



CITY COUNCIL
HOUSING AUTHORITY AND
SUCCESSOR AGENCY TO THE EL CAJON
REDEVELOPMENT AGENCY

Council Chamber
200 Civic Center Way
El Cajon, CA 92020

Agenda

SEPTEMBER 22, 2020, 3:00 p.m.

Please note that, pursuant to the State of California Governor's Executive Order N-29-20, and in the interest of the public health and safety, members of the City Council and Staff may attend the meeting telephonically.

Further, Orders from the San Diego County Health Officer prevent persons other than City officials and essential employees to be physically present.

In accordance with the Executive Order, and in compliance with the County Health Officer's Orders, the public may view the meeting on the City's website. Please visit <https://www.cityofelcajon.us/videostreaming> for more details.

To submit comments on an item on this agenda, or a Public Comment, please visit the City's website at <https://www.cityofelcajon.us/videostreaming>. Comments will be accepted up to the conclusion or the vote of each item. Comments will be limited to 300 words and will be entered into the official Council Meeting Record. The City Council will endeavor to include all comments prior to taking action.

If you find that you are unable to submit a comment through the website, please contact the City Clerk's Office at (619) 441-1763, not later than 2:30 p.m. prior to the start of the City Council Meeting.

Should technical difficulties arise, they will be resolved as soon as possible.

Bill Wells, Mayor
Phil Ortiz, Deputy Mayor
Steve Goble, Councilmember
Gary Kendrick, Councilmember
Bob McClellan, Councilmember

Graham Mitchell, City Manager
Vince DiMaggio, Assistant City Manager
Morgan Foley, City Attorney
Angela Cortez, City Clerk

CALL TO ORDER: Mayor Bill Wells

ROLL CALL: City Clerk Angela Cortez

PLEDGE OF ALLEGIANCE TO FLAG AND MOMENT OF SILENCE

POSTINGS: The City Clerk posted Orders of Adjournment of the September 8, 2020, Meeting and the Agenda of the September 22, 2020, Meeting in accordance to State Law and Council/Authority/Successor Agency to the Redevelopment Agency Policy.

PRESENTATIONS:

Presentation: Fire Prevention Week

AGENDA CHANGES:

CONSENT ITEMS:

Consent Items are routine matters enacted by one motion according to the RECOMMENDATION listed below. With the concurrence of the City Council, a Council Member or person in attendance may request discussion of a *Consent Item* at this time.

1. Minutes of the City Council/Housing Authority/Successor Agency to the El Cajon Redevelopment Agency Meetings

RECOMMENDATION:

That the City Council/Housing Authority/Successor Agency to the El Cajon Redevelopment Agency approves Minutes of the September 8, 2020, Meeting of the El Cajon City Council/Housing Authority/Successor Agency to the El Cajon Redevelopment Agency.

2. Warrants

RECOMMENDATION:

That the City Council approves payment of Warrants as submitted by the Finance Department.

3. Approval of Reading Ordinances by Title Only

RECOMMENDATION:

That the City Council approves the reading by title and waives the reading in full of all Ordinances on the Agenda.

4. Sewer System Management Plan Update

RECOMMENDATION:

That the City Council:

1. Receives the 2020 Sanitary Sewer Management Plan (SSMP) update and Appendices for approval and filing; and
2. Adopts the next Resolution, in order, certifying that the SSMP is in compliance with the State of California Waste Discharge Requirements (WDR).

5. Youth League Utility Support Fiscal Year 2020/2021

RECOMMENDATION:

That the City Council approves the Recreation Council recommendation to provide utility support, in the amount of \$2,000 per league, to eight Executive Member youth leagues.

6. El Cajon Housing Authority Annual Report (Fiscal Year 2019-2020)

RECOMMENDATION:

That the El Cajon Housing Authority:

1. Approves the Annual Report; and
2. Authorizes the Executive Director to transmit the report, in a form substantially as presented, to the California Department of Housing and Community Development as required by State law.

7. Conflict of Interest Code - Biennial Review

RECOMMENDATION:

That the City Council adopts the next Resolution, in order, approving changes to the designated employee and official positions required to be filed under the City's Conflict of Interest Code.

8. Time Extension of Tentative Subdivision Map (TSM) 665; 411 Emerald Avenue, Engineering Job No. 3572

RECOMMENDATION:

That the City Council grants a one-year time extension for TSM 665 (411 Emerald Avenue) and sets the new expiration date to October 18, 2021, in accordance with Municipal Code Section 16.12.110.

PUBLIC COMMENT:

At this time, any person may address a matter within the jurisdiction of the City Council/Housing Authority/Successor Agency to the El Cajon Redevelopment Agency that is not on the Agenda. Comments relating to items on today's docket are to be taken at the time the item is heard. State law prohibits discussion or action on items not on the Agenda; however, Council, Authority and Agency Members may briefly respond to statements or questions. An item may be placed on a future Agenda.

WRITTEN COMMUNICATIONS:

PUBLIC HEARINGS:

ADMINISTRATIVE REPORTS:

9. Smart City Initiatives

RECOMMENDATION:

That the City Council provides direction to staff regarding the development of a Smart City Strategic Plan and gives feedback regarding priorities on Smart City initiatives.

COMMISSION REPORTS:

ACTIVITIES REPORTS/COMMENTS OF MAYOR WELLS:

SANDAG (San Diego Association of Governments) Board of Directors; SANDAG – Audit Committee, San Diego Division; Heartland Fire Training JPA – Alternate; League of California Cities, San Diego Division; LAFCO.

10. Council Activity Report
11. Legislative Report - No Report

ACTIVITIES REPORTS/COMMENTS OF COUNCILMEMBERS:

12. **COUNCILMEMBER GARY KENDRICK**
METRO Commission/Wastewater JPA; Heartland Communications; Heartland Fire Training JPA.; East County Advanced Purification JPA.

13. **COUNCILMEMBER BOB MCCLELLAN**
MTS (Metropolitan Transit System Board); Harry Griffen Park Joint Steering Committee; Heartland Communications – Alternate

14. **COUNCILMEMBER STEVE GOBLE**
SANDAG – Board of Directors – Alternate; SANDAG Public Safety Committee – Alternate; METRO Commission/Wastewater JPA – Alternate; Chamber of Commerce – Government Affairs Committee; MTS (Metropolitan Transit System Board) – Alternate; East County Advanced Purification JPA - Alternate.

15. **DEPUTY MAYOR PHIL ORTIZ**
East County Economic Development Council.

JOINT COUNCILMEMBER REPORTS:

GENERAL INFORMATION ITEMS FOR DISCUSSION:

ORDINANCES: FIRST READING

ORDINANCES: SECOND READING AND ADOPTION

CLOSED SESSIONS:

ADJOURNMENT: The Adjourned Regular Joint Meeting of the El Cajon City Council/ El Cajon Housing Authority/Successor Agency to the El Cajon Redevelopment Agency held this 22nd day of September, 2020, is adjourned to Tuesday, October 13, 2020, at 3:00 p.m.



City Council
Agenda Report

Agenda Item 1.

DATE: September 22, 2020

TO: Honorable Mayor and City Councilmembers

FROM:

SUBJECT: Minutes of the City Council/Housing Authority/Successor Agency to the El Cajon Redevelopment Agency Meetings

RECOMMENDATION:

That the City Council/Housing Authority/Successor Agency to the El Cajon Redevelopment Agency approves Minutes of the September 8, 2020, Meeting of the El Cajon City Council/Housing Authority/Successor Agency to the El Cajon Redevelopment Agency.

Attachments

09-08-20 DRAFT minutes - 3PM

JOINT MEETING OF THE EL CAJON CITY COUNCIL/HOUSING AUTHORITY/SUCCESSOR AGENCY TO THE EL CAJON REDEVELOPMENT AGENCY



MINUTES

CITY OF EL CAJON EL CAJON, CALIFORNIA

September 8, 2020

A Regular Joint Meeting of the El Cajon City Council/Housing Authority/ Successor Agency to the El Cajon Redevelopment Agency, held Tuesday, September 8, 2020, was called to order by Mayor/Chair Bill Wells at 3:01 p.m., in the Council Chambers, 200 Civic Center Way, El Cajon, California.

ROLL CALL

Council/Agencymembers via virtual platform: Goble, Kendrick and McClellan
Council/Agencymembers absent: None
Deputy Mayor/Vice Chair via virtual platform: Ortiz
Mayor/Chair present via virtual platform: Wells
Other Officers present via virtual platform: DiMaggio, Assistant City Manager
Foley, City Attorney/General Counsel
Cortez, City Clerk/Secretary
Officer absent: Mitchell, City Manager/Executive Director

PLEDGE OF ALLEGIANCE TO FLAG led by Mayor Wells and MOMENT OF SILENCE. (The Courts have concluded that sectarian prayer, as part of City Council Meetings, is not permitted under the Constitution).

POSTINGS: The City Clerk posted Orders of Adjournment of the August 11, 2020, meeting, and the Joint Special Meeting of August 28, 2020 and the Agenda of the September 8, 2020, meeting in accordance with State Law and El Cajon City/Housing Authority/Successor Agency to the El Cajon Redevelopment Agency Policy.

PRESENTATIONS:

Proclamation: National Preparedness Month

Presentation: 92020 Day

AGENDA CHANGES: None

CONSENT ITEMS: (1 – 14)

1. Minutes of El Cajon City Council/Housing Authority/Successor Agency to the El Cajon Redevelopment Agency Meetings

Approves Minutes of the August 11, 2020, and the Joint Special Meeting of August 28, 2020, of the El Cajon City Council/ Housing Authority/Successor Agency to the El Cajon Redevelopment Agency.

2. Warrants

Approves payment of Warrants as submitted by the Finance Department.

3. Approval of Reading Ordinances by Title only

Approves the reading by title and waives the reading in full of all Ordinances on the Agenda.

4. 2019 State Homeland Security Grant Program Funding

Adopts Resolution No. 091-20 authorizing the City Manager or designee to accept and appropriate the FY 2019 State Homeland Security Grant funds in the amount of \$79,029, and to execute any grant documents and agreements necessary for the receipt and use of these funds.

Remainder of page intentionally left blank.

CONSENT ITEMS: (Continued)

5. 2020-2021 Office of Traffic Safety (OTS) Selective Traffic Enforcement Program (STEP) Grant

1. Authorizes the City Manager or his designee to accept the California Office of Traffic Safety (STEP) Grant in the amount of \$100,500, and to execute any grant documents and agreements necessary for the receipt and use of these funds.
2. Appropriates the California Office of Traffic Safety (STEP) Grant funds in the amount of \$89,244 for overtime, \$3,098 for training and travel, \$8,158 for supplies, services and equipment for a total grant award of \$100,500.

PULLED FOR DISCUSSION:

6. Award of RFP No. 010-21 – Underwriting Services for Pension Obligation Bonds

Adopts Resolution No. 092-20 to enter into an agreement with Bank of America Securities, Inc., for underwriting services for the City's proposed pension obligation bonds, in an estimated amount of \$332,403 based on an assumed level of issuance in the amount of \$150 million, with compensation conditioned upon the successful sale of the bonds to the underwriter.

DISCUSSION

In response to an answer by Councilmember Goble, Director of Finance, Clay Schoen and Assistant City Manager DiMaggio stated that Item 6 is in preparation to execute the sale of pension obligation bonds when appropriate.

MOTION BY GOBLE, SECOND BY WELLS, to APPROVE Consent Item No. 6.

MOTION CARRIED BY UNANIMOUS VOTE.

PULLED FOR DISCUSSION:

7. US Soccer Foundation Grant

Accepts the US Soccer Foundation Grant Agreement to build a hard court arena soccer court at Wells Park.

DISCUSSION

In response to an answer by Councilmember Goble, Director of Recreation, Frank Carson and City Attorney Foley provided information on the terms of the lease and the timeline of the Agreement. As discussion continued, it was acknowledged that there is no time period on the current agreement. City Attorney Foley stated that the agreement will be amended to include a 10 year term limit. Mr. Foley added that the city is obligated to provide reports to the US Soccer Foundation for a period of five (5) years.

CONSENT ITEMS: (Item 7 - Continued)

An online comment was received from Stephanie Harper in support of the proposed agreement.

MOTION BY GOBLE, SECOND BY WELLS, to APPROVE Consent Item No. 7, with the provision to amend the agreement to include a 10 year period term.

MOTION CARRIED BY UNANIMOUS VOTE.

8. Award of RFP No. 009-21 – Custodial Services

Adopts Resolution No. 093-20 to enter into an agreement with CCS San Diego Janitorial, Inc., dba CCS Facility Services in an amount not-to-exceed \$413,757.68 for a one-year term with the option to renew for four additional one-year terms.

9. FY 2020 U.S. Department of Justice Byrne Memorial Justice Assistance Grant (JAG) Program Application

Receives the FY 2020 JAG application as an informational item at this time. If the Police Department is awarded the FY 2020 JAG grant funds, Council action will be needed to accept and appropriate the grant.

10. Disposal of Retired Property

That the City Council declares the listed property retired and authorizes disposal in accordance with policy.

11. Contract Amendment for Building Services

Adopts Resolution No. 094-20 to increase the Agreement for Professional Services with EsGil, LLC., (EsGil) for building services in the not-to-exceed amount of \$225,000.

12. Extension to Debris Collection Services Contract

Adopts Resolution No. 095-20 to extend the contract for debris collection services with East County Transitional Living Center for three months in the not-to-exceed amount of \$19,500.

CONSENT ITEMS: (Continued)

13. Contract Amendment for Mechanical Door and Gate Repair

Adopts Resolution No. 096-20 to increase the contract for mechanical door and gate repair in the not-to-exceed amount of \$10,708.53.

14. Salary Setting for the Fire Inspector I and II Classifications

Approves the salary ranges and rates for the Fire Inspector I and II classifications.

MOTION BY WELLS, SECOND BY McCLELLAN, to APPROVE Consent Items 1 to 5 and 8 to 14.

MOTION CARRIED BY UNANIMOUS VOTE.

PUBLIC COMMENT:

An online comment submitted by Natalie Thomas stated that it was inappropriate for Councilmember McClellan to be wearing a political hat during a public meeting, and requested clarification of the City Council's stance on promoting a political agenda.

In response to Councilmember McClellan's question, City Attorney Foley stated the situation would be the same as if a councilmember were to campaign a political view in City Hall, and he recommended the hat be removed.

WRITTEN COMMUNICATIONS: None

PUBLIC HEARINGS:

15. Application for Specific Plan No. 2020-0001 for Personal Self-Storage Facility with Increased Building Height

RECOMMENDATION:

That the City Council:

1. Opens the Public Hearing and receives testimony;
2. Closes the Public Hearing;
3. Moves to adopt the next Resolution, in order, approving the California Environmental Quality Act Exemption; and
4. Moves to adopt the next Resolution, in order, approving Specific Plan No. 2020-0001.

PUBLIC HEARINGS: (Item 15 – Continued)

DISCUSSION

Associate Planner, Spencer Hayes, provided detailed information of the Item.

Discussion ensued amongst Council and Staff regarding:

- The vacant lot previously occupied by Coco’s Restaurant;
- Sales tax to be generated by the proposed business;
- Difference of taxes generated between new and used car sales;
- Concern for over concentration of storage facilities in town;
- Need for investment in the area of town where proposed storage facility will be built; and
- Need for new retail stores on Main Street.

Mayor Wells opened the Public Hearing.

No comments were received.

MOTION BY WELLS, SECOND BY McCLELLAN, to CLOSE the Public Hearing.

MOTION CARRIED BY UNANIMOUS VOTE.

MOTION BY ORTIZ, SECOND BY McCLELLAN, to ADOPT Resolution No. 097-20, approving the California Environmental Quality Act Exemption; and ADOPT Resolution No. 098-20, approving Specific Plan No. 2020-0001.

MOTION CARRIED BY UNANIMOUS VOTE.

16. Public Hearing and Second Reading of Ordinance to Adopt by Reference, Appendix O of the 2019 California Building Code

RECOMMENDATION:

That the City Council:

1. Opens the Public Hearing and receives testimony;
2. Closes the Public Hearing;
3. Adopts by reference, Appendix O of the 2019 California Building Code; and
4. Requests the City Clerk to recite the Ordinance title.

PUBLIC HEARINGS: (Item 16 – Continued)

DISCUSSION

Director of Community Development, Anthony Shute, provided a summary of the Item.

Mayor Wells opened the Public Hearing.

The following people submitted online comments in support of the adoption of Appendix O of the 2019 California Building Code:

Jeffrey Gilbert
Lisa Kogan
Natasha
Anna Masters
Cheryl Whitehouse
Lorena Young
Amalea Romero
Laura Ford
Angela Rowe
Kellie Scott
Robert Bird
Pamela J. Yarberry
Heather O'Connor
Marly Wexler
Janet Poutre
Honor M. Bell, III
Jared S.
Marcus Belgrove
Margi Bradley
Ellen Stone
John Brady

D R A F T

MOTION BY WELLS, SECOND BY ORTIZ, to CLOSE the Public Hearing.

MOTION CARRIED BY UNANIMOUS VOTE.

MOTION BY ORTIZ, SECOND BY McCLELLAN, to ADOPT Ordinance No. 5102, adopting by reference, Appendix O of the 2019 California Building Code; and Request the City Clerk to recite the Ordinance title.

MOTION CARRIED BY UNANIMOUS VOTE.

PUBLIC HEARINGS: (Item 16 – Continued)

The City Clerk recited the title of the ordinance for a first reading.

An Ordinance of the City Council of the City of El Cajon Adopting, by Reference, Appendix O of the California Building Code, 2019 Edition, to provide for Emergency Housing in the City of El Cajon.

ADMINISTRATIVE REPORTS:

- 17. Agreements with the San Diego Humane Society to Provide Animal Services in the City of El Cajon

RECOMMENDATION:

That the City Council approves the next Resolution, in order, authorizing the City Manager to enter into an Animal Services Agreement and a Lease Agreement with the San Diego Humane Society.

DISCUSSION

Assistant City Manager DiMaggio, provided detailed information of the Item.

Julianna Tetlow, Dr. Gary Weitzman, Michael Lowry and Zaran Hedge, representing the San Diego Humane Society, were available via Zoom to answers questions.

The following people submitted online comments in support of the proposed agreement with the San Diego Humane Society:

- Josh Hirschmiller
- Elizabeth Pecs
- Anna Gerhart

MOTION BY McCLELLAN, SECOND BY KENDRICK, to ADOPT Resolution No. 099-20, authorizing the City Manager to enter into an Animal Services Agreement and a Lease Agreement with the San Diego Humane Society.

MOTION CARRIED BY UNANIMOUS VOTE.

ADMINISTRATIVE REPORTS: (Continued)

18. CARES Business Grant Program Update

RECOMMENDATION:

That the City Council receives the report; no action is required from the City Council.

DISCUSSION

Management Analyst, Ryan Villegas, provided detailed information of the Item.

Assistant City Manager DiMaggio praised the work of Mr. Villegas, and he thanked Tracy Yale and other staff members who assisted in the processing of the applications received.

Discussion ensued among Council and Staff concerning the grant process and requirements.

No comments were received.

COMMISSION REPORTS: None

ACTIVITIES REPORTS/COMMENTS OF MAYOR WELLS:

SANDAG (San Diego Association of Governments) Board of Directors; SANDAG – Audit Committee; League of California Cities, San Diego Division; Heartland Fire Training JPA – Alternate; LAFCO.

19. Council Activities Report/Comments

Report as stated.

20. Legislative Update

Assistant City Manager DiMaggio provided an update on several bills of interest to the City, as the Legislative closed its current session.

ACTIVITIES REPORTS OF COUNCILMEMBERS:

21. COUNCILMEMBER GARY KENDRICK
METRO Commission/Wastewater JPA; Heartland Communications; Heartland Fire Training JPA; East County Advance Water Purification Joint Powers Authority Board.

Council Activities Report/Comments.

Report as stated.

22. COUNCILMEMBER BOB MCCLELLAN
MTS (Metropolitan Transit System Board); Harry Griffen Park Joint Steering Committee; Heartland Communications – Alternate.

Council Activities Report/Comments.

Report as stated.

23. COUNCILMEMBER STEVE GOBLE
SANDAG – Board of Directors – Alternate; SANDAG Public Safety Committee – Alternate; METRO Commission/Wastewater JPA – Alternate; Chamber of Commerce – Government Affairs Committee; MTS (Metropolitan Transit System Board) – Alternate; East County Advance Water Purification Joint Powers Authority Board – Alternate.

Council Activities Report/Comments.

Report as stated.

24. DEPUTY MAYOR PHIL ORTIZ
East County Economic Development Council; League of California Cities, San Diego Division.

Council Activities Report/Comments.

Report as stated.

JOINT COUNCILMEMBER REPORTS: None

GENERAL INFORMATION ITEMS FOR DISCUSSION:

25. Animal Shelter Donations for July 2020

RECOMMENDATION:

In accordance with City Council Policy B-2, staff informs the City Council about receiving the following donations for the El Cajon Animal Shelter for the month of July:

Anonymous	\$571.30
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ORDINANCES: FIRST READING - None

ORDINANCES: SECOND READING AND ADOPTION

23. Amendment to Title 17 (Zoning Code), allowing for Emergency Housing on Select Sites

RECOMMENDATION:

That Mayor Wells requests the City Clerk to recite the title.

DISCUSSION

The following people submitted online comments in support of Amending Title 17, allowing for Emergency Housing on Select Sites:

Kelli Gray-Meisner
Luiza Garcia
Herb Kelly
Mary Case

The City Clerk recited the title of the ordinance for a second reading.

An Ordinance Amending Title 17 (Zoning Code) of the El Cajon Municipal Code and Adding a new Section 17.225.185 to Chapter 17.225 allowing for Emergency Housing on select sites under specific criteria.

MOTION BY McCLELLAN, SECOND BY KENDRICK, to Adopt Ordinance No. 5103, Amending Title 17 (Zoning Code) of the El Cajon Municipal Code and Adding a new Section 17.225.185 to Chapter 17.225 allowing for Emergency Housing on select sites under specific criteria.

MOTION CARRIED BY UNANIMOUS VOTE.

CLOSED SESSIONS: None

Adjournment: Mayor Wells adjourned the Regular Joint Meeting of the El Cajon City Council/Housing Authority/Successor Agency to the El Cajon Redevelopment Agency held this 8th day of September, 2020, at 4:09 p.m., to Tuesday, September 22, 2020, at 3:00 p.m.

ANGELA L. CORTEZ, CMC
City Clerk/Secretary

D R A F T



City Council Agenda Report

Agenda Item 4.

DATE: September 22, 2020
TO: Honorable Mayor and City Councilmembers
FROM: Yazmin Arellano, Acting Director of Public of Works
SUBJECT: Sewer System Management Plan Update

RECOMMENDATION:

That the City Council:

1. Receives the 2020 Sanitary Sewer Management Plan (SSMP) update and Appendices for approval and filing; and
2. Adopts the next Resolution, in order, certifying that the SSMP is in compliance with the State of California Waste Discharge Requirements (WDR).

BACKGROUND:

On May 2, 2006, the State Water Resources Control Board (SWRCB) adopted Order No. 2006-0003-DWQ (Order). This Order mandated that all public agencies (Enrollees) that operate a sewer system develop a comprehensive engineering, operations and maintenance plan (Plan) to eliminate sanitary sewer overflows and consequential pollution of the waters of the State.

Following the Order, staff assembled a comprehensive asset management plan that included fourteen (14) elements, ranging from capacity assurance to overflow response. The results of which were presented to the City Council for approval on July 28, 2009. The City Council adopted resolution No. 88-09, approving the plan and certifying compliance with the WDR. The WDR required that all Enrollees perform an audit and amend the Plan biannually, and re-certify the Plan by the governing board (in our case, the City Council) every five (5) years thereafter. This was last completed in 2015. Since 2015, Staff has performed two audits and Plan revisions. Most of the original goals to bring the City's Plan into compliance with the WDR were satisfied in 2015, but each new audit and Plan revision establishes additional goals and existing goals' updates to address current requirements.

Staff recommends that the City Council certifies the 2020 SSMP update and accepts it for filing with the California State Water Resources Control Board via their online tool, the California Integrated Water Quality System (CIWQS).

CALIFORNIA ENVIRONMENTAL QUALITY ACT:

The action is statutorily exempt from CEQA per section 15262 of the CEQA Guidelines.

Prepared By: Yazmin Arellano, Acting Director of Public Works

Reviewed By: Vince DiMaggio, Assistant City Manager

Approved By: Graham Mitchell, City Manager

Attachments

Resolution

SSMP - El Cajon

RESOLUTION NO. __-20

A RESOLUTION OF THE CITY COUNCIL
OF THE CITY OF EL CAJON
APPROVING AND CERTIFYING THE
2020 SANITARY SEWER MANAGEMENT PLAN
UPDATE AND APPENDICES

WHEREAS, on May 2, 2006, the State Water Resources Control Board (the "SWRCB") adopted Order No. 2006-0003-DWQ (the "Order"), which mandated that all public agencies ("Enrollees") operating a sewer system develop a comprehensive engineering, operations and maintenance plan (the "Plan") to eliminate sanitary sewer overflows and consequential pollution of the waters of the State of California; and

WHEREAS, following the Order, City of El Cajon ("City") staff assembled a comprehensive asset management plan that included fourteen (14) elements, ranging from capacity assurance to overflow response, and presented it to the City Council for approval on July 28, 2009; and

WHEREAS, City Council adopted Resolution No. 88-09 on July 28, 2009, approving the plan and certifying compliance with the State of California Waste Discharge Requirements (the "WDR"); and

WHEREAS, the WDR requires that all Enrollees perform an audit and amend the Plan biannually, and recertification of the Plan by their governing board every five (5) years thereafter; and

WHEREAS, the City previously certified the Plan in 2015, and since that time, staff has performed two audits and Plan revisions; and

WHEREAS, most of the original goals to bring the City's Plan into compliance with the WDR were satisfied in 2015, but each new audit and Plan revision establishes additional goals and updates to existing goals in order to address current requirements; and

WHEREAS, staff recommends that City Council certifies the 2020 SSMP update and accepts it for filing with the SWRCB through the California Integrated Water Quality System ("CIWQS"); and

WHEREAS, the action is statutorily exempt from California Environmental Quality Act ("CEQA") under section 15262 of the CEQA Guidelines.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EL CAJON AS FOLLOWS:

1. The above recitals are true and correct, and are the findings of the City Council.

2. The City Council hereby approves the 2020 SSMP Update, including all Appendices thereto, and certifies that the SSMP is in compliance with the WDR.

3. The City Council hereby directs staff to file the Plan with the SWRCB through the CIWQS.

09/22/20 CC Agenda
Reso – 2020 SSMP Update & Certify Compliance 091520

**CITY OF EL CAJON
SEWER SYSTEM MANAGEMENT PLAN**

September 2020

Prepared for:



200 Civic Center Way
El Cajon, California 9202

Prepared by:



15092 Avenue of Science #200
San Diego, CA 92128



Certification

I certify under penalty of law that this Sewer System Management Plan, and the subparts contained herein, comply with the requirements set forth in the General Waste Discharge Requirements (WDRs) for Sanitary Sewer Systems, Order No. 2006-0003 within the time frames identified in the schedule provided in WDRs and as amended by a Memorandum of Agreement executed on June 27, 2006 between the Executive Director of the SWRCB and the California Water Environment Association. I further certify that this document and all attachments were prepared under the City of El Cajon's direction and supervision in accordance with its policies and procedures to assure that qualified personnel properly provided, evaluated, and incorporated the information reflected in this document, that the information included in this document is, to the best of my knowledge and belief, true, accurate, and complete, and that this document has been duly presented to and approved by the El Cajon City Council on the ____ day of _____, _____.

Graham Mitchell
City Manager

Date



Acknowledgements

The City of El Cajon would like to acknowledge the following individuals for their outstanding efforts and contributions, which resulted in the creation of this document. The comprehensive plans included herein reflect the City’s on-going commitment to the effective and efficient operation, maintenance and management of its wastewater collection system and achieving the City’s goals and objectives.

City Management and Authority:

Members of the City Council

Steve Goble

Phil Ortiz

Gary Kendrick

Bob McClellan

Mayor

Bill Wells

City Manager

Graham Mitchell

City Attorney

Morgan Foley

Acting Director of Public Works/City Engineer

Yazmin Arellano

Primary contributors for this document are: Members of the Steering Committee that comprise individuals from the City’s Operations and Maintenance Department, Engineering, Design, Storm Water/Pollution Prevention, Code Enforcement, the City Attorney, and City Manager.

