



**CITY OF FOSTER CITY/
ESTERO MUNICIPAL IMPROVEMENT DISTRICT
FOSTER CITY COUNCIL CHAMBERS
620 FOSTER CITY BOULEVARD
FOSTER CITY, CALIFORNIA**

AGENDA

Monday, April 3, 2017 6:30 PM

REGULAR MEETING AS CITY COUNCIL/EMID BOARD OF DIRECTORS

- 1. CALL TO ORDER**
- 2. PLEDGE OF ALLEGIANCE**
- 3. ROLL CALL**

Councilmembers/ex officio EMID Directors Sam Hindi, Catherine Mahanpour, Herb Perez, Gary Pollard and Mayor/President Charlie Bronitsky

4. SPECIAL PRESENTATIONS

- 4.1.** A Proclamation Declaring the Week of April 9-15, 2017 as "National Public Safety Telecommunicators Week"

5. PUBLIC

FCMC 2.08.240 Addressing the Council. "...Each person desiring to address the Council shall step up to the public rostrum after being recognized to speak by the presiding officer, shall state his/her name and address for the record, state the subject he/she wishes to discuss, state who he/she is representing if he/she represents an organization or other persons and, unless further time is granted by majority vote of the Council, shall limit his/her remarks to three minutes. The

City Council may vary the time limit for any speaker, if it deems this necessary."

6. CITY/EMID CONSENT CALENDAR

All matters listed under Consent Calendar are considered to be routine by the City Council/EMID Board of Directors and will be enacted by one motion unless removed by a member of the Council/Board, staff, or public. There will be no separate discussion on these items unless a citizen or a Council/Board member so requests. If discussion is required, that item will be removed from the Consent Calendar and will be considered separately after approval of the remaining items on the Consent Calendar. Vote may be by roll call.

6.1. City/EMID Minutes

6.1.1. City/EMID Regular Meeting of March 20, 2017

6.1.2. City/EMID Special Meeting of March 27, 2017

6.2. City/EMID Resolutions for Adoption (First EMID Resolution Number to be used tonight is 3372)

6.2.1. A Resolution of the Board of Directors of the Estero Municipal Improvement District Approving the Revised Sewer System Management Plan as Required by the State Water Resources Control Board Order No. 2013-0058 – Statewide General Waste Discharge Requirements for Sanitary Sewer Systems a) Staff Report

6.3. City/EMID Other

6.3.1. Receive and Accept Report on Wastewater Treatment Plant Master Plan Improvements Project (CIP 455-652) - Clean Water Program - Quarterly Update for December 2016 through February 2017 a) Staff Report

7. NEW BUSINESS

- 7.1.** Interview and by Minute Order Consider Appointment of Five Members to the Ad Hoc Citizens Education Facilities Committee
Applicants Listed in Alphabetical Order are: Evan Adams, Fred Baer, G. Grant Cherrington, Robert J. Fitzgerald, Zheng Andy Liu, Thomas May, Scott Miles, Rosemary Omron, Charlie Royce and Julie Murphy Scanlon
- a) Staff Report
 - b) Interview Applicants
 - c) Take Action By Minute Order

8. REPORTS

- 8.1.** Consideration of General Plan Annual Report for 2016
- a) Staff Report
 - b) Action - By Minute Order, Receive and Accept Report

9. COMMUNICATIONS

- 9.1.** City/District Warrant of Demands Were Processed and Issued On March 15, 2017, March 22, 2017 and March 27, 2017
- a) Information Item Only
 - b) No Action Required

10. CITY/DISTRICT MANAGER REPORTS, COUNCIL/BOARD STATEMENTS AND REQUESTS, AND COUNCIL LIAISON REPORTS

City/District Manager and Council/EMID Board Members report on their various assignments and liaison roles and Council/EMID Board requests for scheduling future items.

11. CLOSED SESSION

- 11.1.** Conference with Real Property Negotiators (Government Code Section 54956.8)
Property: Mariner's Point Golf and Practice Center (APN 094-130-010)
Agency Negotiators: Kevin M. Miller and Jean Savaree
Negotiating Parties: VB Golf, LLC; Under Negotiation: Amended Lease Agreement

12. ADJOURNMENT

The public is invited to attend.

Any attendee wishing special accommodations at the meeting should contact the City Clerk's Department at (650) 286-3250 at least 48 hours in advance of the meeting.

Any writings or documents provided to a majority of the City Council or EMID Board regarding any item on this agenda after the agenda packet was distributed will be made available for public inspection in the City Clerk Department at City Hall located at 610 Foster City Boulevard during normal business hours and at the meeting.

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*Proclamation
of the City of Foster City, California*

***"National Public Safety Telecommunicators Week"
April 9-15, 2017***

WHEREAS, the coordination of communication is the backbone of any public safety organization's ability to provide emergency services to their community and that public safety communication centers play a vital role in fulfilling this mission's critical task; and

WHEREAS, the City of Foster City maintains a Public Safety Communication Center and excels at providing first point of contact between citizens and all of our community emergency services and does so in an effective, efficient, and professional manner; and

WHEREAS, our Dispatch Center personnel logged over 31,110 incidents last year including the resolution of over 4,818 "911 Calls" for service; and

WHEREAS, when an emergency occurs, the prompt response of public safety personnel is critical to the protection of life, property, and domestic security; and

WHEREAS, our dispatchers are the first responders who receive and transmit critical information from our residents, visitors and business community as emergencies occur; and

WHEREAS, the safety of our police officers, firefighters, and community depend on the information obtained from those who contact the Foster City Police Department Communication Center; and

WHEREAS, each Foster City Police Department Dispatcher has exhibited compassion, dedication, and professionalism during the performance of her/his duties in the past year.

NOW, THEREFORE, I, CHARLIE BRONITSKY, MAYOR OF THE CITY OF FOSTER CITY, ON BEHALF OF THE CITY COUNCIL, do hereby recognize and proclaim April 9-15, 2017 as **"National Public Safety Telecommunicator's Week"** and specifically honor our public safety Dispatch Center staff for their diligence and professionalism in helping keep our residents, employees and community safe.

IN WITNESS WHEREOF, I have hereunto set my hand and have caused the official seal of the City of Foster City to be affixed this third day of April, two thousand seventeen, A.D.


MAYOR CHARLIE BRONITSKY



**CITY OF FOSTER CITY/
ESTERO MUNICIPAL IMPROVEMENT DISTRICT**

REGULAR MEETING OF MARCH 20, 2017

MINUTES

CALL TO ORDER OF CITY COUNCIL/EMID BOARD OF DIRECTORS

The Regular Meeting of March 20, 2017 of the City Council of the City of Foster City, sitting as said Council and as ex officio the Board of Directors of the Estero Municipal Improvement District (EMID), was called to order at 6:30 p.m. in the Council Chambers, 620 Foster City Boulevard, Foster City, San Mateo County, California, by Mayor/President Charlie Bronitsky.

ROLL CALL

The , Communications Director/City Clerk/District Secretary called the roll:

PRESENT: Councilmembers/ex officio Directors Sam Hindi, Herb Perez, Gary Pollard and Mayor/President Charlie Bronitsky.

ABSENT: Councilmember/ex officio Director Catherine Mahanpour.

STAFF PRESENT: Kevin M. Miller, City/District Manager; Jean Savaree, City Attorney/District Legal Counsel; Dante Hall, Assistant City Manager; Jeff Moneda, Public Works Director; Joe Pierucci, Police Chief; Ann Ritzma, Human Resources Director; Curtis Banks, Community Development Director; Jennifer Liu, Parks and Recreation Director; Shuli Chen, Video Technician; and Doris L. Palmer, Communications Director/City Clerk/District Secretary/Recording Secretary.

CONSENT CALENDAR

Motion by Councilmember/Director Hindi, seconded by Councilmember/Director Pollard, and carried unanimously, 4-0-0, Councilmember/Director Mahanpour absent, approving the following items on the City/District Consent Calendar:

City/EMID Consent Calendar

1. City/EMID Minutes of Regular Meeting of March 6, 2017; and
2. City Resolution No. 2017-18, "A Resolution of the City Council of the City of Foster City Awarding an Agreement to Leonard's Construction In An Amount of \$112,391.66 for Purchase and Installation of Park Playground Equipment for Sea Cloud Park."

REPORTS

REPORT ON CALIFORNIA MARIJUANA LEGISLATION - PROPOSITION 64: THE ADULT USE OF MARIJUANA ACT. NO ACTION TAKEN.

City Attorney Savaree presented the staff report.

Discussion ensued.

No action was taken.

RESOLUTIONS FOR ADOPTION

BICYCLE FACILITY IMPROVEMENTS ON BEACH PARK BOULEVARD BETWEEN POLARIS AVENUE AND FOSTER CITY BOULEVARD. CITY RESOLUTION NO. 2017-19.

Public Works Director Moneda presented the staff report.

Discussion ensued.

Motion by Councilmember Pollard, seconded by Councilmember Hindi, and carried unanimously 4-0-0, Councilmember Mahanpour absent, adopting City Resolution No. 2017-19, "A Resolution of the City Council of the City of Foster City Approving the Bicycle Facility Improvements on Beach Park Boulevard between Polaris Avenue and Foster City Boulevard."

COMMUNICATIONS

CITY/DISTRICT WARRANT OF DEMANDS. NO ACTION TAKEN.

The City/District Warrant of Demands were processed and issued on March 01, 2017, March 08, 2017, and March 13, 2017 were listed on the agenda for information purposes only. No action was taken.

COUNCIL/BOARD STATEMENTS AND REQUESTS, COUNCIL LIAISON REPORTS, AND CITY/DISTRICT MANAGER REPORTS

City/District Manager Miller stated the Business Roundtable event is tomorrow, March 21 at 8:00 a.m. at the Crown Plaza Hotel and 45 businesses will be in attendance. He stated Vice Mayor/Vice President Hindi will welcome them at the event and speak of our efforts in economic development and sustainability.

Councilmember/Director Pollard stated we should have a video made on the proper use of sharrows and bike lanes. He stated he attended the Chamber of Commerce meeting and they will welcome a new board of directors in April. He mentioned that cityFEST is coming up on June 3-4 with the carnival opening on the night of June 2 and the Chamber of Commerce will also be attending the Business Roundtable event. The Police Department and Chamber of Commerce will also be holding a Youth Jobs Festival at the Vibe on April 1 from 1-4 pm with Robert Griffin as the special speaker. He stated Walter Ruzzo of Gilead and past Chamber of Commerce Chair will retire on March 31, and he thanked him for all his work and involvement in the community. He also mentioned on March 18, he attended the Audit Committee meeting to interview four companies vying to be the city auditor and they will make a recommendation to the City Council for the auditor role.

Councilmember/Director Hindi stated he is excited about the Business Roundtable event and mentioned that businesses are invited to attend.

Mayor/President Bronitsky wished Councilmember/Director Pollard a Happy Birthday. He stated he attended the Planning Commission Study Session meeting on March 16 where they looked at the impacts of potential change in the Pilgrim-Triton Project and they will continue to study the issues.

CLOSED SESSION

Mayor/President Bronitsky recessed the meeting into Closed Session for:

1. Conference with Real Property Negotiators (Government Code Section 54956.8)
Property: Mariner's Point Golf and Practice Center (APN 094-130-010)
Agency Negotiators: Kevin M. Miller and Jean Savaree
Negotiating Parties: VB Golf, LLC; Under Negotiation: Amended Lease Agreement; and
2. Conference with City Labor Negotiators (pursuant to Government Code Section 54957.6(a))
Agency Negotiators: Kevin M. Miller, Jean Savaree, Dante Hall and Ann Ritzma
Employee Organizations: American Federation of State, County and Municipal Employees (AFSCME) and Management Employees.

Meeting recessed into Closed Session at 6:50 p.m. and reconvened at 7:34 p.m.

Mayor/President Bronitsky reported that no action was taken in Closed Session.

ADJOURNMENT

Hearing no objection from the City Council/EMID Board, Mayor/President Bronitsky adjourned the meeting. Meeting adjourned at 7:34 p.m.

**CITY OF FOSTER CITY/
ESTERO MUNICIPAL IMPROVEMENT DISTRICT**

SPECIAL MEETING OF MARCH 27, 2017

MINUTES

CALL TO ORDER OF CITY COUNCIL/EMID BOARD OF DIRECTORS

The duly called and noticed special meeting of the City Council of the City of Foster City (City), sitting as said Council and as ex officio the Board of Directors of the Estero Municipal Improvement District (EMID) of March 27, 2017 was called to order at 6:30 p.m. in Council Chambers, 620 Foster City Boulevard, Foster City, San Mateo County, California, by Mayor/President Charlie Bronitsky.

ROLL CALL

The Communications Director/City Clerk/District Secretary called the roll:

PRESENT: Councilmembers/ex officio EMID Directors Sam Hindi, Catherine Mahanpour, Herb Perez, Gary Pollard and Mayor/President Charlie Bronitsky.

ABSENT: None.

STAFF PRESENT: Kevin M. Miller, City/District Manager; Jean B. Savaree, City Attorney/District Legal Counsel; Dante Hall, Assistant City Manager; Joe Pierucci, Police Chief; Curtis Banks, Community Development Director; Jeff Moneda, Public Works Director; Jennifer Liu, Parks and Recreation Director; Edmund Suen, Finance Director; Ann Ritzma, Human Resources Director; John Healy, Fire Chief; Fiti Rusli, Assistant Finance Director; Norm Dorais, Public Works Maintenance Manager; Mimi Lam, Accounting Manager; 'Andra Lorenz, Senior Management Analyst; Mike Towns, Battalion Fire Chief; Rob Lasky, IT Manager; Karen Li, Accountant; Shuli Chen, Video Technician and Doris L. Palmer, Communications Director/City Clerk/District Secretary/Recording Secretary.

STUDY SESSION

Mayor/President Bronitsky recessed the meeting into Study Session for the following:

1. Policy Direction Regarding Preparation of Budget and Five-Year Financial Plan
 - a. General Fund Reserve Policy
 - b. Financing Alternatives for the Wastewater Treatment Plant, Levee, and Recreation Center Master Plan Capital Improvement Projects

2. Capital Improvement Funds
 - a. Five-Year Capital Improvement Program - FY 2017-2018 to FY 2021-2022
 - b. Long-Term Capital Improvement Project Funding - City Capital Investment Fund - FY 2017-2018 to FY 2026-2027
 - c. Long-Term Capital Improvement Project Funding - Water and Wastewater Enterprise Funds - FY 2017-2018 to FY 2026-2027
3. Enterprise Funds
 - a. Review of Projected Water Rates for FY 2017-2018; Policy Direction for Rate Notification Under Proposition 218
 - b. Review of Projected Wastewater Rates for FY 2017-2018; Policy Direction for Rate Notification Under Proposition 218
4. Internal Service Funds
 - a. Internal Service Summary and Fund Balance Analysis
 - b. Vehicle Replacement Fund
 - c. Equipment Replacement Fund
 - d. Self-Insurance Fund
 - e. Information Technology Fund
 - f. Building Maintenance Fund
 - g. Internal Service Fund for Compensated Absences

By Consensus of the City Council/EMID Board of Directors, and carried unanimously, 5-0-0, to adopt Minute Order No. 1501, providing policy direction to:

1. Transfer \$2 million from the General Fund Reserves to the General Fund for FY 2017-2018;
2. Maintain the current General Fund Reserve Policy for permitted uses of General Fund Reserves and Unassigned General Fund Balance (excess reserves) over and above the current target range of 33-1/3% to 50% of budgeted annual operating expenditures;
3. Proceed to include the proposed Five-Year Capital Improvement Program – FY 2017-2018 to FY 2021-2022 in the FY 2017-2018 budget as presented;
4. Proceed to include the proposed Long-Term Capital Improvement Project (CIP) Funding program for the City's Capital Investment Fund as presented;
5. Proceed to include the proposed Long-Term Capital Improvement Project (CIP) Funding program for the District's Water and Wastewater Enterprise Funds as presented;
6. Proceed with the water rate increase assumptions that reflect increases of 6.1% for residential customers, 3.62% for commercial customers, and a 6.5% increase for irrigation customers;
7. Continue the Water Sustainability Fund budget of \$200,000 for FY 2017–2018 to support water conservation;
8. Not establish a Low-Income Discount Program for the City's Water Enterprise;
9. Proceed with distributing Proposition 218 Notice based on the Board of Directors' direction regarding water rates;
10. Proceed with the wastewater rate increase assumptions that reflect an increase of 14.25% per year for FY 2017-2018 through FY 2021-2022;
11. Proceed with distributing Proposition 218 Notice based on the Board of Directors' direction regarding wastewater rates;

12. Continue the City Council's policy on reserve levels and funding methodologies for its Internal Service Funds;
13. Proceed with preparing the Vehicle Replacement Fund budget based on the recommendations and allocations contained in the staff report;
14. Proceed with preparing the Equipment Replacement Fund budget based on the recommendations and allocations contained in the staff report;
15. Prepare the Self Insurance Fund budget based on the recommendations and allocations contained in this report;
16. Proceed with preparing the Information Technology Fund budget based on the recommendations and allocations contained in the staff report;
17. Proceed with preparing the Building Maintenance Fund budget based on the recommendations and allocations contained in this report; and
18. Proceed with preparing the Compensated Absences Fund based on the recommendations and allocations contained in the staff report.

Meeting recessed into study session at 6:31 p.m. and reconvened at 7:34 p.m.

ADJOURNMENT

Hearing no objection from the City Council/EMID Board, Mayor/President Bronitsky adjourned the meeting. Meeting adjourned at 7:34 p.m.



DATE: April 3, 2017

TO: President and Members of the Estero Municipal Improvement District (EMID) Board of Directors

VIA: Kevin M. Miller, District Manager

FROM: Jeff Moneda, Public Works Director/District Engineer

SUBJECT: REVISION OF THE SEWER SYSTEM MANAGEMENT PLAN PER REQUIREMENTS OF THE STATE WATER RESOURCES CONTROL BOARD ORDER NO. 2006-0003

RECOMMENDATION

It is requested that the Estero Municipal Improvement District (EMID) Board of Directors, by resolution, approve the revised Estero Municipal Improvement District Sewer System Management Plan, as required by the State Water Resources Control Board Order No. 2006-0003, amended to Order No. 2013-0058 on September 9, 2013.

EXECUTIVE SUMMARY

As required by the State Water Resources Control Board (SWRCB), the Sewer System Management Plan (SSMP), last approved by the EMID Board in 2009, needs to be updated periodically in order to ensure its contents stay relevant. The SSMP revision has been completed and is available for inspection in the City Clerk's office. The purpose of the SSMP is to provide a plan for the Sanitary Sewer System and implement measures to reduce the event of a sewage overflow.

BACKGROUND

On May 2, 2006, the SWRCB adopted the Statewide General Waste Discharge Requirements (WDR) for all publicly-owned sanitary sewer collection systems in California with more than one (1) mile of sewer pipe. The WDR requires all agencies, meeting the above criteria, to develop and approve their own SSMP. EMID maintains

approximately sixty-six (66) miles of gravity sewer pipes and, therefore, developed a SSMP that was first approved by the EMID Board on January 5, 2009. The SWRCB amended the order on September 9, 2013 to Order No. 2013-0058. The SSMP is required to be updated periodically and is being brought forth for review and approval.

ANALYSIS

The SSMP consists of eleven (11) elements with strict timelines established in the WDR document. EMID has completed a review of the required elements. The Public Works Director endorses the SSMP and is recommending approval by the EMID Board of Directors. Once approved, staff will continue to have a working, written plan to assist in proactively, systematically, and resourcefully managing the wastewater collection system, facilities, and other infrastructures.

FISCAL IMPACT

There is no fiscal impact associated with this item.

Attachments:

- Attachment 1 - Resolution
- Attachment 2 - Sanitary Sewer Management Plan*

*A copy of the SSMP referenced in the staff report and resolution is available for inspection in the City Clerk's office.

RESOLUTION NO. _____

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ESTERO MUNICIPAL IMPROVEMENT DISTRICT APPROVING THE REVISED SEWER SYSTEM MANAGEMENT PLAN AS REQUIRED BY THE STATE WATER RESOURCES CONTROL BOARD ORDER NO. 2013-0058 – STATEWIDE GENERAL WASTE DISCHARGE REQUIREMENTS FOR SANITARY SEWER SYSTEMS

ESTERO MUNICIPAL IMPROVEMENT DISTRICT

WHEREAS, on May 2, 2006, the State Water Resources Control Board Order No. 2006-0003 – Statewide General Waste Discharge Requirements (WDR) for Sanitary Sewer Systems was adopted and implemented; and

WHEREAS, on September 9, 2013, the State Water Resources Control Board amended the order to Order No. 2013-0058; and

WHEREAS, the purpose of the WDR is to develop a regulatory mechanism to provide a consistent statewide approach for reducing sanitary sewer overflows; and

WHEREAS, the WDR requires preparation of a Sewer System Management Plan (SSMP) consisting of eleven (11) separate elements; and

WHEREAS, the SSMP was approved by the District Board on January 5, 2009; and

WHEREAS, the Public Works Director reviewed the revised SSMP and is recommending approval by the District Board.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Estero Municipal Improvement District does hereby approve the Sewer System Management Plan as required by the State Water Resources Control Board Order No. 2013-0058 – Statewide General Waste Discharge Requirements for Sanitary Sewer Systems and authorizes staff to comply with the Sewer System Management Plan, Statewide General Waste Discharge Requirements, and the State Water Resources Control Board requirements.

PASSED AND ADOPTED as a resolution of the Board of Directors of the Estero Municipal Improvement District at the regular meeting held on the 3rd day of April, 2017, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

CHARLIE BRONITSKY, PRESIDENT

ATTEST:

DORIS L. PALMER, DISTRICT SECRETARY

ESTERO MUNICIPAL IMPROVEMENT DISTRICT



Sewer System Management Plan

March 21, 2017

Sewer System Management Plan Sections

- I. Goals
- II. Organization
- III. Legal Authority
- IV. Operation and Maintenance Program (Measures and Activities)
- V. Design and Performance Provisions (Design and Construction Standards)
- VI. Overflow Emergency Response Plan
- VII. FOG Control Program
- VIII. System Evaluation and Capacity Assurance Plan (Capacity Management)
- IX. Monitoring, Measurement, and Plan Modifications
- X. SSMP Audits
- XI. Communication Program

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Introduction

A. *Sewer System Management Plan*

The Sewer System Management Plan (SSMP) has been prepared by the staff of the Estero Municipal Improvement District (EMID) to meet the requirements of the San Francisco Bay Regional Water Quality Control Board and the State Water Resources Control Board. It is a compendium of the policies, procedures, and activities that are included in the planning, management, operation, and maintenance of the District's sanitary sewer system.

The structure (section numbering and nomenclature) of this SSMP follows the General Waste Discharge Requirements for Wastewater Collection Agencies (GWDR), State Water Resources Control Board Order Number 2006-0003 dated May 2, 2006. The requirements of the San Francisco Bay Regional Water Quality Control Board, where they differ from the GWDR, are also included. Revised order WQ 2013-0058 EXEC. September 9, 2013

B. *Sanitary Sewer System Facilities*

The District's sanitary sewer system facilities include 63 miles of gravity sewers, 3 miles of force mains, 48 lift stations and 1 pump station. Public sewers represent approximately 70% of the sewer system serving EMID with the remaining sewers being private sewer systems maintained by individual homeowners or homeowners associations. The 48 lift stations throughout the District include five medium size lift stations (125,000 to 500,000 gpd) and 43 small lift stations (less than 125,000 gpd). The one pump station is a 9 mgd capacity facility located in the District's Corporation Yard. The pump station is the last stop before the wastewater is pumped to the San Mateo/EMID Water Quality Control Plant located in San Mateo. The pump station and seventeen of the lift stations have dedicated standby generators. In addition the District has 4 portable generators with "quick connect" features to allow them to provide power to most of the other Lift Stations. The District is not responsible for maintenance or repair of sewer service laterals.

The majority of facilities were installed between 1960 and 1980 with an average age of 37 years. Pipe sizes range from 4 to 21 inches in diameter with 88% at 12 inches or less. The materials of construction for the gravity sewers are: clay (65%), polyvinylchloride (16%), asbestos cement (6%), and high density polyethylene (1%). The materials of construction for the force mains are: asbestos cement and high density polyethylene.

B. Definitions, Acronyms, and Abbreviations

American Water Works Association (AWWA)

American Society for Testing and Materials (ASTM)

Best Management Practices (BMP)

Refers to the procedures employed in commercial kitchens to minimize the quantity of grease that is discharged to the sanitary sewer system. Examples include scraping food scraps into a garbage can and dry wiping dishes and utensils prior to washing.

Calendar Year (CY)

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. The electronic reporting requirement became effective on May 2, 2007 in Region 2.

Capital Improvement Plan (CIP)

Refers to the document that identifies future capital improvements to the District's sanitary sewer system.

City

Refers to the City of Foster City.

Closed Circuit Television (CCTV)

Refers to the process and equipment that is used to internally inspect the condition of gravity sewers.

District

Refers to the Estero Municipal Improvement District.

Ductile Iron Pipe (DIP)

Estero Municipal Improvement District (EMID)

Fats, 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.

Fiscal Year (FY)

Food Service Establishment (FSE)

Refers to commercial or industrial facilities where food is handled/prepared/served that discharge to the sanitary sewer system.

Force Main

Refers to a pressure sewer that conveys wastewater from a lift station or pump station to a gravity sewer or other discharge point..

Full-time Equivalent (FTE)

Refers to the equivalent of 2,080 paid labor hours per year by a regular, temporary, or contract employee.

General Waste Discharge Requirements (GWDR)

Refers to the State Water Resources Control Board Order No. 2006-0003, Statewide General Waste Discharge Requirements for Sanitary Sewer Systems, dated May 2, 2006.

Geographical Information System (GIS)

Refers to the District's system that it uses to capture, store, analyze, and manage geospatial data associated with the District's sanitary sewer system assets.

Global Positioning System (GPS)

Refers to the handheld unit that is recommended to determine the longitude and latitude of sanitary sewer overflows for use in meeting CIWQS reporting requirements.

Grease Removal Device (GRD)

Refers to grease traps and grease interceptors that are installed to remove FOG from the wastewater flow at food service establishments.

High Density Polyethylene (HDPE)

Infiltration/Inflow (I/I)

Refers to water that enters the sanitary sewer system from storm water and groundwater and increases the quantity of flow. Infiltration enters through defects in the sanitary sewer system after flowing through the soil. Inflow enters the sanitary sewer without flowing through the soil. Typical points of inflow are holes in manhole lids and direct connections to the sanitary sewer (e.g. storm drains, area drains, and roof leaders).

Lateral

See sewer service lateral.

Legally Responsible Official (LRO)

Refers to the individual who has the authority to certify reports and other actions that are submitted through CIWQS.

Lift Station

Refers to a point in the collection system where the elevation of the wastewater is raised, using pumps, and is discharged into a nearby gravity sewer. Lift stations can be distinguished from pump stations in that they typically have shorter force mains.

Manhole (MH)

Refers to an engineered structure that is intended to provide access to a sanitary sewer for maintenance and inspection.

Monitoring, Measurement, and Plan Modifications (MMPM)

Not Applicable (NA)

Office of Emergency Services (OES)

Refers to the California State Governor's Office of Emergency Services.

Operations and Maintenance (O&M)

Overflow Emergency Response Plan (OERP)

Polyvinylchloride Pipe (PVC)

Preventative Maintenance (PM)

Refers to maintenance activities intended to prevent failures of the sanitary sewer system facilities (e.g. cleaning, CCTV, repair).

Pump Station

Refers to a point in the collection system where the elevation of the wastewater is raised, using pumps, and is discharged into a nearby gravity sewer. Pump stations are distinguished from lift stations in that they typically have longer force mains.

Regional Water Quality Control Board (RWQCB)

Refers to the San Francisco Bay Regional Water Quality Control Board.

Sanitary Sewer Overflows (SSOs)

Refers to the overflow or discharge of any quantity of partially treated or untreated wastewater from the sanitary sewer system at any point upstream from the wastewater treatment plant. SSOs typically are caused by blockages, pipe failure, pump station failure, or capacity limitation.

Sewer Service Lateral

Refers to the piping that conveys sewage from a building or privately owned and operated sewer system to the District's sewer system.

Sewer System Management Plan (SSMP)

Sanitary Sewer System

Refers to the portion of the sanitary sewer facilities that are owned and operated by the Estero Municipal Improvement District.

Standard Operating Procedures (SOP)

Refers to written procedures that pertain to specific activities employed in the operation and maintenance of the sanitary sewer system.

State Water Resources Control Board (SWRCB)

Refers to the California Environmental Protection Agency (EPA) State Water Resources Control Board and staff responsible for protecting the State's water resources.

Supervisory Control and Data Acquisition (SCADA)

Refers to the system that is employed by the District to monitor the performance of its pump stations and to notify the operating staff when there is an alarm condition that requires attention.

System Evaluation and Capacity Assurance Plan (SECAP)

Vitrified Clay Pipe (VCP)

Work Order (WO)

Refers to a document (paper or electronic) that is used to assign work and to record the results of the work.

C. References

New Requirements for Preparing Sewer System Management Plans, California Regional Water Quality Control Board San Francisco Bay Region letter to Sewer System Authorities, July 7, 2005 (www.cwea.org/conferences/sso/Reg2Letter-SSMP0705.pdf).

Sewer System Management Plan (SSMP) Development Guide, San Francisco Bay Regional Water Quality Control Board in cooperation with Bay Area Clean Water Agencies, July 2005 (www.swrcb.ca.gov/rwqcb2/download/programs/sso).

State Water Resources Control Board Order No. 2006-0003 Statewide General Waste Discharge Requirements for Sanitary Sewer Systems, Amended per Order No. 2013-0058 EXEC. September 9, 2013 California State Water Resources Control Board, http://www.waterboards.ca.gov/sanfranciscobay/water_issues/programs/SSO_Reduction.shtml

Section I: Goals

A. Introduction

This section of the SSMP formally states the goals of the District.

B. Regulatory Requirements for the Goals Section

The GWDR requirements for the Goals section of the SSMP are:

The collection system agency must develop goals to properly manage, operate, and maintain all parts of its wastewater collection system in order to reduce and prevent SSOs, as well as to mitigate any SSOs that occur.

C. SSMP Goals

The goals of the District's SSMP are:

1. To properly manage, operate, and maintain all aspects of the District's wastewater collection system.
2. To provide adequate capacity to convey the peak wastewater flows to the San Mateo/EMID Water Quality Control Plant. Adequate capacity, for the purposes of this SSMP, is defined as the capacity to convey the peak wastewater flows that are associated with the design storm event.
3. To reduce the frequency of SSOs and, wherever possible, prevent SSOs.
4. To mitigate the impacts that are associated with any SSO that may occur.
5. To meet all applicable regulatory notification and reporting requirements.

Section II: Organization

A. Introduction

The intent of this section of the SSMP is to identify District Staff who are responsible for implementing this SSMP, responding to SSO events, and meeting the SSO reporting requirements. This section also includes the designation of the Legally Responsible Official to meet SWRCB requirements for completing and certifying spill reports.

B. Regulatory Requirements for Organization Section

The GWDR requirements for the Organization section of the SSMP are:

The collection system agency's SSMP must identify:

1. The name of the responsible or authorized representative;
2. The names and telephone numbers for management, administrative, and maintenance positions responsible for implementing specific measures in the SSMP program. Include lines of authority as shown in an organization chart or similar document with a narrative explanation; and
3. 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).

C. Organization

1. Organization Chart

The organization chart for the management, operation, and maintenance of the District's wastewater collection system is shown on Figure II-1.

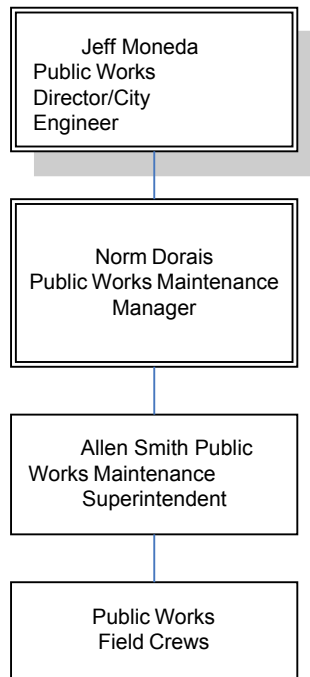
2. Authorized Representatives

The District's authorized representative for wastewater collection system matters is Jeff Moneda, Director of Public Works. Mr. Moneda is the Legally Responsible Official and is authorized to submit and certify electronic and written spill reports to the SWRCB, the RWQCB, the County Health Agency, and the Governor's Office of Emergency Services.

Allen Smith, Public Works Maintenance Superintendent, is designated as the Authorized Representative by Mr. Moneda. Mr. Smith is authorized to submit verbal, electronic, and written spill reports to the SWRCB, the RWQCB, the County Health Agency, and the Governor's Office of Emergency Services.

Norm Dorais, Public Works Maintenance Manager is designated as the Alternate Authorized Representative in Mr. Smith's absence. Mr. Dorais is authorized to submit verbal, electronic, and written spill reports to the SWRCB, the RWQCB, the County Health Agency, and the Governor's Office of Emergency Services.

Figure II-1: Organization Chart and SSO Reporting Chain of Communication



3. ***Responsibility for SSMP Development, Implementation, and Maintenance***

Mr. Smith has overall responsibility for developing, implementing, periodically auditing, and maintaining the District's SSMP.

Other District Staff responsible for developing, implementing, and maintaining specific elements of the District's SSMP, along with their job titles and contact information, are shown in Appendix II-A.

4. ***SSO Reporting Chain of Communication***

The SSO Reporting Chain of Communication follows the Organization Chart shown on Figure II-1 in the reverse order. The SSO Reporting process and responsibilities are described in detail in Section VI - Overflow Emergency Response Plan.

Appendix II-A

District Staff Responsible for SSMP Development, Implementation, and Maintenance

Name	Title	SSMP Responsibility	Phone and Email
Jeff Moneda	Director of Public Works	SSMP Section <u>V</u> and Legally Responsible Official (LRO)	(650) 286-3288 Jmoneda@fostercity.org
Norm Dorais	Public Works Maintenance Manager	SSMP Development and Implementation/ SSO Reporting Alt.	rg (650) 286-3279 ndorais@fostercity.org
Allen Smith	Public Works Maintenance Superintendent	SSO Reporting/ SSMP Development and Implementation	(650) 286-3544 asmith@fostercity.org
Allan Shu	Senior Civil Engineer	SSMP Section <u>IV</u> & <u>V</u> (Lift Station Rehab And Inspection/ Design and Performance Provisions)	(650) 286-3271 ashu@fostercity.org
Vivian Ma	Associate Civil Engineer	SSMP CIP 611 (Collection System Rehabilitation)	(650) 286-3277 Vam@fostercity.org
Laura Galli	Associate Civil Engineering	SSMP Section <u>IV</u> (Lift Station 28(Collection System rehabilitation) Map Updates)	(650) 286-3280 lgalli@fostercity.org
Ashraf Shah	Assistant Engineer	SSMP Section <u>IV</u> (Sewer System Maps)	(650) 286-3588 ashah@fostercity.org

Section 3. Legal Authority

3.1. Introduction

This section of the SSMP presents the District's legal authority to comply with the SSMP requirements, as provided in its District Code and agreements with other agencies.

3.2. Regulatory Requirements for Legal Authority Element of SSMP

The summarized requirements for the Legal Authority element of the SSMP are:

3.2.1. RWQCB Requirement

The District must demonstrate that it has the legal authority (through ordinances, service agreements, and other binding procedures) to control infiltration and inflow (I/I) from satellite collection systems and private service laterals; require proper design, construction, installation, testing, and inspection of new and rehabilitated sewers and laterals; and enforce violation of ordinances.

3.2.2. GWDR Requirement

The District must demonstrate, through collection system use ordinances, service agreements, or other legally binding procedures, that it possesses the necessary legal authority to:

- a) Prevent illicit discharges into its wastewater collection system (examples may include infiltration and inflow (I/I), storm water, chemical dumping, unauthorized debris and cut roots, etc.);
- b) Require that sewers and connections be properly designed and constructed;
- c) Ensure access for maintenance, inspection, or repairs for portions of the lateral owned or maintained by the District;
- d) Limit the discharge of fats, oils, and grease and other debris that may cause blockages;
- e) Enforce any violation of its sewer ordinances;
- f) Authority to inspect grease producing dischargers; and
- g) Authority to enforce sewer-related ordinances.

3.3. District Code

The *Estero Municipal Improvement District Code* is the basis for the District's legal authorities. The District has completed a review of its Code and it is in the process of revising the Code sections to meet the requirements of the GWDR. The District to complete the revisions to its Code by April 15, 2017. The references for the current and revised sections of the District Code are summarized on Table 3-1.

Table 3-1: Legal Authority

Requirement	EMID Code Reference	Meets GWDR Requirements?
General		
Prevent illicit discharges into the wastewater collection system	8.37.120(J)	Yes
Limit the discharge of fats, oils, and grease and other debris that may cause blockages	8.37.120(E&H)	Yes
Require that sewers and connections be properly designed and constructed	8.32.010	Yes
Require proper installation, testing, and inspection of new and rehabilitated sewers	8.32.010	Yes
Laterals		
Clearly define District responsibility	8.32.100	Yes
Ensure access for maintenance, inspection, or repairs for portions of the service lateral owned or maintained by the District	NA	NA
Control infiltration and inflow (I/I) from private service laterals	8.32.100 8.36.010 8.37.120(O)	Yes
FOG Source Control		
Requirements to install grease removal devices (such as traps or interceptors), design standards for the grease removal devices, maintenance requirements, BMP requirements, record keeping and reporting requirements	8.36.040 8.36.050 8.37.100 8.37.120(H) 8.37.160 8.37.010 8.37.390	Yes
Authority to inspect grease producing facilities	8.12.090	Yes
Enforcement		
Enforce any violation of its sewer ordinances	8.04.130 8.12.250 8.37.450 8.37.460	Yes

ESTERO MUNICIPAL IMPROVEMENT DISTRICT



Sewer System Management Plan

Section 4 Operation and Maintenance Program

March 21, 2017

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SSMP Introduction

1.1. Sewer System Management Plan Components

Section 1	Goals
Section 2	Organization
Section 3	Legal Authority
Section 4	Operation and Maintenance Program
Section 5	Design and Performance Provisions
Section 6	Overflow Emergency Response Plan
Section 7	FOG Control Program
Section 8	System Evaluation and Capacity Assurance Plan (SECAP)
Section 9	Monitoring, Measurement, and Program Modifications
Section 10	SSMP Program Audits
Section 11	Communication Program

1.2. Summary of Action Items and Deadlines

Location within SSMP	Action Item Deadline
4.7.3 Force Mains	Complete a condition assessment of the of the asbestos cement pipe (ACP) force mains by July 1, 2018.
4.9 Training Program	Complete technical training manual by September 1, 2015.
4.11 Staffing And Resources	The Districts O&M Budget is \$6,500,000 for Fiscal Year 16/17.
4.11 Staffing And Resources	The District's Five Year Capital Improvement Program allocates approximately \$4.4 million for rehabilitation/replacement projects.
4.12 Outreach Program	The District mails informational pamphlets to identified sewer system contractors biannually
Appendix 4–C: Rehabilitation and Replacement Program	Table in draft SSMP includes sample data. Need District's planned capital expenditures.
Appendix 4–D: Major Sewer System Equipment Inventory	Need equipment numbers.

1.3. Definitions, Acronyms, and Abbreviations

Capital Improvement Program (CIP)

Refers to the document that identifies future capital improvements to the City's sanitary sewer system.

Closed Circuit Television (CCTV)

Refers to the process and equipment that is used to internally inspect the condition of gravity sewers.

District

Refers to the Estero Municipal Improvement District.

Full-time Equivalent (FTE)

Refers to the equivalent of 2,080 paid labor hours per year by a regular, temporary, or contract employee.

General Waste Discharge Requirements (GWDR)

Refers to the State Water Resources Control Board Order No. 2006-0003, Statewide General Waste Discharge Requirements for Sanitary Sewer Systems, dated May 2, 2006.

Geographical Information System (GIS)

Refers to the City's system that it uses to capture, store, analyze, and manage geospatial data associated with the City's sanitary sewer system assets.

Instrumentation and Controls (I&C)

Operations and Maintenance (O&M)

Preventative Maintenance (PM)

Refers to maintenance activities intended to prevent failures of the sanitary sewer system facilities (e.g. cleaning, CCTV, repair).

Lift Station (LS) A pumping system which elevated wastewater from a low point to a high elevation.

Regional Water Quality Control Board (RWQCB)

Refers to the San Francisco Bay Regional Water Quality Control Board.

Sanitary Sewer Overflows (SSOs)

Refers to the overflow or discharge of any quantity of partially treated or untreated wastewater from the sanitary sewer system at any point upstream from the wastewater treatment plant. SSOs are typically caused by blockages, pipe failure, pump station failure, or capacity limitation.

Sewer System Management Plan (SSMP)**State Water Resources Control Board (SWRCB)**

Refers to the California Environmental Protection Agency (EPA) State Water Resources Control Board and staff responsible for protecting the State's water resources.

Fat, Oils, and Grease (FOG) – an organic matter found in wastewater produced by excess fats, oils, and grease which are pored/flushed into the wastewater collection system.

Section 4: Operations and Maintenance Program

4.4. Introduction

This section of the Sewer System Management Plan (SSMP) is intended to provide an overview of the District's operations and maintenance program.

4.5. SSMP Requirements

4.5.1. RWQCB Requirement (Measures and Activities):

- 1) Maintain up-to-date maps of the wastewater collection system facilities
- 2) Allocate adequate resources for the operations, maintenance and repair of the collection system
- 3) Prioritize preventive maintenance activities
- 4) Identify and prioritize structural deficiencies and implement a program of short-term and long-term actions to address them
- 5) Provide contingency equipment to handle emergencies, and spare/replacement parts intended to minimize equipment/facility downtime
- 6) Provide training on a regular basis for staff in collection system operations, maintenance, and monitoring
- 7) Implement an outreach program to educate commercial entities involved in sewer construction or maintenance about the proper practices for preventing blockages in mains or private laterals. This requirement can be met by participating in a region-wide outreach program.

4.5.2. GWDR Requirement (Operations and Maintenance Program):

The GWDR requirements for the Operations and Maintenance Program are:

- 1) 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 storm water conveyance facilities;
- 2) 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 unscheduled activities, such as work orders;
- 3) 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;

- 4) Provide training on a regular basis for staff in sanitary sewer system operations and maintenance, and require contractors to be appropriately trained; and
- 5) Provide equipment and replacement part inventories, including identification of critical replacement parts.

4.5.3. Section Organization

The majority of the RWQCB and SWRCB (GWDR) requirements for the Operations and Maintenance (O&M) Program element of the SSMP are in agreement. The following presents the O&M Program following the SWRCB requirement first, with RWQCB requirements that are not satisfied by the response to the SWRCB requirements at the end of this section.

4.6. Collection System Maps

The District maintains its collection system maps using GIS. At a minimum, the maps will include all gravity line segments and manholes, pumping facilities, pressure pipes and valves, and applicable storm water conveyance facilities. The field crews use hard copy maps as well. The hard copy maps will be in the next 2 years. Corrections that are identified by the field crews on the District's GIS map are forwarded to Public Works Engineering for action. High priority corrections are completed within 30 days. High priority corrections refer to mapping information that could cause the field crews to act in a manner that could cause an SSO. Low priority corrections are completed once a year.

