

# **APPENDIX V**

*Internal Audit Records*

City of Glendale

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### Sewer System Management Plan Volume III

#### Appendix V – Internal Audit Records

April 2019

1. Recertification of SSMP-April 2019
2. Final report of the City's Internal Audit Division (Finance Dept.) of the City's Fats, Oils, and Grease (FOG) Program and FOG Ordinance Compliance - **February 2016**
3. Sewer System Management Plan-Biennial Audit No. 3 (Sixth Anniversary of the Plan – April 2015– **SSMP Self Audit #3**
4. Recertification SSMP – **April 2014**
5. Sewer System Management Plan-Biennial Audit No. 3 – **SSMP Self Audit #2**
6. SSMP Self-Audit Work Sheet #1 – **SSMP Self Audit #3**

**MINUTES  
GLENDALE CITY COUNCIL  
MAY 7, 2019**

**ROLL CALL – All Present**

**1. CLOSED SESSION – 1:00 p.m.**

- a. Conference with Legal Counsel - Pending Litigation: **Bonyadi v City of Glendale, et al., L.A.S.C Case No. 171201.**
- b. Conference with Legal Counsel – Pending Litigation: **Glendale Coalition for Better Government v. City of Glendale, L.A.S.C. Case No. BS14376; Taliaferro v. City of Glendale, L.A.S.C. Case No. BC695324.**
- c. Conference with Legal Counsel – Pending Litigation: **Yaacoubian v. City of Glendale, L.A.S.C. Case No. BC666321.**
- d. Conference with Real Property Negotiators: **Property location - City owned property at 2713 Honolulu Avenue, Glendale CA. Negotiating Parties: Armstrong Garden Centers, Avalon Investment Company, Cliffside Malibu, Heritage Housing Partners, Houk Development Company, Lab Holding LLC, LINC Housing, Metro Investments, Operation Confidence, Paseo Capital Partners, Specialized Realty, Inc. and Verdugo Hills Hospital. Agency negotiators attending the closed session are: Yasmin Beers, Roubik Golanian, Mike Garcia, Gillian van Muyden, Philip Lanzafame, Darlene Sanchez, Jennifer Hiramoto, Jay Platt, Peter Zovak and Onnig Bulanikian. Instructions to the negotiator(s) will concern the price and terms for the sale or lease of property.**
- e. Conference with Real Property Negotiators: **Property location – Portion of the rooftop of the Orange Street Garage at 232 N. Orange Street, Glendale CA. Negotiating Parties: Crown Castle USA Inc. Agency negotiators attending the closed session are: Yasmin Beers, Roubik Golanian, Mike Garcia, Gillian van Muyden, Philip Lanzafame, Darlene Sanchez, Jennifer Hiramoto, Jacqueline Sales and Dorine Martirosian. Instructions to the negotiator(s) will concern the price and terms for the lease of property.**

City Attorney Mike Garcia indicated that action is anticipated at item 1c. Council recessed to Closed Session at 1:03 p.m.

**2. REGULAR BUSINESS AGENDA – 6:05 p.m.**

**Roll Call – All Present**

- a. **Flag Salute: Council Member Sinanyan**
- b. **Invocation: Rabbi Rich Schechter, Temple Sinai of Glendale**
- c. **Report of City Clerk, re: Posting of Agenda. The Agenda for the May 7, 2019 Regular Meeting of the Glendale City Council was Posted on Thursday, May 2, 2019, on the Bulletin Board Outside City Hall.**

**3. PRESENTATIONS AND APPOINTMENTS**

- a. **Agenda Preview for the Meetings of Tuesday, May 14, 2019**  
Asst. City Manager Roubik Golanian provided the preview.
- b. **Proclamation Designating May 2019 as “Older Americans Month”**  
Community Services Supervisor Aylin Isayan  
Committee Chair Camille Levee



2. Resolution 19-43 Appropriating \$39,932

Moved: Agajanian

Seconded: Gharpetian

Vote as Follows

Ayes: Agajanian, Devine, Gharpetian, Sinanyan, Najarian  
Noes: None  
Absent: None  
Abstain: None

e. **Director of Community Services and Parks, re: Acceptance of Adult Education Block Grant (AEBG) Funds from the Glendale Community College (GCC) to the Verdugo Workforce Development Board (VWDB) and Approval of VWDB's Funding Recommendations to the Glendale Library Arts & Culture (Library), Glendale Youth Alliance (GYA), and Jesse Holm**

1. Motion Authorizing Acceptance of AEBG Funds in the Amount of \$500,000 from the GCC, to Enable the VWDB to Distribute \$20,000 to GYA, \$49,000 to Jesse Holm, and \$20,000 to Library; Approving Award of Funds and Authorizing the City Manager to Execute all Agreements, Certifications, and Documents Necessary

Moved: Agajanian

Seconded: Gharpetian

Vote as Follows

Ayes: Agajanian, Devine, Gharpetian, Sinanyan, Najarian  
Noes: None  
Absent: None  
Abstain: None

f. **Director of Community Services and Parks, re: Acceptance of Summer Training and Employment Program for Students (STEPS) Funds from the California Department of Rehabilitation and California's Employment Training Panel to the Verdugo Workforce Development Board (VWDB) and Approval of VWDB's Funding Recommendations to the Glendale Youth Alliance and Glendale Community College-Professional Development Center (PDC)**

1. Motion Authorizing Acceptance of STEPS Funds from the California Department of Rehabilitation and California's Employment Training Panel in the Amount of \$400,000, to Enable the VWDB to Distribute \$88,000 to the GYA, \$13,600 to the GCC-PDC, and \$278,400 to the Foundation for California Community Colleges (FCCC); Approving Award of Funds and Authorizing the City Manager to Execute all Agreements, Certifications, and Documents Necessary

Moved: Agajanian

Seconded: Gharpetian

Vote as Follows

Ayes: Agajanian, Devine, Gharpetian, Sinanyan, Najarian  
Noes: None  
Absent: None  
Abstain: None

2. Resolution 19-44 Appropriating \$400,000

Moved: Agajanian

Seconded: Gharpetian

Vote as Follows

Ayes: Agajanian, Devine, Gharpetian, Sinanyan, Najarian  
Noes: None  
Absent: None  
Abstain: None

**g. Director of Community Services and Parks, re: Recommendation to Approve the Verdugo Workforce Development Board's (VWDB) Local Workforce Development Plan Modification and Los Angeles Basin Regional Planning Unit's Workforce Development Plan Modification for FY 2019-21**

1. Motion Approving the VWDB's Local Workforce Development Plan Modification and Los Angeles Basin Regional Planning Unit's Workforce Development Plan Modification for FY 2019-21; its Submission to the State of California's Employment Development Department and the California Workforce Development Board; and Authorizing the Mayor and the City Manager to Execute all Relevant Documents

Moved: Agajanian

Seconded: Gharpetian

Vote as Follows

Ayes: Agajanian, Devine, Gharpetian, Sinanyan, Najarian  
Noes: None  
Absent: None  
Abstain: None

**h. General Manager of Glendale Water and Power, re: Adopt Specification Number 3816 – Asbestos and Hazardous Materials Abatement for Grayson Power Plant**

1. Resolution 19-45 Adopting Specification No. 3816; and Directing the City Clerk to Advertise for Bids

Moved: Agajanian

Seconded: Gharpetian

Vote as Follows

Ayes: Agajanian, Devine, Gharpetian, Sinanyan, Najarian  
Noes: None  
Absent: None  
Abstain: None

**i. General Manager of Glendale Water and Power, re: Amendment to the Montrose Air Quality Services, LLC Professional Services Agreement (PSA) to Provide Continuous Monitoring Systems (CEMS) Quality Assurance Measurements, Compliance Emission Testing, and Consulting Services**

1. Motion Authorizing the City Manager to Execute an Amendment to the PSA, Extending the Term for an Additional Two Years, and Increasing the Contract Amount by \$400,000 for a Not-to-Exceed Contract Amount of \$802,760

Moved: Agajanian

Seconded: Gharpetian

Vote as Follows

Ayes: Agajanian, Devine, Gharpetian, Sinanyan, Najarian  
Noes: None  
Absent: None  
Abstain: None















Adopted  
05/07/19  
Agajanian/Gharpetian  
All Ayes

~~YAK~~  
pw

RESOLUTION NO 19-42

**A RESOLUTION OF THE COUNCIL OF THE CITY OF GLENDALE, CALIFORNIA,  
RECERTIFYING A SEWER SYSTEM MANAGEMENT PLAN AND MAKING FINDINGS  
THEREON.**

WHEREAS, the City of Glendale is engaged in activities necessary to effectuate the State of California Water Resources Control Board Order No. 2006-D003-DWQ ("Order") which Order entails the Statewide General Waste Discharge Requirements for sanitary sewer systems to reduce the frequency and volume of sanitary sewer overflows, improve the condition of the City's municipal sanitary sewer infrastructure and, consequently, protect the environment and natural resources; and

WHEREAS, because the City owns and operates a sanitary sewer system greater than one mile in length that collects and conveys untreated and partially treated wastewater to a publicly owned treatment facility in the State of California, the City is required to develop and implement a system-specific Sewer System Management Plan ("SSMP") in accordance with the terms of the Order; and

WHEREAS, on April 28, 2009, the Glendale City Council approved a comprehensive SSMP as required by the Order including the required provisions to provide proper and efficient management, operation and maintenance of the City's sanitary

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sewer system, while taking into consideration risk management and cost benefit analysis; and

WHEREAS, said SSMP contains a spill response plan that establishes standard procedures for immediate response to sanitary sewer overflows in a manner designed to minimize water quality impacts and potential nuisance conditions; and

WHEREAS, State regulations require that the SSMP be recertified every five (5) years following the date of the initial certification or when significant changes occur as has been the case in Glendale; and

NOW THEREFORE, BE IT RESOLVED BY THE GLENDALE CITY COUNCIL:

1. The recitals as set forth above are true and correct.
2. The City's Sewer System Management Plan dated April 2019 is hereby approved and adopted as set forth in the report of the Director of Public Works dated April 30, 2019.

Adopted this 7th day of May, 2019.

  
\_\_\_\_\_  
Mayor

ATTEST:

*[Signature]*  
City Clerk

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

I, Ardashes Kassakhian, Clerk of the City of Glendale, do hereby certify that the foregoing Resolution No. 19-42 was adopted by the City Council of the City of Glendale, California, at a regular meeting held on the 7th day of May, 2019, and that the same was adopted by the following vote:

- Ayes: Agajanian, Devine, Gharpetian, Sinanyan, Najarian
- Noes: None
- Absent: None
- Abstain: None

*[Signature]*  
City Clerk

APPROVED AS TO FORM

*[Signature]*  
CITY ATTORNEY  
DATE 5/1/19

Update of SSMP for Recertification at 10<sup>th</sup> Anniversary of Plan's Adoption

Preparation Task List

Status	Plan Component	Action	Lead Responsibility	Comments/Sub-Assigns
Comp.	Vol 1-All	<b>Volume 1</b> 1. Review WDR and 2013 MRP 2. Review chapters indicated for compliance. 3. make corrections and amendments 4. Forward to Orlando/Arpi for amendments to original Word Docs above Review Schedule: 4/3-4/9 Review and Revise 4/10 Draft for OU Processing 4/12 Updated Plan smoothed	John H.	About 37pgs.
Comp.	Appendix A	<b>Appendices</b> <b>SSMP Organization-</b> 1. Update "SSMP Development and Implementation Personnel" Summary Sheet 2. Insert reference sheet for MS personnel call list and remove existing- 3. Create an SSMP Organization Flow Chart	Arpi P.	1. John make corrections, add LRO's pass to Arpi for editing of electronic version.  3. John sketch for smooth by Orlando.



Status	Plan Component	Action	Lead Responsibility	Comments/Sub-Assigns
Comp.	Appendix B	<p><u>Sewer Overflow Response Plan (SORP)</u></p> <ol style="list-style-type: none"> <li>1. Update Agency Phone #'s</li> <li>2. Review and revise process flow chart.</li> <li>3. Revise SSO Reporting Flow Chart.</li> </ol>	John H.	<ol style="list-style-type: none"> <li>1. Arpi verifies and amends</li> <li>2. Roy Rodriguez revises to reflect most current MRP.</li> <li>3. Orlando based on revs. By John</li> </ol>
Comp.	Appendix C	<p><u>Excerpts from the Municipal Code City of Glendale</u></p> <ol style="list-style-type: none"> <li>1. Verify applicable Sections current including Amendment #1' "Adding Ch. 13.34 to the Glendale Municipal Code, 1995, Relating to the prevention of FOG..."</li> </ol>	Orlando	<p>A copy of Amendment #1- was inserted following the April 12 Audit at direction of Maurice O. but has <b>neither Ordinance #nor any signatures.</b></p>
Comp.	Appendix D	<p><u>Ordinance 5606 of the Municipal Code of the City of Glendale- An Ordinance of the C of G...adding and Amending to Certain Provisions of the Code, 1995... Relating to Trespass and Relating to Obstructing, or Impeding...City Business</u></p> <ol style="list-style-type: none"> <li>1. Verify current</li> </ol>		<p>Includes a copy of CVWD's permit to operate a trunk line w/in C of G. Was inserted following the April 12 Audit at direction of Maurice O.</p>
After 2019 Recertification	Appendix E	<p><u>Excerpt from City of LA Muni Code, 6th Ed-</u></p> <ol style="list-style-type: none"> <li>1. Verify current.</li> </ol>	Arpi P.	

Status	Plan Component	Action	Lead Responsibility	Comments/Sub-Assigns
Comp.	Appendix F	<u>Excerpts of the C of G Mini Code, Related to FOG-</u> 1. Verify current. Printed Copy dated 3/24/09. How different from Attachment #1 to Appendix C? See above.	Rick B.	
Comp.	Appendix G	<u>Restaurant List-</u> 1. Verify memo referencing location of Electronic Master. Is the doc where we say it is on the G:\Drive? 2. Print Copy of the 18-19 list and insert	John H.	1. John 2. Rod Torres
Comp.	Appendix H	<u>Sewer Trouble Spot Work list-</u> 1. Verify memo referencing location of Electronic Master. Is the doc where we say it is on the G:\Drive? 2. 12-Months Working Records in Wall File. All reviewed and initialed by supervision. 3. 36-month program records filed in WW shop Office. All others to Archive. 4. Electronic file updated for all SSO's thru March 2019. Do we need a T/S Review	John H.	1. John 2. Nery Villagran 3. Nery Villagran 4. Nery Villagran
Comp.	Appendix I	<u>FOG Outreach Documents</u> 1. Verify all three docs. Current. a. Plumber's Letter. b. Manager's Letter c. Grease Control Memo	John H.	1. Rod Torres

Status	Plan Component	Action	Lead Responsibility	Comments/Sub-Assigns
Comp.	Appendix J	<p><u>Sample Maps of City's Sanitary Sewer System</u></p> <ol style="list-style-type: none"> <li>1. Insert.</li> </ol>	John H.	<ol style="list-style-type: none"> <li>1. Roy Rodriguez generate a few color copies for inclusion</li> </ol>
Comp.	Appendix K	<p><u>Sewer Line Maintenance and Inspection Form</u></p> <ol style="list-style-type: none"> <li>1. Verify current.</li> </ol>	John H.	<ol style="list-style-type: none"> <li>1. Roy Rodriguez</li> </ol>
Comp.	Appendix L	<p><u>Restaurant Run Documentation</u></p> <ol style="list-style-type: none"> <li>1. Verify memo referencing location of Electronic Master Field Worksheets. Is the doc where we say it is on the G:\Drive?</li> <li>2. 18-19 inspection worksheets and two (2) prior years ready for review in Crew Office.</li> </ol>	John H.	<ol style="list-style-type: none"> <li>1. John</li> <li>2. &amp; 3. Rod Torres.</li> </ol>
Comp.	Appendix M	<p><u>Chemical Root Control Spreadsheet</u></p> <ol style="list-style-type: none"> <li>1. Verify memo referencing location of Electronic Master. Is the doc where we say it is on the G:\Drive?</li> <li>2. Move to current year directory.</li> <li>3. Electronic master updated through most recent treatment cycle in March 19 and break-out treatment cycles by current year.</li> </ol>	John H.	<ol style="list-style-type: none"> <li>1. &amp; 2. John</li> <li>3. Alfonso Herrera</li> </ol>

Status	Plan Component	Action	Lead Responsibility	Comments/Sub-Assigns
Comp.	Appendix N	<u>Infrastructure Repair List</u> 1. Verify memo referencing location of Electronic Master. Is the doc where we say it is on the G:\Drive? 2. Move to current year directory.	John H.	Roy Rodriguez assisted by John H.
Comp.	Appendix O	<u>CWEA Collections Systems Maintenance Certification Handbook</u> 1. 07-08 Candidate Handbook is what we have. Obtain and install a current version.	Roy Rodriguez	Mike Flores recommendation, remove from SSMP. Not an Agency document.
Comp.	Appendix P	<u>City Specific Training and Certification</u> 1. Verify memo referencing location of Electronic Master. Is the doc where we say it is on the G:\Drive? 2. Move to current year directory. 3. Verify all program binders in shop office and up to date. 4. Bring certification records up to date through March 2019	Roy Rodriguez	1. & 2. Roy Rodriguez assisted by John H. 3. Ryan P. 4. Roy R.
Comp.	Appendix Q	<u>Operation and Maintenance of WW Collection Systems Vol. I Introduction</u> 1. Verify current except 6 <sup>th</sup> Ed is the most recent and if not replace.	Roy Rodriguez	Mike Flores recommendation, remove from SSMP. Not an Agency document.

Status	Plan Component	Action	Lead Responsibility	Comments/Sub-Assigns
Comp.	Appendix R	<u>Sewer Pipe Inventory</u> 1. Verify memo referencing location of Electronic Master. Is the doc where we say it is on the G:\Drive? 2. Move to current year directory. 3. Master Pipe Inventories located in a binder in the WW shop? Most recent quarterly available.	Roy Rodriguez	Alfonso H. update spare parts inventory to include items from 11-12 overhaul of DLS after recertification  G:\ Drive access for Ryan P.
Comp.	Appendix S	<u>C of G Sanitary Sewer Manual and Standards</u> 1. Current? If not procure an up to date copy.	Roy Rodriguez	1. Obtain from Sarkis Oganesyyan
Comp.	Appendix T	<u>Final Wastewater Master Plan Update</u> 1. July '07 update installed in appendix. Any amendments or revisions? If so provide for inclusion.	John H.	Master Plan update in progress at time of this recertification. Install project plan after recertification.
Comp.	Appendix U	<u>City of Glendale-10 Year Sewer CIP</u> 1. Any amendments or revisions? If so provide for inclusion. 2. Need a better quality reproduction. Included one is hard to read.	John H.	Ask Edward H. for current 10-Yr. CIP

Status	Plan Component	Action	Lead Responsibility	Comments/Sub-Assigns
Comp.	Appendix V	<u>Internal Audit Records</u> 1. Verify all prior audits in place. 2. Summarize follow-up for 15-16 FOG Ordinance Audit in place of internal audit due at 8th Anniversary of Plan May 2017. 3. TOC and sub tabs for ease of reference	John H.	1. and 2. John H.
Comp.	Appendix W	<u>Regulatory Inspections and Responses</u> 1. TOC and sub tabs for ease of reference	John H.	
Comp.	Appendix X	<u>SSMP Amendments Log</u> 1. Update with all work done in preparation for this recertification.	John H.	1. Last Step.  2. Arpi resorts for newest on top with fixed headers.



**A G E N D A  
GLENDALE CITY COUNCIL**

**COUNCIL CHAMBER, City Hall – 613 E Broadway, 2<sup>nd</sup> Floor  
Glendale, CA 91206**

Welcome to Glendale City Hall. Meetings are broadcast live on cable channel 6 (GTV6) and rebroadcast throughout the week. Call (818) 548-4013 for program schedules. DVDs of the proceedings are available for purchase in the City Clerk's Office. Meetings are also archived on the City Website for viewing anytime at <http://www.glendaleca.gov/government/agendas-minutes>. If you have any question about matters on the agenda, or requests for assistance, please contact the City Clerk at (818) 548-2090 during regular business hours.

**PLEASE TURN OFF CELLULAR PHONES WHILE INSIDE THE COUNCIL CHAMBER.**

In compliance with the Americans with Disabilities Act (ADA) of 1990, auxiliary hearing aids, sign language translation, and Braille transcripts are available upon request. Assisted listening devices are available same-day upon request. At least 48 hours (or two business days) notice is required for requests regarding sign language translation and Braille transcription services. All documents related to open session items on this agenda that are received less than 72 hours prior to this meeting, and are public records, will be available for review in the Office of the City Clerk, 613 E. Broadway, RM 110, Glendale, CA 91206.

Translation services are provided for meetings through the use of bilingual staff for speakers who wish to utilize the service as available. Speakers should state their request by contacting the City Clerk's office at 818-548-2090, at least 24 hours prior to the scheduled meeting. Please specify the language for which you require translation. The exclusive use of City provided interpreters is not required and persons are welcome to use their own interpreter or speak in their native language.

**MAY 7, 2019**

**ROLL CALL**

- 1. CLOSED SESSION – 1:00 p.m.**
  - a. Conference with Legal Counsel - Pending Litigation: Bonyadi v City of Glendale, et al., L.A.S.C Case No. 171201.**
  - b. Conference with Legal Counsel – Pending Litigation: Glendale Coalition for Better Government v. City of Glendale, L.A.S.C. Case No. BS14376; Taliaferro v. City of Glendale, L.A.S.C. Case No. BC695324.**
  - c. Conference with Legal Counsel – Pending Litigation: Yaacoubian v. City of Glendale, L.A.S.C. Case No. BC666321.**
  - d. Conference with Real Property Negotiators: Property location - City owned property at 2713 Honolulu Avenue, Glendale CA. Negotiating Parties: Armstrong Garden Centers, Avalon Investment Company, Cliffside Malibu, Heritage Housing Partners, Houk Development Company, Lab Holding LLC, LINC Housing, Metro Investments, Operation Confidence, Paseo Capital Partners, Specialized Realty, Inc. and Verdugo Hills Hospital. Agency negotiators attending the closed session are: Yasmin Beers, Roubik Golanian, Mike Garcia, Gillian van Muyden, Philip Lanzafame, Darlene Sanchez, Jennifer Hiramoto, Jay Platt, Peter Zovak and Onnig Bulanikian. Instructions to the negotiator(s) will concern the price and terms for the sale or lease of property.**
  - e. Conference with Real Property Negotiators: Property location – Portion of the rooftop of the Orange Street Garage at 232 N. Orange Street, Glendale CA. Negotiating Parties: Crown Castle USA Inc. Agency negotiators attending the**

TYPED 4/29/2019 8:42 AM  
BY  
CC

closed session are: Yasmin Beers, Roubik Golanian, Mike Garcia, Gillian van Muyden, Philip Lanzafame, Darlene Sanchez, Jennifer Hiramoto, Jacqueline Sales and Dorine Martirosian. Instructions to the negotiator(s) will concern the price and terms for the lease of property.