Sewer System Management Plan Steering Committee:

Director of Public Works

Deputy Director of Public Works- Engineering

Deputy Director of Public Works- Operations

Principal Engineer

Public Works Operations Manager

Associate Engineer and Chairman

GIS and Cartography

Code Enforcement Storm Water Unit



List of Abbreviations and Acronyms

AB	Assembly Bill
AC	Acre
BAT	Best Available Technology
BMP	Best Management Practices
BOD	Biochemical Oxygen Demand
CCTV	Closed Circuit Television
CFR	Code of Federal Regulations
CIP	Capital Improvement Program
City	City of El Cajon
CIWQS	California Integrated Water Quality System
CM	Corrective Maintenance
CMMS	Computerized Maintenance Management System
CWA	Clean Water Act
CWEA	California Water Environment Association
DEH	Department of Environmental Health (County of San Diego)
DPW	Director of Public Works
ECMC	El Cajon Municipal Code
EPA	Environmental Protection Agency
FEWD	Food Establishment Waste Discharge
FOG	Fats, Oils, and Grease
FSE	Food Service Establishment
GIS	Geographic Information System
GPD	Gallons per Day
GPM	Gallons per Minute
GPS	Global Positioning System
Greenbook	Standard Specifications for Public Works Construction
GWDR	General Water Discharge Requirements
HFML	High Frequency Maintenance Location



List of Abbreviations and Acronyms

I/I	Inflow and Infiltration
IERP	Integrated Emergency Response Plan
JRMP	Jurisdictional Runoff Management Program
LRO	Legally Responsible Official
MGD	Million Gallons per Day
MRP	Monitoring and Reporting Program
NASSCO	National Association of Sewer Service Companies
NPDES	National Pollutant Discharge Elimination System
O&M	Operation and Maintenance
OES	Office of Emergency Services
PACP	Pipeline Assessment and Certification Program
PM	Predictive Maintenance / Preventative Maintenance
PMP	Preventative Maintenance Program
POTW	Publicly Owned Treatment Works
R&R	Rehabilitation and Replacement
SDRWQCB	San Diego Regional Water Quality Control Board
SMP	Standard Maintenance Procedure
SOP	Standard Operating Procedure
SSD	Security Signal Device
SSMP	Sewer System Management Plan
SSO	Sanitary Sewer Overflow
SSOERP	Sanitary Sewer Overflow Emergency Response Plan
SWRCB	State Water Resources Control Board
WDRs	Waste Discharge Requirements



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Executive Summary

On May 2, 2006, the State Water Resources Control Board (SWRCB) adopted Order Number 2006-0003-DWQ, the Waste Discharge Requirements (WDRs), which requires all federal and state agencies, municipalities, counties, districts, and other public entities that own or operate a wastewater collection system greater than one (1) mile in length to develop and implement a system specific Sewer System Management Plan (SSMP). An SSMP must document how an agency manages its wastewater collection system. Each agency must present the SSMP to its governing body at a public meeting prior to certifying the document.

This SSMP, prepared by the City of El Cajon in compliance with the requirements of the WDRs, documents the City's system specific plans and programs to operate, maintain, and manage its wastewater collection system. Goals for the SSMP include:

- Properly manage, operate, and maintain all parts of the wastewater system;
- Assure adequate system capacity to convey peak wastewater flows;
- Establish measurable performance indicators and manage assets at the lowest life cycle costs;
- Compliance with all regulatory requirements;
- Protection of the public's health and safety; and
- Protection of the environment;

Table ES-1 includes a summary of the mandatory components required by the WDRs and included in the City's SSMP. Each element of the SSMP is described in detail in the corresponding chapter shown in Table ES-1. Plans in support of the City's effort to meet the state requirements and formally document its current efforts are included in the appendices. The plans include detailed information regarding the City's specific policies and procedures to reduce SSOs and manage the wastewater collection system. The plans are included as appendices to facilitate implementing updates to the various programs as they are implemented, modified, and refined.



Executive Summary

Table ES-1

WDR Requirements and Chapter Location

WDR Element	Element Description	Chapter
(i)	Goals and Objectives	2
(ii)	Organization and Communication	3
(iii)	Legal Authority	4
(iv)	Operation and Maintenance Program	5
(v)	Design and Performance Provisions	6
(vi)	Sewer Overflow Emergency Response Plan	7
(vii)	Fats, Oils, and Grease (FOG) Control Program	8
(viii)	System Evaluation and Capacity Assurance Plan	9
(ix)	Monitoring, Measurement and Plan Modifications	10
(x)	SSMP Program Audits	11
(xi)	Public Outreach Program	12

Monitoring and Reporting Program

On August 6, 2013 the State Water Resources Control Board (SWRCB) adopted Order Number WQ 2013-0058-EXEC, amending the Monitoring and Reporting Requirements (MRP) included in Order No. 2006-0003-DWQ. While in the previous version of the MRP SSOs were categorized as Category 1 or Category 2, the revised MRP implemented changes to SSO categories by adding a Category 3 SSO type. The intent of the revision was to improve data management to further assist with evaluation of high threat and low threat SSOs. The City's Sanitary Sewer Overflow Emergency Response Plan (SSOERP) last updated in June 2018 reflects the current MRP. A copy of the updated SSOERP is contained in Appendix C for reference.

Sewer System Management Plan Audit

In continued compliance with the WDRs, The City has conducted an internal audits of the SSMP document in July 2017 and July 2019. As required, the audits were performed to evaluate the effectiveness of the SSMP components and confirm the City's compliance with the SSMP requirements of Section D.13 of the WDRs. The findings of the audits are summarized in the *Sewer System Management Plan Bi-Annual Audit Report July 2017*, *Sewer System Management Plan Bi-Annual Audit Report July 2019* included in Appendix F for reference.



Chapter 1

Introduction

The State of California's Waste Discharge Requirements include requirements for owners and operators of wastewater collection systems to illustrate adequate and efficient management, operation, and maintenance of their systems. To comply with the WDRs, every public wastewater collection system agency must develop a Sewer System Management Plan (SSMP) and the various plans and programs that make up the SSMP by the specified dates noted in the WDRs, and as revised by a memorandum of agreement between the State and the California Water Environment Association (CWEA). The WDRs also require agencies to develop and maintain a sanitary sewer overflow emergency response plan (SSOERP) that establishes standard procedures for immediate recovery and remediation of a Sewer System Overflow (SSO).

This SSMP has been prepared in compliance with the requirements of the State Water Resources Control Board (SWRCB), Order 2006-0003, Statewide General Waste Discharge Requirements (WDRs) for Sanitary Sewer Systems. The goal of the WDRs is to provide a consistent statewide approach for reducing SSOs. This chapter includes a brief overview of the City of El Cajon's (City's) service area and sanitary sewer system, a summary of the regulations that serve as the impetus for the development of this SSMP, and the purpose and organization of this SSMP.

1.1 Service Area

The City of El Cajon is located in a valley surrounded by mountains, just 15 miles east of San Diego, and which has acquired the nickname of "The Box". The City is the fifth largest of 18 cities in San Diego County and serves a population of approximately 102,400 customers within a 14.5 square mile area.

1.2 Waste Discharge Requirements

On May 2, 2006, the SWRCB adopted Order 2006-0003, the Statewide General Waste Discharge Requirements for Sanitary Sewer Systems, which requires all federal and state agencies, municipalities, counties, districts, and other public entities that own or operate a sanitary sewer system greater than one (1) mile in length to comply with the elements of the WDRs. The WDRs serve to provide a unified statewide approach for reporting and tracking SSOs, establishing consistent and uniform requirements for SSMP development and implementation, establishing consistency in reporting, and facilitating consistent enforcement for violations.

On June 27, 2006, the Executive Director of the SWRCB executed a memorandum of agreement with the California Water Environment Association (CWEA), outlining a strategy and time schedule for CWEA to provide training on the (1) adoption of the program, (2) SSO database electronic reporting, and (3) SSMP development. This agreement also extended the completion dates for most tasks by six (6) months from the dates shown in the adopted WDRs.



Introduction

The WDRs include directives for owners and operators of sanitary sewer systems to demonstrate adequate and efficient management, operation, and maintenance of the sanitary sewer system. Generally, the WDRs require that:

- a) In the event of an SSO, all feasible steps be taken to control the released volume and prevent untreated wastewater from entering storm drains, creeks, etc.
- b) If an SSO occurs, it must be reported to the SWRCB using California Integrated Water Quality System (CIWQS), the online reporting system developed by the SWRCB. The City completed its enrollment into the program, the demographic questionnaire, and electronic reporting commenced in January 2007.
- c) An SSMP with all mandatory elements be developed and approved by the governing body that owns or is responsible for the operation of the sanitary sewer system. The SSMP must include provisions to provide proper and efficient management, operation, and maintenance of the sanitary sewer system.

1.3 Purpose

The City recognizes the importance of preventing sewage spills for the mutual protection of our surface waters and the overall environment to safeguard public health and safety. Therefore, in a proactive approach to achieve WDR compliance, the City has prepared and updated this SSMP. This SSMP is designed to ensure continuous improvement of system performance, response, monitoring, data recording, and documentation for future system assessments. The completeness and practicality of the SSMP is a critical component for the City's long-range plans to comply with all applicable regional, State, and Federal requirements under the CWA, the San Diego Regional Water Quality Control Board (SDRWQCB) and the WDRs.

This SSMP provides a summary of the action plan implemented by the City to comply with the sanitary sewer system requirements imposed by the WDRs and other governing agencies. As well, it includes references to where the specific details of the activities and procedures that personnel follow to implement the various programs encompassed in its overall efforts to efficiently manage, operate, and maintain its sanitary sewer system and facilitate the reduction and potential elimination of SSOs.

This SSMP includes information demonstrating the City's efforts to comply with each of the mandatory and applicable elements required for its SSMP. The organization of this document is consistent with the SWRCB guidelines and includes the following eleven (11) mandatory WDR elements:

- i. Goals
- ii. Organization
- iii. Legal Authority
- iv. Operations & Maintenance Program



Introduction

- v. Design and Performance Provisions
- vi. Overflow Emergency Response Plan
- vii. Fats, Oils, and Grease Control Program
- viii. System Evaluation and Capacity Assurance Plan
- ix. Monitoring, Measurement and Plan Modifications
- x. SSMP Program Audits
- xi. Communication Program

Supporting information for each element is included in an appendix associated with the chapter, as applicable. Generally, information expected to require regular updates is included in the attached appendices.



Goals and Objectives

Chapter 2

Goals and Objectives

The following sections include a summary of the City's goals that reflect its commitment to continue its effort towards ensuring the effective and efficient management, operation, and maintenance of the sanitary sewer system.

2.1 Regulatory Requirements for Goals Element

This first element of an SSMP requires that the City institute goals to properly manage, operate, and maintain all parts of the sanitary sewer system. Establishing goals allows the City to manage its sanitary sewer system to achieve its ultimate goal of reducing and preventing SSOs and to mitigate any SSOs that may occur properly. To achieve the goals established by the City, it becomes imperative for City staff to consistently maintain quality working procedures and continue efforts towards identifying and implementing improvements in managing the sanitary sewer system. The WDRs require the City, at a minimum, to develop goals that incorporate the following:

- a) A management, operation, and maintenance plan and schedule to reduce preventable SSO's;
- b) A response plan to mitigate all SSO's discharging from the City's collection system;
- c) Methods to ensure adequate system capacity for the current and future needs of the City's service area;
- d) Establishment of measurable performance indicators and management of assets at the lowest life cycle costs; and
- e) Provide accurate reporting of all SSO's as described by the WDRs.

2.2 Goals for City System Maintenance and Management

Goals promote unified efforts towards implementing improvements as they affect the operations, maintenance, and management of the sanitary sewer system. They also reflect performance, safety, levels of service, resource use, and other criteria. Commitment to continual improvement also ensures the SSMP is both a living and sustainable document that is continually updated, revised, and tailored towards the City's needs.

The City's ultimate goals include operating and maintaining all portions of the City's sanitary sewer system to minimize the potential for SSOs and to quickly and effectively mitigate the impacts associated with an SSO if it were to occur to protect life, environments, and property while adhering to regulatory requirements. To achieve these goals, the City's SSMP includes methods for ensuring that adequate capacity to convey the peak wastewater flows is provided and that



Goals and Objectives

comprehensive procedures are established to meet all applicable regulatory notification and reporting requirements.

The City is responsible for ensuring the proper operation and maintenance of the wastewater collection system. Its vision and mission statements are as follows:

***Our Vision** is a quality community through responsible change, continuous improvement, and superb public service.*

***Our Mission** is to protect the public health and welfare and enhance the quality of life through excellent service by eliminating sanitary sewer overflows.*

Building on its mission statement and with input from City staff, the goals of the City specific to its wastewater collection system are summarized in the following paragraph:

The goal of the City is to provide safe, effective, and efficient operation of the City's wastewater collection and conveyance system through:

- Proper management, operation, and maintenance of the wastewater system;
- Reduction in occurrences of, and potential for, SSOs;
- Proper response to and mitigation of all SSOs discharging from the City's collection system;
- Assurance of adequate capacity to convey peak wastewater flows;
- Management of a current planning and improvement plan;
- Establishment of measurable performance indicators and management of assets at the lowest life cycle costs;
- Compliance with all regulatory requirements;
- Protection of the public's health and safety; and
- Protection of the environment;

The City formulated performance goals aimed at guiding and enhancing overall system and organization performance. Included in Appendix E is Table E-1 which includes a summary of the goals developed by the Steering Committee for each of the SSMP elements. The goals are actively tracked by the responsible parties and regularly evaluated to assure progress is being made towards achieving the goals. As goals are achieved, new and/or updated goals are identified and tracked to assure the SSMP and the elements are monitored and the programs remain current and pertinent.



Chapter 3

City Organization and Communication

An organizational chart for the City's Public Works Division serves to identify the administrative, maintenance, and management positions responsible for implementing, managing, and updating the overall measures included in this SSMP. This chapter identifies the City staff responsible for implementing the plans and procedures included in the SSMP, responding to SSO events, and meeting the SSO reporting requirements.

The communication plan that accompanies the organizational chart serves to define the role of each position to ensure that all elements of this SSMP are addressed on a regular basis and that all appropriate staff is adequately informed. A specific response and notification plan to document the SSO emergency response and reporting procedures was developed and is included in the City of El Cajon's Sanitary Sewer Overflow Emergency Response Plan (SSOERP) included in Appendix C.

3.1 Regulatory Requirements for the Organization and Communication Element

It is required that the City's SSMP clearly identify the staff responsible for implementing measures outlined in this SSMP. The WDRs require the City identify the following:

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

3.2 Discussion on Organizational Structure

The City's organizational structure for the Public Works Division, which is primarily responsible for implementing and overseeing the SSMP and the related plans and procedures, described in the following sections. Additionally, the general responsibilities of the personnel and chain of communication are included.



City Organization and Communication

3.2.1 Governance

The City's elected governing body is composed of a City Council consisting of four (4) elected council members and the City's Mayor. Each member is elected to a four-year term, with terms overlapping. The City Council develops the policies of the City and is responsible for appointing a City Manager to oversee the daily operations of the City. The City Manager is directly accountable to the City Council for the administration and day-to-day operations of all City functions. The City Council must accept the completed SSMP and ultimately share the responsibility in ensuring the efficient and effective management of the sanitary sewer system. The City's Legally Responsible Official (LRO) certifies the completion of the document through the online certification process.

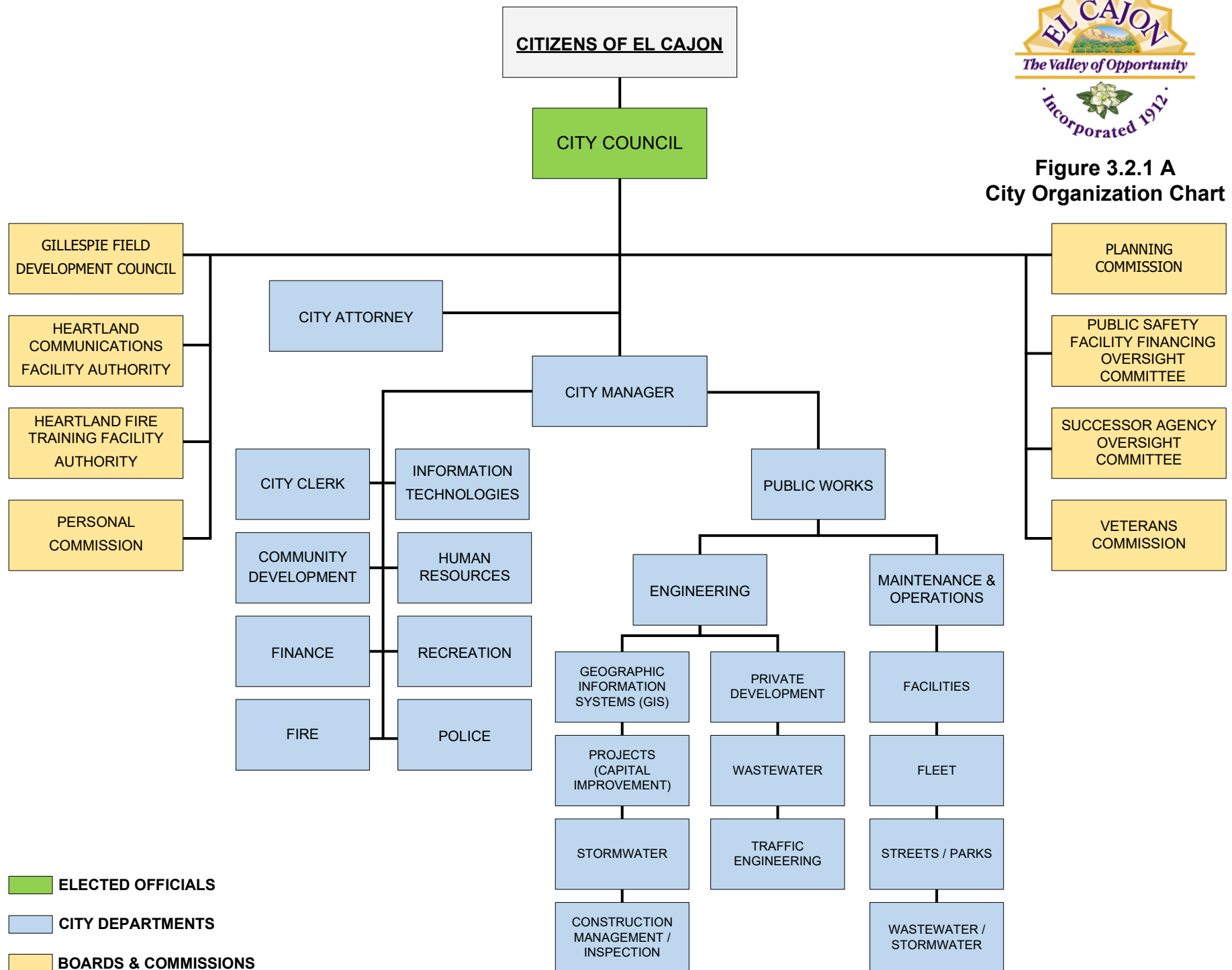
The City Manager oversees nine (9) departments, including Administrative Services/City Clerk, Community Development, Finance, Fire Services, Human Resources, Information Technologies, Police Services, Public Works, and Recreation Services. Under policy direction of the Director of Public Works, the Deputy Director of Public Works / City Engineer oversees the Public Works Engineering Department and the Deputy of Public Works of Operations oversees the Operations and Maintenance Department.

Figure 3.2.1A illustrates the organizational chart for the City. Within the Public Works Department, there are 11 Divisions including:

- Engineering
 - Geographic Information Systems (GIS)
 - Private Development
 - Projects (Capital Improvement)
 - Wastewater
 - Stormwater
 - Traffic Engineering
 - Construction Management/Inspection
- Maintenance and Operations
 - Facilities
 - Fleet
 - Streets/Parks
 - Wastewater/Stormwater



**Figure 3.2.1 A
City Organization Chart**





City Organization and Communication

3.2.2 Description of General Responsibilities

The following information provides a brief summary of the roles and responsibilities for City staff supporting the sanitary sewer system, as illustrated and highlighted in Figure 3.2.2A.

The City Council

The City Council consists of a 5-member board headed by the Mayor of the City that approves all decisions made by the Public Works Department in consultation with the City Manager and the City Attorney. The City Council makes all certifications required by the WDRs by resolution in open public meetings. The City Council establishes policies, reviews and accepts formal plans, sets overall City direction, authorizes funds for projects/plans/programs, has general overview of upper management (Mayor, City Manager, City Attorney), and conducts public meetings and hearings leading to the approval of the SSMP.

The City Manager, LRO

At the direction of the City Council, the City Manager administers the activities of the City government as prescribed by ordinance and in accordance with the programs of the City Council. Specifically, the City Manager establishes procedures, plans strategy, leads staff, allocates resources defined in the City budget, delegates responsibility, authorizes outside contractors to perform services, and serves as overall public information officer.

The City Attorney

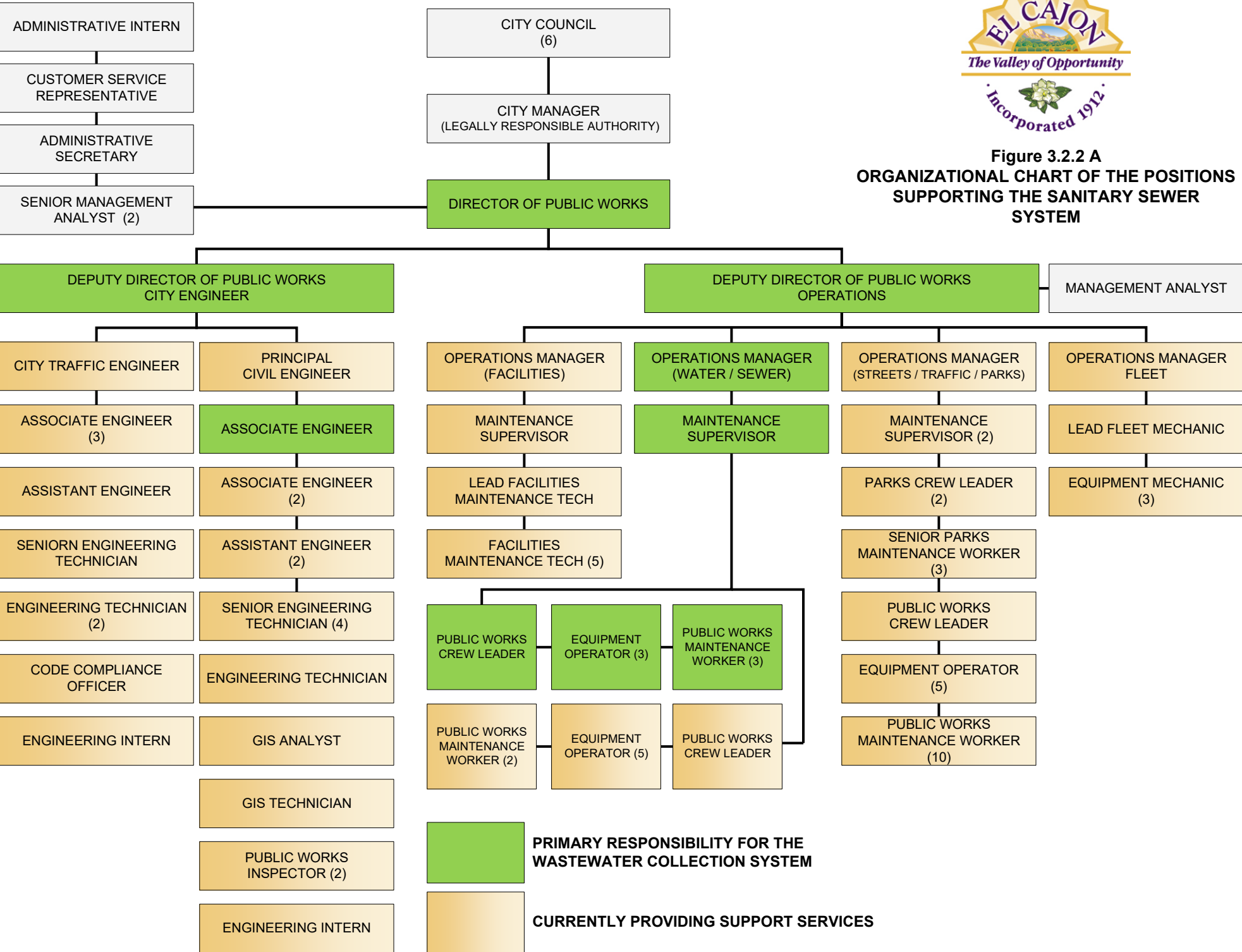
The City Attorney is subject to legislative determination of policy, serves as the chief legal advisor to the City, directs all legal activities of the City, and advises or consults with legal specialists engaged by the City. The City Attorney evaluates all legally driven issues associated with the plan and its implementation and advises the Public Works Director and City Manager as to the legality of any particular issue. The City Attorney also establishes the legal authority and the legal basis of the plan. The City Attorney develops and approves legal documents, provides legal advice, conducts litigation, and attends public meetings.

Director of Public Works, LRO Designee

Under general direction of the City Manager, the Director of Public Works formulates department policy, interfaces with City Council, City Manager, and City Attorney. The Director also provides administrative support to executive management, plans, organizes and directs the activities of the Public Works Department through supervisors, and plans, organizes, and directs the City's engineering program in connection with planning, design, construction, and maintenance of municipal public works, administers contracts for public works projects, formulates the department mission, sets objectives, and directs and delegates authority and responsibilities to staff. The Director of Public Works makes assignments, measures progress, and directs adjustments in the mission and objectives. Director of Public Works also directs outreach and interfaces with the public as needed.



**Figure 3.2.2 A
ORGANIZATIONAL CHART OF THE POSITIONS
SUPPORTING THE SANITARY SEWER
SYSTEM**





City Organization and Communication

Deputy Director of Public Works, City Engineer, LRO Designee

Under general direction of the Director of Public Works, accepts authority, objectives, and assignments from the Director. The City Engineer executes objectives, develops plans, directs engineering staff, and assigns responsibilities for detail planning and execution. This position evaluates collections system capacity and performance, sets standards for design, construction, and evaluates deficiencies with the collection system. The City Engineer directs pipeline inspection and evaluation program, private lateral inspection and repair program, and plans for new, rehabilitation, and replacement of facilities. The City Engineer supervises design and construction and prepares the annual 5-year capital improvement plan.

The City Engineer Reviews permits for private development and expansion of the collections system. Enforces standards of design and construction, inspects new and food serving establishments as part of the FOG control program, permits and inspects grease storage facilities, and monitors and samples receiving waters of the City. The City Engineer establishes enforcement activities for grease producing facilities, stormwater runoff, and private sewage spill violations.

Principal Engineer and Project Manager

Under direction of the City Engineer, the Principal Engineer manages the capital improvement group of the Engineering division and coordinates the 5-year CIP for sanitary sewer facilities that includes all planned new and rehabilitation facilities for both existing deficiencies and planned facilities to support future growth. This position is also responsible for managing the design and construction contracts for capital improvement projects.

Associate Engineer, SSMP Chairperson

Under direction of the Principal Engineer, the Associate Engineer serves as chairperson of the SSMP steering committee and project manager for the sanitary sewer master plan, performs studies and analysis, design calculations, and preparation of plans and specifications for capital improvement projects. This position is also responsible for code enforcement for FOG producers and pollution violations. The Associate Engineer also supervises construction inspection services and administers construction contracts for private construction and capital improvement projects.

The Associate Engineer serves as plan check administrator supervising development permits and requirements, approves permits for building and lateral construction, permits for food service establishments, stormwater pollution prevention plans, watersheds, and clean water requirements.

Assistant Engineer

Under the direction of the Principal Engineer and Associate Engineer, the Assistant Engineer performs studies and analysis, design calculations, and preparation of plans and specifications for capital improvement projects.



City Organization and Communication

Senior Engineering Technician

Under the direction of the Principal Engineer, Associate Engineer, and Assistant Engineer, the Senior Engineering Technician serves multiple functions, including surveying, construction staking, plan drafting, GIS services, research, drawing file management, engineering mapping, public inquiries, complaint resolution, project documentation, field inspection of constructed work, engineering studies, and analysis. The Senior Engineer Technician serves multiple functions, including engineering permitting, plan checking, development plan reviews, and public contact. Also responsible for business inspections, inspections of FOG producers, pollution violations, and sewer spill violations.

GIS Administrator

Under direction of the Principal Engineer, the GIS Administrator provides technical services relating to GIS and mapping, statistical surveys, and data sampling.

Code Enforcement

Under direction of the City Engineer and Associate Engineer, the Code Enforcement Officer is responsible for business inspections, inspections of FOG producers, pollution violations, and sewer spill violations.

