AGENDA

REGULAR MEETING
CYPRESS CITY COUNCIL
July 14, 2025
6:00 P.M. - General Session

www.cypressca.org

5275 Orange Avenue
Cypress, California

Interested in speaking to the City Council? Information about participating in the City Council meeting appears at the end of the agenda.

CALL TO ORDER

6:00 P.M.
Council Chambers

ROLL CALL

Cypress City Council, also acting as the Ex-Officio Governing Board of Directors of the Cypress Recreation and Park District

Mayor David Burke
Mayor Pro Tem Leo Medrano
Council Member Kyle Chang
Council Member Scott Minikus
Council Member Bonnie Peat

PRESENTATIONS

- Recognition of Outgoing Commissioners and Oath of Office for Incoming Commissioners
- Orange County Mosquito and Vector Control District Presentation

ORAL COMMUNICATIONS ON AGENDA ITEMS

(Three minutes per speaker. The City Council may adjust the time allotted per speaker.)

The public may address the City Council on agenda items prior to any action taken. Although Council Members may provide brief responses, the City Council may not engage in a discussion with members of the public during the meeting. Please complete a Speaker's Card to address the City Council in-person. Please follow the instructions at the end of the agenda and wait for the Mayor/City Clerk to call on you to address the City Council virtually. Speakers providing in-person comments will be called first. Members of the public are encouraged to communicate with the City Council via email at citycouncil@cypressca.org or by calling 714-229-6699.

CONSENT CALENDAR

All matters listed on the Consent Calendar are to be approved with one motion unless a Council Member requests separate action on a specific item. Council Members voting no or abstaining on a Consent Calendar item may do so without removing the item from the Consent Calendar.

1. **Approve Minutes - Meeting of May 27, June 9, and June 23, 2025**

   Prepared by: Alisha Farnell, City Clerk

   Recommendation: Approve as submitted.

2. **Introduce and/or Adopt All Ordinances and Resolutions Presented for Consideration by Title Only and to Waive Further Reading**

3. **Second Reading and Adopt an Ordinance Updating the Municipal Code Relating to the Composition of the Traffic Commission**

   Prepared by: Peter Grant, City Manager

   Recommendation: Conduct the second reading and adopt an Ordinance, by title only, amending Municipal Code Section 2-70 relating to the composition of the Traffic Commission and Section 2-60 relating to eligibility for appointment.

4. **Second Reading and Adopt an Ordinance Updating the Municipal Code to Amend Purchasing Authority Limits**

   Prepared by: Nick Mangkalakiri, Director of Public Works

   Recommendation: Conduct the second reading and adopt an Ordinance, by title only, amending Municipal Code Section 21A authorizing changes in purchasing authority limits.

5. **Receive an Update on the Strategic Plan Six-Month Objectives**

   Prepared by: Peter Grant, City Manager

   Recommendation: Receive an update on the Strategic Plan six-month objectives.

6. **Receive and File the Police Department Annual Military Equipment Report**

   Prepared by: Mark Lauderback, Chief of Police

   Recommendation:

   1. Receive and file the Police Department Annual Military Equipment Report; and

   2. Renew the Military Equipment Policy previously approved by City Council Ordinance No. 1194.

7. Approve the Purchase of One Replacement Police Department Motorcycle

Prepared by: Mark Lauderback, Chief of Police

Recommendation:

1. Authorize an appropriation increase of $39,040 in the Capital Replacement Fund for the purchase and unfitting of one motorcycle; and

2. Authorize a transfer of $39,040 from the General Liability Fund to the Capital Replacement Fund for the purchase.

8. Approve the Sewer System Management Plan Update

Prepared by: Nick Mangkalakiri, Director of Public Works

Recommendation: Adopt a Resolution approving the Sewer System Management Plan Update.

9. Approve a Contract Amendment to Replace the Roof and HVAC of a City-Owned Building at 10161 Moody Street (Cedar Glen Park), Project 378

Prepared by: Nick Mangkalakiri, Director of Public Works

Recommendation:

1. Approve Amendment No. 1 to Replace the Roof and HVAC of a City-Owned Building at 10161 Moody Street, Project 378, in an amount not to exceed $103,798; and

2. Authorize an appropriation of $103,798 in the City Capital Projects Fund; and

3. Approve a transfer of $103,798 from the Infrastructure Reserve Fund to the City Capital Projects Fund.

10. Approve a Contract for Independent Auditing Services

Prepared by: Matt Burton, Director of Finance and Administrative Services

Recommendation:

1. Approve a contract with Eide Bailly, LLP to perform annual auditing services for the fiscal years ended June 30, 2025 through June 30, 2027 for an amount not to exceed $221,000; and

2. Approve an appropriation increase of $2,000 in the Cypress Recreation and Park District's General Fund to provide audit services for the fiscal year ended June 30, 2025.

PUBLIC HEARINGS (Three minutes per speaker)

The public may address the City Council on public hearing items prior to any action taken. Please complete a Speaker's Card to address the City Council in-person. Please follow the instructions at the end of the agenda and wait for the Mayor/City Clerk to call on you to address the City Council virtually. Speakers providing in-person comments will be called first.

Council Members should disclose communications with anyone relevant to a Public Hearing item.

11. Approve a Tentative Tract Map for a 20-Unit Townhome Development at 5302 Lincoln Avenue

Prepared by: Alicia Velasco, Planning Director

Recommendation:

1. Adopt a Resolution approving Tentative Tract Map No. 19358 and finding the project exempt from California Environmental Quality Act requirements; and

2. Authorize the City Manager to execute an Affordable Housing Agreement.

12. Approve Conditional Use Permit No. 2025-01 for a Drive-Thru Fast Food Restaurant at 4125 Ball Road

Prepared by: Alicia Velasco, Planning Director

Recommendation: Adopt a Resolution approving Conditional Use Permit No. 2025-01 and confirm the project is exempt from California Environmental Quality Act requirements.

NEW BUSINESS

13. Approve the Scope of Work for a Performance Review of the Solid Waste Franchise

Prepared by: Nick Mangkalakiri, Director of Public Works

Recommendation: Approve the scope of work for a performance review of the Solid Waste Franchise.

ITEMS REMOVED FROM CONSENT CALENDAR

ITEMS FROM CITY COUNCIL MEMBERS

14. Discuss Promoting Volunteer Opportunities in Cypress

Agendized by: David Burke, Mayor

Recommendation: Discuss promoting volunteer opportunities in Cypress.

15. Discuss Oral Communications During City Council Meetings

Agendized by: David Burke, Mayor

Recommendation: Discuss Oral Communications during City Council meetings.

ORAL COMMUNICATIONS (Three minutes per speaker. The City Council may adjust the time allotted per speaker.)

The public may address the City Council on any item within the subject matter jurisdiction of the City Council. Although Council Members may provide brief responses, the City Council may not discuss nor take action on items that are not on the agenda. Please complete a Speaker's Card to address the City Council in-person. Members of the public are encouraged to communicate with the City Council via email at citycouncil@cypressca.org or by calling 714-229-6699.

COUNCIL MEMBER REPORTS FROM CITY-AFFILIATED BOARDS AND COMMITTEES AND REMARKS

COUNCIL MEMBER ITEMS FOR FUTURE CONSIDERATION

CITY MANAGER REMARKS

ADJOURNMENT - IN MEMORY OF LOS ANGELES POLICE DEPARTMENT SERGEANT SHIOU DENG AND CALIFORNIA HIGHWAY PATROL OFFICER MIGUEL CANO

The next meeting will be an adjourned Regular Meeting, to be held on Monday, August 25, 2025, beginning at 5:30 p.m. in the Executive Board Room.

Council Members and the public should promptly exit the Council Chambers and proceed through the Civic Center to the parking lot.

I hereby certify under penalty of perjury under the laws of the State of California, that the foregoing Agenda was posted on the City Hall bulletin board and City website not less than 72 hours prior to the meeting. Dated this 11th day of July, 2025.

_____

Alisha Farnell, City Clerk

PUBLIC PARTICIPATION

Members of the public can participate in the City Council meeting in the following ways:

1. Attend In-Person. First-come, first-served seating is available. All attendees must be free of any symptoms associated with contagious illnesses.

2. Attend Virtually via Webinar. Follow this link: **https://attendee.gotowebinar.com/register/4751791736130937943**. Advanced registration is recommended.

The public may address the City Council virtually during Oral Communications on Agenda Items and Public Hearings. Virtual participants must click the 'hand raise' button prior to the end of the first in-person speaker to indicate they wish to address the City Council. Upon clicking the 'hand raise' button, please unmute your microphone and wait for the Mayor/City Clerk to call on you.

 = Hand Raise  = Unmute

3. Submit Public Comments Prior to the Meeting. The public may submit comments via email to cityclerk@cypressca.org. Comments submitted by 3:00 p.m. on the day of the meeting will be added to the meeting record.

4. Watch the Meeting. The City Council meeting can be viewed on Spectrum Cable Channel 36 or on the City's website at **www.cypressca.org/watchlive**.

5. Listen to the Meeting. Listen-only teleconferencing is available by calling (631) 992-3221 and entering Access Code 577-042-297. No registration or audio pin is necessary.

INVOCATION POLICY

The City Council does not endorse the content of the invocation and does not endorse the invocational speaker's particular faith, belief and/or religious denomination. The City Council has an established neutral policy for selecting and scheduling invocational speakers. The City Council's policy on invocations is available from the City Clerk.

AMERICANS WITH DISABILITIES ACT

In compliance with the Americans With Disabilities Act, if you need special assistance to participate in this meeting, you should contact the City Clerk at (714) 229-6685 at least 72 hours prior to the meeting to enable the City to make reasonable arrangements to assure accessibility to this meeting.

CITY OF CYPRESS

CITY COUNCIL REPORT

City Council Regular **1.**

FROM: Alisha Farnell, City Clerk

DATE: 07/14/2025

SUBJECT: **Approve Minutes - Meeting of May 27, June 9, and June 23, 2025**

RECOMMENDATION

Approve as submitted.

BUDGET IMPACT

None.

LEGAL REVIEW

None required.

APPROVED BY: Peter Grant, City Manager

Attachments

May 27, 2025 Regular Meeting Minutes
June 9, 2025 Regular Meeting Minutes
June 23, 2025 Regular Meeting Minutes

REGULAR MEETING
CYPRESS CITY COUNCIL
MAY 27, 2025
5:30 P.M. – Workshop
6:00 P.M. – General Session

A regular meeting of the Cypress City Council was called to order at 5:31 p.m. by Mayor Burke in the Executive Board Room, 5275 Orange Avenue, Cypress, California.

ROLL CALL

Cypress City Council, also acting as the Ex-Officio Governing Board of Directors of the Cypress Recreation and Park District

Mayor David Burke
Mayor Pro Tem Leo Medrano
Council Member Kyle Chang
Council Member Scott Minikus
Council Member Bonnie Peat

STAFF PRESENT

City Manager Peter Grant
Acting City Attorney William Wynder
Director of Finance and Administrative Services Matt Burton
Director of Recreation and Community Services Jeff Draper
Chief of Police Mark Lauderback
Planning Director Alicia Velasco
Director of Public Works Nick Mangkalakiri
City Clerk Alisha Farnell

ORAL COMMUNICATIONS ON CLOSED SESSION / WORKSHOP ITEMS

None.

WORKSHOP SESSION – Open to the public

City Hall Executive Board Room Modernization Options

The Director of Public Works provided a presentation on the item.

City Council discussion ensued.

No action was taken.

Mayor Burke recessed the meeting at 6:03 p.m.

RECONVENE
Mayor Burke reconvened the meeting at 6:14 p.m.

ROLL CALL
Cypress City Council, also acting as the Ex-Officio Governing Board of Directors of the Cypress Recreation and Park District

Mayor David Burke
Mayor Pro Tem Leo Medrano
Council Member Kyle Chang
Council Member Scott Minikus
Council Member Bonnie Peat

STAFF PRESENT

City Manager Peter Grant
Acting City Attorney William Wynder
Director of Finance and Administrative Services Matt Burton
Director of Recreation and Community Services Jeff Draper
Chief of Police Mark Lauderback
Planning Director Alicia Velasco
Director of Public Works Nick Mangkalakiri
City Clerk Alisha Farnell
Assistant Director of Finance and Administrative Services Donna Mullally
Recreation Manager Ian Kokot
I.T. Manager Adrian Smith
Police Captain Scott Ausmus
Deputy City Clerk Christina Dizol

INVOCATION Father Romeo Ascan, St. Irenaeus Catholic Church, led the Invocation.

PLEDGE OF ALLEGIANCE Council Member Bonnie Peat led the Pledge of Allegiance.

REPORT OF CLOSED SESSION / WORKSHOP

The City Attorney reported that the City Council held a Workshop Session regarding City Hall Executive Board Room Modernization Options. The City Council received a presentation, provided feedback and no reportable action was taken.

PRESENTATIONS

The City Council recognized Cypress resident and U.S. Army Veteran Peter Smith.

Groundswell/OC Human Relations representative Eyeluta Haileleul provided a presentation on safety and inclusion.

ORAL COMMUNICATIONS ON AGENDA ITEMS

Brooke Nafarrette, Cypress, spoke regarding Agenda Item No. 3.

Jon Peat, Cypress, spoke regarding Agenda Item No. 3.

Esther Poch, Cypress, spoke regarding Agenda Item No. 3.

Bob Youngsma, Cypress, spoke regarding Agenda Item No. 3, awarding contracts, and Agenda Item No. 12.

Beth Culver, Cypress, spoke regarding Agenda Item No. 3.

Jose Trinidad Castaneda spoke regarding Agneda Item No. 10.

CONSENT CALENDAR

All matters listed on the Consent Calendar are to be approved with one motion unless a Council Member requests separate action on a specific item.

Council Member Minikus stated that Agenda Item No. 12, the Warrant Register, includes electronic fund transfer No. 17073 for $341.78 as reimbursement for medical coverage he is entitled to receive as a CalPERS annuitant. He indicated that in voting for any motion to approve the Warrants Register, he would not be voting on electronic fund transfers No. 17073 for the reason disclosed.

Mayor Burke commented on Agenda Item No. 10.

A motion was made by Mayor Burke, and seconded by Council Member Minikus, to approve Consent Calendar items No. 1 through 12.

The motion was unanimously carried by the following roll call vote:

AYES:	5	COUNCIL MEMBERS: Chang, Minikus, Peat, Medrano and Burke
NOES:	0	COUNCIL MEMBERS: None
ABSENT:	0	COUNCIL MEMBERS: None

Item No. 1: Approve Minutes – Meeting of April 28, 2025

Recommendation: Approve as submitted.

Item No. 2: Introduce and/or Adopt All Ordinances and Resolutions Presented for Consideration by Title Only and to Waive Further Reading

Item No. 3: Consider Second Reading and Adopting an Ordinance Updating the Municipal Code Relating to Voting Procedures in City Council Meetings Governing Abstentions and Reconsideration

Recommendation: Consider second reading and adopting an Ordinance amending section 2.2-11 and 2-2.20 of the Cypress Municipal Code relating to voting procedures in City Council meetings governing abstentions and reconsideration.

ORDINANCE NO. 1217

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CYPRESS, CALIFORNIA, AMENDING SECTIONS 2-2.11 AND 2-2.20 OF THE CYPRESS MUNICIPAL CODE RELATING TO VOTING PROCEDURES IN CITY COUNCIL MEETINGS GOVERNING ABSTENTIONS AND RECONSIDERATION

Item No. 4: Approve Senate Bill 1 Road Maintenance and Rehabilitation Account Funding and Project List

Recommendation: Adopt a Resolution approving the FY 2025-26 Senate Bill 1 Road Maintenance and Rehabilitation Account funding and project list.

RESOLUTION NO. 7018

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CYPRESS ADOPTING A LIST OF PROJECTS FOR FISCAL YEAR 2025-26 FUNDED BY SB 1: THE ROAD REPAIR AND ACCOUNTABILITY ACT OF 2017

Item No. 5: Accept the Concrete Rehabilitation (Phase One), Project 387

Recommendation:

1. Accept the Concrete Rehabilitation (Phase One), Project 387, in the amount of $186,936 and approve the final payment of $9,346.80 to CJ Concrete Construction, Inc.; and

2. Authorize the City Engineer to file a Notice of Completion with the County Recorder.

Item No. 6: Accept Emergency Sewer Line Repairs on Avenida Granada

Recommendation:

1. Accept Emergency Sewer Line Repairs on Avenida Granada, in the amount of $85,694.18; and

2. Approve an $85,695 appropriation increase in the Sewer Fund for the emergency repairs.

Item No. 7: Award a Contract to Replace Existing Hardware/Software Systems at the Myra Avenue Stormwater Pumpstations, Project 384

Recommendation:

1. Award a contract Evolutionary Commercial Systems, Inc. (ECSI) for $304,535.98, and authorize a contingency of $45,500; and

2. Appropriate $100,036 in the Capital Projects Fund for Project 384; and

3. Transfer $100,036 from the Storm Drain Fund to the City Capital Projects Fund.

Item No. 8: Approve a Cooperative Agreement with the City of Los Alamitos for the Traffic Signal at the Intersection of Calle Lee and Cerritos Avenue

Recommendation:

1. Approve the Cooperative Agreement with the City of Los Alamitos for Traffic Signal Maintenance; and

2. Authorize the City Manager to execute the agreement.

Item No. 9: Approve an Agreement for Audio and Lighting Services at Citywide Special Events

Recommendation: Approve a three-year agreement with That Sound Guy for audio and lighting needs at citywide special events not to exceed $57,975, with an option for two one-year extensions.

Item No. 10: Receive and File the Five-Year Technology Master Plan

Recommendation: Receive and file the Five-Year Technology Master Plan for FY 2025-26 through FY 2029-30

Item No. 11: Receive and File the Investment Report for the Month Ended April 30, 2025

Recommendation: Receive and file the attached investment report.

Item No. 12: Receive and File Register of Warrants, Transfers, and Wires Issued, for the Period of April 12, 2025 through May 9, 2025

Recommendation: Receive and file the attached payment register summarized below for the period of April 12, 2025 through May 9, 2025:

- Electronic Funds Transfers 17024 Through 17189
- Warrants 67720 through 67929
- Payroll Transfers W1554 through W1555

NEW BUSINESS

Item No. 13: Discussion on the Fiscal Year 2025-26 Proposed Budget and Capital Improvement Program

The Director of Finance and Administrative Services and the Public Works Director provided a report on this item.

City Council discussion ensued.

A motion was made by Mayor Burke, and seconded by Council Member Chang, to move the Playground Replacement Program in the CIP from FY 2027-28 to FY 2025-26.

City Council discussion ensued.

A substitute motion was made by Council Member Peat, and seconded by Mayor Pro Tem Medrano, to receive the Proposed Budget and Capital Improvement Plan as is.

City Attorney provided procedural guidance.

City Council discussion continued.

Council Member Peat modified her substitute motion to receive the Proposed Budget and Capital Improvement Plan and move up the Playground Replacement Program from FY 2027-28 to FY 2026-27.

Council Member Chang seconded the substitute motion.

The substitute motion was unanimously carried by the following roll call vote:

AYES:	5	COUNCIL MEMBERS:	Chang, Minikus, Peat, Medrano and Burke
NOES:	0	COUNCIL MEMBERS:	None
ABSENT:	0	COUNCIL MEMBERS:	None

ITEMS REMOVED FROM CONSENT CALENDAR

None.

ORAL COMMUNICATIONS

Paul Kokkinos, Cypress, spoke regarding comments made at a prior City Council meeting by former Public Works Director and Mayor Pro Tem Medrano's attendance at meetings.

Bob Youngsma, Cypress, spoke regarding comments made at a prior City Council meeting by former Public Works Director.

Glenn Button, Cypress, spoke regarding good governance and fiscal responsibilities.

Jon Peat, Cypress, spoke regarding Mayor Burke's comments at the May 19, 2025 Special Meeting.

Carlo Nafarrete, Cypress, spoke regarding settlement agreement with former Public Works Director.

Brooke Nafarrete, Cypress, spoke regarding articles referenced by Mayor Burke at the May 19, 2025 Special Meeting.

Esther Poch, Cypress, spoke regarding settlement agreement with former Public Works Director.

Dr. Frances Marquez, Cypress, spoke regarding comments made at a prior City Council meeting by former Public Works Director.

Beth Culver, Cypress, spoke regarding recusals and Mayor Burke's conflict of interest.

COUNCIL MEMBER REPORTS FROM CITY-AFFILIATED BOARDS AND COMMITTEES AND REMARKS

Council Member Minikus:

Participated in Commissioner interviews. Attended Mayor's Town Hall. Attended Memorial Day Celebration at Cottonwood Church. Attended Memorial Day Celebration at Forest Lawn.

Council Member Peat:

Attended Cypress Police Department Open House event. Participated in Commissioner interviews. Attended Memorial Day Celebration at Forest Lawn.

Council Member Chang:

Spoke regarding the Special Meeting on May 19, 2025. Attended the Library Advisory Board meeting and encouraged residents to utilize the Libby App.

Mayor Pro Tem Medrano:

Attended the Cypress Police Department Open House event. Attended OC Vector Control board meeting. Spoke regarding his absence at the Commissioner interviews. Attended the Chamber of Commerce Networking Breakfast event. Attended the Cypress Police Foundation Luncheon. Thanked everyone who attended his office hours. Spoke regarding Special Meeting on May 19, 2025.

Mayor Burke:

Encouraged residents to use the Libby App. Attended the Orange County Fire Authority Budget Committee meeting and regular board meeting. Participated in Commissioner interviews. Thanked everyone who attended the Town Hall meeting. Attended the Memorial Day Celebration at Forest Lawn.

COUNCIL MEMBER ITEMS FOR FUTURE CONSIDERATION

Council Member Minikus requested to agendize a presentation from Orange County Sanitation District at the June 9th Council Meeting. Mayor Burke supported the item.

Mayor Burke requested to agendize an item to consider increasing the size of the Traffic Commission. Council Member Chang and Minikus supported the item.

CITY MANAGER REMARKS

Spoke regarding the Police Foundation Luncheon and expressed appreciation for their support. Spoke regarding the Police Department Open House event. Spoke regarding Commissioner recruitment.

City Attorney acknowledged the City Council's decorum during the CIP discussion. Congratulated the City Council on the reopening of Arnold Cypress Park.

ADJOURNMENT

Mayor Burke adjourned the Regular Meeting at 9:15 p.m. to a Regular Meeting, to be held on Monday, June 9, 2025, beginning at 5:30 p.m. in the Council Chambers.

_____
MAYOR OF THE CITY OF CYPRESS

ATTEST:

_____
CITY CLERK OF THE CITY OF CYPRESS

REGULAR MEETING
CYPRESS CITY COUNCIL
JUNE 9, 2025
5:00 P.M. – Closed Session
6:00 P.M. – General Session

A regular meeting of the Cypress City Council was called to order at 5:01 p.m. by Mayor Burke in the Council Chambers, 5275 Orange Avenue, Cypress, California.

ROLL CALL

Cypress City Council, also acting as the Ex-Officio Governing Board of Directors of the Cypress Recreation and Park District

Mayor David Burke
Mayor Pro Tem Leo Medrano – Arrived at 5:03 p.m.
Council Member Kyle Chang
Council Member Scott Minikus – Absent
Council Member Bonnie Peat

STAFF PRESENT

City Manager Peter Grant
City Attorney Fred Galante
City Clerk Alisha Farnell

ORAL COMMUNICATION ON CLOSED SESSION / WORKSHOP ITEMS

None.

CLOSED SESSION

The City Attorney announced the following closed session items:

PUBLIC EMPLOYEE PERFORMANCE EVALUATION
Pursuant to Government Code Section 54957
Title: City Manager

Mayor Burke recessed the meeting at 5:04 p.m.

RECONVENE

Mayor Burke reconvened the meeting at 6:19 p.m.

ROLL CALL

Mayor David Burke

Mayor Pro Tem Leo Medrano
Council Member Kyle Chang
Council Member Scott Minikus - Absent
Council Member Bonnie Peat

STAFF PRESENT

City Manager Peter Grant
City Attorney Fred Galante
Director of Finance and Administrative Services Matt Burton
Director of Recreation and Community Services Jeff Draper
Planning Director Alicia Velasco
Chief of Police Mark Lauderback
Director of Public Works Nick Mangkalakiri
City Clerk Alisha Farnell
Police Captain Scott Ausmus
Human Resources Manager Regina Nguyen
Deputy City Clerk Christina Dizol

INVOCATION Pastor Mike McKay, Neighborhood Church, led the Invocation.

PLEDGE OF ALLEGIANCE Mayor Pro Tem Leo Medrano led the Pledge of Allegiance.

REPORT OF CLOSED SESSION / WORKSHOP

The City Attorney stated that the City Council met in Closed Session and held a discussion on the single item listed on the Closed Session agenda namely, Public Employee Performance Evaluation, title City Manager, he reported the City Council held a discussion, provided direction and no further reportable action was taken.

PRESENTATIONS

A representative from Orange County Sanitation District provided a presentation on the Orange County Trunk Sewer project.

ORAL COMMUNICATIONS ON AGENDA ITEMS

Frances Marquez, Cypress, spoke regarding Agenda Item No. 3 and Maple Grove North and South Parks.

Bob Youngsma, Cypress, spoke regarding Agenda Item No. 1 and parks.

Glenn Button, Cypress, spoke regarding Agenda Items No. 3 and 7.

Linda Stock, Cypress, spoke regarding Maple Grove South Park.

Jose Trinidad Castaneda spoke regarding Agenda Items No. 3, 6 and 11.

CONSENT CALENDAR
All matters listed on the Consent Calendar are to be approved with one motion unless a Council Member requests separate action on a specific item.

A motion was made by Council Member Peat, and seconded by Mayor Pro Tem Medrano, to approve Consent Calendar items No. 1 through 10.

The motion was carried by the following roll call vote:

AYES: 4 COUNCIL MEMBERS: Chang, Peat, Medrano and Burke
NOES: 0 COUNCIL MEMBERS: None
ABSENT: 1 COUNCIL MEMBERS: Minikus

Item No. 1: Approve Minutes - Meeting of May 12, May 19, May 20 and May 21, 2025

Recommendation: Approve as submitted.

Item No. 2: Introduce and/or Adopt All Ordinances and Resolutions Presented for Consideration by Title Only and to Waive Further Reading

Item No. 3: Receive an Update on the Strategic Plan Six-Month Objectives

Recommendation: Receive an update on the Strategic Plan six-month objectives.

Item No. 4: Approve an Agreement with Forest Lawn Memorial-Park for a Sewer Connection Project

Recommendation: Approve an Agreement with Forest Lawn Memorial-Park Association for sewer connection application and maintenance of sewer connections.

Item No. 5: Approve a Renewal Agreement for Online Permitting and Plan Check Software

Recommendation: Approve a three-year agreement with Carahsoft Technology Corporation for $159,640 to renew OpenGov Online Permitting and Plan Check Software.

Item No. 6: Receive and File the FY 2025-26 Master Fee Schedule

Recommendation: Receive and file the updated FY 2025-26 Master Fee Schedule which incorporates annual cost-of-living adjustments for City and Park District user fees.

Item No. 7: Approve an Updated Repayment Agreement and Promissory Note Between the City and Recreation and Park District for the Construction of Lexington Park

Recommendation: Approve the updated Repayment Agreement and Promissory Note between the City and Recreation and Park District for the Construction of Lexington Park.

Item No. 8: Adopt the Fiscal Year 2025-26 Appropriations Limit

Recommendation: Adopt a Resolution establishing the City's Fiscal Year 2025-26 appropriations limit.

RESOLUTION NO. 7019

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CYPRESS ESTABLISHING THE CITY'S APPROPRIATIONS LIMIT FOR THE 2025-26 FISCAL YEAR

Item No. 9: Adopt the Cypress Recreation and Park District's Fiscal Year 2025-26 Appropriations Limit

Recommendation: Adopt a Resolution establishing the Cypress Recreation and Park District's Fiscal Year 2025-26 appropriations limit.

RESOLUTION NO. 7020

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CYPRESS, EX OFFICIO GOVERNING BOARD OF DIRECTORS OF THE CYPRESS RECREATION AND PARK DISTRICT, A SUBSIDIARY DISTRICT OF THE CITY OF CYPRESS ESTABLISHING THE CYPRESS RECREATION AND PARK DISTRICT'S APPROPRIATIONS LIMIT FOR THE 2025-26 FISCAL YEAR

Item No. 10: Adopt Annual Statement of Investment Policy

Recommendation: Adopt a Resolution approving the Annual Statement of Investment Policy.

RESOLUTION NO. 7021

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CYPRESS, AND ACTING AS THE EX OFFICIO GOVERNING BOARD OF DIRECTORS OF THE CYPRESS RECREATION AND PARK DISTRICT, ADOPTING THE ANNUAL STATEMENT OF INVESTMENT POLICY

NEW BUSINESS

Item No. 11: Receive a Report on the Status of Vacant Positions and Recruitment and Retention Efforts

The Director of Finance and Administrative Services and the Human Resources Manager provided a report on this item.

City Council asked questions of staff.

No action was taken.

ITEMS REMOVED FROM CONSENT CALENDAR

None.

ITEMS FROM CITY COUNCIL MEMBERS

Item No. 12: Discuss and Potentially Provide Direction Regarding the Composition of the Traffic Commission

Mayor Burke spoke regarding this item.

City Council discussion ensued.

A motion was made by Mayor Burke, and seconded by Council Member Chang, to direct staff to update the Municipal Code to increase the Traffic Commission from five to seven members and provide staggered term options.

The motion was carried by the following roll call vote:

AYES:	4	COUNCIL MEMBERS:	Chang, Peat, Medrano and Burke
NOES:	0	COUNCIL MEMBERS:	None
ABSENT:	1	COUNCIL MEMBERS:	Minikus

ORAL COMMUNICATIONS

Beth Culver, Cypress, spoke regarding Huntington Beach special election & Library.

Linda Stock, Cypress, spoke regarding Executive Board Room Modernization Project.

Blake Perez, So Cal Gas Public Affairs Manager, introduced himself and reminded the public about 811 dig-alert.

Glenn Button, Cypress, spoke regarding utility poles on Denni St.

Bob Youngsma, Cypress, spoke regarding agenda item on May 19 Special Meeting & comments made by a Council Member on the dais.

Dr. Frances Marquez, Cypress, spoke regarding an investigation into Former Public Works Director Doug Dancs.

COUNCIL MEMBER REPORTS FROM CITY-AFFILIATED BOARDS AND COMMITTEES AND REMARKS

Council Member Peat:

Spoke regarding OCFA presentation at the Cypress Women's Club. Attended OC Sanitation District Board meeting on behalf of Council Member Minikus. Attended the 50-year celebration for Hyatt Die Cast & Engineering Corporation. Reminded residents that Flag Day is on Saturday, June 14.

Council Member Chang:

Attended a Measure M update provided by OCTA.

Mayor Pro Tem Medrano:

Thanked the organizations that provide presentations at Council meetings. Announced office hours at Goodfellows Coffee. Will attend the upcoming Concert on the Green. Attended Open House event for Senator Tony Strickland. Participated in a Public Works Street Sweeping ride along. Attended 50-year celebration for Hyatt Die Cast & Engineering Corporation. Spoke regarding complaints received about illegal dumping in the City.

The City Manager addressed illegal dumping on Sumner Place and spoke about the City's efforts to improve all areas of concern.

Mayor Burke:

Reminded residents that Concerts on the Green begin this Friday. Attended Landell Elementary School Carnival. Attended the OCFA Best and Bravest Award Ceremony.

COUNCIL MEMBER ITEMS FOR FUTURE CONSIDERATION

None.

CITY MANAGER REMARKS

Stated the Concerts on the Green series begins on Friday, June 13. Attended the Seal Beach Naval Weapons Station State of the Base event. Wished everyone a Happy Father's Day.

The City Attorney thanked the City Council for allowing his partner Bill Wynder to cover the May 27, 2025 meeting in his absence.

ADJOURNMENT – IN MEMORY BALDWIN PARK POLICE OFFICER SAMUEL RIVEROS

Mayor Burke adjourned the Regular Meeting at 7:42 p.m. to a Regular Meeting, to be held on Monday, June 23, 2025, beginning at 5:30 p.m. in the Executive Board Room.

_____
MAYOR OF THE CITY OF CYPRESS

ATTEST:

_____
CITY CLERK OF THE CITY OF CYPRESS

REGULAR MEETING
CYPRESS CITY COUNCIL
JUNE 23, 2025
6:00 P.M. – General Session

A regular meeting of the Cypress City Council was called to order at 6:01 p.m. by Mayor Burke in the Executive Board Room, 5275 Orange Avenue, Cypress, California.

ROLL CALL
Cypress City Council, also acting as the Ex-Officio Governing Board of Directors of the Cypress Recreation and Park District

Mayor David Burke
Mayor Pro Tem Leo Medrano
Council Member Kyle Chang
Council Member Scott Minikus
Council Member Bonnie Peat

STAFF PRESENT

City Manager Peter Grant
City Attorney Fred Galante
Director of Finance and Administrative Services Matt Burton
Director of Recreation and Community Services Jeff Draper
Director of Public Works Nick Mangkalakiri
Chief of Police Mark Lauderback
Planning Director Alicia Velasco
City Clerk Alisha Farnell
Police Captain Scott Ausmus
Deputy City Clerk Christina Dizol

INVOCATION Rabbi Nancy Myers, Temple Beth David, led the Invocation.

PLEDGE OF ALLEGIANCE Mayor David Burke led the Pledge of Allegiance.

ORAL COMMUNICATIONS ON AGENDA ITEMS

Jon Peat, Cypress, spoke regarding Agenda Item No. 7.

Brooke Nafarrete, Cypress, spoke regarding Agenda Item No. 17.

Gary Hammerman, Cypress, spoke regarding Agenda Item No. 3.

Dereck Balsillie spoke regarding Agenda Item No. 17.

Paul Kokkinos, Cypress, spoke regarding Agenda Item No. 17

Jose Trinidad Castaneda spoke regarding Agenda Items No. 6 and 17.

Glenn Button, Cypress, spoke regarding Agenda Item No. 19.

Dr. Frances Marquez, Cypress, spoke regarding Agenda Item No. 4.

CONSENT CALENDAR
All matters listed on the Consent Calendar are to be approved with one motion unless a Council Member requests separate action on a specific item.

Council Member Minikus stated that Agenda Item No. 14, the Warrant Register, includes electronic fund transfer No. 17219 for $341.78 as reimbursement for medical coverage he is entitled to receive as a CalPERS annuitant. He indicated that in voting for any motion to approve the Warrants Register, he would not be voting on electronic fund transfers No. 17219 for the reason disclosed.

Council Member Chang asked questions of the Public Works Director regarding the bidding process.

Mayor Burke responded to Public Comments regarding Agenda Items No. 3 and 7.

A motion was made by Mayor Burke, and seconded by Council Member Peat, to approve Consent Calendar items No. 1 through 14.

The motion was unanimously carried by the following roll call vote:

AYES:	5	COUNCIL MEMBERS:	Chang, Minikus, Peat, Medrano and Burke
NOES:	0	COUNCIL MEMBERS:	None
ABSENT:	0	COUNCIL MEMBERS:	None

Item No. 1: Introduce and/or Adopt All Ordinances and Resolutions Presented for Consideration by Title Only and to Waive Further Reading

Item No. 2: Approve the Fiscal Year 2025-26 Measure M2 Program Eligibility Submittal

Recommendation:

1. Approve the Fiscal Year 2025-26 Measure M2 program eligibility submittal; and

2. Adopt a Resolution concerning the update and status of the Circulation Element, Mitigation Fee Program, and Pavement Management Plan for the Measure M2 Program.

RESOLUTION NO. 7022

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CYPRESS CONCERNING THE STATUS AND UPDATE OF THE CIRCULATION ELEMENT, MITIGATION FEE PROGRAM, AND PAVEMENT MANAGEMENT PLAN FOR THE MEASURE M (M2) PROGRAM

Item No. 3: Accept the Sewer System Video Evaluation, Project 355

Recommendation:

1. Accept the Sewer System Video Evaluation, Project 355, in the amount of $148,214.05 and approve the final retention payment of $7,410.70 to Premier Pipe, Inc.; and

2. Authorize the City Engineer to file a Notice of Completion with the County Recorder.

Item No. 4: Approve an Agreement for Building Inspection and Plan Check Services

Recommendation: Approve a three-year agreement with Charles Abbott Associates, Inc. for building inspection and plan check services.

Item No. 5: Approve Agreements for On-Call Architectural Services

Recommendation: Approve agreements for on-call professional architectural services with BOA Architecture and Bureau Veritas North America, Inc.

Item No. 6: Approve Agreements for On-Call Professional Traffic Engineering Services and a Task Order for City Traffic Engineer Services

Recommendation:

1. Approve contract services agreements for on-call professional traffic engineering services to Advantec Consulting Engineers, Inc., Hartzog and Crabill, Inc. (HCI), Iteris, Inc., and Linscott, Law & Greenspan Engineers (LLG); and

2. Approve a Task Order not to exceed $167,000 to LLG to provide FY 2025-26 City Traffic Engineer Services.

Item No. 7: Approve an Agreement for Right-of-Way Landscape Maintenance Services

Recommendation:

1. Approve a two-year agreement with Elite Maintenance and Tree Service (EMTS) for Right-of-Way Landscape Maintenance Services in the amount of $402,809 annually; and

2. Approve a FY 2025-26 appropriation increase of $34,809 in the City's General Fund for Landscape Maintenance Services.

Item No. 8: Approve Amendment No. 1 for Parks and Facilities Landscape Maintenance Services at Arnold Cypress Park

Recommendation: Approve Amendment No. 1 to the Parks and Facilities Landscape Maintenance Service Contract with BrightView Landscape Services, Inc., to provide $60,436 of additional annual landscape services at Arnold Cypress Park.

Item No. 9: Approve an Extension to the Agreement for Community Outreach and Communication Services

Recommendation:

1. Authorize the City Manager to enter into an amendment to extend the agreement with Communications LAB for community outreach and communications services on a month-to-month basis for a period not to exceed six months; and

2. Authorize the City Manager to approve task orders for a period not to exceed six months to Communications LAB for City and Recreation and Park District communications support and marketing services and the Recreation quarterly activity guidebook.

Item No. 10: Approve a Task Order for On-Call Stormwater/Water Quality Program Services

Recommendation: Approve a task order with Charles Abbott Associates, Inc. to provide FY 2025-26 stormwater/water quality program services for an amount not to exceed $177,950.

Item No. 11: Approve Task Orders for On-Call Construction Management and Inspection Services and Project Management

Recommendation:

1. Approve a Task Order to FCG Consultants, Inc. for public works construction management and inspection services for an amount not to exceed $110,000, for the period of July 1, 2025 through June 30, 2026; and

2. Approve a Task Order to FCG Consultants, Inc. for public works project management services for an amount not to exceed $126,505.80, for the period of July 1, 2025 through December 31, 2025; and

3. Approve a $126,506 budget appropriation transfer in the General Fund from Personnel to Professional Services

Item No. 12: Receive and File FY 2025-26 Employee Pay Schedules for the Cypress Employees' Association, the Maintenance Employees' Association, the Police Officers' Association, and Unrepresented Employees

Recommendation: Receive and file employee pay schedules effective July 4, 2025 for the Cypress Employees' Association (CEA), the Cypress Maintenance Employees' Association (MEA), the Police Officers' Association (POA), Confidential positions, Mid-Management positions and Executive Management positions.

Item No. 13: Receive and File the Investment Report for the Month Ended May 31, 2025

Recommendation: Receive and file the attached investment report.

Item No. 14: Receive and File Register of Warrants, Transfers, and Wires Issued for the Period of May 10, 2025 through June 6, 2025

Recommendation: Receive and file the attached payment register summarized below for the period of May 10, 2025 through June 6, 2025:

- Electronic Funds Transfers 17190 through 17392
- Warrants 67930 through 68116
- Payroll Transfers W1556 through W1557

PUBLIC HEARINGS

Item No. 15: Renew the Cypress Corporate Center Landscape Maintenance District No. 1 for FY 2025-26

Mayor Buke asked Council Members to disclose any communication with anyone relevant to the item.

No communication was disclosed.

The Director of Public Works provided a report on this item.

Mayor Burke opened the Public Hearing and invited members of the public to speak on this item.

No public comments were made.

Mayor Burke closed the Public Hearing.

A motion was made by Council Member Minikus, and seconded by Council Member Chang, to renew the Cypress Corporate Center Landscape Maintenance District No. 1 for FY 2025-26.

The motion was unanimously carried by the following roll call vote:

AYES: 5 COUNCIL MEMBERS: Chang, Minikus, Peat, Medrano and Burke
NOES: 0 COUNCIL MEMBERS: None
ABSENT: 0 COUNCIL MEMBERS: None

RESOLUTION NO. 7023

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CYPRESS, CALIFORNIA, ORDERING THE RENEWAL OF THE CYPRESS CORPORATE CENTER LANDSCAPE MAINTENANCE DISTRICT NO. 1 FOR FISCAL YEAR 2025-26, PURSUANT TO THE LANDSCAPING AND LIGHTING ACT OF 1972, AND CONFIRMING THE DIAGRAM AND ASSESSMENT THEREOF

NEW BUSINESS

Item No. 16: Adopt the City of Cypress and the Cypress Recreation and Park District Fiscal Year 2025-26 Budgets

The Director of Finance and Administration Services provided a report on the item.

City Council discussion ensued.

A motion was made by Council Member Minikus, and seconded by Council Member Chang, to adopt a Resolution approving the City Fiscal Year 2025-26 Budget, and adopt a Resolution approving the Recreation and Park District Budget Fiscal Year 2025-26.

The motion was unanimously carried by the following roll call vote:

AYES: 5 COUNCIL MEMBERS: Chang, Minikus, Peat, Medrano and Burke
NOES: 0 COUNCIL MEMBERS: None
ABSENT: 0 COUNCIL MEMBERS: None

RESOLUTION NO. 7024

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CYPRESS APPROVING THE ANNUAL BUDGET FOR THE FISCAL YEAR COMMENCING JULY 1, 2025 AND FIXING THE LIMITATIONS OF EXPENDITURES FOR THE SEVERAL FUNDS AND THE FUNCTIONS, DEPARTMENTS, AND ACTIVITIES CARRIED ON UNDER SUCH FUNDS

RESOLUTION NO. 7025

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CYPRESS, AND ACTING AS THE EX OFFICIO GOVERNING BOARD OF DIRECTORS OF THE CYPRESS RECREATION AND PARK DISTRICT, APPROVING THE DISTRICT'S ANNUAL BUDGET FOR THE FISCAL YEAR COMMENCING JULY 1, 2025 AND FIXING THE LIMITATIONS OF EXPENDITURES FOR THE FUNDS AND ACTIVITIES CARRIED ON UNDER SUCH FUND

Item No. 17: Adopt the FY 2025-2032 Seven-Year Capital Improvement Program and Amend Municipal Code Section 21A Related to Purchasing Authority Limits

The Director of Public Works provided a report on this item.

City Council discussion ensued.

A motion was made by Mayor Burke, and seconded by Council Member Chang, to approve items number 1 through 4 of the Recommendation with the removal of Section 2 and 3 from the Resolution approving the FY 2025-2032 Seven-Year CIP.

City Council discussion ensued.

A substitute motion was made by Council Member Minikus, and seconded by Council Member Peat, to adopt a Resolution approving the the FY 2025-2032 Seven-Year CIP; and determine the FY 2025-2032 Seven-Year CIP is consistent with the General Plan; and confirm various projects are exempt from the California Environmental Quality Act Exemptions requirements; and adopt a Resolution updating annual Public Works contract award thresholds as required by Municipal Code Section 21A-19; and introduce for first reading an Ordinance, by title only, amending Municipal Code Section 21A.

City Attorney provided procedural guidance.

Mayor Pro Tem Medrano asked questions of staff.

The substitute motion was carried by the following roll call vote:

AYES:	3	COUNCIL MEMBERS:	Minikus, Peat, and Medrano
NOES:	2	COUNCIL MEMBERS:	Chang, and Burke
ABSENT:	0	COUNCIL MEMBERS:	None

The City Attorney read the title of the Ordinance.

RESOLUTION NO. 7026

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CYPRESS APPROVING THE SEVEN-YEAR CAPITAL IMPROVEMENT PROGRAM (CIP) FOR

FISCAL YEARS 2025-26 THROUGH FISCAL YEAR 2031-2032

RESOLUTION NO. 7027

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CYPRESS, AND ACTING AS EX-OFFICIO GOVERNING BOARD OF DIRECTORS OF THE CYPRESS RECREATION AND PARK DISTRICT, TO UPDATE THE FORMAL BID LIMIT FOR PUBLIC WORKS PROJECTS

Item No. 18: Appoint City Commissioners and Approve Revisions to the Boards, Commissions and Committees Policy Manual

The City Clerk provided a report on this item.

City Council discussion ensued.

A motion was made by Mayor Buke, and seconded by Council Member Chang, to appoint Commissioners to the Recreation and Community Services, Senior Citizens, and Traffic Commissions; and adopt a Resolution approving the eleventh revision to the Boards, Commissions, and Committees Policy Manual.

A substitute motion was made by Council Member Peat, and seconded by Council Member Minikus, to approve the recommendations with the exception of appointing Linda Croce to serve a four-year term and appointing Marilyn Reames to fill the vacated three-year term on the Senior Citizens Commission.

The substitute motion failed by the following roll call vote:

AYES:	2	COUNCIL MEMBERS:	Minikus, Peat,
NOES:	3	COUNCIL MEMBERS:	Medrano, Chang, and Burke
ABSENT:	0	COUNCIL MEMBERS:	None

The original motion was unanimously carried by the following roll call vote:

AYES:	5	COUNCIL MEMBERS:	Chang, Minikus, Peat, Medrano and Burke
NOES:	0	COUNCIL MEMBERS:	None
ABSENT:	0	COUNCIL MEMBERS:	None

RESOLUTION NO. 7028

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CYPRESS, AND ACTING AS EX-OFFICIO GOVERNING BOARD OF DIRECTORS OF THE CYPRESS RECREATION AND PARK DISTRICT, ADOPTING THE ELEVENTH REVISION TO THE BOARDS, COMMISSIONS AND COMMITTEES POLICY MANUAL

Item No. 19: First Reading of an Ordinance Updating the Municipal Code Relating to the Composition of the Traffic Commission and Eliminating the Requirement Commission Applicants Must be a Registered Voter in Cypress, and Provide Direction Regarding the Process for Appointing New Members of the Traffic Commission

The City Manager provided a report on this item.

City Council discussion ensued.

The City Attorney read the title of the Ordinance.

City Council discussion continued.

A motion was made by Mayor Burke, and seconded by Council Member Chang, to conduct the first reading of an Ordinance updating Municipal Code Section 2-70 relating to the composition of the Traffic Commission, Section 2-60 relating to eligibility for appointment, and provided direction regarding the process for appointing new members of the Traffic Commission.

The motion was unanimously carried by the following roll call vote:

AYES:	5	COUNCIL MEMBERS:	Chang, Minikus, Peat, Medrano and Burke
NOES:	0	COUNCIL MEMBERS:	None
ABSENT:	0	COUNCIL MEMBERS:	None

ITEMS REMOVED FROM CONSENT CALENDAR

None.

ORAL COMMUNICATIONS

Beth Culver, Cypress, spoke regarding Maple Grove North and South parks and comments at meetings and on social media.

Larry Andre, spoke regarding allocation of funds in a legal manner.

Jose Trinidad Castaneda spoke regarding staff's response to public comments made regarding Agenda Item No. 17 and virtual participation.

Dr. Frances Marquez, Cypress, spoke about an article regarding City of Huntington Beach public meeting public comment procedure and public comments made by former Public Works Director Doug Dancs.

The City Attorney responded to comments made by Council Member Marquez.

Brooke Nafarrete, Cypress, spoke regarding comments made by former Council Member Frances Marquez.

Marilyn Reames, Cypress, spoke regarding comments made during discussion of Agenda Item No. 18.

COUNCIL MEMBER REPORTS FROM CITY-AFFILIATED BOARDS AND COMMITTEES AND REMARKS

Council Member Minikus:

Announced the next Joint Forces Training Base Regional Military Affairs Committee meeting will be canceled. Attended the Concert on the Green. Attended the Community Resource Fair at the Cypress Senior Center. Requested the City Council bring back summer attire for the months of July through September.

Council Member Peat:

Attended the Community Festival Ad Hoc subcommittee meeting. Attended the Open House event for Raymond West. Attended an event for the Boys and Girls Club of Central Orange County. Will attend Salute to America event on Friday, June 27.

Council Member Chang:

Attended the Concert on the Green. Attended the Park Playground and Shade Structure Ad Hoc Subcommittee meeting. Met with representatives from Cypress College to discuss future events.

Mayor Pro Tem Medrano:

Thanked Rabbi Meyrs for providing the Invocation. Attended the Cypress Chamber of Commerce Networking Breakfast. Stated he was unable to attend the OC Mosquito and Vector Control District board meeting. Attended the Open House event for Raymond West. Attended Supervisor Janet Nguyen's mobile office hours. Attended the Concert on the Green and will be attending Salute to America.

Mayor Burke:

Attended the Cypress Community Festival Ad Hoc Subcommittee meeting. Attended the Concert on the Green. Attended the League of California Cities Orange County Division meeting. Received a helicopter tour of Orange County from OCFA. Attended the Recreation and Community services Commission meeting.

COUNCIL MEMBER ITEMS FOR FUTURE CONSIDERATION

Mayor Burke requested to agendize a discussion regarding changes to the public comment structure during meetings. Council Member Chang supported the item.

Mayor Burke requested to agendize a discussion to promote volunteer opportunities in the City. Council Member Chang supported the item.

Mayor Burke requested to agendize a presentation at the August 25 Council Meeting regarding Campaign Finance Reform. Council Member Chang was in support of the item.

City Council discussion ensued.

City Attorney provided procedural guidance.

CITY MANAGER REMARKS

Announced Salute to America will be held at Cypress College on June 27. Provided an update on the Traffic Signal Controller Project. Reminded the public regarding office hours for Mayor Pro Tem Medrano.

CLOSED SESSION

The City Attorney announced the following closed session item:

PUBLIC EMPLOYEE PERFORMANCE EVALUATION
Pursuant to Government Code Section 54957
Title: City Manager

Mayor Burke recessed the meeting at 8:52 p.m.

Mayor Buke reconvened the meeting at 10:57 p.m.

REPORT OF CLOSED SESSION / WORKSHOP

The City Attorney stated that the City Council met in Closed Session and held a discussion on the single item listed on the Closed Session agenda namely, Public Employee Performance Evaluation, title City Manager. He reported the City Council held a discussion, provided direction and no further reportable action was taken.

ADJOURNMENT

Mayor Burke adjourned the Regular Meeting at 10:58 p.m. to an adjourned Regular Meeting, to be held on Monday, July 14, 2025, beginning at 5:30 p.m. in the Executive Board Room.

_____

MAYOR OF THE CITY OF CYPRESS

ATTEST:

_____

CITY CLERK OF THE CITY OF CYPRESS

CITY OF CYPRESS

CITY COUNCIL REPORT

City Council Regular **3.**

FROM: Peter Grant, City Manager

DATE: 07/14/2025

SUBJECT: **Second Reading and Adopt an Ordinance Updating the Municipal Code Relating to the Composition of the Traffic Commission**

RECOMMENDATION

Conduct the second reading and adopt an Ordinance, by title only, amending Municipal Code Section 2-70 relating to the composition of the Traffic Commission and Section 2-60 relating to eligibility for appointment.

DISCUSSION

At its June 23 meeting, the City Council approved the first reading of an Ordnance amending Section 2-70 (Composition) and Section 2-60 (Eligibility for Appointment) of the Municipal Code, expanding the Traffic Commission from five to seven members and resolving a conflict between the Municipal Code which requires Commission applicants to be registered voters in Cypress, and State law which prohibits such requirements.

It is recommended the City Council approve the second reading and adopt the attached Ordinance. Once approved, the ordinance will become effective August 15, 2025.

BUDGET IMPACT

Commissioners receive $50 for attending a regularly scheduled board, commission or committee meeting (maximum payment of one per month). The annual cost of two additional Commissioners will not exceed $1,200.

LEGAL REVIEW

The City Attorney drafted the attached Ordinance.

APPROVED BY: Peter Grant, City Manager

Attachments

Ordinance

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CYPRESS, CALIFORNIA, AMENDING SECTION 2-60 (ELIGIBILITY FOR APPOINTMENT) AND SECTION 2-70 (COMPOSITION) OF ARTICLE 4 (BOARD, COMMISSIONS, AND COMMITTEES) OF CHAPTER 2 (ADMINISTRATION) OF THE CYPRESS MUNICIPAL CODE, CONCERNING THE TRAFFIC COMMISSION

WHEREAS, pursuant to Cypress City Charter §800, the City Council of the City of Cypress ("City Council") has the authority to alter the structure, membership, powers, and duties of any and all boards, commissions, and committees established in the City of Cypress ("City") Municipal Code ("CMC").

WHEREAS, pursuant to Cypress City Charter §802, the City Council has the authority to determine the number of members and length of term of office for the City's boards, commissions, and committees.

WHEREAS, the City's Traffic Commission is currently made up of five members.

WHEREAS, the City desires to increase the number of commissioners and modify eligibility requirements for appointment to enhance the commissioner recruitment process to balance future recruitments, thereby promoting continuity in government administration.

WHEREAS, the City Council desires to amend CMC Sections 2-60 and 2-70 to attain the foregoing objectives.

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF CYPRESS HEREBY ORDAINS AS FOLLOWS:

Section 1. Recitals Incorporated. The City Council finds the foregoing Recitals are true and correct and are incorporated herein by this reference.

Section 2. Amendment to CMC Section 2-60. Section 2-60 of the City of Cypress Municipal Code shall be amended as follows (~~strikethrough~~ represents deleted language while ***bold italics*** represents added language):

"Section 2-60. Eligibility for appointment.

Residency. Applicants must be residents of the City of Cypress ~~and must be a registered voter in Cypress,~~ and must remain as residents during their entire term of office. ~~An exception is made for student members of a youth-appointed body who are not yet of voting age.~~

Public employment conflicts. Applicants shall not hold any full- or part-time office or employment with the City of Cypress or the Cypress Recreation and Park District and shall not serve on more than one commission, committee or board at the same time.

Nepotism. Applicants shall not be directly related by blood or marriage to anyone on the appointing body."

Section 3. Amendment to CMC Section 2-70. Section 2-70 of the City of Cypress Municipal Code shall be amended as follows (~~strikethrough~~ represents deleted language while ***bold italics*** represents added language):

"Section 2-70. Composition.

The commissions and standing committees are composed of the following number of members. Members are appointed by the city council as terms expire and/or as vacancies occur.

Reporting to city council:
Traffic commission, ***seven*** ~~five~~ members
Reporting to city council in its capacity as board for the parks and recreation district:
Recreation and community services commission, seven members
Senior citizens commission, seven members
Committees reporting to and serving under the recreation and community services commission:
Youth standing committee, seven members"

Section 4. Severability. If any section, subsection, sentence, clause, paragraph, or phrase of this Ordinance or any part thereof is for any reason held to be invalid or otherwise unenforceable by any court of any competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance or any part thereof. The City Council hereby declares that it would have enacted each and every section, subsection, sentence, clause, paragraph, or phrase thereof, irrespective of any determination of validity.

Section 5. Effective Date. This Ordinance shall take effect 30 days after its adoption.

Section 6. Certification. The City Clerk shall certify as to the passage and adoption of this Ordinance and shall cause the same to be published and posted at the designated locations in the City of Cypress.

ADOPTED, SIGNED, and ***APPROVED*** this ___ day of _____, 2025.

_____
David Burke, Mayor

ATTEST:

-_____
Alisha Farnell, City Clerk

STATE OF CALIFORNIA)
COUNTY OF ORANGE)
CITY OF CYPRESS)

I, Alisha Farnell, CITY CLERK OF THE CITY OF CYPRESS, CALIFORNIA, do hereby certify that the foregoing Ordinance No. ____ was duly and regularly adopted by the City Council of the City of Cypress at a regular meeting held _____ day of _____, 2025, by the following votes:

AYES:
NOES:
ABSENT:
ABSTAIN:

_____
Alisha Farnell, City Clerk

CITY OF CYPRESS

CITY COUNCIL REPORT

City Council Regular **4.**

FROM: Nick Mangkalakiri, Director of Public Works

DATE: 07/14/2025

SUBJECT: **Second Reading and Adopt an Ordinance Updating the Municipal Code to Amend Purchasing Authority Limits**

RECOMMENDATION

Conduct the second reading and adopt an Ordinance, by title only, amending Municipal Code Section 21A authorizing changes in purchasing authority limits.

DISCUSSION

On June 23, the City Council approved the first reading of an ordinance amending section 21A of the Municipal Code authorizing changes in purchasing authority limits.

It is recommended the City Council approve the second reading and adopt the attached ordinance. Once approved, the ordinance will become effective August 15, 2025.

BUDGET IMPACT

None.

LEGAL REVIEW

This ordinance was reviewed and approved by the City Attorney.

APPROVED BY: Peter Grant, City Manager

Attachments

Ordinance

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CYPRESS, AMENDING SECTION 21A-19 (PURCHASING SYSTEM) OF THE CYPRESS MUNICIPAL CODE ESTABLISHING UPDATED PURCHASING AUTHORITY LIMITS

WHEREAS, California Constitution Article XI Section 5 grants charter cities supreme authority in the area of municipal affairs; and

WHEREAS, every year the City of Cypress ("City") develops, approves, and implements a Capital Improvement Program ("CIP"), established for the construction, rehabilitation, and replacement of public improvements; and

WHEREAS, Section 21A of the Cypress Municipal Code ("CMC") establishes regulations regarding contracting and purchasing policies of the City and specifically outlines the current authority, powers, and duties of City Council, City Manager, and purchasing officer with respect to the City's purchasing system; and

WHEREAS, the City updated the contract limits in June 2025 to $161,000 for the construction, improvement, repair, or maintenance of public works and $77,000 for professional services contracts related to public works projects; and

WHEREAS, pursuant to CMC Section 21A-12, the City's formal contract procedure provides contract award authority to City Council; and

WHEREAS, the City Council desires to streamline administrative processes for routine, recurring capital projects and improve project delivery timelines and contain costs; and

WHEREAS, the City Council of the City of Cypress desires to amend Section 21A to attain the foregoing objectives.

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF CYPRESS HEREBY ORDAINS AS FOLLOWS:

Section 1. Recitals Incorporated. The City Council finds the foregoing Recitals are true and correct and are incorporated herein by this reference.

Section 2. Amendment to CMC Section 21A-19. Section 21A-19 of the City of Cypress Municipal Code shall be amended as follows (~~strikethrough~~ represents deleted language while ***bold italics*** represents added language):

"Section 21A-19 Contracts for public works.

Every project involving an expenditure of more than ~~$100,000~~ **$161,000** for the construction, improvement, repair, or maintenance of public works shall be let in

accordance with the procedures set forth in the Charter of the City of Cypress. Such projects involving an expenditure of ~~$100,000~~ **$161,000** or less may be affected by the use of city forces or let through informal bid procedures applicable to the purchase of supplies and equipment. For professional services contracts under ~~$50,000~~ **$77,000** related to public works projects, the city manager is authorized to enter into contract. Contracts in excess of ~~$50,000~~ **$77,000** shall be approved by city council***, except as specifically authorized in this section***. These limits shall be updated annually before July 1 of each year, based on the cost index for construction costs in Los Angeles area as published by ENGINEERING NEWS-RECORD, New York, New York, by resolution of city council. ***The City Manager may administratively approve public works contracts for projects specifically identified in Year One of the Seven-Year CIP approved by City Council resolution, if the projects are within the approved budgeted amount and do not require supplemental appropriations.***

Section 3. Severability. If any section, subsection, sentence, clause, paragraph, or phrase of this Ordinance or any part thereof is for any reason held to be invalid or otherwise unenforceable by any court of any competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance or any part thereof. The City Council hereby declares that it would have enacted each and every section, subsection, sentence, clause, paragraph, or phrase thereof, irrespective of any determination of validity.

Section 4. Effective Date. This Ordinance shall take effect 30 days after its adoption.

Section 5. Certification. The City Clerk shall certify as to the passage and adoption of this Ordinance and shall cause the same to be published and posted at the designated locations in the City of Cypress.

ADOPTED, SIGNED, and ***APPROVED*** this ___ day of _____, 2025.

_____
David Burke, Mayor

ATTEST:

-_____
Alisha Farnell, City Clerk

STATE OF CALIFORNIA)
COUNTY OF ORANGE)
CITY OF CYPRESS)

I, Alisha Farnell, CITY CLERK OF THE CITY OF CYPRESS, CALIFORNIA, do hereby certify that the foregoing Ordinance No. ____ was duly and regularly adopted by the City Council of the City of Cypress at a regular meeting held _____ day of _____, 2025, by the following votes:

AYES:
NOES:
ABSENT:
ABSTAIN:

_____
Alisha Farnell, City Clerk

CITY OF CYPRESS

CITY COUNCIL REPORT

City Council Regular **5.**

FROM: Peter Grant, City Manager

DATE: 07/14/2025

SUBJECT: **Receive an Update on the Strategic Plan Six-Month Objectives**

RECOMMENDATION

Receive an update on the Strategic Plan six-month objectives.

DISCUSSION

The Strategic Plan establishes major goals and objectives for the City. It provides the principal guidance for the preparation of the budget and a plan for implementation and accountability. The Strategic Plan is among the City Council's most effective tools to improve services and preserve Cypress' high quality of life.

The City Council updated the Strategic Plan in April 2025, including a review of the existing plan, development of new six-month objectives, and a discussion of the City's strengths and accomplishments during the past six months. The attached matrices report the progress on the six-month objectives as of July 14, 2025.

A special City Council meeting will be held on October 1 to update the plan for the next six months.

BUDGET IMPACT

None.

LEGAL REVIEW

None required.

APPROVED BY: Peter Grant, City Manager

Attachments

Six-month Objectives

CITY OF CYPRESS

SIX-MONTH STRATEGIC OBJECTIVES

April 2025 – October 2025

THREE-YEAR GOAL: MAINTAIN INFRASTRUCTURE AND FACILITIES						
WHEN	**WHO**	**WHAT**	**STATUS**			**COMMENTS**
			DONE	ON TARGET	REVISED	
1. June 9, 2025	Public Works Director	Recommend options for streamlining capital improvement projects to increase efficiency and contain costs	X			
2. August 25, 2025	Public Works Director	Recommend an agreement for an organizational and best practices review of the Public Works department		X		
3. Sept. 8, 2025	Public Works Director	Provide an update and options to phase/adjust the Myra Avenue pump station No. 1 project scope		X		
4. Ongoing	Public Works Director & Finance Director	Pursue outside funding to offset the cost of upgrading Myra Avenue pump station No. 1				
5. FUTURE	Public Works Director	Recommend an agreement to update the Sewer System Master Plan				

CITY OF CYPRESS

SIX-MONTH STRATEGIC OBJECTIVES

April 2025 – October 2025

MAINTAIN FINANCIAL STABILITY AND PROMOTE ECONOMIC ACTIVITY						
WHEN	**WHO**	**WHAT**	**STATUS**			**COMMENTS**
			DONE	ON TARGET	REVISED	
1. July 14, 2025	Finance Director	Recommend an agreement with a new firm to perform the City's annual financial statement audits		X		
2. Sept 22, 2025	Planning Director	Recommend an economic development plan that includes advanced location analytics and commercial real estate information platforms		X		
3. Sept. 30, 2025	Finance Director	Recruit an over-hire Finance Manager as part of the department's succession plan		X		

CITY OF CYPRESS

SIX-MONTH STRATEGIC OBJECTIVES

April 2025 – October 2025

THREE-YEAR GOAL: **ENHANCE AND MAINTAIN PUBLIC SAFETY**						
WHEN	**WHO**	**WHAT**	**STATUS**			**COMMENTS**
			DONE	ON TARGET	REVISED	
1. June 30, 2024	Police Chief & RCS Director	Launch the S.A.I.L.S. senior citizen crime prevention and safety program	X			
2. June 30, 2025	Police Chief	Conduct a team building workshop for Police department managers and supervisors	X			
3. August 6, 2025	Police Chief working with Anaheim Union HS District	Establish an ongoing e-bike safety program with Lexington Junior High School		X		
4. By Sept. 30, 2025	Police Chief	Provide Emergency Operations Center training to City staff		X		
5. On-going	Police Chief working with Cypress School District	Explore a campus safety partnership with Cypress School District				

CITY OF CYPRESS

SIX-MONTH STRATEGIC OBJECTIVES

April 2025 – October 2025

THREE-YEAR GOAL: **ENHANCE RECREATION FACILITIES AND PROGRAMS**						
WHEN	**WHO**	**WHAT**	**STATUS**			**COMMENTS**
			DONE	ON TARGET	REVISED	
1. July 10, 2025	Ad hoc subcommittee working with the City Manager	Report progress/recommendations on park amenities to the City Council	X			
2. August 25, 2025	Ad hoc subcommittee working with the City Manager	Report progress/recommendations regarding Cypress Community Festival to the City Council		X		
3. Sept. 8, 2025	RCS Director	Recommend updates to the Non-Profit Grant Program policy		X		
4. Sept. 22, 2025	RCS Director working with RCS Commission	Recommend a scope of work for a firm to lead public engagement and develop conceptual design options for the expansion of Baraldi Sycamore Park		X		
5. Sept. 30, 2025	RCS Director	Establish Arnold Cypress Park utilization and staffing plan		X		

CITY OF CYPRESS

SIX-MONTH STRATEGIC OBJECTIVES

April 2025 – October 2025

THREE-YEAR GOAL: **MAINTAIN HIGH QUALITY AND HIGH VALUE SERVICES FOR THE COMMUNITY**						
WHEN	**WHO**	**WHAT**	**STATUS**			**COMMENTS**
			DONE	ON TARGET	REVISED	
1. May 12, 2025	City Clerk	Report 2025 Community Survey findings to the City Council	X			
2. July 14, 2025	Public Works Director	Recommend a scope of work for a third-party review of the solid waste franchise		X		
3. July 14, 2025	City Attorney	Recommend updates to the Municipal Code to reflect state smoking restrictions and present options for additional regulations		X		
4. FUTURE	Mayor, City Manager & City Clerk	Recommend a communication policy to the City Council			X	
5. July 14, 2025	City Manager & City Clerk working with Communications LAB	Complete internal brand/logo development and present an update and community engagement plan to the City Council	X			
6. August 29, 2025	Public Works Director & Finance Director	Implement an online procurement platform to improve the bidding process and vendor outreach		X		
7. Sept. 30, 2025	Planning Director & RCS Director	Recommend adjustments to align City/RCS District boundaries through the Local Agency Formation Commission		X		

CITY OF CYPRESS

CITY COUNCIL REPORT

City Council Regular **6.**

FROM: Mark Lauderback, Chief of Police

DATE: 07/14/2025

SUBJECT: **Receive and File the Police Department Annual Military Equipment Report**

RECOMMENDATION

1. Receive and file the Police Department Annual Military Equipment Report; and

2. Renew the Military Equipment Policy previously approved by City Council Ordinance No. 1194.

DISCUSSION

In 2022 the City Council adopted an Ordinance approving the Police Department Military Equipment Policy as required by Assembly Bill 481. AB 481 requires law enforcement agencies to establish a policy for the funding, acquisition, and use of items deemed to be military equipment and that an annual military equipment report be posted to the agency's website and that the agency hold a community meeting within 30 days of releasing the annual report.

Government Code § 7072 requires the following information be provided for the preceding calendar year for each type of military equipment:

- **A summary of how the military equipment was used and the purpose of its use.**

  The Police department did not have any military equipment deployments in the City. The Police department participates in the West County Special Weapons and Tactics Team (SWAT), with the cities of Fountain Valley, Los Alamitos, Seal Beach and Westminster.

- **A summary of any complaints or concerns received concerning military equipment.**

  No violations were discovered, and Police Officers operated in a manner that met or exceeded department and community expectations. The Police department did not receive any complaints or concerns related to the use of military equipment.

- **The results of any internal audits, any information about violations of the Military**

Equipment Use Policy, and any actions taken in response.

An internal audit found no violations of the Military Equipment Use Policy.

- **The total annual cost for each type of military equipment, including acquisition, personnel, training, transportation, maintenance, storage, upgrade, and other ongoing costs, and from what source funds will be provided for the military equipment in the calendar year following submission of the annual military equipment report.**

  This cost is contained in the current inventory of military equipment, which includes initial purchase costs (attached).

- **The quantity possessed for each type of military equipment.**

  This information is contained in the current inventory of military equipment (attached).

- **If the law enforcement agency intends to acquire additional military equipment in the next year, the quantity sought for each type of military equipment.**

  The Police department purchased eight replacement rifles in FY 2024-25 and expects to receive and put them into service in FY 2025-26. Additional ammunition and chemical agents which need to be replenished after being used in the field or in training environments will also be purchased. All items needing to be replenished or replaced are included in the Policy.

The information provided in this agenda report, including the Annual Report and the Military Equipment Policy, was posted to the website in June. A community meeting was held on July 10 at 5 PM at the Police station.

BUDGET IMPACT

None.

LEGAL REVIEW

The City Attorney has reviewed this report.

APPROVED BY: Peter Grant, City Manager

Attachments

2025 Military Equipment List
Ordinance No. 1194

City of Cypress, Government Code 7070 (c)

Equipment	Qty.	Unit cost (approx)	Total cost
Remington model 870 breaching shotgun	1	$850	$850
Colt model AR-15A3 (patrol rifle 16" barrel) .223 cal	34	$950	$32,300
Colt model HBAR Sporter (patrol rifle 16" barrel) .223 cal	1	$950	$950
Colt model SP1 (patrol rifle 16" barrel) .223 cal	1	$950	$950
Bushmaster model XM15-E25 (patrol rifle 16" barrel) .223 cal	1	$950	$950
Colt model match target Sporter (patrol rifle 16" barrel) .223 cal	1	$950	$950
Eagle Arms model M15-A2 (patrol rifle 16" barrel) .223 cal	1	$950	$950
Colt model CR6920 (patrol rifle 16" barrel) .223 cal	5	$950	$4,750
Colt model M4 (motor rifle 10" barrel) .223 cal	3	$1,550	$4,650
Remington model 870 less-lethal bean bag shotgun	14	$946	$13,244
Heckler & Koch model 416D (SWAT rifle) 5.56mm	10	$2,300	$23,000
DPMS Panther Arms model LR308 (SWAT rifle) .308 cal	2	$1,330	$2,660
Remington model 700 (SWAT rifle) .308 cal	1	$980	$980
Heckler & Koch model MP5 (SWAT rifle) .40cal	10	$1,978	$19,780
Heckler & Koch model MP5 (SWAT rifle) 9mm	3	$1,978	$5,934
LMT model 40mm launcher	1	$878	$878
SAGE model SL-6 37 mm launcher	1	$1,650	$1,650
Defense Technology model 37mm launcher	1	$859	$859
Winchester 5.56mm 55 grain FMJ training ammunition	14,000	$0.45	$6,300
Winchester .223 cal 55 grain FMJ training ammunition	24,000	$0.57	$13,680
Winchester .223 cal 69 grain JHP duty ammunition	5,900	$0.98	$5,782
Hornady .308 cal 168 grain JHP duty & training ammunition	600	$2.43	$1,458
Combined Tactical Systems model 7290 Flashbang	22	$62	$1,373
Defense Technology model 1069 Yellow Smoke grenade	2	$66	$133
Defense Technology 40mm CS powder Ferret ammunition	15	$35	$530

City of Cypress, Government Code 7070 (c)

Sage International 37mm impact baton	0	$23	$0
Sage International 37mm soft tip impact baton	90	$24	$2,160
Defense Technology Exact Impact 40mm sponge	5	$32	$162
Combined Tactical Systems model 2581 Super Sock 12 ga. bean bag	400	$8	$3,256
Regional assets			
Lenco Bearcat (SWAT vehicle)	1	Westminster PD	
LDV Specialty Vehicles (Mobile Command Post)	1	Tri-Cities	
LRAD Long Range Acoustical Device	1	Westminster PD	
Kinetic Breaching Tool (KBT) Model 3-1000	1	SBPD	
Transcend Vantage Patrol Robot	1	Westminster PD	
Unmanned aircraft system	3	SBPD	

ORDINANCE NO. 1194

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CYPRESS, CALIFORNIA APPROVING THE CYPRESS POLICE DEPARTMENT'S MILITARY EQUIPMENT USE POLICY

WHEREAS, on September 30, 2021, Governor Gavin Newsom signed into law Assembly Bill 481 (creating Government Code Section 7070, et seq.), relating to use of military equipment by California law enforcement agencies;

WHEREAS, AB 481 seeks to provide transparency, oversight, and an opportunity for meaningful public input on decisions regarding whether and how military equipment is funded, acquired, or used;

WHEREAS, the Cypress Police Department is in possession of certain items of equipment that qualify under the broad definition of "military equipment" under AB 481;

WHEREAS, AB 481 requires that a law enforcement agency possessing and using such qualifying equipment prepare a publicly released and written military equipment use policy document covering the inventory, description, purpose, use, acquisition, maintenance, fiscal impacts, procedures, training, oversight, and complaint process, applicable to the Department's use of such equipment;

WHEREAS, the Policy and supporting information must be approved by the governing body by ordinance, and reviewed annually;

WHEREAS, the City Council of the City of Cypress, having received the information required under AB 481 regarding the Cypress Police Department's use of "military equipment" as defined in said law, deems it to be in the best interest of the City to approve the Military Equipment Use Policy as set forth herein.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF CYPRESS DOES HEREBY ORDAIN AS FOLLOWS:

SECTION 1. The City Council finds that the above recitals are true and correct and are incorporated herein by this reference.

SECTION 2. City Council hereby approves and adopts the following:

Military Equipment Policy

(a) The City Council has made the following determinations:

(1) The military equipment inventoried and presented to the City Council is necessary because there is no reasonable alternative that can achieve the same objective of officer and civilian safety;

(2) This military equipment use policy attached hereto as Exhibit "A" ("Policy") will safeguard the public's welfare, safety, civil rights, and civil liberties;

(3) The equipment described in the Policy is reasonably cost-effective compared to available alternatives that can achieve the same objective of officer and civilian safety (if any);

(4) Prior military equipment use complied with the applicable equipment use policy (which included equipment now defined as military equipment) that was in effect at the time, or if prior uses did not comply with the accompanying Policy, corrective action has been taken to remedy

nonconforming uses and ensure future compliance by way of the adoption of the Policy by this Ordinance.

(b) The Cypress Police Department has made the Policy available on the Police Department's website for at least 30 days prior to the public hearing concerning the military equipment at issue and described in the Policy.

(c) The Policy was considered by the City Council as an agenda item in an open session of a regular meeting, noticed in accordance with the Ralph M. Brown Act, at which public comment was permitted.

(d) The Policy shall be made publicly available on the Police Department's website for as long as the military equipment is available for use.

(e) The Cypress Police Department shall submit an annual military equipment report to the City Council, containing the information required in Government Code Section 7072, and the City Council shall determine whether each type of military equipment identified in that report has complied with the standards for approval set forth in (a)(1)-(4) above.

(f) The City Council shall review this Ordinance, and vote on whether to renew it, on an annual basis at a regular meeting, in accordance with Government Code Section 7071(e)(2).

(g) The City Council approves the use of the Policy and finds that it satisfies the requirements of Government Code Section 7070(d).

SECTION 3. The City Council hereby authorizes and directs the Mayor and the City Clerk to execute this Ordinance on behalf of the City of Cypress forthwith upon its adoption.

SECTION 4. The Deputy City Clerk shall certify as to the passage of this Ordinance and shall cause the same to be published and/or posted at the designated locations in the City of Cypress.

SECTION 5. This ordinance shall become effective thirty (30) days following its adoption.

PASSED, APPROVED, AND ADOPTED by the City Council of the City of Cypress at a regular meeting held on the 9th day of May, 2022.

MAYOR OF THE CITY OF CYPRESS

ATTEST:

CITY CLERK OF THE CITY OF CYPRESS

STATE OF CALIFORNIA }
COUNTY OF ORANGE } ss

I, ALISHA FARNELL, City Clerk of the City of Cypress, DO HEREBY CERTIFY that the foregoing Ordinance was duly adopted at a regular meeting of said City Council held on the 9th day of May, 2022, by the following roll call vote:

AYES:	5	COUNCIL MEMBERS: Marquez, Minikus, Peat, Hertz-Mallari and Morales
NOES:	0	COUNCIL MEMBERS: None
ABSENT:	0	COUNCIL MEMBERS: None

CITY CLERK OF THE CITY OF CYPRESS

Policy
708

Cypress Police Department
Cypress Police Department Policy Manual

Military Equipment

708.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the approval, acquisition, and reporting requirements of military equipment (Government Code § 7070; Government Code § 7071; Government Code § 7072).

708.1.1 DEFINITIONS

Definitions related to this policy include (Government Code § 7070):

Governing body – The elected or appointed body that oversees the Department.

Military equipment – includes, but is not limited to the following:

- Unmanned, remotely piloted, powered aerial or ground vehicles.
- Mine-resistant ambush-protected (MRAP) vehicles or armored personnel carriers.
- High mobility multipurpose wheeled vehicles (HMMWV), two-and-one-half-ton trucks, five-ton trucks, or wheeled vehicles that have a breaching or entry apparatus attached.
- Tracked armored vehicles that provide ballistic protection to their occupants.
- Command and control vehicles that are either built or modified to facilitate the operational control and direction of public safety units.
- Weaponized aircraft, vessels, or vehicles of any kind.
- Battering rams, slugs, and breaching apparatuses that are explosive in nature. This does not include a handheld, one-person ram.
- Firearms and ammunition of .50 caliber or greater, excluding standard-issue shotguns and standard-issue shotgun ammunition.
- Specialized firearms and ammunition of less than .50 caliber, including firearms and accessories identified as assault weapons in Penal Code § 30510 and Penal Code § 30515, with the exception of standard-issue handguns.
- Any firearm or firearm accessory that is designed to launch explosive projectiles.
- Noise-flash diversionary devices and explosive breaching tools.
- Munitions containing tear gas or OC, excluding standard, service-issued handheld pepper spray.
- TASER® Shockwave, microwave weapons, water cannons, and long-range acoustic devices (LRADs).
- Kinetic energy weapons and munitions.
- Any other equipment as determined by a governing body or a state agency to require additional oversight.

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708.2 POLICY

It is the policy of the Cypress Police Department that members of this department comply with the provisions of Government Code § 7071 with respect to military equipment.

708.3 MILITARY EQUIPMENT COORDINATOR

The Support Services Division Lieutenant will act as the military equipment coordinator. The responsibilities of the military equipment coordinator include but are not limited to:

(a) Acting as liaison to the governing body for matters related to the requirements of this policy.

(b) Identifying department equipment that qualifies as military equipment in the current possession of the Department, or the equipment the Department intends to acquire that requires approval by the governing body.

(c) Conducting an inventory of all military equipment at least annually.

(d) Collaborating with any allied agency that may use military equipment within the jurisdiction of Cypress Police Department (Government Code § 7071).

(e) Preparing for, scheduling, and coordinating the annual community engagement meeting to include:

1. Publicizing the details of the meeting.
2. Preparing for public questions regarding the department's funding, acquisition, and use of equipment.

(f) Preparing the annual military equipment report for submission to the Chief of Police and ensuring that the report is made available on the department website (Government Code § 7072).

(g) Establishing the procedure for a person to register a complaint or concern, or how that person may submit a question about the use of a type of military equipment, and how the Department will respond in a timely manner.

708.4 MILITARY EQUIPMENT INVENTORY

The following constitutes a list of qualifying equipment for the Department:

708.4.1 FIREARM - PATROL RIFLE

Description: Firearm designed and intended to be fired from the shoulder and designed to use the energy of the explosive in a fixed metallic cartridge, firing a single projectile through a rifled bore for every pull of the trigger.

Quantity: 47.

Capabilities: Fires a lethal projectile.

Expected Lifespan: 20+ years.

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Product Description:.223 caliber Patrol rifle manufactured by Colt, Bushmaster, or Eagle Arms.

Purpose and Authorized Use: May be deployed in any circumstance where personnel can articulate a reasonable expectation that the rifle may be needed (Policy 311.3.3).

Training Required: 16-hour POST approved course with qualification and additional training on safe use and deployment and device functionality. Must demonstrate proficiency with recertification twice per year.

Initial Cost: $48,000

Annual Cost: Approximately $2,400 for maintenance.

708.4.2 KINETIC ENERGY LAUNCHER
Description: Less-lethal weapon which uses a propellant cartridge to launch a kinetic energy impact projectile.

Quantity: 17

Capabilities: Fires a less-lethal kinetic energy projectile.

Expected Lifespan: 20+ years.

Product Description: 37 MM Defense Technology Single Launcher; LMT 40 MM Single Launcher; Sage SL-6 37 MM Multi-Role Launcher; Remington 870 Less-Lethal Shotgun

Purpose and Authorized Use: Less-lethal force option (Policy 307.9.1).

Training Required: Less-lethal weapons training from POST-approved instructor.

Initial Cost: $18,000

Annual Cost: Approximately $50 for maintenance of less-lethal shotgun; $150 annual maintenance for other launchers.

708.4.3 LIGHT SOUND DIVERSIONARY DEVICE (LSDD)
Description: Device used by SWAT members that produces loud noise and bright light intended to cause disorientation and distraction.

Quantity: 12

Capabilities: Distraction device used to minimize the risks to all parties by the temporary disorientation or distraction of potentially violent or dangerous suspects.

Expected Lifespan: 5 years.

Product Description: Combined Tactical Systems Flash-Bang Model #7290

Purpose and Authorized Use: To distract/disorient potentially violent or dangerous suspects.

Training Required: Diversionary device training from POST-approved instructor.

Initial Cost: $675

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Annual Cost: N/A

708.4.4 BREACHING SHOTGUN
Description: Pump-action 12-gauge firearm used by SWAT members to defeat locking mechanisms.

Quantity: 1

Capabilities: Traditional breaching method that provides for quick breaching of multiple locking mechanisms.

Expected Lifespan: 30 years.

Product Description: Remington 870 Tactical Shotgun

Purpose and Authorized Use: May be deployed in any circumstance where the SWAT member needs to breach a door quickly and safely.

Training Required: 40-Hour explosive breaching training with quarterly update training.

Initial Cost: $925

Annual Cost: N/A

708.4.5 FIREARM - SWAT RIFLE
Description: Firearm designed and intended to be fired from the shoulder and designed to use the energy of the explosive in a fixed metallic cartridge, firing one or more projectiles through a rifled bore for every pull of the trigger.

Quantity: 12.

Capabilities: Fires a lethal projectile.

Expected Lifespan: 20+ years.

Product Description: 5.56 MM or.308 caliber rifle manufactured by Heckler & Koch or DPMS.

Purpose and Authorized Use: May be deployed in any circumstance where personnel can articulate a reasonable expectation that the rifle may be needed.

Training Required: 16-hour POST approved course with qualification and additional training on safe use and deployment and device functionality. Must demonstrate proficiency with recertification bi-monthly.

Initial Cost: $27,650

Annual Cost: Approximately $600 for maintenance.

708.4.6 FIREARM - SWAT SUBMACHINE GUN
Description: Firearm designed and intended to be fired from the shoulder and designed to use the energy of the explosive in a fixed metallic cartridge, firing one or more projectiles through a rifled bore for every pull of the trigger.

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Quantity: 13

Capabilities: Fires a lethal projectile.

Expected Lifespan: 20+ years.

Product Description: 9 MM or.40 caliber submachine gun manufactured by Heckler & Koch. *Note: These firearms are not in current use but are in the Department's inventory.

Purpose and Authorized Use: May be deployed in any circumstance where personnel can articulate a reasonable expectation that the gun may be needed.

Training Required: Training from a department-authorized instructor.

Initial Cost: $27,700

Annual Cost: N/A

708.4.7 FIREARM - SWAT BOLT-ACTION RIFLE
Description: Firearm designed and intended to be fired from the shoulder and designed to use the energy of the explosive in a fixed metallic cartridge, firing one projectile through a rifled bore for every pull of the trigger.

Quantity: 1.

Capabilities: Fires a lethal projectile.

Expected Lifespan: 20+ years.

Product Description: 308 caliber bolt-action rifle manufactured by Remington.

Purpose and Authorized Use: May be deployed in any circumstance where personnel can articulate a reasonable expectation that the rifle may be needed.

Training Required: 40-hour precision long-rifle training with qualification and additional training on safe use and deployment and device functionality. Must demonstrate proficiency with recertification bi-monthly.

Initial Cost: $1,100

Annual Cost: Approximately $50 for maintenance.

708.5 SHARED MILITARY EQUIPMENT
The following constitutes a list of qualifying equipment for the Department that may be deployed in collaboration with other law enforcement agencies. These items' potential for use within the City of Cypress comes from the Cypress Police Department's participation in the West County Special Weapons and Tactics (SWAT) Team, a collaboration of law enforcement personnel from the Cypress, Fountain Valley, Los Alamitos, Seal Beach, and Westminster Police Departments or through joint use-agreement with the Los Alamitos and Seal Beach Police Departments:

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708.5.1 SWAT ARMORED RESCUE VEHICLE
Description: An armored rescue vehicle deployed during high-risk incidents, special events, and community outreach. *Note: This is a regional SWAT asset that is owned and maintained by the Westminster Police Department.

Quantity: 1.

Capabilities: Mobile armored vehicle to support high-risk deployments.

Expected Lifespan: 25 years.

Product Description: Ballistic Engineered Armored Rescue (BEARCAT) Vehicle, manufactured by Lenco.

Purpose and Authorized Use: To assist police personnel in enhancing public safety by transporting first responders and/or community members to/from high-risk situations. Provide a mobile platform to safely transport and deploy personnel.

Training Required: Formalized in-house driver operation and safety training.

Initial Cost: Refer to Westminster Police Department.

Annual Cost: N/A

708.5.2 MOBILE COMMAND VEHICLE
Description: A customized vehicle used to enhance communication and coordination during emergency incidents, special events, or community outreach. *Note: This is a shared asset that is owned by the Cypress Police Department.

Quantity: 1.

Capabilities: On-scene incident command and control functions may be performed from a mobile command vehicle.

Expected Lifespan: 20 years.

Product Description: Modified command vehicle based on a Freightliner M2 106 chassis.

Purpose and Authorized Use: A mobile command vehicle provides a strategic location for police personnel during emergency incidents, special events, or community outreach events. Use of this equipment is also appropriate for large-scale events that require advanced coordination of large numbers of police and other safety or first responder personnel.

Training Required: Class B driver's license and additional department provided vehicle-specific, driver and operational training.

Initial Cost: $450,000 *Note: This item was purchased in 2007 using federal grant funding.

Annual Cost: Approximately $1,000. *Note: The maintenance costs for this asset are distributed evenly between the cities of Cypress, Los Alamitos, and Seal Beach.

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708.5.3 SWAT KINETIC BREACHING TOOL
Description: A hand-held breaching tool engineered to deliver high-impact energy to defeat locking mechanisms. *Note: This is a regional SWAT asset that is owned and maintained by the Seal Beach Police Department.

Quantity: 1.

Capabilities: Provides for safer and faster breaching.

Expected Lifespan: 30 years.

Product Description: Powder activated kinetic energy force entry tool.

Purpose and Authorized Use: May be deployed in any circumstance where the member needs to breach a door quickly and safely.

Training Required: Training on safe use and deployment and device functionality.

Initial Cost: Refer to the Seal Beach Police Department.

Annual Cost: N/A

708.5.4 SWAT LONG RANGE ACOUSTICAL DEVICE
Description: A public address system that delivers live or recorded messages. *Note: This is a regional SWAT asset that is owned and maintained by the Westminster Police Department.

Quantity: 1.

Capabilities: Provides public address notifications

Expected Lifespan: 10 years.

Product Description: Self-powered communication system that delivers voice messages and alert tones.

Purpose and Authorized Use: May be deployed in any outdoor circumstances where the member needs to communicate information to the public.

Training Required: Training on safe use and deployment and device functionality.

Initial Cost: Refer to the Westminster Police Department.

Annual Cost: N/A

708.5.5 SWAT UNMANNED AIRCRAFT SYSTEMS (UAS)
Description: A UAS is an unmanned aircraft and the equipment necessary for the safe and efficient operation of the aircraft. An unmanned aircraft, a component of a UAS, is defined by law as an aircraft that is operated without the possibility of direct human intervention from within or on the aircraft. *Note: This is a regional SWAT asset that is owned and maintained by the Seal Beach Police Department.

Quantity: Refer to the Seal Beach Police Department.

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Capabilities: Sustained flight controlled by a remote pilot on the ground.

Expected Lifespan: Refer to the Seal Beach Police Department.

Product Description: Refer to the Seal Beach Police Department.

Purpose and Authorized Use: To assist SWAT personnel in enhancing public safety while protecting the rights and privacy of the general public.

Training Required: Refer to the Seal Beach Police Department. *Note: No Cypress Police Department personnel are trained to operate UAS.

Initial Cost: Refer to the Seal Beach Police Department.

Annual Cost: N/A

708.5.6 SWAT REMOTE CONTROL ROBOT
Description: A remotely controlled ground vehicle that moves on tracks, manufactured by Transcend. *Note: This is a regional SWAT asset that is owned and maintained by the Westminster Police Department.

Quantity: Refer to the Westminster Police Department.

Capabilities: Provides ability for SWAT members to view scenes, deliver items, open doors, and visually clear buildings.

Expected Lifespan: Refer to the Westminster Police Department.

Product Description: Refer to the Westminster Police Department.

Purpose and Authorized Use: May be deployed in any circumstances where the SWAT Commander determines remote viewing of a location or item delivery is appropriate and lawful.

Training Required: Refer to the Westminster Police Department. *Note: No Cypress Police Department personnel are trained to operate this robot.

Initial Cost: Refer to the Westminster Police Department.

Annual Cost: N/A

708.6 APPROVAL
The Chief of Police or the authorized designee shall obtain approval from the governing body by way of an ordinance adopting the military equipment policy. As part of the approval process, the Chief of Police or the authorized designee shall ensure the proposed military equipment policy is submitted to the governing body and is available on the department website at least 30 days prior to any public hearing concerning the military equipment at issue (Government Code § 7071). The military equipment policy must be approved by the governing body prior to engaging in any of the following (Government Code § 7071):

(a) Requesting military equipment made available pursuant to 10 USC § 2576a.

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(b) Seeking funds for military equipment, including but not limited to applying for a grant, soliciting or accepting private, local, state, or federal funds, in-kind donations, or other donations or transfers.

(c) Acquiring military equipment either permanently or temporarily, including by borrowing or leasing.

(d) Collaborating with another law enforcement agency in the deployment or other use of military equipment within the jurisdiction of this department.

(e) Using any new or existing military equipment for a purpose, in a manner, or by a person not previously approved by the governing body.

(f) Soliciting or responding to a proposal for, or entering into an agreement with, any other person or entity to seek funds for, apply to receive, acquire, use, or collaborate in the use of military equipment.

(g) Acquiring military equipment through any means not provided above.

708.7 COORDINATION WITH OTHER JURISDICTIONS

Military equipment should not be used by any other law enforcement agency or member in this jurisdiction unless the military equipment is approved for use in accordance with this policy.

708.8 ANNUAL REPORT

Upon approval of a military equipment policy, the Chief of Police or the authorized designee should submit a military equipment report to the governing body for each type of military equipment approved within one year of approval, and annually thereafter for as long as the military equipment is available for use (Government Code § 7072).

The Chief of Police or the authorized designee should also make each annual military equipment report publicly available on the department website for as long as the military equipment is available for use. The report shall include all information required by Government Code § 7072 for the preceding calendar year for each type of military equipment in department inventory.

708.9 COMMUNITY ENGAGEMENT

Within 30 days of submitting and publicly releasing the annual report, the Department shall hold at least one well-publicized and conveniently located community engagement meeting, at which the Department should discuss the report and respond to public questions regarding the funding, acquisition, or use of military equipment.

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CITY OF CYPRESS

CITY COUNCIL REPORT

City Council Regular **7.**

FROM: Mark Lauderback, Chief of Police

DATE: 07/14/2025

SUBJECT: Approve the Purchase of One Replacement Police Department Motorcycle

RECOMMENDATION

1. Authorize an appropriation increase of $39,040 in the Capital Replacement Fund for the purchase and unfitting of one motorcycle; and

2. Authorize a transfer of $39,040 from the General Liability Fund to the Capital Replacement Fund for the purchase.

DISCUSSION

The Police department operates four BMW motorcycles. Three motorcycles are deployed in the community and one serves as a training motorcycle that can be deployed when necessary. Earlier this year, one motorcycle was damaged beyond repair in a collision and must be replaced. The accident was the fault of a third-party and the City is working to secure insurance reimbursement.

This replacement was not anticipated and not incorporated into the FY 2025-26 Budget. The Municipal Code allows purchases under $50,000 using an informal bid process. Bids were solicited from three southern BMW motorcycle dealers, and Long Beach BMW Motorcycles provided the lowest bid at $37,640. Upfitting costs are estimated at $1,400.

BUDGET IMPACT

Expected insurance reimbursement will offset a significant portion of the $39,040 replacement cost. Costs above the reimbursement will be drawn from the Capital Replacement Fund.

LEGAL REVIEW

None required.

APPROVED BY: Peter Grant, City Manager

Attachments

Police Motorcycle quotes

Police Motorcycle Quotes

VENDOR	PRICE
Long Beach BMW	$37,639.85
Irv Seaver BMW	$37,837.15
Riverside BMW	$41,875.25

CITY OF CYPRESS

CITY COUNCIL REPORT

City Council Regular **8.**

FROM: Nick Mangkalakiri, Director of Public Works

DATE: 07/14/2025

SUBJECT: **Approve the Sewer System Management Plan Update**

RECOMMENDATION

Adopt a Resolution approving the Sewer System Management Plan Update.

DISCUSSION

In December 2022, the State Water Resources Control Board (SWRCB) adopted statewide regulations for sanitary sewer systems intended to reduce the frequency and impact of sanitary sewer overflows by improving how wastewater systems are managed and maintained.

The City owns and operates a wastewater collection system covering 6.7 square miles with 101 miles of gravity sewer pipes, over 2,350 sewer manholes and cleanouts, one sewer lift station, 19 inverted sewer siphons, and over 14,000 service laterals. The City is required to update its Sewer System Management Plan (SSMP) every six years to reflect revised standards for operations, maintenance, monitoring, spill response, and reporting. The SSMP was last updated in 2019.

The SSMP serves as the primary guidance document for managing sewer infrastructure and ensuring compliance with regulatory requirements. The updated SSMP includes updates to key elements such as condition assessment procedures, staff training, and spill response protocols. Once approved, the updated SSMP will remain in effect through August 2031. The SSMP is audited every three years and the most recent audit was completed in February 2025.

BUDGET IMPACT

None.

LEGAL REVIEW

None required.

APPROVED BY: Peter Grant, City Manager

Attachments

Resolution
SSMP Update

RESOLUTION NO.

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CYPRESS APPROVING THE CITY'S SEWER SYSTEM MANAGEMENT PLAN UPDATE IN ACCORDANCE WITH THE CALIFORNIA STATE WATER RESOURCES CONTROL BOARD STATEWIDE GENERAL WASTE DISCHARGE REQUIREMENTS FOR SANITRARY SEWER SYSTEMS

WHEREAS, on May 2, 2006, the State Water Resources Control Board (SWRCB) adopted Order No. 2006-03, the Statewide General Waste Discharge Requirements (WDR) for Sanitary Sewer Systems; and

WHEREAS, these WDRs are the regulatory mechanism for all public agencies that own or operate sanitary sewer collection systems greater than one mile in length and that collect and convey untreated or partially treated wastewater to a publicly owned treatment facility; and

WHEREAS, the Statewide General WDRs for Sanitary Sewer Systems requires the development and implementation of a system-specific Sewer System Management Plan (SSMP); and

WHEREAS, the City last re-certified the SSMP in 2019 through the SWRCB's regulatory database; and

WHEREAS, each public agency is now required to update its SSMP every six years and perform an audit at least every three years after the date of the last SSMP.

NOW, THEREFORE, BE IT RESOLVED THAT THE CITY COUNCIL OF THE CITY OF CYPRESS, does hereby:

1. Approve the City's Sewer System Management Plan Update; and

2. Certify the Sewer System Management Plan Update is consistent with the Statewide General Waste Discharge Requirements.

PASSED AND ADOPTED by the City Council of the City of Cypress at a regular meeting held on the 14th day of July, 2025.

_____
MAYOR OF THE CITY OF CYPRESS

ATTEST:

_____
CITY CLERK OF THE CITY OF CYPRESS

STATE OF CALIFORNIA }
COUNTY OF ORANGE } SS

I, ALISHA FARNELL, City Clerk of the City of Cypress, DO HEREBY CERTIFY that the foregoing Resolution was duly adopted at a regular meeting of the said City Council held on the 14th day of July, 2025, by the following roll call vote:

AYES: COUNCIL MEMBERS:
NOES: COUNCIL MEMBERS:
ABSENT: COUNCIL MEMBERS:

_____
CITY CLERK OF THE CITY OF CYPRESS

CITY OF CYPRESS

SEWER SYSTEM MANAGEMENT PLAN

2025





Submitted to

City of Cypress
5275 Orange Avenue
Cypress, California 90630

Submitted by

AKM Consulting Engineers
553 Wald
Irvine, California 92618
(949) 753-7333

June 2025

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SECTION 1
GOALS AND INTRODUCTION

1-1 SEWER SYSTEM MANAGEMENT PLAN REQUIREMENTS

Order 2022-0103-DWQ requires a "Goals and Introduction" section of the Sewer System Management Plan to provide and address the following:

The goal of the Sewer System Management Plan (Plan) is to provide a plan and schedule to: (1) properly manage, operate, and maintain all parts of the Enrollee's sanitary sewer system(s), (2) reduce and prevent spills, and (3) contain and mitigate spills that do occur.

The Plan must include a narrative Introduction section that discusses the following items:

1. ***Regulatory Context***

   The Plan Introduction section must provide a general description of the local sewer system management program and discuss Plan implementation and updates.

2. ***Sewer System Management Plan Update Schedule***

   The Plan Introduction section must include a schedule for the Enrollee to update the Plan, including the schedule for conducting internal audits. The schedule must include milestones for incorporation of activities addressing prevention of sewer spills.

3. ***Sewer System Asset Overview***

   The Plan Introduction section must provide a description of the Enrollee-owned assets and service area, including but not limited to:

   - *Location, including county(ies);*
   - *Service area boundary;*
   - *Population and community served;*
   - *System size, including total length in miles, length of gravity mainlines, length of pressurized (force) mains, and number of pump stations and siphons;*
   - *Structures diverting stormwater to the sewer system;*
   - *Data management systems;*
   - *Sewer system ownership and operation responsibilities between Enrollee and private entities for upper and lower sewer laterals;*
   - *Estimated number or percent of residential, commercial, and industrial service connections; and*
   - *Unique service boundary conditions and challenge(s).*

   Additionally, the Plan Introduction section must provide reference to the Enrollee's up-to-date map of its sanitary sewer system.

1-2 REGULATORY CONTEXT

Order 2022-0103-DWQ requires that "*The Plan Introduction section must provide a general description of the local sewer system management program and discuss Plan implementation and updates.*"

The City of Cypress (City) is required to comply with the "State Water Resources Control Board (SWRCB), Order No. 2022-0103-DWQ" (Order No. 2022-0103) on General Waste Discharge Requirements for publicly owned sewage collection agencies having more than one mile of collection pipelines. The purpose of the Order is to prevent sanitary sewer spills.

The Sanitary Sewer Management Plan (SSMP) provides documentation that describes all collection system activities and programs employed by the City. Implementing an SSMP will ensure proper management, operation, and maintenance of all parts of the sanitary sewer system, ultimately helping to reduce and prevent spills, as well as mitigate any spills that do occur including meeting all applicable regulatory notification and reporting requirements. Commitment to continual improvement will ensure that the SSMP is both a living and sustainable document that is continually updated, revised, and tailored towards the City's needs.

Specific City goals for its SSMP include the following:

1. Providing adequate capacity in the sewer system in accordance with its criteria
2. Cost effectively minimizing the sources of inflow and infiltration
3. Implementing its fats, oils, and grease (FOG) control program to minimize the entry of these substances into the collection system
4. Identifying blockages due to FOG and developing strategies to decrease backups
5. Providing adequate sewer cleaning and maintenance for all sewer mains within identified maintenance period
6. Inspecting its system, assessing its condition, and replacing and/or rehabilitating it as detailed and scheduled in its Sewer System Rehabilitation Plan
7. Establishing and implementing an operation and maintenance program with adequately trained staff to not only prevent spills, but also to extend the useful life of its system
8. Establishing proper legal authority for implementing the above and all elements of the SSMP
9. Maintaining adequate funding for the operation, maintenance, and repair of its sewer system
10. Preparing a proper Spill Emergency Response Plan (SERP), training its staff in its implementation, implementing the plan when needed, and updating it based on information developed from events that do occur.
11. Operating the Orangewood Pump Station (6000 Orangewood) at peak efficiency and performing preventative maintenance on equipment at the pump station
12. Providing a plan and schedule to continue implementing measures to prevent or reduce spills
13. Implementing sewer improvement projects as indicated in the City's Capital Improvement Program
14. Maintaining records of the sanitary sewer system and responding to inquiries

15. Providing a detailed plan to address spills. This shall include the procedures to respond to the spill, notify the appropriate individuals/parties, contain the spill, clean up the affected areas, and properly report the spill. The time to respond to the spill shall not exceed one hour.
16. Providing routine training for safety, updated equipment and technology, cleaning and inspection, pump station operation, spill response, and all other relevant operation and maintenance topics.

Implementation and updates of the City's SSMP is a collective effort by the Director of Public Works, City Engineer, Water Quality Manager, and Maintenance Superintendent.

1-3 SEWER SYTEM MANAGEMETN PLAN UPDATE SCHEDULE

Order 2022-0103-DWQ requires that "*The Plan Introduction section must include a schedule for the Enrollee to update the Plan, including the schedule for conducting internal audits. The schedule must include milestones for incorporation of activities addressing prevention of sewer spills*."

A schedule for updating the SSMP and for conducting audits is included in the Goals and Introduction section of the SSMP document. The City's SSMP Update and Audit due dates per the State Water Resources Control Board website are shown in Table 1-1.

Table 1-1
Sewer System Management Plan and Audit Due Dates

Sewer System Management Plan & Subsequent Update Due Dates					
System Name	WDID Number	Original Plan Required Due Date	Required Plan Update Due Date	Required Plan Update Due Date	Required Plan Update Due Date*
Cypress City CS	8SSO10552	8/2/2009	8/2/2014	8/2/2019	8/2/2025

Audit Due Dates								
System Name	WDID Number	Original Required Plan Audit Due Date	Required Plan Audit Due Date	Required Plan Audit Due Date	Required Plan Audit Due Date	Required Plan Audit Due Date	Required Plan Audit Due Date	End of Required 3-Year Audit Period**
Cypress City CS	8SSO10552	8/2/2011	8/2/2013	8/2/2015	8/2/2017	8/2/2019	8/2/2021	8/2/2024

The SSMP Update is due to be completed and approved by the City council by 8/2/2025. The City's next audit will be completed by 2/2/2028. In order to ensure sufficient time to complete each audit, the City should begin the process as soon as the three year audit period ends on 8/2/2027 or earlier.

As major milestones are reached, the SSMP can be updated/amended. This would make the official update required by 8/2/2031 much easier to accomplish. Otherwise, the City should start the process of updating the SSMP report 6 to 12 months ahead of the due date.

These are some tasks that the City will continue to work on and complete as soon as possible:

1. Update the sewer hydraulic model based on new flow monitoring data collected during dry and wet weather periods

2. Digitize lift station maintenance records and staff training
3. Evaluate CCTV pipe inspections and develop repair and rehabilitation project recommendations
4. Prioritize the repair and rehabilitation recommendations considering environmental consequence, vicinity to surface waters, vicinity to receiving water with bacterial related impairment. Identify assets vulnerable to direct and indirect impacts of climate change
5. Inspect manholes via CCTV

1-4 SEWER SYSTEM ASSET OVERVIEW

Order 2022-0103-DWQ requires that the SSMP Introduction to include a description of the Enrollee-owned assets as well as a description of the service area that includes but is not limited to:

Location, including county(ies);

A. Service area boundary;

B. Population and community served;

C. System size, including total length in miles, length of gravity mainlines, length of pressurized (force) mains, and number of pump stations and siphons;

D. Structures diverting stormwater to the sewer system;

E. Data management systems;

F. Sewer system ownership and operation responsibilities between Enrollee and private entities for upper and lower sewer laterals;

G. Estimated number or percent of residential, commercial, and industrial service connections; and

H. Unique service boundary conditions and challenge(s).

Additionally, the Plan Introduction section must provide reference to the Enrollee's up-to-date map of its sanitary sewer system."

1-4.1 REGIONAL LOCATION

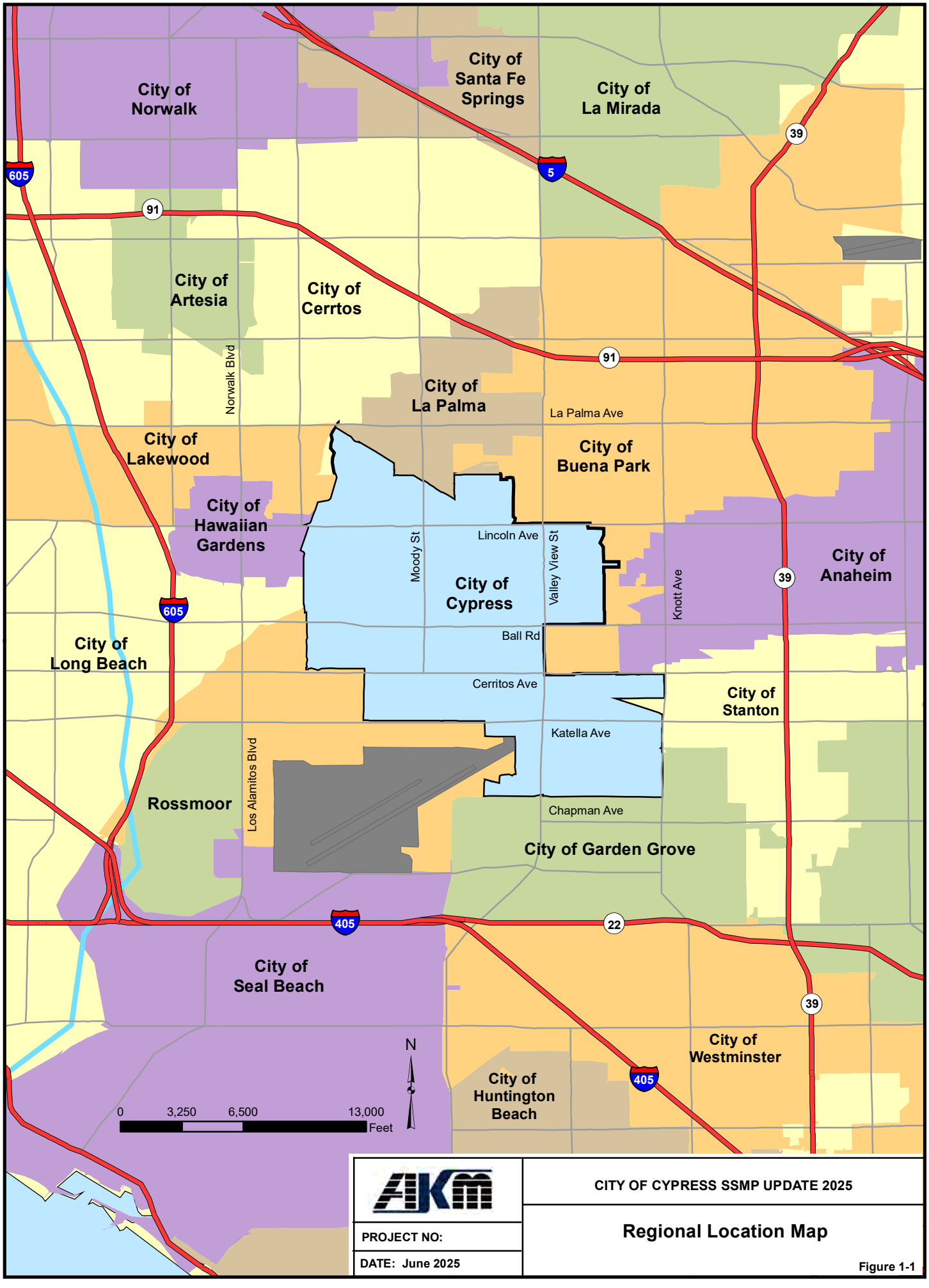
The City of Cypress is located in the northwestern portion of Orange County, California adjacent Los Angeles County. The City's regional location is depicted on Figure 1-1. The City encompasses 6.7 square miles of residential, commercial, and industrial land. Neighboring cities include Cerritos and La Palma to the north; Buena Park, Anaheim and Stanton to the east; Garden Grove and Los Alamitos to the south; and Long Beach, Hawaiian Gardens, and Lakewood to the west.

Cypress is centralized between a number of Southern California highways, providing access into the City from all directions. The San Diego Freeway (I-405) and Garden Grove Freeway (SR-22) are located to the south. The San Gabriel Freeway (I-605) is located to the west. The Artesia Freeway (SR-91) is located to the north. The major roads within the City include Lincoln Avenue, Katella Avenue, and Valley View Street.

1-4.2 EXISTING SEWER SYSTEM

The City's existing wastewater collection system, shown on Figure 1-2, is made up of the following facilities:

1. Approximately 101 miles of gravity sewer pipe (6-inch to 21-inch in diameter)
2. Approximately 2,350 manholes and cleanouts
3. One sewer lift station with 817 feet of associated force main (8-inch in diameter)



CITY OF CYPRESS SSMP UPDATE 2025

PROJECT NO:

DATE: June 2025

Regional Location Map

Figure 1-1

City of Cerritos

City of La Palma

City of Lakewood

City of Buena Park

City of Hawaiian Gardens

City of Anaheim

City of Los Alamitos

City of Stanton

City of Garden Grove

Crescent Ave

Lincoln Ave

Orange Ave

Ball Rd

Cerritos Ave

Katella Ave

Orangewood Ave

Moody St

Walker St

Valley View St

Holder St

Knott St

Bloomfield St

Union Pacific

Denni St

Orangewood Pump Station

N

0 1,000 2,000 4,000 Feet

Legend

- City of Cypress Sewer Manholes
- City of Cypress Sewer Pipes
- City of Cypress Forcemain
- OCSD Trunk Sewers

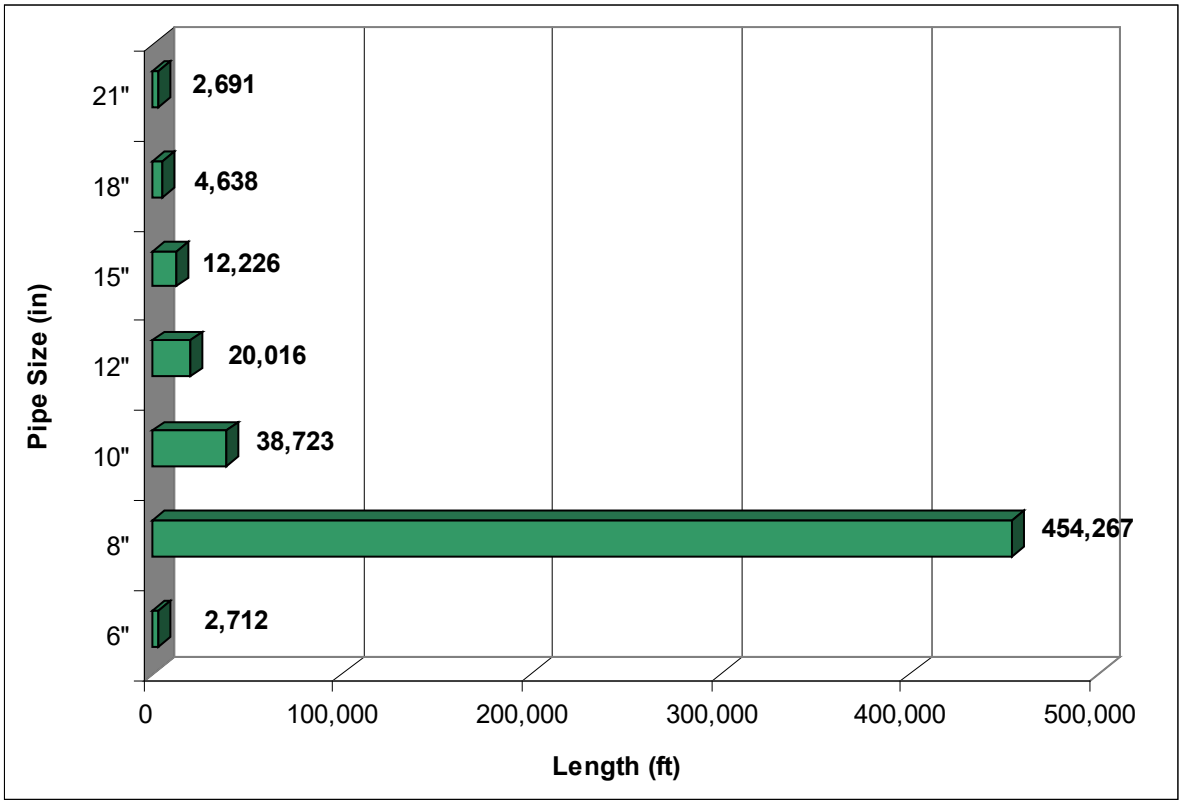
AKM	CITY OF CYPRESS SSMP Update 2025
PROJECT NO:	**Existing Sewer System**
DATE: June 2025	Figure 1-2

4. Nineteen (19) inverted siphons
5. Approximately 14,213 service laterals (13,660 residential services and 553 commercial/industrial services).

The general direction of flow is from north to south and east to west. The majority of the local sewers are tied into one of the Orange County Sanitation District (OCSD) trunk sewers crossing through the city. The sewage is then transported to either OCSD's Treatment Plant No. 1 in the City of Fountain Valley or Treatment Plant No. 2 in the City of Huntington Beach.

The existing sewers are primarily constructed of vitrified clay pipe with sizes ranging from 6-inches to 21-inches in diameter. Approximately 85 percent of the pipes are 8-inches in diameter. Figure 1-3 shows the length of gravity sewers (feet) in the existing system by pipe size. The majority of the system was constructed in the late 1950's, 1960's, and 1970's. This was during the period when the dairies were forced to outlying areas and Cypress began to transform into a suburban city with many new residential developments.

Figure 1-3
Distribution of Gravity Sewer Pipe by Size



The City does not own or operate any of the upper and lower sewer laterals. The property owner is responsible for the maintenance of the laterals. There are no known structures diverting stormwater to the sewer system.

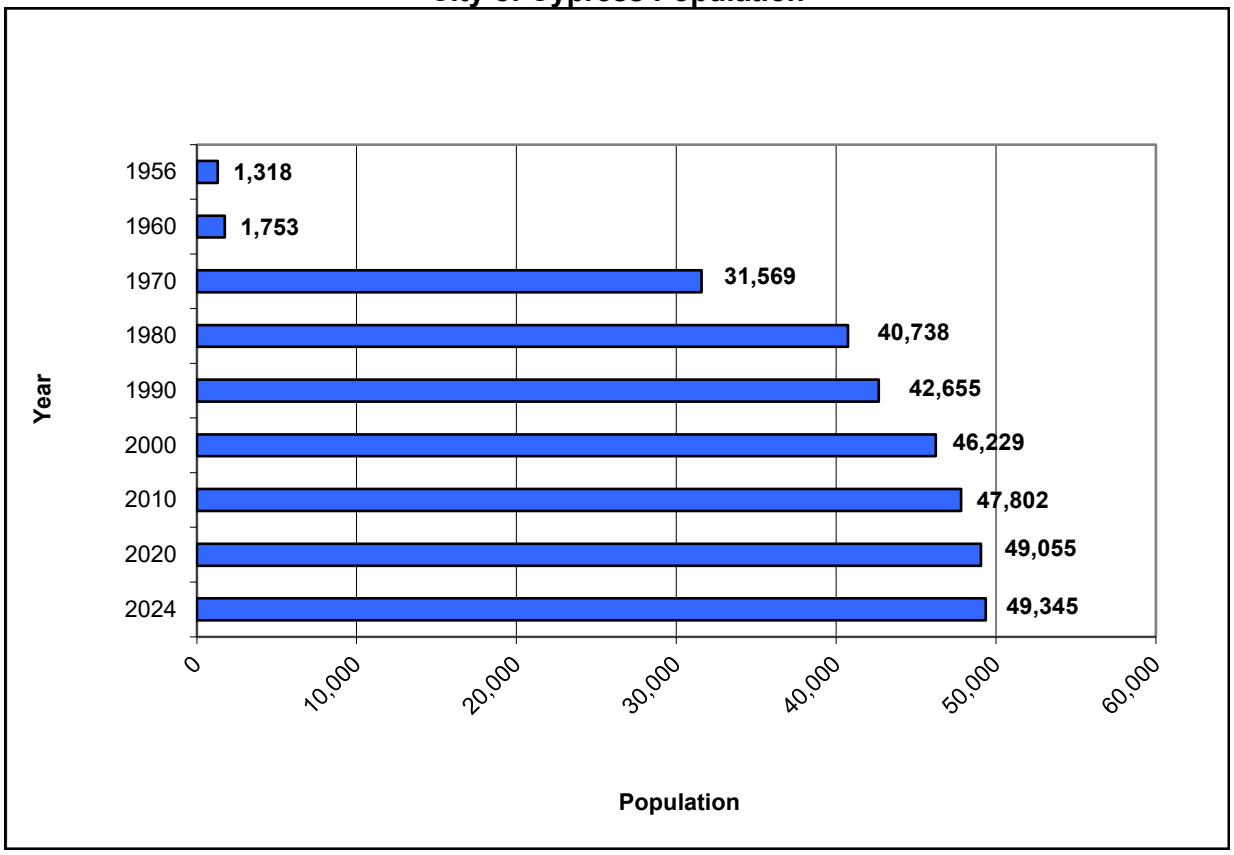
1-4.3 POPULATION

Since its incorporation in 1890, the City of Cypress has grown from a population of 1,318 to approximately 49,345 in 2024 (*Ref: California Department of Finance, Table E-5, 2024*). The historical population increase is shown on Figure 1-4.

As illustrated on Figure 1-4, the City's population increased steadily following its incorporation in 1956. The largest increase took place between 1960 and 1970 when the population grew from 1,753 to 31,569. During this time, single family housing development occurred throughout the City.

The total population in 2024 was estimated at 49,345 persons. The total number of dwelling units at the time was 17,088 with a vacancy rate of 2.2 percent. The total occupied number of dwelling units was therefore 16,718 with an average of 2.92 persons per household.

Figure 1-4
City of Cypress Population



1-4.4 DATA MANAGEMENT

The City keeps updated records of all sewer related documents which include but are not restricted to the following:

- GIS Shapefiles
- CCTV Inspection Records (i.e. reports, videos, photos, etc.)
- Maintenance Records (i.e. cleaning records, lift station records, etc.)
- Frequent Maintenance Records
- FSE Inspection Information
- Spill History Reports

- SSMP Documents and Audits

GIS Shapefiles – The City keeps up-to date geographical information system (GIS) database of its sewer and stormwater facilities. This database includes the following:

- Manholes with ID numbers, district number, street location, depth, year of construction, tract number, and drawing number.
- Pipes with ID numbers, upstream and downstream manhole ID numbers, district number street location, size, slope, reach length, material, year of construction, depth, tract number, drawing number
- Pump Station locations
- Force Main locations
- Storm Drains
- Catch Basins
- Inverted siphon locations
- Frequent Cleaning Maintenance Locations
- Food Service Establishments
- Historical overflow locations and associated data

CCTV Inspection Records – The City's CCTV inspections were conducted by contractors over the last five years. The inspection data was provided to the City on external hard drives which are now maintained by City staff.

Maintenance Records – As pipes are cleaned, the completed job is recorded on a daily sewer cleaning report, which is then uploaded to QuickBase, a web-based program used by the City to input, retrieve, and track all maintenance activities. QuickBase is customized by staff to create a database collection program to meet our specific needs. Utilizing this program enables staff to retrieve or input QuickBase data anytime or place through an internet connection and browser, thus allowing staff instant accessibility to information in the field. Staff is able to add interactive customized tables, timelines, charts, calendars, etc. to facilitate data entry into reports. QuickBase also allows staff to set up automatic notices or proactively send out e-mails directly to users, keeping them informed or reminding them of upcoming tasks.

Pump station maintenance reports for all maintenance activities are tracked with paper reports and placed in a station file

Frequent Maintenance Records – Frequent maintenance location cleanings are tracked on handwritten cleaning reports that are kept on file as well as through the City's QuickBase maintenance software. After quarterly cleanings, the Public Works Department evaluates the effectiveness of the cleanings and increases or decreases future preventative maintenance as necessary.

Spill History Reports – Spill reports are filed and maintained in hard copy form at the City. The spill report database is updated continuously on the California Integrated Water Quality System (CIWQS) website as required by the current Statewide Waste Discharge Requirements.

SSMP Documents and Audits - The City maintains all current SSMP Documents in hard copy and electronic format, available to staff and the public upon request.

1-4.5 SEWER LATERALS

The City does not own and/or operate any portion of the service laterals.

Section 25-29(I)(1) of the City's Municipal Code states, *"All house laterals, industrial connection sewers, and appurtenances thereto, now existing or hereafter constructed, shall be maintained by the owner of the property in a safe and sanitary condition, and all devices and safeguards which are required by this chapter or any other requirement of the city, for the operation thereof shall be maintained in a good working order."*

1-4.6 SERVICE CONNECTIONS

The sewer system consists of approximately 14,213 service connections. This includes 13,660 residential services and 553 commercial/industrial services.

1-4.7 UNIQUE CHALLENGES

There is high groundwater throughout the City which results in infiltration and calcium build-up in the sewer systems. The City has to pay close attention to areas with medium/high residential densities and the siphons in the system due to high levels of accumulated fats, oils, and grease. Regular cleaning of the gravity pipes and CCTV inspection is important in maintaining the capacity and condition of the sewer system.

SECTION 2
ORGANIZATION

2-1 SEWER SYSTEM MANAGEMENT PLAN REQUIREMENTS

Order 2022-0103-DWQ requires that the SSMP *identify organizational staffing responsible and integral for implementing the local Sewer System Management Plan through an organization chart or similar narrative documentation that includes*:

(a) The name of the Legally Responsible Official as required in Section 5.1 (Designation of a Legally Responsible Official) of this General Order;

(b) The position titles, telephone numbers, and email addresses for management, administrative and maintenance positions responsible for implementing specific Sewer System Management Plan elements;

(c) Organizational lines of authority; and

(D) Chain of communication for reporting spills, from receipt of complaint or other information, including the person responsible for reporting spills to the State and Regional Water Boards and other agencies as applicable. (For example, county health officer, county environmental health agency, and State Office of Emergency Services.)

2-2 OVERVIEW

This section describes both the organizational structure of the City of Cypress (City) as well as activities, duties, and responsibilities for individuals and positions associated with the sanitary sewer system. Clearly identifying specific roles and responsibilities within an organization will ensure a clear understanding of duties that must be performed, as well as training and skill sets that are associated with specific jobs throughout the agency.

2-3 COMPLIANCE

2-3.1 LEGALLY RESPONSIBLE OFFICIAL

Order 2022-0103-DWQ requires that the SSMP identify "*the name of the Legally Responsible Official*".

Per Section 5.1 of Order 2022-0103-DWQ, the Legally Responsible Official (LRO) must have responsibility over management of the sewer system and be authorized to make managerial decisions that govern the operation of the sewer system, including having the explicit or implicit duty of making major capital improvement recommendations to ensure long-term environmental compliance. The LRO must have or have direct authority over individuals that:

- Possess a recognized degree or certificate related to operations and maintenance of sanitary sewer systems, and/or
- Have professional training and experience related to the management of sanitary sewer systems, demonstrated through extensive knowledge, training, and experience.

The City identifies the Public Works Director as the legally responsible official (LRO), who shall sign and certify all reports required by 2022-0103-DWQ.

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2-3.2 ORGANIZATION CHART AND ORGANIZATIONAL LINES OF AUTHORITY

Order 2022-0103-DWQ requires that the SSMP identify "*the position titles, telephone numbers, and email addresses for management, administrative, and maintenance positions responsible for implementing specific Sewer System Management Plan elements.*"

The sewer collection system is managed by the City's Public Works Department. The lines of authority for the City officials and staff responsible for implementing the SSMP measures are shown on Figure 2-1. The current contact information for the responsible officials and staff are included. Specific responsibilities for each official are summarized in Table 2-1.

Figure 2-1
Organization Flow Chart

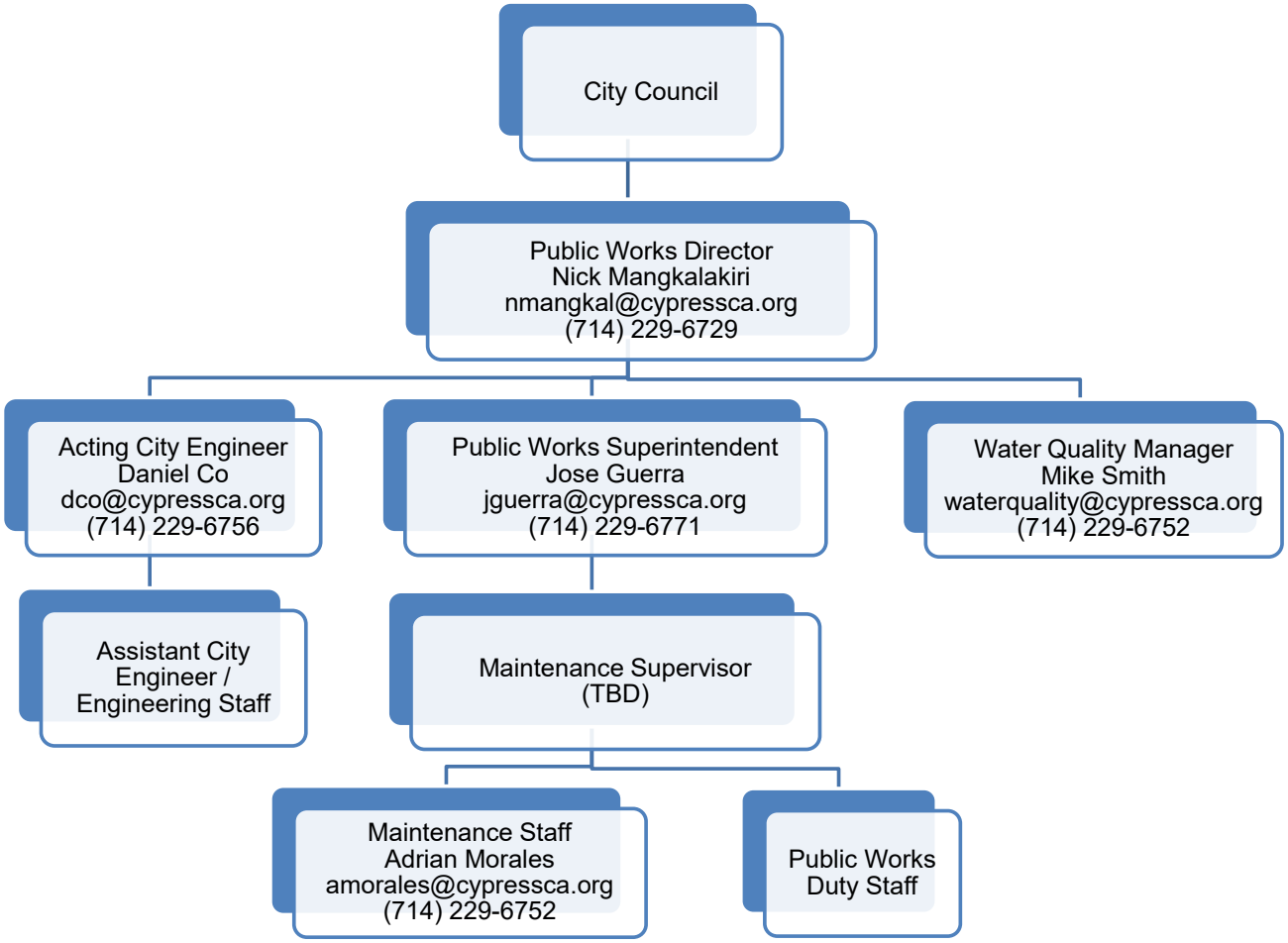


Table 2-1
SSMP Responsibilities

Task	City Council	Public Works Director	City Engineer	Assistant City Engineer	Water Quality Manager	Public Works Superintendant	Maintenance Supervisor
SSMP Development Plan and Schedule		Oversees	Participates		Participates	Participates	
Goals of SSMP	Reviews, Approves	Oversees	Participates	Participates	Participates	Participates	Participates
Organization of SSMP		Oversees; Aprproves	Participates	Participates	Participates	Participates	
Legal Authority	Reviews, Approves	Oversees	Participates				
Up to Date Map of Collection System, Pumping Facilities, and Stormwater Conveyances			Oversees	Participates	Participates	Participates	
Preventative Operation and Maintenance Activities					Participates	Oversees	Implements
Staff Training Program						Oversees	
Equipment Inventory						Oversess	
Design and Construction Standards			Oversees	Participates	Participates		
Procedures and Standards for Inspection and Testing			Oversees	Participates	Participates	Participates	
Spill Emergency Response Plan		Participates	Participates	Participates	Participates	Oversees	
Sanitary Sewer Spills						Reports	Responds
Sewer Pipe Blockage Control/FOG Program	Reviews, Approves	Manages	Participates	Participates	Oversees		
FOG Public Education and Outreach Program			Participates		Oversees		
FOG Cleaning and Maintenance Schedule			Participates		Oversees	Participates	
Source Control Measures			Participates	Participates	Oversees	Participates	
System Evaluation and Capacity Assurance Plan			Oversees	Participates	Participates		
CCTV Inspection and Condition Assesment			Participates	Participates	Participates	Oversees	
SSMP Monitoring			Oversees	Participates	Participates	Participates	
SSMP Internal Audits			Oversees	Participates	Participates	Participates	
SSMP Communication Program			Oversees	Participates	Participates	Participates	
Final SSMP Document	Reviews, Approves		Oversees	Participates	Participates	Participates	
Sewer Enterprise Funding Plan	Reviews, Approves	Oversees	Participates	Participates	Participates	Participates	

2-3.3 CHAIN OF COMMUNICATION FOR SPILLS

Order 2022-0103-DWQ requires that the SSMP include the "c*hain of communication for reporting spills, from receipt of complaint or other information, including the person responsible for reporting spills to the State and Regional Water Boards and other agencies as applicable. (For example, county health officer, county environmental health agency, and State Office of Emergency Services.)"*

The City developed a stand-alone Spill Emergency Response Plan (SERP) dated June 2023, that complies with the new requirements of Order 2022-0103-DWQ, including the SSMP requirements (Attachment D) and the Notification, Monitoring, Reporting, and Recordkeeping Requirements (Attachment E1 and E2).

The SERP document includes a section on the initial response procedures when a spill occurs as follows:

> *A spill may be detected and reported by City personnel, the public, or by the pump station alarms. The maintenance staff are available to respond to all spills 24 hours a day, seven days a week. Spill reports are directed to the Public Works Duty Staff.*
>
> ***Public Works Duty Mobile (562) 431-2527***
>
> *If calls regarding spills are received at the Public Works Department and Police Department, the calls will be routed to the Public Works Duty Staff.*

The SERP document also describes the notification to regulatory agencies as follows:

> *The responding maintenance staff will be in charge of contacting and/or delegating a designee to contact all regulatory agencies, as needed. If the maintenance staff experiences delays or conflicts or requires additional resolution toward responding to the spill, Public Works Superintendent shall be contacted to provide direction.*

The City met and collaborated with the following agencies to ensure its spill response and notification procedures were documented correctly:

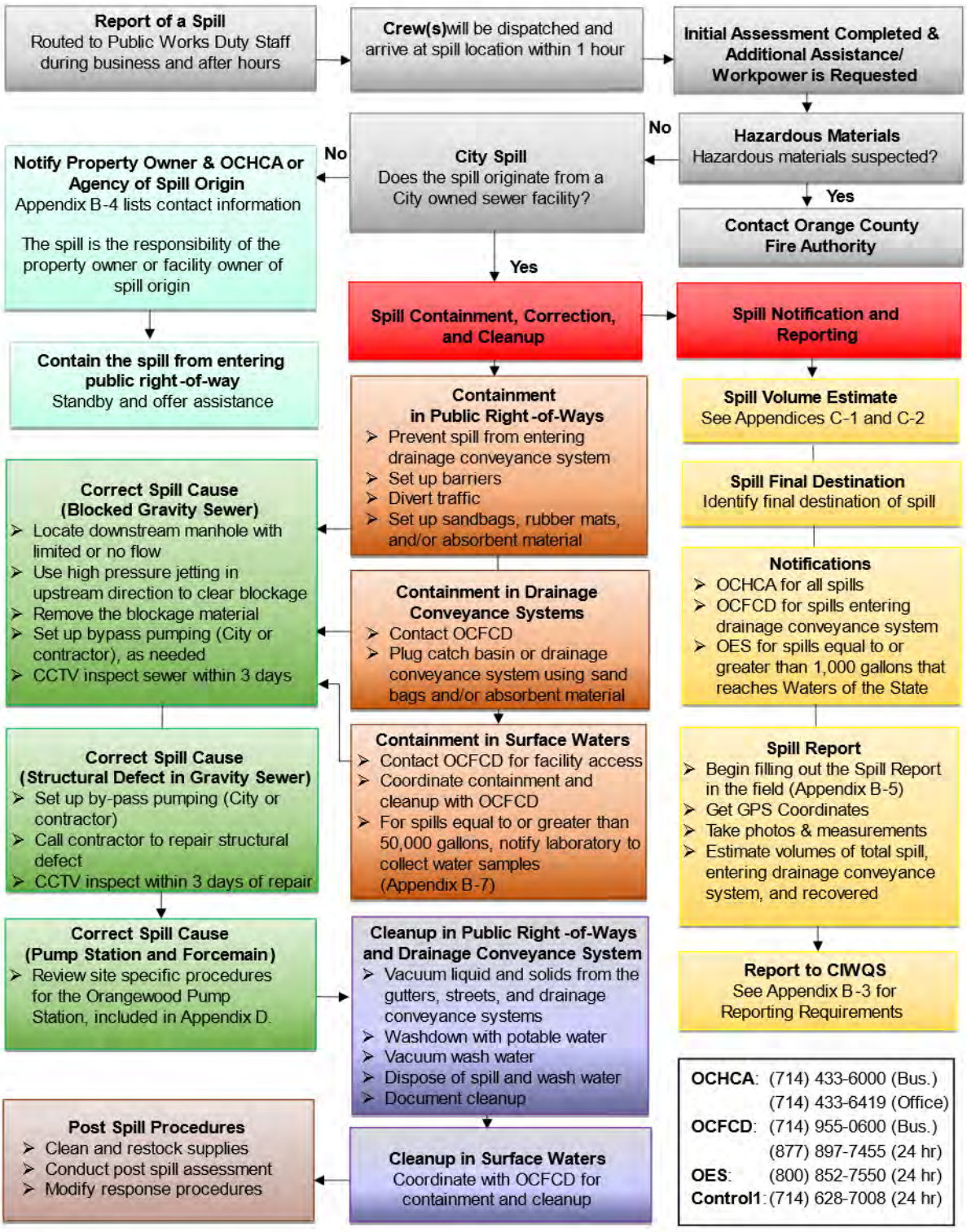
1. State Water Resources Control Board (SWRCB)
2. Regional Water Quality Control Board Region 8 (RWQCB)
3. Orange County Flood Control District (OCFCD)
4. Orange County Health Care Agency (OCHCA)
5. Orange County Sanitation District (OCSAN)
6. SOCAL WDR Group
7. Clean Water Summit Partners

The City's Spill Emergency Response Flowchart, shown on Figure 2-2, summarizes the steps the City needs to take for initial spill reporting, spill correction, sewage containment and cleanup, and final spill reporting. It includes phone numbers for agencies that may need to be contacted.

A summary of SSO notification and reporting procedures is included in Appendix B-1 of this report. The resources phone list is included in Appendix B-2 of this report.

The LRO is responsible for certifying all spill reports on the CIWQS Sanitary Sewer System Database. The Data Submitter may enter spill data, but does not have the authority to certify the reporting data.

Figure 2-2
Spill Emergency Response Flowchart



SECTION 3
LEGAL AUTHORITY

3-1 SEWER SYSTEM MANAGEMENT PLAN REQUIREMENTS

Order 2022-0103-DWQ requires that the Sewer System Management Plan *must include copies or an electronic link to the Enrollee's current sewer system use ordinances, service agreements and/or other legally binding procedures to demonstrate the Enrollee possesses the necessary legal authority to:*

1. *Prevent illicit discharges into its sanitary sewer system from inflow and infiltration (I&I); unauthorized stormwater; chemical dumping; unauthorized debris; roots; fats, oils, and grease; and trash, including rags and other debris that may cause blockages;*
2. *Collaborate with storm sewer agencies to coordinate emergency spill responses, ensure access to storm sewer systems during spill events, and prevent unintentional cross connections of sanitary sewer infrastructure to storm sewer infrastructure;*
3. *Require that sewer system components and connections be properly designed and constructed;*
4. *Ensure access for maintenance, inspection, and/or repairs for portions of the service lateral owned and/or operated by the Enrollee;*
5. *Enforce any violation of its sewer ordinances, service agreements, or other legally binding procedures; and*
6. *Obtain easement accessibility agreements for locations requiring sewer system operations and maintenance, as applicable.*

Order 2022-0103-DWQ prohibits any discharge from a sanitary sewer system that creates a nuisance or condition of pollution as defined in California Water Code Section 13050(m).

Legal authority is a very important component of a sewage collection agency's responsibility in regulating the usage of the sanitary sewer system.

3-2 COMPLIANCE

The City possesses legal authority to regulate the use of its sewer system through the use of the following documents:

- City of Cypress Municipal Code*: https://ecode360.com/CY4920*
  - Chapter 13 Health and Sanitation; Article IV Water Quality
  - Chapter 13 Health and Sanitation; Article VIII FOG Management and Discharge Control
  - Chapter 22 Sewers and Sewage Disposal
  - Chapter 25 Subdivision; Article V Public Improvements, Dedications, Performance Agreements, and Improvement Securities
- Design Standards for Sewer Facilities: *https://www.cypressca.org/home/showdocument?id=1076*
- Standard Sewer Plans: *https://www.cypressca.org/home/showdocument?id=1076*
- Standard Specifications for Public Works Construction (Greenbook)

These documents can be found in the Appendices of this report and/or on the City's website: https://www.cypressca.org/home Table 3-1 is a summary of the City's relevant sections within its Municipal Code that correlates to the Waste Discharge Requirements.

Table 3-1
City Ordinances

	Waste Discharge Requirement	City of Cypress Municipal Code Chapter	City of Cypress Municipal Code Section
a)	Prevent illicit discharges into its sanitary sewer system (examples may include I/I, stormwater, chemical dumping, unauthorized debris and cut roots, etc)	Chapter 13 Health and Sanitation; Article IV Water Quality	Section 13-22. Prohibition on illicit connections and prohibited discharges
		Chapter 13 Health and Sanitation; Article VIII FOG Management and Discharge Control	Section 13-83. Prohibitions
b)	Require that sewers and connections be properly designed and constructed	Chapter 22 Sewers and Sewage Disposal	Section 22-10. Sewer Design and Construction Standards
c)	Ensure access for maintenance, inspection, or repairs for portions of the lateral owned or maintained by the Public Agency	Chapter 25 Subdivision; Article V Public Improvements, Dedications, Performance Agreements, and Improvement Securities	Section 25-34. Inspection of public improvements
d)	Limit the discharge of fats, oils, and grease and other debris that may cause blockages	Chapter 13 Health and Sanitation; Article VIII FOG Management and Discharge Control	Section 13-80 through 13-118. Fats, Oil and Grease Management and Discharge Control.
e)	Enforce any violation of its sewer ordinance	Chapter 13 Health and Sanitation; Article IV Water Quality	Section 13-25. Enforcement
		Chapter 13 Health and Sanitation; Article VIII FOG Management and Discharge Control	Section 13-105. Enforcement

3-2.1 *ILLICIT DISCHARGES*

Order 2022-0103-DWQ requires that the City have legal authority to "*Prevent illicit discharges into its sanitary sewer system from inflow and infiltration (I&I); unauthorized stormwater; chemical dumping; unauthorized debris; roots; fats, oils, and grease; and trash, including rags and other debris that may cause blockages"*

Illicit discharges are controlled specifically by the City's Water Quality Ordinance (*Municipal Code - Chapter 13, Article IV*) and the Fats, Oil, and Grease (FOG) Ordinance (*Municipal Code – Chapter 13, Article VIII*) which regulate the types of discharges that are permitted to enter municipal storm drain system. This includes any discharges that may result from a sewer spill.

Section 13-22 of the City's Municipal Code states that "*No person shall cause, allow or facilitate any prohibited discharge*". Section 13-83 of the City's Municipal Code prohibits any discharges of FOG into the sewer system without obtaining a FOG wastewater discharge permit or complying with the City's FOG discharge manual.

The last page of the City's FOG / Best Management Practices (BMP) Manual lists the illicit discharges as follows:

- Fats, oil, and grease in concentrations that will cause an obstruction to the flow in a sewer or pass through or interference at a wastewater treatment facility.
- Grease, improperly shredded garbage, animal guts or tissues, paunch manure, bones, hide, hair, fleshings, entrails, or food scraps.
- Wastewater with temperatures in excess of 140°F to any grease traps. This includes water from mechanical dishwashers that have a minimum required temperature of 160°F.
- Waste from a food waste disposal unit to any grease traps
- Caustics, acids, solvents, soaps, enzymes, or other emulsifying agents into sinks that feed grease traps and/or interceptors
- Fats, wax, grease or oils containing substances that will become viscous between 32°F and 150°F.

3-2.2 *COLLABORATE WITH STORM SEWER AGENCIES*

Order 2022-0103-DWQ requires the City to have procedures in place to "C*ollaborate with storm sewer agencies to coordinate emergency spill responses, ensure access to storm sewer systems during spill events, and prevent unintentional cross connections of sanitary sewer infrastructure to storm sewer infrastructure."*

The City worked with the Orange County Flood Control District (OCFCD) during the preparation of the update to its Spill Emergency Response Plan (SERP). The SERP documents the procedures that the City staff will follow in the event that a spill reaches or has the potential to reach any type of drainage conveyance system and/or surface water, whether it is owned by the City or OCFCD.

OCFCD and the City have also entered into a Water Quality Ordinance Implementation Agreement, which allows OCFCD to act on behalf of the City in providing assistance with containment and cleanup of spills within the City's drainage conveyance systems.

3-2.3 *DESIGN STANDARDS*

Order 2022-0103-DWQ requires that the City have legal authority to "*require that sewers system components and connections be properly designed and constructed."*

The City has legal authority to require the sewers and sewer laterals to be properly designed through the City's Municipal Code (*Section 22-10 Sewer Design and Construction Standards*) and Design Standards for Sewer Facilities document. The City Municipal Code Section 22-10 promulgates design criteria, standards, and procedures to ensure implementation of the requirements of the Water Quality and FOG Ordinances. . The Assistant City Engineer is authorized to approve, modify, or update the Design Standards for Sewer Facilities document that is on file in the Department of Public Works – Engineering Division. Standards were recently reviewed and updated in 2024.

3-2.4 *ACCESS TO LATERAL OWNED AND/OR OPERATED BY CITY*

Order 2022-0103-DWQ requires the City to have legal authority to "*Ensure access for maintenance, inspection, and/or repairs for portions of the service lateral owned and/or operated by the Enrollee."*

The City does not own and/or operate any portion of the service laterals. This requirement therefore does not typically apply except under special circumstances.

Section 25-29(I)(1) of the City's Municipal Code states, *"All house laterals, industrial connection sewers, and*

appurtenances thereto, now existing or hereafter constructed, shall be maintained by the owner of the property in a safe and sanitary condition, and all devices and safeguards which are required by this chapter or any other requirement of the city, for the operation thereof shall be maintained in a good working order."

3-2.5 *ENFORCEMENT*

Order 2022-0103-DWQ requires the City to have legal authority to "*Enforce any violation of its sewer ordinances, service agreements, or other legally binding procedures".*

Enforcement for sanitary sewer overflows (SSOs) is handled through the City's Water Quality Ordinance *(Municipal Code - Chapter 13, Article IV*) and Fats, Oil, and Grease (FOG) Ordinance (*Municipal Code – Chapter 13, Article VIII*). Provisions for the issuance of administrative citations and cost recovery procedures to collect payment for resources utilized to contain and clean up areas affected by spills is included in Section 13-25 and 13-105 or the Municipal Code.

3-2.6 *EASEMENT ACCESIBILITY AGREEMENTS*

Order 2022-0103-DWQ requires the City to have procedures in place to "*obtain easement accessibility agreements for locations requiring sewer system operations and maintenance, as applicable".*

Easement accessibility is ensured through the **Design Standards for Sewer Facilities** document. **Section 7 Easements** states that "*Where applicable, permanent public utility easements shall be recorded on the tract map and granted to the City of Cypress. When applicable, separate easement documents for both permanent and temporary easements shall be prepared (on standard title company forms) and presented to the City of Cypress for acceptance and recording. The City will accept sewers on private streets upon granting of a public utility easement to the City. The City will not accept any easement for sewers if said easement cannot be accessed with a flush truck through its entire length."*

SECTION 4

OPERATION AND MAINTENANCE PROGRAM

4-1 SEWER SYSTEM MANAGEMENT PLAN REQUIREMENTS

Order 2022-0103-DWQ requires that:

The Plan must include the items listed below that are appropriate and applicable to the Enrollee's system:

(a) Updated Map of Sanitary Sewer System

An up-to-date map(s) of the sanitary sewer system, and procedures for maintaining and providing State and Regional Water Board staff access to the map(s). The map(s) must show gravity line segments and manholes, pumping facilities, pressure pipes and valves, and applicable stormwater conveyance facilities within the sewer system service area boundaries.

(b) Preventive Operation and Maintenance Activities

A scheduling system and a data collection system for preventive operation and maintenance activities conducted by staff and contractors.

The scheduling system must include:

- *Inspection and maintenance activities*
- *Higher-frequency inspections and maintenance of known problem areas, including areas with tree root problems.*
- *Regular visual and closed-circuit television inspections of manholes and sewer pipes.*

The data collection system must document data from system inspection and maintenance activities, including system areas/components prone to root-intrusion potentially resulting in system backup and/or failure

(c) Training

In-house and external training provided on a regular basis for sanitary sewer system operations and maintenance staff and contractors. The training must cover:

- *The requirements of this General Order;*
- *The Enrollee's Spill Emergency Response Plan procedure and practice drills;*
- *Skilled estimation of spill volume for field operators; and*
- *Electronic CIWQS reporting procedures for staff submitting data.*

(d) Equipment Inventory

An inventory of sewer system equipment, including the identification of critical replacement and spare parts.

4-2 COMPLIANCE

4-2.1 UPDATED MAP of SANITARY SEWER SYSTEM

Order 2022-0103-DWQ requires the City to have "*an up-to-date map(s) of the sanitary sewer system, and procedures for maintaining and providing State and Regional Water Board staff access to the map(s). The map(s) must show gravity line segments and manholes, pumping facilities, pressure pipes and valves, and applicable storm water conveyance facilities within the sewer system service area boundaries.*"

The City maintains a system map that shows all the sewer and storm water facilities within the service area (see Appendix D-1). Catch basins and flow arrows are shown for the storm drain facility layers. The City keeps up-to-date records of the sewer and storm drain facilities in its geographical information system (GIS) database, which included the following information:

- Manholes with ID numbers, street location, depth, year of construction, tract number, and drawing number.
- Pipes with ID numbers, upstream and downstream manhole ID numbers, street location, size, slope, reach length, material, year of construction, depth, tract number, drawing number, owner, link to CCTV video and report.
- Inverted siphon locations
- Pump Station locations
- Force Main locations
- Storm Drains
- Catch Basins
- Surface Waters
- Stormwater Pump Stations
- Frequent Cleaning Maintenance Locations
- CCTV Video ID/Link

The GIS Database is maintained by the Public Works Department. The Maintenance Division keeps this map in the sewer cleaning vehicles. The Streets Supervisor has the capability to view the sewer and storm drain map in the field via a laptop computer with a wireless phone card. This allows field personnel to note any discrepancies or errors on field maps and immediately register any necessary changes.

The Maintenance Division keeps this map in the sewer cleaning vehicles. The Streets Supervisor has the capability to view the sewer and storm drain map in the field via a laptop computer. This allows field personnel to note any discrepancies or errors on field maps and immediately register any necessary changes.

4-2.2 PREVENTIVE OPERATION AND MAINTENANCE ACTIVITIES

Order 2022-0103-DWQ requires that the SSMP has "*a scheduling system and a data collection system for preventive operation and maintenance activities conducted by staff and contractors*."

The scheduling system must include:

1) Inspection and maintenance activities;

2) *Higher -frequency inspections and maintenance of known problem areas, including area with tree root problems;*

3) *Regular visual and closed-circuit television (CCTV) inspections of manholes and sewer pipes*

The data collection system must document data from system inspection and maintenance activities, including system areas/components prone to root-intrusion potentially resulting in system backup and/or failure

The City performs routine operation and maintenance activities in order to provide a high level of service to its customers, extend the useful life of its assets, and prevent overflows.

The primary preventative operations and maintenance work involve:

1. Cleaning the entire system biannually
2. Cleaning of the frequent maintenance locations quarterly
3. Condition assessment of the gravity system based upon CCTV inspection
4. Visual inspection of the manholes by the City staff
5. Identification of portions of the system that need frequent attention (frequent maintenance locations) through primarily CCTV inspections of the system and past cleaning records
6. Inspection of Orangewood Pump Station daily, weekly, biweekly, and annually

Gravity Sewer Maintenance

The routine gravity system cleaning is conducted by City staff. The entire system (approximately 102 miles) is cleaned on a two-year cycle. The City is divided into 31 districts. Cleaning starts at the north end of the City (District 1) and continues towards the south end of the City (District 31). Each year about half of the sewer main lines are completely cleaned using the City's sewer cleaning truck.

Sanitary Sewer Cleaning and Maintenance Log Sheets (Appendix D-2) are filed daily by City staff working that day. The City's daily sewer cleaning reports include the following information:

- Location and Manhole ID Number
- Pipe Size Manhole Condition
- Materials Removed from Manhole
- Flow Condition
- Odor Inspection
- Pest Inspection
- Footage Cleaned
- Cause of Cleaning and Maintenance
- Activities Conducted

As pipes are cleaned, the completed job is recorded on a daily sewer cleaning report, which is then uploaded to QuickBase, a web-based program used by the City to input, retrieve, and track all maintenance activities. QuickBase is customized by staff to create a database collection program to meet specific needs. Utilizing this program enables staff to retrieve or input QuickBase data anytime or place through an internet connection and browser, thus allowing staff instant accessibility to information in the field. Staff is able to add interactive customized tables, timelines, charts, calendars, etc. to facilitate data entry into reports. QuickBase also allows staff to set up automatic notices or proactively send out e-mails directly to users, keeping them informed or

reminding them of upcoming tasks.

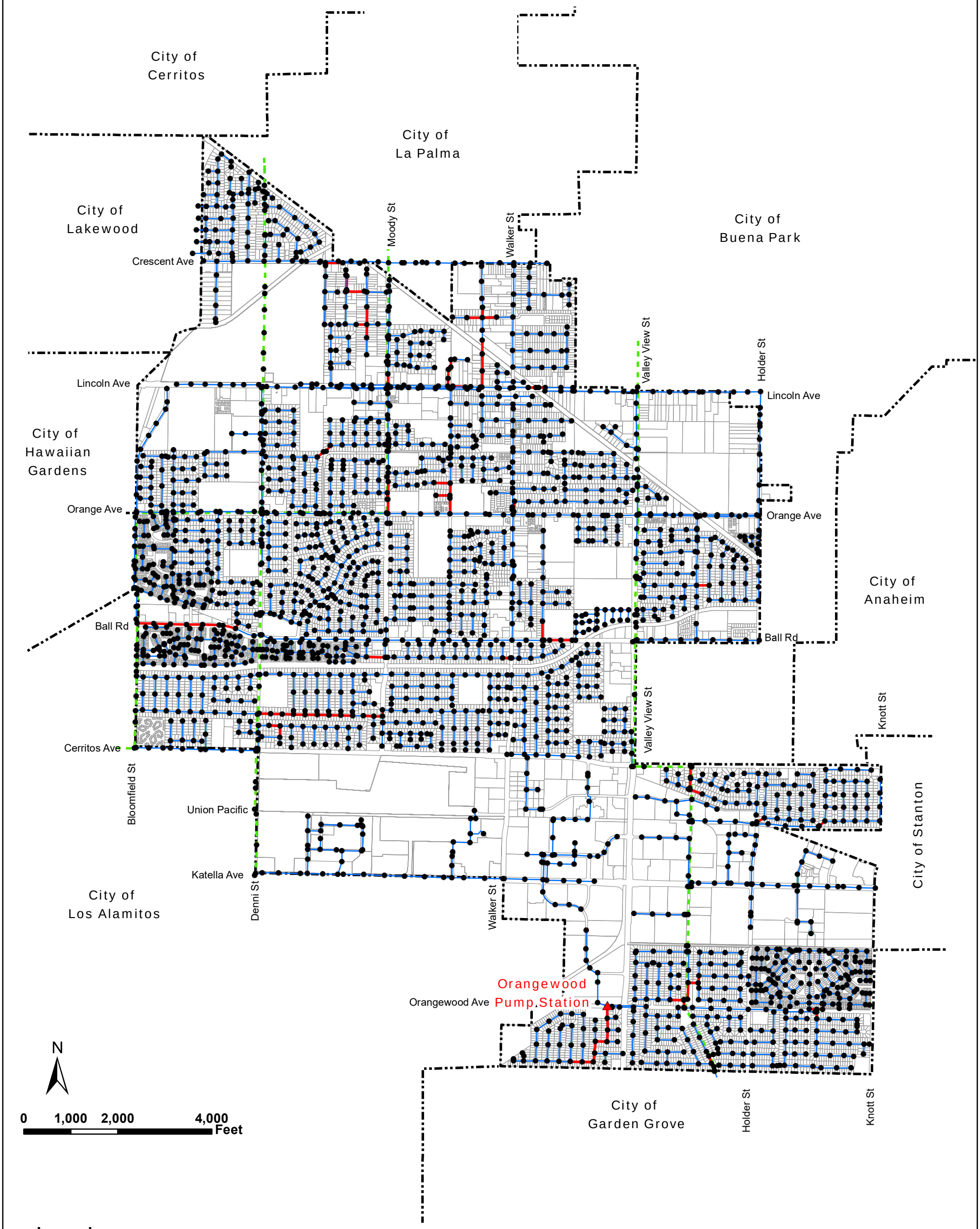
In addition to pipeline cleaning, the City also performs manhole insect treatments on a schedule that results in each manhole being treated every five (5) years.

Frequent Maintenance Locations

The scheduling of extra cleanings for frequent maintenance locations is based on past cleaning records and any diagnostic tools used over the past year, such as CCTV inspections. The frequent maintenance locations are cleaned quarterly. The frequent maintenance locations are listed in Table 4-1. A map of frequent maintenance locations and the locations of food service establishments is shown on Figure 4-1. Frequent maintenance location cleanings are tracked on handwritten cleaning reports that are kept on file as well as through the City's QuickBase tracking software. After quarterly cleanings, the Public Works Department evaluates the effectiveness of the cleanings and increases or decreases future preventative maintenance as necessary.

Table 4-1
Frequent Maintenance Locations

U/S MH	D/S MH	Location (Street or Easement)	Length (ft)	Size (in)	Frequency
8021	8020	LINCOLN AVE	25	15	Quarterly
8022	8021	LINCOLN & MOODY	12	10	Quarterly
8023	8022	LINCOLN & MOODY	72	10	Quarterly
8024	8023	MOODY ST	238	10	Quarterly
8034	8035	CRESCENT AVE	350	8	Quarterly
8056	8057	BELMONT ST	320	8	Quarterly
8057	8058	BELMONT ST	25	8	Quarterly
8061	8058	GRACE AVE	350	8	Quarterly
8063	8064	LA SALLE ST	352	8	Quarterly
8052	8064	MERTEN AVE	250	10	Quarterly
8066	8064	LA SALLE ST	300	8	Quarterly
8035	8071	SUMNER PL	14	8	Quarterly
9010	9013	WATSON ST	200	8	Quarterly
9012	9013	DE LONG ST	318	8	Quarterly
9026	9013	DE LONG ST	330	8	Quarterly
9015	9016	WATSON ST	300	10	Quarterly
9016	9017	WATSON ST	350	10	Quarterly
9017	9034	WATSON ST	341	10	Quarterly
9036	9038	LINCOLN AVE	350	8	Quarterly
9041	9042	PARKING LOT	174	8	Quarterly
9042	9043	PARKING LOT	106	8	Quarterly
9043	9044	PARKING LOT	163	8	Quarterly
9044	9045	PARKING LOT	183	8	Quarterly
9038	9045	LINCOLN AVE	175	8	Quarterly
10026	10025	LINCOLN AVE	147	8	Quarterly
10027	10026	LINCOLN AVE	50	8	Quarterly
10028	10027	LINCOLN AVE	153	8	Quarterly
14018	14016	MOODY ST	325	8	Quarterly
14019	14017	MOODY ST	130	8	Quarterly



AKM	CITY OF CYPRESS SSMP Update 2025
PROJECT NO:	**Frequent Maintenance Locations**
DATE: June 2025	Figure 4-1

Table 4-1 (continued)
Frequent Maintenance Locations

U/S MH	D/S MH	Location (Street or Easement)	Length (ft)	Size (in)	Frequency
14020	14018	MOODY ST	325	8	Quarterly
14017	14018	MOODY ST	20	8	Quarterly
14121	14020	MOODY ST	215	8	Quarterly
14073	14050	CHANNEL TO ALDERBURY	195	8	Quarterly
14076	14072	JULIE BETH	167	8	Quarterly
14072	14073	2-A FLOOD CON	36	8	Quarterly
15069	15004	GRINDLAY ST	340	8	Quarterly
15028	15009	WALKER & ORANGEWOOD	76	8	Quarterly
15026	15028	WALKER ST	214	8	Quarterly
15044	15045	GRINDLAY ST	63	8	Quarterly
15045	15046	GRINDLAY ST	75	8	Quarterly
15046	15047	GRINDLAY ST	87	8	Quarterly
15065	15066	EDGEMONT CIR	280	8	Quarterly
15066	15068	GRINDLAY ST	279	8	Quarterly
15067	15068	SOWMA WAY	300	8	Quarterly
15068	15069	GRINDLAY ST	61	8	Quarterly
19017	19016	BALL RD	350	15	Quarterly
19018	19017	BALL RD	350	15	Quarterly
19019	19018	BALL RD	350	15	Quarterly
19020	19019	BALL RD	350	15	Quarterly
19021	19020	BALL RD	350	15	Quarterly
19022	19021	BALL RD	79	15	Quarterly
19023	19022	BALL RD	299	15	Quarterly
19114	19023	VIA LINDA TO BALL	125	8	Quarterly
22038	22002	GRAHAM ST	382	10	Quarterly
22004	22003	BALL RD	248	10	Quarterly
22005	22004	BALL RD	247	10	Quarterly
22006	22005	BALL RD	50	8	Quarterly
23070	23064	PAULINE TO JUANITA	260	8	Quarterly
26081	25023	MARION AVE	248	8	Quarterly
25023	25024	DENNI ST	18	8	Quarterly
26052	26049	BELLE AVE	393	8	Quarterly
26053	26052	MOODY & BELLE	30	8	Quarterly
27001	26053	MOODY & BELLE	24	8	Quarterly
26082	26081	MARION AVE	248	8	Quarterly
26083	26082	MARION AVE	248	8	Quarterly
26084	26083	MARION AVE	252	8	Quarterly
26085	26084	MARION AVE	252	8	Quarterly
26086	26085	MARION AVE	252	8	Quarterly
26087	26086	MARION AVE	252	8	Quarterly
26088	26087	MARION AVE	252	8	Quarterly
26090	26089	MARION AVE	231	8	Quarterly
26091	26090	MOODY & MARION	206	8	Quarterly
26092	26091	MOODY ST	127	8	Quarterly
26097	26096	CATHY AVE	240	8	Quarterly

Table 4-1 (continued)
Frequent Maintenance Locations

U/S MH	D/S MH	Location (Street or Easement)	Length (ft)	Size (in)	Frequency
26108	26097	JEANINE LN	238	8	Quarterly
27020	27019	WALKER & BELL	207	8	Quarterly
27021	27020	WALKER & BELL	25	8	Quarterly
35004	35003	CERRITOS & FLORENCE	18	10	Quarterly
35012	35004	FLORENCE ST	288	10	Quarterly
35003	35005	CERRITOS & FLORENCE	8	15	Quarterly
35013	35012	FLORENCE ST	246	10	Quarterly
35034	35013	FERNE AVE	300	10	Quarterly
36005	36006	WALNUT TO HOLDER	160	8	Quarterly
36006	36007	HOLDER ST	54	8	Quarterly
36030	36029	RR TRACK	33	8	Quarterly
36031	36030	JONATHAN TO RR TRACK	161	8	Quarterly
46002	40001	SAMOA ST	222	8	Quarterly
41075	41029	PROVIDENCIA & GRANADA	40	8	Quarterly
41028	41029	GRENADA AVE	337	8	Quarterly
41031	41030	PROVIDENCIA ST	331	8	Quarterly
41049	41048	MONTSERRAT ST	163	8	Quarterly
41048	41031	ROSARIO AVE	251	8	Quarterly
41044	41048	MONTSERRAT ST	96	8	Quarterly
41030	41075	PROVIDENCIA & GRANADA	24	8	Quarterly
41029	41131	GRENADA TO ORANGEWOOD	165	8	Quarterly
42094	42095	SEABROOK TO ORANGEWOO	128	8	Quarterly
42095	42096	ORANGEWOOD & SEABROOK	130	8	Quarterly
42067	42096	ORANGEWOOD AVE	160	8	Quarterly
42096	42097	ORANGEWOOD & SEABROOK	50	8	Quarterly
48031	42097	HALAWA LN	154	8	Quarterly
46003	46002	SAMOA ST	247	8	Quarterly
46006	46003	SAMOA ST	247	8	Quarterly
46009	46006	SUVA ST	261	8	Quarterly
46010	46009	JAVA ST	239	8	Quarterly
46014	46010	JAVA ST	198	8	Quarterly
46015	46014	APIA DR	250	8	Quarterly
46022	46015	APIA DR	249	8	Quarterly
47038	47012	ONYX ST	176	8	Quarterly
47012	47013	ONYX ST	57	8	Quarterly
47013	47014	ONYX ST	95	8	Quarterly
47039	47038	SAIPAN ST	162	8	Quarterly
47045	47039	SAIPAN ST	69	8	Quarterly
47046	47045	MALDEN ST	105	8	Quarterly
		Total	**21,893**		

Pump Station Maintenance

The City performs routine inspections and maintenance at the Orangewood Sewer Pump Station, which include the following:

- Daily visual inspections (primarily Monday, Tuesday, Wednesday, and Thursday):
  - Pump operating time
  - Control panel lights

- ❖ Meter readings
- ❖ Alarms
- ❖ Auto dialer
- ❖ Transducers

- ➢ Weekly Maintenance
  - ❖ Wet well inspection
- ➢ Biweekly Maintenance
  - ❖ Check valve enclosure inspection
- ➢ Quarterly Maintenance
  - ❖ Emergency System Evaluation
- ➢ Annual Maintenance
  - ❖ Wet well cleaning
  - ❖ Clean check valves
  - ❖ Visual pump inspection
  - ❖ Valve exercising
  - ❖ Electrical component and control checks
  - ❖ Generator test
  - ❖ Quick connect test of towable generator

If inspections dictate the need for a valve replacement, City staff will perform the work. City staff will also perform after-hours inspections of control systems as necessary.

Maintenance reports for all maintenance activities are tracked with paper reports and placed in a station file. A sample pump station inspection log is shown in Appendix D-3.

The procedure for pump station inspections are reviewed:

- ➢ After a sanitary sewer overflow event at a pump station
- ➢ If increased operational and maintenance activity is observed at the pump station during the current inspection frequency
- ➢ Annually, at minimum

Corrective Maintenance

The City is prepared to provide immediate corrective maintenance during or following an emergency situation. When there is a failure of a critical asset, the City prioritizes the workforce for its corrective maintenance. Repairs may include, but are not limited to, the following:

- ➢ Emergency cleaning to eliminate a pipe blockage
- ➢ Add sewer reach to frequent maintenance location list
- ➢ Spot repair or replacement of a failed pipe
- ➢ Replacement a broken manhole cover
- ➢ Repair or replacement of a pump that has become clogged or damaged by debris

- Respond to, investigate and mitigate customer complaints

The Frequent Maintenance Location list is adjusted, as necessary, based on the following historical information gathered for each sewer:

- Sanitary sewer spills
- Blockages observed from routine maintenance
- Maintenance records of grease, roots, debris from CCTV records
- Odor complaints

Typically, Frequent Maintenance Locations are not removed from the list, but new locations are occasionally added to the list as staff deems necessary following routine cleaning, complaints, review of CCTV inspections, or emergency events. The cleaning frequency of Frequent Maintenance Locations may be reduced when the City staff verifies that the increased cleaning frequencies are unnecessary. The City will review CCTV inspections, visual inspections, and cleaning records to determine if the potential for obstructions are no longer relevant and the cleaning frequency may be reduced.

Regular Visual and Closed-Circuit Television (CCTV) Inspections

The City implemented a 5-year program to CCTV inspect the entire system again. The program began in FY 2018-19 and completed at the end of FY 2023-24. Several contractors were utilized over five years to complete inspections of the entire sewer system. Each inspection report lists the service connections and deficiencies by location in the inspected pipe. Photographs of the identified deficiencies are included in the inspection reports. The contractor cleaned the pipes prior to CCTV inspection.

The CCTV inspection process is generally as follows:

1. The pipe inspections are conducted following the National Association of Sewer System Companies (NASSCO) inspection standards.
2. The contractor identifies reaches of sewer that are in poor condition and may require lining or replacement.
3. City staff reviews the data and inspection videos to determine how the pipe should be rehabilitated. Most were lined by a contractor. If there were any locations that could not be addressed due to budget, the work was deferred to the following year.
4. Areas with excessive grease and/or debris are also identified. These locations are either added to the hot spot list or the City investigates the reason for the grease and/or debris. Follow up actions might include reaching out to customers in the area and providing education on proper disposal of fats, oils, and grease (FOG).

The City is planning to update its Sewer Master Plan in FY 25-26, focusing its budget and efforts on this project. The Sewer Master Plan scope of work will include a review of the CCTV inspections completed in the past five years to confirm if any other locations are in need of replacement or rehabilitation. The CCTV inspection work is planned to continue in FY 26-27 at 20 percent of the system each year. In the meantime, the City will continue to conduct any rehabilitation and repair projects deemed necessary utilizing the CCTV inspections for confirmation.

The City will incorporate manhole inspections into the CCTV inspection contract in the future. The City will determine what percentage of the manholes can be inspected based on its available budget.

4-2.3 TRAINING

Order 2022-0103-DWQ requires the City to provide/offer "*In-house and external training provided on a regular basis for sanitary sewer system operations and maintenance staff and contractors. The training must cover:*

- *The requirements of this General Order*
- *The Enrollee's Spill Emergency Response Plan procedures and practice drills;*
- *Skilled estimation of spill volume for field operators; and*
- *Electronic CIQWS reporting procedures for staff submitting data"*

Currently, the City's maintenance staff receives monthly training through the California Water Environment Association's (CWEA) Training Program, which is the current industry standard for training and certifying sewer collection system maintenance staff. The City's training program includes, but is not limited to, the following:

The City also holds internal training which includes, but is not limited to, the following:

- Spill Response Procedures – 2 times/yr
- SSO Documentation – 1 time/yr
- Emergency Response Training – 4 times/yr
- Maintenance and Operation – 2 times/yr
- Importance of Operators, Inspection, and Testing – 1 time/yr
- Closed Circuit Television Inspection – 1 time/yr
- Pipe Cleaning and Maintenance Methods – 1 time/yr
- Pipe Cleaning and Chemical Control – 1 time/yr
- Operation and Wastewater Lift Stations – 1 time/yr
- Confined Space Entry – 1 time/yr
- Maintenance of Wastewater Lift Station – 1 time/yr

The Public Works Maintenance Supervisor is responsible for scheduling and documenting training sessions for City staff. The training sign-in sheets include the training topic, date, and list of attendees. The training records are filed at the City yard and stored locally on a desktop computer,

4-2.4 EQUIPMENT INVENTORY

Order 2022-0103-DWQ requires that the City must have, "*an inventory of sewer system equipment, including the identification of critical replacement and spare parts."*

The Public Works Maintenance Supervisor is responsible for keeping an updated inventory of the City's equipment. The current equipment inventory list is shown in Table 4-2.

Table 4-2
Equipment Inventory

Part Description	Quantity in Stock	Year, Make and Model
Vehicles		
Utility Truck with arrow board	1	2022 Ford F250
3/4 ton truck	1	2005 Chevy 2500 HD
Vactor Combo Jetter truck	1	2018 Freightliner/Super Products
Generators		
Trailer mounted generator	1	1984 Onan
Portable generator	1	Honda EU 7000 IS
Emergency Pumps		
Trailer mounted water/sewer pump	1	1996 Rain for Rent
Trailer mounted vacuum pump	1	2006 Marsh Sewer Vac
Other		
Confined space entry equipment	1 set	tri-pod, 2 winches, harness
Gas Testing Equipment	2	
Sewer nozzles, various sizes		
General Purpose Tools: Manhole hooks, ladders, hand tools		
Traffic Safety Equipment: Cones, delineators, barricades, signs		
Personal Safety Equipment: hard hats, gloves, eye protection		

SECTION 5

DESIGN AND PERFORMANCE PROVISIONS

5-1 SEWER SYSTEM MANAGEMENT PLAN REQUIREMENTS

Order 2022-0103-DWQ requires:

The Plan must include the following items as appropriate and applicable to the Enrollee's System:

a) *Updated design criteria, and construction standards and specifications, for the construction, installation, repair, and rehabilitation of existing and proposed system infrastructure components, including but not limited to pipelines, pump stations, and other system appurtenances. If existing design criteria and construction standards are deficient to address the necessary component-specific hydraulic capacity as specified in Section 8 (System Evaluation, Capacity Assurance and Capital Improvements) of this Attachment, the procedures must include component-specific evaluation of the design criteria.*

b) Procedures, and standards for the inspection and testing of newly constructed, newly installed, repaired, and rehabilitated system pipelines, pumps, and other equipment and appurtenances .

5-2 COMPLIANCE

The documents used for design and performance evaluations include the following:

- Design Standards for Sewer Facilities (Appendix E-1)
- Standard Drawings for Sewer Facilities (Appendix E-2)
- Standards Specifications for Public Works Construction (Greenbook)

These documents are on file with the Department of Public Works – Engineering Division.

5-2.1 DESIGN CRITERIA, CONSTRUCTION STANDARDS, AND SPECIFICATIONS

Order 2022-0103-DWQ requires the City to possess, "*Updated design criteria, and construction standards and specifications, for the construction, installation, repair, and rehabilitation of existing and proposed system infrastructure components, including but not limited to pipelines, pump stations, and other system appurtenances. If existing design criteria and construction standards are deficient to address the necessary component-specific hydraulic capacity as specified in Section 8 (System Evaluation, Capacity Assurance and Capital Improvements) of this Attachment, the procedures must include component-specific evaluation of the design criteria."*

Standards for design and construction of sewer facilities are included in the City's Design Standards for Sewer Facilities document. Topics covered in this document include, but is not limited to the following:

Minimum Pipe Size	Minimum Velocity
Pipe Depth to Diameter Ratio	Minimum and Maximum Slope
Design Flow Criteria	Standard Location and Alignment
Stationing Procedure	Minimum Depth
Sewer Pipe Material	Manhole Design Requirements
Clean-Outs	Separation Requirements between Utilities
House Laterals	Private Sewer System
Sewer Pump Station Design Requirements	Sewer Installation Requirements
Standard Sewer Notes	Inspection and Testing Requirements

The City's standard plans for design and construction of sewer facilities include details for manholes, laterals, bedding, cleanouts, concrete encasements, concrete slope anchors, steel casing pipe, sewer backflow device, grease interceptor, sampling/monitoring manhole, and criteria for separation of water and sewer mains. These standards were rereviewed and updated in 2024.

5-2.2 INSPECTION AND TESTING

Order 2022-0103-DWQ requires that the City possess, "*Procedures, and standards for the inspection and testing of newly constructed, newly installed, repaired, and rehabilitated system pipelines, pumps, and other equipment and appurtenances.*"

Standards for inspection and testing of gravity sewers and sewer pump stations are included in the City's Design Standards for Sewer Facilities document. This document is supplemented with the American Public Works Association Standard Specification and Drawings for Public Works Construction ("The Greenbook") current edition.

SECTION 6

SPILL EMERGENCY RESPONSE PLAN

6-1 SEWER SYSTEM MANAGEMENT PLAN REQUIREMENTS

Order 2022-0103-DWQ requires that SSMP include a Spill Emergency Response Plan (SERP) *to ensure prompt detection and response to spills to reduce spill volumes and collect information for prevention of future spills. The Spill Emergency Response Plan must include procedures to:*

1. *Notify primary responders, appropriate local officials, and appropriate regulatory agencies of a spill in a timely manner;*
2. *Notify other potentially affected entities (for example, health agencies, water suppliers, etc.) of spills that potentially affect public health or reach waters of the State;*
3. *Comply with the notification, monitoring and reporting requirements of this General Order, State law and regulations, and applicable Regional Water Board Orders;*
4. *Ensure that appropriate staff and contractors implement the Spill Emergency Response Plan and are appropriately trained;*
5. *Address emergency system operations, traffic control and other necessary response activities;*
6. *Contain a spill and prevent/minimize discharge to waters of the State or any drainage conveyance system;*
7. *Minimize and remediate public health impacts and adverse impacts on beneficial uses of waters of the State;*
8. *Remove sewage from the drainage conveyance system;*
9. *Clean the spill area and drainage conveyance system in a manner that does not inadvertently impact beneficial uses in the receiving waters;*
10. *Implement technologies, practices, equipment, and interagency coordination to expedite spill containment and recovery;*
11. *Implement pre-planned coordination and collaboration with storm drain agencies and other utility agencies/departments prior, during, and after a spill event;*
12. *Conduct post-spill assessments of spill response activities;*
13. *Document and report spill events as required in this General Order; and*
14. *Annually, review and assess effectiveness of the Spill Emergency Response Plan, and update the Plan as needed.*

Order WQ 2022-0103-DWQ defines a spill as, "a *discharge of sewage from any portion of a sanitary sewer system due to a sanitary sewer system overflow, operational failure and/or infrastructure failure. Exfiltration of sewage is not considered to be a spill under this General Order if the exfiltrated sewage remains in the subsurface and does not reach a surface water of the State*". For reporting purposes, this document will use Order WQ 2022-0103-DWQ terminology.

6-2 COMPLIANCE

Section 5.12 of Order 2022-0103-DWQ required all agencies to update and implement its Spill Emergency Response Plan (SERP) within six months after the adoption of the General Order. The Order was adopted December 5, 2022 so the SERP had to be updated by June 5, 2023.

