Plans for all sewer construction and repair projects involving contractor personnel. These procedures will incorporate specifications to be developed detailing contractor responsibilities to communicate with the enrollee's project management staff regarding key elements of SSO prevention and response.

ITEM NO. 1d.

Enrollee's Response:

1. **Crowd Control-** The enrollee's staff has been trained and receives ongoing training in regards to specific procedures contained in the Work Area Traffic Control Handbook (W.A.T.C.H. Manual), and consistently implements the vehicular and pedestrian controls specified therein for the protection and delineation of work zones or response sites. The Glendale Police Department is primarily responsible for crowd control in the event that an SSO imposes a threat to the health of a public assembly. Specific crowd control procedures would necessarily depend on the circumstances.
2. **Methods to Ensure the Public Is protected from Raw Sewage Overflows-** Wastewater Maintenance personnel are responsible for the safety of pedestrians who wander within close proximity of sanitary sewage on the public right of way. The Wastewater Section is procuring a supply of placards to post in the obvious footpaths in route to the site of an SSO.

- The next revision of the enrollee's OERP will reflect both of the above.

Should you have any questions regarding this report, please contact Mr. John Hicks or Mr. Dan Hardgrove at (818) 548-3960.

Sincerely,



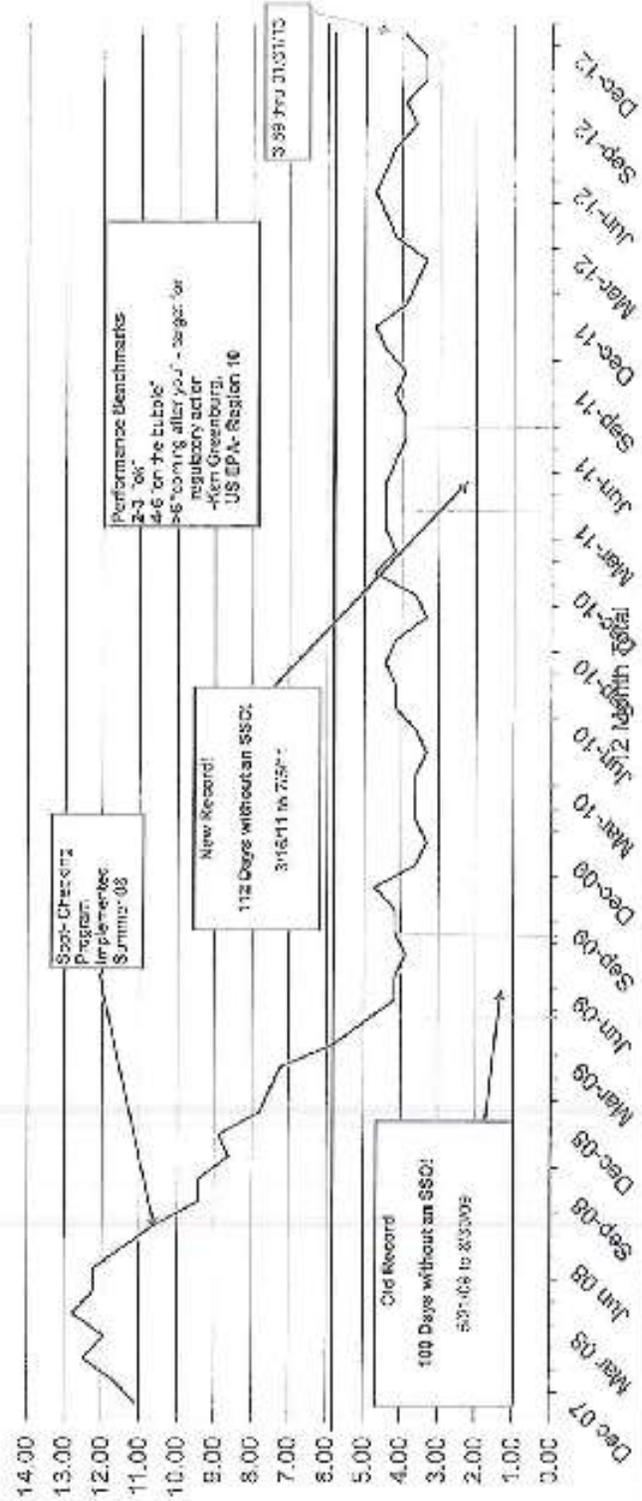
Stephen M. Zurn
Director of Public Works

Attachments

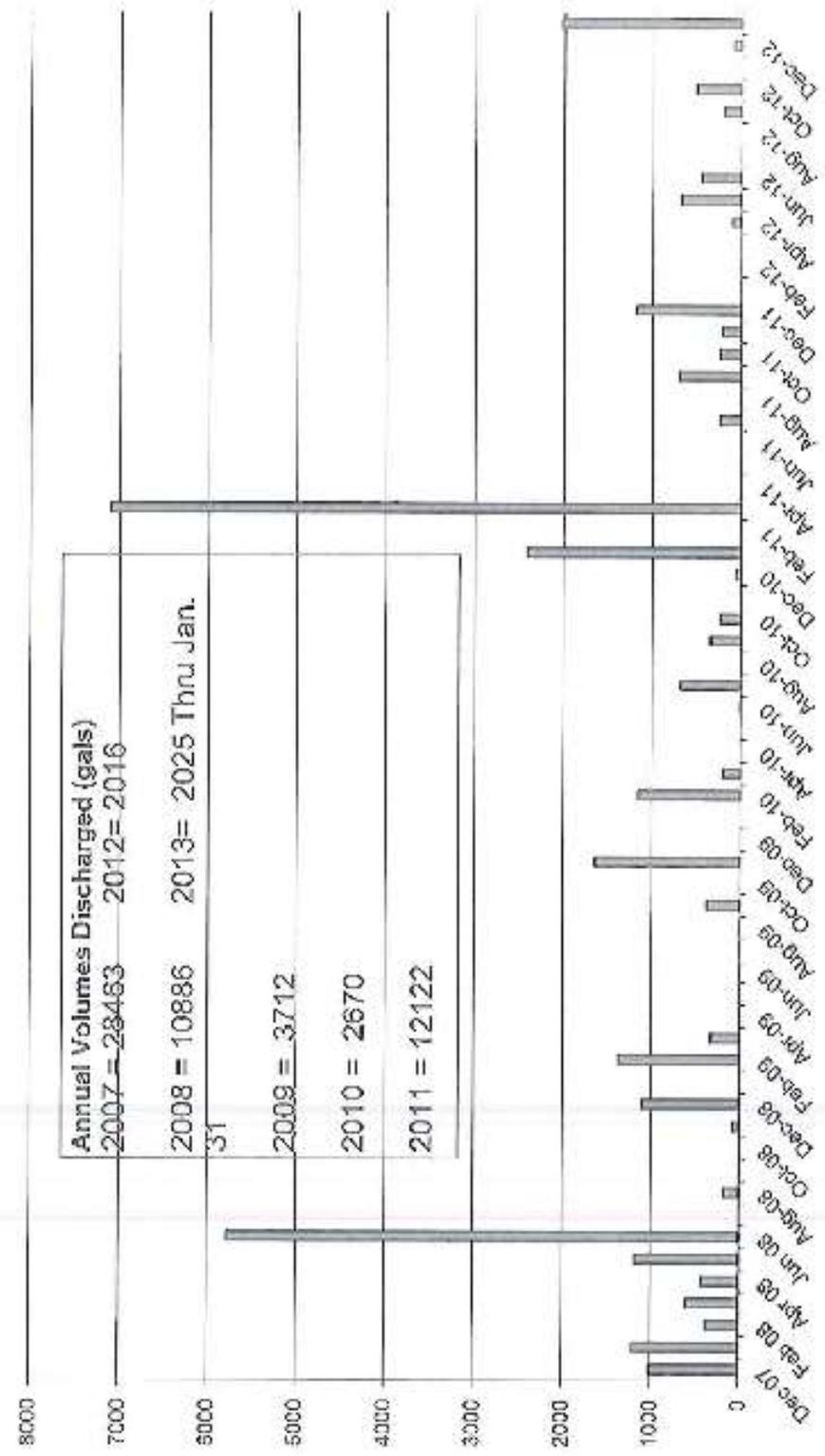
C: (via email only)
Jim Fisher, State Water Resources Control Board, Office of Enforcement
Dan Hardgrove, City of Glendale, Deputy Director of Public Works/Maintenance Services
John Hicks, City of Glendale, Wastewater Superintendent

SZ:hh

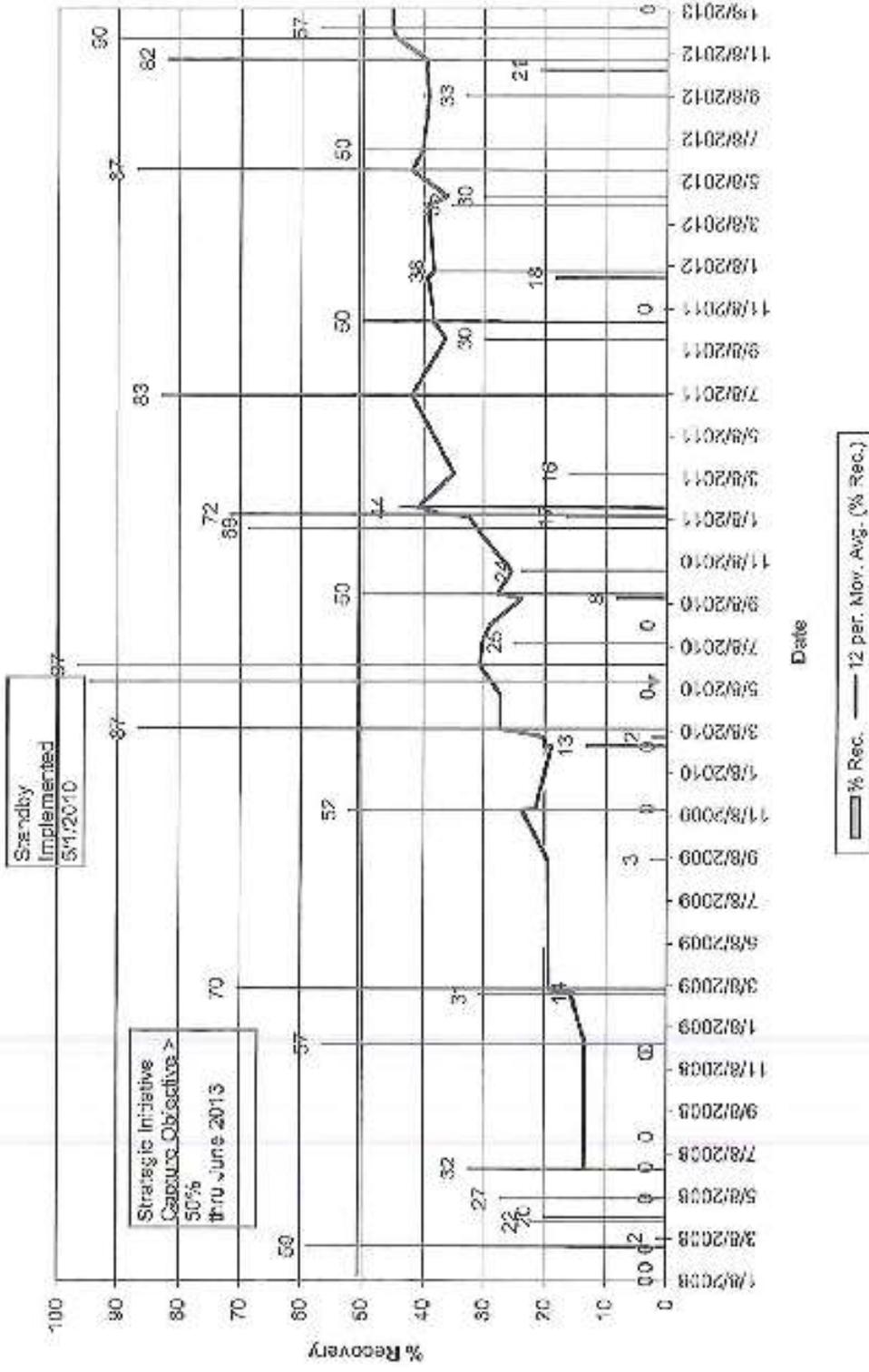
Glendale, California SSO's Per 100 Miles Sanitary Sewer-12 Month Moving Average 5-Year History



**Glendale, California
Sewage Spill Volume Discharged to Waters of the State (Gal.)
Since WDR Implemented**



% Recovery 2008-Present w/o Drills



4

Your Upcoming Audit- What to Expect

CWEA LABS Collection Systems Training Day
Thursday November 8, 2012
Whittier, California
John N. Hicks
Wastewater Maintenance Superintendent
City of Glendale-Public Works Department

S/RWQCB Audit of Glendale

Agency Overview

Wastewater Section

Maintenance Services Division

Public Works Department

- Glendale a City of 193,000 residents (1/1/12)
- 360 miles of Sanitary Sewer
- 1350+ Storm Drain Catch basins
- 1 Large Sanitary Lift Station
- 2 Stormwater Lift Stations (1 large duplex, 1 small simplex)

S/RWQCB Audit of Glendale

Agency Overview

Wastewater Section

♦ 4 Sanitary Line Cleaning Crews	7/1 Workers /Sr. Worker
♦ 1 Storm Drain Maintenance Crew	2 Workers
♦ 1 Pipeline Inspection Crew	2 Workers
♦ Special Projects / Floater	1 Sr. Worker
♦ Crew Supervisors	2 Crew Sup.'s
♦ Program Manager	1 Superintendent
Total	18 People

One of the More Exciting Things That Happened to Us This Year

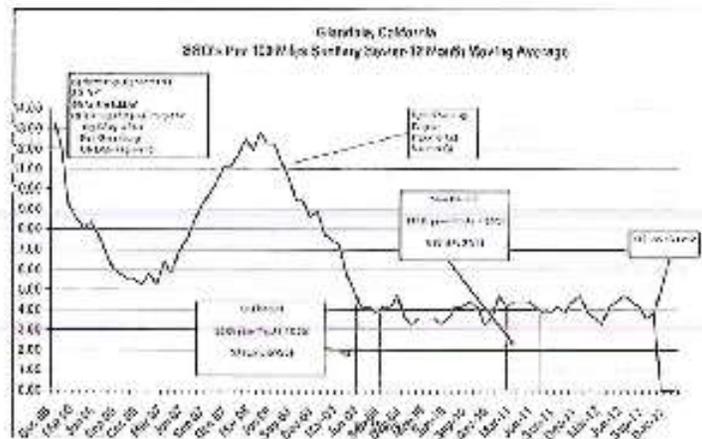


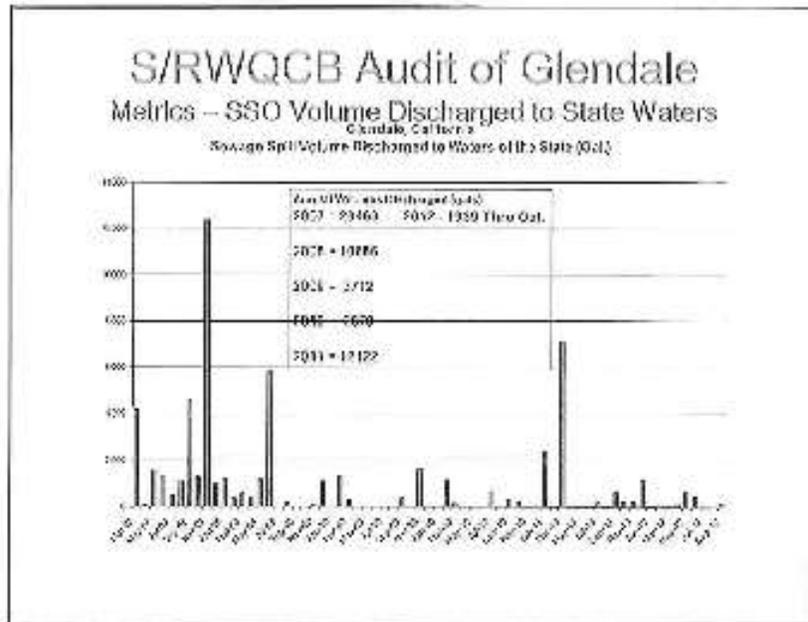
S/RWQCB Audit of Glendale Our Perspective Going Into the Audit

What we were doing:

- Cleaning the entire collection system every 15-16 mos.
- Inspecting 250K Lf (47 miles) of SS annually.
- SSO's under control.
- Volume discharged to State Waters trending down since WDR
- Meticulous reporting.
- Optimizing Response and Recovery Efforts.
- 100% CWEA Certified (SWRCB Guidelines our Goal)
- Awards and Recognition

S/RWQCB Audit of Glendale Metrics – SSO's / 100 miles Sewer





S/RWQCB Audit of Glendale

Our Perspective Going Into the Audit

"Certainly, some agency needs a visit from the regulators more than we do"

S/RWQCB Audit of Glendale

An Then When You Least Expect It.....

The Questionnaire:

- 16 page document.
- 221 items requiring response.
- Most yes/no and/or short answer.
- 30 days to respond.
- Team Effort between
 - Operations and Maintenance.
 - Engineering
 - Environmental

S/RWQCB Audit of Glendale

The Questionnaire:

In addition to completing- your opportunity to start pulling all your records together and getting organized for an audit:

- Check for missing documents.
- All records in an accessible format and location.
- File name and path for working spreadsheets.

S/RWQCB Audit of Glendale " The Call"

- LRO received notice at 4:30 PM on a Friday afternoon that Auditors would arrive at 7:00 AM Monday.

S/RWQCB Audit of Glendale April 30, 2012

Schedule of Events- The Morning

Time	Event	Notes
7:00 AM- 7:15 AM	Audit Team Arrives Introductions Welcome by Director of Public Works	1 Rep of S/RWRCB 1 Consultant 1 Sr. Environmental Program Specialist 1 Wastewater Supt.
7:15 AM- 7:45 AM	Audit Team presents general overview for the day	To be a one(1) day visit only.

S/RWQCB Audit of Glendale

April 30, 2012

Time	Event	Notes
7:45 AM- 8:45 AM	City provides over view of collection system maintenance program	<ul style="list-style-type: none"> •Safety Performance •Routine Preventive Maint. •Trouble Spot Program •Restaurant Run Program •Spot Checking Program •Chemical Root and Grease Control programs •Spot Repair Program Performance Metrics.
8:45 AM- 9:00 AM	Break	

S/RWQCB Audit of Glendale

April 30, 2012

Time	Event	Notes
9:00 AM- 9:30 AM	<ol style="list-style-type: none"> 1. Auditor's questions for staff on program presented. 2. Identification of records to be reviewed. 3. Agency informed of desire to visit crews in the field in P.M. 	<ul style="list-style-type: none"> •Records To Be Reviewed •Systems To Be Reviewed
9:30 AM- 10:00 AM	Travel to corporate yard for records review	All kept in the WW Maintenance Shop / Offices

S/RWQCB Audit of Glendale

April 30, 2012

- Records To Be Reviewed:
 - SSMP
 - Certified SSO Reports
 - SSO Field worksheets
 - Most recent program Audit
 - Sewer System map
 - SSO Emergency Plan
 - Training Records
 - Hot Spot Cleaning and Inspection Records
 - Log Records of Incoming Potential SSO Calls
 - Authorization of Signature Authority
 - Other:

S/RWQCB Audit of Glendale

April 30, 2012

- Systems To Be Reviewed:
 - CMMS/Work Order/Preventive Maintenance Records
 - Data system of tracking SSO events (SSO Log)
 - Storage of Records
 - Annual Collection System Questionnaire

S/RWQCB Audit of Glendale

April 30, 2012

Time	Event	Notes
10:00 AM- Noon	Auditors review records independently in WW Shop	Focus: •Consistency of SSO start time across all docs, •Volume Estimating Worksheets/Process
Noon- 1PM	Lunch	

S/RWQCB Audit of Glendale

April 30, 2012

- Consistency of SSO start time across all documentation.
 - Time must be the same on each of the following
 - Call log for your dispatch center.
 - Service request / w.o.
 - Volume estimating work sheet used by responding crew.
 - SSO field work sheet.
 - Certified CIWQS report.

S/RWQCB Audit of Glendale

April 30, 2012

- Volume Estimating Worksheets and Process
 - No pencil records.
 - All corrections to be single line-outs with initials (legible) and a date.
 - Amendment of records between field and certification of CIWQS report was an issue.
 - Thoughts:

S/RWQCB Audit of Glendale

April 30, 2012

- Volume Estimating Worksheets and Process
 - We require vol. estimate and field worksheets to be done in the field.
 - A few instances of start time "creep" prior to audit.
 - When overflow involves more than overflow to gutter line and CB (simple SSO), conceptualizing can be a problem:
 - How do you handle absorption on unpaved surfaces.
 - Accounting for that portion of an overflow that enters a structure.
 - Wetted pavement and capture behind dike-ing.

S/RWQCB Audit of Glendale

April 30, 2012

- Volume Estimating Worksheets and Process
 - Our sheet covers all these pieces on both sides of a single sheet.
 - Our standard process going into audit:
 - Rate decision rests with the responding crew leader.
 - For more complex overflows review circumstances and assumptions in aftermath.
 - Estimate final at ready for certification step.
 - Review the more complex ones as Section Training.
 - Practice.

S/RWQCB Audit of Glendale

April 30, 2012

• Schedule of Events- The Afternoon

Time	Event	Notes
1:00 PM- 1:15 PM	Reconvene- Field inquiry identified	<ul style="list-style-type: none"> •City' single sanitary lift station. •Any crew performing routine preventive maintenance •Responders to a recent SSO selected by the auditors (at scene).
1:15 PM- 3:30 PM	Auditor's tour lift station and interview field crews	Interviews

S/RWQCB Audit of Glendale

April 30, 2012

- PM Crew Interview Questions:
 - 1. Are you familiar with your SSMP?
 - 2. Have you been trained on your agency's sewer overflow response plan (SORP)?
 - 3. Can we see your street bleaching procedure?
- Crew Responding to a Recent SSO:
 - Independently questioned each responder to see if their stories agreed.

S/RWQCB Audit of Glendale

April 30, 2012

- SSMP Implementation Problems
 - Collections Staff not familiar with SSMP Elements.
 - Crew could not recall being trained on the SORP.
 - No Audit at 24 months.
- Why?
 - How we developed our SSMP.
 - Nearly constant use of supporting appendixes but hard copy of plan didn't reflect that.
 - How to do / document?

S/RWQCB Audit of Glendale

April 30, 2012

Time	Event	Notes
3:30 PM- 5:30 PM	Auditors continue review records independently in WW Shop	Occasional request for document or record not already presented.
5:30 PM- 6:30 PM	Auditors debrief agency on findings.	

S/RWQCB Audit of Glendale

April 30, 2012

Major Follow-up Activities:

- **Data Quality-** reviewed all records going back several years looking for instances when later start time used in volume estimating calculations.
- **Revised Notification Practices-** to get report to LACHD within 15 mins of 1st responder on scene.
- **SSMP Familiarization Training-** for all WW, Water Dept. Supervisors and Environmental Technicians.
- **Revised SORP-** to reflect practices currently followed and included in SSMP familiarization training.

S/RWQCB Audit of Glendale

April 30, 2012

Major Follow-up Activities:

- **SSMP Audit**- finishing our first now:
 - Need to be reviewing your SSMP on an ongoing basis if you're going to stay on top of.
 - Example: Glendale's SSMP:
 - 11 Chapters (relatively low maintenance),
 - 19 Appendices (12 of which are relatively high maintenance).
 - 30 Component Pieces
 - Don't think you're going to get to 1st day of month 24 and do anything that resembles a comprehensive audit.

S/RWQCB Audit of Glendale

April 30, 2012

- Major Follow-up Activities:
- **SSMP Audit**- finishing our first now:
 - A piece or two of the plan get's checked every month during audit cycle.
 - Checklist with a cover letter addressing the questions outlined in WDR section on audits.
 - Don't think one individual is going to do all this.

S/RWQCB Audit of Glendale

April 30, 2012

- Questions?
- Call me - jhicks@ci.glendale.ca.us

City of Glendale
Public Works Maintenance Services, Street Department
WASTEWATER MAINTENANCE TRAINING MEETING

5

Crew Operation: WASTEWATER (Sewers)

Location: Wastewater Shop

Date: 2/21/13

Subject: Near Term Pump Station Alarm SOP/SSO Reporting and Responsibility

Presenter: John Hicks

1. Near Term Pump Station Alarm SOP-All Standby Team Leaders- please observe the following procedure with regard to Doran Lift Station (DLS) alarms until we are the official owners of the station:
 1. We tell SEMA.
 2. We ask if we may be of assistance.
 3. They ask us to deal with.
 4. We take care of.
 5. Log at station and inform them that we corrected.
2. Back in June of 2010 we established the following objective:

Response Team determines if any sewage lost to storm drain system and if so how much. [Standby] Team Leader (after hours), Crew Supervisor (normal working hours) will ensure agreement. Field decisions on lost some/lost none are final.
3. We have reconfirmed the training tailgate objective quoted above, that field determinations are final, effective today.
4. Will continue to review the volume estimate prepared in the field, between the time of the initial report to both the local health department and CalEMA and the time of the draft on-line CIWQS report, in order to ensure the most accurate reporting possible.
5. The crew leader for the team responding first to the SSO is responsible for making sure that voice reports are made in a timely manner. Either the crew leader or his partner may do the reporting but the crew leader is responsible for making sure it happens.

Signatures of Employees Attending

John Hicks		Bryan Ortega	
Jason Badgley		Armin Reyes	
James Garcia		Roy Rodriguez	
Alfonso Herrera		Verdan Tagcsyan	
Brian Hernandez		Rod Torres	
Devo Martinez		J. Mike Urquiza	Leave of Absence
Jim Mc Closkey		Nery Vilagran	
Daniel Ori			

Complete all sections and give the form to your supervisor.

Supervisor's Signature _____

Roy F. Rodriguez

6

CITY OF GLENDALE
AVOID VERBAL ORDERS

DATE: 5/10/12

TO: All Maintenance Services Personnel Taking Customer Calls

FROM: John Hicks, Wastewater Maintenance Superintendent
David Lew, Traffic Street Maintenance Superintendent

SUBJECT: Identifying Event Start Times for Sewer Overflow Events (SE31, 32, 42)

1. **Background:** A recent audit by the State Water Resources Control Board (SWRCB) revealed differences in event start times for sewer overflow events at various steps in the documentation and reporting process. It is very important that the event start time be clearly understood by all involved in the documentation and reporting process so that errors are not made.
2. **Direction:** Commencing immediately, we will use the time identified by the person receiving the call as the event start time. Typically this will be a member of the office staff or a Yard Attendant but could be anyone who works in the main office or a Wastewater Supervisor or Senior.
 - a. Record the time on the phone as soon as you hang-up from taking the call.
 - b. Do not delay in dispatching the call to the appropriate personnel. Yard Attendants are to move immediately to the field to mitigate the overflow after recording the time of the call. Give the on site Standby Team Leader the start time. The W.O. can be generated upon return to the office.
 - c. All event documentation and overflow volume calculations will be based on the event start time captured as noted above unless, of course, responding personnel have credible information as to an earlier start time.
 - d. The time the call was received should always be the first statement in the problem details field of the W.O. for problem Codes SE-31, 32 and 42.
 - e. Please see the sample W.O. for training attached.
3. Should you have any questions, please contact either of us.

Z-4 FOR INTERNAL USE ONLY

C:\Users\jhhicks\Documents\Word Documents\Wastewater Organization\WDR\Region 4
Audit 043012\Sewer Overflow Event Time Stamp Direction_Spring 2012.doc

Sewer System Management Plan Overview
including
Sewer Overflow Response Plan

August 2012

Historical Background

- Prior to Y2K
- January 4, 2001-EPA Issues Notice of Proposed Rule Making for CMOM
- January 20, 2001- Incoming Bush Administration calls for "Regulatory Review Plan."
- May 2006- California Issues- Collection Systems-Waste Discharge Requirements (WDR)

Historical Background (cont.)

- May 2009- Enrolled Agencies with greater than 100K population must have a comprehensive SSMP.
- August 2009 – Glendale Certifies Its' SSMP
- Eleven years after the proposed federal rule making was halted by the Bush Administration there has been no change in the status of the SSO proposed rule which contained CMOM.

SSMP Elements

1. Program Goal
2. Organizational Structure
3. Legal Authority
4. Operations and Maintenance Program
5. Design and Performance Provisions
6. Overflow Emergency Response Plan
7. FOG Control Program
8. System Evaluation and capacity Assurance Plan

SSMP Elements (cont.)

9. Monitoring, Measurements and Program Modifications
10. SSMP Audits.
11. Communication Program

Responsible Parties:

PW Environmental- Public Works Administration Environmental Section

PW Engineering- Public Works Engineering Design Section

PW Wastewater- Public Works Maintenance Services Division-Wastewater Section

Legal- City Attorney

1. Program Goal

“Goal: 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.”

2. Organizational Structure

- Name of responsible or authorized representative.
Director Public Works
Legally Responsible Officials
- Names and contact information for those responsible for implementing various portions of the SSMP.
- Chain of communication for reporting SSO's

PW Wastewater

3. Legal Authority

- Each Enrollee must demonstrate through legally binding instruments that it has authority to:
 - Prevent illicit discharges.
 - Require proper design and construction.
 - Ensure access for maintenance inspection and repairs.
 - Limit the discharge of FOG and other debris.
 - Enforce violation of its sewer ordinances.

Legal

4. Operations & Maintenance Program

- Must include the following elements as appropriate:
 - Up to date maps of the sanitary sewer system.
PW Engineering
 - Routine preventive maintenance and more frequent cleaning targeted at known problem areas.
PW Wastewater
 - Documentation of scheduled and unscheduled activities.
PW Wastewater
 - Rehabilitation and replacement program including a system for ranking the condition of sewer pipes.
PW Wastewater & Engineering
 - Capital improvement plan (CIP) emphasizing protection and management of the infrastructure assets.
PW Engineering

4. Operations & Maintenance Program (cont.)

- Must include the following elements as appropriate (cont.):
 - Ongoing training for staff.
PW Wastewater
 - Require contractors to be adequately trained.
PW Engineering
 - Equipment and replacement parts inventories.
PW Wastewater

5. Design and Performance Provisions

- Design and construction standards and specifications for new sanitary sewer systems, pump stations and for rehab and repair of existing facilities.
- Procedures and standards for Inspection and testing for both new and repair.

