



REVISED AGENDA

REGULAR MEETING

* * *

CLAYTON CITY COUNCIL

* * *

TUESDAY, October 15, 2019

6:00 P.M.

*Hoyer Hall, Clayton Community Library
6125 Clayton Road, Clayton, CA 94517*

Mayor: Tuija Catalano
Vice Mayor: Julie K. Pierce

Council Members

Jim Diaz
Jeff Wan
Carl Wolfe

- A complete packet of information containing staff reports and exhibits related to each public item is available for public review in City Hall located at 6000 Heritage Trail and on the City's Website at least 72 hours prior to the Council meeting.
- Agendas are posted at: 1) City Hall, 6000 Heritage Trail; 2) Library, 6125 Clayton Road; 3) Ohm's Bulletin Board, 1028 Diablo Street, Clayton; and 4) City Website at **www.ci.clayton.ca.us**
- Any writings or documents provided to a majority of the City Council after distribution of the Agenda Packet and regarding any public item on this Agenda will be made available for public inspection in the City Clerk's office located at 6000 Heritage Trail during normal business hours.
- If you have a physical impairment that requires special accommodations to participate, please call the City Clerk's office at least 72 hours in advance of the meeting at (925) 673-7304.

*** CITY COUNCIL ***

October 15, 2019

6:00 P.M.

1. **CALL TO ORDER THE CITY COUNCIL** – Mayor Catalano.

2. **CLOSED SESSION**
 - (a) Public Employee Appointment
Government Code Section 54957
Title: City Manager

 - (b) Conference with Labor Negotiators
Government Code Section 54957.6
Agency designated representative: Mayor Catalano
Unrepresented employee: City Manager

Report out of Closed Session: Mayor Catalano.

7:00 P.M.

3. **PLEDGE OF ALLEGIANCE** – led by Mayor Catalano.

4. **CONSENT CALENDAR**

Consent Calendar items are typically routine in nature and are considered for approval by one single motion of the City Council. Members of the Council, Audience, or Staff wishing an item removed from the Consent Calendar for purpose of public comment, question, discussion or alternative action may request so through the Mayor.

 - (a) Approve the minutes of the City Council's regular meeting of October 15, 2019.
([View Here](#))
 - (b) Approve the Financial Demands and Obligations of the City. ([View Here](#))
 - (c) Adopt a Resolution approving the October 2019 City of Clayton revised Sewer System Management Plan (SSMP). ([View Here](#))
 - (d) Award contract to Specified Play Equipment (SPEC) in the amount of \$168,575 for North Valley Park playground equipment Rehabilitation and Replacement (CIP# 10442). ([View Here](#))
 - (e) Adopt a Resolution establishing 72-hours as the minimum public notification period required prior to construction or related works limiting or revising parking

availability or limiting or revising vehicular and/or pedestrian traffic patterns or flows within City of Clayton's rights-of-way. ([View Here](#))

- (f) Approve the purchase and installation of two (2) replacement irrigation controllers from Site One Landscape Supply (Site One) in the amount of \$29,997.16 by the Landscape Maintenance District (FUND No. 210), for use in the Landscape Maintenance District. ([View Here](#))
- (g) Approve the purchase in the amount of \$32,227.02 from the Capital Equipment Replacement Fund (CERF) for a Skid Steer Tractor from Garton Tractor. ([View Here](#))
- (h) Approve proposed schedule for calendar year 2020 Saturday "Concerts in The Grove" Series. ([View Here](#))

5. RECOGNITIONS AND PRESENTATIONS – None.

6. REPORTS

- (a) Planning Commission – No meeting held.
- (b) Trails and Landscaping Committee – No meeting held.
- (c) City Manager/Staff
- (d) City Council - Reports from Council liaisons to Regional Committees, Commissions and Boards.
- (e) Other

7. PUBLIC COMMENT ON NON - AGENDA ITEMS

Members of the public may address the City Council on items within the Council's jurisdiction, (which are not on the agenda) at this time. To facilitate the recordation of comments, it is requested each speaker complete a speaker card available on the Lobby table and submit it in advance to the City Clerk. To assure an orderly meeting and an equal opportunity for everyone, each speaker is limited to 3 minutes, enforced at the Mayor's discretion. When one's name is called or you are recognized by the Mayor as wishing to speak, the speaker should approach the public podium and adhere to the time limit. In accordance with State Law, no action may take place on any item not appearing on the posted agenda. The Council may respond to statements made or questions asked, or may at its discretion request Staff to report back at a future meeting concerning the matter.

Public comment and input on Public Hearing, Action Items and other Agenda Items will be allowed when each item is considered by the City Council.

8. PUBLIC HEARINGS – None.

9. ACTION ITEMS

- (a) Consideration of Establishing a City of Clayton Legislative Policy. ([View Here](#))

(b) Consideration of a Moratorium on the use of Glyphosate (Round Up). ([View Here](#))

10. **COUNCIL ITEMS** – limited to Council requests and directives for future meetings.

11. **ADJOURNMENT**

The next regularly scheduled meeting of the City Council will be November 5, 2019.

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MINUTES
OF THE
REGULAR MEETING
CLAYTON CITY COUNCIL

Agenda Date: 10-15-2019

Agenda Item: 4a

TUESDAY, October 1, 2019

1. **CALL TO ORDER & ROLL CALL** – The meeting was called to order at 7:03 p.m. by “Mayor for the Day” Alex and Avery Jenson (and by Mayor Catalano) in Hoyer Hall, Clayton Community Library, 6125 Clayton Road, Clayton, CA. Councilmembers present: Mayor Catalano, Vice Mayor Pierce, and Councilmembers Diaz, Wan, and Wolfe. Councilmembers absent: None. Staff present: Interim City Manager Joseph Sbranti, City Attorney Mala Subramanian, and City Clerk/HR Manager Janet Calderon.

2. **PLEDGE OF ALLEGIANCE** – led by Alex and Avery Jenson.

Mayor Catalano introduced Alex and Avery Jenson as “Mayor for the Day” and presented them each with a Certificate of Recognition declaring October 2, 2019 as “Alex and Avery Jenson Day” in the City of Clayton.

3. **PROCLAMATION**

- (a) Proclamation to Police Sergeant Daryl England in appreciation for service to the Clayton community as a local law enforcement officer since April 2016.

Mayor Catalano presented Police Sergeant Daryl England a proclamation recognizing his service to the Clayton community, declaring October 29, 2019 as “Daryl England Day”.

4. **SWEARING IN CEREMONY**

- (a) Administration of the Oath of Allegiance by the Police Chief to the City’s new Police Sergeant, Rich Enea.

The Oath of Allegiance to Police Sergeant Rich Enea was administered by Police Chief Warren. Sergeant Enea’s mother Beth pinned his badge to his uniform.

5. **FIVE-MINUTE RECESS**

6. **CONSENT CALENDAR**

It was moved by Vice Mayor Pierce, seconded by Councilmember Wan, to approve the Consent Calendar Items 6(a) – 6(f) as submitted. (Passed; 5-0 vote).

- (a) Approved the minutes of the City Council's regular meeting of September 17, 2019.
- (b) Approved the Financial Demands and Obligations of the City.

- (c) Adopted Resolution No. 44-2019 approving the Notice of Completion of the City Hall ADA Compliance Entry Doors Project (CIP No. 10443) performed by Greentech Industries, Inc., and authorize the City Clerk to record the Project's Notice of Completion.
- (d) Adopted Resolution No. 45-2019 approving the Job Classification of part-time Police Background Investigator position.
- (e) Approved the denial of a liability claim filed against the City by Ms. Alyssa Schmidt and authorize the City Clerk to send Notice of Rejection.
- (f) Adopted Resolution 46-2019 approving the Award of Contract with ALB, Inc. in the amount of \$41,000 for Miscellaneous City-Wide As-Needed Paving Repair Work.

7. RECOGNITIONS AND PRESENTATIONS

- (a) Certificates of Recognition to public school students for exemplifying the "Do The Right Thing" character trait of "Responsibility" during the months of August and September 2019.

Mayor Catalano and Mt. Diablo Elementary School Principal Linn Kissinger presented certificates to Sadie Vicknair and Gavin Bell.

Mayor Catalano and Alison Hill, Clayton Valley Charter High School Director of Discipline and Attendance, presented certificates to Grace Lattin and Casey Carpenter.

6. REPORTS

- (a) Planning Commission – No meeting held.
- (b) Trails and Landscaping Committee – Meeting held September 30, 2019. Vice Mayor Pierce provided a brief update of the Trails and Landscaping Committee meeting, where the committee reviewed the draft Landscape Maintenance Budget for FY 2018-19, selected three (3) members to prepare the draft Annual Report for FY 18-19, and discussed adding hanging planter/flower baskets downtown.
- (c) City Manager/Staff – Interim City Manager Sbranti advised he has seven letters offering support or opposition to be sent to Governor Newsom regarding bills that are in his office. Those bills include SB344, SB330, SB531, SB13, AB1184, AB1763, and AB931. The positions taken in each letter are support by the League of California Cities with the intent of maintaining local control and or maintaining City revenue. Mr. Sbranti also advised he will be bringing a future item to discuss the letter practice and other alternatives to make Clayton's voice be heard in Sacramento.

Mayor Catalano requested the letter regarding AB931 not be sent as it does not pertain to Clayton.

- (d) City Council - Reports from Council liaisons to Regional Committees, Commissions and Boards.

Councilmember Diaz attended the Twinned City Celebration at Morse's Chophouse, the Clayton Business and Community Association General Membership meeting, and the East Bay Regional Communications System Authority meeting.

Councilmember Wolfe attended the Clayton Business and Community Association Oktoberfest meeting, responded to various emails and phone calls from Clayton citizens, a briefing with the Interim City Manager, and announced the Clayton Theatre Company upcoming show "Young Frankenstein".

Vice Mayor Pierce attended the Twinned City Celebration at Morse's Chophouse, Contra Costa Transportation Authority, the Association of Bay Area Governments (ABAG) Finance Committee meeting, the Association of Bay Area Governments (ABAG) Executive Board Committee meeting, the Bay Area Regional Collaborative meeting, the Trails and Landscaping Committee meeting, and the Clayton Library Committee meeting.

Councilmember Wan indicated "No Report".

Mayor Catalano held Mayors' Office hours on September 28, and announced the Clayton Business and Community Association is still looking for volunteers for its upcoming Oktoberfest event.

- (e) Other – None.

7. PUBLIC COMMENT ON NON - AGENDA ITEMS

Ann Stanaway, 1553 Haviland Place, expressed her support of the letters to be sent by the City Manager. She also expressed her continued concerns of Public Safety regarding the Fire Lanes.

8. PUBLIC HEARINGS – None.

9. ACTION ITEMS – None.

10. COUNCIL ITEMS – None.

11. CLOSED SESSION - None

12. ADJOURNMENT– on call by Mayor Catalano, the City Council adjourned its meeting at 7:45 p.m.

The next regularly scheduled meeting of the City Council will be October 15, 2019.

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Respectfully submitted,

Janet Calderon, City Clerk

APPROVED BY THE CLAYTON CITY COUNCIL

Tuija Catalano, Mayor

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Agenda Date: 10/15/2019

Agenda Item: 410

Approved:


Joe Sbranti
City Manager

STAFF REPORT

TO: HONORABLE MAYOR AND COUNCILMEMBERS

FROM: JENNIFER GIANTVALLEY, ACCOUNTING TECHNICIAN

DATE: 10/15/2019

SUBJECT: FINANCIAL DEMANDS AND OBLIGATIONS OF THE CITY

RECOMMENDATION:

It is recommended the City Council, by minute motion, approve the financial demands and obligations of the City for the purchase of services and goods in the ordinary course of operations.

Attached Report	Purpose	Date	Amount
Open Invoice Report	Accounts Payable	10/9/2019	\$ 346,051.24
Cash Requirements Report	Payroll, Taxes	10/6/2019	95,757.25
Cash Requirements Report	Payroll, Taxes	9/22/2019	82,957.74
	Total Required		\$ 524,766.23

Attachments:

1. Open Invoice Report, dated 10/09/19 (6 pages)
2. Cash Requirements report PPE 10/06/19 (1 page)
3. Cash Requirements report PPE 9/22/19 (3 pages)

City of Clayton Open Invoice Report

Vendor Name	Invoice Number	Invoice Date	Post Date	Invoice Balance	Potential Discount	Discount Expires On	Net Amount Due	Invoice Due Date	Days Past Due
Advanced Elevator Solutions, Inc									
Advanced Elevator Solutions, Inc	37177	10/1/2019	10/1/2019	\$119.00	\$0.00		\$119.00	10/1/2019	14
Advanced Elevator Solutions, Inc	36873	9/1/2019	9/1/2019	\$119.00	\$0.00		\$119.00	9/1/2019	44
<i>Totals for Advanced Elevator Solutions, Inc:</i>				<u>\$238.00</u>	<u>\$0.00</u>		<u>\$238.00</u>		
All City Management Services, Inc.									
All City Management Services, Inc.	63437	9/25/2019	9/25/2019	\$1,317.60	\$0.00		\$1,317.60	9/25/2019	20
<i>Totals for All City Management Services, Inc.:</i>				<u>\$1,317.60</u>	<u>\$0.00</u>		<u>\$1,317.60</u>		
American Fidelity Assurance Company									
American Fidelity Assurance Company	2049967	9/20/2019	9/20/2019	\$159.22	\$0.00		\$159.22	9/24/2019	21
American Fidelity Assurance Company	D056881	10/1/2019	10/1/2019	\$468.84	\$0.00		\$468.84	10/2/2019	13
<i>Totals for American Fidelity Assurance Company:</i>				<u>\$628.06</u>	<u>\$0.00</u>		<u>\$628.06</u>		
AT&T (CalNet3)									
AT&T (CalNet3)	13512469	9/22/2019	9/22/2019	\$1,200.59	\$0.00		\$1,200.59	9/22/2019	23
<i>Totals for AT&T (CalNet3):</i>				<u>\$1,200.59</u>	<u>\$0.00</u>		<u>\$1,200.59</u>		
Authorize.net									
Authorize.net	September2019	10/2/2019	10/2/2019	\$26.50	\$0.00		\$26.50	10/2/2019	13
<i>Totals for Authorize.net:</i>				<u>\$26.50</u>	<u>\$0.00</u>		<u>\$26.50</u>		
Axon Enterprise, Inc									
Axon Enterprise, Inc	SI-1612080	9/18/2019	9/18/2019	\$1,080.34	\$0.00		\$1,080.34	9/18/2019	27
<i>Totals for Axon Enterprise, Inc:</i>				<u>\$1,080.34</u>	<u>\$0.00</u>		<u>\$1,080.34</u>		
Bay Area Barricade Serv.									
Bay Area Barricade Serv.	6186	8/28/2019	8/28/2019	\$141.38	\$0.00		\$141.38	8/28/2019	48
Bay Area Barricade Serv.	6179	8/28/2019	8/28/2019	\$48.94	\$0.00		\$48.94	8/28/2019	48
Bay Area Barricade Serv.	6942	9/23/2019	9/23/2019	\$2,356.34	\$0.00		\$2,356.34	9/23/2019	22
<i>Totals for Bay Area Barricade Serv.:</i>				<u>\$2,546.66</u>	<u>\$0.00</u>		<u>\$2,546.66</u>		
Best Best & Kreiger LLP									
Best Best & Kreiger LLP	858997	9/17/2019	9/17/2019	\$1,085.70	\$0.00		\$1,085.70	9/17/2019	28
Best Best & Kreiger LLP	858996	8/31/2019	8/31/2019	\$9,470.00	\$0.00		\$9,470.00	8/31/2019	45
Best Best & Kreiger LLP	856477	7/31/2019	7/31/2019	\$970.00	\$0.00		\$970.00	7/31/2019	76
<i>Totals for Best Best & Kreiger LLP:</i>				<u>\$11,525.70</u>	<u>\$0.00</u>		<u>\$11,525.70</u>		
CA Department of Justice									
CA Department of Justice	403653	9/5/2019	9/5/2019	\$49.00	\$0.00		\$49.00	9/5/2019	40
<i>Totals for CA Department of Justice:</i>				<u>\$49.00</u>	<u>\$0.00</u>		<u>\$49.00</u>		
CalPERS Retirement									
CalPERS Retirement	092219	9/25/2019	9/25/2019	\$14,718.64	\$0.00		\$14,718.64	9/25/2019	20

City of Clayton Open Invoice Report

Vendor Name	Invoice Number	Invoice Date	Post Date	Invoice Balance	Potential Discount	Discount Expires On	Net Amount Due	Invoice Due Date	Days Past Due
<i>Totals for CalPERS Retirement:</i>				<i>\$14,718.64</i>	<i>\$0.00</i>		<i>\$14,718.64</i>		
CCWD									
CCWD	C Series	9/11/2019	9/11/2019	\$66,120.57	\$0.00		\$66,120.57	9/11/2019	34
<i>Totals for CCWD:</i>				<i>\$66,120.57</i>	<i>\$0.00</i>		<i>\$66,120.57</i>		
Cintas Corporation									
Cintas Corporation	4031130799	9/26/2019	9/26/2019	\$48.88	\$0.00		\$48.88	9/26/2019	19
Cintas Corporation	4031639382	10/3/2019	10/3/2019	\$48.88	\$0.00		\$48.88	10/3/2019	12
<i>Totals for Cintas Corporation:</i>				<i>\$97.76</i>	<i>\$0.00</i>		<i>\$97.76</i>		
City of Antioch									
City of Antioch	100319	10/3/2019	10/3/2019	\$55.00	\$0.00		\$55.00	10/3/2019	12
<i>Totals for City of Antioch:</i>				<i>\$55.00</i>	<i>\$0.00</i>		<i>\$55.00</i>		
City of Concord									
City of Concord	80725	9/30/2019	9/30/2019	\$23,256.11	\$0.00		\$23,256.11	9/30/2019	15
City of Concord	80645	9/17/2019	9/17/2019	\$113.00	\$0.00		\$113.00	9/17/2019	28
<i>Totals for City of Concord:</i>				<i>\$23,369.11</i>	<i>\$0.00</i>		<i>\$23,369.11</i>		
Cole Supply Company									
Cole Supply Company	W349490	9/17/2019	9/17/2019	\$168.93	\$0.00		\$168.93	9/17/2019	28
<i>Totals for Cole Supply Company:</i>				<i>\$168.93</i>	<i>\$0.00</i>		<i>\$168.93</i>		
Comcast Business									
Comcast Business	093019	10/4/2019	10/4/2019	\$386.09	\$0.00		\$386.09	10/4/2019	11
<i>Totals for Comcast Business:</i>				<i>\$386.09</i>	<i>\$0.00</i>		<i>\$386.09</i>		
Contra Costa County - Office of the Sheriff									
Contra Costa County - Office of the Sheriff	CLPD-1908	9/17/2019	9/17/2019	\$330.00	\$0.00		\$330.00	9/17/2019	28
Contra Costa County - Office of the Sheriff	19/20 Clytn	9/11/2019	9/11/2019	\$8,770.00	\$0.00		\$8,770.00	9/11/2019	34
<i>Totals for Contra Costa County - Office of the Sheriff:</i>				<i>\$9,100.00</i>	<i>\$0.00</i>		<i>\$9,100.00</i>		
Contra Costa County Animal Svcs Dept									
Contra Costa County Animal Svcs Dept	ASD M6133	10/1/2019	10/1/2019	\$18,246.59	\$0.00		\$18,246.59	10/1/2019	14
<i>Totals for Contra Costa County Animal Svcs Dept:</i>				<i>\$18,246.59</i>	<i>\$0.00</i>		<i>\$18,246.59</i>		
Contra Costa County Police Chiefs' Assoc.									
Contra Costa County Police Chiefs' Assoc.	19-04	10/3/2019	10/3/2019	\$1,500.00	\$0.00		\$1,500.00	10/3/2019	12
<i>Totals for Contra Costa County Police Chiefs' Assoc.:</i>				<i>\$1,500.00</i>	<i>\$0.00</i>		<i>\$1,500.00</i>		
Contra Costa County Public Works Dept									
Contra Costa County Public Works Dept	702658	9/16/2019	9/16/2019	\$1,735.76	\$0.00		\$1,735.76	9/16/2019	29
<i>Totals for Contra Costa County Public Works Dept:</i>				<i>\$1,735.76</i>	<i>\$0.00</i>		<i>\$1,735.76</i>		

City of Clayton Open Invoice Report

Vendor Name	Invoice Number	Invoice Date	Post Date	Invoice Balance	Potential Discount	Discount Expires On	Net Amount Due	Invoice Due Date	Days Past Due
Contra Costa Family Justice Alliance									
Contra Costa Family Justice Alliance	2019CLT-03	9/17/2019	9/17/2019	\$200.00	\$0.00		\$200.00	9/17/2019	28
	<i>Totals for Contra Costa Family Justice Alliance:</i>			<u>\$200.00</u>	<u>\$0.00</u>		<u>\$200.00</u>		
Contra Costa Tractor Mobile Svc									
Contra Costa Tractor Mobile Svc	018142	9/23/2019	9/23/2019	\$275.00	\$0.00		\$275.00	9/23/2019	22
	<i>Totals for Contra Costa Tractor Mobile Svc:</i>			<u>\$275.00</u>	<u>\$0.00</u>		<u>\$275.00</u>		
CPS HR Consulting									
CPS HR Consulting	INV366963	9/26/2019	9/26/2019	\$5,048.94	\$0.00		\$5,048.94	9/26/2019	19
	<i>Totals for CPS HR Consulting:</i>			<u>\$5,048.94</u>	<u>\$0.00</u>		<u>\$5,048.94</u>		
CSI Forensic Supply									
CSI Forensic Supply	61590A	9/25/2019	9/25/2019	\$55.75	\$0.00		\$55.75	9/25/2019	20
	<i>Totals for CSI Forensic Supply:</i>			<u>\$55.75</u>	<u>\$0.00</u>		<u>\$55.75</u>		
Jeffrey Daley									
Jeffrey Daley	1073	9/27/2019	9/27/2019	\$11.38	\$0.00		\$11.38	9/27/2019	18
Jeffrey Daley	CAP0311	10/4/2019	10/4/2019	\$2,000.00	\$0.00		\$2,000.00	10/4/2019	11
	<i>Totals for Jeffrey Daley:</i>			<u>\$2,011.38</u>	<u>\$0.00</u>		<u>\$2,011.38</u>		
Dillon Electric Inc									
Dillon Electric Inc	3989	9/13/2019	9/13/2019	\$1,937.81	\$0.00		\$1,937.81	9/13/2019	32
	<i>Totals for Dillon Electric Inc:</i>			<u>\$1,937.81</u>	<u>\$0.00</u>		<u>\$1,937.81</u>		
Ashley Dordan									
Ashley Dordan	092119	10/3/2019	10/3/2019	\$500.00	\$0.00		\$500.00	10/3/2019	12
	<i>Totals for Ashley Dordan:</i>			<u>\$500.00</u>	<u>\$0.00</u>		<u>\$500.00</u>		
Entenmann-Rovin Co									
Entenmann-Rovin Co	0146798-IN	9/27/2019	9/27/2019	\$248.80	\$0.00		\$248.80	9/27/2019	18
	<i>Totals for Entenmann-Rovin Co:</i>			<u>\$248.80</u>	<u>\$0.00</u>		<u>\$248.80</u>		
Environtech Enterprises									
Environtech Enterprises	A001B-2B-19	8/28/2019	8/28/2019	\$9,900.00	\$0.00		\$9,900.00	8/28/2019	48
Environtech Enterprises	A001-A2-19	8/28/2019	8/28/2019	\$15,500.00	\$0.00		\$15,500.00	8/28/2019	48
Environtech Enterprises	A001-B1-19	8/28/2019	8/28/2019	\$13,900.00	\$0.00		\$13,900.00	8/28/2019	48
	<i>Totals for Environtech Enterprises:</i>			<u>\$39,300.00</u>	<u>\$0.00</u>		<u>\$39,300.00</u>		
Geoconsultants, Inc.									
Geoconsultants, Inc.	19033	9/16/2019	9/16/2019	\$1,546.50	\$0.00		\$1,546.50	9/16/2019	29
	<i>Totals for Geoconsultants, Inc.:</i>			<u>\$1,546.50</u>	<u>\$0.00</u>		<u>\$1,546.50</u>		
Globalstar LLC									
Globalstar LLC	10651174	9/16/2019	9/16/2019	\$108.40	\$0.00		\$108.40	9/16/2019	29

City of Clayton Open Invoice Report

Vendor Name	Invoice Number	Invoice Date	Post Date	Invoice Balance	Potential Discount	Discount Expires On	Net Amount Due	Invoice Due Date	Days Past Due
<i>Totals for Globalstar LLC:</i>				\$108.40	\$0.00		\$108.40		
Hammons Supply Company									
Hammons Supply Company	I108315	9/17/2019	9/17/2019	\$55.54	\$0.00		\$55.54	9/17/2019	28
<i>Totals for Hammons Supply Company:</i>				\$55.54	\$0.00		\$55.54		
Harris & Associates, Inc.									
Harris & Associates, Inc.	42458	6/30/2019	6/30/2019	\$5,787.50	\$0.00		\$5,787.50	9/25/2019	20
Harris & Associates, Inc.	42465	6/30/2019	6/30/2019	\$9,295.00	\$0.00		\$9,295.00	9/26/2019	19
<i>Totals for Harris & Associates, Inc.:</i>				\$15,082.50	\$0.00		\$15,082.50		
HUB Inter of CA Ins Svc									
HUB Inter of CA Ins Svc	07312019	7/15/2019	7/15/2019	\$171.38	\$0.00		\$171.38	7/15/2019	92
<i>Totals for HUB Inter of CA Ins Svc:</i>				\$171.38	\$0.00		\$171.38		
ICMA Retirement Corporation									
ICMA Retirement Corporation	092219	9/26/2019	9/26/2019	\$1,436.53	\$0.00		\$1,436.53	9/26/2019	19
<i>Totals for ICMA Retirement Corporation:</i>				\$1,436.53	\$0.00		\$1,436.53		
J&R Floor Services									
J&R Floor Services	Nine 2019	10/1/2019	10/1/2019	\$4,850.00	\$0.00		\$4,850.00	10/1/2019	14
<i>Totals for J&R Floor Services:</i>				\$4,850.00	\$0.00		\$4,850.00		
LarryLogic Productions									
LarryLogic Productions	1839	10/2/2019	10/2/2019	\$330.00	\$0.00		\$330.00	10/2/2019	13
<i>Totals for LarryLogic Productions:</i>				\$330.00	\$0.00		\$330.00		
Michelle & Brendan Lathrop									
Michelle & Brendan Lathrop	CAP0334	10/7/2019	10/7/2019	\$1,344.50	\$0.00		\$1,344.50	10/7/2019	8
<i>Totals for Michelle & Brendan Lathrop:</i>				\$1,344.50	\$0.00		\$1,344.50		
MPA									
MPA	M2003-2	10/1/2019	10/1/2019	\$61,151.00	\$0.00		\$61,151.00	10/15/2019	0
<i>Totals for MPA:</i>				\$61,151.00	\$0.00		\$61,151.00		
Mt Diablo Landscape Centers Inc									
Mt Diablo Landscape Centers Inc	537882	9/23/2019	9/23/2019	\$440.11	\$0.00		\$440.11	9/23/2019	22
Mt Diablo Landscape Centers Inc	537769	9/23/2019	9/23/2019	\$130.39	\$0.00		\$130.39	9/23/2019	22
<i>Totals for Mt Diablo Landscape Centers Inc:</i>				\$570.50	\$0.00		\$570.50		
Nationwide									
Nationwide	092219	9/25/2019	9/25/2019	\$500.00	\$0.00		\$500.00	9/25/2019	20
<i>Totals for Nationwide:</i>				\$500.00	\$0.00		\$500.00		
NBS Govt. Finance Group									

City of Clayton Open Invoice Report

Vendor Name	Invoice Number	Invoice Date	Post Date	Invoice Balance	Potential Discount	Discount Expires On	Net Amount Due	Invoice Due Date	Days Past Due
NBS Govt. Finance Group	9190000413	9/27/2019	9/27/2019	\$1,200.00	\$0.00		\$1,200.00	9/27/2019	18
NBS Govt. Finance Group	9190000176	10/1/2019	10/1/2019	\$4,788.30	\$0.00		\$4,788.30	10/1/2019	14
<i>Totals for NBS Govt. Finance Group:</i>				<i>\$5,988.30</i>	<i>\$0.00</i>		<i>\$5,988.30</i>		
Paychex									
Paychex	2019092301	9/25/2019	9/25/2019	\$201.74	\$0.00		\$201.74	9/25/2019	20
<i>Totals for Paychex:</i>				<i>\$201.74</i>	<i>\$0.00</i>		<i>\$201.74</i>		
Paysafe Payment Processing									
Paysafe Payment Processing	093019	9/30/2019	9/30/2019	\$222.94	\$0.00		\$222.94	10/2/2019	13
Paysafe Payment Processing	093019	9/30/2019	9/30/2019	\$119.31	\$0.00		\$119.31	10/2/2019	13
<i>Totals for Paysafe Payment Processing:</i>				<i>\$342.25</i>	<i>\$0.00</i>		<i>\$342.25</i>		
PG&E									
PG&E	071919	9/17/2019	9/17/2019	\$20,563.25	\$0.00		\$20,563.25	10/4/2019	11
<i>Totals for PG&E:</i>				<i>\$20,563.25</i>	<i>\$0.00</i>		<i>\$20,563.25</i>		
Pond M Solutions									
Pond M Solutions	571	8/31/2019	8/31/2019	\$650.00	\$0.00		\$650.00	8/31/2019	45
Pond M Solutions	570	7/31/2019	7/31/2019	\$650.00	\$0.00		\$650.00	7/31/2019	76
Pond M Solutions	569	6/30/2019	6/30/2019	\$650.00	\$0.00		\$650.00	6/30/2019	107
<i>Totals for Pond M Solutions:</i>				<i>\$1,950.00</i>	<i>\$0.00</i>		<i>\$1,950.00</i>		
Renewal by Andersen of San Francisco									
Renewal by Andersen of San Francisco	060519	9/24/2019	9/24/2019	\$200.00	\$0.00		\$200.00	9/24/2019	21
<i>Totals for Renewal by Andersen of San Francisco:</i>				<i>\$200.00</i>	<i>\$0.00</i>		<i>\$200.00</i>		
Riso Products of Sacramento									
Riso Products of Sacramento	200042	9/19/2019	9/19/2019	\$126.82	\$0.00		\$126.82	9/19/2019	26
Riso Products of Sacramento	200409	10/1/2019	10/1/2019	\$106.09	\$0.00		\$106.09	10/1/2019	14
<i>Totals for Riso Products of Sacramento:</i>				<i>\$232.91</i>	<i>\$0.00</i>		<i>\$232.91</i>		
Roto-Rooter Sewer/Drain Service									
Roto-Rooter Sewer/Drain Service	50821246184	9/27/2019	9/27/2019	\$724.77	\$0.00		\$724.77	9/27/2019	18
<i>Totals for Roto-Rooter Sewer/Drain Service:</i>				<i>\$724.77</i>	<i>\$0.00</i>		<i>\$724.77</i>		
Site One Landscape Supply, LLC									
Site One Landscape Supply, LLC	94076782-001	9/10/2019	9/10/2019	\$1,071.68	\$0.00		\$1,071.68	9/10/2019	35
<i>Totals for Site One Landscape Supply, LLC:</i>				<i>\$1,071.68</i>	<i>\$0.00</i>		<i>\$1,071.68</i>		
Sprint Comm (PD)									
Sprint Comm (PD)	703335311-214	9/29/2019	9/29/2019	\$733.49	\$0.00		\$733.49	9/29/2019	16
<i>Totals for Sprint Comm (PD):</i>				<i>\$733.49</i>	<i>\$0.00</i>		<i>\$733.49</i>		
Stericycle Inc									