The City worked diligently to update its formerly named Overflow Emergency Response Plan to comply with the new requirements of Order 2022-0103-DWQ, including the SSMP requirements (Attachment D) and the Notification, Monitoring, Reporting, and Recordkeeping Requirements (Attachment E1 and E2).

The new requirements were studied carefully to ensure that they were understood and addressed in the City's updated Spill Emergency Response Plan.

The SERP document is organized as follows:

Section 1 Authority

Section 2 Overview

Section 3 Initial Response Procedures

Section 4 Notifications Procedures

Section 5 Spill Response Procedures

Section 6 Monitoring and Reporting Procedures

Section 7 Training and Evaluation

The fourteen items listed in Section 5.12 of Order 2022-0103-DWQ were addressed in the City's updated SERP document. The following list notes where each item is addressed in the SERP document.

1. *Notify primary responders, appropriate local officials, and appropriate regulatory agencies of a spill in a timely manner;* Section 3 Initial Response Procedures, Section 4 Notification Procedures, Appendix B-1 Spill Emergency Response Flowchart

2. *Notify other potentially affected entities (for example, health agencies, water suppliers, etc.) of spills that potentially affect public health or reach waters of the State;* Section 4 Notification Procedures, Appendix B-3 Spill Notification and Reporting Requirements, Appendix B-4 Resource Phone List

3. *Comply with the notification, monitoring and reporting requirements of this General Order, State law and regulations, and applicable Regional Water Board Orders;* Section 4 Notification Procedures, Section 6 Monitoring and Reporting Procedures, Appendix B-3 Spill Notification and Reporting Requirements, Appendix B-4 Resource Phone List, Appendix B-5 Spill Report, Appendix B-6 Monitoring and Reporting Data by Spill Category, Appendix B-7 Water Sampling Requirements

4. *Ensure that appropriate staff and contractors implement the Spill Emergency Response Plan and are appropriately trained;* Section 7-2 Training

5. *Address emergency system operations, traffic control and other necessary response activities;* Section 5 Spill Response Procedures, Appendix D Orangewood Pump Station and Forcemain Overflow Procedures

6. *Contain a spill and prevent/minimize discharge to waters of the State or any drainage conveyance system;* Section 5-4 Containment Procedures, Appendix D Orangewood Pump Station and Forcemain Overflow Procedures

7. *Minimize and remediate public health impacts and adverse impacts on beneficial uses of waters of the State;* Section 5-5 Correction Procedures, Appendix D Orangewood Pump Station and Forcemain Overflow Procedures

8. *Remove sewage from the drainage conveyance system;* Section 5-5 Correction Procedures, Appendix D Orangewood Pump Station and Forcemain Overflow Procedures

9. *Clean the spill area and drainage conveyance system in a manner that does not inadvertently impact beneficial uses in the receiving waters;* Section 5-6 Cleanup Procedures, Appendix D Orangewood Pump Station and Forcemain Overflow Procedures

10. *Implement technologies, practices, equipment, and interagency coordination to expedite spill containment and recovery;*

11. *Implement pre-planned coordination and collaboration with storm drain agencies and other utility agencies/departments prior, during, and after a spill event;* Section 2-6 Coordination and Collaborations, Appendix E Meeting Documentation and Agency Correspondence

12. *Conduct post-spill assessments of spill response activities;* Section 7-3.2 Spill Event Response Evaluation; Appendix G-1 Post Spill Response Assessment

13. *Document and report spill events as required in this General Order; and*

14. *Annually, review and assess effectiveness of the Spill Emergency Response Plan, and update the Plan as needed.* Section 7-3.3 Annual Spill Emergency Response Plan Document Evaluation; Appendix G-2 Annual Spill Response Evaluation

SECTION 7

SEWER PIPE BLOCKAGE CONTROL PROGRAM

7-1 SEWER SYSTEM MANAGEMENT PLAN REQUIREMENTS

Order 2022-0103-DWQ requires:

> *The Sewer System Management Plan must include procedures for the evaluation of the Enrollee's service area to determine whether a sewer pipe blockage control program is needed to control fats, oils, grease, rags and debris. If the Enrollee determines that a program is not needed, the Enrollee shall provide justification in its Plan for why a program is not needed.*
>
> *The procedure must include, at minimum:*
>
> *(a) An implementation plan and schedule for a public education and outreach program that promotes proper disposal of pipe-blocking substances;*
>
> *(b) A plan and schedule for the disposal of pipe-blocking substances 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 substances generated within a sanitary sewer system service area;*
>
> *(c) The legal authority to prohibit discharges to the system and identify measures to prevent spills and blockages;*
>
> *(d) Requirements to install grease removal devices (such as traps or interceptors), design standards for the removal devices, maintenance requirements, best management practices requirements, record keeping and reporting requirements;*
>
> *(e) Authority to inspect grease producing facilities, enforcement authorities, and whether the Enrollee has sufficient staff to inspect and enforce the fats, oils, and grease ordinance;*
>
> *(f) An identification of sanitary sewer system sections subject to fats, oils, and grease blockages and establishment of a cleaning schedule for each section; and*
>
> *(g) Implementation of source control measures for all sources of fats, oils, and grease reaching the sanitary sewer system for each section identified above.*

7-2 COMPLIANCE

The City's Fats, Oil, and Grease (FOG) Control Program documentation consists of the FOG Control Program Manual, the FOG Best Management Practices Manual, and the City's Municipal Code. The City implemented its FOG Control Program in December 2004. The required legal authority (Chapter 13, Article VIII of Municipal Code) was established and a Fats, Oil and Grease Control Program Manual was also prepared. Inspections of Food Service Establishments (FSEs) began in the spring of 2005.

7-2.1 PUBLIC EDUCATION AND OUTREACH PROGRAM

Order 2022-0103-DWQ requires the City to develop "*an implementation plan and schedule for a public education outreach program that promotes proper disposal of pipe-blocking substances".*

The City provides public education on the FOG Program and proper disposal of FOG in a variety of ways. First and foremost is ensuring that FSE's are provided all the available information related to the FOG Program, including the FOG Control Program Manual, the FOG Best Management Practices (BMP) Manual, and a DVD that provides training to employees on proper grease disposal methods.

The FOG Control Program Manual describes how the City has partnered with the County of Orange and the Orange County Sanitation District to provide educational materials to Food Service Establishments, including posters and brochures to educate people on FOG Best Management Practices.

The City also displays information regarding its FOG Program on its website:

https://www.cypressca.org/business/pollution-prevention/fog-resources

The website includes but is not limited to information and links related to:

- FOG Control Program Manual (Appendix F-1)
- FOG Best Management Practices Manual (Appendix F-2)
- FOG Program Adopted Fees (Appendix F-3)
- FOG Program Public Outreach Presentation - describes ways FSEs can comply with FOG Ordinance and obtain a FOG Permit (Appendix F-4)
- Grease Interceptor Standard Plan (Appendix F-5)
- Grease Control Device Conditions of Approval (Appendix F-6)
- Grease Interceptor Installation Guidelines (Appendix F-7)
- Grease Interceptor Maintenance (Appendix F-8)
- Proper Pump Out Procedure for Grease Interceptors (Appendix F-9)
- FOG Wastewater Discharge Permit Standard Conditions of Approval Form (Appendix F-10)
- Food Service Establishment Training Log Form (Appendix F-11)
- Exhaust Hood Maintenance Log Form (Appendix F-12)
- Grease Barrel Collection Log Form (Appendix F-13)
- Grease Interceptor/Trap Log Form (Appendix F-14)
- Licensed Grease Hauling Companies (Appendix F-15)

The City's outreach program also consists of the following:

- Dispensing educational brochures at municipal facilities
- Public service announcements to residents regarding prudent food preparation and waste handling practices in the City's quarterly newsletter and local cable television channel
- Public awareness at City events such as, Cypress Community Festival, Arts Week, Arbor Day Celebration and Public Works Week Open House
- Kitchen Best Management Practices poster provided to all FSE's to display in their facilities

The public has access to all aspects of the City's FOG Control Program via the information provided to FSEs during inspections and the information posted on the City's website.

7-2.2 PIPE BLOCKING SUBSTANCE DISPOSAL

Order 2022-0103-DWQ requires The City to implement "*a plan and a schedule for the disposal of pipe-blocking substances 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 substances generated within a sanitary sewer system service area."*

Per the FOG Control Program Manual, it is recommended that each FSE performs maintenance on its interceptor every three (3) months, at minimum. Maintenance includes routine inspection, cleaning, pumping, and repair as needed. The inspections include taking a core sample of the solids in the grease interceptor to estimate the thickness of the FOG and solids layers. FSEs are required to clean their grease interceptors once the FOG and solids occupy 25 percent of the interceptor's capacity. The City currently monitors the FSE grease interceptor inspections and cleaning logs to verify compliance with the cleaning schedule requirements.

The City's current FOG documentation requires FSEs to properly clean their grease interceptor. FSE's must have a waste hauler with an approved license from an authorizing agency to perform the interceptor cleaning. A link to a list of local grease hauling companies is provided on the City's website (https://www.cypressca.org/home/showpublisheddocument/9885).

7-2.3 LEGAL AUTHORITY

Order 2022-0103-DWQ requires the City to possess "*the legal authority to prohibit discharges to the system and identify measures to prevent spills and blockage"*

The City's Municipal Code, accessible via the City's website, provides the legal authority to meet the requirements of Order 2022-0103-DWQ. The City's Municipal Code is accessible on the City's website. It includes the City's FOG Ordinance (Section 13, Article VIII), which provides the legal authority to implement a pretreatment program for FOG, regulate the FOG discharges, and identify measures to prevent sanitary sewer overflows (SSOs)'s and blockages caused by FOG. The Municipal Code requires FSEs to obtain a FOG Wastewater Discharge Permit, which creates an agreement between the FSEs and the City to regulate the FOG discharges.

Order 2022-0103-DWQ has revised the "FOG Control Program" to "Sewer Pipe Blockage Control Program". The order describes "pipe blocking substances" as fats, oil, and grease as well as rags and debris material. The City's Municipal Code Section 13-83, Prohibitions includes solid materials and other waste removed from grease control devices and/or fails to comply with the FOG Control Manual. Therefore, the City has already included rags and debris materials within its FOG Control Program.

7-2.4 GREASE REMOVAL DEVICES

Order 2022-0103-DWQ requires the City to possess "*the legal authority to prohibit discharges to the system and identify measures to prevent spills and blockage"*

The City's FOG Control Program Manual describes in detail all requirements of the Fats, Oils, and Grease Wastewater Discharge Permit. This manual elaborates on the requirements included in the City's Municipal Code, including details regarding grease removal device requirements, installation, maintenance, best management practices, record keeping, and reporting.

Installation Requirement for Grease Control Devices – FSEs are required to install, operate and maintain an approved type and adequately sized grease interceptor per the City's FOG Ordinance (Municipal Code, Section 13-86). Conditions for waivers or variances can be found in Section 13-87 of the Municipal Code.

In general, the City is currently requiring all new FOG discharge permit applicants to install grease interceptors with a minimum size of 750 gallons. While some existing FSEs that do not meet this requirement have been grandfathered in, any change in ownership or a significant remodel would trigger this requirement.

Design Standards for Grease Removal Devices - Municipal Code, Section 13-86 states that FSEs are required to install, operate and maintain approved and adequately sized grease interceptors in accordance with the FOG Control Program Manual. The FOG Control Program Manual specifies that all grease interceptors should also be installed in conformance with the current version of the Unified Plumbing Code (UPC) Appendix H. The City also has created Standard Plan 299, Grease Interceptor Tank with Sample Box, which can be found on the City's website. The City's Building Division has to approve the final sizing of the grease interceptors. Food grinders are prohibited per Municipal Code, Section 13-84.

Maintenance Requirements for Grease Removal Devices – General grease interceptor cleaning and maintenance, are required by Municipal Code, Section 13-100 as follows:

(a) Grease interceptors shall be maintained in efficient operating condition in accordance with the FOG discharge manual

(b) Grease interceptors must be cleaned, maintained, and FOG must be removed from grease interceptors at regular intervals

(c) FOG removed from grease interceptors shall be waste hauled periodically as part of the operation and maintenance requirements for grease interceptors and disposed of in a proper manner and at regular intervals.

Per the FOG Control Program Manual, grease interceptors must be fully cleaned if FOG and solids occupy more than 25 percent of the interceptor's capacity. Cleaning must be performed by a licensed waste hauler with an approved license from an authorizing agency. The FOG Control Program Manual describes in detail all grease interceptor cleaning and maintenance requirements.

Best Management Practices – Kitchen Best Management Practices (BMPs) and an appropriate training schedule must be implemented at all FSEs per Municipal Code, Section 13-85. BMP Requirements in the FOG Control Program Manual and the FOG Best Management Practices Manual include the following:

1. Employee training and awareness – training, education material, "No Grease"
2. Disconnect or minimize use of garbage disposals
3. Retain or install a fine meshed screen in the drain of each kitchen, mop, and hand sink
4. Remove all food grinders
5. Use "dry" clean-up methods
6. Practice good spill prevention and clean-up methods
7. Practice proper dishwashing and cleaning methods to reduce solids and FOG
8. Recycle oils and grease through a recycling company
9. Properly size, construct, and install grease traps to provide for easy cleaning and adequate retention time
10. Clean building drains and service lines professionally at least once per year

Recordkeeping and Reporting – Recordkeeping and reporting requirements are described in Municipal Code, Section 13-101 and the FOG Control Program Manual. FSEs are required to maintain written records every time a grease interceptor is inspected and cleaned. The records must be kept on the premises for a minimum

of two (2) years.

The City requires the FSE's to log the following information on its inspection logs:

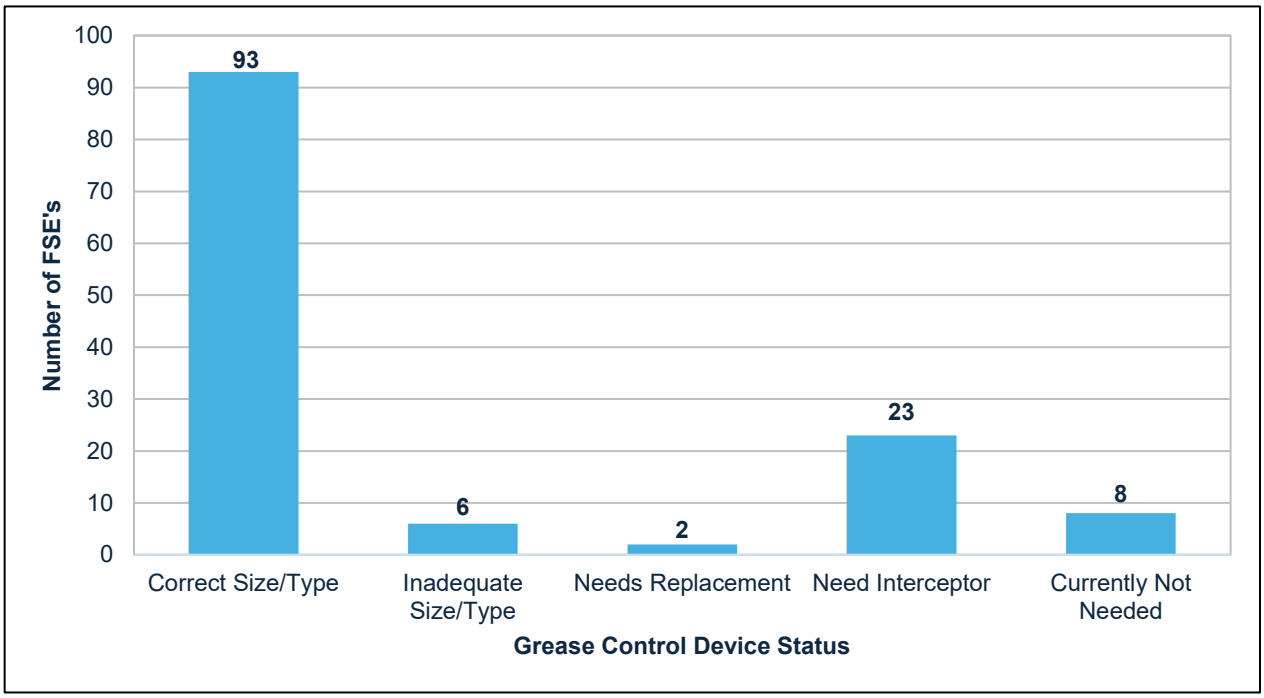
- Date of Inspection
- Name of Company and Person Performing Inspection
- Estimated Volume of FOG
- Signature of Manager or FSE Designee

The City requires the FSE's to log the following information on its cleaning and maintenance logs:

- Date of Maintenance
- Name of Company and Person Performing Maintenance
- Volume of FOG Removed
- Disposal Location

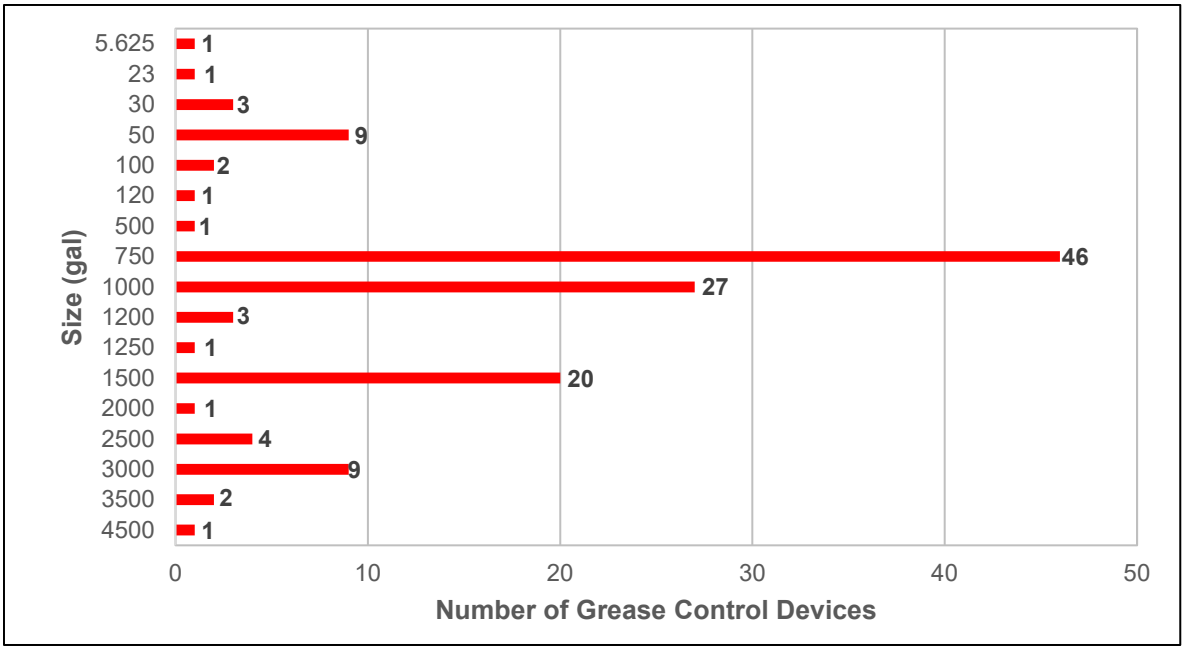
The grease control device installation status for all active FSEs is shown on Figure 7-1. The sizes of all currently installed grease interceptors are shown on Figure 7-2.

Figure 7-1
FSE Grease Control Device Status



Notes: "Currently Not Needed" indicates the existence of a limited food service establishment that does not require a grease control device. "Needs Interceptor" indicates that a food service establishment may have a grease trap but not a grease interceptor, which is preferred.

Figure 7-2
Size of Grease Control Devices



7-2.5 INSPECTION OF GREASE PRODUCING FACILITIES

Order 2022-0103-DWQ requires the City to possess the "*authority to inspect grease producing facilities, enforcement authorities, and whether the enrollee has sufficient staff to inspect and enforce the FOG ordinance.*"

City inspections are conducted to assess the FSEs compliance with the FOG Wastewater Discharge Permit requirements. Kitchen BMP and Grease Control Device (GCD) inspections are typically performed concurrently at each FSE, twice annually. They can be implemented any time during operating hours without warning the food service establishment. However, restaurant operators are typically notified prior to inspections in order to remind them of their responsibilities under the FOG Program so that they remain in compliance.

Municipal Code Section 13-102 thru Section 13-118 provides the necessary legal authority to inspect FSEs and to enforce any non-compliance to the City's FOG Control Program. The Community Development Director has the legal authority to inspect and sample wastewater discharges of any FSE to ascertain whether conditions of the FOG discharge permit are being met.

The FOG Program applies to all food service establishments and excludes those that are classified as limited food service establishments. The program is financed through the Sewer Fund, which is funded by sewer service-related fees and charges to commercial and residential facilities. Administration of the FOG Program is handled by the Public Works Department Water Quality Manager.

Grease control device inspections and kitchen BMP inspections are performed by a private contractor retained by the City. The City logs the inspection activities into its Quickbase database, which includes but is not limited to the following data:

- Facility Name
- Address

- FSE Contact
- Phone Number
- Size of Grease Control Device
- Grease Control Device Compliance Status
- BMP Compliance Status
- Reasons for BMP or GCD Non-compliance
- Required Corrective Action

7-2.6 CLEANING SCHEDULE FOR SECTIONS WITH FOG

Order 2022-0103-DWQ requires the City's plan to include "*an identification of sanitary sewer system sections subject to fats, oils, and grease blockages and establishment of a cleaning schedule for each section.*"

Prevention of FOG related blockages in the sewer system consists of a two-prong approach: scheduled preventative maintenance 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 surcharged condition or significant grease collected on the jetting nozzle. High priority segments are put on a preventive maintenance schedule. Sections identified as "frequent maintenance locations" are subject to an increased cleaning frequency.

The City's frequent maintenance sewers requiring quarterly cleaning are listed in Table 4-1 and shown on Figure 4-1. The locations of the frequent maintenance sewers with FOG accumulation are detailed on Figure 7-3. This figure also illustrates the locations of food service establishments, which are generally in the vicinity of the sewers that require additional cleaning.

The City uses the online software, Quickbase, to document all maintenance activities. It includes a section which identifies when grease, eggshells, sand, roots, and other debris is found in a sewer during normal cleaning. The City evaluates the inspection data and SSO history annually to determine if additional FSEs need to install grease control devices, if the Frequent Maintenance Locations list needs to be updated, or if additional requirements need to be added to the City's FOG Control Program.

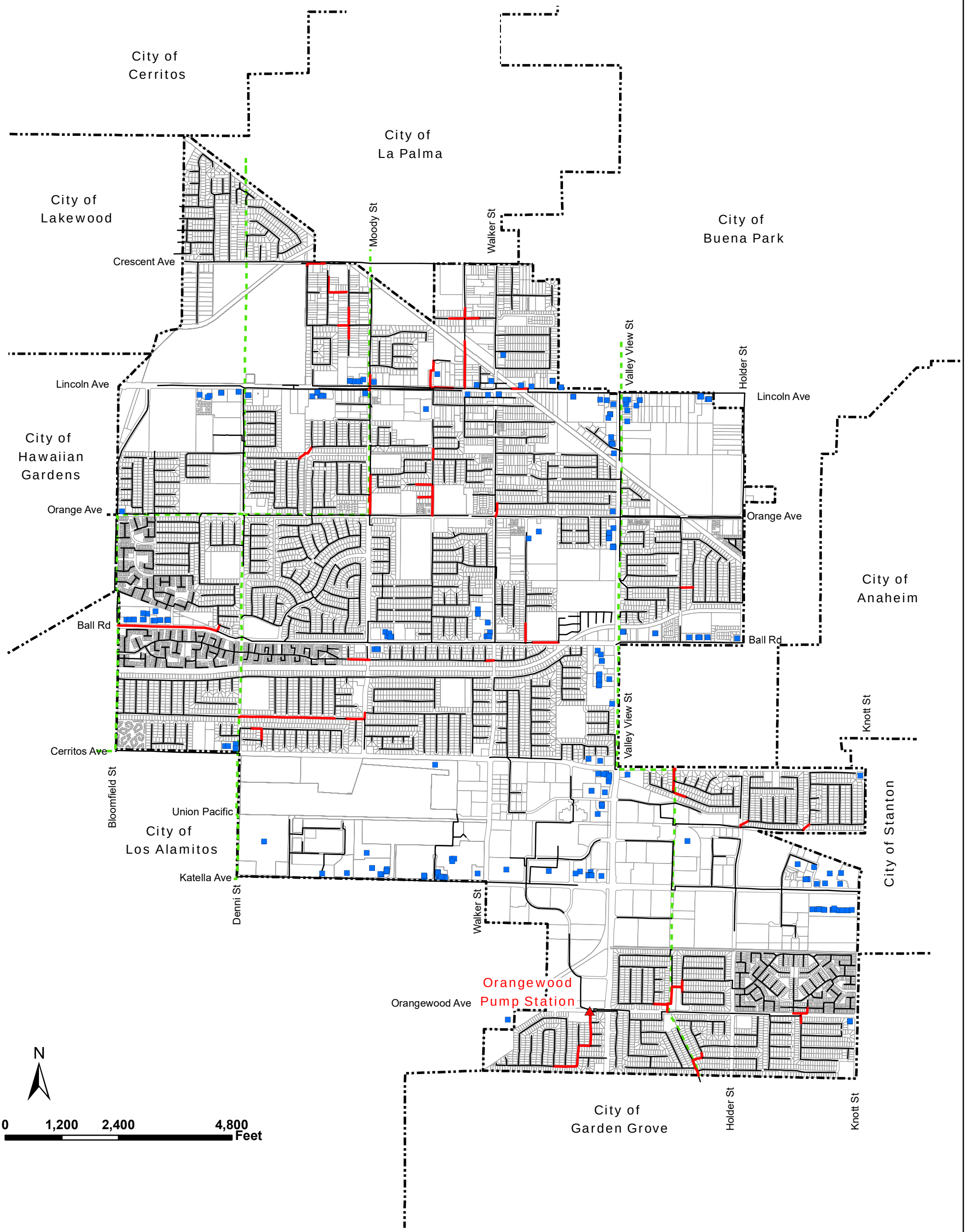
7-2.7 SOURCE CONTROL MEASURES

Order 2022-0103-DWQ requires the City's plan to include an "*implementation of source control measures for all source of fats, oils, and grease reaching the sanitary sewer system for each section identified above.*"

The City has complied with this requirement by:

- Conducting public education and outreach programs in regard to FOG
- Adopting a FOG Ordinance
- Developing and distributing FOG Control Program Manuals to all FSEs
- Requiring grease interceptors for all FSEs unless a variance or conditional waiver has been issued to allow alternative pretreatment technology to control FOG or where the FOG is proven to be negligible
- Inspecting FSE grease control devices and BMPs
- Identifying sewer hot spots, including those due to FOG

Providing frequent cleaning of sewer hot spots related to FOG



AKM	CITY OF CYPRESS SSMP Update 2025
PROJECT NO:	FSE and Frequent Maintenance Locations
DATE: June 2025	Figure 7-3

SECTION 8

SYSTEM EVALUATION, CAPACITY ASSURANCE AND CAPITAL IMPROVEMENTS

8-1 SEWER SYSTEM MANAGEMENT PLAN REQUIREMENTS

Order 2022-0103-DWQ requires:

The Plan must include procedures and activities for:

- *Routine evaluation and assessment of system conditions;*
- *Capacity assessment and design criteria;*
- *Prioritization of corrective actions; and*
- *A capital improvement plan.*

The details of each of the aforementioned components is outlined further in the subsections that follow.

8-2 COMPLIANCE

8-2.1 SYSTEM EVALUATION AND CONDITION ASSESSMENT

Order 2022-0103-DWQ requires that "*The Plan must include procedures to:*

a. *Evaluate the sanitary sewer system assets utilizing the best practices and technologies available;*

b. *Identify and justify the amount (percentage) of its system for its condition to be assessed each year;*

c. *Prioritize the condition assessment of system areas that:*

- *Hold a high level of environmental consequences if vulnerable to collapse, failure, blockage, capacity issues, or other system deficiencies;*
- *Are located in or within the vicinity of surface waters, steep terrain, high groundwater elevations, and environmentally sensitive areas;*
- *Are within the vicinity of a receiving water with a bacterial-related impairment on the most current Clean Water Act section 303(d) List;*

a. *Assess the system conditions using visual observations, video surveillance and/or other comparable system inspection methods;*

b. *Utilize observations/evidence of system conditions that may contribute to exiting of sewage from the system which can reasonably be expected to discharge into a water of the State;*

c. *Maintain documents and recordkeeping of system evaluation and condition assessment inspections and activities; and*

d. *Identify system assets vulnerable to direct and indirect impacts of climate change, including but not limited to: sea level rise; flooding and/or erosion due to increased storm volumes, frequency, and/or intensity; wildfires; and increased pow*er disruptions."

Initial Closed Circuit Television (CCTV) Inspections and Condition Assessment

The City had its entire sewer system CCTV inspected in two phases, completed in 2003 and 2007. Overall, approximately 97.7 percent (522,955 feet of 535,274 total) of the sewer system was inspected. The remaining 2.3 percent of the system included reaches that were not accessible to the camera and siphon segments that were not inspected due to the risk of losing valuable camera equipment.

These inspections were used to evaluate the condition of its sewer system, which was documented in its 2008 Sewer Master Plan Update. The initial priorities for improvements to sewers were based on the severity of the pipe defects.

The six (6) condition assessment categories utilized in the 2008 Sewer Master Plan Update are as follows:

a. Severe Condition – This category primarily includes structural defects of deformed pipe, hole in pipe, broken pipe, and large joint offsets.

b. Major Condition – This category primarily includes structural defects of multiple fractures, medium joint offsets and major sags. Pipes with a large number of cracks are also included.

c. Moderate Condition – Pipes in this category have fractures, cracks, small and medium joint offsets, and sags.

d. Minor Condition – Pipes in this category have slight sags, cracks, and small joint offsets.

e. O&M – This condition is for operational and maintenance problems and construction feature defects. There are no structural defects.

f. No Defects – This condition is for the pipe with no structural, operation and maintenance or construction feature defects.

The rating system provided the framework for the seven-year rehabilitation and replacement program that the City approved as a part of the Capital Improvement Program, FY 2008-09 through FY 2016-17 (see Table 8-1). The majority of these projects have been completed.

Current CCTV Inspection Program

Following the initial condition assessment and rehabilitation projects completed, the City implemented a 5-year program to CCTV inspect the entire system again. The program began in FY 2018-19 and completed at the end of FY 2023-24. Several contractors were utilized over five years to complete inspections of the entire sewer system. Each inspection report lists the service connections and deficiencies by location in the inspected pipe. Photographs of the identified deficiencies are included in the inspection reports.

The pipe inspections were conducted following the National Association of Sewer System Companies (NASSCO) inspection standards. The contractor identified reaches of sewer that were in very poor condition and possibly required immediate lining or replacement. City staff then reviewed the data and inspection videos to determine if and how the pipe should be rehabilitated. Several locations were lined by a contractor. If there were any locations that could not be addressed due to budget, the work was deferred to the following year.

Areas with excessive grease and/or debris are also identified. Thes locations are either added to the hot spot list or the City investigated the reason for the grease and/or debris. Follow up actions might have included reaching out to customers in the area and providing education on proper disposal of fats, oils, and grease (FOG).

The City is planning to update its Sewer Master Plan in FY 25-26, focusing its budget and efforts on this project. The previous 5 years of CCTV inspections will be reevaluated as a part of the master plan project to identify if there are any other sewer reaches in need of rehabilitation. The evaluation will also be utilized to prioritize any sewer improvement projects that are recommended as a result of an updated hydraulic analysis.

The CCTV inspection work is planned to continue in FY 26-27 at a rate of about 20 percent of the system

each year. The City will incorporate manhole inspections into the CCTV inspection contract in the future. The City will determine what percentage of the manholes can be inspected based on its available budget.

Table 8-1
Completed Capital Improvement Projects

City Project No.	Condition Rank or Capacity Improvement Project Number	Location	Estimated date of Completion	Status	Total Repair Length (ft)
2004-07	CA2	Florence St between Elm Ave and Cerritos Ave	-	Completed 2007	550
Maintenance	CO10	Rosario Ave	-	Completed 2008	916
	CO11	Juanita St			
	CO12	Bishop St			
2008-32	CA7	Orange Ave	-	Completed 2009	4,311
	CO1	Cerritos Ave			
	CO2	Orange Ave			
	CO3	Marion Ave			
	CO15	Orange Ave			
	CO19	Orange Ave			
	CO20	Walker St			
	CO21	Walker St			
	CO27	Camp St			
	CO32	Orange Ave			
	CO33	Camp St			
2008-10	CO4	Katella Ave	-	Completed 2010	2,928
	CO5	Grindlay St			
	CO6	Pauline Dr			
	CO7	Katella Ave			
	CO9	Maple St			
	CO22	Katella Ave			
	CO24	Via Encinas			
	CO25	Via Encinas			
	CO26	Newman St			
	CO35	Newman St			
	CO43	Holder St			
2009-12	CO8	LaSalle St	-	Completed 2011	1,007
	CO34	Belmont St			
	CO38	Lincoln Ave			
2009-13	CA3	Crescent Ave	-	Completed 2011	3,203
	CA12	DeLong St and Watson St			
	CO53	DeLong St			
	CO56	DeLong St			
2009-14	CO16	Grindlay St	-	Completed 2011	1,388
	CO17	Ball Rd			
	CO18	Grindlay St			
	CO23	Grindlay St			
	CO36	Bishop St			
2008-23	CA1	Moody St btw Lincoln Ave and Bishop St	-	Completed 2013	4,729
	CA4	Lincoln Ave North			
	CA16	Lincoln Ave South			
	CO81	Cypress St			

Table 8-1 (continued)
Completed Capital Improvement Projects

City Project No.	Condition Rank or Capacity Improvement Project Number	Location	Estimated date of Completion	Status	Total Repair Length (ft)
21	CA1	Moody St		Completed 2013	430
63	CO28	Alley	-	Completed 2013	2,071
	CO29	Paradise Cir			
	CO37	Shaw Carpets Parking Lot			
	CO39	Pritchard Way			
	CO45	Alley			
	CO46	Olga St			
	CO47	Marcella Ave			
	CO48	Alley			
	CO49	Kiwi Cir			
	CO92	Alley			
68	CO52	Edgemont Dr	-	Completed 2012	280
84	CO142	Christopher St	-	Completed 2013	378
2010-07	CO50	Orange Ave	-	Completed 2014	854
	CO51	Belmont St			
	CO54	Saipan St			
	CO57	Lincoln Ave			
2011-14	CO90	Lincoln Ave	-	Completed 2014	276
77	CA9	Cathy Ave	-	Completed 2014	4,131
	CO40	Maple St			
	CO41	Holder Easement			
	CO62	Sowma Wy			
	CO64	Bloomfield St			
	CO66	Avenida Carmel			
	CO67	Larwin Ave Easement			
	CO68	Firenza Dr			
	CO72	Ethel St			
	CO75	Bloomfield St			
	CO80	Marion Ave			
	CO83	Grindlay St			
	CO84	Cathy Ave			
	CO85	Katella Ave @ Hope St			
	CO86	Katella Ave @ Hope St			
	CO89	Ball Rd			
	CO91	Ashbury Ave			
	CO93	Grindlay St			
	CO108	Jeanine Ln			
	CO135	Cathy Ave			

Table 8-1 (continued)
Completed Capital Improvement Projects

City Project No.	Condition Rank or Capacity Improvement Project Number	Location	Estimated date of Completion	Status	Total Repair Length (ft)
78	CO30	Bishop St	-	Completed 2014	4,068
	CO44	Bishop St			
	CO61	Petite Ln			
	CO65	Crescent Ave			
	CO69	Surrey Dr			
	CO70	Camp St			
	CO71	Newman St			
	CO73	Danny Av			
	CO74	Vista Mesa			
	CO76	Esther St			
	CO77	Lincoln Ave			
	CO79	Crescent Ave			
	CO82	La Salle St			
132	CO78	Belmont St	-	Completed 2014	340
116	CO96	Karen Ave	-	Completed 2014	1,812
	CO99	Ball Rd			
	CO101	Bishop St			
	CO115	Citation Ave			
	CO119	Alley			
	CO120	Citation Ave			
	CO129	Marion Ave			
117	CO107	Cerritos Ave	-	Completed 2014	1,587
	CO127	Midway Dr			
	CO132	Samoa St			
	CO154	Samoa St			
	CO176	Apia Dr			
	CO183	Apia Dr			
133	CA14	Karen Ave	-	Completed 2015	1,149
	CO94	Denni St			
	CO141	Nancy St			
	CO142	Hope St			
134	CO104	Pauline Dr	-	Completed 2015	1,633
	CO106	Rosemary Dr			
	CO169	Barbados Ave			
	CO175	Barbados Ave			
	CO181	Lee Dr			
143	CO60	Delano Dr	-	Completed 2016	3,749
	CO147	Marion Ave			
	CO150	Marion Ave			
	CO171	Marion Ave			
	CO172	Marion Ave			
	CO184	Marion Ave			
	CO188	Marion Ave			

Table 8-1 (continued)
Completed Capital Improvement Projects

City Project No.	Condition Rank or Capacity Improvement Project Number	Location	Estimated date of Completion	Status	Total Repair Length (ft)
150	CO116	Alley	-	Completed 2017	2,737
	CO117	Alley			
	CO123	Alley			
	CO130	Alley			
	CO140	Via Largo			
	CO158	Paseo de Oro			
	CO161	Via Sonoma			
	CO163	Alley			
	CO164	Via Encinas			
	CO165	Via Encinas			
	CO168	Alley			
	CO193	Paseo De Oro			
164	N/A	Sumner Pl		Completed 2016	615
	N/A	Sumner Pl			
182	CO121	Via Media	-	Completed 2018	2,565
	CO122	Via Media			
	CO131	Via Majorca			
	CO143	Via Majorca			
	CO145	Via Verde			
	CO162	Via Media			
	CO166	Avenida Monterey			
	CO170	Avenida Sevilla			
	CO194	Via Entrada			
	CO195	Avenida Monterey			
	CO113	Walker St	-	Completed 2018	101
	CO114	Melbourne Dr	-	Completed 2018	375
	CO118	Yorkshire Dr	-	Completed 2018	210
	CO125	Cumberland Dr	-	Completed 2018	375
	CO126	Yorkshire Dr	-	Completed 2018	147
	CO128	Hanover Dr	-	Completed 2018	144
	CO148	Walker St	-	Completed 2018	283
	CO151	Walker St	-	Completed 2018	350
	CO156	Ball Rd	-	Completed 2018	334
	CO159	Salisbury Ln	-	Completed 2018	252
	CO160	Salisbury Ln	-	Completed 2018	256
	CO179	Hanover Dr	-	Completed 2018	146
	CO180	Rome St	-	Completed 2018	65
	CO190	Brunswick Dr	-	Completed 2018	375
	CO178	Cambridge St	-	Completed 2019	388
	CO105	Bloomfield St	-	Completed 2019	292
	CO110	Orangewood Ave - Maple Grove Park	-	Completed 2019	158

Table 8-1 (continued)
Completed Capital Improvement Projects

City Project No.	Condition Rank or Capacity Improvement Project Number	Location	Estimated date of Completion	Status	Total Repair Length (ft)
211	CO95	Hickory Cir	-	Completed 2019	4,056
	CO97	Vista Sierra			
	CO105	Bloomfield St			
	CO112	Ball Rd			
	CO124	Orange Ave			
	CO133	Grindlay St			
	CO137	Crescent Ave			
	CO138	Orange Ave			
	CO139	Graham St			
	CO149	Bishop St			
	CO182	Grindlay St			
	CO189	Crescent Ave			
	CO191	Ball Rd			
219	CA13	Orangewood Ave	-	Completed 2019	992
	CA13	Nauru St			
	CA13	Nauru St			
	CA13	Nauru St			
	CA13	Maple Grove Park to Orangewood Ave			
265	CO144	Abraham St	-	Completed 2020	1,319
	CO146	Christopher St			
	CO152	Marion Ave			
	CO185	Myra Ave			
	CO196	Easement			
	CO197	Larwin Ave			
317	CO153	Myra Ave	-	Completed 2023	1,682
	CO157	Olga St			
	CO167	Valley View St			
	CO173	Cynthia Cir			
	CO174	angela Ave			
	CO177	Marcella Ave			
	CO198	Moody St			
385	CO111	Lincoln Ave	-	Completed 2025	692
	CO136	Lincoln Ave			

Project numbers starting with "CA" refer to capacity improvement projects.
Project numbers starting with "CO" refer to condition improvement projects.

Order 2022-0103-DWQ requires a prioritized condition assessment based on environmental consequence. Since the City has proactively addressed the condition of pipes over the past 16 years and continues on a regular basis to do so by replacing or lining pipes with structural issues, there aren't any projects to prioritize at this time. If additional pipes are found to be in need of rehabilitation during the Sewer Master Plan effort, environmental consequence will be considered when prioritizing the identified projects.

8-2.2 CAPACITY ASSESSMENT AND DESIGN CRITERIA

Order 2022-0103-DWQ requires that "*The Plan must include procedures to identify system components that are experiencing or contributing to spills caused hydraulic deficiency and/or limited capacity, including procedures to identify the appropriate hydraulic capacity of key system elements for:*

a. *Dry-weather peak flow conditions that cause or contributes to spill events;*
b. *The appropriate design storm(s) or wet weather events that causes or contributes to spill events;*
c. *The capacity of key system components; and*
d. *Identify the major sources that contribute to the peak flows associated with sewer spills.*

The capacity assessment must consider:

a. *Data from existing system condition assessments, system inspections, system audits, spill history, and other available information;*
b. *Capacity of flood-prone systems subject to increased infiltration and inflow, under normal local and regional storm conditions;*
c. *Capacity of systems subject to increased infiltration and inflow due to larger and/or higher-intensity storm events as a result of climate change;*
d. *Increases of erosive forces in canyons and streams near underground and above-ground system components due to larger and/or higher-intensity storm events;*
e. *Capacity of major system elements to accommodate dry weather peak flow conditions, and updated design storm and wet weather events; and*
f. *Necessary redundancy in pumping and storage capacities".*

Capacity Assessment

The City's capacity assessment was developed as part of the City's 2008 Sewer Master Plan Update. A hydraulic model of the City's sewer system was developed and analyses were run to identify sewers with calculated hydraulic deficiencies. The City then developed its seven-year CIP from the master plan recommendations. In 2010, the City completed a flow monitoring study along the gravity sewer reaches that were identified as hydraulically deficient by the model but were not initially identified as a high priority. The goal was to determine if the deficiency existed in the field. The study ultimately determined that the sewers were not hydraulically deficient in the field and that the City should re-evaluate the capacity of the sewers if system operations (ex. upstream diversions) or tributary land uses changed in the future.

Model Geometry

All pipes are included in the model except for laterals and private sewer lines. Pipe diameters, lengths, slopes, and roughness coefficients are entered in the model. As-built plans were used to update the existing model geometry when available.

Model Loads

The sewer loads in the existing hydraulic model were based on unit flow factors as a function of land use.

Pump Station Flows

The model was run as a steady-state simulation for a peak dry weather flow scenario. The Orangewood Pump Station pumps and force main was not simulated directly. Instead, average dry weather flows tributary to the pump station were transferred to the manhole at the end of the force main. The loads were then peaked along with all other loads for each pipe reach downstream.

Peaking Dry Weather Flows

Peak dry weather flow is calculated from average dry weather flow utilizing the following formula:

$$Q_{peak}\ (cfs) = 2.2 \times Q_{ave}(cfs)^{0.92}$$

where Q_{peak} = Peak Dry Weather Flow

Q_{ave} = Average Dry Weather Flow

a, b = Peaking Formula Coefficients

Peak Wet Weather Flows

Eight (8) flow monitors installed over a 6 week period in 2003 captured three 5 year frequency storm events. Although the storms were of a small magnitude, this data was utilized to conduct a rainfall dependent inflow and infiltration (RDII) analysis that was documented in the 2008 Sewer Master Plan update.

The percentage of rainfall entering the sewer system was calculated for each basin. Typically, basins showing greater than 5 percent of rainfall entering the sewer system would be recommended for further investigation for points of inflow and infiltration entry. All of the basins studied were found to be below 5 percent of rainfall during the captured storm events.

Base infiltration was found to be greater than 30 percent of the average dry weather flow in five (5) of the studied basins. Due to this finding and the known presence of major calcium deposits, it was concluded that groundwater infiltration is occurring throughout the system. As condition related projects such as replacement or lining projects are completed, groundwater infiltration is expected to be reduced.

The ratio of peak wet weather flow to average dry weather flow during the 2003 storm events ranged from 2.27 to 5.00. The higher ratios occurred in basins with smaller tributary areas. It is not necessarily expected that all areas of the system would experience ratios as high as 5.00. In the absence of a detailed inflow and infiltration (I/I) study, peak wet weather flow ($Q_{peak\ wet}$) is calculated from peak dry weather flow utilizing the following formula:

$$Q_{peak\ wet} = 1.35 \times Q_{peak} \quad \text{or} \quad Q_{peak\ wet} = 3.10 \times Q_{ave}$$

Since the Order 2022-0103-DWQ now requires "*capacity of systems subject to increased infiltration and inflow*", the City will re-evaluate the infiltration and inflow (I/I) during the 2025-2026 wet season with a new flow monitoring effort. The hydraulic model and wet weather analysis will then be updated based on the results of the I/I evaluation. The wet weather criteria and pumping and storage capacity at the Orangewood Pump Station will be reanalyzed based on the I/I evaluation as well. These re-evaluations will be reflected in the FY2025-2026 Sewer Master Plan.

8-2.3 PRIORITIZATION OF CORRECTIVE ACTION

Order 2022-0103-DWQ requires that "*The findings of the condition assessment and capacity assessment must be used to prioritize corrective actions. Prioritization must consider the severity of the consequences of potential spills.*"

Once the CCTV inspections and updated hydraulic analysis are complete, the City will develop a method to prioritize the recommended corrective actions, considering the severity of the consequences of potential spills. This requires some sort of risk assessment that is typically based on the condition of the facility, the amount of flow that could potentially spill and the location of the facility. This work will be completed for the FY2025-2026 Sewer Master Plan.

8-2.4 CAPITAL IMPROVEMENT PLAN

Order 2022-0103-DWQ requires that "*The capital improvement plan must include the following items:*

a. Project schedules including completion dates for all portions of the capital improvement program;

b. Internal and external project funding sources for each project; and

c. Joint coordination between operation and maintenance staff, and engineering staff/consultants during planning, design, and construction of capital improvement projects; and interagency coordination with other impacted utility agencies.

A list of currently scheduled projects is shown in Table 8-2. Once the recommended projects are prioritized as described in Section 8-2.3, the City will develop an updated project schedule of all projects with projected completion dates and funding sources.

Table 8-2
Scheduled Capital Improvement Projects

Capacity Improvement Project Number	Planned Completion Date	Upstream Manhole ID	Downstream Manhole ID	Description	Proposed Diameter	Material	Qty	Basis	Total Estimated Replacement Cost
17	FY 26/27	40-004	41-033	Forcemain Replacement in Orangewood Ave (Orangewood Sewer PS)	8	PVC	1,550	LF	$ 420,000
6	FY 27/28	41-049	41-131	Montserrat St, Rosario Ave, Providencia St, Maraca St	12	PVC	974	LF	$ 1,950,000
		41-031	41-032	Orangewood Ave - final 12 ft prior to OCSD manhole at extension of Providencia St	18	PVC	12	LF	
19	FY 28/29	42-009	41-049	Amherst Way, Holder St, San Andreas Ave	10	PVC	1,375	LF	$ 2,230,000
5	FY 29/30	42-097	42-099	Orangewood Ave between Halawa Ln and New Zealand St	10	PVC	661	LF	$ 2,800,000
		42-099	41-032	Orangewood Ave between New Zealand St and the extension of Providencia St	12	PVC	2,156	LF	

SECTION 9

MONITORING, MEASUREMENT, AND PROGRAM MODIFICATIONS

9-1 SEWER SYSTEM MANAGEMENT PLAN REQUIREMENTS

Order 2022-0103-DWQ requires that "*The Plan must include an Adaptive Management section that addresses Plan-implementation effectiveness and the steps for necessary Plan improvement, including:*

(a) Maintaining relevant information, including audit findings, to establish and prioritize appropriate Plan activities;

(b) Monitor the implementation and measuring the effectiveness of each Plan element;

(c) Assessing the success of the preventative operation and maintenance activities;

(d) Updating Plan procedures and activities, as appropriate, based on results of monitoring and performance evaluations; and

(e) Identifying and illustrating spill trends, including spill frequency, locations and estimated volumes."

9-2 COMPLIANCE

9-2.1 RELEVANT INFORMATION

Order 2022-0103-DWQ requires the City "*maintain relevant information, including audit findings, to establish and prioritize appropriate Plan activities."*

The City shall keep updated records of all sewer related documents which include but are not restricted to the following:

- GIS Shapefiles
- CCTV Records (i.e. reports, videos, photos, etc.)
- Maintenance Records (i.e. cleaning records, lift station records, etc.)
- Frequent Maintenance Location (Hotspot) List
- FSE Inspections
- Spill Reports
- SSMP Documents and Audits

GIS Shapefiles - The City's maintenance division and engineering division work together to continuously resolve any GIS mapping discrepancies. Any new sewer improvement projects are added to the City's GIS shapefiles upon completion of the projects. The Assistant City Engineer is responsible for maintaining the GIS shapefiles.

CCTV Records – CCTV inspection of the entire sewer system was conducted in two phases, completed in 2003 and 2007. The inspections were evaluated and condition related deficiencies were identified. Modifications to the existing maintenance schedule were made based on the analysis of the videos. Capital Improvement Projects were identified and implemented to rehabilitate sections of the system.

The City implemented a 5-year program to CCTV inspect the entire system again. The program began in FY 2018-19 and completed at the end of FY 2023-24. Several contractors were utilized over five years to complete inspections of the entire sewer system.

The CCTV videos are maintained on external hard drives by the Operation and Maintenance staff as they are referred to when planning rehabilitation projects and/or determining if sewer reaches need to be placed on the frequent maintenance list.

Maintenance Records – The City's maintenance records are continuously updated through its internet database program (Quickbase). This program allows the City to input, retrieve, and track all maintenance activities, which helps staff monitor and report spills, blockages, and backups due to FOG, roots, and/or other sewer system failures. The Public Works Maintenance Supervisor is responsible for maintaining these records.

The Maintenance Division's sewer crew maintains a daily log of activities. This log includes the work performed, pipe/manhole identification numbers, length of pipe cleaned, structural or maintenance problems discovered in the pipe and the severity, staff names, equipment used, material used, start/end times, and whether additional follow-up is needed. All this information is then entered into Quickbase, with the exception of daily pump station maintenance logs.

Frequent Maintenance Location List – The City evaluates its frequent maintenance location (hotspot) list quarterly to determine whether the existing locations require an increase or decrease in cleaning and maintenance. The Public Works Maintenance Supervisor is responsible for maintaining these records.

The City evaluates and updates its Frequent Maintenance Locations list after the following occurrences:

- Spills
- Blockages observed from routine maintenance
- Maintenance records of grease, roots, debris from CCTV records
- Odor complaints

FSE Inspections – Annual FSE inspection data is maintained in the City's internet database program (Quickbase). The Water Quality Manager is responsible for maintaining these records.

Spill Reports – Spill report information is maintained on the California Integrated Water Quality System (CIWQS) website. Spill locations are mapped using the Sewer GIS, allowing staff to target maintenance or rehabilitation to areas with frequent spills. Quickbase is also used to track frequency, location, and volume of Spills. The Public Works Maintenance Supervisor is responsible for inputting all Spill data into the CIWQS website and to Quickbase.

SSMP Documents and Audits - The City maintains all current SSMP Documents in hard copy and electronic format, available to staff and the public upon request.

9-2.2 IMPLEMENTATION AND EFFECTIVENESS

Order 2022-0103-DWQ requires the City to "*monitor the implementation and measure the effectiveness of each Plan Element.*"

To monitor the implementation and effectiveness of SSMP elements, the following actions are recommended and currently planned by the City:

- **Goals**: Review goals annually and update as necessary
- **Organization:** Review organization chart annually, update as necessary, and distribute copy to all parties so they are informed of responsibilities related to the SSMP elements
- **Legal Authority**: Review the Municipal Code annually and update as necessary. Consult City staff to

determine if any problems occurred due to inadequate legal authority in relation to the sewer system, spills, FOG, etc.

- **Operation and Maintenance**: Engineering will annually review the sewer and storm drain maps maintained by the Maintenance Division to check for addition of newly constructed facilities and/or replacement facilities.

  Review routine and hotspot cleaning records quarterly on Quickbase to ensure preventative maintenance goals are being met. Review pump station maintenance logs to ensure preventative maintenance goals are being met.

  Review CCTV follow-up inspection records annually to ensure re-inspection schedule is being met for those sewers previously identified with condition deficiencies.

  Review training schedules/records annually to ensure maintenance staff has appropriate training in all areas related to sewer system maintenance and spills.

  Review Capital Improvement Program annually and reprioritize as necessary.

  Evaluate goals and whether the programs which have been adopted have been effective in reaching those goals annually.

- **Design and Performance Provisions**: Review City Design Standards for Sewer Facilities document and standard sewer drawings annually and update as necessary.

- **Spill Emergency Response Plan**: Review SERP annually and update as necessary. Consult maintenance staff for recommendations of improvement based on experiences in field and in reporting spills when they occurred.

- **Sewer Pipe Blockage Control Program**: Review FOG Ordinance and FOG Manual annually and update as necessary. Consult FSE inspector for recommendations of improvements. Review FSE inspection data annually to ensure that goals are being met.

  Map and correlate spills with FSE locations and determine what corrective actions are needed, such as adding portions of system to the frequent cleaning list or further education at upstream FSE locations. This task should be done anytime a spill occurs.

- **System Evaluation, Capacity Assurance, and Capital Improvements**: Update when any significant changes in loads have occurred or are predicted to occur (i.e. future development or redevelopment)

- **Communication**: Review the communication program annually to ensure goals are being met. Review causes of spills and increase communication efforts if necessary. For example, at one time multiple spills were caused by the fact that baby wipes, a mop head, and rags were in the sewer system. This indicates that the public needs to be further educated about what items should not be flushed in the toilet.

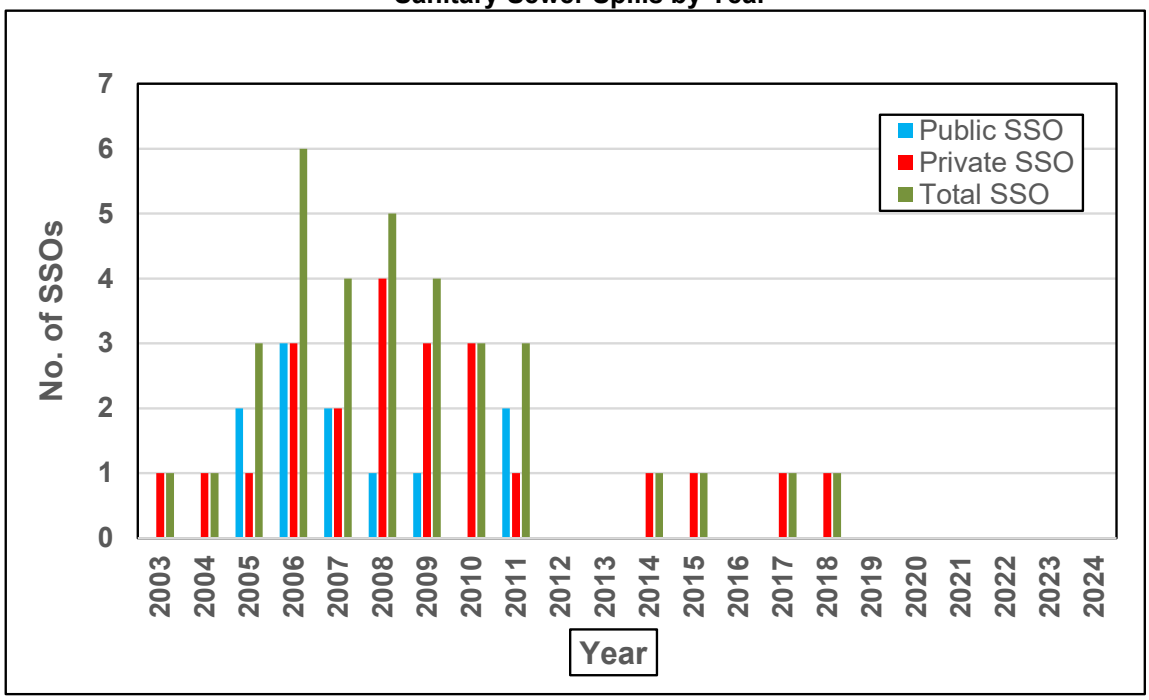
9-2.3 SUCCESS OF PREVENTATIVE OPERATION AND MAINTENANCE ACTIVITIES

Order 2022-0103-DWQ requires the City to "*assess the success of the preventive operation and maintenance activities.*"

The spill trend is detailed on Figure 9-1. A sewer collection system with less than three (3) spills from the publically owned system (excluding private property spills that do not result from a blockage in the public

system) per 100 miles per year is considered an adequate system. For the City's sewer system (102 miles), this is an average of about 3.06 (3 x 1.02) spills per year. As illustrated on Figure 9-1, the City's public spill history has been below this threshold. This indicates a very successful preventative maintenance program.

Figure 9-1
Sanitary Sewer Spills by Year



9-2.4 UPDATE PLAN PROCEDURES AND ACTIVITIES

Order 2022-0103-DWQ requires that the City "*update plan procedures and activities, as appropriate, based on results of monitoring and performance evaluation.*"

Order 2022-0103-DWQ requires internal audits to be conducted every 3 years to evaluate the implementation and effectiveness of the SSMP in preventing spills and compliance with the order, identify SSMP deficiencies, and identify necessary modifications to the SSMP to correct the deficiencies. A proposed schedule to address the identified deficiencies will be included in all the audits.

The City will review the audit recommendations regularly, annually at minimum, and determine what has been completed and what still needs to be assigned to staff and worked on before the next SSMP update due date. Based on the findings of the SSMP audit, modify the SSMP elements accordingly and document them in the SSMP update. The City will review and update the SSMP document every six (6) years as required by the Waste Discharge Requirements.

9-2.5 SPILL TRENDS

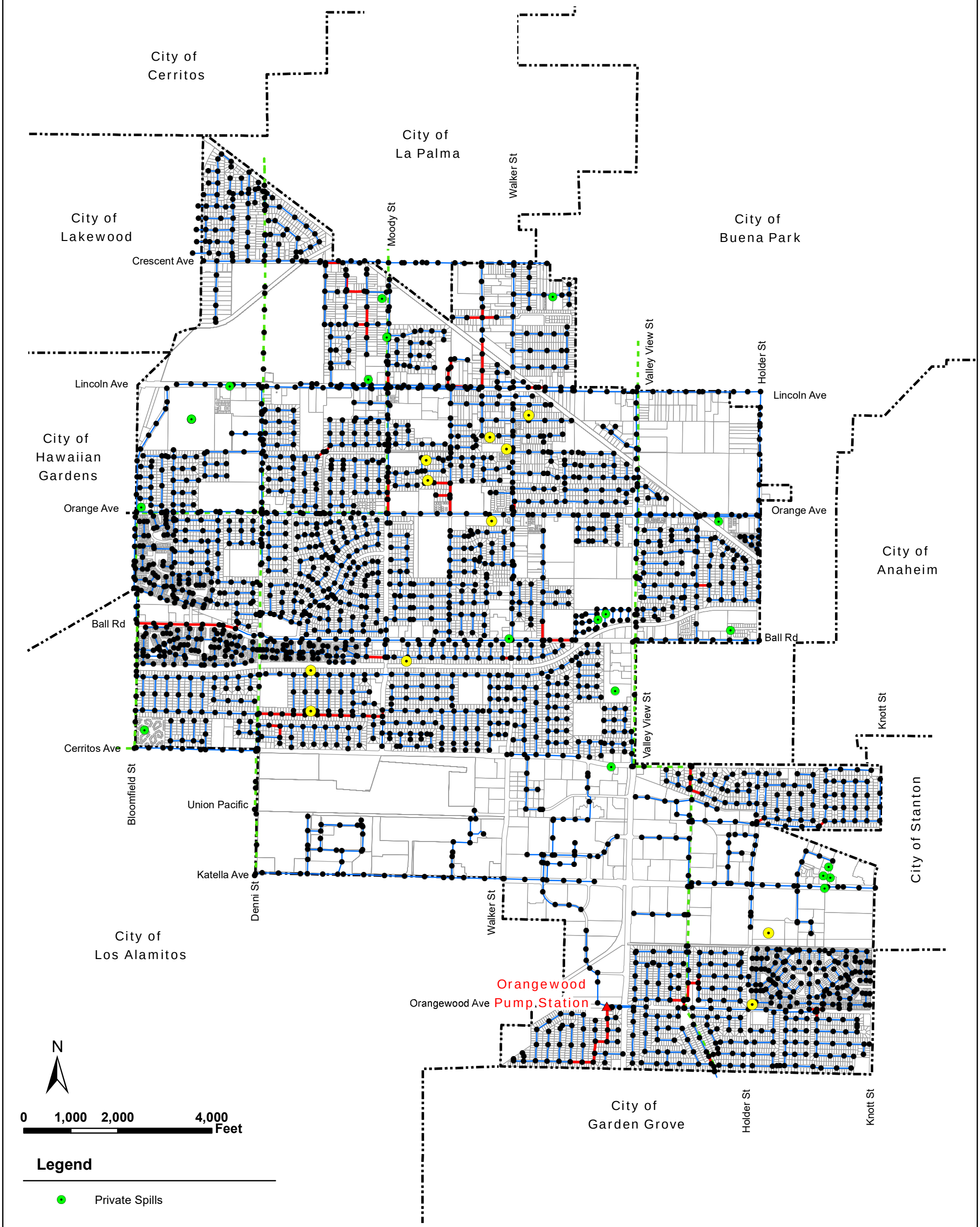
Order 2022-0103-DWQ requires that the City "*identify and illustrate spill trends, including spill frequency, locations and estimated volumes.*"

Currently the City tracks its spills in an electronic database and in its Sewer GIS. The number of the spills (City and private) is illustrated on Figure 9-1 by year. The spill history, including information such as spill

location, date, and cause is detailed in Table 9-1. The City maps spill locations using the Sewer GIS, such as shown on Figure 9-2.

Table 9-1
Sewer System Spills from 2003 to 2024

Year	Spill ID	Date	Public/ Private	Location	Spill Volume (gal)	Recovered Volume (gal)	Surface Water	Reached Storm Drains ?	Likely Cause
2003	1	11/12/03	Private	10201 Valley View	345 gal	305 gal	Unknown	Yes	Unknown
2004	2	8/5/04	Private	4901 Lincoln	200 gal	180 gal	Coyote Creek	Yes	Unknown
2005	3	2/21/05	Public	4691 Marion	100 gal	none	Carbon Creek	Yes	Unknown
	4	9/12/05	Public	5122 Hickory Circle	20 gal	5 gal	Carbon Creek	Yes	Unknown
	5	11/4/05	Private	4001 Orange Ave	15 gal	15 gal	None	No	Unknown
2006	6	1/8/06	Private	8641 Moody	40 gal	40 gal	None	No	Unknown
	7	3/1/06	Private	5940 Cerritos	200 gal	200 gal	None	No	Unknown
	8	3/10/06	Public	5381 Villa Way	38 gal	38 gal	None	No	Unknown
	9	5/9/06	Private	6336 Orange	20 gal	20 gal	None	No	Unknown
	10	10/3/06	Public	5400 Orange Ave	14 gal	14 gal	None	No	Unknown
	11	11/18/06	Public	5350 Nelson	15 gal	15 gal	None	No	Unknown
2007	12	1/31/07	Private	5491 Ball Rd	30 gal	30 gal	None	No	Unknown
	13	12/9/07	Public	6501 Orangewood	240 gal	240 gal	None	No	Rags
	14	12/9/07	Public	11130 Holder	40 gal	40 gal	None	No	Gravel
	15	12/15/07	Private	9981 Princeton	240 gal	200 gal	Carbon Creek	Yes	Unknown
2008	16	6/10/08	Public	5072 Belle	120 gal	60 gal	Carbon Creek	Yes	Grease
	17	7/15/08	Private	9842 Newport Way	2375 gal	2275 gal	Carbon Creek	Yes	Grease
	18	7/18/08	Private	9080 Bloomfield	15 gal	15 gal	None	No	Grease
	19	8/6/08	Private	10932 Meridian Dr	475 gal	425 gal	Carbon Creek	Yes	Grease
	20	12/9/08	Private	4362 Lincoln	45 gal	45 gal	None	No	Grease
2009	21	1/23/09	Private	6812 Katella	650 gal	450 gal	Stanton Channel	Yes	Grease
	22	2/14/09	Public	5561 Camp St	60 gal	60 gal	None	No	Baby wipes & mop head
	23	2/25/09	Private	5642 Sprague	60 gal	60 gal	None	No	Rags & Grease
	24	7/20/09	Private	9080 Bloomfield	350 gal	350 gal	None	No	Rags & Grease
2010	25	1/3/10	Private	9840 Del Rio Way	1000 gal	550 gal	Carbon Creek	Yes	Grease
	26	3/15/10	Private	8781 Moody	150 gal	150 gal	None	No	Rags
	27	7/1/10	Private	9080 Bloomfield	100 gal	100 gal	None	No	Grease
2011	28	5/11/11	Private	4020 Bryant Ct	25 gal	0 gal	None	No	Debri-Rags
	29	5/16/11	Public	5125 Edgemont Cir.	2 gal	2 gal	None	No	Debri-Rags
	30	11/8/11	Public	4691 Myra Ave	20 gal	20 gal	None	No	Construction
2012		N/A	N/A	N/A	0	0	None	No	None
2013		N/A	N/A	N/A	0	0	None	No	None
2014	31	3/3/14	Private	10953 Meridian Dr.	40 gal	40 gal	None	No	Debris-General
2015	32	9/26/15	Private	9080 Bloomfield	230 gal	230 gal	None	No	Debris-General
2016		N/A	N/A	N/A	0	0	None	No	None
2017	33	6/10/17	Private	Lincoln Center Dr & Polk Ave	65 gal	0	None	No	Grease
2018	34	3/31/18	Private	10971 Meridian Dr	2000 gal	1500 gal	None	Yes	Grease
2019		N/A	N/A	N/A	0	0	None	No	None
2020		N/A	N/A	N/A	0	0	None	No	None
2021		N/A	N/A	N/A	0	0	None	No	None
2022		N/A	N/A	N/A	0	0	None	No	None
2023		N/A	N/A	N/A	0	0	None	No	None
2024		N/A	N/A	N/A	0	0	None	No	None



CITY OF CYPRESS SSMP Update 2025

Historical Spill Locations (2003-2024)

PROJECT NO: 1191910.00

DATE: June 2025

Figure 9-2

SECTION 10

INTERNAL AUDITS

10-1 SEWER SYSTEM MANAGEMENT PLAN REQUIREMENTS

Order 2022-0103-DWQ requires that "*The Plan shall include internal audit procedures, appropriate to the size and performance of the system, for the Enrollee to comply with section 5.4 (Sewer System Management Plan Audits) of this General Order.*"

10-2 COMPLIANCE

Section 5.4 of the 2022-0103-DWQ requires:

The Enrollee shall conduct an internal audit of its Plan, and implementation of its Plan, at a minimum frequency of once every three years. The audit must be conducted for the period after the end of the Enrollee's last required audit period. ***Within six months after the end of the required 3-year audit period****, the LRO shall submit an audit report into the online CIWQS Sanitary Sewer System Database per the requirements in section 3.10 (Sewer System Management Plan Audit Reporting Requirements) of Attachment E1 of this General Order.*

The City's SSMP and Audit due dates are shown in Figure 10-1. The City completed and uploaded its latest audit to the CIWQS website within six months after the end of the required 3-year audit period (8/2/2024). SSMP Audits are required every three years per Order 2022-0103-DWQ. Therefore the end of the next audit period will be 8/2/2027. The audit report must be uploaded to the CIWQS website by 2/2/2028.

Figure 10-1
Sewer System Management Plan and Audit Due Dates

Sewer System Management Plan & Subsequent Update Due Dates					
System Name	WDID Number	Original Plan Required Due Date	Required Plan Update Due Date	Required Plan Update Due Date	Required Plan Update Due Date*
Cypress City CS	8SSO10552	8/2/2009	8/2/2014	8/2/2019	8/2/2025

Audit Due Dates								
System Name	WDID Number	Original Required Plan Audit Due Date	Required Plan Audit Due Date	Required Plan Audit Due Date	Required Plan Audit Due Date	Required Plan Audit Due Date	Required Plan Audit Due Date	End of Required 3-Year Audit Period**
Cypress City CS	8SSO10552	8/2/2011	8/2/2013	8/2/2015	8/2/2017	8/2/2019	8/2/2021	8/2/2024

SECTION 11

COMMUNICATION PROGRAM

11-1 SEWER SYSTEM MANAGEMENT PLAN REQUIREMENTS

Order 2022-0103-DWQ requires that:

The Plan must include procedures for the Enrollee to communicate with:

a) The public for:

- *Spills and discharge resulting in closure of public areas, or that enter a source of drinking water, and*
- *The development, implementation, and update of its Plan, including opportunities for public input to Plan implementation and updates.*

b) Owners/operators of systems that connect into the Enrollee's system, including satellite system, for:

- *System operation, maintenance, and capital improvement-related activities.*

11-2 COMPLIANCE

The City communicates with various parties through the means detailed in Table 11-1.

Table 11-1
Communication Program

Party	Line of Communication
City of Cypress Residents and Businesses	• Public service announcements (website and cable television channel) • SSMP and FOG information posted on City website • Public Awareness at City Events (Cypress Community Festival, Arts Week, Arbor Day Celebration, and Public Works Week Open House) • Water bill inserts • Targeted mailers to problem areas • Staff attendance of Chamber of Commerce meetings, homeowner association meetings, and FSE and industrial staff meetings, as requested • Quarterly public information pieces in City's Recreation Brochures at Municipal Facilities
Food Service Establishments	• Annual inspections • Educational materials distributed during inspections • Questions answered during inspections • Employee Training DVD Distributed to All FSE's • Plan checks for new and remodeled FSEs to determine proper grease removal device sizing • Kitchen Best Management Practices Poster • Permit Documents • FOG Program and BMP Manuals
Land Developers, Consultant Engineers, General Contractors, Pluming Contractors	• Flyers and brochures disseminated at meetings • Plans, specifications, and standard details available on website and at the Public Counter • Information meetings regarding the need and methods to reduce SSOs

To further enhance its knowledge of SSMP requirements, ongoing interaction between departments and divisions is held to discuss the program's components. The Community Development Department, Community Development/Building Division, and the Public Works Department/Maintenance Division are provided information regarding the overall SSMP, program audits, emergency response plan, FOG program, and design standards so that they can familiarize themselves with the requirements. For capital improvement projects, engineering consultants and contractors are also informed of the importance of proper sewer system design and capacity standards.

11-2.1 PROCEDURES TO COMMUNICATE WITH PUBLIC

Order 2022-0103-DWQ requires the City have procedures to communicate with "*the public for:*

- *Spills and discharge resulting in closure of public areas, or that enter a source of drinking water, and*
- *The development, implementation, and update of its Plan, including opportunities for public input to Plan implementation and updates."*

Per the City's 2023 Spill Emergency Response Plan, the City will provide any signage and/or other public notification to educate the public of a spill, as required by the Office of Emergency Services or Orange County Health Care Agency (OCHCA). The OCHCA, in coordination with City staff, will determine if and when the media will be informed of a spill incident.

The City will post the Sewer System Management Plan on the City's website and provide the public an opportunity to provide feedback regarding the elements of the SSMP. This may include providing contact information on the website, public outreach at City events, and/or having an opinion drop box.

11-2.2 PROCEDURES TO COMMUNICATE WITH OWNERS/OPERATORS OF OTHER SYSTEMS

Order 2022-0103-DWQ requires the City to have procedures to communicate with "*owners/operators of systems that connect into the Enrollee's system, including satellite system, for*:

- *System operation, maintenance, and capital improvement-related activities."*

The City will provide copies of the SSMP Update to owners/operators of systems connected to the City's system (i.e. adjacent agencies or private systems within the service area) and give them with an opportunity to provide feedback regarding the elements of the SSMP.

SECTION 12

CHANGE LOG

12-1 SEWER SYSTEM MANAGEMENT PLAN REQUIREMENTS

Section 5.5 of Order No. 2022-0103-DWQ requires that, *"At a minimum, the Enrollee shall update its Sewer System Management Plan every six (6) years after the date of its last Plan Update due date. The Updated Sewer System Management Plan must include:*

- *Elements required in Attachment D (Sewer System Management Plan – Required Elements) of this Order*
- *Summary of revisions included in the Plan update based on internal audit findings; and*
- *Other sewer system management related changes"*

12-2 COMPLIANCE

A SSMP Change Log is included as Table 12-1, which provides the City a means to track any changes to the SSMP document so that it can be documented and incorporated into the next SSMP update.

Table 12-1
SSMP Change Log

Section	Action Item	Status

Table 12-1 (Continued)
SSMP Change Log

Section	Action Item	Status

Appendix A-1

State Water Resources Control Board

Order No. 2022-0103-DWQ

STATE WATER RESOURCES CONTROL BOARD
1001 I Street, Sacramento, California 95814
ORDER WQ 2022-0103-DWQ

STATEWIDE WASTE DISCHARGE REQUIREMENTS

GENERAL ORDER FOR SANITARY SEWER SYSTEMS

This Order was adopted by the State Water Resources Control Board on December 6, 2022.
This Order shall become effective **180 days after the Adoption Date of this General Order,** on June 5, 2023. The Enrollee shall comply with the requirements of this Order upon the Effective Date of this General Order.

This General Order does not convey any property rights of any sort or any exclusive privileges. The requirements prescribed herein do not authorize the commission of any act causing injury to persons or property, protect the Enrollee from liability under federal, state, or local laws, nor create a vested right for the Enrollee to continue the discharge of waste.

CERTIFICATION

I, Jeanine Townsend, Clerk to the Board, do hereby certify that this Order with all attachments is a full, true, and correct copy of the Order adopted by the State Water Board on December 6, 2022.

AYE:	Chair E. Joaquin Esquivel Vice Chair Dorene D'Adamo Board Member Sean Maguire Board Member Laurel Firestone Board Member Nichole Morgan
NAY:	None
ABSENT:	None
ABSTAIN:	None

Courtney Tyler for
Jeanine Townsend
Clerk to the Board

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1. INTRODUCTION

This General Order regulates sanitary sewer systems designed to convey sewage. For the purpose of this Order, a sanitary sewer system includes, but is not limited to, pipes, valves, pump stations, manholes, siphons, wet wells, diversion structures and/or other pertinent infrastructure, upstream of a wastewater treatment plant headworks. A sanitary sewer system includes:

- Laterals owned and/or operated by the Enrollee;
- Satellite sewer systems; and/or
- Temporary conveyance and storage facilities, including but not limited to temporary piping, vaults, construction trenches, wet wells, impoundments, tanks and diversion structures.

Sewage is untreated or partially treated domestic, municipal, commercial and/or industrial waste (including sewage sludge), and any mixture of these wastes with inflow or infiltration of stormwater or groundwater, conveyed in a sanitary sewer system. Sewage contains high levels of suspended solids, non-digested organic waste, pathogenic bacteria, viruses, toxic pollutants, nutrients, oxygen-demanding organic compounds, oils, grease, pharmaceuticals, and other harmful pollutants.

For the purpose of this General Order, a spill is a discharge of sewage from any portion of a sanitary sewer system due to a sanitary sewer system overflow, operational failure, and/or infrastructure failure. Sewage and its associated wastewater spilled from a sanitary sewer system may threaten public health, beneficial uses of waters of the State, and the environment.

This General Order serves as statewide waste discharge requirements and supersedes the previous State Water Resources Control Board (State Water Board) Order 2006-0003-DWQ and amendments thereafter. All sections and attachments of this General Order are enforceable by the State Water Board and Regional Water Quality Control Boards (Regional Water Boards). Through this General Order, the State Water Board requires an Enrollee to:

- Comply with federal and state prohibitions of discharge of sewage to waters of the State, including federal waters of the United States;
- Comply with specifications, and notification, monitoring, reporting and recordkeeping requirements in this General Order that implement the federal Clean Water Act, the California Water Code (Water Code), water quality control plans (including Regional Water Board Basin Plans) and policies;
- Proactively operate and maintain resilient sanitary sewer systems to prevent spills;
- Eliminate discharges of sewage to waters of the State through effective implementation of a Sewer System Management Plan;
- Monitor, track, and analyze spills for ongoing system-specific performance improvements; and
- Report noncompliance with this General Order per reporting requirements.

An Enrollee is a public, private, or other non-governmental entity that has obtained approval for regulatory coverage under this General Order, including:

- A state agency, municipality, special district, or other public entity that owns and/or operates one or more sanitary sewer systems:
  - greater than one (1) mile in length (each individual sanitary sewer system);
  - one (1) mile or less in length where the State Water Board or a Regional Water Board requires regulatory coverage under this Order; or
- A federal agency, private company, or other non-governmental entity that owns and/or operates a sanitary sewer system of any size where the State Water Board or a Regional Water Board requires regulatory coverage under this Order in response to a history of spills, proximity to surface water, or other factors supporting regulatory coverage.

For the purpose of this Order, a sanitary sewer system includes only systems owned and/or operated by the Enrollee.

2. REGULATORY COVERAGE AND APPLICATION REQUIREMENTS

2.1. Requirements for Continuation of Existing Regulatory Coverage

To continue regulatory coverage from previous Order 2006-0003-DWQ under this General Order, **within the 60-days-prior-to the Effective Date of this General Order**, the Legally Responsible Official of an existing Enrollee shall electronically certify the Continuation of Existing Regulatory Coverage form in the online California Integrated Water Quality System (CIWQS) Sanitary Sewer System Database. The Legally Responsible Official will receive an automated CIWQS-issued Notice of Applicability email, confirming continuation of regulatory coverage under this General Order. All regulatory coverage under previous Order 2006-0003-DWQ will cease on the Effective Date of this Order.

An Enrollee continuing existing regulatory coverage is not required to submit a new application package or pay an application fee for enrollment under this General Order. The annual fee due date for continued regulatory coverage from previous Order 2006-0003-DWQ to this General Order remains unchanged.

A previous Enrollee of Order 2006-0003-DWQ that fails to certify the Continuation of Existing Regulatory Coverage form in the online CIWQS database by the Effective Date of this Order is considered a New Applicant, and will not have regulatory coverage for its sanitary sewer system(s) until:

- A new application package for system(s) enrollment is submitted per section 2.2 (Requirements for New Regulatory Coverage) below; and
- The new application package is approved per section 2.2.2 (Approval of Application Package (For New Applicants Only)).

2.2. Requirements for New Regulatory Coverage

No later than 60 days prior to commencing and/or assuming operation and maintenance responsibilities of a sanitary sewer system, a duly authorized representative that

maintains legal authority over the public or private sanitary sewer system is required to enroll under this General Order by submitting a complete application package as specified below and as provided in Attachment B (Application for Enrollment Form) of this General Order.

Unless required by a Regional Water Board, a public agency that owns a combined sewer system subject to the Combined Sewer Overflow Control Policy (33 U.S. Code § 1342(q)), is not required to enroll, under this Order, the portions of its sanitary sewer system(s) that collects combined sanitary wastewater and stormwater.

2.2.1. Application Package Requirements

The Application for Enrollment package for new applicants must include the following items:

- **Application for Enrollment Form**. The form in Attachment B of this General Order must be completed, signed, and certified by a Legally Responsible Official, in accordance with section 5.1 (Designation of a Legally Responsible Official) of this General Order. If an electronic Application for Enrollment form is available at the time of application, a new applicant shall submit its application form electronically; and
- **Application Fee**. A fee payable to the "State Water Resources Control Board" in accordance with the Fee Schedule in the California Code of Regulations, Title 23, section 2200, or subsequent fee regulations updates.

  The application fee for this General Order is based on the sanitary sewer system's threat to water quality and complexity designations of category 2C or 3C, which is assigned based on the population served by the system. The current Fee Schedule for sanitary sewer systems is listed under subdivision (a)(2) at the following website: Fee Schedule (https://www.waterboards.ca.gov/resources/fees/water_quality/).

2.2.2. Approval of Application Package (For New Applicants Only)

The Deputy Director of the State Water Board, Division of Water Quality (Deputy Director) will consider approval of each complete Application for Enrollment package. The Deputy Director will issue a Notice of Applicability letter which serves as approved regulatory coverage for the new Enrollee.

If the submitted application package is not complete in accordance with section 2.2.1 (Application Package Requirements) of this General Order, the Deputy Director will send a response letter to the applicant outlining the application deficiencies. The applicant will have 60 days from the date of the response letter to correct the application deficiencies and submit the identified items necessary to complete the application package to the State Water Board.

2.2.3. Electronic Reporting Account for New Enrollee

Within 30 days after the date of the Approval of Complete Application Package for System Enrollment, a duly authorized representative for the Enrollee shall obtain a CIWQS Sanitary Sewer System Database user account by clicking the "User Registration" button and following the directions on the CIWQS Login Page

(https://ciwqs.waterboards.ca.gov). If additional assistance is needed to establish an online CIWQS user account, contact State Water Board staff by email at CIWQS@waterboards.ca.gov. The online user account will provide the Enrollee secure access to the online CIWQS database for electronic reporting.

2.3. Regulatory Coverage Transfer

Regulatory coverage under this General Order is not transferable to any person or party except after an existing Enrollee submits a written request for a regulatory coverage transfer to the Deputy Director, at least 60 days in advance of any proposed system ownership transfer. The written request must include a written agreement between the existing Enrollee and the new Enrollee containing:

- Acknowledgement that the transfer of ownership is solely of an existing system with an existing waste discharge identification (WDID) number;
- The specific ownership transfer date in which the responsibility and regulatory coverage transfer between the existing Enrollee and the new Enrollee becomes effective; and
- Acknowledgement that the existing Enrollee is liable for violations occurring up to the ownership transfer date and that the new Enrollee is liable for violations occurring on and after the ownership transfer date.

The Deputy Director will consider approval of the written request. If approved, the Deputy Director will issue a Notice of Applicability letter which serves as an approved transfer of regulatory coverage to the new Enrollee.

3. FINDINGS

3.1. Legal Authorities

3.1.1. Federal and State Regulatory Authority

The objective of the Clean Water Act is to restore and maintain the chemical, physical, and biological integrity of the waters of the United States (33 U.S.C. 1251). The Water Code authorizes the State Water Board to implement the Clean Water Act in the State and to protect the quality of all waters of the State (Water Code sections 13000 and 13160).

3.1.2. Discharge of Sewage

A discharge of untreated or partially treated sewage is a discharge of waste as defined in Water Code section 13050(d) that could affect the quality of waters of the State and is subject to regulation by waste discharge requirements issued pursuant to Water Code section 13263 and Chapter 9, Division 3, Title 23 of the California Code of Regulations. A discharge of sewage may pollute and alter the quality of the waters of the State to a degree that unreasonably affects the beneficial uses of the receiving water body or facilities that serve those beneficial uses (Water Code section 13050(l)(1)).

3.1.3 Water Boards Authority to Require Technical Reports, Monitoring, and Reporting

Water Code sections 13267 and 13383 authorize the Regional Water Boards and the State Water Board to establish monitoring, inspection, entry, reporting, and recordkeeping requirements. Water Code section 13267(b), authorizes the Regional Water Boards to "require any person who has discharged, discharges, or is suspected of having discharged or discharging, or who proposes to discharge waste within its region… or is suspected of having discharged or discharging, or who proposes to discharge, waste outside of its region that could affect the quality of water within its region shall furnish, under penalty of perjury, technical or monitoring reports which the regional board requires…In requiring those reports, the regional board shall provide the person with a written explanation with regard to the need for the reports and shall identify the evidence that supports requiring that person to provide the reports." Water Code section 13267(f) authorizes the State Water Board to require this information if it consults with the Regional Water Boards and determines that it will not duplicate the efforts of the Regional Water Boards. The State Water Board has consulted with the Regional Water Boards and made this determination.

The technical and monitoring reports required by this General Order and Attachment E (Notification, Monitoring, Reporting and Recordkeeping Requirements) are necessary to evaluate and ensure compliance with this General Order. The effort to develop required technical reports will vary depending on the system size and complexity and the needs of the specific technical report. The burden and cost of these reports are reasonable and consistent with the interest of the state in protecting water quality, which is the primary purpose of requiring the reports.

Water Code section 13383(a) authorizes the Water Boards to "establish monitoring, inspection, entry, reporting, and recordkeeping requirements… for any person who discharges, or proposes to discharge, to navigable waters, any person who introduces pollutants into a publicly owned treatment works, any person who owns or operates, or proposes to own or operate, a publicly owned treatment works or other treatment works treating domestic sewage, or any person who uses or disposes, or proposes to use or dispose, of sewage sludge." Section 13383(b) continues, "the state board or the regional boards may require any person subject to this section to establish and maintain monitoring equipment or methods, including, where appropriate, biological monitoring methods, sample effluent as prescribed, and provide other information as may be reasonably required."

Reporting of spills from privately owned sewer laterals and systems pursuant to section 5.15 (Voluntary Reporting of Spills from Privately-Owned Sewer Laterals and/or Private Sanitary Sewer Systems) of this General Order is authorized by Water Code section 13225(c) and encouraged by the State Water Board, wherein a local agency may investigate and report on any technical factors involved in water quality control provided the burden including costs of such reports bears a reasonable relationship to the need for the report and the benefits to be obtained therefrom. The burden of reporting private spills under section 5.15 (Voluntary Reporting of Spills from Privately-Owned Sewer Laterals and/or Private Sanitary Sewer Systems) is minimal and is outweighed by the benefit of providing Regional Water Boards an opportunity to respond to these spills

when an Enrollee, which in many cases has a contractual relationship with the owner of the private system, has knowledge of the spills.

3.1.4. Water Board Authority to Prescribe General Waste Discharge Requirements

Water Code section 13263(i) provides that the State Water Board may prescribe general waste discharge requirements for a category of discharges if the State Water Board finds or determines that:

- The discharges are produced by the same or similar operations;
- The discharges involve the same or similar types of waste;
- The discharges require the same or similar treatment standards; and
- The discharges are more appropriately regulated under general waste discharge requirements than individual waste discharge requirements.

Since 2006, the State Water Board has been regulating over 1,100 publicly owned sanitary sewer systems (See section 3.1.5 (Previous Statewide General Waste Discharge Requirements) of this General Order). California also has a large unknown number of unregulated privately owned sanitary sewer systems. All waste conveyed in publicly owned and privately owned sanitary sewer systems (as defined in this General Order) is comprised of untreated or partially treated domestic waste and/or industrial waste. Generally, sanitary sewer systems are designed and operated to convey waste by gravity or under pressure; system-specific design elements and system-specific operations do not change the common nature of the waste, the common threat to public health, or the common impacts on water quality. Spills of waste from a sanitary sewer system prior to reaching the ultimate downstream treatment facility are unauthorized and enforceable by the State Water Board and/or a Regional Water Board. Therefore, spills from sanitary sewer systems are more appropriately regulated under general waste discharge requirements.

As specified in Water Code sections 13263(a) and 13241, the implementation of requirements set forth in this Order is for the reasonable protection of past, present, and probable future beneficial uses of water and the prevention of nuisance. The requirements implement the water quality control plans (Basin Plans) for each Regional Water Board and take into account the environmental characteristics of sewer service areas and hydrographic units within the state. Additionally, the State Water Board has considered water quality conditions that could reasonably be achieved through the coordinated control of all factors that affect water quality, costs associated with compliance with these requirements, the need for developing housing within California, and the need to protect sources of drinking water and other water supplies.

3.1.5. Previous Statewide General Waste Discharge Requirements

On May 2, 2006, the State Water Board adopted Order 2006-0003-DWQ serving as Waste Discharge Requirements pursuant to Article 4, Chapter 4, Division 7 of the Water Code (commencing with section 13260) for inadvertent discharges to waters of the State. Order 2006-0003-DWQ prohibited discharges of untreated or partially treated sewage. Order 2006-0003-DWQ also required system-specific management, operation, and maintenance of publicly owned sewer systems greater than one mile in length.

To decrease the impacts on human health and the environment caused by sewage spills, the previous Order required enrollees to develop a rehabilitation and replacement plan that identifies system deficiencies and prioritizes short-term and long-term rehabilitation actions. The previous Order also required enrollees to:

1. Maintain information that can be used to establish and prioritize appropriate Sewer System Management Plan activities; and
2. Implement a proactive approach to reduce spills.

The previous Order required Sewer System Management Plan elements for "the proper and efficient management, operation, and maintenance of sanitary sewer systems, while taking into consideration risk management."

On July 30, 2013, the State Water Board amended General Order 2006-0003-DWQ with Order WQ 2013-0058-EXEC, Amending Monitoring and Reporting Program for Statewide General Waste Discharge Requirements for Sanitary Sewer Systems.

Many enrollees of Order 2006-0003-DWQ have already implemented proactive measures to reduce sewage spills. Other enrollees, however, still need technical assistance and funding to improve sanitary sewer system operation and maintenance for the reduction of sewage spills.

3.1.6. Existing Memorandum of Agreement with California Water Environment Association

The California Water Environment Association is a nonprofit organization dedicated to providing water industry certifications, training, and networking opportunities. The Association's Technical Certification Program provides accredited sanitary sewer system operator certification for collection system operators and maintenance workers.

On February 10, 2016, the State Water Board entered into a collaborative agreement with the Association titled *Memorandum of Agreement Between the California State Water Resources Control Board and the California Water Environment Association - Training Regarding Requirements Set Forth in Statewide General Waste Discharge Requirements for Sanitary Sewer Systems*. The Memorandum sets forth collaborative training necessary for regulated sanitary sewer system personnel to operate and maintain a well operating system and ensure full compliance with statewide sewer system regulations.

On March 15, 2018, the State Water Board and the California Water Environment Association amended the existing Memorandum of Agreement to include collaborative outreach and expand training needs associated with further updates to Water Board regulations for sanitary sewer systems. The State Water Board encourages further Agreement updates as necessary to support improved sewer system operations and the professionalism of collection system operators.

3.2. General

3.2.1. Waters of the State

Waters of the State include any surface water or groundwater, including saline waters, within the boundaries of the state as defined in Water Code section 13050(e), and are inclusive of waters of the United States.

3.2.2. Sanitary Sewer System Spill Threats to Public Health and Beneficial Uses

Sewage contains high levels of suspended solids, pathogenic organisms, toxic pollutants, nutrients, oxygen-demanding organic compounds, oil and grease and other pollutants. Sewage spills may cause a public nuisance, particularly when sewage is discharged to areas with high public exposure such as streets and surface waters used for drinking, irrigation, fishing, recreation, or other public consumption or contact uses.

More specifically, sanitary sewer spills may:

- Adversely affect aquatic life and/or threaten water quality when reaching receiving waters;
- Inadvertently release trash, including plastics;
- Impair the recreational use and aesthetic enjoyment of surface waters by polluting surface water or groundwater;
- Threaten public health through direct public exposure to bacteria, viruses, intestinal parasites, and other microorganisms that can cause serious illness such as gastroenteritis, hepatitis, cryptosporidiosis, and giardiasis;
- Negatively impact ecological receptors and biota within surface waters; and
- Cause nuisance including odors, closure of beaches and recreational areas, and property damage.

Sanitary sewer system spills may pollute receiving waters and threaten beneficial uses of surface water and groundwater. Potentially threatened beneficial uses include, but are not limited to the following (with associated acronym representations as included in statewide water quality control plans and Regional Water Boards' Basin Plans):

- Municipal and Domestic Supply (MUN)
- Water Contact Recreation (REC-1) and Non-Contact Water Recreation (REC-2)
- Cold Freshwater Habitat (COLD)
- Warm Freshwater Habitat (WARM)
- Native American Culture (CUL)
- Wildlife Habitat (WILD)
- Rare, Threatened, or Endangered Species (RARE)
- Spawning, Reproduction, and/or Early Development (SPWN)
- Wetland Habitat (WET)
- Agricultural Supply (AGR)
- Estuarine Habitat (EST)

- Commercial and Sport Fishing (COMM)
- Subsistence Fishing (SUB)
- Tribal Tradition and Culture (CUL)
- Tribal Subsistence Fishing (T-SUB)
- Aquaculture (AQUA)
- Marine Habitat (MAR)
- Preservation of Biological Habitats of Special Significance (BIOL)
- Migration of Aquatic Organisms (MIGR)
- Shellfish Harvesting (SHELL)
- Industrial Process Supply (PROC)
- Industrial Service Supply (IND)
- Hydropower Generation (POW)
- Navigation (NAV)
- Flood Peak Attenuation/Flood Water Storage (FLD)
- Water Quality Enhancement (WQE)
- Fresh Water Replenishment (FRSH)
- Groundwater Recharge (GWR)
- Inland Saline Water Habitat (SAL)

3.2.3. Proactive Sanitary Sewer System Management to Eliminate Spill Causes

Finding 3 of the previous Order, 2006-0003-DWQ, states: “Sanitary sewer systems experience periodic failures resulting in discharges that may affect waters of the state. There are many factors (including factors related to geology, design, construction methods and materials, age of the system, population growth, and system operation and maintenance), which affect the likelihood of an SSO [sanitary sewer overflow]. A proactive approach that requires Enrollees to ensure a system-wide operation, maintenance, and management plan is in place will reduce the number and frequency of SSOs within the state. This approach will in turn decrease the risk to human health and the environment caused by SSOs.”

Many spills are preventable through proactive attention on sanitary sewer system management using the best practices and technologies available to address major causes of spills, including but not limited to:

- Blockages from sources including but not limited to:
  - Fats, oils and grease;
  - Tree roots;
  - Rags, wipes and other paper, cloth and plastic products; and
  - Sediment and debris.
- Sewer system damage and exceedance of sewer system hydraulic capacity from identified system-specific environmental, and climate-change impacts, including but not limited to:

  - Sea level rise impacts including flooding, coastal erosion, seawater intrusion, tidal inundation and submerged lands;
  - Increased surface water flows due to higher intensity rain events;
  - Flooding;
  - Wildfires and wildfire induced impacts;
  - Earthquake induced damage;
  - Landslides; and
  - Subsidence.
- Infrastructure deficiencies and failures, including but not limited to:
  - Pump station mechanical failures;
  - System age;
  - Construction material failures;
  - Manhole cover failures;
  - Structural failures; and
  - Lack of proper operation and maintenance.
- Insufficient system capacity (temporary or sustained), due to factors including but not limited to:
  - Excessive and/or increased storm or groundwater inflow/infiltration;
  - Insufficient capacity due to population increase and/or new connections from industrial, commercial and other system users; and
  - Stormwater capture projects utilizing a sanitary sewer system to convey stormwater to treatment facilities for reuse.
- Community impacts, including but not limited to:
  - Power outages;
  - Vandalism; and
  - Contractor-caused or other third party-caused damages.

3.2.4. Underground Sanitary Sewer System Leakage

Portions of some sanitary sewer systems may leak, causing underground exfiltration (exiting) of sewage from the system. Exfiltrated sewage that remains in the underground infrastructure trench and/or the soil matrix, and that does not discharge into waters of the State (surface water or groundwater) may not threaten beneficial uses.

Underground exfiltrated sewage may threaten beneficial uses if discharged to waters of the State. Exfiltrated sewage that discharges to groundwater may impact beneficial uses of groundwater and pollute groundwater supply. Additionally, if in close proximity, exfiltrated sewage may enter into a compromised underground drainage conveyance system that discharges into a water of the United States, or into groundwater that is hydrologically connected to (feeds into) a water of the United States, thus potentially causing: (1) a Clean Water Act violation, (2) threat and impact to beneficial uses, and/or (3) surface water pollution.

3.2.5. Proactive Sanitary Sewer System Management to Reduce Inflow and Infiltration

Excessive inflow (stormwater entering) and infiltration (groundwater seepage entering) to sanitary sewer systems is preventable through proactive sewer system management using the best practices and technologies available. The efficiency of the downstream wastewater treatment processes is dependent on the performance of the sanitary sewer system. When the structural integrity of a sanitary sewer system deteriorates, high volumes of inflow and infiltration can enter the sewer system. High levels of inflow and infiltration increase the hydraulic load on the downstream treatment plant, which can reduce treatment efficiency, lead to bypassing a portion of the treatment process, cause illegal discharge of partially treated effluent, or in extreme situations make biological treatment facilities inoperable (e.g., wash out the biological organisms that treat the waste).

3.3. Water Quality Control Plans, Policies and Resolutions

The nine Regional Water Boards have adopted region-specific water quality control plans (commonly referred to as Basin Plans) that designate beneficial uses, establish water quality objectives, and contain implementation programs and policies to achieve those objectives. The State Water Board has adopted statewide water quality control plans, policies and resolutions establishing statewide water quality objectives, implementation programs and initiatives.

3.3.1. State Water Board Antidegradation Policy

On October 28, 1968, the State Water Board adopted Resolution 68-16, titled Statement of Policy with Respect to Maintaining High Quality of Waters in California, which incorporates the federal antidegradation policy. Resolution 68-16 requires that existing water quality be maintained unless degradation is justified based on specific findings.

The continued prohibition of sewage discharges from sanitary sewer systems into waters of the State aligns with Resolution 68-16. A sewage discharge from sanitary sewers to waters of the State is prohibited by this Order. Therefore, this Order does not allow degradation of waters of the State. In addition, this Order: (1) further expands the existing prohibition of sewage discharges to include waters of the State, in addition to waters of the United States as provided in previous Order 2006-0003-DWQ, and (2) enhances the ability for Water Board enforcement of violations of the established prohibitions.

3.3.2. State Water Board Sources of Drinking Water Policy

On May 19,1988, the State Water Board adopted Resolution 88-63 (amended on February 1, 2006), titled Sources of Drinking Water, establishing state policy that all waters of the State, with certain exceptions, are suitable or potentially suitable for municipal or domestic supply.

3.3.3. State Water Board Cost of Compliance Resolution

On September 24, 2013, the State Water Board adopted Resolution 2013-0029, titled Directing Actions in Response to Efforts by Stakeholders on Reducing Costs of

Compliance While Maintaining Water Quality Protection. Through this resolution, the State Water Board committed to continued stakeholder engagement in identifying and implementing measures to reduce costs of compliance with regulatory orders while maintaining water quality protection and improving regulatory program outcomes.

3.3.4. State Water Board Human Right to Water Resolution

On February 16, 2016, the State Water Board adopted Resolution 2016-0010, titled Adopting the Human Right to Water as a Core Value and Directing its Implementation in Water Board Programs and Activities, addressing the human right to water as a core value and directing Water Board programs to implement requirements to support safe drinking water for all Californians.

On November 16, 2021, the State Water Board adopted Resolution 2021-0050 titled Condemning Racism, Xenophobia, Bigotry, and Racial Injustice, and Strengthening Commitment to Racial Equity, Diversity, Inclusion, Access, and Anti-racism. Among other actions, through Resolution 2021-0050, the State Water Board, in summary as corresponding to this General Order, reaffirms its commitment to its Human Right to Water resolution, upholding that every human being in California deserves safe, clean, affordable, and accessible water for human consumption, cooking, and sanitation purposes. Resolution 2021-0050 provides the State Water Board commitment to:

- Protect public health and beneficial uses of waterbodies in all communities, including communities disproportionately burdened by wastes discharge of waste to land and surface water;
- Restore impaired surface waterbodies and degraded aquifers; and
- Promote multi-benefit water quality projects.

Through Resolution 2021-0050, the State Water Board also commits to expanding implementation of its Climate Change Resolution to address the disproportionate effects of extreme hydrologic conditions and sea-level rise on Black, Indigenous, and people of color communities, prioritizing:

- The right to safe, clean, affordable, and accessible drinking water and sanitation;
- Sustainable management and protection of local groundwater resources;
- Healthy watersheds; and
- Access to surface waterbodies that support subsistence fishing.

On June 7, 2022, the State Water Board adopted a Resolution, titled Authorizing the Executive Director or Designee to Enter into One or More Multi-Year Contracts Up to a Combined Sum of $4,000,000 for a Statewide Wastewater Needs Assessment, supporting the equitable access to sanitation for all Californians and implementation of Resolutions 2016-0010 and 2021-0050.

This General Order supports the State Water Board priority in collecting a comprehensive set of data for California's wastewater systems, including sanitary sewer systems. Data reported per the requirements of this Order will be used with data from other Water Boards' programs, to further develop criteria and create a statewide risk

framework to prioritize critical funding and infrastructure investments for California's most vulnerable populations, including disadvantaged or severely disadvantaged communities with inadequate or failing sanitation systems and threatened access to healthy drinking water supplies.

3.3.5. State Water Board Open Data Resolution

On July 10, 2018, the State Water Board adopted Resolution 2018-0032, titled Adopting Principles of Open Data as a Core Value and Directing Programs and Activities to Implement Strategic Actions to Improve Data Accessibility and Associated Innovation, directing regulatory programs to assure all monitoring and reporting requirements support the State Water Boards' Open Data Initiative.

3.3.6. State Water Board Response to Climate Change

On March 7, 2017, the State Water Board adopted Resolution 2017-0012, titled Comprehensive Response to Climate Change, requiring a proactive response to climate change in all California Water Board actions, with the intent to embed climate change consideration into all programs and activities.

3.4. California Environmental Quality Act

The adoption of this Order is an action to reissue general waste discharge requirements that is exempt from the California Environmental Quality Act (Public Resources Code section 21000 et seq.) because it is an action taken by a regulatory agency to assure the protection of the environment and the regulatory process involves procedures for protection of the environment (Cal. Code Regs., Title 14, section 15308). In addition, the action to adopt this Order is exempt from CEQA pursuant to Cal. Code Regs., Title 14, section 15301, to the extent that it applies to existing sanitary sewer collection systems that constitute "existing facilities" as that term is used in sections 15301 and 15302, to the extent that it results in the repair or replacement of existing systems involving negligible or no expansion of capacity.

3.5. State Water Board Funding Assistance for Compliance with Water Board Water Quality Orders

The State Water Board, Division of Financial Assistance administers the implementation of the State Water Board financial assistance programs, per Board-adopted funding policies. Among other funding areas, the Division administers loan and grant funding for the planning and construction of wastewater and water recycling facilities per funding program-specific policies and guidelines. Applicants may apply for Clean Water State Revolving Fund low-interest loan, Small Community Wastewater grant funding assistance, and other funding available at the time of application, for some of the costs associated with complying with this General Order.

Funding applicants may obtain further information regarding current funding opportunities, and Division of Financial Assistance staff contact information at the following website: Financial Assistance Funding - Grants and Loans | California State Water Resources Control Board.
(https://www.waterboards.ca.gov/water_issues/programs/grants_loans/)

Section 13477.6 of the Water Code authorizes the Small Community Grant Fund. The Small Community Grant Fund allows the State Water Board to provide grant funding assistance to small, disadvantaged communities and small severely disadvantaged communities that may not otherwise be able to afford a loan or similar financing for projects to comply with requirements of this General Order. The State Water Board also considers loan forgiveness on a disadvantaged community-specific basis.

For disadvantaged communities' wastewater needs, the State Water Board places priority on the funding of projects that address:

- Public health;
- Violations of waste discharge requirements and National Pollutant Discharge Elimination System (NPDES) permits;
- Providing sewer system service to existing septic tank owners; and
- High priority public health and water quality concerns identified by a Regional Water Board.

3.6. Notification to Interested Parties

On January 31, 2022, the State Water Board notified interested parties and persons of its intent to reissue Sanitary Sewer Systems General Order 2006-0003-DWQ by issuing a draft General Order for a 60-day public comment period. State Water Board staff conducted extensive stakeholder outreach and encouraged public participation in the adoption process for this General Order. On March 15, 2022, the State Water Board held a public meeting to hear and consider oral public comments. The State Water Board considered all public comments prior to adopting this General Order.

THEREFORE, IT IS HEREBY ORDERED, that pursuant to Water Code sections 13263, 13267, and 13383 this General Order supersedes Order 2006-0003-DWQ, Order WQ 2013-0058-EXEC, and any amendments made to these Orders thereafter, except for enforcement purposes and to meet the provisions contained in Division 7 of the Water Code (commencing with section 13000) and regulations adopted thereunder, and the provisions of the Clean Water Act and regulations and guidelines adopted thereunder, the Enrollee shall comply with the requirements in this Order.

4. PROHIBITIONS

4.1 Discharge of Sewage from a Sanitary Sewer System

Any discharge from a sanitary sewer system that has the potential to discharge to surface waters of the State is prohibited unless it is promptly cleaned up and reported as required in this General Order.

4.2. Discharge of Sewage to Waters of the State

Any discharge from a sanitary sewer system, discharged directly or indirectly through a drainage conveyance system or other route, to waters of the State is prohibited.

4.3. Discharge of Sewage Creating a Nuisance

Any discharge from a sanitary sewer system that creates a nuisance or condition of pollution as defined in Water Code section 13050(m) is prohibited.

5. SPECIFICATIONS

5.1. Designation of a Legally Responsible Official

The Enrollee shall designate a Legally Responsible Official that has authority to ensure the enrolled sanitary sewer system(s) complies with this Order, and is authorized to serve as a duly authorized representative. The Legally Responsible Official must have responsibility over management of the Enrollee's entire sanitary sewer system, and must be authorized to make managerial decisions that govern the operation of the sanitary sewer system, including having the explicit or implicit duty of making major capital improvement recommendations to ensure long-term environmental compliance. The Legally Responsible Official must have or have direct authority over individuals that:

- Possess a recognized degree or certificate related to operations and maintenance of sanitary sewer systems, and/or
- Have professional training and experience related to the management of sanitary sewer systems, demonstrated through extensive knowledge, training and experience.

For example, a sewer system superintendent or manager, an operations manager, a public utilities manager or director, or a district engineer may be designated as a Legally Responsible Official.

The Legally Responsible Official shall complete the electronic CIWQS "User Registration" form (https://ciwqs.waterboards.ca.gov/ciwqs/newUser.jsp). A Legally Responsible Official that represents multiple enrolled systems shall complete the electronic CIWQS "User Registration" form for each system.

The Enrollee shall submit any change to its Legally Responsible Official, and/or change in contact information, to the State Water Board within 30 calendar days of the change by emailing ciwqs@waterboards.ca.gov and copying the appropriate Regional Water Board as provided in Attachment F (Regional Water Quality Control Board Contact Information) of this General Order.

5.2. Sewer System Management Plan Development and Implementation

To facilitate adequate local funding and management of its sanitary sewer system(s), the Enrollee shall develop and implement an updated Sewer System Management Plan. The scale and complexity of the Sewer System Management Plan, and specific elements of the Plan, must match the size, scale and complexity of the Enrollee's sanitary sewer system(s). The Sewer System Management Plan must address, at minimum, the required Plan elements in Attachment D (Sewer System Management Plan – Required Elements) of this General Order. To be effective, the Sewer System Management Plan must include procedures for the management, operation, and maintenance of the sanitary sewer system(s). The procedures must: (1) incorporate the

prioritization of system repairs and maintenance to proactively prevent spills, and (2) address the implementation of current standard industry practices through available equipment, technologies, and strategies.

For an existing Enrollee under Order 2006-0003-DWQ that has certified its Continuation of Existing Regulatory Coverage, per section 2.1 (Requirements for Continuation of Existing Regulatory Coverage) of this General Order:

Within six (6) months of the Adoption Date of this General Order:

- The Legally Responsible Official shall upload the Enrollee's existing Sewer System Management Plan to the online CIWQS Sanitary Sewer System Database.

For a new Enrollee:

Within twelve (12) months of the Application for Enrollment approval date:

- The governing entity of the new Enrollee shall approve its Sewer System Management Plan; and
- The Legally Responsible Official shall certify and upload its Sewer System Management Plan to the online CIWQS Sanitary Sewer System Database.

5.3. Certification of Sewer System Management Plan and Plan Updates

The Legally Responsible Official shall certify and upload its Sewer System Management Plan and all subsequent updates to the online CIWQS Sanitary Sewer System Database.

5.4. Sewer System Management Plan Audits

The Enrollee shall conduct an internal audit of its Sewer System Management Plan, and implementation of its Plan, at a minimum frequency of once every three years. The audit must be conducted for the period after the end of the Enrollee's last required audit period. **Within six months after the end of the required 3-year audit period**, the Legally Responsible Official shall submit an audit report into the online CIWQS Sanitary Sewer System Database per the requirements in section 3.10 (Sewer System Management Plan Audit Reporting Requirements) of Attachment E1 of this General Order.

Audit reports submitted to the CIWQS Sanitary Sewer System Database will be viewable only to Water Boards staff.

The internal audit shall be appropriately scaled to the size of the system(s) and the number of spills. The Enrollee's sewer system operators must be involved in completing the audit. At minimum, the audit must:

- Evaluate the implementation and effectiveness of the Enrollee's Sewer System Management Plan in preventing spills;
- Evaluate the Enrollee's compliance with this General Order;
- Identify Sewer System Management Plan deficiencies in addressing ongoing spills and discharges to waters of the State; and

- Identify necessary modifications to the Sewer System Management Plan to correct deficiencies.

The Enrollee shall submit a complete audit report that includes:

- Audit findings and recommended corrective actions;
- A statement that sewer system operators' input on the audit findings has been considered; and
- A proposed schedule for the Enrollee to address the identified deficiencies.

A new Enrollee of this General Order (that did not have a sanitary sewer system enrolled in the previous State Water Board Order 2006-0003-DWQ) shall conduct its first internal Sewer System Management Plan audit for the time period between the date of submittal of its certified Sewer System Management Plan and the third subsequent December 31st date. The audit report must be submitted into the online CIWQS Sanitary Sewer System Database **by July 1 of the following calendar year**.

See the following tables for clarification:

Initial Audit Period and Audit Due Date for New Enrollees

	Audit Period	Audit Due Date
New Enrollee	Certified Sewer System Management Plan Submittal Date through the third subsequent December 31st date	July 1st date after audit period
Example	*Certified Sewer System Management Plan Submittal Date of August 2, 2025* *Audit Period of August 2, 2025 through December 31, 2027*	*July 1, 2028*

Initial Audit Period for Transition from 2-Year Audit Required in Previous Order 2006-0003-DWQ to 3-Year Audit Required in this General Order

	Audit Period	Audit Due Date
An Enrollee previously regulated by Order 2006-003-DWQ	A 3-year period starting from the end of last required 2-year Audit Period	Within six months after end of 3-year Audit Period
Example	*Last required Audit Period start date of August 2, 2021;* *Audit Period of August 2, 2021 through August 1, 2024*	*February 1, 2025*

Three-Year Ongoing Audit Period

	Audit Period	Audit Due Date
Each Enrollee	A 3-year period starting from the end of last required Audit Period	Within six months after end of 3-year Audit Period

5.5. Six-Year Sewer System Management Plan Update

At a minimum, the Enrollee shall update its Sewer System Management Plan every six (6) years after the date of its last Plan Update due date. (For an Enrollee previously regulated by Order 2006-0003-DWQ, the six-year period shall commence on the due date identified in section 3.11 of Attachment E1 (Notification, Monitoring, Reporting and Recordkeeping Requirements) of this Order. The Updated Sewer System Management Plan must include:

- Elements required in Attachment D (Sewer System Management Plan – Required Elements) of this Order;
- Summary of revisions included in the Plan update based on internal audit findings; and
- Other sewer system management-related changes.

The Enrollee's governing entity shall approve the updated Plan. The Legally Responsible Official shall upload and certify the approved updated Plan in the online CIWQS Sanitary Sewer System Database in accordance with section 3.11 (Sewer System Management Plan Reporting Requirements) of Attachment E1 (Notification, Monitoring, Reporting and Recordkeeping Requirements) of this General Order. During the time period in between Plan updates, the Enrollee shall continuously document changes to its Sewer System Management Plan in a change log attached to the Plan.

5.6. System Resilience

The Enrollee shall include and implement system-specific procedures in its Sewer System Management Plan to proactively prioritize: (1) operation and maintenance, (2) condition assessments, and (3) repair and rehabilitation, to address ongoing system resilience, as specified in Attachment D (Sewer System Management Plan – Required Elements) of this General Order.

5.7. Allocation of Resources

The Enrollee shall:

- Establish and maintain a means to manage all necessary revenues and expenditures related to the sanitary sewer system; and
- Allocate the necessary resources to its sewer system management program for:
  - Compliance with this General Order,
  - Full implementation of its updated Sewer System Management Plan,
  - System operation, maintenance, and repair, and
  - Spill responses.

5.8. Designation of Data Submitters

The Legally Responsible Official may designate one or more individuals as a Data Submitter for reporting of spill data. The Legally Responsible Official shall authorize the designation of Data Submitter(s) through the online CIWQS database (https://ciwqs.waterboards.ca.gov) prior to the individuals establishing a CIWQS user account (https://ciwqs.waterboards.ca.gov/ciwqs/newUser.jsp) and entering spill data into the online CIWQS Sanitary Sewer System Database.

The Legally Responsible Official shall submit any change to its Data Submitter(s), and/or change in Data Submitter contact information, to the State Water Board within 30 calendar days of the change, by emailing ciwqs@waterboards.ca.gov and copying the appropriate Regional Water Board as provided in Attachment F (Regional Water Quality Control Board Contact Information) of this General Order.

5.9. Reporting Certification

The Legally Responsible Official shall electronically certify, on the Enrollee's behalf, all applications, reports, the Sewer System Management Plan(s) and corresponding updates, and other information submitted electronically into the online CIWQS Sanitary Sewer System Database, as follows:

"I certify under penalty of perjury under the laws of the State of California that the electronically submitted information was prepared under my direction or supervision. Based on my inquiry of the person(s) directly responsible for gathering the information, to the best of my knowledge and belief, the information submitted is true, accurate, and complete, and complies with the Statewide Sanitary Sewer Systems General Order. I am aware that there are significant penalties for submitting false information."

Hardcopy submittals to the State Water Board must be accompanied by the above certification statement.

5.10. System Capacity

The Enrollee shall maintain the system capacity necessary to convey: (1) base flows during dry weather conditions, and (2) wet weather peak flows consistent with designated local historic storms. Design storms must take into account system-specific stormwater contributions via inflow and infiltration, and location-specific depth of groundwater and storm frequencies. The Enrollee shall implement capital improvements to provide adequate hydraulic capacity to:

- Meet or exceed the design criteria as defined in the Enrollee's System Evaluation and Capacity Assurance element of its Sewer System Management Plan; and
- Prevent system capacity-related spills, and adverse impacts to the treatment efficiency of downstream wastewater treatment facilities.

5.11. System Performance Analysis

The Enrollee shall include a running 10-year system performance analysis in its Annual Report. The analysis must include two CIWQS-generated graphs presenting the following information:

Graph 1 – Total Spill Volume per Year:

X axis: A 10-year period which includes the current calendar year and the nine previous calendar years;

Y axis: The total spill volume, per Spill Category, for each calendar year.

Graph 2 – Total Number of Spills per Year:

X axis: A 10-year period which includes the current calendar year and the nine previous calendar years;

Y axis: The total number of spills, per Spill Category, for each calendar year.

The current calendar year is the calendar year covered in the Annual Report.

The Enrollee shall generate the graphs in CIWQS, using the existing data in the online CIWQS Sanitary Sewer System Database at the following graph generation link: (https://ciwqs.waterboards.ca.gov/ciwqs/readOnly/PublicReportSSOServlet?reportAction=criteria&reportId=sso_operation_report).

5.12. Spill Emergency Response Plan and Remedial Actions

For Existing Enrollees (with regulatory coverage under Order 2006-0003-DWQ):

Within six (6) months of the Adoption Date of this General Order, the Enrollee shall update and implement its Spill Emergency Response Plan, per Attachment D, section 6 (Spill Emergency Response Plan) of this General Order.

For New Enrollees:

Within six (6) months of the Application for Enrollment approval date, the Enrollee shall develop and implement a Spill Emergency Response Plan, per Attachment D, section 6 (Spill Emergency Response Plan) of this General Order.

The Enrollee shall certify, in its Annual Report, that its Spill Emergency Response Plan is up to date.

The Spill Emergency Response Plan shall include measures to protect public health and the environment. The Enrollee shall respond to spills from its system(s) in a timely manner that minimizes water quality impacts and nuisance by:

- Immediately stopping the spill and preventing/minimizing a discharge to waters of the State;
- Intercepting sewage flows to prevent/minimize spill volume discharged into waters of the State;
- Thoroughly recovering, cleaning up and disposing of sewage and wash down water; and
- Cleaning publicly accessible areas while preventing toxic discharges to waters of the State.

5.13. Notification, Monitoring, Reporting and Recordkeeping Requirements

The Enrollee shall comply with notification, monitoring, reporting, and recordkeeping requirements in Attachment E1 of this General Order.

5.13.1. Spill Categories

Individual spill notification, monitoring and reporting must be in accordance with the following spill categories:

- **Category 1 Spill**

  A Category 1 spill is a spill of any volume of sewage from or caused by a sanitary sewer system regulated under this General Order that results in a discharge to:

  - A surface water, including a surface water body that contains no flow or volume of water; or
  - A drainage conveyance system that discharges to surface waters when the sewage is not fully captured and returned to the sanitary sewer system or disposed of properly.

    Any spill volume not recovered from a drainage conveyance system is considered a discharge to surface water, unless the drainage conveyance system discharges to a dedicated stormwater infiltration basin or facility.

A spill from an Enrollee-owned and/or operated lateral that discharges to a surface water is a Category 1 spill; the Enrollee shall report all Category 1 spills per section 3.1 of Attachment E1 (Notification, Monitoring, Reporting and Recordkeeping Requirements) of this General Order.

- **Category 2 Spill**

  A Category 2 spill is a spill of 1,000 gallons or greater, from or caused by a sanitary sewer system regulated under this General Order that does not discharge to a surface water.

  A spill of 1,000 gallons or greater that spills out of a lateral and is caused by a failure or blockage in the sanitary sewer system, is a Category 2 spill.

- **Category 3 Spill**

  A Category 3 spill is a spill of equal to or greater than 50 gallons and less than 1,000 gallons, from or caused by a sanitary sewer system regulated under this General Order that does not discharge to a surface water.

  A spill of equal to or greater than 50 gallons and less than 1,000 gallons, that spills out of a lateral and is caused by a failure or blockage in the sanitary sewer system is a Category 3 spill.

- **Category 4 Spill**

  A Category 4 spill is a spill of less than 50 gallons, from or caused by a sanitary sewer system regulated under this General Order that does not discharge to a surface water.

  A spill of less than 50 gallons that spills out of a lateral and is caused by a failure or blockage in the sanitary sewer system is a Category 4 spill.

5.13.2. Annual Report

The Enrollee shall submit an Annual Report (previously termed as Collection System Questionnaire in Order 2006-0003-DWQ) as specified in section 3.9 (Annual Report) of Attachment E1 (Notification, Monitoring, Reporting and Recordkeeping Requirements) of this General Order.

For new Enrollees: Within 30 days of obtaining a CIWQS account, a new Enrollee shall submit its initial Annual Report, as specified in section 3.9 (Annual Report) of Attachment E1 (Notification, Monitoring, Reporting and Recordkeeping Requirements) of this General Order.

5.14. Electronic Sanitary Sewer System Service Area Boundary Map

For continuing enrollees, starting on July 1, 2025, and no later than December 31, 2025:

For new enrollees – no earlier than July 1, 2025, or within 12 months of the Application for Enrollment approval date, whichever date is later:

The Legally Responsible Official shall submit, to the State Water Board, geospatial data detailing the locations of the Enrollee's sanitary sewer system service area boundary, per the required content and specifications in section 3.8 (Electronic Sanitary Sewer System Service Area Boundary Map) of Attachment E1 of this General Order, for each system identified by a WDID number.

An Enrollee of a disadvantaged community that may need assistance developing an electronic map to comply with this requirement, may contact State Water Board staff for assistance at SanitarySewer@waterboards.ca.gov.

5.15. Voluntary Reporting of Spills from Privately-Owned Sewer Laterals and/or Private Sanitary Sewer Systems

Within 24 hours of becoming aware of a spill (as described below) from a private sewer lateral or private sanitary sewer system that is not owned/operated by the Enrollee, the Enrollee is encouraged to report the following observations to the online CIWQS Sanitary Sewer System Database at the following link: https://ciwqs.waterboards.ca.gov:

- A spill equal or greater than 1,000 gallons that discharges (or has a potential to discharge) to a water of the State, or a drainage conveyance system that discharges to waters of the State; **or**
- Any volume of sewage that discharges (or has a potential to discharge) to surface waters.

In the CIWQS module, the Enrollee is encouraged to identify:

- Time of observation;
- Description of general spill location (for example, street name and cross street names);
- Estimated volume of spill;
- If known, general description of spill destination (for example, flowing into drainage channel, flowing directly into a creek, etc.); and
- If known, name of private system owner/operator.

The CIWQS database will make the name and contact information of the entity voluntarily reporting a private spill, accessible to State and Regional Water Board staff only. The CIWQS database will only make information regarding the actual spill, accessible to the public.

5.16. Voluntary Notification of Spills from Privately-Owned Laterals and/or Systems to the California Office of Emergency Services

Upon observing or acquiring knowledge of any of the following from a private sewer lateral or private sanitary sewer system that is not owned/operated by the Enrollee, the Enrollee is encouraged to notify the California Office of Emergency Services (as provided by Health and Safety Code section 5410 et. seq. and Water Code section 13271), or inform the responsible party that State law requires such notification to the Office of Emergency Services by any person that causes or allows a sewage discharge to waters of the State:

- A spill equal to 1,000 gallons or more that discharges (or has a potential to discharge) to waters of the State, or a drainage conveyance system that discharges to waters of the State; or
- A spill of any volume to surface waters.

5.17. Unintended Failure to Report

If an Enrollee becomes aware that they unintentionally failed to submit relevant facts in any report required in this General Order, the Enrollee shall promptly notify Regional Water Board and State Water Board staff. Regional Water Board contact information is included in Attachment F of this Order. State Water Board staff shall be contacted by email at SanitarySewer@waterboards.ca.gov for assistance in formally amending the corresponding report(s) in the online CIWQS Sanitary Sewer System Database.

5.18. Duty to Report to Water Boards

In accordance with Water Code section 13267 and/or section 13383, upon request by the State Water Board Executive Director (or designee) or a Regional Water Board Executive Officer (or designee), the Enrollee shall provide the requested information which the State or Regional Water Board deems necessary to determine compliance with this General Order.

5.19. Operation and Maintenance

To prevent discharges to the environment, the Enrollee shall maintain in good working order, and operate as designed, any facility or treatment and control system designed to contain sewage and convey it to a treatment plant.

6. PROVISIONS

6.1. Enforcement Provisions

The following enforcement provisions are based on existing federal and state regulations, laws and policies, including the federal Clean Water Act, the state Water Code and the State Water Board Enforcement Policy.

6.1.1. Enforceability of Clean Water Act and Water Code Violations

Noncompliance with requirements of this General Order or discharging sewage without enrolling in this General Order constitutes a violation of the Water Code and a potential

violation of the Clean Water Act and is grounds for an enforcement action by the State Water Board or the applicable Regional Water Board. Failure to comply with the notification, monitoring, inspection, entry, reporting, and recordkeeping requirements may subject the Enrollee to administrative civil liabilities of up to $10,000 a day per violation pursuant to Water Code section 13385; up to $1,000 a day per violation pursuant to Water Code section 13268; or referral to the Attorney General for judicial civil enforcement. Discharging waste not in compliance with the requirements of this General Order or the Clean Water Act may subject the Enrollee to administrative civil liabilities up to $10,000 a day per violation and additional liability up to $10 per gallon of discharge not cleaned up after the first 1,000 gallons of discharge; up to $5,000 a day per violation pursuant to Water Code section 13350 or up to $20 per gallon of waste discharged; or referral to the Attorney General for judicial civil enforcement.

6.1.2. Monetary Penalties

The Water Code provides the State and Regional Water Boards the authority to pursue formal enforcement actions, including imposing administrative liability and civil monetary penalties, for non-compliance with the requirements of this General Order and violations of the Clean Water Act.

6.1.3. Falsifying or Failure to Report

The Water Code provides that any person failing or refusing to furnish technical or monitoring program reports, as required under this General Order, or falsifying any information provided in the technical or monitoring reports is subject to administrative liability and civil monetary penalties. Any person who knowingly fails or refuses to furnish technical or monitoring program reports or falsifies any information provided in reports required by this General Order is subject to criminal penalties.

6.1.4. Severability of General Order

The provisions of this General Order are severable; if any provision of this Order, or the application of any provision of this Order to any circumstance, is held invalid, the application of such provision to other circumstances and the remainder of this Order shall not be affected thereby.

6.1.5. Indirect Discharges

In the event that a spill enters into a drainage conveyance system, the Enrollee shall take all feasible steps to prevent discharge of sewage into waters of the State by blocking or redirecting the flow in the drainage conveyance system, removing the sewage from the drainage conveyance system, and cleaning the system in a manner that does not inadvertently impact beneficial uses of the receiving water body.

6.1.6. Water Boards' Considerations for Discretionary Enforcement

Consistent with the State Water Board Enforcement Policy, when considering Water Code section 13327 factors, the State Water Board or a Regional Water Board may consider the Enrollee's efforts to contain, control, clean up, and mitigate spills. In assessing the factors, the State Water Board or the applicable Regional Water Board will consider:

- The Enrollee's compliance with this General Order with a focus on compliance with reporting requirements;
- The Enrollee's provision of adequate funding to implement the requirements of this General Order;
- The Enrollee's compliance with providing a complete and updated Sewer System Management Plan;
- The Enrollee's compliance with implementing its Sewer System Management Plan;
- The overall effectiveness of the Enrollee's Sewer System Management Plan with respect to:
    - System management, operation, and maintenance,
    - Adequate treatment facilities, sanitary sewer system facilities, and/or components with an appropriate design capacity, to reasonably prevent spills (e.g. adequately enlarging treatment or collection facilities to accommodate growth, infiltration and inflow, etc.),
    - Preventive maintenance (including cleaning, root grinding, and fats, oils, and grease control) and source control measures,
    - Implementation of backup equipment,
    - Inflow and infiltration prevention and control,
    - Appropriate sanitary sewer system capacity to prevent spills, and
    - The Enrollee's responsiveness to stop and mitigate the impact of the discharge;
- The Enrollee's compliance with identifying the cause of the spill;
- The Enrollee's use of available information and observations to accurately estimate the spill volume and identify the affected or potentially affected receiving waters;
- The Enrollee's thoroughness of cleaning up sewage in drainage conveyance systems after the spill(s);
- The Enrollee's use of water quality and biological monitoring and assessment to determine the short-term and long-term impacts to beneficial uses and the environment;
- The Enrollee's follow up actions to improve system performance;
- The Enrollee's implementation of feasible alternatives to prevent spills, such as:
    - Use of temporary storage or waste retention,
    - Reduction of system inflow and infiltration,
    - Collection and hauling of waste to a treatment facility,
    - Prevention of and/ or containment of spills due to a design storm event identified in the Enrollee's Sewer System Management Plan,

- Implementation of available equipment, technologies, strategies, and recommended industry practices for maintaining and managing sewer systems to prevent spills, and contain and eliminate discharges to waters of the State; and

- The spill duration and factors beyond the reasonable control of the Enrollee causing the event.

6.1.7. Enforcement Discretion Based on Reporting Compliance

Consistent with the State Water Board Enforcement Policy, the State Water Board or a Regional Water Board may consider the Enrollee's efforts to comply with spill reporting requirements when determining compliance with Water Code section 13267 and section 13383. When assessing Water Code section 13227 factors, the State Water Board or the applicable Regional Water Board will consider:

- The Enrollee's diligence to comply with all reporting requirements in this General Order;
- The use of best available information for the Enrollee's reporting of spill start date and start time in which the release of sewage from the sanitary sewer system initiated;
- The Enrollee's reporting of spill end date, and end time to be the date and time in which the release of sewage from the sanitary sewer system was stopped;
- The Enrollee's diligence to accurately estimate and report spill volumes;
- The Enrollee's subsequent verification and/or updates to initial Draft Spill Reports in accordance with this General Order; and
- The Enrollee's timely certification of required spill reports.

Consistent with Water Code section 13267 and section 13383, the State Water Board or a Regional Water Board may require an Enrollee to report the results of a condition assessment of a specified portion of the Enrollee's sanitary sewer system.

6.2. Other Regional Water Board Orders

It is the intent of the State Water Board that sanitary sewer systems be regulated in a manner consistent with federal and state regulations. This Order will not be interpreted or applied:

- In a manner inconsistent with the federal Clean Water Act;
- To authorize a spill or discharge that is illegal under either the Clean Water Act, the Water Code, and/or an applicable Basin Plan prohibition or water quality standard;
- To prohibit a Regional Water Board from issuing an individual National Pollutant Discharge Elimination System (NPDES) permit or individual waste discharge requirements superseding an Enrollee's regulatory coverage under this General Order for a sanitary sewer system authorized under the Clean Water Act or Water Code;

- To supersede any more specific or more stringent waste discharge requirements or enforcement orders issued by a Regional Water Board; or
- To supersede any more specific or more stringent state or federal requirements in existing regulation, an administrative/judicial order, or Consent Decree.

6.3. Sewer System Management Plan Availability

The Enrollee's updated Sewer System Management Plan must be maintained for public inspection at the Enrollee's offices and facilities and must be available to the public through CIWQS and/or on the Enrollee's website, in accordance with section 3.8 (Sewer System Management Plan Reporting Requirements) of Attachment E1 (Notification, Monitoring, Reporting and Recordkeeping Requirements) of this General Order.

6.4. Entry and Inspection

6.4.1. Entry and Availability of Information

The Enrollee shall allow State and Regional Water Board staff, upon presentation of credentials and other documents as may be required by law, to:

- Enter upon the Enrollee's premises where a regulated facility or activity is located or conducted, or where records are kept under the requirements of this General Order;
- Have access to and reproduce any records required to be maintained by this General Order;
- Inspect any facility and/or equipment (including monitoring and control equipment), practices, or operations required in this General Order; and
- Sample or monitor substances or parameters for assuring compliance with this General Order, or as otherwise authorized by the Water Code.

6.4.2. Pre-Inspection Questionnaire

The Enrollee shall provide pre-inspection information to State and Regional Water Board staff through the completion of a Pre-Inspection Questionnaire provided by Water Board staff.

ATTACHMENT A - DEFINITIONS

Annual Report

An Annual Report (previously termed as Collection System Questionnaire in Order 2006-0003-DWQ) is a mandatory report in which the Enrollee provides a calendar-year update of its efforts to prevent spills.

Basin Plan

A Basin Plan is a water quality control plan specific to a Regional Water Quality Control Board (Regional Water Board), that serves as regulations to: (1) define and designate beneficial uses of surface and groundwaters, (2) establish water quality objectives for protection of beneficial uses, and (3) provide implementation measures.

Beneficial Uses

The term “Beneficial Uses” is a Water Code term, defined as the uses of the waters of the State that may be protected against water quality degradation. Examples of beneficial uses include but are not limited to, municipal, domestic, agricultural and industrial supply; power generation; recreation; aesthetic enjoyment; navigation; and preservation and enhancement of fish, wildlife, and other aquatic resources or preserves.

California Integrated Water Quality System (CIWQS)

CIWQS is the statewide database that provides for mandatory electronic reporting as required in State and Regional Water Board-issued waste discharge requirements.

Data Submitter

A Data Submitter is an individual designated and authorized by the Enrollee’s Legally Responsible Official to enter spill data into the online CIWQS Sanitary Sewer System Database. A Data Submitter does not have the authority of a Legally Responsible Official to certify reporting entered into the online CIWQS Sanitary Sewer System Database.

Disadvantaged Community

A disadvantaged community is a community with a median household income of less than eighty percent (80%) of the statewide annual median household income.

For the purpose of this General Order, there is no differentiation between a small and large disadvantaged community.

Drainage Conveyance System

A drainage conveyance system is a publicly- or privately-owned separate storm sewer system, including but not limited to drainage canals, channels, pipelines, pump stations, detention basins, infiltration basins/facilities, or other facilities constructed to transport stormwater and non-stormwater flows.

Enrollee

An Enrollee is a public, private, or other non-governmental entity that has obtained approval for regulatory coverage under this General Order, including:

- A state agency, municipality, special district, or other public entity that owns and/or operates one or more sanitary sewer systems:
  - greater than one (1) mile in length (each individual sanitary sewer system);
  - one mile or less in length where the State Water Resources Control Board or a Regional Water Quality Control Board requires regulatory coverage under this Order, or
- A federal agency, private company, or other non-governmental entity that owns and/or operates a sanitary sewer system of any size where the State Water Resources Control Board or a Regional Water Quality Control Board requires regulatory coverage under this Order in response to a history of spills, proximity to surface water, or other factors supporting regulatory coverage.

Environmentally Sensitive Area

An environmentally sensitive area is a designated agricultural and/or wildlife area identified to need special natural landscape protection due to its wildlife or historical value.

Exfiltration

Exfiltration is the underground exiting of sewage from a sanitary sewer system through cracks, offset or separated joints, or failed infrastructure due to corrosion or other factors.

Flood Control Channel

A flood control channel is a channel used to convey stormwater and non-stormwater flows through and from areas for flood management purposes.

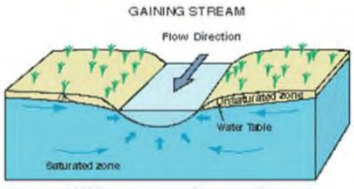
Governing Entity

A governing entity includes but is not limited to the following:

- A publicly elected governing board, council, or commission of a municipal agency;
- A Department or Division director of a federal or state agency that is not governed by a board;
- A governing board or commission of an organization or association; and
- A private system owner/manager that is not governed by a board.

Hydrologically Connected

Two waterbodies are hydrologically connected when one waterbody flows, or has the potential to flow, into the other waterbody. For the purpose of this General Order, groundwater is hydrologically connected to a surface water when the groundwater feeds into the surface water. (The surface waterbody in this example is termed a gaining stream as it gains flow from surrounding groundwater.)



Lateral (including Lower and Upper Lateral)

A lateral is an underground segment of smaller diameter pipe that transports sewage from a customer's building or property (residential, commercial, or industrial) to the Enrollee's main sewer line in a street or easement. Upper and lower lateral boundary definitions are subject to local jurisdictional codes and ordinances, or private system ownership.

A lower lateral is the portion of the lateral located between the sanitary sewer system main, and either the property line, sewer clean out, curb line, established utility easement boundary, or other jurisdictional locations.

An upper lateral is the portion of the lateral from the property line, sewer clean out, curb line, established utility easement boundary, or other jurisdictional locations, to the building or property.

Legally Responsible Official

A Legally Responsible Official is an official representative, designated by the Enrollee, with authority to sign and certify submitted information and documents required by this General Order.

Nuisance

For the purpose of this General Order, a nuisance, as defined in Water Code section 13050(m), is anything that meets all of the following requirements:

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

Private Sewer Lateral

A private sewer lateral is the privately-owned lateral that transports sewage from private property(ies) into a sanitary sewer system.

Private Sanitary Sewer System

A private sanitary sewer system is a sanitary sewer system of any size that is owned and/or operated by a private individual, company, corporation, or organization. A private sanitary sewer system may or may not connect into a publicly owned sanitary sewer system.

Potential to Discharge, Potential Discharge

Potential to Discharge, or Potential Discharge, means any exiting of sewage from a sanitary sewer system which can reasonably be expected to discharge into a water of the State based on the size of the sewage spill, proximity to a drainage conveyance system, and the nature of the surrounding environment.

Receiving Water

A receiving water is a water of the State that receives a discharge of waste.

Resilience

Resilience is the ability to recover from or adjust to adversity or change, and grow from disruptions. Resilience can be built through planning, preparing for, mitigating, and adapting to changing conditions.

Sanitary Sewer System

A sanitary sewer system is a system that is designed to convey sewage, including but not limited to, pipes, manholes, pump stations, siphons, wet wells, diversion structures and/or other pertinent infrastructure, upstream of a wastewater treatment plant headworks, including:

- Laterals owned and/or operated by the Enrollee;
- Satellite sewer systems; and/or
- Temporary conveyance and storage facilities, including but not limited to temporary piping, vaults, construction trenches, wet wells, impoundments, tanks and diversion structures.

For purpose of this Order, sanitary sewer systems include only systems owned and/or operated by the Enrollee.

Satellite Sewer System

A satellite sewer system is a portion of a sanitary sewer system owned or operated by a different owner than the owner of the downstream wastewater treatment facility ultimately treating the sewage.

Sewer System Management Plan

A sewer system management plan is a living document an Enrollee develops and implements to effectively manage its sanitary sewer system(s) in accordance with this General Order.

Sewage

Sewage, and its associated wastewater, is untreated or partially treated domestic, municipal, commercial and/or industrial waste (including sewage sludge), and any mixture of these wastes with inflow or infiltration of stormwater or groundwater, conveyed in a sanitary sewer system.

Spill

A spill is a discharge of sewage from any portion of a sanitary sewer system due to a sanitary sewer system overflow, operational failure, and/or infrastructure failure. Exfiltration of sewage is not considered to be a spill under this General Order if the exfiltrated sewage remains in the subsurface and does not reach a surface water of the State.

Training

Training is in-house or external education and guidance needed that provides the knowledge, skills, and abilities to comply with this General Order.

Wash Down Water

Wash down water is water used to clean a spill area.

Waste

Waste, as defined in Water Code section 13050(d), includes sewage and any and all other waste substances, liquid, solid, gaseous, or radioactive, associated with human habitation, or of human or animal origin, or from any producing, manufacturing, or processing operation, including waste placed within containers of whatever nature prior to, and for purposes of, disposal.

Waste Discharge Identification Number (WDID)

A waste discharge identification number (WDID) identifies each individual sanitary sewer system enrolled under this General Order. A WDID number is assigned to each enrolled system upon an Enrollee's approved regulatory coverage.

Waters of the State

Waters of the State are surface waters or groundwater within boundaries of the state as defined in Water Code section 13050(e), in which the State and Regional Water Boards have authority to protect beneficial uses. Waters of the State include, but are not limited to, groundwater aquifers, surface waters, saline waters, natural washes and pools, wetlands, sloughs, and estuaries, regardless of flow or whether water exists during dry conditions. Waters of the State include waters of the United States.

Waters of the United States

Waters of the United States are surface waters or waterbodies that are subject to federal jurisdiction in accordance with the Clean Water Act.

Water Quality Objective

A water quality objective is the limit or maximum amount of pollutant, waste constituent or characteristic, or parameter level established in statewide water quality control plans and Regional Water Boards' Basin Plans, for the reasonable protection of beneficial uses of surface waters and groundwater and the prevention of nuisance.

ATTACHMENT B – APPLICATION FOR ENROLLMENT

1. **Enrollment Status:** (Mark only one item)

   ☐ New Enrollee

   ☐ New Enrollee with previous regulatory coverage under Order 2006-0003-DWQ
   (that failed to certify continuation of coverage in CIWQS per Order 2022-XXXX-DWQ)
   Existing WDID Number: _____

2. **Applicant Information:**

   Legally Responsible Official Submitting Application

   First and Last Name: _____

   Title: _____

   Phone: _____

   Email: _____

   System Owner/Operator Name: _____

   Mailing Address:_____

   City, State, Zip:_____

   County:_____

   Sanitary Sewer System Name: _____

   Regional Water Quality Control Board(s): _____

   Signature and Date: _____

3. **Applicant Type (Check one):**

   ☐ City ☐ County ☐ State ☐ Federal ☐ Special District

   ☐ Government Combination ☐ Private ☐ Other Non-governmental Entity

4. **Wastewater Treatment Plant Receiving Sanitary Sewer System Waste:**

   Wastewater Treatment Plant Permittee:_____

   WDID No.: _____

5. Billing Information

Billing Address: _____

City, State, Zip: _____

Billing Contact Person and Title: _____

Phone and Email Address: _____

6. Application Fee:

The application fee, as required by Water Code section 13260, is based on the daily population served by the sanitary sewer system. See updated Fee Schedule. (https://www.waterboards.ca.gov/resources/fees/water_quality/)

Check one of the following and enter fee amount:

☐ Population Served < 50,000 – Total Fee submitted: $ _____

☐ Population Served ≥ 50,000 – Total Fee submitted: $ _____

Make the fee payment payable to the State Water Resources Control Board and mail the complete application package to:

State Water Resources Control Board, Accounting Office
P. O. Box 1888
Sacramento, CA 95812-1888

Attention: Statewide Sanitary Sewer System Program

7. Application Submittal Certification

I certify under penalty of perjury under the laws of the State of California that to the best of my knowledge and belief, the information in the submitted application package is true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fines and imprisonment.

Print Name: _____

Title: _____

Signature: _____Date: _____

ATTACHMENT C - NOTICE OF TERMINATION

1. Enrollee Information

Enrollee Name: _____

WDID No:_____

Legally Responsible Official Requesting Termination of Coverage: _____

First and Last Name: _____

Title: _____

Phone: _____

Email: _____

Mailing Address: _____

City, State, Zip: _____

County: _____

Sanitary Sewer System Name(s) or Unique Identifier(s): _____

Regional Water Quality Control Board(s): _____

Signature and Date:_____

2. Basis of Termination

Explanation of termination, including subsequent regulatory coverage and subsequent owner/operator of enrolled sanitary sewer system, as applicable:

_____

_____

_____

_____

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_____

3. Regulatory Coverage Termination Certification

I certify under penalty of perjury under the laws of the State of California that to the best of my knowledge: 1) the sanitary sewer system I officially represent is not required to be regulated under the Statewide Waste Discharge Requirements for Sanitary Sewer Systems Order 2022-XXXX-DWQ, and 2) the information submitted in this Notice of Termination is true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine or imprisonment. Additionally, I understand that the submittal of this Notice of Termination does not release sanitary sewer system agencies from liability for any violations of the Clean Water Act.

Print Name: _____

Title: _____

Signature: _____Date: _____

For State Water Board Use Only

☐ Approved for Termination ☐ Denied and Returned to Enrollee

Deputy Director of Water Quality Signature: _____

Date: _____Notice of Termination Effective Date: _____

ATTACHMENT D – SEWER SYSTEM MANAGEMENT PLAN – REQUIRED ELEMENTS

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ATTACHMENT D – SEWER SYSTEM MANAGEMENT PLAN – REQUIRED ELEMENTS

A Sewer System Management Plan (Plan) is a living planning document that documents ongoing local sewer system management program activities, procedures, and decision-making – at the scale necessary to address the size and complexity of the subject sanitary sewer system(s). This Plan may incorporate other programs and other plans by reference, to address short-term and long-term system resilience through:

- Proactive planning and decision-making;
- Local government ordinances;
- Updated operations and maintenance activities and procedures;
- Implementation of capital improvements;
- Sufficient local budget to support staff resources, contractors, equipment, and training; and
- Updated training of staff and contractors.

The Enrollee's development, update, and implementation of a Sewer System Management Plan addressing the requirements of this Attachment is an enforceable component of this General Order. As specified in Provision 6.1 (Enforcement Provisions) of this General Order, consistent with the Water Code and the State Water Board Enforcement Policy, the State Water Board or a Regional Water Board may consider the Enrollee's efforts in implementing an effective Sewer System Management Plan to prevent, contain, control, and mitigate spills when considering Water Code section 13327 factors to determine necessary enforcement of this General Order.

This Attachment includes the following required elements that the Enrollee shall address in its Plan and subsequent updates. The Enrollee shall identify any requirement in this Attachment that is not applicable to the Enrollee's sewer system and shall explain in its Plan why the requirement is not applicable.

1. SEWER SYSTEM MANAGEMENT PLAN GOAL AND INTRODUCTION

The goal of the Sewer System Management Plan (Plan) is to provide a plan and schedule to: (1) properly manage, operate, and maintain all parts of the Enrollee's sanitary sewer system(s), (2) reduce and prevent spills, and (3) contain and mitigate spills that do occur.

The Plan must include a narrative Introduction section that discusses the following items:

1.1. Regulatory Context

The Plan Introduction section must provide a general description of the local sewer system management program and discuss Plan implementation and updates.

1.2. Sewer System Management Plan Update Schedule

The Plan Introduction section must include a schedule for the Enrollee to update the Plan, including the schedule for conducting internal audits. The schedule must include milestones for incorporation of activities addressing prevention of sewer spills.

1.3. Sewer System Asset Overview

The Plan Introduction section must provide a description of the Enrollee-owned assets and service area, including but not limited to:

- Location, including county(ies);
- Service area boundary;
- Population and community served;
- System size, including total length in miles, length of gravity mainlines, length of pressurized (force) mains, and number of pump stations and siphons;
- Structures diverting stormwater to the sewer system;
- Data management systems;
- Sewer system ownership and operation responsibilities between Enrollee and private entities for upper and lower sewer laterals;
- Estimated number or percent of residential, commercial, and industrial service connections; and
- Unique service boundary conditions and challenge(s).

Additionally, the Plan Introduction section must provide reference to the Enrollee's up-to-date map of its sanitary sewer system, as required in section 4.1 (Updated Map of Sanitary Sewer System) of this Attachment.

2. ORGANIZATION

The Plan must identify organizational staffing responsible and integral for implementing the local Sewer System Management Plan through an organization chart or similar narrative documentation that includes:

- The name of the Legally Responsible Official as required in section 5.1 (Designation of a Legally Responsible Official) of this General Order;
- The position titles, telephone numbers, and email addresses for management, administrative, and maintenance positions responsible for implementing specific Sewer System Management Plan elements;
- Organizational lines of authority; and
- Chain of communication for reporting spills from receipt of complaint or other information, including the person responsible for reporting spills to the State and Regional Water Boards and other agencies, as applicable. (For example, county

health officer, county environmental health agency, and State Office of Emergency Services.)

3. LEGAL AUTHORITY

The Plan must include copies or an electronic link to the Enrollee's current sewer system use ordinances, service agreements and/or other legally binding procedures to demonstrate the Enrollee possesses the necessary legal authority to:

- Prevent illicit discharges into its sanitary sewer system from inflow and infiltration (I&I); unauthorized stormwater; chemical dumping; unauthorized debris; roots; fats, oils, and grease; and trash, including rags and other debris that may cause blockages;
- Collaborate with storm sewer agencies to coordinate emergency spill responses, ensure access to storm sewer systems during spill events, and prevent unintentional cross connections of sanitary sewer infrastructure to storm sewer infrastructure;
- Require that sewer system components and connections be properly designed and constructed;
- Ensure access for maintenance, inspection, and/or repairs for portions of the service lateral owned and/or operated by the Enrollee;
- Enforce any violation of its sewer ordinances, service agreements, or other legally binding procedures; and
- Obtain easement accessibility agreements for locations requiring sewer system operations and maintenance, as applicable.

4. OPERATION AND MAINTENANCE PROGRAM

The Plan must include the items listed below that are appropriate and applicable to the Enrollee's system.

4.1. Updated Map of Sanitary Sewer System

An up-to-date map(s) of the sanitary sewer system, and procedures for maintaining and providing State and Regional Water Board staff access to the map(s). The map(s) must show gravity line segments and manholes, pumping facilities, pressure pipes and valves, and applicable stormwater conveyance facilities within the sewer system service area boundaries.

4.2. Preventive Operation and Maintenance Activities

A scheduling system and a data collection system for preventive operation and maintenance activities conducted by staff and contractors.

The scheduling system must include:

- Inspection and maintenance activities;

- Higher-frequency inspections and maintenance of known problem areas, including areas with tree root problems;
- Regular visual and closed-circuit television (CCTV) inspections of manholes and sewer pipes.

The data collection system must document data from system inspection and maintenance activities, including system areas/components prone to root-intrusion potentially resulting in system backup and/or failure.

4.3. Training

In-house and external training provided on a regular basis for sanitary sewer system operations and maintenance staff and contractors. The training must cover:

- The requirements of this General Order;
- The Enrollee's Spill Emergency Response Plan procedures and practice drills;
- Skilled estimation of spill volume for field operators; and
- Electronic CIWQS reporting procedures for staff submitting data.

4.4. Equipment Inventory

An inventory of sewer system equipment, including the identification of critical replacement and spare parts.

5. DESIGN AND PERFORMANCE PROVISIONS

The Plan must include the following items as appropriate and applicable to the Enrollee's system:

5.1. Updated Design Criteria and Construction Standards and Specifications

Updated design criteria, and construction standards and specifications, for the construction, installation, repair, and rehabilitation of existing and proposed system infrastructure components, including but not limited to pipelines, pump stations, and other system appurtenances. If existing design criteria and construction standards are deficient to address the necessary component-specific hydraulic capacity as specified in section 8 (System Evaluation, Capacity Assurance and Capital Improvements) of this Attachment, the procedures must include component-specific evaluation of the design criteria.

5.2. Procedures and Standards

Procedures, and standards for the inspection and testing of newly constructed, newly installed, repaired, and rehabilitated system pipelines, pumps, and other equipment and appurtenances.

6. SPILL EMERGENCY RESPONSE PLAN

The Plan must include an up to date Spill Emergency Response Plan to ensure prompt detection and response to spills to reduce spill volumes and collect information for prevention of future spills. The Spill Emergency Response Plan must include procedures to:

- Notify primary responders, appropriate local officials, and appropriate regulatory agencies of a spill in a timely manner;
- Notify other potentially affected entities (for example, health agencies, water suppliers, etc.) of spills that potentially affect public health or reach waters of the State;
- Comply with the notification, monitoring and reporting requirements of this General Order, State law and regulations, and applicable Regional Water Board Orders;
- Ensure that appropriate staff and contractors implement the Spill Emergency Response Plan and are appropriately trained;
- Address emergency system operations, traffic control and other necessary response activities;
- Contain a spill and prevent/minimize discharge to waters of the State or any drainage conveyance system;
- Minimize and remediate public health impacts and adverse impacts on beneficial uses of waters of the State;
- Remove sewage from the drainage conveyance system;
- Clean the spill area and drainage conveyance system in a manner that does not inadvertently impact beneficial uses in the receiving waters;
- Implement technologies, practices, equipment, and interagency coordination to expedite spill containment and recovery;
- Implement pre-planned coordination and collaboration with storm drain agencies and other utility agencies/departments prior, during, and after a spill event;
- Conduct post-spill assessments of spill response activities;
- Document and report spill events as required in this General Order; and
- Annually, review and assess effectiveness of the Spill Emergency Response Plan, and update the Plan as needed.

7. SEWER PIPE BLOCKAGE CONTROL PROGRAM

The Sewer System Management Plan must include procedures for the evaluation of the Enrollee's service area to determine whether a sewer pipe blockage control program is needed to control fats, oils, grease, rags and debris. If the Enrollee determines that a program is not needed, the Enrollee shall provide justification in its Plan for why a program is not needed.

The procedures must include, at minimum:

- An implementation plan and schedule for a public education and outreach program that promotes proper disposal of pipe-blocking substances;
- A plan and schedule for the disposal of pipe-blocking substances 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 substances generated within a sanitary sewer system service area;
- The legal authority to prohibit discharges to the system and identify measures to prevent spills and blockages;
- Requirements to install grease removal devices (such as traps or interceptors), design standards for the removal devices, maintenance requirements, best management practices requirements, recordkeeping and reporting requirements;
- Authority to inspect grease producing facilities, enforcement authorities, and whether the Enrollee has sufficient staff to inspect and enforce the fats, oils, and grease ordinance;
- An identification of sanitary sewer system sections subject to fats, oils, and grease blockages and establishment of a cleaning schedule for each section; and
- Implementation of source control measures for all sources of fats, oils, and grease reaching the sanitary sewer system for each section identified above.

8. SYSTEM EVALUATION, CAPACITY ASSURANCE AND CAPITAL IMPROVEMENTS

The Plan must include procedures and activities for:

- Routine evaluation and assessment of system conditions;
- Capacity assessment and design criteria;
- Prioritization of corrective actions; and
- A capital improvement plan.

8.1 System Evaluation and Condition Assessment

The Plan must include procedures to:

- Evaluate the sanitary sewer system assets utilizing the best practices and technologies available;

- Identify and justify the amount (percentage) of its system for its condition to be assessed each year;
- Prioritize the condition assessment of system areas that:
  - Hold a high level of environmental consequences if vulnerable to collapse, failure, blockage, capacity issues, or other system deficiencies;
  - Are located in or within the vicinity of surface waters, steep terrain, high groundwater elevations, and environmentally sensitive areas;
  - Are within the vicinity of a receiving water with a bacterial-related impairment on the most current Clean Water Act section 303(d) List;
- Assess the system conditions using visual observations, video surveillance and/or other comparable system inspection methods;
- Utilize observations/evidence of system conditions that may contribute to exiting of sewage from the system which can reasonably be expected to discharge into a water of the State;
- Maintain documents and recordkeeping of system evaluation and condition assessment inspections and activities; and
- Identify system assets vulnerable to direct and indirect impacts of climate change, including but not limited to: sea level rise; flooding and/or erosion due to increased storm volumes, frequency, and/or intensity; wildfires; and increased power disruptions.

8.2. Capacity Assessment and Design Criteria

The Plan must include procedures to identify system components that are experiencing or contributing to spills caused by hydraulic deficiency and/or limited capacity, including procedures to identify the appropriate hydraulic capacity of key system elements for:

- Dry-weather peak flow conditions that cause or contributes to spill events;
- The appropriate design storm(s) or wet weather events that causes or contributes to spill events;
- The capacity of key system components; and
- Identify the major sources that contribute to the peak flows associated with sewer spills.

The capacity assessment must consider:

- Data from existing system condition assessments, system inspections, system audits, spill history, and other available information;
- Capacity of flood-prone systems subject to increased infiltration and inflow, under normal local and regional storm conditions;

- Capacity of systems subject to increased infiltration and inflow due to larger and/or higher-intensity storm events as a result of climate change;
- Increases of erosive forces in canyons and streams near underground and above-ground system components due to larger and/or higher-intensity storm events;
- Capacity of major system elements to accommodate dry weather peak flow conditions, and updated design storm and wet weather events; and
- Necessary redundancy in pumping and storage capacities.

8.3. Prioritization of Corrective Action

The findings of the condition assessments and capacity assessments must be used to prioritize corrective actions. Prioritization must consider the severity of the consequences of potential spills.

8.4. Capital Improvement Plan

The capital improvement plan must include the following items:

- Project schedules including completion dates for all portions of the capital improvement program;
- Internal and external project funding sources for each project; and
- Joint coordination between operation and maintenance staff, and engineering staff/consultants during planning, design, and construction of capital improvement projects; and Interagency coordination with other impacted utility agencies.

9. MONITORING, MEASUREMENT AND PROGRAM MODIFICATIONS

The Plan must include an Adaptive Management section that addresses Plan-implementation effectiveness and the steps for necessary Plan improvement, including:

- Maintaining relevant information, including audit findings, to establish and prioritize appropriate Plan activities;
- Monitoring the implementation and measuring the effectiveness of each Plan Element;
- Assessing the success of the preventive operation and maintenance activities;
- Updating Plan procedures and activities, as appropriate, based on results of monitoring and performance evaluations; and
- Identifying and illustrating spill trends, including spill frequency, locations and estimated volumes.

10. INTERNAL AUDITS

The Plan shall include internal audit procedures, appropriate to the size and performance of the system, for the Enrollee to comply with section 5.4 (Sewer System Management Plan Audits) of this General Order.

11. COMMUNICATION PROGRAM

The Plan must include procedures for the Enrollee to communicate with:

- The public for:
  - Spills and discharges resulting in closures of public areas, or that enter a source of drinking water, and
  - The development, implementation, and update of its Plan, including opportunities for public input to Plan implementation and updates.
- Owners/operators of systems that connect into the Enrollee's system, including satellite systems, for:
  - System operation, maintenance, and capital improvement-related activities.

ATTACHMENT E1 – NOTIFICATION, MONITORING, REPORTING AND RECORDKEEPING REQUIREMENTS

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ATTACHMENT E1– NOTIFICATION, MONITORING, REPORTING AND RECORDKEEPING REQUIREMENTS

The Notification Requirements (section 1), Spill-specific Monitoring Requirements (section 2), Reporting Requirements (section 3) and Recordkeeping Requirements (section 4) in this Attachment are pursuant to Water Code section 13267 and section 13383, and are an enforceable component of this General Order. For the purpose of this General Order, the term:

- Notification means the notifying of appropriate parties of a spill event or other activity.
- Spill-specific Monitoring means the gathering of information and data for a specific spill event to be reported or kept as records.
- Reporting means the reporting of information and data into the online California Integrated Water Quality System (CIWQS) Sanitary Sewer System Database.
- Recordkeeping means the maintaining of information and data in an official records storage system.

Failure to comply with the notification, monitoring, reporting and recordkeeping requirements in this General Order may subject the Enrollee to civil liabilities of up to $10,000 a day per violation pursuant to Water Code section 13385; up to $1,000 a day per violation pursuant to Water Code section 13268; or referral to the Attorney General for judicial civil enforcement.

Water Code section 13193 et seq. requires the Regional Water Quality Control Boards (Regional Water Boards) and the State Water Resources Control Board (State Water Board) to collect sanitary sewer spill information for each spill event and make this information available to the public. Sanitary sewer spill information for each spill event includes but is not limited to: Enrollee contact information for each spill event, spill cause, estimated spill volume and factors used for estimation, location, date, time, duration, amount discharged to waters of the State, response and corrective action(s) taken.

1. NOTIFICATION REQUIREMENTS

1.1. Notification of Spills of 1,000 Gallons or Greater to the California Office of Emergency Services

Per Water Code section 13271, for a spill that discharges in or on any waters of the State, or discharges or is deposited where it is, or probably will be, discharged in or on any waters of the State, the Enrollee shall notify the California Office of Emergency Services and obtain a California Office of Emergency Services Control Number as soon as possible **but no later than two (2) hours** after:

- The Enrollee has knowledge of the spill; and
- Notification can be provided without substantially impeding cleanup or other emergency measures.

The notification requirements in this section apply to individual spills of 1,000 gallons or greater, from an Enrollee-owned and/or operated laterals, to a water of the State.

1.2. Spill Notification Information

The Enrollee shall provide the following spill information to the California Office of Emergency Services before receiving a Control Number, as applicable:

- Name and phone number of the person notifying the California Office of Emergency Services;
- Estimated spill volume (gallons);
- Estimated spill rate from the system (gallons per minute);
- Estimated discharge rate (gallons per minute) directly into waters of the State or indirectly into a drainage conveyance system;
- Spill incident description:
  - Brief narrative of the spill event, and
  - Spill incident location (address, city, and zip code) and closest cross streets and/or landmarks;
- Name and phone number of contact person on-scene;
- Date and time the Enrollee was informed of the spill event;
- Name of sanitary sewer system causing the spill;
- Spill cause or suspected cause (if known);
- Amount of spill contained;
- Name of receiving water body receiving or potentially receiving discharge; and
- Description of water body impact and/ or potential impact to beneficial uses.

1.3. Notification of Spill Report Updates

Following the initial notification to the California Office of Emergency Services and until such time that the Enrollee certifies the spill report in the online CIWQS Sanitary Sewer System Database, the Enrollee shall provide updates to the California Office of Emergency Services regarding substantial changes to:

- Estimated spill volume (increase or decrease in gallons initially estimated);
- Estimated discharge volume discharged directly into waters of the State or indirectly into a drainage conveyance system (increase or decrease in gallons initially estimated); and
- Additional impact(s) to the receiving water(s) and beneficial uses.

2. SPILL-SPECIFIC MONITORING REQUIREMENTS

2.1 Spill Location and Spread

The Enrollee shall visually assess the spill location(s) and spread using photography, global positioning system (GPS), and other best available tools. The Enrollee shall document the critical spill locations, including:

- Photography and GPS coordinates for:
  - The system location where spill originated.

    For multiple appearance points of a single spill event, the points closest to the spill origin.
- Photography for:
  - Drainage conveyance system entry locations,
  - The location(s) of discharge into surface waters, as applicable,
  - Extent of spill spread, and
  - The location(s) of clean up.

2.2 Spill Volume Estimation

To assess the approximate spill magnitude and spread, the Enrollee shall estimate the total spill volume using updated volume estimation techniques, calculations, and documentation for electronic reporting. The Enrollee shall update its notification and reporting of estimated spill volume (which includes spill volume recovered) as further information is gathered during and after a spill event.

2.3. Receiving Water Monitoring

2.3.1. Receiving Water Visual Observations

Through visual observations and use of best available spill volume-estimating techniques and field calculation techniques, the Enrollee shall gather and document the following information for spills discharging to surface waters:

- Estimated spill travel time to the receiving water;
- For spills entering a drainage conveyance system, estimated spill travel time from the point of entry into the drainage conveyance system to the point of discharge into the receiving water;
- Estimated spill volume entering the receiving water; and
- Photography of:
  - Waterbody bank erosion,
  - Floating matter,
  - Water surface sheen (potentially from oil and grease),

- Discoloration of receiving water, and
- Impact to the receiving water.

2.3.2. Receiving Water – Water Quality Sampling and Analysis

For sewage spills in which an estimated 50,000 gallons or greater are discharged into a surface water, the Enrollee shall conduct the following water quality sampling no later than **18 hours** after the Enrollee's knowledge of a potential discharge to a surface water:

- Collect one water sample, each day of the duration of the spill, at:
  - The DCS-001 location as described in section 2.3.4 (Receiving Water Sampling Locations) of this Attachment, if sewage discharges to a surface water via a drainage conveyance system; and/or
  - Each of the three receiving water sampling locations in section 2.3.4 (Receiving Water Sampling Locations) of this Attachment;

    If the receiving water has no flow during the duration of the spill, the Enrollee must report "No Sampling Due To No Flow" for its receiving water sampling locations.

The Enrollee shall analyze the collected receiving water samples for the following constituents per section 2.3.3 (Water Quality Analysis Specifications) of this Attachment:

- Ammonia, and
- Appropriate bacterial indicator(s) per the applicable Basin Plan water quality objectives, including one or more of the following, unless directed otherwise by the Regional Water Board:
  - Total Coliform Bacteria
  - Fecal Coliform Bacteria
  - *E-coli*
  - Enterococcus

  Dependent on the receiving water(s), sampling of bacterial indicators shall be sufficient to determine post-spill (after the spill) compliance with the water quality objectives and bacterial standards of the California Ocean Plan or the California Inland Surface Water Enclosed Bays, and Estuaries Plan, including the frequency and/or number of post-spill receiving water samples as may be specified in the applicable plans.

The Enrollee shall collect and analyze additional samples as required by the applicable Regional Water Board Executive Officer or designee.

2.3.3. Water Quality Analysis Specifications

Spill monitoring must be representative of the monitored activity (40 Code of Federal Regulations section 122.41(j)(1)).

Sufficiently Sensitive Methods

Sample analysis must be conducted according to sufficiently sensitive test methods approved under 40 Code of Federal Regulations Part 136 for the sample analysis of pollutants. For the purposes of this General Order, a method is sufficiently sensitive when the minimum level of the analytical method approved under 40 Code of Federal Regulations Part 136 is at or below the receiving water pollutant criteria.

Environmental Laboratory Accreditation Program-Accredited Laboratories

The analysis of water quality samples required per this General Order must be performed by a laboratory that has accreditation pursuant to Article 3 (commencing with section 100825) of Chapter 4 of Part 1 of Division 101 of the Health and Safety Code. (Water Code section 13176(a).) The State Water Board accredits laboratories through its Environmental Laboratory Accreditation Program (ELAP).

2.3.4. Receiving Water Sampling Locations

The Enrollee shall collect receiving water samples at the following locations.

Sampling of Flow in Drainage Conveyance System (DCS) Prior to Discharge

Sampling Location	Sampling Location Description
DCS-001	A point in a drainage conveyance system before the drainage conveyance system flow discharges into a receiving water.

Receiving Surface Water Sampling (RSW)[1]

Sampling Location	Sampling Location Description
RSW-001 Point of Discharge	A point in the receiving water where sewage initially enters the receiving water.
RSW-001U: Upstream of Point of Discharge	A point in the receiving water, upstream of the point of sewage discharge, to capture ambient conditions absent of sewage discharge impacts.

Sampling Location	Sampling Location Description
RSW-001D: Downstream of Point of Discharge	A point in the receiving water, downstream of the point of sewage discharge, where the spill material is fully mixed with the receiving water.

[1] The Enrollee must use its best professional judgment to determine the upstream and downstream distances based on receiving water flow, accessibility to upstream/downstream waterbody banks, and size of visible sewage plume.

2.4. Safety and Access Exceptions

If the Enrollee encounters access restrictions or unsafe conditions that prevents its compliance with spill response requirements or monitoring requirements in this General Order, the Enrollee shall provide documentation of access restrictions and/or safety hazards in the corresponding required report.

3. REPORTING REQUIREMENTS

All reporting required in this General Order must be submitted electronically to the online CIWQS Sanitary Sewer System Database (https://ciwqs.waterboards.ca.gov), unless specified otherwise in this General Order. Electronic reporting may solely be conducted by a Legally Responsible Official or Data Submitter(s) previously designated by the Legally Responsible Official, as required in section 5.8 (Designation of Data Submitters) of this General Order.

The Enrollee shall report any information that is protected by the Homeland Security Act, by email to SanitarySewer@waterboards.ca.gov, with a brief explanation of the protection provided by the Homeland Security Act for the subject report to be protected from unauthorized disclosure and/or public access, and for official Water Board regulatory purposes only.

3.1. Reporting Requirements for Individual Category 1 Spill Reporting

3.1.1. Draft Spill Report for Category 1 Spills

Within three (3) business days of the Enrollee's knowledge of a Category 1 spill, the Enrollee shall submit a Draft Spill Report to the online CIWQS Sanitary Sewer System Database.

The Draft Spill Report must, at minimum, include the following items:

1. Contact information: Name and telephone number of Enrollee contact person to respond to spill-specific questions;
2. Spill location name;
3. Date and time the Enrollee was notified of, or self-discovered, the spill;
4. Operator arrival time;

5. Estimated spill start date and time;
6. Date and time the Enrollee notified the California Office of Emergency Services, and the assigned control number;
7. Description, photographs, and GPS coordinates of the system location where the spill originated;
    - If a single spill event results in multiple appearance points, provide GPS coordinates for the appearance point closest to the failure point and describe each additional appearance point in the spill appearance point explanation field;
8. Estimated total spill volume exiting the system;
9. Description and photographs of the extent of the spill and spill boundaries;
10. Did the spill reach a drainage conveyance system? If Yes:
    - Description of the drainage conveyance system transporting the spill;
    - Photographs of the drainage conveyance system entry location(s);
    - Estimated spill volume fully recovered from the drainage conveyance system;
    - Estimated spill volume remaining within the drainage conveyance system;
11. Description and photographs of all discharge point(s) into the surface water;
12. Estimated spill volume that discharged to surface waters; and
13. Estimated total spill volume recovered.

3.1.2. Certified Spill Report for Category 1 Spills

Within 15 calendar days of the spill end date, the Enrollee shall submit a Certified Spill Report for Category 1 spills, to the online CIWQS Sanitary Sewer System Database. Upon completion of the Certified Spill Report, the online CIWQS Sanitary Sewer System Database will issue a final spill event identification number.

The Certified Spill Report must, at minimum, include the following mandatory information in addition to all information in the Draft Spill Report per section 3.1.1 (Draft Spill Report for Category 1 Spills) above:

1. Description of the spill event destination(s), including GPS coordinates if available, that represent the full spread and reach of the spill;
2. Spill end date and time;
3. Description of how the spill volume estimations were calculated, including at a minimum:
    - The methodology, assumptions and type of data relied upon, such as supervisory control and data acquisition (SCADA) records, flow monitoring or other telemetry information used to estimate the volume of the spill discharged, and the volume of the spill recovered (if any volume of the spill was recovered), and
    - The methodology(ies), assumptions and type of data relied upon for estimations of the spill start time and the spill end time;

4. Spill cause(s) (for example, root intrusion, grease deposition, etc.);
5. System failure location (for example, main, lateral, pump station, etc.);
6. Description of the pipe material, and estimated age of the pipe material, at the failure location;
7. Description of the impact of the spill;
8. Whether or not the spill was associated with a storm event;
9. Description of spill response activities including description of immediate spill containment and cleanup efforts;
10. Description of spill corrective action, including steps planned or taken to reduce, eliminate, and prevent reoccurrence of the spill, and a schedule of major milestones for those steps;
11. Spill response completion date;
12. Detailed narrative of investigation and investigation findings of cause of spill;
13. Reasons for an ongoing investigation (as applicable) and the expected date of completion;
14. Name and type of receiving water body(s);
15. Description of the water body(s), including but not limited to:
    - Observed impacts on aquatic life,
    - Public closure, restricted public access, temporary restricted use, and/or posted health warnings due to spill,
    - Responsible entity for closing/restricting use of water body, and
    - Number of days closed/restricted as a result of the spill.
16. Whether or not the spill was located within 1,000 feet of a municipal surface water intake; and
17. If water quality samples were collected, identify sample locations and the parameters the water quality samples were analyzed for. If no samples were taken, Not Applicable shall be selected.

3.1.3. Spill Technical Report for Individual Category 1 Spill in which 50,000 Gallons or Greater Discharged into a Surface Water

For any spill in which 50,000 gallons or greater discharged into a surface water, **within 45 calendar days** of the spill end date, the Enrollee shall submit a Spill Technical Report to the online CIWQS Sanitary Sewer System Database. The Spill Technical Report, at minimum, must include the following information:

1. Spill causes and circumstances, including at minimum:
    - Complete and detailed explanation of how and when the spill was discovered;

- Photographs illustrating the spill origin, the extent and reach of the spill, drainage conveyance system entrance and exit, receiving water, and post-cleanup site conditions;
- Diagram showing the spill failure point, appearance point(s), the spill flow path, and ultimate destinations;
- Detailed description of the methodology employed, and available data used to calculate the discharge volume and, if applicable, the recovered spill volume;
- Detailed description of the spill cause(s);
- Description of the pipe material, and estimated age of the pipe material, at the failure location;
- Description of the impact of the spill;
- Copy of original field crew records used to document the spill; and
- Historical maintenance records for the failure location.

2. Enrollee's response to the spill:
   - Chronological narrative description of all actions taken by the Enrollee to terminate the spill;
   - Explanation of how the Sewer System Management Plan Spill Emergency Response Plan was implemented to respond to and mitigate the spill; and
   - Final corrective action(s) completed and a schedule for planned corrective actions, including:
     - Local regulatory enforcement action taken against an illicit discharge in response to this spill, as applicable,
     - Identifiable system modifications, and operation and maintenance program modifications needed to prevent repeated spill occurrences, and
     - Necessary modifications to the Emergency Spill Response Plan to incorporate lessons learned in responding to and mitigating the spill.
3. Water Quality Monitoring, including at minimum:
   - Description of all water quality sampling activities conducted;
   - List of pollutant and parameters monitored, sampled and analyzed; as required in section 2.3 (Receiving Water Monitoring) of this Attachment;
   - Laboratory results, including laboratory reports;
   - Detailed location map illustrating all water quality sampling points; and
   - Other regulatory agencies receiving sample results (if applicable).
4. Evaluation of spill impact(s), including a description of short-term and long-term impact(s) to beneficial uses of the surface water.

3.1.4. Amended Certified Spill Reports for Individual Category 1 Spills

The Enrollee shall update or add additional information to a Certified Spill Report within **90 calendar days** of the spill end date by amending the report or by adding an attachment to the Spill Report in the online CIWQS Sanitary Sewer System Database. The Enrollee shall certify the amended report.

After **90 calendar days**, the Enrollee shall contact the State Water Board at SanitarySewer@waterboards.ca.gov to request to amend a Spill Report. The Legally Responsible Official shall submit justification for why the additional information was not reported within the Amended Spill Report due date.

3.2. Reporting Requirements for Individual Category 2 Spill Reporting

3.2.1. Draft Spill Report for Category 2 Spills

Within three (3) business days of the Enrollee's knowledge of a Category 2 spill, the Enrollee shall submit a Draft Spill Report to the online CIWQS Sanitary Sewer System Database.

The Draft Spill Report must, at minimum, include the following items:

1. Contact information: Name and telephone number of Enrollee contact person to respond to spill-specific questions;
2. Spill location name;
3. Date and time the Enrollee was notified of, or self-discovered, the spill;
4. Operator arrival time;
5. Estimated spill start date and time;
6. Date and time the Enrollee notified the California Office of Emergency Services, and the assigned control number;
7. Description, photographs, and GPS coordinates of the system location where the spill originated;

   If a single spill event results in multiple appearance points, provide GPS coordinates for the appearance point closest to the failure point and describe each additional appearance point in the spill appearance point explanation field;
8. Estimated total spill volume exiting the system;
9. Description and photographs of the extent of the spill and spill boundaries;
10. Did the spill reach a drainage conveyance system? If Yes:
    - Description of the drainage conveyance system transporting the spill;
    - Photographs of the drainage conveyance system entry location(s);
    - Estimated spill volume fully recovered from the drainage conveyance system;
    - Estimated spill volume remaining within the drainage conveyance system;

- Estimated spill volume discharged to a groundwater infiltration basin or facility, if applicable; and

11. Estimated total spill volume recovered.

3.2.2. Certified Spill Report for Category 2 Spills

Within 15 calendar days of the spill end date, the Enrollee shall submit a Certified Spill Report for the Category 2 spill, to the online CIWQS Sanitary Sewer System Database (https://ciwqs.waterboards.ca.gov). Upon completion of the Certified Spill Report, the online CIWQS Sanitary Sewer System Database will issue a final spill event identification number.

The Certified Spill Report must, at minimum, include the following mandatory information in addition to all information in the Draft Spill Report per section 3.2.1 (Draft Spill Report for Category 2 Spills) above:

1. Description of the spill event destination(s), including GPS coordinates if available, that represent the full spread and reach of the spill;
2. Spill end date and time;
3. Description of how the spill volume estimations were calculated, including at a minimum:
   - The methodology, assumptions and type of data relied upon, such as supervisory control and data acquisition (SCADA) records, flow monitoring or other telemetry information used to estimate the volume of the spill discharged, and the volume of the spill recovered (if any volume of the spill was recovered), and
   - The methodology(ies), assumptions and type of data relied upon for estimations of the spill start time and the spill end time;
4. Spill cause(s) (for example, root intrusion, grease deposition, etc.);
5. System failure location (for example, main, pump station, etc.);
6. Description of the pipe/infrastructure material, and estimated age of the pipe material, at the failure location;
7. Description of the impact of the spill;
8. Whether or not the spill was associated with a storm event;
9. Description of spill response activities including description of immediate spill containment and cleanup efforts;
10. Description of spill corrective action, including steps planned or taken to reduce, eliminate, and prevent reoccurrence of the spill, and a schedule of major milestones for those steps;
11. Spill response completion date;
12. Detailed narrative of investigation and investigation findings of cause of spill;
13. Reasons for an ongoing investigation (as applicable) and the expected date of completion; and

14. Whether or not the spill was located within 1,000 feet of a municipal surface water intake.

3.2.3. Amended Certified Spill Reports for Individual Category 2 Spills

The Enrollee shall update or add additional information to a Certified Spill Report within **90 calendar days** of the spill end date by amending the report or by adding an attachment to the Spill Report in the online CIWQS Sanitary Sewer System Database. The Enrollee shall certify the amended report.

After **90 calendar days**, the Enrollee shall contact the State Water Board at SanitarySewer@waterboards.ca.gov to request to amend a Spill Report. The Legally Responsible Official shall submit justification for why the additional information was not reported within the Amended Spill Report due date.