**2. REGULAR BUSINESS AGENDA – 6:00 p.m.**

**Roll Call**

- a. **Flag Salute: Council Member Sinanyan**
- b. **Invocation: Rabbi Rich Schechter, Temple Sinai of Glendale**
- c. **Report of City Clerk, re: Posting of Agenda. The Agenda for the May 7, 2019 Regular Meeting of the Glendale City Council was Posted on Thursday, May 2, 2019, on the Bulletin Board Outside City Hall.**

**3. PRESENTATIONS AND APPOINTMENTS**

- a. **Agenda Preview for the Meetings of Tuesday, May 14, 2019**
- b. **Proclamation Designating May 2019 as "Older Americans Month"**
- c. **Proclamation Designating May 2019 as "CalFresh Awareness Month"**

**4. CONSENT ITEMS (Including Minutes)**

The following are Routine and May be Acted Upon by One Motion. Any Member of Council or the Audience Requesting Separate Consideration May do so by Making Such Request Before Motion is Proposed.

- a. **Minutes of the Joint City Council and Financing Authority Meeting of April 16, 2019, and Special and Regular City Council Meetings of April 30, 2019**
- b. **Director of Public Works, re: Approval of the Final Map of Tract No. 74298, for a 12-unit Condominium Subdivision, at 330-334 Salem Street**
  1. Resolution Approving the Final Map of Tract No. 74298
- c. **Director of Public Works, re: Recertification of the City's Sewer System Management Plan as Required by the State of California**
  1. Resolution Approving the Recertification
- d. **Director of Public Works, re: Consulting Services to Evaluate and Develop a Fleet Services Strategic Plan**
  1. Motion Awarding a Professional Services Agreement to Evaluate and Develop a Fleet Services Strategic Plan to Mercury Associates, Inc. in the Not-to-Exceed Amount of \$89,932 and Rejecting All Other Proposals
  2. Resolution Appropriating \$39,932
- e. **Director of Community Services and Parks, re: Acceptance of Adult Education Block Grant (AEBG) Funds from the Glendale Community College (GCC) to the Verdugo Workforce Development Board (VWDB) and Approval of VWDB's Funding Recommendations to the Glendale Library Arts & Culture (Library), Glendale Youth Alliance (GYA), and Jesse Holm**
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GCC-PDC, and \$278,400 to the Foundation for California Community Colleges (FCCC); Approving Award of Funds and Authorizing the City Manager to Execute all Agreements, Certifications, and Documents Necessary

2. Resolution Appropriating \$400,000

**g. Director of Community Services and Parks, re: Recommendation to Approve the Verdugo Workforce Development Board's (VWDB) Local Workforce Development Plan Modification and Los Angeles Basin Regional Planning Unit's Workforce Development Plan Modification for FY 2019-21**

1. Motion Approving the VWDB's Local Workforce Development Plan Modification and Los Angeles Basin Regional Planning Unit's Workforce Development Plan Modification for FY 2019-21; its Submission to the State of California's Employment Development Department and the California Workforce Development Board; and Authorizing the Mayor and the City Manager to Execute all Relevant Documents

**h. General Manager of Glendale Water and Power, re: Adopt Specification Number 3816 – Asbestos and Hazardous Materials Abatement for Grayson Power Plant**

1. Resolution Adopting Specification No. 3816; and Directing the City Clerk to Advertise for Bids

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1. Motion Authorizing the City Manager to Execute an Amendment to the PSA, Extending the Term for an Additional Two Years, and Increasing the Contract Amount by \$400,000 for a Not-to-Exceed Contract Amount of \$802,760

**5. CITY COUNCIL/STAFF COMMENTS**

**6. COMMUNITY EVENT ANNOUNCEMENTS (3-Minutes)**

**7. ADOPTION OF ORDINANCES**

**a. AN ORDINANCE TO DISESTABLISH THE ADAMS SQUARE BUSINESS IMPROVEMENT DISTRICT AND MAKING CERTAIN FINDINGS RELATED THERETO (Devine, 4/30/19)**

**b. FINAL INCLUSIONARY ZONING ORDINANCE, COMMERCIAL DEVELOPMENT IMPACT FEE ORDINANCE, AND RESOLUTIONS**

1. An Ordinance Amending Section 4.1 0.050, Chapter 30.35, and Sections 30.40.010-30.40.040 of the Glendale Municipal Code, 1995, Relating to Establishment of a Citywide Inclusionary Housing Requirement (**Sinanyan, 4/30/19**)

2. An Ordinance Adding Chapter 4.11 of the Glendale Municipal Code, 1995, Related to Establishment of Affordable Housing Commercial Development Impact Fee (**Sinanyan, 4/30/19**)

3. Resolution Establishing an Inclusionary Housing In-Lieu Fee

4. Resolution Establishing an Affordable Housing Commercial Development Impact Fee

**c. AN ORDINANCE AMENDING CHAPTERS 2.36 AND 2.62 OF THE GLENDALE MUNICIPAL CODE, 1995, PERTAINING TO SELECTION, QUALIFICATIONS, AND LIMITATIONS OF MEMBERS OF THE CITY'S BOARDS AND COMMISSIONS (Agajanian, 4/30/19)**

**8. ACTION ITEMS**

**a. City Clerk, re: 2020 Election Update and Outreach/ Education Program Proposal**

1. Motion to Note and File

2. Motion Directing Staff

**b. Director of Public Works and City Manager, re: Award of Contract to Western Audio Visual Inc., for the Design and Construction of the Glendale Television Channel 6 Technology (GTV6) and Space Planning Project**

1. Resolution Adopting Preliminary Design, Plans, Specifications, and Contract Documents using the Design-Build Project Delivery Method
2. Motion Awarding a Design-Build Contract to Western Audio Visual, Inc., per Specification 3789, in the Amount of \$1,538,017.95, Plus a Contingency Amount of \$100,000, for a Total Not-to-Exceed Contract Amount of \$1,638,017.95, and Authorizing the City Manager to Execute the Agreement
3. Motion Amending the Professional Services Agreement with BFA, Inc., by Adding \$39,860 for their Continued Technical and Contract Compliance Support Associated with the Proposed Improvements for GTV6 for a Total Not-to-Exceed Contract Amount of \$75,450, and Authorizing the City Manager to Execute the Amendment
4. Resolution Appropriating \$993,467.95

**c. General Manager of Glendale Water and Power, re: Execute an Agreement with Alliance for Cooperative Energy Services (ACES) Power Marketing LLC**

1. Motion Authorizing the City Manager to Execute a Three-Year Service Schedule Agreement and Up to Two One-Year Amendments under a Master Service Agreement between ACES and Southern California Public Power Authority (SCPPA) for Real-Time Energy Trading and Related Support Services, for a Total Amount Not-to-Exceed \$4,420,416

**9. HEARINGS**

**a. Director of Community Development, re: Public Hearing on Appeal of Design Review Board's (DRB) Approval of DRB Case No. 1723012, Located at 1633 Victory Boulevard**

1. Resolution Adopting a Mitigated Negative Declaration and Mitigation and Monitoring Program for the Project
2. Motion to Sustain the DRB's Decision to Approve the DRB Application with Conditions
3. Motion to Reverse the DRB's Decision and Continue the Matter, Directing the City Attorney to Draft Findings In Support of Denial

**10. REPORTS – INFORMATION**

**11. WRITTEN COMMUNICATIONS**

**12. ORAL COMMUNICATIONS (5-Minutes)**

Discussion is Limited to Items NOT a Part of this Agenda. Each Speaker is Allowed 5 Minutes. Council May Question or Respond to The Speaker But There Will be no Debate or Decision. The City Manager May Refer the Matter to the Appropriate Department for Investigation and Report.

**13. NEW BUSINESS**

**14. ADJOURNMENT**

February 16, 2016

REPORT #: 2016-04

Roubik Golanian, Director  
Public Works Department

Dear Roubik,

Enclosed is the final audit report for the Fats, Oils & Grease (FOG) Control Program. Internal Audit would like to thank you and your staff for the support and assistance provided to us during the audit.

Should you have any questions, please feel free to contact Natalie Minami-Valdivia or myself.

Thank you,

Eileen Donahue,  
Internal Audit Manager

Enclosure

CC: Yasmin Beers, Assistant City Manager  
Robert Elliot, Director of Finance  
Michele Flynn, Assistant Director of Finance  
Dan Hardgrove, Deputy Director  
John Hicks, Wastewater Maintenance Superintendent  
Scott Ochoa, City Manager  
City Council  
Audit Committee



REPORT #: 2016-04

# **Fats, Oils & Grease Control Program Audit**

**February 16, 2016**

## Background

In accordance with Internal Audit's fiscal year 2015-16 annual work plan, Internal Audit performed an audit of the City of Glendale's Fats, Oils & Grease (FOG) Control Program which is administered by the Public Works Department, Maintenance Services Division.

The FOG Control Program addresses a state law (Order No. 2006-003) requirement in an effort to reduce sanitary sewer overflows in the sewage collection systems resulting from excess grease in city sewer lines. As established in Glendale Municipal Code (GMC) 13.34, the FOG Control Program includes the following major provisions:

1. Grants Public Works staff the legal authority to inspect food service establishments and requires food establishment owners to operate and maintain accessible facilities for monitoring.
2. Establishes requirements for the installation of grease removal devices at food service establishments that meet certain criteria.
3. Requires proper cleaning and maintenance of the grease removal devices at the food service establishments.

Approximately 700 food services establishments are inspected annually by Public Works staff to verify compliance with the FOG Control Program. In addition, these FOG inspections satisfy the industrial waste permit

inspections for food service establishments under a separate program managed by the Fire Department.

## Objective, Scope and Methodology

The primary objective of this audit was to assess the effectiveness of the FOG Control Program and to identify areas where efficiencies could be gained to improve operations of the program. In addition, we were asked to determine if it would be cost effective to combine the FOG Control Program at Public Works with the Industrial Waste function at Fire Department.

The audit was performed on the FOG Control Program operations over the period June 2015 through October 2015 with detailed review of the available inspections records at the Maintenance Services Division location.

In order to accomplish the audit objectives, Internal Audit performed the following:

- Reviewed the State Water Resources Control Board Order No. 2206-0003-DWQ, the City of Glendale Sewer System Management Plan updated April 2014 and the GMC 13.34, relating to the prevention and reduction of FOG.
- Conducted interviews with key Public Works, Fire, and Community Development department personnel.
- Observed the performance of FOG inspections at nine food service establishments by participating in ride-a-longs on two occasions in August 2015.

- Performed completeness and existence test work on the documentation maintained by Public Works on the results of FOG inspections at food service establishments.

performing annual FOG inspections.

We found that almost all of the FOG inspections are conducted by one employee at Public Works with another individual being cross-trained to assist with the inspection load as necessary.

### **Summary of Results**

We gathered and evaluated information on the City's FOG Control Program. Through the test work completed, we found that the Public Works Department has an established FOG Control Program that includes annual inspections at food service establishments to ensure procedures are in place to prevent sanitary sewer overflows resulting from FOG introduction to the sanitary sewers from these facilities.

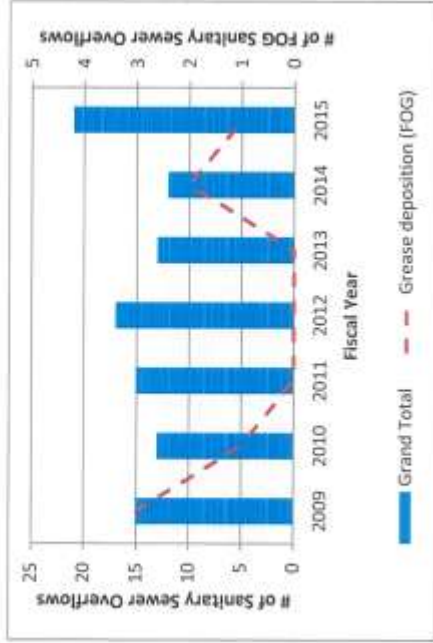
The FOG inspections are documented on a food service facility inspection form that provides a checklist of activities to indicate if the food service establishment is conforming to the requirements of the FOG Control Program which is signed and dated by the food service establishment representative and the inspector from Public Works.

Through inquiry we learned during the plan review and approval process for new construction or remodeled food service establishments the grease removal device is evaluated for compliance with the plumbing code which may allow for a pretreatment device other than a grease interceptor.

During our observation of the FOG inspection process we found that the inspector examines the FOG disposal method of the food service establishments and verifies that the records for waste disposal are completed indicating proper disposal of cooking oils and maintenance of grease interceptors. As well, the inspector performs a walkthrough of the food service establishment to ensure that there are no signs of inappropriate discharge into the sanitary sewer system.

We found that Public Works has established a comprehensive list of food service establishments subject to FOG inspections with the initial listing developed from data obtained from the Los Angeles County Health Department, restaurants listed in the phone directory, and updated regularly through information provided from the Community Development Department on new businesses, the issuance of construction permits for food service establishments, and restaurants visually identified while

Through inquiry we were informed that the majority of sanitary sewer overflows in the City are the result of root intrusion. In a review of the report on sanitary sewer overflows since 2009, we found that very few have resulted from FOG in the sewer system as reflected in the graph on the following page.



the Fire Department and Public Works Department and the focus on maintenance of sewer operations and prevention of sanitary sewer overflows at Public Works the information obtained through inquiries suggests that it is more beneficial to retain the FOG Control Program under the Public Works Department.

### Conclusion

Overall, we found that sanitary sewer overflows resulting from FOG in the sewer system are infrequent. Public Works has established an effective FOG Control Program that includes annual inspections of food service establishments which is complemented by other efforts in the Maintenance Services Division to detect and prevent sanitary sewer overflows within the city.

Although there is a connection between the inspections for the FOG Control Program and the monitoring of food service establishments for industrial waste disposal there is no clear benefit at this time to combine operations under one department.

As well, through the test work performed we identified areas for improvement in the effectiveness and efficiency of operations reviewed. These observations are summarized by risk rating in the chart that follows and are included in the Observation, Recommendation, and Management Response Section of this report.

In evaluating the practicality of combining the FOG Control Program at Public Works with the Industrial Waste function at the Fire Department to save costs we learned that inspection efforts are not being duplicated between the departments. Those performed by Public Works are specifically focused on FOG control aspects which also encompass the requirements of industrial waste disposal. The Fire Department is responsible for administering the industrial waste permit and monitoring function for the City which includes the processing of permit applications, collection of fees and monitoring of facilities through inspection and sampling.

Although the FOG Control Program is considered linked to industrial waste disposal monitoring, there is no sharing of revenues or separate tracking of costs for the inspections performed. Given the limited personnel resources at both

<p><b>Priority 1</b> Critical control weakness that exposes the City to a high degree of combined risks.</p>
<p>None noted.</p>
<p><b>Priority 2</b> Less than critical control weakness that exposes the City to a moderate degree of combined risks.</p>
<ul style="list-style-type: none"> <li>o General controls are lacking.</li> <li>o Inspection process could be more effective.</li> <li>o Inspection records are not complete.</li> <li>o FOG and industrial waste permit inspection relationship has some shortcomings.</li> <li>o GMC 13.34.040 is not enforced.</li> <li>o Grease interceptor variances are not documented.</li> </ul>
<p><b>Priority 3</b> Opportunity for good or better practice for improved efficiency or reduce exposure to combined risks.</p>
<ul style="list-style-type: none"> <li>o Performance metrics have not been established or documented.</li> </ul>



Item	Observation	Recommendation	Management Response
1.	<p>The following general control aspects of the FOG Control Program were found to be lacking:</p> <ul style="list-style-type: none"> <li>Uniform policies and procedures and the method of inspecting food service establishments are not documented and available to train employees or to maintain consistency for FOG inspections of the food service establishments.</li> <li>There has been no standard monitoring or independent review, for quality control purposes, performed on the FOG inspections completed.</li> <li>The Food Service Facility FOG Inspection form does not easily facilitate documentation of the more important FOG Control Program elements.</li> </ul>	<p>It is recommended that policies and procedures be developed for the FOG Control Program operations to include the following, at a minimum:</p> <ul style="list-style-type: none"> <li>Line by line instructions on how to properly complete the standard inspection form; including details on what needs to be inspected (i.e. maintenance records for pre-treatment devices) and when responses "Yes", "No", and/or "N/A" should be used.</li> <li>Responses that result in a re-inspection being scheduled.</li> <li>Procedure for independent review and approval of inspection forms and the practice to routinely monitor inspection activities through ride-a-longs or spot inspections at food service establishments</li> <li>Procedure to track follow-up inspections or follow-up on items missing on the inspection checklist.</li> </ul>	<p>Management agrees with the recommendation and will develop and document policies and procedures for the FOG Control Program with specific practices for the inspection process that will include an independent review component.</p> <p>Further management will re-evaluate the inspection form and make modifications to improve the layout to maintain effectiveness.</p> <p>The anticipated completion date is September 30, 2016.</p>

Priority 2

Item	Observation	Recommendation	Management Response
		<ul style="list-style-type: none"> <li>• Checklist of items to be brought on each inspection.</li> <li>• Procedure for addressing noncompliance of an inspection item.</li> <li>• Practice to clearly document on the inspection form for any alternative pretreatment device allowed in place of a grease interceptor.</li> <li>• Documentation of total time spent on an inspection.</li> </ul> <p>Finally, the FOG inspection form should be modified to allow clear documentation and layout of each FOG compliance item which includes adequate indication on compliance with the FOG program.</p>	

Item	Observation	Recommendation	Management Response
Priority 2	<p>2. While observing nine FOG inspections performed over a two day period Internal Audit noted the following:</p> <ul style="list-style-type: none"> <li>• Measurement equipment was not used to verify that the combined FOG and solids accumulation did not exceed the maximum per code for the grease interceptor.</li> <li>• No food service establishments inspected were required to have a re-inspection, although, 2 could not provide documentation for cooking oil disposal and/or pretreatment device maintenance, 2 had records with maintenance deficiencies, and four were non-compliant with the general housekeeping requirements included within the inspection form.</li> <li>• Two inspection forms were not complete with a response to the question regarding – <i>grease/oil storage containers and no signs of overflowing observed.</i></li> </ul>	<p>It is recommended that the Public Works management consider making improvements to the inspection process to increase effectiveness by:</p> <ul style="list-style-type: none"> <li>• Equipping the inspector with appropriate tools and equipment for proper measurement and sampling.</li> <li>• Educating the food service establishment representatives on code requirements such as the employee training program documentation and locations to wash floor mats.</li> <li>• In combination with Observation #1, develop a method or guideline to:                             <ul style="list-style-type: none"> <li>o Thoroughly document required responses on the inspection form.</li> <li>o Define the conditions that require re-inspection and a notice of noncompliance, including follow up actions.</li> <li>o Indicate the FOG compliance or noncompliance for each inspection.</li> </ul> </li> </ul>	<p>Public Works management agrees with the recommendation and will perform an evaluation of the inspection process to implement the suggested items.</p> <p>The anticipated completion date is June 30, 2016.</p>

Item	Observation	Recommendation	Management Response
3.	<p>Through non-statistical sampling we selected 35 food service establishments to test for the existence and completeness of FY 2014-15 FOG inspection records. Based upon the test work, we noted the following:</p> <ul style="list-style-type: none"> <li>• The completed inspection records for 19 (54%) of our test sample could not be located.</li> <li>• For 15 (43%) of the inspection records examined it was found that response fields were left blank and in 7 of these instances, critical data fields were left blank.</li> <li>• Deficiencies were noted in 7 (20%) of the inspection forms viewed, however there was no evidence on the form that a re-inspection was scheduled and/or a description of the required follow-up action for the deficiencies.</li> <li>• One inspection was completed on an outdated form.</li> </ul>	<p>It is recommended that the Public Works Maintenance Services management improve the process for managing and logging completed inspection forms performed for FOG inspections at food service establishments. At a minimum a regular verification should be occurring to reconcile the electronic record of the completed inspections to the hard copy files to ensure the existence of records is maintained.</p> <p>In addition, as reflected in Observation #1, an independent review process should be implemented and a policy established for follow-up on deficiencies.</p>	<p>Public Works Management agrees with the recommendation and will implement improvements to ensure the existence and completeness of inspection records.</p> <p>The anticipated completion date is June 30, 2016.</p>

Priority 2

Item	Observation	Recommendation	Management Response
4.	<p>The practice of relying on the FOG inspection to satisfy the industrial waste permit inspection at food service establishments has some shortcomings as follows:</p> <ul style="list-style-type: none"> <li>The Fire Department does not provide Public Works with a listing of food service establishments to inspect for industrial waste discharge. As a result, there are no controls in place to ensure that all food service establishments with an Industrial Waste Permit are inspected or that all food service establishments inspected for FOG have an Industrial Waste Permit.</li> <li>Revenues for Industrial Waste Permit Inspection Fees from food service establishments are not allocated from the Fire Department to the Public Works Department. These revenues are recorded in the Hazardous Disposal Fund, a special revenue fund, while the costs of performing the inspections by Public Works staff are charged</li> </ul>	<p>It is recommended that the management of the FOG program and the Industrial Waste program work together to reconcile their listings of food service establishments in need of inspection under each program in order to identify and resolve any differences.</p> <p>Further, Public Works management and Fire Department management should reevaluate the recording of revenues and expenses for Industrial Waste Permit inspections associated with food service establishments to ensure the fees and services charged to customers are computed appropriately.</p>	<p>Management agrees with the recommendation and will work with the Fire Department to perform the following:</p> <ul style="list-style-type: none"> <li>Establish a procedure to ensure that all food service establishments in need of an industrial waste permit inspection are appropriately included on the listing of establishments receiving an annual FOG inspection.</li> <li>Identify and document the relationship between the Industrial Waste Permit and the FOG Inspection and determine a means to properly match the Industrial Waste Permit fee revenues collected by the Fire Department to the Industrial Waste Permit Inspection/FOG Inspection expenses incurred by the Public Works Department.</li> </ul> <p>The anticipated completion date is December 31, 2016.</p>

Priority 2

Item	Observation	Recommendation	Management Response
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to the Sewer Fund, an enterprise fund. Thus, a mismatch of revenues and expenses is occurring which may impact rate calculations for industrial waste permit inspection fees and charges for services of the Sewer Fund.

