

Gregorio Gomez, Mayor
Rosa Vasquez, Mayor Pro Tem
Paul Boyer, Council Member
Ruben Macareno, Council Member
Tina Hernandez, Council Member

**Farmersville City Council
Regular Meeting**

Monday, July 27, 2020 6:00 PM
Meeting held in Civic Center Council Chambers
– 909 W. Visalia Road Farmersville, California

**Pursuant to Governor Newsom’s Executive Order N-25-20,
the City of Farmersville will be allowing the public, staff, and City
Council to attend this meeting via Zoom Meeting.**

Please dial 1-669-900-6833

Meeting ID: 934-0342-3378

Password: 210018

- 1. Call to Order:**
- 2. Roll Call:**
- 3. Invocation:**
- 4. Pledge of Allegiance:**
- 5. Public Comment:**

Provides an opportunity for members of the public to address the City Council on items of interest to the public within the Council’s jurisdiction and which are not already on the agenda this evening. It is the policy of the Council not to answer questions impromptu. Concerns or complaints will be referred to the City Manager’s office. Speakers should limit their comments to not more than two (2) minutes. No more than twenty (20) total minutes will be allowed for Public Comment. For items which are on the agenda this evening, members of the public will be provided an opportunity to address the council as each item is brought up for discussion. Comments are to be addressed to the Council as a body and not to any individual Council Member.

6. Presentations:

7. Consent Agenda:

Under a CONSENT AGENDA category, a recommended course of action for each item is made. Any Council Member or Member of the Public may remove any item from the CONSENT AGENDA in order to discuss and/or change the recommended course of action, and the Council can approve the remainder of the CONSENT AGENDA.

A. Minutes of Regular City Council Meeting of July 13, 2020.

Recommend approval of minutes.

Documents: Draft Action Minutes of July 13, 2020.

B. Adoption of Resolution 2020-052 to Revise Submittal of a 2018 Community Development Block Grant (CDBG) Application

Recommend that City Council adopt Resolution 2020-052 to revise the submittal of an application for grant funding, the execution of a grant agreement and any amendments thereto, including Funds Requests and other required reporting forms.

Documents: Resolution 2020-052

C. Engagement Letter for Annual Audit

Recommend that the City Council authorize the Mayor to sign the engagement letter to commission Price Paige & Co. to perform annual financial audit for FY 2020.

Documents: Engagement Letter

8. General Business

A. Public Hearing: 2020/2021 Landscape and Lighting Assessment Districts

Recommend that the City Council adopts Resolutions 2020-039 through 2020-051 that accept the engineer's report and levy the assessments for Farmersville's Landscape and Lighting Assessment Districts.

Documents: Resolutions 2020-039 through 2020-051

B. Public Hearing: Reorganization 2020-01 (Annexation of two City-owned parcels (one at the Farmersville Wastewater Treatment Plant and one along E. Visalia Road. Upon annexation the parcels will be detached from County Service Area #1. For the parcel at the Wastewater Treatment Plant, the City is also amending the Sphere of Influence boundary and applying City zoning (P/QP zone))

Recommend that the City Council conduct a public hearing and vote to:

1. Adopt Resolution 2020-37 amending the Sphere of Influence to include the Wastewater Treatment Plant expansion site.
2. Adopt Resolution 2020-38 initiating reorganization of both parcels (Wastewater treatment plant site and E. Visalia Road parcel)
3. Introduce and waive the first reading of Ordinance 504 to apply the "P/QP" (Public/Quasi-Public) zone to the parcel at the Wastewater Treatment Plant.

Documents:

- 1) Map 1: Parcel Locations
- 2) Map 2: Aerial photo of Wastewater Treatment parcel
- 3) Resolution 2020-37 Amending the Sphere of Influence

- 4) Resolution 2020-38 (Initiating reorganization (annexation and detachment) of the parcels)
- 5) Ordinance 504, amending zoning for the Wastewater Treatment Plant parcel

C. Acceptance of the Revised Sewer System Management Plan and adoption of the Fats Oils and Grease (FOG) Program Best Management Practices

Recommend that the City Council accept the revised Sewer System Management Plan (SSMP) by Resolution 2020-035; and adopt the FOG Program Best Management Practices (BMP) by Resolution 2020-036.

Documents: Resolution 2020-035
Sewer System Management Plan
Resolution 2020-036
FOG Best Management Practices Manual

9. Council Reports

A. City Council Updates and Committee Reports

10. Staff Communications:

11. Future Agenda Items

1. Farmersville 60th Anniversary Celebration

12. Adjournment:

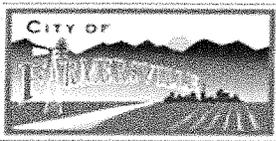
NOTICE TO PUBLIC

The City of Farmersville Civic Center and City Council Chambers comply with the provisions of the Americans with Disabilities Act (ADA). Anyone needing special assistance please contact City Hall at (559) 747-0458 please allow at least six (6) hours prior to the meeting so that staff may make arrangements to accommodate you.

Materials related to an item on this agenda submitted to the Council after distribution of the agenda packet are available for public inspection in the City's offices during normal business hours.

Drafted by: J. Gomez

Strong Roots.....Growing Possibilities



Gregorio Gomez, Mayor
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**Farmersville City Council
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Meeting ID: 974-5327-4769

Password: 118594

1. **Call to Order in Memory of the late Candelario “Candy” Becerra: 6:12pm**
2. **Roll Call: Gomez, Vasquez, Boyer, Macareno, Hernandez (absent)**
3. **Invocation: Gomez**
4. **Pledge of Allegiance: Gomez**
5. **Public Comment:**

Provides an opportunity for members of the public to address the City Council on items of interest to the public within the Council's jurisdiction and which are not already on the agenda this evening. It is the policy of the Council not to answer questions impromptu. Concerns or complaints will be referred to the City Manager's office. Speakers should limit their comments to not more than two (2) minutes. No more than twenty (20) total minutes will be allowed for Public Comment. For items which are on the agenda this evening, members of the public will be provided an opportunity to address the council as each item is brought up for discussion. Comments are to be addressed to the Council as a body and not to any individual Council Member.

Alice Lopez resident of Farmersville informed council of illegal fireworks being set off. Would like the Mayor or Chief of Police to address Farmersville residents of current information regarding City and COVID.

Yvonne Haro resident 910 E. Costner would like homeless people at Ash/Hester by bridge to be addressed. Stop sign at Farmersville Blvd/Ash, next to Family Dollar there is a tree that hides the stop sign. Also talked about all the loose dogs in Farmersville.

6. **Presentations: none**

7. Consent Agenda:

Under a CONSENT AGENDA category, a recommended course of action for each item is made. Any Council Member or Member of the Public may remove any item from the CONSENT AGENDA in order to discuss and/or change the recommended course of action, and the Council can approve the remainder of the CONSENT AGENDA.

A. Minutes of Regular City Council Meeting of June 22, 2020.

Recommend approval of minutes.

Documents: Draft Action Minutes of June 22, 2020.

B. Finance Update for June 2020: Warrant Register and Investment Summary

Recommend that the City Council:

1. Approve the Warrant Register as presented for the period. This reporting period represents warrants issued for the current Fiscal Year (2019/2020); and
2. Accept the Investment Summary as presented for the period. This reporting period represents investment summary for the previous month.

Documents: June 2020 Warrant Register
Investment Summary June 2020

C. Task Order with Collins & Schoettler for SB2 Planning Services for Zoning Ordinance Update and Downtown Mixed-Use Specific Plan in an amount not to exceed \$205,000

Recommend that the City Council approve the Task Order with Collins & Schoettler for SB2 Planning Services for Zoning Ordinance Update and Downtown Mixed-Use Specific Plan in an amount not to exceed \$205,000.

Documents: Task Order

D. Waive Second Reading and approve Ordinance 503 adopting Municipal Code Chapter 3.44 Enacting a Ten Percent (10%) Transient Occupancy Tax on Hotel Occupancies within the City

Recommend that the City Council waive the second reading and approve Ordinance 503 adopting Municipal Code Chapter 3.44 Enacting a Ten Percent (10%) Transient Occupancy Tax on Hotel Occupancies within the City.

Documents: Ordinance 503

E. Resolution 2020-031 adopting Memorandums of Understanding with the Mid-Management Employee Association, Police Officer's Association, International Brotherhood of Teamsters, Local 517, and the Addendums to the Employment Agreements for the Department Heads

Recommend that the City Council Adopt Resolution 2020-031 authorizing the City Manager to execute the Memorandums of Understanding with the Mid-Management Employee Association, Police Officer's Association, International Brotherhood of Teamsters, Local 517, and execute the Addendums to the Employment Agreements for the Department Heads.

Documents: Resolution 2020-031
Memorandums of Understanding:
Mid-Management Association
Police Officer's Association
Int'l Brotherhood of Teamsters, Local 517
Addendums to Employment Agreements:
Director of Finance and Administration
Chief of Police

Motion to approve items A-E.

Councilmember Boyer abstained from any warrants regarding Self Help Enterprises.

Result: Approved Mover: Councilmember Boyer Seconder: Mayor Pro Tem Vasquez Ayes: Gomez, Vasquez, Boyer, Macareno Noes: Abstain: Boyer Absent : Hernandez

8. General Business

A. Public Hearing: Adopt the Permanent Local Housing Allocation Plan and Authorize the City Manager to execute the Application and other documents related to the Program

Recommend that the City Council:

- 1) Approve Resolution No. 2020-034 authorizing and adopting the Permanent Local Housing Allocation Plan and certifying that the public had adequate opportunity to review and comment on the Plan.
- 2) Approve Resolution No. 202-033 authorizing the City Manager to execute the PLHA Program Application, the PLHA Standard Agreement and any subsequent amendments or modifications thereto, as well as any other

documents which are related to the Program or the PLHA grant awarded to Applicant, as the Department may deem appropriate.

Documents: Resolution 2020-033
Resolution 2020-034

Councilmember Boyer recused himself due to a conflict of interest with the project and Self Help Enterprises.

Jennifer Gomez, City Manager gave presentation on Local Housing Allocation Plan.

Mayor Gomez opened he Public Hearing at 6:31pm and with no comments given, closed the Public Hearing at 6:31pm.

Result: Approved Mover: Mayor Gomez Seconded: Mayor Pro Tem Vasquez Ayes: Gomez, Vasquez, Macareno Noes: Abstain: Boyer Absent : Hernandez
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B. Review of March 20, 2020 Local Emergency Declaration

Recommend that the City Council review the March 20, 2020 Local Emergency Declaration and continue with said declaration as previously adopted by Resolution 2020-010 and Urgency Ordinance 501.

Documents: Resolution 2020-010
Urgency Ordinance 501

City Manager Jennifer Gomez provided an update on COVID-19 and the current orders issued by the State.

Councilmember Boyer inquired about possibly ordering masks for the public.

Following additional discussion, the Council concurred to continue the Local Emergency Declaration.

C. Appointments to Tulare County Regional Transit Agency

Recommend that the City Council appoint one Director and one alternate to the Governing Board of the Tulare County Regional Transit Agency.

Councilmember Boyer nominated Mayor Gomez as Director and Councilmember Hernandez as alternate. Council unanimously approved the nominations.

9. Council Reports

A. City Council Updates and Committee Reports

Macareno inquired about general upkeep for the alleys and Parks.

Boyer commented on Candelario Becerra's passing. He inquired about the progress on Farmersville Blvd. Widening. Boyer also thanked Public Works for the annual newsletter regarding City's water.

Gomez thanked City Manager and Chief of Police on educating large groups of people about COVID. He also inquired about the upkeep on the Round About. He requested that Code Enforcement look at weed issues in empty lots.

10. Staff Communications:

City Manager- Karl Schoettler will be starting on our Task Order for the Zoning Ordinance update and Downtown Specific Plan. A stakeholder committee of downtown merchants will be formed to attend workshops. Elections opened today for papers to be pulled to run for the two upcoming vacant seats on the City Council. The City was low on points for the HOME investment grant and will probably not be awarded. The 2019 CDBG Design for Alleys application will likely be awarded and staff is just waiting for an official letter. CARES Act will start giving money in 6 payments for \$140,745.00. The Urban Greening Program application was submitted today.

Public Works- WWTP piping project has been completed. The concrete for the Freedom crosswalk has been poured. Curb and gutter work has been done on East Walnut. West Walnut work will begin on July 27, 2020.

11. Future Agenda Items

1. Farmersville 60th Anniversary Celebration

12. Adjourn To Closed Session

Mayor Gomez adjourned to closed session at 7:10pm.

A. CONFERENCE WITH LABOR NEGOTIATORS

Pursuant to Government Code Section 54957.6

Agency designated representative:

Jennifer Gomez, Steve Huntley, and Michael Schulte

Employee organization:

Miscellaneous Employees

International Brotherhood of Teamsters Local 517

Police Officers Association

Mid-Management Employee Association

Department Heads

B. CONFERENCE WITH REAL PROPERTY NEGOTIATORS

Pursuant to Government Code Section 54956.8

Property: 330 N. Farmersville Blvd.

Agency Negotiators: Jennifer Gomez and Michael Schulte

Negotiating Parties: Tiburcio Cortez

Under Negotiation: Discussion and Consideration of Approval of City
Purchase of 330 N. Farmersville Blvd property

13. Reconvene to Open Session:

Mayor Gomez reconvened at 7:30pm and reported that the following action took place:

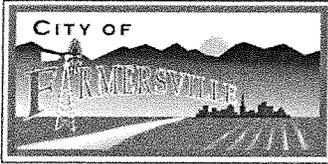
Motion by Council Member Macareno, second by Mayor Pro Tem Vasquez, and approved 4-0 to adopt Resolution 2020-032 authorizing the City Manager to take all remaining actions necessary for the purchase of the Real Property located at 330 N. Farmersville Blvd.

14. Adjournment:

Mayor Gomez adjourned the meeting at 7:30pm.

Respectfully submitted,

Rochelle Giovani
City Clerk



City Council

Staff Report 7B

TO: Honorable Mayor and City Council

FROM: Jennifer Gomez, City Manager

DATE: July 27, 2020

RE: Adoption of Resolution 2020-052 to Revise Submittal of a 2018 Community Development Block Grant (CDBG) Application

RECOMMENDED ACTION:

Staff recommends that City Council adopt Resolution 2020-052 to revise the submittal of an application for grant funding, the execution of a grant agreement and any amendments thereto, including Funds Requests and other required reporting forms.

BACKGROUND and DISCUSSION:

On January 14, 2019, the City Council approved the submittal of an application for grant funding, the execution of a grant agreement and any amendments thereto, including Funds Requests and other required reporting forms for the 2018 CDBG Program. Through the preparation of the application and the action presented to the City Council, the amounts requested for Youth Services and Senior Services was inadvertently switched. Staff became aware of the problem when the City was notified of the awards later in 2019. HCD was immediately contacted to correct the problem. Last month, the City received copies of the Standard Agreements to execute, but realized the amounts had still not been corrected. Staff has been working with HCD to correct the errors. HCD has requested that the City revise the Resolution that was approved on January 14, 2019 to reflect the correct amounts.

Attached for Council's consideration is a revised resolution reflecting the correct amounts. In the original application, the City requested funds for Alley Improvements, but that was not awarded. It is being shown in the revised resolution only to maintain consistency with the original application.

The City is requesting \$140,000 for Public Services for Seniors, and \$250,000 for Public Services for Youth. The costs of administering the grant and implementing grant activities are eligible costs and are reflected in the resolution reducing the net amount for Senior Services to \$130,233 and \$232,558 for Youth Services.

ATTACHMENT(S):

Resolution 2020-052

RESOLUTION NO. 2020-052

A REVISED RESOLUTION APPROVING SUBMITTAL OF AN APPLICATION FOR FUNDING AND THE EXECUTION OF A GRANT AGREEMENT AND ANY AMENDMENTS THERETO FROM THE 2018 FUNDING YEAR OF THE STATE CDBG PROGRAM

BE IT RESOLVED by the City Council of the City of Farmersville as follows:

SECTION 1:

The City Council has reviewed and hereby approves submittal of an application in the amount of \$3,000,000 for the following CDBG activities, pursuant to the November 2018 CDBG NOFA:

General Program Administration	\$162,209
Public Services – Youth	\$232,558
Public Services – Seniors	\$130,233
Public Improvements – Alley Improvements	\$2,475,000

SECTION 2:

The City acknowledges compliance with state and federal public participation requirements in the development of the application.

SECTION 3:

The City hereby approves the use of Program Income in an amount not to exceed \$1,250,000 for the following one supplemental activity:

Public Improvements – City Park(s) Improvements

SECTION 4:

The City hereby authorizes and directs the City Manager to sign this application and act on the City's behalf in all matters pertaining to this application.

SECTION 5:

If the application is approved, the City Manager is authorized to enter into and sign the grant agreement and any subsequent amendments with the State of California for the purposes of the grant.

SECTION 6:

If the application is approved, the City Manager or Finance Director is authorized to sign Funds Requests and other required reporting forms.

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PASSED AND ADOPTED at a regular meeting of the City Council of the City of Farmersville held on July 27, 2020 by the following vote:

AYES: _____

NOES: _____

ABSTAIN: _____

ABSENT: _____

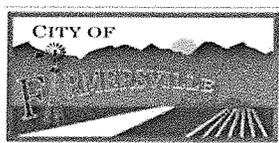
By: _____

Gregorio Gomez, Mayor
City Council

ATTEST:

By: _____

Rochelle Giovani, City Clerk



City Council

Staff Report 7C

TO: Honorable Mayor and City Council

FROM: Jennifer Gomez, City Manager

DATE: July 27, 2020

SUBJECT: Engagement Letter for Annual Audit

RECOMMENDED ACTION:

It is respectfully recommended that the City Council authorize the Mayor to sign the engagement letter to commission Price Paige & Co. to perform annual financial audit for FY 2020.

BACKGROUND and DISCUSSION:

Each year the City is required to conduct a financial audit of all accounts. The Engagement Letter requires a signature by Governance and by Management. The City Manager has signed this letter as a routine matter of administration and the Mayor seeks the City Council's authorization to sign the engagement letter of behalf of the City Council.

GFOA best practices states that, "While there is some belief that auditor independence is enhanced by a practice requiring that the independent audit firm be replaced at the end of each multiyear agreement, unfortunately, the frequent lack of competition among audit firms fully qualified to perform public-sector audits could make a practice of mandatory audit firm rotation counterproductive."

The current audit firm engaged with the City of Farmersville is highly qualified and in recent years, the audit partner, audit manager, and even audit staff working with the City has completely rotated thus reducing risk to the City while maintaining the very beneficial history and year-to-year experience and familiarity keeping the audit process timely and effective.

COORDINATION & REVIEW:

The recommended action has been coordinated and reviewed with the City Manager, Director of Finance and Administration, and Price Paige & Co.

ALTERNATIVES:

Prepare a Request for Proposals and seek out an alternative vendor to perform the Audit.

This alternative is not recommended because it would delay the start and completion of the audit and a new firm is likely to take longer to acclimate to the City's financial system and other requirements. A multi-year contract will be considered next year.

FISCAL IMPACT:

The estimate cost of the Audit is included in the FY 20/21 Budget and is projected at \$47,150 up from \$46,700 from the prior year (a less than 1% increase).

CONCLUSION:

It is respectfully recommended that the City Council authorize the Mayor to sign the engagement letter for audit services.

ATTACHMENTS(S): 1) Engagement Letter



PRICE PAIGE & COMPANY
Accountancy Corporation

The Place to Be

July 15, 2020

Mayor Gregorio Gomez
Ms. Jennifer Gomez, City Manager
City of Farmersville
909 W. Visalia Road
Farmersville, California 93223

We are pleased to confirm our understanding of the services we are to provide the City of Farmersville (the "City") for the year ended June 30, 2020. We will audit the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements, of the City as of and for the year ended June 30, 2020. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the City's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the City's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by U.S. generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis
- 2) Budgetary comparison schedules
- 3) Proportionate Share of Net Pension Liability (Asset)
- 4) Schedule of Contributions

We have also been engaged to report on supplementary information other than RSI that accompanies City's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and we will provide an opinion on it in relation to the financial statements as a whole, in a report combined with our auditor's report on the financial statements:

- 1) Schedule of Expenditures of Federal Awards
- 2) Combining and Individual fund statements

Audit Objectives

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. The objective also includes reporting on—

570 N. Magnolia Avenue, Suite 100
Clovis, CA 93611

tel 559.299.9540
fax 559.299.2344

- Internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control over compliance related to major programs and an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will include a paragraph that states that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the City's internal control or on compliance, and (2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the City's internal control and compliance. The Uniform Guidance report on internal control over compliance will include a paragraph that states that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of the Uniform Guidance, and will include tests of accounting records, a determination of major program(s) in accordance with the Uniform Guidance, and other procedures we consider necessary to enable us to express such opinions. We will issue written reports upon completion of our Single Audit. Our reports will be addressed to Honorable Mayor and City Council of the City of Farmersville. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement.

Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, an unavoidable risk exists that some material misstatements or noncompliance may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or on major programs. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; schedule of expenditures of federal awards; federal award programs; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

Audit Procedures—Internal Control

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further

audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the Uniform Guidance.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the City's compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with federal statutes, regulations, and the terms and conditions of federal awards applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the *OMB Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of the City's major programs. For federal programs that are included in the Compliance Supplement, our compliance and internal control procedures will relate to the compliance requirements that the Compliance Supplement identifies as being subject to audit. The purpose of these procedures will be to express an opinion on the City's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

Other Services

We will assist in preparing the financial statements, schedule of expenditures of federal awards, and related notes of the City in conformity with U.S. generally accepted accounting principles and the Uniform Guidance based on information provided by you. We will also prepare the GASB 68 calculation for the City. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Management Responsibilities

Management is responsible for (1) designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including internal controls over federal awards, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, schedule of expenditures of federal awards, and all accompanying information in conformity with U.S. generally accepted accounting principles; and for compliance with applicable laws and regulations (including federal statutes) and the provisions of contracts and grant agreements (including award agreements). Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, including identification of all related parties and all related-party relationships and transactions, (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance, (3) additional information that we may request for the purpose of the audit, and (4) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants. Management is also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements that we report. Additionally, as required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; promptly follow up and take corrective action on reported audit findings; and prepare a summary schedule of prior audit findings and a separate corrective action plan.

You are responsible for identifying all federal awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received) in conformity with the Uniform Guidance. You agree to include our report on the schedule of expenditures of federal awards in any document that contains and indicates that we have reported on the schedule of expenditures of federal awards. You also agree to [include the audited financial statements with any presentation of the schedule of expenditures of federal awards that includes our report thereon OR make the audited financial statements readily available to intended users of the schedule of expenditures of federal awards no later than the date the schedule of expenditures of federal awards is issued with our report thereon]. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance; (2) you believe the schedule of expenditures of federal awards, including its form and content, is stated fairly in accordance with the Uniform Guidance; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

You agree to assume all management responsibilities relating to the financial statements, schedule of expenditures of federal awards, and related notes, and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with all nonaudit services we provide. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Electronic Data Communication and Storage and Use of Third Party Service Provider

In the interest of facilitating our services to the City, we may communicate by facsimile transmission, send data over the Internet, store electronic data via computer software applications hosted remotely on the Internet, or allow access to data through third-party vendors' secured portals or clouds. Electronic data that is confidential to the City may be transmitted or stored using these methods. We may use third-party service providers to store or transmit this data, such as providers of tax return preparation and document management software. In using these data communication and storage methods, our firm

employs measures designed to maintain data security. We use reasonable efforts to keep such communications and data access secure in accordance with our obligations under applicable laws and professional standards. We also require all of our third-party vendors to do the same.

You recognize and accept that we have no control over the unauthorized interception or breach of any communications or data once it has been sent or has been subject to unauthorized access, notwithstanding all reasonable security measures employed by us or our third-party vendors, and consent to our use of these electronic devices and applications and submission of confidential client information to third-party service providers during this engagement.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

We will schedule the engagement based in part on deadlines, working conditions, and the availability of your key personnel. We will plan the engagement based on the assumption that your personnel will cooperate and provide assistance by performing tasks such as preparing requested schedules, retrieving supporting documents, and preparing confirmations. If, for whatever reason, your personnel are unavailable to provide the necessary assistance in a timely manner, it may substantially increase the work we have to do to complete the engagement within the established deadlines, resulting in an increase in fees over our original fee estimate.

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to electronically submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditor's reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse. We will coordinate with you the electronic submission and certification. The Data Collection Form and the reporting package must be submitted within the earlier of 30 calendar days after receipt of the auditor's reports or nine months after the end of the audit period.

We will provide copies of our reports to the City; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Price Paige & Company and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to your cognizant agency or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Price Paige & Company personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of seven years after the report release date.

Fausto Hinojosa, CPA, CFE, is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign them.

Our fees for the City's fiscal year ended June 30, 2020 are as follows:

Annual Financial Statement Audit	\$45,355
GASB 68 Preparation	1,750
Total	<u>\$47,150</u>

Our fee estimate is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you before we incur the additional costs. Our fees for these services will be billed at the hourly billing rates for the individual involved, plus out-of-pocket expenses. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. We will issue a monthly billing statement for the work

completed in that month. Payments for services are due when rendered and interim billings may be submitted as work progresses and expenses are incurred.

If any dispute pertaining to our work product arises among the parties hereto, the parties agree first to try in good faith to settle the dispute by mediation administered by the American Arbitration Association under its Rules for Professional Accounting and Related Services Disputes before resorting to litigation. The costs of any mediation proceeding shall be shared equally by all parties.

All work will be suspended if your account becomes 90 days past due. No work will be resumed until your account is fully paid. You acknowledge and agree that in the event we stop work or withdraw from this engagement as a result of your failure to pay on a timely basis for services rendered as required by this engagement letter, we shall not be liable for any damages that occur as a result of our ceasing to render services. Client and accountant both agree that any dispute over fees charged by the accountant to the client will be submitted for resolution by arbitration in accordance with the Rules for Professional Accounting and Related Services Disputes of the American Arbitration Association. Such arbitration shall be binding and final. IN AGREEING TO ARBITRATION, WE BOTH ACKNOWLEDGE THAT, IN THE EVENT OF A DISPUTE OVER FEES CHARGED BY THE ACCOUNTANT, EACH OF US IS GIVING UP THE RIGHT TO HAVE THE DISPUTE DECIDED IN A COURT OF LAW BEFORE A JUDGE OR JURY AND INSTEAD WE ARE ACCEPTING THE USE OF ARBITRATION FOR RESOLUTION.

We appreciate the opportunity to be of service to you and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please obtain the signatures and return a copy to us via email or regular mail at your earliest convenience.

Very truly yours,

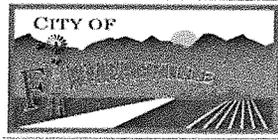
Fausto, CPA, CFE
Price Paige & Company

RESPONSE:

This letter correctly sets forth the understanding of the **City of Farmersville**.

Management Signature *Title* *Date*

Mayor Signature *Title* *Date*



City Council

Staff Report 8A

TO: Honorable Mayor and City Council

FROM: Jennifer Gomez, City Manager

DATE: July 27, 2020

SUBJECT: Public Hearing: 2020/2021 Landscape and Lighting Assessment Districts

RECOMMENDED ACTION:

That the City Council adopts Resolutions 2020-039 through 2020-051 that accept the engineer's report and levy the assessments for Farmersville's Landscape and Lighting Assessment Districts.

BACKGROUND:

The City currently has 13 landscape and lighting districts consisting of 822 individual lots formed as a part of the approval process of various subdivisions for maintaining the surrounding landscaping in each of the subdivisions. The City maintains the turf, shrubs, trees, irrigation systems, lighting (in some districts), and walls (in some districts) on the exterior of the parcels of land which are all located in the public right of way.

Each parcel within each subdivision is assessed an amount equal to their share of the costs for said maintenance. Each fiscal year, the City is required, by the rules for the assessment districts (in accordance with the 1972 Landscape and Lighting District Act), to do a cost accounting of the assessments for the upcoming year.

There are several steps in the process to recover the cost of maintenance for these districts. The following is a summary of the steps that have taken place or will take place in this process:

1. The City Council adopted Resolution 2020-023 directing the City Engineer to prepare the Engineer's Report at its June 8, 2020 Council meeting and set the Public Hearing for July 27, 2020.
2. The City Engineer prepared the engineer's report and incorporated applicable charges for the individual districts.
3. On June 22, 2020, the City Council reviewed the engineer's report and adopted Resolution 2020-030 of intent to levy and collect assessments on the landscape and lighting districts.
4. Advertised a notice in the newspaper on July 1, 2020, for the Public Hearing on July 27, 2020 announcing the annual updates.

5. Conduct the Public Hearing on July 27, 2020 and adopt a resolution levying the assessments for each district.
6. Subsequent to Council action, the City Clerk will deliver a master list with the assessment to be applied to each applicable parcel to the County Assessor's office.
7. The adjusted assessments will be added to the County's assessment rolls in August and the City would receive from the County the monies from the two normal, semiannual property tax collections (one in December and one in April) to pay the expense of providing the above maintenance activities.

DISCUSSION:

The engineer's report was made available for public review from July 1, 2020. It should be noted that no residents posted any comments or offered any testimony in writing regarding the assessments that are proposed.

COORDINATION & REVIEW:

Staff has reviewed the timing and funding with the Finance Director and City Manager.

ALTERNATIVES:

None proposed.

FISCAL IMPACT:

The assessment districts are self-funded, and costs recovered for the County Assessor cover the actual costs of maintaining the districts. The applicable charges will be included in the 2020/2021 fiscal budget.

CONCLUSION:

It is respectfully recommended that the City Council:

- a) Conduct the Public Hearing
- b) Adopts Resolutions 2020-039 through 2020-051 that accept the engineer's report and levy the assessments for Farmersville's Landscape and Lighting Assessment Districts.

Attachments: Resolutions 2020-039 through 2020-051

RESOLUTION NO. 2020-039

RESOLUTION BY THE CITY COUNCIL OF THE CITY OF FARMERSVILLE, TULARE COUNTY, CALIFORNIA, APPROVING ENGINEER'S REPORT AND CONFIRMING ASSESSMENT ON:

ASSESSMENT DISTRICT NO. 09-02 WALNUT GROVE SUBDIVISION I
ASSESSMENT DISTRICT NO. 92-03 WALNUT GROVE SUBDIVISION II
ASSESSMENT DISTRICT NO. 94-01 WALNUT GROVE SUBDIVISION III
ASSESSMENT DISTRICT NO. 95-01 WALNUT GROVE SUBDIVISION IV

WHEREAS, the City of Farmersville formed an assessment district pursuant to the Landscaping and Lighting Act of 1972 (Section 22500 and following, Streets & Highways Code); and

WHEREAS, the Engineer for the proceedings filed an Engineer's Report with the City Clerk in accordance with Article 4 of Chapter 1 of the Landscaping & Lighting Act of 1972; and

WHEREAS, the City Council did conduct a public hearing on July 27, 2020 to consider its intent to levy and collect assessments on said assessment district.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Farmersville:

1. The City Council of the City of Farmersville hereby confirms the diagram and assessment contained in the Engineer's Report and levies the assessment for the fiscal year 2020/21.
2. The City Council of the City of Farmersville hereby forwards the following attachments to Tulare County Recorder's Office for Recordation:

Clerk's Certification to County Auditor

Engineer's Report

Exhibit A: Recording History

Exhibit B: Recapitalization of Assessments

Exhibit C: Estimated Assessments

Exhibit D Assessment Roll

Exhibit E Diagram Showing All Parcels of Real Property Within the Assessments District.

The motion was made by Councilmember _____ and seconded by Councilmember _____ at a regular meeting held on the 27th of July 2020 by the following vote:

AYES: _____

NOES: _____

ABSTAIN: _____

ABSENT: _____

BY:

ATTEST:

Gregorio Gomez, Mayor

City Clerk

RESOLUTION NO. 2020-040

**RESOLUTION BY THE CITY COUNCIL OF THE CITY OF FARMERSVILLE,
TULARE COUNTY, CALIFORNIA, APPROVING ENGINEER'S REPORT AND
CONFIRMING ASSESSMENT ON:**

**ASSESSMENT DISTRICT NO. 93-01 WOODCREST ESTATES PHASE ONE
ASSESSMENT DISTRICT NO. 94-02 WOODCREST ESTATES PHASE TWO
ASSESSMENT DISTRICT NO. 96-01 WOODCREST ESTATES PHASE THREE**

WHEREAS, the City of Farmersville formed an assessment district pursuant to the Landscaping and Lighting Act of 1972 (Section 22500 and following, Streets & Highways Code): and

WHEREAS, the Engineer for the proceedings filed an Engineer's Report with the City Clerk in accordance with Article 4 of Chapter 1 of the Landscaping & Lighting Act of 1972; and

WHEREAS, the City Council did conduct a public hearing on July 27, 2020 to consider its intent to levy and collect assessments on said assessment district.

NOW, THEREFORE, IT RESOLVED by the City Council of the City of Farmersville:

1. The City Council of the City of Farmersville hereby confirms the diagram and assessment contained in the Engineer's Report and levies the assessment for the fiscal year 2020/21.

2. The City Council of the City of Farmersville hereby forwards the following attachments to Tulare County Recorder's Office for Recordation:

Clerk's Certification to County Auditor
Engineer's Report
Exhibit A: Recording History
Exhibit B: Recapitalization of Assessments
Exhibit C: Estimated Assessments
Exhibit D: Assessment Roll
Exhibit E: Diagram Showing All Parcels of Real Property Within the Assessments District.

The motion was made by Council Member _____ and seconded by Council Member _____ at a regular meeting held on the 27th day of July 2020 by the following vote:

AYES: _____

NOES: _____

ABSTAIN: _____

ABSENT: _____

BY:

ATTEST:

Gregorio Gomez, Mayor

City Clerk

RESOLUTION 2020-041

**RESOLUTION BY THE CITY COUNCIL OF THE CITY OF FARMERSVILLE,
TULARE COUNTY, CALIFORNIA, APPROVING ENGINEER'S REPORT AND
CONFIRMING ASSESSMENT ON:**

ASSESSMENT DISTRICT NO. 94-03 WALNUT WOOD ESTATES I & II

WHEREAS, the City of Farmersville formed an assessment district pursuant to the Landscaping and Lighting Act of 1972 (Section 22500 and following, Streets & Highways Code): and

WHEREAS, the Engineer for the proceedings filed an Engineer's Report with the City Clerk in accordance with Article 4 of Chapter 1 of the Landscaping & Lighting Act of 1972; and

WHEREAS, the City Council did conduct a public hearing on July 27, 2020 to consider its intent to levy and collect assessments on said assessment district.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Farmersville:

1. The City Council of the City of Farmersville hereby confirms the diagram and assessment contained in the Engineer's Report and levies the assessment for the fiscal year 2020/21.
2. The City Council of the City of Farmersville hereby forwards the following attachments to Tulare County Recorder's Office for Recordation:

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Engineer's Report

Exhibit A: Recording History

Exhibit B: Recapitalization of Assessments

Exhibit C: Estimated Assessments

Exhibit D Assessment Roll

Exhibit E Diagram Showing All Parcels of Real Property Within the Assessments District.

The motion was made by Councilmember _____ and seconded by Councilmember _____ at a regular meeting held on the 27th day of July 2020 by the following vote:

AYES: _____

NOES: _____

ABSTAIN: _____

ABSENT: _____

BY:

ATTEST:

Gregorio Gomez, Mayor

City Clerk

RESOLUTION NO. 2020-042

**RESOLUTION BY THE CITY COUNCIL OF THE CITY OF FARMERSVILLE,
TULARE COUNTY, CALIFORNIA, APPROVING ENGINEER'S REPORT
AND CONFIRMING ASSESSMENT ON:**

ASSESSMENT DISTRICT NO. 96-02	SIERRA WOODS SUBDIVISION, UNIT NO. 1
ASSESSMENT DISTRICT NO. 96-03	SIERRA WOODS SUBDIVISION, UNIT NO. 2
ASSESSMENT DISTRICT NO. 99-01	SIERRA WOODS SUBDIVISION, UNIT NO. 3
ASSESSMENT DISTRICT NO. 00-01	SIERRA WOODS SUBDIVISION, UNIT NO. 4
ASSESSMENT DISTRICT NO. 01-02	SIERRA WOODS II SUBDIVISION, UNIT NO. 1

WHEREAS, the City of Farmersville formed an assessment district pursuant to the Landscaping and Lighting Act of 1972 (Section 22500 and following, Streets & Highways Code); and

WHEREAS, the Engineer for the proceedings filed an Engineer's Report with the City Clerk in accordance with Article 4 of Chapter 1 of the Landscaping & Lighting Act of 1972; and

WHEREAS, the City Council did conduct a public hearing on July 27, 2020 to consider its intent to levy and collect assessments on said assessment districts.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Farmersville:

1. The City Council of the City of Farmersville hereby confirms the diagram and assessment contained in the Engineer's Report and levies the assessment for the fiscal year 2020/21.
2. The City Council of the City of Farmersville hereby forwards the following attachments to Tulare County Recorder's Office for Recordation:

Clerk's Certification to County Auditor

Engineer's Report

Exhibit A: Recording History

Exhibit B: Recapitalization of Assessments

Exhibit C: Estimated Assessments

Exhibit D: Assessment Roll

Exhibit E: Diagram Showing All Parcels of Real Property Within the Assessments District.

The motion was made by Councilmember _____ and seconded by Councilmember _____ at a regular meeting held on the 27th day of July, 2020 by the following vote:

AYES: _____

NOES: _____

ABSTAIN: _____

ABSENT: _____

BY:

ATTEST:

Gregorio Gomez, Mayor

City Clerk

RESOLUTION NO. 2020-043

**RESOLUTION BY THE CITY COUNCIL OF THE CITY OF FARMERSVILLE,
TULARE COUNTY, CALIFORNIA, APPROVING ENGINEER'S REPORT AND
CONFIRMING ASSESSMENT ON:**

ASSESSMENT DISTRICT NO. 97-01 WALNUT WOOD III

WHEREAS, the City of Farmersville formed an assessment district pursuant to the Landscaping and Lighting Act of 1972 (Section 22500 and following, Streets & Highways Code); and

WHEREAS, the Engineer for the proceedings filed an Engineer's Report with the City Clerk in accordance with Article 4 of Chapter 1 of the Landscaping & Lighting Act of 1972; and

WHEREAS, the City Council did conduct a public hearing on July 27, 2020 to consider its intent to levy and collect assessments on said assessment district.

NOW, THEREFORE, IT RESOLVED by the City Council of the City of Farmersville:

1. The City Council of the City of Farmersville hereby confirms the diagram and assessment contained in the Engineer's Report and levies the assessment for the fiscal year 2020/21.
2. The City Council of the City of Farmersville hereby forwards the following attachments to Tulare County Recorder's Office for Recordation:

Clerk's Certification to County Auditor

Engineer's Report

Exhibit A: Recording History

Exhibit B: Recapitalization of Assessments

Exhibit C: Estimated Assessments

Exhibit D: Assessment Roll

Exhibit E: Diagram Showing All Parcels of Real Property Within the Assessments District.

The motion was made by Councilmember _____ and seconded by Councilmember _____ at a regular meeting held on the 27th day of July 2020 by the following vote:

AYES: _____

NOES: _____

ABSTAIN: _____

ABSENT: _____

BY:

ATTEST:

Gregorio Gomez, Mayor

City Clerk

RESOLUTION NO. 2020-044

**RESOLUTION BY THE CITY COUNCIL OF THE CITY OF FARMERSVILLE,
TULARE COUNTY, CALIFORNIA, APPROVING ENGINEER'S REPORT AND
CONFIRMING ASSESSMENT ON:**

ASSESSMENT DISTRICT NO.00-02 CANAL GARDENS SUBDIVISION

WHEREAS, the City of Farmersville. formed an assessment district pursuant to the Landscaping and Lighting Act of 1972 (Section 22500 and following, Streets & Highways Code): and

WHEREAS, the Engineer for the proceedings filed an Engineer's Report with the City Clerk in accordance with Article 4 of Chapter 1 of the Landscaping & Lighting Act of 1972; and

WHEREAS, the City Council did conduct a public hearing on July 27, 2020 to consider its intent to levy and collect assessments on said assessment district.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Farmersville:

1. The City Council of the City of Farmersville hereby confirms the diagram and assessment contained in the Engineer's Report and levies the assessment for the fiscal year 2020/21.
2. The City Council of the City of Farmersville hereby forwards the following attachments to Tulare County Recorder's Office for Recordation:

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Exhibit A: Recording History

Exhibit B: Recapitalization of Assessments

Exhibit C: Estimated Assessments

Exhibit D Assessment Roll

Exhibit E Diagram Showing All Parcels of Real Property within the Assessments District.

The motion was made by Councilmember _____ and seconded by Councilmember _____ at a regular meeting held on the 27th day of July 2020 by the following vote:

AYES: _____

NOES: _____

ABSTAIN: _____

ABSENT: _____

BY:

ATTEST:

Gregorio Gomez, Mayor

City Clerk

RESOLUTION NO. 2020-045

**RESOLUTION BY THE CITY COUNCIL OF THE CITY OF FARMERSVILLE,
TULARE COUNTY, CALIFORNIA, APPROVING ENGINEER'S REPORT AND
CONFIRMING ASSESSMENT ON:**

ASSESSMENT DISTRICT NO.01-01 WALNUT WOOD IV

WHEREAS, the City of Farmersville formed an assessment district pursuant to the Landscaping and Lighting Act of 1972 (Section 22500 and following, Streets & Highways Code): and

WHEREAS, the Engineer for the proceedings filed an Engineer's Report with the City Clerk in accordance with Article 4 of Chapter 1 of the Landscaping & Lighting Act of 1972; and

WHEREAS, the City Council did conduct a public hearing on July 27, 2020 to consider its intent to levy and collect assessments on said assessment district.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Farmersville:

1. The City Council of the City of Farmersville hereby confirms the diagram and assessment contained in the Engineer's Report and levies the assessment for the fiscal year 2020/21.
2. The City Council of the City of Farmersville hereby forwards the following attachments to Tulare County Recorder's Office for Recordation:

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Engineer's Report

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Exhibit B: Recapitalization of Assessments

Exhibit C: Estimated Assessments

Exhibit D Assessment Roll

Exhibit E Diagram Showing All Parcels of Real Property Within the Assessments District.