PW Engineering

6. Overflow Emergency Response Plan

- At minimum plan must identify:
 - Procedures for timely notification of primary responders and regulatory agencies.
 - A program to ensure appropriate response.
 - Procedures for notifying authorities when public health is jeopardized.
 - Procedures to ensure staff and contractor personnel aware of and follow the plan.
 - A program to ensure reasonable steps taken to minimize discharge of sewage to waters of the State/U.S.

PW Wastewater

8. System Evaluation and Capacity Assurance Plan (SECAP)

- Enrollee shall prepare and implement a capital improvement program (CIP) that will provide the hydraulic capacity of key sewer system elements for:
 - i) Dry weather peak flow conditions, as well as
 - ii) An appropriate storm or wet weather event.
- The Plan must include:
 - **Evaluation**-where is hydraulic deficiency resulting in SSO's. *PW Environmental*
 - **Design Criteria**- $(d/D) \leq$
PW Environmental & Engineering

8. System Evaluation and Capacity Assurance Plan (SECAP)-cont.

- The Plan must include (cont.):
 - **Capacity Enhancement Measures**- develop a plan to fix the problems including a schedule and identification of funding.
PW Engineering
 - **Overall CIP schedule**- develop a schedule of completion dates for all portions of the CIP not for just the problems
PW Environmental & Engineering

9. Monitoring, Measurement and Program Modifications

• Enrollee shall:

- Maintain relevant information that can be used to establish and prioritize appropriate SSMP activities;
All Responsible Parties
- Monitor the implementation and, where appropriate, measure the effectiveness of each element of the SSMP
As assigned
- Assess the success of the preventative maintenance program;
PW Wastewater

9. Monitoring, Measurement and Program Modifications (cont.)

• Enrollee shall (cont.):

- Update program elements, as appropriate, based on monitoring or performance evaluations; and
As assigned.
- Identify and illustrate SSO trends, including: frequency, location, and volume.
PW Wastewater

10. SSMP Program Audits

- As part of the SSMP, the Enrollee shall:
 - Conduct periodic internal audits, appropriate to the size of the system and the number of SSO's-at a minimum of every two(2) years. Audit shall focus on evaluating the effectiveness of the SSMP and the Enrollee's compliance with the SSMP requirements.
 - Prepare a report and keep it on file. Report shall identify any deficiencies with the SSMP and steps to correct them.

PW Wastewater & PW Environmental

11. Communication

- The Enrollee shall communicate on a regular basis with the public on:
 - Development, implementation and performance of the SSMP.
- The communication system shall provide the public the opportunity to provide input to the Enrollee as the program is developed and implemented.

PW Wastewater & PW Environmental

Acronym Glossary

- **CMOM**-Capacity Management Operations and Maintenance
- **SSMP**-Sewer System Management Plan
- **WDR**- Waste Discharge Requirements
- **FOG**-Fats Oils and Grease

8

SSMP Self-Audit Worksheet #1

- Chapter 1: Prohibitions and Provisions – No changes needed
- Chapter 2: Goals and Organizational Structure – No changes needed
- Chapter 3: Overflow Emergency Response Plan – No changes needed
- Chapter 4: Legal Authority – No changes needed
- Chapter 5: Fats, Oils, and Grease (FOG) Control Program – No changes needed
- Chapter 6: Operation and Maintenance Program – No changes needed
- Chapter 7: Design and Performance Provisions – No changes needed
- Chapter 8: System Evaluation and Capacity Assurance Plan – No changes needed
- Chapter 9: Monitoring, Measurement, and Program Modifications – No changes needed
- Chapter 10: SSMP Program Audits – No changes needed
- Chapter 11: Communication Program – No changes needed

9

SSMP Audit No.1- March 2012

At the time of the first audit, Volume II of the plan, the appendices, was reviewed for documents that required revision or updating. The following are the actions to be taken as a result of that review:

1. **Appendix A- SSMP Organization**
 - a. Revise and update SSMP Development and Implementation Personnel.
 - b. Replace Division Personnel Roster dated 7/8/09 with the most updated version located at G:/Clerks/Radio Phones.xls
2. **Appendix B- Sewer Overflow Response Plan and Documentation**
 - a. Update and replace Agency Phone Numbers-p. 15.
 - b. Replace SSO Field Worksheet with the most recent version 12/15/11.
3. **Appendix F- Excerpts of the Municipal Code of the City of Glendale, CA Related to FOG,**
 - a. Insert the FOG Ordinance, City ordinance no.5667 of August 18, 2009.
4. **Appendix G- Restaurant List for the City of Glendale, CA**
 - a. Insert working list from 2011-2012 annual restaurant run list.
5. **Appendix H- Sewer Trouble Spot Work List**
 - a. Add a memo to the appendix that refers the reviewer to:
 - i. The storage location of the electronic master set of monthly work lists.
 - ii. The set of the 12 most recent work lists located on the Crew Supervisor's Office Door.
 - iii. Three(3) years of program records maintained in the Wastewater Section office.
6. **Appendix K- Sewer Line Maintenance and Inspection Form**
 - a. Insert most recent revision of the form.
7. **Appendix L- Restaurant Run Documentation**
 - a. Add a memo to the appendix that refers the reviewer to:
 - i. The complete set of field documents for the most recent annual restaurant runs maintained in the Wastewater Section Office.

SSMP Document Amendments

Date	Section Amended / Appended	Action Taken	By Whom	Notes
3/28/12	Appendix A	Revise and update SSMP Development and Implementation Personnel.	J. Hicks	Next Revision February 2013
Ongoing	Appendix A	Replace Division Personnel Roster dated 7/8/09	J. Hicks	most updated version located at G:/Clerks/Radio Phones.xls
April 2012	Appendix B	Replace SSO Field Worksheet with the most recent version 12/15/11.	J. Hicks	
May 2012	Appendix F	Insert the FOG Ordinance, Ch 13.34 of the Glendale Municipal code, City ordinance no. 5667 of August 18, 2009.	M. Ollataguerre	
May 2012	Appendix G	Restaurant List for the City of Glendale, CA Insert working list from 2011-2012 annual restaurant run list.	J. Hicks	
April 2012	Appendix K	Sewer Line Maintenance and Inspection Form Insert most recent revision of the form.(March 2010)	J. Hicks	

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Date	Section Amended / Appended	Action Taken	By Whom	Notes
6/4/12	Chapter 4 - Legal Authority	Append new document description 4.3.4 Encroachment Permit Agreement for the Operation and Maintenance of the CWD Interceptor Sewer for the Conveyance of Wastewater in the Public Right of Way. Insert copy of document in Appendix D.	M. Ollaraguerre	
6/4/12	Chapter 5 - Fats, Oils and Grease (FOG) Control Program.	Append new document description 5.3.7 "Amendment #1 to Chapter 5: Fats, Oils and Grease (FOG) Control Program." Insert copy of memo documenting Public Works Department oversight of FOG program.	M. Ollaraguerre	
6/4/12	Appendix C	Excerpts of the Municipal code of the City of Glendale Insert "Amendment #1 to Appendix C"	M. Ollaraguerre	
6/8/12	Appendix H	APPENDIX H - Sewer Trouble Spot Work List Created memo to refer reviewer to electronic master on G:\ drive and working and historical hard copy documents maintained in the Wastewater Shop Crew Office.	J. Hicks	
6/20/12	Appendix L	APPENDIX L- Restaurant Run Documentation Created memo to refer reviewer to electronic master on G:\ drive and working and historical hard copy documents maintained in the Wastewater Shop Crew Office.	J. Hicks	

Date	Section Amended / Appended	Action Taken	By Whom	Notes
6/20/12	Appendix G	APPENDIX G- Restaurant List- Created memo to refer reviewer to electronic master on G:\ drive	J. Hicks	
7/11/12	Appendix M	Appendix M-Chemical Root Control Spreadsheet- Created memo to refer reviewer to electronic master on G:\ drive and to a graphical history of treatment maintained on wall mounted maps of the City's sanitary collection system located in the conference area in the Wastewater Maintenance Shop.	J. Hicks	
8/7/12	Appendix N	Appendix N- Infrastructure Repair Lists Created memo to refer reviewer to electronic master on G:\ drive. Removed and discarded 11/18/08 hard copy of spreadsheet inserted at time of SMP creation.	J. Hicks	

Central Avenue Capacity Improvement Project
Bypass Spill Response and Communication Plan

(Rev. 1/24/12)

<u>Project Team</u>		<u>24 Hr. Phone</u>
Site Superintendent (Williams Pipe)	Luis Avalos	805-857-1227
Site Foreman (Williams Pipe)	Chuy	805-755-3655
Construction Inspector (C of G)	Barbara Farenbaugh (out Feb. 1- Feb. 14)	818-649-4337 Noransl Wk. Hrs.
Project Manager (C of G)	Sam Mody	818-937-8257

Operations & Maintenance Coordinators

Sr. WW Maintenance Worker (C of G)	David Martinez, Jr.	562-335-7460
WW Maintenance Superintendent (C of G)	John Hicks	818-262-6799

Sewer System Overflows

1. Flows of raw sewage from pipes within a construction trench that do not leave the trench are NOT considered SSO's.
2. Any discharge of raw sewage from the collection system to the street, a sidewalk or right of way IS considered an SSO and must be reported to the State by the City.
3. Should an SSO occur do your best to contain it at the site to prevent entry into the storm drain system. Have an adequate supply of containment materials on site at all times.
4. **Who to call:**

Normal Working Hours	M-Th 6:30 AM to 4 PM Fri 6:30 AM to 3PM	David Martinez, Jr. or designated relief
After Normal Working Hours	All other times including Holidays	PW Maintenance Services Dispatch 818-548-3950



Los Angeles Regional Water Quality Control Board

January 25, 2013

Mr. Stephen M. Zum
Director of Public Works
City of Glendale
Public Works Department
633 E. Broadway, Room 209
Glendale, CA 91206

VIA CERTIFIED MAIL
RETURN RECEIPT REQUESTED
C.s.m No. 7009 282C 0001 6537 8525

NOTICE OF VIOLATION – CITY OF GLENDALE, CITY OF GLENDALE COLLECTION SYSTEM – GLENDALE, CALIFORNIA (ORDER NOS. 2006-0003-DWQ AND 2003-0002-EXEC, WQID NO. 4SSO10368)

Dear Mr. Zum:

The City of Glendale ("Enrollee") operates a sanitary sewer collection system ("collection system"), regulated under waste discharge requirements contained in State Water Resources Control Board Order No. 2006-0003-DWQ Statewide General Waste Discharge Requirements ("WDR") for Sanitary Sewer Systems ("SSS"), adopted by the State Water Resources Control Board on May 2, 2006.

The SSS WDR contains waste discharge requirements and a monitoring and reporting program for the operation of the Enrollee's collection system referenced above. Wastewater conveyed by the Enrollee's collection system is susceptible of containing high levels of suspended solids, pathogenic organisms, toxic pollutants, nutrients, oxygen-demanding organic compounds, oil and grease, and other pollutants which can degrade water quality and impact beneficial uses of water, and which are defined as wastes under the Porter-Cologne Water Quality Control Act (CWC § 13000 et seq.).

The SSS WDR prohibits any Sanitary Sewer Overflow ("SSO") that results in a discharge of untreated or partially treated wastewater to waters of the United States. Furthermore, the Enrollee is required to report all SSOs to the statewide CIWQS SSO Online Database¹. As of January 16, 2013, the Enrollee has reported one hundred twenty-eight (128) SSOs in the CIWQS SSO Online Database to comply with the SSS WDR Amended Monitoring and Reporting Program ("Amended MRP"), since January 8, 2007 (see Exhibit 1 – attached).

On April 30, 2012, Jim Fischer, Water Resources Control Engineer with the State Water Resources Control Board's Office of Enforcement, and Craig Blect, designated inspector, under contract to the USEPA, conducted an inspection of the Enrollee's collection system to evaluate compliance with the SSS WDR. The inspector report is enclosed for your reference (see Exhibit 2 – attached).

¹ Available at:
http://ciwqs.waterboards.ca.gov/ciwqs/readOnly/PublicReportSSOServ.st?reportAction=criteria&reportId=sec_main

You are hereby notified that the Enrollee is in violation of the Sanitary Sewer Collection System Order No. 2006-0003-DWQ and has violated California Water Code ("CWC") §§ 13350 and 13363 as follows:

A. Sanitary Sewer Overflows (SSOs):

1. SSS WDR Section C.1 prohibits any SSO that results in a discharge of untreated or partially treated wastewater to waters of the United States. The Enrollee violated this requirement by discharging untreated wastewater during sixty-eight (68) of the one hundred twenty-eight (128) SSOs reported as reaching surface waters and impacting waters of the State, as identified in Exhibit 1.
2. SSS WDR Section C.2 prohibits any SSO that results in a discharge of untreated or partially treated wastewater that creates a nuisance as defined in California Water Code Section 13050(m). The Enrollee violated Section C.2 by discharging untreated wastewater during one hundred twenty-eight (128) SSOs reported since January 8, 2007, as identified in Exhibit 1.

B. SSO Reporting:

1. Section D.13.vi of the SSS WDR requires each Enrollee to develop and implement an overflow emergency response plan. The Enrollee incorporated the *SSO Procedures and Documentation Refresher* into the *Overflow Emergency Response Plan* as a field reference guide. According to the *SSO Procedures and Documentation Refresher*, field determinations on sewage volume lost to storm drain system are final. The Enrollee violated Section D.13.vi by failing to correctly implement the *Overflow Emergency Response Plan* during the April 16, 2012 SSO at 2800 Glenoaks Boulevard by changing field determinations on sewage volume lost to a storm drain three days after the spill event.
2. Amended MRP Attachment A under the heading **Notification** part 1 requires notifying the California Emergency Management Agency, formerly known as the State Office of Emergency Services or OES, the local health officer or directors of environmental health with jurisdiction over affected water bodies, and the appropriate Regional Water Quality Control Board within two (2) hours after becoming aware of the discharge of sewage that results in a discharge to a drainage channel or to a surface water. The Enrollee violated this requirement for at least three SSO by failing to notify the California Emergency Management Agency within two hours of a discharge to a drainage channel or to a surface water. The three specific SSO events identified during the inspection are as follows:
 - a. On January 12, 2011, a SSO occurred at 625 Cavanagh Road which resulted in a discharge of 2,350 gallons. The Enrollee was notified of the spill at 1:05 pm and the OES was notified at 3:24 pm.
 - b. On April 4, 2012, a SSO occurred at 637 Cannon Drive which resulted in the discharge of 100 gallons to a storm sewer. The Enrollee was notified of the spill at 8:40 am and the OES was notified at 11:15 am.
 - c. On November 7, 2011, a SSO occurred at 3324 Crail Way which resulted in the discharge of 224 gallons to a storm sewer. The Enrollee was notified of the spill at 8:04 am and the OES was notified at 10:41 am.

C. Operations and Maintenance:

Section E.1 of the SSS WDR requires a copy of the general WDRs and the certified Sewer System Management Plan ("SSMP") to be available to all sanitary sewer system operating and maintenance personnel at all times. During the inspection, when two sanitary sewer system operating and maintenance field crew members were asked whether they were familiar with the SSMP and its contents, they responded that they were not familiar with the SSMP or its contents. The SSMP includes a plan and schedule to properly manage, operate, and maintain all parts of the sanitary sewer system. Therefore, the Enrollee violated Section E.1 by failing to make the SSMP available to its sanitary sewer system operating and maintenance personnel.

D. Program Self-Assessment:

Section D.13.x of the SSS WDR requires the Enrollee to conduct periodic internal SSMP Program audits evaluating the effectiveness of the SSMP and the Enrollee's compliance with the SSMP requirements every two years. In addition, a report identifying deficiencies in the SSMP and steps taken to correct them must be prepared and kept on file, as identified in subsection D.13 of the SSS WDR. During the inspection, the Enrollee was unable to produce any evidence including a report to indicate a formal audit was conducted by its staff. Therefore, the Enrollee violated Section D.13.x for failure to conduct a formal audit of the SSMP and to have the required report on file.

E. General Areas of Concern:

Section D.8 of the SSS states that the Enrollee shall properly manage, operate, and maintain all parts of the sanitary sewer system owned or operated by the Enrollee, and shall ensure that the system operators including employees, contractors, or other agents are adequately trained and possess adequate knowledge, skills and abilities. During the inspection, it was noted that:

- a. The volume of the sewage spill that reached surface water, drainage channel, or not recovered from the storm drain documented in the *SSO Field Worksheet* by the field crew at the 2800 Glenoaks Boulevard spill location on April 18, 2012 was revised three days after the spill event by a Wastewater Maintenance Supervisor. Field notes with major findings such as sewage spill volume discharging into the storm drain, drainage channel, or sewage spill that reached surface water are final and should not be revised after leaving the spill location.
- b. The Enrollee's uses a paper-based recording system for its daily collection system cleaning operations. Information from the paper-based records was not transferred to the City's Computerized Maintenance Management System. As a result, if cleaning history or Closed Circuit Television (CCTV) information were needed during an emergency, a physical search of the paper files must be conducted to locate the paper-based records and related CCTV video.
- c. A contractor hired by the Enrollee caused a backup onto a private property at a Sear's retail store located at 211 West California Avenue on March 28, 2012. No evidence was presented during the inspection which demonstrated the contractor was trained on the Overflow Emergency Response Plan or the Operation and Maintenance programs within the SSMP. In addition, the SSMP does not include procedures to ensure that contractor personnel are appropriately trained for an overflow emergency.

Mr. Stephen M. Zurn
City of Glendale

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January 25, 2013

- d. The Overflow Emergency Response Plan does not include procedures to address crowd control or identify methods to ensure the public is protected from raw sewage overflows.

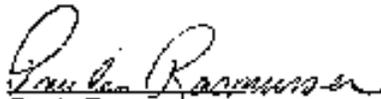
You are required to Immediately:

1. Ensure full implementation of all required reporting requirements contained in the Amended Monitoring and Reporting Program;
2. Immediately implement corrective and preventative actions to bring the Enrollee's collection system into compliance with the Sanitary Sewer Collection System Order No. 2008-0003-DWQ;
3. Submit, by **February 25, 2013**, a report to the Regional Board detailing the corrective actions being taken to bring the Enrollee's collection system into compliance with the Sanitary Sewer Collection System Order No. 2008-0003-DWQ. This report should address the violations cited in this notice as well as the 'Areas of Concern' listed in the attached inspection report. The report must be submitted as a pdf via email or a compact disc to Ms. Pansy Yuen, 320 W. 4th Street, Suite 200, Los Angeles, CA 90013-2343, pyuen@waterboards.ca.gov, (213) 620-5367.

Pursuant to CWC § 13350, subdivision (e), the Enrollee is subject to penalties of up to \$5,000 for each day in which a violation occurs or \$10 for each gallon of waste discharged, but not both. Pursuant to CWC § 13385, the Enrollee is subject to penalties of up to \$10,000 for each day in which a violation occurs plus \$10 multiplied by the number of gallons by which the volume discharged out not cleaned up exceeds 1,000 gallons. The Regional Water Quality Control Board, Los Angeles Region ('Regional Board') may refer this matter to the Attorney General for judicial enforcement. The Regional Board reserves its right to take any enforcement actions authorized by law.

If you have any questions regarding this matter, please call Ms. Pansy Yuen at (213) 620-6637/ pyuen@waterboards.ca.gov or Mr. Hugh Marley at (213) 620-6375/ hmarley@waterboards.ca.gov.

Sincerely,



Paula Rasmussen
Assistant Executive Officer

Enclosures:

- Exhibit 1 – City of Glendale SSOs
- Exhibit 2 – April 30, 2012 Sanitary Sewer Collection System Inspection Report

cc: [via e-mail only]
Mr. Jim Fischer, State Water Resources Control Board, Office of Enforcement;
Mr. Dan Hardgrove, City of Glendale Public Works Department Maintenance Services
[dhardgrove@ci.glendale.ca.us]

EXHIBIT 1:
City of Glendale - Glendale Collection System SSOs
(as reported on CIWQS as of 1/16/2013)

Event ID	SSO Category	Start Date and Time	SSO Address	City	Volume of SSO (gallons)*	Volume of SSO Recovered (gallons)*	Volume of SSO Reaching Surface Water (gallons)*
645268	Category 1	1/6/2007 13:55:00	1134 Chevy Chase Drive	Glendale	100	0	100
645450	Category 2	2/10/2007 10:45:00	1134 Chevy Chase Highway	Glendale	5	0	0
645861	Category 2	2/15/2007 19:45:00	315 Louise Street	Glendale	5	0	0
646135	Category 1	1/8/2007 8:00:00	1935 Carrinito de la Estrella	Glendale	200	0	0
647671	Category 1	3/4/2007 11:00:00	170 Cedar Street	Glendale	3,000	500	2,500
648101	Category 1	3/17/2007 14:54:00	133 Chevy Chase Dr. Drive	Glendale	100	0	100
648286	Category 1	3/20/2007 17:00:00	300 Kenneth Road	Glendale	1,350	0	1,350
648297	Category 1	3/21/2007 11:00:00	3018 Paddington Road	Glendale	300	0	300
649827	Category 1	4/23/2007 12:05:00	337 Riverdale Avenue	Glendale	100	50	50
650180	Category 1	5/3/2007 1:00:00	1547 Vanderbilt Place	Glendale	900	0	900
650756	Category 1	5/6/2007 15:35:00	1122 Commercial Drive	Glendale	100	10	90
651075	Category 1	5/26/2007 11:15:00	3101 San Gabriel Avenue	Glendale	900	200	600
652336	Category 1	6/16/2007 12:50:00	536 Litch Drive	Glendale	200	100	100
652528	Category 1	6/19/2007 14:10:00	1101 Flower Street	Glendale	2,375	1,225	1,250
654493	Category 2	7/17/2007 9:25:00	1351 Columbia	Glendale	250	30	0
654966	Category 1	7/28/2007 11:45:00	9251 Buckingham Road	Glendale	500	100	500
655231	Category 1	8/2/2007 10:30:00	510 Cavanagh Road	Glendale	100	0	100
655670	Category 1	8/7/2007 9:15:00	1515 Ard Levin Avenue	Glendale	10	0	10
655947	Category 1	8/16/2007 8:50:00	3524 Saint Elizabeth Road	Glendale	925	175	750
656090	Category 1	8/18/2007 12:30:00	367 Chevy Chase Drive	Glendale	150	0	150
656775	Category 1	9/2/2007 13:55:00	1671 Inn Drive	Glendale	500	100	400
656905	Category 1	8/14/2007 9:00:00	2935 St. Gregory Road	Glendale	300	150	150
657497	Category 2	9/12/2007 11:30:00	1859 Verdugo Loma Drive	Glendale	200	0	0
657700	Category 1	9/16/2007 12:00:00	2100 Broadview Drive	Glendale	4,500	500	4,000
704497	Category 1	10/1/2007 11:15:00	1355 Cordova Drive	Glendale	200	10	190
706007	Category 1	10/24/2007 8:00:00	508 Isabel Street	Glendale	200	0	200
706615	Category 1	10/25/2007 10:05:00	1600 Royal Boulevard	Glendale	900	0	900
707450	Category 2	4/18/2007 5:15:00	140 North Isabel Street	Glendale	990	0	0
707617	Category 1	11/9/2007 9:30:00	2301 Holister	Glendale	1,750	125	1,625
707816	Category 1	11/15/2007 21:00:00	500 Colorado Street	Glendale	12,000	2,000	10,000
707827	Category 1	11/16/2007 7:30:00	1312 Oberlin Drive	Glendale	750	0	750
707936	Category 1	6/24/2007 13:30:00	220 Glendale Avenue	Glendale	7,500	7,500	0
708113	Category 2	11/23/2007 16:35:00	1721 Marion Drive	Glendale	100	0	0
708941	Category 1	12/10/2007 20:30:00	641 Canyon Drive	Glendale	700	200	500
709646	Category 1	12/16/2007 11:00:00	3041 Chevy Chase Drive	Glendale	508	0	508
709901	Category 2	5/25/2007 11:00:00	1736 Alamo Drive	Glendale	10	0	0
709903	Category 2	5/25/2007 14:58:00	1550 Melwood Drive	Glendale	50	0	0
709938	Category 2	5/31/2007 9:00:00	500 Arch Place	Glendale	10	0	0
709941	Category 2	9/10/2007 18:00:00	1329 Elm Avenue	Glendale	100	0	0
710149	Category 2	7/20/2007 8:53:00	1440 Melwood Drive	Glendale	50	0	0
710453	Category 2	12/24/2007 15:00:00	445 Mt. Carmel Drive	Glendale	700	700	0
710894	Category 1	1/18/2008 15:15:00	1117 Alen Avenue	Glendale	750	0	750
711523	Category 2	1/19/2008 16:00:00	3877 Garwood Road	Glendale	100	0	0
711998	Category 1	1/27/2008 21:00:00	4527 San Fernando Road	Glendale	450	0	450
712181	Category 1	2/30/2008 9:40:00	1600 Inn Drive	Glendale	45	0	45
712309	Category 2	2/1/2008 13:02:00	1708 Las Flores Drive	Glendale	5	0	0

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City of Glendale - Glendale Collection System SSOs
(as reported on CIWQS as of 1/16/2013)

Event ID	SSO Category	Start Date and Time	SSO Address	City	Volume of SSO (gallons)*	Volume of SSO Recovered (gallons)*	Volume of SSO Reaching Surface Water (gallons)*
712227	Category 2	1/29/2008 21:30:00	544 Olmstead Drive	Glendale	274	0	0
713802	Category 1	2/23/2008 11:30:00	1631 Moreno Drive	Glendale	370	0	340
714280	Category 1	2/26/2008 10:18:00	1900 Sherer Lane	Glendale	85	50	35
714741	Category 1	3/9/2008 11:30:00	1300 Irving Avenue	Glendale	600	20	590
715480	Category 2	3/24/2008 22:15:00	1600 Del Valle Avenue	Glendale	50	0	0
715693	Category 1	4/1/2008 20:30:00	1617 Ridgeway Drive	Glendale	450	100	350
715843	Category 2	4/3/2008 6:00:00	1354 Fremont Road	Glendale	20	0	0
716067	Category 2	4/2/2008 16:00:00	Nesmith Road	Glendale	100	0	0
716097	Category 1	4/9/2008 21:00:00	2738 Bufile Lane	Glendale	100	20	80
716956	Category 1	5/4/2008 18:15:00	3041 Chevy Chase Drive	Glendale	1,000	0	1,000
717012	Category 1	5/5/2008 9:45:00	2229 Glen Oaks Boulevard	Glendale	94	0	94
717024	Category 1	5/5/2008 8:00:00	3200 Verdugo Road	Glendale	110	30	80
717193	Category 2	4/28/2008 9:00:00	Roads End	Glendale	50	0	0
718102	Category 1	5/29/2008 11:10:00	1420 Central Avenue	Glendale	12,748	12,748	0
718994	Category 2	6/2/2008 9:00:00	1871 Oakmont	Glendale	5	0	0
719441	Category 1	6/17/2008 16:45:00	300 Verdugo Road	Glendale	1,700	2,500	5,200
719951	Category 1	6/13/2008 8:44:00	Kenneth Road	Glendale	1,250	675	575
724196	Category 1	3/2/2008 9:25:00	400 Kameron Road	Glendale	175	0	175
725877	Category 2	8/30/2008 10:16:00	1300 1420 Allen Avenue	Glendale	15	0	0
727685	Category 2	10/8/2008 11:00:00	3500 Clifton Place	Glendale	20	20	0
727744	Category 2	10/8/2008 8:40:00	2815 Chevy Chase Drive Drive	Glendale	20	15	0
728963	Category 2	10/26/2008 12:50:00	3151 San Gabriel Avenue	Glendale	240	240	0
730094	Category 1	11/29/2008 17:00:00	1240 Crescent Drive	Glendale	75	0	75
730310	Category 2	12/5/2008 15:00:00	614 Glendale Terrace	Glendale	14	14	0
730362	Category 1	12/8/2008 15:50:00	550 Arden Avenue	Glendale	5	0	5
730597	Category 1	12/14/2008 18:30:00	3524 St. Elizabeth Road	Glendale	2,500	1,413	1,087
731067	Category 2	12/23/2008 12:00:00	721 Glen Avenue	Glendale	800	0	0
733929	Category 2	1/10/2009 23:00:00	2900 Graceland Way	Glendale	20	0	0
734105	Category 1	2/24/2009 7:15:00	2100 Broadview Drive	Glendale	1,700	522	1,178
734413	Category 1	2/25/2009 16:00:00	4240 Lauderdale Avenue	Glendale	225	32	193
734550	Category 1	3/3/2009 8:54:00	408 Spencer Street	Glendale	1,100	775	325
738087	Category 2	5/21/2009 11:40:00	535 Broadway Boulevard	Glendale	100	0	0
744277	Category 2	8/30/2009 21:15:00	819 Harrington Road	Glendale	20	0	0
744487	Category 1	9/5/2009 9:00:00	1400 Valerie Drive	Glendale	375	10	375
746309	Category 2	10/20/2009 13:00:00	1300 Wabasso Way	Glendale	3	0	0
746588	Category 2	10/29/2009 13:30:00	1100 Elm Avenue	Glendale	15	15	0
746633	Category 2	10/29/2009 12:08:00	1521 Grandview Avenue	Glendale	15	0	0
746796	Category 2	11/11/2009 11:00:00	2301 Hollister Terrace	Glendale	3	0	0
746848	Category 1	11/15/2009 9:30:00	873 Verdugo Road A	Glendale	3,064	1,234	0
746869	Category 1	11/17/2009 11:10:00	1019 Dolores Avenue	Glendale	175	0	0
749404	Category 1	2/24/2010 21:00:00	3128 Dragonfly Street	Glendale	500	0	0
749412	Category 1	2/15/2010 11:00:00	1700 Bo Aire Drive	Glendale	300	40	0
749583	Category 1	2/28/2010 17:50:00	3767 Lockenbie Lane	Glendale	405	20	0
750607	Category 2	3/12/2010 13:00:00	130 Chevy Chase Drive	Glendale	1,300	1,300	0
753416	Category 1	6/11/2010 9:15:00	1368 Bruce Avenue	Glendale	150	145	0
755037	Category 1	7/14/2010 20:20:00	1700 Cielito Drive	Glendale	900	225	0