City of Clayton Open Invoice Report

Vendor Name	Invoice Number	Invoice Date	Post Date	Invoice Balance	Potential Discount	Discount Expires On	Net Amount Due	Invoice Due Date	Days Past Due
Stericycle Inc	3004830581	10/1/2019	10/1/2019	\$180.38	\$0.00		\$180.38	10/1/2019	14
<i>Totals for Stericycle Inc:</i>				<u>\$180.38</u>	<u>\$0.00</u>		<u>\$180.38</u>		
Wally's Rental Center, Inc.									
Wally's Rental Center, Inc.	202412-3	9/13/2019	9/13/2019	\$133.97	\$0.00		\$133.97	9/13/2019	32
<i>Totals for Wally's Rental Center, Inc.:</i>				<u>\$133.97</u>	<u>\$0.00</u>		<u>\$133.97</u>		
Waraner Brothers Tree Service									
Waraner Brothers Tree Service	417	9/24/2019	9/24/2019	\$675.00	\$0.00		\$675.00	9/24/2019	21
Waraner Brothers Tree Service	419	9/24/2019	9/24/2019	\$450.00	\$0.00		\$450.00	9/24/2019	21
Waraner Brothers Tree Service	418	9/24/2019	9/24/2019	\$1,125.00	\$0.00		\$1,125.00	9/24/2019	21
Waraner Brothers Tree Service	14885	9/23/2019	9/23/2019	\$562.50	\$0.00		\$562.50	9/23/2019	22
Waraner Brothers Tree Service	14884	9/23/2019	9/23/2019	\$1,200.00	\$0.00		\$1,200.00	9/23/2019	22
Waraner Brothers Tree Service	14883	9/23/2019	9/23/2019	\$600.00	\$0.00		\$600.00	9/23/2019	22
Waraner Brothers Tree Service	14882	9/23/2019	9/23/2019	\$2,700.00	\$0.00		\$2,700.00	9/23/2019	22
Waraner Brothers Tree Service	14881	9/23/2019	9/23/2019	\$1,050.00	\$0.00		\$1,050.00	9/23/2019	22
Waraner Brothers Tree Service	14826	9/23/2019	9/23/2019	\$562.50	\$0.00		\$562.50	9/23/2019	22
Waraner Brothers Tree Service	14825	8/20/2019	8/20/2019	\$1,800.00	\$0.00		\$1,800.00	8/20/2019	56
<i>Totals for Waraner Brothers Tree Service:</i>				<u>\$10,725.00</u>	<u>\$0.00</u>		<u>\$10,725.00</u>		
Workers.com									
Workers.com	125893	9/27/2019	9/27/2019	\$6,104.76	\$0.00		\$6,104.76	9/27/2019	18
Workers.com	125835	9/20/2019	9/20/2019	\$6,063.31	\$0.00		\$6,063.31	9/20/2019	25
<i>Totals for Workers.com:</i>				<u>\$12,168.07</u>	<u>\$0.00</u>		<u>\$12,168.07</u>		
GRAND TOTALS:				\$346,051.24	\$0.00		\$346,051.24		

CASH REQUIREMENTS

(Prior to Processing)

CASH REQUIRED FOR NEGOTIABLE CHECKS &/OR ELECTRONIC FUNDS TRANSFERS (EFT) FOR CHECK DATE 10/09/19: \$95,757.25

TRANSACTION SUMMARY

SUMMARY BY TRANSACTION TYPE -	TOTAL ELECTRONIC FUNDS TRANSFER (EFT)	95,757.25
	CASH REQUIRED FOR NEGOTIABLE CHECKS &/OR EFT	95,757.25
	TOTAL REMAINING DEDUCTIONS / WITHHOLDINGS / LIABILITIES	10,608.47
	CASH REQUIRED FOR CHECK DATE 10/09/19	106,365.72

TRANSACTION DETAIL

ELECTRONIC FUNDS TRANSFER - *Your financial institution will initiate transfer to Paychex at or after 12:01 A.M. on transaction date.*

<u>TRANS. DATE</u>	<u>BANK NAME</u>	<u>ACCOUNT NUMBER</u>	<u>PRODUCT</u>	<u>DESCRIPTION</u>		BANK DRAFT AMOUNTS & OTHER TOTALS
10/08/19	BANK OF AMERICA, NA	xxxxxx4799	Direct Deposit	Net Pay Allocations	73,808.55	
10/08/19	BANK OF AMERICA, NA	xxxxxx4799	Direct Deposit	Deductions with Direct Deposit	663.50	74,472.05
10/08/19	BANK OF AMERICA, NA	xxxxxx4799	Readychex®	Check Amounts	693.46	693.46
10/08/19	BANK OF AMERICA, NA	xxxxxx4799	Garnishment	Employee Deductions	179.18	179.18
				EFT FOR 10/08/19		75,344.69
10/09/19	BANK OF AMERICA, NA	xxxxxx4799	Taxpay®	Employee Withholdings		
				Social Security	425.42	
				Medicare	1,436.77	
				Fed Income Tax	11,989.27	
				CA Income Tax	4,619.24	
				Total Withholdings	18,470.70	
				Employer Liabilities		
				Social Security	425.42	
				Medicare	1,380.66	
				Fed Unemploy	18.95	
				CA Unemploy	113.67	
				CA Emp Train	3.16	
				Total Liabilities	1,941.86	20,412.56
				EFT FOR 10/09/19		20,412.56
				TOTAL EFT		95,757.25

CASH REQUIREMENTS

CASH REQUIRED FOR NEGOTIABLE CHECKS &/OR ELECTRONIC FUNDS TRANSFERS (EFT) FOR CHECK DATE 09/25/19: \$80,981.94

TRANSACTION SUMMARY

SUMMARY BY TRANSACTION TYPE -	TOTAL ELECTRONIC FUNDS TRANSFER (EFT)	80,981.94	
	CASH REQUIRED FOR NEGOTIABLE CHECKS &/OR EFT	80,981.94	
	TOTAL REMAINING DEDUCTIONS / WITHHOLDINGS / LIABILITIES	12,557.60	
	CASH REQUIRED FOR CHECK DATE 09/25/19	93,539.54	

TRANSACTION DETAIL

ELECTRONIC FUNDS TRANSFER - Your financial institution will initiate transfer to Paychex at or after 12:01 A.M. on transaction date.

<u>TRANS. DATE</u>	<u>BANK NAME</u>	<u>ACCOUNT NUMBER</u>	<u>PRODUCT</u>	<u>DESCRIPTION</u>		BANK DRAFT AMOUNTS & OTHER TOTALS
09/24/19	BANK OF AMERICA, NA	xxxxxx4799	Direct Deposit	Net Pay Allocations	63,864.29	
09/24/19	BANK OF AMERICA, NA	xxxxxx4799	Direct Deposit	Deductions with Direct Deposit	663.50	64,527.79
09/24/19	BANK OF AMERICA, NA	xxxxxx4799	Readychex®	Check Amounts	341.70	341.70
09/24/19	BANK OF AMERICA, NA	xxxxxx4799	Garnishment	Employee Deductions	179.18	179.18
				EFT FOR 09/24/19		65,048.67
09/25/19	BANK OF AMERICA, NA	xxxxxx4799	Taxpay®	Employee Withholdings		
				Social Security	332.67	
				Medicare	1,239.04	
				Fed Income Tax	9,116.96	
				CA Income Tax	3,635.04	
				Total Withholdings	14,323.71	
				Employer Liabilities		
				Social Security	332.68	
				Medicare	1,239.03	
				Fed Unemploy	5.29	
				CA Unemploy	31.68	
				CA Emp Train	0.88	
				Total Liabilities	1,609.56	15,933.27
				EFT FOR 09/25/19		15,933.27
				TOTAL EFT		80,981.94

\$ 80,981.94
 - 36.94
 + 2012.74

 \$ 82,957.74

CASH REQUIREMENTS

CASH REQUIRED FOR NEGOTIABLE CHECKS &/OR ELECTRONIC FUNDS TRANSFERS (EFT) FOR CHECK DATE 09/25/19: \$-36.94

TRANSACTION SUMMARY

SUMMARY BY TRANSACTION TYPE -	TOTAL ELECTRONIC FUNDS TRANSFER (EFT)	-36.94
	CASH REQUIRED FOR NEGOTIABLE CHECKS &/OR EFT	<u>-36.94</u>
	TOTAL VOIDS	-746.66
	CASH REQUIRED BEFORE REMAINING D / W / L	-783.60
	TOTAL REMAINING DEDUCTIONS / WITHHOLDINGS / LIABILITIES	<u>-2,529.27</u>
	CASH REQUIRED FOR CHECK DATE 09/25/19	<u>-3,312.87</u>

TRANSACTION DETAIL

ELECTRONIC FUNDS TRANSFER - Your financial institution will initiate transfer to Paychex at or after 12:01 A.M. on transaction date.

<u>TRANS. DATE</u>	<u>BANK NAME</u>	<u>ACCOUNT NUMBER</u>	<u>PRODUCT</u>	<u>DESCRIPTION</u>	<u>BANK DRAFT AMOUNTS & OTHER TOTALS</u>
09/30/19	BANK OF AMERICA, NA	xxxxxx4799	Taxpay@	Employee Withholdings	
				Medicare	-18.47
				Total Withholdings	<u>-18.47</u>
				Employer Liabilities	
				Medicare	-18.47
				Total Liabilities	<u>-18.47</u>
				EFT FOR 09/30/19	-36.94
				TOTAL EFT	-36.94

VOIDS - Refer to your payroll journal for more information on these voided check amounts.

<u>TRANS. DATE</u>	<u>BANK NAME</u>	<u>ACCOUNT NUMBER</u>	<u>PRODUCT</u>	<u>DESCRIPTION</u>	<u>TOTAL</u>
09/25/19	Refer to your records for account Information		Payroll	Voided Check Amounts	
				Direct Deposit #100899	-746.66
				Direct Deposits	<u>-746.66</u>
				Voided Transactions Subtotal	-746.66
				TOTAL VOIDS	-746.66

REMAINING DEDUCTIONS / WITHHOLDINGS / LIABILITIES - Paychex does not remit these funds. You must ensure accurate and timely payment of applicable items.

<u>TRANS. DATE</u>	<u>BANK NAME</u>	<u>ACCOUNT NUMBER</u>	<u>PRODUCT</u>	<u>DESCRIPTION</u>	<u>TOTAL</u>
09/25/19	Refer to your records for account Information		Payroll	Employee Deductions	
				1959 Surv. Ben.	-0.93
				414h2 EE PD ER Cont.	-185.72
				414h2 Pretax	-2,133.94
				Health Prem Pretax	-85.18

CASH REQUIREMENTS

CASH REQUIRED FOR NEGOTIABLE CHECKS &/OR ELECTRONIC FUNDS TRANSFERS (EFT) FOR CHECK DATE 09/27/19: \$2,012.74

TRANSACTION SUMMARY

SUMMARY BY TRANSACTION TYPE -	TOTAL ELECTRONIC FUNDS TRANSFER (EFT)	2,012.74
	CASH REQUIRED FOR NEGOTIABLE CHECKS &/OR EFT	2,012.74
	TOTAL REMAINING DEDUCTIONS / WITHHOLDINGS / LIABILITIES	1,356.26
	CASH REQUIRED FOR CHECK DATE 09/27/19	3,369.00

TRANSACTION DETAIL

ELECTRONIC FUNDS TRANSFER - *Your financial institution will initiate transfer to Paychex at or after 12:01 A.M. on transaction date.*

<u>TRANS. DATE</u>	<u>BANK NAME</u>	<u>ACCOUNT NUMBER</u>	<u>PRODUCT</u>	<u>DESCRIPTION</u>		BANK DRAFT AMOUNTS & OTHER TOTALS
09/27/19	BANK OF AMERICA, NA	xxxxxx4799	Direct Deposit	Net Pay Allocations	1,759.01	
09/27/19	BANK OF AMERICA, NA	xxxxxx4799	Direct Deposit	Deductions with Direct Deposit	123.50	1,882.51
				EFT FOR 09/27/19		1,882.51
09/30/19	BANK OF AMERICA, NA	xxxxxx4799	Taxpay®	Employee Withholdings		
				Medicare	18.47	
				Fed Income Tax	28.01	
				CA Income Tax	9.15	
				Total Withholdings	55.63	
				Employer Liabilities		
				Medicare	74.60	
				Total Liabilities	74.60	130.23
				EFT FOR 09/30/19		130.23
				TOTAL EFT		2,012.74

REMAINING DEDUCTIONS / WITHHOLDINGS / LIABILITIES - *Paychex does not remit these funds. You must ensure accurate and timely payment of applicable items.*

<u>TRANS. DATE</u>	<u>BANK NAME</u>	<u>ACCOUNT NUMBER</u>	<u>PRODUCT</u>	<u>DESCRIPTION</u>		<u>TOTAL</u>
09/27/19	Refer to your records for account	Information	Payroll	Employee Deductions		
				1959 Surv. Ben.	0.93	
				414h2 EE PD ER Cont.	16.99	
				414h2 Pretax	506.50	
				Advance	746.66	
				Health Prem Pretax	85.18	
				Total Deductions	1,356.26	
				TOTAL REMAINING DEDUCTIONS / WITHHOLDINGS / LIABILITIES		1,356.26



Agenda Date: 10-15-2019

Agenda Item: 4C

Approved:

Joseph A. Sbranti
City Manager

AGENDA REPORT

TO: HONORABLE MAYOR AND COUNCILMEMBERS
FROM: SCOTT ALMAN, CITY ENGINEER
DATE: October 15, 2019
SUBJECT: APPROVE THE OCTOBER 2019 CITY OF CLAYTON REVISED SEWER SYSTEM MANAGEMENT PLAN (SSMP)

RECOMMENDATION

Staff recommends that the City Council approve the October 2019 revised Sewer System Management Plan (SSMP).

BACKGROUND

The State Water Resources Control Board (SWRCB) adopted the Statewide General Waste Discharge Regulations (WDR) and Monitoring and Reporting Program (MRP) in 2006 to regulate wastewater collection system management and revised the MRP in 2013. The WDR applies to all public agencies in California that own or operate collection systems with more than one mile of pipe or sewer lines that convey untreated wastewater to a publicly owned treatment facility. One of the requirements of the WDR is that each such agency prepare and approve a sewer system management plan, or SSMP. The WDR also requires that agencies revise their SSMP whenever there are significant changes in operations, as well as review and update their SSMP every five years. Revised SSMPs need to be approved by governing boards or councils at a public meeting to ensure that the public has the opportunity to comment and provide input into the agency's system management.

Under the City's Sewer Operation & Maintenance agreement with City of Concord, Concord staff previously prepared these SSMP reports for the entire Concord/Clayton collection system. During a Regional Board audit, last year, the Board required that the two collection systems be segregated and reported separately. This is the first SSMP that Clayton has prepared for its sewer collection system.

The five year update of the City's October 2014 SSMP to reflect current operations is due this calendar year and the City has now completed the update with assistance from Humphrey Consulting.

DISCUSSION

As explained above, the City is required to update and revise its SSMP since it has been five years since the it was last completed. Consequently, the City employed the services of a technical expert who worked with the City Engineer and the City of Concord's staff that work on the operations and maintenance of Clayton's sewer system to revise the SSMP so it reflects the current practices and plans regarding Clayton's system.

FISCAL IMPACT

There is no direct fiscal impact as a result of approval of this SSMP. This revised SSMP reflects the current operations and management of the City's sewer system and there are no additional expenses to the City that result from its approval.

CONCLUSION

The required revision of the City's SSMP is now complete. Therefore, staff recommends approval of this revised October 2019 SSMP in order to comply with applicable state regulations.

Attachments: 1. Resolution [2pp.]
 2. SSMP [2 pp.]

RESOLUTION NO. XX-2019

**A RESOLUTION APPROVING THE
CLAYTON OCTOBER 2019 REVISED SEWER SYSTEM MANAGEMENT PLAN (SSMP)**

**THE CITY COUNCIL
City of Clayton, California**

WHEREAS, the City of Clayton owns a sanitary sewer collection system of pipes and manholes for the purpose of collecting and conveying sewage from properties within the City of Clayton to the Central Contra Costs Sanitary District Sewage Treatment Plant for proper treatment and disposal; and

WHEREAS, in May 2006 the State Water Resources Control Board adopted Statewide Sanitary Sewer System Waste Discharge Regulations (WDR) including Monitoring and Reporting Programs (MRP) for all sanitary sewer collection systems greater than one mile and discharging to a publically owned sewage treatment facility with the goals of providing unified statewide requirements for reporting and tracking of sanitary sewer overflows, establishing consistent and uniform requirements across the State and establishing consistent requirements for the development and implementation of Sanitary Sewer Management Plans for all enrolled sanitary sewer collection systems; and

WHEREAS, the WDR required that an enrolled sanitary sewer collection system prepare and implement a Sanitary Sewer Management Plan (SSMP) that provides for adequate resources for the proper management, operation, maintenance and capacity assurance of the collection system to reduce or eliminate sanitary sewer overflows; and

WHEREAS, the State Water Resources Control Board Executive Officer on July 26, 2013 issued Order No. WQ 2013-0058-EXEC amending Monitoring and Reporting Programs for Statewide General Waste Discharge Requirements for Sanitary Sewer Systems effective September 9, 2013 applicable to all sanitary sewer collection system enrolled under the Waste Discharge Regulations; and

WHEREAS, Clayton caused the previous Sanitary Sewer Management Plan to be prepared by the City of Concord in October 2014, as then required; and

WHEREAS, the State Water Resources Control Board has recently determined that from 2019 onward Clayton must prepare a separate SSMP for its sewer collection system separate from the City of Concord;

WHEREAS, the amended MRP requires that the City revise its Sanitary Sewer Management Plan whenever there are significant changes to operations or at least once every five years and the five-year period for reporting has elapsed.

NOW THEREFORE, BE IT RESOLVED that the City Council of the City of Clayton, California does hereby approve, as of the date of adoption of this Resolution, the October 2019 revised City of Clayton SSMP;

BE IT FURTHER RESOLVED that City Council hereby directs the City Engineer to have the SSMP posted on the City's website to allow public access to it.

PASSED, APPROVED and ADOPTED by the City Council of Clayton, California at a regular public meeting thereof held on the 15th day of October 2019 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

THE CITY COUNCIL OF CLAYTON, CA

Tujia Catalano, Mayor

ATTEST:

Janet Calderon, City Clerk



City of Clayton

Sewer System Management Plan

October 2019

CIWQS WDID: 2SSO18102

City Council Adoption: October 15, 2019

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APPENDICES

Appendix A	Log of SSMP Changes
Appendix B	Sewer System Management Plan Adoption Documents
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List of Abbreviations and Acronyms

ADWF	Average Dry Weather Flow
AWWF	Average Wet Weather Flow
BACWA	Bay Area Clean Water Agencies
BMP	Best Management Practices
CCCSD	Central Contra Costa Sanitary District
CIP	Capital Improvement Program
CMC	Concord Municipal Code
CWA	Clean Water Act
CWEA	California Water Environment Association
CIWQS	California Integrated Water Quality System
DS	Data Submitter (CIWQS System)
DWQ	State Water Resources Control Board, Division of Water Quality
FOG	Fats, Oils, and Grease
FY	Fiscal Year
GIS	Geographic Information System
GPM	Gallons per Minute
GPS	Gallons per Second
GRD	Grease Removal Devices
GWDR	General Waste Discharge Requirements
HDPE	High Density Polyethylene
HP	Horsepower
JPA	Joint Powers Agreement
LRO	Legally Responsible Office (CIWQS reporting)
MGD	Million Gallons Per Day
MRP	Monitoring and Reporting Program
NOI	Notice of Intent
NOV	Notice of Violation
NPDES	National Pollution Discharge and Elimination System
NWS	Naval Weapons Station
OES	Office of Emergency Services
OSHA	Occupational Safety Hazard Association

PSL	Private Sewer Lateral
PLSD	Private Sewer Lateral Discharge
PVC	Polyvinyl Chloride
RWQCB	Regional Water Quality Control Board (SF Bay Region)
SSMP	Sewer System Management Plan
SSO	Sanitary Sewer Overflow
SWRCB	State of California Water Resources Control Board (State Water Board)
USA	Underground Service Alert
WDID	Waste Discharge Identification Number
WDR	Waste Discharge Requirements
VCP	Vitrified Clay Pipes

Introduction

In 2004, the San Francisco Bay Regional Water Quality Control Board (RWCB) indicated its intent to implement new regulations to uniformly monitor sanitary sewer overflows (SSOs). Also envisioned was some type of collection system management plan, which all agencies would be required to develop.

The Bay Area Clean Water Agencies (BACWA), with a broad base of collection system management experience, worked collaboratively with the Regional Water Board to develop a system which would meet the needs of the regulators while retaining a commonsense approach to the practicalities of managing sewage collection systems. BACWA representatives and staff from the Regional Water Board developed an outline of the key elements of a sewer system management plan (SSMP), an electronic reporting system for SSOs, and an implementation schedule for both of those items. BACWA-sponsored training was provided for all collection system agencies in this area prior to the Regional Water Board implementing this new program beginning in January 2005.

On May 2, 2006, the State Water Resources Control Board (SWRCB) adopted new statewide SSO requirements, including a new electronic reporting system and a requirement for sanitary sewer collection system agencies to develop SSMPs. These new General Waste Discharge Requirements (GWDR, or WDR) are applicable to all federal and state agencies, municipalities, counties, districts, and other public entities that own or operate sanitary sewer systems greater than one mile in length that collect and/or convey untreated or partially treated wastewater to a publicly-owned treatment facility in the State of California. The elements of the SSMP are similar to, but not the same as, the elements previously required by the Regional Water Board.

As mentioned above, the State Water Resources Control Board (SWRCB) has issued Statewide Waste Discharge Requirements for sanitary sewer systems, which include requirements for development of an SSMP. The State Water Board requirements are outlined in Order No. 2006-0003-DWQ, Statewide General Waste Discharge Requirements for Sanitary Sewer Systems, dated May 2, 2006 (SSO WDR), and amended by Order No. 2013-0058-EXEC, dated July 30, 2013. This SSMP is organized by the SWRCB outline of elements; and contains quoted language taken from the SSO WDR and shown in the gray box at that beginning of each element. The SSO WDR uses the term “Enrollee” to mean each individual municipal wastewater agency that has completed and submitted the required application for coverage under the WDR (in this case, the Enrollee is the City of Clayton).

Effective September 9, 2013, the SWRCB amended the Monitoring and Reporting Program by Executive Order WQ-2013-0058-EXE that modified the categories of SSOs, notification and recordkeeping requirements and instituted new requirements for a Technical Report and Water Quality Monitoring Plan for SSO greater than 50,000 gallons reaching waters.

Another requirement of the WDR is that SSMPs must be revised whenever there are significant operational or plan changes, or at least every five years even if there are no significant changes.

The District's waste discharger identification number (WDID) in the California Integrated Water Quality System (CIWQS) is 2SSO18102.

Historical Regulatory Documents Associated with the WDR:

Regional Water Board Letter of 11/15/2004
Outlining New Requirements for Reporting
Sanitary Sewer Overflows (SSOs)

Regional Water Board Letter of 07/07/2005
Outlining New Requirements for Preparing
Sewer System Management Plans (SSMPs)

State Water Board Order No. 2006-003-DWQ,
Statewide General Waste Discharge
Requirements for Sanitary Sewer Systems

Regional Water Board Letter of 09/29/2006
Discussing Impact of State Water Board
Order No. 2006-003-DWQ

State Water Board Amendment of
Monitoring and Reporting Requirements
For Order No. 2006-003-DWQ (02/20/2008)

Regional Water Board Letter of 05/01/2008
With New Reporting Requirements for SSOs
That Discharge to Drainage Channels or
Surface Waters

Regional Water Board Letter dated October 3, 2012
Discontinuation of Requirements for Annual
Reports of SSOs and Annual SSMP Audits,
Effectively Rescinding November 2004 and July
2005 orders

State Water Board Order No. 2013-0058-EXEC,
Amending Monitoring And Reporting Program For
Statewide General Waste Discharge Requirements For
Sanitary Sewer Systems effective September 9, 2013

System Overview

The City of Clayton is located approximately 30 miles east of San Francisco. The City covers four (4) square miles, and with an estimated 2014 population of 11,200 residents, and is located in Contra Costa County. The City has 3833 connections and 83% of those are residences. The City of Concord provides collection system maintenance services to the City of Clayton’s collection system lines through an agreement between the parties dated as of December 18, 1991. Figure 1 provides a plan showing the service areas of these three areas.

The City of Concord operates and maintains a wastewater collection and conveyance system serving both Concord and Clayton ("maintenance service area"). The estimated collection system infrastructure within the City of Clayton is provided in Table 1 below.

Table 1 Clayton Service Area Infrastructure Estimates

Asset	Number*
Pipelines, estimated miles	45
Manholes, each	1,000
Pump Stations, each	0
Siphons, each	0

* Figures are estimated, as of October 2019.

Sewage discharged in the maintenance service area previously flowed by gravity to Concord’s Sewage Pump Station, which was located adjacent to Water World. The sewage from that station was then pumped under the Walnut Creek Flood Control Channel and under Galaxy Way to the Central Contra Costa Sanitary District (CCCSD) 78-inch diameter A-Line located on the east side of I-680. That station was decommissioned in 2009 and since that time all sewage from the service area flows by gravity to the CCCSD treatment plant from the old pump station site.

Concord owns one trunk main in Clayton and also maintains the smaller Clayton-owned collector lines. Almost one half of the collection system is comprised of PVC pipes, and about one quarter of the lines are vitrified clay (VCP) with rubber gasketed joints. Current maintenance service area standards require all new sewer mains to be at least 8 inches in diameter. Tables 2 to 4 provide a breakdown of the Clayton piping system by size, pipe materials and age, according to Concord's database. Clayton thinks most of the "unknown" diameter pipes in Clayton are 8 inches diameter, and also believes that many of the supposed 31% of 6 inch lines are actually 8 inches as well, and encourages Concord to update its database and system information.

Table 2 Inventory of Sewer Lines by Size

Pipe Size	Clayton	Clayton
Inches	Linear Feet	Percent
6	74,168	31.62%
8	65,101	27.75%
9	0	0.00%
10	1,973	0.84%
12	3,306	1.41%
15	4,092	1.74%
16	0	0.00%
18	3,925	1.67%
19	287	0.12%
20	0	0%
21	0	0%
24	0	0%
27	0	0%
30	0	0%
33	0	0%
36	0	0%
39	0	0%
42	0	0%
54	0	0%
72	0	0%
78	0	0%
Unknown	81,734	34.84%
Totals	234,586	100%
	44.43 mi	

Table 3 Inventory Sewer Lines by Material Type – City of Clayton

Pipe Material	Clayton	Clayton
	Linear Feet	Percent
ABS	213	0.09
ACP	60,253	25.68
DIP	3,105	1.32
Pipe Burst Plastic	0	0
PVC	99,677	42.49
VCP	55,449	23.64
Unknown	15,900	6.78
Total	234,597	100
	44.43 mi	

Table 4 Inventory of Sewer Lines by Pipe Age

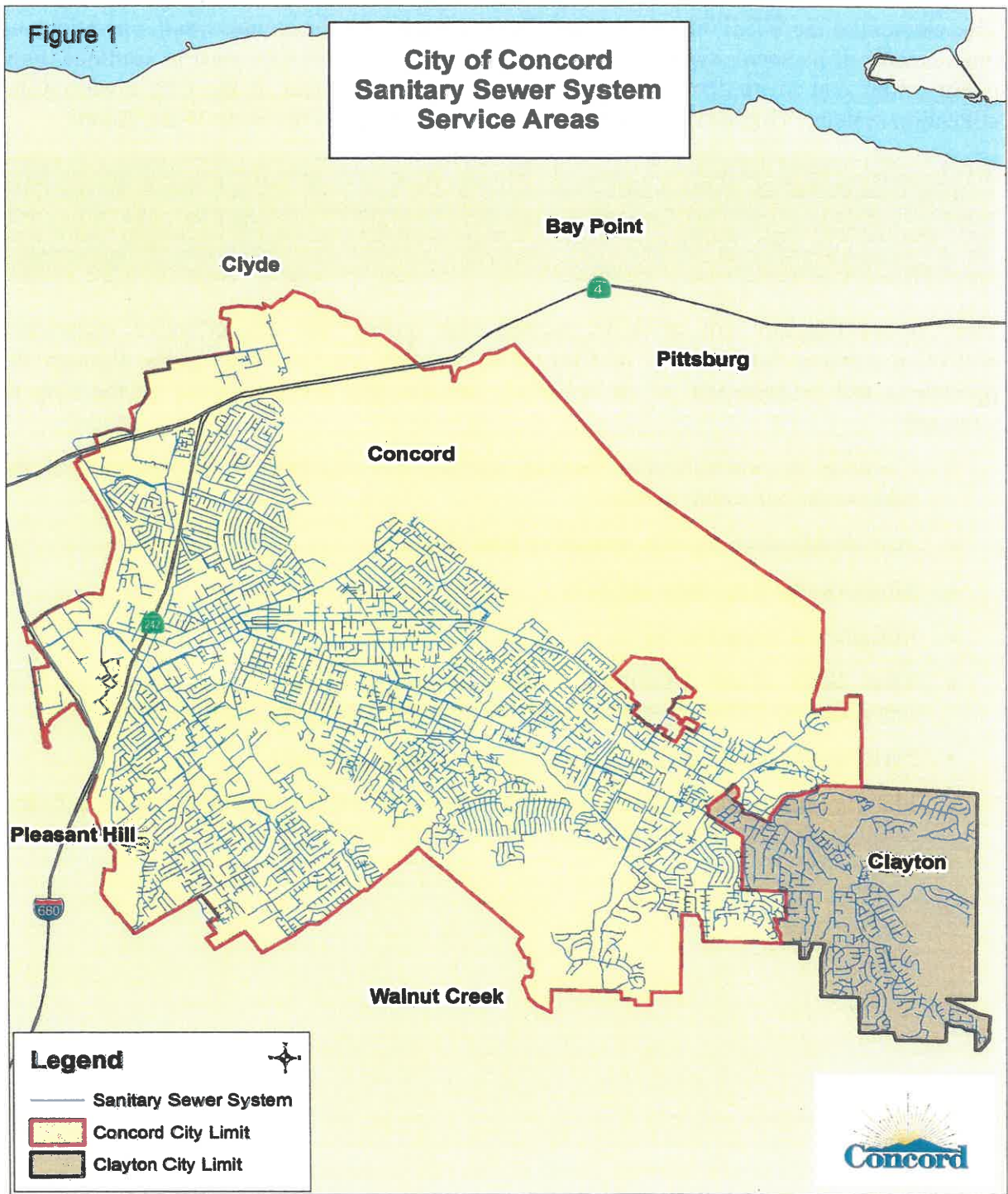
Age, Years	Construction Period	Percent of System
0-19	2000 - current	7
20 – 39	1980 – 1999	29
40 – 59	1960 – 1979	25
60 – 79	1940 – 1959	31
80 - 99	1920 – 1939	5
100- 119	1900 – 1119	3

Tables 2 above includes a significant percentage of unknown pipe sizes and Table 3 has a lesser percentage of unknown pipe materials. Concord collections staff should complete the identification of all pipe sizes and pipe materials in the future if and when they have the ability and time to do so. All Clayton lines were constructed post-1960, so no Clayton-owned lines are older than 59 years.