4.7. Operation and Maintenance Program

The elements of the District's sewer system O&M program include:

- Proactive, preventive, and corrective maintenance of gravity sewers;
- Ongoing CCTV inspection program to determine the condition of the gravity sewers;
- Rehabilitation and replacement of collection system facilities that are in poor condition; and
- Periodic inspection and preventive maintenance for lift station and force main facilities.

The details of the District's O&M programs are:

4.7.1. Gravity Sewers

The District cleans its sewer system every year, and it preventively cleans sewers with a history of problems every 1, 3, or 6 months. One collection system cleaning crew is assigned to these activities. The District's standard operating procedure for collection system cleaning is included as Appendix 4-A.

Gravity sewer maintenance is currently scheduled using paper work orders. The work orders cover preventive maintenance program and scheduled for annual routine cleaning, based on the District's 49 sewer basins. Completed gravity sewer maintenance is recorded using the District's GIS system. The GIS system maintains a history of completed maintenance by asset.

The District uses CCTV to determine the cause of its gravity sewer blockages and SSOs.

The District completes emergency repairs using its field crews and it uses underground contractors to correct non-emergency problems identified by CCTV or the sewer cleaning crew. Repairs are completed in priority order.

The District completed the Second round of inspection using CCTV in November 2013 and it intends to continue inspecting its gravity sewers on a three year cycle. One part-time CCTV inspection crew is assigned to this activity. The inspection data is reviewed by the Superintendent to determine whether repairs or rehabilitation/ replacement are warranted.

The Collection System staff maintains a list of known structural problems for use in providing input to Public Works Engineering on the Capital Improvement Program.

The District has established monthly and annual goals for production. Actual production is tracked and corrective actions are implemented when production falls behind the goals.

4.7.2. Lift Stations

The District's lift station O&M program consists of operational inspections, preventive maintenance, and corrective maintenance activities.

The operation of the lift stations is inspected monthly. The lift station inspections are completed during the first two weeks of each calendar month. Pump current draw is measured during the operational inspection and is used as a diagnostic tool to identify pump operating problems. Facility or equipment problems observed during the operational inspections are noted on logs maintained at the lift stations and on work order reports for follow-up action. Observed facility or equipment problems are also recorded on the whiteboard in the maintenance shop. All observations are transcribed onto the Lift Station Task spreadsheet. The completed corrective maintenance activities are also noted on the spreadsheet.

Preventive maintenance activities are completed during the second half of each month. Checklists are used to ensure that all required preventive maintenance tasks are completed.

Emergency generators are exercised Bi monthly.

The results of the operational inspections, preventive maintenance tasks, and any corrective maintenance are recorded on paper work orders. The completed paper work orders are recorded by asset in the District's GIS system. The GIS system maintains a history of completed maintenance by asset.

The District formally inspects the condition of its lift stations annually. The inspection process is used to identify major maintenance and rehabilitation needs.

The facility inspection is completed by a team that includes collection system field staff and other District/City employees as appropriate to the size and complexity of the facility. The inspection is based on the checklist that is included as Appendix 4-B. The completed inspection checklists are reviewed by the Superintendent to determine whether repairs, major maintenance, or rehabilitation/replacement are warranted. Repairs and major maintenance are completed by District staff. Specialty repairs, maintenance, or rehabilitation/replacement are completed by contract.

4.7.3. Force Mains

The District's force main O&M program consists of periodic inspections, preventive maintenance, and corrective maintenance activities.

The District is a member of Underground Service Alert and marks the location of its force mains to prevent damage by others during underground construction.

The force main right-of-ways are inspected yearly to identify leakage and potential incursions associated with nearby construction. Air relief valves are inspected and maintained annually. Force mains are cleaned when conditions warrant.

The District is planning to assess the condition of its asbestos cement pipe (ACP) force mains. It anticipates completing the assessment by F/Y 17/18. As continue maintenance we will be replacing 2,200 ft of force main on Edgewater Blvd.

4.7.4. Non-Routine Maintenance

Non-routine maintenance activities include investigation and response to any complaints regarding a manhole overflow, missing or shifted manhole covers, manhole covers that are excessively noisy, residential plumbing troubles, pump station malfunction, unexpected sewer odor, etc. Sewer complaints are investigated and appropriate actions are taken to resolve the source of the problem.

4.8. Rehabilitation and Replacement Plan

The District has a Capital Improvement Program that includes the rehabilitation and replacement of its collection system assets where conditions warrant. The gravity sewer rehabilitation/replacement projects will be implemented in FY2017/2018. The District anticipates the lift station rehabilitation/replacement projects will be implemented every three years.

The sewer system projects that are included in the District's Capital Improvement Program are shown in Appendix 4-C.

4.9. Training Program

The District currently uses a combination of in-house classes; on-the-job training; and conferences, seminars, and other opportunities to train its collection system staff.

The District is developing a technical training manual and it intends to test the competency of its collection system field employees in pertinent areas of collection

system O&M. The District intends to have the technical training manual in place by December 31, 2018.

The District's contract language requires contractors working in the collection system to provide training for their employees in collection system operation and response to collection system blockages/overflows.

4.10. Equipment and Parts Inventory

The list of the major equipment that the District uses in the operation and maintenance of its sewer system is included in Appendix 4-D.

There are no critical replacement parts required for the operation and maintenance of the District's gravity sewer system facilities.

The Districts maintains an inventory of replacement pumps for its various lift stations.

4.11. Staffing and Resources

The Collection System Division resources that are allocated to the maintenance of the of the District's collection system facilities (pump stations and gravity sewers) are shown on Table 4-1. The District Staff is supplemented with contractors and contract services when needed. The major equipment available to support the maintenance activities is listed in Appendix 4-D.

The Districts O&M Budget is \$8,100,000 for Fiscal Year 17/18.

The District's Five Year Capital Improvement Program allocates approximately \$4.4 million for rehabilitation/replacement projects. The identified rehabilitation and replacement projects that are included in the District's Five Year Capital Improvement Program are shown in Appendix 4-C.

Table 4-1: Collection System Staff Resources

Position/Activity	FTE*
Public Works Director	0.3
Maintenance Manager	0.3
Superintendent	1.0
Administrative Secretary	0.3
Lead Worker	2.0
Sewer Cleaning and Response to Service Calls	2.0
CCTV Inspection	2.0
Pump Station O&M	2.0
Total	10.0
* Full-time equivalent (FTE), 2,080 hours per year.	

4.12. Outreach Program

The District intends to use materials developed in-house and supplemented by the Bay Area Clean Water Agencies (BACWA) to inform sewer system contractors working in the District's service area about the importance of preventing SSOs

associated with their work. The District will mail informational pamphlets to identified sewer system contractors by June 30, 2009.

Appendix 4-A: Standard Operating Procedure for Sewer Cleaning

Purpose

The purpose of this Standard Operating Procedure is to ensure that sewer cleaning is performed in a manner that will produce a high quality work product. Quality is important because it ensures that the sanitary sewers will not experience problems prior to their next scheduled cleaning.

Goal

The goal of cleaning a gravity sewer is to restore the flow area to 95% of the original flow area of the pipe.

Required Equipment and Tools

1. Personal protective equipment (steel toe boots, gloves, eye/face protection, hearing protection)
2. Calibrated gas detector
3. Proper safety cones, barricades, flagging, signs or other traffic control devices
4. Confined space equipment (tripod, harness, and ventilation blower) if necessary.
5. Sanitary sewer system map book and/or lap tops
6. Manhole hook
7. Hydro Jetter or Combo Unit collection system cleaner
7. 35 degree nozzle (general maintenance nozzle)
7. Bulldog sewer cleaning nozzle
8. 6 wire skid (“proofer”) in sizes that will be encountered during the day
9. Root saw
10. Debris traps in the sizes that will be encountered during the day
11. Grit Scoop to remove debris
12. Measuring wheel
13. Disinfectant

Required Forms

1. Cleaning Work Order
2. Pre Trip Inspection Form
3. Injury/Damage Report Form

Procedures for Sewer Cleaning Crew

Prior to Leaving the Yard

1. Plan the work so that it starts in the upstream portion of the area and moves downstream.
2. Wherever possible, plan to clean sewers from the downstream manhole.
3. Schedule and be prepared to vacuum the down stream wet well ASAP when debris may or enters the wet well
4. Inspect the sewer cleaning nozzles for wear. Replace nozzles that are excessively worn.
5. On the first day that the cleaning unit is being used that week, inspect the first 200 feet of hose and couplings for damage or wear.

At the Jobsite

6. Wear proper personnel protective equipment (PPE).
7. Fill the water tank at or near the first jobsite.
8. Determine and confirm location of upstream and downstream manholes (use street addresses, if possible).
9. Look for any overhead utilities that may come into contact with the vacuum boom during the cleaning operation.
10. Set up proper traffic control by placing traffic signs, flags, cones and other traffic control devices.
11. Move the cleaning unit into the traffic control so that the hose reel is positioned over the manhole, whenever possible.
12. Open the manhole and use the gas detector to determine if it is safe to proceed with the cleaning operation.
13. Install the cleaning nozzle on the hose.

Cleaning Operation

14. Insert the debris trap.
15. Start the auxiliary engine.
16. Lower the hose, with a guide or roller to protect the hose, into the manhole and direct it into the sewer to be cleaned.
17. Start the high pressure pump and set the engine speed to provide adequate pressure for the sewer cleaning operation.
18. Open the water valve and allow the hose to proceed up the sewer. The hose speed should not exceed 3 feet per second.
19. Allow the hose to proceed 25% into the sewer pipe section and pull the hose back.

20. One the first pull observe the nature and the quantity of debris pulled back to the manhole.
21. If there is little or no debris, allow the hose to proceed to the upstream manhole.
22. If there is moderate to heavy debris, clean the remaining portion of the sewer in steps not to exceed more than 25% increments into the sewer pipe section.
23. Open the upstream manhole and verify that the nozzle is at or past the manhole, every time a sewer pipe section is cleaned.
24. The sewer has been adequately cleaned when:
 - Successive passes with a cleaning nozzle do not produce any additional debris, and
 - The sewer is able to pass a full size, six-wire skid (“proofer”) for its entire length.
25. Determine the nature and quantity of the debris removed during the cleaning operation. Figure 4-A-1 is an excerpt from the CWEA “Best Practices Cleaning Results” publication and sets guidelines for coding debris found during field work. Use the codes in Table 4-A-2 to report the nature and quantity of debris.

Table 4-A-2: Criterion for Coding Debris Found During Cleaning

Type of Debris	Clear (no debris)	Light	Moderate	Heavy
Sand, grit, rock	CLR	GT-4	GT-3	GT-4
Grease	CLR	G-2	G-3	G-4
Roots	CLR	RTS-2	RMRTS-3	RTS-4
Other (specify)	CLR	CR-2	CR-3	CR-4

26. Remove the debris from the manhole using the vacuum unit, debris trap, or scoop.
27. Rewind the hose on the reel.
28. Remove the debris trap.
29. Clean the mating surface and close the manhole. Ensure that the manhole is properly seated.
30. Enter the results on the Work Order.
31. Move the cleaning unit, break down and store the traffic controls.
32. Proceed to the next cleaning jobsite.

At the End of the Day

33. Inspect the equipment and tools for problems.

34. Report any problems with equipment, tools, or sewers lines that were cleaned during the day to the Maintenance Lead Worker.
35. Turn in all completed Cleaning Work Orders to the Maintenance Lead Worker at end of shift.

Figure 4-A-1: Excerpt from CWEA publication, “Best Practices Cleaning Results”

Standard Measures of Observed Results			
Next to cleaning the sewer line, effective observation of results is the most important work product of the crew. This information is the basis for defining future maintenance activities. Consistency is important. The standards for “results” for six- and eight-inch diameter sewers are:			
	Clear	Moderate	Heavy
Grit	No observable grit	Less than 5 gallons 15-20 minutes to clean 1-2 passes required Requires cleaning twice or less per year Only fine grit	More than 5 gallons More than 30 minutes to clean More than 4 passes required Requires cleaning four times per year
Grease	No observable grease	Small chunks/no “logs” 15-20 minutes to clean 1-2 passes required Requires cleaning twice or less per year	Big chunks/“logs” Operator concern for downstream plugging More than 30 minutes to clean More than 4 passes required
Liquefied grease		Vacuuming not required	Vacuuming not required
Roots	No observable roots	Thin/stringy roots present No large “clumps” 15-20 minutes to clean 1-2 passes required	Thick roots present Large “clumps” More than 30 minutes to clean More than 4 passes required
Other condition observations: - Pipe material fragments - Soil/dirt - Rock (pipe bedding) - Lost nozzle			

Appendix 4–B: Lift Station Inspection Form

Inspection Information

Inspection date	
Inspection participants	
Facility name	
Facility address	
Comments	

Summary of Recommended Actions (in Priority Order)

Recommended Action(s)	Priority

Background Information (Prior 12 Months)

SSOs	
Equipment failures	
Alarm history (attach copy)	
Major maintenance activities completed (attach list if applicable)	
Pending work orders (attach copies)	
Operating problems (attach copy of operating log)	
Comments	

Security Features

Fence and gate	
External lighting	
Visibility from street	
Doors and locks	
Intrusion alarm(s)	
Signs with emergency contact information	
Other security features	
Comments	

Safety Features and Equipment

Signage (confined space, automatic equipment, hearing protection, etc.)	
Fall protection	
Emergency communication	
Equipment hand guards	
Hand rails and kickboards	
Platforms and grating	
Tag out and lock out equipment	
Hearing protection	
Eye wash	
Chemical storage	
Comments	

External Appearance

Fence	
Landscaping	
Building	
Control panels	
Other external features	
Comments	

Building/Structure

Pump station building	
Control room	
Dry well	
Wet well	
Other structures	
Comments	

Instrumentation and Controls (I&C), including SCADA Facilities

Control panel	
Run time meters	
Flow meter	
Wet well level	
Alarms	
SCADA	
Other I&C	
Comments	

Electrical and Switch Gear

Power drop	
Transformers	
Transfer switches	
Emergency generator and generator connection	
Starters	
Variable frequency drives	
Electrical cabinets	
Conduit and wireways	
Other electrical	
Comments	

Motors

Lubrication	
Insulation	
Operating current	
Vibration and alignment	
Comments	

Pumps

Lubrication	
Vibration and alignment	
Seals	
Indicated flow and discharge pressure	
Shutoff head	
Corrosion and leakage evidence	
Drive shaft	
Casing wear (thickness)	
Other	
Comments	

Valves and Piping

Valve operation	
Valve condition	
Pipe condition	
Pipe support	
Other	
Comments	

Other

Lighting	
Ventilation	
Support systems (air, water, etc)	
Signage	
Employee facilities	
Sump pump	
Overhead crane/lift points	
Portable pump connections	
Portable pumps	
Comments	

Aerial Photo of Pump Station Site (from Google Maps)***Photos of Major Equipment/Condition Issues***

Appendix 4–C: Rehabilitation and Replacement Program

Project Number	Project Title	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21
Rehabilitation and	Gravity Sewer Rehabilitation					500,000
XXXX	ACP Force Main Partial replacement		2.0 M			
XXXX	SCADA System Upgrade F/Y 2030 1.0M					
XXXX	Gravity Sewer Master Plan Study		250,000			
XXXX	New CCTV Unit		220,000			
XXXX	Pump Station Rehabilitation				500K	5.5M
XXXX	Replace High Velocity Hydro Jetter Unit					184,000

Appendix 4–D: Major Sewer System Equipment Inventory

Equipment Number	Major Equipment Type	Year Purchased /Proposed
38	New CCTV Van Equipment.	2018
35	Harben Hydro Unit	2009
32	High Velocity Sewer Cleaner (Vactor)	2015
39	Combination High Velocity Sewer Cleaner (VacCon)*	2016
* This unit is available to support collection system sewer cleaning 50% of the time.		

Section 5. Design and Construction Provisions

A. Introduction

The design standards are used by the District's Public Works Department for the design of new and rehabilitated collection system facilities.

B. Regulatory Requirements for the Design and Performance Provisions Element

RWQCB Requirement

- (a) Each wastewater collection system agency shall identify minimum design and construction standards and specifications for the installation of new sewer systems and for the rehabilitation and repair of existing sewer systems; and
- (b) 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.

GWDR Requirement

- (a) Design and construction standards and specifications for the installation of new sanitary sewer systems, pump stations and other appurtenances; and for the rehabilitation and repair of existing sanitary sewer systems; and
- (b) Procedures and standards for inspecting and testing the installation of new sewers, pumps, and other appurtenances and for rehabilitation and repair projects.

C. Design Criteria

The District's Wastewater Collection System Design Criteria are:

General

- 1. Any situation that varies from the standard conditions will require additional or specialized design features to ensure reliability, access for maintenance, and economical operation and maintenance. Design conditions that differ from these standards require approval from the Public Works Department.
- 2. The sewer lift stations require telemetry equipment to be incorporated into the design of the facility. The Public Works Department will provide specific design requirements when improvement plans are submitted for plan check.

Mains

- 1. Minimum size shall be 8 inches.
- 2. The maximum depth of flow during peak dry weather flow shall not exceed 1/2 of the diameter.
- 3. No vertical or horizontal curves shall be permitted, unless otherwise approved by the Public Works Department.

4. The deflection between any two successive joints will not exceed 80% of the maximum deflection recommended in writing by the pipe manufacturer. The minimum pipe length used to construct short radius curves will be two feet.
5. Sewer main locations shall be located in the center of the street or easement. A minimum 10 foot separation outside of pipe to outside of pipe from waterlines shall be maintained.
6. Minimum cover for sewer pipe shall be 36" below the finished grade, unless otherwise approved by the Public Works Department.
7. Minimum Grade: A minimum velocity shall be 2 fps at peak daily dry weather flow. The minimum grade shall be:

<u>Pipe Diameter</u>	<u>Minimum Grade</u>
8"	0.50%
10" and larger	0.40%

8. Demands: Average daily sewer demands, in gallons per day (GPD), shall be:

Single Family Residential	280 GPD per unit
Multi-Family Residential	200 GPD per unit
Commercial	1,750 GPD per net acre
Hotel	2,450 GPD per net acre
School	20 GPD per student
Park and Open Space	170 GPD per net acre
9. Peak daily flows for residential developments shall be based on a ratio of peak to average flow of 5.
10. All sewer mains not located within the public right-of-way shall be provided with a minimum 10 foot wide sewer easement. In some special cases a wider easement may be required; easement width shall be determined by the Public Works Director. All easements shall be easily accessible to District maintenance equipment.
11. Where water and sewer mains are located within the same easement, the minimum easement width shall be 20 feet. All easements shall be easily accessible to the District for maintenance.
12. The standards for rehabilitation shall be:
 - i. All sewer main replacements in easements should be constructed using trenchless construction methods, where feasible and/or acceptable. The materials shall be SDR-17 HDPE or SDR-26 fusible PVC. Creek, railroad, and freeway crossings shall be SDR-17 HDPE or C900 PVC and the sewer main shall be installed in a steel casing with appropriate corrosion protection.
 - ii. All sewer main replacements in streets and other paved areas shall be constructed using open cut or trenchless construction methods. Mains with less than 3.5 feet of cover shall be constructed using open trench construction methods. The materials shall be SDR-26 fusible PVC or SDR-17 HDPE. Protection from surface loads shall be approved by the Public Works Department.

- iii. All sags deeper than 1.5 inches shall be eliminated using spot repairs prior to proceeding with the rehabilitation method.
- iv. All connecting manholes, lamp holes, and clean out shall be replaced or rehabilitated at the time the sewer main is rehabilitated or replaced.
- v. All laterals shall be reconnected to the main at a 45 degree angle except that HDPE laterals may be fusion welded to the main at a 30 degree angle.

Manholes

- 1. Minimum drop through manholes shall be 0.20 feet
- 2. Manholes shall be required:
 - a. At all changes of slope.
 - b. At all changes in size or material.
 - c. At all changes of direction.
 - d. At all intersections of with other mains.
 - e. At all ends of lines and beginning of all mains.
- 3. All manholes shall be numbered on the plans.
- 4. Manhole spacing shall be 300 feet maximum or as approved by the Public Works Department.
- 5. For all industrial users, an inspection manhole shall be provided immediately behind the property line.
- 6. For all residential uses, a cleanout shall be provided within 2 feet of the property line.
- 7. Match soffit elevation at all locations where sewers of different size are connected in a manhole.

Laterals

- 1. Each parcel or lot shall have only one connection to public sewer main.
- 2. Minimum size shall be 4 inches. 6 inch laterals shall be provided for properties with 5 or more connected units and all commercial connections.
- 3. Sewer laterals 6 inches and larger, shall be connected to an existing manhole or a new manhole shall be constructed.
- 4. Minimum slope shall be 1/4 inch per foot.
- 5. An inspection manhole shall be provided at the property line for industrial projects where the flow will exceed 5,000 gallons per day.
- 6. All laterals are to be shown on improvements plans by stationing or a lateral table. On "As-Built" plans all laterals shall be shown in plan view to scale and dimensioned from the nearest sewer manhole.
- 7. Location:
 - a. Perpendicular to the sewer main.

- b. Standard is from the center of lot to 5 feet above downstream lot line (shown on As-Built plans).
 - c. Services shall not be located in the driveway.
8. An “S” shall be stamped on the curb face at the lateral location.
 9. Separation between sewer and water laterals shall be per District Standard Details.
 10. Minimum cover shall be 2 feet minimum at the property line.
 11. Whenever possible, the building sewer shall be brought to the building at an elevation below the basement floor. No building sewer which is within three feet of any bearing wall which might thereby be weakened shall be laid parallel thereto. The depth shall be sufficient to afford protection from frost. The building sewer shall be laid at uniform slope and in straight alignment insofar as possible. Changes in direction shall be made only with proper fittings and provided with cleanouts.
 12. Cleanouts in building sewers shall be provided where the building sewer joins the building outlet. All cleanouts shall be maintained watertight.
 13. Any lot with a finished pad elevation lower than the top of the finished street grade where the sewer main is located that serves this lot, must install a sewer back flow prevention valve on private property. The valve must be installed in a valve box for easy access and be visible from the public right-of-way. The property owner shall be responsible for the installation and maintenance of the sewer backflow prevention valve. The backflow prevention valve shall be shown on the precise grading and improvement plans.

The backflow certification shall be completed by the developer in accordance with District standards.

The property owner is responsible for maintaining the backflow prevention valve in proper operating condition at all times.

Lift Station

Lift Stations shall not be employed unless deemed essential by the Public Works Department. Design criteria to be provided by the Public Works Department.

District Sewer System – Authorized Materials

The authorized materials for the District Sewer System are shown on Table V-1.

Private Sewer Systems

1. All private sewer systems serving more than one building shall be governed by and permitted through the Building Department. A manhole shall be set at the property line and at the mainline, if required.

Table V-1: Acceptable Pipe Materials for New Gravity Sewers

Material	Designation	Standard
High Density Polyethylene (HDPE)	EHMW PE 3408 HDPE (SDR-17)	ASM D3350
Polyvinylchloride Pipe (PVC)	SDR-26	ASTM D3033 or D3034
	C900	AWWA C900
Vitrified Clay Pipe (VCP)	Extra Strength with compression joints	ASTM C700 ASTM C425

2. The sewer system upstream of the manhole at the property line shall be considered private.
3. In the event that a private sewer system is proposed to be converted to a public system, the entire system must be upgraded to meet the public standards as presented in this section.
4. Acceptable pipe materials for buried main and trunk sewers 24 inches in diameter and smaller are shown in Table V-1. Materials for other applications require the approval of the Public Works Department.

Inspection and Testing Criteria

The District's Wastewater Collection System Inspection and Testing Criteria are based on the latest edition of Standard Specifications for Public Works Construction, American Public Works Association (also known as the "Greenbook"). The District's inspection and testing criteria are:

New Gravity Sewers

Inspection during construction – All new gravity sewers will be periodically inspected during construction to ensure that the sewer is constructed using the specified materials and methods. Specific approvals will be required by the inspector prior to backfilling the trench, prior to paving, and prior to acceptance by the District. The contractor will be required to provide survey controls so that the inspector can verify line and grade (slope). Unusual conditions and special features will be recorded for future reference.

Leakage – All new gravity sewers will be tested to verify that they have been properly constructed. Sewers between 8 and 16 inches in diameter will be tested following Standard Specifications for Public Works Construction, Section 306-1.4.4 Air Pressure Test. Sewers larger than 16 inches will be hydrostatically tested following Standard Specifications for Public Works Construction, Section 306-1.4.5 Water Pressure Test. Gravity sewers that fail the test shall be repaired and retested.

Deflection – All flexible pipe will be tested for deflection following backfill and prior to paving following Standard Specifications for Public Works Construction, Section 306-1.2.12 Field Inspection for Plastic Pipe and Fittings. Gravity sewers that fail the test shall be repaired and retested. "Re-rounding" is not allowed.

CCTV inspection – All new gravity sewers will be inspected using a closed circuit television to verify that the pipe is free from defects/damage, that the joints have been correctly constructed, and that the sewer is free from sags that will cause future operational problems. Gravity sewers shall be cleaned prior to inspection and shall be flushed with water so that sags can be identified and recorded.

Warranty inspection – All new gravity sewers will be inspected using CCTV prior to the end of the warranty period to ensure that there are no latent defects. Repairs shall be completed in a timely manner at the Contractor's expense.

New Manholes

Inspection during construction - All new manholes will be periodically inspected during construction to ensure that the sewer is constructed using the specified materials and methods. Unusual conditions and special features will be recorded for future reference.

Leakage – All new manholes will be vacuum tested to verify that the joints, connections, and frame/cover are tight. The vacuum test will follow ASTM C1244. The test will be conducted at a 10 inch Hg vacuum. The vacuum loss shall be less than one inch Hg for the time shown in Table V-2.

Table 0-2: Minimum Manhole Vacuum Test Time in Seconds

Depth / Diameter	4 foot diameter	5 foot diameter	6 foot diameter
Depth < 15 feet	50	65	80
Depth = 15 feet or greater	70	105	130

Manholes that fail the vacuum test shall be repaired using materials and methods approved by the Public Works Department and retested.

New and Rehabilitated Pump Stations

Inspection during construction – All new and rehabilitated lift stations will be periodically inspected during construction to ensure that they are constructed using the specified materials and methods. Unusual conditions and special features will be recorded for future reference.

Functional test – All systems in new and rehabilitated lift stations will be tested to ensure they function as intended.

Performance test – All new and rehabilitated lift stations will be required to pass an extended performance test to ensure that they are capable of reliably meeting the design performance for a period of at least 120 hours of continuous operation without failure or alarms. The results of these performance tests will be recorded for use as a basis for evaluating future performance evaluations.

Section 6 Overflow Emergency Response Plan

6.1. *Introduction*

The purpose of the Overflow Emergency Response Plan (OERP) is to support an orderly and effective response to Sanitary Sewer Overflows (SSOs). The OERP provides guidelines for District personnel to follow in responding to, cleaning up, and reporting SSOs that may occur within the District's service area.

6.2. *Regulatory Requirements for OERP Element of SSMP*

The summarized requirements for the OERP element of the SSMP are:

6.2.1.

RWQCB Requirement

The collection system agency must develop an overflow emergency response plan that provides procedures for SSO notification, response, reporting, and impact mitigation.

6.2.1. *GWDR Requirement*

The collection system agency 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 appropriate response to all overflows;
- (c) Procedures to ensure prompt notification to appropriate regulatory agencies and other potentially affected entities (e.g. health agencies, regional water boards, water suppliers, etc.) of all SSOs that potentially affect public health or reach the waters of the State in accordance with the Monitoring and Reporting Program (MRP). All SSOs shall be reported in accordance with this MRP, the California Water Code, other State Law, and other applicable Regional Water Board Waste Discharge Requirements or National Pollutant Discharge Elimination System (NPDES) permit requirements. The Sewer System Management Plan 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 untreated wastewater and prevent discharge of untreated wastewater to waters of the United States and 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.

6.3. Overview of Legal Requirements

1. Sewage spill over 1,000 gallons that enter or may enter the waters of the State must be reported as soon as possible to the State Office of Emergency Services. The penalty for failure to report is up to \$20,000 or one year in prison. The individual responding will be responsible for taking the proper steps otherwise he/she will be subject to fines or jail time.
2. Sewage spills over 1,000 gallons or that occur in environmentally sensitive areas or areas with substantial public health risk must be reported to the Regional Water Quality Control Board as soon as possible. The RWQCB may seek Judicial Liability fines of up to \$20.00 per gallon.
3. Sewage spills that or may enter the waters of the State must be reported to the local health officer immediately. The penalty for failure to report is \$500 to \$1,000 and/or 1 year in prison. The local health officer must order abatement of the contamination. In the event contamination occurs in waters used for body contact sports, the dischargers must reimburse the cost to mitigate the contamination.
4. Regional Water Quality Control Board can seek an injunction against dischargers requiring abatement of the contamination. Individuals responsible are guilty of a misdemeanor.
5. Materials that are harmful to fish, plants or birds are prohibited from discharged to waters of the State. The civil penalty for violation, which can be assessed by the Department of Fish and Game, is not more than \$25,000 per violation.

6.4. Goals

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

- Respond quickly to minimize the volume of the SSO;
- Eliminate the cause of the SSO;
- 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; and
- Notify the public when a threat to public health exists.

6.5. SSO Detection

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

6.5.1. Public Observation

Public observation is the most common way that the District is notified of blockages and spills. Contact information for reporting sewer spills and backups are in the phone book and on the District's website: www.fostercity.org. The District's main telephone number is (650) 286-8140.

6.5.1.1. Normal Work Hours

The District's regular working hours are Monday through Thursday from 7:00 a.m. to 4:30 p.m., Friday from 7:00 a.m. to 3:30 p.m., except holidays. When a report of a sewer spill or backup is made, District staff receives the call, takes the information from the caller, fills out the first section of the Sewer Report Form, and communicates it to the Wastewater Lead Worker who responds to the site and/or dispatches a field crew.

The Public Works (PW) Field Crew determines from the information provided if the PW Maintenance Superintendent and/or PW Maintenance Manager need to be notified and immediately responds to the site. Appendix 6-A contains After Hours and Emergency Contact Information.

6.5.1.2. After Hours

The Police Dispatcher receives the call, takes the information from the caller, and communicates it to the Public Works Standby Person.

6.5.2. Receipt of Alarm

The District's 3 MGD pump station, four medium sized lift stations and remaining forty four smaller lift stations are monitored using SCADA. Alarm conditions are monitored by District Administrative Staff during normal working hours and Police Dispatch after hours. If an alarm is received, they notify appropriate District staff of the lift station alarms.

6.5.3. District Staff Observation

District staff conducts periodic inspections of its sewer system facilities as part of their routine activities. Any problems noted with the sewer system facilities are reported to appropriate District staff who, in turn, respond to emergency situations.

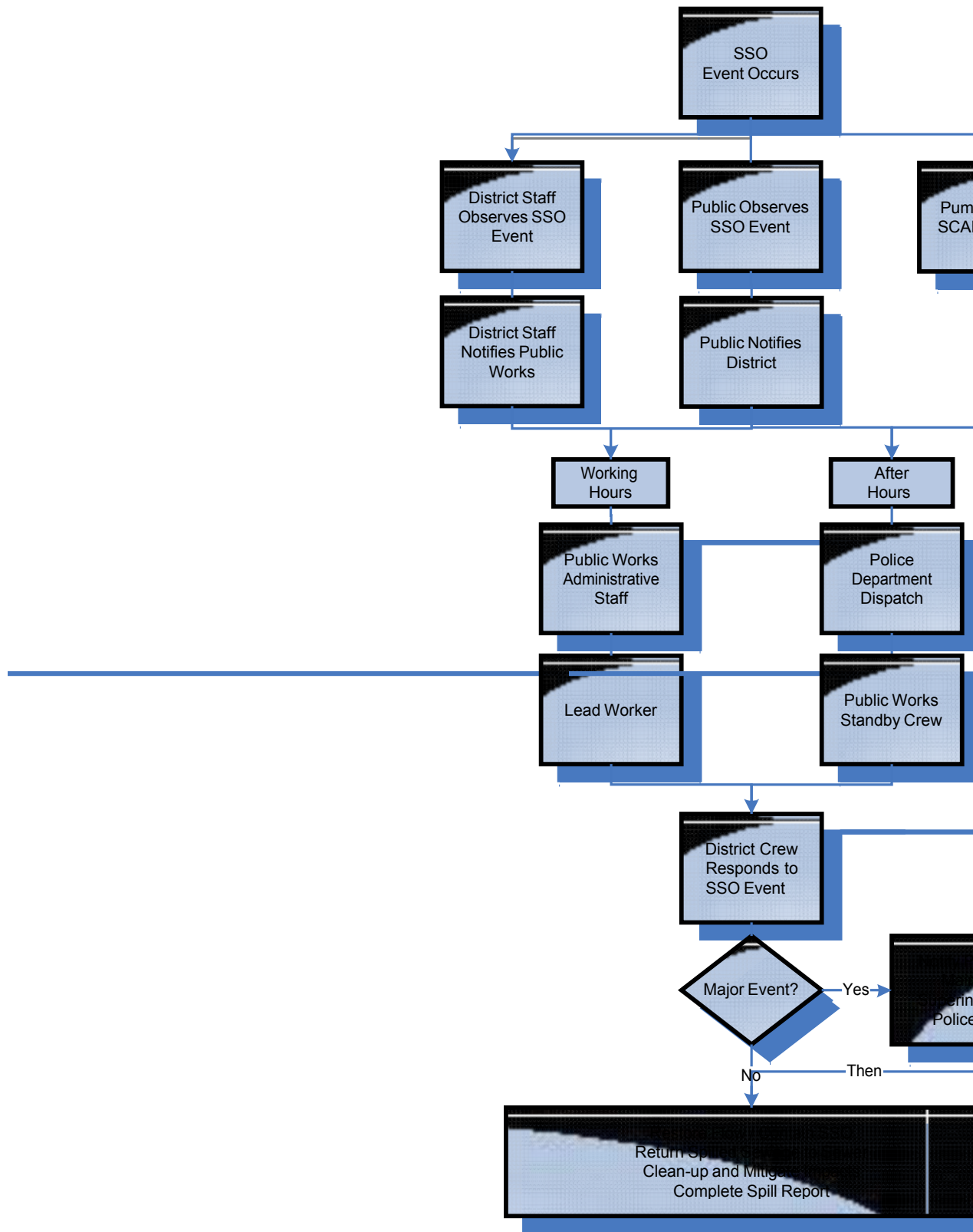
6.6. SSO Response Procedures

Sewer service calls and lift station alarms are considered high priority events that demand a prompt response. The notification and response procedure flow chart is shown on Figure 6-1. Emergency contact information is included in Appendix 6-A.

6.6.1. First Responder's Role

- To protect public health, environment and property from sewage spill events and restore area back to normal as soon as possible.
- To establish perimeters and control zones with traffic cones, barricades, vehicles or terrain.
- To promptly notify Communication Center of preliminary spill information and potential impacts.
- To contain, control the sewage discharged to the maximum extent possible. Every effort must be made to prevent the discharge of sewage into waterways above and below ground.

Figure 0-1: SSO Response Procedure Flow Chart



6.6.2. First Responder Priorities

The first responder's priorities are to:

- follow safe work practices.
- respond promptly with the appropriate equipment.
- contain the spill whenever feasible.
- restore the flow as soon as practicable.
- minimize public access to and/or contact with the spilled sewage.
- promptly notify Communications Center in event of major SSO.
- return the spilled sewage to the sewer system.
- restore the area to its original condition (or as close as possible).

6.6.3. Safety

The first responder is responsible for following safety procedures at all times. Special safety precautions must be observed when performing sewer system work.

There may be times when District personnel responding to a sewer system event are not familiar with potential safety hazards peculiar to sewer system 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.

6.6.4. Initial Response

All sewer system calls require a response to the reported location of the event in an attempt to minimize or eliminate an overflow. The first responder must respond to the reporting party, pump station, or site of the problem immediately and visually check for potential sewer stoppages or overflows.

The first responder should:

- Get a brief description of the nature of the problem from the caller. Determine appropriate response measures based on the circumstances and information provided by the caller (e.g. weather and traffic conditions, small back up vs. sewage flowing on the ground, etc.).
- If the situation requires, call or have Police Dispatcher call a member of the Collection System Division or Maintenance Staff. See Appendix 6-A for After Hours and Emergency Contact Information.
- Note arrival time, document conditions with photographs, contact caller if time permits.
- Verify the existence of a sewer system spill or backup.
- If the SSO is not related to the District's conveyance system:
 - Provide the caller with the phone number of the responsible agency and follow up by calling the agency and providing the details of the call.
 - Provide assistance if requested.
 - Regardless of whether the spill/backup is caused by a private lateral or other agency sewer system, the responding crew should always contain/mitigate the spilled sewage

to the extent feasible and standby until representatives of the responsible party arrive and are fully operational.

- Notify PW Maintenance Superintendent and PW Maintenance Manager as soon as possible if a spill occurs.

6.6.5. *Troubleshooting and Clearing Sewer Stoppages*

The first responder should follow the steps outlined below for each type of sewer call.

6.6.5.1. *Lift Station Alarms*

In the event that a wastewater overflow has occurred or is imminent due to a lift station failure, the first responder should initiate and organize delivery of portable pumping units (including fuel), hoses, portable lights and safety cones if required. The first responder should use their professional experience and judgment to determine if it is necessary to call for assistance.

6.6.5.2. *Building Lateral Stoppage or Sewer Backup into House or Building*

Inspect the District's system by checking upstream and downstream manholes. If the problem is in the District's system, call the Public Works Maintenance- Superintendent or Manager, clear the blockage, and begin the initial cleanup. See Appendices 6-F and 6-G for guidelines and customer information letter.

If the problem is in the lateral, notify the customer that the blockage is in the customer's line and inform the customer that they must contact a plumber or a drain cleaning company to correct the situation. Do not recommend specific contractors or companies.

6.6.5.3. *Mainline Stoppage and/or Manhole Overflow*

Inspect upstream and downstream manholes to determine the location of the blockage. Clear the blockage using appropriate equipment. Initiate spill recovery and cleanup procedures.

6.6.5.4. *Odor Problem*

Investigate odor complaints to determine if the District's sewer system is the cause of the complaint. Do not always assume that a malodorous condition is related to the sewer system. If the District's sewer system is the cause, proceed to cleaning the mainline to flush the system. If the cause is from another source (e.g. storm drain), notify the appropriate party.

6.6.5.5. *Sewage in Street/Parking Lot*

If call is received as sewage in a street or parking lot, respond immediately to determine if the cause is from the District's sewer system. If it has been determined that the overflow is from a private source, inform the responsible party (owner of the private source and/or property) and direct them to have the site cleaned up. If the source of the sewage is illegal RV dumping, notify the Public Works Maintenance- Superintendent or Manager.

The first responder should never leave a site where there is sewage in a street or parking lot until the threat of public contact is eliminated and it is clear that the site will be effectively cleaned up. If it becomes clear that the site will not be effectively cleaned up by the private party, or you are unable to determine who the responsible party is, and if there is a risk of public contact, then the first responder is required to initiate cleanup. Maintain proper documentation for use in billing the responsible party.

6.6.6. *Restore Flow*

Relieve the stoppage or restore the lift station as soon as possible by use of the appropriate equipment. If addressing stoppage 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 recur downstream. Refer to and follow all Safety Regulations.

If the blockage cannot be cleared within a reasonable time (15 minutes), or sewer requires construction repairs to restore flow, or if the lift station cannot be restored, then initiate containment and/or bypass pumping. If assistance is required, immediately contact Police Dispatch or other employees.

6.6.7. *Initiate Spill Containment Measures*

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

- When a spill, leak, and/or overflow occurs, keep sewage from entering the storm drain system to the maximum extent practicable by covering or blocking storm drain inlets and catch basins, or by containing and diverting the sewage away from open channels and other storm drain facilities (using sandbags, inflatable dams, plastic mats, etc.).
- Determine the immediate destination of the overflowing sewage.
- Review sewer maps for possible temporary upstream flow diversion bypassing.
- Pump around the blockage/pipe failure/pump station.
- Dike/dam (or sandbag) spill by building a temporary berm to collect spill.
- If overflowing sewage has made contact with the storm drainage system, attempt to contain the spilled sewage by plugging downstream storm drainage facilities.
- Modify these methods as needed to accommodate wet weather conditions where the feasibility of containment may be impacted by both the quantity of sewage and the quantity of storm water runoff.

6.7. *Recovery and Clean Up*

The recovery and clean up phase begins when the flow has been restored and the spilled sewage has been contained to the extent possible. The SSO recovery and clean up procedures are:

6.7.1. *Water Quality Sampling and Testing*

Water quality sampling and testing is required whenever 1,000 gallons or more of spilled sewage enters a water body to determine the extent and impact of the SSO. The water quality sampling procedures are:

- The first responder should collect samples. Samples should be collected as soon as possible after the discovery of the SSO event.
- Beach or lagoon samples should be collected near the point of entry of the spilled sewage and every 100 feet along the shore of stationary water bodies (to 1,000 feet up stream and 1,000 down stream of the discharge point).
- The water quality samples should be collected from upstream of the spill, from the spill area, and downstream of the spill in flowing water (e.g. creeks) or catch basins.

- A laboratory will analyze the results to determine the nature and impact of the discharge. Additional samples will be taken to determine when posting of warning signs can be discontinued. The basic analyses should include total coliform, fecal coliform, biochemical oxygen demand (BOD), dissolved oxygen, and ammonia nitrogen.

6.7.2. Public Notification

The public that may be at risk should be warned to avoid contact with sewage or sewage-contaminated water from an SSO may cause illness. The notification methods are described in the following section.

Local Agencies and individuals may need to be contacted as soon as possible, depending on the situation, including:

- Police Department for roadblock, traffic control etc.
- Public Works to close the areas such as beach, park, lagoons, and mitigate impact on drinking water storage or supply.
- Local residents who may be impacted by sewage spill.

6.7.2.1. Sign Posting and Barricading

Post the warning signs and block the contaminated areas with “Yellow Caution Tape” and barricades to keep vehicles and pedestrians away from contact with spilled sewage. Do not remove these until results of the lab tests are cleared. A sample warning sign is included as Appendix 6-J.

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

6.7.2.2. Notification of Media

Major spills may warrant broader public notice. The Public Works Director will contact local media when significant areas may have been contaminated by sewage. The Public Works Director will maintain contact information for local media.

6.7.3. Estimate the Volume of Spilled Sewage

Use the methods outlined in Appendix 6-H to estimate the volume of the spilled sewage. Wherever possible, document the estimate using photos of the SSO site before and during the recovery operation.

6.7.4. Recovery of Spilled Sewage

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

6.7.5. Clean up and Disinfection

When disinfecting a sewage-contaminated area, take every effort to ensure that the disinfectant or sewage treated with the disinfectant is not discharged to the storm drain system or surface waters. Methods may include blocking storm drain inlets, containing and diverting disinfectant and sewage away from open channels and other storm drain fixtures, and removing the material with vacuum equipment.