3.3. Monthly Certified Spill Reporting for Category 3 Spills

The Enrollee shall report and certify all Category 3 spills to the online CIWQS Sanitary Sewer System Database within 30 calendar days after the end of the month in which the spills occurred. (For example, all Category 3 spills occurring in the month of February shall be reported and certified by March 30th). After the Legally Responsible Official certifies the spills, the online CIWQS Sanitary Sewer System Database will issue a spill event identification number for each spill.

The monthly reporting of all Category 3 spills must include the following items for each spill:

1. Contact information: Name and telephone number of Enrollee contact person to respond to spill-specific questions;
2. Spill location name;
3. Date and time the Enrollee was notified of, or self-discovered, the spill;
4. Operator arrival time;
5. Estimated spill start date and time;
6. Description, photographs, and GPS coordinates where the spill originated:
   - If a single spill event results in multiple appearance points, provide GPS coordinates for the appearance point closest to the failure point and describe each additional appearance point in the spill appearance point explanation field;
7. Estimated total spill volume exiting the system;
8. Description and photographs of the extent of the spill and spill boundaries;
9. Did the spill reach a drainage conveyance system? If Yes:
   - Description of the drainage conveyance system transporting the spill;
   - Photographs of the drainage conveyance system entry locations(s);
   - Estimated spill volume fully recovered from the drainage conveyance system; and

- Estimated spill volume discharged to a groundwater infiltration basis or facility, if applicable.

10. Estimated total spill volume recovered;
11. Description of the spill event destination(s), including GPS coordinates, if available, that represent the full spread and reaches of the spill;
12. Spill end date and time;
13. Description of how the spill volume estimations were calculated, including, at minimum:
    - The methodology and type of data relied upon, including supervisory control and data acquisition (SCADA) records, flow monitoring or other telemetry information used to estimate the volume of the spill discharged, and the volume of the spill recovered (if any volume of the spill was recovered), and
    - The methodology and type of data relied upon to estimate the spill start time, on-going spill rate at time of arrival (if applicable), and the spill end time;
14. Spill cause(s) (for example, root intrusion, grease deposition, etc.);
15. System failure location (for example, main, pump station, etc.);
16. Description of the pipe/infrastructure material, and estimated age of the pipe/infrastructure material, at the failure location;
17. Description of the impact of the spill;
18. Whether or not the spill was associated with a storm event;
19. Description of spill response activities including description of immediate spill containment and cleanup efforts;
20. Description of spill corrective actions, including steps planned or taken to reduce, eliminate, and prevent reoccurrence of the spill, and a schedule of the major milestones for those steps; including, at minimum:
    - Local regulatory enforcement action taken against an illicit discharge in response to this spill, as applicable, and
    - Identifiable system modifications, and operation and maintenance program modifications needed to prevent repeated spill occurrences at the same spill event location, including:
      - Adjusted schedule/method of preventive maintenance,
      - Planned rehabilitation or replacement of sanitary sewer asset,
      - Inspected, repaired asset(s), or replaced defective asset(s),
      - Capital improvements,
      - Documentation verifying immediately implemented system modifications and operating/maintenance modifications,
      - Description of spill response activities,

- Spill response completion date, and
- Ongoing investigation efforts, and expected completion date of investigation to determine the full cause of spill;

21. Detailed narrative of investigation and investigation findings of cause of spill.

3.4. Monthly Certified Spill Reporting for Category 4 Spills

The Enrollee shall report and certify the estimated total spill volume exiting the sanitary sewer system, and the total number of all Category 4 spills to the online CIWQS Sanitary Sewer System Database, within 30 calendar days after the end of the month in which the spills occurred.

3.5. Amended Certified Spill Reports for Category 3 Spills

Within 90 calendar days of the certified Spill Report due date, the Enrollee may update or add additional information to a certified Spill Report by amending the report or by adding an attachment to the Spill Report in the online CIWQS Sanitary Sewer System Database. The Enrollee shall certify the amended report.

After 90 calendar days, the Legally Responsible Official shall contact the State Water Board at SanitarySewer@waterboards.ca.gov to request to amend a certified Spill Report. The Legally Responsible Official shall submit justification for why the additional information was not reported within the 90-day timeframe for amending the certified Spill Report, as provided above.

3.6. Annual Certified Spill Reporting of Category 4 and/or Lateral Spills

For all Category 4 spills and spills from its owned and/or operated laterals that are caused by a failure or blockage in the lateral and that do not discharge to a surface water, the Enrollee shall:

- Maintain records per section 4.4. of this Attachment;

  The Enrollee shall provide records upon request by State Water Board or Regional Water Board staff.

- Annually upload and certify a report, in an appropriate digital format, of all recordkeeping of spills to the online CIWQS Sanitary Sewer System Database, by February 1st after the end of the calendar year in which the spills occurred.

A spill from an Enrollee-owned and/or operated lateral that discharges to a surface water is a Category 1 spill; the Enrollee shall report all Category 1 spills per section 3.1 of Attachment E1 (Notification, Monitoring, Reporting and Recordkeeping Requirements) of this General Order.

3.7. Monthly Certification of "No-Spills" or "Category 4 Spills" and/or "Non-Category 1 Lateral Spills"

If either (1) no spills occur during a calendar month or (2) only Category 4, and/or Enrollee-owned and/or operated lateral spills (that do not discharge to a surface water) occur during a calendar month, the Enrollee shall certify, within 30 calendar days after

the end of each calendar month, either a “No-Spill” certification statement, or a “Category 4 Spills” and/or “Non-Category 1 Lateral Spills” certification statement, in the online CIWQS Sanitary Sewer System Database, certifying that there were either no spills, or Category 4 and/or Non-Category 1 Lateral Spills that will be reported annually (per section 3.6 of this Attachment) for the designated month.

If a spill starts in one calendar month and ends in a subsequent calendar month, and the Enrollee has no further spills of any category, in the subsequent calendar month, the Enrollee shall certify “no-spills” for the subsequent calendar month.

If the Enrollee has no spills from its systems during a calendar month, but the Enrollee voluntarily reported a spill from a private lateral or a private system, the Enrollee shall certify “no-spills” for that calendar month.

If the Enrollees has spills from its owned and/or operated laterals during a calendar month, the Enrollee shall not certify “no spills” for that calendar month.

3.8. Electronic Sanitary Sewer System Service Area Boundary Map

The Legally Responsible Official shall submit, to the State Water Board, an up-to-date electronic spatial map of its sewer system service area boundaries. The map must be in accordance with section 5.14 (Electronic Sanitary Sewer System Service Area Boundary Map) of this General Order and the specification provided on the statewide Sanitary Sewer Systems program website. The map must include the location of wastewater treatment facility(ies) that treats the sewer system waste, if in the same sewer service boundary.

By the Effective Date of this General Order, specifications for the electronic sanitary sewer service area boundary map format will be provided on the statewide Sanitary Sewer Systems Order program website.

3.9. Annual Report (Previously termed as Collection System Questionnaire in General Order 2006-0003-DWQ)

A new Enrollee shall complete and submit its first certified Annual Report into the online CIWQS Sanitary Sewer System Database, **within 30 days of obtaining a CIWQS account**; Subsequent Annual Reports are due by April 1 of each year.

All enrollees shall update their previous year’s Annual Report, **by April 1 of each year after the Effective Date of this General Order,** for each calendar year (January 1 through December 31)**.**

The Annual Report must be entered directly into the online CIWQS Sanitary Sewer System Database. The Enrollee’s Legally Responsible Official shall certify the Annual Report as instructed in CIWQS;

The Annual Report must address, and update as applicable, the following items:

- Population served;

- Updated sewer system service area boundary map, if service area boundary has changed from original map submitted per section 5.14 (Electronic Sanitary Sewer System Service Area Boundary Map) of this General Order;
- Number of system operation and maintenance staff:
  - Entry level (less than two years of experience),
  - Journey level (greater than two years of experience),
  - Supervisory level, and
  - Managerial level;
- Number of operation and maintenance staff certified as a certified collection system operator by the California Water Environmental Association (CWEA), with:
  - Corresponding number of certified collection system operator grade levels (Grade I, II, III, IV, and V);
- System information:
  - Miles of system gravity and force mains,
  - Number of upper and lower service laterals connected to system,
  - Estimated number of upper and lower laterals owned and/or operated by the Enrollee,
  - Portion of laterals that is Enrollee's responsibility,
  - Average age the major components of system infrastructure,
  - Number and age of pump stations, and
  - Estimated total miles of the system pipeline not accessible for maintenance;
- Name and location of the treatment plant(s) receiving sanitary sewer system's waste;
- Name of satellite sewer system tributaries;
- Number of system's gravity sewer above or underground crossings of water bodies throughout system;
- Number of force main (pressurized pipe) above or underground crossings of water bodies throughout system;
- Number of siphons used to convey waste throughout the sewer system;
- Miles of sewer system cleaned;
- Miles of sewer system video inspected, or comparable (i.e., video closed-circuit television or alternative inspection methods);
- System Performance Evaluation as specified in section 5.11 (System Performance Analysis) of this General Order;
- Major spill causes (for example, root intrusion, grease deposition);

- System infrastructure failure points (for example, main, pump station, lateral, etc.);
- Ongoing spill investigations; and
- Actions taken to address system deficiencies.

3.10. Sewer System Management Plan Audit Reporting Requirements

The Enrollee shall submit its Sewer System Management Plan Audit and other pertinent audit information, in accordance with section 5.4 (Sewer System Management Plan Audits) of this General Order, to the online CIWQS Sanitary Sewer System Database **by six (6) months after the end of the 3-year audit period**.

If a Sewer System Management Plan Audit is not conducted as required: the Enrollee shall:

- Update the online CIWQS Sanitary Sewer System Database and select the justification for not conducting the Audit; and
- Notify its corresponding Regional Water Board (see Attachment F (Regional Water Quality Control Board Contact Information)) of the justification for the lapsed requirements.

The Enrollee's reporting of a justification for not conducting a timely Audit does not justify non-compliance with this General Order. The Enrollee shall:

- Submit the late Audit as required in this General Order; and
- Comply with subsequent Audit requirements and due dates corresponding with the original audit cycle.

3.11. Sewer System Management Plan Reporting Requirements

For an Existing Enrollee previously regulated by Order 2006-0003-DWQ: **Within every six (6) years after the required due date of its last Plan Update**, the Legally Responsible Official shall upload and certify a local governing entity-approved Sewer System Management Plan Update to the online CIWQS Sanitary Sewer System Database. If the electronic document format or size capacity prevents the electronic upload of the Plan, the Legally Responsible Official shall report an electronic link to its updated Sewer System Management Plan posted on its own website.

Order 2006-0003-DWQ required each enrollee to develop its initial Sewer System Management Plan per the following schedule, with required Plan updates at a frequency of 5-years thereafter:

Systems serving populations: Greater than 100,000: May 2, 2009

Between 100,000 and 10,000: August 2, 2009

Between 10,000 and 2,500: May 2, 2010

Less than 2,500: August 2, 2010

This Order carries forth the previously-required Plan Update schedule per Order 2006-0003-DWQ. Per the six-year Plan Update frequency required in this Order, the Enrollee shall upload and certify its first Plan Update, to the online CIWQS Sanitary Sewer System Database by the following due dates, with subsequent Plan Updates at the frequency of six years thereafter:

Systems serving populations: Greater than 100,000: May 2, 2025

Between 100,000 and 10,000: August 2, 2025

Between 10,000 and 2,500: May 2, 2026

Less than 2,500: August 2, 2026

For a New Enrollee: **Within twelve (12) months of its Application for Enrollment Approval date**, the Legally Responsible Official of a new Enrollee shall upload and certify a local governing entity-approved Sewer System Management Plan to the online CIWQS Sanitary Sewer System Database. If electronic document format or size capacity prevents the electronic upload of the Plan, the Legally Responsible Official shall report an electronic link to its Sewer System Management Plan posted on its own website. The due date for subsequent 6-year Plan updates, is six (6) years from the submittal due date of the new Enrollee's first Sewer System Management Plan.

4. RECORDKEEPING REQUIREMENTS

The Enrollee shall maintain records to document compliance with the provisions of this General Order, and previous General Order 2006-0003-DWQ as applicable, for each sanitary sewer system owned, including any required records generated by an Enrollee's contractor(s).

4.1. Recordkeeping Time Period

The Enrollee shall maintain records of documents required in this Attachment, including records collected for compliance with this General Order, and records collected in accordance with previous General Order 2006-0003-DWQ, for five (5) years.

4.2. Availability of Documents

The Enrollee shall make the records required in this General Order readily available, either electronic or hard copies, for review by Water Board staff during onsite inspections or through an information request.

4.3. Spill Reports

The Enrollee shall maintain records for each of the following spill-related events and activities:

- Spill event complaint, including but not limited to records documenting how the Enrollee responded to notifications of spills. Each complaint record must, at a minimum, include the following information:
    - Date, time, and method of notification,

- Date and time the complainant first noticed the spill, if available,
- Narrative description of the complaint, including any information the caller provided regarding whether the spill has reached surface waters or a drainage conveyance system, if available,
- Complainant's contact information, if available, and
- Final resolution of the complaint;

- Records documenting the steps and/or remedial action(s) undertaken by the Enrollee, using all available information, to comply with this General Order, and previous General Order 2006-0003-DWQ as applicable;
- Records documenting how estimate(s) of volume(s) and, if applicable, volume(s) of spill recovered were calculated;
- All California Office of Emergency Services notification records, as applicable; and
- Records, in accordance with the Monitoring Requirements in this Attachment.

4.4. Recordkeeping of Category 4 Spills and Non-Category 1 Lateral Spills

An Enrollee must maintain the following records for each individual Category 4 spill and for each individual non-Category 1 Enrollee-owned and/or operated lateral spill, and report in accordance to section 3.6 (Annual Certified Spill Reporting of Category 4 and/or Lateral Spills) of this Attachment.

Recordkeeping of Individual Category 4 Spill Information:

1. Contact information: Name and telephone number of Enrollee contact person to respond to spill-specific questions;
2. Spill location name;
3. Description and GPS coordinates for the system location where the spill originated;
4. Did the spill reach a drainage conveyance system? If Yes:
   - Description of drainage conveyance system location,
   - Estimated spill volume fully recovered within the drainage conveyance system, and
   - Estimated spill volume remaining within the drainage conveyance system;
5. Estimated total spill volume exiting the sanitary sewer system;
6. Spill date and start time;
7. Spill cause(s) (for example, root intrusion, grease deposition, etc.);
8. System failure location (for example, main, pump station, etc.);
9. Description of spill response activities including description of immediate spill containment and cleanup efforts;
10. Description of how the volume estimation was calculated, including, at minimum:

- The methodology and type of data relied upon, including supervisory control and data acquisition (SCADA) records, flow monitoring or other telemetry information used to estimate the volume of the spill discharged, and the volume of the spill recovered (if any volume of the spill was recovered), and
- The methodology and type of data relied upon to estimate the spill start time, on-going spill rate at time of arrival (if applicable), and the spill end time;

11. Description of implemented system modifications and operating/maintenance modifications.

Recordkeeping of Individual Lateral Spill Information:

1. Date and time the Enrollee was notified of, or self-discovered, the spill;
2. Location of individual spill;
3. Estimated individual spill volume;
4. Spill cause(s) (for example, root intrusion, grease deposition, etc.); and
5. Description of how the volume estimations were calculated.

Total Annual Spill Information:

1. Estimated total annual spill volume;
2. Description of spill corrective actions, including at minimum:
   - Local regulatory enforcement action taken against the sewer lateral owner in response to a spill, as applicable, and
   - System operation, maintenance and program modifications implemented to prevent repeated spill occurrences at the same spill location.

4.5. Sewer System Telemetry Records

The Enrollee shall maintain the following sewer system telemetry records if used to document compliance with this General Order, and previous General Order 2006-0003-DWQ as applicable, including spill volume estimates:

- Supervisory control and data acquisition (SCADA) system(s);
- Alarm system(s);
- Flow monitoring device(s) or other instrument(s) used to estimate sewage flow rates, and/or volumes;
- Computerized maintenance management system records; and
- Asset management-related records.

4.6. Sewer System Management Plan Implementation Records

The Enrollee shall maintain records documenting the Enrollee's implementation of its Sewer System Management Plan, including documents supporting its Sewer System Management Plan audits, corrections, modifications, and updates to the Sewer System Management Plan.

4.7. Audit Records

The Enrollee shall maintain, at minimum, the following records pertaining to its Sewer System Management Plan audits, and other internal audits:

- Completed audit documents and findings;
- Name and contact information of staff and/or consultants that conducted or involved in the audit; and
- Follow-up actions based on audit findings.

4.8. Equipment Records

The Enrollee shall maintain a log of all owned and leased sewer system cleaning, operational, maintenance, construction, and rehabilitation equipment.

4.9. Work Orders

The Enrollee shall maintain record of work orders for operations and maintenance projects.

ATTACHMENT E2 – SUMMARY OF NOTIFICATION, MONITORING AND REPORTING REQUIREMENTS

This Attachment provides a summary of notification, monitoring and reporting requirements, by spill category, and for Enrollee-owned and/or operated laterals as required in Attachment E1 of this General Order, for quick reference purposes only.

Table E2-1

Spill Category 1: Spills to Surface Waters

Spill Requirement	Due	Method
Notification	**Within two (2) hours** of the Enrollee's knowledge of a Category 1 spill of 1,000 gallons or greater, discharging or threatening to discharge to surface waters: Notify the California Office of Emergency Services and obtain a notification control number.	California Office of Emergency Services at: (800) 852-7550 (Section 1 of Attachment E1)
Monitoring	• Conduct spill-specific monitoring; • Conduct water quality sampling of the receiving water within **18 hours** of initial knowledge of spill of 50,000 gallons or greater to surface waters.	(Section 2 of Attachment E1)
Reporting	• Submit Draft Spill Report **within three (3) business days** of the Enrollee's knowledge of the spill; • Submit Certified Spill Report **within 15 calendar days** of the spill end date; • Submit Technical Report **within 45 calendar days** after the spill end date for a Category 1 spill in which **50,000 gallons or greater** discharged to surface waters; and • Submit Amended Spill Report **within 90 calendar days** after the spill end date.	(Section 3.1 of Attachment E1)

Table E2-2
Spill Category 2: **Spills of 1,000 Gallons or Greater That Do Not Discharge to Surface Waters**

Spill Requirements	Due	Method
Notification	**Within two (2) hours** of the Enrollee's knowledge of a Category 2 spill of 1,000 gallons or greater, discharging or threatening to discharge to waters of the State: Notify California Office of Emergency Services and obtain a notification control number.	California Office of Emergency Services at: (800) 852-7550 (Section 1 of Attachment E1)
Monitoring	Conduct spill-specific monitoring.	(Section 2 of Attachment E1)
Reporting	• Submit Draft Spill Report **within three (3) business days** of the Enrollee's knowledge of the spill; • Submit Certified Spill Report **within 15 calendar days** of the spill end date; and • Submit Amended Spill Report **within 90 calendar days** after the spill end date.	(Section 3.2 of Attachment E1)

Table E2-3
Spill Category 3: Spills of Equal or Greater than 50 Gallons and Less than 1,000 Gallons That Does Not Discharge to Surface Waters

Spill Requirements	Due	Method
Notification	Not Applicable	Not Applicable
Monitoring	Conduct spill-specific monitoring.	(Section 2 of Attachment E1)
Reporting	• Submit monthly Certified Spill Report to the online CIWQS Sanitary Sewer System Database within **30 calendars days** after the end of the month in which the spills occur; and • Submit Amended Spill Reports **within 90 calendar days** after the Certified Spill Report due date.	(Section 3.3 and 3.5 of Attachment E1)

Table E2-4
Spill Category 4: Spills Less Than 50 Gallons That Do Not Discharge to Surface Waters

Spill Requirements	Due	Method
Notification	Not Applicable	Not Applicable
Monitoring	Conduct spill-specific monitoring.	(Section 2 of Attachment E1)
Reporting	• If, during any calendar month, Category 4 spills occur, certify monthly, the estimated total spill volume exiting the sanitary sewer system, and the total number of all Category 4 spills into the online CIWQS Sanitary Sewer System Database, within 30 days after the end of the calendar month in which the spills occurred. • Upload and certify a report, in an acceptable digital format, of all Category 4 spills to the online CIWQS Sanitary Sewer System Database, by February 1st after the end of the calendar year in which the spills occur.	(Section 3.4, 3.6, 3.7 and 4.4 of Attachment E1)

Table E2-5
Enrollee Owned and/or Operated Lateral Spills That Do Not Discharge to Surface Waters

Spill Requirements	Due	Method
Notification	**Within two (2) hours** of the Enrollee's knowledge of a spill of 1,000 gallons or greater, from an enrollee-owned and/or operated lateral, discharging or threatening to discharge to waters of the State: Notify California Office of Emergency Services and obtain a notification control number. Not applicable to a spill of less than 1,000 gallons.	California Office of Emergency Services at: (800) 852-7550 (Section 1 of Attachment E1)
Monitoring	Conduct visual monitoring.	(Section 2 of Attachment E1)
Reporting	• Upload and certify a report, in an acceptable digital format, of all lateral spills (that do not discharge to a surface water) to the online CIWQS Sanitary Sewer System Database, by February 1st after the end of the calendar year in which the spills occur. • Report a lateral spill of any volume that discharges to a surface water as a Category 1 spill.	(Sections 3.6, 3.7 and 4.4 of Attachment E1)

ATTACHMENT F – REGIONAL WATER QUALITY CONTROL BOARD CONTACT INFORMATION

This Attachment provides a map, list of counties, and contact information to assist the Enrollee in identifying the corresponding Regional Water Quality Control Board office, for all Regional Water Board notification requirements in this General Order.



Region 1 -- North Coast Regional Water Quality Control Board:
Del Norte, Glenn, Humboldt, Lake, Marin, Mendocino, Modoc, Siskiyou, Sonoma, and Trinity counties.

RB1SpillReporting@waterboards.ca.gov or (707) 576-2220

Region 2 -- San Francisco Bay Regional Water Quality Control Board:
Alameda, Contra Costa, San Francisco, Santa Clara (Northern most part of Morgan Hill), San Mateo, Marin, Sonoma, Napa, Solano counties.

RB2SpillReports@waterboards.ca.gov or (510) 622-2369

Region 3 -- Central Coast Regional Water Quality Control Board:
Santa Clara (most of Morgan Hill), San Mateo (Southern portion), Santa Cruz, San Benito, Monterey, Kern (small portions), San Luis Obispo, Santa Barbara, Ventura (Northern portion) counties.

CentralCoast@waterboards.ca.gov or (805) 549-3147

Region 4 -- Los Angeles Regional Water Quality Control Board:
Los Angeles, Ventura counties (small portions of Kern and Santa Barbara counties).

rb4-ssswdr@waterboards.ca.gov or (213) 576-6600

Region 5 -- Central Valley Regional Water Quality Control Board:

Rancho Cordova (Sacramento) Office: Colusa, Lake, Sutter, Yuba, Sierra, Nevada, Placer, Yolo, Napa, (North East), Solano (West), Sacramento, El Dorado, Amador, Calaveras, San Joaquin, Contra Costa (East), Stanislaus, Tuolumne counties.

RB5sSpillReporting@waterboards.ca.gov or (916) 464-3291

Fresno Office: Fresno, Kern, Kings, Madera, Mariposa, Merced, and Tulare counties, and small portions of San Benito and San Luis Obispo counties.

RB5fSpillReporting@waterboards.ca.gov or (559) 445-5116

Redding Office: Butte, Glen, Lassen, Modoc, Plumas, Shasta, Siskiyou, and Tehama counties.

RB5rSpillReporting@waterboards.ca.gov or (530) 224-4845

Region 6 -- Lahontan Regional Water Quality Control Board:
Lake Tahoe Office: Alpine, Modoc (East), Lassen (East side and Eagle Lake), Sierra, Nevada, Placer, El Dorado counties.

RB6sSpillReporting@waterboards.ca.gov or (530) 542-5400

Victorville Office: Mono, Inyo, Kern (East), San Bernardino, Los Angeles (North East corner) counties.

RB6vSpillReporting@waterboards.ca.gov or (760) 241-6583

Region 7 -- Colorado River Basin Regional Water Quality Control Board:
Imperial county and portions of San Bernardino, Riverside, San Diego counties.

RB7SpillReporting@waterboards.ca.gov or (760) 346-7491

Region 8 -- Santa Ana Regional Water Quality Control Board:
Orange, Riverside, San Bernardino counties.

RB8SpillReporting@waterboards.ca.gov or (951) 782-4130

Region 9 -- San Diego Regional Water Quality Control Board:
San Diego county and portions of Orange and Riverside counties.

RB9Spill_Report@waterboards.ca.gov or (619) 516-1990

End of Order 2022-0103-DWQ

Appendix B-1

Sanitary Sewer Overflow Reporting Guidelines

Appendix B-1

Spill Notification and Reporting Requirements

Deadline	Category 1 Spill	Category 2 Spill	Category 3 Spill	Category 4 Spill	Lateral Spills	No Spills
As soon as practical within 2 hours after: - knowledge of the spill; and - notification can be provided without substantially impeding cleanup or other emergency measures	Notify OCHCA and OCFCD. For spills 1,000 gallons or greater, discharging or threatening to discharge to surface waters (does not include groundwater), notify OES and obtain a notification control number.	Notify OCHCA Notify OCFCD if spill enters drainage conveyance system. For spills 1,000 gallons or greater, discharging or threatening to discharge to Waters of the State (includes groundwater), notify OES and obtain a notification control number.	Notify OCHCA Notify OCFCD if spill enters drainage conveyance system.	Notify OCHCA Notify OCFCD if spill enters drainage conveyance system.	Notify OCHCA Notify OCFCD if spill enters drainage conveyance system.	
Within 18 hours of knowledge of spill	Conduct water quality sampling of the receiving water within 18 hours of initial knowledge of spill of 50,000 gallons or greater to surface waters.					
3 business days after knowledge of spill	Submit Draft Spill Report to the online CIWQS Sanitary Sewer System Database	Submit Draft Spill Report to the online CIWQS Sanitary Sewer System Database				
15 calendar days after the spill end date	LRO must submit Certified Spill Report to the online CIWQS Sanitary Sewer System Database	LRO must submit Certified Spill Report to the online CIWQS Sanitary Sewer System Database				
Within 30 calendar days after the end of the month in which the spill occurred			LRO must submit monthly Certified Spill Report to the online CIWQS Sanitary Sewer System Database	LRO must report and certify the estimated total spill volume exiting the sanitary sewer system and the total number of all Category 4 spills into the online CIWQS Sanitary Sewer System Database	LRO must report and certify the estimated total spill volume exiting the sanitary sewer system and the total number of all owned and/or operated lateral spills into the online CIWQS Sanitary Sewer System Database. It optional to report private system and private lateral spills.	LRO must submit a “No Spill” certification statement to the online CIWQS Sanitary Sewer System Database
45 calendar days after the spill end date	LRO must submit Spill Technical Report to the online CIWQS Sanitary Sewer System Database for a spill in which 50,000 gallons or greater discharged to surface waters					
90 calendar days after the spill end date	LRO must submit Amended Spill Report to the online CIWQS Sanitary Sewer System Database	LRO must submit Amended Spill Report to the online CIWQS Sanitary Sewer System Database	LRO must submit Amended Spill Report to the online CIWQS Sanitary Sewer System Database			
By February 1st after the end of the calendar year in which the spill occurs				Upload and certify a report, in an acceptable digital format, of all Category 4 spills to the online CIWQS Sanitary Sewer System Database	Upload and certify a report, in an acceptable digital format, of all Category owned and/or operated lateral spills to the online CIWQS Sanitary Sewer System Database. It optional to report private system and private lateral spills.	

Appendix B-2

Resource Phone List

Appendix B-2

Resource Phone List

Contact	Business Number	Secondary Number
Public Works Superintendent	(714) 229-6771	(714) 315-5938
Public Works Duty Staff	(714) 686-1454	(714) 686-1454
City Engineer	(714) 229-6729	(714) 315-5938
Assistant City Engineer	(714) 229-6756	
Laboratory and Environmental Consultant		
Charles Abbott and Associates	(714) 229-6752	(310) 809-8182
Enthalpy Analytical	(714) 771-6900	
Emergency Contacts		
Orange County Fire Authority	(714) 527-9475	9-1-1
Police Department	(714) 229-6600	9-1-1
Control 1	(714) 628-7008	
Southern California Edison	(800) 611 - 1911	
On-Call Contractors		
Contact	**Business Number**	**Secondary Number**
JIMNI Systems, Inc.	(949) 770-7654	
OC Pump	(800) 400-7867	
National Plant Services, Inc.	(562) 437-3574	
So. Cal Barricades - On Call Traffic Control	(714) 676-8460	
Charles King Co.	(562) 426-2974	
Notification Agency		
Contact	**Business Number**	**After Hours**
State of California, Office of Emergency Services	(800) 852 - 7550	
Orange County Health Care Agency	(714) 433 - 6000	(714) 628 - 7008
Office Staff	(714) 433 - 6419	
Orange County Flood Control District	(714) 955 - 0600	(714) 628 - 7008
24-Hour Hotline	(877) 897-7455	
Water Pollution Service Request	https://myoceservices.ocgov.com/ServiceRequest	
Regional Water Quality Control Board (RWQCB) Region 8	(951) 782-4130	
Nearby Sewer Agency		
Contact	**Business Number**	**Secondary Number**
Orange County Sanitation District	(714) 593-7025	
Los Angeles County Sanitation District	(562) 437-6520	
City of La Palma	(714) 690-3310	
City of Buena Park	(714) 562-3670	
City of Stanton	(714) 379-9222	
City of Anaheim	(714) 765-6860	
Garden Grove Sanitary District	(714) 741-5375	
Rossmoor/Los Alamitos Sewer District	(562) 431-2223	
Long Beach Water	(562) 570-2300	
City of Cerritos	(562) 916-1220	

Appendix C-1

Water Quality Ordinances

ARTICLE IV
CYPRESS WATER QUALITY[1]

§ 13-21. Definitions.

As used in this article:

"Authorized inspector" shall mean the city manager, and persons designated by and under his or her instruction and supervision who are assigned to investigate compliance and detect violations of this article.

"City" shall mean the City of Cypress, Orange County, California.

"Copermittee" shall mean Orange County, the Orange County Flood Control District and/or any one of the 31 municipalities, including the City of Cypress, which are responsible for compliance with the terms of the NPDES permit.

"DAMP" shall mean the Orange County Drainage Area Management Plan, as the same may be amended from time to time.

"Development project guidance" shall mean DAMP Chapter VII and the appendix thereto, entitled Best Management Practices for New Development Including Nonresidential Construction Projects.

"Discharge" shall mean any release, spill, leak, pump, flow, escape, leaching (including subsurface migration or groundwater contamination), dumping or disposal of any liquid, semisolid or solid substance.

"Discharge exception" shall mean the group of activities not restricted or prohibited by this article, including only:

Discharges composed entirely of stormwater, discharges covered under current EPA or regional water quality control board issued NPDES permits, or other waivers, permits or approvals, granted by an appropriate government agency, discharges to the stormwater drainage system from potable water line flushing, fire fighting activities, landscape irrigation systems, diverted stream flows, rising groundwater, and de minimis groundwater infiltration to the stormwater drainage system (from leaks in joints or connections or cracks in water drainage pipes or conveyance systems), discharges from potable water sources such as passive foundation drains, air conditioning condensation and other building roof runoff, agricultural irrigation water runoff, water from crawl space pumps, passive footing drains, lawn watering, noncommercial vehicle washing at residences, flows from riparian habitats and wetlands, dechlorinated swimming pool discharges, and public street washwaters when related to cleaning and maintenance by, or on behalf of, the city. The discharge exception shall not include discharges resulting from active groundwater dewatering systems.

"Enforcing attorney" shall mean the city attorney or district attorney acting as counsel to the city and designee, which counsel is authorized to take enforcement action as described herein. For purposes of criminal prosecution, only the district attorney and/or city attorney shall act as the

1. **Editor's note: Section 3 of Ord. No. 933, adopted Jan. 9, 1995, amended this article to read as herein set out. Formerly, this article consisted of §§ 13-21—13-45, which pertained to water pollution control and derived from § 1 of Ord. No. 400.**

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enforcing attorney.

"EPA" shall mean the Environmental Protection Agency of the United States.

"Hearing officer" shall mean the city manager or designee, who shall preside at the administrative hearings authorized by this article and issue final decisions on the matters raised therein.

"Illegal discharge" means any discharge to the storm drain system (including without limitation any streets, roads, drainage systems, gutters, curbs, catch basins, storm drains or other drainage structures) that is not composed entirely of stormwater runoff (meaning surface runoff and drainage associated with rainstorm events) except all discharges identified in the NPDES permit at Section III.3.i. Specifically, Section III.3.i. of the NPDES permit exempts the following discharges:
The discharges identified below need not be prohibited by the permittees unless such discharges are identified either by the permittees or by the executive officer as a significant source of pollutants.

(1) Discharges composed entirely of stormwater;

(2) Air conditioning condensate;

(3) Passive foundation drains;

(4) Passive footing drains;

(5) Water from crawl space pumps;

(6) Noncommercial vehicle washing;

(7) Dechlorinated swimming pool discharges (cleaning wastewater and filter backwash shall not be discharged to the MS4);

(8) Diverted stream flows;

(9) Rising groundwaters and natural springs;

(10) Groundwater infiltration as defined in 40 CFR 35.2005 (20) and uncontaminated pumped groundwater;

(11) Flows from riparian habitats and wetlands;

(12) Emergency firefighting flows (i.e., flows necessary for the protection of life and property) do not require BMPs and need not be prohibited. However, where possible, when not interfering with health and safety issues, BMPs should be implemented (also see Section XXI, Provision 5);

(13) Waters not otherwise containing wastes as defined in CaliforniaWater Code Section 13050(d); and

(14) Other types of discharges identified and recommended by the permittees and approved by the Regional Board.

"Illicit connection" shall mean any manmade conveyance or drainage system, pipeline, conduit, inlet or outlet, through which the discharge of any pollutant, wastewater or process water to the

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stormwater drainage system occurs or may occur, whether directly or indirectly. Indirect flow patterns constituting illicit connections shall include, but are not limited to, flow patterns across one or more properties, whether public or private property, prior to entry into the stormwater drainage system.

"Invoice for costs" shall mean the actual costs and expenses of the city, including, but not limited to, administrative overhead, salaries and other expenses recoverable under state law, incurred during any inspection conducted pursuant to Section 13-24 of this article, where a notice of noncompliance, administrative compliance order or other enforcement option under Section 13-25 of this article is utilized to obtain compliance with this article.

"Legal nonconforming connection" shall mean connections to the stormwater drainage system existing as of the adoption of this article that were in compliance with all federal, state and local rules, regulations, statutes and administrative requirements in effect at the time the connection was established, including, but not limited to, any discharge permitted pursuant to the Industrial Waste Ordinance No. 703.

"New development" shall mean all public and private residential (whether single-family, multi-unit or planned unit development), industrial, commercial, retail, and other nonresidential construction projects, or mass grading for future construction, for which either a discretionary land use approval, grading permit, building permit or safety permit is required.

"NPDES permit" means an area-wide NPDES permit issued to a government agency or agencies for the discharge of stormwater from a stormwater system, and shall refer to NPDES Permit Number CAS618030 (Order No. R8-2009-0030) or its successor, being fully incorporated by reference to the Cypress Water Quality Code. Due to requirements set forth in the NPDES permit changing from time to time, said compliance with the NPDES permit requires compliance with the most recent NPDES permit on file in the City Clerk's Office.

"Person" shall mean any natural person as well as any corporation, partnership, government entity or subdivision, trust, estate, cooperative association, joint venture, business entity or other similar entity, or the agent, employee or representative of any of the above.

"Pollutant" shall mean any liquid, solid or semisolid substances, or combination thereof, including, and not limited to:

(1) Artificial materials, chips, or pieces of natural or manmade materials (such as floatable plastics, wood or metal shavings);

(2) Household waste (such as trash, paper, plastics, lawn clippings and yard wastes, animal fecal materials, excessive pesticides, herbicides and fertilizers, used oil and fluids from vehicles, lawn mowers and other common household equipment;

(3) Metals, such as cadmium, lead, zinc, copper, silver, nickel, chromium, and nonmetals, such as phosphorus and arsenic;

(4) Petroleum hydrocarbons (such as fuels, lubricants, surfactants, waste oils, solvents, coolants and grease);

(5) Excessive eroded soils, sediment and particulate materials;

(6) Animal wastes (such as discharge from confinement facilities, kennels, pens and

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recreational facilities, including stables, show facilities, or polo fields);

(7) Substances having characteristics such as a pH less than 6.5 or greater than 8.5, or unusual coloration or turbidity, or excessive levels of fecal coliform, fecal streptococcus or enterococcus;

(8) Waste materials and wastewater generated on construction sites and by construction activities (such as painting, staining; use of sealants, glues, limes; excessive pesticides, fertilizers or herbicides; use of wood preservatives and solvents; disturbance of asbestos fibers, paint flakes or stucco fragments; application of oils, lubricants, hydraulic, radiator or battery fluids; construction equipment washing, concrete pouring and cleanup washwater or use of concrete detergents; steam cleaning or sand blasting residues; use of chemical degreasing or diluting agents, and super chlorinated water generated by potable water line flushing);

(9) Materials causing an increase in biochemical oxygen demand, chemical oxygen demand or total organic carbon;

(10) Materials which contain base/neutral or acid extractible organic compounds;

(11) Those pollutants defined in Section 1362(6) of the Federal Clean Water Act;

(12) Any other constituent or material that may interfere with or adversely affect the beneficial uses of the receiving waters, flora or fauna of the state.

The term "pollutant" shall not include uncontaminated stormwater, potable water or reclaimed water generated by a lawfully permitted water treatment facility.

"Private property" shall mean any real property location, irrespective of ownership, which is not open to the general public.

"Prohibited discharge" shall mean any discharge, which is not composed entirely of stormwater or which contains any pollutant, from public or private property to: (i) the stormwater drainage system; (ii) any upstream flow, which is tributary to the stormwater drainage system; (iii) any groundwater, river, stream, creek, wash or dry weather arroyo, wetlands area, march, coastal slough; or (iv) any coastal harbor, bay, or the Pacific Ocean. The term "prohibited discharge" shall not include: (a) discharges occurring in compliance with the NPDES permit, (b) discharges occurring pursuant to a state general permit or other regional water quality control board, state water resources control board or U.S. Environmental Protection Agency issued NPDES permit or permit waiver, (c) discharges authorized pursuant to a permit issued under Section 13-29 hereof. (Discharges allowable under the discharge exception).

"Responsible party" shall mean the person(s) identified in and responsible for compliance with the provisions of water quality management plan approved by the city planning agency.

"Significant redevelopment" shall mean the rehabilitation or reconstruction of public or private residential (whether single-family, multi-unit or planned unit development), industrial, commercial, retail or other nonresidential structures, for which either discretionary land use approval, grading permit, building permit or safety permit is required.

"State general permit" shall mean either the state general industrial stormwater permit or the state

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general construction permit and the terms and requirements of either or both. In the event the U.S. Environmental Protection Agency revokes the in-lieu permitting authority of the state water resources control board then the term state general permit shall also refer to any EPA administered stormwater control program for industrial and construction activities.

"Stormwater drainage system" shall mean street gutter, channel, storm drain, constructed drain, lined diversion structure, wash area, inlet outlet or other facility, which is a part of or tributary to the county-wide stormwater runoff system and owned, operated by Orange County, the Orange County Flood Control District or any copermittee city for the purpose of collecting, storing, transporting, or disposing of stormwater.
(Ord. No. 933, § 3, 1-9-95; Ord. No. 1098, § 1, 1-14-08; Ord. No. 1129, § 1, 11-28-2011; Ord. No. 1127, § 1, 6-27-2011)

§ 13-22. Prohibition on illicit connections and prohibited discharges.

(a) No person shall:

(1) Construct, maintain, operate and/or utilize any illicit connection.

(2) Cause, allow or facilitate any prohibited discharge.

(3) Act, cause, permit or suffer any agent, employee, or independent contractor, to construct, maintain, operate or utilize any illicit connection, or cause, allow or facilitate any prohibited discharge.

(b) The prohibition against illicit connection shall apply irrespective of whether the illicit connection was established prior to the date of enactment of this article; however, legal nonconforming connections shall not become illicit connections until the earlier of the following:

(1) For all structural improvements to property installed for the purpose of discharge to the stormwater conveyance system, the expiration of five years from the adoption of this article.

(2) For all nonstructural improvements to property (including natural surface flow patterns, depressions or channels traversing one or more properties) existing for the purpose of discharge to the stormwater conveyance system, the expiration of six months following delivery of a notice to the owner or occupant of the property, which states a legal nonconforming connection has been identified.

(c) A civil or administrative violation of subsection (a), shall occur irrespective of the negligence or intent of the violator to construct, maintain, operate or utilize an illicit connection or to cause, allow or facilitate any prohibited discharge.

(d) If an authorized inspector reasonably determines that a discharge, which is otherwise within the discharge exception, may adversely affect the beneficial uses of receiving waters, then the authorized inspector may give written notice to the owner of the property or facility that the discharge exception shall not apply to the subject discharge following expiration of the 30 day period commencing upon delivery of the notice. Upon expiration of the 30 day period any such discharge shall constitute a violation of subsection (a).

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(e) The owner or occupant of property on which a legal nonconforming connection exists may request an administrative hearing, pursuant to the procedures set forth in Section 13-26 for an extension of the period allowed for continued use of the connection. A reasonable extension of use may be authorized by the city manager upon consideration of the following factors:

(1) The potential adverse effects of the continued use of the connection upon the beneficial uses of receiving waters;

(2) The economic investment of the discharger in the legal nonconforming connection; and

(3) The financial effect upon the discharger of a termination of the legal nonconforming connection.

(Ord. No. 933, § 3, 1-9-95)

§ 13-23. Control of urban runoff.

(a) *New development and significant redevelopment.*

(1) Beginning January 1, 1995 and continuing thereafter, all new development and significant redevelopment within the City of Cypress, shall be undertaken in accordance with:

a. A water quality management plan, which shall be prepared in accordance with the development project guidance, and

b. Any conditions and requirements established by the planning agency, which are reasonably related to the reduction or elimination of pollutants in stormwater runoff from the project site.

(2) Prior to the issuance by the city of a grading permit, building permit and/or safety permit for any new development or significant redevelopment, the property owner shall submit to and obtain the approval of the planning agency of a water quality management plan. If the new development or significant redevelopment will be approved without application for a grading permit, building permit or safety permit, the property owner shall submit to and obtain the approval of the planning agency of a water quality management plan prior to the issuance of a discretionary land use approval or, at the city's discretion, prior to recordation of a subdivision map.

(3) Notwithstanding the foregoing subsections (a)(1) (a)(2), a water quality management plan shall not be required for construction of a (one) single-family detached residence unless the city planning agency determines that the construction may result in the discharge of significant levels of a pollutant into a tributary to the stormwater drainage system.

(4) Compliance with the conditions and requirements of a water quality management plan shall not exempt any person from the requirement to independently comply with each provision of this article.

(5) If the city planning agency determines that the project will have a de minimis impact on

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the quality of stormwater runoff, then it may issue a written waiver of the requirement for preparation and approval of a water quality management plan.

(6) Each water quality management plan shall name a responsible party for the project.

(7) The owner of a new development or significant redevelopment project, their successors and assigns, and each named responsible party, shall implement and adhere to the terms, conditions and requirements of the approved water quality management plan.

a. Each failure by the owner of the property, their successors or assigns, or a named responsible party, to implement and adhere to the terms, conditions and requirements of an approved water quality management plan shall constitute a violation of this article.

b. (Reserved)

(8) The city planning agency may require that the water quality management plan be recorded with the county recorder's office by the property owner. The signature of the owner of the property, any successive owner or the named responsible party shall be sufficient for the recording of the plan or any revised plan and a signature on behalf of the city shall not be required for recordation.

(9) As identified within Section XII.B.2 of the NPDES permit, the Orange County Drainage Area Management Plan (DAMP) and the City of Cypress Local Implementation Plan (LIP), any development that meets the following criteria shall submit a Water Quality Management Plan ("WQMP") for the following areas of new development/significant redevelopment projects (priority development projects, as described in the NPDES permit) pursuant to this article and in accordance with the Model WQMP as referenced in the NPDES permit and incorporate low impact development ("LID") principles as set forth in Section XII.C of the NPDES permit, the Orange County Drainage Area Management Plan (DAMP) and the City of Cypress Local Implementation Plan (LIP) unless exempted by the City of Cypress Local Implementation Plan or the NPDES permit:

(i) All significant redevelopment projects, where significant redevelopment is defined as projects that include the addition or replacement of 5,000 square feet or more of impervious surface on a developed site. Redevelopment does not include routine maintenance activities that are conducted to maintain original line and grade, hydraulic capacity, original purpose of the facility, or emergency redevelopment activity required to protect public health and safety. Where redevelopment results in the addition or replacement of less than 50% of the impervious surfaces of a previously existing developed site, and the existing development was not subject to WQMP requirements, the numeric sizing criteria discussed below applies only to the addition or replacement, and not to the entire developed site. Where redevelopment results in the addition or replacement of more than 50% of the impervious surfaces of a previously existing developed site, the numeric sizing criteria applies to the entire development;

(ii) New development projects that create 10,000 square feet or more of impervious

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surface (collectively over the entire project site) including commercial, industrial, residential housing subdivisions (i.e., detached single-family home subdivisions, multi-family attached subdivisions (town homes), condominiums, apartments, etc.), and mixed-use projects. This category includes development projects on public or private land, which fall under the planning and building authority of the permittees;

(iii) Automotive repair shops (with SIC codes 5013, 5014, 5541, 7532-7534, 7536-7539);

(iv) Restaurants where the land area of development is 5,000 square feet or more;

(v) All hillside developments on 5,000 square feet or more, which are located on areas with known erosive soil conditions or where the natural slope is 25% or more;

(vi) Developments of 2,500 square feet of impervious surface or more, adjacent to (within 200 feet) or discharging directly into environmentally sensitive areas, such as areas designated in the Ocean Plan as Areas of Special Biological Significance or water bodies listed on the CWA Section 303(d) list of impaired waters;

(vii) Parking lots of 5,000 square feet or more of impervious surface exposed to storm water. Parking lot is defined as a land area or facility for the temporary storage of motor vehicles;

(viii) Retail gasoline outlets of 5,000 or more square feet with a projected average daily traffic of 100 or more vehicles per day.

(b) *Cost recovery.* The costs and expenses of the city planning agency incurred in the review, approval, or revision of any water quality management plan (or in the approval or revision of any such plan) shall be assessed to the property owner or responsible party and shall be due and payable to the city. The city planning agency may elect to require a deposit of estimated costs and expenses, and the actual costs and expenses shall be deducted from the deposit, and the balance, if any, refunded to the property owner or responsible party.

(Ord. No. 933, § 3, 1-9-95; Ord. No. 1128, § 1, 11-14-2011)

§ 13-24. Inspections.

(a) *Scope of inspections*.

(1) *Right to inspect.* Prior to commencing any inspection as hereinbelow authorized, the authorized inspector shall obtain either the consent of the owner or occupant of the private property or shall obtain an administrative inspection warrant or criminal search warrant.

(2) *Entry to inspect.* The authorized inspector may enter private property to investigate the source of any discharge to any public street, inlet, gutter, storm drain or the stormwater drainage system located within the jurisdiction of the City of Cypress.

(3) *Compliance assessments.* The authorized inspector may inspect private property for the purpose of verifying compliance with this article, including, but not limited to: (i)

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identifying products produced, processes conducted, chemicals used and materials stored on or contained within the property, (ii) identifying point(s) of discharge of all wastewater, process water systems and pollutants, (iii) investigating the natural slope at the location, including drainage patterns and manmade conveyance systems, (iv) establishing the location of all points of discharge from the private property, whether by surface runoff or through a storm drain system, (v) locating any illicit connection or the source of prohibited discharge, (vi) evaluating compliance with any construction or post-construction water quality management plan, and (vii) evaluating compliance with any permit issued pursuant to Section 13-29 hereof, and (viii) investigating the condition of any legal nonconforming connection.

(4) *Portable equipment.* For purposes of verifying compliance with this article, the authorized inspector may inspect any vehicle, truck, trailer, tank truck or other mobile equipment.

(5) *Records review.* The authorized inspector may inspect all records of the owner or occupant of private property relating to chemicals or processes presently or previously occurring on-site, including material and/or chemical inventories, facilities maps or schematics and diagrams. Material safety data sheets, hazardous wastes manifests, business plans, pollution prevention plans, state general permits, stormwater pollution prevention plans, monitoring program plans and other record(s) relating to illicit connections, prohibited discharges, a legal nonconforming connection or any other source of contribution, or potential contribution of pollutants to the stormwater drainage system.

(6) *Sample and test.* The authorized inspector may inspect, sample and test any area runoff, soils area (including groundwater testing), process discharge, materials within any waste storage area (including any container contents), and/or treatment system discharge for the purpose of determining the potential for contribution of pollutants to the stormwater drainage system. The authorized inspector may investigate the integrity of all storm drain and sanitary sewer systems, any legal nonconforming connection, or other pipelines on the property using appropriate tests, including, but not limited to, smoke and dye tests or video surveys. The authorized inspector may take photographs or videotapes, make measurements or drawings, and create any other record necessary to document conditions on the property.

(7) *Monitoring.* The authorized inspector may erect and maintain monitoring devices for the purpose of measuring any discharge or potential source of discharge to the stormwater drainage system.

(8) *Test results.* The owner or occupant of property subject to inspection shall, on submission of a written request, receive copies of all monitoring and test results conducted by the authorized inspector.

(b) (*Reserved*)
(Ord. No. 933, § 3, 1-9-95)

§ 13-25. Enforcement.

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(a) *Administrative remedies.*

(1) *Notice of noncompliance.* The authorized inspector may deliver to the owner or occupant of any private property, or to any person responsible for an illicit connection or prohibited discharge, a notice of noncompliance listing the steps necessary to correct the conditions on the property causing noncompliance with the provisions of this article, any approved construction or post-construction water quality management plan, or any permit issued pursuant to section 13-29 hereof.

a. The notice of noncompliance shall identify the provision(s) of this article, the applicable water quality management plan or permit which has been violated. The notice of noncompliance shall state that continued noncompliance may result in additional enforcement actions against the owner, occupant and/or person.

b. The notice of noncompliance shall state a compliance date that must be met by the owner, occupant and/or person; provided, however, that the compliance date may not exceed 90 days unless the authorized inspector extends the compliance deadline an additional 90 days where good cause exists for the extension.

(2) *Administrative compliance orders.*

a. The authorized inspector may issue an administrative compliance order. The administrative compliance order shall be delivered in accordance with section 13-25, paragraph (a)(5), of this article. The administrative compliance order may be issued to:

1. The owner or occupant of any private property requiring abatement of conditions on the property that cause or may cause a prohibited discharge or an illicit connection in violation of this article;

2. The owner of private property or a responsible party subject to the requirements of any water quality management plan to ensure implementation of an adherence to the terms, conditions and requirements of the plan;

3. A permittee subject to the requirements of any permit issued pursuant to section 13-29 hereof to ensure compliance with the terms, conditions and requirements of the permit;

4. Any person responsible for an illicit connection or prohibited discharge.

b. The administrative compliance order may include the following terms and requirements:

1. Specific steps and time schedules for compliance as reasonably necessary to prevent threatened or future unauthorized discharges, including but not limited to the threat of a prohibited discharge from any pond, pit, well, surface impoundment, holding or storage area;

2. Specific steps and time schedules for compliance as reasonably necessary to discontinue any illicit connection;

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3. Specific requirements for containment, cleanup, removal, storage, installation of overhead covering, or proper disposal of any pollutant having the potential to contact stormwater runoff;

4. Any other terms or requirements reasonably calculated to prevent continued or threatened violations of this article, including, but not limited to requirements for compliance with best management practices guidance documents promulgated by any federal, State of California or regional agency;

5. Any other terms or requirements reasonably calculated to achieve full compliance with the terms, conditions and requirements of any water quality management plan, or permit issued pursuant hereto.

(3) *Cease and desist orders.*

a. The authorized inspector may issue a cease and desist order. A cease and desist order shall be delivered in accordance with section 13-25, paragraph (a)(5), of this article. A cease and desist order may direct the owner or occupant of any private property and/or other person responsible for a violation of this article to:

1. Immediately discontinue any illicit connection, or prohibited discharge to the stormwater drainage system;

2. Immediately contain or divert any flow of water off the property, where the flow is occurring in violation of any provision of this article;

3. Immediately discontinue any other violation of this article;

4. Clean up the area affected by the violation.

b. The authorized inspector may direct by cease and desist order that the owner of any private property, the responsible party subject to the terms and conditions of any water quality management plan, or any permittee under any permit issued pursuant to section 13-27 hereof.

1. Immediately cease any activity not in compliance with the terms, conditions and requirements of the applicable water quality management plan or permit.

2. (Reserved)

(4) *Recovery of costs.* The authorized inspector may deliver to the owner or occupant of any private property, any permittee or any responsible party, or any other person who becomes subject to a notice of noncompliance or administrative order, an invoice for costs. An invoice for costs shall be delivered in accordance with section 13-25, paragraph (a)(5), of this article. An invoice for costs shall be immediately due and payable to the city for the actual costs incurred by the city in issuing and enforcing any notice or order.

a. If any owner or occupant, permittee or responsible party, or any other person fails to either pay the invoice for costs or appeal successfully the invoice for costs in

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accordance with section 13-26 then the enforcing attorney may institute collection proceedings.

b. (Reserved)

(5) *Delivery of notice.* Any notice of noncompliance, administrative compliance order, cease and desist order or invoice of costs to be delivered pursuant to the requirements of this article shall be subject to the following:

a. The notice shall state that the recipient has a right to appeal the matter as set forth in sections 13-26.

b. Delivery shall be deemed complete upon (a) personal service to the recipient; (b) deposit in the U.S. mail, postage prepaid for first class delivery; or (c) facsimile service with confirmation of receipt.

c. Where the recipient of notice is the owner of the property, the address for notice shall be the address from the most recently issued equalized assessment roll for the property or as otherwise appears in the current records of the city.

d. Where the owner or occupant of any private property cannot be located after the reasonable efforts of the authorized inspector, a notice of noncompliance or cease and desist order shall be deemed delivered after posting on the property for a period of 10 business days.

(Ord. No. 933, § 3, 1-9-95)

§ 13-26. Administrative hearings.

(a) *Administrative hearing for notices of noncompliance; administrative compliance orders; invoices for costs and adverse determination.* Except as set forth in section 13-26, paragraph (c), any person receiving a notice of noncompliance, administrative compliance order, a notice of legal nonconforming connection, an invoice for costs, or any person who is subject to any adverse determination made pursuant to this article may appeal the matter by requesting an administrative hearing.

(b) *Request for administrative hearing* Any person appealing a notice of noncompliance, and administrative compliance order, a notice of legal nonconforming connection, an invoice for costs or an adverse determination shall, within 30 days or receipts thereof, file a written request for an administrative hearing, accompanied by an administrative hearing fee as established by a separate resolution, with the office of the city clerk, with a copy of the request for administrative hearing mailed on the date of filing to the city manager. Thereafter, a hearing on the matter shall be held before the hearing officer within 45 business days of the date of filing of the written request unless, in the reasonable discretion of the hearing officer and pursuant to a written request by the appealing party, a continuance of the hearing is granted.

(c) *Administrative hearing for cease and desist orders and emergency abatement actions.* An administrative hearing on the issuance of a cease and desist order or following an emergency abatement action shall be held within five business days following the issuance of the order or the action of abatement, unless the hearing (or the time requirement for the hearing) is

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waived in writing by the party subject to the cease and desist order or the emergency abatement. A request for an administrative hearing shall not be required from the person subject to the cease and desist order or the emergency abatement action.

(d) *Hearing proceedings.* The authorized inspector shall appear in support of the notice, order, determination, invoice for costs or emergency abatement action, and the appealing party shall appear in support of withdrawal of the notice, order, determination, invoice for costs, or in opposition to the emergency abatement action. The city shall have the burden of supporting any enforcement or other action by a preponderance of the evidence. Each party shall have the right to present testimony and other documentary evidence as necessary for explanation of the case.

(e) *Final decision and appeal.* The final decision of the hearing officer shall issue within 10 business days of the conclusion of the hearing and shall be delivered by the first-class mail, postage prepaid, to the appealing party. The final decision shall include notice that any legal challenge to the final decision shall be made pursuant to the provisions of the Code of Civil [Procedure] sections 1094.5 and 1094.6 and shall be commenced within 90 days following issuance of the final decision. (The administrative hearing fee paid by a prevailing party in an appeal shall be refunded.)

(1) Notwithstanding this paragraph (e), the final decision of the hearing officer in any preceding determining the validity of a cease and desist order or following an emergency abatement action shall be mailed within five business days following the conclusion of the hearing.

(2) (Reserved)

(f) *City abatement.* In the event the owner of private property, the operator of a facility, a permittee, a responsible party, or any other person fails to comply with any provision of a compliance schedule issued pursuant to this article, the authorized inspector may request the enforcing attorney to obtain an abatement warrant or other appropriate judicial authorization to enter the property, abate the condition and restore the area. Any costs incurred by the city in obtaining and carrying out an abatement warrant or other judicial authorization may be recovered pursuant to section 13-27, paragraph (4).

(Ord. No. 933, § 3, 1-9-95)

§ 13-27. Water quality nuisance.

Any condition in violation of the prohibitions of this article, including but not limited to the maintenance or use of any illicit connection or the occurrence of any prohibited discharge, shall constitute a threat to the public health, safety and welfare, and is declared and deemed a nuisance pursuant to Government Code section 38771.

(1) *Court order to enjoin or abatement.* At the request of the city manager, the enforcing attorney may seek a court order to enjoin and/or abate the nuisance.

(2) *Notice to owner and occupant.* Prior to seeking any court order to enjoin or abate a nuisance or threatened nuisance, the city manager shall provide notice of the proposed injunction or abatement to the owner and occupant, if any, of the property where the nuisance or threatened

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nuisance is occurring.

(3) *Emergency abatement.* In the event the nuisance constitutes an imminent danger to public safety or the environment, the city manager may enter the property from which the nuisance emanates, abate the nuisance and restore any property affected by the nuisance, without prior notice to or consent from the owner or occupant thereof and without judicial warrant.

a. An imminent danger shall include, but is not limited to, exigent circumstances created by the dispersal of pollutants, where the same presents a significant and immediate threat to the public safety or the environment.

b. Notwithstanding the authority of the city to conduct an emergency abatement action, an administrative hearing pursuant to section 13-26, paragraph (c), hereinabove shall follow the abatement action.

(4) *Reimbursement of costs.* All costs incurred by the city in responding to any nuisance, all administrative expenses and all other expenses, recoverable under state law, shall be recoverable from the person(s) creating, causing, committing or maintaining the nuisance.

(5) *Nuisance lien.* All costs shall become a lien against the property from which the nuisance emanated and a personal obligation against the owner thereof in accordance with Government Code sections 38773.1 and 38773.5. The owner of record of the property subject to any lien shall be given notice of the lien prior to recording as required by Government Code section 38773.1.

a. At the discretion of the city manager, the enforcing attorney is authorized to collect nuisance abatement costs or enforce a nuisance lien in an action brought for a money judgment or by delivery to the county assessor of a special assessment against the property in accord with the conditions and requirements of Government Code section 38773.5.

b. (Reserved)

(Ord. No. 933, § 3, 1-9-95)

§ 13-28. Penalties.

(a) *Prosecutor*. The enforcing attorney may act on the request of the city manager to pursue enforcement actions in accordance with the provisions of this article.

(b) *Infractions.* Any person who may otherwise be charged with a misdemeanor under this article may be charged, at the discretion of the prosecuting attorney, with an infraction punishable by a fine of not more than $100 for a first violation, $200 for a second violation, and a fine not exceeding $500 for each additional violation occurring within one year.

(c) *Misdemeanors.* Any person who negligently or knowingly violates any provision of this article, undertakes to conceal any violation of this article, continues any violation of this article after notice thereof, or violates the terms, conditions and requirements of any water quality management plan or permit, shall be guilty of a misdemeanor punishable by a fine of not more than $1,000 or by imprisonment for a period of not more than six months, or both.

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(d) *Consecutive violations.* Each day in which a violation occurs and each separate failure to comply with either a separate provision of this article, an administrative compliance order, a cease and desist order, an applicable water quality management plan, or a permit issued pursuant to this article, shall constitute a separate violation of this article punishable by fines and sentences issued in accordance herewith.

(e) *Nonexclusive remedies.* Each and every remedy available for the enforcement of this article shall be nonexclusive and it is within the discretion of the authorized inspector or enforcing attorney to seek cumulative remedies, except that multiple monetary fines or penalties shall not be available for any single violation of this article.

(f) *Citations.* Pursuant to Penal Code Section 836.5, the authorized inspector shall have the authority to cause the arrest of any person committing a violation of this article. The person shall be released and issued a citation to appear before a magistrate in accordance with Penal Code Sections 853.5, 853.6, and 853.9, unless the person demands to be taken before a magistrate. Following issuance of any citation the authorized inspector shall refer the matter to the enforcing attorney.

Each citation to appear shall state the name and address of the violator, the provisions of this article violated, and the time and place of appearance before the court, which shall be at least 10 business days after the date of violation.

The person cited shall sign the citation giving his or her written promise to appear as stated therein. If the person cited fails to appear, the enforcing attorney may request issuance of a warrant for the arrest of the person cited.

(g) *Violations of other laws.* Any person acting in violation of this article also may be acting in violation of the Federal Clean Water Act or the State Porter-Cologne Act and other laws and also may be subject to sanctions including civil liability. Accordingly, the enforcing attorney is authorized to file a citizen suit pursuant to Federal Clean Water Act Section 505(a), seeking penalties, damages, and orders compelling compliance, and other appropriate relief. The enforcing attorney may notify EPA Region IX, the Santa Ana or San Diego Regional Water Quality Control Boards, or any other appropriate state or local agency, or any alleged violation of this article.

(h) *Injunctions.* At the request of the city manager, the enforcing attorney may cause the filing in a court of competent jurisdiction, of a civil action seeking an injunction against any threatened or continuing noncompliance with the provisions of this article.

(1) *Order for reimbursement.* Any temporary, preliminary or permanent injunction issued pursuant hereto may include an order for reimbursement to the city of all costs incurred in enforcing this article, including costs of inspection, investigation and monitoring, the costs of abatement undertaken at the expense of the city costs relating to restoration of the environment and all other expenses as authorized by law.

(2) (*Reserved*)

(i) *Other civil remedies.*

(1) The city manager may cause the enforcing attorney to file an action for civil damages in

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a court of competent jurisdiction seeking recovery of: (i) all costs incurred in enforcement of the article, including but not limited to costs relating to investigation, sampling, monitoring, inspection, administrative expenses, all other expenses as authorized by law, and consequential damages, (ii) all costs incurred in mitigating harm to the environment or reducing the threat to human health, and (iii) damages for irreparable harm to the environment.

(2) The enforcing attorney is authorized to file actions for civil damages resulting from any trespass or nuisance occurring on public land or to the stormwater drainage system from any violation of this article where the same has caused damage, contamination or harm to the environment, public property or the stormwater drainage system.

(3) The remedies available to the city pursuant to the provisions of this article shall not limit the right of the city to seek any other remedy that may be available by law.

(j) *Owner liability*. The owner of any property, building or structure within the city is responsible for keeping such property, building or structure free of violations related to its use or condition. The owner of such property, building or structure is separately liable for violations committed by tenants or occupants relative to the use or condition of the property.

(k) *Penalties for repeat illegal sanitary sewer discharges*. Illegal discharges into the city's storm drain system are prohibited which includes sanitary sewer overflows (SSOs) caused by improperly designed, maintained or damaged sewer lines. An individual, property owner or business that has three or more sanitary sewer overflows within a five year consecutive period shall be fined in accordance with the following in lieu of Section 13-28(b) Infractions:

(1) One hundred dollars per gallon of discharge resulting from the third sanitary sewer overflow occurrence;

(2) Two hundred dollars per gallon of discharge resulting from the fourth sanitary sewer overflow occurrence;

(3) Five hundred dollars per gallon of discharge resulting from the fifth, and thereafter, sanitary sewer overflow occurrence.

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Calculation of flow volume overflow. Volume calculations will be based on criteria contained in the *2014 Sewer Spill Estimation Guide* prepared by the Orange County Area Waste Discharge Requirements Steering Committee on file with the city. Final discharge amount will be determined by the director of community development or designee.

Penalties and cost recovery. The responsible party shall also pay the city all costs associated with any clean up and response to the sanitary sewer overflow in addition to any penalties assessed in this section. These penalties will apply to a maximum of 1,000 gallons and, if the spill exceeds the 1,000 gallon amount, then the city manager shall have discretion to impose penalties consistent with this section.

Exemptions. Single-family residences, including condominiums, and public property shall be exempt from these provisions.

(Ord. No. 933, § 3, 1-9-95; Ord. No. 1127, § 2, 6-27-2011; Ord. No. 1172, § 1, 3-12-18)

§ 13-29. Permits.

(a) *Discharge permit procedure.*

(1) Permit. On application of the owner of private property or the operator of any facility, which property or facility is not otherwise subject to the requirements of a state general permit, the city manager may issue a permit for authorizing the release of nonstormwater discharges to the stormwater drainage system if:

a. The discharge of material or constituents is reasonably necessary for the conduct of otherwise legal activities on the property; and

b. The discharge will not cause a nuisance, impair the beneficial uses of receiving waters, or cause any reduction in established water quality standards.

c. All facilities, that meet the threshold specified in Section IX Municipal Inspection of Industrial Facilities and Section X Municipal Inspection of Commercial Facilities of the NPDES permit or its successor, shall file an application and obtain a stormwater quality discharge permit from the city, including, but not limited to, the following types of commercial and industrial facilities:

(i) Transport, storage or transfer of pre-production plastic pellets;

(ii) Automobile mechanical repair, maintenance, fueling or cleaning;

(iii) Airplane maintenance, fueling, or cleaning;

(iv) Marinas and boat maintenance, fueling or cleaning;

(v) Equipment repair, maintenance, fueling, or cleaning;

(vi) Automobile impound and storage facilities;

(vii) Pest control service facilities;

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(viii) Eating or drinking establishments, including food markets and restaurants;

(ix) Automobile impound and storage facilities;

(x) Building materials retail and storage facilities;

(xi) Portable sanitary service facilities;

(xii) Painting and coating;

(xiii) Animal facilities such as petting zoos and boarding and training facilities;

(xiv) Nurseries and greenhouses;

(xv) Landscape and hardscape installation;

(xvi) Pool, lake and fountain cleaning;

(xvii) Golf courses;

(xviii) Other commercial sites/sources that are tributary to and within 500 feet of an area defined by Ocean Plan as an Area of Special Biological Significance;

(xix) Any commercial sites or sources that are tributary to and within 500 feet of an area defined by the Ocean Plan as an Area of Special Biological Significance;

(xx) Any industrial businesses subject to the California Statewide General NPDES Permit for Stormwater Discharges Associated with Industrial Activities, and other industrial and commercial sites/sources that the city determines may contribute a significant pollutant load to the Municipal Separate Storm Sewer System (MS4) also referred to as the stormwater drainage system; and

(xxi) Any other facility that is required under by the NPDES permit or its successor.

d. Facilities requiring the permit are categorized as low/medium priority or high priority dependent upon their history of unauthorized, non-stormwater discharges. Inspection frequency will abide by the current NPDES permit requirements.

(2) *Application.* The applicant shall provide all information requested by the city manager for review and consideration of the application, including, but not limited to, specific detail as to the activities to be conducted on the property, plans and specifications for facilities located on the property, identification of equipment or processes to be used on-site and other information as may be requested in order to determine the constituents, quantities thereof, which may be discharged if permission is granted.

(3) *Permit issuance.* The permit shall be granted or denied by the city manager or designated representative, no later than 60 business days following the completion and acceptance of the application as determined by the city manager.

a. The applicant shall be notified in person or by first-class mail, postage prepaid of

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the action taken.

b. As part of any application for, and prior to the issuance of, any permit, each applicant shall pay to the city a fee as prescribed in the master fee schedule, which may be updated by resolution from time to time.

(4) *Permit conditions.* The permit may include terms, conditions and requirements to ensure compliance with the objectives of this article and as necessary to protect the receiving waters, including, but not limited to:

a. Identification of the discharge location on the property and the location at which the discharge will enter the stormwater drainage system;

b. Identification of the constituents and quantities thereof to be discharged into the stormwater drainage system;

c. Specification of pollution prevention techniques and structural or nonstructural control requirements as reasonably necessary to prevent the occurrence of potential discharges in violation of this article;

d. Requirements for self-monitoring of any discharge;

e. Requirements for submission of documents or data, such as technical reports, production data, discharge reports, self-monitoring reports and waste manifests; and

f. Other terms and conditions appropriate to ensure compliance with the provisions of this article and the protection of receiving waters, including requirements for compliance with best management practices guidance documents approved by any federal, State of California or regional agency.

g. Implement source control and pollution prevention measures that are consistent with the designated best management practices for industrial and commercial facilities as identified in the NPDES permit or its successor including, without limitation, the following:

(i) IC1 Airplane Maintenance & Repair;

(ii) IC2 Animal Handling Areas;

(iii) IC3 Building Maintenance;

(iv) IC4 Carpet Cleaning;

(v) IC5 Concrete & Asphalt Production, Application, & Cutting;

(vi) IC6 Contaminated or Erodible Surface Areas;

(vii) IC7 Landscape Maintenance;

(viii) IC8 Nurseries & Greenhouses;

(ix) IC9 Outdoor Drainage from Indoor Areas;

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(x) IC10 Outdoor Loading/Unloading of Materials;

(xi) IC11 Outdoor Process Equipment Operations & Maintenance;

(xii) IC12 Outdoor Storage of Raw Materials, Products, & Containers;

(xiii) IC13 Over Water Activities;

(xiv) IC14 Painting, Finishing, & Coatings of Vehicles, Boats, Buildings, & Equipment;

(xv) IC15 Parking & Storage Area Maintenance;

(xvi) IC16 Pool and Fountain Cleaning;

(xvii) IC17 Spill Prevention & Cleanup;

(xviii) IC18 Vehicle & Equipment Fueling;

(xix) IC19 Vehicle & Equipment Maintenance & Repair;

(xx) IC20 Vehicle & Equipment Washing & Steam Cleaning;

(xxi) IC21 Waste Handling & Disposal;

(xxii) IC22 Eating & Drinking Establishments;

(xxiii) IC23 Fire Sprinkler Testing/Maintenance; and

(xxiv) IC24 Wastewater Disposal Guidelines.

h. Allowing access to the facility by inspection personnel during business hours to inspect and audit the facility for compliance with the required best management practices and for investigation of possible illicit discharges, and the location at which any discharge could enter the stormwater drainage system.

i. Applicant shall prohibit or mitigate through appropriate control measures, as determined by the director of public works, the following types of discharges:

(i) Sewage (also prohibited under the Statewide SSO order);

(ii) Wash water resulting from the hosing or cleaning of gas stations, auto repair garages, and other types of automobile service stations;

(iii) Discharges resulting from the cleaning, repair, or maintenance of any type of equipment, machinery, or facility, including motor vehicles, concrete mixing equipment, portable toilet servicing, etc.;

(iv) Wash water from mobile auto detailing and washing, steam and pressure cleaning, carpet/upholstery cleaning, pool cleaning and other such mobile commercial and industrial activities;

(v) Water from cleaning of municipal, industrial, and commercial sites, including parking lots, streets, sidewalks, driveways, patios, plazas, work yards and

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outdoor eating or drinking areas, etc.;

(vi) Runoff from material storage areas or uncovered receptacles that contain chemicals, fuels, grease, oil, or other hazardous materials;

(vii) Discharges of runoff from the washing of toxic materials from paved or unpaved areas;

(viii) Discharges of pool or fountain water containing chlorine, biocides, or other chemicals; pool filter backwash containing debris and chlorine;

(ix) Pet waste, yard waste, litter, debris, sediment, etc.; and

(x) Restaurant or food processing facility wastes such as grease, floor mat and trash bin wash water, food waste, etc.

j. Any food service establishment facility shall have a program to ensure the following areas are managed appropriately:

(i) Oil and grease disposal to verify that these wastes are not poured onto a parking lot, or adjacent catch basin;

(ii) Trash bin areas to verify that these areas are clean, the bin lids are closed, the bins are not filled with liquid and the bins have not been washed out;

(iii) Parking lot, alley, sidewalk and street areas to verify that floor mats, mops, filters and garbage containers are not washed in those areas and that any water used for such purposes is not poured or otherwise disposed of in those areas or discharged to the stormwater drainage system;

(iv) Parking lot areas to verify that they are cleaned by sweeping, rather than by hosing, and that the facility operator uses dry methods for spill cleanup rather than hosing; and

(v) Inspection of existing devices designed to separate grease from wastewater (e.g., grease traps or interceptors) to ensure adequate capacity and proper maintenance is currently performed under the fats, oils and grease ("FOG") program.

(5) *General permit.* In the discretion of the city manager, the permit may, in accordance with the conditions identified in subsection (a)(4), be prepared as a general permit applicable to a specific category of activities. If a general permit is issued, any person intending to discharge within the scope of the authorization provided by the general permit may do so by filing an application to discharge with the city manager. No discharge within the scope of the general permit shall occur until such application is so filed.

a. Notwithstanding the foregoing in this subsection (5), the city manager, in his or her discretion, may eliminate the requirement that an application for a general permit be filed for any specific activity for which a general permit has been issued.

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b. (Reserved)

(6) *Permit fees.* The permission to discharge may be conditioned upon the applicant's payment of the city's costs, in accordance with a fee schedule adopted by separate resolution, as follows:

a. For individually issued permits, the costs of reviewing the permit application, preparing and issuing the permit, and the costs reasonably related to administering this permit program.

b. For general permits, the costs of reviewing the permit application, that portion of the costs of preparing the general permit which is reasonably attributable to the permittee's application for the general permit, and the costs reasonably related to administering the general permit program.

(b) (*Reserved*)

(Ord. No. 933, § 3, 1-9-95; Ord. No. 1127, § 3, 6-27-2011; Ord. No. 1182, §§ 2, 3, 11-25-19)

§ 13-30. Permit suspension, revocation or modification.

(a) The city manager may suspend or revoke any permit when it is determined that:

(1) The permittee has violated any term, condition or requirement of the permit or any applicable provision of this article; or

(2) The permittee's discharge or the circumstances under which the discharge occurs have been changed so that it is no longer appropriate to except the discharge from the prohibitions on prohibited discharge contained within this article; or

(3) The permittee fails to comply with any schedule for compliance issued pursuant to this article; or

(4) Any regulatory agency, including EPA or a regional water quality control board having jurisdiction over the discharge, notifies the city that the discharge should be terminated.

(b) The city manager may modify any permit when it is determined that:

(1) Federal or state law requirements have changed in a manner that necessitates a change in the permit; or

(2) The permittee's discharge or the circumstances under which the discharge occurs have changed so that it is appropriate to modify the permit's terms, conditions or requirements; or

(3) A change to the permit is necessary to ensure compliance with the objectives of this article or to protect the quality of receiving waters.

The permittee shall be informed of any change in the permit terms and conditions at least 45 business days prior to the effective date of the modified permit.

(c) The determination that a permit shall be denied, suspended, revoked or modified may be

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appealed by a permittee pursuant to the same procedures applicable to appeal of an administrative compliance order hereunder. In the absence of a judicial order to the contrary, the permittee may continue to discharge pending issuance of the final administrative decision by the hearing officer.

(Ord. No. 933, § 3, 1-9-95)

§ 13-31. Permit enforcement.

(a) *Penalties and compliance with other laws.* Any violation of the terms, conditions and requirements of any permit issued by the city manager shall constitute a violation of this article and subject the violator to the administrative, civil and criminal remedies available under this article.

Compliance with the terms, conditions and requirements of a permit issued pursuant to this article shall not relieve the permittee from compliance with all federal, state and local laws, regulations and permit requirements, applicable to the activity for which the permit is issued.

(b) *Limited permittee rights.* Permits issued under this article are for the person or entity identified therein as the "permittee" only, and authorize the specific operation at the specific location identified in the permit. The issuance of a permit does not vest the permittee with a continuing right to discharge.

(c) *Transfer of permits.* No permit may be transferred to allow:

(1) A discharge to the stormwater drainage system at a location other than the location stated in the original permit; or

(2) A discharge by a person or entity other than the permittee named in the permit, provided however, that the city may approve a transfer if written approval is obtained, in advance, from the city manager.

(Ord. No. 933, § 3, 1-9-95)

§ 13-32. Interagency cooperation.

(a) The federal clean water act authorizes the NPDES permit for the Orange County area and provides for cooperative implementation of requirements and interagency allocations of program resources and burdens. The coordinated effort in the county and copermittees is reflected in the National Pollution Discharge Elimination System Permit Implementation Agreement Santa Ana/San Diego Regions, the NPDES permits, the DAMP, this article, the appendices to the DAMP, including the best management practices for new development and best management practices for construction activity, monitoring and data collection cooperation and regular emergency and spill response planning activities.

(b) The city may elect to contract for the services of any public agency or private enterprise to carry out the planning approvals, inspections, permits and enforcement authorized by this article.

(Ord. No. 933, § 3, 1-9-95)

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§ 13-33. Judicial review.

The provisions of Sections 1094.5 and 1094.6 of the Code of Civil Procedure set forth the procedure for judicial review of any act taken pursuant to this article. Parties seeking judicial review of any action taken pursuant to this article shall file such action within 90 days of the occurrence of the event for which review is sought.
(Ord. No. 933, § 3, 1-9-95)

§ 13-34. Compliance disclaimer.

Full compliance by any person or entity with the provisions of this article shall not preclude the need to comply with other local, state or federal statutory or regulatory requirements, which may be required for the control of stormwater and/or the protection of stormwater quality.
(Ord. No. 933, § 3, 1-9-95)

§ 13-35. through § 13-50. (Reserved)

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Appendix C-2

Fats, Oil, and Grease Management and
Discharge Control Ordinance

ARTICLE VIII
FATS, OIL AND GREASE MANAGEMENT AND DISCHARGE CONTROL

§ 13-80. Purpose, policy and findings.

(a) The Porter-Cologne Water Quality Act (California Water Code §§ 13000 et seq.) provides for the regulation and reduction of pollutants discharged into the waters of California.

(b) The city is a permittee under the "General Waste Discharge Requirements for Sewer Collection Agencies in Orange County Within the Santa Ana Region," (Order No. R8-2002-0014 dated April 26, 2002) ["Sewer WDRs"] issued by the California Regional Water Quality Control Board-Santa Ana Region ("Santa Ana RWQCB"), and, as a permittee under the sewer WDRs, the city is required to adopt regulations and implement procedures to reduce the amount of fats, oils and grease ["FOG"] discharged into the city's sanitary sewer collection system.

(c) Section C.12(iii) of the sewer WDRs requires the city to demonstrate that it possesses the legal authority necessary to control discharges of FOG to and from those portions of the city's sanitary sewer collection system over which it has jurisdiction, so as to comply with the sewer WDRs.

(d) FSEs or "food facilities," as defined in California Uniform Retail Food Facilities Law ("CURFFL"), division 104 (Environmental Health), part 7 (Retail Food), chapter 4, articles 1-20 of the California Health & Safety Code ("FSEs"), may produce FOG as a byproduct of their operations, which, if not properly managed and disposed, may create the potential for blockage of sanitary sewer lines, which can result in damage to both public and private property, and sewage overflows that cause health problems and have the potential to pollute beaches and water courses in the city, as well as in other portions of Orange County.

(e) Studies in Orange County have concluded that FOG is one of the primary causes of sanitary sewer blockages. Based on information collected by the Santa Ana RWQCB, sanitary sewer system overflows ("SSOs") within Orange County from sewer collection systems have caused numerous beach closures, and the most prevalent cause of the SSOs is FOG accumulation in the small to medium sewer lines serving FSEs.

(f) The current edition of the Uniform Plumbing Code requires FSEs that have the potential to produce a significant amount of FOG to have grease control devices. Many FSEs, such as restaurants, within the city do not have grease control devices. These commercial FSEs have the potential to require the city and sanitation districts to perform additional preventive maintenance on sewer lines that service these facilities, as well as respond to and cleanup blockages and sewage overflows caused by improper FOG disposal practices and grease control device maintenance.

(g) The purpose of this chapter is to facilitate the maximum beneficial public use of the city's sanitary sewer collection system while preventing blockages of sewer lines resulting from discharges of FOG to the system, and to specify appropriate FOG discharge requirements for FSEs discharging into the city's sewer system to protect the public health and safety.

(h) This chapter shall be interpreted in accordance with the definitions set forth in section 13-81.

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The provisions of this chapter shall apply to the direct or indirect discharge of all wastewater or waste containing FOG into city's sanitary sewer collection system.

(i) In order to manage and control, in a cost-effective manner, the discharge of FOG into the city's sanitary sewer collection system to the maximum extent practicable, the adoption of reasonable regulations, as set forth herein, is essential and it is the intent of this chapter to establish regulations for the disposal of FOG and other insoluble waste discharges from FSEs into the city's sewer system.

(j) To comply with federal, state, and local policies and to allow the city to meet applicable standards, provisions are made in this chapter for the regulation of wastewater or waste containing FOG discharges to the sewer facilities.

(k) Certain FSEs within the boundaries of the city do not discharge wastewater into the city's sewer system and facilities and discharge into sewer systems and facilities operated by regulatory agencies and sanitation districts other than the city. Such FSEs will be permitted and regulated by regulatory agencies other than the city. In order to avoid the possibility of overlapping and potentially contradictory regulation of such FSEs, this chapter is not intended to apply to FSEs or other dischargers which do not discharge into the city's sanitary sewer system.

(l) This chapter establishes quantity and quality standards on all wastewater and/or waste discharges containing FOG, which may alone or collectively cause or contribute to FOG accumulation in the sewer facilities causing or potentially causing or contributing to the occurrence of SSOs.

(Ord. No. 1065, § 1, 12-13-04)

§ 13-81. Definitions.

(a) Unless otherwise defined herein, terms related to water quality shall be as defined in the sewer WDRs and in the latest edition of Standard Methods for Examination of Water and Wastewater, published by the American Public Health Association, the American Water Works Association and the Water Environment Federation. The testing procedures for waste constituents and characteristics shall be as provided in 40 C.F.R. § 136 (Code of Federal Regulations).

(b) Other terms not herein defined are defined as being the same as set forth in the latest adopted applicable editions of the California Codes applicable to building construction adopted pursuant to the California Building Standards Law.

(c) Subject to the foregoing provisions, the following words and phrases shall mean:

Best management practices. Schedules of activities, prohibitions of practices, maintenance procedures and other management practices to prevent or reduce the introduction of FOG to the sewer facilities.

Director. The director of the department of public works, the city engineer.

Discharger. Any person who discharges or causes a discharge of wastewater directly or indirectly to the sewer facilities. Discharger shall have the same meaning as user.

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Fats, oils, and grease (FOG). Any substance, such as a vegetable, animal or other product that is used in, or is a byproduct of, the cooking or food preparation process, and that turns or may turn viscous or solidifies with a change in temperature or other conditions.

FOG control program. The FOG control program required by and developed pursuant to section (c)(12)(viii) of the sewer WDRs.

FOG discharge manual. The "fats, oil and grease discharge manual," setting forth best management practices for FSEs, as approved by the director.

FOG wastewater discharge permit or discharge permit. A permit issued by the city subject to the requirements and conditions established by the city authorizing the permittee or discharger to discharge wastewater into the city's facilities or into sewer facilities or which ultimately discharge into such a facility.

Food grinder. Any device installed in the plumbing of a facility or sewage system for the purpose of grinding food waste or food preparation byproducts for the purpose of disposing it in the sewer system.

Food service establishment (FSE). Facilities defined in California Uniform Retail Food Facility Law (CURFFL) Health & Safety Code § 113785, and any commercial or public entity within the boundaries of the city, operating in a permanently constructed structure such as a room, building, or place, or portion thereof, maintained, used, or operated for the purpose of storing, preparing, serving, or manufacturing, packaging, or otherwise handling food for sale to other entities, or for consumption by the public, its members or employees, and which has any process or device that uses or produces FOG, or grease vapors, steam, fumes, smoke or odors that are required to be removed by a type I or type II hood, as defined in CURFFL. A limited food preparation establishment is not considered an FSE when engaged only in reheating, hot holding or assembly of ready to eat food products and as a result, there is no wastewater discharge containing a significant amount of FOG. A limited food preparation establishment does not include any operation that changes the form, flavor, or consistency of food.

Grab sample. A sample taken from a waste stream on a one-time basis without regard to the flow in the waste stream and without consideration of time.

Grease control device. Any grease interceptor, grease trap or other mechanism, device, or process, which attaches to, or is applied to, wastewater plumbing fixtures and lines, the purpose of which is to trap or collect or treat FOG prior to it being discharged into the sewer system. A grease control device may also include any other proven method to reduce FOG subject to the approval of the director.

Grease disposal mitigation fee. A fee charged to an owner/operator of an FSE, as provided in this chapter, when there are physical limitations to the property that make the installation of the usual and customary grease interceptor or grease control device for the FSE under consideration impossible.

Grease interceptor. A multi-compartment device that is constructed in different sizes and is generally required to be located, according to the California Plumbing Code, underground between an FSE and the connection to the sewer system. These devices primarily use gravity to separate FOG from the wastewater as it moves from one compartment to the next.

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Grease trap. A grease control device that is used to serve individual fixtures and have limited effect and should only be used in those cases where the use of a grease interceptor or other grease control device is determined to be impossible.

Inspector. A person authorized by the city to inspect any existing or proposed wastewater generation, conveyance, processing, and disposal facilities.

Interference. Any discharge which, alone or in conjunction with discharges from other sources, inhibits or disrupts the city's sewer system, treatment processes or operations; or is a cause of violation of the city's NPDES or waste discharge requirements.

Local sewering agency. Any public agency or private entity responsible for the collection and disposal of wastewater to the city's sewer facilities duly authorized under the laws of the state to construct and/or maintain public sewers.

Major operational change. A physical change or operational change causing generation of the amount of FOG that exceeds the current amount of FOG discharge to the sewer system by the food service establishment in an amount that alone or collectively causes or create a potential for SSOs to occur.

New construction. Any structure planned or under construction for which a sewer connection permit has not been issued.

Permittee. A person who has received a discharge permit to discharge wastewater into the city's sewer facilities subject to the requirements and conditions established by the city.

Public agency. The state and/or any city, county, special district, other local governmental authority or public body of or within this state.

Public sewer. A sewer owned and operated by the city, or other local Public Agency, which is tributary to the City's sewer facilities.

Regulatory agency. Regulatory agency or regulatory agencies shall mean those agencies having regulatory jurisdiction over the operations of the city, including, but not limited to:

(1) United States Environmental Protection Agency, Region IX, San Francisco and Washington, D.C. (EPA).

(2) California State Water Resources Control Board (SWRCB).

(3) California Regional Water Quality Control Board, Santa Ana Region (Santa Ana RWQCB).

(4) South Coast Air Quality Management District (SCAQMD).

(5) California Department of Health Services (DOHS).

(6) Any public agency.

Sewage. Wastewater.

Sewer facilities or system. Any and all facilities used for collecting, conveying, pumping, treating, and disposing of wastewater and sludge operated by the city, including the public sewer.

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Sewer lateral. A building sewer as defined in the latest edition of the California Plumbing Code. It is the wastewater connection between the building's wastewater facilities and a public sewer system.

Sewer WDRs. The "General Waste Discharge Requirements for Sewer Collection Agencies in Orange County Within the Santa Ana Region," (Order No. R8-2002-0014), dated April 26, 2002, adopted by the Santa Ana RWQCB, and any successor permit to such WDRs.

Sludge. Any solid, semisolid or liquid decant, subnate or supernate from a manufacturing process, utility service, or pretreatment facility.

User. Any person who discharges or causes a discharge of wastewater directly or indirectly to a public sewer system. User shall mean the same as discharger.

Waste. Sewage and any and all other waste substances, liquid, solid, gaseous or radioactive, associated with human habitation or of human or animal nature, including such wastes placed within containers of whatever nature prior to and for the purpose of disposal.

Wastewater. The liquid and water-carried wastes of the community and all constituents thereof, whether treated or untreated, discharged into or permitted to enter a public sewer.

Wastewater constituents and characteristics. The individual chemical, physical, bacteriological, and other parameters, including volume and flow rate and such other parameters that serve to define, classify or measure the quality and quantity of wastewater.

Water minimization practices. Plans or programs intended to reduce or eliminate discharges to the sewer system or to conserve water, including, but not limited to, product substitutions, housekeeping practices, inventory control, employee education, and other steps as necessary to minimize wastewater produced.

(Ord. No. 1065, § 1, 12-13-04)

§ 13-82. FOG discharge requirement.

No FSE shall discharge or cause to be discharged into the sewer system FOG that exceeds a concentration level adopted by a regulatory agency or that may accumulate and/or cause or contribute to blockages in the sewer system or at the sewer system lateral which connects the FSE to the sewer system.

(Ord. No. 1065, § 1, 12-13-04)

§ 13-83. Prohibitions.

The following prohibitions shall apply to all FSEs:

(a) No person shall discharge, or cause to be discharged any wastewater from FSEs directly or indirectly into the sewer system without first obtaining a FOG wastewater discharge permit pursuant to this chapter.

(b) Discharge of any waste, including FOG and solid materials removed from the grease control device to the sewer system, is prohibited.

(c) The discharge of any waste or FOG to the sewer system which fails to comply with the FOG discharge manual is prohibited.

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(d) The discharge of any waste or FOG to the sewer system in a manner which either violates the sewer WDRs or causes or contributes to condition which fails to comply with any of the provisions of the sewer WDRs is prohibited.

(Ord. No. 1065, § 1, 12-13-04)

§ 13-84. Food grinders prohibited.

(a) No food grinder shall be installed in a plumbing system of new construction of an FSE.

(b) All food grinders shall be removed from an existing FSE upon: (i) major operational change to the FSE; or (ii) within 180 days of the effective date of this article, except when expressly approved, in writing, by the director.

(Ord. No. 1065, § 1, 12-13-04)

§ 13-85. Best management practices required.

(a) All FSEs shall implement best management practices in its operation to minimize the discharge of FOG to the sewer system.

(b) All FSEs must implement and demonstrate compliance with best management practices (BMP) requirements as specified in the city's FOG discharge manual. Detailed requirements for best management practices are specified in the FOG discharge manual and may include kitchen practices and employee training that are essential in minimizing FOG discharges.

(Ord. No. 1065, § 1, 12-13-04)

§ 13-86. FOG pretreatment required.

FSEs are required to install, operate and maintain an approved type and adequately sized grease interceptor necessary to maintain compliance with the objectives of this chapter in accordance with the FOG discharge manual and the requirements of 40 CFR § 403.5.

(Ord. No. 1065, § 1, 12-13-04)

§ 13-87. Variance and waiver of grease interceptor requirement.

(a) *Variance from grease interceptor requirements.* A variance or a conditional waiver from the grease interceptor requirements on such terms and conditions as may established by the director, consistent with the requirements of the sewer WDRs, the city's FOG control program, the FOG discharge manual, and best construction, engineering, environmental and health and safety practices, (1) to allow alternative pretreatment technology that is, at least, equally effective in controlling the FOG discharge in lieu of a grease interceptor, may be granted by the director to FSEs demonstrating to the director's satisfaction that it is impossible to install, operate or maintain a grease interceptor; or (2) where the FSE demonstrates to the director's satisfaction that any FOG discharge from the FSE is negligible and will have an insignificant impact to the sewer system.

(b) *Waiver from grease interceptor installation with a grease disposal mitigation fee.* For FSEs where the installation of grease interceptor is not feasible and no equivalent alternative pretreatment can be installed, a waiver from the grease interceptor requirement may be granted with the imposition of a grease disposal mitigation fee as described in section 13-89.

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The director's determination to grant the waiver with a grease disposal mitigation fee will be based upon such considerations that the director determines to be appropriate and consistent with the sewer WDRs, the city's FOG control program, the FOG discharge manual, and best construction, engineering, environmental and health and safety practices. Provided, however, that a grease interceptor will be installed when the FSE either (i) applies for any discretionary permit, including, but not limited to, a conditional use permit; or (ii) conducts any remodeling to an FSE which involves construction valued at $50,000 or more requiring a building permit and which involves any one or combination of the following: (1) under slab plumbing in the food processing area, (2) a 30% increase in the net public seating area, (3) a 30% increase in the size of the kitchen area, or (4) any change in the size or type of food preparation equipment. No discretionary permit, including but not limited to a conditional use permit, shall be issued to an FSE unless the applicant can demonstrate that a grease interceptor has been or will be installed at the FSE.

(c) *Application for waiver or variance of requirement for grease interceptor.* An FSE may submit an application for waiver or variance from the grease interceptor requirement to the director. Terms and conditions for issuance of a variance to an FSE shall be set forth in the discharge permit. A waiver or variance may be revoked at any time when any of the terms and conditions for its issuance is not satisfied or if the conditions upon which the waiver was based change so that the justification for the waiver no longer exists.

(Ord. No. 1065, § 1, 12-13-04)

§ 13-88. Multiple FSEs at commercial properties.

For properties at which multiple FSEs are operated on a single parcel, each FSE operator shall be individually and separately responsible for installation and maintenance of the grease interceptor serving its FSEs and for compliance with this chapter. Furthermore, owners of commercial properties at which multiple FSEs are operated on a single parcel shall be responsible for ensuring compliance by each FSE on the parcel. Such operators and/or property owner can comply with this chapter by installing and maintaining a grease interceptor or grease interceptors serving multiple FSEs upon approval by the director on such terms and conditions that the director may establish in his sole discretion.

(Ord. No. 1065, § 1, 12-13-04)

§ 13-89. Grease disposal mitigation fee.

(a) FSEs that operate without a grease control interceptor may be required to pay an annual grease disposal mitigation fee to equitably cover the costs of increased maintenance and administration of the sewer system as a result of the FSEs' inability to adequately remove FOG from its wastewater discharge. This section shall not be interpreted to allow a new FSE, or existing FSEs undergoing remodeling or change in operations, to operate without an approved grease interceptor unless the director has determined that it is impossible to install or operate a grease control interceptor for the FSE under the provisions of this chapter.

(b) The grease disposal mitigation fee shall be established by resolution of the city council, and shall be based on the estimated annual increased cost of maintaining the sewer system for inspection and removal of FOG and other viscous or solidifying agents attributable to the FSE resulting from the lack of a grease interceptor or grease control device and such other

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costs that the city council considers appropriate.

(c) The grease disposal mitigation fee may not be waived or reduced when the FSE does not comply with the minimum requirements of this chapter and/or its discharge into the sewer system in the preceding 12 months has caused or potentially caused or contributed alone or collectively, in sewer blockage or a sanitary sewer overflow ("SSO") in the sewer downstream, or surrounding the FSE prior to the waiver request.

(Ord. No. 1065, § 1, 12-13-04)

§ 13-90. Sewer system overflows, public nuisance, abatement orders and cleanup costs.

Notwithstanding any waiver of grease interceptor requirements under this chapter, FSEs determined by the director to have contributed to a sewer blockage, SSOs or any sewer system interferences resulting from the discharge of wastewater or waste containing FOG, may be ordered by the director to immediately install and maintain a grease interceptor, and may be subject to a plan determined by the director to abate the nuisance and prevent any future health hazards created by sewer line failures and blockages, SSOs or any other sewer system interferences. SSOs may cause threat and injury to public health, safety, and welfare of life and property and are hereby declared public nuisances. Furthermore, sewer lateral failures and SSOs caused by FSEs alone or collectively are the responsibility of the private property owner or FSE, and individual(s) as a responsible officer or owner of the FSE. If the city must act immediately to contain and clean up an SSO-caused by blockage of a private or public sewer lateral or serving an FSE, or at the request of the property owner or operator of the FSE, or because of the failure of the property owner or FSE to abate the condition causing immediate threat of injury to the health, safety, welfare, or property of the public, the city's costs for such abatement may be entirely borne by the property owner or operator of the FSE, and individual(s) as a responsible officer or owner of the FSE(s) and may constitute a debt to the city and become due and immediately payable upon the city's request for reimbursement of such costs.

(Ord. No. 1065, § 1, 12-13-04)

§ 13-91. FOG wastewater discharge permit required.

(a) FSEs proposing to discharge or currently discharging wastewater-containing FOG into the city's sewer system shall obtain a FOG wastewater discharge permit from the city within either (i) 180 days from the effective date of this chapter or (ii) at the time any FSE applies for or renews its annual business license from the city. Compliance with this chapter must be demonstrated at the time any business license is issued, provided that the director may extend the compliance date for no more than 90 days after the date of the issuance of the license.

(b) FOG wastewater discharge permits shall be expressly subject to all provisions of this chapter and all other regulations, charges for use, and fees established by the city. The conditions of FOG Wastewater Discharge Permits shall be enforced by the city in accordance with this chapter and applicable state and federal regulations.

(c) The city shall not issue a certificate of occupancy for any new construction, or occupancy unless an FSE has fully complied with the provisions of this chapter.

(Ord. No. 1065, § 1, 12-13-04)

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§ 13-92. FOG wastewater discharge permit application.

Any person required to obtain a FOG wastewater discharge permit shall complete and file with the city prior to commencing discharges, an application in a form prescribed by the director and shall provide the city such information and documents as the director determines is necessary and appropriate to properly evaluate the application. The applicable fees shall accompany this application. After evaluation of the data furnished, the director may issue a FOG Wastewater discharge permit, subject to terms and conditions set forth in this chapter and as otherwise determined by the director to be appropriate to protect the city's sewer system.
(Ord. No. 1065, § 1, 12-13-04)

§ 13-93. FOG wastewater discharge permit conditions.

The issuance of a FOG Wastewater Discharge Permit may contain any of the following conditions or limits as determined by the Director:

(a) Limits on discharge of FOG and other priority pollutants.

(b) Requirements for proper operation and maintenance of grease interceptors and other grease control devices.

(c) Grease interceptor maintenance frequency and schedule.

(d) Requirements for implementation of best management practices and installation of adequate grease interceptor and/or grease control device.

(e) Requirements for maintaining and reporting status of best management practices.

(f) Requirements for maintaining and submitting logs and records, including waste hauling records and waste manifests.

(g) Requirements to self-monitor.

(h) Requirements for the FSE to construct, operate and maintain, at its own expense, FOG control device and sampling facilities.

(i) Consent by the operator of the FSE for the city and other regulatory agencies to inspect the FSE to confirm compliance with this chapter, the sewer WDRs and other applicable laws, rules and regulations, including any NPDES permit applicable to the city.

(j) Additional requirements as otherwise determined to be reasonably appropriate by the director to protect the city's system or as specified by other regulatory agencies.

(k) Other terms and conditions, which may be reasonably applicable to ensure compliance with this chapter as determined by the director.

(Ord. No. 1065, § 1, 12-13-04)

§ 13-94. FOG wastewater discharge permit fee.

The FOG wastewater discharge permit fee shall be paid by the applicant in an amount adopted by resolution of the city council. Payment of permit fees must be received by the city prior to

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issuance of either a new discharge permit or a renewed discharge permit. A permittee shall also pay any delinquent invoices in full prior to permit renewal.
(Ord. No. 1065, § 1, 12-13-04)

§ 13-95. FOG wastewater discharge permit modification of terms and conditions.

(a) The terms and conditions of an issued discharge permit may be subject to modification and change by the sole determination of the director during the life of the permit based on:

(1) The discharger's current or anticipated operating data;

(2) The city's current or anticipated operating data;

(3) Changes in the requirements of regulatory agencies which affect the city; or

(4) A determination by the director that such modification is appropriate to further the objectives of this chapter.

(b) The permittee may request a modification to the terms and conditions of an issued discharge permit. The request shall be in writing stating the requested change, and the reasons for the change. The director shall review the request, make a determination on the request, and respond in writing.

(c) The permittee shall be informed of any change in the discharge permit limits, conditions, or requirements at least 45 days prior to the effective date of change. Any changes or new conditions in the discharge permit shall include a reasonable time schedule for compliance.
(Ord. No. 1065, § 1, 12-13-04)

§ 13-96. FOG wastewater discharge permit duration and renewal.

FOG wastewater discharge permits shall be issued for a period not to exceed 1 year. Upon expiration of the discharge permit, the user shall apply for renewal of the permit in accordance with the provisions of this chapter.
(Ord. No. 1065, § 1, 12-13-04)

§ 13-97. Exemption from FOG wastewater discharge permit.

A limited food preparation establishment is not considered an FSE for the purposes of this chapter and is exempt from obtaining a FOG wastewater discharge permit.
(Ord. No. 1065, § 1, 12-13-04)

§ 13-98. Nontransferability of FOG wastewater discharge permits.

(a) FOG wastewater discharge permits issued under this chapter are for a specific FSE, for a specific operation and create no vested or property rights.

(b) No FOG wastewater discharge permit holder shall assign, transfer or sell any FOG wastewater discharge permit issued under this chapter nor use any such permit for or on any premises or for facilities or operations or discharges not expressly encompassed within the underlying permit.

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(c) Any FOG wastewater discharge permit which is transferred to a new owner or operator or to a new facility is void.

(Ord. No. 1065, § 1, 12-13-04)

§ 13-99. FOG wastewater discharge permit charge for use.

In addition to the FOG Wastewater discharge permit application fee, a charge to cover all costs of the city for providing the sewer service and monitoring shall be established by resolution of the city council.

(Ord. No. 1065, § 1, 12-13-04)

§ 13-100. Grease interceptor requirements.

(a) Grease interceptors shall be maintained in efficient operating condition in accordance with the FOG discharge manual.

(b) Grease interceptors must be cleaned, maintained, and FOG must be removed from grease interceptors at regular intervals.

(c) FOG removed from grease interceptors shall be waste hauled periodically as part of the operation and maintenance requirements for grease interceptors and disposed of in a proper manner and at regular intervals.

(Ord. No. 1065, § 1, 12-13-04)

§ 13-101. Monitoring and reporting conditions.

(a) *Monitoring for compliance with FOG wastewater discharge conditions and reporting requirements.*

(1) The director may require periodic reporting of the status of implementation of best management practices, in accordance with the FOG control program and the FOG discharge manual.

(2) The director may require visual and other monitoring at the sole expense of the permittee to observe the actual conditions of the FSE's sewer lateral and sewer lines downstream.

(3) The director may require reports for self-monitoring of wastewater constituents and FOG characteristics of the permittee needed for determining compliance with any conditions or requirements as specified in the FOG wastewater discharge permit or this chapter. Monitoring reports of the analyses of wastewater constituents and FOG characteristics shall be in a manner and form approved by the director and shall be submitted upon request of the director.

(4) Failure by the permittee to perform any required monitoring, or to submit monitoring reports required by the director constitutes a violation of this chapter and shall be cause for the city to initiate all necessary tasks and analyses to determine the wastewater constituents and FOG characteristics for compliance with any conditions and requirements specified in the FOG wastewater discharge permit or in this chapter.

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(5) The permittee shall be responsible for any and all expenses of the city in undertaking such monitoring analyses and preparation of reports.

(6) Other reports may be required such as compliance schedule progress reports, FOG control monitoring reports, and any other reports deemed reasonably appropriate by the director to ensure compliance with this chapter.

(b) *Record keeping requirements.* The permittee shall be required to keep all documents identified by the director relating to its compliance with this chapter, including manifests, receipts and invoices of all cleaning, maintenance, grease removal of/from the grease control device, disposal carrier and disposal site location for no less than two years. The permittee shall, upon request, make the manifests, receipts and invoices available to any city representative, or inspector.

(c) *Falsifying information or tampering with process.* It shall be unlawful to make any false statement, representation, record, report, plan or other document that is filed with the city, or to tamper with or knowingly render inoperable any grease control device, monitoring device or method or access point required under this chapter.

(Ord. No. 1065, § 1, 12-13-04)

§ 13-102. Inspection and sampling conditions.

(a) The director may inspect and sample or order the inspection and sampling of the wastewater discharges of any FSE to ascertain whether the intent of this chapter is being met and the Permittee is complying with all requirements. The permittee shall allow the city access to the FSE premises, during normal business hours, for purposes of inspecting the FSE's grease control devices or interceptor, reviewing the manifests, receipts, invoices and other documents and information and to make inquiries of the permittee and its employees relating to the cleaning, maintenance and inspection of the grease control devices or interceptor or other facilities relating to discharges into the sewer system.

(b) The director shall have the right to place or order the placement on the FSE's property or other locations as determined by the director, such devices as are necessary to conduct sampling or metering operations. Where an FSE has security measures in force, the permittee shall make necessary arrangements so that representatives of the city shall be permitted to enter without delay for the purpose of performing their specific responsibilities.

(c) For the director to determine the wastewater characteristics of the discharger for purposes of determining the annual use charge and for compliance with FOG wastewater discharge permit requirements, the permittee shall make available for inspection and copying by the city all notices, monitoring reports, waste manifests, and records including, but not limited to, those related to wastewater generation, and wastewater disposal without restriction but subject to the confidentiality provision set forth in this chapter. All such records shall be kept by the permittee a minimum of two years.

(Ord. No. 1065, § 1, 12-13-04)

§ 13-103. Right of entry.

Persons or occupants of premises where wastewater is created or discharged shall allow the

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director, or city representatives, reasonable access to all parts of the FSE and all wastewater generating and disposal facilities for the purposes of inspection and sampling during all times the discharger's facility is open, operating, or any other reasonable time. No person shall interfere with, delay, resist or refuse entrance to city representatives attempting to inspect any FSE or facility involved directly or indirectly with a discharge of wastewater to the city's sewer system.
(Ord. No. 1065, § 1, 12-13-04)

§ 13-104. Notification of spill.

(a) In the event a permittee is unable to comply with any FOG Wastewater discharge permit condition due to a breakdown of equipment, accidents, or human error or the permittee has reasonable opportunity to know that his/her/its discharge will exceed the discharge provisions of the FOG wastewater discharge permit or this chapter, the discharger shall immediately notify the city by telephone at the number specified in the permit. If the material discharged to the sewer has the potential to cause or results in sewer blockages or SSOs, the discharger shall immediately notify the local health department, city or county, and the city.

(b) Confirmation of this notification shall be made in writing to the director at the address specified in the FOG wastewater discharge permit no later than five working days from the date of the incident. The written notification shall state the date of the incident, the reasons for the discharge or spill, what steps were taken to immediately correct the problem, and what steps are being taken to prevent the problem from recurring.

(c) Such notification shall not relieve the permittee of any expense, loss, damage or other liability which may be incurred as a result of damage or loss to the city or any other damage or loss to person or property; nor shall such notification relieve the permittee of any fees or other liability which may be imposed by this chapter or other applicable law.
(Ord. No. 1065, § 1, 12-13-04)

§ 13-105. Enforcement.

(a) The city council finds that, in order for the city to comply with the laws, regulations, and rules imposed upon it by regulatory agencies and to ensure that the city's sewer facilities are protected and are able to operate with the highest degree of efficiency, and to protect the public health and environment, specific enforcement provisions must be adopted to govern the discharges to the city's sewer system by FSEs.

(b) To ensure that all interested parties are afforded due process of law and that violations are resolved as soon as possible, a permittee, or applicant for a permit may appeal any determination made by the director, including, but not limited to, a denial of a discharge permit, a notice of violation; permit suspension or revocation; or a compliance schedule agreement (CSA), pursuant to the procedures set forth in section 13-107.

(c) The city, at its discretion, may utilize any one, combination, or all enforcement remedies provided in this chapter in response to any FOG wastewater discharge permit or chapter violations.
(Ord. No. 1065, § 1, 12-13-04)

§ 13-106. Violations.

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(a) The owner and operator of an FSE or permittee shall be in violation of this chapter if such owner or operator or permittee:

(1) Fails to install an approved grease control device as required by this chapter; or

(2) Makes any false statement, representation, record, report, plan or other document that is filed with the city; or

(3) Tampers with or knowingly renders inoperable any grease control device required under this chapter; or

(4) Fails to clean, properly operate, maintain or remove FOG from a grease control device within the required time for such cleaning, maintenance or grease removal; or

(5) Fails to keep up-to-date and accurate records of all cleaning, maintenance, and FOG removal and up-on request to make those records available to any city code enforcement representative, or his or her designee, any representative of a local sanitation agency that has jurisdiction over the sanitary sewer system that services the FSE, or any authorized inspector that has jurisdiction under the water quality chapter; or

(6) Refuses a city code enforcement representative, or his or her designee, a representative of a local sanitary sewer agency that has jurisdiction over the sanitary sewer system that services the FSE, or any authorized inspector, reasonable access to the FSE for the purposes of inspecting, monitoring, or reviewing the grease control device manifests, receipts and invoices of all cleaning, maintenance, grease removal of/from the grease control device, and/or to inspect the grease control device; or

(7) Disposes of, or knowingly allows or directs FOG to be disposed of, in an unlawful manner; or

(8) Fails to remove all food grinders located in the food facility by the date specified by this chapter; or

(9) Introduces additives into a wastewater system for the purposes of emulsifying FOG without the writ-ten, specific authorization from city and the sanitary sewer agency that has jurisdiction of the sanitary sewer system that services the FSE; or

(10) Fails to pay the Grease disposal mitigation fee as specified in this chapter when due; or

(11) Fails to comply with the provisions of the FOG manual; or

(12) Otherwise fails to comply with the provisions of this chapter or any permit issued by the city under this chapter.

(b) Violations under this Section shall be subject to the procedures, penalties and remedies set out in this chapter and chapter 1.15. All costs for the investigations, enforcement actions, and ultimate corrections of violations under this section, incurred by the city shall be reimbursed by the owner/operator of the FSE.

(Ord. No. 1065, § 1, 12-13-04)

§ 13-107. Compliance schedule agreement (CSA).

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(a) Upon determination by the director that a permittee or other owner or operator of an FSE or owner of a property is in noncompliance with the terms and conditions specified in its FOG wastewater discharge permit or any provision of this chapter, or needs to construct and/or acquire and install a grease control device or grease interceptor, the director may require the permittee, owner or operator to enter into a CSA.

(b) The issuance of a CSA may contain terms and conditions as determined appropriate by the director, including but not limited to requirements for installation of a grease control device, grease interceptor and facilities, submittal of drawings or reports, audit of waste hauling records, best management and waste minimization practices, payment of fees, or other provisions to ensure compliance with this chapter.

(c) The director shall not enter into an CSA until such time as all amounts owed to the city, including user fees, noncompliance sampling fees, or, or other amounts due are paid in full, or an agreement for deferred payment secured by collateral or a third party, is approved by the director.

(d) If compliance is not achieved in accordance with the terms and conditions of a CSA during its term, the Director may issue an order suspending or revoking the discharge permit pursuant to this Chapter.

(Ord. No. 1065, § 1, 12-13-04)

§ 13-108. FOG wastewater discharge permit suspension.

(a) *[Parameters for suspension.]* The director may suspend any permit when it is determined that a permittee:

(1) Fails to comply with the terms and conditions of a CSA order.

(2) Knowingly provides a false statement, representation, record, report, or other document to the city.

(3) Refuses to provide records, reports, plans, or other documents required by the city to determine permit terms or conditions, discharge compliance, or compliance with this chapter.

(4) Falsifies, tampers with, or knowingly renders inaccurate any monitoring device or sample collection method.

(5) Refuses reasonable access to the permittee's premises for the purpose of inspection and monitoring.

(6) Does not make timely payment of all amounts owed to the city for user charges, permit fees, or any other fees imposed pursuant to this chapter.

(7) Causes interference, sewer blockages, or SSOs with the city's collection, treatment, or disposal system.

(8) Violates grease interceptor or grease control device maintenance requirements, or any condition or limit of its FOG wastewater discharge permit or any provision of this chapter.

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(b) *[Written notice required.]* When the director has reason to believe that grounds exist for permit suspension, he/she shall give written notice thereof by certified mail to the permittee setting forth a statement of the facts and grounds deemed to exist.

(c) *Effect.*

(1) Upon an order of suspension by the director, the permittee shall immediately cease and desist its discharge and shall have no right to discharge any wastewater containing FOG directly or indirectly to the city's system for the duration of the suspension. All costs for physically terminating and reinstating service shall be paid by the permittee.

(2) Any owner or responsible management employee of the permittee shall be bound by the order of suspension.

(Ord. No. 1065, § 1, 12-13-04)

§ 13-109. Permit revocation.

(a) *Revocation.* The director may revoke any FOG wastewater discharge permit when it is determined that a permittee has failed to comply with this chapter.

(b) *Notice of revocation.* When the director has reason to believe that grounds exist for the revocation of a FOG wastewater discharge permit, he/she shall give written notice by certified mail thereof to the permittee setting forth a statement of the facts and grounds.

(c) *Effect of revocation.*

(1) Upon an order of revocation by the director becoming final, the permittee shall permanently lose all rights to discharge any wastewater containing FOG directly or indirectly to the city's system. All costs for physical termination shall be paid by the permittee.

(2) Any owner or responsible management employee of the permittee shall be bound by the order of revocation.

(3) Any future application for a discharge permit at any location within the city by any person associated with an order of revocation will be considered by the city after fully reviewing the records of the revoked FOG wastewater discharge permit, which records may be the basis for denial of a new permit.

(4) An order of FOG wastewater discharge permit revocation issued by the director shall be final in all respects on the sixteenth day after it is mailed to the permittee.

(Ord. No. 1065, § 1, 12-13-04)

§ 13-110. Damages to facilities or interruption of normal operations.

(a) Any person who discharges any waste, including, but not limited to, those listed under 40 C.F.R. § 403.5, which causes or contributes to any sewer blockage, SSOs, obstruction, interference, damage, or any other impairment to the city's sewer system or sewer facilities or to the operation of the sewer system or those facilities shall be liable for all costs required to clean or repair the system or facilities, together with expenses incurred by the city to

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resume normal operations. A service charge of 25% of city's costs shall be added to the costs and charges to reimburse the city for miscellaneous overhead, including administrative personnel and record keeping. The total amount shall be payable within 45 days of invoicing by the city.

(b) Any person who discharges a waste which causes or contributes to the city violating its sewer WDRs or any other discharge requirements or permits established by any regulatory agency or the city incurring additional expenses or suffering losses or damage to the sewer system or sewer facilities, shall be liable for any costs or expenses incurred by the city, including regulatory fines, penalties, and assessments made by other agencies or a court, and including any attorney's fees incurred by the city.

(Ord. No. 1065, § 1, 12-13-04)

§ 13-111. Public nuisance.

Discharge of wastewater in any manner in violation of this chapter or of any order issued by the director, as authorized by this chapter, or any provisions of a FOG wastewater discharge permit is hereby declared a public nuisance and shall be corrected or abated as directed by the director. Any person creating a public nuisance is guilty of a misdemeanor.

(Ord. No. 1065, § 1, 12-13-04)

§ 13-112. Termination of service.

(a) The city, by order of the director, may physically terminate sewer service and water service to any FSE, as follows:

(1) On a term of any order of suspension or revocation of a FOG wastewater discharge permit; or

(2) Upon the failure of a person not holding a valid discharge permit to immediately cease the discharge, whether direct or indirect, to the city's sewer facilities after the notice and process as provided herein.

(b) All costs for physical termination shall be paid by the owner or operator of the FSE or permittee as well as all costs for reinstating service.

(Ord. No. 1065, § 1, 12-13-04)

§ 13-113. Emergency suspension order.

The city may, by order of the director, suspend sewer service and/ or water service when the director determines that such suspension is necessary in order to stop an actual or impending discharge which presents or may present an imminent or substantial endangerment to the health and welfare of persons, or to the environment, or may cause SSOs, sewer blockages, interference to the city's sewer facilities, or may cause the city to violate any state or federal law or regulation or the sewer WDRs. Any discharger notified of and subject to an emergency suspension order shall immediately cease and desist the discharge of all wastewater containing FOG to the sewer system.

(Ord. No. 1065, § 1, 12-13-04)

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§ 13-114. Civil penalties.

(a) In addition to criminal penalties and administrative penalties authorized by this Chapter, all users of the City's system and facilities are subject to enforcement actions administratively or judicially by the City, U.S. EPA, Santa Ana RWQCB, or the County of Orange and other Regulatory Agencies. Said actions may be taken pursuant to the authority and provisions of several laws, including but not limited to: (1) Federal Water Pollution Control Act, commonly known as the Clean Water Act (33 U.S.C. §§ 1251 *et seq.*.); (2) California Porter-Cologne Water Quality Control Act (CaliforniaWater Code §§ 13000 *et seq.*.); (3) California Hazardous Waste Control Law (California Health & Safety Code §§ 25100 to 25250); (4) Resource Conservation and Recovery Act of 1976 (42 U.S.C. §§ 6901 *et seq.*.); and (5) California Government Code, §§ 54739-54740.

(b) In the event the City is subject to the payment of fines or penalties pursuant to the legal authority and actions of other regulatory or enforcement agencies based on a violation of law or regulation or its permits or the sewer WDRs, and said violation can be established by the City, as caused by the discharge of any user of the City's system which is in violation of any provision of the City's Chapter or the user's FOG Wastewater Discharge Permit, the City shall be entitled to recover from the user all costs and expenses, including, but not limited to, the full amount of said fines or penalties to which it has been subjected.

(c) Pursuant to the authority of California Government Code §§ 54739 - 54740, any person who violates any provision of this Chapter; any permit condition, prohibition or effluent limit; or any suspension or revocation order shall be liable civilly for a sum not to exceed $25,000.00 per violation for each day in which such violation occurs. Pursuant to the authority of the Clean Water Act, 33 U.S.C. §§ 1251 *et seq.*., any person who violates any provision of this Chapter, or any permit condition, prohibition, or effluent limit shall be liable civilly for a sum not to exceed $25,000.00 per violation for each day in which such violation occurs. The City Attorney, upon request of the Director, shall petition the Superior Court to impose, assess, and recover such penalties, or such other penalties as the City may impose, assess, and recover pursuant to Federal and/or State legislative authorization.

(d) *Administrative civil penalties.* Pursuant to the authority of California Government Code §§ 54740.5 and 54740.6, the city may issue an administrative complaint to any person who violates:

(1) Any provision of this chapter;

(2) Any condition, prohibition, or effluent limit of a FOG wastewater discharge permit or CSA; or

(3) Any suspension or revocation order.

(Ord. No. 1065, § 1, 12-13-04)

§ 13-115. Criminal penalties; misdemeanor.

Any person who violates any provision of this chapter or of a FOG wastewater discharge permit or CSA is guilty of a misdemeanor, which upon conviction is punishable by a fine not to exceed $1,000, or imprisonment for not more than six months, or both. Each violation and each day in

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which a violation occurs may constitute a new and separate violation of this chapter and shall be subject to the penalties contained herein.
(Ord. No. 1065, § 1, 12-13-04)

§ 13-116. Appeals to the city manager.

Any FSE, permit applicant, or permittee adversely affected by a decision made by the director may appeal the decision by filing, within 10 days, a written request for hearing before the city manager accompanied by an appeal fee in an amount established by resolution. The request for hearing shall set forth in detail all the issues in dispute all facts supporting appellant's request. A hearing shall be held by the city manager within 65 days. If the matter is not heard within the required time, the order of director shall be deemed final. The appeal fee shall be refunded if the city manager reverses or modifies, in favor of the appellant, the order of the director. After the hearing, the city manager shall uphold, modify, or reverse the decision. The written decision shall be sent by certified mail to the appellant or its legal counsel/representative at the appellant's business address. The city manager's decision shall be final.
(Ord. No. 1065, § 1, 12-13-04)

§ 13-117. Payment of charges.

(a) Except as otherwise provided, all fees, charges and penalties established by this chapter are due and payable upon receipt of notice thereof. All such amounts are delinquent if unpaid 45 days after date of invoice.

(b) Any charge that becomes delinquent shall have added to it a penalty in accordance with the following:

  (1) Forty-six days after date of invoice, a basic penalty of 10% of the base invoice amount, not to exceed a maximum of $1,000; and

  (2) A penalty of one and one half (1.5) percent per month of the base invoice amount and basic penalty shall accrue from and after the forty-sixth day after date of invoice.

(c) Any invoice outstanding and unpaid after 90 days shall be cause for immediate initiation of permit revocation proceedings or immediate suspension of the FOG wastewater discharge permit.

(d) Penalties charged under this section shall not accrue to those invoices successfully appealed, provided the city receives written notification of said appeal prior to the payment due date.

(e) Payment of disputed charges is still required by the due date during the city review of any appeal submitted by permittees.

(f) Collection of delinquent accounts shall be in accordance with the city's policy resolution establishing procedures for collection of delinquent obligations owed to the city, as amended from time to time by the city council. Any such action for collection may include an application for an injunction to prevent repeated and recurring violations of this chapter.
(Ord. No. 1065, § 1, 12-13-04)

§ 13-118. Judicial review.

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(a) Pursuant to section 1094.6 of the California Code of Civil Procedure, the city hereby enacts this part to limit to 90 days following final decisions in adjudicatory administrative hearings the time within which an action can be brought to review such decisions by means of administrative mandamus.

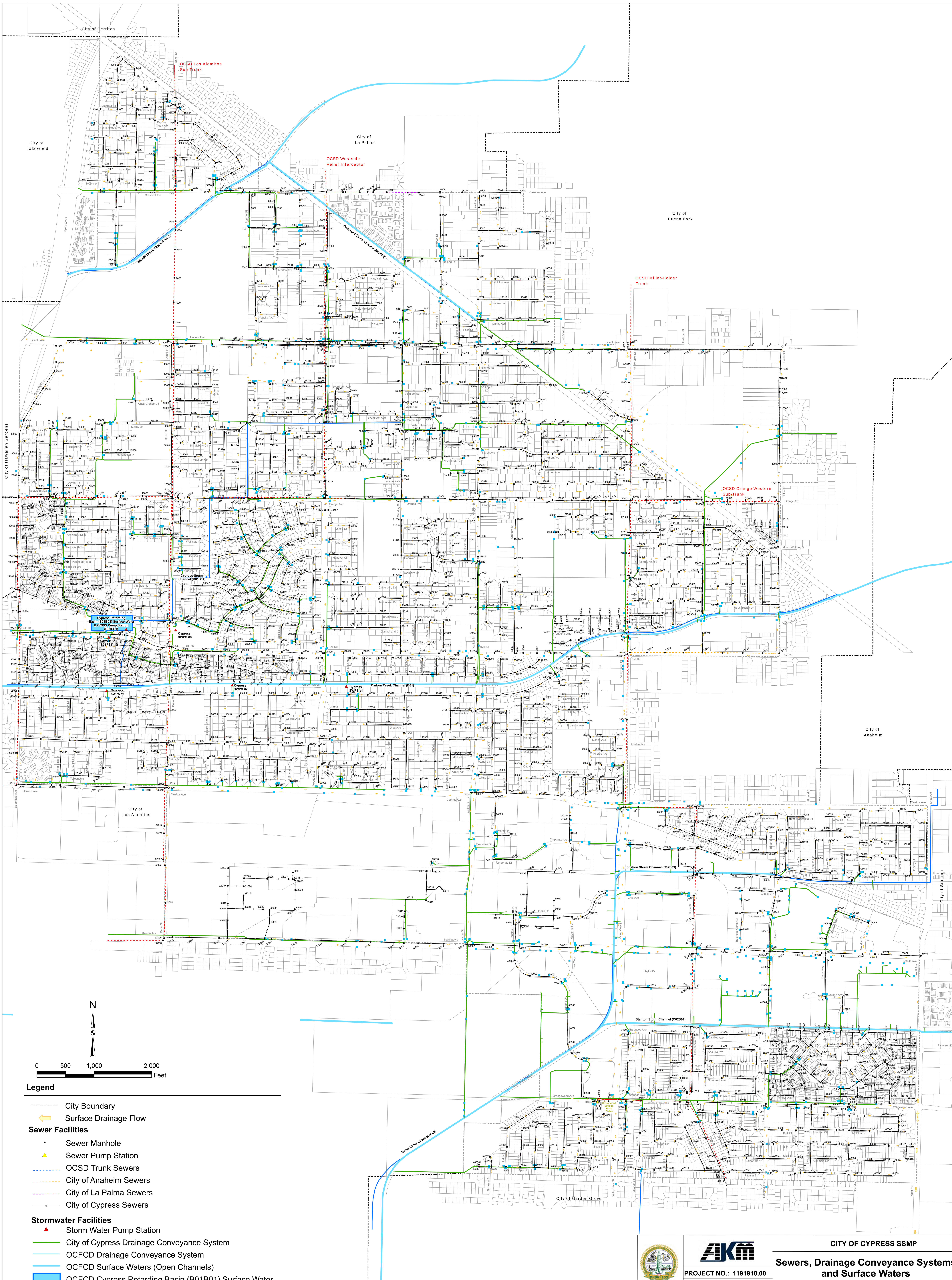
(b) Notwithstanding the foregoing, and pursuant to Government Code Section 54740.6, judicial review of a final order of the city manager or the director imposing administrative civil penalties pursuant to this chapter may be made only if the petition for writ of mandate is filed not later than the thirtieth day following the day on which such order becomes final.

(Ord. No. 1065, § 1, 12-13-04)

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Appendix D-1

Sewer and Storm Drain Map


City of Cerritos
City of Lakewood
City of La Palma
City of Buena Park
City of Hawaiian Gardens
City of Los Alamitos
City of Anaheim
City of Stanton
City of Garden Grove
OCSD Los Alamitos Sub-Trunk
OCSD Westside Relief Interceptor
OCSD Miller-Holder Trunk
OCSD Orange-Western Sub-Trunk
Moody Creek Channel (B02)
Dairyland Storm Channel (B02S02)
Carbon Creek Channel (B01)
Cypress Storm Channel (B01S01)
Cypress Retarding Basin (B01B01) Surface Water & OCPW Pump Station (B01PS1)
OCPW P.S. (B01PS1)
Cypress SWPS #1
Cypress SWPS #2
Cypress SWPS #3
Cypress SWPS #6
Jonation Storm Channel (C02S03)
Stanton Storm Channel (C02S01)
Bolsa Chica Channel (C02)
Orangewood Sewage Pump Station
N
0 500 1,000 2,000
Feet
Legend
City Boundary
Surface Drainage Flow
Sewer Facilities
Sewer Manhole
Sewer Pump Station
OCSD Trunk Sewers
City of Anaheim Sewers
City of La Palma Sewers
City of Cypress Sewers
Stormwater Facilities
Storm Water Pump Station
City of Cypress Drainage Conveyance System
OCFCD Drainage Conveyance System
OCFCD Surface Waters (Open Channels)
OCFCD Cypress Retarding Basin (B01B01) Surface Water
PROJECT NO.: 1191910.00
DATE: JUNE 2025
CITY OF CYPRESS SSMP
Sewers, Drainage Conveyance Systems and Surface Waters
Appendix D-1

Appendix D-2

Sewer Cleaning and Maintenance Inspection Form

City of Cypress
PW-82 - Sanitary Sewer Cleaning and Maintenance

Crew members:

Location/MH #	Main Size	A	Materials removed from manhole	B	C	D	Footage cleaned	E	F	G	Remarks

Entered by: _____ *Date:* _____ **Total Feet Cleaned:** _____

CODES

A: MH Condition Code
- *0 - Normal*
- *1 - Loose cover*
- *2 - Repair/Modify or Other*
- *3 - Top buried*

B: Flow Code
- *0 - Normal*
- *1 - Trickle*
- *2 - Flooded*
- *3 - Other*

C: Odor Code
- *0 - Normal*
- *1 - Stagnation*
- *2 - Petroleum*
- *3 - Chemical*
- *4 - Other*

D: Pest Code
- *0 - Normal*
- *1 - Rodents*
- *2 - Insects*
- *3 - Alligators*

E: Found in line:
- *0 - None*
- *1 - Grease*
- *2 - Sand*
- *3 - Roots*
- *4 - Eggshells*
- *5 - Other*

F: Cause Code
- *0 - None*
- *1 - Special Maint.*
- *2 - Emergency*
- *3 - Hotspots*
- *4 - Other*

G: Activity Code
- *0 - Line cleaning*
- *1 - Manhole inspect.*
- *2 - Dye test*
- *3 - Manhole repair*
- *4 - Insect spraying*
- *5 - Other*

Appendix D-3

Sewer Lift Station Log

SEWER LIFT STATION #5 - SIGN IN LOG
AND
SEWER LIFT STATION

6000 ORANGEWOOD ST
CYPRESS, CA 90630
(714) 899-6947

DATE	SIGNATURE	TIME IN	TIME OUT
1-3-18	PmB	3:00	3:30

COMMENTS:

DATE	PUMP # 1		PUMP # 2		COMMENTS	INITIALS
1-3-18	5407.9		4998.7			PmB

DATE	SIGNATURE	TIME IN	TIME OUT
1-4-18	PmB	3:00	3:30

COMMENTS:

DATE	PUMP # 1		PUMP # 2		COMMENTS	INITIALS
1-4-18	5409.7		5000.3			PmB

DATE	SIGNATURE	TIME IN	TIME OUT
1-8-18	PmB	3:00	3:30

COMMENTS:

DATE	PUMP # 1		PUMP # 2		COMMENTS	INITIALS
1-8-18	5416.6		5006.3			PmB

DATE	SIGNATURE	TIME IN	TIME OUT
1-9-18	PmB	245	300

COMMENTS:

DATE	PUMP # 1		PUMP # 2		COMMENTS	INITIALS
1-9-18	5418.4		5008.0			PmB

DATE	SIGNATURE	TIME IN	TIME OUT
1-11-18	PmB	3:00	3:30

COMMENTS:

DATE	PUMP # 1		PUMP # 2		COMMENTS	INITIALS
1-11-18	5422.1		5011.3			PmB

DATE	SIGNATURE	TIME IN	TIME OUT
1-12-18	PmB	2:45	3:00

COMMENTS:

DATE	PUMP # 1		PUMP # 2		COMMENTS	INITIALS
1-12-18	5423.9		5012.1			PmB

SEWER LIFT STATION #5 - SIGN IN LOG
AND
SEWER LIFT STATION

6000 ORANGEWOOD ST
CYPRESS, CA 90630
(714) 899-6947

DATE	SIGNATURE	TIME IN	TIME OUT
1-15-18	PMB	3:00	3:30

COMMENTS:

DATE	PUMP # 1		PUMP # 2		COMMENTS	INITIALS
1-15-18	5429.3		5018.2			PMB

DATE	SIGNATURE	TIME IN	TIME OUT
1-16-18	PMB	305	330

COMMENTS:

DATE	PUMP # 1		PUMP # 2		COMMENTS	INITIALS
1-16 18	5431.1		5019.9			PMB

DATE	SIGNATURE	TIME IN	TIME OUT
1-17-18	PMB	3:00	3:30

COMMENTS:

DATE	PUMP # 1		PUMP # 2		COMMENTS	INITIALS
1-17-18	5432.9		5021.5			PMB

DATE	SIGNATURE	TIME IN	TIME OUT
1-18-18	PMB	3.00	3:30

COMMENTS:

DATE	PUMP # 1		PUMP # 2		COMMENTS	INITIALS
1-18-18	5434.5		5023.2			PMB

DATE	SIGNATURE	TIME IN	TIME OUT
1-19-18	[illegible]	130	145

COMMENTS:

DATE	PUMP # 1		PUMP # 2		COMMENTS	INITIALS
1-19-18	5436.1		5024.6			[illegible]

DATE	SIGNATURE	TIME IN	TIME OUT
1-22-18	PMB	3:00	3:30

COMMENTS:

DATE	PUMP # 1		PUMP # 2		COMMENTS	INITIALS
1-22-18	5441.4		5029.4			PMB

SEWER LIFT STATION #5 - SIGN IN LOG
AND
SEWER LIFT STATION

6000 ORANGEWOOD ST
CYPRESS, CA 90630
(714) 899-6947

DATE	SIGNATURE	TIME IN	TIME OUT
1-23-18	PmB	3:00	3:30

COMMENTS:

DATE	PUMP # 1		PUMP # 2		COMMENTS	INITIALS
1-23-18	5443.1		5031.0			PmB

DATE	SIGNATURE	TIME IN	TIME OUT
1-24-18	PmB	3:00	3:30

COMMENTS:

DATE	PUMP # 1		PUMP # 2		COMMENTS	INITIALS
1-24-18	5444.9		5032.5			PmB

DATE	SIGNATURE	TIME IN	TIME OUT
1-25-18	PmB	3:00	3:15

COMMENTS:

DATE	PUMP # 1		PUMP # 2		COMMENTS	INITIALS
1-25-18	5446.6		5034.0			PmB

DATE	SIGNATURE	TIME IN	TIME OUT
1-26-18	PmB	2:45	3:00

COMMENTS:

DATE	PUMP # 1		PUMP # 2		COMMENTS	INITIALS
1-26-18	5448.3		5035.5			PmB

DATE	SIGNATURE	TIME IN	TIME OUT
1-29-18	PmB	3:00	3:30

COMMENTS:

DATE	PUMP # 1		PUMP # 2		COMMENTS	INITIALS
1-29-18	5453.4		5039.9			PmB

DATE	SIGNATURE	TIME IN	TIME OUT
1-30-18	PmB	3:06	3:30

COMMENTS:

DATE	PUMP # 1		PUMP # 2		COMMENTS	INITIALS
1-30-18	5455.1		5041.4			PmB

SEWER LIFT STATION #5 - SIGN IN LOG
AND
SEWER LIFT STATION

N

6000 ORANGEWOOD ST
CYPRESS, CA 90630
(714) 899-6947

DATE	SIGNATURE	TIME IN	TIME OUT
1-31-18	MM	3:00	3:30

COMMENTS:

DATE	PUMP # 1		PUMP # 2		COMMENTS	INITIALS
1-31-18	5456.8		5042.9			MM

DATE	SIGNATURE	TIME IN	TIME OUT
2-1-18	PmB	3:00	3:45

COMMENTS:

DATE	PUMP # 1		PUMP # 2		COMMENTS	INITIALS
2-1-18	5458.6		5644.5			PmB

DATE	SIGNATURE	TIME IN	TIME OUT
2 2 18	Dm	100	130

COMMENTS:

DATE	PUMP # 1		PUMP # 2		COMMENTS	INITIALS
2-2-18	5460.1		5045.8			DM

DATE	SIGNATURE	TIME IN	TIME OUT
2-5-18	PmB	3:00	3:30

COMMENTS:

DATE	PUMP # 1		PUMP # 2		COMMENTS	INITIALS
2-5-18	5465.4		5050.4			PmB

DATE	SIGNATURE	TIME IN	TIME OUT
2-6-18	PmB	3:00	3:30

COMMENTS:

DATE	PUMP # 1		PUMP # 2		COMMENTS	INITIALS
2-6-18	5467.2		5052.0			PmB

DATE	SIGNATURE	TIME IN	TIME OUT
2-7-18	PmB	3:00	3:15

COMMENTS:

DATE	PUMP # 1		PUMP # 2		COMMENTS	INITIALS
2-7-18	5468.8		5053.4			PmB

SEWER LIFT STATION #5 - SIGN IN LOG
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6000 ORANGEWOOD ST
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DATE	SIGNATURE	TIME IN	TIME OUT
2-8-18	PMB	230	245

COMMENTS:

DATE	PUMP # 1		PUMP # 2		COMMENTS	INITIALS
2-8-18	5470.5		5054.8			PMB

DATE	SIGNATURE	TIME IN	TIME OUT
2-9-18	PMB	230	300

COMMENTS:

DATE	PUMP # 1		PUMP # 2		COMMENTS	INITIALS
2-9-18	5472.2		5056.4			PMB

DATE	SIGNATURE	TIME IN	TIME OUT
2-12-18	PMB	2:00	2:15

COMMENTS:

DATE	PUMP # 1		PUMP # 2		COMMENTS	INITIALS
2-12-18	5477.2		5060.7			PMB

DATE	SIGNATURE	TIME IN	TIME OUT
2-13-18	PMB	3:00	3:30

COMMENTS:

DATE	PUMP # 1		PUMP # 2		COMMENTS	INITIALS
2-13-18	5479.1		5062.4			PMB

DATE	SIGNATURE	TIME IN	TIME OUT
2-14-18	PMB	3:00	3:15

COMMENTS:

DATE	PUMP # 1		PUMP # 2		COMMENTS	INITIALS
2-14-18	5480.9		5063.9			PMB

DATE	SIGNATURE	TIME IN	TIME OUT
2-15-18	PMB	3:00	3:30

COMMENTS:

DATE	PUMP # 1		PUMP # 2		COMMENTS	INITIALS
2-15-18	5482.6		5065.4			PMB

SEWER LIFT STATION #5 - SIGN IN LOG
AND
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CYPRESS, CA 90630
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DATE	SIGNATURE	TIME IN	TIME OUT
2-16-18	DM	1000	1030

COMMENTS:

DATE	PUMP # 1		PUMP # 2		COMMENTS	INITIALS
2-16-18	5483.9		5066.5			DM

DATE	SIGNATURE	TIME IN	TIME OUT
2-20-18	PMB	3:00	3:30

COMMENTS:

DATE	PUMP # 1		PUMP # 2		COMMENTS	INITIALS
2-20-18	5491.3		5072.9			PMB

DATE	SIGNATURE	TIME IN	TIME OUT
2-21-18	PMB	3:00	3:30

COMMENTS:

DATE	PUMP # 1		PUMP # 2		COMMENTS	INITIALS
2-21-18	5493.0		5074.4			PMB

DATE	SIGNATURE	TIME IN	TIME OUT
2-22-18	PMB	3:00	3:30

COMMENTS:

DATE	PUMP # 1		PUMP # 2		COMMENTS	INITIALS
2-22-18	5494.8		5075.9			PMB

DATE	SIGNATURE	TIME IN	TIME OUT
2-23-18	PMB	2:00	2:30

COMMENTS:

DATE	PUMP # 1		PUMP # 2		COMMENTS	INITIALS
2-23-18	5496.4		5077.3			PMB

DATE	SIGNATURE	TIME IN	TIME OUT
2-26-18	PMB	3:00	3:30

COMMENTS:

DATE	PUMP # 1		PUMP # 2		COMMENTS	INITIALS
2-26-18	5501.8		5082.1			PMB

SEWER LIFT STATION #5 - SIGN IN LOG
AND
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CYPRESS, CA 90630
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DATE	SIGNATURE	TIME IN	TIME OUT
2-27-18	PMB	3:00	3:30

COMMENTS:

DATE	PUMP # 1		PUMP # 2		COMMENTS	INITIALS
2-27-18	5503.7		5088.8			PMB

DATE	SIGNATURE	TIME IN	TIME OUT
2-28-18	PMB	3:00	3:30

COMMENTS:

DATE	PUMP # 1		PUMP # 2		COMMENTS	INITIALS
2-28-18	5505.5		5085.2			PMB

DATE	SIGNATURE	TIME IN	TIME OUT
3-1-18	PMB	3:00	3:30

COMMENTS:

DATE	PUMP # 1		PUMP # 2		COMMENTS	INITIALS
3-1-18	5507.3		5087.0			PMB

DATE	SIGNATURE	TIME IN	TIME OUT
3218	DM	915	943

COMMENTS:

DATE	PUMP # 1		PUMP # 2		COMMENTS	INITIALS
3218	5508.8		5087.9			DM

DATE	SIGNATURE	TIME IN	TIME OUT
3-5-18	PMB	3:00	3:30

COMMENTS:

DATE	PUMP # 1		PUMP # 2		COMMENTS	INITIALS
3-5-18	5514.7		5093.2			PMB

DATE	SIGNATURE	TIME IN	TIME OUT
3-6-18	PMB	3:00	3:30

COMMENTS:

DATE	PUMP # 1		PUMP # 2		COMMENTS	INITIALS
3-6-18	5516.6		5095.0			PMB

SEWER LIFT STATION #5 - SIGN IN LOG
AND
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CYPRESS, CA 90630
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DATE	SIGNATURE	TIME IN	TIME OUT
3-7-18	PMB	3:00	3:30

COMMENTS:

DATE	PUMP # 1		PUMP # 2		COMMENTS	INITIALS
3-7-18	5518.4		5096.5			PMB

DATE	SIGNATURE	TIME IN	TIME OUT
3-8-18	PMB	2:00	2:18

COMMENTS:

DATE	PUMP # 1		PUMP # 2		COMMENTS	INITIALS
3-8-18	5520.1		5097.9			PMB

DATE	SIGNATURE	TIME IN	TIME OUT
3-9-18	PMB	2:00	2:20

COMMENTS:

DATE	PUMP # 1		PUMP # 2		COMMENTS	INITIALS
3-9-18	55220		5099.6			PMB

DATE	SIGNATURE	TIME IN	TIME OUT
3-12-18	M.N	3:10	3:25

COMMENTS:

DATE	PUMP # 1		PUMP # 2		COMMENTS	INITIALS
3-12-18	5527.4		5104.4			MN

DATE	SIGNATURE	TIME IN	TIME OUT
3-13-18	PMB	3:00	3:30

COMMENTS:

DATE	PUMP # 1		PUMP # 2		COMMENTS	INITIALS
3-13-18	5529.3		5106-1			PMB

DATE	SIGNATURE	TIME IN	TIME OUT
3-14-18	PMB	3:00	3:25

COMMENTS:

DATE	PUMP # 1		PUMP # 2		COMMENTS	INITIALS
3-14-18	5531.2		5107.6			PMB

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AND
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DATE	SIGNATURE	TIME IN	TIME OUT
3-15-18	PmB	3:00	3:30

COMMENTS:

DATE	PUMP # 1		PUMP # 2		COMMENTS	INITIALS
3-15-18	5533.0		5109.3			PmB

DATE	SIGNATURE	TIME IN	TIME OUT
3-16-18		11 15	11 45

COMMENTS:

DATE	PUMP # 1		PUMP # 2		COMMENTS	INITIALS
3-16-18	5534.4		5110.7			DM

DATE	SIGNATURE	TIME IN	TIME OUT
3-19-18	PmB	3:00	3:30

COMMENTS:

DATE	PUMP # 1		PUMP # 2		COMMENTS	INITIALS
3-19-18	5540.2		5116.2			PmB

DATE	SIGNATURE	TIME IN	TIME OUT
3-20-18	PmB	3:00	3:30

COMMENTS:

DATE	PUMP # 1		PUMP # 2		COMMENTS	INITIALS
3-20-18	5542.0		5118.0			PmB

DATE	SIGNATURE	TIME IN	TIME OUT
3-21-18	PmB	3:00	3:30

COMMENTS:

DATE	PUMP # 1		PUMP # 2		COMMENTS	INITIALS
3-21-18	5543.7		5119.3			PmB

DATE	SIGNATURE	TIME IN	TIME OUT
3-22-18	PmB	3:00	3:30

COMMENTS:

DATE	PUMP # 1		PUMP # 2		COMMENTS	INITIALS
3-22-18	5545.4		5120.8			PmB

SEWER LIFT STATION #5 - SIGN IN LOG
AND
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CYPRESS, CA 90630
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DATE	SIGNATURE	TIME IN	TIME OUT
3-23-18	PMB	230	3:00

COMMENTS:

DATE	PUMP # 1		PUMP # 2		COMMENTS	INITIALS
3-23-18	5547.0		5122.2			PMB

DATE	SIGNATURE	TIME IN	TIME OUT
3-26-18	PMB	3:15	3:35

COMMENTS:

DATE	PUMP # 1		PUMP # 2		COMMENTS	INITIALS
3-26-18	5552.0		5126.5			PMB

DATE	SIGNATURE	TIME IN	TIME OUT
3-27-18	PMB	3:10	3:40

COMMENTS:

DATE	PUMP # 1		PUMP # 2		COMMENTS	INITIALS
3-27-18	5553.6		5128.0			PMB

DATE	SIGNATURE	TIME IN	TIME OUT
3-28-18	PMB	3:00	3:30

COMMENTS:

DATE	PUMP # 1		PUMP # 2		COMMENTS	INITIALS
3-28-18	5555.1		5129.4			PMB

DATE	SIGNATURE	TIME IN	TIME OUT
3-29-18	PMB	3:00	3:30

COMMENTS:

DATE	PUMP # 1		PUMP # 2		COMMENTS	INITIALS
3-29-18	5556.8		5130.8			PMB

DATE	SIGNATURE	TIME IN	TIME OUT
3-30-18		235	245

COMMENTS:

DATE	PUMP # 1		PUMP # 2		COMMENTS	INITIALS
	558.4		5132.2			KJ

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AND
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DATE	SIGNATURE	TIME IN	TIME OUT

COMMENTS:

DATE	PUMP # 1		PUMP # 2		COMMENTS	INITIALS

DATE	SIGNATURE	TIME IN	TIME OUT

COMMENTS:

DATE	PUMP # 1		PUMP # 2		COMMENTS	INITIALS

DATE	SIGNATURE	TIME IN	TIME OUT
4-4-18	M.V	2:50	3:12

COMMENTS:

DATE	PUMP # 1		PUMP # 2		COMMENTS	INITIALS
4-4-18	5566.6		5140.0			M.V

DATE	SIGNATURE	TIME IN	TIME OUT

COMMENTS:

DATE	PUMP # 1		PUMP # 2		COMMENTS	INITIALS

DATE	SIGNATURE	TIME IN	TIME OUT

COMMENTS:

DATE	PUMP # 1		PUMP # 2		COMMENTS	INITIALS

DATE	SIGNATURE	TIME IN	TIME OUT

COMMENTS:

DATE	PUMP # 1		PUMP # 2		COMMENTS	INITIALS

SEWER LIFT STATION #5 - SIGN IN LOG
AND
SEWER LIFT STATION

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CYPRESS, CA 90630
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DATE	SIGNATURE	TIME IN	TIME OUT
4-9-18	PmB	3:00	3:30

COMMENTS:

DATE	PUMP # 1		PUMP # 2		COMMENTS	INITIALS
4-9-18	5574.8		5148.2			PmB

DATE	SIGNATURE	TIME IN	TIME OUT
4-10-18	PmB	2:45	3:10

COMMENTS:

DATE	PUMP # 1		PUMP # 2		COMMENTS	INITIALS
4-10-18	5576.5		5149.9			PmB

DATE	SIGNATURE	TIME IN	TIME OUT
4-11-18	Pm.B	3:30	4:00

COMMENTS:

DATE	PUMP # 1		PUMP # 2		COMMENTS	INITIALS
4-11-18	5576.8		5151.6			PmB

DATE	SIGNATURE	TIME IN	TIME OUT
4-12-18	Pm.B	2:45	3:15

COMMENTS:

DATE	PUMP # 1		PUMP # 2		COMMENTS	INITIALS
4-12-18	5579.6		5153.7			PmB

DATE	SIGNATURE	TIME IN	TIME OUT
4-13-18	DM	2:00	2:30

COMMENTS:

DATE	PUMP # 1		PUMP # 2		COMMENTS	INITIALS
4-13-18	5581.4		5154.8			DM

DATE	SIGNATURE	TIME IN	TIME OUT
4-16-18	PmB	3:30	3:58

COMMENTS:

DATE	PUMP # 1		PUMP # 2		COMMENTS	INITIALS
4-16-18	5586.3		5159.6			PmB

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AND
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CYPRESS, CA 90630
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DATE	SIGNATURE	TIME IN	TIME OUT
4-17-18	PMB	3:00	3:40

COMMENTS:

DATE	PUMP # 1		PUMP # 2		COMMENTS	INITIALS
4-17-18	5587.9		5161.2			PMB

DATE	SIGNATURE	TIME IN	TIME OUT
4-18-18	PMB	3:00	3:30

COMMENTS:

DATE	PUMP # 1		PUMP # 2		COMMENTS	INITIALS
4-18-18	5589.5		5162.8			PMB

DATE	SIGNATURE	TIME IN	TIME OUT
4-19-18	KJ / PMB	3:00	3:30

COMMENTS: TRAINING

DATE	PUMP # 1		PUMP # 2		COMMENTS	INITIALS
4-19-18	5591.1		5164.3			KJ

DATE	SIGNATURE	TIME IN	TIME OUT
4-20-18	PMB	2:30	3:00

COMMENTS:

DATE	PUMP # 1		PUMP # 2		COMMENTS	INITIALS
4-20-18	5592.7		5165.9			PMB

DATE	SIGNATURE	TIME IN	TIME OUT
4-23-18	PMB	3:00	3:30

COMMENTS:

DATE	PUMP # 1		PUMP # 2		COMMENTS	INITIALS
4-23-18	5597.6		5170.8			PMB

DATE	SIGNATURE	TIME IN	TIME OUT
4-24-18	KJ / PMB	3:20	3:45

COMMENTS:

DATE	PUMP # 1		PUMP # 2		COMMENTS	INITIALS
4-24-18	5599.2		5172.4		3:20 3:45	KJ

SEWER LIFT STATION #5 - SIGN IN LOG
AND
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CYPRESS, CA 90630
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DATE	SIGNATURE	TIME IN	TIME OUT
4-25-18	KJ / PMB	305	325
COMMENTS:	TRAINING		

DATE	PUMP # 1		PUMP # 2		COMMENTS	INITIALS
4-25-18	5600.8		5173.9			KJ

DATE	SIGNATURE	TIME IN	TIME OUT
4-26-18	PMB	3:00	3:30
COMMENTS:			

DATE	PUMP # 1		PUMP # 2		COMMENTS	INITIALS
4-26-18	5602.4		5175.6			PMB

DATE	SIGNATURE	TIME IN	TIME OUT
4-27-18	KJ	300	310
COMMENTS:			

DATE	PUMP # 1		PUMP # 2		COMMENTS	INITIALS
4-27-18	5603.9		5177.1			KJ

DATE	SIGNATURE	TIME IN	TIME OUT
4-30-18	KJ/PMB	3:10	3:35
COMMENTS:			

DATE	PUMP # 1		PUMP # 2		COMMENTS	INITIALS
4-30-18	5608.6		5182.1			KJ

DATE	SIGNATURE	TIME IN	TIME OUT
5-1-18	PMB	3:00	3:30
COMMENTS:			

DATE	PUMP # 1		PUMP # 2		COMMENTS	INITIALS
5-1-18	5610-2		5183.9			PMB

DATE	SIGNATURE	TIME IN	TIME OUT
5-2-18	PMB	3:60	3:30
COMMENTS:			

DATE	PUMP # 1		PUMP # 2		COMMENTS	INITIALS
5-2-18	5611.9		5185.7			PMB

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CYPRESS, CA 90630
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DATE	SIGNATURE	TIME IN	TIME OUT
5-3-18	PMB	3:00	3:30

COMMENTS:

DATE	PUMP # 1		PUMP # 2		COMMENTS	INITIALS
5-3-18	5613.4		5187.5			PMB

DATE	SIGNATURE	TIME IN	TIME OUT
5-4-18	PMB	2:30	3:00

COMMENTS:

DATE	PUMP # 1		PUMP # 2		COMMENTS	INITIALS
5-4-18	5615.0		5189.4			PMB

DATE	SIGNATURE	TIME IN	TIME OUT
5/7/18		8:15	8:30

COMMENTS:

DATE	PUMP # 1		PUMP # 2		COMMENTS	INITIALS
	5619.0		5193.9			MB

DATE	SIGNATURE	TIME IN	TIME OUT
5/8/18	MB	8:15	8:30

COMMENTS:

DATE	PUMP # 1		PUMP # 2		COMMENTS	INITIALS
	5620.7		5195.7			

DATE	SIGNATURE	TIME IN	TIME OUT
5-9-18	PMB	2:00	2:30

COMMENTS:

DATE	PUMP # 1		PUMP # 2		COMMENTS	INITIALS
5-9-18	5622.4		5197.1			PMB

DATE	SIGNATURE	TIME IN	TIME OUT
5-10-18	PMB	2:00	2:30

COMMENTS:

DATE	PUMP # 1		PUMP # 2		COMMENTS	INITIALS
5-10-18	5624.1		5199.0			PMB

SEWER LIFT STATION #5 - SIGN IN LOG
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CYPRESS, CA 90630
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DATE	SIGNATURE	TIME IN	TIME OUT
5-14-18	PMB	3:00	3:30

COMMENTS:

DATE	PUMP # 1		PUMP # 2		COMMENTS	INITIALS
5-14-18	5631.1		5206.2			PMB

DATE	SIGNATURE	TIME IN	TIME OUT
5-15-18	PMB	3:00	3:30

COMMENTS:

DATE	PUMP # 1		PUMP # 2		COMMENTS	INITIALS
5-15-18	5633.2		5208.0			PMB

DATE	SIGNATURE	TIME IN	TIME OUT
5-16-18	PMB	3:00	3:38

COMMENTS:

DATE	PUMP # 1		PUMP # 2		COMMENTS	INITIALS
5-16-18	56354		5210.4			PMB

DATE	SIGNATURE	TIME IN	TIME OUT
5-17-18	PMB	3:00	3:30

COMMENTS:

DATE	PUMP # 1		PUMP # 2		COMMENTS	INITIALS
5-17-18	5637.1		5212.7			PMB

DATE	SIGNATURE	TIME IN	TIME OUT
5-18-18		2:00	2:20

COMMENTS:

DATE	PUMP # 1		PUMP # 2		COMMENTS	INITIALS
5-18-18	5638.7		5214.3			PMB

DATE	SIGNATURE	TIME IN	TIME OUT
5-21-18	PMB	11:30	12:00

COMMENTS:

DATE	PUMP # 1		PUMP # 2		COMMENTS	INITIALS
5-21-18	5643.2		5219.1			PMB

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CYPRESS, CA 90630
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DATE	SIGNATURE	TIME IN	TIME OUT
5-22-18	PMB	3:00	3:05

COMMENTS:

DATE	PUMP # 1		PUMP # 2		COMMENTS	INITIALS
5-22-18	5645.2		5221.0			PMB

DATE	SIGNATURE	TIME IN	TIME OUT
5-23-18	[illegible]	6:05	6:15

COMMENTS:

DATE	PUMP # 1		PUMP # 2		COMMENTS	INITIALS
5-23-18	5646.0		5221.9			[illegible]

DATE	SIGNATURE	TIME IN	TIME OUT
5-24-18	[illegible]	6:15	6:25.

COMMENTS:

DATE	PUMP # 1		PUMP # 2		COMMENTS	INITIALS
5-24-18	5647.6		5223.5			[illegible]

DATE	SIGNATURE	TIME IN	TIME OUT
5-29-18	[illegible]	6:15	6:25

COMMENTS:

DATE	PUMP # 1		PUMP # 2		COMMENTS	INITIALS
5-29-18	5655.7		5231.4			[illegible]

DATE	SIGNATURE	TIME IN	TIME OUT
5-30-18	[illegible]	6:15	6:25.

COMMENTS:

DATE	PUMP # 1		PUMP # 2		COMMENTS	INITIALS
5-30-18	5657.3		5233.1			[illegible]

DATE	SIGNATURE	TIME IN	TIME OUT
5-31-18	KJ. Chip	950	10 AM

COMMENTS:

DATE	PUMP # 1		PUMP # 2		COMMENTS	INITIALS
5-31-18	5659.2		5235.0			KJ

SEWER LIFT STATION #5 - SIGN IN LOG
AND
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CYPRESS, CA 90630
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DATE	SIGNATURE	TIME IN	TIME OUT
6-1-18	PMJS M.M.	8:30	8:40

COMMENTS:

DATE	PUMP # 1		PUMP # 2		COMMENTS	INITIALS
6-1-18	5660.7		5236.7			PMJS

DATE	SIGNATURE	TIME IN	TIME OUT
6-4-18		6:15	6:25

COMMENTS:

DATE	PUMP # 1		PUMP # 2		COMMENTS	INITIALS
6-4-18	5665.4		5241.4			

DATE	SIGNATURE	TIME IN	TIME OUT
6-5-18		6:15	6:20

COMMENTS:

DATE	PUMP # 1		PUMP # 2		COMMENTS	INITIALS
6-5-18	5667.0		5242.9			

DATE	SIGNATURE	TIME IN	TIME OUT
6-6-18		6:15	6:25

COMMENTS:

DATE	PUMP # 1		PUMP # 2		COMMENTS	INITIALS
6-6-18	5668.7		5244.4			

DATE	SIGNATURE	TIME IN	TIME OUT
6-7-18		6:15	6:25

COMMENTS:

DATE	PUMP # 1		PUMP # 2		COMMENTS	INITIALS
6-7-18	5670.2		5245.8			

DATE	SIGNATURE	TIME IN	TIME OUT
6-11-18		6:15	6:25

COMMENTS:

DATE	PUMP # 1		PUMP # 2		COMMENTS	INITIALS
6-11-18	5677.0		5251.8			

SEWER LIFT STATION #5 - SIGN IN LOG
AND
SEWER LIFT STATION

6000 ORANGEWOOD ST
CYPRESS, CA 90630
(714) 899-6947

DATE	SIGNATURE	TIME IN	TIME OUT
6-12-18	HH	6:30	6:40

COMMENTS:

DATE	PUMP # 1		PUMP # 2		COMMENTS	INITIALS
6-12-18	5678.7		5253.3			HH

DATE	SIGNATURE	TIME IN	TIME OUT
6-18-18	HH	6:15	6:25

COMMENTS:

DATE	PUMP # 1		PUMP # 2		COMMENTS	INITIALS
6-18-18	5688.3		5261.9			HH

DATE	SIGNATURE	TIME IN	TIME OUT
6-19-18	HH	6:15	6:25

COMMENTS:

DATE	PUMP # 1		PUMP # 2		COMMENTS	INITIALS
6-19-18	5690.0		5263.4			HH

DATE	SIGNATURE	TIME IN	TIME OUT
6-21-18	HH	1045	11:40

COMMENTS:

DATE	PUMP # 1		PUMP # 2		COMMENTS	INITIALS
6-21-18	5693.7		5266.8			HH

DATE	SIGNATURE	TIME IN	TIME OUT
6-25-18	PMB	10:00	10:30

COMMENTS:

DATE	PUMP # 1		PUMP # 2		COMMENTS	INITIALS
6-25-18	5700.1		5272.6			PMB

DATE	SIGNATURE	TIME IN	TIME OUT
6-27-18	HH	600	615

COMMENTS:

DATE	PUMP # 1		PUMP # 2		COMMENTS	INITIALS
6-27-18	5702.9		5275.2			HH

SEWER LIFT STATION #5 - SIGN IN LOG
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SEWER LIFT STATION

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CYPRESS, CA 90630
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DATE	SIGNATURE	TIME IN	TIME OUT
7-3-18	[signature]	200	214

COMMENTS:

DATE	PUMP # 1		PUMP # 2		COMMENTS	INITIALS
7-3-18	5713.2		5284.4			[initials]

DATE	SIGNATURE	TIME IN	TIME OUT
7-9-18	PMB	10:30	11:00

COMMENTS:

DATE	PUMP # 1		PUMP # 2		COMMENTS	INITIALS
7.9.18	5722.5		5293.9			PMB

DATE	SIGNATURE	TIME IN	TIME OUT
7-10-18	PMB	3:00	3:15

COMMENTS:

DATE	PUMP # 1		PUMP # 2		COMMENTS	INITIALS
7-10-18	5724.6		5296.0			PMB

DATE	SIGNATURE	TIME IN	TIME OUT
7-16-18	[signature]	6:15	6:25

COMMENTS:

DATE	PUMP # 1		PUMP # 2		COMMENTS	INITIALS
7-16-18	5733.4		5305.3			[initials]

DATE	SIGNATURE	TIME IN	TIME OUT
7-17-18	[signature]	620	630

COMMENTS:

DATE	PUMP # 1		PUMP # 2		COMMENTS	INITIALS
7-17-18	5735.1		5307.1			[initials]

DATE	SIGNATURE	TIME IN	TIME OUT
7-23-18	[signature]	6:25	6:35

COMMENTS:

DATE	PUMP # 1		PUMP # 2		COMMENTS	INITIALS
7.23.18	5744.5		5317.5			[initials]

SEWER LIFT STATION #5 - SIGN IN LOG
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DATE	SIGNATURE	TIME IN	TIME OUT
7-24-18	[signature]	6:10	6:20

COMMENTS:

DATE	PUMP # 1		PUMP # 2		COMMENTS	INITIALS
7-24-18	5746.1		5319.1			[initials]

DATE	SIGNATURE	TIME IN	TIME OUT
7-26-18	[signature]	6:15	625

COMMENTS:

DATE	PUMP # 1		PUMP # 2		COMMENTS	INITIALS
7-26-18	5749.3		5322.5			[initials]

DATE	SIGNATURE	TIME IN	TIME OUT
7-30-18	[signature]	6:25	6:35

COMMENTS:

DATE	PUMP # 1		PUMP # 2		COMMENTS	INITIALS
7-30-18	5755.5		5328.7			[initials]

DATE	SIGNATURE	TIME IN	TIME OUT
8-7-18	[signature]	630	640

COMMENTS:

DATE	PUMP # 1		PUMP # 2		COMMENTS	INITIALS
8-7-18	5767.5		5343.3			[initials]

DATE	SIGNATURE	TIME IN	TIME OUT
8-8-18	[signature]	615	625.

COMMENTS:

DATE	PUMP # 1		PUMP # 2		COMMENTS	INITIALS
8-8-18	5769.1		5345.4			[initials]

DATE	SIGNATURE	TIME IN	TIME OUT
8-10-18	PMB	2:45	3:10

COMMENTS:

DATE	PUMP # 1		PUMP # 2		COMMENTS	INITIALS
8-10-18	5773.0		5349.5			PMB

SEWER LIFT STATION #5 - SIGN IN LOG
AND
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DATE	SIGNATURE	TIME IN	TIME OUT
8-13-18	[signature]	635	645

COMMENTS:

DATE	PUMP # 1		PUMP # 2		COMMENTS	INITIALS
8-13-18	5776.9		5353.7			[initials]

DATE	SIGNATURE	TIME IN	TIME OUT
8-15-18	[signature]	625	635

COMMENTS:

DATE	PUMP # 1		PUMP # 2		COMMENTS	INITIALS
8-15-18	5780.2		5357.2			[initials]

DATE	SIGNATURE	TIME IN	TIME OUT
8-21-18	PMB	1:45	2:15

COMMENTS: HIGH LEVEL ALARM LIT, PUMPS OSCILLATING NORMALLY

DATE	PUMP # 1		PUMP # 2		COMMENTS	INITIALS
8-21-18	5790.4		5368.7			PMB

DATE	SIGNATURE	TIME IN	TIME OUT
8-22-18	PMB	3:00	7:30

COMMENTS:

DATE	PUMP # 1		PUMP # 2		COMMENTS	INITIALS
8-22-18	5792.3		5370.1			PMB

DATE	SIGNATURE	TIME IN	TIME OUT
8-23-18	PMB	3:00	3:15

COMMENTS:

DATE	PUMP # 1		PUMP # 2		COMMENTS	INITIALS
8-23-18	5793.9		5371.9			PMB

DATE	SIGNATURE	TIME IN	TIME OUT
8-24-18	PMB	2:00	2:30

COMMENTS: HIGH LEVEL ALARM LIT, RESET
PUMPS OPERATING NORMALLY

DATE	PUMP # 1		PUMP # 2		COMMENTS	INITIALS
8-24-18	5795.4		5373.9			PMB

SEWER LIFT STATION #5 - SIGN IN LOG
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DATE	SIGNATURE	TIME IN	TIME OUT
8-27-18	PMB	3:00	3:30

COMMENTS:

DATE	PUMP # 1		PUMP # 2		COMMENTS	INITIALS
8-27-18	5799-6		5378.8			PMB

DATE	SIGNATURE	TIME IN	TIME OUT
8-28-18	PMB	3:00	3:15

COMMENTS:

DATE	PUMP # 1		PUMP # 2		COMMENTS	INITIALS
8-28-18	5801-0		5380-6			PMB

DATE	SIGNATURE	TIME IN	TIME OUT
8-29-18	PMB	2:00	2:20

COMMENTS:

DATE	PUMP # 1		PUMP # 2		COMMENTS	INITIALS
8-29-18	5802.3		5382.4			PMB

DATE	SIGNATURE	TIME IN	TIME OUT
8-30-18		11:00	11:10

COMMENTS:

DATE	PUMP # 1		PUMP # 2		COMMENTS	INITIALS
8-30-18	5803.5		5383.9			

DATE	SIGNATURE	TIME IN	TIME OUT
9-4-18	PMB	3:00	3:30

COMMENTS:

DATE	PUMP # 1		PUMP # 2		COMMENTS	INITIALS
9-4-18	5810.7		5392.6			PMB

DATE	SIGNATURE	TIME IN	TIME OUT
9-5-18	PMB	3:00	3:30

COMMENTS:

DATE	PUMP # 1		PUMP # 2		COMMENTS	INITIALS
9-5-18	5812.3		5394.4			PMB

SEWER LIFT STATION #5 - SIGN IN LOG
AND
SEWER LIFT STATION

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DATE	SIGNATURE	TIME IN	TIME OUT
9-6-18	PMB	3:00	3:30

COMMENTS:

DATE	PUMP # 1		PUMP # 2		COMMENTS	INITIALS
9-6-18	5813.7		5396.1			PMB

DATE	SIGNATURE	TIME IN	TIME OUT
9-7-18	PMB	2:15	2:35

COMMENTS: HIGH LEVEL ALARM

DATE	PUMP # 1		PUMP # 2		COMMENTS	INITIALS
9-7 18	5815.1		5397.8			PMB

DATE	SIGNATURE	TIME IN	TIME OUT
9-10-18	PMB	9:00	9:15

COMMENTS: HIGH LEVEL ALARM

DATE	PUMP # 1		PUMP # 2		COMMENTS	INITIALS
9-10-18	5818.9		5402.4			PMB

DATE	SIGNATURE	TIME IN	TIME OUT
9-11-18	PMB	3:00	3:30

COMMENTS:

DATE	PUMP # 1		PUMP # 2		COMMENTS	INITIALS
9-11-18	5820.7		5404.6			PMB

DATE	SIGNATURE	TIME IN	TIME OUT
9-12-18	PMB	3:00	3:30

COMMENTS:

DATE	PUMP # 1		PUMP # 2		COMMENTS	INITIALS
9-12-18	5822.2		5406.2			PMB

DATE	SIGNATURE	TIME IN	TIME OUT
9-13-18	PMB	3:00	3:30

COMMENTS: SEWER TECH ALARM SYS. TRACED TO TOPAZ. 10-12pm
ALL SYS. O.K. PROBABLE ELECTRICAL SPIKE, DMS TEST 5/17 W/ BOTH PUMP

DATE	PUMP # 1		PUMP # 2		COMMENTS	INITIALS
9-13-18	5824.0		5408.0			PMB

SEWER LIFT STATION #5 - SIGN IN LOG
AND
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DATE	SIGNATURE	TIME IN	TIME OUT
9-25-18	PMB	3:00	3:30

COMMENTS:

DATE	PUMP # 1		PUMP # 2		COMMENTS	INITIALS
9-25-18	5841.7		5427.6			PMB

DATE	SIGNATURE	TIME IN	TIME OUT
9-26-18		3:00	3:30

COMMENTS:

DATE	PUMP # 1		PUMP # 2		COMMENTS	INITIALS
9-26-18	5842.6		5428.5			PMB

DATE	SIGNATURE	TIME IN	TIME OUT
9-27-18	PMB	3:00	3:30

COMMENTS:

DATE	PUMP # 1		PUMP # 2		COMMENTS	INITIALS
9-27-18	5844.1		5430.1			PMB

DATE	SIGNATURE	TIME IN	TIME OUT
10-1-18	PMB	3:00	3:30

COMMENTS:

DATE	PUMP # 1		PUMP # 2		COMMENTS	INITIALS
10-1-18	5849.5		5436.7			PMB

DATE	SIGNATURE	TIME IN	TIME OUT
10-2-18	PMB	3:00	3:30

COMMENTS:

DATE	PUMP # 1		PUMP # 2		COMMENTS	INITIALS
10-2-18	5850.9		5437.8			PMB

DATE	SIGNATURE	TIME IN	TIME OUT
10-3-18	PMB	3:00	3:30

COMMENTS:

DATE	PUMP # 1		PUMP # 2		COMMENTS	INITIALS
10-3-18	5852.4		5439.3			PMB

SEWER LIFT STATION #5 - SIGN IN LOG
AND
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DATE	SIGNATURE	TIME IN	TIME OUT
10-5-18	Justin Hamilton	2:45	3:10

COMMENTS:

DATE	PUMP # 1		PUMP # 2		COMMENTS	INITIALS
10-5-18	5855.7		5442.5			SH

DATE	SIGNATURE	TIME IN	TIME OUT
10-8-18	PMB	3:00	3:30

COMMENTS:

DATE	PUMP # 1		PUMP # 2		COMMENTS	INITIALS
10-8-18	5860.5		5447.9			PMB

DATE	SIGNATURE	TIME IN	TIME OUT
10-9-18	PMB	3:00	3:30

COMMENTS:

DATE	PUMP # 1		PUMP # 2		COMMENTS	INITIALS
10-9-18	5862.1		5449.6			PMB

DATE	SIGNATURE	TIME IN	TIME OUT
10-10-18	PMB	300	330

COMMENTS:

DATE	PUMP # 1		PUMP # 2		COMMENTS	INITIALS
10-10-18	5864.0		5451.2			PMB

DATE	SIGNATURE	TIME IN	TIME OUT
10-11-18	PMB	12:20	12:35

COMMENTS:

DATE	PUMP # 1		PUMP # 2		COMMENTS	INITIALS
10-11-18	5865.2		5452.4			PMB

DATE	SIGNATURE	TIME IN	TIME OUT
10-15-18	PMB	8:30	8:45

COMMENTS:

DATE	PUMP # 1		PUMP # 2		COMMENTS	INITIALS
10-15-18	5871.2		5457.9			PMB

SEWER LIFT STATION #5 - SIGN IN LOG
AND
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DATE	SIGNATURE	TIME IN	TIME OUT
10-16-18	PMB	3:00	3:30

COMMENTS:

DATE	PUMP # 1		PUMP # 2		COMMENTS	INITIALS
10-16-18	5893.4		5459.9			PMB

DATE	SIGNATURE	TIME IN	TIME OUT
10/17/18	JDR Guerra	11:18	

COMMENTS: Pump #2 had High level alarm light on. High level reset was pushed

DATE	PUMP # 1		PUMP # 2		COMMENTS	INITIALS
10/17/18	5874.6		5461.1			JMR

DATE	SIGNATURE	TIME IN	TIME OUT
10-16	[illegible]	3:30	3:45

COMMENTS: Pump #2 high level alarm reset

DATE	PUMP # 1		PUMP # 2		COMMENTS	INITIALS
10-18	5876.4		5462.7			MG

DATE	SIGNATURE	TIME IN	TIME OUT
10-19-18	PMB	240	300

COMMENTS:

DATE	PUMP # 1		PUMP # 2		COMMENTS	INITIALS
10-19-18	5877.9		5464.1			PMB

DATE	SIGNATURE	TIME IN	TIME OUT
10-22-18	PMB	3:00	3:30

COMMENTS:

DATE	PUMP # 1		PUMP # 2		COMMENTS	INITIALS
10-22-18	5882.6		5468.0			

DATE	SIGNATURE	TIME IN	TIME OUT
10-22-18	PMB	300	330

COMMENTS:

DATE	PUMP # 1		PUMP # 2		COMMENTS	INITIALS
10-22-18	5884.2		5469.8			PMB

SEWER LIFT STATION #5 - SIGN IN LOG
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DATE	SIGNATURE	TIME IN	TIME OUT
10-24-18	PmB	2:30	3:00

COMMENTS:

DATE	PUMP # 1		PUMP # 2		COMMENTS	INITIALS
10-24-18	5885-8		5471.2			PmB

DATE	SIGNATURE	TIME IN	TIME OUT
10-25-18	PmB	2:45	3:00

COMMENTS:

DATE	PUMP # 1		PUMP # 2		COMMENTS	INITIALS
10-25-18	5887.4		5472.7			PmB

DATE	SIGNATURE	TIME IN	TIME OUT
10/26/18	[illegible]	9:13	9:15

COMMENTS: All clear –

DATE	PUMP # 1		PUMP # 2		COMMENTS	INITIALS
10/26/18	5888		5473.7			MG

DATE	SIGNATURE	TIME IN	TIME OUT
10-29-18	PmB	3:00	3:30

COMMENTS:

DATE	PUMP # 1		PUMP # 2		COMMENTS	INITIALS
10-29-18	5893.8		5478.5			PmB

DATE	SIGNATURE	TIME IN	TIME OUT
10-30-18	PmB	3:00	3:30

COMMENTS:

DATE	PUMP # 1		PUMP # 2		COMMENTS	INITIALS
10-30-18	5895.4		5480.0			PmB

DATE	SIGNATURE	TIME IN	TIME OUT
10-31-18	PmB	3:00	3:30

COMMENTS: #2 PUMP RAN 1HR 4TENTHS IN 24 HR CYCLE

DATE	PUMP # 1		PUMP # 2		COMMENTS	INITIALS
10-31-18	5897.1		5481.4			PmB

SEWER LIFT STATION #5 - SIGN IN LOG
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DATE	SIGNATURE	TIME IN	TIME OUT
11-2-18	PMB	2:30	3:00

COMMENTS:

DATE	PUMP # 1		PUMP # 2		COMMENTS	INITIALS
11-2-18	5906.1		5484.2			PMB

DATE	SIGNATURE	TIME IN	TIME OUT
11-5-18	PMD	3:00	3:30

COMMENTS:

DATE	PUMP # 1		PUMP # 2		COMMENTS	INITIALS
11-5-18	5905.0		5489.0			PMB

DATE	SIGNATURE	TIME IN	TIME OUT
11-6-18	PMB	3:00	3:30

COMMENTS:

DATE	PUMP # 1		PUMP # 2		COMMENTS	INITIALS
11-6-18	5906.6		5490.7			PMB

DATE	SIGNATURE	TIME IN	TIME OUT
11/7/18	JMG	2:20	2:25

COMMENTS:

DATE	PUMP # 1		PUMP # 2		COMMENTS	INITIALS
11/7/18	5908		5492			JMG

DATE	SIGNATURE	TIME IN	TIME OUT
11-8-18	PMB	3:00	3:30

COMMENTS:

DATE	PUMP # 1		PUMP # 2		COMMENTS	INITIALS
11-8-18	5909.8		5494.0			PMB

DATE	SIGNATURE	TIME IN	TIME OUT
11-13-18	PMB	3:00	3:30

COMMENTS:

DATE	PUMP # 1		PUMP # 2		COMMENTS	INITIALS
11-13-18	5912.7		5502.2			PMB

SEWER LIFT STATION #5 - SIGN IN LOG
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(714) 899-6947

DATE	SIGNATURE	TIME IN	TIME OUT
12-4-18	PMB	3:00	3:30

COMMENTS:

DATE	PUMP # 1	PUMP # 2	COMMENTS	INITIALS
12-4-18	5952.2	5535.2		PMB

DATE	SIGNATURE	TIME IN	TIME OUT
12-5-18	PMB	3:00	3:30

COMMENTS: ON THE MONEY!!