EXHIBIT 1:
City of Glendale - Glendale Collection System SSOs
(as reported on CIWQS as of 1/16/2013)

Event ID	SSO Category	Start Date and Time	SSO Address	City	Volume of SSO (gallons)*	Volume of SSO Recovered (gallons)*	Volume of SSO Reaching Surface Water (gallons)*
755355	Category 2	7/20/2010 8:50:00	700 Lyman Drive	Glendale	247	247	0
755922	Category 1	8/8/2010 8:50:00	1601 Ridgewood Drive	Glendale	2,625	0	0
756876	Category 1	9/15/2010 6:30:00	1900 Glencaks Blvd. Boulevard	Glendale	180	15	165
757150	Category 1	9/22/2010 18:20:00	Canada Boulevard	Glendale	350	175	175
758198	Category 1	10/25/2010 11:09:00	1111 Air Way	Glendale	315	75	240
758123	Category 2	10/31/2010 11:45:00	8456 St. Elizabeth Road	Glendale	640	0	0
759053	Category 1	12/25/2010 9:45:00	1400 Nodara Drive	Glendale	175	120	55
761203	Category 1	1/12/2011 10:00:00	675 Cavanagh Road	Glendale	2,350	390	1,950
761405	Category 1	1/15/2011 14:55:00	631 Alexander Street	Glendale	265	190	75
761990	Category 1	1/25/2011 7:10:00	605 Kenneth Road	Glendale	680	300	380
762563	Category 2	1/25/2011 1:50:00	1415 Edinburgh Lane	Glendale	70	70	0
763117	Category 2	2/12/2011 10:00:00	3575 Chevy Chase Drive	Glendale	200	195	0
764430	Category 2	3/12/2011 12:15:00	3100 Glencrest Drive	Glendale	25	25	0
764439	Category 1	3/15/2011 7:15:00	1014 Linden Avenue	Glendale	11,700	1,900	7,100
765202	Category 1	7/6/2011 7:55:00	1059 Raymond Avenue	Glendale	1,500	1,250	750
770280	Category 2	8/20/2011 13:41:00	1110 Catalina Drive	Glendale	5	0	0
771475	Category 2	9/23/2011 9:15:00	408 Spencer Street	Glendale	10	0	0
771473	Category 1	9/25/2011 18:45:00	1400 Mountain Street	Glendale	1,000	300	700
771534	Category 2	9/14/2011 10:15:00	1539 Moreno Drive	Glendale	375	0	0
772503	Category 1	10/20/2011 17:50:00	1502 Golf Club Drive	Glendale	500	250	250
772892	Category 1	11/7/2011 8:04:00	3324 Crail Way	Glendale	225	1	224
774438	Category 2	11/6/2011 10:35:00	750 Kenneth Road	Glendale	415	415	0
774568	Category 1	12/21/2011 8:03:00	1200 Columbus Avenue	Glendale	890	182	808
775748	Category 1	12/31/2011 14:00:00	Pacific Avenue	Glendale	600	775	0
775945	Category 2	1/10/2012 12:50:00	1400 Del Monte Drive	Glendale	23	23	0
779477	Category 2	3/26/2012 12:50:00	200 California Avenue	Glendale	75	75	0
779577	Category 1	4/4/2012 8:40:00	637 Canyon Drive	Glendale	155	50	0
780220	Category 1	4/16/2012 9:25:00	2300 Glencaks Boulevard	Glendale	135	40	0
780903	Category 2	4/25/2012 20:30:00	3100 Dragonfly Street	Glendale	5	5	0
781684	Category 1	5/24/2012 8:31:00	2840 Glencaks Boulevard	Glendale	5,300	1,620	650
782597	Category 1	6/23/2012 13:00:00	100 Colorado Boulevard	Glendale	900	450	150
786096	Category 1	9/9/2012 10:00:00	3354 Thelma Street	La Crescent	375	125	200
787328	Category 1	10/16/2012 13:25:00	536 Grove Place	Glendale	73	15	58
787835	Category 1	10/31/2012 9:13:00	1100 Allen Avenue	Glendale	2,450	2,000	450
788775	Category 1	12/1/2012 9:30:00	275 Kenneth Road	Glendale	250	225	25
789158	Category 1	12/15/2012 14:30	1647 Canyon Drive	Glendale	120	38	52
TOTALS					118,115	48,224	55,972

April 30, 2012

Sanitary Sewer Collection System Inspection Report

Exhibit 2

EPA Region IX and California Water Resources Control Board

Sanitary Sewer Collection System Inspection Report

Collection System Name and Location City of Glendale Collection System 523 E. Broadway Rm 209 Glendale, CA 91205		Entry Date 4/30/2012	Permit Effective Date 5/2/2005
Order Number 2008 0003 DWQ & 2009-0002-EXEC		WQID Number 4SS010063	Permit Expiration Date
Name(s) & Title(s) of On-Site Representative(s) Maurice DiStagnone (Sr. Env. Prgm Specialist) John Hicks (Wastewater Maintenance Supervisor)		Contact Information Phone: (818) 937-8218 E-mail: moilastagnone@ci.glendale.ca.us	Notified of Inspection? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Name, Title & Address of Responsible Official Dan Hardgrove (PW, Maint. Services Administrator) 647 W. Chevy Chase Drive Glendale, CA 91204		Contact Information Phone: (818) 548-3950 E-mail: dhardgrove@ci.glendale.ca.us	Official Contacted? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Inspector(s) Primary: Craig Belt (PG Environmental, LLC) Others: Jim Fisher (State Water Resources Control Board)			Presented Credentials? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Weather Conditions at the Time of the Inspection: Sunny; no recent precipitation		Receiving WWTP Information Name: Hyperion Wastewater Treatment Plant and Glendale Water Reclamation Plant NPDES No.: CA0109931 and CA0053953 respectively	
Overview of Areas Evaluated During Inspection S = Satisfactory, M = Marginal, U = Unsatisfactory, N = Not Evaluated			
SSO History: L		Operations & Maintenance: W	
SSO Reporting & Documentation: L		Overflow Emergency Response Plan: M	
Legal Authority: S		FOG Control Program: S	
Sewer System Mapping: S		Program Self-Assessment: U	
Prepared By: Craig Belt (PG Environmental, LLC) on 5/8/2012 Reviewed By: Max Kutz (PG Environmental, LLC) on 5/22/2012			

Narrative

On April 30, 2012 a USEPA contractor inspected the Glendale City Collection System in Glendale, CA. Discharges from the City's collection system are regulated by the Sanitary Sewer System Waste Discharge Requirements (SSSWDR) 2006-0003-DWQ and its accompanying Amended Monitoring Plan Order No. 2008-0002-EXEC (hereafter Amended MRP). The primary on-site representative was Maurice Ollataguerre (Senior Environmental Program Specialist) and the additional on-site representative was John Hicks (Wastewater Maintenance Supervisor).

The primary goals of this inspection were to gather necessary information for compliance and enforcement purposes as stated in the Compliance and Enforcement Plan for the Sanitary Sewer Overflow Reduction Program posted on the Sanitary Sewer Overflow Reduction Program website and to evaluate the effectiveness of controls used by the City to prevent discharges as prohibited by the Clean Water Act (CWA). The inspection encompassed onsite inspections and subsequent review of pertinent sewer system information, including review of Sewer System Management Plans (SSMPs); maintenance, operations, and management activities; Sewer Use Ordinance; financial information; and other areas needed to verify the Discharger's compliance with all requirements of the SSSWDR, including efforts to eliminate, reduce and/or mitigate sanitary sewer overflows (SSOs).

The State Water Resources Control Board (State Water Board), Office of Enforcement and participating Regional Water Quality Control Board (Los Angeles Water Board) are conducting Compliance Inspections of sewer collection systems. The inspections are being conducted as part of the combined Water Boards' enforcement response to verify compliance with "Waste Discharge Requirements for Sanitary Sewer Systems," Water Quality Order No. 2006-0003-DWQ, and its incorporated amended Monitoring and Reporting Program (hereafter referred to as SSSWDR (the acronym for the term Sanitary Sewer Systems Waste Discharge Requirements in Water Board vernacular) and amended MRP).

The collection system is regulated under the SSSWDR (2006-0003-DWQ) and associated amended MRP (2008-0002-EXEC), which requires all public agencies that own or operate a sanitary sewer system comprised of more than one mile of pipes that convey wastewater to a publicly owned treatment facility to apply to the State Water Board for coverage under the SSSWDR. Applicable public agencies were required to file a Notice of Intent (NOI) for each individual sanitary sewer collection system owned or operated by the public city by November 2, 2006. State Water Board records show that the City of Glendale filed an NOI with the State Water Board to enroll "Glendale City - Glendale City Collection System," which was assigned WDID #4SSO10388 by the State Water Board, effective on April 7, 2008.

No prior inspection of the collection system has been conducted by either the State Water Board, or the Los Angeles Water Board.

System Overview

The City of Glendale (City) owns and operates the Glendale City Collection System, a medium-sized sanitary sewer collection system that serves the entire area of the City of Glendale, Los Angeles County, California. Sewage is conveyed by the collection system to the City of Los Angeles and is ultimately treated at the Hyperion Wastewater Treatment Plant which is owned and operated by the City of Los Angeles or the Glendale Water Reclamation Plant which is jointly owned by the City of Glendale and the City of Los Angeles.

According to the City's "Collection System Questionnaire" required by the SSSWDR, last updated by the City on November 10, 2011, and confirmed during the inspection, the collection system serves an estimated population of approximately 207,000 residents, and contains 390 miles of gravity sewers, no force mains (pressurized sewers), and 33,000 lateral sewer service connections. The City does not have ownership or maintenance responsibilities of the laterals other than the points of connection to the main sewers. The City's collection system has reportedly experienced historic and periodic SSOs, some of which are violations of the SSSWDR, where untreated or partially treated sewage reached surface waters, based on information certified by City in the California Integrated Water Quality System (CIWQS).

Inspection Timeline

Time	Inspection Activity/Task
7:00 AM	Introductions and Opening Statements at Opening Conference
7:30 AM	Collection System Overview at the Administration Building
10:30 AM	Maintenance Shop Records Review
1:30 PM	Field Activities
4:00 PM	Additional Records Review at the Maintenance Shop
4:30 PM	Closing Meeting at the Maintenance Shop
8:10 PM	Exited the Inspection

Major Findings

SSO History

1. State Water Board Order 2006-0003-DWQ, Part C.1 stated that the discharge of untreated or partially treated wastewater to waters of the United States is prohibited. Based on a review of the SSO Public Report generated from the CIWQS online reporting system, on five occasions between April 30, 2011 and April 30, 2012 untreated wastewater was discharged by the City to waters of the United States. Refer to Exhibit 1 for the CIWQS Violations Report which gives details of the SSO discharges. The City reported discharges to surface waters of 250 gallons on July 6, 2011; 700 gallons on September 25, 2011; 250 gallons on October 20, 2011; 224 gallons on November 7, 2011, and 608 gallons on December 21, 2011.
2. State Water Board Order 2006-0003-DWQ, Part C.2 prohibits the discharge of untreated or partially treated wastewater that creates a nuisance as defined in California Water Code Section 13053(m). Based on a review of the SSO Public Report generated from the CIWQS online reporting system, on ten occasions between April 30, 2011 and April 30, 2012 untreated wastewater was discharged by the City from the collection system creating a nuisance such as to be potentially injurious to health and to be offensive to the senses. Refer to Exhibit 1 for the CIWQS Violations Report which gives details of the SSO discharges.

SSO Reporting & Documentation

1. State Water Board Order 2006-0003-DWQ, Part D.13.vi requires that each Enrollee shall develop and implement an overflow emergency response plan. The City developed an overflow emergency response plan and prepared field forms and standard procedures to implement that plan. According to interviews with the primary on-site representative and field crews, the plan and procedures were not followed in documenting an SSO that occurred on April 16, 2012 when there was a blockage in a sewer main at 2808 Geneva Blvd. The responding field crew originally reported that the spill volume was 156 gallons and that no wastewater was captured and returned to the sewer. The field crew also reported that the wastewater entered a storm

sewer catch basin and was not recovered. The inspectors and the City representatives made a site visit to the location of the spill. The responding field crew was met at the spill location and interviewed regarding the details of the spill and their subsequent response. One field crew member, Mr. Dave Ulrich, stated that the spilled wastewater had entered the storm sewer catch basin confirming the information in his original field report made at the time of the spill. Based on a review of the field report, the field report was revised by the Wastewater Maintenance Supervisor three days after the spill had occurred. The report was changed from the field crew's on-site determination of wastewater entering a catch basin to a conclusion that no wastewater entered the catch basin and furthermore that 41 gallons of wastewater was captured and returned to the sewer (refer to Exhibit 2). According to the Wastewater Maintenance Supervisor, the revisions were made by him. The Wastewater Maintenance Supervisor based his revisions on assumptions of flow path, rate and distance of flow. He documented the revised calculation in an undated and unsigned sketch (refer to Exhibit 3). According to the Wastewater Maintenance Supervisor, Mr. Ulrich had 'changed his story' when questioned by the inspectors. Note that training information in a field crew guide collected during the inspection indicates that the response team (field crew) shall determine if any sewage is lost to a storm drain and the field decisions on lost some/lost none are final (refer to Exhibit 4).

2. State Water Board Order 2003-0003-DWQ Amended VRP, Attachment A (Notification) requires that for any discharges of wastewater that results in a discharge to a drainage channel or a surface water, the Discharger shall, as soon as possible but not later than two (2) hours after becoming aware of the discharge, notify the State Office of Emergency Services. On at least three occasions, the City failed to report a discharge to a drainage channel or a surface water within two (2) hours. The specific SSO events are presented in the following paragraphs:

On January 12, 2011 an SSO occurred at 325 Cavanagh Road which resulted in a discharge of 2,350 gallons. The City was notified of the spill at 1:05 PM and the OES was notified at 3:24 PM (refer to Exhibit 5, Page 1 of 3).

On April 4, 2012 an SSO occurred at 627 Cannon Drive which resulted in the discharge of 100 gallons to a storm sewer. The discharge to the storm sewer was not captured and returned to the sanitary sewer system. The City was notified of the spill at 8:40 AM and the OES was notified at 11:15 AM (refer to Exhibit 5, Page 2 of 3).

On November 7, 2011 an SSO occurred at 3324 Crail Way which resulted in the discharge of 224 gallons to a storm sewer. The discharge to the storm sewer was not captured and returned to the sanitary sewer system. The City was notified of the spill at 8:04 AM and the OES was notified at 10:41 AM (refer to Exhibit 5, Page 3 of 3).

The primary on-site representative stated that containing the spill and recovering the wastewater is the City's highest priority and therefore at times the notification is delayed if it interferes with spill response.

Operations & Maintenance

1. State Water Board Order 2006-0003-DWQ Part E.1 requires a copy of the general WDRs and the certified SSMP shall be available to sanitary sewer system operating and maintenance personnel at all times. Two field crew members were asked whether they were familiar with the SSMP and its contents. They responded that they were not familiar with the SSMP or its contents.

Program Self-Assessment

1. State Water Board Order 2006-0003-DWQ, Part D.13.x requires the Enrollee to conduct periodic internal SSMP Program audits every two years and requires that a report must be prepared and kept on file. The City did not conduct a formal audit of the SSMP to evaluate the effectiveness of the SSMP and did not have the required report on file. The primary on-site representative stated that an informal audit had been conducted, however, no record was made of the audit.

Areas of Concern

Operation and Maintenance

1. Collection system cleaning operations use a paper-based recording system with field crews reporting each day's cleaning activities and results on a single sheet of paper that is then placed in a paper file system. Information from the paper-based records is not transferred to the City's Computerized Maintenance Management System (CMMS) and there is no automated retrieval or searchable system for reviewing cleaning history and no method to allow for a cross reference to CCTV information. If cleaning history is needed, a physical search of the paper files must be conducted.

SSO Emergency Response Plan

1. A contractor working for the City on a City owned sewer line caused a backup onto private property at 211 W. California (Sears retail store) on March 26, 2012. There was no discussion of training contractors in the SSMP and there was no evidence presented that demonstrated that a contractor had been trained on SSO emergency response or O&M programs.
2. The SSO Emergency Response Plan was reviewed as a component of this inspection. The SSO Emergency Response Plan does not address crowd control or have information to ensure the public is protected from the spilled wastewater.

Attachments:

Photo Log
Exhibit Log

COLLECTION SYSTEM INFORMATION:

INSPECTED ITEM	RESPONSE
1. Sanitary Sewer System Category	Municipal
2. Population served by agency's sanitary sewer system <i>The population estimate was provided on a Pre-inspection Questionnaire and was based on the 2010 Census. The City reported a population of 207,000 residents in the 2011 Annual Collection System Questionnaire in CIWQS.</i>	191,719
3. Approximate size of the service area served by the sewer collection system	28 square miles
4. Miles of sanitary sewer in the collection system a. Gravity b. Force main	362 0
5. Number of pump stations in the collection system	1
6. Average monthly household user fee for sewage collection only	\$17
7. Budget for operation and maintenance sanitary sewer system facilities a. Last fiscal year b. Current fiscal year c. Following fiscal year <i>Budget information is based on information collected during the inspection.</i>	\$2,432,871 \$3,362,927 \$3,036,514
8. Number of staff (FTEs) that conduct sewer operation and maintenance tasks	16
9. Collection system maintenance equipment owned by the agency a. Combination vacuor truck(s) (hydro flush/vacuum) b. Mechanical loader(s) c. Closed-circuit television (CCTV) inspection trucks d. Standalone CCTV camera units	3 1 1 N
10. Method for assigning and tracking work orders for sewer system maintenance <i>The City uses a computerized maintenance management system (CMMS) for assigning work orders. Cleaning operations use a paper-based recording system with field crews recording each day's cleaning activities and results on a single sheet of paper that is then placed in a paper file system. Information from the paper-based records are not transferred to the CMMS system.</i>	CMMS and Paper-Based Systems
11. Budget for capital expenditures for sanitary sewer system facilities a. Last fiscal year b. Current fiscal year c. Following fiscal year <i>The rapid escalation of capital expenditures from last year to the current year was not discussed during the inspection.</i>	\$607,994 \$18,100,400 \$26,865,000

COLLECTION SYSTEM INFORMATION:

INSPECTED ITEM	RESPONSE
12. Portion of sewer service laterals that agency is responsible for	<i>Connection at Main</i>
13. Number of sewer service lateral connections <i>The City reported 33,000 sewer service laterals in the 2011 Annual Collection System Questionnaire in CIWQS.</i>	33,750
14. Number of wastewater treatment plants (WWTPs) that ultimately receive wastewater from this collection system: WWTP Name(s): <u>Hyperion Wastewater Treatment Plant and Glendale Water Reclamation Plant</u> WDID No(s): <u>N/A</u>	2
15. Does this collection system discharge into any other collection systems? Collection System Name: <u>City of Los Angeles</u> WDID No: <u>N/A</u>	Yes
16. Do any upstream collection systems greater than 25,000 gallons/day (gpd) discharge into this collection system? Collection System Name: <u>City of Los Angeles</u> WDID No: <u>N/A</u> <i>According to the Pre-inspection Questionnaire, 16 million gallons per day (mgd) are discharged from the City of Los Angeles to the City's collection system.</i>	Yes
17. Percentage of flow in the collection system from the following sources: a. Residential b. Commercial c. Industrial d. Institutional	80% 10% 10% 0
18. Has the agency developed standard and emergency operating procedures for each asset (e.g., pump stations, WWTP process units, and collection system force mains) in the event of a power and/or pumping failure?	Yes
19. Are pump stations in the collection system connected to a supervisory control and data acquisition (SCADA) system or an auto dialer system to detect pump failures or high/low wet well levels? If yes, how many? <i>The single pump station is connected to an auto dialer system.</i>	Yes
20. Other:	
Notes:	

SSO HISTORY:

OVERALL RATING: U

INSPECTED ITEM	EVALUATION
<p>1. Number of SSOs that occurred during the past twelve months that:</p> <ul style="list-style-type: none"> a. Discharged to waters of the United States: <u>0</u> b. Entered a storm sewer system and discharged to waters of the United States: <u>5</u> c. Entered a storm sewer system but were contained prior to discharge to waters of the United States: <u>0</u> d. Discharged to private residences/buildings: <u>2</u> <p><i>1b. According to the CIWQS Violation Report, during the last twelve months, the City reported five SSO's where wastewater discharged to a storm sewer system and discharged to waters of the United States. Spill reports were confirmed by reviewing spill records that included the SSO Field Worksheets and Stoppage Follow-up and Documentation Check Sheets. Select SSO files for the period of January 2011 through April 2012 were reviewed. Refer to the 'Major Findings - SSO History' section of this report for details.</i></p> <p><i>1d. A subset of SSO records from the previous twelve months were reviewed during the inspection. Two discharges to buildings were identified based on the review.</i></p>	
<p>2. Does the agency hold post-SSO briefings with collections staff, management and others involved, to evaluate root cause of SSOs and document service changes necessary to prevent the recurrence of the SSO and be prepared in responding to SSOs in the future?</p>	Yes
<p>3. Provide a descriptor of steps taken by the agency to mitigate largest (by volume) SSO event which occurred during previous 12 months:</p> <p><i>A 990 gallon spill occurred at 1200 N. Columbus Avenue on December 21, 2011. The spill was due to a blockage caused by grease and roots. The City investigated the source of the spill by CCTVing the line segment and observed roots and grease in the line. The City has a regular preventative maintenance program to clean sewer lines of roots and grease.</i></p>	S
<p>4. Other:</p>	N
<p>Notes: <i>This section was rated "unsatisfactory" due to checklist item 1b.</i></p>	

SSO REPORTING & DOCUMENTATION:

OVERALL RATING: U

INSPECTED ITEM	EVAL
1. Has the Enrollee obtained an SSO Database account by registering through the California Integrated Water Quality System (CIWQS) [Part G.3]?	Yes
2. Has the Enrollee updated the 'Collection System Questionnaire' in the SSO Database at least every 12 months [Part G.3]? a. When was the questionnaire last updated? November 2011	S
3. Have all Category 1 SSOs been reported in the Online SSO Database within 3 days of the Enrollee becoming aware of the SSO [Part A.4]?	S
4. Have all Category 2 SSOs been reported in the Online SSO Database within 30 days of the Enrollee becoming aware of the SSO [Part A.5]?	S
5. What is the Enrollee's policy on reporting private lateral sewage discharges in the Online SSO Database [Part A.6]? <i>The City does not report private lateral sewage discharges in CIWQS.</i>	N
6. Do field forms/processes used by the Enrollee to document the occurrence of SSOs ensure that all information identified in Part A.9, A.10, and A.11 is recorded and able to be reported in the Online SSO Database? <i>On April 16, 2012 there was a blockage in a sewer main at 2800 Glenoaks Boulevard. According to the field form, the City recovered 41 gallons of spilled wastewater. According to CIWQS, the City reported that 40 gallons of spilled wastewater was recovered.</i>	M
7. Has the Enrollee maintained individual SSO records for a period of at least five years from the date of the SSO occurrence [Part B.1]?	S
8. Does the agency require crews to take photographs of SSOs? <i>The City does not require field crews to take photographs.</i>	S
9. Does the SSMP identify 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 [Part D.13(ii)(c)]?	S
10. Provide description of program/process used by the Enrollee for receiving, documenting, addressing, and tracking sanitary sewer complaints: <i>The City has developed a process to document and track sanitary sewer complaints. On April 16, 2012, there was a blockage in a sewer main at 2800 Glenoaks Boulevard. Based on a review of the SSO event file, the SOPs and training information prepared by the City were not followed. Refer to the 'Major Findings - SSO Reporting and Documentation' section of this report for details.</i>	U
11. Other: <i>SSO Reporting to DES</i> <i>At least three Category 1 SSOs which reached a surface water were not reported within two hours as required by the Amended MRP. Refer to the 'Major Findings - SSO Reporting and Documentation' section of this report for details.</i>	U
Notes: <i>This section was rated "unsatisfactory" due to checklist items 10. and 11.</i>	

LEGAL AUTHORITY:

OVERALL RATING: S

INSPECTED ITEM	EVAL
1. Does the SSMP identify the name of the responsible or authorized representative [Part D.13(ii)(a)]? a. If so, is the current information up-to-date? <u>Yes</u>	S
2. Does the SSMP identify the names and telephone numbers for management, administrative, and maintenance positions responsible for implementing specific measures in the SSMP program [Part D.13(ii)(b)]? a. If so, is the current information up-to-date? <u>Yes</u>	S
3. Has the Enrollee adopted a sewer use ordinance? a. If so, when was it adopted and last updated? <u>A detailed review of of the sewer use ordinance was not conducted.</u>	S
4. Has the Enrollee established the necessary legal authority to [Part D.13(ii)]: a. Prevent illicit discharges into its sanitary sewer system (examples may include I/I, stormwater, chemical dumping, unauthorized debris and cut roots, etc.) [Part D.13(ii)(a)] b. Require that sewers and connections be properly designed and constructed [Part D.13(ii)(b)] c. Ensure access for maintenance, inspection, or repairs for portions of the lateral owned or maintained by the Public Agency [Part D.13(ii)(c)] d. Limit the discharge of fats, oils, and grease and other debris that may cause blockages [Part D.13(ii)(d)] e. Enforce any violation of its sewer ordinances [Part D.13(ii)(e)]	S S S S S
f. Other:	N
Notes: <i>This section was rated "satisfactory" because all checklist items reviewed were rated satisfactory.</i>	

SEWER SYSTEM MAPPING:

OVERALL RATING: S

INSPECTED ITEM	EVAL
<p>1. Has the Enrollee developed and maintained an up to date <u>map</u> of the sanitary sewer system [Part D.13 (iv)(a)]?</p> <p>a. When was the map last updated? <u><i>The map is continuously updated as revisions are required.</i></u></p> <p>b. Does the Enrollee have a program or policy for maintaining its sewer system map up-to-date? If so, provide brief description. <u><i>Corrections are made based on information collected during normal O&M activities.</i></u></p>	S
<p>2. Does the map identify all gravity line segments and manholes, pumping facilities, pressure pipes and valves, and applicable stormwater conveyance facilities [Part D.13 (iv)(a)]?</p>	S
<p>3. What format is the map maintained in? Provide brief description. <u><i>The map is maintained in electronic format.</i></u></p>	S
<p>4. Other:</p>	N

Notes:

This section was rated "satisfactory" because all checklist items reviewed were rated satisfactory.