The motion was made by Council Member _____ and seconded by Council Member _____ at a regular meeting held on the 27th day of July 2020 by the following vote:

AYES: _____

NOES: _____

ABSTAIN: _____

ABSENT: _____

BY:

ATTEST:

Gregorio Gomez, Mayor

City Clerk

RESOLUTION NO. 2020-046

**RESOLUTION BY THE CITY COUNCIL OF THE CITY OF FARMERSVILLE,
TULARE COUNTY, CALIFORNIA, APPROVING ENGINEER'S REPORT AND
CONFIRMING ASSESSMENT ON:**

- ASSESSMENT DISTRICT NO. 04-01 SIERRA WOODS WEST SUBDIVISION, UNIT
NOS. 1-3**
- ASSESSMENT DISTRICT NO. 04-02 SIERRA WOODS WEST SUBDIVISION, UNIT
NOS. 4 AND 5**
- ASSESSMENT DISTRICT NO. 05-01 SIERRA WOODS WEST SUBDIVISION, UNIT
NO. 6**

WHEREAS, the City of Farmersville formed an assessment district pursuant to the Landscaping and Lighting Act of 1972 (Section 22500 and following, Streets & Highways Code): and

WHEREAS, the Engineer for the proceedings filed an Engineer's Report with the City Clerk in accordance with Article 4 of Chapter 1 of the Landscaping & Lighting Act of 1972; and

WHEREAS, the City Council did conduct a public hearing on July 27, 2020 to consider its intent to levy and collect assessments on said assessment district.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Farmersville:

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Exhibit C: Estimated Assessments

Exhibit D Assessment Roll

Exhibit E Diagram Showing All Parcels of Real Property Within the Assessments District.

The motion was made by Council Member _____ and seconded by Council Member _____ at a regular meeting held on the 27th day of July 2020 by the following vote:

AYES: _____

NOES: _____

ABSTAIN: _____

ABSENT: _____

BY:

ATTEST:

Gregorio Gomez, Mayor

City Clerk

RESOLUTION NO. 2020-047

**RESOLUTION BY THE CITY COUNCIL OF THE CITY OF FARMERSVILLE,
TULARE COUNTY, CALIFORNIA, APPROVING ENGINEER'S REPORT AND
CONFIRMING ASSESSMENT ON:**

ASSESSMENT DISTRICT NO. 2008-01 WALNUT CREEK SUBDIVISION

WHEREAS, the City of Farmersville formed an assessment district pursuant to the Landscaping and Lighting Act of 1972 (Section 22500 and following, Streets & Highways Code); and

WHEREAS, the Engineer for the proceedings filed an Engineer's Report with the City Clerk in accordance with Article 4 of Chapter 1 of the Landscaping & Lighting Act of 1972; and

WHEREAS, the City Council did conduct a public hearing on July 27, 2020 to consider its intent to levy and collect assessments on said assessment district.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Farmersville:

1. The City Council of the City of Farmersville hereby confirms the diagram and assessment contained in the Engineer's Report and levies the assessment for the fiscal year 2020/21.
2. The City Council of the City of Farmersville hereby forwards the following attachments to Tulare County Recorder's Office for Recordation:

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- Engineer's Report
- Exhibit A: Recording History
- Exhibit B: Recapitalization of Assessments
- Exhibit C: Estimated Assessments
- Exhibit D: Assessment Roll
- Exhibit E: Diagram Showing All Parcels of Real Property within the Assessments District.

The motion was made by Councilmember _____ and seconded by Councilmember _____ at a regular meeting held on the 27th day of July 2020 by the following vote:

AYES: _____

NOES: _____

ABSTAIN: _____

ABSENT: _____

BY:

ATTEST:

Gregorio Gomez, Mayor

City Clerk

RESOLUTION NO. 2020-048

**RESOLUTION BY THE CITY COUNCIL OF THE CITY OF FARMERSVILLE,
TULARE COUNTY, CALIFORNIA, APPROVING ENGINEER'S REPORT AND
CONFIRMING ASSESSMENT ON:**

ASSESSMENT DISTRICT NO. 2008-02

**SIERRA WOODS SOUTHWEST
SUBDIVISION, UNIT NOS. 1-3**

WHEREAS, the City of Farmersville formed an assessment district pursuant to the Landscaping and Lighting Act of 1972 (Section 22500 and following, Streets & Highways Code); and

WHEREAS, the Engineer for the proceedings filed an Engineer's Report with the City Clerk in accordance with Article 4 of Chapter 1 of the Landscaping & Lighting Act of 1972; and

WHEREAS, the City Council did conduct a public hearing on July 27, 2020 to consider its intent to levy and collect assessments on said assessment district.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Farmersville:

1. The City Council of the City of Farmersville hereby confirms the diagram and assessment contained in the Engineer's Report and levies the assessment for the fiscal year 2020/21.
2. The City Council of the City of Farmersville hereby forwards the following attachments to Tulare County Recorder's Office for Recordation:

- Clerk's Certification to County Auditor
- Engineer's Report
- Exhibit A: Recording History
- Exhibit B: Recapitalization of Assessments
- Exhibit C: Estimated Assessments
- Exhibit D: Assessment Roll
- Exhibit E: Diagram Showing All Parcels of Real Property within the Assessments District.

The motion was made by Councilmember _____ and seconded by Councilmember _____ at a regular meeting held on the 27th day of July 2020 by the following vote:

AYES: _____

NOES: _____

ABSTAIN: _____

ABSENT: _____

BY:

ATTEST:

Gregorio Gomez, Mayor

City Clerk

RESOLUTION NO. 2020-049

**RESOLUTION BY THE CITY COUNCIL OF THE CITY OF FARMERSVILLE,
TULARE COUNTY, CALIFORNIA, APPROVING ENGINEER'S REPORT AND
CONFIRMING ASSESSMENT ON:**

ASSESSMENT DISTRICT NO. 2008-03 WALNUT WOODS ESTATES V

WHEREAS, the City of Farmersville formed an assessment district pursuant to the Landscaping and Lighting Act of 1972 (Section 22500 and following, Streets & Highways Code); and

WHEREAS, the Engineer for the proceedings filed an Engineer's Report with the City Clerk in accordance with Article 4 of Chapter 1 of the Landscaping & Lighting Act of 1972; and

WHEREAS, the City Council did conduct a public hearing on July 27, 2020 to consider its intent to levy and collect assessments on said assessment district.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Farmersville:

1. The City Council of the City of Farmersville hereby confirms the diagram and assessment contained in the Engineer's Report and levies the assessment for the fiscal year 2020/21.
2. The City Council of the City of Farmersville hereby forwards the following attachments to Tulare County Recorder's Office for Recordation:

Clerk's Certification to County Auditor

Engineer's Report

Exhibit A: Recording History

Exhibit B: Recapitalization of Assessments

Exhibit C: Estimated Assessments

Exhibit D: Assessment Roll

Exhibit E: Diagram Showing All Parcels of Real Property Within the Assessments District.

The motion was made by Councilmember _____ and seconded by Councilmember _____ at a regular meeting held on the 27th day of July 2020 by the following vote:

AYES: _____

NOES: _____

ABSTAIN: _____

ABSENT: _____

BY:

ATTEST:

Gregorio Gomez, Mayor

Deputy City Clerk

RESOLUTION NO. 2020-050

**RESOLUTION BY THE CITY COUNCIL OF THE CITY OF FARMERSVILLE,
TULARE COUNTY, CALIFORNIA, APPROVING ENGINEER'S REPORT AND
CONFIRMING ASSESSMENT ON:**

ASSESSMENT DISTRICT NO. 2009-01 SIERRA WOODS SOUTHWEST PHASE IV

WHEREAS, the City of Farmersville formed an assessment district pursuant to the Landscaping and Lighting Act of 1972 (Section 22500 and following, Streets & Highways Code); and

WHEREAS, the Engineer for the proceedings filed an Engineer's Report with the City Clerk in accordance with Article 4 of Chapter 1 of the Landscaping & Lighting Act of 1972; and

WHEREAS, the City Council did conduct a public hearing on July 27, 2020 to consider its intent to levy and collect assessments on said assessment district.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Farmersville:

1. The City Council of the City of Farmersville hereby confirms the diagram and assessment contained in the Engineer's Report and levies the assessment for the fiscal year 2020/21.
2. The City Council of the City of Farmersville hereby forwards the following attachments to Tulare County Recorder's Office for Recordation:

Clerk's Certification to County Auditor

Engineer's Report

Exhibit A: Recording History

Exhibit B: Recapitalization of Assessments

Exhibit C: Estimated Assessments

Exhibit D Assessment Roll

Exhibit E Diagram Showing All Parcels of Real Property Within the Assessments District.

The motion was made by Councilmember _____ and seconded by Councilmember _____ at a regular meeting held on the 27th day of July 2020 by the following vote:

AYES: _____

NOES: _____

ABSTAIN: _____

ABSENT: _____

BY:

Gregorio Gomez, Mayor

ATTEST:

City Clerk

RESOLUTION NO. 2020-051

**RESOLUTION BY THE CITY COUNCIL OF THE CITY OF FARMERSVILLE,
TULARE COUNTY, CALIFORNIA, APPROVING ENGINEER'S REPORT AND
CONFIRMING ASSESSMENT ON:**

ASSESSMENT DISTRICT NO. 19-01 PETUNIA STREET SUBDIVISION

WHEREAS, the City of Farmersville formed an assessment district pursuant to the Landscaping and Lighting Act of 1972 (Section 22500 and following, Streets & Highways Code): and

WHEREAS, the Engineer for the proceedings filed an Engineer's Report with the City Clerk in accordance with Article 4 of Chapter 1 of the Landscaping & Lighting Act of 1972; and

WHEREAS, the City Council did conduct a public hearing on July 27, 2020 to consider its intent to levy and collect assessments on said assessment district.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Farmersville:

1. The City Council of the City of Farmersville hereby confirms the diagram and assessment contained in the Engineer's Report and levies the assessment for the fiscal year 2020/21.
2. The City Council of the City of Farmersville hereby forwards the following attachments to Tulare County Recorder's Office for Recordation:

Clerk's Certification to County Auditor

Engineer's Report

Exhibit A: Recording History

Exhibit B: Recapitalization of Assessments

Exhibit C: Estimated Assessments

Exhibit D Assessment Roll

Exhibit E Diagram Showing All Parcels of Real Property Within the Assessments District.

The motion was made by Councilmember _____ and seconded by Councilmember _____ at a regular meeting held on the 27th day of July 2020 by the following vote:

AYES: _____

NOES: _____

ABSTAIN: _____

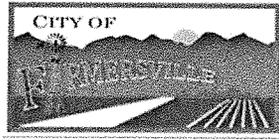
ABSENT: _____

BY:

ATTEST:

Gregorio Gomez, Mayor

City Clerk



City Council

Staff Report 8B

TO: Honorable Mayor and Members of the Farmersville City Council

FROM: Karl Schoettler, City Planning Consultant

DATE: July 27, 2020

RE: Public Hearing: **Reorganization 2020-01** (Annexation of two City-owned parcels (one at the Farmersville Wastewater Treatment Plant and one along E. Visalia Road. Upon annexation the parcels will be detached from County Service Area #1. For the parcel at the Wastewater Treatment Plant, the City is also amending the Sphere of Influence boundary and applying City zoning (P/QP zone))

RECOMMENDED ACTION:

It is respectfully recommended that the City Council conduct a public hearing and vote to:

1. Adopt Resolution 2020-37 amending the Sphere of Influence to include the Wastewater Treatment Plant expansion site.
2. Adopt Resolution 2020-38 initiating reorganization of both parcels (Wastewater treatment plant site and E. Visalia Road parcel)
3. Introduce and waive the first reading of Ordinance 504 to apply the "P/QP" (Public/Quasi-Public) zone to the parcel at the Wastewater Treatment Plant.

BACKGROUND:

This action will annex two City-owned parcels from Tulare County, thereby giving the City full control over their use and relieving the City of property taxes.

ANALYSIS

The City is proposing to annex two parcels. The first parcel contains 13.4-acres and is currently being used for an expansion of the City's Wastewater Treatment Plant (see Map 1 (location) and Map 2 (aerial photo). The City will also need to amend its Sphere of Influence Boundary to include the site and also apply City zoning.

The second parcel contains 2.5± acres and is part of East Visalia Road. Even though the road was widened, the parcel still exists and the City receives a property tax bill for it.

At the same time the parcels are annexed they will be "detached" (removed from) County Service Area #1. This is a County-operated district that provides utility services in certain unincorporated

communities. The District applies Countywide, but when land is annexed into a City it is detached from County Service Area #1.

Wastewater Treatment Plant Parcel

As Council is aware, the City began construction of an expansion of the Wastewater Treatment Plant in 2019. The project will expand the treatment capacity of the plant to 1.4 million gallons per day.

While the expansion project is well under way, the parcel was never annexed from the County into the City. As a result, the City is still paying property taxes to the County.

Annexing the site into the City also requires the City to expand its Sphere of Influence (SOI) boundary. The SOI is a boundary around the City that defines those areas that can be annexed. The northern half of the parcel is outside the boundary and therefore that line must be adjusted.

The site must also be zoned with City of Farmersville zoning. The existing wastewater treatment plant is zoned "P/QP" (Public/Quasi-Public) and therefore it is recommended the expansion parcel be similarly-zoned. This zone is intended for public facilities, like the wastewater treatment plant, City Hall, schools, etc. The site is already designated "Public Facilities" by the Land Use Map of the 2025 Farmersville General Plan.

Visalia Road Parcel

The 2.5-acre parcel within E. Visalia Road exists within the right-of-way of the newly-widened street. It was purchased in order to widen the street but was never annexed into the City. Upon annexation the parcel will become part of the Visalia Road right-of-way.

COORDINATION & REVIEW: (OR PUBLIC OUTREACH AND REVIEW)

The City Council initiates the annexation of parcels. However, the Planning Commission conducted a public hearing on June 17, 2020 for the Sphere of Influence amendment and zone change for the Wastewater Treatment parcel and voted unanimously to recommend approval. No members of the public spoke on the matter.

Because zoning and planning approvals are not involved with the Visalia Road parcel (since it will become part of the street right-of-way), the Planning Commission did not take action on that.

FISCAL IMPACT:

If approved, annexation will relieve the City of future property tax payments to the County on both parcels.

CONCLUSION:

It is recommended the City Council vote to amend the Sphere of Influence, initiate the reorganization of both parcels and introduce an ordinance to apply the P/QP zone to the Wastewater Treatment Plant parcel.

Respectfully submitted,

Karl Schoettler
City Planning Consultant

Approved as to form:

Jennifer Gomez
City Manager

Attachments

Map 1: Parcel Locations

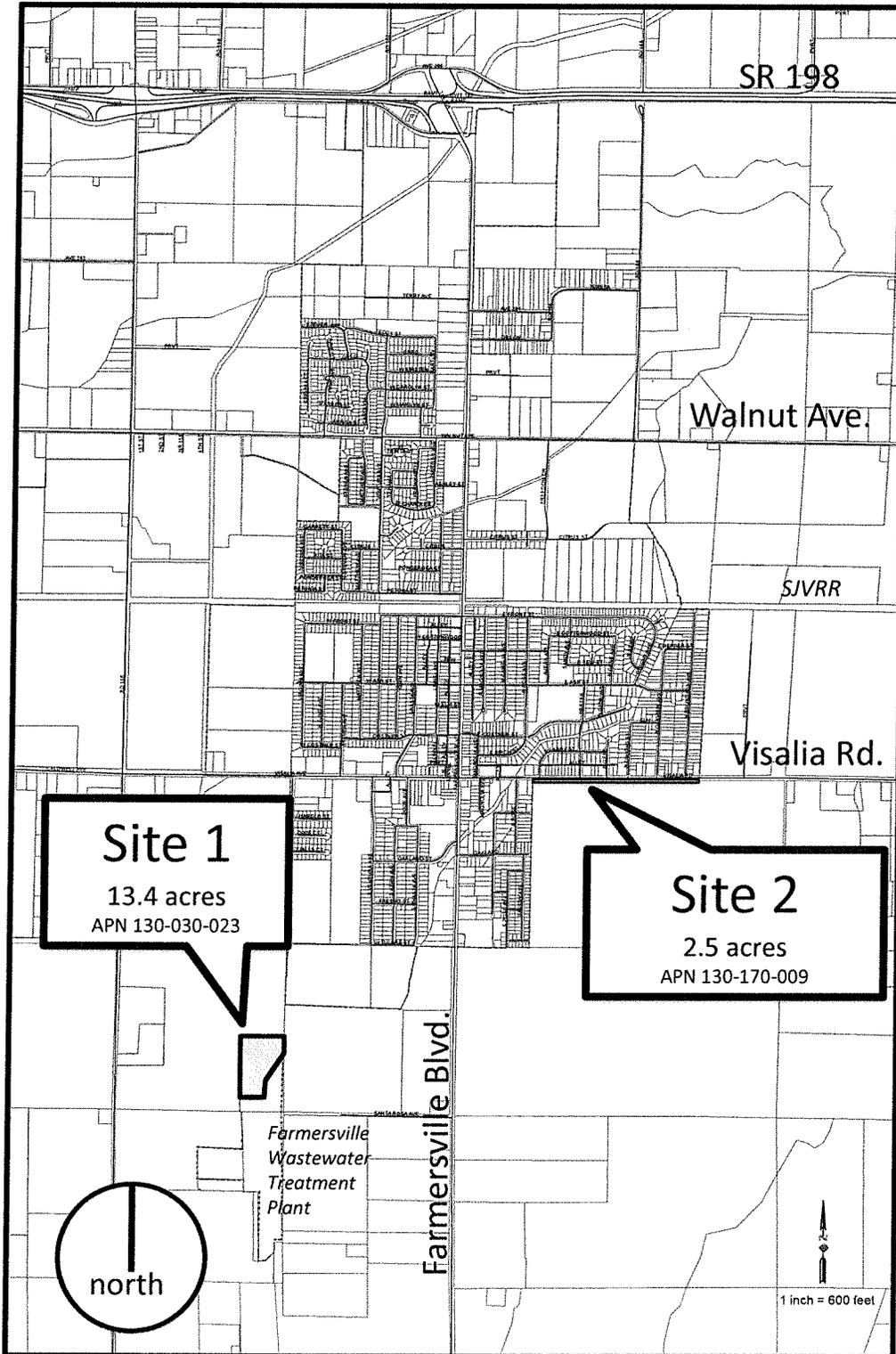
Map 2: Aerial photo of Wastewater Treatment parcel