DATE	PUMP # 1	PUMP # 2	COMMENTS	INITIALS
12-5-18	5954.0	5537.0		PMB

DATE	SIGNATURE	TIME IN	TIME OUT
12-6-18	PMB	3:00	3:30

COMMENTS:

DATE	PUMP # 1	PUMP # 2	COMMENTS	INITIALS
12-6-18	5955.3	5536.5		PMB

DATE	SIGNATURE	TIME IN	TIME OUT
12-10-6		1:57	2:15

COMMENTS:

DATE	PUMP # 1	PUMP # 2	COMMENTS	INITIALS
12/10	5962.	5545.2		MG

DATE	SIGNATURE	TIME IN	TIME OUT
12-11		9:08	9:17

COMMENTS:

DATE	PUMP # 1	PUMP # 2	COMMENTS	INITIALS
12-11	5963.6	5546.5		MG

DATE	SIGNATURE	TIME IN	TIME OUT
		3:30	3:45

COMMENTS:

DATE	PUMP # 1	PUMP # 2	COMMENTS	INITIALS
12-12	5965.6	5548.7		MG

SEWER LIFT STATION #5 - SIGN IN LOG
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DATE	SIGNATURE	TIME IN	TIME OUT
		3:15	3:30

COMMENTS:

DATE	PUMP # 1		PUMP # 2		COMMENTS	INITIALS
12-13-18	5967.2		5550.6			

DATE	SIGNATURE	TIME IN	TIME OUT
		9:15	9:30

COMMENTS:

DATE	PUMP # 1		PUMP # 2		COMMENTS	INITIALS
12-14	5968.4		5552.0			

DATE	SIGNATURE	TIME IN	TIME OUT
12/14/18		2:45 pm	3:00 pm

COMMENTS: Received CALL on sewer lift station

DATE	PUMP # 1		PUMP # 2		COMMENTS	INITIALS
12/14	5968.9		5552.5		NO ALARMS	

PResents AT TIME OF log inspection

DATE	SIGNATURE	TIME IN	TIME OUT
12/15/18		2:50 pm	3:00 pm

COMMENTS: ALARM: Hi Volt / Low Volt — Pumps running normal. ALARM Key PAD making beeping noise

DATE	PUMP # 1		PUMP # 2		COMMENTS	INITIALS
12/15/18	5970.6		5554.4			

DATE	SIGNATURE	TIME IN	TIME OUT
12-17		9:15	9:30

COMMENTS:

DATE	PUMP # 1		PUMP # 2		COMMENTS	INITIALS
12-17	5973.4		5557.8			

DATE	SIGNATURE	TIME IN	TIME OUT
	5975	12:	12:30

COMMENTS:

DATE	PUMP # 1		PUMP # 2		COMMENTS	INITIALS
12-18	5975.A		5560.3			

SEWER LIFT STATION #5 - SIGN IN LOG
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DATE	SIGNATURE	TIME IN	TIME OUT
12-19		3:00	3:30

COMMENTS: Frontier fixed Phone line

DATE	PUMP # 1		PUMP # 2		COMMENTS	INITIALS
	5977.4		5562.7			

DATE	SIGNATURE	TIME IN	TIME OUT
12-20		10:00	10:30

COMMENTS:

DATE	PUMP # 1		PUMP # 2		COMMENTS	INITIALS
	5978.8		5564.4			MF

DATE	SIGNATURE	TIME IN	TIME OUT
12/21/18		9:15	9:25

COMMENTS: NO ALARMS - PHONE LINE WORKING

DATE	PUMP # 1		PUMP # 2		COMMENTS	INITIALS
12/21/18	5980.3		5566.2		—	JMG

DATE	SIGNATURE	TIME IN	TIME OUT
12/25		1:50	2:20

COMMENTS: Hi level Alarm - reset ALARM

DATE	PUMP # 1		PUMP # 2		COMMENTS	INITIALS
12/25	5987.2		5574.4		—	JMG

DATE	SIGNATURE	TIME IN	TIME OUT
12/27		2:45	2:55

COMMENTS: High Level Alarm - Alarm Reset

DATE	PUMP # 1		PUMP # 2		COMMENTS	INITIALS
12/27	5990.5		5577.5		—	MM

DATE	SIGNATURE	TIME IN	TIME OUT
12/27			

COMMENTS:

DATE	PUMP # 1		PUMP # 2		COMMENTS	INITIALS
12/27	5990.7		5578.2			MF

SEWER LIFT STATION #5 - SIGN IN LOG
AND
SEWER LIFT STATION

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DATE	SIGNATURE	TIME IN	TIME OUT
1/1/19		8:10	8:10
COMMENTS:	None		

DATE	PUMP # 1		PUMP # 2		COMMENTS	INITIALS
1/1/19	5997.8		5587.1		—	JMG

DATE	SIGNATURE	TIME IN	TIME OUT
1/2/19		9:45	10:0
COMMENTS:	None		

DATE	PUMP # 1		PUMP # 2		COMMENTS	INITIALS
1/2/19	5999.4		5589.1		—	JMG

DATE	SIGNATURE	TIME IN	TIME OUT
1/3/19		10:30	10:4K
COMMENTS:	—		

DATE	PUMP # 1		PUMP # 2		COMMENTS	INITIALS
1/3/19	6001.5		5591.2		—	JMG

DATE	SIGNATURE	TIME IN	TIME OUT
1/7/19		9:30	9:45
COMMENTS:			

DATE	PUMP # 1		PUMP # 2		COMMENTS	INITIALS
1/7/19	6008.5		5598.7		—	JMG

DATE	SIGNATURE	TIME IN	TIME OUT
1-10-19		9:30	10:00
COMMENTS:			

DATE	PUMP # 1		PUMP # 2		COMMENTS	INITIALS
1-10-19	6013.9		5604.5			MG

DATE	SIGNATURE	TIME IN	TIME OUT
1-11-19		13:15	12:30
COMMENTS:			

DATE	PUMP # 1		PUMP # 2		COMMENTS	INITIALS
	6015.9		5606.7			MG

SEWER LIFT STATION #5 - SIGN IN LOG
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DATE	SIGNATURE	TIME IN	TIME OUT
1-14	Murray	9:00	9:15

COMMENTS:

DATE	PUMP # 1		PUMP # 2		COMMENTS	INITIALS
	6020.4		5612.8			MF

DATE	SIGNATURE	TIME IN	TIME OUT
1-15-19		9:10	9:25

COMMENTS:

DATE	PUMP # 1		PUMP # 2		COMMENTS	INITIALS
	6022.8		5614.0			MF

DATE	SIGNATURE	TIME IN	TIME OUT
1-16-19		10:11	10:23

COMMENTS:

DATE	PUMP # 1		PUMP # 2		COMMENTS	INITIALS
	6024.9		5616.2			MF

DATE	SIGNATURE	TIME IN	TIME OUT
		9:45	10:00

COMMENTS:

DATE	PUMP # 1		PUMP # 2		COMMENTS	INITIALS
1-17	6026.7		5618.1			MG

DATE	SIGNATURE	TIME IN	TIME OUT
1/18/19		12:00	10:15

COMMENTS:

DATE	PUMP # 1		PUMP # 2		COMMENTS	INITIALS
1/18	6028.6		5620.1		—	JMG

DATE	SIGNATURE	TIME IN	TIME OUT
1-22		8:45	9:00

COMMENTS:

DATE	PUMP # 1		PUMP # 2		COMMENTS	INITIALS
	6035.7		5627.7			MG

SEWER LIFT STATION #5 - SIGN IN LOG
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SEWER LIFT STATION

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DATE	SIGNATURE	TIME IN	TIME OUT
1-23		11:15	11:30

COMMENTS:

DATE	PUMP # 1		PUMP # 2		COMMENTS	INITIALS
	6037.7		5629.8			

DATE	SIGNATURE	TIME IN	TIME OUT
1-24		10:15	10:30

COMMENTS: System Normal

DATE	PUMP # 1		PUMP # 2		COMMENTS	INITIALS
	6039.3		5631.6			

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COMMENTS:

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	6049.4		5642.7			

SEWER LIFT STATION #5 - SIGN IN LOG
AND
SEWER LIFT STATION

6000 ORANGEWOOD ST
CYPRESS, CA 90630
(714) 899-6947

DATE	SIGNATURE	TIME IN	TIME OUT
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COMMENTS:

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COMMENTS:

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COMMENTS:

DATE	PUMP # 1		PUMP # 2		COMMENTS	INITIALS
2/11/19	6072.1		5647.8		—	JMG

SEWER LIFT STATION #5 - SIGN IN LOG
AND
SEWER LIFT STATION

6000 ORANGEWOOD ST
CYPRESS, CA 90630
(714) 899-6947

DATE	SIGNATURE	TIME IN	TIME OUT
2-12	Murray Gross	3:00	3:30

COMMENTS: High level Alarm - reset

DATE	PUMP # 1	PUMP # 2	COMMENTS	INITIALS
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COMMENTS:

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COMMENTS:

DATE	PUMP # 1	PUMP # 2	COMMENTS	INITIALS
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COMMENTS:

DATE	PUMP # 1	PUMP # 2	COMMENTS	INITIALS
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SEWER LIFT STATION #5 - SIGN IN LOG
AND
SEWER LIFT STATION

6000 ORANGEWOOD ST
CYPRESS, CA 90630
(714) 899-6947

DATE	SIGNATURE	TIME IN	TIME OUT
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COMMENTS:

DATE	PUMP # 1		PUMP # 2		COMMENTS	INITIALS

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DATE	SIGNATURE	TIME IN	TIME OUT

COMMENTS:

DATE	PUMP # 1		PUMP # 2		COMMENTS	INITIALS

Appendix E-1

Design Standards for Sewer Facilities

CITY OF CYPRESS

Design Standards
for
Sewer Facilities

Prepared for

CITY OF CYPRESS

5275 Orange Avenue

Cypress, California 90630

May 2024

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1 GENERAL PROVISIONS

The intent of the Design Standards for Sewer Facilities herein referred as “Sewer Standards” is to describe a complete work of improvement which applicant, hereon referred to as “Contractor”, shall perform or cause to be performed in a manner acceptable to the City of Cypress (City) City Engineer and in full compliance with all codes and the terms of the Sewer Standards. Contractor shall complete a functional or operable improvement or facility, even though the Sewer Standards may not specifically call out all items of work required for the Contractor to complete the tasks, incidental appurtenances, materials, and the like. If any omissions are made of information necessary to carry out the full intent and meaning of the Sewer Standards, Contractor shall immediately seek approval of the City Engineer. In the event of any doubt or question regarding the true meaning of any of the Sewer Standards or any portion thereof, reference shall be made to the City Engineer whose decision thereon shall be final.

1.1 General Requirements

1.1.1 Scope

The design and construction of sanitary sewer facilities within the boundaries of the City of Cypress shall be in accordance with good engineering practice. The work shall comply with these standards, except where specific modifications have been approved in writing by the City Engineer.

1.1.2 Interpretation

The City Engineer shall decide all questions of interpretation of "good engineering practice" being guided by:

“Gravity Sanitary Sewer Design and Construction” (ASCE Manual of Engineering Practice 60/ WEF Manual of Practice FD-5)

“Existing Sewer Evaluation and Rehabilitation” (ASCE Manuals and Reports on Engineering Practice 62/WEF Manual of Practice FD-6)

“Design of Municipal Wastewater Treatment Plants" (WEF Manual of Practice. 8)

“Standard Specifications for Public Works Construction” (The “Greenbook”, currently adopted version, written and promulgated by Public Works Standards, Inc.). This is referred to in this document as “SSPWC”.

1.1.3 Uniform Plumbing Code

All work on building sewers inside and outside of public rights of way or sewer easements are to be governed by the provisions of the Uniform Plumbing Code (UPC) and as amended by the requirements of the City.

1.2 Enforcement

Provisions of these Sewer Standards shall be enforced by the City Engineer or her/his designee.

1.3 Definitions

Wherever any of the following words, expressions, or pronouns are used in these specifications, they shall be understood to have the meanings given below:

City or City Council: Is the governing body of the City of Cypress.

Building Sewer (service lateral): The building sewer is that part of the horizontal piping of a sanitary sewer drainage system which extends from the end of the building drain (2-feet outside the building wall) and which receives the discharge of the building drain and conveys it to a public sewer, private sewer, individual sewage disposal system, or other point of disposal. Roof runoff, air conditioning condensate, and storm runoff shall **not** be discharged to the sanitary sewer system. Building sewers shall be considered private from the main sewer wye to the building.

County: The County of Orange, State of California.

City Engineer: The person appointed by the City Manager to enforce the rules, regulations, codes, specifications and standards as required by the ordinances, resolutions and policies of the City of Cypress.

Contractor: Person or company that has a valid Contractor License issued by the State of California - Department of Consumer Affairs, Contractors State License Board.

Food Service Establishment: A facility discharging kitchen or food preparation wastewaters such as restaurants, motels, hotels, cafeterias, delicatessens, meat cutting-preparation, bakeries, hospitals, schools, bars, or any other facility which, in the City's discretion, would require a grease trap or grease interceptor installation by virtue of its operation.

Grease, Sand and Oil Interceptor/Grease Trap: A device utilized to effect the separation of fats, oils, and grease (FOG) in wastewater effluent from a Food Service Establishment. Such traps or interceptors may be of the "outdoor" or underground type 750 gallon capacity or more, or the "under-the-counter" package units which are typically less than 100 gallon capacity. For the purpose of this definition, the words "trap" and "interceptor" are used interchangeably.

Inspector: Means the Inspector authorized by the City Engineer to perform all inspection duties.

Interference: The inhibition or disruption of the wastewater treatment processes or operations, acts, or discharges which may cause damage to any portion of the sewer system or which contribute to a violation of any requirement of the City's NPDES Permit or Statewide General Waste Discharge Requirements (Order 2006-0003). The term includes interference with sewage sludge use or disposal in accordance with State or Federal criteria, guidelines or regulations or any State or Federal sludge management plan applicable to the method of disposal or use employed by the Sewerage System.

Main Sewer: A sewer designated to accommodate more than one lateral sewer.

Owner's or Developer's Engineer: Civil Engineer registered in the State of California employed by owner or developer who is solely responsible for the complete and technically accurate application of these Sewer Standards to the project's plans and specifications.

Reference to Standards and Publications: Any reference made in these City of Cypress Sewer Standards or on the drawings to any specifications, standard methods or publications or any scientific or technical society or other organization shall, in the absence of

a specific designation to the contrary, be understood to refer to the specification, standard method, or publication in effect on the date the work is approved.

Residence: Shall include the following types of dwelling units: Single Family Detached, Condominium, Townhouse, Apartment, Mobile Home, and each unit of a Multi-Family structure (i.e., Duplex, Triplex).

Sewer Standards: Refers to the current City of Cypress Standard Specifications and Standard Drawings.

Service Center: Facilities described as, but not limited to, car washes; motor vehicle, boat or airplane storage yards; gasoline and diesel service stations; repair garages or any similar facility which may introduce sand, inert solids, oil (of a petroleum origin), flammable liquids or any other similar substances.

1.4 Abbreviations

The following abbreviations are included as part of this manual:

ABS	Acrylonitrile Butadiene Styrene
AC	Asphalt Concrete
ACP	Asbestos Cement Pipe
ANSI	American National Standards Institute
APWA	American Public Works Association
ASHRAE	American Society of Heating, Refrigerating, and Air-Conditioning Engineers
ASTM	American Society for Testing and Materials
ASCE	American Society of Civil Engineers
AWWA	American Water Works Association
BFP	Backflow Preventer
CAL-OSHA	California Occupational Safety and Health Administration
CFC	California Fire Code
CO	Clean Out
CPC	California Plumbing Code
CPD	Commercial Planned Development
CCTV	Closed Circuit Television
DIP	Ductile Iron Pipe
FOG	Fats, Oils, and Grease
FRP	Fiberglass Reinforced Plastic
GIS	Geographical Information System
HI	Hydraulic Institute
HMI	Human Machine Interface
HMWPE	High Molecular Weight Polyethylene
IAPMO	International Association of Plumbing and Mechanical Officials
ID	Inside Diameter
IPD	Industrial Planned Development
MCC	Motor Control Center

MH	Manhole
NAD	North American Datum
NEC	National Electrical Code
NEMA	National Electrical Manufacturers Association
NFPA	National Fire Protection Association
NPDES	National Pollutant Discharge Elimination System
NPT	National Pipe Thread
NSF	National Sanitation Foundation
OD	Outside Diameter
ODBC	Open Database Connectivity
OIT	Operator Interface Unit
OSHA	Occupational Safety and Health Administration
PB	Polybutylene
PCP	Pump Control Panel
PE	Polyethylene
PLC	Programmable Logic Controller
PVC	Polyvinyl Chloride (Minimum SDR 26 ASTM D3034)
RPD	Residential Planned Development
RTU	Remote Telemetry Unit
SCADA	Supervisory Control and Data Acquisition
SDR	Standard Dimension Ratio
SI	International System of Units
SSPWC	Standard Plans for Public Works Construction
SSPWC	Standard Specifications for Public Works Construction (“Green Book”)
TEFC	Totally Enclosed, Fan Cooled
UBC	Uniform Building Code
UMC	Uniform Mechanical Code
UPC	Uniform Plumbing Code
UPS	Uninterruptible Power Supply
USGS	United States Geological Survey
VAC	Volts Alternating Current
VCP	Vitrified Clay Pipe
VDC	Volts Direct Current
VFD	Variable Frequency Drive
WEF	Water Environment Federation

1.5 Plan Preparation Guidelines

Drawing Format: Drawings shall be 24” x 36”. Originals shall be ink on four (4) mil Mylar, have an engineering scale of 1” = 40’ minimum horizontal, 1” = 4’ vertical for slopes less than 10 percent and 1” = 8’ for slopes equal to or greater than 10 percent. “Cut and paste” or sticky-backs” shall **not** be allowed on final originals.

Drawing Content: Plans shall include the Standard City Title Sheet. Sheets shall include signature blocks for City Engineer and the design engineer(s) (with signatures, stamps, expiration dates), North arrow with graphic scale, elevation datum, vicinity map and sheet index.

Plans shall show sewer facilities in plan and profile (invert and soffit lines) and shall include, but not be limited to, finished surface over sewer, invert elevations, top or bottom of pipe elevations at conflicts, manholes with rim elevations, pipe slopes, cleanouts, wyes and laterals, pipe size and material, bedding load factor, easements, record information, other utilities, utility crossings, and general notes.

The control benchmarks shall be referenced from the County of Orange records. Where existing survey and reference plans are available, field-check existing data with the current datum and adjust all elevations to current datum where required. The location of a lift station shall be tied to a nearby street and to an existing property line. Basis of survey bearings and control shall be given if the local coordinates are established.

As-Built Drawings: The actual location and grade of all sewers shall be accurately determined during and after construction and shall be recorded on "As Built" plans. Accurate location and elevations of all main sewers, lateral sewers, manholes, cleanouts, lift stations and other sewer appurtenances shall also be recorded on the "As Built" plans.

The "As Built" plans shall be certified as being correct by the developer's California Registered Professional Engineer.. The certified "As Built" plans will be reviewed by the City. Should the certified "As Built" plans be found to be inaccurate, they shall be rejected and returned to the developer's engineer.

The original “As Built” plans shall be filed with the City (ink on Mylar) for storing in the Department of Public Works vault, (and electronically in pdf and AutoCAD) after they have been accepted by the City.

2 DESIGN CRITERIA

2.1 Standard Requirements

The design and construction of all sanitary sewer system facilities, to be operated and maintained by the City of Cypress (City), shall be in accordance with these Design Criteria, and the latest edition of the following:

- City of Cypress Standard Plans
- City of Cypress Municipal Code
- City of Cypress Sewer System Management Plan (SSMP)
- Standard Specifications for Public Works Construction (SSPWC or Greenbook)
- Standard Plans for Public Works Construction (SPPWC)
- Statewide General Waste Discharge Requirements issued by the State Water Resources Control Board (Order No. 2006-0003) and its amendments
- Requirements of the jurisdictional agencies where the work is performed
- Cal-OSHA requirements
- Orange County Code of Ordinances

2.1.1 Calculations Required

Substantiating engineering calculations for design flows, pipe size, pump, motor, generator, wet well size and appurtenant equipment selection, structural design, and bedding/backfill designs shall accompany plan submittals to the City. All calculations shall be sealed and signed by a California Registered Professional Engineer.

Where flow from a new development or redevelopment is added to an existing sewer, and where the new development or redevelopment is in an area of questionable sewer capacity, the existing sewer shall be flow-monitored by a qualified company acceptable to the City at the owner's cost for a minimum period of two weeks to verify the existing minimum, average, and peak dry weather flows. Two (2) hard copies and one (1) text searchable format pdf of the report shall be submitted to the City. The City will determine the adequacy of capacity in all the facilities that will convey the subject flow.

2.2 Sewer Capacities and Sizes

2.2.1 Hydraulic Design

Pipe size, flow quantity, and hydraulic slope relationships shall be computed using:

VCP (Extra Strength) - Use Manning's "n" = 0.013 for hydraulic design.

PVC (SDR 26) - Use Manning's "n" = 0.012 for hydraulic design.

2.2.1.1 Average Dry Weather Flow Rates

The average dry weather flow (Q_{adw}) rates for sewers shall be calculated using the unit flow factors contained in Table 2.1 and the tributary land uses. Where appropriate, and when required by the City, the unit flow factors shall be evaluated by the design engineer based upon the specific land uses and densities proposed for new development or redevelopment.

Table 2.1
Unit Flow Factors

Land Use	Abbreviation	Unit Flow Factor	Units
Low Density Residential	LDR	270	GPD/DU
Medium Density Residential	MDR	245	GPD/DU
High Density Residential	HDR	220	GPD/DU
Mobil Home Park	MHP	220	GPD/DU
Business Park	Bus Park	110	GPD/TSF
Commercial	Comm.	2680	GPD/AC
Light Industrial	Lt Ind.	2680	GPD/AC
Elementary School	Sch.	15	GPD/STU
Jr. High / High School	High Sch.	25	GPD/STU
Parks	Parks	200	GPD/AC
Golf Course	Golf Course	200	GPD/AC

2.2.1.2 Peak Dry Weather Flow Rates

The peak dry weather flow (Q_{pdw}) in million gallons per day (mgd) shall be determined from Q_{adw} in cfs based upon the following equation:

$$Q_{pdw} = a\ Q_{adw}^{\ b}$$

Coefficients **a** and **b** shall be based upon a minimum of two weeks of flow monitoring, where the tributary flow from a new development or redevelopment is added to an existing sewer. Where such information is not available, the following equation shall be used to determine the peak dry weather flow:

$$Q_{pdw} = 1.66\ Q_{adw}^{\ 0.92}$$

The peak dry weather flow rate in pipes 15-inches and smaller will be limited by the calculated depth to pipe diameter ratio of d/D = 0.50; and 18-inches and larger d/D = 0.64.

The determination of the peak dry weather flow shall also consider other factors such as pumped flows and large sewer flow generators.

2.2.1.3 Peak Wet Weather Flow Rates

The peak wet weather flow (Q_{pww}) shall be based upon recorded historical information where available and applicable. Otherwise, the peak wet weather flow shall be calculated utilizing the following formula:

$$Q_{pww} = 1.35\ Q_{pdw}$$

Peak wet weather flow shall be limited by the calculated depth to pipe ratio d/D=0.80.

2.2.2 Minimum Main Gravity Sewer Size

Minimum sewer main size shall be eight (8)-inch except that a six (6)-inch pipe may be used where **all** of the following conditions are met:

- Maximum total length is 200-feet regardless of the number of manholes;
- There is no possibility of extension;
- Not more than 10 residential laterals contribute to the six (6)-inch portion;
- Size change to six (6)-inch shall only occur at a manhole; and
- Mean velocity is less than two (2)-feet per second (fps) when flowing at the estimated average dry weather flow, as calculated using the criteria set forth in Section 2.2.1 (Hydraulic Design)

Sewer pipes shall not be constructed in a common trench with another utility. Adequate horizontal and vertical clearance shall be maintained in accordance with the State of California Department of Health Services "Criteria for the Separation of Water Mains and Sanitary Sewers" as presented in City Standard 925 S-1, *Water and Sewer Separation*.

2.2.3 Minimum Building Sewer Size for Residential Area

The minimum size of any building sewer shall be determined based on the total number of fixture units drained by such sewer, in accordance with Table 2.2. In addition, no sewer shall be smaller than the building sewer and:

A. The minimum size of line shall be four (4)-inches to serve a maximum of one (1) residence.

B. The minimum size of line shall be six (6)-inches when two (2) to 10 residences are served.

C. The minimum size of line shall be eight (8)-inches when 11 or more residences are served.

2.2.4 Minimum Building Sewer Size for Commercial and Industrial Buildings

The minimum size of any building sewer shall be determined based on the total number of fixture units drained by such sewer, in accordance with Table 2.2. In addition, no sewer shall be smaller than the building sewer or six (6)-inches.

Table 2.2
Maximum/Minimum Fixture Unit Loading on Building Sewer Piping
(Table 7-8 of the CPC)

Size of Pipe (in)	Slope (Inches per Foot)		
	1/16	1/8	1/4
6	No minimum loading		
8	1,950 / 1,500	2,800 / 625	3,900 / 275
10	3,400 / 1,600	4,900 / 675	6,800 / 300
12	5,600 / 1,700	8,000 / 725	11,200 / 325

(Refer to California Plumbing Code, Chapter 7, Sanitary Drainage, for further details)

2.2.5 Oversizing and Extra Depth

Oversizing and extra depth of main sewers will be required where such sewers can logically serve an additional upstream tributary area.

2.2.6 Force Mains

The design of a sewer force main shall be as described in Section 6.1.22 (Force Mains).

2.2.7 Minimum and Maximum Sewer Main Slopes

Sewer pipes shall have a constant slope between the upstream and downstream manhole of each reach. Any reach of sewer containing sags of any amount shall be removed and reconstructed at the design slope at no cost to the City. The total cost of inspection, administration, and retesting of improperly installed sewers shall be borne by the Contractor. The City shall **not** accept any sewer that does not meet these requirements. **There shall be no exception to the proper slope requirement.**

Sewers laid on ground slopes 3:1 or steeper, which are not under pavements, shall be anchored in place and protected by collars from erosion as per City Standard 925 S-21, *Concrete Slope Anchors*, or as approved by the City Engineer.

2.2.7.1 Minimum Sewer Main Slopes

All sewer mains shall be designed and constructed to provide a mean velocity of not less than two (2)-feet per second (fps) when flowing at the estimated average dry weather flow, as calculated using the criteria set forth in Section 2.2.1 (Hydraulic Design). Subject to the velocity limitations contained in this section, the slope shall be the maximum possible and not less than 1%, where the tributary area consists of less than 20 dwelling units or its equivalent.

2.2.7.2 Maximum Sewer Main Slopes

The maximum allowable slope shall be the slope which generates a maximum flow velocity of six (6)-fps at peak dry weather flow rate in Vitrified Clay Pipe (VCP) and five (5)-fps in Polyvinyl Chloride Pipe (PVC) as calculated using the criteria set forth in Section 2.2.1 (Hydraulic Design).

2.2.7.3 Substandard Sewer Main Slopes

Slopes below the minimum slopes may be used in order to avoid pumping only upon specific written approval of the City Engineer. Such approval shall be solicited at the beginning of the preliminary design stage.

2.3 Sewer Location

Sewer pipes and structures shall be protected from damage and shall be constructed so as not to endanger adjacent pipes or structures.

2.3.1 Standard Location and Alignment

2.3.1.1 Stationing Procedure

Centerline stations for sewers shall be shown on the plans. Sewer centerline stations shall be independent of street stationing. All manholes shall be numbered, and the numbers noted on the plans (example: MH #1). Sewer stations shall start at 1+00.00 at the downstream point of connection and increase upstream to the last manhole on a sewer line.

Intersecting sewer lines will be independently stationed from their downstream point of connection and increase in the upstream direction to the last manhole. Each line shall be independently labeled for identification as “Sewer Line A”, “Sewer Line B”, etc.

Stationing for building sewers shall be shown on the main line sewer plan and profile, including its stationing connection-point on the sewer main.

2.3.1.2 Main Sewers

The centerline of the main sewers shall be located in public streets parallel with and six (6)-feet south or east of the street centerline, in the center of the driving lane. In major, primary and secondary highways with raised medians, the sewer main shall be located in the center of the driving lane nearest to the center of the street but shall **not be located in the median strip or parking lane**. Any deviation from the standard location and alignment shall only be done with prior written approval of the City Engineer.

All-weather access roads capable of accommodating all required construction and maintenance equipment shall be provided for all sewers not located within a paved street.

In curved streets, gravity sewer mains shall be constructed in straight reaches between manholes. In no case shall the outside of the sewer pipe be closer than four (4)-feet to the closest curb face.

The sewer main pipe shall be placed on the opposite side of the street centerline of the potable water line, but not less than 10-feet apart (outside to outside). Refer to Section 2.3.5 *Separation of Water and Sewer Pipes* and 925 S-1 *Water and Sewer Separation.*

2.3.1.3 Building Sewers (Service Laterals)

Building sewers between the main sewer line (wye) and the property being served by the lateral are owned by the property owner and **not** by the City. Therefore, the property owner shall be responsible for all maintenance and repairs of service laterals.

Building laterals shall be constructed in general conformity with City Standard 925 S-16, *Typical Lateral*, and there shall be a separate lateral for each individual building.

Minimum Slope: Laterals shall have a minimum slope of two (2) percent.

Locations: Laterals shall be located at the center of each lot and shall be constructed perpendicular or radial to the property line. If the developer must install a sewer lateral at a location other than in the center of a lot due to unavoidable interference, the improvement plans shall indicate the mainline station of the lateral on the sewer and show the distance from a property corner. If a riser is not built, plug lateral at property line with plastic cap or plastic stopper with joint coupling and Stainless Steel (S.S.) bands. In no case shall a sewer lateral be located within 12-feet of a property corner. For cleanouts on laterals, refer to Section 2.6.3 (Cleanouts), City Standard 925 S-16, *Typical Lateral* and City Standard 925 S-18, *Lateral Cleanout Detail*.

Permanent Markings: Permanent visible monuments shall be set to indicate the locations of all sewer laterals. A three (3)-inch high, 3/16-inch deep **"S"** shall be chiseled in face of curb where the lateral crosses under the curb or on the edge of alleys without curbs. The method used shall be indicated on the plans. A licensed California Professional Engineer or Land Surveyor shall verify locations of set monuments.

Abandonment: When demolition of a building takes place, remove a two (2)-foot section of the building sewer at property line and install a cap on the remaining section of building sewer lateral draining to the main sewer as directed by the City's Inspector. Cap location shall be marked by a two (2)-inch x four (4)-inch x five (5)-feet stake painted orange, extending a minimum of one (1)-foot above finished grade, and curb.

2.3.2 Easements

Easements shall be avoided where a reasonable alternative solution exists. Where easements are required, sufficient width shall be provided to allow maintenance and replacement of the sewer.

An easement shall be provided over all public sewers when it is installed outside of public right-of-way.

Permanent sewer easements shall be granted to the City on the face of the final map and shown on the final map. When applicable, separate easement documents for both permanent and temporary easements shall be prepared and presented to the City for acceptance and recording.

The City will accept sewers on private streets that have been designed and constructed to these City standards and upon the granting of a sewer easement to the City.

The City will **not** accept any easement for sewers if said easement cannot be accessed with conventional maintenance equipment and/or a flush truck through its entire length using the following criteria:

1. All weather access roads shall be designed, constructed, and maintained to support the imposed loads of a total weight not less than 80,000 pounds. Road base without an appropriate topping or binding material does not satisfy the all-weather requirement.
2. The easement minimum width shall be 20-feet (2-way) and the surface shall be designed, constructed, and maintained to provide all-weather driving capabilities. Where sewers are deeper than standard depth (eight (8) to 12-feet), permanent easements shall be 30-feet or more in width and shall be shown on the plans. Temporary easements for construction only shall be shown on the plans including date of termination.
3. Vertical Clearance - The minimum vertical clearance shall be 14-feet for Local or Collector streets and 16-feet for Arterial roadways. If trees are located adjacent to the access road, place a note on the plans stating that all vegetation overhanging the access road (and easements) shall be maintained by the property owner to always provide a vertical clearance not less than 14.5-feet for Local or Collector streets and 18-feet for Arterial roadways.
4. Access Road Grade – The grade for access roads shall **not** exceed 10 percent unless approved in writing by the City Engineer. Cross slope shall **not** be greater than two (2) percent.
5. Inside and Outside Turning Radii – The inside turning radius for the access road shall be 17-feet or greater. The outside turning radius shall be 38-feet or greater. As conventional maintenance vehicles are unable to negotiate “S” curves, a 56-foot straight leg must be provided between these types of compound-turns, or the radii and/or the access road width must be increased accordingly.
6. Dead-end Access Roads – Dead-end access roads in excess of 150-feet shall be designed and constructed with approved turnarounds or hammerheads. Turnarounds shall meet the turning radius requirements identified above.

7. Sewer easements shall be located entirely on one lot. Permanent improvements (buildings, storage buildings, walls, swimming pools, trees, hardscapes, etc.) shall **not** be constructed within the easement.

2.3.2.1 Easement Documentation

Permanent easements, where absolutely necessary, shall be reviewed and approved by the City Engineer and shall be shown on the plans. Temporary easements for construction only shall be shown on the plans including date of termination.

Where applicable, permanent public utility easements shall be recorded on the tract map and granted to the City. When applicable, separate easement documents for both permanent and temporary easements shall be prepared (on standard title company forms) and presented to the City for acceptance and recording.

The City will accept sewers on private streets upon granting of a public utility easement to the City. The City will not accept any easement for sewers if said easement cannot be accessed with a flush truck through its entire length. Sewer easement shall be located entirely on one lot. Building setbacks shall have the minimum required dimensions from the easement, on a case-by-case basis.

2.3.2.2 Lot Lines

Where easements follow common lot lines, the full easement width shall be on one lot in such a manner that access to manholes will **not** be obstructed by walls, trees or permanent improvements (building, storage buildings, walls, swimming pools, hardscape, etc.).

2.3.2.3 Placement of Pipe within Easement

Unless combined with other utilities, sewers shall be placed within the central 10-feet of the easement.

2.3.3 Future Extensions

When an area outside the development can be logically served by a future extension of a sewer, the sewer shall extend to the boundary or to the end of a paved street in a manner which facilitates the future extension.

2.3.4 Alignment

The sewer shall be laid on a straight alignment and grade between manholes. Gravity sewer mains shall **not** be designed with horizontal curves unless otherwise approved by the City Engineer. If approved, the minimum horizontal radius of curvature shall be as shown in Table 2.3.

Table 2.3
Minimum Horizontal Radius of Curvature for Sewers

VCP		PVC	
Size (in)	Minimum Radius (ft)	Size (in)	Minimum Radius (ft)
8-12	250	8	400
15-18	350	10	460
21-27	400	12	500
30-39	450		
42-48	500		

(Only one horizontal curve between manholes shall be allowed)

2.3.5 Separation of Water and Sewer Pipes

Adequate horizontal and vertical clearance shall be maintained in accordance with the California Department of Public Health Section 64572, "Criteria for Water Main Separation" and as noted in Section 2.3.5 *Separation of water and Sewer Pipes* and as depicted on City Standard 925 S-1 *Water and Sewer Separation*.

2.4 Depth of Sewers

2.4.1 Basic Requirement

The sewer shall be installed at a depth which will provide suitable service to the properties connected and will allow subsequent installation of water lines in accordance with Section 2.3.5 *Separation of Water and Sewer Pipes* and City Standard 925 S-1 *Water and Sewer Separation*.

2.4.2 Standard Depths

Compliance with the required depth of the sewer will usually be assured if the main sewer is located at a minimum depth of seven (7)-feet to top of pipe below the flow line of the existing or proposed gutter; or where no gutter exists, from the elevation of the outermost edge of the traveled way; and, the building sewer is located either:

A. Six (6)-feet to top of pipe below the ground surface at the property line. or,

B. At a depth below the ground surface at the property line that will provide for the construction of a straight run of lateral sewer at a minimum slope of 0.02 ft./ft.

2.4.3 Exceptions

Designs not in accordance with Section 2.4.2 shall be submitted to the City Engineer for approval, together with evidence that they comply with Section 2.4.1 (Basic Requirements).

2.5 Sewer Pipe Material

All gravity sewer pipes and fittings shall be either ASTM C700 extra strength VCP, furnished with elastomeric compression joints (SSPWC 208-2.3 Type G Joints) or ASTM D3034 SDR-26 PVC, and

furnished with Ring Tight Joints (Bell and Spigot type). Imperfections shall **not** be allowed in either type of pipe.

Building sewers/new construction (from sewer main to property line) shall be of the same material as the main line sewer, either:

- ASTM C700 extra strength Vitrified Clay Pipe (VCP)
- ASTM D 3034 SDR-26 Polyvinyl Chloride (PVC) pipe

Building sewers/new construction (from property line to building) shall be either:

- ASTM C700 extra strength Vitrified Clay Pipe (VCP)
- ASTM D 3034 SDR-26 Polyvinyl Chloride (PVC) pipe

All repairs shall be of like materials.

All gravity sewers (including building sewers) in industrially zoned areas (IPD) or major commercial areas (CPD) shall be ASTM C700 extra strength VCP.

Gravity sewer materials having slopes outside of those specified in Section 2.2.7 *Minimum and Maximum Sewer Main Slopes*, shall be made only of ASTM C700 extra strength VCP. VCP shall also be used for sewers downstream of sewers of substandard slope to a point where, in the judgment of the City Engineer, the flows meet the minimum flow velocity established in Section 2.2.7 *Minimum and Maximum Sewer Main Slopes.*

All sewer force mains carrying domestic sewage and operating at pressures of less than 40 psi shall be PVC pipe meeting AWWA C-900 Class 305 (DR 14) pipe standards. All other force mains shall be properly coated, minimum thickness Class 52 Ductile Iron pipe per AWWA Standard C150, to include an eight (8) mil green in color polyethylene encasement per AWWA Standard C105, with 40 mil ceramic epoxy interior lining (Protecto 401). Refer to the following Table 2.4 for approved sewer pipe and manufacturers:

Table 2.4
Approved Sewer Pipe and Manufacturers

Classification	Material and Class	Joint	Manufacturer
Residential (RPD) and Commercial (CPD) (Gravity)	Extra Strength Vitrified Clay Pipe (VCP); ASTM C 700	SSPWC 208-2.3 Type G Joints (polyurethane)	Gladding McBean, Mission Clay Products Pacific Clay Products
	Polyvinyl Chloride Pipe (PVC); ASTM D 3034 SDR-26	ASTM F 477 Elastomeric Seals (gaskets) for Joining Plastic Pipe	Vinyltech, Diamond Plastics, JM Eagle
Industrial (IPD) (Gravity)	Extra Strength Vitrified Clay Pipe (VCP); ASTM C 700	SSPWC 208-2.3 Type G Joints (polyurethane)	Gladding McBean, Mission Clay Products Pacific Clay Products
Force mains (pressures less than 40 psi)	Polyvinyl Chloride Pipe (PVC); Class 305 (DR 14) AWWA C 900	ASTM F 477 Elastomeric Seals (gaskets) for Joining Plastic Pipe, ASTM D 3139 Joints for Plastic Pressure Pipe	North American Pipe, Vinyltech, JM Eagle, Yelomine
Force mains (pressures more than 40 psi)	Ceramic Lined Interior Ductile Iron Pipe (DIP); Class 52 AWWA C 150	AWWA Standard C 111 Rubber-Gasket Joints for DIP (Push-on Joint)	American Ductile Iron Pipe, US Pipe, Pacific States Cast Iron Pipe, McWane Ductile

Underground Marking: In compliance with APWA Uniform Color Code, all sewer piping shall be appropriately identified upon installation. PVC and VCP pipes shall be green in color and marked repeatedly in a legible and permanent ink with the word "SEWER" (blue or white will **not** be accepted). Ductile Iron pipe shall have an eight (8) mil green in color polyethylene wrap per AWWA C105 marked repeatedly in a legible and permanent ink the word "SEWER".

2.6 Structures

In accordance with City Standard 925 S-4, *VCP Pipe and Concrete Base Connection and* City Standard 925 S-5, *PVC Pipe and Concrete Base Connection*, flexible joints that will allow for movement of sewer pipe and structures shall be provided within two (2)-feet of manholes, interceptors, sampling/monitoring manholes, and encasements.

2.6.1 Concrete

All concrete for sewer structures and sewer pipe encasements shall be Class 560-C-3250 unless otherwise approved by the City Engineer.

Concrete, mortar and related materials incorporated into construction shall comply in all respects with SSPWC 201 Concrete, Mortar and Related Materials. Concrete shall be high sulfate resistance (typical) Type II or Type V. Reinforcing design must be submitted and approved along with the Construction Drawings. Reinforcing bar sizes and placement must be shown on the Construction Drawings.

Structural calculations evidencing the adequacy of the strength and integrity for the purpose intended shall be submitted for approval. Design loads shall consist of dead load, live load, impact, and in addition, loads due to water table, and any other loads that may be imposed upon the structure. Live loads shall be H-20 per American Association of State Highway and Traffic Standard Specifications for Highway Bridges with revisions. Design wheel load shall be 18 kips. The live load shall be that loading which produces the maximum shear and bending moment in the structure.

2.6.2 Manholes

Precast Manhole Sections: Materials shall conform to the requirements of ASTM C478. Wall thickness shall be as depicted in City Standard 925 S-2 *Manhole Details*. Cones shall have the same wall thickness and reinforcement as riser sections. Joints shall be tongue-and-groove type as depicted in City Standard 925 S-3 *Manhole Shaft Joint Details*. Cone shall be eccentric unless otherwise specified.

Precast Bases: At the discretion of the City Engineer, precast base sections may be used provided all the details of design and construction are in accordance with these standards and approved prior to construction.

Cast-in-Place Bases: If bases are cast in place, the concrete shall be consolidated by mechanical vibration. The concrete shall be screeded-off in a manner such that the first manhole section to be placed has a level and uniform bearing area for the full circumference.

2.6.2.1 Locations

A manhole shall be required at the following locations:

- the upstream end of each line;
- the change in grade or pipe size;
- the change in direction or alignment;
- the intersection of two (2) or more sewers;
- along the sewer main at maximum distances of:
    1. 200-feet for six (6)-inch sewers;
    2. 400-feet for eight (8)-inch and larger sewers;
    3. at a maximum spacing of 200-feet on any sewer where the slope exceeds eight (8) percent.
- the juncture of a private sewer main system to the public sewer system; and
- as directed by the City Engineer.

2.6.2.2 Design

Manholes shall be constructed in accordance with the following:

- City Standard 925, S-2 *Manhole Details*
- City Standard 925, S-3 *Manhole Shaft Joint Details*

- City Standard 925, S-4 *VCP Pipe and Concrete Base Connection*
- City Standard 925, S-5 *PVC Pipe and Concrete Base Connection*
- City Standard 925, S-6 *Manhole Shaft Location Details*
- City Standard 925, S-7 *Manhole Frame and Cover*
- City Standard 925, S-8 *Existing Manhole Connection*
- City Standard 925, S-9 *Drop Manhole with Cleanout*
- City Standard 925, S-10 *Flat Top Manhole*

Pipe sizes, number of connections, change in flow path and manhole depths shall govern the internal diameter of manholes and therefore the City, at its sole discretion, may require larger manholes than listed (Table 2.5) based on the respective situation.

Table 2.5
Manhole Size

Sewer Main (inches)	Maximum Branch Size (inches)	Manhole Size (inches)	Frame and Cover (inches)
8-15	8	48	24
16-21	12	60	30
22-36	15	72	36

Manhole diameters based on depth shall be increased according to Table 2.6 where the sewers passing through the manhole or the branch sewers are larger in diameter.

Table 2.6
Depth Requirements

Depth of Cover (feet)	Manhole Size (inches)
<= 5	60
>5 to <=12	48
>12 to <=16	60
>16	72

Manholes deeper than 16 feet shall have steel reinforced concrete bases.

A. The minimum drop of elevation through the manhole shall be 0.10 foot. This minimum drop shall also apply to any side inlet to manholes when the pipe size is the same as the main.

B. For an alignment change greater than 30 degrees, the minimum drop of elevation through the manhole shall be 0.20 foot.

C. If necessary, additional grade shall be provided due to bends or changes in pipe sizes to overcome the expected loss in energy head.

D. When pipe sizes change at manholes, align the pipe soffit of the inlet at least as high as the pipe soffit of the outlet.

E. For side inlets to manholes where the pipe size is less than the main line, align the pipe soffit of the side inlet with the pipe soffit of the main inlet.

F. Where work involves tying into an existing City manhole, notes as depicted in City Standard 925 S-8, *Existing Manhole Connection*, shall be included on the construction plans.

All manholes shall be provided with an all-weather vehicular access. Manholes constructed at an Orange County Sanitation District (OCSD) facility must be in accordance with the OCSD standard drawings.

2.6.2.3 Lined Manholes

Outer surfaces of all pre-cast manholes and cast-in-place manholes shall be constructed watertight by applying multiple coats of an approved MEL-ROLL LM or equal coating, not less than 60 Mills total dry film thickness.

Interior surfaces of all new manholes shall be coated and/or lined with a minimum of 125 Mils thick Sancon-100 or approved equal.

All lining/coating applications shall be in accordance with the manufacturers' recommendations and as depicted in City Standard 925 S-2 *Manhole Details*.

2.6.2.4 Drop Manholes

Drop Manholes are subject to the approval of the City Engineer and shall be constructed in accordance with City Standard 925 S-9, *Drop Manhole with Cleanout*.

2.6.2.5 Manhole Covers

A. Manhole covers shall be cast iron in accordance with City Standard 925 S-7, *Manhole Frame and Cover*. Manhole covers shall have one (1) 1-inch diameter vent hole and one (1) pick hole.

B. Finished elevations of manhole rings and covers shall be set in relation to finished grades of the completed road surface or two (2)-inches above finished surrounding grade when outside the road is in developed areas and a minimum of three (3)-feet above surface in undeveloped areas. Four (4) concrete filled steel posts, four (4)-inches in diameter, four (4)-feet above ground level set in concrete (minimum two (2)-feet of post embedded in 30-inch deep, 12-inch diameter concrete below ground) and painted safety-yellow shall be installed around all manholes in undeveloped areas.

C. Temporary covers - All existing manhole covers shall be protected in place. However, temporary manhole covers may be necessary. In these cases, the manhole shaft shall be left six (6)-inches (minimum) and 12-inches (maximum) below subgrade. Temporary covers shall be as approved by the City Engineer; a heavy metal plate, acceptable to the City Engineer, shall be provided to cover the

manhole opening. Cleats shall be provided in at least four (4) points for the underside of the temporary cover to prevent the temporary cover from moving. The cleats shall extend a minimum of three (3)-inches from the cover plate and shall be welded to the plate. All temporary covers weighing more than 90 pounds shall have appropriate lifting devices installed. Any disturbed or temporarily covered manhole shall be reset to grade within five (5) days in accordance with applicable City Standard 925 S-2 *Manhole Details*, or City Standard 925 S-8, *Existing Manhole Connection*, as applicable.

D. As approved by the City Engineer, manhole channel protection devices shall be installed before the temporary cover is placed on the shaft. For non-operational, non-functioning manholes, plywood may be cut to the shape and size of manhole base and placed over the channel. For live working manholes, manhole inserts as manufactured by Vortex Companies or equal shall be installed. Within five (5) days of the completion of final paving and or grading, each manhole shall be raised in accordance with City Standard 925 S-11 *Sewer Manhole Adjustment* and by the installation of grade rings, as necessary, per City Standard 925 S-12 *Manhole Raising Rings* and the installation of the permanent frame and cover assembly in accordance with City Standard 925 S-7, *Manhole Frame and Cover*. Manhole protection devices shall be removed from the manhole when the permanent frame and cover assembly are installed.

2.6.2.6 Odor Control

When required by the City, odor-causing manholes shall be provided with manhole odor control units. A compact, modular canister designed to fit existing round manholes as manufactured by Calgon Carbon Corporation, “SweetStreet Odor Control Unit” or equal shall be installed in the manhole(s). The canister shall be supplied with a high activity, chemically treated activated-carbon specifically designed for use in odor applications. Two (2) bags of replacement activated-carbon shall be supplied with each installation.

2.6.2.7 Protection

Where work involves tying into a manhole that is in active use, proper protection shall be provided to prevent construction debris from being introduced into the active sewers. Inlet plugs or other suitable protection shall be used in the active manhole before beginning manhole modifications or sewer cleaning. The developer and/or Contractor will be held responsible for sewer lines and structures fouled or damaged as a result of new construction. All costs associated with restoring fouled or damaged sewer lines and structures shall be borne by the developer and/or Contractor.

2.6.2.8 Manhole Warning Signs

The entrance to every new manhole shall be fitted with a plastic warning sign, located 12 inches below the top of the manhole frame, with the inscriptions “ CAUTION – VENTILATE BEFORE ENTERING” in letters no smaller than ½ -inch in height. The

sign shall be attached to the concrete with four Type 316 stainless steel screws and anchors. Signs shall be manufactured by W.EH. Brady Company: Seton Nameplate Corporation, or equal.

2.6.3 Cleanouts

Use of cleanouts as shown in the City Standard 925 S-18, *Lateral Cleanout Detail* shall be limited to the following instances unless approved in writing by the City Engineer:

A. Two (2) feet outside of serviced building (building cleanout).

B. Abrupt changes in horizontal and vertical alignments and junctions of laterals.

C. At the upstream end of short sections of private sewer main less than 250-feet in length and which will be extended within three (3) months.

D. On a lateral where the overflow level of the lowest wastewater fixture in the building is below the rim elevation of the uphill sewer manhole on the main line. In this situation, the rim elevation of the cleanout installed at the property line shall be at least six (6)-inches below the overflow elevation of the lowest wastewater fixture on the lateral. A sewer backflow device is required on the lateral per Section 2.8 *Backflow Devices* and City Standard 925 S-23, *Sewer Backflow Device*.

E. Special instances such as on a sewer lateral to a single-family residential lot where the dwelling unit is set back more than 100 feet from the property line, where there is a large slope up to the building pad from the property line and a grade change in the lateral is necessary, or where the sewer lateral enters the rear of the lot from a public right-of-way.

F. Maximum spacing between cleanouts shall **not** exceed 100 feet.

2.6.4 Grease, Sand, and Oil Interceptors and Sampling/Monitoring Manholes

Installation of grease, sand, and oil interceptors, sampling/monitoring manholes, and/or manholes on industrial and commercial buildings are subject to the rules and regulations of the City FOG Control Program, Standard Plans and Standard Specifications. All industrial and commercial units shall have installed on the building sewer a manhole per City Standard 925 S-25 *Sampling/Monitoring Manhole*.

2.7 Existing Sewer

2.7.1 Connections

Connections to existing sewer shall be accomplished per Section 2.6.2 *Manholes* and the following, unless otherwise approved by the City Engineer:

A. Connect new mains to existing mains at existing manholes or by constructing a new manhole at the point of connection.

B. Where an existing sewer main is to be extended, remove the existing plug, cleanout, or rodding inlet and install a manhole. The main may be extended without installation of a structure only if it is on the same line and grade, the pipe size and material are the same, and the manhole spacing is as required.

C. Where laterals are the same size as the main, connection must be made with a manhole. Use a cut in wye per City Standard 925 S-17, *Cut In Wye Connection*, for all other lateral connections.

D. For lateral connections to existing mains, a cut in wye shall be used. Saddles shall **not** be allowed. There shall be nothing in this construction that protrudes past the inside wall of the sewer. For details, see City Standards:

- 925 S-16 *Typical Lateral*
- 925 S-17 *Cut In Wye Connection*
- 925 S-18 *Lateral Cleanout Detail*

2.7.2 Cesspools, Seepage Pits or Septic Tanks

A person shall **not** connect or cause to be connected, either temporarily or permanently, any cesspool, seepage pit or septic tank to any main sewer or building sewer leading to any City main or any lateral sewers. Material from any cesspool or septic tank shall **not** be discharged during pumping into a building sewer leading to any City main or lateral sewers.

Demolition of cesspools or septic tanks shall be done in accordance with, but not limited to, the requirements of the Uniform Plumbing Code.

2.8 Backflow Devices

Sewers shall be designed to preclude the backflow of sewage into laterals. A backflow device shall be installed in any lateral where the lowest floor elevation containing plumbing fixtures is less than one foot above the rim of the nearest upstream manhole. Where required, a sewer backflow device shall be installed per City Standard 925 S-23, *Sewer Backflow Device*.

The device must be installed in a vault for easy access and proper maintenance. The vault shall be visible from the public right-of-way. The property owner shall be responsible for the installation and maintenance of the sewer backflow device and vault. The location of the backflow device shall be shown on the precise grading and improvement plans.

2.9 Private Sewer Systems

All plans submitted for review and approval for commercial/industrial developments and residential developments with private sewer systems shall show and call out as “PRIVATE” in the plan view, main line profile, and detail sheets of private onsite sewer systems. The private sewer systems shall be planned, designed, and constructed to the same standards as the City’s public sewer system.

Sewer pump stations on private property shall be designed, administered, and inspected by the City or its designated representative. The private property owner shall be responsible for all costs associated with such design, administration, and inspection.

Each site shall be reviewed on an individual basis at the time plans are submitted. As a condition of service, the City shall require the property owner to enter into an agreement with the City acknowledging that the onsite facilities are private and shall be properly maintained according to industry standards and the State Water Resources Control Board’s General Waste Discharge Requirements 2006-0003. The property owner shall further agree to hold the City harmless from any claims on the design, maintenance and operation of the private onsite systems. The property

owner shall prepare an Overflow Emergency Response Plan and a Preventative Maintenance Plan as required by Order No. 2006-0003 and submit it to the City for approval.

All onsite sewer collection systems for commercial/industrial and residential developments shall be private and shall be owned, operated and maintained by the property owner up to the connecting manhole for commercial/industrial (refer to Section 2.6.2.1 - *Locations*), and the wye on the City's sewer line in a public street or easement for residential. A sampling/monitoring manhole shall be installed at the private side of the property line in accordance with City Standard 925 S-25, *Sampling/Monitoring Manhole*. Each onsite building shall have an individual sewer lateral with a sampling/monitoring manhole. All laterals from a building shall be connected to the main lateral upstream of the monitoring manhole for that building. No lateral connections are to be made downstream of the monitoring manhole.

3 INSTALLATION

3.1 Installation Requirements

3.1.1 Pipe Bedding, Trench Backfill and Roadway Repair

Pipe bedding shall comply with City Standard 925 S-14, *Pipe Bedding for Gravity Pipe* and City Standard 925 S-15, *Pipe Bedding for Pressure Pipe*.

Contractor's failure to comply with SSPWC 306-4 Shoring and Bracing is cause for stop work orders until compliance is met.

The Contractor shall provide and maintain at all times during construction, means and devices with which to promptly remove and properly dispose of all water from any source entering the excavations or other parts of the work.

3.1.2 Trench Subgrade

The trench subgrade shall be undisturbed native material. Where ground water or other unstable conditions exist and the native material cannot support the pipe, additional excavation shall be required.

3.1.3 Pipe Bedding

The bottom of the trench shall be leveled by hand to the grade to which pipe is to be laid utilizing a minimum four (4)-inch compacted depth of pipe bedding material or as specified in the contract documents. Before each section of pipe is laid, the grade shall be checked with a laser line and irregularities found shall be corrected. The pipe bedding shall form a continuous and uniformly compacted bearing and support for the pipe to solid and undisturbed ground. Refer to City Standard 925 S-14, *Pipe Bedding for Gravity Pipe* and City Standard 925 S-15, *Pipe Bedding for Pressure Pipe*, for details.

3.1.4 Pipe Slope

All gravity sewer pipe shall be laid to the line and grade shown on the plans and per SSPWC 306-7.4.2 Installation of VCP Pipe or SSPWC 306-7.7.2, Installation of PVC Pipe as applicable, with a maximum allowable tolerance of 0.01 foot at the invert. The Contractor shall continuously check the grade of the pipe being installed through the use of an approved laser line.

3.1.5 Pipe Zone

The specified bedding material above, around, and below the pipe shall be as depicted in City Standard 925 S-14, *Pipe Bedding for Gravity Pipe* and City Standard 925 S-15, *Pipe Bedding for Pressure Pipe*, unless otherwise directed by the City Engineer.

3.1.6 Tracer Wire for Non-Metallic Pressure Pipelines

Copper tracer wire shall be installed with all non-metallic pressure pipelines just below the horizontal centerline of the pipe, for the purpose of providing a continuous signal path for

electronic pipe locators used to determine pipe alignment after installation. The copper wire shall be #12 Copper AWG, with HMWPE insulation and shall be rated for direct burial use at 30 volts. The wire shall be electrically continuous throughout the entire piping system including adjoining assemblies, such as air and vacuum assemblies where the wire shall be extended up the riser. All splices shall be made with a UL approved splice kit for underground applications. The tracer wire shall be APWA color-coded and a "Copperhead SnakePit" magnetized tracer box access point or equal shall be installed at each end. The tracer wire shall be attached to the pipe at 10-foot maximum intervals with plastic adhesive tape. Backfill shall be of a granular material SE 75 or better. The Contractor shall consider the supply, installation and testing of the "Non-Metallic Pressure Pipeline Tracer Wire" as incidental to all construction of non-metallic pressure pipelines.

3.1.7 Over-excavation

If excessively wet, soft, spongy, unstable, or similarly unsuitable material is encountered at the surface upon which the bedding material is to be placed, the unsuitable material shall be removed to a depth as determined in the field by a California Registered Geotechnical Engineer and replaced with suitable approved crushed rock or granular material wrapped in Mirafi 140 or approved equal. Minimum depth of removal shall be two (2)-feet.

3.1.8 Groundwater

Work shall **not** be commenced on sewer construction in an area having a subsurface water level less than two (2)-feet below sewer invert, until sufficient pumping equipment is available on the job to keep the excavation dewatered.

The dewatering system shall be designed with recommendations by a California Registered Geotechnical Engineer or Geologist to eliminate the possibility of damage to structures and property. The design shall be signed, sealed, and submitted (by a California Registered Geotechnical Engineer or Geologist) to the City a minimum of two (2) weeks prior to start of the dewatering work. City's approval of the system shall be for general conformance. The Contractor shall remain fully responsible for obtaining and/or for the compliance of all discharge permits, all proper operation of the dewatering system, and any damage resulting from its failure in any manner. Discharging to sewers and/or to storm drain systems requires written approval from the City and shall adhere to requirement of the City's NPDES Permit and Statewide General Waste Discharge Requirements (Order 2006-0003).

Sufficient dewatering equipment, including spare pumps shall be maintained at the job site to keep the excavation dewatered.

3.1.9 Compaction Testing

Trench backfill shall be tested at one (1) passing test for each three (3)-feet of fill and 100-LF of trench (e.g. 12-feet to 15-feet depth class shall require three to five (3-5) tests per 100-LF or as directed by a California Registered Geotechnical Engineer. Passing test shall meet the requirements for trench compaction in that segment of trench backfill. All sampling and testing shall be performed by an independent testing laboratory. Sampling locations shall be as determined by the City Engineer or her/his designee.

3.1.10 Abandonment of Pipes and Appurtenances

Existing pipes, when required by the plans or specifications to be abandoned, shall be removed from service by one of the following methods as determined by the City Engineer or her/his designee:

- Pipes four (4)-inches and smaller may be cut and plugged with 560-C-3250 concrete at intervals not longer than 100-feet (six (6)-inches minimum plug)
- Pipes six (6)-inches and larger shall be either:
    1. Removed from the ground, in which case all backfill and repair of surface shall be in accordance with applicable portions of these specifications.
    2. Completely filled with controlled low strength material (150 psi) by pumping.
    3. Removed pipe shall be legally disposed-of by the Contractor.

Lateral sewers shall be capped to the satisfaction of the City Engineer. Cap locations shall be marked by a two (2)-inches x four (4)-inches x five (5)-feet stake, painted orange, extending one (1)-foot above finish grade and curb shall be marked according to Section 2.3.1.3 *Building Sewers Service Laterals*.

Below grade structures (including manholes) shall be removed to a minimum depth of six (6)-feet below finish grade in general conformity with City Standard 925 S-13, *Abandonment of Existing Manhole*. The resulting cavity shall be filled with approved material and compacted to the satisfaction of the City Engineer.

3.1.11 Trenchless Rehabilitation of Building Sewers

3.1.11.1 General

Cured in place lateral lining is a trenchless sewer rehabilitation method system by which a flexible fabric tube is impregnated with an approved thermosetting resin and inserted into a damaged sewer lateral. Once inserted and properly aligned, the liner is inverted using an approved hydrostatic head system. The inversion process forces the resin coated side of the tube to be forced out against the existing pipe wall. The process is completed once the liner has fully inverted to the City-maintained sewer main, stopping just short of the lateral connection. A calibration tube is then inverted inside the liner. The calibration tube that is sealed at the sewer main is pressurized to secure the liner against the existing host pipe until the liner is fully cured. At no time shall the calibration tube lose air pressure and be re-pressurized during the inversion process. After the liner is fully cured, the calibration tube is removed.

The newly rehabilitated sewer lateral shall be CCTV inspected per Section 4.1.3 *CCTV Inspection*, for the property owner's and City Inspector's approval. The City's mainline shall also be CCTV-inspected per Section 4.1.3 *CCTV Inspection* for submittal to the City.

All debris shall be removed from the lateral and **not** be allowed to enter the City's sewer main.

3.1.11.2 Qualifications

The Contractor shall be licensed by the trenchless pipe rehabilitation system manufacturer as an installer of their system and shall have at least three (5) years working experience with their lining system and a minimum of five (5) successful installations. Personnel directly involved with installing the liner shall receive training in the proper methods for handling and installing the liner and its equipment. All training shall be performed by a qualified representative of the manufacturer.

The Contractor shall hold sole liability in any legal action resulting from patent infringements.

3.1.11.3 Submittals

The Contractor shall submit the following to the City:

1. A valid license and proof of worker-training issued by the trenchless pipe rehabilitation system manufacturer.
2. Shop drawings, catalog data, and manufacturer's technical data showing complete information on material composition, physical properties, and dimensions of new pipe and fittings. Include manufacturer's recommendations for handling, storage, and repair of damaged pipe and fittings.
3. Method of construction and materials used, including detailed drawings and written descriptions of the entire construction procedure, installation of liner, connection to existing pipe and bypass pumping (if required).

3.1.11.4 Materials

The liner tube will consist of fiberglass scrim reinforcement and needled felt. Liner tubes made from non-woven or braided felt will **not** be accepted. The liner tube will be fabricated together using a thermo-bond sealing process. The liner tube will be capable of carrying the required amount of resin and capable of withstanding installation pressures and curing temperatures. The liner tube will be lined on one side with a translucent impermeable polyvinylchloride (PVC) waterproof coating. This coating will be on the inner lateral lined pipe after curing is completed. The coating shall provide a smooth seamless inner wall. For liner installations that span a change in pipe diameter, the liner tube shall be designed to maintain the existing pipe diameters and provide smooth transition between the two.

The resin shall be an approved epoxy resin and catalyst system designed for lateral lining installations.

The liner tube and resin will, upon installation, meet and/or exceed minimum testing standards as required by ASTM, IAPMO, and ANSI/NSF. Third party proof of meeting these requirements shall be submitted to the City. The materials must have ANSI/NSF Standard-14 and IAPMO certified for small diameter pipe lining. The felt liner tube must have NSF Standard 14 denoted on the tube.

The Cured-In-Place lateral lining system shall satisfy the following ASTM standards: D-790, D-638, D-695, and D-543.

3.1.11.5 Delivery, Storage and Handling

The liner materials and associated fittings shall be handled, transported, and stored as recommended by the manufacturer to prevent damage. If the new liner materials and fittings become damaged before or during installation, it shall be repaired as recommended by the manufacturer or replaced as required by the City Engineer at the Contractor's expense. All materials to be used shall be used within the shelf life listed by the manufacturer.

3.1.11.6 Testing

Tests for compliance with this specification shall be made as specified herein and in accordance with the applicable ASTM Specifications. A certificate with this specification shall be furnished, upon request, by the manufacturer for all materials furnished under this specification.

3.1.11.7 Equipment

Pressure Launching System: The launching system shall be designed and manufactured to provide the required pressure without interruption for the entire inversion and curing process.

CCTV Inspection Equipment: All CCTV equipment to be used during the liner installation and inspection shall be OSHA approved. The CCTV equipment to be used in the inspection of the mainline sewer must be equipped with a pan and tilt lens for complete inspection of the end of the liner and the mainline/lateral connection. Contractors shall refer to Section 4.1.3 *CCTV Inspection* standards and procedures.

3.1.11.8 Permits

The Contractor must obtain all necessary permits and schedule inspections prior to any construction work. The required permits include, but are not limited to:

1. City Encroachment Permit, obtained from the City of Cypress Public Works Department, for all work conducted in the City's right-of-way.
2. City of Cypress Business License
3. Orange County (County) Encroachment Permit, obtained from the County of Orange, for all work conducted in the County's Right-of-Way.

Should any excavation be required, the Contractor must notify Underground Service Alert of Southern California, a.k.a. DIGALERT and locate all underground utilities prior to beginning any work. The Contractor shall verify that excavation and lining procedures will not interfere with or damage existing utilities.

Access pits shall be shored per all OSHA requirements.

3.1.11.9 Construction Methods

The Contractor shall notify the property owner and/or current resident 24 hours in advance of the anticipated project start time. All wastewater generating appliances, such as toilets, sinks, dishwashers, laundry washers, etc. shall not be used during the liner installation and curing process. If wastewater generation cannot be interrupted during this time, a by-pass pumping system shall be set-up.

The lateral to be lined shall be thoroughly cleaned prior to liner installation. All sand, rocks, grit, grease, dirt, debris and roots shall be removed to permit proper installation. Prior to starting the cleaning operations, a trap shall be set in the downstream manhole to catch any debris cleaned from the lateral. This trap shall remain in place until the post rehabilitation inspection has been approved by the City.

After the lateral has been thoroughly cleaned, a color mini-CCTV camera shall be used to internally inspect the pipe. This inspection shall be recorded on a USB Drive for the property owner's and City Inspector's review and approval. The video inspection shall assess the interior condition of the lateral and confirm suitability for lining. This inspection must be performed within five (5) hours of the installation of the liner. Contractors shall refer to SSPWC 500-3.4 *Closed Circuit Television (CCTV) Inspection*, for CCTV inspection standards and procedures.

The resin-impregnated tube shall be handled and stored as per the manufacturer's requirements until it is loaded into the pressure launching system. The launching system shall then be aligned with the host pipe for proper installation.

Should the resin-impregnated tube become dirty, contaminated or diluted during the transport, storage or loading procedures, the tube shall be discarded and a new one used.

The liner tube shall then be inverted using the approved pressure system as recommended by the manufacturer. The inversion process shall continue until the liner reaches the City-maintained sewer line or the entire liner has been inverted. At no time shall the liner extend into the City's sewer line. The liner shall fit tightly against the host pipe, bridging gaps and defects and leaving no annular space. After complete liner inversion, the liner will be open at the end and a calibration tube will be inverted inside of the liner tube to ensure that the liner will fit tightly in the host pipe. The calibration tube will remain pressurized in the lateral until the liner is completely cured as recommended by the manufacturer.

Once the curing process has ended, the calibration tube shall be removed, and the liner shall be prepared for testing and CCTV inspection.

3.1.11.10 Inspection

The Contractor must obtain all necessary permits and schedule an inspection prior to starting construction. Starting work before a permit is obtained or without a permit is subject to a fine and the Contractor may be banned from performing future work in the City.

The newly installed liner shall be tested according to City's Building requirements. The inspection shall show the liner to be free of protrusions, gashes, blisters, abrasions and shall provide a smooth, seamless and continuous lined pipe from entry point to the end of the liner. Should the liner span include a change in diameter, the liner shall provide for a smooth transition between diameters. This inspection shall be recorded for review by the City. Any defects observed shall be replaced at no cost to the property owner or the City. A copy of this inspection shall be submitted to the property owner.

Following the internal inspection of the lined lateral, the Contractor shall CCTV inspect the City's mainline sewer. This inspection shall be recorded on a USB Drive for the City Inspector's review and approval. This inspection shall show that no liner or associated materials are protruding into or have been deposited in the City's line. The camera shall pan into and around the mainline/lateral connection. Should the inspection show any foreign materials in the City's sewer, such shall be removed immediately. All materials shall be removed at the next downstream manhole using a trap or vacuum truck. A copy of the recording shall be reviewed by the City's inspector.

Upon passing the required tests and inspections, all open or disconnected pipes shall be joined to the existing lateral pipes using a coupling device approved by the City. The new connection shall **not** compromise the structural stability or previous rehabilitation efforts in the mainline sewer serving the lateral.

After all connections are made and inspected by the appropriate inspectors, any access pits shall be filled per all applicable standards.

All pipe connections made must be inspected prior to backfilling and resurfacing. Photographs will **not** be accepted in lieu of inspection.

3.1.12 Jacking and Boring Steel Casing and Installation of Carrier Pipe

3.1.12.1 General

The Contractor shall comply with the lawful requirements of the State of California, Department of Transportation, California Division of Industrial Safety, California Regional Water Quality Control Board, City of Cypress, the County of Orange and other public agencies, railway companies, public utilities or other facilities with respect to safeguarding traffic and other improvements which might be endangered by the jacking and boring operations. The approach trenches in public streets shall only be permitted to remain open when the work is in progress.

The Contractor shall comply with the following Specifications, Codes and Standards however, not limited to:

- ASTM A 283 Standard Specification for Low and Intermediate Tensile Strength Carbon Steel Plates

- ASTM A1011 Standard Specification for Steel, Sheet and Strip, Hot Rolled, Carbon, Structural, High Strength Low-Alloy, High-Strength with Improved Formability, and Ultra-High Strength
- ANSI/AWS D1.1 Structural Welding Code - Steel
- SSPWC 307-1 Jacking Operations
- SSPWC 307-2 Tunneling Operations
- Government Code, Sections 4216 - 4216.9 Regional Notification Center System
- Title 8, California Code of Regulations, Sections 1539 – 1549 Excavations
- City Standard Specifications and City Standard 925 S-22, *Steel Casing Pipe*

3.1.12.2 Qualifications

All jacking, boring and/or tunneling shall be done by a qualified Contractor with at least five (5) years of experience, with a minimum of five (5) projects involving work of a similar nature.

All Welding shall be by Certified Welders, as depicted in ANSI/AWS D1.1. Certification shall be by an Independent Local, approved testing agency and not more than six (6) months prior to commencing work.

3.1.12.3 Submittals

Shop Drawings:

- The Contractor, prior to beginning any trench or structure excavation more than five (5)-feet deep or the possibilities of soil movement at shallower depths, shall submit detailed drawings to the California Registered Geotechnical Engineer and shall be in receipt of the California Registered Geotechnical Engineer's written acceptance of the Contractor's detailed drawings showing design of all shoring, bracing, sloping of the sides of excavation, or other provisions for worker protection against the hazard of caving ground during the excavation of such trenches or structure excavation. The Contractor's attention is directed to the provisions for "Shoring and Bracing Drawings" in Section 6705 of the California Labor Code. If such plan varies from the shoring system standards established in the Construction Safety Orders of the State of California, such alternative systems plans shall be prepared by a Civil or Structural Engineer licensed in the State of California.
- Casing installation schedules, which shall include schedules of excavation, pipeline installation, and backfill operations.
- Material list including diameter, thickness, and class of steel casing, method of fabrication and detail of field joints.
- Detailed locations and sizes of all jacking and boring, and receiving pits.
- Detailed drawing and description of the jacking head.

- The method of transporting the pipe in the casing and the method of "tugging" the pipe into the joints.
- Details of bracing to prevent the carrier pipe from shifting or floating during the installation of the grout. Include full details of proposed tunnel supports including connections, longitudinal and transverse bracing, foot blocks and metal skids, the proposed method of backpacking tunnel supports, location of grout connection holes and other pertinent details.
- All permits associated with the jacking and boring operations.
- Certifications, certified affidavit of compliance for all pipe and other products or materials furnished, including physical and chemical properties of all steel.

3.1.12.4 Steel Casing Pipe

Steel casing shall be welded steel pipe with a minimum inside diameter of 24-inch and wall thickness not less than 0.5-inch, unless otherwise directed by the City Engineer.

All steel casing pipe shall conform to ANSI/AWWA C200, subject to the following supplemental requirements:

They shall be furnished complete with full circumference welded joint ends and standard two (2)-inch diameter couplings (threaded inside) welded to casing pipe which will be used for pressure grouting the exterior of the casing pipe as shown on City Standard 925 S-22, *Steel Casing Pipe*. The jacking head will be constructed to prevent advancement of the auger ahead of the leading edge of the steel casing pipe.

3.1.12.5 Exterior Grouting

Immediately after completion of the jacking or boring operations, the Contractor shall inject grout through the grout connections in such a manner as to completely fill all voids outside the casing pipe resulting from the jacking or boring operations. Grout pressure shall be controlled so as to avoid deformation of the steel casing and avoid movement of the surrounding ground. After completion of the grouting operations, the Contractor shall close the grout connections with cast-iron or galvanized steel threaded plugs.

Grout shall consist of one (1)-part Portland cement, three (3)-parts sand, and the minimum amount of water necessary to obtain the desired consistency and all grout mixtures shall contain two (2) percent of bentonite by weight of the cement. Portland cement, water and sand shall conform to the applicable requirements of the SSPWC, except the sand to be used shall be of such fineness that 100 percent will pass a Standard No.8 sieve and at least 45 percent, by weight, will pass a Standard No.40 sieve. Bentonite shall be commercial processed powdered bentonite, Wyoming-type.

3.1.12.6 Carrier Pipe

Sewer carrier pipe shall be Extra Strength Vitrified Clay Pipe (VCP) with no bells, 40 mil Ceramic Epoxy Lined Ductile Iron Pipe (DIP) or PVC SDR 26, as approved by the City Engineer.

Carrier pipe shall be installed to the line and grade shown on the Contract Documents.

The carrier pipe shall be supported in a center restraint position by Stainless Steel casing spacers, as manufactured by Cascade Waterworks Mfg. or equal. Spacers shall be placed at intervals recommended by the spacer manufacturer and as directed by the City Engineer.

All carrier pipe joints within the casing shall be restrained type, as approved by the City Engineer.

Prior to interior grouting, the sewer carrier pipe shall pass a successful test for leakage as described in Section 4.1.7 *Manhole Leakage Tests*.

3.1.12.7 Interior Grouting

After the carrier pipe has been installed in the casing and successfully tested, unless otherwise directed by the City Engineer, the intervening annular space shall be filled with a lean grout under pressure. Sand will **not** be permitted for such backfilling. In order to ensure that all air escapes from the space is filled, and said space is completely filled with grout, the annular space shall be tightly bulkheaded at each end and suitable riser pipes installed there, connected with the top of the tunnel/bore.

Grout shall consist of one (1)-part Portland cement, three (3)-parts sand, and the minimum amount of water necessary to obtain the desired consistency. Portland cement, water and sand shall conform to the applicable requirements of the SSPWC, except the sand to be used shall be of such fineness that 100 percent will pass a Standard No. 8 sieve and at least 45 percent, by weight, will pass a Standard No. 40 sieve.

3.1.12.8 Permits

The Contractor shall secure all necessary permits, including Cal OSHA, Caltrans, County and City permits, for start and prosecution of jacking and boring construction, including drilling or blasting permits if rock is encountered. All work shall conform to the necessary permits, current specifications, and other applicable requirements. Where any permit requirements exceed the requirements of this Section, the permit requirements shall govern.

3.1.12.9 Construction Methods

- The Contractor shall be responsible for maintaining the specified line and grade, and for preventing settlement of overlying structures, or other damage due to the

jacking and boring operations, as determined by the City or owner of the property over the tunnel.

- All tunnel supports shall comply with the requirements of Tunnel Safety Orders of the State of California, Department of Industrial Relations.
- The Contractor shall notify “DIGALERT” two (2) working-days prior to beginning excavation, tunneling or boring operations.

3.1.12.10 Inspection

The Contractor must obtain all necessary permits and schedule inspection prior to starting construction. Starting work before a permit is obtained or without a permit is subject to a fine and the Contractor may be banned from performing future work in the City.

All materials, line, grade, pipe connections, leakage testing and grouting performed/made must be inspected prior to backfilling and resurfacing. Photographs will **not** be accepted in lieu of inspection.

4 INSPECTION AND TESTING

4.1 Sewers

4.1.1 General

All work done shall be subject to inspection by and shall meet the approval of the City Engineer or her/his representative.

All necessary permits must be issued before any inspection is conducted.

All leakage tests and all post-installation Closed Circuit Television (CCTV) inspections shall be completed and approved prior to placing of permanent resurfacing.

All testing shall be performed in the presence of the City Engineer or her/his representative.

All tests shall be conducted at no expense to the City. The Contractor shall provide all equipment and personnel for the tests. The Contractor shall be required, at the Contractor's expense, to locate and repair any sections failing to pass the tests and re-test the section (manhole to manhole).

Calls for inspection shall be made with the City Inspector, Monday - Friday, excluding holidays. A three (3) working-day notice shall be given for inspections and tests.

4.1.2 Testing and Final Acceptability of Material

The City Engineer will require such tests and certifications as deemed necessary to confirm that the specified materials are being used on the work. Notwithstanding prior factory or yard inspections, the City Engineer will have the right to reject any damaged or defective materials found on the job which, in her/his opinion, will affect the durability of the installation, and the City Engineer or her/his representative may order its removal from the site.

4.1.3 CCTV Inspection

The Contractor shall perform Closed Circuit Television inspection (CCTV) of all gravity sewers and manholes to determine alignment, grade, and damaged or defective pipe in place; after the pipe has been installed, backfilled and compacted to grade, tested for leakage, manholes raised to grade, but prior to final resurfacing, from manhole to manhole. The CCTV inspection shall be recorded on a USB Drive and recording procedures shall conform to the requirements of SSPWC 500-3.4 *Closed Circuit Television (CCTV) Inspection*, for CCTV inspection standards and procedure, except that the maximum speed shall be 15-feet per minute. The recording shall play on standard computers with standard media software, or Contractor shall provide viewing software. The recording shall continuously display the following on-screen data: contract number, project name, date, time, distance (in feet) from the insertion manhole, manhole and pipeline identification codes and operator's name and CCTV firm name.

Two copies of the recordings shall be submitted within two (2) days of the CCTV inspection to the City for review and approval. CCTV recording shall be performed first with the pipe dry, and then immediately following clean water flowing in the pipe to clearly indicate vertical misalignments, sags, or other defects. Should CCTV inspection indicate any faulty

installation of the pipe, repairs or replacement shall be made at the Contractor's expense by a method approved by the City. Repaired and/or replaced pipe and/or segments shall be retested and re-inspected through CCTV at no additional cost to the City, until final acceptance is granted. Any sag greater than one (1) 0.25-inch in 100-feet of pipe reach shall be considered excessive, and the pipe shall be removed and reinstalled to proper grade.

4.1.4 Gravity Pipe Leakage Tests

All gravity sewer pipes and service laterals shall be tested in the presence of the City Inspector for exfiltration and/or infiltration prior to placement of permanent pavement/resurfacing.

- All leakage tests shall be in conformance with SSPWC 306-7.8.2, Test Requirements.
- Water exfiltration test shall be in conformance with SSPWC 306-7.8.2.2 Water Exfiltration Test.
- Water infiltration test shall be in conformance with SSPWC 306-7.8.2.3 Water Infiltration Test.
- Air pressure test shall be in conformance with SSPWC 306-7.8.2.4 Air Pressure Test.
- City Standard 925 S-19, Gravity Pipe Field Closure.

4.1.5 Deflection Test for Plastic Pipe and Fittings

In addition to hydrostatic or air testing, all plastic pipe sewers shall be tested for maximum allowable deflection and/or obstructions after the trench backfill and compaction has been completed, and prior to the placement of permanent asphalt. The test shall be conducted by pulling an approved solid pointed mandrel through the completed pipeline. The diameter of the mandrel shall be per the SSPWC 306-7.8.3, *Maximum Allowable Barrel Deflection Testing for Plastic Sewer and Storm Drain Pipe*, unless otherwise specified by the City Engineer. Testing shall be conducted on a manhole-to-manhole basis and shall be done after the line has been completely flushed-out with water.

Calls for inspection shall be made with the City Inspector, Monday - Friday, excluding holidays. A three (3) working day notice shall be given for inspections and tests.

4.1.6 Force Main Pipe Leakage Tests

All force mains shall be subject to a hydrostatic pressure test according its applicable AWWA specification:

- AWWA C 600, Installation of Ductile Iron Mains and their Appurtenances (DIP)
- AWWA C 605 Underground Installation of Polyvinyl Chloride (PVC) Pressure Pipe and Fittings for Water

4.1.7 Manhole Leakage Tests

Leakage tests shall be made and observed by the City Inspector or his/her representative on each manhole. The test shall be the exfiltration test made as described below:

1. After the manhole has been assembled in place, all lifting holes and those exterior joints (only) within two (2)-feet of the ground surface shall be filled and pointed with

an approved non-shrinking mortar. If the groundwater table has been allowed to rise above the bottom of the manhole, it shall be lowered for the duration of the test. All pipes and other openings into the manhole shall be suitably plugged and the plugs shall be braced and secured in place to prevent movement.

2. The manhole shall then be filled with water to the top of the cone section. If the excavation has not been backfilled and observation indicates no visible leakage (that is, no water visibly moving down the surface of the manhole) at the end of 24 hours, the manhole may be considered to be satisfactorily watertight. If the test, as described above, is determined unsatisfactory by the City Inspector or if the manhole excavation has been backfilled, the test shall be discontinued. A period of time may be permitted if the Contractor so wishes, to allow for absorption. At the end of this period, the manhole shall be refilled to the top of the cone, if necessary, and the measuring time of at least eight (8) hours initiated. At the end of the test period, the manhole shall be refilled to the top of the cone, measuring the volume of water added. This amount shall be extrapolated to a 24-hour rate and the leakage determined on the basis of depth. The leakage for each manhole shall **not** exceed one (1) gallon per vertical foot for a 24-hour period. If the manhole fails this requirement, but the leakage does not exceed three (3) gallons per vertical feet per day, repairs by approved methods may be made as directed by the City to bring the leakage within the allowable rate of one (1) gallon per foot per day. Leakage due to a defective section or joint or exceeding the three (3) gallon per vertical foot per day shall be the cause for the rejection of the manhole. It shall be the Contractor's responsibility to uncover the manhole as necessary and to disassemble, reconstruct or replace it as directed by the City Engineer. The manhole shall then be retested and, if satisfactory, interior joints shall be filled and pointed.
3. Adjustment in the leakage allowance will be made for unknown causes such as leaking plugs, absorptions, etc., i.e., it will be assumed that all loss of water during the test is a result of leaks through the joints or through the concrete. Furthermore, the Contractor shall take all steps necessary to assure the City Inspector that the water table is below the bottom of the manhole throughout the test.
4. If the groundwater table is above the highest joint in the manhole, and if there is no leakage into the manhole as determined by the Engineer, such a test can be used to evaluate the watertightness of the manhole. However, if the City Engineer is not satisfied, the Contractor shall lower the water table and carry out the test as described above.
5. No leakage shall be allowed for lined manholes.

5 STANDARD NOTES

5.1 Standard Sewer Notes

The following notes must appear on the plans under Standard Sewer Notes:

1. City of Cypress, Public Works Department 5275 Orange Avenue, California 90630.
2. The sewer Contractor shall have a copy of the Project Plans and Specifications, as well as the City's Standard Specifications on the job site.
3. The Contractor shall obtain a City and/or County (and/or State) permit for work that encroaches within public right-of-way.
4. The sewer system shall be constructed in accordance with the City's Standard Specifications.
5. The Public Works Office shall be called for inspection five (5) working-days before start of work and three (3) working-days prior to any request for inspection.
6. A pre-construction conference shall be held three (3) filled before starting construction work.
7. The Contractor shall expose all join points to the existing sewer system for verification of location and elevation before construction.
8. Stations shown as 1+00.00 are sewer stations and are independent of all other stations.
9. All laterals shall be staked by a surveyor before trenching, and a complete set of cut sheets shall be supplied to the Contractor and the City's Inspector.
10. All pavement removals shall be saw-cut.
11. Vertical trench shoring shall conform with the orders of the State of California, Division of Occupational Safety and Health (CAL/OSHA)
12. The City Inspector shall be responsible for the inspection of the sewer collection system and lateral sewers to the property line and the lateral sewers from the property line to the building clean-out.
13. All sewer lines shall be cleaned, either balled or jetted, in the presence of the City Inspector before completion of all leakage tests.
14. Pipeline leakage tests shall be made in the presence of the City Inspector, only after backfilling has been completed, compaction tests on backfill have been made, and the backfill has been accepted by the City Inspector.
15. All sewer main lines shall be inspected using a Closed-Circuit Television (CCTV) system. Two (2) recordings shall be made of the inspection on a USB Drive in accordance with the City Design Standards-Sewer Facilities, Section 4.1.3 *CCTV Inspection*.
16. The Contractor shall provide the City with an as-built set of job prints with tie-down measurements for all wyes, laterals, and manholes before final acceptance.

17. The Developer's engineer, signing the plans, shall furnish the City with a set of as-built mylars of the sewer plan before final acceptance.
18. Curbs or pavement surfaces in alleys where sewer laterals exist shall be inscribed with an **"S"** indicating locations of all sewer laterals.
19. Curbs shall be inscribed with ties for all manhole locations.

Add the following note to plans having on-site work that will be dedicated to the City:

Trench backfill shall be compacted to a minimum of 90 percent relative density as determined by the five-layer test method (California 216G). Tests will be required every 100-feet horizontal and three (3)-feet vertical of trench or as determined by the City Inspector. The Contractor shall submit written results of compaction testing to the City before acceptance. If in a dedicated street or a future street, compaction will be as required by governmental agency having jurisdiction, but no less than 90 percent relative compaction.

Add the following note to plans having a City sewer easement:

Sewer easement area dedicated to the City shall be designed, constructed and maintained to support imposed minimum loads of 80,000 pounds, have an all-weather driving capability width and a minimum vertical clearance of 14-feet. All vegetation overhanging the easement shall be maintained by the property owner at all times as noted in Section 2.3.2 - Easements.

6 SANITARY PUMP STATIONS

Private residential lift stations conveying wastewater flows to the City's collection system, shall be inspected by the City, or its authorized representative. Sanitary lift stations shall be avoided and shall only be allowed upon special conditions that require their use with the written approval of the City Engineer.

6.1 General Requirements

The detailed design criteria for each sewer pump station will be established based upon the specific conditions of each installation on a case-by-case basis and documented in a preliminary design report (PDR). Sanitary lift stations shall be designed according to the following criteria:

- Unless otherwise approved by the City Engineer, the pump stations will consist of, but not be limited to, wet well, valve vault, electrical/equipment room, a minimum of two (2) submersible sewage pumps, guide rails, wet well access, discharge seal and elbow, motor control center, starters, programmable logic controller, integration with City's Supervisory Control and Data Acquisition (SCADA) system, ultrasonic level indicators, float switches, permanent standby generator/automatic transfer switch, peak flow storage, air monitoring and ventilation system, and all other hardware necessary to make a complete working system per the City's standards.
- It shall be possible to remove and replace the submersible pumps without dewatering the wet well or disconnecting the piping. Pumps shall be of the pull-up design, using a hoisting system for removals, as specified in Section 6.1.21 *Pump Station Facility - Hoisting Equipment.*
- Each pump shall be connected to the fixed discharge piping with a self-locking coupling. Shaft seal failure or potential seal failure detection alarms shall be provided.
- The pumps shall be either the recessed impeller or enclosed screw impeller type, as determined by the City Engineer.
- The pump and motor shall be suitable for continuous operation at full nameplate load while the motor is completely submerged, partially submerged, or totally non-submerged.

6.1.1 Standards and Codes

Sewer pump station designs shall be based upon current codes and standards, including but not limited to:

- Statewide General Waste Discharge Requirements for Sanitary Sewer Systems - covered under State Water Resources Control Board, Order No. 2006-0003-DWQ issued on May 2, 2006
- Hydraulic Institute (HI) Standards
- American National Standards Institute (ANSI) Standards
- California Code of Regulations, Title 8: Industrial Relations, Division 1. Department of Industrial Relations, Chapter 4. Division of Industrial Safety, Subchapter 5. Electrical Safety Orders

- National Electrical Code (NEC)
- NFPA 820 - Standard for Fire Protection in Wastewater Treatment and Collection Facilities, Plants, Sewers and Ancillary Structures
- California Building Standards Code (Title 24)
- Uniform Building Code (UBC)
- Uniform Plumbing Code (UPC)
- Uniform Mechanical Code (UMC)
- California Fire Code (CFC)
- National Electrical Manufacturers Association (NEMA)
- American Society of Heating, Refrigerating, and Air-Conditioning Engineers (ASHRAE)
- Standard Specifications for Public Works Construction (SSPWC) – The "Greenbook"
- Standard Plans for Public Works Construction (SPPWC)
- California Occupational Safety and Health Administration (Cal-OSHA) Division 1. Department of Industrial Relations, Chapter 4. Construction Safety Orders
- American Water Works Association (AWWA)
- American Society for Testing and Materials (ASTM)

6.1.2 Design Flows and Heads

The pump stations shall be designed with two (2) or more pumps in a Lead, Lag, and Standby arrangement. Pump stations shall have a firm pumping capacity equaling the greater of:

- Tributary peak wet-weather flow
- Flow that will provide a minimum velocity of three (3)-fps in the force main

The standby pump will have the same capacity as the largest pump in the pump station.

In selecting the capacity and operating characteristics of the pumps, the minimum, average, peak dry weather and peak wet weather flows, as well as wet well size and operating band, shall be considered. The selected design shall minimize pump cycling and odors.

The total dynamic head (TDH - the sum of static lift, velocity head, and frictional losses in the station piping, valving, and force main) shall be determined for all operating conditions, wet well and discharge point water surface elevations, and a range of frictional coefficients (Hazen-Williams C factors of 80 to 150).

Calculations documenting the determination of flows and head calculations shall be submitted along with pump curves and catalog information for the recommended pumps. Prior to final acceptance, the design engineer shall obtain written verification from the recommended pump manufacturers that the selected pumps shall perform throughout their operating range as designed at the published efficiencies free from cavitation, vibration, and premature failure.

6.1.3 Drivers

The pumps shall be driven by submersible motors. All motors shall be Factory Mutual (FM) or Underwriters Laboratories, Inc. (UL)-listed explosion-proof type. Motors operated by variable frequency drives (VFDs) shall be inverter duty motors. Nameplate horsepower shall be at least 20 percent greater than the maximum brake horsepower required within the operating range of the pump.

Pump stations with short force mains may be designed with constant speed pumps. Larger pump stations may require the use of VFDs. VFDs shall be provided with bypass contactors to operate the pumps at full speed.

The decision of the City Engineer shall be final as to the type of drive to be used.

6.1.4 Wet Wells

The wet well shall be sized to:

- Provide adequate submergence.
- Provide adequate Net Positive Suction Head Available (NPSHA).
- Prevent frequent pump cycling.
- Provide emergency storage.

The provided submergence shall prevent formation of vortices and air being drawn into the pump. It shall also prevent cavitation. The minimum submergence shall be at least one (1)-foot greater than that required by the pump manufacturer.

The NPSHA shall be calculated as:

$$NPSHA = 2.24\ (P_a - P_v) - H_l \pm Z$$

Where:

P_a = Atmospheric pressure (psia)

P_v = Vapor Pressure of liquid at the maximum expected temperature (use 0.59 psia)

H_l = Friction and minor losses between the wet well and the pump suction flange in feet of liquid

Z = Difference in elevation between the minimum wet well water level and pump datum, in feet. Use the negative value (-) when the pump datum is higher than the minimum wet well water level

The minimum NPSHA shall be at least eight (8)-feet greater than the Net Positive Suction Head Required (NPSHR) by the selected pump for the maximum expected flow through the pump.

The wet well shall be sized to provide the storage capacity that will preclude exceeding the number of pump-starts per hour per Table 6.1:

Table 6.1

Motor Cycling Pump-Starts

Motor Horsepower (H)	Maximum Number of Starts per Hour	Minimum Cycling Time (Minutes)
Up to 20	6	10
25 to 50	4	15
60 to 75	3	20
100 and larger	2	30

Wet well bottom corners shall be sloped at 1:1 and slope to the suction pipe inlet to prevent the accumulation of debris on the wet well floor.

Influent pipe(s) shall **not** enter the wet well in a position which may cause pre-rotation of the flow into the pump suction, and turbulence in the wet well. The influent velocity into the wet well shall be no greater than three (3)-feet per second.

For large pump stations, a partition wall(s) with sluice gate(s) may be required to properly direct the flow towards the pump's suction bell and also isolate a portion of the wet well for cleaning.

6.1.5 Wet Well Ventilation

The pump station wet well receives and stores wastewater before it is pumped to the force main. Corrosive and hazardous gases are normally present in the wet well. These gases can become a safety hazard to operating personnel or can cause corrosion of building materials and equipment in the wet well. In order to minimize accumulation of gases inside the wet well, the wet well shall be flushed with fresh air by an adequately sized ventilation system.

Ventilation rates shall be in accordance with:

1. NFPA 820 Fire Protection in Wastewater Treatment Plants
2. Occupational Health and Safety Administration (OSHA)

Pump station wet wells are classified into the following two types depending on their use:

1. Accessible Wet Wells
2. Sealed Wet Wells

ACCESSIBLE WET WELLS

Wet wells which require routine access for maintenance shall be provided with adequate fresh air ventilation in order to provide a safe environment for maintenance personnel, to prevent accumulation of explosive gases, and to minimize corrosion of equipment installed in the wet well. The internal surfaces of the wet well shall be lined with PVC for corrosion protection.

The following minimum ventilation criteria shall be used:

1. All accessible wet wells shall be provided with continuous ventilation of a minimum of 15 air changes per hour.
2. Where intermittent ventilation is required, the ventilation rate shall be at least 30 air changes per hour.

All electrical equipment and fans inside the accessible wet well shall be explosion-proof designed and manufactured for Class I, Division I, Group D. All other design criteria shall be in accordance with NFPA 820 Fire Protection in Wastewater Treatment Plants.

SEALED WET WELLS

Sealed wet wells shall be designed to be low maintenance. The internal surfaces of the wet well shall be lined with PVC for corrosion protection.

Sealed wet wells shall be provided with static vents to accommodate air displacement due to the rise and fall of the water level in the wet well. The vent shall have a minimum diameter of one-half the diameter of the incoming sewer. The vent pipe shall be connected to the nearest sewer maintenance hole where possible. Where the pump station is located away from any sensitive area, vent pipe could be extended above the roof line with a minimum of 15 feet from any window or fresh air inlet.

All electrical equipment inside the sealed wet well shall be classified in accordance with NFPA 820, Fire Protection in Wastewater Treatment and Collection System Facilities.

6.1.6 Dry Wells

Dry well lift stations use pumps located in a dry area at the top of (or adjacent to) the wet well tank. Dry wells typically house pumps, valves, meters and other appurtenances. Dry well lift stations are typically smaller than wet well lift stations and have smaller storage and pumping capacities. The use of dry well pump stations will require the prior approval of the City.

Ventilation:

The dry well and equipment rooms shall be designed for a ventilation rate of at least 15 air changes per hour or ventilation rate equivalent to cool internal heat load from the equipment whichever is greater but not greater than 60 air changes per hour. The sensible cooling ventilation rate shall be calculated as follows:

$$H = cfm \times 1.09 \times t$$

where:

H = Internal heat gain from equipment, Btu per hour

cfm = Air flow, cu ft per minute

t = Change in internal temperature (degree in F). Use 10 degrees F for change in internal temperature as adequate for sensible cooling.

Where a pump station is equipped with variable frequency drives (VFD), the VFD shall be installed in an air-conditioned room with 90 percent efficient outside air filters. VFD units are inherently sensitive to temperature, dust, moisture and other corrosive elements in the air. For constant speed pump stations, the motor control center (MCC) and control rooms shall be equipped with a ventilation fan and 90 percent efficient outside air filters. Pump and equipment room air inlets shall be provided with 30 percent efficient outside air filters. All air filters shall be provided with differential pressure gages to indicate when the filters are clogged, and flow detection devices connected to alarm signaling systems to indicate ventilation system failure.

6.1.7 Emergency Storage

Emergency storage volume needed shall be evaluated for each pump station based upon the tributary area and expected ultimate wastewater flows. The minimum volume of emergency storage shall be 30 minutes of ultimate peak wet weather flow without surcharging the tributary collection system. The emergency storage volume may be provided in the wet well or in a separate adjacent PVC lined overflow structure.

Where possible, the invert of the overflow structure shall be higher than the low water elevation of the pump station wet well to allow gravity drainage of the stored sewage (in the overflow structure) to the wet well. There shall be a minimum of two (2) connecting pipes between the overflow structure and the wet well. The connecting pipes shall be equipped with flap gates on the wet well side. The floor of the overflow structure shall slope to the connecting pipes.

All overflow structures shall be equipped with an access hatch, and three 30-inch diameter maintenance access holes. A 2-1/2-inch water connection shall be provided near the overflow structure for use in periodic cleaning. The water supply connection shall have an approved reduced pressure principle backflow preventer installed prior to use.

The higher of the maximum storage level and overflow level shall be set at least one (1)-foot lower than the top of the lowest manhole in the system, basement or p-trap of the plumbing fixture connected to the system.

6.1.8 Valve Vault

Valve Vault shall be required to house the following:

- Isolations valves
- Check valves
- Magnetic flow meter
- Emergency bypass connection, four (4)-inch minimum with cam lock and isolation valve
- Sump for drainage to the wet well

The valve vault shall be sized to provide adequate space for maintenance of all equipment housed in it. It shall have a minimum of two (2) access ladders, and full opening traffic-rated cover with support beams as needed.

6.1.9 Standby Equipment

All pump stations shall have standby equipment capable of handling the ultimate peak wet weather flow during a commercial power outage and/or with the largest unit out of service. This criterion shall apply to all essential electrical and mechanical equipment including pumps/motors, fans, air compressors, and sump pumps.

There shall be a minimum of one standby main sewage pump equal in size to the largest duty main sewage pump in the station.

All pump stations shall have a permanent standby generator and an automatic transfer switch sized to start and operate all the sewage pumps needed for ultimate peak wet weather flow, sump pump, ventilation fans, lighting, instrumentation, controls, and telemetry, with voltage dip **not** to exceed 16 percent when starting any motor.

Generators shall be skid mounted, permanently anchored to the foundation, and housed in an acoustically insulated enclosure. Exhaust mufflers shall be super critical grade designed for noise level **not** to exceed the noise level allowed within each particular area.

Load banks sized for 80 percent of the generator capacity shall be provided. Load banks shall be mounted in the vicinity of the generator and protected with adequate enclosure suitable for the location as required by National Electrical Mechanical Association (NEMA) Standards.

The standby generator shall be a diesel-powered generator furnished with a battery charger and block heater. The diesel-powered generator shall be equipped with a skid base fuel tank sized for a minimum of 24 hours of continuous full load operation. Standby generators shall be units pre-approved by the South Coast Air Quality Management District.

Full and unrestricted access to the standby generator and pumps shall be available at all times.

6.1.10 Pump Requirements

All pump stations shall have two (2) submersible sewage pumps. Each pump shall be designed to handle the ultimate peak wet weather design flow rate expected from the tributary area. The designer shall submit an analysis of capacity needs for the area. Pumps shall be three (3) phase with one (1) to three (3) phase converters, have a minimum four (4)-inch discharge conduits, capable of passing a three (3)-inch solid.

6.1.10.1 Recessed Impeller Centrifugal Pumps

Recessed impeller centrifugal pumps are designed to handle stringy materials and solids with minimal contact with the impeller. Some recessed impellers are labeled by pump manufacturers as torque-flow, bladeless, and sphere flow. However, all of these pump models follow the general design of placing the impeller away from the fluid stream in order to pass stringy material without clogging the hydraulic passages.

The minimum design criteria in the selection of recessed impeller centrifugal pumps are as follows:

A. Pump impeller shall be selected with the best possible efficiency at design point or at the operating range of the pump.

B. Maximum Speed:

- 1750 rpm or the speed shall **not** exceed the limitation as recommended by the Hydraulic Institute Standards for Centrifugal Pump application.

C. Materials of Construction

- NiHard (minimum of 550 Brinnell hardness) or Stainless Steel Type 316 impeller with a removable wear plate of the same material as the impeller.
- NiHard (minimum of 550 Brinnell hardness) or Cast Iron casing, as determined by the City Engineer.
- Stainless Steel Type 316 shaft.
- Tandem mechanical shaft seal system for the motor with two (2) totally independent seal assemblies and Tungsten-Carbide seal faces.

D. Upper and Lower Bearings

- Radial and thrust bearings, grease lubricated with minimum B-10 bearing life of 60,000 hours for the operating range of the pump.

E. Slide Away Coupling

- Stainless steel foot mounted discharge elbow and adaptor, base plate, upper and lower rail supports, lifting yoke, and cable. All metal-to-metal interfaces where movement may occur shall be non-sparking.

F. Electric Motor

- For wet well installation, motors shall be FM or UL listed, and be designed for Class I, Group D, Division 1 explosion proof.
- NEMA Design B, heavy duty, high efficiency, non-overloading, with a nameplate horsepower rating a minimum of 20 percent greater than the maximum horsepower required over the operating range.
- Thermal overload protectors imbedded in the motor windings.
- Dual moisture or leak sensors on the sealing chamber.
- If installed in a dry well, motors shall be immersible and capable of operating continuously in air without the use of sewage pumped for cooling.
- Motors located in a damp environment and in a dry pit shall have two (2) cycles of solid baked epoxy vacuum impregnation.
- Pump supplier shall provide the moisture sensor and thermal overload relays for the project, including one set of spares.

- Motors shall be inverter duty if operated by variable frequency drives.

G. Painting and Coating

Surface Preparation: All metal work previously given a shop prime coat approved by the Owner shall be touched up as required in the field with a comparable prime coat after repairing damaged areas in accordance with SSPC-SP11 Power Tool Clean to Bare Metal.

All unprimed metal shall be prepared in accordance with SSPC-SP5.

Coatings: Epoxy

Prime Coat – L69 Epoxoline, Macropoxy 5500, 5.0-10.0 mils d.f.t.

Intermediate Coat – L69 Epoxoline, Macropoxy 5500, 5.0-10.0 mils d.f.t.

Finish Coat – L69 Epoxoline, Macropoxy 5500, 5.0-10.0 mils d.f.t.

6.1.10.2 Screw-Centrifugal Pumps

The recommended minimum design criteria in the selection of the screw-centrifugal pumps are as follows:

A. Pump impeller shall be selected with the best possible efficiency at design point or at the operating range of the pump.

B. Maximum Speed

- 1750 rpm for pumps with discharge nozzle diameter up to 12-inch.
- 1175 rpm for pumps with discharge nozzle diameter from 14-inch to 16-inch.
- Shall **not** exceed the speed limitation recommended by the Hydraulic Institute Standards for Centrifugal Pumps.

C. Materials of Construction

- Cast Iron with Hi Chrome suction liner or 316 Stainless Steel, where available.
- Hi Chrome or Stainless-Steel impeller.
- Tandem mechanical shaft seal system for the motor with two totally independent seal assemblies and Tungsten-Carbide seal faces and silicon carbide lower seal.
- Minimum B-10 bearing life of 60,000 hours for the operating range of the pump.

D. Electric Motor

- For wet well installation, motors shall be FM or UL listed, and be designed for Class I, Group D, Division 1 explosion proof.
- Thermal overload protectors imbedded in the motor windings.

- Dual moisture or leak sensors on the sealing chamber.
- Motors shall be NEMA Design B, heavy-duty, high efficiency with Class B or F insulation. Motors shall be non-overloading over the entire operating range, with a nameplate horsepower rating a minimum of 20 percent greater than the maximum horsepower required over the operating range.
- Motors located in a damp environment and in a dry pit shall have two (2) cycles of solid baked epoxy vacuum impregnation.
- Motors shall be inverter duty if operated by variable frequency drives.
- Motors shall be immersible and capable of operating continuously in air without the use of sewage pumped for cooling if installed in a dry well.
- Pump supplier shall provide the moisture sensor and thermal overload relays for the project, including one set of spares.

E. Painting and Coating

Surface Preparation: All metal work previously given a shop prime coat approved by the Owner shall be touched up as required in the field with a comparable prime coat after reparing damaged areas in accordance with SSPC-SP11 Power Tool Clean to Bare Metal.

All unprimed metal shall be prepared in accordance with SSPC-SP10.

Coatings: Epoxy

Prime Coat – N69F Hi-Build Epoxoline II, 4.0-6.0 mils d.f.t.

Intermediate Coat – N69 Hi-Build Epoxoline II, 4.0-6.0 mils d.f.t.

Finish Coat – N69 Hi-Build Epoxoline II, 4.0-6.0 mils d.f.t.

6.1.11 Valves and Gates

Valves shall be placed to prevent backflow, isolate the equipment from the system, control hydraulic surges, and to drain the piping system during scheduled repair and maintenance. All valves shall be suitable for wastewater service.

All interior surfaces of valves in contact with wastewater shall be epoxy coated. All valves 10-inch diameter and larger shall be provided with motor operators. Manually operated valves located more than six (6)-feet above the operating floor shall be equipped with chain wheel operators, with the chain extended to 36-inches above finished floor. Motor operated valves shall be provided with a manual hand wheel and manual push button station conveniently located below the valve, five (5)-feet above finished floor.

6.1.11.1 Sluice Gates

Sluice gates shall be furnished with Stainless Steel frames and slides with embedded bronze seats, Type 316 Stainless Steel stem, and adjustable bronze bushed stem

guides. Sluice gate manual operator shall have AWWA square nut; manual crank operator with floor stand and 2-speed gear reducer designed for opening time of not to exceed six minutes. Motor operator shall be provided when required by the City Engineer. Motor operated gates shall be designed for opening and closing times of one (1)-foot per minute.

Sluice gates shall be specified to be furnished with pattern wall thimbles to match the concrete thickness where the gate is to be installed.

Sluice gates shall be Rodney Hunt or approved equal.

6.1.11.2 Eccentric Plug Valves

Non-lubricated eccentric plug valves shall be used as isolation valves. Valves shall have hard rubber (suitable for sewage service) resilient faced plugs and flanged ends. Valve seats and discs shall be Stainless Steel, Type 316. Bodies shall be semi-steel with raised seats. Valves shall be of the bolted bonnet design. Valve design shall allow repacking without removing the bonnet, and the packing shall be adjustable. All exposed nuts, bolts, springs, and washers shall be Stainless Steel, Type 316. Valves shall have permanently lubricated Stainless Steel bearings in the upper and lower plug-stem journals.

Manual valves shall have a 2-inch square nut and lever actuator. Levers shall be field cut as required to be operable in their installed locations.

Eccentric plug valves may be used as pump control valves to alleviate hydraulic surges during normal starting and stopping of the pumps and as surge anticipators when required. These valves shall have hydraulic cylinder type operators with adjustable opening and closing times. Where the valve is used as a surge relief valve, emergency (upon failure of power supply) opening and closing times shall be specified.

Where space permits, all eccentric plug valves shall be installed with the shaft in the horizontal position. The orientation of the plug with respect to the fluid flow direction shall be as recommended by the manufacturer. The valve manufacturer's recommended installation instructions to prevent clogging of the valves during extended shutdown periods shall be strictly followed.

Valves shall have an unobstructed port area of not less than 80 percent of total pipe area.

Eccentric plug valves shall be as manufactured by DeZurik Corporation, Keystone, Drum-Owens (Homestead), Milliken, or approved equal.

6.1.11.3 Check Valves

Check valves shall be installed at each pump discharge piping to prevent backflow of wastewater (which can cause severe damage to the pump impeller and shaft) and recirculation of flows back to the wet well in stations with multiple pumps. Valves shall comply with the requirements of AWWA C508.

Check valves shall be the outside lever and weight swing type check valves. They shall be installed in the horizontal position to prevent accumulation of solids downstream of the valve, which can cause clogging of the valves.

Swing check valves shall have a flanged cover piece to provide access to the disc. The valve body, cover, and disc shall be cast iron conforming to ASTM A 126 Grade B. Disc facing shall be rubber conforming to ASTM D2000 2BG715. Seat ring and clapper arm shall be cast bronze conforming to ASTM B584 Alloy C 84400. Clapper arm shall be clamped to the hinge pin with Stainless Steel screws and jam nuts.

Ferrous surfaces of valves in contact with wastewater shall be minimum 16 mil epoxy coated.

Swing check valves shall be as manufactured by APCO Valve and Primer Corp., Kennedy, Crane Company, Valmatic, or approved equal.

6.1.11.4 Sewage Surge Relief Valves

The necessity for surge control devices shall be determined through a complete surge analysis of the pumping system. Although surge tanks are the most reliable means to alleviate damaging surges in the force mains, sewage surge relief valves may be required by the system. Where surge relief valves are required, the valve shall be installed in the discharge piping manifold and connected to the wet well. The valve shall be designed to open immediately when the system pressure exceeds the load setting of the counterweights and shall close slowly upon return of normal system pressure. Speed shall be externally adjustable.

A. Main valve body shall be of cast iron conforming to ASTM A126 Class B, with integral flanges, faced and drilled per ANSI B16.1 Class 125. The valve body shall be inherently self-cleaning and have a net flow area through the valve no less than the area of its nominal pipe size. The body shall have a removable 316 Stainless Steel body seat.

B. The valve disc shall be cast iron or steel with a renewable, resilient seat. The valve stem shall be Stainless Steel bushing retained in the valve cover.

C. An integral hydraulic system shall permit quick opening and adjustable, slow closing without the need of pre-charged cylinders. The valve shall be fully capable of operating in any position.

D. Provide NEMA 1, 4, 13 rated SPDT limit switch to indicate when the valve is open or closed.

Sewage surge relief valves shall be as manufactured by APCO Valve and Primer Corporation, or approved equal.

6.1.11.5 Sewage Air Release Valves

Sewage air release valves shall **not** be used unless absolutely necessary. The design engineer shall endeavor to provide a system which rises continuously from

the pump station to the discharge point. Where absolutely necessary, sewage air release valves shall be provided to vent accumulating air or gas during pumping operation or entrapped during initial operation. Air release valves shall be installed at high points of the piping systems. Entrapped air or gases can reduce pumping capacity of the pumping system or cause corrosion of the piping system with gases containing hydrogen sulfide. The air or gas vent located at the pump station shall be discharged to the wet well.

The valves shall have long float stems and bodies to minimize clogging. Each valve shall be furnished with backwashing accessories to remove solids accumulated inside the valve. An approved water supply and connection shall be provided with appropriate cross connection control device(s) near the valve for backwashing.

Sewage air release valves shall be as manufactured by APCO Valve and Primer Corporation, Val-Matic Valve Manufacturing Corporation, ARI, or approved equal.

6.1.12 Potable Water Backflow Prevention/Cross Connection Control

Approved backflow preventers shall be installed where utility water or plant water is connected to the potable water supply to prevent contamination of the potable water system. Drain lines and air gaps shall be provided. All backflow preventers shall be registered with County Health Department and must be approved for use in the City.

6.1.13 Magnetic Flow Meters

Each pump station shall be equipped with metering equipment to measure outlet flow and provide flow signal for recording, totalizing and control of other equipment. In addition, the flow meter shall be used for pump field performance test to measure capacity and efficiency. The meter shall be magnetic type suitable for wastewater service and equipped with a bypassing system where the flow meter can be removed and replaced without disrupting the process.

Magnetic flow meters shall be provided at the pump station discharge manifold capable of metering the full range of flow with an accuracy of ±1 percent of flow rate from 10 to 100 percent of scale. At a velocity below one (1)-foot per second, the accuracy shall be ±0.1 percent of the full scale. The meter shall be installed in the piping manifold with minimum straight approach of five (5) feet and two (2) times the inside diameter, upstream and downstream, respectively.

The size of the flow meter shall be selected to cover the entire velocity range expected.

The magnetic flow meter shall utilize characterized electromagnetic induction to produce a voltage linearly proportional to the average flow rate. The metering system shall consist of a sensor with field coils, transmitter and interconnecting cables to make a complete operating flow metering system. The meter shall be bipolar pulsed DC type with continuous automatic zeroing.

The sensor shall be flange tube with non-conductive liner. The tube shall be constructed of Type 316 Stainless Steel with AWWA Class D flanges if the coils are external to the tube. The sensor rating shall be NEMA 4, and capable of withstanding accidental submergence in water to a depth of 30-feet for 48 hours. The meter shall include a positive zero feature for periods when the metering portion of the process pipe is not full.

Liner material shall be neoprene, except for liquids that may deposit non-conductive coatings, which shall have Teflon linings. The specific conductivity of the liquid shall **not** preclude meter operation.

Grounding electrodes shall be of the same material as the sensing electrodes and shall be furnished mounted on each end of all flanges.

Transmitters shall be provided for either local or remote indication as required for each particular project. Remote transmitters shall be NEMA-4X enclosures suitable for wall mounting. Transmitters shall produce a 4-20 ma-dc output signal into a minimum load of 800 ohms linear flow, and a scaled pulse for totalization. All electrical equipment furnished with the magnetic flow meter shall carry a UL label.

Magnetic flow meters shall be Tigermag manufactured by Sparling Instrument Co., Inc. or approved equal.

6.1.14 Piping and Support System

The pump station piping and supports system consists of the gravity sewer, pump suction and discharge piping, station water or utility water piping, potable water piping, air piping, sanitary drainage piping, fire protection, and sprinkler piping systems. Most of these piping systems are adequately specified by the applicable sections of the Uniform Plumbing Code, Fire Codes and the Standard Specifications for Public Works Construction.

This Section includes special requirements and recommended practices involving the design of piping and the support system.

6.1.14.1 Piping

A. Materials

1. Piping inside the wet well shall be Stainless Steel, Type 316. Ductile Iron pipe shall be used for discharge piping outside the wet well, discharge manifolds and force mains as specified in Section 2.5 *Sewer Pipe Material*. Ductile Iron pipe shall be in accordance with SSPWC 209-1 *Ductile Iron Pipe for Water and Other Liquids*, and ANSI A21.5l (AWWA C151). All internal surfaces of Ductile Iron pipe and fittings for water service shall be cement mortar lined and sealed with bituminous coating in conformance with AWWA C104. Internal surfaces of Ductile Iron pipe for sewer service shall be lined with minimum 40 mils ceramic epoxy (PROTECTO 401). Unless otherwise specified, all joints of Ductile Iron pipe shall be 125-lb flange in conformance with ANSI B16.1, B16.2 and A21.10 (AWWA C110). Sleeve type couplings shall be provided between the wet well and the valve vault, and at the outlet of the valve vault. Groove type couplings shall be provided in the valve vault to allow removal of the equipment for maintenance. All flanges shall be flat face. Raised face flanges shall not be used.

2. All Nuts and Bolts shall be of Type 316 Stainless Steel per ASTM A 193 Grade B8M. All nuts shall be provided with a washer of similar type. The bolt end shall project 1/4-inch to 3/8-inch beyond nut.

3. Groove type couplings shall **not** be used for underground installation. Mechanical groove type couplings shall be as manufactured by Victaulic, or equal.

4. Sleeve-type couplings shall conform to AWWA Standard C 219, fabricated of steel with 316 Stainless Steel nuts and bolts and with sizes to fit outside diameter of the Ductile Iron pipe. The middle ring shall **not** be less than 1/4-inch in thickness and shall be a minimum of seven (7)-inches long. The follower shall be single piece contoured mill section, welded, and cold-expanded, as required for the middle rings. The coupling shall be equipped with a gasket to make the joint watertight. The coupling shall be factory epoxy coated suitable for sewer service.

Sleeve couplings shall be installed in the piping systems subject to differential settlement. Two (2) sets of sleeve couplings shall be installed with spacing as recommended by the coupling manufacturer.

Where sleeve couplings are installed in the piping system subject to thrust loads, the coupling shall be provided with restraints. Restraint design shall be in conformance with AWWA Design Manual M-11.

Sleeve-type couplings shall be as manufactured by Smith-Blair, Dresser or approved equal.

B. Discharge Pipe

The discharge pipe shall meet the following requirements:

1. Discharge pipes shall be sized for a minimum velocity of three (3)-feet per second and a maximum velocity of five (5)-feet per second.

2. The discharge pipe shall be connected to the discharge header at an angle of 45 degrees.

3. A pressure gauge capable of measuring the entire range of pressures expected shall be installed on the discharge nozzle or as close to the pump as possible. The gauge shall be installed on a 1/2-inch NPT diameter pipe tap with a ball isolation valve and stem seal with snubber.

6.1.14.2 Pipe Support Systems

All piping systems, including connections to equipment, shall be designed with proper support to prevent undue deflection, vibration, and stresses on piping, equipment, and structures resulting from normal operation and seismic events. All supports and parts thereof shall conform to the requirements of ANSI/ASME B 31.1 except as specified herein.

Ductile Iron pipe of any size shall have a minimum of two (2) supports per straight length not to exceed 10 feet of unsupported span. One of the supports shall be located at the joint.

Where the piping system is subject to thrust as a result of hydraulic surge or actuation of a surge relief valve, a thrust support or a hydraulic shock suppressor shall be provided.

All pipe supports shall be galvanized after fabrication. Pipe supports shall have a minimum of 1-1/2-inch-thick dry pack between the floor and the support base.

6.1.15 Ancillary Equipment

Each pump station shall be designed to provide the necessary ancillary equipment to support the operation and maintenance of the facility.

6.1.16 Ventilation, Air Conditioning, and Odor Control Systems

6.1.16.1 General

A typical submersible pump station consists of the wet well, valve vault, and the electrical and control room. Wet wells of wet well-dry well type pump stations will be ventilated as specified in this section.

The ventilation and air conditioning system and odor control systems shall be designed and controlled as one integrated system. Air distribution, building enclosures, wall penetrations, wind directions, building occupancies, and area classifications shall be carefully investigated. Ventilation and air conditioning systems shall be designed in accordance with the American Society of Heating, Refrigerating and Air Conditioning Engineers (ASHRAE), State of California Energy Conservation Standards Title 24 and the NFPA 820 Fire Protection in Wastewater Treatment Plants.

Equipment conveying corrosives shall be of material that is corrosion resistant, such as Fiberglass Reinforced Plastic (FRP) or Stainless Steel. If FRP ductwork is used, it shall have flame spread of less than 25, and a smoke propagation of less than 400, and be of fire-resistant rating. Air containing flammable and explosive vapors or toxic gases shall **not** be recirculated.

Air conditioning may be required for pump stations with VFD’s.

Depending upon classification, motors for supply and exhaust fans shall be explosion proof, Totally Enclosed Fan Cooled (TEFC) units.

6.1.16.2 Wet Well Ventilation

In order to minimize accumulation of gases inside the wet well in a wet well-dry well type pump station, the wet well shall be flushed with fresh air by an adequately sized ventilation system.

Ventilation rates shall be in accordance with:

1. NFPA 820 Fire Protection in Wastewater Treatment Plants
2. Occupational Safety and Health Act (OSHA)

Wet wells shall be provided with adequate fresh air ventilation in order to provide a safe environment for maintenance personnel, to prevent accumulation of explosive gases, and to minimize corrosion of equipment installed in the wet well. The internal surfaces of the wet well shall be lined with PVC for corrosion protection.

The following minimum ventilation criteria shall be used:

1. All accessible wet wells shall be provided with continuous ventilation of a minimum of 15 air changes per hour.
2. Where intermittent ventilation is required, the ventilation rate shall be at least 30 air changes per hour.

All electrical equipment and fans inside the accessible wet well shall be explosion-proof designed and manufactured for Class I, Division I, Group D. All other design criteria shall be in accordance with NFPA 820 Fire Protection in Wastewater Treatment Plants.

The Contractor shall confirm with the City's representative the level (and type) of ventilation required for a wet well (not a wet well-dry well). At a minimum the submersible pump station needs to include vents to expel trapped air to the atmosphere.

6.1.16.3 Odor Control

Wet well odor control equipment shall provide both ventilation and odor control and consist of either a water misting odor control system or an activated carbon odor control system.

The water misting water supply shall be from a dedicated tank through a misting pump. All piping shall be Schedule 80 PVC. The number of spray nozzles shall be determined for each facility but shall **not** be less than four (4). Pipe anchors inside the wet well shall be Stainless Steel, Type 316.

The activated carbon system shall be manufactured by Integrity Municipal Systems or approved equal.

Odor control system design shall be as approved by the City Engineer and utilize manufacturer's system design similar to that which is successfully demonstrated in other wastewater facilities by pilot testing or full-scale operational data.

For air pollution permits, consult South Coast Air Quality Management District.

6.1.16.4 Equipment Room and Valve Vault Ventilation

Equipment rooms, if any, shall be designed for a ventilation rate of at least 15 air changes per hour or ventilation rate equivalent to cool internal heat load from the equipment, whichever is greater, or not greater than 60 air changes per hour. The sensible cooling ventilation rate shall be calculated as follows:

$$H = \text{cfm} \times 1.09 \times t$$

Where:

H: Internal heat gain from equipment, Btu per hour

cfm: Air flow, cubic feet per minute

t: Change in internal temperature, degree F. Use 10 degrees F for change in internal temperature as adequate for sensible cooling

Valve vaults shall be equipped with exhaust fans providing at least 12 air changes per hour.

Where a pump station is equipped with Variable Frequency Drives (VFD), the VFD shall be installed in an air-conditioned area with 90 percent efficient outside air filters. For constant speed pump stations, the Motor Control Center (MCC) and control rooms shall be equipped with a ventilation fan and 90 percent efficient outside air filters.

Pump and equipment room air inlets shall be provided with 30 percent efficient outside air filters.

All air filters shall be provided with differential pressure gages to indicate when the filters are clogged, and flow detection devices connected to alarm signaling systems to indicate ventilation system failure.

6.1.16.5 Fire Protection System

Where required by NFPA or by the Orange County Fire Authority (OCFA), necessary fire protection systems shall be provided in required areas. For areas housing electrical equipment such as the motor control centers, computer rooms and control rooms, an approved type fire protection systems shall be provided.

6.1.16.6 Compressed Air System

For pump stations using surge tanks, air operated valves; pneumatic tools for maintenance purposes, and instrument air, a compressed air system shall be provided. The air system for pneumatic tools shall consist of a lubricated type air compressor, receivers, air dryers and necessary piping system. For an instrument air system, a dedicated non-lubricated type air compressor, receiver, dryer and necessary piping system shall be provided. Where the valve operators are designed as pump control valves with the option to have controlled closing during power failure, the air receivers shall be sized to store compressed air capable of stroking the air cylinders three (3) complete cycles between the specified operating pressures during power outages.

6.1.16.7 Hydraulic System

Pump stations equipped with hydraulic operated valves shall be provided with hydraulic systems. The hydraulic system shall be either a package system supplied with each valve, or one complete package to operate multiple valves. The system shall consist of an oil reservoir, hydraulic pumps, control valves, hydraulic cylinders, limit switches and nitrogen gas-filled accumulators where the valves are required to

operate during power outages. The valve opening and closing ranges shall be specified. Final field adjustments shall be made during pump station start-up.

6.1.16.8 Noise Control

The pump station shall be designed to meet the minimum noise level requirement of the Municipal Code of the City and the California Occupational Safety and Health Administration (CAL-OSHA). All mechanical equipment and enclosures shall be acoustically treated to bring the noise level down to an acceptable limit. The attenuation devices may consist of exhaust mufflers, sound isolators or acoustical panels.

The pump stations shall be designed with noise levels **not** more than five (5) dBA above the ambient noise level as measured at the property line of the nearest recipient (neighbor). A 24-hour noise level reading shall be measured at the pump station site as basis of the design.

In the absence of actual field measurements, the presumed ambient noise level shall be deemed to be the minimum ambient noise level for each zone as follows:

Table 6.2

Ambient Noise Levels

Zone	Day	Night
Residential	50	40
Public Facility, Commercial, Recreational	60	55
Industrial	65	65

(In this table, daytime levels are to be used from 7:00 A.M. to 10:00 P.M. and nighttime levels from 10:00 P.M. to 7:00 A.M.).Presumed Ambient Noise Level (dBA)

At the boundary line between two zones, the presumed ambient noise level of the quieter zone shall be used.

6.1.16.9 Sump Pumps

A sump pit shall be provided in all underground structures such as wet wells, dry wells, valve and electrical vaults. The sump pit shall be equipped with an adequately sized pump plus a standby submersible pump, each having a minimum capacity of 50 gpm in dry wells and electrical vaults, and one sump pump in valve vaults. Submersible sump pumps for dry wells and electrical vaults shall be controlled by a duplex type control, an automatic alternator and a float switch level control. The control system shall be designed to start the standby pump when the lead pump fails to start or when the water level continues to rise while the lead pump is operating. Both pumps shall stop at low water level.

The sump pump for valve vaults shall be controlled by a float switch.

Sump pump discharge pipe, fittings and valves shall be Schedule 80 PVC pipe, with minimum diameter of two (2)-inches. Each sump pump discharge pipe shall be provided with a swing check valve and isolation gate valve mounted above, both in the vertical position. The discharge pipe shall terminate inside the wet well with the wall penetration above the highest surcharge elevation of the wet well.

6.1.16.10 Spare Parts

Pump station electro-mechanical equipment shall be provided with spares necessary to ensure continuous operation. The recommended spares shall be determined by the project design engineer with assistance from the City Engineer. The following shall be the minimum list of spare parts:

1. One set of pump and motor bearings for each size and model of pump unit;
2. One set of pump seals for each size and model of pump unit;
3. One set of pump and casing wear rings for each size and model of pump unit;
4. One dozen fuses for each size of fuse; and,
5. A printed circuit board for each size and model of the variable frequency drives.

The spare parts shall be delivered to the project site no later than two (2) months prior to pump station start up. Spare parts required during testing and start-up shall be provided by the Contractor.

6.1.17 Electrical Equipment

Electrical systems in the pump station consist of but not limited to the power supply, power transformers, motor control centers, electric motors, electric drives, Programmable Logic Controller (PLC), telemetering, transfer switch, electrical wires and conduits, lighting fixtures, and other associated interfaces with the instrumentation and control systems.

Free standing electrical service and transfer switch will be heavy duty electrical weatherproof enclosure securely mounted in a manner acceptable to the City Engineer, a minimum of 24-inches above the ground. Provide concrete pad around steel supports. Enclosure equipment to be factory primed and painted as provided by Square D, Cutler-Hammer or equal. All hinges and hardware shall be 316 Stainless Steel.

6.1.17.1 Power Supply

The standard power supply to the pump station shall be 480 volts/three (3) phase.

6.1.17.2 Motor Control Centers (MCC)

All motor starters and disconnect switches shall be installed in NEMA 3R Motor Control Centers (MCC). MCC shall be located away from hazardous gas or other corrosive environments. Mechanical ventilation equipment shall be provided to maintain air circulation. All fresh air inlets to the MCC enclosures shall be provided with 90 percent efficient inlet filters.

Where environmental problems exist in the pump station location, such as the presence of dust, moisture from seawater, or corrosive gas, the MCC enclosure shall be designed to have adequate ventilation and be provided with the necessary air cleaning equipment.

The MCC circuit breaker handles must be provided with safety interlocks.

6.1.17.3 Electrical Cables and Conduits

All electrical cables and conduits shall be designed in accordance with the NEMA Area Classification as required by the service area. All electrical conduits shall be PVC coated galvanized rigid metallic conduits or Schedule 80 PVC. All conduits shall be sized for 100-year service. Spare conduits may be required. The minimum size conduit shall be one (1)-inch.

All electrical connections for pumps will be made outside of the wet well within a junction box.

6.1.18 Instrumentation and Controls

The instrumentation and control system shall be designed to operate the pump station to match the flow characteristics of the service area. The control system shall consist of PLC, telemetering, wet well level control, flow metering equipment, pressure gages and switches, and fire alarms.

6.1.18.1 Pump Control System

General: The pump control panel (PCP) shall provide manual or automatic control of the pumps, as well as visual indication of the pump station status and alarm conditions per the following Table 6.3:

Table 6.3

Pump Status and Alarm Conditions

Status	Alarm
Power ON Light	Wet Well HIGH LEVEL Alarm Light (from Ultrasonic level sensor)
Running Time Meter	Wet Well High High Level Alarm Light (from float switch)
Pump RUN	Pump FAIL Alarm Light
HAND-OFF-AUTO selector switch	Motor winding HIGH TEMP Alarm Light
Lights Test Pushbutton	Seal FAIL Alarm Light
Seal Test Push Button (for submersible pumps)	FAIL RESET pushbutton
Flow Rate Indicator	Intrusion Alarm Light
Wet Well Level Indicator	Generator FAIL Alarm Light
Discharge Pressure Indicators	Pump Station Low Flow
Intrusion Alarm Switch	Valve Vault/Dry Well FLOODED Alarm Light
Pump Cycling	Pump Excessive Cycling

The pump(s) may be controlled either manually, or automatically, depending upon the position of the pump hand-off-auto selector switch. In the MANUAL mode, a pump shall be started by placing its hand-off-auto selector switch in the HAND position. In this mode, the pump will run continuously unless shut down by the “fail” interlocks or low wet well level.

In the AUTO mode, the pump shall start and stop by the wet well level, as measured by an ultrasonic level sensor. In the AUTO mode, the pump will run until called to stop by wet well level, unless shut down by the “fail” interlocks.

If the operating pump should fail, the next pump in the call sequence will start and operate each time the wet well level calls for a pump operation until the failed condition is cleared.

The pump controller shall be a solid-state device, which provides operational set points, high-level alarm, and outputs to start and stop the pumps.

A float switch shall be installed in the wet well to provide an emergency high-level alarm and a backup pump control system for the station. The emergency high level shall be indicated on the pump control panel and through the SCADA. In this condition, the pump will operate for an adjustable time (zero (0)-five (5) minutes after emergency high-level initiation), as set by the operator, and then will shut down. If the wet well level again rises to the emergency high level, the cycle will be repeated. The station shall run indefinitely in this mode if necessary.

A “pump fail” alarm (for each pump) will be indicated at the pump control panel (PCP) and transmitted to the SCADA alarm system should any of the following conditions occur:

1. Pump motor winding high temperature detected by sensors in the motor winding;
2. Motor overload detected by the overload relay;
3. Motor Seal Failure.

Excluding the Motor Seal Failure, all of the above “fail” conditions will lockout the pump from operation. To reset a pump, the operator must visit the station, determine the cause of failure, correct the condition, and depress the “fail reset” pushbutton on the pump control panel.

For submersible pumps, motor seal failure alarm shall **not** stop pump operation.

Drives: Drives will be specified by the City and shall provide solid state smart type motor starters with a pump control option used to provide ramp starting and stopping of motors. The controller will have the following start modes: soft start with selectable kick starts, current limit, and full voltage.

Constant Speed: The operating sequence is applicable for multiple pump units installed in a smaller wet well. The pump station will start in sequence, pumps start and stop in the reverse order.

Variable Speed: Variable speed pumps shall be used for the following conditions:

1. Where more uniform discharge to the receiving system is required;
2. Where there is not enough space in the pump station to accommodate installation of multiple smaller unit constant speed pumps;
3. Where the wet well volume is limited to satisfy maximum starts per hour;
4. Where sewer gas emissions to the atmosphere should be limited.

The variable speed drive pumps shall be controlled as follows:

1. When the wet well level reaches the first set level, the lead pump will start and ramp to a minimum preset speed. As the flow increases, the pump speed will increase in proportion to the increase in flow in order to maintain the level in the wet well until the pump has reached its maximum speed.
2. When the inflow to the wet well exceeds the maximum capacity of the lead pump, the control system will then start the lag pump. The lag pump will increase its speed while the lead pump will decrease its speed up to the point where the two pumps share the flow, both at the same speed. As the inflow increases, the two pumps will increase their speeds in proportion to the inflow until the pumps have reached the maximum pump design flow, in the case of two (2) pump combination.
3. A drop in wet well level equivalent to a decrease in pump station inflow will signal the pumps to slow down until a preset speed is reached. Then the lag pump will stop, and the lead pump will increase its speed in proportion to the inflow.

4. Further drop in wet well level will signal the lead pump to slow down until the minimum level is reached, at which time the lead pump will stop.
5. In the event that either the lead pump or the lag pump fails, the wet well level will rise and the standby pump will be started at the same time the failure alarm is activated. The standby pump will be provided with a variable speed drive.

For pump stations equipped with more than two variable speed pumps, the same operating sequence will be followed.

Under no conditions will a force main velocity of less than three (3)-feet per second shall be allowed.

The variable speed drives shall be provided with bypass contactors to operate the pump at full speed when the VFD is not available.

Float Level Switch: The float level switches shall be used to detect the low-low level cut-off and the high-high water level alarm, and as an auxiliary system in the event of failure of the ultrasonic level control systems. When the water level in the wet well reaches the high-high level, the control system shall initiate a timed pump down using two pumps. The pump station shall be capable of operating indefinitely in this mode. The float switch shall be direct acting with a single pole mercury switch, which activates when the longitudinal axis of the float is horizontal and de-actuates when the liquid level falls one (1)-inch below the actuation level. The switch shall be encapsulated in a chemical resistant, polypropylene casing, with a firmly bonded electrical cable protruding. The entire assembly shall be watertight and impact resistant designed and manufactured for Class 1 Division 1, Hazardous Conditions. Float switches shall be Roto-Float, as manufactured by Anchor Scientific or approved equal.

Submersible dewatering sump pumps, located in valve vault and structures, shall be controlled by float switches. Float switches shall be designed and manufactured suitable for the area classification of the sump pit.

Ultrasonic Level Control: The pump station's primary level controller shall be the ultrasonic level sensor. The transducers shall be hermetically sealed, self-cleaning with built-in temperature compensation six (6)^{o} beam angle, suitable for installation in a sewage pump station wet well.

Ultrasonic measuring systems shall be the Hydroranger with XPS-15 transducer as manufactured by Siemens, or approved equal.

6.1.18.2 Telemetry

Scope: Whenever a new site is incorporated, or an existing site's control system is replaced or the majority of it modified, the control system shall be designed in accordance with the standards set out in this document.

Philosophy of Operation: This section defines the general control and monitoring philosophy for the control room. Basic guidelines for control system hierarchy from local equipment control methods to the top level of operator interface are defined.

Operation of Facilities: The control room will use the Supervisory Control and Data Acquisition (SCADA) system primarily for monitoring the status of remote sites. All the pump control strategy shall be executed at the remote site. The SCADA alarm-paging interface will send designated alarm messages to on-call personnel 24 hours per day.

Control Hierarchy: Process control systems must be organized in a logical control hierarchy in order to provide a standard format for monitoring/control of the overall facility. This standard approach provides operators and maintenance staff a uniform interface that improves their understanding of how to monitor/control the equipment, the control modes the equipment can attain, and how to override the controls when necessary due to failures or when required for routine maintenance.

The control system hierarchy can be viewed as a pyramid structure with three layers:

1. Field sensors and specific control devices (bottom layer):
    - All control and monitoring must originate and terminate at this level. All the components specified at this level can be interfaced with the local PLC.
2. Programmable Logic Controller (PLC) control/monitoring:
    - All sewage pump stations shall be controlled using PLCs.
    - PLC's shall be furnished completely configured, programmed and tested providing the specified communication, monitoring, display, input/output, annunciation, computational and other requirements for operation of the SCADA system. Any additional components required for operation, whether specifically referenced herein or not, shall be provided.
    - The PLC system shall be based on a scalable modular multi-use open architecture platform that can be efficiently applied to perform the necessary functions at each location. Each controller/telemetry unit shall be a modular hardware style PLC consisting of a CPU with adequate memory and instructions, power supply, local and remote input/output modules, communications ports, and all other components required to make the unit perform all of the functions required in this specification.
    - The PLC system shall support true system open architecture allowing use of various hardware and software and full integration of other third-party generic hardware/software devices. The architecture shall meet the requirements as herein defined and allow economical expansion of function and features based on new and evolving technologies. Systems using non-scalable and/or closed proprietary architectures shall **not** be acceptable.

6.1.18.3 SCADA monitoring/control:

Control at this level shall be based on operators using SCADA to monitor and control the remote sites. At least one SCADA server/node shall be located in the Control Room as a central point for the generation of alarm reports, historical data archiving and retrieval, scheduled reports, and system maintenance.

6.1.18.4 Remote Station Hardware and Software

General: The PLC system for the SCADA system shall be based on an existing data concentrator PLC at the utilities office and a PLC at each remote pump station. The data concentrator PLC with an Ethernet processor shall be as specified by the City. The primary functions of data concentrator PLC is to poll the remote sites over radio network and collect data from each site. This data typically includes wet well level, station flow, run time and run counts for all the pumps, power and generator status, alarms etc. Any communication failure with the remote PLC shall create an alarm for SCADA. Data concentrator PLC shall also synchronize PLC clocks at the remote pump stations.

PLC Panels: PLC Panels shall be NEMA 4X, enclosures. Enclosures shall be provided with swing out panels to allow mounting the local human-machine interface units (HMI) inside the enclosure. PLC panels shall have individual circuit breakers for each device in the panel. PLC panels shall also be provided with uninterruptible power supplies (UPS) to back up the PLC and telemetry hardware for at least one (1) hour of power loss.

PLC Hardware Requirements: The PLCs at remote sites shall be specified by the City and shall have adequate memory and instruction sets required to make the units perform all of the functions required by this specification. It is required that the same model PLC device be used throughout the SCADA system providing a complete solution with one common technology. This is to ensure complete system continuity, compatibility between like devices, enhancing overall system efficiency by the reduced need to learn, maintain, support and carry spare parts for multiple technologies.

All control signals, status signals, alarm and process variable data shall be transmitted and received between the central location and the remote sites via the radio network. The master and remote PLCs shall be capable of stand-alone control to maintain programmed logic. Remote pump stations' PLC's shall be provided with 120 VAC or 24 VDC input modules and relay output modules. Analog input and output modules shall be provided with 4-20 mA range. Actual I/O count will vary from pump station to pump station.

PLC Communication Options: The PLC's shall be supplied with a minimum of two (2) RS-232 communication ports. The ports shall have Ethernet and USB protocols as a minimum.

The signal to the central station shall be transmitted over broadband spectrum radio (as manufactured by Data-Link or equal).

PLC Software: PLC's shall be programmed with the required software for the PLC as specified by the City.

Local Operator Interface Unit (OIU): Each remote station shall have local human-machine interface unit (HMI). These units (manufacturer and model) shall be specified by the City. For wastewater pump stations HMIs shall display wet well level, station flow, pump run times and pump run counts. HMIs for wastewater stations shall allow full control of pumps and other auxiliary equipment, entering various process set points, pump status, run times and run counts etc. HMIs shall also display current alarms and alarm history. The operator can delete the alarm history.

6.1.18.5 Communication

Data concentrator PLC at the Control Center shall communicate with the remote site over the radio network. The radio network is formed using Data-Link radios (or City-approved equal), utilizing the Broadband Spectrum in the ISM Band of 902 – 928 MHz to provide reliable long range data transportation at up to 115.2 kbps. The Data-Link radios (or City-approved equal) provide transparent data communications for nearly all SCADA/Telemetry protocols.

6.1.19 SCADA Software

General: Any new Pump Station added to the City's wastewater system shall be added to the existing SCADA system.

The following additions shall be provided for each new site: Graphical display screen indicating status of pump stations. Wastewater pumping stations screens shall show the instantaneous station flow, wet well level, pump run times, pump run counts, pump status etc., power status, generator status, etc. Running pump status shall be shown in green color and stopped pump status shall be shown in red color. Opened valves shall be shown in green color and closed valves shall be shown in red color. Pump and valve failures and alarm conditions shall be shown in a blinking red.

SCADA shall be configured to display real-time trends of various parameters. For wastewater pumping stations such parameters shall typically include wet well level and station flows, operating pump(s), and pump speed. A minimum of four variables may be trended in the Trend window at a time. All the real time data shall also be achieved for producing historical trends. The operator shall be able to scroll backwards and forwards in time for the complete period of data storage without entering dates and times, etc. Data for historical trends shall be stored for a minimum of six (6) months.

SCADA shall display process and systems alarms read from the data concentrator PLC. Each of these alarms shall be prioritized in the SCADA as per their importance. For example, high wet well level or station power failure shall have highest priority. The Alarm screen shall have a soft button for the operator to acknowledge alarms. Active, Inactive, Acknowledge and Unacknowledged alarms shall be identified with different colors. The following Table 6.4 lists the typical alarms for wastewater pump stations:

Table 6.4

Typical Alarms List

Pump # 1	Pump # 2	General Alarms
Switch in Auto	Switch in Auto	Starter Panel Power Failed
Run Failure	Run Failure	Generator Failed
Motor Start	Motor Start	Wet well level high
Motor Running	Motor Running	Communication Failure
Over Temperature	Over Temperature	Intrusion
Seal Failure/High Moisture	Seal Failure/High Moisture	
Overload Tripped	Overload Tripped	

The SCADA system shall display telemetry status for every pump station. Any communication failures shall be displayed on the telemetry screen and shall create an alarm in SCADA. The SCADA will display and archive the up time and down time of each site for at least three (3) years.

The SCADA system shall have the capability to log important pump station data in Open Database Connectivity (ODBC) compliant database such as MS SQL Server. The SCADA system shall provide reports of pump station data as per the requirements of operators.

6.1.20 SCADA Modifications

The system integrator shall create new SCADA screens for the new pump stations. Screens shall be similar in nature to the existing screens. Graphic screens shall implement graphical display of all set points, instrument readings, equipment status and control states. The system integrator shall update any automatically generated reports or trends affected by the addition of the new Pumping Station to the SCADA system. This also includes any update to the SCADA software. The System Integrator shall provide the Remote Telemetry Unit (RTU) and associated components.

6.1.21 Pressure Gauges

The submersible pump station pressure gauges shall be installed at the discharge side of each pump in the valve vault, upstream of the check valves. The pressure gauge shall be at least 4-1/2-inches in diameter. The pressure shall be indicated in the pump control panel.

A pressure switch shall be provided between the pump and the check valve or pump control valve to activate an alarm in the event of failure of the valve to open or in the event of accidental closure of any isolation valve located at the pump discharge piping. A micro-switch attached to the valve shaft may be provided in lieu of the pressure switch.

All pressure gauges and switches installed in a piping system carrying solids bearing fluids such as wastewater, sump pump discharge or chemical lines shall be provided with diaphragm seals and snubbers where pulsating flow is expected. The assembly shall be

provided with an isolation ball valve for maintenance. Diaphragm seal material shall be compatible with the pressure and fluid being handled.

6.1.22 Pump Station Facility

The pump station facility includes the pump station structure, buildings, electrical substation or transformer, access roads, and other appurtenant equipment inside the property. The facility design shall incorporate an access road and security. The architectural treatment shall blend the pump station structure with the surrounding area.

6.1.22.1 Building Design and Materials of Construction:

The pump station will usually consist of an underground reinforced concrete structure to house the wet well. Where the pump station requires an above ground structure to house the electrical room, generator room, office area and maintenance shop, the above ground building shall be designed in accordance with the requirements of the Uniform Building Code (UBC) and California Fire Code (CFC). In general, all buildings shall be cast-in-place concrete or masonry block wall construction.

6.1.22.2 Wet Well:

The wet well shall be reinforced cast-in-place concrete with wall thickness to withstand the earth, seismic, and traffic loads, and shall be heavy enough to resist floatation without earth skin friction resisting the outside surfaces when the wet well is empty.

The size and configuration of the wet well shall be designed in accordance with Section 6.1.4 *Wet Well*. The bottom of the wet well shall be sloped to at least 15 degrees and its corners grouted to prevent accumulation of solids during operation.

6.1.22.3 Valve Vault:

The valve vault shall be designed to provide the following:

1. Wall thickness to withstand the earth, seismic and traffic loads;
2. Minimum of 30-inch clear working clearance between valves, piping and walls;
3. Access doors, stairways and landing;
4. Access opening for equipment installation, maintenance and removal;
5. Hoisting equipment or lifting hooks;
6. Adequate ventilation;
7. Adequate dewatering system;
8. Fire protection equipment where required.

6.1.22.4 Hoisting Equipment:

Most pump stations are located underground to provide adequate submergence for the pumps. Therefore, the substructure and superstructure need to be designed to

allow for installation and removal of equipment. The provisions for access hatches, lifting hooks, hoisting systems, roll-up doors and other means to provide ease of maintenance shall be carefully investigated and designed as required. For wet well-dry well type pump stations equipped with either vertical non-clog dry well pumps or submersible pumps mounted in the dry well, a traveling bridge crane shall be provided. The bridge crane shall be designed to have a travel and span capable of reaching the pumps, meters and valves. Where the valves are located in areas which are inaccessible to the crane, lifting eyes attached to the ceiling shall be provided directly above the valve or equipment. A floor access hatch shall be provided when required. Bridge cranes shall have an electrically operated hoist, trolley and end trucks, all designed to conform to all applicable codes, and OSHA safety requirements. Where possible, monorail hoists may be used in lieu of the traveling bridge cranes. Where space permits, a hoisting system shall be designed to allow direct transfer of equipment from the dry well to a flat bed truck. Traffic into the pump station building shall be given special consideration and the necessary turning radius shall be provided.

6.1.23 Force Mains

The size of a sewer force main shall be determined during the design phase of the project based upon a comparative study of the construction cost and pumping costs for several alternative sizes. In no case shall a force main be less than four (4)-inches in diameter, unless authorized by the City Engineer. The capacity of the force main shall be the design peak wet weather flow from the pump station. The minimum design velocity for a force main shall be three (3)-fps, and maximum allowed is five (5)-fps.

Where possible, force mains shall continuously rise from the pump station to the terminal manhole to eliminate the need for air and vacuum release valves. As described in Section 6.1.11.5 *Sewage Air Release*, valves shall **not** be used unless absolutely necessary.

The discharge from force mains shall be into a manhole with a smooth transition to a gravity sewer. The force main terminal manhole shall be lined as described in City Standard 925 S-2, *Manhole Details*.

In selecting the pumps, a range of Hazen-Williams C factors (80-150) shall be used to ascertain that the pump will operate in the proper operating range regardless of the condition of the force main. The force main material to be used shall be determined by the City Engineer.

For new pump stations, dual force mains shall be required.

The force main terminal manhole shall be PVC lined. All force mains shall have a tape attached to the pipe, identifying it as a sewer pipe.

6.1.24 Access Roads

Pump stations shall be designed with access roads for construction, operation and maintenance of the equipment. The access roads shall be designed, constructed and maintained to support imposed minimum loads of 80,000 pounds and shall have an all-weather driving capability width and a minimum vertical clearance of 14-feet (all vegetation overhanging the easement shall be maintained by the property owner at all times as noted

in Section 2.3.2 – *Easements*). Pavement sections shall be able to support the load of the heaviest anticipated equipment to be used in the station.

The roads shall have widths and turning radii suitable for the size of vehicle, and heavy hoisting equipment necessary for installation, removal or delivery of equipment or supplies into the station. Where monorail hoists or traveling cranes are required, adequate headroom clearance shall be provided.

6.1.25 Flood Control

The pump stations shall be designed with pad elevation one foot above the 100-year flood elevation, or one foot above the elevations indicated on the Flood Insurance Rate Maps in areas where detailed studies have been conducted, whichever is higher. Where available and current, information contained in the Orange County Flood Control District documents can be used to determine the flood elevation.

All hydrologic and hydraulic calculations and design shall be in accordance with the standards of the Orange County Flood Control District's standards and the City's standards.

6.1.26 Grading and Area Drainage

The site drainage shall be designed to prevent standing water or the erosive effects of storm runoff. Pavement areas shall have a positive drain of up to three (3) percent maximum. Flow lines shall have a minimum of one (1) percent slope. Underground structures shall **not** be constructed in partial cut and partial fill. Where this condition exists, the site shall be over-excavated and re-stabilized, as directed by a California Registered Geotechnical Engineer.

6.1.27 Soils Report

A geotechnical investigation shall be conducted by a California Registered Geotechnical Engineer to determine the underground soils conditions. The soils report shall include but not be limited to showing the foundation design criteria, corrosiveness of soils and ground water, groundwater elevations if it exists, and possible hazardous materials underground.

6.1.28 Surveying

The control benchmarks shall be referenced from the County records. Where existing survey and reference plans are available, the surveyor shall field-check existing data with the current datum and adjust all elevations to current datum where required. The location of the pump station shall be tied to a nearby street and to an existing property line. Basis of survey bearings and control shall be given if the local coordinates are established.

6.1.29 Security

The pump station site shall be provided with an eight (8)-foot high masonry block wall, as directed by the City Engineer. The wall shall be designed in accordance with applicable American Public Works Association Standards. The entrance gate shall be secured with a padlock. Where the pump station has a superstructure (housing the motor control center and the generator), the building shall be equipped with intrusion alarms and also connected to the pump station's SCADA system. The alarms shall be connected to an audible device mounted in the building and a red beacon light mounted outside the building.

6.1.30 Water Supply System

A pump station water supply system shall be provided for the pump seal water system, odor control system, wet well, irrigation system, rest rooms and housekeeping hose downs. An approved cross connection control device(s) shall be installed in the pipeline connecting the hose bibs, seal water, odor control, and irrigation system. Seal water systems and odor control systems shall utilize air gap tanks, and **not** be directly connected to the water supply system. All piping shall be designed in conformance with the Uniform Plumbing Code and/or the City's Standards and Specifications.

6.1.31 Landscaping and Irrigation System

Plants selected shall be drought resistant and approved by the City Engineer. Irrigation system equipment shall utilize water saving kits that are controlled by automatic timers.

6.1.32 Construction

The pump station shall be constructed in conformance with the specifications and drawings and inspected by the City.

6.1.33 Shop Drawing Submittal and Shop Drawing Review

The Technical Specifications shall specify the requirements for shop drawing submittal and review process.

Once the project is awarded and/or permitted, shop drawing submittals shall be reviewed as necessary until accepted. The shop drawing review is intended to check compliance with the specifications. It also serves as a mechanism to get from the Contractor the equipment as specified. Where a substitution to specified equipment is proposed, the design project engineer shall be consulted. The submittal shall be submitted to the City for review and approval.

6.1.34 Equipment Installation and Testing

The equipment installation and testing shall be specified in each equipment specification. Normally, the equipment shall be specified to be installed by the Contractor under the supervision of a certified factory representative. After installation, the Contractor shall conduct a trial operation of the equipment and make the necessary adjustments as required. When the equipment becomes operational, the Contractor shall test the equipment in the presence of the City's representative. The test shall include a performance test, simulating the manual and automatic operation, and checking of other components in compliance with the specifications. The test shall also include verification of all alarm functions. A continuous test using the actual process material shall be conducted without any system failure prior to final acceptance.

6.1.35 Operation and Maintenance Manual

An Operation and Maintenance Manual shall be prepared by the construction Contractor based upon the plans and specifications, and assistance from equipment manufacturers, to clearly describe how the pump station shall operate under normal and emergency conditions, and how it should be maintained.

Final payment shall **not** be made to the Contractor until the Operation and Maintenance Manual is approved by the City.

6.1.36 Operator Training

Each pump station has unique operational requirements and some have equipment that requires familiarization by the station's operators. The Contractor shall provide training, through respective authorized equipment representatives, to the station operators as specified in the Contract Documents.

7 STANDARD DRAWINGS

Standard Title	Standard No.
WATER AND SEWER SEPARATION	925 S-1
MANHOLE DETAILS	925 S-2
MANHOLE SHAFT JOINT DETAILS	925 S-3
VCP PIPE AND CONCRETE BASE CONNECTION	925 S-4
PVC PIPE AND CONCRETE BASE CONNECTION	925 S-5
MANHOLE SHAFT LOCATION DETAILS	925 S-6
MANHOLE FRAME AND COVER	925 S-7
CONNECTION TO EXISTING MANHOLE	925 S-8
DROP MANHOLE WITH CLEANOUT	925 S-9
FLAT TOP MANHOLE	925 S-10
SEWER MANHOLE ADJUSTMENT	925 S-11
MANHOLE RAISING RINGS	925 S-12
ABANDONMENT OF EXITING MANHOLE	925 S-13
PIPE BEDDING FOR GRAVITY PIPE	925 S-14
PIPE BEDDING FOR PRESSURE PIPE	925 S-15
TYPICAL LATERAL	925 S-16
CUT IN WYE CONNECTION	925 S-17
LATERAL CLEANOUT DETAIL	925 S-18
GRAVITY PIPE FIELD CLOSURE	925 S-19
PIPE AND CONCRETE ENCASEMENT TYPE A, B AND C	925 S-20
CONCRETE SLOPE ANCHORS	925 S-21
STEEL CASING PIPE	925 S-22
SEWER BACKFLOW DEVICE	925 S-23
TYPICAL GREASE INTERCEPTORS	925 S-24
SAMPLING/MONITORING MANHOLE	925 S-25

Appendix E-2

Standard Drawings for Sewer Facilities

CALIFORNIA DEPARTMENT OF PUBLIC HEALTH, CRITERIA FOR WATER MAIN SEPARATION [SECTION 64572]

THE CALIFORNIA DEPARTMENT OF PUBLIC HEALTH IS CONCERNED ABOUT WATERBORNE DISEASE OUTBREAKS ATTRIBUTED TO THE ENTRY OF SEWAGE–CONTAMINATED GROUNDWATER INTO THE DISTRIBUTION SYSTEMS OF PUBLIC WATER SUPPLIES. THEREFORE, SEWERS IN CLOSE PROXIMITY TO WATER MAINS SHALL BE REVIEWED WITH THE CALIFORNIA DEPARTMENT OF PUBLIC HEALTH (DEPARTMENT).

NEW SEWERS SHALL NOT BE INSTALLED IN THE SAME TRENCH AS, AND SHALL BE AT LEAST 10–FEET HORIZONTALLY FROM AND 1–FOOT VERTICALLY BELOW, ANY PARALLEL PIPELINE CONVEYING POTABLE WATER.

IF CROSSING A PIPELINE CONVEYING WATER, SEWERS SHALL BE CONSTRUCTED NO LESS THAN 45 DEGREES TO, AND AT LEAST 1–FOOT BELOW, THAT PIPELINE. NO CONNECTION JOINT SHALL BE ALLOWED IN THE WATER MAIN WITHIN 8 HORIZONTAL FEET OF THE SEWERS.

IN ALL CASES, THE SEWERS SHALL BE INSTALLED IN A MANNER THAT MINIMIZES THE POTENTIAL FOR CONTAMINATION, INCLUDING (BUT NOT LIMITED TO) SLEEVING AND/OR UTILIZING UPGRADED PIPING MATERIALS.

WHEN NEW WATER MAINS, NEW SANITARY SEWER MAINS, OR OTHER NON–POTABLE, FLUID–CARRYING PIPELINES ARE BEING INSTALLED IN EXISTING DEVELOPED AREAS, LOCAL CONDITIONS (E.G., AVAILABLE SPACE, LIMITED SLOPE, EXISTING STRUCTURES) MAY CREATE A SITUATION IN WHICH THERE IS NO ALTERNATIVE BUT TO INSTALL WATER MAINS, SANITARY SEWER MAINS, OR OTHER NON–POTABLE PIPELINES AT A DISTANCE LESS THAN THAT REQUIRED BY THE REGULATIONS [SECTION 64572]. IN SUCH CASES, THROUGH PERMIT ACTION, THE DEPARTMENT MAY APPROVE ALTERNATIVE CONSTRUCTION CRITERIA. THE ALTERNATIVE APPROACH IS ALLOWED UNDER SECTION 64551.100.

A WATER/SEWER SYSTEM THAT PROPOSES TO USE AN ALTERNATIVE TO THE REQUIREMENTS IN THIS CHAPTER SHALL:

1. DEMONSTRATE TO THE DEPARTMENT OF PUBLIC HEALTH THAT THE PROPOSED ALTERNATIVE WOULD PROVIDE AT LEAST THE SAME LEVEL OF PROTECTION TO THE PUBLIC HEALTH; AND

2. OBTAIN WRITTEN APPROVAL FROM THE DEPARTMENT OF PUBLIC HEALTH PRIOR TO THE USE OF THE ALTERNATIVE.

APPROPRIATE ALTERNATIVE CONSTRUCTION CRITERIA FOR TWO DIFFERENT CASES IN WHICH THE REGULATORY CRITERIA FOR SANITARY SEWER MAIN AND WATER MAIN SEPARATION CANNOT BE MET ARE SHOWN IN FIGURES 1 AND 2 ON SHEETS 6 AND 7 OF 7.

CASE 1 – NEW SANITARY SEWER MAIN AND A NEW OR EXISTING WATER MAIN; ALTERNATIVE CONSTRUCTION CRITERIA APPLY TO THE SANITARY SEWER MAIN.

CASE 2 – NEW WATER MAIN AND A NEW OR EXISTING SANITARY SEWER MAIN; ALTERNATIVE CONSTRUCTION CRITERIA MAY APPLY TO EITHER OR BOTH THE WATER MAIN AND SANITARY SEWER MAIN.

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CASE 1: NEW SANITARY SEWER MAIN INSTALLATION
(FOR THE FOLLOWING ZONES, REFER TO FIGURES 1 AND 2 ON SHEETS 6 AND 7 OF 7)
SPECIAL CONSTRUCTION REQUIRED FOR SANITARY SEWER MAIN

ZONE A SANITARY SEWER MAINS PARALLEL TO WATER MAINS SHALL NOT BE PERMITTED IN THIS ZONE WITHOUT PRIOR WRITTEN APPROVAL FROM THE CALIFORNIA DEPARTMENT OF PUBLIC HEALTH AND THE CITY OF CYPRESS DEPARTMENT OF PUBLIC WORKS.

ZONE B IF THE WATER MAIN PARALLELING THE SANITARY SEWER MAIN DOES NOT MEET THE CASE 2 ZONE B REQUIREMENTS, THE SANITARY SEWER MAIN SHALL BE CONSTRUCTED OF ONE OF THE FOLLOWING:

1. HIGH–DENSITY–POLYETHYLENE (HDPE) PIPE WITH FUSION WELDED JOINTS (PER LATEST EDITION AWWA C906);
2. EXTRA STRENGTH VITRIFIED CLAY PIPE WITH COMPRESSION JOINTS;
3. SDR 26 PVC SEWER PIPE WITH RUBBER RING JOINTS (PER ASTM D3034) OR EQUIVALENT;
4. CERAMIC EPOXY LINED (PROTECTO 401 OR EQUAL) DUCTILE IRON PIPE WITH COMPRESSION JOINTS;

THE CITY OF CYPRESS SHALL SELECT THE PIPE MATERIAL TO BE USED.

ZONE C IF THE WATER MAIN CROSSING BELOW THE SANITARY SEWER MAIN DOES NOT MEET REQUIREMENTS FOR CASE 2 ZONE C, THE SANITARY SEWER MAIN SHALL HAVE NO JOINTS WITHIN 10 FEET FROM EITHER SIDE OF THE WATER MAIN (IN ZONE C) AND SHALL BE CONSTRUCTED OF ONE OF THE FOLLOWING:

1. A CONTINUOUS SECTION OF DUCTILE IRON PIPE WITH CERAMIC EPOXY LINING (PROTECTO 401 OR EQUAL) AND BITUMINOUS COATING AND POLYETHYLENE ENCASEMENT PER AWWA C105; OR
2. ONE OF THE ZONE D OPTIONS 1, 2, 3, OR 4 BELOW.

ZONE D IF THE WATER MAIN CROSSING ABOVE THE SANITARY SEWER MAIN DOES NOT MEET THE CASE 2 ZONE D REQUIREMENTS, THE SANITARY SEWER MAIN SHALL HAVE NO JOINTS WITHIN FOUR FEET FROM EITHER SIDE OF THE WATER MAIN (IN ZONE D) AND BE CONSTRUCTED OF ONE OF THE FOLLOWING:

1. HDPE PIPE WITH FUSION–WELDED JOINTS (PER LATEST EDITION OF AWWA C906);
2. CERAMIC EPOXY (PROTECTO 401 OR EQUAL) LINED DUCTILE IRON PIPE WITH HOT DIP BITUMINOUS COATING AND POLYETHYLENE ENCASEMENT PER AWWA C105, AND MECHANICAL JOINTS (GASKETED, BOLTED JOINTS);
3. A CONTINUOUS SECTION OF CLASS 200 (DR 14 PER AWWA C9000) PVC PIPE OR EQUIVALENT, CENTERED OVER THE PIPE BEING CROSSED;
4. ANY SANITARY SEWER MAIN WITHIN A CONTINUOUS SLEEVE; THE CITY OF CYPRESS SHALL SELECT THE PIPE MATERIAL TO BE USED.

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CASE 2: NEW WATER MAINS
(FOR THE FOLLOWING ZONES, REFER TO FIGURES 1 AND 2 ON SHEETS 6 AND 7 OF 7)
SPECIAL CONSTRUCTION REQUIRED FOR WATER MAINS

ZONE A NO WATER MAINS PARALLEL TO SANITARY SEWER MAINS SHALL BE CONSTRUCTED WITHOUT PRIOR WRITTEN APPROVAL FROM THE CALIFORNIA DEPARTMENT OF PUBLIC HEALTH AND THE CITY OF CYPRESS DEPARTMENT OF PUBLIC WORKS.

ZONE B IF THE SANITARY SEWER MAIN PARALLELING THE WATER MAIN DOES NOT MEET THE CASE 1 ZONE B REQUIREMENTS, THE WATER MAIN SHALL BE CONSTRUCTED OF ONE OF THE FOLLOWING:

1. HDPE PIPE WITH FUSION–WELDED JOINTS (PER LATEST EDITION OF AWWA C906);
2. DUCTILE IRON PIPE WITH HOT DIP BITUMINOUS COATING;
3. DIPPED AND WRAPPED ONE–FOURTH–INCH–THICK WELDED STEEL PIPE;
4. CLASS 200 OR HIGHER PRESSURE–RATED PVC WATER PIPE (DR 14 PER LATEST EDITIONS OF AWWA C900 & C905) OR EQUIVALENT;

THE CITY OF CYPRESS SHALL SELECT THE PIPE MATERIAL TO BE USED.

ZONE C IF THE SANITARY SEWER MAIN CROSSING ABOVE THE WATER MAIN DOES NOT MEET CASE 1 ZONE C REQUIREMENTS, THE WATER MAIN SHALL HAVE NO JOINTS WITHIN TEN FEET FROM EITHER SIDE OF THE SANITARY SEWER MAIN (IN ZONE C) AND BE CONSTRUCTED OF ONE OF THE FOLLOWING:

1. HDPE PIPE WITH FUSION–WELEDED JOINTS (PER LATEST EDITION OF AWWA C906);
2. DUCTILE IRON PIPE WITH HOT DIP BITUMINOUS COATING;
3. DIPPED AND WRAPPED ONE–FOURTH–INCH–THICK WELDED STEEL PIPE;
4. CLASS 200 PRESSURE RATED PVC WATER PIPE (DR 14 PER LATEST EDITIONS OF AWWA C900 & C905);

THE CITY OF CYPRESS SHALL SELECT THE PIPE MATERIAL TO BE USED.

ZONE D IF THE SANITARY SEWER MAIN CROSSING BELOW THE WATER MAIN DOES NOT MEET REQUIREMENTS FOR CASE 1 ZONE D, THE WATER MAIN SHALL HAVE NO JOINTS WITHIN EIGHT FEET FROM EITHER SIDE OF THE SANITARY SEWER MAIN (IN ZONE D) AND BE CONSTRUCTED AS FOR ZONE C.

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WATER MAINS AND PIPELINES CONVEYING NON–POTABLE FLUIDS

WHEN THE BASIC SEPARATION CRITERIA CANNOT BE MET BETWEEN WATER MAINS AND PIPELINES CONVEYING NON–POTABLE FLUIDS, THE REQUIREMENTS FOR SELECTING SPECIAL CONSTRUCTION MATERIALS AND THE SEPARATION REQUIREMENTS (SHOWN ON FIGURES 1 AND 2 SHEETS 6 AND 7 OF 7) SHALL APPLY. OF NOTE THAT NOT ALL CONSTRUCTION MATERIALS ALLOWED FOR SANITARY SEWER MAINS WILL BE APPROPRIATE FOR OTHER NON–POTABLE FLUID LINES. FOR EXAMPLE, CERTAIN PLASTIC LINES MAY NOT BE APPROPRIATE FOR THE TRANSPORT OF SOME FUEL PRODUCTS. THE SELECTION OF COMPATIBLE MATERIALS OF CONSTRUCTION FOR NON–POTABLE FLUIDS IS A DECISION TO BE MADE BY THE PROJECT ENGINEER, SUBJECT TO APPROVAL BY THE CITY OF CYPRESS DEPARTMENT OF PUBLIC WORKS.

WATER MAINS AND SEWAGE FORCE MAINS

- SEWAGE FORCE MAINS SHALL NOT BE INSTALLED WITHIN 10 FEET (HORIZONTALLY) OF A WATER MAIN.
- WHEN A SEWAGE FORCE MAIN MUST CROSS A WATER MAIN, THE CROSSING SHALL BE AS CLOSE AS PRACTICAL TO THE PERPENDICULAR. THE SEWAGE FORCE MAIN SHALL BE AT LEAST 1–FOOT BELOW THE WATER MAIN.
- WHEN A NEW SEWAGE FORCE MAIN CROSSES UNDER AN EXISTING WATER MAIN, AND A ONE–FOOT VERTICAL SEPARATION CANNOT BE PROVIDED, ALL PORTIONS OF THE SEWAGE FORCE MAIN WITHIN 8–FEET (HORIZONTALLY) OF THE OUTSIDE WALLS OF THE WATER MAIN SHALL BE ENCLOSED IN A CONTINUOUS SLEEVE. IN THESE CASES, A MINIMUM VERTICAL SEPARATION DISTANCE OF 4–INCHES SHALL BE MAINTAINED BETWEEN THE OUTSIDE EDGE OF THE BOTTOM OF THE WATER MAIN AND THE TOP OF THE CONTINUOUS SLEEVE.
- WHEN A NEW WATER MAIN CROSSES OVER AN EXISTING SEWAGE FORCE MAIN, THE WATER MAIN SHALL BE CONSTRUCTED OF PIPE MATERIALS WITH A MINIMUM RATED WORKING PRESSURE OF 200 PSIG OR THE EQUIVALENT.

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MISCELLANEOUS GUIDANCE

- MORE STRINGENT REQUIREMENTS MAY BE NECESSARY IF CONDITIONS SUCH AS HIGH GROUNDWATER EXIST. HDPE OR SIMILAR PIPE MAY BE REQUIRED TO PROVIDE FLEXIBILITY TO MOVE WITHOUT POTENTIAL JOINT LEAKS.
- SANITARY SEWER MAINS SHALL NOT BE INSTALLED WITHIN 25–FEET HORIZONTALLY OF A LOW HEAD (5 PSIG OR LESS PRESSURE) WATER MAIN.
- NEW WATER MAINS AND SANITARY SEWER MAINS SHALL BE PRESSURE TESTED IN ACCORDANCE WITH THE CITY OF NORWALK REQUIREMENTS.
- WHEN INSTALLING WATER MAINS, SEWERS, OR OTHER PIPELINES, MEASURES SHALL BE TAKEN TO PREVENT OR MINIMIZE DISTURBANCES OF EXISTING PIPELINES. DISTURBANCE OF THE CONDUIT'S SUPPORTING BASE COULD EVENTUALLY RESULT IN PIPELINE FAILURE.
- SPECIAL CONSIDERATION SHALL BE GIVEN TO THE SELECTION OF PIPE MATERIALS IF CORROSIVE CONDITIONS ARE LIKELY TO EXIST. THESE CONDITIONS MAY BE DUE TO SOIL TYPE AND/OR THE NATURE OF THE FLUID CONVEYED IN THE CONDUIT, SUCH AS A SEPTIC SEWAGE PRODUCING CORROSIVE HYDROGEN SULFIDE.

NOTE:

DIMENSIONS ARE FROM THE OUTSIDE OF THE WATER MAIN TO THE OUTSIDE OF THE OTHER PIPELINE, MANHOLE, OR SLEEVE.

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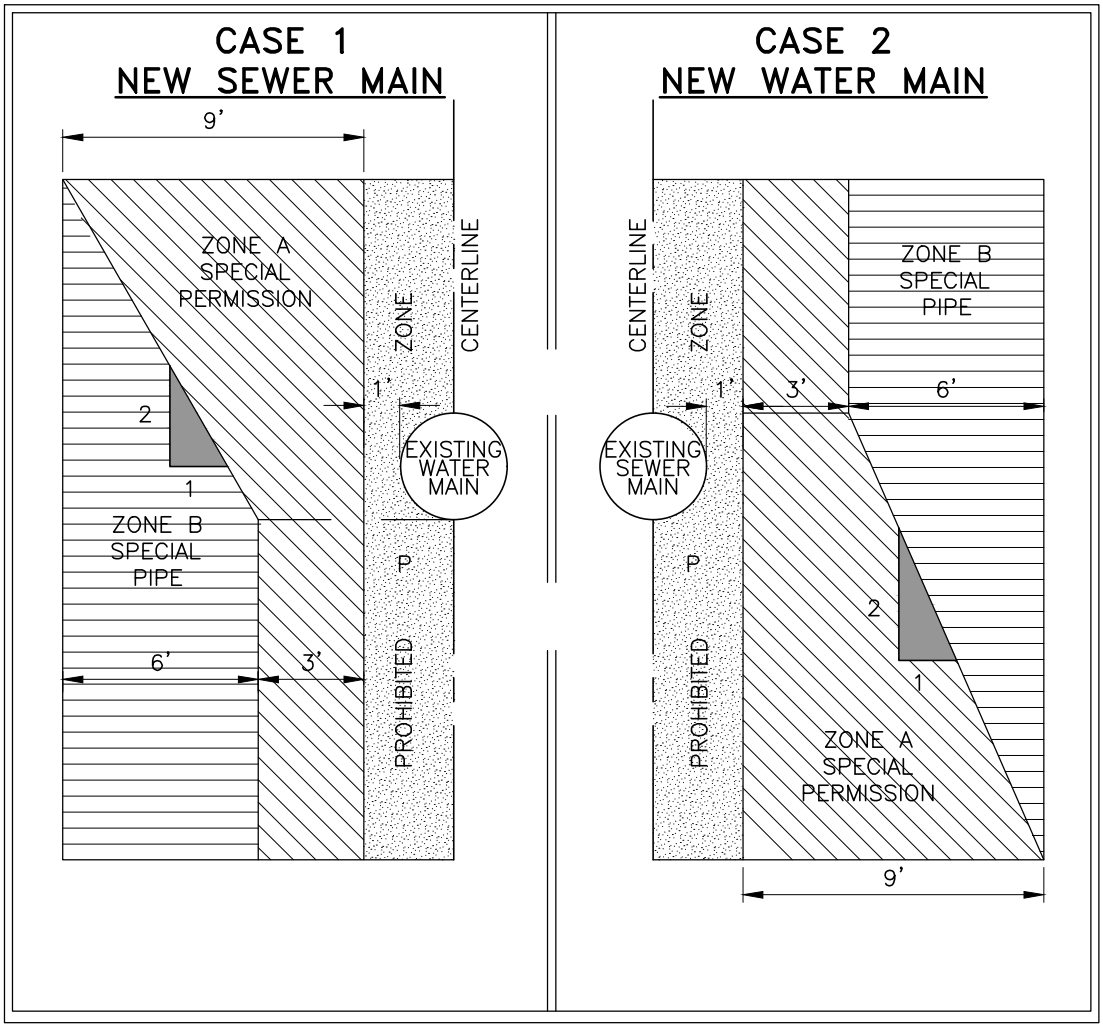
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FIGURE 1



NOTES:

ZONE IDENTICAL ON EITHER SIDE OF CENTER LINES.

ZONE "P" IS A PROHIBITED ZONE. PER SECTION 64572(a) OF THE CALIFORNIA CODE OF REGULATIONS, TITLE 22.

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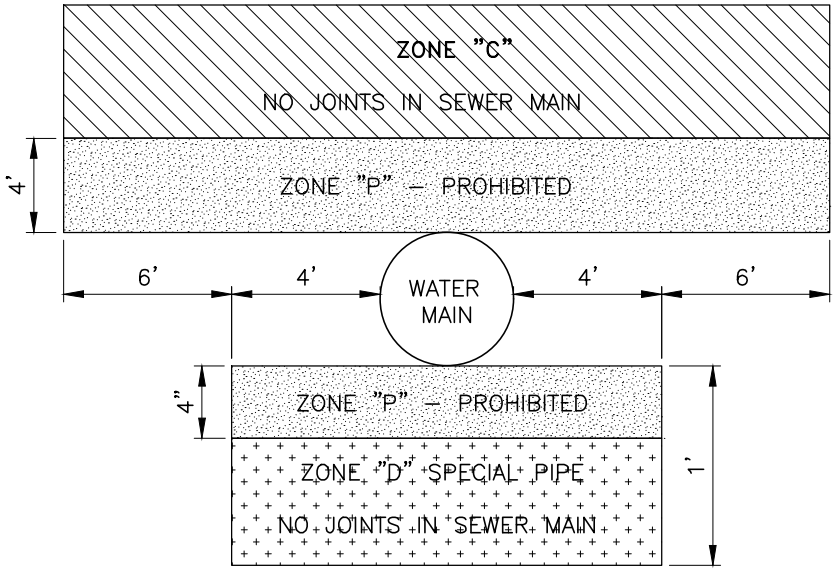
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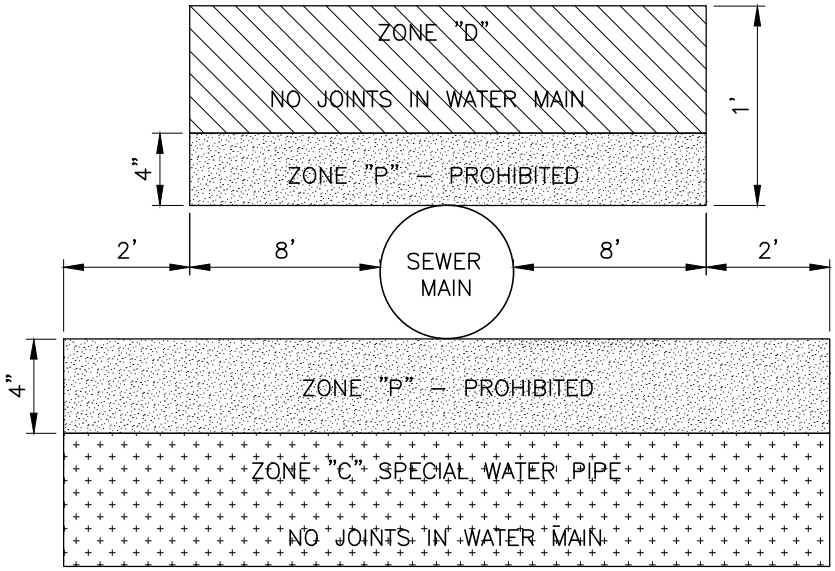
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FIGURE 2

CASE 1: NEW SEWER MAIN



CASE 2: NEW WATER MAIN



NOTE:

DIMENSIONS ARE FROM THE OUTSIDE OF THE WATER MAIN TO THE OUTSIDE OF THE OTHER PIPELINE, MANHOLE, OR SLEEVE.