OPERATIONS & MAINTENANCE:

OVERALL RATING: **M**

INSPECTED ITEM	EVAL
<p>1. Does the SSMP 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 [Part D.13 (iv)(b)]? If so, how often is it adjusted to reflect the changing needs of the system?</p> <p><i>The O&M program described in the SSMP is a dynamic program designed to meet the changing needs of the collection system.</i></p>	S
<p>2. Does the Enrollee have a system to document scheduled and conducted activities, such as work orders [Part D.13 (iv)(b)]? If so, provide brief description of system.</p> <p><i>The City uses a computerized work order system called CASS WORKS. CASS WORKS is a proprietary program used to produce and track work orders. Cleaning activities are documented on daily cleaning sheets and stored in paper format. The method limits access to historic cleaning data. Refer to the 'Areas of Concern - Operations and Maintenance' section of this report for details.</i></p>	M
<p>3. Has the Enrollee established performance standards or sewer system cleaning/inspection goals? If so, provide brief description.</p> <p><i>According to the primary onsite representative, the City has established a goal of cleaning the entire sewer system on a sixteen month cycle. The sewer system is divided into twelve zones and cleaning in each zone is completed before moving to the next zone.</i></p>	S
<p>4. Sewer cleaning and inspection activities:</p> <p>a. Total gravity sewer collection system cleaning production (hydro flushing, mechanical and hand rodding) over the <u>past 12 months</u> (miles): <i>Approximately 250 miles</i></p> <p>b. Total gravity sewer collection system cleaning production scheduled (hydro flushing, mechanical and hand rodding) for the <u>next 12 months</u> (miles): <i>Approximately 250 miles</i></p> <p>c. Total CCTV inspection production in the <u>past 12 months</u> (miles): <i>Approximately 50 miles</i></p> <p>d. Total CCTV inspection production scheduled for the <u>next 12 months</u> (miles): <i>Approximately 50 miles</i></p> <p><i>Note: The Enrollee's collection system comprises 360 miles of sewer.</i></p>	S
<p>5. Does the agency retain contract service(s) for sewer collection system maintenance, operations, and/or management?</p> <p>a. If collection system cleaning activities are performed by outside contractors, does the agency require video (CCTV) inspections before and after cleaning to measure the effectiveness of these activities? <i>Not reviewed</i></p>	S
<p>6. Does the agency inspect pipes with CCTV video after all SSO(s)?</p> <p><i>Based on the subset of records reviewed during the inspection, it appears that the City inspects pipes with CCTV after all SSOs.</i></p>	S
<p>7. Has the Enrollee identified focused problem areas ("SSO hot spots") located throughout the collection system?</p> <p>a. Total number of identified hotspots. <i>There are approximately 150 hot spots which are cleaned on a monthly cycle.</i></p>	S

OPERATIONS & MAINTENANCE:

OVERALL RATING: M

INSPECTED ITEM	EVAL
8. Does the SSMP include a rehabilitation and replacement plan to identify and prioritize system deficiencies and implement short-term and long-term rehabilitation actions to address each deficiency [Part D.13 (iv)(c)]?	S
9. Does the agency have a program in place to identify areas with inflow & infiltration (I/I)? a. Total number of sewer miles identified by this program: <u>N/A</u> b. Are there plans in place for eliminating the identified I/I issues? <u>N/A</u> <i>The primary on-site representative stated that infiltration and inflow (I/I) was not a major concern and that the system has capacity to handle I/I. I/I was investigated during the preparation of a 1998 Sewer System Master Plan. The Master Plan was updated in 2007.</i>	S
10. Does the SSMP include information for providing training on a regular basis for staff in sanitary sewer system operations and maintenance, and require contractors to be appropriately trained [Part D.13 (iv)(d)]? <i>The SSMP includes information for providing training on the contents of the SSMP; however, interviews with some field crew members identified a general lack of knowledge regarding the contents of the SSMP. Refer to the 'Major Findings - Operations and Maintenance' section of this report for details.</i>	U
11. Does the SSMP include 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 [Part D.13 (v)(a)]?	S
12. Does the SSMP include procedures and standards for inspecting and testing the installation of new sewers, pumps, and other appurtenances and for rehabilitation and repair projects [Part D.13 (v)(b)]? <i>The SSMP does not include procedures and standards for inspection and testing of new sewer systems as required. The SSMP references the City's Sanitary Sewer Manual and Standards and the Standard Specifications for Public Works Construction (Greenbook), Public Works Standards, Inc., 2006 but does not make reference to whether the required procedures and standards for inspection and testing of new sewer systems are present in those documents or whether the procedures must be followed, if they do exist. The referenced standards were not reviewed as a component of this inspection.</i>	M
13. Has the Engineer prepared and implemented 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 for wet weather events [Part D.13(vii)]? a. When was the CIP last updated? <u>2007</u> <i>The City has developed a 10 year CIP for the 2007-2017 period.</i>	S
14. Other	N
Notes: <i>This section was rated "marginal" due to checklist items 2, and 12., and because the inspector did not believe that checklist item 10. was significant enough to down grade rate the overall rating to "unsatisfactory".</i>	

OVERFLOW EMERGENCY RESPONSE PLAN:

OVERALL RATING: M

INSPECTED ITEM	EVAL
1. Has the Engineer developed and implemented an Overflow Emergency Response Plan that identifies measures to protect public health and the environment [Part D.13 (vi)]?	S
2. Does the agency provide initial and recurrent training to appropriate staff (including outside contractor(s)) regarding your agency's SSO Emergency Response Plan and O&M programs? a. What percentage of applicable staff was trained during the past 12 months? <i>A contractor working for the City on a City owned sewer line caused a backup onto private property at 211 W. California (Sears retail store) on March 26, 2012. There was no discussion of training contractors in the SSMP and there was no evidence presented that demonstrated this contractor had been trained on SSO emergency response or O&M programs. Refer to the 'Areas of Concern - Overflow Emergency Response Plan' section of this report for details.</i>	M N
3. For contracted sewer services, do the contracting specifications contain specific language requiring initial and recurrent training of contractor staff regarding your agency's SSO Emergency Response Plan and O&M programs?	N
4. Does the Overflow Emergency Response Plan include the following [Part D.13(vi)]: a. Proper notification procedures so that the primary responders and regulatory agencies are informed of all SSOs in a timely manner [Part D.13(vi)(a)] b. Program to ensure an appropriate response to all overflows [Part D.13(vi)(b)] 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 VRP [Part D.13(vi)(c)] d. Procedures to ensure that appropriate staff and contractor personnel are aware of and follow the Emergency Response Plan and are appropriately trained [Part D.13(vi)(d)] e. Procedures to address emergency operations, such as traffic and crowd control and other necessary response activities [Part D.13(vi)(e)] 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 as erected or additional monitoring as may be necessary to determine the nature and impact of the discharge [Part D.13(vi)(f)]. <i>4d. This checklist item was accounted for in checklist item 2. above.</i> <i>4e. The SSO Emergency Response Plan does not address crowd control or have information to ensure the public is protected from the spilled wastewater. Refer to the 'Areas of Concern - Overflow Emergency Response Plan' section of this report for details.</i>	S S S S N M S
5. Other:	N
Notes: <i>This section was rated "marginal" due to checklist items 2. and 4e.</i>	

FOG CONTROL PROGRAM:

OVERALL RATING: S

INSPECTED ITEM	EVAL
<p>1. Has the Enrollee evaluated its service area to determine whether a FOG control program is needed [Part D.13(vii):</p> <p>a. If so, what was the result of the evaluation?</p> <p><i>The City inspects restaurant grease interceptors, conducts regular system cleaning, occasionally uses degreasing agents and cleans known FOG hot spots.</i></p>	S
<p>2. If the Enrollee has determined that a FOG control program is necessary, has the Enrollee developed and implemented the FOG control program?</p> <p>a. What sources of FOG does the program address? <u>Commercial</u></p> <p>b. Approximately how many commercial food service establishments (FSEs) are subject to FOG control? <u>Not reviewed</u></p>	S
<p>3. Does the FOG Control Program Plan include the following [Part D.13(vii):</p> <p>b. An implementation plan and schedule for a public education outreach program that promotes proper disposal of FOG [Part D.13(vii)(a)]</p> <p>c. 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 [Part D.13(vii)(b)]</p> <p>d. The legal authority to prohibit discharges to the system and identify measures to prevent SSOs and blockages caused by FOG [Part D.13(vii)(c)]</p> <p>e. 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 [Part D.13(vii)(d)]</p> <p>f. Authority to inspect grease producing facilities, enforcement authorities, and whether the Enrollee has sufficient staff to inspect and enforce the FOG ordinance [Part D.13(vii)(e)]</p> <p>g. An identification of sanitary sewer system sections subject to FOG blockages and establishment of a cleaning maintenance schedule for each section [Part D.13(vii)(f)]</p> <p>h. 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 [Part D.13(vii)(f)]</p>	S S S S S S S
<p>4 Other:</p>	N
<p>Notes: <i>This section was rated "satisfactory" because all checklist items reviewed were rated satisfactory.</i></p>	

PROGRAM SELF-ASSESSMENT:

OVERALL RATING: U

INSPECTED ITEM	EVAL
1. Has the Enrollee assessed the success of the preventive maintenance program [Part D.13 (ix)(c)]? a. If so, provide a brief description of assessment results. <i>The City conducts a periodic review of SSO events and makes adjustments to the preventative maintenance program. Additionally, the City uses CCTV to determine the effectiveness of the sewer cleaning program.</i>	S
2. Has the Enrollee updated SSMP program elements, as appropriate, based on monitoring or performance evaluations [Part D.13 (ix)(d)]? a. When was the SSMP last updated? <i>The SSO Field Worksheet was last updated December 15, 2011.</i> <i>Certain aspects of the FOG control program, including grease interceptor inspections, were switched from the fire department to the public works department. At the time of the inspection, the SSMP had not been updated to reflect this change in responsibility.</i> <i>The FOG inspections are conducted under the Industrial Waste Pretreatment Program.</i>	M
3. Has the Enrollee identified and illustrated SSO trends, including frequency, location, and volume [Part D.13 (ix)(e)]? a. If so, provide a brief description of identified trends. <i>The City is tracking SSO frequency and spill capture percentages.</i>	S
4. Has the Enrollee conducted periodic internal audits of the SSMP [Part D.13(x)]? <i>There was no evidence that a formal audit of the SSMP had been conducted. Refer to the 'Major Findings - Program Self-Assessment' section of this report for details</i> 5. Have the audits occurred at least every two years? a. When was the last audit conducted? <i>N/A</i> b. Provide a brief description of major changes made to the program as a result of the last audit. <i>N/A</i> <i>This checklist item is accounted for in checklist item 4. above.</i>	U
6. Other:	N
Notes: <i>This section was rated "unsatisfactory" due to checklist items 4. and 5.</i>	

City of Glendale Collection System (2006-0003-DWQ & 2008-0002-EXEC) Exhibit Log
 Inspected by: Craig Blett (PG Environmental, LLC) and Jim Fisher (State Water Board)

SSO Field Worksheet (page 2)

Spill response activities (Check all that apply):

- Clean up (mitigated effect of spill)
- Contained all or a portion of spill
- Spilled water in a POTW location, this case:
- Restored flow
- Returned all or a portion of the spill to the sanitary sewer system
- Other (Specify):

Answer the following three questions about this event:

#1. Is the spill volume greater than or equal to 1,000 gallons? Yes/No

#2. Did the spill discharge to a drainage channel or surface water? Yes/No

#3. Did the spill discharge to a storm drain pipe that was not fully captured and returned to the sanitary sewer system? Yes/No

Did you answer "yes" to any of the above questions? Yes/No

If Yes SSO is _____

If No SSO is _____

Final spill destination (Check all that apply):

- Building or structure
- Contained surface
- Storm drain
- Street/curb and gully
- Surface water
- Unimproved surface
- Other (Specify):

Estimated total spill volume: (Actual Collection) A. 195 gallons

Estimated volume of spill recovered: B. 154 gallons

Estimated volume of spill that reached surface water, drainage channel, or not recovered from storm drain: C. 41 gallons

Did you answer yes to either question #2 or #3 above? Yes/No

If Yes call OES within 2 hrs of time agency notified or discovered spill. Yes/No

OES Control # 12-2255 Time OES notified: 6/16/12 10:46
 M/F/T/W/Y/S Time 24 hr

Call supervisor to review circumstances and reporting. Yes/No

Supervisor called: _____ M/F/T/W/Y/S Time 24 hr

Special Circumstances/Comments: Spill 3.45 by car repair program at OES crew.
at OES location

Attach this Worksheet to the Sanitary Report Package for This Event

City of Glendale Wastewater Treatment Plant & Sewerage Division
 2800 Glenoaks Boulevard, Glendale, CA 91201
 Phone: (818) 241-2000 Fax: (818) 241-2001

Exhibit 2: SSO Field Worksheet for SSO on April 16, 2012 at 2800 Glenoaks Boulevard showing original field crew estimates of 195 gallons that reached surface water (or was not recovered) and zero gallons recovered. Values were changed on April 19, 2012 by the Wastewater Maintenance Supervisor to state that 41 gallons were recovered and zero gallons reached surface water.

City of Glendale Collection System (2008-0003-DWC & 2008-0002-EXEC) Exhibit Log
Inspected by: Craig Blott (PG Environmental LLC) and Jim Fisher (State Water Board)

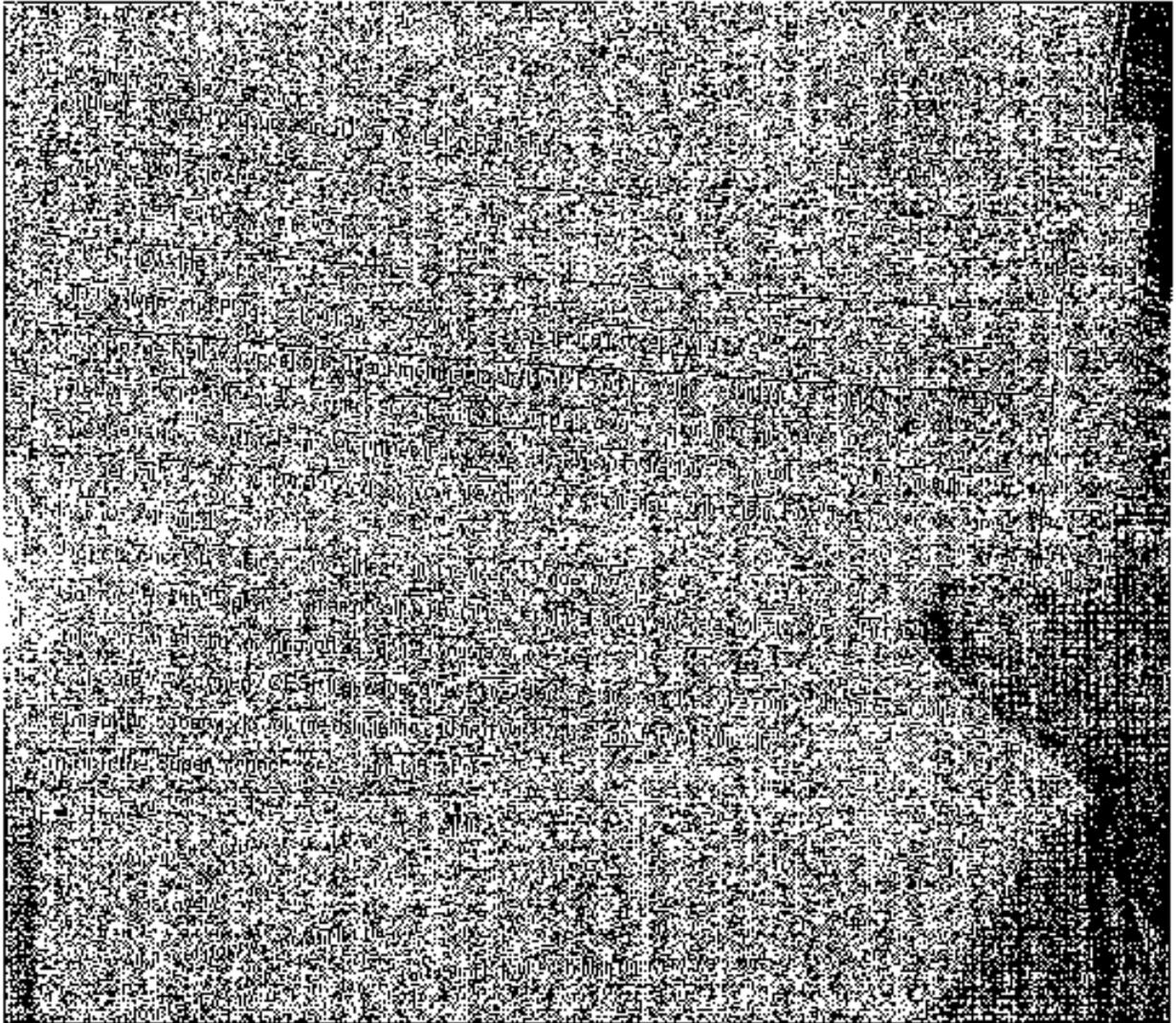


Exhibit 4: Photograph of a field crew guide for responding to and reporting SSOs. Item 4. states: "Consensus-Response team determines if any sewage lost to storm drain system, and if so how much. Team Leader (after hours), Crew Supervisor (normal working hours) will ensure agreement. Field decisions on lost some/lost none are final." Also note in Item 7., the CalEMA (formerly OCS) 2 hour notification is stated as a 'goal', not a requirement.

City of Glendale Collection System (2008-0003-DWQ & 2008-0002-EXEC) Exhibit Log
 Inspected by: Craig Blell (PG Environmental, LLC) and Jim Fisher (State Water Board)

9/207

City of Glendale California
 Wastewater Maintenance Section
 Rev. 8/11/09
SSO Field Worksheet

Location of SSO: 625 CAVANAGH RD, Glendale
(Please attach address to one third of this sheet)

Latitude: N _____ W _____
(Handwritten 28° 52' 00" N, 118° 00' 00" W)

Longitude: W _____ E _____
(Handwritten 118° 00' 00" W, 118° 00' 00" E)

Date and time sanitary sewer system agency (City/County/State) was notified or discovered spill: 1/12/11 1:05
MM/DD/YY Time 24 hr

Estimated spill start date/time: 1/12/11 10:00 a.m.
(Date as first noticed, unless you have reliable information of spill start)
MM/DD/YY Time 24 hr

Estimated operator arrival date/time: 1/12/11 1:15 p.m.
MM/DD/YY Time 24 hr

Estimated spill volume: (Attach Calculations) a. 2350 gallons

Estimated volume of spill recovered: b. 390 gallons

Estimated volume of spill that reached surface water, drainage channel, or not recovered from storm drain: c. 1960 gallons

Did you answer yes to either question #2 or #3 above?..... Yes No

If Yes call OES within 2 hrs of time agency notified or discovered spill.

OES Control # 11-0228 OES Phone # 1-800-852-7550
 Time OES notified: 1/12/11 3:24
MM/DD/YY Time 24 hr

Call supervisor to review circumstances and reporting.
 Supervisor called: _____
 Special circumstances/Comments: _____

Attach This Worksheet to The Stoppage Report Package for This Event

Exhibit 5: SSO Field Worksheet for SSO on January 12, 2011 at 625 Cavanagh Road. According to this record, the City was aware of the spill at 1:05 PM (Glendale Department of Water and Power notification time) and OES was notified at 3:24 PM, exceeding the Amended MRP requirement of 2 hours. (Page 1 of 3)

City of Glendale California
 Wastewater Maintenance Section
 Rev. 12/15/11
SSO Field Worksheet

Location of SSO: 4377 Canyon Blvd. Canyon / Glendale
(Closest street address to overflow/leak source)

Date and time sanitary sewer system agency (Time that agency service was informed)
 was notified or discovered spill: 4/4/12 8:40 AM
MM/DD/YY Time 24 hr

Estimated spill start date/time:
(Same as time functionality above unless you have had a spill of service stop) 4/4/12 8:40 AM
MM/DD/YY Time 24 hr

Estimated operator arrival date/time: 4/4/12 9:00 AM
MM/DD/YY Time 24 hr

Spill appearance point (Check one):

Estimated total spill volume: (Attach Calculations) A. 155 gallons

Estimated volume of spill recovered: B. 55 gallons

Estimated volume of spill that reached surface water,
 drainage channel, or not recovered from storm drain: C. 100 gallons

Did you answer yes to either question #2 or #3 above?..... Yes/No

If Yes call OES within 2 hrs of time agency notified or discovered spill.

OES Phone # 1-800-852-7550

OES Control # 12-1938 Time OES notified: 4/4/12 11:55 AM
MM/DD/YY Time 24 hr

Call supervisor to review circumstances and reporting. 4/4/12 8:50 AM
 Supervisor called: 12 MM/DD/YY Time 24 hr

Special circumstances/Comments: see notes

Attach This Worksheet to The Stoppage Report Package for This Event

Exhibit 5 (Cont.): SSO Field Worksheet for SSO on April 4, 2012 at 637 Cannon Drive Spill started at 8:40 AM and OES was notified at 11:15 AM, exceeding the Amended WRP requirement of 2 hours. (Page 2 of 3)

City of Glendale Collection System (2006-0003-DWQ & 2008-0002-EXEC) Exhibit Log
 Inspected by: Craig Botz (PG Environmental, LLC) and Jim Fisher (State Water Board)

City of Glendale California
Wastewater Maintenance Section
 Rev. 8/11/03
SSO Field Worksheet

Location of SSO: 3524 Craig Way ASPH/PAVEMENT
(Road or Lane Address to give location to crew)

Latitude: _____ **Longitude:** _____
(Use the GPS device to obtain) (Use the GPS device to obtain)

Latitude of Job: _____ **Min.** _____ **Sec.** _____ **Longitude:** _____ **W. Deg.** _____ **Min.** _____ **Sec.** _____
(Use the GPS device) (Use the GPS device)

Date and time sanitary sewer system agency was notified or discovered spill: 11-7-11 8:45 AM
(Date and time agency was notified or discovered spill) (Date and time agency was notified or discovered spill)

Estimated spill start date/time: 11-7-11 8:45 AM
(Date and time spill started) (Date and time spill started)

Estimated operator arrival date/time: 11-7-11 8:45 AM
(Date and time operator arrived) (Date and time operator arrived)

Estimated spill volume: (Approx. Calculations) 2 gallons

Estimated volume of spill recovered: 1 gallon

Estimated volume of spill that reached surface water, drainage channel, or got recovered from storm drain: 0 gallons

Did you answer yes to either question #2 or #3 above? Yes

If Yes call OES within 2 hrs of time agency notified or discovered spill.

OES Control #: 621-11 **Time OES notified:** 11-7-11 10:47 AM

Call supervisor to review circumstances and reporting.

Supervisor called: _____ **Time:** _____

Special circumstances/Comments: _____

Attach This Worksheet to The Stoppage Report Package for This Event

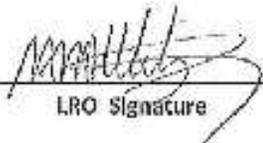
Exhibit 5 (Cont.): SSO Field Worksheet for SSO on November 7, 2011 at 3524 Craig Way. Spill started at 9:04 AM and OES was notified at 10:47 AM, exceeding the Amended VRRP requirement of 2 hours. (Page 3 of 3)

15 DECLARATION

INSTRUCTIONS: Please print this page, sign it, and mail the original of this page to:

State Water Resources Control Board
Office of Enforcement, Special Investigations Unit
1001 I Street, 15th Floor, Sacramento, CA 95834

I, MAURICE OLLIVIER the approved Legally Responsible Official (LRO) of collection system
(name and Waste Discharge ID#) 955010388, CITY OF GUNWILE certify under penalty of law
that based on my inquiry of the person or persons who manage this system, or those persons directly responsible
for gathering the information, the information in this Pre-Inspection Questionnaire (Version 1.0) 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 a fine or imprisonment, for knowing violations.



LRO Signature

4/3/2012

Date

April 2, 2012

Mr. James Fischer, P.E., Acting Chief
State Water Resources Control Board
Office of Enforcement, Special Investigations Unit
1001 I Street, 16th Floor, Sacramento, CA 95814

Dear Mr. Fischer:

Pursuant to your "Request for Information" correspondence, dated March 12, 2012, I am submitting the requested information in the attachments to this letter on a CD. The City of Glendale has a long history of maintaining and operating a state of the art sanitary sewer system. More recently, the City has embarked on an aggressive capital improvement program to identify and replace hydraulically deficient sewer lines. It is important to note that in 2006 the City contracted with Kennedy Jenks Consultants to complete an updated hydraulic analysis of the sewer system (an update to the original 1998 Sewer System Master Plan). The 2006 update includes revised design criteria to minimize wet weather overflows: pipes up to 18" in diameter are designed to be flowing at 0.50 d/D in the year 2030 (at buildout), while pipes greater than 18" have a 0.67 d/D design criteria.

In addition, last year we began an on-call/standby pay system for the wastewater crew to ensure staff availability during off-hours in the case of an overflow. This system includes unscheduled drills to measure the effectiveness of response times. Further, two years ago an incentive program was created to pay sewer crew members extra money if they pass CWBA certification exams (Grades 1-4). Here are a few other important highlights worth mentioning:

Doran Pump Station Upgrades: The City's only wastewater pump station has been the topic of interest for over a decade due to its location near the confluence of the Verdugo Wash and Los Angeles River. After years of study, it was decided that the best design option was to completely gut and rebuild the interior of the structure (i.e., pumps, electrical, emergency power backup, etc.). In addition, a permanent bypass pipe and independent pump system was installed to allow bypassing the pump station entirely in the event of a catastrophic failure (i.e., earthquake, natural disaster, etc.). This \$2.0 million project is expected to be completed by the end of this year.

Palmer Sewer Capacity Enhancement: During the intense rainstorms of 2005, we experienced wet weather overflows in one portion of the sewer system. Upon further investigation, it was revealed that the source of the overflows was a City of Los Angeles sewer line that enters Glendale's sewer system upstream, near the City boundary. After speaking with Los Angeles and verifying the extreme inflow and/or infiltration problem in their line, it was decided to immediately upsized this sewer line to prevent any further SSOs. It is important to note the City of Glendale took this action prior to the SSSWDR. More importantly, rather than wait for the City of Los Angeles to study why so much rainwater and/or groundwater was entering their

system, the City of Glendale took immediate action and overdesigned the new pipe to ensure adequate wet weather capacity. The cost of this \$5 million sewer upgrade was borne entirely by the City of Glendale.

Fairmont/Victory Truck Capacity Enhancement: Despite having plenty of capacity in the old sewer line, the City proactively installed a much larger, new sewer line to accommodate future growth in this part of the City. This \$7 million project was completed two years ago.

Public Works Engineering and Maintenance Services Hot Spot Program: Several years ago wastewater managers began meeting with their engineering counterparts on a routine basis to identify locations in the City's sewer collection system where point repairs were necessary. This program allows for expedited repairs to be made to the sewer system on an as needed basis. Over 80 point repairs have been completed since the program's inception.

Wastewater Rate Study: The City recently completed an updated Wastewater Rate Study which identified future funding needs of the wastewater utility. It will also ensure that each user class of the system continues to pay its fair share (i.e., commercial, residential, etc.) as required by State and Federal Law.

Analysis of the City/County Flood Control System: Recently, the wastewater crew began studying the storm drain system within the City of Glendale. This project has taken a lot more time than initially thought due to the vast nature and interconnectivity of the Los Angeles County Flood Control District system. The goal is to identify key locations where berms/dikes can be implemented during overflows to capture sewage that entered upstream catch basins.

These examples are indicative of the importance the City of Glendale places on its wastewater collection system and its obligation to protect human health and the environment. Please feel free to contact me at (818) 548-3900 if you have any additional questions or would like more information.

Sincerely,

Maurice Oillataguerre, Sr. Env. Prgm. Specialist
City of Glendale Legally Responsible Official

cc: Stephen M. Zurn, Director of Public Works
Jake Amar, Environmental Program Administrator
Daniel Hardgrove, Maintenance Services Administrator
John Hicks, Wastewater Superintendent

City of Glendale Answers to Questionnaire

1 Documentation

- 1.1 Included in the attached CD
- 1.2 Included in the attached CD
- 1.3 Included in the attached CD
- 1.4 Included in the attached CD
- 1.5 Included in the attached CD
- 1.6 Included in the attached CD
- 1.7 Included in the attached CD

2 Basic Information

2.1 City of Glendale, WDID#: 455010388

2.2

Maurice Oillataguerre, Sr. Env. Prgm. Specialist
633 E. Broadway, #209
Glendale, CA 91206
moillataguerre@ci.glendale.ca.us
(818) 937-8219

Jake Amar, Env. Prgm. Administrator
633 E. Broadway, #209
Glendale, CA 91206
ramar@ci.glendale.ca.us
(818) 937-8285

Dan Hardgrove, P.W. Maintenance Services Administrator
541 W. Chevy Chase Drive
Glendale, CA 91204
dhardgrove@ci.glendale.ca.us
(818) 548-3950

John Hicks, Wastewater Maintenance Superintendent

541 W. Chevy Chase Drive
Glendale, CA 91204
jhicks@ci.glendale.ca.us
(818) 550 3413

2.3 Municipal

2.4 191,719 (2010 Census)

2.5 \$1.74 million

2.6 \$15,206,976.18

2.7 (2)

2.8 (11)

2.9 (2)

2.10 (1)

2.11 Grade 1 Collection System Maintenance (3)

2.12 Grade 2 Collection System Maintenance (10)

2.13 Grade 3 Collection System Maintenance (1)

2.14 Grade 4 Collection System Maintenance (2)

2.15- (As per Wastewater System Master Plan Table ES-1)

Diameter of sewer pipe	Gravity Sewers (miles)	Force Mains (miles)
6 inches or less	1.3	0
8-18 inches	347.81	0
19-36 Inches	12.47	0
> 36 inches	<1	0
Unknown Diameter		0
Totals	361.58	0

2.16 NONE

2.17 N/A

2.18 33,750

2.19 Approximately 36 miles

2.20 33.8 miles (estimate).

2.21 See item 8.6

2.22 No

2.23 N/A

2.24 City of L.A. Hyperion Treatment Plant, and City of L.A.-Glendale Water Reclamation Plant

2.25 Glendale owns 50% of the LAGWRP

2.26 Yes

2.27 City of Los Angeles

2.28 Yes

2.29 City of Los Angeles

2.30

Average Daily Dry Weather Flow (MGD)	Peak Daily Wet Weather Flow (MGD)
16	18
Outfall Flow Monitoring Data	Outfall Flow Monitoring Data

2.31 One (1)

2.32 Approximately 1,000 feet.

2.33 Zero (0)

2.34 Zero (0)

2.35 Three (3)

2.36 Specify the percentage of piping and the number of pump stations constructed:

(note: total percentage must equal 100%)

See Wastewater System Master Plan Table ES- not too specific on before 1930's and after 2000!

Age	Source of Age Info. (records, estimated, etc.)	Gravity & Pressure (%)	Pump Stations 25k gal/day & Over (number of stations)	Pump Stations Under 25k Gal/day (number of stations)
2000-Present			0	0
1980-1999	WW Master Plan	8%	1 (Doran overhaul, 1982)	0
1960-1979	WW Master Plan	29%	0	0
1940-1959	WW Master Plan	8%	1 (Doran overhaul, 1950s)	0
1930-1939	WW Master Plan	4%		0
Pre 1930	WW Master Plan	54%		0
1900-1919		Unknown	0	0
Before 1900		Unknown	0	0
Unknown Age				
Totals		101%		0

3. Organization

- 3.1 Yes
- 3.2 www.ci.glendale.ca.us/mgmt-svcs/city_council.asp
- 3.3 Laura Friedman, Mayor
Rafi Manoukian, Council Member
Ara Najarian, Council Member
Frank Quintero, Council Member
Dave Weaver, Council Member
- 3.4 No
- 3.5 N/A

4 Sewer System Assets

- 4.1 Official Census Data, 2010
- 4.2 27.6 square miles
- 4.3 Varies, the majority of the city is flat but there is a fair amount of hilly terrain.
- 4.4 80% from residential; 20% from commercial/industrial (see 2012 Rate Study)
- 4.5 No
- 4.6 Yes
- 4.7 Yes
- 4.8 7,885
- 4.9 Yes
- 4.10 7,550
- 4.11 No
- 4.12 No
- 4.13 10
- 4.14 0
- 4.15 Yes
- 4.16 No
- 4.17 Zero- Planned upgrade (coming in the next year) will include redundant piping.
- 4.18 One (1)
- 4.19 Yes
- 4.20 Yes
- 4.21 Yes
- 4.22 Yes
- 4.23 One (1)
- 4.24 One (1)
- 4.25 Zero (0)
- 4.26 One (1)
- 4.27 Zero- Planned upgrade (coming in the next year) will include a SCADA unit.
- 4.28 Zero- Planned upgrade (coming in the next year) will include a SCADA unit will have this capability).