Future Expansion of Clayton Collection System

It is anticipated that the maintenance service area will continue to expand both by infill and also by annexations in Clayton, including about 290 potential new units in the Marsh Creek Road Specific Plan area, south and east of the City.

Figure 1 City of Clayton and Concord Sanitary Sewer System Service Areas



Element 1: Goals

This element of the SSMP identifies goals the City has set for the management, operation and maintenance of its sewer system. These goals provide focus for City staff to continue high-quality work and to implement improvement in the management of the City's wastewater collection system. This section fulfills the Goals requirement of the State Water Board.

State Water Board Requirement: The goal of the SSMP is to provide a plan and schedule to properly manage, operate, and maintain all parts of the sanitary sewer system. This will help reduce and prevent SSOs, as well as mitigate any SSOs that occur.

The City of Clayton will strive to provide high quality and cost-effective wastewater collection services for the City of Clayton by meeting the following goals, through the operations and management of its collection services that are contracted to the City of Concord:

- Continue to professionally manage, operate and maintain all components of the wastewater collection system.
- Provide adequate capacity to convey peak flows.
- Minimize the frequency of SSOs.
- Mitigate the impact of SSOs.
- Meet State Water Resources Control Board (SWRCB) requirements for SSO reporting and SSMP development, implementation, auditing, and updating.
- Perform all maintenance activities in a cost-effective manner.
- Identify, prioritize, and continuously repair and replace deteriorated or deficient sewer system facilities to maintain reliability and system capacity.

Element 2: Organization

This element of the SSMP identifies the City staff responsible for implementing this SSMP, ensuring that contracted Concord staff responds to SSO events, and ensuring staff meets the SSO reporting requirements for events related to Clayton. This section also includes the designation of Concord representatives who are authorized to complete and certify the reports associated with SSOs in the California CIWQS reporting system. This section fulfills the Organization requirements of State Water Board.

State Water Board Requirement: The SSMP must identify:

- a. The name of the agency's responsible or authorized representative
- b. The names and telephone numbers for management, administrative, and maintenance positions for implementing specific measures in the SSMP program. The SSMP must identify lines of authority through an organization chart or similar document with a narrative explanation; and
- c. The chain of communication for reporting SSOs, from receipt of a complaint or other information, including the person responsible for reporting SSOs to the State and Regional Water Board and other agencies if applicable (such as County Health Officer, County Environmental Health Agency, Regional Water Board, and/or State Office of Emergency Services (OES)).

2.1. City of Clayton Authorized Representatives and Lines of Authority

By Agreement, the sewage collection system in Clayton is maintained by the personnel assigned to the Sewer Section working in the City of Concord's Public Works Department. The Clayton maintenance is provided by a Maintenance Agreement between the two agencies dated December 18, 1991. Concord currently reports all required CIWQS information on behalf of Clayton under the City of Clayton agency reports.

Concord's Sewer Section, under the direction of the Director of Public Works, is responsible for implementing and managing the SSMP operations and maintenance and emergency response to Clayton's sanitary sewer overflows. The Infrastructure Maintenance Manager of the City of Concord is the Legally Responsible Officials (LROs) for reporting SSOs to the State Water Board (e.g., State Office of Emergency Services for SSOs greater than 1,000 gallons, which reach a drainage channel or surface water, which discharge into a storm drain and are not fully recovered and returned to the sanitary sewer collection system, or which are deemed to be an imminent health hazard; and, the California Department of Fish & Game if the SSO results in any fish kills). Eight of Concord's maintenance workers are Data Submitters in the CIWQS system and can report data online regarding Clayton SSOs.

Concord's City Engineer, working in concert with the Public Works Department, develops City Standard Plans and Specifications for the design and construction of wastewater collection system components. In accordance with Concord Municipal Code Section 17-35 et seq., sanitary sewer facilities shall be installed in accordance with those Standard Plans and Specifications. As noted in Section 71 of the Standard Specifications, Concord has

adopted CCCSD's standard specifications for these type facilities, with only a few exceptions, such as certain manhole details. These specifications are also used and enforced for Clayton facilities.

The Contra Costa County Building Division and CCCSD ensure that buildings within Clayton are constructed in accordance with applicable building codes (Uniform Plumbing Code) and City standards, including appropriately sized grease traps and grease interceptors for commercial facilities that require them. The Clayton City Engineer ensures that new developments and new City facilities are properly designed and constructed, including their sanitary sewer systems; he also updates the Clayton sewer system base maps after new developments or new city facilities have been constructed. In addition, the City Engineer is responsible for the determination that the collection system has adequate capacity to transmit all sewage discharged into the collection system and developing the capital improvement program including both capacity and renewal and rehabilitation of existing collection system lines and appurtenances. In the City of Clayton, the City Engineer has the responsibility for all capital extensions and replacement of collection system assets owned by that City. She/he is responsible for all capital improvement programs, acceptance of extensions and rehabilitations and approvals of additions. Discussions with Concord indicate that Concord thinks there is a need for more frequent communications and the development of procedures for the notification to Concord of new and capital replacement work upon acceptance by Clayton.

Because the wastewater from the Concord and Clayton collection systems operated and maintained by Concord is treated at the CCCSD treatment plant, Clayton has delegated to CCCSD the authority to administer the source control program, through Concord's operation of the Clayton system, as noted in Section 13.05.120(c) of the Concord Municipal Code. CCCSD's source control program includes the FOG program also discussed in this SSMP. Their entire source control program is conducted in accordance with their Source Control Ordinance, Title 10, which is available on-line at www.centernalsan.org, under the Source Control Program link.

The organizational relationship and contact information for these pertinent functions are depicted on Figure 2 an abbreviated City organizational chart:

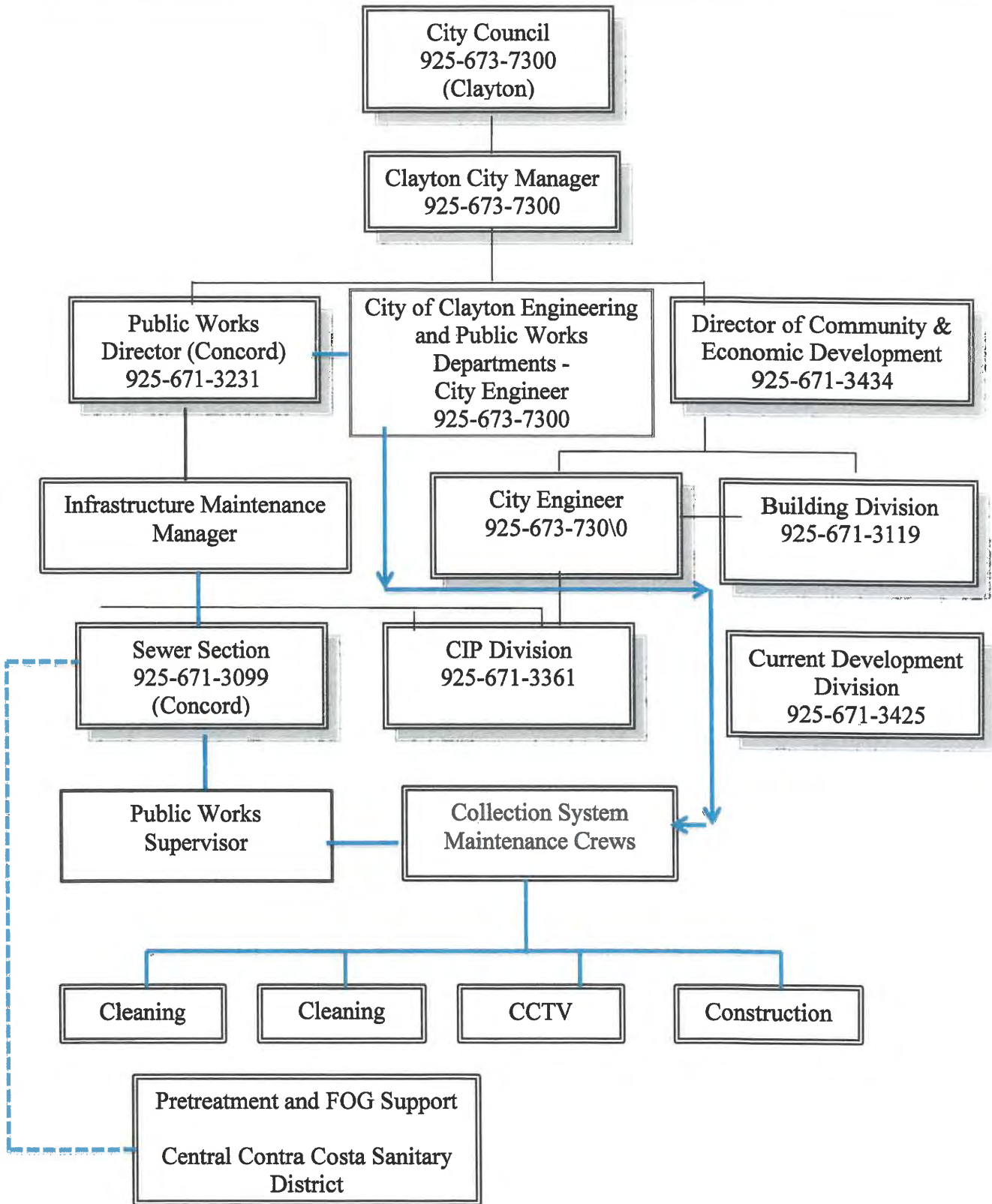


Figure 2 City of Concord Organization Chart (& Clayton relationship)

2.2. Chain of Communications for Reporting SSOs

When a report of an SSO within Clayton is received from the Police Dispatcher by the Public Works Department, Concord Sewer Section personnel are dispatched to verify the report and to determine whether the overflow is from the public sewer or from a private sewer lateral. If they observe an ongoing SSO or evidence that there has been an SSO at that location they take immediate steps to locate, contain and remove the obstruction in the sewer main. Once the obstruction has been removed they recover as much of the overflow and washdown water as possible, and then sanitize the affected area. They then provide a report of the SSO particulars to the Public Works Supervisor, who in turn provides this information to the Infrastructure Maintenance Manager.

The Infrastructure Maintenance Manager, or the Public Works Supervisor in his absence, makes the required reports and certifications to the California Integrated Water Quality System (CIWQS), and subsequently inform the Clayton City Engineer. The paperwork associated with each SSO is maintained by the Public Works Supervisor and stored at the Team Leader’s office. These records shall be kept on file for a minimum of five years from the date of the event. SSO response and reporting procedures are described in more detail in SSMP Element 6 – Overflow Emergency Response Plan.

Table 5 List of City Staff Responsible for SSMP Elements

Element	Element Name	Responsible City Official	Phone	Email
	Introduction and Overview	City Engineer	925-363-7433	Jeff.Rogers@cityofconcord.org
1	Goals	City Engineer	925-363-7433	Jeff.Rogers@cityofconcord.org
2	Organization	City Engineer	925-363-7433	Jeff.Rogers@cityofconcord.org
3	Legal Authority	City Engineer	925-671-3231	Jeff.Rogers@cityofconcord.org
4	Operations and Maintenance Program	City Engineer	925-671-3045	Jeff.Rogers@cityofconcord.org
5	Design and Performance Provisions	City Engineer	925-363-7433	Kevin.Marstall@cityofconcord.org
6	Overflow Emergency Response Plan	City Engineer	925-671-3045	Jeff.Rogers@cityofconcord.org
7	Fats, Oils and Grease (FOG) Control Program	Building Official CCCSD	925-671-3107	tpotter@centralsan.dst.ca.us
8	System Evaluation and Capacity Assurance Plan	City Engineer	925-363-7433	Kevin.Marstall@cityofconcord.org

Element 2: Organization

9	Monitoring, Measurement and Program Modifications	City Engineer	925-671-3045	Jeff.Rogers@cityofconcord.org
10	Program Audits	City Engineer	925-671-3045	Jeff.Rogers@cityofconcord.org
11	Communications Program	City Engineer	925-671-3045	Jeff.Rogers@cityofconcord.org

Element 3: Legal Authority

This element of the SSMP discusses the City's legal authority with respect to its wastewater collection system, including related City Ordinances and agreements with other agencies. This section fulfills the Legal Authority requirements of the State Water Board.

State Water Board Requirement: Each Enrollee must demonstrate, through sanitary sewer system use ordinances, service agreements, or other legally binding procedures, that it possesses the necessary legal authority to:

- a. Prevent illicit discharges into its sanitary sewer system, including I/I from satellite wastewater collection systems and laterals, stormwater, unauthorized debris, etc.
- b. Require proper design and construction of sewers and connections.
- c. Ensure access for maintenance, inspection and repairs to publicly owned portions of laterals.
- d. Limit the discharge of FOG and other debris that may cause blockages.
- e. Enforce violations of its sewer ordinances.

Concord provides sanitary sewer service to the City of Clayton in accordance with the Agreement dated December 18, 1991. Under the terms of this Agreement, Concord owns the sewer trunk line in Clayton but also maintains the collection system in Clayton owned by that City. Concord must approve the plans and specifications for any proposed sewer mains, laterals and other improvements related to the sewer system in Clayton, and must approve any connection to the collection system. Also, Clayton sewers must comply with Concord Code, per the 1991 Agreement. Clayton residents and businesses are assessed the same sewer service rates as Concord's residents and businesses.

The Concord Municipal Code (CMC) includes a number of sections that provide the legal authority to prevent illicit discharges into its sanitary sewer system; to require sanitary sewer systems to be properly designed and constructed; to ensure access for maintenance, inspection, or repairs for the portion of the collection system maintained by the City of Concord; to limit the discharge of fats, oils, grease (FOG) and other debris that may cause blockages; and to enforce any violation of its sewer ordinances. The CMC is available on-line at www.ci.concord.ca.us, under the City Government link. Applicable code sections from Title 13 and 17 are included in Table 6, "Legal Authority Checklist" later in this section. In addition, because the City has contracted with Central Contra Costa Sanitary District (District) for industrial waste management and FOG control management, the applicable section of the District code are also included in Table 3. Finally, the City of Clayton has direct ownership for their collection system lines; references to the Clayton Municipal Code are also included in the Table.

Because the wastewater from the collection system operated and maintained by Concord is treated at the CCCSD treatment plant, Concord has delegated to CCCSD the authority to administer the source control program as noted in Section 13.05.120 et seq. of the Concord

Municipal Code. CCCSD's source control program includes the FOG program also discussed in this SSMP. Their entire source control program is conducted in accordance with the CCCSD Source Control Ordinance, Title 10, which is available on-line at www.centalsan.org, under the Source Control Program link and as specified in Table 6.

The table on the next page summarizes the pertinent Clayton, Concord, and CCCSD code provisions that provide for the legal authority over various activities associated with the Clayton sanitary sewer collection system that is operated and maintained by Concord.

Table 6 Legal Authority Checklist

Requirement	Agency Code Reference
Public Sewers	
Ability to prevent illicit discharges into the wastewater collection system	CMC 13.05.090 (b); 13.05.120 (c) & (d) CCCSD Title 10 Clayton MC 13.08.020
Ability to limit the discharge of FOG and other debris that may cause blockages	CMC 13.05.120 (d)(2) & (d)(13) CCCSD Title 10
Ability to require that sewers and connections be properly designed and constructed	CMC 17.35.040 CMC 17.35.210
Ability to require proper installation, testing, and inspection of new and rehabilitated sewers	CMC 17.35.080 to 17.35.100
Laterals	
Provide clear support for Agency responsibility (upper and/or lower lateral) and policies (e.g. courtesy cleaning, repair, cleanout installation)	CMC 13.05.100 (k) PW Dept. Order #31
Ensure access for maintenance, inspection, or repairs for portions of the service lateral owned or maintained by the Agency	CMC 13.05.100 (k)
Ability to control infiltration and inflow (I/I) from private service laterals	CMC 13.05.120 (13) CMC 13.05.120 (13)
Satellite Collection Systems	
Ability to control infiltration and inflow (I/I) from satellite collection systems	Agreement between Concord and Clayton dated 12/18/91
FOG Source Control	
Requirements for the installation of GRDs	CMC 13.05.120 (c) CCCSD 10.32.010
Ability to set design standards for GRDs	CCCSD 10.32.010
Ability to set maintenance requirements for GRDs	CCCSD 10.32.030 and .035
Ability to require application of BMP	CCCSD 10.35.035A
Ability to require record keeping and reporting of GRD maintenance and repair	CCCSD 10.35.035F
Authority to inspect grease producing facilities	CMC 1.05.120 (c) CCCSD 10.32.035A
Enforcement	
Ability to enforce any violation of the Agency's sewer ordinances	CMC 13.05.070 CMC 13.05.100 (l) CMC 13.05.120 (e) to (l) CMC 13.05.150 Clayton MC 13.08.170 - .200

Other Requirements (Recommended but not required by GWDR)	
Define lateral ownership and maintenance responsibility	CMC 13.05.100 (k) PW Dept. Order #31
Prohibit vandalism (tampering)	CMC 13.05.100 (l) CCCSD 10.08.050
Ability to deal effectively with private lateral problems (e.g. force property owner to correct failed/plugged private building sewer)	CMC 13.05.100 (g)

Element 4: Operations and Maintenance Program

This element of the SSMP discusses the City's preventive maintenance activities, training, and rehabilitation performed in the City's collection system. Adherence to these measures and activities should result in fewer and smaller SSOs. This section fulfills the requirements of the State Water Board.

SWRCB Waste Discharge Requirement:

The SSMP must include those elements listed below that are appropriate and applicable to the Enrollee's system:

- (a) Maintain an up-to-date map of the sanitary sewer system, showing all gravity line segments and manholes, pumping facilities, pressure pipes and valves, and applicable Stormwater conveyance facilities;
- (b) Describe routine preventive operation and maintenance activities by staff and contractors, including a system for scheduling regular maintenance and cleaning of the sanitary sewer system with more frequent cleaning and maintenance targeted at known problem areas. The Preventative Maintenance (PM) program should have a system to document scheduled and conducted activities, such as work orders;
- (c) Develop a rehabilitation and replacement plan to identify and prioritize system deficiencies and implement short-term and long-term rehabilitation actions to address each deficiency. The program should include regular visual and TV inspections of manholes and sewer pipes, and a system for ranking the condition of sewer pipes and scheduling rehabilitation. Rehabilitation and replacement should focus on sewer pipes that are at risk of collapse or prone to more frequent blockages due to pipe defects. Finally, the rehabilitation and replacement plan should include a capital improvement plan that addresses proper management and protection of the infrastructure assets. The plan shall include a time schedule for implementing the short- and long-term plans plus a schedule for developing the funds needed for the capital improvement plan;
- (d) Provide training on a regular basis for staff in sanitary sewer system operations and maintenance, and require contractors to be appropriately trained; and
- (e) Provide equipment and replacement part inventories, including identification of critical replacement parts.

4.1. Collection System Maps

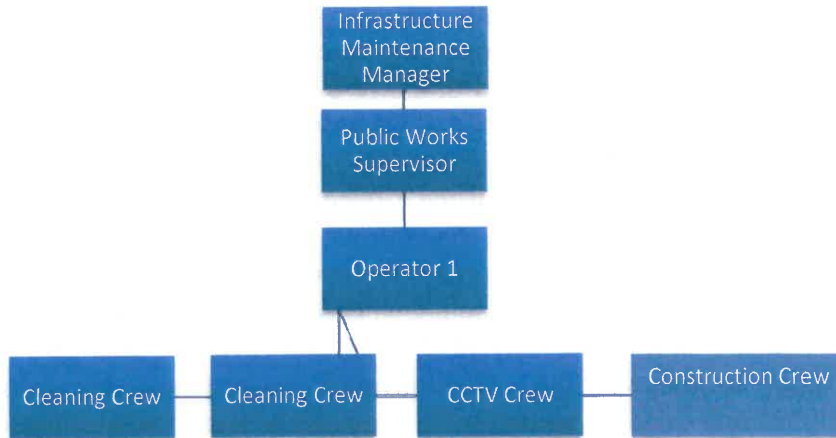
The contracted City of Concord staff currently operates using map books of the sewer and storm drain systems available to all maintenance personnel in full size 24" x 36" map sheets. These maps contain the entire collection and drainage systems for Concord and all known sewer collection system assets in the City of Clayton and the County. Changes and modifications of these maps noted by field personnel are currently added on the master maps in the office that are periodically updated by the Concord Engineering Department on the original GIS base maps. Once updated, new map sheets are circulated to all plan holders to be inserted into the maps used by that crew. All new developments are added to the existing maps upon completion and acceptance for maintenance by the City Council. All new and extended pipelines installed within the City of Clayton are reviewed and approved by the City of Concord prior to construction. Clayton staff inspects and approves the final acceptance and then informs Concord so that maintenance can be initiated on these pipelines. These maps currently are missing 13 to 15% of the basic system information including both pipe size and pipe materials as noted in Tables 2 and 3 earlier in this report. City staff is currently updating the GIS system.

The City of Concord has updated their mapping and has placed all system maps into a GIS platform that allows for full electronic management of the sewer and storm drain system maps along with the inventory data associated with all pipe segments. These improvements also include the maps of the Clayton sewer collection system as part of the improvements. In addition, the City staff uses tablets and cell phones that allow real time access to the maps of pipelines being maintained.

4.2. Resources and Staffing

The ten personnel in the Concord Sewer Section (Sewer Section) are responsible for maintenance the collection systems in both Concord and Clayton. The staffing of this Section includes a Public Works Supervisor, A Heavy Equipment Operator (Operator), and eight Maintenance Worker positions (field staff). The collection system staff is generally formed into four crews including two cleaning crews, one CCTV crew and one construction crew. See Figure 3 for the current organization of the Sewer Section. The eight field staff operate in two-person crews with expansion to three for high traffic and safety areas utilizing street maintenance personnel to assist with traffic control and general support related to safe operations. These crews provide regular and hot spot line cleaning, easement maintenance, lateral maintenance for some laterals with curbside cleanouts, CCTV inspection, condition assessment of lines and routine small, shallow construction repairs to the sewer system and laterals. The Public Works Operator spends a considerable amount of time processing USA marking requirements. Standby duty is currently rotated among four of the Maintenance Workers, who are on standby for one week at a time, ending at 0700 each Monday (if Monday is a holiday that standby shift ends on Tuesday at 0700). Sewer operations are supported by administrative and clerical support personnel on a part-time basis. Finally, the operations are also supported as needed by engineering and technical personnel in the Community and Economic Development Department.

Figure 3 Sewer Section Organization Chart



The Concord Sewer Section is assigned three Vactor trucks, one CCTV van, four pick-up support vehicles, one trailer-mounted air compressor, portable generators, trash pumps, and two construction crew trucks. When needed, backhoes, flatbed trucks, dump trucks, arrow boards, and a Vactor hydrovac truck (Vacon) are available from the Streets Section.

4.3. Preventive Maintenance Program

The City’s collection system contracted operations and maintenance program is composed of several elements including preventive and corrective maintenance, pipeline inspection and condition assessment of all sewer lines and appurtenances. The descriptions below and associated tables include work and results in Clayton.

4.3.1. Preventive Maintenance

Sewer Section crews hydroclean approximately 5,000 linear feet of sewer mains each month in the maintenance service area that includes Clayton, which means that in a typical year they will hydroclean more than 10 miles of sewer mains. Annual hydrocleaning is performed on approximately 25% of the 44.4 miles of 6", 8" and 10" diameter sewer mains, for a cleaning cycle of about four years on these mains. All "problem" mains are cleaned on either a weekly, monthly, or quarterly hydrocleaning schedule, thus are cleaned repeatedly each year. There are currently 50 sewer main segments (manhole to manhole) that are hydrocleaned on a weekly basis, 47 additional segments that are cleaned on a monthly basis, and an additional

480 segments that are on a quarterly hydrocleaning schedule (both Concord and Clayton). Hydrocleaning sewer mains that are prone to blockage significantly reduce SSOs. In the past, Concord has used a general required cleaning crews' to report findings of the cleaning operations in a very general way. In the future Concord will be moving to use the rating of cleaning results using Appendix 4-A at the end of this Element. This change will assure uniform reporting of the results of the cleaning crews maintenance activities and will allow for a coordinated method for the determination of line cleaning needs in the future based upon both cleaning and condition assessment of lines. This revised rating process should result in significant revisions to the current schedule for pipeline operations and maintenance and should allow for proper cleaning on an as needed basis rather than based only upon a defined schedule. This will establish cleaning schedules that are appropriate for the pipeline in its operating condition.

Clayton currently does not have defined cleaning procedures for large diameter sewers 12 inches or greater but has not experienced any maintenance problems with these pipelines in the past. Currently this represents approximately only about 13% of the service area pipelines as indicated in Table 2 earlier in this SSMP.

Table 7 Problem Main Lines - Cleaning Schedule Summary

Clayton

Cleaning Frequency	Number of Pipe Segments	Linear Feet of Line Segments on Schedule	Annual Total Linear Feet
Weekly	1	300	15,600
Monthly	0	0	0
Quarterly	12	3137	12,548
Totals	13	3437	28,148

Table 8 Main Lines - Historical Cleaning Figures

Calendar Year	Hydro Cleaning, LF	Percent of System
2018	Figures are incomplete due to a change in the asset management program used	%
2017	"	%

Finally, Concord will maintain lower laterals from the City main to separately installed property line clean-out that is approved and accepted by the City. Once approved, the Concord staff maintains these portions of the lateral. The entire upper lateral and any laterals without approved clean-outs remains the responsibility of the private property owner.

4.3.2. Pipeline Inspection and Condition Assessment

Figure 4, CCTV Results and Future CCTV Frequencies provides guidelines for the return frequency of CCTV efforts based upon the actual findings of the previous inspection and the PACP rating of an individual pipeline segment during the condition assessment. Based upon Figure 4, the City anticipates that a return frequency for all lines will result in a 15 to 18 year return frequency for CCTV assessments.

Table 9 Summary of Historical CCTV Results, Total System*

Calendar Year	Linear Feet Inspected	Percent of System
2018		%
2017		%
Total		%
Average		%

* Figures are incomplete due to a change in the asset management program used - waiting for updated figures from City of Concord staff.

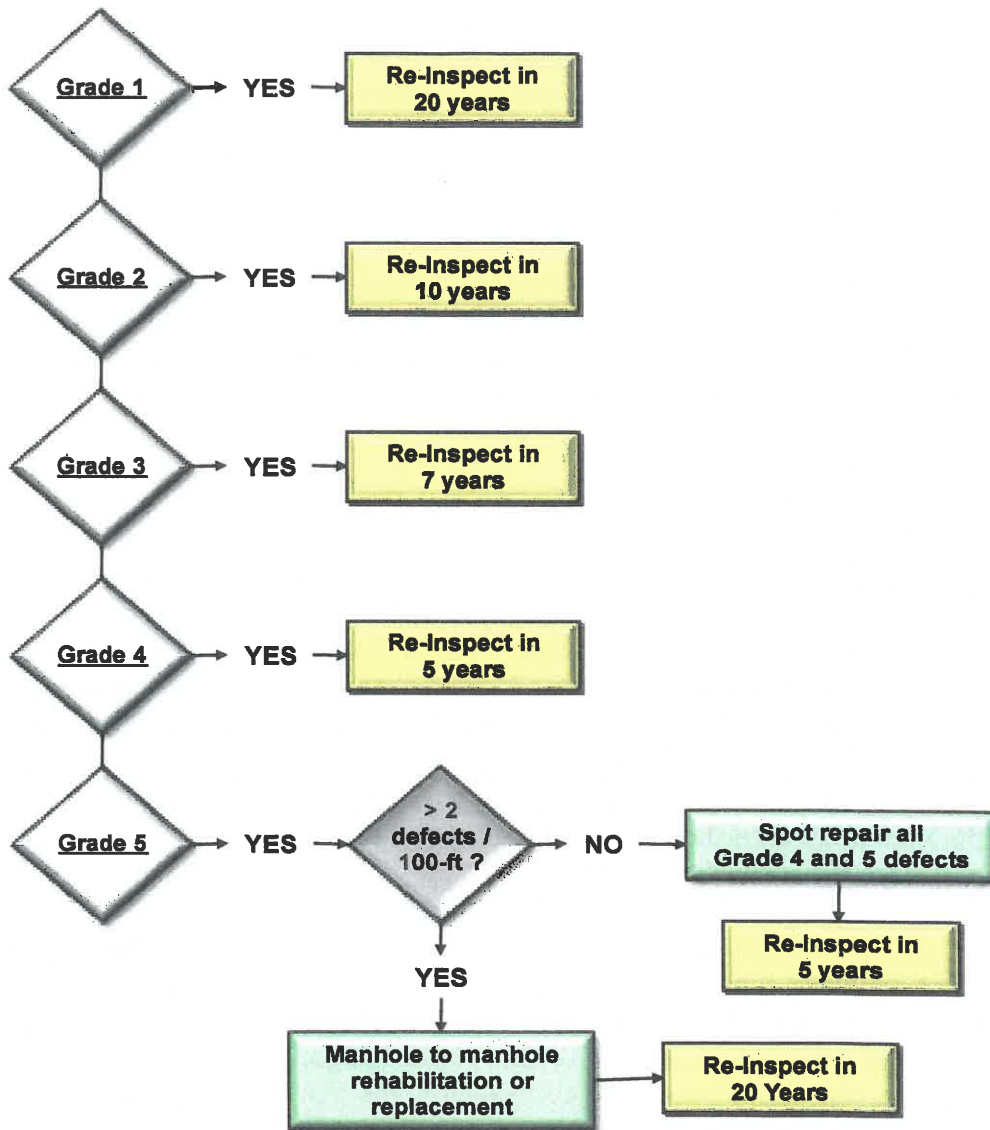


Figure 4 CCTV Results and Future CCTV Frequencies

4.3.3. Construction Program

The construction crew, typically consisting of two (2) persons, is responsible for minor spot repairs required in the collection system pipelines and lower laterals. This work is limited to construction not deeper than 5 – 6 feet from ground surface. All work is scheduled through the work order system. Construction deeper than 6 feet is handled either by separate purchase orders or by public bidding of projects greater in value that City purchasing guidelines or public bidding requirements.