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MANHOLE DETAILS NOTES:

NOTES:

1. PLACE TWO HALF–MOON SHAPED TEMPORARY PLYWOOD COVERS (⅝–INCH THICK MINIMUM) IN BOTTOM OF MANHOLE AFTER SHAFTS HAVE BEEN SET TO KEEP DEBRIS FROM ENTERING SEWER. FOR LIVE, WORKING MANHOLES, INSERTS MANUFACTURED BY SSI CUSTOM PLASTICS (OR EQUAL) SHALL BE REQUIRED.
2. FOR DROP MANHOLE WITH CLEANOUT, SEE STD. 925 S–9.
3. FOR MANHOLES LOCATED OUTSIDE PAVED AREAS, THE FRAME AND COVER SHALL BE SET A MINIMUM OF 2–INCHES ABOVE FINISH GRADE IN SHOULDER AREAS, UNPAVED ROADS, OR LANDSCAPING AREAS. AND 3–FEET IN UNDEVELOPED AREAS.
4. ALL INLETS AND OUTLETS SHALL BE SUPPORTED WITH CONCRETE SUPPORTS PRIOR TO POURING MANHOLE BASE.
5. MANHOLE LOCATIONS SHALL BE MARKED ON CURB FACE.
6. WALL THICKNESS (T) SHALL BE A MINIMUM OF 6–INCHES FOR 48–INCH MANHOLES, 6–INCHES FOR 60–INCH MANHOLES, AND 7–INCHES FOR 72–INCH MANHOLES.
7. TOP OF MANHOLE CONE SHALL BE CONSTRUCTED NO MORE THAN 18–INCHES AND NO LESS THAN 12–INCHES FROM FINISH SURFACE.
8. MANHOLE BASE SHALL BE EITHER FORMED OR POURED AGAINST VERTICAL, SMOOTH EARTH, AND REST ON UNDISTURBED, UNYIELDING SOIL. IF BEDDING HAS BEEN DISTURBED OR YIELDS, THE BASE SHALL BE CONSTRUCTED AS APPROVED BY THE CITY ENGINEER.
9. IN AREAS SUBJECT TO GROUNDWATER, PROVIDE A MINIMUM OF 12–INCHES OF 1½–INCH GRAVEL WRAPPED IN MIRAFI 140N FILTER FABRIC BELOW APPROVED BEDDING.
10. WHEN DEPTH OF MANHOLE IS LESS THAN 5–FEET FROM THE TOP OF PIPE TO THE FINISH GRADE, MANHOLE SIZE SHALL BE INCREASED TO 60–INCHES PER STD. 925 S–10 FLAT TOP MANHOLE.
11. WHEN DEPTH OF MANHOLE IS GREATER THAN 12–FEET BUT LESS THAN OR EQUAL TO 16–FEET FROM THE TOP OF PIPE TO THE FINISH GRADE, MANHOLE BASE AND SHAFT SHALL BE INCREASED TO A 60–INCH DIAMETER. DEEPER MANHOLES SHALL BE 72–INCH DIAMETER OR LARGER.
12. THERE SHALL BE NO STEPS ALLOWED IN MANHOLES.
13. OUTER SURFACES OF ALL PRE–CAST MANHOLES AND CAST–IN–PLACE MANHOLES, SHALL BE CONSTRUCTED WATERTIGHT BY APPLYING MULTIPLE COATS OF AN APPROVED MEL–ROL LM OR EQUAL COATING, NOT LESS THAN 60 MILS TOTAL DRY FILM THICKNESS.
14. INTERIOR SURFACES OF ALL NEW MANHOLES AND STRUCTURES SHALL BE COATED AND/OR LINED WITH MINIMUM 125 MILS THICK SANCON 100, OR APPROVED EQUAL. APPLICATION SHALL BE IN ACCORDANCE WITH MANUFACTURER'S RECOMMENDATIONS.

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MANHOLE DETAILS

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MANHOLE DETAILS NOTES:

NOTES:

15. CONSTRUCTION OF NEW BRICK SEWER MANHOLES SHALL NOT BE ALLOWED. IN THE EVENT THAT WORK IS DONE TO OR NEAR AN EXISTING SEWER BRICK MANHOLE, REFER TO STANDARD PLANS FOR PUBLIC WORKS CONSTRUCTION (2021 EDITION), SECTION 200, STANDARD NO. 203–3, "BRICK SEWER MANHOLE".

16. IN THE EVENT THAT THERE IS A NEED OR REQUIREMENT FOR A LOCKING TYPE OF MANHOLE FRAME AND COVER, REFER TO STANDARD PLANS FOR PUBLIC WORKS CONSTRUCTION (2021 EDITION), SECTION 200, STANDARD NO. 210–4, 24" (610 MM) MANHOLE FRAME AND COVER LOCKING TYPE".

17. IN THE EVENT THAT THERE IS A NEED OR REQUIREMENT FOR A PRESSURE TYPE OF MANHOLE FRAME AND COVER, REFER TO STANDARD PLANS FOR PUBLIC WORKS CONSTRUCTION (2021 EDITION), SECTION 200, STANDARD NO. 211–3, "MANHOLE FRAME AND COVER–PRESSURE TYPE" AND STANDARD NO. 212–3, "ANCHOR SYSTEM FOR PRESSURE COVER".

18. IN THE EVENT THAT THERE IS A NEED FOR A CHIMNEY, REFER TO STANDARD PLANS FOR PUBLIC WORKS CONSTRUCTION (2021 EDITION), SECTION 200, STANDARD NO. 220–4, "CHIMNEYS".

19. IN THE EVENT THAT THERE IS A NEED FOR CONNECTION TO THE SEWER MAIN DUE TO REMODELING, REFER TO STANDARD PLANS FOR PUBLIC WORKS CONSTRUCTION (2021 EDITION), SECTION 200, STANDARD NO. 223–3, "HOUSE CONNECTION REMODELING".

20. IN THE EVENT THAT THERE IS A NEED FOR SUPPORTS FOR CONDUITS ACROSS TRENCHES, REFER TO STANDARD PLANS FOR PUBLIC WORKS CONSTRUCTION (2021 EDITION), SECTION 200, STANDARD NO. 224–3, "SUPPORTS FOR CONDUITS ACROSS TRENCHES" AND STANDARD NO. 225–3, "BLANKET PROTECTION FOR PIPES".

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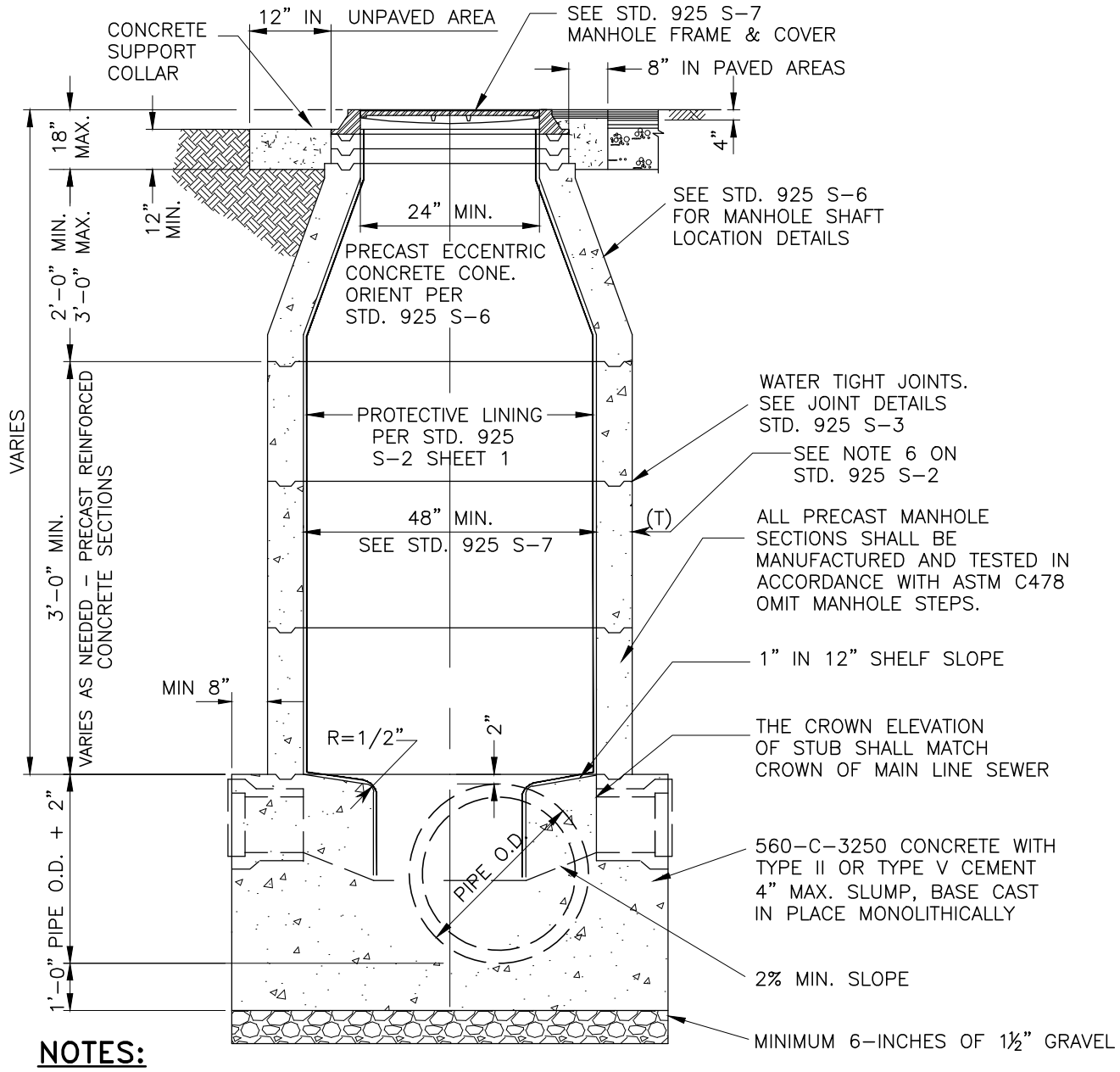
MANHOLE DETAILS

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NOTES:

1. FRAME AND COVER SHALL HAVE A CLASS 560-C-3250 CONCRETE COLLAR, CIRCULAR IN PAVED AREAS, SQUARE IN UNPAVED, 12-INCH MINIMUM DEPTH.
2. PROVIDE FLEXIBLE JOINT WITHIN 2-FEET OF OUTSIDE FACE, ALL DIRECTIONS, ALL PIPE TYPES.
3. IN AREAS SUBJECT TO GROUNDWATER, PROVIDE A MINIMUM OF 12-INCHES OF 1½-INCH GRAVEL WRAPPED IN MIRAFI 140N FILTER FABRIC BELOW APPROVED BEDDING.

City of Cypress
DEPARTMENT OF PUBLIC WORKS
ENGINEERING DIVISION

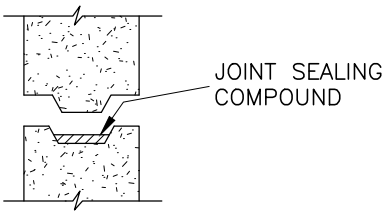
MANHOLE DETAILS

Approved Date _____

City Engineer

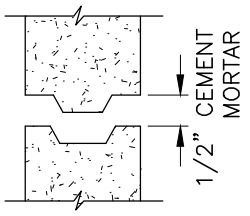
REVISIONS	BY	DATE

STD. NO.
925 S-2
SHEET 3 OF 3



PLASTIC JOINT

REQUIRED IN GROUNDWATER



MORTAR JOINT

NOTES:

1. MORTAR JOINTS – SUFFICIENT MORTAR SHALL BE APPLIED ACROSS ENTIRE FACE OF JOINT SO THAT WHEN PRECAST UNITS ARE PLACED ON TOP OF ONE ANOTHER, THE MORTAR WILL SQUEEZE OUT BOTH THE INSIDE AND OUTSIDE WALL FACES. AFTER SETTING PRECAST UNITS, ALL JOINTS SHALL BE TROWEL FINISHED, FLUSH.

2. PLASTIC JOINTS – PERFORMED COLD–APPLIED, READY–TO–USE PLASTIC JOINT SEALING COMPOUND SHALL BE QUICK–SEAL AS SUPPLIED BY QUICKSET UTILITY VAULTS, RAM–NECJ BY HENRY COMPANY, OR APPROVED EQUAL. MUST BE USED WHEN GROUNDWATER IS ENCOUNTERED.

3. APPLY A 6–INCH MINIMUM WIDTH OUTSIDE JOINT WRAP CENTERED OVER ALL SHAFT JOINTS IN GROUNDWATER AREAS AFTER APPLICATION OF WATER PROOFING COATING. JOINT WRAP SHALL BE RU116 RUBR–NEK BY HENRY COMPANY OR SEAL WRAP BY SEALING SYSTEMS, OR APPROVED EQUAL.

4. ALL JOINTS INCLUDING BASE, SHALL BE CONSTRUCTED WATERTIGHT, FLUSH AND SMOOTH WITH A MATERIAL APPROVED BY THE INTERIOR LINING MANUFACTURER.

5. ALL JOINTS SHALL BE TONGUE AND GROOVE TYPE, INCLUDING BASE.

City of Cypress
DEPARTMENT OF PUBLIC WORKS
ENGINEERING DIVISION

MANHOLE SHAFT JOINT DETAILS

Approved Date _____

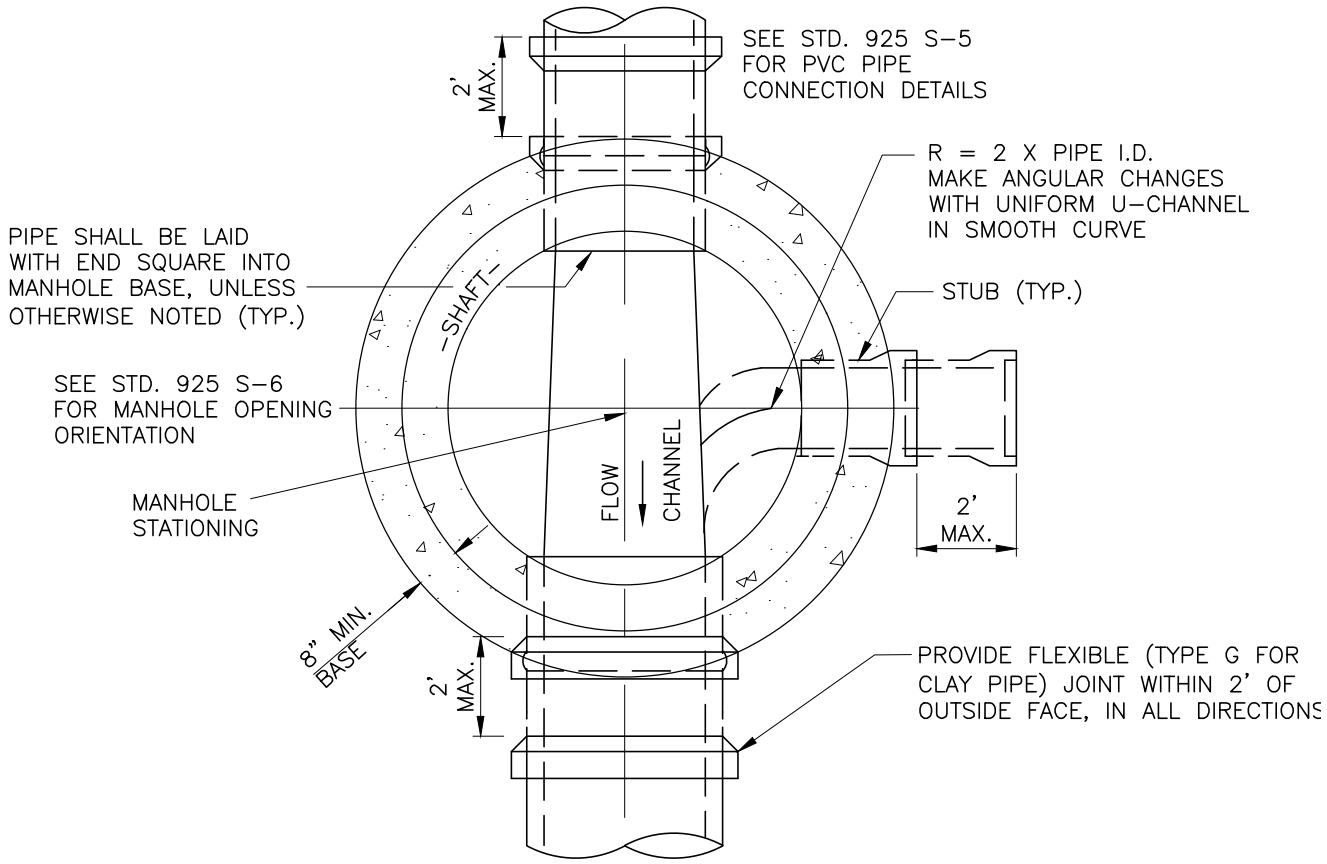
City Engineer

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925 S-3

SHEET 1 OF 1



PLAN

NOTES:

1. MANHOLE BASE SHALL BE CONSTRUCTED ON A FIRM, UNYIELDING, UNDISTURBED SUBGRADE OR APPROVED BEDDING. IF SUBGRADE IS YIELDING OR HAS BEEN DISTURBED, BASE SHALL BE CONSTRUCTED AS APPROVED BY THE CITY ENGINEER.
2. UNLESS OTHERWISE DIRECTED, BASE SHALL BE CONSTRUCTED OF 560-C-3250 CONCRETE AND TYPE II OR TYPE V CEMENT.
3. PROVIDE 0.10-FOOT FALL ACROSS MANHOLE WHERE POSSIBLE.
4. REFER TO STD. 925 S-2 THROUGH 925 S-10 FOR FURTHER MANHOLE DETAILS.
5. WATER-STOP GROUTING RING SHALL BE USED FOR CONNECTING PVC PIPE TO CONCRETE MANHOLE BASE. (AS MANUFACTURED BY PRESS-SEAL GASKET CORP. OR EQUAL).
6. IN AREAS SUBJECT TO GROUNDWATER, PROVIDE A MINIMUM OF 12-INCHES OF 1½-INCH GRAVEL WRAPPED IN MIRAFI 140N FILTER FABRIC BELOW APPROVED BEDDING.

City of Cypress
DEPARTMENT OF PUBLIC WORKS
ENGINEERING DIVISION

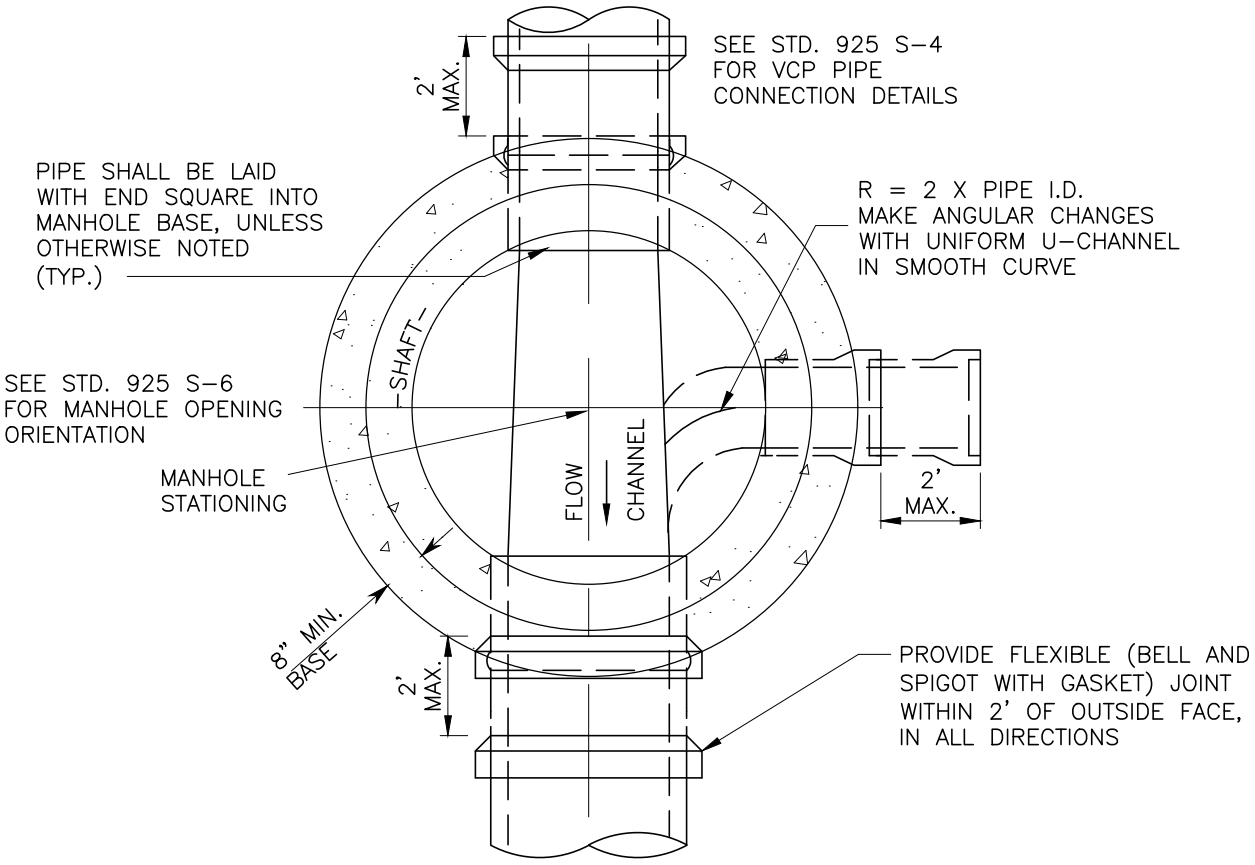
VCP PIPE AND CONCRETE BASE CONNECTION

Approved Date _____

City Engineer

REVISIONS	BY	DATE

STD. NO.
925 S-4
SHEET 1 OF 1



PLAN

NOTES:

1. MANHOLE BASE SHALL BE CONSTRUCTED ON A FIRM, UNYIELDING, UNDISTURBED SUBGRADE OR APPROVED BEDDING. IF SUBGRADE IS YIELDING OR HAS BEEN DISTURBED, BASE SHALL BE CONSTRUCTED AS APPROVED BY THE CITY ENGINEER.
2. UNLESS OTHERWISE DIRECTED, BASE SHALL BE CONSTRUCTED OF 560-C-3250 CONCRETE AND TYPE II OR TYPE V CEMENT.
3. PROVIDE 0.10-FOOT FALL ACROSS MANHOLE WHERE POSSIBLE.
4. REFER TO STD. 925 S-2 THROUGH 925 S-10 FOR FURTHER MANHOLE DETAILS.
5. WATER-STOP GROUTING RING SHALL BE USED FOR CONNECTING PVC PIPE TO CONCRETE MANHOLE BASE. (AS MANUFACTURED BY PRESS-SEAL GASKET CORP. OR EQUAL).
6. IN AREAS SUBJECT TO GROUNDWATER, PROVIDE A MINIMUM OF 12-INCHES OR 1½-INCH GRAVEL WRAPPED IN MIRAFI 104N FILTER FABRIC BELOW APPROVED BEDDING.

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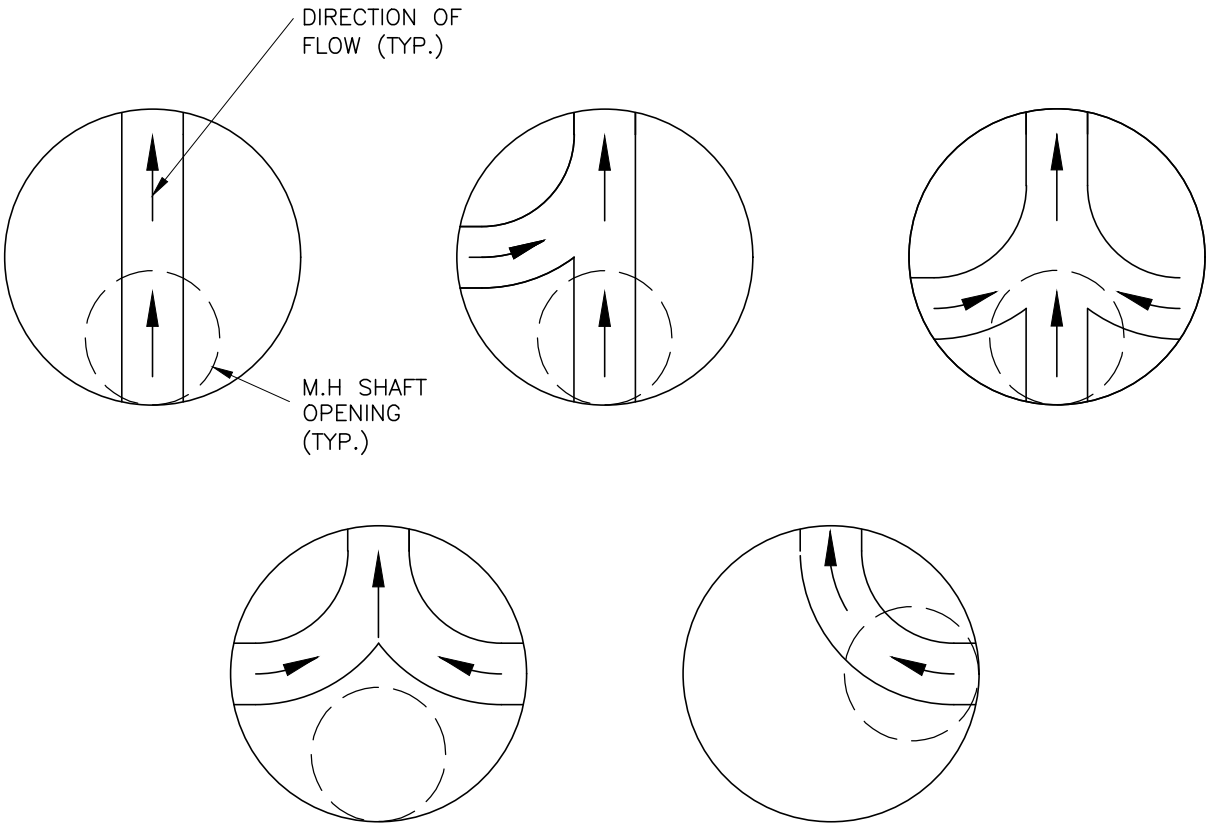
PVC PIPE AND CONCRETE BASE CONNECTION

Approved Date _____

City Engineer

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925 S-5
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City of Cypress
DEPARTMENT OF PUBLIC WORKS
ENGINEERING DIVISION

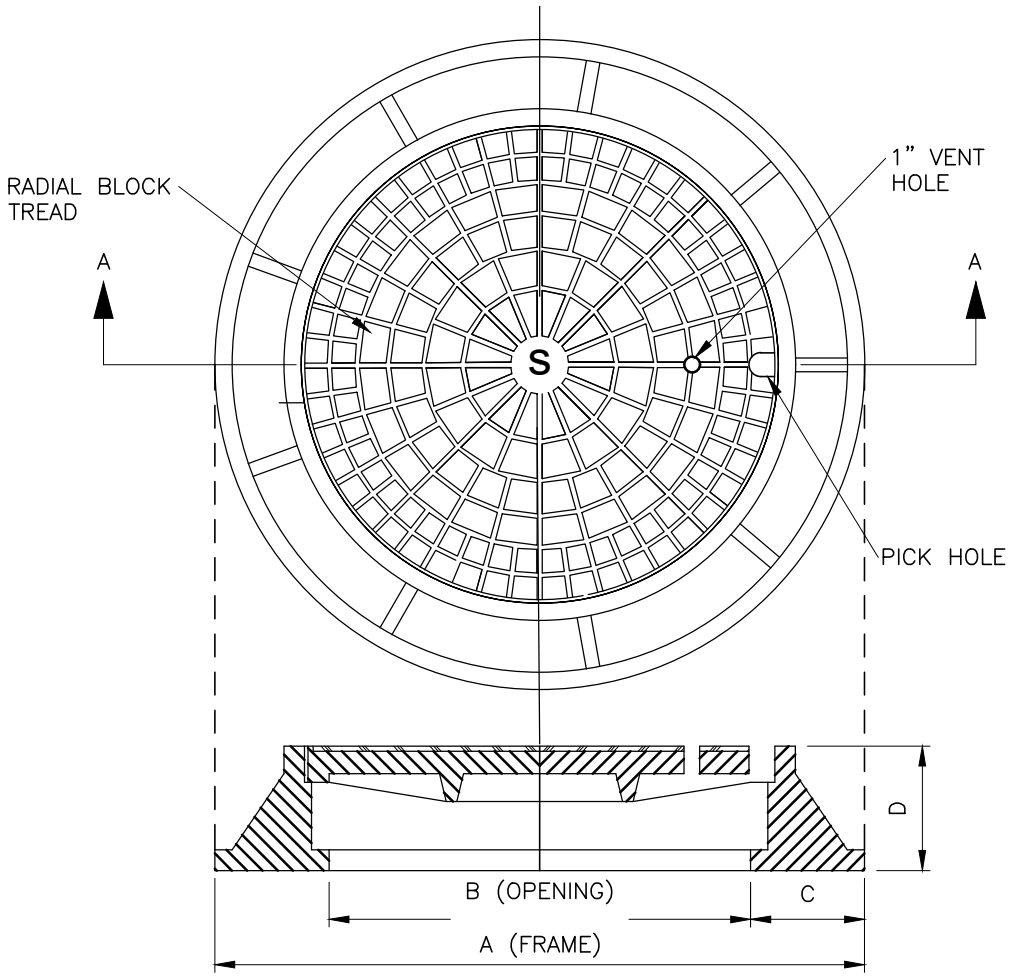
MANHOLE SHAFT LOCATION DETAILS

Approved Date _____

City Engineer

REVISIONS	BY	DATE

STD. NO.
925 S-6
SHEET 1 OF 1



SECTION A–A

MANHOLE SIZE	A	B	C	D	AF NUMBER
48"	32.5"	24"	4.25"	6"	A–1495
60"	38.5"	30"	4.25"	6"	A–1497
72"	44.5"	36"	4.25"	6"	A–1498

NOTES:

1. WHERE FRAME AND COVER ARE SET 3–FEET ABOVE GRADE, FOUR (4) ½–INCH DIAMETER INSERTS FOR ADJUSTABLE STUDS SHALL BE CAST IN TOP GRADE RING, FRAME SHALL BE BOLTED TO GRADE RING.
2. CAST IRON MANHOLE FRAME AND COVER SHALL BE AS MANUFACTURED BY ALHAMBRA FOUNDRY (AF). FRAME AND COVER SHALL BE TRAFFIC RATED.
3. WHERE THE CITY ENGINEER DEEMS NECESSARY FOR HEIGHTENED PROTECTION OF THE PUBLIC OR FACILITIES, PAMREX HINGED MANHOLE FRAME AND LOCKING COVER, OR APPROVED EQUAL, MAY BE REQUIRED.

City of Cypress
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ENGINEERING DIVISION

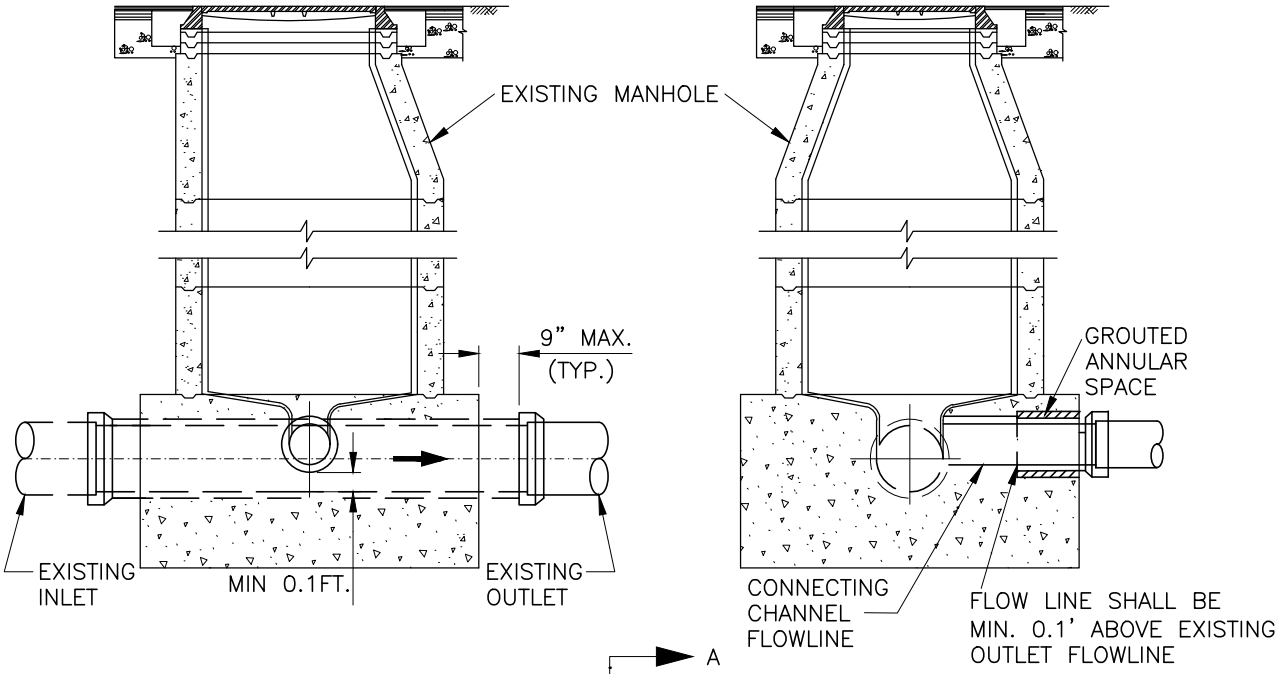
MANHOLE FRAME AND COVER

Approved Date _____

City Engineer

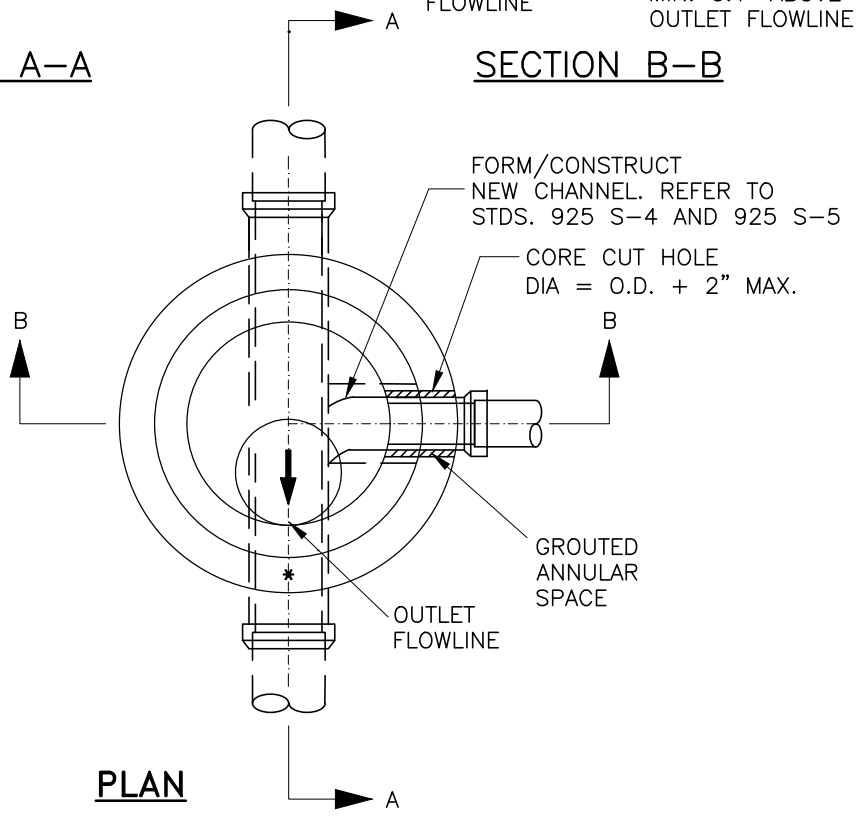
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SECTION A–A

SECTION B–B



PLAN

City of Cypress
DEPARTMENT OF PUBLIC WORKS
ENGINEERING DIVISION

CONNECTION TO EXISTING MANHOLE

Approved Date _____

City Engineer

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STD. NO.

925 S-8

SHEET 1 OF 2

CONNECTION TO EXISTING MANHOLE SHALL BE MADE IN SUCH A MANNER THAT THE MODIFIED MANHOLE IS EQUAL TO A NEW MANHOLE IN APPEARANCE AND PERFORMANCE. A CHANNEL, APPROXIMATELY 2–INCHES LARGER ALL AROUND THAN THE CONNECTING PIPE, SHALL BE CORE–CUT INTO THE EXISTING MANHOLE BASE. THE NEW PIPE SHALL BE CONNECTED AS SHOWN ON SHEET 1. THE ROUGH–CUT CHANNEL SHALL BE FINISHED TO ITS FINAL SMOOTH AND UNIFORM SHAPE WITH MORTAR (MORTAR = 1 PART TYPE II OR TYPE V CEMENT AND 2 PARTS SAND, AS DESCRIBED IN THE SSPWC SECTION 201–5, CEMENT MORTAR). THE EXISTING SEWER(S) SHALL BE MAINTAINED IN SERVICE. THE FRESH CONCRETE AND MORTAR SURFACE SHALL BE PROTECTED FROM THE FLOWING SEWAGE FOR A MINIMUM OF 24 HOURS.

1. THE CORE–CUT HOLE SHALL BE MADE WITH EQUIPMENT SPECIALLY DESIGNED TO CUT A SMOOTH HOLE 2–INCHES LARGER THAN THE PROPOSED CONNECTING PIPE O.D. WITHOUT SPALLING OR CAUSING DAMAGE TO THE STRUCTURE.

2. FLOWLINE/CHANNEL SHALL BE FORMED INTO THE MANHOLE BASE WITH AN I.D. MATCHING THE CONNECTING PIPES. THE EXISTING DOWNSTREAM OUTLET INVERT SHALL BE A MINIMUM 0.10–FOOT BELOW THE NEW CONNECTING PIPE INVERT.

3. GROUT TO BE USED FOR SECURING AND SEALING AROUND SEWER PIPE AT THE PENETRATION SHALL BE A NON–METALLIC, NON–SHRINK, FLOWABLE GROUT. THE EXPANSION, WHICH OCCURS TO COMPENSATE FOR NORMAL HYDRATION, SHALL NOT CREATE STRESSES IN THE PIPE OR MANHOLE. ALL MATERIAL SHALL BE PREMIXED AND READY TO USE WITH ONLY THE ADDITION OF REQUIRED WATER, AND SHALL BE AN APPROVED EQUAL TO BURKE NON–SHRINK, NON–METALLIC GROUT.

4. PROPOSED CONNECTING PIPE/STUB SHALL BE "BELL x PLAIN" ENDS. THE STUBS PLAIN–END SHALL BE INSTALLED FLUSH WITH THE INSIDE WALL OF THE MANHOLE, AND THE BELL–END SHALL EXTEND NO FURTHER THAN 9–INCHES OUTSIDE THE MANHOLE BASE.

5. THE FOLLOWING NOTES SHALL BE INCLUDED ON THE CONSTRUCTION PLANS:

   NOTE: BEFORE ENTERING THIS MANHOLE, CONTRACTOR SHALL COMPLY WITH ALL REQUIREMENTS OF THE DIVISION OF INDUSTRIAL SAFETY–CONSTRUCTION SAFETY ORDERS TITLE 8, ARTICLE 108 "CONFINED SPACES". CONTACT THE CITY OF CYPRESS BEFORE ENTERING.

   NOTE: DO NOT ALLOW EXTRANEOUS MATERIAL TO ENTER SEWERAGE FLOW. PRIOR TO THE START OF WORK, ALL DEBRIS, EQUIPMENT, ETC. THAT MAY/COULD FALL INTO THE FLOW CHANNEL SHALL BE REMOVED AND/OR SECURED PROPERLY. THE FLOW CHANNEL IN THE MANHOLE SHALL BE COMPLETELY PROTECTED AT ALL TIMES. ALL PROTECTIVE DEVICES SHALL BE PRE–APPROVED BY THE CITY ENGINEER PRIOR TO THEIR USE AND SHALL BE REMOVED AS SOON AS PRACTICABLE. THE CONTRACTOR SHALL BE HELD RESPONSIBLE FOR ANY AND ALL DAMAGES AND/OR LOSSES TO THE CITY AND/OR THE SANITARY SEWER SYSTEM CAUSED BY THE CONTRACTOR'S NEGLIGENCE AND/OR NOT STRICTLY ADHERING TO THE PROTECTION OF THE ACTIVE SEWERAGE FLOWS.

City of Cypress
DEPARTMENT OF PUBLIC WORKS
ENGINEERING DIVISION

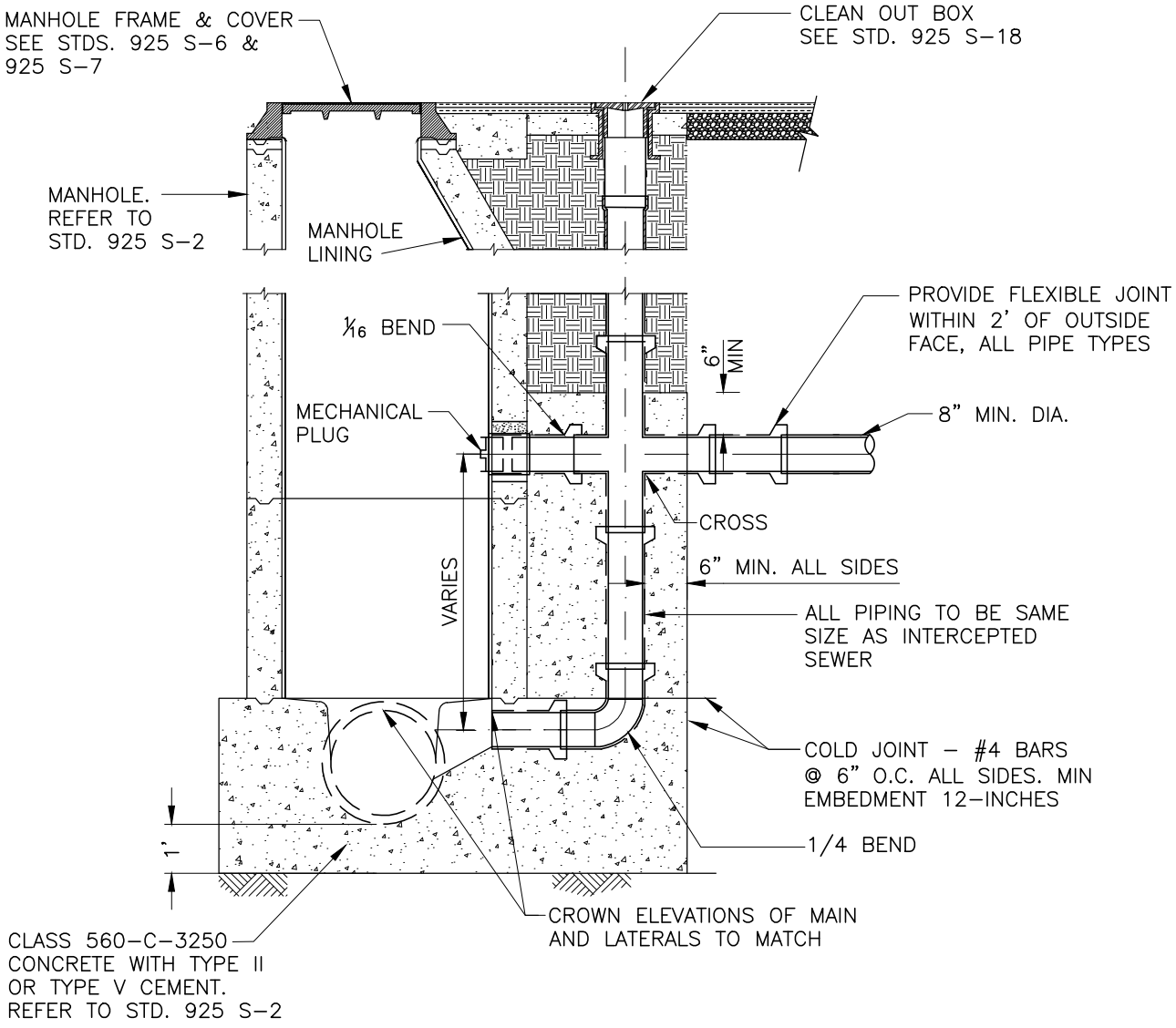
CONNECTION TO EXISTING MANHOLE

Approved Date _____

City Engineer

REVISIONS	BY	DATE

STD. NO.
925 S-8
SHEET 2 OF 2



NOTES:

1. DROP MANHOLE TO BE USED FOR SPECIAL SITUATIONS ONLY, AND SHALL NOT BE CONSTRUCTED WITHOUT APPROVAL BY THE CITY OF CYPRESS.
2. ALL NEW OPENINGS CONSTRUCTED INTO AN EXISTING MANHOLE SHALL BE DONE BY CORE DRILLING.
3. ALL DROP MANHOLES SHALL HAVE AN APPROVED INTERIOR PROTECTIVE LINING. (SEE STD. 925 S-2).
4. IN AREAS SUBJECT TO GROUNDWATER, PROVIDE A MINIMUM OF 12-INCHES OF 1½-INCH GRAVEL WRAPPED IN MIRAFI 140N FILTER FABRIC BELOW APPROVED BEDDING.

City of Cypress
DEPARTMENT OF PUBLIC WORKS
ENGINEERING DIVISION

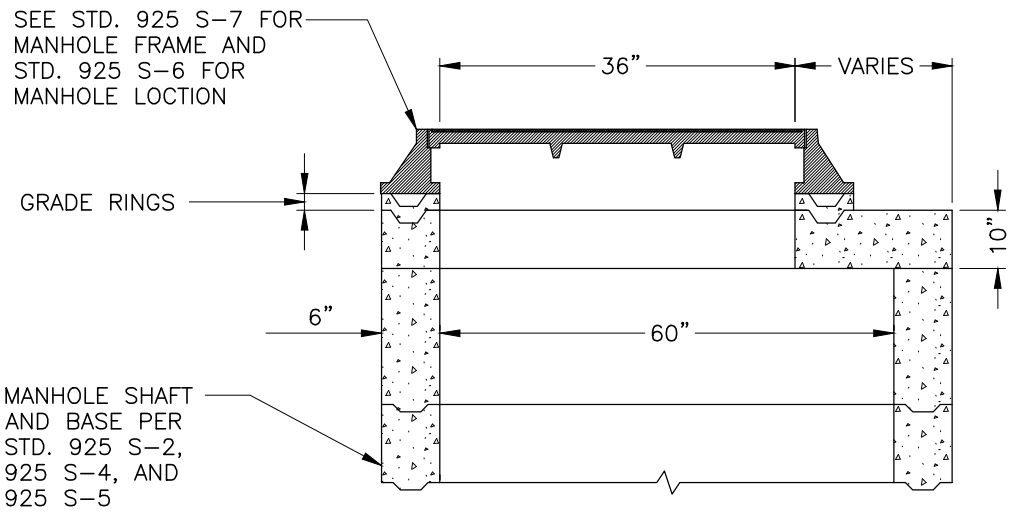
DROP MANHOLE WITH CLEANOUT

Approved Date _____

City Engineer

REVISIONS	BY	DATE

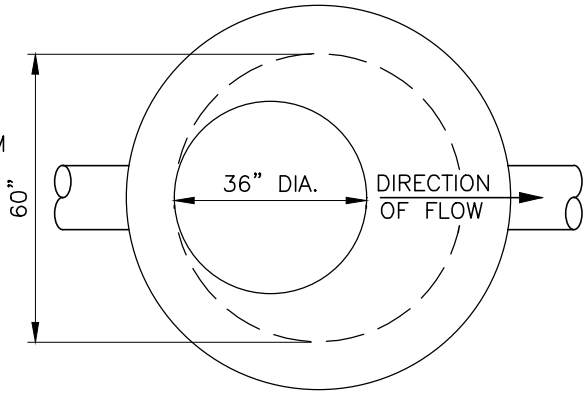
STD. NO.
925 S-9
SHEET 1 OF 1



FLAT TOP MANHOLE SECTION

NOTES:

1. FLAT TOP MANHOLES SHALL BE CONSTRUCTED WHEN THE TOP OF THE PIPE TO MANHOLE RIM IS LESS THAN 5-FEET.
2. USE OF FLAT TOP MANHOLE REQUIRES CITY OF CYPRESS APPROVAL.
3. CONSTRUCTION SHALL BE IN ACCORDANCE WITH STD. 925 S-2.
4. FLAT TOP MANHOLES SHALL BE H-20 TRAFFIC RATED. HEAVY DUTY LOADING SHALL BE DETERMINED ON A CASE BY CASE BASIS BY THE CITY REPRESENTATIVE.



PLAN

City of Cypress
DEPARTMENT OF PUBLIC WORKS
ENGINEERING DIVISION

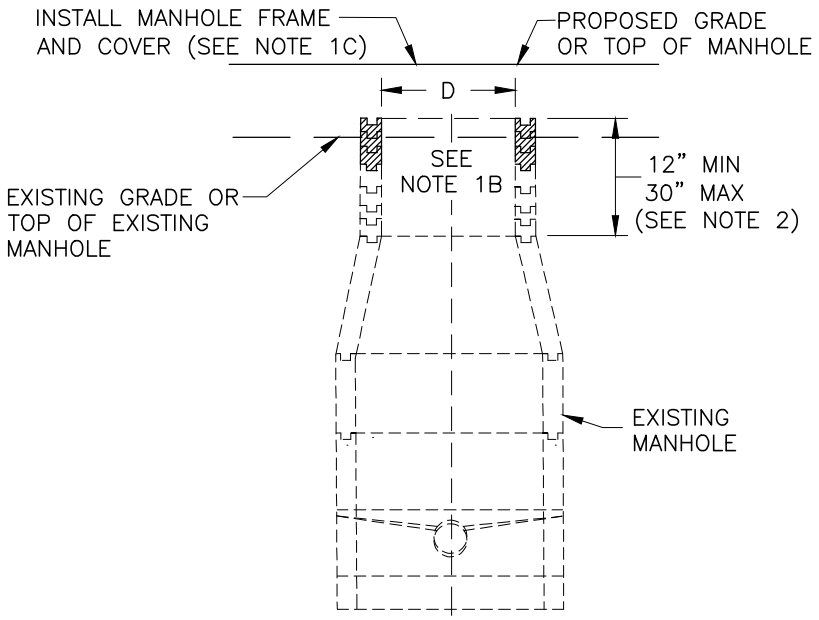
FLAT TOP MANHOLE

Approved Date _____

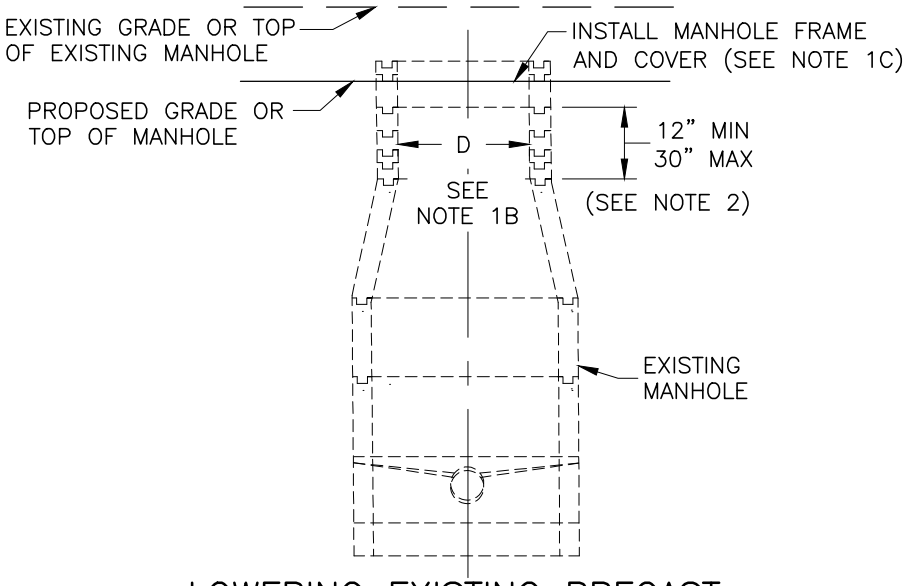
City Engineer

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SHEET 1 OF 1



RAISING EXISTING PRECAST CONCRETE SEWER MANHOLES



LOWERING EXISTING PRECAST CONCRETE SEWER MANHOLES

City of Cypress
DEPARTMENT OF PUBLIC WORKS
ENGINEERING DIVISION

SEWER MANHOLE ADJUSTMENT

Approved Date _____

City Engineer

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STD. NO.
925 S-11
SHEET 1 OF 2

NOTES:

1. GENERAL

   A. EXCEPT AS INDICATED HERON OR ON THE PLANS, MANHOLES SHALL CONFORM TO: SPPWC 200. PRECAST CONCRETE SEWER MANHOLE AND SPPWC 203, BRICK SEWER MANHOLE.

   B. DIMENSION "D" SHALL BE THE SAME AS THE SIZE OF THE MANHOLE FRAME AND COVER TO BE USED.

   C. THE CONTRACTOR MAY REUSE THE EXISTING MANHOLE FRAME AND COVER, UNLESS DAMAGED DURING THE WORK OR WHEN OTHERWISE SHOWN IN THE CONTRACT DOCUMENTS. ITEMS DAMAGED BY THE CONTRACTOR SHALL BE REPLACED WITH IDENTICAL NEW ITEMS AT NO EXPENSE TO THE CITY.

   D. EXISTING STEPS LOCATED WITHIN REMOVAL LIMITS SHALL BE REPLACED. WHEN REMOVAL OF EXISTING STEPS BEYOND THE MANHOLE REMOVAL LIMIT IS SHOWN ON THE PLANS. THE STEPS SHALL BE REMOVED TO A DEPTH OF 2" BEYOND THE INSIDE FACE OF THE BRICK MANHOLE AND THE HOLES SHALL BE FILLED WITH CLASS "D" MORTAR.

2. RAISING EXISTING PRECAST CONCRETE SEWER MANHOLES

   A. PRECAST CONCRETE MANHOLES TO BE RAISED LESS THAN 3" MAY BE RAISED BY APPLYING CLASS "D" MORTAR TO THE TOP OF THE EXISTING MANHOLE, PROVIDED THE TOTAL HEIGHT OF MORTAR, EXISTING AND NEWLY APPLIED, DOES NOT EXCEED 3".

   B. WHERE THE PRECAST CONCRETE MANHOLE IS TO BE RAISED 3" OR MORE, OR WHERE THE TOTAL HEIGHT OF MORTAR, EXISTING AND NEWLY APPLIED, WOULD EXCEED 3", GRADE RINGS SHALL BE UTILIZED. CLASS "D" MORTAR MAY BE USED FOR FINAL ADJUSTMENT, BUT NOT MORE THAN 3" IN HEIGHT. WHERE RAISING THE MANHOLE WOULD RESULT IN THE UPPER SEGMENT OF THE SHAFT BEING MORE THAN 30" IN HEIGHT, REMOVE THE REDUCER AND UPPER SEGMENT OF THE SHAFT, INSTALL ADDITIONAL RINGS OR PIPE TO THE LOWER SEGMENT OF THE SHAFT, AND INSTALL THE REDUCER AND GRADE RINGS AS REQUIRED.

3. LOWERING EXISTING CONCRETE SEWER MANHOLES

   A. REMOVE SUFFICIENT GRADE RINGS TO LOWER THE MANHOLES AS REQUIRED. APPLY CLASS "D" MORTAR TO A HEIGHT NOT EXCEEDING 3" FOR ADJUSTMENT TO FINAL GRADE.

   B. WHERE REMOVAL OF GRADE RINGS WOULD RESULT IN THE UPPER SEGMENT OF THE SHAFT BEING LESS THAN 12" IN HEIGHT, REMOVE THE REDUCER AND SUFFICIENT SECTIONS OF THE LOWER SEGMENT OF THE SHAFT AND REINSTALL ANY NECESSARY SEGMENT OF THE LOWER SHAFT, THE REDUCER, AND THE GRADE RINGS TO CONFORM TO THE REQUIREMENTS OF THIS PLAN.

   C. EXISTING GRADE RINGS NEED NOT BE REMOVED IF EXISTING MORTAR IS REMOVED, AND AT LEAST 1½" OF MORTAR MAY BE PLACED ON TOP OF THE EXISTING GRADE RINGS TO RESEAT THE FRAME.

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ENGINEERING DIVISION

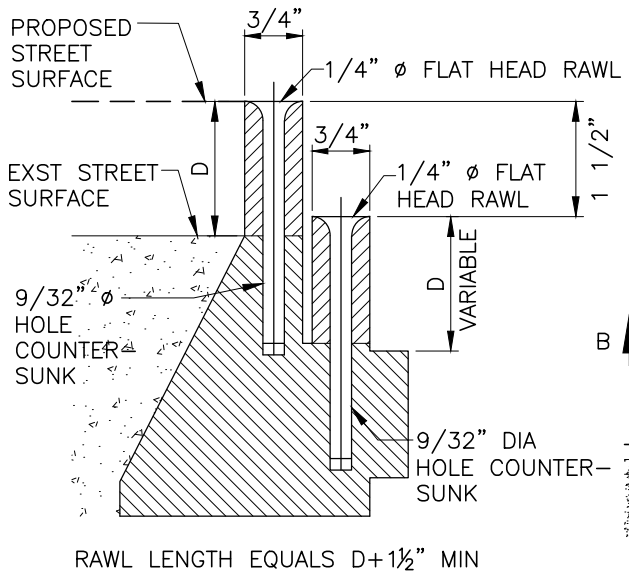
SEWER MANHOLE ADJUSTMENT

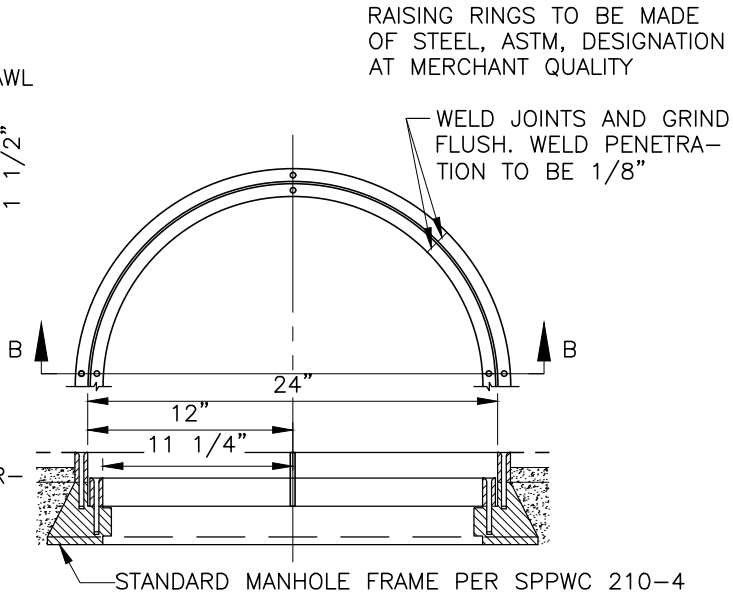
Approved Date _____

City Engineer

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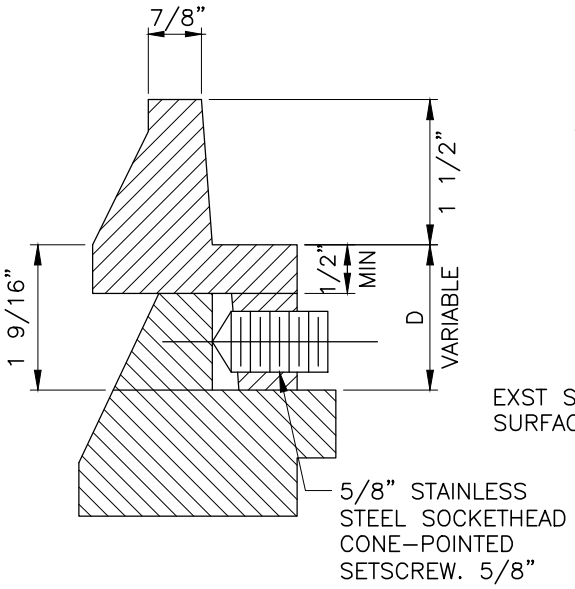
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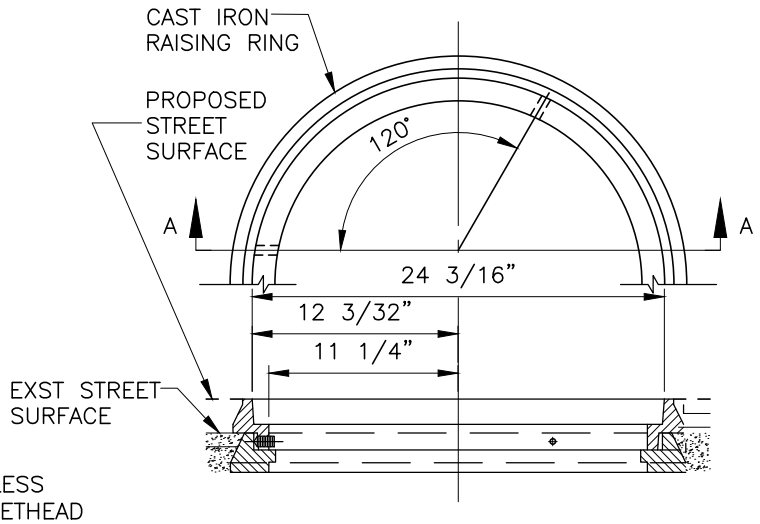




SECTION B–B

STEEL RAISING RINGS





SECTION A–A

CAST IRON RAISING RINGS

City of Cypress
DEPARTMENT OF PUBLIC WORKS
ENGINEERING DIVISION

MANHOLE RISING RINGS

Approved Date _____

City Engineer

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925 S-12
SHEET 1 OF 2

NOTES:

1. MACHINE SEATS FROM CAST IRON RINGS.

   THE CAST IRON USED SHALL CONFORM TO ASTM A48 (A48M) CLASS 35B.

   METAL RAISING RINGS MAY BE USED IN LIEU OF THE REGULAR METHOD OF ADJUSTMENT UTILIZING MORTAR OR BRICK AND MORTAR UNDER THE FOLLOWING CONDITIONS:

   A. ONLY ONE ADJUSTMENT WITH RAISING RINGS WILL BE ALLOWED ON ANY MANHOLE.

   B. MAXIMUM "D" SHALL BE 3".

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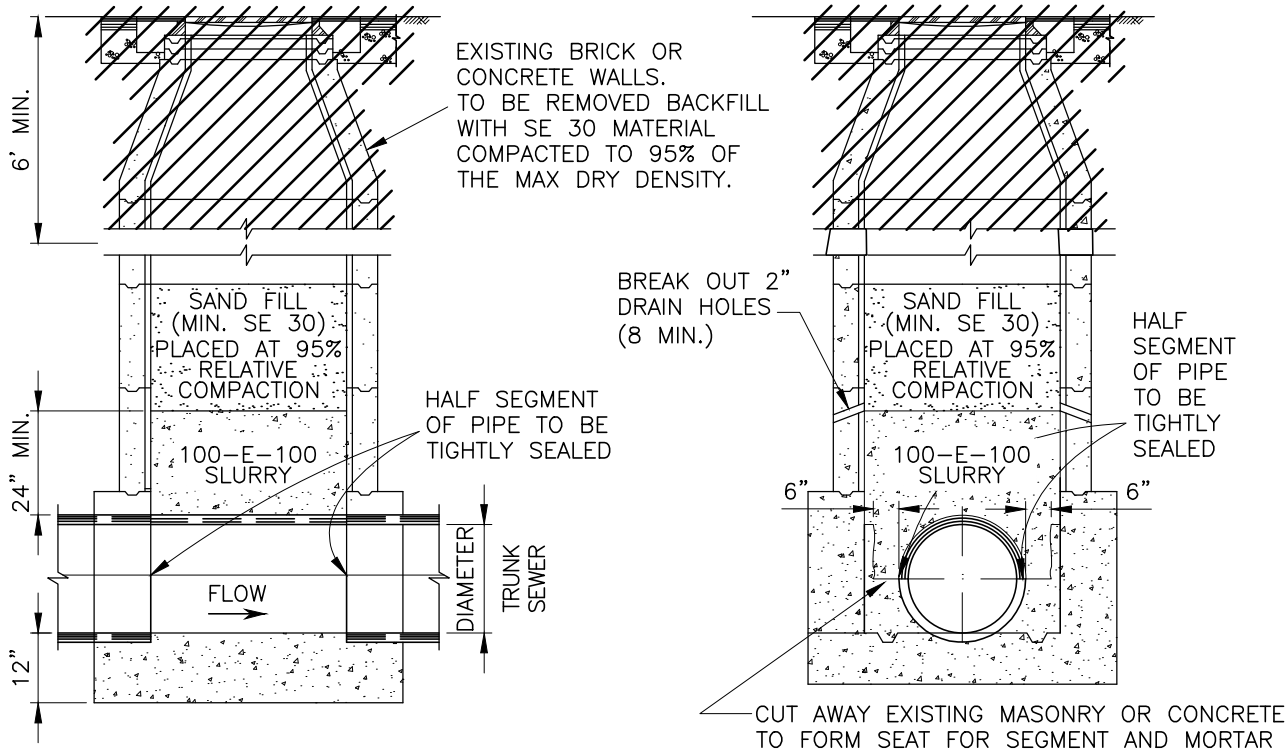
MANHOLE RISING RINGS

Approved Date _____

City Engineer

REVISIONS	BY	DATE

STD. NO.
925 S-12
SHEET 2 OF 2



LONGITUDINAL SECTION

CROSS SECTION

NOTES:

1. 48 HOURS PRIOR TO COMMENCING THE ABANDONMENT OF THE MANHOLE, THE CONTRACTOR SHALL CONTACT THE CITY OF CYPRESS.
2. NO WORK SHALL BE DONE ON MANHOLE EXCEPT IN THE PRESENCE OF A CITY OF CYPRESS REPRESENTATIVE.
3. MANHOLE FRAME AND COVER TO BE ABANDONED SHALL BE SALVAGED, CLEANED AND DELIVERED TO THE CITY OF CYPRESS.
4. THE CONTRACTOR SHALL REMOVE A MINIMUM OF 6-FEET OF THE MANHOLE SHAFT BELOW STREET SUBGRADE. IF MANHOLE DEPTH IS LESS THAN 6-FEET, WITH THE APPROVAL OF THE CITY ENGINEER, THE CONTRACTOR SHALL REMOVE A MINIMUM OF 3-FEET OF THE MANHOLE SHAFT BELOW SUBGRADE.
5. IF THE LOWER PORTION OF THE EXISTING CHANNEL THROUGH THE MANHOLE IS NOT AS SHOWN, THE CHANNEL SHALL BE REFORMED AS DIRECTED BY THE CITY OF CYPRESS REPRESENTATIVE.
6. HALF SEGMENT OF PIPE SHALL BE OF THE TYPE USED IN THE TRUNK SEWER PIPE.
7. IF SEWER IS TO BE ABANDONED, PLUG/DRY PACK PIPE ENDS WITH 18-INCHES OF CONCRETE AND EXTEND 100-E-100 SLURRY TO CHANNEL.

City of Cypress
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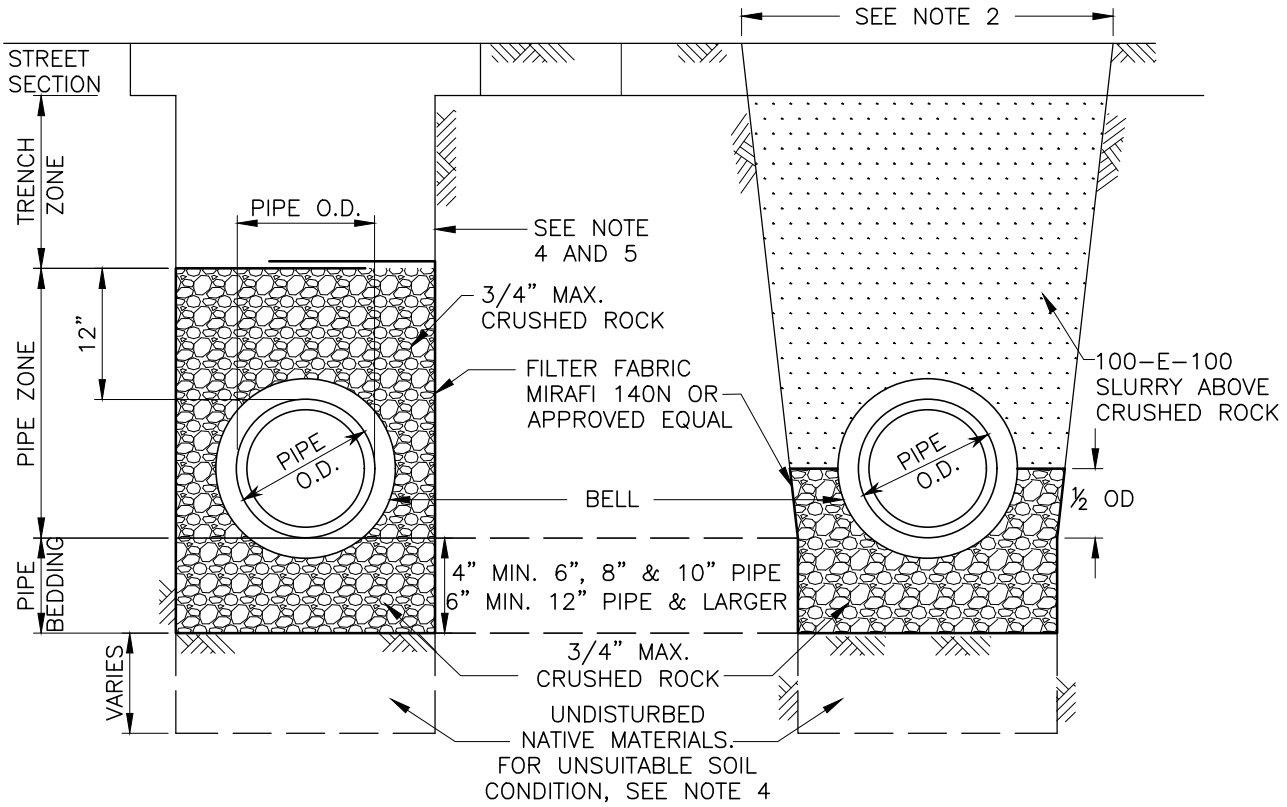
ABANDONMENT OF EXISTING MANHOLE

Approved Date _____

City Engineer

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925 S-13
SHEET 1 OF 1



PIPE BEDDING FOR GRAVITY PIPE

NORMAL BEDDING
LOAD FACTOR 1.5 & 1.9

OVERWIDTH BEDDING
LOAD FACTOR 3.0

NOTES:

1. TRENCH WIDTH AT THE UPPER LIMIT OF THE PIPE ZONE SHALL BE WITHIN THE FOLLOWING LIMITS FOR TYPICAL NORMAL BEDDING:
   (A) MAXIMUM TRENCH WIDTH–O.D. PIPE OR BELL PLUS 8–INCHES MAX. EACH SIDE OF PIPE.
   (B) MINIMUM TRENCH WIDTH–O.D. PIPE OR BELL PLUS 6–INCHES MIN. EACH SIDE OF PIPE.

2. OVERWIDTH BEDDING SHALL BE UTILIZED WHERE THE TRENCH WIDTH AT THE UPPER LIMIT OF THE PIPE ZONE EXCEEDS THE MAXIMUM WIDTH SPECIFIED ABOVE.

3. MAXIMUM OVERWIDTH BEDDING TO BE DETERMINED IN FIELD BY THE CITY OF CYPRESS REPRESENTATIVE.

4. IF UNSUITABLE SUBGRADE SOIL CONDITIONS ARE ENCOUNTERED, A REGISTERED GEOTECHNICAL ENGINEER SHALL DETERMINE DEPTH OF REMOVAL AND SIZE OF FOUNDATION ROCK REFILL MATERIAL. MINIMUM DEPTH OF REMOVAL SHALL BE 12–INCHES.

5. IN UNPAVED AREAS TRENCH ZONE BACKFILL SHALL BE NATIVE OR IMPORT PLACED AT 90% RELATIVE COMPACTION.

City of Cypress
DEPARTMENT OF PUBLIC WORKS
ENGINEERING DIVISION

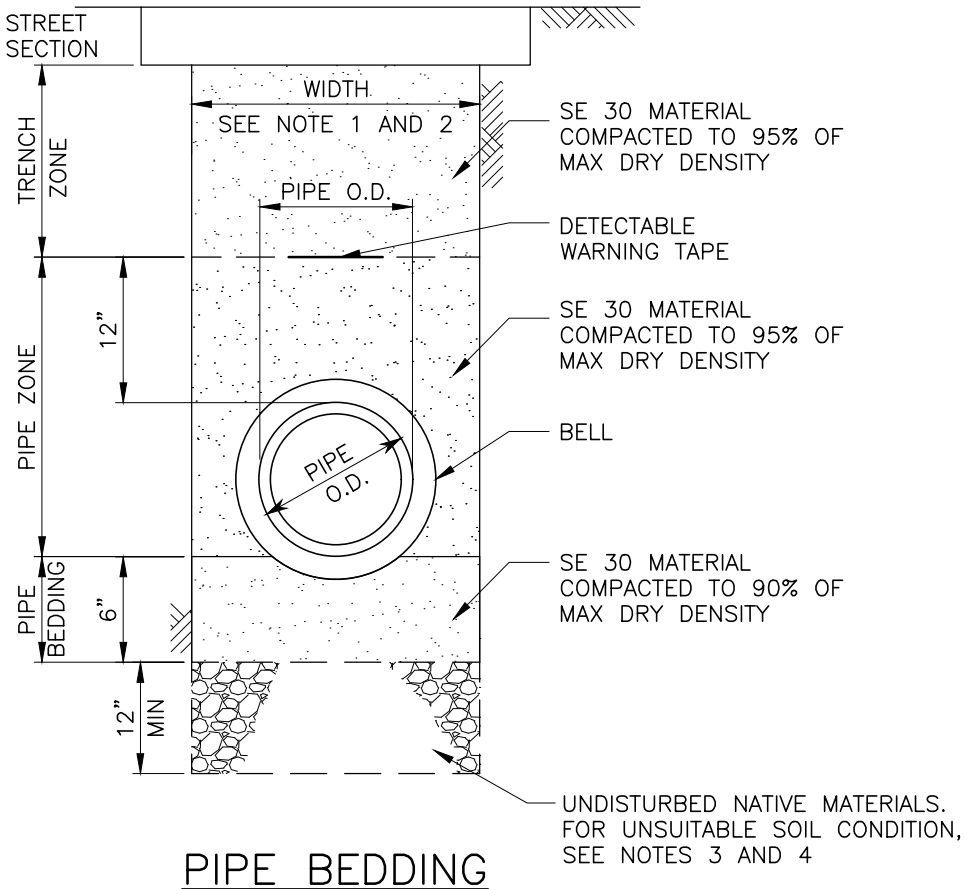
PIPE BEDDING FOR GRAVITY PIPE

Approved Date _____

City Engineer

REVISIONS	BY	DATE

STD. NO.
925 S-14
SHEET 1 OF 1



PIPE BEDDING

NOTES:

1. TRENCH WIDTH AT THE UPPER LIMIT OF THE PIPE ZONE SHALL BE WITHIN THE FOLLOWING LIMITS FOR TYPICAL NORMAL BEDDING:
   (A) MAXIMUM TRENCH WIDTH–O.D. PIPE OR BELL PLUS 8–INCHES MAX. EACH SIDE OF PIPE.
   (B) MINIMUM TRENCH WIDTH–O.D. PIPE OR BELL PLUS 6–INCHES MIN. EACH SIDE OF PIPE.

2. PROVIDE CLASS 100–E–100 CEMENT SLURRY IN PIPE ZONE FOR OVERWIDTH TRENCH CONDITIONS.

3. IF UNSUITABLE SUBGRADE SOIL CONDITIONS ARE ENCOUNTERED. A REGISTERED GEOTECHNICAL ENGINEER SHALL DETERMINE DEPTH OF REMOVAL. MINIMUM DEPTH OF REMOVAL SHALL BE 12–INCHES.

4. FOUNDATION ROCK SHALL BE 1½" GRAVEL WRAPPED IN MIRAFI 140N FILTER FABRIC.

City of Cypress
DEPARTMENT OF PUBLIC WORKS
ENGINEERING DIVISION

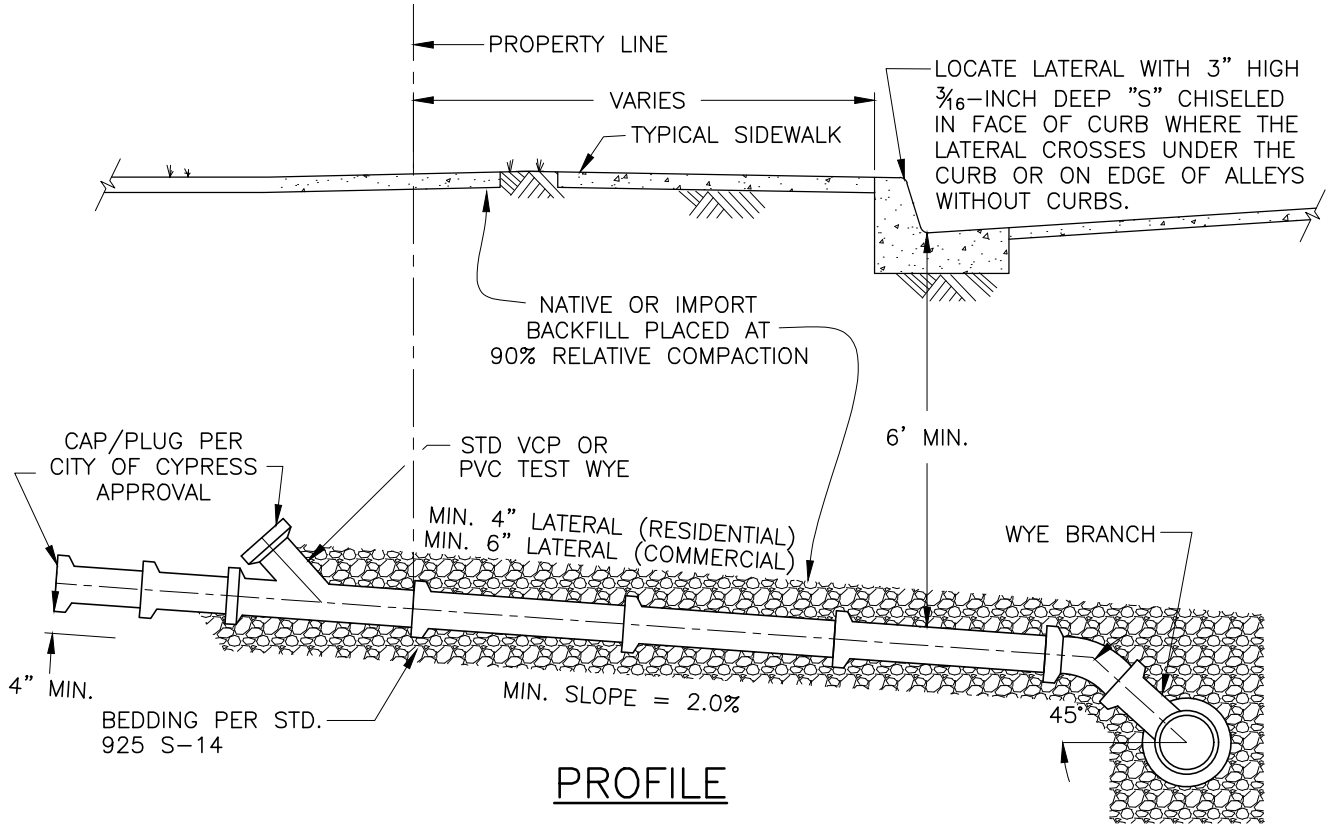
PIPE BEDDING FOR PRESSURE PIPE

Approved Date _____

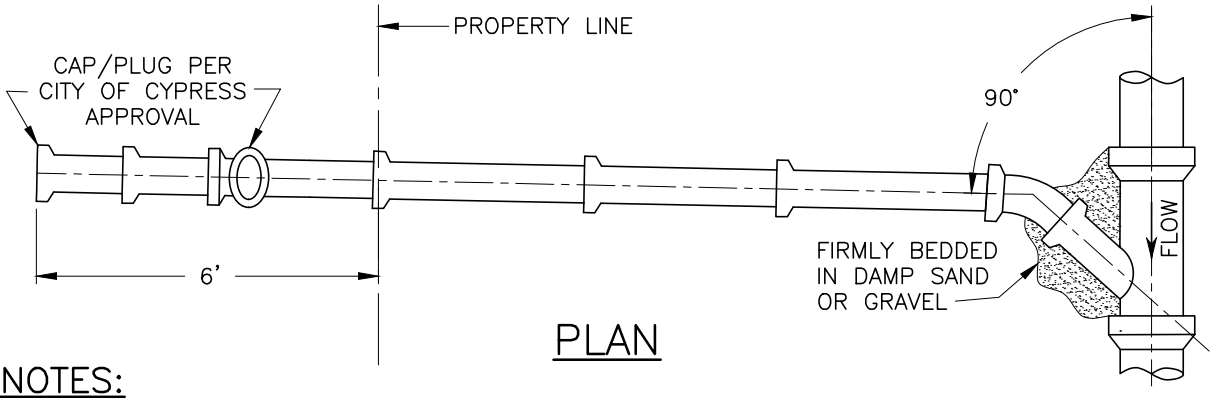
City Engineer

REVISIONS	BY	DATE

STD. NO.
925 S-15
SHEET 1 OF 1



PROFILE



PLAN

NOTES:

1. IN NO CASE SHALL THE LATERAL DIAMETER BE LESS THAN 4-INCHES FOR A SINGLE OR MULTIPLE FAMILY RESIDENTIAL AND 6-INCHES FOR COMMERCIAL OR INDUSTRIAL LAND USES.
2. LATERAL TO BE INSTALLED 6-FEET BEYOND PROPERTY LINE.
3. IF LATERAL NOT BUILT, PLUG WYE BRANCH WITH STOPPER.
4. IF RISER NOT BUILT, PLUG LATERAL AT PROPERTY LINE.

City of Cypress
DEPARTMENT OF PUBLIC WORKS
ENGINEERING DIVISION

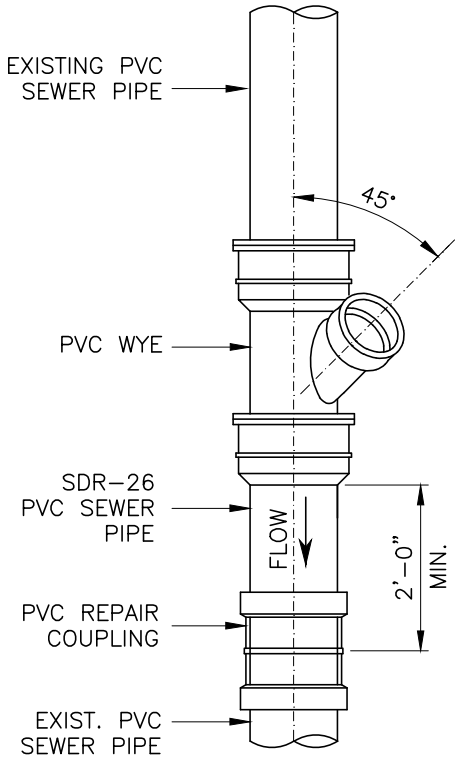
TYPICAL LATERAL

Approved Date _____

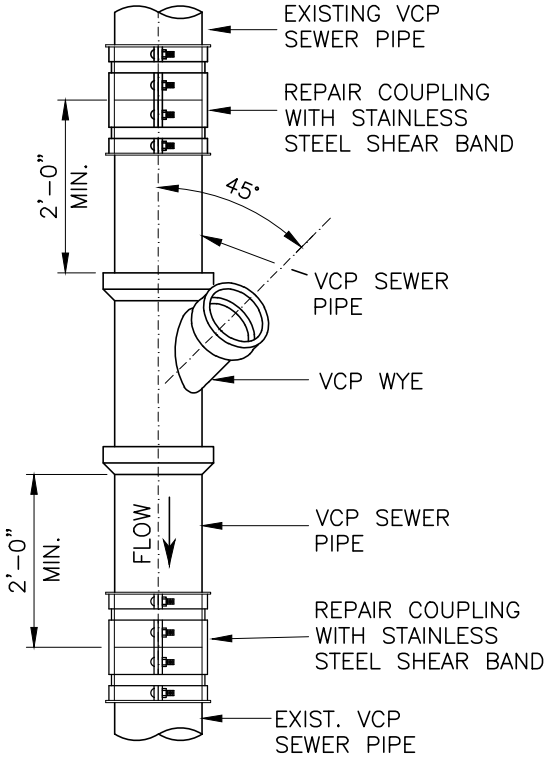
City Engineer

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SHEET 1 OF 1



PVC LATERAL CONNECTION



VCP LATERAL CONNECTION

NOTES:

1. FOR PIPE BEDDING DETAIL, REFER TO STD. 925 S–14.
2. ALL CHIPS, DIRT, AND DEBRIS SHALL BE KEPT OUT OF THE SEWER.
3. THERE SHALL BE NO MATERIAL THAT PROTRUDES PAST THE INSIDE WALL OF THE SEWER.
4. 8–INCH AND LARGER CONNECTIONS SHALL BE MANHOLE TYPE, REFER TO STD. 925 S–2.
5. FOR CLOSURE DETAILS, REFER TO STD. 925 S–19.

City of Cypress
DEPARTMENT OF PUBLIC WORKS
ENGINEERING DIVISION

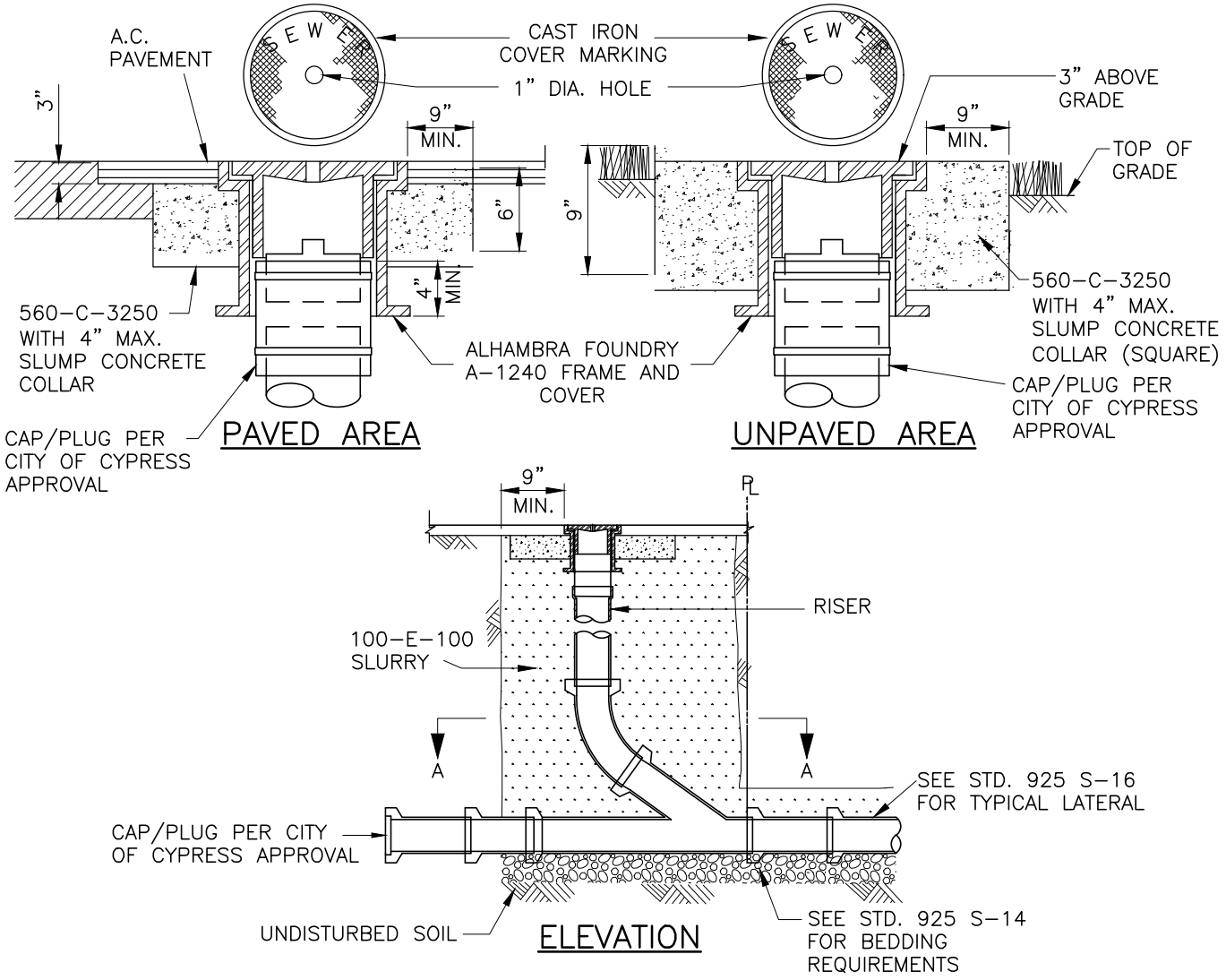
CUT IN WYE CONNECTION

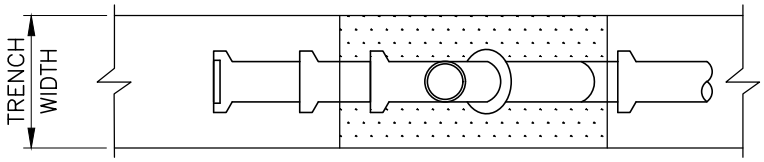
Approved Date _____

City Engineer

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STD. NO.
925 S-17
SHEET 1 OF 1





SECTION A – A

NOTES:

1. CLEANOUT PIPE SHALL BE THE SAME SIZE AND KIND OF MATERIAL AS LATERAL.
2. CLEANOUTS SHALL BE INSTALLED WITHIN 2-FEET OF BUILDINGS, DIRECTION CHANGES, MAXIMUM 100-FOOT INTERVALS.

City of Cypress
DEPARTMENT OF PUBLIC WORKS
ENGINEERING DIVISION

LATERAL CLEANOUT DETAIL

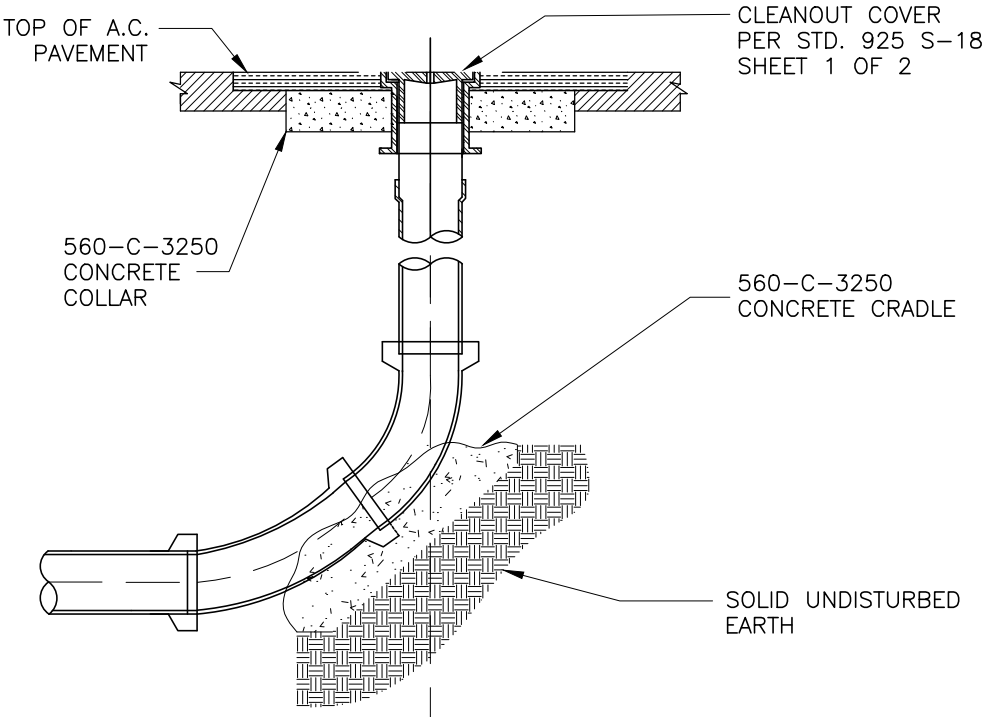
Approved Date _____

City Engineer

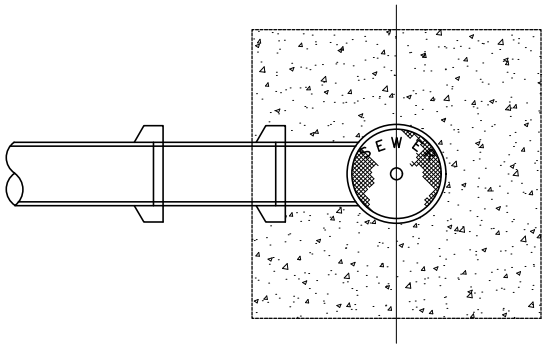
REVISIONS	BY	DATE

STD. NO.
925 S-18
SHEET 1 OF 2

END OF PRIVATE MAIN



PROFILE



PLAN

NOTE:

RISER MUST BE SLIP FIT WITH COVER SUPPORT.

City of Cypress
DEPARTMENT OF PUBLIC WORKS
ENGINEERING DIVISION

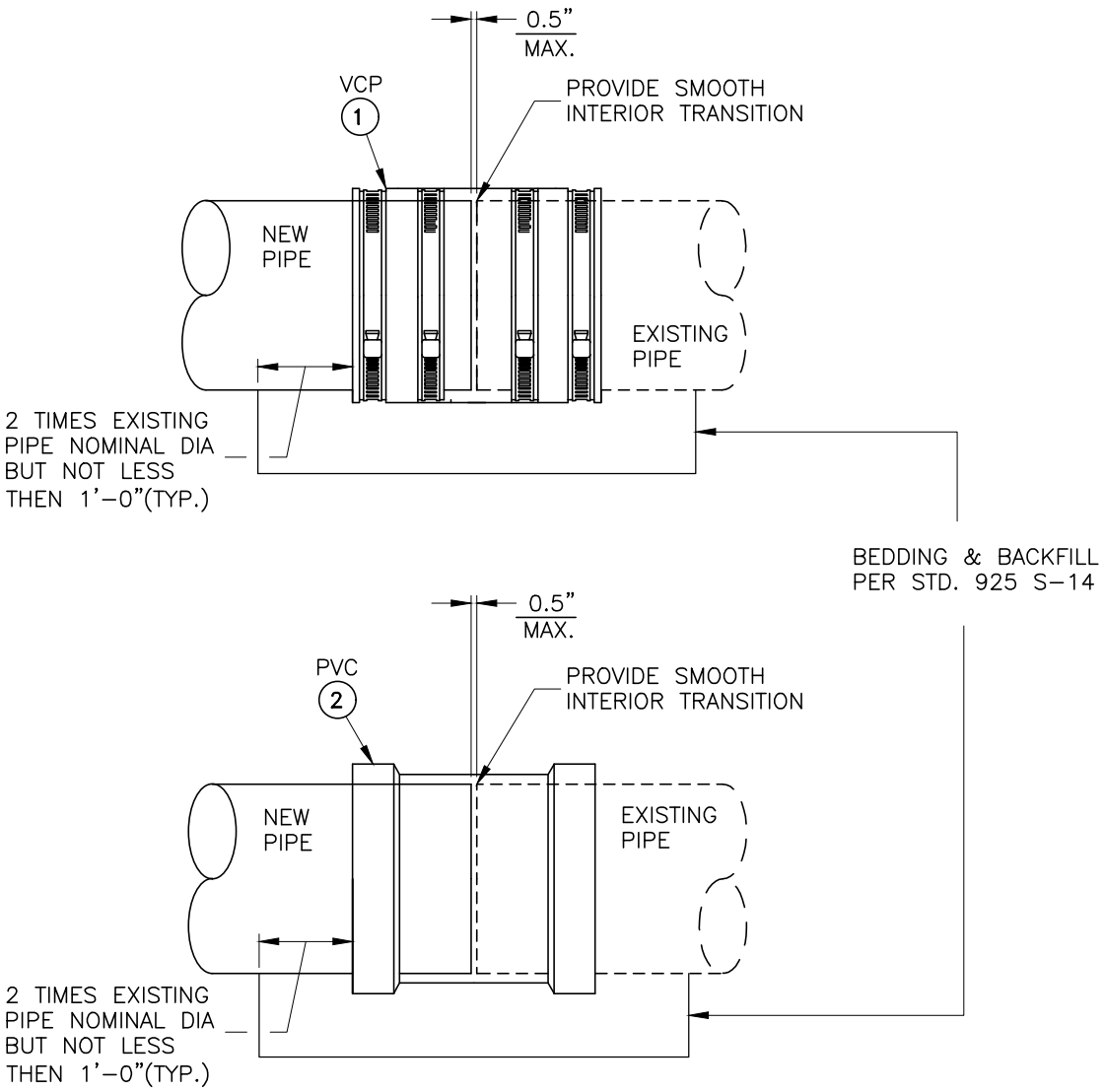
LATERAL CLEANOUT DETAIL

Approved Date _____

City Engineer

REVISIONS	BY	DATE

STD. NO.
925 S-18
SHEET 2 OF 2



ELEVATION

(1) FOR VCP CLOSURES, STAINLESS STEEL SHEAR RING REPAIR COUPLINGS SHALL BE USED (AS MANUFACTURED BY MISSION RUBBER OR, GLADDING McBEAN OR EQUAL).

(2) PVC PIPE CLOSURE SHALL BE SDR 26 GASKET x GASKET COUPLING (HARCO 509, OR EQUAL).

City of Cypress
DEPARTMENT OF PUBLIC WORKS
ENGINEERING DIVISION

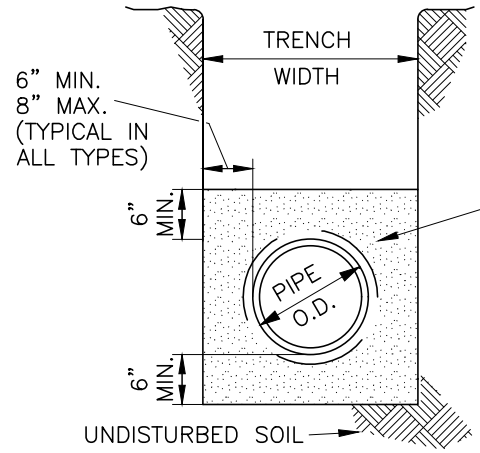
GRAVITY PIPE FIELD CLOSURE

Approved Date _____

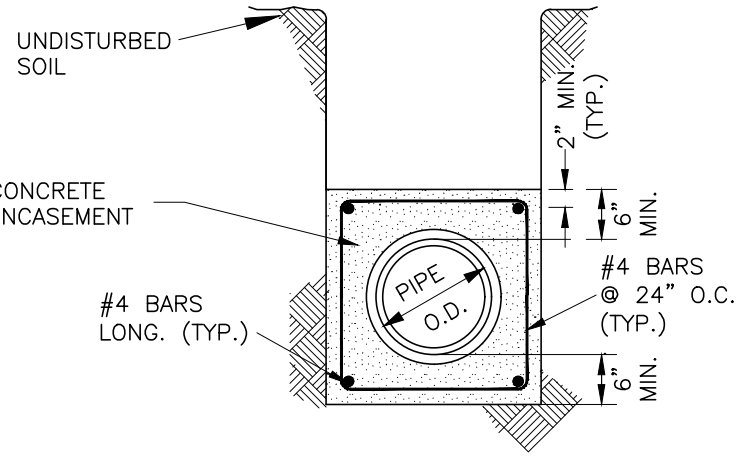
City Engineer

REVISIONS	BY	DATE

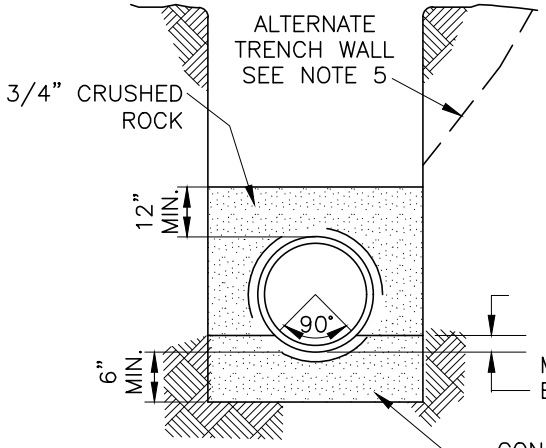
STD. NO.
925 S-19
SHEET 1 OF 1



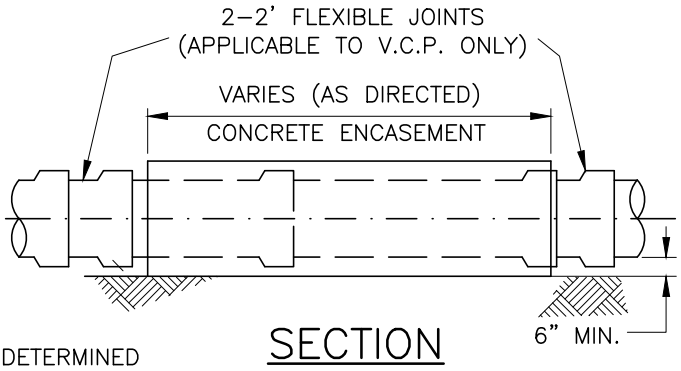
TYPE "A"
LOAD FACTOR 4.5



TYPE "B"
LOAD FACTOR 4.5



TYPE "C"
LOAD FACTOR 3.0



SECTION

NOTES:

1. TYPE OF CONCRETE ENCASEMENT TO BE USED SHALL BE SHOWN ON PLANS OR AS SPECIFIED BY CITY OF CYPRESS REPRESENTATIVE TO MEET UNFORESEEN FIELD CONDITIONS. UNLESS NOTED OTHERWISE, ENCASEMENT SHALL BE 560-C-3250 WITH 4-INCH MAXIMUM SLUMP. METHODS OF CONVEYING AND CONSOLIDATING CONCRETE SHALL ENSURE PROPER CONSOLIDATION AND SHALL BE DONE WITHOUT DISPLACING PIPE.
2. CONCRETE ENCASEMENT SHALL BE USED WHEN COVER IS UNDER 4-FEET OR OVER 20-FEET.
3. ENCASEMENT TO BE PLACED AGAINST UNDISTURBED NATURAL GROUND OR FILL COMPACTED TO 90 PERCENT RELATIVE DENSITY.
4. #4 GRADE 60 STEEL REINFORCING BARS SHALL BE PLACED AS SHOWN (TYPE "B").
5. WHERE SLOPED TRENCHES ARE USED, WALLS SHALL NOT BEGIN TO SLOPE CLOSER THAN 12-INCHES FROM THE TOP OF THE PIPE.

City of Cypress
DEPARTMENT OF PUBLIC WORKS
ENGINEERING DIVISION

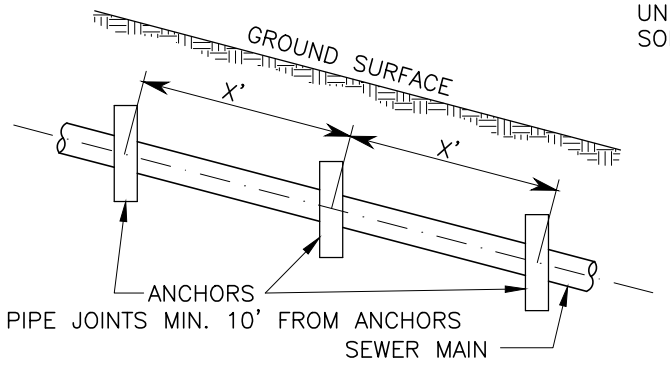
PIPE AND CONCRETE ENCASEMENT TYPE A, B, AND C

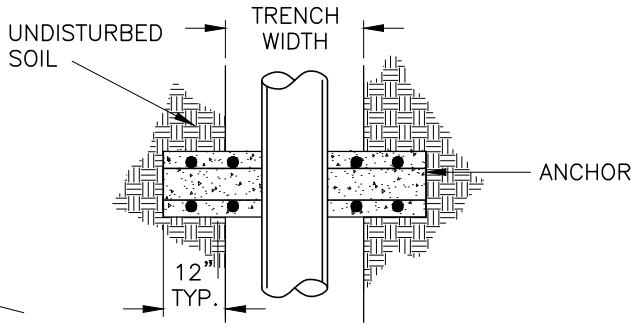
Approved Date _____

City Engineer

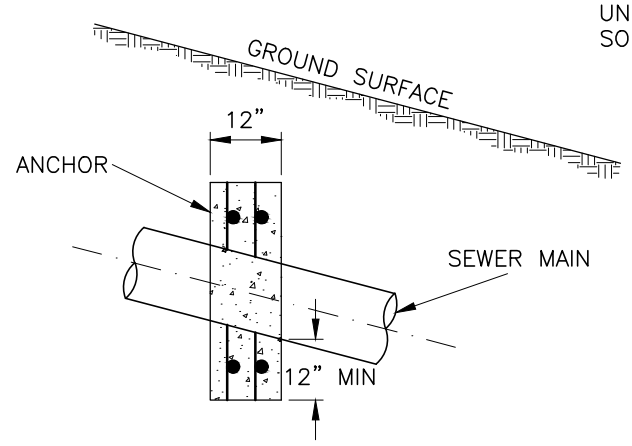
REVISIONS	BY	DATE

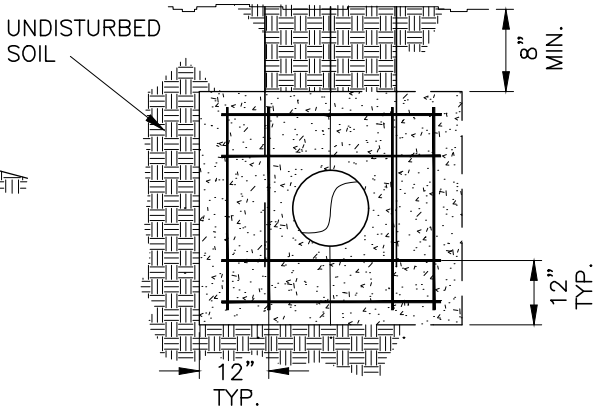
STD. NO.
925 S-20
SHEET 1 OF 1





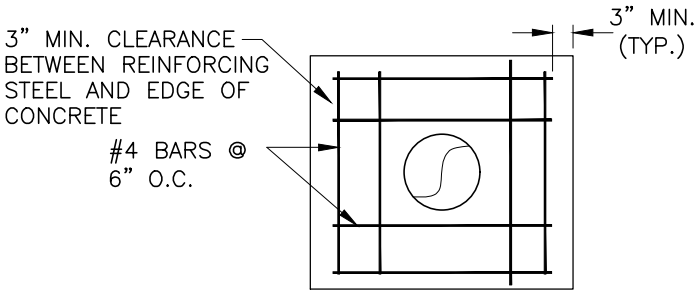
PLAN VIEW





CROSS SECTION

PIPE SLOPE	GROUND SLOPE	X DISTANCE
1.00	1:1	12'
0.67	1.5:1	14'
0.50	2:1	16'
0.40	2.5:1	18'
0.33	3:1	20'



REINFORCING STEEL PATTERN

NOTES:

1. SLOPE GREATER THAN 10 PERCENT SHALL BE USED BY SPECIAL WRITTEN APPROVAL OF THE CITY OF CYPRESS. UNDER NO CIRCUMSTANCE SHALL THE SLOPE BE GREATER THAN 45 PERCENT.
2. PIPE ANCHORS REQUIRED ON ALL GROUND SLOPES OF 3:1 OR STEEPER.
3. ANCHOR SHALL EXTEND 12–INCHES INTO NATURAL UNDISTURBED SOIL.
4. CONCRETE SHALL BE 560–C–3250 WITH 4–INCH MAXIMUM SLUMP.
5. ANCHORS FOR TRAPEZOIDAL TRENCH SECTIONS WILL CONFORM TO TRENCH CROSS SECTION AND EXTEND 12–INCHES INTO UNDISTURBED SOIL.

City of Cypress
DEPARTMENT OF PUBLIC WORKS
ENGINEERING DIVISION

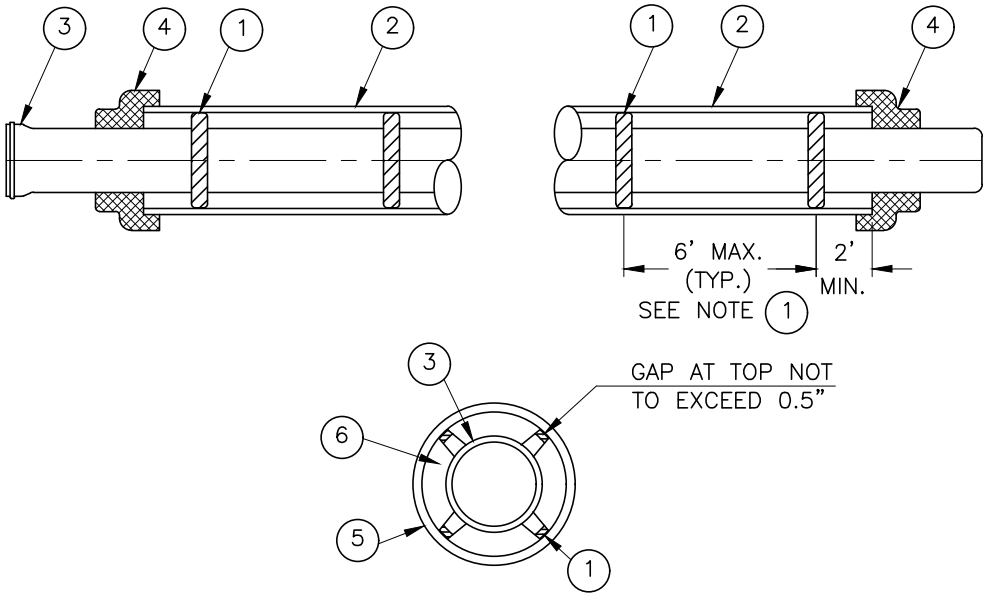
CONCRETE SLOPE ANCHORS

Approved Date _____

City Engineer

REVISIONS	BY	DATE

STD. NO.
925 S-21
SHEET 1 OF 1



STEEL CASING DETAILS

1. STAINLESS STEEL (SAE TYPE 316L) CASING SPACER CENTER RESTRAINT POSITION (CASCADE MFG. OR EQUAL) SHALL BE ATTACHED TO CARRIER PIPE AT APPROPRIATE POSITIONS TO PROPERLY SUPPORT THE CARRIER PIPE WITHIN THE CENTER OF THE CASING INSTALLATION. SPACERS SHALL BE SET AT 6–FOOT INTERVALS FOR PVC AND DUCTILE IRON PIPE. A MINIMUM OF TWO (2) SPACERS PER JOINT SHALL BE PROVIDED FOR VCP.

2. ALL JOINTS OF STEEL CASING SHALL BE WELDED FULL CIRCUMFERENCE, MINIMUM CASING I.D. AND WALL THICKNESS SHALL BE 24–INCHES AND ½–INCH RESPECTIVELY, UNLESS APPROVED OTHERWISE BY THE CITY ENGINEER.

3. CARRIER PIPE SHALL BE PVC SDR 26, EXTRA STRENGTH VITRIFIED CLAY OR CERAMIC EPOXY LINED DUCTILE IRON PIPE, AS APPROVED BY THE CITY ENGINEER. CARRIER PIPE SHALL BE AIR TESTED PRIOR TO FILLING OF ANNULAR SPACE. INVERT ELEVATIONS SHALL BE VERIFIED PRIOR TO FILLING OF ANNULAR SPACE.

4. EACH END OF CASING SHALL BE SEALED WITH CONCRETE MORTAR OR MANUFACTURED CASING END COVER.

5. PERIPHERY OF CASING SHALL BE PRESSURE GROUTED PER DESIGN STANDARDS, SECTION 3.1.12.5

6. ANNULAR SPACE SHALL BE FILLED WITH LEAN GROUT PER DESIGN STANDARDS, SECTION 3.1.12.7

NOTE:

UNLESS NOTED OTHERWISE, CASING SHALL BE INSTALLED BY JACK AND BORE, AND/OR TUNNEL METHOD. IF OPEN–CUT INSTALLATION OF CASING IS ALLOWED, BACKFILL SHALL BE IN ACCORDANCE WITH STD. 925 S–14.

City of Cypress
DEPARTMENT OF PUBLIC WORKS
ENGINEERING DIVISION

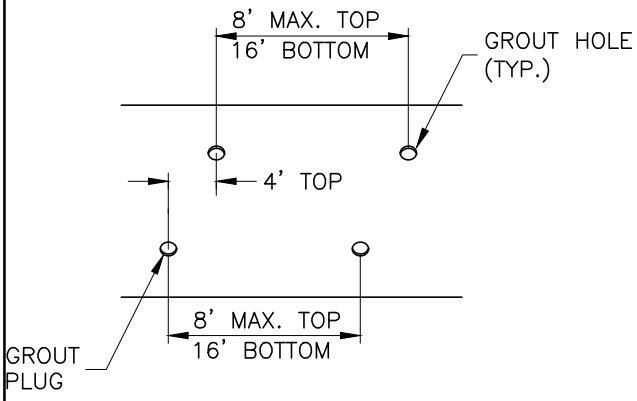
STEEL CASING PIPE

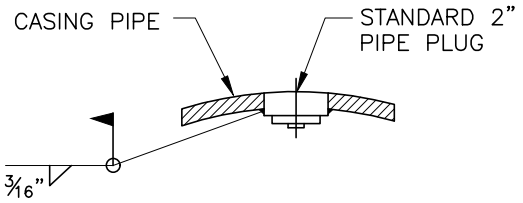
Approved Date _____

City Engineer

REVISIONS	BY	DATE

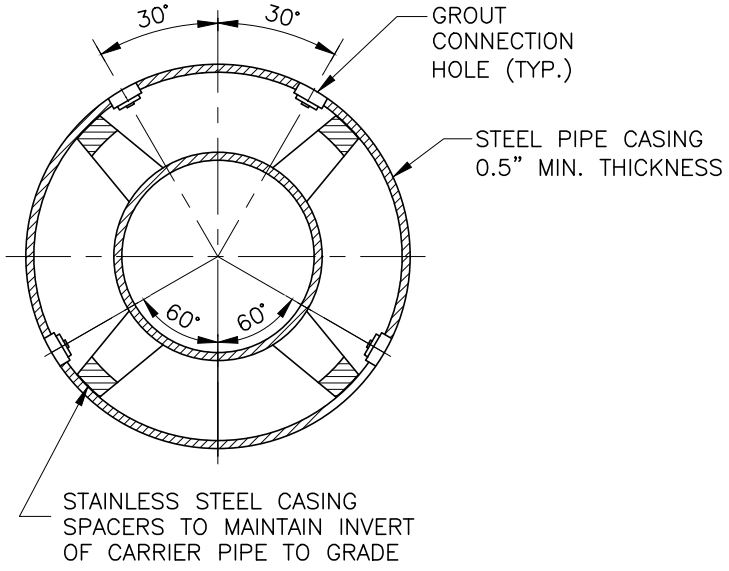
STD. NO.
925 S-22
SHEET 1 OF 2





GROUT PLUG DETAIL

CARRIER PIPE SIZE (INCHES)	MIN. CASING SIZE (INCHES)
8–15	24
18	30
21	33
24	36



STEEL CASING DETAIL

City of Cypress
DEPARTMENT OF PUBLIC WORKS
ENGINEERING DIVISION

STEEL CASING PIPE

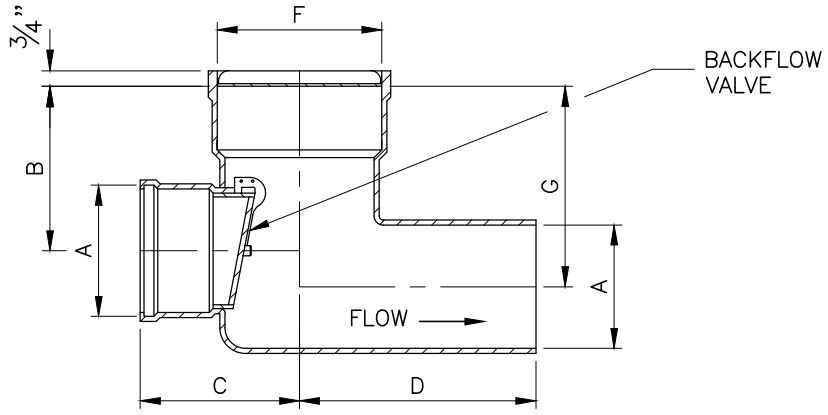
Approved Date _____

City Engineer

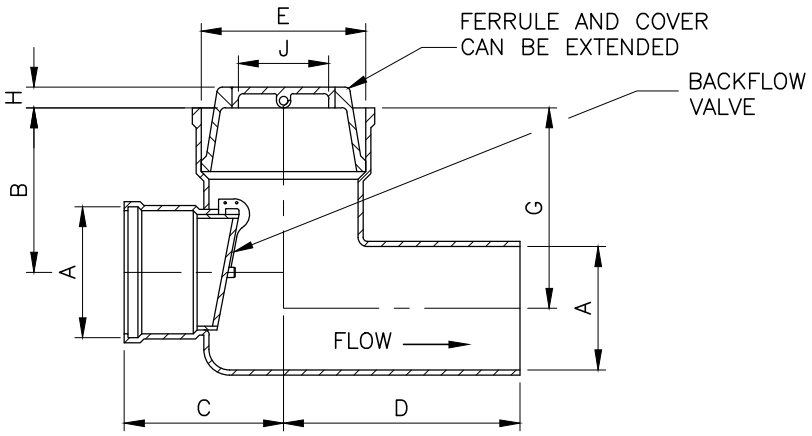
REVISIONS	BY	DATE

STD. NO.
925 S-22
SHEET 2 OF 2

BOLTED COVER–HUB INLET–SPIGOT OUTLET



THREADED COVER–HUB INLET–SPIGOT OUTLET



DIMENSIONS (INCHES)								
A SIZE	B	C	D	E SIZE	F DIA.	G	H	J
4	6.5	6.5	9.5	6	8.5	8	1	6
6	8	7.75	11.5	8	10.75	9.75	1	6

NOTES:

1. BACKFLOW DEVICE SHALL BE INSTALLED IN THE SEWER SERVING ANY BUILDING WHERE THE LOWEST FLOOR ELEVATION (CONTAINING PLUMBING FIXTURES) WILL BE LESS THAN 1–FOOT ABOVE THE RIM OF THE UPSTREAM MANHOLE OR FLUSHING UNIT.
2. DEVICE SHALL BE LOCATED WHERE IT WILL BE ACCESSIBLE FOR INSPECTION AND REPAIR AT ALL TIMES.
3. DEVICE SHALL BE J.R. SMITH MFG. CO. 7012 (BOLTED) OR 7022 (THREADED) OR APPROVED EQUAL.
4. DEVICE SHALL BE INSTALLED IN A VAULT (QUICKSET DB2424 OR EQUAL).

City of Cypress
DEPARTMENT OF PUBLIC WORKS
ENGINEERING DIVISION

SEWER BACKFLOW DEVICE

Approved Date _____

City Engineer

REVISIONS	BY	DATE

STD. NO.
925 S-23
SHEET 1 OF 1

GREASE INTERCEPTORS

1. ALL FOOD SERVICE ESTABLISHMENTS SHALL HAVE GREASE CONTROL DEVICES IN ACCORDANCE WITH THE FOG ORDINANCE, FOG CONTROL PROGRAM, AND THESE SPECIFICATIONS.

2. PLANS FOR GREASE CONTROL DEVICES SHALL BE SUBMITTED TO THE CITY OF CPRESS FOR APPROVAL PRIOR TO INSTALLATION. ESTABLISHMENTS WHOSE GREASE CONTROL DEVICES ARE NOT ADEQUATELY MAINTAINED TO PREVENT FLOATABLE OILS, FAT, OR CREASE FROM THE SEWER SYSTEM SHALL BE IN VIOLATION OF THE FOG ORDINANCE AND THE FOOD SERVICE ESTABLISHMENT (FSE) FOG DISCHARGE PERMIT.

3. CONTINUED VIOLATIONS OF THE CITY'S OPERATIONS CODE, THE FOG CONTROL PROGRAM OR THESE STANDARDS/REQUIREMENTS BY FOOD SERVICE ESTABLISHMENTS MAY BE CONSIDERED GROUNDS FOR THE SUSPENSION OR REVOCATION OF THE FOG DISCHARGE PERMIT OR THE DISCONTINUANCE OF SEWER OR WATER SERVICES.

4. ALL FOOD SERVICE ESTABLISHMENT GREASE CONTROL DEVICES SHALL BE SUBJECT TO REVIEW, EVALUATION, AND INSPECTION BY CITY'S REPRESENTATIVES DURING NORMAL WORKING HOURS. RESULTS OF INSPECTION WILL BE MADE AVAILABLE TO FACILITY OWNER, LEASE–HOLDER, OR OPERATOR.

5. FOOD SERVICE ESTABLISHMENTS WHOSE OPERATIONS VIOLATE THE CITY'S OPERATIONS CODE, THE FOG CONTROL PROGRAM, OR THESE STANDARDS/REQUIREMENTS, OR ESTABLISHMENTS THAT CAUSE OR ALLOW EXCESSIVE GREASE TO BE DISCHARGED OR ACCUMULATE IN CITY'S COLLECTION SYSTEM MAY BE LIABLE TO CITY FOR COSTS RELATED TO CITY'S SERVICE CALLS FOR LINE BLOCKAGES, INCREASED LINE MAINTENANCE FREQUENCY, LINE AND PUMP REPAIRS, REGULATORY FINES, ETC., INCLUDING ALL LABOR, MATERIALS, AND EQUIPMENT. FAILURE TO PAY ALL SERVICE–RELATED CHARGES MAY ALSO BE GROUNDS FOR SEWER OR WATER SERVICE DISCONTINUANCE.

6. REGULARLY SCHEDULED MAINTENANCE OF GREASE CONTROL DEVICES IS REQUIRED TO ENSURE PROPER OPERATION. IN MAINTAINING GREASE INTERCEPTORS AND GREASE TRAPS, THE FSE OWNER, LEASE–HOLDER, OR OPERATOR SHALL BE RESPONSIBLE FOR THE PROPER REMOVAL AND DISPOSAL OF GREASE BY APPROPRIATE MEANS, AND SHALL MAINTAIN ON–SITE RECORDS OF DATES AND MEANS OF DISPOSAL. RECORDS SHALL BE MAINTAINED FOR A PERIOD OF THREE (3) YEARS.

7. ANY FOOD SERVICE ESTABLISHMENT WHOSE EFFLUENT DISCHARGE TO THE SEWER SYSTEM IS DETERMINED BY CITY TO CAUSE INTERFERENCE IN THE CONVEYANCE OR OPERATION OF THE SEWER SHALL BE ANALYZED FOR OIL AND GREASE AT THE EXPENSE OF THE FSE OWNER, LEASE–HOLDER OR OPERATOR. RESULTS OF FATS ANALYSES SHALL BE REPORTED TO THE CITY.

8. ALL GREASE TRAPS/INTERCEPTORS SHALL BE DESIGNED AND INSTALLED TO ALLOW FOR COMPLETE ACCESS FOR INSPECTION, VIEWING (PIPING, BAFFLES AND STRUCTURE WALLS), MAINTENANCE OF THE INNER CHAMBERS AND SAMPLING OF EFFLUENT WASTEWATER DISCHARGED TO THE SEWER.

9. ALL GREASE INTERCEPTORS LARGER THAN 1,500 GALLONS SHALL HAVE THREE ACCESS MANHOLES. MANHOLES SHALL EXTEND TO GRADE, HAVE A MINIMUM SIZE OF 24–INCHES DIAMETER OR SQUARE OPENING, AND SHALL HAVE A GASKET COVER AT GRADE AND BE TRAFFIC RATED WHERE NECESSARY.

City of Cypress
DEPARTMENT OF PUBLIC WORKS
ENGINEERING DIVISION

TYPICAL GREASE INTERCEPTORS

Approved Date _____

City Engineer

REVISIONS	BY	DATE

STD. NO.
925 S-24
SHEET 1 OF 5

GREASE INTERCEPTORS

(CONTINUED)

10. FOOD SERVICE ESTABLISHMENTS SHALL ADOPT PROCEDURES WHICH ARE IN COMPLIANCE WITH THE FOG CONTROL PROGRAM FOR HANDLING SOURCES OF FLOATABLE OILS, FAT, AND GREASE ORIGINATING FROM WITHIN THEIR FACILITY. A NOTICE SHALL BE PERMANENTLY POSTED AT A PROMINENT PLACE IN THE FACILITY ADVISING EMPLOYEES OF THE PROCEDURES TO BE FOLLOWED.

11. THE USE OF CHEMICALS, BACTERIA OR OTHER AGENTS TO DISSOLVE GREASE OR OTHERWISE CLEAN GREASE INTERCEPTORS/TRAPS IS SPECIFICALLY PROHIBITED AND WILL BE GROUNDS FOR THE SUSPENSION OR REVOCATION OF THE FOG DISCHARGE PERMIT.

12. WASTEWATER SHALL NOT BE DISCHARGED TO ANY GREASE INTERCEPTOR WITH TEMPERATURES IN EXCESS OF 140° F.

13. WASTEWATER SHALL NOT BE DISCHARGED TO ANY GREASE INTERCEPTOR WITH LESS THAN 750 GALLONS CAPACITY.

14. AUTOMATIC GREASE REMOVAL SYSTEM INSTALLATIONS (EX. BIG DIPPER) SHALL REQUIRE CITY'S APPROVAL AND WILL BE EVALUATED ON A CASE BY CASE BASIS.

CONSTRUCTION STANDARDS

1. NEW FACILITIES

   A. ALL NEW FOOD SERVICE ESTABLISHMENTS SHALL BE REQUIRED TO INSTALL A GREASE INTERCEPTOR, APPROVED BY CITY. GREASE INTERCEPTORS SHALL BE ADEQUATELY SIZED BASED ON REQUIREMENTS INCLUDED IN THE FOG CONTROL PROGRAM, WITH NO INTERCEPTOR LESS THAN 750 GALLONS CAPACITY UNLESS OTHERWISE APPROVED BY THE CITY OF CYPRESS.

   B. NO FOOD SERVICE ESTABLISHMENT WILL BE ALLOWED TO INITIATE OPERATIONS UNTIL A GREASE CONTROL DEVICE IS INSTALLED AND APPROVED BY THE CITY OF CYPRESS.

   C. A BASKET, SCREEN, OR OTHER INTERCEPTING DEVICE SHALL BE INSTALLED TO PREVENT PASSAGE OF GREASE TRAP OR INTERCEPTOR EFFLUENT INTO THE COLLECTION SYSTEM OF SOLIDS ONE (1) HALF–INCH OR LARGER IN SIZE. THE BASKET (OR DEVICE) SHALL BE REMOVABLE FOR CLEANING PURPOSES.

   D. GARBAGE GRINDERS ARE PROHIBITED IN FOOD SERVICE ESTABLISHMENTS. SINKS SHALL HAVE SCREENS INSTALLED AND THE SOLIDS PERIODICALLY COLLECTED AND PLACED IN GARBAGE CONTAINERS.

2. EXISTING FACILITIES

   A. ALL EXISTING FOOD SERVICE ESTABLISHMENTS SHALL HAVE GREASE CONTROL DEVICES APPROVED BY THE CITY OF CYPRESS. FOOD SERVICE ESTABLISHMENTS WITHOUT A FOG CONTROL DEVICE WILL BE GIVEN A COMPLIANCE DEADLINE NOT TO EXCEED 12 MONTHS FROM DATE OF NOTIFICATION TO HAVE INSTALLED AN APPROVED GREASE CONTROL DEVICE IN COMPLIANCE WITH THESE STANDARDS/REQUIREMENTS. FAILURE TO DO SO WILL BE CONSIDERED A VIOLATION OF CITY OPERATIONS CODE AND MAY SUBJECT THE FACILITY TO PENALTIES AND CORRECTIVE ACTIONS. SAID INSTALLATION SHALL MEET THE SAME REQUIREMENTS FOR DESIGN AS FOR NEW FACILITIES.

City of Cypress
DEPARTMENT OF PUBLIC WORKS
ENGINEERING DIVISION

TYPICAL GREASE INTERCEPTORS

Approved Date _____

City Engineer

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CONSTRUCTION STANDARDS

(CONTINUED)

B. IN THE EVENT AN EXISTING FOOD SERVICE ESTABLISHMENT'S GREASE CONTROL DEVICES ARE EITHER UNDER–DESIGNED OR SUBSTANDARD IN ACCORDANCE WITH THE FOG CONTROL PROGRAM AND THESE STANDARDS, THE OWNER(S) WILL BE NOTIFIED IN WRITING OF THE DEFICIENCIES. THE NOTIFICATION SHALL INCLUDE THE REQUIRED IMPROVEMENTS AND SHALL GIVE A COMPLIANCE DEADLINE NOT TO EXCEED 12 MONTHS TO CONFORM WITH THESE STANDARDS/REQUIREMENTS.

C. FOR CASES WHERE "OUTDOOR" TYPE GREASE INTERCEPTORS ARE INFEASIBLE TO INSTALL, EXISTING FOOD SERVICE ESTABLISHMENTS MAY APPLY FOR A VARIANCE TO THE CITY ENGINEER. IF APPROVED, THE FOOD SERVICE ESTABLISHMENTS MAY BE REQUIRED TO INSTALL ADEQUATE AND APPROVED "INDOOR" GREASE TRAPS FOR USE ON INDIVIDUAL FIXTURES INCLUDING SINKS, AND OTHER POTENTIALLY GREASE–CONTAINING DRAINS. NO DISHWASHER MAY BE CONNECTED TO THESE TYPES OF GREASE TRAPS.

D. THE SIZE AND USE OF THE "INDOOR" GREASE TRAPS SHALL BE SUBJECT TO CITY APPROVAL, BUT IN NO CASE SHALL BE LESS THAN 70 POUND CAPACITY PER FIXTURE. FLOW CONTROL FITTING/DEVICE MUST BE PROVIDED TO THE INLET SIDE OF THE UNIT.

E. CITY APPROVAL OF FLOW CONTROL DEVICES MUST BE OBTAINED PRIOR TO INSTALLATION.

F. THE LOCATION OF "INDOOR" UNITS MUST BE AS NEAR THE SOURCE OF THE WASTEWATER AS PHYSICALLY POSSIBLE.

G. IN MAINTAINING GREASE TRAPS/INTERCEPTORS, THE OWNER(S) SHALL BE RESPONSIBLE FOR THE PROPER REMOVAL AND DISPOSAL BY APPROPRIATE MEANS OF THE CAPTURED MATERIAL AND SHALL MAINTAIN RECORDS ON–SITE OF THE DATES AND MEANS OF DISPOSAL WHICH ARE SUBJECT TO REVIEW BY CITY.

3. NEW FOOD SERVICE ESTABLISHMENTS IN EXISTING BUILDINGS

A. NEW FOOD SERVICE ESTABLISHMENTS LOCATED IN EXISTING BUILDINGS WILL BE REQUIRED TO COMPLY WITH THE GREASE INTERCEPTOR STANDARDS APPLICABLE TO NEW FACILITIES.

B. WHERE PHYSICALLY IMPOSSIBLE TO INSTALL "OUTDOOR" GREASE INTERCEPTOR UNITS, "INDOOR" GREASE TRAPS UNITS MAY BE ALLOWED AS WITH EXISTING FOOD SERVICE ESTABLISHMENTS PROVIDED PRIOR APPROVAL OF THE UNIT TYPE, SIZE, LOCATION, ETC. IS RECEIVED FROM THE CITY.

City of Cypress
DEPARTMENT OF PUBLIC WORKS
ENGINEERING DIVISION

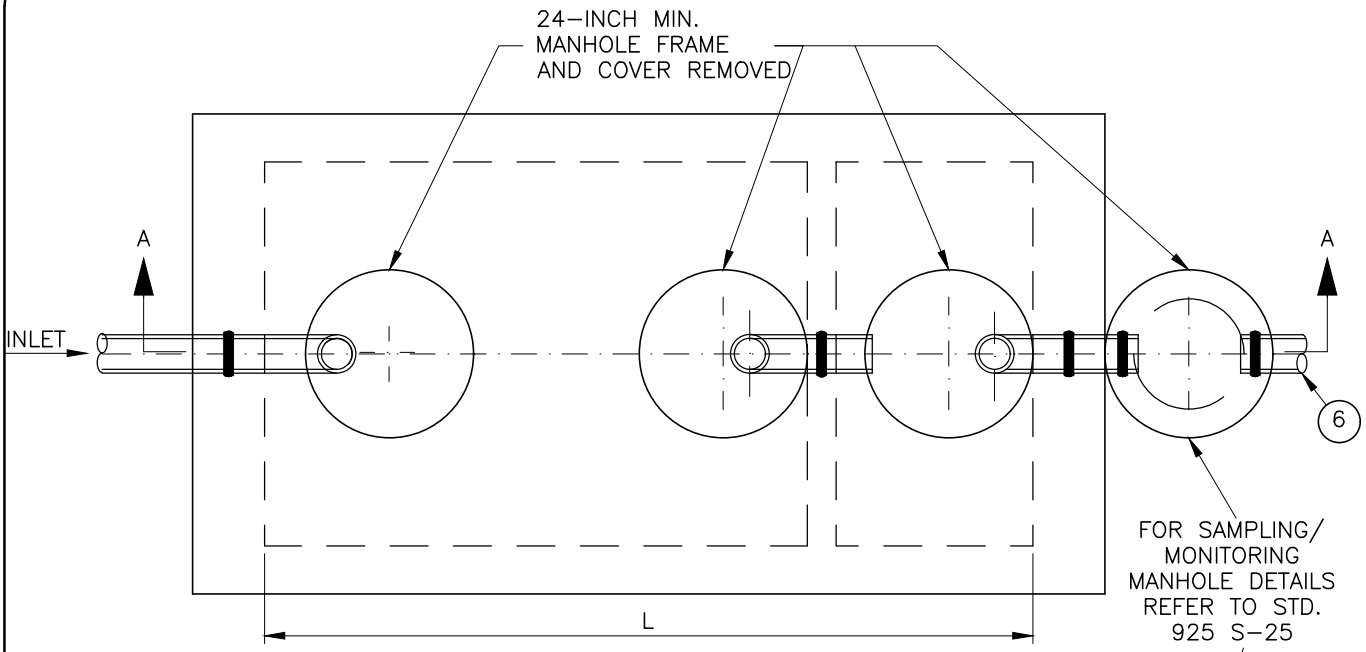
TYPICAL GREASE INTERCEPTORS

Approved Date _____

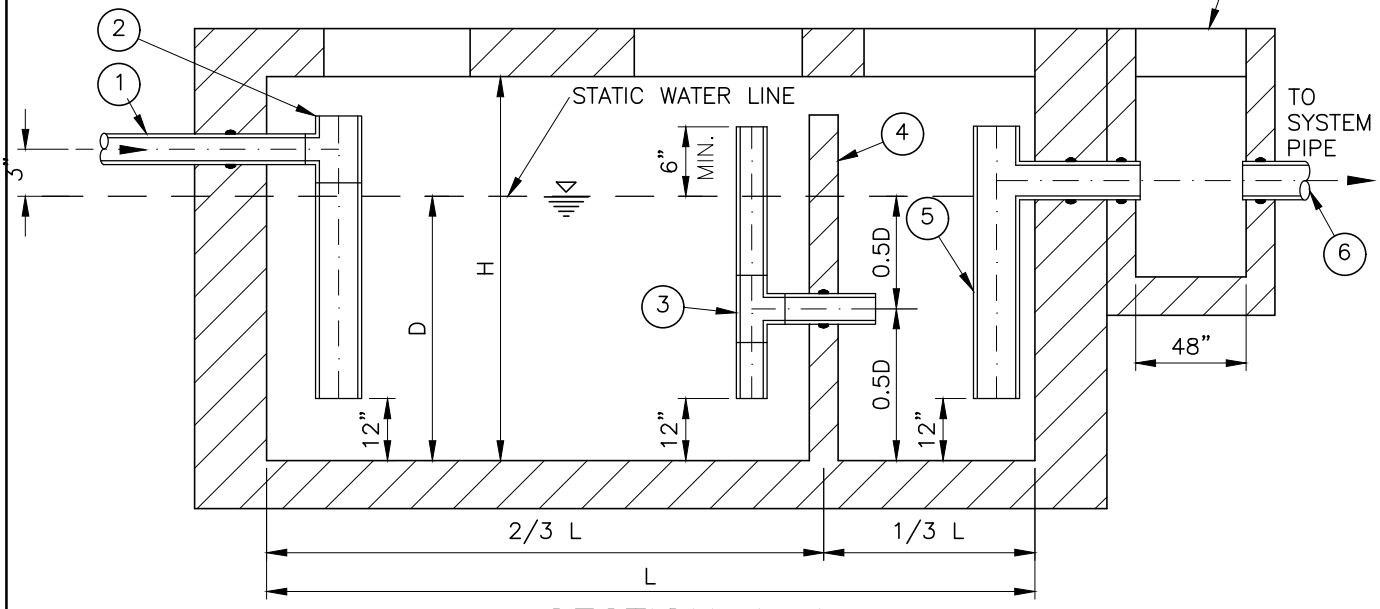
City Engineer

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PLAN



SECTION A–A

1. INLET PIPE PER MANUFACTURER SPECIFICATIONS
2. INFLOW TEE AND STANDPIPE
3. CROSSOVER TEE AND STANDPIPE
4. BAFFLE WALL
5. OUTFLOW TEE AND STANDPIPE
6. OUTLET PIPE–6" MINIMUM

City of Cypress
DEPARTMENT OF PUBLIC WORKS
ENGINEERING DIVISION

TYPICAL GREASE INTERCEPTOR (TYPE I)

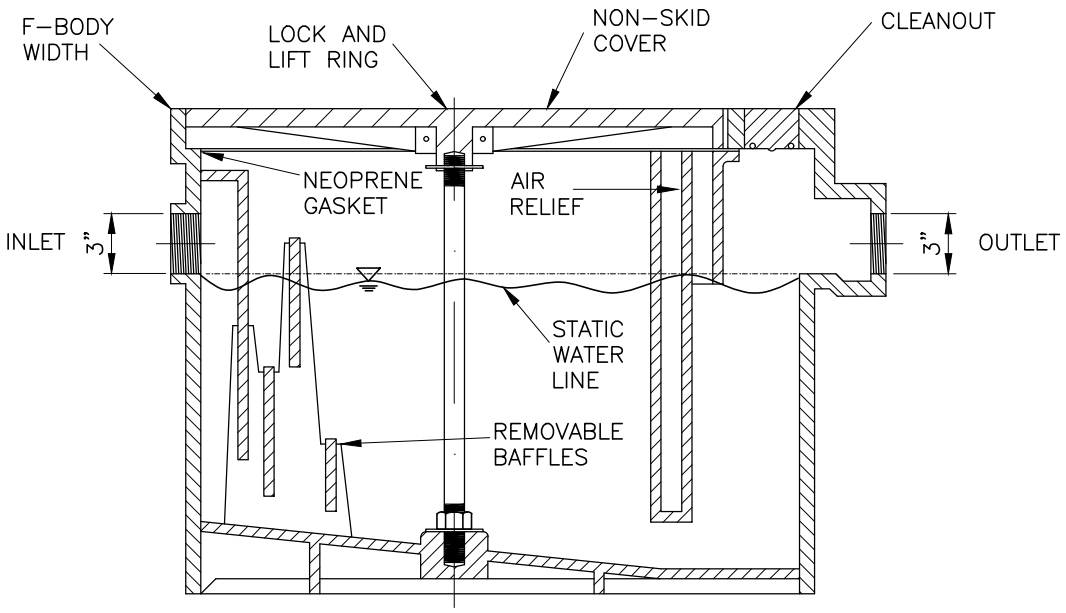
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TYPE II

NOTE:

1. TYPE II INDOOR GREASE INTERCEPTORS SHALL BE AS MANUFACTURED BY ZURN MODEL GT2702 OR EQUAL AND AS APPROVED BY THE CITY OF CYPRESS.

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ENGINEERING DIVISION

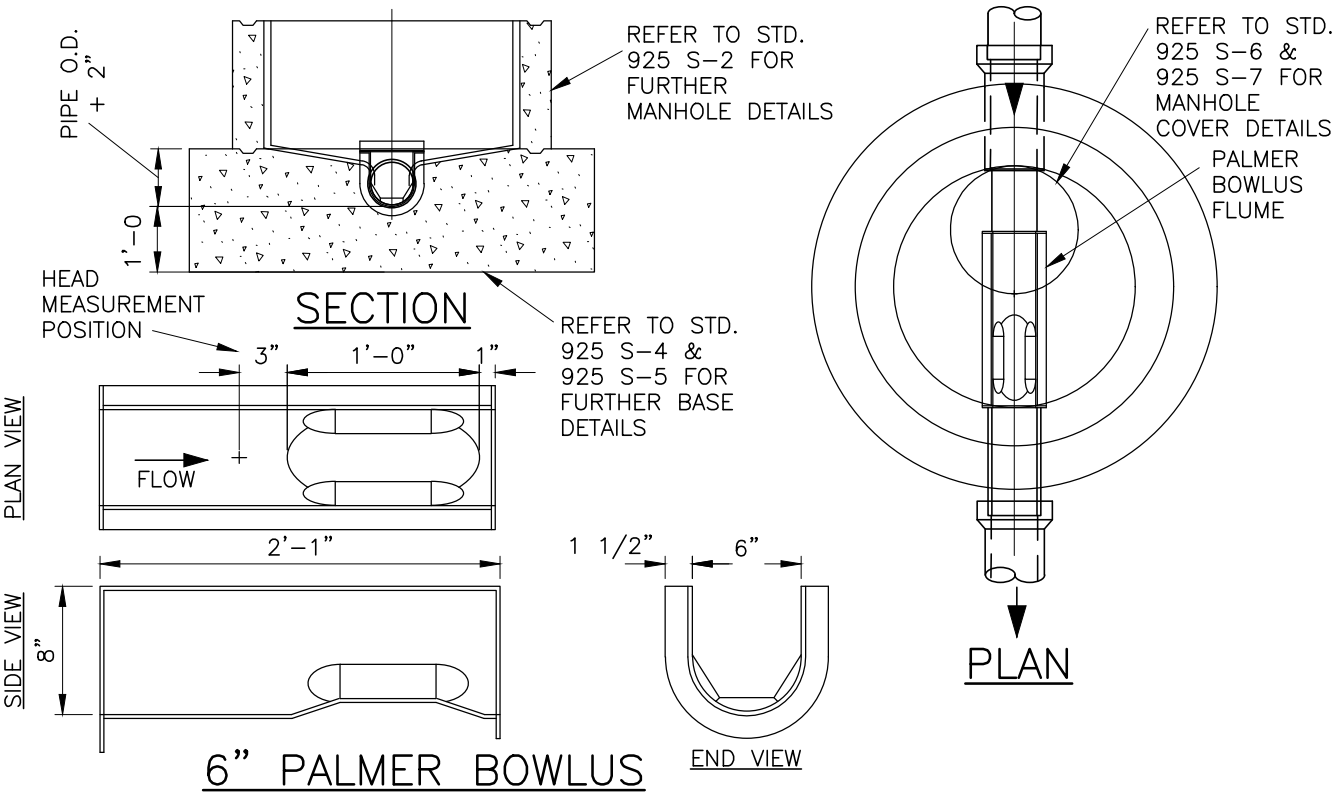
TYPICAL GREASE INTERCEPTOR (TYPE II)

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6" PALMER BOWLUS

NOTES:

1. SAMPLING MANHOLE SHALL BE LOCATED ON PRIVATE PROPERTY OUTSIDE THE CITY'S PUBLIC RIGHT OF WAY. CITY OF CYPRESS SHALL HAVE ACCESS TO THE SAMPLING MANHOLE AT ALL TIMES.
2. FINAL APPROVAL RELATIVE TO THE REQUIREMENTS FOR THE SAMPLING MANHOLE EQUIPMENT INCLUDING BUT NOT LIMITED TO THE SPECIFIC TYPE, SIZE AND SLOPE SHALL BE MADE BY THE CITY ENGINEER.
3. MANHOLE BASE RISER SECTIONS AND TOP SHALL CONFORM TO APPLICABLE STD. 925 S-2 THROUGH 925 S-10.
4. THE PREFABRICATED FIBERGLASS REINFORCED PLASTIC (FRP) PALMER BOWLUS FLUME AS MANUFACTURED BY PLASTI-FAB (OR APPROVED EQUAL) SHALL BE INSTALLED ACCORDING TO THE LATEST MANUFACTURER'S RECOMMENDATIONS.
5. NO BUILDING LATERAL CONNECTION SHALL BE MADE DOWNSTREAM OF ITS SAMPLING MANHOLE.
6. IN ORDER TO CONTROL VELOCITIES, NO SLOPE CHANGES, DEFLECTION AND/OR CONNECTIONS SHALL BE ALLOWED WITHIN A DISTANCE 15 TIMES THE SEWER PIPE I.D. UPSTREAM AND/OR DOWNSTREAM OF THE SAMPLING MANHOLE.
7. THE SLOPE OF THE PIPE SHALL NOT EXCEED 1 PERCENT THROUGH THE SAMPLING MANHOLE FOR A DISTANCE OF 15 TIMES THE PIPE I.D. BOTH UPSTREAM AND DOWNSTREAM OF THE SAMPLING MANHOLE.
8. DOWNSTREAM SEWER SHALL BE DESIGNED TO CONVEY THE MAXIMUM DESIGN FLOWS WITHOUT CREATING A SURCHARGED CONDITION IN THE SAMPLING MANHOLE.

City of Cypress
DEPARTMENT OF PUBLIC WORKS
ENGINEERING DIVISION

SAMPLING/MONITORING MANHOLE (PALMER BOWLUS FLUME)

Approved Date _____

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Appendix F-1

Fats, Oils, and Grease Control Program Manual

FATS, OILS, AND GREASE CONTROL PROGRAM MANUAL



PUBLIC WORKS DEPARTMENT
(714) 229-6740

Mike Smith
Water Quality Manager

Douglas A. Dancs, P.E.
Public Works Director

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H. BMP 219-A Recommended Pump Out Procedures	
I. Spill Kit	
J. BMP Manual	
K. Supplemental Materials	
- Grease Interceptor Standard Plan	
- Tips for the Food Service Industry (English, Spanish, Vietnamese)	
- Kitchen Best Management Practices (BMP's) (English, Spanish, Vietnamese and Korean)	

LIST OF ACRONYMS

BMP	Best Management Practices
CSA	Compliance Schedule Agreement
EPA	US Environmental Protection Agency
FOG	Fats, Oils, and Grease
FSE	Food Service Establishment
GCD	Grease Control Device
GI	Grease Interceptor
O&G	Oils and Grease
SSO	Sanitary Sewer Overflow (sewer overflows/ sewer spills)
SWRCB	State Water Resource Control Board
RWQCB	Regional Water Quality Control Board
UPC	Uniform Plumbing Code

Forward

Studies in Orange County have concluded that FOG is one of the primary causes of sanitary sewer blockages. Based on information collected by the Santa Ana RWQCB, sanitary sewer system overflows from sewer collection systems have caused numerous beach closures within Orange County. The most prevalent cause of the SSOs is FOG accumulation in the small to medium sewer lines serving FSE's.

The purpose of the FOG Discharge Manual is to facilitate the maximum beneficial public use of the City's sewer collection system while preventing blockages from FOG discharges. Additionally, the Manual specifies appropriate FOG discharge requirements for FSE's discharging into the City's sewer system to protect public health and safety. The FOG Discharge Manual is given in the form of a binder in order to **keep all records and logs in one place for the convenience of the establishment operator and the City's contract inspector**. **The logs (Forms 219-3 to 219-6) must be kept up-to-date and will be verified by the contract inspector.** Extra copies of the Forms 219-3 to 219-6 are provided on the City website: www.cypressca.org

This manual shall also establish quantity and quality standards on all wastewater and/or waste discharges containing FOG, which may alone or collectively cause or contribute to FOG accumulation in the sewer facilities causing or contributing to the occurrence of SSOs.

FAQs

What is FOG? Where does it come from?

- "FOG" refers to fats, oils, and grease.
- Commonly found in meats, sauces, gravy, dressings, deep-fried foods, baked goods, cheeses, and butter. FOG waste is generated by processing or serving food.

What's the problem with FOG?

Grease sticks to the insides of sewer pipes (both on your property and in the streets) and over time, the grease can build up and block the entire pipe.

When sewer pipelines become blocked with grease, sewage flows out of manholes into the storm drains, eventually making its way into the ocean. Sewer overflows pose a threat to public health, adversely affect aquatic life, and are expensive to clean up.

Why do food facilities need to know about FOG?

In February 2002, the Santa Ana Regional Water Quality Control Board adopted Order R8-2002-0014, which prohibits sewer overflows and requires Orange County cities to monitor and control these overflows. Cities are also required to develop and implement a FOG Control Program. The program requires restaurants and food preparation facilities to follow but not be limited to:

- Implementing kitchen BMP's
- Installing a grease interceptor
- Developing a grease control plan
- Producing waste-hauling records
- Sharing the costs incurred by the City to clean-out blockages in the sewer line

How is FOG monitored? How is it enforced?

The City of Cypress maintains a sewer collection system map and uses video surveillance cameras to identify blockages caused by FOG. The City of Cypress can use this information to identify the sources that contribute to sewer blockages and can initiate enforcement actions against businesses. Those responsible may be liable for:

- Physical/monetary damages
- Costs incurred by City to respond to the blockage
- Fines and penalties

How to report Sewage Spills?

Contact the City at (714) 229-6760 or (714) 229-6740 to report. Contact the Police Department after hours to report spills. Do not just leave a message.

Section I: Basic Requirements of the FOG Program

Kitchen Best Management Practices



BMPs are practices, procedures, and maintenance activities performed by FSE's to reduce the FOG in wastewater discharge. BMPs are described in greater detail in the section titled "Kitchen Best Management Practices" located on page 6 of this manual.

The legal authority for requiring conformance to BMPs is contained in City Code § 13-85

Record Keeping and Reporting Requirement



The Appendix (Forms 219-3 to 219-6) of this manual contains record-keeping logs that FSE's shall use to document servicing and maintenance of grease control devices, removal of grease, and employee training. FSE's will be required to keep updated logs. If there are multiple establishments discharging to an obstructed pipeline, it will be assumed that those establishments not following BMPs contributed to the sanitary sewer overflow.

The legal authority for requiring FSE's to complete and submit a report is contained in City Code § 13-101.

FOG Wastewater Discharge Permit



Any FSE proposing to discharge any wastewater containing FOG into the City's sewer system is required to obtain a FOG Wastewater Discharge Permit online from the City when applying for or renewing its annual business license.

The City can refuse to issue a certificate of occupancy for any new construction or business unless a FSE has complied with the ordinance (**§ 13-91).**

Grease Interceptors



There are Uniform Plumbing Code requirements, standards, and specifications for FSE's to install grease interceptors and grease traps to reduce FOG in the wastewater discharges.

The legal authority to require the installation of a grease interceptor by FSE's is contained in City Code § 13-86.

Compliance Schedule Agreement (CSA)



Criteria to require FSE's to enter into a CSA may include, but are not necessarily limited to:

- Conditions in the wastewater collection line serving the FSE's
- Degree of conformance to BMPs by the FSE
- Compliance history of the FSE at that location or other locations

A CSA would, but not be limited to, include:

- BMPs used by the establishment
- Description of the FSE operation
- Description of the location and size of any grease interceptors and grease traps present
- Description of how the grease interceptor or grease trap will be maintained (cleaned), including frequency of cleaning
- Description of how the FSE will comply with reporting requirements

The legal authority for requiring FSE's to enter into a CSA is contained in City Code § 13-107.

Section II: Kitchen Best Management Practices

The following BMPs are provided to assist FSE's with developing procedures to reduce the amount of FOG in their wastewater, thereby reducing maintenance needs and costs of grease control devices. These efforts also minimize the likelihood of causing a blockage that may result in a backup into their or their neighbors' facilities, a release to the environment, and/or an enforcement action.

1. Employee Training and Awareness

- Instruct employees not to pour FOG down the drain and not to dispose of food scraps in sinks
- Post "No Grease" signs (in commonly spoke language) above sinks and on the front of dishwashers.
- Conduct BMP DVD training sessions twice a year.

2. Garbage Disposals and Drain Screening

- To reduce FOG discharge by up to 50%, disconnect and remove garbage disposals and scrape food into the trash.
- Retain or install a fine meshed screen in the drain of each sink. Clean frequently and place collected material in garbage.

All FSE's are required to remove all food grinders upon: (i) major operational changes take place; or (ii) within 180 days of the effective date of the ordinance City Code § 13-84.

4. Spill Prevention and Clean-up



- Avoid spills: Empty containers before they are full and use a cover when transporting materials that can be spilled.
- Dry spills should be swept or vacuumed.
- For FOG spills: Block off drains near the spill. Cover spill with absorbent material (sand, saw dust, salt, paper towels, etc.). Dispose of material in trash.

5. Building Drains Maintenance

Have building drains and service lines professionally cleaned at least once per year.

6. Recycling

Collect and recycle the oils and fats through one of the area's licensed grease waste haulers.

7. Dry Clean up

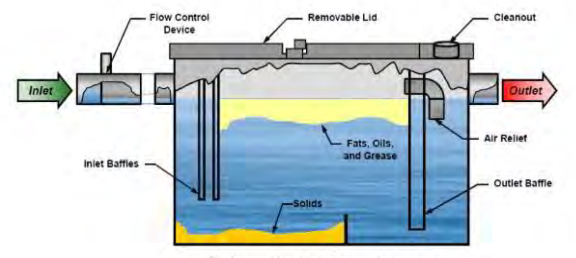


- Use rubber scrapers to scrape food particles and FOG from cookware and dishes into the garbage.
- Use food grade paper to soak up oils and grease under fryer baskets.

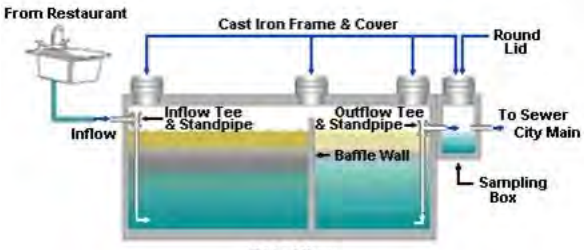
8. Dishwashing and Equipment Cleaning

- Use disposable paper products, rather than dishware, to minimize/ eliminate dishwashing.
- Pre-wash with hot water and no soap.
- Before washing, empty contents into a waste grease container then wipe with paper towels.

Indoor Grease Trap



Outdoor Grease Interceptor



9. Grease Control Devices

Inspect Grease Control Devices (GCD) every month and conduct regular full cleanings, more often if less than 75% of the trap capacity remains.

During every inspection and cleaning, check the integrity of GCD internal baffles and inlet piping flow restrictors.

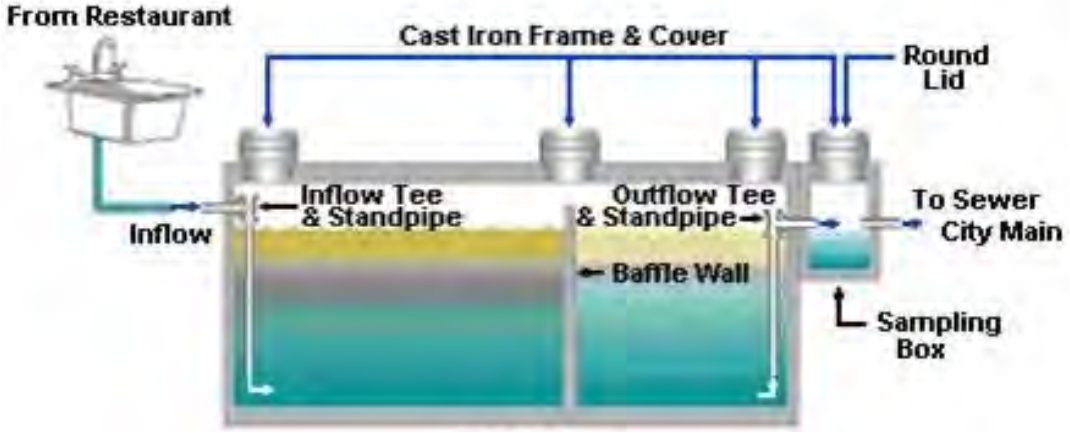
FSE must maintain a record that documents cleaning activities for Grease Control Devices. Form (219-6) is in the Appendix of this manual, titled "Grease Interceptor/Trap Log".

Section IV: Grease Interceptors

Description and Applicability

The installation and maintenance of a grease interceptor is an important measure to ensure that a FSE does not contribute to/ create problems within the wastewater collection system.

- **Grease traps** are small indoor devices.



- **Grease interceptors** are an outside, underground multi-compartment tank that reduces the amount of pollution (FOG) in wastewater, before discharge into the wastewater collection system. Grease interceptors are two-compartment units that apply a physical separation process to detain wastewater and allow FOG and water to separate.
  - ◊ Separated FOG rises to the top
  - ◊ Water flows to the wastewater system from below
  - ◊ Solid materials settle on the bottom.
  - ◊ The floating grease layer is prevented from flowing to the wastewater system by a "Tee" or baffle that is installed on the effluent chamber of the interceptor.

General



If the volume or nature of food service provided by the establishment dictates significant food preparation, operation of a garbage grinder, or an automatic dishwasher, a discharge of FOG waste is highly likely and a grease interceptor is required.

Each new grease control device that is installed to replace or upgrade an existing grease control device will be required to meet all criteria required by the current uniform plumbing code.

For properties with multiple FSE's on a single parcel, each FSE shall be individually and separately responsible for installation and maintenance of the grease interceptor. A single grease interceptor can be used to service multiple FSE's only upon approval by the Public Works Director for the City of Cypress (City Code § 13-88).

Grease Interceptors: Operation & Maintenance and Requirements

Operation & Maintenance



Proper operation and maintenance of grease interceptors includes routine inspection, cleaning, pumping, and repair as described in this section. These units are less effective if FOG and solids occupy greater than **25% of the interceptor's total liquid depth**.

It is recommended that FSE's inspect grease interceptors at least once every three months. During each inspection, it is recommended that users document measurement of the grease layer in both compartments by pushing a garden hoe through the grease layer or taking a core sample with a "sludge judge."

During each inspection, FSE's should open both manholes and confirm that the "Tees" on pipes are intact. A missing, altered, or damaged outlet "Tee" is an impairment of the ability of the grease interceptor to pretreat the wastewater and could result in violations of City Code § 13-86.

Inspection

Reasonable access to all parts of the FSE shall be made available when inspection and/or sample of the wastewater is required (§ 13-102A and 13-103).



The FSE shall make available, for the purposes of inspection, the following:

- Access to grease control devices
- Manifests, receipts, and invoices of grease device maintenance
- Documents identifying the waste hauler carrier
- Documents identifying the disposal site locations

Cleaning



If the FOG and solids occupy greater than **25 percent of an interceptor's total liquid depth**, the FSE is required to perform a full cleaning of the grease interceptor.

Cleaning must be performed by a waste hauler with an approved license from an authorizing agency.

Both vaults of a grease interceptor shall be completely empty upon completion of pumping operation. The grease mat, liquids, sludge, and scrapings from the interior walls must be removed. Under no circumstances, may the waste hauler reintroduce the removed water or materials into the sewer system, other than at qualified disposal stations.

Flushing an interceptor with hot water, or the use of chemicals or other agents to dissolve or emulsify grease and allow it to flow into the wastewater treatment system, is a violation of City Code 13-106.

The FSE is liable for the condition of their pretreatment devices and payment for the cleaning service. The FSE owner or designee may want to witness all cleaning/maintenance activities to verify that the grease interceptor is being fully cleaned and properly maintained.

Please refer to BMP 219-A of the Appendix for the pumping practices required of licensed waste haulers.



Recordkeeping



It is required that FSE's maintain a written record of every time a grease interceptor is inspected and cleaned. It is a violation of City Code when the FSE fails to maintain and keep up-to-date accurate records of all cleaning, maintenance, and removal of FOG wastes (§ 13-101B).

Inspection records should document:

- Date of inspection
- Name of company and person performing inspection
- Estimated volume of FOG present
- Signature of the manager or designee of the FSE

This record (Form 219-6) is provided in the Appendices section of this manual.

Cleaning records should document:

- Date of maintenance
- Name of company and person performing maintenance
- Estimated volume of FOG removed
- Disposal location
- Establishment manager's or designee's signature for verification.

A manifest from the permitted liquid waste hauler is an acceptable record, if it contains all of the above information.

It is required that inspection and cleaning records be maintained on the premises for a period of at least two years and be made readily available to the City of Cypress personnel for review and inspection (§ 13-101B).

Section V: Public Education

BMP Brochures and posters in English and Spanish are provided to every FSE in the City's service area.

Websites also have more information regarding FOG:

www.cypressca.org

The Cypress Department of Public Work's Sewer / Wastewater Division is responsible for maintaining the City's sewer collection system. The City's collection system flows into an Orange County Sanitation District main until it reaches the OCSD system where it is processed for treatment.

https://www.ocsd.com/businesses/source-control-industrial-wastewater-permits/fats-oil-grease-permit

The Orange County Sanitation District (OCSD) leads a steering committee that includes all cities and agencies within its service area to develop policies and procedures to comply with the Regional Board order.

https://www.waterboards.ca.gov/santaana/water_issues/programs/stormwater/

This is the direct link to the Regional Board Order that discusses waste discharge requirements and deadlines that sewer agencies and municipalities are required to meet.

www.epa.gov/owm

The United States Environmental Protection Agency's Office of Wastewater Management (OWM) oversees a range of programs contributing to the well being of the nation's waters and watersheds.

www.ocwatersheds.com

The Watershed & Coastal Resources Division is one of six units in the Public Facilities & Resources Department. This division is responsible for developing regional management strategies to preserve, protect, and enhance coastal resources and surface waters throughout Orange County.

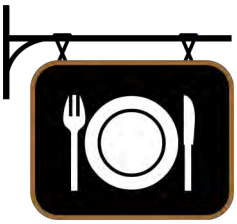
Section VI: Permits and Enforcement

Description and Applicability

The EPA and City prohibit any user from discharging solid or viscous pollutants, such as FOG wastes, in amounts which will cause obstructions in the wastewater system and interfere with the operation of the wastewater system. The City of Cypress is required by the EPA, the State, and City code, to initiate enforcement actions against users who violate this prohibition.

The City of Cypress will initiate enforcement actions for noncompliance, but it is possible for the EPA or State to initiate their own enforcement actions.

Permit Requirements



All FSE's are required to obtain a FOG Wastewater Discharge Permit online prior to the intent to discharge wastewater into the sewer system and pay a fee as set by the fee schedule.

Grease interceptors shall be required for all new and existing FSE's during the plan review/ building permit process. A variance or a waiver may be granted when certain terms and conditions are met (§ 13-87).

- **Grease disposal mitigation fee:**

◊ FSE's that operate without a grease control interceptor may be required to pay an annual Grease Disposal Mitigation Fee to equitably cover the costs of increased maintenance and administration of the sewer system.

◊ This section shall not be interpreted to allow a new FSE or existing FSE's undergoing remodeling or change in operations, to operate without an approved grease interceptor.

Blockages and Sewer Spills

Blockages:

Enforcement activities often commence with investigations of blockages and overflows of the wastewater system. Inspections are used to determine contributing factors and seek visual evidence of FOG waste accumulation between the site of the stoppage or overflow and upstream FSE's.

If significant FOG accumulation is observed in the service line of an upstream FSE, that establishment is identified as causing or contributing to the downstream stoppage or overflow.

Sewer spills and cleanup costs:



Inspection findings are also used to determine cleanup costs. FSE's determined to have contributed to SSOs or any sewer system interferences may be ordered by the Director to immediately install and maintain a grease interceptor and any other requirements.

Violations and Enforcement Responses

The City of Cypress has a range of enforcement responses that can be applied. Monetary fines are federally required enforcement responses and are usually one of the last enforcement actions the City will use when encountering noncompliance.

Violations include:

- Fails to install an approved grease control device
- False statement, representation, record, report, plan or other document that is filed with the City
- Tampers with or knowingly renders inoperable grease control device
- Fails to clean, properly operate, maintain or remove FOG from a grease control device within the required time for such cleaning / maintenance
- Fails to keep up-to-date and accurate records of all cleaning, maintenance, and FOG removal and to make those records available to any City Code Enforcement representative or designee, any representative of a local sanitation agency, or any Authorized Inspector
- Disposes of, or knowingly allows or directs, FOG to be disposed of in an unlawful manner
- Fails to remove all food grinders in the food facility by the date specified by the Ordinance
- Refuses a City Code Enforcement representative or designee, a local sanitary sewer agency representative, or any Authorized Inspector, reasonable access.

- Introduces additives into a wastewater system for the purposes of emulsifying FOG without the written, specific authorization from the City and sanitary sewer agency.
- Fails to pay the Grease Disposal Mitigation Fee
- Fails to comply with provisions of the FOG Manual, Ordinance, or any permit issued by the City

Procedures the City may take to enforce the FOG Ordinance can include:

- Notices of violation
- Enter into a compliance schedule agreement (CSA)
- Suspension or revocation of waste discharge permit
- Costs to reimburse the City to clean and/ or repair the sewer system or sewer facilities
- Suspension or termination of sewer and water service
- Civil penalties and/or criminal penalties

Notices of Violation

Notices of violation may include:

- Verbal notice
- Information compliance review meeting
- Inspections
- Field notices of observed violations
- Notices of violations. An informal conference with the City may be requested and an appeal is available after an informal conference.

During an inspection of a FSE, if a violation is noted, a written notice of violation may be served, which identifies:

- Specific requirements that were violated
- Facts to constitute the violations
- Corrective action(s) to be required

"Within ten (10) days of the receipt date of this notice, a written explanation of or response to the violation and a plan for the satisfactory correction and prevention thereof must be submitted."

Compliance Schedule Agreement (CSA)



Upon determination by the Public Works Director that a FSE or owner of a property is in non-compliant with its FOG Discharge Permit, any other provision, or needs to acquire and install a grease control device, the Public Works Director may require the permittee, owner or operator to enter into a CSA (§ 13-107).

A CSA must include the following information:

- Description of the FSE operation
- Description of the location and size of any grease control device present
- Description of the FOG BMPs used by the FSE
- Description of the procedures to prevent discharges of FOG waste
- Description of waste FOG handling, storage, and disposal procedures
- Description of how the grease control device will be maintained including frequency of cleaning
- Description of how the FSE will comply with quarterly reporting requirements
- Signed certification statement by the FSE's owner or manager

The City will provide the FSE with written notice of its acceptance of the FOG control plan. Failure to implement any element of an accepted plan is a violation and subject to enforcement.

Administrative Hearing Procedures

Any FSE or permit applicant adversely affected by a decision made by the Director may appeal the decision and file a written request for hearing before the City Manager, if such filing is done within 10 days of the decision and accompanied by an appeal fee.

Section VII: Legal Authority

Allowing sewage to discharge to a gutter or storm drain may subject FSE's to penalties and/or costs for reimbursing cities or public agencies for clean-up efforts. Below are the pertinent codes, fines, and agency contact information.

City of Cypress Department of Public Works

(714) 229-6740

Contact the Police Department after hours to report spills, but do not leave a message.

- Responsible for protecting city property and streets, the local storm drain system, sewage collection system and other public areas.
- City of Cypress Municipal Code, Chapter 13.82:

No FSE shall discharge or cause to be discharged into the sewer system FOG that exceeds a concentration level adopted by a Regulatory Agency or that may accumulate and/or cause or contribute to blockages in the sewer system or at the sewer system lateral which connects the FSE to the sewer system.

Orange County Stormwater Program

24-Hour Water Pollution Reporting Hotline 1-877-89-SPILL

- County and city water quality ordinances prohibit discharges containing pollutants.
- Responsible for preventing harmful pollutants from being discharged or washed by stormwater runoff into the municipal stormdrain system, creeks, bays, and the ocean.

Orange County Health Care Agency Environmental Health

(714) 834-8787

- Responsible for protecting public health by closing ocean/bay waters and may close food-service businesses if a spill poses a threat to public health.
- California Health and Safety Code, Sections 5410-5416

  No person shall discharge raw or treated sewage or other waste in a manner that results in contamination, pollution, or a nuisance.

- *Any person who causes or permits a sewage discharge to any state waters*:
  - must immediately notify the local health agency of the discharge.
  - shall reimburse the local health agency for services that protect the public's health and safety (water-contact receiving waters).
  - who fails to provide the required notice to the local health agency is guilty of a misdemeanor and shall be punished by a fine (between $500–$1,000) and/or imprisonment for less than one year.

Regional Water Quality Control Board

Santa Ana Region
(951) 782-4130

- Responsible for protecting State waters.
- Requires the prevention, mitigation, response to and reporting of sewage spills.

California Office of Emergency Services

(800) 852-7550

- California Water Code, Article 4, Chapter 4, Sections 13268-13271

  Any person who causes or permits sewage in excess of 1,000 gallons to be discharged to state waters shall immediately notify the Office of Emergency Services.

- California Code of Regulations, Title 23, Division 3, Chapter 9.2, Article 2, Sections 2250-2260

  Any person who fails to provide the notice required by this section is guilty of a misdemeanor and shall be punished by a fine (less than $20,000) and/or imprisonment for not more than one year.

A. Fats, Oils, and Grease (FOG) Discharge Permit Application Instructions

The Public Works Department has transitioned to an online portal powered by OpenGov. This user-friendly operating system has been launched to better serve and manage the needs of both Cypress businesses and residents.

In terms of the FOG program, the OpenGov system will be used to manage FOG Permit renewals as well as inspection activities. In addition to providing application services, the new online portal will allow Public Works staff and business owners to interact online with ease as well as reduce the need to make an appointment to visit City Hall for an in-person permitting process. The new online portal also simplifies fee payment procedures by providing secure online payment options.

As a facility owner or operator you will need to complete and submit a Fats, Oils and Grease (FOG) Discharge Permit Application online. This must be done through the City's new online permitting platform. To create a facility profile and apply online, please follow the steps below:

1. Visit **https://cypressca.viewpointcloud.com** to create a login
2. After logging in, select the **Fats, Oils & Grease Control** box
3. Select the **Fats, Oils & Grease (FOG) Discharge Permit** application
4. Complete the application steps and submit

We appreciate your continued cooperation in preventing sanitary sewer overflow by means of your FOG compliance. If you have any questions regarding the FOG program or would like to update facility contact information, please call (714) 229-6741 or contact the City's Water Quality Manager, Mike Smith, at (714) 229-6752.

PROJECT Pollution PREVENTION	**Fats, Oils, Grease Wastewater Discharge Permit Standard Conditions of Approval** **(Form 219-2)** *"Think before you put it down the Sink"*	PUBLIC WORKS DEPARTMENT CITY OF CYPRESS

1. Limits on discharge of FOG and other priority pollutants.
   1.1. Introduction of any additives into any establishment's wastewater system for the purpose of emulsifying FOG is prohibited.
   1.2. Disposal of waste cooking oil into drainage pipes is prohibited. All waste cooking oils shall be collected and stored properly in receptacles such as barrels or drums for recycling or other acceptable methods of disposal.
   1.3. Discharge of wastewater from dishwashers to any grease trap or grease interceptor is prohibited.
   1.4. Discharge of wastewater with temperatures in excess of 140˚F to any grease control device, including grease traps and grease interceptors, is prohibited.
   1.5. The use of biological additives for grease remediation or as a supplement to interceptor maintenance is prohibited, unless written approval for the Director is obtained.
   1.6. Discharge of wastes from toilets, urinals, wash basins, and other fixtures containing fecal materials to sewer lines intended for grease interceptor service, or vice versa, is prohibited.
   1.7. Discharge into the sewer system of any waste which has FOG as well as solid materials removed from the grease control device is prohibited. Grease removed from grease interceptors shall be wastehauled periodically as part of the operation and maintenance requirements for grease interceptors. Licensed wasthaulers or an approved recycling facility must be used to dispose of FOG, including waste cooking oil.
   1.8. Installation of food grinders are prohibited unless specifically allowed in writing by the Director.
2. Requirements for proper operation and maintenance of grease interceptors and other grease control devices.
   2.1. Grease Interceptors shall be maintained in efficient operating condition by periodic removal of the full content of the interceptor which includes wastewater, accumulated FOG, floating materials, sludge and solids.
   2.2. All existing and newly installed grease interceptors shall be maintained in a manner consistent with a maintenance frequency approved by the Director pursuant to this section.
   2.3. No FOG that has accumulated in a grease interceptor shall be allowed to pass into any sewer lateral, sewer system, storm drain, or public right of way during maintenance activities.
3. Grease interceptor maintenance frequency and schedule.

3.1. All establishments with grease interceptors may be required to submit data and information necessary to establish the maintenance frequency of the grease interceptors and shall be determined in one of the following methods:

3.1.1. Grease interceptors shall be fully pumped out and cleaned at a frequency such that the combined FOG and solids accumulation does not exceed 25% of the total liquid depth of the grease interceptor. This is to ensure that the minimum hydraulic retention time and required available volume is maintained to effectively intercept and retain FOG discharged to the sewer system.

3.1.2. All establishments with a grease interceptor shall maintain their grease interceptor not less than every 6 months. Grease interceptors shall be fully pumped out and cleaned quarterly when the frequency described in paragraph (1) of this section has not been established. The maintenance frequency shall be adjusted when sufficient data have been obtained to establish an average frequency based on the requirements described in paragraph (1). The City may change the maintenance frequency at any time to reflect changes in actual operating conditions. Based on the actual generation of FOG from an establishment, including food service establishments that generate FOG, the maintenance frequency may increase or decrease.

3.1.3. If the grease interceptor, at any time, contains FOG and solids accumulation that does not meet the requirements described in (1), any establishment, including food service establishments generating FOG, shall be required to have the grease interceptor serviced immediately such that all fats, oils, grease, sludge, and other materials are completely removed from the grease interceptor. If deemed necessary, the Director may also increase the maintenance frequency of the grease interceptor from the current frequency.

4. Requirements for implementation of Best Management Practices and installation of adequate grease interceptor and/or grease control device.

4.1. All establishments shall implement Best Management Practices in accordance with the requirements and guidelines established by the City in an effort to minimize the discharge of FOG to the sewer system.

4.1.1. All establishments shall be required, at a minimum, to comply with the following Best Management Practices:

4.1.2. Installation of drain screens. Drain screens shall be installed on all drainage pipes in food preparation and kitchen areas.

4.1.3. Segregation and collection of waste cooking oil.

4.1.4. Disposal of food waste. All food waste shall be disposed of directly into the trash or garbage, and not in sinks or toilets.

4.1.5. Employee training. Employees of the food service establishment shall be trained within 180 days of the effective date of this Chapter, and twice each calendar year thereafter, on the following subjects:

4.1.5.1. How to “dry wipe” pots, pans, dishware and work areas before washing to remove grease.

4.1.5.2. How to properly dispose of food waste and solids prior to disposal in trash bins or containers to prevent leaking and odors.

4.1.5.3. The location and use of absorption products to clean under fryer baskets and other locations where grease may be spilled or dripped.

4.1.5.4. How to properly dispose of grease or oils from cooking equipment into a grease receptacle such as a barrel or drum without spilling.

4.1.6. Maintenance of kitchen exhaust filters. Filters shall be cleaned as frequently as necessary to be maintained in good operating condition. The wastewater generated from cleaning the exhaust filter shall be disposed properly.

4.1.7. Kitchen signage. Best management and waste minimization practices shall be posted conspicuously in the food preparation and dishwashing areas at all times.

5. Requirements for maintaining and reporting status of Best Management Practices.

5.1. Training shall be documented and employee signatures retained indicating each employee's attendance and understanding of the practices reviewed. Training records shall be available for review at any reasonable time by the Director and/or his designee.

6. Requirements for maintaining and submitting logs and records, including waste hauling records and waste manifests.

6.1. The Establishment shall be required to keep all manifests, receipts and invoices of all cleaning, maintenance, grease removal of/from the grease control device, disposal carrier and disposal site location for no less than two years. The Establishment shall, upon request, make the manifests, receipts and invoices available to the Director or his designee. These records may include:

6.1.1. A logbook of grease control device cleaning and maintenance practices.

6.1.2. A record of Best Management Practices being implemented including employee training.

6.1.3. Copies of records and manifests of wastehauling interceptor contents and/or waste cooking oil disposal.

6.1.4. Records of sampling data and sludge height monitoring for FOG and solids accumulation in the grease interceptors.

6.1.5. Any other information deemed appropriate by the Director to ensure compliance with this Chapter.

7. Requirements to self-monitor.

7.1. The City may require establishments to construct and maintain in proper operating condition at the establishment’s sole expense, flow monitoring, constituent monitoring and/or sampling facilities.