- 4.29 One (1)
- 4.30 Yes
- 4.31 One (1)
- 4.32 None- But we have an Emergency Diesel Generator for back up unit. (Already stated in 4.18)
- 4.33 Zero (0)
- 4.34 N/A
- 4.36 N/A
- 4.37 N/A

5 Financial Information

- 5.1 Yes
- 5.2 \$15 million
- 5.3 \$60 million
- 5.4 \$2.30 per month fixed rate tied to every electric meter, plus variable rates for each user class (Single-Family Residential, Multi-Family Residential, Low/Med/High Industrial-Commercial), sewer connection charges, and sewer permit fees for new construction.
- 5.5 33,750
- 5.6 Approximately 80,000 (number of electric meters charged the flat rate of \$2.30/mo.)
- 5.7 \$17 per month
- 5.8 Winter Water Usage (water usage during the winter months)
- 5.9 No
- 5.10 \$2,432,871
- 5.11 \$1,282,218

6 Local Sewer Use Ordinance

- 6.1 Yes
- 6.2 May 31st, 2011
- 6.3 Annually
- 6.4 Yes
- 6.5 N/A
- 6.6 Yes
- 6.7 Yes
- 6.8 Yes
- 6.9 No
- 6.10 Yes
- 6.11 Yes
- 6.12 Yes
- 6.13 Yes
- 6.14 Yes
- 6.15 Yes
- 6.16 Yes

- 6.17 Yes
- 6.18 Yes
- 6.19 None
- 6.20 Yes
- 6.21 None
- 6.22 Yes
- 6.23 None
- 6.24 Yes
- 6.25 None

7 Capital Improvement Plan

- 7.1 July 1st, 2011
- 7.2 No
- 7.3 N/A
- 7.4 July 1st, 2012

8. Operations and Maintenance Program

- 8.1 Yes
- 8.2 Yes
- 8.3 No
- 8.4 No
- 8.5 No
- 8.6- March 11 thru Feb 12 - 338 Miles per Year
- 8.7- March 12 thru Feb 13 - 308 Miles per Year
- 8.8 March 11 thru Feb 12 - 50 Miles per Year
- 8.9- March 12 thru Feb 13 - 47 Miles per Year
- 8.10 N/A
- 8.11 190
- 8.12 N/A
- 8.13 N/A
- 8.14 N/A
- 8.15 N/A
- 8.16 Unknown
- 8.17 Unknown
- 8.18 Yes
- 8.19 3
- 8.20 Zero (0)
- 8.21 No
- 8.22 Yes
- 8.23 Yes
- 8.24 Yes

- 8.25 No
- 8.26 N/A
- 8.27 No
- 8.28 N/A
- 8.29 Yes
- 8.30 No
- 8.31 N/A
- 8.32 Yes
- 8.33 Chemical root control and mechanical root saw.
- 8.34 Metam sodium
- 8.35 Yes
- 8.36 N/A
- 8.37 Yes
- 8.38 Glendale Municipal Code, 13.34.010 – 13.34.100
- 8.39 Approximately 700
- 8.40 Approximately 400
- 8.41 3 (they also perform other duties in addition to FOG inspections)
- 8.42 Approximately 700
- 8.43 None
- 8.44 Approximately 700
- 8.45 No
- 8.46 N/A
- 8.47 Yes
- 8.48

Contractor Name	Description (cleaning, root control, repairs, etc.)	Frequency of Contract	Budget (annual \$)
FloSystems	Pump Station Maint.	4 times annually	7,780.00
Pacific Sewer Maintenance	Chemical Root Control	2-3 times annually	18,000.00
Golden Bell	Roach Supression	2 times annually	10,000.00

9 SSO Emergency Response Plan

9.1 Yes

9.2 Yes

9.3 Yes

9.4 The City of Glendale utilizes a Motorola trunked radio system operating in the UHF T-band. There are 14 channels involved. If the exact details are needed, please contact the Glendale Radio Shop at 818-548-4804.

9.5 Yes

9.6 Yes

9.7 Yes

9.8 No

10 SSO Reduction Performance and Monitoring Program

10.1 Yes

10.2 Yes

11 Collections Staffing and Training.

11.1 Four (4) cleaning crews, one (1) CCTV crew, (1) full time storm drain cleaning crew.

11.2 Two (2)

11.3 Yes

11.4 Yes

11.5 No

11.6 Yes

11.7 Yes

11.8 15

11.9 N/A

12 Major Equipment Inventory

12.1 Three (3)

12.2 Three (3)

12.3 Two (2)

12.4 One (1)

12.5 One (1)

12.6 Eight (8)

12.7 Nine (9)

12.8 Six (6)

12.9 Yes

13 External Communications Programs

13.1 No

13.2 Yes

13.3 No

13.4 No

14 Notification, Reporting and Record Keeping

14.1 Yes

14.2 Yes

14.3 Yes

14.4 Yes

- 14.5 No
- 14.6 Yes
- 14.7 Yes
- 14.8 Yes
- 14.9 Yes
- 14.10 N/A

15 **SSO Prevention and Mitigation**

- 15.1 Yes
- 15.2 No
- 15.3 No
- 15.4 Yes
- 15.5 Yes
- 15.6 No
- 15.7 Yes
- 15.8 Unknown
- 15.9 One (1)

Hicks, John

From: Ollaguere, Maurice
Sent: Monday, March 19, 2012 9:56 AM
To: Hicks, John; Ambeyec, Dennis
Cc: Galetian, Roubik; Hardgrove, Daniel; Amar, Jake; Zurn, Stephen
Subject: FW: DATA REQUEST - PRE-INSPECTION QUESTIONNAIRE & INFO

Importance: High
Attachments: Preinspection.Questionnaire.Highlighted.pdf



Preinspection.Quas
tionnaire.Hi...

Contentment:

The City received a Request for Information from the State Water Board and I need your assistance in answering all of the questions. I have highlighted the questions that I need you to answer in yellow and the ones I need Dennis's help with in pink.

Dennis: Since you only have a few to answer, let me know if you can get me the info by this Friday, March 23rd.

John: You have a lot more questions, let me know if you can get me the info by next Wednesday, March 28th.

I apologize for the short timeline but we have to submit our comments by April 3rd. Taking into account I will need to add a few days to compile everything (and Steve will need time to review all of the comments), we should have a very tight schedule.

Thanks and feel free to call me if you have any questions, comments or concerns.

Maurice

-----Original Message-----
From: Zurn, Stephen
Sent: Monday, March 19, 2012 4:21 AM
To: Hicks, John; Ollaguere, Maurice
Cc: Hardgrove, Daniel; Amar, Jake
Subject: FW: DATA REQUEST - PRE-INSPECTION QUESTIONNAIRE & INFO
Importance: High

Please respond accordingly.

Stephen A. Zurn
City of Glendale

Director, Public Works
1818, 548-3920

-----Original Message-----

From: 88880 [mailto:88880@waterboards.ca.gov]
Sent: Monday, March 12, 2012 4:23 PM

To: 88880

Cc: Julie Berrey; Jim Fischer

Subject: DATA REQUEST: PWS-INSPECTION QUESTIONNAIRE & INFO

Importance: High

** High Priority **

Dear Selected Legally Responsible Official (LRO) - The attached information request is being sent to you for your agency, not by April 5, 2012.

PLEASE BE VERY CO ORTE SHALL ADDRESS 188880@waterboards.ca.gov; TO CONFIRM YOUR RECEIPT OF THIS INFORMATION REQUEST.

For questions, please contact Jim Fischer, Office of Enforcement, by phone at (415) 341-3513 or via email at j.fischer@waterboards.ca.gov

Thank You.

State Water Board, Office of Enforcement staff



**Sewer Collection System
PRE-INSPECTION QUESTIONNAIRE**

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PART 1 — DESCRIPTION

This Sewer Collection System Pre-Inspection Questionnaire (Questionnaire) includes mandatory questions specific to the requirements in the Sanitary Sewer System Waste Discharge Requirements Water Quality Order (No. 2016-0001-DWC) (hereafter SSSWOR), and its accompanying Amended Manufacturing Plan Order (No. 2018-0012-LSC) (hereafter Amended MRP).

All of the questions in this Questionnaire must be answered by the Enrollee (one Questionnaire for each collection system only) to demonstrate how the agency is complying with the SSSWOR and the Amended MRP. All responses provided in the Questionnaire along with the documentation required to be submitted by each Enrollee (see Part 3, Section 1) will be used by the Water Boards to prioritize inspection and enforcement activities statewide for the SSSWOR.

PART 2 — INSTRUCTIONS

1. Complete all questions in the Questionnaire.
2. Save an electronic copy of the completed Pre-Inspection Questionnaire (in MS Word), and the other documentation required for your collection system (see Part 3, Section 1). Print the last page of this Questionnaire and sign it in ink. Submit the electronic copy (e.g., CD) and the original completed last page to:

State Water Resources Control Board
Office of Enforcement, Special Investigations Unit
1001 I Street, 16th Floor, Sacramento, CA 95814

PART 3 — REQUIRED INFORMATION

1 DOCUMENTATION

Please mail an electronic copy (e.g., CD) of the following documents to:

State Water Resources Control Board
Office of Enforcement, Special Investigations Unit
1001 I Street, 16th Floor, Sacramento, CA 95814

- 1.1 Sewer System Management Plan (SSMP) (Sanitary Sewer System General Waste Discharge Requirements (SSSWOR), Sect. D.13) and any documents referenced within the SSMP. Also include documentation showing approval of the SSMP by your agency's local governing board (e.g., Board Resolution or other documentation).
- 1.2 SSMP Program Audit¹ [SSSWOR, Sect. D.13(x)], if not contained within your agency's SSMP.
- 1.3 Sewer System Area Map [SSSWOR, Sect. D.13(iv)], if not contained within your agency's SSMP.
- 1.4 Local Sewer Use Ordinance [SSSWOR, Sects. D.13(iii) and D.13(vi)], if not contained within your agency's SSMP.
- 1.5 Evidence of Agency's SSO Field Response Documentation [SSSWOR, Amended MRP, B.5], if not contained within your agency's SSMP.

¹To satisfy SSSWOR, Sect. D.13(x), the SSMP Audit must occur at least every two years following the original approval date of the agency's SSMP by the local governing board. The SSMP Audit must measure the effectiveness and compliance of an Enrollee's SSMP.

- 1.5 Rehabilitation and Replacement Plan [SSSWDB, Sect.0.13(iv)(c)], if not contained within your agency's SSMP
- 1.7 Capital Improvement Plan (CIP) Schedule for System Evaluation and Capacity Assurance Plan (SECAP) [SSSWDB, Sect.0.13(viii)], if not contained within your agency's SSMP

2. Basic Information

- 2.1 Collection System Waste Discharge ID number (WCID) and Collection System Name: _____
- 2.2 Collection System Main Point[s] of Contact (name, title, address, email, and telephone number): _____
- 2.3 Type of Sanitary Sewer System (select ONE of the following: Municipal, Park, School, Military, Hospital, Prison, Airport, Port, Other)
- 2.4 What is the population served by your agency's sanitary sewer system?
- 2.5 What is this fiscal year's budget for operation and maintenance sanitary sewer system facilities?
- 2.6 What is this fiscal year's budget for capital expenditures for sanitary sewer system facilities?

For questions 2.7 - 2.10, please identify the total number of employees (technical and mechanical) for your agency's sanitary sewer system (including pump station operations) working within the different classifications listed below.

- 2.7 Entry Level (Less than 2 years experience)

Number of agency employees?

- 2.8 Journey Level (Greater than or equal to 2 years experience)

Number of agency employees?

- 2.9 Supervisory Level

Number of agency employees?

- 2.10 Managerial Level

Number of agency employees?

For questions 2.11 - 2.14, please identify the total number of employees who hold CWA Certification for Collection System Maintenance for your agency's sanitary sewer system (including pump station operations) for the various Certificates and Grades levels listed below.

- 2.11 Grade I

Number of certified (Grade I Collection System Maintenance) agency employees:

Number of certified (Grade I Plant Maintenance Technologist) agency employees:

- 2.12 Grade II

Number of certified (Grade II Collection System Maintenance) agency employees:

Number of certified (Grade II Electrical/Instrumentation Technologist) agency employees:

Number of certified (Grade II Mechanical Technologist) agency employees:

- 2.13 Grade III

Number of certified (Grade III Collection System Maintenance) agency employees:

Number of certified (Grade III Electrical/Instrumentation Technologist) agency employees:

Number of certified (Grade III Mechanical Technologist) agency employees:

2.14 Grade IV:

Number of certified (Grade IV Collection Systems Maintenance/Engineering) employees:

Number of certified (Grade IV Electrical/Instrumentation Technologist) agency employees:

Number of certified (Grade IV Mechanical Technologist) agency employees:

2.15 Estimated Size Distribution of Assets

Diameter of sewer pipe	Gravity Sewers (miles)	Force Mains (miles)
6 inches or less	[# or ENTER ZERO]	[# or ENTER ZERO]
8 inches	[# or ENTER ZERO]	[# or ENTER ZERO]
9 - 18 inches	[# or ENTER ZERO]	[# or ENTER ZERO]
19 - 36 inches	[# or ENTER ZERO]	[# or ENTER ZERO]
> 36 inches	[# or ENTER ZERO]	[# or ENTER ZERO]
Unknown Diameter	[# or ENTER ZERO]	[# or ENTER ZERO]
Totals	[# or ENTER ZERO]	[# or ENTER ZERO]

2.16 For which portion of sewer service laterals is your agency responsible?

(If None, skip question 2.17.)

2.17 Estimated total miles of sewer service laterals (upper and lower) for which your agency is responsible?

2.18 Number of sewer service lateral connections?

2.19 Estimated total miles of easements within your sanitary sewer system?

2.20 What is your total easement sewer system cleaning production in miles/year?

2.21 What is your total gravity sewer system cleaning production in miles/year?

2.22 Does your agency own any separately enrolled collection systems? [Y/N]

2.23 If yes to question 2.22, which collection system(s) does your agency own?

Collection System name(s):

Collection System WDID(s):

2.24 Which wastewater treatment plant(s) (WWTPs) ultimately receive wastewater from this collection system?

Receiving Treatment Plant name(s):

Receiving Treatment Plant WBD(s):

2.25 For question 2.24, does your agency own all of these WWTPs? (Y/N)

2.26 Does this collection system discharge into any other collection system(s)? (Y/N)

2.27 If yes to question 2.26, which collection system(s) does your system discharge into from this collection system?

Receiving Collection System name(s):

Receiving Collection System WBD(s):

2.28 Do any upstream collection systems greater than 25,000 gallons/day (gpd) discharge into this collection system? (Y/N)

2.29 If yes to question 2.28, which collection system(s) discharge into this collection system?

Upstream Collection System name(s):

Upstream Collection System WBD(s):

2.30 Estimated Collection System Flow Characteristics for this collection system:

Average Daily Dry Weather Flow (MGD)	Peak Daily Wet Weather Flow (MGD)
(If or Unknown)	(If or Unknown)
Enter description here how info. is derived (based on EDUs measured, etc.)	Enter description here how info. is derived (based on EDUs measured, etc.)

2.31 How many pump stations are there throughout the sewer collection system?

2.32 How many feet of above ground gravity pipelines are there throughout the sewer collection system?

2.33 How many feet of above ground pressurized pipelines are located throughout the sewer collection system?

2.34 How many air relief valves (ARVs) are located throughout the sewer collection system?

2.35 How many siphons are there throughout the sewer collection system?

2.36 Specify the percentage of piping and the number of pump stations constructed.
(note: total percentage must equal 100%)

Age	Source of Age Info. (records, estimated, etc.)	Gravity & Pressure Sewers (%)	Pump Stations ² 25k Gal/day & Over (number of stations)	Pump Stations ¹ Under 25k Gal/day (number of stations)
2000 - Present		(%)	(# or ENTER ZERO)	(# or ENTER ZERO)

1980 - 1999		[%]	[# or ENTER ZERO]	[# or ENTER ZERO]
1960 - 1979		[%]	[# or ENTER ZERO]	[# or ENTER ZERO]
1940 - 1959		[%]	[# or ENTER ZERO]	[# or ENTER ZERO]
1920 - 1939		[%]	[# or ENTER ZERO]	[# or ENTER ZERO]
1900 - 1919		[%]	[# or ENTER ZERO]	[# or ENTER ZERO]
Before 1900		[%]	[# or ENTER ZERO]	[# or ENTER ZERO]
Unknown Age		[%]	[# or ENTER ZERO]	[# or ENTER ZERO]
Totals		[%]	[# or ENTER ZERO]	[# or ENTER ZERO]

¹ For pump stations, flow categories are the maximum flow rate occurring over a 24-hr period based on annual operating data. Age is date asset was originally constructed.

3 ORGANIZATION

Local Governing Board Information

- 3.1 [SSSWDR, Sect.D.13(i)]: Is/are your agency's Legally Responsible Official(s) and Data Submitter(s) registration information up to date with the State Water Board? [Y/N]
- 3.2 [SSSWDR, Sect.D.13(ii)]: If your local governing board has an internet website, please specify the internet address here:

- 3.3 [SSSWDR, Sect.D.13(ii)]: Please list the names and titles of each of your agency's current governing board members:

Sewer System Management Plan Information

- 3.4 [SSSWDR, Sect. E.]: Is your agency's SSMP available on your agency's website? [Y/N]
- 3.5 [SSSWDR, Sect. E.]: If yes to question 3.4, please provide the internet address here: _____

4 SEWER SYSTEM ASSETS

General System Information

- 4.1 [SSSWDR, Findings 2 & 3]: Please specify the basis for the population estimate in question 2.4 (e.g., official census data, estimated by agency, etc.)?

- 4.2 [SSSWDR, Sects. D.8, D.10]: What is the approximate size of the service area served by the sewer collection system for your agency, in square miles? [# or Unknown]
- 4.3 [SSSWDR, Sects. D.8, D.10]: Please describe the terrain within your agency's sewer service area (Mountainous, Hilly, Flat, Valley, etc.)?
- 4.4 [SSSWDR, Sects. D.8, D.10]: Please specify what percentage of the collection system's flow comes from residential, commercial, industrial, and institutional sources. [7% (CR) A/E or Unknown]

Asset Mapping

- 4.5 [SSSWDR, D.13(iv)]: Has your agency identified and mapped all the gravity sewer line segments, public access points (manholes, lamp holes, rod holes, etc.), pumping facilities, pressure pipes and valves, and stormwater-related facilities? [Y/N]
- 4.6 [SSSWDR, D.13(iv)]: Does your agency currently have sewer system assets mapped in a Geographic Information System (GIS)? [Y/N]
- 4.7 [SSSWDR, D.13(iv)]: Does your agency currently have stormwater-related facilities mapped in GIS? [Y/N]
- 4.8 [SSSWDR, D.8 and D.10]: What is the estimated number of gravity sewer line pipe segments located throughout the collection system? [# or Unknown]
- 4.9 [SSSWDR, D.13(iv)]: Does your agency have a formal review process in place to ensure that any mapping issues noted by field staff or others are addressed? [Y/N]
- 4.10 [SSSWDR, D.13(iv)]: Please indicate the total number of public access points (manholes, lamp holes, rod holes, etc.) located within your sewer collection system. [# or Unknown]

Sewer Service Laterals [SSSWDR, D.8, D.13(iv)]

- 4.11 Has your agency ever historically owned or maintained any portion of sewer service laterals? [Y/N or Unknown]
- 4.12 Does your agency have a voluntary sewer service lateral incentive program in place? [Y/N]
- 4.13 How many incoming complaints did your agency receive for privately-owned sewer service lateral problems in the previous fiscal year? [# or Unknown]
- 4.14 How many service calls did your agency respond to in the field for privately-owned service lateral problems in the previous fiscal year? [# or Unknown]

Pumping Facility Assets

For questions 4.15 – 4.22 refer to your pump station assets from question 2.31 (above)

- 4.15 [SSSWDR, D.8, D.13(iv)]: Has your agency mapped each pump station's actual GPS coordinates? [Y/N]
- 4.16 [SSSWDR, D.8, D.13(iv)]: Has your agency conducted a risk assessment for each asset? [Y/N]
- 4.17 [SSSWDR, D.8 and D.10]: How many of these assets have redundant pipelines installed? [#]
- 4.18 [SSSWDR, D.8 and D.10]: How many have dedicated emergency stand by power generators located onsite? [#]
- 4.19 [SSSWDR, D.8 and D.10]: Has your agency developed standard and emergency operating procedures for each asset in the event of a power and/or pumping failure? [Y/N]
- 4.20 [SSSWDR, D.8 and D.10]: Has your agency determined the lowest hydraulic overflow point(s) and calculated the longest possible holding time(s) for each asset? [Y/N]
- 4.21 [SSSWDR, D.6(iii) and (v)], D.8 and D.10]: Has your agency identified critical spare parts for each asset? [Y/N]

- 4.22 [SSSWDR, D.8(iii) and (vi), D.8 and D.10]: For question 4.21, does your agency maintain the spare parts identified for each asset? [Y/N]
- 4.23 [SSSWDR, D.8 and D.10]: How many facilities are located within 100 feet of a surface water, creek or drainage channel? [#]
- 4.24 [SSSWDR, D.8 and D.10]: How many are located within 20 feet of a storm drain inlet? [#]
- 4.25 [SSSWDR, D.8 and D.10]: How many pump stations are equipped with audible and/or visual alarms located in public view to expedite notification to your agency in the event of an SSO? [#]
- 4.26 [SSSWDR, D.8 and D.10]: How many pump stations are equipped with an Auto Dialer Alarm System(s) for detecting pump failure and/or high wet well levels? [#]
- 4.27 [SSSWDR, D.8 and D.10]: How many have a supervisory, control and data acquisition system (SCADA) installed and operational? [#]
- 4.28 [SSSWDR, D.8 and D.10]: For question 4.27, how many can be remotely operated? [#]
- 4.29 [SSSWDR, D.8 and D.10]: How many pump stations display emergency notification signage, including agency contact information, in public view to expedite notification to your agency in the event of an SSO? [#]
- 4.30 [SSSWDR, D.8 and D.10]: Does your agency implement vandalism control efforts to discourage unauthorized access and/or vandalism to these assets? [#]
- 4.31 [SSSWDR, D.8 and D.10]: How many pump stations have built-in pumping bypass capability for emergency use? [#]
- 4.32 [SSSWDR, D.8 and D.10]: How many have electrical power connections installed to allow for the use of portable emergency generators? [#]

Force Main Sewer Assets

- 4.33 [SSSWDR, D.8, D.13(v)]: How many sewer force mains are owned by your agency? [#]
- 4.34 [SSSWDR, D.8, D.13(v)]: For the assets in question 4.33, has your agency conducted a risk assessment for each asset? [Y/N]
- 4.36 [SSSWDR, D.8 and D.10]: For the assets in question 4.33, how many have a dedicated corrosion protection system(s) installed? [#]
- 4.37 [SSSWDR, D.8 and D.10]: For the assets in question 4.33, what is the total number of air relief valves installed? [#]

5 FINANCIAL INFORMATION

Funding Sources and Revenues [SSSWDR, D.9]

- 5.1 Does your agency utilize an Enterprise Fund for services provided to the public? [Y/N]
- 5.2 If yes to question 4.1, what are the total estimated annual revenues generated from this fund? [#]
- 5.3 If yes to 4.1, what is the current fund balance? [#]
- 5.4 Please provide a brief description of all sewer collection system funding source(s) (e.g., user fees, annual budget allocation, property taxes, etc.).
-
- 5.5 What is your agency's total number of billed sewer connections? [# OR Unknown]
- 5.6 What is your agency's total number of billed customers for sewer service? [# OR Unknown]
- 7 What is your agency's current average monthly household user fee for sewage collection only? [\$ or Unknown]

- 5.8 For the answer in 4.7, what is your agency's sewer fee rate basis (e.g., measured flow, calculated flow, flat fee, etc.)
- 5.9 Has your local governing board approved any future sewer use fee increase(s)? (Y/N)

Operations, Maintenance and Capital Funds and Expenditures (SSSWDB, Sects. D.9)

5.10 How much did your agency spend in the last fiscal year for operations and maintenance activities (O&M) of sewer assets? [5]

5.11 How much did your agency spend in the last fiscal year on capital expenditures for sewer assets (e.g., new pipeline or equipment)? [5]

6 LOCAL SEWER USE ORDINANCE (SSSWDB, D.13(iii) and/or D.13(vi))

6.1 Does your agency have an adopted sewer use ordinance (Ordinance)? [Y/N]

If no to question 6.1, skip to question 7.1

6.2 Specify the date of last update/change of your agency's local Ordinance approved by your agency's local governing board. [DATE]

6.3 Specify the time frequency in which the Ordinance is reviewed. [FREQ]

6.4 Does your agency have legal authority within the Ordinance to limit and enforce illicit discharges from upstream public and/or private satellite collection system(s)? [Y/N]

6.5 If no to question 5.4, does your agency have service agreements or other procedures to limit and enforce illicit discharges from upstream public and/or private satellite collection system(s)? [Y/N]

6.6 Does the Ordinance ban inflow from stormwater sources? [Y/N]

6.7 Does the Ordinance specify who owns and/or maintains the sewer service lateral from the building foundation to the property line (upper lateral portion)? [Y/N]

6.8 Does the Ordinance specify who owns and/or maintains the sewer service lateral from the property line to the sewer main line (lower lateral portion)? [Y/N]

6.9 Does the Ordinance require testing and/or inspection of the sewer service lateral upon remodeling, renovations and/or transfer of property/residence? [Y/N]

6.10 Does the Ordinance prohibit illicit discharges from service connections into the sewer? [Y/N]

6.11 Does the Ordinance require sewers and connections to be properly designed and constructed? [Y/N]

6.12 Does the Ordinance require proper maintenance, inspection and repairs of laterals? [Y/N]

6.13 Does the Ordinance limit the discharge of fats, oils and grease (FOG) and other debris that may cause blockages? [Y/N]

6.14 Does the Ordinance give your agency the authority to inspect grease producing facilities? [Y/N]

6.15 Does the Ordinance reference the Uniform Building Code? [Y/N]

6.16 Does the Ordinance reference the California Plumbing Code? [Y/N]

6.17 Does the Ordinance give your agency the authority to inspect, maintain and repair assets located within sewer easements? [Y/N]

6.18 Does the Ordinance provide your agency with the proper authority to issue notices of violation (NOVs)? [Y/N]

6.19 If yes to question 6.18, how many NOVs has your agency issued in the past 3 years? [# or Unknown]

6.20 Does the Ordinance provide your agency with the proper authority to issue enforcement penalties for violators? [Y/N]

6.21 If yes to question 6.20, how many enforcement penalties has your agency issued in the past 3 years? [# or Unknown]

6.22 Does Ordinance provide your agency with the proper authority to ban connections and/or disconnect services for violators? [Y/N]

6.23 If yes to question 6.22, how many actions has your agency undertaken in the past 3 years? [Y/N]

- 6.24 Does the Ordinance provide your agency with the authority to limit future development and/or building? [Y/N]
- 6.25 If yes to question 6.24, how many actions has your agency undertaken in the past 3 years? [# or Unknown]

7 CAPITAL IMPROVEMENT PLAN

- 7.1 [SSSWDR, D.8]: What is the approval date of your Sewer Capital Improvement Plan (Sewer CIP) by your agency's local governing board? [M/D/Y]
- 7.2 [SSSWDR, D.8 and D.13(iv)]: For question 7.1, is your Sewer CIP available on the internet for public review? [Y/N]
- 7.3 [SSSWDR, D.8 and D.13(iv)]: If yes to question 7.2, please specify the internet address:
-
- 7.4 [SSSWDR, D.8 and D.13(iv)]: What is the projected date of your next Sewer CIP update? [M/D/Y]

8 OPERATIONS AND MAINTENANCE PROGRAM

Computerized Maintenance Management System (CMMS)

- 8.1 [SSSWDR, D.8 and D.13(iv)]: Does your agency use a computerized maintenance management system (CMMS) to generate work orders and track sewer maintenance, operations and management information? [Y/N]
- 8.2 [SSSWDR, D.7 and D.13(iv)]: If yes to question 8.1, is CMMS data used for ongoing strategies to eliminate/reduce SSOs? [Y/N]
- 8.3 [SSSWDR, D.7 and D.13(iv)]: If yes to question 8.2, is the CMMS data used to evaluate cleaning production rates? [Y/N]
- 8.4 [SSSWDR, D.7, D.13(iv) and D.13(x)]: If yes to question 8.2, does your agency use the CMMS information to provide data for tracking system trends, problems and/or performance? [Y/N]
- 8.5 [SSSWDR, D.7, D.13(iv) and D.13(x)]: If no to question 8.1, does your agency have a different method in place to provide data for tracking system trends, problems and/or performance? [Y/N]

Inspections, Operations and Management Activities

- 8.6 [SSSWDR, D.8, D.13(iv)]: What was your agency's total gravity sewer collection system cleaning production [hydro flushing, mechanical and hand rodding] over the past 12 months (miles per year)? [# or Unknown]
- 8.7 [SSSWDR, D.8, D.13(iv)]: What is your agency's total gravity sewer collection system cleaning production scheduled [hydro flushing, mechanical and hand rodding] for the next 12 months (miles per year)? [# or Unknown]
- 8.8 [SSSWDR, D.8, D.13(iv)]: What was your agency's total video (CCTV) inspection production in the past 12 months (miles)? [# or Unknown]
- 8.9 [SSSWDR, D.8, D.13(iv)]: What is your agency's total video (CCTV) inspection production scheduled for the next 12 months (miles)? [# or Unknown]
- 8.10 [SSSWDR, D.8, D.13(iv)]: Does your agency have a method in use for reviewing and analyzing force main sewers and their components? [Y/N]
- 8.11 [SSSWDR, D.7 and D.13(iv)]: What is the total number of focused problem areas ("SSO hot spots") located throughout the collection system? [# or Unknown]
- 8.12 [SSSWDR, D.8 and D.10]: Does your agency have a program to inspect and maintain air relief valves (ARVs)? [Y/N/ n/a]
- 8.13 [SSSWDR, D.8 and D.10]: How many ARVs are not accessible for inspection/maintenance? [#/ n/a]
- 8.14 [SSSWDR, D.7 and D.13(iv)]: What was the total number of ARVs exercised and cleaned in past 12 months? [# or Unknown]