4.3.4. Utility Identification and Marking

The Sewer Section Operator is assigned to respond to all Underground Service Alert (USA) requests that are received for the entire maintenance service area. He or she locates and marks any sanitary sewer mains and any storm drainage system lines in the area delineated by each USA request. Concord is copied on all USA requests for the Clayton area, so Concord staff can and does respond to these requests.

4.3.5. Fats, Oils and Grease (FOG) Cleaning Program

The FOG program discussed in greater detail in Element 7 is another important component of the City's FOG preventive maintenance (PM) program. In a typical year, CCCSD will conduct about 10 or more source control inspections of facilities in the maintenance service area and may issue enforcement actions (Warnings and NOVs) for violating various provisions of their Source Control Ordinance, Title 10. Two such enforcement actions were undertaken in the most recent year, 2018. In the rare instance where a business does not correct the condition that resulted in them receiving a Notice of Violation, CCCSD can levy fines of up to \$5000/day until they are in compliance; the threat of that level fine is usually enough to encourage the business to comply.

In the course of responding to an SSO, Sewer Section crews will identify the cause of the overflow, which typically turns out to be grease or roots. The problem sewer line is then cleaned repeatedly until the problem that caused the overflow has been removed. They then perform a follow-up televised inspection of that sewer line, and if additional problems are noted that require a dig-up spot repair, or occasionally, the trenchless replacement (typically by pipe bursting or Cast-In-Place Pipe lining) of a segment of a sewer line, a Work Order is generated and prioritized for that repair work. All completed Work Orders for these repairs are recorded in the computerized maintenance management system, Dude Mobile 311.

4.3.6. Work Order Management System

The City of Concord has utilized the Dude Mobile 311 computerized maintenance management system (CMMS) for tracking service calls, Work Orders completed, manhole designations, pipe material, segment lengths, etc. currently. This allows crews to view maps and work orders in real time as they work in the field. This has significantly enhanced the crews' ability to have the most up-to-date collection system information for the entire maintenance service area as needed in the field. Concord uses this same CMMS for Clayton's collection system.

4.3.7 Rehabilitation and Repair of Existing Collection System Pipelines

Clayton has no sewers older than 50 years and currently a limited need for rehabilitation of existing pipes. Repairs are performed as described in section 4.3.3 above. The Marsh Creek Road Specific Plan was completed in May 2008 and it included recommendations for work on existing sewers at the time new developments are constructed in the future (see Element 8). Clayton will work on establishing a plan in the future for rehabilitation of existing lines.

4.4. Training

4.4.1. Concord Sewer Section Personnel

The most important training attended by Concord's Sewer Section personnel is safety training to ensure they are properly trained to perform their work safely. The Concord Infrastructure Maintenance Division conducts bi-weekly safety training sessions in conjunction with the distribution of paychecks every other Thursday. All available personnel from both the Sewer Section and the Streets & Drainage Section are required to attend these sessions. The safety training schedule for each fiscal year is developed and distributed prior to July of each year and notes the date of each training session, the safety topic to be discussed, and which crew member will be leading that training session. Typical topics that pertain to both Sections include: motor vehicle safety, traffic control, trenching and shoring, ergonomics guidelines, safety responsibilities, first aid principles, stress management, daily vehicle inspections, heat stress, and personal protective equipment. Topics specific to the Sewer Section personnel include: confined space precautions, blood borne pathogens, confined space entry, lockout/blockout/tagout (with respect to the Pump Station equipment), the Sanitary Sewer Management Plan and the SSO Overflow Emergency Response Plan. Concord is also working on the development of an electronic based safety-training program titled My Safety Officer by DKF Solutions, Inc. This system will allow employees the ability to train using computer-based software and it will track and document all training activity for each employee. This system became operational in 2014.

The Concord Sewer Section personnel currently have an average of more than 5-years' experience in conducting sewer system maintenance. New personnel coming into that Section are teamed up with the more experienced crewmembers to receive on-the-job training on the various maintenance activities that they perform (hydrocleaning, televising mains, USA locates, etc.). The Sewer Section will be developing a New Employee Training Program for issues related to regulatory and risk management issues in the operations of the sewer system. All Sewer Section personnel also have the opportunity to participate in CWEA programs and vendor-sponsored training courses. All collection system employees are strongly encouraged to obtain Collection System certifications as a further indication of their competence and capabilities in this specialized area of maintenance.

4.5. Contingency Equipment and Critical Replacement Inventories

The Concord Sewer Section is assigned four utility pick-up trucks, portable generators, portable air compressors, and assorted Wacker trash pumps. When needed, backhoes, flatbed trucks, dump trucks, portable arrow boards, and a Vactor hydrovac truck are available from the Streets Section. Each of those vehicles is equipped with a first aid kit, latex gloves, hand disinfectant, copies of the sewer system and drainage system base maps, as well as hand tools, caution tape and a flashlight. Each hydro truck also carries four spare hydrocleaning heads, as well as male and female repair couplers; 500 feet of spare hydrocleaning hose is stored at the Pump Station warehouse that is now utilized entirely for storage.

The Sewer Section crewmember on standby is assigned a pager and the standby vehicle. The standby vehicle is outfitted with an assortment of hand tools, the sewer system and drainage system base maps, flashlights, barricades, sand bags, absorbent, caution tape, cameras? buckets, gloves, brooms, shovels, a rake, a manhole lid puller, a sledgehammer, disinfectant, deodorizer, sprayer, and seven (7) gas detectors. These detectors are calibrated monthly and detect the levels of hydrogen sulfide, carbon monoxide, and oxygen in the atmosphere being tested, as well as the lower explosive limit of the atmosphere being tested.

Miscellaneous sewer main repair parts, including spare pipe sections, elbows, T-connectors and Y-connectors, are stored at the Pump Station warehouse. These parts, and more, are also readily available during normal working hours at a number of plumbing supply stores in the local area. Also stored at the Pump Station warehouse is a dual head halogen light, extra barricades, absorbent mats and waddles, disinfectant, deodorizer, sprayers, and spare manhole lids. In addition, the City has arrangements with Roto Rooter and ServiceMasters to assist as necessary during emergency situations.

If very large sewage bypass pumps are required, Rain for Rent can provide this equipment at any time of the day or night in very short order. In addition, Concord and CCCSD are developing a Mutual Aid Agreement that would provide for additional resources to be brought into play should either agency need the other agency's assistance to respond to a sewer emergency.

**Figure 5 - Standard Measures of Observed Results
for Collection System Line Cleaning**

Standard Measures of Observed Results

The standard measures of observed "results" for the cleaning of small diameter^a (six- and eight-inch) sewers are:

Category	None	Low	Medium	High
Debris/Grit	Code: CL No observable debris or grit	Code: DL Minor amount of debris 15 minutes or less to clean 1 pass	Code: DM Less than 5 gallons of debris 15-30 minutes to clean 2-3 passes required Requires cleaning twice or less per year Only fine grit	Code: DH More than 5 gallons of debris More than 30 minutes to clean More than 4 passes required Requires cleaning four times per year Operator concern for future stoppage
Grease	Code: CL No observable grease	Code: DL Minor amounts of grease 15 minutes or less to clean 1 pass	Code: DM Small chunks/no "logs" 15-30 minutes to clean 2-3 passes required Requires cleaning twice or less per year	Code: DH Big chunks/"logs" More than 30 minutes to clean More than 4 passes required Operator concern for future stoppage
Roots	Code: CL No observable roots	Code: DL Minor amounts of roots 15 minutes or less to clean 1 pass	Code: DM Thin/siriny roots present No large "clumps" 15-30 minutes to clean 2-3 passes required	Code: DH Thick roots present Large "clumps" More than 30 minutes to clean More than 4 passes required Operator concern for future stoppage
Other	Code: CL No observable materials	Code: DL Specify material Minor amounts of material	Code: DM Specify material Less than 5 gallons of material	Code: DH Specify material More than 5 gallons of material Operator concern for future stoppage

Footnote: (a) Times shown are for typical manhole to manhole distance of 250 feet. Longer runs will require longer cleaning times. Judgment will need to be applied by the field crews for varying lengths and pipe diameters.

Element 5: Design and Performance Provisions

This element of the SSMP describes the design and construction standards adopted by the City of Concord for sanitary sewer systems. These standards fulfill the Design and Construction Standards requirements of the State Water Board.

State Water Board Requirement: The SSMP must identify 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. Each wastewater collection system agency shall identify procedures and standards for inspecting and testing the installation of new sewers, pump stations, and other appurtenances; and for rehabilitation and repair projects.

5.1. City (and Concord) Design and Construction Standards

Concord has adopted CCCSD's Standard Specifications for the design and construction of sanitary sewer systems, with minor exceptions regarding design flow criteria and certain manhole details within the maintenance service area. These standards apply to both new installations and the rehabilitation or repair of existing components of the collection system, and are used in Clayton as well. These Standard Specifications also detail the procedures and standards for inspecting and testing the installation of collection system components. Copies of the latest edition of CCCSD's Standard Specifications, including amendments thereto, is available at the CCCSD website and at the City of Concord's Public Works Department. Clayton believes that Concord began using CCCSD's wastewater design flow criteria in 2011 or 2012. Concord previously used the design flow criteria outlined in the Newhall Ranch Alternate Trunk Sewer Feasibility Report performed by Govers Engineers in June 1978. This wastewater design flow criteria was adopted by the Concord City Council in 1978 and was also used in the 1991 Clayton Sewer Study performed by Govers Engineers. The Clayton City Council approved the use of CCCSD criteria for the evaluation of future flows from the Marsh Creek Road Specific Plan area on March 21, 2006, since an investigation by RMC indicated the CCCSD criteria more closely modeled actual flows in Clayton than the criteria in the Govers report.

Inspection and testing of new and rehabilitated collection system components is conducted by inspectors assigned to the Concord CIP Department or the Development Department. These inspectors ensure that the work is performed in accordance with the City of Concord prescribed standards, which, as noted above, are for the standards detailed in CCCSD's Standard Specifications. Clayton inspectors are responsible for the inspection and acceptance of new pipelines constructed in the City of Clayton after Concord approval of the plans and specifications. In some instances inspections shall be performed by Concord for lines that are rehabilitated by the City of Concord capital improvement program.

The County Building Department performs all plan checks and inspections, and ensures that buildings are constructed in accordance with applicable building codes, including appropriately sized grease traps and grease interceptors for commercial facilities that require them. The grease traps and grease interceptors are inspected and approved by CCCSD.

Element 6: Overflow Emergency Response Plan

This element of the SSMP provides an overview and summary of the Concord's emergency response procedures for sewer overflows in Clayton and Concord. These procedures fulfill the Overflow Emergency Response Plan requirements of the State Water Board. These procedures are applicable to SSOs in Clayton as well as Concord, and Clayton SSOs are handled by Concord staff per the agreement between the two cities.

State Water Board Requirement: Each Enrollee shall develop and implement an overflow emergency response plan that identifies measures to protect public health and the environment. At a minimum, this plan must include the following:

- a. Proper notification procedures so that the primary responders and regulatory agencies are informed of all SSOs in a timely manner;
- b. A program to ensure an appropriate response to all overflows;
- c. Procedures to ensure prompt notification to appropriate regulatory agencies and other potentially affected entities (e.g., health agencies, Regional Water Boards, water suppliers, etc.) of all SSOs that potentially affect public health or reach waters of the State in accordance with the MRP. All SSOs shall be reported in accordance with this MRP, the California Water Code, other State Law, and other applicable Regional Water Board WDRs or NPDES permit requirements. The SSMP should identify the officials who will receive immediate notification;
- d. Procedures to ensure that appropriate staff and contractor personnel are aware of and follow the Emergency Response Plan and are appropriately trained;
- e. Procedures to address emergency operations, such as traffic and crowd control and other necessary response activities; and
- f. A program to ensure that all reasonable steps are taken to contain and prevent the discharge of untreated and partially treated wastewater to waters of the United States and to minimize or correct any adverse impact on the environment resulting from the SSOs, including such accelerated or additional monitoring as may be necessary to determine the nature and impact of the discharge.

6.1. Purpose

The purpose of the City of Concord's Overflow Emergency Response Plan (OERP) is to support an orderly and effective response to Sanitary Sewer Overflows (SSOs), in Clayton as well as Concord. The OERP provides guidelines for Concord personnel to follow in responding to, cleaning up, and reporting SSOs that may occur within the City's service area (Concord and Clayton). This OERP satisfies the SWB Statewide General Waste Discharge Requirements (GWDR), which require wastewater collection agencies to have an Overflow Emergency Response Plan. The information contained in this Element comes directly from the City of Concord Overflow Emergency Response Plan prepared by DKF Solutions Group. That document contains all forms and Packets identified in this Element. The reader should refer directly to that document for the specific documents. The term "City" throughout this element refers to Concord, who is performing these response activities in Clayton for the City of Clayton.

6.2. Policy

The City's employees are required to report all wastewater overflows found and to take the appropriate action to secure the wastewater overflow area, properly report to the appropriate regulatory agencies, relieve the cause of the overflow, and ensure that the affected area is cleaned as soon as possible to minimize health hazards to the public and protect the environment. The City's goal is to respond to sewer system overflows (SSOs) as soon as possible following notification. On behalf of Clayton, Concord will follow reporting procedures in regards to SSOs as set forth by the San Francisco Regional Water Quality Control Board and the California State Water Resources Control Board.

6.3. Definitions As Used In This OERP

CALIFORNIA INTEGRATED WATER QUALITY SYSTEM (CIWQS): Refers to the State Water Resources Control Board online electronic reporting system that is used to report SSOs, certify completion of the SSMP, and provide information on the sanitary sewer system.

FOG or FROG – Fats, Roots, Oils, and Grease: FOG refers to fats, oils, and grease typically associated with food preparation and cooking activities that can cause blockages in the sanitary sewer system. Tree root invasion (R) presents an additional problem. If a mat of root hair forms in the sewer line it slows the flow of wastewater and exacerbates the rate of accumulation of FOG materials.

LEGALLY RESPONSIBLE OFFICIAL (LRO): Refers to an individual who has the authority to certify reports and other actions that are submitted through CIWQS.

MAINLINE SEWER: Refers to City wastewater collection system piping that is not a private lateral connection to a user.

MAINTENANCE HOLE OR MANHOLE: Refers to an engineered structure that is intended to provide access to a sanitary sewer for maintenance and inspection.

NOTIFICATION OF AN SSO: Refers to the time at which the City becomes aware of an SSO event through observation or notification by the public or other source.

NUISANCE - California Water Code section 13050, subdivision (m), defines nuisance as anything that meets all of the following requirements:

- a. Is injurious to health, or is indecent or offensive to the senses, or an obstruction to the free use of property, so as to interfere with the comfortable enjoyment of life or property.
- b. Affects at the same time an entire community or neighborhood, or any considerable number of persons, although the extent of the annoyance or damage inflicted upon individuals may be unequal.
- c. Occurs during, or as a result of, the treatment or disposal of wastes.

PREVENTIVE MAINTENANCE: Refers to maintenance activities intended to prevent failures of the wastewater collection system facilities (e.g. cleaning, CCTV, inspection).

PRIVATE LATERAL SEWAGE DISCHARGES – Sewage discharges that are caused by blockages or other problems within a privately owned lateral.

SANITARY SEWER OVERFLOW (SSO) - Any overflow, spill, release, discharge or diversion of untreated or partially treated wastewater from a sanitary sewer system. SSOs include:

- (i) Overflows or releases of untreated or partially treated wastewater that reach waters of the United States;
- (ii) Overflows or releases of untreated or partially treated wastewater that do not reach waters of the United States; and
- (iii) Wastewater backups into buildings and on private property that are caused by blockages or flow conditions within the publicly owned portion of a sanitary sewer system.

SSOs that include multiple appearance points resulting from a single cause will be considered one SSO for documentation and reporting purposes in CIWQS.

NOTE: Wastewater backups into buildings caused by a blockage or other malfunction of a building lateral that is privately owned are not SSOs.

SSO Categories:

Category 1: Discharge of untreated or partially treated wastewater of any volume resulting from a sanitary sewer system failure or flow condition that either:

- Reaches surface water and/or drainage channel tributary to a surface water; or
- Reached a Municipal Separate Storm Sewer System (MS4) and was not fully captured and returned to the sanitary sewer system or otherwise captured and disposed of properly.

Category 2: Discharge of untreated or partially treated wastewater greater than or equal to 1,000 gallons resulting from a sanitary sewer system failure or flow condition that either:

- Does not reach surface water, a drainage channel, or an MS4, or
- The entire SSO discharged to the storm drain system was fully recovered and disposed of properly.

Category 3: All other discharges of untreated or partially treated wastewater resulting from a sanitary sewer system failure or flow condition.

SANITARY SEWER SYSTEM: Any publicly-owned system of pipes, pump stations, sewer lines, or other conveyances, upstream of a wastewater treatment plant headworks used to collect and convey wastewater to the publicly owned treatment facility. Temporary storage and conveyance facilities (such as vaults, temporary piping, construction trenches, wet wells, impoundments, tanks, etc.) are considered to be part of the sanitary sewer system, and discharges into these temporary storage facilities are not considered to be SSOs.

SENSITIVE AREA: Refers to areas where an SSO could result in a fish kill or pose an imminent or substantial danger to human health (e.g. parks, aquatic habitats, etc.)

SEWER SERVICE LATERAL: Refers to the piping that conveys sewage from the building to the City's wastewater collection system.

UNTREATED OR PARTIALLY TREATED WASTEWATER: Any volume of waste discharged from the sanitary sewer system upstream of a wastewater treatment plant headworks.

WATERS OF THE STATE: Waters of the State (or waters of the United States) means any surface water, including saline waters, within the boundaries of California. In case of a sewage spill, storm drains are considered to be waters of the State unless the sewage is completely contained and returned to the wastewater collection system and that portion of the

6.4. State Regulatory Requirements for Element 6, Overflow Emergency Response Plan

See Page one of Element 6 for the specific requirements for this Element..

6.5. Goals

The City's goals with respect to responding to SSOs are:

- Work safely;
- Respond quickly to minimize the volume of the SSO;
- Eliminate the cause of the SSO;
- Prevent sewage system overflows or leaks from entering the storm drain system or receiving waters to the maximum extent practicable;
- Contain the spilled wastewater to the extent feasible;
- Minimize public contact with the spilled wastewater;
- Mitigate the impact of the SSO;
- Meet the regulatory reporting requirements;
- Evaluate the causes of failure related to certain SSOs; and
- Revise response procedures resulting from the debrief and failure analysis of certain SSOs.

6.6. SSO Detection and Notification
ref. SWRCB Order No. 2006-0003-DWQ VI(a)

The processes that are employed to notify the City of the occurrence of an SSO include: observation by the public, receipt of an alarm, or observation by City staff or other public employees during the normal course of their work.

6.6.1. Public Observation

Public observation is the most common way that Clayton and Concord are notified of blockages and spills. Contact numbers and information for reporting sewer overflowss and backups are in the phone book and on Concord's website: <http://www.ci.concord.ca.us>. **The City's telephone number for reporting sewer problems is (925) 671-3099.**

Normal Work Hours

When a report of a sewer spill or backup is made during normal work hours, City (Concord) staff receives the call, takes the information from the caller, and communicates it to the field crew.

After Hours

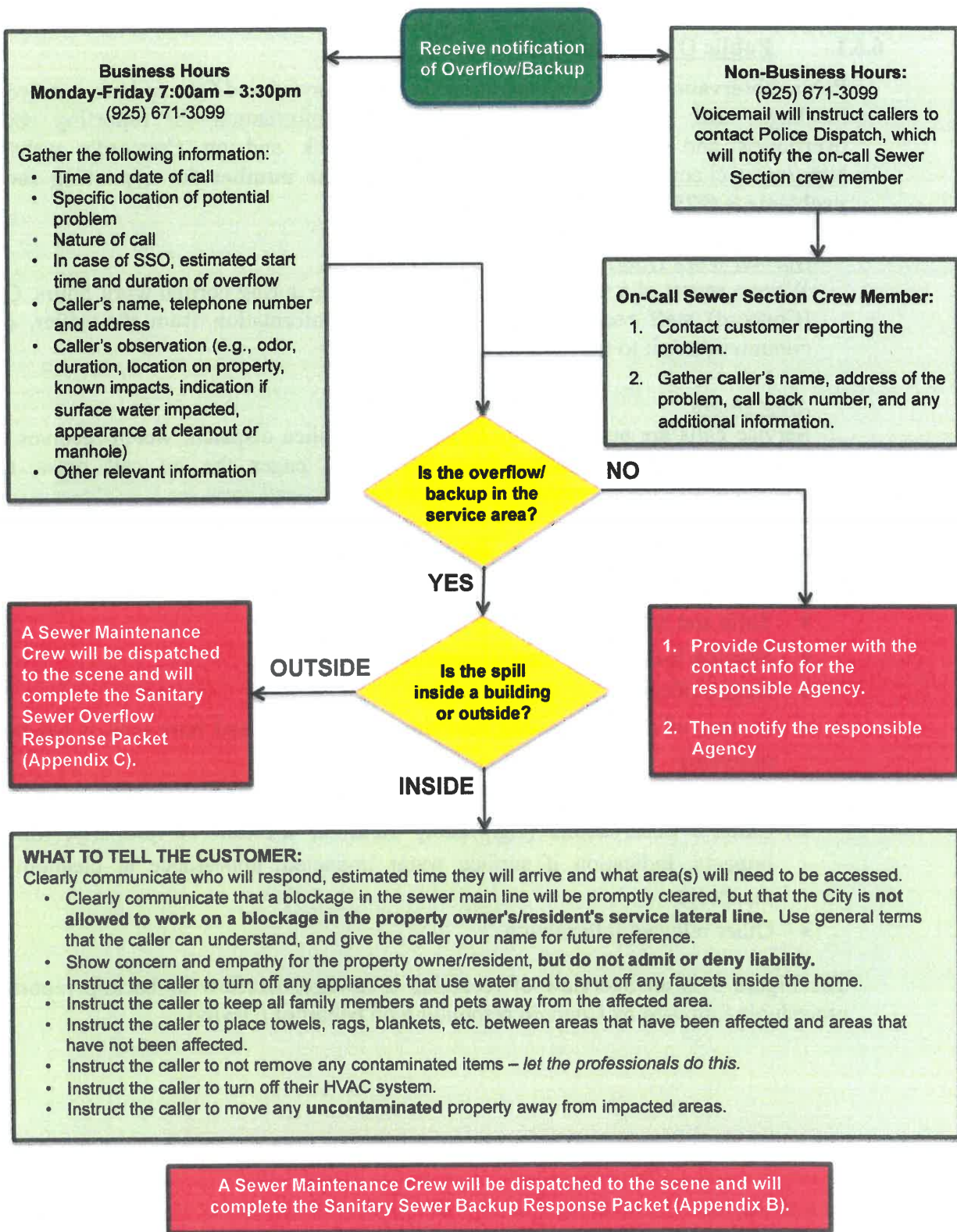
Service calls are automatically forwarded to Police dispatch, which receives the call, takes the information from the caller, pages the on call crew, and communicates the necessary information to the on-call crew.

When calls are received, either during normal work hours or after hours, the individual receiving the call will collect the following information:

- Time and date of call
- Specific location of potential overflow or incident
- Nature of call
- In case of SSO, estimated start time of overflow and how long it has been occurring
- Caller's name, telephone number, and address
- Caller's observations (e.g., odor, duration, location on property, known impacts, indication if surface water impacted, appearance at cleanout or manhole)
- Other relevant information

The Figure 5 is an overview of receiving a sewage overflow or backup reporting procedures followed by Concord responding on behalf of Clayton.

Figure 6 Overview of Receiving a Sewage Overflow or Backup Report Procedure



6.7. City (Concord) Staff Observations

City staff conducts periodic inspections of its and Clayton's sewer system facilities as part of their routine activities. Any problems noted with the sewer system facilities are reported to appropriate City staff that, in turn, responds to emergency situations. Work orders are issued to correct non-emergency conditions.

6.8. Contractor Observations

The following procedures are to be followed in the event that a contractor causes or witnesses a Sanitary Sewer Overflow. If the contractor causes or witnesses an SSO they will:

1. Immediately notify the City by calling (925) 671-3099
2. Protect storm drains
3. Protect the public
4. Provide Information to City Staff such as start time, appearance point(s), suspected cause, weather conditions, etc.
5. Direct ALL media and public relations requests to the Public Works Director.

The City has and distributes a handout for Contractors with a flowchart of the above procedures.

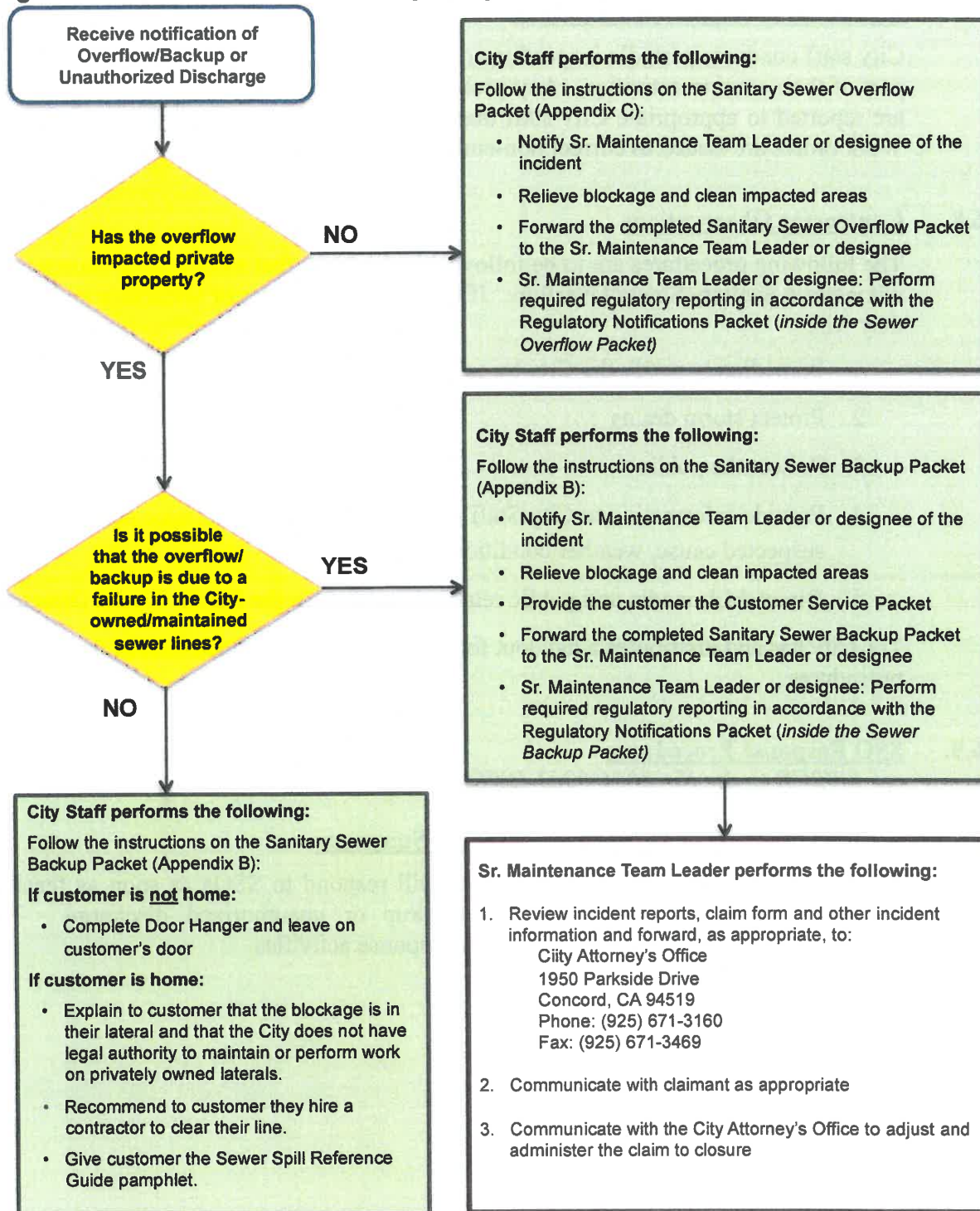
6.9. SSO Response Procedures

ref. SWRCB Order No. 2006-0003-DWQ Element 6(b)

6.9.1. Sewer Overflow/Backup Response Summary

The City (Concord on behalf of Clayton) will respond to SSOs as soon as feasible following notification of an overflow/backup or unauthorized discharge. The following (Figure 6) is an overview of the response activities.

Figure 7 Overview of SSO/Backup Response



6.9.2. First Responder Priorities

The first responder's priorities are:

- To follow safe work practices.
- To respond promptly with the appropriate and necessary equipment.
- To contain the spill wherever feasible.
- To restore the flow as soon as practicable.
- To minimize public access to and/or contact with the spilled sewage.
- To promptly notify the Sewer Maintenance Team Leader in event of major SSO.
- To return the spilled sewage to the sewer system.
- To restore the area to its original condition (or as close as possible).
- To photograph and document affected and unaffected areas from a spill.

6.9.3. Safety

The first responder is responsible for following safety procedures at all times. Special safety precautions must be observed when performing sewer work. There may be times when City (Concord, on behalf of Clayton) personnel responding to a sewer system event are not familiar with potential safety hazards peculiar to sewer work. In such cases it is appropriate to take the time to discuss safety issues, consider the order of work, and check safety equipment before starting the job. This includes use of gas monitoring detectors for air quality in manholes and traffic controls at the site.

6.9.4. Initial Response

The first responder must respond to the reporting party/problem site and visually check for potential sewer stoppages or overflows.

The first responder will:

- Note arrival time at the site of the overflow/backup.
- Verify the existence of a public sewer system spill or backup.
- Determine if the overflow or blockage is from a public or private sewer.
- Identify and assess the affected area and extent of spill.
- Contact caller if time permits.
- If the spill is large or in a sensitive area, document conditions upon arrival with photographs. Decide whether to proceed with clearing the blockage to restore the flow or to initiate containment measures. The guidance for this decision is:
 - Small spills (i.e., spills that are easily contained) – proceed with clearing the blockage.
 - Moderate or large spill where containment is anticipated to be simple – proceed with the containment measures.
 - Moderate or large spills where containment is anticipated to be difficult – proceed with clearing the blockage; however, whenever deemed necessary, call for additional assistance and implement containment measures.

- Take steps to contain the SSO. Detailed procedures are contained in the Sanitary Sewer Backup Procedures and Sanitary Sewer Overflow Packet.

6.9.5. Initiate Spill Containment Measures

The first responder will attempt to contain as much of the spilled sewage as possible using the following steps:

- Determine the immediate destination of the overflowing sewage.
- Plug storm drains using air plugs, sandbags, and/or plastic mats to contain the spill, whenever appropriate. If spilled sewage has made contact with the storm drainage system, attempt to contain the spilled sewage by plugging downstream storm drainage facilities.
- Contain/direct the spilled sewage using dike/dam or sandbags.
- Pump around the blockage/pipe failure.

The Sanitary Sewer Overflow Packet of the OERP document contains the detailed procedures.