5. Public Works does not require food service establishments to install a grease interceptor and/or obtain a grease interceptor variance in accordance with the FOG pretreatment requirement of GMC 13.34.040 (B) & (C).

It is recommended that the Public Works management evaluate the FOG pretreatment code requirements and either enforce the code or seek modification to allow alternative pretreatment devices that do not require a variance but meet the minimum standards of the plumbing code.

Management agrees with the recommendation and will submit proposed updates to the FOG pretreatment code requirements to City Council for review and approval. Upon approval of the code revision, communications will occur with individuals responsible for plan review at the Building & Safety Section to ensure requirements are enforced.

Additionally, guidelines will be established to document the criterion used by the City to determine the pretreatment device required to be installed in a consistent manner.

The anticipated completion date is December 31, 2016.

Priority 2

Item	Observation	Recommendation	Management Response
6.	<p>Public Works does not maintain a listing of the grease interceptor variances granted to food service establishments.</p> <p>Lack of a documented record of the grease interceptor variances granted prevents the FOG Inspector from fully knowing whether or not the alternative device viewed during an inspection was formally authorized or should be noted as a deficiency and addressed as a non-compliance issue.</p>	<p>It is recommended that the Public Works management identify and document all food service establishments that do not have a grease interceptor installed per the requirements of GMC 13.34.040. This document will assist the inspector in identifying instances of noncompliance.</p>	<p>Management agrees with the recommendation and will perform the following:</p> <ul style="list-style-type: none"> <li>Identify and document all food service establishments that do not have a grease interceptor installed during the annual FOG inspection process.</li> <li>Establish a procedure to document any approved variances to the FOG pretreatment device requirements.</li> </ul>
7.	<p>No performance metrics have been established or documented to measure the effectiveness of the FOG Control Program at preventing and reducing FOG discharges by food service establishments into the City's sanitary sewer system.</p>	<p>It is recommended that the Public Works management establish performance metrics to measure the success of the FOG program at preventing and reducing FOG discharges by food service establishments into the City's sanitary sewer system.</p>	<p>The anticipated completion date is September 30, 2016.</p> <p>Management agrees with the recommendation and will establish and document performance metrics.</p> <p>The anticipated completion date is June 30, 2016.</p>

Priority 2

Priority 3

## **SSMP – Self Audit #3**





CITY OF GLENDALE, CALIFORNIA  
 Public Works Department  
 MAINTENANCE SERVICES DIVISION

541 W. Chevy Chase Drive  
 Glendale, California 91204-1813  
 (818) 548-3950, Fax (818) 547-0637  
[www.ci.glendale.ca.us](http://www.ci.glendale.ca.us)

Date: May 1, 2015

**FILE COPY**

To: Roubik Golanian, Director of Public Works

From: Dan Hardgrove, Deputy Director of Public Works  
 John N. Hicks, Wastewater Superintendent

2015 APR 28 PM 4:15  
 MAINTENANCE SYS

Subject: **Sewer System Management Plan (SSMP) Audit - April 2015:  
 6<sup>th</sup> Anniversary of the Plan**

**Background:** The City of Glendale certified its Sewer System Management Plan (SSMP) at a regular meeting of the City Council in **April 2009** in accordance with the SWRCB Order No. 2006-0003 (hereafter referred to as the WDR). The City recertified its Sewer System Management Plan (SSMP) on **April 29, 2014**, at the 5<sup>th</sup> anniversary of the plan. This internal audit of the SSMP is required by the WDR at the sixth anniversary of the plan SSMP's initial certification, April 2015. This report is organized as follows:

- I. Introduction
- II. Compliance with Monitoring and Reporting Program (MRP) Order No. WQ 2013-0058 EXEC.
- III. Ongoing Follow-up from the EPA/SWRCB Audit 4/30/12.
- IV. Ongoing Follow-up from the Last Internal Audit –September 2013.
- V. Compliance with the General Order WQ Order No. 2006-0003 Section D.13 Sewer System Management Plan
- VI. Evaluation of the Effectiveness of the Sewer System Management Plan

**Street & Field Services**

Street ♦ Sidewalk ♦ Forestry ♦ Sewer ♦ Storm Drains ♦ Traffic Signs ♦ Environmental ♦ Parking Meters

## I. Introduction

### A. Overview of SSMP Related Changes and Collection System Mods since Last Internal Audit (September 2013):

1. Significant changes to components of the SSMP:
  - a. Vol. III- Created Appendix Y- Performance Metrics
  - b. Vol. III- Created Appendix Z- Miscellaneous Documents.
  - c. Update of SSMP for Recertification at 5th Anniversary of Plan's Adoption - See preparation Task List located in Appendix V.
  
2. Significant changes to referenced compliance documents contained in Vol. II of the SSMP:
  - a. Overflow Emergency Response Plan (OERP) - See Preparation Task List for April 2014 Recertification, Plan Component- Appendix B, located in Appendix V for summary of changes. Note: Glendale's OERP is entitled, "Sewer Overflow Response Plan."
  
3. SSMP Implementation Efforts:
  - a. Responsibility for inspection of Food Service Establishments (FSE's) in connection with the City's Fats, Oils and Grease (F.O.G.) Ordinance was transferred from Public Works Administration to Public Works Maintenance Services- Wastewater Section along with the Assistant Environmental Technician who has served as primary inspector on June 1, 2014.

4. Additions and Improvements to sanitary sewer system completed:

Project Spec.	Project Name/Location	Project Type	Lineal Footage	Cost (\$)	Completion Date
2405R	Acacia Ave. Wastewater Capacity and Street Improvement Project	Capacity Improvements	1972	\$708532	10/9/2013
		Sewer Lining	757	\$24981	
		Point Repairs	0	0	
3388	Doran Pump Station Upgrade and Verdugo Crossing	Pump Station Upgrade	35	\$1,510,000	10/6/2014
		Capacity Improvements –pump station bypass	621	\$107100	
		Sewer Lining	300	\$52900	
		Point Repairs	0	0	
3490	Glendale Ave. Wastewater Capacity and Street Improvement Project	Capacity Improvements	1993	\$590007	3/10/2015
		Sewer Lining	1406	\$82954	
		Point Repairs	156	\$72772	
		Totals	7,240	\$3,149,246	

B. Additions and Improvements to sanitary sewer system planned for the coming two (2) years.

1. FY 15-16

Project Spec.	Project Name/Location	Project Type	Lineal Footage
3489	Pacific Ave. and Burchett Street Wastewater Capacity and Street Improvement Project	Capacity Improvements	945

3352	Brand Blvd. and Gardena Ave and Adjacent Sewer and Streets Improvements and Tyburn Sewer Railroad Crossing Upgrade	Capacity Improvements	5,300
3445	Chevy Chase Sewer Diversion and San Fernando Rd and Adjacent Street Improvement Project-Year 1	LAGWRP Utilization Improvement and Other Capacity Improvements	5,300

**2. FY 16-17**

Project Spec.	Project Name/Location	Project Type	Lineal Footage
3445	Chevy Chase Sewer Diversion and San Fernando Road and Adjacent Street Improvement Project-Year 2	LAGWRP Utilization Improvement and Other Capacity Improvements	5,300
	Verdugo Road Wastewater and Street Improvement Project	Capacity Improvements	1000

**II. Compliance with Monitoring and Reporting Program (MRP)**

**Order No. WQ 2013-0058 EXEC**

**A. SSO Records:**

1. 41 SSO's occurred between the 4/30/12 (SWRCB/EPA Audit) and 3/31/15. All were reviewed for compliance with Subsection E Record Keeping Requirements, item 2, SSO Records.

- a. Volume Estimates based on time agency first became aware (item of concern during the 4/30/12 audit) -For all except three (3) of the overflows, volume estimates were based on the time the City first became aware of the overflow. In three (3) instances volume estimates were potentially low because a later start time was used. The time the report of an SSO was first received was captured in only eighteen (18) of the associated service requests. **Corrective Action Required:** Provide standard verbiage for use in documenting SSO report times in the service request comments. Train office staff and Yard Attendants on use.
- b. Cal OES informed within 2 hrs. of becoming aware of a Category I overflow -only twelve (12) of twenty-five (25) Cat I SSO's were reported within the required time frame. **Corrective Action Required:** Evaluate need for a dedicated time keeper without other responsibilities on scene for all overflows.

B. SSMP Change Records:

1. All changes to the SSMP since last certification documented

**Corrective Action Required: Add Capital Project Liaison Binders** -- Lack of documented contractor training relative to the OERP received a note of concern on the 4/30/12 Audit. Individual project liaison notebooks for major sewer construction projects have been identified as "SSMP" documents but should be cataloged in a separate Appendix to the plan-Appendix AA. At the same time a standard table of contents (TOC) should be established for each notebook and all records purged of extraneous project documents that do not qualify as supporting documentation as outlined in the TOC.

C. Certification of CIWQS System Users:

1. Changes to authorized personnel since last Audit:

a. Elected Official or Appointee:

Roubik Golanian replaced Steve Zurn as Director Public Works. His registration as an LRO was forwarded to CIWQS Registration by Certified Mail on December 8, 2014. Mr. Zurn was removed from the "facility" from the standpoint of CIWQS.

b. Legally Responsible Official LRO's:

Roubik Golanian was registered as an LRO on 12/10/14.

c. Data Submitters:

No additions or deletions since last audit dated 9/10/13

D. SSMP Availability:

1. The CIWQS website address for the online database was made publically available to:

a. Downloadable Copy of the SSMP- While the City's SSMP is readily available on the City's website; staff was unable to access it on the Water Boards website using the general URL for CIWQS ([ciwqs.waterboards.ca.gov/ciwqs/](http://ciwqs.waterboards.ca.gov/ciwqs/)). **Corrective Action Required:** Determine procedure for accessing on the CIWQS online database, document and make publically available.

b. Critical supporting documents referenced in the SSMP available- A number of the supporting documents are working documents that cannot be accessed from outside the City's firewall.

**Corrective Action Required:** get method of referring inquirer to a G:/drive address for working documents approved by SWRCB.

c. Proof of local governing board approval

**Action Required:** Verify that documentation of City Council Approval of most recent certification of plan (April 2014) included with both City's and SWRCB's electronic copies of the plan

**III. Ongoing Follow-up from the EPA/SWRCB  
Audit 4/30/12.**

Notice of Violation (NOV) - Section	Section Items - Deficiency or Concern	Status
SSO Reporting and Documentation-	11) <u>Late Reports to OES</u> Since the 4/30/12 Audit: <b>25</b> Category 1's requiring a report. <ul style="list-style-type: none"> <li>• 12 met the standard of <math>\leq 120</math> mins.</li> <li>• 13 did not.</li> </ul>	<b>Remains a deficiency-</b> see Corrective Action Required for Item II.A.1.b above
Operations and Maintenance	2) Paper based record system.	City Works WO Module implementation anticipated for FY 15-16. First step in moving away from paper based records
Operations and Maintenance	10) Failure to train operators and contractors on contents of SSM on a regular basis.	<b>Operators- Remains a deficiency-</b> Last operator training in August of 2012. <b>Corrective Action Required-</b> Schedule SSMP refresher training for key City personnel on a recurring basis of not to exceed 24months. <b>Contractors-Corrected</b> Contractor Liaison program in place for all major construction since Acacia Ave. Wastewater Capacity and Street Improvement Project
Operations and Maintenance	12.) SSMP did not contain procedures for inspection and testing of newly installed sewers.	<b>Corrective Action Required-</b> Document all Green Book and other references used for construction of new sewers.
OERP	4. e.) Plan fails to address traffic and crowd control during SSO response efforts.	<b>Corrected -</b> Warning signs created. <b>Ongoing:</b> Verify on emergency response vehicle after hours, crew supervisor's vehicle during regular hours.
Self-Audits	4.), 5.) No evidence of a formal audit at the 2nd anniversary of the plan April 2011.	<b>Corrected –</b> <ul style="list-style-type: none"> <li>• 1st Audit- April 2012 (1 yr. late)</li> <li>• 2nd Audit- September 2013 (5 mo's late)</li> <li>• 3rd Audit-April 2015 (on-time)</li> </ul>

**IV. Ongoing Follow-up from the Last Internal Audit  
September 2013.**

<b>Section</b>	<b>Section Items - Deficiency or Concern</b>	<b>Status</b>
April 2012 Follow-up A. Significant Changes to Plan Components	3. General ignorance on the part of WW Section Staff about what is in the City's Overflow Emergency Response Plan.	Although the City has an SSO drill program to test its personnel on responding to SSO's, it needs to conduct periodic training on the contents of the OERP as well as the rest of its SSMP and the state WDR. Same <b>Corrective Action Required</b> as noted in Section III above.
Sept 2013 Findings A. Significant Changes to Plan Components/3.	3. Need to update text of OERP to coincide with flow chart updated August 9, 2012.	<b>Completed April 2014</b>

**V. Compliance with the General Order WQ Order No. 2006-0003 Section D.13  
Sewer System Management Plan**

<b>SSMP Section</b>	<b>Deficiencies/Concerns Identified</b>
D.13.i Goal	None noted. See Section VI. Evaluation of the Effectiveness of the Sewer System Management Plan
D.13.ii Organization	<ol style="list-style-type: none"> <li>1. <u>Add an organization chart to Appendix A that satisfies D.13.ii.b-</u>"The SSMP must identify lines of authority through an organization chart or similar document with a narrative explanation."</li> <li>2. <u>Amend the City of Glendale SSO Reporting Flow Chart</u> in order to satisfy requirement D.13.ii.c" The SSMP must identify the chain of communication for reporting SSOs, from receipt of a complaint or other information, <u>including the person responsible</u> for reporting SSOs to the State and Regional Water Board and other agencies if applicable.</li> </ol>



<p>D.13.iii Legal Authority</p>	<p>1. Following Appendices of the SSMP support D.13.iii:</p> <p>C-<u>Excerpts from Muni Code of the City of Glendale, CA- Ch 13.40 Sewer System.</u>ii. Ch. 13.34 relating to FOG.</p> <p>D- <u>Excerpts from Muni Code of the City of Glendale, CA-</u></p> <ul style="list-style-type: none"> <li>i. Ordinance 5606- relating to trespass and obstructing or impeding...City Business.</li> <li>ii. CVWD Encroachment Permit.</li> </ul> <p>E- <u>Excerpts from the City of LA Muni Code, 6<sup>th</sup>Ed.</u></p> <ul style="list-style-type: none"> <li>i. General Provisions.</li> <li>ii. Article 4.</li> </ul> <p>F- <u>Excerpts from Muni Code of the City of Glendale, CA-</u></p> <ul style="list-style-type: none"> <li>i. Ch. 13.34 relating to FOG.</li> <li>ii. Ch. 13.40 Sewer System.</li> </ul> <p>2. <u>Appendices C and F appear to be redundant. Remove one or the other.</u></p> <p>3. <u>Appendix E most recent version verification needed.</u></p>
<p>D.13.iv Operation and Maintenance Program</p>	<p>a) <u>Maintain an up to date map of the sanitary sewer system.</u></p> <ul style="list-style-type: none"> <li>1. <u>Formalize process for getting field identified differences from what documented in hardcopy maps to GIS data entry personnel.</u></li> <li>2. <u>Stormwater Layer within Cityworks- Amend ISD storm-water infrastructure database using LA County info as part of the City Works W.O. implementation effort.</u></li> </ul> <p>b) <u>Routine Preventive Maintenance Activities</u></p> <ul style="list-style-type: none"> <li>1. <u>City's system of scheduling preventive maintenance cleaning activities and documenting completion is not W.O. based and thus is not easily auditable by a reviewer from outside the organization.</u></li> </ul>

	<p>c) <u>Rehabilitation and Replacement Plans-</u></p> <ol style="list-style-type: none"> <li>1. The Sewer System Master Plan capital objectives are based on the long term capacity needs of the system. The City does not currently have a system for ranking the condition of existing sewer pipes and scheduling for rehabilitation.</li> <li>2. The SSMP does not discuss how funds needed for the short and long-term capital improvements will be secured.</li> </ol> <p>d) <u>Regular Training on Sanitary Sewer System Ops and Maintenance-</u></p> <ol style="list-style-type: none"> <li>1. Classroom refresher training on the WDR, SSMP and OERP are still not happening on a regular basis. Schedule every other year for the month of May.</li> </ol> <p>e) <u>Equipment and Replacement Parts and Inventories-</u></p> <ol style="list-style-type: none"> <li>1. Wastewater Section spares list does not differentiate between "critical" replacement parts and all other items on the list -Ex. Mechanical seal rebuild kits for main pumps at Doran Sanitary Lift Station should be designated as critical spares.</li> </ol>
<p>D.13.v Design and Performance Provisions</p>	<p>b) <u>Procedures and standards for inspecting and testing installation of new sewers-</u></p> <ol style="list-style-type: none"> <li>1. See deficiency from 4-30-12 EPA/SWRCB Audit, in Section III. of this audit.</li> </ol>
<p>D.13.vi Overflow Emergency Response Plan</p>	<p>c) <u>Procedures to ensure prompt notification to regulatory officials-</u></p> <ol style="list-style-type: none"> <li>1. Amend OERP to identify officials who will receive "immediate" notification (sequence below): <ol style="list-style-type: none"> <li>a. WW Superintendent-Hicks</li> <li>b. Deputy Director PW-Hardgrove</li> <li>c. Director PW-Golianian</li> <li>d. Sr. Civil Engineer-Chew</li> <li>e. Enviro Programs Admin.-Ollataguerre</li> </ol> </li> </ol>

D. 13.vii. FOG Control Program	<ul style="list-style-type: none"> <li>a) <b>Need an implementation plan and schedule for a public education outreach program</b> promoting proper FOG disposal for the residential "side" of the sanitary sewer system service area (SSSSA).</li> <li>b) <b>List of acceptable disposal facilities</b> and/or additional facilities within the SSSSA.</li> <li>e) <b>Document Transfer of FOG generator inspection program</b> to Public Works Maintenance Services from Public Works Administration</li> <li>g) <b>Development and implementation of source control measures</b> for all sources of FOG for each section identified in (f) above [City of Glendale Restaurant Run Program]</li> </ul>
D. 13.viii. System Evaluation and Capacity Assurance Plan (SECAP)	d) <b>A schedule of completion dates for the current Capital Improvement Plan (CIP) was not reviewed</b> at the 5 <sup>th</sup> Anniversary rewrite/update of the SSMP (April 2014) as required
D. 13.ix Monitoring, Measurement and Program Modifications	<ul style="list-style-type: none"> <li>b) Monitor implementation of and where appropriate <b>measure the effectiveness</b> of each element of the SSMP. <u>Evaluate</u> which if any of the individual sections of the SSMP require monitoring for effectiveness not otherwise provided in one of the existing performance metrics being tracked.</li> <li>e) <u>Identify and illustrate SSO locations- 5 year SSO History pin-map in WW Maintenance shop</u> needs to be replaced with a fresh map. Existing is faded almost beyond recognition. <b>IP</b></li> </ul>
D. 13.x SSMP Program Audits	<p><b>None.</b></p> <p><b>Note:</b> This is the first audit to focus on evaluating the effectiveness of the SSMP and the City's compliance with the SSMP requirements identified in subsection (D.13) of General Order WQ Order No. 2006-0003</p>
D. 13.xi Communication Program	<ul style="list-style-type: none"> <li>1. <u>Performance of the SSMP need to be communicated to the community.</u></li> <li>2. <u>Document key tributary band satellite system personnel in SSMP section D.13.ii-Organization.</u> <ul style="list-style-type: none"> <li>a. <b>Satellite</b> - Crescenta Valley Water District.</li> <li>b. <b>Tributary</b> - City of Los Angeles</li> </ul> </li> </ul>

## VI. Evaluation of the Effectiveness of the Sewer System Management Plan

- A. Criteria for Evaluation- Reference the Goals of the SSMP - The City established the following goals during the development of this SSMP:

### City of Glendale Sewer System Management Plan April 2014

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

B. Effectiveness of the SSMP:

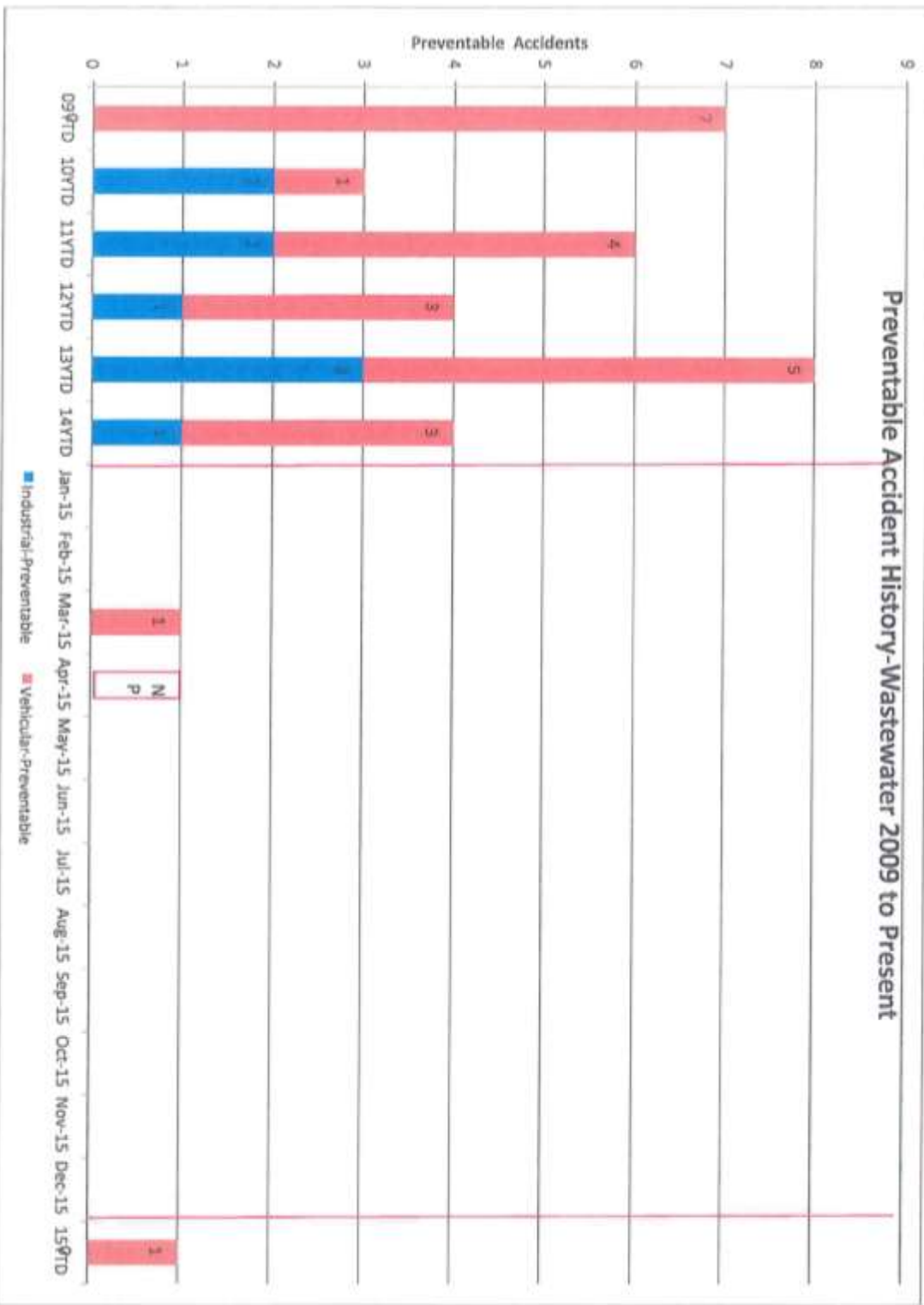
SSMP Goal No.	Assessment Of Effectiveness-April 2015-6th Anniversary of the Plan
1.	<p>Ensure those responsible for accomplishing this mission are available to achieve it by reducing the number of work hours lost to accidents and mishaps, through proper selection and training of personnel and safe execution of all maintenance activities-</p> <p><b>Assessment: EFFECTIVE</b></p> <p>Keeping highly skilled wastewater maintenance personnel safe is more important than ever in the aftermath of headcount constraints made necessary in the aftermath of the Great Recession. Since implementation of the plan in April of 2009 and in spite of the loss of one (1) of four (4) sanitary line running crews and the resultant increase in productivity expected of the three (3) remaining crews, the City's Wastewater Section has averaged 1.5 preventable industrial accidents per calendar year. (See Attachment No. 1)</p>
2.	<p>Eliminate preventable sanitary sewer overflows that close down beaches-</p> <p><b>Assessment: EFFECTIVE.</b></p> <p>No City of Glendale SSO has resulted in a beach closure since June of 2008, prior to implementation of the plan.</p>
3.	<p>Minimize preventable sanitary sewer overflows-</p> <p><b>Assessment: EFFECTIVE</b></p> <p>The SSO rate has remained between 3.0 and 5.0 SSO's per 100-miles of sanitary sewers since implementation of the plan in the Spring of 2009 (See Attachment No. 2). Comments for Goal No. 5 apply here as well.</p>
4.	<p>Reduce gallons of sanitary sewage that contact water ways from preventable sanitary sewer overflows-</p> <p><b>Assessment: MARGINALLY EFFECTIVE</b></p> <p>Volume lost to waters of the state has varied since implementation, however since implementation of an after normal working hours, standby response program in May of 2010 the City's recovery percentage for Category 1 SSO's has increased from approximately 30% to between 45% and 50% (See Attachments No. 3. and 4).</p>

5.	<p>Increase ratio of Preventive maintenance expenditure to emergency maintenance expenditure-</p> <p><b>Assessment: DECLINING EFFECTIVENESS</b></p> <p>A review of sanitary collection system performance metrics indicates a slowly rising SSO Rate beginning in the spring of 2013, approximately two (2) years ago. This correlates very nearly to an overall reduction in sanitary system cleaning production over the same time period from peak production levels in 2011 and 2012. Conversely, the SSO Rate fell slowly during those same peak cleaning production years when productivity was steady at 1.77 million lineal feet per year (See Attachments No. 2 and 5).</p>
6.	<p>Optimize use of post-work inspection-</p> <p><b>Assessment: EFFECTIVE</b></p> <p>A post-work inspection rate of between 4% and 18% of total cleaning footage has been in place since implementation of the plan. Optimum performance appears to be achieved between approximately 8% and 10% of total cleaning footage. The current weekly spot checking goal of 2500 LF is based on this experience (See Attachment No. 6).</p>
7.	<p>Protect the City's large investment in the sanitary sewer collection system. Extend the system's useful life by proactively correcting structural deficiencies identified during the course of all preventive maintenance activities-</p> <p><b>Assessment: EFFECTIVE</b></p> <p>The City has aggressively pursued the correction of system deficiencies identified during routine preventive maintenance activities through collaboration between Public Works Maintenance Services and Engineering. Information provided in section I. of this audit and in the second audit (September 2013) documents total spot repair and lining work completed since implementation of the plan.</p>
8.	<p><u>Reduce reporting compliance errors to zero.</u></p> <p><b>Assessment: INEFFECTIVE.</b></p> <p>Fewer than half of the twenty-five (25) Category 1 SSO's since the EPA/SWRCB Audit on 4/30/12 were reported within the 120 minute time frame mandated by the MRP.</p>

Attachments:

1. Preventable Accident History-Wastewater 2009 to Present
2. SSO's per 100 Miles Sanitary Sewer – 12 Month Moving Average 5-Year History
3. Sewage Spill Volume Discharged to Waters of the State (Gal.) Wince WDR Implemented
4. % Recovery 2009-Present without Drills
5. Sanitary Main Line Cleaned-6 Week Moving Average-Lineal Ft. Last 5-Years
6. Spot Checks Identified as a Percent of Cleaning (%)-6 Week Moving Average

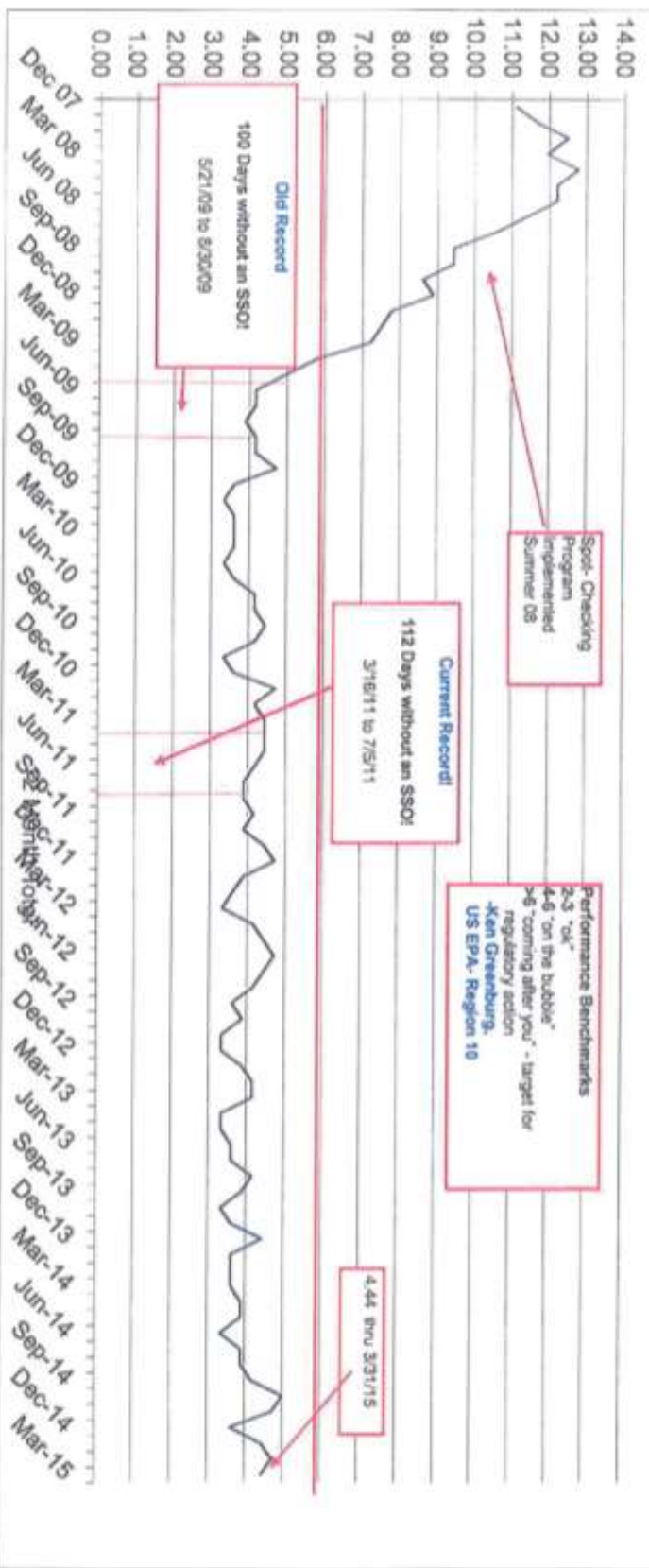
### Preventable Accident History-Wastewater 2009 to Present



■ Industrial-Preventable   ■ Vehicular-Preventable

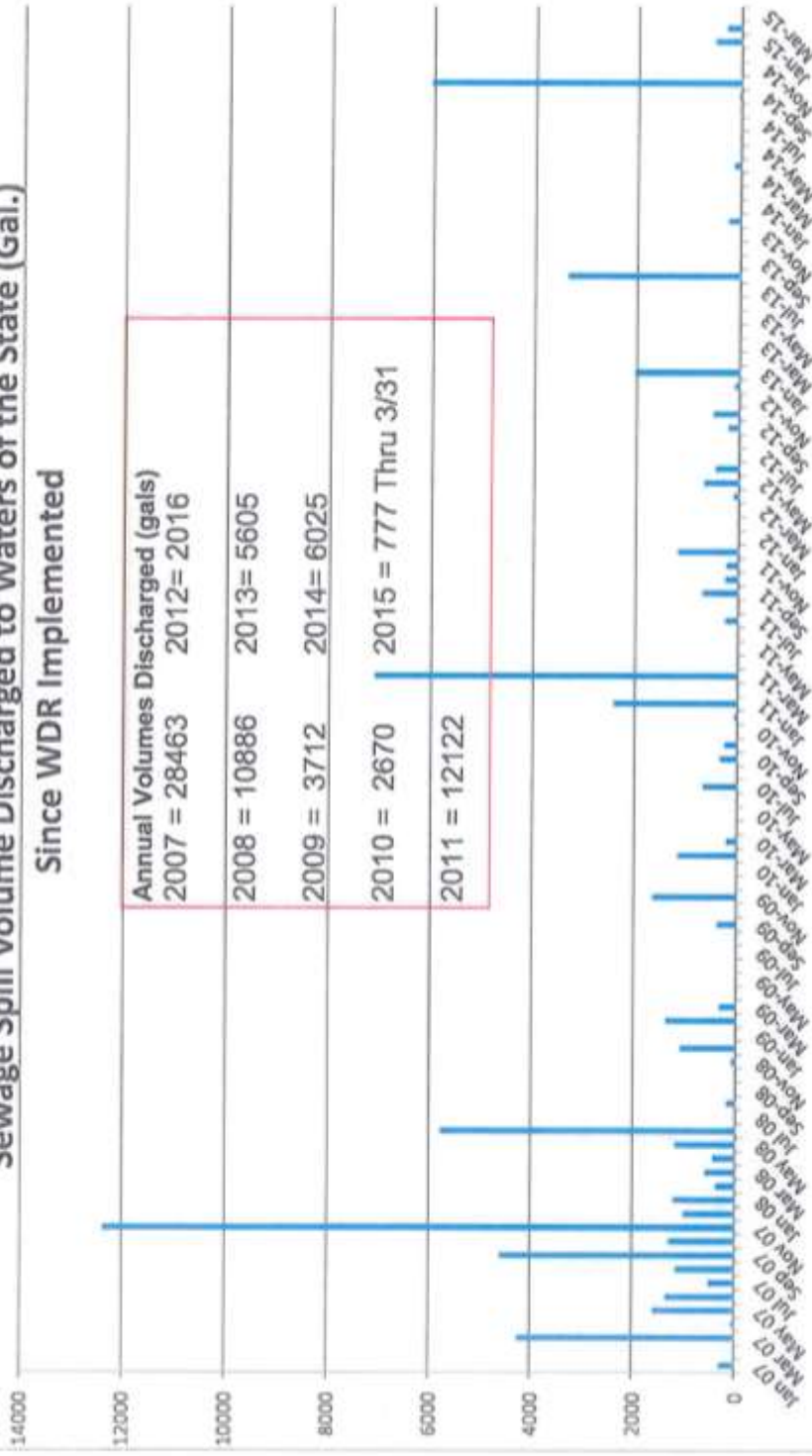


## Glendale, California SSO's Per 100 Miles Sanitary Sewer-12 Month Moving Average 5-Year History

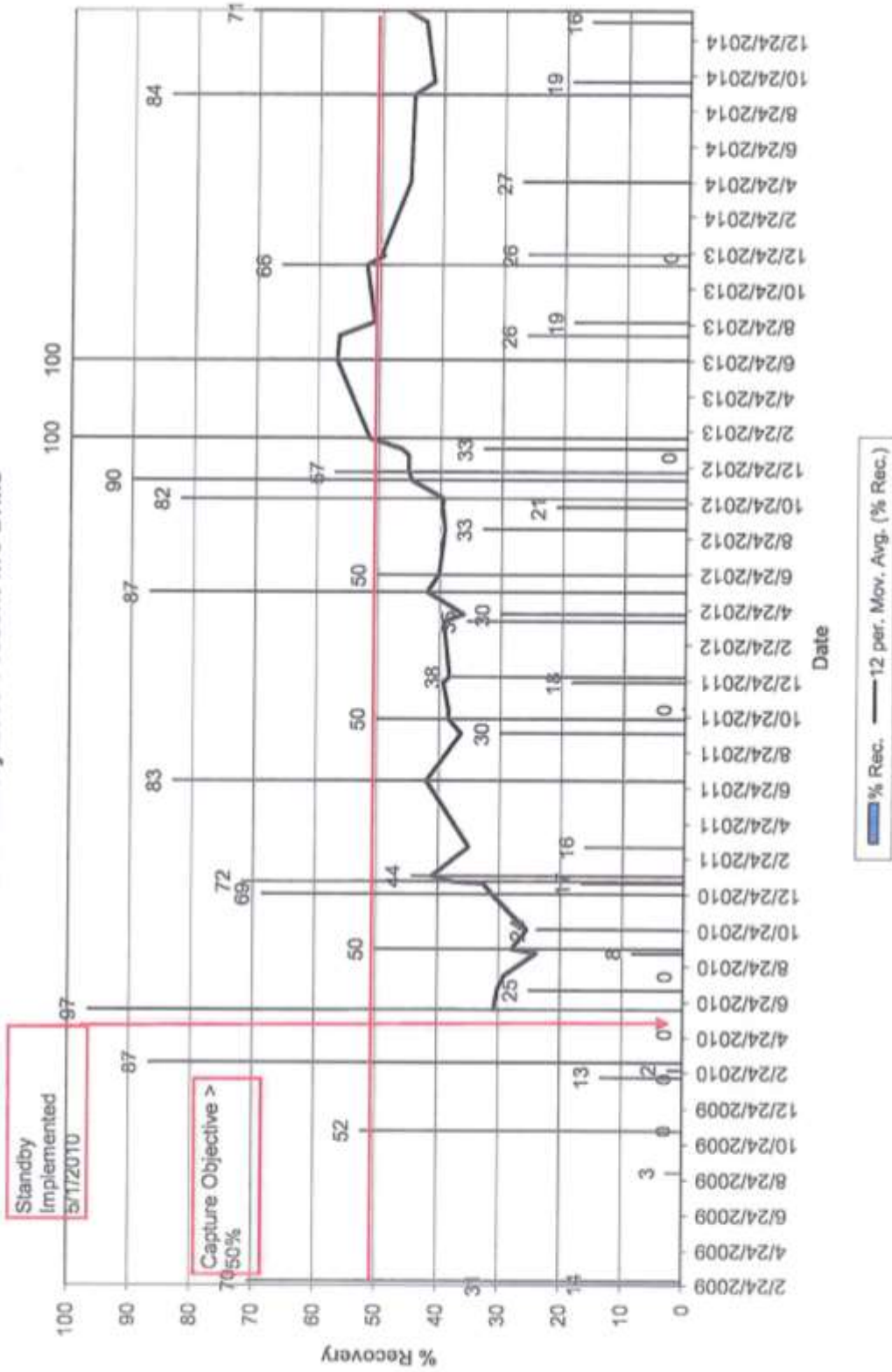


## Glendale, California

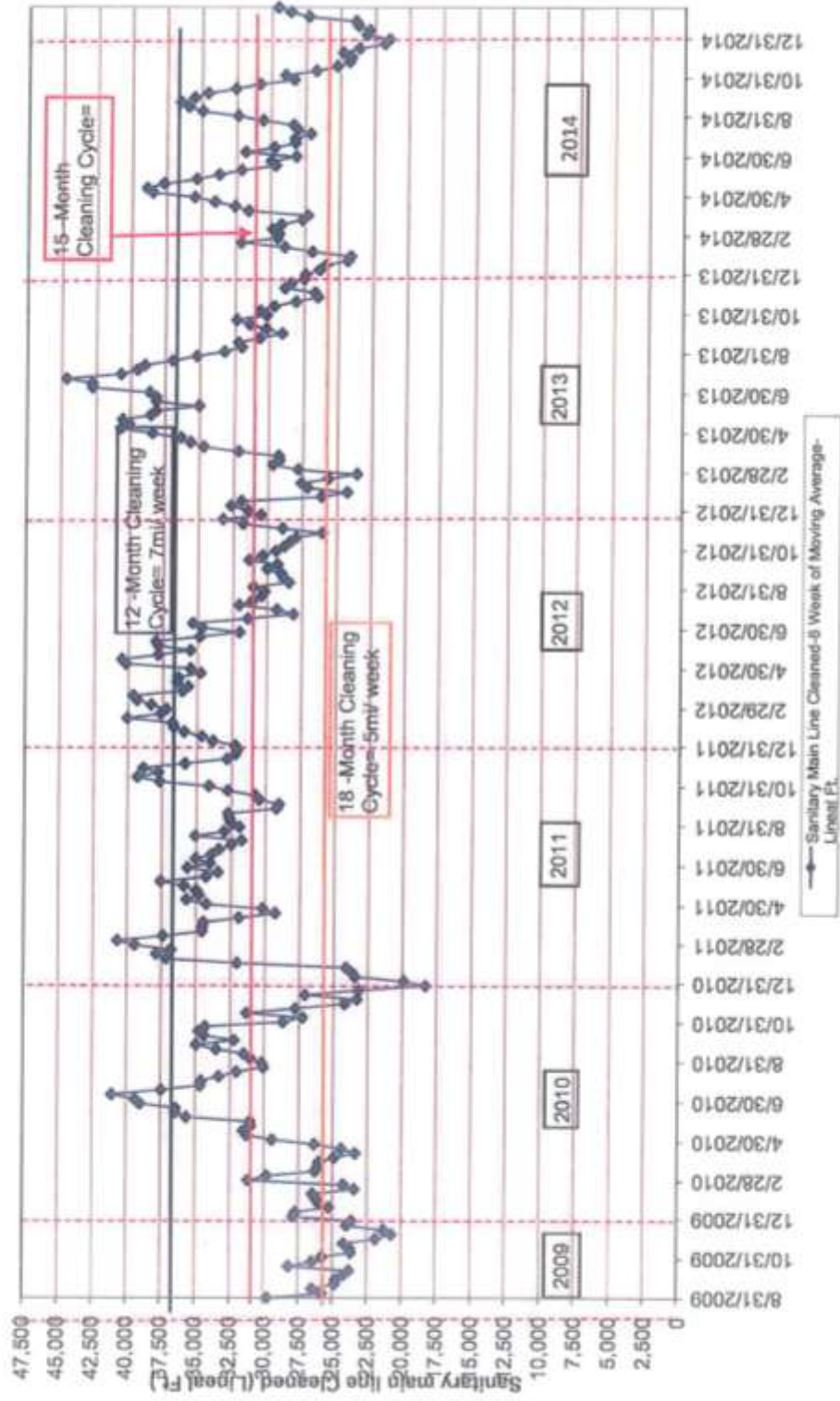
### Sewage Spill Volume Discharged to Waters of the State (Gal.) Since WDR Implemented