- 8.15 [SSSWDR, D.7 and D.13(iv)]: What is the total number of ARVs planned to be exercised and cleaned in the past 12 months? (# or Unknown)
- 8.16 [SSSWDR, D.13(v)]: What is the total number of public access points (manholes, lamp holes, rod holes, etc.) inspected in the past 12 months? (# or Unknown)
- 8.17 [SSSWDR, D.13(v)]: What is the total number of public access points (manholes, lamp holes, rod holes, etc.) scheduled to be inspected in the next 12 months? (# or Unknown)
- 8.18 [SSSWDR, D.13(v)]: Does your agency check pipeline routes at least annually, and after major storms, earthquakes or other events that could damage these assets, to check for sink holes or leaks along force main(s)? [Y/N]
- 8.19 [SSSWDR, D.13(iv)]: How many above ground crossings (if applicable) were inspected in the past 12 months? (#, N/A or Unknown)
- 8.20 [SSSWDR, D.13(iv)]: How many siphons (if applicable) were inspected in the past 12 months? (#, N/A or Unknown)
- 8.21 [SSSWDR, D.13(iv)]: Does your agency have a process to identify areas subject to excess hydrogen sulfide corrosion? [Y or N]
- 8.22 [SSSWDR, D.13(iv)]: Does your agency have a formal pipe grading process in place to identify pipe discontinuities? [Y or N]
- 8.23 [SSSWDR, D.13(v)]: Does your agency require video (CCTV) inspections before and after cleaning to measure the effectiveness of these activities? [Y]
- 8.24 [SSSWDR, D.13(iv)]: Does your agency video (CCTV) inspect pipes after all SSO(s)? [Y/N]
- 8.25 [SSSWDR, D.13(iv)]: Does your agency conduct smoke, dye or other tests to check for illicit connections? [Y/N]
- 8.26 [SSSWDR, D.13(iv)]: If yes to question 8.25, how many miles of sewer system were tested in the past 12 months? (# or Unknown)
- 8.27 [SSSWDR, D.13(iv)]: Does your agency use video (CCTV) to monitor discharger compliance for illicit connections? [Y/N]
- 8.28 [SSSWDR, D.13(iv)]: If yes to question 8.27, list the total number of miles of video (CCTV) inspection conducted for this purpose in the past 12 months. (# or Unknown)
- 8.29 [SSSWDR, D.13(iv) and D.13(viii)]: Does your agency have formal agreements in place to increase resources through established mutual assistance agreements with other agencies/contractors for wet weather episodes or for SSO response activities? [Y/N]
- 8.30 [SSSWDR, D.13(iv) and D.13(viii)]: Does your agency have a program in place to identify areas with inflow and infiltration (I/I)? [Y/N]
- 8.31 [SSSWDR, D.13(iv) and D.13(viii)]: If yes to question 8.30, estimate the total number of miles identified by this program. (# or Unknown)
- 8.32 [SSSWDR, D.13(iv)]: Does your agency have an active root control program in place? [Y/N]
- 8.33 [SSSWDR, D.13(v)]: If yes to question 8.32, please list the type(s) of control efforts in place (e.g., chemical, mechanical, etc.)
- 8.34 [SSSWDR, D.13(v)]: If your agency uses chemical(s) for root control, please list chemical(s) used. [N/A if no chem. root program]

Fats, Oils and Grease (SSSWDR, D.13(iv) and D.13(viii))

- 8.35 Does your agency have a commercial FOG program in place? [Y/N]
- 8.36 If no to question 8.35, has your agency justified in its SSMP why a FOG program is not needed? [Y/N]
- 8.37 If yes to question 8.35, does your agency have a FOG Ordinance separate from the sewer use ordinance? [Y/N]
- 8.38 If yes to question 8.37, please list the FOG Ordinance citation number:
- 8.39 If yes to question 8.35, approximately how many food service establishments (FSEs) such as restaurants, schools, hospitals, jails, and convalescent homes are subject to FOG control. (#)

- 8.40 If yes to question 8.35, what is the total number of FSE permits issued for FOG control? [0]
- 8.41 If yes to question 8.35, what is the total number of dedicated FSE FOG inspectors? [0]
- 8.42 If yes to question 8.35, how many FSE FOG inspections were conducted in past 12 months? [0]
- 8.43 If yes to question 8.35, how many FSE FOG enforcement action(s) were initiated in the past 12 months?
- 8.44 If yes to question 8.35, how many FSE FOG inspections are planned for the next 12 months? [0]
- 8.45 Does your agency have a residential FOG program in place? [Y/N]
- 8.46 If yes to question 8.45, briefly describe the program: _____

Sewer Contract Services

- 8.47 [SSSWDR, D.8 and D.13(iv)]: Does your agency retain contract service(s) for sewer collection system maintenance, operations, and/or management? [Y/N]
- 8.48 [SSSWDR, D.8 and D.13(iv)]: If yes to question 8.47, for services in excess of \$10,000/year, please provide some basic information about these services in the table below:

Contractor Name	Description (clearing, root control, repairs, etc.)	Frequency of Contract	Budget (annual \$)

9 SSO EMERGENCY RESPONSE PROGRAM [SSSWDR, D.13(vi)]

- 9.1 Does your agency's SSO Emergency Response Plan incorporate procedures for pump stations/force main sewers? [Y/N]
- 9.2 Does your agency have a dispatcher(s) within your agency to handle, dispatch and document incoming complaints from your sewer system customers? [Y/N]
- 9.3 If yes to 9.2, does your agency utilize a dispatch radio system for notifying collection crews who respond to SSOs? [Y/N]
- 9.4 If yes to 9.3, please list the frequency(s) in use for the dispatch radio system: _____
- 9.5 Does your agency have standard operating procedures (SOPs) in place to test and document, at least once per year, the performance of its after-hours emergency notification system(s)? [Y/N]
- 9.6 Does your agency provide and document any scenario-based SSO emergency response simulation training for collections staff at least on an annual basis to ensure staff are properly trained and prepared in the event of an SSO? [Y/N]
- 9.7 If yes to 9.6, does this training include practical exercises including researching SSO start times and calculating the SSO volume spilled and recovered? [Y/N]
- 9.8 Do your emergency operating procedures (EOPs) include requirements to determine the impact of an SSO, including accelerated or additional environmental monitoring? [Y/N]

10 SSO REDUCTION PERFORMANCE AND MONITORING PROGRAM [SSSWDR, D.13(ix)]

- 10.1 Does your agency have a process in place to collect data to monitor performance of its SSMP and efforts in reducing SSOs? [Y/N]
- 10.2 If yes to question 9.1, does your agency use the data collected to update SSMP program elements? [Y/N]

1 COLLECTIONS STAFFING AND TRAINING

- 11.1 [SSSWDR, D.9]: What is the total number of dedicated sewer maintenance crews in place at your agency? [#]
- 11.2 [SSSWDR, D.9]: For question 11.1, how many staff are typically in each maintenance crew? [#]
- 11.3 [SSSWDR, D.9 and D.13(i)(ii)]: Does your agency have a program in place to identify and document the core competencies/capabilities of collections staff at least on an annual basis (examples include: sewer line flow, storm reports, video [CCTV] inspection, pump station maintenance, excavation, utility line locating, etc.)? [Y/N]
- 11.4 [SSSWDR, D.9]: If yes to question 11.3, does this program identify gap(s) in competencies/capabilities of collections staff? [Y/N]
- 11.5 [SSSWDR, E]: Does your agency require collections staff to review the SSSWDR and the agency's SSMP at least annually? [Y/N]
- 11.6 [SSSWDR, D.9]: Does your agency use a workforce planning/retention program to ensure adequate future collections staff? [Y/N]
- 11.7 [SSSWDR, D.8 and D.13(iv) and (v)]: Does your agency provide initial and recurrent training to appropriate staff (including outside contractor(s)) regarding your agency's SSO Emergency Response Plan and O&M programs? [Y/N]
- 11.8 [SSSWDR, D.8 and D.13(iv) and (v)]: If yes to 11.7, what is the total number of individuals trained in the past 12 months? [#]
- 11.9 [SSSWDR, D.8 and D.13(iv) and (v)]: For contracted sewer services, do your contracting specifications contain specific language requiring initial and recurrent training of contractor staff regarding your agency's SSO Emergency Response Plan and O&M programs? [Y/N]

12 MAJOR EQUIPMENT INVENTORY [SSSWDR, D.4, D.7, D.8, D.13(iv)]

- 12.1 How many combination truck(s) (hydro flush/vacuum models) are owned and/or leased by your agency? [#]
- 12.2 For question 11.1, how many have a dedicated logbook(s) to document fieldwork activities? [#]
- 12.3 How many hydro flusher(s) are owned and/or leased by your agency? [#]
- 12.4 How many mechanical rodder(s) are owned and/or leased by your agency? [#]
- 12.5 How many video (CCTV) inspection vehicle(s) are owned and/or leased by your agency? [#]
- 12.6 How many utility truck(s) are owned and/or leased by your agency? [#]
- 12.7 How many portable sewage pump(s) are owned and/or leased by your agency? [#]
- 12.8 How many portable generator(s) are owned and/or leased by your agency? [#]
- 12.9 Does your agency own equipment designed to block the storm drain system, in an emergency, to prevent untreated or partially treated wastewater from reaching surface waters? [Y/N]

13 EXTERNAL COMMUNICATIONS PROGRAM

- 13.1 [SSSWDR, D.13(xi)]: Does your agency have a program in place for communicating on a regular basis with the public regarding the development, implementation, and performance of its SSMP?
- 13.2 [SSSWDR, D.13(xi)]: Does your agency have a program in place for communicating with upstream or downstream satellite sewer system(s) connected to its collection system? [Y/N or N/A]
- 13.3 [SSSWDR, D.11]: Does your agency participate in responding to Underground Service Alert(s) (USA) or other similar organizations to identify and mark sewer lines? [Y/N]
- 13.4 [SSSWDR, D.7, D.13(iv), G, and Amended MRP]: Does your agency's communication program give the public the opportunity to provide input as your SSMP is being implemented? [Y/N]

14 NOTIFICATION, REPORTING AND RECORD KEEPING

- 14.1 [SSSWDR, Amended MRP, B(5)]: Are all the records required in the Amended MRP, B(5) ("Record Keeping") readily available for review by the Water Boards? [Y/N]
- 14.2 [SSSWDR, Amended MRP, B(5)]: Does your agency maintain a list and description of all sewer-related complaints from customers for the past 3 years, including calls received after normal working hours? [Y/N]
- 14.3 [SSSWDR, Amended MRP, B(5)]: If yes to question 14.2, does this include information regarding privately owned sewer laterals? [Y/N]
- 14.4 [SSSWDR, G, and Amended MRP]: Does your agency have a quality assurance/quality control (QA/QC) procedure in place for review of technical information collected by field staff prior to certification of the SSO report(s) in the Water Board's online reporting system (CIWQS) by the Legally Responsible Official(s)? [Y/N]
- 14.5 [SSSWDR, G and Amended MRP]: Does your agency require crews to take photos of all SSOs? [Y/N]
- 14.6 [SSSWDR, G and Amended MRP]: If no to question 14.5, does your agency at least require crews to take photos of SSOs that result in backups into structures? [Y/N]
- 14.7 [SSSWDR, G and Amended MRP]: Does your agency have a procedure(s) in place for collecting field information to assist in determining the actual SSO start time? [Y/N]
- 14.8 [SSSWDR, G and Amended MRP]: Does your agency use SOPs to estimate SSO volume spilled, recovered and not recovered, including estimation of cleanup water used? [Y/N]
- 14.9 [SSSWDR, G and Amended MRP]: Does your agency regularly update initial reports given to the California Emergency Management Agency, local health department, and Regional Board as information develops regarding SSOs requiring notification? [Y/N]
- 14.10 [Amended MRP, B.6]: Does your agency maintain water quality monitoring records as required by the Amended MRP, section B(6)?

15 SSO PREVENTION AND MITIGATION

- 15.1 [SSSWDR, D.13(k)]: Does your agency generate SSO reduction performance metric(s) for its collection system for use in future planning? [Y/N]
- 15.2 [SSSWDR, D.13(x)]: Does your agency have a program in place to conduct periodic video (CCTV) inspections of areas throughout the collection system that have never been evaluated by video (CCTV) to date? [Y/N or N/A]
- 15.3 [SSSWDR, D.13(ix)]: Does your agency document meetings between O&M and source control staff, if applicable? [Y/N or N/A]
- 15.4 [SSSWDR, 8 and D.6]: Does your agency document meetings between O&M and engineering staff to discuss system problem areas and projects, if applicable? [Y/N or N/A]
- 15.5 [SSSWDR, 8 and D.6]: Does your agency hold post-SSO briefings with collections staff, management and others involved, to evaluate root cause of SSOs and document service changes necessary to be prepared in responding to SSOs in the future? [Y/N]
- 15.6 [SSSWDR, 8 and D.6]: Does your agency pursue investigation of upstream satellite(s) or potential illicit dischargers as part of the SSO cause determination process? [Y/N]
- 15.7 [SSSWDR, 8 and D.6]: Does your agency adjust sewer collection system cleaning interval(s) for problem areas based on review and analysis of each past SSO? [Y/N]

15.8 [SSSWDB, 8 and D.6]: How many of the SSOs over the past 12 months were preventable through more proactive maintenance? [# OR Unknown]

15.9 [SSSWDB, 8 and D.6]: How many of the SSOs over the past 4 years occurred at repeat locations? [# OR Unknown]

APPENDIX X

SSMP Amendments Log

City of Glendale

APPENDIX Y

Performance Metrics

City of Glendale

APPENDIX Y- Performance Metrics

In order to monitor the implementation and measure the effectiveness of the SSMP, the City tracks several performance indicators, including:

Performance Metric	Electronic Master or Hardcopy Located At
1. Number of recordable accidents -experience by sanitary sewer operations and maintenance crews.	G:\1-WASTEWATER\YYYY\Crew Supervisor & WW Supt. Shared\ WW Safety Statistics
2. SSO Rate – SSO’s per 100 miles of sanitary sewer -12 month moving average, past 60 months 3. SSO Volume discharged to waters of the state - past 60 months 4. Volume of SSOs that was contained in relation to total volume of SSOs - since spring 2010	G:\1-WASTEWATER\YYYY\Crew Supervisor & WW Supt. Shared\ Sanitary Collection System Performance Metrics
5. Location of all SSOs -over the past 60 months	Pin-board Map Located in the Wastewater shop.
6. Miles of gravity mains cleaned - Annually. 7. Miles of gravity mains inspected - Annually.	G:\1-WASTEWATER\YYYY\Crew Supervisor & WW Supt. Shared\ WW Maintenance ProductivityYY
8. SSOs by cause (e.g. roots, grease, debris, pipe failure, pump station failure, capacity, other) - over the last 60months.	G:\1-WASTEWATER\YYYY\Crew Supervisor & WW Supt. Shared\ SSMP Performance Metric No 8-SSOs by Cause

APPENDIX Z

Miscellaneous

**Memo to SSMP
17, 2014**

April

Subject: Sanitary Sewer Overflow Risks due to City of Los Angeles Sanitary Sewer Outfall to Glendale Sewer System at Rock Glen and the 2 Fwy.

Back ground: by **Maurice O.** - Synopsis of the arrangement between the two cities.

The City of Glendale has always assumed that the Los Angeles sewer line connecting to the Glendale sewer system on Rock Glen was maintained by the City of Los Angeles within their City limits. Despite being told by Charles Pierson (in the field) that Los Angeles does not maintain the sewer line under the 2 freeway, a follow-up discussion by Maurice Oillataguerre (Sr. Env. Prg. Specialist) and Kent Carlson (L.A. Sewer Supervisor) confirmed that Los Angeles has always maintained this section of sewer in the city limits of Los Angeles (under the 2 freeway up to the first manhole in Glendale). In fact Mr. Carlson looked at his sewer cleaning records and stated that the sewer line was cleaned a month prior to the stoppage, which occurred on August 28, 2013.

Mr. Carlson was told that the CCTV followup inspection revealed large amounts of grease entering the City of L.A.'s 10" sewer under the 2 freeway. More importantly, Mr. Carlson was also told (by Maurice) that a large metal band was found inside of the Glendale sewer system downstream of the stoppage. After retrieving the metal band, wastewater personnel gave the band to Maurice, who inspected it and determined that it was part of the Los Angeles flow metering equipment on Rock Glen. Maurice and Roy Rodriguez (Wastewater Crew Supervisor) inspected the Los Angeles manhole where the City of Los Angeles ADS Flow Meter is located – the flow meter was scene floating in the flow line of the manhole outside of its metal band. After contacting Charles Pierson and letting him know about the broken flow meter, Maurice and Roy reinspected the manhole a few days later. The flow meter and broken band (missing the piece retrieved by Glendale Wastewater staff) were seen hanging from a manhole rung with a very large accumulation of rags/toilet paper in the flow line of the manhole. Maurice contacted Kent Carlson and asked him to call out a Vactor truck immediately to remove the large accumulation of debris due to his concern of it causing another backup downstream in Glendale. Maurice inspected the manhole the next day with April Fitzpatrick (Deputy Director of Public Works) and saw that the debris was removed by the City of Los Angeles.

August 2013 SSO Lesson's Learned and Follow-up by C of G- by **John H.**

1. Recovery in the receiving storm drain system was hampered by the existence of a rectangular cross-section drain in Chevy Chase resulting in low recovery percentages compared with what would have been possible had crews had a circular cross-section to work with.

Follow-Up: Trace the route of the SSO from the 8/28/13 recovery point upstream to the receiving catch basins at Lincoln and Rock Glen in an effort to find a circular cross-section to aid in future downstream recovery operations and document. **Traced system on 4/16/14-** rectangular cross section along entire path followed by this overflow (Villagran and McCloskey).

August 2013 SSO Lesson's Learned and Follow-up by C of G- by John H.

2. To prevent damage to the City of LA Flo-Meter referenced in Background (above), WW Section Staff installed stencils w/ warning information about the existence of an upstream flow-meter under the street level covers for both manholes in Glendale. See Photo's attached.

City of Los Angeles Point (s) of Contact- by John H.

Robert Potter

Sanitation Wastewater Manager II

City of Los Angeles- Bureau of Sanitation

Wastewater Collection Systems Division

2714 Media Center Drive

Los Angeles, CA 90065

Bus: (323) 342-6004

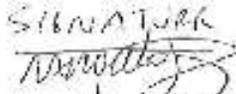
e-mail: Robert.Potter@lacity.org

M. Oillataguerre

J.N. Hicks

SIGN-IN SHEET : 8/9/12

SSMP REFRESHER TRAINING

PRINT NAME	SIGNATURE
1) MAURICE OUMAGUERRE	
2) ARMIN REYES	
3) DAVID MARTINEZ	
4) James E. Garcia	
5) DAN HARDGROVE	
6) DAVID MASSIE	
7) MIKE ROMAGNINO GWA WATER 7/2 7/3	
8) James McCloskey	
9) Nery Villagran	
10) BRYAN P. ORTEGA SR.	
11) ALFONSO HERRERA	
12) MIKE LUNSFORD	
13) DAVID ULRICH	
14) VAROAN Tagayon	
15) Jason Badgley	
16) Mike Urquiza	
17) Roy Rodriguez	
18) JOHN N. HICKS	
19) BOB TORRES (Torres)	
20) Daniel Ori (Ori)	
21) Florian Hernandez (Hernandez)	

Sewer System Management Plan Overview

Including
Sewer Overflow Response Plan

August 2012

Historical Background

- Prior to 2000
- January 4, 2001-EPA Issues Notice of Proposed Rule Making for CDM
- January 20, 2001- incoming Bush Administration calls for "Regulatory Review Plan."
- May 2009- California Issues- Collection Systems-Waste Discharge Requirements (WDR)

Historical Background (cont.)

- May 2009- Limited Agencies with greater than 100K population must have a comprehensive SSMP
- August 2009- Glendale Certifies its SSMP
- Eleven years after the proposed federal rule making was halted by the Bush Administration there has been no change in the status of the SSO proposed rule which contained CDM.

SSMP Elements

1. Program Goal
2. Organizational Structure
3. Legal Authority
4. Operations and Maintenance Program
5. Design and Performance Provisions
6. Over-Tow Emergency Response Plan
7. TOG Control Program
8. System Evaluation and Capacity Assurance Plan

SSMP Elements (cont.)

9. Monitoring, Measurements and Program Modifications
10. SSMP Audits
11. Communication Program

Responsible Parties:

PHU (Public Health) - Public Health Services Department
PHU Engineering - Public Works Engineering Department
PHU Maintenance - Public Works Maintenance Services Division
Legislative Agency

1. Program Goal

*Goal: 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.

2. Organizational Structure

- Name of responsible or authorized representative.
Citywide Public Works
Legal & Regulatory Affairs
- Names and contact information for those responsible for implementing various portions of the SSMP.
- Chain of communication for reporting BSC's.
Citywide

3. Legal Authority

- Each LULU must come across through locally binding instruments that it has authority to:
 - Permit fish exchanges
 - Require proper design and construction
 - Ensure access for maintenance inspection and repairs.
 - Limit the discharge of FOG and other debris.
 - Refuse violation of its sewer ordinances.

City

4. Operations & Maintenance Program

- Must include the following elements as appropriate:
 - Up-to-date maps of the sanitary sewer system.
PW Engineering
 - Routine preventive maintenance and risk based clearing targeted at known problem areas.
PW Wastewater
 - Documentation of scheduled and non-scheduled closures.
PW Wastewater
 - Reliability and performance program including a system for rating the condition of assets.
PW Wastewater & Engineering
 - Capital improvement plan (CIP) emphasizing protection and management of the infrastructure assets.
PW Engineering

4. Operations & Maintenance Program (cont.)

- Must include the following elements as appropriate (cont.):
 - Ongoing training for staff.
 - PW Wastewater
 - Specific protocols to be routinely tested.
 - PW Engineering
 - Equipment and replacement parts inventories.
 - PW Wastewater

6. Design and Performance Provisions

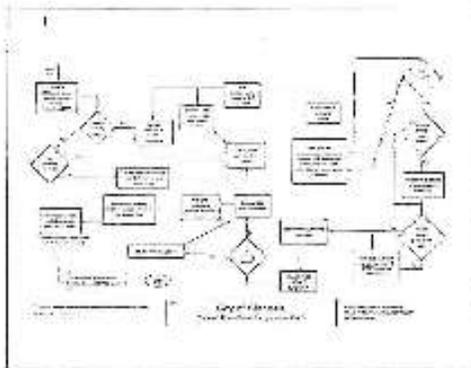
- Design and construction standards and specifications for new sanitary sewer systems, pump stations and for rehab and repair of existing facilities.
- Procedures and standards for inspection and testing for both new and repair.

PW Engineering

8. Overflow Emergency Response Plan

- At minimum plan must identify:
 - Procedures for timely notification of primary responders and regulatory agencies.
 - A program to ensure appropriate responses.
 - Procedures for notifying authorities when public health is jeopardized.
 - Procedures to ensure staff and contractor personnel aware of and follow the plan.
 - A program to ensure reasonable steps taken to minimize discharge of sewage to waters of the state/U.S.

PW Wastewater



7. FOG Control Program

- WWT will use the following as appropriate:
 - Implementation plan for public works and currently pending projects.
 - Plan and schedule for aspects of FOG generated in the service area.
 - Capacity ability to collect and treat the volume to provide for additional growth in the collection system.
 - Requirements for additional pump station facilities.
 - Authority to improve existing pump station facilities.
- **WWT Facilities**
 Identify collection system and outfalls points to provide a baseline for capacity, location, status, and infrastructure. Identify the extent, identify any other related areas used for base condition. WWT facilities & WWT processes.

8. System Evaluation and Capacity Assurance Plan (SECAP)

- Provide a baseline and implement a capital improvement program (CIP) that will provide the hydraulic capacity of key sewer system elements for:
 - i) Dry weather peak flow conditions, as well as
 - ii) An appropriate storm and washing event.
- **The Plan shall include:**
 - Evaluation when is hydraulic deficiency resulting in SSO's, WWT overflow.
 - Design Criteria (DC) &
 - WWT standards & objectives.

8. System Evaluation and Capacity Assurance Plan (SECAP)-cont.

- The Plan must include (cont.):
 - Capacity Enhancement Measures- develop a plan to fulfill activities, including a schedule and identification of funding
AW requirements
 - Overall CAP schedule- develop a schedule of completion dates for all portions of the CAP and for justifications
AW Construction & Operations

9. Monitoring, Measurement and Program Modifications

- Enrollee shall:
 - Maintain relevant information that can be used to establish and prioritize activities with SSMP activities
All Responsible Parties
 - Monitor the implementation and, where appropriate, measure the effectiveness of each element of the SSMP
As assigned
 - Assess the success of the prevention, abatement or program
AW Discharge

9. Monitoring, Measurement and Program Modifications (cont.)

- Enrollee shall (cont.):
 - Develop measurable goals, as appropriate, based on monitoring or performance evaluations; and
As assigned
 - Identify and testable SDC issues, including: frequency, location, and volume
All Wastewater

City of Glendale
Sewer System Management Plan

Volume 1

April
2009

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7.3.2	<i>Standard Specifications for Public Works Construction, (Greenbook)</i>	Error! Bookmark not defined.
CHAPTER 8. SYSTEM EVALUATION AND CAPACITY ASSURANCE PLAN		ERROR! BOOKMARK NOT DEFINED.
8.1	<i>COMPLIANCE SUMMARY</i>	ERROR! BOOKMARK NOT DEFINED.
8.2	<i>COMPLIANCE DOCUMENTS</i>	ERROR! BOOKMARK NOT DEFINED.
8.3	<i>DOCUMENT DESCRIPTIONS</i>	ERROR! BOOKMARK NOT DEFINED.
8.3.1	<i>Final Wastewater Master Plan Update (Appendix R)</i>	Error! Bookmark not defined.
8.3.2	<i>10-Year Capital Improvement Program (Appendix S)</i>	Error! Bookmark not defined.
CHAPTER 9. MONITORING, MEASUREMENT, AND PROGRAM MODIFICATIONS		ERROR! BOOKMARK NOT DEFINED.
9.1	<i>COMPLIANCE SUMMARY</i>	ERROR! BOOKMARK NOT DEFINED.
CHAPTER 10. SSMP PROGRAM AUDITS		ERROR! BOOKMARK NOT DEFINED.
10.1	<i>COMPLIANCE SUMMARY</i>	ERROR! BOOKMARK NOT DEFINED.
10.2	<i>COMPLIANCE DOCUMENTS</i>	ERROR! BOOKMARK NOT DEFINED.
10.3	<i>DOCUMENT DESCRIPTIONS</i>	40
CHAPTER 11. COMMUNICATION PROGRAM		ERROR! BOOKMARK NOT DEFINED.
10.4	<i>COMPLIANCE SUMMARY</i>	ERROR! BOOKMARK NOT DEFINED.
10.5	<i>COMPLIANCE DOCUMENTS</i>	ERROR! BOOKMARK NOT DEFINED.
10.6	<i>DOCUMENT DESCRIPTIONS</i>	ERROR! BOOKMARK NOT DEFINED.

ABBREVIATIONS/ACRONYMS

Abbreviation	Definition
BMP	Best Management Practices
CIP	Capital Improvement Program
CLA	City of Los Angeles
CMMS	Computerized Maintenance Management System
CWEA	California Water Environment Association
FOG	Fats, Oils and Grease
FSE	Food Service Establishment
I/I	Inflow and Infiltration
IEC	Infrastructure Engineering Corporation
MRP	Monitoring and Reporting Program
NPDES	National Pollutant Discharge Elimination System
O&M	Operation and Maintenance
PM	Preventive Maintenance
SMART	Specific, Measureable, Attainable, Relevant, and Trackable
SORP	Sewer Overflow Response Plan
SSMP	Sewer System Management Plan
SSO	Sewer System Overflow
SWRCB	State Water Resources Control Board
WDR	Waste Discharge Requirement



EXECUTIVE SUMMARY

On May 2, 2006, after several years of public discussion and planning, the State Water Resources Control Board (SWRCB) adopted Order No. 2006-0003, a General Waste Discharge Requirement (WDR) for all publicly owned sanitary sewer collection systems in California with more than one (1) mile of sewer pipe. The goal of Order No. 2006-0003 is to provide a consistent statewide approach for reducing Sanitary Sewer Overflows (SSOs) by requiring that:

4. In the event of an SSO, all feasible steps be taken to control the released volume and prevent untreated wastewater from entering storm drains, creeks, etc.
5. If an SSO occurs, it must be reported to the SWRCB using an online reporting system developed by the SWRCB.
6. All publicly owned collection system agencies with more than 1 mile of sewer pipe in the State must develop a Sewer System Management Plan (SSMP).

This critical component of Order No. 2006-0003 is the development of a Sewer System Management Plan (SSMP). There are eleven specific “milestones” identified in the schedule that relate to the elements required in the WDR. The eleven milestones include:

12. SSMP Development Plan and Schedule
13. Goals and Organization Structure
14. Legal Authority
15. Operation and Maintenance Program
16. Design and Performance Standards
17. Overflow Emergency Response Program
18. Fats, Oils and Grease Control Program
19. System Evaluation and Capacity Assurance Plan
20. Monitoring, Measurement, and Program Modifications
21. SSMP Program Audits
22. Communication Program





The following SSMP has been developed by the City of Glendale (City) in order to comply with the WDR in each of these milestones. Moreover, the SSMP meets all requirements of the WDR while at the same time serving as a valuable reference tool for City staff. The City established the following goals during the development of this SSMP:

11. Ensure those responsible for accomplishing this mission are available to achieve it by reducing the number of work hours lost to accidents and mishaps, through proper selection and training of personnel and safe execution of all maintenance activities .
12. Eliminate preventable sanitary sewer overflows that close down beaches.
13. Minimize preventable sanitary sewer overflows.
14. Reduce gallons of sanitary sewage that contact water ways from preventable sanitary sewer overflows.
15. Increase ratio of Preventive maintenance expenditure to emergency maintenance expenditure.
16. Optimize use of post-work inspection.
17. Protect the City's large investment in the sanitary sewer collection system. Extend the system's useful life by proactively correcting structural deficiencies identified during the course of all preventive maintenance activities.
18. Reduce reporting compliance errors to zero.