6.9.6. Restore Flow

Using the appropriate cleaning equipment, set up downstream of the blockage and hydro-clean upstream from a clear manhole. Attempt to remove the blockage from the system and observe the flows to ensure that the blockage does not reoccur downstream. If the blockage cannot be cleared within a reasonable time from arrival, or sewer requires construction repairs to restore flow, then initiate containment and/or bypass pumping. If assistance is required, immediately contact other employees, contractors, and equipment suppliers. The Sanitary Sewer Overflow Packet of the OERP document contains the detailed procedures.

6.9.7. Equipment

This section provides a list of specialized equipment that is required to support this Overflow Emergency Response Plan.

- *Closed Circuit Television (CCTV) Inspection Unit* – A CCTV Inspection Unit is required to determine the root cause for all SSOs from gravity sewers.
- *Camera* -- A digital or disposable camera is required to record the conditions upon arrival, during clean up, and upon departure.
- *Emergency Response Trucks* -- A utility body pickup truck, or open bed is required to store and transport the equipment needed to effectively respond to sewer emergencies. The equipment and tools will include containment and clean up materials.
- *Portable Generators, Portable Pumps, Piping, and Hoses* – Equipment used to bypass pump, divert, or power equipment to mitigate an SSO.
- *Combination Sewer Cleaning Trucks* -- Combination high velocity sewer cleaning trucks with vacuum tanks are required to clear blockages in gravity

sewers, vacuum spilled sewage, and wash down the impacted area following the SSO event.

- *Air plugs, sandbags and plastic mats*
- *SSO Sampling Kits*
- *Portable Lights*

6.10. Recovery and Cleanup

ref. SWRCB Order No. 2006-0003-DWQ Element 6(e)

The recovery and cleanup phase begins immediately after the flow has been restored and the spilled sewage has been contained to the extent possible. The SSO recovery and cleanup procedures are:

6.10.1. Estimate the Volume of Spilled Sewage

City staff use the methods outlined in the Sanitary Sewer Backup Packet, Sanitary Sewer Overflow Packet, and/or the Field Guide to estimate the volume of the spilled sewage. Wherever possible, document the estimate using photos and/or video of the SSO site before and during the recovery operation.

6.10.1. Recovery of Spilled Sewage

Vacuum up and/or pump the spilled sewage and rinse water, and discharge it back into the sanitary sewer system.

6.10.2. Clean-up and Disinfection

Clean up and disinfection procedures will be implemented to reduce the potential for human health issues and adverse environmental impacts that are associated with an SSO event. The procedures described are for dry weather conditions and will be modified as required for wet weather conditions. Where cleanup is beyond the capabilities of City staff, a cleanup contractor will be used.

Private Property

City crews are responsible for the cleanup when the property damage is minor in nature and is outside of private building dwellings, such as in front, side and backyards, easements, etc. In all other cases, affected property owners can call a water damage restoration contractor to complete the cleanup and restoration. If the overflow into property is the definite cause of City system failure, the property owner can call out a water damage restoration contractor to complete the cleanup and restoration. In both cases, City claim forms may be issued if requested by the property owners.

Hard Surface Areas

Collect all signs of sewage solids and sewage-related material either by protected hand or with the use of rakes and brooms. Wash down the affected area with clean water and/or deozyme or similar non-toxic biodegradable surface disinfectant until the water runs clear. The flushing volume will be approximately three times the estimated volume of the spill. Take reasonable steps to contain and vacuum up the wastewater. Allow area to dry. Repeat the process if additional cleaning is required.

Landscaped and Unimproved Natural Vegetation

Collect all signs of sewage solids and sewage-related material either by protected hand or with the use of rakes and brooms. Wash down the affected area with clean water until the water runs clear. The flushing volume will be approximately three times the estimated volume of the spill. Either contain or vacuum up the wash water so that none is released. Allow the area to dry. Repeat the process if additional cleaning is required.

Natural Waterways

The Department of Fish and Wildlife will be notified by CalOES for SSOs greater than or equal to 1,000 gallons.

Wet Weather Modifications

Omit flushing and sampling during heavy storm events (i.e., sheet of rainwater across paved surfaces) with heavy runoff where flushing is not required and sampling would not provide meaningful results.

6.10.3. Public Notification

Signs will be posted and barricades put in place to keep vehicles and pedestrians away from contact with spilled sewage. County Environmental Health instructions and directions regarding placement and language of public warnings will be followed when directed. Additionally, the Senior Maintenance Team Leader will use his/her best judgment regarding supplemental sign placement in order to protect the public and local environment. Signs will not be removed until directed by County Environmental Health, Senior Maintenance Team Leader, or designee.

Creeks, streams and beaches that have been contaminated as a result of an SSO will be posted at visible access locations until the risk of contamination has subsided to acceptable background bacteria levels. The warning signs, once posted, will be checked at least every day to ensure that they are still in place. Photographs of sign placement will be taken.

In the event that an overflow occurs at night, the location will be inspected first thing the following day. The field crew will look for any signs of sewage solids and sewage-related material that may warrant additional cleanup activities.

When contact with the local media is deemed necessary, the Public Works Director or their designee will provide the media with all relevant information.

6.11. Water Quality

ref. SWRCB Order No. 2006-0003-DWQ Element 6(f)

6.11.1. Water Quality Sampling and Testing

Water quality sampling and testing is required for Category 1 SSOs of 50,000 gallons or greater to determine the extent and impact of the SSO. The water quality sampling procedures must be implemented within 48 hours and include the following:

- The first responders will collect samples as soon as possible after the discovery and mitigation of the SSO event.
- The water quality samples will be collected from upstream of the spill, from the spill area, and downstream of the spill in flowing water (e.g. creeks). The water quality samples will be collected near the point of entry of the spilled sewage.
- The samples shall then be brought to the Central Contra Costa Sanitary District Laboratory.

6.11.2. Water Quality Monitoring Plan

The City Water Quality Monitoring Plan will be implemented immediately upon discovery of any Category 1 SSO of 50,000 gallons or more in order to assess impacts from SSOs to surface waters. The SSO Water Quality Monitoring Program will:

1. Contain protocols for water quality monitoring.
2. Account for spill travel time in the surface water and scenarios where monitoring may not be possible (e.g. safety, access restrictions, etc.)
3. Require water quality analyses for ammonia and bacterial indicators to be performed by an accredited or certified laboratory.
4. Require monitoring instruments and devices used to implement the SSO Water Quality Monitoring Program to be properly maintained and calibrated, including any records to document maintenance and calibration, as necessary, to ensure their continued accuracy.
5. Within 48 hours of the City becoming aware of the SSO, require water quality sampling for ammonia and total and fecal coliform.
6. Observe proper chain of custody procedures.

6.11.3. SSO Technical Report

The City will submit an SSO Technical Report to the CIWQS Online SSO Database within 45 calendar days of the SSO end date for any SSO in which 50,000 gallons or greater are spilled to surface waters. The City's Legally Responsible Official (LRO)

will supervise the preparation of this report and will certify this report. This report, which does not preclude the Water Boards from requiring more detailed analyses if requested, shall include at a minimum, the following:

Causes and Circumstances of the SSO:

- Complete and detailed explanation of how and when the SSO was discovered.
- Diagram showing the SSO failure point, appearance point(s), and final destination(s).
- Detailed description of the methodology employed and available data used to calculate the volume of the SSO and, if applicable, the SSO volume recovered.
- Detailed description of the cause(s) of the SSO.
- Copies of original field crew records used to document the SSO.
- Historical maintenance records for the failure location.

City's Response to SSO:

- Chronological narrative description of all actions taken by the City to terminate the spill.
- Explanation of how the SSMP Overflow Emergency Response Plan was implemented to respond to and mitigate the SSO.
- Final corrective action(s) completed and/or planned to be completed, including a schedule for actions not yet completed.

Water Quality Monitoring:

- Description of all water quality sampling activities conducted including analytical results and evaluation of the results.
- Detailed location map illustrating all water quality sampling points.

6.12 Sewer Backup Into/Onto Private Property Claims Handling Policy

It is the policy of the City that a claims form shall be offered to anyone wishing to file a claim. The following procedures will be observed for all sewer overflows/backups into/onto private property:

- City (Concord) staff will offer a City claim form irrespective of fault whenever it is possible that the sanitary sewer backup may have resulted from an apparent blockage in the City-owned sewer lines or whenever a City customer requests a claim form. The claim may later be rejected if subsequent investigations into the cause of the loss indicate the City was not at fault.
- It is the responsibility of the Sewer Maintenance Crew to gather information regarding the incident and notify the Senior Maintenance Team Leader or his/her designee.

- It is the responsibility of the City Attorney’s Office to review all claims and to oversee the adjustment and administration of the claim to closure.

6.13 Notification, Reporting, Monitoring and Recordkeeping Requirements
ref. SWRCB Order No. 2006-0003-DWQ Element 6(c)

In accordance with the Statewide General Waste Discharge Requirements for Sanitary Sewer Systems (SSS GWDRs), the City of Concord maintains records for each sanitary sewer overflow. Records include:

- Documentation of response steps and/or remedial actions
- Photographic evidence to document the extent of the SSO, field crew response operations, and site conditions after field crew SSO response operations have been completed. The date, time, location, and direction of photographs taken will be documented.
- Documentation of how any estimations of the volume of discharged and/or recovered volumes were calculated including all assumptions made.

Regulator required notifications are outlined Table 10.

Table 10 Regulator Required Notifications (Concord ("City") on behalf of Clayton)

ELEMENT	REQUIREMENT	METHOD
NOTIFICATION	Within two hours of becoming aware of any Category 1 SSO 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, the City will notify the California Office of Emergency Services (CalOES) and obtain a notification control number.	Call Cal OES at: (800) 852-7550
REPORTING	<ul style="list-style-type: none"> • Category 1 SSO: The City will 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: The City will 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: The City will submit certified report within 30 calendar days of the end of 	Enter data into the CIWQS Online SSO Database ¹ (http://ciwqs.waterboards.ca.gov/) certified by the Legally Responsible Official(s) ² . All information required by CIWQS will be captured in the Sanitary Sewer Overflow Report.

¹ In the event that the CIWQS online SSO database is not available, the Senior Maintenance Team Leader will notify SWRCB by phone and will fax or e-mail all required information to the RWQCB office at (510) 622-2460 in accordance with the time schedules identified above. In such an event, the City will submit the appropriate reports using the CIWQS online SSO database when the database becomes available. A copy of all documents that certify the submittal in fulfillment of this section shall be retained in the SSO file.

² The City always has at least one LRO. Any change in the LRO(s) including deactivation or a change to contact information, will be submitted to the SWRCB within 30 days of the change by calling (866) 792-4977 or emailing help@ciwqs.waterboards.ca.gov.

ELEMENT	REQUIREMENT	METHOD
	<p>month in which SSO the occurred.</p> <ul style="list-style-type: none"> • SSO Technical Report: The City will 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: The City will 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: The City will update and certify every 12 months 	<p>Certified SSO reports may be updated by amending the report or adding an attachment to the SSO report within 120 calendar days after the SSO end date. After 120 days, the State SSO Program Manager must be contacted to request to amend an SSO report along with a justification for why the additional information was not available prior to the end of the 120 days.</p>
WATER QUALITY MONITORING	<p>The City will conduct water quality sampling within 48 hours after initial SSO notification for Category 1 SSOs in which 50,000 gallons or greater are spilled to surface waters.</p>	<p>Water quality results will be uploaded into CIWQS for Category 1 SSOs in which 50,000 gallons or greater are spilled to surface waters.</p>
RECORD KEEPING	<p>The City will maintain the following records:</p> <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. 	<p>Self-maintained records shall be available during inspections or upon request.</p>

For reporting purposes, if one SSO event of whatever category results in multiple appearance points in a sewer system, a single SSO report is required in CIWQS that includes the GPS coordinates for the location of the SSO appearance point closest to the failure point, blockage or location of the flow condition that cause the SSO, and descriptions of the locations of all other discharge points associated with the single SSO event.

Currently the City of Concord will also submit draft reports on behalf of the City of Clayton and certify final reports.

6.13.1. Complaint Records

The City maintains records of all complaints received whether or not they result in sanitary sewer overflows. These complaint records include:

- Date, time, and method of notification
- Date and time the complainant or informant first noticed the SSO or occurrence related to the call
- Narrative description describing the complaint
- A statement from the complainant or informant, if they know, of whether or not the potential SSO may have reached waters of the state
- Name, address, and contact telephone number of the complainant or informant reporting the potential SSO (if not reported anonymously)
- Follow-up return contact information for each complaint received (if not reported anonymously)
- Final resolution of the complaint with the original complainant
- Work service request information used to document all feasible and remedial actions taken

All complaint records will be maintained for a minimum of five years whether or not they result in an SSO. SSO records are kept under the direction and control of the Senior Maintenance Team Leader.

6.14 Post SSO Event Debriefing

ref. SWRCB Order No. 2006-0003-DWQ Element 6(d)

Every SSO event is an opportunity to evaluate the City response and reporting procedures. Each overflow event is unique, with its own elements and challenges including volume, cause, location, terrain, climate, and other parameters.

As soon as possible after Category 1 and Category 2 SSO events, the Infrastructure Maintenance Manager, and all of the participants, from the person who received the call to the last person to leave the site, will meet to review the procedures used and to discuss what worked and where improvements could be made in preventing or responding to and mitigating future SSO events. The results of the debriefing will be documented and tracked to ensure the action items are completed as scheduled.

6.15 Failure Analysis Investigation

ref. SWRCB Order No. 2006-0003-DWQ Element 6(d)

The objective of the failure analysis investigation is to determine the “root cause” of the SSO and to identify corrective action(s) needed that will reduce or eliminate future potential for the SSO to recur or for other SSOs to occur.

The investigation will include reviewing all relevant data to determine appropriate corrective action(s) for the line segment. The investigation will include:

- Reviewing and completing the Sanitary Sewer Overflow Report (contained in the Sanitary Sewer Overflow Packet) and any other documents related to the incident

- Reviewing the incident timeline and other documentation regarding the incident
- Reviewing communications with the reporting party and witness
- Reviewing volume estimate, volume recovered estimate, volume estimation assumptions and associated drawings
- Reviewing available photographs
- Interviewing staff that responded to the spill
- Reviewing past maintenance records
- Reviewing past CCTV records,
- Conducting a CCTV inspection to determine the condition of all line segments immediately following the SSO and reviewing the video and logs,
- Reviewing any Fats, Oils, Roots and Grease (FROG) related information or results
- Post SSO debrief records
- Interviews with the public at the SSO location

The product of the failure analysis investigation will be the determination of the root cause and the identification and scheduling of the corrective actions. The Collection System Failure Analysis Form (B-11 in Sanitary Sewer Backup Packet and C-5 in Sanitary Sewer Overflow Packet) will be used to document the investigation.

6.16 SSO Response Training

ref. SWRCB Order No. 2006-0003-DWQ Element 6(d)

This section provides information on the training that is required to support this Overflow Emergency Response Plan.

6.16.1. Initial and Annual Refresher Training

All Concord personnel who may have a role in responding to, reporting, and/or mitigating a sewer system overflow will receive training on the contents of this OERP. All new employees will receive training before they are placed in a position where they may have to respond. Current employees will receive annual refresher training on this plan and the procedures to be followed. Concord will document all training.

Affected employees will receive annual training on the following topics by knowledgeable trainers:

- The City's Overflow Emergency Response Plan and Sanitary Sewer Management Plan
- Sanitary Sewer Overflow Volume Estimation Techniques
- Researching and documenting Sanitary Sewer Overflow Start Times
- Impacted Surface Waters: Response Procedures
- State Water Resources Control Board Employee Knowledge Expectations
- Employee Core Competency Evaluations on Sanitary Sewer Operations

- **Water Quality Sampling Plan**

The City will verify that annual safety training requirements are current for each employee, and that employees are competent in the performance of all core competencies. This will be verified through electronic testing, interviews and observations. The City will address, through additional training/instruction, any identified gaps in required core competencies.

Through SWRCB Employee Knowledge Expectations training the employee will be able to answer the following:

1. Please briefly describe your name and job title.
2. Please describe for us approximately when you started in this field and how long you have worked for your agency.
3. Please expand on your current position duties and role in responding in the field to any SSO complaints.
4. Please describe your SOPs used to respond/mitigate SSOs when they occur.
5. Describe any training your agency provides or sends you to for conducting spill volume estimates.
6. We are interested in learning more about how your historical SSO response activities have worked in the field. We understand from discussions with management earlier that you use the OERP from the SSMP. Please elaborate on how you implement and utilize the procedures in the plan.
7. Historically, before any recent changes, can you please walk us through how you would typically receive and respond to any SSO complaints in the field?
8. Can you tell us who is responsible for estimating SSO volumes discharged? If it is you, please describe how you go about estimating the SSO volume that you record on the work order/service request forms?
9. What other information do you collect or record other than what is written on the work order form?
10. Describe if and when you ever talk with people that call in SSOs (either onsite or via telephone) to further check out when the SSO might have occurred based on what they or others know? If you do this, can you tell us where this information is recorded?
11. We understand you may be instructed to take pictures of some sewer spills/backups into structures. Other than these SSOs, when else would you typically take any pictures of an SSO?
12. Please walk us through anything else you'd like to add to help us better understand how your field crews respond and mitigate SSO complaints.

6.16.2. SSO Response Drills

Periodic training drills or field exercises will be held to ensure that employees are up to date on these procedures, equipment is in working order, and the required materials are readily available. The training drills will cover scenarios typically observed during sewer related emergencies (e.g. mainline blockage, mainline failure, and lateral blockage). The results and the observations during the drills will be recorded and action items will be tracked to ensure completion.

6.16.3. SSO Training Record Keeping

Records will be kept of all training that is provided in support of this plan. The records for all scheduled training courses and for each overflow emergency response training event and will include date, time, place, content, name of trainer(s), and names and titles of attendees.

6.16.4. Contractors Working On City Sewer Facilities

All construction contractors working on or around City sewer facilities will be required to develop a project-specific OERP, will provide project personnel with training regarding the content of the contractor's OERP and their role in the event of an SSO, and to follow that OERP in the event that they cause or observe an SSO. Emergency response procedures shall be discussed at project pre-construction meetings, regular project meetings and after any contractor involved incidents. All service contractors will be provided, and required to observe contractor procedures. The City uses a standardized Contractor Orientation.

Element 7: Fats, Oils, and Grease Control Program

This element of the SSMP discusses the City's Fats, Oils, and Grease (FOG) control measures, including identification of problem areas, focused cleaning, and source control. This section fulfills the FOG Control Program requirements of the State Water Board.

State Water Board Requirement: Each Enrollee shall evaluate its service area to determine whether a FOG control program is needed. If an Enrollee determines that a FOG program is not needed the Enrollee must provide justification as to why it is not needed. If FOG is found to be a problem, the Enrollee must prepare and implement a FOG source control program to reduce the amount of these substances discharged to the sanitary sewer system. This plan shall include the following as appropriate:

- a. An implementation plan and schedule for a public education outreach program that promotes proper disposal of FOG;
- b. A plan and schedule for the disposal of FOG generated within the sanitary sewer system service area. This may include a list of acceptable disposal facilities and/or additional facilities needed to adequately dispose of FOG generated within a sanitary sewer system service area;
- c. The legal authority to prohibit discharges to the system and identify measures to prevent SSOs and blockages caused by FOG;
- d. Requirements to install grease removal devices (GRD) (such as traps or interceptors), design standards for the removal devices, maintenance requirements, best management practice (BMP) requirements, record keeping and reporting requirements;
- e. Authority to inspect grease producing facilities, enforcement authorities, and whether the Enrollee has sufficient staff to inspect and enforce the FOG ordinance;
- f. An identification of sanitary sewer system sections subject to FOG blockages and establishment of a cleaning maintenance schedule for each section; and
- g. Development and implementation of source control measures for all sources of FOG discharged to the sanitary sewer system for each section identified in (f) above.

The goal of the FOG Control Program is to reduce the cost of maintenance associated with FOG and to reduce the number of blockages and SSOs caused by FOG discharged to the sewer collection system.

The FOG Control Program includes cleaning, inspection, enforcement, and education. The City of Concord contracts with CCCSD for portions of the inspection, enforcement, and education elements of this program for both Concord and Clayton in the maintenance services area as detailed in CMC Section 13.05.120 et seq. and various agreements and amendments since 1974.

7.1. Public Education and Outreach:

CCCSD has created pamphlets, posters, and brochures, and delivers them to customers at the time of inspection and by mail. Outreach is key to FOG Control because it promotes preventative measures to minimize grease in the collection system. The materials are designed to educate the public about improper grease disposal and to promote the use of Best Management Practices. CCCSD is continually updating and improving existing outreach materials and creating new documents that focus on specific issues of grease, grease traps, and grease interceptors.

Specific operation and maintenance documents are provided for grease traps and for grease interceptors. Other documents outline proper grease disposal techniques, describe the available pretreatment devices, explain the inspection process, and provide tips on water pollution prevention.

7.1.1. FOG Disposal:

CCCSD has a Waste Hauler Program that includes a list of permitted waste haulers that pay fees for disposal of FOG at their treatment plant or other agencies' plants that are available to process FOG waste. A multi-agency workgroup called CalFOG has slated a project to identify and maintain a list of all agencies within the various service areas that will accept FOG wastes. Waste haulers are required to identify the disposal facility of the hauled waste to the generator of the waste. More information may be found in the CCCSD SSMP, as well as on their website.

7.2. Inspection, Source Control, and Enforcement:

The City of Concord determines the need for and inspects new pretreatment facilities as they are constructed. The current inspection and source control program with CCCSD includes inspecting all FOG-producing facilities in Clayton. There is a total of 32 facilities that CCCSD inspects in Clayton, including 22 food service facilities (FSEs).

CCCSD conducts FOG program compliance inspections to ensure compliance with ordinances and proper operation. All records associated with this responsibility are maintained by CCCSD and are available on request from the City. Compliance inspections involve:

- ✓ Recording the number of fixtures in the facility
- ✓ Checking the condition of the grease trap or interceptor
- ✓ Noting dates of cleaning
- ✓ Noting means of grease disposal or how oil is recycled

The frequency of inspections depends on a facility's location and compliance history. If a facility is found to be in compliance, then the next inspection will be in 4-5 years. A facility that is out of compliance will be inspected more frequently until CCCSD is satisfied with customer compliance. Inspections are normally carried out without warning the customer so that the inspectors may get an accurate view of normal operating conditions. There were 10 inspections in 2018 and 6 in 2017. There were no enforcement actions in 2017 and 2 in 2018.

Warning Notices are issued for a minor ordinance violation or a condition that, if uncorrected, could result in a violation. A Notice of Violation (NOV) is issued for ordinance violations, failure to respond to a Warning Notice, or Violations of Permit Conditions. A facility must then propose a plan to achieve compliance. Facilities have 30 days to respond and 100 days to install a grease pretreatment device.

CCCSD's source control program is conducted in accordance with their Source Control Ordinance, Title 10, Section 10.05.120 et seq. which is available on-line at their website (www.centrialsan.org).

The City of Concord and CCCSD have sufficient staff to inspect and enforce their respective responsibilities associated with FOG control ordinances. Those legal authorities are summarized Table 3-1 Legal Authority.

7.3. Design Standards and GRD Installment Requirements:

Users who are currently connected or who propose to connect to the City of Concord's collection system (including connections in Clayton or in the unincorporated portion of the County abutting the collection systems in Concord or Clayton) must obtain a connection permit from the City of Concord's and Clayton's Permit Center. At the Permit Center, staff from the Building Department will determine if a grease trap and/or grease interceptor is required in association with their connection. When it is determined that a grease pretreatment device is required, such as is typically the case for restaurants, City of Concord inspectors will ensure it is properly constructed, and that location will be added to the list of sites that CCCSD inspects as part of its commercial/industrial FOG compliance program. Both the City of Concord and CCCSD can cite users found to be in violation of their ordinances.

Pursuant to federal requirements, the CCCSD annually publishes, in the largest daily newspaper within the jurisdictional boundaries of the CCCSD, a list of the users who were in significant noncompliance with any pretreatment requirements or standards during the twelve previous months. That notification must also summarize enforcement actions taken against the user(s) during the same twelve months.

7.3.1. FOG System Maintenance:

City of Concord Sewer Section personnel have a vigorous and well-documented program of hydrocleaning sewer mains to remove FOG from the sewer collection system. They also televise sewer mains to identify problem areas and respond to service calls due to blockages

and overflows. In a typical year these personnel will televise more than 60 miles of sewer mains and hydroclean more than 100 miles of sewer mains as part of a comprehensive preventive maintenance program. Problem mains are cleaned repeatedly each year, hydrocleaned either on a weekly, monthly, or quarterly cleaning schedule. Figure 7 below shows the locations of mains with FOG "problems", and there are only 4 of these in Clayton.

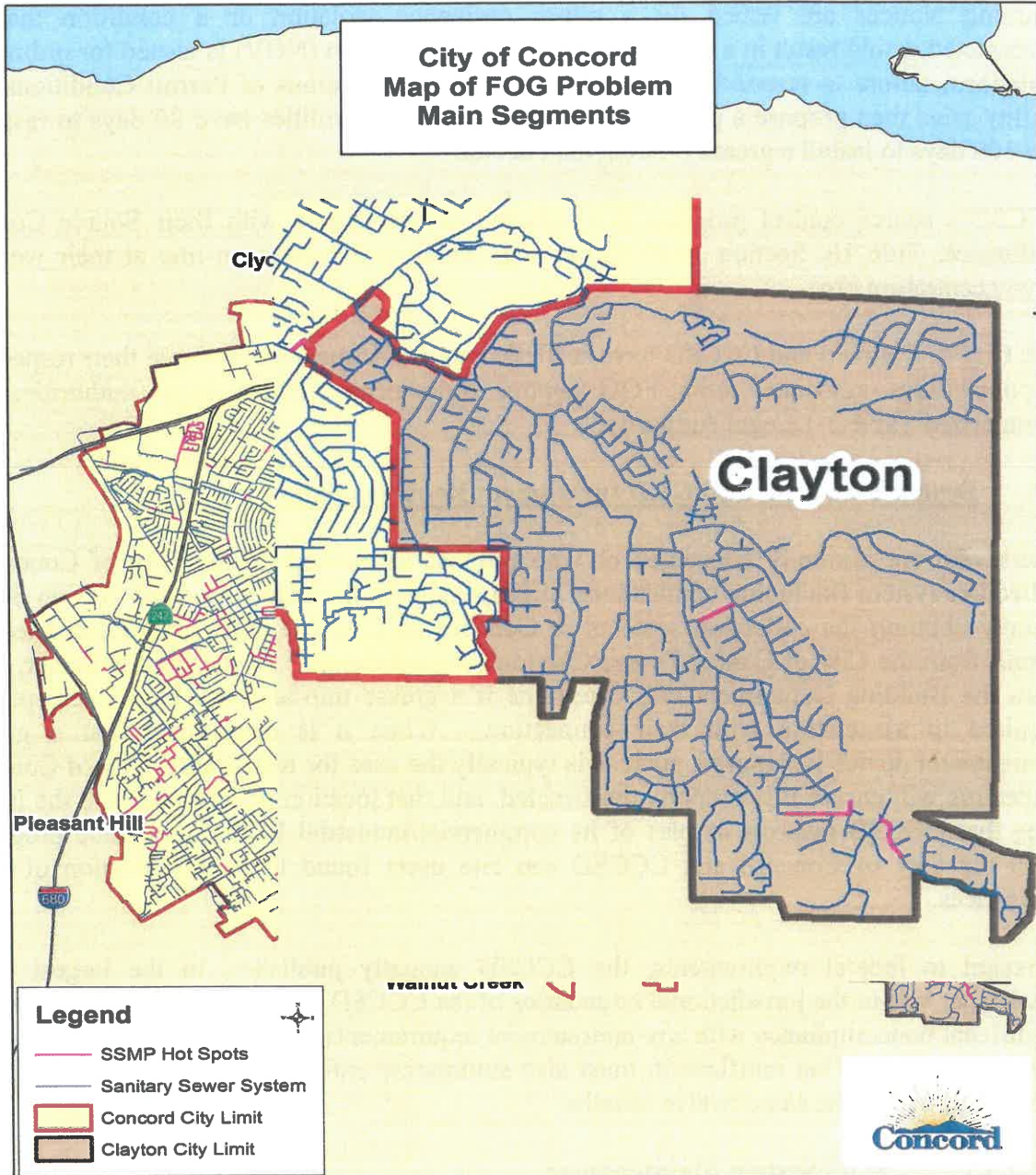


Figure 8 Map of FOG Problems in Main Lines - Clayton

Element 8: System Evaluation and Capacity Assurance Plan

This element of the SSMP describes the process established at the City of Clayton to assess the current and future capacity requirements of its collection system. This section fulfills the Capacity Management requirements of both the Regional Water Board and the State Water Board.

State Water Board Requirement: The Enrollee shall prepare and implement a capital improvement plan that will provide hydraulic capacity of key sanitary sewer system elements for dry weather peak flow conditions, as well as the appropriate design storm or wet weather event. At a minimum, the plan must include:

- a. **Evaluation:** Actions needed to evaluate those portions of the sanitary sewer system that are experiencing or contributing to an SSO discharge caused by hydraulic deficiency. The evaluation must provide estimates of peak flows (including flows from SSOs that escape the system) associated with conditions similar to those causing overflow events, estimates of the capacity of key system components, hydraulic deficiencies (including components of the system with limiting capacity) and the major sources that contribute to the peak flows associated with overflow events.
- b. **Design Criteria:** Where design criteria do not exist or are deficient, undertake the evaluation identified in (a) above to establish appropriate design criteria; and
- c. **Capacity Enhancement Measures:** The steps needed to establish a short-and long-term CIP to address identified hydraulic deficiencies, including prioritization, alternatives analysis, and schedules. The CIP may include increases in pipe size, I/I reduction, increases and redundancy in pumping capacity, and storage facilities. The CIP shall include an implementation schedule and shall identify sources of funding.
- d. **Schedule:** The Enrollee shall develop a schedule of completion dates for all portions of the capital improvement program developed in (a) – (c) above. This schedule shall be reviewed and updated consistent with the SSMP review and update requirements as described in Section D, 14.

8.1. Evaluation of Historical System Capacity Efforts:

Clayton sewage flows through Concord to the CCCSD Wastewater Treatment Plant and information on Concord's system capacity and efforts to ensure its adequacy are included in Element 8 of the Concord July 2014 SSMP. The 1991 agreement with the City of Concord also addresses capacity. The agreement notes that the parties believed in 1991 that there was adequate sewer line capacity in Concord's system to accommodate growth projections consistent with the then current Concord and Clayton General Plans in 1991. The agreement also includes a provision that if the sewer line capacity becomes inadequate due to development in Concord under a Concord General Plan revision, Concord shall be totally responsible for mitigating the consequent incapacity. Similarly, Clayton would be responsible if incapacity were the result of a Clayton General Plan revision.