7.2. The location of the monitoring or metering facilities shall be subject to approval by the Director.

7.3. Establishments may also be required by the Director to submit waste analysis plans, contingency plans, and meet other necessary requirements to ensure proper operation and maintenance of the grease control device or grease interceptor and compliance with this Chapter.

7.4. Establishments shall not increase the use of water or in any other manner attempt to dilute a discharge as a partial or complete substitute for treatment to achieve compliance with this Chapter.

8. Requirements for the FSE to construct, operate and maintain, at its own expense, FOG control device and sampling facilities.

9. Consent by the operator of the FSE for the City and other Regulatory Agencies to inspect the FSE to confirm compliance with this Chapter, the Sewer WDRs and other applicable laws, rules and regulations, including any NPDES permit applicable to the City.

10. Additional requirements as otherwise determined to be reasonably appropriate by the Director to protect the City's system or as specified by other Regulatory Agencies.

11. Other terms and conditions, which may be reasonably applicable to ensure compliance with this Chapter as determined by the Director.

11.1. _____
_____
_____
_____
_____

11.2. _____
_____
_____
_____
_____
_____

11.3. See Attached Sheet _____

FOOD SERVICE ESTABLISHMENT TRAINING LOG

(Form 219-3)

KEEP ON FILE ON PREMISES FOR NO LESS THAN 2 YEARS.

"Think before you put it down the Sink"

INSTRUCTIONS: To be filled out by the Food Service Establishment and filed in the FSE On-Site Compliance Binder. Use this form to record training sessions and attendance. **All employees must attend a grease control training session twice each year.** Training must include distribution of "Best Management Practices" brochure and viewing of the Grease Control Program video.

Business Name:

Address:

Employees: Your signature on this form acknowledges that you have received the "Best Management Practices" brochure and that you have viewed the Grease Control Program video.

Date	Employee Name	Signature	DVD	Brochure	MGR Initial

City Code Section 13-101-6B. Documents must be kept on file for no less than two years. It shall be unlawful to make any false statement, representation, record, report, plan or other document that is filed with the City.

EXHAUST HOOD MAINTENANCE LOG

(Form 219-4)

KEEP ON FILE ON PREMISES FOR NO LESS THAN 2 YEARS.

"Think before you put it down the Sink"

INSTRUCTIONS: To be filled out by the Food Service Establishment and filed in the FSE On-Site Compliance Binder. Use this form to record cleaning and maintenance of exhaust hoods and ducts, by contracted cleaning services or by regularly scheduled in-house maintenance.

Business Name:

Address:

MANAGER: Your signature on this form acknowledges that the service establishment has performed proper maintenance on its exhaust hoods.

Date	Serviced by	Manager	Comments

City Code Section 13-101-6B. Documents must be kept on file for no less than two years. It shall be unlawful to make any false statement, representation, record, report, plan or other document that is filed with the City.

GREASE BARREL COLLECTION LOG

(Form 219-5)

KEEP ON FILE ON PREMISES FOR NO LESS THAN 2 YEARS.

"Think before you put it down the Sink"

INSTRUCTIONS: To be filled out by the Food Service Establishment and filed in the FSE On-Site Compliance Binder. Use this form to record grease collection pick-up times and volumes. The company collecting the waste grease should sign this form if possible. If this form is not available when pick-ups are made, the collecting company should leave a signed receipt with the collection information. Record that information on this log.

Business Name:

Address:

MANAGER: Your initial on this form acknowledges that the service establishment has disposed of its grease in a lawful manner and accounts accurately for the volume of grease disposed.

Date	Serviced by	Volume	MGR	Comments

City Code Section 13-101-6B. Documents must be kept on file for no less than two years. It shall be unlawful to make any false statement, representation, record, report, plan or other document that is filed with the City.

GREASE INTERCEPTOR/TRAP LOG

(Form 219-6)

KEEP ON FILE ON PREMISES FOR NO LESS THAN 2 YEARS.

"Think before you put it down the Sink"

INSTRUCTIONS: To be filled out by the Food Service Establishment and filed in the FSE On-Site Compliance Binder. Use this form to record grease collection pick-up times and volumes. Use this form to record and keep receipts for pumping, inspection and maintenance of your grease interceptor.

Business Name:	Street Address:

Location of Grease Interceptor/Trap:

MANAGER: Your initial on this form acknowledges that the service establishment has disposed of its grease in a lawful manner, accounts accurately for the volume of grease disposed and that the interceptor has been maintained properly.

If the grease and solids occupy greater than 25 percent of an interceptor's capacity, the FSE is required to perform a full cleaning of the grease interceptor. Cleaning must be performed by a licensed waste hauler with an approved license from an authorizing agency. Both vaults of a grease interceptor shall be left completely empty upon completion of pumping operation. The grease mat, liquids, sludge, and scrapings from the interior walls must be removed. Under no circumstances, may the waste hauler reintroduce the removed water or materials be reintroduced into the City's sewer system, other than at qualified disposal stations. Flushing an interceptor with hot water, or the use of chemicals or other agents to dissolve or emulsify grease and allow it to flow into the wastewater treatment system, is a violation of City Code. Since the FSE is the generator of the grease waste, is liable for the condition of their pretreatment devices, and is paying for the cleaning service, the FSE owner or designee may want to witness all cleaning/maintenance activities to verify that the Grease Interceptor is being fully cleaned and properly maintained.

Date	**Serviced by**	**Volume**	**MGR**	**Comments** (How was waste disposed? (For example: Recycled, put in trash and etc.)

City Code Section 13-101-6B. Documents must be kept on file for no less than two years. It shall be unlawful to make any false statement, representation, record, report, plan or other document that is filed with the City.

GREASE CONTROL DEVICE & BEST MANAGEMENT PRACTICES INSPECTION REPORT (Form 219-8)

"Think before you put it down the Sink"

Name of Facility:	*Address:*	☐ First Inspection. Date: _____
Name/Title of Facility Contact:	*Phone #:*	☐ Second Inspection ☐ Third Inspection ☐ Follow Up

Facility / BMP Inspection:

1.	Removal of Food Grinder	Installation/usage prohibited per city ordinance
2.	Grease Collection Maintenance Log	Must be kept current and accessible at all times
3.	Exhaust Hood Maintenance Log	Must be kept current and accessible at all times
4.	Employee Training Log	Must be kept current and accessible at all times
5.	Drain Screens Installed/Maintained	Must be present and in good working condition
6.	Food Waste Practices	Food Waste to be placed in plastic bags or trash, not in sink(s)
7.	Dry Wiping Practices	Pots, Pans, Plates to be Dry Wiped of food debris before washing
8.	Emergency Spill Response Materials	Grease Absorbent Materials present/accessible in event of spill
9.	BMP Poster(s) in approved areas	BMP Poster visible in all food preparation and dishwashing areas

Remarks:

( )	Facility is in **COMPLIANCE.** No corrective action is required at this time (note any remarks)- BMP
( )	**NOTICE OF NON-COMPLIANCE** – BMP

Facility is not in compliance for the items checked below.

- ☐ Food Grinder installed or in usage. Remove Food Grinder(s)
- ☐ Grease Collection Maintenance Log missing/not current.
- ☐ Exhaust Hood Maintenance Log missing/not current.
- ☐ Employee Training Log missing/not current.
- ☐ Drain Screens missing/damaged/clogged.
- ☐ Food Waste in sink(s) and not in enclosed plastic bag or garbage.
- ☐ Employee(s) observed not practicing Dry Wiping.
- ☐ Missing/inadequate/ inaccessible Grease Absorbing Material(s)
- ☐ BMP Poster(s) missing/obscured/damaged etc.
- ☐ Other_____

Required corrective action includes:

- ☐ Remove Food Grinder(s)
- ☐ Make available/accessible/update Maintenance or Training Log(s)
- ☐ Install/repair/clean drain screen(s)
- ☐ Instruct/train employee(s) to observe all listed BMP's
- ☐ Make available/accessible Grease Absorbent Material(s) for use in event of spill
- ☐ Post/repair/replace BMP Poster(s) in all food preparation and dishwashing areas
- ☐ Other_____

Grease Control Device (GCD):

Remarks:

( )	Facility is in **COMPLIANCE.** No corrective action is required at this time (note any remarks)- GCD
( )	**NOTICE OF NON-COMPLIANCE** – Grease Control Device

Facility is in noncompliance of the items checked below.

- ☐ Interceptor inaccessible for inspection.
- ☐ Interceptor capacity has been exceeded.
- ☐ Excessive oil and grease in the sample box.
- ☐ Discharge (effluent) line restricted
- ☐ Baffle tubes plugged, submerged, damaged or missing.

Required corrective action includes:

- ☐ Promptly remove any obstruction that does not allow safe and easy access to the interceptor.
- ☐ Repair or replace baffles.
- ☐ Pump out interceptor completely.

The items checked above must be corrected within_____days from date of this notice.

Acknowledgement of receipt by Facility Contact
_____ Date _____

Print Name:

Inspector
_____ Date _____

Print Name:

PROPER PUMP OUT PROCEDURE FOR GREASE INTERCEPTOR

(BMP 219-A)

"Think before you put it down the Sink"

If the grease and solids occupy greater than 25 percent of an interceptor's total liquid depth, the FSE is required to perform a full cleaning of the grease interceptor. Cleaning must be performed by a licensed waste hauler with an approved license from an authorizing agency. Both vaults of a grease interceptor shall be left completely empty upon completion of pumping operation. The grease mat, liquids, sludge, and scrapings from the interior walls must be removed. Under no circumstances, may the waste hauler reintroduce the removed water or materials be reintroduced into the City's sewer system, other than at qualified disposal stations. Flushing an interceptor with hot water, or the use of chemicals or other agents to dissolve or emulsify grease and allow it to flow into the wastewater treatment system, is a violation of City Code.

Since the FSE is the generator of the grease waste, is liable for the condition of their pretreatment devices, and is paying for the cleaning service, the FSE owner or designee may want to witness all cleaning/maintenance activities to verify that the Grease Interceptor is being fully cleaned and properly maintained.

Step 1:	Skim the entire grease cap and debris from the top of the interceptor. The interceptor may need to be agitated slightly to loosen the grease cap
Step 2:	Place vacuum tube all the way into the interceptor to suck remaining solids from the bottom.
Step 3:	Vacuum water out of the interceptor.
Step 4:	Scrape and clean the sides and bottom of the trap. This may be done by "back flowing" the water from the pump truck or by using a hot water source to pressure wash the interceptor. Make sure the walls and baffles of the trap are completely clean.
Step 5:	Vacuum remaining water out of the trap.
Step 6:	Check that the sanitary "T's" on the inlet and outlet sides of the interceptor are not clogged or loose.
Step 7:	Make sure that the baffle is secure and in place.
Step 8:	Inspect the interceptor for any cracks or defects.
Step 9:	Check that lids are securely and properly seated after completion of pumping.

HAVE A SPILL KIT SO YOU ARE PREPARED



At minimum, Spill Kits should include (as shown above):

- Bucket
- Absorbent
- Rags
- Broom

Fats, Oils, and Grease (FOG) Best Management Practices (BMP) Manual

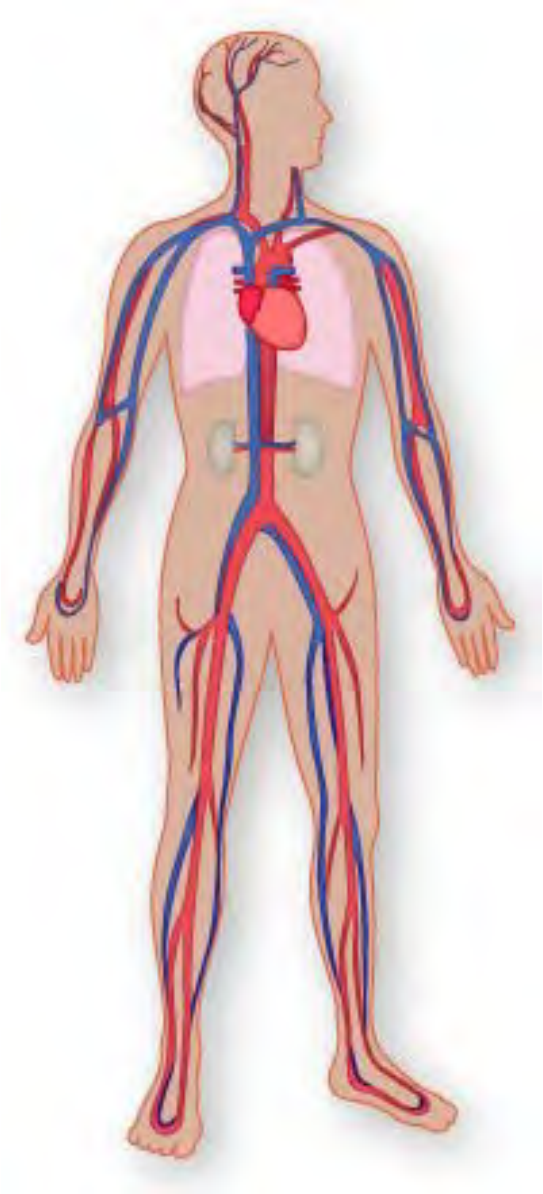


What is FOG?

FOG stands for fats, oils, and grease. FOG is composed of animal and vegetable fats and oils that are used to cook and prepare food. FOG should be recycled for use in other products, properly disposed of or land applied.

Why is FOG a problem?

A wastewater system is similar to the human body. Wastewater flows through pipes (arteries), is pumped at pump stations (heart), and is cleaned by the wastewater plant (kidneys).



FOG clogs the pipes in the sewer system just like cholesterol clogs arteries. This makes the pumps work harder and can cause them to fail, just like having a heart attack.



FOG can cause backups in your sewer lines that can send sewage into your home or restaurant. This creates the risk of disease and illness in addition to potential closure and fines.

Train Your People

Train and educate your kitchen staff and other employees about how they can help follow best management practices (BMPs) once implemented.



BMPs are most effective when all employees are trained properly and are more likely to be implemented when staff understand why they are needed.

Post ‘No Grease’ Signs In Visible Locations

Signs should be easily viewable by staff, especially those working in a kitchen or food preparation area.



Signs serve as a constant reminder for staff working with FOG.

Post signs in restrooms, over sinks, near all floor drains, dishwashers and anywhere else where water may enter a drain to the sewer.

Use the Most Appropriate Water Temperature



Use a water temperature of less than 140º F in all sinks, especially the pre-rinse sink before using a mechanical dishwasher.

Temperatures in excess of 140º F will dissolve grease, but it can solidify in the sewer system as the water cools.

Water from mechanical dishwashers should not be discharged through a grease trap or interceptor.

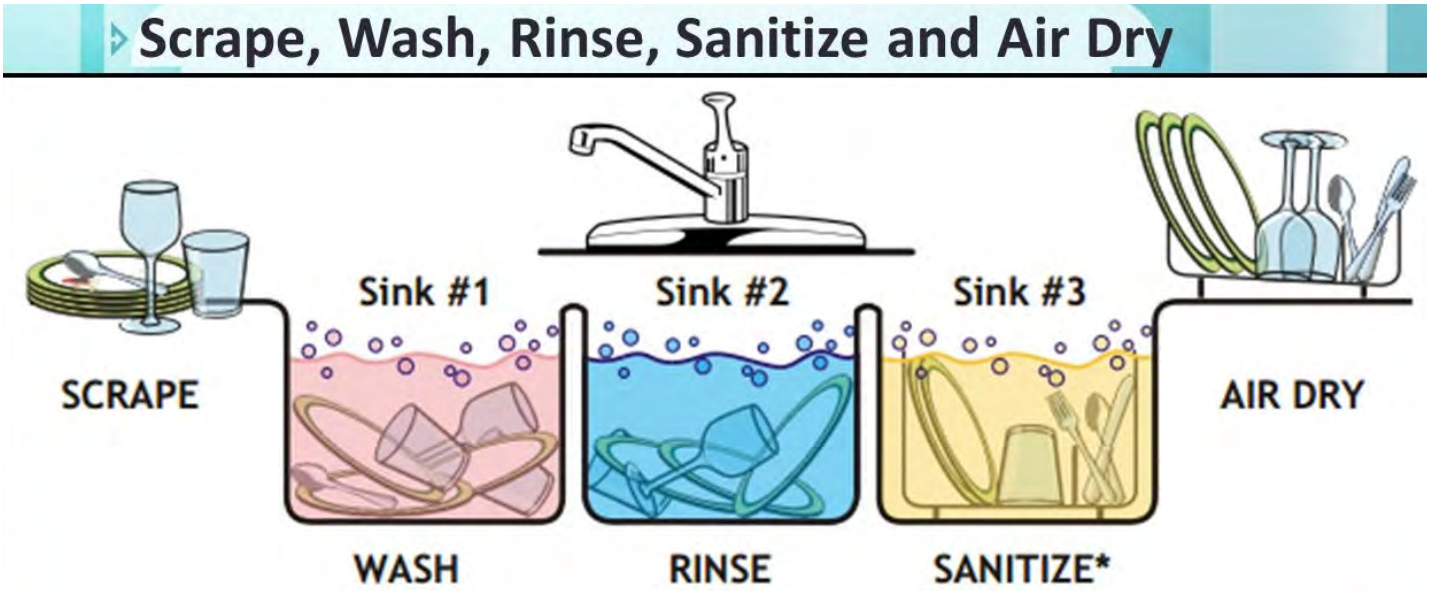
Use the 3-Sink System

This system will save energy and costs by reducing the need for grease device maintenance:

Sink 1: Use to wash

Sink 2: Use to rinse

Sink 3: Use to sanitize



Remember, all sinks should be using water temperatures less than 140º F.

Install Drain Screens

Drain screens act as physical barriers, preventing food waste from entering the drain. This will help reduce cleaning costs and prolong the life of grease control devices.



All kitchen sinks should have drain screens installed.



Dry Wipe All Pots, Pans, and Plates

Use a paper towel or scraper to dry wipe pots, pans, dishware, and food preparation surfaces **before** washing.





Wiping the FOG and food items that remain in pots, pans, and dishware before washing will keep FOG out of grease traps and interceptors.

This will result in less frequent cleaning of grease control devices and lower maintenance costs.

Properly Dispose of Food Waste



Food waste should **never** be poured down a drain or into a toilet.

Recycle food waste whenever possible and dispose of food waste that cannot be recycled.

Recycling food waste is the best option for a food service establishment because it reduces solid waste disposal costs as well as the costs and maintenance related to grease traps and interceptors.



Recycle Waste Cooking Oil

There are many companies that specialize in taking waste cooking oil from fryers and other types of equipment and using it to make animal feed or fuels, such as biodiesel.



Recycling cooking oil reduces the amount of waste that has to be disposed of as solid waste in addition to helping prolong the life of grease control devices.

Recycling also helps to keep FOG out of the sewer system.

Ensure Proper Cleaning of Your Grease Interceptor

You are ultimately responsible for the FOG control at your place of business. Witnessing the cleaning of your grease trap or interceptor will ensure the complete removal of all grease and solids.



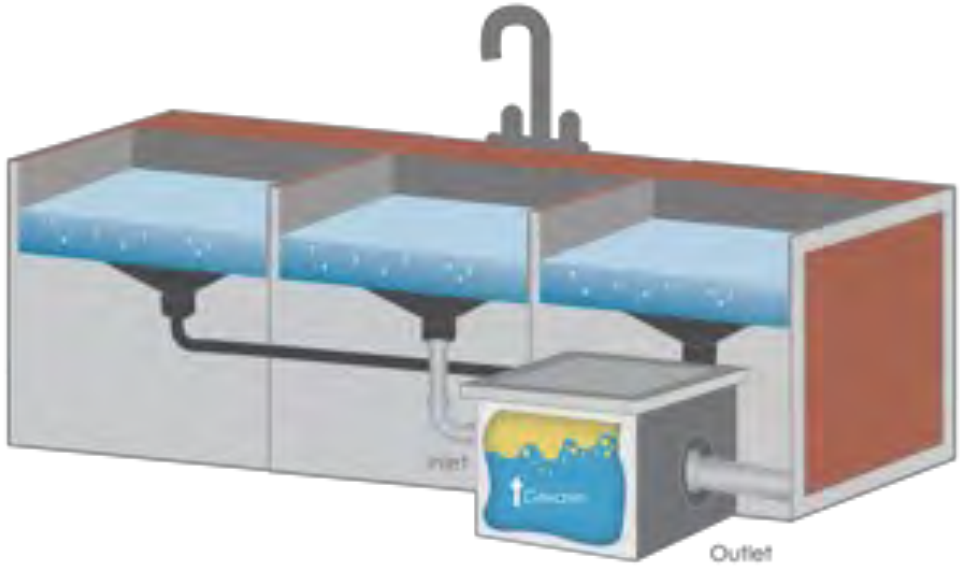
- Make sure you are using a licensed grease hauler
- Request copies of all receipts from the cleaning company.
- Be sure that your grease hauler is doing a complete pump-out of the unit and checking for repairs during every service.*

*It is important to scrape and clean the walls and baffles during pump-out to maximize the removal of FOG from the interceptor. The materials removed should be thoroughly vacuumed to prevent biological breakdown and the unwanted release of gas.

Clean Under Sink Grease Traps At Least Weekly

Under sink traps have less volume than grease interceptors and need to be cleaned more frequently.

Weekly cleaning by staff will reduce the cost of cleaning any grease interceptors.



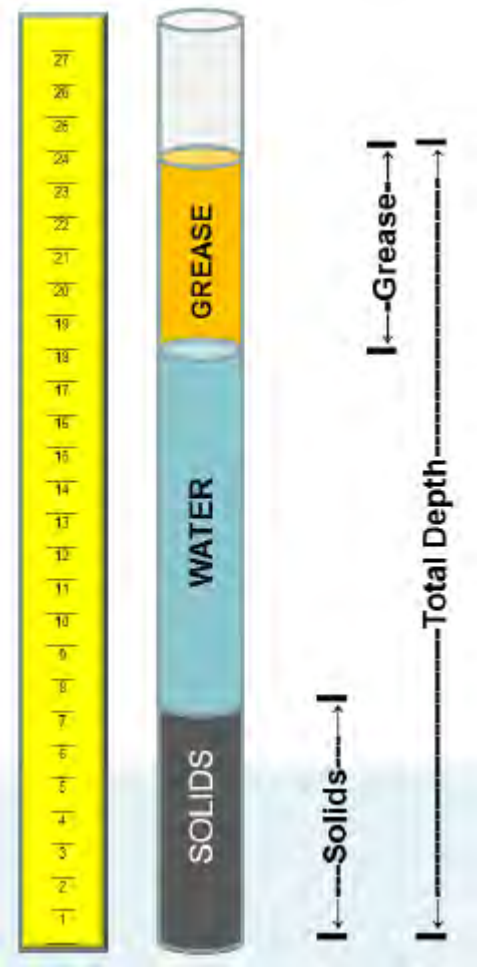
- Make sure to empty trap completely and wipe down all surfaces.
- Water may run through the trap again once finished.
- Dispose of recovered grease in closed containers.
  (Okay to go in dumpster if in closed container)
- **Do not** pour grease down drains or into toilets.

Please Note: New food service establishments are not permitted to install grease traps unless given specific authorization.

Clean Grease Interceptors At A Regular Frequency

It is the responsibility of each food service establishment to set and maintain an appropriate cleaning interval for their grease interceptor.

Grease interceptors require cleaning once FOG and solids have reached **25% of the total liquid depth.**

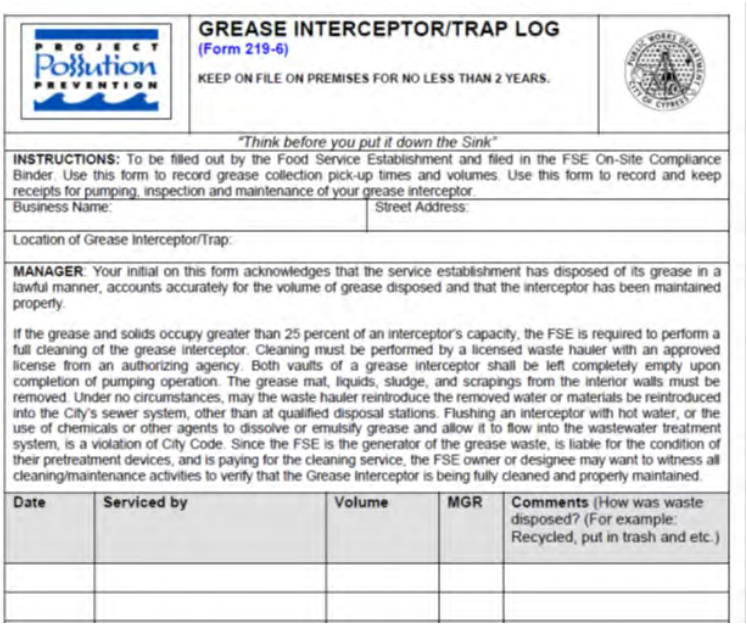


Your establishment's ideal cleaning frequency will depend on the size of your grease interceptor and the level of kitchen activity.

If you would like help determining your ideal cleaning frequency, please contact the City's Water Quality Manager at (714) 229-6752.

Keep All Service Records and Maintenance Logs Current

The logs serve as a record of the frequency and volume of cleaning of your grease interceptor(s).



GREASE INTERCEPTOR/TRAP LOG
(Form 219-6)

KEEP ON FILE ON PREMISES FOR NO LESS THAN 2 YEARS.

"Think before you put it down the Sink"

INSTRUCTIONS: To be filled out by the Food Service Establishment and filed in the FSE On-Site Compliance Binder. Use this form to record grease collection pick-up times and volumes. Use this form to record and keep receipts for pumping, inspection and maintenance of your grease interceptor.

Business Name: | Street Address:

Location of Grease Interceptor/Trap:

MANAGER: Your initial on this form acknowledges that the service establishment has disposed of its grease in a lawful manner, accounts accurately for the volume of grease disposed and that the interceptor has been maintained properly.

If the grease and solids occupy greater than 25 percent of an interceptor's capacity, the FSE is required to perform a full cleaning of the grease interceptor. Cleaning must be performed by a licensed waste hauler with an approved license from an authorizing agency. Both vaults of a grease interceptor shall be left completely empty upon completion of pumping operation. The grease mat, liquids, sludge, and scrapings from the interior walls must be removed. Under no circumstances, may the waste hauler reintroduce the removed water or materials be reintroduced into the City's sewer system, other than at qualified disposal stations. Flushing an interceptor with hot water, or the use of chemicals or other agents to dissolve or emulsify grease and allow it to flow into the wastewater treatment system, is a violation of City Code. Since the FSE is the generator of the grease waste, is liable for the condition of their pretreatment devices, and is paying for the cleaning service, the FSE owner or designee may want to witness all cleaning/maintenance activities to verify that the Grease Interceptor is being fully cleaned and properly maintained.

Date	Serviced by	Volume	MGR	Comments (How was waste disposed? (For example: Recycled, put in trash and etc.)

This helps the City inspector ensure that your establishment is compliant with the FOG permit.



The logs can also help optimize cleaning frequencies and reduce costs.

Clean Exhaust Hoods on a Routine Basis



If FOG escapes through the kitchen exhaust system, it can accumulate on the roof of your restaurant.



This creates a fire hazard and can also result in FOG runoff entering the storm drain during rain events.

Cover Grease Containers Stored Outdoors

Uncovered FOG containers can collect rainwater. This can lead to FOG overflowing onto the ground and entering the storm drain system.

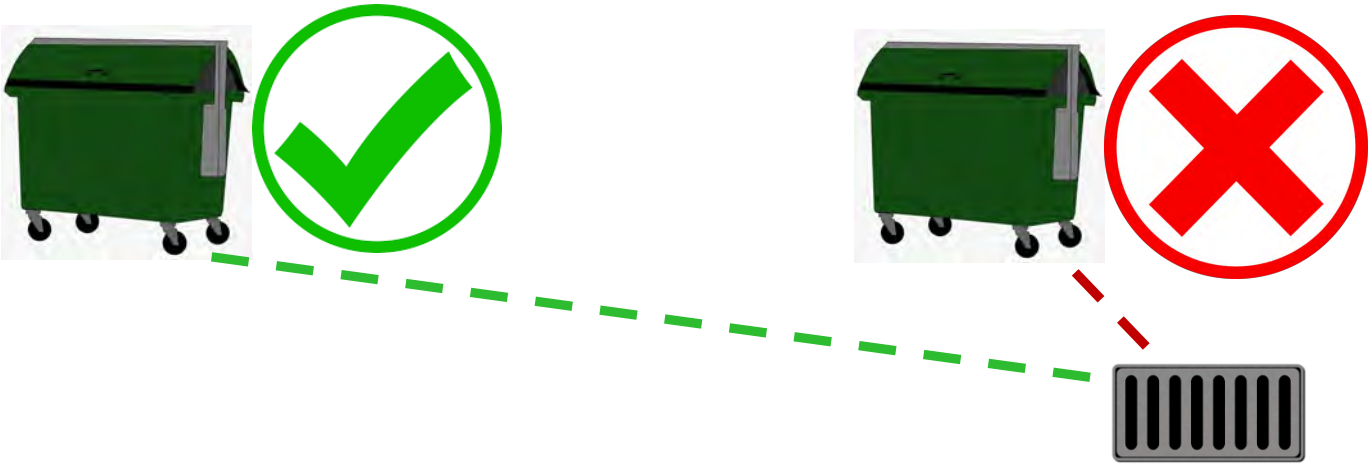


To avoid this risk, keep all grease containers covered and use secondary containment for storage containers.

Any discharge to the storm drain system can adversely affect local receiving waters and may also result in legal penalties.

Locate Dumpsters and FOG Containers Away From Storm Drains

The release of FOG into storm drains can degrade water quality in receiving streams and local waterbodies. **Discharging FOG into storm drains can also result in fines and other legal actions.**



The farther away FOG is stored from a storm drain, the more time someone has to clean up any spills.

BE AWARE of FOG dripping out of containers or dumpsters and clean immediately.

Use Absorbent Pads for All Spills

Absorbent pads can help to clean up grease and oil that have spilled on the ground near outdoor equipment, containers or dumpsters. The pads can prevent a spill from entering the storm drain system when it rains.





Spill kits should be properly equipped and available for staff.



Do NOT use “kitty litter” or saw dust.
Make sure to properly dispose of absorbent materials in the trash once the spill has been cleaned.



Do

- Scrape excess grease into a sealed container and dispose of it in the trash (or containers specifically designated for grease).
- Place food scraps in waste containers or garbage bags for disposal with solid wastes, or start a compost pile.
- Promote the practice of scraping dishware prior to washing.
- Place a wastebasket in the bathroom to dispose of wastes.
- Regularly check the FOG levels within grease control devices and maintain updated logs.
- Promote the use of the 3 “**R**’s”: **R**educe, **R**euse and **R**ecycle.





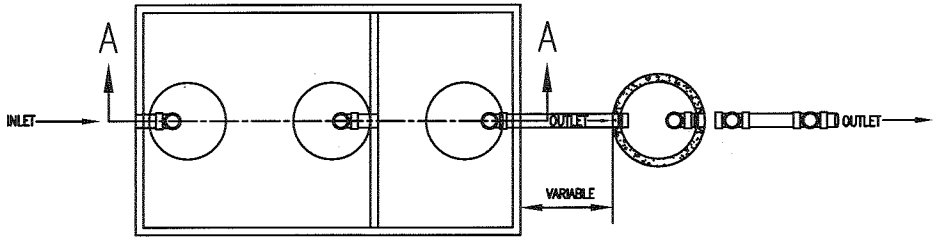
Do Not

- Discharge fats, oils, or grease in concentrations that can cause an obstruction to the sewer flow.
- Place FOG in any sinks or toilets.
- Discharge butchering wastes (animal tissues, bones, hides, hair, entrails, etc.) of any kind within the sewer system.
- Discharge wastewater with temperatures in excess of 140º to any grease control device.
- Discharge waste from a food waste disposal unit to any grease traps.
- Discharge caustics, acids, solvents, soaps, enzymes or other emulsifying agents into sinks that feed grease traps and/or interceptors.
- Discharge fats, wax, grease or oils containing substances that will become viscous between 32º F (0º C) and 150º F (65º C).
- Utilize biological agents, chemicals, or enzymes for grease remediation without permission from the sanitary agency receiving the waste.
- Clean equipment outdoors in an area where water can flow to the gutter, storm drain or street.
- Use the toilet as a wastebasket

Supplemental Materials

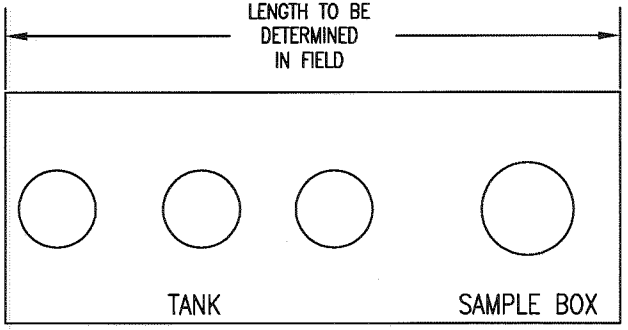
REQUIREMENTS:

1. SIZE AND LOCATION OF INTERCEPTOR TO BE APPROVED PRIOR TO INSTALLATION, MIN. TANK SIZE SHALL BE 750 GAL.
2. INTERCEPTOR TO HAVE:
   a. SAMPLE BOX
   b. SANITARY TEE; INSIDE SAMPLE BOX, DISCHARGE SIDE
   c. VENT
   d. CLEANOUT PRIOR TO LATERAL CONNECTION
   e. MANHOLE AT EACH INTERNAL BAFFLE TUBE – NO MORE THAN 10' BETWEEN MANHOLES
3. INSPECTION OF INTERCEPTOR:
   a. ALL CONNECTIONS TO INTERCEPTOR TO BE INSPECTED BY CITY PRIOR TO BACKFILL.
   b. INTERCEPTOR TO BE FILLED WITH WATER PRIOR TO INSPECTION, PER MANUFACTURERS INSTRUCTION OR REQUEST.
4. ALL MANHOLES AND SAMPLE BOXES TO BE INSTALLED A MINIMUM OF 1/2" ABOVE FINISH. GRADE/PAVEMENT WITH A CONCRETE COLLAR A MINIMUM OF 18" AROUND ALL MANHOLE LIDS AND 12" DEEP.
5. CONCRETE COLLAR, SAMPLE BOX FITTING, AND ALL EXTERIOR PIPING SUPPLIED BY INSTALLER.

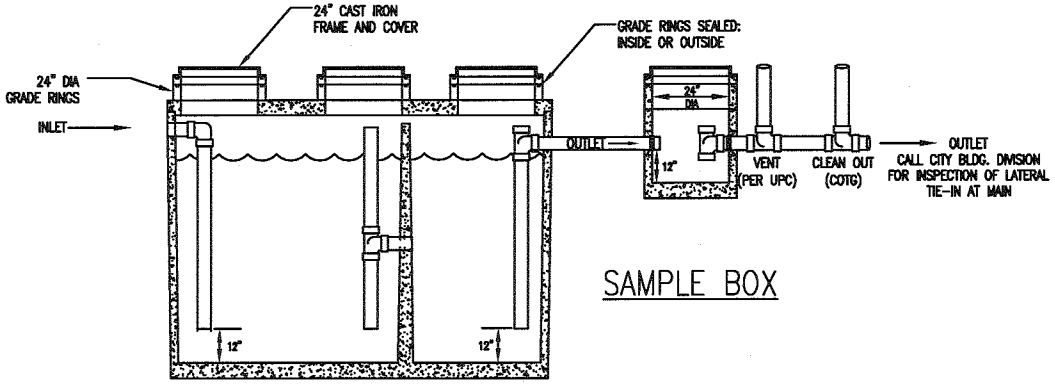


PLAN VIEW

SAMPLE BOX



CONCRETE COLLAR DETAIL
PLAN VIEW



SAMPLE BOX

SIDE VIEW



SIDE VIEW



END VIEW

GREASE INTERCEPTOR TANK WITH SAMPLE BOX

STANDARD PLAN 299

APPROVED Bob Decker 9/26/07
BUILDING OFFICIAL / DATE

APPROVED 9/27/07
DIRECTOR OF PUBLIC WORKS - RCE 57202 / DATE

DRAWN BY : NW | CHECKED BY : GV

PUBLIC WORKS

REVISIONS		SUPERCEDES	REFERENCES
NO.	DESCRIPTIONS		
		STD PLAN 299 DATED 03-2006	
		NOT TO SCALE	



Clean beaches and healthy creeks, rivers, bays and ocean are important to Orange County. Fats, oils and grease from restaurants and food service facilities can cause sewer line blockages that may result in sewage overflow into your facility and into storm drains. Unlike water in sanitary sewers (from sinks and toilets), water in storm drains is not treated before entering our waterways and should never contain washwater, trash, grease or other materials.

You would never dump oil and trash into the ocean, so don't let it enter the storm drains. Follow these tips to help prevent water pollution.

For more information, please call the **Orange County Stormwater Program** at **1-877-89-SPILL** (1-877-897-7455) or visit **www.ocwatersheds.com**

Report sewage spills and discharges that are not contained to your site to the **Orange County 24-Hour Water Pollution Problem Reporting Hotline** at **1-877-89-SPILL** (1-877-897-7455)

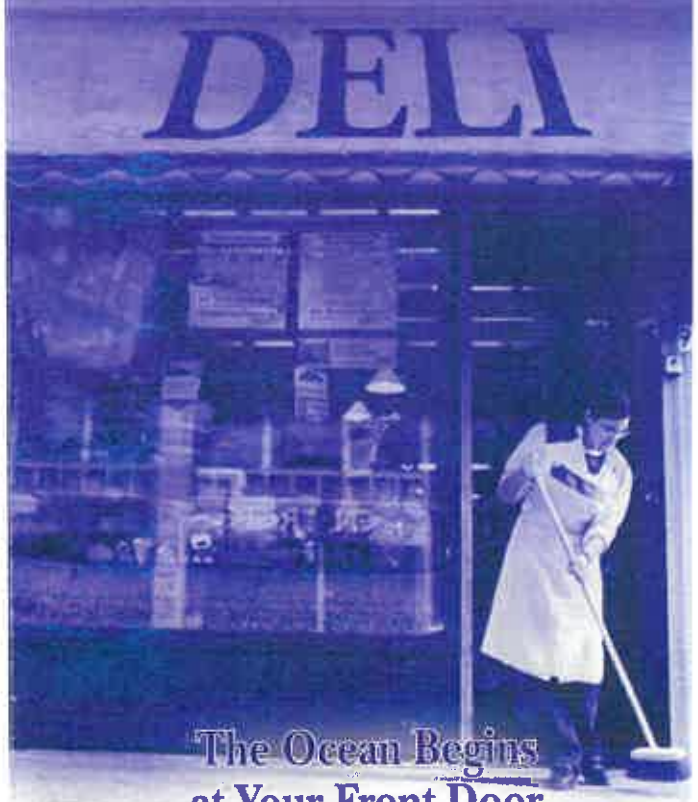
For emergencies, dial 911.

CALIFORNIA Restaurant ASSOCIATION SINCE 1906

Printed on Recycled Paper

Help Prevent Ocean Pollution:

Tips for the Food Service Industry



The Ocean Begins at Your Front Door

PROJECT Pollution PREVENTION

Best Kitchen Practices

Food Waste Disposal

- Scrape food waste off of plates, utensils, pots, food preparation and cooking areas and dispose of it in the trash.
- Never put food waste down the drain. Food scraps often contain grease, which can clog sewer pipes and result in sewage backups and overflows.

Grease & Oil Disposal

- Never put oil or grease down the drain. Contain grease and oil by using covered grease storage containers or installing a grease interceptor.
- Never overfill your grease storage container or transport it without a cover.
- Grease control devices must be emptied and cleaned by permitted companies.
- Keep maintenance records on site.



- For a list of oil/grease recycling companies, contact the CIWMB at **www.ciwmb.ca.gov/foodwaste/render.htm** or contact your local sanitation district.

Minor Spill Cleanup

- Always use dry cleanup methods, such as a rag, damp mop or broom.
- Never hose a spill into the street, gutter or storm drain.



Major Spill Cleanup

- Have spill containment and clean-up kits readily available, and train all employees on how to use them.
- Immediately contain and clean the spill using dry methods.
- If the spill leaves your site, call **1-877-89-SPILL (1-877-897-7455).**

Dumpster Cleanup

- Pick up all debris around the dumpster.
- Always keep the lid on the dumpster closed.



- Never pour liquids into the dumpster or hose it out.

Floor Mat Cleaning

- Sweep the floor mats regularly, discarding the debris into the trash.
- Hose off the mats in a mop sink, at a floor drain, or in an outoutdoor area that can contain the water.



- Never hose the mats in an area where the wastewater can flow to the street, gutter or storm drain.

Washwater Disposal

- Dispose of washwater in a mop sink or an area with a floor drain.
- Never dispose of washwater in the street, gutter or storm drain.

PROJECT Pollution PREVENTION



Las playas, arroyos, ríos, bahias y el océano son parte del Condado de Orange, su limpieza y bienestar son importantes. Mantecas, aceites y grasas de restaurantes y establecimientos de comida pueden causar que se tapen y llenen los conductos de tu establecimiento y también los drenajes. Contrario a las aguas de drenajes sanitarios (lavabos y baños), las aguas de los drenajes pluviales no son tratadas antes de entrar a los desagües y por eso nunca deben contener agua sucia, basura, grasas u otros materiales.

Nunca tirarías aceite y basura en el océano, entonces no permitas que lleguen a los drenajes pluviales. Sigue estas recomendaciones para prevenir la contaminación del agua.

Para obtener mayor información llama al
Programa del Condado de Orange
para la contención del Agua de Tormentas
al **1-877-897-7455**
o visita
www.ocwatersheds.com

La Línea de Alerta de
Contaminación del Agua en el Condado de Orange **1-877-897-7455**
esta disponible las 24 horas, para recibir informes de derrames de drenaje y desechos que no sean contenidos en tu establecimiento.

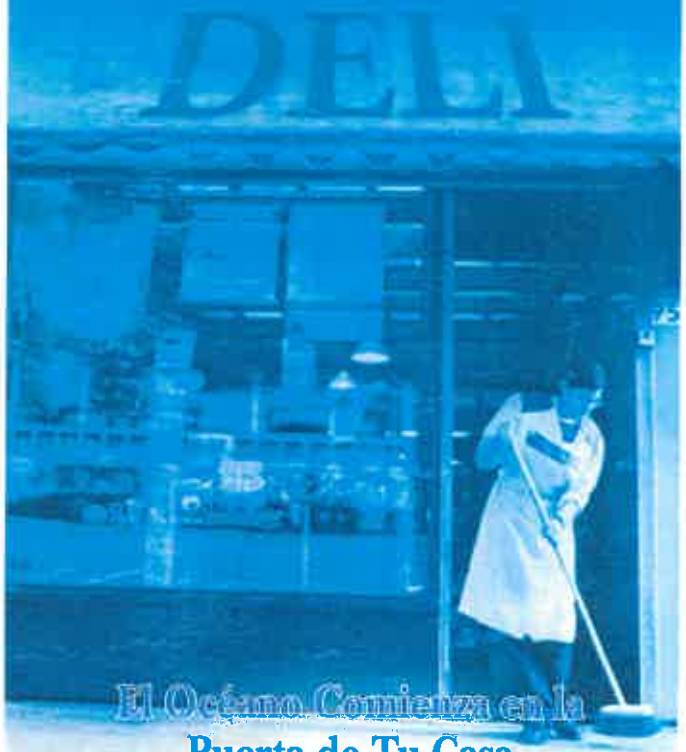
En caso de emergencia llama al 911

CALIFORNIA Restaurant ASSOCIATION SINCE 1906

Impreso en papel reciclado

Ayuda a Prevenir la Contaminación del Océano:

Recomendaciones para el uso en la Industria Alimentaría



El Océano Comienza en la Puerta de Tu Casa

PROJECT Pollution PREVENTION

¿Qué hacer en la cocina?

Desecho de desperdicios de comida

- Tira los sobrantes que quedan en áreas de preparación, platos, utensilios, y ollas en la basura.
- Nunca pongas los desperdicios en el drenaje, los sobrantes de comida generalmente contienen grasa, la cual puede causar que se tapen y se llenen los drenajes. Los drenajes tapados pueden desbordarse.

Desecho de grasas y aceites

- Nunca vacíes la grasa en el drenaje. Contén grasa y aceite usando un recipiente cubierto o mediante la instalación de un interceptor de grasa.
- No permitas que se saturen los recipientes de grasa ni los muevas sin tapadera.
- Interceptores de grasa deben ser vaciados y limpiados por una compañía autorizada.
- Mantén registros de mantenimiento en tu establecimiento.
- Para reciclar aceite o grasas acude a Junta de Manejo Integrado de Desecho en California (CIWMB) o llama al Departamento de Saneamiento.



Limpieza de derrames menores

- Siempre usa métodos de limpieza en seco como trapos, un trapeador húmedo o escoba.
- Nunca laves un derrame con manguera arrojándolo hacia la calle o las alcantarillas.



Limpieza de derrames mayores

- Ten ala mano equipo para contener y limpiar derrames y asegúrate que tus empleados sepan como usarlo.
- Inmediatamente para y limpia el derrame utilizando métodos en seco.
- Si el derrame no puede ser contenido dentro de tu establecimiento llama

1-877-897-7455

Limpieza del depósito de basura

- Recoge todo desperdicio de alrededor del deposito.
- Siempre mantén la tapa del depósito cerrada.
- Nunca vacíes líquidos en el deposito o lo enjuagues con la manguera.



Limpieza de tapetes

- Barre los tapetes con regularidad, tirando los desperdicios en la basura.
- Enjuaga los tapetes en un lavabo de utilería, drenaje interno o en alguna área exterior que retenga el agua.



- Nunca enjuagues con manguera los tapetes en una área donde el agua sucia pudiera fluir hacia la calle, alcantarillas o drenajes pluviales.

Desecho de agua sucia

- Vacía el agua sucia en un lavabo de utilería o en alguna área donde haya drenaje de piso.
- Nunca vacíes el agua sucia en la calle, alcantarillas o drenajes pluviales.

PROJECT Pollution PREVENTION



Mỡ làm tắc đường ống thoát nước

Hình do Cơ Quan Kiểm Soát Ô Nhiễm Nước Khu Vực Monterey Cung Cấp

Tránh Để Dầu, Mỡ Làm Tắc Cống Rãnh

Chất béo, dầu và mỡ (FOG) có thể làm tắc hệ thống cống rãnh, do đó khiến nước cống chảy tràn vào trong cơ sở của quý vị và vào trong hệ thống thoát nước mưa chảy ra đại dương. Để tránh làm các chất này tích tụ trong hệ thống cống rãnh, nên tránh để các chất này xâm nhập vào trong cống rãnh tại cơ sở của quý vị.

Các Phương Pháp Thực Hiện trong Nhà Bếp

- Hứng mỡ và dầu ăn bỏ đi trong các hộp đựng dạng xách tay có nắp đậy để tái chế.
- Không đổ dầu hoặc mỡ xuống cống rãnh. Tái chế hoặc sử dụng các vật liệu thấm và vứt rác vào trong thùng rác.



- Lau khô xoong chảo, chén bát và các khu vực làm việc để loại bỏ toàn bộ lượng mỡ có thể nhìn thấy được trước khi rửa. Vứt bỏ vào trong thùng rác.
- Sử dụng các tấm lưới xả để hứng rác thức ăn và vứt bỏ đúng cách vào trong thùng rác.
- Huấn luyện nhân viên về cách vứt bỏ chất mỡ đúng cách và niêm yết các biển báo "KHÔNG ĐƯỢC VỨT BỎ DẦU MỠ" ở gần tất cả các bồn rửa hoặc hệ thống cống rãnh.

Hình minh họa do Thành Phố Los Angeles cung cấp

Bảo Trì Lưới Chắn và Các Tấm Chặn Dầu Mỡ

- Giảm bớt lượng chất rắn đọng trên các tấm lưới chắn hoặc tấm chặn dầu mỡ.
- Kiểm tra và lau sạch các tấm lưới chắn dầu mỡ thường xuyên để bảo đảm hoạt động bình thường.
- Thuê hãng có giấy phép hành nghề tới kiểm tra và bơm hút rác ra khỏi tấm chặn dầu mỡ thường xuyên để bảo đảm hoạt động bình thường.
- Lưu giữ hồ sơ về bảo trì tại cơ sở để tham khảo và để cho cơ quan điều hành xem xét.

Để biết thêm chi tiết, xin gọi Chương Trình Quản Lý Nước Mưa của Quận Cam (Orange Caunty Stormwater Program) tại số 1-877-89-SPILL (1-877-897-7455) hoặc tới trang mạng điện toán www.ocwatersheds.com

Báo cáo các trường hợp chảy tràn nước cống ở ngoài cơ sở của quý vị cho Đường Dây Khẩn Về Báo Cáo Ô Nhiễm Nguồn Nước 24 Giờ Trong Ngày của Quận Cam (Orange County 24-Hour Water Pollution Reporting Hotline) tại số 1-877-89-SPILL (1-877-897-7455).

Đối với các trường hợp khẩn cấp, xin gọi số 911.

CALIFORNIA Restaurant ASSOCIATION SINCE 1906

Giúp Ngăn Ngừa Ô Nhiễm Đại Dương:

Hướng Dẫn dành cho Các Cơ Sở Phục Vụ Ăn Uống



Đại Dương Bắt Nguồn từ Cửa Nhà Quý Vị

PROJECT Pollution PREVENTION

QUẬN CAM

Ngăn Ngừa Ô Nhiễm

Đại dương sạch và các kênh lạch, sông hồ, vùng vịnh và các bãi biển lành mạnh là rất quan trọng đối với Quận Cam. Tuy nhiên, nếu quý vị để rác bẩn từ cơ sở kinh doanh của quý vị xâm nhập vào máng xối và hệ thống cống rãnh thoát nước mưa, việc đó có thể làm ô nhiễm nguồn nước. Hệ thống cống rãnh thoát nước mưa rút nước mưa từ các đường phố và không bao giờ được để nước rửa, rác, dầu mỡ hoặc các vật liệu khác chảy vào hệ thống này. Không giống như các chất xâm nhập vào hệ thống thoát nước vệ sinh (từ bồn rửa và bồn vệ sinh), các chất xâm nhập vào hệ thống thoát nước mưa không được xử lý trước khi chảy vào trong hệ thống dẫn nước của chúng ta. Ngoài ra, các đường ống thoát nước bị tắc có thể khiến nước thải chưa được xử lý trào ngược vào trong bếp, nhà vệ sinh, các đường phố trong thành phố, hệ thống thoát nước mưa và hệ thống dẫn nước của thành phố.

DÙNG CÁC TẤM LƯỚI CHẮN DẦU MỠ ĐỂ CHẶN CHẤT BÉO, DẦU VÀ MỠ.

Tờ thông tin này sẽ giải thích về các bước mà cơ sở thực phẩm của quý vị có thể áp dụng để giúp giữ gìn phẩm chất nguồn nước bằng cách tránh để rác bẩn xâm nhập vào hệ thống thoát nước mưa và tránh để chất béo, dầu mỡ làm tắc đường ống thoát nước.





Lau Dọn Những Nơi Đổ Ra Ngoài Và Dụng Cụ

- **Không bao giờ dùng vòi nước xối các chất bị đổ ra ngoài vào trong máng xối, đường phố hoặc hệ thống thoát nước mưa!**
- Trước khi lau chùi một chỗ đổ nước ra ngoài trong phòng bếp, hãy dùng giẻ, cát trộn phân thú vật hoặc các vật liệu thấm khác để thấm.
- Hót ngay những chỗ đổ ra ngoài không có nước và vứt bỏ vật liệu vào trong thùng rác.

Dùng cát trộn phân thú vật hoặc khăn lau để thấm những chỗ đổ nước ra ngoài. Vứt vào trong thùng rác.

- Cạo thức ăn vụn và mỡ ra khỏi các tấm lọc và các tấm thảm trên sàn trước khi làm sạch. Vứt bỏ thức ăn đã cạo ra vào trong thùng rác.
- Sau khi cạo, làm sạch các tấm thảm trải trên sàn, bộ lọc và thùng rác trong bồn rửa để giặt giẻ lau nhà hoặc một khu vực được qui định riêng, có nối với hệ thống thoát nước vệ sinh. Nên thuê dịch vụ lau chùi cho các hoạt động này.

Lau Chùi Khu Vực Để Thùng Đựng Rác Có Dầu Mỡ/Thùng Rác Cỡ Lớn

- Giữ cho khu vực xung quanh thùng rác lớn không có rác và các loại rác bẩn khác. Không đổ quá đầy thùng rác.
- Đậy thùng rác lớn để tránh côn trùng, động vật, nước mưa và gió xâm nhập.
- Lau hoặc chùi sạch rác bẩn và vứt bỏ.
- Thấm những chỗ nước đổ ra ngoài bằng cát trộn phân thú vật, khăn lau hoặc các vật liệu tương tự. Vứt vào trong thùng rác.
- **Không tráng rửa khu vực đựng thùng rác lớn!** Làm như vậy có thể khiến dầu mỡ và rác xâm nhập vào trong hệ thống thoát nước mưa.



- Thuê người thay các thùng rác bị rò rỉ.

SỬ DỤNG LOẠI BỒN RỬA ĐỂ GIẶT GIẺ LAU ĐỂ GIẶT SẠCH CHỔI, KHĂN LAU VÀ THẢM TRẢI SÀN.

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Kitchen Best Management Practices (BMP's)

Sinks and Drains

Drain Screens

- Be installed on all drains
- Have openings between 1/8" and 3/16"
- Be removable for ease of cleaning
- Be frequently cleaned (dispose of the screened solids to the trash)

Grease Container Usage

- Pour all liquid oil and grease from pots, pans, and fryers into a waste grease container
- Prior to washing, scrape solidified fats and grease from pots, pans, fryers, utensils, screens, and mats into a container
- Use recycling barrels or bins with covers for onsite collection of grease and oil
- Empty grill top scrap baskets or boxes into a container

Dishwashing

- Use rubber scrapers, squeegees, or towels to remove food and all visible fats, oils and grease from cook and serving ware prior to dishwashing
- Dry wipe remaining food and fats, oils and grease into trash can prior to dishwashing

Spill Prevention and Clean-up

Proactive Spill Prevention and Clean-Up Procedure BMPs

- Develop and post spill procedures
- Develop schedule for training employees about procedures
- Designate a key employee who monitors clean-up

Spill Prevention BMPs

- Empty containers before they are full to avoid accidental spills
- Provide proper portable container to transport materials without spilling
- Use a cover to transport grease materials to a recycling barrel

Spill Clean-up BMPs

- Block off sink and floor drains near the spill
- Clean spills with towels and absorbent material
- Use wet cleanup methods only to remove trace residues

Absorbent Materials and Towel Usage

- Use disposable absorbent materials to clean areas where grease may be spilled or dripped
- When using paper towels, use food grade paper to soak up oil and grease under fryer baskets
- Use towels to wipe down work areas
- Use absorbent materials under colanders in sinks when draining excess meat fat

Food Waste Disposal/Recycling

- Used or spent oil and grease generated from fryers and other cooking equipment can be recycled through a rendering or recycling company.

Food Grinders

- Food grinders should not be used in kitchens because the resulting large volume of food solids may clog drain pipes and/or fill grease traps and interceptors.

Employee Education

- An Education Program on the BMPs should be implemented consisting of:
  - New employee training program
  - Frequent refresher training program
  - Kitchen BMP signage

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Mejores Practicas Para El Manejamiento De Cocina (BMP's)

Fregaderos y Desagues:

Coladores Metalicos de Desagues

- Ser instaladas en todos los desagues.
- Tener abierturas entre 1/8" y 3/16"
- Poder quitarse para facilidad de limpieza
- Ser frequentemente limpiado (tirar los solidos colectados a la basura)

Uso de Recipientes de Grasa

- Vierte todo aceites y grasas liquidos de ollas, sartenes, y trastos para freir dentro de recipientes de grasa para tirar a la basura
- Antes de lavar, tire todo los solidos de manteca y grasa de las ollas, sartenes, trastos de freir, utensiles, coladores metalicos de desagues, y protectores de plastico del fregadero, dentro de un recipiente.
- Use bariles de reciclaje o cajones con cubierta para la coleccion directa de grasa y aceite.
- Vacia canastas o cajas de desperdicios que se encuentran encima de las parillas, dentro de un recipiente.

Lavando Trastos

- Use raspadores plasticos, enjugadores o toallas para remover comida y todas mantecas, aceites, y grasas visibles de los trastos de cocinar y servir antes de lavarlos.
- Limpie en seco qualquier comida, mantecas, aceites y grasas restantes y tiralos en la basura antes de lavar los trastos.

Prevencion de Derrames y Limpieza:

Mejores Practicas para el Manejamiento de Cocina para Prevencion Proactiva de Derrames, y Procedimientos de Limpieza

- Desarollar procedimientos sobre derrames y colgar carteles que los explican.
- Desarollar un horario para entrenar empleados sobre los procedimientos
- Designar un empleado clave quien supervisa la limpieza

Mejores Practicas para el Manejamiento de Cocina para Prevencion de Derrames

- Vacia recipientes antes de que se llenen para evitar derrames accidentales
- Facilite recipientes portatiles apropiados para transportar materiales sin derramarlos
- Use una cubierta para transportar materials grasosos a un barril de reciclaje

Mejores Practicas para el Manejamiento de Cocina para Limpieza de Derrames

- Tape el fregadero y drenajes del piso que estan cerca del derrame
- Limpie derrames con toallas o algun material absorbiente
- Use metodos de limpieza mojada solamente para quitar rastros de residuos

Uso de Materiales Absorbientes y Toallas

- Use materiales absorbientes desechables para limpiar areas donde grasas podrian ser derramadas o gotear
- Cuando use toallas de papel, use papel de tipo para comida para absorber aceite y grasa debajo de canastas para freir
- Use toallas para limpiar areas del trabajo
- Use materiales absorbientes debajo coladores de mano en el fregadero cuando necesita escurrir manteca de la carne

Eliminacion/Reciclaje de Desperdicios de Comida

- Aceite usada y grasas que vienen de maquinas para freir y otros aparatos para cocinar pueden ser reciclados a traves de una compania de reciclaje

Molinillos de Comida

- Molinillos de comida no deberian de ser usados en cocinas por razon de que el gran volumen de solidos que resultan podria tapar pipas de drenaje y/o llenar interceptors de grasa.

Educacion de Empleados

- Un Programa Educacional sobre las Mejores Practicas para el Manejamiento de Cocina deberia de ser implementado consistiendo de:
    - Programa de entrenamiento para empleados nuevos
    - Programas frequentes de cursos de actualizacion
    - Letreros sobre las Mejores Practicas para el Manejamiento de Cocina

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Phương Pháp Thu Xếp Nhà Bếp (BMPs)

Hồ Rửa Chén Bát Và Cống Tháo Nước

Đồ che cống tháo nước

- Xếp đặt trên tất cả cống tháo nước
- Sẽ có lỗ giữa 1/8" và 3/16"
- Sẽ tháo ra được để rửa dễ dàng
- Sẽ rửa thường xuyên (vứt những đồ lọc trong thùng rác

Cách Dùng Bình Đựng Dầu Mỡ

- Đổ tất cả nước dầu mỡ từ chạu và chảo vào trong bình đựng dầu mỡ thừa
- Trước khi rửa, chà mập mỡ và dầu mỡ đã đặc lại ra chạu, chảo, đồ dùng, đồ che, và thảm trải vào trong bình
- Dùng lại thùng có nắp đậy để lấy được mỡ và dầu trên địa điểm
- Đổ ra vật thừa thải trong rổ hoặc thùng nướng bếp vào trong bình

Rửa Chén Bát

- Dùng đồ cạo loại cao su và cái chốt bằng cao su hoặc hay là khăn để tẩy sạch đồ ăn và tất cả dầu mỡ trong thấy được ra các đồ dùng nấu ăn trước khi rửa chén
- Lau khô đồ ăn thừa, vã dầu mỡ vào trong thùng rác trước khi rửa chén

Phương Pháp Ngăn Cản Sự Tràn Ra Và Quét Dọn

Phương thức thực hành cho sự tràn ra ngăn cản và quét dọn

- Khai triển và dán lên phương thức sự tràn ra
- Xếp đặt chương trình để luyện tập công nhân về phương thức
- Chỉ định một công nhân chính để kiểm thính việc quét dọn

Ngăn cản sự tràn ra

- Đổ ra bình trước khi đầy để tránh đánh đổ bất ngờ
- Sửa soạn thùng đang hoàn để chuyển chỗ đồ để không đổ ra
- Dùng nắp lúc chuyển chỗ đồ dầu mỡ tới hợp dùng lại

Quét Dọn Sự Tràn Ra BMPs

- Cản ra cống tháo nước ở trong hồ rửa chén và dưới dất gần chỗ dánh đổ ra
- Dọn nước đổ ra với khăn và đồ thấm
- Dùng cách quét dọn đồ ướt chỉ lấy ra vật dư còn lại

<u>Cách Dùng Đồ Thấm Và Khăn Lau</u>

- Dùng đồ thấm có thể bỏ đi không xài nữa để dọn chỗ mà dầu mỡ có thể đổ hay chảy ra nhỏ ra
- Lúc dùng khăn lau, dùng giấy loại dùng cho đồ ăn để lăm thấm dầu mỡ ở dưới rổ chiên
- Dùng đồ thấm ở dưới rá lọc trong hồ rửa chén lúc rút thịt mỡ thừa

<u>Vứt Bỏ Đồ Ăn Và Sự Dùng Lại</u>

- Dầu mỡ từ chảo chiên và đồ nấu khác có thể dùng lại qua hãng tái chế

<u>Máy Xay Đồ Ăn</u>

- Máy xay đồ ăn sẽ không được dùng trong nhà bếp tại vì có nhiều vật dư thừa đồ ăn có thể đóng nẹt ống tháo nước và/ hoặc hay là lăm đầy máy bắt dầu mỡ

<u>Huấn Luyện Công Nhân</u>

- Sẽ lăm cho xong Chứng Trình Học Thức về BMPs gồm có:
- Chứng trình huấn luyện cho công nhân mới
- Chứng trình huấn luyện ôn lại thường xuyên
- Làm bảng cho nhà bếp BMP

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유출당시에

주방에 쉽게 이동 할 수 있는 유지통이 있어야 하며 운반할 때 흘리지 않도록 조심하십시오.
유지재생통을 이동할 때 통뚜껑을 덮고 유지재생통으로 옮기십시오.
유지재생통을 실수로 쓸어트리면 바닥에 유지를 흘릴수가있으니 유지재생 통에 유지가 다차기 전에 미리 배치하십시오.
만약 유지재생통이 실수로 쓸어지면 주방바닥에 내려가는 배수관이 있으면 흘러내려가지 않도록 걸래로 막으십시오.
하수오물이나 잔여 물을 딱으실때는 물이나 청소하는 세제로 닦으십시오.

물질흡수하는 도구 와 천종류 의 걸래

흘린폐유를 치우실때는 사용후 버릴 수 있는 흡수하는 종이나 걸래를 사용하십시오.
튀김 이나 기름이 흐르는 음식 밑에는 기름을 흡수하는 종이행주를 사용하십시오.
요리 하는 근처 치우실때는 종이, 또는 깨끗한 천종류의 행주를 사용하십시오.
요리한 음식에서 기름이 많이 흘르면 여과기를 사용하고 밑에는 종이행주로 바치십시오.

버리는 음식 과 유지재생

버리는 요리기름 이나 도구들은 유지재생 회사에서 갖고갑니다.

음식 가는기계

음식가는 기계에 많은 찌꺼기를 깨끗지 딱아 낸다음 물로 씻어내시고 배수관으로 내려가는 곳에 찌꺼기 걷어내는 채를 끼여 놓으십시오.

종업원 가르키기

주방에서 위생적으로 일할 수 있는 방법 은 새로 채용한 종업원이 자세히 유지에 관한점을 알아야 합니다.
가끔 일하시는 분들은 위생에 관한 것을 반복하십시오.
규칙의 기호를 종업원들이 볼수있게 걸어놓으십시오.

Appendix F-2

Fats, Oil, and Grease Best Management Practices Manual

Fats, Oils, and Grease (FOG) Best Management Practices (BMP) Manual

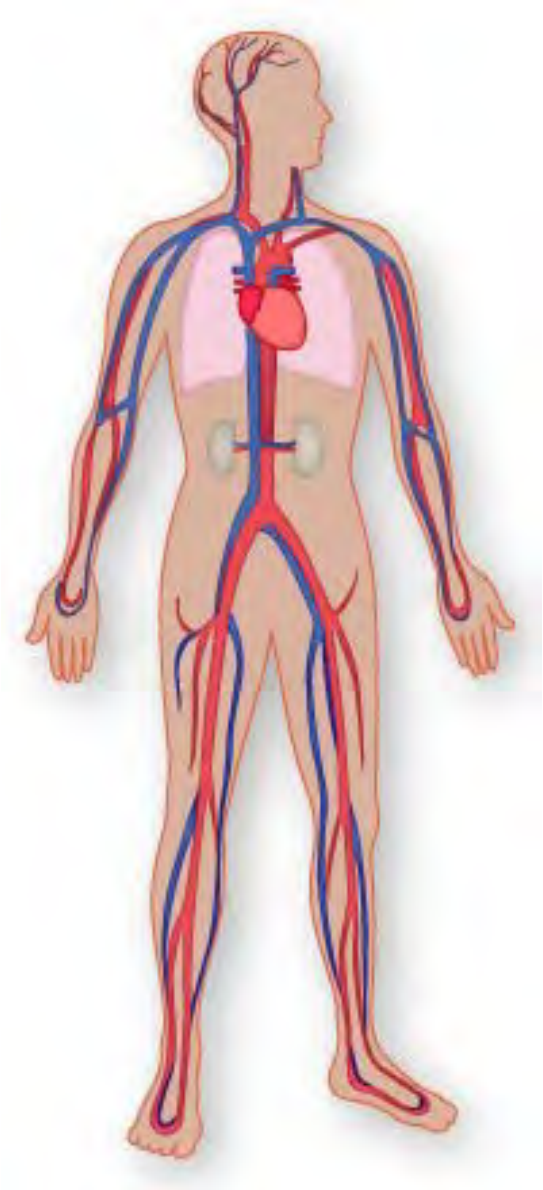


What is FOG?

FOG stands for fats, oils, and grease. FOG is composed of animal and vegetable fats and oils that are used to cook and prepare food. FOG should be recycled for use in other products, properly disposed of or land applied.

Why is FOG a problem?

A wastewater system is similar to the human body. Wastewater flows through pipes (arteries), is pumped at pump stations (heart), and is cleaned by the wastewater plant (kidneys).



FOG clogs the pipes in the sewer system just like cholesterol clogs arteries. This makes the pumps work harder and can cause them to fail, just like having a heart attack.



FOG can cause backups in your sewer lines that can send sewage into your home or restaurant. This creates the risk of disease and illness in addition to potential closure and fines.

Train Your People

Train and educate your kitchen staff and other employees about how they can help follow best management practices (BMPs) once implemented.



BMPs are most effective when all employees are trained properly and are more likely to be implemented when staff understand why they are needed.

Post ‘No Grease’ Signs In Visible Locations

Signs should be easily viewable by staff, especially those working in a kitchen or food preparation area.



Signs serve as a constant reminder for staff working with FOG.

Post signs in restrooms, over sinks, near all floor drains, dishwashers and anywhere else where water may enter a drain to the sewer.

Use the Most Appropriate Water Temperature



Use a water temperature of less than 140º F in all sinks, especially the pre-rinse sink before using a mechanical dishwasher.

Temperatures in excess of 140º F will dissolve grease, but it can solidify in the sewer system as the water cools.

Water from mechanical dishwashers should not be discharged through a grease trap or interceptor.

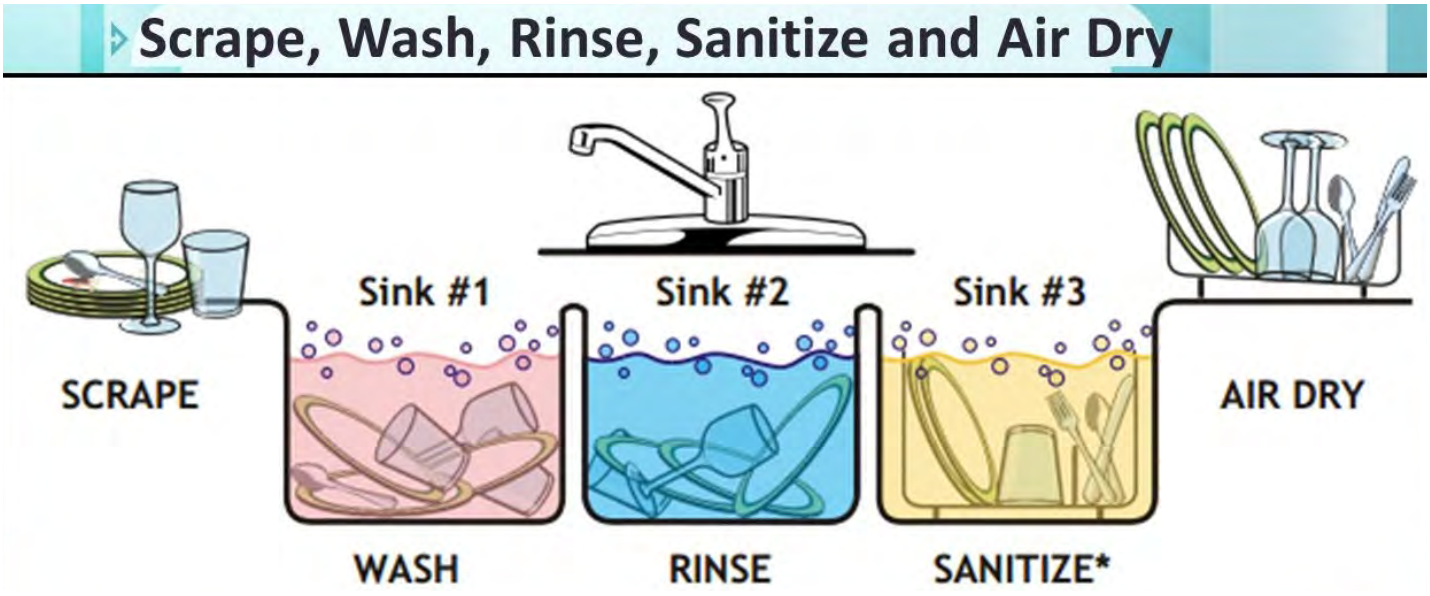
Use the 3-Sink System

This system will save energy and costs by reducing the need for grease device maintenance:

Sink 1: Use to wash

Sink 2: Use to rinse

Sink 3: Use to sanitize



Remember, all sinks should be using water temperatures less than 140º F.

Install Drain Screens

Drain screens act as physical barriers, preventing food waste from entering the drain. This will help reduce cleaning costs and prolong the life of grease control devices.



All kitchen sinks should have drain screens installed.



Dry Wipe All Pots, Pans, and Plates

Use a paper towel or scraper to dry wipe pots, pans, dishware, and food preparation surfaces **before** washing.





Wiping the FOG and food items that remain in pots, pans, and dishware before washing will keep FOG out of grease traps and interceptors.

This will result in less frequent cleaning of grease control devices and lower maintenance costs.

Properly Dispose of Food Waste



Food waste should **never** be poured down a drain or into a toilet.

Recycle food waste whenever possible and dispose of food waste that cannot be recycled.

Recycling food waste is the best option for a food service establishment because it reduces solid waste disposal costs as well as the costs and maintenance related to grease traps and interceptors.



Recycle Waste Cooking Oil

There are many companies that specialize in taking waste cooking oil from fryers and other types of equipment and using it to make animal feed or fuels, such as biodiesel.



Recycling cooking oil reduces the amount of waste that has to be disposed of as solid waste in addition to helping prolong the life of grease control devices.

Recycling also helps to keep FOG out of the sewer system.

Ensure Proper Cleaning of Your Grease Interceptor

You are ultimately responsible for the FOG control at your place of business. Witnessing the cleaning of your grease trap or interceptor will ensure the complete removal of all grease and solids.



- Make sure you are using a licensed grease hauler
- Request copies of all receipts from the cleaning company.

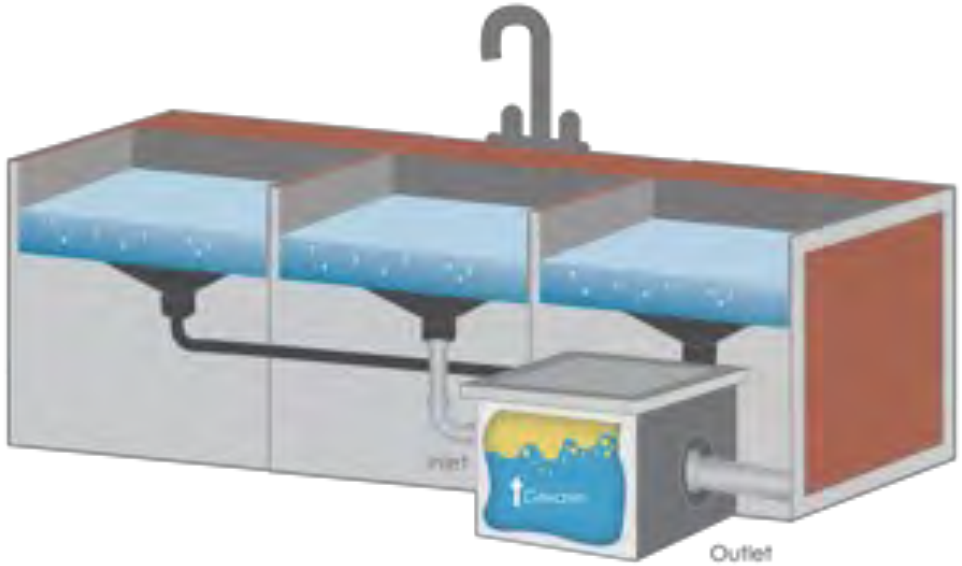
- Be sure that your grease hauler is doing a complete pump-out of the unit and checking for repairs during every service.*

*It is important to scrape and clean the walls and baffles during pump-out to maximize the removal of FOG from the interceptor. The materials removed should be thoroughly vacuumed to prevent biological breakdown and the unwanted release of gas.

Clean Under Sink Grease Traps At Least Weekly

Under sink traps have less volume than grease interceptors and need to be cleaned more frequently.

Weekly cleaning by staff will reduce the cost of cleaning any grease interceptors.



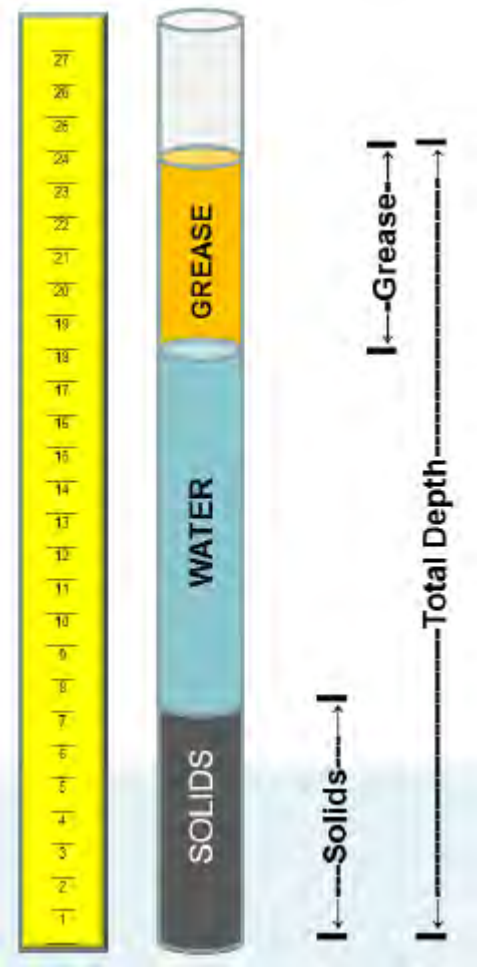
- Make sure to empty trap completely and wipe down all surfaces.
- Water may run through the trap again once finished.
- Dispose of recovered grease in closed containers.
  (Okay to go in dumpster if in closed container)
- **Do not** pour grease down drains or into toilets.

Please Note: New food service establishments are not permitted to install grease traps unless given specific authorization.

Clean Grease Interceptors At A Regular Frequency

It is the responsibility of each food service establishment to set and maintain an appropriate cleaning interval for their grease interceptor.

Grease interceptors require cleaning once FOG and solids have reached **25% of the total liquid depth.**

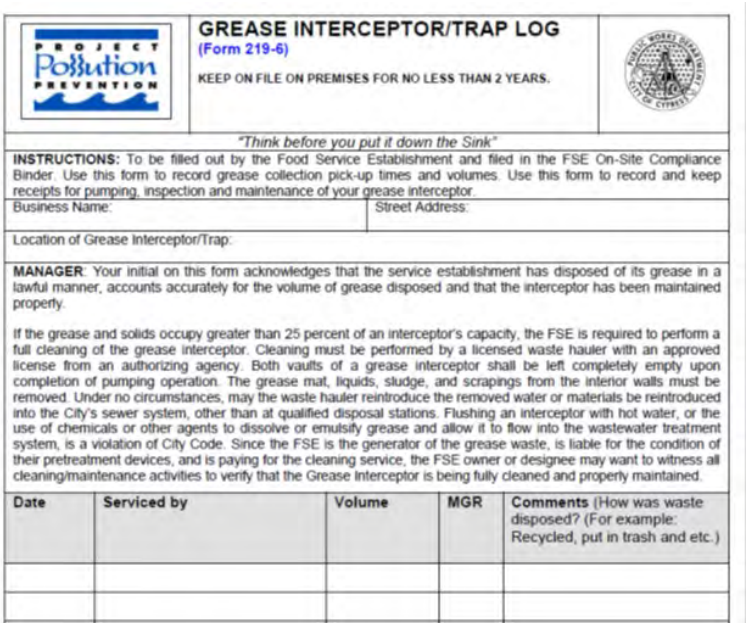


Your establishment's ideal cleaning frequency will depend on the size of your grease interceptor and the level of kitchen activity.

If you would like help determining your ideal cleaning frequency, please contact the City's Water Quality Manager at (714) 229-6752.

Keep All Service Records and Maintenance Logs Current

The logs serve as a record of the frequency and volume of cleaning of your grease interceptor(s).



GREASE INTERCEPTOR/TRAP LOG
(Form 219-6)

KEEP ON FILE ON PREMISES FOR NO LESS THAN 2 YEARS.

"Think before you put it down the Sink"

INSTRUCTIONS: To be filled out by the Food Service Establishment and filed in the FSE On-Site Compliance Binder. Use this form to record grease collection pick-up times and volumes. Use this form to record and keep receipts for pumping, inspection and maintenance of your grease interceptor.

Business Name: | Street Address:

Location of Grease Interceptor/Trap:

MANAGER: Your initial on this form acknowledges that the service establishment has disposed of its grease in a lawful manner, accounts accurately for the volume of grease disposed and that the interceptor has been maintained properly.

If the grease and solids occupy greater than 25 percent of an interceptor's capacity, the FSE is required to perform a full cleaning of the grease interceptor. Cleaning must be performed by a licensed waste hauler with an approved license from an authorizing agency. Both vaults of a grease interceptor shall be left completely empty upon completion of pumping operation. The grease mat, liquids, sludge, and scrapings from the interior walls must be removed. Under no circumstances, may the waste hauler reintroduce the removed water or materials be reintroduced into the City's sewer system, other than at qualified disposal stations. Flushing an interceptor with hot water, or the use of chemicals or other agents to dissolve or emulsify grease and allow it to flow into the wastewater treatment system, is a violation of City Code. Since the FSE is the generator of the grease waste, is liable for the condition of their pretreatment devices, and is paying for the cleaning service, the FSE owner or designee may want to witness all cleaning/maintenance activities to verify that the Grease Interceptor is being fully cleaned and properly maintained.

Date	Serviced by	Volume	MGR	Comments (How was waste disposed? (For example: Recycled, put in trash and etc.)

This helps the City inspector ensure that your establishment is compliant with the FOG permit.



The logs can also help optimize cleaning frequencies and reduce costs.

Clean Exhaust Hoods on a Routine Basis



If FOG escapes through the kitchen exhaust system, it can accumulate on the roof of your restaurant.



This creates a fire hazard and can also result in FOG runoff entering the storm drain during rain events.

Cover Grease Containers Stored Outdoors

Uncovered FOG containers can collect rainwater. This can lead to FOG overflowing onto the ground and entering the storm drain system.

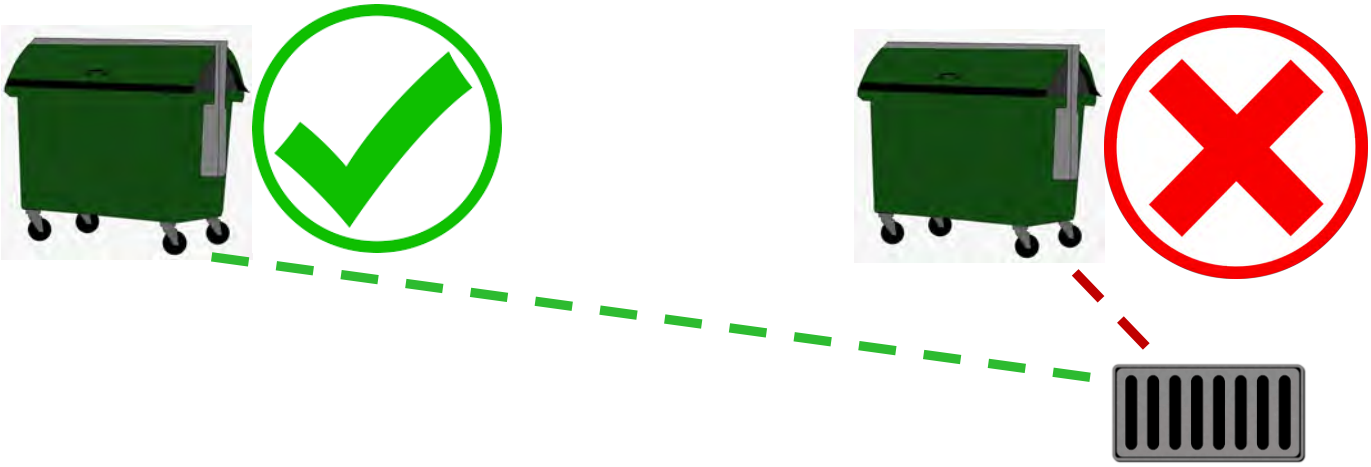


To avoid this risk, keep all grease containers covered and use secondary containment for storage containers.

Any discharge to the storm drain system can adversely affect local receiving waters and may also result in legal penalties.

Locate Dumpsters and FOG Containers Away From Storm Drains

The release of FOG into storm drains can degrade water quality in receiving streams and local waterbodies. **Discharging FOG into storm drains can also result in fines and other legal actions.**



The farther away FOG is stored from a storm drain, the more time someone has to clean up any spills.

BE AWARE of FOG dripping out of containers or dumpsters and clean immediately.

Use Absorbent Pads for All Spills

Absorbent pads can help to clean up grease and oil that have spilled on the ground near outdoor equipment, containers or dumpsters. The pads can prevent a spill from entering the storm drain system when it rains.





Spill kits should be properly equipped and available for staff.



Do NOT use “kitty litter” or saw dust.
Make sure to properly dispose of absorbent materials in the trash once the spill has been cleaned.



Do

- Scrape excess grease into a sealed container and dispose of it in the trash (or containers specifically designated for grease).
- Place food scraps in waste containers or garbage bags for disposal with solid wastes, or start a compost pile.
- Promote the practice of scraping dishware prior to washing.
- Place a wastebasket in the bathroom to dispose of wastes.
- Regularly check the FOG levels within grease control devices and maintain updated logs.
- Promote the use of the 3 “**R**’s”: **R**educe, **R**euse and **R**ecycle.





Do Not

- Discharge fats, oils, or grease in concentrations that can cause an obstruction to the sewer flow.
- Place FOG in any sinks or toilets.
- Discharge butchering wastes (animal tissues, bones, hides, hair, entrails, etc.) of any kind within the sewer system.
- Discharge wastewater with temperatures in excess of 140º to any grease control device.
- Discharge waste from a food waste disposal unit to any grease traps.
- Discharge caustics, acids, solvents, soaps, enzymes or other emulsifying agents into sinks that feed grease traps and/or interceptors.
- Discharge fats, wax, grease or oils containing substances that will become viscous between 32º F (0º C) and 150º F (65º C).
- Utilize biological agents, chemicals, or enzymes for grease remediation without permission from the sanitary agency receiving the waste.
- Clean equipment outdoors in an area where water can flow to the gutter, storm drain or street.
- Use the toilet as a wastebasket

Appendix F-3

Master Fee Schedule

Resolution No. 6748 (Effective January 1, 2020)

City of Cypress
Master Fee Schedule
Effective January 1, 2020
Resolution No. 6748

Community Development		
REF #	**Description**	**Fee**
	Public Works	
	Environmental Inspection/National Pollution Discharge Elimination System	
	Fats, Oils, and Grease (FOG) Program	
181	Best Management Practice Inspection - Annual	$61
182	Best Management Practice Reinspection	$110
183	Construction and Demolition w/Franchise Waste Hauler	$80
184	Construction and Demolition w/Self-Hauling	$320
185	Grease Control Device Inspection - Annual	$61
186	Grease Control Device Reinspection	$110
287	New Grease Control Device Inspection	$110
188	New Grease Control Device Plan Check	$141
189	Annual NPDES High Priority Inspection	$221
190	Annual NPDES Low/Medium Priority Inspection	$105
191	Additional Environmental Services (Hourly)	$100
	Annual Grease Disposal Mitigation (GDM)	$138
	Water Quality Management Plan (WQMP) Fees	
192	All development projects shall pay a minimum deposit for the review and approval of Water Quality Management Plans (WQMP) as defined in the City of Cypress National Pollutant Discharge Elimination System (NPDES) Stormwater Program and the City of Cypress Local Implementation Plan (LIP)	Small Project - $500 minimum deposit based on actual costs for small projects. Additional deposits may be required based on the accuracy and completeness of the project submittal. Large Project - $750 minimum deposit based on actual costs for large projects. Additional deposits may be required based on the quality of the project submittal.
193	Additional Review of Water Quality Management Plan (Hourly)	$100

1) Unless otherwise noted, all fees are the minimum fee for the services. The final fee is based on actual costs, which may exceed the minimum fee.

Appendix F-4

Fats, Oils, and Grease (FOG)

Public Outreach

Fats, Oils, and Grease (FOG) Public Outreach

PROJECT Pollution PREVENTION

Cypress PUBLIC WORKS

CALIFORNIA
WATER BOARDS
Santa Ana - R8

As required by State Water Quality Control Board Order No. 2006-0003-DWQ, the City has developed a FOG program to regulate the amount of fats, oils, and grease (FOG) discharged into the sanitary sewer system.

The FOG program is intended to increase the awareness of operators of local food service establishments, and their employees, about measures that they can take to limit or prevent the introduction of FOG into the drain and the sewer system.

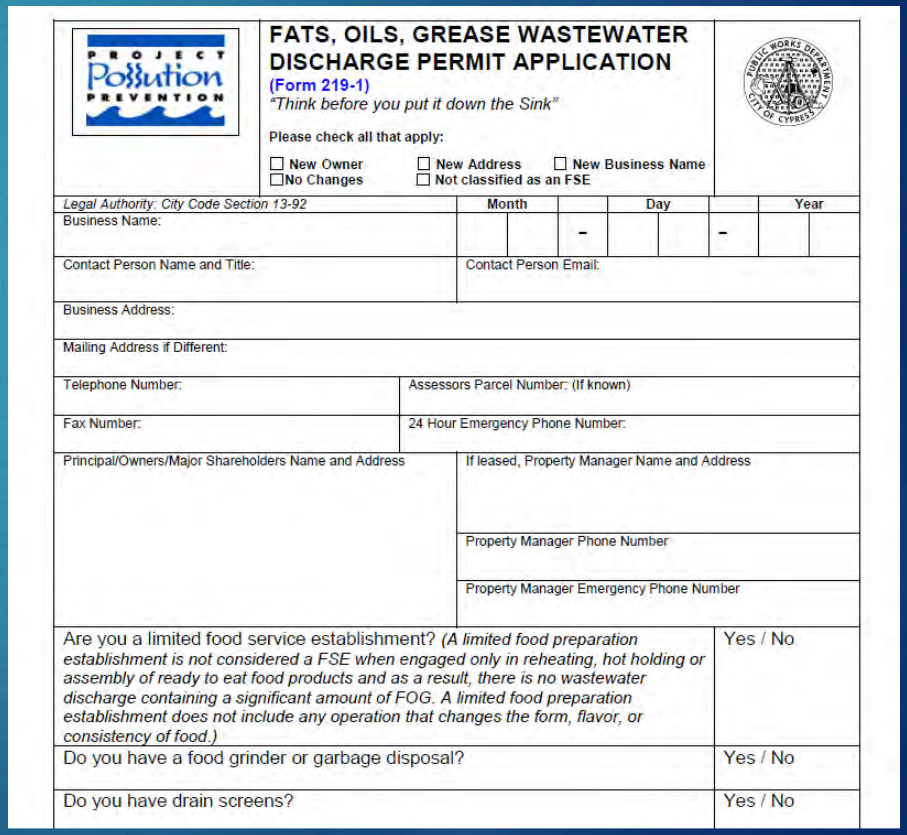
Accordingly, this slide show presentation provides water pollution prevention guidelines for local food service establishments and their employees.

FOG PERMIT

The City of Cypress has a Fats, Oils, and Grease Ordinance (**Article VIII, Sections 13-80 through 13-118** of the City's Municipal Code) that requires all food service establishments (FSEs) to obtain a FOG permit.

This permit is intended to make you better aware of your water pollution prevention responsibilities as a FSE owner/operator.

By signing this permit, you acknowledge that you will comply with all the required best management practices (BMPs) while operating your food service establishment.



PROJECT Pollution PREVENTION

FATS, OILS, GREASE WASTEWATER DISCHARGE PERMIT APPLICATION

(Form 219-1)

"Think before you put it down the Sink"

Please check all that apply:

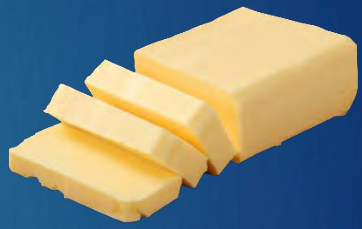
☐ New Owner ☐ New Address ☐ New Business Name
☐ No Changes ☐ Not classified as an FSE

Legal Authority: City Code Section 13-92	Month - Day - Year
Business Name:	
Contact Person Name and Title:	Contact Person Email:
Business Address:	
Mailing Address if Different:	
Telephone Number:	Assessors Parcel Number: (If known)
Fax Number:	24 Hour Emergency Phone Number:
Principal/Owners/Major Shareholders Name and Address	If leased, Property Manager Name and Address
	Property Manager Phone Number
	Property Manager Emergency Phone Number
Are you a limited food service establishment? *(A limited food preparation establishment is not considered a FSE when engaged only in reheating, hot holding or assembly of ready to eat food products and as a result, there is no wastewater discharge containing a significant amount of FOG. A limited food preparation establishment does not include any operation that changes the form, flavor, or consistency of food.)*	Yes / No
Do you have a food grinder or garbage disposal?	Yes / No
Do you have drain screens?	Yes / No

WHAT IS FOG?



FOG (aka fats, oils, and grease) refers to the materials and byproducts associated with cooking and preparing food. This includes animal fat, vegetable fat, and cooking oils.







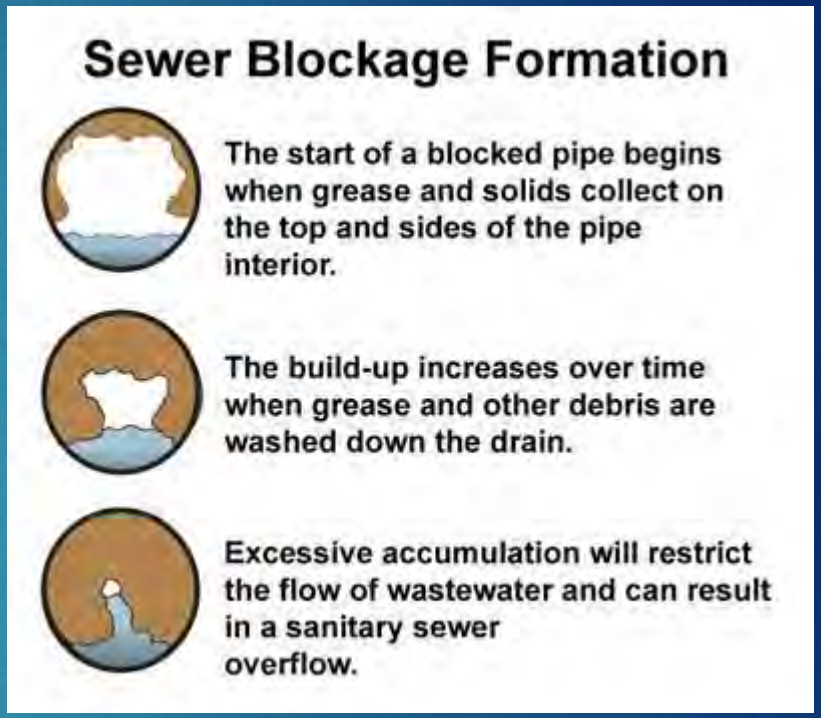


WHY IS FOG A PROBLEM?

FOG can clog pipes and cause blockages in the sewer system.

These blockages prevent the flow of water and can result in backups in the sewer line, potentially sending sewage into your restaurant.

This not only presents the risk of disease and illness, but can also result in significant fines and closure of your restaurant by the Orange County Health Care Agency.







EMPLOYEE TRAINING

Train your kitchen staff and other employees to use Best Management Practices (BMPs) while conducting their work.

BMPs are practices, procedures, and maintenance activities that reduce the discharge of FOG.

Kitchen best management training should be completed upon hire by all new employees and twice a year by existing employees.





FOG BMP POSTER



Display your FOG poster in a food preparation area where employees can easily view.

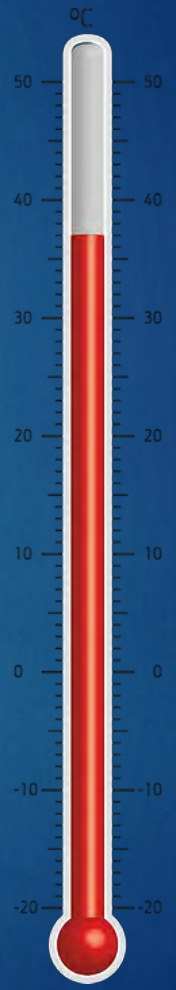
Suggested areas include: over sinks, near floor drains, near dishwashers, and anywhere else where water may enter a drain to the sanitary sewer.

USE AN APPROPRIATE WATER TEMPERTATURE

Use a water temperature of less than 140° F in all sinks.

Temperatures above 140° F will dissolve grease that can later solidify in the sanitary sewer system as water cools.

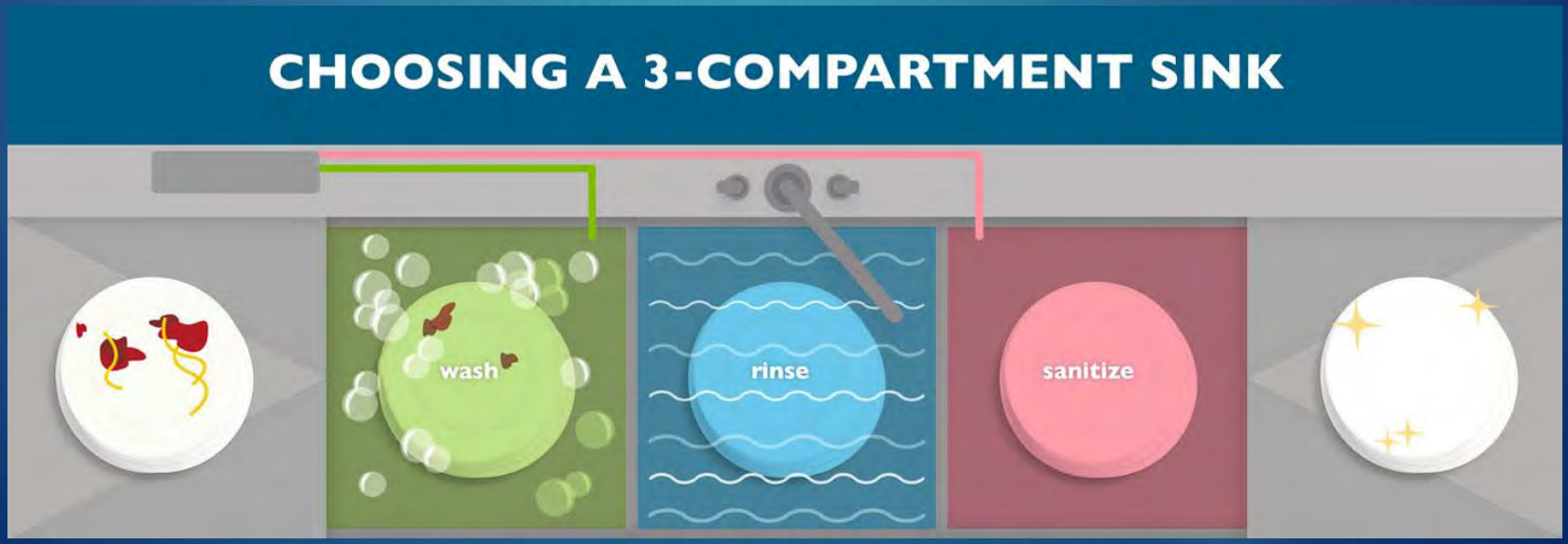




3-SINK SYSTEM

The 3-sink system saves energy and costs in addition to preventing FOG from entering the drain.





INSTALL DRAIN SCREENS

Drain screens should be installed at every kitchen sink:

- Screens prevent food waste from entering the drain
- This helps to reduce the cleaning costs and prolong the life of grease traps and interceptors



RECYCLE WASTE COOKING OIL



Recycling used cooking oil keeps FOG out of the sewer, reduces the amount of wastes that have to be disposed as a solid waste, and helps to prolong the life of grease traps and interceptors.

DRY WIPE ALL POTS, PANS, AND PLATES

Wiping the FOG and food that remain in pots, pans, and dishware before washing will keep FOG out of grease traps and grease interceptors.





Less frequent cleaning of interceptors and traps means lower maintenance costs.

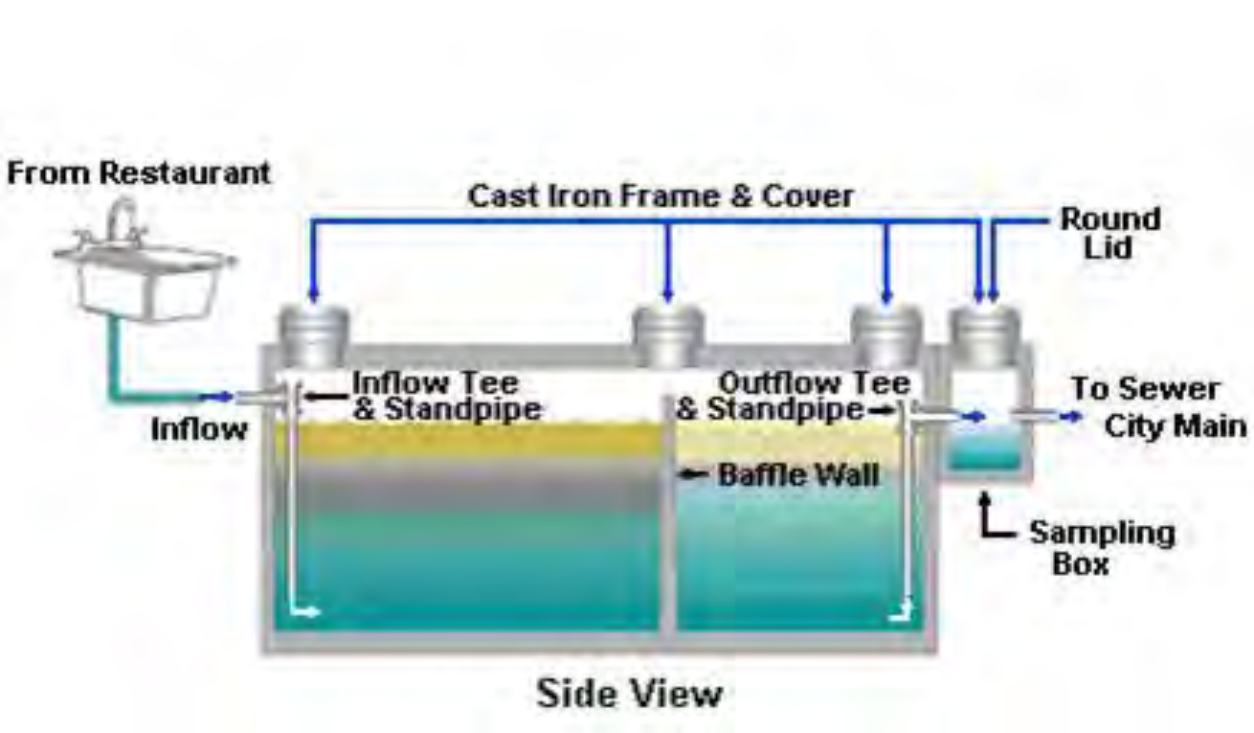
PROPERLY DISPOSE OF FOOD WASTE

Food waste should never be poured down a drain or into a toilet.

Recycling food waste is the best option for a food service establishment because it reduces solid waste disposal costs as well as the costs and maintenance related to grease traps and interceptors.



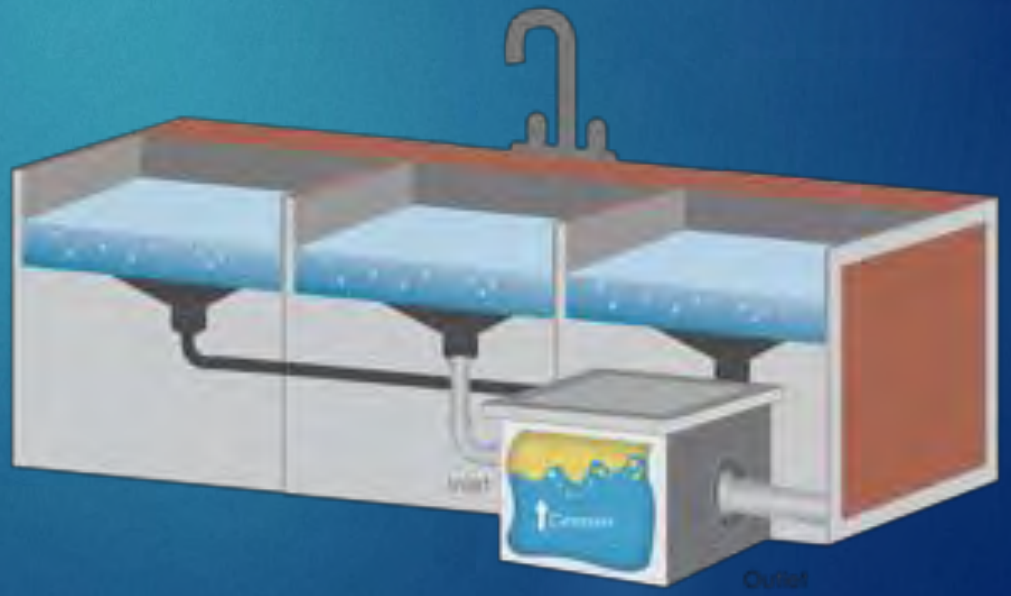
GREASE INTERCEPTORS/TRAPS MAINTENANCE



CLEAN UNDER SINK GREASE TRAPS AT LEAST WEEKLY

- Under sink traps have less volume than grease interceptors and need to be cleaned more frequently
- Weekly cleaning by staff will reduce the cost of cleaning any grease interceptors
- Make sure to dispose of recovered grease in closed containers (**Do not** pour down drain or toilet)

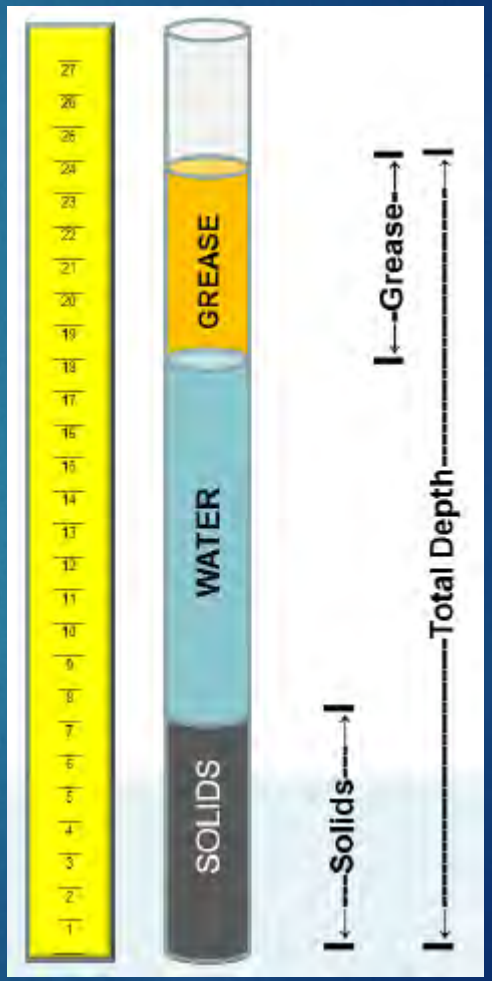
Please Note: New food service establishments are not permitted to install grease traps.



CLEAN OUT GREASE INTERCEPTORS AT A REGULAR FREQUENCY

- It is the responsibility of each FSE to maintain an appropriate cleaning (servicing) interval for their grease interceptor
  - Cleaning frequencies depend on the capacity of the grease interceptor and the level of kitchen activity
- **Grease interceptors require cleaning once FOG and solids have reached 25% of the total liquid depth**



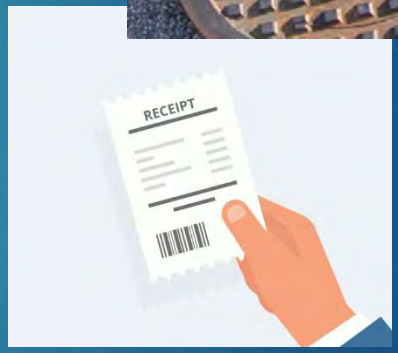


WITNESS GREASE INTERCEPTOR CLEANING



Overseeing the cleaning of grease interceptors or traps will ensure that your food service establishment is getting the full value for the cost of the cleaning.

- Be sure that your licensed grease hauler is doing a complete pump out of the unit and checking for repairs during every service.
  - It is important to scrape and clean the walls and baffles during pump-out to maximize the removal of FOG from the interceptor. The materials removed should be thoroughly vacuumed to prevent biological breakdown and the unwanted release of gas.
- Request copies of all receipts from the cleaning company



KEEP ALL SERVICE RECORDS AND MAINTENANCE LOGS CURRENT

The log serves as a record of the frequency and volume of cleaning of the grease interceptor(s).

This helps the City inspector ensure that your establishment is compliant with the FOG permit.

The log can also help optimize cleaning frequencies and reduce costs.

PROJECT Pollution PREVENTION

GREASE INTERCEPTOR/TRAP LOG
(Form 219-6)

KEEP ON FILE ON PREMISES FOR NO LESS THAN 2 YEARS.

"Think before you put it down the Sink"

INSTRUCTIONS: To be filled out by the Food Service Establishment and filed in the FSE On-Site Compliance Binder. Use this form to record grease collection pick-up times and volumes. Use this form to record and keep receipts for pumping, inspection and maintenance of your grease interceptor.

Business Name: | Street Address:

Location of Grease Interceptor/Trap:

MANAGER: Your initial on this form acknowledges that the service establishment has disposed of its grease in a lawful manner, accounts accurately for the volume of grease disposed and that the interceptor has been maintained properly.

If the grease and solids occupy greater than 25 percent of an interceptor's capacity, the FSE is required to perform a full cleaning of the grease interceptor. Cleaning must be performed by a licensed waste hauler with an approved license from an authorizing agency. Both vaults of a grease interceptor shall be left completely empty upon completion of pumping operation. The grease mat, liquids, sludge, and scrapings from the interior walls must be removed. Under no circumstances, may the waste hauler reintroduce the removed water or materials be reintroduced into the City's sewer system, other than at qualified disposal stations. Flushing an interceptor with hot water, or the use of chemicals or other agents to dissolve or emulsify grease and allow it to flow into the wastewater treatment system, is a violation of City Code. Since the FSE is the generator of the grease waste, is liable for the condition of their pretreatment devices, and is paying for the cleaning service, the FSE owner or designee may want to witness all cleaning/maintenance activities to verify that the Grease Interceptor is being fully cleaned and properly maintained.

Date	Serviced by	Volume	MGR	**Comments** (How was waste disposed? (For example: Recycled, put in trash and etc.)



ROUTINELY CLEAN EXHAUST HOODS



If FOG escapes through the kitchen exhaust system, it can accumulate on the roof of the restaurant.

This creates a fire hazard and can also result in FOG runoff entering the storm drain during rain events.





COVER OUTDOOR GREASE CONTAINERS

Uncovered FOG containers can collect rainwater.

This can lead to FOG overflowing onto the ground and entering the stormwater system.

To avoid this risk, keep all grease containers covered and use secondary containment for storage containers.



LOCATE DUMPSTERS AND FOG CONTAINERS AWAY FROM STORM DRAINS

The release of FOG into storm drains can degrade water quality in receiving streams and local waterbodies.

Discharging FOG into storm drains can result in fines and other legal actions.

The FARTHER away FOG is stored from a storm drain, the more time someone has to clean up any spills.







USE ABSORBENT PADS FOR ALL SPILLS

Spill kits should be properly equipped and available for staff:

- Use absorbent material to help clean up spilled grease and oil
  - Do NOT use cat litter or saw dust
- Properly dispose of absorbent material in the trash









ARE YOU OPENING A NEW RESTAURANT?

DOES YOUR MENU INCLUDE BEER AND WINE?



IF YES, YOUR FOOD SERVICE ESTABLISHMENT IS REQUIRED TO HAVE A GREASE INTERCEPTOR PURSUANT TO THE CITY'S FOG PROGRAM



For more information, please contact the Department of Public Works at (714) 229-6740.

KEEP YOUR CITY CLEAN!

With your help, we can protect local waterways by preventing sewer system overflows that are caused by the build up of fats, oils, and grease within the sanitary sewer system.



CYPRESS
SINCE 1956
FRIENDS · FAMILY · COMMUNITY

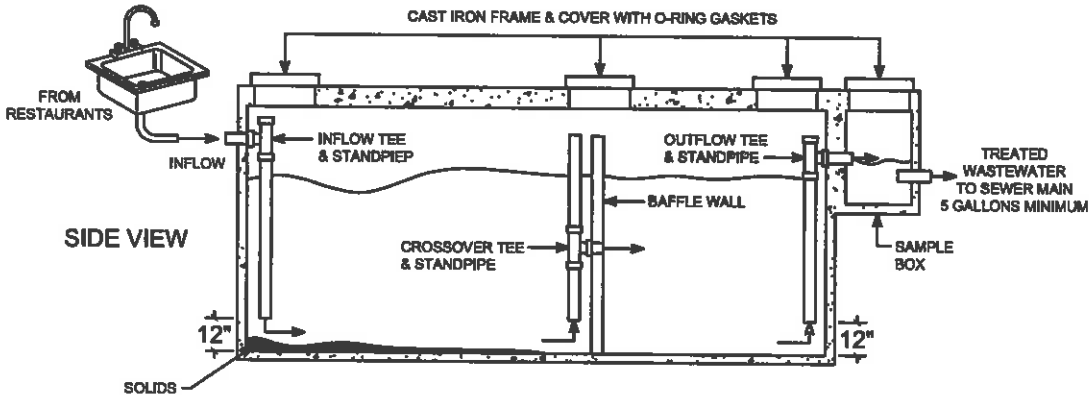
Appendix F-5

Grease Interceptor Tank with Sample Box

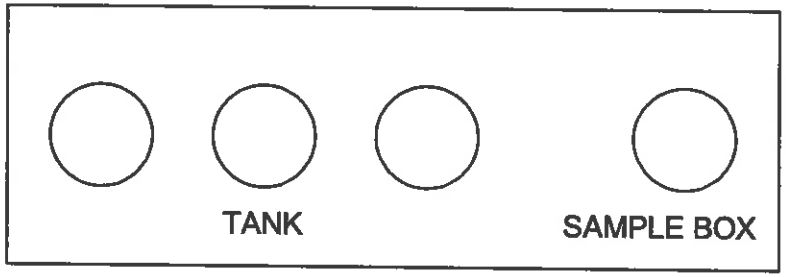
GREASE INTERCEPTOR TANK WITH SAMPLE BOX

REQUIREMENTS:

1. SIZE AND LOCATION OF INTERCEPTOR TO BE APPROVED PRIOR TO INSTALLATION
   A. GREASE INTERCEPTOR MUST BE APPROVED BY IAPMO.
2. INTERCEPTOR TO HAVE:
   A. SAMPLE BOX.
   B. SANITARY TEE; INSIDE SAMPLE BOX, DISCHARGE SIDE.
   C. VENT.
   D. CLEANOUTS PRIOR TO LATERAL CONNECTION.
   E. MANHOLE AT EACH INTERNAL BAFFLE TUBE - NO MORE THAN 10' BETWEEN MANHOLES.
3. INSPECTION OF INTERCEPTOR.
   A. ALL CONNECTIONS TO INTERCEPTOR TO BE INSPECTED BY CITY PRIOR TO BACKFILL.
   B. INTERCEPTOR TO BE FILLED WITH WATER PRIOR TO INSPECTION, PER MANUFACTURERS INSTRUCTION OR REQUEST.
4. ALL MANHOLES AND SAMPLE BOXES TO BE INSTALLED A MINIMUM OF 1/2" ABOVE FINISH GRADE / PAVEMENT WITH A CONCRETE COLLAR A MINIMUM OF 18" AROUND ALL MANHOLE LIDS AND 12" DEEP .
5. CONCRETE COLLAR, SAMPLE BOX FITTING AND ALL EXTERIOR PIPING SUPPLIED BY INSTALLER.
6. TRAFFIC RATED 24" ROUND CAST IRON FRAME AND MANHOLES LID COVERS MARKED INTERCEPTOR. THE MANHOLE LID COVERS MUST NOT BE BOLTED OR CONTAIN BOLT HOLES. A PICK HOLE MUST BE PROVIDED FOR LID REMOVAL DURING INSPECTION.



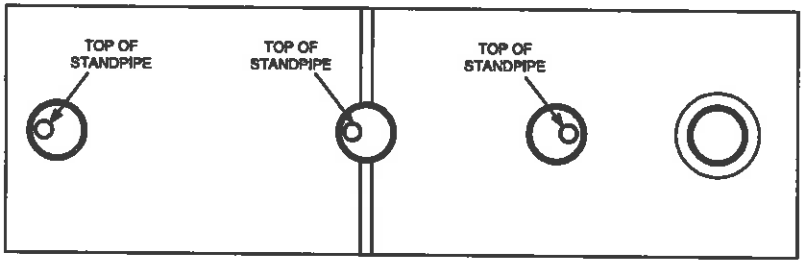
SIDE VIEW



CONCRETE COLLAR DETAIL



PLAN VIEW



TOP VIEW



END VIEW

APPROVED

8/31/21

BUILDING OFFICIAL / DATE

APPROVED FOR FOG PERMIT USAGE

Douglas Dancs Digitally signed by Douglas Dancs Date: 2021.08.25 11:58:13 -07'00'

DIRECTOR OF PUBLIC WORKS / DATE

GREASE INTERCEPTOR TANK WITH SAMPLE BOX

DRAWN BY: HN	CHECKED BY: NM
SCALE: N.T.S.	DATE: APRIL 2021
	ATTACHMENT: A

I:\community development\public works\hai nguyen\standard plan\standard plan.dwg

Appendix F-6

Grease Control Device Conditions of Approval

FOG PROGRAM

CITY OF CYPRESS

Grease Control Device Conditions of Approval

1. Restaurant shall be subject to all requirements of the City's Fats, Oils, and Grease (FOG) Program pursuant to Ordinance No. 1065 of the Cypress Municipal Code. Restaurant grease control device shall conform to City of Cypress specifications for restaurants including the use of a concrete collar system around lid openings.

2. Grease control device shall conform to requirements as established by Uniform Plumbing Code Section 1014.0 (Appendix H) which provides standards for the installation of grease control devices for food service establishments. Specific questions regarding the appropriate size of the grease control device should be directed to the City of Cypress Building Division at (714) 229-6730.

3. Grease control device shall conform to the minimum requirements as specified in City of Cypress Standard Plan No. 299, Sand/Oil Separator & Grease Interceptor with Sample Box.

For additional information regarding the City's Fats, Oils, and Grease Program, please call the Department of Public Works at (714) 229-6740. You can also visit the City's website at cypressca.org.

Remember, Only Rain Down The Drain!

Appendix F-7

Fats, Oils, and Grease (FOG)

Grease Interceptor Guidelines

City of Cypress
Fats, Oils, and Grease (FOG) Program
Grease Interceptor Guidelines

Important: Read ALL pages BEFORE installing any grease interceptor devices

What is the FOG program?

The FOG program applies to all food service establishments (FSEs) that have been designated as generators of grease during the food preparation process. The program is intended to protect local waterways from sanitary sewer overflows caused by grease build up in the sanitary sewer. The program includes:

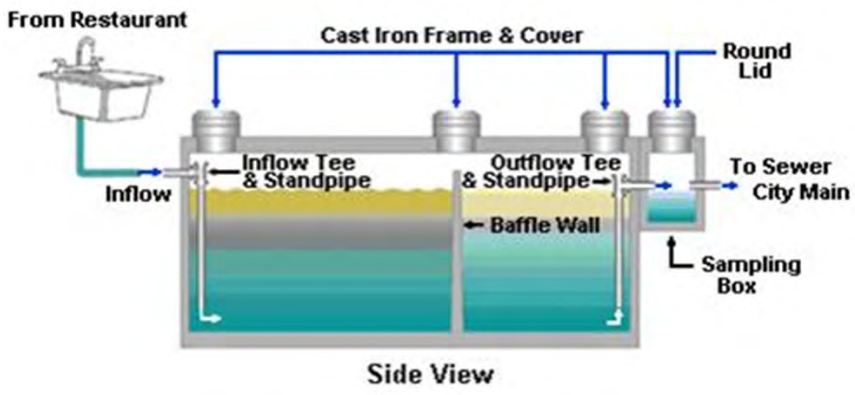
- Maintenance of all kitchen equipment
- Installation of adequate-sized grease control devices to collect generated grease
- Maintenance and cleaning of grease control devices
- Up to date record keeping (cleaning/servicing, maintenance, employee training)
- Facility inspections performed by the City inspector

FOG Program Inspections

Facilities with grease interceptors are inspected throughout the year to ensure proper maintenance of all grease control devices and to verify that kitchen best management practices are being implemented.

What is a Grease Interceptor?

A grease interceptor is an outdoor, underground multi-compartment tank that reduces the amount of pollution (FOG) in wastewater, before being discharged through the sanitary sewer system.



Grease Interceptor Installation Requirements

Each new grease interceptor that is installed to replace or upgrade an existing grease interceptor is required to meet all criteria in the current California Plumbing Code. **Please review all requirements before installing a grease interceptor.**

Requirements:

1. Size and location of interceptor to be approved prior to installation

   MINIMUM tank size shall be 750 GAL.

2. Interceptor to have:

   A. Sample box (MUST be installed)

   B. Sanitary tee (inside sample box, discharge side)

   C. Vent

   D. Cleanout prior to lateral connection

   E. Manhole at each internal baffle tube (no more than 10 feet between manholes)

3. Grade/Pavement with a **CONCRETE COLLAR** (pictured below) a MINIMUM of 18" around all manhole lids and 12" deep.

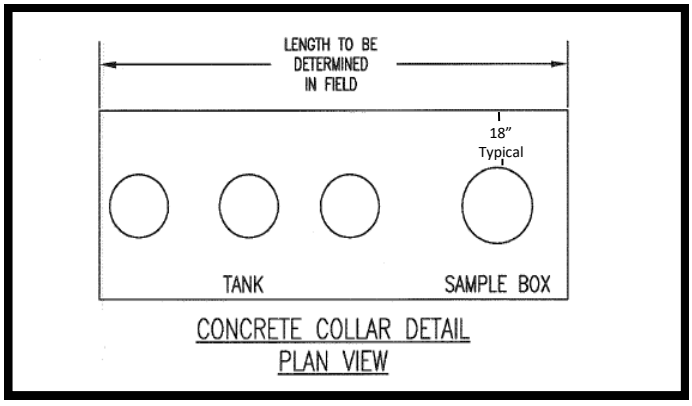
   *Concrete collar, sample box fitting, and all exterior piping supplied by installer

4. All manholes and sample boxes MUST be installed approximately 1/2" above finish grade with gentle slope to existing.

5. Inspection of Interceptor:

   All connections to interceptor to be inspected by City prior to backfill, interceptor to be filled with water prior to inspection, per manufacturers instruction or request.

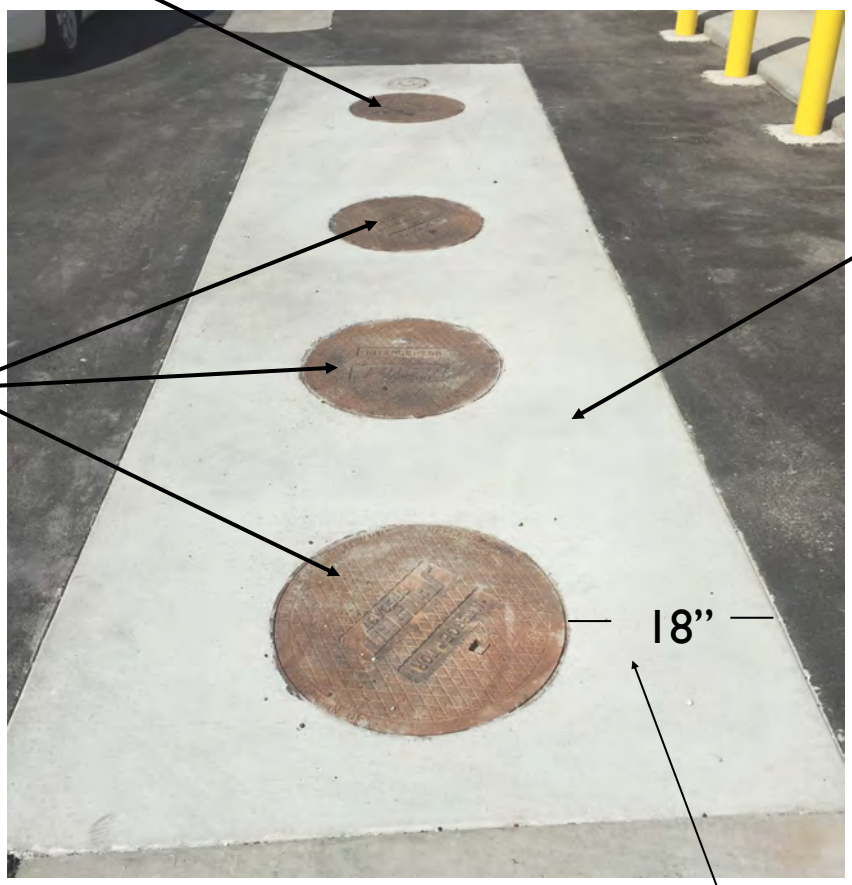




Example of Concrete Collar



Example of a Correctly Installed Grease Interceptor



* picture not to scale

Appendix F-8

Grease Interceptor Maintenance

Grease Interceptor Maintenance

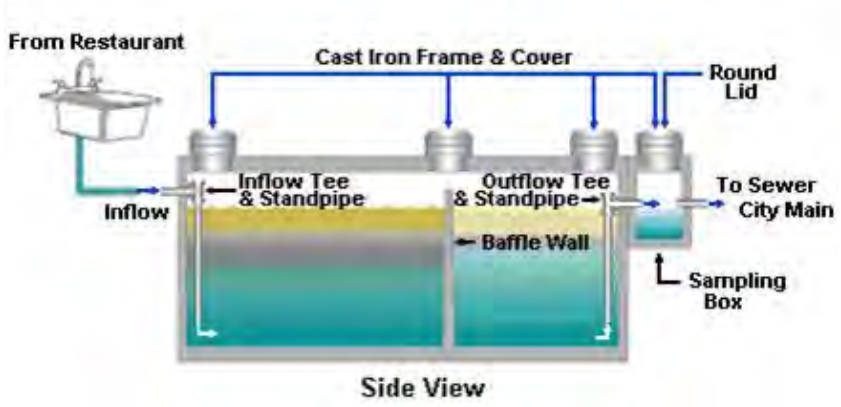
Maintenance of your grease interceptor is required as a condition of your permit and to assure that the unit works properly.

Why do you need a grease interceptor?

A grease interceptor removes fats, oils, and grease that coat city sewer lines and cause sanitary sewer system overflows. If an overflow occurs, you may be responsible for clean-up costs and property damage.

How does a grease interceptor work?

Wastewater enters the unit after leaving the kitchen. Most of the floating grease remains at the top while the solids settle at the bottom of the first chamber of the unit (see diagram). Water flows into the second chamber where more solids and grease separate out. The remaining water enters the sample box and then flows out of the unit to the community sewer.



How often do I need to clean my grease interceptor?

Your permit requires that you clean your interceptor at a regular frequency. An interceptor should be cleaned once grease and solids have reached 25% of the total liquid depth. Your cleaning frequency will depend upon the capacity of your interceptor and the level of kitchen activity at your establishment. If the amount of grease being discharged causes or contributes to a blockage or overflow, your interceptor must be cleaned more frequently. Be sure that your grease hauler is doing a complete pump-out of the unit and checking for repairs during every service*. Also, make sure your hauler provides you with a receipt to document that your interceptor has been pumped.

* It is important to scrape and clean the walls and baffles during pump-out to maximize the removal of FOG from the interceptor. The materials removed should be thoroughly vacuumed to prevent biological breakdown and the unwanted release of gas.

What will an inspector look for during an inspection of my grease interceptor?

An inspector will look to see that you are maintaining and pumping your grease interceptor frequently enough to comply with your permit and preventing grease from discharging to the city sewer. They will ask to see your grease interceptor logs and pumping records, including the dates that the grease interceptor was pumped and by which licensed hauler. Have these records available for the inspector to review.

What are some Best Management Practices (BMPs) for grease interceptors?

Grease and solid food waste can build up inside the interceptor and may cause the interceptor to operate less efficiently. Scraping grease and food waste into the garbage before washing dishes will minimize the amount of grease and solids going into the grease interceptor and will improve interceptor performance. Installing drain screens at each sink will also help prevent food waste from entering the interceptor.

City of Cypress

Public Works Department

(714) 229-6740

Project-Pollution-Prevention

Appendix F-9

Proper Pump Out Procedure for Grease Interceptor

BMP 219-A

PROPER PUMP OUT PROCEDURE FOR GREASE INTERCEPTOR

(BMP 219-A)

"Think before you put it down the Sink"

If the grease and solids occupy greater than 25 percent of an interceptor's total liquid depth, the FSE is required to perform a full cleaning of the grease interceptor. Cleaning must be performed by a licensed waste hauler with an approved license from an authorizing agency. Both vaults of a grease interceptor shall be left completely empty upon completion of pumping operation. The grease mat, liquids, sludge, and scrapings from the interior walls must be removed. Under no circumstances, may the waste hauler reintroduce the removed water or materials be reintroduced into the City's sewer system, other than at qualified disposal stations. Flushing an interceptor with hot water, or the use of chemicals or other agents to dissolve or emulsify grease and allow it to flow into the wastewater treatment system, is a violation of City Code.

Since the FSE is the generator of the grease waste, is liable for the condition of their pretreatment devices, and is paying for the cleaning service, the FSE owner or designee may want to witness all cleaning/maintenance activities to verify that the Grease Interceptor is being fully cleaned and properly maintained.

Step 1:	Skim the entire grease cap and debris from the top of the interceptor. The interceptor may need to be agitated slightly to loosen the grease cap
Step 2:	Place vacuum tube all the way into the interceptor to suck remaining solids from the bottom.
Step 3:	Vacuum water out of the interceptor.
Step 4:	Scrape and clean the sides and bottom of the trap. This may be done by "back flowing" the water from the pump truck or by using a hot water source to pressure wash the interceptor. Make sure the walls and baffles of the trap are completely clean.
Step 5:	Vacuum remaining water out of the trap.
Step 6:	Check that the sanitary "T's" on the inlet and outlet sides of the interceptor are not clogged or loose.
Step 7:	Make sure that the baffle is secure and in place.
Step 8:	Inspect the interceptor for any cracks or defects.
Step 9:	Check that lids are securely and properly seated after completion of pumping.

Appendix F-10

Fats, Oils, and Grease Wastewater Discharge Permit Standard Conditions of Approval

Form 219-2

Fats, Oils, Grease Wastewater Discharge Permit Standard Conditions of Approval

(Form 219-2)

"Think before you put it down the Sink"

1. Limits on discharge of FOG and other priority pollutants.
   1.1. Introduction of any additives into any establishment's wastewater system for the purpose of emulsifying FOG is prohibited.
   1.2. Disposal of waste cooking oil into drainage pipes is prohibited. All waste cooking oils shall be collected and stored properly in receptacles such as barrels or drums for recycling or other acceptable methods of disposal.
   1.3. Discharge of wastewater from dishwashers to any grease trap or grease interceptor is prohibited.
   1.4. Discharge of wastewater with temperatures in excess of 140°F to any grease control device, including grease traps and grease interceptors, is prohibited.
   1.5. The use of biological additives for grease remediation or as a supplement to interceptor maintenance is prohibited, unless written approval for the Director is obtained.
   1.6. Discharge of wastes from toilets, urinals, wash basins, and other fixtures containing fecal materials to sewer lines intended for grease interceptor service, or vice versa, is prohibited.
   1.7. Discharge into the sewer system of any waste which has FOG as well as solid materials removed from the grease control device is prohibited. Grease removed from grease interceptors shall be wastehauled periodically as part of the operation and maintenance requirements for grease interceptors. Licensed wasthaulers or an approved recycling facility must be used to dispose of FOG, including waste cooking oil.
   1.8. Installation of food grinders are prohibited unless specifically allowed in writing by the Director.
2. Requirements for proper operation and maintenance of grease interceptors and other grease control devices.
   2.1. Grease Interceptors shall be maintained in efficient operating condition by periodic removal of the full content of the interceptor which includes wastewater, accumulated FOG, floating materials, sludge and solids.
   2.2. All existing and newly installed grease interceptors shall be maintained in a manner consistent with a maintenance frequency approved by the Director pursuant to this section.
   2.3. No FOG that has accumulated in a grease interceptor shall be allowed to pass into any sewer lateral, sewer system, storm drain, or public right of way during maintenance activities.
3. Grease interceptor maintenance frequency and schedule.

3.1. All establishments with grease interceptors may be required to submit data and information necessary to establish the maintenance frequency of the grease interceptors and shall be determined in one of the following methods:

3.1.1. Grease interceptors shall be fully pumped out and cleaned at a frequency such that the combined FOG and solids accumulation does not exceed 25% of the total liquid depth of the grease interceptor. This is to ensure that the minimum hydraulic retention time and required available volume is maintained to effectively intercept and retain FOG discharged to the sewer system.

3.1.2. All establishments with a grease interceptor shall maintain their grease interceptor not less than every 6 months. Grease interceptors shall be fully pumped out and cleaned quarterly when the frequency described in paragraph (1) of this section has not been established. The maintenance frequency shall be adjusted when sufficient data have been obtained to establish an average frequency based on the requirements described in paragraph (1). The City may change the maintenance frequency at any time to reflect changes in actual operating conditions. Based on the actual generation of FOG from an establishment, including food service establishments that generate FOG, the maintenance frequency may increase or decrease.

3.1.3. If the grease interceptor, at any time, contains FOG and solids accumulation that does not meet the requirements described in (1), any establishment, including food service establishments generating FOG, shall be required to have the grease interceptor serviced immediately such that all fats, oils, grease, sludge, and other materials are completely removed from the grease interceptor. If deemed necessary, the Director may also increase the maintenance frequency of the grease interceptor from the current frequency.

4. Requirements for implementation of Best Management Practices and installation of adequate grease interceptor and/or grease control device.

4.1. All establishments shall implement Best Management Practices in accordance with the requirements and guidelines established by the City in an effort to minimize the discharge of FOG to the sewer system.

4.1.1. All establishments shall be required, at a minimum, to comply with the following Best Management Practices:

4.1.2. Installation of drain screens. Drain screens shall be installed on all drainage pipes in food preparation and kitchen areas.

4.1.3. Segregation and collection of waste cooking oil.

4.1.4. Disposal of food waste. All food waste shall be disposed of directly into the trash or garbage, and not in sinks or toilets.

4.1.5. Employee training. Employees of the food service establishment shall be trained within 180 days of the effective date of this Chapter, and twice each calendar year thereafter, on the following subjects:

4.1.5.1. How to “dry wipe” pots, pans, dishware and work areas before washing to remove grease.

4.1.5.2. How to properly dispose of food waste and solids prior to disposal in trash bins or containers to prevent leaking and odors.

4.1.5.3. The location and use of absorption products to clean under fryer baskets and other locations where grease may be spilled or dripped.

4.1.5.4. How to properly dispose of grease or oils from cooking equipment into a grease receptacle such as a barrel or drum without spilling.

4.1.6. Maintenance of kitchen exhaust filters. Filters shall be cleaned as frequently as necessary to be maintained in good operating condition. The wastewater generated from cleaning the exhaust filter shall be disposed properly.

4.1.7. Kitchen signage. Best management and waste minimization practices shall be posted conspicuously in the food preparation and dishwashing areas at all times.

5. Requirements for maintaining and reporting status of Best Management Practices.

5.1. Training shall be documented and employee signatures retained indicating each employee's attendance and understanding of the practices reviewed. Training records shall be available for review at any reasonable time by the Director and/or his designee.

6. Requirements for maintaining and submitting logs and records, including waste hauling records and waste manifests.

6.1. The Establishment shall be required to keep all manifests, receipts and invoices of all cleaning, maintenance, grease removal of/from the grease control device, disposal carrier and disposal site location for no less than two years. The Establishment shall, upon request, make the manifests, receipts and invoices available to the Director or his designee. These records may include:

6.1.1. A logbook of grease control device cleaning and maintenance practices.

6.1.2. A record of Best Management Practices being implemented including employee training.

6.1.3. Copies of records and manifests of wastehauling interceptor contents and/or waste cooking oil disposal.

6.1.4. Records of sampling data and sludge height monitoring for FOG and solids accumulation in the grease interceptors.

6.1.5. Any other information deemed appropriate by the Director to ensure compliance with this Chapter.

7. Requirements to self-monitor.

7.1. The City may require establishments to construct and maintain in proper operating condition at the establishment’s sole expense, flow monitoring, constituent monitoring and/or sampling facilities.

7.2. The location of the monitoring or metering facilities shall be subject to approval by the Director.

7.3. Establishments may also be required by the Director to submit waste analysis plans, contingency plans, and meet other necessary requirements to ensure proper operation and maintenance of the grease control device or grease interceptor and compliance with this Chapter.

7.4. Establishments shall not increase the use of water or in any other manner attempt to dilute a discharge as a partial or complete substitute for treatment to achieve compliance with this Chapter.

8. Requirements for the FSE to construct, operate and maintain, at its own expense, FOG control device and sampling facilities.

9. Consent by the operator of the FSE for the City and other Regulatory Agencies to inspect the FSE to confirm compliance with this Chapter, the Sewer WDRs and other applicable laws, rules and regulations, including any NPDES permit applicable to the City.

10. Additional requirements as otherwise determined to be reasonably appropriate by the Director to protect the City's system or as specified by other Regulatory Agencies.

11. Other terms and conditions, which may be reasonably applicable to ensure compliance with this Chapter as determined by the Director.

11.1. _____
_____
_____
_____
_____

11.2. _____
_____
_____
_____
_____
_____

11.3. See Attached Sheet _____

Appendix F-11

Food Service Establishment Training Log

Form 219-3

FOOD SERVICE ESTABLISHMENT TRAINING LOG

(Form 219-3)

KEEP ON FILE ON PREMISES FOR NO LESS THAN 2 YEARS.

"Think before you put it down the Sink"

INSTRUCTIONS: To be filled out by the Food Service Establishment and filed in the FSE On-Site Compliance Binder. Use this form to record training sessions and attendance. All employees must attend a grease control training session twice each year. Training must include distribution of "Best Management Practices" brochure and viewing of the Grease Control Program video.

Business Name:

Address:

Employees:Your signature on this form acknowledges that you have received the "Best Management Practices" brochure and that you have viewed the Grease Control Program video.

Date	Employee Name	Signature	Video	Brochure	MGR Initial

City Code Section 13-101-6B. Documents must be kept on file for no less than two years. It shall be unlawful to make any false statement, representation, record, report, plan or other document that is filed with the City.

Appendix F-12

Exhaust Hood Maintenance Log

Form 219-4

EXHAUST HOOD MAINTENANCE LOG

(Form 219-4)

KEEP ON FILE ON PREMISES FOR NO LESS THAN 2 YEARS.

"Think before you put it down the Sink"

INSTRUCTIONS: To be filled out by the Food Service Establishment and filed in the FSE On-Site Compliance Binder. Use this form to record cleaning and maintenance of exhaust hoods and ducts, by contracted cleaning services or by regularly scheduled in-house maintenance.

Business Name:

Address:

MANAGER: Your signature on this form acknowledges that the service establishment has performed proper maintenance on its exhaust hoods.

Date	Serviced by	Manager	Comments

City Code Section 13-101-6B. Documents must be kept on file for no less than two years. It shall be unlawful to make any false statement, representation, record, report, plan or other document that is filed with the City.

Appendix F-13

Grease Barrel Collection Log

Form 219-5

GREASE BARREL COLLECTION LOG

(Form 219-5)

KEEP ON FILE ON PREMISES FOR NO LESS THAN 2 YEARS.

"Think before you put it down the Sink"

INSTRUCTIONS: To be filled out by the Food Service Establishment and filed in the FSE On-Site Compliance Binder. Use this form to record grease collection pick-up times and volumes. The company collecting the waste grease should sign this form if possible. If this form is not available when pick-ups are made, the collecting company should leave a signed receipt with the collection information. Record that information on this log.

Business Name:

Address:

MANAGER: Your initial on this form acknowledges that the service establishment has disposed of its grease in a lawful manner and accounts accurately for the volume of grease disposed.

Date	Serviced by	Volume	MGR	Comments

City Code Section 13-101-6B. Documents must be kept on file for no less than two years. It shall be unlawful to make any false statement, representation, record, report, plan or other document that is filed with the City.

Appendix F-14

Grease Interceptor / Trap Log

Form 219-6

GREASE INTERCEPTOR/TRAP LOG

(Form 219-6)

KEEP ON FILE ON PREMISES FOR NO LESS THAN 2 YEARS.

"Think before you put it down the Sink"

INSTRUCTIONS: To be filled out by the Food Service Establishment and filed in the FSE On-Site Compliance Binder. Use this form to record grease collection pick-up times and volumes. Use this form to record pumping, inspection and maintenance of your grease interceptor.

Business Name:	Street Address:

Location of Grease Interceptor/Trap:

MANAGER: Your initial on this form acknowledges that the service establishment has disposed of its grease in a lawful manner, accounts accurately for the volume of grease disposed and that the interceptor has been maintained properly.

If the grease and solids occupy greater than 25 percent of an interceptor's capacity, the FSE is required to perform a full cleaning of the grease interceptor. Cleaning must be performed by a licensed waste hauler with an approved license from an authorizing agency. Both vaults of a grease interceptor shall be left completely empty upon completion of pumping operation. The grease mat, liquids, sludge, and scrapings from the interior walls must be removed. Under no circumstances, may the waste hauler reintroduce the removed water or materials be reintroduced into the City's sewer system, other than at qualified disposal stations. Flushing an interceptor with hot water, or the use of chemicals or other agents to dissolve or emulsify grease and allow it to flow into the wastewater treatment system, is a violation of City Code. Since the FSE is the generator of the grease waste, is liable for the condition of their pretreatment devices, and is paying for the cleaning service, the FSE owner or designee may want to witness all cleaning/maintenance activities to verify that the Grease Interceptor is being fully cleaned and properly maintained.

Date	**Serviced by**	**Volume**	**MGR**	**Comments** (How was waste disposed? (For example: Recycled, put in trash and etc.)

City Code Section 13-101-6B. Documents must be kept on file for no less than two years. It shall be unlawful to make any false statement, representation, record, report, plan or other document that is filed with the City.

Appendix F-15

Licensed Grease Hauling Companies

Licensed Grease Hauling Companies

City of Cypress

Fats, Oils, and Grease Program*

PROJECT Pollution PREVENTION

These companies will service outdoor grease interceptors as well as indoor grease traps. Another option is to bring waste to **the Orange County Sanitation District in Fountain Valley.**
Main Phone: (714) 962-2411, User Free Line: (714) 593-7281

JN Grease Service, Inc. (951) 343-1221 jngrease.com	**JR Grease Services**** (714) 794-8727 greaseservices.com
JC Grease Buyers (951) 736-1198	**Co-West Commodities** (909) 403-4250 co-west.com
Crown Grease Pumping (714)884-0931 crowngreasepumping@att.net	**SMC Grease Specialist, Inc.** (951) 788-6042 smczerowaste.com
Baker Commodities (800) 427-0696 bakercommodities.com	**Orange County Pumping, Inc.** (714) 836-6258 ocpumping.com
Liquid Environmental Solutions (866) 694-7327 liquidenviro.com	**Legacy By-Products** (323) 261-4176 legacybyproducts.amartin@gmail.com

*This list is for **informational purposes only**. The City does not endorse any of these businesses.
**These companies will only service an indoor Grease Trap with a minimum capacity of 25 gal.

Feel free to direct any questions to the
Department of Public Works
(714) 229-6741

Licensed Grease Hauling Companies

City of Cypress

Fats, Oils, and Grease Program*

These companies will service outdoor grease interceptors as well as indoor grease traps. Another option is to bring waste to **the Orange County Sanitation District in Fountain Valley.**
Main Phone: (714) 962-2411, User Free Line: (714) 593-7281

The Grease Man Inc. (310) 714-3211 edgarthegreaseman@gmail.com	**L.A Grease Solutions Inc.** (323) 232-2629 Lagreasesolution.com
HT Grease Corporation (323) 221-4630 (323) 399-1443 noemisotohtgrease@gmail.com	**Martinez Rooter & Jetter Services** (323) 530-0156 martinezrooterjetter@gmail.com
J & A Grease (562) 292-3353 ricalifas@gmail.com	**The Grease Co.** (888) 697- 8910 thegreasecompany@gmail.com
Mahoney Environmental Solutions (800) 892-9392 customerservice@mahoneyes.com	**V & V Environmental** (562) 544-7673 vvenvironmental@gmail.com
Darling International (323) 583-6311 Cs610@darlingii.com	

*This list is for **informational purposes only**. The City does not endorse any of these businesses.
**These companies will only service an indoor Grease Trap with a minimum capacity of 25 gal.

Feel free to direct any questions to the
Department of Public Works
(714) 229-6741

CITY OF CYPRESS

CITY COUNCIL REPORT

City Council Regular **9.**

FROM: Nick Mangkalakiri, Director of Public Works

DATE: 07/14/2025

SUBJECT: Approve a Contract Amendment to Replace the Roof and HVAC of a City-Owned Building at 10161 Moody Street (Cedar Glen Park), Project 378

RECOMMENDATION

1. Approve Amendment No. 1 to Replace the Roof and HVAC of a City-Owned Building at 10161 Moody Street, Project 378, in an amount not to exceed $103,798; and

2. Authorize an appropriation of $103,798 in the City Capital Projects Fund; and

3. Approve a transfer of $103,798 from the Infrastructure Reserve Fund to the City Capital Projects Fund.

DISCUSSION

In July 2024, the City Council awarded a contract to replace the roof and heating, ventilation, and air conditioning (HVAC) equipment for the City-owned building at Cedar Glen Park. During the building permit process, the project's structural engineer discovered that the roof supports for the HVAC equipment were deficient and required retrofitting and reinforcement. Subsequent peer reviews agreed with the findings.

The recommended contract amendment includes the cost to retrofit the building to allow for the replacement HVAC equipment. These improvements ensure the building remains in a safe and serviceable condition, lower long-term maintenance costs, and maximize the value of the City's investment in its facilities. Without new HVAC equipment, the building would be uninhabitable for extended periods throughout the year. The building's tenant, the Boys & Girls Clubs of Greater Anaheim-Cypress will relocate its programs during construction, eliminating the need for temporary cooling and avoiding approximately $50,000 of temporary HVAC costs.

BUDGET IMPACT

The project's original budget is $640,432 (including construction, construction inspection, and contingencies). It was budgeted in the City's Capital Project Fund in FY 2024-25. The project budget will be carried over to FY 2025-26, and augmented by $103,798 from the Infrastructure Reserve Fund. Upon completion, the Club will reimburse the City $20,000.

LEGAL REVIEW

The City Attorney has approved the amendment as to form.

APPROVED BY: Peter Grant, City Manager

Attachments

Contract Amendment No. 1

FIRST AMENDMENT TO CONTRACT AGREEMENT FOR HVAC AND ROOF REPLACEMENT FOR CITY-OWNED BUILDING AT 10161 MOODY STREET – PROJECT 378

This FIRST AMENDMENT to CONTRACT AGREEMENT FOR HVAC AND ROOF REPLACEMENT FOR CITY-OWNED BUILDING AT 10161 MOODY STREET – PROJECT 378 ("First Amendment") is made and entered into this _____ day of _____, 2025, by and between the CITY OF CYPRESS, a charter city & municipal corporation ("City"), and MDJ Management, LLC. ("Contractor").

RECITALS

A. City and Contractor entered into that certain Contract Agreement, dated May 27, 2024 ("Agreement") providing for Contractor's construction of the HVAC and Roof Replacement for City-Owned Building at 10161 Moody Street – Project 378.

B. City and Contractor now desire to amend the Agreement as set forth herein.

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereto agree as follows:

AMENDMENT

1. Article 2 of the Agreement is hereby amended as follows:

"2.1 Compensation Sum.

Subject to any limitations set forth in this Agreement, City agrees to pay Contractor the amount of ~~Five Hundred and Seven Thousand, Seven Hundred Sixty-Six and 2/100 Dollars ($507,766.02)~~ **Six Hundred and Eleven Thousand, Five Hundred Sixty Three and 67/100 Dollars ($611,563.67)** as set forth in Contractor's Bid attached hereto as **Exhibit A** and incorporated herein by this reference ("**Compensation Sum**"). Subject to any additions or deductions that may be made by Change Order or amendment, and any penalties or damages that may be assessed against Contractor, Contractor shall receive a total compensation no greater than, including reimbursement of Contractor's expenses, an amount not to exceed the contingency amount of Seventy-Six Thousand Dollars ($76,000) plus the Compensation Sum for a total of ~~Five Hundred and Eighty-Three Thousand, Seven Hundred Sixty-Six and 2/100 Dollars ($583,766.02)~~ **Six Hundred and Eighty Seven Thousand, Five Hundred Sixty Three and 67/100 Dollars ($687,563.67)** ("**Contract Sum**") for completion of the work."

2. Article 3 of the Agreement is hereby amended as follows:

   "3.1 Compensation Sum.

   Contractor shall complete the Project within ~~40~~ **80** ☐calendar / ☒ working days ("Contract Time") after receiving a "Notice to Proceed" from the City in accordance with any schedule contained in or required to be provided by the Proposal or Contract Documents, and any revisions thereof approved by the City in writing…"

3. EXHIBIT "A" CONTRACTOR'S BID shall include the addition of EXHIBIT "A-2" attached hereto.

4. *No Other Amendment*. Except as set forth in this First Amendment, the Agreement shall remain in full force and effect.

5. *Counterparts*. This First Amendment may be executed in counterparts, each of which, when signed by all the parties hereto, shall constitute an original.

IN WITNESS WHEREOF, the parties hereto have executed and entered into this Amendment No. 1 as of the date first above written.

CITY:

CITY OF CYPRESS,
a municipal corporation

_____
Mayor

ATTEST:

_____
City Clerk

APPROVED AS TO FORM:
ALESHIRE & WYNDER, LLP

_____
City Attorney

CONTRACTOR:

MDJ MANAGEMENT, LLC

By:_____

Title:_____

By:_____

Title:_____

(Agreement cannot be accepted from corporations without signatures from 2 corporate officers

EXHIBIT A-2

GORDIAN®

Work Order Signature Document

EZIQC Contract No.: CA-R8-GB-101723-MDJ

[ ] **New Work Order** [X] **Modify an Existing Work Order**

Work Order Number.: 126279.01 Work Order Date: 06/27/2025

Work Order Title: City of Cypress-Boys & Girls Club Roofing & HVAC Project Supp.01

Owner Name:	City of Cypress	Contractor Name:	MDJ Management
Contact:	Nick Mangkalakiri	Contact:	Matt McMillon
Phone:	(714) 229-6729	Phone:	310-490-1521

Work to be Performed

Work to be performed as per the Final Detailed Scope of Work Attached and as per the terms and conditions of Sourcewell EZIQC Contract No CA-R8-GB-101723-MDJ.

Brief Work Order Description:

City of Cypress-Boys & Girls Club Roofing & HVAC Project Supp.01

Time of Performance Estimated Start Date:

Estimated Completion Date:

Liquidated Damages Will apply: [ ] Will not apply: [X]

Work Order Firm Fixed Price: $103,797.65

Owner Purchase Order Number:

Approvals

City of Cypress Date

Contractor Date

Detailed Scope of Work

To: Matt McMillon
MDJ Management
531 Main St #611
El Segundo, CA 90245
310-490-1521

From: Nick Mangkalakiri
City of Cypress
5275 Orange Avenue
CYPRESS, CA 90630
(714) 229-6729

Date Printed: June 27, 2025

Work Order Number: 126279.01

Work Order Title: City of Cypress-Boys & Girls Club Roofing & HVAC Project Supp.01

Brief Scope: City of Cypress-Boys & Girls Club Roofing & HVAC Project Supp.01

☐ **Preliminary** ☐ **Revised** ☒ **Final**

The following items detail the scope of work as discussed at the site. All requirements necessary to accomplish the items set forth below shall be considered part of this scope of work.

City of Cypress-Boys & Girls Club Roofing & HVAC Project Supp.01

Subject to the terms and conditions of JOC Contract **CA-R8-GB-101723-MDJ**.

Contractor _____ Date _____

City of Cypress _____ Date _____

MDJ Management, LLC
License # 1044711
DIR # 1000061313
531 Main St. #611 El Segundo CA 90245
310-490-1521

Job Name: Boys and Girls Club HVAC and Roof Project
Location: 10161 Moody St. Cypress, CA 90630
Customer: City of Cypress

Submission Date: 3/20/25
Resubmitted: 6//26/25

Detailed Scope of Work
CHANGE ORDER #1

Structural Changes

- Upon field verifications with current calculations the existing roof support system is not sufficient to handle the load the the existing units or new units
- Additional time and fees to hire a structural engineer to run calculations and design a solution that will work
- Additional time and fees to have the mechanical engineer adjust the current plans based on the new requirements
- Demolition of the existing equipment pads
- Relocate (4) AC units to be supported by the main steel girder
- Build new level platform with wooden structural members and plywood platforms
- Install new custom-built equipment curbs with new sheet metal at the new locations
- Add wood headers to the existing framing below the roof to support the new platform and curb edges
- Connect the new AC units to the horizontal supply and return ductwork that ties into the existing plenums
- Extend power and gas supply to the new unit locations
- Includes Structural Review, Calcs, and stamped approvals

Notes:

- Any additional add on items will be at the request of Customer. Any adjustment shall be an additional cost.
- Price includes all labor (**Normal Working Hours - Prevailing Wage**), materials, equipment to complete this scope of work.
- Asbestos and Lead Report not included in plans
    - If area is found to be contaminated additional costs to be incurred

CLARIFICATIONS AND EXCLUSIONS:

- Warranty
    - One year warranty against workmanship
    - Manufacturer's warranty varies
- We exclude plans, permits, permit fees, related fees, testing and/or testing fees, inspection fees, survey or survey fees, and engineering fees unless specified above
- We exclude utilities and hazardous or contaminated material
- Construction water, power, and sanitary facilities available on site for MDJ's use at no cost
- We exclude premium time unless specified above
- We exclude anything not specifically mentioned above
- MDJ reserves the right to review, change, and/or delete any provisions of any prime contract or subcontract, which results from this quotation
- All terms to be net 30 days in full upon receipt of invoice. Interest will be charged at the rate of 2% monthly on the unpaid balance.

BID PRICE: See Price Proposal

All work to be completed in a substantial and workmanlike manner according to standard practices for the sum of **See Price Proposal.** Any additional add on items will be at the request of Customer. Any adjustment shall be an additional cost.

Bid price is good for thirty (30) days only.

Any controversy or claim based on, arising out of, or relating to this agreement, or breach thereof, including any claim based on the work performed pursuant to this agreement, shall be submitted to the American Arbitration Association for binding arbitration in accordance with its rules. If any arbitration, legal action is brought to enforce this agreement, or arising out of or relating to the agreement, the prevailing party shall be entitled to recover from the non-prevailing party reasonable attorney fees and costs incurred, in addition to any and all other relief to which that party may be entitled.

Submitted by:



Matthew McMillon
President MDJ
310.490.1521
matt@buildwithmdj.com

Contractor's Price Proposal - Summary

Date: June 27, 2025

Re:

IQC Master Contract #:	CA-R8-GB-101723-MDJ
Work Order #:	126279.01
Owner PO #:	
Title:	City of Cypress-Boys & Girls Club Roofing & HVAC Project Supp.01
Contractor:	MDJ Management
Proposal Value:	$103,797.65

General	**$2,234.10**
Structural Changes	**$101,563.55**
Proposal Total	**$103,797.65**

Thisl total represents the correct total for the proposal. Any discrepancy between line totals, sub-totals and the proposal total is due to rounding.

The Percentage of NPP on this Proposal: %

Contractor's Price Proposal - Detail

Date: June 27, 2025

Re:

IQC Master Contract #:	CA-R8-GB-101723-MDJ
Work Order #:	126279.01
Owner PO #:	
Title:	City of Cypress-Boys & Girls Club Roofing & HVAC Project Supp.01
Contractor:	MDJ Management
Proposal Value:	$103,797.65

	Sect.	Item	Mod.	UOM	Description	Line Total
Labor	**Equip.**	**Material**	**(Excludes)**			
General						
1	01 22 16	00 0002		EA	Reimbursable FeesReimbursable Fees will be paid to the contractor for eligible costs as directed by Owner. Insert the appropriate quantity to adjust the base cost to the actual Reimbursable Fee. If there are multiple Reimbursable Fees, list each one separately and add a comment in the "note" block to identify the Reimbursable Fee (e.g. sidewalk closure, road cut, various permits, extended warranty, expedited shipping costs, etc.). A copy of each receipt, invoice, or proof of payment shall be submitted with the Price Proposal.	$2,234.10
				Installation	Quantity 2,031.00 x Unit Price 1.00 x Factor 1.1000 = Total 2,234.10	
					Bond = $101,563 x 2%	
Subtotal for General						**$2,234.10**
Structural Changes						
2	01 22 20	00 0006		HR	CarpenterFor tasks not included in the Construction Task Catalog® and as directed by owner only.	$49,312.37
				Installation	Quantity 432.00 x Unit Price 99.26 x Factor 1.1500 = Total 49,312.37	
					6 guys, 9 days to demo existing wood equipment pads (1 day), install new blocking per structural plans (3 days), and install new equipment pads (5 days).	
3	01 22 20	00 0006	0001	MOD	For Foreperson, Add	$410.69
				Installation	Quantity 72.00 x Unit Price 4.96 x Factor 1.1500 = Total 410.69	
4	01 22 20	00 0010		HR	ElectricianFor tasks not included in the Construction Task Catalog® and as directed by owner only.	$2,071.66
				Installation	Quantity 16.00 x Unit Price 112.59 x Factor 1.1500 = Total 2,071.66	
					2 guys 1 day to move existing disconnects and conduit	
5	01 22 20	00 0010	0001	MOD	For Foreperson, Add	$51.80
				Installation	Quantity 8.00 x Unit Price 5.63 x Factor 1.1500 = Total 51.80	
6	01 22 20	00 0037		HR	PlumberFor tasks not included in the Construction Task Catalog® and as directed by owner only.	$1,969.90
				Installation	Quantity 16.00 x Unit Price 107.06 x Factor 1.1500 = Total 1,969.90	
					2 guys 1 day to relocate and extend existing gas lines and condensate lines	
7	01 22 20	00 0037	0001	MOD	For Foreperson, Add	$24.61
				Installation	Quantity 4.00 x Unit Price 5.35 x Factor 1.1500 = Total 24.61	
8	01 22 20	00 0079		HR	Principal Architect	$2,070.00
				Installation	Quantity 8.00 x Unit Price 225.00 x Factor 1.1500 = Total 2,070.00	
					1 day to approve and stamp redesigned mechanical plans	

Contractor's Price Proposal - Detail Continues..

Work Order Number: 126279.01
Work Order Title: City of Cypress-Boys & Girls Club Roofing & HVAC Project Supp.01

Structural Changes

9	01 22 20 00 0081	HR	Architect									$2,760.00
				Quantity		Unit Price		Factor	=	Total		
		Installation		16.00	x	150.00	x	1.1500		2,760.00		
		2 days to re redesign mechanical plans										
10	01 22 20 00 0082	HR	Principal Engineer									$4,094.00
				Quantity		Unit Price		Factor	=	Total		
		Installation		16.00	x	222.50	x	1.1500		4,094.00		
		2 days for final review, approval, and stamp of structural plans										
11	01 22 20 00 0084	HR	Engineer									$4,968.00
				Quantity		Unit Price		Factor	=	Total		
		Installation		32.00	x	135.00	x	1.1500		4,968.00		
		2 guys 2 days for structural calcs										
12	01 22 20 00 0085	HR	Draft Person									$5,888.00
				Quantity		Unit Price		Factor	=	Total		
		Installation		64.00	x	80.00	x	1.1500		5,888.00		
		2 guys - 1 day to field verify existing structural members, 2 days to draw up plans.										
13	23 05 29 00 1281	EA	10" Standard Duty Clevis Pipe Hanger AssemblyIncludes hanger , rod, nuts, washers and clamp.									$5,605.56
				Quantity		Unit Price		Factor	=	Total		
		Installation		24.00	x	203.10	x	1.1500		5,605.56		
		120 LF of ducting. supports every 5'.										
14	23 31 13 13 0005	LB	Seal Class A, Rectangular Or Square, Galvanized Steel Sheet Metal Ductwork									$22,336.96
				Quantity		Unit Price		Factor	=	Total		
		Installation		1,272.00	x	15.27	x	1.1500		22,336.96		
		per LI. 2.65 per SF. 480 sqft of ducting. 2.65 x 480.										

Subtotal for Structural Changes **$101,563.55**

Proposal Total **$103,797.65**

This total represents the correct total for the proposal. Any discrepancy between line totals, sub-totals and the proposal total is due to rounding.

The Percentage of NPP on this Proposal: **%**

Subcontractor Listing

Date: June 27, 2025

Re:

IQC Master Contract #:	CA-R8-GB-101723-MDJ
Work Order #:	126279.01
Owner PO #:	
Title:	City of Cypress-Boys & Girls Club Roofing & HVAC Project Supp.01
Contractor:	MDJ Management
Proposal Value:	$103,797.65

Name of Contractor	Duties	Amount	%
Emcor Services		$95,000.00	91.52

CITY OF CYPRESS

CITY COUNCIL REPORT

City Council Regular **10.**

FROM: Matt Burton, Director of Finance and Administrative Services

DATE: 07/14/2025

SUBJECT: **Approve a Contract for Independent Auditing Services**

RECOMMENDATION

1. Approve a contract with Eide Bailly, LLP to perform annual auditing services for the fiscal years ended June 30, 2025 through June 30, 2027 for an amount not to exceed $221,000; and

2. Approve an appropriation increase of $2,000 in the Cypress Recreation and Park District's General Fund to provide audit services for the fiscal year ended June 30, 2025.

DISCUSSION

The City Charter requires the services of a certified public accountant to provide annual audit services. The purpose of an independent audit is to provide an annual review of all City funds and financial transactions in accordance with generally accepted auditing standards, as established by the Auditing Standards Board of the American Institute of Certified Public Accountants. An annual audit is important to enhance transparency, ensure eligibility for certain types of grant funding, and increase the likelihood that the annual financial statements are presented fairly and free of material misstatement.

The previous audit firm performed the City's audit for eight years and their contract expired after the completion of the FY 2023-24 audit. Due to the substantial amount of start-up work required at the onset of a new audit contract, the Government Finance Officers Association (GFOA) recommends entering into a multi-year contract with the selected audit firm. The GFOA also recommends rotating auditors periodically to enhance the independence of the audit process.

In March, the City issued a detailed RFP for audit services. The services include auditing the City, the Recreation and Park District, and West-Comm (which will pay for its audit costs), as well as conducting required audits of federal funds (known as the Single Audit) and reviewing the annual appropriation limits, as required by state law. The RFP was sent to known governmental auditing firms, posted on the City's website and listed on the California Society of Municipal Finance Officers list-service. Four proposals were received, evaluated and all

four firms were interviewed. Based on the interview, Eide Bailly was rated the highest due to their experience with similar governmental clients, the specific experience and knowledge of the assigned audit team, and reputation in the industry.

Eide Bailly is a national firm with a strong California presence specializing in government auditing. They have local offices located in Laguna Hills and Rancho Cucamonga and have been auditing local government entities throughout California for decades. The firm and the proposed audit team have extensive experience auditing Southern California cities, including Dana Point, Laguna Hills, Paramount, Whittier and the County of Orange. They are also active in government finance and accounting organizations and will be a resource for the City in terms of responding to questions and concerns that arise throughout the fiscal year, and assisting the City in implementing new accounting standards (as necessary). Because of these factors, it is recommended the City Council award a three-year contract to Eide Bailly, with a City option for up to two, one-year extensions.

BUDGET IMPACT

Sufficient amounts are budgeted in the City's General Fund for the recommended auditing services for FY 2024-25. However, the contract allocates $11,000 to the District while $9,000 is included in the District's FY 2025-26 Budget for auditing services. Amounts are available in the District's unassigned fund balance to pay the $2,000 shortfall and future budgets will incorporate the allocations contained in the contract.

LEGAL REVIEW

The City Attorney’s Office has reviewed the contract as to form.

APPROVED BY: Peter Grant, City Manager

Attachments

Eide Bailly Contract

Summary of Audit Services Request for Proposals

CITY OF CYPRESS
AGREEMENT FOR CONTRACT SERVICES FOR AUDITING SERVICES

THIS AGREEMENT FOR CONTRACT SERVICES (herein "Agreement") is made and entered into this 14th day of July, 2025, by and between the CITY OF CYPRESS, a California municipal corporation ("City") and Eide Bailly, LLP (herein "Contractor").

NOW, THEREFORE, the parties hereto agree as follows:

1. SERVICES OF CONTRACTOR

1.1 Scope of Services. In compliance with all of the terms and conditions of this Agreement, the Contractor shall perform the work or services set forth in the "Scope of Services" attached hereto as Exhibit "A" and incorporated herein by reference. Contractor warrants that it has the experience and ability to perform all work and services required hereunder and that it shall diligently perform such work and services in a professional and satisfactory manner.

1.2 Compliance With Law. All work and services rendered hereunder shall be provided in accordance with all ordinances, resolutions, statutes, rules, and regulations of the City and any Federal, State or local governmental agency of competent jurisdiction.

1.3 Licenses, Permits, Fees and Assessments. Contractor shall obtain at its sole cost and expense such licenses, permits, and approvals as may be required by law for the performance of the services required by the Agreement.

1.4 Special Requirements. Additional terms and conditions of this Agreement, if any, which are made a part hereof are set forth in the "Special Requirements" attached hereto as Exhibit "B" and incorporated herein by this reference. In the event of a conflict between the provisions of Exhibit "B" and any other provisions of this Agreement, the provisions of Exhibit "B" shall govern.

2. COMPENSATION

2.1 Contract Sum. For the services rendered pursuant to this Agreement, Contractor shall be compensated in accordance with the "Schedule of Compensation" attached hereto as Exhibit "C" and incorporated herein by this reference, but not exceeding the maximum contract amount of Two-Hundred and Twenty-One Thousand Dollars ($221,000) ("Contract Sum").

2.2 Invoices. Each month Contractor shall furnish to City an original invoice for all work performed and expenses incurred during the preceding month in a form approved by City's Director of Finance. By submitting an invoice for payment under this Agreement, Contractor is certifying compliance with all provisions of the Agreement. The invoice shall detail charges for all necessary and actual expenses by the following categories: labor (by sub-category), travel, materials, equipment, supplies, and sub-contractor contracts. Sub-contractor charges shall also be detailed by such categories. Contractor shall not invoice City for any duplicate services performed by more than one person.

City shall independently review each invoice submitted by the Contractor to determine whether the work performed and expenses incurred are in compliance with the provisions of this Agreement. Except as to any charges for work performed or expenses incurred by Contractor which are disputed by City, City will use its best efforts to cause Contractor to be paid within forty five (45) days of receipt of Contractor's correct and undisputed invoice; however, Contractor acknowledges and agrees that due to City warrant run procedures, the City cannot guarantee that payment will occur within this time period. In the event any charges or expenses are disputed by City, the original invoice shall be returned by City to Contractor for correction and resubmission. Review and payment by the City of any invoice provided by the Contractor shall not constitute a waiver of any rights or remedies provided herein or any applicable law.

2.3 Additional Services. City shall have the right at any time during the performance of the services, without invalidating this Agreement, to order extra work beyond that specified in the Scope of Services or make changes by altering, adding to or deducting from said work. No such extra work may be undertaken unless a written order is first given by the Contract Officer to the Contractor, incorporating therein any adjustment in (i) the Contract Sum for the actual cost of the extra work, and/or (ii) the time to perform this Agreement, which said adjustments are subject to the written approval of the Contractor. Any increase in compensation of up to ten percent (10%) of the Contract Sum but not exceeding a total contract amount of Five Thousand Dollars ($5,000) or in the time to perform of up to ninety (90) days may be approved by the Contract Officer. Any greater increases, taken either separately or cumulatively, must be approved by the City Council. No claim for an increase in the Contract Sum or time for performance shall be valid unless the procedures established in this Section are followed.

3. PERFORMANCE SCHEDULE

3.1 Time of Essence. Time is of the essence in the performance of this Agreement.

3.2 Schedule of Performance. Contractor shall commence the services pursuant to this Agreement upon receipt of a written notice to proceed and shall perform all services within the time period(s) established in the "Schedule of Performance" attached hereto as Exhibit "D" and incorporated herein by this reference. When requested by the Contractor, extensions to the time period(s) specified in the Schedule of Performance may be approved in writing by the Contract Officer but not exceeding thirty (30) days cumulatively.

3.3 Force Majeure. The time period(s) specified in the Schedule of Performance for performance of the services rendered pursuant to this Agreement shall be extended because of any delays due to unforeseeable causes beyond the control and without the fault or negligence of the Contractor, including, but not restricted to, acts of God or of the public enemy, unusually severe weather, fires, earthquakes, floods, epidemics, quarantine restrictions, riots, strikes, freight embargoes, wars, litigation, and/or acts of any governmental agency, including the City, if the Contractor shall within ten (10) days of the commencement of such delay notify the Contract Officer in writing of the causes of the delay. The Contract Officer shall ascertain the facts and the extent of delay, and extend the time for performing the services for the period of the enforced delay when and if in the judgment of the Contract Officer such delay is justified. The Contract Officer's determination shall be final and conclusive upon the parties to this Agreement. In no event shall Contractor be entitled to recover damages against the City for

any delay in the performance of this Agreement, however caused, Contractor's sole remedy being extension of the Agreement pursuant to this Section.

3.4 Term. Unless earlier terminated in accordance with Article 7 of this Agreement, this Agreement shall continue in full force and effect until completion of the services but not exceeding one (1) year from the date hereof, except as otherwise provided in the Schedule of Performance (Exhibit "D").

4. COORDINATION OF WORK

4.1 Representative of Contractor. Jessica Andersen, Partner is hereby designated as being the representative of Contractor authorized to act on its behalf with respect to the work and services specified herein and make all decisions in connection therewith. All personnel of Contractor and any authorized agents shall be under the exclusive direction of the representative of Contractor. Contractor shall utilize only competent personnel to perform services pursuant to this Agreement. Contractor shall make every reasonable effort to maintain the stability and continuity of Contractor's staff and subcontractors, and shall keep City informed of any changes.

4.2 Contract Officer. Director of Finance and Administration, or such person as may be designated by the City Manager, is hereby designated as being the representative the City authorized to act in its behalf with respect to the work and services specified herein and to make all decisions in connection therewith ("Contract Officer").

4.3 Prohibition Against Subcontracting or Assignment. Contractor shall not contract with any entity to perform in whole or in part the work or services required hereunder without the express written approval of the City. Neither this Agreement nor any interest herein may be assigned or transferred, voluntarily or by operation of law, without the prior written approval of City. Any such prohibited assignment or transfer shall be void.

4.4 Independent Contractor. Neither the City nor any of its employees shall have any control over the manner, mode or means by which Contractor, its agents or employees, perform the services required herein, except as otherwise set forth. Contractor shall perform all services required herein as an independent contractor of City with only such obligations as are consistent with that role. Contractor shall not at any time or in any manner represent that it or any of its agents or employees are agents or employees of City, or that it is a member of a joint enterprise with City.

5. INSURANCE AND INDEMNIFICATION

5.1 Insurance Coverages. The Contractor shall procure and maintain, at its sole cost and expense, in a form and content satisfactory to City, during the entire term of this Agreement including any extension thereof, the following policies of insurance which shall cover all elected and appointed officers, employees and agents of City:

(a) Commercial General Liability Insurance (Occurrence Form CG0001 or equivalent). A policy of comprehensive general liability insurance written on a per occurrence basis for bodily injury, personal injury and property damage. The policy of insurance shall be in an amount not less than $1,000,000.00 per occurrence or if a general aggregate limit is used, either

the general aggregate limit shall apply separately to this contract/location, or the general aggregate limit shall be twice the occurrence limit.

(b) Worker's Compensation Insurance. A policy of worker's compensation insurance in such amount as will fully comply with the laws of the State of California and which shall indemnify, insure and provide legal defense for the Contractor against any loss, claim or damage arising from any injuries or occupational diseases occurring to any worker employed by or any persons retained by the Contractor in the course of carrying out the work or services contemplated in this Agreement.

(c) Automotive Insurance (Form CA 0001 (Ed 1/87) including "any auto" and endorsement CA 0025 or equivalent). A policy of comprehensive automobile liability insurance written on a per occurrence for bodily injury and property damage in an amount not less than either (i) bodily injury liability limits of $100,000 per person and $300,000 per occurrence and property damage liability limits of $150,000 per occurrence or (ii) combined single limit liability of $1,000,000. Said policy shall include coverage for owned, non-owned, leased, hired cars, and any other automobile.

(d) Professional Liability. Professional liability insurance appropriate to the Contractor's profession. This coverage may be written on a "claims made" basis, and must include coverage for contractual liability. The professional liability insurance required by this Agreement must be endorsed to be applicable to claims based upon, arising out of or related to services performed under this Agreement. The insurance must be maintained for at least 5 consecutive years following the completion of Contractor's services or the termination of this Agreement. During this additional 5-year period, Contractor shall annually and upon request of the City submit written evidence of this continuous coverage.

(e) Additional Insurance. Policies of such other insurance, as may be required in the Special Requirements in Exhibit "B".

(f) Subcontractors. Contractor shall include all subcontractors as insureds under its policies or shall furnish separate certificates and certified endorsements for each subcontractor. All coverages for subcontractors shall be subject to all of the requirements stated herein.

5.2 General Insurance Requirements.

All of the above policies of insurance shall be primary insurance and shall name the City, elected and appointed officers, employees and agents as additional insureds and any insurance maintained by City or officers, employees or agents may apply in excess of, and not contribute with Contractor's insurance. The insurer is deemed hereof to waive all rights of subrogation and contribution it may have against the City, officers, employees and agents and their respective insurers. The insurance policy must specify that where the primary insured does not satisfy the self-insured retention, any additional insured may satisfy the self-insured retention. All of said policies of insurance shall provide that said insurance may not be amended or cancelled by the insurer or any party hereto without providing thirty (30) days prior written notice by certified mail return receipt requested to the City. In the event any of said policies of insurance are cancelled, the Contractor shall, prior to the cancellation date, submit new evidence of insurance in conformance with this Section 5.1 to the Contract Officer. No work or services under this

Agreement shall commence until the Contractor has provided the City with Certificates of Insurance, additional insured endorsement forms or appropriate insurance binders evidencing the above insurance coverages and said Certificates of Insurance or binders are approved by the City. City reserves the right to inspect complete, certified copies of and endorsement to all required insurance policies at any time. Any failure to comply with the reporting or other provisions of the policies including breaches or warranties shall not affect coverage provided to City.

The insurance required by this Agreement shall be satisfactory only if issued by companies qualified to do business in California, rated "A" or better in the most recent edition of Best Rating Guide, The Key Rating Guide or in the Federal Register, and only if they are of a financial category Class VII or better, unless such requirements are waived by the City's Risk Manager or other designee of the City due to unique circumstances.

5.3 Indemnification. To the full extent permitted by law, Contractor agrees to indemnify, defend and hold harmless the City, its officers, employees and agents ("Indemnified Parties") against, and will hold and save them and each of them harmless from, any and all actions, either judicial, administrative, arbitration or regulatory claims, damages to persons or property, losses, costs, penalties, obligations, errors, omissions or liabilities whether actual or threatened (herein "claims or liabilities") that may be asserted or claimed by any person, firm or entity arising out of or in connection with the negligent performance of the work, operations or activities provided herein of Contractor, its officers, employees, agents, subcontractors, or invitees, or any individual or entity for which Contractor is legally liable ("indemnitors"), or arising from Contractor's or indemnitors' reckless or willful misconduct, or arising from Contractor's or indemnitors' negligent performance of or failure to perform any term, provision, covenant or condition of this Agreement, and in connection therewith:

a. Contractor will defend any action or actions filed in connection with any of said claims or liabilities and will pay all costs and expenses, including legal costs and attorney's fees incurred in connection therewith;

b. Contractor will promptly pay any judgment rendered against the City, its officers, agents or employees for any such claims or liabilities arising out of or in connection with the negligent performance of or failure to perform such work, operations or activities of Contractor hereunder; and Contractor agrees to save and hold the City, its officers, agents, and employees harmless therefrom;

c. In the event the City, its officers, agents or employees is made a party to any action or proceeding filed or prosecuted against Contractor for such damages or other claims arising out of or in connection with the negligent performance of or failure to perform the work, operation or activities of Contractor hereunder, Contractor agrees to pay to the City, its officers, agents or employees, any and all costs and expenses incurred by the City, its officers, agents or employees in such action or proceeding, including but not limited to, legal costs and attorney's fees.