Deputy Director of Public Works, Operations, LRO Designee

Under general direction of the Director of Public Works, accepts authority, objectives, and assignments. The Deputy Director of Public Works, Operations, executes objectives, develops plans, directs maintenance staff, and assigns responsibilities for detail planning and execution. Directs preventative and predictive maintenance program. Directs complaint and resolution program for the collection system users, schedules, collection system maintenance activities, emergency response plan, and emergency responders. Directs spill containment and reporting responsibilities.

Operations Manager

Under the direction of the Deputy Director (Operations), coordinates support with the Associate Engineer (Wastewater Division). Communicates updates on policy and SSMP effectiveness in Operations. Ensures adequate resources are available for policy and SSMP activities in Operations. Implements and measures effectiveness of SSMP in Operations. Manages policies, procedures, and resources for SSMP activity implementation in Operations. Monitors SSMP implementation and effectiveness in Operations. Recommends and initiates SSMP updates in Operations.

Public Works Supervisor

Under direction of the Deputy Director of Public Works, Operations, and the Operations Manager, the Public Works Supervisor is responsible for planning and scheduling collections system



City Organization and Communication

maintenance activities, including rodding, flushing, hot spot maintenance, CCTV video inspection, pipeline conditions assessment, and training and supervising the maintenance staff.

Public Works Crew Leader

Under direction of the Public Works Supervisor, the Crew leader serves as Supervisor of daily maintenance activities and supervises the work performed by collections system maintenance workers and operators that work as a crew.

Public Works Equipment Operator

Under direction of the Public Works Supervisor and Crew Leader, the Equipment Operator operates maintenance equipment.

Public Works Maintenance Worker

Under direction of the Public Works Supervisor, Crew Leader, the Equipment Operator, the Maintenance Worker performs maintenance work on the collection system.

3.2.3 Authorized Representative

Currently, the City Manager is identified as the City's LRO and authorized representative registered with the State of California to officially sign and certify SSO reports submitted via California Integrated Water Quality System (CIWQS), the state's online reporting system. As well, the LRO is responsible for certifying the SSMP milestones. The City Manager delegates all reporting authority to the Department of Public Works, which has three designated individuals identified above. The City Manager consults with the Director of Public Works and the City Attorney prior to making any administrative decisions required under the WDRs.

3.3 City Communication Structure for Collection System Issues

Communication of activities is essential to keep managerial staff informed of successes and potential problems. Additionally, implementation of the various elements of the SSMP will require frequent coordination among the various divisions identified in the organizational chart. Therefore, clearly identifying the specific positions and staff as well as establishing communication protocols is necessary to ensure the appropriate personnel are properly informed to respond to sanitary sewer system related issues in the most effective and efficient manner.

3.3.1 SSMP Communication Structure

Continual communication between the Public Works Engineering and Operations Divisions, as well as along the levels of hierarchy, facilitates and supports activities that allow the Wastewater Operations and Maintenance Division to inform the appropriate staff about the operation and management of the collection system.



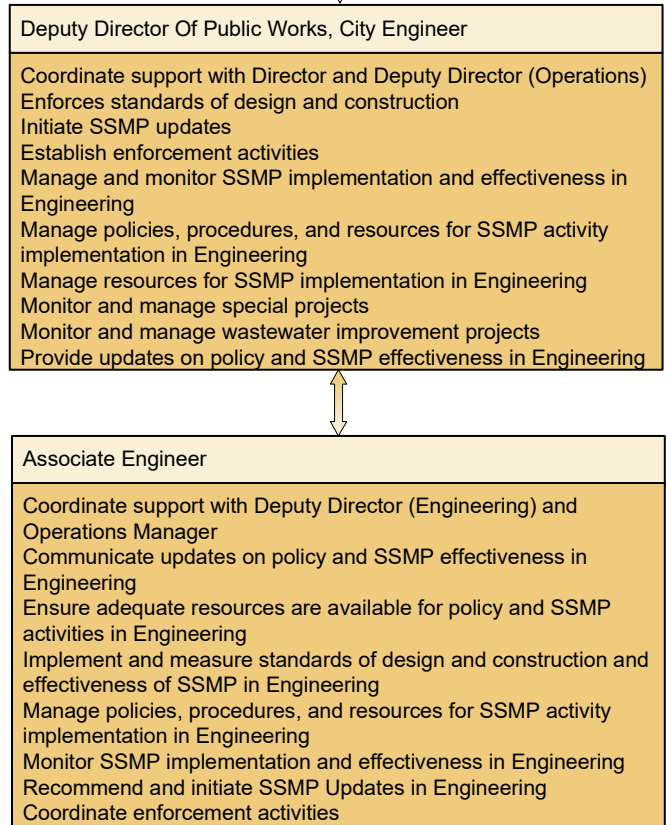
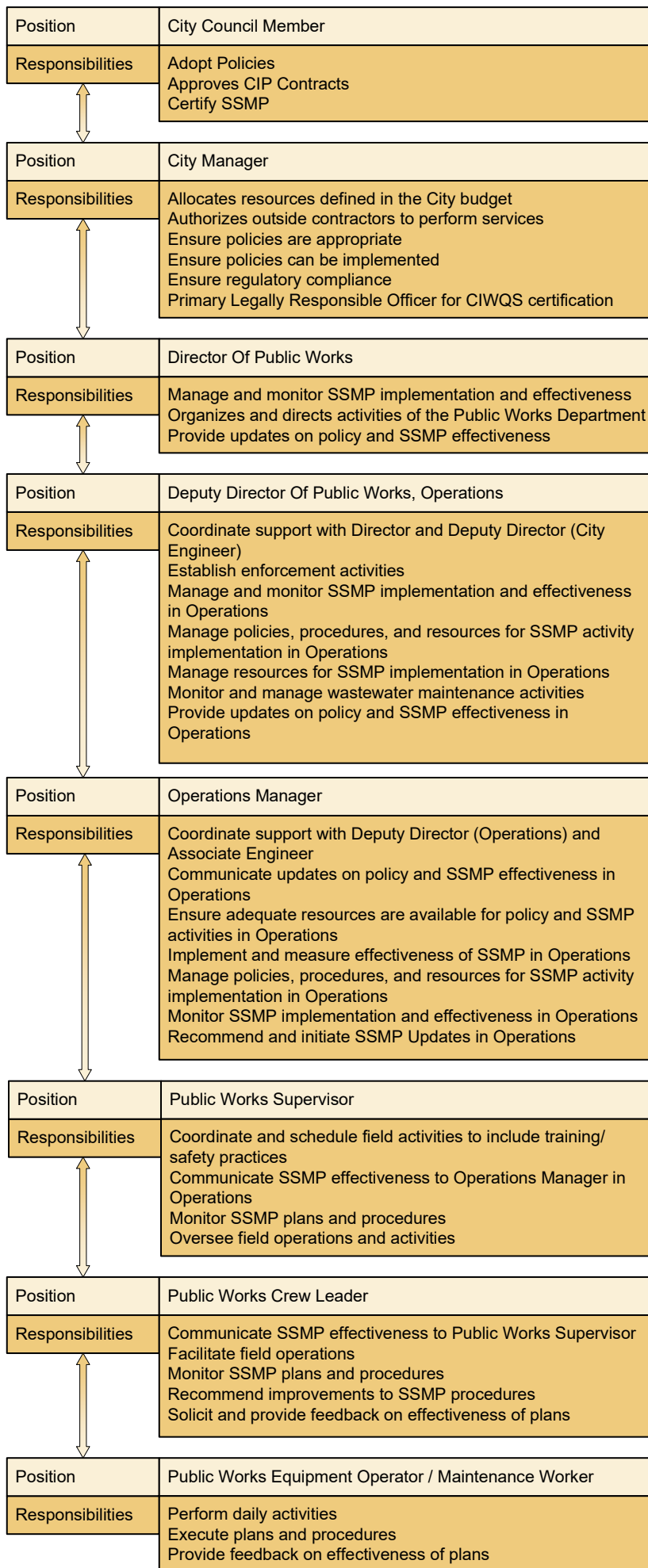
City Organization and Communication

Generally, the communication plan will follow the chain of command identified in the organizational chart. Specific levels of authority will be required to facilitate implementation and enforcement of the plans and procedures developed for the SSMP. As the various plans and procedures are implemented, an assessment as to the effectiveness of the plans will best be determined by the labor force that executes and evaluates the immediate impacts of the plans and procedures. Efficient and timely responses will be essential to ensure that the adopted plans and procedures are effective for the management and operation of the wastewater system.

Figure 3.3.1 A shows the communication protocol the City should follow for the SSMP and includes a summary of general responsibilities among the staff as it affects the management, operation, and maintenance of the City's sanitary sewer system. The responsibilities listed are to illustrate the overall importance of continual communication within the organization regarding wastewater related issues.



**Figure 3.3.1 A
Communication Plan and SSMP
Responsibilities**





City Organization and Communication

3.3.2 SSO Response and Communication Structure

A communication structure related specifically to SSO response and reporting is discussed in Chapter 7 of this SSMP and more thoroughly documented in Appendix C, which contains a copy of the City's SSOERP.

Notifications of SSOs may be received via telephone calls only. The City's website includes phone contact information for the City's Public Works Department, Operations Division during business hours and the non-emergency Police telephone number for after-hours Sewer Emergency Only calls.

Calls or complaints of actual or possible SSOs received via telephone are routed to the Wastewater Operations and Maintenance staff from either the maintenance administrative office or, if received after-hours, from the El Cajon Police Dispatch Center. Once a report of an SSO or potential SSO is received, it is immediately referred to the Maintenance Supervisor, during regular office hours, or to the On-Call Duty person if the call is received after office hours.

The City staff member to arrive first at the location is considered the First Responder. In most cases, the Duty Supervisor or On-Call Duty Staff will be the First Responder to an incident and who will be responsible for assessing whether additional resources are needed to assist with containment and cleanup. The First Responder will determine whether to direct additional Wastewater Operations and Maintenance staff, other City personnel, and/or approved contractors to the SSO location if the SSO cannot be fully contained or recovered or if it has reached public waters. The information obtained during the initial notification of a possible SSO may warrant the First Responder, in his/her best professional judgment, to dispatch Wastewater Operations and Maintenance staff or other City personnel before proceeding to the reported SSO location.

Notifications to the following staff members and agencies will be performed as required:

- Director of Public Works
- Deputy Director of Public Works / City Engineer
- Deputy Director of Public Works / Operations
- County Department of Environmental Health
- Governor's Office of Emergency Services
- City of El Cajon Police Department (as needed)
- City of El Cajon Fire Department (as needed)
- San Diego Regional Water Quality Control Board (as needed)
- City of El Cajon Risk Management (when a public SSO enters a home or business)
- City of El Cajon Code Enforcement (when a violation of City Codes is noted)



City Organization and Communication

Other staff that will be notified, especially if the SSO could not be fully contained or recovered, or if it reaches public waters, includes:

- City Manager
- Assistant City Manager

Notification to the City staff listed in Section 3.3.2 is required in anticipation of possible media coverage and heightened scrutiny over the response efforts. The City Manager can also determine whether it would be prudent to notify the Mayor and City Council.

A response and notification procedure is documented in the City's SSOERP, included in Appendix C. illustrates the response procedure and delineates responsibilities for First Responders and wastewater maintenance crews and/or contractor assignments. Also included in the SSOERP is a description of the SSO notification requirements, timeline, and the regulatory agencies to be notified. Additionally, contained in an appendix, the SSOERP includes the names and contact information of the City staff members to be notified in the event of an SSO occurrence.

3.4 Summary and Continuing Efforts

When the City updates its plans and procedures, and/or revises the SSMP, the SSMP should be updated as necessary to include the specific responsibilities associated with each position. To maintain compliance with the WDRs, the City's organizational chart must include the administrative, maintenance, and management positions responsible for implementing, managing, and updating the overall measures contained in this SSMP.



Chapter 4

Legal Authority

To prevent SSOs to the maximum extent possible and meet state and federal requirements, each governing agency must ensure that its existing codes, ordinances, policies, and procedures include the requirements to implement and fulfill the specific needs of the agency and to protect the health and safety of people, property, and environment. This chapter of the SSMP includes a discussion of the City's current legal authority for the collection and conveyance of wastewater and includes recommended revisions to the City's ordinances.

4.1 Regulatory Requirements for Legal Authority Provisions

The SSMP must include the legal authority, through sewer use ordinances, service agreements, or other legally binding procedures, that the City possess the legal authority to:

- a) Prevent illicit discharges into its sanitary sewer system (examples may include inflow and infiltration (I/I), stormwater, chemical dumping, unauthorized debris and cut roots, etc.);
- b) Require that sewers and connections be properly designed and constructed;
- c) Ensure proper installation, testing, and inspection of new and rehabilitated sewers (such as collector sewers and service laterals);
- d) Limit the discharge of fats, oils and greases (FOG) and other debris that may cause blockages in the sewage collection system, and;
- e) Enforce any violation of its sewer ordinances

4.2 Background for Legal Authority

The California Water Code of the California Code of Regulations, the Federal Clean Water Act of the United States Code, and the California Waste Discharge Requirements grant the City the authority to establish codes, agreements, policies, and procedures for the construction, operation, and maintenance of a wastewater collection system, and the ability to enforce the necessary requirements. Below is a discussion of the relevant sections granting the City this authority.

California Water Code Section 13271, California Code of Regulations

Title 23 of the California Code of Regulations prohibits the discharge of sewage and hazardous material into the waters of the State and requires the proper notification of authorized agencies in the event of an SSO. Entities that do not properly follow the requirements of this section may be found guilty of a misdemeanor and punished by fine, imprisonment, or both.



Legal Authority

Clean Water Act, Section 1251 of Chapter 33 of the United States Code

In 1972, the federal Congress enacted the Federal Water Pollution Control Act, commonly known as the Clean Water Act (CWA). The CWA prohibits the discharge of pollutants, including sewage, into public waters of the United States. The federal government has the authority to enforce compliance with the CWA via specific permits, such as National Pollutant Discharge Elimination System (NPDES) permits, as well as court action such as administrative orders and consent decrees.

Code of Federal Regulations, Title 40, Protection of the Environment

The Environmental Protection Agency (EPA), in its general pretreatment regulations (40 CFR Part 403), and the City, in its municipal code, prohibit any user from discharging solid or viscous pollutants, such as fats, oils, and grease (FOG) wastes, in amounts which will cause obstructions (blockages) to the flow in the wastewater system and interfere with the operation of the wastewater system.

California Waste Discharge Requirements

On May 2, 2006, the SWRCB adopted the Statewide General Waste Discharge Requirements for Sanitary Sewer Systems, Order No. 2006-0003 DWQ. The WDRs apply to all federal and state agencies, municipalities, counties, cities, and other public entities that own or operate sanitary sewer systems greater than one mile in length that collect and/or convey untreated or partially treated wastewater to publicly owned treatment facilities in the State of California. Specifically, the WDRs require all affected agencies, municipalities, counties, cities, and other public entities to take a proactive approach to ensure a system-wide operation, maintenance, and management plan is established to effectively reduce the potential, quantity, and frequency of SSOs that may occur and impact surface or ground waters, threaten public health, adversely affect aquatic life, and impair the recreational use and aesthetic enjoyment of surface waters.

4.3 Summary and Evaluation of the City's Existing Legal Authority

The WDRs require the City demonstrate, through wastewater collection system use ordinances, service agreements, or other legally binding procedures, that it possesses the necessary legal authority to require, implement, and enforce compliance with the elements of the SSMP, all applicable regional, state, and Federal requirements under the Clean Water Act, the Regional Water Quality Control Board (RWQCB), and WDRs.

The City's legal authority and powers pertaining to the City's wastewater collection system originate from the powers granted by the State and Federal governments. Requiring compliance with its existing codes, regulations, ordinances, and permitting procedures allows the City to require and enforce various measures for ensuring the proper and efficient operation, management, and maintenance of the City's wastewater collection system. These mechanisms include, but are not limited to, limiting the types of substances allowed to be discharged into the



Legal Authority

City's wastewater collection system, establishing requirements for the proper design, construction and connections to the City's collection system, ensuring access to City sewer pipelines for inspecting, monitoring and enforcing activities, limiting the discharge of fats, oils, grease, and other types of debris that cause blockages, and enforcing violations of its sewer related ordinances, codes, and laws.

The following sections include a summary of the City's existing codes, principally Title 13, Water and Sewers, Chapters 13.16 through 13.38, as they apply to its sanitary sewer system. A copy of the codes referenced are included in Appendix A in numerical order.

4.3.1 Prevention of Illicit Discharges

The City is required to prevent discharges of illicit and undesirable substances from entering the wastewater collection system. Illicit discharges include, but are not limited to, the release of Inflow and Infiltration (I&I), stormwater, chemical dumping, unauthorized debris and constituents, and cut roots. Discussed below is the City's Municipal Codes to control the discharge of the prohibited substances. The following sections of Chapter 13.20, Sewers and Sewage Disposal – Public Sewers, establish the City's authority to prohibit illicit discharges in the City's wastewater collection system.

Section 13.20.020, Deposit of Matter that will Clog or Obstruct Flow of Sewage, in conjunction with Section 13.20.050, Discharge of Certain Wastes into Public Sewer Prohibited, include a general description of the various types of substances restricted from being directly or indirectly discharged into the collection system.

These sections allow the City to regulate the types of substances permitted to be discharged into the wastewater collection system by further restricting the substances allowable into the system by including a description of the effects on the system the City intends to avoid. Generally, the prohibited items include substances with characteristics that may cause:

- Obstructions to the flow in the sewer system;
- Interference with the effective use of the City's wastewater collection system;
- Interference with the operation of the treatment plant;
- Damage or create a hazard to the City's wastewater collection system structures, equipment and personnel;
- A public nuisance or create a hazard to life; and/or
- Interference with the maintenance of the sewage collection system.

Regulating the type of substances allowable in the City's wastewater collection system serves to protect and maintain its integrity.

The City's codes define the general prohibited discharges allowable in the City's wastewater collection system. While the prohibited discharges are descriptive and included the intended



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results to avoid, some are vague on the types of specific constituents the City should not allow in the collection system. Specific constituents should be identified and continual coordination between the Engineering and Operations Divisions to document such substances and their affects is imperative to ensure that substances that may be detrimental to the operation and maintenance of the system are not permitted into the system.

Section 13.20.040, Discharge of Storm Water or Surface Water, prohibits the illicit connections for the explicit purpose of discharging storm water, surface water, groundwater, roof runoff, subsurface drainage, cooling water or unpolluted industrial process waters into the wastewater collection system. This section includes authorization to dispose of industrial cooling water or unpolluted process waters to the sanitary sewer system with approval by the City's Director of Public Works.

Section 13.20.130, Service to Areas Outside City – Authorized Use, prohibits the disposal of unauthorized discharge, from areas outside of the City's limits, into the City's sewage system without prior authorization by the City Council. Allows City to monitor/control type of discharge allowed into the City's wastewater collection system.

Section 13.28.034, Connections Letting Roof or Surface Water Into Sewers, prohibits any person to make or maintain a connection with any public sewer to drain roof or surface water into the sewer system.

Section 13.28.035, Entering, Disturbing or Cleaning Public Sewers, Structures or Appurtenances, in conjunction with Section 13.28.036, Maintenance Generally Not to Obstruct Public Sewer Flow, makes it unlawful to open or enter, or cause to be open or enter, any public sewer structure to potentially dispose of any refuse or obstruction to cause any maintenance due to potential damage or obstruction of the flow of any public sewer.

Section 13.37.20, Maintenance of Private Building Sewer, covers maintenance standards for private laterals that minimize I&I contributions from private laterals and satellite systems. The ordinance specifically states, "Each Owner shall maintain his or her Building Sewers free of displaced joints, open joints, root intrusion, substantial deterioration of the line, cracks, leaks, inflow, or infiltration of extraneous water, grease and sediment deposits, or any other similar conditions, defects, or obstructions likely to cause leakage or increase the chance for blockage of the Building Sewer."

Section 15.52.010, California Plumbing Code, 2019 Edition-Adopted by Reference, adopts, by reference, the California Plumbing Code, 2019 Edition, including Appendix A and Appendix B, as its plumbing code. The California Plumbing Code, Chapter 7, Section 714.0, Damage to Public Sewer or Private Sewage Disposal System, Subsection 714.21, Unlawful Practices, makes it unlawful to deposit into any device that is directly or indirectly connected to a public sewer, constituents capable of causing damage to the public sewer system.



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4.3.2 Proper Connections and Construction

Requirements for the design and construction of new, rehabilitated, and replaced sewer system facilities, including mains, tie-ins, service laterals, cleanout, manholes, and other system appurtenances, are necessary to ensure the proper operation of the sewer system. The City's codes require that the design, construction, and installation of sewer related facilities be in compliance with the City's standards and specifications. The following includes a summary of the specific sections of the City code that establishes the City's authority to require and ensure that wastewater facilities are properly designed and constructed.

Section 13.16.016, Who May do Work Under Title-Work to be Subject to Inspection and Approval, requires all work permitted under Title 13, Water and Sewers, be constructed by a licensed contractor and shall be subject to inspection by and meet the approval of the Director of Public Works. The allows the City the authority to require qualified and licensed contractors and accept or deny acceptance of any work performed on or to the City's wastewater collection system.

Section 13.24.030, Connections to Existing City Sewer Main, serves to authorize the City or its employees to perform the sewer service lateral connections to any sewer main or trunk sewer within the boundary of the City's service area. The contractor will be responsible for excavation to the sewer main at the site of the proposed connection and exposing the sewer main for the prescribed work by the City Sanitation Department.

Section 13.28.020, Unauthorized Connections to Public Sewer Prohibited, prohibits anyone other than City agents and employees to perform work that includes connecting of any pipe to any public sewer. Additionally, the code prohibits any party other than the City to open or penetrate any public sewer in the City, or damage, break or remove or open any portion of any manhole, of any other part of or appurtenance to any public sewer and the City shall install all connections to any existing public sewers.

Section 13.28.030, Connection Permits Required, prohibits the connection to or disposal of sewage into the City's sewage disposal pipelines and/or treatment plants without a connection permit issued by the City.

Section 15.52.010, California Plumbing Code, 2019 Edition-Adopted by Reference, adopts, by reference, the California Plumbing Code, 2019 Edition, including Appendix A and Appendix B, as its plumbing code. Adoption of the plumbing code establishes the requirements, rules, and standards for plumbing installation. With the adoption of the plumbing code, Title 24, Part 5 of the California Plumbing Code of Regulations also is adopted.

By reference, the City requires that all sewers and connections be properly designed and constructed per the California Plumbing Code, which outlines and requires the proper installation, testing, and inspection of new and rehabilitated sewers. The construction and inspection of new lateral connections are legally enforced through the City's Encroachment



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Permit Process and the City's Building Inspector. An Encroachment Permit must be obtained from the City for the connection of a new sewer lateral.

In addition to referencing the standards for construction and inspection included in the California Plumbing Code, the City adopted use of the most current Standard Plans and Specifications for Public Works Construction (Greenbook, currently the 2018 edition) with local supplements and the most current edition the San Diego Regional Standard Drawings (SDRSD) and Supplements as the City's official standard specifications and drawings for public construction work in the City, which includes new and rehabilitated pipeline and appurtenance construction and inspections.

These publications are maintained by the City's Engineering Division of the Public Works Department. The City enforces the requirements through its Public Works and Building Inspectors and collective permit processes.

4.3.3 Accessibility for Maintenance, Inspection, and Repair

The City's Municipal Code does not expressly document access requirements for maintenance or repair of the wastewater collection system. Instead, accessibility requirements for this purpose are managed through the plan reviews via Hold Harmless and access agreements as they are recorded documents, for new sewer service where City staff assures that sewer system facilities are constructed to specific standards within the public right-of-way or within adequate, permanent recorded easements.

Section 1.12.010, Designated, of Chapter 1.12, Right of Entry for Inspection, of Title 1, General Provisions, allows an authorized official of the City to enter a building or premises whenever necessary to perform any duty imposed upon the official by ordinance to perform an inspection to enforce any ordinance or regulation, or in the event there is reasonable cause to believe there exists an ordinance or regulation violation. However, the section stipulates that access to the premises must be at reasonable times, except when an emergency situation exists, and with the expressed permission of the owner and/or occupant and 24-hour written notice.

Section 13.37.030, Building Sewer Inspections – Access to Premises, provides the Director of Public Works, the Building Official, or any designated representative the authority to inspect any building sewer in use within the City and connected to the City sewer system for the following purposes:

- To determine the size, depth, and location of any sewer connection;
- To determine the end outlet of any sewer connection by depositing harmless testing materials in any plumbing fixture attached thereto and flushing the same, if necessary;
- To determine, by measurements and samples, the quantity and nature of the sewage or wastewater being discharged into any sewer;



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- To determine the location of the roof, swimming pool, floor and surface drains, and whether or not they physically connect to a building sewer;
- To evaluate and determine defects in a sewer lateral following an overflow incident.

4.3.4 Limit Fats, Oils, and Grease Discharge

The City enforces its authority to regulate the disposal of FOG into the collection system. El Cajon Municipal Code, Section 13.38 was added to further regulate FSEs by requiring grease traps for new businesses and retrofitting existing businesses that cannot meet certain other requirements. The revised ordinance also requires FSEs to implement other best management practices when using, handling, and disposing of FOG.

To limit the discharge of Fats, Oils, and Grease (FOG) and other debris that may cause blockages, the City's Municipal Code addresses the requirement or potential requirement for sewerage pretreatment equipment.

Section 13.20.030, Review and Approval by Director of Public Works Prior to Discharge of Certain Wastes into Public Sewers-Preliminary Treatment Facilities. This section limits the discharge of substances described in Section 13.20.050 or those that have an average daily flow greater than two percent of the average daily sewage flow of the City. The section stipulates that owners that are discharging such substances are required to provide, operate and maintain preliminary treatment as necessary to reduce the Biochemical Oxygen Demand (BOD) strength and composition of discharges at their own expense.

Section 13.20.050, Discharge of Certain Wastes into Public Sewer Prohibited, except otherwise noted in the El Cajon Municipal Code Chapters 13.20 through 13.28, details prohibited discharges into the City's wastewater system.

Section 13.38.030, Grease/Sand Interceptors, requires properly sized and constructed devices for all new FSEs with an increase in plumbing fixtures that are determined to generate grease quantities greater than those commonly found in domestic sewage prior to commencing business. At existing establishments where one or more of the following exist, grease/sand interceptors are required:

- A notice to repair has been issued for repair of the building sewer;
- The establishment is unable to pass annual inspection without repeated violations;
- The establishment is unable to complete implementation of BMPs as noted in the annual inspection report;
- The establishment has violated any waste disposal requirements contained in the Municipal Code and where evidence of substantial grease is observed downstream of the establishment.

Section 13.38.032, Grease Storage Facilities, requires all new construction or remodels subject to a new conditional use permit for a FSE be required to store waste grease inside of the building or outside in a secondary containment area equal to the same volume of the primary container.



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Section 13.38.040, Food Grinders Prohibited, prohibits food grinders from being installed at new FSEs and requires that all existing food grinders be removed from existing FSEs.

Section 13.38.050, Grease Interceptor Design and Maintenance Requirements, grants the City the authority to approve the type, capacity, and construction of all interceptors shared by multiple businesses and requires the units to be periodically inspected to ensure continued compliance with the regulations set forth in the Municipal Code.

The City requires applicants to submit detailed copies of the facility proposed interceptors, pretreatment facilities, spill containment facilities, and operating procedures to the City's Community Development Department. Facility plans must include site plans, floor plans, mechanical and plumbing plans, and details to show all wastewater plumbing, spill containment, and appurtenances by size, location, and elevation and must be prepared by a licensed and registered engineer.

The location and procedures for operation and maintenance of the proposed interceptor shall be approved by the City prior to the connection of the facility to the public wastewater system and must be constructed in accordance with the approved plans and specifications.

Interceptors are to be located as to be readily and easily accessible for cleaning, inspection and removal of intercepted waste. Maintenance shall include the complete removal of all contents, including floating materials, wastewater, sludge, and solids. Decanting or discharging of removed waste back into the interceptor from which the waste was removed, or into any other interceptor, for the purpose of reducing the volume to be hauled is prohibited. Logs indicating each pumping session and waste disposal must be kept.

The ordinance strictly prohibits additives such as enzymes, surfactants or chemicals be placed into interceptors.

4.4 Compliance Documents

The City's current legal authority for enacting the SSMP programs and its components are documented in the City's and policies included in the

- City's Municipal Code
- The most current Standard Specifications for Public Works Construction (Greenbook)
- The most current California Plumbing Code
- The most current San Diego Regional Standard Drawings (SDRSD) and Supplements
- City's sewer notes and wastewater design standards

As elements of the SSMP evolve and are further refined, the legal authority necessary to implement the provisions and require compliance by its residents and rate payers must also be addressed.