The City of Concord has three permanently installed flow meters that, when combined, account for the total wastewater flow from Concord and Clayton to CCCSD. Those meters are calibrated and maintained by CCCSD meter technicians. One of these meters is located at a now decommissioned Pump Station, one is located on the east side of Walnut Creek Flood Control Channel north of March Drive just prior to the connection to CCCSD's system, and one is located on the Ford dealership property on Diamond Boulevard at Concord Avenue. All three meters continuously transmit real-time flow readings which are recorded on the chart recorders at the Pump Station and which are also transmitted to CCCSD for revenue purposes. Each chart holds one week of flow data. Historical flow record charts are on file at the Team Leader's office going back to when the Pump Station first began operating in 1976. Eighty percent of the combined flow of Concord and Clayton flowed through the meter at the Pump Station until the Pump Station was decommissioned in 2009. From 2003 - 2007, the average daily flow in the wettest month of the year (January) was 13.382 mgd, while the average daily flow during the driest month (September) was 10.070 mgd; this AWWF of only 1.33 times the ADWF was indicative of a tight system with respect to infiltration and inflow (I/I). CCCSD reports to Concord on the total system flows both for their treatment plant and for the three meters in the City of Concord on a fiscal year basis. By monitoring the flows through these meters, Concord can continue analyzing trends indicating I/I increases and reductions (expected outcome once the planned improvement projects are constructed), as well as showing the true impact of development in the catchment areas served by each of the three meters.

8.2. Design Criteria

The City's design criteria are discussed in Element 5 of the SSMP. The City uses the CCCSD design flow criteria since RMC Water & Environmental ("RMC") determined that the CCCSD criteria more closely modeled the actual flows that were being experienced. On March 21, 2006, the Clayton City Council approved the use of CCCSD criteria for the evaluation of future flows for the Marsh Creek Road Specific Plan area, as noted in Element 5.

8.3. Capacity Enhancement Efforts:

In 2008, the City of Clayton Engineering Department, utilizing the technical reports provided by RMC, prepared the Marsh Creek Road Specific Area Sanitary Sewer Master Plan ("Master Plan") which found that portions of the existing collection system would be subject to surcharging and overflows upon build out of the Specific Plan area. The Master Plan consequently recommended a proposed alternative to provide adequate system capacity, but implementation of this phased "mitigation" project is not necessary until and if additional development is permitted and constructed in the Plan area.

8.4. Capital Improvement Program Schedule

Clayton will work with Concord to develop a schedule for the rehabilitation and replacement of pipelines that will be based upon the results of the condition assessment efforts by the CCTV crews utilizing a defined rating system that prioritizes necessary rehabilitation. Clayton may in the future, as assessments and the need dictates, set aside of funds for capital

improvement projects in Clayton, the necessity and priority of which will be determined solely by Clayton.

Element 9: Monitoring, Measurement And Program Modifications

This element of the SSMP describes the process established by the City of Clayton to assess the accuracy and adequacy of each element of the SSMP. This section fulfills the Monitoring, Measurement and Program Modifications requirements of the State Water Board.

State Water Board Requirement: The Enrollee shall:

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

9.1. Maintenance of Relevant Information on SSMP Activities

The City of Concord already tracks a number of sewer system performance metrics for Clayton through its computerized maintenance management system (CMMS). Performance measures tracked in the CMMS on a monthly basis include the length of sewer mains and sewer laterals cleaned, the number of SSOs in sewer mains, the number of SSOs in sewer laterals, the length of sewer mains and sewer laterals televised, sewer service requests and emergency calls received, USA marking requests and the number of repairs made to sewer mains and laterals. These results are analyzed monthly and discussed at length in the annual Year End Report prepared by the Infrastructure Maintenance Manager..

Each year, during the budget development process for the upcoming fiscal year, the performance measures and tasks are analyzed for their effectiveness and efficiency, discussed with the City Engineer and the City Manager, and adjusted as deemed appropriate to better measure the performance of contracted sewer maintenance by Concord.

By comparing the data from the annual reports, trends can be observed and corrective action taken, when so indicated, to shift the focus of preventive maintenance activities to correct any trends of concern and to assure the effectiveness of the SSMP.

The CIWQS SSOs electronic reports to the SWRCB can be downloaded, either individually or in summary report form. The individual SSO records contain all of the information reported, including the date of the SSO; its location, volume, cause, impacted area(s); and the volume recovered. The summary reports can be generated based on any period of time back to 2013, and show the total number of SSOs during the specified time period, the total volume of the SSOs, the total volume recovered, the total volume that reached surface waters, the percent recovered, the percent that reached surface waters, and the total number of SSOs per 100 miles of sewer system lines. These statistics can then be compared over

various time periods (e.g., annually) to help evaluate the effectiveness of the preventive maintenance program and to help determine whether or not adjustments need to be made to the preventive maintenance activities and SSO response actions carried out by City personnel. The electronic reporting system also provides comparisons of SSO performance results in both the local area and across the State of California. These comparisons should be available along with the City's annual performance results.

In addition to analyzing the information already tracked in the CMMS and the reports made to the State Water Board, the City will monitor the following performance indicators that can be documented and compared on an annual basis in the Sewer System Annual Report. These performance indicators were selected because they are straightforward, quantitative, and focused on results. The following table lists each SSMP element, its purpose, and specific performance indicators that will be tracked to evaluate the effectiveness of this SSMP.

Table 11 SSMP Monitoring Performance Indicators, by SSMP Element

SSMP Element	Summary of Element Purpose	Performance Indicators for Tracking Effectiveness
Goals	Establish priorities of City	Annual review of goals based upon results of performance results.
Organization	Document organization of contracted City (Concord) staff and chain of communication for SSO response	Review of Organization Chart and all contact information making any changes identified
Legal Authority	Ensure the City has sufficient legal authority to properly maintain the system	Annual review of CMC Title 13 for revisions including schedule for identified updates.
Operations and Maintenance Program	Minimize blockages and SSOs by properly maintaining the system and keeping the system in good condition	<ul style="list-style-type: none"> ▪ Total number and volume of SSOs ▪ Number of repeat SSOs (same location as any previous SSO) ▪ Number of lateral SSOs ▪ Number of main SSOs ▪ Total volume spilled ▪ Total recovered ▪ Percent reach surface water ▪ Number of pipe failures ▪ Total length of pipe CCTV'ed ▪ Total length of pipe hydrocleaned
Design & Construction Standards	Ensure new facilities area properly designed and constructed	Annual review of new technologies and materials for collection systems assets.
Overflow Emergency Response Plan	Provide timely and effective response to SSO emergencies and comply with regulatory reporting requirements	<ul style="list-style-type: none"> ▪ Average response time ▪ Percent of total SSO volume contained or returned to sewer
Fats, Oils & Grease Control	Minimize blockages and overflows due to FOG	<ul style="list-style-type: none"> ▪ Number of blockages due to FOG ▪ Number of overflows due to FOG ▪ Number of FOG producing facilities inspected

SSMP Element	Summary of Element Purpose	Performance Indicators for Tracking Effectiveness
Monitoring, Measurement, & Program Modifications	Evaluate effectiveness of SSMP, keep SSMP up-to-date, and identify necessary changes	<ul style="list-style-type: none"> ▪ Prepare and update performance results in elements 4, 6 & 7. ▪ Conduct annual review of CIWQS data at the State.
Program Audits	Formally identify SSMP effectiveness, limitations, and necessary changes on an annual basis	<ul style="list-style-type: none"> ▪ Date of completion of last annual audit
Communication Plan	Communicate with the public and satellite agencies.	Place audit on City webpage Place SSMP on City webpage

9.2. Measurement of SSMP Effectiveness and Plan Modifications:

The SSMP will need to be updated very five years or whenever significant plan changes have been made, as currently required, by the State, to maintain current information, and programs will need to be enhanced or modified if they are determined to be less effective than needed as seen from the resulting performance metrics and as experienced by collection system crews in the field. The City will review the successes and needed improvements of the SSMP as part of the SSMP annual audit, described in Element 10. All modifications and changes will be identified in Appendix A, SSMP Change Log.

Clayton will update critical information in the SSMP, such as contact numbers and the SSO response chain of communication, as needed. Every five years, the SSMP will be brought back to the City Council for approval regardless of changes made during the intervening period. Major changes to the SSMP will require Council consideration and approval earlier than five years, if they are made prior to the five-year "deadline" for approval.

9.3. SSO Trends and Historical Results

Clayton has a very good history of relatively few SOs and in fact has experienced no SSOs in most recent calendar years.

Table 12 Historical SSO Results Mains and Laterals Combined

YEAR	TOTAL					
		Grease	Roots	Pipe Fail	Vandalism/ Cross Bore	Debris
2018	2	0	2	0	0	0
2017	0	0	0	0	0	0
2016	0	0	0	0	0	0
2015	0	0	0	0	0	0
2014	0	0	0	0	0	0

Table 13 History of the Spill Volumes and Volumes Recovered (Concord and Clayton)

Calendar Year	Sanitary Sewer Overflows, each	Spill Volume, gallons	Volume Recovered, gallons	Percent Recovered
2018	2	5,046	2,038	40%
2017	0	0	0	N/A
2016	0	0	0	N/A
2015	0	0	0	N/A
2014	0	0	0	N/A
Total	2	5,046	2,038	40%

Table 14 Historical FOG Program Results

	2018	2017
Number of SSOs caused by FOG	0	0
Number of FOG inspections completed	10	6
Number of enforcement actions taken	2	0

Element 10: Program Audits

This element of the SSMP describes the process established by the City to conduct biennial audits of its SSMP and to correct any deficiencies identified in those audits. This section fulfills the SSMP Audit requirements of the State Water Board.

State Water Board Requirement: As part of the SSMP, the Enrollee shall conduct periodic internal audits, appropriate to the size of the system and the number of SSOs. At a minimum, these audits must occur every two years and a report must be prepared and kept on file. This audit shall focus on evaluating the effectiveness of the SSMP and the Enrollee's compliance with the SSMP requirements identified in Subsection D. 13 of the GWDRs, including identification of any deficiencies in the SSMP and steps to correct them.

The City will complete audits of the SSMP biennially, and will annually prepare a Sewer System Annual Report of the performance results, which will be reported to the City Council at a public meeting and posted to the City and/or Concord website. The audit will be performed using the attached Appendix C and which includes a review of each Element of the SSMP to ensure it contains up-to-date information, as well as a review of the SSOs for that year. Finally, the audit form also allows for identification and discussion of changes and modifications that result from the review of the effectiveness of the Element in meeting to goals of the SSMP and the SWRCB Waste Discharge Regulations.

Element 11: Communications Program

This element of the SSMP describes the process established by the City of Clayton to communicate with the public on the development, implementation, and performance of the SSMP. This section fulfills the SSMP Communications Plan requirements of the State Water Board (Element 11).

SWRCB Requirement: The Enrollee shall communicate on a regular basis with the public on the development, implementation, and performance of its SSMP. The communications system shall provide the public the opportunity to provide input to the Enrollee as the program is developed and implemented.

The Enrollee shall also create a plan of communication with systems that are tributary and/or satellite to the Enrollee's sanitary sewer system.

Clayton's original SSMP was completed in October 2014.

The City of Concord maintains a website (<http://www.ci.concord.ca.us/>) to inform the public about City (Concord and Clayton) collection system activities. The City's website is an effective communication channel for providing alerts and news to the public. The main page of the website provides important announcements, agendas and minutes for City Council meetings, and other key information for City residents. Once the Clayton SSMP is adopted by City Council, there will be a link on the City website, under the Public Works Department, Sewer Collection System that will connect to Concord's SSMP and other sanitary sewer related information including the State CIWQS SSO reporting system. Clayton will provide a link to this SSMP on its website at <http://www.ci.clayton.ca.us/>. Clayton also uses its website to notify the public of important upcoming activities related to sewer system operations and management.

As a tributary system to CCCSD's sewage treatment plant, Clayton has regular communications with CCCSD and the City of Concord. This includes discussions with CCCSD's Source Control staff on the FOG program which Concord pays CCCSD to perform; attending key CCCSD Board meetings and providing input on issues of common interest; as well as an annual meeting with CCCSD's General Manager and key management staff to discuss issues of mutual importance. CCCSD, which conducts the FOG program under contract to the City of Concord, has created pamphlets, posters, and brochures, and delivers them to customers at the time of inspection and by mail. These outreach materials are also available on CCCSD's website at <https://www.centalsan.org>

Outreach is key to FOG Control because it promotes preventive measures to minimize grease in the collection system. The materials are designed to educate the public about improper grease disposal and to promote the use of Best Management Practices. CCCSD is continually updating and improving existing outreach materials and creating new documents that focus on specific issues of grease, grease traps, and grease interceptors. The Sewer Collection System web page also includes direct links to CCCSD as well as information for residential and commercial customers on sewer system operations.

Clayton also has regular meetings with staff members of the City of Concord to assure clear understanding of the operations and maintenance program conducted on Clayton's behalf pursuant to the service agreement between the agencies, review of rehabilitation project needs, system expansions in the Clayton system, changes that would affect design and construction standards related to new collection system infrastructure and changes to rules and regulations impacting system operations. All meetings are documented with agendas and attendance sheets and filed in the City of Concord Public Works offices.

Appendix A

Log of SSMP Changes

City of Clayton Log of SSMP Changes

<u>Date</u>	<u>SSMP Section #</u>	<u>Description of Change/Revision Made</u>	<u>Person Authorizing Change</u>
August 2014	Elements 1 to 11 and new Appendices	Complete development of the entire SSMP to comply with new Monitoring and Reporting requirements, completed by Humphrey Consulting	Rick Angrisani
October 2019	Elements 1 to 11 and new Appendices	Complete revision of the entire SSMP to reflect Clayton responsibilities, completed by Humphrey Consulting	Scott Alman

Appendix B

Sewer System Audits and Annual Reports

Appendix C

Annual SSMP Audit Form

City of Clayton Sewer System Management Plan Annual Audit Report Form

The purpose of the SSMP Audit is to evaluate the effectiveness of the City of Clayton's (City's) SSMP and to identify any needed improvements to assure the effective operation of the sanitary sewer collection system to achieve the goals of the SSMP.

Date of Audit: _____

Audit Conducted by: _____

Directions: Please check YES or NO for each question. If NO is answered for any question, describe the updates/changes needed and the timeline to complete those changes.

		YES	NO
ELEMENT 1 - GOALS			
A.	Have there been any changes to the system that require updates to the System Overview summary in the Introduction?	<input type="checkbox"/>	<input type="checkbox"/>
B.	Is Figure 1, Service Area and Geographic Features up-to-date?	<input type="checkbox"/>	<input type="checkbox"/>
C.	Have the boundaries of the City service area changed since the last Audit? If so, describe the changes.	<input type="checkbox"/>	<input type="checkbox"/>
D.	Have there been any changes in the regulations that should be identified and described in the Introduction?	<input type="checkbox"/>	<input type="checkbox"/>
E.	Are the goals stated in Element 1 still appropriate and accurate?	<input type="checkbox"/>	<input type="checkbox"/>
Discussion:			
ELEMENT 2 - ORGANIZATION			
A.	Is the List of City Staff Responsible for SSMP, Table 2-1 current?	<input type="checkbox"/>	<input type="checkbox"/>
B.	Is the Sanitary Sewer Overflow Responder List current?	<input type="checkbox"/>	<input type="checkbox"/>
C.	Is Figure 2-1 of the SSMP, the City Organization Chart, current?	<input type="checkbox"/>	<input type="checkbox"/>
D.	Are the position descriptions an accurate definition of staff responsibilities?	<input type="checkbox"/>	<input type="checkbox"/>
E.	Is Table 2-2 in the Chain of Communication for Reporting and Responding to SSOs section accurate and up-to-date?	<input type="checkbox"/>	<input type="checkbox"/>

F.	Is the list of LRO officials and data submitters in the CWIQS System current? Are all legally responsible officials and data submitters identified in the SSMP? Have all terminated officials been removed from the CIWQS System on the required timeline as required by the GWDR.	<input type="checkbox"/>	<input type="checkbox"/>
Discussion:			
ELEMENT 3 – LEGAL AUTHORITY			
Does the SSMP contain current references to the Concord Municipal Code, the Clayton Municipal Code and the Central Contra Costa Sanitary District Code documenting the City’s legal authority to:			
A.	Prevent illicit discharges?	<input type="checkbox"/>	<input type="checkbox"/>
B.	Require proper design and construction of sewers and connections	<input type="checkbox"/>	<input type="checkbox"/>
C.	Ensure access for maintenance, inspection, or repairs for portions of the lateral owned or maintained b the City?	<input type="checkbox"/>	<input type="checkbox"/>
D.	Limit discharges of fats, oils and grease?	<input type="checkbox"/>	<input type="checkbox"/>
E.	Enforce any violation of its sewer ordinances?	<input type="checkbox"/>	<input type="checkbox"/>
F.	Were any changes or modifications made in the past year to City Sewer Ordinances, Regulations or standards? If so please state below..	<input type="checkbox"/>	<input type="checkbox"/>
G.	Are the sewer service charge provisions current and provide the authority for full funding of the sanitary sewer operations?	<input type="checkbox"/>	<input type="checkbox"/>
H.	Has there been documented and regular communications with other agencies such as City of Clayton and the Central Contra Costa Sanitary District in the past year? If so are these meetings and communications documented appropriately?	<input type="checkbox"/>	<input type="checkbox"/>
L.	Are all report forms used during sanitary sewer system cleaning and CCTV inspection current or require changes to mirror current operations?	<input type="checkbox"/>	<input type="checkbox"/>
M.	Have the Annual Pump Station Inspections been conducted and are necessary improvements scheduled and being implemented?	<input type="checkbox"/>	<input type="checkbox"/>
Discussion:			

ELEMENT 4 – OPERATIONS AND MAINTENANCE			
Collection System Maps			
A.	Does the SSMP reference the current process and procedures for maintaining the City’s wastewater collection system maps?	<input type="checkbox"/>	<input type="checkbox"/>
B.	Are the City’s collection system maps complete, current and sufficiently detailed? Have all Clayton collection system modifications been identified and added or deleted from the GIS system? Are all versions of the City maps current?	<input type="checkbox"/>	<input type="checkbox"/>
C.	Are storm drainage facilities identified on the collection system maps? If not, are SSO responders able to determine locations of storm drainage inlets and pipes for possible discharge to waters of the state?	<input type="checkbox"/>	<input type="checkbox"/>
Prioritized Preventive Maintenance			
C.	Does the SSMP describe current preventive maintenance activities and the system for prioritizing the cleaning of sewers?	<input type="checkbox"/>	<input type="checkbox"/>
D.	Based upon information in the Annual SSO Report, are the City’s preventive maintenance activities sufficient and effective in minimizing SSOs and blockages?	<input type="checkbox"/>	<input type="checkbox"/>
Scheduled Inspections and Condition Assessments			
E.	Is there an ongoing condition assessment program sufficient to develop a capital improvement plan addressing the proper management and protection of infrastructure assets? Are the current components of this program documented in the SSMP?	<input type="checkbox"/>	<input type="checkbox"/>
F.	Does the SSMP contain a prioritized capital improvement plan for future rehabilitation and replacement of the sanitary sewer system for the next five years? Is it current?	<input type="checkbox"/>	<input type="checkbox"/>
Contingency Equipment and Replacement Inventory			
G.	Does the SSMP list the major equipment currently used in the operation and maintenance of the collection system and documents the procedures for inventory management?	<input type="checkbox"/>	<input type="checkbox"/>
H.	Are contingency and replacement parts sufficient to respond to emergencies and properly conduct regular maintenance?	<input type="checkbox"/>	<input type="checkbox"/>
Training			
J.	Has all annual training been conducted as required?	<input type="checkbox"/>	<input type="checkbox"/>
Discussion:			

ELEMENT 5- DESIGN AND PERFORMANCE STADARDS			
A.	Does the SSMP reference current design and construction standards for the installation for new sanitary sewer systems, pump stations and other appurtenances and for the rehabilitation and repair of existing sanitary sewer systems?	<input type="checkbox"/>	<input type="checkbox"/>
B.	Does the SSMP document current procedures and standards for inspecting and testing the installation of new sewers, pumps, and other appurtenances and the rehabilitation and repair of existing sewer lines? Have any changes to the standards been implemented since the last audit?	<input type="checkbox"/>	<input type="checkbox"/>
Discussion:			

ELEMENT 6 – OVERFLOW AND EMERGENCY RESPONSE PLAN			
A.	Does the City’s Sanitary Sewer Overflow Emergency Response Plan establish procedures for the emergency response, notification, and reporting of SSOs? Have any changes in past practices been implemented since the last audit? If so please explain.	<input type="checkbox"/>	<input type="checkbox"/>
B.	Are City staff and contractor personnel appropriately trained and verified on the procedures of the Sanitary Sewer Overflow Emergency Response Plan?	<input type="checkbox"/>	<input type="checkbox"/>
C.	Considering SSO performance data, is the Sanitary Sewer Overflow Emergency Response Plan effective in handling SSOs in order to safeguard public health and the environment?	<input type="checkbox"/>	<input type="checkbox"/>
D.	Are all SSO and claims reporting forms current or do they require revisions or additions?	<input type="checkbox"/>	<input type="checkbox"/>
E.	Does all SSO event recordkeeping meet the GWDR requirements? Are all SSO event files complete and have they been certified in the CIWQS system?	<input type="checkbox"/>	<input type="checkbox"/>
F.	Is all information in the CIWQS system current and correct? Have periodic reviews of the data been made during the year to assure compliance with GWDR? Have all Technical Report and Water Quality Sampling requirements of the GWDR been uploaded to the CIWQS data management system?	<input type="checkbox"/>	<input type="checkbox"/>
G.	Are all SSO Response Procedure Flow Charts current and have all contact information been checked and certified correct?	<input type="checkbox"/>	<input type="checkbox"/>

H.	Were all large SSOs evaluated for “root cause” and did they identify corrective actions required to assure reductions or elimination of future SSOs? Were post SSO debriefing events held with appropriate staff and all responders?	<input type="checkbox"/>	<input type="checkbox"/>
I.	Were all Technical Reports and Water Quality Monitoring results of SSOs greater than 50,000 gallons submitted to the CIWQS System according to the required timeline?	<input type="checkbox"/>	<input type="checkbox"/>
J.	Were all No Spill Certifications provided as required by the WDR regulations completed and certified in CIWQS? Was the Annual Collection System Questionnaire completed?	<input type="checkbox"/>	<input type="checkbox"/>
K.	Are all SSO records complete and maintained for five-years from the date of the SSO? Have all files older than five years been disposed of according to City records management system and Regional Board requirements or directions?	<input type="checkbox"/>	<input type="checkbox"/>
L.	Is staff properly trained on appropriate methods for spill volume estimation and start time requirements for all SSOs? Has this training been documented appropriately?	<input type="checkbox"/>	<input type="checkbox"/>

Discussion:

ELEMENT 7 – FATS, OILS AND GREASE (FOG) CONTROL PROGRAM

A.	Does the FOG Control Program include efforts to educate the residential customers on proper handling and disposal of FOG?	<input type="checkbox"/>	<input type="checkbox"/>
B.	Does the FOG Control Program identify sections of the collection system subject to FOG blockages, establish a cleaning schedule and address source control measures to minimize these blockages?	<input type="checkbox"/>	<input type="checkbox"/>
C.	Are requirements for grease removal devices, best management practices (BMP), record keeping and reporting established in the City’s and CCCSD FOG Control Program?	<input type="checkbox"/>	<input type="checkbox"/>
D.	Does the City have sufficient legal authority to implement and enforce the FOG Control Program? Are all enforcements effective and resulting in appropriate compliance with requirements?	<input type="checkbox"/>	<input type="checkbox"/>
E.	Is the current FOG program effective in minimizing blockages of sewer lines resulting from discharges of FOG to the system	<input type="checkbox"/>	<input type="checkbox"/>

Discussion:Discussion:

ELEMENT 8- SYSTEM EVALUATION AND CAPACITY ASSURANCE PLAN			
A.	Does the City of Concord Sanitary Sewer Master Plan evaluate hydraulic deficiencies in the system, establish sufficient design criteria and recommend both short and long term capacity enhancement and improvement projects and schedules?	<input type="checkbox"/>	<input type="checkbox"/>
B.	Does the City's Capital Improvement Plan (CIP) establish a schedule of approximate completion dates for both short and long-term improvements and is the schedule reviewed and updated to reflect current budgetary capabilities and accomplishments?	<input type="checkbox"/>	<input type="checkbox"/>
Discussion:			

ELEMENT 9- MONITORING, MEASUREMENT, AND PROGRAM MODIFICATIONS			
A.	Does the SSMP accurately portray the methods of tracking and reporting selected performance indicators?	<input type="checkbox"/>	<input type="checkbox"/>
B.	Is the City able to sufficiently evaluate the effectiveness of the SSMP elements based on relevant information?	<input type="checkbox"/>	<input type="checkbox"/>
Discussion:			

ELEMENT 10 – SSMP AUDITS			
A.	Was the SSMP Audit completed, reviewed and filed in Appendix B?	<input type="checkbox"/>	<input type="checkbox"/>
B.	Have the collection system performance results been provided to the City Council and the public annually? Are the results available on the City website?	<input type="checkbox"/>	<input type="checkbox"/>
C.	Have the performance results been evaluated for specific changes to meet targeted goals for SSO reduction? Have changes in procedures been implemented to enhance the City sanitary sewer operations?	<input type="checkbox"/>	<input type="checkbox"/>
D.	Has the Change Log been updated with all changes made to the SSMP during the past year?		
E.	Do City SSO performance results agree with all CIWQS information?		
Discussion:			

ELEMENT 11 – COMMUNICATION PROGRAM			
A.	Does the City effectively communicate with the public and other agencies about the implementation and performance results of the SSMP and continue to address any feedback?	<input type="checkbox"/>	<input type="checkbox"/>
B.	Did the City Council receive and review the Annual Sewer System Report? Was the annual report uploaded to the City Sewer Section website and added to Appendix B?	<input type="checkbox"/>	<input type="checkbox"/>
C.	Did City staff conduct and document meetings with treatment systems, the City of Clayton and FOG Pretreatment Program agency? Are all agreements current or are changes necessary to these agreements?	<input type="checkbox"/>	<input type="checkbox"/>
Change Log			
A.	Is the SSMP Change Log, current and up to date?	<input type="checkbox"/>	<input type="checkbox"/>
Discussion:			

Prepared By: _____ Reviewed By: _____

Approved for Filing on: _____ (date)

Agenda Date: 10-15-2019

Agenda Item: 4d



Approved:

Joe Sbranti,
Interim City Manager

STAFF REPORT

TO: HONORABLE MAYOR AND COUNCILMEMBERS

FROM: Jim Warburton, Maintenance Supervisor

MEETING DATE: October 15, 2019

SUBJECT: Award of contract North Valley Park Playground Rehabilitation and Replacement (CIP#10442) with Specified Play Equipment Company (SPEC).

RECOMMENDATION

Approve a contract with SPEC for Capital Improvement Project (CIP) # 10442 – North Valley Park Rehabilitation, which includes new playground equipment and surfaces and shade structure over picnic areas. The FY 19-20 City Council adopted budget had allocated \$168,575, and the SPEC quote was the lowest received at \$156,669.15.

BACKGROUND

Approximately twenty years ago the current North Valley Park playground was a sand volleyball court that the developer installed per the subdivision development requirements. The volleyball court was never used by the community, and after several years the neighborhood asked to have sand volleyball court replaced with a tot lot. The current play equipment and surface is about 20 years old. The equipment parts can no longer be obtained and the rubberized safety surface is deteriorating. CIP project # 10442 was approved in the FY 19-20 budget for a total amount of \$168,575.

The project scope includes removing and replacing the old play equipment and rubberized safety matting, adding two shade structures over the existing picnic tables and a new tot swing area (two swings) next to the play structure along with required ADA access path to the swing area, ADA curb cut onto Golden Eagle Place, and a designated ADA parking space.

City staff reached out to commercial playground equipment companies and received two proposals, with a third declining to submit. The lowest cost proposal was from Specified

Play Equipment Company (SPEC). SPEC has installed equipment in public park areas in numerous cities and public schools for over 20 years including Brentwood, Dublin, and Lafayette. Their equipment is manufactured in Wisconsin, America. Their warranty runs from 5 years for swing seats, 15 years for main play equipment and 100 years on bolts, clamps and steel poles. After a contract is signed it takes five months to fabricate and ship the items, then two months for removal of the old equipment and installation of the new, with a target completion date in June 2020.

RECEIPT OF QUOTES

1. Specified Play Equipment Company (SPEC)	\$156,669.15
2. Nsp3	\$197,514.65
3. Miracle Play Structures	Declined to submit

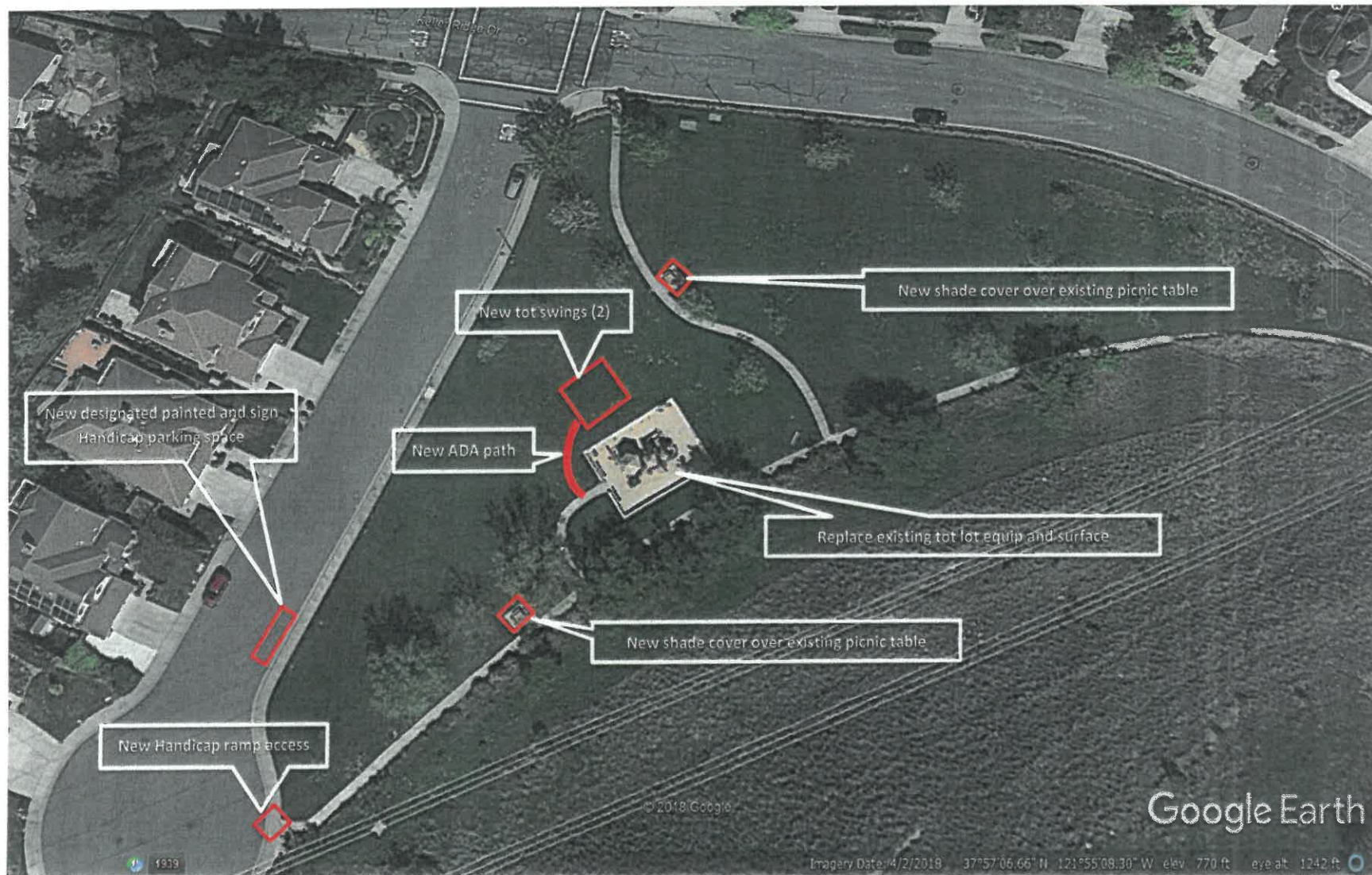
FISCAL IMPACT

Funds for this contract are budgeted at \$168,575 in the approved CIP for FY 19-20 (CIP#10442). The proposal received from SPEC at \$156,669.15 is within the adopted budget amount. The current adopted budget has sufficient funds allocated to cover the project with the award to the lowest bidder, SPEC, including staff oversight.