Contractor shall incorporate similar indemnity agreements with its subcontractors and if it fails to do so Contractor shall be fully responsible to indemnify City hereunder therefore, and failure of City to monitor compliance with these provisions shall not be a waiver hereof. This indemnification includes claims or liabilities arising from any negligent or wrongful act, error or omission, or reckless or willful misconduct of Contractor in the performance of professional

services hereunder. The provisions of this Section do not apply to claims or liabilities occurring as a result of City's sole negligence or willful acts or omissions, but, to the fullest extent permitted by law, shall apply to claims and liabilities resulting in part from City's negligence, except that design professionals' indemnity hereunder shall be limited to claims and liabilities arising out of the negligence, recklessness or willful misconduct of the design professional. The indemnity obligation shall be binding on successors and assigns of Contractor and shall survive termination of this Agreement.

6. RECORDS, REPORTS, AND RELEASE OF INFORMATION

6.1 Records. Contractor shall keep, and require subcontractors to keep, such ledgers, books of accounts, invoices, vouchers, canceled checks, reports, studies or other documents relating to the disbursements charged to City and services performed hereunder (the "books and records"), as shall be necessary to perform the services required by this Agreement and enable the Contract Officer to evaluate the performance of such services and shall keep such records for a period of three years following completion of the services hereunder. The Contract Officer shall have full and free access to such books and records at all times during normal business hours of City, including the right to inspect, copy, audit and make records and transcripts from such records.

6.2 Reports. Contractor shall periodically prepare and submit to the Contract Officer such reports concerning the performance of the services required by this Agreement or as the Contract Officer shall require.

6.3 Confidentiality and Release of Information.

(a) All information gained or work product produced by Contractor in performance of this Agreement shall be considered confidential, unless such information is in the public domain or already known to Contractor. Contractor shall not release or disclose any such information or work product to persons or entities other than the City without prior written authorization from the Contract Officer.

(b) Contractor shall not, without prior written authorization from the Contract Officer or unless requested by the City Attorney, voluntarily provide documents, declarations, letters of support, testimony at depositions, response to interrogatories or other information concerning the work performed under this Agreement. Response to a subpoena or court order shall not be considered "voluntary" provided Contractor gives the City notice of such court order or subpoena.

(c) If Contractor provides any information or work product in violation of this Agreement, then the City shall have the right to reimbursement and indemnity from Contractor for any damages, costs and fees, including attorney's fees, caused by or incurred as a result of Contractor's conduct.

(d) Contractor shall promptly notify the City should Contractor be served with any summons, complaint, subpoena, notice of deposition, request for documents, interrogatories, request for admissions or other discovery request, court order or subpoena from any party regarding this Agreement and the work performed thereunder. The City retains the right, but has no obligation, to represent Contractor or be present at any deposition, hearing or similar

proceeding. Contractor agrees to cooperate fully with the City and to provide the City with the opportunity to review any response to discovery requests provided by Contractor.

6.4 Ownership of Documents. All studies, surveys, data, notes, computer files, reports, records, drawings, specifications, maps, designs, photographs, documents and other materials (the "documents and materials") prepared by Contractor in the performance of this Agreement shall be the property of the City and shall be delivered to the City upon request of the Contract Officer or upon the termination of this Agreement, and Contractor shall have no claim for further employment or additional compensation as a result of the exercise by the City of its full rights of ownership use, reuse, or assignment of the documents and materials hereunder. Moreover, Contractor with respect to any documents and materials that may qualify as "works made for hire" as defined in 17 U.S.C. § 101, such documents and materials are hereby deemed "works made for hire" for the City.

7. ENFORCEMENT OF AGREEMENT AND TERMINATION

7.1 California Law. This Agreement shall be interpreted, construed and governed both as to validity and to performance of the parties in accordance with the laws of the State of California. Legal actions concerning any dispute, claim or matter arising out of or in relation to this Agreement shall be instituted in the Superior Court of the County of Orange, State of California. In the event of litigation in a U.S. District Court, venue shall lie exclusively in the Central District of California, in the County of Orange, State of California.

7.2 Disputes; Default. In the event that Contractor is in default under the terms of this Agreement, the City shall not have any obligation or duty to continue compensating Contractor for any work performed after the date of default. Instead, the City may give notice to Contractor of the default and the reasons for the default. The notice shall include the timeframe in which Contractor may cure the default. This timeframe is presumptively thirty (30) days, but may be extended, if circumstances warrant. During the period of time that Contractor is in default, the City shall hold all invoices and shall, when the default is cured, proceed with payment on the invoices. If Contractor does not cure the default, the City may take necessary steps to terminate this Agreement under this Article.

7.3 Legal Action. In addition to any other rights or remedies, either party may take legal action, in law or in equity, to cure, correct or remedy any default, to recover damages for any default, to compel specific performance of this Agreement, to obtain declaratory or injunctive relief, or to obtain any other remedy consistent with the purposes of this Agreement. Notwithstanding any contrary provision herein, Contractor shall file a statutory claim pursuant to Government Code Sections 905 et. seq. and 910 et. seq., in order to pursue any legal action under this Agreement.

Except with respect to rights and remedies expressly declared to be exclusive in this Agreement, the rights and remedies of the parties are cumulative and the exercise by either party of one or more of such rights or remedies shall not preclude the exercise by it, at the same or different times, of any other rights or remedies for the same default or any other default by the other party.

7.4 Termination Prior to Expiration of Term. This Section shall govern any termination of this Contract except as specifically provided in the following Section for

termination for cause. The City reserves the right to terminate this Contract at any time, with or without cause, upon written notice to Contractor. In addition, the Contractor may terminate this Contract at any time for cause, upon sixty (60) days' advance written notice to City. Upon receipt of any notice of termination, Contractor shall immediately cease all services hereunder except such as may be specifically approved by the Contract Officer. Except where the Contractor has initiated termination, the Contractor shall be entitled to compensation for all services rendered prior to the effective date of the notice of termination and for any services authorized by the Contract Officer thereafter in accordance with the Schedule of Compensation or such as may be approved by the Contract Officer. In the event the Contractor has initiated termination, the Contractor shall be entitled to compensation only for the reasonable value of the work product actually produced hereunder, but not exceeding the compensation provided therefore in the Schedule of Compensation Exhibit "C". In the event of termination without cause pursuant to this Section, the terminating party need not provide the non-terminating party with the opportunity to cure pursuant to Section 7.2.

7.5 Termination for Default of Contractor. If termination is due to the failure of the Contractor to fulfill its obligations under this Agreement, City may, after compliance with the provisions of Section 7.2, take over the work and prosecute the same to completion by contract or otherwise, and the Contractor shall be liable to the extent that the total cost for completion of the services required hereunder exceeds the compensation herein stipulated (provided that the City shall use reasonable efforts to mitigate such damages), and City may withhold any payments to the Contractor for the purpose of set-off or partial payment of the amounts owed the City as previously stated.

8. MISCELLANEOUS

8.1 Covenant Against Discrimination. Contractor covenants that, by and for itself, its heirs, executors, assigns and all persons claiming under or through them, that there shall be no discrimination against or segregation of, any person or group of persons on account of race, color, creed, religion, sex, gender, sexual orientation, marital status, national origin, ancestry, or other protected class in the performance of this Agreement. Contractor shall take affirmative action to ensure that applicants are employed and that employees are treated during employment without regard to their race, color, creed, religion, sex, gender, sexual orientation, marital status, national origin, ancestry, or other protected class

8.2 Non-liability of City Officers and Employees. No officer or employee of the City shall be personally liable to the Contractor, or any successor in interest, in the event of any default or breach by the City or for any amount, which may become due to the Contractor or to its successor, or for breach of any obligation of the terms of this Agreement.

8.3 Notice. Any notice, demand, request, document, consent, approval, or communication either party desires or is required to give to the other party or any other person shall be in writing and either served personally or sent by prepaid, first-class mail, in the case of the City, to the City Manager and to the attention of the Contract Officer (with her/his name and City title), City of Cypress, 5275 Orange Avenue, Cypress, California 90630 and in the case of the Contractor, to the person(s) at the address designated on the execution page of this Agreement. Either party may change its address by notifying the other party of the change of address in writing.

Notice shall be deemed communicated at the time personally delivered or in seventy-two (72) hours from the time of mailing if mailed as provided in this Section.

8.4 Integration; Amendment. It is understood that there are no oral agreements between the parties hereto affecting this Agreement and this Agreement supersedes and cancels any and all previous negotiations, arrangements, agreements and understandings, if any, between the parties, and none shall be used to interpret this Agreement. This Agreement may be amended at any time by the mutual consent of the parties by an instrument in writing.

8.5 Severability. In the event that part of this Agreement shall be declared invalid or unenforceable by a valid judgment or decree of a court of competent jurisdiction, such invalidity or unenforceability shall not affect any of the remaining portions of this Agreement which are hereby declared as severable and shall be interpreted to carry out the intent of the parties hereunder unless the invalid provision is so material that its invalidity deprives either party of the basic benefit of their bargain or renders this Agreement meaningless.

8.6 Waiver. No delay or omission in the exercise of any right or remedy by non-defaulting party on any default shall impair such right or remedy or be construed as a waiver. A party's consent to or approval of any act by the other party requiring the party's consent or approval shall not be deemed to waive or render unnecessary the other party's consent to or approval of any subsequent act. Any waiver by either party of any default must be in writing and shall not be a waiver of any other default concerning the same or any other provision of this Agreement.

8.7 Attorney's Fees. If either party to this Agreement is required to initiate or defend or made a party to any action or proceeding in any way connected with this Agreement, the prevailing party in such action or proceeding, in addition to any other relief which any be granted, whether legal or equitable, shall be entitled to reasonable attorney's fees, whether or not the matter proceeds to judgment.

8.8 Interpretation.

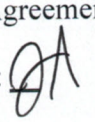
The terms of this Agreement shall be construed in accordance with the meaning of the language used and shall not be construed for or against either party by reason of the authorship of this Agreement or any other rule of construction which might otherwise apply.

8.9 Counterparts.

This Agreement may be executed in counterparts, each of which shall be deemed to be an original, and such counterparts shall constitute one and the same instrument.

8.10 Warranty & Representation of Non-Collusion. No official, officer, or employee of City has any financial interest, direct or indirect, in this Agreement, nor shall any official, officer, or employee of City participate in any decision relating to this Agreement which may affect his/her financial interest or the financial interest of any corporation, partnership, or association in which (s)he is directly or indirectly interested, or in violation of any corporation, partnership, or association in which (s)he is directly or indirectly interested, or in violation of any State or municipal statute or regulation. The determination of "financial interest" shall be consistent with State law and shall not include interests found to be "remote" or "noninterests"

pursuant to Government Code Sections 1091 or 1091.5. Contractor warrants and represents that it has not paid or given, and will not pay or give, to any third party including, but not limited to, any City official, officer, or employee, any money, consideration, or other thing of value as a result or consequence of obtaining or being awarded any agreement. Contractor further warrants and represents that (s)he/it has not engaged in any act(s), omission(s), or other conduct or collusion that would result in the payment of any money, consideration, or other thing of value to any third party including, but not limited to, any City official, officer, or employee, as a result of consequence of obtaining or being awarded any agreement. Contractor is aware of and understands that any such act(s), omission(s) or other conduct resulting in such payment of money, consideration, or other thing of value will render this Agreement void and of no force or effect.

Contractor's Authorized Initials: 

8.11 Corporate Authority. The persons executing this Agreement on behalf of the parties hereto warrant that (i) such party is duly organized and existing, (ii) they are duly authorized to execute and deliver this Agreement on behalf of said party, (iii) by so executing this Agreement, such party is formally bound to the provisions of this Agreement, and (iv) the entering into this Agreement does not violate any provision of any other Agreement to which said party is bound. This Agreement shall be binding upon the heirs, executors, administrators, successors and assigns of the parties.

[Signatures on the following page.]

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the date and year first-above written.

CITY:
City of Cypress, a municipal corporation

_____
David Burke, Mayor

ATTEST:

_____
Alisha Farnell, City Clerk

APPROVED AS TO FORM:
ALESHIRE & WYNDER, LLP

_____
Fred Galante, City Attorney

CONTRACTOR:
Eide Bailly, LLP

By: J Andersen
_____
Name: Jessica Andersen
Title: Partner

By:
_____
Name:
Title:

Address: 25231 Paseo De Alicia Suite 100
Laguna Hills, CA 92653

EXHIBIT "A"

SCOPE OF SERVICES

Contractor will perform the following tasks:

1. Annual Comprehensive Financial Report - Audit the Basic Financial Statements of the City to obtain reasonable assurance about whether the financial statements are free from material misstatement. Express an opinion on the fair presentation of the City's governmental activities, business-type activities, each major fund, and the aggregate remaining fund information in conformity with generally accepted accounting principles. The Auditor shall also be responsible for performing certain limited procedures involving management's discussion and analysis (MD&A) and the required supplementary information (RSI) required by the Governmental Accounting Standards Board as mandated by generally accepted auditing standards. The Auditor is not required to audit the introductory section or the statistical section of the report.

2. ***Alternative One:*** The City may wish the Auditor prepare the City's Basic Financial Statements, RSI and Supplemental Schedules. If this alternative is selected, the Proposer would be responsible for compiling and preparing the basic financial statements, notes to the basic financial statements, RSI and supplemental schedules for inclusion in the City's Annual Comprehensive Financial Report (ACFR). The City would continue to prepare the MD&A, the introductory and statistical sections, and print and bind the report.

3. Component Unit Financial Report (CUFR) - The Cypress Recreation and Park District (District) requires a financial audit and is treated as a component unit of the City. The Auditor will perform audit procedures and prepare and publish audited financial statements (CUFR) for the District.

4. Joint Powers Authority - The City is a member of the West Cities Police Communications Center (WestComm) joint powers authority, along with two other cities. The City of Cypress maintains the accounting records of WestComm and records all the general ledger activities of the entity. WestComm is reported as an agency fund in the City's ACFR. However, the Auditor is required to perform audit procedures and publish an annual audit report for the financial activities related to WestComm.

5. Single Audit Act Report - In years the City is required to have a Single the Auditor will prepare and publish a Single Audit Act Report.

6. Gann Limit - Test compliance with Proposition 111, Article XIII.B – Review of Appropriation Limit Calculations for both the City of Cypress and the Cypress Recreation and Park District.

EXHIBIT "A"

SCOPE OF SERVICES

7. Updates – Auditor is expected to keep the City abreast of new developments affecting municipal finance and reporting, Government Accounting Standards Board pronouncements, procedural changes for grants, etc. The firm is also expected to provide advice to City staff related to the proper accounting treatment for transactions as needed and without additional costs.

8. GASB 68 – Auditor is expected to provide templates and/or journal entries required to comply with Governmental Accounting Standards Board Statement No. 68.

9. Other – Auditor may also be asked to examine other reports or perform other services as required. The scope and compensation for any such request would be negotiated between the City and the Auditor.

Auditing Standards to be Followed:

To meet the requirements of this Request for Proposal, the audit shall be performed in accordance with:

- Generally accepted auditing standards as set forth by the American Institute of Certified Public Accountants
- The standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States
- The provisions of the Federal Single Audit Act
- The provisions of the U.S. Office of Management and Budget (OMB) Circular A- 133, Audits of States, Local Governments, and Non-Profit Organizations

EXHIBIT "A"

SCOPE OF SERVICES

Reports to be Issued:

Following completion of the audit and preparation of the fiscal year's comprehensive financial statements and special purpose audits, the Auditor shall issue:

1. Reports on the fair presentation of the financial statements in accordance with auditing standards generally accepted in the United States of America as listed below:

    a) Basic Financial Statements for the City
    b) Basic Financial Statements for the Cypress Recreation and Park District
    c) Single Audit Report for the City of Cypress

2. A report based on the internal control over financial reporting and on compliance and other matters based on an audit of financial statements performed in accordance with Government Auditing Standards.

3. A report on the compliance with requirements that could have a direct and material effect on each major program and internal control over compliance in accordance with OMB Circular A-133 and on the schedule of expenditures of federal awards. Also included would be a schedule of findings and questioned costs associated with federal awards.

4. A Management Letter setting forth recommendations (as applicable) for improvements in the City's internal control, accounting procedures, and any other significant observations (if necessary).

5. Reports to and communication with those charged with governance, as required by auditing standards.

6. A report on the City's compliance with Proposition 111, Article XIII.B of the California State Constitution and Government Code Section 7900 (et seq.) and its calculation of the "Gann Limit".

7. A report on the Cypress Recreation and Park District's compliance with Proposition 111, Article XIII.B of the California State Constitution and Government Code Section 7900 (et seq.) and its calculation of the "Gann Limit".

8. A report on the fair presentation of the financial statements in accordance with auditing standards general accepted in the United States of America for West Cities Police Communications joint powers authority.

EXHIBIT "A"

SCOPE OF SERVICES

9. Auditors shall be required to make immediate, written notification to the City Council, City Manager, Director of Finance and Administrative Services and City Attorney of all irregularities and illegal acts or indications of illegal acts of which they become aware.

10. Any other reports that may become required as a result of a change in accounting standards or new pronouncements that become effective during the term of the engagement.

Other Communications

The Auditor shall make all communications to the City required by the audit standards under which the engagement is performed. Those communications include, but are not limited to:

1. The Auditor's responsibility under generally accepted auditing standards.
2. Significant accounting policies.
3. Management judgment and accounting estimates.
4. Significant audit adjustments.
5. Other information in documents containing audited financial statements.
6. Disagreements with management.
7. Management consultation with other accountants.
8. Major issues discussed with management prior to retention.
9. Difficulties encountered in performing the audit.
10. Errors, irregularities, and illegal acts.

The Auditor must provide the audit plan prior to beginning field work. In addition, the Auditor must be available to present all final reports to City management and the City Council as requested at no additional costs

EXHIBIT "A"

SCOPE OF SERVICES

Working Paper Retention and Access to Working Papers

All work papers and reports must be retained, at the Auditor's expense, for a minimum of five years (or the retention timeframe established by the professional standards, whichever is longer) unless the firm is notified in writing by the City of the need to extend the retention period. The work papers are subject to review by federal and state agencies and other individuals designated by the City. Accordingly, the work papers shall be made available upon request.

In addition, the firm shall respond to the reasonable inquiries of successor auditors and allow successor auditors to review work papers.

Journal Entries

All adjusting journal entries made by the Auditors must be discussed and explained to the designated Finance Department personnel prior to recording. They should be in a format that shows the lowest level of posting detail needed for data entry in the general ledger systems.

EXHIBIT "B"

SPECIAL REQUIREMENTS
(Superseding Contract Boilerplate)

The following sections should be amended as follows:

1.1 Scope of Services

In compliance with all of the terms and conditions of this Agreement, the Contractor shall perform the work or services set forth in the "Scope of Services" attached hereto as Exhibit "A" and incorporated herein by reference. Contractor warrants that it has the experience and ability to perform all work and services required hereunder and that it shall diligently perform such work and services in a professional ~~and satisfactory~~ manner and in accordance with applicable professional standards.

2.2 Invoices

…In the event any charges or expenses are disputed by City, the original invoice, along with specific details as to the deficiencies, shall be returned by City to Contractor for correction and resubmission.

2.3 Additional Services

City and Contractor may mutually negotiate and agree ~~shall have the right~~ at any time during the performance of the services, without invalidating this Agreement, to order extra work beyond that specified in the Scope of Services or make changes by altering, adding to or deducting from said work.

3.3 Force Majeure

…The Contract Officer's determination shall be final and conclusive upon the parties to this Agreement. In no event shall Contractor be entitled to recover damages against the City for any delay in the performance of this Agreement due to force majeure events, however caused, Contractor's sole remedy being extension of the Agreement pursuant to this Section.

3.4 Term

The initial term of this Agreement shall include auditing services for the three fiscal years ending June 30, 2025 through June 30, 2027. Unless earlier terminated in accordance with Article 7 of this Agreement, this agreement shall continue in full force and effect until completion of the services. City reserves the right, in its sole and unfettered discretion, to extend the Term of this Agreement, upon the same terms and conditions set forth herein, for up to a maximum of two (2) one-year extended terms (an "Extended Term"). City shall exercise its right to extend the Term of the Agreement by providing Contractor with written notice of its intent to extend the Term or any Extended Term of this Agreement not less than forty-five (45) calendar days prior to the expiration of the Term or any Extended Term of this Agreement.

5.1 Insurance Coverages

The Contractor shall procure and maintain, at its sole cost and expense, in a form and content satisfactory to City, during the entire term of this Agreement including any extension thereof, the following policies of insurance of which Commercial General Liability and Automotive Insurance shall cover all elected and appointed officers, employees and agents of City.

5.1(c) Insurance Coverages

A policy of comprehensive automobile liability insurance written on a per occurrence for bodily injury and property damage in an amount not less than either (i) bodily injury liability limits of $100,000 per person and $300,000 per occurrence and property damage liability limits of $150,000 per occurrence or (ii) combined single limit liability of $1,000,000. Said policy shall include coverage for ~~owned,~~ non-owned, leased, hired cars, and any other automobile.

5.1(d) Professional Liability

…During this additional 5-year period, Contractor shall annually and upon request of the City, and not more than annually, submit written evidence of this continuous coverage.

5.2 General Insurance Requirements

All of the above policies of insurance shall be primary insurance and, except as to Professional Liability and Workers' Compensation, shall name the City, elected and appointed officers, employees and agents as additional insureds and any insurance maintained by City or officers, employees or agents may apply in excess of, and not contribute with Contractor's insurance. The insurer is deemed hereof to waive all rights of subrogation and contribution it may have against the City, officers, employees and agents and their respective insurers. The insurance policy must specify that where the primary insured does not satisfy the self-insured retention, any additional insured may satisfy the self-insured retention. Except as to Professional Liability and Workers' Compensation, ~~All~~ all of said policies of insurance shall provide that said insurance may not be amended or cancelled by the insurer or any party hereto without providing thirty (30) days prior written notice by certified mail return receipt requested to the City. In the event any of said policies of insurance are cancelled, the Contractor shall, prior to the cancellation date, submit new evidence of insurance in conformance with this Section 5.1 to the Contract Officer. No work or services under this Agreement shall commence until the Contractor has provided the City with Certificates of Insurance, additional insured endorsement forms ~~or appropriate insurance binders~~ evidencing the above insurance coverages and said Certificates of Insurance or binders are approved by the City. ~~City reserves the right to inspect complete, certified copies of and endorsement to all required insurance policies at any time.~~ Any failure to comply with the reporting or other provisions of the policies including breaches or warranties shall not affect coverage provided to City.

The insurance required by this Agreement shall be satisfactory only if issued by companies ~~qualified~~ legally allowed to do business in California, rated "A" or better in the most recent edition of Best Rating Guide, The Key Rating Guide or in the Federal Register, and only if they are of a financial category Class VII or better, unless such requirements are waived by the City's Risk Manager or other designee of the City due to unique circumstances.

5.3 Indemnification

To the full extent permitted by law, Contractor agrees to indemnify~~, defend~~ and hold harmless the City, its officers, employees and agents ("Indemnified Parties") against, and will hold and save them and each of them harmless from, any and all actions, either judicial, administrative, arbitration or regulatory claims, damages to persons or property, losses, costs, penalties, obligations, errors, omissions or liabilities ~~whether actual or threatened~~ (herein "claims or liabilities") that may be asserted or claimed by any third-party person, firm or entity arising out of or in connection with the negligent performance of the work, operations or activities provided herein of Contractor, its officers, employees, agents, subcontractors, or invitees, or any individual or entity for which Contractor is legally liable ~~("indemnitors")~~, or arising from Contractor's ~~or indemnitors'~~ reckless or willful misconduct, or arising from Contractor's ~~or indemnitors'~~ negligent performance of or failure to perform any term, provision, covenant or condition of this Agreement, and in connection therewith:

…

… The provisions of this Section do not apply to claims or liabilities occurring as a result of City's ~~sole~~ negligence or willful acts or omissions~~, but, to the fullest extent permitted by law, shall apply to claims and liabilities resulting in part from City's negligence,~~ except that design professionals' indemnity hereunder shall be limited to claims and liabilities arising out of the negligence, recklessness or willful misconduct of the design professional…

5.3(a) Indemnification

~~Contractor will defend any action or actions filed in connection with any of said claims or liabilities and will pay all costs and expenses, including legal costs and attorney's fees incurred in connection therewith;~~

5.3 (c) Indeemnification

In the event the City, its officers, agents or employees is made a party to any action or proceeding filed or prosecuted against Contractor for such damages or other claims arising out of or in connection with the negligent performance of or failure to perform the work, operation or activities of Contractor hereunder, Contractor agrees to ~~pay to the City, its officers, agents or employees, any and all costs and expenses incurred by the City, its officers, agents or employees in such action or proceeding, including but not limited to, legal costs and attorney's fees~~ indemnify the City in accordance with this section.

6.1 Records

Contractor shall keep, and require subcontractors to keep, such ledgers, books of accounts, invoices, vouchers, canceled checks, reports, studies or other documents relating to the disbursements charged to City and services performed hereunder (the "books and records"), as shall be necessary to perform the services required by this Agreement and enable the Contract Officer to evaluate the performance of such services and shall keep such records for a period of three years following completion of the services hereunder. Upon reasonable notice, ~~The~~ the Contract Officer shall have remote access ~~full and free access~~ to such books and records ~~at all times during normal business hours of City~~, including the right to inspect, copy, audit and make records and transcripts from such records.

6.3(a) Confidentiality and Release of Information

All information gained or work product produced by Contractor in performance of this Agreement shall be considered confidential, unless such information is in the public domain or already known to Contractor. Contractor shall not release or disclose any such information or work product to persons or entities other than the City without prior written authorization from the Contract Officer, unless disclosure is required by law or professional standards.

6.3(b) Confidentiality and Release of Information

Except as required by law or applicable professional standards, Contractor shall not, without prior written authorization from the Contract Officer or unless requested by the City Attorney, voluntarily provide documents, declarations, letters of support, testimony at depositions, response to interrogatories or other information concerning the work performed under this Agreement. Response to a subpoena or court order shall not be considered "voluntary" provided Contractor gives the City notice of such court order or subpoena, if lawful.

6.3(c) Confidentiality and Release of Information

~~If Contractor provides any information or work product in violation of this Agreement, then the City shall have the right to reimbursement and indemnity from Contractor for any damages, costs and fees, including attorney's fees, caused by or incurred as a result of Contractor's conduct.~~

6.3 (d) Confidentiality and Release of Information

If lawful, Contractor shall promptly notify the City should Contractor be served with any summons, complaint, subpoena, notice of deposition, request for documents, interrogatories, request for admissions or other discovery request, court order or subpoena from any party regarding this Agreement and the work performed thereunder. ~~The City retains the right, but has no obligation, to represent Contractor or be present at any deposition, hearing or similar proceeding.~~[2] Contractor agrees to reasonably cooperate ~~fully~~ with the City and to provide the City with the opportunity to review any response to discovery requests provided by Contractor.

6.4 Ownership of Documents

All studies, surveys, data, notes, computer files, reports, records, drawings, specifications, maps, designs, photographs, documents and other materials (the "documents and materials") prepared specifically by Contractor in the performance of this Agreement and required to be delivered to the City shall be the property of the City and shall be delivered to the City upon request of the Contract Officer or upon the termination of this Agreement, and Contractor shall have no claim for further employment or additional compensation as a result of the exercise by the City of its full rights of ownership use, reuse, or assignment of the documents and materials hereunder.

7.2 Disputes: Default

In the event that Contractor is in default under the terms of this Agreement, the City shall notify Contractor ~~not have any obligation or duty to continue compensating Contractor for any work performed after the date of default. Instead, the City may give notice to Contractor of the default and~~

~~the reasons for the default.~~ The notice shall include details of the default and the timeframe in which Contractor may cure the default. This timeframe is presumptively thirty (30) days, but may be extended, if circumstances warrant. ~~During the period of time that Contractor is in default, the City shall hold all invoices and shall, when the default is cured, proceed with payment on the invoices.~~ If Contractor does not cure the default, the City may take necessary steps to terminate this Agreement under this Article.

7.3 Legal Action

The parties shall, as a precondition to litigation in court, first submit their claim or dispute to mediation. Upon declaration of an impasse by the mediator, ~~In~~ in addition to any other rights or remedies, either party may take legal action, in law or in equity, to cure, correct or remedy any default, to recover damages for any default, to compel specific performance of this Agreement, to obtain declaratory or injunctive relief, or to obtain any other remedy consistent with the purposes of this Agreement…

7.4 Termination Prior to Expiration of Term

…Contractor shall ~~immediately~~ promptly cease all services hereunder except such as may be specifically approved by the Contract Officer. ~~Except where the Contractor has initiated termination, the~~The Contractor shall be entitled to compensation for all services rendered prior to the effective date of the notice of termination and for any services authorized by the Contract Officer thereafter in accordance with the Schedule of Compensation or such as may be approved by the Contract Officer, ~~. In the event the Contractor has initiated termination, the Contractor shall be entitled to compensation only for the reasonable value of the work product actually produced hereunder,~~ but not exceeding the compensation provided therefore in the Schedule of Compensation Exhibit "C".

7.5 Termination for Default of Contractor

If termination is due to the failure of the Contractor to fulfill its material obligations under this Agreement, City may, after compliance with the provisions of Section 7.2, take over the work and prosecute the same to completion by contract or otherwise~~, and the Contractor shall be liable to the extent that the total cost for completion of the services required hereunder exceeds the compensation herein stipulated (provided that the City shall use reasonable efforts to mitigate such damages), and City may withhold any payments to the Contractor for the purpose of set-off or partial payment of the amounts owed the City as previously stated~~.

EXHIBIT "C"

SCHEDULE OF COMPENSATION

	(1) Fiscal Year 2024-25	(2) Fiscal Year 2025-26	(2) Fiscal Year 2026-27
Financial Statements			
Audit General Purpose Financial Statements, Reports & Opinions & Assistance with ACFR Preparation as described in RFP (includes report on Gann limit)	$ 41,000	$ 42,230	$ 43,497
Financial and/or Compliance Report & Report Preparation			
Cypress Recreation and Park District (includes report on District's Gann Limit)	$ 11,000	$ 11,330	$ 11,670
Single Audit Act (assumes 1 major program)	$ 4,000	$ 4,120	$ 4,244
TOTAL - AUDIT	$ 56,000	$ 57,680	$ 59,411
Alternative One			
Preparation of Basic Financial Statements, RSI, and Notes to the Basic Financial Statements for the City CAFR	$ 6,500	$ 6,695	$ 6,896
TOTAL - AUDIT AND ALTERNATIVE ONE	$ 62,500	$ 64,375	$ 66,307
West Cities Police Communications Center			
Prepare Basic Financial Statements and Independent Auditors' Report	$ 9,000	$ 9,270	$ 9,548

(1) Pricing is based on the City, Recreation and Park District and West Cities Police Communications being audited annually. Should one or more of the entities be removed from the scope, consultant will work with the City to arrive at a revised fee estimate.

(2) In Fiscal year 2027-28 and 2028-29 fee increases will be based on the greater of 3% per year or CPI for the Los Angeles – Long Beach – Orange County Region, not to exceed 5% per year. The CPI year over year change will be calculated using the March CPI for the given fiscal year.

EXHIBIT "D"

SCHEDULE OF PERFORMANCE

Refer to Exhibit "A" for Details

Summary of Professional Auditing Services Request for Proposals

A. RFP released: March 25, 2025

B. Directly distributed to: five vendors*

C. Proposals received from:
   - Clifton Larson Allen
   - Eide Bailly
   - Harshwal & Company
   - The Pun Group

D. Vendors Interviewed:
   - Clifton Larson Allen
   - Eide Bailly
   - Harshwal & Company
   - The Pun Group

Recommended Vendor: Eide Bailly

* Posted on website and distributed through the California Society of Municipal Finance Officers E-Mail List-Serve

Consistent with Municipal Code § 21, the procurement of professional services is qualifications-based to identify a vendor that has the best experience and skill for the job sought.

CITY OF CYPRESS

CITY COUNCIL REPORT

City Council Regular **11.**

FROM: Alicia Velasco, Planning Director

DATE: 07/14/2025

SUBJECT: **Approve a Tentative Tract Map for a 20-Unit Townhome Development at 5302 Lincoln Avenue**

RECOMMENDATION

1. Adopt a Resolution approving Tentative Tract Map No. 19358 and finding the project exempt from California Environmental Quality Act requirements; and

2. Authorize the City Manager to execute an Affordable Housing Agreement.

DISCUSSION

Background

The applicant proposes a tentative tract map (TTM) and density bonus to develop 20 townhomes (two set-aside for moderate income households).

Project Description and Required Discretionary Actions

The site is within the Lincoln Avenue Specific Plan, which allows high-density residential development (up to 30 units/acre) with administrative design review. Because the project includes two affordable units, the applicant is entitled to a density bonus, one incentive/concession, and one waiver.

The project includes four three-story buildings on 0.59 acres. Units have two or three bedrooms and range from 1,182 to 1,620 square feet. Access is provided by driveways on Lincoln Avenue.

A tentative tract map is required to subdivide the property to facilitate the sale of the individual units.

Subject Property and Surrounding Land Uses

The site contains three vacant commercial buildings that will be demolished. It is bordered by commercial uses to the east and west, and multifamily residential uses to the north and south.

Development Standard Compliance

Standards	Required	Proposed
Minimum Parcel Area	10,000 s.f.	25,172 s.f.
Minimum Parcel Width	100 feet	200 feet
Minimum Open Space	4,000 s.f.	4,233 s.f
Maximum Height	50 feet	34 feet
Minimum Front Setback	2 feet	10 feet
Minimum Side Setback	5 feet	7'2"
Minimum Rear Setback	20 feet	10 feet*

* The project is entitled to a waiver in exchange for providing two affordable units.

Site Plan and Design Review

Building Design and Architecture

The townhomes feature contemporary architecture with a variety of materials and accents, including stucco, wood siding, decorative lighting and varying rooflines. The building design meets requirements.

Access and Parking

The site is accessed from Lincoln Avenue by two driveways and an internal road. The project provides 38 parking spaces (nine more than required). Its 18 three-bedroom townhomes feature two-car garages, and the two two-bedroom units have one-car garages. The project is entitled to reduce the standard 20-foot interior garage depth to 18 feet in exchange for providing two affordable units.

Traffic

A traffic evaluation estimated the project will generate 135 daily trips, including eight morning peak hour trips and 10 evening peak hour trips. City traffic study guidelines consider projects with fewer than 50 peak hour trips to have an insignificant impact and a full traffic study is not required.

Landscaping and Open Space

The project features a central walkway with landscaping throughout the site. Each unit includes a private balcony and/or patio space.

Density Bonus

The project is entitled to a density bonus (increasing it from 18 units to 20 units) and one incentive/concession (modifications to development standards and Municipal Code requirements) because it provides two affordable units. Density bonus projects may also request waivers from standards that physically preclude their construction. The project proposes to (1) reduce the rear setback from 20 feet to 10 feet and (2) to reduce the interior garage depth from 20 feet to 18 feet.

Affordable Housing Agreement/Local Requirements

The Zoning Code requires an Affordable Housing Agreement be recorded against the property. The Agreement details the concessions/waivers granted; the location, size, and bedroom count of the affordable units; the affordability level (moderate); and the term (45 years). An affirmative marketing plan ensures the affordable units are advertised to a wide

spectrum of residents. The Zoning Code also requires the affordable units to be distributed throughout the project, have comparable finishes, and be roughly the same size as the market rate units.

Tentative Tract Map
As conditioned, it is consistent with all City and Subdivision Map Act requirements.

General Plan
The project is consistent with the following General Plan goals/policies:

LU-1.2: Allow for multifamily infill in designated areas to satisfy regional housing needs.

HOU-3: Encourage the provision of a wide range of housing by location, type of unit, and price to meet the existing and future needs of Cypress residents. Establish a balanced approach to meeting housing needs of both renter and owner households.

The project is an appropriate use of an underutilized site and creates opportunities for first-time and lower-income homebuyers.

ENVIRONMENTAL REVIEW
Public hearing notices were posted and mailed to the owners of all properties located within 500 feet of the project. All written communication related to the public hearing received prior to publishing the City Council agenda is attached. Written communication submitted by 3:00 p.m. on July 14 will be part of the public hearing administrative record.

PUBLIC HEARING / PUBLIC OUTREACH PROCESS
Public hearing notices were posted and mailed to the owners of all properties located within 500 feet of the project. All written communication related to the public hearing received prior to publishing the City Council agenda is attached. Written communication submitted by 3:00 p.m. on July 14 will be part of the public hearing administrative record.

ALTERNATIVE ACTIONS
If the City Council identifies issues which should be addressed prior to taking action on this application, the City Council may consider:

1. Continuing the public hearing and directing staff to work with the applicant to resolve the issues; or
2. Continuing the public hearing, making findings for denial and directing staff to return to City Council with a resolution for denial.

BUDGET IMPACT
None.

LEGAL REVIEW
None required. An Affordable Housing Agreement will be prepared by the City Attorney.

APPROVED BY: Peter Grant, City Manager

Attachments

Resolution
Project Conditions
Project Plans
Vicinity Map
Notice of Exemption

RESOLUTION NO.

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CYPRESS, CALIFORNIA, APPROVING VESTING TENTATIVE TRACT MAP NO. 19358, FOR A 20-UNIT TOWNHOUSE DEVELOPMENT, INCLUDING TWO AFFORDABLE UNITS, RESTRICTED TO MODERATE INCOME HOUSEHOLDS, ON A 0.59-ACRE SITE LOCATED AT 5302 LINCOLN AVENUE WITHIN THE LINCOLN AVENUE SPECIFIC PLAN AND FINDING THE PROJECT EXEMPT FROM CALIFORNIA ENVIRONMENTAL QUALITY ACT REQUIREMENTS.

WHEREAS, the City Council of the City of Cypress has considered an application submitted by The Olson Company ("Developer") for a 20-unit townhouse development, including two affordable units, restricted to moderate income households, on a 0.59-acre site located at 4302 Lincoln Avenue within the Lincoln Avenue Specific Plan (the "Project"); and

WHEREAS, the Project requires a Tentative Tract Map (VTTM No. 19358) to be approved by the City Council; and

WHEREAS, on July 14, 2025 the City Council held a duly noticed public hearing and accepted testimony in regards to the Project; and

WHEREAS, said tentative map has been reviewed by the City's Engineer and the Orange County Fire Department with recommended conditions of approval; and

WHEREAS, Section 12 of the Cypress Zoning Ordinance includes provisions for density bonus applications as required by California Government Code Sections 65915-65918 ("State Density Bonus Law"); and

WHEREAS, the Developer has requested one concession and one waiver in exchange for providing two units affordable to moderate-income households pursuant to Cypress Zoning Ordinance Section 12 and State Density Bonus Law, as laid out in the City Council staff report dated July 14, 2025; and

WHEREAS, the proposed subdivision, together with the provisions for its design and improvement, is consistent with the City's General Plan; and

WHEREAS, the Project is categorically exempt pursuant to California Environmental Quality Act Guidelines, Section 15332 - In-fill Development. Section 15332 exempts in-fill projects in urbanized areas on sites less than five acres; and

WHEREAS, the City Council finds that the applicant agrees with the necessity of and accepts all elements, requirements, and conditions of this resolution as being a reasonable manner of preserving, protecting, providing for, and fostering the health, safety, and welfare of the citizenry in general and the persons who work, visit or live in this development in particular.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF CYPRESS, CALIFORNIA, DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. The proposed map does not warrant rejection based upon the criteria for rejection in the Cypress Subdivision Ordinance, the City's General Plan, the Cypress Zoning Ordinance, or Sections 66473.5, 66474.6 and 66474 of the Subdivision Map Act:

A. The map is consistent with the site's General Plan land use designation of PC (Specific Plan – Lincoln Avenue).
B. The 20 dwelling-unit improvement of the proposed subdivision is consistent with the General Plan.
C. The site is physically suitable for the type of development. The Project meets all the required development standards, except for rear setback and interior garage dimension. The project has requested a waiver for a reduction in rear setback and a concession for a reduction in interior garage dimension in exchange for providing two affordable units, pursuant to State Density Bonus law.
D. The site is physically suitable for the density of development. The General Plan land use designation for the site is PC (Specific Plan – Lincoln Avenue). This land use designation allows a maximum of 30 dwelling units per acre. The Project is entitled to a density bonus for a density of 34.6 dwelling units per acre in exchange for providing two affordable units, pursuant to State Density Bonus law.
E. The design of the subdivision and the proposed improvements are not likely to cause substantial environmental damage or substantially and avoidably injure fish or wildlife or their habitat. The Project is categorically exempt pursuant to California Environmental Quality Act Guidelines, Section 15332 - In-fill Development. Section 15332 exempts in-fill projects in urbanized areas on sites less than five acres.
F. The design of the subdivision will not cause serious public health problems. Sewer discharge requirements will occur pursuant to Section 66474.6 of the Subdivision Map Act.
G. The design of the subdivision or the type of improvements will not unreasonably interfere with the free and complete exercise of a public entity and/or public utility rights-of-way and/or easements within the tract map. All existing utility easements will remain intact and there is no foreseeable interference as the main right-of-way (Lincoln Ave.) remains intact.

SECTION 2. CEQA. The City Council finds that the proposed project is categorically exempt pursuant to California Environmental Quality Act (CEQA) Guidelines, Section 15332 – In-fill Development. The Project is an infill project in an urbanized area on a site less than five acres. The Project is consistent with the applicable general plan land use and zoning designations, will not have an adverse impact on any natural habitats, and will not result in significant effects relating to traffic, noise, air quality, or water quality. Therefore, the City Council has determined that there is no substantial evidence that the project may have a significant effect on the environment.

SECTION 3. NO NET LOSS LAW. The Project site was identified in the City's 6th cycle Housing Element sites inventory with a unit capacity of four moderate-income and eight above moderate-income units. Although the Project provides 18 above moderate-

income units and two moderate-income units, the City Council finds that the remaining sites identified in the Housing Element are adequate to meet the City's remaining regional housing needs allocation (RHNA) for the 6th cycle by income category, pursuant to California Government Code Section 65583 (No Net Loss Law). The City's remaining RHNA and sites inventory capacity are provided in the table below.

	Income Level				Total
	Very Low	Low	Moderate	Above Moderate	
Remaining Capacity (units)	1,290	782	581	1,069	3,722
Remaining RHNA (units)	1,125	651	568	990	3,334

NOW, THEREFORE, BE IT FURTHER RESOLVED that the City Council of the City of Cypress hereby approves Tentative Tract Map No. 19358, and the requested density bonus and waiver subject to the applicable conditions included in Exhibit "A". The decision of the City Council is final and conclusive as to all things involved.

PASSED, APPROVED and ADOPTED by the City Council of the City of Cypress at a regular meeting held on the 14th day of July, 2025.

_____
MAYOR OF THE CITY OF CYPRESS

ATTEST:

_____
CITY CLERK OF THE CITY OF CYPRESS

STATE OF CALIFORNIA)
COUNTY OF ORANGE)SS

I, ALISHA FARNELL, City Clerk of the City of Cypress, DO HEREBY CERTIFY that the foregoing Resolution was duly adopted at a regular meeting of the said City Council held on the 14th day of July, 2025, by the following roll call vote:

AYES: COUNCIL MEMBERS:
NOES: COUNCIL MEMBERS:
ABSENT: COUNCIL MEMBERS:

_____
CITY CLERK OF THE CITY OF CYPRESS

EXHIBIT "A"

TENTATIVE TRACT MAP NO. 19358

RE: 5302 Lincoln Avenue

CONDITIONS OF APPROVAL

1. Unless and until the project applicant and property owner sign and return a City-provided affidavit accepting these conditions of approval, there shall be no entitlement of the application. The project applicant and property owner shall have 15 calendar days to return the signed affidavit to the Community Development Department. Failure to do so will render City Council action on the application void. *(Planning)*

2. The applicant shall defend, indemnify, and hold harmless, the City and any agency thereof, or any of its agents, officers, and employees from any and all claims, actions, or proceedings against the City or any agency thereof, or any of its agents, officers or employees, to attack, set aside, void or annul, an approval of the City, or any agency thereof, advisory agency, appeal board, or legislative body, including actions approved by the voters of the City, concerning the project, which action is brought within the time period provided in Government Code Section 66499.37 and Public Resources Code, Division 13, CH. 4 (§ 21000 et seq. - including but not by way of limitation § 21152 and 21167). The City shall promptly notify the applicant of any claim, action, or proceeding brought within this time period. *(City Attorney)*

3. This permit is granted for the tentative map dated 03/07/2025 ("the plans") on file with the Planning Division. The project shall conform to the plans, except as otherwise specified in these conditions, or unless a minor modification to the plans is approved by the Planning Director. A minor modification may be granted for minimal changes or increases in the extent of use or size of structures or of the design, materials or colors of structures or masonry walls. (Planning)

4. The applicant's contractor shall provide the City with a Certificate of Insurance on City form, evidencing a comprehensive liability insurance policy with a combined single limit of not less than $500,000 each occurrence in connection with the work performed. Certificate shall include the City, its Council, officers, members of boards or commissions and employees as additional Named Insureds with respect to all claims, actions, damages, liabilities and expenses, including attorney's fees, arising out of or in connection with the work to be performed under the development executed by the Named Insured and City, including any act or omission of employees, agents, subcontractors, or their employees. Such certificate shall have a 30-day cancellation notice to the City of Cypress. *(City Attorney)*

5. The CC&Rs and the Affordable Housing Agreement shall indicate the location of the two units affordable to moderate-income households. *(Planning)*

6. The applicant shall enter into an Affordable Housing Agreement with the City pursuant to Section 3.12.090 of the City of Cypress Zoning Code which shall be recorded against the project prior to final map recordation.

7. The CC&Rs for the project shall include a section restricting the sale or resale price of the Affordable Units to a price affordable to moderate-income households, as defined by the Department of Housing and Community Development and detailed in the Affordable Housing Agreement, for a term of 45 years. *(Planning)*

8. The CC&Rs for the project shall include a provision that ensures full access to all project amenities for all residents, including residents of the Affordable Units. *(Planning)*

9. The CC&Rs for the project shall include a provision requiring the homeowner of an Affordable Unit to occupy the unit as their primary residence. *(Planning)*

10. The project shall include two units affordable to moderate-income households, each unit shall have two bedrooms, two bathrooms, at least one garage space, and a washer and dryer in the unit. The affordable units shall be constructed with the same type and quality of exterior materials and interior fixtures, finishes, and amenities as the market rate units.

11. The project shall include two units restricted to a purchase price affordable to moderate-income households in exchange for one concession allowing a reduction in the required interior garage depth from 20 feet to 18 feet and one waiver allowing a reduction in the required rear setback from 20 feet to 10 feet, pursuant to Government Code Sections 65915-65918 and as outlined in the staff report dated July 14, 2025. *(Planning)*

12. A detailed landscape and automatic irrigation plan shall be submitted to the Cypress Planning Division for review and approval at least 60 days prior to issuance of a certificate of occupancy. In addition, a bond shall be posted with Public Works to guarantee against defects in plant materials and workmanship for a period of one year from acceptance of the landscape installation. All required landscaping shall be permanently maintained in a neat and orderly condition. *(Planning)*

13. Within 48 hours of the approval of this project, the applicant/developer shall deliver to the Community Development Department a check payable to the **County Clerk-Recorder in the amount of $50.00** County administrative fee, to enable the City to file the Notice of Exemption pursuant to Fish and Game Code §711.4 and California Code of Regulations, Title 14, section 753.5. If, within such 48-hour period, the applicant/developer has not delivered to the Community Development Department the check required above, the approval for the project granted herein shall be void. *(Planning)*

14. That all engineering requirements of the City of Cypress, including preparation of improvement plans and installation of all improvements such as curbs and gutters, sidewalks, street grading and pavement, sewer and drainage facilities, or other appurtenant work shall be complied with as required by the City Engineer and in accordance with specifications on file in the Office of the City Engineer, as may be modified by the City Engineer; and, that security in the form of a bond, certificate of deposit, letter of credit, completion guarantee, or cash, in an amount and form satisfactory to the City of Cypress, shall be posted with the City to guarantee the satisfactory completion of said improvements. Said security shall be posted with the City prior to the issuance of a building permit or final map approval, whichever occurs first, to guarantee the installation of the related improvements prior to final building and zoning inspections in accordance with an approved construction phasing plan. In the event the developer's contractor and/or subcontractor fails to diligently prosecute the work within the public right-of-way, the

City reserves the right, in its reasonable discretion, to issue a stop work notice and to provide a substitute contractor and/or subcontractor to complete said work at the sole cost and expense of developer. *(Engineering)*

15. The applicant shall not grant any easements over any property subject to a requirement of dedication or irrevocable offer to the City of Cypress, unless such easements are expressly made subordinate to the easements to be offered for dedication to the City. Prior to granting any of said easements, the subdivider shall furnish a copy of the proposed easement to the City Engineer for review and approval. *(Engineering)* (Easement Subordination)

16. The developer shall construct new private sewer laterals with cleanouts and/or new private sewer mains with manholes at locations approved by the City Engineer. *(Condition may be deferred to prior to issuance of certificate of occupancy with the execution of a subdivision improvement agreement and bonding at the discretion of the City Engineer)(Engineering)*

17. Prior to the recordation of the subdivision map, the applicant shall submit a sewer plan signed and stamped by a registered civil engineer, detailing all the proposed public and/or private sewer lines meeting the requirements of the City Design Standards for Sewer Facilities to be approved by the City Engineer. (*Engineering*)

18. All sewer lines (including mains and laterals) up to the point of connection at the City's mainline shall be private sewer lines and shall be maintained and cleaned by the developer, or successor in interest. The City of Cypress shall have no responsibility for maintenance of the private sewer lines. *(Engineering)*

19. The applicant shall resurface the full width of Lincoln Avenue (2" grind and overlay asphalt concrete pavement) along the property frontage, or as directed by the City Engineer. Construct all improvements in accordance with Cypress Public Works standards and specifications to satisfaction of the City Engineer. *(Condition may be deferred to prior to issuance of certificate of occupancy with the execution of a subdivision improvement agreement and bonding at the discretion of the City Engineer)(Engineering)*

20. The applicant shall install a new driveway approach that is compliant with the American Disabilities Act along the property frontage on Lincoln Avenue. Any unused existing driveways along the Lincoln Avenue frontage shall be removed and replaced with sidewalk. The developer shall comply with the following requirements regarding the improvements:

    - Construct all improvements in accordance with Cypress Public Works standards and specifications to satisfaction of the City Engineer.
    - Prior to construction, obtain and pay for a permit and inspection services. As part of the permit, maintain a schedule on file with the City Engineer for the work.
    - Adjust utility vaults and boxes to grade in accordance with the corresponding utility's requirements and standards.
    - Relocate any utilities as necessary securing the appropriate approvals from the respective utilities.
    - If necessary, grant easements to the City for pedestrian purposes for any sidewalk or driveways for compliance with ADA requirements prior to issuance of a permit for

construction.
(Conditions may be deferred to prior to issuance of certificate of occupancy with the execution of a subdivision improvement agreement and bonding at the discretion of the City Engineer) (Engineering)

21. Remove and replace any damaged street, pavement, sidewalk, curb and gutter, or any other public improvements as a result of work associated with this project and appropriately clean the area to the satisfaction of the City Engineer. *(Condition may be deferred to prior to issuance of certificate of occupancy with the execution of a subdivision improvement agreement and bonding at the discretion of the City Engineer)(Engineering)*

22. Prior to recordation of the final map, the applicant shall submit street design plans for approval by the City Engineer for all proposed City streets or any work within existing public right of way. Street name signs and traffic signs shall be installed per City Standards. *(Engineering)*

23. The applicant shall remove and replace any existing public improvements at the development site which have existing damage, are damaged due to construction, or otherwise below current standards, to the satisfaction of the City Engineer. *(Condition may be deferred to prior to issuance of certificate of occupancy with the execution of a subdivision improvement agreement and bonding at the discretion of the City Engineer)(Engineering)*

24. This permit is granted subject to the City's approval of a tentative map and final map and recordation of the final map. Before occupying any structures or initiating any use approved by this permit, the applicant shall comply with all conditions of the tentative and final map. (*Engineering*)

25. Prior to final map recordation, the quantity, location, width, and type of public driveways shall be subject to the approval of the City Traffic Engineer. Both project driveways are to be signed and marked for one-way traffic, to the satisfaction of the City Traffic Engineer, with stop controls facing traffic exiting the project. Prior to construction of any driveway approach upon public street right-of-way, the applicant shall obtain a public works permit.

26. Prior to the issuance of any grading permits, the applicant shall provide adequate sight distance per Engineering Standard Plan 204 and 205 at all street intersections, driveways, and parkways, in a manner meeting the approval of the City Traffic Engineer. The applicant shall make all necessary revisions to the plan to meet the sight distance requirement such as removing trees, signs, utilities, landscape, hardscape, slopes or any other encroachments from the limited use area in a manner meeting the approval of the City Engineer. *(Engineering)* (Sight Distance)

27. The applicant shall install all new utility services underground. *(Condition may be deferred to prior to issuance of certificate of occupancy with the execution of a subdivision improvement agreement and bonding at the discretion of the City Engineer) (Engineering)*

28. Arterials shall be crossed by boring only. Public streets with any trench cuts or asphalt patching as a result of this project shall be resurfaced with either a slurry seal or 2-inch grind and overlay. The method and limits of resurfacing shall be determined by and completed to the satisfaction of the City Engineer. Lateral open cuts spaced within 20 feet of each other shall be covered with a two-inch continuous asphalt concrete cap. *(Condition may be deferred*

to prior to issuance of certificate of occupancy with the execution of a subdivision improvement agreement and bonding at the discretion of the City Engineer) (Engineering)

29. Prior to issuance of grading permits or recordation of the subdivision map, whichever comes first, at the direction of the City Engineer, the applicant shall submit a grading plan for approval signed and stamped by a registered California civil engineer and using actual grades from an Orange County Surveyor's Benchmark. *(Engineering)*

30. The applicant shall ensure the following requirements are met:

    1. Drainage is solved to the satisfaction of the City Engineer and Building Official.
    2. The Grading Plan is consistent with the Water Quality Management Plan, Site Plan and any Improvement Plan for proposed public storm drains.
    3. Submittal of a Preliminary Grading Plan if deemed necessary by the City Engineer.
    4. The topography of the area surrounding this development shall be made to establish existing drainage flow patterns.
    5. The minimum slope standards are met for 1% for landscape areas, AC parking areas 1.5%, Concrete .2%.
    6. All surface runoff and subsurface drainage directed to the nearest acceptable drainage facility, as determined by the City Engineer.
    7. Drainage facilities discharging onto adjacent property shall be designed to imitate the manner in which runoff is currently produced from the site or alternatively, the applicant may obtain a drainage acceptance and maintenance agreement, suitable for recordation, from the owner of said adjacent property.
    8. All drainage facilities must be consistent with the County of Orange Grading Ordinance as supplemented by the Engineering Division and Local Drainage Manual.

31. Development must be undertaken in accordance with conditions and requirements of the Santa Ana Region National Pollutant Discharge Elimination System (NPDES) Permit Order No. R8-2009-0030 as amended by Order No. R8-2010-0062.

32. Prior to the issuance of any grading or building permits, the applicant shall submit for review and approval by the City Engineer, a Final Water Quality Management Plan (WQMP). The WQMP must include best management practices for source control, pollution prevention, site design, and low impact development as well as structural treatment controls among many factors. Site design for controlling urban runoff must first evaluate infiltration, then harvest and water re-use, then evapotranspiration and only bio-treatment if the other three are not feasible. The WQMP must identify the routine structural and non-structural measures specified in the current Drainage Area Management Plan (DAMP) and utilize the Orange County Technical Guidance Document (OC TGD) as well as the Model WQMP.

33. Applicable WQMP projects must also:

    i. Utilize the City's current WQMP template;
    ii. Utilize the City's online WQMP application system for submittal;
    iii. Address site Design BMPs (as applicable) such as minimizing impervious areas, maximizing permeability, minimizing connected impervious areas, creating reduced or zero discharge areas, and conserving natural areas;
    iv. Incorporate Routine Source Control BMPs as defined in the DAMP;

v. Include post-construction Treatment Control BMP(s) as defined in the DAMP;
vi. Include and Operations and Maintenance (O&M) Plan that (1) describes the long-term operation and maintenance requirements for pos-construction Treatment Control BMP(s); (2) identifies the entity that will be responsible for long-term operation and maintenance of the referenced Treatment Control BMP(s); (3) describes the mechanism for funding the long-term operation and maintenance of the references Treatment Control BMP(s); (4) includes the Water Quality Implementation Covenant and Agreement.

34. Prior to issuance of and grading or building permits, the applicant must submit a certified copy of the approved Final Water Quality Management Plan (WQMP) along with the final approved Grading Plan and all other supporting documentation on a USB flash drive in a single digital file (pdf) format acceptable to the City Engineer. The Final WQMP Submittal and subsequent approval of the Preliminary Water Quality Management Plan does not guarantee approval of the Final Water Quality Management Plan. Should the final calculations and submittals not meet the required thresholds necessary to meet the obligations of the City under the NPDES Permit for development and its incorporated documents such as the DAMP and OC TGD. alterations to the site and the site plan may be required as prescribed by the City Engineer to the WQMP. Any significant alteration to the site plan due to the Final WQMP may require approval of the Council for the revision. Additionally, the WQMP must identify a responsible party and implement funding sources for maintaining post construction BMPs as required as part of the development and must ensure that appropriate easements and ownerships are properly recorded in public records and access is made available for inspection of said devices.

35. The owner is responsible for providing a Water Quality Implementation Covenant and Agreement and an Operations and Maintenance plan that outlines the funding and maintenance of water quality BMPs, consent to inspect, and indemnification on the forms provided by the City for all post-construction stormwater mitigation and treatment devices, as required by the Santa Ana Regional National Pollutant Discharge Elimination System (NPDES) Permit Order No. R8-2009-0030 as amended by Order No. R8-2010- 0062. The agreement will be subject to the review and approval of the City Engineer and City Attorney. Before final acceptance of project improvements, the owner or his/her designated representative must certify that the treatment device was constructed and installed in accordance with the approved plans. Prior to the issuance of a certificate of occupancy, the applicant must demonstrate compliance with the City's NPDES Implementation Program in a manner meeting the satisfaction of the City Engineer and Water Quality Manager, including:

i. Demonstrate that all structural Best Management Practices (BMPs) described in the BMP Exhibit from the project's approved WQMP and Maintenance Covenant and Agreement have been implemented, constructed and installed in conformance with approved plans and specifications
ii. Demonstrate that the applicant has complied with all non-structural BMPs described in the project's WQMP
iii. Demonstrate that copies of the project's approved WQMP and Covenant and Agreement (with attached O&M Plan) are available for each of the initial occupants
iv. Agree to provide pay a compliance deposit to pay for any required inspections and any additional non-compliance inspections as the City deems necessary

v. Submit certified record drawings as well as the project engineer's post-construction certification as well as the owner's post construction certification on a template provided by the City

vi. Agree to pay for an inspection (special investigation) from the City for a date 12 months after the issuance of a certificate of occupancy for the project to verify compliance with the approved WQMP, Maintenance Covenant and Agreement and O&M Plan.

vii. Demonstrate that the applicant has RECORDED one of the following:

- The CC&R's (that must include the approved WQMP, Maintenance Covenant and Agreement and O&M Plan) for the project's Homeowner's Association;
- A Water Quality Implementation Covenant and Agreement that has the approved WQMP and O&M Plan attached; or
- The final approved Water Quality Management Plan (WQMP) and Operations and Maintenance (O&M) Plan. *(Engineering, Water Quality)* (NPDES/WQMP Compliance Measures)

36. All onsite storm drain inlets, whether newly constructed or existing, must be labeled "No Dumping Drains to Ocean" before occupancy in accordance with city requirements.

37. All exterior metal building surfaces, including roofs, must be coated with rust-inhibitive paint to prevent corrosion and release of metal contaminants into the storm drain system prior to occupancy.

38. If trash enclosures and/or recycling areas are required: Trash enclosures and/or recycling area(s) must include a structure to cover the enclosure with a solid roof design below to direct stormwater away from entering the enclosure. All litter/waste material must be kept in leak-proof containers. Area(s) must be paved with impermeable material. No other area may drain onto these areas. The trash enclosure and/or recycling area(s) may not drain to the storm drain system and all cleanups must be performed using dry cleanup methods. Additionally, there must be a posted sign on the trash enclosure informing users that hazardous materials are not to be disposed therein. Additionally, trash enclosures may be required to be modified to meet the current solid waste requirements.

39. Provide a pet waste collection systems or dispensers, which hold bags for pet owners to use to pick up waste, must be installed. Regular refuse collection and resupply of pickup bags must be conducted by property owner or homeowner's or business owner's association.

40. Prior to the issuance of any grading or building permit, the applicant must submit an Erosion and Sediment Control Plan (ESCP) in a manner meeting approval of the City Engineer and the Building Official and in accordance with requirements of the Santa Ana Regional National Pollutant Discharge Elimination System (NPDES) Permit Order No. R8-2009-0030 as amended by Order No. R8-2010-0062. The ESCP must be developed and implemented to demonstrate compliance with the City's NPDES Implementation Program and State water quality regulations for grading and construction activities. The ESCP must identify how all construction materials, wastes, grading or demolition debris, and stockpiles of soil, aggregates, soil amendments, etc. must be properly covered, stored, and secured to prevent transport into local drainage ways or coastal waters by wind, rain, tracking, tidal

erosion or dispersion. The ESCP must also describe how the applicant will ensure that all BMPs will be maintained during construction of any future public right-of-way. The ESCP must be updated as needed to address the changing circumstances of the project site. A copy of the current ESCP must be kept at the project site and be available for City review on request.

41. The applicant must clean all on site storm drain systems, catch basins, filters, storm drain lines, inlet boxes, etc. prior to final inspections. Additionally, upon direction of the City Engineer, the applicant must clean any public storm drain systems, catch basins, filters, lines, and inlet boxes that the City Engineer has determined have been impacted by the applicant's construction. If clean-up is not performed, the City may make arrangements to clean the system at the developer's expense.

42. The owner is responsible for maintaining and operating all on-site private improvements.

43. All property areas must be maintained free of litter/debris.

44. All onsite storm drains including post-construction best management practices (BMPs) must be cleaned at least once a year immediately before October 1st (the beginning of the rainy season) and inspected at least once a year in May (the end of the rainy season). All trash and debris shall be removed from all onsite storm drains and BMPs, if deemed necessary post-inspection. Additional cleaning may be required by the City Engineer.

45. There must be no pressure washing of parking areas, and waste storage areas, or building site, unless the City approves a collection system to keep water from entering the storm drain.

46. Landscaping must be properly maintained with efficient irrigation to reduce runoff, promote surface filtration, and minimize the use of fertilizers and pesticides that can contribute to urban runoff pollution.

47. Any CUP applicant or its successor shall be responsible for the cost of any water quality inspections by the City that are mandated by the State of California or by the U.S. Environmental Protections Agency (USEPA) presently or in the future.

48. The Improvement Bond must incorporate all post-construction stormwater devices from the approved WQMP. These costs will be provided in the WQMP for review and inclusion in the Improvement Bond and shall cover device defects as well as malfunctions and possible replacement in the event the device is damaged or not operating per the manufacturer's specification or intended design.

49. The applicant will be subject to all requirements of Section 13-29 of the Cypress Municipal Code regarding stormwater pollution prevention including, but not limited to, an Operations and Maintenance Verification Certification – WQMP Post Construction through the City's online application and permitting system, prior to issuance of a final certificate of occupancy.

50. No person or person(s) shall make any modifications to drainage approved in the grading plan or WQMP without prior written approval from the City Engineer.

51. Certified full trash capture devices must be installed to address the Statewide Trash Amendments adopted April 7, 2015. Existing storm drain inlets located within this project must be retrofitted to address the above trash policies. Additionally, proposed post-construction BMPs must be devices that are State certified for full-trash capture.

52. Illuminated address signs shall be installed next to each garage door for easy identification by Police and Fire personnel. *(Police Department.)*

53. The CC&R's shall contain a restriction prohibiting the parking of vehicles in front of garages. Common areas not designated for guest parking shall be kept clear at all times. *(Police Department)*

54. Security lighting shall be provided in the parking areas, public open space, and driveways. Front door entrances to the individual units shall also be provided with light fixtures. *(Police Department)*

55. Design Review: Portions of the project that are deferred shall be subject to the codes, standards, and other applicable requirements in force on the date that the deferred plan is submitted to the Orange County Fire Authority (OCFA). The development review does not imply or express approvals on any subsequent plan submittal. *(OCFA)*

56. Plan Submittal Sequence: The applicant or responsible party shall submit the plan(s) listed below to the Orange County Fire Authority for review. Approval shall be obtained on each plan prior to the specified event.

57. Prior to OCFA clearance of a final map or issuance of a precise grading permit or a building permit, if a grading permit is not required, the applicant or responsible party shall submit:
    - Fire Master Plan (service code PR145)
    - Alternate Methods and Materials (AM&M) request (PR910), to address turn around and fire lane location deficiencies associated with the Fire Master Plan review.

58. Prior to issuance of a building permit, the applicant or responsible party shall submit:
    - Architectural (service codes PR264-PR272, abbreviated review)
    - Underground piping for private hydrants and fire sprinkler systems (service code PR470-PR475)
    - Fire sprinkler system (service codes PR400-PR465)

59. Prior to concealing interior construction, the applicant or responsible party shall submit:
    - Fire alarm system (service code PR500-PR520)
    - Fire sprinkler system (service codes PR430-PR455).

60. Specific submittal requirements may vary from those listed above depending on actual project conditions identified or present during design development, review, construction, inspection, or occupancy. Standard notes, guidelines, informational bulletins, submittal instructions, and other information related to plans reviewed by the OCFA may be found by visiting ocfa.org on the

Planning and Development Section homepage.

61. Temporary/Final Occupancy Inspections: Prior to issuance of temporary or final certificate of occupancy, all OCFA inspections shall be completed to the satisfaction of the OCFA inspector and be in substantial compliance with codes and standards applicable to the project and commensurate with the type of occupancy (temporary or final) requested. Inspections shall be scheduled at least five days in advance by calling OCFA Inspection Scheduling at 714-573-6150.

62. Emergency Access Easements: Irrevocable reciprocal access easements for emergency access purposes to the benefit of the Cypress shall be recorded concurrently with the final map or, where no final map is required, prior to approval of the fire master plan.

63. Lumber-drop Inspection: After installation of required fire access roadways and hydrants, the applicant shall receive clearance from the OCFA prior to bringing combustible building materials on-site. Call OCFA Inspection Scheduling at 714-573-6150 with the Service Request number of the approved fire master plan at least five days in advance to schedule the lumber drop inspection.

64. The applicant shall subscribe to solid waste services from the City's solid waste hauler with no less than one time per week service for trash, recycling, and organics recycling. These shall be properly maintained and not allowed to overflow. Source separated organic recycling is required unless alternatives are approved in writing from the Public Works Director. (*Public Works, Water Quality*)

65. For phased construction, as buildings are occupied, the applicant shall ensure there is adequate room and clearance for solid waste trucks and for placement of construction bins on site during construction. Access ways shall not be blocked without written approval of the Building Official. (*Public Works*)

66. Location of the trash enclosures are reviewed and approved by separate permit. The locations on the submitted plans are not approved. Trash locations and enclosures shall be approved by the City's solid waste hauler, the City Engineer, and the Planning Director. For automated trash service, the applicant must provide on-site driveways, drive aisles and turnarounds with adequate space, clearance, material and loading capacity for solid waste trucks to maneuver and turn around on site (as reviewed and approved by the City's solid waste hauler and the City Engineer). Solid waste trucks are prohibited from backing out into city streets and roadways. *(Public Works)*



VICINITY MAP

N.T.S.



SITE INFORMATION

PROJECT LOCATION:	5302 LINCOLN AVENUE CYPRESS, CALIFORNIA
APNS:	244-046-04, 244-046-05, & 244-046-06
LEGAL DESCRIPTION:	LOTS 4-7, BLOCK 461, TRACT N0. 542, MAP BOOK 18-10, CITY OF CYPRESS, IN THE COUNTY OF ORANGE, CALIFORNIA
LOT AREA:	25,172 SF (0.578 AC.) GROSS NO DEDICATIONS

JURISDICTIONAL INFORMATION

SPECIFIC PLANNING AREA:	LINCOLN AVENUE SPECIFIC PLAN - DOWNTOWN DISTRICT COMMERCIAL MIXED USE

ZONING

CURRENT ZONING:	CYPRESS TOWN CENTER AND COMMONS (PC)
GENERAL PLAN LAND USE:	MEDIUM DENSITY COMMERCIAL MIXED USE
PLANNED COMMUNITY ZONE:	
DENSITY:	
- GROSS SITE AREA:	25,172 SF (0.578 AC.)
- ALLOWED:	30 U/ACRE RESIDENTIAL = 17.33 UNITS [18 UNITS]
- BONUS CALCULATIONS:	6% BONUS DENSITY (6% X 18 = 1.06 [2] + 18)
- PROPOSED NEW UNITS:	20 UNITS
- REQUIRED MOD. INC. AFF. UNITS	11% X 20 UNITS = 1.98 [2]
- PROPOSED AFFORDABLE UNITS	2 MOD. AFFORDABLE UNITS)
- BUILDING AREA ALLOWED:	0.5:1.0FAR (OR 1.0/1.0 W/ DENSITY BONUS)
- BUILDING AREA PROPOSED:	21,032.8 SF (0.84/1.0 FAR)
HEIGHT: - ALLOWED:	35'-0"
- PROPOSED:	33'-6"
STORIES:	3 STORIES ON GRADE
OCCUPANCY:	R-2
CONSTRUCTION TYPE (NEW):	TYPE V-1 (13-D SPRINKLERED)

BONUS DENSITY PROPOSED WITH BASE INCENTIVES AND:
2 REQUESTED WAIVERS:
1. REDUCTION OF REQUIRED 20' REAR SETBACK TO 10'.
2. REDUCTION OF REQUIRED OPEN SPACE

1 REQUESTED CONCESSION: REDUCTION OF INTERIOR GARAGE DIMENSION FROM 20' TO 18'-0" IN DEPTH.

NOTE: PER BONUS DENSITY ALL CALCULATIONS OF ALLOWED UNITS (BASE OR BONUS) WHICH RESULT IN A FRACTIONAL NUMBER ARE TO BE ROUNDED UP AS SHOWN ABOVE IN BRACKETS ([ ]).

UNIT SUMMARY

TYPE	TYPE	QUANTITY	FLR. AREA	TOTAL AREA
A	3 BDRM	4 (20%)	1619.8 SF	6479.2 SF
B	3 BDRM	8 (40%)	1590.9 SF	3181.8 SF
C	3 BDRM	2 (10%)	1612.8 SF	3225.6 SF
D	3 BDRM	2 (10%)	1448.6 SF	2897.2 SF
E	3 BDRM	2 (10%)	1442.9 SF	2885.8 SF
F	2 BDRM	2 (10%)	1181.6 SF	2363.2 SF
TOTAL RESIDENTIAL AREA				21,032.8 SF
TOTAL GARAGE AREA:				4,988.2 SF

AFFORDABLE UNITS

AFFORDABLE UNITS REQUIRED:
WITH ONE (1) ADDITIONAL ON-MENU INCENTIVE:
6% BONUS PROPOSED = 0.06 X 18 = 1.08 UNITS
ROUND UP TO 2 UNITS + 18 BASE UNITS = 20 UNITS
MODERATE INCOME UNITS REQUIRED:
11% OF 18 BASE UNITS = 1.98 UNITS
ROUND UP TO 2 UNITS

TYPE:	QUANTITY
2 BDRM	2

PARKING

PARKING SPACES REQUIRED:
18 x 3 BDRM x 0.5 SPACES/UNIT = 27 SPACES
2 X 2 BDRM X 0.5 SPACES/BDRM = 2 SPACES (NO GUEST SPACES REQUIRED)
PARKING SPACES PROPOSED:
38 GARAGE PARKING SPACES PROVIDED
BIKE PARKING:
1.5 SPACES X 20 UNITS X 5% = 2 SHORT TERM BIKE SPACES
20 UNITS = 20 SHORT TERM BIKE SPACES IN GARAGES

DENSITY BONUS LAW PARKING REDUCTION
CALIFORNIA DENSITY BONUS LAW (CA CODE SEC. 65915(P) ALLOWS A REDUCTION IN PARKING STANDARDS. PARKING REDUCTION IS NEITHER A WAIVER, NOR A CONCESSION; RATHER, IT IS A SEPARATE PROVISION THE DENSITY BONUS LAW INTENDED TO ACCOMMODATE AFFORDABLE HOUSING NEEDS IN URBAN AREAS. BASED ON THE APPLICABLE PARKING RATIOS FOR THE PROPOSED NUMBER OF BEDROOMS, THE PROJECT REQUIRES 29 STALLS FOR 20 UNITS. THE PROPOSED PROJECT WOULD EXCEED THE STATE'S MINIMUM BY PROVIDING 38 RESIDENTIAL PARKING SPACES.

PROJECT DESCRIPTION

DEMOLITION OF 3 EXISTING COMMERCIAL BUILDINGS TOTALING 2,170 SF AND A SURFACE PARKING LOT.
CONSTRUCT 18 MARKET RATE CONDOMINIUM UNITS AND 2 MODERATE AFFORDABLE UNITS.
THE UNITS WILL CONSIST OF 20 TOWNHOMES IN 3 BUILDINGS.
THE PROPOSED PROJECT WILL UTILIZE THE CALIFORNIA BONUS DENSITY ALLOWANCE TO ADD AN ADDITIONAL 3 UNITS OVER THE ALLOWED ZONE DENSITY OF 17 UNITS (UTILIZING A BASE DENSITY OF 30/U/A PER THE 2025 AMENDMENT TO THE LINCOLN AVENUE SPECIFIC PLAN)

SETBACKS

(SEE SHEET 3 FOR GRAPHIC REPRESENTATION)

FRONT YARD - LINCOLN AVENUE:	
- REQUIRED:	10'-0"
- MIN. PROVIDED:	10'-0"
REAR YARD:	
- REQUIRED:	20'-0"
- MIN. PROVIDED **(WAIVER REQUESTED):	10'-0"
INTERIOR SIDE YARDS:	
- REQUIRED:	5'-0"
- MIN. PROVIDED:	7'-2"
DISTANCE BETWEEN BLDG.S:	
- REQUIRED:	10'-0"
- MIN. PROVIDED:	11'-4"

LANDSCAPING & OPEN SPACE

COMMON AREA ON GRADE LANDSCAPING PROVIDED 2,867 SF (11.4%)

COMMON AREA ON GRADE OPEN SPACE PROVIDED - 2,343 SF
PRIVATE PATIO AREA ON GRADE OPEN SPACE PROVIDED - 506 SF
PRIVATE BALCONY OPEN SPACE PROVIDED - 1,384 SF
TOTAL OPEN SPACE PROVIDED - 4,233 SF (4,000 SF REQUIRED)

SHEET INDEX

1	TITLE SHEET
2	SURVEY
3	SITE PLAN
4	VEHICLE ACCESS PLAN
5	BUILDING 1 & 2 FLOOR PLANS
6	BUILDING 3 FLOOR PLANS
7	UNIT A FLOOR PLANS
8	UNIT B FLOOR PLANS
9	UNIT C FLOOR PLANS
10	UNIT D FLOOR PLANS
11	UNIT E FLOOR PLANS
12	UNIT F FLOOR PLANS
13	EXTERIOR ELEVATIONS
14	EXTERIOR ELEVATIONS
15	LANDSCAPE PLAN
16	FIRE EXHIBIT PLAN

CYPRESS VILLAGE RESIDENCES

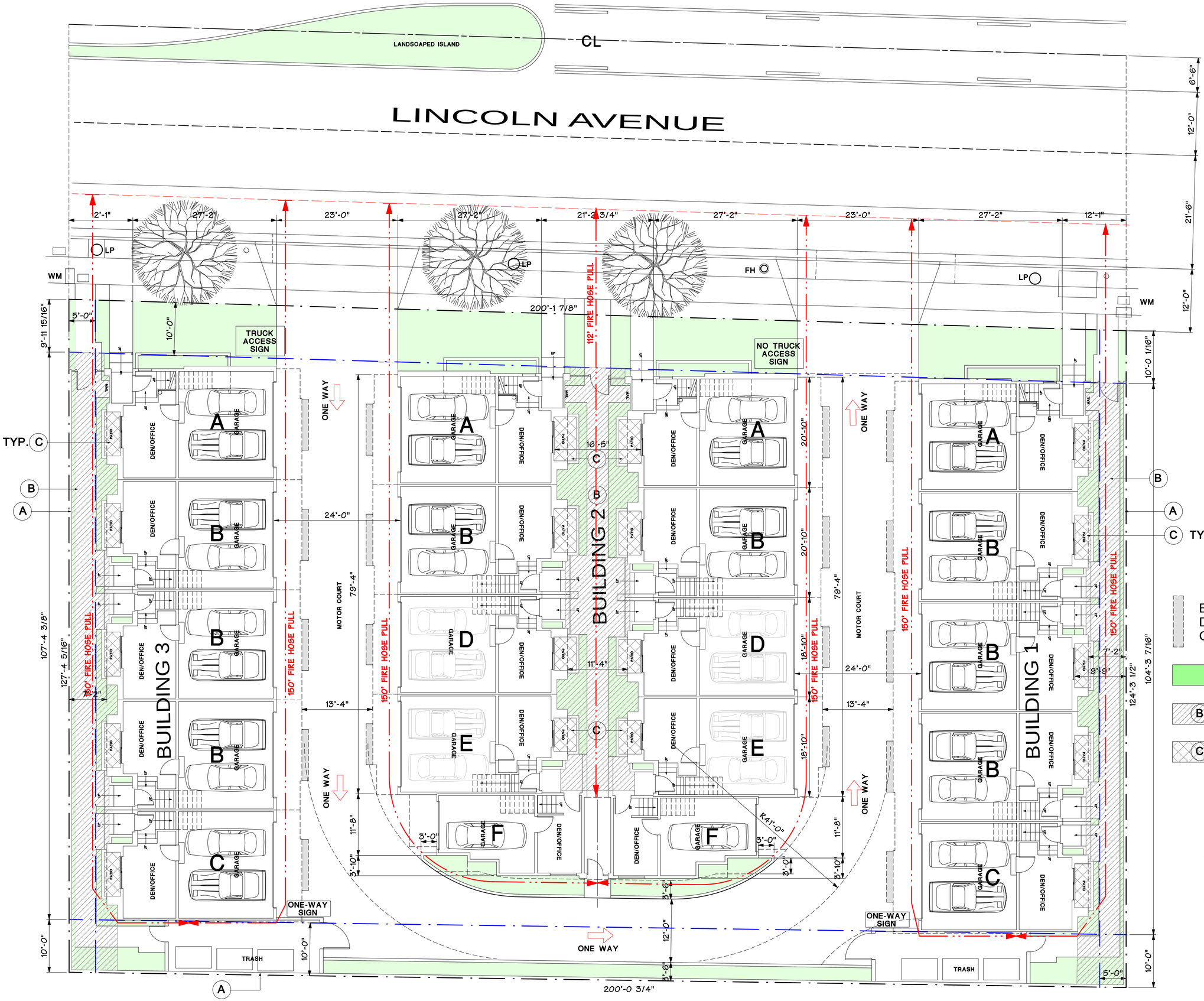
5302 LINCOLN AVENUE, CYPRESS, CA

RANDY MORRIS ARCHITECT
76167 VIA AREZZO
INDIAN WELLS, CA 92210
T. (310) 809-6745
E-MAIL rj.morris3@verizon.net

AA5302 LINCOLN LLC
957 BLUE HERON
SEAL BEACH, CA 90740

NO SCALE
DATE: 3/7/2025

SHEET 1 OF 16



SITE PLAN

CYPRESS VILLAGE RESIDENCES

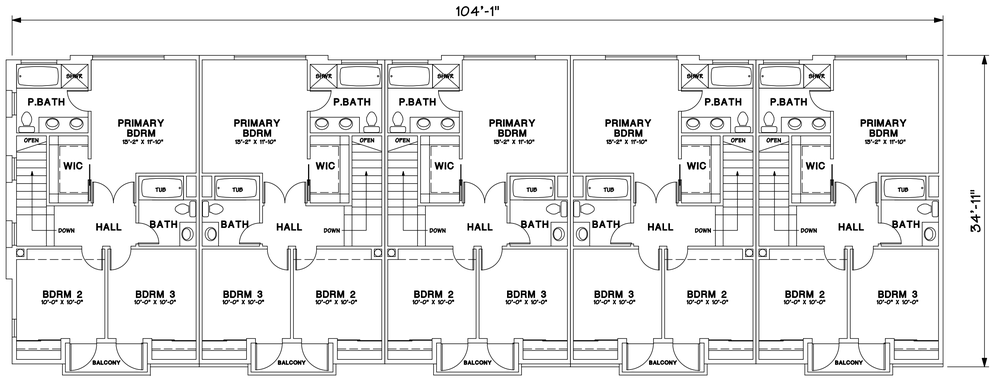
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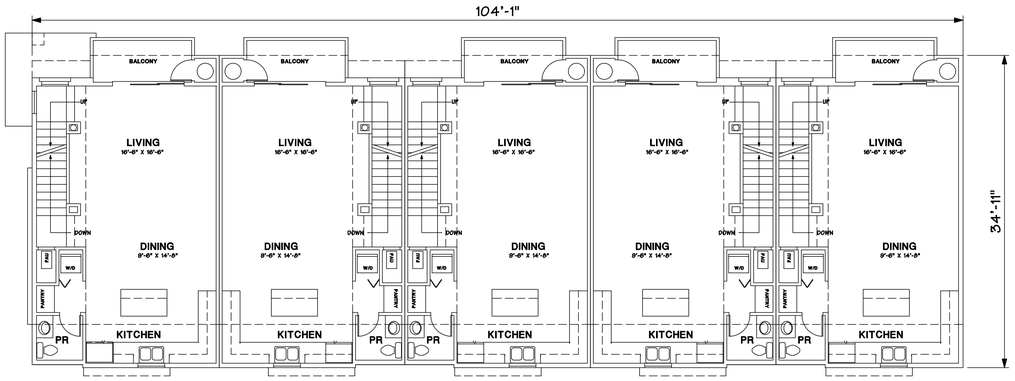
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DATE: DATE: 3/7/2025

SHEET 3 OF 16

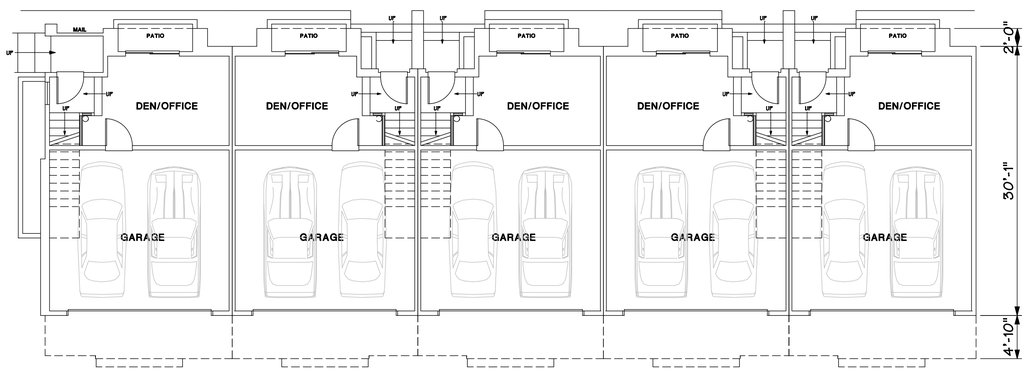
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3RD FLOOR PLAN



2ND FLOOR PLAN



1ST FLOOR PLAN

BUILDING 1 & 3 TYPICAL FLOOR PLANS

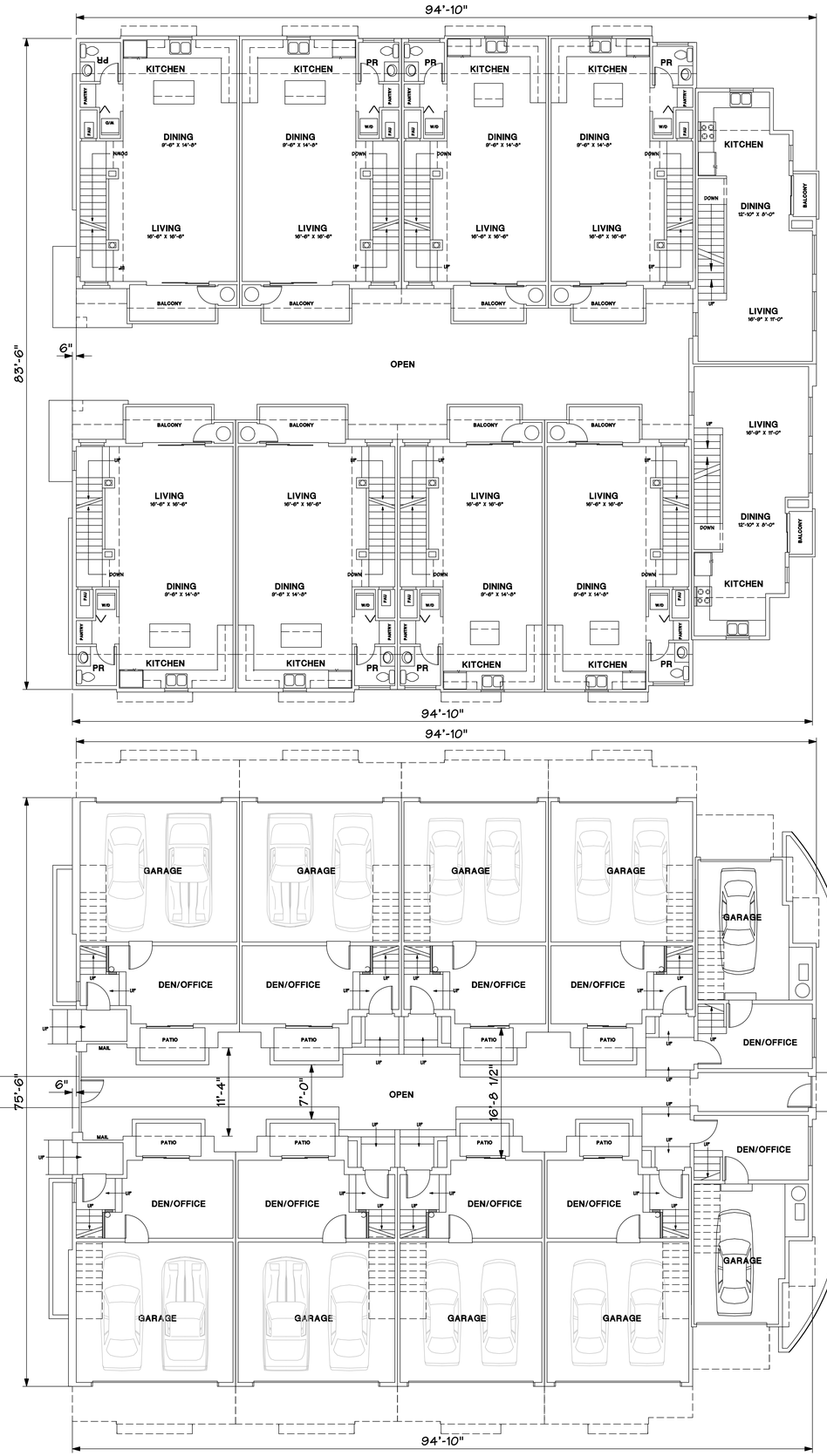
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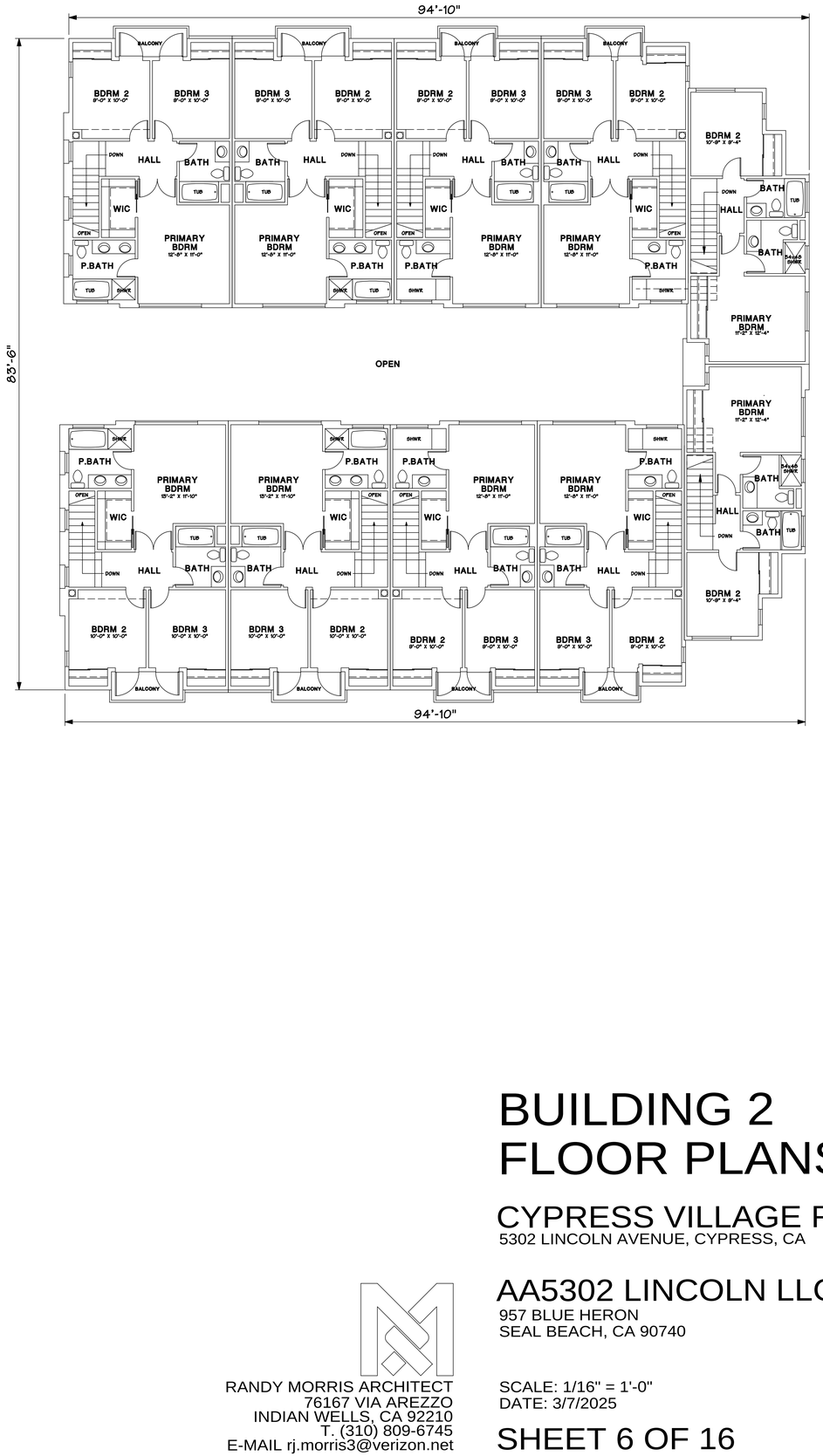
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DATE: 3/7/2025

SHEET 5 OF 16



BUILDING 2
2ND FLOOR
PLAN

BUILDING 2
1ST FLOOR
PLAN



BUILDING 2
3RD FLOOR
PLAN

BUILDING 2
FLOOR PLANS

CYPRESS VILLAGE RESIDENCES
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DATE: 3/7/2025

SHEET 6 OF 16

ROOF DESIGN CHECKLIST:

	A. AT INTERVALS OF NO MORE THAN 40 FEET ALONG THE BUILDING FACADE, HORIZONTAL EAVES SHALL BE BROKEN USING AT LEAST ONE OF THE FOLLOWING STRATEGIES:
	I. GABLES;
	II. BUILDING PROJECTIONS WITH A DEPTH OF A MINIMUM OF TWO FEET;
YES	III. CHANGE IN FACADE OR ROOF HEIGHT OF A MINIMUM OF TWO FEET;
	IV. CHANGE IN ROOF PITCH OR FORM; OR
YES	V. INCLUSION OF DORMERS, PARAPETS, AND/OR VARYING CORNICES.
N/A	B. ROOF MATERIALS FOR ACCESSORY STRUCTURES, INCLUDING GARAGES AND CARPORTS, SHALL BE THE SAME AS THE PRIMARY BUILDING.



LINCOLN AVENUE (NORTH) ELEVATION



REAR (SOUTH) ELEVATION



BUILDING 1 EAST ELEVATION



BUILDING 1 WEST ELEVATION

FACADE DESIGN AND ARTICULATION CHECKLIST:

PROVIDED	
N/A	A. FOR EVERY 100 FEET OF BUILDING LENGTH, THERE SHALL BE A PLANE-BREAK ALONG THE FACADE COMPRISED OF AN OFFSET OF AT LEAST FIVE FEET IN DEPTH BY 25 FEET IN LENGTH. THE OFFSET SHALL EXTEND FROM GRADE TO THE HIGHEST STORY.
YES	B. BUILDINGS SHALL HAVE MINOR MASSING BREAKS AT LEAST EVERY 30 FEET ALONG THE STREET FRONTAGE, THROUGH THE USE OF VARYING SETBACKS, BUILDING ENTRIES AND RECESSES, OR STRUCTURAL BAYS. MINOR BREAKS SHALL BE A MINIMUM OF 12 INCHES DEEP AND FOUR FEET WIDE AND EXTEND THE FULL HEIGHT OF THE BUILDING.
	C. IN ADDITION TO MINOR MASSING BREAKS, STREET-FACING FRONT FACADES SHALL PROVIDE AT LEAST THREE OF THE FOLLOWING ARTICULATION ELEMENTS:
	I. A COVERED PORCH ENTRYWAY WITH A MINIMUM DEPTH OF FIVE FEET, AS MEASURED FROM THE BUILDING FACADE TO THE POSTS, AND A MINIMUM LENGTH OF EIGHT FEET;
YES	II. A RECESSED ENTRANCE MEASURING AT LEAST FOUR FEET BY FOUR FEET, WHICH IS WELL DEFINED BY A GABLED ENTRY, DISTINCT CHANGE IN ROOF LINE OR COLUMNS, OR HAS SOME OTHER SIGNIFICANT ARCHITECTURAL DISTINCTION;
YES	III. ONE OR MORE DORMER WINDOWS OR CUPOLAS;
	IV. PILLARS, POSTS, OR PILASTERS;
	V. ONE OR MORE BAY WINDOWS PROJECTING AT LEAST 12 INCHES FROM THE FACADE PLANE;
	VI. EAVES PROJECTING AT LEAST FOUR INCHES FROM THE FACADE PLANE;
	VII. RAISED CORNICED PARAPETS OVER THE ENTRANCE DOOR;
YES	VIII. MULTIPLE WINDOWS WITH A TRIM AT LEAST FOUR INCHES WIDE; OR
	IX. INTEGRAL PLANTERS THAT INCORPORATE LANDSCAPED AREAS OR PLACES FOR SITTING.
YES	D. BLANK WALLS (I.E., WALLS WITHOUT DOORS, WINDOWS, OR OTHER ARTICULATION ELEMENTS) SHALL SPAN NO MORE THAN 30 FEET IN LENGTH.
	E. BUILDING MATERIALS.
YES	I. A MINIMUM OF TWO EXTERIOR BUILDING MATERIALS, OR A DIFFERENT APPLICATION OF THE SAME MATERIAL, SHALL BE USED ON STREET-FACING FRONT AND SIDE FACADES. GLASS WINDOWS, RAILINGS, AND TRIM SHALL NOT BE COUNTED AS ONE OF THE TWO MATERIALS.
YES	II. CHANGES IN BUILDING MATERIALS SHALL OCCUR AT INSIDE CORNERS.

MATERIALS & COLORS

EXTERIOR PLASTER
TYPICAL
LA HABRA STUCCO
DOVE GREY 40

PAINT 1
DUNN EDWARDS
DET 612
STIGLITZ SILVER

COMPOSITE
WOOD SIDING
DUNN EDWARDS
DE 5230
"CARROT CAKE"

GLASS
TYPICAL
CLEAR LOW-E
DOUBLE PANE

VINYL WINDOWS,
DOORS & STOREFRONT
WHITE FRAMES

STEEL RAILINGS
TYPICAL
DUNN EDWARDS
DE 6346
"SILVER SPRINGS"

BUILDING ELEVATIONS

CYPRESS VILLAGE RESIDENCES

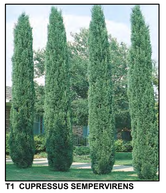
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SCALE: 1/16" = 1'-0"
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T1 CUPRESSUS SEMPERVIRENS


T2 JACARANDA MIMOSIFOLIA


T3 LOPHOSTEMON CONFERTUS


T4 PLATANUS X HYBRIDA


S1 AGAVE ATTENUATA


S2 CALLISTEMON 'SLIM'


S3 HESPERALOE 'YELLOW'


S4 RHAPHIOLEPIS 'MINOR'

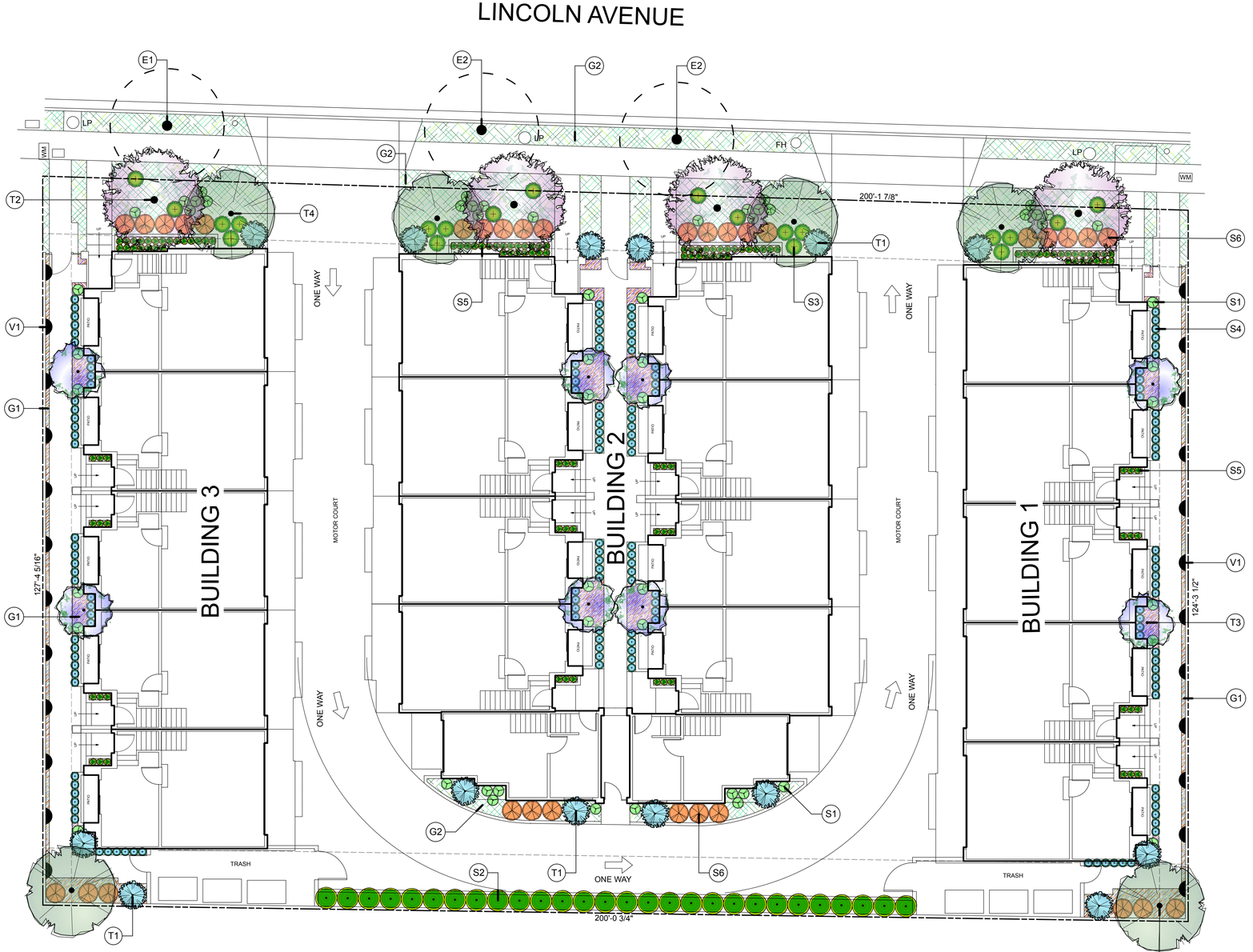

S5 SANSEVIERIA T. LAURENTII


S6 WESTRINGIA FRUTICOSA


V1 MACFADYENA UNGUIS-CATI


G1 CARISSA 'GREEN CARPET'


G2 ROSMARINUS 'PROSTRATUS'



WATER EFFICIENT LANDSCAPE CALCULATIONS

REFERENCE EVAPOTRANSPIRATION (ETo) 46.6

PLANT DESCRIP.	PLANT FACTOR (PF)	IRRIGATION METHOD	IRRIG. EFFICIENCY (IE)	ETAF (PF / IE)	LAND. AREA	ETAF X AREA	ETWU
LOW WATER	0.2	DRIP	0.81	0.25	3,522	880.5	25,439 GAL. / YR.
MODERATE WATER	0.5	DRIP	0.81	0.62	90	55.8	1,612 GAL. / YR.
				TOTAL	**3,612 S.F.**	**936.3**	**ETWU TOTAL 27,051 GAL. / YR.**
							MAWA TOTAL 57,397 GAL. / YR.

MAXIMUM APPLIED WATER ALLOWANCE (MAWA)

MAWA = (ETo) (0.62) [(ETAF X LA) + ((1-ETAF) X SLA)]
MAWA = (46.6) (0.62) [(0.55 X 3,612) + (0.45 X 0)]
MAWA = 57,397 GAL. / YR.

ETAF CALCULATIONS

(AVERAGE ETAF FOR REGULAR LANDSCAPE AREAS MUST BE .45 OR BELOW FOR NON-RESIDENTIAL AREAS)
TOTAL ETAF X AREA = 936.3
TOTAL AREA = 3,612 S. F.
AVERAGE ETAF = 0.26

HYDROZONE INFORMATION TABLE

LOW WATER USE HYDROZONES: 3,522 S.F. = 98% OF LANDSCAPE
MODERATE WATER USE HYDROZONES: 90 S.F. = 2% OF LANDSCAPE

PLANT LIST

NO.	BOTANICAL NAME	COMMON NAME	SIZE	QTY	WUCOLS RATING	HEIGHT X WIDTH	REMARKS
EXISTING TREES:							
E1	JACARANDA MIMOSIFOLIA	JACARANDA		1	MODERATE		TO REMAIN, PROTECT IN PLACE
E2	PLATANUS X HISPANICA	LONDON PLANE TREE		2	MODERATE		TO REMAIN, PROTECT IN PLACE
PROPOSED TREES:							
T1	CUPRESSUS SEMPERVIRENS	ITALIAN CYPRESS	15 GAL.	14	LOW	25-35' X 5-7'	
T2	JACARANDA MIMOSIFOLIA	JACARANDA	24" BOX	4	MODERATE	30' X 20-30'	STD. TRUNK
T3	LOPHOSTEMON CONFERTUS	BRISBANE BOX	24" BOX	8	MODERATE	20-30' X 15'	STD. TRUNK
T4	PLATANUS X HISPANICA	LONDON PLANE TREE	24" BOX	6	MODERATE	45-55' X 15-20'	STD. TRUNK
SHRUBS:							
S1	AGAVE ATTENUATA	FOXTAIL AGAVE	5 GAL.	56	LOW	2' X 2'	
S2	CALLISTEMON VIMINALIS 'SLIM'	DWARF WEEPING BOTTLEBRUSH	15 GAL.	28	LOW	6-8' X 4-5'	COLUMNAR FORM
S3	HESPERALOE PARVIFLORA 'YELLOW'	YELLOW YUCCA	5 GAL.	20	LOW	3' X 3'	
S4	RHAPHIOLEPIS UMBELLATA 'MINOR'	YEDDA HAWTHORN	5 GAL.	148	LOW	2-4' X 2'	
S5	SANSEVIERIA TRIFASCIATA LAURENTII	VARIEGATED SNAKE PLANT	5 GAL.	126	LOW	2-3' X 1-2'	
S6	WESTRINGIA FRUTICOSA 'GREY BOX'	DWARF COAST ROSEMARY	5 GAL.	32	LOW	3' X 3'	
VINE:							
V1	MACFADYENA UNGUIS-CATI	CAT'S CLAW	5 GAL.	24	LOW		
GROUNDCOVERS:							
G1	CARISSA MACROCARPA 'GREEN CARPET'	LOW GROWING NATAL PLUM	1 GAL.	24" o.c.	LOW	1-1/2' X 2'	
G2	ROSMARINUS 'PROSTRATUS'	PROSTRATE ROSEMARY	1 GAL.	24" o.c.	LOW	1-2' X 3'	

GENERAL NOTES

PROJECT:
CYPRESS VILLAGE RESIDENCES
5302 LINCOLN AVENUE
CYPRESS, CALIFORNIA

PROJECT APPLICANT / ARCHITECT:
RANDY MORRIS ARCHITECT
76167 VIA AREZZO
INDIAN WELLS, CALIFORNIA 92210
310.809.6745

PROJECT EXHIBIT PREPARER / LANDSCAPE ARCHITECT:
CRAIG WEBER & ASSOCIATES
950 SANTIAGO AVENUE
LONG BEACH, CALIFORNIA 90804
562.494.0411

LANDSCAPE SITE AREA:
SITE LANDSCAPE AREA = 2,708 SQ. FT.
R-O-W LANDSCAPE AREA = 904 SQ. FT.
TOTAL LANDSCAPE AREA = 3,612 SQ. FT.

PROJECT ZONING:
CYPRESS TOWN CENTER AND COMMONS (PC)

N

0 5 10 20 FT

CONCEPTUAL LANDSCAPE PLAN

REVISIONS	BY
1 FEB 2025	

CRAIG WEBER & ASSOCIATES

PLANS PREPARED FOR:
RANDY MORRIS ARCHITECT
76167 VIA AREZZO
INDIAN WELLS, CA 92210

PREPARED BY:
CRAIG WEBER & ASSOCIATES
950 SANTIAGO AVENUE, LONG BEACH, CA 90804
PH/FAX 562.494.0411

REGISTERED LANDSCAPE ARCHITECT — CRAIG WEBER — No. 2525 — Signature — Exp. Date — STATE OF CALIFORNIA

PROJECT:
CYPRESS VILLAGE RESIDENCES
5302 LINCOLN AVENUE
CYPRESS, CA

Date:	SEPT 2024
Scale:	1" = 10'
Drawn:	KGW
Job:	1594
Sheet:	L1

Tentative Tract Map No. 19358

N



Project Site

5302 Lincoln Avenue

VICINITY MAP

NOTICE OF EXEMPTION

TO: __X__ Office of Planning and Research
1400 Tenth Street, Room 121
Sacramento, CA 95814

__X__ County Clerk-Recorder
Public Services Division
P.O. Box 238
Santa Ana, CA 92702

FROM: City of Cypress
5275 Orange Avenue
Cypress, CA 90630

Project Title Tentative Tract Map No. 19358	
Project Location - Specific 5302 Lincoln Avenue	
Project Location - City Cypress	**Project Location - County** Orange
Description of Nature, Purpose, and Beneficiaries of Project A request to construct 20 condominium units on a 0.57-acre property and create a tentative tract map for condominium ownership. The beneficiary is the developer.	
Name of Public Agency Approving Project City of Cypress	
Name of Person or Agency Carrying Out Project (Applicant's Name and Address) Randy Morris, 76167 Via Arezzo, Indian Wells, CA 92210	

Exempt Status: (Check One)
___ Ministerial (Sec. 21080(b)(1);15268);
___ Declared Emergency (Sec. 21080(b)(3);15269(a));
___ Emergency Project (Sec. 21080(b)(4); 15269(b)(c));
_X_ Categorical Exemption, Class 32 & 15 (Sec. 15332(a-e)) and 15315	

Reasons why project is exempt: The project consists of in-fill development on a site that: (a) is consistent with the general plan and zoning designations, (b) is less than five acres in size within an urbanized area, (c) has no habitat for endangered species, (d) does not result in significant effects relating to traffic, noise, air quality, or water quality, and (e) is adequately served by all required utilities and public services. Further, the subdivision map has less than four parcels.	

Lead Agency Contact Person	**Area Code**	**Telephone Number**
Alicia Velasco, Planning Director	(714)	229-6720

If filed by applicant:

1. Attach certified document of exemption finding.
2. Has a notice of exemption been filed by the public agency approving the project?
   Yes _X_____ No _____

_____ _____Alicia Velasco_____
Signature Date Planning Director

☒ Signed by Lead Agency

PL-5 Rev. 2011

CITY OF CYPRESS

CITY COUNCIL REPORT

City Council Regular **12.**

FROM: Alicia Velasco, Planning Director

DATE: 07/14/2025

SUBJECT: **Approve Conditional Use Permit No. 2025-01 for a Drive-Thru Fast Food Restaurant at 4125 Ball Road**

RECOMMENDATION

Adopt a Resolution approving Conditional Use Permit No. 2025-01 and confirm the project is exempt from California Environmental Quality Act requirements.

DISCUSSION

Project Description

The applicant proposes a 3,694-square-foot McDonald's at 4125 Ball Road with a dual-lane drive-thru and a bypass lane to support traffic circulation. The drive-thru is proposed to operate 24 hours a day, seven days a week.

Subject Property and Surrounding Land Uses

The 22,121-square-foot parcel is located within the Cypress Center West Shopping Center. It currently includes a 4,500-square-foot vacant commercial building that will be demolished. The shopping center surrounds the site to the north, east, and west, with multifamily housing to the south.

Regulatory Control

General Plan/Zoning and Required Discretionary Actions

The General Plan designates the site "General Neighborhood Commercial," and it is zoned CG Commercial General. Drive-thru restaurants in the CG Zone require a Conditional Use Permit (CUP), which allows the City Council to place operating restrictions to avoid potential impacts on surrounding properties. Only the drive-thru requires a CUP. The Zoning Code permits the interior of the restaurant to operate 24/7 in this location.

Development Standard Compliance

Standard	Required	Proposed

Minimum Building Setbacks Front Rear Side (west) Side (east)	10' 10' 0' 0'	35' 21' NA NA
Maximum Building Setbacks	50'	23'

Traffic, Vehicle Circulation and Parking

A traffic study estimated the restaurant will generate 82 morning peak hour trips and 61 evening peak hour trips. The study analyzed the peak hour trips at three intersections: Bloomfield St. at Ball Rd.; Via Largo at Ball Rd.; and Denni St. at Ball Rd, and found the intersections currently operate at a Level of Service (LOS) C or better, and will continue to operate at LOS C or better with the project.

The shopping center is accessed by multiple driveways off Ball Rd., Bloomfield St., and Via Largo. The restaurant will primarily be accessed by two-way driveways east and west of the building. The project realigns the west driveway to maximize parking.

The traffic study's drive-thru queuing analysis determined the restaurant can accommodate the expected vehicle queues without impacting traffic flow in the shopping center or on Ball Rd. Condition No. 6.5 requires a Drive-Thru Queuing Management Plan (including the bypass lane and designated mobile order parking stalls).

Accounting for the proposed restaurant, the shopping center will have 415 parking spaces (414 are required).

Building Design and Landscaping

The restaurant has a contemporary design featuring horizontal and vertical siding and metal fascia. A pergola enhances the view from Ball Rd. and is accompanied by ample landscaping in the 10-foot front setback.

Operational Impacts

The restaurant proposes to operate the drive-thru 24 hours per day, seven days a week. While impacts on the nearest residences (approximately 145 feet from the site and south of Ball Road) are not anticipated, the following conditions are recommended to lower the risk of potential impacts:

- Condition No. 3.3 requires a lighting plan.
- Condition No. 6.2 requires drive-thru speakers with volume control to reduce noise during night and morning hours.
- Condition No. 6.3 allows the City Council to modify the hours of operation in response to complaints.

ENVIRONMENTAL REVIEW

Pursuant to California Environmental Quality Act guidelines (CEQA), the project is exempt from further environmental analysis because it is an infill project on less than five acres in an urbanized area.

PUBLIC HEARING / PUBLIC OUTREACH PROCESS

Public hearing notices were posted and mailed to the property owners within 500 feet of the project. All public noticing requirements have been met. All written communication related to

the public hearing received prior to publishing the City Council agenda is attached. Written communication submitted by 3 p.m. on July 14 will be part of the public hearing administrative record.

ALTERNATIVE ACTIONS

If the City Council identifies issues which should be addressed prior to taking action on this application, the City Council may consider:

1. Continuing the public hearing and directing staff to work with the applicant to resolve the issues; or
2. Continuing the public hearing, making findings for denial and directing staff to return to City Council with a resolution for denial.

BUDGET IMPACT

None.

LEGAL REVIEW

None required.

APPROVED BY: Peter Grant, City Manager

Attachments

Resolution
Project Conditions
Project Plans
Traffic Study
Vicinity Map
Notice of Exemption

RESOLUTION NO.

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CYPRESS, CALIFORNIA, APPROVING CONDITIONAL USE PERMIT NO. 2025-01, FOR A DRIVE-THRU FAST FOOD RESTAURANT WITHIN AN EXISTING SHOPPING CENTER LOCATED AT 4125 BALL ROAD WITHIN THE CG – COMMERCIAL GENERAL ZONE AND FINDING THE PROJECT EXEMPT FROM CALIFORNIA ENVIRONMENTAL QUALITY ACT REQUIREMENTS.

WHEREAS, the City Council of the City of Cypress has considered an application submitted by Scott Wilkeson, representing McDonald's ("Developer") for a drive-thru fast food restaurant within an existing shopping center located at 4125 Ball Road within the CG – Commercial General Zone (the "Project"); and

WHEREAS, the subject site is zoned CG – Commercial General Zone. Cypress Zoning Ordinance Section 2.06.030 states that fast food restaurants with or without drive-thru service are permitted subject to Conditional Use Permit approval in the CG Zone; and

WHEREAS, on July 15, 2025, the City Council held a duly noticed public hearing and considered testimony on the application; and

WHEREAS, the City Council finds that the applicant agrees with the necessity of and accepts all elements, requirements, and conditions of this Resolution as being a reasonable manner of preserving, protecting, providing for, and fostering the health, safety, and welfare of the citizenry in general and the persons who work, visit or live in this development in particular.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF CYPRESS, CALIFORNIA, DOES HEREBY RESOLVE, based upon substantial evidence taken from the administrative record and at the public hearing, AS FOLLOWS:

SECTION 1. Findings. Pursuant to the Cypress Zoning Ordinance Section 4.19.070 (Conditional Use Permits), the City Council finds, after due study and deliberation that the following circumstances exist:

1. The proposed location of the conditional use is consistent with the requirements of the General Plan and the Zoning District in which the site is located.

   The Project is consistent with Policy LU-2 of the Land Use Element of the General Plan to "ensure that new development is compatible with surrounding land uses, the circulation network, availability of public facilities, and existing development constraints". The project conditions (Exhibit A) include requirements to limit operational impacts related to traffic, parking, noise, and other project components. Cypress Zoning Ordinance Section 2.06.030 allows fast food restaurants with or without drive-thru service with Conditional Use Permit approval in the CG Zone.

2. The proposed location of the conditional use and the conditions under which it would be operated or maintained would not be detrimental to the public health, safety, or general welfare, nor would be materially injurious to properties or improvements in the vicinity.

   To the extent possible the project is designed to avoid negatively impacting adjacent uses by including appropriate setbacks, landscaping, and other features. The project design includes adequate parking, vehicular circulation, and drive-thru queuing. The conditions included in Exhibit "A" will further ensure that the construction and ongoing maintenance and operation of the restaurant will not negatively impact public health, safety, or general welfare.

3. The proposed conditional use would comply with all applicable provisions of this zoning ordinance.

   The project plans meet all development standards as required in the Cypress Zoning Ordinance. Further conditions have been imposed to insure the proposed 24-hour operations comply with the City's Noise Ordinance and exterior lighting requirements.

SECTION 2. CEQA The City Council finds that the proposed project is categorically exempt pursuant to California Environmental Quality Act (CEQA) Guidelines, Section 15332 – In-fill Development. The Project is an infill project in an urbanized area on a site less than five acres. The Project is consistent with the applicable general plan land use and zoning designations, will not have an adverse impact on any natural habitats, and will not result in significant effects relating to traffic, noise, air quality, or water quality. Therefore, the City Council has determined that there is no substantial evidence that the project may have a significant effect on the environment.

NOW, THEREFORE, BE IT FURTHER RESOLVED that the City Council of the City of Cypress hereby approves Conditional Use Permit No. 2025-01, subject to the applicable conditions included in Exhibit "A". The decision of the City Council is final and conclusive as to all things involved.

PASSED, APPROVED and ADOPTED by the City Council of the City of Cypress at a regular meeting held on the 14th day of July, 2025.

_____
MAYOR OF THE CITY OF CYPRESS

ATTEST:

_____
CITY CLERK OF THE CITY OF CYPRESS

STATE OF CALIFORNIA)
COUNTY OF ORANGE)SS

I, ALISHA FARNELL, City Clerk of the City of Cypress, DO HEREBY CERTIFY that the foregoing Resolution was duly adopted at a regular meeting of the said City Council held on the 14th day of July, 2025, by the following roll call vote:

AYES: COUNCIL MEMBERS:
NOES: COUNCIL MEMBERS:
ABSENT: COUNCIL MEMBERS:

_____
CITY CLERK OF THE CITY OF CYPRESS

EXHIBIT "A"

CONDITIONAL USE PERMIT NO. 2025-01

4125 Ball Road

McDonalds Restaurant and Drive Thru

CONDITIONS OF APPROVAL

Bolded conditions represent those specific to this project.

1. General Conditions

1.1. Prior to the issuance of building permits, the project applicant and property owner shall sign and return a City-provided affidavit accepting these conditions of approval. *(Planning)*

1.2. This permit is granted for the plans dated 5/19/2025. The project shall conform to the plans, except as otherwise specified in these conditions, or unless a minor modification to the plans is approved by the Planning Director. *(Planning)*

1.3. The Conditional Use Permit (CUP) approval shall be valid for a 24 month period from the effective date of the approval. The approval shall lapse and become void after that 24 month period unless either: *(Planning)*

a. A building permit has been issued and construction commenced and diligently pursued toward completion on the site for which the CUP approval was granted; or

b. Before the date on which permit approval will elapse, the grantee or the city files an application to renew the CUP approval in compliance with the Cypress Zoning Ordinance, Article 4, Subsection 4.19.070.H.3 (Time Limit).

1.4. The applicant shall defend, indemnify, and hold harmless, the City and any agency thereof, or any of its agents, officers, and employees from any and all claims, actions, or proceedings against the City or any agency thereof, or any of its agents, officers or employees, to attack, set aside, void or annul, an approval of the City, or any agency thereof, advisory agency, appeal board, or legislative body, including actions approved by the voters of the City, concerning the project, which action is brought within the time period provided in Government Code Section 66499.37 and Public Resources Code, Division 13, CH. 4 (§ 21000 et seq. - including but not by way of limitation § 21152 and 21167). City shall promptly notify the applicant of any claim, action, or proceeding brought within this time period. *(City Attorney)*

1.5. The applicant's contractor shall provide the City with a Certificate of Insurance on City form evidencing a comprehensive liability insurance policy with a combined single limit of not less than $500,000 each occurrence in connection with the work performed. Certificate shall include the City, its Council, officers, members of boards or commissions and employees as additional Named Insureds with respect to all claims, actions, damages, liabilities and expenses, including attorney's fees, arising out of or in connection with the work to be

performed under the development executed by the Named Insured and City, including any act or omission of employees, agents, subcontractors, or their employees. Such certificate shall have a 30 day cancellation notice to the City of Cypress. *(City Attorney)*

1.6. The applicant shall comply with all provisions of the Code of the City of Cypress. *(Planning)*

1.7. The applicant shall obtain a Cypress business license prior to commencement of the business operation. *(Finance)*

1.8. All applicable conditions of the project shall be complied with prior to final building permit approval. *(Planning)*

1.9. Any and all correction notice(s) generated through the plan check and/or inspection process is/are hereby incorporated by reference as conditions of approval and shall be fully complied with by the owner, applicant and all agents thereof. *(Planning)*

2. Planning

2.1. The drive-thru is permitted to operate 24 hours a day, seven days a week. Pursuant to Condition of Approval 6.3, the City Council reserves the right to review and modify the approved hours of operation in the event the City receives complaints related to the drive-thru or restaurant use.

2.2. Any expansion or modification of the approved use beyond what is approved as part of this Conditional Use Permit will require an amendment to the conditional use permit. *(Planning)*

2.3. The restaurant is permitted a maximum of two designated spaces for mobile order pick-up and/or delivery order pick-up.

2.4. This conditional use permit may be modified or revoked by the City Council should the Council determine that the proposed use or conditions under which it is being operated or maintained is detrimental to the public health, safety, or welfare, or materially injurious to properties or improvements in the vicinity in accordance with Article 4, Section 19.070.J of the Cypress Zoning Ordinance. *(Planning)*

3. Architectural

3.1. Architectural elevations and site plans shall be reviewed and approved by the Community Development Department prior to the issuance of building permits. *(Planning)*

3.2. All architectural treatments shall be constructed as illustrated on plans and renderings submitted. The final exterior color scheme shall be submitted to City staff for review and approval prior to actually painting the structure. *(Planning)*

3.3. On-site security lighting shall be arranged so that direct rays will not shine on adjacent properties or produce glare for street traffic. A photometric plan shall be reviewed for compliance with City lighting standards and approved by the Community Development Department prior to the issuance of building permits. *(Planning)*

3.4. All roof mounted equipment, such as heating and air conditioning units, shall be adequately screened from public view subject to the approval of City staff. Commercial or industrial developments which adjoin residentially zoned areas shall construct noise bafflers and/or deflectors on all mechanical equipment mounted outdoors to the satisfaction of City staff. *(Planning)*

3.5. The transformer boxes and water valves shall be placed in locations acceptable to the Director of Community Development and shall be adequately screened from view with plant materials. *(Planning)*

4. Signage

4.1. A comprehensive sign program for both building and freestanding monument signs shall be submitted for Planning Division approval prior to the installation of any signs. The developer shall not erect or display on the subject property any signs which have not been approved in writing by the Planning Division. *(Planning)*

4.2. The installation and method of sign illumination shall be reviewed and approved by the Planning Division and the Building and Safety Division. The business owner shall take the appropriate measures to ensure that the illumination of the sign shall not create glare for vehicular traffic, subject to approval by the Planning Director. Wherever feasible, LED signs shall be equipped with dimmer devices. All electrical conduits, timer devices, and other electrical equipment shall be buried underground or concealed within the sign. *(Planning)*

5. Landscaping

5.1. A detailed landscape and automatic irrigation plan shall be submitted to the Cypress Planning Division for review and approval at least 60 days prior to issuance of a certificate of occupancy. In addition, a bond shall be posted with Public Works to guarantee against defects in plant materials and workmanship for a period of one year from acceptance of the landscape installation. All required landscaping shall be permanently maintained in a neat and orderly condition. *(Planning)*

5.2. All qualifying landscape projects in the City shall comply with the City's water efficiency ordinance as well as the water efficient requirements of the Cypress Zoning Code and the City's Drought Response Management Plan. All irrigation shall be provided by a drip or microspray system. *(Planning)*

5.3. Unless otherwise specified, all required trees shall be a minimum 15-gallon in size and of a variety approved by the Director of Community Development. *(Planning)*

5.4. Landscape irrigation pipes and sprinkler heads shall be maintained in good working order so as to cover all landscaped areas. *(Planning)*

6. Operational

6.1. All product and material storage shall occur within the building. Exterior storage is

specifically prohibited. *(Planning)*

6.2. The drive-thru speaker shall have volume controls to lower voice output during late evening and morning hours. *(Planning)*

6.3. The City Council shall maintain the right to review the business hours of operation and may, subject to a public hearing, limit the hours should substantiated complaints be received that the approved 24-hour business hours are creating an adverse impact upon neighboring properties, in accordance with Article 4, Section 19.070.J of the Cypress Zoning Ordinance. When a complaint is received, the City will engage with McDonalds management and conduct site visits to determine if the complaint is verified. Three unique verified complaints within 30 days or 10 unique verified complaints in a 12-month period shall indicate the use is creating an adverse impact upon neighboring properties. *(Planning)*

6.4. The parking lot shall be used solely for vehicular parking, unless otherwise approved in writing by the Director of Community Development. *(Planning)*

6.5. Restaurant management shall implement and train employees to adhere to a Drive-Thru Queuing Management Plan. The Plan shall include the following components: 1) Employees will instruct vehicles to proceed to the second drive through pick up window by using the bypass lane, and; 2) If necessary, employees will instruct a customer to park in a designated mobile order/delivery parking stall, if available, to wait until their order is filled and employee can walk the order to the vehicle.

7. Property Maintenance

7.1. All walls, fences, and trash enclosures shall be maintained free of significant surface cracks, dry rot, warping, missing panels or blocks, which threaten the structure's structural integrity or graffiti which threatens the appearance. *(Planning)*

7.2. Parking lot surfaces and pedestrian walkways shall be maintained in a safe condition such that any concrete, asphalt, or other driving or walking surfaces are free of potholes, buckled or cracked surfaces, or raised areas. *(Planning)*

7.3. The property shall be maintained free of the accumulation of trash and debris. Trash and debris associated with the permitted use shall be stored solely in designated trash receptacles and trash enclosures. *(Planning)*

7.4. Exterior building elevations shall be maintained such that the buildings are free of broken, missing or significantly cracked surface finished materials. *(Planning)*

7.5. The property owner shall maintain the site, clear of all graffiti, including but not limited to bathrooms and dining areas if applicable. All graffiti shall be removed within 24 to 48 hours once notified in writing by the City. *(Planning)*

8. Fees

8.1. The applicant shall pay the following fees per Resolution No. 6182, as noted below.

(Engineering)

- City-wide Traffic Improvement (Prior to issuance of Building Permit)
- Regional Traffic Improvement (Prior to issuance of Building Permit)
- Sanitary Sewer Connection (Prior to issuance of Building Permit)
- Grading / On-Site (Non-Structural) Plan Check (Prior to submittal of Grading Plans)
- Grading Permit and Inspection (Prior to Permit issuance)
- Building Plan Check (Prior to submittal of Plans)
- Building Permit and Inspection (Prior to Permit issuance)
- Public Improvement Plan Check (Prior to submittal of Plans)
- Public Improvement Permit and Inspection (Prior to Permit issuance)

8.2. Within 48 hours of the approval of this project, the applicant/developer shall deliver to the Community Development Department a check payable to the **County Clerk-Recorder in the amount of $50.00** County administrative fee, to enable the City to file the Notice of Exemption pursuant to the California Environmental Quality Act (CEQA) Guidelines. *(Planning)*

9. Engineering

9.1. The applicant shall not grant any easements over any property subject to a requirement of dedication or irrevocable offer to the City of Cypress, unless such easements are expressly made subordinate to the easements to be offered for dedication to the City. Prior to granting any of said easements, the subdivider shall furnish a copy of the proposed easement to the City Engineer for review and approval. *(Engineering)* (Easement Subordination)

9.2. Prior to any street construction or relocation, when there are monuments in the project area which control the location of subdivisions, streets or highways, or provide survey control, the developer shall locate and reference the monuments and shall reset them after construction as required by Section 8771 of the Business and Professions Code, in a manner meeting the approval of the City Engineer. *(Engineering)*

9.3. The applicant shall make all submittals, including engineering, building, grading, water quality, and inquiries through the department's online plan check and permit application at https://cypressca.viewpointcloud.com or as determined by the City Engineer. *(Engineering)*

9.4. The applicant will be subject to, but not limited to, the following fees on the attached Cypress Master Fee Schedule (updated annually on July 1):

- Building Permit and mechanical/electrical/plumbing fees
- Citywide and Regional Traffic Improvements Fees
- Grading and Public Works Permit and plan check fees
- Park Development Fee
- Orange County Sanitation District – Sewer Connection Fees: https://www.ocsan.gov/home/showpublisheddocument/34705/638599218131900000

10. Sewer and Wastewater

10.1. The developer shall construct new private sewer laterals with cleanouts at a location approved by the City Engineer. *(Engineering)*

10.2. All sewer lines (including mains and laterals) within the development shall be private sewer lines and shall be maintained and cleaned by the developer, or successor in interest. The City of Cypress shall have no responsibility for maintenance of the private sewer lines. *(Engineering)*

11. Streets

11.1. Prior to issuance of a certificate of occupancy, the applicant shall remove and replace any existing public improvements at the development site which have existing damage, are damaged due to construction, or otherwise below current standards, to the satisfaction of the City Engineer.

11.2. Remove and replace any damaged street, pavement, sidewalk, curb and gutter, or any other public improvements as a result of work associated with this project and appropriately clean the area to the satisfaction of the City Engineer.

11.3. The applicant shall submit a street design plans for approval by the City Engineer for all proposed City streets or any work within existing public right of way. Street name signs and traffic signs shall be installed per City Standards. *(Engineering)*

13.1. Prior to the issuance of any certificate of occupancy, including temporary, the applicant shall install new project driveway approaches that are compliant with the American Disabilities Act on Ball Road. The developer shall comply with the following requirements regarding the improvements:

- Construct all improvements in accordance with Cypress Public Works standards and specifications to satisfaction of the City Engineer.
- Prior to construction, obtain and pay for a permit and inspection services. As part of the permit, maintain a schedule on file with the City Engineer for the work.
- Adjust utility vaults and boxes to grade in accordance with the corresponding utility's requirements and standards.
- Relocate any utilities as necessary securing the appropriate approvals from the respective utilities.

11.4. If necessary, grant easements to the City for pedestrian purposes for any sidewalk or driveways for compliance with ADA requirements prior to issuance of a permit for construction.

11.5. Prior to the issuance of any certificate of occupancy, including temporary, the applicant shall resurface full width of Ball Road (2" grind and overlay asphalt concrete pavement) along the project frontage. Construct all improvements in accordance with Cypress Public Works standards and specifications to satisfaction of the City Engineer.

12. Traffic

12.1. The access driveway to the development shall be designed such as there is minimal impact on the vehicle's tire upon ingress and egress from the driveway, as approved by the City Engineer. *(Engineering)*

12.2. Prior to the issuance of any grading permits, the applicant shall provide adequate sight distance per Engineering Standard Plan 204 and 205 at all street intersections, driveways, and parkways, in a manner meeting the approval of the City Traffic Engineer. The applicant shall make all necessary revisions to the plan to meet the sight distance requirement such as removing trees, signs, utilities, landscape, hardscape, slopes or any other encroachments from the limited use area in a manner meeting the approval of the City Engineer.

12.3. The quantity, location, width, and type of public driveways shall be subject to the approval of the City Traffic Engineer. The westerly project driveway shall be relocated to align with the parking lot drive aisle. Prior to construction of any driveway approach within the public right-of-way, the applicant shall obtain a public works permit.

12.4. The applicant shall develop a traffic/circulation management plan to address vehicle stacking in the event that traffic backs up onto Ball Road.

13. Utilities

13.1. Prior to issuance of a certificate of occupancy, the applicant shall install all new and existing utility services underground. *(Engineering)* (Undergrounding Utilities)

13.2. Arterials shall be crossed by boring only. In public streets, lateral open cuts spaced within 20 feet of each other shall be covered with a two-inch continuous asphalt concrete cap. *(Engineering)*

14. Drainage

14.1. Prior to issuance of grading permits or recordation of the subdivision map, whichever comes first, at the direction of the City Engineer, the applicant shall submit a grading plan for approval signed and stamped by a registered California civil engineer and using actual grades from an Orange County Surveyor's Benchmark.

The applicant shall ensure the following requirements are met:

- Drainage is solved to the satisfaction of the City Engineer and Building Official.
- The Grading Plan is consistent with the Water Quality Management Plan, Site Plan and any Improvement Plan for proposed public storm drains.
- Submittal of a Preliminary Grading Plan if deemed necessary by the City Engineer.
- The topography of the area surrounding this development shall be made to establish existing drainage flow patterns.
- The minimum slope standards are met for 1% for landscape areas, AC parking areas 1.5%, Concrete .2%.

- All surface runoff and subsurface drainage directed to the nearest acceptable drainage facility, as determined by the City Engineer.
- Drainage facilities discharging onto adjacent property shall be designed to imitate the manner in which runoff is currently produced from the site or alternatively, the applicant may obtain a drainage acceptance and maintenance agreement, suitable for recordation, from the owner of said adjacent property.

- All drainage facilities must be consistent with the County of Orange Grading Ordinance as supplemented by the Engineering Division and Local Drainage Manual.

15. Storm Water Quality – National Pollutant Discharge Elimination System

15.1. Development must be undertaken in accordance with conditions and requirements of the Santa Ana Region National Pollutant Discharge Elimination System (NPDES) Permit Order No. R8-2009-0030 as amended by Order No. R8-2010-0062.

15.2. Prior to the issuance of any grading or building permits, the applicant shall submit for review and approval by the City Engineer, a Final Water Quality Management Plan (WQMP). The WQMP must include best management practices for source control, pollution prevention, site design, and low impact development as well as structural treatment controls among many factors. Site design for controlling urban runoff must first evaluate infiltration, then harvest and water re-use, then evapotranspiration and only bio-treatment if the other three are not feasible. The WQMP must identify the routine structural and non-structural measures specified in the current Drainage Area Management Plan (DAMP) and utilize the Orange County Technical Guidance Document (OC TGD) as well as the Model WQMP.

Applicable WQMP projects must also:

- Utilize the City's current WQMP template;
- Utilize the City's online WQMP application system for submittal;
- Address site Design BMPs (as applicable) such as minimizing impervious areas, maximizing permeability, minimizing connected impervious areas, creating reduced or zero discharge areas, and conserving natural areas;
- Incorporate Routine Source Control BMPs as defined in the DAMP;
- Include post-construction Treatment Control BMP(s) as defined in the DAMP;
- Include and Operations and Maintenance (O&M) Plan that (1) describes the long-term operation and maintenance requirements for post-construction Treatment Control BMP(s); (2) identifies the entity that will be responsible for long-term operation and maintenance of the referenced Treatment Control BMP(s); (3) describes the mechanism for funding the long-term operation and maintenance of the references Treatment Control BMP(s); (4) includes the Water Quality Implementation Covenant and Agreement.

15.3. Prior to issuance of and grading or building permits, the applicant must submit a certified copy of the approved Final Water Quality Management Plan (WQMP) along with the final approved Grading Plan and all other supporting documentation on a USB flash drive in a single digital file (pdf) format acceptable to the City Engineer. The Final WQMP Submittal and subsequent approval of the Preliminary Water Quality Management Plan

does not guarantee approval of the Final Water Quality Management Plan. Should the final calculations and submittals not meet the required thresholds necessary to meet the obligations of the City under the NPDES Permit for development and its incorporated documents such as the DAMP and OC TGD. alterations to the site and the site plan may be required as prescribed by the City Engineer to the WQMP. Any significant alteration to the site plan due to the Final WQMP may require approval of the Council for the revision. Additionally, the WQMP must identify a responsible party and implement funding sources for maintaining post construction BMPs as required as part of the development and must ensure that appropriate easements and ownerships are properly recorded in public records and access is made available for inspection of said devices.

15.4. The owner is responsible for providing a Water Quality Implementation Covenant and Agreement and an Operations and Maintenance plan that outlines the funding and maintenance of water quality BMPs, consent to inspect, and indemnification on the forms provided by the City for all post-construction stormwater mitigation and treatment devices, as required by the Santa Ana Regional National Pollutant Discharge Elimination System (NPDES) Permit Order No. R8-2009-0030 as amended by Order No. R8-2010-0062. The agreement will be subject to the review and approval of the City Engineer and City Attorney. Before final acceptance of project improvements, the owner or his/her designated representative must certify that the treatment device was constructed and installed in accordance with the approved plans. Prior to the issuance of a certificate of occupancy, the applicant must demonstrate compliance with the City's NPDES Implementation Program in a manner meeting the satisfaction of the City Engineer and Water Quality Manager, including:

- Demonstrate that all structural Best Management Practices (BMPs) described in the BMP Exhibit from the project's approved WQMP and Maintenance Covenant and Agreement have been implemented, constructed and installed in conformance with approved plans and specifications
- Demonstrate that the applicant has complied with all non-structural BMPs described in the project's WQMP
- Demonstrate that copies of the project's approved WQMP and Covenant and Agreement (with attached O&M Plan) are available for each of the initial occupants
- Agree to provide pay a compliance deposit to pay for any required inspections and any additional non-compliance inspections as the City deems necessary
- Submit certified record drawings as well as the project engineer's post-construction certification as well as the owner's post construction certification on a template provided by the City
- Agree to pay for an inspection (special investigation) from the City for a date 12 months after the issuance of a certificate of occupancy for the project to verify compliance with the approved WQMP, Maintenance Covenant and Agreement and O&M Plan.
- Demonstrate that the applicant has RECORDED one of the following:

  1. The CC&R's (that must include the approved WQMP, Maintenance Covenant and Agreement and O&M Plan) for the project's Homeowner's Association;
  2. A Water Quality Implementation Covenant and Agreement that has the

approved WQMP and O&M Plan attached; or

- The final approved Water Quality Management Plan (WQMP) and Operations and Maintenance (O&M) Plan. *(Engineering, Water Quality)* (NPDES/WQMP Compliance Measures)

15.5. All onsite storm drain inlets, whether newly constructed or existing, must be labeled "No Dumping Drains to Ocean" before occupancy in accordance with city requirements

15.6. All exterior metal building surfaces, including roofs, must be coated with rust-inhibitive paint to prevent corrosion and release of metal contaminants into the storm drain system prior to occupancy.

15.7. Trash enclosures and/or recycling area(s) must include a structure to cover the enclosure with a solid roof design below to direct stormwater away from entering the enclosure. All litter/waste material must be kept in leak-proof containers. Area(s) must be paved with impermeable material. No other area may drain onto these areas. The trash enclosure and/or recycling area(s) may not drain to the storm drain system and all cleanups must be performed using dry cleanup methods. Additionally, there must be a posted sign on the trash enclosure informing users that hazardous materials are not to be disposed therein. Additionally, trash enclosures may be required to be modified to meet the current solid waste requirements.

15.8. Prior to the issuance of any grading or building permit, the applicant must submit an Erosion and Sediment Control Plan (ESCP) in a manner meeting approval of the City Engineer and the Building Official and in accordance with requirements of the Santa Ana Regional National Pollutant Discharge Elimination System (NPDES) Permit Order No. R8-2009-0030 as amended by Order No. R8-2010-0062. The ESCP must be developed and implemented to demonstrate compliance with the City's NPDES Implementation Program and State water quality regulations for grading and construction activities. The ESCP must identify how all construction materials, wastes, grading or demolition debris, and stockpiles of soil, aggregates, soil amendments, etc. must be properly covered, stored, and secured to prevent transport into local drainage ways or coastal waters by wind, rain, tracking, tidal erosion or dispersion. The ESCP must also describe how the applicant will ensure that all BMPs will be maintained during construction of any future public right-of-ways. The ESCP must be updated as needed to address the changing circumstances of the project site. A copy of the current ESCP must be kept at the project site and be available for City review on request.

15.9. Prior to issuance of certificate of occupancy, the applicant must clean all on site storm drain systems, catch basins, filters, storm drain lines, inlet boxes, etc. Additionally, upon direction of the City Engineer, the applicant must clean any public storm drain systems, catch basins, filters, lines, inlet boxes that the City Engineer has determined have been impacted by the applicant's construction. If clean-up is not performed, the City may make arrangements to clean the system at developer's expense.

15.10. The owner is responsible for maintaining and operating all on-site improvements.

15.11. All property areas must be maintained free of litter and debris.

15.12. All onsite storm drains including post-construction best management practices (BMPs) must be cleaned at least twice a year; once immediately before October 1st (the beginning of the rainy season), and once in May (the end of the rainy season). Additional cleaning may be required by the City Engineer.

15.13. No pressure washing of parking areas, and waste storage areas, or building site, unless the City approves a collection system to keep water from entering the storm drain.

15.14. Landscaping must be properly maintained with efficient irrigation to reduce runoff, promote surface filtration, and minimize the use of fertilizers and pesticides that can contribute to urban runoff pollution.

15.15. Any CUP applicant or its successor shall be responsible for the cost of any water quality inspections by the City that are mandated by the State of California or by the U.S. Environmental Protections Agency (USEPA) presently or in the future.

15.16. The Improvement Bond must incorporate all post-construction stormwater devices from the approved WQMP. These costs will be provided in the WQMP for review and inclusion in the Improvement Bond and shall cover device defects as well as malfunctions and possible replacement in the event the device is damaged or not operating per the manufacturer's specification or intended design.

15.17. The applicant will be subject to all requirements of Section 13-29 of the Cypress Municipal Code regarding stormwater pollution prevention including, but not limited to, an Operations and Maintenance Verification Certification – WQMP Post Construction through the City's online application and permitting system, prior to issuance of a final certificate of occupancy.

15.18. No person or person(s) shall make any modifications to drainage approved in the grading plan or WQMP without prior written approval from the City Engineer.

15.19. Certified full trash capture devices must be installed to address the Statewide Trash Amendments adopted April 7, 2015. Existing storm drain inlets located within this project must be retrofitted to address the above trash policies. Additionally, proposed post-construction BMPs must be devices that are State certified for full-trash capture. Relocated catch basin along property frontage shall also include automatic retractable screens (ARS) devices in addition to full trash capture devices to address the Statewide Trash Amendments.

16. Building and Safety

16.1. Applicant/developer shall provide a single point of contact for all phases of the permitting process and the construction process. The point of contact may be different for permitting and construction. The applicant/developer will provide a 24-hour contact number. This person will be responsible for all communications with Building and safety including but not limited to application, plan submittal, permit issuance, inspection requests and any other requests or inquiries. (*Building and Safety*)

16.2. The applicant will schedule a pre-construction meeting with both the Building Official and City Engineer (or designee) prior to any work starting on the project site. The meeting shall take place one to two weeks prior to the start of construction. All contractors including their superintendents, designers/engineers will be required to attend unless otherwise directed by the Director of Public Works. (*Building and Safety, Engineering*)

16.3. Construction bins for non-recyclable and recyclable materials generated from any construction site (residential and non-residential) must be placed "on site" out of the public right-of-way unless permit is obtained from the City Engineer. *(Building & Safety)*

16.4. A pre-grading SWPPP's inspection is required prior to grading permit issuance. All required grading stormwater BMPs shall be installed and inspected by the Building Division prior to release of the grading permit. *(Building & Safety)*

16.5. Delivery, loading and unloading of construction materials shall occur on site and not within the Public Right of Way unless a permit is obtained from the City Engineer. *(Building & Safety).*

17. Security

17.1. The property address shall be clearly identified on both sides of the freestanding sign base. A minimum of six-inch lettering shall be used for the property address. The property address shall also be posted in a visible location on the building or canopy. *(Police Department.)*

17.2. All exterior commercial doors, during the hours of darkness, shall be illuminated with a minimum of one foot-candle of light. All exterior bulbs shall be protected by weather and vandalism resistant cover(s). *(Police Department)*

17.3. Open parking lots, and access thereto, providing more than ten parking spaces and for use by the general public, shall be provided with a maintained minimum of one foot-candle of light on the parking surface from dusk until the termination of business every operating day. *(Police Department)*

17.4. The landscaping and lighting plans for the project shall also be subject to review by the Cypress Police Department. *(Police Department)*

18. Fire

18.1. The applicant or responsible party shall submit the plan(s) listed below to the Orange County Fire Authority for review. Approval shall be obtained on each plan prior to the event specified.

Prior to issuance of a grading permit, or a building permit if a grading permit is not required:

- A fire master plan (service code PR145)

19. Solid Waste

19.1. The applicant shall subscribe to solid waste services from the City's City's solid waste hauler with no less than one time per week service for trash, recycling, and organics recycling. These shall be properly maintained and not allowed to overflow. Source separated organic recycling is required unless alternatives are approved in writing from the Public Works Director.

19.2. The applicant shall construct new or modify its existing trash enclosure structure to house all required solid waste containers and possess a solid covered roof that prohibits stormwater to enter and then discharge from the enclosure.

19.3. For phased construction, as buildings are occupied, the applicant shall ensure there is adequate room and clearance for solid waste trucks and for placement of construction bins on site during construction. Access ways shall not be blocked without written approval of the Building Official. (*Public Works*)

19.4. The applicant shall not install a trash compactor at the site without first having received written approval from the City's solid waste hauler.

20. Landscaping within the Public Right-of-Way and Street Trees

20.1. The applicant or his successor in interest shall maintain all landscaping planted in the public right-of-way located along the frontage of their property in a healthy and safe condition. *(Engineering, Maintenance)*

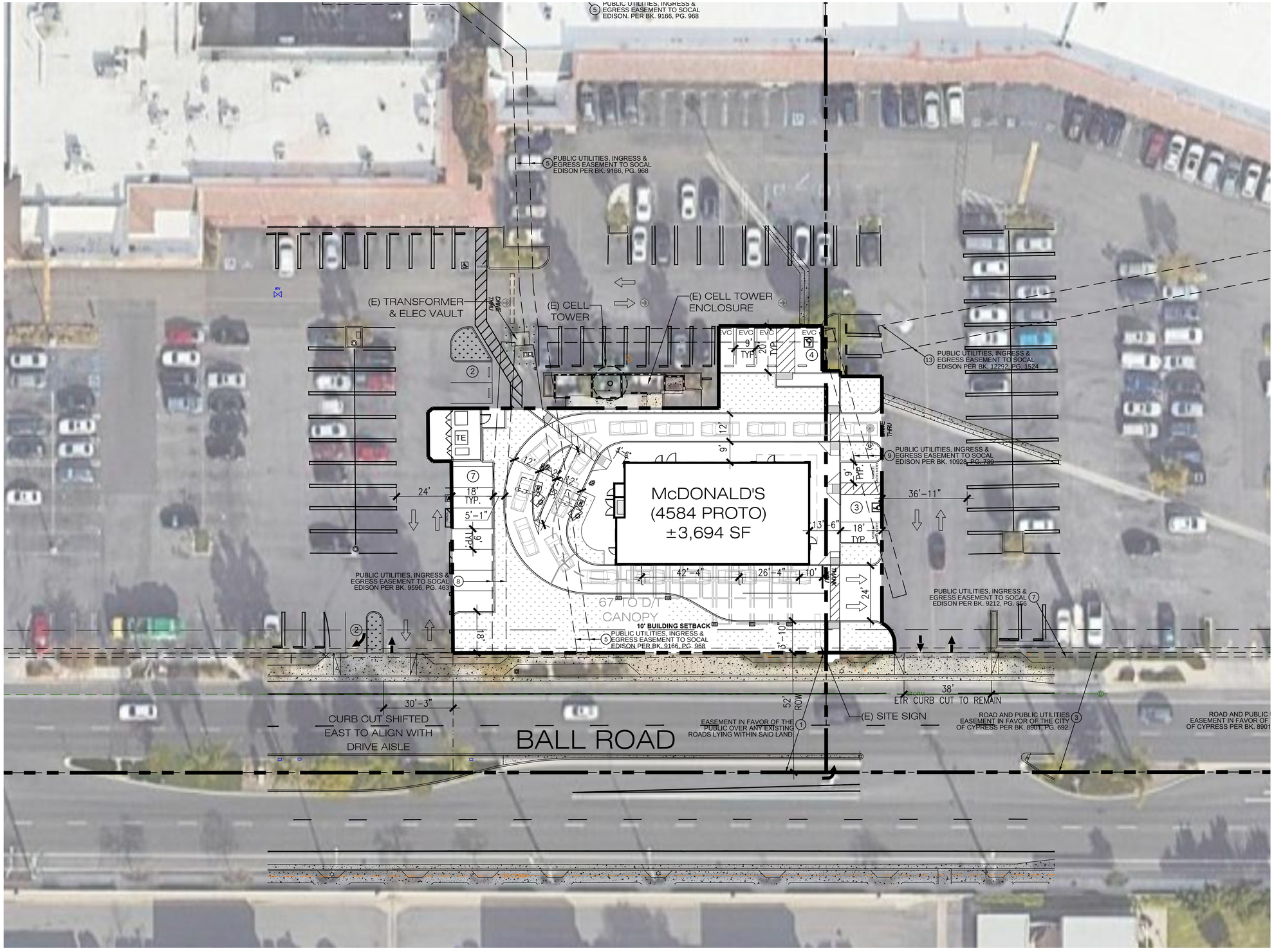
20.2. If trees are planted within the public right of way, they shall be installed in accordance with the approved street landscape plan subject to the approval of the City Engineer. *(Engineering)*

20.3. The applicant or successor in interest shall trim all trees in the public right-of-way by following the City's tree trimming policy annually or as prescribed by the City Engineer and maintain the trees in a healthy and safe condition. *(Maintenance)*

Effective: 7-14-2025

SECTIONS
2. General
3. Planning
4. Architectural
5. Signage
6. Landscaping
7. Operational
8. Property Maintenance
9. Fees
10. Engineering
11. Sewer and Wastewater

12. Streets
13. Traffic
14. Utilities
15. Drainage
16. Storm Water Quality
17. Building & Safety
18. Security
19. Fire
20. Solid Waste
21. Landscaping in the Right-of-way and Street Trees



SITE INFORMATION

ZONING: GC (COMMERCIAL GENERAL)

PARCEL SF: 22,121 SF

TOTAL BUILDING AREA: ±3,694 SF
(NOT INCLUDING UTILITY AREAS)

PARKING REQUIREMENT:

RESTAURANT: 1/ 200 SF

STALLS REQUIRED: 19 STALLS

STALLS PROVIDED: 14 STALLS WITHIN PARCEL & 415 STALLS IN OVERALL CENTER

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McDONALD'S 004-5185

4125 BALL ROAD

CYPRESS, CALIFORNIA

NORTH
TRUE NORTH

SITE PLAN

Scale: 1" = 20'-0"

March 19, 2025

P:\23\23580 - McD Cypress, Ball Road\Design\Site\x23580 - Site Plan.dwg

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EAST ELEVATION



NORTH ELEVATION



WEST ELEVATION



SOUTH ELEVATION

2"X2" ALUMINUM BATTEN
B+N INDUSTRIES
FORTINA
TA-647

ALUMINUM COMPOSITE
ALPOLIC
RAL 7022

PRE-FAB ANCHOR-TITE
METAL FASCIA
WEATHERED ZINC

STUCCO
SHERWIN WILLIAMS
IRON ORE
SW 7069

FIBER CEMENT LAP SIDING
JAMES HARDIE
TIMBER BARK

PANTONE 123

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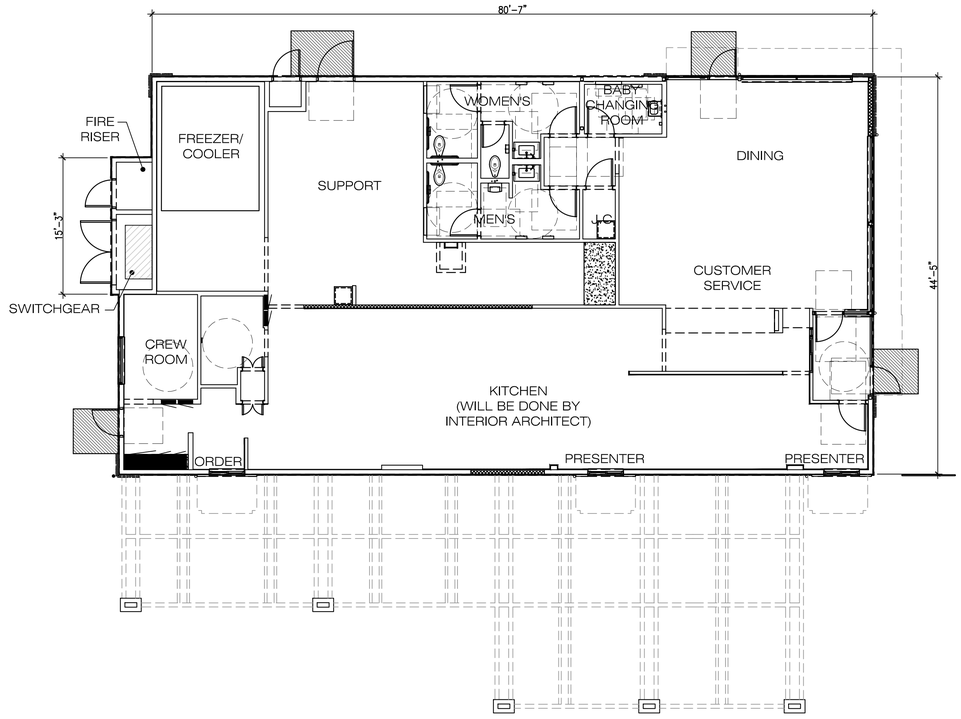
4125 BALL ROAD
CYPRESS, CA

ELEVATIONS

Scale: 1/8" = 1'-0"
March 19, 2025

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w w w . b i c k e l g r p . c o m

McDONALD'S 004-5185

4125 BALL ROAD
CYPRESS, CA

NORTH
NORTH
TRUE

FLOOR PLAN

Scale: 1/8" = 1'-0"
March 19, 2025

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Pasadena
Irvine
San Diego

REVISED TRAFFIC IMPACT ANALYSIS

MCDONALD'S DRIVE-THROUGH AT CYPRESS CENTER WEST

Cypress, California
April 21, 2025
(original dated January 7, 2025)

Prepared for:

BICKEL GROUP ARCHITECTURE
3600 Birch Street, Suite 120
Newport Beach, CA 92660
Attention: Chloe Watson, Job Captain
(O): 949757.0411 x 238
(E): CWATSON@BICKELGRP.COM





LLG Ref. 2-24-4869-1

Prepared by:
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And
Christy Kopulsky
Transportation Engineer I

Under the Supervision of:
Richard E. Barretto, P.E.
Principal

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APPENDIX

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REVISED TRAFFIC IMPACT ANALYSIS

MCDONALD'S DRIVE-THROUGH AT CYPRESS CENTER WEST

Cypress, California

April 21, 2025

1.0 INTRODUCTION

This traffic impact analysis addresses the potential circulation needs associated with the McDonald's Drive-Through at Cypress Center West (hereinafter referred to as Project), a proposed fast-food restaurant with drive-through development located in the City of Cypress, California. Cypress Center West is an existing shopping center located north of Ball Road, east of Bloomfield Street, and west of Via Largo, and addressed at 4005 – 4197 Ball Road. The Project proposes the development of a 3,694 SF fast-food restaurant with drive-through to be occupied by McDonald's in place of the formerly occupied Union Bank.

This report documents the findings and recommendations of a traffic impact analysis conducted by Linscott, Law & Greenspan, Engineers (LLG) to determine the potential circulation effects and Project-related improvements associated with the proposed Project. The traffic analysis evaluates the existing operating conditions at three (3) key study intersections and three (3) project driveways within the project vicinity, estimates the trip generation potential of the proposed Project, and forecasts future operating conditions without and with the proposed Project. Where necessary, intersection improvement measures are identified. This traffic report satisfies the traffic analysis requirements of the City of Cypress as outlined in the *City of Cypress Transportation Operational Assessment (Level-Of-Service Traffic Study) Guidelines (dated April 2023).* The approved Scope of Work for this traffic study, which is included in ***Appendix A***, was developed in conjunction with City of Cypress staff. It is noted that as a separate document, a Vehicle Miles Traveled (VMT) screening memorandum has been prepared, consistent with OPR guidance to address the Project's potential transportation impacts under CEQA.

The project site has been visited and an inventory of adjacent area roadways and intersections was performed. Existing peak hour traffic information has been collected at three (3) key study intersections and three (3) project driveways for use in the preparation of intersection level of service calculations. Information concerning cumulative projects (planned and/or approved) in the vicinity of the proposed Project has been researched at the Cities of Cypress, Los Alamitos, Lakewood, and Hawaiian Gardens. Based on our research, there are seven (7) cumulative projects in the City of Cypress, two (2) cumulative projects in the City of Los Alamitos, one (1) cumulative project in the City of Lakewood, and one (1) cumulative project in the City of Hawaiian Gardens within the vicinity of the subject site that have either been built, but not yet fully occupied, or are being processed for approval. These eleven (11) planned and/or approved cumulative projects were considered in the cumulative traffic analysis for this project.

This traffic report analyzes existing and future weekday AM peak hour and PM peak hour traffic conditions for a near-term (Year 2026) traffic setting upon completion of the proposed Project. Peak

hour traffic forecasts for the Year 2026 horizon year have been projected by increasing existing traffic volumes by an annual growth rate of 2.0% per year and adding traffic volumes generated by eleven (11) cumulative projects.

1.1 Study Area

The three (3) key study intersections selected for evaluation were based on the City's guidelines and direction from the City of Cypress staff. The three (3) key study intersections listed below provide local access to the study area and define the extent of the boundaries for this traffic analysis. The jurisdiction that the study intersections are located in is shown in parentheses.

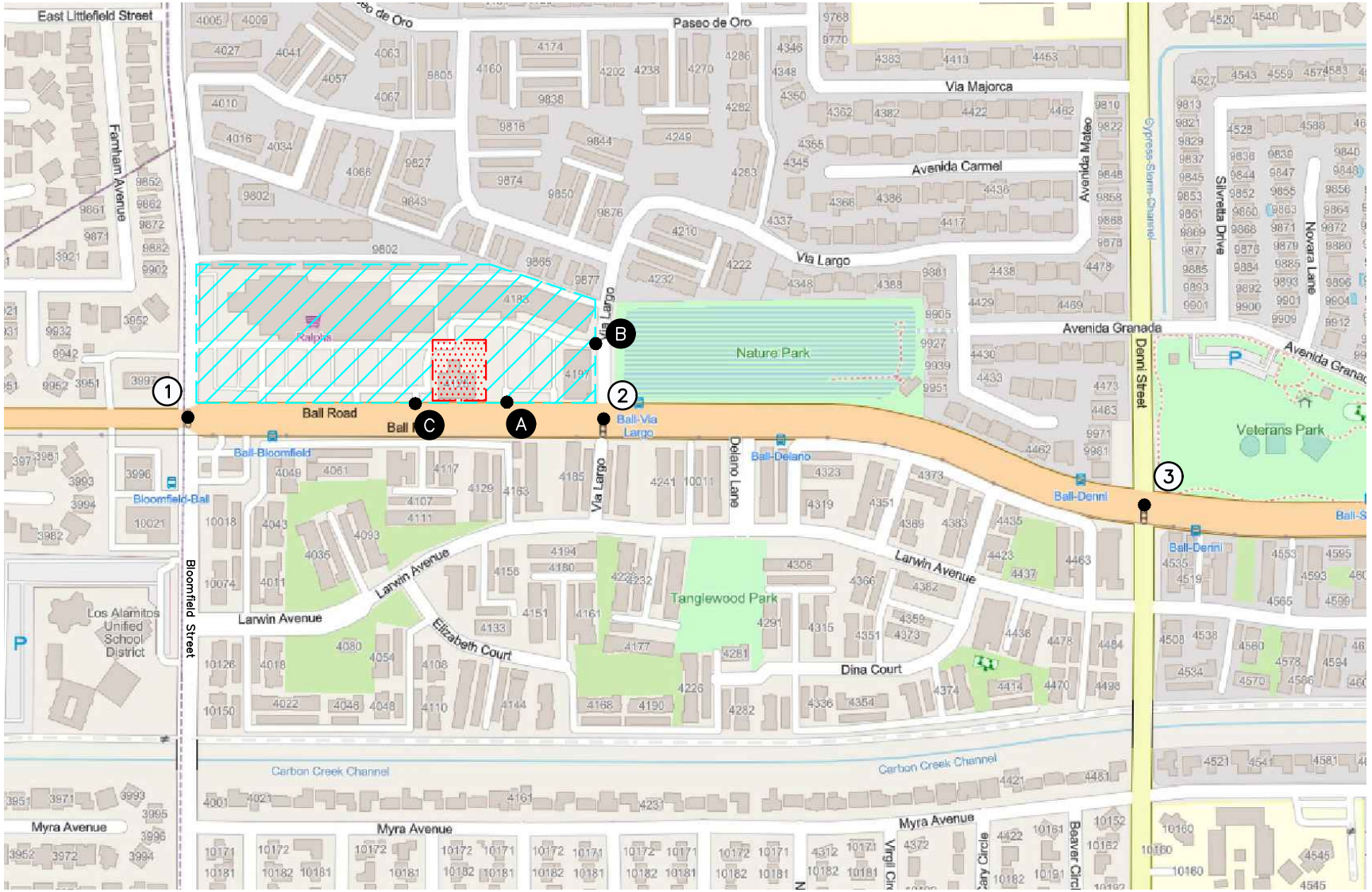
Key Study Intersections

1. Bloomfield Street at Ball Road (Los Alamitos/Cypress)
2. Via Largo at Ball Road (Cypress)
3. Denni Street at Ball Road (Cypress)

Figure 1-1 presents a Vicinity Map, which illustrates the general location of the proposed Project and depicts the study locations and surrounding street system. The Level of Service (LOS) investigations at these key locations were used to evaluate the potential circulation effects associated with area growth, cumulative projects and the proposed Project. When necessary, this report recommends intersection improvements that may be required to restore/maintain an acceptable Level of Service and/or offset the circulation effects of the project.

Included in this Traffic Analysis are:

- Existing traffic counts,
- Estimated project traffic generation/distribution/assignment,
- Estimated cumulative project traffic generation/distribution/assignment,
- AM and PM peak hour capacity analyses for existing conditions,
- AM and PM peak hour capacity analyses for future near-term (Year 2026) traffic conditions without and with the proposed Project,
- Site Access Evaluation,
- Internal Circulation, and
- Recommended Intersection Improvements.



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SOURCE: OPEN STREETS

KEY

(#) = STUDY INTERSECTION

= CYPRESS CENTER WEST

= PROPOSED PROJECT SITE

N NO SCALE

FIGURE 1-1

VICINITY MAP

MCDONALD'S DT AT CYPRESS CENTER WEST TRAFFIC & PARKING, CYPRESS

2.0 PROJECT DESCRIPTION AND LOCATION

Cypress Center West is an existing shopping center located north of Ball Road, east of Bloomfield Street, and west of Via Largo, and addressed at 4005 – 4197 Ball Road in the City of Cypress, California. Access to the Project is now provided via two (2) full access driveways and three (3) right-turn in/out only driveways located on Ball Road, two (2) full access driveways on Bloomfield Street and two (2) full access driveways on Via Largo. ***Figure 2-1*** presents an aerial depiction of the existing site.

Cypress Center West has a total floor area of 104,180 square-feet (SF) that is anchored by Ralphs Grocery and a recently completed Ralphs Fueling Station, and includes a tenant mix of retail/commercial, service retail, office, an urgent care center, financial institutions/bank, and restaurant space and fast-food uses. Currently, five (5) suites are vacant and consist of a 10,065 SF retail/pharmacy (former Rite Aid in Suite 4037 that closed in April 2024), 1,400 SF of restaurant space (Suite 4197, El Zarape Mexican Restaurant which is temporarily vacant), 1,827 SF personal service-fitness suite (Suite 4107), 1,800 SF retail suite that is proposed for food use (Suite 4143) and the former Union Bank building which totals 4,570 SF (Suite 4125). The existing parking supply for Cypress Center West totals 420 spaces. ***Figure 2-2*** presents the existing site plan for Cypress Center West that shows the existing buildings and existing parking areas, which has a total parking supply of 420 spaces. As shown, Cypress Center West is comprised of five (5) parcels, with the Project site identified as APN 244-271-15.

The proposed Project includes the development of a 3,694 SF fast-food restaurant with drive-through to be occupied by McDonald's in place of the formerly occupied Union Bank. The proposed drive-through lane, with a queue storage of 18 vehicles, will result in a net loss of 5 spaces. Upon completion of the Project, Cypress Center West will consist of 103,304 SF of floor area and 415 spaces.

Figure 2-3 presents the Conceptual Site Plan for the proposed Project, prepared by the Bickel Group Architecture dated March 19, 2025. Review of *Figure 2-3* displays the proposed location of the dual order menu boards, drive-through payment and two (2) pick-up windows, the provision of a "by-pass lane" in the drive-through exit, as well as anticipated entry/exit doors of the Project. This by-pass lane is intended to allow customers that are picking up their orders from the first pick-up window to travel around customers that may be waiting for their orders at the second pick-up window, as well as exit the drive-through if there is a delay as pick-up second pick-up window.

2.1 Site Access

Access to the Project is now provided via two (2) full access driveways and three (3) right-turn in/out only driveways located on Ball Road, two (2) full access driveways on Bloomfield Street and two (2) full access driveways on Via Largo.

It should be noted that the project will not alter any of the existing driveways. In addition, to provide a conservative assessment the project distribution has been focused to the two driveways along Ball

Road that are closest to the proposed McDonald's building and the driveway along Via Largo, which would allow project-related to access Ball Road via the traffic signal at Via Largo. The two Project driveways on Ball Road and the one project driveway on Via Largo are identified at study locations A and C, and study location B, respectively.

2.2 Pedestrian Circulation

Pedestrian circulation would be provided via existing public sidewalks along Ball Road, Bloomfield Street, and Via Largo bordering the project site, which will connect to the project's internal walkway. The proposed Project will protect the existing sidewalk along the project frontage and if necessary, repair or reconstruct sidewalks along the project frontage per the City's request.



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KEY

= CYPRESS CENTER WEST

= PROPOSED PROJECT SITE

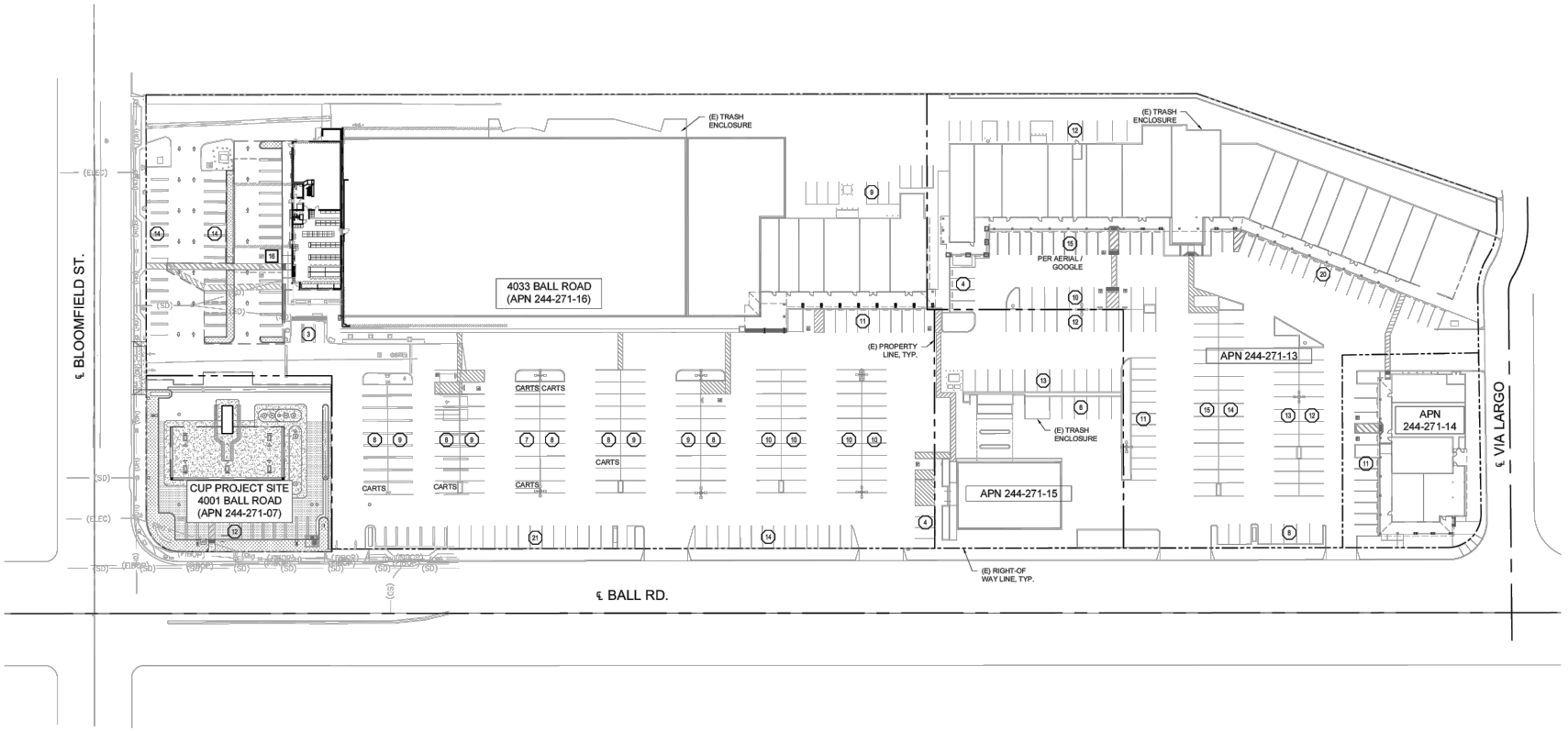
= PARCEL LINE

NO SCALE

FIGURE 2-1

EXISTING SITE AERIAL

MCDONALD'S DT AT CYPRESS CENTER WEST TRAFFIC & PARKING, CYPRESS



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SOURCE: BICKEL GROUP ARCHITECTURE

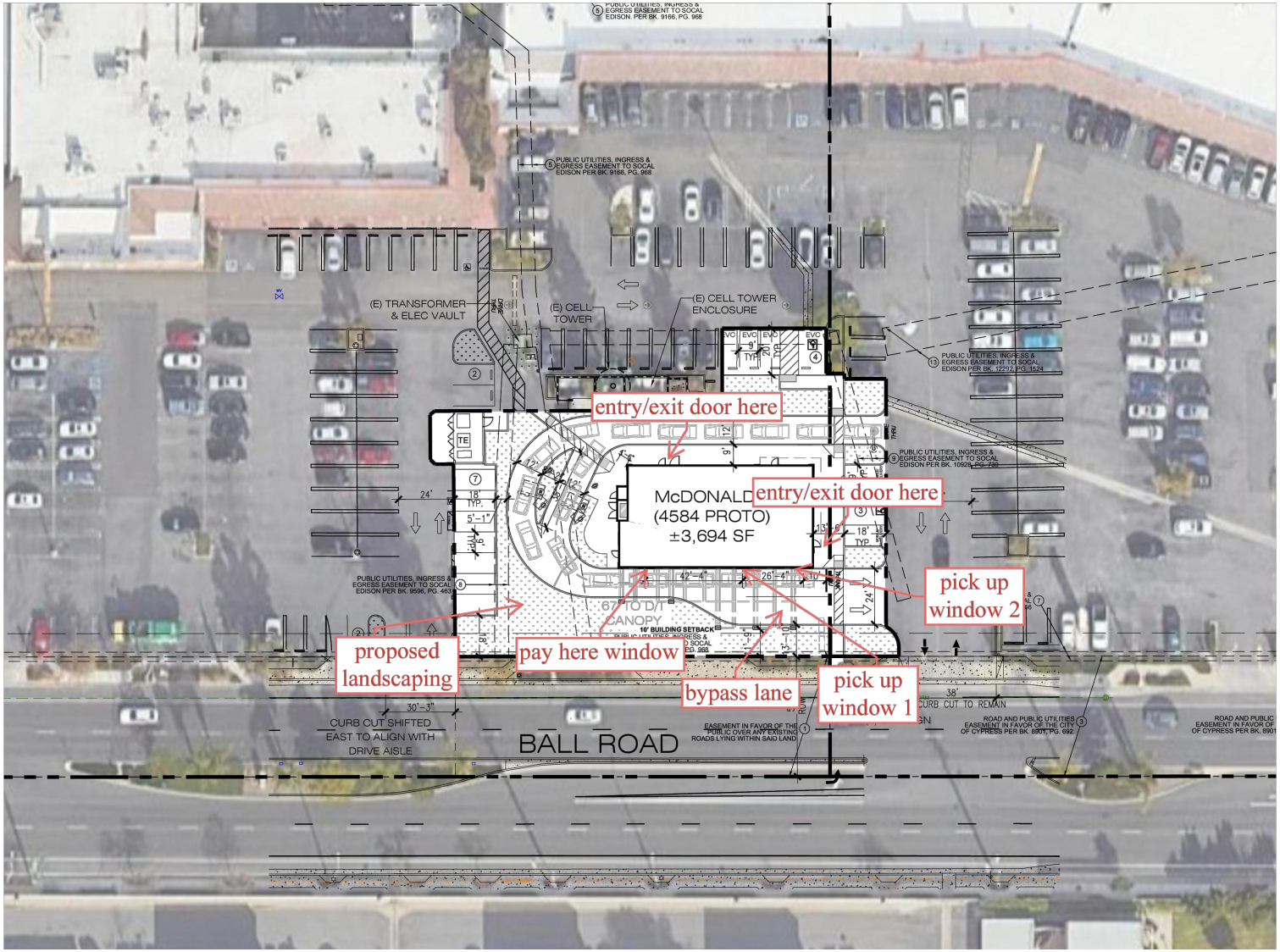
FIGURE 2-2

LLG

N NO SCALE

EXISTING OVERALL SITE PLAN

MCDONALD'S DT AT CYPRESS CENTER WEST TRAFFIC & PARKING, CYPRESS



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SOURCE: BICKEL GROUP ARCHITECTURE

FIGURE 2-3

LLG

N NO SCALE

CONCEPTUAL SITE PLAN

MCDONALD'S DT AT CYPRESS CENTER WEST TRAFFIC & PARKING, CYPRESS

3.0 EXISTING CONDITIONS

3.1 Existing Street System

The principal local network of streets serving the proposed Project includes Ball Road, Bloomfield Street, Denni Street, and Via Largo. The following discussion provides a brief synopsis of these key area streets. The descriptions are based on an inventory of existing roadway conditions.