Chapter 5

Operations and Maintenance Program

The City manages roughly 200 miles of gravity sewer system comprising of manhole structures and their connecting pipeline segments. The City also operates and maintains 12 inverted sewer siphons as part of the overall wastewater collection system. The City does not own or maintain any portion of the sewer laterals (upper or lower) that drain each privately owned parcel or property up to the point of connection to the local sewer; therefore, they are not a part of this plan nor are they cataloged. Additionally, the City's collection system does not include any pump stations or treatment facilities.

This chapter of the SSMP discusses the City's operations, maintenance, and other related measures and activities as they pertain to its sanitary sewer system.

5.1 Regulatory Requirements for Operation and Maintenance Program

The WDRs require the SSMP to contain descriptive measures of the City of El Cajon's Operation and Maintenance (O&M) Program implemented by City staff to facilitate proper and efficient management and maintenance of the sanitary sewer system and the affected appurtenances. The WDRs require the SSMP to include a description of each of the following components as they apply to the City's sanitary sewer system:

- a) Maintenance of up-to-date sanitary sewer system map showing all gravity line segments and manholes, pumping facilities (N/A), pressure pipes and valves (N/A), and applicable stormwater conveyance facilities;
- b) Routine preventive operation and maintenance activities by staff and contractors, including a system for scheduling regular maintenance and cleaning of the sanitary sewer system with more frequent cleaning and maintenance targeted at known problem areas. The Preventive Maintenance Program should have a system to document scheduled and conducted activities, such as work orders;
- c) Development of a rehabilitation and replacement plan to identify and prioritize system deficiencies and implement short-term and long-term rehabilitation actions to address each deficiency. The program should include regular visual and TV inspections of manholes and sewer pipes, and a system for ranking the condition of sewer pipes and scheduling rehabilitation. Rehabilitation and replacement should focus on sewer pipes that are at risk of collapse or prone to more frequent blockages due to pipe defects. Finally, the rehabilitation and replacement plan should include a capital improvement plan that addresses proper management and protection of the infrastructure assets. The plan shall include a time schedule for implementing the short and long-term plans plus a schedule for developing the funds needed for the capital improvement plan;



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

5.2 City's Preventative Maintenance Program

The City's O&M Program, includes components of the City's procedures and practices as they pertain to the O&M activities related to its sanitary sewer system. The City's O&M Program contains information pertaining to the following components for compliance with the WDRs:

- Inventory and Mapping of the Sanitary Sewer System Assets
- Preventive Maintenance Program
- Sanitary Sewer Overflow Emergency Response Plan (SSOERP)
- Fats, Oils, and Grease Control Program
- Wastewater System Inspection and Assessment Program
- Capital Improvement Program Project Identification
- Equipment and Replacement Part Inventories
- Training and Safety Program
- Design and Performance Provisions

5.3 Discussion of Regulatory O&M Components

To address the components listed in Section 5.2 and as required by the WDRs, the following subsections provide a summary of the O&M procedures being implemented.

5.3.1 Inventory and Mapping of the Sanitary Sewer System Assets

A comprehensive inventory of the City's wastewater collection system assets documents the horizontal and vertical locations of sewer collection system facilities as well as the attributes of various sewer system components. The GIS data includes gravity-flow facilities, including 12 gravity siphons throughout the City. This information is incorporated into the City's Geographic Information System (GIS) database, which facilitates management of O&M activities and expedites data management and retrieval for reporting purposes.

The GIS was updated to reflect the renumbering and reorganization of the wastewater system asset identification numbers (unique identifiers) and is accessible to the Wastewater O&M staff via handheld tablets. One (1) tablet is assigned to each two-person crew. While the O&M staff



Operations and Maintenance Program

are not able to make changes to the information contained in the GIS database, any necessary updates to the GIS information are documented by O&M staff while performing routine operation and maintenance activities.

Discrepancies between information contained in the GIS data and field conditions are manually documented using the tools available with the handheld tablet(s). The comments are submitted to the City's GIS department for updating of electronic files. Updates to the data are performed regularly by City GIS staff. O&M crews also have access to paper map books, in the event GIS data becomes unavailable to the crews while in the field. New map books are printed and made available to the crews, at least once per year, as data is updated.

Currently, the City's Computer Maintenance Management System (CMMS) includes CCTV inspection videos for each of the public sewer lines. The CMMS also incorporates a GIS layer that includes City storm drain facilities, which similarly reflects the location of all drainage structures in the City.

As the more complete integration of its CMMS is in process, the City has implemented an asset mapping tool to facilitate location of wastewater facility related data. The City's GIS information includes a layer containing the as-built number and related information and is linked to the latest CCTV inspection videos for each pipeline inspected, which allows City staff to locate and review newly revised data and perform data queries.

System Inventory and Mapping Recommendations

The following are recommendations to facilitate the comprehensive documentation of facility attributes and efficient and effective management of the City's sewer facilities.

Gather Additional Attribute Data

In addition to the data captured for the wastewater collection system, including the unique identifiers for each asset, the City should capture the following data:

- Coordinates of manholes, clean outs, and dead ends
- Rehabilitation and repair data
 - Acceptance date of work
 - Rehabilitation material
 - Effective nominal diameter of pipe

Obtaining and incorporating additional system data will allow City staff to better manage and maintain the collection system and maintenance related information.



Operations and Maintenance Program

5.3.2 City's Preventative Maintenance Program

The City's Preventive Maintenance Program (PMP) includes the assets managed in the sanitary sewer system and is one component of the overall SSMP. The PMP is based on an approach that combines preventive, predictive, and corrective maintenance strategies and established best management practices.

The City is committed to a regular sanitary sewer system maintenance program. The City uses both in-house staff and outside services to perform the planned maintenance tasks at scheduled frequencies as part of our preventative maintenance program. Frequencies are established based on experience and attribute information to minimize the risk of blockages or equipment failures that could lead to SSOs. The City's maintenance program consists of O&M practices to maintain its facilities including routine and high frequency line cleaning and inspections (CCTV and visual).

The City has developed and continues to update asset-specific maintenance tasks for system assets throughout its life cycle. The primary preventative maintenance tasks include:

- Sewer cleaning, including jetting and rodding maintenance
- Siphon and high frequency maintenance locations (HFMLs)
- High Frequency Maintenance manhole inspection and maintenance

The following includes a summary of the maintenance activities associated with the above referenced tasks.

System Jetting and Routine Maintenance Task

The scheduling and performance of maintenance and cleaning activities is performed by the City's Wastewater Operations and Maintenance Division. Cleaning activities are scheduled and completed by drainage basin, generally working from upstream segments down to trunk lines. A two (2) man crew is assigned to perform daily routine cleaning tasks. The City's Wastewater Operations staff work daily to eliminate potential pipe and manhole blockages.

The City sewer jetting crews (equipment operator and maintenance worker) service the sewer mains in an upstream-to-downstream, basin-by-basin sequence. A jetting log is updated daily to track which mains have been serviced and the linear feet that have been cleaned and jetted. Additionally, crews clean HFMLs on a quarterly basis. These locations include areas with pipeline sags and areas identified as having excessive amounts of FOG accumulation and root concentrations. The cleaning of HFMLs is tracked and scheduled manually. Cleaning efforts are documented manually on daily reports.

Documented information pertaining to sewer pipeline cleaning activities includes the section of pipe cleaned, lineal footage cleaned, names of staff performing the cleaning, amount of water used, and any additional pertinent comments. Pipelines identified as requiring repair are provided to City Engineering staff to be included on the City's CIP list.



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Reports summarizing daily progress are generated by maintenance crews and submitted to the O&M Supervisor to track progress and status of wastewater collection facilities. Daily progress reports and work-related forms are filed at the Operations Yard for future access and reference.

The City's goal has been to jet all targeted sewer mains every 18 months. Upon completion of the jetting and cleaning cycle, a new period of jetting and cleaning is immediately initiated.

Sewer Root Removal Program

Current root removal methods are limited to mechanical rodding with several styles of rotating bits, which may prove ineffective in dense root areas. The City is investigating the control of roots through the application of mild herbicidal foam. The foam applied from within the sanitary sewer may kill the roots in and around the sanitary sewer, while not harming the tree.

This herbicidal method is approved by the EPA as an acceptable root control BMP and does not interfere with the wastewater treatment processes.

The City maintains a list of problem sewer main segments with roots called the "Monthly Rodding Task" and services each part on a three, six or twelve-month schedule. The City also maintains a list of "High Frequency Maintenance Manholes With Roots" and services these manholes on a three-month rotation program during February, May, August, and November. The mechanical rodding crew consists of a truck-mounted continuous mechanical rodder, an equipment operator, and a maintenance worker.

High Frequency Maintenance Locations and Siphon Program

The City maintains a list of sewer main segments with known flow problems, including City siphon segments, and cleans and jets these segments on a three-month schedule. In 2010 the City installed a high-level flow alarm system, in the upstream manhole of each of the sanitary sewer siphons that serve to notify the City through text messaging and email in the event of a high flow event at one of the siphons. This alarm system has assisted in preventing several potential overflows.

Table 5-1 includes an overall summary of the maintenance activities and frequencies based on the identified preventive maintenance tasks assigned.



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Table 5-1: – Summary of Sewer Maintenance System Preventive Tasks

Maintenance Activity	Maintenance Type	Maintenance Cycle	Maintenance Frequency
Routine System Maintenance	Jetting	18 months	Activities performed daily
Routine System Maintenance	Rodding	3, 6 or 12-month cycle	Assignments issued monthly
Siphons and HFMLs	Jetting, Descaling, Degreasing	3-month cycle	Assignments issued quarterly in February, May, August, and November
Manholes with Roots	Rodding and Debris Removal	3-month cycle	Includes manholes with roots. Assignments issued quarterly in February, May, August, and November
Delinquent Rodding	Follow-up to Scheduled Rodding	N/A	Assignments issued monthly; performed as follow up for maintenance and data entry.

Corrective Maintenance

Corrective Maintenance (CM) is performed in response to an unexpected failure of an asset, component or part, or a critical utility outage. When managed assets critical to the process fail, CM is scheduled on either an urgent or routine basis. Some repairs may be capitalized as a follow-up activity depending on asset cost and life expectancy. These types of CM activities include, but are not limited to:

- Emergency or unplanned cleaning to eliminate a pipe blockage
- Spot repair or replacement of a failed pipe
- Replacement of a rattling or failed manhole cover
- Repair of damage caused by construction or failure of another utility (e.g., water or gas main breakage)
- Respond to, investigate and mitigate customer complaints and sewer overflows
- Repair of earthquake damage
- Repair after vandalism

Staff manually documents CM tasks at the time of the event. The City intends to add the ability to document the event and corrective maintenance activities in the CMMS database in future updates.



Operations and Maintenance Program

5.3.3 Sanitary Sewer System Inspection and Condition Assessment Program

Regular and systematic inspection and assessment of sanitary sewer system facilities provide a means to monitor the condition of the facilities, the effectiveness of the maintenance operations and provide a basis for identifying and scheduling capital improvements. Additionally, the overall assessment is used to determine the funding required to repair, rehabilitate, and replace an aging collection system and to prioritize the allocation of funds in order to optimize the expenditure and efforts to operate a sewer collection system.

System Inspection and Assessment

The City employs CCTV technology for the inspection of its wastewater pipelines. With the use of the City's one (1) CCTV truck, a two-man crew conducts inspections of the wastewater collection system on a regular basis. The CCTV inspections are generally performed subsequent to pipe cleaning and debris removal and contractors are required to conduct and submit inspections of all new and rehabilitated pipelines to ensure contractor compliance with City design and construction standards. The City's CCTV truck is equipped with Pipelogix software. The inspection codes incorporated into the Pipelogix Software are National Association of Sewer Service Companies (NASSCO) certified and comply with the Pipeline Assessment and Certification Program (PACP). The information obtained and recorded from the CCTV inspections is reviewed, recorded, and a preliminary assessment is made by the City CCTV crew. Defects are assigned a defect code and a severity rating according to the rating scale included with the Pipelogix software. Permanent records of the defects are made by capturing still images of the information on the TV screen and recording the information.

Inspections are performed systematically and generally on a regular basis by a two person crew and typically occur subsequent to the cleaning of the pipelines. Daily progress is recorded by the staff members and submitted to the Operations Supervisor and utilized for tracking and reporting purposes. The City's goal is to televise its sewer system on a 10 year cycle.

Pipeline Inspection: Utilization of standardized inspection observation codes by appropriately trained CCTV crew members serves to provide a consistent evaluation of the condition of the pipeline. City's crews assigned to perform the CCTV inspections are PACP certified.

NASSCO PACP Condition Grading System applies the guidelines developed and is based on assigning severity grades to documented defects. The severity grades range from 1 to 5 (with 5 being the most severe) and are assigned to the corresponding defect observation code to assist City staff in determining whether further assessment of the condition is necessary.

Defect observation codes should be utilized in conjunction with digital information to document the condition of the entire pipe segment. Due to the wide range of potential conditions that may be encountered during inspection of each individual facility, the observations developed and utilized should encompass a wide range of typical defects encountered with additional detailed descriptions to further refine the data in a format easy for querying.



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Manhole Inspections: As an integral part of the wastewater collection system, access manholes require the same degree of inspection and maintenance as the pipeline sewer network. Currently, City crews conduct cursory manhole inspections concurrently with the pipeline cleaning efforts. The inspections serve to identify and prioritize the manholes that may require a more thorough inspection. It is recommended that the City document manhole inspections and that inspections occur concurrently with pipeline cleaning and/or inspections.

Predictive Maintenance

Predictive Maintenance activities include inspection and condition-assessment of system pipelines. These are performed to determine if the planned preventive maintenance task should be performed as scheduled or should be rescheduled. Predictive Maintenance is therefore performed based on asset condition and need rather than solely at a specified time interval when maintenance may not be required. Predictive Maintenance activities include, but are not limited to, the following:

- CCTV inspections of pipelines
- Visual inspection of the manhole structures and their flow channels
- Evaluation of trending flow monitoring data
- Inspection of inverted siphons during preventive maintenance
- Ground surface inspection of rights-of-way and easements over the gravity sewers
- Odor and corrosion assessment and monitoring programs

A critical component of predictive maintenance includes internal inspection of sanitary sewers using CCTV technology. CCTV cameras offer valuable insight to the internal structural condition of buried infrastructure. Video inspection of sewer pipelines and manholes is used to locate and evaluate the existence and severity of defects that can contribute to potential overflows and which may include missing pipe sections, broken pipe, root intrusion at misaligned joints or cracks, and potential sources of inflow and infiltration (I/I) entering into the system through cracks in pipes, manholes or via illegal storm drain connections.

Using CCTV technology is also used to identify necessary CM when a problem is identified. The information obtained using CCTV technology is used to locate and diagnose an issue and identify necessary solutions. Such solutions may include spot repairs, root cutting, re-cleaning for grease or debris removal, or pipe replacement or rehabilitation. Major replacement or rehabilitation may be capitalized outside of the annual operating budget. It can also be used to add or remove pipe segments to more frequent cleaning and rooting schedules.



Operations and Maintenance Program

5.4 Repair and Rehabilitation Projects

The City's Public Works Operations Division is responsible for performing various types of wastewater repairs and rehabilitation improvements. The types of repairs performed by City staff vary according to the location, level of urgency, and extent of complexity. The repairs and/or rehabilitation work performed by City staff primarily includes point repairs. Repairs that require resources beyond those available within the Public Works Operations Division or require further prioritization and planning are coordinated and scheduled with the City's Engineering Division.

5.5 Capital Improvement Program Project Identification

Several factors determine the priority of projects identified during the inspection and assessment process, although the structural condition of the pipe is generally the primary factor. Additional factors may include addressing system capacity, reducing I/I, or reducing maintenance efforts by improving the pipe condition. Other considerations include coordinating surface and utility improvements with other agencies that may be impacted by improvements. Integrating the findings of the inspection and assessment efforts, with the capacity modeling efforts, allows the City to proactively plan a comprehensive approach to a long-range planning.

5.6 Equipment and Replacement Part Inventories

The City's Operations and Maintenance Division maintains a comprehensive list of its inventory of equipment and materials necessary to properly maintain, manage and perform the operations and maintenance activities on the wastewater collection system. Additionally, a list of Critical Parts and Equipment is maintained by the Operations Manager, which serves to catalog and manage the more essential items to ensure consistent system performance and response in the event of an emergency. The inventory of parts and equipment is updated annually by the Operations Manager or at the time of any specific equipment status change such as addition, removal, or replacement to facilitate the sewer maintenance program. A copy of the current wastewater inventory list is included in Appendix B. Also included in Appendix B is a Critical Parts List maintained by the Operations and Maintenance Division. The Division has funds available for purchasing supplies and follows a budgeting process for larger types of repairs. The City intends to transfer the inventory information to its CMMS as it is integral to asset and maintenance management activities.

The City also has a mutual aid agreement in place with several other Cities in the Metro system, including its immediate neighbors, Santee, La Mesa, Padre Dam, the City and County of San Diego. Among other sharing responsibilities and compensation schedules, the agreement provides for the sharing of spare parts and equipment should individual inventories fall short.



Operations and Maintenance Program

5.7 Training and Safety Program

The City is committed to the training and certification of its Operations and Maintenance Division staff. Staff is encourage to participate in regular training and continuing education program geared to train each management, administration, and field staff member.

Crews are trained on the provisions of wastewater operation and maintenance policies, procedures, safety policies, and the use of equipment. Staff is also specifically trained in the following:

- Confined Space Entry
- Gas Detection
- Heat Related Training (working in hot environments)
- Traffic Control (WATCH Manual)
- Jetting Techniques
- Rodding Techniques
- Trenching and Shoring
- Various Safety Procedures

All maintenance workers are required to take a course in confined space entry and pass certification for safe entries into confined areas that could contain hazardous air. Additionally, City operations staff are required to receive training in the Traffic Control safety practices through the Southern California Chapter of the American Public Works Association and must demonstrate skills using the manual's guidelines for work area traffic control safety. As necessary and determined by appropriate managerial staff, training programs may also include supplemental technical training required to efficiently and safely perform specific job related duties. A copy of the Training is included in Appendix B for reference

The City requires contractors performing inspection or maintenance services on the collection system to have its workers adequately trained and certified in the area of application. All inspection work is performed using NASSCO standards. All cleaning work performed by contractors using rodders, jetters, and/or combination trucks are required to have individual personnel and supervisors trained and certified in collections system maintenance as prescribed by the CWEA.

Ethics in the workplace and daily work activities is an essential requirement of maintenance workers that maintain the City's collection system and are certified by the CWEA. Each worker and supervisor is expected to adhere to the Code of Ethics as set forth by the CWEA and provide assurance to the Public that the health and welfare of the community is a primary concern of the maintenance staff.



Operations and Maintenance Program

5.8 Summary and Continuing Efforts

To further comply with the Operations and Maintenance element of the SSMP, the City is continuing to document and formalize comprehensive O&M procedures that include:

- Maintaining up-to-date maps of the City's wastewater collection system;
- Scheduling and performing routine preventative O&M activities including regular maintenance and high-frequency locations;
- Updating its rehabilitation and replacement plan to identify and prioritize system deficiencies for short-term and long-term planning;
- Training for staff in wastewater collection system operations and maintenance; and
- Maintaining equipment and replacement part inventories.

The City is evaluating an incentive program for the collection system maintenance personnel and encourage their participation in the certification programs as prescribed by the California Water Environment Association. The City currently offers an Employee Reimbursement Program in conjunction with membership reimbursement to obtain certifications and complete the necessary credits for maintaining the certifications current.



Chapter 6

Design and Performance Provisions

This chapter of the SSMP discusses the City's design and construction standards and serves to fulfill the Design and Performance Provisions required by the WDRs.

6.1 Regulatory Requirements for Design and Performance Element

The WDRs require that the SSMP address the following:

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

6.2 Discussion on Design and Performance Provisions

The WDRs require that the SSMP include provisions to require compliance with appropriate design and construction standards and specifications for the installation of new wastewater collection systems, pump stations and other appurtenances; and for the rehabilitation and repair of existing wastewater collection systems and appurtenances. Also required to be included are procedures and standards for inspecting new and rehabilitated wastewater facilities.

The City currently has adopted the Greenbook, 2018 edition, and the San Diego Regional Standard Drawings (SDRSD) 2018 Update as the referenced standard specifications and drawings for public services projects.

6.2.1 Design and Construction Standards and Specifications

The requirements for the design and construction of new, rehabilitated, and replaced sewer system facilities, including mains, tie-ins, service laterals, cleanout, manholes, and other system appurtenances, are necessary to ensure the proper operation of the sewer system.

The City requires that all public sewer mains within the City be constructed in accordance with the most updated Greenbook, (currently the 2018 edition), and the most updated SDRSD Update (currently the 2018 edition). The documents include minimum construction standards for sewer mains, sewer manholes, and sewer laterals, and general guidelines for standard sewer rehabilitation options.

Design and construction considerations for wastewater facilities that the City considers non-standard, such as internal sealing of existing sewers, outfall sewers, energy dissipaters,



Design and Performance Provisions

regulating devices, and/or flow measurement devices, are not included in the Greenbook or the SDRSDs and require prior approval from the City Engineer before construction can begin.

6.2.2 Inspecting and Testing

The City requires compliance with the most updated Greenbook for all cleaning and video inspections performed by contractors when retained for construction and installation of wastewater pipelines and manholes. The contractor performing the work is responsible for conducting air tests and a CCTV inspection before new work is accepted. All new and rehabilitated sanitary sewer systems and other appurtenances require the contractor to submit a CCTV report and inspection documentation to the City to ensure compliance with City design and construction policies.

Engineering special provisions for sewer system construction and rehabilitation is on file in the Department of Public Works.

6.3 Conclusion

The requirements contained in the City's current policies and procedures address the required components of the WDRs. However, the City will consider including the following provisions and requirements:

- Acceptable rehabilitation options for pipelines and manholes using various lining and coating methods
- A list of commonly used and City approved materials for rehabilitation options
- Plan and profile drawing submittals of wastewater facilities for the City's review and approval
- Horizontal and vertical alignment standards for wastewater collection facilities



Chapter 7

Sanitary Sewer Overflow Response Plan

This chapter of the SSMP provides a summary of the City's Sanitary Sewer Overflow Emergency Response Plan (SSOERP). Included in Appendix C is the City's specific response and notification plan to document the SSO emergency response and reporting procedures.

7.1 Regulatory Requirements for Overflow Emergency Response Plan

The WDRs require that the City develop and implement an overflow emergency response plan which identifies measures to protect public health and the environment. At a minimum, the plan must include the following:

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

7.2 Discussion of Overflow Emergency Response Plan

The City prepared the SSOERP, which is intended to supplement and be consistent with the existing emergency plans currently implemented by the City. The overall plan facilitates coordination and mobilization of equipment and personnel when responding to an SSO, if one should occur.



Sanitary Sewer Overflow Response Plan

The response procedure identifies the staff positions responsible for managing the SSO response, investigating the SSO cause, and reporting the SSO to the appropriate parties. The SSOERP also includes a consolidated list of contact information of key personnel and contractors available to respond to SSOs. The sequence of communication for reporting SSOs and the appropriate agencies to be notified, is also included.

The SSOERP includes the City's strategy to mobilize labor, material, tools, and equipment to contain, mitigate, and clean-up residuals from an SSO and correct or repair any condition, which may cause or contribute to an SSO. The document provides the necessary guidelines for City staff to respond to an SSO event and contains the following elements:

- Introduction and Regulatory Requirements
- Summary of the Types of Spills and Categories
- Sanitary Sewer Overflow Emergency Response Plan
- SSO Reporting Requirements
- Training Requirements
- SSOERP Updating Requirements

To address the components listed in Section 7.1 and as required by the WDRs, the following subsections provide a summary of the applicable procedures that are currently being evaluated for implementation and included in the SSOERP. Further detailed descriptions of the policies and procedures as they pertain to responding to SSOs are included in the SSOERP document included in Appendix C.

7.2.1 SSO Notification Procedures

The SSOERP includes procedures for proper notification of the appropriate staff in a timely manner. Notifications of possible SSOs are received via telephone calls only. All telephone calls or complaints for actual or possible SSOs are routed directly to the appropriate City staff including the Standby Duty staff member. Due to the urgent nature of SSOs, the City website information directs the public to call the Public Works Operations Division during regular hours or the non-emergency Police phone number for after-hours reporting. The Public Works voicemail instructs callers not to leave a voicemail, but to call the non-emergency Police line if their call is not answered.

7.2.2 SSO Response

The City's SSOERP includes response priorities, safety, and overflow containment, correction, and clean-up measures for potential or actual SSOs of various types. Specific actions to be performed by O&M staff for public and private SSOs are outlined and described.



Sanitary Sewer Overflow Response Plan

7.2.3 Procedures for Prompt Notification of Regulatory Agencies

The volume, impact, and location of an SSO determine the level of notifications required to comply with City and regulatory requirements. Included in the reporting procedures of the SSOERP, a summary of the officials and agencies to be notified and under what conditions they are to be notified of an SSO is included. The SSOERP includes a list of the specific names and telephone numbers of the individuals to be notified. The contact list should be updated as necessary and verified at least every six (6) months and at the time of any staffing changes.

7.2.4 Training of Appropriate Staff and Contractor

All City employees, at the time they become involved in the management, administration, supervision, maintenance, operation, or response to a sanitary sewer overflow, including those performing after-hours stand-by duties, shall be trained in, and become familiar with, the procedures contained in the SSOERP and shall receive further training at least annually. More frequent training may be required. All training, including the names of those receiving training, is to be documented.

7.2.5 Emergency Procedures and Response Activities

Guidelines for traffic and crowd control to limit public access to areas potentially impacted by unpermitted discharges of sewage, based on the various types of SSOs, are also provided. Reference to the WATCH Manual for established proper traffic control patterns is included. Additional response activities are more thoroughly described in the SSOERP.

7.2.6 SSO Prevention and Containment

The City follows an O&M Program to prevent SSOs. The City's Preventative Maintenance Program includes the routine cleaning and inspection of all the wastewater pipelines and specifically the High Frequency Maintenance Locations that require a higher frequency of cleaning.

The SSOERP provides the guidance to facilitate and assure the proper response to any type of potential SSO occurrence. The SSOERP includes a strategy for the O&M staff to mobilize labor, material, tools, and equipment to contain, mitigate, and clean-up residuals from an SSO and correct or repair any condition which may cause or contribute to an unpermitted sewage discharge. Appropriate mitigation measures to contain the SSO and recover spilled sewage to minimize the impact to the public or environment are included. Additionally, the City's procedures include monitoring measures should significant flows reach the storm drain system.



Chapter 8

Fats, Oils, and Grease Control Program

This chapter of the SSMP discusses the City's efforts to address FOG related issues including identification of Special Maintenance Sites and source control.

8.1 Regulatory Requirements for a FOG Control Program

To comply with the WDRs, the City is required to evaluate its service area to determine whether a FOG Control Program is necessary. If deemed necessary, the City is required to develop and implement a FOG Control Program to effectively limit the quantity of FOG that is discharged into the County's sanitary sewer system. The FOG Control Program shall include the following, as appropriate:

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



Fats, Oils, and Grease Control Program

8.2 Discussion of FOG Control Program

The City's FOG Control Program includes the processes and procedures intended to reduce the quantity of FOG discharged into the sanitary sewer system to minimize SSOs due to excessive FOG. Elements of the City's FOG Control Program include the following:

- Public Education
- Grease Trap Installation, Operation and Maintenance Requirements
- Grease Interceptor Installation, Operation and Maintenance Requirements
- Permits and Enforcement

To address the components listed in Section 8.1 and as required by the WDRs, the following subsections provide a summary of the applicable FOG control procedures currently being implemented.

8.2.1 Public Education Program

The City is working towards developing a multi-faceted public outreach effort to educate City ratepayers about the need to dispose of FOG properly and maintain their private laterals. The outreach campaign is to begin with informational material. Material may consist of a series of articles and other printed information, which will also appear on the City's website. These and additional features will be run in the City's quarterly newsletter.

Food Service Establishments (FSEs) are being contacted directly with specific information as part of the annual inspection program, which includes documentation of proper FOG storage facilities, periodic lateral inspections, annual BMP inspections, and inspections of FOG removal devices for establishments meeting certain criteria. The City also intends to develop and provide to FSEs a quick reference guide outlining the BMPs for FOG handling and storage.

The City routinely completes a video inspection and assessment of the sewer collection system, city-wide, which includes identification of service taps that gave the appearance of FOG dumping in the sewer laterals. This information was used to create a GIS layer that shows the location of FSEs relative to sewer mains that have significant FOG conditions. This is used for enforcement, which usually includes a visit by the FOG inspection team to inspect onsite conditions and issue a warning to the property managers and citations, if necessary. Also, property owners whose private laterals were identified as having high grease residue received a notice of inspection and an order to correct FOG producing activities.