Clean up and disinfection procedures should 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 should be modified as required for wet weather conditions. Where clean up is beyond the capabilities of District staff, a cleanup contractor will be used.

6.7.5.1. Private Property

Appendices 6-F and 6-G contain procedures and a customer letter related to spills involving private property including backups into residences and businesses.

6.7.5.2. Hard Surface Areas

Collect all signs of sewage solids and sewage-related material either by hand or with the use of rakes, brooms, and shovels.

Wash down the affected area with clean water until the water runs clear. Take reasonable steps to contain and vacuum up the wastewater.

Disinfect all areas that were contaminated from the overflow using the disinfectant solution of household bleach diluted 10:1 with water. Apply minimal amounts of the disinfectant solution using a hand sprayer. Document the volume and application method of disinfectant that was employed.

Allow area to dry. Repeat the process if additional cleaning is required.

Do not apply disinfectant solution during wet weather conditions.

6.7.5.3. Landscaped and Unimproved Natural Vegetation

Collect all signs of sewage solids and sewage-related material either by hand or with the use of rakes, brooms, and shovels.

Wash down the affected area with clean water until the water runs clear. The flushing volume should 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.

Do not apply disinfectant solution to landscaped areas or unimproved natural vegetation.

6.7.5.4. Natural Waterways

The Department of Fish and Game should be notified in the event an SSO impacts any creeks, gullies, or natural waterways. Fish and Game will provide the professional guidance needed to effectively clean up spills that occur in these sensitive environments.

Clean up should proceed quickly in order to minimize negative impact. Any water that is used in the cleanup process should be de-chlorinated prior to use.

6.7.5.5. Wet Weather Modifications

Omit flushing during heavy storm events with heavy runoff where flushing is not required.

6.7.6. Follow-Up Activities

If sewage has reached the storm drain system, the Combination Unit should be used to vacuum/pump out the catch basin and any other portion of the storm drain that may contain sewage.

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

6.8. Failure Analysis Investigation

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.

The investigation should include reviewing all relevant data to determine appropriate corrective action(s). The investigation should include:

- Reviewing and completing the Sewer Report Form;
- Reviewing past maintenance records;
- Reviewing available photographs;
- Conducting a CCTV inspection to determine the condition of the line segment immediately following the SSO and reviewing the video and logs; and
- Interviewing staff who responded to the spill.

The product of the failure analysis investigation should be the determination of the root cause and the identification of the corrective actions. The Collection System Failure Analysis Form (Appendix 6-E) should be used to document the investigation.

6.9. SSO Categories

The San Francisco Bay Regional Water Quality Control Board (RWQCB) is part of the California State Water Resources Control Board (SWRCB) and it is charged with the protection of all state water resources and with protecting the beneficial uses of those resources. This includes surface waters, ground waters, salt and fresh waters. The SWRCB has the legal authority to abate, through cease and desist orders, any situation that impact or threatens to impact the waters of the state. This includes regulating all discharges to state waters, pursuing cleanup of spills, and assuring proper disposal of pollutants. The agency has broad powers to enforce standards and prohibitions to protect the waters of the state. Damage assessment reports or remedial action plans may be required of the discharger. They have extensive expertise in the area of the impact of spill on the environment and they have the ability to conduct monitoring when required.

The SRWCB has established guidelines for classifying and reporting SSOs. Reporting and documentation requirements vary based on the type of SSO.

There are three categories of SSOs as defined by the SWRCB¹:

¹ State Water Resources Control Board Monitoring and Reporting Program No. 2006-0003-DWQ (as revised by Order No. WQ 2008-0002.EXEC) Statewide General Waste Discharge Requirements for Sanitary Sewer Systems

- Category 1 - All discharges of sewage resulting from a failure in the Enrollee's sanitary sewer system that:
 - A. Have a volume of 1,000 gallons or more, or
 - B. Result in a discharge to a drainage channel and/or surface water; or
 - C. Discharge to a storm drain pipe that was not fully captured and returned to the sanitary sewer system.
- Category 2 - All other discharges of sewage resulting from a failure in the District's sanitary sewer system.
- Private Lateral Sewage Discharges - Sewage discharges that are caused by blockages or other problems within a privately owned lateral.

6.10. SSO Documentation and Reporting

All SSOs should be thoroughly investigated and documented for use in managing the sewer system and meeting established reporting requirements. The procedures for investigating and documenting SSOs are:

6.10.1. Internal SSO Reporting Procedures

6.10.1.1. Category 1 SSOs

The first responder will immediately notify Police Dispatch who will notify the PW Maintenance Superintendent or PW Maintenance Manager.

The Public Works Maintenance Superintendent or his/her designee will meet with field crew(s) at the site of the SSO event to assess the situation and to document the conditions with photos.

The first responder will fill out the Sewer Report Form and turn it in to the Public Works Maintenance Superintendent, who is the Legally Responsible Official (LRO).

In the event of a large overflow or an overflow in a sensitive area, Public Works Maintenance Superintendent will notify the Public Works Maintenance Manager and Public Works Director. The Public Works Director may notify the City Manager and Board of Directors.

6.10.1.2. Category 2 SSOs

The first responder will fill out the Sewer Report Form and turn it in to the LRO.

6.10.2. External SSO Reporting Procedures²

The California Integrated Water Quality System (CIWQS) electronic reporting system will be used for reporting SSO information to the SWRCB whenever possible. A flow chart is included as Figure 6-2 showing the external reporting response requirements based on the type of SSO.

² State Water Resources Control Board Monitoring and Reporting Program No. 2006-0003-DWQ (as revised by Order No. WQ 2008-0002.EXEC) Statewide General Waste Discharge Requirements for Sanitary Sewer Systems

6.10.2.1. Category 1 SSOs that reach Waters of the State

If a Category 1 SSO results in a discharge to **Waters of the State** (a drainage channel or surface water, if not fully recovered), the following reporting requirements apply:

- **Within two hours** of being notified of the spill event, the Public Works Maintenance Superintendent or his/her designee will:
 - Notify OES (and obtain spill number for use in other reports),
 - Notify the San Mateo County Environmental Health Services Division (County Health), and
 - Prepare an initial notification to the RWQCB (using the Electronic Reporting System for the San Francisco Bay Region).
- **Within 24 hours** of being notified of the spill event, the Public Works Maintenance Superintendent or his/her designee will certify to the RWQCB that OES and County Health were notified of the SSO event (using the Electronic Reporting System for the San Francisco Bay Region).
- **Within 3 business days** of being notified of the spill event, the Public Works Maintenance Superintendent or his/her designee will certify the initial report using CIWQS.
- **Within 15 calendar days** of the conclusion of SSO response and remediation, the Public Works Maintenance Superintendent or his/her designee will certify the final report using CIWQS.
- The Plant Public Works Maintenance Superintendent or his/her designee will update the certified report as new or changed information becomes available. The updates can be submitted at any time and must be certified.

6.10.2.2. Category 2 SSOs

Within 30 calendar days after the end of the calendar month in which the SSO occurs, Public Works Maintenance Superintendent or his/her designee will submit an electronic report using CIWQS and will certify the report. The report will include the information to meet the GWDR requirements.

6.10.2.3. Private Lateral Sewage Discharges

The Public Works Maintenance Superintendent or his/her designee may report private lateral SSOs using CIWQS, specifying that the sewage discharge occurred and was caused by a private lateral and identifying the responsible party (other than the District), if known.

6.10.2.4. No Spill Certification (Monthly)

If there are no SSOs during the calendar month, the Public Works Maintenance Superintendent or his/her designee will submit an electronic report and then certify the report that the District did not have any SSOs, **within 30 calendar days after the end of each calendar month**.

6.10.2.5. CIWQS Not Available

In the event that CIWQS is not available, the Public Works Maintenance Superintendent or his/her designee will fax all required information to the RWQCB office in accordance with the time schedules identified above. In such event, the District will submit the appropriate reports using

CIWQS as soon as practical. The RWQCB fax number for Region 2 is (510) 622-2460. A sample form with required information is included as Appendix 6-C.

6.10.3. Internal SSO Documentation

6.10.3.1. Category 1 and 2 SSOs

The first responder will complete a work order and the Sewer Report Form (Appendix 6-B) and provide copies to the LRO (PW Maintenance Superintendent).

The first responder will follow the procedures and complete the Sewer Overflow Building History Form (Appendix 6-D) if an SSO has occurred in a residence or building.

The Public Works Maintenance Superintendent will prepare a file for each individual SSO. The file should include the following information:

- Initial service call information
- Sewer Report Form
- Copies of the CIWQS report forms
- Volume estimate
- Failure analysis investigation results

The following are optional for Category 2 SSOs:

- Appropriate maps showing the spill location
- Photographs of spill location
- Water quality sampling and test results, if applicable

Figure 0-2: SSO External Reporting Requirement Flow Chart

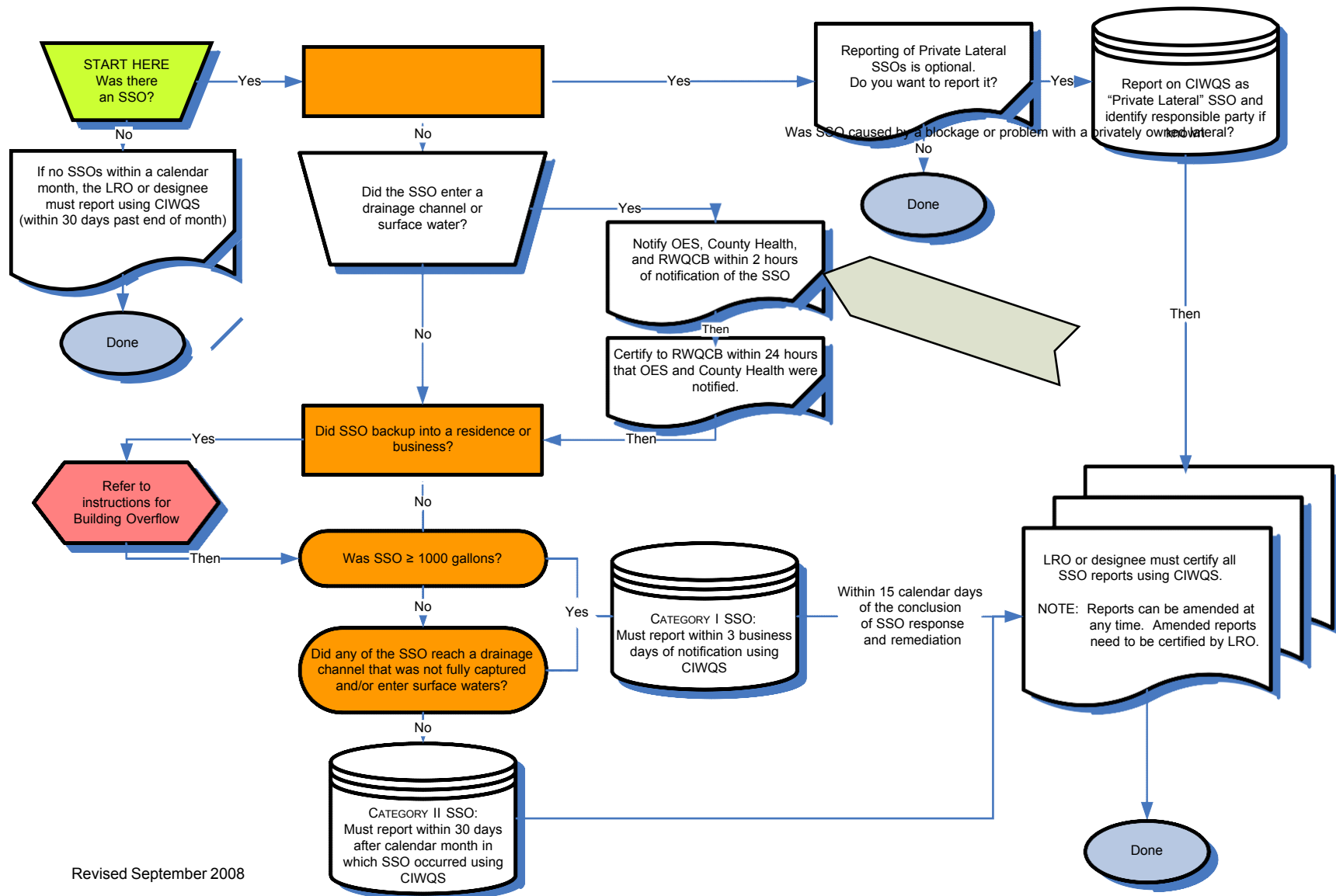


Figure 0-3: SSO External Reporting Checklist and Contact Information

Reporting and Certification Checklist
<p>Category 1 SSOs that reach Surface Waters</p> <p>2-Hour Notification:</p> <ul style="list-style-type: none"> ✓ Regulatory Agencies (OES, County Health, RWQCB) must be notified within two hours of ANY discharge of sewage (untreated/partially treated) to a surface water or drainage channel (that is not fully captured and returned to sewer). <p>24-Hour Certification:</p> <ul style="list-style-type: none"> ✓ Any SSO requiring notification based on the two-hour rule must be followed up with a certification submitted to the RWQCB within 24 hours. <p>Within 3 Business Days of Notification:</p> <ul style="list-style-type: none"> ✓ As a Category I SSO, it must be reported to SWRCB using CIWQS. <p>Within 15 Calendar Days of Conclusion of Response/Remediation:</p> <ul style="list-style-type: none"> ✓ Must be certified by LRO using CIWQS.
<p>Category 1 SSOs that do not reach Surface Waters</p> <p>Within 3 Business Days of Notification (SWRCB/CIWQS):</p> <ul style="list-style-type: none"> ✓ As a Category I SSO, it must be reported to SWRCB using CIWQS. <p>Within 15 Calendar Days of Conclusion of Response/Remediation:</p> <ul style="list-style-type: none"> ✓ Must be certified by LRO using CIWQS.
<p>Category 2 SSOs (<1,000, no Property Damage or Surface Waters)</p> <p>Within 30-Days After End of Calendar Month with SSO Event:</p> <ul style="list-style-type: none"> ✓ Must be reported to SWRCB using CIWQS. ✓ Must be certified by LRO using CIWQS.
<p>Negative Reporting (No SSOs in Month)</p> <p>Within 30 days past the end of the month</p> <ul style="list-style-type: none"> ✓ The LRO or designee must report using CIWQS
<p>Private Lateral SSOs (Reporting is Optional)</p> <ul style="list-style-type: none"> ✓ If reporting is desired, report to SWRCB as "Private Lateral" SSO and identify responsible party, if known (not the District), using CIWQS. ✓ Must be certified by LRO using CIWQS.

Two-Hour Notification / 24-Hour Certification & SWRCB
<p>1) OES (800) 852-7550 or (916) 845-8911 Ask for an "OES Control Number" (for RWQCB).</p> <p>2) San Mateo County Environmental Health Services Division</p> <ul style="list-style-type: none"> <input type="checkbox"/> Phone Number (650) 363-4798 <input type="checkbox"/> Fax Number (650) 627.8244 <input type="checkbox"/> General Office Number (650) 672.6200 <p>3) RWQCB – Region 2 – Phone in the 2-Hour notification and follow up within 24 hours using the online certification or utilize the online feature for both.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Phone (2-Hour Notification) <input type="checkbox"/> Phone & Voice Mail (510) 622-2300 <input type="checkbox"/> Fax Number (510) 622-2460 <input type="checkbox"/> Mike Chee (510) 622-2333 <input type="checkbox"/> Maya Mcinerney <input type="checkbox"/> (510) 622-2373 <input type="checkbox"/> Vince Christian (510) 622-2336 <p>Online (2-Hour and/or 24-Hour Certification)</p> <ul style="list-style-type: none"> <input type="checkbox"/> https://www.r2esmr.net/sso_login2.asp <input type="checkbox"/> <input type="checkbox"/> User Name: Password:

California Integrated Water Quality Systems (CIWQS)
<p>SWRCB Reporting Timeframes Depend on the Size and Final Destination of the SSO.</p> <ul style="list-style-type: none"> o CIWQS must be used for reporting if the website is available <ul style="list-style-type: none"> <input type="checkbox"/> http://ciwqs.waterboards.ca.gov <input type="checkbox"/> User Name: <input type="checkbox"/> Password: <input type="checkbox"/> Waste Discharge Identification Number (WDID) #. 2SSO10135 o Fax RWQCB (only for use if website is down)

Sanitary Sewer Overflow (SSO)
<p>Any overflow, spill, release, discharge or diversion of untreated or partially treated wastewater from a sanitary sewer system that:</p> <ul style="list-style-type: none"> (i) Reach waters of the United States (including storm drains, unless fully captured and returned to sanitary sewer sytem); (ii) Do not reach waters of the United States; and lii) Backs up into buildings and on private property that are caused by District owned lines.

Revised September 2008

6.10.4. External SSO Record Keeping Requirements³

The GWDR requires that individual SSO records be maintained by the District for a minimum of **five years** from the date of the SSO. This period may be extended when requested by the RWQCB Executive Officer. All records shall be made available for review upon SWRCB or RWQCB staff's request. Records shall be retained for all SSOs, including but not limited to the following when applicable:

- Copy of Certified CIWQS report;
- All original recordings for continuous monitoring instrumentation;
- Service call records and complaint logs of calls received by the District;
- SSO calls;
- SSO records;
- Steps that have been and will be taken to prevent the SSO from recurring and a schedule to implement those steps;
- Work orders, work completed, and any other maintenance records from the previous five years which are associated with responses and investigations of system problems related to SSOs;
- A list and description of complaints from customers or others from the previous five years; and
- Documentation of performance and implementation measures for the previous five years.

If water quality monitoring is conducted by the District or its agent(s), as a result of any SSO, records of monitoring information shall include:

- The date, exact place, and time of sampling or measurements;
- The individual(s) who performed the sampling or measurements;
- The date(s) analyses were performed;
- The individual(s) who performed the analyses;
- The analytical technique or method used; and
- The results of such analyses.

6.11. Post SSO Event Debriefing

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

As soon as possible after major SSO events, all of the participants, from the person who received the call to the last person to leave the site, should meet to review the procedures used

³ State Water Resources Control Board Monitoring and Reporting Program No. 2006-0003-DWQ (as revised by Order No. 2013-0058) Statewide General Waste Discharge Requirements for Sanitary Sewer Systems

and to discuss what worked and where improvements could be made in responding to and mitigating future SSO events. The results of the debriefing should be recorded and tracked to ensure the action items are completed.

6.12. 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 Truck -- A utility body pickup truck is required to store and transport the equipment needed to effectively respond to sewer emergencies. The equipment and tools should include containment and clean up materials.

GPS Unit (Global Positioning System) -- A hand held GPS unit is required to determine the coordinates of spills for use in meeting SWRCB SSO reporting requirements.

Combination Sewer Cleaning Truck -- A combination high velocity sewer cleaning truck with vacuum tank is required to clear blockages in gravity sewers, vacuum spilled sewage, and wash-down the impacted area following the SSO event.

Portable Generators, Portable Pumps, Piping, and Hoses -- The list of portable equipment that is required to support this plan is included as Appendix 6-K.

6.13. SSO Response Training

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

6.13.1. Initial and Annual Refresher Training

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

6.13.2. SSO Response Drills

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

6.13.3. SSO Training Record Keeping

Records should 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 should include date, time, place, content, name of trainer(s), and names of attendees.

6.14. Contractors Working on District Sewer Facilities

All contractors working on District sewer facilities will be contractually required to develop a project-specific Overflow Response Plan. All contractor personnel will be required to receive training in the contractor's Overflow Response Plan and to follow it in the event that they cause or observe an SSO.

Appendix 6-A: After Hours and Emergency Contact Information

District Personnel

Name	Role/Title	Phone Number
Allen Smith	Public Works Maintenance Superintendent	650-888-7541 (cell)
Frank Schoening	Collection System Lead Worker	650-294-7503 (work) 650-483-9339 (cell)
Zaheed Danish	Collection System Lead Worker	650-294-2375 (work) 650-520-4620 (cell)
Juan-Carlos Ruiz	Collection System Worker II	650-294-7501 (work) 650-722.1974 (cell)
Robert Walker	Collection System Worker II	650-294-7506 (work) 650-533-8196 (cell)
Luis Diaz	Collection System Worker II	650-294-7520 (work) 650-464-8325 (cell)
Norm Dorais	Public Works Maintenance Manager	650-286-3279 (work) 650-740-7042 (cell)

Outside Contractor Phone List

Service	Name	Contact Number
Pump Repair	The Edcco Group	650-364-6683
	Koffer Electrical Mechanical	510-567-0630
	Pump Repair Services	415-467-2150
	Robertson & Brune	650-224-5822
	Shape Pump Service	925.4859720
Backhoe/Excavation	Star Rooter and Plumbing Inc.	800-246-6425 or 510-481-1555
	Express Plumbing	800-246-6425
	Preston Pipeline	408-262-1418
Equipment Rental	Baker Tank	510-487-7020
	United Rental	408-802-7474
	Rain for Rent	925-679-2803
Environmental /HazMat	PSC	877.577.266 or 877.772.66939
	NRC Environment	800-899.4672
Electric and Gas Company	PG & E	800-743-5000

Service	Name	Contact Number
Generator Service	Westline Industries	510-364-6700
	Electro Motion	650-321-6169
	CD & Power	925.229.2700

Appendix 6-B: Sewer Report Form

SEWER REPORT FORM – PAGE 1			
<u>INITIAL INFORMATION</u>			
DATE: _	CALL RECEIVED: _	AM/PM	
RECEIVED BY: _	CALLER'S NAME: _		
CALLER'S PHONE #: _	CALLER'S ADDRESS: _		
LOCATION OF OVERFLOW: _	CROSS STREET: _		
TIME AND NAMES OF CREW MEMBERS CONTACTED: _			
DESCRIPTION OF COMPLAINT: _			
<u>FIELD REPORT: FOR RESPONSE CREW'S USE</u>			
TIME ARRIVED AT SITE: _	AM/PM	CREW NAMES: _	
ASSET #: _	U/S ASSET#: _	D/S ASSET#: _	
SIZE OF LINE: _	LENGTH OF LINE: _	EASEMENT: YES <input type="checkbox"/> NO <input type="checkbox"/>	
GPS COORDINATES: LATITUDE: <u>34.</u>		LONGITUDE: <u>-118.</u>	
COMMENTS: _			
<u>COMPLETE REMAINDER OF FORM IF AN OVERFLOW HAS OCCURRED</u>			
TIME SSO STARTED: _	TIME SSO STOPPED: _	DURATION OF SSO: _	(DAYS/HOURS)
EST. TOTAL VOLUME: _	(GALLONS)	RETURNED TO SEWER SYSTEM: _	(GALLONS)
DID SSO REACH SURFACE WATERS? YES <input type="checkbox"/> NO <input type="checkbox"/>			
VOLUME TO WATERS (INCLUDING STORM DRAIN) THAT WAS NOT RECOVERED: _			(GALLONS)
SURFACE/RECEIVING WATER LOCATION: _			
DESCRIBE HOW OVERFLOW QUANTITY WAS CALCULATED: EYEBALL EST. <input type="checkbox"/> DURATION/FLOWRATE <input type="checkbox"/>			
MEASURED VOL. <input type="checkbox"/> OTHER _			
WEATHER: SUNNY <input type="checkbox"/> CLOUDY <input type="checkbox"/> RAINY <input type="checkbox"/> RAIN FOR SEVERAL DAYS _			
PRIMARY CAUSE: ROOTS <input type="checkbox"/> GREASE <input type="checkbox"/> DEBRIS <input type="checkbox"/> VANDALISM <input type="checkbox"/> CONSTRUCTION DAMAGE <input type="checkbox"/> PIPE FAILURE <input type="checkbox"/>			
PUMP STATION FAILURE <input type="checkbox"/> POWER FAILURE <input type="checkbox"/> CAPACITY (HEAVY RAIN) <input type="checkbox"/> OTHER _			
SOURCE OF SSO: MANHOLE <input type="checkbox"/> GRAVITY MAIN <input type="checkbox"/> FORCE MAIN <input type="checkbox"/> CLEAN OUT <input type="checkbox"/> PRIVATE LATERAL <input type="checkbox"/>			
PUMP STATION <input type="checkbox"/> _ (NAME) OTHER _			
FINAL SSO DESTINATION: STORM DRAIN <input type="checkbox"/> CAPTURED FROM STORM DRAIN (100%) <input type="checkbox"/> BUILDING <input type="checkbox"/>			
YARD/LAND <input type="checkbox"/> SURFACE WATERS <input type="checkbox"/> NO SURFACE WATERS INVOLVED <input type="checkbox"/> OTHER _			
ADDITIONAL INFORMATION: _			

SEWER REPORT FORM – PAGE 2

SPILL MAGNITUDE:	SSO REACHED DRAINAGE CHANNEL AND WAS NOT FULLY RECOVERED <input type="checkbox"/>		
	MORE THAN 1,000 GALLONS, BUT FULLY RECOVERED AND RETURNED TO SEWER <input type="checkbox"/>		
	BACKED UP INTO A RESIDENCE OR BUSINESS <input type="checkbox"/>		
	LESS THAN 1,000 GALLONS AND DID NOT REACH DRAINAGE CHANNEL <input type="checkbox"/>		
TIME CLEANUP BEGAN:	TIME CLEANUP COMPLETE: _		
DESCRIBE CLEANUP METHOD/ACTIONS TAKEN: _			
DISINFECTION: No <input type="checkbox"/> Yes / DISINFECTION AMOUNT/TYPE: _			
SIGNS POSTED: Yes <input type="checkbox"/> No <input type="checkbox"/> BARRICADED: Yes <input type="checkbox"/> No <input type="checkbox"/> NEIGHBORS NOTIFIED: Yes <input type="checkbox"/> No <input type="checkbox"/>			
LIST ALL PERSONNEL RESPONDING TO SPILL: _			
PICTURES/VIDEO TAKEN: No <input type="checkbox"/> Yes / BY:		SAVED LOCATION: _	
SAMPLES TAKEN BY:		LOCATION OF SAMPLES: _	
CALLER/CUSTOMER NOTIFIED RE: STATUS: Yes <input type="checkbox"/> No <input type="checkbox"/> IF NOT, REASON: _			
REGULATORY AGENCIES NOTIFIED: Yes <input type="checkbox"/> No <input type="checkbox"/> OES SPILL #: _			
	NAME OF CONTACT	DATE/TIME	
OES:	_____	_____	
COUNTY HEALTH:	_____	_____	
RWQCB (2-HR/24-HR):	_____	_____	
CIWQS (SWRCB):	_____	_____	
FISH/GAME:	_____	_____	
OTHER:	_____	_____	
NAME OF PERSON MAKING NOTIFICATIONS: _			
IF ASSET WAS MANHOLE, PIPE, OR CLEAN OUT, COMPLETE THE FOLLOWING:			
OVERFLOWING MANHOLE: #	_____	LONGITUDE/LATITUDE: _	_____
UPSTREAM MANHOLE: #	_____	LONGITUDE/LATITUDE: _	_____
DOWNSTREAM MANHOLE: #	_____	LONGITUDE/LATITUDE: _	_____
CLEAN OUT: #	_____	LONGITUDE/LATITUDE: _	_____
SEWER MAIN: #	_____	SIZE: _____	(INCHES) MATERIAL: _
<u>SKETCH AREA:</u> INCLUDE MANHOLES, INTERSECTIONS, LOCATION OF STOPPAGE, ETC.			
REPORT COMPLETED BY: _____		DATE SUBMITTED: ____/____/____	
SUBMIT REPORT TO PUBLIC WORKS MAINTENANCE SUPERINTENDENT AS SOON AS POSSIBLE.			

Appendix 6-C: Sample Fax Form for SSO Reporting

FAX FORM FOR SSO REPORTING	
THIS FORM IS BEING SUBMITTED TO REPORT AN SSO TO SATISFY THE CALIFORNIA SWRCB 2-HOUR/24-HOUR REPORTING REQUIREMENT OR BECAUSE THE CIWQS WEBSITE IS UNAVAILABLE.	
TO: RWQCB, SAN FRANCISCO REGION FAX NUMBER: (510) 622-2460	REPORTING AGENCY: ESTERO MUNICIPAL IMPROVEMENT DISTRICT WDID: 2SSO10135
COUNTY WHERE SSO OCCURRED: SAN MATEO	ONGOING INVESTIGATION: YES <input type="checkbox"/> NO / COMPLETE <input type="checkbox"/>
FAX SENT AT: / / AT : (24-HOUR)	VOICE MESSAGE: / / AT :
OES CONTROL NUMBER:	COUNTY HEALTH CALLED: / / AT :
OVERFLOW LOCATION: LATITUDE: <u>37.</u>	LONGITUDE: <u>-122.</u>
STREET ADDRESS: _	
CROSS STREET: _	
CITY: _____	ZIP CODE: _____
DATE/TIME CITY WAS NOTIFIED OF SSO: / / AT :	
CITY STAFF ARRIVED: / / AT :	SSO ENDED: / / AT :
WAS A PRIVATE LATERAL THE CAUSE OF THE SSO?	YES <input type="checkbox"/> NO <input type="checkbox"/>
DID SSO ENTER DRAINAGE CHANNEL OR SURFACE WATERS?	YES <input type="checkbox"/> NO <input type="checkbox"/>
WAS 100% OF THE SSO RECOVERED AND RETURNED TO SEWER?	YES <input type="checkbox"/> NO <input type="checkbox"/>
WERE BEACHES IMPACTED?	YES <input type="checkbox"/> NO <input type="checkbox"/>
WAS SSO POSTED?	YES <input type="checkbox"/> NO <input type="checkbox"/>
ESTIMATED SSO VOLUME TOTAL: _____ (GALLONS)	VOLUME RECOVERED: _____ (GALLONS)
ESTIMATED SPILLED SEWAGE VOLUME THAT REACHED SURFACE WATERS: _____ (GALLONS)	
SSO SOURCE: MANHOLE <input type="checkbox"/> GRAVITY MAIN <input type="checkbox"/> FORCE MAIN <input type="checkbox"/> CLEAN OUT <input type="checkbox"/> PRIVATE LATERAL <input type="checkbox"/> PUMP STATION <input type="checkbox"/> OTHER _	
SSO DESTINATION: STORM DRAIN <input type="checkbox"/> CAPTURED FROM STORM DRAIN (100%) <input type="checkbox"/> BUILDING <input type="checkbox"/> YARD/LAND <input type="checkbox"/> SURFACE WATERS <input type="checkbox"/> NO SURFACE WATERS INVOLVED <input type="checkbox"/> OTHER _	
SSO CAUSE: ROOTS <input type="checkbox"/> GREASE <input type="checkbox"/> DEBRIS <input type="checkbox"/> VANDALISM <input type="checkbox"/> CONSTRUCTION DAMAGE <input type="checkbox"/> PIPE FAILURE <input type="checkbox"/> PUMP STATION FAILURE <input type="checkbox"/> POWER FAILURE <input type="checkbox"/> CAPACITY (HEAVY RAIN) <input type="checkbox"/> OTHER _	
DESCRIBE RESPONSE AND CORRECTIVE ACTION TAKEN: _____	
WERE SAMPLES TAKEN? NO <input type="checkbox"/> YES: _____ (AGENCY/LABORATORY)	
IF YES, TESTING FOR: TOTAL COLIFORM <input type="checkbox"/> FECAL COLIFORM <input type="checkbox"/> BOD <input type="checkbox"/> DISSOLVED OXYGEN <input type="checkbox"/> AMMONIA <input type="checkbox"/>	
REPORTING PERSON NAME: _____	PHONE NUMBER: _____
LRO's NAME: _____	LRO's PHONE NUMBER: _____

Revised September 2008

Appendix 6-D: Sewer Overflow Building History Form

SEWER OVERFLOW BUILDING HISTORY FORM			
COMPLETE THIS FORM IF AN OVERFLOW (SSO) HAS OCCURRED IN A BUILDING OR RESIDENCE			
DISTRICT STAFF ARRIVED ON-SITE: _ / _ / _		TIME: _ : _ EMPLOYEE NAME: _	
RESIDENT NAME: _		PROPERTY OWNER/MANAGER: _	
STREET ADDRESS: _		MAILING ADDRESS: _	
CITY AND ZIPCODE: _		CITY AND ZIPCODE: _	
PHONE: _		PHONE: _	
YEAR HOME WAS BUILT: _		# OF BATHROOMS: _ # OF ROOMS AFFECTED: _	
NUMBER OF PEOPLE LIVING AT THIS ADDRESS: _		APPROXIMATE TIME SEWAGE WAS SITTING: _	
APPROXIMATE AMOUNT OF SPILL: _		(GALLONS) NUMBER OF PICTURES TAKEN: _ <input type="checkbox"/> DIGITAL <input type="checkbox"/> FILM	
CUSTOMER CLEAN OUT: <input type="checkbox"/> NON-EXISTENT <input type="checkbox"/> FULL <input type="checkbox"/> EMPTY			
CITY CLEAN OUT: <input type="checkbox"/> NON-EXISTENT <input type="checkbox"/> FULL <input type="checkbox"/> EMPTY			
LOCATION/SEWER: <input type="checkbox"/> STREET <input type="checkbox"/> REAR EASEMENT <input type="checkbox"/> MANHOLE #_ To _			
<input type="checkbox"/> MAINLINE <input type="checkbox"/> SERVICE LINE <input type="checkbox"/> DOUBLE-WYE			
DAMAGE: <input type="checkbox"/> BLACK WATER <input type="checkbox"/> GREY WATER <input type="checkbox"/> FRESH WATER			
CLEANING COMPANY CONTACTED BY OWNER: <input type="checkbox"/> No <input type="checkbox"/> YES/TIME CALLED: _ : _ (WAIT FOR COMPANY TO ARRIVE)			
CLEANING COMPANY CONTACT INFORMATION: _			
IS MANHOLE VISIBLY HIGHER THAN THE DRAIN THAT OVERFLOWED?		<input type="checkbox"/> YES <input type="checkbox"/> NO	
IS FINISHED FLOOR 12" OR MORE BELOW NEAREST UPSTREAM MANHOLE?		<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE CUSTOMER HAVE A BACKFLOW PREVENTION DEVICE (BPD)?		<input type="checkbox"/> YES <input type="checkbox"/> NO	
IF YES, WAS THE BPD OPERATIONAL AT THE TIME OF THE OVERFLOW?		<input type="checkbox"/> YES <input type="checkbox"/> NO	
TYPE OF FLOORING IN THE AREAS AFFECTED AND CONDITION (CRACKING, VISIBLE OPEN SPACES, ETC.)			
<input type="checkbox"/> TILE <input type="checkbox"/> CARPET <input type="checkbox"/> WOOD <input type="checkbox"/> OTHER: _			
DESCRIBE CONDITION: _			
ARE THERE BASEBOARDS: <input type="checkbox"/> NO <input type="checkbox"/> YES / BASEBOARD MATERIAL: _			
<input type="checkbox"/> BASEBOARD BOTTOM HAS TIGHT SEAL WITH FLOOR		<input type="checkbox"/> BASEBOARD TOP HAS TIGHT SEAL WITH WALL	
<input type="checkbox"/> BASEBOARD HAS SPACE BETWEEN BOTTOM & FLOOR		<input type="checkbox"/> BASEBOARD HAS SPACE BETWEEN BASEBOARD & WALL	
HAS THE RESIDENT HAD ANY PLUMBING WORK DONE RECENTLY? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> UNKNOWN			
HAS THE AREA BEEN REMODELED? <input type="checkbox"/> YES <input type="checkbox"/> NO		ANY ACTIVE PLUMBING PROJECTS OBSERVED? <input type="checkbox"/> YES <input type="checkbox"/> NO	
ANY PLUMBING PROJECTS WITHIN THE LAST 3 YEARS? _			
HAVE THERE BEEN ANY PREVIOUS SPILLS AT THIS LOCATION? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> UNKNOWN			
ADDITIONAL INFORMATION: _			

XXXX REVIEW DATE: _ / _ / _		PUBLIC WORKS MAINTENANCE SUPERINTENDENT REVIEW DATE: _ / _ / _	

Appendix 6-E: Collection System Failure Analysis Form

COLLECTION SYSTEM FAILURE ANALYSIS FORM			
INCIDENT REPORT #:		PREPARED BY: _	
ADDRESS/LOCATION OF SSO: _			
TOTAL SSO VOLUME:		(GALLONS) VOLUME RECOVERED:	(GALLONS)
CAUSE: ROOTS <input type="checkbox"/> GREASE <input type="checkbox"/> DEBRIS <input type="checkbox"/> VANDALISM <input type="checkbox"/> CONSTRUCTION DAMAGE <input type="checkbox"/> PIPE FAILURE <input type="checkbox"/> PUMP STATION FAILURE <input type="checkbox"/> POWER FAILURE <input type="checkbox"/> CAPACITY (HEAVY RAIN) <input type="checkbox"/> OTHER _			
SUMMARY OF HISTORICAL SSOS, BACKUPS, SERVICE CALLS, OTHER PROBLEMS			
RECORDS REVIEWED BY:		RECORD REVIEW DATE: _	
EVENT DATE	CAUSE/PROBLEM	DATE PREVIOUSLY CLEANED	CREW RESPONDING TO CALL
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
SUMMARY OF CCTV INFORMATION			
CCTV INSPECTION DATE:		TAPE NAME/NUMBER: _	
CCTV TAPE REVIEWED BY:		CCTV REVIEW DATE: _	
CCTV OBSERVATIONS: _			

RECOMMENDATIONS			
<input type="checkbox"/> NO CHANGES OR REPAIRS REQUIRED			
<input type="checkbox"/> MAINTENANCE EQUIPMENT _			
<input type="checkbox"/> MAINTENANCE FREQUENCY _			
<input type="checkbox"/> REPAIR (LOCATION AND TYPE) _			
<input type="checkbox"/> ADD TO CAPITAL IMPROVEMENT REHABILITATION/REPLACEMENT LIST _			
ADDITIONAL INFORMATION: _			

XXXX		PUBLIC WORKS MAINTENANCE SUPERINTENDENT	
REVIEW DATE: / /		REVIEW DATE: / /	

Appendix 6-F: Private Property Damage Procedures

Customer Relations Guidelines

It is important for employees to communicate effectively with the District's customers, especially in a sewage backup situation. How we communicate – on the phone, in writing, or in person – is how we are perceived. Good communication with the homeowner results in greater confidence in our ability to address the problem satisfactorily, less time to resolve the claim, and less damage done to the property.

As a representative of the District, you will occasionally have to deal with an irate homeowner. A backup is a stressful event and even a reasonable homeowner can become irate should he/she perceive the us as being indifferent, uncaring, unresponsive, or incompetent.

Although sometimes difficult, effective management of a sewage backup situation is critical. If it is not managed well, the situation can end up in a costly, prolonged process with the homeowner. We want the homeowner to feel assured that we are responsive and the homeowner's best interest is a top priority.

Communication Tips

1. Give the homeowner ample time to explain the situation or to vent. Show interest in what the homeowner has to say, no matter how many times you have heard it before, or how well you understand the problem.
2. As soon as possible, let the customer know that you will determine if the source of the sewer backup is in the sewer main and, if it is, will have it corrected as quickly as you can.
3. Acknowledge the homeowner's concerns. For example, if the homeowner seems angry or worried about property damage, say something like, "I understand you're concerned about the possible damage to your property, but a professional cleanup crew can restore the area, and if it is determined that the District is at fault, the property owner has the right to file a claim for any reasonable repairs or losses resulting from this incident".
4. Express regret for any inconveniences caused by the incident, but do not admit fault.
5. As much as possible, keep the homeowner informed on what is being done and will be done to correct the problem.
6. Keep focused on getting the job done in a very professional manner. Don't wander from the problem with too much unnecessary small talk with the homeowner.
7. Don't find fault or lay blame on anyone.
8. Make sure someone follows up with a telephone call to ensure everything is being handled as it should be.

Before you leave, make sure the homeowner has the name and telephone number of someone at the District to call if he/she has questions or wants information. The customer information letter contains this information and you should take the time to review this with the homeowner.

Appendix 6-G: Customer Information Letter

CUSTOMER INFORMATION REGARDING SEWER BACKUP CLAIMS

Dear Mr./Ms.: _

Date: _

Address: _

We recognize sanitary sewer backflow incidents can be stressful. The Estero Municipal Improvement District (District) has prepared this brief set of instructions to help you minimize the impact of the loss by responding promptly to the situation.

The District is not responsible for clean up charges or damages caused by blockages in the property owner's sewer lateral or caused by Code violations. At this time, the District is investigating the cause of the loss and does not assume liability for damages. However, if the investigation determines the District is responsible for this incident, the costs you incur for reasonable and necessary clean up will be included in the settlement of your claim. Regardless of whether you or the District is responsible for the loss, it is up to you to arrange for the repair of your property and to present a claim for the District's consideration.

You or the property owner should immediately contact a contractor for clean up of the affected areas. If you do not know of a company to call for service, the following emergency restoration companies are available to respond:

- ☐ Belfor USA - www.us.belfor.com - (510) 887-9106 or (800) 856-3333
- ☐ Coit Services Inc - www.coit.com - (650) 342-6023 or (800) 367-2648
- ☐ _
- ☐ Fosters Quality First - (510)-657-3700
- ☐ Olympic Restoration (Coit Services Company) - www.olyrestoration.com - (650) 244-4111 or (800) 606-4110
- ☐ Paul Davis Restoration - www.pdrestoration.com - (650) 242-9759 or (888) 473-7669
- ☐ Purofirst Mid Peninsula - www.purofirst.cc - (650) 364-2432
- ☐ Service Plus Construction & Restoration - (800)-916-4322
- ☐ Servicemaster of San Mateo - (800)-439-8833
- ☐ Ultimate Construction - (650) 349-6390
- ☐ Ward-Tek Inc-Construction & Restoration: Peninsula - www.wardtekinc.com - (650) 631-7383

This list is provided as a resource only. The District does not require or endorse the use of any of these contractors. This list is not to be construed as exclusive, comprehensive or limiting in any way. Qualified contractors can be found in the Yellow Pages under "Water Damage Restoration" or "Fire & Water Damage Restoration". However, be sure you hire a contractor with experience in sewer backups and enough resources to get the job done quickly.

What you need to do now:

- ✓ Contact a restoration contractor for clean up and removal of affected surfaces.
- ✓ Do not attempt to clean the area yourself, let the contractor you hire handle this.
- ✓ Keep people and pets away from the affected area(s).
- ✓ Turn off heating/air conditioning systems.
- ✓ Prevent any material from reaching floor vents to prevent contamination.
- ✓ Do not remove items from the contaminated area – the contractor you hire will handle these contents.
- ✓ Contact your homeowners' insurance carrier to report a claim.
- ✓ If you wish to file a claim for damages with the District, do so as soon as practical with _ at _ Foster City, CA _ , (_) _ - .
The California Government Code, Sections 900 – 960 requires filing a written claim and outlines specific time lines and notice procedures that must be used.

I/We acknowledge receipt of this letter.

Employee Signature: _

Date: _

Customer Signature: _

Date: _

Appendix 6-H: Methods for Estimating Spill Volume

A variety of approaches exist for estimating the volume of a sanitary sewer spill. This appendix documents the three methods that are most often employed. The person preparing the estimate should use the method most appropriate to the sewer overflow in question and use the best information available.