Attachments:

- 1) Site Plan
- 2) CIP #10442
- 3) SPEC equipment

CIP 10442 – North Valley Park Rehabilitation – Install new playground equipment, shade structures and play surface



2019/20-2023/24 Capital Improvement Program

Category	Project Number	Project
Parks	10442	North Valley Park Playground Rehabilitation

DESCRIPTION - LOCATION:

Install new playground equipment, shade structures and play surface.



COMMENTS

Estimated Cost	Prior Yrs.	2019-20	2020-21	2021-22	2022-23	2023-24	Future	TOTAL
Planning/Design								
Construction/Execution	\$168,575							\$168,575
Monitoring/Inspections								
Close-out/Punch List								
Other								
TOTAL	\$168,575							\$168,575

Funding (Sources)	Prior Yrs.	2019-20	2020-21	2021-22	2022-23	2023-24	Future	TOTAL
Open Space DIF	\$142,000							\$142,000
CIP Interest earnings	\$23,800							\$23,800
Project Interest	\$2,775							\$2,775
TOTAL	\$168,575							\$168,575

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Freedom Swing Seat.
 The Freedom Inclusive Swing Seat allows children of all abilities to enjoy the childhood joy of swinging in a safe and secure seat created just for them. Designed with a high back and deep seat, the Freedom Inclusive Swing Seat provides greater stability, security and comfort for kids with limited core strength.



Jungle Vine Climber. The Jungle Vine Climber will bring any playground design to life with its vine and leaf motif. Climbing is fun and full of developmental benefits such as strength, agility and cognitive planning.



Socialization: Children socialize and learn important skills such as empathy and communication through play. Providing a space where children of all abilities can play side by side is important for everyone. Play events such as the Luge slide and General Store panel provide hours of fun, socialization, and development for children.



Climbing: Climbing brings adventure and challenge to the playground while providing necessary developmental benefits such as balance, agility, upper and lower body strength, and decision-making skills! When children climb, they develop confidence and take age appropriate risks that help build skills that will help them throughout their lives.



Sliding: Kids love to slide but it's not just fun! Sliding provides a variety of developmental benefits, including balance, coordination, cooperation, and proprioception.

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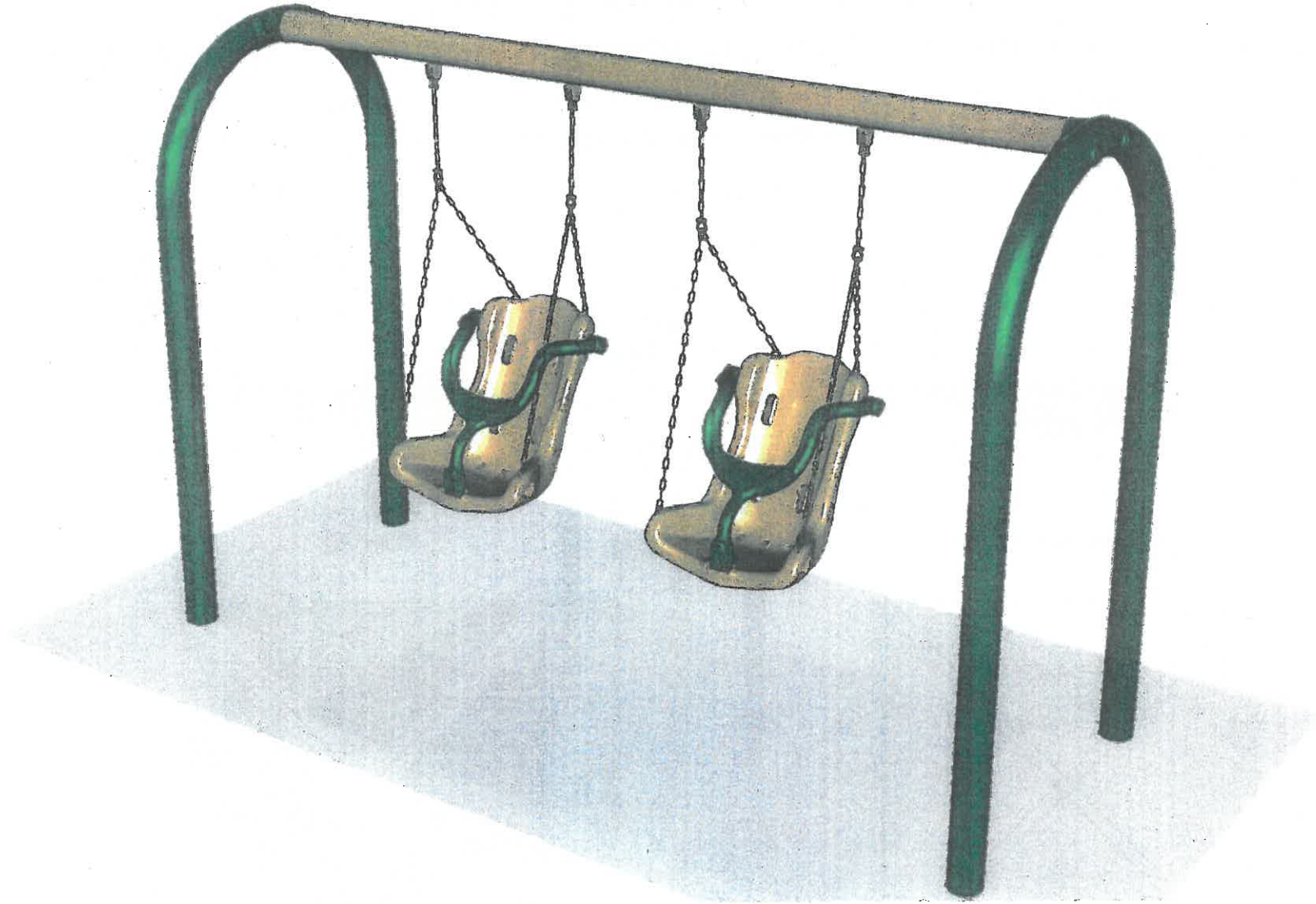


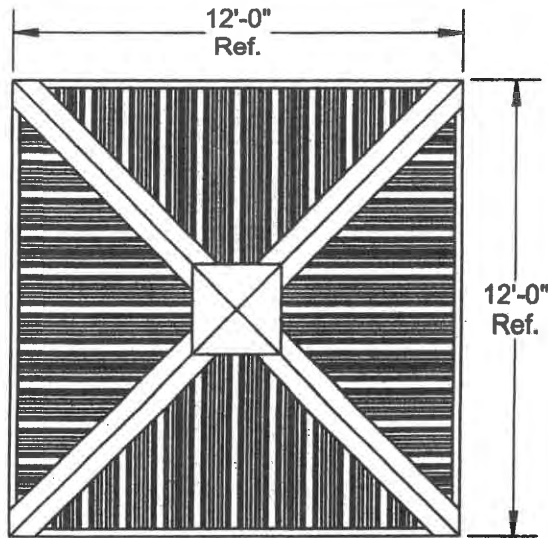
SPEC
SPECIFIED PLAY EQUIPMENT CO.

NORTH VALLEY PARK

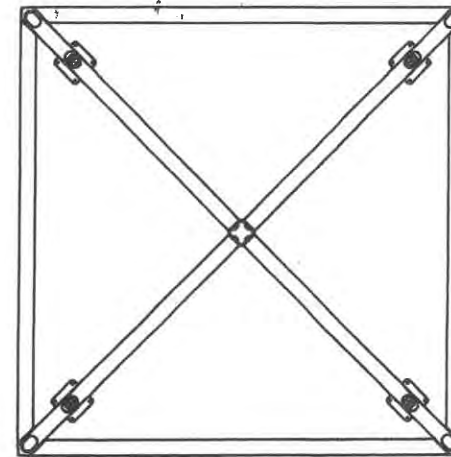
PROPOSAL: 137-120177-2

NORTH VALLEY PARK

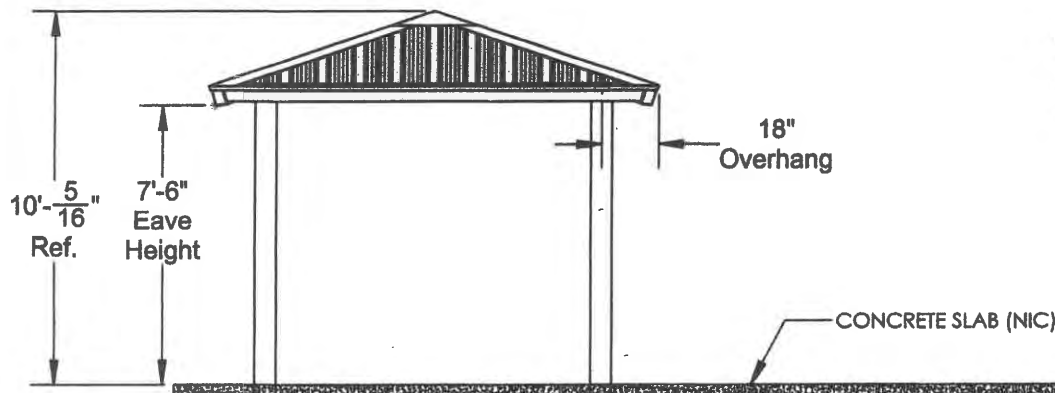




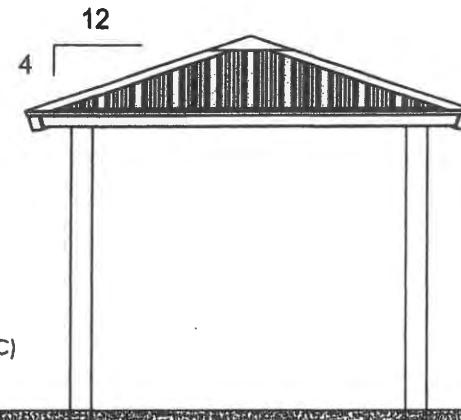
Top View



Top View (Frame Only)



Front View



Side View

Preliminary Drawings

All quotation drawings are preliminary only, not to be used for installation of any kind.



Rev Date & Description:	
Rev Date & Description:	
Date: 9/30/2015	Drawn By: SCB

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1050 Columbia Drive, Carrollton GA 30117
Toll Free: 800-327-8777 Local: 770-832-6660

Description: Primary Structural Views					
Material:		Rev: XX	Drawing Number: 4S12-AS		
Weight:	Size: A	Units: Inch	Tol: ±.0625 Unless Otherwise Specified	Scale: N	Sheet: 2 of 4



Agenda Date: 10-15-2019

Agenda Item: 4e

Approved:


Joseph A. Sbranti
City Manager

AGENDA REPORT

TO: HONORABLE MAYOR AND COUNCILMEMBERS

FROM: SCOTT ALMAN, CITY ENGINEER

DATE: October 15, 2019

SUBJECT: ADOPT A RESOLUTION ESTABLISHING 72-HOURS AS THE MINIMUM PUBLIC NOTIFICATION PERIOD REQUIRED PRIOR TO CONSTRUCTION OR RELATED WORKS LIMITING OR REVISING PARKING AVAILABILITY OR LIMITING OR REVISING VEHICULAR AND/OR PEDESTRIAN TRAFFIC PATTERNS OR FLOWS WITHIN CITY OF CLAYTON'S RIGHTS-OF-WAY.

RECOMMENDATION

Staff recommends that the City Council adopt this resolution establishing 72-hours as the minimum public notification period required prior to Construction or related works limiting or revising parking availability or limiting or revising vehicular and/or pedestrian traffic patterns or flows within the City of Clayton's Rights-of-Way.

BACKGROUND

Certain activities performed within the City of Clayton's Rights-of-Way require long and short-term revisions to vehicular and pedestrian traffic patterns and flow and/or to parking availability. Although these traffic pattern and parking revisions are necessary to keep the traveling public safe through construction zones and other circumstances requiring traffic controls on public streets, these situations present a disruption to local residents, local commerce, visitors to Clayton, and the General Public.

In order to minimize the impacts of these traffic control situations, appropriate notice must be provided to citizens that may be disrupted or displaced by reduced parking availability and other traffic controls placed temporarily within the City's rights of way. The current public notice requirement included within the City's standard construction documents is a minimum of 24-hours of public notice prior to revising traffic or parking within the right of way.

The California Vehicle Code (CVC) provides licensed drivers with a maximum of 72-hours to legally park a currently registered vehicle within the right of way before that vehicle is considered abandoned by the City.

DISCUSSION

City staff have experienced circumstances whereby the current 24-hour minimum public notice period has not been adequate to allow citizens to fully prepare for the revisions to parking and/or temporary traffic controls that are put into place during construction or related works taking place within the City's rights of way. Citizens have voiced concern that the current 24-hour requirement does not allow adequate time to re-schedule planned activities that the revised traffic and parking controls will negatively affect.

In addition to the potential inconvenience of revised traffic patterns and reduced parking, the CVC allows currently registered vehicles to park in the same location for a 72-hour period prior to that vehicle being determined as abandoned and subject to tow by the governing agency. Towing a parked vehicle prior to exceeding the 72-hour time limit can place the governing agency at risk.

Based on the information provided above, staff recommends that 72-hours be established as the minimum public notification period required prior to construction or related works limiting or revising parking availability or limiting or revising vehicular and/or pedestrian traffic patterns or flows within the City of Clayton's Rights-of-Way. A minimum 72-hour period will provide adequate time for impacted residents, businesses and the General Public to prepare for the revised parking availability and/or revised vehicular and/or pedestrian traffic patterns or flows within the rights of way

FISCAL IMPACT

There is no known fiscal impact based on this proposed Council action.

Attachments: 1. Resolution [2 pp.]

RESOLUTION NO. XX-2019

A RESOLUTION ESTABLISHING 72-HOURS AS THE MINIMUM PUBLIC NOTIFICATION PERIOD REQUIRED PRIOR TO CONSTRUCTION OR RELATED WORKS LIMITING OR REVISING PARKING AVAILABILITY OR LIMITING OR REVISING VEHICULAR AND/OR PEDESTRIAN TRAFFIC PATTERNS OR FLOWS WITHIN CITY OF CLAYTON'S RIGHTS-OF-WAY.

**THE CITY COUNCIL
City of Clayton, California**

WHEREAS, certain activities performed within the City of Clayton's Rights-of-Way require long and short term revisions to vehicular and pedestrian traffic patterns and flow and/or to parking availability; and

WHEREAS, these traffic pattern and parking revisions, although necessary, are a disruption to local residents, local commerce, visitors to Clayton, and the general public; and

WHEREAS, appropriate notice must be provided to citizens that may be disrupted or displaced by revisions to normal parking and to revisions in vehicular and/or pedestrian traffic patterns and flows within the City's rights of way; and

WHEREAS, the City Council has determined that 72-hours of public notice prior to any traffic pattern and parking revisions taking place is the minimum allowable public notice period.

NOW THEREFORE, BE IT RESOLVED that the City Council of the City of Clayton, California does hereby adopt this resolution establishing 72-hours as the minimum public notification period required prior to construction or related works limiting or revising parking availability or limiting or revising vehicular and/or pedestrian traffic patterns or flows within the City of Clayton's Rights-of-Way.

PASSED, APPROVED and ADOPTED by the City Council of Clayton, California at a regular public meeting thereof held on the 15th day of October 2019 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

THE CITY COUNCIL OF CLAYTON, CA

Tujia Catalano, Mayor

ATTEST:

Janet Calderon, City Clerk



Agenda Date: 10-15-2019

Agenda Item: 4F

STAFF REPORT

Approved

Joe Sbranti
Interim City Manager

TO: HONORABLE MAYOR AND COUNCILMEMBERS

FROM: JIM WARBURTON, MAINTENANCE SUPERVISOR

MEETING DATE: OCTOBER 15, 2019

SUBJECT: APPROVE THE PURCHASE AND INSTALLATION OF TWO REPLACEMENT IRRIGATION CONTROLLERS BY THE LANDSCAPE MAINTENANCE DISTRICT (FUND No. 210), FOR USE IN THE LANDSCAPE MAINTENANCE DISTRICT

RECOMMENDATION

Staff is recommending Council approve the purchase and installation of two (2) Rain Master DX3 irrigation Controllers from Site One Landscape Supply (Site One). The cost associated with this action is \$29,997.16 and funds will be taken from the Landscape Maintenance District (Fund 201).

BACKGROUND

Many of the City's existing Rain Master irrigation controllers have become antiquated and require constant staff reprogramming to keep plant material alive and flourishing. It is a priority to replace older irrigation controllers annually to facilitate their compatibility with the City's central wireless system. As such, the City's Landscape Maintenance District (Fund No. 210) budget includes monies to replace two irrigation controls annually, with new wireless controllers, at an estimated cost of \$30,000. The two units combined costs and installation at \$29,997.16, is within the City Council FY 19-20 adopted appropriation of the Landscape Maintenance District.

The Landscape Maintenance District (LMD) has a total of approximately 30 irrigation controllers. To date 21 have been replaced with newer wireless units.

DISCUSSION

An assessment by the Maintenance Department of the current condition of City irrigation controllers reveals the two (2) units requiring replacement are located at the intersections of Oakhurst Boulevard at Eagle Peak, and at Oakhurst Boulevard at Clayton Road. Site One is the sole source provider/installer of the proprietary equipment

Subject: Approve the purchase and installation of two replacement irrigation controllers by the
Landscape Maintenance District Fund No. 210 for use in the Landscape Maintenance District
Meeting Date: October 15, 2019
Page: 2 of 2

that is compatible with the City's existing irrigation system. This equipment, the irrigation controllers, have a 5 year warranty on parts and installation. Site One has provided the equipment and installation of these replacement units for the last two years, and to date, the equipment has been reliable. As such, staff recommends the City Council approve the purchase and installation of the two (2) controllers from Site One.

FISCAL IMPACT

This purchase in the amount of \$29,997.18 will be made out of the FY 2019-20 Landscape Maintenance District Fund budget (Fund No. 210). There were funds allocated in the amount of \$30,000 for this purpose LMD Fund 210 Project 7520-LMD 2020-1.

Attachment 1 – Site One Landscape DX 3 Irrigation Quote for two units



Pacheco CA #303
 130 S Buchanan Cir Ste A
 Pacheco, CA 94553-5125
 W: (925)680-7620

Bill To:

City Of Clayton (#230563)
 6000 Heritage Trl
 Clayton, CA 94517-1249
 W: (925)672-3622 x7311#

Ship To:

City Of Clayton (#230563)
 6000 Heritage Trl
 Clayton, CA 94517-1249
 W: (925)672-3622 x7311#

Created	Quote#	Due Date	Expected Award Date	Expiration Date
09/10/2019	4289560	10/10/2019	10/10/2019	10/10/2019

Printed	Job Name	Job Description	Job Start Date
09/10/2019 19:09:53	New DX3's		10/10/2019

Line #	Item#	Item Desc	Qty	Unit Price	Extended Price
1	SA6-RM6-24	GT DX3-24 Satellite Assembly	2	8,305.000	16,610.00
2	RXLP	GT DX3 UHF Radio and Low Profile Antenna	1	3,009.000	3,009.00
3	RXHG	DX3 Radio W/ High Gain Antenna	1	4,649.000	4,649.00
4	PMR-CAC	Promax Remote Cac-Receiver	1	1,240.000	1,240.00
5	PMR	Promax Remote Assy W/ Trans	1	2,203.000	2,203.00
6					
7					
8	999991	Sales Tax	1	2,286.160	2,286.16

Total Price: \$ 29,997.16

Quoted price is for material only. Applicable sales tax will be charged when invoiced. All product and pricing information is based on the latest information available and is subject to change without notice or obligation.



Approved


Joe Sbranti
Interim City Manager

STAFF REPORT

TO: HONORABLE MAYOR AND COUNCILMEMBERS

FROM: JIM WARBURTON, MAINTENANCE SUPERVISOR

MEETING DATE: OCTOBER 15, 2019

SUBJECT: APPROVE THE PURCHASE IN THE AMOUNT OF \$32,227.02 FROM THE CAPITAL EQUIPMENT REPLACEMENT FUNDS FOR A SKID STEER TRACTOR FROM GARTON TRACTOR

RECOMMENDATION

Approve the purchase of a New Holland L218 Skid Steer Tractor, with 4/1 bucket attachment, from Garton Tractor in the amount of \$32,227.02 from their company demonstration equipment model year 2018.

BACKGROUND

The City purchased a New Holland tractor in 2015 which is used in various tasks throughout the City. However the equipment is too large for certain other maintenance tasks. As part of the City Council adopted Budget for FY 19-20, a smaller style tractor Skid Steer was identified as being needed and \$30,000 included in the CERF fund for allocation. Staff recommends the purchase include a 4/1 bucket attachment which will allow for the equipment to be used for a variety of tasks. This attachment adds \$2,227.02 to the total costs, bringing the total purchase above the \$30,000 amount initially budgeted.

DISCUSSION

The purchase of this demonstration New Holland L218 vertical lift Skid Steer tractor will greatly assist the Maintenance staff for creek cleanup, repairs along the trails (it is small enough to go across the pedestrian bridges), parks and other various jobs throughout the City. The piece of equipment would allow us to become more efficient and save time in various tasks thereby freeing up maintenance staff to perform alternate assignments. Staff searched for various equipment companies to find this equipment within the allocated funds. A bay area vendor was located, Garton Tractor, which had an excellent condition 2018 model that was used a demonstration equipment, that could be purchased within the allocated funds. It has a low usage of only 23 hours on the hour meter. New Holland provides a 2 year 2000 hour warranty starting from the day of purchase. Maintenance has tested and evaluated this skid steer and recommends it for

Subject: Approve the purchase of a New Holland L218 Skid Steer Tractor, with 4/1 bucket attachment, from Garton Tractor in the amount of \$32,227.02 for their company demonstration equipment model year 2018 from the Capital Equipment Replacement Fund No. 502.

Meeting Date: October 15, 2019
Page: 2 of 2

purchase. However the 4/1 bucket attachment is an additional \$2,227.02 therefore an increase of this amount is needed from the CERF (Fund No.502) to accommodate the full purchase. The current CERF fund balance is \$136,150,sufficient to cover this minor additional increase. After accounting for this full purchase the CERF (Fund No. 502) balance will be \$133,922.98.

FISCAL IMPACT

Funds of \$30,000 were allocated in the City Council adopted FY 19-20 budget from the Capital Equipment Replacement Fund (CERF) No. 502. The total cost including tax would be \$32,227.02. An additional \$2,227.02 is requested from the CERF (Fund No.502), leaving a balance of \$133,922.98.

Attachments

- 1) Picture of New Holland skid Steer tractor
- 2) Garton Tractor purchase quote for New (Demonstration) a New Holland Skid Steer Tractor



New Holland L218 Skid Steer Tractor

4088 Russell Rd.
Fairfield, CA 94534
(707)425-9545
Fax (707)425-2592



QUOTE

Buyer: City of Clayton Date: 10/8/2019
 Address: 6000 Heritage Trail City, State: Clayton, CA Zip: 94517
 Invoice No. _____ Date: _____ Phone #: (925) 673-7300 P.O. # _____ Sales Tax District: Solano Co

New or Used	Make	Model	Serial #	Stock #	Description	Amount
New	New Holland	L218	NGM423491	F75361	New Holland L218 Vertical Lift Skid Steer Loader	\$44,007.00
					10x16.5 HD Tires, 60 HP, 2 Speed Mechanical Hand/Foot Controls	
					Less 78" Low Profile QA Bucket	-\$1,015.00
New	Land Pride	AP-CB2568	1042879K	A87915	68" 4x1 Bucket w/ Cutting Edge and Hoses	\$3,100.00
Government Discount:						-\$16,085.00

TRADE-INS: Except as noted, Buyer Certifies Below Trade-Ins to be free of encumbrances except as noted.

Year	Make	Model	Serial #	Stock #	Description	Trade-In Allowance	Freight & Handling:
							Subtotal: \$30,007.00
							Tax Rate: 7.375% \$2,213.02
							Calif. Tire Tax: \$7.00
							Extended Warranty: \$0.00
							UCC/Doc Fee:
Trade-In Allowance \$0.00						Amount Owing	Net Trade-In Allowance \$0.00
							Total Delivered Price: \$32,227.02

"Trade-In's must be turned in or picked up no later than 5 days after delivery of purchased equipment."		Trade-In Allowance _____
Financing Terms:		Less Cash Down Payment* _____
		Total Down Payment \$0.00
		Unpaid Balance \$32,227.02
		Other Charges (#1) _____
		Other Charges (#2) _____
		AMOUNT FINANCED OR DUE ON DELIVERY \$32,227.02

Notes: Warranty: 2 Years / 2000 Hours (Extended Warranty Available)

Availability: Loader in stock



WE appreciate your business!
 Chris Arend Carend@garton-tractor.com
 (707) 975-5744

Quotes are subject to change by availability or manufacturer programs



Agenda Date: 10-15-2019

Agenda Item: 4h

Approved:


Joseph A. Sbranti
Interim City Manager

AGENDA REPORT

TO: HONORABLE MAYOR AND COUNCILMEMBERS

FROM: Janet Calderon, City Clerk

DATE: October 15, 2019

**SUBJECT: APPROVE PROPOSED SCHEDULE FOR CALENDAR YEAR 2020
SATURDAY "CONCERTS IN THE GROVE" SERIES**

RECOMMENDATION

As requested by Mr. Howard Geller, Concerts' Organizer, by minute motion it is recommended the City Council authorize the use of The Grove Park for ten (10) Saturday "Concerts in The Grove" series and approve the following dates in calendar year 2020:

Saturday

May 9, 2020
May 23, 2020
June 6, 2020
June 20, 2020
July 4, 2020
July 18, 2020
August 1, 2020
August 15, 2020
August 29, 2020
September 12, 2020

Calendar Comment

Mothers' Day Weekend
Memorial Day Weekend

Labor Day Weekend

BACKGROUND

The popular "Concerts in The Grove" series on selected Saturdays requires the City Council's official approval for use of the public park for this purpose at no rental fee. In addition, the City Council's approval accompanies its allowance of alcohol consumption in The Grove Park only during the times of this community event, since the *Clayton Municipal Code* prohibits alcohol consumption in any municipal park unless otherwise expressly permitted by the City (ref. CMC Section 11.04.190; which, by definition, include public open spaces, recreation areas, and City trails).

Attachments: 1. Mr. Geller's email
2. 2020 May, June, July, August and September monthly Calendars

Janet Calderon

From: Howard Geller <hgeller617@aol.com>
Sent: Wednesday, October 09, 2019 1:19 PM
To: Janet Calderon
Subject: Re: Concerts dates for Next Year

Janet,

The following are the dates I have set for 2020 Concert Series with some side comments. They are consistent with prior years. Please put this in the consent calendar for approval ASAP as I would like to start booking bands. Having the dates on the City Web site early helps other groups plan their events.

Please advise me if you see any conflicting dates or issues. Please let me know ASAP they have been approved.

Howard Geller
Concert Promoter
Past Mayor
Nice Guy

May 9 This is our traditional starting weekend - Mothers Day Weekend.

May 23rd This is Memorial day week end - always a great concert

June 6th

June 20th

July 4th A perfect night for a concert after our parade giving our town an evening activity.

July 18th

August 1st

August 15th

August 29th

September 12th

Howard

◀ Apr 2020

May 2020

Jun 2020 ▶

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5 City Council Meeting	6	7	8	9 Saturday Concert in The Grove
10 Mother's Day	11	12 Planning Commission Meeting	13	14	15	16 Armed Forces Day
17	18	19 City Council Meeting	20	21	22	23 Saturday Concert in The Grove
24	25 Memorial Day - City Hall Closed	26 Planning Commission Meeting	27	28	29	30
31						

◀ May 2020

June 2020

Jul 2020 ▶

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2 City Council Meeting	3	4	5	6 Saturday Concert in The Grove
7	8	9 Planning Commission Meeting	10	11	12	13
14	15	16 City Council Meeting	17	18	19	20 Saturday Concert in The Grove
21 Father's Day	22	23 Planning Commission Meeting	24	25	26	27
28	29	30				

◀ Jun 2020

July 2020

Aug 2020 ▶

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3 City Hall Closed	4 Indep. Day Saturday Concert in The Grove
5	6	7 City Council Meeting	8	9	10	11
12	13	14 Planning Commission Meeting	15	16	17	18 Saturday Concert in The Grove
19	20	21 City Council Meeting	22	23	24	25
26	27	28 Planning Commission Meeting	29	30	31	

◀ Jul 2020

August 2020

Sep 2020 ▶

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1 Saturday Concert in The Grove
2	3	4 City Council Meeting	5	6	7	8
9	10	11 Planning Commission Meeting	12	13	14	15 Saturday Concert in The Grove
16	17	18 City Council Meeting	19	20	21	22
23	24	25 Planning Commission Meeting	26	27	28	29 Saturday Concert in The Grove
30	31					

◀ Aug 2020

September 2020

Oct 2020 ▶

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 City Council Meeting	2	3	4	5
6	7 Labor Day – City Hall Closed	8 Planning Commission Meeting	9	10	11 Patriot Day	12 Saturday Concert in The Grove
13	14	15 City Council Meeting	16	17	18	19
20	21	22 Planning Commission Meeting	23	24	25	26
27	28	29	30			



Agenda Date: 10-15-2019

Agenda Item: 9a

STAFF REPORT

Approved:


Joseph A. Sbranti
Interim City Manager

TO: HONORABLE MAYOR AND COUNCILMEMBERS

FROM: City Manager

DATE: October 15, 2019

SUBJECT: Consideration of Establishing a City of Clayton Legislative Policy

RECOMMENDATION

During the past two weeks, Staff has researched several alternatives for the establishment of a Legislative Policy. Staff has determined that there are multiple alternatives worth consideration that could require a detailed and lengthy discussion. Staff is recommending the formation of an Ad Hoc committee of two (2) Council Members that could meet with staff and thoroughly evaluate the many options available.