8.2.2 Disposal of FOG

The program primarily includes the required installation of grease removal devices as determined necessary by the City. The City's sewer ordinance, adopted in 2009, requires all new FSEs or FSEs that increase the number of plumbing fixture units via building permit applications, and existing FSEs that violate mandated BMPs, to install grease interceptors and/or grease traps,



Fats, Oils, and Grease Control Program

where required by the plumbing code. The ordinance also requires proper FOG storage containers and storage facilities in outdoor covered enclosures for new FSEs and that FOG producers dispose of FOG properly in storage containers approved by the City.

Existing FSEs are required to implement proper handling and storage practices that utilize a contract service to pick-up, dispose of or recycle FOG. Currently, FOG producers are responsible for retaining their own pick-up and recycling or disposal services. The City requires removal of accumulated grease be performed by a licensed waste hauler with an approved license. Presently, the City does not have designated disposal sites.

Existing FSEs that demonstrate good housekeeping and proper implementation of BMPs for FOG are permitted to operate as is, as long as they continue to use best practices and comply with annual inspections without violations. Existing FSEs that are unable to pass annual inspections or experience a sewer overflow due to FOG will be required to install grease removal devices.

8.2.3 Legal Authority to Prohibit Discharges

The City is required to prevent discharges of illicit and undesirable substances from entering the wastewater collection system. Illicit discharges include, but are not limited to, the release of I/I, storm water, chemical dumping, unauthorized debris and constituents, and cut roots. The City's current legal authority to limit and prohibit FOG is established through its existing Municipal Codes and permitting procedures.

The City limits the strength and composition of wastewater discharges into the collection system with sections included in Municipal Code Chapter 13.20, Sewers and Sewage Disposal - Public Sewers Generally. Additionally, adoption of the revised wastewater ordinance provides the City the authority to regulate the disposal of FOG into the collection system.

8.2.4 Requirements for Installation of Pretreatment Devices

The City's FOG Control Program requires that each FSE be solely responsible for the proper operation, maintenance and repair of the approved grease removal equipment. Sizing and installation requirements for the grease removal equipment are approved by the City's Building Official or the Building Official's designee.

Additionally, the City's Municipal Code includes provisions for requiring the installation of grease removal equipment. Discussed below is the City's Municipal Code which addresses the requirements of grease removal equipment.

Section 13.38.030, Grease/Sand Interceptors, requires properly sized and constructed devices for all new FSEs determined to generate grease quantities greater than those commonly found in domestic sewage prior to commencing business. At existing establishments where one or more of the following exist, grease/sand interceptors are required.

- A notice to repair has been issued for repair of the building sewer;



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- The establishment is unable to pass annual inspection without repeated violations;
- The establishment is unable to complete implementation of best management practices as noted in the annual inspection report;
- The establishment has violated any waste disposal requirements contained in the Municipal Code and where evidence of substantial grease is observed downstream of the establishment.

Section 13.38.040, Food Grinders Prohibited, prohibits food grinders from being installed at new FSEs and requires the removal of food grinders from all existing FSEs.

Section 13.38.050, Grease Interceptor Design and Maintenance Requirements, grants the City the authority to approve the type, capacity, and construction of all interceptors shared by multiple businesses and requires the units to be periodically inspected to ensure continued compliance with the regulations set forth in the Municipal Code.

Section 13.38.060, Best Management Practices (BMPs); Implementation of the FOG Control Program includes use of BMPs. Any establishment found not implementing BMPs is issued a warning and will potentially be cited if BMPs are not fully implemented. In those cases where grease removal devices are not installed or have not been successfully implemented, the establishment is subject to an order to abate including installation of grease removal devices. The required BMPs are as follows:

Drain Screens:

- Drain screens shall be installed on all fixtures in food preparation areas for all new and existing food service establishments.

Waste Cooking Oil:

- All waste cooking oil shall be collected, transferred, and stored properly in recycling bins, barrels, or drums that have secured lids, which shall remain closed at all times and shall be designed or secured to prevent tipping;
- Such recycling bins, barrels, or drums shall be maintained to be leak free and stored in an area separate from vehicular parking and driveways;
- Licensed haulers or an approved recycling facility must be used to dispose of waste cooking oil. A log of such activities must be completed and maintained in plain sight for inspection by the administrative authority. All manifests for disposal of waste products must be completed and inserted into the log;
- City of El Cajon placards displaying BMPs shall be placed at eye level near the door used for transfer to storage containers;
- An approved spill kit shall be kept in close proximity to the storage area and used to clean any spillage.



Fats, Oils, and Grease Control Program

Food Waste:

- All food waste shall be placed in enclosed plastic bags and disposed of directly into the trash or garbage and not in the sinks.

Employee Training:

FSE employees shall be trained twice each calendar year on the following subjects:

- How to “dry wipe” pots, pans, dishware, and work areas to remove grease before washing;
- How to properly dispose of food waste and solids in enclosed plastic bags prior to disposal in trash bins or containers to prevent leaking and odors;
- The location and use of absorption products to clean under fryer baskets and other locations where grease may be spilled or dripped and how to use absorbent products to clean if spills occur;
- How to properly dispose of grease or oils from cooking equipment into grease bins, barrels, or drums without spilling;
- How to properly use spill kits;
- Training shall be documented and employee signatures retained, indicating each employee’s attendance and understanding of the practices;
- Training records shall be available for review at any reasonable time by the authorized inspector.

Kitchen Exhaust Filters:

- Shall be cleaned as frequently as necessary to be maintained in good operating condition, but in no event less than one time per month.

8.2.5 Facility Inspection

Implementation of the FOG Control Program includes annual inspections of FSEs. To determine whether the FSE is in compliance with the conditions of the Conditional Use Permit, FOG Control Program, and the City’s Municipal Code, Section 1.12.010, Chapter 1.12, Right of Entry for Inspection, of Title 1, General Provisions, allows authorized personnel of the City reasonable access to a building or premises whenever necessary to perform any duty imposed upon the official by ordinance to perform an inspection to enforce any ordinance or regulation, or in the event there is reasonable cause to believe there exists an ordinance or regulation violation.

Compliance with City Municipal Code Chapter 13.10, Section 13.10.110, Inspection and Sampling, allows the authorized enforcement official to determine whether any illegal discharges or illegal connections exist and whether the facility or activity complies with the other requirements of the Chapter.



Fats, Oils, and Grease Control Program

8.2.6 Maintenance Schedule for High Frequency Maintenance Locations

The performance and scheduling of preventive maintenance activities is performed by the Operations and Maintenance staff. The Preventive Maintenance Program includes a routine cleaning schedule for the areas that have been identified by City staff as HFMLs. The City's HFMLs include pipe segments with high FOG and root concentrations. The pipe segments within the wastewater system identified as HFMLs are routinely cleaned on a three (3) month cycle basis.

8.2.7 Development and Implementation of Source Control Measures

The City is identifying FOG producers and through outreach and inspections is controlling or eliminating sources of FOG. Sewer segments identified with high grease concentrations are investigated to identify sources of FOG and determine whether enforcement measures are warranted. The City will notify property owners and business proprietors to take corrective action to eliminate sources of FOG.



Chapter 9

System Evaluation and Capacity Assurance Plan

This section discusses the City's capacity management measures to address the current and future capacity requirements of its collection system and the recommended capacity improvement projects.

9.1 Regulatory Requirement for System Evaluation and Capacity Assurance

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

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



System Evaluation and Capacity Assurance Plan

9.2 Discussion on System Evaluation and Capacity Assurance Plan

An update to the City's sewer master plan was completed in 2015 by RMC Water and Environment. The update included an Addendum to the 2008 Sewer Master Plan and evaluated the City's sanitary sewer system to reflect the following:

- Update the City's sewer flow estimates using regional population and employment projections, the latest projections for the downtown area, the 2013 Winter Gardens Sewer Master Plan and other information on planned developments;
- Update the hydraulic model to incorporate CIP projects that have been completed since the last master plan, including the Johnson Avenue Sewer Relief Project Phase 1;
- Update the City's list of CIP projects to reflect the City's most recent information on existing and projected sewage flow generation; and
- Determine whether Phase 2 of the Johnson Avenue Sewer Relief Project is required based on revisions to flow projections.

The following subsections provide a brief summary of the modeled system, flow estimates, and evaluation criteria used for the City's sewer system capacity evaluation to address the components listed above in Section 9.1 and as required by the WDRs.

a) Evaluation

The modeled population and non-residential flow from the 2008 Master Plan were adjusted to existing conditions (2014) using information on the most recent development projects and population and employment statistics from the SANDAG 2050 Regional Growth Forecast. The model was then calibrated to match observed flows at the City's sewer billing meters by modifying unit flow factors in terms of gallons per capita per day (GPCD). The updated model indicates that since the last calibration was conducted in 2008, sewer flows have decreased by 9% within the City. The residential unit flow factor dropped from 70 to 60 GPCD, suggesting that much of the decrease is attributed to water conservation measures.

Future dry weather flows were determined using various sources including the 2008 Master Plan, SANDAG 2050 Regional Growth Forecast, and the revised Master Plan Addendum. With City input, the SANDAG growth forecast was reduced, as the City felt the SANDAG forecast was too high. For projected employment, SANDAG projections were used to determine the location and population and employment growth.

The capacity assessment completed as part of the City's Sewer Master Plan Addendum was based on a calibrated model that was run under wet weather flow scenarios to determine deficiencies for existing conditions (2014), as well as 2020, 2035, and 2050 projections. The calibrated model was also run for dry weather flows under the existing



System Evaluation and Capacity Assurance Plan

scenario and no deficiencies were found. Deficiencies were categorized based on the wet weather flow scenario in which they were triggered (existing, 2020, 2035 or 2050).

The 2008 Master Plan rainfall-dependent infiltration and inflow (RDI/I) parameters were used in the wet weather flow analysis. A comparison of modeled versus actual wet weather flow response was made for large storm events in recent years; this analysis indicated that the model was able to reasonably represent the system's response to wet weather. Therefore, no modification was made to the RDI/I parameters in the model. RDI/I flow from the annexation subcatchments was added under the 2020 scenario. The calibrated model was run for design wet weather flows under existing, 2020, 2035 and 2050 growth scenarios.

The system evaluation was performed to identify improvements necessary to adequately convey existing wastewater discharges and support future wastewater flows through build-out conditions. Capacity improvement projects were developed to correct the hydraulic capacity deficiencies identified. Alternatives were developed and tested, and sizes of proposed improvements were verified.

b) Design Criteria

The City's Sewer Master Plan Addendum incorporated the following design criteria to determine if a CIP project was needed. These criteria are based on the modeled peak wet weather flows in the system. All projects were sized to convey flows from the buildout scenario, and the existing pipe slopes and depths were assumed for the new sewers.

- Allowable d/D under peak wet weather flow:
 - 0.75 for diameters \leq 15 inches
 - 1.0 for diameters \geq 18 inches

These criteria for sizing new sewers are less conservative than those stated in the City's existing sewer design guidelines, which is understandable because the City's criteria are based on peak dry weather flow rather than a peak wet weather design condition.

The following hydraulic design guidelines from the City's standards will be applied:

- A Manning's 'n' of 0.013 shall be used in the design calculation.
- Allowable d/D under peak dry weather flow:
 - 0.5 for diameters \leq 15 inches
 - 0.75 for diameters \geq 18 inches
- Minimum velocity at design flow (peak dry weather flow) shall be 2 feet per second (fps).
- Pipe slope shall be determined by using design flow and velocities with the exception that minimum grade for 8-inch sewers shall not be less than 0.4%.



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For 18 inches diameter or larger pipeline, surcharging of up to two feet over the pipe crown is acceptable, provided the hydraulic grade line remains at least five feet below the ground surface and no surcharging occurs during peak dry weather flow conditions.

For pipelines smaller than 18-inch diameter, no surcharging should be allowed, due to the greater chance that capacity will be compromised by factors such as offset joints, roots, grease, and debris.

c) Capacity Enhancement Measures

Per the Sewer Master Plan Addendum, eight (8) CIP projects were identified based on the sewer deficiency criteria. Five (5) of the projects address deficiencies triggered during existing wet weather flows. The other three (3) projects address deficiencies during 2020 and 2050 wet weather flows. Each of these projects are independent from each other and require upsizing of pipelines in place. Six (6) of the eight (8) projects were previously identified in the 2008 Master Plan and four (4) of those projects have shorter lengths than were previously identified. The two (2) new projects (Projects 6 and 7) are triggered based on the annexed areas in the eastern area of the City.

The projects were ranked based on the scenario during which the project was triggered. The design criteria applied allows pipelines with a 15-inch diameter or less to flow full before triggering a project, while pipelines larger than 15-inches in diameter can surcharge as long as the hydraulic grade-line does not come within five feet of the ground surface. The four trigger scenarios considered were existing, 2020, 2035, and 2050. Within each trigger scenario group, projects were ranked based on the freeboard depth (distance between the estimated maximum water depth and the ground surface).

Projects that have been completed since the 2015 Sewer Master Plan Addendum include the following:

- Realignment and upsizing of sewer main near El Cajon Blvd. and Marshall Ave (includes 2014 Project IDs 3a and 3b).
- Installation of inflow prevention disks in sewer manholes near gutter line on Broadway (includes 2014 Project ID 4).
- Project WW3250-2, Johnson Avenue Sewer Relief Phase II (trunk line capacity related project, not included in Addendum list)
- Project WW3429, Fletcher Parkway Sewer (capacity related project, not included in Addendum list)
- Project WW3519, Sewer and Storm Drain Repair and Replacement (various locations)

Appendix D includes a summary of the capacity related Capital Improvement Projects identified in the 2015 Sewer Master Plan Addendum. Since the completion of the



System Evaluation and Capacity Assurance Plan

Addendum, the City has identified new projects scheduled for the next project cycle. The projects include:

- Project WW60019, Pipeline Lining 2019 (in design phase, various locations)
- Project WW61019, Pipeline Replacement 2019 (under construction, various locations)
- Future Upsize of Downstream Sewer due to Flying Hills Elementary expansion (manhole 6229 through 6290)
- Future Upsize of Downstream Sewer due to Rezoning for Transit District (various locations, as needed and prior to future development)

d) Schedule

The City's 2015 Sewer Master Plan Addendum identified capacity-related Capital Improvement projects necessary to optimize the system hydraulics and correct deficiencies. Projects are summarized by the trigger scenario as identified in the hydraulic analysis. Sources of funding for the CIP projects include the Wastewater Enterprise Fund and State Revolving Loan Funds. Also identified in the document are estimated costs.

Also included in Appendix D is the list of capital improvement projects from 2017 through 2020 and the City's operating budget which can also be accessed on the City's website at <https://www.cityofelcajon.us>. Together the information illustrates the City has continued to proactively manage and maintain its wastewater collection system.



Chapter 10

Monitoring, Measurement, and Program Modifications

This chapter of the SSMP discusses the parameters the City will utilize to track and monitor the progress of implementing elements of the SSMP, the effectiveness of the SSMP, and how the City intends to update and revise the SSMP to keep it current.

10.1 Regulatory Requirements for Monitoring, Measurement, and Program

The WDRs require the City to:

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

10.2 Discussion of Monitoring, Measurement, and Program Modifications

To date, the City has effectively managed and maintained information pertaining to the wastewater infrastructure by means of recording preventive maintenance activities into the CMMS and documenting notifications received regarding potential and actual SSO occurrences. The City has tracked performance measures through logs and reports including, but not limited to, the length of pipe cleaned and televised, the quantity, cause and location of stoppages, SSOs, and the scheduled maintenance of HFMLs. The City will continue to monitor the performance measures it currently tracks.

To address the components listed in Section 10.1 and as required by the WDRs, the following subsections provide a summary of the procedures implemented to properly monitor program progress and implement necessary modifications.

10.2.1 Maintain Information Pertaining to SSMP Activities

The City has designated the Director of Public Works as the individual responsible for continually monitoring the SSMP provisions to ensure that the system is maintained in conformance with the document. As improvements or modifications are identified, the City will implement the necessary adjustments to the program at the earliest practical time.



Monitoring, Measurement, and Program Modifications

10.2.2 Monitor and Measure SSMP Elements

The SSMP elements continue to evolve as the City identifies new technology, implements specific program enhancements and executes its rehabilitation program through CIP implementation.

To monitor the effectiveness of the SSMP, the City has identified specific parameters to measure and compare on a yearly basis. The parameters selected are quantitative, result focused and align with the City's overall objectives. The parameters are summarized in Appendix E.

Additional parameters the City may consider tracking include:

1. Pipe age;
2. O&M cost/mile/year;
3. O&M staff/100 miles;
4. Percent of system maintained, repaired, and/or replaced each year;
5. FOG program activities;
6. I&I monitoring; and
7. Planning goals status.

10.2.3 Assessment of Preventive Maintenance Program

At least once every two (2) years, the City should evaluate the effectiveness of its O&M Program elements and staffing levels. Recommendations for appropriate adjustments and an implementation schedule should be developed. Implementation of any changes should be based on the urgency of the need, coordination with other program elements, and management approvals.

10.2.4 Update Program Elements

In compliance with the WDRs, the SSMP must be reviewed, updated, and re-certified at least once every five (5) years. The City's process should include distributing the SSMP to appropriate City staff for review, to ensure the most current legal authority, response plans, organizational charts, equipment lists, and contact/notification information are included. As the City makes operational, maintenance, management, and administrative changes, the City may consider distributing the SSMP to other agencies to perform a peer review of the document. With revisions incorporated, the SSMP can be made available for public dissemination and ultimately for recertification by the City Council. The City is responsible for maintaining the SSMP program as required by the State WDRs and SDRWQCB and will make the SSMP accessible to the public.



Monitoring, Measurement, and Program Modifications

10.2.5 Identify and Illustrate SSO Trends

The City currently manually maintains information as to the emergency calls received reporting potential and/or actual SSOs. The City also submits SSO information on the CIWQS website, which is accessible to the public. The City will continue to document SSO trends. Additional information to be included in the documentation process is the frequency and approximate volume of the SSO. Finally, the City is efficiently and effectively implementing the measures to properly document and report any SSOs as required by the WDRs.

10.3 SSMP Modifications

The SSMP must be periodically reviewed and updated to verify it reflects current information and modifications to the programs to ensure effectiveness and continual compliance with the WDRs. Information that will be routinely updated may include, but is not limited to, contact names and phone numbers for City staff responsible for implementation of specific SSMP programs, staff on stand-by for SSO response, and approved contractors and vendors.

As modifications to elements of this SSMP are deemed necessary, the City will implement them at the earliest practical time. Changes will be officially made to this SSMP during the annual or bi-annual update to the document. A comprehensive SSMP update and recertification will occur every five (5) years or as necessary and will include any significant program changes.



Chapter 11

SSMP Program Audits

This chapter of the SSMP discusses the City's SSMP Auditing Program.

11.1 Regulatory Requirements for SSMP Program Audits

The WDRs require the City to conduct periodic internal audits, appropriate to the size of the system and the number of SSOs. At a minimum, these audits must occur every two (2) years and a report must be prepared and kept on file. This audit shall focus on evaluating the effectiveness of the SSMP and the City's compliance with the SSMP requirements identified, including identification of any deficiencies in the SSMP and the steps taken to correct them.

11.2 Discussion of SSMP Program Audits

The City must complete bi-annual audits of its SSMP. Modifications identified while monitoring the implementation of this SSMP will be documented during the audit to ensure this SSMP remains current. The audit will be completed internally and the City has the option of having the audit performed by an appropriate third party auditor or a neighboring agency. The audit may include, but not be limited to:

- Reviewing the progress made on the development of SSMP elements;
- Reviewing the status of the SSMP programs implemented;
- Identifying the success of various SSMP programs implemented;
- Identifying the improvements necessary to various SSMP programs;
- Describing system improvements within the two (2) year audit period;
- Describing system improvements planned for the upcoming two (2) years; and
- Reviewing data related to SSO occurrences.

The City must memorialize the process and results of the audit in a written document. The City must retain the audit report on file in compliance with the WDRs.

11.2.1 SSMP Program Audit Process

The steering committee members perform a bi-annual review of the SSMP, which serves and evaluates the SSMP program performance. Using the performance indicators, deficiencies are noted and corrective measures are formulated to ensure performance improvements for elements are implemented.



SSMP Program Audits

Corrective measures are converted into goals and an action plan is developed to achieve the goals during the subsequent year. Identified with the action plan, are staff members, assignments and responsibilities for implementation of the action plan. A schedule for implementing the corrective measures is identified along with any changes in measurement and performance criteria.

The WDRs outline the requirements for periodic internal audits of the SSMP document at least once every two years after adoption of the SSMP document. In compliance with the WDRs, the City has completed several audits of its SSMP. The audits are based on information documented by City staff. Included in Appendix F are the following audits prepared by City staff:

- Sewer System Management Plan Bi-Annual Self-Audit, July 2017
- Sewer System Management Plan Bi-Annual Self-Audit, July 2019

The City has retained copies of the audits on file for reference and as required by the WDRs. Generally, the audits have focused on evaluating the effectiveness of the SSMP components and the City's compliance with the WDR requirements, including identification of modifications necessary, program deficiencies and steps to be implemented to address them.



Chapter 12

Public Education and Outreach

A good communications program will keep the City's constituents informed about the City's progress in developing and implementing the SSMP while encouraging public participation. The program can demonstrate the short and long-term benefits of implementing the SSMP by providing effective asset management to the publicly owned system while protecting the health and welfare of all who utilize it.

12.1 Regulatory Requirements for Public Education and Outreach

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

The City is also to create a plan of communication with systems that are tributary and/or satellite to its sanitary sewer system.

12.2 Discussion of Public Education and Outreach

The City's Public Education and Outreach Program, established to communicate its efforts to comply with the WDRs and address the development and implementation of this SSMP, will serve to educate, inform, and engage key stakeholders. These include agencies served by the City's sanitary sewer system or that may be affected by an SSO and businesses, developers, contractors, vendors, and plumbers whose business could be impacted by specific requirements or elements of this SSMP.

The following includes a summary of the City's efforts to educate, inform and engage the public's support and participation in the proper utilization of the City's sanitary sewer system, and to comply with the WDR requirements.

City of El Cajon Official Website

The City's current outreach efforts include maintaining a website (<http://www.cityofelcajon.us>) to inform the public about City activities. The City's website is an effective communication channel for providing alerts and news to the public. The main page of the website provides access to various City departments and includes links to information, important announcements, and agendas for City Council meetings, as well as other key information for City residents. The City will utilize the website to publish its SSMP, providing the public the opportunity to view and offer input to the City as the SSMP elements are implemented. As well, the City can utilize the website to notify the public of important upcoming activities related to sewer system management.



Public Education and Outreach

City of El Cajon FOG Control Program

The public outreach element included in the FOG Control Program includes a concentrated effort to educate FSE staff regarding proper management of FOG generated on site. During the site inspections, City staff provides information to FSE staff, which can help to reduce the FOG discharged into the City's wastewater collection system.

Public Meetings

Public meetings to discuss City-related issues are held regularly in the City Council Chambers, located at 200 Civic Center Way, El Cajon, CA 92020. The City encourages residents to attend City Council meetings to become informed about how the City works and to learn about various issues. The City Council meetings provide the residents and concerned citizens a forum to provide the Council with input on particular programs through the oral communication Public Comment Session portion of each City Council meeting. During the Public Comment Session, each person who wishes to address the City Council on an item not on the agenda may do so. Copies of the Council Agenda are made readily available to the public through the City's website or the City Clerk's Office.

The City Council is required to certify the completed SSMP during a public City Council meeting. Project specific meetings may also be convened with community leaders and other citizens to discuss the impacts, schedule and criteria of sewer related projects and efforts. These meetings give citizens a forum to learn about the City's activities, voice their concerns, and receive clarification on a variety of issues. Often the project managers will arrange these meetings.

12.3 Public Education and Outreach Media

A variety of means exist to educate and inform the public regarding impacts to the City's sanitary sewer system facilities. The following list identifies several forms of media available for the City to use to educate and inform the public:

- Press releases;
- Direct mailers;
- Door hangers;
- Brochures distributed at City locations and kiosks;
- Posters and flyers displayed prominently in public areas;
- Announcements and notices placed on the City's web site;
- Advertisements placed in the City's newsletter; and
- Specific events held to educate the public on the effects of SSOs.



Appendix A
Municipal Codes

**AN ORDINANCE REPEALING CHAPTERS 13.16, 13.20, 13.24,
AND 13.28 OF THE EL CAJON MUNICIPAL CODE AND ADDING NEW
CHAPTERS 13.16, 13.20, 13.24, 13.28, 13.37, AND 13.38 TO THE EL CAJON
MUNICIPAL CODE RELATED TO SEWERS AND SEWAGE DISPOSAL.**

THE CITY COUNCIL OF THE CITY OF EL CAJON DOES ORDAIN AS FOLLOWS:

Section 1. Chapter 13.16 of the El Cajon Municipal Code, is hereby repealed.

Section 2. A new Chapter 13.16 of the El Cajon Municipal Code is hereby added to read as follows:

13.16 SEWERS AND SEWAGE DISPOSAL – IN GENERAL

13.16.010 Compliance.

No person shall cause, suffer or permit the disposal of sewage, human excrement or other liquid wastes in any place or manner except through or by means of an approved plumbing and drainage system and an approved sewage disposal system installed and maintained in accordance with the provisions of the California Plumbing Code and Chapters 13.16 through 13.40.

No person shall allow sewage to escape or flow from a building, building drain, building sewer, soil line, or sewer lateral. An escape of sewage from a building, building drain, building sewer, soil line, or sewer lateral shall be considered a threat to the public health and welfare and shall be deemed a nuisance.

It shall be the responsibility of all residents, business owners, employees of local businesses, and citizens of El Cajon to notify the city of any discharge of unsanitary waste from a building sewer, lateral, cleanout plug or sewer main by stoppage or other means and take all measures to prevent further discharge, contain, or clean up such a discharge until a professional plumbing company or local authority has responded to the incident.

13.16.011 Delegations of power.

Whenever a power is granted to or imposed upon the director of public works under this title, such power may be exercised or the duty may be performed by a deputy or an authorized person unless expressly provided otherwise.

13.16.012 Restrictions on allowance of variances from title.

Whenever the director of public works is permitted by this title to grant an exception to any of the requirements of this title, such exceptions shall be granted by him, only if he finds that literal compliance is impossible or impractical because of peculiar conditions, in no way the fault of the person requesting such exceptions, and

that the purpose of this title may be accomplished and public health and safety secured by alternative construction or procedure, in which case the director of public works may permit such alternative construction or procedure.

13.16.013 Conformation of facilities to title – new facilities.

All new public sewers, house connection sewers, and industrial liquid wastes pre-treatment plants shall conform to the requirements of this title unless specifically excepted.

13.16.014 Conformance - remodeling.

All remodeling of existing public sewers, building sewers, and industrial liquid wastes pre-treatment plants shall conform to the requirements of this title, unless specifically excepted. All new buildings or building remodels that include an increase of plumbing fixture units are subject to the provisions of this title.

13.16.015 Records

The director of public works shall keep a permanent record of all permits issued and all plans requiring approval under the provisions of this title. The director of public works shall establish and maintain accurate records indicating all sewers constructed with public funds and accurate records of all main line sewers constructed hereafter with private funds, and the person or properties originally benefiting from and responsible for the financing of such sewers.

13.16.016 Who may do work under title – work to be subject to inspection and approval.

All work permitted under the provisions of this title shall be constructed by a licensed contractor and shall be subject to inspection by and shall meet the approval of the director of public works.

13.16.017 Notice to remedy house connection sewer deficiency.

In the event that a building sewer or lower lateral fails to pass inspection and is subsequently placed in service, the permittee shall be given notice in writing of such failure to pass inspection and shall within ten (10) days from the date of such notice make the construction conform to the requirements of this title.

13.16.020 Certain sanitary facilities required for all buildings.

Every building shall have sinks, water closets, and other sanitary fixtures and facilities.

13.16.030 Public nuisance.

The violation of any provision of this chapter is deemed to be a public nuisance and may be abated in accordance with Chapter 1.16 of this code.

Section 3. Chapter 13.20 of the El Cajon Municipal Code is hereby repealed.