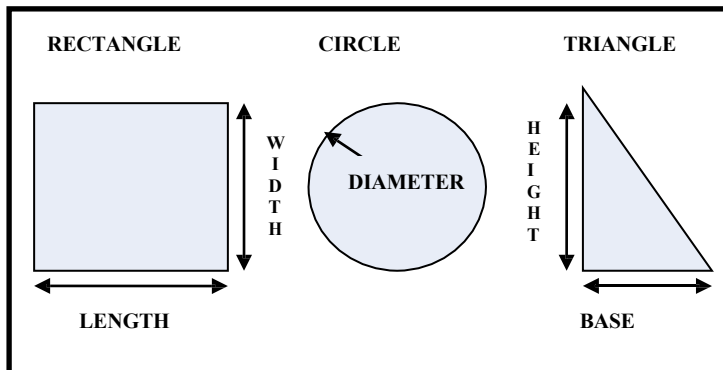
Method 1 Eyeball Estimate

The volume of small spills can be estimated using an “eyeball estimate”. To use this method imagine the amount of water that would spill from a bucket or a barrel. A bucket contains 5 gallons and a barrel contains 50 gallons. If the spill is larger than 50 gallons, try to break the standing water into barrels and then multiply by 50 gallons. This method is useful for contained spills up to approximately 200 gallons.

Method 2 Measured Volume

The volume of most small spills that have been contained can be estimated using this method. The shape, dimensions, and the depth of the contained wastewater are needed. The shape and dimensions are used to calculate the area of the spills and the depth is used to calculate the volume.

Common Shapes and Dimensions



- Step 1 Sketch the shape of the contained sewage (see figure above).
- Step 2 Measure or pace off the dimensions.
- Step 3 Measure the depth at several locations and select an average.
- Step 4 Convert the dimensions, including depth, to feet.
- Step 5 Calculate the area in square feet using the following formulas:
Rectangle: $\text{Area} = \text{length (feet)} \times \text{width (feet)}$
Circle: $\text{Area} = \text{diameter (feet)} \times \text{diameter (feet)} \times 0.785$
Triangle: $\text{Area} = \text{base (feet)} \times \text{height (feet)} \times 0.5$
- Step 6 Multiply the area (square feet) times the depth (in feet) to obtain the volume in cubic feet.
- Step 7 Multiply the volume in cubic feet by 7.5 to convert it to gallons

Method 3 Duration and Flowrate

Calculating the volume of larger spills, where it is difficult or impossible to measure the area and depth, requires a different approach. In this method, separate estimates are made of the duration of the spill and the flowrate. The methods of estimating duration and flowrate are:

Duration: The duration is the elapsed time from the time the spill started to the time that the flow was restored.

Start time: The start time is sometimes difficult to establish. Here are some approaches:

- Local residents can be used to establish start time. Inquire as to their observations. Spills that occur in rights-of-way are usually observed and reported promptly. Spills that occur out of the public view can go on longer. Sometimes observations like odors or sounds (e.g. water running in a normally dry creek bed) can be used to estimate the start time.
- Changes in flow on a downstream flowmeter can be used to establish the start time. Typically the daily flow peaks are “cut off” or flattened by the loss of flow. This can be identified by comparing hourly flow data during the spill event with flow data from prior days.
- Conditions at the spill site change over time. Initially there will be limited deposits of toilet paper and other sewage solids. After a few days to a week, the sewage solids form a light-colored residue. After a few weeks to a month, the sewage solids turn dark. The quantity of toilet paper and other materials of sewage origin increase over time. These observations can be used to estimate the start time in the absence of other information. Taking photographs to document the observations can be helpful if questions arise later in the process.
- It is important to remember that spills may not be continuous. Blockages are not usually complete (some flow continues). In this case the spill would occur during the peak flow periods (typically 10:00 to 12:00 and 13:00 to 16:00 each day). Spills that occur due to peak flows in excess of capacity will occur only during, and for a short period after, heavy rainfall.

End time: The end time is usually much easier to establish. Field crews on-site observe the “blow down” that occurs when the blockage has been removed. The “blow down” can also be observed in downstream flowmeters.

Flow Rate: The flowrate is the average flow that left the sewer system during the time of the spill.

There are three common ways to estimate the flowrate:

- The San Diego Manhole Flowrate Chart: This chart, included as Appendix 6-I, shows sewage flowing from manhole covers at a variety of flowrates. The observations of the field crew can be used to select the appropriate flowrate from the chart. If possible, photographs are useful in documenting basis for the flowrate estimate.
- Flowmeter: Changes in flows in downstream flowmeters can be used to estimate the flowrate during the spill.

- **Counting Connections:** Once the location of the spill is known, the number of upstream connections can be determined from the sewer maps. Multiply the number of connections by 200 to 250 gallons per day per connection or 8 to 10 gallons per hour per connection.

For example: 22 upstream connections x 9 gallons per hour per connection
 = 198 gallons per hour / 60 minutes per hour
 = 3.3 gallons per minute

Spill Volume: Once duration and flowrate have been estimated, the volume of the spill is the product of the duration in hours or days and the flowrate in gallons per hour or gallons per day.

For example:

Spill start time = 11:00

Spill end time = 14:00

Spill duration = 3 hours

3.3 gallons per minute x 3 hours x 60 minutes per hour
 = 594 gallons

Appendix 6-I: Manhole Overflow Flowrate Guide



City of San Diego
Metropolitan Wastewater Department

Reference Sheet for Estimating Sewer Spills
from Overflowing Sewer Manholes
All estimates are calculated in gallons per minute (gpm)

Wastewater Collection Division
(619) 654-4160



5 gpm



25 gpm



50 gpm



100 gpm



150 gpm



200 gpm



225 gpm



250 gpm



275 gpm

All photos were taken during a demonstration using metered water from a hydrant in cooperation with the City of San Diego's Water Department.

rev. 4/99

Appendix 6-J: Sample Warning Sign

DANGER!
CONTAMINATED WATER
KEEP OUT



AGUA CONTAMINADA
ALEJESE
PELIGRO!

Estero Municipal Improvement District
Public Works (650) 286-8140

Appendix 6-K: Emergency Response Equipment

Items	No.	Quantity	Comments
Hydro Flusher	32	1	
Vacuum Truck	39	1	
Overflow Response Trailer	N/A	1	Various Pumps, Hoses, and other Spill Mitigation equipment are stored in trailer.
6" Bypass Pump	N/A	2	
Utility Trucks	30,31,37	3	
Back Hoe	36	1	
Small Hydro Flusher	35	1	
Confind space truck	34	1	

Appendix 6-L: Emergency Response Inventory

Items	# Stock	Quantity	Comments
Clay Pipe		30 ft.	
PVC Pipe		30 ft.	
High Pressure Flex Piping		30 ft.	
¾ inch Crushing Drain Rock		3 yards	
Barricades		20	
Trench Plates		2	
ACP Repair Couplings		6	
Repair Couplings sizes 4" - 24"		10	
Various Flygt Pumps		4-10	
Pump Controllers (PLC's)		3	
Pump Starters		2 per type	
SCADA Radios		2	
Miltonic's Transducers		6	

Section 7: FOG Control Program

7.1 Introduction

This section of the SSMP presents the District's approach to minimizing FOG-related SSOs.

7.2 Regulatory Requirements for Goals Element

The summarized requirements for the FOG Control element of the SSMP are:

RWQCB Requirement

The collection system agency must evaluate its service area to determine whether a Fats, Oils, and Grease (FOG) control program is needed. If so, a FOG control program shall be developed as part of the SSMP. If the collection system agency determines that a FOG program is unnecessary, proper justification must be provided.

SWRCB Requirement

The collection system agency shall evaluate its service area to determine whether a FOG control program is needed. If the collection system agency determines that a FOG program is not needed, the collection system agency must provide justification for why it is not needed. If FOG is found to be a problem, the collection system agency must prepare and implement a FOG source control program to reduce the amount of these substances discharged to the sanitary sewer system. The FOG source control program shall include the following as appropriate:

- a) An implementation plan and schedule for a public education outreach program that promotes proper disposal of FOG;
- b) A plan and schedule for the disposal of FOG generated within the sanitary sewer system service area. This may include a list of acceptable disposal facilities and/or additional facilities needed to adequately dispose of FOG generated within a sanitary sewer system service area;
- c) The legal authority to prohibit discharges to the system and identify measures to prevent SSOs and blockages caused by FOG;
- d) Requirements to install grease removal devices (such as traps or interceptors), design standards for the grease removal devices, maintenance requirements, BMP requirements, record keeping and reporting requirements;
- e) Authority to inspect grease producing facilities, enforcement authorities, and determination of whether the collection system agency has sufficient staff to inspect and enforce the FOG ordinance;

- f) An identification of sewer system sections subject to FOG blockages and the 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 sewer system, for each sewer system section identified in (f) above.

7.3 Nature and Extent of FOG Problem

The District has experienced FOG-related SSOs in the past; however, it has not had a FOG-related SSO since it began reporting SSOs using CIWQS on May 2, 2007.

The current level of performance is thought to be the result of the District's preventive maintenance program and the FOG Source Control Program.

7.4 FOG Source Control Program

The District's FOG Source Control Program is provided under contract by the City of San Mateo. The FOG Source Control Program is described in detail in Appendix VII-A.

7.5 FOG Disposal Locations

Commercial grease disposal locations identified by the District are listed in Appendix VII-B. The District will provide the list of grease disposal facilities to commercial grease haulers regularly working within the District's service area. The District will update the list annually.

There is no indication at this time that additional grease disposal facilities are needed to serve the grease haulers working in the District's service area.

Appendix VII-A FOG Source Control Program

Background

Justification for FOG Program. The frequency of sewer line preventive maintenance (hydro-jetting), FOG buildup in lift stations, the volume of grease collection and removal at the WWTP, and the more than 40 commercial FOG generators in the service area conclude that a FOG program is warranted.

Problem Area Identification. A FOG problem area is identified by a line blockage determined to be the result of FOG or segments of the sewer where preventive maintenance has identified accumulations of FOG. Potential FOG problem areas consist mainly of trunk line segments in commercial districts that serve a concentration of food service facilities. Problem areas also appear to be associated with multi-family dwelling complexes, although sewer backups at these sites appear to be due to a combination of factors, including grease, line sags, and roots. Any commercial facility that prepares food is considered a FOG generator.

Sewer Line FOG Obstruction/Blockage Preventive Maintenance Program. Prevention of FOG-related interference to the sewer system consists of a two-prong approach: scheduled preventive maintenance (PM) of problem segments, and source control. Hydro-jetting is the most common method of trunk line preventive maintenance. Known problem areas are prioritized based on qualitative findings of previous preventive maintenance results, such as a surcharged condition or significant grease collected on the jetting nozzle. High priority segments are put on a quarterly preventive maintenance schedule and the findings are forwarded to the Source Control Program for follow-up. The segment will remain on quarterly PM until subsequent observations determine that potential for obstruction or blockage have been reduced or eliminated.

FOG Source Control Program History. A FOG source control program was initiated in 1995. A field survey identified all food service facilities with and without grease control devices. Periodic inspection of food service facilities began in 1996. In 1999 City/District municipal codes were revised to require retroactively that facilities install grease pretreatment devices that conform to the current version of the UPC. Existing cafeterias and restaurants without grease control were brought up to the minimum standard. Many lower priority FOG generators remain which have grease devices, but which do not conform to minimum requirements of the 1997 UPC. Continued accumulation of grease in the collection system is calling for increased effort to control discharge of grease.

SSMP Enhanced FOG Source Control Program. The City/District has an approved Pretreatment Program. The FOG component of the program is being enhanced by adding food service facilities to the program's waste discharge permit program and increasing public outreach.

Legal Authority

Sanitary Sewer Use Ordinance. City of San Mateo (CSM) and Estero Municipal Improvement District (EMID) Sewer Use Ordinances are nearly identical and each provides the legal authority to implement a pretreatment program for FOG. A summary of the enabling authority is summarized as follows:

CSM	EMID Update the Sections after new Ordinance	Section Title
7.38.030	8.37.030	Definitions of “Food Service Facility” and “Grease”
7.38.100	8.37.100	Pretreatment of Industrial Waste. (c) Food Service Facilities
7.38.120	8.37.120	Specific Discharge Prohibitions. (e) Solids or Viscous Materials, (h) Oil and Grease
7.38.160	8.37.160	Requirements for Food Service Facilities. (a) Install a pretreatment system for grease removal which meets or exceeds minimum sizing requirements of the UPC by no later than January 1, 2001.
7.38.210	8.37.210	Waste Discharge Permits. (b) The City/District may require users to obtain waste discharge permits as necessary to carry out the purposes of this Chapter
7.38.350	8.37.350	Authority to Inspect and Monitor. City/District is authorized to conduct all inspection, surveillance, and monitoring procedures necessary to assure compliance with Chapter
7.38.440	8.37.430	Compliance with Chapter
7.38.460	8.37.450	Administrative Remedies
7.38.480	8.37.460	Civil Penalties
7.38.490	8.37.460	Criminal Penalties

Administration

The City of San Mateo Director of Public Works is charged with implementing a source control program throughout WWTP service area. The City of San Mateo Environmental Services Division Source Control Section administers the source control program. Building Divisions of the respective jurisdictions issue permits for installation of grease control devices in conformance to requirements of Uniform Plumbing Code.

Regulatory/Outreach Strategy

Commercial/Industrial Component. The current commercial program consists of periodic inspections of commercial food service facilities. The program is being enhanced by expanding the existing pretreatment permit program to food service facilities. The rationale includes the following:

- Commercial kitchen operations are deemed the primary source of FOG, based on FOG being a part of their industrial process and their proximity to grease deposits in the collection system
- Due to food service facility employee turnover rate, the oral message conveyed to facility management during a periodic inspection (which occurs every 1 to 2 years) is diluted or lost over time. A permit provides formal conveyance and ready reference of operating requirements to the business owner/manager.
- Waste discharge permits convey more specific requirements for maintenance frequency, recordkeeping, and other requirements.
- Permitting provides a mechanism for recovery of a portion of costs incurred in implementing the commercial/industrial component of the FOG program.
- The City of San Mateo Public Works Commission, at their March 2003 meeting, concurred with the staff recommendation to expand waste discharge permitting program to all facilities with pretreatment systems, specifically food service facilities.
- Goal is to inspect each permitted facility annually and dispense BMP information during the inspection as needed.

Multi-family/Residential Component. The non-commercial component consists of the following:

- Dispensing of educational brochures at municipal facilities, and issuing periodic public service announcements (e.g., immediately prior to pending holidays) to remind residents of prudent food preparation waste handling practices.
- Investigate feasibility of mandating installation of grease interceptors on new multi-family developments over a certain number of dwelling units.
- Other venues as opportunities arise.

Grease Removal Technology

Design and Sizing. The ordinance(s) provide the following direction. The requirement is implemented by the Building Department.

- The owner of every commercial, industrial, or institutional food service facility, shall install or cause to be installed a pretreatment system for grease removal which meets or exceeds minimum sizing requirements of the 1997 version of the UPC, by no later than January 1, 2001. The Department shall approve final sizing.
- The policy as to which potential waste streams that require FOG pretreatment is established in following chart. Additional pretreatment may be required if FOG problems evident in public sewer. Garbage grinders are strongly discouraged, but not prohibited, and their installation must conform to UPC.

New Construction w/Interceptor	All Kitchen Fixtures, Incl. Floor Drains
New Construction and Alterations w/interior grease traps	Pot Sinks, Woks, Mop/Utility Sinks
Existing Operation	Pot Sinks, Woks

- The owner of every commercial or industrial generator of grease serviced by a public sewer found to have a grease buildup at the point of connection of the side sewer, a history of grease blockage at such point, or accelerated maintenance of the public sewer resulting from the discharge of grease from said facility, may be required to implement additional grease control measures, which may include but are not limited to, installation of additional pretreatment equipment, elimination of the garbage grinder, or reimbursement of the City or District for the cost of accelerated preventive maintenance of the public sewer to prevent blockage of the sewer related to such grease discharge.
- City/District may, upon finding existing system insufficient for effective FOG retention, require additional grease control measures.

Pretreatment System Maintenance. The ordinance(s) provide the following direction. Requirement is conveyed in waste discharge permit.

- Pretreatment systems shall be inspected and maintained by the user as needed to ensure continuous efficient operation.
- Pretreatment systems shall be inspected monthly by the user or per a schedule approved by the Director.
- A record of all inspection and maintenance activity shall be kept by the user at the facility showing the date of inspection or maintenance, the activity completed, and the disposition of the removed contents, filters, cartridges, or other components.
- Failure to operate or maintain the pretreatment system in a way so as to ensure optimum efficiency, or failure to keep records of pretreatment system maintenance shall constitute a violation of this Chapter.

Waste Discharge Permits

Policy and Applicability. The waste discharge permit program as applied to the FOG source control is summarized as follows:

- Issue waste discharge permits (WDP) to facilities that are required to have pretreatment systems.
- Food service facilities are required to have pretreatment systems.

- A food service facility is defined as a commercial, industrial, or institutional facility that uses or generates grease when preparing food. Any such facility that has a cook-top or baking oven on the premises is subject to requirements for food service facilities.
- FOG pretreatment system maintenance frequency is established in waste discharge permits. Frequency is negotiated with User, and established by current owner practice, or by the benchmarks in the following chart or whichever is more frequent. Minimum frequencies for sizes not indicated may be set on a “sliding scale” between the specified sizes and frequencies.

Grease Removal Device Type	Minimum Frequency
1500 gal Grease Interceptor	Quarterly
40 lb. Grease Trap	Weekly
Automated Grease Removal Device	Daily

Permit Contents. The Food Service Facility permit package consists of the Facility information and Specific Requirements page, Best Management Practices (Attachment C), Standard Terms and Conditions (D), and Maintenance Log Sheet (E), and Employee Training Record (F). (Note: Waste Discharge Permit Attachment A does not apply to Food Service Facilities). Waste discharge Permits follow a standard format for all applications and contain the following provisions.

- Designated industrial waste streams shall discharge through pretreatment systems identified in the permit
- Bypass or modification of waste treatment systems prohibited
- Maintain waste treatment systems per manufacturer instructions or at frequency as indicated in permit, which ever is more frequent. Maintenance is defined as removal of collected contents and the unit kept in optimal physical/mechanical condition.
- Keep records of waste treatment system maintenance, including pumping and/or cleanout dates, and disposition of treatment system wastes.
- Conform to reporting requirements as required.
- Do not discharge any hazardous waste or other problem wastes.
- Notify City/District immediately of any abnormally high volume or concentration of waste discharge to that has occurred or is imminent.
- Train employees on waste discharge permit requirements, including pretreatment system maintenance recommendations and requirements, and best management practices.
- Standard Terms and Conditions

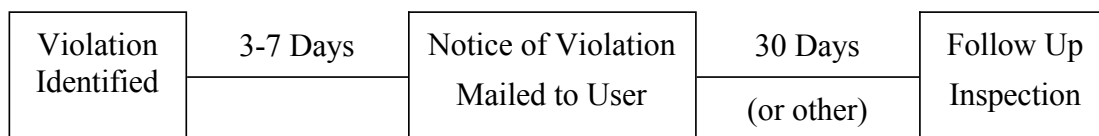
Inspection and Enforcement. Inspections are conducted to assess compliance with permit requirements. Compliance is determined by visual inspection of the Pretreatment system, interview with owner/staff about general operations and waste handling; and documentation of PT maintenance, PT waste disposition and employee training. (Note: Waste stream monitoring and analysis is not required and is not ordinarily used to determine compliance.) Inspection goal is to conduct one inspection per year. Inspections are unannounced. A copy of the inspection form is attached.

Routine protocols for determination of FOG program compliance are summarized below, along with the required enforcement response.

Compliance Issue	Enforcement Remedy
Record keeping* deficient, but equipment appears maintained, no evidence of FOG discharge	NOV
In compliance with Permit requirements, but evidence of FOG discharge (e.g. MH inspection, video inspection finding)	NOV
Equipment modified or bypassed, does not appear maintained, or evidence of FOG in sewer	NOV accompanied by Administrative Citation
1 st follow-up inspection finds return to compliance	N/A
1 st or 2 nd follow-up inspection finds failure to comply	NOV accompanied by escalated AC penalty as applicable; inspection charge, minimum of 1 hour
3 rd follow-up inspection finds failure to comply fully	NOV w/ notice of possible referral to City Attorney; inspection charge, minimum of 1 hour

*Required records include PT Equipment Maintenance log and/or service receipts and FOG waste disposal receipts

Enforcement Response Timeline



The guidance above is consistent with the Source Control Program's Enforcement Response Plan. These remedies are not exclusive. City/District may take all combination of actions specified in the Sewer use Ordinance against a noncompliant User, as well as any other enforcement remedies that that the City/District may have available.

FOG Waste Management. FOG discharge to the sewer is prohibited. Users are required to properly dispose of pretreatment wastes (brown grease) and cooking grease (yellow grease). Neither City/District nor County has a registration system for FOG waste haulers. FOG haulers are requested to submit evidence of disposal facility in use. The San Mateo/EMID WWTP does not accept trucked or hauled waste at this time.

While the User generally is capable of maintaining an under counter grease trap in-house, a pumping service must be hired to pump and properly dispose of grease interceptor contents. The User that conducts in-house maintenance of under-counter traps has a dilemma—what to do with the collected brown grease. There are few options available. Disposal of liquid wastes in the trash is unlawful. The source control inspector may suggest that the User hire a rendering service to supply a separate container for the brown grease. A facility may also be able to develop a procedure to dewater small quantities (e.g. daily cleanings) by absorbing liquid with absorbent or towels and dispose with solid waste.

The following policy is established to deal with verifying disposition of grease wastes.

- Facility with grease interceptor shall keep receipts of pumping company names and service dates.
- Facility with grease trap(s) that utilize service company shall keep records of company and service dates
- Facility with grease trap(s) that services in-house must keep record of service dates only, and describe and demonstrate PT waste handling procedure
- Facility with fryer(s) shall keep yellow grease storage container on-site and receipts of rendering company service dates. (There may be other venues for handling the grease, such as transferring it to another restaurant or release to private party for personal use, such as making biodiesel fuel. Facility must, at minimum, be able to show storage containers and explain yellow grease handling procedure. The inspector may require a facility without a fryer to off-haul used cooking grease if poor work practices are identified (e.g. FOG liquid in trash or accumulated in sewer).

FOG Source Control Budget, Resources, and Cost Recovery

Budget. The FOG Program is a component of the City of San Mateo Wastewater Source Control Program. This is a specific program in the City's Business Plan. The Source Control program is funded through the Sanitary Sewer Enterprise Fund, which is funded by sewer service-related fees and charges to satellite collection system agencies for source control services. The program presently has a budget of approximately \$200,000 supports 1.5 FTE (full-time employed) staff.

Equipment Summary. The following lists Source Control Program resources only. Collection System and Spill Cleanup resources are summarized elsewhere in the SSMP.

Flow Meters (2)	Peristaltic Pump
Automatic Samplers w/ Accessories (3)	Field Testing Equipment
Portable Gas Analyzer (H ₂ S, LEL, O ₂)	Miscellaneous Sampling Supplies
Light Truck w/utility boxes	Hand Tools
Passenger Sedan	Traffic Vests & Safety Cones
Mobile Radio(2)	First Aid Kit
Desktop Computer w/ Laser Printer (2)	Protective Clothing
Manhole Safety Guard and Exhaust Fan	Digital Camera

Cost Recovery. The City of San Mateo has established a fee schedule to help recover the cost of source control activities. The schedule includes fees for permits and permit applications, inspection and sampling charges, administrative fees for noncompliance, and spill cleanup (spill cleanup recovery accounting may also handled by Collection System Maintenance Division apart from Source Control Program). The amount and application of the fees is not designed to cover the entire cost of the program. Routine fees applicable to the FOG program include the following:

Fee	Unit	CSM	EMID
Class II Waste Discharge Permit Annual Fee	Each	\$177.00	\$0
Inspection/Investigation Fee*	Per Hour	\$100.00	Not established

*Assessed for each follow-up inspection that determines continuing noncompliance. Minimum charge of 1 hour inspection time

Financial Incentives. There are no financial incentives built into the program rate structure at this time.

Effectiveness Measures

Program effectiveness will be measured using 1) FOG generator record of compliance with waste discharge permit as determined by annual inspections; and 2) Periodic video inspection of sewer prior to conducting preventive maintenance to identify the need for continued preventive maintenance of the sewer segment.

Appendix VII-B

Commercial Grease Haulers and Disposal Locations

A number of grease haulers have rendering plants for the grease from their own trucks, but don't accept grease from other haulers. The following accept grease from grease haulers in the Mountain View area as of June 2017.

Business Name	Location / Address	Phone Number	Services
Blue Sky Bio-Fuel Inc.	Oakland C	(510) 436-6654 (415) 250-9114	Primarily yellow grease, some brown grease. Can accept 7,000 gallons per day.
East Bay Municipal Utility District	Oakland	(510) 287-1632	Accepts grease, including from interceptors as feedstock to its anaerobic digesters.
Palo Alto Wastewater Treatment Plant	Palo Alto	(650) 329-2598	Accept 5,000 to 6,000 gallons per day on first come first serve basis. They are in the process of increasing their capacity.
Salinas Tallow	Salinas	(800) 621-9000	Will consider accepting grease from other reputable haulers. They purchase yellow grease and process interceptor grease.
San Jose Tallow Company	San Jose C	(408) 452-8777	They don't accept interceptor grease, but would consider accepting from outside haulers if it wouldn't impact any of their grease hauling routes.
South Bayside Systems Authority	Redwood City	(650) 591-7121	Accepts grease, including from interceptors as feedstock to its anaerobic digesters.

Section 8. System Evaluation and Capacity Assurance Plan

8.1. Introduction

This section of the SSMP presents the District's programs and activities to provide adequate capacity.

8.2. GWDR Requirements for System Evaluation and Capacity Assurance Plan Element of SSMP

The summarized requirements for the System Evaluation and Capacity Assurance Plan (SECAP) element of the SSMP are:

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

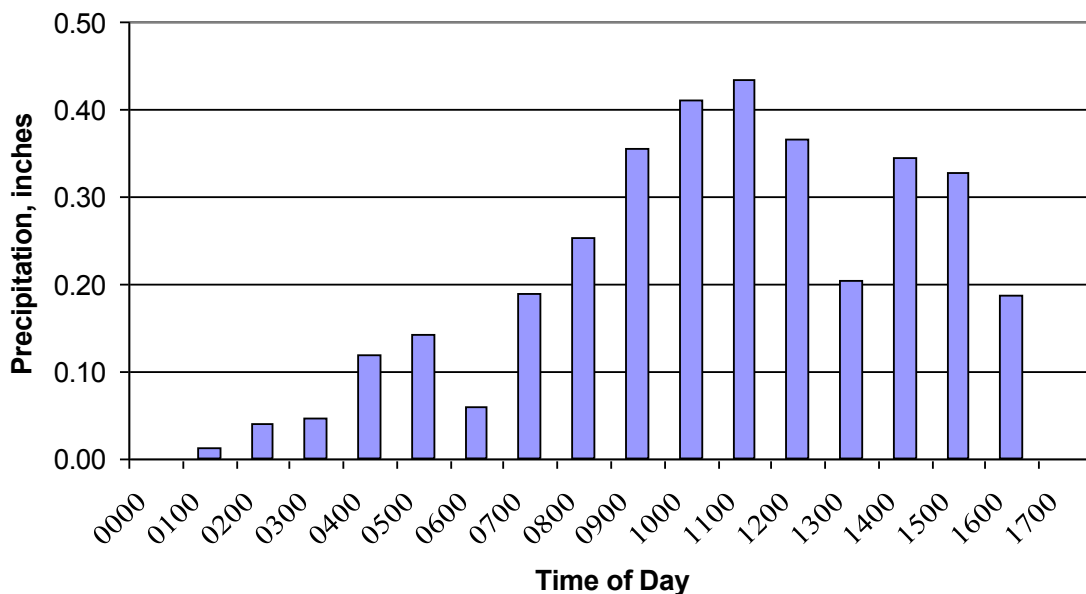
- a) Evaluation: Actions needed to evaluate those portions of the sanitary sewer system that are experiencing or contributing to an SSO discharge caused by hydraulic deficiency. The evaluation must provide estimates of peak flows (including flows from SSOs that escape from the system) associated with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

8.3. Capacity Evaluation

The District's service area is a master planned community. The sewer system was designed to handle the flows for the service area in its current configuration. There have been neither additions to the service area nor any changes in the planned population density since the original design.

Research indicates that the January 5, 2008 storm event was significant in relationship to historical storm events. There were a number of storms during December 2007 and earlier in January 2008 that produced wet antecedent soil conditions. The hourly precipitation for the January 5, 2008 storm event is shown on Figure 8-1. The precipitation data is from the Belmont Island Park Rain Gauge (KCABELMO5). The rain gauge is located approximately 5 miles southwest of Foster City. The analysis of the January 5, 2008 storm event return interval is shown on Figure 8-2. The intensity-duration-frequency data is from the Santa Clara County Drainage Design Manual for areas with an annual precipitation of 20 inches (Foster City's annual precipitation is 20.2 inches). The analysis indicates that this storm event exceeded a 10 year return interval storm and it approached a 20 year return interval based on the 10 hour precipitation total of 3.08 inches. The 10+ year return interval is considered to provide an adequate level of protection within the District's service area.

Figure 8-1: Hourly Precipitation Data for January 5, 2008 Storm Event



The District did not have any capacity-related SSOs during storm event of January 5, 2008 demonstrating that the District's sewer system is capable of accommodating the flows associated with a 10+ year storm event. The 10+ year return interval is considered to provide an adequate level of protection from wet weather overflows within the District's service area.

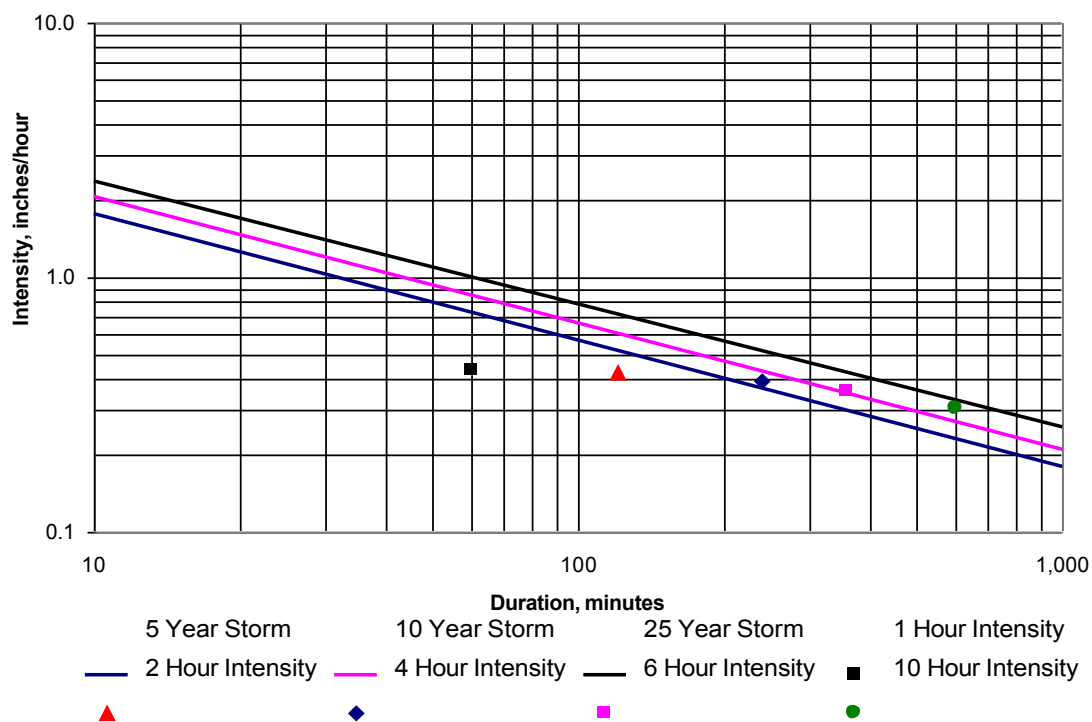
8.4. Design Criteria

The capacity-related design criteria, including base wastewater flow and peaking factors, are included in Section 4 - Design and Performance Provisions of the SSMP.

8.5. Capacity Enhancement Measures and Schedule

No capacity enhancement measures are warranted at this time based on the results of the analysis shown in 8.3 above.

Figure 8-2: January 5, 2008 Storm Event Return Interval



Section 9. Monitoring, Measurement, and Program Modifications

9.1. Introduction

This section of the SSMP presents the District's Monitoring, Measurement, and Program Modifications.

9.2. Regulatory Requirements for Monitoring, Measurement, and Program Modifications Element of SSMP

The requirements for the Monitoring, Measurement, and Program Modifications (MMPM) section of the SSMP are:

9.2.1. RWQCB Requirement

Each wastewater collection system agency shall monitor the effectiveness of each SSMP element and update and modify SSMP elements to keep them current, accurate, and available for audit as appropriate.

9.2.2. GWDR Requirement

Each wastewater collection system agency shall:

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

9.3. Performance Measures

The indicators that the District will use to measure the performance of its wastewater collection system and the effectiveness of its SSMP are:

- Total number of SSOs;
- Number of SSOs for each cause (roots, grease, debris, pipe failure, capacity, lift station failure, and other)
- Portion of sewage contained compared to total volume spilled
- Volume of spilled sewage discharged to surface water
- Compare planned preventive maintenance to actual work performed.

9.4. Baseline Performance

The baseline performance, which shows the performance of the District's wastewater collection system prior to the development and implementation of the SSMP, is shown on Table 9-1. The District's baseline performance is compared with similar Region 2 wastewater collection system agencies on Figure 9-1.

Additional trend and geospatial analysis will be added in future years as additional data becomes available for analysis.

Table 9-1: Baseline Performance as of June 30, 2016

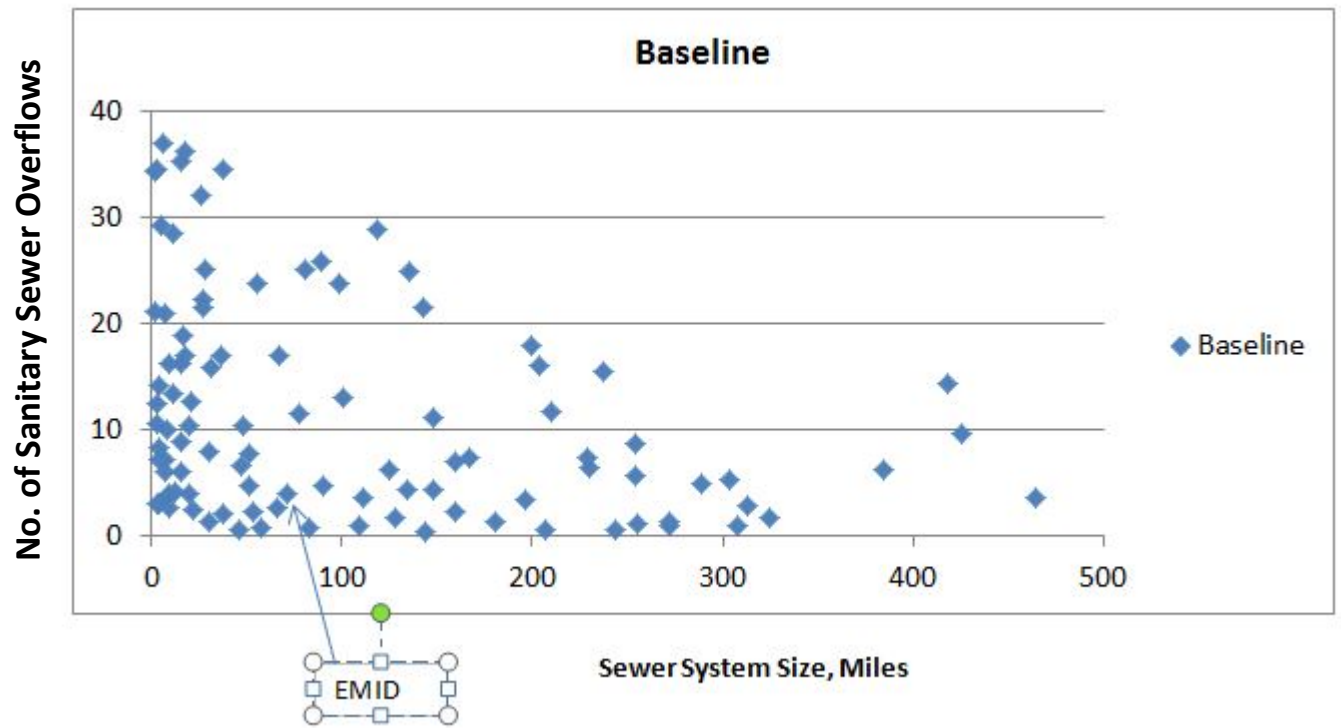
Performance Measure		Value
SSO Rate, SSOs/100 Miles/Year		2.7
Median Volume, gallons		8,275
Portion Recovered		100%
Portion to Surface Waters		0%
SSO Causes (based on 2 SSO events)	Roots	0%
	Grease	
	Debris	0%
	Pipe Failure	50%
	Capacity	0%
	Lift Station Failure	50%
	Other	

9.5. Performance Monitoring and Program Changes

The District will evaluate the performance of its wastewater collection system at least annually using the performance measures identified in Section 9.3, Performance Measures, above. The District will update the data and analysis of performance measures at the time of the evaluation.

The District may use other performance measures in its evaluation. The District will prioritize its actions and initiate changes to this SSMP and the related programs based on the results of the evaluation.

Figure 9-1: Baseline Performance Comparison with Region 2 Agencies



Source: CIWQS Category 1 and 2 SSOs, Region 2, 5/1/2015 through 6/30/16

Section 10. SSMP Program Audits Re-Numbered Sec(s)

10.1. Introduction

This section of the SSMP presents the process that the District will follow to audit its SSMP program.

10.2. Regulatory Requirements for the SSMP Program Audits Section of SSMP

The summarized regulatory requirements for the SSMP are:

10.2.1. RWQCB Requirement

Each wastewater collection system agency shall conduct an annual audit of their SSMP which includes any deficiencies and steps to correct them (if applicable), appropriate to the size of the system and the number of overflows, and submit a report of such audit along with their annual report by March 15th of the following year.

10.2.2. GWDR Requirement

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

10.3. SSMP Audits

The District will audit its SSMP every year. The audit will determine whether the SSMP meets the current requirements of the GWDR, whether the SSMP reflects the District's current practices, and whether the District is following the SSMP.

The audit will be conducted by a team consisting of District Staff. The audit team may also include members from outside agencies and/or contractors.

The scope of the audit will cover each of the sections of the SSMP. The SSMP Audit Checklist, based on the requirements in the GWDR, will be used for the audit (included as Appendix 10-A).

The results of the audit will be included in an SSMP Audit Report. The SSMP Audit Report will focus on the effectiveness of the SSMP program, compliance with the GWDR requirements, and identification of any deficiencies in the SSMP. The SSMP Audit Report will identify revisions that may be needed for a more effective program. Information collected as part of Section 9 of the SSMP, Monitoring, Measurement, and Program Modifications, will be used in preparing the audit. Tables and figures or charts will be used to summarize information about these indicators. The Audit Report to the RWQCB will include:

- A description of progress made on development of SSMP elements, and if the District is on schedule in development of the SSMP. The Audit Report will provide justification if the SSMP development is behind schedule;
- How the District implemented SSMP elements during the past year;
- The District's effectiveness in implementing the SSMP elements;
- A description of the additions and improvements made to the sanitary sewer collection system in the past reporting year; and
- A description of the additions and improvements to the SSMP that is planned for the upcoming reporting year with a projected schedule for implementation.

The Audit Report will be submitted to the RWQCB, along with the Annual Report of SSOs, by March 15th of each year. Copies of the annual Audit Reports will be maintained by the District for five years.

10.4. SSMP Updates

The District will update its SSMP at least every five years. The next update will be completed on or before March 1, 2022.

The District will determine the need to update its SSMP more frequently based on the results of the annual audit and the performance of its sanitary sewer system using information from the performance measures. In the event that the District decides that an update is warranted, the process to complete the update will be identified at that time. The District will complete the update within one year following identification of the need for the update.

The District Staff will seek the approval from the District Board of Directors for any significant changes to the SSMP. The authority for approval of minor changes such as employee names, contact information, or limited procedural changes is delegated to the Director of Public Works.

Appendix 10-A: SSMP Audit Checklist

Audit Date_

Audit Team Members_

Section	Title	Requirement	SSMP Meets Current Requirements?	SSMP Current?	SSMP Implemented?
I	Goals	Reduce, prevent, and mitigate SSOs			
II	Organization	Designate LRO			
		Names and phone numbers for key management personnel			
		Names and phone numbers for key administrative personnel			
		Names and phone numbers for key maintenance personnel			
		Chain of communication for reporting SSOs			
III	Legal Authority	Prevent illicit discharges to sanitary sewer system			
		Require sewers and connection be properly designed and constructed			
		Ensure access for inspection, maintenance, and repairs (includes public portion of lateral)			

Section	Title	Requirement	SSMP Meets Current Requirements?	SSMP Current?	SSMP Implemented?
		Limit discharge of FOG and debris that may cause blockages			
		Require the installation of grease removal devices			
		Ability to inspect FOG producing facilities			
		Enforce violations of the District's sewer ordinances			
IV	O&M Program	Maintain up-to-date maps of the sanitary sewer system			
		Describe routine preventive maintenance program			
		Document completed preventive maintenance using system such as work orders			
		Rehabilitation and replacement plan that identifies and prioritizes sanitary sewer system defects			
		Provide regular technical training for District sanitary sewer system staff			
		Require contractors to provide training for their workers who work in the District's sanitary sewer system facilities			
		Maintain equipment inventory			
		Maintain critical spare part inventory			

Section	Title	Requirement	SSMP Meets Current Requirements?	SSMP Current?	SSMP Implemented?
V	Design and Performance Provisions	Design and construction standards for new sanitary sewer system facilities			
		Design and construction standards for repair and rehabilitation of existing sanitary sewer system facilities			
		Procedures for the inspection and acceptance of new sanitary sewer system facilities			
		Procedures for the inspection and acceptance of repaired and rehabilitated sanitary sewer system facilities			
VI	OERP	Procedures for the notification of primary responders			
		Procedures for the notification of regulatory agencies			
		Program to ensure appropriate response to all SSOs			
		Proper reporting of all SSOs			
		Procedure to ensure District staff are aware of and follow OERP			
		Procedure to ensure District staff are trained in the OERP procedures			
		Procedure to ensure contractor personnel are aware of and follow OERP			

Section	Title	Requirement	SSMP Meets Current Requirements?	SSMP Current?	SSMP Implemented?
		Procedure to ensure contractor personnel are trained in the OERP procedures			
		Procedures to address emergency operations such as traffic and crowd control			
		Program to prevent the discharge of sewage to surface waters			
		Program to minimize or correct the impacts of any SSOs that occur			
		Program of accelerated monitoring to determine the impacts of any SSOs that occur			
VII	FOG Control Program	Public outreach program that promotes the proper disposal of FOG			
		Plan for the disposal of FOG generated within the District's service area			
		Demonstrate that the District has allocated adequate resources for FOG control			
		Identification of sanitary sewer system facilities that have FOG-related problems			
		Program of preventive maintenance for sanitary sewer system facilities that have FOG-related problems			

Section	Title	Requirement	SSMP Meets Current Requirements?	SSMP Current?	SSMP Implemented?
VIII	SECAP	Identification of elements of the sanitary sewer system that experience or contribute to SSOs caused by hydraulic deficiencies			
		Established design criteria that provide adequate capacity District			
		Short term CIP that addressed known hydraulic deficiencies			
		Long term CIP that addressed known hydraulic deficiencies			
		Procedures that provide for the analysis, evaluation, and prioritization of hydraulic deficiencies			
		The short and long term CIPs include schedules for the correction of each identified hydraulic deficiency			
IX	Monitoring, Measurement, and Program Modifications	Maintain relevant information to establish, evaluate, and prioritize SSMP activities			
		Monitor implementation of the SSMP			
		Measure, where appropriate, performance of the elements of the SSMP			
		Assess success of the preventive maintenance program			

Section	Title	Requirement	SSMP Meets Current Requirements?	SSMP Current?	SSMP Implemented?
		Update SSMP program elements based on monitoring or performance			
		Identify and illustrate SSO trends			
X	SSMP Program Audits	Conduct periodic audits			
		Record the results of the audit in a report			
		Record the changes made and/or corrective actions taken			
XI	Communications Program	Communicate with the public regarding the preparation of the SSMP			
		Communicate the public regarding the performance of the SSMP			
		Communicate with tributary or satellite sewer systems			

Section 11 Communication Plan

A. Introduction

This section of the SSMP is intended to outline the process involved in communicating with interested members of the public regarding the development, implementation, and performance of this plan.