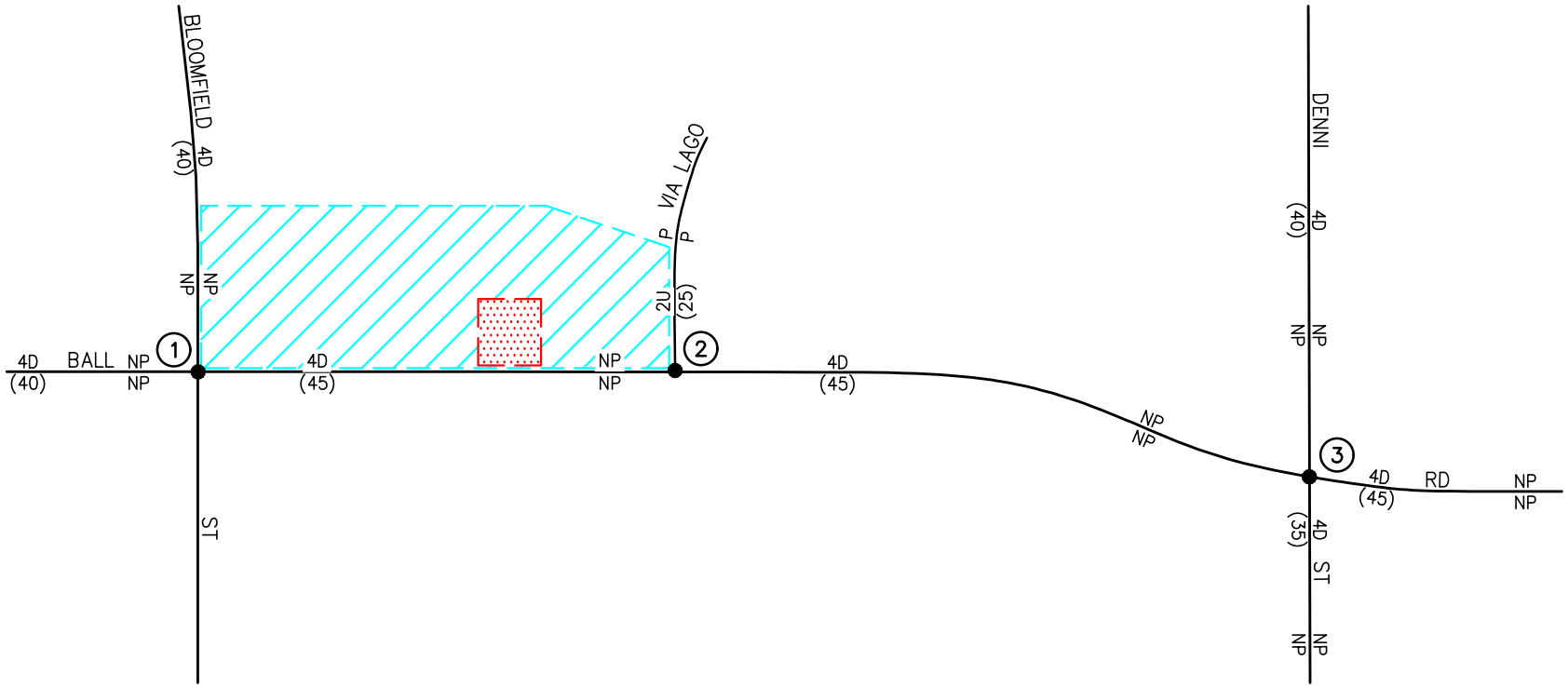
Ball Road is a four-lane divided roadway, oriented in the east-west direction, bordering the Project site to the South. Parking is not permitted along either side of this roadway in the vicinity of the proposed project. The posted speed limit on Ball Road is 45 miles per hour (mph). Traffic signals control the study intersections of Ball Road at Bloomfield Street, Denni Street, and Via Largo.

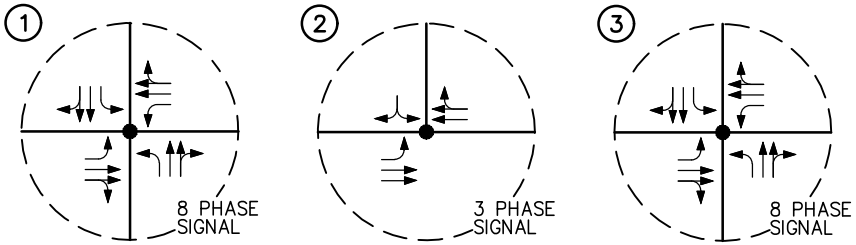
Bloomfield Street is a four-lane divided roadway, oriented in the north-south direction, located to the west of the Project site. The posted speed limit on Bloomfield Street is 40 mph in the vicinity of the proposed Project. On-Parking is permitted along Bloomfield Street north of Ball Road on the east side of the street and is not permitted along the west side of the street, parking is permitted south of Ball Road on the east side of the street and is not permitted on the west side of the street in the vicinity of the proposed project. A traffic signal controls the study intersection of Bloomfield Street at Ball Road.

Denni Street is a four-lane divided roadway oriented in the north-south direction, located to the east of the Project Site. The posted speed limit on Denni Street is 40 mph. Parking is not permitted along either side of this roadway in the vicinity of the proposed project. A Traffic signal controls the study intersection of Denni Street at Ball Road.

Via Largo is a two-lane, undivided roadway oriented in the north-south direction, located to the east of the Project site. The posted speed limit on Via Largo is 25 mph in the vicinity of the proposed Project. Parking is permitted along either side of the roadway. A traffic signal controls the study intersection of Via Largo at Ball Road.

Figure 3-1 presents an inventory of the existing roadway conditions for the arterials and intersections evaluated in this report. This figure identifies the number of travel lanes for key arterials, as well as intersection configurations and controls for the key area study intersections.





BLOOMFIELD ST @ BALL RD

VIA LARGO @ BALL RD

DENNI ST @ BALL RD

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LLG

N NO SCALE

KEY

(#) = STUDY INTERSECTION
= APPROACH LANE ASSIGNMENT
● = TRAFFIC SIGNAL,
P = PARKING, NP = NO PARKING
U = UNDIVIDED, D = DIVIDED
2 = NUMBER OF TRAVEL LANES
(XX)= POSTED SPEED LIMIT (MPH)
= PROJECT SITE
= CYPRESS CENTER WEST

FIGURE 3-1

EXISTING ROADWAY CONDITIONS AND INTERSECTION CONTROLS

MCDONALD'S DT AT CYPRESS CENTER WEST TRAFFIC & PARKING, CYPRESS

3.2 Public Transit

Public transit bus service for the Project site is adequate and is provided in the project area by the Orange County Transportation Authority (OCTA). OCTA is the leading transit provider in Orange County and offers a wide range of fixed-route bus services. OCTA has developed an extensive network of transit routes to connect residents and commuters of Cypress to key destinations. Two (2) OCTA bus routes operate within the vicinity of the project site which consists of the following:

- OCTA Route 42/A: The major route of travel includes Lincoln Avenue. Nearest to the project site are bus stops on the southwest corner of Bloomfield Street at San Bonita Ave and the southeast corner of Kaylor Avenue at Ball Road. Route 42A operates on approximate 30-minute headways during weekdays and weekends. The nearest bus stop is located west of the project site, along Ball Road between Kaylor Avenue and Bloomfield Street.

- OCTA Route 46: The major route of travel includes Ball Road. Nearest to the project site are bus stops on the southeast corner of Delano Lane at Ball Road and northwest corner of Denni Street at Ball Road. Route 46 operates on approximate 30-minute headways on the weekdays and 60-minute headways on the weekends. The nearest three bus stops are located east of the project site, along Ball Road between Delano Lane and Magnolia Sorrento Drive.

Figure 3-2 graphically illustrates the transit routes of OCTA within the vicinity of the project. ***Figure 3-3*** identifies the locations of the existing bus stops in proximity to the Project site.

3.3 Existing Bicycle Facilities

The City of Cypress promotes bicycling as a means of mobility and a way in which to improve the quality of life within its community and provides an extensive network of existing and future bicycle facilities in close proximity to the project site. Existing Class II bike lanes can be found along Ball Road while Denni Street provides a Class II bike lanes on the west side of the road north of Ball Road, and Bloomfield Street on the west side of the road south of Ball Road within the vicinity of the Project site. ***Figure 3-4*** presents the City of Cypress Bike Path Plan.

3.4 Existing Traffic Volumes

Vehicular turning movement counts were conducted at the three (3) signalized key study intersections, plus three (3) existing site driveways locations adjacent to the project site during the weekday morning and evening peak commuter periods to determine the existing AM and PM peak hour traffic volumes. AM and PM peak hour traffic counts at the key study intersections were collected by AimTD, LLC. in October 2024 when local area schools were in session.

Figures 3-5 and ***3-6*** illustrate the existing AM and PM peak hour traffic volumes at the three (3) key study intersections, respectively. ***Appendix B*** contains the detailed peak hour count sheets for the key intersections evaluated in this report.



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SOURCE: OC TRANSIT AUTHORITY

KEY

(#) = STUDY INTERSECTION

= CYPRESS CENTER WEST

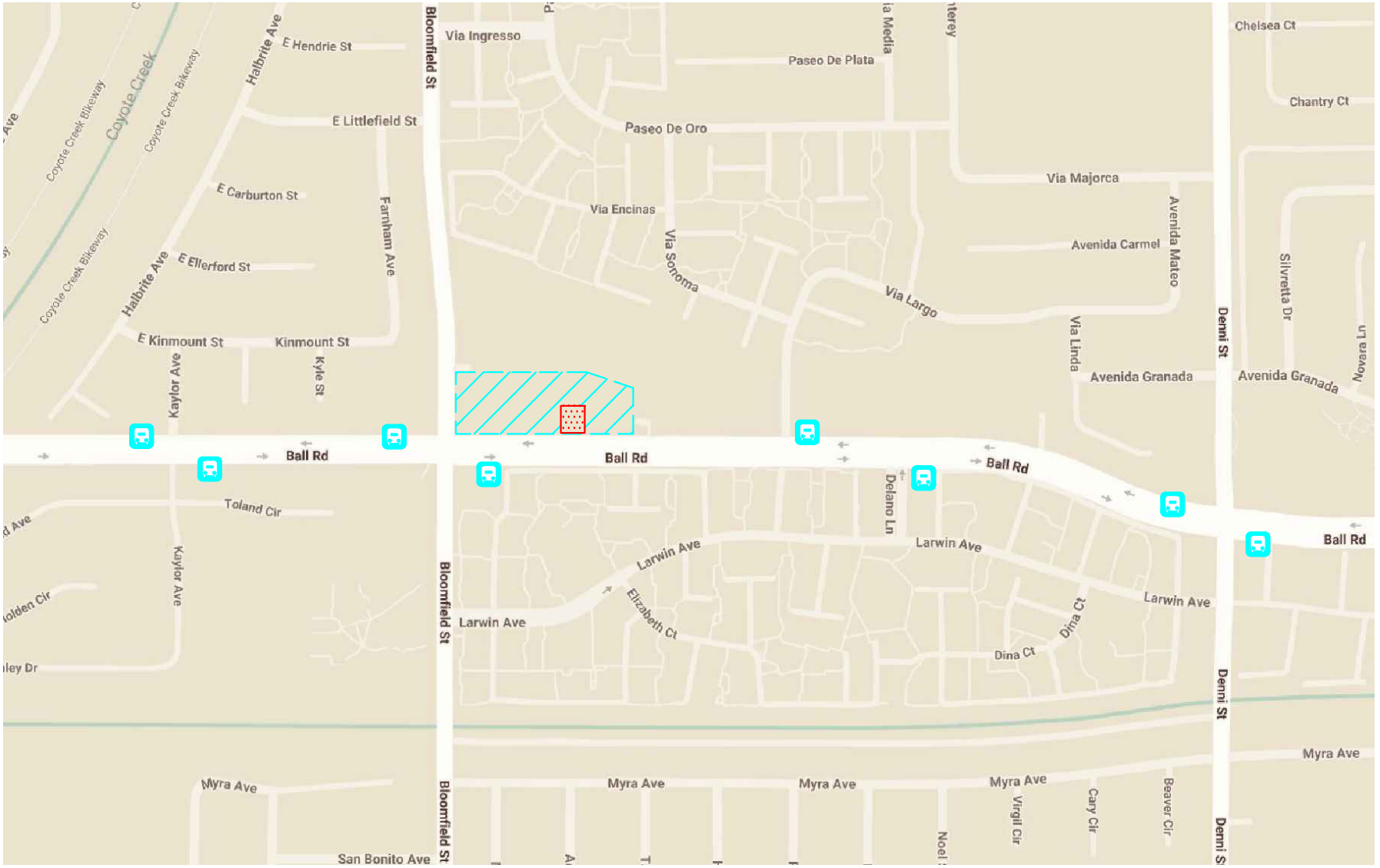
= PROPOSED PROJECT SITE

NO SCALE

FIGURE 3-2

OCTA TRANSIT MAP

MCDONALD'S DT AT CYPRESS CENTER WEST TRAFFIC & PARKING, CYPRESS



SOURCE: GOOGLE

KEY

= TRANSIT STOP

= CYPRESS CENTER WEST

= PROPOSED PROJECT SITE

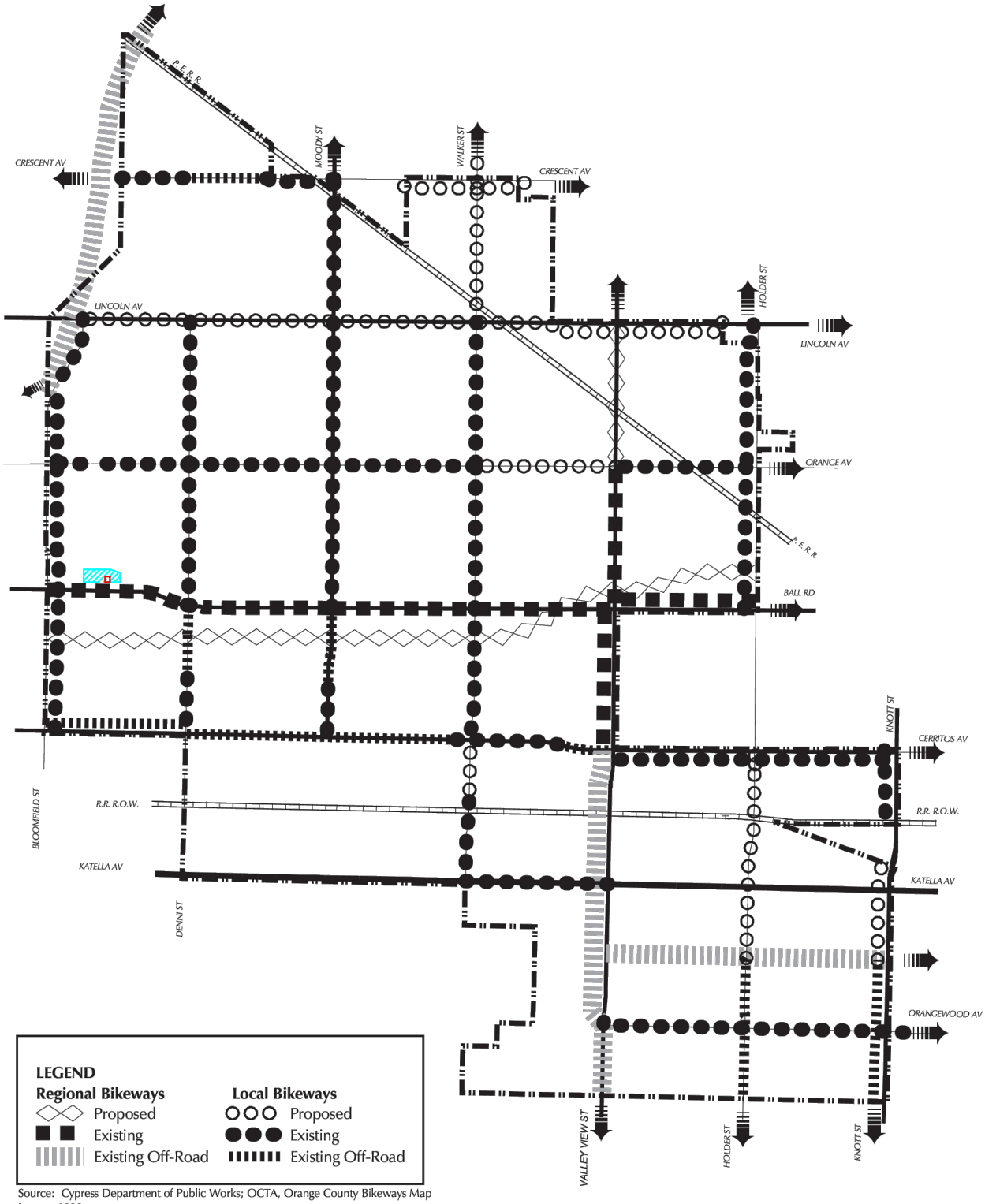
NO SCALE

FIGURE 3-3

TRANSIT STOP LOCATIONS

MCDONALD'S DT AT CYPRESS CENTER WEST TRAFFIC & PARKING, CYPRESS

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Source: Cypress Department of Public Works; OCTA, Orange County Bikeways Map January 1998

n:\4800\2244869 - mcdonald's dt at cypress center west traffic & parking, cypress\dwg\4869 f3-4.dwg LDP 10:10:43 11-27-2024 aguilar

SOURCE: GOOGLE

KEY

= CYPRESS CENTER WEST

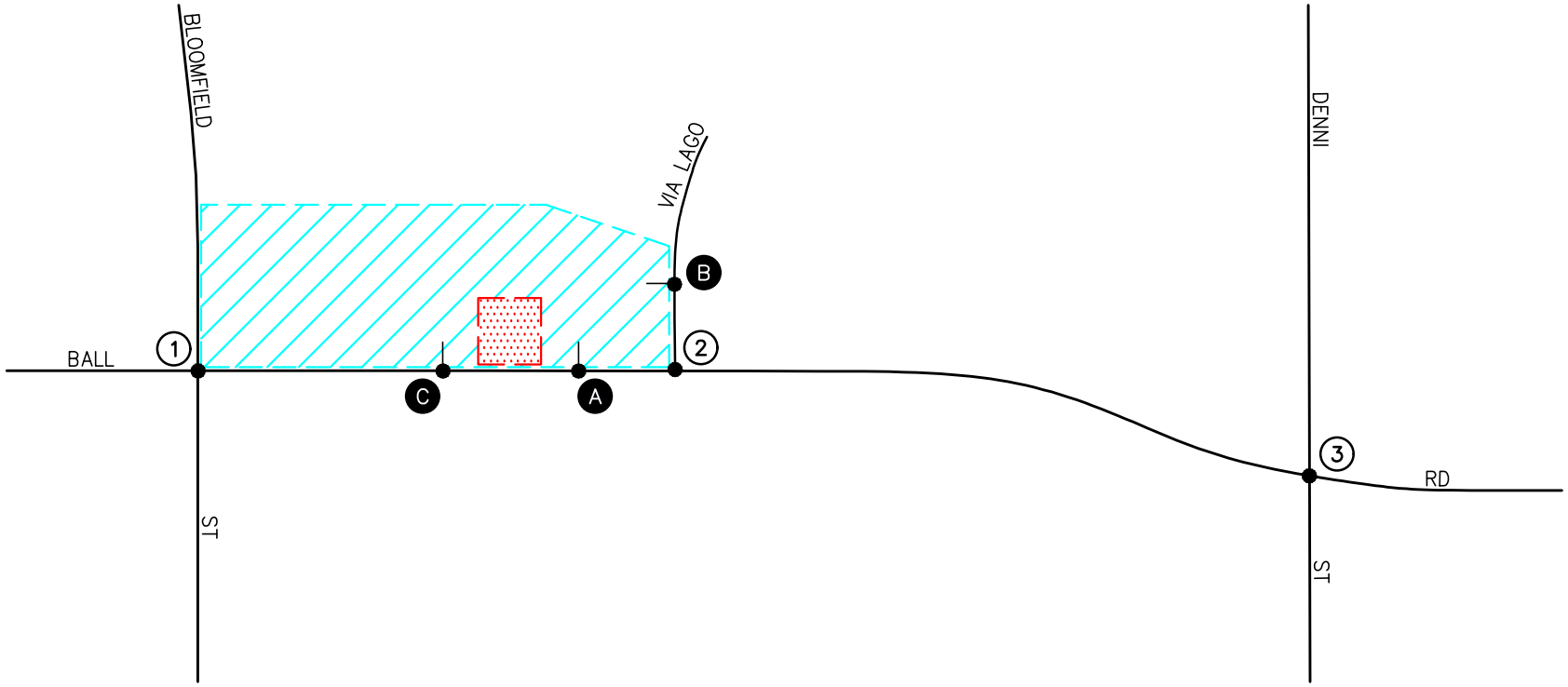
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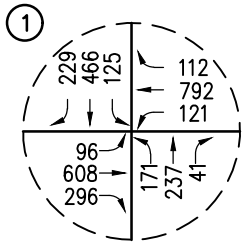
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FIGURE 3-4

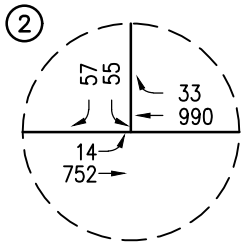
CITY OF CYPRESS BIKE PATH PLAN

MCDONALD'S DT AT CYPRESS CENTER WEST TRAFFIC & PARKING, CYPRESS

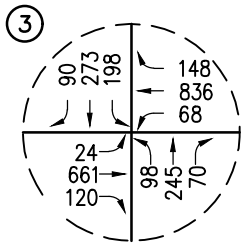




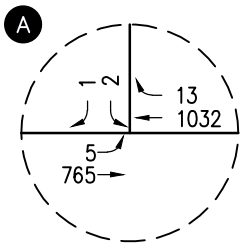
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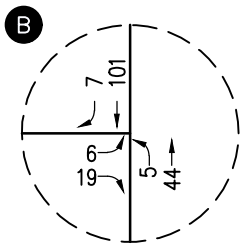
VIA LARGO @ BALL RD



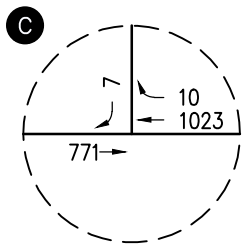
DENNI ST @ BALL RD



DRIVEWAY A @ BALL RD



VIA LARGO @ DRIVEWAY B



DRIVEWAY C @ BALL RD

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(#) = STUDY INTERSECTION

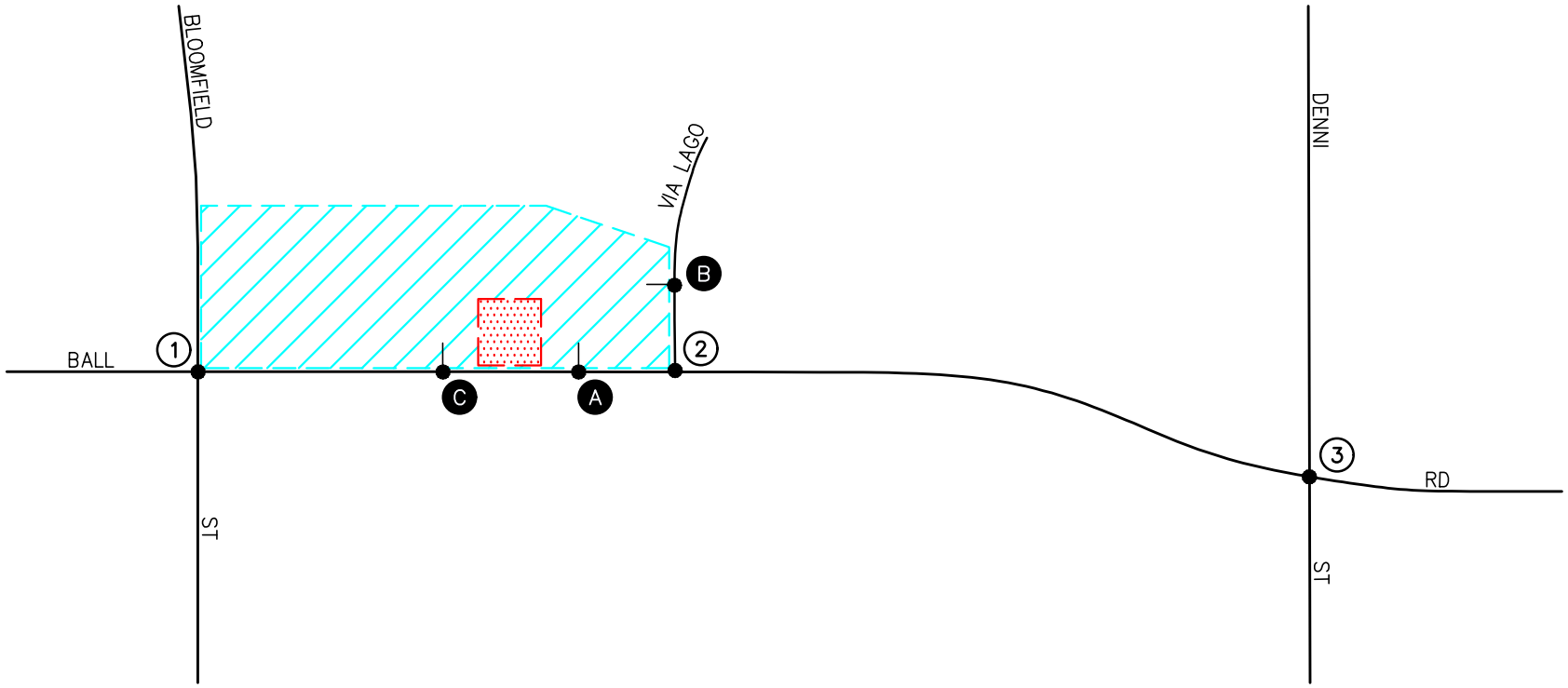
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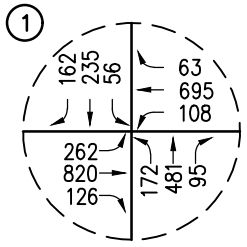
= PROJECT PROJECT

FIGURE 3-5

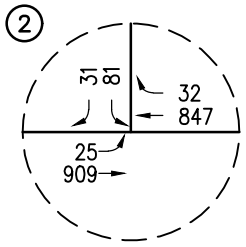
EXISTING AM PEAK HOUR TRAFFIC VOLUMES

MCDONALD'S DT AT CYPRESS CENTER WEST TRAFFIC & PARKING, CYPRESS

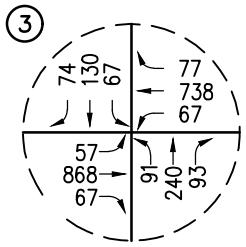




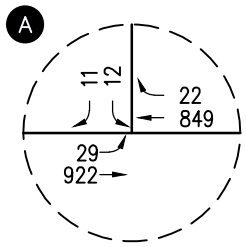
BLOOMFIELD ST @
BALL RD



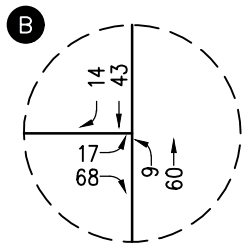
VIA LARGO @
BALL RD



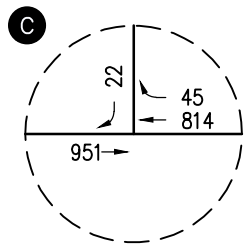
DENNI ST @
BALL RD



DRIVEWAY A @
BALL RD



VIA LARGO @
DRIVEWAY B



DRIVEWAY C @
BALL RD

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N NO SCALE

KEY

(#) = STUDY INTERSECTION

= CYPRESS CENTER WEST

= PROJECT PROJECT

FIGURE 3-6

EXISTING PM PEAK HOUR TRAFFIC VOLUMES

MCDONALD'S DT AT CYPRESS CENTER WEST TRAFFIC & PARKING, CYPRESS

3.5 Existing Intersection Conditions

Existing AM and PM peak hour operating conditions for the three (3) key study intersections were evaluated using the *Highway Capacity Manual* (HCM) methodology for signalized intersections and the methodology outlined in the *Highway Capacity Manual* (HCM) for unsignalized intersections per the City of Cypress requirements.

3.5.1 *Highway Capacity Manual (HCM) Method of Analysis (Signalized Intersections)*

In conformance with the City of Cypress requirements, existing AM and PM peak hour operating conditions for the key signalized study intersections were evaluated using the *Highway Capacity Manual* (HCM 7) methodology. Based on the HCM operations method of analysis, level of service for signalized intersections is defined in terms of control delay, which is a measure of driver discomfort, frustration, fuel consumption, and lost travel time. The delay experienced by a motorist is made up of a number of factors that relate to control, geometry, traffic, and incidents. Total delay is the difference between the travel time actually experienced and the reference travel time that would result during ideal conditions: in the absence of traffic control, in the absence of geometric delay, in the absence of any incidents, and when there are no other vehicles on the road.

In Chapter 19 of the HCM, only the portion of total delay attributed to the control facility is quantified. This delay is called *control delay.* Control delay includes initial deceleration delay, queue move-up time, stopped delay, and final acceleration delay. In contrast, in previous versions of the HCM (1994 and earlier), delay included only stopped delay. Specifically, LOS criteria for traffic signals are stated in terms of the average control delay per vehicle. The six qualitative categories of Level of Service that have been defined along with the corresponding HCM control delay value range for signalized intersections are shown in ***Table 3-1***.

3.5.1 *Highway Capacity Manual 7 (HCM 7) Method of Analysis (Unsignalized Intersections)*

Two-way stop-controlled intersections are comprised of a major street, which is uncontrolled, and a minor street, which is controlled by stop signs. Level of service for a two-way stop-controlled intersection is determined by the computed or measured control delay. The control delay by movement, by approach, and for the intersection as a whole is estimated by the computed capacity for each movement. LOS is determined for each minor-street movement (or shared movement) as well as major-street left turns. The worst side street approach delay is reported. LOS is not defined for the intersection as a whole or for major-street approaches, as it is assumed that major-street through vehicles experience zero delay. The HCM control delay value range for two-way stop-controlled intersections is shown in ***Table 3-2***.

3.5.2 *Level of Service Criteria*

According to the City of Cypress level of service criteria and thresholds of deficiency, improvements to local and regional transportation systems are needed if:

- For signalized intersections an impact is considered to be significant if the project related increase in the delay equals or exceeds the threshold shown below:

With Project Level of Service (LOS)	Project-Related Increase in Delay (seconds)
C	➢ 6 seconds
D	➢ 4 seconds
E/F	➢ 2 seconds

For unsignalized intersections, an impact is considered to be significant if the project worsens the level of service from LOS D to E or F or causes the delay equal to or more than three (3.0) seconds that operates at LOS E or F with the Project.

It should be noted that the City of Los Alamitos guidelines are consistent with the City of Cypress guidelines which require the use of HCM methodology therefore, the City of Cypress guidelines have been applied to all study intersections.

3.6 Existing Level of Service Results

Table 3-3 summarizes the existing peak hour service level calculations for the three (3) key study intersections based on existing traffic volumes and current street geometry. Review of *Table 3-3* indicates that all three (3) key study intersections currently operate at an acceptable level of service during the AM and PM peak hours.

Appendix C presents the HCM/LOS calculation worksheets for the three (3) key study intersections.

TABLE 3-1

LEVEL OF SERVICE CRITERIA FOR SIGNALIZED INTERSECTIONS (HCM 7 METHODOLOGY)[1]

Level of Service (LOS)	Control Delay Per Vehicle (seconds/vehicle)	Level of Service Description
A	$\leq$ 10.0	This level of service occurs when progression is extremely favorable and most vehicles arrive during the green phase. Most vehicles do not stop at all. Short cycle lengths may also contribute to low delay.
B	> 10.0 and $\leq$ 20.0	This level generally occurs with good progression, short cycle lengths, or both. More vehicles stop than with LOS A, causing higher levels of average delay.
C	> 20.0 and $\leq$ 35.0	Average traffic delays. These higher delays may result from fair progression, longer cycle lengths, or both. Individual cycle failures may begin to appear at this level. The number of vehicles stopping is significant at this level, though many still pass through the intersection without stopping.
D	> 35.0 and $\leq$ 55.0	Long traffic delays At level D, the influence of congestion becomes more noticeable. Longer delays may result from some combination of unfavorable progression, long cycle lengths, or high *v/c* ratios. Many vehicles stop, and the proportion of vehicles not stopping declines. Individual cycle failures are noticeable.
E	> 55.0 and $\leq$ 80.0	Very long traffic delays This level is considered by many agencies to be the limit of acceptable delay. These high delay values generally indicate poor progression, long cycle lengths, and high *v/c* ratios. Individual cycle failures are frequent occurrences.
F	$\geq$ 80.0	Severe congestion This level, considered to be unacceptable to most drivers, often occurs with over saturation, that is, when arrival flow rates exceed the capacity of the intersection. It may also occur at high *v/c* ratios below 1.0 with many individual cycle failures. Poor progression and long cycle lengths may also be major contributing factors to such delay levels.

[1] Source: *Highway Capacity Manual 7*, Chapter 19: Signalized Intersections.

TABLE 3-2

LEVEL OF SERVICE CRITERIA FOR UNSIGNALIZED INTERSECTIONS (HCM 7 METHODOLOGY)[2]

Level of Service (LOS)	Highway Capacity Manual (HCM) Delay Per Vehicle (seconds/vehicle)	Level of Service Description
A	≤ 10.0	Little or no delay
B	> 10.0 and ≤ 15.0	Short traffic delays
C	> 15.0 and ≤ 25.0	Average traffic delays
D	> 25.0 and ≤ 35.0	Long traffic delays
E	> 35.0 and ≤ 50.0	Very long traffic delays
F	> 50.0	Severe congestion

[2] Source: *Highway Capacity Manual 7*, Chapter 20: Two-Way Stop-Controlled Intersections. The LOS criteria apply to each lane on a given approach and to each approach on the minor street. LOS is not calculated for major-street approaches or for the intersection as a whole.

TABLE 3-3
EXISTING PEAK HOUR INTERSECTION CAPACITY ANALYSIS

Key Intersection		Jurisdiction	Time Period	Control Type	HCM (s/v)	LOS
1.	Bloomfield Street at Ball Road	Cypress	AM	8Ø Traffic	29.8	C
			PM	Signal	27.6	C
2.	Via Largo at Ball Road	Cypress	AM	3Ø Traffic	6.2	A
			PM	Signal	5.9	A
3.	Denni Street at Ball Road	Cypress	AM	8Ø Traffic	29.4	C
			PM	Signal	30.5	C

Notes:

- s/v = seconds per vehicle (delay)
- LOS = Level of Service, please refer to *Tables 3-1 and 3-2* for the LOS definitions
- ∅ = Phase
- **BOLD ICU/LOS** indicates unacceptable service level.

4.0 TRAFFIC FORECASTING METHODOLOGY

In order to estimate the traffic characteristics of the proposed Project, a multi-step process has been utilized. The first step is traffic generation, which estimates the total arriving and departing traffic on a peak hour and daily basis. The traffic generation potential is forecast by applying the appropriate vehicle trip generation equations and/or rates to the Project development tabulation.

The second step of the forecasting process is traffic distribution, which identifies the origins and destinations of inbound and outbound Project traffic. These origins and destinations are typically based on demographics and existing/expected future travel patterns in the study area.

The third step is traffic assignment, which involves the allocation of Project traffic to study area streets and intersections. Traffic assignment is typically based on minimization of travel time, which may or may not involve the shortest route, depending on prevailing operating conditions and travel speeds. Traffic distribution patterns are indicated by general percentage orientation, while traffic assignment allocates specific volume forecasts to individual roadway segments and intersection turning movements throughout the study area.

With the forecasting process complete and project traffic assignments developed, the effect of project-related traffic is isolated by comparing operational (LOS) conditions at the selected key intersection using expected future traffic volumes with and without forecast project traffic. If necessary, the need for site-specific and/or cumulative local area traffic improvements can then be evaluated.

5.0 PROJECT TRAFFIC CHARACTERISTICS

5.1 Project Traffic Generation

Traffic generation is expressed in vehicle trip ends, defined as one-way vehicular movements, either entering or exiting the generating land use. Generation factors and equations used in this analysis are based on information found in the 11th Edition of Trip Generation, published by the Institute of Transportation Engineers (ITE) [Washington, D.C., 2021].

Table 5-1 summarizes the trip generation rates used in forecasting the vehicular trips generated by the proposed Project and presents the forecast daily and peak hour project traffic volumes for a "typical" weekday. Given the description of the proposed Project, as shown in the upper portion of *Table 5-1*, the trip generation potential was estimated using ITE Land Use 934: Fast Food Restaurant with Drive Through Window trip rates.

Please note that to provide a conservative traffic assessment the aforementioned project trip generation only includes adjustment for pass-by trips per the *11th Edition of Trip Generation, published by ITE (2021)* to account for trips that are already in the everyday traffic stream on the adjoining streets; no adjustment for internal capture was taken to account for the interaction of the Project's trips with the existing retail center.

As shown in *Table 5-1,* the proposed Project is forecast to generate approximately 1,295 daily trips, with 82 trips (42 inbound, 40 outbound) produced in the AM peak hour and 61 (31 inbound, 30 outbound) produced in the PM peak hour on a "typical" weekday.

It is noted that based on common traffic engineering practices, the traffic generated by an existing land use (i.e. former Union Bank) represents a "trip budget" for the Project site, against which the impact of the proposed Project might be compared. However, the current bank is now vacant and per the City's guidelines, "when estimating the Project's net new trips, any claim for trip credits for an existing or prior use generally requires that the use must have been active at the time the base year traffic counts were collected."

5.2 Project Traffic Distribution and Assignment

Project traffic volumes both entering and exiting the project site have been distributed and assigned to the adjacent street system based on the following considerations:

- location of site access points in relation to the surrounding street system,
- the site's proximity to major traffic carriers and regional access routes,
- physical characteristics of the circulation system such as lane channelization and presence of traffic signals that affect travel patterns, and
- ingress/egress availability at the project site and in consideration of existing site driveway location along Ball Road, Bloomfield Street and Via Largo.

Figure 5-1 illustrates the general, directional traffic distribution pattern for the proposed Project. ***Figure 5-2*** presents the pass-by trip distribution for Project Driveways A, B and C. The anticipated

AM and PM peak hour traffic volumes associated with the proposed Project are presented in ***Figures 5-3*** and ***5-4***, respectively. The traffic volume assignments presented in *Figures 5-3* and *5-4* reflect the traffic distribution characteristics shown in *Figures 5-1* and *5-2* and the traffic generation forecast of the proposed Project presented in *Table 5-1.*

5.3 Existing Plus Project Traffic Conditions

The Existing Plus Project traffic conditions have been generated based upon existing conditions and the estimated project traffic. These forecast traffic conditions have been prepared to assess the potential effects of the Project upon the circulation system as it currently exists per the requirements of the City. This traffic volume scenario and the related intersection capacity analyses will identify the roadway improvements necessary to offset the Project, if any.

Figures 5-5 and ***5-6*** present projected AM and PM peak hour traffic volumes at the three (3) key study intersections and Project driveways with the addition of the trips generated by the proposed Project to existing traffic volumes, respectively.

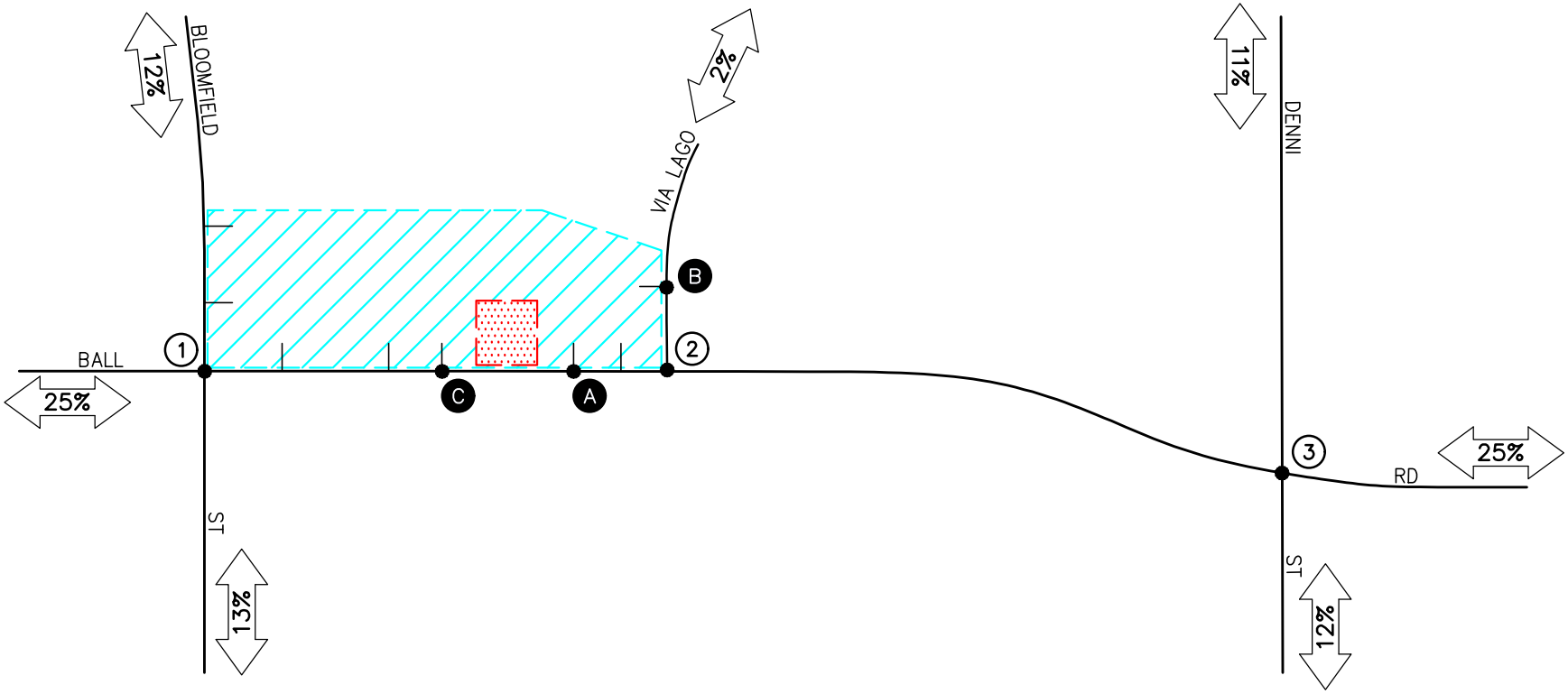
TABLE 5-1
PROJECT TRIP GENERATION RATES AND FORECAST[3]

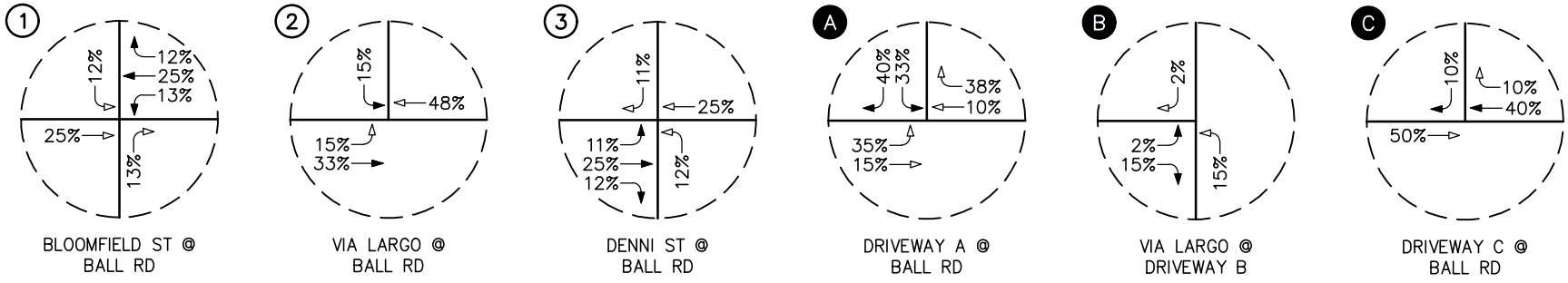
Description	Daily 2-Way	AM Peak Hour			PM Peak Hour		
		Enter	Exit	Total	Enter	Exit	Total
Trip Generation Rates:							
▪ ITE 934: Fast Food Restaurant with Drive Through Window (TE/1000 SF)	467.48	51%	49%	44.61	52%	48%	33.03
Proposed Land Use Trip Generation:							
➢ Fast Food Restaurant with Drive Through (3,694 SF)	1,727	84	81	165	63	59	122
Pass-by (Daily: 25%, AM: 50%, PM: 50%)[4]	-432	-42	-41	-83	-32	-29	-61
Project Trip Generation Forecast:	**1,295**	**42**	**40**	**82**	**31**	**30**	**61**

Notes:
TE/1000 SF = Trip End per 1,000 Square Feet of Gross Floor Area

[3] Source: *Trip Generation*, 11th Edition, Institute of Transportation Engineers (ITE), Washington, D.C. (2021).

[4] Source: ITE *Trip Generation,* 11th Edition. Pass-by reductions for the Fast-Food Restaurant with Drive-Through Window consist of the following: 25% daily (estimated), 50% AM and 50% PM (it is noted that the City of Cypress caps pass-by percentages to no more than 50%).





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KEY

(#) = STUDY INTERSECTION

= INBOUND PERCENTAGE

= OUTBOUND PERCENTAGE

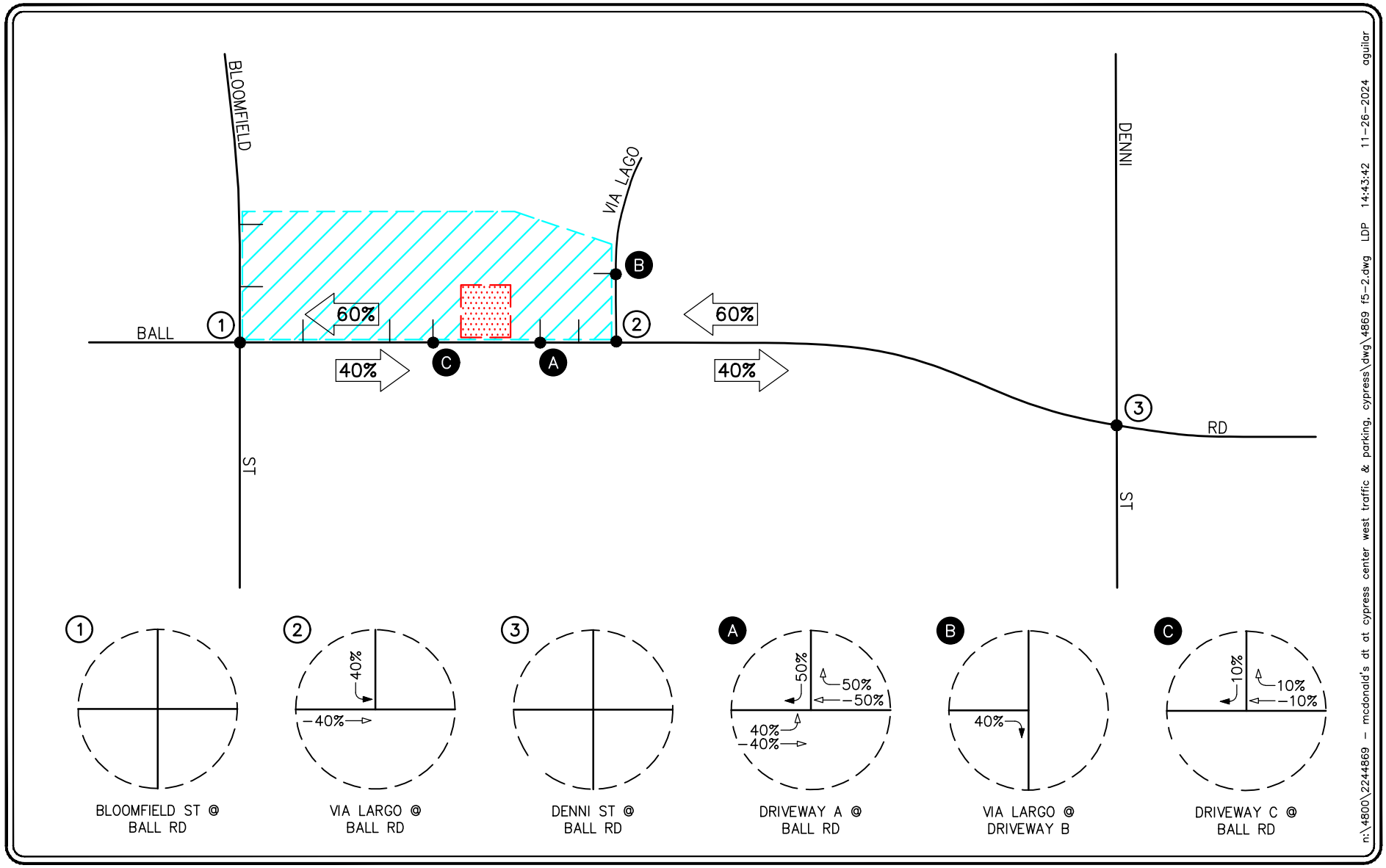
= CYPRESS CENTER WEST

= PROJECT SITE

FIGURE 5-1

PROJECT TRAFFIC DISTRIBUTION PATTERN

MCDONALD'S DT AT CYPRESS CENTER WEST TRAFFIC & PARKING, CYPRESS



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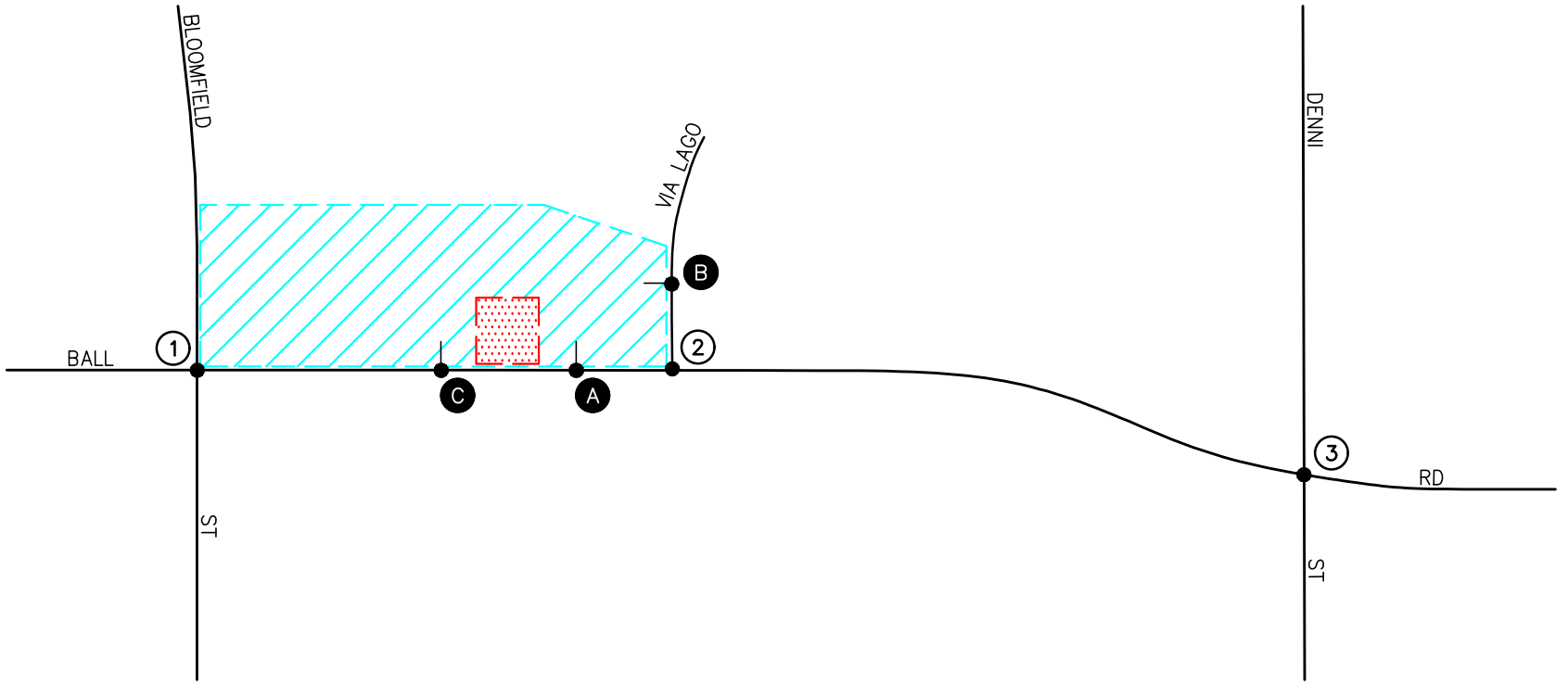
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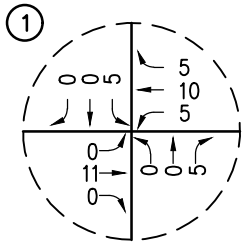
= PROJECT SITE

FIGURE 5-2

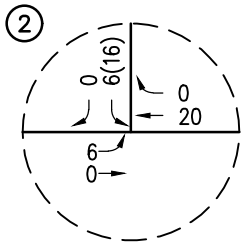
PROJECT PASS-BY DISTRIBUTION PATTERN

MCDONALD'S DT AT CYPRESS CENTER WEST TRAFFIC & PARKING, CYPRESS

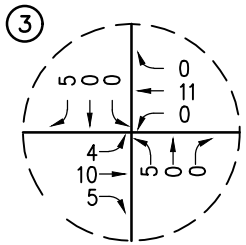




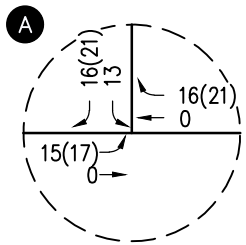
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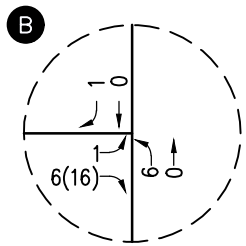
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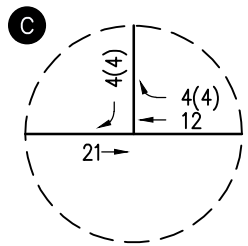
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DRIVEWAY A @
BALL RD



VIA LARGO @
DRIVEWAY B



DRIVEWAY C @
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N NO SCALE

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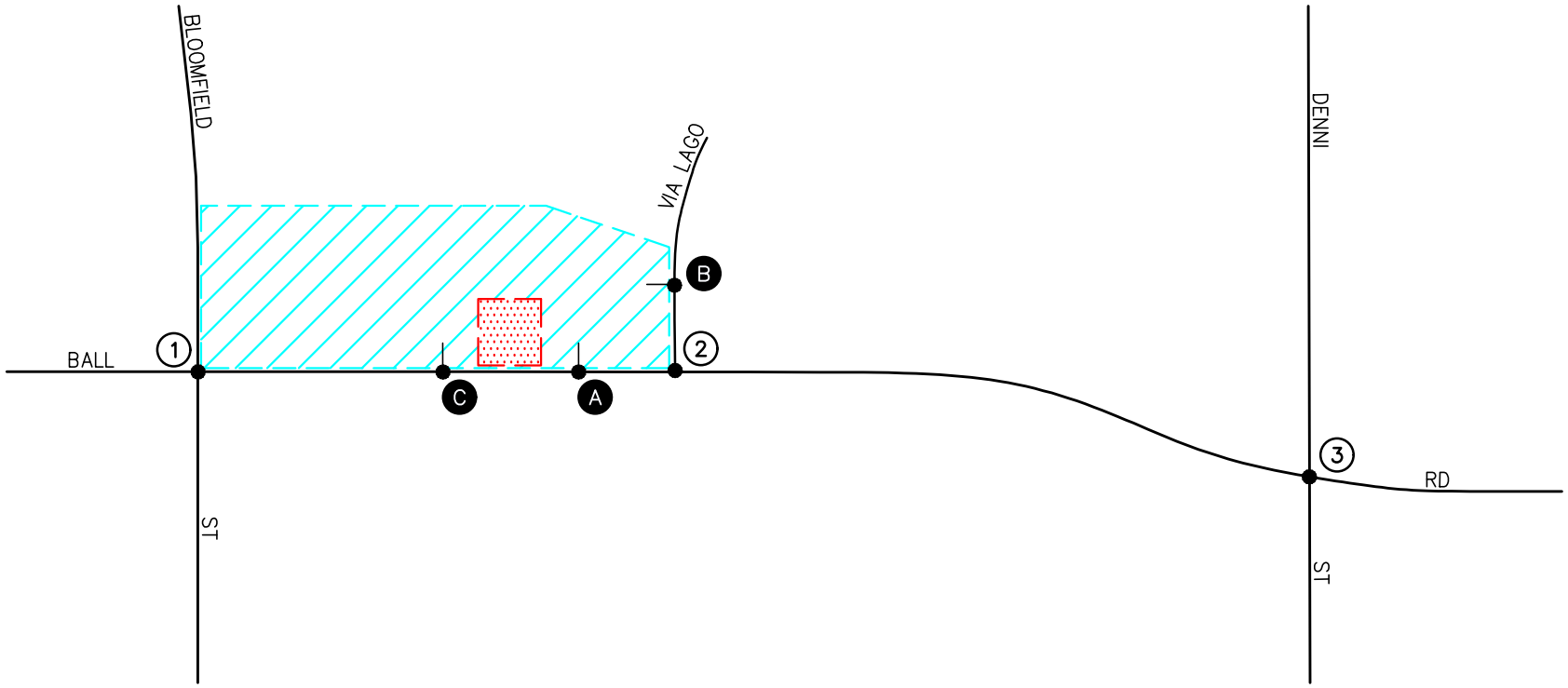
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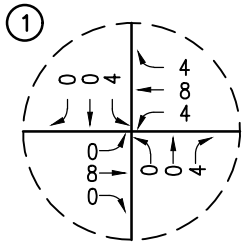
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FIGURE 5-3

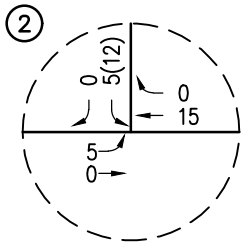
AM PEAK HOUR PROJECT TRAFFIC VOLUMES

MCDONALD'S DT AT CYPRESS CENTER WEST TRAFFIC & PARKING, CYPRESS

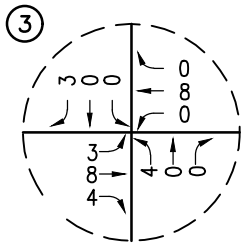




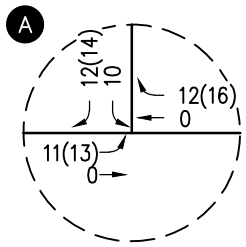
BLOOMFIELD ST @
BALL RD



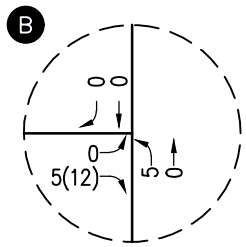
VIA LARGO @
BALL RD



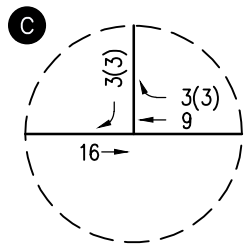
DENNI ST @
BALL RD



DRIVEWAY A @
BALL RD



VIA LARGO @
DRIVEWAY B



DRIVEWAY C @
BALL RD

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N NO SCALE

KEY

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= CYPRESS CENTER WEST

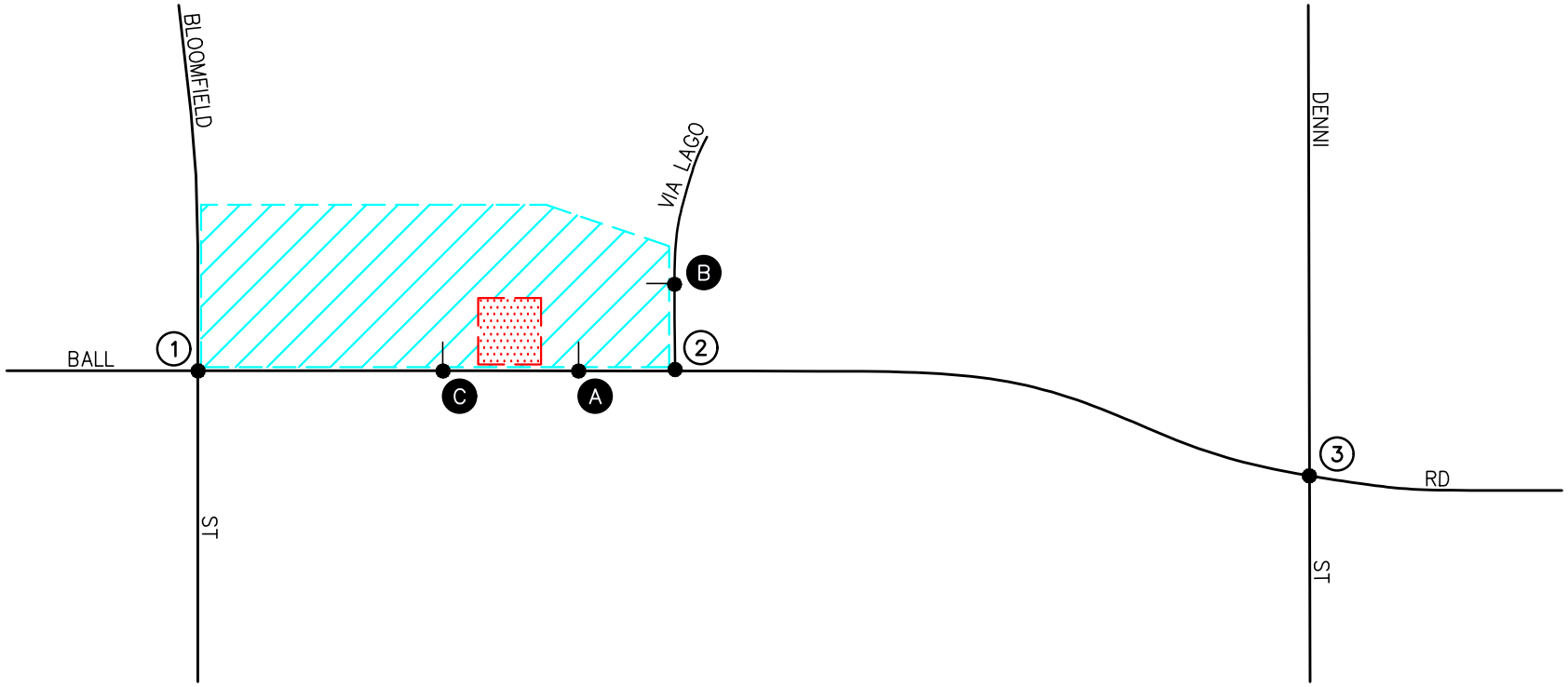
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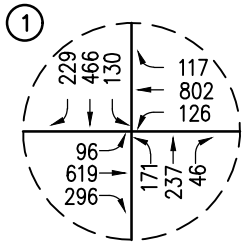
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FIGURE 5-4

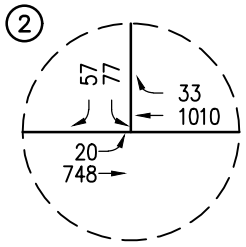
PM PEAK HOUR PROJECT TRAFFIC VOLUMES

MCDONALD'S DT AT CYPRESS CENTER WEST TRAFFIC & PARKING, CYPRESS

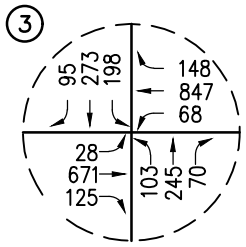




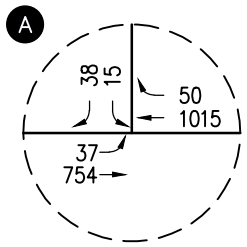
BLOOMFIELD ST @
BALL RD



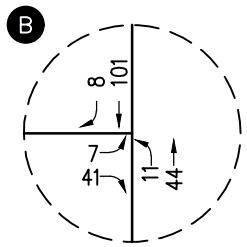
VIA LARGO @
BALL RD



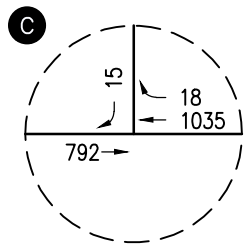
DENNI ST @
BALL RD



DRIVEWAY A @
BALL RD



VIA LARGO @
DRIVEWAY B



DRIVEWAY C @
BALL RD

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N NO SCALE

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(#) = STUDY INTERSECTION

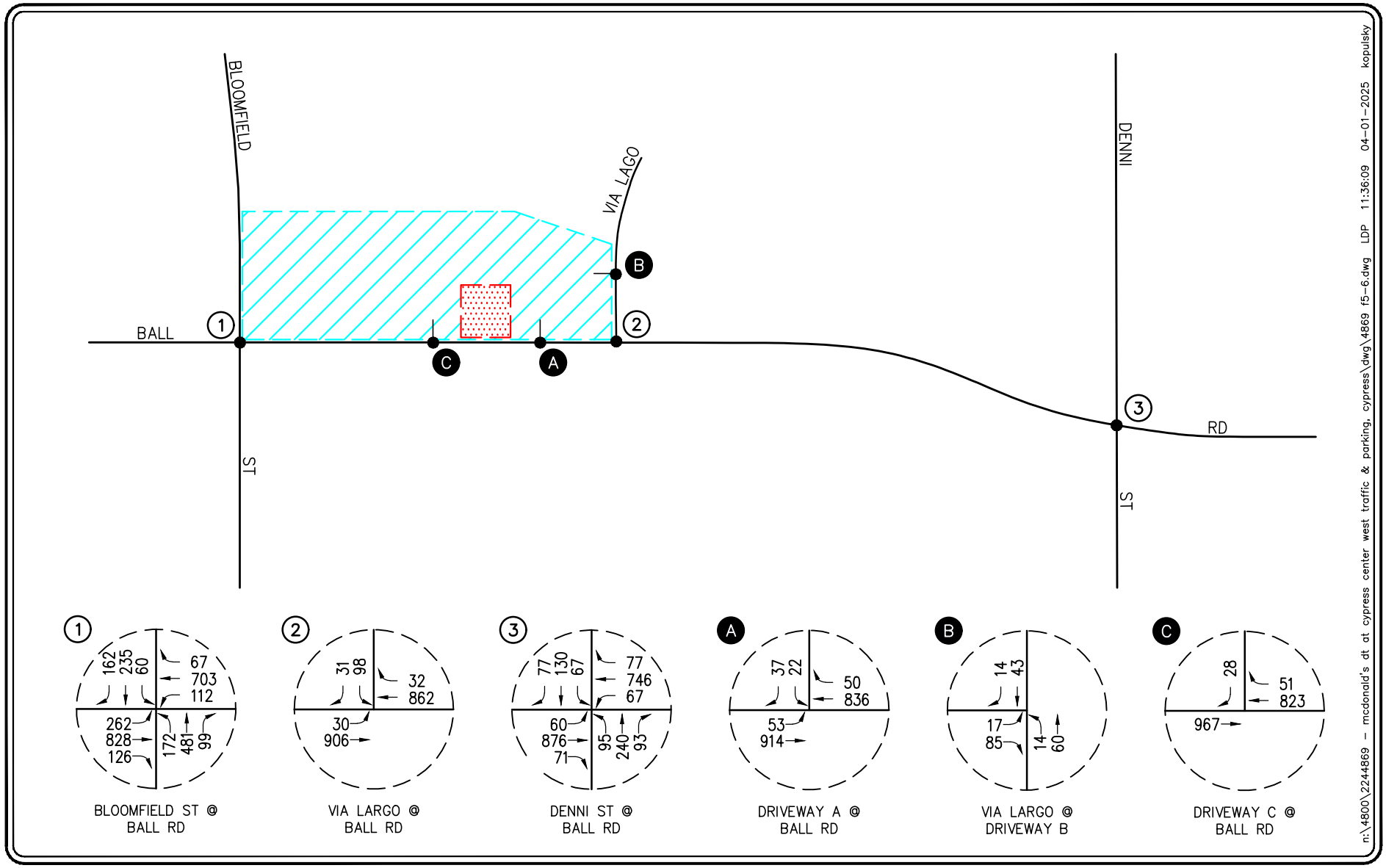
= CYPRESS CENTER WEST

= PROJECT PROJECT

FIGURE 5-5

EXISTING WITH PROJECT AM PEAK HOUR TRAFFIC VOLUMES

MCDONALD'S DT AT CYPRESS CENTER WEST TRAFFIC & PARKING, CYPRESS



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KEY

(#) = STUDY INTERSECTION

= CYPRESS CENTER WEST

= PROJECT PROJECT

FIGURE 5-6

EXISTING WITH PROJECT PM PEAK HOUR TRAFFIC VOLUMES

MCDONALD'S DT AT CYPRESS CENTER WEST TRAFFIC & PARKING, CYPRESS

6.0 FUTURE TRAFFIC CONDITIONS

6.1 Ambient Traffic Growth

Horizon year, background traffic growth estimates have been calculated using an ambient growth factor. The ambient traffic growth factor is intended to include unknown and future cumulative projects in the study area, as well as account for regular growth in traffic volumes due to the development of projects outside the study area. The future growth in traffic volumes has been calculated at two percent (2.0%) per year. Applied to the Year 2024 existing traffic volumes, this factor results in a 4.0% growth in existing volumes to the near-term horizon year 2026.

6.2 Related Projects Traffic Characteristics

In order to make a realistic estimate of future on-street conditions prior to implementation of the proposed Project, the status of other known development projects (related projects) in the vicinity of the proposed Project has been researched at the Cities of Cypress, Los Alamitos, Lakewood, and Hawaiian Gardens. With this information, the potential circulation effects of the proposed Project can be evaluated within the context of the cumulative effects of all ongoing development.

Based on our research, there are seven (7) cumulative projects in the City of Cypress, two (2) cumulative projects in the City of Los Alamitos, one (1) cumulative project in the City of Lakewood, and one (1) cumulative project in the City of Hawaiian Gardens within the vicinity of the subject site that have either been built, but not yet fully occupied, or are being processed for approval. These eleven (11) related projects have been included as part of the cumulative background setting. It should be noted that the former Rite Aid Pharmacy in Cypress Center West as well as other smaller vacancies were included in the background traffic to account for lost trips.

Table 6-1 provides the location and a brief description for each of the eleven (11) cumulative projects. ***Figure 6-1*** graphically illustrates the location of the cumulative projects. These related projects are expected to generate vehicular traffic, which may affect the operating conditions of the key study intersections.

Table 6-2 summarizes the trip generation potential for all eleven (11) cumulative projects. As shown, the cumulative projects are forecast to generate a total of 4,876 daily trips, with 882 trips (522 inbound and 360 outbound) forecast during the AM peak hour and 473 trips (162 inbound and 311 outbound) forecast during the PM peak hour.

The anticipated AM and PM peak hour cumulative projects traffic volumes at the key study intersections are presented in ***Figure 6-2*** and ***6-3***, respectively.

6.3 Year 2026 Traffic Volumes

Figures 6-4 and ***6-5*** present the Year 2026 AM and PM peak hour cumulative traffic volumes at the three (3) key study intersections, respectively. It should be noted that the Year 2026 Cumulative traffic volumes include ambient traffic growth as well as the traffic from the eleven (11) cumulative projects.

Figures 6-6 and ***6-7*** illustrate the Year 2026 forecast AM and PM peak hour traffic volumes with the inclusion of the trips generated by the proposed Project, respectively.

TABLE 6-1
LOCATION AND DESCRIPTION OF CUMULATIVE PROJECTS[5]

No.	Cumulative Project	Location/Address	Description
City of Cypress			
1.	Ralphs Expansion (Former Rite Aid at Cypress Center)	4037 Ball Road	Grocery Store 10,065 SF
2.	Health Club/Fitness (Vacancy at Cypress Center)	4107 Ball Road	Personal Service/Fitness 1,827 SF
3.	El Zarape Mexican Restaurant (Vacancy at Cypress Center)	4197 Ball Road	Fine and Casual Dining 1,400 SF
4.	Vacant Retail/Proposed Food Use (Vacancy at Cypress Center)	4143 Ball Road	Fine and Casual Dining 3,694 SF
5.	5665 Plaza Drive – Warehouse Project	5665 Plaza Drive	Light industrial building 191,394 SF
6.	Proposed Sycamore Creek Charter School	4321 Cerritos Avenue	Charter School 720 students
7.	Citrus Square Senior Community	NEC of Moody Street at Orange Avenue	Senior Housing 98 DU
City of Los Alamitos			
8.	Katella Medical Office Building	Katella Avenue at Saratoga Drive	Medical Office 5,200 SF
9.	Kyle Medical Office Building	10852 Kyle Street	Medical Office 22,058 SF
City of Lakewood			
10.	Case No.9246	20723 Elaine Avenue	Multi-Family Residential 8 DU
City of Hawaiian Gardens			
11.	18-unit Condominiums	21821 Hawaiian Avenue	Condos 18 DU

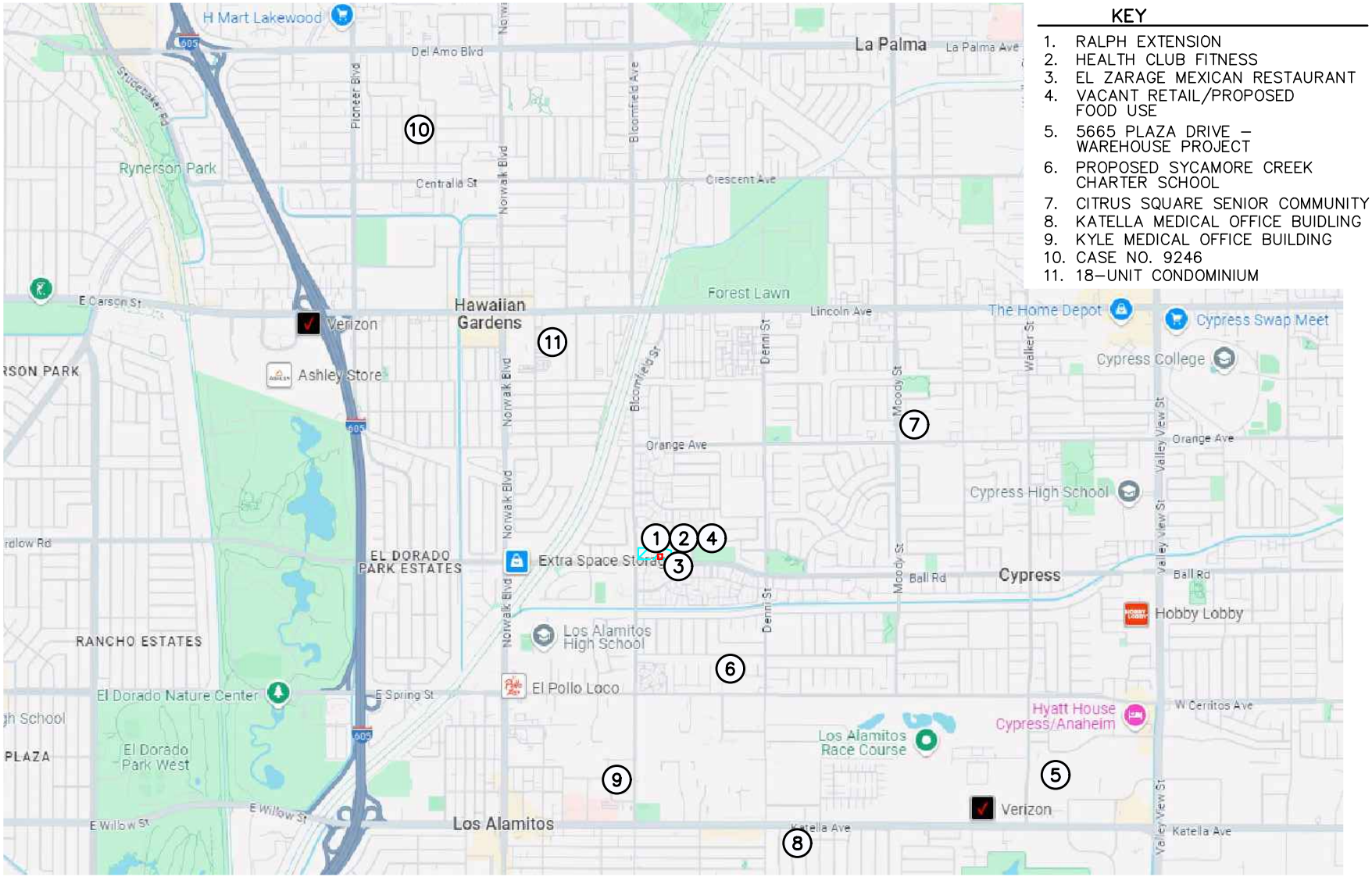
Notes:
- SF = Square-feet
- DU = Dwelling units

[5] Source: City of Cypress, City of Los Alamitos, City of Lakewood, and City of Hawaiian Gardens Planning Departments.

TABLE 6-2
CUMULATIVE PROJECTS TRAFFIC GENERATION FORECAST[6]

Cumulative Project Description	Daily 2-Way	AM Peak Hour			PM Peak Hour		
		In	Out	Total	In	Out	Total
1. Ralphs Expansion (Former Rite Aid at Cypress Center)	850	15	11	26	34	34	68
2. Health Club/Fitness (Vacancy at Cypress Center)	63	1	1	2	3	3	6
3. El Zarape Mexican Restaurant (Vacancy at Cypress Center)	122	1	1	2	6	4	10
4. Vacant Retail/ Proposed Food Use (Vacancy at Cypress Center)	323	3	1	4	14	12	26
5. 5665 Plaza Drive-Warehouse Project	932	125	17	142	17	107	124
6. Proposed Sycamore Creek Charter School	1,066	305	293	598	33	61	94
7. Citrus Square Senior Community	318	7	13	20	14	11	25
8. Katella Medical Office Building	187	13	3	16	6	14	20
9. Kyle Medical Office Building	840	49	13	62	26	61	87
10. Case No.9246	54	1	2	3	3	1	4
11. 18-unit Condominiums	121	2	5	7	6	3	9
Cumulative Projects Total Trip Generation Potential	**4,876**	**522**	**360**	**882**	**162**	**311**	**473**

[6] Unless otherwise noted, Source: *Trip Generation*, 11th Edition, Institute of Transportation Engineers (ITE), Washington, D.C. (2021).



KEY

1. RALPH EXTENSION
2. HEALTH CLUB FITNESS
3. EL ZARAGE MEXICAN RESTAURANT
4. VACANT RETAIL/PROPOSED FOOD USE
5. 5665 PLAZA DRIVE – WAREHOUSE PROJECT
6. PROPOSED SYCAMORE CREEK CHARTER SCHOOL
7. CITRUS SQUARE SENIOR COMMUNITY
8. KATELLA MEDICAL OFFICE BUIDLING
9. KYLE MEDICAL OFFICE BUILDING
10. CASE NO. 9246
11. 18–UNIT CONDOMINIUM

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SOURCE: GOOGLE

NO SCALE

KEY

(#) = LOCATION OF CUMULATIVE PROJECT

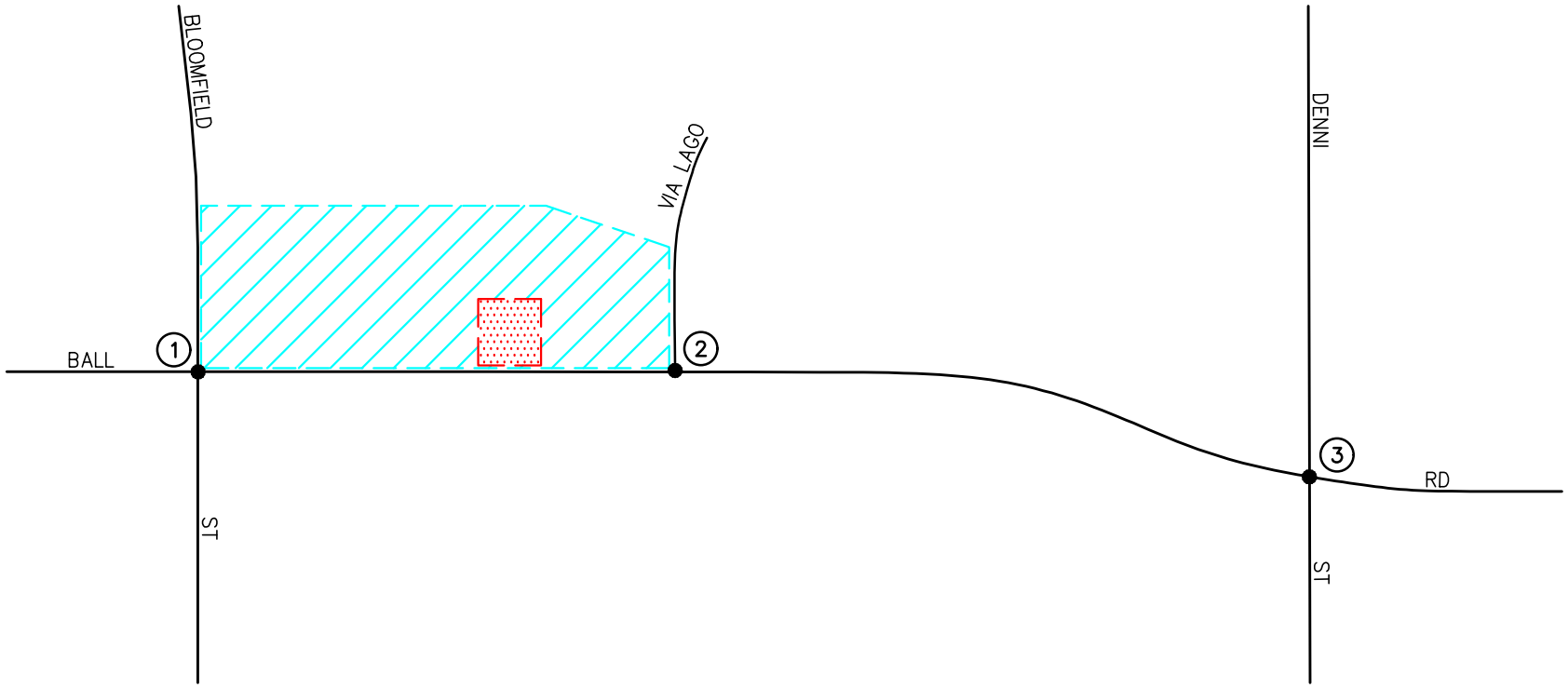
= CYPRESS CENTER WEST

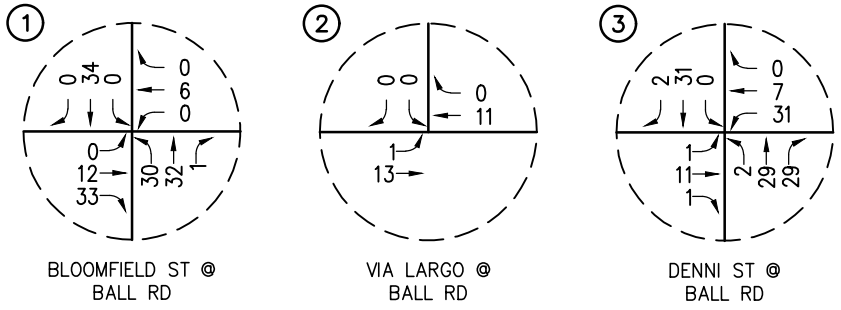
= PROPOSED PROJECT SITE

FIGURE 6–1

LOCATION OF CUMULATIVE PROJECTS

MCDONALD'S DT AT CYPRESS CENTER WEST TRAFFIC & PARKING, CYPRESS





BLOOMFIELD ST @ BALL RD

VIA LARGO @ BALL RD

DENNI ST @ BALL RD

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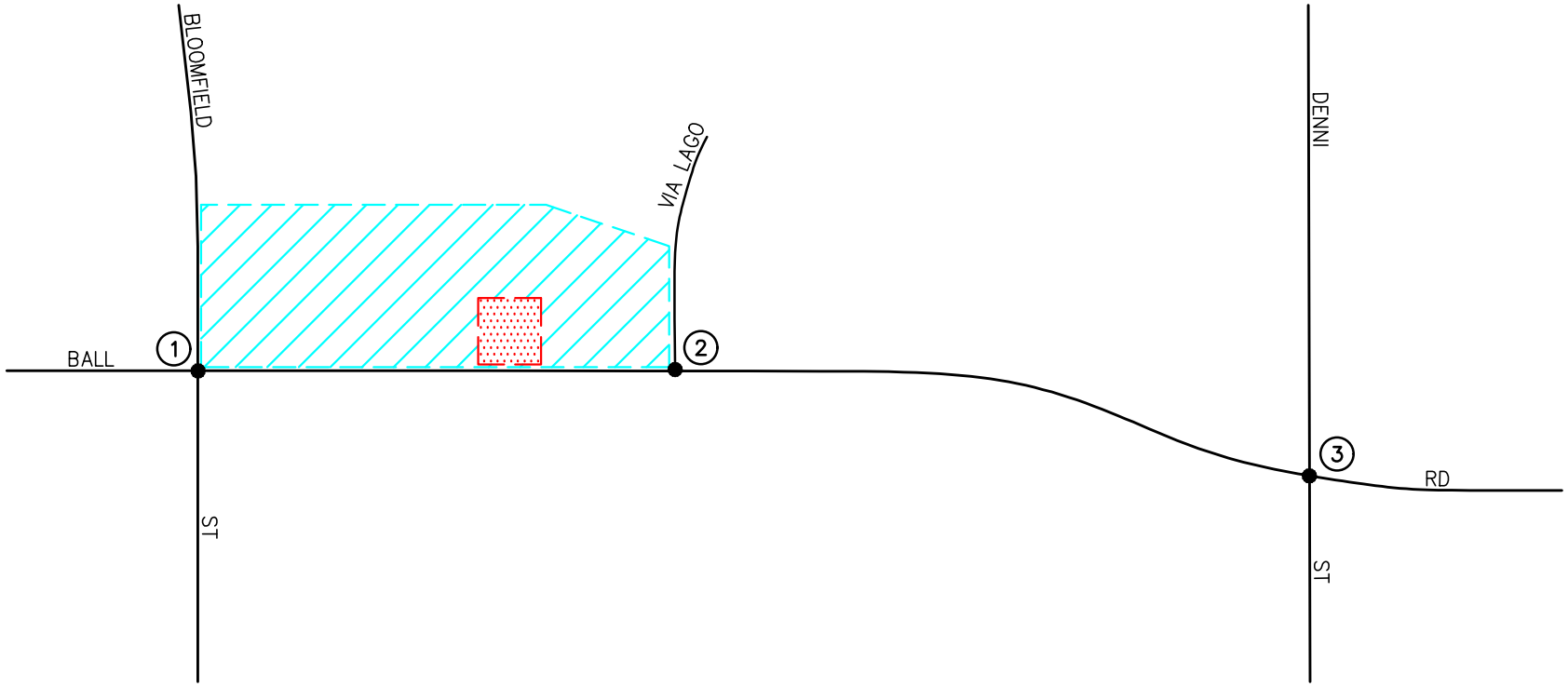
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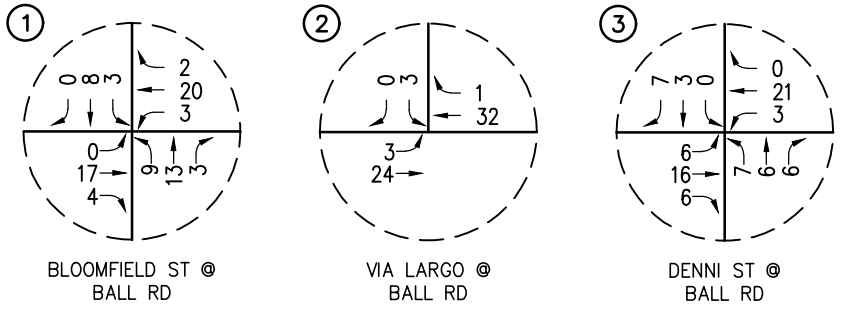
= PROJECT PROJECT

FIGURE 6-2

AM PEAK HOUR CUMULATIVE PROJECT TRAFFIC VOLUMES

MCDONALD'S DT AT CYPRESS CENTER WEST TRAFFIC & PARKING, CYPRESS





BLOOMFIELD ST @ BALL RD

VIA LARGO @ BALL RD

DENNI ST @ BALL RD

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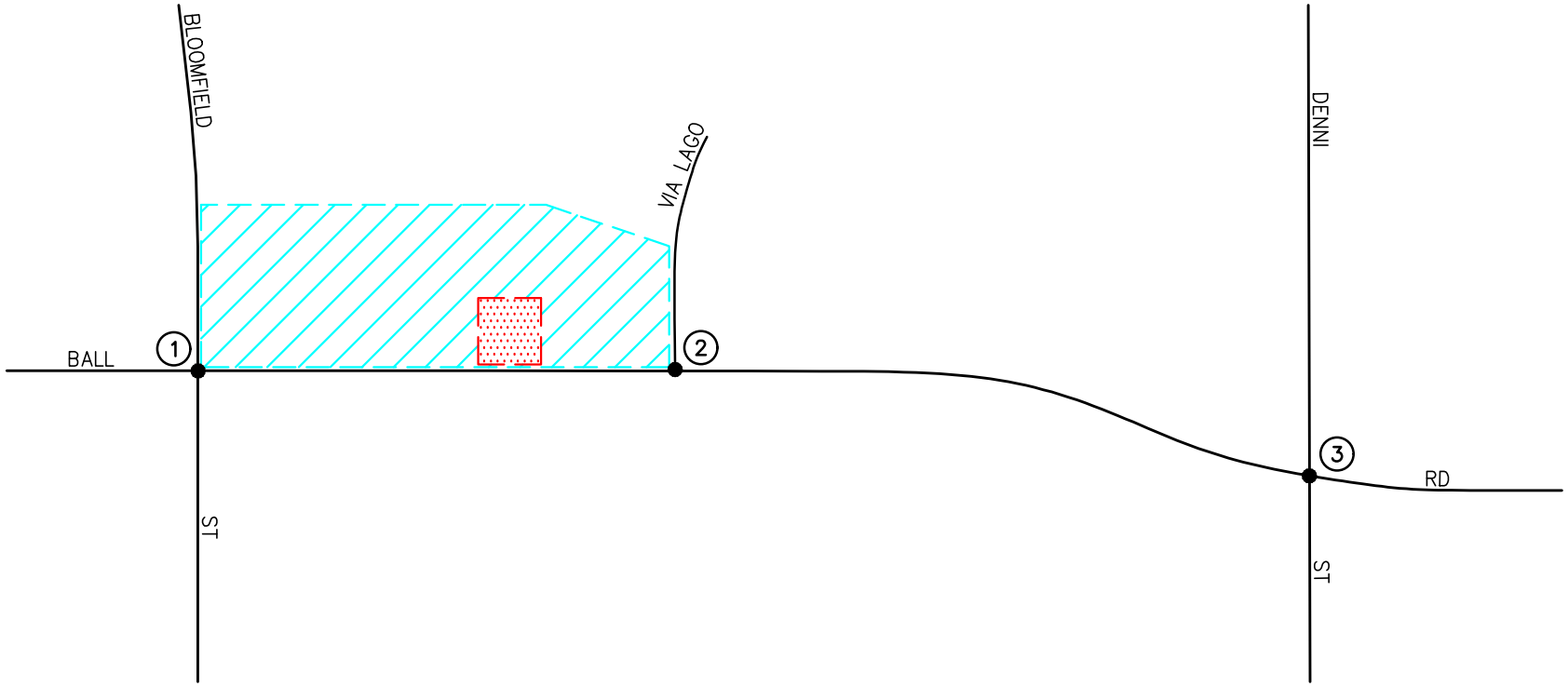
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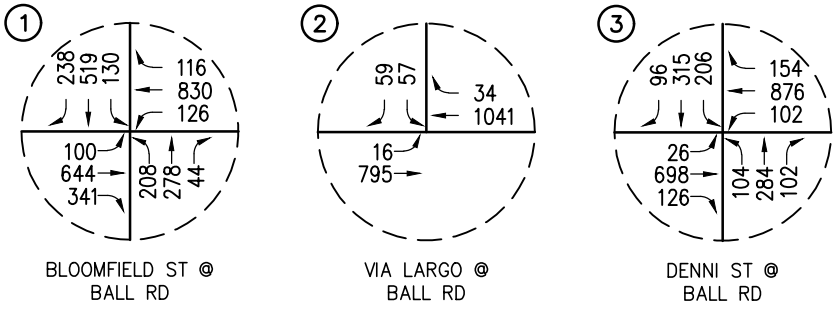
= PROJECT PROJECT

FIGURE 6-3

PM PEAK HOUR CUMULATIVE PROJECT TRAFFIC VOLUMES

MCDONALD'S DT AT CYPRESS CENTER WEST TRAFFIC & PARKING, CYPRESS





BLOOMFIELD ST @ BALL RD

VIA LARGO @ BALL RD

DENNI ST @ BALL RD

n:\4800\2244869 - mcdonald's dt at cypress center west traffic & parking, cypress\dwg\4869 f6-4.dwg LDP 14:50:33 11-26-2024 aguilar

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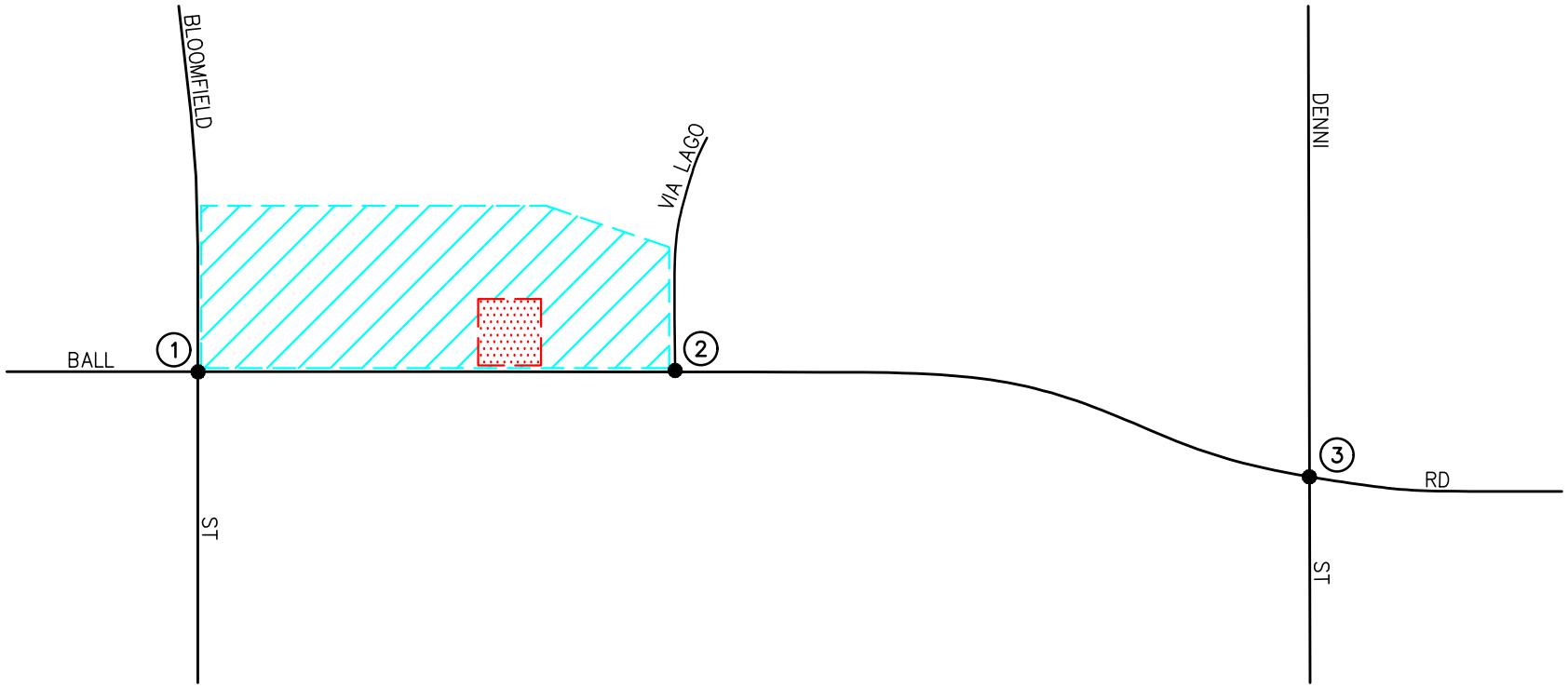
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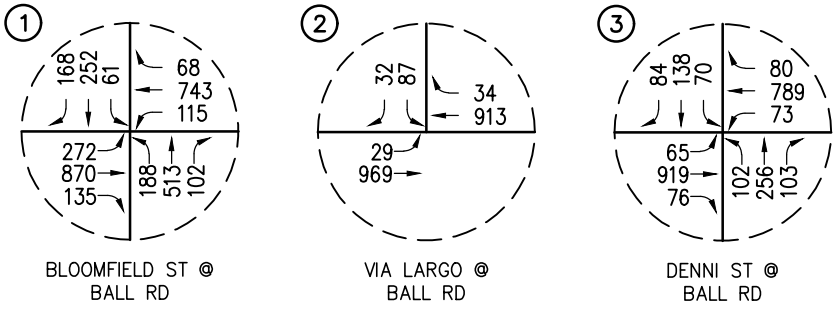
= PROJECT PROJECT

FIGURE 6-4

YEAR 2026 CUMULATIVE AM PEAK HOUR TRAFFIC VOLUMES

MCDONALD'S DT AT CYPRESS CENTER WEST TRAFFIC & PARKING, CYPRESS





BLOOMFIELD ST @ BALL RD

VIA LARGO @ BALL RD

DENNI ST @ BALL RD

n:\4800\2244869 - mcdonald's dt at cypress center west traffic & parking, cypress\dwg\4869 f6-5.dwg LDP 09:04:49 11-27-2024 aguilar

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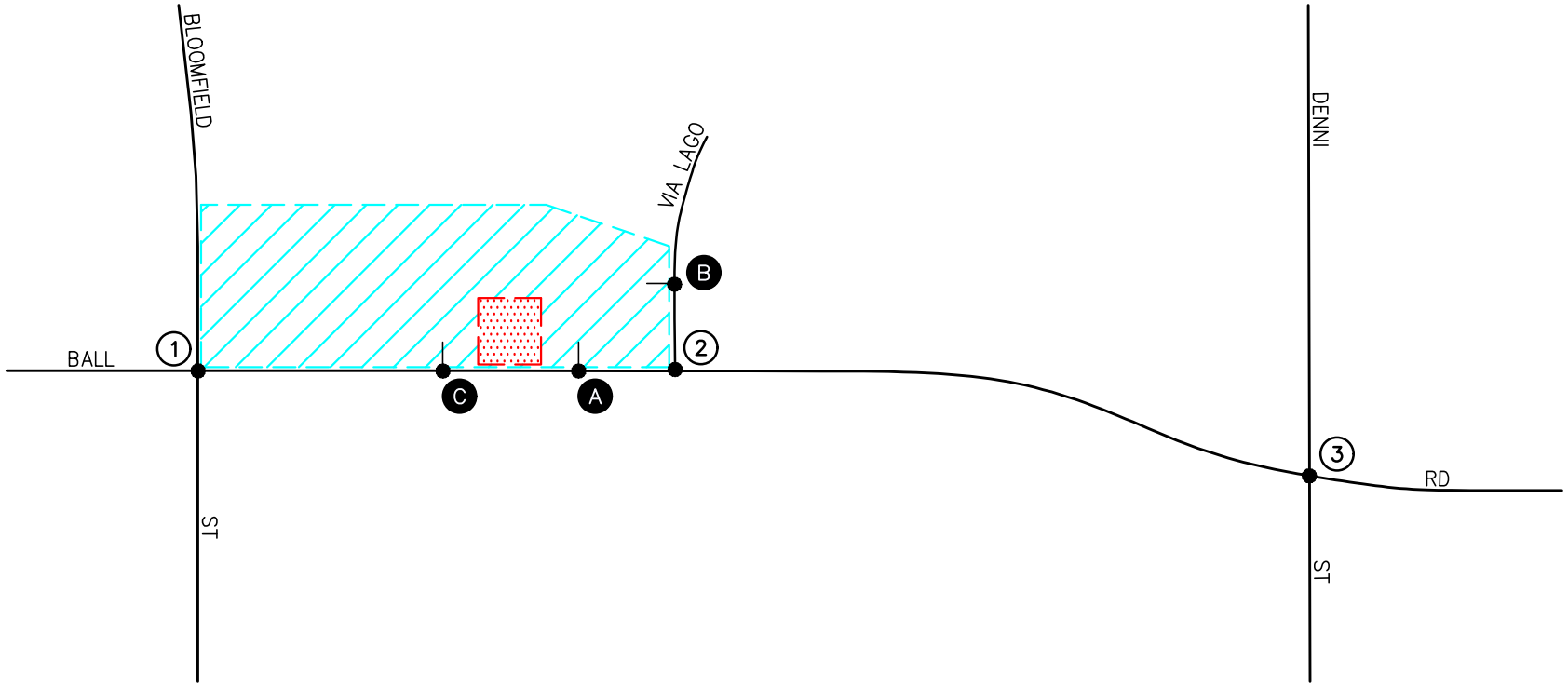
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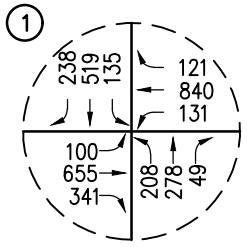
= PROJECT PROJECT

FIGURE 6-5

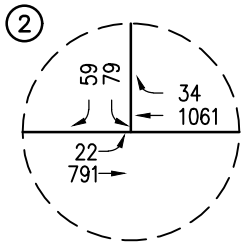
YEAR 2026 CUMULATIVE PM PEAK HOUR TRAFFIC VOLUMES

MCDONALD'S DT AT CYPRESS CENTER WEST TRAFFIC & PARKING, CYPRESS

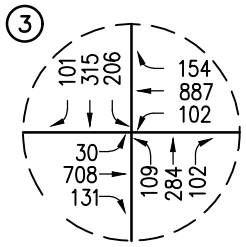




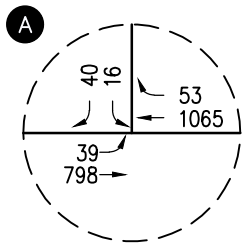
BLOOMFIELD ST @
BALL RD



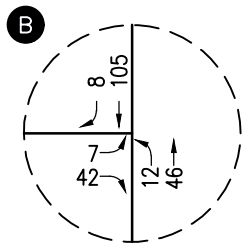
VIA LARGO @
BALL RD



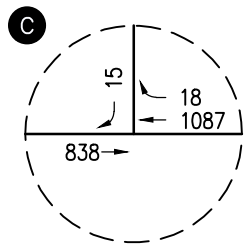
DENNI ST @
BALL RD



DRIVEWAY A @
BALL RD



VIA LARGO @
DRIVEWAY B



DRIVEWAY C @
BALL RD

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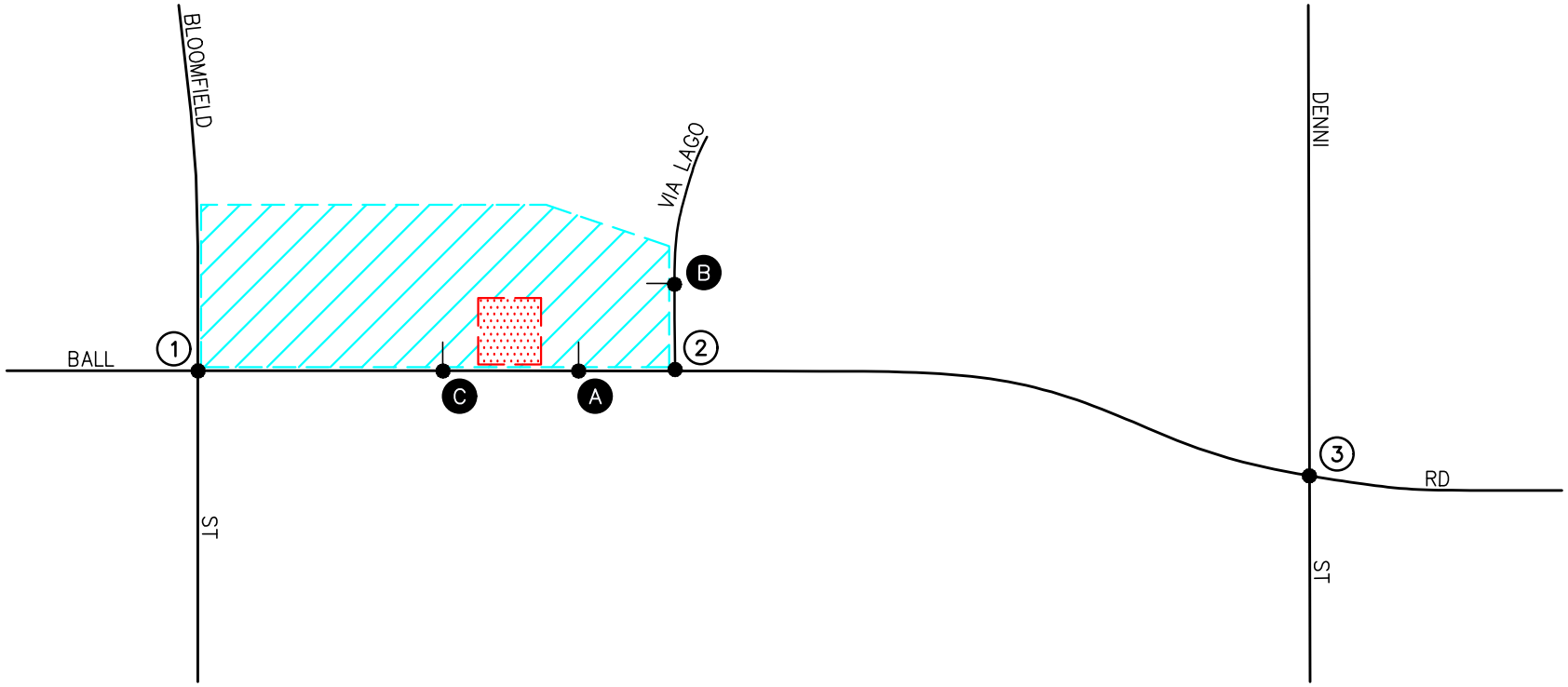
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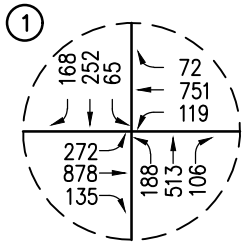
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FIGURE 6-6

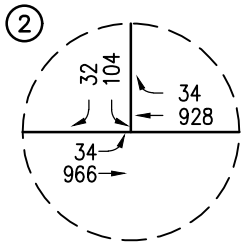
YEAR 2026 CUMULATIVE PLUS PROJECT AM PEAK HOUR TRAFFIC VOLUMES

MCDONALD'S DT AT CYPRESS CENTER WEST TRAFFIC & PARKING, CYPRESS

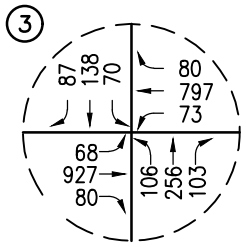




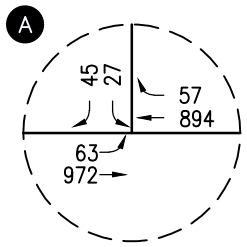
BLOOMFIELD ST @
BALL RD



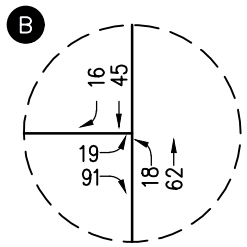
VIA LARGO @
BALL RD



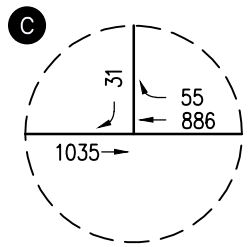
DENNI ST @
BALL RD



DRIVEWAY A @
BALL RD



VIA LARGO @
DRIVEWAY B



DRIVEWAY C @
BALL RD

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LLG

N NO SCALE

KEY

(#) = STUDY INTERSECTION

= CYPRESS CENTER WEST

= PROJECT PROJECT

FIGURE 6-7

YEAR 2026 CUMULATIVE PLUS PROJECT PM PEAK HOUR TRAFFIC VOLUMES

MCDONALD'S DT AT CYPRESS CENTER WEST TRAFFIC & PARKING, CYPRESS

7.0 TRAFFIC CIRCULATION ANALYSIS METHODOLOGY

The potential circulation effects of the added peak hour project traffic volumes generated by the Project have been evaluated based on the analysis of existing operating conditions at three (3) key study intersections. Operating conditions at the key study intersections were evaluated during the AM and PM peak hours for existing and future traffic conditions without, then with the proposed Project.

The previously discussed capacity analysis procedures were utilized to investigate the service level characteristics at each study intersection. The significance of the potential circulation effects of the project at each key intersection was then evaluated using the LOS standards and criteria defined in this report.

7.1 Level of Service Criteria and Thresholds

7.1.1 *City of Cypress*

According to the City of Cypress level of service criteria and thresholds of deficiency, improvements to local and regional transportation systems are needed if:

- For signalized intersections an impact is considered to be significant if the project related increase in the delay equals or exceeds the threshold shown below:

With Project Level of Service (LOS)	Project-Related Increase in Delay (seconds)
C	➢ 6 seconds
D	➢ 4 seconds
E/F	➢ 2 seconds

For unsignalized intersections, an impact is considered to be significant if the project worsens the level of service from LOS D to E or F or causes the delay equal to or more than three (3.0) seconds that operates at LOS E or F with the Project.

It should be noted that the City of Los Alamitos guidelines are consistent with the City of Cypress guidelines which require the use of HCM methodology therefore, the City of Cypress guidelines have been applied to all study intersections.

7.2 Traffic Analysis Scenarios

Per the requirements of the City of Cypress, the following scenarios are those for which volume/capacity calculations have been performed at the three (3) key study intersections for existing plus project and near-term (Year 2026) traffic conditions:

A. Existing Traffic Conditions;
B. Existing Plus Project Traffic Conditions;

C. Scenario B with recommended improvements, if necessary;
D. Near-Term (Year 2026) Background Traffic Conditions (Existing plus Ambient Growth plus Related Projects);
E. Near-Term (Year 2026) Background Plus Project Traffic Conditions;
F. Scenario E with recommended improvements, if necessary.

8.0 PEAK HOUR INTERSECTION CAPACITY ANALYSIS

8.1 Existing Plus Project Analysis

Table 8-1 summarizes the peak hour level of service results at the three (3) key study intersections for the Year 2026 horizon year. The first column (1) of HCM/LOS values in *Table 8-1* presents a summary of existing AM and PM peak hour traffic conditions (which were also presented in *Table 3-3*). The second column (2) lists Existing Plus Project traffic conditions. The third column (3) shows the increase in HCM value due to the added peak hour project trips and indicates whether the traffic associated with the Project will exceed the LOS standards and criteria defined in this report. The fourth column (4) presents the resultant level of service with the inclusion of recommended traffic improvements, where needed, to achieve an acceptable level of service.

8.1.1 *Existing Plus Project Traffic Conditions*

Review of columns (2) and (3) of *Table 8-1* indicates that the three (3) key study intersections are forecast to continue operating at an acceptable level of service during the AM and PM peak hours under Existing traffic conditions with the addition of project traffic. As such, improvements at the study intersections are not required.

Appendix C presents the presents the HCM/LOS calculation worksheets for the three (3) key study intersections.

TABLE 8-1

EXISTING PLUS PROJECT PEAK HOUR INTERSECTION CAPACITY ANALYSIS

Key Intersections	Time Period	(1) Existing Traffic Conditions		(2) Existing Plus Project Traffic Conditions		(3) Exceed LOS Criteria		(4) Existing Plus Project Traffic Conditions with Improvements	
		HCM (s/v)	LOS	HCM (s/v)	LOS	Increase	Yes/No	HCM (s/v)	LOS
1. Bloomfield Street at Ball Road	AM	29.8	C	30.0	C	0.2	No	--	--
	PM	27.6	C	27.6	C	0.0	No	--	--
2. Via Largo at Ball Road	AM	6.2	A	7.1	A	0.9	No	--	--
	PM	5.9	A	6.6	A	0.7	No	--	--
3. Denni Street at Ball Road	AM	29.4	C	29.6	C	0.2	No	--	--
	PM	30.5	C	30.6	C	0.1	No	--	--

Notes:

- s/v = seconds per vehicle (delay)
- **BOLD ICU/HCM/LOS** indicates unacceptable service level.

8.2 Year 2026 Cumulative Traffic Analysis

Table 8-2 summarizes the peak hour level of service results at the three (3) key study intersections for the Year 2026 horizon year. The first column (1) of HCM/LOS values in *Table 8-2* presents a summary of existing AM and PM peak hour traffic conditions (which were also presented in *Tables 3-3* and *8-1*). The second column (2) lists forecast 2026 cumulative conditions (existing traffic plus ambient growth traffic plus cumulative project traffic) based on existing intersection geometry, but without any traffic generated from the proposed Project. The third column (3) presents future forecast traffic conditions with the addition of traffic generated by the proposed Project. The fourth column (4) shows the increase in HCM value due to the added peak hour project trips and indicates whether the traffic associated with the Project will exceed the LOS standards and criteria defined in this report. The fifth column (5) presents the resultant level of service with the inclusion of recommended traffic improvements, where needed, to achieve an acceptable level of service.

8.2.1 *Year 2026 Cumulative Traffic Conditions*

Review of column (2) of *Table 8-2* indicates that the three (3) key study intersections are forecast to operate at an acceptable level of service during the AM and PM peak hours under Year 2026 Cumulative traffic conditions.

8.2.2 *Year 2026 Cumulative Plus Project Traffic Conditions*

Review of columns (3) and (4) of *Table 8-2* indicates that the three (3) key study intersections are forecast to continue operating at an acceptable level of service during the AM and PM peak hours under Year 2026 Cumulative traffic conditions with the addition of project traffic. As such, improvements at the study intersections are not required.

Appendix C presents the presents the HCM/LOS calculation worksheets for the three (3) key study intersections.

TABLE 8-2
YEAR 2026 CUMULATIVE PEAK HOUR INTERSECTION CAPACITY ANALYSIS

Key Intersections	Time Period	(1) Existing Traffic Conditions		(2) Year 2026 Cumulative Traffic Conditions		(3) Year 2026 Cumulative Plus Project Traffic Conditions		(4) Exceed LOS Criteria		(5) Year 2026 Cumulative Plus Project Traffic Conditions with Improvements	
		HCM (s/v)	LOS	HCM (s/v)	LOS	HCM (s/v)	LOS	Increase	Yes/No	ICU/HCM	LOS
1. Bloomfield Street at Ball Road	AM	29.8	C	30.6	C	30.8	C	0.2	No	--	--
	PM	27.6	C	28.1	C	28.1	C	0.0	No	--	--
2. Via Largo at Ball Road	AM	6.2	A	6.3	A	7.3	A	1.0	No	--	--
	PM	5.9	A	6.2	A	6.8	A	0.6	No	--	--
3. Denni Street at Ball Road	AM	29.4	C	30.4	C	30.6	C	0.2	No	--	--
	PM	30.5	C	31.0	C	31.1	C	0.1	No	--	--

Notes:

- s/v = seconds per vehicle (delay)
- **BOLD ICU/HCM/LOS** indicates unacceptable service level.

9.0 SITE ACCESS AND INTERNAL CIRCULATION EVALUATION

9.1 Site Access

Access to the Project is now provided via two (2) full access driveways and three (3) right-turn in/out only driveways located on Ball Road, two (2) full access driveways on Bloomfield Street and two (2) full access driveways on Via Largo. It should be noted that the project will not alter any of the existing driveways. In addition, to provide a conservative assessment the project distribution have been focused to the two driveways along Ball Road that are closest to the proposed McDonald's building and the driveway along Via Largo.

The proposed drive-through lane will provide storage for 18 vehicles. The drive-through has two pick-up windows and a by-pass lane to accelerate food pick-up.

Table 9-1 summarizes the intersection operations at the proposed project driveways under near-term (Year 2026) cumulative traffic conditions at completion and full occupancy of the proposed Project. As shown, the project driveways are forecast to operate at LOS D or better during the AM peak hour and PM peak hour.

Appendix D presents the Year 2026 Cumulative Plus Project level of service calculation worksheets for the three (3) proposed Project driveways.

9.2 Project Driveway Queueing Analysis

A queuing evaluation was prepared for Project Driveway A to determine internal stacking as a result of proximity to the proposed McDonald's drive-through. The queuing assessment was conducted utilizing the 95th percentile delay methodology. The 95th percentile queue represents the back of vehicle queue with 95th percentile traffic volumes. For unsignalized locations, the 95th percentile queue length (feet) in the peak hour was also used to determine the required storage length.

Table 9-2 summarizes the queueing results at Project Driveway A for Year 2026 Cumulative Plus Project. Review of *Table 9-2* indicates that the proposed storage is adequate to accommodate the anticipated queues. *Appendix D* contains the queueing worksheets for Project Driveway A.

9.3 Internal Circulation Evaluation

Project Driveway A at Ball Road, Via Largo at Project Driveway B, and Project Driveway C at Ball Road will provide access to the subject property for various types of trucks and passenger vehicles. On-site circulation was evaluated for a trash truck which was performed using the *Turning Vehicle Templates*, developed by Jack E. Leisch & Associates and *AutoTURN for AutoCAD* computer software that simulates turning maneuvers for various types of vehicles.

Figure 9-1 illustrates the turning movements required of a trash truck as it accesses and circulates through the site. Review of *Figure 9-1* shows that access to and from the site for a trash truck via Ball Road is adequate.

Figure 9-2 and ***Figure 9-3*** illustrate the turning movements required of a large delivery (WB-50) truck as it accesses and circulates through the site both in a counterclockwise and clockwise direction to serve the proposed McDonald's. Review of both these figures show that access for a large delivery truck to and from the site via Via Largo and Ball Road is adequate.

9.4 Drive-Through Pick-Up Lane Queuing and Operation Evaluation

To confirm the adequacy of storage provided for the proposed Project's drive-through, which consists of storage for up to 18 vehicles, the operational characteristics of the proposed Project and the drive-through lane configuration were evaluated. Based on information provided by McDonald's, between 70 and 80 vehicles are expected to utilize the drive-through during the peak hour, with an average time from placing an order to receiving your food at a McDonald's drive-thru particularly at locations equipped with dual order lanes and two pickup windows amounting to upwards of approximately 6 minutes and 30 seconds (390 seconds). This duration encompasses the entire process, from order placement to food delivery. Based on this information, the vehicular queue for the Project would amount to 8 to 9 vehicles on average in the drive-thru queue during peak times when 80 orders are processed per hour. The following information was used in these calculations:

Assumptions:

- Average service time per vehicle = 6 minutes 30 seconds (≈ 390 seconds)
- Drive-thru operates continuously and efficiently (no major delays between vehicles)
- Up to 80 orders over a 1-hour peak period (60 minutes / 3600 seconds)

Step 1: Orders per second

- 80 orders / 3600 seconds = 0.0222 orders per second

Step 2: Vehicle arrival rate (one every ~ 45.05 seconds)

- 1 / 0.0222 ≈ 45 seconds per vehicle

Step 3: Number of vehicles present at any time
If a car takes 390 seconds to go through the drive-thru and a new car enters every 45 seconds:

- 390 / 45 ≈ 8.67 vehicles

To provide a conservative assessment, and while maintaining all other parameters, it was assumed that the vehicle arrival rate during the peak 30-minute period of the peak hour was 25 seconds per vehicle. Under this conservative analysis, the drive-thru queue would amount to 15 and 16 vehicles.

Step 1: No change in assumptions
Step 2: Conservatively assumed a vehicle arrival rate of one vehicle every 25 seconds.
Step 3: Number of vehicles present at any time
If a car takes 390 seconds to go through the drive-thru and a new car enters every 25 seconds:

- 390 / 25 ≈ 15.6 vehicles

As a result, given that the proposed Project drive-through storage can accommodate up to 18 vehicles, and the peak queue for this proposed Project is anticipated to conservatively range to be 15 and 16 vehicles, the proposed Project' drive-through layout is more than adequate and would not impede internal traffic flow, especially along the drive aisle that provides direct access to Ball Road.

9.5 Drive-Thru Queuing Management Plan

Even though the drive-through queuing analysis demonstrates that the proposed drive-through lane will accommodate all potential queues, McDonald's staff will implement the following program, on an as-needed basis during their peak operating times, to further ensure that vehicles will not queue back into the drive-aisles or impact traffic flow onto the public streets (i.e. Ball Road). The program consists of the following as provided by McDonald's management staff with similar drive-through lane configurations:

- Employees will instruct vehicles to proceed to the second drive through pick up window by using the bypass lane, and
- If necessary, employees will instruct a customer to park in proposed dedicated parking stalls to wait until their order is filled, and walk their order over.

Figure 9-4 illustrates the drive-thru queuing management plan which displays the expected reserved drive-thru parking spaces as well as the travel path for users of the drive-thru by-pass lane.

TABLE 9-1
PROJECT DRIVEWAY PEAK HOUR LEVELS OF SERVICE SUMMARY

Project Driveway		Time Period	Intersection Control	(1) Year 2026 Cumulative Plus Project Traffic Conditions	
				HCM	LOS
A.	Project Driveway A at Ball Road[7]	AM	One–Way	18.4 s/v	C
		PM	Stop	18.5 s/v	C
B.	Via Largo at Project Driveway B	AM	One–Way	9.2 s/v	A
		PM	Stop	9.2 s/v	A
C.	Project Driveway C at Ball Road	AM	One–Way	13.2 s/v	B
		PM	Stop	12.2 s/v	B

Notes:

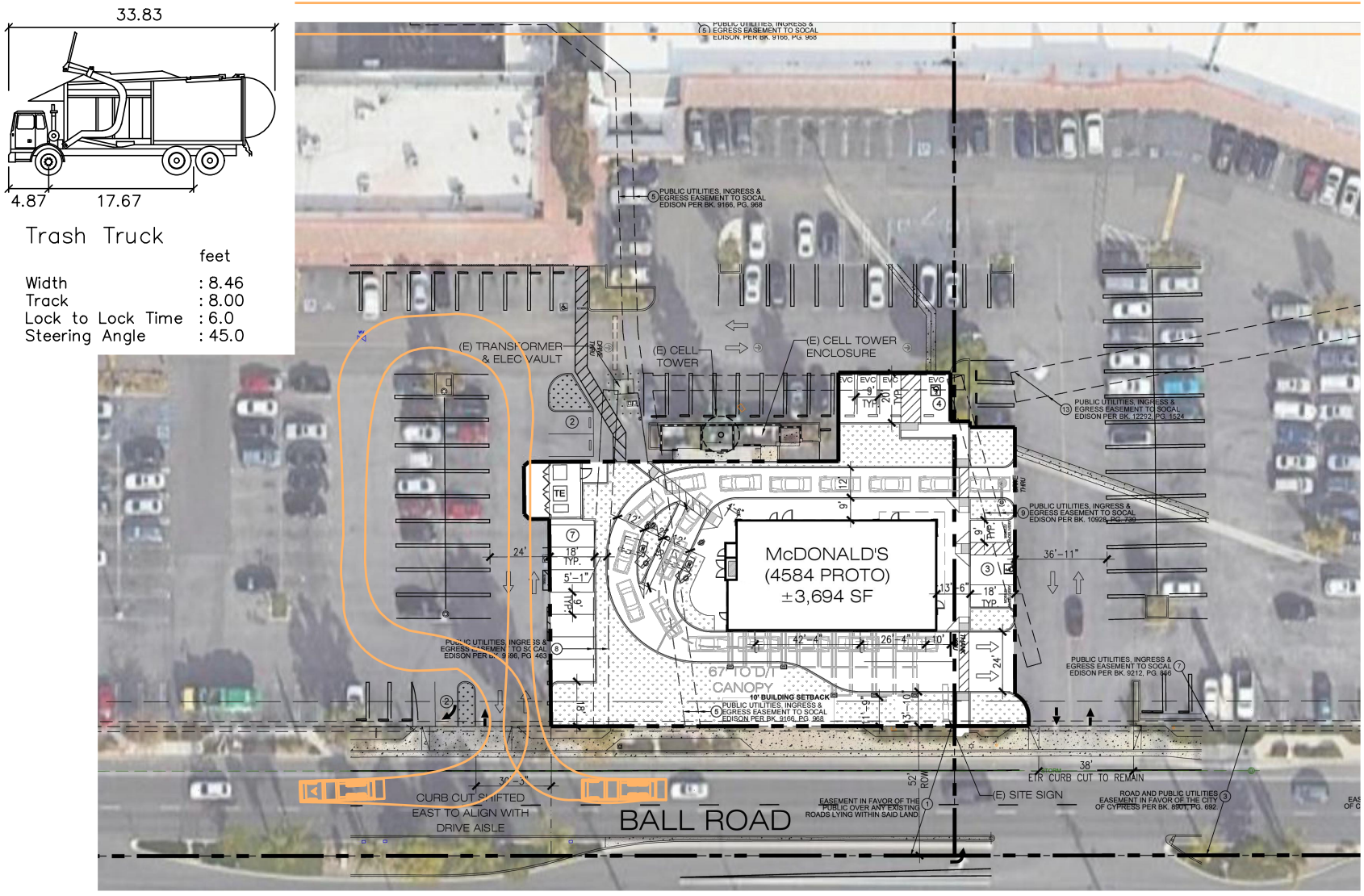
- s/v = seconds per vehicle (delay)
- **BOLD HCM/LOS** indicates unacceptable service level.

[7] Based on the design of the median at this intersection, one car storage has been assumed for the southbound left-turn volumes.

TABLE 9-2
PROJECT DRIVEWAY PEAK HOUR QUEUING ANALYSIS[8]

Key Intersections	Storage Provided (feet)	(2) Year 2026 Cumulative Plus Project Traffic Conditions			
		AM Peak Hour		PM Peak Hour	
		95th Percentile Queue/Min. Storage Required (feet)	Adequate Storage (Yes/No)	95th Percentile Queue/Min. Storage Required (feet)	Adequate Storage (Yes/No)
A. Project Driveway A at Ball Road					
Southbound Shared Left/Right-Turn	25	25	Yes	25	Yes
B. Via Largo at Driveway B					
Eastbound Shared Left/Right-Turn	105[9]	25	Yes	25	Yes
C. Driveway C at Ball Road					
Southbound Shared Right-Turn	30[9]	25	Yes	25	Yes

[8] Queues are based on HCM 95th Percentile methodology.



SOURCE: BICKEL GROUP ARCHITECTURE

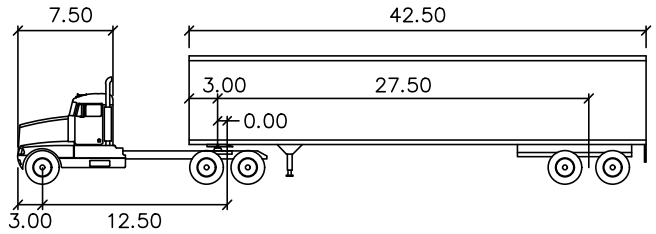
FIGURE 9-1

NO SCALE

TRASH TRUCK TURNING ANALYSIS

MCDONALD'S DT AT CYPRESS CENTER WEST TRAFFIC & PARKING, CYPRESS

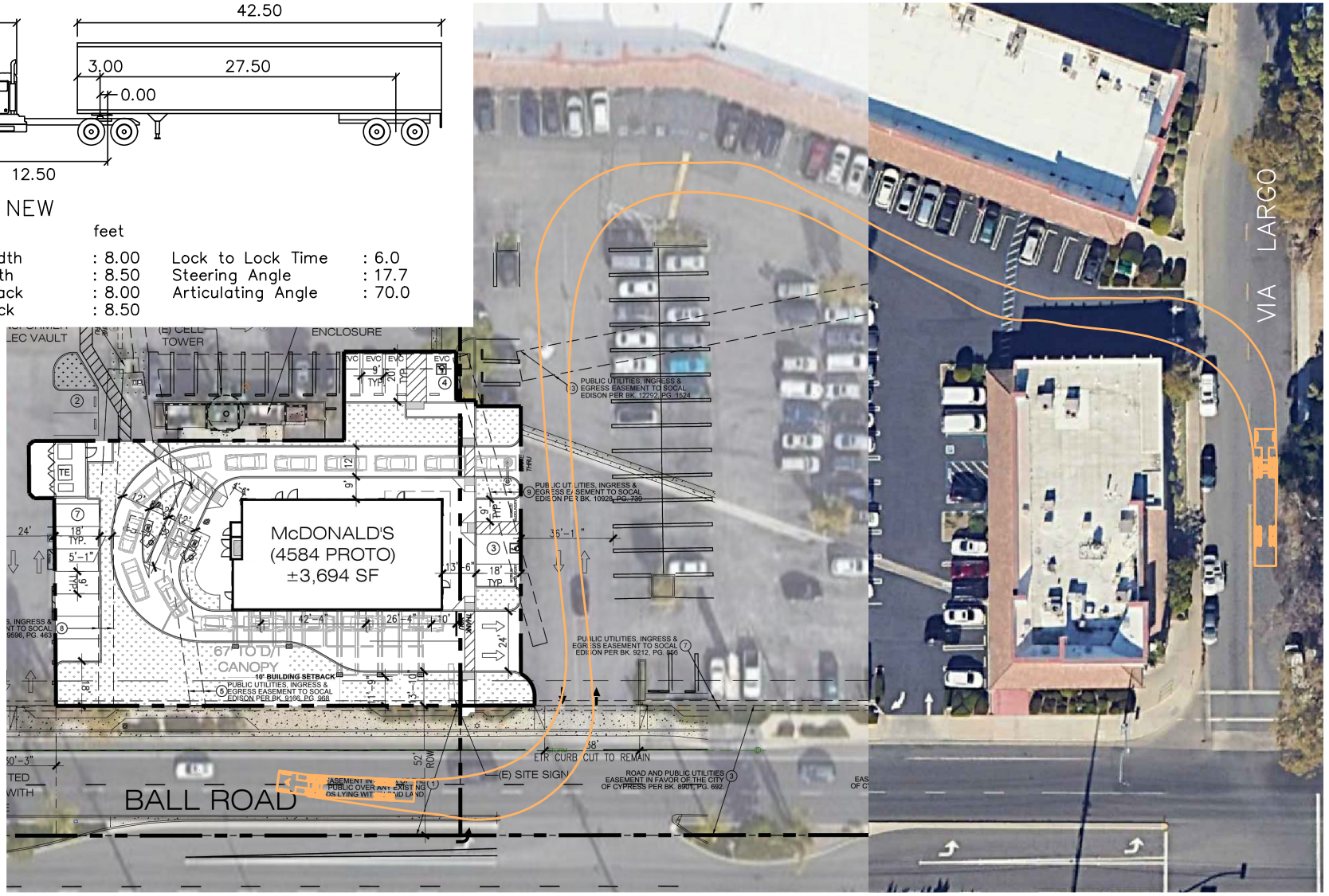
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WB–50 NEW

feet

Tractor Width	: 8.00	Lock to Lock Time	: 6.0
Trailer Width	: 8.50	Steering Angle	: 17.7
Tractor Track	: 8.00	Articulating Angle	: 70.0
Trailer Track	: 8.50		



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SOURCE: BICKEL GROUP ARCHITECTURE

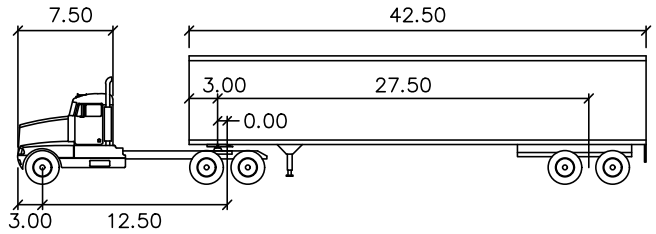
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N NO SCALE

FIGURE 9–2

WB–50 TRUCK TURNING ANALYSIS – ENTRY FROM VIA LARGO

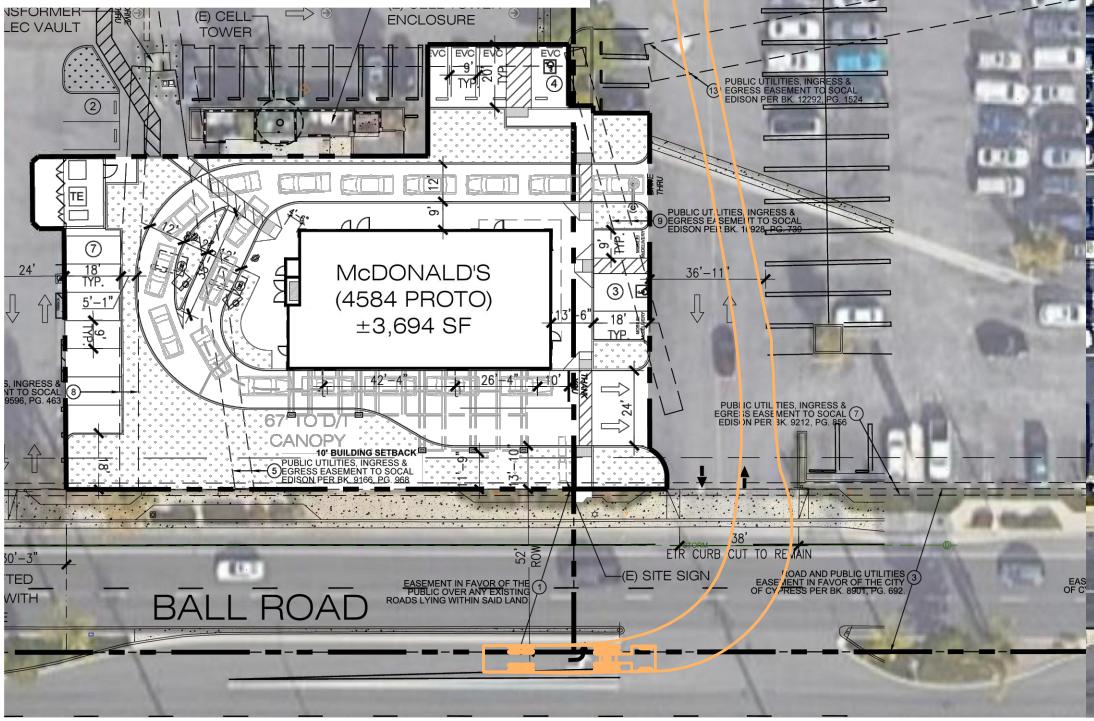
MCDONALD'S DT AT CYPRESS CENTER WEST TRAFFIC & PARKING, CYPRESS



WB–50 NEW

feet

Tractor Width	: 8.00	Lock to Lock Time	: 6.0
Trailer Width	: 8.50	Steering Angle	: 17.7
Tractor Track	: 8.00	Articulating Angle	: 70.0
Trailer Track	: 8.50		





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SOURCE: BICKEL GROUP ARCHITECTURE

LLG

N NO SCALE

FIGURE 9–3

WB–50 TRUCK TURNING ANALYSIS – EXIT FROM VIA LARGO

MCDONALD'S DT AT CYPRESS CENTER WEST TRAFFIC & PARKING, CYPRESS



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SOURCE: BICKEL GROUP ARCHITECTURE

KEY

= RESERVED DRIVE-THRU SPACES

= EXPECTED BY-PASS LANE MANEUVER

N NO SCALE

FIGURE 9-4

DRIVE-THRU QUEUING MANAGEMENT

MCDONALD'S DT AT CYPRESS CENTER WEST TRAFFIC & PARKING, CYPRESS

10.0 RECOMMENDED INTERSECTION IMPROVEMENTS

For those intersections, if any, where projected traffic volumes are expected to result in unacceptable operating conditions, this report recommends (identifies) improvement measures that change the intersection geometry to increase capacity.

10.1 Existing Plus Project Recommended Improvements

The results of the intersection capacity analysis presented previously in *Table 8-1* conclude that the proposed Project will not require intersection improvements at any of the three (3) study intersections.

10.2 Year 2026 Cumulative Plus Project Recommended Improvements

The results of the intersection capacity analysis presented previously in *Table 8-2* conclude that the proposed Project will not require intersection improvements at any of the three (3) study intersections.

11.0 SUMMARY OF FINDINGS AND CONCLUSION

Project Description – Cypress Center West is an existing shopping center located north of Ball Road, east of Bloomfield Street, and west of Via Largo, and addressed at 4005 – 4197 Ball Road in the City of Cypress, California. The proposed Project includes the development of a 3,694 SF fast-food restaurant with drive-through to be occupied by McDonald's in place of the formerly occupied Union Bank. The proposed drive-through lane, with a queue storage of 18 vehicles, will result in a net loss of 16 spaces. Access to Cypress Center West is now provided via two (2) full access driveways and three (3) right-turn in/out only driveways located on Ball Road, two (2) full access driveways on Bloomfield Street and two (2) full access driveways on Via Largo. No change in access is anticipated with the development of the proposed Project.

- ***Study Scope*** – The three (3) key study intersections listed below were selected for detailed peak hour level of service analyses under Existing, and Year 2026 Cumulative Traffic Conditions.

  Key Study Intersections

  1. Bloomfield Street at Ball Road (Los Alamitos/Cypress)
  2. Via Largo at Ball Road (Cypress)
  3. Denni Street at Ball Road (Cypress)

  The analysis is focused on assessing potential traffic impacts during the morning and evening commute peak hours (between 7:00-9:00 AM and 4:00-6:00 PM) on a typical weekday.

- ***Existing Traffic Conditions*** – All three (3) key study intersections currently operate at LOS C or better during the AM and PM peak hours.

- ***Project Trip Generation*** – The proposed Project is forecast to generate 1,295 daily trips, with 82 trips (42 inbound, 40 outbound) produced in the AM peak hour and 61 (31 inbound, 30 outbound) produced in the PM peak hour on a "typical" weekday.

- ***Cumulative Projects Traffic Characteristics*** – The eleven (11) cumulative projects. As shown, the cumulative projects are forecast to generate a total of 4,876 daily trips, with 882 trips (522 inbound and 360 outbound) forecast during the AM peak hour and 473 trips (162 inbound and 311 outbound) forecast during the PM peak hour.

- ***Existing Plus Project Traffic Conditions –*** All three (3) key study intersections are forecast to operate at acceptable LOS in both the AM and PM peak hours with the addition of the proposed Project. As such, improvements at the study intersections are not required.

- ***Year 2026 Cumulative Plus Project Traffic Conditions*** – All three (3) key study intersections are forecast to operate at acceptable LOS in both the AM and PM peak hours with the addition of the proposed Project. As such, improvements at the study intersections are not required.

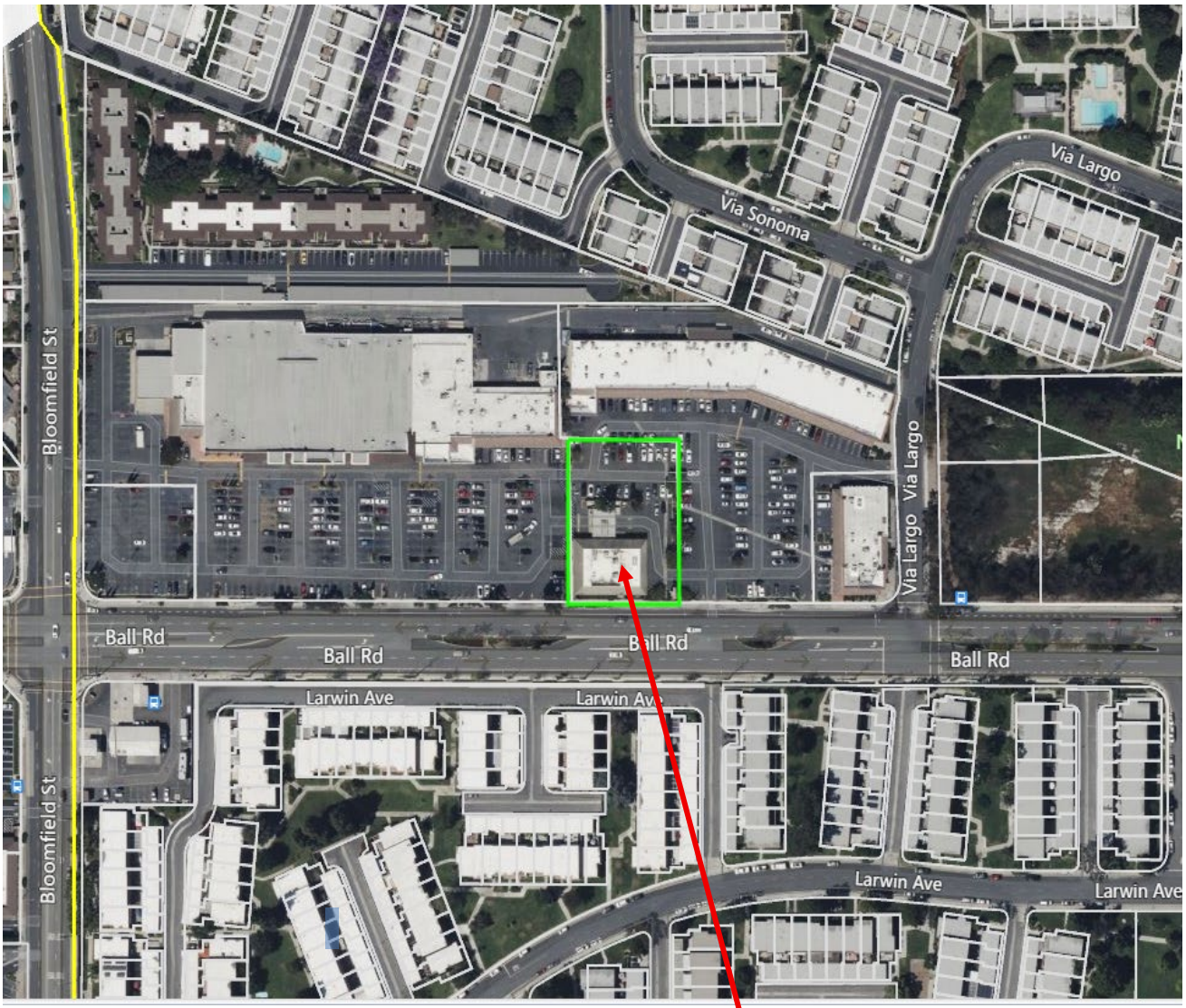
- ***Site Access LOS and Queueing Analysis*** – All three (3) Project driveway study locations are forecast to operate at LOS D or better during the AM and PM peak hours for near-term (Year 2026) cumulative traffic conditions.

  Additionally, the existing storage for Project Driveway A is adequate to accommodate the anticipated queues at this site driveway.

- ***Recommended Intersection Improvements*** –The results of the intersection capacity analysis of the three (3) study intersections concludes that the proposed Project will not require intersection improvements at any of the locations.

Conditional Use Permit No. 2025-01

N



Project Site
4125 Ball Road

VICINITY MAP

NOTICE OF EXEMPTION

TO: _____ Office of Planning and Research
1400 Tenth Street, Room 121
Sacramento, CA 95814

__X__ County Clerk-Recorder
Public Services Division
P.O. Box 238
Santa Ana, CA 92702

FROM: City of Cypress
5275 Orange Avenue
Cypress, CA 90630

Project Title Conditional Use Permit No. 2025-01		
Project Location - Specific 4125 Ball Road		
Project Location - City Cypress		**Project Location - County** Orange
Description of Nature, Purpose, and Beneficiaries of Project Construction of a new 3,694 square foot fast-food restaurant and drive thru, owned by ROIC Cypress West, LLC		
Name of Public Agency Approving Project City of Cypress		
Name of Person or Agency Carrying Out Project (Applicant's Name and Address) Mr. Scott Wilkeson, 110 N. Carpenter, Chicago IL 60607		

Exempt Status: (Check One)
___ Ministerial (Sec. 21080(b)(1);15268);
___ Declared Emergency (Sec. 21080(b)(3);15269(a));
___ Emergency Project (Sec. 21080(b)(4); 15269(b)(c));
_X_ Categorical Exemption, Classes 32. (Sec. 15332)		

Reasons why project is exempt: The project consists of the construction of a commercial building and use which is characterized as infill development meeting the conditions in the CEQA Guidelines, Section 15332, a-d.		
Lead Agency Contact Person Kori Sanders, Associate Planner	**Area Code** (714)	**Telephone Number** 229-6724

If filed by applicant:

1. Attach certified document of exemption finding.
2. Has a notice of exemption been filed by the public agency approving the project?
   Yes __X___ No _____

_____
Date Received for Filing at OPR

_____
Signature

Planner Director
Title

☒ Signed by Lead Agency
☐ Signed by Applicant

CITY OF CYPRESS

CITY COUNCIL REPORT

City Council Regular **13.**

FROM: Nick Mangkalakiri, Director of Public Works

DATE: 07/14/2025

SUBJECT: **Approve the Scope of Work for a Performance Review of the Solid Waste Franchise**

RECOMMENDATION

Approve the scope of work for a performance review of the Solid Waste Franchise.

DISCUSSION

Following a public, competitive bidding process, the City entered into a 10-year Solid Waste Franchise (Agreement) with Valley Vista Services (VVS) in 2014 to provide collection, transportation, recycling, organics diversion, and disposal services to residential, commercial, and multi-family sectors. In 2017, the City Council exercised an option to extend the Agreement by two years to June 30, 2027. In 2021, to comply with new, unfunded State mandates, the City Council was required to direct VVS to implement organics recycling programs and extended the Agreement's term to 2037 to amortize the start-up cost of the new programs. This action is often mischaracterized as the City having awarded a "no-bid" franchise agreement/extension to VVS, when this approach to expanding the services is part of the original, competitively bid Agreement. The Agreement and all its amendments are available on the City's website at https://www.cypressca.org/departments/public-works/trash-recycling.

2025 is roughly halfway through the Agreement term and the City Council's Strategic Plan includes an objective for the Public Works Director to recommend a scope of work for a comprehensive, third-party review of the Agreement. Analysis of solid waste franchise reviews by other agencies found that most examine commercial operations and recycling diversion. Reviews with broader scopes generally examined some combination of:

- Customer service (complaints, service requests, and response times)
- Finances (franchise payments and billing accuracy)*
- Regulatory compliance/reporting (recycling diversion compliance and education programs)
- Hauler operations (verifying routes, vehicle condition/maintenance, and bins/containers)

*Many municipal waste haulers, including VVS, are private companies and do not publicly

report financial data. As a result, solid waste franchise audits/reviews are limited to verifying that the public agency/franchisee has received full payment and that customer billing is accurate. Privately owned waste haulers may not prepare audited financial reports and other financial information may be proprietary.

The recommended scope of work includes:

1. City compliance with the Agreement
2. VVS compliance with the Agreement
3. Evaluating financial reporting and payments
4. Assessing service compliance with diversion and recycling targets
5. Ensuring adherence to California regulatory requirements, including SB 1383 (organics recycling)
6. Identifying potential areas for City operational, financial, and environmental improvements

It is common for the final scope of work recommended to the City Council as part of the consultant's agreement to evolve based on recommendations from the industry-expert firms responding to the City's solicitation.

While not required by the Agreement, VVS has offered to reimburse the City for 50 percent of the cost of the performance review based on the recommended scope of work.

If the City Council approves the recommended scope of work, a Request for Qualifications will be issued in July/August with the expectation that a firm to conduct the performance review will be recommended to the City Council in September. It is anticipated the performance review will be complete in the first quater of 2026.

BUDGET IMPACT

None. If the project proceeds, the performance review contract and a reimbursement agreement with VVS will be presented to the City Council for consideration in September.

LEGAL REVIEW

None.

APPROVED BY: Peter Grant, City Manager

Attachments

Scope of Work

Scope of Work: Waste Hauler Franchise Performance Review

1. Background

The City of Cypress, California, entered into a franchise agreement with Valley Vista Services in 2014 to provide collection, transportation, recycling, organics diversion, and disposal services to residential, commercial, and multi-family sectors. This agreement was amended to extend its expiration to 2027, and later to 2037. Approximately halfway through the term, the City seeks to conduct a comprehensive review of the franchise agreement.

To ensure compliance with the franchise agreements and applicable local and state regulations - such as SB 1383, AB 341, and AB 1826 - the City seeks to retain a qualified and experienced consultant to perform independent performance and compliance reviews.

This Request for Qualifications (RFQ) invites firms to submit statements of qualifications to provide Waste Franchise Review services.

2. Objectives

- Certify compliance with the franchise agreement.
- Evaluate financial reporting and payments (e.g., franchise fees, AB 939 fees).
- Assess service compliance with diversion and recycling targets.
- Ensure adherence to California regulatory requirements, including SB 1383.
- Identify potential areas for operational, financial, and environmental improvement.

3. Scope of Services

The selected firm will be responsible for the following tasks:

A. Franchise Agreement Compliance Review

- Develop a checklist to document major service and financial requirements.
- Review of each of the major service and financial requirements and assess compliance with documented obligations and the supporting basis for the assessment.
- Review performance against service level requirements (e.g., collection frequency, missed pickups, container maintenance).
- Review adherence to contamination monitoring, route reviews, and SB 1383 recordkeeping.

B. Financial Review

- Review financial reports, including gross receipts and calculations of franchise and

regulatory fees.

- Evaluate the methodology and accuracy of fee remittances and billings (e.g., franchise fees, AB 939 fees, SB 1383 cost recovery).
- Review supporting documentation, such as invoices, tonnage reports, and disposal/recycling receipts.
- Review financial records for calendar year 2022, 2023 and 2024.

C. Tonnage and Diversion Verification

- Analyze tonnage reports for compliance with AB 939 and SB1383.
- Confirm diversion rates and review the classification of materials (e.g., organics, recyclables, landfill).
- Evaluate compliance with organics diversion (SB 1383) and commercial recycling (AB 341, AB 1826) requirements.

D. Operational Review

- Evaluate the adequacy and effectiveness of the hauler's customer service protocols.
- Identify areas for City operational efficiencies.

E. Reporting and Recommendations

- Prepare a report summarizing findings, compliance status, and recommendations.
- Present findings to the City and hauler and potentially at a City Council meeting.

CITY OF CYPRESS

CITY COUNCIL REPORT

City Council Regular **14.**

FROM: David Burke, Mayor

DATE: 07/14/2025

SUBJECT: **Discuss Promoting Volunteer Opportunities in Cypress**

RECOMMENDATION

Discuss promoting volunteer opportunities in Cypress.

DISCUSSION

At the June 23 City Council meeting, Mayor Bruke requested the City Council discuss promoting volunteer opportunities in Cypress.

BUDGET IMPACT

None.

LEGAL REVIEW

Not applicable.

APPROVED BY: Peter Grant, City Manager

CITY OF CYPRESS

CITY COUNCIL REPORT

City Council Regular **15.**

FROM: David Burke, Mayor

DATE: 07/14/2025

SUBJECT: **Discuss Oral Communications During City Council Meetings**

RECOMMENDATION

Discuss Oral Communications during City Council meetings.

DISCUSSION

At the June 23 City Council meeting, Mayor Burke requested the City Council discuss Oral Communications during City Council meetings. At a previous meeting, Council Member Minikus suggested the City Council include a review of the City Council agenda format as an objective in its Strategic Plan. Materials provided to the City Council at a 2023 workshop on the City Council agenda and a subsequent agenda report that resulted in the current City Council agenda format are attached. Material provided by the Mayor is also attached.

BUDGET IMPACT

None.

LEGAL REVIEW

N/A

APPROVED BY: Peter Grant, City Manager

Attachments

2023 Agenda Report and Materials
Presentation Slide Prepared by Mayor Burke

CITY OF CYPRESS

CITY COUNCIL REPORT

City Council Regular Item # 8.

FROM: Peter Grant, City Manager

DATE: 03/13/2023

SUBJECT: **Approve Updates to City Council Meeting Agenda Structure and Discuss Meeting Location and Cablecast/Streaming**

RECOMMENDATION

Approve updates to City Council meeting agenda structure.

DISCUSSION

At its February 13 meeting, the City Council held a workshop to review its meeting agenda structure. The City Clerk led a presentation (attached) of the results of a best practices assessment of the City Council meeting structure and virtual public participation. The attached recommendations are intended to produce an agenda that is easy to read and understand; promotes efficient and effective meetings; encourages public participation; is transparent; and is easy for the Mayor and City Clerk to administer.

All the recommendations are based on a survey of the other 33 cities in Orange County. The survey was conducted before the Governor lifted California's pandemic state of emergency (and related virtual public meeting rules) and it found that only 15 of 34 Orange County cities (44%) allow virtual public participation at city council meetings. The number of cities permitting virtual public participation at city council meetings is anticipated to decrease with the end of the state of emergency. All the workshop recommendations were drawn from other Orange County cities' city council meeting agendas.

Summary of the Workshop Recommendation

The workshop recommendations are attached (along with options that capture City Council input from the workshop). In summary, the recommendations:

- Streamline the agenda by moving routine, recurring public participation, invocation and Americans with Disabilities Act (ADA) advisements to the end of the agenda
- Make the *Consent Calendar* the first order of business
- Add *Items Removed From the Consent Calendar* to the agenda after *New Business*
- Clarify the title of *Council Member Reports and Remarks* to *Council Member Reports from City-Affilitated Boards and Committees, and Remarks*
- Add *Council Member Items for Future Consideration* to the agenda after *Council Member Reports from City-Affilitated Boards and Committees, and Remarks*
- Establish more focused and orderly Oral Communications/Public Hearings

Consent Calendar and Items Removed from the Consent Calendar

The Consent Calendar serves to expedite meetings and reserve time for matters that need to be discussed. Items on the Consent Calendar are generally non-controversial and do not require much, if any, discussion. The Consent Calendar allows the City Council to group such items together under a single heading and decide them at one time. The City Council has a procedure for removing an item from the Consent Calendar for separate discussion. This enables the item to be considered and voted upon separately if discussion is needed or if a Council Member needs to disqualify themselves because of a conflict of interest. Adding *Items Removed from the Consent Calendar* to the agenda makes it easier for the Mayor and City Clerk to track those items during the meeting and provides department directors the opportunity to review the agenda report and prepare a brief presentation/answer questions from the City Council.

Oral Communications

Several adjustments to oral communications are recommended to enhance City Council meeting participation and encourage residents to engage with, rather than "talk at," Council Members. Currently, each oral communication period operates differently and speakers sometimes express frustration with awkward Brown Act rules that prohibit Council Members from engaging on items that do not appear on the meeting agenda. The recommended oral communications periods have distinct titles: (1) *Oral Communications on Closed Session / Workshop Items* (limited to 30 minutes and three minutes per speaker); (2) *Oral Communications on Agenda Items* (three minutes per speaker, no limit on total time); (3) *Public Hearings* (three minutes per speaker, no limit on total time); and (4) *Oral Communications on Items Not on the Agenda* (three minutes per speaker, no limit on total time). In-person participation during *Oral Communications on Closed Session / Workshop Items* is recommended because the City Council does not take action in workshops and (infrequent) action in Closed Session is reported/approved during a General Session. This recommendation also protects the city from user errors/technology failures that have enabled outsiders to eavesdrop during other cities' Closed Sessions. In-person participation during *Oral Communications on Items Not on the Agenda* is recommended to maintain the meeting's focus on City Council business and to encourage communication with the City Council in a setting when Council Members can engage with residents. To further this goal, each oral communication period includes the following statement: *Members of the public are encouraged to communicate with the City Council via email at adm@cypressca.org or by calling 714-229-6699.* In-person and virtual participation is recommended for *Oral Communications on Agenda Items* and *Public Hearings*. It is also recommended that the public continue to have the option to submit comments via email to cityclerk@cypressca.org. Comments submitted by 3:00 p.m. on the day of the meeting are added to the City Council agenda as a Consent Calendar item. During the February 13 workshop, the City Council expressed a preference for in-person and virtual participation during *Oral Communications on Items Not on the Agenda*. The *City Council Workshop Preference* is distinguished from the *Workshop Recommendation* on the attached agenda template and a motion to approve the agenda structure update should indicate if the motion is for the *City Council Workshop Preference* or the *Workshop Recommendation.* Statistics from 21 Cypress City Council meetings leading into the pandemic and 26 meetings after the City Council returned to in-person meetings are attached.

Next Steps

Updates to the City Council agenda structure must be reflected in the Municipal Code. If the City Council approves the agenda structure update, changes to the Municipal Code will appear as a Consent Calendar item at an upcoming meeting and the updated agenda structure will be in effect 30 days after the Municipal Code update.

Meeting Location and Cablecast/Streaming

City Council meetings sometimes include a Workshop (many cities refer to this portion of a meeting as a study session), which provides the City Council the opportunity to take a deep dive into an important or complicated issue. The City Council does not take action in Workshops, rather this portion of the meeting is a classroom-style brainstorming session where Council Members and

department directors engage in discussions designed to create synergy and stimulate questions and dialogue. To foster this environment, the City Council holds Workshops in conference rooms rather than the Council Chambers, because the Council Chambers was designed to create distance between Council Members and its advisors/the public, and physically places Council Members above everyone else in the room.

Workshops are open to the public and, since the pandemic, may be attended virtually. Workshop audio is synched to any presentations and is available from the City Clerk's office, but is not posted on the website because of technological limitations. Requests for Workshop recordings or presentations are exceedingly rare. While the city does not track such requests, the City Clerk's office cannot recall more than a handful of requests from Council Members and a single resident since 2018.

Past City Councils placed such a high value on the teamwork and collaboration generated by Workshops that the city has a longstanding practice to hold Workshops in a conference room setting and not cablecast/stream them. The only city meeting room with the technology required to cablecast/stream is the Council Chambers and the cost to outfit a city conference room with the appropriate technology is exceedingly high when considering how infrequently the City Council holds Workshops. In 2022, the City Council only held one Workshop that was not part of the Budget development process. The City Council also conducts confidential Closed Sessions in the same room as Workshops and the cablecast/streaming technology would present an information security risk.

If any action arises from Workshop discussion, the item comes before the City Council for consideration in a General Session, which is held in the Council Chambers and cablecast/streamed. The Budget development process is an excellent example: typically, the City Council is briefed in Workshops that focus on different aspects of the city's financial condition, policies, and the proposed Budget and Capital Improvement Plan. Many of the Workshop sessions are accompanied by New Business items considered in General Session (the Mid-Year Budget and Capital Improvement Plan Updates are recent examples). Budget-related Workshops begin in February and culminate in June when the City Council receives thorough presentations from the Finance Director and Public Works Directors in General Session and considers the annual Budget and Capital Improvement Plan as New Business items.

The city's executive team believes Workshops are of great value to Cypress and that the more causal, back-and-forth exchanges between Council Members and department directors result in better recommendations to the City Council later in General Session. Changing the location of Workshops or cablecasting/streaming them is likely to degrade this powerful teamwork environment. Accordingly, it is recommended that the City Council maintain its existing approach to Workshops. One option for the City Council to consider is directing the City Manager to evaluate the technology and cost required to post Workshop audio recordings to the website. However, given the low level of interest in Workshop recordings, the return on this expense is likely to be very low.

BUDGET IMPACT

None.

LEGAL REVIEW

The City Attorney participated in developing the agenda structure update.

APPROVED BY: Peter Grant, City Manager

Attachments
Workshop PPT
Meeting Data
Agenda Template

City of CYPRESS



Review of City Council Meeting Agenda Structure

Prior Agenda Updates

- 2016 - significant adjustments to implement new agenda management, streaming and video archive system (*Agenda Quick*)
- Spring 2020 - significant modifications in response to the pandemic
- Summer 2021 - refined to current version
- Early 2023 – recommendations under review

Guiding Principals

- Easy to read and understand
- Promotes efficient and effective meetings
- Encourages public participation
- Transparent
- Easy for Mayor and City Clerk to administer

Best Practices Review

- Surveyed agenda from all 34 OC cities
- Every city has a different agenda format!
- Only 15 of 34 cities (44%) permit virtual participation
- All recommended changes are drawn from other OC city agendas

AGENDA
REGULAR MEETING
CYPRESS CITY COUNCIL
DATE
TIME - Closed Session / Workshop
TIME - Open Session

www.cypressca.org

Council Chambers
5275 Orange Avenue
Cypress, California

Interested in speaking to the City Council? Information about participating in the City Council meeting appears at the end of the agenda.

CALL TO ORDER
TIME
Executive Board Room

ROLL CALL
Cypress City Council, also acting as the Ex-Officio Governing Board of Directors of the Cypress Recreation and Park District

ORAL COMMUNICATIONS ON CLOSED SESSION / WORKSHOP ITEMS
(Limited to 30 minutes and three minutes per speaker. The City Council may adjust the time allotted per speaker.)

The public may address the City Council on closed session/workshop items prior to any action taken. Although Council Members may provide brief responses, the City Council may not engage in a discussion with members of the public during the meeting. Please complete a Speaker's Card to address the City Council in-person. Members of the public are encouraged to communicate with the City Council via email at adm@cypressca.org or by calling 714-229-6699.

CLOSED SESSION / WORKSHOP

RECONVENE
TIME
Council Chambers

ROLL CALL
Cypress City Council, also acting as the Ex-Officio Governing Board of Directors of the Cypress Recreation and Park District

PLEDGE OF ALLEGIANCE

INVOCATION

REPORT OF CLOSED SESSION / WORKSHOP
City Manager/City Attorney

PRESENTATIONS

ORAL COMMUNICATIONS ON AGENDA ITEMS
(Three minutes per speaker. The City Council may adjust the time allotted per speaker.)

The public may address the City Council on agenda items prior to any action taken. Although Council Members may provide brief responses, the City Council may not engage in a discussion with members of the public during the meeting. Please complete a Speaker's Card to address the City Council in-person. Please follow the instructions at the end of the agenda and wait for the Mayor/City Clerk to call on you to address the City Council virtually. Speakers providing in-person comments will be called first. Members of the public are encouraged to communicate with the City Council via email at adm@cypressca.org or by calling 714-229-6699.

CONSENT CALENDAR
All matters listed on the Consent Calendar are approved with one motion unless a Council Member requests further discussion of an item.

PUBLIC HEARINGS
(Three minutes per speaker)

The public may address the City Council on public hearing items prior to any action taken. Although Council Members may provide brief responses, the City Council may not engage in a discussion with members of the public during the meeting. Please complete a Speaker's Card to address the City Council in-person. Please follow the instructions at the end of the agenda and wait for the Mayor/City Clerk to call on you to address the City Council virtually. Speakers providing in-person comments will be called first.

NEW BUSINESS

ITEMS REMOVED FROM THE CONSENT CALENDAR

ITEMS FROM COUNCIL MEMBERS

ORAL COMMUNICATIONS ON ITEMS NOT ON THE AGENDA
(Three minutes per speaker. The City Council may adjust the time allotted per speaker.)

The public may address the City Council on any item within the subject matter jurisdiction of the City Council. Although Council Members may provide brief responses, the City Council may not discuss nor take action on items that are not on the agenda. Please complete a Speaker's Card to address the City Council in-person. Members of the public are encouraged to communicate with the City Council via email at adm@cypressca.org or by calling 714-229-6699.

COUNCIL MEMBER REPORTS FROM CITY-AFFILIATED BOARDS AND COMMITTEES, AND REMARKS

COUNCIL MEMBER ITEMS FOR FUTURE CONSIDERATION

CITY MANAGER REMARKS

ADJOURNMENT
The next meeting will be an adjourned Regular Meeting, to be held on Monday, MONTH DAY, YEAR, beginning at 5:30 P.M. in the Executive Board Room.

I hereby certify, under penalty of perjury under the laws of the State of California that the foregoing Agenda was posted on the City Hall bulletin board and the City's website not less than 72 hours prior to the meeting. Dated this DAY of MONTH, YEAR.

_____
Alisha Farnell, City Clerk

PUBLIC PARTICIPATION
Members of the public can participate in the City Council meeting in the following ways:

1. Attend In-Person. First-come, first-served seating is available in the Council Chambers. All attendees must be free of any symptoms associated with contagious illnesses.

2. Attend Virtually via Webinar.
   Follow this link: https://attendee.gotowebinar.com/register/6682541831096695382.
   Advance registration is recommended.

   The public may address the City Council virtually during Oral Communications on Agenda Items/Public Hearings. Virtual participants must click the 'hand raise' button prior to the end of the first in-person speaker to indicate they wish to address the City Council. Upon clicking the 'hand raise' button, please unmute your microphone and wait for the Mayor/City Clerk to call on you.

    = Hand Raise  = Unmute

3. Submit Public Comments Prior to the Meeting. The public may submit comments via email to cityclerk@cypressca.org. Comments submitted by 3:00 p.m. on the day of the meeting will be added to the City Council agenda as a Consent Calendar item.

4. Watch the Meeting. The City Council meeting can be viewed on Spectrum Cable Channel 36 or on the City's website at www.cypressca.org/watchlive.

5. Listen to the Meeting. Listen-only teleconferencing is available by calling (213) 929-4212 and entering Access Code 393-665-422. No registration or audio pin is necessary.

INVOCATION POLICY
The City Council does not endorse the content of the invocation and does not endorse the invocational speaker's particular faith, belief and/or religious denomination. The City Council has an established neutral policy for selecting and scheduling invocational speakers that is available from the City Clerk.

AMERICANS WITH DISABILITIES ACT
In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, you should contact the City Clerk at (714) 229-6685 at least 72 hours prior to the meeting to enable the City to make reasonable arrangements to assure accessibility to this meeting.

Recommendation

- Discuss and provide direction regarding updating the City Council meeting agenda format

<u>Next Steps</u>

- City Council consideration of revised meeting agenda format in General Session on February 27
- New format in place in April (if approved)

Oral Communications Summary

Oral Communications	Current	Recommended	Type
Closed Session/Workshop	3 min/speaker	3 min/speaker	In-person comments only; Must address agenda item
First Period → Items on the Agenda	30 min. and 3 min/speaker	3 min/speaker	In-person and virtual comments; Must address agenda item
Public Hearings	5 min/speaker	3 min/speaker	In-person and virtual comments; Must address public hearing item
Second Period → Items Not on the Agenda	5 min/speaker	3 min/speaker	In-person comments only; Must address city business

	1st OC	In Person	Virtual	30 Min Cap?	2nd OC	In Person	Virtual	Spoke in Both	Mtg Length
2/11/2019	0	0	N/A		0	0	N/A	0	00:55
2/25/2019	2	2	N/A		0	0	N/A	0	00:29
3/25/2019	12	12	N/A	Yes	1	1	N/A	1	01:57
4/8/2019	1	1	N/A		0	0	N/A	0	00:46
4/22/2019	4	4	N/A		0	0	N/A	0	00:59
5/13/2019	1	1	N/A		0	0	N/A	0	00:59
5/28/2019	2	2	N/A		0	0	N/A	0	00:51
6/10/2019	2	2	N/A		0	0	N/A	0	00:56
6/24/2019	1	1	N/A		0	0	N/A	0	00:45
7/8/2019	3	3	N/A		0	0	N/A	0	02:23
8/26/2019	1	1	N/A		0	0	N/A	0	00:29
9/9/2019	0	0	N/A		0	0	N/A	0	00:40
10/14/2019	1	1	N/A		0	0	N/A	0	00:44
10/28/2019	4	4	N/A		3	3	N/A	2	01:27
11/12/2019	6	6	N/A		0	0	N/A	0	01:32
11/25/2019	0	0	N/A		0	0	N/A	0	01:42
12/9/2019	3	3	N/A		1	1	N/A	0	01:42
1/13/2020	12	12	N/A	Yes	6	6	N/A	0	01:31
1/27/2020	4	4	N/A		2	2	N/A	2	01:33
2/10/2020	7	7	N/A		2	2	N/A	1	00:57
2/24/2020	1	1	N/A		0	0	N/A	0	00:59
Average	**3.2**				**0.7**			**0.3**	**1:09**

	1st OC	In Person	Virtual	30 Min Cap?	2nd OC	In Person	Virtual	Spoke in Both	Mtg Length
6/28/2021	9	9	0		3	3	0	2	01:13
7/12/2021	5	2	3		1	1	0	0	02:19
8/23/2021	10	10	0		1	1	0	0	01:46
9/13/2021	3	3	0		0	0	0	0	02:02
9/27/2021	2	2	0		0	0	0	0	00:52
10/11/2021	7	2	5		3	1	2	3	01:08
10/25/2021	0	0	0		1	0	1	0	01:22
11/8/2021	2	2	0		0	0	0	0	00:42
11/22/2021	6	3	2		1	0	1	0	01:38
12/13/2021	0	0	0		0	0	0	0	00:37
1/10/2022	8	3	5		4	0	4	4	02:40
1/24/2022	7	3	4		9	8	1	3	03:12
2/14/2022	10	10	0	Yes	5	3	2	0	03:28
2/28/2022	10	9	1		6	5	1	1	03:04
3/14/2022	6	5	1		5	3	2	4	01:29
3/28/2022	12	11	1	Yes	2	0	2	0	01:48
4/11/2022	12	12	0	Yes	9	6	3	0	02:55
4/25/2022	13	12	1	Yes	3	2	1	3	02:28
5/9/2022	12	11	1	Yes	5	3	2	2	02:09
5/23/2022	8	5	3		8	7	1	3	02:02
6/13/2022	11	9	2	Yes	4	2	2	1	03:21
6/27/2022	9	6	3		6	2	4	3	04:05
7/11/2022	19	14	5	Yes	9	2	7	6	04:08
8/22/2022	10	10	0	Yes	16	9	7	5	03:45
9/12/2022	5	4	1		1	1	0	0	02:32
9/26/2022	11	11	0	Yes	9	5	4	1	03:21
Average	**8.0**	**6.5**	**1.5**		**4.3**	**2.5**	**1.8**	**1.6**	**2:18**

	Pre-Pandemic	Post-Pandemic
Average Meeting Length	1:09:00	2:18:00
Shortest Meeting	0:29:00	0:37:00
Longest Meeting	1:42:00	4:08:00
General Session:		
First Oral Communications	3.2 Speakers	8.0 Speakers
% of total	*82%*	*18%*
Second Oral Communications	0.7 Speakers	4.3 Speakers
% of total	*65%*	*35%*
Spoke during 1st & 2nd	0.3 Speakers	1.6 Speakers
Virtual vs. In-Person:		
First Oral Communications (In-Person)	N/A	6.5 Speakers
% of total		82%
First Oral Communications (Virtual)	N/A	1.5 Speakers
% of total		*18%*
Second Oral Communications (In-Person)	N/A	2.5 Speakers
% of total		*58%*
Second Oral Communications (Virtual)	N/A	1.8 Speakers
% of total		*42%*

Over the 26 post-pandemic meetings, 34 people spoke 97 times during the second (final) Oral Communications period:

- 18 people spoke once
- 16 people spoke multiple times and averaged 4.9 appearances
- The 10 most frequent speakers appeared 63 times (65% of all speakers)
- The seven most prolific speakers (those who spoke five or more times) averaged 7.3 appearances and accounted 53% of all speakers

Oral Communications and meeting length significantly increased beginning in February 2022, which correlates to the California Voting Rights Act community forums. From February to October 2022, General Session First Oral Communications increased 62%, General Session Second Oral Communications increased 223%, and meetings were 1h 42m longer.

AGENDA
REGULAR MEETING
CYPRESS CITY COUNCIL
DATE
TIME - Closed Session / Workshop
TIME - General Session

www.cypressca.org

Council Chambers
5275 Orange Avenue
Cypress, California

Interested in speaking to the City Council? Information about participating in the City Council meeting appears at the end of the agenda.

CALL TO ORDER
TIME
Executive Board Room

ROLL CALL
Cypress City Council, also acting as the Ex-Officio Governing Board of Directors of the Cypress Recreation and Park District

ORAL COMMUNICATIONS ON CLOSED SESSION / WORKSHOP ITEMS
(Limited to 30 minutes and three minutes per speaker. The City Council may adjust the time allotted per speaker.)

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CLOSED SESSION / WORKSHOP

RECONVENE
TIME
Council Chambers

ROLL CALL
Cypress City Council, also acting as the Ex-Officio Governing Board of Directors of the Cypress Recreation and Park District

PLEDGE OF ALLEGIANCE

INVOCATION

REPORT OF CLOSED SESSION / WORKSHOP
City Manager/City Attorney

PRESENTATIONS

ORAL COMMUNICATIONS ON AGENDA ITEMS
(Three minutes per speaker. The City Council may adjust the time allotted per speaker.)

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CONSENT CALENDAR
All matters listed on the Consent Calendar are approved with one motion unless a Council Member requests further discussion of an item.

PUBLIC HEARINGS
(Three minutes per speaker)

The public may address the City Council on public hearing items prior to any action taken. Although Council Members may provide brief responses, the City Council may not engage in a discussion with members of the public during the meeting. Please complete a Speaker's Card to address the City Council in-person. P lease follow the instructions at the end of the agenda and wait for the Mayor/City Clerk to call on you to address the City Council virtually. Speakers providing in-person comments will be called first.

NEW BUSINESS

ITEMS REMOVED FROM THE CONSENT CALENDAR

ITEMS FROM COUNCIL MEMBERS

ORAL COMMUNICATIONS ON ITEMS NOT ON THE AGENDA
(Three minutes per speaker. The City Council may adjust the time allotted per speaker.)

WORKSHOP RECOMMENDATION
The public may address the City Council on any item within the subject matter jurisdiction of the City Council. Although Council Members may provide brief responses, the City Council may not discuss nor take action on items that are not on the agenda. Please complete a Speaker's Card to address the City Council in-person. Members of the public are encouraged to communicate with the City Council via email at adm@cypressca.org or by calling 714-229-6699.

CITY COUNCIL WORKSHOP PREFERENCE
The public may address the City Council on any item within the subject matter jurisdiction of the City Council. Although Council Members may provide brief responses, the City Council may not discuss nor take action on items that are not on the agenda. Please complete a Speaker's Card to address the City Council in-person. Please follow the instructions at the end of the agenda and wait for the Mayor/City Clerk to call on you to address the City Council virtually. Speakers providing in-person comments will be called first. Members of the public are encouraged to communicate with the City Council via email at adm@cypressca.org or by calling 714-229-6699.

COUNCIL MEMBER REPORTS FROM CITY-AFFILIATED BOARDS AND COMMITTEES, AND REMARKS

COUNCIL MEMBER ITEMS FOR FUTURE CONSIDERATION

CITY MANAGER REMARKS

ADJOURNMENT
The next meeting will be an adjourned Regular Meeting, to be held on Monday, MONTH DAY, YEAR, beginning at 5:30 P.M. in the Executive Board Room.

I hereby certify, under penalty of perjury under the laws of the State of California that the foregoing Agenda was posted on the City Hall bulletin board and the City's website not less than 72 hours prior to the meeting. Dated this DAY of MONTH, YEAR.

_____
Alisha Farnell, City Clerk

PUBLIC PARTICIPATION

Members of the public can participate in the City Council meeting in the following ways:

1. Attend In-Person. First-come, first-served seating is available in the Council Chambers. All attendees must be free of any symptoms associated with contagious illnesses.

2. Attend Virtually via Webinar.
   Follow this link: https://attendee.gotowebinar.com/register/6682541831096695382.
   Advance registration is recommended.

WORKSHOP RECOMMENDATION

The public may address the City Council virtually during Oral Communications on Agenda Items/Public Hearings. Virtual participants must click the 'hand raise' button prior to the end of the first in-person speaker to indicate they wish to address the City Council. Upon clicking the 'hand raise' button, please unmute your microphone and wait for the Mayor/City Clerk to call on you.

CITY COUNCIL WORKSHOP PREFERENCE

The public may address the City Council virtually during Oral Communications on Agenda Items/Public Hearings/Oral Communications on Items Not on the Agenda. Virtual participants must click the 'hand raise' button prior to the end of the first in-person speaker to indicate they wish to address the City Council. Upon clicking the 'hand raise' button, please unmute your microphone and wait for the Mayor/City Clerk to call on you.

 = Hand Raise  = Unmute

3. Submit Public Comments Prior to the Meeting. The public may submit comments via email to cityclerk@cypressca.org. Comments submitted by 3:00 p.m. on the day of the meeting will be added to the City Council agenda as a Consent Calendar item.

4. Watch the Meeting. The City Council meeting can be viewed on Spectrum Cable Channel 36 or on the City's website at www.cypressca.org/watchlive.

5. Listen to the Meeting. Listen-only teleconferencing is available by calling (213) 929-4212 and entering Access Code 393-665-422. No registration or audio pin is necessary.

INVOCATION POLICY

The City Council does not endorse the content of the invocation and does not endorse the invocational speaker's particular faith, belief and/or religious denomination. The City Council has an established neutral policy for selecting and scheduling invocational speakers that is available from the City Clerk.

AMERICANS WITH DISABILITIES ACT

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, you should contact the City Clerk at (714) 229-6685 at least 72 hours prior to the meeting to enable the City to make reasonable arrangements to assure accessibility to this meeting.

Prepared by Mayor Bruke
City Council Public Comment Structure

Current Method
- Comments on agenda items, in person or virtual (3 minutes at beginning of meeting)
- General comments, in person only (3 minutes at the end of the meeting)

Proposed Method
- General comments, in person or virtual, (3 minutes at beginning of meeting)
- Comments on agenda items, in person or virtual (3 minutes per item, after the staff report or presentation but before council discussion. Consent calendar counts as one item.)

Benefits of Proposed Change
- Residents know exactly when the general comment period begins
- The council would hear comments on agenda items when the items are discussed
- Residents would hear the initial report or presentation before comments on agenda items
- Residents can comment in person or virtually for agenda items and general comments