Section 4. A new Chapter 13.20 of the El Cajon Municipal Code is hereby added to read as follows:

13.20 SEWERS AND SEWAGE DISPOSAL – PUBLIC SEWERS GENERALLY

13.20.010 Definitions.

For purposes of Chapters 13.20 through 13.28, the following words and phrases have the meanings respectively ascribed to them by this section:

- A. "B.O.D." This term, denoting biochemical oxygen demand, means the quantity of oxygen utilized in the biochemical oxidation of organic matter under standard laboratory procedure in five (5) days at twenty (20) degrees centigrade, expressed in parts per million by weight.
- B. "Building drain" means that part of the lowest horizontal piping of a drainage system that receives the discharge from soil, waste and other drainage pipes inside the walls of the building and conveys it to the building sewer, beginning two (2) feet outside the inner face of the building wall.
- C. "Building sewer" means the extension from the building drain, beginning two (2) feet from the outside of the building, to the public sewer or other place of disposal including the lower lateral.
- D. "Cleanout" means a sewer line fitting placed on a sewer to facilitate inspection, cleaning or maintenance of the sewer.
- E. "Combined sewer" means a sewer receiving both surface runoff and sewage.
- F. "Double cleanout" means the horizontal piping or pipe fittings that facilitate(s) the proper cleaning, inspection and physical access to the building sewer or lower lateral in either direction, upstream or downstream from the same entry point.
- G. "Garbage" means solid wastes from the preparation, cooking and dispensing of food, and from the handling, storage of food waste or the sale of produce.
- H. "Industrial wastes" means the liquid wastes from industrial processes, as distinct from sanitary sewage.
- I. "Licensed contractor" means a contractor having a valid license issued pursuant to the California Business and Professions Code which license includes the activities listed on the permit applied for.
- J. "Lot" means any piece or parcel of land bounded and defined or shown upon a plot or deed recorded in the Office of the County Recorder, as a separate or individual parcel, except that in any event any building or structure covers more

than a lot, the word "lot" shall include all such pieces or parcels of land upon which such building or structure is wholly or partly located.

- K. "Lower sewer lateral" means horizontal pipe and fittings forming a connection to the sewer main line for the purposes of connecting a building sewer. The lower lateral extends from the public sewer main to the edge of the public right-of-way and terminates at a double cleanout.
- L. "Natural outlet" means any outlet into a watercourse, pond, ditch, lake or other body of surface water or groundwater.
- M. "pH" means the logarithm of the reciprocal of the weight of hydrogen ions in grams per liter of solution.
- N. "Properly shredded garbage" means the wastes from the preparation and/or cooking of food that has been shredded to such a degree that all particles will be carried freely under the flow conditions normally prevailing in public sewers, with no particle greater than one-half ($\frac{1}{2}$) inch in any dimension.
- O. "Public sewer" means any main line sewer constructed in any street, highway, alley, place, or right-of-way dedicated for public use. Such term shall not include building drain, building sewer, or lower lateral.
- P. "Director of public works" means any official agent, branch or function of the city responsible for the design, construction, maintenance and operation of sanitary sewers in the city. It shall include all officers, agents and employees engaged in sewer services.
- Q. "Sanitary sewer" means a pipeline that carries wastewater and to which stormwaters, surface waters and groundwaters are not intentionally admitted.
- R. "Sewage" means a combination of wastewater – carried waters from residences, business buildings, institutions and industrial establishments, together with such groundwaters, surface waters and stormwaters as may be present.
- S. "Sewage treatment plant" means any arrangement of devices and structures used for wastewater treatment.
- T. "Sewer" or "Sewer line" means a pipe or conduit for carrying wastewater.
- U. "Sewerage works" means all facilities for collecting, pumping, treating and disposing of wastewater.
- V. "Storm sewer or storm drain" means a pipeline that carries stormwaters and surface waters and drainage, but excludes wastewater and polluted industrial wastes.

- W. "Suspended solids" means solids that either float on the surface or are in suspension in water, sewage or other liquids, and which are removable by laboratory filtering.
- X. "Upper sewer lateral," also known as the "building sewer," means horizontal pipe and fittings forming a connection to the sewer main line for the purposes of connecting a building drain. The upper sewer lateral extends from the edge of public right-of-way and located by a double cleanout plug to the building drain.
- Y. "Watercourse" means a channel in which a flow of water occurs, either continuously or intermittently.
- Z. "Building sewer inspection" means an inspection of a building sewer lateral that consists of the retention of a pre-qualified contractor by the owner in order to visually examine and inspect a building sewer lateral in the manner deemed appropriate by the director of public works. Such an inspection shall, at a minimum, include the use of a closed-circuit television inspection device for the purposes of determining whether the building sewer lateral complies with the requirements of this chapter.
- AA. "Commercial property" means any real property not used for residential purposes and not a common interest development.
- BB. "Common interest development" means a development characterized by apartments, individual ownership of a condominium housing unit, or a residential parcel coupled with the shared ownership of (or right to use) common areas and facilities, including, but not limited to, condominium projects, community apartment projects, stock cooperatives and planned unit developments, which contains two (2) or more dwelling units and which has a building sewer lateral shared by two (2) more dwelling units.
- CC. "Notice to repair" means the notice and order issued by the director of public works to the owner advising that the owner appears to be in violation of the city of El Cajon Municipal Code with respect to the owner's building sewer lateral, or in violation of the code in the manner of the building sewer lateral's connection to the city sewer system, which notice and order directs the abatement of the identified apparent violation in a timely manner or, in the alternative, proof that the conditions identified in the notice and order do not exist.
- DD. "Owner" means any person, partnership, association, corporation or fiduciary having legal title (or any partial interest) in any real property situated within the city.

13.20.020 Deposit of matter that will clog or obstruct flow of sewage.

No person shall place, throw or deposit or cause or permit to be placed, thrown or deposited in any public sewer, drain, catch basin, water closet, privy vault or cesspool, any dead animal, offal or garbage, fish, fruit or vegetable waste, pharmaceuticals, sand, liquid waste of any kind containing chemicals, greases, oil, tar

or gasoline or any other objectionable materials or matter which will clog, obstruct, fill or prevent the effective use of or necessitate the frequent repair, clean out or flushing of such sewer, drain or catch basin.

13.20.030 Review and approval by director of public works prior to discharge of certain wastes into public sewers – preliminary treatment facilities.

The admission into the public sewers of any waters or waste having a five (5) day B.O.D. greater than five hundred (500) parts per million by weight, or containing more than five hundred (500) parts per million by weight of suspended solids, or containing any quantity of substances having the characteristics described in section 13.20.050, or having an average daily flow greater than two percent (2%) of the average daily sewage flow of the city, shall be subject to the review and approval of the director of public works. Where necessary, in the opinion of the director of public works, the owner shall provide, at his expense, such preliminary treatment as may be necessary to reduce the B.O.D. to five hundred (500) parts per million and the suspended solids to five hundred (500) parts per million by weight, or reduce objectionable characteristics or constituents to within the maximum limits provided for in section 13.20.050, or control the quantities and rates of discharge of such waters or wastes. Plans, specifications and any other pertinent information relating to proposed preliminary treatment facilities shall be submitted for the approval of the director of public works, and no construction until such approval is obtained in writing.

Where preliminary treatment facilities are provided for any waters or wastes, they shall be maintained continuously in satisfactory and effective operation by the owner at his expense.

13.20.040 Discharge of storm water or surface water.

No person shall discharge or cause to be discharged any storm water, surface water, groundwater, roof runoff, subsurface drainage, cooling water or unpolluted industrial process waters into any sanitary sewer.

Storm water and all other unpolluted drainage shall be discharged to such sewers as are specifically designated as storm sewers or to a natural outlet approved by the director of public works. Industrial cooling water or unpolluted process waters may be discharged, upon approval of the director of public works, to a storm sewer, sanitary sewer or natural outlet.

13.20.050 Discharge of certain wastes into public sewer prohibited.

Except as otherwise provided in Chapters 13.20 through 13.28, no person shall discharge or cause to be discharged any of the following described waters or wastes to any public sewer:

- A. Any liquid or vapor having a temperature higher than one hundred fifty degrees (150°) Fahrenheit;

- B. Any water or waste, which may contain more than one hundred (100) parts per million, by weight, of fat, oil or grease;
- C. Any gasoline, benzene, naphtha, fuel oil or other flammable or explosive liquid, solid or gas;
- D. Any garbage of any kind that has not been property shredded;
- E. Any ashes, cinders, sand, mud, straw, shavings, metal, glass, rags, feathers, tar, plastics, wood, paunch manure, or any other solid or viscous substance capable of causing obstruction to the flow in sewers or other interference with the proper operation of the sewage works;
- F. Any waters or wastes having a pH lower than 5.0 or higher than 9.0, or having any other corrosive property capable of causing damage or hazard to structures, equipment and personnel of the sewage works;
- G. Any waters or wastes containing a toxic or poisonous substance in sufficient quantity to injure or interfere with any sewage treatment process, constitute a hazard to humans or animals or create any hazard in the receiving waters of the sewage treatment plant;
- H. Any waters or wastes containing suspended solids of such character and quantity that unusual attention or expense is required to handle such materials at the sewage treatment plant; and
- I. Any noxious or malodorous gas or substance capable of creating a public nuisance.

13.20.060 Cleanout.

Where a building sewer is constructed, modified, remodeled or replaced, and is connected or reconnected to the lower sewer lateral or double cleanout shall be installed at the outside edge of the public right-of-way to facilitate the proper cleaning and inspection of the pipeline in either direction, upstream or downstream.

The above requirements also apply to all building sewers subject to a notice to repair.

13.20.070 Repealed.

13.20.080 Repealed.

13.20.090 Sewers carrying industrial wastes – construction and maintenance of manholes.

When required by the director of public works, the owner of any property served by a building sewer carrying industrial wastes shall install a suitable control manhole in the building sewer to facilitate observation, sampling and measurement of the wastes. Such manhole, when required, shall be accessible and safely located, and shall be constructed in accordance with plans approved by the director of public works. The manhole shall be installed by the owner at his expense, and shall be maintained by him so as to be safe and accessible at all times.

13.20.100 Analyses of wastes.

All measurements, tests and analyses of the characteristics of waters and wastes to which reference is made in sections 13.20.030 and 13.20.050 shall be determined in accordance with "Standard Methods for the Examination of Water and Sewage," and shall be sampled at the control manhole provided for in Section 13.20.090, or upon suitable samples taken at such control manhole. In the event that no special manhole has been required, the control manhole shall be considered to be the nearest downstream manhole in the public sewer to the point at which the building sewer is connected.

13.20.110 Repealed.

13.20.115 Repealed.

13.20.120 Repealed.

13.20.130 Service to areas outside city – unauthorized use.

The use of the sewage disposal system of the city by persons without the authorization of the city council for the disposition of sewage from any area not within the corporate limits of the city is prohibited.

13.20.140 Applicability of chapter to agreements for treatment of industrial wastes.

No statement contained in Chapters 13.20 through 13.28 shall be construed as preventing any special agreement or arrangement between the city and any industrial concern whereby an industrial waste of unusual strength or character may be affected by the city for treatment, subject to payment therefor by the industrial concern.

13.20.150 Public sewer fees.

Public sewer fees shall be established from time to time by resolution or ordinance of the city council.

Section 5. Chapter 13.24 of the El Cajon Municipal Code is hereby repealed.

Section 6. A new Chapter 13.24 of the El Cajon Municipal Code is hereby added to read as follows:

13.24 SEWERS AND SEWAGE DISPOSAL – PUBLIC SEWER LATERALS

13.24.010 Soil line connection.

Where the plumbing soil line or building sewer joins a lower sewer lateral, stub or wye, such joint shall be made with a mechanical joint or clamp with a double cleanout according to current industry standards, or any other method approved by the director of public works. Minimum ground cover at such joint or at the property line shall be forty-two (42) inches unless otherwise specified by the engineering department of the city. The city's wastewater department shall not be obliged to connect to a soil line that is installed at less than the required minimum depth.

13.24.020 Mains and laterals as part of same construction – installation requirements.

Where laterals are being installed by a general contractor as an integral part of the construction of a complete system of sewer mains, laterals and services under supervision of an inspection by the director of public works or his agents, the provisions of this chapter shall apply.

13.24.030 Connections to existing city sewer main.

Wherever an existing sewer main is to serve several lots in a private contract for improvements in a subdivision, the specific job of boring into the main and affixing a hub shall be performed by the city's wastewater department. The contractor shall pay the city a cash fee according to the current schedule of fees established by resolution by the city council for each entry into the main in advance of performance of the work. The contractor shall excavate to the sewer main at the site of the proposed lateral, exposing the sewer main pipe for the prescribed work by the city sanitation department. When the work by the city sanitation department is complete, the contractor shall be responsible for any damage to the main as a result of excavation, and shall have the same responsibility for any lateral installed as prescribed above as he has for any lateral built entirely for himself.

Section 7. Chapter 13.28 of the El Cajon Municipal Code is hereby repealed.

Section 8. A new Chapter 13.28 of the El Cajon Municipal Code is hereby added to read as follows:

13.28 SEWERS AND SEWAGE DISPOSAL – PUBLIC SEWER CONNECTIONS

13.28.010 Definitions.

For the purposes of this chapter, the following words and phrases shall have the meanings respectively ascribed to them by this section:

- A. "Apartment" means a room or suite of rooms in a building occupied or designed for occupation by one family for living or sleeping purposes.
- B. "Auto court" means any area, place or tract of land where two or more single family dwellings, or a building containing two or more apartments designated, used or intended wholly or in part for the accommodation of automobile transients are located and offered for hire, rent or lease. The term shall also include any motel.
- C. "Building or house" means a tent, penthouse, restroom or single or multiple family dwelling. These terms include all architectural structures.
- D. "Bungalow court" means a group of four or more separate buildings, nor more than one story in height, each being erected or located on a parcel of ground under a separate roof, as a family domicile or residence and facing a common court.
- E. "Family" means a person living alone or a group of two or more persons occupying an apartment.
- F. "Motel" means a building of not more than one story, containing six or more guest rooms or apartments or combination thereof, each of which has a separate individual entrance leading directly from the outside of the building and is designed, used or intended wholly or in part for the accommodation of automobile transients.
- G. "Multiple dwelling" means a building used or designated to be used as a dwelling for three or more families living independently of each other.
- H. "Trailer court or auto and trailer camp" means an area or tract of land where space is rented or held out for rent to owners or users of trailer coaches or tent campers, furnishing their own camping equipment, or where free camping is permitted owners or users of trailer coaches or tent camp equipment for the purpose of securing their trade.

13.28.020 Unauthorized connections to public sewer prohibited.

No person other than the city, its agents and employees, shall connect any pipe, drain or sewer with any public sewer, or open or penetrate any public sewer in the city, or injure, break or remove or open any portion of any manhole, flush tank, inspection pipe or any other part of or appurtenance to any public sewer. Except where otherwise specifically provided in Chapters 13.20 through 13.28, the city shall install all connections to any existing public sewers.

13.28.030 Connection permits required.

No person shall connect to the sewage disposal lines of the city or discharge sewage into the sewer lines of the city or sewage disposal plant of the city without first obtaining a connection permit from the city.

13.28.031 Connection to public sewer – required when sewer available.

All plumbing that receives the waste discharge from any building, structure or place of business, shall be connected to a public sewer.

All plumbing receiving water discharge that is connected to a private disposal system shall be connected to a public sewer within one (1) year after a public sewer becomes available.

13.28.032 When sewer not available.

The connection to a public sewer required by section 13.28.032 may be dispensed with when no public sewer is available and when, in the opinion of the Health Officer of the County, a private sewage disposal system would be adequate and safe and would not constitute a menace to public health.

13.28.033 When connection to approved private sewage disposal system required.

All plumbing receiving waste discharge, which is not connected to a public sewer shall be connected to a private sewage disposal system approved by the director of public works and health officer of the county.

13.28.034 Connections letting roof or surface water into sewers.

No person shall make or maintain any connection by pipes or otherwise with any public sewer by which roof or surface water may run into any such sewer.

13.28.035 Entering, disturbing or cleaning public sewers, structures or appurtenances.

No person shall, without authorization from the director of public works, open, enter, disturb or clean any public sewer, structure or appurtenance thereto.

13.28.036 Maintenance generally not to obstruct public sewer flow.

No person shall do, or cause to be done, any maintenance that would damage or obstruct the flow of any public sewer.

13.28.037 Maintenance of private systems.

It shall be the responsibility of each property owner whose property is connected to the city sewer system to maintain continuously and satisfactorily in operation at his own expense, any house connection sewer, building sewer, private sewage disposal system, or industrial liquid waste pre-treatment facility. Failure to maintain such a

private sewer system shall be sufficient grounds for immediate revocation of private sewer operating permit or industrial liquid waste permit of the person so failing and disconnection of his premises from the public sewer. Such a private sewer system is subject to required repairs as set out in a notice to repair issued pursuant to Section 13.20.010(DD). Users of private sewer disposal systems shall keep all cleanout caps and other access ports in place and properly sealed.

13.28.038 Septic tank or cesspool to be abandoned when main line connection obtained.

When a house connection sewer is constructed connecting a main line sewer, a house sewer which previously drained to a septic tank or cesspool, the septic tank or cesspool shall be abandoned and no portion of the house sewer shall then pass through or connect to such septic tank or cesspool

13.28.039 Procedure to effect abandonment of septic tank or cesspool.

When any septic tank or cesspool is abandoned, the top of such septic tank or cesspool shall be removed and the tank or cesspool shall be drained and filled with fine earth or sand and compacted and any pipes connecting to such tank or cesspool shall be cut directly outside of the tank or cesspool and shall be plugged with concrete. The abandonment of the septic tank or cesspool shall be complete before the house connection constructed shall be considered to have completely passed inspection.

13.28.040 Connection fees.

Before a permit shall be granted to connect to the sewage disposal system of the city, a connection fee and an inspection fee shall be paid to the city. such fees shall be set from time to time by ordinance or resolution of the city council. Inspection fees shall be paid pursuant to Section 8.36.070 of this code.

13.28.080 Additional Connection Fee.

In addition to all other fees required by this title, a fee of two hundred dollars per connection shall be paid to this city before a permit shall be granted to connect to any sewer main of this city where such sewer main was constructed by the city or state or a component of the federal government.

In addition to all other fees required by this title, except the fees set forth in the above paragraph, an additional fee per connection shall be paid to the city before a permit shall be granted to connect to any sewer line of the city where such sewer main or line was constructed pursuant to an agreement with the city to serve property other than that for which permission to connect is sought. Such a fee shall be set forth in such agreement.

13.28.090 Connections to mains constructed by Cajon Valley Union School District.

In addition to all other fees required by this chapter, except the fee set forth in section 13.28.080, a fee of two hundred dollars shall be paid the city before a permit shall be granted to connect to the sewer main located in Section Street from Dawnridge to Pepper Drive, and in Pepper Drive from Section Street to Peerless Drive, such sewer main having been constructed by the Cajon Valley Union School District.

In addition to all other fees required by this chapter, except the fee set forth in section 13.28.080, a fee of two hundred dollars shall be paid to the city before a permit shall be granted to connect to the sewer main located in Anza Street from a manhole which lies five hundred sixty feet south of the centerline of Washington Avenue to a manhole approximately four hundred fifty feet south of the westerly prolongation of the north line of the Anza Street school site as set forth on Record of Survey No. 5028, such sewer main having been constructed by the Cajon Valley Union School District.

13.28.100 Connections to Bradley-Johnson sewer.

In addition to all other fees required by this chapter, except the fee set forth in section 13.28.080, a fee of five hundred dollars shall be paid to the city before a permit shall be granted to connect to the sewer lines located as follows:

- A. The sewer line extending easterly from the sewer outfall line along the future Bradley Avenue and southerly along Johnson Avenue to Vernon Way;
- B. The sewer line extended to provide future service to unincorporated areas of the city as of October 1, 1967, on Steele Avenue and Vernon Way within the North Johnson Avenue 1913 Act Improvement District boundaries.

13.28.110 Connections to Pioneer Way-Cypress Lane sewer main.

In addition to all other fees required by this chapter, except the fee set forth in section 13.28.080, a fee of eight hundred dollars shall be paid to the city before a permit shall be granted to connect to the sewer lines located as follows:

The sewer line in Pioneer Way extending northerly from the existing city boundary a distance of four hundred nine feet to Cypress Lane, and westerly in Cypress Lane to Johnson Avenue.

Said sewer line was constructed in connection with the Pioneer Way 1913 Act Improvement District, and the above fee shall be charged for each lateral to serve parcels not assessed for sewer mains.

13.28.120 Connections to Avocado South of Chase to DeWitt Court sewer main.

In addition to all other fees required by this chapter, except the fee set forth in section 13.28.080, a fee of six hundred dollars shall be paid to the city before a permit shall be granted to connect to the sewer lines located as follows:

The sewer line extending southerly along Avocado from nine hundred fifty feet south of the centerline of Chase Avenue to DeWitt Court.

Said sewer line was constructed by the city in connection with the improvement of Avocado south of Chase to south of DeWitt Court.

13.28.130 Connections to Fanita Drive sewer main.

In addition to all other fees required by this chapter, except the fee set forth in section 13.28.080, a fee of two hundred dollars for each dwelling unit or its equivalent shall be paid to the city before a permit shall be granted to connect to the trunk line sewer in Fanita Drive to be constructed by the city, or to any other sewer line which in turn uses the capacity of the Fanita Drive trunk sewer.

13.28.135 Connections to Bermuda Place sewer main.

In addition to all other fees required by this division, except the fee set forth in section 13.28.080, a fee of one thousand nine hundred ninety three dollars and six cents shall be paid to the city before a permit shall be granted to connect Assessor's Parcel No. 507-250-17 to the sewer main located in Bermuda Place. Said sewer line was constructed by the city in connection with the Bermuda Lane, et al. 1911 Act Improvement District (Assessment § 75).

13.28.150 Connections to Melody Lane sewer main – Gull Place to Granite Hills Drive.

In addition to all other fees required by this chapter, except the fee set forth in section 13.28.080, a fee of nine dollars and twenty-two cents per front foot shall be paid to the city before a permit shall be granted to connect to the sewer line located on the southerly side of Melody Lane from the easterly subdivision boundary of Rancho Milagros, easterly to Granite Hills Drive. Said sewer line was constructed by the developers of Rancho Milagros subdivision.

13.28.155 Connections to Bradley Avenue sewer main – Johnson Avenue to Magnolia Avenue.

In addition to all other fees required by this chapter, except the fee set forth in section 13.28.080, a fee of thirty-six dollars per front foot shall be paid to the city before a permit shall be granted to connect the sewer line located in Bradley Avenue from Johnson Avenue to Magnolia Avenue. Said sewer line was constructed in connection with the Bradley-Cypress 1911 Act Improvement District.

13.28.160 Connections to Tilling Way sewer main.

In addition to all other fees required by this chapter, except the fee set forth in section 13.28.080, a fee of three thousand seven hundred twenty-four dollars and fourteen cents shall be paid to the city before a permit shall be granted to connect Assessor's Parcel No. 492-580-17 to the sewer line located in Tilling Way; and a fee of one thousand nine hundred forty-two dollars and one cent shall be paid to the city before a permit shall be granted to connect Assessor's Parcel No. 492-580-18 to the sewer line located in Tilling Way. Said sewer line was constructed by the city in connection with the Tilling Way 1911 Act Improvement District.

13.28.165 Connection to Chase Avenue sewer main.

In addition to all other fees required by this chapter, a fee of one thousand four hundred twenty dollars shall be paid to the city before a permit shall be granted to connect to the fifty-eight foot sewer lateral on the south side of Chase Avenue, one hundred seventy feet east of Mollison Avenue. The sewer lateral was constructed by the city in connection with street improvements as shown on drawing No. 11606 on file in the engineering division

Section 9. A new Chapter 13.37 of the El Cajon Municipal Code is hereby added to read as follows:

13.37 SEWERS AND SEWAGE DISPOSAL – INSPECTIONS

13.37.020 Maintenance of private building sewer.

- A. Maintenance of building sewer. Each owner shall maintain his or her building sewer lateral(s) free of displaced joints, open joints, root intrusion, substantial deterioration of the line, cracks, leaks, inflow, or infiltration of extraneous water, root intrusion, grease and sediment deposits, or any other similar conditions, defects, or obstructions likely to cause leakage or increase the chance for blockage of the building sewer.
- B. Maintenance of septic tank. Each owner shall maintain his or her septic tank free of deterioration, corrosion, damage, disposal failure or any other similar deficiencies or defects likely to increase failure of the septic tank.
- C. General maintenance requirements. The maintenance obligation imposed by this section shall be in addition to and supplemental of the general private sewer system maintenance obligations imposed in this title.

13.37.030 Building sewer inspections – access to premises.

The director of public works, or the building official, (or any designated representative or either the director of public works or the building official) is hereby authorized to inspect any building sewer in use within the city and connected to the city sewer system for the following purposes:

- A. To determine the size, depth, and location of any sewer connection.

- B. To determine the end outlet of any sewer connection by depositing harmless testing materials in any plumbing fixture attached thereto and flushing the same, if necessary.
- C. To determine, by measurements and samples, the quantity and nature of the sewage or waste water being discharged into any sewer.
- D. To determine the location of the roof, swimming pool, floor and surface drains, and whether or not they physically connect to a building sewer.
- E. To evaluate and determine defects in a sewer lateral following an overflow incident.

Nothing herein shall be deemed to provide the director of public works, the building official or their respective designees with any right or authority to enter a building or other apparently private or interior area of a real property, except to the extent such entry is expressly authorized by state law.

13.37.040 Mandatory building sewer inspections.

- A. Health and safety basis for requiring a building sewer lateral inspection.

An owner shall have the building sewer of his or her real property video-inspected in accordance with the requirements of this chapter (as directed and within the time period indicated by the director of public works) upon the occurrence of any of the following events:

1. Overflow or malfunction. Whenever the director of public works has sufficient evidence (as determined by the director) that the building sewer has recently overflowed or has recently malfunctioned;
2. Building sewer failure or lack of maintenance. Whenever, based on sewer system testing conducted by the city (of either the building sewer lateral or the city's public sewer system), the director of public works finds that there is sufficient evidence to conclude that the building sewer lateral has failed, is likely to fail, or has not been properly maintained; and
3. Public health threat. Upon any other reasonable cause to believe that there is a threat to the public health, safety or welfare due to the condition of a building sewer lateral or any other conditions causing a nuisance.

- B. Events requiring a building sewer lateral inspection serving residential properties.

An owner shall have the building sewer lateral of his or her residential property inspected in accordance with the requirements of this chapter upon the occurrence of any of the following events or any other events in paragraph (A) above:

1. Home additions or remodels. Prior to the issuance of a city building permit for a residential building addition, remodel, or new improvements on the real property in excess of four hundred (400) square feet of habitable space as that phrase is defined in the most recently adopted California Building Code;
2. New plumbing fixtures. Prior to the issuance of a city building permit for all new plumbing fixtures attached to the building sewer lateral upon the residential property. (For the purposes of this section, the phrase "new plumbing fixtures" shall refer only to an increase in the number of plumbing fixtures in use on the real property prior to the application for a building permit for the "new" plumbing fixtures.)

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C. Schedule for lateral inspections – non-residential, multi-family and common interest development real properties.

1. Non-residential properties. An owner or owners of non-residential property within the city shall have that property's building sewer lateral(s) inspected in accordance with the requirements of this chapter or on occurrence of any conditions in paragraphs (A) or (B) above, or once every ten (10) years beginning on the first date of notification following the adoption of the ordinance first enacting this chapter. Within each subsequent ten (10) year period of time, such lateral inspections shall be performed. (For the purposes of this section, a property that has a mixture of allowed residential and non-residential uses shall be considered a non-residential property with respect to its compliance with the sewer lateral inspection requirements of this section.)
2. Common interest development, condominium, or multi-family properties. The owner or owners of a common interest development, condominium, or multi-family property shall have that property's building sewer lateral(s) inspected in accordance with the requirement of this chapter or on occurrence of any conditions in paragraphs (A) or (B) above, or once every ten (10) years beginning on the first date of notification following the enactment of the ordinance first enacting this chapter. Within each ten (10) year period of time, such lateral inspections shall occur.

D. Exception to inspection for recent prior inspections and repairs.

The following are exceptions to the inspection requirements of subparagraphs (B) and (C) above:

1. Prior replacement of sewer lateral. An owner otherwise required to perform a building sewer lateral inspection under (B) or (C) hereof shall not be required to perform such an inspection if the owner (or the owner's predecessor-in-interest) has originally installed or has replaced his or her

property's building sewer lateral within the ten (10) years prior to the date of the application for a building permit.

2. Prior inspection or repair of a building sewer lateral. An owner otherwise required to perform an inspection under (B) or (C) shall not be required to perform such an inspection if the owner has either completed a remedial inspection (conducted in accordance with the inspection requirements of this chapter) or completed a permitted repair of the building sewer lateral within the three (3) years prior to the date the inspection would have otherwise been required, or has a valid compliance certificate.