B. Regulatory Requirements for the Communications Plan

The Communication Program requirements are unique to the GWDR. The requirements are:

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

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

C. Communication During SSMP Development and Implementation

The District will post a notice on its website to inform interested members of the public it is developing an SSMP. The notice is:

Esterio Municipal Improvement District is developing and implementing a Sewer System Management Plan (SSMP) pursuant to State Water Resources Control Board Order WQ 2013-0058, Statewide General Discharge Requirements of Sanitary Sewer Systems. The goal of the SSMP is to minimize the frequency and severity of sanitary sewer overflows. The SSMP covers the management, planning, design, and operation and maintenance of the Districts' sanitary sewer system. The SSMP Development Plan and Schedule are available for review at 100 Lincoln Center Drive, Foster City, during normal business hours. Interested parties can contact Allen Smith at (650)286-3546 or asmith@fostercity.org for additional information.

The District will run a public service announcement on the local public access television station. The content of the announcement is:

Estero Municipal Improvement District is developing and implementing a Sewer System Management Plan (SSMP) pursuant to State Water Resources Control Board Order 2006-0003, Statewide General Discharge Requirements of Sanitary Sewer Systems. The goal of the SSMP is to minimize the frequency and severity of sanitary sewer overflows. The SSMP will cover the management, planning, design, and operation and maintenance of the Districts' sanitary sewer system. The development process started in January 2008 and it is expected to be complete by August 2008. The SSMP Development Plan and Schedule are available for review at 100 Lincoln Center Drive, Foster City, during normal business hours. Interested parties can contact Allen Smith at (650)286-3546 or asmith@fostercity.org for additional information.

D. Communicating Sanitary Sewer System Performance

The District will report the performance of its sanitary sewer system to its Board of Directors annually at a regularly scheduled meeting and the performance information will be included in the minutes of that public meeting. The performance information will include the performance indicators listed in Section IX Monitoring, Measurement, and Program Modifications and will be compiled annually.

E. Communication with Tributary/Satellite Sanitary Sewer Systems

There are no public satellite sanitary sewer systems. This requirement does not apply to the District.



DATE: April 3, 2017

TO: President and Members of the Estero Municipal Improvement District (EMID) Board of Directors

VIA: Kevin M. Miller, District Manager

FROM: Jeff Moneda, Public Works Director/District Engineer
Edmund Suen, Finance Director

SUBJECT: WASTEWATER TREATMENT PLANT MASTER PLAN
IMPROVEMENTS PROJECT (CIP 455-652) - CLEAN WATER
PROGRAM - QUARTERLY UPDATE FOR DECEMBER 2016
THROUGH FEBRUARY 2017

RECOMMENDATION

It is recommended that the Board of Directors of the Estero Municipal Improvement District (EMID) receive the attached report for the quarterly progress update on the Clean Water Program. No action is required by the EMID Board of Directors.

EXECUTIVE SUMMARY

This report summarizes the progress-to-date of the Wastewater Treatment Plant (WWTP) Master Plan Improvements Project (CIP 455-652) – Clean Water Program for the City of San Mateo/EMID WWTP for the months of December 2016 through February 2017. The report includes a schedule update and summary information about construction and other project activities over the last three months.

BACKGROUND

The Clean Water Program is a comprehensive capital improvement program to rehabilitate the sanitary sewer collection system in the City of San Mateo and the treatment systems at the San Mateo WWTP. EMID has approximately 25-percent ownership of the WWTP. In October 2014, the City of San Mateo hired CH2M to serve

as the Program Manager responsible for overseeing the management of the approximately \$900 million dollar program, including the coordination of the design, construction, and start-up activities of this multi-year project.

In order to keep apprised of the progress of the Clean Water Program moving forward, the EMID Board of Directors requested that staff provide updates on a quarterly basis.

ANALYSIS

The following activities occurred during this reporting period:

Construction Manager at Risk (CMAR)

- On January 17, 2017, a professional services agreement was awarded to Sundt Construction, Inc. (Sundt) to provide Phase I CMAR pre-construction services for the WWTP Expansion Project, in an amount not-to-exceed \$2,024,271. Phase I services are anticipated to last approximately 20 months.
- In January 2017, Amendment No. 1 to the professional design services agreement with HDR Engineering, Inc. was executed to align the terms of the original agreement with the terms of the CMAR agreement and update the project schedule with CMAR activities included. The original contract amount was not amended.

WWTP Nutrient Removal and Wet Weather Flow Management Upgrade and Expansion Project (WWTP Expansion Project)

- Design Engineer: In early December, HDR Engineering, Inc. (HDR) was issued a Notice to Proceed to provide professional design services for Phase II of the WWTP Expansion Project.
 - WWTP Electrical Master Plan: HDR conducted site visits to investigate the existing plant loads and to document as-built conditions. HDR procured an electrical testing firm to perform the testing and inspection services to evaluate the existing plant distribution equipment from the Utility service to the Main Distribution Switchgear. On February 7, 2017, HDR submitted a draft electrical Master Plan for review.
- Preliminary Design Phase 30%
 - Wastewater Characterization: HDR conducted additional wastewater sampling between December and January and reviewed the data to augment existing data for flows and loads analysis, to establish the basis of

design for the new process facilities, and to refine the process model.

- Verification of Conceptual Design: HDR performed a sensitivity analysis against three reference storms to verify the WWTP conceptual design for wet weather flow management (based on the design storm used in Phase 1) was valid.
- Alternative Site Layouts: Two alternative site layouts (Alt 1b and 2) were evaluated, which included refinements to the current site layout (Alt 1) to address key issues including (1) construction of the deep Biological Nutrient Removal (BNR) basins near the existing deep egg-shaped digesters; and (2) anticipated preloading of the entire Detroit Drive parcel, which could have significant site preparation costs, permitting, and schedule implications. The Program Management Office (PMO) reviewed the alternatives and selected a refined Alternative 2.
- Equalization (EQ) Basin Parking: HDR performed a feasibility analysis to provide parking on top of the existing aeration basins after they had been retrofitted for flow equalization (EQ Basin). Based on their analysis, HDR prepared a draft Technical Memorandum finding the concept highly infeasible due to structural challenges, cost, and risk. The final draft is underway and will include provisions for seismic retrofit requirements.
- New Administration Building:
 - In December, the PMO conducted a building and space needs assessment.
 - In January, Burks Toma Architects (BTA) developed a draft program, identifying the space needs for the WWTP staff and functions, and met with the PMO and staff to review the draft program.
 - On February 1, 2017, HDR conducted a programming workshop with the WWTP Facilities staff for the new lab facilities and building.
- Membrane Procurement: HDR developed and issued draft technical specifications for the membrane equipment procurement.
- Site Planning and Preparation
 - In December, HDR issued a geotechnical report for the demolition of the existing WWTP facilities.

- HDR and the PMO are preparing a draft stormwater management plan for interim improvements at the plant that is anticipated to be completed in March. Additional investigation is in progress to support the evaluation.
- In February, HDR developed a preliminary memo and site demo plan identifying the existing facilities for demolition.
- WWTP Studies
 - Odor Study: Initiated the development of site odor criteria and atmospheric dispersion modeling for existing and new WWTP facilities to understand the requirements and impacts of odor criteria targets.
 - Supervisory Control and Data Acquisition (SCADA) Master Plan: Work related to the WWTP SCADA system is underway and discussions pertaining to integrating the collection system and WWTP SCADA systems into one central location have started.
 - WWTP Bio-Solids Study: The Draft Master Plan was completed and will remain in draft format to allow for revisions as the new WWTP project progresses.

WWTP Immediate Action Projects Package #1 (IAP1)

- Monterey Mechanical continued installation activities for the gravity thickener systems, which included piping and electrical installation and demolition of piping within Gravity Thickener No. 2 (GT2), and started rehabilitation work within GT2. The contractor began testing the sludge pumps and grinder No. 2.
- The PMO Change Management Board approved the following change requests:
 - Change Request No. 1 (-\$83,910): Wonderware Equipment Modifications
 - Change Request No. 2 (-\$28,722): Centrifuge Hoist Beams and Monorail Modifications
 - Change Request No. 3 (+\$899,723 credit): Secondary Clarifier Scope Modifications

These change orders are within the contingency amount and, therefore, will not go to the San Mateo City Council for approval.

WWTP Immediate Action Projects Package #2 (IAP2)

- In February 2017, a Request for Proposal (RFP) was issued to three firms, who were involved with the original design. Two of the three firms submitted proposals for the final design phase. Montgomery Watson Harza Constructors (MWH) was selected to complete the work.

State Revolving Fund (SRF) Application

- In December, the PMO completed the SRF application drafts and held workshops for internal staff review. The WWTP technical package was revised to include the site preparation construction activities.
- The SRF technical, environmental, and financial package applications for the WWTP Upgrade and Expansion Project (Segment 1) were submitted in January 2017.

Environmental and Permitting

- In December, the PMO worked with the Regional Water Quality Control Board (RWQCB) to prepare and submit letters of support to the SRF.
- In December, the PMO prepared draft SRF Environmental Packages for the WWTP.
- On January 24, 2017, the PMO met with the U.S. Environmental Protection Agency (EPA) staff to discuss the Clean Water Program and upcoming grant opportunities.
- In February, the PMO met with the RWQCB to discuss renewal of the National Pollutant Discharge Elimination System (NPDES) permit.

Joint Powers Authority (JPA) Agreement

- Staff and legal counsel from the City of San Mateo and EMID have been in negotiations to discuss revisions to the current JPA Agreement between the City of San Mateo and EMID. The Agreement has been amended to include language defining the cost share between the two cities for the WWTP Expansion Project improvements.

Scheduled Activities: March through May 2017

The following activities are expected to occur during the next reporting period:

Construction Manager at Risk (CMAR)

- On March 22, a workshop was scheduled to collaborate with Sundt on the following activities: demolition of existing facilities, excavation/pre-loading, commissioning and start up of the preliminary plan and schedule, and Membrane Bio Reactor (MBR) procurement bid package.

WWTP Nutrient Removal and Wet Weather Flow Management Upgrade and Expansion Project (WWTP Expansion Project)

- Finalization of the conceptual planning report for the WWTP Secondary Treatment Facilities is anticipated by the end of March.
- WWTP Security Standards: A kick-off meeting was held on March 29 to review the existing WWTP vulnerabilities, industry standards for security at WWTPs, and future security for the San Mateo WWTP.
- Electrical Master Plan: The final Electrical Master Plan report is anticipated to be complete in April.
- Wastewater Characterization Sampling: Additional wastewater characterization sampling and data analysis will take place in the next quarter to refine and finalize the process model.
- Membrane Bio Reactor (MBR): The membrane procurement bid package is anticipated to be finalized by the end of March.
- Site Planning and Preparation:
 - On March 22, a review workshop was held to review the draft stormwater management plan.
 - Finalize HDR's memo pertaining to the demolition of the existing facilities and proceed with the development of preliminary demolition plans.
 - Review HDR's proposal for the Soil and Groundwater Management Plan.
- Administration Building: Incorporate input received at review workshops and update and finalize the programming. Another workshop was held on March 15 to review the draft floor plans.

WWTP Immediate Action Projects Package #1 (IAP1)

- Construction will continue on the electrical system and internal and external piping for the gravity thickening system No. 2, and start-up testing will be performed.
- Major equipment deliveries for the Plant Control System (PCS) are anticipated.

Environmental and Permitting

- Continue permitting group coordination with San Mateo's Planning Department

JPA Agreement

- A composite percentage for the cost share of the WWTP Improvements has been agreed upon between the staff and legal counsel from the Cities of Foster City and San Mateo. A draft Amended Agreement is scheduled to be brought forward for consideration to San Mateo's and EMID's respective City Council/Board of Directors on April 17, 2017.

FISCAL IMPACT

There is no fiscal impact associated with this quarterly update.



DATE: April 3, 2017

TO: Mayor and Members of the City Council

VIA: Kevin M. Miller, City Manager

FROM: Doris L. Palmer, Communications Director/City Clerk

SUBJECT: APPOINTMENT OF FIVE MEMBERS TO THE AD HOC CITIZENS
EDUCATION FACILITIES COMMITTEE

RECOMMENDATION

It is recommended that the City Council interview and by minute order consider the appointment of five (5) citizens to the Ad Hoc Citizens Education Facilities Committee.

BACKGROUND

At the February 21, 2017 City Council meeting, the City Council adopted City Resolution No. 2017-14 establishing the Ad Hoc Citizens Education Facilities Committee and approving its policy statement and purpose to review and provide comments regarding the San Mateo-Foster City School District's plan to redevelop Charter Square Shopping Center as its new school site.

The following ten residents (listed in alphabetical order) submitted applications:

- Evan Adams
- Fred Baer
- G. Grant Cherrington
- Robert J. Fitzgerald
- Zheng Andy Liu
- Thomas May
- Scott Miles
- Rosemary Omron
- Charlie Royce
- Julie Murphy Scanlon

A notice of vacancies to fill openings on the Ad Hoc Citizens Education Facilities Committee was advertised in the local newspapers, posted, and displayed on FCTV for approximately three (3) weeks as one component of an extensive Communications Outreach Plan (Attachment 2). Applications were received from the above-mentioned citizens. Each individual seeking appointment to the Ad Hoc Citizens Education Facilities Committee has submitted an application prior to the 5:00 p.m. March 7, 2017 deadline. At tonight's City Council meeting, the applicant has an opportunity to address the City Council. All applicants have been invited to tonight's meeting.

Applicants Thomas May and Julie Murphy Scanlon have indicated they are unable to attend the April 3, 2017 City Council meeting due to previous obligations.

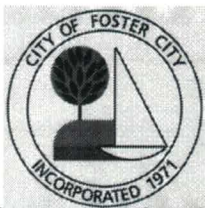
The Ad Hoc Citizens Education Facilities Committee will set meeting dates and frequency at their initial meeting of 2017 tentatively scheduled for April or May.

FISCAL IMPACT

There is no fiscal impact.

Attachments

- Attachment 1 - Applications
- Attachment 2 - Communications Outreach Plan and Press Release
- Attachment 3 - City Resolution No 2017-14



COMMITTEE/COMMISSION

Application for Appointment
By City Council/Board of Directors

CITY OF FOSTER CITY/
EMID

17 MAR -7 PM 3:39

RECEIVED

Communications/City Clerk Department
610 Foster City Boulevard
Foster City, CA 94404
(650) 286-3250
(650) 286-2553 (fax)

5:00 P.M. THURSDAY,
DECEMBER 8, 2016
DEADLINE FOR FILING:
For more information visit our Web Site at www.fostercity.org

Please type or print in **BLACK INK ONLY**

Date: 3-7-2017 Committee or Commission for Which Application is Filed: Ad-Hoc Education Facilities Committee

Name: Evan Adams E-mail Address: evanandrewadams@gmail.com

Present Street Address: 181 Shooting Star Isle, Foster City CA 94404

Home Phone: cell: 415-269-5850 How long have you lived in Foster City? 8 months, grew up in San Mateo County

What is your occupation? Vice President in Architectural Sales & Marketing

Employer's Name: Western Floor Service, Inc.

Employer's Address: 19201 Sonoma Hwy #260 Sonoma CA 95476

Phone: 707-938-9024 Your Present Position: VP Length of Employment? 10+ years

Self Employed:

Name and Description of Business: _____

Address: _____ Phone: _____

Length of Ownership: _____

Have you ever served on a public board, committee or commission? no

If yes, please explain (limit to 498 characters):

Do you have any relatives presently employed by the city or serving in any official capacity? no

If yes, please give names(s) and relationship (limit to 415 characters):

Please list names of any community organizations or activities to which you belong or in which you have participated, including dates of participation and offices held, if any:

CASH - Coalition for Adequate School Housing, 10+ years, associate member. (SM-FC SD is also a member)

Please list individuals who are well acquainted with your personal and/or professional qualifications

Heather Zimmerman	181 Shooting Star Isle Foster City	attorney	530-219-2046
Name	Address	Occupation	Phone
Bruce Adams	18113 California Court Sonoma CA 95476	boss & water district board member	415-269-0123
Name	Address	Occupation	Phone
Aaron Wilensky	141 N Arden Blvd Los Angeles CA 90004	attorney	310-467-5911
Name	Address	Occupation	Phone

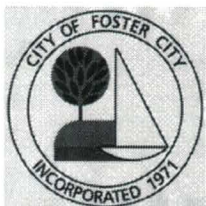
Please state reasons and objectives for desiring to become a member of this committee/commission (limit to 2,050 characters):

I work in sports flooring marketing and distribution in the architecture, engineering and design trade. In that role I work with architects, school district officials and facility managers. I desire to become a member of this committee because I often see, even in my little slice of school construction, small mistakes and vagaries in planning that cost schools far too much during construction. As a local, I would like to see Foster City avoid such mistakes. Should I be lucky enough to have children someday, they might be local to this school and I want them to be safe.

If placed on the committee my objectives would be first to help focus the group towards the creation of a healthy, safe, and constructive learning environment. Secondly, I would like to see the group encourage Foster City to make sound and wise decisions. Facilities are one item where long term planning can pay financial dividends in the future. Often a little extra time now spent on Pre-DSA items can pay off with less change orders and costs later. Thirdly, I'd like to see facilities delivered using safe & non-controversial delivery methods. I personally feel any delivery method that falls under the purview of AB566 is unwise at this time until that law is more settled as it does result in higher costs to owners. Finally, I'm a community lead on Nextdoor.com for Central Foster City. I'd like to help & see the committee reach out to that group on-line & I think I can help facilitate that.

While I work in this field, I do not have any interests in this project. The San Mateo- Foster City School District is not a current customer. I have not had any prior contact with the design team on this project. In 2011 my products were not used but they were specified by WLC Architects on the project: DSA File/Application No 01-111496 "The Foster City Elementary School Modernization and New Construction" located at 641 Beach Park Blvd., Foster City CA.

I would love the opportunity to serve this community I now call home. I'm a young professional and we are planting our roots here in Foster City for the future. Thank you for the opportunity to serve.



COMMITTEE/COMMISSION

Application for Appointment
By City Council/Board of Directors

CITY OF FOSTER CITY/
EMID

MAR -7 PM 1:34

RECEIVED

Communications/City Clerk Department
610 Foster City Boulevard
Foster City, CA 94404
(650) 286-3250
(650) 286-2553 (fax)

5:00 P.M. TUESDAY,
DEADLINE FOR FILING: MARCH 7, 2017
For more information visit our Web Site at www.fostercity.org

Please type or print in **BLACK INK ONLY**

Date: March 6, 2017 Committee or Commission for Which Application is Filed: Ad Hoc Citizens Education Facilities Committee

Name: Fred Baer E-mail Address: frdbaer@aol.com

Present Street Address: 853 Vega Circl

Home Phone: 650.345.4114 How long have you lived in Foster City? _____

What is your occupation? College Public Relations/Marketing; TV producer

Employer's Name: San Mateo County Community College District/College of San Mateo

Employer's Address: 1700 W.Hillsdale Blvd., San Mateo

Phone: 650.574.6237 Your Present Position: PR/Sports Info Dir. Length of Employment? 50 years

Self Employed:

Name and Description of Business: _____

Address: _____ Phone: _____

Length of Ownership: _____

Have you ever served on a public board, committee or commission? Yes

If yes, please explain (limit to 498 characters):

Foster City Education and Education Facilities Committees member and past chair (starting in 1977)
Foster City Parks and Recreation Committee, member and past chair
San Mateo County Veteran's Commission member
San Mateo Foster City School District Measure X Oversight Committee

Do you have any relatives presently employed by the city or serving in any official capacity? No

If yes, please give names(s) and relationship (limit to 415 characters):

Please list names of any community organizations or activities to which you belong or in which you have participated, including dates of participation and offices held, if any:

USA Track & Field Pacific Association Past President; Current Men's Track & Field Chair

Inducted into sports halls of fame: San Mateo County/Silicon Valley Sports Hall of Fame,

California Community College Football Coaches Association Hall of Fame,

California Community College Men's Basketball Coaches Association Hall of Fame,

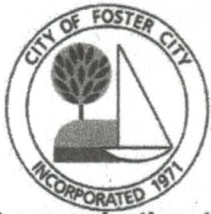
California Community College Athletic Directors Association; also CCC Sports Information Assn.

Please list individuals who are well acquainted with your personal and/or professional qualifications

Jackie Speier	San Mateo	Congresswoman	650.342.0300
Name	Address	Occupation	Phone
Charlie Bronitsky	Foster City	Councilmember/Mayor	2863504
Name	Address	Occupation	Phone
Herb Perez	Foster City	Councilmember/Past Mayor	2863502
Name	Address	Occupation	Phone

Please state reasons and objectives for desiring to become a member of this committee/commission (limit to 2,050 characters):

To continue working for the education and facilities interests of Foster City residents, as demonstrated by my ongoing involvement in these endeavors since 1977.



COMMITTEE/COMMISSION

Application for Appointment
By City Council/Board of Directors

CITY OF FOSTER CITY/
EMID

17 MAR -6 PM 3:57

RECEIVED

Communications/City Clerk Department
610 Foster City Boulevard
Foster City, CA 94404
(650) 286-3250
(650) 286-2553 (fax)

5:00 P.M. TUESDAY,

DEADLINE FOR FILING: MARCH 7, 2017

For more information visit our Web Site at www.fostercity.org

Please type or print in **BLACK INK ONLY**

Date: 3/3/2017 Committee or Commission for Which Application is Filed: Ad Hoc Citizens Education Facilities Committee

Name: G. Grant Cherrington E-mail Address: ggcherrington@gmail.com

Present Street Address: 859 Burling Drive Foster City

Home Phone: 650-574-7449 How long have you lived in Foster City? 30+ years

What is your occupation? Professional Engineer (Civil)

Employer's Name: Retired

Employer's Address: NA

Phone: NA Your Present Position: NA Length of Employment? NA

Self Employed:

Name and Description of Business: Cherrington Consulting Engr

Address: 859 Burling Drive Foster City Phone: 650-576-4075

Length of Ownership: 10+ years

Have you ever served on a public board, committee or commission? Yes.

If yes, please explain (limit to 498 characters):

- 2011-Present. A member of Engineers Without Borders - (a non-profit group of volunteers doing pro-bono engineering and construction primarily in Third World countries). Projects consist primarily of medical clinics, water supply projects, and small bridges.

Do you have any relatives presently employed by the city or serving in any official capacity? No

If yes, please give names(s) and relationship (limit to 415 characters):

Please list names of any community organizations or activities to which you belong or in which you have participated, including dates

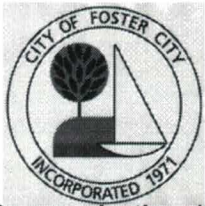
- 2016 - Present. A consultant to the Buildings and Grounds Committee for Saint Ambrose Church located in Foster City. I research and report on different building and maintenance topics that the Committee wants studied e.g. type and location of new lights, washroom facilities etc.
- 2011 - Present. A member of Engineers Without Borders - (a non-profit group of volunteers doing pro-bono engineering and construction primarily in Third World countries). Projects consist primarily of medical clinics, water supply projects, and small bridges.
- 2016 - 2017 - Vice-President of the Executive Committee of Engineers without Borders.

Please list individuals who are well acquainted with your personal and/or professional qualifications

Name	Address	Occupation	Phone
Rev. D. Ota	St Ambrose Church	Minister	650-574-1365
H. McGinley	1211 Beach Pk. Blvd	College Professor	415-987-7366
R. Cherrington	1024 Gull Av	Bank Executive	650-703-6099

Please state reasons and objectives for desiring to become a member of this committee/commission (limit to 2,050 characters):

- I am a longtime resident of Foster City and am concerned about supplying proper educational facilities for my grandchildren who also reside in Foster City. Education of our children is extremely important!
- I also am a Registered Professional Engineer in the State of California and have over 40 years of engineering and construction experience. As such, I believe that I am in a unique position to make a valuable contribution to the design of the Charter Square School.
- I also have an M.A. in Cultural Anthropology which may help me to deal with citizens' concerns about the building of a new school at Charter Square.



COMMITTEE/COMMISSION
Application for Appointment
By City Council/Board of Directors

CITY OF FOSTER CITY/
EMID

17 MAR -7 PM 1:09

RECEIVED

Communications/City Clerk Department
610 Foster City Boulevard
Foster City, CA 94404
(650) 286-3250
(650) 286-2553 (fax)

5:00 P.M. TUESDAY,
DEADLINE FOR FILING: MARCH 7, 2017
For more information visit our Web Site at www.fostercity.org

Please type or print in **BLACK INK ONLY**

Date: March 6, 2017 Committee or Commission for Which Application is Filed: Ad Hoc Citizens Education Facilities Committee

Name: Robert J. Fitzgerald E-mail Address: jsafitz@sbcglobal.net

Present Street Address: 1387 Halibut Street, Foster City, CA 94404

Home Phone: 650 574 8644 How long have you lived in Foster City? 45 years

What is your occupation? Retired

Employer's Name: _____

Employer's Address: _____

Phone: _____ Your Present Position: _____ Length of Employment? _____

Self Employed:

Name and Description of Business: _____

Address: _____ Phone: _____

Length of Ownership: _____

Have you ever served on a public board, committee or commission? Yes

If yes, please explain (limit to 498 characters):

Two years- F.C. Bldg Code Committee
7.5 years- F.C. Planning Commission- Chairman 5 years
8 years-F.C. City Council - Mayor 2 years
2 years-San Mateo County Transportation Commission-Chairman 2 years

Do you have any relatives presently employed by the city or serving in any official capacity? No

If yes, please give names(s) and relationship (limit to 415 characters):

Please list names of any community organizations or activities to which you belong or in which you have participated, including dates of participation and offices held, if any:

Please list individuals who are well acquainted with your personal and/or professional qualifications

Rick Wykoff	704 Ranger Circle	Retired	465-2157
Name	Address	Occupation	Phone
Jim Hardy	1122 Blythe	Retired	345-3989
Name	Address	Occupation	Phone
Kevin Miller	600 F.C. Blvd.	City Manager	286-3220
Name	Address	Occupation	Phone

Please state reasons and objectives for desiring to become a member of this committee/commission (limit to 2,050 characters):

I believe that the formation of an Ad Hoc citizens education facilities committee can be a positive step in assisting the City Council in improving the communications between the City of Foster City and the SM/FC Elementary School Board.

Although the SM/FC school board has held public information meetings to discuss, in general, the potential development of the Charter Square site, there has not been a forum in which specific issues and questions regarding the planning and design has been addressed.

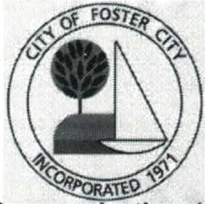
I believe that there needs to be an effort to solicit input on the project from a wide variety of individual citizens of Foster City, especially those who live in the near proximity to the proposed site and will be directly affected by the day to day operations of a new school in their neighborhood. I also believe that input from the FC police and fire departments, as well as the City's traffic engineering department is critical in addressing the effects of school traffic on the surrounding neighborhood.

On past school projects developed in the City, input into the design process has been limited. It would be my intention as an Ad Hoc committee member to solicit citizen input and comments, along with comments from City agencies and to coalesce the results into a form which would encourage the SM/FC school board to address the findings in the planning and design phase of this project.

As a Mayor and City Council member, I have been able to work successfully with past SM/FC school boards in representing the needs of the City and would look forward to assisting this City Council in the successful development of this school site.

Please note, no attachments to this form will be accepted.

CITY OF FOSTER CITY/
EMID



COMMITTEE/COMMISSION

Application for Appointment
By City Council/Board of Directors

17 MAR -7 PM 2:51

RECEIVED

Communications/City Clerk Department
610 Foster City Boulevard
Foster City, CA 94404
(650) 286-3250
(650) 286-2553 (fax)

5:00 P.M. TUESDAY,

DEADLINE FOR FILING: MARCH 7, 2017

For more information visit our Web Site at www.fostercity.org

Please type or print in **BLACK INK ONLY**

Date: 3/7/2015 Committee or Commission for Which Application is Filed: Ad Hoc Citizens Education Facilities Committee

Name: Zheng "Andy" Liu E-mail Address: andliu@ucdavis.edu

Present Street Address: 105 beach park blvd, Foster City, CA 94404

Home Phone: 650-475-6289 How long have you lived in Foster City? 2.5 years

What is your occupation? Intellectual property attorney

Employer's Name: Haynes Boone LLP

Employer's Address: 525 University Ave Suite 400, Palo Alto, CA 94301-1918

Phone: (t) 650.687.8805 Your Present Position: Attorney Length of Employment? 2 years

Self Employed:

Name and Description of Business: _____

Address: _____ Phone: _____

Length of Ownership: _____

Have you ever served on a public board, committee or commission? Association of Chinese Students and Scholars at UC Davis

If yes, please explain (limit to 498 characters):

I served as a managing member of the Association of Chinese Students and Scholars at UC Davis, where I studied law.

I have also worked with Sonalo Public Defender's office, San Mateo Legal Aid Society and California Lawyers for the Arts to represent, pro bono, low income individuals in criminal proceedings, landlord-tenant disputes, restraining orders against physical abusers, immigration proceedings before the Dept. of Homeland Security.

Do you have any relatives presently employed by the city or serving in any official capacity? No

If yes, please give names(s) and relationship (limit to 415 characters):

Please list names of any community organizations or activities to which you belong or in which you have participated, including dates of participation and offices held, if any:

Solano county public defender's office (2010-2011)

San Mateo Legal Aid Society (2011-pres.);

California Lawyers for the Arts (2013-2013)

Association of Chinese Students and Scholars at UC Davis (2009-2011)

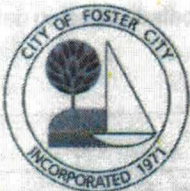
Please list individuals who are well acquainted with your personal and/or professional qualifications

Yu Liu	575 Market St Suite 3050, San Francisco, CA 94105	Paralegal	415-819-5548
Name	Address	Occupation	Phone
Nick Martini	525 University Ave Suite 400 Palo Alto, CA 94301-1918	Attorney	650-687-8829
Name	Address	Occupation	Phone
Clinton H. Neagley	1850 Research Park Drive, Suite 100 Davis, California 95618-6134	Associate Director	(530) 754-8720
Name	Address	Occupation	Phone

Please state reasons and objectives for desiring to become a member of this committee/commission (limit to 2,050 characters):

17 MAR -7 PM 4:37

RECEIVED



COMMITTEE/COMMISSION

Application for Appointment
By City Council/Board of Directors

Communications/City Clerk Department
610 Foster City Boulevard
Foster City, CA 94404
(650) 286-3250
(650) 286-2553 (fax)

5:00 P.M. TUESDAY,

DEADLINE FOR FILING: MARCH 7, 2017

For more information visit our Web Site at www.fostercity.org

Please type or print in **BLACK INK ONLY**

Date: 3-7-17 Committee or Commission for Which Application is Filed: Ad Hoc Citizens Education Facilities Committee

Name: Thomas May E-mail Address: strategy50@gmail.com

Present Street Address: 312 Bowfin Street, Foster City, CA 94404

Home Phone: 650 393 3710 How long have you lived in Foster City? 25 years

What is your occupation? Sales Consultant & Business Owner

Employer's Name: _____

Employer's Address: _____

Phone: _____ Your Present Position: _____ Length of Employment? _____

Self Employed:

Name and Description of Business: Energy Management Project Developer

Address: 312 Bowfin Street Phone: 650 349 0602

Length of Ownership: 2 years

Have you ever served on a public board, committee or commission? No

If yes, please explain (limit to 498 characters):

Do you have any relatives presently employed by the city or serving in any official capacity? No

If yes, please give names(s) and relationship (limit to 415 characters):

Please list names of any community organizations or activities to which you belong or in which you have participated, including dates of participation and offices held, if any:

None

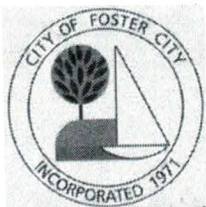
Please list individuals who are well acquainted with your personal and/or professional qualifications

Linda Koelling	Foster City	Former Mayor FC	650 464 2479
Name	Address	Occupation	Phone
Kevin Jensen	Foster City	Contractor	650 740 3994
Name	Address	Occupation	Phone
Jeannine Leflour	Foster City	Online Systems	408 307 3222
Name	Address	Occupation	Phone

Please state reasons and objectives for desiring to become a member of this committee/commission (limit to 2,050 characters):

My Father In Law Bob Field is my inspration. I am interested in getting more involved in FC community events and activities to give back to the community that has give me so much. We have raised great kids thanks to the wonderful city.

Please note, no attachments to this form will be accepted.



COMMITTEE/COMMISSION

Application for Appointment
By City Council/Board of Directors

CITY OF FOSTER CITY/
EMID

17 MAR -7 PM 4: 03

RECEIVED

Communications/City Clerk Department
610 Foster City Boulevard
Foster City, CA 94404
(650) 286-3250
(650) 286-2553 (fax)

5:00 P.M. TUESDAY,

DEADLINE FOR FILING: MARCH 7, 2017

For more information visit our Web Site at www.fostercity.org

Please type or print in **BLACK INK ONLY**

Date: March 6, 2017 Committee or Commission for Which Application is Filed: Ad Hoc Citizens Education Facilities Committee

Name: Scott Miles E-mail Address: scottmiles67@gmail.com

Present Street Address: 1110 Forrestal Lane

Home Phone: 650-349-3977 How long have you lived in Foster City? 47 years

What is your occupation? Library Aide, Foster City Public Library

Employer's Name: San Mateo County

Employer's Address: 555 County Center, 4th Fl, Redwood City, CA 94063

Phone: 650-363-4777 Your Present Position: Library Aide Length of Employment? 2 years

Self Employed:

Name and Description of Business: _____

Address: _____ Phone: _____

Length of Ownership: _____

Have you ever served on a public board, committee or commission? No

If yes, please explain (limit to 498 characters):

Do you have any relatives presently employed by the city or serving in any official capacity? No

If yes, please give names(s) and relationship (limit to 415 characters):

Please list names of any community organizations or activities to which you belong or in which you have participated, including dates of participation and offices held, if any:

Please list individuals who are well acquainted with your personal and/or professional qualifications

Jim Cattarin		Handyman	773-372-9078
Name	Address	Occupation	Phone
Evie Diaz		Library Assistant	650-574-4842
Name	Address	Occupation	Phone
David Zarubin		Consultant	408-375-3057
Name	Address	Occupation	Phone

Please state reasons and objectives for desiring to become a member of this committee/commission (limit to 2,050 characters):

I have been a resident of Foster City since 1970. Since 1975 I have lived in my current home in Harborside which is directly across the intersection from Charter Square. I literally grew up playing, shopping and eating at Charter Square. And as I don't plan on living anywhere else, the shopping center itself and its destiny are greatly important to me. In fact, I started becoming a regular attendee of council meetings when the center's redevelopment became an issue and became a bit hooked on city government. Though personally I prefer a school not be built on the land, I want what is best for our city and would like to be involved in any way I can to see that happen.

I believe being involved with this committee would be a great education in the matter and my mind is open enough that hearing various opinions and seeing what is actually being planned could change my view. As passionate as I am about the future of Charter Square, I would hope that my opinion could be meaningful as well.



Communications/City Clerk Department
610 Foster City Boulevard
Foster City, CA 94404
(650) 286-3250
(650) 286-2553 (fax)

COMMITTEE/COMMISSION

Application for Appointment
By City Council/Board of Directors

CITY OF FOSTER CITY/
EMID

17 FEB 23 AM 10:04

RECEIVED

5:00 P.M. TUESDAY,

DEADLINE FOR FILING: MARCH 7, 2017

For more information visit our Web Site at www.fostercity.org

Please type or print in **BLACK INK ONLY**

Date: 2/23/17 Committee or Commission for Which Application is Filed: Ad Hoc Citizens Education Facilities Committee

Name: Rosemary Omron E-mail Address: rosemaryomron@gmail.com

Present Street Address: 707 Matsonia Drive

Home Phone: 650-438-3106 How long have you lived in Foster City? on & off since 1979

What is your occupation? former teacher/educator

Employer's Name: Sunnyvale School District/ Foster City-San Mateo School District-currently Self Employed

Employer's Address: _____

Phone: _____ Your Present Position: _____ Length of Employment? _____

Self Employed:

Name and Description of Business: Edward Omron MD INC/ Omron Aesthetic Laser Institute-Medical Practice & Med Spa

Address: 18525 Sutter Blvd Suite 180 Morgan Hill Phone: 408-778-7011

Length of Ownership: 5 years

Have you ever served on a public board, committee or commission? Yes

If yes, please explain (limit to 498 characters):

In the early 1990's I served on the Education Committee for the city of Foster City. Our goal was to work with local schools in Foster City and see how we can supplement services they provide. Additionally if they had any issues that we could address and work with them on we did. Finally, we provided mentoring services to high school students wanting to enter the workforce after highschool. Our most important event was a mock interview series and help with resume writing.

Do you have any relatives presently employed by the city or serving in any official capacity? NO

If yes, please give names(s) and relationship (limit to 415 characters):

Please list names of any community organizations or activities to which you belong or in which you have participated, including dates of participation and offices held, if any:

While at CSM, in preparation for becoming a teacher, I volunteered at Foster City School in various kindergarten classroom.

I also coached AYSO soccer for 4 years and went on to coach again when I became a mother for my son's teams.

Please list individuals who are well acquainted with your personal and/or professional qualifications

Rena Provencio		Real Estate Agent	650-219-7404
Name	Address	Occupation	Phone
Natalie Harris		Manager @ Expeditors	650-392-9900
Name	Address	Occupation	Phone
Nicole D'Acquisto		Physical Therapist	650-483-4667
Name	Address	Occupation	Phone

Please state reasons and objectives for desiring to become a member of this committee/commission (limit to 2,050 characters):

As I have stated previously, I have lived in Foster City on and off since 1979, moving here when I was 5. Since then college, my husband being the military, have taken me away from here for a period of time. However we decided that it would be a great place to raise our children and thus we have moved back permanently about 10 years ago. I have seen Foster City grow and change dramatically over the years and cannot understand why another school is such an issue. I have read the articles and listened to the "issues" impeding a new school. However I see buildings popping up left and right and housing being built at dramatic speeds, yet no one chooses to think about the consequences of all this growth. I would love to see students basic needs meet and that requires smaller school communities. My middle child was at Brewer Island for a short period of time. During that time he was diagnosed with Autism Spectrum Disorder and the FC/SM school district would not give him the services he needed. He was brushed off as a child with behavior problems. I honestly believe it was because the district is overwhelmed with so many other issues that he got swept under the rug. I feel that with smaller school communities that the administrators at the schools will better be able to help students who may slip through the cracks, especially those families who do not have the means to help their child if the schools won't. I do not understand with all the development that has happened in Foster City, why building a new school has taken so long and faced with so much opposition by the whoever is making this process take so long. My hope is that being a member on this committee I can help make this new school come to fruition and other students won't have to suffer like mine did.

Please note, no attachments to this form will be accepted.



COMMITTEE/COMMISSION

Application for Appointment
By City Council/Board of Directors

CITY OF FOSTER CITY/
EMID

17 MAR -7 PM 4:46

RECEIVED

Communications/City Clerk Department
610 Foster City Boulevard
Foster City, CA 94404
(650) 286-3250
(650) 286-2553 (fax)

5:00 P.M. TUESDAY,
DEADLINE FOR FILING: MARCH 7, 2017
For more information visit our Web Site at www.fostercity.org

Please type or print in **BLACK INK ONLY**

Date: 3/2/17 Committee or Commission for Which Application is Filed: Ad Hoc Citizens Education Facilities Committee
Name: CHARLIE ROYCE E-mail Address: CROYCE@CPCEWEB.ORG
Present Street Address: 830 CASTOR ST. FOSTER CITY
Home Phone: 650-572-0644 How long have you lived in Foster City? 8 25 YEARS
What is your occupation? DIRECTOR OF CHURCH ADMINISTRATION
Employer's Name: CENTRAL PENINSULA CHURCH
Employer's Address: 1005 SHELL BLVD. FOSTER CITY
Phone: 650-349-1132 Your Present Position: DIRECTOR OF CHURCH ADMINISTRATION Length of Employment? 15 YEARS

Self Employed:

Name and Description of Business: _____
Address: _____ Phone: _____
Length of Ownership: _____
Have you ever served on a public board, committee or commission? NO
If yes, please explain (limit to 498 characters): _____

Do you have any relatives presently employed by the city or serving in any official capacity? NO

If yes, please give names(s) and relationship (limit to 415 characters): _____

Please list names of any community organizations or activities to which you belong or in which you have participated, including dates of participation and offices held, if any:

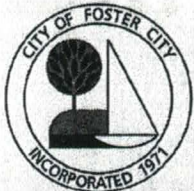
SAN MATEO HIGH SCHOOL DRAMA BOOSTERS 2008 - PRESENT

Please list individuals who are well acquainted with your personal and/or professional qualifications

MIKE SLY	1005 SHELL BLVD, FC	TECHNICAL DIRECTOR	650-349-1132
Name	Address	Occupation	Phone
DAVE VERGARA	1005 SHELL BLVD, FC	EXECUTIVE PASTOR	650-349-1132
Name	Address	Occupation	Phone
MIKE NORTHGATE	1005 SHELL BLVD., FC	ASSI- TO LEAD PASTOR	650-349-1132
Name	Address	Occupation	Phone

Please state reasons and objectives for desiring to become a member of this committee/commission (limit to 2,050 characters):

MY EMPLOYER AND I ARE VERY INTERESTED IN THE FUTURE OF CHARTER SAVANAH AND THE NEW SCHOOL.