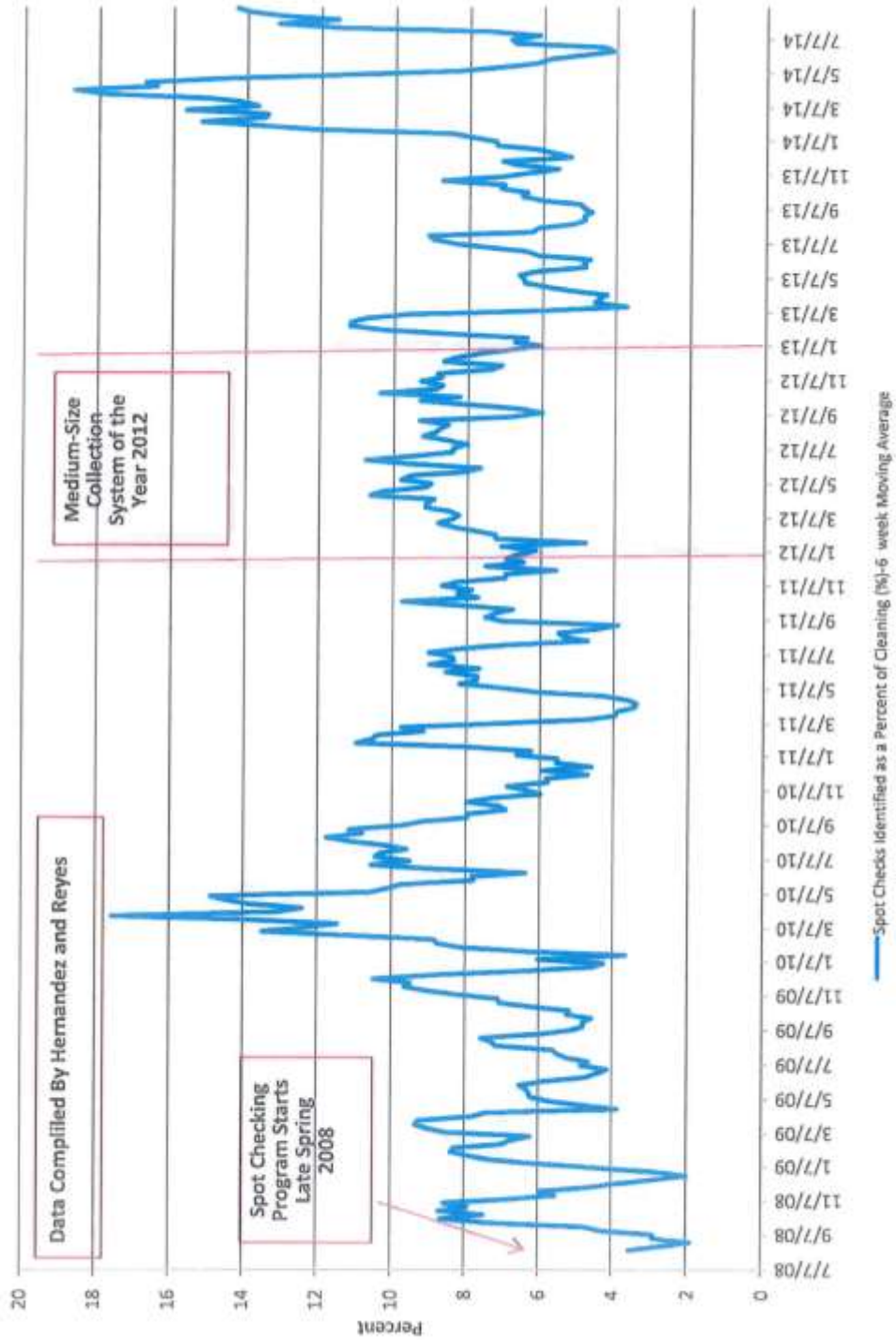
% Recovery 2009-Present w/o Drills



Sanitary Main Line Cleaned-6 week moving average-Lineal Ft.  
Last 5-Years



# Spot Checks Identified as a Percent of Cleaning (%) - 6 week Moving Average





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SSO - Sewer System Management Plan (SSMP) [?](#)

SSO Menu

Regional Water Board: Region 4 - Los Angeles  
 Agency: Glendale City  
 Sanitary Sewer System: Glendale City SS  
 WQID: 452010245

Last Updated: **Thu Apr 26 10:27:57 PDT 2014**

SSMP Upload

File *	File Description
<input type="text" value=""/> <input type="button" value="Browse..."/>	<input type="text" value=""/> <input type="button" value="Upload File"/>

File Name	File Description	Date/Time Uploaded	Status
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SSMP Element	
Development Plan and Schedule	05/07/07 <input type="button" value="PDF"/> (Date Format: MM/DD/YYYY)
Section I - Goal	10/31/08 <input type="button" value="PDF"/> (Date Format: MM/DD/YYYY)
Section II - Organization	10/31/08 <input type="button" value="PDF"/> (Date Format: MM/DD/YYYY)
Section III - Legal Authority	04/28/06 <input type="button" value="PDF"/> (Date Format: MM/DD/YYYY)
Section IV - Operation & Maintenance Program	04/28/06 <input type="button" value="PDF"/> (Date Format: MM/DD/YYYY)
Section V - Design & Performance Priorities	04/28/06 <input type="button" value="PDF"/> (Date Format: MM/DD/YYYY)
Section VI - Overflow Emergency Response Plan	04/28/06 <input type="button" value="PDF"/> (Date Format: MM/DD/YYYY)
Section VII - FOG Control Program	04/28/06 <input type="button" value="PDF"/> (Date Format: MM/DD/YYYY)
Section VIII - System Evaluation & Capacity Assurance Plan	04/28/06 <input type="button" value="PDF"/> (Date Format: MM/DD/YYYY)
Section IX - Monitoring, Measurement, and Program Modifications	04/28/06 <input type="button" value="PDF"/> (Date Format: MM/DD/YYYY)
Section X - SSMP Program Audit	04/28/06 <input type="button" value="PDF"/> (Date Format: MM/DD/YYYY)
Section XI - Communication Program	04/28/06 <input type="button" value="PDF"/> (Date Format: MM/DD/YYYY)
Complete SSMP Implementation	04/28/06 <input type="button" value="PDF"/> (Date Format: MM/DD/YYYY)

Note: "Complete SSMP Implementation" is only available for input only if all the above sections filled.

Note: The Certification Note and Certified By fields disappear after certifying your SSMP. Previous entries can be seen on the History SSMP Information screen.

Certification Note:

5-Year Update: **04/26/14**  (Date Format: MM/DD/YYYY)

SSMP URL:

\* Certified by:

Note: Questions with \*\* are required to be answered before CERTIFY.



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**SSO - Sewer System Management Plan (SSMP)**  [SSO Menu](#)

Regional Water Board: Region 4- Los Angeles  
 Agency: Chatsworth City  
 Sanitary Sewer System: Chatsworth City SS  
 WARD: 425010700

Line Number	Item Description	Unit	Quantity	Unit Price	Amount	Category 1	Category 2	Category 3	Category 4	Category 5	Category 6	Category 7	Category 8	Category 9	Category 10	Category 11	Category 12	Category 13	Category 14	Category 15	Category 16	Category 17	Category 18	Category 19	Category 20	
000000	Header																									
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000000	Item 1																									
000000	Item 2																									
000000	Item 3																									

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M I N U T E S  
REGULAR MEETING: GLENDALE CITY COUNCIL  
APRIL 29, 2014

ROLL CALL – All Present

1. CLOSED SESSION – 4:03 p.m.

- a. Conference with Legal Counsel - Anticipated Litigation – Initiation of litigation pursuant to paragraph (4) of subdivision (d) of Government Code Section 54956.9: One Case.
- b. Conference with Legal Counsel - Anticipated Litigation, Significant Exposure to Litigation pursuant to subdivision (d)(2) of Government Code Section 54956.9.
- c. Conference with Legal Counsel, Pending Litigation – Case Name Unspecified So As Not to Jeopardize Existing Settlement Negotiations.
- d. Conference with Legal Counsel, Pending Litigation – *Pacific Bell v. City of Glendale*, LASC Case No. EC060573.
- e. Conference with Legal Counsel, Pending Litigation – Claim of Louie.
- f. Public Employment – Attorneys.
- g. Public Employment – Assistant City Attorney.
- h. Conference with Legal Counsel - Anticipated Litigation, Significant Exposure to Litigation pursuant to subdivision (d)(2) of Government Code Section 54956.9.
- i. Conference with Real Property Negotiators: Property Locations: All City-Owned Real Properties are Potential Locations for Crown Castle Wireless Infrastructure Development and Services, Excluding Those City-Owned Properties that are Already under Contract or under Contract Negotiations for Wireless Development and Services with Servicers or Providers other than Crown Castle. Negotiations are Authorized with Crown Castle USA, Inc. Agency Negotiators Attending the Closed Session are: Scott Ochoa, Yasmin Beers, Michael J. Garcia, Gillian van Muyden, Phil Lanzafame, Darlene Sanchez and Dorine Martirosian. Instructions to the Negotiator(s) will Concern the Price and Terms for the Sale or the Exchange of Property.
- j. Conference with Labor Negotiators. The City-Designated Negotiators Attending the Closed Session are: Scott Ochoa, Yasmin Beers, Michael Garcia, Gillian van Muyden, Matt Doyle, Robert Castro, Cindy Cleary, Jess Duran, Michele Flynn, Brian Ganley, Hassan Haghani, Phil Lanzafame, Harold Scoggins, John Takhtalian, Steve Zurn, Robert Elliot and Jason Bradford. The Names of the Employee Organizations for Represented Employees are: Glendale City Employees' Association, Glendale Management Association, Glendale Police Officers' Association, Glendale Firefighters' Association, and I.B.E.W., Local 18, Unit 40. Unrepresented Employees: Confidential Employees.

City Attorney Michael J. Garcia indicated that action may be anticipated on items 1f and g. The Council recessed to closed session at 4:05 p.m.

2. REGULAR BUSINESS AGENDA – 6:04 p.m.

Roll Call – All Present

- a. Flag Salute – Council Member Najarian
- b. Invocation – City Clerk Ardashes Kassakhian
- c. Report of City Clerk, re: Posting of Agenda. The Agenda for the April 29, 2014, regular meeting of the Glendale City Council was posted on Thursday, April 24, 2014, on the Bulletin Board outside City Hall.

3. PRESENTATIONS AND APPOINTMENTS

- a. **Agenda Preview for the Meetings of Tuesday, May 6, 2014**  
Assistant City Manager Yasmin Beers provided the preview.
- b. **Proclamation Designating the Week of May 4-10, 2014 as "Municipal Clerks Week"**  
Council Member Najarian presented the proclamation to City Clerk Ardashes Kassakhian, Secretary to the City Clerk Michael Dunn, Administrative Analyst Aram Adjemian, and hourly city worker Lyova Zalyan.
- c. **Proclamation Designating the Month of May, 2014 as "Historic Preservation Month"**  
Council Member Friedman presented the proclamation to Historic Preservation Commission Chair Lorna Vartanian, and Historical Society Member Greg Grammer.
- d. **Nomination Assignment for the Civil Service Commission to Reappoint/Replace Sam Manoukian:** Sinanyan



- e. **Nomination Assignment for the Civil Service Commission to Replace Commissioner Ara Hatamian who is Not Seeking Reappointment: Weaver**

**4. CITY COUNCIL/STAFF COMMENTS**

Council Member Friedman requested that a discussion be agendized regarding a resolution of support urging the U.S. Department of Defense to add the names of the 74 sailors from the USS Frank E. Evans (DD754) to the Vietnam Veterans Memorial, seconded by Council Member Quintero; attended the Week of Remembrance Events at the Alex Theatre and the Young Armenians Candlelight Vigil; and announced that she would be absent at next week's evening meeting due to the Annual MVD Conference.

Council Member Najarian invited everyone to Train Day at the Zarian Transportation Center for free train rides on May 3, 2014, from 11:00 a.m. to 4:00 p.m.

Council Member Weaver announced that he was celebrating his 75<sup>th</sup> birthday; and commented on a disturbing article in the Glendale News-Press claiming that Glendale had poor water quality. General Manager of GWP indicated that the City meets and is actually far above water quality standards.

Council Member Quintero attended several Commemorative events and thanked all the organizers, and especially Council Member Najarian; and requested that the comments attributed to Council Member Weaver in the Glendale News-Press be agendized, seconded by Council Member Najarian.

Mayor Sinanyan attended: the Center for Asian Americans annual dinner on April 11<sup>th</sup>, the Spring Extravaganza on April 12<sup>th</sup>, the pedestrian safety workshop on April 17<sup>th</sup>, Ascencia's new headquarters grand opening ceremony on April 25<sup>th</sup>, the Glendale Adventist gala on April 27<sup>th</sup>, spoke about the visit of Ugandan chess player Phiona Mutesi on April 28<sup>th</sup> at Clark Magnet High School and her life story of success at an early age due to chess, and declared yesterday as "Chess Day," the Glendale Memorial charity golf tournament with Sheldon Baker, and the commemorative events, including the "Night of Poetry," and thanked Council Members Najarian and Quintero for co-chairing and Community Relations Coordinator Dan Bell for his efforts.

**5. CONSENT ITEMS (Including Minutes)**

The following are routine and may be acted upon by one motion. Any member of Council or the audience requesting separate consideration may do so by making such request before motion is proposed.

**a. Minutes for the Special City Council Meeting of Tuesday, April 22, 2014**

Moved:	Weaver	Seconded:	Quintero
Vote as Follows:			
Ayes:	Friedman, Najarian, Quintero, Weaver, Sinanyan		
Noes:	None		
Absent:	None		
Abstain:	None		

**b. Director of Public Works, re: Approval of the Final Map of Tract No. 72593, for a 4-Unit Condominium Conversion Subdivision Located at 1119 Sonora Av., Subdivider Lauren Lexton**

1. Resolution #14-58 Approving the Final Map of Tract No. 72593

Moved:	Weaver	Seconded:	Quintero
Vote as Follows:			
Ayes:	Friedman, Najarian, Quintero, Weaver, Sinanyan		
Noes:	None		
Absent:	None		
Abstain:	None		

**c. Director of Public Works, re: Recertification of the City's Sewer System Management Plan as Required by the State of California**

1. Resolution #14-59 Approving the Recertification and Making Findings

Moved:	Weaver	Seconded:	Quintero
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**Vote as Follows:**

Ayes: Friedman, Najarian, Quintero, Weaver, Sinanyan  
Noes: None  
Absent: None  
Abstain: None

**d. Director of Public Works, re: Maintenance of Bridges Owned Jurisdictionally by the City of Glendale**

**1. Motion Authorizing Execution of a Cooperative Agreement between the City of Glendale and the County of Los Angeles for the Bridge Maintenance**

Moved: Weaver Seconded: Quintero  
Vote as Follows:

Ayes: Friedman, Najarian, Quintero, Weaver, Sinanyan  
Noes: None  
Absent: None  
Abstain: None

**2. Resolution #14-60 Appropriating \$103,000 to Fund the Bridge Maintenance Program**

Moved: Weaver Seconded: Quintero  
Vote as Follows:

Ayes: Friedman, Najarian, Quintero, Weaver, Sinanyan  
Noes: None  
Absent: None  
Abstain: None

**e. General Manager of GWP, re: Mechanical and Field Services for the Grayson Power Plant, in Connection with Specification No. 3541**

**1. Resolution #14-61 Adopting Spec. and Directing the City Clerk to Advertise for Bids**

Moved: Weaver Seconded: Quintero  
Vote as Follows:

Ayes: Friedman, Najarian, Quintero, Weaver, Sinanyan  
Noes: None  
Absent: None  
Abstain: None

**f. General Manager of GWP, re: Asbestos/Hazardous Material Abatement Project at the Grayson Power Plant, in Connection with Specification No. 3536**

**1. Resolution #14-62 Adopting Spec. and Directing the City Clerk to Advertise for Bids**

Moved: Weaver Seconded: Quintero  
Vote as Follows:

Ayes: Friedman, Najarian, Quintero, Weaver, Sinanyan  
Noes: None  
Absent: None  
Abstain: None

**g. Director of Community Services and Parks, re: 2014-15 Funding for the Glendale Youth Alliance**

**1. Motion Approving Award of L.A. County Community and Senior Services Funds in the Amount of \$188,100, and Authorizing Execution of all Related Contracts**

Moved: Weaver Seconded: Quintero  
Vote as Follows:

Ayes: Friedman, Najarian, Quintero, Weaver, Sinanyan  
Noes: None  
Absent: None  
Abstain: None

**h. Director of Community Services and Parks, re: Appropriation of FY 2013-14 CDBG Program Income**

**1. Resolution #14-63 Appropriating \$87,442.98 to 2013-14 CDBG Program Administration and FY 2014-15 CDBG Projects**

Moved: Weaver Seconded: Quintero

Vote as Follows:

Ayes: Friedman, Najarian, Quintero, Weaver, Sinanyan  
Noes: None  
Absent: None  
Abstain: None

**i. Director of Community Services and Parks, re: Maryland Av. Park Playground Equipment Project**

1. Motion Authorizing a Change Order in the Amount of \$35,414.34 and Contingency in the Amount of \$3,585.66 with PlayPower LT Farmington, Inc. to Install a Poured-In-Place Rubber Surface in the Playground Area

Moved: Weaver Seconded: Quintero  
Vote as Follows:

Ayes: Friedman, Najarian, Quintero, Weaver, Sinanyan  
Noes: None  
Absent: None  
Abstain: None

2. Resolution #14-64 Appropriating \$39,000 to Fund the Change Order

Moved: Weaver Seconded: Quintero  
Vote as Follows:

Ayes: Friedman, Najarian, Quintero, Weaver, Sinanyan  
Noes: None  
Absent: None  
Abstain: None

**j. Director of Community Services and Parks, re: Revised FY 2013-14 CDBG Funding Allocation Plan by Funding Category and Funding Allocations**

1. Motion Approving the Revision and Authorizing Submission of the Funding Allocation Plan to the Federal Department of Housing and Urban Development (HUD)

Moved: Weaver Seconded: Quintero  
Vote as Follows:

Ayes: Friedman, Najarian, Quintero, Weaver, Sinanyan  
Noes: None  
Absent: None  
Abstain: None

2. Resolution #14-65 Appropriating \$79,929 to the Various Projects Based on the Revised Funding Allocation Plan Per the Final HUD Entitlement Allocation

Moved: Weaver Seconded: Quintero  
Vote as Follows:

Ayes: Friedman, Najarian, Quintero, Weaver, Sinanyan  
Noes: None  
Absent: None  
Abstain: None

**k. Director of Community Services and Parks, re: Civic Auditorium HVAC Cooling Tower Replacement Project**

1. Motion Amending the GWP Contract with Johnson Controls, Inc. in the Amount of \$112,644, and Increasing the Contingency by \$16,800, for a Total Contract Amount Not-to-Exceed \$1,629,444

Moved: Weaver Seconded: Quintero  
Vote as Follows:

Ayes: Friedman, Najarian, Quintero, Weaver, Sinanyan  
Noes: None  
Absent: None  
Abstain: None

Vote as Follows:

Ayes: Friedman, Najarian, Quintero, Weaver, Sinanyan  
Noes: None  
Absent: None  
Abstain: None

b. City Attorney, Cont'd. 4/8/14, re: Denial and Findings of Design Review Board Case No. PDR 1308302, for Property Located at 2631 Hermosa Dr.

1. Motion Reversing the Design Review Board's Decision of Approval; Darrying the Design Review Case; and Making Findings

Moved: Friedman Seconded: Quintero

Vote as Follows:

Ayes: Friedman, Najarian, Quintero, Sinanyan  
Noes: Weaver  
Absent: None  
Abstain: None

8. ORAL COMMUNICATIONS (Following Business Agenda Items as per Mayor Policy)

Discussion is limited to items NOT a part of this agenda. Each Speaker is allowed 5 minutes. Council may question or respond to the speaker but there will be no debate or decision. The City Manager may refer the matter to the appropriate department for investigation and report.

None

9. HEARINGS

10. REPORTS – INFORMATION

11. WRITTEN COMMUNICATIONS

12. NEW BUSINESS

a. Motion authorizing retainer agreements with Lister, Martin & Thompson, LLP; Wall McCormik Baroldi, Green & Dugan; The Ivey Law Firm; Pearlman, Borska & Wax LLP; Nakamoto Chou; Malmquist, Fields and Camastra; Jacobs & Associates; and Granceil, Stander, Reubens, Thomas and Kinsey to provide legal services to the City of Glendale on an as needed basis pertaining to litigated worker's compensation claims

Moved: Weaver Seconded: Quintero

Vote as Follows:

Ayes: Friedman, Najarian, Quintero, Weaver, Sinanyan  
Noes: None  
Absent: None  
Abstain: None

b. Motion appointing Yvette Neukian as Assistant City Attorney

Moved: Najarian Seconded: Quintero

Vote as Follows:

Ayes: Friedman, Najarian, Quintero, Weaver, Sinanyan  
Noes: None  
Absent: None  
Abstain: None

13. ADJOURNMENT – 8:00 p.m.

Moved: Weaver

Seconded: Quintero

By:

  
City Clerk of the City of Glendale (Acting)

  
Mayor of the City of Glendale

**6. ORAL COMMUNICATIONS (3-Minute Community Event Announcements)**

Sharon Townsend  
Stephen Bache  
Stella Baghdasarian  
Tony Tartaglia, introducing Glendale's new representative for the Southern California Gas Company, Marisol Espinoza  
Doris Twedt  
Leon Mayer  
Deborah Hayter

**7. ADOPTION OF ORDINANCES**

**a. Ordinance #5827 Authorizing a Development Agreement by and between the City of Glendale and with PH Glendale, LLC (4/8/14, Quintero)**

Moved: Quintero Seconded: Weaver

Vote as Follows:

Ayes: Quintero, Weaver, Sinanyan  
Noes: Friedman, Najarian  
Absent: None  
Abstain: None

**b. Ordinance #5828 Authorizing Execution of a Development Agreement by and between the City of Glendale and Glendale I Mall Associates, LP and Glendale II Mall Associates, LLC, Pertaining to Signage in the Advertising Overlay Zone (4/8/14, Quintero)**

Moved: Quintero Seconded: Weaver

Vote as Follows:

Ayes: Najarian, Quintero, Weaver, Sinanyan  
Noes: None  
Absent: None  
Abstain: Friedman

**c. Ordinance #5829 Authorizing the Sale of Surplus City-Owned Property (Embankment Adjacent to 435 W. Los Feliz) Pursuant to GMC Chapter 4.52 (4/22/14, Weaver)**

Moved: Weaver Seconded: Quintero

Vote as Follows:

Ayes: Friedman, Quintero, Weaver, Sinanyan  
Noes: Najarian  
Absent: None  
Abstain: None

**1. Resolution #14-65 Authorizing Execution of Required Documentation to Accomplish Conveyance of the Property**

Moved: Weaver Seconded: Quintero

Vote as Follows:

Ayes: Friedman, Quintero, Weaver, Sinanyan  
Noes: Najarian  
Absent: None  
Abstain: None

**8. ACTION ITEMS**

**a. Director of Community Services and Parks and City Attorney, re: Commission on the Status of Women Self Defense Class for Women and Girls**

Public Comment:

Lisa Raggio  
Michelle Roberts  
Denise Miller  
Olivia G. Rodriguez  
Nelson Nio

**1. Motion Providing Direction to Staff Regarding the City and Commission's Annual Sponsorship and Funding**

Moved: Quintero Seconded: Weaver



**A G E N D A  
GLENDALE CITY COUNCIL**

**COUNCIL CHAMBER, City Hall – 613 E. Broadway, 2<sup>nd</sup> Floor  
Glendale, CA 91206**

Welcome to the meeting of the Glendale City Council. Meetings are broadcast live on cable channel 5 (GTV5) and rebroadcast throughout the week. Call (818) 548-4013 for program schedules. DVDs of the proceedings are available for purchase in the City Clerk's Office. Meetings are also archived on the City Website for viewing anytime at [www.ci.glendale.ca.us/video\\_archives.asp](http://www.ci.glendale.ca.us/video_archives.asp). If you have any question about matters on the agenda, or requests for assistance, please contact the office of the City Clerk at (818) 548-2090 during regular business hours. PLEASE TURN OFF CELLULAR PHONES AND PAGERS WHILE INSIDE THE COUNCIL CHAMBER.