Resolution 2020-37 Amending the Sphere of Influence

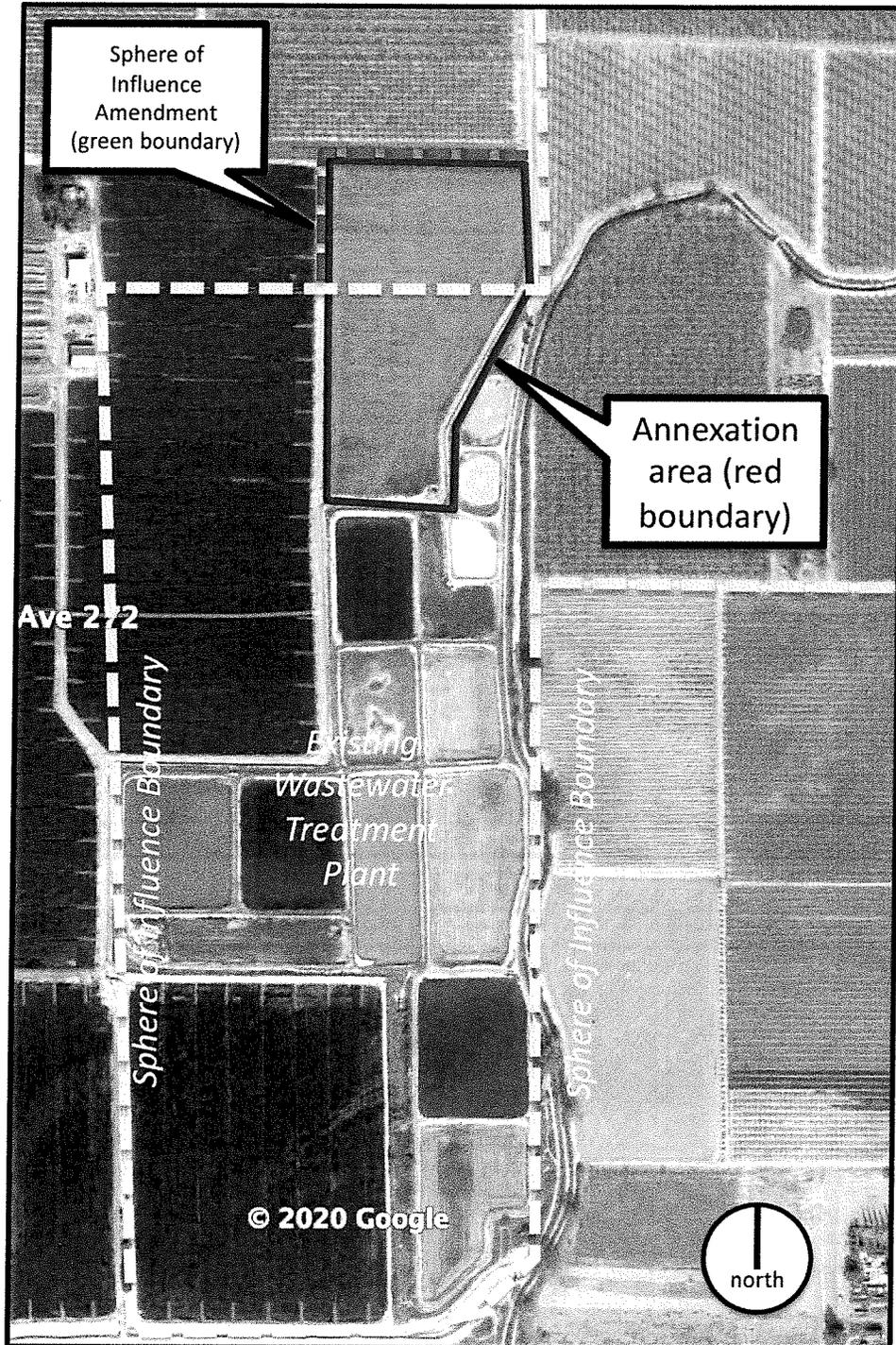
Resolution 2020-38 (Initiating reorganization (annexation and detachment) of the parcels)

Ordinance 504, amending zoning for the Wastewater Treatment Plant parcel

Map 1: Parcel Locations



Map 2: Aerial Photo of Wastewater Treatment Plant parcel and Sphere of Influence amendment



RESOLUTION 2020-37

**BEFORE THE CITY COUNCIL
CITY OF FARMERSVILLE
COUNTY OF TULARE, STATE OF CALIFORNIA**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF FARMERSVILLE
APPROVING AN AMENDMENT TO THE SPHERE OF INFLUENCE BOUNDARY,
ADJACENT TO THE FARMERSVILLE WASTEWATER TREATMENT PLANT**

WHEREAS, the City of Farmersville has initiated a proposal to amend its Sphere of Influence Boundary, as well as a reorganization (annexation and detachment) and a zone change concerning a 13.4-acre parcel located adjacent to the Farmersville Wastewater Treatment Plant (Assessor Parcel Number 130-030-023) and

WHEREAS, these actions are to accommodate an expansion of the Wastewater Treatment Plant, and

WHEREAS, the Land Use Element of the 2025 Farmersville General Plan currently designates the site “Public Facilities”, and

WHEREAS, the northern half of the site is outside the existing Farmersville Sphere of Influence (SOI) boundary, and

WHEREAS, in order to annex the site, the SOI boundary must be amended to include the entirety of the parcel, as shown on Exhibit 1, and

WHEREAS, the Farmersville Planning Commission conducted a public hearing on this matter on June 17, 2020 and voted unanimously to recommend approve of the SOI amendment, and

WHEREAS, property owners within 300 feet of the subject site were notified of the City Council’s meeting and a public hearing notice was published ten (10) days prior to the City Council’s meeting, and

WHEREAS, the Planning Department has prepared a staff report and environmental finding, and

WHEREAS, the City Council held a public hearing on this project and accepted testimony

NOW, THEREFORE, BE IT RESOLVED that the City Council, after considering all the evidence presented, determined the following findings were relevant in evaluating this project:

1. The proposed amendment is consistent with the policies and intent of the Farmersville General Plan.

2. The City previously prepared an environmental study for the wastewater treatment plant project, as required by the California Environmental Quality Act (CEQA) and this action is consistent with that study.

3. The project will not have an adverse impact on the health, safety and welfare of residents in the neighborhood or community.

NOW, THEREFORE BE IT RESOLVED THAT the proposed Sphere of Influence Amendment, as shown in Exhibit 1 is approved by the City Council.

The foregoing resolution was adopted upon a motion of Council member _____, second by Council member _____, at a regular meeting of the Farmersville City Council on the 27th of July, 2020, by the following roll call vote:

AYES: _____

NOES: _____

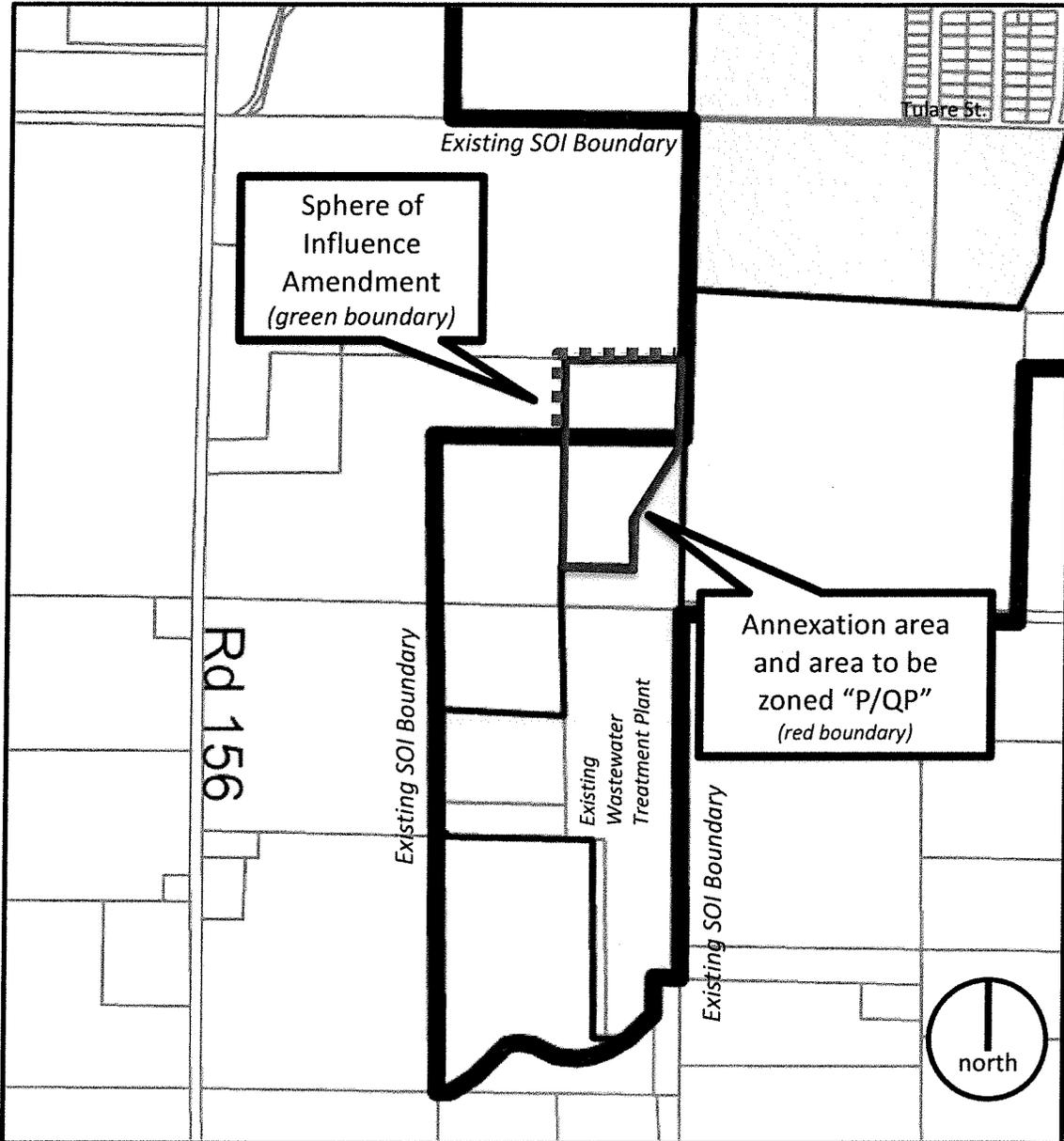
ABSTAIN: _____

ABSENT: _____

Greg Gomez, Mayor
Farmersville City Council

Rochelle Giovanni, City Clerk
City of Farmersville

Exhibit 1: Proposed Sphere of Influence Amendment, Annexation and Zone Change



Note: Existing areas within city limits shaded gray

RESOLUTION NO. 2020-38

**BEFORE THE CITY COUNCIL
CITY OF FARMERSVILLE,
COUNTY OF TULARE, STATE OF CALIFORNIA**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF FARMERSVILLE
INITIATING REORGANIZATION 2020-01 FOR TWO CITY-OWNED PARCELS
(PARCEL “A” CONTAINING 13.4 ACRES, LOCATED ADJACENT TO THE
FARMERSVILLE WASTEWATER TREATMENT PLANT AND PARCEL “B”
LOCATED ALONG THE RIGHT-OF-WAY OF EAST VISALIA ROAD).**

WHEREAS, an application for reorganization, consistent with regulations contained in Government Code Section 56000 (the Knox-Cortese-Hertzberg Local Government Reorganization Act of 2000) was filed by the City of Farmersville for two parcels, and

WHEREAS, Parcel “A” contains 13.4 acres and is situated adjacent to the existing Farmersville Wastewater Treatment Plant and is the site of an expansion of the treatment plant facility (Assessor Parcel Number 130-030-023), and

WHEREAS, Parcel “B” contains 2.47 acres and is situated within the right-of-way of E. Visalia Road and was acquired by the City to facilitate the expansion of the roadway (Assessor Parcel Number 130-170-009), and

WHEREAS, the City of Farmersville, designated as the conducting agency, wishes to reorganize said properties because they are within Farmersville’s Sphere of Influence (as amended), are bounded on at least one side by the Farmersville city limits, are designated for urban uses by the Farmersville General Plan, and are owned by the City, and

WHEREAS, the City has prepared the necessary investigations and reports for this annexation, and

WHEREAS, the City has previously prepared environmental documents for the Wastewater Treatment Plant and Visalia Road widening projects, consistent with requirements of the California Environmental Quality Act (CEQA), and

WHEREAS, the City of Farmersville wishes to submit a formal application for reorganization to the Tulare Local Agency Formation Commission (LAFCO) for territory described in Exhibits 1 and 2 hereinafter called the “2020 City of Farmersville Properties Reorganization”, and

Reorganization 2020-01 (2020 City of Farmersville Properties Reorganization)

BE IT FURTHER RESOLVED AS FOLLOWS:

- 1. Application is hereby made to the Executive Officer of the Tulare County Local Agency Formation Commission (LAFCo) consistent with the information contained in the attached questionnaire, entitled Reorganization 2020-01 (2020 City of Farmersville Properties Reorganization”) to annex the subject parcels into the City of Farmersville and detach the parcels from Tulare County’s County Service Area #1 (CSA#1).
- 2. The City Clerk of the City of Farmersville is hereby authorized to file a certified copy of this resolution with the executive officer of the Tulare County LAFCo.
- 3. Environmental documents have been prepared for both projects, consistent with the CEQA guidelines.
- 4. The Farmersville Sphere of Influence boundary has been amended to include the entirety of Parcel “A”.
- 5. Parcel “A” has been pre-zoned “P/QP” (Public/Quasi Public) by the City of Farmersville.

The foregoing resolution was adopted at a regular meeting of the City Council of the City of Farmersville on the 27th day of July, 2020, by the following roll call vote:

Ayes: _____

Noes: _____

Absent: _____

Abstain: _____

Greg Gomez, Mayor,
City of Farmersville

Rochelle Giovanni, City Clerk
City of Farmersville

Exhibit 1 (Map of Parcel "A")

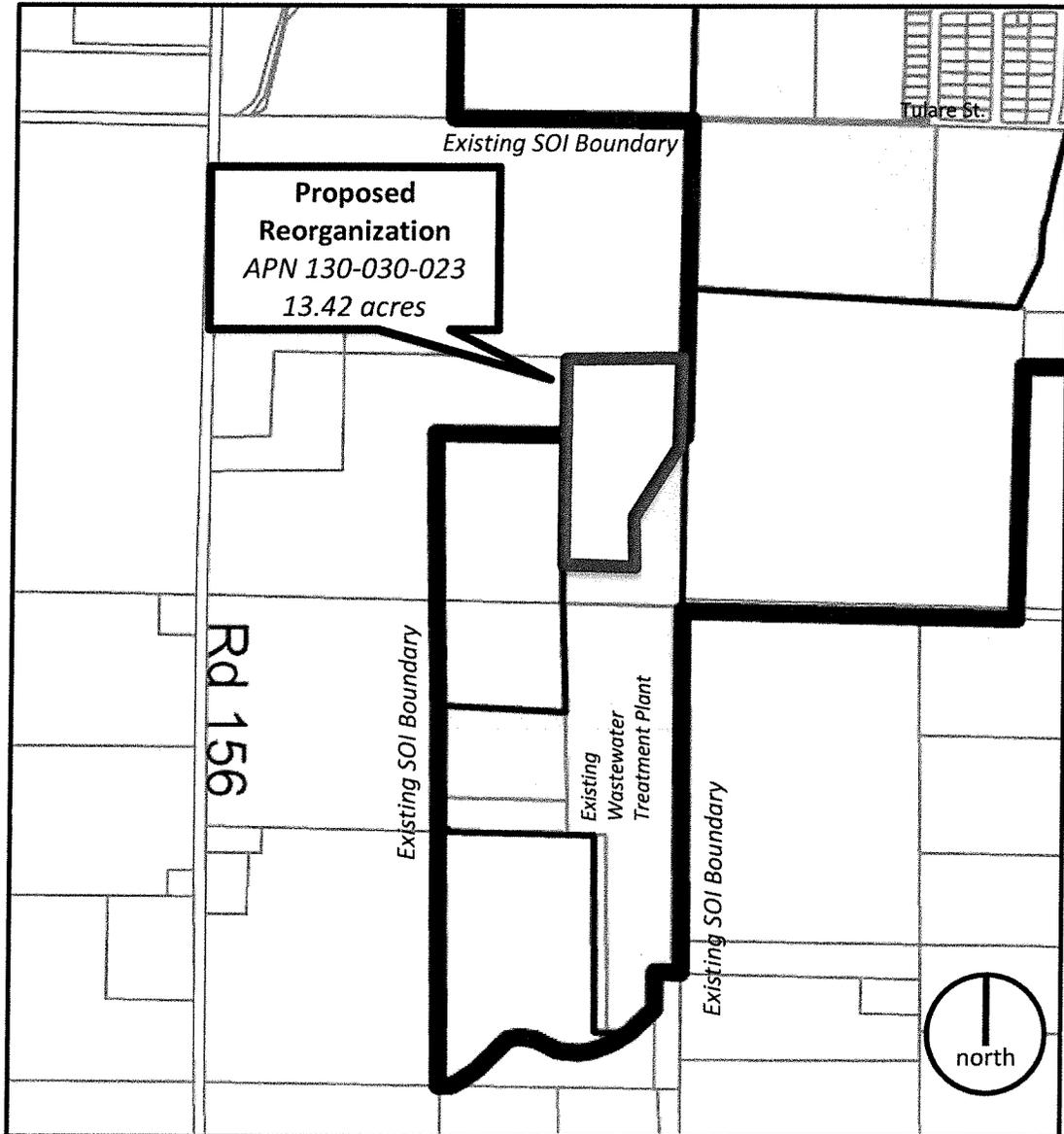
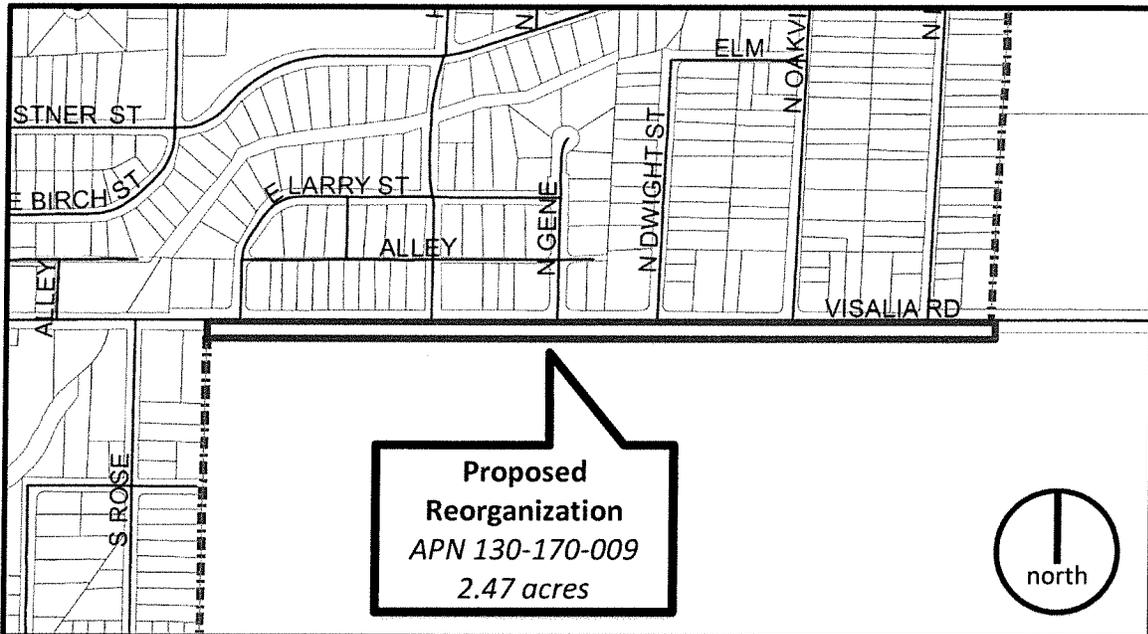


Exhibit 2 (Map of Parcel "B")



ORDINANCE NO. 504

AN ORDINANCE OF THE CITY OF FARMERSVILLE, COUNTY OF TULARE, STATE OF CALIFORNIA, AMENDING ORDINANCE NO. 319 (AS AMENDED) OF THE CITY OF FARMERSVILLE, RELATING TO THE CLASSIFICATION OF THE ZONE OF A PARTICULAR PARCEL OF REAL PROPERTY

The City Council of the City of Farmersville does ordain as follows:

SECTION 1. Sections 17.12.020 and 17.12.030 of the Municipal Code of the City of Farmersville, are amended by changing the Zoning Map for a 13.4-acre parcel of property located on the north and west sides of the Farmersville Wastewater Treatment Plant. (Assessor Parcel Number 130-030-023 as shown on Map 1).

SECTION 2. Severability. If any part of this Ordinance is held to be invalid for any reason, such decision shall not affect the validity of the remaining portions of this Ordinance, and the City Council hereby declares that it would have passed the remainder of this Ordinance, as if such invalid portion thereof had been deleted.

SECTION 3. This ordinance shall take effect thirty (30) days after its passage.

SECTION 4. The City Clerk is hereby ordered and directed to certify the passage of this Ordinance and to cause the same to be published once in a newspaper of general circulation, published in the County of Tulare.