COMMITTEE/COMMISSION 17 MAR -7 PM 12:33

Application for Appointment
By City Council/Board of Directors

RECEIVED

Communications/City Clerk Department
610 Foster City Boulevard
Foster City, CA 94404
(650) 286-3250
(650) 286-2553 (fax)

5:00 P.M. TUESDAY,

DEADLINE FOR FILING: MARCH 7, 2017

For more information visit our Web Site at www.fostercity.org

Please type or print in **BLACK INK ONLY**

Date: 3/7/17 Committee or Commission for Which Application is Filed: Ad Hoc Citizens Education Facilities Committee
Name: Julie Murphy Scanlon E-mail Address: julie.scanlon@sbcglobal.net
Present Street Address: 704 Bahama Lane, Foster City
Home Phone: 650 341 0493 How long have you lived in Foster City? 18 1/2 years
What is your occupation? Electrical Engineer
Employer's Name: Bechtel Construction Operations Inc.
Employer's Address: 50 Beale, San Francisco
Phone: 650 703 3986 Your Present Position: Supv. Engineer Length of Employment? 34.5 years
Self Employed: N/A

Name and Description of Business: _____

Address: _____ Phone: _____

Length of Ownership: _____

Have you ever served on a public board, committee or commission? yes

If yes, please explain (limit to 498 characters):

I have served on committees at every school my children have attended. This includes: Sea Breeze Preschool Board of Trustees, Treasurer; Foster City Elementary School - School Site Council; Bowditch Middle School - School Site Counsel and Music Boosters; San Mateo High School - School Site Counsel and Music Boosters - Hospitality Co Chairperson. SMFCSD - Measure L - Bond Oversight Committee, Chairperson. SMFCSD - Measure X Bond Oversight Committee - Chairperson. In addition I have worked with the SMFCSD on various Committees for policy review, equity, mission, report cards etc.

Do you have any relatives presently employed by the city or serving in any official capacity? No

If yes, please give names(s) and relationship (limit to 415 characters):

Please list names of any community organizations or activities to which you belong or in which you have participated, including dates of participation and offices held, if any:

Foster City Little League Baseball: Scorekeeper Coordinator - 2004 - 2008

Foster City AYSO : Score card coordinator 2009-2013

Foster City CERT (Community Emergency Response Team) 2016-present

Please list individuals who are well acquainted with your personal and/or professional qualifications

Eric Tandy	Moraga, CA	Bechtel Project Manager	925-963-1060
Name	Address	Occupation	Phone
Rosanne Wong	108 Beach Park Blvd, FC	Teacher	650 627 8888
Name	Address	Occupation	Phone
Laura Veglak	1409 Leeward Lane, FC	Electrical Engr/Teacher	650 740 9636
Name	Address	Occupation	Phone

Please state reasons and objectives for desiring to become a member of this committee/commission (limit to 2,050 characters):

"The San Mateo - Foster City School District educates and inspires students to live, lead, and learn with integrity and joy."

I strongly believe in the mission and vision of our elementary school district. I have worked diligently on various committees with the SMFC school district to ensure the primary focus is the children. I believe we must strive for equity such that all children get what they need. I know that "need" varies for each child and each school. The issue that needs to be addressed is overcrowding in our schools. This has to be solved in a fiscally responsible manner. I would be very honored to serve on the Ad Hoc Citizens Education Facilities Committee

Please note, no attachments to this form will be accepted.

Communications Outreach Plan

Project: [Ad Hoc Citizens Education Facilities Committee Openings](#)

Beginning Date: February 17, 2017

Project Manager: Doris/Priscilla

Completion Date: March 7, 2017

Communications Staff: Doris, Natasha, Olivia

Communications Hours:

Purpose

Recruitment of a final total of five new members to be part of a new Citizens Education Facilities Committee

Timeline/Important Dates

- City Council Meeting (direction re: committee): February 21, 2017
- Advertise for Applicants (min. 2 weeks): February 22 – March 7, 2017
- Application Deadline: March 7, 2017
- City Council Meeting (appointments): April 3, 2017
- First Meeting: April 24, 2017

Communication Plan

Date*	Team Member	Description/Deliverables	Deadline*	Notes	Done?
2/21/17	Priscilla	Islander (CMO)	2/22/17	Press Release	<input checked="" type="checkbox"/>
2/21/17	Priscilla	Examiner (CMO)	2/22/17	Press Release	<input checked="" type="checkbox"/>
2/21/17	Priscilla	Daily Journal (CMO)	2/22/17	Press Release	<input checked="" type="checkbox"/>
2/21/17	Priscilla	Foster City Website	2/22/17	Update homepage	<input checked="" type="checkbox"/>
2/21/17	Priscilla	Listserv – Press Release (CMO)	2/22/17	Press Release	<input checked="" type="checkbox"/>
2/21/17	Priscilla	Listserv – Council, Committee	2/22/17	Press Release	<input checked="" type="checkbox"/>
2/21/17	Priscilla	Listserv – Utilities (Mimi)	2/22/17	Press Release	<input checked="" type="checkbox"/>
2/21/17	Priscilla	Listserv – Planning (Becki)	2/22/17	Press Release	<input checked="" type="checkbox"/>
2/21/17	Communications	FCTV Bulletin Board/Slide	2/22/17	PowerPoint Slide	<input checked="" type="checkbox"/>
2/21/17	Communications	Digital Posting Board – Council Chambers	2/22/17	Flyer	<input checked="" type="checkbox"/>
2/21/17	Communications	Digital Posting Board – Parks & Rec	2/22/17	Flyer (Email to Tiffany)	<input checked="" type="checkbox"/>
2/21/17	Communications	City Social Media	Ongoing through 3/7/17	Nextdoor (1 post) Facebook (3 posts) Twitter (3 posts)	<input checked="" type="checkbox"/>
2/21/17	Communications	Department Social Media	2/22/17	Email PD, FD and Parks & Rec after first post on City Social Media	<input checked="" type="checkbox"/>
2/21/17	Priscilla	Council Clipboard	2/22/17	Press Release	<input checked="" type="checkbox"/>
2/21/17	Communications	Marquee	2/22/17		<input checked="" type="checkbox"/>
2/21/17	Communications	Foster City Current	Release - 3/1/17	March Issue – block item	<input checked="" type="checkbox"/>
2/21/17	Priscilla	Flyers & Applications	2/22/17	Placed at Library, City Hall lobby, Rec Center	<input checked="" type="checkbox"/>

2/21/17	Communications	Foster City Chinese American Association	2/22/17	Press Release w/ Application and Flyer (Email to Laura Zhu)	<input checked="" type="checkbox"/>
2/21/17	Communications	Baybasi	2/22/17	Press Release w/ Applications and Flyers	<input checked="" type="checkbox"/>
2/21/17	Communications	Foster City Association of Black Residents	2/22/17	Press Release w/ Applications and Flyers	<input checked="" type="checkbox"/>
2/21/17	Communications	Foster City Parents' Club	2/22/17	Press Release w/ Applications and Flyers	<input checked="" type="checkbox"/>
2/21/17	Communications	Filipino American Association of Foster City	2/22/17	Press Release w/ Applications and Flyers	<input checked="" type="checkbox"/>
2/21/17	Priscilla	Service Clubs – Rotary/Lions (Contact - Staff)	2/22/17	Press Release w/ Applications and Flyers	<input checked="" type="checkbox"/>
2/21/17	Communications	Youth Sports (Park & Rec Staff)	2/22/17	Press Release w/ Application and Flyer (Email to Oz)	<input checked="" type="checkbox"/>
2/21/17	Communications	Religious Organizations	2/22/17	Press Release w/ Applications and Flyers	<input checked="" type="checkbox"/>
2/21/17	Priscilla	Chamber of Commerce	2/22/17	Email Press Release and Application	<input checked="" type="checkbox"/>
2/21/17	Communications	Video	2/22/17	"We Want You" video – upload video to website (homepage)	<input checked="" type="checkbox"/>

*Date(s) may vary.

Action Items

Department: Communications/City Clerk

- ☒ Create Flyer
- ☒ Create PowerPoint Slide for Bulletin
- ☒ Draft Social Media Posts
- ☒ Create Marquee Graphic
- ☒ Draft block & create image for e-newsletter
- ☒ Review "We Want You" Video
- ☒ Create banner graphic for website
- ☒ Make copies of applications & flyers
- ☒ Create messaging for Committee Webpage
- ☒ Update committee webpage

Messaging

Foster City Current:

The City of Foster City is accepting applications for the newly formed **Ad Hoc Citizens Education Facilities Committee**, which will advise the Council regarding the San-Mateo Foster City School District's plan to redevelop Charter Square Shopping Center as its new school site. Applications are due by **5:00 p.m. on Tuesday, March 7, 2017**. Learn more [here](#).

Twitter:

Join the Ad Hoc Citizens Education Facilities Committee! Apply by 3/7 @ 5pm: ow.ly/jYRp309gGMs

Facebook:

Applications are being accepted for the Ad Hoc Citizens Education Facilities Committee until March 7, 2017 at 5:00p.m.! Any Foster City residents interested in advising the Council regarding the San Mateo-Foster City School District's plan to redevelop Charter Square Shopping Center as its new school site should consider applying. For more information, read more: <http://ow.ly/RxDx309gH0G>

Nextdoor:

Ad Hoc Citizens Education Facilities Committee - Apply today!

Citizens interested in reviewing, analyzing and advising the City Council regarding the San-Mateo Foster City School District's plan to redevelop Charter Square Shopping Center as its new school site should consider applying to the newly formed Ad Hoc Citizens Education Facilities Committee.

Applications are due by 5:00 p.m. on Tuesday, March 7, 2017 and are available at City Hall, by calling (650) 286-3250, or can be downloaded from the City's website at:

<http://www.fostercity.org/citygovernment/citizencommittees.cfm>

For more information please contact the Communications Director/City Clerk Doris Palmer at (650) 286-3252 or dpalmer@fostercity.org.

Committee Webpage:

On February 21, 2017, the City Council adopted City Resolution No. 2017-14 forming an Ad Hoc Citizens Education Facilities Committee. The purpose of this ad hoc committee is to create a citizen task force to review and provide comments regarding the San Mateo-Foster City School District's plan to redevelop Charter Square Shopping Center as its new school site. This ad hoc subcommittee was established with a dedicated function and limited duration. For more information on the Ad Hoc Citizens Education Facilities Committee, [click here](#).

If you are interested in joining the Ad Hoc Citizens Education Facilities Committee, please submit an [application](#) to the Communications/City Clerk Department at clerk@fostercity.org by 5:00 p.m., March 7, 2017. To be considered for a committee appointment, it is the policy of the City Council that all applicants attend the Council meeting in which their application will be considered. Attendance at this meeting is mandatory. The City Council will interview and formally appoint members to the Ad Hoc Citizens Education Facilities Committee at its regular meeting of Monday, April 3, 2017.



NEWS

Contact: Doris Palmer, Communications Director/City Clerk
(650) 286-3252
dpalmer@fostercity.org

FOR IMMEDIATE RELEASE

Ad Hoc Citizens Education Facilities Committee Openings

Foster City, CA: February 22, 2017 -- Looking for a way to serve your community and be involved?

The City of Foster City is looking for residents interested in serving its new Ad Hoc Citizens Education Facilities Committee! The purpose of this ad hoc committee is to create a citizen task force to review and provide comments regarding the San Mateo-Foster City School District's plan to redevelop Charter Square Shopping Center as its new school site.

Interested applicants are invited to **submit applications by 5:00 p.m. on Tuesday, March 7**. Applicants for the Ad Hoc Citizens Education Facilities Committee are required to attend the March 20, 2017 City Council meeting for consideration of final appointment.

Application forms are available at City Hall, by calling 286-3250 or can be downloaded from the City's website at www.fostercity.org. Return completed application forms to the Communications/City Clerk Department, City Hall, 610 Foster City Boulevard, Foster City, CA 94404 by 5:00 p.m. Tuesday, March 7, 2017 or email completed application to clerk@fostercity.org. For more information about any of the committees or the process, feel free to contact the Communications/City Clerk Doris Palmer at 286-3252 or dpalmer@fostercity.org.

Dated/Posted: February 21, 2017
Publish: Weekly through March 1, 2017

RESOLUTION NO. 2017-14

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF FOSTER CITY
ESTABLISHING THE AD HOC CITIZENS EDUCATION FACILITIES COMMITTEE

CITY OF FOSTER CITY

WHEREAS, one of the City Council Priority Focus Areas is Quality Schools and supporting the San Mateo-Foster City School District as it continues to provide great public schools to serve Foster City residents; and

WHEREAS, the City Council at its January 21, 2017 City Council Special Meeting discussed the formation of an Ad Hoc Citizens Education Facilities Committee to review and provide comments regarding the San Mateo-Foster City School District's plan to redevelop Charter Square as its new school site.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Foster City does hereby establish an Ad Hoc Citizens Education Facilities Committee and approves its policy statement as outlined in Exhibit A attached hereto and incorporated herein.

PASSED AND ADOPTED as a resolution of the City Council of the City of Foster City at the regular meeting held on the 21st day of February, 2017, by the following vote:

AYES: Councilmembers Hindi, Mahanpour, Pollard and Mayor Bronitsky

NOES: None

ABSENT: None

ABSTAIN: None



CHARLIE BRONITSKY, MAYOR

ATTEST:



DORIS L. PALMER, CITY CLERK

Councilmember Perez recused himself due to current litigation filed against the San Mateo-Foster City School District in which he is one of the named plaintiffs.

EXHIBITA

Policy Statement for Ad Hoc Citizens Education Facilities Committee

Statement of Purpose

The Ad Hoc Citizens Education Facilities Committee serves in an advisory capacity at the pleasure of the City Council. The Ad Hoc Citizens Education Facilities Committee shall advise the City Council regarding the San Mateo-Foster City School District's plan to redevelop Charter Square Shopping Center as its new school site.

Duration

The ad hoc committee shall exist at the discretion of the City Council or until the completion of the San Mateo-Foster City School District's plan, whichever comes first.

Membership

Ad hoc committee membership shall be five (5) in number. Additional ex-officio members of the ad hoc committee may be appointed at the discretion of the City Council. All five (5) members must be residents of Foster City. Ad hoc committee membership shall include diverse interests and appropriate expertise. To this end, ad hoc committee members shall be recruited through a combination of advertisement and invitation.

City Council and Staff Liaisons

The City Council shall appoint a City Council liaison to the ad hoc committee. The City Manager shall appoint a staff liaison to the ad hoc committee.

Ad Hoc Committee Organization and Procedures

The ad hoc committee shall select a chair and vice-chair. Duties of the chair and vice-chair shall be as stated in the City Municipal Code for Advisory Committees. Ad hoc committee procedures shall be conducted in accordance with Robert's Rules of Order and the City Municipal Code for Advisory Committees.

Meetings

The ad hoc committee shall establish a meeting schedule. It should meet at least monthly, but can meet more frequently if necessary.



DATE: April 3, 2017

TO: Mayor and Members of the City Council

VIA: Kevin M. Miller, City Manager

FROM: Curtis Banks, Community Development Director
Leslie Carmichael, Consulting Planner

SUBJECT: GENERAL PLAN ANNUAL REPORT FOR 2016

RECOMMENDATION

It is recommended that the City Council, by minute order, accept the General Plan Annual Report for 2016.

EXECUTIVE SUMMARY

Government Code Section Government Code 65400 requires that the legislative body of each city receive an annual report on the status of the General Plan and its implementation. The attached General Plan Annual Report provides a brief summary of the status of the General Plan and the implementation programs contained in each General Plan Element (Attachment 2).

The Planning Commission recommended that the City Council accept the General Plan Annual Report at their meeting on March 16, 2017 (Attachment 1).

BACKGROUND

Government Code Section Government Code 65400 requires that the legislative body of each city receive an annual report on the status of the General Plan and its implementation. The General Plan Annual Report is then forwarded to the California Office of Planning and Research and the Department of Housing and Community Development. The Government Code also includes specific requirements for information about the status of housing element programs and progress in meeting the

Regional Housing Need Allocations issued by the Association of Bay Area Governments (ABAG).

Several grant programs require that the City show compliance with the annual reporting requirements, including but not limited to One Bay Area Grant (OBAG) transportation grants and Housing Related Parks Program (HRRP) Grants.

ANALYSIS

The attached Tables comprise the General Plan Annual Report and provide a brief summary of the status of the General Plan and the implementation programs contained in each General Plan Element. The status of the Housing Element implementation is contained on separate forms provided by the Department of Housing and Community Development. (Note: At the direction of the Department of Housing and Community Development, for the 2015 Annual Report, staff included housing units permitted in both 2014 and 2015 in "Year 1" of the 2015-2023 time period for the Regional Housing Needs Assessment (RHNA) since these units were or will be completed in 2016 and later.)

Highlights of accomplishments in implementation of General Plan programs (with references in parentheses to the particular implementation program) in 2016 include:

- Land Use and Circulation Element Update and Climate Action Plan were adopted by the City Council on February 1, 2016. (LUC)
- The City implemented Foster City Access/SeeClickFix, a citizen reporting tool that allows for ease of communication with the City. (LUC-A-3-a)
- Promotion of community events and other communications were expanded through:
 - Expanded City presence on social media channels such as YouTube, Instagram, Twitter and Facebook.
 - Monthly e-newsletters with updates on City events, activities and projects as well as local business community news to approximately 9,000 subscribers. (LUC-A-3-a, PC-y, S-E-1-a & b)
- In March 2016 the City held a Business Roundtable Meeting to discuss a framework of challenges and opportunities currently facing our community, and engage the business community in a dialogue about ways to improve the business climate. (LUC-C-12-a)
- In April 2016, the Business E-newsletter was launched. The City conducted over 25 business visitations to grow and enhance outreach efforts. (LUC-C-12-a)
- The City Council adopted the Economic Development Strategic Plan, outlining the first two years of programs and initiatives to help direct long-term economic

development in Foster City. (LUC-C-12-a)

- The City Council selected a consultant to prepare a Bicycle, Pedestrian and Intersection Evaluation Study, to be completed in 2017. (LUC-E-9-a & b)
- The City adopted a Climate Action Plan on February 1, 2016. (LUC-H-2-a)
- The City began the initial phase of the Recreation Center Master Plan Study, which included use of Foster City Forum, distribution of surveys, meetings with focus groups and other public meetings. (LUC-L-5-a & PC-d)
- Foster City is working with the City of San Mateo to implement the 20-year Master Plan to construct improvements at the jointly owned wastewater treatment plant. (LUC-L-13-1 & C-i)
- Alma Point by MidPen Housing completed construction in 2016, including 65 BMR units. (H-D-2-a)
- One Hundred Grand (Triton Pointe-Phase D of Pilgrim Triton) completed construction in 2016 of 166 units, including 33 BMR units. (H-D-2-a)
- The Triton (Waverly-Phase B of Pilgrim Triton) continued construction of 220 units, including 48 BMR units. Staff worked with the developer to hold the lottery to establish the BMR waiting list. (H-D-2-a)
- On November 21, 2016 and December 19, 2016, the City Council adopted code amendments and Affordable Housing Commercial Linkage fees that will go into effect on February 17, 2017. (H-D-8-A)
- The City partnered with Scoop Technologies to implement a carpool-matching program, which has removed over 4,700 cars from the road in its initial 3 months. (C-m)
- Safety Element combined with the Local Hazard Mitigation Plan was adopted on November 21, 2016. (S)
- The Levee Improvement Project made significant progress, including:
 - The City hosted Community Informational Meetings regarding the levee improvements on April 21, 2016 and May 12, 2016.
 - The Draft EIR was prepared and published on November 23, 2016 for public review and comment. (S-A-2-a)
- The Fire Department coordinated Emergency Preparedness and Safety Days with residents and local businesses. (S-D-1)

Attachments:

- Attachment 1 - Planning Commission Resolution No. P-06-17
- Attachment 2 - General Plan Annual Report for 2016
- Attachment 3 - Housing Element Annual Report for 2016-Tables A & B
- Attachment 4 - Housing Element Annual Report for 2016-Table C

RESOLUTION NO. P- 06 -17

RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF FOSTER CITY
RECOMMENDING CITY COUNCIL ACCEPTANCE OF THE GENERAL PLAN ANNUAL
REPORT FOR 2016

CITY OF FOSTER CITY

WHEREAS, Government Code Section 65400 requires the legislative body of the City to review an annual report on implementation of the General Plan; and

WHEREAS, the City has made significant progress in implementing the programs contained in the City's General Plan, including the following significant accomplishments in 2016:

- Land Use and Circulation Element Update and Climate Action Plan were adopted by the City Council on February 1, 2016. (LUC)
- The City implemented Foster City Access/SeeClickFix, a citizen reporting tool that allows for ease of communication with the City. (LUC-A-3-a)
- Promotion of community events and other communications were expanded through:
 - Expanded City presence on social media channels such as YouTube, Instagram, Twitter and Facebook.
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- The City Council adopted the Economic Development Strategic Plan, outlining the first two years of programs and initiatives to help direct long-term economic development in Foster City. (LUC-C-12-a)
- The City Council selected a consultant to prepare a Bicycle, Pedestrian and Intersection Evaluation Study, to be completed in 2017. (LUC-E-9-a & b)
- The City adopted a Climate Action Plan on February 1, 2016. (LUC-H-2-a)
- The City began the initial phase of the Recreation Center Master Plan Study, which included use of Foster City Forum, distribution of surveys, meetings with focus groups and other public meetings. (LUC-L-5-a & PC-d)
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 - The Draft EIR was prepared and published on November 23, 2016 for public review and comment. (S-A-2-a)
- The Fire Department coordinated Emergency Preparedness and Safety Days with residents and local businesses. (S-D-1)

WHEREAS, the Planning Commission considered the Annual Report at the Planning Commission Regular Meeting on March 16, 2017.

NOW, THEREFORE, BE IT RESOLVED that the Planning Commission of the City of Foster City, based on facts and analysis in the Staff Report, written and oral testimony, and exhibits presented recommends City Council acceptance of the Annual Report on the General Plan for 2016.

PASSED AND ADOPTED as a Resolution of the City of Foster City Planning Commission at the Regular Meeting thereof held on March 16, 2017, by the following vote:

AYES, COMMISSIONERS: Avram, Pattum, Williams and Chair Wykoff

NOES, COMMISSIONERS:

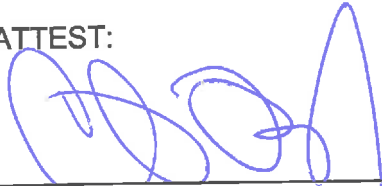
ABSENT, COMMISSIONERS: Dyckman

ABSTAIN, COMMISSIONERS:



RICHARD D. WYKOFF, CHAIR

ATTEST:



CURTIS BANKS, SECRETARY

GENERAL PLAN ANNUAL REPORT – 2016

PROGRAM	PROGRAM DESCRIPTION	PROGRESS IN 2016
CHAPTER 3: LAND USE AND CIRCULATION ELEMENT-ADOPTED FEBRUARY 1, 2016		
LUC-A-3-a	<p>Continue Code Enforcement Program. The City will continue its code enforcement program to ensure that residential, commercial and industrial properties are maintained. This responsibility will include, but not be limited to, periodic spot checks of property throughout the City and follow-up investigation of property maintenance complaints. Property maintenance standards shall be enforced, including weed abatement, painting/staining of buildings, trash and debris removal from yards, and planting and maintenance of landscaping.</p> <p>Responsibility: Community Development Department. Timeframe: Current and ongoing.</p>	<p>The City initiated the Foster City Access “See-Click-Fix” program in 2016 to more efficiently handle complaints and enforcement. Code enforcement of property maintenance standards is an ongoing responsibility of the Community Development Department. Over 660 non-emergency issues were resolved through this program.</p> <p>Promotion of See-Click-Fix and other communications were expanded through:</p> <ul style="list-style-type: none"> Expanded City presence on social media channels such as YouTube, Instagram, Twitter and Facebook Monthly e-newsletters with updates on City events, activities and projects as well as local business community news to approximately 9,000 subscribers
LUC-B-3-a	<p>Periodic Review of Architectural Review Guidelines and Procedures. The City will review its architectural review guidelines and procedures which direct the public and decision-makers.</p> <p>Responsibility: Planning and Code Enforcement Division and Planning Commission. Timeframe: Current and Ongoing</p>	No changes in 2016.
LUC-C-8-a	<p>City-Owned and Controlled Lands. The City will study and adopt a policy resolution guiding the use of City-owned or controlled lands. Such land will be retained by the City until a plan for its beneficial use can be prepared.</p>	A Surplus Land Policy was adopted in early 2017.

PROGRAM	PROGRAM DESCRIPTION	PROGRESS IN 2016
	<p>Responsibility: City Manager's Department, Planning and Code Enforcement Division and City Council.</p> <p>Timeframe: Upon completion of the Land Use and Circulation Element Update.</p>	
LUC-C-12-a	<p>Periodic Monitoring of Land Uses Throughout the City. Periodically monitor land uses throughout the City to determine when changes in land use may be appropriate, actual land use practices, economic practicality of maintaining current land uses and level of property maintenance. Specific future actions might include:</p> <ol style="list-style-type: none"> Revitalization of older neighborhood retail centers. Changes in land use designations and zoning where necessary to respond to changes in economic conditions and/or City needs. Meeting with property owners to discuss possible redevelopment opportunities and constraints, especially in the Chess Drive/Hatch Drive area and along the northeast side of Foster City Boulevard. <p>Responsibility: Planning and Code Enforcement Division and Planning Commission. Timeframe: Current and ongoing.</p>	<p>In March 2016 the City held a Business Roundtable Meeting to discuss a framework of challenges and opportunities currently facing our community, and engage the business community in a dialogue about ways to improve the business climate.</p> <p>In April 2016, the Business E-newsletter was launched. The City conducted over 25 business visitations to grow and enhance outreach efforts.</p> <p>The City Council adopted the Economic Development Strategic Plan, outlining the first two years of programs and initiatives to help direct long-term economic development in Foster City.</p>
LUC-C-13-a	<p>Review Chapter 17.68. Review and amend as necessary the provisions of Chapter 17.68, General Performance Standards, of Title 17, Zoning, of the Foster City Municipal Code. Responsible Parties: Community Development Department Staff; Planning Commission; City Council Time Frame: Immediately after adoption of amended Land Use and Circulation Element</p>	No changes in 2016.
LUC-D-7-a	<p>Amend Chess Drive/Hatch Drive Use Lists. Review, amend or replace the M-1 (Light Industrial) District of Title 17, Zoning, of the Foster City Municipal Code, as it applies to APNs 094-010-100, -500, -510 to the Chess Drive/Hatch Drive Commercial – Industrial Area in order to allow a broader array of businesses/land uses than is currently allowed.</p>	The use list for these parcels was approved as part of the Chess-Hatch Offices Use Permit on April 17, 2014.

PROGRAM	PROGRAM DESCRIPTION	PROGRESS IN 2016
	Responsible Parties: Community Development Department Staff; Planning Commission; City Council Time Frame: Immediately after adoption of amended Land Use and Circulation Element	
LUC-D-10-a	Amendment of M-1 (Light Industrial) Zoning. Based on the study of existing and anticipated uses in the M-1 (Light Industrial) Zoning District, the City will amend the District to allow some commercial, office, and retail uses in addition to light industrial uses. Standards for ensuring compatibility of uses will be adopted by the City at the same time. Responsibility: Planning and Code Enforcement Division, Planning Commission and City Council. Timeframe: Begin amendment process after adoption of the Land Use and Circulation Element.	No changes in 2016.
LUC-E-2-a	Plan Consultation and Consistency. Maintenance, planning, and design of projects affecting the transportation system shall be consistent with local bicycle, pedestrian, transit, multimodal, and other relevant plans, except that where such consistency cannot be achieved without negative consequences, consistency shall not be required if the head of the relevant department provides written approval explaining the basis of such deviation. Responsibility: Community Development Department and Public Works Department Timeframe: Current and Ongoing	Ongoing. All City projects proposed in the Capital Improvement Program each Fiscal Year are developed consistent with the General Plan and also reviewed by the Planning Commission for consistency.
LUC-E-2-b	Street Network/Connectivity. As feasible, Foster City shall incorporate Complete Streets infrastructure into existing streets to improve the safety and convenience of users and to create employment, with the particular goal of creating a connected network of facilities accommodating each category of users, and increasing connectivity across jurisdictional boundaries and for existing and anticipated future areas of travel origination or destination. Responsibility: Community Development Department and Public Works Department	Ongoing. All City and development projects incorporate, where feasible, Complete streets infrastructure. Council approved installation of sharrows on Class 3 streets to be installed as streets have pavement rehabilitation.

PROGRAM	PROGRAM DESCRIPTION	PROGRESS IN 2016
	Timeframe: Current and Ongoing	
LUC-E-2-c	<p>Bicycle and Pedestrian Advisory Consultation. Transportation projects shall be reviewed by the Traffic Committee early in the planning and design stage, to provide comments and recommendations regarding Complete Streets features to be incorporated into the project.</p> <p>Responsibility: Community Development Department and Public Works Department</p> <p>Timeframe: Current and Ongoing</p>	<p>Ongoing. Traffic related items (traffic improvement requests, Bicycle, Pedestrian and Intersection Evaluation Study, etc.) were taken to the Traffic Review Committee for recommendation to the City Council.</p> <p>Council approved installation of sharrows on Class 3 streets to be installed as streets have pavement rehabilitation.</p>
LUC-E-2-d	<p>Evaluation. All relevant agencies or departments shall perform evaluations of how well the streets and transportation network of Foster City are serving each category of users by collecting baseline data and collecting follow-up data on a regular basis.</p> <p>Responsibility: Community Development Department and Public Works Department</p> <p>Timeframe: Current and Ongoing</p>	Recent traffic counts were obtained to calculate level of service for local streets.
LUC-E-2-e	<p>Leadership Approval for Exemptions. Projects that seek Complete Streets exemptions must provide written finding of why accommodations for all modes that were not included in the project and signed off by the Public Works Director or equivalent high level staff person. Projects that are granted exceptions must be made publically available for review. Federal guidance on exceptions can be found from the Federal Highway Administration (FHWA) Accommodating Bicycle and Pedestrian Travel http://www.fhwa.dot.gov/environment/bicycle_pedestrian/guidance/design_guidance/design.cfm</p> <p>Responsibility: Community Development Department and Public Works Department</p> <p>Timeframe: Current and Ongoing</p>	No requests for exemption from Complete Streets requirements were received in 2016.
LUC-E-7-a	<p>Transit System Infrastructure. The City will work with transit providers to facilitate the maintenance and upgrade of the transit system</p>	No changes in 2016.

PROGRAM	PROGRAM DESCRIPTION	PROGRESS IN 2016
	<p>infrastructure to enhance public use, including:</p> <ul style="list-style-type: none"> a. Transit stops and bus lanes that are safe, convenient, clean and efficient; b. Accessible transit stops that have clearly marked street-level designation; c. Transit stops that are safe, sheltered, clean, and well lit; d. Transit stops that are located along corridors within mixed-use or transit-oriented development areas. <p>Responsibility: Community Development Department and Public Works Department Timeframe: Current and Ongoing</p>	
LUC-E-7-b	<p>Public Transit Information. The City will provide information regarding public transit at City Hall, the Recreation Center, the City's web site, and other locations to promote the use of public transit.</p> <p>Responsibility: City Manager's Office Timeframe: Current and Ongoing</p>	Public transit information is provided at City buildings and on the City's website.
LUC-E-7-b	<p>Designation of New Bus Routes. The City will work with transit providers to designate new bus routes, provide curbside space for bus stops, and require major commercial/industrial developments along bus routes to accommodate buses in their circulation plans. Bus turnouts or shelters will also be required to be provided by the development.</p> <p>Responsibility: City Manager's Office, Community Development Department and Public Works Department. Timeframe: Current and ongoing.</p>	Although no new public bus routes were added in 2016, Gilead Sciences launched their Commuter Bus Program on December 1, 2016. As of December 9, 2016, they had transported 1,438 riders. They are operating 8 buses on 9 designated routes covering stops located in the East Bay, South Bay, San Francisco and the Peninsula.
LUC-E-8-a	<p>Bicycle and Pedestrian Access. Make it a condition of approval that new, large-scale developments address transit, biking and walking access to the site.</p> <p>Responsibility: Community Development Department Timeframe: Current and Ongoing</p>	Ongoing as a part of development review.
LUC-E-8-b	<p>Development Standards for Bicycles. The City will establish standards for new development and redevelopment projects to support bicycle use, including:</p>	Will be part of Bicycle, Pedestrian and Intersection Evaluation Study to be prepared in 2017.

PROGRAM	PROGRAM DESCRIPTION	PROGRESS IN 2016
	<p>a. Develop standards for safe pedestrian and bicyclist accommodations, including:</p> <ul style="list-style-type: none"> i. "Complete Streets" policies that foster equal access by all users in the roadway design; ii. Bicycle and pedestrian access internally and in connection to other areas through easements; iii. Safe access to public transportation and other non-motorized uses through construction of dedicated paths; iv. Safe road crossings at major intersections. <p>Responsibility: Community Development Department, Public Works Department and Police Department Timeframe: Upon completion of the Land Use and Circulation Element Update</p>	<p>Council approved installation of sharrows on Class 3 streets to be installed as streets have pavement rehabilitation.</p>
LUC-E-9-a	<p>Pedestrian and Bicycle Safety. Provide safe and convenient access for pedestrians and bicyclists to, across, and along major roadways. The City shall conduct a study of all intersections in the City from a comprehensive perspective which would consider the needs of pedestrians, bicyclists and motorists. The study will include an examination of potential options to address not only current conditions but also conditions anticipated by future development, including enforcement of traffic laws applicable to pedestrians and bicycles. The City will also prepare a study that reviews highly used intersections by pedestrians that are going to Foster City schools and recreational amenities such as the levee and parks and identify ways to increase pedestrian safety at those intersections.</p> <p>Responsibility: Community Development Department, Public Works Department and Police Department Timeframe: As appropriate with project design review</p>	<p>Will be part of Bicycle, Pedestrian and Intersection Evaluation Study to be prepared in 2017.</p> <p>Council approved installation of sharrows on Class 3 streets to be installed as streets have pavement rehabilitation.</p>
LUC-E-9-b	<p>Bicycle Route and Pedestrian Path Improvement Program. The City shall conduct a study with the following goals: 1) identify bike routes that may need enhancements that would increase cyclist safety going to schools, parks, shopping center or civic areas; and 2) identify major thoroughfares and any enhancements to those roadways that</p>	<p>The City Council selected a consultant to prepare a Bicycle, Pedestrian and Intersection Evaluation Study, to be completed in 2017.</p>

PROGRAM	PROGRAM DESCRIPTION	PROGRESS IN 2016
	<p>would allow cyclists to get to the levee and other common destinations safely. The purpose of the bicycle route system is to connect major work, shopping, school, civic, and recreational destinations throughout the City, while avoiding as many of the most heavily used street segments as possible.</p> <p>Responsibility: Community Development Department, Public Works Department, Parks and Recreation Department, Parks and Recreation Committee, Planning Commission and City Council.</p> <p>Timeframe: Current and ongoing.</p>	Council approved installation of sharrows on Class 3 streets to be installed as streets have pavement rehabilitation.
LUC-F-1-a	<p>System Monitoring. The City will monitor traffic and congestion to determine when and where the City needs new transportation or circulation facilities in order to increase access and efficiency.</p> <p>Responsibility: Public Works Department</p> <p>Timeframe: Current and Ongoing</p>	Ongoing.
LUC-F-1-b	<p>Signal Synchronization. The City will review signal timing programs to enhance traffic flow and efficiency and determine where emissions reduction benefits can be demonstrated, including maintenance of the synchronization system, and will coordinate with adjoining jurisdictions as needed to optimize transit operation while maintaining a free flow of traffic.</p> <p>Responsibility: Public Works Department</p> <p>Timeframe: Current and Ongoing</p>	Ongoing.
LUC-F-1-c	<p>Periodically Monitor Traffic Conditions. The City will periodically monitor traffic conditions on arterial and selected collector streets to determine levels of service and safety conditions. Traffic counts will be updated and visual monitoring performed regularly at all major street intersections to determine levels of service, safety conditions, and if additional traffic control measures are warranted or if changes in the sequence of traffic signal cycles are necessary.</p> <p>Responsibility: Public Works Department.</p> <p>Timeframe: Current and ongoing.</p>	<p>Ongoing. Traffic Signal improvements at Lincoln Centre Drive and E. Third Avenue will include traffic signals and pedestrian ramps.</p> <p>Traffic Signal improvements were approved for developer installation at Lakeside Drive/Vintage Park Drive. Installation to occur in Summer 2017</p>
LUC-F-1-d	<p>Traffic Calming. Develop guidelines for traffic calming techniques, as needed.</p> <p>Responsibility: Community Development Department and Public Works</p>	Speed survey was updated in December 2016. Council approved installation of sharrows on Class 3 streets to be

PROGRAM	PROGRAM DESCRIPTION	PROGRESS IN 2016
	Department Timeframe: Upon completion of the Land Use and Circulation Element Update.	installed as streets have pavement rehabilitation.
LUC-F-2-a	Implementation of Traffic Reduction Programs. As appropriate, require new non-residential developments to include a traffic reduction strategy with a variety of methods to reduce single-occupancy vehicles, provided programs exist. Responsibility: City Manager's Department and Planning and Code Enforcement Division. Timeframe: Monitor compliance annually.	Transportation Demand Management programs are required in all new non-residential developments. See also Program C-m, Reduction in Automobile Trip for information about Scoop.
LUC-F-3-a	Employer Shuttle Fair-Share. Include as a condition of approval that employers shall fund, at a level commensurate with the transit demand, new or expanded employee shuttle services to transit hubs on the Peninsula and, if applicable, in the East Bay. Responsibility: Community Development Department Timeframe: Upon adoption of the Land Use and Circulation Element	Ongoing as part of development review. A shuttle agreement was required for the 100 Grand Apartments, completed in 2016 and the route of the Mariners Island Shuttle was adjusted to include 100 Grand.
LUC-F-3-b	Vintage Park Transit Service. As areas are redeveloped, the City shall encourage transit providers to re-route bus lines or designate a new bus line to serve employees of this development, as appropriate. The City has provided some existing curbside areas for bus stops, and new ones shall be provided by the developer as needed. The City shall consult with SamTrans and AC Transit to determine the optimum routes for a new bus line(s). Responsibility: Community Development Department and Public Works Department. Timeframe: Prior to completion of Vintage Park.	Gilead Sciences launched their Commuter Bus Program on December 1, 2016. As of December 9, 2016, they had transported 1,438 riders. They are operating 8 buses on 9 designated routes covering stops located in the East Bay, South Bay, San Francisco and the Peninsula.
LUC-G-1-a	Parking Requirements. Re-evaluate parking requirements in the Zoning Ordinance to ensure that they are adequate but not excessive, in order to ensure that they do not unnecessarily increase the cost of developments or promote a surplus of parking. Responsibility: Planning and Code Enforcement Division Timeframe: Upon completion of the Land Use and Circulation Element Update.	No changes in 2016.
LUC-G-2-a	Low Emission Vehicles. The City will support and promote the use of	Private EV charging initiatives have been

PROGRAM	PROGRAM DESCRIPTION	PROGRESS IN 2016
	<p>low-emission vehicles, by:</p> <ul style="list-style-type: none"> a. Encouraging the necessary infrastructure to encourage the use of low-emission vehicles (LEV) and clean alternative fuels, such as development of electric vehicle charging facilities and conveniently located alternative fueling stations; b. Encouraging new construction to include vehicle access to properly wired outdoor receptacles to accommodate LEV and/or plug in electric hybrids (PHEV); c. Encouraging transportation fleet standards to achieve the lowest emissions possible. <p>Responsibility: City Manager's Office, Community Development Department, Public Works Department, Parks and Recreation Department and other fleet operators</p> <p>Timeframe: As appropriate with new or modified development.</p>	<p>included as eligible projects for Community Benefit funding. City applied for but was denied grant funding for two EV charging stations on City property.</p>
LUC-H-1-a	<p>Green Building Guidelines and Incentives. The City will support the use of green building practices by:</p> <ul style="list-style-type: none"> a. Providing information, marketing, training, and technical assistance about green building practices; b. Considering guidelines for green building practices in residential and commercial development; and c. Implementing sustainable practices where feasible in public buildings and spaces. <p>Responsibility: Community Development Department</p> <p>Timeframe: Upon completion of the Land Use and Circulation Element Update</p>	<p>On 11/7/2016 the City Council adopted the 2016 California Green Building Standards Code.</p>
LUC-H-2-a	<p>Climate Action Plan. The City will prepare, adopt and implement a comprehensive Climate Action Plan (CAP) to achieve its fair share of statewide emissions reductions for the 2020 timeframe consistent with AB32. The CAP will specify the strategies, measures and actions to be taken for each inventory sector (transportation, electricity, solid waste, etc.) to achieve the overall emission reduction target, and include an adaptive management process that can incorporate new technology and respond when goals are not being met.</p> <p>Responsibility: City Manager's Office and Community Development Department</p>	<p>The City Council adopted a Climate Action Plan on 2/1/2016.</p>

PROGRAM	PROGRAM DESCRIPTION	PROGRESS IN 2016
	Timeframe: Upon completion of the Land Use and Circulation Element Update	
LUC-H-2-b	Vehicle Idling. The City will enforce State idling laws for commercial vehicles, including delivery and construction vehicles. Responsibility: Police Department Timeframe: Current and Ongoing	Ongoing.
LUC-H-5-a	Tree and Landscape Program. Include requirements for tree and landscape planting in all new developments and redevelopment in design review and landscape guidelines. Responsibility: Community Development Department Timeframe: Upon completion of the Land Use and Circulation Element Update	Ongoing during development review.
LUC-I-1-a	Enhance existing retail centers & opportunities. Promote retail opportunities through coordinated sign guidelines and way-finding programs to create a “sense of place” in older shopping centers. Responsibility: Community Development Department Timeframe: Upon completion of the Land Use and Circulation Element	Sign Guidelines for various shopping centers have been amended to enhance retail opportunities: Marketplace: 11/20/2014 Edgewater Place: 1/15/2015 Parkside Towers: 6/3/2015 Pilgrim Triton: 3/31/2016
LUC-K-1-a	Monitor Neighborhood Retail Centers. To determine the viability of existing neighborhood retail centers, the City will monitor vacancies and the physical condition of these centers. A General Plan amendment would be necessary at the time conversion to any other use is considered. Responsibility: Planning and Code Enforcement Division. Timeframe: Current and ongoing.	Ongoing as part of Code Enforcement
LUC-L-5-a	Parks Facilities Plan. The City shall adopt and regularly review a Parks Facilities Plan which addresses the need for new, and maintenance of existing, park facilities. This plan will be used as a basis for establishing needed park in-lieu fees and review of the City’s adopted Capital Improvements Program. Responsibility: Parks and Recreation Department, Public Works Department and City Council. Timeframe: Current and ongoing.	Ongoing as part of annual Capital Improvements Plan. The City began the initial phase of the Recreation Center Master Plan, including use of Foster City Forum, surveys, meeting with focus groups and public meetings.
LUC-L-9-a	Child Care Facility Regulations. Amend Title 17, Zoning, to	No action in 2016.