In compliance with the Americans with Disabilities Act (ADA) of 1990, auxiliary hearing aids, sign language translation, and Braille transcripts are available upon request. Assisted listening devices are available same-day upon request. At least 48 hours (or two business days) notice is required for requests regarding sign language translation and Braille transcription services. All documents related to open session items on this agenda that are received less than 72 hours prior to this meeting, and are public records, will be available for review in the Office of the City Clerk, 613 E. Broadway, RM 110, Glendale, CA 91206.

**APRIL 29, 2014**

**ROLL CALL**

**1. CLOSED SESSION – 1:00 p.m. (to Commence at 3:00 p.m.)**

- a. Conference with Legal Counsel - Anticipated Litigation – Initiation of litigation pursuant to paragraph (4) of subdivision (d) of Government Code Section 54956.9: One Case.
- b. Conference with Legal Counsel - Anticipated Litigation, Significant Exposure to Litigation pursuant to subdivision (d)(2) of Government Code Section 54956.9.
- c. Conference with Legal Counsel, Pending Litigation – Case Name Unspecified So As Not to Jeopardize Existing Settlement Negotiations.
- d. Conference with Legal Counsel, Pending Litigation – *Pacific Bell v. City of Glendale*, LASC Case No. EC060573.
- e. Conference with Legal Counsel, Pending Litigation – Claim of Louie.
- f. Public Employment – Attorneys.
- g. Public Employment – Assistant City Attorney.
- h. Conference with Legal Counsel - Anticipated Litigation, Significant Exposure to Litigation pursuant to subdivision (d)(2) of Government Code Section 54956.9.
- i. Conference with Real Property Negotiators: Property Locations: All City-Owned Real Properties are Potential Locations for Crown Castle Wireless Infrastructure Development and Services, Excluding Those City-Owned Properties that are Already under Contract or under Contract Negotiations for Wireless Development and Services with Servicers or Providers other than Crown Castle. Negotiations are Authorized with Crown Castle USA, Inc. Agency Negotiators Attending the Closed Session are: Scott Ochoa, Yasmin Beers, Michael J. Garcia, Gillian van Muyden, Phil Lanzafame, Darlene Sanchez and Dorine Martirosian. Instructions to the Negotiator(s) will Concern the Price and Terms for the Sale or the Exchange of Property.
- j. Conference with Labor Negotiators. The City-Designated Negotiators Attending the Closed Session are: Scott Ochoa, Yasmin Beers, Michael Garcia, Gillian van Muyden, Matt Doyle, Robert Castro, Cindy Cleary, Jess Duran, Michele Flynn, Brian Ganley, Hassan Haghani, Phil Lanzafame, Harold Scoggins, John Takhtalian, Steve Zurn, Robert Elliot and Jason Bradford. The Names of the Employee Organizations for Represented Employees are: Glendale City Employees' Association, Glendale Management Association, Glendale Police Officers' Association, Glendale Firefighters' Association, and I.B.E.W., Local 18, Unit 40. Unrepresented Employees: Confidential Employees.

TYPED 4/24/2014 1:22 PM  
04 29 14  
CC

**2. REGULAR BUSINESS AGENDA – 6:00 p.m.**

**Roll Call**

- a. Flag Salute – Council Member Najarian
- b. Invocation – City Clerk Ardashes Kassakhian
- c. Report of City Clerk, re: Posting of Agenda. The Agenda for the April 29, 2014, regular meeting of the Glendale City Council was posted on Thursday, April 24, 2014, on the Bulletin Board outside City Hall.

**3. PRESENTATIONS AND APPOINTMENTS**

- a. Agenda Preview for the Meetings of Tuesday, May 6, 2014
- b. Proclamation Designating the Week of May 4-10, 2014 as “Municipal Clerks Week”
- c. Proclamation Designating the Month of May, 2014 as “Historic Preservation Month”
- d. Nomination Assignment for the Civil Service Commission to Reappoint/Replace Sam Manoukian: Sinanyan
- e. Nomination Assignment for the Civil Service Commission to Replace Commissioner Ara Hatamian who is Not Seeking Reappointment: Weaver

**4. CITY COUNCIL/STAFF COMMENTS**

**5. CONSENT ITEMS (Including Minutes)**

The following are routine and may be acted upon by one motion. Any member of Council or the audience requesting separate consideration may do so by making such request before motion is proposed.

- a. Minutes for the Special City Council Meeting of Tuesday, April 22, 2014
- b. Director of Public Works, re: Approval of the Final Map of Tract No. 72593, for a 4-Unit Condominium Conversion Subdivision Located at 1119 Sonora Av., Subdivider Lauren Lexton
  - 1. Resolution Approving the Final Map of Tract No. 72593
- c. Director of Public Works, re: Recertification of the City’s Sewer System Management Plan as Required by the State of California
  - 1. Resolution Approving the Recertification and Making Findings
- d. Director of Public Works, re: Maintenance of Bridges Owned Jurisdictionally by the City of Glendale
  - 1. Motion Authorizing Execution of a Cooperative Agreement between the City of Glendale and the County of Los Angeles for the Bridge Maintenance
  - 2. Resolution Appropriating \$103,000 to Fund the Bridge Maintenance Program
- e. General Manager of GWP, re: Mechanical and Field Services for the Grayson Power Plant, in Connection with Specification No. 3541
  - 1. Resolution Adopting Spec. and Directing the City Clerk to Advertise for Bids
- f. General Manager of GWP, re: Asbestos/Hazardous Material Abatement Project at the Grayson Power Plant, in Connection with Specification No. 3536
  - 1. Resolution Adopting Spec. and Directing the City Clerk to Advertise for Bids
- g. Director of Community Services and Parks, re: 2014-15 Funding for the Glendale Youth Alliance
  - 1. Motion Approving Award of L.A. County Community and Senior Services Funds in the Amount of \$188,100, and Authorizing Execution of all Related Contracts
- h. Director of Community Services and Parks, re: Appropriation of FY 2013-14 CDBG Program Income
  - 1. Resolution Appropriating \$87,442.98 to 2013-14 CDBG Program Administration and FY 2014-15 CDBG Projects

- i. **Director of Community Services and Parks, re: Maryland Av. Park Playground Equipment Project**
    - 1. Motion Authorizing a Change Order in the Amount of \$35,414.34 and Contingency in the Amount of \$3,585.66 with PlayPower LT Farmington, Inc. to Install a Poured-in-Place Rubber Surface in the Playground Area
    - 2. Resolution Appropriating \$39,000 to Fund the Change Order
  - j. **Director of Community Services and Parks, re: Revised FY 2013-14 CDBG Funding Allocation Plan by Funding Category and Funding Allocations**
    - 1. Motion Approving the Revision and Authorizing Submission of the Funding Allocation Plan to the Federal Department of Housing and Urban Development (HUD)
    - 2. Resolution Appropriating \$79,929 to the Various Projects Based on the Revised Funding Allocation Plan Per the Final HUD Entitlement Allocation
  - k. **Director of Community Services and Parks, re: Civic Auditorium HVAC Cooling Tower Replacement Project**
    - 1. Motion Amending the GWP Contract with Johnson Controls, Inc. in the Amount of \$112,644, and Increasing the Contingency by \$16,800, for a Total Contract Amount Not-to-Exceed \$1,629,444
6. **ORAL COMMUNICATIONS (Following Business Agenda Items as per Mayor Policy)**  
Discussion is limited to items NOT a part of this agenda. Each Speaker is allowed 5 minutes. Council may question or respond to the speaker but there will be no debate or decision. The City Manager may refer the matter to the appropriate department for investigation and report.
7. **ADOPTION OF ORDINANCES**
- a. Ordinance Authorizing a Development Agreement by and between the City of Glendale and with PH Glendale, LLC (4/8/14, Quintero)
  - b. Ordinance Authorizing Execution of a Development Agreement by and between the City of Glendale and Glendale I Mall Associates, LP and Glendale II Mall Associates, LLC, Pertaining to Signage in the Advertising Overlay Zone (4/8/14, Quintero)
  - c. Ordinance Authorizing the Sale of Surplus City-Owned Property (Embankment Adjacent to 435 W. Los Feliz) Pursuant to GMC Chapter 4.52 (4/22/14, Weaver)
    - 1. Resolution Authorizing Execution of Required Documentation to Accomplish Conveyance of the Property
8. **ACTION ITEMS**
- a. **Director of Community Services and Parks and City Attorney, re: Commission on the Status of Women Self Defense Class for Women and Girls**
    - 1. Motion Providing Direction to Staff Regarding the City and Commission's Annual Sponsorship and Funding
  - b. **City Attorney, Cont'd. 4/8/14, re: Denial and Findings of Design Review Board Case No. PDR 1308302, for Property Located at 2631 Hermosa Dr.**
    - 1. Motion Reversing the Design Review Board's Decision of Approval; Denying the Design Review Case; and Making Findings
9. **HEARINGS**
10. **REPORTS – INFORMATION**
11. **WRITTEN COMMUNICATIONS**
12. **NEW BUSINESS**
13. **ADJOURNMENT**





CITY OF GLENDALE, CALIFORNIA  
REPORT TO THE:

Joint  City Council  Housing Authority  Successor Agency  Oversight Board

April 29, 2014

AGENDA ITEM

Report: Recertification of the City's Sewer System Management Plan as required by the State

1) Resolution Approving Recertification of the City's Sewer System Management Plan

COUNCIL ACTION

Public Hearing <input type="checkbox"/>	Ordinance <input type="checkbox"/>	Consent Calendar <input checked="" type="checkbox"/>	Action Item <input type="checkbox"/>	Report Only <input type="checkbox"/>
Approved for: April 28, 2014		calendar		

ADMINISTRATIVE ACTION

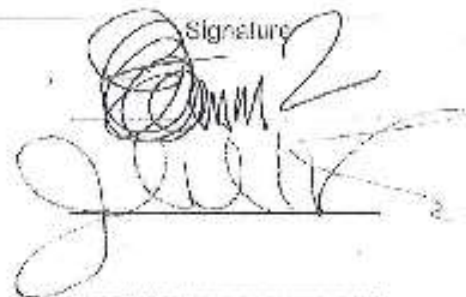
Submitted by:  
Stephen M. Zurn, Director of Public Works

Prepared by:  
John Hicks, Wastewater Maintenance Superintendent

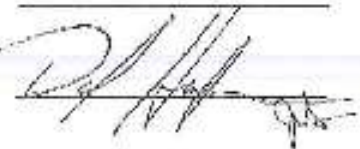
Approved by:  
Scott Ochoa, City Manager

Reviewed by:  
Yaemin K. Beers, Assistant City Manager

Signature



Daniel Hardgrove, Deputy Director of Public Works - Maint. Svcs.



Michael J. Garcia, City Attorney

## RECOMMENDATION

It is respectfully recommended that the Glendale City Council approve the attached resolution approving recertification of the City's Sewer System Master Plan (SSMP), as required by the State of California, Water Resources Control Board.

## BACKGROUND/ANALYSIS

The City's Sanitary Sewer Management Plan (SSMP) was originally prepared, in 2009, with the assistance of a consultant, to meet the requirements of the State's Waste Discharge Requirements (WDR) for Sanitary Sewers that were issued in 2006. The SSMP establishes a local strategy for maintenance of the City's sewer system and standards for sanitary sewer overflow response. The original SSMP was approved by the Glendale City Council on April 28, 2009 in advance of the State's deadline of May 2<sup>nd</sup> 2009.

State regulation requires that the agency's governing board recertify the SSMP once every five years from the date of the initial certification when significant changes occur. Since initial certification in 2009, staff has made several changes to the plan including adding procedural information that was discussed in the draft plan but that had not been developed at the time of the original certification. Additionally, new checklists and reference documents have been added to reflect the ongoing work to comply with the regulations.

Two amendments to the regulation have impacted staff's compliance efforts since the State adopted the original WDR. Both involve a related document called the Monitoring and Reporting Program (MRP). The original MRP specified how the two categories of sewer overflow were to be reported by phone and documented in the State's on-line data base. The two amendments occurred as follows:

1. February 2008- All discharges of raw sewage to waters of the State must be reported to the State Office of Emergency Services (OES) in 2hrs.
2. August 2013- The two original categories of overflow were appended to include a third category when sewer overflows do not reach receiving waters.

The updated SSMP incorporates these new regulations into field operational practices in order to insure compliance.

The Master Copy of the SSMP is contained in three volumes in the crew office in the Wastewater Maintenance Shop at the Public Works Corporate Yard where it is available as a reference and training document and for operators to review at any time as required by the regulation.

## FISCAL IMPACT

There is no fiscal impact associated with approving the attached resolution.

## ALTERNATIVES

Alternative 1: Approve the attached resolution approving the SSMP as required by the State.

Alternative 2: Deny the attached resolution.

Alternative 3: The City Council may consider any other alternative not proposed by staff.

## CAMPAIGN DISCLOSURE

Not applicable.

## EXHIBITS

RESOLUTION NO. \_\_\_\_\_

A RESOLUTION OF THE COUNCIL OF THE CITY OF GLENDALE, CALIFORNIA,  
RECERTIFYING A SEWER SYSTEM MANAGEMENT PLAN AND MAKING FINDINGS  
THEREON.

WHEREAS, the City of Glendale is engaged in activities necessary to effectuate the State of California Water Resources Control Board Order No. 2008-2003-DMQ ("Order") which Order entails the Statewide General Waste Discharge Requirements for sanitary sewer systems to reduce the frequency and volume of sanitary sewer overflows, improve the condition of the City's municipal sanitary sewer infrastructure and, consequently, protect the environment and natural resources; and

WHEREAS, because the City owns and operates a sanitary sewer system greater than one mile in length that collects and conveys untreated and partially treated wastewater to a publicly owned treatment facility in the State of California, the City is required to develop and implement a system specific Sewer System Management Plan ("SSMP") in accordance with the terms of the Order; and

WHEREAS, on April 28, 2009, the Glendale City Council approved a comprehensive SSMP as required by the Order including the required provisions to provide proper and efficient management, operation and maintenance of the City's sanitary sewer system, while taking into consideration risk management and cost benefit analysis; and

WHEREAS, said SSMP contains a spill response plan that establishes standard procedures for immediate response to sanitary sewer overflows in a manner designed to minimize water quality impacts and potential nuisance conditions; and

WHEREAS, State regulations require that the SSMP be recertified after five (5) years from the date of the initial certification when significant changes occur as has been the case in Glendale; and

NOW THEREFORE, BE IT RESOLVED BY THE GLENDALE CITY COUNCIL:

1. The recitals as set forth above are true and correct.
2. The City's Sewer System Management Plan dated April 2014 is hereby approved and adopted as set forth in the report of the Director of Public Works dated April 29, 2014.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2014.

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Clerk

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

I, Ardashes Kassarhian, Clerk of the City of Glendale, do hereby certify that the foregoing Resolution No. \_\_\_\_\_ was adopted by the City Council of the City of Glendale, California, at a regular meeting held on the \_\_\_\_\_ day of \_\_\_\_\_, 2014, and that the same was adopted by the following vote:

Ayes:

Noes:

Absent:

Abstains:

\_\_\_\_\_  
City Clerk

## Update of SSMP for Recertification at 5<sup>th</sup> Anniversary of Plan's Adoption

### Preparation Task List

Status	Plan Component	Action	Lead Responsibility	Comments/Sub-Assigns
Comp.	Exec Sum, Chapters 2,3,5,6,9,10,11	Volume 1 1. Review WDR and 2013 MRP 2. Review chapters indicated for compliance. 3. make corrections and amendments 4. Forward to Orlando for amendments to original Word Docs	John H.	About 22pgs.
Comp.	Chapters 1, 4,5,7,8,11	Above Review Schedule: 4/3-4/7 Review and Revise. 4/7 Merge revisions 4/8 Draft to OU for Processing. 4/10 Updated Plan smoothed.	Maurice O.	About 15 pgs.
		<b>Appendices</b>		
Comp.	Appendix A	<a href="#">SSMP Organization-</a> 1. Update "SSMP Development and Implementation Personnel" Summary Sheet 2. Insert reference sheet for MS personnel call list and remove existing.	Alice H.	1. John make corrections, add LRO's pass to Alice for editing of electronic version.

Status	Plan Component	Action	Lead Responsibility	Comments/Sub-Assigns
Comp.	Appendix B	<a href="#">Sewer Overflow Response Plan (SORP)</a> 1. Revise text to reflect practices shown on current process flow chart. 2. Update Agency Phone #'s 3. Revise SSO Field Worksheet to reflect 2013 changes to MRP. 4. Review and revise process flow chart. 5. Revise SSO Reporting Flow Chart.	John H.	1. John fwd. edits of original SORP to Orlando. 2. Alice verifies and amends. 3. Roy Rodriguez revise to reflect most current MRP. 4. Orlando based on revs. By John
Comp.	Appendix C	<a href="#">Excerpts from the Municipal Code City of Glendale</a> 1. Verify applicable Sections current including Amendment #1' "Adding Ch. 13.34 to the Glendale Municipal Code, 1995, Relating to the prevention of FOG...."	Maurice O.	A copy of Amendment #1- was inserted following the April 12 Audit at direction of Maurice O. but has <u>neither Ordinance #nor any signatures.</u>
Comp.	Appendix D	<a href="#">Ordinance 5606 of the Municipal Code of the City of Glendale- An Ordinance of the C of G... adding and Amending to Certain Provisions of the Code, 1995 ... Relating to Trespass and Relating to Obstructing, or Impeding... City Business</a> 1. Verify current	Maurice O	Includes a copy of CVWD's permit to operate a trunk line w/in C of G. Was inserted following the April 12 Audit at direction of Maurice O.
Comp.	Appendix E	<a href="#">Excerpt from City of LA Muni Code, 6th Ed-</a> 1. Verify current.	Maurice O	

Status	Plan Component	Action	Lead Responsibility	Comments/Sub-Assigns
Comp.	Appendix F	<p><a href="#">Excerpts of the C of G Mini Code. Related to FOG-</a></p> <p>1. Verify current. Printed Copy dated 3/24/09. How different from Attachment #1 to Appendix C? See above.</p>	Maurice O	
Comp.	Appendix G	<p><a href="#">Restaurant List-</a></p> <p>1. Verify memo referencing location of Electronic Master. Is the doc where we say it is on the G:\Drive?  2. Print Copy of the 12-13 list and insert</p>	John H.	<p>1. John</p> <p>2. Rod Torres</p>
Comp.	Appendix H	<p><a href="#">Sewer Trouble Spot Work list-</a></p> <p>1. Verify memo referencing location of Electronic Master. Is the doc where we say it is on the G:\Drive?  2. 12-Months Working Records in Wall File. All reviewed and initialed by supervision.  3. 36-month program records filed in WW shop Office. All others to Archive.  4. Electronic file updated for all SSO's thru March 2014.</p>	John H.	<p>1. John</p> <p>2. Nery Villagran</p> <p>3. Nery Villagran</p> <p>4. Nery Villagran</p>
Comp.	Appendix I	<p><a href="#">FOG Outreach Documents</a></p> <p>1. Verify all three docs. Current.  a. Plumber's Letter.  b. Manager's Letter  c. Grease Control Memo</p>	John H.	1. Rod Torres

Status	Plan Component	Action	Lead Responsibility	Comments/Sub-Assigns
Comp.	Appendix J	<a href="#">Sample Maps of City's Sanitary Sewer System</a> 1. Insert.	John H.	1. Roy Rodriguez generate a few color copies for inclusion
Comp.	Appendix K	<a href="#">Sewer Line Maintenance and Inspection Form</a> 1. Verify current.	John H.	1. Roy Rodriguez
Comp.	Appendix L	<a href="#">Restaurant Run Documentation</a> 1. Verify memo referencing location of Electronic Master Field Worksheets. Is the doc where we say it is on the G:\Drive? Fix pen and ink correction from 8-1-12. 2. 12-13 inspection worksheets and two (2) prior years ready for review in Crew Office.	John H.	1. John 2. & 3. Rod Torres.
Comp.	Appendix M	<a href="#">Chemical Root Control Spreadsheet</a> 1. Verify memo referencing location of Electronic Master. Is the doc where we say it is on the G:\Drive? 2. Move to current year directory. 3. Electronic master updated through most recent treatment cycle in March 14.	John H.	1. & 2. John 3. David Martinez, Jr.



Status	Plan Component	Action	Lead Responsibility	Comments/Sub-Assigns
Comp.	Appendix N	<a href="#">Infrastructure Repair List</a> 1. Verify memo referencing location of Electronic Master. Is the doc where we say it is on the G:\Drive? 2. Move to current year directory.	John H.	Roy Rodriguez assisted by John H.
Comp.	Appendix O	<a href="#">CWEA Collections Systems Maintenance Certification Handbook</a> 1. 07-08 Candidate Handbook is what we have. Obtain and install a current version.	Roy Rodriguez	
Comp.	Appendix P	<a href="#">City Specific Training and Certification</a> 1. Verify memo referencing location of Electronic Master. Is the doc where we say it is on the G:\Drive? 2. Move to current year directory. 3. Verify all program binders in shop office and up to date.	Roy Rodriguez	1. & 2. Roy Rodriguez assisted by John H. 3. John H.
Comp.	Appendix Q	<a href="#">Operation and Maintenance of WW Collection Systems Vol. I Introduction</a> 1. Verify current except 6 <sup>th</sup> Ed is the most recent and if not replace.	Roy Rodriguez	

Status	Plan Component	Action	Lead Responsibility	Comments/Sub-Assigns
Comp.	Appendix R	<a href="#">Sewer Pipe Inventory</a> 1. Verify memo referencing location of Electronic Master. Is the doc where we say it is on the G:\Drive? 2. Move to current year directory. 3. Master Pipe Inventories located in a binder in the WW shop? Most recent quarterly available.	Bryan Ortega	
Comp.	Appendix S	<a href="#">C of G Sanitary Sewer Manual and Standards</a> 1. Current? If not procure an up to date copy.	Roy Rodriguez	1. Obtain from Dennis Ambayec.
Comp.	Appendix T	<a href="#">Final Wastewater Master Plan Update-</a> 1. July '07 update installed in appendix. Any amendments or revisions? If so provide for inclusion.	Maurice O.	
Comp.	Appendix T	<a href="#">Civ. of Glendale-10 Year Sewer CIP</a> 1. Any amendments or revisions? If so provide for inclusion. 2. Need a better quality reproduction. Included one is hard to read.	Maurice O.	
Comp.	Appendix V	<a href="#">Internal Audit Records</a> 1. Verify all prior audits in place. 2. TOC and sub tabs for ease of reference	John H.	2. Orlando O.
Comp.	Appendix W	<a href="#">Regulatory Inspections and Responses</a> 1. TOC and sub tabs for ease of reference	John H.	2. Orlando O.