BACKGROUND

State law makers in Sacramento are continually tasked with addressing a wide variety of challenging issues. In response to these issues, law makers often times propose State Senate/Assembly Bills that can become laws that impact Clayton. In order for Clayton to be able to voice timely support or opposition to Bills being considered, Clayton may wish to establish and adopt a Legislative Policy. However, because State law makers can, in some years, consider more than 2500 pieces of legislation, the policy adopted by the City must take into account the impact to the staff workload. In addition the legislation may be taken up with as little as 72 hours notification, therefore timeliness also needs to be taken into account.

Currently, the City of Clayton is a member of the California League of Cities'. Clayton pays \$5,990 / year for this Membership. The League's mission is to grow and expand local funding for vital services while protecting local control. The League strives to accomplish this through education and advocacy to enhance the quality of life for all Californians. Each year, the League's policy committees take up legislation, positions are confirmed by the statewide Board of Directors, and the League then advocates for its members and provides resources so that they too have a voice. Since the voices of Member cities make the League stronger, the League strives to make it as easy as possible for cities to act on legislation by providing sample letters, organizing Legislative

meetings and providing educational resources and information via Webinars, frequent newsletters and more.

In 2019 the League of Cities requested review and or action on 113 Bills being consider by the State. In the past two years, the Clayton City Council has taken only one formal action on a State Bill.

Attached for reference are existing legislative policies adopted by the Culver City and the City of Encinitas.

DISCUSSION

There are many Legislative Policy alternatives for the City Council to consider. Some, but not all of those alternatives include:

- Cancelling the City's Membership with the League of Cities and voicing no opinions on state law maker decisions,
- Complete dependence on the California League of Cities to voice opinions on behalf of Clayton,
- Utilizing the League to identify important bills being considered by the state and taking a formal council action on those bills whenever possible,
- Forming a legislative policy ad - hoc committee that meets as needed to review bills being considered by the State, and bringing bills to the full council for consideration when appropriate.
- Forming a legislative policy sub-committee that meets regularly to track bills being considered by the State, and bringing bills to the full council for consideration when appropriate.

Each of the alternatives above have a different fiscal and staffing impact and require a different level of policy detail that would be required to be developed and adopted by Council. For this reason, staff believes that a detailed discussion with a Council Ad Hoc Committee would be the most effective approach to developing a legislative policy.

FISCAL IMPACT

The Fiscal Impact would be is dependent upon the Legislative Policy adopted. If an ad-hoc committee is used for developing Legislation Policy recommendation for the full City Council consideration, the fiscal impact of their recommendation would be brought forward at that time.



**City of Culver City
City Council
Adopted on December 12, 2016**

Contact:
Shelly Wolfberg, Assistant to the City Manager: 310-253-6008
shelly.wolfberg@culvercity.org www.culvercity.org

Legislative and Policy Platform Purpose Statement

The 2016 Legislative and Policy Platform (“Platform”) provides a framework for the City of Culver City’s legislative program and policy positions. Adopted by the City Council once every two years, the City’s Platform is the foundation of a focused advocacy strategy and serves as a reference guide for legislative and policy positions and objectives that provide direction for the City Council and staff throughout the year.

Legislative and Policy Program Overview

The primary objective of the Platform is for the City Council to adopt official City positions on specific legislative issues and policies. By doing this, the City Council’s approval process is streamlined, because the City Council is providing clear direction to staff on pertinent legislative issues. The Platform is developed and maintained using the goals and objectives of the City’s Work Plan; a review of legislative priorities; input from City Council and staff; research on current law; and review of pending legislation.

Federal, State, and regional legislative proposals, principles, and policies consistent with the Platform may be supported by the City. Those policies or proposals inconsistent with this agenda may be opposed by the City. For proposed legislation, either consistent with the Platform or consistent with positions the City has taken in the past, City staff shall be authorized to prepare position letters for the Mayor’s signature. In the absence of the Mayor, the Vice Mayor may sign position letters on behalf of the City. Any City Council Member may transmit his or her position on any issue as an individual Council Member, and the Council Member must clearly state that he or she is not addressing the issue on behalf of the City Council or the City. Additionally, the City Council would need to provide direction to staff at a City Council meeting, if 1) the item is not addressed in the City’s Platform; 2) the City Council position may result in an increase in taxes or fees for residents or businesses; or 3) the City Council position would result in a financial burden to the City (for example increased staff time or other resources).

The Platform priorities included herein are principally intended to provide direction on matters that affect the funding, programs, projects, and operations of the City of Culver City as a municipal organization. However, the City may advocate a position on social or international issues, if directed to do so by the City Council. While the City Manager’s Office is primarily responsible for legislative issues, City departments should monitor and be knowledgeable of any legislative issues related to their discipline. Any requests for the City to take a position on a legislative matter must be directed to the City Manager’s Office. City departments may not take positions on legislative issues without the City Manager’s Office review and approval.

Program Goals and Strategies/Actions

The Platform's Program Goals and Strategies/Actions are outlined below.

I. Program Goals:

- 1) Advocate the City's legislative interests at the Federal, State, and regional levels.
- 2) Promote cooperation on legislative proposals initiated by Culver City's legislators.
- 3) Inform and share information with our legislators, City Council, and staff on the issues, legislative process, and legislation that could have a potential impact on the City.
- 4) Serve as an active participant with other local governments, the Westside Cities Council of Governments, the Southern California Association of Governments, the Independent Cities Association, the League of California Cities, the National League of Cities, the United States Conference of Mayors, and local professional organizations on legislative issues that are important to the City and our region.
- 5) Seek grant and funding assistance for the City to enhance community projects, services, and programs.

II. Strategies/Actions:

- 1) Staff will communicate the City's legislative positions on proposed Federal, State, and regional legislation, measures, and initiatives.
 - Work with City departments and regional agencies to develop positions on proposed Federal and State legislative measures.
 - Review the positions and analysis done by local government/professional associations in formulating our positions.
 - Track key bills through the legislative process.
 - Take positions only on issues that clearly impact our City or are a threat to local control.
 - Communicate the City's position to federal, state, and county legislators, bill author(s), and committees, through correspondence, phone calls, public testimony, and in-person meetings as follows:
 1. Support: Legislation that the City should support as drafted.
 2. Oppose: Legislation that the City should oppose as drafted.
 3. Oppose unless amended: Legislation the City opposes unless amended.
 4. Support if amended: Legislation the City supports if amended.
 5. Watch: Legislation that the City should continue to monitor.
 - Work cooperatively with other cities, associations, the Culver City Unified School District, and other public agencies to advocate our legislative positions and vice versa.
 - Participate, as necessary, in the drafting and amending of proposed federal and state measures that have the potential to significantly impact the City.

- Provide a copy of the Platform to all legislators who represent Culver City prior to the start of each legislative session.
 - Schedule meetings with City Council Members, the City Manager or his designee, legislators and their representatives, as well as other federal, state, and county regional government officials on an as needed basis, to discuss local government issues, proposed legislation, requests for funding assistance, and City programs and services.
- 2) Seek public, foundation, and private funding through grants, and other discretionary funding for City projects, services, and programs.
- Provide information to City departments on potential grant funding opportunities and recognition programs.
 - Advocate and request letters of support for City projects and grant applications or other resources that are being considered for Federal, State, regional, and foundation funding.
- 3) Work closely with other local governments, the Westside Cities Council of Governments, the Southern California Association of Governments, the Independent Cities Association, the League of California Cities, the National League of Cities, the United States Conference of Mayors, and local professional organizations in advocating for the City's Federal, State, and regional legislative interests.
- Actively participate with the aforementioned bodies, including active involvement in League Policy Committees and other organization briefings and activities in order to stay updated on trends, upcoming initiatives, and pending legislation.
 - Interact with other cities on issues of mutual concern or impact.
 - Interact with regional groups that are involved with legislative programs.
 - Review requests from other governmental and regional organizations to consider supporting their legislative positions and/or funding requests.
- 4) Share information with the City Council, City staff, and the community on legislative issues.
- Work with department heads and staff to determine their legislative priorities and funding needs for the upcoming year.
 - Provide updates on legislative issues throughout the year, educating the community on the City's advocacy efforts on legislative issues.

Culver City Legislative and Policy Statements

Preemption of Local Authority

Support efforts to:

- Protect and/or expand the City's authority and rights over its affairs.

Oppose efforts that:

- Preempt the current authority possessed by the City and delegate that authority to federal, state, or other government agencies.

Economic Stability & Financial Development

Tax Base

Support efforts to:

- Protect the distribution of sales tax to the City.
- Address issues created by Culver City's status as a "low property tax" City.
- Simplify the collection of sales taxes nationwide and provide an equitable method for collecting sales taxes for Internet and catalog sales.
- Exempt cities from paying state sales tax.
- Assist the City in its efforts to create an overall revenue structure which balances both economically stable and volatile sources.

Oppose efforts that:

- Divert revenues from cities by the federal or state government.
- Compromise the City's ability to require and/or collect reasonable business license fees from Culver City businesses.

State and Federal Mandates

Support efforts to:

- Provide funding for federal and state mandates placed upon local government.
- Render mandates invalid if not fully funded.

Oppose efforts that:

- Place a mandate on the City without providing the funds necessary to carry out the mandated program.
- Require any mandated obligations to continue after funding for the mandate has been eliminated.

City Revenues

Support efforts to:

- Favorably address the state/local government fiscal relationship, including the reasonable, adequate, and sufficient allocation of former Tax Increment Funds to the Successor Agency to the Culver City Redevelopment Agency and the Culver City Housing Authority.

Oppose efforts that:

- Decrease revenue which the City receives from or which is collected on behalf of the City by the state.
- Reduce the City's autonomy and flexibility in dealing with the financing of public services.

Employment

Support efforts to:

- Ensure and enhance quality public services by fulfilling the human resource and employee relations needs of the City.
- Reform workers' compensation statutes that streamline the system and provide adequate benefits for injured workers, while continuing to control employer costs.
- Monitor mandates relative to health care costs and services.

Community Development

Housing and Homeless Assistance

Support efforts to:

- Allow local government to make decisions regarding housing density levels.
- Provide federal and state funding and grants that support the creation of and maintenance of existing affordable housing within the City.

- Raise the funding levels and allowable fair market rents for the City's Federal Section 8 Housing Choice Voucher Program to improve access to rental housing units by low income households and increase the number of households served.
- Reduce homelessness and increase services to the homeless both locally and regionally.
- Increase funding and programs to provide housing and supportive services to homeless individuals.
- Help cities address homeless encampments in a way that balances the needs and rights of the homeless with local health and safety concerns.
- Participate in the County of Los Angeles's effort to combat homelessness and further explore and collaborate with the County to identify and enhance support available for community members who are experiencing homelessness.

Economic Development

Support efforts to:

- Foster the City's efforts to spur economic development, revitalize neighborhoods, and remove blight.
- Develop and promote policies, legislation and grants that help urban areas foster greater economic opportunity.
- Retain, expand, and attract businesses to the City that create jobs compatible with the local workforce and tax revenues for the local economy.
- Ensure that requirements and government mandates for local businesses are reasonable.

Oppose efforts that:

- Impair the City's ability to carry out its mission of improving the economic vitality of the area while preserving the quality of life.
- Mandate or restrict the use of economic development funds.
- Usurp local zoning authority.

Environment

Water Conservation, Water Quality, and Air Quality

Support efforts to:

- Seek the expanded use of recycled water.
- Identify and fund City water conservation programs to reduce demands on the local water supply.
- Conserve water and increase a sustainable, affordable, local water supply for Culver City.
- Continue partnerships to advance recycling, groundwater cleanup, and stormwater capture as the largest elements in the community's future water portfolio.
- Invest in projects to permanently lower outdoor water use and partner with businesses to improve water use efficiency to help meet new demands. The goal is for all new demands to be met entirely by local efforts.
- Seek grants, including partnerships with the private sector, schools, public agencies, and non-profit organizations, to provide assistance with environmental clean-up projects.
- Advance clean-up of and improvements for waterways that affect the City.
- Seek federal and state funding to support the assessment of water quality and the clean-up of Ballona Creek.
- Adopt reasonable environmental regulations aimed at enhancing air and water quality, reducing stormwater pollution, and providing opportunities for corresponding funding mechanisms.
- Ensure that Total Maximum Daily Load (TMDL) requirements, which represent the maximum amount of a pollutant that a water body can receive and still meet water quality standards, are achievable and cost-effective. Also support efforts to provide the funding necessary to meet TMDL requirements.
- Protect municipalities from litigation if they are making good faith efforts to meet TMDL requirements.
- Increase the City's ability to comply with environmental regulations.
- Improve air quality in Culver City and surrounding areas.
- Help municipalities plan for and fund alternative fuel vehicle infrastructure (including electric).
- Ban or impose fees on the distribution of polystyrene containers.

- Obtain funding for greenhouse gas inventories, climate action plans, and other work that will help further the goals of AB 32 and related legislation.
- Place financial responsibility for the disposal of products on product manufacturers, rather than local jurisdictions, and increase Extended Producer Responsibility.
- Ensure that air quality, groundwater and public health are protected during oil and gas drilling.
- Prevent enhanced oil drilling recovery technologies such as hydraulic fracturing, and the disposal of fracking wastewater by injection wells, until the State Department of Conservation, Division of Oil, Gas and Geothermal Resources takes all necessary and appropriate actions to adopt, implement, and enforce comprehensive regulations concerning the practice of these techniques that will ensure that public health and safety and the environment will be adequately protected.

Energy

Support efforts to:

- Preserve municipalities' opportunities to provide energy alternatives to residents and businesses and maintain a utility-established rate structure that is fair and equitable for the City and its residents.
- Promote reliable, affordable, and renewable energy for businesses and residents.
- Establish Community Choice Aggregation legislation and policies, which would allow cities and counties to aggregate the buying power of individual customers within a defined jurisdiction in order to secure alternative energy supply contracts. Oppose fees and penalties that tend to make Community Choice Aggregation cost prohibitive.
- Promote funding solar energy and photovoltaic technology as well as energy conservation-related upgrades to public facilities and the private sector.
- Promote the installation of solar, wind or other renewable energy and offset cost by including a fully bundled retail rate credit for the energy they generate that is equivalent to their use of electricity at all customer sites.
- Eliminate site-specific "net metering" requirements for municipalities that wish to acquire solar, wind or other renewable energy systems, such as the current restrictions which prevent or make it difficult for the City to produce solar power at one facility and take credit for it on the bill at another facility.

Community Safety

Public Safety, Crime Prevention, and Fire Services

Support efforts to:

- Promote the Police Department's mission of providing visible patrol; criminal investigations; follow-up investigations; traffic accident investigations; and specialized investigations such as identity theft, vice offenses, and similar crimes.
- Advance the Police Department's goals to enhance community safety through the deterrence/prevention of crime, the apprehension of offenders, and the education of the public in self-protective measures to minimize victimization.
- Participate in procedural justice training for sworn and non-sworn supervisors - *Procedural Justice for Law Enforcement Agencies: Organizational Change through Decision Making and Policy* and support national efforts to implement the recommendations outlined in *President Obama's Task Force on 21st Century Policing Report*.
- Continue to identify mental health resources available through partnerships (Los Angeles County Department of Mental Health, local nonprofit organizations) for response, care and treatment of individuals in need. Pursue grant opportunities for new mental health programs.
- Increase the Fire Department's ability to provide Emergency Medical Services; fire suppression and rescue services; hazardous material spill mitigation; fire prevention; arson investigation; and public education.
- Increase funding for new technology and equipment and improve and replace existing technology and equipment for Police and Fire, including resources to support the Interagency Communications Interoperability System (ICI System).
- Provide funding for public safety facilities, including resources to support the construction of a replacement Drill Tower/Classroom facility.
- Provide funding for equipment, training, educational materials and exercises that enhance local capabilities to mitigate, prepare, respond, and recover from small to large scale incidents and emergencies.
- Maintain City reimbursements for personnel costs paid to public safety employees for training and required appearances in state and/or county courts.
- Continue the availability of regional healthcare facilities, such as Southern California Hospital at Culver City; Cedars-Sinai Urgent Care facility; UCLA

Behavioral Health Associates - West Washington; and Didi Hirsch Mental Health Services.

Arts and Entertainment

Support efforts to:

- Expand arts opportunities for the public.
- Identify funding for the City's community arts programs and arts education in our schools.
- Keep film, television, and commercial advertisement production and post-production in Culver City, California, and the United States.
- Recognize and preserve the arts as an economic value and resource to the City.

Parks & Recreation

Support efforts to:

- Support legislation to preserve and enhance Culver City's quality of life by: improving and protecting our parks and natural resources through environmental best practices; making our parks safer, cleaner and healthier; facilitating and providing recreation and leisure opportunities; promoting health, wellness and human development; strengthening our sense of cultural unity through recognizing our cultural diversity; and strengthening our community's image and sense of place through collaboration with community members and groups.
- Support legislation, grants, and funding for parks and recreation, programs, maintenance, parkland acquisition, and capital improvements, to increase the quality of life for Culver City residents.
- Explore legislation and seek grants that are intended to serve dense urban areas.
- Support legislation that limits the City's liability at park and recreation facilities to instances when the City has acted negligently.

Senior & Social Services

Support efforts to:

- Maintain or increase funding for senior housing and nutrition programs, disabled services, paratransit services, and intergenerational care programs.
- Fund educational, recreational and physical fitness related programs for seniors.

- Seek funding that provides financial relief for cities in making facilities and other public places accessible as mandated by the Americans with Disability Act (ADA).
- Secure Community Development Block Grant (CDBG) funding at least at the current annual levels.

Youth & Education

Support efforts to:

- Promote services for the City's youth including youth employment, mentoring, diversion, and intervention programs.
- Enhance the services provided to children, parents, and families, including early education programs.
- Collaborate with the Culver City Unified School District on the Culver City Compact and secure funding that assists in enhancement and further development of education and the Youth Health Center.

Transportation

Support efforts to:

- Maintain and increase funding for transportation operations, programs and projects throughout the City including public transit, alternative transportation, bicycle and pedestrian projects; to enhance safety, reduce congestion, and increase efficient circulation in the City.
- Encourage the use of innovative, efficient, and renewable alternative fuels for vehicles.
- Permanently extend tax credits for alternative fuels and related infrastructure, including alternative fuels and related infrastructure to expand them to include electric and hybrid electric.
- Promote goals and objectives in the City Council Adopted Bicycle and Pedestrian Master Plan, including the "Complete Streets" transportation policy and design approach.
- Advocate for the preservation and enhancement of funding for the *Safe Routes to Schools* Program.
- Increase funding for regional rail projects.

- Fund the I-10/Robertson Interchange and other projects that will help relieve traffic congestion in the Westside subregion.
- Enhance and protect federal, state, and regional funding for Culver City's mass transit and transportation projects.
- Implement the *Vision Zero* initiative and other programs, policies, or initiatives that prioritize transportation safety and pursue the elimination of death and severe injury crashes on our roadways.
- Use public and private partnerships to successfully influence favorable policy outcomes.

Public Works

Support efforts to:

- Ensure that the City maintains public rights-of-way control and is allowed to collect fair compensation for its use.
- Maintain and increase funding for streets, roads, alley maintenance, and transportation infrastructure programs throughout the City.
- Reduce barriers to local governments' implementation of bicycle and pedestrian infrastructure, including innovative treatments.
- Identify funding for the City's aging sewer system.
- Preserve the right of local government to set fee structures.
- Identify increased funding for traffic mitigation and congestion management.
- Maintain local control over construction contract management, including retention amounts and prevailing wages.

Oppose efforts that:

- Put additional responsibility on municipalities for the maintenance of sidewalks and other public infrastructure without adequate funding.
- Compromise local control in regards to refuse collection, recycling, hazardous materials handling, landfill operations, and the safe transport of waste both interstate and intrastate.
- Would compromise local control in regards to sewer operations and treatment.

Telecommunications

Support efforts to:

- Promote “Culver Connect”, the City’s municipal broadband program.
- Provide individual universal access to the Internet.
- Ensure that the City receives the maximum benefit from Internet commerce.
- Maintain, facilitate, and protect Municipal Broadband Wireless Deployment.

Additional Issues

City’s Liability

Support efforts to:

- Shield cities from being treated as “deep pockets”.
- Limit liability to instances when cities have acted negligently.
- Limit the instances when cities have to pay damages without having acted negligently.

Oppose efforts that:

- Impair the City’s ability to meet existing legal and contractual obligations.

Government Transparency, Participation, Accessibility, and Public Notification

Support efforts to:

- Provide for greater opportunities for transparency, enhanced delivery of government information, government accountability and public access for the community.
- Increase opportunities and funding for collaborative problem solving, information accessibility and inclusion in participatory processes whenever possible.
- Allow electronic communications (e-mail, social media) as an accepted form of communication for mandated notifications.

Code Enforcement

- Oppose legal requirements and constraints that would inhibit the City’s ability to perform nuisance abatement related to conditions, activities and places.

Airplane Overflights

Support efforts to:

- Require the Administrator of the Federal Aviation Administration to commission a study of the noise, air quality, health and other impacts of airplane flights on affected residents of certain metropolitan areas, including the Los Angeles/Culver City metropolitan area.
- Study the health impacts of airplane flights on residents exposed to a range of noise and air pollution levels from such flights. Studies should include the examination of the health impacts of airplane flights on residents, including asthma exacerbation, sleep disturbance, stress, and elevated blood pressure.
- Study impacts on residents living partly or wholly within the land area underneath the flight paths most frequently used by aircraft flying, including during takeoff or landing, at an altitude lower than 10,000 feet.
- Research those impacts that manifest during the physical implementation of the NextGen RNAV program on flights departing from or arriving at Los Angeles International Airport.
- Identify Federal Aviation Administration funding to mitigate the noise, air quality, health and other impacts that result from living, working, and going to school underneath flight paths.

Oppose efforts that:

- Modify flight paths that would result in negatively impacting noise levels and air quality.

Civil and Human Rights

Support efforts to:

- Encourage equality, equal pay, marriage equality, religious freedom, immigrant rights, diversity, and social justice.
- Condemn all hateful speech and violent action directed people based on their religious beliefs, their immigration status, their race, their ethnicity, or their sexual orientation.
- Reject political tactics that use fear to manipulate voters or to gain power or influence.

- Commit to pursuing a policy agenda that affirms civil and human rights, and ensures that those targeted on the basis of race, religion, sexual orientation, or immigration status can turn to government without fear of recrimination.
- Reaffirm the value of a pluralistic society, the beauty of a society composed of multiple cultures, and the inalienable right of every person to live and practice their faith without fear.



Attachment B

2018 Legislative Priorities

Purpose

Throughout each year, the State Legislature and the United States Congress propose and enact legislation, some of which affects local municipal government. At times, it is in the interests of the City to take a position on proposed legislation. The process for addressing proposed legislation is detailed in City Council Policy C024. The priorities for addressing the legislation are shown below.

Priorities

The Legislative Program would provide guidelines for the City of Encinitas legislative advocacy. The primary priority areas include:

- Protect funding for vital community services
- Protect local control of land-use decision-making
- Support environmentally sustainable cities
- Expand infrastructure investment
- Public Safety / Public Health
- Coastal protection and enhancement

More specific City interests include:

PROTECT FUNDING FOR VITAL COMMUNITY SERVICES

- Support full reimbursement to cities for all State and federal mandates.
- Protect or enhance local government revenue resources.
- Oppose State budget cuts targeting critical local programs and services.
- Enhance Community Development Block Grant and other federal funding.
- Pursue a range of diverse housing opportunities balanced throughout the community.

PROTECT LOCAL CONTROL OF LAND-USE DECISION-MAKING

- Protect local control of land use decision-making and oppose legislation that would hinder or threaten local control.
- Seek opportunities to regain local control over state-imposed density bonus law.
- Seek legislative relief in applying building construction codes to unpermitted units.

SUPPORT ENVIRONMENTALLY SUSTAINABLE CITIES

- Support legislation protecting existing water supply, and facilitating development of future water sources in Southern California.
- Support legislation providing funding for the acquisition and restoration of wildlife habitat.
- Support legislation that expands, promotes and/or incentivizes water conservation practices and programs.
- Support legislation that facilitates and/or promotes the expanded use of local water resources including recycled water, graywater and rainwater harvesting.
- Support legislation that promotes the development of potable water reuse.
- Support incentives for utilizing renewable energy resources.
- Support state-wide plastic bag ban legislation.
- Support state-wide expanded polystyrene foam (EPS) ban.
- Support legislation supporting Community Choice Energy (CCE), and oppose legislation seeking to hinder CCE.

EXPAND INFRASTRUCTURE INVESTMENT

- Support equitable long-range, statewide infrastructure investment.
- Support State/federal facilitation of timely construction of local transportation projects.
- Oppose the use of gasoline sales tax revenues for other than state and local transportation purposes.
- Support local rail infrastructure investment.

- Seek state funding/cost sharing opportunities for State beaches in Encinitas, including Beacon's Beach.

PUBLIC SAFETY / PUBLIC HEALTH

- Support funding bills for local law enforcement equipment, services, or personnel.
- Ensure local discretion in the adoption and implementation of health and safety standards contained in the building and fire codes.
- Support funding bills for local emergency operations including equipment, services, and personnel.
- Support legislation protecting public health.

COASTAL PROTECTION AND ENHANCEMENT

- Support legislation providing funding and other means for beach replenishment.
- Additional mandated storm water pollution prevention measures must be accompanied by funding or a mechanism to provide for funding.
- Support ecosystem enhancing legislation.
- Support regional and statewide sea level rise initiatives.

Apart from the above listed specific interests, City Council shall be apprised of legislative actions of the County of San Diego.

Support legislation introduced by local legislators unless contrary to City priorities.

**CITY OF ENCINITAS
CITY COUNCIL POLICY
ADMINISTRATIVE MANUAL**

Policy Title: City Council Legislative Program

Section: City Council

Responsible Department: City Manager's Office

Number: C024

Approved By: City Council

Date Approved: 09/10/08

Last Amendment: 10/24/18

I. Philosophy

To establish the guidelines and procedures by which the City expresses written positions on proposed State and federal legislation. Legislative positions are taken to express to legislators the positive or negative impacts on our City of proposed legislation.

II. Method

- A. *For proposed legislation, either consistent with the City's Legislative Priorities or consistent with legislative positions the City has taken in the past, City staff shall be authorized to prepare position letters for the Mayor's signature and place the correspondence on Council's consent agenda for potential comment prior to being sent.***
- B. *For legislative action or signature requests within the scope of the Council's legislative priorities that are time-sensitive and there is insufficient time to schedule for a Council meeting, the Mayor is authorized to sign on behalf of the Council. Copies of these letters will be included in the Council consent agenda packet referenced in "A" above for potential comment by Council members, albeit after-the-fact.***
- C. *Should availability be an issue, the Deputy Mayor shall be authorized to sign position letters in lieu of the Mayor.***
- D. *If neither the Mayor nor Deputy Mayor is available, upon direction of the Mayor or Deputy Mayor the City Manager may be authorized to sign the position letter.***
- E. *The City's government relations firm may also be authorized to express the City's position in person to legislative representatives.***
- F. *All members of City Council shall receive copies of sent position letters, a copy will be sent to the City's government relations firm, and a copy will be kept on file.***
- G. *All members of City Council shall receive electronic copies of the legislative bills lists forwarded to staff by the City's government relations firm.***
- H. *These legislative priorities may only address issues directly relevant to or impacting the provision of municipal services.***
- I. *Generally, the City will not address matters that are not pertinent to the City's local government services such as partisan, socially divisive or international issues.***

- J. For a formal City position on proposed legislation that may not be addressed in the City's Legislative Priorities, City Administrative Policy Number C003 entitled "Policies & Protocols for City Council Meetings" provides the procedure for such requests.**
- K. In instances where legislation consistent with the City's Legislative Program is sponsored by a San Diego County municipality, City position letters will appear on Council's consent agenda for potential comment prior to being sent.**

III. Legislative Priorities

The Legislative Program will be brought before Council for review, discussion and future direction on an annual basis. For the current legislative priorities, see Attachment B.



Agenda Date: 10-15-2019

Agenda Item: 9b

STAFF REPORT

Approved:


Joseph A. Sbranti
Interim City Manager

TO: HONORABLE MAYOR AND COUNCILMEMBERS

FROM: Joe Sbranti, Interim City Manager

DATE: October 15, 2019

SUBJECT: Consideration of a Moratorium on the use of Glyphosate (Round Up)

RECOMMENDATION

Within the past year, a growing number of government agencies have reduced or eliminated the use of Glyphosate as a weed prevention tool. Although, the health effects/risks associated with the use of Glyphosate are still unclear, Staff is recommending a moratorium on the use of Glyphosate until spring of 2021. At that time, staff can bring back a consideration item to the City Council to evaluate the status of Clayton landscaping. Over the next 18+ months, staff will utilize a variety of alternative methods in an effort to effectively manage weeds.

BACKGROUND

Glyphosate is the active ingredient in the herbicide Roundup and other weed prevention products. Its use originated in Agriculture, but it is now commonly used in both commercial and residential landscape maintenance.

Worldwide, there are currently thousands of lawsuits pending regarding the health implications of Glyphosate. To date, the City of Clayton has no record of any health impacts stemming from the use of this product.

On February 5, 2019 the Clayton City Council discussed the use of Glyphosate. At that time, Clayton staff made it clear that this product is only utilized by certified pesticide/herbicide applicators wearing the appropriate safety equipment.

For the past several months, the use of Glyphosate for weed prevention purposes in Clayton has been limited to areas where pedestrians are unlikely to be found. The City staff has ceased use of this product in parks, along trails, and adjacent to sidewalks. However, the product has continued to be used on steep hillsides adjacent to roadways and in roadway median areas.

DISCUSSION

The City of Clayton is generally faced with the following three (3) choices related to the use of Glyphosate:

- Revert to the past practice use of Glyphosate as a weed management tool in all areas of the City.
- Continue with the current practice of allowing the use of Glyphosate as a weed management tool in limited to areas where pedestrians are unlikely to be found.
- Prohibit the use of Glyphosate and utilize other alternate methods to manage weeds in Clayton.

If Glyphosate is prohibited, the City of Clayton Maintenance Department will be limited in the number of alternative weed prevention methods available. Those alternatives methods include:

- Hand Pulling Weeds,
- Weed Cutting at ground level,
- Use of pre-emergent to reduce the growth of weeds,
- Use of organic weed and grass killers (such as BurnOut) that kill the above ground weeds but unfortunately do not prevent regrowth,
- Use of free mulch from local tree trimming companies that can be spread in various areas in an attempt to reduce the growth of weeds.

FISCAL IMPACT

The fiscal impact of a prohibition of the use of Glyphosate is initially estimated to be \$25,000 per year. This amount is an initial estimate of costs related to the implementation of the alternatives weed prevention methods listed above.

In addition to cost impacts, it is anticipated that the alternative methods of weed control may be less effective and result in more unsightly weeds in public areas. The actual impacts would be more easily quantifiable after a period of time when staff has had one or more grow seasons to experience maintenance without the use of Glyphosate.