PROGRAM	PROGRAM DESCRIPTION	PROGRESS IN 2016
	require a Use Permit for large family day care homes providing care for nine to 14 children and day care centers providing care to over 14 children Responsibility: Community Development Department. Timeframe: Begin amendment after update of Land Use and Circulation Element.	
LUC-L-10-a	Fire Department Annual Inspections. The Fire Department shall perform annual inspections and review new business license applications of all businesses in Foster City. The inspections should ensure, among other things, that all hazardous materials are handled properly and pertinent information regarding the materials is provided to the City. Responsibility: Fire Department. Timeframe: Current and ongoing.	Ongoing
LUC-L-11-a	Water System Improvements. Evaluate the condition and capacity of the water system each year to determine whether to include improvements to the water system in the Capital Improvement Program. Responsibility: District Board, Public Works Department. Timeframe: During annual Capital Improvement Program review.	Ongoing as part of annual update of 5-year Capital Improvement Program. Water Master Plan to be conducted in 2017.
LUC-L-13-a	Wastewater System Improvements. Evaluate the condition and capacity of the wastewater system each year to determine whether to include improvements to the wastewater system in the Capital Improvement Program. Responsibility: District Board, Public Works Department. Timeframe: During annual Capital Improvement Program review.	Ongoing as part of annual update of 5-year Capital Improvement Program. Wastewater Master Plan to be conducted in 2017. Foster City is working with the City of San Mateo to implement the 20-year Master Plan to construct improvements at the jointly owned wastewater treatment plant
CHAPTER 4: HOUSING ELEMENT – ADOPTED FEBRUARY 2015 = SEE SEPARATE REPORT ON HCD FORMS		
CHAPTER 5: PARKS OPEN SPACE AND CONSERVATION ELEMENT – ADOPTED SEPTEMBER 2009		

PROGRAM	PROGRAM DESCRIPTION	PROGRESS IN 2016
PC-a	Periodic Recreation User Surveys. Encourage feedback from recreation program participants, facility users and the general community with periodic surveys. Responsibility: Parks and Recreation Department. Timeline: Current and ongoing.	Ongoing
PC-b	Respond to Changing Recreation Needs. Expand and diversify classes and activities to address new recreation trends and changing community needs. Responsibility: Parks and Recreation Department. Timeline: Current and ongoing.	Ongoing
PC-c	Implement the City of Foster City Bikeway System Report. Implement the City of Foster City Bikeway System Report, adopted by the City Council on January 7, 1991. Responsibility: Parks and Recreation Department, Public Works Department. Timeline: Current and ongoing.	The City Council selected a consultant to prepare a Bicycle, Pedestrian and Intersection Evaluation Study that will be completed in 2017.
PC-d	Improve Facilities. Perform maintenance and specific improvements to parks and recreation facilities as identified in the Capital Improvement Program Five Year Plan. Responsibility: Parks and Recreation Department, Parks and Recreation Committee. Timeline: Current and Ongoing, Long-term	The City began the initial phase of the Recreation Center Master Plan Study. Extensive outreach for the Recreation Center Master Plan Study utilized: <ul style="list-style-type: none"> • Public Meetings • Peak Democracy, Foster City Forum and survey • Meetings with focus groups • Stakeholder interviews • Expanded City presence on social media channels such as YouTube, Instagram, Twitter and Facebook • Monthly e-newsletters with updates on City events, activities and projects as well as local business community news to approximately 9,000 subscribers

PROGRAM	PROGRAM DESCRIPTION	PROGRESS IN 2016
		The wooden dock and concrete deck adjacent to Edgewater Place was repaired.
PC-e	Park Inspections. Perform and document monthly inspections of park amenities and infrastructure. Responsibility: Parks and Recreation Department. Timeline: Current and ongoing.	Ongoing
PC-f	Playfield Inspections. Inspect playfields during weekly maintenance. Responsibility: Parks and Recreation Department. Timeline: Current and ongoing.	Ongoing
PC-g	Levee Pedway Maintenance. Maintain the levee pedway, repairing and resurfacing when necessary. Responsibility: Parks and Recreation Department, Public Works Department. Timeline: Current and ongoing.	Ongoing quarterly inspections are conducted and maintenance performed as necessary.
PC-h	Existing Pedway Enhancement. Enhance the existing pedway system by providing observation points, water fountains, additional and replacement landscaping, trash cans, additional paved access points with hand rails and additional benches along the pathways. Responsibility: Parks and Recreation Department, Public Works Department. Timeline: Financing is undetermined, long-term.	Completed
PC-i	Senior Activities. Maintain the existing senior center and continue to provide programs, activities and services to seniors at this facility. Responsibility: Parks and Recreation Department. Timeline: Current and ongoing.	Ongoing
PC-j	Special Needs. Require that any improvements to open space lands be designed to accommodate people with special needs. Responsibility: Community Development Department, Parks and Recreation Department. Timeline: During Plan Review.	Ongoing
PC-k	Public Access. Require dedication of open space lands or public access easements as a part of new development or redevelopment along the Bay or the Belmont Slough.	Ongoing

PROGRAM	PROGRAM DESCRIPTION	PROGRESS IN 2016
	Responsibility: Community Development Department. Timeline: During Plan Review.	
PC-l	Wetlands Enhancement. Improve wetland areas in accordance with state and federal regulations to enhance the natural characteristics of the wetlands. Responsibility: Community Development Department. Timeline: During Plan Review.	Ongoing
PC-m	Median Strip Planting. The City of Foster City shall continue to maintain its median strip planting along major roadways and bridges in Metro Center, residential neighborhoods, and industrial areas in accordance with the Median Development Master Plan. Responsibility: Parks and Recreation Department. Timeframe: Current and Ongoing.	Ongoing
PC-n	Architectural Review. Review all new development or improvement proposals through the City of Foster City's architectural review process for: (1) Impacts on access to sunlight on public areas; (2) provision of street furniture and attractive landscaping in public open spaces; and (3) impacts on waterfront views. Responsibility: Community Development Department, Parks and Recreation Department, Planning Commission and City Council. Timeline: During Plan Review.	Ongoing.
PC-o	Youth and Teen Activities. The City of Foster City shall continue to evaluate the classes, services and programs for youth and teens and shall make changes when necessary to meet the changing recreational needs of these age groups. Responsibility: Parks and Recreation Department Timeframe: Current and Ongoing.	Ongoing
PC-p	Youth Advisory Committee. The City of Foster City shall use the Youth Advisory Committee to promote meaningful involvement of the City of Foster City's youth in evaluating park and recreation facilities and services. Responsibility: City Council, Parks and Recreation Department Timeframe: Current and Ongoing	Ongoing
PC-q	Teen Center. Design and construct a permanent Teen Center to replace	Teen Center construction was completed

PROGRAM	PROGRAM DESCRIPTION	PROGRESS IN 2016
	the temporary facility. Responsibility: Community Development Department, Parks and Recreation Department and City Council Timeframe: 2008-2009.	in 2009.
PC-r	Parks and Recreation Committee. The City of Foster City shall use the Parks and Recreation Committee to advise the City of Foster City and the Parks and Recreation Department on proposed park projects and City of Foster City recreational programs. Responsibility: Parks and Recreation Department Timeframe: Current and Ongoing.	Ongoing
PC-s	Shoreline Band. Work with the Bay Conservation Development Commission and the Association of Bay Area Governments to protect and enhance the 100-foot shoreline band for conservation and recreation. Responsibility: Community Development Department and the Parks and Recreation Department. Timeline: Current and Ongoing.	BCDC requirements shall be conducted as part of the development of the plans for the Levee Improvement project.
PC-t	Court Resurfacing. The City of Foster City shall resurface and paint tennis and basketball courts every five years or as necessary in conjunction with the CIP Five Year plan. Responsibility: Parks and Recreation Department Timeline: Current and Ongoing.	Ongoing
PC-u	Leo J. Ryan Park and Boardwalk. Complete the redesign and refurbishment of the park which includes landscaping, pathway repairs, park entry improvements and new restroom facilities. Responsibility: Parks and Recreation Department Timeframe: Current with completion scheduled for 2005.	Leo J. Ryan refurbishment was completed in 2005.
PC-v	Bay Trail. The City of Foster City shall work with the Bay Conservation Development Commission and all other applicable agencies to develop a Bay Trail System. Responsibility: Community Development Department and the Parks and Recreation Department Timeframe: Current and Ongoing.	Ongoing
PC-w	"Destination Park". The City of Foster City shall design and construct a	Grand Opening of Shorebird Park was in

PROGRAM	PROGRAM DESCRIPTION	PROGRESS IN 2016
	new passive park on City of Foster City owned property at the terminus of Halibut Street adjacent to the levee pedway that will include picnic tables, a drinking fountain, a small restroom, benches, a bike rack, and an “interpretive center.” Responsibility: Community Development Department, Parks and Recreation Department and City Council Timeframe: Current and long-term.	June 2015.
PC-x	Cultural Arts. The City of Foster City shall seek to provide a wide variety of cultural arts in the City of Foster City through classes, concerts, and special events. Responsibility: Parks and Recreation Department Timeframe: Current and Ongoing.	Ongoing.
PC-y	Special Events. The City of Foster City shall work with organizations to hold a wide variety of special events in the City of Foster City including the Art and Wine Festival, Fourth of July Celebration, Concert in the Park Series and other special events, Responsibility: Parks and Recreation Department and City Council. Timeframe: Current and Ongoing.	Ongoing. Promotion of community events and other communications were expanded through: <ul style="list-style-type: none"> Expanded City presence on social media channels such as YouTube, Instagram, Twitter and Facebook Monthly e-newsletters with updates on City events, activities and projects as well as local business community news to approximately 9,000 subscribers
PC-z	Recreation Programs and Services Outreach. The City of Foster City shall provide information on the available classes and programs offered through the City of Foster City by using the Leisure Update, handouts at City Hall and the Recreation Center and by posting information on the City of Foster City’s web page. Responsibility: Parks and Recreation Department Timeframe: Current and Ongoing.	Ongoing
PC-qq	Lagoons and Waterways: Recreational Opportunities. The City of Foster City shall promote the use of the lagoon for recreational purposes by allowing special events to occur on the lagoon, maintaining public beaches and boat ramps for access to the lagoon and maintaining the	Ongoing

PROGRAM	PROGRAM DESCRIPTION	PROGRESS IN 2016
	lagoon for use by boaters and windsurfers. Responsibility: Parks and Recreation Department Timeframe: Current and Ongoing.	
PC-bb	Shared Use Facilities. The City of Foster City shall continue to work with the San Mateo-Foster City School District to share facilities with the school district and provide activities and programs at schools within the City of Foster City. Responsibility: Parks and Recreation Department Timeframe: Current and Ongoing	Ongoing
PC-cc	Maintenance of Lagoon Pathways. The City of Foster City shall develop a program to identify which parties are responsible for maintenance of the areas adjacent to the lagoon. Responsibility: Public Works/Engineering Department; Parks and Recreation Department, and the Community Development Department Timing: Long-term	Ongoing
CHAPTER 6: NOISE ELEMENT – ADOPTED MAY 1993		
N-a	Noise Ordinance and Vehicular Noise Abatement Publicity and Staff Training. The City will provide publicity regarding the Noise Ordinance and will train Police, Public Works and Community Development Department personnel as needed in the use of noise measurement equipment to enforce the Noise Ordinance and vehicular noise standards, and to monitor noise levels throughout the City. Responsibility: Police Department, Community Development Department and Public Works Department. Timeline: Ongoing	Ongoing
N-b	Periodic Noise Monitoring. City staff will periodically monitor residential noise generators and will develop noise reduction and abatement measures that can be applied to limit noise and phase in mitigation. Responsibility: Community Development Department. Timeline: Ongoing.	Noise monitoring was done as part of the General Plan EIR in 2015.
N-c	Purchase of City Vehicles and Equipment. The City will consider noise criteria in the purchase of new vehicles, their components and other equipment.	Ongoing.

PROGRAM	PROGRAM DESCRIPTION	PROGRESS IN 2016
	Responsibility: City Manager's Department. Timeline: Ongoing	
N-d	Regulation of Special Events. The City will evaluate and improve control mechanisms to minimize the noise impacts of special events, including: <ul style="list-style-type: none"> a. Planning for overflow potential (parking, crowds). b. Establishment of citation mechanism. c. Establishment of a formal review of past performance. d. Informing neighborhood residents about events. e. Responsibility: Community Development Department, Police and Public Works Departments. f. Timeline: 1993 and ongoing. 	Ongoing
N-e	Coordination of Complaint Information and Enforcement. The City will establish improved coordination of complaint information between the Planning, Police and Public Works Departments and will continue code enforcement programs. Responsibility: Community Development Department, Police Department and Public Works Department. Timeline: Ongoing	The City initiated the Foster City Access "See-Click-Fix" program in 2016 to more efficiently handle complaints and enforcement. Code enforcement of property maintenance standards is an ongoing responsibility of the Community Development Department.
N-f	BFI Contract. The City will review the hours of refuse collection operation for BFI and will establish and enforce performance standards as appropriate. Responsibility: City Manager's Department and City Council Timeline: Annually	Ongoing
N-g	Airport Noise Mitigation. The City will work with the relevant agencies to minimize adverse noise impacts associated with expansion and ongoing operations at the San Francisco International Airport. Responsibility: City Council. Timeline: Ongoing.	Ongoing
CHAPTER 7: SAFETY ELEMENT – ADOPTED NOVEMBER 2016		
S-A-1-a	Protect City's Infrastructure and Facilities. The City will protect the City's infrastructure and facilities from damage due to seismic and geologic hazards through proper design and retrofitting older facilities to current standards.	Levee design will incorporate protection from seismic and geologic hazards.

PROGRAM	PROGRAM DESCRIPTION	PROGRESS IN 2016
S-A-1-b	Police Station Assessment. Conduct an assessment of the Police Department facility and its use related to an earthquake to identify strategies that can improve the facility's resilience, including determining the feasibility of replacing the building. (High Priority)	No action in 2016.
S-A-1-c	Recreation Center Assessment. Conduct an assessment of the Recreation Center facility (a potential emergency shelter location) and its use related to an earthquake to identify strategies that can improve the facility's resilience, including determining the feasibility of replacing the building. (High Priority)	An assessment of the Recreation Center was initiated in late 2016.
S-A-1-d	Emergency Power for Critical Infrastructure. The City will provide emergency power at critical City facilities such as major sewer lift stations and lagoon pumps.	Emergency power is in place.
S-A-1-e	Monitoring of Water, Sewer and Lagoon Systems. The City will provide and maintain a consolidated remote monitoring capability for the water distribution system, the wastewater collection system and the lagoon system that can be monitored 24 hours a day by Public Works staff or Police Department staff.	SCADA is currently in place and improvements are being proposed as part of each Fiscal Year's budget.
S-A-1-f	Bridge Inspections. Facilitate biannual inspections by the California Department of Transportation (CALTRANS) of City owned bridges (Bicentennial, Foster City Boulevard, Rainbow and Shell Boulevard) and incorporate needed improvements into the capital improvement program.	Ongoing
S-A-1-g	Earthquake Resilient Pipelines. Install specially-engineered pipelines in areas subject to faulting, liquefaction or other earthquake hazard.	Ongoing
S-A-2-a	Levee Protection Planning and Improvements. Develop a plan to raise the City's levees in order to retain FEMA accreditation and protect the City against sea level rise. (High Priority)	The City moved forward with planning for the Levee Project, which began in 2015. The City hosted Community Informational Meetings regarding the levee improvements on April 21, 2016 and May 12, 2016. The Draft EIR was prepared and published on November 23, 2016 for public review and comment.
S-A-2-b	Maintain Levees and Lagoon for Flood Protection. The City will maintain the City's levees and lagoon for flood protection pursuant to the "Operation and Maintenance Manual, Foster City Levees and Pump	Ongoing

PROGRAM	PROGRAM DESCRIPTION	PROGRESS IN 2016
	Station” and the “Lagoon Management Plan.”	
S-A-2-c	Lagoon Pump Station Building Seismic Evaluation. Implement recommendations for seismic upgrades to this 60-year old building. (High Priority)	This item will be proposed in future CIP budgets.
S-A-3-a	Water Supply and Delivery for Fire-Fighting. The City will maintain a water supply and delivery system that can meet potential fire fighting demands through annual exercising of fire hydrants and periodic review of storage needs.	Ongoing
S-A-3-b	Water Supply. The City will study the adequacy of water storage and/or supply facilities.	The City updated the Urban Water Management Plan in 2016.
S-A-3-c	Water Delivery System. The City will ensure the adequacy of the water delivery system through periodic testing, flushing and replacement of parts as needed.	Ongoing
S-A-3-d	Water Booster Pump Station Seismic Retrofit. Complete recommended seismic retrofit to the water booster pump station. (High Priority)	To be included in the proposed projects for the Water Master Plan
S-A-3-e	Potable Water Tank Seismic Evaluation Retrofit. Implement recommendations for seismic upgrades to the water storage tanks. (High Priority)	To be included in the proposed projects for the Water Master Plan
S-A-3-f	Water Transmission Main Evaluation. Continue to evaluate the single 24-inch water supply transmission main on an on-going basis. (High Priority)	To be included in the proposed projects for the Water Master Plan
S-A-3-g	Water System Pressure Reducing Station Evaluation. Continue to evaluate the water pressure reducing stations that reduce SFPUC’s supply pressure to EMID system pressure. (High Priority)	To be included in the proposed projects for the Water Master Plan
S-A-4-a	Wastewater Treatment Plant Improvements. Improve the Wastewater Treatment Plant to accommodate current and future operational requirements and needs and to be more resilient to hazards. (High Priority)	A 10-year Master Plan for improvements to the Wastewater Treatment Plant was presented to the City Council in August 2015.
S-A-4-b	Lift Station #59 Improvements. Maintain and improve the City’s main wastewater lift station with replacement of components that provide adequate levels of redundancy.	Effluent Line Improvements were installed at Lift Station #59.
S-A-4-c	Evaluation/Replacement of Air Release Valves on Wastewater Line between Lift Station #59 and WWTP. Evaluate the need for replacement of the air release valves on the 24” force main between Lift	To be included in the proposed projects for the Wastewater Master Plan

PROGRAM	PROGRAM DESCRIPTION	PROGRESS IN 2016
	Station #59 and the Wastewater Treatment Plant. (High Priority)	
S-A-4-d	Wastewater Lift Stations Rehabilitation. Rehabilitate sewer lift stations by performing preventative maintenance and upgrades to extend their useful life. (High Priority)	To be included in the proposed projects for the Wastewater Master Plan
S-B-1-a	Emergency Response. The City will prepare to respond to emergencies through use of established procedures, programs of on-going training, periodic exercises of the City's Emergency Operations Plan, and mutual aid agreements.	Ongoing. The Fire Department continues to maintain the City's Emergency Operations Plan. Training exercises were held on November 2, 2016.
S-B-1-b	Emergency Plan. The City will maintain the City's Emergency Operations Plan indicating responsibilities and procedures for responding to an emergency.	Ongoing.
S-B-1-c	Mutual Aid. Participate in general mutual-aid agreement and agreements with adjoining jurisdictions for cooperative response to fires, floods, earthquakes, and other disasters.	Ongoing
S-B-1-d	Police Services. The City will provide adequate personnel, training, and equipment to support the provision of police services.	Ongoing
S-B-2-a	Emergency Operations Center. Maintain the local government's emergency operations center in a full functional state of readiness.	Ongoing. The Fire Department maintains the Emergency Operations center in a functional state of readiness.
S-B-2-b	Back-up Emergency Operations Center. As an infrastructure operator, designate a back-up Emergency Operations Center with redundant communications systems.	Ongoing. The Fire Department maintains a back-up emergency operations center with redundant communication systems.
S-B-2-c	Emergency Power for Critical Buildings. Pre-position emergency power generation capacity (or have generation rental/lease agreement for these generators) in critical buildings to maintain continuity of government and services.	Ongoing
S-B-2-d	Critical Intersection Lights. Ensure that critical intersection lights function following loss of power by installing and maintaining battery back-ups and emergency generators.	Currently in progress
S-B-2-e	Post-Disaster Repair of Water and Wastewater Systems. Develop a plan for speeding the repair and functional restoration of water and wastewater systems through stockpiling of shoring materials, temporary pumps, surface pipelines, portable hydrants, and other supplies.	Currently in progress and Ongoing

PROGRAM	PROGRAM DESCRIPTION	PROGRESS IN 2016
S-C-1-a	Incorporate Sea Level Rise Consideration into Planning Process. Incorporate consideration of sea level rise into the development review and infrastructure planning processes, including response strategies that increase resilience to mid-century sea level rise risks for both new and existing development.	Sea level rise is being incorporated into the planning for raising the levee
S-C-2-a	Use of Uniform Codes. The City will adopt and enforce the most current uniform codes with additional local requirements as necessary tailored to Foster City.	Ongoing
S-C-2-b	Site Specific Geotechnical Analyses. The City will require site specific geotechnical and engineering reports for new structures.	Ongoing
S-C-3-a	Flood Plain Regulations. The City will evaluate any proposed development within special flood hazard areas for conformance with the City's flood plain regulations as contained in Chapter 15.36 of the Foster City Municipal Code.	Ongoing – Proposed marina development will be subject to Chapter 15.36 requirements
S-C-3-b	FEMA's National Flood Insurance Program. Participate in FEMA's National Flood Insurance Program for affected properties.	Ongoing.
S-C-3-c	Protect Flood Protection Qualities of Natural Areas. The City will protect and preserve natural features such as wetlands that serve as natural mitigation against the impacts of flooding.	Ongoing
S-C-4-a	Development Review for Fire Safety. The City will review proposals for new and modified buildings to ensure that fire safety provisions are included as required by the most current uniform codes and local regulations.	Ongoing
S-C-4-b	Annual Inspections for Fire Safety and Hazardous Materials. The City will conduct annual inspections of businesses and multi-family dwellings in order to ensure compliance with fire safety and hazardous materials requirements. The City will continue to provide inspections of residential care facilities at the request of the Department of Social Services.	Ongoing
S-C-4-c	Fire Sprinklers. Require fire sprinklers in all new or substantially remodeled housing, regardless of distance from a fire station.	Ongoing
S-C-5-a	Hazardous Materials. The City will continue to enforce applicable codes related to hazardous materials.	Ongoing
S-C-6-a	Post-Disaster Services. Consider and adopt regulations to guide City operations following a disaster, such as suspension of some types of	Research into potential regulations began in 2016 during preparation of the

PROGRAM	PROGRAM DESCRIPTION	PROGRESS IN 2016
	government services.	LHMP/Safety Element and is continuing.
S-D-1-a	CERT Classes. Continue to provide emergency preparedness classes and Community Emergency Response Team (CERT) training.	Ongoing. 87 additional CERT members were trained.
S-D-1-b	Emergency Preparedness Education and Outreach. Continue to utilize available means to educate the public, including schools, businesses and community groups, about emergency preparedness, including but not limited to the City's website, media, classes and special events. (High Priority)	Ongoing. The preparation of the Local Hazard Mitigation Plan/Safety Element included a survey, media outreach and a public workshop. The Fire Department coordinated Emergency Preparedness and Safety Days with residents and local businesses.
S-D-2-a	Geotechnical Reports Library. The City will maintain a geotechnical report library at City Hall.	Ongoing
S-D-2-b	Seismic Safety Education. The City will include seismic safety education in the Fire Department's public education programs, such as Community Emergency Response Team (CERT) training and earthquake preparedness training.	Ongoing
S-D-2-c	Non-Structural Hazards Assessment. The City will include an assessment of non-structural seismic hazards as part of annual inspections of businesses as part of a public education program.	Ongoing
S-D-2-d	Private Utility Lines at Bridges. Work with homeowners' associations to educate them about the need for earthquake-resistant connections when pipes enter and exit bridges and work with them to encourage retrofit of these facilities.	Ongoing
S-D-3-a	Fire Education/Prevention. The City will provide a fire education/prevention program to the public, including schools, businesses and community groups through publications, training classes and other means.	Ongoing
S-D-4-a	Crime Prevention/Education. The City will provide a variety of crime prevention programs to educate and involve the community, including but not limited to Neighborhood Watch, Apartment Watch, Business Watch, newsletter, security surveys, and programs with community groups and organizations.	Ongoing
S-D-4-b	Development Review for Crime Prevention. The City will review	Ongoing

PROGRAM	PROGRAM DESCRIPTION	PROGRESS IN 2016
	proposals for new and modified buildings for compliance with crime prevention requirements.	
S-E-1-a	Community Events. The City will actively promote community events in order to bring together individuals and groups within the community for a common purpose.	<p>Several community events were promoted:</p> <ul style="list-style-type: none"> • Art & Wine (CityFEST) • Summer Concert Series • 4th of July Celebration • Head of the Lagoon regatta • Off the Grid <p>Promotion of community events and other communications were expanded through:</p> <ul style="list-style-type: none"> • Expanded City presence on social media channels such as YouTube, Instagram, Twitter and Facebook • Monthly e-newsletters with updates on City events, activities and projects as well as local business community news to approximately 9,000 subscribers
S-E-1-b	Cross-Cultural Events. The City will actively promote cross-cultural events in order to celebrate the diversity of the community as well as to bring together individuals and groups so that they become more inter-connected.	<p>Several cross-cultural events were promoted:</p> <ul style="list-style-type: none"> • Polynesian Festival • Chinese New Year • Diwali-Festival of Lights • Holi-Festival of Colors <p>Promotion of community events and other communications were expanded through:</p> <ul style="list-style-type: none"> • Expanded City presence on social media channels such as

PROGRAM	PROGRAM DESCRIPTION	PROGRESS IN 2016
		<p>YouTube, Instagram, Twitter and Facebook</p> <ul style="list-style-type: none"> Monthly e-newsletters with updates on City events, activities and projects as well as local business community news to approximately 9,000 subscribers
S-E-2-a	Police Services. The City will provide adequate personnel, training, and equipment to support the provision of police services.	Ongoing
S-E-2-b	Crime Prevention. The City will promote community-based crime prevention through Neighborhood Watch, Apartment Watch, Business Watch, newsletter, security surveys, and programs with community groups and organizations.	Ongoing. FCPD Officers conducted over 50 Community Outreach Activities. FCPD also completed 3 residential security surveys and 7 in-depth Crime Prevention Through Environmental Design surveys for property management companies. Other activities included HOA “block” meeting and various community events and use of social media to educate the public.
CHAPTER 8: CONSERVATION ELEMENT – ADOPTED MAY 2003		
C-a	<p>Water Saving Landscaping and Irrigation. Promote the use of low-water-use landscaping and irrigation devices in parks, and during review of new projects and modifications to existing developments.</p> <p>Responsibility: Community Development Department, Parks and Recreation Department.</p> <p>Timeline: Current and ongoing.</p>	<p>Ongoing though:</p> <ul style="list-style-type: none"> Conservation-based water rates Rebates for replacement of turf Free water use audits Outdoor Water Use checklists for new development City website
C-b	<p>Property Owner Water Saving Techniques. Encourage all property owners to implement the following conservation techniques: utilize drought tolerant plant materials, limit turf areas to 25% of landscaping, limit hours of the day for watering, retrofit with water-conserving fixtures, retrofit existing bathrooms and install new bathrooms with ultra low-flow toilets and water-conserving shower heads.</p>	<p>Ongoing through:</p> <ul style="list-style-type: none"> Review of landscape plans Conservation-based water rates Indoor Water Use checklist Outdoor Water Use checklist

PROGRAM	PROGRAM DESCRIPTION	PROGRESS IN 2016
	<p>Responsibility: Community Development Department, Public Works Department.</p> <p>Timeline: During Plan Review/prepare brochure following adoption of this Element</p>	<ul style="list-style-type: none"> • Rebates for replacement of turf and purchase of low water use appliances • City website
C-c	<p>Water Emergencies. Declare a state of water emergency when mandatory water conservation and/or water rationing is necessary and prepare newsletter articles and brochures to educate customers about water conservation.</p> <p>Responsibility: District Board, City Manager's Department, Public Works Department.</p> <p>Timeline: As needed.</p>	The City Council declared a water shortage emergency condition and authorized the implementation of water conservation measures on November 3, 2014.
C-d	<p>Water Conservation Plan. Update the City's Water Conservation Plan. This plan describes water system deficiencies, and water supply and demand within the District service area.</p> <p>Responsibility: Public Works Department.</p> <p>Timeline: 1993.</p>	<p>The Urban Water Management Plan was revised and adopted on 6/6/2016.</p> <p>The City achieved a 14.6% water savings as from June 2015 to April 2016 (surpassing State Water Reduction Requirement).</p>
C-e	<p>Water Quality. Continue existing programs to conserve and protect water quality in accordance with accepted standards.</p> <p>Responsibility: Public Works Department.</p> <p>Timeline: Current and ongoing.</p>	Ongoing.
C-f	<p>Lagoon Water Quality. Continue to implement the Lagoon Management Plan in order to conserve and protect lagoon water quality by exchanging water with the Bay, testing and monitoring the water quality in the lagoon system.</p> <p>Responsibility: Public Works Department.</p> <p>Timeline: Current and ongoing.</p>	Ongoing
C-g	<p>Lagoon Views and Recreational Opportunities. Conserve and protect the Foster City Lagoon System by maintaining accessibility for views and recreational opportunities.</p>	Ongoing

PROGRAM	PROGRAM DESCRIPTION	PROGRESS IN 2016
	<p>Responsibility: Community Development Department. Timeline: During Plan Review</p> <p>Lagoon Views and Recreational Opportunities. Conserve and protect the Foster City Lagoon System by maintaining accessibility for views and recreational opportunities.</p> <p>Responsibility: Community Development Department. Timeline: During Plan Review</p>	
C-h	<p>Public Information. Conserve and protect the Foster City Lagoon System by educating the public about problems caused by disposal of toxic wastes into the storm water system and the problems which result from feeding waterfowl.</p> <p>Responsibility: Public Works Department, Community Development Department. Timeline: Prepare brochure following adoption of this Element</p>	Ongoing
C-i	<p>Water Quality Discharge. Conserve and protect the quality of the water that is discharged into the San Francisco Bay through implementation of the Lagoon Management Plan.</p> <p>Responsibility: Public Works Department. Timeline: Current and ongoing</p>	<p>Ongoing</p> <p>The City is working with the City of San Mateo to implement a 20-year Master Plan to construct Improvements at the Wastewater Treatment Plant to repair and replace aging infrastructure, address future growth and capacity issues, and address existing and future regulatory requirements.</p>
C-j	<p>Air Quality Impacts. Review proposed projects for their potential to affect air quality conditions.</p> <p>Responsibility: Community Development Department. Timeline: During Plan Review</p>	Ongoing. Included in Climate Action Plan.
C-k	<p>Air Pollution Sensitive Land Uses. To the extent feasible, separate air pollution sensitive land uses from sources of air pollution.</p>	Ongoing

PROGRAM	PROGRAM DESCRIPTION	PROGRESS IN 2016
	Responsibility: Community Development Department. Timeline: During Plan Review	
C-l	TSM Ordinance Enforcement. Enforce the City's Transportation Systems Management (TSM) Ordinance for existing and proposed businesses with more than 25 employees to promote use of SamTrans, vanpools, carpools and flextime working hours for employees. Responsibility: Community Development Department. Timeline: Current and ongoing	Ongoing. Included in Climate Action Plan. Various developments are required to submit annual TDM progress reports.
C-m	Reduction in Automobile Trips. Encourage Foster City residents and employees to consolidate and/or eliminate motor vehicle trips as often as possible. Responsibility: Community Development Agency, Planning Division. Timeline: Prepare brochure following adoption of this Element	City continues to promote regional events such as Great Race for Clean Air and Bike to Work Day as well as promoting Commute.org shuttles and carpool-matching app Scoop. The City partnered with Scoop Technologies to implement a carpool-matching program, which has removed over 4,700 cars from the road in its initial 3 months. Promotion of Scoop and other communications were expanded through: <ul style="list-style-type: none"> Expanded City presence on social media channels such as YouTube, Instagram, Twitter and Facebook Monthly e-newsletters with updates on City events, activities and projects as well as local business community news to approximately 9,000 subscribers
C-n	Coordination with Other Agencies in Air Quality Improvements. Coordinate review of large projects with local, regional and state agencies to improve air quality. Responsibility: Community Development Department. Timeline: During Plan Review	Ongoing.
C-o	Title 24. Construct new buildings and additions to energy efficiency	Ongoing implementation of the energy

PROGRAM	PROGRAM DESCRIPTION	PROGRESS IN 2016
	standards according to Title 24 of the California State Model Code. Responsibility: Community Development Department. Timeline: During Plan Review	conservation requirements in conformance with the California Energy Code and CALGreen continued. Included in Climate Action Plan.
C-p	Solar Heating and Cooling. Encourage installation of solar panels for heating and cooling with solar energy. Responsibility: Community Development Department. Timeline: During Plan Review	Ongoing. The City implemented SunShares Community Solar Bulk Procurement Program in 2015 and 2016. City has implemented on-going Solar Rebate Program for single-family residences beginning 10/1/2016. City authorized several PACE programs to operate in Foster City beginning in 2008, providing financing for Solar and energy efficiency upgrades. City joined Peninsula Clean Energy to provide opportunity for all energy customers to purchase power from renewable sources. Solar energy installation at the Library was completed in 2015 and continues to reduce electricity purchased by City.
C-q	Solar Heating for Pools. Encourage property owners to heat all new and existing spas and swimming pools with solar energy. Responsibility: Community Development Department. Timeline: During Plan Review	Ongoing
C-r	Energy Information and Outreach. Continue to expand and monitor information about energy conservation and establish a public outreach program to inform Foster City residents and businesses about the availability and importance of the information. Responsibility: Community Development Department. Timeline: Prepare brochure following adoption of this Element	The City continued to participate in Energy Upgrade California, publicizing the availability of rebates and public information meetings about the program through its Social Media accounts.

PROGRAM	PROGRAM DESCRIPTION	PROGRESS IN 2016
		<p>The City continues to authorize several PACE financing options for residential and non-residential buildings.</p> <p>Included in Climate Action Plan.</p> <p>The City hosted a BayREN community workshop on energy efficiency financing in April 2016.</p> <p>The City joined Peninsula Clean Energy Joint Powers Authority and participated in developing Community Choice Energy program in San Mateo County and providing information about it to the public.</p>
C-s	<p>Citywide Recycling Program. Continue the citywide residential recycling program for glass, aluminum and newspaper and establish a citywide commercial recycling program for white paper and cardboard. Responsibility: City Manager's Department, Community Development Department.</p> <p>Timeline: Current and ongoing</p>	Ongoing programs. Included in Climate Action Plan.
C-t	<p>Source Reduction and Recycling Element. Implement Source Reduction and Recycling Element in accordance with State regulations. Responsibility: Community Development Department, City Manager's Department.</p> <p>Timeline: Current and ongoing.</p>	<p>Ongoing programs for construction & demolition materials recycling, adopted new CalGreen code effective 1/1/2017 which increased construction and demolition requirements from 50% to 65%, reusable bag ordinance and polystyrene food service-ware ordinance.</p> <p>The City meets current state established targets for waste reduction and diversion.</p>
C-u	<p>Recycling Information. Inform all Foster City residents and businesses about recycling opportunities.</p>	Ongoing programs.

PROGRAM	PROGRAM DESCRIPTION	PROGRESS IN 2016
	Responsibility: Community Development Department. Timeline: Current and ongoing	Several green events such as compost giveaways, E-waste events, shred events and Coats for Kids Drive were promoted and widely used by the community. Included in Climate Action Plan.
C-v	Recycling Bins Incentives. Waive fees and simplify the review process for trash enclosures around recycling bins. Responsibility: Community Development Department. Timeline: Current and ongoing.	Ongoing programs.
C-w	City Procurement. Prepare a City-wide procurement policy for the purchase of recycled products. Responsibility: City Manager's Department. Timeline: December 1993.	Ongoing programs. Included in Climate Action Plan.
C-x	Public Viewing Areas. Expand public opportunities to learn about wetland areas and endangered species by creating public viewing areas with exhibits. Responsibility: Community Development Department. Timeline: Within three years following Element Adoption	Ongoing
C-y	Wetland Habitat. Protect wetland habitat from human disturbance by posting signs prohibiting trespassing on vegetation typical of wetland areas. Responsibility: Community Development Department, Parks and Recreation Department. Timeline: Within one year following Element Adoption.	Ongoing
C-z	57 Acre Wildlife Refuge. Prohibit development within 57 acre wildlife refuge. Responsibility: Community Development Department. Timeline: During Plan Review.	Ongoing
C-aa	Projects in the Vicinity of Shoreline Band. Strictly control development proposals in the vicinity of the shoreline band. Responsibility: Community Development Department.	Ongoing

PROGRAM	PROGRAM DESCRIPTION	PROGRESS IN 2016
	Timeline: During Plan Review.	
C-bb	National Pollution Discharge Elimination System (NPDES) Stormwater Management Plan. Continue working with the county-wide task force to develop and implement a stormwater management plan to satisfy NPDES requirements. Responsibility: Public Works Department. Timeline: Current and ongoing.	Ongoing

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

(CCR Title 25 §6202)

Jurisdiction Foster City

Reporting Period 1/1/2016 - 12/31/2016

Table A

Annual Building Activity Report Summary - New Construction Very Low-, Low-, and Mixed-Income Multifamily Projects

Housing Development Information								Housing with Financial Assistance and/or Deed Restrictions		Housing without Financial Assistance or Deed Restrictions	
1	2	3	4				5	5a	6	7	8
Project Identifier (may be APN No., project name or address)	Unit Category	Tenure R=Renter O=Owner	Affordability by Household Incomes				Total Units per Project	Est. # Infill Units*	Assistance Programs for Each Development	Deed Restricted Units	Note below the number of units determined to be affordable without financial or deed restrictions and attach an explanation how the jurisdiction determined the units were affordable. Refer to instructions.
			Very Low-Income	Low-Income	Moderate-Income	Above Moderate-Income			See Instructions	See Instructions	
Lennar (Foster Square)	5+	O				74	74	74			
(9) Total of Moderate and Above Moderate from Table A3 ▶			0	0	0						
(10) Total by income Table A/A3 ▶ ▶						74	74	74			
(11) Total Extremely Low-Income Units*											

* Note: These fields are voluntary

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

(CCR Title 25 §6202)

Jurisdiction Foster City
Reporting Period 1/1/2016 - 12/31/2016

Table A2
Annual Building Activity Report Summary - Units Rehabilitated, Preserved and Acquired pursuant to GC Section 65583.1(c)(1)

Please note: Units may only be credited to the table below when a jurisdiction has included a program in its housing element to rehabilitate, preserve or acquire units to accommodate a portion of its RHNA which meet the specific criteria as outlined in GC Section 65583.1(c)(1)

Activity Type	Affordability by Household Incomes				(4) The Description should adequately document how each unit complies with subsection (c)(7) of Government Code Section 65583.1
	Extremely Low-Income*	Very Low-Income	Low-Income	TOTAL UNITS	
(1) Rehabilitation Activity				0	
(2) Preservation of Units At-Risk				0	
(3) Acquisition of Units				0	
(5) Total Units by Income	0	0	0	0	

* Note: This field is voluntary

Table A3
Annual building Activity Report Summary for Above Moderate-Income Units (not including those units reported on Table A)

	1. Single Family	2. 2 - 4 Units	3. 5+ Units	4. Second Unit	5. Mobile Homes	6. Total	7. Number of infill units*
No. of Units Permitted for Moderate						0	
No. of Units Permitted for Above Moderate						0	

* Note: This field is voluntary

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

(CCR Title 25 §6202)

Jurisdiction Foster City

Reporting Period 1/1/2016 - 12/31/2016

Table B

Regional Housing Needs Allocation Progress

Permitted Units Issued by Affordability

Enter Calendar Year starting with the first year of the RHNA allocation period. See Example.			2014-15	2016								Total Units to Date (all years)	Total Remaining RHNA by Income Level
Income Level		RHNA Allocation by Income Level	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9		
Very Low	Deed Restricted	148	83									83	65
	Non-deed restricted												
Low	Deed Restricted	87	49									49	38
	Non-deed restricted												
Moderate	Deed Restricted	76	14									14	62
	Non-deed restricted												
Above Moderate		119	563	74								637	0
Total RHNA by COG. Enter allocation number:		430	709	74								783	165
Total Units ▶ ▶ ▶													
Remaining Need for RHNA Period ▶ ▶ ▶ ▶ ▶													

Note: units serving extremely low-income households are included in the very low-income permitted units totals.

ANNUAL HOUSING ELEMENT PROGRESS REPORT – 2016
Housing Element Implementation
(CCR Title 25, §6202)

Jurisdiction Foster City

Reporting Period Jan 2016 - Dec 2016

Table C

Program Implementation Status

Program Description (By Housing Element Program Names)	Housing Programs Progress Report – Government Code Section 65583. Describe progress of all programs including local efforts to remove governmental constraints to the maintenance, improvement and development of housing as identified in Housing Element.		
Name of Program	Objective	Timeframe in H.E.	Status of Program Implementation
H-A-1-a Annual Tracking of Housing Activity	Provide statistical summary of residential building activity.	Annually as part of GP Report	See Tables A and B, attached. Building permits were issued in 2014 and 2015 for 709 units that will apply to the RHNA for 2015-2023 (see breakdown below)
H-A-1-b Construction of New Units	Review residential proposals as they are received toward RHNA for 2015-2023: Very Low: 148 Low: 87 Moderate: 76 Above-Moderate: 119 Total 430	2015-2023	Permits issued in 2014-completed in 2016: <ul style="list-style-type: none"> • 100 Grand (Triton Pointe): 166 units • Alma Point (Mid-Pen Foster Square): 66 units Permits issued in 2015-to be completed in 2017 <ul style="list-style-type: none"> • The Triton (Waverly): 220 units • Atria (Foster Square): 131 units • Lennar (Foster Square): 126 units Permits issued in 2016-to be completed in 2017-18 <ul style="list-style-type: none"> • Lennar (Foster Square): 74 units

Program Description (By Housing Element Program Names)	Housing Programs Progress Report – Government Code Section 65583. Describe progress of all programs including local efforts to remove governmental constraints to the maintenance, improvement and development of housing as identified in Housing Element.		
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H-A-1c Future Housing Element Updates	Update the Housing Element consistent with State requirements.	Next update in 2023	The Housing Element for the 2015-2023 Planning Period was approved on February 2, 2015.
H-A-3-a Community Outreach	Improve citizen awareness of rehabilitation and disaster assistance loan subsidy programs, code enforcement, energy conservation programs, fair housing laws and affordable housing programs.	Ongoing	Ongoing - primarily through the web site, distribution of information packets and through agreement with HIP Housing. In 2016 major outreach effort was publishing the availability of the housing lottery for BMR units at The Triton.
H-A-3-b Technical Assistance to Non-Profits	Provide technical assistance to non-profit groups organized to encourage provision of affordable housing and sponsors of affordable housing projects and programs.	Ongoing	The City is working with the non-profit Mid-Peninsula Housing as a development partner. The City assisted Mid-Peninsula Housing and the developers in the Pilgrim Triton area with their initial BMR marketing plans, program set-up, implementation and reporting. The City held a Roundtable meeting for all BMR property managers in October 2016 and provides assistance to BMR property managers on an ongoing basis by responding to issues as they arise.
H-A-3-c Water and Sewer Agency Coordination	Annually review water and sewer procedures and priority for water and sewer service allowances for developments with units affordable to lower-income households.	Annually	In Urban Water Management Plan (UWMP).
H-A-3-d Outreach to Community Service Clubs and Organizations	Contact service clubs and organizations to determine interest in a volunteer labor assistance housing improvement program	2015	No action in 2016.
H-A-4-a Air Quality Impacts	Study air quality impacts of proposed housing.	Ongoing	Environmental review of a housing proposal for Pilgrim Triton Phase C was begun in late 2016.