These SSMP goals are supported by documentation and modification procedures that will assist City staff as they implement the SSMP and complete the SSMP goals on a year by year basis. The goals are ambitious, but due to the pro-active and forward-looking management of the sewer system already practiced by the City, they mainly represent an enhancement in the documentation and review of sewer system management activities that are already performed by City staff. As such, these goals are appropriate and achievable.

These procedures will allow the sewer system to maintain reliability and capacity into the future, and will allow the City to meet its strategic sewer system goals for decades into the future.





CHAPTER 1. PROHIBITIONS AND PROVISIONS

The State Water Resources Control Board (SWRCB) Order No. 2006-0003 mandates that the City of Glendale (City) comply with the following discharge prohibitions and provisions.

10.1 PROHIBITIONS

To meet the provisions contained in Division 7 of the California Water Code and regulations adopted there under, the City is required to comply with the following prohibitions:

- Any SSO that results in a discharge of untreated or partially treated wastewater to waters of the United States is prohibited; and,
- Any SSO that results in a discharge of untreated or partially treated wastewater that creates a nuisance as defined in California Water Code Section 13050(m) is prohibited.

In any enforcement action, the Regional Board will consider the efforts of the City to contain, control, and clean up sewage spills from its collection system in accordance with Section 13327 of the California Water Code. The City will make every effort to contain sewage spilled from its collection systems and to prevent the sewage from entering storm drains and surface water bodies. The City will also make every effort to prevent sewage from discharging from storm drains into flood control channels and open ditches by blocking the storm drainage system and by removing the sewage from the storm drains. The use of the storm drain pipe system to contain the sewage by blocking the drain pipes, and recovering and cleaning up the spilled sewage, in order to prevent the sewage from being discharged to a surface water body is not a violation of the prohibitions listed above.

10.2 PROVISIONS

As stated in Order No. 2006-0003, the City must meet the following fifteen (15) provisions:

16. The City must comply with all conditions of Order No. 2006-0003. Any noncompliance with Order No. 2006-0003 constitutes a violation of the California Water Code and is grounds for enforcement action.
17. It is the intent of the State Water Board that sanitary sewer systems be regulated in a manner consistent with the general WDRs. Nothing in the general WDRs shall be:





- a. Interpreted or applied in a manner inconsistent with the Federal Clean Water Act, or supersede a more specific or more stringent state or federal requirement in an existing permit, regulation, or administrative/judicial order or Consent Decree;
 - b. Interpreted or applied to authorize an SSO that is illegal under either the Clean Water Act, an applicable Basin Plan prohibition or water quality standard, or the California Water Code;
 - c. Interpreted or applied to prohibit a Regional Water Board from issuing an individual NPDES permit or WDR, superseding this general WDR, for a sanitary sewer system, authorized under the Clean Water Act or California Water Code; or
 - d. Interpreted or applied to supersede any more specific or more stringent WDRs or enforcement order issues by a Regional Water Board.
18. The City shall take all feasible steps to eliminate SSOs. In the event that an SSO does occur, the City shall take all feasible steps to contain and mitigate the impacts of an SSO.
19. In the event of an SSO, the City shall take all feasible steps to prevent untreated or partially treated wastewater from discharging from storm drains into flood control channels or waters of the United States by blocking the storm drainage system and by removing the wastewater from the storm drains.
20. All SSOs must be reported in accordance with Section G of the general WDRs.
21. In any enforcement action, the State and/or Regional Water Boards will consider the appropriate factors under the duly adopted State Water Board Enforcement Policy. And, consistent with the Enforcement Policy, the State and/or Regional Water Boards must consider the City's efforts to contain, control, and mitigate SSOs when considering the California Water Code Section 13327 factors. In assessing these factors, the State and/or Regional Water Boards will also consider whether:
- a. The City has complied with the requirements of Order No. 2006-0003, including requirements for reporting, developing and implementing a SSMP;





- b. the City can identify the cause or likely cause of the discharge event;
 - c. There were no feasible alternatives to the discharge, such as temporary storage or retention of untreated wastewater, reduction of inflow and infiltration, use of adequate backup equipment, collecting and hauling of untreated wastewater to a treatment facility, or an increase in the capacity of the system as necessary to contain the design storm event identified in the SSMP. It is inappropriate to consider the lack of feasible alternatives if the City does not implement a periodic or continuing process to identify and correct problems.
 - d. The discharge was exceptional, unintentional, temporary, and caused by factors beyond the reasonable control of the City;
 - e. The discharge could have been prevented by the exercise of reasonable control described in a certified SSMP for:
 - i. Proper management, operation and maintenance;
 - ii. Adequate treatment facilities, sanitary sewer system facilities, and/or components with an appropriate design capacity, to reasonably prevent SSOs (e.g., adequately enlarging treatment or collection facilities to accommodate growth, infiltration and inflow (I/I), etc.);
 - iii. Preventive maintenance (including cleaning and fats, oils, and grease (FOG) control);
 - iv. Installation of adequate backup equipment; and
 - v. Inflow and infiltration prevention and control to the extent practicable.
 - f. The sanitary sewer system design capacity is appropriate to reasonably prevent SSOs.
 - g. The City took all reasonable steps to stop and mitigate the impact of the discharge as soon as possible.
22. When a sanitary sewer overflow occurs, the City shall take all feasible steps and necessary remedial actions to 1) control or limit the volume of untreated or partially treated wastewater discharged, 2) terminate the discharge, and 3) recover as much of the wastewater discharged as possible for proper disposal, including any wash down water.





The City shall implement all remedial actions to the extent they may be applicable to the discharge and not inconsistent with an emergency response plan, including the following:

- a. Interception and rerouting of untreated or partially treated wastewater flows around the wastewater line failure;
 - b. Vacuum truck recovery of sanitary sewer overflows and wash down water;
 - c. Cleanup of debris at the overflow site;
 - d. System modifications to prevent another SSO at the same location;
 - e. Adequate sampling to determine the nature and impact of the release; and
 - f. Adequate public notification to protect the public from exposure to the SSO.
23. The City shall properly manage, operate, and maintain all parts of the sanitary sewer system owned or operated by the City, and shall ensure that the system operators (including employees, contractors, or other agents) are adequately trained and possess adequate knowledge, skills, and abilities.
24. The City shall allocate adequate resources for the operation, maintenance, and repair of its sanitary sewer system, by establishing a proper rate structure, accounting mechanisms, and auditing procedures to ensure an adequate measure of revenues and expenditures. These procedures must be in compliance with applicable laws and regulations and comply with generally acceptable accounting practices.
25. The City shall provide adequate capacity to convey base flows and peak flows, including flows related to wet weather events. Capacity shall meet or exceed the design criteria as defined in the City's System Evaluation and Capacity Assurance Plan for all parts of the sanitary sewer system owned or operated by the City.
26. The City shall develop and implement a written Sewer System Management Plan (SSMP) and make it available to the State and/or Regional Water Board upon request. A copy of this document must be publicly available at the City's office and/or available on the internet. This SSMP must be approved by the City's Board of Directors at a public meeting.





27. In accordance with the California Business and Professions Code sections 6735, 7835, and 7835.1, all engineering and geologic evaluations and judgments shall be performed by or under the direction of registered professionals competent and proficient in the fields pertinent to the required activities. Specific elements of the SSMP that require professional evaluation and judgments shall be prepared by or under the direction of appropriately qualified professionals, and shall bear the professional(s)' signature and stamp.
28. The mandatory elements of the SSMP are specified below. However, if the City believes that any element of this section is not appropriate or applicable to the City's sanitary sewer system then this should be noted in the SSMP. The SSMP must be approved by the deadlines listed in Order No. 2006-0003.

Sewer System Management Plan (SSMP)

- a. Goal
 - b. Organization
 - c. Legal Authority
 - d. Operation and Maintenance Program
 - e. Design and Performance Provisions
 - f. Overflow Emergency Response Plan
 - g. FOG Control Program
 - h. System Evaluation and Capacity Assurance Plan
 - i. Monitoring, Measurement, and Program Modifications
 - j. SSMP Program Audits
 - k. Communication Program
29. Both the SSMP and the City's program to implement the SSMP must be certified by the City to be in compliance with the requirements set forth above and must be presented to the City's Board of Directors for approval at a public meeting. The City shall certify that the SSMP, and subparts thereof, are in compliance with the general WDRs within the time frames identified in the time schedule provided in subsection D.15, below.





In order to complete this certification, the City's authorized representative must complete the certification portion in the Online SSO Database Questionnaire by checking the appropriate milestone box, printing and signing the automated form, and sending the form to:

State Water Resources Control Board
Division of Water Quality
Attn: SSO Program Manager
P.O. Box 100
Sacramento, CA 95812

The SSMP must be updated every five (5) years, and must include any significant program changes. Re-certification by the Board of Directors of the City is required in accordance with D.14 when significant updates to the SSMP are made. To complete the re-certification process, the City shall enter the data in the Online SSO Database and mail the form to the State Water Board, as described above.

30. The City shall comply with these requirements according to the legislated schedule. This time schedule does not supersede existing requirements or time schedules associated with other permits or regulatory requirements.





CHAPTER 2. GOALS AND ORGANIZATIONAL STRUCTURE

The Goals portion of this chapter describes the long-term mission and short-term goals adopted by the City for the wastewater collection system. The long-term mission guides the overall operational goals of the City concerning the wastewater collection system. The City's goals are SMART (Specific, Measurable, Attainable, Relevant, and Trackable) goals whose progress can be monitored and audited as required by the WDR. As these goals are accomplished, they can be replaced by newer goals that support the long-term collection system mission of the City. The Organizational Structure portion of this chapter describes the personnel and chains of authority and communication that will implement the wastewater collection system goals of the City.

11.1 MISSION AND GOALS

The City of Glendale's wastewater collection system must provide reliable conveyance of wastewater from source to treatment, now and into the future. In support of this purpose, the City has adopted the following mission and goals for the wastewater system.

11.1.1 Mission

The City will provide the highest quality sanitary sewer collection system services to the citizens of Glendale in a safe, environmentally responsible and efficient manner. We will strive to balance the City's need for a highly capable and reliable collection system with the need to control the cost of doing so.

To measure performance of the above mission, the following goals have been established for the City of Glendale Wastewater Maintenance Section.

11.1.2 Goals

19. Ensure those responsible for accomplishing this mission are available to achieve it by reducing the number of work hours lost to accidents and mishaps, through proper selection and training of personnel and safe execution of all maintenance activities .
20. Eliminate preventable sanitary sewer overflows that close down beaches.
21. Minimize preventable sanitary sewer overflows.
22. Reduce gallons of sanitary sewage that contact water ways from preventable sanitary sewer overflows.
23. Increase ratio of Preventive maintenance expenditure to emergency maintenance expenditure.





24. Optimize use of post-work inspection.
25. Protect the City's large investment in the sanitary sewer collection system. Extend the system's useful life by proactively correcting structural deficiencies identified during the course of all Preventive maintenance activities.
26. Reduce reporting compliance errors to zero.

11.2 ORGANIZATIONAL STRUCTURE (APPENDIX A)

The organization structure identifies the responsible or authorized representative of the City, as described in Section J of the WDR. It identifies the administrative and maintenance positions responsible for implementing specific measures in the SSMP with up-to-date descriptions, responsibilities of personnel, and authority for each position. The organization structure includes a chain of communication for reporting SSO's and lines of authority with contact information.

Compliance Summary

The organizational structure of the City is displayed in the SSMP Organization Flow Chart. The flow chart and the corresponding document, SSMP Development & Implementation Personnel, listing the detailed job description, name and phone number of the person currently filling each position on the Organization Flow Chart can be viewed in Appendix A. The current detailed Sewer Overflow Response Plan (SORP) can be found in Appendix B. This outlines details in executing the proper steps in dealing with an SSO. Also contained in Appendix B are the Overflow Emergency Response Flow Chart and the SSO Reporting Flow Chart. These flow charts contain an overview and specific order of tasks to be completed in dealing with an SSO and how to determine the proper reporting.





CHAPTER 3. OVERFLOW EMERGENCY RESPONSE PLAN

The City's Overflow Emergency Response Plan addresses those mandatory SSMP provisions outlined in Section D, 13 (vi) Overflow Emergency Response Plan of SWRCB Order No. 2006-0003, as well as the Notification Requirements in SWRCB Order No. WQ 2008-0002-EXEC.

The City has developed and implemented an overflow emergency response plan that identifies measures to protect public health and the environment, thereby satisfying Section D, 13 (vi) Overflow Emergency Response Plan of SWRCB Order No. 2006-0003 by including:

- (7) Proper notification procedures so that primary responders and regulatory agencies are informed of all Sanitary Sewer Overflows (SSOs) in a timely manner;
- (8) A program to ensure an appropriate response to all overflows;
- (9) Procedures which 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 Monitoring and Reporting Program (MRP). All SSOs shall be reported in accordance with this MRP, the California Water Code, other State Law, and other applicable regional water boards Waste Discharge Requirements (WDR's) or National Pollution Discharge Elimination System (NPDES) permit requirements. The SSMP should identify the officials who will receive immediate notification;
- (10) Procedures to ensure that appropriate staff and contractor personnel are aware of and follow the Emergency Response Plan and are appropriately trained;
- (11) Procedures to address emergency operations, such as traffic and crowd control and other necessary response activities; and
- (12) 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.





The City's SORP also complies with the additional notification requirements outlined in SWRCB Order No. WQ 2008-0002-EXEC:

- (3) In the event of a sewage discharge that results in a discharge to a drainage channel or a surface water, the City shall, as soon as possible, but not later than two (2) hours after becoming aware of the discharge, notify the State Office of Emergency Services, the local health officer or directors of environmental health with jurisdiction over affected water bodies, and the Los Angeles Regional Water Quality Control Board.
- (4) As soon as possible, but no later than twenty-four (24) hours after becoming aware of a discharge to a drainage channel or a surface water, the City shall submit to the Los Angeles Regional Water Quality Control Board a certification that the State Office of Emergency Services and the local health officer or directors of environmental health with jurisdiction over the affected water bodies have been notified of the discharge.

12.1 COMPLIANCE SUMMARY

The City has outlined specific measures to protect public health and the environment in their SORP found in Appendix B. These procedures contain a plan for responding and reporting to SSOs which includes, but is not limited to, the following:

- Descriptions, responsibilities and authorities for each management, administrative and maintenance position responsible for responding to and reporting an SSO.
- Procedures for receiving SSO notification and immediately notifying first responders of the SSO.
- Procedures to rapidly mobilize; contain any SSO; and diagnose, report on, and relieve its cause.
- Procedures to provide emergency operations, such as traffic control, in the event of an SSO.
- Procedures for reporting all SSOs to the On-Line SSO Reporting System.
- Procedures to post the proper signs to warn the public of potential contamination hazards.
- Procedures to restore the environment to the condition that existed before the SSO occurred.





The City conducts internal training sessions to ensure familiarity with these procedures and prepare staff for an SSO event, from initial notification to SSO report documentation, including any necessary emergency activities, such as traffic control or sign posting.

Through these documents and programs, the City has developed and implemented an overflow emergency response plan that identifies measures to protect public health and the environment, thereby satisfying Section D, 13 (vi) Overflow Emergency Response Plan of SWRCB Order No. 2006-0003:

- (7) Section III of the City's SORP outlines the proper SSO response and notification procedures so primary responders are informed of all SSOs in a timely manner. The City of Glendale Overflow Emergency Response Flowchart summarizes the decisions and procedures of the SORP;
- (8) Sections III, IV, V, VI, VII and VIII of the City's SORP contain procedures to ensure an appropriate response to all overflows;
- (9) In order to comply with the procedures which ensure prompt notification to appropriate regulatory agencies and other potentially affected entities of all SSOs that potentially affect public health or reach the waters of the State in accordance with the Monitoring and Reporting Program (MRP), the City maintains a SSO Reporting Flow Chart, that is referenced in Section IX of the SORP. The Senior Environmental Programs Specialist is the authorized representative for the City, as described in Section J of SWRCB Order No. 2006-2003. Accordingly, he will oversee the SWRCB On-Line Reporting and enter the SSO information into the online reporting system (CIWQS). The Wastewater Maintenance Superintendent will make all other regulatory agency notifications. This ensures that all regulatory agencies are informed of all SSOs in a timely manner;
- (10) In order to comply with the required formal documentation of a training program, such as internal training sessions conducted to ensure familiarity with these procedures and prepare staff and contractor personnel for an SSO event; IEC is suggesting that a section is added to the SORP with a regimented procedure to implement proper training on all SSO notification and documentation. This section will be addressed in the Chapter 6 dealing with Operation and Maintenance;
- (11) Procedures to address emergency operations, such as traffic control and other necessary response activities, are addressed in Sections III.C.3 and III.C.4 of the City's SORP; and





- (12) Sections III.C.5 through III.C.7 of the City's SORP 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.

Provisions of the City's SORP that comply with SWRCB Order No. WQ 2008-0002-EXEC, are contained in Section XI of the City's SORP:

- (2) In the event of a sewage discharge that results in a discharge to a drainage channel or a surface water, the Wastewater Maintenance Superintendent shall, as soon as possible, but no later than two (2) hours after becoming aware of the discharge, notify the State Office of Emergency Services, Los Angeles County Health Department (for discharges that enter L.A. River), Long Beach City Health Department (for significant spills into L.A. River that may affect City of Long Beach) and the Los Angeles Regional Water Quality Control Board.
- (3) Notification to the Los Angeles Regional Water Quality Control Board would be followed-up within 24 hours by phone, fax or email, and would also specify that the State Office of Emergency Services, Los Angeles County Health Department and Long Beach Health Department have already been notified.

12.2 COMPLIANCE DOCUMENTS

The following documents allow the City to comply with the overflow and emergency response plan requirements of the WDR, and are attached as appendices.

- Sewer Overflow Response Plan, City of Glendale, Last Updated: November 2008, Appendix B.
- SSO Field Worksheet, City of Glendale. Last Updated: June 2008. Appendix B.
- Overflow Emergency Response Flowchart, City of Glendale. Last Updated: November 2008. Appendix B.
- SSO Reporting Flowchart. City of Glendale. Last Updated: November 2008. Appendix B.

12.3 DOCUMENT DESCRIPTION

A description for each compliance document listed above is described below:





12.3.1 Sewer Overflow Response Plan (Appendix B)

The City of Glendale maintains a plan for responding and reporting to SSOs in their SORP. The purpose of these procedures is to minimize the impact of SSO's to the public and the environment. This response plan is a guideline for the standard operating procedures in the event of a SSO, and is reviewed periodically to ensure that all corrective measures are being taken.

12.3.2 SSO Field Worksheet (Appendix B)

The SSO Field Worksheet ensures that the plan and procedures described in the Sewer Overflow Response Plan are implemented in the field. This worksheet also assists field personnel in gathering the data required for later documentation and reporting.

12.3.3 Overflow Emergency Response Flowchart (Appendix B)

The Overflow Emergency Response Flowchart summarizes the City's SORP. In addition, it serves as a guide to the decisions that must be made in the course of responding to an SSO within the City.

12.3.4 SSO Reporting Flowchart (Appendix B)

The SSO Reporting Flowchart serves as a summary guide for the data that must be gathered, the decisions that must be made, and the reporting that must be done in order to comply with relevant requirements.





CHAPTER 4. LEGAL AUTHORITY

The City will demonstrate, through sanitary sewer system use ordinances, service agreements, or other legally binding procedures, that it possesses the necessary legal authority to:

- (6) Prevent illicit discharges into its sanitary sewer system (examples may include I/I, stormwater, chemical dumping, unauthorized debris and cut roots, etc.).
- (7) Require that sewers and connections be properly designed and constructed.
- (8) Ensure access for maintenance, inspection, or repairs for portions of the lateral owned or maintained by the City.
- (9) Limit the discharge of Fats, Oils, and Grease (FOG) and other debris that may cause blockages.
- (10) Enforce any violation of its sewer ordinances.

13.1 COMPLIANCE SUMMARY

The City is regulated by several agencies of the United States Government and the State of California, pursuant to the provisions of Federal and State Law. Federal and State Laws (including, but not limited to: 1) Federal Water Pollution Control Act, commonly known as the Clean Water Act (33 U.S.C. Section 1251 et seq); 2) California Porter Cologne Water Quality Act (California Water Code section 13000 et seq.); 3) California Health & Safety Code sections 25100 to 25250; 4) Resource Conservation and Recovery Act of 1976 (42 U.S.C. Section 6901 et seq.); and 5) California Government Code, Sections 54739-54740) grant to the City the authority to regulate and/or prohibit, by the adoption of an ordinance, and by issuance of control mechanisms, the discharge of any waste, directly or indirectly, to the City's sewerage facilities. Said authority includes the right to establish limits, conditions and prohibitions; to establish flow rates or prohibit flows discharged to the City's sewerage facilities; to require the development of compliance schedules for the installation of equipment systems and materials by all users; and to take all actions necessary to enforce its authority, whether within or outside the City's boundaries, including those users that are tributary to the City or within areas for which the City has contracted to provide sewerage services.

The City accepts an agreed upon flow amount from the City of Los Angeles and this flow is under the Municipal Code of the City of Los Angeles (CLA); which has strict legal requirements. Through a series of Ordinances and Resolutions adopted by the Board of Directors, internally developed Plans and Requirements, as well as legal





authority of CLA; the City possesses the necessary legal authority required by Section D, 13 (iii) Legal Authority of SWRCB Order No. 2006-0003:

- (7) The City prevents illicit discharges into its sanitary sewer system (including, but not limited to, garbage, chemical dumping, greases and unauthorized debris) through *Section 13.40.250* of the Glendale Municipal Code, 1995, and *Section 64.30* of the Los Angeles Municipal Code.
- (8) The City requires that connections be properly designed and constructed in *Section 13.40.020* of the Glendale Municipal Code, 1995. The specific implementation documents for proper, design, construction, inspection, and maintenance will be addressed in subsequent sections of this SSMP.
- (9) The City ensures access for maintenance, inspection or repairs for portions of the lateral owned or maintained by the City through *Ordinance 5606* of the Glendale Municipal Code, 1995.
- (10) The City limits the discharge of Fats, Oils, and Grease (FOG) and other debris that may cause blockages through *Section 13.40.250* of the Glendale Municipal Code, 1995, and *Section 64.30* of the Los Angeles Municipal Code.
- (11) The City enforces any violation of its sewer ordinances in accordance with *Article III. Sec. 1* of *The Charter* in the Glendale Municipal Code, 1995, and *Section 11.00* of the Los Angeles Municipal Code.

13.2 COMPLIANCE DOCUMENTS

The following documents allow the City to comply with the Legal Authority requirements of the WDR, and are attached as appendices:

- Excerpts of *The Municipal Code of the City of Glendale, California*, Adopted by the Council of the City of Glendale, 1995, Appendix C.
- *Ordinance 5606* of the *Municipal Code of the City of Glendale, California*, Adopted by Council of the City of Glendale, April 29 2008, Appendix D.
- Excerpts of *The City of Los Angeles Municipal Code, 6th Ed.*, Adopted by the City of Los Angeles, 2008, Appendix E.

13.3 DOCUMENT DESCRIPTIONS

Each of the following documents provides a portion of the City's Legal Authority, as required in Section D, 13 (iii) Legal Authority of SWRCB Order No. 2006-0003.





13.3.1 Excerpts of The Municipal Code of the City of Glendale, CA (Appendix C)

These excerpts of the Glendale Municipal Code, adopted by the Council of the City of Glendale in 1995, include the *Article III* of *The Charter* and *Section 13.40*. *The Charter* provides the City the right and power to make and enforce all laws and regulations in respect to municipal affairs. *Section 13.40* of the Glendale Municipal Code includes all provisions involving the sewer system, such as, compliance, connection maintenance, use of sewers and industrial waste disposal.

Section 13.40.250 of the Glendale Municipal Code, 1995, prohibits the dumping of any liquid waste containing chemicals, greases, oil, tar or other matter or material which would by reason of precipitation or settlement clog or obstruct any sewer, drain or catch basin.

Section 13.40.020 of the Glendale Municipal Code, 1995, states that every connection to the City's Sanitary Sewer System must be made in the manner and with such materials as are required by the specifications of the City for public sewers. Specific City specification will be discussed in Chapter 7 regarding Design and Performance Provisions.

13.3.2 Ordinance 5606 of the Municipal Code of the City of Glendale, CA (Appendix D)

Adopted by the Council of the City of Glendale on April 29, 2008, this ordinance amends and adds certain provisions to the Glendale Municipal Code, 1995, relating to trespass and relating to obstructing, impeding or interfering with city business. The sections of the code that were amended or added to, are *Section 9.20.700* and *Section 9.20.100*.

13.3.3 Excerpts of The City of Los Angeles Municipal Code, 6th Ed., (Appendix E)

These excerpts of the City of Los Angeles Municipal Code, adopted by the City of Los Angeles in 2008, include the *Section 11.00* and *Section 64.30*. *Section 11.00* provides the City of Los Angeles the right and power to make and enforce all laws and regulations in respect to municipal affairs; while *Section 64.30* prohibits the dumping of any liquid or solid waste which would by reason of precipitation or settlement clog or obstruct any sewer, drain or catch basin. With these sections, the City of Los Angeles will ensure that the waste water entering from their city into Glendale, meets the proper restrictions for content.





CHAPTER 5. FATS, OILS AND GREASE (FOG) CONTROL PROGRAM

The City's Fats, Oils and Grease Control Program addresses those mandatory SSMP provisions outlined in Section D, 13 (vii) FOG Control Program of SWRCB Order No. 2006-0003.

The FOG Control Program described herein includes elements that have been in place in the City of Glendale for many years. These longstanding elements are a testament to the pro-active management provided by the City of Glendale for the sanitary sewer system. As part of this SSMP effort, the City looked for ways to streamline and improve these FOG control elements. The results of this analysis are goals to

1. Implement, using cooperation between the City of Glendale Fire Department personnel and City sanitary sewer Operations and Maintenance personnel, a stronger grease interceptor program. The City's Industrial Waste Pretreatment Program provides strong legal authority for requiring the installation, maintenance, and documentation of grease interceptors for non-residential waste producers. More consistency in enforcing and systematically documenting this process will keep FOG out of the sanitary sewer system.
2. Increase the amount of educational information provided to sanitary sewer customers, especially those with Industrial Waste Discharge Permits.

Both of these goals serve to control FOG before it reaches the sanitary sewer system. The FOG Control Program demonstrates the City's pro-active approach to management of the sanitary sewer system, as well as the City's desire to innovate and grow.

The City's FOG Control Program helps reduce the amount of Fats, Oils and Grease discharged to the sanitary sewer system, by including:

- (8) A plan and schedule for the disposal of FOG generated within the sanitary sewer system service area and a list of acceptable disposal facilities.
- (9) Legal authority to prohibit discharges to the system and identify measures to prevent SSO's and blockages caused by FOG.
- (10) Requirements to install grease removal devices, design standards for the removal devices, maintenance requirements, BMP requirements, record keeping and reporting requirements.





- (11) Authority to inspect grease producing facilities, enforcement authorities, and sufficient staff to inspect and enforce the FOG ordinance.
- (12) Identification of sanitary sewer system sections subject to FOG blockages and establishment of a cleaning maintenance schedule for each section.
- (13) Development and implementation of source control measures for all sources of FOG discharged to the sanitary sewer system for each section identified.
- (14) Implementation of a plan and schedule for a public education outreach program that promotes proper disposal of FOG.

14.1 COMPLIANCE SUMMARY

To reduce the amount of Fats, Oils and Grease discharged to the City's sanitary sewer system, the City of Glendale has developed a FOG control program. The City is currently in the process of updating aspects of that program. The City identifies non-residential sewer customers through its Industrial Waste Pretreatment Program. This program includes Food Service Establishments (FSEs) and industrial customers that might contribute FOG to the sanitary sewer system. Non-residential customers must complete an Industrial Waste Discharge Permit application in order to receive sewer service. This application includes a wastewater sewerage plan showing sewers and associated facilities for the handling of industrial wastewater from the point of origin to the public sewer connection, and identification of all wastewater generation processes. When applicable, additional plans containing spill containment systems and/or flow measurement systems (including grease interceptors) are required and included in the plans.

The City of Glendale Fire Department administers this Industrial Waste Pretreatment Program. Inspectors for the City of Glendale Fire Department have the authority to enter facilities with Industrial Waste Discharge Permits, inspect flow and constituent control devices (including grease interceptors), and inspect maintenance records. Once per year, the fire department provides City Operation and Maintenance (O&M) staff an updated list of customers with Industrial Waste Pretreatment Permits for grease interceptors.

In an effort to limit the impact of Fats, Oils, and Grease that do reach the sanitary sewer system, the City identifies problem areas within the system that require more frequent cleaning. These lines are cleaned as part of the "Trouble Spot" list that the City maintains, or as part of the yearly "Restaurant Run" that is completed by City





O&M staff each December. Lines on the “Trouble Spot” list are cleaned with frequencies of up to once per month depending on the determination of City staff.

Because the City of Glendale recognizes that partnership with its sanitary sewer customers is the best way to limit the FOG that enters the sanitary sewer system, the City has developed letters that it sends to customers and to plumbing professionals with the intent of educating them on FOG control during waste discharge and maintenance. These letters can be seen in Appendix I. During the development of this SSMP, the City developed an educational mailer to increase the public education outreach program. This mailer is intended to be sent to customers during the billing process.