Status	Plan Component	Action	Lead Responsibility	Comments/Sub-Assigns
Comp.	Appendix X	<a href="#">SSMP Amendments Log</a> 1. Update with all work done in preparation for this recertification.	John H.	1. Last Step.



CITY OF GLENDALE, CALIFORNIA  
Public Works Department

PW MAINTENANCE SVS

633 East Broadway, Room 209  
Glendale, California 91206-4385

2009 MAY 27 AM 11: 13

(818) 548-3900 Fax (818) 546-2207  
www.ci.glendale.ca.us

May 14<sup>th</sup>, 2009

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

Dear Sir/Madam:

The City of Glendale completed its Sewer System Management Plan (SSMP) and the City of Glendale City Council certified the document at a public meeting on April 28th, 2009. As required in the City's SSMP, I am attaching a signed certification documenting the completion of the City's SSMP. Please feel free to contact me if you have any questions or concerns.

Sincerely,

A handwritten signature in black ink, appearing to read "Maurice Oillataguerre".

Maurice Oillataguerre, Sr. Environmental Program Specialist

Attachment: Signed Certification Form

cc: Stephen M. Zurn, Director of Public Works  
John Hicks, Wastewater Superintendent  
Jake Amar, Environmental Programs Administrator  
Dan Hardgrove, Asst. Maintenance Services Administrator





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**SSO - Sewer System Management Plan (SSMP) 7 | SSO Menu**

Regional Water Board: Region 4 - Los Angeles  
 Agency: Glendale City  
 Sanitary Sewer System: Glendale City CS

Last Updated: 2009-04-20 14:12:01 PST

SSMP Element	Certification Date
Development Plan and Schedule	08/07/2007 (Date Format: MM/DD/YYYY)
Section I - Goal	10/31/2008 (Date Format: MM/DD/YYYY)
Section II - Organization	10/31/2008 (Date Format: MM/DD/YYYY)
Section III - Legal Authority	04/28/2009 (Date Format: MM/DD/YYYY)
Section IV - Operation & Maintenance Program	04/28/2009 (Date Format: MM/DD/YYYY)
Section V - Design & Performance Provisions	04/28/2009 (Date Format: MM/DD/YYYY)
Section VI - Overflow Emergency Response Plan	04/28/2009 (Date Format: MM/DD/YYYY)
Section VII - FOG Control Program	04/28/2009 (Date Format: MM/DD/YYYY)
Section VIII - System Evaluation & Capacity Assurance Plan	04/28/2009 (Date Format: MM/DD/YYYY)
Section IX - Monitoring, Measurement, and Program Modifications	04/28/2009 (Date Format: MM/DD/YYYY)
Section X - SSMP Program Audits	04/28/2009 (Date Format: MM/DD/YYYY)
Section XI - Communication Program	04/28/2009 (Date Format: MM/DD/YYYY)
Complete SSMP Implementation	04/28/2009 (Date Format: MM/DD/YYYY)

Certification Note:

\* Certified by:

*Maurice Olataguerre* 5/14/09  
 MAURICE OLATAGUERRE

Note: Questions with "\*" are required to be answered before CERTIFY.

## **SSMP Self Audit #2**



CITY OF GLENDALE, CALIFORNIA  
Public Works Department  
MAINTENANCE SERVICES DIVISION

 COPY

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

Date: September 10, 2013

To: Steven M. Zurn, Director of Public Works and General Manager GWP

From: Dan Hardgrove, Deputy Director Public Works  
John N. Hicks, Wastewater Superintendent

Subject: **Sewer System Management Plan-Biennial Audit No.2** (Fourth Anniversary of the Plan-August 2013).

Background: The City of Glendale certified its Sewer System Management Plan (SSMP) at a regular meeting of the City Council in **August 2009** in accordance with the SWRCB Order No. 2006-0003 (hereafter referred to as the WDR), the first audit should have been conducted before the 2<sup>nd</sup> anniversary of the SSMP's initial certification. The Los Angeles Regional Board conducted an unannounced audit of the City's compliance with the WDR on April 30, 2012. As of that date, an informal audit of the SSMP had been conducted and the enrollee was in the process of documenting it. This document serves two (2) purposes:

- I. Document the items identified as needing correction noted during the April 30, 2012 audit and the corrective action taken by the Maintenance Services Division.
  - II. Document the City's assessment of SSMP implementation including item "I" above and additional revisions of the SSMP performed since the April 2012 audit by the SWRCB with the intention that this documentation serve as the audit of the SSMP required by its 4<sup>th</sup> Anniversary, August 2013.
- I. Items identified as needing correction noted during the April 30, 2012 audit and corrective action taken
    - A. Significant changes to components of the SSMP
      1. Legal Authority.
        - a.) Appendix "D" did not contain the encroachment permit allowing Crescenta Valley Water District (CVWD) to operate its interceptor sewer within the public right-of-way within the City of Glendale.
        - b.) **Corrected: 6/4/2012.** Copy of document authorizing placed in SSMP Appendix D.

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Street & Field Services

Street ♦ Sidewalk ♦ Forestry ♦ Sewer ♦ Storm Drains ♦ Traffic Signs ♦ Parking Motors

2. FOG Control Program

- a.) Failure to document transfer of the FOG program from Fire Environmental to Public Works Admin.
- b.) **Corrected:** 6/4/2012 SSMP amended to reflect Public Works oversight of FOG program. Memo documenting transfer placed at end Of Ch. 5 of SSMP.

3. Overflow Emergency Response Plan

- a) General staff ignorance about what's in the City's specific plan which is entitled "Sewer Emergency Response Plan (SERP)". Our drill program is our training on the SERP. Additionally, the section received an overview of the entire SSMP including the SERP COMPLETED 8/9/12.

B. Significant changes to referenced compliance documents, presented as Vol. II

- 1. The Board did not substantially review the referenced docs.

C. SSMP Implementation efforts over approximately the past two and a half (2-1/2) years, August 2009 through March 2012 (32 months)

- 1. The enrollee had not documented a formal audit of the SSMP by the second (2<sup>nd</sup>) anniversary of the plan, August 2011.

D. Additions and improvements made to the sanitary sewer.

- 1. Board did not review documented additions or improvements (repairs) to the sanitary sewer system.

E. Additions and improvements to the sanitary sewer system planned for the upcoming 2 years and schedule for completion.

- 1. Board did not review additions and improvements planned for the upcoming 2 years or the schedule for completion.

F. Strategies to correct items identified as needing correction



1. The Board reviewed a document entitled SSMP Audit #1 – March 2012 and noted that it was eight (8) months late per the directive contained in the WDR to conduct an audit of the SSMP at the 2<sup>nd</sup> anniversary of plan certification.

G. Other Concerns

1. The Board spent considerable time reviewing SSO document records and comparing them with the information in the CIWQS database

a.) See SWRCB Audit of WDR compliance in Glendale 4/30/12  
Included as **Attachment No. 1** to this report.

- II. City's assessment of SSMP implementation including item I above and additional reviews of compliance by staff since the April 2012 audit by the SWRCB with the intention that this documentation serve as the audit of the SSMP required by its 4<sup>th</sup> Anniversary, August 2013.

A. Significant Changes to components of the SSMP

1. Legal Authority

a.) None required

2. FOG Control Program

a.) None required

3. Overflow Emergency Response Plan

a.) The flow chart documenting the Division's (OERP) was updated to reflect current practices in preparation for SSMP overview training conducted on August 9, 2012. A copy of this flow chart is included as **Attachment No. 2** to this report. The text of the OERP, entitled Sewer Emergency Response Plan (SERP) still needs to be corrected to reflect current practices as of the date of this report.

B. Significant changes to referenced compliance documents presented as Vol. II of the SSMP.

1. Many of the compliance documents that were to be in the appendix were not there at the time the City received the documents from the consulting firm that prepared them.

- a.) Staff prepared "SSMP Audit No. 1- March 2012" to address this issue. See a copy of this review of SSMP Appendix documents included as **Attachment No. 3** to this report.

- b.) Action taken to correct the deficiencies noted in II. B.1.a.) (Immediately above) is documented in the "SSMP Document Amendment Log" included as **Attachment No. 4** to this report.

C. SSMP Implementation Efforts over the past two (2) years, August 2009 through March 2012 (32 Months).

1. Overflow Emergency Response Plan (OERP). The division implemented an SSO "Stand-by Response Program" for the Wastewater Section personnel in May of 2010 in order to improve efforts to recover the maximum amount of sewage following an overflow. A copy of the most recent stand-by schedule is included as **Attachment No. 5** to this report.
2. The WW section implemented an SSO "Training Drill Program" in July of 2010 to maintain proficiency of Standby Teams with overflow response practices in light of declining SSO's. Drills are run approximately quarterly and are unannounced. A record of the section's SSO response drills may is included as **Attachment No. 6** to this report.
3. In the summer of 2011 the City commenced a study of SSO transit times within the storm drain mains that collect storm drainage from catch basins throughout the City and convey drainage to waters of the State, principally the: Verdugo Wash and Los Angeles River. To date 14 trials have been conducted. Results are documented on a map in the WW shop conference area.

**Note:** Trials were suspended in early 2012 due to concern over developing drought conditions and lack of procedures to comply with requirements to de-chlorinate potable water being discharged to storm drains.

D. Additions and improvements to the Sanitary Sewer System completed in the past two (2) years:

1. Additions:

Fiscal Year	New SS Constructed (approximate linear footage)
2009-2010	0
2010-2011	0
2011-2012	826

2. The following improvements (capital replacement and spot repairs) were completed:

Fiscal Year 2009-2010

Project Spec.	Project Name/Location	Project Type	Lineal Footage	Cost (\$)	Completion Date
3321	Los Feliz Road and Verdugo Road Rehabilitation Project	Point Repairs	644	86,947.83	8/24/2009
		Sewer Lining	1728	125,928.00	
3362	Stocker Street Rehabilitation Project, Phase II	Point Repairs	10	5,000.00	11/22/2010
	Grandview Pavement Damage Repair	Point Repairs	40	20,864.00	4/21/2010
General	Emergency Sewer and Storm Drain Repair Contractors	Point Repairs	+	179,473.00	Various
3367	Street Repair and Rehabilitation Project, Phase VI	Point Repairs	26	27,000.00	3/29/11
3337	Fiscal Year 2008-2009 Street Rehabilitation Project	Point Repairs	29	37,700.00	6/2/2010
<b>Totals</b>			<b>2474+</b>	<b>482,710.83</b>	

7500 D

**Fiscal Year 2010-2011**

Project Spec.	Project Name/Location	Project Type	Lineal Footage	Cost (\$)	Completion Date
3313	East Garfield Neighborhood Rehabilitation Project	Point Repairs	30	15,300.00	4/11/2011
3386	San Fernando Road Rehabilitation Project, Phase 1	Point Repairs	530	175,245.00	4/26/2011
		Sewer Lining	859	38,655.00	
3407	Fiscal Year 2009-2010 Slurry Seal Program and Piedmont Avenue and Lauderdale Avenue Improvements Project	Point Repairs	8	6,400.00	5/6/11
3371	Street Repair and Rehabilitation Project, Phase 1	Point Repairs	88	32,640.00	12/17/2010
<b>Totals</b>			<b>1495</b>	<b>288,420.00</b>	

**Fiscal Year 2011-2012**

Project Spec.	Project Name/Location	Project Type	Lineal Footage	Cost (\$)	Completion Date
3439	Rivordale Drive - Maple Street Neighborhood Greenway Improvements	Point Repairs	52	7,800.00	9/15/12
3441	Fiscal Year 2010-2011 Street Rehabilitation Project	Point Repairs	30	45,000.00	2/1/2012
3410	Verdugo Road Rehabilitation Project	Point Repairs	147	106,000.00	2/1/2012
3387	San Fernando Road Rehabilitation, Phase 2	Point Repairs	404	202,000.00	2/1/2012
		Sewer Lining	1147	200,725.00	
3417	Central Avenue Rehabilitation Project	Capacity Improvements	2885	1,560,000.00	1/22/13
		Point Repairs	100	100,000.00	
<b>Totals</b>			<b>4765</b>	<b>2,212,325.00</b>	

**Fiscal Year 2012-2013 – (See table on next page)**

Spec #	PROJECT NAME	STREET	LIMIT	LIMIT	IMPROVEMENT TYPE OF	LF	COST(S)	DATE COMPL.			
									Locations	Locations	Locations
3413	REHABILITATION CENTRAL AVENUE REHABILITATION FAST GLENOKS BOULEVARD	Various Loc's	Various Loc's	Various Loc's	SEWER LINING	194	8,898.00	31/4/2013			
						POINT REPAIRS	51	11,600.00	1/23/2013		
						POINT REPAIRS	532	60,000.00			
						SEWER LINING	343	30,280.00			
						POINT REPAIRS	1002	381,880.00			
						POINT REPAIRS	16	38,000.00	1/23/2013		
						POINT REPAIRS	334	185,310.00			
						SEWER LINING	343	15,344.00			
						SEWER LINING	2880	1,531,110.00	1/23/2013		
						IMPROVEMENTS CAPACITY					
3413	REHABILITATION CENTRAL AVENUE REHABILITATION FAST GLENOKS BOULEVARD	Various Loc's	Various Loc's	Various Loc's	IMPROVEMENTS CAPACITY						
									Central Ave	Lexington Dr	Million St
									Lexington Dr	WH ORCORA Ave	Central Ave
									Village 340 Ave	California	Lexington Dr
									Village 340 Ave	California	Village 340
									California	Central Ave	Village 340
									Central Ave	Bucacsway	California Ave
									Central Ave	California	California Ave
									Central Ave	California	California Ave
									Central Ave	California	California Ave
3413	REHABILITATION CENTRAL AVENUE REHABILITATION FAST GLENOKS BOULEVARD	Various Loc's	Various Loc's	Various Loc's	IMPROVEMENTS CAPACITY						
									Central Ave	Central Ave	Central Ave
									Central Ave	Central Ave	Central Ave
									Central Ave	Central Ave	Central Ave
									Central Ave	Central Ave	Central Ave
									Central Ave	Central Ave	Central Ave
									Central Ave	Central Ave	Central Ave
									Central Ave	Central Ave	Central Ave
									Central Ave	Central Ave	Central Ave
									Central Ave	Central Ave	Central Ave

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3013-3013 - PROJECT COMPLETION

E. Additions and improvements to the Sanitary Sewer System planned for the upcoming two (2) years:

1. Additions Planned:

Fiscal Year	New SS Planned (approximate linear footage)
2013-2014	0
2014-2015	0

2. Improvements Planned (The following capital projects are scheduled to be completed)

Fiscal Year	Project Spec. No.	Project Name	Improvement Type	Length (LF)
2013-2014		Verdugo Road Wastewater and Street Improvement Project	Capacity Improvements	1000
2013-2014	3489	Pacific Avenue and Burchett Street Wastewater Capacity and Street Improvement Project	Capacity Improvements	945
2013-2014	3352	Brand Blvd. and Gardena Ave and Adjacent Sewer and Streets Improvements and Tyburn Sewer Railroad Crossing Upgrade	Capacity Improvements	5900
2013-2014	3490	Glendale Ave. Street and Wastewater Capacity Improvements (San Fernando to Broadway)	Capacity Improvements	3250
2013-2014	Above	Approximately \$100,000 total in point repairs done in conjunction with the above projects	Point Repairs	TBD
2014 - 2015	3445	Chevy Chase Sewer Diversion and San Fernando Road and Adjacent Street Improvement Project	LAGWRP Utilization Improvement and Other Capacity Improvements	10,600
2014-2015	Above	Approximately \$100,000 total in point repairs done in conjunction with the above projects	Point Repairs	TBD

State Water Resources Control Board (SWRCB) Audit of WDR Compliance in Glendale 4/30/12  
Updated: 9/9/13

Note: **Grayed-out** items have been addressed as of the date indicated.

**Lower Level Concerns:**

1. They were concerned about:
  - a. Lot's of record documents in pencil- **Corrected w/ crew 5/1/12.**
  - b. Corrections done by scratch-out and white-out are not acceptable to the board-single line-out w/ initials and date only. **Corrected w/ crew 5/1/12.**

**Medium Level Concerns:**

1. On at least two (2) occasions since Jan 2011 (they reviewed all SSO pkgs. from 1/1/11 FWD), the data in CIWQS said zero (0) discharged to the waters of the state when field worksheets said there was a discharge greater than zero. These were data entry errors that both occurred in my absence and could not be caught by Maurice because he does not see the report pkg. at certification...thus my revised procedures of this A.M.

**Both of these events will be reported to the regional board and could be cited as Violations of the WDR.**

**Update 6/11/12:** Ollataguerre and Hicks confirmed data entry issue with CIWQS on-line reporting system that did not allow us to enter volume loss and documented issue in an e-mail to the auditors on 5/2/12.

**Update 9/19/12:** CIWQS System allowed us to enter \* **Estimated volume (greater than 0) of spill that reached surface water, drainage channel, or not recovered from a separate storm drain** for a Cat I that didn't **discharge to a drainage channel and/or surface water** on most recent report (9/9/12 SSO). Logic error in on-line reporting system appears to have been corrected.

2. Reviewers don't like fact that we make corrections to our estimates between **field worksheet creation and ready for certification** (basically don't want to see corrections). We will argue vigorously that this is part of our investigation and making an accurate report. In particular they have a problem with my level of involvement in the process...which is always done in consult with responders.  
**Update 9/19/12:** See higher level concern no. 2 SSMP Audit below.

**Higher Level Concerns:**

1. Both of the events where GWP was delayed in reporting to us, **625 Cavanagh** (complicated by late dispatch from our office) and **the 3324 Crail Way** matter (GWP knew on Thursday evening but we didn't until Tues. AM and we started the clock on Tues AM) are major concerns-
  - a. Both for City of Glendale internal communication issues which we're well aware of.  
**Update 6/11/12:** D. Hardgrove will determine time and place to emphasize the need for City employees outside of Public Works to report any suspected SSO immediately to Public Works.  
**Update 9/19/12:** Water Dept. Superintendents (Massie & Romagnino) attended SSMP/SERP (Sewer Emergency Response Training on 8/9/12).

State Water Resources Control Board (SWRCB) Audit of WDR Compliance in Glendale 4/30/12

**Updated: 9/9/13**

**Higher Level Concerns (cont.):**

- b. Also on Crail, I assume how we handled the volume estimate, though that was not specifically stated. Recall that we were clear in the CIWQS report about our internal uncertainty over what may have happened over weekend...

**Update 6/11/12:**

Item 19 Spill Appearance Point Explanation-From 3324 Crail Way SSO Certified CIWQS Report-

"Spill appearance point at manhole adjacent driveway for 3324 Crail Way. Resident of property reported that he contacted Glendale Water & Power regarding a "manhole overflowing and smell of sewage" at 6:03 PM on 11/3/11. This call was never relayed to the Glendale Public Works Department. Resident noticed overflow next at 8:04 AM on Monday 11/7/11 and called Glendale Public Works. Public Works Wastewater personnel responded within 45 minutes of receiving this call."

**2. SSMP Implementation- and we knew these**

- a. No formal written audit at 24 months as required by WDR

**Update 6/11/12:** 1<sup>st</sup> Audit in progress now 35% complete.

**Update 8/1/12:** 1<sup>st</sup> Audit in progress now 70% complete.

**Update 9/19/12:** No change since 8/1/12-70% complete.

**Update 2/22/13-1<sup>st</sup> Audit in progress now 92% complete.**

**Update 8/29/13-1<sup>st</sup> Audit 100% complete.**

1. 3 of 12 Appendices need directions on how to access working docs.
2. WW Supt. and Sr. Environmental Program Specialist need to outline a standard biennial audit protocol.
3. Internal audit of all SWRCB audited SSO pkgs (1/1/11-4/30/12-22 pkgs) in prep to defend calculation rational and decisions.

- b. General staff ignorance about what's in the document and specifically about what's written in the **Sewer Emergency Response Plan (SERP)**. They expect that document would be in our SOP books in the field.... Maurice and I have disagreement with this point.

**Update 6/11/12:** We intend to argue vigorously that our drill program is our training on the SERP. Section will receive an overview of the entire SSMP including the SERP by 7/15/12 (J. Hicks). **COMPLETED 8/9/12.**

- c. The fact that we work with the contents of the Appendix to the SSMP virtually every day bought us no slack.

- d. Failure to document transfer of the FOG program from Fire environmental to PW Admin Enviro. ... Again, Maurice and I have disagreement with this point.

**Update 6/11/12:** SSMP amended to reflect Public Works oversight of FOG program -**Corrective Action COMPLETED 6/4/12.**

All of the above will be reported to the regional board as a failure to implement the SSMP and will likely be cited as a **Violation of the WDR**.

State Water Resources Control Board (SWRCB) Audit of WDR Compliance in Glendale 4/30/12

**Updated: 9/9/13**

C:\Users\jhicks\Documents\Word Documents\Wastewater Organization\WDR\Region 4 Audit\_043012\SWRCB WDR Compliance Audit\_043012.doc



3. Lack of a fully integrated CMMS is a serious impediment to our efficiency, effectiveness and record keeping.

**Update 8/5/13-** City Works Service Request Module goes live.

4. Lot's of other small stuff that's easy to fix regarding reporting, dispatching and record keeping that you will see immediate correctives on.