I hereby certify that the foregoing Ordinance was introduced at a regular meeting of the City Council of the City of Farmersville held on the 27th day of July, 2020, and passed and adopted at a Regular meeting of the City Council held on the ____ day of August, 2020, by the following vote:

AYES: _____

NOES: _____

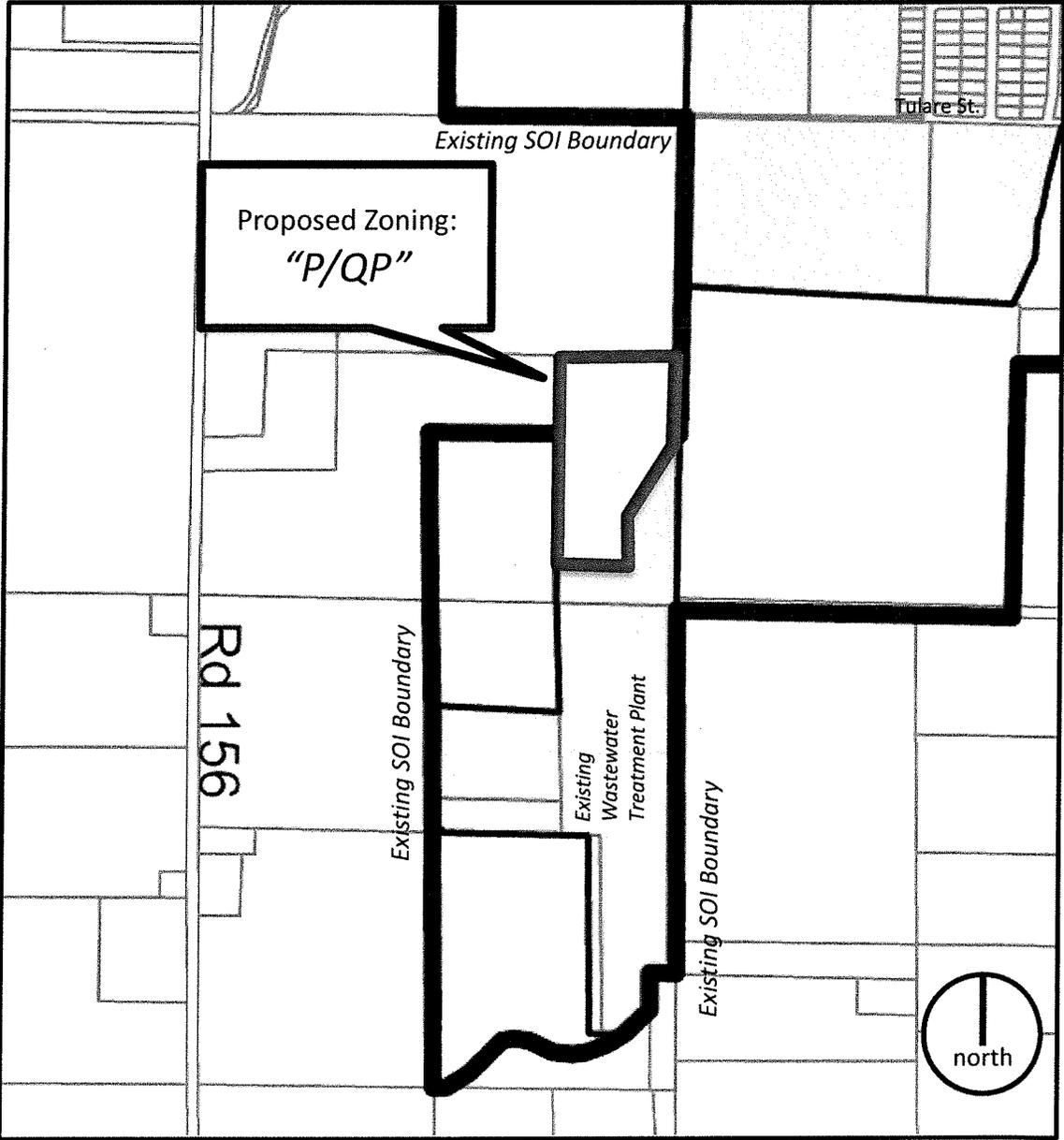
ABSTAIN: _____

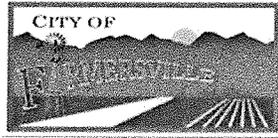
ABSENT: _____

Greg Gomez, Mayor
City of Farmersville

City Clerk
City of Farmersville

Map 1: Proposed Zoning





City Council

Staff Report 8C

TO: Honorable Mayor and City Council

FROM: Jennifer Gomez, City Manager

DATE: July 27, 2020

SUBJECT: Acceptance of the Revised Sewer System Management Plan and adoption of the Fats Oils and Grease (FOG) Program Best Management Practices

RECOMMENDED ACTION:

It is respectfully recommended that the City Council accept the attached revised Sewer System Management Plan (SSMP) by Resolution 2020-035; and adopt the FOG Program Best Management Practices (BMP) by Resolution 2020-036.

BACKGROUND:

As part of the effort to update discharge permits for the new Wastewater Treatment Plant (WWTP), the State Water Resources Control Board (SWRCB) mandates that the City adopt a Fats, Oils and Grease (FOG) Program to address discharges from business establishments that discharge fats, oils and grease into the City's sanitary sewer system. The attached Sewer System Management Plan has been updated to address and include the City's new FOG program. Once accepted, the SSMP can be recertified with the SWRCB.

With the incorporation of the FOG program in the SSMP, the Council's adoption of the FOG BMPs will give code enforcement staff the authority to ensure these BMPs are implemented city-wide at points of discharge. The attached BMPs are industry-developed processes to manage the discharge of fats, oils and grease into the City's sewer system.

DISCUSSION:

The FOG program includes training for inspection staff and local business managers to ensure the program is properly administered and businesses comply with its mandates. The program includes outreach to local businesses to determine the extent of the need for the program and to develop the necessary fee schedule for the program.

COORDINATION & REVIEW:

Staff has worked with the Public Works and Finance Departments to make sure that this program meets the needs of the City and the current and proposed budget.

ALTERNATIVES:

Since the FOG program is mandated by the State and is necessary to acquire the Discharge Permit for the new WWTP, the acceptance of an updated SSMP provides the mechanism needed for implementation of the FOG program within the City.

FISCAL IMPACT:

The FOG program is designed to be self-sustaining through the impositions of permit fees to affected businesses within the City's sewer system limits.

CONCLUSION:

That the City Council accepts by resolution the revised Sewer System Management Plan. That the City adopts by resolution, the FOG Program's Best Management Practices.

Attachments:

Resolution 2020-035

Sewer System Management Plan

Resolution 2020-036

FOG Best Management Practices Manual

2.

RESOLUTION 2020-035

A RESOLUTION OF THE CITY OF FARMERSVILLE ACCEPTING THE
2020 SEWER SYSTEM MANAGEMENT PLAN
IN ACCORDANCE WITH THE REQUIREMENTS OF THE STATE AND REGIONAL
WATER QUALITY CONTROL BOARDS

WHEREAS, the City of Farmersville, along with all public entities that own or operate sanitary sewer systems, is required by the State Water Resources Control Board (SWRCB) Order No. 2006- 0003 to develop and implement a Sewer System Management Plan mandated by the State and Regional Water Boards; and

WHEREAS, the City of Farmersville City Council supports and endorses the formalization of policies and procedures intended to properly manage, operate and maintain all parts of the sanitary sewer system to help reduce and prevent sanitary sewer overflows.

NOW, THEREFORE, BE IT RESOLVED THAT the City of Farmersville City Council hereby accepts the 2020 City of Farmersville Sewer System Management Plan attached hereto in accordance with the requirements of the State and Regional Water Quality Control Boards.

PASSED, ADOPTED AND APPROVED this 27th day of July, 2020 by the following vote:

AYES: _____

NOES: _____

ABSTAIN: _____

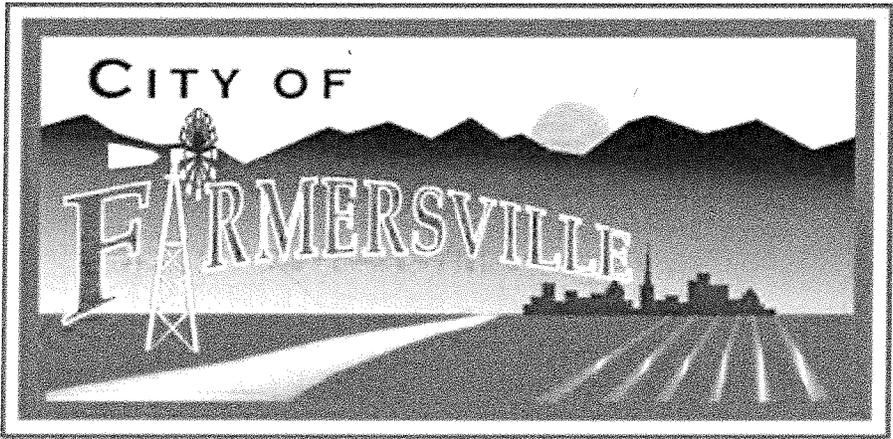
ABSENT: _____

GREG GOMEZ
MAYOR of the City of Farmersville

Attest:

ROCHELLE GIOVANI
CITY CLERK

CITY OF FARMERSVILLE
PUBLIC WORKS DEPARTMENT
SEWER SYSTEM MANAGEMENT PLAN



July 2020

Sewer System Management Plan

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plan prepared by



QK, INC. ENGINEERING
www.qkinc.com
Visalia, California
U.S.A.



AQUA OPERATIONS, INC
www.aquaoperations.com
Bakersfield, California
U.S.A.

SEWER SYSTEM MANAGEMENT PLAN

Section 1. GOALS FOR SANITARY MAINTENANCE PROGRAM

The City of Farmersville's goal for its wastewater collection system is as follows:

To reduce and mitigate sanitary sewer overflows; ensure adequate capacity for peak flows; prevent public health hazards and unnecessary damage to public and private property; perform all operations in a safe manner to avoid personal injury; monitor and maintain the collection system on a regular basis; maintain proper documentation and records; and properly manage all parts of the wastewater collection system.

This Sewer System Management Plan has been drafted in accordance with California Water Code Section(s) 13913 et seq.; 13271 et seq.; and 13267 (f), and by the California State Water Resources Control Board General Order 2006-0003-DWQ and Executive Order WQ-2013-0058 to conform to the U.S. Clean Water Act. The Plan is enforced under the City of Farmersville Municipal Code Title 8 and Title 13.

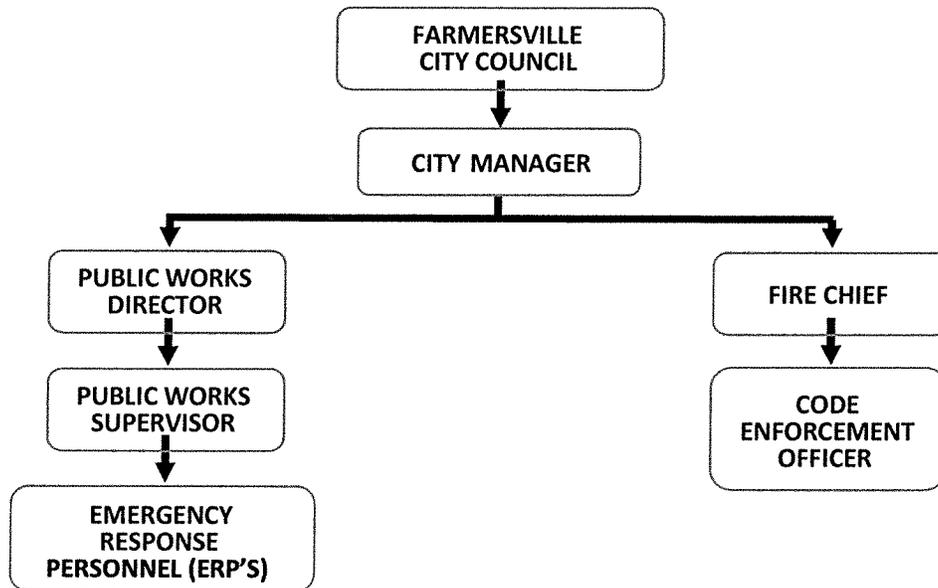
Section 2. ORGANIZATION

Legally Responsible Official: Public Works Director

Sewer System Maintenance Staff: Public Works Staff

When a report of a sanitary sewer overflow or potential sanitary sewer overflow is received, Emergency Response Personnel are dispatched to the location. These staff members are trained and experienced in identifying and verifying sanitary sewer overflows. If the report is verified as a sanitary sewer overflow, the Public Works Supervisor notifies the Public Works Director. Depending on the extent and level of the overflow, the PWD would contact the City Manager and/or the Farmersville Fire Chief. An Organization Contact List is provided in Appendix "A".

ORGANIZATION FLOW CHART



Section 3. LEGAL AUTHORITY

The City of Farmersville has legal authority to operate a wastewater collection system, with a sewer ordinance that describes how the public can and cannot use the sewer system, Farmersville Municipal Code 13.08.270.

Farmersville Municipal Code 13.08.100 requires that all new sewer systems are properly designed and constructed to handle the present and any future growth for the area. The City contracts with the Tulare County Building Department for plan check before any construction can begin. Plans are checked to make sure there is adequate access for cleaning and repair equipment to get to all manholes, cleanouts and lift stations. If the manholes are on private property, the property owner must grant the City easement rights, which must be documented and recorded with the proper agency.

The City of Farmersville Municipal Code 13.08.260 provides the legal authority to prohibit discharge of excess Fats, Oils and Grease (FOG) that would cause adverse effects on the sewer system. The City has written ordinances (Farmersville Municipal Code 13.08.190, 13.08.300, 13.08.090) which allows the City to enforce compliance with the ordinance and issue citations when there are violations of illegal dumping into our system. Illegal dumping and FOG compliance is monitored by our Sewer Maintenance Crews and enforced by the City's Code Enforcement Officer.

Section 4. OPERATION AND MANAGEMENT PLAN

The City of Farmersville keeps up to date sewer maps on hand at various locations, including in the sewer cleaning vehicle. Map books are updated on a regular basis as new and replacement sewer lines are installed. If a discrepancy is found by either a Sanitary Sewer Overflow hydro-jetting crew or the periodic maintenance cleaning and video inspection crew, it is given to the Director of Public Works, who is responsible for making sure that the map books get corrected and updated.

The City maintains a hydro-jetter trailer assigned to respond to Sanitary Sewer Overflows (SSOs). When an SSO is cleared or "Hot Spot" maintenance is completed the hydro-jetter crews complete a daily log on the lines cleaned that day, noting any problems found. Periodic maintenance including sanitary sewer cleaning and CCTV of the sewer system is performed on a contractual basis every four (4) years.

Hydro Cleaning equipment are to be fueled and water tanks topped off at the end of each work shift, so that they are ready to respond quickly to an emergency call that comes in after normal working hours. The Public Works Supervisor is required to make random checks of this equipment to ensure this is being done.

The City of Farmersville is required to provide training for its employees on the proper way to clean up a sewer overflow, and to make sure that all overflows are cleaned and disinfected as instructed. The employees also receive training on how to estimate the amount of spillage and the proper procedure on filling out the sewer overflow form.

Section 5. DESIGN AND PERFORMANCE PROVISIONS

The design and construction standards and specifications, as well as the inspection for the installation of new sanitary systems, pump stations and other appurtenances are enforced under the Farmersville Municipal Code Section 13.08.100; and the rehabilitation and repair of existing sanitary sewer systems are enforced under the Farmersville Municipal Code Section 13.08.230.

Section 6. REPORTING OF SEWER OVERFLOWS

The City of Farmersville's goals for its wastewater collection system is as follows:

To reduce and mitigate sanitary sewer overflows; ensure adequate capacity for peak flows; prevent public health hazards and unnecessary damage to public and private property; perform all operations in a safe manner to avoid personal injury; monitor and maintain the collection system by use of Closed Circuit Television (CCTV) equipment and hydro-jetter trucks on a regular basis; maintain proper documentation and records; and properly manage all parts of the wastewater system.

Reporting:

1. During business hours, which are from 8:00 a.m. to 5:00 p.m., calls go to the Farmersville City Hall at (559) 747-0458. After 5:00 p.m. to 8:00 a.m. all sewer problems or SSO events are reported to the Farmersville Police Department at (559) 747-0321. All SSO incidents are immediately reported to the Public Works Department.
2. Once the Public works Department is notified of a sewer system overflow, or a potential SSO, emergency response personnel (ERP) responds to the location and evaluates the needs applying the Monitoring and Reporting provisions found in SWRCB Executive Order WQ-2013-0058, Appendix "B" to this document. Additional crew members will be called if needed to quickly and efficiently handle the situation.
3. Any sewage spill from a public sewer system or privately owned sewer lateral in excess of the 1,000 gallon "reportable quantity" (California Code of Regulations, Title 23) and/or a spill that reaches a channel, storm drain, or surface water will be reported to the agencies listed on the following page. A discharge of less than 1,000 gallons must also be reported if the discharge is (or will be):
 - To waters of the State (waters of the State include all waters within the boundaries of the State, whether public or private, whether in natural or artificial channel and whether surface or subsurface),

- To the ground within five feet of groundwater or within 500 feet of a surface water, water well, or domestic water supply source,
- Causing a pollution or threatened pollution,
- Causing a nuisance,
- A potential threat to public health.

The OES and Tulare County EHS must be notified within two hours of sewer spills that reach surface water or drainage facilities that reach surface water. The City of Farmersville is required to certify with the RWQCB, no later than 24 hours, that the OES and EHS were notified when required and obtain an OES Event ID Number.

AGENCY CONTACTS

CALIFORNIA OFFICE OF EMERGENCY SERVICES (Cal OES)	1 (800) 852-7550
TULARE COUNTY OFFICE OF ENVIRONMENTAL HEALTH SERVICES	1 (800) 834-7121
CALIFORNIA REGIONAL WATER QUALITY CONTROL BOARD	1 (559) 445-5116
CALIFORNIA DEPARTMENT OF FISH & GAME	1 (831) 649-2810

Once the problem is resolved, the ERP crew leader will fill out a sewer overflow form with all the vital information and turn it into their supervisor. The DPW then reviews the problem, makes sure everything is filled out correctly, contacts all agencies as required, and then enters the data into the State Water Resources Control Board Sanitary Sewer Overflow database (SSO).

Section 7. FATS, OILS AND GREASE PLAN (FOG)

The goal of the City of Farmersville FOG Plan is to inspect all restaurants every year by the Code Enforcement Department Industrial Waste Inspectors. The Plan includes inspection and enforcement of all categorical dischargers. The City's Wastewater Treatment Plant is not set up as a receiving station for FOG disposal.

Farmersville Municipal Code Section 13.08.260 provides the legal authority to prohibit discharge of excess FOG that would cause adverse effects on the sewerage system.

The City contracts with the Tulare County Building Department for building plan check and inspection enforcing all requirements of the Uniform Plumbing Code for new City sewer connections. The City's Code Enforcement Officer conducts grease trap and interceptor inspections per the City's Municipal Code Section 13.08.300. The Tulare County Building Department can be reached at 559-624-7000.

Sewer Maintenance crews report any locations or areas of heavy FOG during routine or specific cleaning operations. These locations are reported to the Public Works Supervisor and the Chief Plant Operator of the wastewater treatment facility.

The Public Works Supervisor will contact the City's Code Enforcement Officer for possible investigation of the dischargers. These locations or areas are placed on a "Hot Spot" list that is cleaned on a regular basis until the problem is corrected.

Section 8. SYSTEM EVALUATION AND CAPACITY ASSURANCE PLAN

The City of Farmersville Public Works Division provides the sewer collection system evaluation and capacity services. The City's collection system contains approximately 38.34 miles (202,421 feet) of sewer main, six inches in diameter and greater. The system also contains 3 lift stations.

The City's collection system services 2,702 sanitary sewer connections. The connections consist of the following:

Single Family	2455
Multi-Family	58
Commercial	167
Industrial	1
Schools	7
Churches	14

Overflows in the City of Farmersville are the result of FOG and other causes of clogging or plugging of lines. There are no known pipeline capacity problems that result in sewer overflows. All lift stations are equipped with redundant pumping equipment and level telemetry.

There are no known structural problems with the sewers. Pipelines that are discovered with structural deficiencies during Closed Circuit Television (CCTV) are recommended for repair, rehabilitation, or replacement. These types of projects are included in the City's 5-year Capital Improvement Program.

Section 9. MONITORING AND PROGRAM MODIFICATIONS

Performance Measures

The indicators that the City will use to measure the performance of its Wastewater Collection System and the effectiveness of its Sewer System Management Plan (SSMP) are:

- SSO Rate (SSOs/100 miles/year);
- Number of SSOs for each cause (roots, grease, debris, pipe failure, capacity, lift station failures, etc.);
- Average SSO volume (gallons);
- Percentage of SSOs greater than 100 gallons;
- Percentage of SSOs reported as Category 1;
- Percentage of total spilled sewage discharged to surface water.

Historical and Baseline Performance

The City maintains information relevant to the performance of the collection system in its records. This historical performance data is for the performance measures described. The City has been reporting SSOs using California Integrated Water Quality System (CIWQS) since 2007. CIWQS data will be used as the City's historical performance data.

Performance Monitoring and Program Changes

The City will evaluate the performance of its Wastewater Collection System annually using the performance measures identified above. The City will update the data and analysis in this section at the time of the evaluation. The City may use other performance measures in its evaluation. The City will prioritize its actions and initiate changes to this SSMP and the related programs based on the results of the evaluation.

SSMP Updates

The City will update its SSMP at least every five years. The City will determine the need to update its SSMP more frequently based on the results of the annual audit and the performance of its Sanitary Sewer System. In the

event that the City decides that an update is warranted, the process to complete the update will be identified at that time. The City will complete the update within one year following identification of the need for the update.

City staff will seek approval from the City Council for any significant changes to the SSMP. The authority for approval of minor changes such as employee names, contact information, or minor procedural changes is delegated to the Public Works Director. The City will certify that it has completed the annual audit using CIWQS.

Section 10. PROGRAM AUDITS

This section outlines the auditing method that the City will follow to evaluate the effectiveness of the SSMP to identify updates that may be needed for a more effective program.

The City will audit its implementation and compliance with the provisions of this SSMP on an annual basis. The audit will be conducted by staff from the Public Works Department. The audit team may include members from other areas of the City, as needed. The scope of the audit will cover each of the major sections of the SSMP.