In summary, the City maintains a FOG Control Program which meets the requirements of Section D, 13 (vii) FOG Control Program of SWRCB Order No. 2006-0003:

- (8) Disposal information is provided to contractors upon request.
- (9) The City possesses the legal authority to prohibit discharges to the system to prevent SSO's and blockages caused by FOG through the *Glendale Municipal Code, 1995*, specifically *Section 13.40.250*. Moreover, the *Glendale Municipal Code Sections 13.40.300 – 13.40.410* identifies all non-residential flow, including flow from FSEs and industries likely to produce grease, as industrial wastes. Under the Industrial Waste Pretreatment Program established in these sections, the City is granted the right to impose control and inspection on such industrial waste flow.
- (10) As part of the permit process required for industrial waste customers under the Industrial Waste Pretreatment Program, the City may require grease removal devices such as clarifiers and grease interceptors, may require maintenance and management of such devices, and may specify the record-keeping required for this maintenance and management. The design standards for such devices are contained in the City's Design and Performance Provisions.
- (11) Under the *Glendale Municipal Code Section 13.40.410*, the City has the right to inspect the grease removal devices and maintenance records as described above. City of Glendale Fire Department personnel are assigned to these inspections as part of their health and safety inspections. The fire department maintains a list of facilities with grease interceptors in the City of Glendale for such inspections. Once per year, the fire department provides an updated list to City O&M staff.





In keeping with the City's commitment to constantly update policies and procedures to provide the best service possible to its sanitary sewer customers, the City has set a goal as part of this SSMP to increase the strength of requirements for grease interceptors and for maintenance and documentation standards for grease interceptors. The purpose of this goal is to shift some emphasis from dealing with FOG after it has entered the sanitary sewer system to more stringent prevention of FOG in the sanitary sewer system.

- (12) The City identifies and maintains sections of the sanitary sewer system that are particularly subject to FOG accumulation and blockages. These sections are placed on the "Trouble Spots" list if necessary. These sections are cleaned at frequencies ranging from twice per year to 12 times per year, depending upon the assessment of City O&M staff. Sections subject to FOG that are not placed on the "Trouble Spots" list are cleaned once per year during the month of December during the "Restaurant Runs."
- (13) The City identifies industrial waste dischargers who are contributing to FOG-susceptible areas of the sanitary sewer system and sends them a letter reminding them of the requirements of their Industrial Waste Discharge Permit. This correspondence encourages them to work with City staff to control FOG discharges or be subject to fines or billing for maintenance.
- (14) The City has already developed a public education program that promotes proper disposal of FOG. This program consists of letters sent to customers and plumbing professionals that describe proper FOG disposal and that educates plumbing professionals on proper maintenance techniques to prevent FOG and other blockages from being swept into City sanitary sewer lines. In order to increase the amount of information available to customers, the City has developed an instructional mailer to be included in billing correspondence once per year. In addition, all of the information in the education program can be found at <http://www.ci.glendale.ca.us>.

14.2 COMPLIANCE DOCUMENTS

The following documents are attached as appendices in order support the City's Fats, Oils and Grease (FOG) Control Program, thereby allowing the City to comply with the FOG Control Program requirements of the WDR:

- o Excerpts of *The Municipal Code of the City of Glendale, California* related to FOG, Adopted by the Council of the City of Glendale, 1995, Appendix F.





- Restaurant List, City of Glendale, Appendix G.
- “Sewer Trouble Spot Work List” Sample, City of Glendale, August 2008, Appendix H.
- Letter to Grease Discharger and Grease Control Handout, City of Glendale, Appendix I.
- Letter to Plumbers, City of Glendale, Appendix I.
- *Public Outreach Program for FOG Control*, Infrastructure Engineering Corporation, March 20, 2009, Appendix I.

14.3 DOCUMENT DESCRIPTION

A description for each compliance document listed above is described below:

14.3.1 Excerpts of The Municipal Code of the City of Glendale, CA related to FOG (Appendix F)

These excerpts of the Glendale Municipal Code, adopted by the Council of the City of Glendale in 1995, include *Section 13.40.250*, which prohibits the dumping of any liquid waste containing chemicals, greases, oil, tar or other matter or material which would by reason of precipitation or settlement clog or obstruct any sewer, drain or catch basin. Further, *Sections 13.40.300 – 13.40.410* identify all non-residential flow, including flow from FSEs and industries likely to produce grease, as industrial wastes. Under the Industrial Waste Pretreatment Program established in these sections, the City is granted the right to impose control and inspection on such industrial waste flow.

14.3.2 Restaurant List (Appendix G)

City of Glendale Fire Department personnel are assigned to inspection grease producing facilities as part of their health and safety inspections. The fire department maintains a list of facilities with grease interceptors in the City of Glendale for such inspections. Once per year, the fire department provides an updated list to City O&M staff.

14.3.3 Sewer Trouble Spot Work Lists (Appendix H)

The City maintains excel spreadsheets for each month containing information on “Sewer Trouble Spots” and the cleaning and inspection activities performed to maintain these areas.

14.3.4 Letter to Grease Discharger and Grease Control Handout (Appendix I)





The City distributes letters to grease producing facilities along with a list of grease control suggestions to remind them of the requirements of their Industrial Waste Discharge Permit. This correspondence encourages them to work with City staff to control FOG discharges or be subject to fines or billing for maintenance.

14.3.5 Letter to Plumber (Appendix I)

The City distributes letters to customers and plumbing professionals describing proper FOG disposal and maintenance to prevent FOG and other blockages from being swept into City sanitary sewer lines.

14.3.6 Public Outreach Program for FOG Control (Appendix I)

IEC has developed this technical memorandum with suggestions for proper FOG management. This information is intended for use in an instructional mailer that the City will include in billing correspondence once a year. In addition, information on the FOG education program can be found at <http://www.ci.glendale.ca.us>.





CHAPTER 6. OPERATION AND MAINTENANCE PROGRAM

The City's Operating and Maintenance Program addresses those mandatory SSMP provisions outlined in Section D, 13 (iv) Operation and Maintenance Program of SWRCB Order No. 2006-0003.

The City's Operation and Maintenance Program encompasses the following components:

- (6) An up-to-date map of the sanitary sewer system, showing all gravity line segments and manholes, pumping facilities, pressure pipes and valves.
- (7) Routine Preventive operation and maintenance activities by staff, 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 Preventive Maintenance (PM) program includes a system to document scheduled and conducted activities, such as work orders.
- (8) 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 includes 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 focuses 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 includes a capital improvement plan that addresses proper management and protection of the infrastructure assets. The plan includes a time schedule for implementing the short- and long-term plans plus a schedule for developing the funds needed for the capital improvement plan.
- (9) Training on a regular basis for staff in sanitary sewer system operations and maintenance.
- (10) Equipment and replacement part inventories, including identification of critical replacement parts.

15.1 COMPLIANCE SUMMARY

The City's Operation and Maintenance (O&M) Program includes an up-to-date map of the sanitary sewer system, showing all gravity line segments and manholes, pumping facilities, pressure pipes and valves. These maps are based upon the City of Glendale's Sanitary Sewer Geographical Information System (GIS). The data within the GIS is updated regularly by GIS department staff.





Routine preventive maintenance (PM) of the City's gravity mains is continual, with specific O&M crews responsible for specific Maintenance Districts within the City. The PM program aims for routine maintenance of each main in the City at least once every 30 months. The City maintains a log of all maintenance activity using Daily Schedule Templates, which include the location of pipes cleaned and inspected and any relevant remarks observed during the cleaning, as well as required follow-up activities. Cleaning in each Maintenance District is reviewed on a daily basis to ensure that the 30-month pace is maintained, and adjustments are made where necessary. Overall progress is tracked visually on a large map in the Maintenance Shop.

Problem area gravity mains, listed in the Sewer Trouble Spot Work Lists, are cleaned as frequently as the maintenance staff determine necessary in order to maintain full working order of the main. The City also cleans gravity mains subject to Fats, Oils and Grease (FOG) accumulation at a minimum of once per year during the December "Restaurant Runs." The City has identified areas that are highly susceptible to root blockage and uses chemical treatment to maintain these areas.

City O&M staff observe gravity mains and manholes during routine cleaning, and conduct localized video inspections on 20% of the lines cleaned as part of the PM QA/QC process. During localized video inspections, pipes and manholes are reviewed for structural damage. When such damage is found, the pipe or manhole is placed on the City's Infrastructure Repair List and given a City-specific ranking (A/B/C) based on the observed overall condition. The Infrastructure Repair List is evaluated by the City's Engineering Department, and Capital Replacement Projects are developed to replace damaged infrastructure. These projects are funded annually through the Engineering Department's budget.

The City provides on-going, in-house technical, job skills and safety training for its Staff using California Water Environment Association (CWEA) guidelines. The City also performs additional in-house training including confined space entry and rescue drills and is planning on compiling these training programs a supplemental training manual. Additionally, the City conducts internal training sessions to ensure familiarity with emergency overflow procedures for responding and prepare staff for an SSO event, from initial notification to SSO report documentation, including any necessary emergency activities, such as traffic control or sign posting. A list of Crew Training and Certification Paths is maintained by the City.

The City has identified critical sanitary sewer replacement parts for its sanitary sewer system and maintains an inventory of such parts.





In summary, the City maintains a Operation and Maintenance Program which meets the requirements of Section D, 13 (iv) Operation and Maintenance Program of SWRCB Order No. 2006-0003:

- (6) The City maintains an up-to-date GIS map of their sanitary sewer system, including all gravity line segments and manholes, pumping facilities, pressure pipes and valves; a sample of the maps is shown in Appendix J.
- (7) Routine preventive maintenance (PM) of the City's gravity mains is continual, with specific O&M crews responsible for specific Maintenance Districts within the City. The PM program aims for routine maintenance of each main the City once every 30 months. The City maintains a log of all maintenance activity using Daily Schedule Templates and reviews cleaning progress on a daily basis to ensure that the required pace is maintained, and make adjustments where necessary. Daily activity is documented in Sewer Line Maintenance and Inspection Forms. Samples of the Sewer Line Maintenance and Inspection forms, one blank and one showing proper documentation, can be seen in Appendix K. Overall progress is tracked visually on a large map in the Maintenance Shop.

Problem area gravity mains, listed in the Sewer Trouble Spot Work Lists, are cleaned as frequently as the maintenance staff determine necessary in order to maintain full working order of the main. City O&M staff add trouble spots to the list as problem areas are identified in the field. A sample of the Sewer Trouble Spot Work Lists can be seen in Appendix H. The City also cleans gravity mains subject to Fats, Oils and Grease (FOG) accumulation at a minimum of once per year during the December "Restaurant Runs." The "Restaurant Run" work is documented in worksheets shown in Appendix L.

The City has identified tree root blockages as a high priority concern with respect to SSOs in the City of Glendale. The City has identified areas that are highly susceptible to root blockage and prioritized these areas by risk. A yearly budget is established for Chemical Root Treatment, and root-prone areas are dosed with chemical treatment in order of priority until the budget is exhausted. The Fiscal Year 2007-2008 root control program can be seen in Appendix M.

- (8) City O&M staff observe gravity mains and manholes during routine cleaning, and conduct localized video inspections on 20% of the lines cleaned as part of the PM QA/QC process. The lines selected for video inspection are selected by field crews at the end of each day, or are selected randomly by





supervisors. During localized video inspections, pipes and manholes are reviewed for structural damage. When such damage is found, the pipe or manhole is placed on the City's Infrastructure Repair List and given a City-specific ranking:

- A – Repair ASAP: Collection System Failure Imminent
- B – Repair within next 12 months at next budgeted contractual pipe repair.
- C – Repair at the discretion of the Engineering Department.

The Infrastructure Repair List is evaluated by the City's Engineering Department, and Capital Replacement Projects are developed to replace damaged infrastructure. These projects are funded annually through the Engineering Department's budget. An example of the Infrastructure Repair List can be seen in Appendix N. A goal of this SSMP is to increase the communication between the Engineering Department and Operations and Maintenance Staff after repair projects have been completed.

- (9) The City provides on-going in house technical, job skills and safety training for its Staff using California Water Environment Association (CWEA) guidelines. These guidelines can be seen in Appendix O. The City also performs additional in-house training including confined space entry and rescue drills and is planning on compiling these training programs into a supplemental training manual. The notes from these training sessions can be seen in Appendix P.

Additionally, the City conducts internal training sessions to ensure familiarity with emergency overflow procedures for responding and prepare staff for an SSO event, from initial notification to SSO report documentation, including any necessary emergency activities, such as traffic control or sign posting. A list of Crew Training and Certification Paths is maintained by the City. This record can be seen in Appendix P.

In order to consistently educate maintenance staff with the fundamentals skills required to maintain and operate the wastewater system, all staff are required to complete a two-volume self-study course. The course, which is produced by the Office of Water Programs at California State University, Sacramento, uses *Operations and Maintenance of Wastewater Collection Systems, Volumes I and II* as a text. The introduction to Volume I can be seen in Appendix Q.





- (10) The City has identified critical sanitary sewer replacement parts for its sanitary sewer system and maintains an inventory of such parts. The list of this critical inventory can be seen in Appendix R.

15.2 COMPLIANCE DOCUMENTS

The following documents, attached as appendices, support the City's Operation and Maintenance Program, thereby allowing the City to comply with the Operation and Maintenance Program requirements of the WDR:

- Sample Maps of the City's Sanitary Sewer System, including all gravity line segments and manholes, pumping facilities, pressure pipes and valves, City of Glendale, Appendix J.
- Sewer Line Maintenance and Inspection Forms, City of Glendale, March 2009, Appendix K.
- "Sewer Trouble Spot Work Lists" Sample, City of Glendale, August 2008, Appendix H.
- "Restaurant Run" Documentation, City of Glendale, Appendix L.
- "Chemical Root Control" Spreadsheet, City of Glendale, September 16, 2008, Appendix M.
- Infrastructure Repair Lists, City of Glendale, Appendix N.
- *CWEA Collection System Maintenance Certification Handbook*, California Water Environment Association, 2007-2008, Appendix O.
- Confined Space Entry and Rescue Drill Program and Notes, City of Glendale, Appendix P.
- Crew Training and Certification Paths, City of Glendale, September 8, 2008, Appendix P.
- *Operations and Maintenance of Wastewater Collection Systems, Volume I Introduction*, Office of Water Programs, California State University, Sacramento, Appendix Q.
- Sewer Pipe Inventory, City of Glendale, September 2008, Appendix R.

15.3 DOCUMENT DESCRIPTIONS

A description for each compliance document listed above is described below:

15.3.1 Sample Map of the City's Sanitary Sewer System (Appendix J)





The City maintains an up-to-date Geographic Information System (GIS) database of their sanitary sewer system, including all gravity line segments and manholes, pumping facilities, pressure pipes and valves. This database was utilized to create this map of the City's wastewater facilities.

15.3.2 Sewer Line Maintenance and Inspection Forms (Appendix K)

The City maintains a log of all maintenance activity using Sewer Line Maintenance and Inspection Forms and reviews cleaning progress on a daily basis to ensure that the required pace is maintained, and make adjustments where necessary. Included in these records is the location of pipes cleaned and inspected and any relevant remarks observed during the cleaning, as well as required follow up activities.

15.3.3 "Restaurant Run" Documentation (Appendix L)

The City documents the yearly Restaurant Runs, which are maintenance and cleaning runs performed once per year in order to prevent FOG build-up in the collection system.

15.3.4 "Sewer Trouble Spot Work Lists" Spreadsheet Sample (Appendix H)

The City maintains excel spreadsheets for each month containing information on "Sewer Trouble Spots" and the cleaning and inspection activities performed to maintain these areas.

15.3.5 "Chemical Root Control" Spreadsheet (Appendix M)

The City has identified areas that are highly susceptible to root blockage and uses chemical treatment to maintain these areas. These cleaning activities are logged into this excel spreadsheet

15.3.6 Infrastructure Repair Lists (Appendix N)

During localized video inspections, pipes and manholes are reviewed for structural damage. When such damage is found, the pipe or manhole is placed on the City's Infrastructure Repair List and given a City-specific ranking (A/B/C) based on the observed overall condition. The Infrastructure Repair List is evaluated by the City's Engineering Department, and Capital Replacement Projects are developed to replace damaged infrastructure. These projects are funded annually through the Engineering Department's budget.





15.3.7 CWEA Collection System Maintenance Certification Handbook (Appendix O)

The City provides on-going, in-house technical, job skills and safety training for its Staff using California Water Environment Association (CWEA) guidelines. This booklet contains subject matter for the collection system maintenance tests, education and experience requirements, selected study references, and certification policies.

15.3.8 Confined Space Entry and Rescue Drill Program and Notes (Appendix P)

The City provides training on confined space entry and rescue drills according to this program and maintains a list of comments and follow-up items.

15.3.9 Crew Training and Certification Paths (Appendix P)

The City maintains a list of the training completed by staff. Included is the length of service, volume of CWEA training completed, date of completion, and CWEA grade of each staff member.

15.3.10 Operations and Maintenance of Wastewater Collection Systems, Volume I Introduction (Appendix Q)

The introduction to the two-volume text used as the basis for a self-study course explains the material introduced and covered. The self-study course is required of all operations and maintenance staff.

15.3.11 Sewer Pipe Inventory (Appendix R)

The City has identified critical sanitary sewer replacement parts for its sanitary sewer system and maintains an inventory of such parts.



CHAPTER 7. DESIGN AND PERFORMANCE PROVISIONS

The City's Design and Performance Provisions addresses those mandatory SSMP provisions outlined in Section D, 13 (v) Design and Performance Provisions of SWRCB Order No. 2006-0003. The City's Design and Performance Provisions encompass the following components:

- (3) 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.
- (4) Procedures and standards for inspecting and testing the installation of new sewers, pumps and other appurtenances and for rehabilitation and repair projects.

16.1 COMPLIANCE SUMMARY

The City requires that all new sanitary sewer systems, pump stations and other appurtenances as well as the rehabilitation and repair of existing sewer facilities, be designed and constructed in accordance with the City of Glendale *Sanitary Sewer Manual and Standards*, which references the *Standard Specifications for Public Works Construction (Greenbook)*, published by Public Works Standards, Inc.

Procedures and standards used for inspecting and testing the installation of new sewers and other appurtenances, and for rehabilitation and repair projects, are in Section 307-5 of the *Greenbook*. Specifically, all City-owned sewer facilities are left uncovered until the City Engineer has completed inspection and testing in accordance with the *Greenbook*.

The City maintains Design and Performance Provisions which meet the requirements of Section D, 13 (v) Design and Performance Provisions of SWRCB Order No. 2006-0003:

- (3) The City utilizes the City of Glendale *Sanitary Sewer Manual and Standards*, which references the *Standard Specifications for Public Works Construction (Greenbook)* for design and construction standards and specifications for the installation of new sanitary sewer systems, pumps and other appurtenances, and for the rehabilitation and repair of existing sanitary sewer infrastructure.
- (4) The City utilizes procedures and standards for inspecting and testing the installation of new sewers, pumps and other appurtenances and for rehabilitation and repair projects, that are in accordance with the *Standard Specifications for Public Works Construction (Greenbook)*, specifically Section 307-5. All City-owned sewer facilities are left uncovered until the City Engineer completes the inspection.

16.2 COMPLIANCE DOCUMENTS

The following documents are attached as appendices in order support the City's Design and Performance Provisions, thereby allowing the City to comply with the Design and Performance Provisions requirements of the WDR:

- *Sanitary Sewer Manual and Standards*, Department of Public Works, City of Glendale, Appendix S.

The following documents are readily available to the general public, and have therefore not been attached as appendices:

- *Standard Specifications for Public Works Construction (Greenbook)*, Public Works Standards, Inc., 2006.

16.3 DOCUMENT DESCRIPTIONS

A description for each compliance document listed above is described below:

16.3.1 *Sanitary Sewer Manual and Standards (Appendix S)*

The *Sanitary Sewer Manual and Standards* summarizes and outlines policy, practices and procedures that have been developed to increase the efficiency and uniformity of sewer design. Its purpose is to inform and instruct employees about the current standards of practice.

16.3.2 *Standard Specifications for Public Works Construction, (Greenbook)*

The *Greenbook*, formally known as the *Standard Specifications for Public Works Construction*, is widely used by cities and counties from Santa Barbara County to San Diego County. Publication of the *Greenbook* is under the oversight of Public Works Standards, Inc, a nonprofit mutual benefit corporation. It contains all the latest standards and recommendations that have been researched and approved by a 25-member committee, with representatives from the American Public Works Association, the Associated General Contractors of California, the Engineering Contractors Association, and the Southern California Contractors Association.

CHAPTER 8. SYSTEM EVALUATION AND CAPACITY ASSURANCE PLAN

The City's System Evaluation and Capacity Assurance Plan addresses those mandatory SSMP provisions outlined in Section D, 13 (viii) System Evaluation and Capacity Assurance Plan of SWRCB Order No. 2006-0003.

The City has prepared and implemented a Capital Improvement Program (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. The City's System Evaluation and Capacity Assurance Plan encompasses the following components:

- (5) 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 provides 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.
- (6) Design Criteria - Where design criteria do not exist or are deficient, undertake the evaluation identified in (1) above to establish appropriate design criteria.
- (7) 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.
- (8) Schedule – the City has developed a schedule of completion dates for all portions of the CIP developed in (1)-(3) above. This schedule shall be reviewed and updated consistent with the SSMP review and update requirements as described in Section D. 14.

17.1 COMPLIANCE SUMMARY

The City maintains a System Evaluation and Capacity Assurance Plan which meets the requirements of Section D, 13 (viii) System Evaluation and Capacity Assurance Plan of SWRCB Order No. 2006-0003:

- (5) The City's *Final Wastewater Master Plan Update*, attached as Appendix T, includes wastewater flow projections and a hydraulic analysis of all City-owned gravity mains. The analysis, performed with an H₂OMap Sewer hydraulic model, includes estimates of peak dry and wet weather flows, and outlines a Capital Improvement Program to mitigate projected deficiencies in the Existing, Future (2030) time increment. Sanitary Sewer Overflows were not allowed to exit the system during the hydraulic analysis.
- (6) The City's *Final Wastewater Master Plan Update (Section 3.4)* summarizes the appropriate design criteria necessary to ensure sufficient capacity, as well as preserve the estimated life-cycle of wastewater infrastructure.

(7) The City has established a short- and long-term Capital Improvement Program (CIP) to address projected hydraulic deficiencies. Section 5.2 of the *July 2007 Final Wastewater Master Plan Update* discusses the City's CIP. Additionally, the City maintains a 10-year Sewer CIP as shown in Appendix U. The CIP includes projected cost estimates, alternatives analysis and project prioritization, with funding anticipated through the City's General Fund.

(8) The City has developed their CIP, as presented above, and plans to review and update it every five years.

17.2 COMPLIANCE DOCUMENTS

The following documents support the City's System Evaluation and Capacity Assurance Plan, thereby allowing the City to comply with the System Evaluation and Capacity Assurance Plan requirements of the WDR:

- *Final Wastewater Master Plan Update*, Kennedy/Jenks Consultants, July 2007, Appendix T.
- *10-Year Capital Improvement Program*, City of Glendale, 2009, Appendix U.

17.3 DOCUMENT DESCRIPTIONS

A description for each compliance document listed above is described below:

17.3.1 *Final Wastewater Master Plan Update (Appendix R)*

Kennedy/Jenks Consultants completed this July 2007 update of the Wastewater Master Plan. The focus of this Wastewater Master Plan Update is to perform a hydraulic evaluation of Glendale's wastewater facilities to establish a prioritized capital improvement program. The hydraulic evaluation is conducted through the development and calibration of a computerized hydraulic model. The model is used to evaluate the capacity of the existing and future system so that a comprehensive capital improvement program can be prepared. This activity has been necessitated by recent downtown development and the associated Downtown Specific Plan developed by the City. The objectives of this Master Plan are to:

- Develop a calibrated hydraulic model of the wastewater system.
- Input the anticipated future land use conditions on the wastewater system, and evaluate the existing system's capability to convey existing and ultimate flows.
- In concert with City staff, develop appropriate design criteria for the evaluation of the system.
- Prepare cost estimates of the necessary improvements.
- Document this information in a letter report of findings in the form of a 2007 Wastewater Master Plan Update.

Through the conduct of these objectives, the general purpose for this planning effort is to assess those areas within the City that may be capacity limited facilities and provide a methodical plan for the improvement of these identified areas.

The analysis, performed with an H₂OMap Sewer hydraulic model, includes estimates of peak dry and wet weather flows, and outlines a Capital Improvement Program to mitigate projected deficiencies in

the Existing, Future (2030) time increment. Specific sections in the *Final Wastewater Master Plan Update* include:

- Introduction
- Existing Wastewater System
- Wastewater Flows and Design Criteria
- Wastewater System Evaluation
- Wastewater System Improvement Costs

17.3.2 10-Year Capital Improvement Program (Appendix S)

The City's Capital Improvement Program provides cost estimates of the proposed projects through the 10-Year time increment.

CHAPTER 9. MONITORING, MEASUREMENT, AND PROGRAM MODIFICATIONS

The City's Monitoring, Measurement, and Program Modifications addresses those mandatory SSMP provisions outlined in Section D, 13 (ix) Monitoring, Measurement, and Program Modifications of SWRCB Order No. 2006-0003.

The City's Monitoring, Measurement, and Program Modifications encompass the following components:

- (6) Maintain relevant information that can be used to establish and prioritize appropriate SSMP activities;
- (7) Monitor the implementation and, where appropriate, measure the effectiveness of each element of the SSMP;
- (8) Assess the success of the preventive maintenance program;
- (9) Update program elements, as appropriate, based on monitoring or performance evaluations; and
- (10) Identify and illustrate SSO trends, including: frequency, location, and volume.

18.1 COMPLIANCE SUMMARY

The City tracks the location and cause of all SSOs, blockages, and gravity main hot-spots. The City maintains a log of all maintenance activity using Daily Schedule Templates, which includes the location of pipes cleaned and inspected and any relevant remarks observed during the cleaning, as well as required follow up activities.

In order to monitor the implementation and measure the effectiveness of the SSMP, the City tracks several performance indicators, including:

- Location of all SSOs over the past 12 months;
- Number of SSOs over the past 12 months, distinguishing between dry weather overflows and wet weather overflows;
- Volume distribution of SSOs (e.g. number of SSOs < 100 gallons, 100 to 999 gallons, 1,000 to 9,999 gallons, > 10,000 gallons);
- Volume of SSOs that was contained in relation to total volume of SSOs;
- SSOs by cause (e.g. roots, grease, debris, pipe failure, pump station failure, capacity, other);
- Number of stoppages over the past 12 months;
- Stoppages by cause;
- Number of Interceptors inspected over the past 12 months;
- Percentage of Interceptors inspected over the past 12 months;
- Miles of gravity mains cleaned over the past 12 months;
- Percentage of total gravity mains cleaned over the past 12 months;

- Number of lost work hours in sanitary sewer operations and maintenance crews.
- Number of SSOs leading to beach closures.
- Planned and unplanned maintenance expenditures.
- Post-work inspection percentages.
- Reporting compliance errors.

In order to keep the SSMP up to date, the City has assigned a staff member to review the SSMP annually. The Wastewater Maintenance Superintendent is the staff person tasked with this job. In addition to tracking the above performance indicators, the Wastewater Maintenance Superintendent will review all sections of the SSMP for effectiveness and timeliness. Collection system personnel will also be consulted annually to review the effectiveness of the SSMP, and help identify potential areas for improvement.

In summary, the City maintains a Monitoring, Measurement, and Program Modifications which meets the requirements of Section D, 13 (ix) Monitoring, Measurement, and Program Modifications of SWRCB Order No. 2006-0003:

- (5) The City monitors the implementation of the SSMP, and measures the effectiveness of each element by SSMP by developing and tracking performance indicators on an annual basis;
- (6) By tracking performance indicators, the City is able to assess the success of their preventive maintenance program;
- (7) The City has assigned the Wastewater Maintenance Superintendent as the staff person responsible for reviewing the SSMP annually, in order to update all program elements as appropriate. In addition to tracking the above performance indicators, the Wastewater Maintenance Superintendent will review all sections of the SSMP for effectiveness and timeliness. Collection system personnel will also be consulted annually to review the effectiveness of the SSMP, and help identify potential areas for improvement;
- (8) The City tracks the frequency, location and volume of all SSOs.

CHAPTER 10. SSMP PROGRAM AUDITS

The City's SSMP Program Audits addresses those mandatory SSMP provisions outlined in Section D, 13 (x) SSMP Program Audits of SWRCB Order No. 2006-0003.

The City is required to 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 City's compliance with the SSMP requirements identified in Section D, 13 of SWRCB Order No. 2006-0003, including the identification of any deficiencies in the SSMP and steps to correct them.

19.1 COMPLIANCE SUMMARY

The City will conduct an internal audit of their SSMP every two years, and focus on the effectiveness of the SSMP and the City's compliance with the SSMP requirements of Order No. 2006-0003. The audit will include, but may not be limited to, the following:

- Any significant changes to components of the SSMP, including but not limited to, Legal Authority, FOG Control Program or Overflow Emergency Response Plan.
- Any significant changes to the referenced compliance documents, presented as Volume II of the Sewer System Management Plan.
- SSMP implementation efforts over the past two years;
- A description of additions and improvements made the sanitary sewer collections system during the past two years;
- A description of the additions and improvements planned for the upcoming two years, with an estimated schedule for implementation.
- Strategies to correct deficiencies, if identified, will be developed by the responsible City division.

19.2 COMPLIANCE DOCUMENTS

There are no compliance documents for this section.

19.3 DOCUMENT DESCRIPTIONS

There are no document descriptions for this section.

CHAPTER 11. COMMUNICATION PROGRAM

The City's Communication Program addresses those mandatory SSMP provisions outlined in Section D, 13 (xi) Communication Program of SWRCB Order No. 2006-0003.

The City should 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 City as the program is developed and implemented. The City shall also create a plan of communication with systems that are tributary and/or satellite sanitary sewer system.

19.4 COMPLIANCE SUMMARY

The City will communicate on a regular basis with interested parties on the implementation and performance of this SSMP. The communication program allows interested parties to provide input as the program is developed and implemented.

The City made a Draft version of the SSMP available to the public, allowed time for review, and invited public comments at a City Council meeting on April 28, 2009, thereby allowing for public input. Additionally, the City's website (www.ci.glendale.ca.us) presents information about on-going efforts, as well as meeting agendas and minutes.

19.5 COMPLIANCE DOCUMENTS

There are no compliance documents for this section.

19.6 DOCUMENT DESCRIPTIONS

There are no compliance documents for this section.