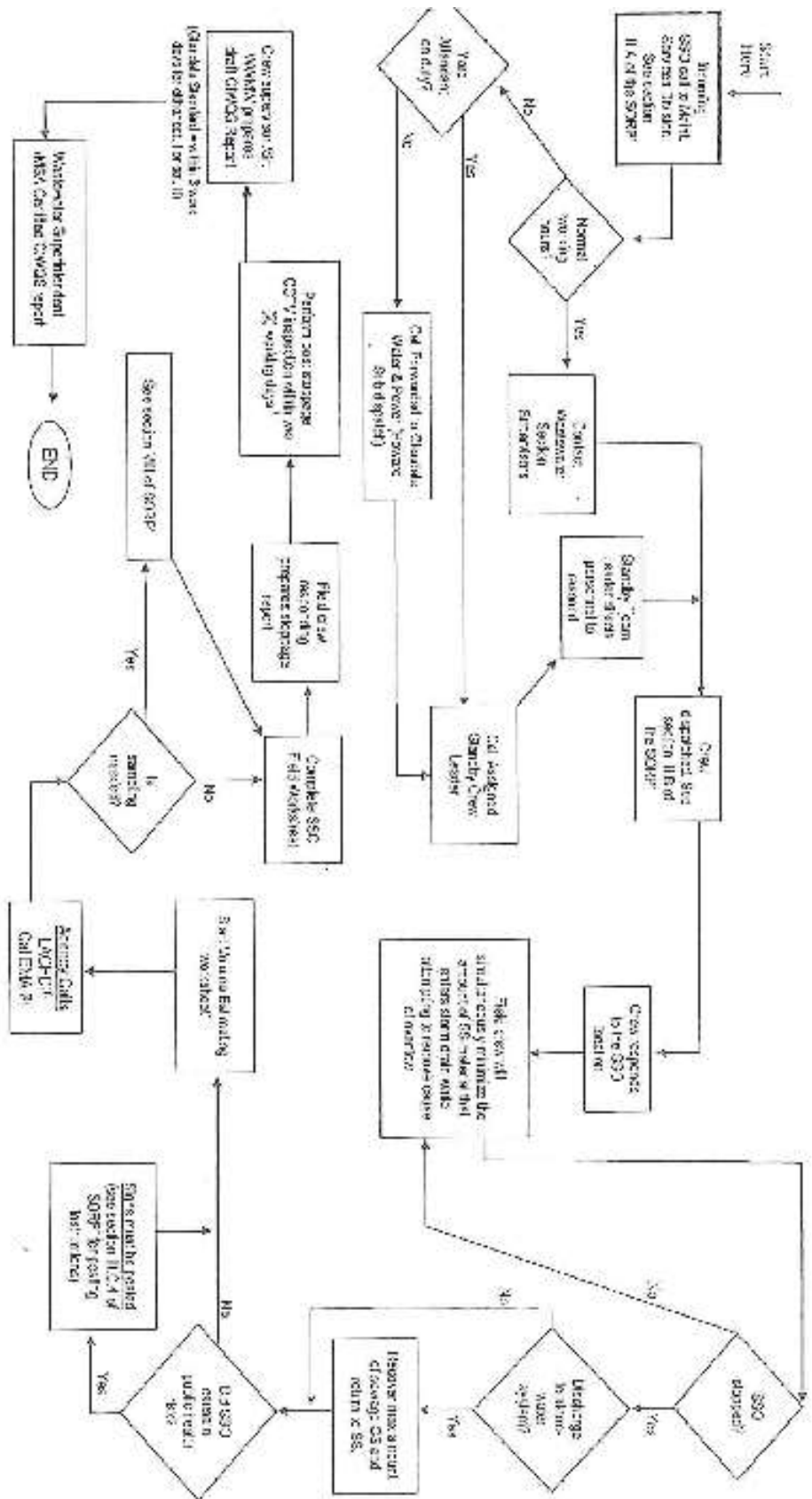
- a. **Record Keeping**-Differences in event start times for sewer overflow events at various steps in the documentation and reporting process.

**Update 6/11/12: -Corrective Action COMPLETED 5/10/12.**

- b. **Reporting Update 9/19/12/12-**

1. **Health Department** expectation of 15 mins from on scene to full report is not realistic without dedicated technical resources on scene an even then 30 minutes would be a challenging objective. In order to get in compliance WW Section personnel will report overflow rate (In gpm) within 15 minutes and will in call HD back when volume estimate is complete. See Fig. 1 attached
2. **Cal EMA** requirement of 120 minutes is realistic for at least a preliminary report and responding crews will be supervised to that end. See Fig. 2 attached.

Closing Conference summary comments paraphrased... "you guys have the bones of a solid operation here, you work your butt-off and guys in field seem to know what they're doing but we're disappointed with your record keeping problems and failure to implement the SSMP."



10. When the operator is unable to locate the sewer that has caused the overflow, the operator shall:

City of Glendale Sewer Overflow Response Plan

11. When the operator is unable to locate the sewer that has caused the overflow, the operator shall:

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**SSMP Self-Audit Worksheet #1**

Chapter 1: Prohibitions and Provisions – No changes needed

Chapter 2: Goals and Organizational Structure – No changes needed

Chapter 3: Overflow Emergency Response Plan – No changes needed

Chapter 4: Legal Authority – No changes needed

Chapter 5: Fats, Oils, and Grease (FOG) Control Program – No changes needed

Chapter 6: Operation and Maintenance Program – No changes needed

Chapter 7: Design and Performance Provisions – No changes needed

Chapter 8: System Evaluation and Capacity Assurance Plan – No changes needed

Chapter 9: Monitoring, Measurement, and Program Modifications – No changes needed

Chapter 10: SSMP Program Audits – No changes needed

Chapter 11: Communication Program – No changes needed





## SSMP Audit No.1- March 2012

At the time of the first audit, Volume II of the plan, the appendices, was reviewed for documents that required revision or updating. The following are the actions to be taken as a result of that review:

1. **Appendix A- SSMP Organization**
  - a. Revise and update SSMP Development and Implementation Personnel.
  - b. Replace Division Personnel Roster dated 7/8/09 with the most updated version located at G:/Clerks/Radio Phones.xls
  
2. **Appendix B- Sewer Overflow Response Plan and Documentation**
  - a. Update and replace Agency Phone Numbers-p. 16.
  - b. Replace SSO Field Worksheet with the most recent version 12/15/11.
  
3. **Appendix F- Excerpts of the Municipal Code of the City of Glendale, CA Related to FOG.**
  - a. Insert the FDG Ordinance, City ordinance no.5667 of August 18, 2009.
  
4. **Appendix G- Restaurant List for the City of Glendale, CA**
  - a. Insert working list from 2011-2012 annual restaurant run list.
  
5. **Appendix H- Sewer Trouble Spot Work List**
  - a. Add a memo to the appendix that refers the reviewer to:
    - i. The storage location of the electronic master set of monthly work lists.
    - ii. The set of the 12 most recent work lists located on the Crew Supervisor's Office Door.
    - iii. Three(3) years of program records maintained in the Wastewater Section office.
  
6. **Appendix K- Sewer Line Maintenance and Inspection Form**
  - a. Insert most recent revision of the form.(March 2010)
  
7. **Appendix L- Restaurant Run Documentation**
  - a. Add a memo to the appendix that refers the reviewer to:
    - i. The complete set of field documents for the most recent annual restaurant runs maintained in the Wastewater Section Office.

8. Appendix M-Chemical Root Control Spreadsheet

- a. Add a memo to the appendix that refers the reviewer to:
  - i. The program history spreadsheets located at G:/1-Wastewater/YYYY/Crew Supervisors and Superintendent Shared/document name.xls
  - ii. The graphical history of treatment located in the conference area in the Wastewater Maintenance Shop.

9. Appendix N-Infrastructure Repair Lists.

- a. Add a memo to the appendix that refers the reviewer to:
  - i. The collection system repair history spreadsheets located at G:/1-Wastewater/YYYY/Crew Supervisors and Superintendent Shared/document name.xls

10. Appendix P- City Specific Training and Certification.

- a. Add a memo to the appendix that refers the reviewer to:
  - i. Wastewater maintenance Section Crew Training and Certification Paths table located at **location**.
  - ii. The confined space entry and rescue drill program records located in the Wastewater Maintenance Shop.

11. Appendix Q- Operation and maintenance of Wastewater Collection Systems-Vol. I Introduction.

- a. Insert a Xerox copy of the introduction from Vol. I

12. Appendix R- Sewer Pipe Inventory.

- a. Add a memo to the appendix that refers the reviewer to:
  - i. Records of periodic inventories of sewer pipe repair materials maintained in the Wastewater Maintenance Shop Section office..

SSMP Document Amendments

Last Update: 9/9/13

Date	Section Amended / Appended	Action Taken	By Whom	Notes
3/28/12	Appendix A	Revise and update SSMP Development and Implementation Personnel	J. Hicks	Next Revision February 2013
Ongoing	Appendix A	Replace Division Personnel Roster dated 7/8/09	J. Hicks	most updated version located at C:/Clerks/Radio Phones.xls
April 2012	Appendix B	Replace SSO Field Worksheet with the most recent version 12/15/11.	J. Hicks	
May 2012	Appendix F	Insert the POG Ordinance, Ch 13.34 of the Glendale Municipal code, City ordinance no. 5667 of August 18, 2009.	M. Ollataguerre	
May 2012	Appendix G	Restaurant List for the City of Glendale, CA Insert working list from 2011-2012 annual restaurant list.	J. Hicks	
April 2012	Appendix K	Sewer Line Maintenance and Inspection Form Insert most recent revision of the form. (March 2010)	J. Hicks	

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Date	Section Amended / Appended	Action Taken	By Whom	Notes
6/4/12	Chapter 4 - Legal Authority	Append new document description 4.3.4 Encroachment Permit Agreement for the Operation and Maintenance of the CVWD Interceptor Sewer for the Conveyance of Wastewater in the Public Right of Way. Insert copy of document in Appendix D.	M. Ollalaquerre	
6/4/12	Chapter 5 - Fats, Oils and Grease (FOG) Control Program	Append new document description 5.3.7 "Amendment #1 to Chapter 5: Fats, Oils and Grease (FOG) Control Program." Insert copy of memo documenting Public Works Department oversight of FOG program.	M. Ollalaquerre	
6/4/12	Appendix C	Excerpts of the Municipal code of the City of Glendale Insert "Amendment #1 to Appendix C"	M. Ollalaquerre	
6/8/12	Appendix H	APPENDIX H - Sewer Trouble Spot Work List Created memo to refer reviewer to electronic master on GA drive and working and historical hard copy documents maintained in the Wastewater Shop Crew Office.	J. Hicks	
6/20/12	Appendix L	APPENDIX L - Restaurant Run Documentation Created memo to refer reviewer to electronic master on GA drive and working and historical hard copy documents maintained in the Wastewater Shop Crew Office.	J. Hicks	

Date	Section Amended / Appended	Action Taken	By Whom	Notes
6/20/12	Appendix G	APPENDIX G - Restaurant List- Created memo to refer reviewer to electronic master on GA drive	J. Hicks	
7/11/12	Appendix M	Appendix M-Chemical Roof Control Spreadsheet- Created memo to refer reviewer to electronic master on GA drive and to a graphical history of treatment maintained on wall mounted maps of the City's sanitary collection system located in the conference area in the Wastewater Maintenance Shop.	J. Hicks	
8/7/12	Appendix N	Appendix N-Infrastructure Repair Lists Created memo to refer reviewer to electronic master on GA drive. Removed and discarded 11/18/08 hard copy of spreadsheet inserted at time of SSMVP creation.	J. Hicks	
2/22/13	Appendix P	APPENDIX P- City Specific Training and Certification - Created memo to refer reviewer to electronic master of WYW Crew Train and Cert Paths on GA drive. Removed and discarded 9/18/08 hard copy of WYW Crew Train and Cert Paths inserted at time of SSMVP creation. Also Identified Wastewater Maintenance Shop Crew Office as the storage location for the following paper training records: 1. Confined Space Entry and Rescue Drill Program. 2. Sewer System Overflow (SSO) Drill Program. 3. Tangle Gate Training Program	J. Hicks	



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Date	Section Amended / Appended	Action Taken	By Whom	Notes
2/22/13	Appendix Q	Inserted a copy of the introduction to the sixth edition of <u>Operation and Maintenance of Wastewater Collection Systems Vol. I</u> in SSMVP Vol. II (Appendices to the SSMVP) Master stored in Wastewater Maintenance Shop Crew Office	J. Hicks	
8/29/13	Appendix R	Inserted a copy of the <u>Excel Workbook PIPE INVENTORY LIST FOR SHOP REV AUG 2013</u> in SSMVP Vol. II (Appendices to the SSMVP) Master stored in Wastewater Maintenance Shop Crew Office. Removed and discarded <u>STWTR PIPE INVENTORY</u> inserted at time of SSMVP creation.	J. Hicks	
8/29/13	SSMVP Audit No. 1	All follow-up action for this audit completed as of this date.	J. Hicks	
9/1/13	Appendix A	Replace <u>Division Personnel Roster</u> dated 5/1/2012	J. Hicks	most updated version located at G:/Clerks/Radio Phones.xls
9/5/13	New Appendices	Created the following new appendices for Vol. 2- a. Appendix V - Internal Audit Records b. Appendix W - Regulatory Inspections and Responses. c. Appendix X- SSMVP Amendments I etc.	J. Hicks	

Date	Section Amended 1/ Appended	Action Taken	By Whom	Notes
9/10/13	SSMP Audit No. 2	Audit No. 2 - Fourth (4 <sup>th</sup> ) Plan Anniversary Completed as of this date and forwarded to Director Public Works.	J. Hinkle	



### Wastewater Maintenance Section Standby Rotation - 2013



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2013 Standby Schedule	Teams					Relief	
	1	2	3	4			
	Ortega Herrera Ori	Rodriguez Villagran Badgley	Martinez Reyes Tagesyan	Torres Urquiza Garcia	McCloskey Hernandez	Fridays on for	Holidays During Standby Week
December 24-31 2012		X				A	
01/31/2012-01/07/2013						B	New year's Day
January 7-14			X			A	
January 14-21				X		B	MLK Day
January 21-28	X					A	
January 28-February 4		X				B	
February 4-11			X			A	
February 11-18				X		B	
February 18-25	X					A	President's Day
February 25-March 4		X				B	
March 4-11			X			A	
March 11-18				X		B	
March 18-25	X					A	
March 25- April 1		X				B	
April 1- 8			X			A	
April 8-15				X		B	
April 15-22	X					A	
April 22-29		X				B	
April 29- May 6			X			A	
May 6-13				X		B	
May 13-20	X					A	
May 20-27		X				B	
May 27-June 3			X			A	Memorial Day
June 3-10				X		B	
June 10-17	X					A	
June 17-24		X				B	
June 24-July 1			X			A	
July 1-8				X		B	Independence Day
July 8-15	X					A	
July 15-22		X				B	
July 22-29			X			A	
July 29-August 5				X		B	
August 5- 12	X					A	
August 12-19		X				B	
August 19-26			X			A	
August 26-September 2				X		B	
September 2-9	X					A	Lebor Day
September 9-16		X				B	
September 16-23			X			A	
September 23-30				X		B	
September 30-October 7	X					A	
October 7-14		X				B	
October 14-21			X			A	
October 21-28				X		B	
October 28-November 4	X					A	
November 4- 11		X				B	
November 11-18			X			A	Veteran's Day
November 18-25				X		B	
November 25-Dec-02	X					A	Thanksgiving Day
December 2-9		X				B	
December 9-16			X			A	
December 16-23				X		B	
December 23-30	X					A	Christmas Day

WT- Team Lead coordinates water test of bypass pump on standby response vehicle.

Date	Location	Total Spill Volume (gals)	Volume Discharged to Waters of the State (gals)	% HOC	Working Hours Response Time (mins)	After Hours Response Time (mins)	VA Response Time
8/15/2011	1300 Block Linden Ave./San Fernando Road	11,700	7100	16	22	28	43
8/31/2011	3800 Block of Karen Lynn Dr.(Drill)	405	178	58		11	30
8/2/2011	900 Block of Mercedes St/Samuel(Drill)	2125	1325	38			
7/8/2011	1034 Raymond Ave.(between Glenoaks Blvd. and San Fernando Rd.)	1500	250	83	5		
8/11/2011	1700 Block of Base St/Thompson(Drill)	1980	585	63		24	31
8/26/2011	Corner of Rowy and Mountain	1000	700	50		35	
10/21/2011	1630 Golf Club Drive	503	250	50		20	2
11/27/2011	3394 C-21 Way	225	224	0	45		
11/22/2011	1500 Black Bear Ave./Greenview(Drill U)	1450	1285	11		21	20
12/21/2011	1200 Block N. Columbus Ave.	903	808	18	4	5	N/A
12/31/2011	1832 Maginn Drive/Pacific Ave.	803	225	36			N/A
4/4/2012	657 Orwyan Dr./Miller	135	100	35	23		N/A
4/16/2012	2500 E. Glenoaks Blvd./Glenoaks Canyon Dr.	135	1	50	25		N/A
5/9/2012	800 Western Ave./San Fernando(Drill)	2680	110	56		39	25
5/24/2012	2840E. Glenoaks Blvd./Glenoaks Place aka Lower	5300	880	57	24		N/A
5/23/2012	100 Black IV, Colorado Blvd at service Drive ter Amersosa	903	450				
5/28/2012	500 Block of Naranga (Drill)	1140	0	50		30	N/A
8/28/2012	Peak Vista/Thelma St	375	200	100		25	24
8/11/2012	4900 Blk. of Lauderdale (Drill)	515	221	33		20	15
10/16/2012	655 Grove Pl./Woodburn	725	575	57		25	18
10/31/2012	1117 Allan Ave./Glenoaks	2450	430	27	12		N/A
12/1/2012	275 W. Kenneth Rd./Kosar Hill	250	25	80	20		N/A
12/15/2012	847 Canyon Dr./Lifton	125	52	80		13	8
1/11/2013	El Palo/Lernosta	275	275	57		30	
1/12/2013	3524 St Elizabeth Rd	2000	1750	0	N/A	25	20
1/22/2013	Bravo Blvd/Vassar Ave	3073	0	33	22		N/A
1/24/2013	2250 El Arroyo Dr./Aurelio Dr. (Drill)	740	281	100	5	44	N/A
1/25/2013	621 G omore Blvd./E.Chery Chase Dr.	1895	0	100	N/A		N/A
8/5/2013	1010 Catalina Drive PAV./Aholas Dr.	295	175	28	35		N/A
8/28/2013	1606 Rock Garden Ave./Lincoln Ave.	3900	3177	18.1	15		N/A
8/30/2013	2000 Black Chilton Drive/Alameda Avenue (Drill)	890	510	48	N/A	30	23

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# **SSMP Self Audit #1**

## SSMP Audit No.1- March 2012

At the time of the first audit, Volume II of the plan, the appendices, was reviewed for documents that required revision or updating. The following are the actions to be taken as a result of that review:

1. **Appendix A- SSMP Organization**
  - a. Revise and update SSMP Development and Implementation Personnel.
  - b. Replace Division Personnel Roster dated 7/8/09 with the most updated version located at G:/Clerks/Radio Phones.xls
  
2. **Appendix B- Overflow Emergency Response Plan and Documentation**
  - a. Update and replace Agency Phone Numbers-p. 16.
  - b. Replace SSO Field Worksheet with the most recent version 12/15/11.
  
3. **Appendix F- Excerpts of the Municipal Code of the City of Glendale, CA Related to FOG.**
  - a. Insert the FOG Ordinance, City ordinance no.5667 of August 18, 2009.
  
4. **Appendix G- Restaurant List for the City of Glendale, CA**
  - a. Insert working list from 2011-2012 annual restaurant run list.
  
5. **Appendix H- Sewer Trouble Spot Work List**
  - a. Add a memo to the appendix that refers the reviewer to:
    - i. The storage location of the electronic master set of monthly work lists.
    - ii. The set of the 12 most recent work lists located on the Crew Supervisor's Office Door.
    - iii. Three(3) years of program records maintained in the Wastewater Section office.
  
6. **Appendix K- Sewer Line Maintenance and Inspection Form**
  - a. Insert most recent revision of the form.(March 2010)
  
7. **Appendix L- Restaurant Run Documentation**
  - a. Add a memo to the appendix that refers the reviewer to:
    - i. The complete set of field documents for the most recent annual restaurant runs maintained in the Wastewater Section Office.

**8. Appendix M-Chemical Root Control Spreadsheet**

- a. Add a memo to the appendix that refers the reviewer to:
  - i. The program history spreadsheets located at G:/1-Wastewater/YYYY/Crew Supervisors and Superintendent Shared/**document name**.xls
  - ii. The graphical history of treatment located in the conference area in the Wastewater Maintenance Shop.

**9. Appendix N-Infrastructure Repair Lists.**

- a. Add a memo to the appendix that refers the reviewer to:
  - i. The collection system repair history spreadsheets located at G:/1-Wastewater/YYYY/Crew Supervisors and Superintendent Shared/**document name**.xls

**10. Appendix P- City Specific Training and Certification.**

- a. Add a memo to the appendix that refers the reviewer to:
  - i. Wastewater maintenance Section Crew Training and Certification Paths table located at **location**.
  - ii. The confined space entry and rescue drill program records located in the Wastewater Maintenance Shop.

**11. Appendix Q- Operation and maintenance of Wastewater Collection Systems-Vol. I Introduction.**

- a. Insert a Xerox copy of the introduction from Vol. I

**12. Appendix R- Sewer Pipe Inventory.**

- a. Add a memo to the appendix that refers the reviewer to:
  - i. Records of periodic inventories of sewer pipe repair materials maintained in the Wastewater Maintenance Shop Section office..

## **SSMP Self-Audit Worksheet #1**

Chapter 1: Prohibitions and Provisions – No changes needed

Chapter 2: Goals and Organizational Structure – No changes needed

Chapter3: Overflow Emergency Response Plan – No changes needed

Chapter4: Legal Authority – No changes needed

Chapter 5: Fats, Oils, and Grease (FOG) Control Program – No changes needed

Chapter 6: Operation and Maintenance Program – No changes needed

Chapter 7: Design and Performance Provisions – No changes needed

Chapter 8: System Evaluation and Capacity Assurance Plan – No changes needed

Chapter 9: Monitoring, Measurement, and Program Modifications – No changes needed

Chapter 10: SSMP Program Audits – No changes needed

Chapter 11: Communication Program – No changes needed