The results of the audit, including the identification of any deficiencies and the steps taken or planned to correct them, will be included in the SSMP Audit Report. The SSMP Audit Report will focus on the effectiveness of the SSMP program, compliance with the WDR requirements, and identification of any deficiencies in the SSMP. The SSMP Audit Report will identify revisions that may be needed for a more effective program. Information collected as part of Section 9 - Monitoring and Program Modifications will be used in preparing the audit.

Section 11. COMMUNICATION PROGRAM

Communication with the Public

The Public Works Department website contains Wastewater Collection and Industrial Waste program information with contact numbers:

<http://www.ci.Farmersville.ca.us/>

As described in this Plan, the City reports SSOs electronically to the California Integrated Water Quality System (CIWQS). The electronic SSO data, as well as information regarding regulatory actions is available at:

<http://www.waterboards.ca.gov/ciwqs/publicreports.shtml>

The website will be updated by the City Clerk to include a link for customers to the state Water Resources Control Board (SWRCB) Sanitary Sewer Overflow Program (CIWQS) website. The link to the SWRCB website will enable citizens to review for themselves all the SWRCB WDR and SSMP requirements that the City is being mandated to develop and implement.

Appendix A. Organization Contacts

	PHONE NUMBER	NAME	AREA OF RESPONSIBILITY
CITY COUNCIL	(559) 747-0458	(POINT OF CONTACT)	Consists of a five (5) member council, with each council member serving four (4) year overlapping terms. The City Council makes decisions, establishes policies and enacts laws on behalf of the voters for the betterment of the City.
CITY MANAGER	(559) 747-0458	JENNIFER GOMEZ	Responsible for the day to day operations within the City. Enforces policy; plans strategy; leads staff; allocates resources; delegates responsibilities; authorizes outside contracts to perform services; serves as the City's Public Information Officer (PIO). Reports to City Council
PUBLIC WORKS DIRECTOR	(559) 747-3330	JEFF DOWLEN	Responsible for the day to day operations within the Department of Public Works. Plans, organizes, directs and supervises all public works activities of the City. Serves as the Legally Responsible Official (LRO) and reports to the City Manager.
PUBLIC WORKS SUPERVISOR	(559) 747-3330	KENNETH GUINN	Plans, organizes and supervises the maintenance and repair of city public works infrastructure. Manages field operations and maintenance activities; provides relevant information to the Public Works Director; implements contingency plans; supervises emergency response; investigates SSO's; trains and supervises ERP's. Reports to Public Works Director.
EMERGENCY RESPONSE PERSONNEL (ERP)	(559) 972-1748	JUSTIN BAKER RUBEN FARIAS JUAN GOMEZ MIKE GORDON	Conducts preventative and corrective maintenance activities on all lift stations, wastewater treatment plant facilities and the collection system. ERP's mobilize and respond to all stoppage reports and SSO's. Reports to the Public Works Supervisor.
CODE ENFORCEMENT	(559) 747-0458	MARIA VASQUEZ	The City's Code Enforcement officer is responsible for inspecting all commercial and industrial grease generators discharging into the City's sanitary sewer collection system.

Appendix B. SWRCB Executive Order WQ-2013-0058

Sanitary Sewer Overflow Monitoring and Reporting Procedures

STATE OF CALIFORNIA
WATER RESOURCES CONTROL BOARD
ORDER NO. WQ 2013-0058-EXEC

AMENDING MONITORING AND REPORTING PROGRAM
FOR
STATEWIDE GENERAL WASTE DISCHARGE REQUIREMENTS FOR
SANITARY SEWER SYSTEMS

The State of California, Water Resources Control Board (hereafter State Water Board) finds:

1. The State Water Board is authorized to prescribe statewide general Waste Discharge Requirements (WDRs) for categories of discharges that involve the same or similar operations and the same or similar types of waste pursuant to Water Code section 13263(i)
2. Water Code section 13193 *et seq.* requires the Regional Water Quality Control Boards (Regional Water Boards) and the State Water Board (collectively, the Water Boards) to gather Sanitary Sewer Overflow (SSO) information and make this information available to the public, including but not limited to, SSO cause, estimated volume, location, date, time, duration, whether or not the SSO reached or may have reached waters of the state, response and corrective action taken, and an enrollee's contact information for each SSO event. An enrollee is defined as the public entity having legal authority over the operation and maintenance of, or capital improvements to, a sanitary sewer system greater than one mile in length
3. Water Code section 13271, *et seq.* requires notification to the California Office of Emergency Services (Cal OES), formerly the California Emergency Management Agency, for certain unauthorized discharges, including SSOs.
4. On May 2, 2006, the State Water Board adopted Order 2006-0003-DWQ, "Statewide Waste Discharge Requirements for Sanitary Sewer Systems"¹ (hereafter SSS WDRs) to comply with Water Code section 13193 and to establish the framework for the statewide SSO Reduction Program.
5. Subsection G.2 of the SSS WDRs and the Monitoring and Reporting Program (MRP) provide that the Executive Director may modify the terms of the MRP at any time.
6. On February 20, 2008, the State Water Board Executive Director adopted a revised MRP for the SSS WDRs to rectify early notification deficiencies and ensure that first responders are notified in a timely manner of SSOs discharged into waters of the state.
7. When notified of an SSO that reaches a drainage channel or surface water of the state, Cal OES, pursuant to Water Code section 13271(a)(3), forwards the SSO notification information² to local government agencies and first responders including local public health officials and the applicable Regional Water Board. Receipt of notifications for a single SSO event from both the SSO reporter

¹ Available for download at:
http://www.waterboards.ca.gov/board_decisions/adopted_orders/water_quality/2006/wq/wqo2006_0003.pdf

² Cal OES Hazardous Materials Spill Reports available Online at:
http://w3.ca/ema.ca.gov/operational/m/haz_nsf/Sde?faultview and http://w3.ca/ema.ca.gov/operational/ma/haz_nsf

and Cal OES is duplicative. To address this, the SSO notification requirements added by the February 20, 2008 MRP revision are being removed in this MRP revision.

8. In the February 28, 2008 Memorandum of Agreement between the State Water Board and the California Water and Environment Association (CWEA), the State Water Board committed to re-designing the CIWQS³ Online SSO Database to allow 'event' based SSO reporting versus the original 'location' based reporting. Revisions to this MRP and accompanying changes to the CIWQS Online SSO Database will implement this change by allowing for multiple SSO appearance points to be associated with each SSO event caused by a single asset failure.
9. Based on stakeholder input and Water Board staff experience implementing the SSO Reduction Program, SSO categories have been revised in this MRP. In the prior version of the MRP, SSOs have been categorized as Category 1 or Category 2. This MRP implements changes to SSO categories by adding a Category 3 SSO type. This change will improve data management to further assist Water Board staff with evaluation of high threat and low threat SSOs by placing them in unique categories (i.e., Category 1 and Category 3, respectively). This change will also assist enrollees in identifying SSOs that require Cal OES notification.
10. Based on over six years of implementation of the SSS WDRs, the State Water Board concludes that the February 20, 2008 MRP must be updated to better advance the SSO Reduction Program⁴ objectives, assess compliance, and enforce the requirements of the SSS WDRs.

IT IS HEREBY ORDERED THAT:

Pursuant to the authority delegated by Water Code section 13267(f), Resolution 2002-0104, and Order 2006-0003-DWQ, the MRP for the SSS WDRs (Order 2006-0003-DWQ) is hereby amended as shown in Attachment A and shall be effective on September 9, 2013.

8/6/13

Date



Thomas Howard
Executive Director

³ California Integrated Water Quality System (CIWQS) publicly available at <http://www.waterboards.ca.gov/ciwqs/publicreports.shtml>

⁴ Statewide Sanitary Sewer Overflow Reduction Program information is available at http://www.waterboards.ca.gov/water_issues/programs/ssor/

ATTACHMENT A

STATE WATER RESOURCES CONTROL BOARD
ORDER NO. WQ 2013-0058-EXEC

AMENDING MONITORING AND REPORTING PROGRAM
FOR
STATEWIDE GENERAL WASTE DISCHARGE REQUIREMENTS FOR
SANITARY SEWER SYSTEMS

This Monitoring and Reporting Program (MRP) establishes monitoring, record keeping, reporting and public notification requirements for Order 2006-0003-DWQ, "Statewide General Waste Discharge Requirements for Sanitary Sewer Systems" (SSS WDRs). This MRP shall be effective from September 9, 2013 until it is rescinded. The Executive Director may make revisions to this MRP at any time. These revisions may include a reduction or increase in the monitoring and reporting requirements. All site specific records and data developed pursuant to the SSS WDRs and this MRP shall be complete, accurate, and justified by evidence maintained by the enrollee. Failure to comply with this MRP may subject an enrollee to civil liabilities of up to \$5,000 a day per violation pursuant to Water Code section 13350; up to \$1,000 a day per violation pursuant to Water Code section 13268; or referral to the Attorney General for judicial civil enforcement. The State Water Resources Control Board (State Water Board) reserves the right to take any further enforcement action authorized by law.

A. SUMMARY OF MRP REQUIREMENTS

Table 1 – Spill Categories and Definitions

CATEGORIES	DEFINITIONS [see Section A on page 5 of Order 2006-0003-DWQ, for Sanitary Sewer Overflow (SSO) definition]
CATEGORY 1	<p>Discharges of untreated or partially treated wastewater of any volume resulting from an enrollee's sanitary sewer system failure or flow condition that:</p> <ul style="list-style-type: none"> • Reach surface water and/or reach a drainage channel tributary to a surface water; or • Reach a Municipal Separate Storm Sewer System (MS4) and are not fully captured and returned to the sanitary sewer system or not otherwise captured and disposed of properly. Any volume of wastewater not recovered from the MS4 is considered to have reached surface water unless the storm drain system discharges to a dedicated storm water or groundwater infiltration basin (e.g., infiltration pit, percolation pond).
CATEGORY 2	<p>Discharges of untreated or partially treated wastewater of 1,000 gallons or greater resulting from an enrollee's sanitary sewer system failure or flow condition that do not reach surface water, a drainage channel, or a MS4 unless the entire SSO discharged to the storm drain system is fully recovered and disposed of properly.</p>
CATEGORY 3	<p>All other discharges of untreated or partially treated wastewater resulting from an enrollee's sanitary sewer system failure or flow condition.</p>
PRIVATE LATERAL SEWAGE DISCHARGE (PLSD)	<p>Discharges of untreated or partially treated wastewater resulting from blockages or other problems within a privately owned sewer lateral connected to the enrollee's sanitary sewer system or from other private sewer assets. PLSDs that the enrollee becomes aware of may be voluntarily reported to the California Integrated Water Quality System (CIWQS) Online SSO Database.</p>

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

ELEMENT	REQUIREMENT	METHOD
<p>NOTIFICATION (see section B of MRP)</p>	<ul style="list-style-type: none"> • Within two hours of becoming aware of any Category 1 SSO <u>greater than or equal to 1,000 gallons discharged to surface water or spilled in a location where it probably will be discharged to surface water</u>, notify the California Office of Emergency Services (Cal OES) and obtain a notification control number. 	<p>Call Cal OES at (800) 852-7550</p>
<p>REPORTING (see section C of MRP)</p>	<ul style="list-style-type: none"> • Category 1 SSO: Submit draft report within three business days of becoming aware of the SSO and certify within 15 calendar days of SSO end date. • Category 2 SSO: Submit draft report within 3 business days of becoming aware of the SSO and certify within 15 calendar days of the SSO end date. • Category 3 SSO: Submit certified report within 30 calendar days of the end of month in which SSO the occurred. • SSO Technical Report: Submit within 45 calendar days after the end date of any Category 1 SSO in which 50,000 gallons or greater are spilled to surface waters. • "No Spill" Certification: Certify that no SSOs occurred within 30 calendar days of the end of the month or, if reporting quarterly, the quarter in which no SSOs occurred. • Collection System Questionnaire: Update and certify every 12 months. 	<p>Enter data into the CIWQS Online SSO Database (http://ciwqs.waterboards.ca.gov/), certified by enrollee's Legally Responsible Official(s).</p>
<p>WATER QUALITY MONITORING (see section D of MRP)</p>	<ul style="list-style-type: none"> • Conduct water quality sampling <u>within 48 hours</u> after initial SSO notification for Category 1 SSOs in which 50,000 gallons or greater are spilled to surface waters. 	<p>Water quality results are required to be uploaded into CIWQS for Category 1 SSOs in which 50,000 gallons or greater are spilled to surface waters.</p>
<p>RECORD KEEPING (see section E of MRP)</p>	<ul style="list-style-type: none"> • SSO event records. • Records documenting Sanitary Sewer Management Plan (SSMP) implementation and changes/updates to the SSMP. • Records to document Water Quality Monitoring for SSOs of 50,000 gallons or greater spilled to surface waters. • Collection system telemetry records if relied upon to document and/or estimate SSO Volume. 	<p>Self-maintained records shall be available during inspections or upon request.</p>

B. NOTIFICATION REQUIREMENTS

Although Regional Water Quality Control Boards (Regional Water Boards) and the State Water Board (collectively, the Water Boards) staff do not have duties as first responders, this MRP is an appropriate mechanism to ensure that the agencies that have first responder duties are notified in a timely manner in order to protect public health and beneficial uses.

1. For any Category 1 SSO greater than or equal to 1,000 gallons that results in a discharge to a surface water or spilled in a location where it probably will be discharged to surface water, either directly or by way of a drainage channel or MS4, the enrollee shall, as soon as possible, but not later than two (2) hours after (A) the enrollee has knowledge of the discharge, (B) notification is possible, and (C) notification can be provided without substantially impeding cleanup or other emergency measures, notify the Cal OES and obtain a notification control number.
2. To satisfy notification requirements for each applicable SSO, the enrollee shall provide the information requested by Cal OES before receiving a control number. Spill information requested by Cal OES may include:
 - i. Name of person notifying Cal OES and direct return phone number.
 - ii. Estimated SSO volume discharged (gallons).
 - iii. If ongoing, estimated SSO discharge rate (gallons per minute).
 - iv. SSO Incident Description:
 - a. Brief narrative.
 - b. On-scene point of contact for additional information (name and cell phone number).
 - c. Date and time enrollee became aware of the SSO.
 - d. Name of sanitary sewer system agency causing the SSO.
 - e. SSO cause (if known).
 - v. Indication of whether the SSO has been contained.
 - vi. Indication of whether surface water is impacted.
 - vii. Name of surface water impacted by the SSO, if applicable.
 - viii. Indication of whether a drinking water supply is or may be impacted by the SSO.
 - ix. Any other known SSO impacts.
 - x. SSO incident location (address, city, state, and zip code).
3. Following the initial notification to Cal OES and until such time that an enrollee certifies the SSO report in the CIWQS Online SSO Database, the enrollee shall provide updates to Cal OES regarding substantial changes to the estimated volume of untreated or partially treated sewage discharged and any substantial change(s) to known impact(s).
4. PLSDs: The enrollee is strongly encouraged to notify Cal OES of discharges greater than or equal to 1,000 gallons of untreated or partially treated wastewater that result or may result in a discharge to surface water resulting from failures or flow conditions within a privately owned sewer lateral or from other private sewer asset(s) if the enrollee becomes aware of the PLSD.

C. REPORTING REQUIREMENTS

1. **CIWQS Online SSO Database Account:** All enrollees shall obtain a CIWQS Online SSO Database account and receive a "Username" and "Password" by registering through CIWQS. These accounts allow controlled and secure entry into the CIWQS Online SSO Database.
2. **SSO Mandatory Reporting Information:** For reporting purposes, if one SSO event results in multiple appearance points in a sewer system asset, the enrollee shall complete one SSO report in the CIWQS Online SSO Database which includes the GPS coordinates for the location of the SSO appearance point closest to the failure point, blockage or location of the flow condition that caused the SSO, and provide descriptions of the locations of all other discharge points associated with the SSO event.
3. **SSO Categories**
 - i. **Category 1 – Discharges of untreated or partially treated wastewater of any volume resulting from an enrollee's sanitary sewer system failure or flow condition that:**
 - a. Reach surface water and/or reach a drainage channel tributary to a surface water; or
 - b. Reach a MS4 and are not fully captured and returned to the sanitary sewer system or not otherwise captured and disposed of properly. Any volume of wastewater not recovered from the MS4 is considered to have reached surface water unless the storm drain system discharges to a dedicated storm water or groundwater infiltration basin (e.g., infiltration pit, percolation pond).
 - ii. **Category 2 – Discharges of untreated or partially treated wastewater greater than or equal to 1,000 gallons resulting from an enrollee's sanitary sewer system failure or flow condition that does not reach a surface water, a drainage channel, or the MS4 unless the entire SSO volume discharged to the storm drain system is fully recovered and disposed of properly.**
 - iii. **Category 3 – All other discharges of untreated or partially treated wastewater resulting from an enrollee's sanitary sewer system failure or flow condition.**
4. **Sanitary Sewer Overflow Reporting to CIWQS - Timeframes**
 - i. **Category 1 and Category 2 SSOs – All SSOs that meet the above criteria for Category 1 or Category 2 SSOs shall be reported to the CIWQS Online SSO Database:**
 - a. Draft reports for Category 1 and Category 2 SSOs shall be submitted to the CIWQS Online SSO Database within three (3) business days of the enrollee becoming aware of the SSO. Minimum information that shall be reported in a draft Category 1 SSO report shall include all information identified in section 8.i.a. below. Minimum information that shall be reported in a Category 2 SSO draft report shall include all information identified in section 8.i.c below.
 - b. A final Category 1 or Category 2 SSO report shall be certified through the CIWQS Online SSO Database within 15 calendar days of the end date of the SSO. Minimum information that shall be certified in the final Category 1 SSO report shall include all information identified in section 8.i.b below. Minimum information that shall be certified in a final Category 2 SSO report shall include all information identified in section 8.i.d below.

- ii. **Category 3 SSOs** – All SSOs that meet the above criteria for Category 3 SSOs shall be reported to the CIWQS Online SSO Database and certified within 30 calendar days after the end of the calendar month in which the SSO occurs (e.g., all Category 3 SSOs occurring in the month of February shall be entered into the database and certified by March 30). Minimum information that shall be certified in a final Category 3 SSO report shall include all information identified in section 8.i.e below.
- iii. **“No Spill” Certification** – If there are no SSOs during the calendar month, the enrollee shall either 1) certify, within 30 calendar days after the end of each calendar month, a “No Spill” certification statement in the CIWQS Online SSO Database certifying that there were no SSOs for the designated month, or 2) certify, quarterly within 30 calendar days after the end of each quarter, “No Spill” certification statements in the CIWQS Online SSO Database certifying that there were no SSOs for each month in the quarter being reported on. For quarterly reporting, the quarters are Q1 - January/ February/ March, Q2 - April/May/June, Q3 - July/August/September, and Q4 - October/November/December.

If there are no SSOs during a calendar month but the enrollee reported a PLSD, the enrollee shall still certify a “No Spill” certification statement for that month.
- iv. **Amended SSO Reports** – The enrollee may update or add additional information to a certified SSO report within 120 calendar days after the SSO end date by amending the report or by adding an attachment to the SSO report in the CIWQS Online SSO Database. SSO reports certified in the CIWQS Online SSO Database prior to the adoption date of this MRP may only be amended up to 120 days after the effective date of this MRP. After 120 days, the enrollee may contact the SSO Program Manager to request to amend an SSO report if the enrollee also submits justification for why the additional information was not available prior to the end of the 120 days.

5. SSO Technical Report

The enrollee shall submit an SSO Technical Report in the CIWQS Online SSO Database within 45 calendar days of the SSO end date for any SSO in which 50,000 gallons or greater are spilled to surface waters. This report, which does not preclude the Water Boards from requiring more detailed analyses if requested, shall include at a minimum, the following:

- i. Causes and Circumstances of the SSO:
 - a. Complete and detailed explanation of how and when the SSO was discovered.
 - b. Diagram showing the SSO failure point, appearance point(s), and final destination(s).
 - c. Detailed description of the methodology employed and available data used to calculate the volume of the SSO and, if applicable, the SSO volume recovered.
 - d. Detailed description of the cause(s) of the SSO.
 - e. Copies of original field crew records used to document the SSO.
 - f. Historical maintenance records for the failure location.
- ii. Enrollee’s Response to SSO:
 - a. Chronological narrative description of all actions taken by enrollee to terminate the spill.
 - b. Explanation of how the SSMP Overflow Emergency Response plan was implemented to respond to and mitigate the SSO.

- c. Final corrective action(s) completed and/or planned to be completed, including a schedule for actions not yet completed.

iii. **Water Quality Monitoring:**

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

6. **PLSDs**

Discharges of untreated or partially treated wastewater resulting from blockages or other problems within a privately owned sewer lateral connected to the enrollee's sanitary sewer system or from other private sanitary sewer system assets may be voluntarily reported to the CIWQS Online SSO Database.