13.37.050 Requirements for a proper building sewer lateral inspection report.

A. Inspection report standards.

The building sewer inspection reports required by this chapter shall be prepared in accordance with the following requirements and specifications:

1. The inspection report shall be prepared by a pre-qualified contractor or any other professional otherwise registered by the City of El Cajon;
2. The inspection report shall identify all of the following:
 - a. Any of the following conditions: displaced joints, open joints, root intrusion, substantial deterioration of the line, sags or depressions, cracks, leaks, inflow or infiltration of extraneous water, root intrusion, grease and sediment deposits or other conditions likely to increase the chance for blockage of the building sewer.
 - b. Whether any connection, by pipes or otherwise, allows rainwater or groundwater to enter the building sewer or public sewer;
 - c. Whether the building sewer has an installed backwater device where any outlet or trap of the building sewer is below the level of the nearest manhole. If a backwater device is already installed, the report shall indicate whether the backwater device is functioning properly.
 - d. Where the building sewer includes a septic tank, the report shall identify the extent to which the septic tank is deteriorated, corroded, damaged, whether the disposal field has failed or any other relevant deficiency.
3. The inspection report shall contain an express certification from the certified inspector that the property has been inspected for any outdoor drain connection to the city sewer system and that no such unpermitted connection is present. It shall also contain either a videotape or DVD of the video inspection of the building sewer lateral in a format acceptable to the city, as established by the city regulations, policies or procedures.

4. The inspection report shall be submitted to the city for review and analysis accompanied with a review fee in addition to any other fee required by this chapter.

B. Compliance with regulations. The inspection report shall, in all other aspects, comply with the requirements and specifications described in the director of public works' specifications for a building sewer lateral inspection report as established by the regulations authorized under this title.

13.37.060 Required building sewer lateral repairs.

A. Notice to repair or replace.

Upon receipt of the building sewer inspection report pursuant to this chapter, the director of public works (or his or her designee) will determine whether it indicates any deficiencies in the operation of the building sewer later and, thereafter, shall provide the owner(s) with a notice to repair or replace as may be deemed appropriate by the director. The notice to repair or replace shall specifically identify the deficiencies to be corrected and shall establish a deadline within which the owner(s) shall complete the required corrective actions. The corrective action may include a requirement that the lateral be replaced altogether and also may include the installation of cleanout, grease removal devices, and backwater valves if those devices are otherwise required by this code or any uniform code adopted by the city.

B. Obligations of the owner.

The owner shall repair his or her building sewer lateral to the satisfaction of the director of public works, and, if a building permit is required for the repairs, the owner shall obtain a final permit inspection and approval of the city building official.

C. Repairs upon other properties not required.

If a building sewer lateral traverses private property, without easements, other than the owner's property, the owner shall only be responsible for the repairs to that portion of the building sewer lateral that are upon the owner's property and also to that portion of the building sewer within a public right-of-way.

13.37.070 Common interest developments.

The homeowners association of a common interest development shall, along with the owner, be jointly and severally liable for the duties and obligations imposed by this chapter in relation to any building sewer lateral located within a common area of the development. If no homeowners association exists, then the individual unit owners, both jointly and individually, shall be liable for the duties and obligations with respect to building sewer laterals established by this chapter.

13.37.080 Administrative guidelines for inspections.

Within ninety (90) days of the adoption of the ordinance enacting this chapter, the director of public works shall prepare and promulgate the public administrative guidelines that shall, among other things, establish the following:

- A. A certification program for pre-qualified contractors or other professionals who will be accepted by the city to perform inspections and the basis for obtaining and maintaining such a certification or for a decertification;
- B. Develop a standard inspection report form and specification for building sewer inspection reports;
- C. Establish a notice format and standard enforcement timelines for the notice to repair and for repair and inspection service of that notice in a manner consistent with the requirements of due process. Such administrative guidelines shall be approved by a resolution of the city council; and
- D. Administrative procedures for accepting, tracking, and inspecting permits for building sewers, grease interceptors, and inspection of food serving establishments.

Section 10. A new Chapter 13.38 of the El Cajon Municipal Code is hereby added to read as follows:

13.38 SEWERS AND SEWAGE DISPOSAL – FATS, OILS AND GREASE

13.38.010 Purpose and Intent.

- A. It is the purpose and intent of this chapter to establish regulations for the disposal of grease and other insoluble waste discharges from every food service establishment (an "FSE") within the city.
- B. The city council, in enacting the ordinance codified in this chapter, intends to provide for the maximum beneficial public use of the city's sewer system, to prevent blockages of that system and the accidental discharge of wastewater into the storm drain system or receiving waters of the state, to ensure the cost of maintaining the city's sewer system is equitably distributed among users, to clarify grease disposal requirements for existing food service establishments, and to promote public health and safety.
- C. In the event of any conflict or inconsistency between the provisions of this chapter and the provisions of the most recently adopted California Plumbing Code, the provisions of this chapter shall govern.

13.38.020 Definitions.

As used in this chapter, the following terms are defined:

- A. "Administrative authority" shall mean the director of public works, the building official, or any other official(s) as designated by the city manager.
- B. "Authorized inspector" shall mean an inspector so designated by the administrative authority.
- C. "Director" shall mean the director of public works or other official as designated by the city manager.
- D. "Food grinder" shall mean any device installed for the purpose of disposing food waste in the public sewer system.
- E. "FSE" "Food service establishment" shall mean any food preparation establishment, restaurant, cafeteria, or any other establishment preparing food for consumption. Domestic homes are not considered food service establishments under this definition.
- F. "Grease" shall mean grease, or fatty or oily substances and other insoluble waste that turns or may turn viscous or solidifies with a change in temperature or other conditions.
- G. "Grease interceptor" shall mean an underground multi-compartment device installed outside a food service establishment of a size and design in compliance with the California Plumbing Code and approved by the city.
- H. "Grease removal facility" shall mean any grease interceptor, trap, drain, screen, or similar device that is designed or installed to reduce the amount of grease entering the wastewater system.

13.38.030 Grease/Sand interceptors.

- A. Grease/sand interceptors that are properly sized and constructed shall be required for all building that include an increase in plumbing fixture units, and prior to commencing business for all new food service establishments determined by the director to generate grease in quantities greater than that commonly found in domestic sewage. Where grease/sand interceptors are impossible or impractical to install, a grease trap shall be installed.
- B. Grease/sand interceptors are required for all existing establishments where one or more of the following conditions exist:
 1. A notice to repair has been issued for repair of the building sewer
 2. The establishment is unable to pass annual inspection without repeated violations.
 3. The establishment is unable to complete implementation of best management practices as noted in the annual inspection report.

4. The establishment has violated any waste disposal requirements contained in the Municipal Code and where evidence of substantial grease is observed downstream of the establishment.

13.38.032 Grease storage facilities.

- A. All new construction or remodels subject to a new conditional use permit for an FSE shall be required to either store waste grease on the inside of the building or outside in a secured enclosure that is covered, locked, and inside a secondary containment area or device large enough to store the same volume as the primary container. All storage containers shall be designed to prevent tipping and to provide a secure closing lid that shall remain closed at all times that the container is not being accessed. All containers that are used to transfer waste grease shall have a secured lid that prevents accidental spills during transfer.
- B. All existing FSEs are required to either store waste grease on the inside of the building or outside in an area secure from vehicular driveways and parking in storage containers that are designed to prevent tipping and to provide a secure closing lid that shall remain closed at all times that the container is not being accessed. All containers that are used to transfer waste grease shall have a secured lid that prevents accidental spills during transfer.
- C. All FSEs shall maintain the storage area using good housekeeping techniques to prevent the accumulation of waste grease deposits on the outside of grease containers and shall have an approved emergency spill kit available in close proximity to the storage facilities.

13.38.040 Food grinders prohibited.

- A. Food grinders shall be removed from all existing food service establishments by January 1, 2010.
- B. After August 1, 2009, food grinders shall be prohibited in all new food service establishments.

13.38.050 Grease interceptor design and maintenance requirements.

- A. General provisions.
 1. The installation of a proper interceptor shall be the responsibility of the user who applies for a permit connection and the user whose operations cause or contribute to the necessity for an interceptor.
 2. Interceptors shall be installed, utilized, and properly maintained for continuous and efficient operation at all times and at the expense of the user.
 3. Interceptors shall be inspected periodically to ensure compliance with these regulations.

4. The administration authority shall approve the type, capacity, and construction of all interceptor shared by multiple businesses can be utilized if specifically authorized by the director and upon evidence of legal operating and maintenance agreements between the involved property owners or users. Provisions shall provide for independent, unilateral operation by one or more parties of the agreement in the case where default by one party has occurred.
5. Interceptors no longer in use shall be abandoned in accordance with the California Plumbing Code.

B. Design.

1. Interceptors for food service establishments shall be sized and designed in compliance with the California Plumbing Code, unless otherwise specified herein.
2. Other factors that may influence the design include, but shall not be limited to, the following:
 - a. The type of facility (such as a restaurant, bakery, food processing factory, etc.);
 - b. The volume of the user's business or operation (such as number of meals served, number of seats, hours of operation, etc.);
 - c. The peak flow of process wastewater discharged to the collection system;
 - d. Size and nature of facilities (including kitchen facilities) based on size, type, number of fixtures, and type of processing or cooking equipment used;
 - e. The type of service provided or operation undertaken (such as dine-in meal service versus carry-out meal service);
 - f. The type of foods or other materials used in cooking, processing or manufacturing operations conducted within the facility;
 - g. The overall potential for grease-laden discharges;
 - h. The existence of devices, procedures or processes designed to minimize the amount of fats, oil or grease from entering the collection system;
 - i. The location of the facility, if it is located in a known problem area; and

- j. Any prior problems with the facility, such as blockages, violations, etc.
3. All interceptors shall be certified by the International Association of Plumbing and Mechanical Officers, or another listing agency approved by the director, and be plumbed according to the California Plumbing Code.
4. All grease interceptors shall include an effluent sample box of a type and size approved by the administrative authority.
5. Inspection by the administrative authority, or an authorized inspector, of installed interceptors and piping prior to backfilling is required. Piping shall meet the requirements of the California Plumbing Code.
6. Interceptors shall have a sanitary tee located inside the sample box on the discharge side of the sample box.
7. Interceptors shall have a cleanout installed after the sample box on the private lateral and at intervals required by the California Plumbing Code.
8. All manholes and sample boxes are to be installed a minimum of one-half inch above the finished grade with a concrete collar a minimum of eighteen (18) inches around the manhole and sample box lids.

C. Interceptor Maintenance.

1. Any user who is required by the director or the ordinance codified in this chapter to install or operate an interceptor shall be required to adequately maintain the interceptor at the user's expense, so that the interceptor is in proper working order at all times. Maintenance shall include the complete removal of all contents, including floating materials, wastewater, sludge and solids. Decanting or discharging of removed waste back into the interceptor from which the waste was removed or into any other interceptor, for the purpose of reducing the volume to be hauled is prohibited.
2. Grease interceptors shall be cleaned out completely by a permitted waste hauler as necessary to assure that the interceptor will operate as designed at all times or as otherwise specified by the administrative authority.
3. The use of additives, directly or indirectly to the plumbing or sewer system, to emulsify grease and/or oil is specifically prohibited.
4. The use of biological additives as a supplement to interceptor maintenance, including the addition of microorganisms, may be authorized by the director and approval shall be obtained in writing prior to the use of such activities.

5. A maintenance log indicating each pumping of an interceptor for the previous twelve (12) months and any other pertinent information shall be maintained by each establishment. This log shall include, but not be limited to, date, time, amount pumped, hauler, and disposal site, and the log shall be kept in a conspicuous location for inspection by the administrative authority or an authorized inspector during normal business hours.
 6. All users must sign a waste manifest form before having a waste load transported by a permitted hauler. The user shall also keep copies of the manifest form for a period of three (3) years, and make all manifest records available for inspection by the administrative authority during normal business hours.
 7. All waste removed from an interceptor must be disposed at a facility permitted by the county of San Diego or applicable regulatory agencies to receive such waste. The pumpage shall not be returned to the public sewer system or manhole, any private wastewater system or storm drains.
 8. All interceptors shall be located as to be readily and easily accessible for cleaning, inspection and removal of intercepted waste.
 9. Any fixture connected to a grease interceptor shall have a non-removable, secured food strainer of such integrity to withstand daily operational usage.
- D. Required connections to interceptors. All three-compartment sinks, scullery (preparation) sinks, floor drains, and mop sinks along a cook line, pre-wash sinks at dishwashing stations, and all other fixtures that contribute grease into the wastewater system shall be connected to an interceptor.
- E. Prohibited connections or additives to interceptors.
1. Final rinse discharge from automatic dishwasher shall not be connected to the interceptor.
 2. The use of any additive, such as enzymes, surfactants or chemicals shall not be connected to any type of interceptor. Chemical additives, such as chlorinated solvents, or any other additives that causes the emulsification of grease, are strictly prohibited from use in any type of interceptor.
- F. Plan review.
1. Applicants or users shall be required to submit copies of detailed facility proposed interceptors, pretreatment facilities, spill containment facilities, and operating procedures, to the community development department. Facility plans shall also include site plans, floor plans, mechanical and plumbing plans, and details to show all wastewater plumbing, spill containment, and appurtenances by size, location, and elevation. The

review of the plans and procedures shall in no way relieve the user of the responsibility of modifying the facilities or discharge, and to meet the requirements of this chapter or any requirements of other regulatory agencies.

2. All submitted drawings shall be prepared by a licensed and registered professional engineer. Any false information or misleading calculations submitted shall be the responsibility of the user.
3. The design, location and procedures for operation and maintenance of a required interceptor shall be approved by the administrative authority. Such approval shall be obtained prior to the user's connection of the facility to the public wastewater system.
4. No food service establishment or other identified user shall be constructed except according to plans and specifications approved by the administrative authority.
5. Approved plans and specifications shall not be changed or altered without written approval by the administrative authority.

13.38.060 Best management practices.

Best management practices (each, a "BMP," in any combination, "BMPs") as listed below shall be utilized by the FSE and shall be subject to periodic verification and approval by the administrative authority. If at any time the FSE is found to be in noncompliance with this requirement with regard to all of the BMPs below, such noncompliance shall be deemed a violation.

A. Drain screens.

1. Drain screens shall be installed on all drainage pipes in food preparation areas for existing food service establishments by January 1, 2010.
2. After August 1, 2009, drain screens shall be installed on all drainage pipes in food preparation areas for all new food service establishments deemed by the director to generate grease.

B. Waste cooking oil.

1. All waste cooking oil shall be collected and stored properly in recycling bins, barrels or drums.
2. Such recycling bins, barrels or drums shall be maintained appropriately to ensure they do not leak.
3. Licensed haulers or an approved recycling facility must be used to dispose of waste cooking oil. A log of such activities will be completed and maintained in plain visible site for inspection by the administrative

authority. All manifests for disposal of waste products will be complete and inserted into the log.

- C. Food waste. All food waste shall be placed in enclosed plastic bags and disposed of directly into the trash or garbage, and not in sinks.
- D. Employee training.
 - 1. Employees of the food service establishment shall be trained by March 1, 2009, and twice each calendar year thereafter, on the following subjects:
 - a. How to "dry wipe" pots, pans, dishware and work areas before washing to remove grease;
 - b. How to properly dispose of food waste and solids in enclosed plastic bags prior to disposal in trash bins or containers to prevent leaking and odors;
 - c. The location and use of absorption products to clean under fryer baskets and other locations where grease may be spilled or dripped, and how to use absorption products to clean if spills occur; and
 - d. How to properly dispose of grease or oils from cooking equipment into grease bins, barrels or drums without spilling.
 - 2. Training shall be documented and employee signatures retained indicating each employee's attendance and understanding of the practices.
 - 3. Training records shall be available for review at any reasonable time by the authorized inspector.
- E. Kitchen exhaust filters shall be cleaned as frequently as necessary to be maintained in good operating condition, but in no event less than one time per month.
- F. All best management practices shall be posted conspicuously in the food preparation and dishwashing areas at all times.

13.38.062 Right of inspection.

- A. Food service establishments shall be open and available for inspection by an authorized inspector at all times during normal business hours to ensure that the operation and maintenance of the food service establishment complies with the requirements of this chapter.

13.38.070 Violations for penalties – enforcement.

- A. Violations of this chapter may result in fines and/or penalties.

- B. Failure to comply with the provisions of this chapter may result in one or more of the following:
1. Notices of noncompliance may be issued with a specified period of correction;
 2. Administrative citations may be issued for violations in the amounts and manner set forth in Chapter 1.14 of this code;
 3. A criminal complaint may be filed in accordance with Chapter 1.24 of this code;
 4. Sewer service may be determined a public nuisance as described in section 13.16.030, and disconnected from the City's sewerage works upon order of a court of competent jurisdiction.
- C. Appeals of fines, penalties or requirements to install grease interceptors.
1. Unless otherwise provided in this code, appeals of civil or administrative fines, penalties, or other corrective actions shall be submitted to the city manager within thirty (30) days after the food service establishment has been notified of the penalty and/or corrective actions. The decision of the city manager shall be in writing.
 2. The decision of the city manager can be appealed to the city council by submitting a written request to the city clerk within fifteen (15) days of the issuance of the city manager's decision, and payment of the appropriate fee, as set by resolution of the city council.
 3. Upon appeal, the appellant shall, upon written request to the city manager, be provided within fifteen (15) days of said request, at reasonable cost to the appellant, copies of all reports, data or other documentary evidence upon which the citation is based.

Section 11. This ordinance shall be published as required by law and shall take effect thirty days after adoption. The City Council finds that this activity is not a project and therefore is not subject to the California Environmental Quality Act pursuant to CEQA Guidelines Section 15060(c)(3).

**AN ORDINANCE REPEALING CHAPTERS 13.16, 13.20, 13.24,
AND 13.28 OF THE EL CAJON MUNICIPAL CODE AND ADDING NEW
CHAPTERS 13.16, 13.20, 13.24, 13.28, 13.37, AND 13.38 TO THE EL CAJON
MUNICIPAL CODE RELATED TO SEWERS AND SEWAGE DISPOSAL.**

THE CITY COUNCIL OF THE CITY OF EL CAJON DOES ORDAIN AS FOLLOWS:

SECTION 1: Chapter 13.16 of the El Cajon Municipal Code, is hereby repealed.

SECTION 2: A new Chapter 13.16 of the El Cajon Municipal Code is hereby added to read as follows:

13.16 SEWERS AND SEWAGE DISPOSAL – IN GENERAL

13.16.010 Compliance.

No person shall cause, suffer or permit the disposal of sewage, human excrement or other liquid wastes in any place or manner except through or by means of an approved plumbing and drainage system and an approved sewage disposal system installed and maintained in accordance with the provisions of the California Plumbing Code and Chapters 13.16 through 13.40.

No person shall allow sewage to escape or flow from a building, building drain, building sewer, soil line, or sewer lateral. An escape of sewage from a building, building drain, building sewer, soil line, or sewer lateral shall be considered a threat to the public health and welfare and shall be deemed a nuisance.

It shall be the responsibility of all residents, business owners, employees of local businesses, and citizens of El Cajon to notify the city of any discharge of unsanitary waste from a building sewer, lateral, cleanout plug or sewer main by stoppage or other means and take all measures to prevent further discharge, contain, or clean up such a discharge until a professional plumbing company or local authority has responded to the incident.

13.16.011 Delegations of power.

Whenever a power is granted to or imposed upon the director of public works under this title, such power may be exercised or the duty may be performed by a deputy or an authorized person unless expressly provided otherwise.

13.16.012 Restrictions on allowance of variances from title.

Whenever the director of public works is permitted by this title to grant an exception to any of the requirements of this title, such exceptions shall be granted by him, only if he finds that literal compliance is impossible or impractical because of peculiar conditions, in no way the fault of the person requesting such exceptions, and

that the purpose of this title may be accomplished and public health and safety secured by alternative construction or procedure, in which case the director of public works may permit such alternative construction or procedure.

13.16.013 Conformation of facilities to title – new facilities.

All new public sewers, house connection sewers, and industrial liquid wastes pre-treatment plants shall conform to the requirements of this title unless specifically excepted.

13.16.014 Conformance - remodeling.

All remodeling of existing public sewers, building sewers, and industrial liquid wastes pre-treatment plants shall conform to the requirements of this title, unless specifically excepted. All new buildings or building remodels that include an increase of plumbing fixture units are subject to the provisions of this title.

13.16.015 Records

The director of public works shall keep a permanent record of all permits issued and all plans requiring approval under the provisions of this title. The director of public works shall establish and maintain accurate records indicating all sewers constructed with public funds and accurate records of all main line sewers constructed hereafter with private funds, and the person or properties originally benefiting from and responsible for the financing of such sewers.

13.16.016 Who may do work under title – work to be subject to inspection and approval.

All work permitted under the provisions of this title shall be constructed by a licensed contractor and shall be subject to inspection by and shall meet the approval of the director of public works.

13.16.017 Notice to remedy house connection sewer deficiency.

In the event that a building sewer or lower lateral fails to pass inspection and is subsequently placed in service, the permittee shall be given notice in writing of such failure to pass inspection and shall within ten (10) days from the date of such notice make the construction conform to the requirements of this title.

13.16.020 Certain sanitary facilities required for all buildings.

Every building shall have sinks, water closets, and other sanitary fixtures and facilities.

13.16.030 Public nuisance.

The violation of any provision of this chapter is deemed to be a public nuisance and may be abated in accordance with Chapter 1.16 of this code.

SECTION 3. Chapter 13.20 of the El Cajon Municipal Code is hereby repealed.

SECTION 4: A new Chapter 13.20 of the El Cajon Municipal Code is hereby added to read as follows:

13.20 SEWERS AND SEWAGE DISPOSAL – PUBLIC SEWERS GENERALLY

13.20.010 Definitions.

For purposes of Chapters 13.20 through 13.28, the following words and phrases have the meanings respectively ascribed to them by this section:

- A. "B.O.D." This term, denoting biochemical oxygen demand, means the quantity of oxygen utilized in the biochemical oxidation of organic matter under standard laboratory procedure in five (5) days at twenty (20) degrees centigrade, expressed in parts per million by weight.
- B. "Building drain" means that part of the lowest horizontal piping of a drainage system that receives the discharge from soil, waste and other drainage pipes inside the walls of the building and conveys it to the building sewer, beginning two (2) feet outside the inner face of the building wall.
- C. "Building sewer" means the extension from the building drain, beginning two (2) feet from the outside of the building, to the public sewer or other place of disposal including the lower lateral.
- D. "Cleanout" means a sewer line fitting placed on a sewer to facilitate inspection, cleaning or maintenance of the sewer.
- E. "Combined sewer" means a sewer receiving both surface runoff and sewage.
- F. "Double cleanout" means the horizontal piping or pipe fittings that facilitate(s) the proper cleaning, inspection and physical access to the building sewer or lower lateral in either direction, upstream or downstream from the same entry point.
- G. "Garbage" means solid wastes from the preparation, cooking and dispensing of food, and from the handling, storage of food waste or the sale of produce.
- H. "Industrial wastes" means the liquid wastes from industrial processes, as distinct from sanitary sewage.
- I. "Licensed contractor" means a contractor having a valid license issued pursuant to the California Business and Professions Code which license includes the activities listed on the permit applied for.
- J. "Lot" means any piece or parcel of land bounded and defined or shown upon a plot or deed recorded in the Office of the County Recorder, as a separate or individual parcel, except that in any event any building or structure covers more

than a lot, the word "lot" shall include all such pieces or parcels of land upon which such building or structure is wholly or partly located.

- K. "Lower sewer lateral" means horizontal pipe and fittings forming a connection to the sewer main line for the purposes of connecting a building sewer. The lower lateral extends from the public sewer main to the edge of the public right-of-way and terminates at a double cleanout.
- L. "Natural outlet" means any outlet into a watercourse, pond, ditch, lake or other body of surface water or groundwater.
- M. "pH" means the logarithm of the reciprocal of the weight of hydrogen ions in grams per liter of solution.
- N. "Properly shredded garbage" means the wastes from the preparation and/or cooking of food that has been shredded to such a degree that all particles will be carried freely under the flow conditions normally prevailing in public sewers, with no particle greater than one-half ($\frac{1}{2}$) inch in any dimension.
- O. "Public sewer" means any main line sewer constructed in any street, highway, alley, place, or right-of-way dedicated for public use. Such term shall not include building drain, building sewer, or lower lateral.
- P. "Director of Public Works" means any official agent, branch or function of the city responsible for the design, construction, maintenance and operation of sanitary sewers in the city. It shall include all officers, agents and employees engaged in sewer services.
- Q. "Sanitary sewer" means a pipeline that carries wastewater and to which stormwaters, surface waters and groundwaters are not intentionally admitted.
- R. "Sewage" means a combination of wastewater – carried waters from residences, business buildings, institutions and industrial establishments, together with such groundwaters, surface waters and stormwaters as may be present.
- S. "Sewage treatment plant" means any arrangement of devices and structures used for wastewater treatment.
- T. "Sewer" or "Sewer line" means a pipe or conduit for carrying wastewater.
- U. "'Sewerage works" means all facilities for collecting, pumping, treating and disposing of wastewater.
- V. "Storm sewer or storm drain" means a pipeline that carries stormwaters and surface waters and drainage, but excludes wastewater and polluted industrial wastes.

- W. "Suspended solids" means solids that either float on the surface or are in suspension in water, sewage or other liquids, and which are removable by laboratory filtering.
- X. "Upper sewer lateral," also known as the "building sewer," means horizontal pipe and fittings forming a connection to the sewer main line for the purposes of connecting a building drain. The upper sewer lateral extends from the edge of public right-of-way and located by a double cleanout plug to the building drain.
- Y. "Watercourse" means a channel in which a flow of water occurs, either continuously or intermittently.
- Z. "Building sewer inspection" means an inspection of a building sewer lateral that consists of the retention of a City of El Cajon pre-qualified contractor by the owner in order to visually examine and inspect a building sewer lateral in the manner deemed appropriate by the director of public works. Such an inspection shall, at a minimum, include the use of a closed-circuit television inspection device for the purposes of determining whether the building sewer lateral complies with the requirements of this chapter.
- AA. "Commercial property" means any real property not used for residential purposes and not a common interest development.
- BB. "Common interest development" means a development characterized by apartments, individual ownership of a condominium housing unit, or a residential parcel coupled with the shared ownership of (or right to use) common areas and facilities, including, but not limited to, condominium projects, community apartment projects, stock cooperatives and planned unit developments, which contains two (2) or more dwelling units and which has a building sewer lateral shared by two (2) more dwelling units.
- CC. "Notice to repair" means the notice **and order** issued by the director of public works to the owner advising that the owner **appears** to be in violation of the city of El Cajon Municipal Code with respect to the owner's building sewer lateral, or in violation of the code in the manner of the building sewer lateral's connection to the city sewer system, which **notice and** order directs the abatement of the identified apparent violation in a timely manner or, in the alternative, proof that the conditions identified in the notice and order do not exist.
- DD. "Owner" means any person, partnership, association, corporation or fiduciary having legal title (or any partial interest) in any real property situated within the city.

13.20.020 Deposit of matter that will clog or obstruct flow of sewage.

No person shall place, throw or deposit or cause or permit to be placed, thrown or deposited in any public sewer, drain, catch basin, water closet, privy vault or cesspool, any dead animal, offal or garbage, fish, fruit or vegetable waste, sand, liquid waste of any kind containing chemicals, pharmaceuticals, greases, oil, tar or gasoline or

any other objectionable materials or matter which will clog, obstruct, fill or prevent the effective use of or necessitate the frequent repair, clean out or flushing of such sewer, drain or catch basin.

13.20.030 Review and approval by Director of Public Works prior to discharge of certain wastes into public sewers – preliminary treatment facilities.

The admission into the public sewers of any waters or waste having a five (5) day B.O.D. greater than five hundred (500) parts per million by weight, or containing more than five hundred (500) parts per million by weight of suspended solids, or containing any quantity of substances having the characteristics described in section 13.20.050, or having an average daily flow greater than two percent (2%) of the average daily sewage flow of the city, shall be subject to the review and approval of the director of public works. Where necessary, in the opinion of the director of public works, the owner shall provide, at his expense, such preliminary treatment as may be necessary to reduce the B.O.D. to five hundred (500) parts per million and the suspended solids to five hundred (500) parts per million by weight, or reduce objectionable characteristics or constituents to within the maximum limits provided for in section 13.20.050, or control the quantities and rates of discharge of such waters or wastes. Plans, specifications and any other pertinent information relating to proposed preliminary treatment facilities shall be submitted for the approval of the director of public works, and no construction until such approval is obtained in writing.

Where preliminary treatment facilities are provided for any waters or wastes, they shall be maintained continuously in satisfactory and effective operation by the owner at his expense.

13.20.040 Discharge of storm water or surface water.

No person shall discharge or cause to be discharged any storm water, surface water, groundwater, roof runoff, subsurface drainage, cooling water or unpolluted industrial process waters into any sanitary sewer.