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H-A-4-b Geotechnical Studies	Perform geotechnical study of proposed housing.	Ongoing	Environmental review of a housing proposal for Pilgrim Triton Phase C was begun in late 2016.
H-A-4-c Building Codes	Buildings shall conform to requirements of UBC and Title 24.	Ongoing	Ongoing.
H-A-4-d Site Investigation	Conduct site investigations for proposed housing.	Ongoing	Environmental review of a housing proposal for Pilgrim Triton Phase C was begun in late 2016.
H-A-4-e NPDES Requirements	NPDES requirements should be met or required as mitigation measures.	Ongoing	Ongoing.
H-A-4-f Noise Studies	Perform noise studies for proposed housing.	Ongoing	Environmental review of a housing proposal for Pilgrim Triton Phase C was begun in late 2016.
H-A-4-g Traffic Evaluations	Complete traffic evaluation for proposed housing.	Ongoing	Environmental review of a housing proposal for Pilgrim Triton Phase C was begun in late 2016.
H-B-1-a Continue Code Enforcement	Continue code enforcement program.	Ongoing	Ongoing
H-B-2-a Rehabilitation Loans	Encourage rehabilitation loan and disaster assistance programs to the extent possible given program funding criteria and local need.	20 loans by 2023	The City used to participate in the County's housing rehabilitation loan program, but the program has been suspended.
H-B-2-b Facilitate Non-Profit Rehab/Maintenance Assistance	If a source of funding can be found, start a community outreach program to help the disabled and elderly maintain or rehabilitate their homes to match households in need with non-profit organizations.	2016 & ongoing thereafter	No action in 2016.

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H-B-3-a Energy Conservation Assistance	Consider adopting measures for new residential development and rehabilitation projects to incorporate sustainable construction and green building practices.	2015	On December 19, 2016 the City Council adopted updated CALGreen building standards. Sustainable design features in addition to minimum code requirements were included in approvals for Triton Pointe, The Waverly and Foster Square. A Climate Action Plan was adopted in September 2015. The City has adopted financing mechanisms (PACE) to assist homeowners with energy conservation.
H-B-3-b Increased Energy Conservation	Continue to enforce CalGreen, consider fee waivers and fast-track incentives for energy conservation improvements, and will review its development ordinances to determine if zoning, building subdivision and others discourage the use of energy conservation measures.	Ongoing	Fees for solar installations are waived.
H-B-4-a Architectural Review	Continue Architectural Review to ensure that development preserved character and scale of neighborhoods.	Ongoing	Ongoing

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H-C-1-a Condo Conversion Regulations	Continue implementation of the condo conversion ordinance linking any conversions to the development of additional rental housing within the City. The ordinance provides for lifetime leases for seniors and handicapped tenants. Amend the existing conversion regulations to change the percentage of converted units required to be set aside for qualified low and moderate income owners from ten to fifteen percent. Continue the requirement for deed restrictions on resale (unless financing is impossible), or 1% of gross sales must be contributed to the City, and comparable rental housing must be available in the Housing Market Area.	Ongoing	No conversions proposed in 2016.
H-C-2-a Phased Redevelopment of Existing Apartments	If a large apartment development is redeveloped, the project shall be phased so that displacement of residents is minimized to the extent feasible. The application for redevelopment shall include a plan to minimize displacement of existing residents.	Ongoing	No redevelopment of large apartment developments was proposed in 2016.
H-C-3-a Moderate Rent Increases	Continue working with PCRC and Tri-County Apt. Association as a vehicle to moderate rent increases and to resolve rental disputes.	Ongoing	Ongoing
H-C-4-a Rental Dispute Resolution	Continue to encourage residents' use of PCRC as a vehicle to resolve rental disputes.	Ongoing	Ongoing.

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Name of Program	Objective	Timeframe in H.E.	Status of Program Implementation
H-C-5-a Rental Housing Assistance	Encourage the use of federal, State and local rental housing programs. Continue to publicize programs and work with the San Mateo County Housing Authority to implement the Section 8 Rental Assistance Program and, as appropriate, assist similar non-profit housing sponsor rental assistance programs.	15 extremely low and very low-income households provided assistance per year.	Ongoing. Information is included on the City's website, in handouts in affordable housing packets, and referrals to other providers, such as HIP Housing. At the City's invitation, representatives of the County Veterans Services made a presentation to the BMR Property Managers in October 2016. As a result, two veterans with housing vouchers were able to use their vouchers in Foster City.
H-C-5-b City Rental Assistance Program	If a source of funding can be secured, develop a local housing rental assistance program, and work with the owners of existing rental projects in the City to provide as many subsidized rental units as possible. .	An additional 10 extremely low income, 10 very low income and 20 low income by rental subsidy by 2022	No action in 2016. The loss of redevelopment funding eliminated the source of funds for this program.

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H-D-2-a Tier 1 Housing Opportunity Sites	<p>The City will work with the developers of Tier 1 sites to assure that RHNA can be met at these sites. Tier 1 sites include:</p> <ul style="list-style-type: none"> • Pilgrim-Triton (remaining phases) • Foster Square • Harbor Cove • Beach Cove • Franciscan • Sand Cove • Shadow Cove 	Approvals within 1 year of application	<p>The Pilgrim/Triton proposal for redevelopment began its review in 2007, including 730 housing units and was approved in 2008, including a requirement for 20% affordable units. Phase A for 307 units was completed and occupied in 2013, including 60 BMR units.</p> <p>One Hundred Grand (Triton Pointe-Phase D of Pilgrim Triton) obtained development approvals in 2012 and completed 166 units in 2016, including 33 BMR units.</p> <p>The Triton (Waverly-Phase B of Pilgrim Triton) obtained development approvals in 2013, demolished the existing buildings in 2014 and is under construction of 220 units in 2015-17, including 48 BMR units.</p> <p>An application was submitted for 68 townhouse units in Pilgrim Triton Phase C that was under review in 2016.</p> <p>The Foster Square development of the 15-Acre site was approved by the City Council on November 18, 2013 with up to 421 units and 35,000 sq. ft. of commercial space. Alma Point by MidPen Housing received building permit approval in November 2014 and was completed in 2016, including 65 BMR units.</p> <p>Atria including 131 units and 24-bed memory care completed construction in late 2016.</p> <p>Lennar obtained building permits for 176 units in 2015 and is under construction in 2015-17. Lennar has planning approval for an additional 74 units.</p>

Program Description (By Housing Element Program Names)	Housing Programs Progress Report – Government Code Section 65583. Describe progress of all programs including local efforts to remove governmental constraints to the maintenance, improvement and development of housing as identified in Housing Element.		
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H-D-2-b Affordable Housing Overlay Combining District	Adopt and implement an Affordable Housing Overlay (AHO) Combining District to encourage production of additional housing units, including affordable units.	2015 (SB 375 required rezoning to be completed by 2/1/2018)	No action in 2016.
H-D-2-c Rezoning with Affordable Housing Overlay District	Rezone selected housing sites with the AHO.	2015 (SB 375 required rezoning to be completed by 2/1/2018)	No action in 2016.
H-D-2-d Design Criteria for Affordable Housing Overlay District	Develop criteria to be used by the Planning Commission in the review of developments pursuant to the AHO that ensures: <ul style="list-style-type: none"> • Character that is consistent with qualify of neighborhoods. • Features are utilized to minimize the impacts on adjacent development. • Affordable units are dispersed and indistinguishable from market rate units. 	2015	No action in 2016.
H-D-3-a Potential Re-Use of Commercial Sites	The City will reevaluate the land use designations for the neighborhood shopping centers or other commercial sites if, at a future date, any of these commercial activities become not viable.	As appropriate	No City action in 2016. On November 3, 2016, the San Mateo-Foster City School District approved an agreement to purchase the Charter Square Shopping Center.

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H-D-3-b Increase Supply of Rental Units	Work to increase the supply of rental units in the City by re-planning and rezoning failed, or underutilized commercial properties to include rental units.	Following completion of Housing Element or when a unique development opportunity arises.	No action in 2016.
H-D-4-a Mixed Use Housing	Encourage mixed residential-commercial uses in areas consistent with the Land Use Plan.	Ongoing	Environmental review of a housing proposal for Pilgrim Triton Phase C was begun in late 2016.
H-D-6-a Second Units	Continue implementation of the City's second unit ordinance.	2 moderate income units by 2014	Staff began work in 2016 on an update of the City's second unit regulations in order to comply with changes in State law.
H-D-8-a Housing Impact Fee	Conduct the necessary nexus study to enable consideration of a housing impact fee.	2015	On November 21, 2016 and December 19, 2016, the City Council adopted code amendments and Affordable Housing Commercial Linkage fees that will go into effect on February 17, 2017.
H-D-8-b Local, State and Federal Funding for Affordable Housing	Monitor availability of other sources of local, state or federal funding for affordable housing programs.	Ongoing	Staff monitors Notices of Funding Availability for programs that could be used in Foster City. Staff forwards relevant information to developers.
H-D-9-a Government Constraints	Review the development process and remove any government and regulatory constraints to the production of affordable housing, including a review of ways to allow more types of projects to be approved at the staff level.	2016	Constraints were reviewed as part of the Housing Element Update and various programs included for implementation.

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H-D-9-b Pre-Permit Review Process	Continue to hold pre-application reviews of affordable housing projects.	Ongoing	Ongoing
H-D-9-c Minimum Density Requirements	Consider enacting minimum density requirement to prevent use of land zoned for multiple-family use for lower density housing in order to make more efficient use of the limited opportunity to provide additional housing.	2016	No action in 2016.
H-D-9-d Zoning Incentives	Evaluate zoning incentives that encourage the development of diverse housing types such as smaller more affordable unit and 2- and 3-bedroom units for families.	2016	The Triton Pointe development approved in 2012 and The Waverly approved in 2013 included some waivers to the minimum square footage requirements in order to allow slightly smaller units.
H-D-9-e Reevaluate Parking Requirements	Conduct a study of whether, how and when to modify parking requirement to allow higher densities and reduced housing costs in areas appropriate for reduced parking requirements.	2016	The Triton Pointe and Waverly development approvals included use of the reduced parking standards pursuant to State Housing Density Bonus law and also provided parking analyses to verify the adequacy of the proposed parking.
H-D-9-f Development Fee Waivers	Where appropriate and feasible, continue to allow waivers of development fees as a means for promoting BMR housing.	Ongoing	No action in 2016.
H-D-9-g Nonconforming Uses	Allow use of development agreements and amend Chapter 17.70, Nonconformity Uses, of the Foster City Municipal Code to reduce or eliminate disincentives to having an existing non-residential site zoned for housing. Allow non-conforming uses to continue indefinitely on sites zoned for housing and also allow them to be expanded or rebuilt if destroyed.	2016	Included in Pilgrim Triton Development Agreement.

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H-E-1-a Funding for Affordable Housing	Conduct the necessary nexus study to enable consideration of housing impact fees.	Ongoing	On November 21, 2016 and December 19, 2016, the City Council adopted code amendments and Affordable Housing Commercial Linkage fees that will go into effect on February 17, 2017.
H-E-1-b Existing Unit Purchase Program	Continue to maintain the existing units owned by the City as rentals for large very low- and low-income families. Purchase existing older units to provide affordable rental housing. Strive not only to avoid a concentration of affordable units in any one location or area, but to disperse affordable units throughout the community to complement and enhance the diversity that is already found in the City. Target units that need rehabilitation and thereby improve the neighborhood in which they are located.	Ongoing	Six units continue to be rented to very low- and low-income families.
H-E-1-c First-Time Homebuyer Program	Continue to monitor the existing First-Time Homebuyer loans. Deposit any payoffs into the City's Affordable Housing Fund.	Ongoing	As of 12/31/16, a total of 33 loans have been made, with 5 loans still outstanding. No additional loans are being made due to the termination of CDA funding for the program.
H-E-1-d Homeowner Rehab Loan Program	Increase use of CDBG loans administered by the County, through improved promotion and publicity to residents; target the elderly.	Ongoing	Ongoing
H-E-3-a Density Bonuses for Affordable Housing Projects Consistent with State Density Bonus Law	Offer density bonuses consistent with State Density Bonus Law.	Ongoing	The Triton Pointe and Waverly developments utilized the State Housing Density Bonus Law, specifically the lower parking requirements.

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Name of Program	Objective	Timeframe in H.E.	Status of Program Implementation
H-E-3 b Financing and Subsidy Programs	Encourage project sponsors to apply for available federal, state and locally subsidized new affordable construction programs, including subsidies for extremely low income, very low income, and low income housing, by providing technical assistance on available programs and supporting data, structuring development agreements and other requirements to match program funding criteria, as appropriate and possible, and leveraging tax increment financing when possible. The City will also lobby Federal and State elected officials for housing legislation that includes appropriations for low and moderate income housing programs.	Ongoing	Project sponsors were made aware of available housing subsidies, specifically HEART loans and County funds.
H-E-3-c Cooperative Ventures	Encourage cooperative and joint ventures between owners, developers and non-profit groups to provide BMR housing.	Ongoing	The City has been an active partner with Mid-Peninsula Housing in the development of the Alma Point project.
H-E-4-a Maintain Owner Occupied BMR Units	Administer agreements for existing ownership BMR units to ensure continued affordability.	Ongoing	Ongoing
H-E-5-a Maintain Existing Rental BMR Units	Administer the agreements for the existing rental BMR units to ensure the continued affordability of these units for the terms of their agreements.	Ongoing	Ongoing-review of annual and semi-annual reports.
H-E-5-b New Agreements for Affordability of Existing Rental Units	If a source of funding can be identified, work with owners of existing rental units to include or extend affordability agreements.	2018	Staff continued to communicate with owners of Fosters Landing to discuss potential for extension of agreements.

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H-E-5-c Adopt Notice Requirements for “At Risk” Units	Adopt an ordinance requiring a one-year notice to tenants of existing affordable rental units that affordability restrictions are due to expire.	2018	Staff met with owners of Fosters Landing in 2014 and January 2017 to discuss state mandated and potential local notification requirements. Staff continued to communicate with owners of Fosters Landing in 2016 and January 2017 regarding expiration of covenants. Staff continued investigating best practices in other jurisdictions related to expiration of covenants.
H-E-5-d Minimize Impacts of Expiration of Affordability Covenants	Work with landlords, tenants and other agencies prior to the expiration of affordability covenants to minimize the impacts of the expiration of affordability covenants through extension, use of rental vouchers, preference at other affordable housing sites or other means.	2018	Staff met with owners of Fosters Landing in 2014 and January 2017 to discuss state mandated and potential local notification requirements related to expiration of covenants. Staff continued investigating best practices in other jurisdictions related to expiration of covenants.
H-E-5-e Affordable Housing Preference for Displaced Residents	Consider an amendment of the affordable housing preferences adopted by city Resolution 2000-123 to include tenants displaced by termination of affordability restrictions.	2018	No action in 2016.
H-E-6-a Homeshare Program	Continue to work with HIP to expand the existing outreach program for the Homeshare Program for both rental and ownership housing, including outreach to extremely low and very low income persons.	15 new matches per year	Since FY 2007-08 through the end of 2016, HIP has placed 95 people from Foster City into shared housing arrangements; provided information and counseling to 356 Foster City residents or workers, and helped 10 families complete the self-sufficiency program.
H-E-8-a BMR Eligibility Guidelines	Implement BMR selection guidelines based on BMR Eligibility Priorities.	Ongoing	Ongoing. Priorities were applied in the housing lottery held in 2016 for The Triton.

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H-F-1-a Non-Discrimination	Ensure that state and federal laws are adhered to regarding fair housing. The City will assist local non-profit organizations, as appropriate, to provide public information and education services.	Ongoing	Ongoing
H-F-1-b Anti-Discrimination Ordinance and Zoning Definitions	Provide information to landlords advising them of the City's Anti-Discrimination Ordinance to prohibit discrimination based on the source of a person's income or the use of rental subsidies	Ongoing	No action in 2016.
H-F-2-a Facilities/Services for Special Needs	Support housing that incorporates facilities and services to meet the health care, transit or social service needs of households with special needs, including seniors, extremely low income households and persons with disabilities.	Ongoing	Ongoing
H-F-2-b Victims of Domestic Violence	Assist victims of domestic violence by coordinating with and providing referrals to existing service agencies providing legal assistance, hotline, and emergency housing and prevention services to victims of domestic violence. In addition, in coordination with existing service providers, determine any other actions the City can take to assist persons in Foster City.	Ongoing	Ongoing
H-F-2-c Density Bonuses for Handicapped Access	The City may allow a one-for-one density bonus up to 25% of the number of units otherwise allowed, for developers who provide actual handicapped access features and fixtures.	Ongoing	Ongoing

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H-F-2-d Adaptable/Accessible Units	The City will ensure that new multi-family housing includes units that are accessible and adaptable in conformance with the Building Code.	2% of units built	Ongoing
H-F-2-e Reasonable Accommodation.	Utilize Chapter 17.84, Reasonable Accommodation, to ensure equal access to housing.	Ongoing	Ongoing
H-F-2-f Home Sharing Program	Support the HIP Housing Home Sharing Program as part of a collection of policies, programs and practices for addressing special housing needs, including seniors, those living with disabilities, those at risk of homelessness and female head of households.	Ongoing	Ongoing – included in budget.
H-F-2-g Support Services for Special Needs	Work with service providers to facilitate the provision of support services to enable people to receive services in their homes, including persons at risk of homelessness, seniors, persons with mental or physical disabilities, multiple diagnoses, veterans and victims of domestic violence.	2016 and ongoing	No action in 2016.
H-F-2-h Expansion of BMR Eligibility Guidelines for Disabled Persons	Consider expansion of the BMR Eligibility Priorities adopted by City Resolution 2000-123 to include persons with disabilities.	2016	No action in 2016.
H-F-3-a Emergency Housing Assistance	Participate and allocate funds for County and non-profit programs providing emergency shelter and related counseling services.	Ongoing	Funding was provided to social service agencies, including CALL Primrose, HIP Housing, Samaritan House & InnVision/Shelter Network.

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H-F-3-b Emergency Shelter Uses	Contribute a portion of Housing Set Aside fund to non-profit agencies involved in providing housing for the homeless. The City will also review proposals for emergency shelter uses based on the policies in the General Plan and other City development standards and requirements.	Ongoing	Funding was provided to several housing/social service agencies, including CALL Primrose, HIP Housing, Samaritan House & InnVision/Shelter Network.
H-F-3-c Multi-Jurisdictional Emergency Shelter	The City will consider participation in a multi-jurisdictional emergency shelter should one be proposed in the future.	Based on opportunity and feasibility of a proposal.	No action in 2016.
H-F-3-d Emergency Shelter Zoning	The City will allow emergency shelters as a provided in Chapter 17.82.	Ongoing	No proposals in 2016.
H-F-4-a Transitional and Supportive Housing Zoning	Enforce existing zoning regulations that allow transitional and supporting housing, as required by State law, so they are treated as a residential use that will be subject only to the same restrictions that apply to other residential uses of the same type in the same zone.	Ongoing	Ongoing.

City of Foster City, CA
Accounts Payable Check Register

Check Date	Check Number	Vendor Name	Description	Check Amount
3/15/2017	126805	CABLECOM LLC	ENCROACHMENT REFUND	227.00
3/15/2017	126806	COUNTY OF SAN MATEO	ROUNDTABLE OPERATING FUND	750.00
3/15/2017	126807	CALIFORNIA PARK & RECREATION SOCIETY	CPRS MEMBERSHIP - BEN DIETERLE	145.00
3/15/2017	126808	CYNTHIA KLEIN	FAMILY ENRICHMENT WORKSHOP	350.00
3/15/2017	126809	GERARDO DELFIN JR.	VISION REIMBURSEMENT - GERARDO DELFIN JR.	200.00
3/15/2017	126810	HP COMMUNICATIONS, INC.	ENCROACHMENT REFUND	614.50
3/15/2017	126811	HUB INTERNATIONAL INSURANCE SERVICES INC.	INSURANCE PREMIUM - FEBRUARY 2017	1,100.86
3/15/2017	126812	JACQUELYN TIFFANY	VISION REIMBURSEMENT - JACQUELYN TIFFANY	127.00
3/15/2017	126813	KIDS EXPRESS	AFTERSCHOOL TRANSPORT - ARC	575.00
3/15/2017	126814	LCC PENINSULA DIVISION	DIVISION LUNCH MEETING	55.00
3/15/2017	126815	NORCAL HUMAN RESOURCES MANAGERS	NORCAL HR CONFERENCE - ANN RITZMA	200.00
3/15/2017	126816	PACIFIC GAS & ELECTRIC COMPANY	ELECTRICITY & GAS	10,317.70
3/15/2017	126817	PAPERTHIN, INC.	SOFTWARE RENEWAL	3,400.00
3/15/2017	126818	PERS LONG-TERM CARE PROGRAM	LONG TERM CARE INSURANCE PREMIUM	178.86
3/15/2017	126819	PRECISION DIRECTIONAL BORING	ENCROACHMENT REFUND	1,932.50
3/15/2017	126820	PYRO-SPECTACULARS	FOURTH OF JULY 2017 FIREWORKS DEPOSIT	9,500.00
3/15/2017	126821	R&B COMPANY	MISCELLANEOUS SUPPLIES STREET PROGRAM	1,335.29
3/15/2017	126822	RANSOME COMPANY	ENCROACHMENT REFUND	413.50
3/15/2017	126823	RUSLI, FITI	EMPLOYEE REIMBURSEMENT - FITI RUSLI	72.76
3/15/2017	126824	SFPUC - WATER	WATER - 02/09/17-03/10/17	478,587.20
3/15/2017	126825	SAN MATEO-FOSTER CITY SCHOOL DISTRICT	FACILITY USE AT ELEMENTARY SCHOOL	2,664.18
3/15/2017	126826	TLC ADMINISTRATORS INC	125 PARTICIPANT FEE - MARCH 2017	132.00
3/15/2017	126827	UTILITY TELEPHONE INC.	INTERNET SERVICES - MARCH 2017	1,533.45
3/15/2017	126828	VALLEY OIL CO.	GAS	19,211.19
				<hr/> 533,622.99

Prepared Date 3/15/2017

City of Foster City, CA
Accounts Payable Check Register

Page 2
Accounting Period 2017/09
Report Number 52

Check Date	Check Number	Vendor Name	Description	Check Amount
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Submitted for Information:

Edmund Suen, City Treasurer

CHECKS ON THIS REGISTER PROCESSED AND MAILED ON RUSH REGISTER OF MARCH 15, 2017

City of Foster City, CA
Accounts Payable Check Register

Check Date	Check Number	Vendor Name	Description	Check Amount
3/22/2017	126829	BERKEL & COMPANY CONTRACTORS INC.	METER DEPOSIT REFUND	911.53
3/22/2017	126830	CHEVRON & TEXACO BUSINESS CARD SERVICES	GAS	568.72
3/22/2017	126831	DAVIS, DIANE	CITATION FC-946480 REFUND	228.00
3/22/2017	126832	ELEXIR REYES	CLASS REFUND - TENNIS	78.00
3/22/2017	126833	FRANK DE MARTINI	CLASS REFUND - PASSPORT TO RETIREMENT	55.00
3/22/2017	126834	HELENA TING	CLASS REFUND - PASSPORT TO RETIREMENT	49.00
3/22/2017	126835	INFOSEND INC.	ONLINE UTILITY BILLING	2,189.77
3/22/2017	126836	JOYCE CHU	CLASS REFUND - CERAMICS	30.00
3/22/2017	126837	KEVIN M. MILLER	EMPLOYEE REIMBURSEMENT - KEVIN MILLER	1,988.58
3/22/2017	126838	KUNG, CRYSTAL	CLASS REFUND - DRAWING & PAINTING	120.00
3/22/2017	126839	LAMBRO, KEN	EMPLOYEE REIMBURSEMENT - KEN LAMBRO	304.66
3/22/2017	126840	LESLIE JALURIA	CLASS REFUND - SPRING BREAK CAMP	380.00
3/22/2017	126841	MIKE MCCARTHY	EMPLOYEE REIMBURSEMENT - MIKE MCCARTHY	224.14
3/22/2017	126842	MOHAN, PREETHI	CLASS REFUND - MEDITATION	150.00
3/22/2017	126843	MV TRANSPORTATION	SENIOR EXPRESS - FEBRUARY 2017	2,892.57
3/22/2017	126844	PACIFIC GAS & ELECTRIC COMPANY	ELECTRICITY & GAS	32,624.42
3/22/2017	126845	PAMELA SUTTER	INSTRUCTOR FEE - PRESCHOOL	14,524.26
3/22/2017	126846	PAPA	PAPA MEMBERSHIP - GREG BAEZA	45.00
3/22/2017	126847	PAUL YOUNG	RENTAL FEE REFUND - BOOTHBAY	40.00
3/22/2017	126848	RAMY HUFFMAN	EMPLOYEE REIMBURSEMENT - RAMY HUFFMAN	60.00
3/22/2017	126849	CHRISTINE ROYCE A	INSTRUCTOR FEE - PRESCHOOL	14,524.26
3/22/2017	126850	VENKATAGIRI ACHARYA	CLASS REFUND - CHESS	105.00
3/22/2017	126851	VMI INC	EQUIPMENT LICENSE UPGRADE	2,398.89
3/22/2017	126852	WENDY LU	CLASS REFUND - DRAWING & PAINTING	130.00
3/22/2017	126853	YUN, LIMEI	CLASS REFUND - BALLET TECHNIQUE	105.00
				74,726.80

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Check Date	Check Number	Vendor Name	Description	Check Amount
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Submitted for Information:

Edmund Suen, City Treasurer

CHECKS ON THIS REGISTER PROCESSED AND MAILED ON RUSH REGISTER OF MARCH 22, 2017

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Check Date	Check Number	Vendor Name	Description	Check Amount
3/27/2017	126854	ACADEMIC CHESS	INSTRUCTOR FEE - CHESS	1,877.40
3/27/2017	126855	ADVANCED ADBAG PACKAGING INC.	GARBAGE BAGS - PARKS	1,874.80
3/27/2017	126856	JOSEPH PAUL KAISER	INSTRUCTOR FEE - AFTER SCHOOL HOOPS	120.00
3/27/2017	126857	AFTER SCHOOL MUSIC ACADEMY LLC	INSTRUCTOR FEE - UKULELE	885.50
3/27/2017	126858	ALPHA ANALYTICAL LABORATORIES INC.	LAGOON PROGRAM SAMPLING	720.00
3/27/2017	126859	ALWAYS UNDER PRESSURE	PRESSER WASHER EQUIPMENT REPAIR	426.10
3/27/2017	126860	ASHMERE PRASAD	DEPOSIT REFUND - LAGOON ROOM	450.00
3/27/2017	126861	ASLAM, MOHAMMAD	POST TRAINING - MOHAMMAD ASLAM	998.72
3/27/2017	126862	BARKER BLUE DIGITAL IMAGING	CIP 629 BID DISTRIBUTION	35.00
3/27/2017	126863	BAYSIDE BUILDING MATERIALS	MISCELLANEOUS SUPPLIES STREET PROGRAM	33.29
3/27/2017	126864	BAZARSKY, ELLA	INSTRUCTOR FEE - DOREMI MOZART	75.00
3/27/2017	126865	BRYANT WONG	DEPOSIT REFUND - LAGOON ROOM	725.00
3/27/2017	126866	BURKE, WILLIAMS & SORENSEN, LLP	PROFESSIONAL SERVICES JANUARY 2017	473.20
3/27/2017	126867	BURWELL, TAMMERLAINE	INSTRUCTOR FEE - CERAMICS	239.70
3/27/2017	126868	CAL-WEST LIGHTING & SIGNAL MAINTENANCE INC	STREET LIGHT REPAIR	6,154.87
3/27/2017	126869	CALBIG	2017 CALBIG MEMBERSHIP	30.00
3/27/2017	126870	CAPITAL ACCOUNTING PARTNERS, LLC	COST ALLOCATION PLAN	6,641.25
3/27/2017	126871	CAUGHLAN, SUZANNE	INSTRUCTOR FEE - YOGA	544.80
3/27/2017	126872	CCP INDUSTRIES INC.	MISCELLANEOUS SUPPLIES SEWER PROGRAM	166.95
3/27/2017	126873	CHIN, KENNETH W.	INSTRUCTOR FEE - DANCE	339.00
3/27/2017	126874	THE CITIES GROUP	GROUP LIFE/ADD/LTD ASSESSMENT 1/1/17-6/30/17	57,358.07
3/27/2017	126875	CITY OF BURLINGAME	TOURISM ASSESSMENT - FEBRUARY 2017	8,745.60
3/27/2017	126876	CITY OF SAN MATEO	JPA FINANCIAL SERVICES	6,518.66
3/27/2017	126877	CLARK PEST CONTROL	PEST AWAY SERVICE - PARKS	184.00
3/27/2017	126878	CLEANSERV UNIVERSAL SERVICES	JANITORIAL SERVICES MARCH 2017	1,945.00
3/27/2017	126879	CLINTON COLLINS	VISION REIMBURSEMENT - CLINTON COLLINS	200.00
3/27/2017	126880	CODE PUBLISHING, INC.	MUNICIPAL CODE UPDATE	128.70

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3/27/2017	126881	CONNIE LY	DEPOSIT REFUND - LAGOON ROOM	450.00
3/27/2017	126882	CONSTRUCTION MARKET DATA GROUP LLC	CIP 301-629 ADVERTISING	382.00
3/27/2017	126883	CONTRACT SWEEPING SERVICES INC.	STREETS CLEANING SERVICES	9,008.56
3/27/2017	126884	COPYLAND	COLOR COPIES	293.63
3/27/2017	126885	CORODATA RECORDS MANAGEMENT INC	OFF-SITE STORAGE	125.48
3/27/2017	126886	COUNTY OF SAN MATEO	WORKSHOP REGISTRATION FEE - FATIMA DANISH	85.00
3/27/2017	126887	CREST/GOOD MANUFACTURING COMPANY INC	MISCELLANEOUS PLUMBING SUPPLIES	342.48
3/27/2017	126888	CSG CONSULTANTS INC.	D532 - 324 LAKESIDE DRIVE	575.00
3/27/2017	126889	CWEA	MEMBERSHIP - F. SCHOENING AND G. MCCAHERILL	255.00
3/27/2017	126890	DENDRON LANDSCAPE MANAGEMENT COMPANY	MAPPING SERVICES FOR LEO J. RYAN PARK	425.00
3/27/2017	126891	DEPENDABLE LOCK AND HARDWARE	LOCK/KEYS	1,159.54
3/27/2017	126892	DODGE DATA & ANALYTICS	CIP 301-629 PROPOSAL	922.05
3/27/2017	126893	EARL'S PEST CONTROL	PEST CONTROL SERVICES	570.00
3/27/2017	126894	EASY FUEL INC.	FUEL POLISHING	2,479.50
3/27/2017	126895	EDMUND SUEN	EMPLOYEE REIMBURSEMENT - EDMUND SUEN	311.90
3/27/2017	126896	ESTERO UTILITY SERVICES	WATER SERVICES	23,334.36
3/27/2017	126897	EWING IRRIGATION PRODUCTS	MISCELLANEOUS SUPPLIES PARKS PROGRAM	4,259.38
3/27/2017	126898	FASTENAL COMPANY	SAFETY SUPPLIES	2,363.03
3/27/2017	126899	FLINT TRADING INC.	MISCELLANEOUS SUPPLIES STREET PROGRAM	1,964.61
3/27/2017	126900	FOSTER CITY ISLANDER	LEGAL AD - SIDEWALK INSTALLATION	1,754.50
3/27/2017	126901	FOSTER CITY TOUCHLESS CAR WASH	CAR WASH FEBRUARY 2017 SERVICES	38.00
3/27/2017	126902	LITTLE MEDICAL SCHOOL	INSTRUCTOR FEE - LITTLE MEDICAL	630.00
3/27/2017	126903	GARRETT GOTTHARDT	VISION REIMBURSEMENT - GARRETT GOTTHARDT	106.00
3/27/2017	126904	GENERAL HARDWARE & BUILDERS	MISCELLANEOUS BUILDING MATERIALS/SUPPLIES	35.79
3/27/2017	126905	GOLDEN STATE EMERGENCY VEHICLE SERVICE	STIRRUP STEP FRONT AND REAR	1,597.60
3/27/2017	126906	GRAINGER	MISCELLANEOUS SUPPLIES BUILDING PROGRAM	1,306.60
3/27/2017	126907	GRANITE ROCK COMPANY #26462	MISCELLANEOUS SUPPLIES STREET PROGRAM	271.89

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3/27/2017	126908	GRAPHICS ON THE EDGE	CITY VEHICLE LOGOS AND DECALS	1,473.75
3/27/2017	126909	GREENTECH LANDSCAPE SERVICES	FEBRUARY 2017 LANDSCAPING SERVICE FOR HIP	1,000.00
3/27/2017	126910	GREGORY N ORDUYAN	INSTRUCTOR FEE - GAME DEVELOPMENT	1,323.00
3/27/2017	126911	GRIMALDI, JENNA	TRAINING - JENNA GRIMALDI	54.57
3/27/2017	126912	HEAVENLY CONSTRUCTION INC.	RECREATION CENTER COURTS MAINTENANCE	1,200.00
3/27/2017	126913	HOME DEPOT CREDIT SERVICES	MISCELLANEOUS SUPPLIES PARKS PROGRAM	1,141.62
3/27/2017	126914	HOUSE OF COFFEE	COFFEE SUPPLIES	361.25
3/27/2017	126915	HUFFMAN-BROADWAY GROUP, INC.	PZ 14-20000005 UP-14-005	1,895.00
3/27/2017	126916	HYDROSCIENCE ENGINEERS	CIP 626 SANITARY SEWER LIFT STATION	3,720.00
3/27/2017	126917	IRENE MOFF	LAWN BE GONE REBATE	2,450.00
3/27/2017	126918	JW ENTERPRISES	PORTABLE TOILET RENTAL	75.50
3/27/2017	126919	KAISER FOUNDATION HEALTH PLAN	OCCUPATIONAL HEALTH SERVICES	1,808.00
3/27/2017	126920	LAM, MIMI	EMPLOYEE REIMBURSEMENT - MIMI LAM	123.95
3/27/2017	126921	LANGUAGE LINE SERVICES	LANGUAGE LINE MEDIA SERVICES	31.96
3/27/2017	126922	LEXINGTON PLANNING	PROFESSIONAL SERVICES FEBRUARY 2017	1,190.80
3/27/2017	126923	LIEBERT CASSIDY WHITMORE	PROFESSIONAL SERVICES FEBRUARY 2017	8,303.20
3/27/2017	126924	LORAL LANDSCAPING INC.	TREE TRIMMING SERVICES	12,710.00
3/27/2017	126925	LYNDSEY CASTRO-STEVENSON	TRAINING - LYNDSEY CASTRO-STEVENSON	64.20
3/27/2017	126926	MAGIC JEANNE	INSTRUCTOR FEE - MAGIC	1,424.50
3/27/2017	126927	MANUEL MINZER	INSTRUCTOR FEE - BASKETBALL	2,656.50
3/27/2017	126928	MAYRA VALDIVIA	TRAINING - MAYRA VALDIVIA	24.00
3/27/2017	126929	METROMOBILE COMMUNICATIONS	RADIO INSTALLATION T123	1,095.70
3/27/2017	126930	MICHAEL ACOSTA	TRAINING - MICHAEL ACOSTA	24.00
3/27/2017	126931	MOFFETT SUPPLY COMPANY INC.	TRASH BAGS	1,273.73
3/27/2017	126932	MORRISON, PIERRE	POST TRAINING - PIERRE MORRISON	40.00
3/27/2017	126933	MUNISERVICES LLC.	STARS SERVICE 3RD QUARTER 2016	375.00
3/27/2017	126934	NBC SUPPLY CORPORATION	SAFETY SUPPLIES	797.18

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3/27/2017	126935	NETRA CENTER FOR ARTS	INSTRUCTOR FEE - DRAWING AND PAINTING	1,694.00
3/27/2017	126936	NO MORE DIRT INC.	JANITORIAL SERVICES - MARCH 2017	16,250.00
3/27/2017	126937	KIDZ LOVE SOCCER	INSTRUCTOR FEE - SOCCER	1,798.20
3/27/2017	126938	NORTH SHOREVIEW MONTESSORI PTA	DEPOSIT REFUND - LAGOON ROOM	500.00
3/27/2017	126939	OFFICE DEPOT	OFFICE SUPPLIES - POLICE	945.42
3/27/2017	126940	ORLANDO, DAVID	POST TRAINING - DAVID ORLANDO	1,367.74
3/27/2017	126941	PACIFIC AUXILIARY FIRE COMPANY	FIRE ALARM INSPECTION SERVICES	2,169.69
3/27/2017	126942	PACIFIC NURSERIES	PARKS PLANT MATERIALS	1,659.25
3/27/2017	126943	PARKPACIFIC, INC.	RECREATION CENTER PLAYGROUND DECKS	7,077.22
3/27/2017	126944	PENINSULA UNIFORMS & EQUIPMENT, INC.	SAFETY BOOTS - FIREFIGHTER DAN STRAMBI	380.57
3/27/2017	126945	PETTY CASH/COMMUNITY DEVELOPMENT	PETTY CASH - COMMUNITY DEVELOPMENT	294.27
3/27/2017	126946	PETTY CASH/FINANCIAL SERVICES	PETTY CASH - FINANCE DEPARTMENT	273.00
3/27/2017	126947	PITNEY BOWES INC.	POSTAGE METER RENTAL	216.00
3/27/2017	126948	PLANET GRANITE	INSTRUCTOR FEE - ROCK CLIMBING	154.00
3/27/2017	126949	PLAY-WELL TEKNOLOGIES	INSTRUCTOR FEE - STEM LEGO	2,332.40
3/27/2017	126950	PREFERRED ALLIANCE	"DOT" COMPLIANCE EXPENSE - FEBRUARY	232.96
3/27/2017	126951	PRUDENTIAL OVERALL SUPPLY	TOWEL/UNIFORM LAUNDRY SERVICES	92.50
3/27/2017	126952	QUEST SOFTWARE INC	DESKTOP MAINTENANCE RENEWAL	2,437.50
3/27/2017	126953	R&B COMPANY	MISCELLANEOUS SUPPLIES WATER PROGRAM	1,220.09
3/27/2017	126954	ROBERTS & BRUNE	IRRIGATION PARTS AND SUPPLIES	1,705.85
3/27/2017	126955	SAN DIEGO REGIONAL PUBLIC SAFETY	POST TRAINING - MOHAMMAD ASLAM	23.00
3/27/2017	126956	SAN MATEO AREA LEADERSHIP PROGRAM	2018 APPLICATION - JEFF MONEDA	100.00
3/27/2017	126957	SAN MATEO COUNTY SHERIFF'S OFFICE	FORENSIC LAB FEE - FEBRUARY 2017	1,370.00
3/27/2017	126958	SAN MATEO LAWN MOWER SHOP	2 EXMARK MOWERS	25,108.47
3/27/2017	126959	SAN MATEO REGIONAL NETWORK, INC.	FIRE STATION ALERT SYSTEM	201.35
3/27/2017	126960	SAN MATEO-FOSTER CITY SCHOOL DISTRICT	CROSS GUARD PROGRAM - 1ST & 2ND QUARTER	8,557.32
3/27/2017	126961	SARAH FERNANDEZ	VISION REIMBURSEMENT - SARAH FERNANDEZ	41.14

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3/27/2017	126962	SCHAAF & WHEELER CONSULTING	D519 - NB309 CLOSEOUT	24,379.27
3/27/2017	126963	SERVICE PRESS INC.	BUSINESS CARDS - SUBHASHINI, LY, AND MAIER	91.36
3/27/2017	126964	SHAFFER, MICHAEL	TRAINING - MICHAEL SHAFFER	138.03
3/27/2017	126965	SHIELDS, HARPER & COMPANY	FUEL SYSTEM PARTS	665.59
3/27/2017	126966	SITEONE LANDSCAPE SUPPLY LLC	IRRIGATION MATERIAL AND REPAIR	522.35
3/27/2017	126967	SOFTWAREONE INC.	ADOBE TLP COLD FUSION PLAN	1,092.76
3/27/2017	126968	SOLED ENERGY, INC	LED LIGHT SUPPLIES	11,947.22
3/27/2017	126969	SQBOX SOLUTIONS LTD.	INTRANET CONNECTIONS MAINTENANCE	2,900.00
3/27/2017	126970	STAPLES CREDIT PLAN	OFFICE SUPPLIES - CORPORATION YARD	51.63
3/27/2017	126971	STATE OF CALIFORNIA JUSTICE DEPARTMENT	FINGERPRINTING SERVICES	658.00
3/27/2017	126972	SUPPLYWORKS	PARKS JANITORIAL SUPPLIES	1,407.66
3/27/2017	126973	T.H.E. OFFICE CITY	CITYWIDE OFFICE SUPPLIES	976.43
3/27/2017	126974	TERRY, MARCUS	POST TRAINING - MARCUS TERRY	267.10
3/27/2017	126975	THE BANK OF NEW YORK MELLON TRUST	ADMINISTRATION FEE	875.00
3/27/2017	126976	THE EDCCO GROUP, INC.	3 SEWER AND IRRIGATION PUMPS DRIVES	49,881.74
3/27/2017	126977	THE SOURCE FINE WOODWORKING	POLICE CABINETRY	100.00
3/27/2017	126978	THERMAL MECHANICAL INC.	HVAC REPAIRS/MAINTENANCE & SERVICES	677.08
3/27/2017	126979	THOMAS SARSFIELD	INSTRUCTOR FEE - TENNIS	1,087.80
3/27/2017	126980	TRUONG, HENRY	TRAINING - HENRY TRUONG	38.52
3/27/2017	126981	URBAN INSIGHT, INC.	CALOPPS WEB REDESIGN SERVICES	11,450.00
3/27/2017	126982	VERITIV OPERATING COMPANY	BUILDING JANITORIAL SUPPLIES	1,857.61
3/27/2017	126983	VUONG PHAN	TRAINING - VUONG PHAN	130.44
3/27/2017	126984	WABASH VALLEY MANUFACTURING, INC.	TRASH BLACK DOME TOP LID	2,992.09
3/27/2017	126985	WATERLOGIC WEST, INC.	DRINKING WATER SERVICE	49.99
3/27/2017	126986	WE GO LOGO	POLOS AND JACKET FOR PUBLIC WORKS	1,294.67
3/27/2017	126987	WECO INDUSTRIES LLC	MISCELLANEOUS SUPPLIES SEWER PROGRAM	147.46
3/27/2017	126988	WESTERN BLUE, AN NWN COMPANY	LASERJET M680DN AND 4 TONERS	2,630.47

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3/27/2017	126989	ZALLES RACQUET SPORTS	INSTRUCTOR FEE - TENNIS	1,218.00
				<hr/> 397,305.13

Submitted for Information:

Edmund Suen, City Treasurer
CHECKS ON THIS REGISTER PROCESSED AND MAILED ON MARCH 27, 2017