- i. The enrollee is also encouraged to provide notification to Cal OES per section B above when a PLSD greater than or equal to 1,000 gallons has or may result in a discharge to surface water. For any PLSD greater than or equal to 1,000 gallons regardless of the spill destination, the enrollee is also encouraged to file a spill report as required by Health and Safety Code section 5410 et. seq. and Water Code section 13271, or notify the responsible party that notification and reporting should be completed as specified above and required by State law.
- ii. If a PLSD is recorded in the CIWQS Online SSO Database, the enrollee must identify the sewage discharge as occurring and caused by a private sanitary sewer system asset and should identify a responsible party (other than the enrollee), if known. Certification of PLSD reports by enrollees is not required.

7. **CIWQS Online SSO Database Unavailability**

In the event that the CIWQS Online SSO Database is not available, the enrollee must fax or e-mail all required information to the appropriate Regional Water Board office in accordance with the time schedules identified herein. In such event, the enrollee must also enter all required information into the CIWQS Online SSO Database when the database becomes available.

8. **Mandatory Information to be Included in CIWQS Online SSO Reporting**

All enrollees shall obtain a CIWQS Online SSO Database account and receive a "Username" and "Password" by registering through CIWQS which can be reached at CIWQS@waterboards.ca.gov or by calling (866) 792-4977, M-F, 8 A.M. to 5 P.M. These accounts will allow controlled and secure entry into the CIWQS Online SSO Database. Additionally, within thirty (30) days of initial enrollment and prior to recording SSOs into the CIWQS Online SSO Database, all enrollees must complete a Collection System Questionnaire (Questionnaire). The Questionnaire shall be updated at least once every 12 months.

i. **SSO Reports**

At a minimum, the following mandatory information shall be reported prior to finalizing and certifying an SSO report for each category of SSO:

- a. **Draft Category 1 SSOs:** At a minimum, the following mandatory information shall be reported for a draft Category 1 SSO report:
1. SSO Contact Information: Name and telephone number of enrollee contact person who can answer specific questions about the SSO being reported.
 2. SSO Location Name.
 3. Location of the overflow event (SSO) by entering GPS coordinates. If a single overflow event results in multiple appearance points, provide GPS coordinates for the appearance point closest to the failure point and describe each additional appearance point in the SSO appearance point explanation field.
 4. Whether or not the SSO reached surface water, a drainage channel, or entered and was discharged from a drainage structure.
 5. Whether or not the SSO reached a municipal separate storm drain system.
 6. Whether or not the total SSO volume that reached a municipal separate storm drain system was fully recovered.
 7. Estimate of the SSO volume, inclusive of all discharge point(s).
 8. Estimate of the SSO volume that reached surface water, a drainage channel, or was not recovered from a storm drain.
 9. Estimate of the SSO volume recovered (if applicable).
 10. Number of SSO appearance point(s).
 11. Description and location of SSO appearance point(s). If a single sanitary sewer system failure results in multiple SSO appearance points, each appearance point must be described.
 12. SSO start date and time.
 13. Date and time the enrollee was notified of, or self-discovered, the SSO.
 14. Estimated operator arrival time.
 15. For spills greater than or equal to 1,000 gallons, the date and time Cal OES was called.
 16. For spills greater than or equal to 1,000 gallons, the Cal OES control number.
- b. **Certified Category 1 SSOs:** At a minimum, the following mandatory information shall be reported for a certified Category 1 SSO report, in addition to all fields in section 8.i.a.:
1. Description of SSO destination(s).
 2. SSO end date and time.
 3. SSO causes (mainline blockage, roots, etc.).
 4. SSO failure point (main, lateral, etc.).
 5. Whether or not the spill was associated with a storm event.
 6. Description of spill corrective action, including steps planned or taken to reduce, eliminate, and prevent reoccurrence of the overflow; and a schedule of major milestones for those steps.
 7. Description of spill response activities.
 8. Spill response completion date.
 9. Whether or not there is an ongoing investigation, the reasons for the investigation and the expected date of completion.

10. Whether or not a beach closure occurred or may have occurred as a result of the SSO.
11. Whether or not health warnings were posted as a result of the SSO.
12. Name of beach(es) closed and/or impacted. If no beach was impacted, NA shall be selected.
13. Name of surface water(s) impacted.
14. If water quality samples were collected, identify parameters the water quality samples were analyzed for. If no samples were taken, NA shall be selected.
15. If water quality samples were taken, identify which regulatory agencies received sample results (if applicable). If no samples were taken, NA shall be selected.
16. Description of methodology(ies) and type of data relied upon for estimations of the SSO volume discharged and recovered.
17. SSO Certification: Upon SSO Certification, the CIWQS Online SSO Database will issue a final SSO identification (ID) number.

- c. **Draft Category 2 SSOs:** At a minimum, the following mandatory information shall be reported for a draft Category 2 SSO report:
 1. Items 1-14 in section 8.i.a above for Draft Category 1 SSO.
- d. **Certified Category 2 SSOs:** At a minimum, the following mandatory information shall be reported for a certified Category 2 SSO report:
 1. Items 1-14 in section 8.i.a above for Draft Category 1 SSO and Items 1-9. and 17 in section 8.i.b above for Certified Category 1 SSO.
- e. **Certified Category 3 SSOs:** At a minimum, the following mandatory information shall be reported for a certified Category 3 SSO report:
 1. Items 1-14 in section 8.i.a above for Draft Category 1 SSO and Items 1-5. and 17 in section 8.i.b above for Certified Category 1 SSO.

ii. **Reporting SSOs to Other Regulatory Agencies**

These reporting requirements do not preclude an enrollee from reporting SSOs to other regulatory agencies pursuant to state law. In addition, these reporting requirements do not replace other Regional Water Board notification and reporting requirements for SSOs.

iii. **Collection System Questionnaire**

The required Questionnaire (see subsection G of the SSS WDRs) provides the Water Boards with site-specific information related to the enrollee's sanitary sewer system. The enrollee shall complete and certify the Questionnaire at least every 12 months to facilitate program implementation, compliance assessment, and enforcement response.

iv. **SSMP Availability**

The enrollee shall provide the publicly available internet web site address to the CIWQS Online SSO Database where a downloadable copy of the enrollee's approved SSMP, critical supporting documents referenced in the SSMP, and proof of local governing board approval of the SSMP is posted. If all of the SSMP documentation listed in this subsection is not publicly available on the Internet, the enrollee shall comply with the following procedure:

- a. Submit an electronic copy of the enrollee's approved SSMP, critical supporting documents referenced in the SSMP, and proof of local governing board approval of the SSMP to the State Water Board, within 30 days of that approval and within 30 days of any subsequent SSMP re-certifications, to the following mailing address:

State Water Resources Control Board
Division of Water Quality
Attn: SSO Program Manager
1001 I Street, 15th Floor, Sacramento, CA 95814

D. WATER QUALITY MONITORING REQUIREMENTS:

To comply with subsection D.7(v) of the SSS WDRs, the enrollee shall develop and implement an SSO Water Quality Monitoring Program to assess impacts from SSOs to surface waters in which 50,000 gallons or greater are spilled to surface waters. The SSO Water Quality Monitoring Program, shall, at a minimum:

1. Contain protocols for water quality monitoring.
2. Account for spill travel time in the surface water and scenarios where monitoring may not be possible (e.g. safety, access restrictions, etc.).
3. Require water quality analyses for ammonia and bacterial indicators to be performed by an accredited or certified laboratory.
4. Require monitoring instruments and devices used to implement the SSO Water Quality Monitoring Program to be properly maintained and calibrated, including any records to document maintenance and calibration, as necessary, to ensure their continued accuracy.
5. Within 48 hours of the enrollee becoming aware of the SSO, require water quality sampling for, at a minimum, the following constituents:
 - i. Ammonia
 - ii. Appropriate Bacterial indicator(s) per the applicable Basin Plan water quality objective or Regional Board direction which may include total and fecal coliform, enterococcus, and e-coli.

E. RECORD KEEPING REQUIREMENTS:

The following records shall be maintained by the enrollee for a minimum of five (5) years and shall be made available for review by the Water Boards during an onsite inspection or through an information request:

1. General Records: The enrollee shall maintain records to document compliance with all provisions of the SSS WDRs and this MRP for each sanitary sewer system owned including any required records generated by an enrollee's sanitary sewer system contractor(s).
2. SSO Records: The enrollee shall maintain records for each SSO event, including but not limited to:
 - i. Complaint records documenting how the enrollee responded to all notifications of possible or actual SSOs, both during and after business hours, including complaints that do not

result in SSOs. Each complaint record shall, at a minimum, include the following information:

- a. Date, time, and method of notification.
 - b. Date and time the complainant or informant first noticed the SSO.
 - c. Narrative description of the complaint, including any information the caller can provide regarding whether or not the complainant or informant reporting the potential SSO knows if the SSO has reached surface waters, drainage channels or storm drains.
 - d. Follow-up return contact information for complainant or informant for each complaint received, if not reported anonymously.
 - e. Final resolution of the complaint.
- ii. Records documenting steps and/or remedial actions undertaken by enrollee, using all available information, to comply with section D.7 of the SSS WDRs.
 - iii. Records documenting how all estimate(s) of volume(s) discharged and, if applicable, volume(s) recovered were calculated.
3. Records documenting all changes made to the SSMP since its last certification indicating when a subsection(s) of the SSMP was changed and/or updated and who authorized the change or update. These records shall be attached to the SSMP.
 4. Electronic monitoring records relied upon for documenting SSO events and/or estimating the SSO volume discharged, including, but not limited to records from:
 - i. Supervisory Control and Data Acquisition (SCADA) systems
 - ii. Alarm system(s)
 - iii. Flow monitoring device(s) or other instrument(s) used to estimate wastewater levels, flow rates and/or volumes.

F. CERTIFICATION

1. All information required to be reported into the CIWQS Online SSO Database shall be certified by a person designated as described in subsection J of the SSS WDRs. This designated person is also known as a Legally Responsible Official (LRO). An enrollee may have more than one LRO.
2. Any designated person (i.e. an LRO) shall be registered with the State Water Board to certify reports in accordance with the CIWQS protocols for reporting.
3. Data Submitter (DS): Any enrollee employee or contractor may enter draft data into the CIWQS Online SSO Database on behalf of the enrollee if authorized by the LRO and registered with the State Water Board. However, only LROs may certify reports in CIWQS.
4. The enrollee shall maintain continuous coverage by an LRO. Any change of a registered LRO or DS (e.g., retired staff), including deactivation or a change to the LRO's or DS's contact information, shall be submitted by the enrollee to the State Water Board within 30 days of the change by calling (866) 792-4977 or e-mailing help@ciwqs.waterboards.ca.gov.

5. A registered designated person (i.e., an LRO) shall certify all required reports under penalty of perjury laws of the state as stated in the CIWQS Online SSO Database at the time of certification.

CERTIFICATION

The undersigned Clerk to the Board does hereby certify that the foregoing is a full, true, and correct copy of an order amended by the Executive Director of the State Water Resources Control Board.

7/30/13
Date


Jeanine Townsend
Clerk to the Board

1.

RESOLUTION 2020-035

A RESOLUTION OF THE CITY OF FARMERSVILLE ADOPTING THE 2020 FOG PROGRAM BEST MANAGEMENT PRACTICES MANUAL IN ACCORDANCE WITH THE REQUIREMENTS OF THE STATE AND REGIONAL WATER QUALITY CONTROL BOARDS.

WHEREAS, the City of Farmersville, along with all public entities that own or operate sanitary sewer systems, is required by the State Water Resources Control Board (SWRCB) Order No. 2006- 0003 to develop and implement a plan to reduce fats, oils and grease in sanitary sewer collection systems as mandated by the State and Regional Water Boards; and

WHEREAS, the City Council supports and endorses the formalization of policies and procedures intended to properly manage, operate and maintain all parts of the sanitary sewer system to help reduce and prevent sanitary sewer overflows, including, without limitation, the management of its sanitary sewer collection system and treatment facilities by establishing pollution prevention techniques; and

WHEREAS, the City Council has determined the need to establish and adopt Program and Best Management Practices (BMP) for the disposal of Fats Oils and Grease (FOG) to conform with the City’s Sanitary Sewer Management Plan; and

NOW, THEREFORE, BE IT RESOLVED THAT the City Council for the City of Farmersville hereby adopts the 2020 City of Farmersville Sewer System Management Plan FOG Program Best Management Practices attached hereto in accordance with the requirements of the State and Regional Water Quality Control Boards.

PASSED, ADOPTED AND APPROVED this 27th day of July, 2020 by the following vote:

AYES: _____

NOES: _____

ABSTAIN: _____

ABSENT: _____

GREG GOMEZ
MAYOR of the City of Farmersville

Attest:

ROCHELLE GIOVANI
CITY CLERK

KITCHEN
SYSTEM

SANITARY
SYSTEM

FOG

Fats, Oils, and Grease

BEST MANAGEMENT PRACTICES MANUAL

2020

CITY OF FARMERSVILLE

FATS, OIL AND GREASE - - also called FOG in the wastewater industry - - can have negative impacts on wastewater collection and treatment systems. Most wastewater collection system blockages can be traced to FOG. Blockages in the wastewater collection system are serious, causing sewage spills, manhole overflows, or sewage backups in homes and businesses.

Two types of FOG pollutants are common to wastewater systems. Petroleum-based oil and grease (non-polar concentrations) occur at businesses using oil and grease, and can usually be identified and regulated by municipalities through local limits and associated pretreatment permit conditions. Animal and vegetable-based oil and grease (polar concentrations) are more difficult to regulate due to the large number of restaurants and fast-food outlets in every community.

This manual is written to provide municipal pretreatment staff - - along with restaurant and fast food business managers and owners - - with information about animal and vegetable-based oil and grease pollution prevention techniques focused on their businesses, effective in both reducing maintenance costs for business owners, and preventing oil and grease discharges to the sewer system. Many of the nation's fast-food restaurant chains participate in FOG recycling programs. Ensuring that grease trap and grease interceptors are properly installed - - and most importantly, properly maintained - - is more difficult. This manual focuses on proper maintenance of grease traps and interceptors, and includes inspection checklists for municipal pretreatment inspectors.

Manual contents includes:

- Frequently Asked Questions (FAQs)**
- Best Management Practices (BMPs)**
- Prohibitions**
- Maintenance**
- How It Works**

Knowledgeable municipal pretreatment staff, working with business owners, can effectively prevent oil and grease buildup, and associated problems, for both the sewerage agency and the restaurant owner.

For more information or to report a sanitary sewer overflow (SSO) please call the City of Farmersville at (559) 747-0458.

Frequently Asked Questions About Grease:

Is grease a problem?

What is a grease trap and how does it work?

What is a grease interceptor?

How do I clean my grease trap?

Can you recommend a maintenance schedule?

Do I have a grease trap?

Do I need a grease trap?

Is the grease trap I have adequate?

What if I don't install a grease trap?

Who determines if I need a grease trap or interceptor?

How can I get in compliance?

What are the criteria for inspecting grease traps?

Is grease a problem?

In the sewage collection and treatment industry, the answer is an emphatic YES! Grease is singled out for special attention because of its poor solubility in water and its tendency to separate from the liquid solution.

Large amounts of oil and grease in the wastewater cause trouble in the collection system pipes. It decreases pipe capacity and, therefore, requires that piping systems be cleaned more often and/or some piping to be replaced sooner than otherwise expected. Oil and grease also hamper effective treatment at the wastewater treatment plant.

Grease in a warm liquid may not appear harmful. But, as the liquid cools, the grease or fat congeals and causes nauseous mats on the surface of settling tanks, digesters, and the interior of pipes and other surfaces which may cause a shutdown of wastewater treatment units.

Problems caused by wastes from restaurants and other grease-producing establishments have served as the basis for ordinances and regulations governing the discharge of grease materials to the sanitary sewer system. This type of waste has forced the requirement of the installation of preliminary treatment facilities, commonly known as grease traps or interceptors.

What is a grease trap and how does it work?

A trap is a small reservoir built into the wastewater piping a short distance from the grease producing area. Baffles in the reservoir retain the wastewater long enough for the grease to congeal and rise to the surface. The grease can then be removed and disposed properly.

See *How It Works* for a description of how the various components of a grease trap function.

What is a grease interceptor?

An interceptor is a vault with a minimum capacity of between 500 and 750 gallons that is located on the exterior of the building. The vault includes a minimum of two compartments, and flow between each compartment is through a 90° fitting designed for grease retention. The capacity of the interceptor provides adequate residence time so that the wastewater has time to cool, allowing any remaining grease not collected by the traps time to congeal and rise to the surface where it accumulates until the interceptor is cleaned. See *How It Works* for a description of how the various components of a grease interceptor function.

How do I clean my grease trap?

Refer to *Grease Trap and Interceptor Maintenance*.

Can you recommend a maintenance schedule?

All grease interceptors should be cleaned *at least twice each year*. Some establishments will find it necessary to clean their traps more often. If the establishment is having to clean it too often, the owner should consider installing a larger trap or interceptor. Forms are available to keep a record of each cleaning.

Do I have a grease trap?

If the establishment is uncertain whether it has a grease trap, the owner should contact the City of Farmersville for further information.

Do I need a grease trap?

Any establishment that introduces grease or oil into the drainage and sewage system in quantities large enough to cause line blockages or hinder sewage treatment is required to install a grease trap or interceptor.

Interceptors are usually required for high volume restaurants (full menu establishments operating 16 hrs/day and/or serving 500+ meals per day) and large commercial establishments such as hotels, hospitals, factories, or school kitchens.

Grease traps are required for small volume (fast food or take-out restaurants with limited menus, minimum dishwashing, and/or minimal seating capacity) and medium volume (full menu establishments operating 8-16 hrs/day and/or serving 100-400 meals/day) establishments. Medium volume establishments may be required to install an interceptor depending upon the size of the establishment.

Is the grease trap I have adequate?

The Uniform Plumbing Code requires that no grease trap have a capacity less than 20 gallons per minute (gpm) or more than 55 gpm. The size of the trap depends upon the number of fixtures connected to it.

The following table provides criteria for sizing grease traps:

Total number of fixtures connected	Required rate of flow, gpm	Grease retention capacity, lbs
1	20	40
2	25	50
3	35	70
4	50	100

The size will also depend largely upon the maintenance schedule. If a grease trap or interceptor is not maintained regularly it will not provide the necessary grease removal. The establishment should work out a specific cleaning schedule that is right for the establishment. All grease traps need to have the grease cleaned out periodically and no one likes to do the job. It is a dirty job.

Running extremely hot water down the drain only moves the problem down stream. It does not go away. Catch the grease at the source! This is the most economical means to reduce *all* costs.

What if I don't install a grease trap?

If the establishment uses grease and oil in food preparation, it will eventually encounter a maintenance problem with a plugged building sewer line. The blockage can create a sewer backup situation and ultimately a potential health problem in the establishment. Someone will have to pay for removing the blockage. If the problem is in the building sewer line, then the establishment has direct responsibility for paying for the maintenance. If the blockage or restriction is in the public sewer main and it can be proven that the establishment is the cause of the blockage, then the establishment may have to pay for the public sewer to be maintained.

Blocking a sanitary sewer line is a violation of the United States Clean Water Act, the California Water Code and the local ordinances of the City of Farmersville.

Who determines if I need a grease trap or interceptor?

When waste pretreatment is required by administrative authority, as in the RCSD's Ordinance, an approved grease trap or interceptor shall be installed according to the Uniform Plumbing Code. The rules of the Kern County Health Department and the City of Farmersville will also assist the establishment in determining if a grease trap or interceptor is required. All administrative authorities prohibit the discharge of materials that can solidify and create blockages in the wastewater collection system or treatment plants.

How can I get in compliance?

The establishment should contact the City of Farmersville. The establishment will be asked to purchase a permit for the grease trap. This will enable the proper jurisdiction to assist the establishment in cleaning schedules and advise them of a problem showing up in the wastewater collection system. A grease interceptor permit is required regardless of whether the establishment has an existing trap or is installing a new one.

What are the criteria for inspecting grease traps?

All food service establishments suspected of causing problems to the collection system or treatment facilities will be inspected. The following universal criteria are used to inspect grease traps:

Percent of Trap Filled	Trap Condition
25	Good
25 – 50	Fair
>50	Poor

If the trap is in FAIR condition, the establishment will be advised to keep an eye on the maintenance schedule. The cleaning frequency may need to be increased. If the trap is in POOR condition, the establishment will be issued a compliance order to have it cleaned immediately. The establishment will then be required to contact the issuing authority within 30 days to verify that the grease interceptor has been properly cleaned.

CITY OF FARMERSVILLE BEST MANAGEMENT PRACTICES TIPS

Prevent Blockages in the Sanitary Sewer System

BMP	Reason	Benefits to Food Service Establishment	Pretreatment Inspection Tips
Train kitchen staff and other employees about how they can help ensure BMPs are implemented.	People are more willing to support an effort if they understand the basis for it.	All of the subsequent benefits of BMPs will have a better chance of being implemented.	Talk to the establishment manager about the training program that he/she has implemented
Post "No Grease" signs above sinks and on the front of dishwashers.	Signs serve as a constant reminder for staff working in kitchens.	These reminders will help minimize grease discharge to the traps and interceptors and reduce the cost of cleaning and disposal.	Check appropriate locations of "No Grease" signs.
Use water temperatures less than 140° F in all sinks, especially the pre-rinse sink before the mechanical dishwasher. The mechanical dishwasher requires a minimum temperature of 160° F, but the Uniform Plumbing Code (UPC) prohibits discharging the dishwasher to grease traps.	Temperatures in excess of 140° F will dissolve grease, but the grease can recondense or solidify in the sanitary sewer collection system as the water cools.	The food service establishment will reduce its costs for the energy – gas or electric – for heating the water.	Check boiler or hot water heater discharge temperature. Measure the temperature of the hot water being discharged from the closest sink.
Use a three-sink dishwashing system, which includes sinks for washing, rinsing, and sanitizing in a 50-100 ppm bleach solution. Water temperatures are less than 140° F. (See above)	The three-sink system uses water temperatures less than 140° F where a mechanical dishwasher requires a minimum temperature of 160° F. (See above) Note: The Uniform Plumbing Code (UPC) prohibits the discharge of dishwasher water to grease traps.	The food service establishment will reduce its costs for the energy - gas or electric - for heating the water for the mechanical dishwasher and for operating the dishwasher.	Measure temperature of the hot water at the three-sink system.

BMP	Reason	Benefits to Food Service Establishment	Pretreatment Inspection Tips
Recycle waste cooking oil.	There are many waste oil recyclers throughout California. This is a cost recovery opportunity.	The food service establishment will be paid for the waste material and will reduce the amount of garbage it must pay to have hauled away.	Obtain name of recycler used. Review recycling records. Confirm records with recycler.
"Dry wipe" pots, pans, and dishware prior to dishwashing.	The grease and food that remains in pots, pans, and dishware will likely go to the landfill. By "dry wiping" and disposing in garbage receptacles, the material will not be sent to the grease traps and interceptors.	This will reduce the amount of material going to grease traps and interceptors, which will require less frequent cleaning, reducing maintenance costs.	Observe dishwashing practices.
Dispose of food waste by recycling and/or solid waste removal.	Some recyclers will take food waste for animal feed. In the absence of such recyclers, the food waste can be disposed as solid waste in landfills by solid waste haulers.	Recycling of food wastes will reduce the cost of solid waste disposal. Solid waste disposal of food waste will reduce the frequency and cost of grease trap and interceptor cleaning.	Inspect grease traps and interceptors for food waste accumulation. Confirm the recycler or solid waste removal company with the establishment manager.

Properly Maintain Grease Traps and Interceptors to Prevent Introduction into the Sanitary Sewer System

BMP	Reason	Benefits to Food Service Establishment	Pretreatment Inspection Tips
Witness all grease trap or Interceptor cleaning/ maintenance activities to ensure the device is properly operating.	Grease trap/interceptor pumpers may take shortcuts. If the establishment manager inspects the cleaning operation and ensures it is consistent with the procedures in the section on <i>Grease Trap and Interceptor Maintenance</i> they are more assured of getting full value for their money.	The establishment will ensure it is getting value for the cost of cleaning the grease trap or interceptor. Otherwise the establishment may be paying for cleaning more often than necessary.	None.

BMP	Reason	Benefits to Food Service Establishment	Pretreatment Inspection Tips
Clean undersink grease traps weekly. If grease traps are more than 50% full when cleaned weekly, the cleaning frequency needs to be increased.	Undersink grease traps have less volume than grease interceptors. Weekly cleaning of undersink grease traps by the establishment's own maintenance staff will reduce the cost of cleaning the grease interceptor. If the establishment does not have a grease interceptor, the undersink grease trap is the only means of preventing grease from entering the sanitary sewer system. If the grease trap is not providing adequate protection, the local sewer agency may require installation of a grease interceptor.	This will extend the length of the cleaning cycle for grease interceptors that the establishment maintains.	Visually inspect the contents of the undersink grease trap. Inspect cleaning records.
Clean grease interceptors routinely.	Grease interceptors must be cleaned routinely to ensure that grease accumulation does not cause the interceptor to operate poorly. The cleaning frequency is a function of the type of establishment, the size of the interceptor, and the volume of flow discharged by the establishment.	Routine cleaning will prevent plugging of the sewer line between the food service establishment and the sanitary sewer system. If the line plugs, the sewer line may back up into the establishment, and the business will need to hire someone to unplug it.	Interceptor should have no more than 1/3 the depth as grease, and , Interceptor should have no more than 1/4 the depth as sediment, and No more than 25% of the depth should be a combination of grease (top) and sediment (bottom).
Keep a <i>maintenance log</i> .	The maintenance log serves as a record of the frequency and volume of cleaning the interceptor. It is required by the pretreatment program to ensure that grease trap/interceptor maintenance is performed on a regular basis.	The maintenance log serves as a record of cleaning frequency and can help the establishment manager optimize cleaning frequency to reduce cost.	Inspect maintenance log. Provide the establishment with a sample maintenance log if it does not have one. Confirm the maintenance log with the grease hauler identified.

Prevent Fats, Oil, and Grease From Degrading Groundwater

BMP	Reason	Benefits to Food Service Establishment	Pretreatment Inspection Tips
<p>Cover outdoor grease and oil storage containers.</p>	<p>The Regional Water Quality Control Board has BMPs in place for stormwater. Uncovered grease and oil storage containers can collect rainwater. Since grease and oil float, the rainwater can cause an overflow onto the ground. Such an overflow will eventually reach the groundwater.</p>	<p>The discharge of grease and oil may degrade water quality by adding biological and chemical oxygen demand. Discharge of grease and oil might also result in legal penalties or fines.</p>	<p>Observe storage area for signs of oil and grease. Inspect containers for covers. Remove covers to ensure containers have not overflowed and do not have excess water.</p>
<p>Locate grease dumpsters and storage containers away from storm drain catch basins.</p>	<p>The farther away from the catch basin, the more time someone has to clean up spills or drainage prior to entering the stormdrain system. Be aware of oil and grease dripped on the ground while carrying waste to the dumpster, as well as oil and grease that may "ooze" from the dumpster.</p>	<p>The discharge of grease and oil may degrade water quality by adding biological and chemical oxygen demand. Discharge of grease and oil might also result in legal penalties or fines.</p>	<p>Observe storage area for signs of oil and grease. Inspect the closest catch basin for signs of accumulated grease and oil.</p>
<p>Use absorbent pads or other material in the storm drain catch basins if grease dumpsters and containers must be located nearby. Do not use free flowing absorbent materials such as "kitty litter" or sawdust.</p>	<p>Absorbent pads and other materials can serve as an effective barrier to grease and oil from degrading groundwater quality.</p>	<p>The discharge of grease and oil may degrade water quality by adding biological and chemical oxygen demand. Discharge of grease and oil might also result in legal penalties or fines.</p>	<p>Check the nearest catch basin and drainage paths for signs of grease and oil. Require absorbent pads if the basin is within 20 feet of grease dumpsters or containers, or if there are signs of grease in the catch basin at any distance. Do not permit the use of free flowing absorbent material such as "kitty litter."</p>

BMP	Reason	Benefits to Food Service Establishment	Pretreatment Inspection Tips
Use absorbent pads or other material to clean up spilled material around outdoor equipment, containers or dumpsters. Do not use free flowing absorbent materials such as "kitty litter" or sawdust.	Absorbent pads or materials can help clean up grease and oil that is spilled on the ground.	The discharge of grease and oil may degrade water quality by adding biological and chemical oxygen demand. Discharge of grease and oil might also result in legal penalties or fines.	If grease and oil are observed on the ground in the storage area, recommend the use of absorbents to minimize movement of the grease and oil. Do not permit the use of free flowing absorbent material such as "kitty litter."
Routinely clean kitchen exhaust system filters.	If grease and oil escape through the kitchen exhaust system, it can accumulate on the roof of the establishment and eventually enter the ground when it rains.	The discharge of grease and oil may degrade water quality by adding biological and chemical oxygen demand to the stream. Discharge of grease and oil might also result in legal penalties or fines.	Inspect roof (if safely accessible) for signs of oil and grease. Require a maintenance schedule and records for cleaning exhaust filters. Cleaning is usually by washing, which will discharge the grease to the interceptor where it can be controlled.

Prohibitions Relating to Discharge of Fats, Oil, and Grease

DO NOT ...	Basis
Do not discharge fats, oil, and grease in concentrations that will cause an obstruction to the flow in a sewer, or pass through or interference at a wastewater treatment facility.	Grease can solidify and trap other solid particles to completely plug the wastewater collection system.
Do not discharge grease, improperly shredded garbage, animal guts or tissues, paunch manure, bones, hide, hair, fleshings, or entrails.	These materials in combination or alone can cause blockages and other operations and maintenance problems in the wastewater collection and treatment system.
Do not discharge wastewater with temperatures in excess of 140° F to any grease traps. This includes water from mechanical dishwashers that have a minimum required temperature of 160° F.	Temperatures in excess of 140° F will dissolve grease, but the grease can re-congeal and cause blockages further downstream in the sanitary sewer collection system as the water cools. Note: High temperature water, such as from a dishwasher, is discharged to the remotely-located grease interceptor, if there is one. The remote location and the high volume of the interceptor allows the water time to cool so that there is not a problem with dissolving grease and moving it further downstream. The high volume also provides dilution of the detergents in the dishwasher waste.

DO NOT ...	Basis
Do not discharge waste from a food waste disposal unit to any grease traps	The food waste will greatly reduce the capacity of the grease trap for retaining grease and can cause worse problems with blockages.
Do not discharge caustics, acids, solvents, or other emulsifying agents.	Though emulsifying agents can dissolve solidified grease, the grease can re-congeal further downstream in the sanitary sewer collection system. Caustics, acids, and solvents can have other harmful effects on the wastewater treatment system and can be a hazard to employees working in the wastewater collection system.
Do not discharge fats, wax, grease or oils containing substances that will become viscous between 32° F (0° C) and 150° F (65° C).	The temperatures shown are temperatures that can occur in the wastewater collection and treatment system. If these substances congeal, solidify, or become too viscous, they can cause blockages and other operations and maintenance problems.
Do not utilize biological agents for grease remediation without permission from the sanitary agency receiving the waste.	The biological agents may disrupt the biological treatment process at the wastewater treatment plant.
Do not clean equipment outdoors in an area where water can flow to the gutter, storm drain, or street.	Grease and dirt will be washed off the equipment and enter the storm drain system and flow to nearby streams.

Grease Trap and Interceptor Maintenance

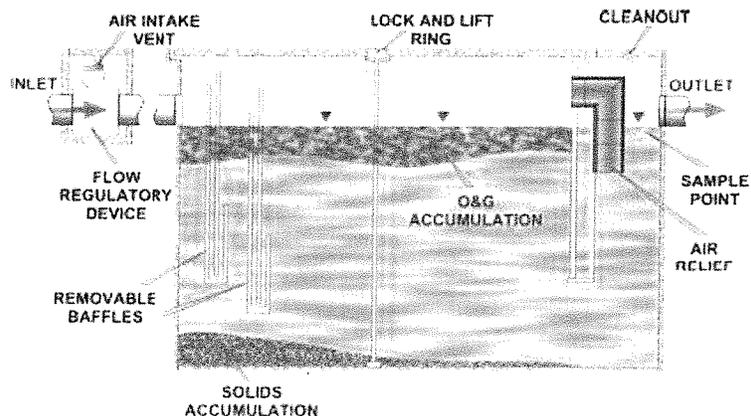
Grease trap maintenance is usually performed by maintenance staff, or other employees of the establishment. Grease interceptor (GI) maintenance, which is usually performed by permitted haulers or recyclers (See *Fats, Oil and Grease Haulers and Recyclers*), consists of removing the entire volume (liquids and solids) from the GI and properly disposing of the material in accordance with all Federal, State, and/or local laws. When performed properly and at the appropriate frequency, grease interceptor and trap maintenance can greatly reduce the discharge of fats, oil, and grease (FOG) into the wastewater collection system.

The required maintenance frequency for grease interceptors and traps depends greatly on the amount of FOG a facility generates as well as any best management practices (BMPs) that the establishment implements to reduce the FOG discharged into its sanitary sewer system. In many cases, an establishment that implements BMPs will realize financial benefit through a reduction in their required grease interceptor and trap maintenance frequency. Refer to *Best Management Practices* for examples of BMPs that FOG generating establishments should implement.

WARNING! Do not use hot water, acids, caustics, solvents, or emulsifying agents when cleaning grease traps and interceptors.

Grease Trap Maintenance

A proper maintenance procedure for a grease trap is outlined below:

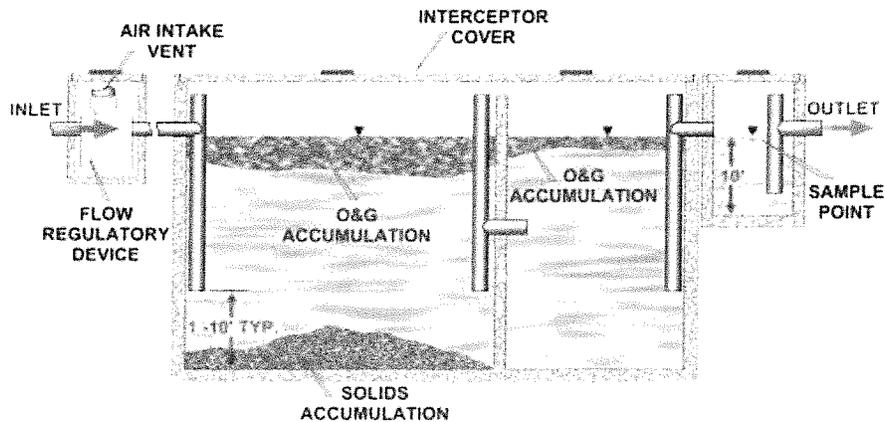


1. Bail out any water in the trap or interceptor to facilitate cleaning. The water should be discharged to the sanitary sewer system.
2. Remove baffles if possible.
3. Dip the accumulated grease out of the interceptor and deposit in a watertight container.
4. Scrape the sides, the lid, and the baffles with a putty knife to remove as much of the grease as possible, and deposit the grease into a watertight container.
5. Contact a hauler or recycler for grease pick-up.
6. Replace the baffle and the lid.
7. Record the volume of grease removed on the *maintenance log*.

Grease Interceptor Maintenance

Grease interceptors, due to their size, will usually be cleaned by grease haulers or recyclers. Licensed septic haulers can also pump out grease interceptors and haul the waste to the treatment plant. The hauler must notify DEQ when hauling grease. A proper maintenance procedure for a grease interceptor is outlined below:

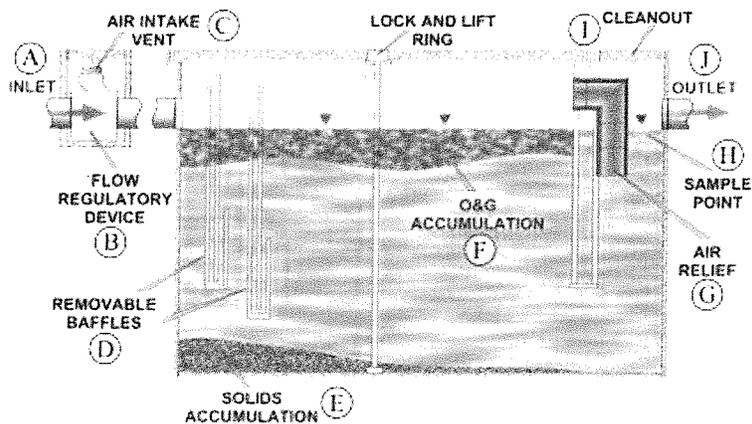
NOTE: Since the establishment is liable for the condition of their pretreatment devices, the establishment owners/representatives should witness all cleaning/maintenance activities to verify that the interceptor is being fully cleaned and properly maintained.



1. Contact a grease hauler or recycler for cleaning. See *Fats, Oil and Grease Haulers and Recyclers*.
2. Ensure that all flow is stopped to the interceptor by shutting the isolation valve in the inlet piping to the interceptor.
3. Remove the lid and bail out any water in the trap or interceptor to facilitate cleaning. The water should be discharged to the sanitary sewer system.
4. Remove baffles if possible.
5. Dip the accumulated grease out of the interceptor and deposit in a watertight container.
6. Pump out the settled solids and then the remaining liquids.
7. Scrape the sides, the lid, and the baffles with a putty knife to remove as much of the grease as possible, and deposit the grease into a watertight container.
8. Replace the baffle and the lid.
9. Record the volume of grease removed on the *maintenance log*.

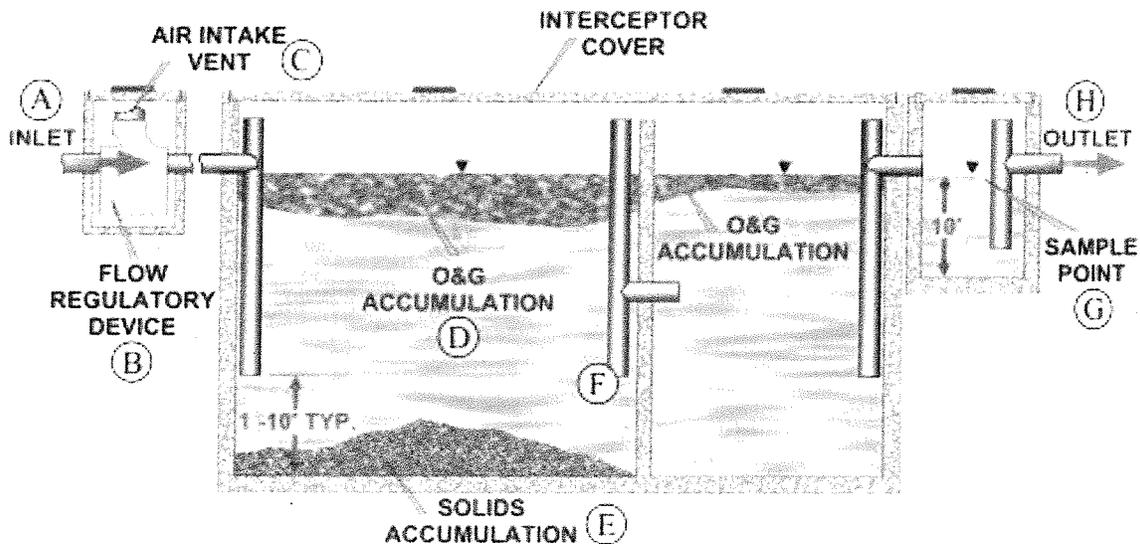
How it Works

Grease Trap



- A. Flow from four or fewer kitchen fixtures enters the grease trap.
- B. An approved flow control or restricting device is installed to restrict the flow to the grease trap to the rated capacity of the trap.
- C. An air intake valve allows air into the open space of the grease trap to prevent siphonage and back-pressure.
- D. The baffles help to retain grease toward the upstream end of the grease trap since grease floats and will generally not go under the baffle. This helps to prevent grease from leaving the grease trap and moving further downstream where it can cause blockage problems.
- E. Solids in the wastewater that do not float will be deposited on the bottom of the grease trap and will need to be removed during routine grease trap cleaning.
- F. Oil and grease floats on the water surface and accumulates behind the baffles. The oil and grease will be removed during routine grease trap cleaning.
- G. Air relief is provided to maintain proper air circulation within the grease trap.
- H. Some grease traps have a sample point at the outlet end of the trap to sample the quality of the grease trap effluent.
- I. A cleanout is provided at the outlet or just downstream of the outlet to provide access into the pipe to remove any blockages.
- J. The water exits the grease trap through the outlet pipe and continues on to the grease interceptor or to the sanitary sewer system.

Grease Interceptor



- A. Flow from undersink grease traps or directly from plumbing fixtures enters the grease interceptor. The UPC requires that all flow entering the interceptor must enter through the inlet pipe
- B. An approved flow control or restricting device is installed to restrict the flow to the grease interceptor to the rated capacity of the interceptor.
- C. An air intake valve allows air into the open space of the grease interceptor to prevent siphonage and backpressure.
- D. Oil and grease floats on the water surface and accumulates behind the grease retaining fittings and the wall separating the compartments. The oil and grease will be removed during routine grease interceptor cleaning.
- E. Solids in the wastewater that do not float will be deposited on the bottom of the grease interceptor and will need to be removed during routine grease interceptor cleaning.
- F. Grease retaining fittings extend down into the water to within 12 inches of the bottom of the interceptor. Because grease floats, it generally does not enter the fitting and is not carried into the next compartment. The fittings also extend above the water surface to provide air relief.
- G. Some interceptors have a sample box so that inspectors or employees of the establishment can periodically take effluent samples. Having a sample box is recommended by the UPC but not required.
- H. Flow exits the interceptor through the outlet pipe and continues on to the sanitary sewer system.