Storm water and all other unpolluted drainage shall be discharged to such sewers as are specifically designated as storm sewers or to a natural outlet approved by the director of public works. Industrial cooling water or unpolluted process waters may be discharged, upon approval of the director of public works, to a storm sewer, sanitary sewer or natural outlet.

13.20.050 Discharge of certain wastes into public sewer prohibited.

Except as otherwise provided in Chapters 13.20 through 13.28, no person shall discharge or cause to be discharged any of the following described waters or wastes to any public sewer:

- A. Any liquid or vapor having a temperature higher than one hundred fifty degrees (150°) Fahrenheit;

- B. Any water or waste, which may contain more than one hundred (100) parts per million, by weight, of fat, oil or grease;
- C. Any gasoline, benzene, naphtha, fuel oil or other flammable or explosive liquid, solid or gas;
- D. Any garbage of any kind that has not been property shredded;
- E. Any ashes, cinders, sand, mud, straw, shavings, metal, glass, rags, feathers, tar, plastics, wood, paunch manure, or any other solid or viscous substance capable of causing obstruction to the flow in sewers or other interference with the proper operation of the sewage works;
- F. Any waters or wastes having a pH lower than 5.0 or higher than 9.0, or having any other corrosive property capable of causing damage or hazard to structures, equipment and personnel of the sewage works;
- G. Any waters or wastes containing a toxic or poisonous substance in sufficient quantity to injure or interfere with any sewage treatment process, constitute a hazard to humans or animals or create any hazard in the receiving waters of the sewage treatment plant;
- H. Any waters or wastes containing suspended solids of such character and quantity that unusual attention or expense is required to handle such materials at the sewage treatment plant; and
- I. Any noxious or malodorous gas or substance capable of creating a public nuisance.

13.20.060 Cleanout.

Where a building sewer is constructed, modified, remodeled or replaced, and is connected or reconnected to the lower sewer lateral or double cleanout shall be installed at the outside edge of the public right-of-way to facilitate the proper cleaning and inspection of the pipeline in either direction, upstream or downstream.

The above requirements also apply to all building sewers subject to a notice to repair.

13.20.070 Repealed.

13.20.080 Repealed.

13.20.090 Sewers carrying industrial wastes – construction and maintenance of manholes.

When required by the director of public works, the owner of any property served by a building sewer carrying industrial wastes shall install a suitable control manhole in the building sewer to facilitate observation, sampling and measurement of the wastes. Such manhole, when required, shall be accessible and safely located, and shall be constructed in accordance with plans approved by the director of public works. The manhole shall be installed by the owner at his expense, and shall be maintained by him so as to be safe and accessible at all times.

13.20.100 Analyses of wastes.

All measurements, tests and analyses of the characteristics of waters and wastes to which reference is made in sections 13.20.030 and 13.20.050 shall be determined in accordance with "Standard Methods for the Examination of Water and Sewage," and shall be sampled at the control manhole provided for in Section 13.20.090, or upon suitable samples taken at such control manhole. In the event that no special manhole has been required, the control manhole shall be considered to be the nearest downstream manhole in the public sewer to the point at which the building sewer is connected.

13.20.110 Repealed.

13.20.115 Repealed.

13.20.120 Repealed.

13.20.130 Service to areas outside city – unauthorized use.

The use of the sewage disposal system of the city by persons without the authorization of the city council for the disposition of sewage from any area not within the corporate limits of the city is prohibited.

13.20.140 Applicability of chapter to agreements for treatment of industrial wastes.

No statement contained in Chapters 13.20 through 13.28 shall be construed as preventing any special agreement or arrangement between the city and any industrial concern whereby an industrial waste of unusual strength or character may be affected by the city for treatment, subject to payment therefor by the industrial concern.

13.20.150 Public sewer fees.

Public sewer fees shall be established from time to time by resolution or ordinance of the city council.

SECTION 5. Chapter 13.24 of the El Cajon Municipal Code is hereby repealed.

SECTION 6: A new Chapter 13.24 of the El Cajon Municipal Code is hereby added to read as follows:

13.24 SEWERS AND SEWAGE DISPOSAL – PUBLIC SEWER LATERALS

13.24.010 Soil line connection.

Where the plumbing soil line or building sewer joins a lower sewer lateral, stub or wye, such joint shall be made with a mechanical joint or clamp with a double cleanout according to current industry standards, or any other method approved by the director of public works. Minimum ground cover at such joint or at the property line shall be forty-two (42) inches unless otherwise specified by the engineering department of the city. The city's wastewater department shall not be obliged to connect to a soil line that is installed at less than the required minimum depth.

13.24.020 Mains and laterals as part of same construction – installation requirements.

Where laterals are being installed by a general contractor as an integral part of the construction of a complete system of sewer mains, laterals and services under supervision of an inspection by the director of public works or his agents, the provisions of this chapter shall apply.

13.24.030 Connections to existing city sewer main.

Wherever an existing sewer main is to serve several lots in a private contract for improvements in a subdivision, the specific job of boring into the main and affixing a hub shall be performed by the city's wastewater department. The contractor shall pay the city a cash fee according to the current schedule of fees established by resolution by the city council for each entry into the main in advance of performance of the work. The contractor shall excavate to the sewer main at the site of the proposed lateral, exposing the sewer main pipe for the prescribed work by the city sanitation department. When the work by the city sanitation department is complete, the contractor shall be responsible for any damage to the main as a result of excavation, and shall have the same responsibility for any lateral installed as prescribed above as he has for any lateral built entirely for himself.

SECTION 7. Chapter 13.28 of the El Cajon Municipal Code is hereby repealed.

SECTION 8: A new Chapter 13.28 of the El Cajon Municipal Code is hereby added to read as follows:

13.28 SEWERS AND SEWAGE DISPOSAL – PUBLIC SEWER CONNECTIONS

13.28.010 Definitions.

For the purposes of this chapter, the following words and phrases shall have the meanings respectively ascribed to them by this section:

- A. "Apartment" means a room or suite of rooms in a building occupied or designed for occupation by one family for living or sleeping purposes.
- B. "Auto court" means any area, place or tract of land where two or more single family dwellings, or a building containing two or more apartments designated, used or intended wholly or in part for the accommodation of automobile transients are located and offered for hire, rent or lease. The term shall also include any motel.
- C. "Building or house" means a tent, penthouse, restroom or single or multiple family dwelling. These terms include all architectural structures.
- D. "Bungalow court" means a group of four or more separate buildings, nor more than one story in height, each being erected or located on a parcel of ground under a separate roof, as a family domicile or residence and facing a common court.
- E. "Family" means a person living alone or a group of two or more persons occupying an apartment.
- F. "Motel" means a building of not more than one story, containing six or more guest rooms or apartments or combination thereof, each of which has a separate individual entrance leading directly from the outside of the building and is designed, used or intended wholly or in part for the accommodation of automobile transients.
- G. "Multiple dwelling" means a building used or designated to be used as a dwelling for three or more families living independently of each other.
- H. "Trailer court or auto and trailer camp" means an area or tract of land where space is rented or held out for rent to owners or users of trailer coaches or tent campers, furnishing their own camping equipment, or where free camping is permitted owners or users of trailer coaches or tent camp equipment for the purpose of securing their trade.

13.28.020 Unauthorized connections to public sewer prohibited.

No person other than the city, its agents and employees, shall connect any pipe, drain or sewer with any public sewer, or open or penetrate any public sewer in the city, or injure, break or remove or open any portion of any manhole, flush tank, inspection pipe or any other part of or appurtenance to any public sewer. Except where otherwise specifically provided in Chapters 13.20 through 13.28, the city shall install all connections to any existing public sewers.

13.28.030 Connection permits required.

No person shall connect to the sewage disposal lines of the city or discharge sewage into the sewer lines of the city or sewage disposal plant of the city without first obtaining a connection permit from the city.

13.28.031 Connection to public sewer – required when sewer available.

All plumbing that receives the waste discharge from any building, structure or place of business, shall be connected to a public sewer.

All plumbing receiving water discharge that is connected to a private disposal system shall be connected to a public sewer within one (1) year after a public sewer becomes available.

13.28.032 When sewer not available.

The connection to a public sewer required by section 13.28.032 may be dispensed with when no public sewer is available and when, in the opinion of the Health Officer of the County, a private sewage disposal system would be adequate and safe and would not constitute a menace to public health.

13.28.033 When connection to approved private sewage disposal system required.

All plumbing receiving waste discharge, which is not connected to a public sewer shall be connected to a private sewage disposal system approved by the director of public works and/or health officer of the county.

13.28.034 Connections letting roof or surface water into sewers.

No person shall make or maintain any connection by pipes or otherwise with any public sewer by which roof or surface water may run into any such sewer.

13.28.035 Entering, disturbing or cleaning public sewers, structures or appurtenances.

No person shall, without authorization from the director of public works, open, enter, disturb or clean any public sewer, structure or appurtenance thereto.

13.28.036 Maintenance generally not to obstruct public sewer flow.

No person shall do, or cause to be done, any maintenance that would damage or obstruct the flow of any public sewer.

13.28.037 Maintenance of private systems.

It shall be the responsibility of each property owner whose property is connected to the city sewer system to maintain continuously and satisfactorily in operation at his own expense, any house connection sewer, building sewer, private sewage disposal system, or industrial liquid waste pre-treatment facility. Failure to maintain such a

private sewer system shall be sufficient grounds for immediate revocation of private sewer operating permit or industrial liquid waste permit of the person so failing and disconnection of his premises from the public sewer. Such a private sewer system is subject to required repairs as set out in a notice to repair issued pursuant to Section 13.20.010(DD). Users of private sewer disposal systems shall keep all cleanout caps and other access ports in place and properly sealed.

13.28.038 Septic tank or cesspool to be abandoned when main line connection obtained.

When a house connection sewer is constructed connecting a main line sewer, a house sewer which previously drained to a septic tank or cesspool, the septic tank or cesspool shall be abandoned and no portion of the house sewer shall then pass through or connect to such septic tank or cesspool

13.28.039 Procedure to effect abandonment of septic tank or cesspool.

When any septic tank or cesspool is abandoned, the top of such septic tank or cesspool shall be removed and the tank or cesspool shall be drained and filled with fine earth or sand and compacted and any pipes connecting to such tank or cesspool shall be cut directly outside of the tank or cesspool and shall be plugged with concrete. The abandonment of the septic tank or cesspool shall be complete before the house connection constructed shall be considered to have completely passed inspection.

13.28.040 Connection fees.

Before a permit shall be granted to connect to the sewage disposal system of the city, a connection fee and an inspection fee shall be paid to the city. **such fees shall be set from time to time by ordinance or resolution of the city council.** Inspection fees shall be paid pursuant to Section 8.36.070 of this code.

13.28.080 Additional Connection Fee.

In addition to all other fees required by this title, a fee of two hundred dollars per connection shall be paid to this city before a permit shall be granted to connect to any sewer main of this city where such sewer main was constructed by the city or state or a component of the federal government.

In addition to all other fees required by this title, except the fees set forth in the above paragraph, an additional fee per connection shall be paid to the city before a permit shall be granted to connect to any sewer line of the city where such sewer main or line was constructed pursuant to an agreement with the city to serve property other than that for which permission to connect is sought. Such a fee shall be set forth in such agreement.

13.28.090 Connections to mains constructed by Cajon Valley Union School District.

In addition to all other fees required by this chapter, except the fee set forth in section 13.28.080, a fee of two hundred dollars shall be paid the city before a permit shall be granted to connect to the sewer main located in Section Street from Dawnridge to Pepper Drive, and in Pepper Drive from Section Street to Peerless Drive, such sewer main having been constructed by the Cajon Valley Union School District.

In addition to all other fees required by this chapter, except the fee set forth in section 13.28.080, a fee of two hundred dollars shall be paid to the city before a permit shall be granted to connect to the sewer main located in Anza Street from a manhole which lies five hundred sixty feet south of the centerline of Washington Avenue to a manhole approximately four hundred fifty feet south of the westerly prolongation of the north line of the Anza Street school site as set forth on Record of Survey No. 5028, such sewer main having been constructed by the Cajon Valley Union School District.

13.28.100 Connections to Bradley-Johnson sewer.

In addition to all other fees required by this chapter, except the fee set forth in section 13.28.080, a fee of five hundred dollars shall be paid to the city before a permit shall be granted to connect to the sewer lines located as follows:

- A. The sewer line extending easterly from the sewer outfall line along the future Bradley Avenue and southerly along Johnson Avenue to Vernon Way;
- B. The sewer line extended to provide future service to unincorporated areas of the city as of October 1, 1967, on Steele Avenue and Vernon Way within the North Johnson Avenue 1913 Act Improvement District boundaries.

13.28.110 Connections to Pioneer Way-Cypress Lane sewer main.

In addition to all other fees required by this chapter, except the fee set forth in section 13.28.080, a fee of eight hundred dollars shall be paid to the city before a permit shall be granted to connect to the sewer lines located as follows:

The sewer line in Pioneer Way extending northerly from the existing city boundary a distance of four hundred nine feet to Cypress Lane, and westerly in Cypress Lane to Johnson Avenue.

Said sewer line was constructed in connection with the Pioneer Way 1913 Act Improvement District, and the above fee shall be charged for each lateral to serve parcels not assessed for sewer mains.

13.28.120 Connections to Avocado South of Chase to DeWitt Court sewer main.

In addition to all other fees required by this chapter, except the fee set forth in section 13.28.080, a fee of six hundred dollars shall be paid to the city before a permit shall be granted to connect to the sewer lines located as follows:

The sewer line extending southerly along Avocado from nine hundred fifty feet south of the centerline of Chase Avenue to DeWitt Court.

Said sewer line was constructed by the city in connection with the improvement of Avocado south of Chase to south of DeWitt Court.

13.28.130 Connections to Fanita Drive sewer main.

In addition to all other fees required by this chapter, except the fee set forth in section 13.28.080, a fee of two hundred dollars for each dwelling unit or its equivalent shall be paid to the city before a permit shall be granted to connect to the trunk line sewer in Fanita Drive to be constructed by the city, or to any other sewer line which in turn uses the capacity of the Fanita Drive trunk sewer.

13.28.135 Connections to Bermuda Place sewer main.

In addition to all other fees required by this division, except the fee set forth in section 13.28.080, a fee of one thousand nine hundred ninety three dollars and six cents shall be paid to the city before a permit shall be granted to connect Assessor's Parcel No. 507-250-17 to the sewer main located in Bermuda Place. Said sewer line was constructed by the city in connection with the Bermuda Lane, et al. 1911 Act Improvement District (Assessment § 75).

13.28.150 Connections to Melody Lane sewer main – Gull Place to Granite Hills Drive.

In addition to all other fees required by this chapter, except the fee set forth in section 13.28.080, a fee of nine dollars and twenty-two cents per front foot shall be paid to the city before a permit shall be granted to connect to the sewer line located on the southerly side of Melody Lane from the easterly subdivision boundary of Rancho Milagros, easterly to Granite Hills Drive. Said sewer line was constructed by the developers of Rancho Milagros subdivision.

13.28.155 Connections to Bradley Avenue sewer main – Johnson Avenue to Magnolia Avenue.

In addition to all other fees required by this chapter, except the fee set forth in section 13.28.080, a fee of thirty-six dollars per front foot shall be paid to the city before a permit shall be granted to connect the sewer line located in Bradley Avenue from Johnson Avenue to Magnolia Avenue. Said sewer line was constructed in connection with the Bradley-Cypress 1911 Act Improvement District.

13.28.160 Connections to Tilling Way sewer main.

In addition to all other fees required by this chapter, except the fee set forth in section 13.28.080, a fee of three thousand seven hundred twenty-four dollars and fourteen cents shall be paid to the city before a permit shall be granted to connect Assessor's Parcel No. 492-580-17 to the sewer line located in Tilling Way; and a fee of one thousand nine hundred forty-two dollars and one cent shall be paid to the city before a permit shall be granted to connect Assessor's Parcel No. 492-580-18 to the sewer line located in Tilling Way. Said sewer line was constructed by the city in connection with the Tilling Way 1911 Act Improvement District.

13.28.165 Connection to Chase Avenue sewer main.

In addition to all other fees required by this chapter, a fee of one thousand four hundred twenty dollars shall be paid to the city before a permit shall be granted to connect to the fifty-eight foot sewer lateral on the south side of Chase Avenue, one hundred seventy feet east of Mollison Avenue. The sewer lateral was constructed by the city in connection with street improvements as shown on drawing No. 11606 on file in the engineering division

SECTION 9: A new Chapter 13.37 of the El Cajon Municipal Code is hereby added to read as follows:

13.37 SEWERS AND SEWAGE DISPOSAL – INSPECTIONS

13.37.020 Maintenance of private building sewer.

- A. Maintenance of building sewer. Each owner shall maintain his or her building sewer lateral(s) free of displaced joints, open joints, root intrusion, substantial deterioration of the line, cracks, leaks, inflow, or infiltration of extraneous water, root intrusion, grease and sediment deposits, or any other similar conditions, defects, or obstructions likely to cause leakage or increase the chance for blockage of the building sewer.
- B. Maintenance of septic tank. Each owner shall maintain his or her septic tank free of deterioration, corrosion, damage, disposal failure or any other similar deficiencies or defects likely to increase failure of the septic tank.
- C. General maintenance requirements. The maintenance obligation imposed by this section shall be in addition to and supplemental of the general private sewer system maintenance obligations imposed in this title.

13.37.030 Building sewer inspections – access to premises.

The director of public works, or the building official, (or any designated representative or either the director of public works or the building official) is hereby authorized to inspect any building sewer in use within the city and connected to the city sewer system for the following purposes:

- A. To determine the size, depth, and location of any sewer connection.

- B. To determine the end outlet of any sewer connection by depositing harmless testing materials in any plumbing fixture attached thereto and flushing the same, if necessary.
- C. To determine, by measurements and samples, the quantity and nature of the sewage or waste water being discharged into any sewer.
- D. To determine the location of the roof, swimming pool, floor and surface drains, and whether or not they physically connect to a building sewer.
- E. To evaluate and determine defects in a sewer lateral following an overflow incident.

Nothing herein shall be deemed to provide the director of public works, the building official or their respective designees with any right or authority to enter a building or other apparently private or interior area of a real property, except to the extent such entry is expressly authorized by state law.

13.37.040 Mandatory building sewer inspections.

- A. Health and safety basis for requiring a building sewer lateral inspection.

An owner shall have the building sewer of his or her real property video inspected in accordance with the requirements of this chapter and the administrative guidelines (as directed and within the time period indicated by the director of public works) upon the occurrence of any of the following events:

- 1. Overflow or malfunction. Whenever the director of public works has sufficient evidence (as determined by the director) that the building sewer has recently overflowed or has recently malfunctioned;
- 2. Building sewer failure or lack of maintenance. Whenever, based on sewer system testing conducted by the city (of either the building sewer lateral or the city's public sewer system), the director of public works finds that there is sufficient evidence to conclude that the building sewer lateral has failed, is likely to fail, or has not been properly maintained; and
- 3. Public health threat. Upon any other reasonable cause to believe that there is a threat to the public health, safety or welfare due to the condition of a building sewer lateral or any other conditions causing a nuisance.

- B. Events requiring a building sewer lateral inspection serving residential properties.

An owner shall have the building sewer lateral of his or her residential property inspected in accordance with the requirements of this chapter upon the occurrence of any of the following events or any other events in paragraph (A) above:

1. Home additions or remodels. Prior to the issuance of a city building permit for a residential building addition, remodel, or new improvements on the real property in excess of four hundred (400) square feet of habitable space as that phrase is defined in the most recently adopted California Building Code;
2. New plumbing fixtures. Prior to the issuance of a city building permit for all new plumbing fixtures attached to the building sewer lateral upon the residential property. (For the purposes of this section, the phrase "new plumbing fixtures" shall refer only to an increase in the number of plumbing fixtures in use on the real property prior to the application for a building permit for the "new" plumbing fixtures.)

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C. Schedule for lateral inspections – non-residential, mulit-family, and common interest development real properties.

1. Non-residential properties. An owner or owners of non-residential property within the city shall have that property's building sewer lateral(s) inspected in accordance with the requirements of this chapter or on occurrence of any conditions in paragraphs (A) or (B) above, or once ever ten (10) years beginning on the first date of notification following the adoption of the ordinance first enacting this chapter. Within each subsequent ten (10) year period of time, such lateral inspections shall be performed. [For the purposes of this section, a property that has a mixture of allowed residential and non-residential uses shall be considered a non-residential property with respect to its compliance with the sewer lateral inspection requirements of this section.]
2. Common interest development, condominium, or multi-family properties. The owner or owners of a common interest development, condominium, or multi-family property shall have that property's building sewer lateral(s) inspected in accordance with the requirement of this chapter or on occurrence of any conditions in paragraphs (A) or (B) above, or once every ten (10) years beginning on the first date of notification following the enactment of the ordinance first enacting this chapter. Within each ten (10) year period of time, such lateral inspections shall occur.

D. Exception to inspection for recent prior inspections and repairs.

The following are exceptions to the inspection requirements of subparagraphs (B) and (C) above:

1. Prior replacement of sewer lateral. An owner otherwise required to perform a building sewer lateral inspection under (B) or (C) hereof shall not be required to perform such an inspection if the owner (or the owner's predecessor-in-interest) has originally installed or has replaced his or her

property's building sewer lateral within the ten (10) years prior to the date of the application for a building permit.

2. Prior inspection or repair of a building sewer lateral. An owner otherwise required to perform an inspection under (B) or (C) shall not be required to perform such an inspection if the owner has either completed a remedial inspection (conducted in accordance with the inspection requirements of this chapter) or completed a permitted repair of the building sewer lateral within the three (3) years prior to the date the inspection that would have otherwise been required.

13.37.050 Requirements for a proper building sewer lateral inspection report.

A. Inspection report standards.

The building sewer inspection reports required by this chapter shall be prepared in accordance with the following requirements and specifications:

1. The inspection report shall be prepared by a pre-qualified contractor or any other professional otherwise registered by the City of El Cajon;
2. The inspection report shall identify all of the following:
 - a. Any of the following conditions: displaced joints, open joints, root intrusion, substantial deterioration of the line, sags or depressions, cracks, leaks, inflow or infiltration of extraneous water, root intrusion, grease and sediment deposits or other conditions likely to increase the chance for blockage of the building sewer.
 - b. Whether any connection, by pipes or otherwise, allows rainwater or groundwater to enter the building sewer or public sewer;
 - c. Whether the building sewer has an installed backwater device where any outlet or trap of the building sewer is below the level of the nearest manhole. If a backwater device is already installed, the report shall indicate whether the backwater device is functioning properly.
 - d. Where the building sewer includes a septic tank, the report shall identify the extent to which the septic tank is deteriorated, corroded, damaged, whether the disposal field has failed or any other relevant deficiency.
3. The inspection report shall contain an express certification from the certified inspector that the property has been inspected for any outdoor drain connection to the city sewer system and that no such unpermitted connection is present. It shall also contain either a videotape or DVD of the video inspection of the building sewer lateral in a format acceptable to the city, as established by the city regulations, policies or procedures.

4. The inspection report shall be submitted to the city for review and analysis accompanied with a review fee in addition to any other fee required by this chapter.

B. Compliance with regulations. The inspection report shall, in all other aspects, comply with the requirements and specifications described in the director of public works' specifications for a building sewer lateral inspection report as established by the regulations authorized under this title.

13.37.060 Required building sewer lateral repairs.

A. Notice to repair or replace.

Upon receipt of the building sewer inspection report pursuant to this chapter, the director of public works (or his or her designee) will determine whether it indicates any deficiencies in the operation of the building sewer later and, thereafter, shall provide the owner(s) with a notice to repair or replace as may be deemed appropriate by the director. The notice to repair or replace shall specifically identify the deficiencies to be corrected and shall establish a deadline within which the owner(s) shall complete the required corrective actions. The corrective action may include a requirement that the lateral be replaced altogether and also may include the installation of cleanout, grease removal devices, and backwater valves if those devices are otherwise required by this code or any uniform code adopted by the city.

B. Obligations of the owner.

The owner shall repair his or her building sewer lateral to the satisfaction of the director of public works, and, if a building permit is required for the repairs, the owner shall obtain a final permit inspection and approval of the city building official.

C. Repairs upon other properties not required.

If a building sewer lateral traverses private property, without easements, other than the owner's property, the owner shall only be responsible for the repairs to that portion of the building sewer lateral that are upon the owner's property and also to that portion of the building sewer within a public right-of-way.

13.37.070 Common interest developments.

The homeowners association of a common interest development shall, along with the owner, be jointly and severally liable for the duties and obligations imposed by this chapter in relation to any building sewer lateral located within a common area of the development. If no homeowners association exists, then the individual unit owners, both jointly and individually, shall be liable for the duties and obligations with respect to building sewer laterals established by this chapter.

13.37.080 Administrative guidelines for inspections.

Within ninety (90) days of the adoption of the ordinance enacting this chapter, the director of public works shall prepare and promulgate the public administrative guidelines that shall, among other things, establish the following:

- A. A certification program for pre-qualified contractors or other professionals who will be accepted by the city to perform inspections and the basis for obtaining and maintaining such a certification or for a decertification;
- B. Develop a standard inspection report form and specification for building sewer inspection reports;
- C. Establish a notice format and standard enforcement timelines for the notice to repair and for repair and inspection service of that notice in a manner consistent with the requirements of due process. Such administrative guidelines shall be approved by a resolution of the city council; and
- D. Administrative procedures for accepting, tracking, and inspecting permits for building sewers, grease interceptors, and inspection of food serving establishments.

SECTION 10: A new Chapter 13.38 of the El Cajon Municipal Code is hereby added to read as follows:

13.38 SEWERS AND SEWAGE DISPOSAL – FATS, OILS AND GREASE

13.38.010 Purpose and Intent.

- A. It is the purpose and intent of this chapter to establish regulations for the disposal of grease and other insoluble waste discharges from every food service establishment (an “FSE”) within the city.
- B. The city council, in enacting the ordinance codified in this chapter, intends to provide for the maximum beneficial public use of the city's sewer system, to prevent blockages of that system and the accidental discharge of wastewater into the storm drain system or receiving waters of the state, to ensure the cost of maintaining the city's sewer system is equitably distributed among users, to clarify grease disposal requirements for existing food service establishments, and to promote public health and safety.
- C. In the event of any conflict or inconsistency between the provisions of this chapter and the provisions of the most recently adopted California Plumbing Code, the provisions of this chapter shall govern.

13.38.020 Definitions.

As used in this chapter, the following terms are defined:

- A. "Administrative authority" shall mean the director of public works, the building official, or any other official(s) as designated by the city manager.
- B. "Authorized inspector" shall mean an inspector so designated by the administrative authority.
- C. "Director" shall mean the director of public works or other official as designated by the city manager.
- D. "Food grinder" shall mean any device installed for the purpose of disposing food waste in the public sewer system.
- E. "FSE" "Food service establishment" shall mean any food preparation establishment, restaurant, cafeteria, or any other establishment preparing food for consumption. Domestic homes are not considered food service establishments under this definition.
- F. "Grease" shall mean grease, or fatty or oily substances and other insoluble waste that turns or may turn viscous or solidifies with a change in temperature or other conditions.
- G. "Grease interceptor" shall mean an underground multi-compartment device installed outside a food service establishment of a size and design in compliance with the California Plumbing Code and approved by the city.
- H. "Grease removal facility" shall mean any grease interceptor, trap, drain, screen, or similar device that is designed or installed to reduce the amount of grease entering the wastewater system.

13.38.030 Grease/Sand interceptors.

- A. Grease/sand interceptors that are properly sized and constructed shall be required for all building that include an increase in plumbing fixture units, and prior to commencing business for all new food service establishments determined by the director to generate grease in quantities greater than that commonly found in domestic sewage. Where grease/sand interceptors are impossible or impractical to install, a grease trap shall be installed.
- B. Grease/sand interceptors are required for all existing establishments where one or more of the following conditions exist:
 - 1. A notice to repair has been issued for repair of the building sewer
 - 2. The establishment is unable to pass annual inspection without repeated violations.
 - 3. The establishment is unable to complete implementation of best management practices as noted in the annual inspection report.

4. The establishment has violated any waste disposal requirements contained in the Municipal Code and where evidence of substantial grease is observed downstream of the establishment.

13.38.032 Grease Storage Facilities

- A. All new construction or remodels subject to a new conditional use permit for FSE's shall be required to either store waste grease on the inside of the building or outside in a secured enclosure that is covered, locked, and inside a secondary containment area or device large enough to store the same volume as the primary container.. All storage containers shall be designed to prevent tipping and provide a secure closing lid that shall remain closed at all times. All containers that are used to transfer waste grease shall have a secured lid that prevents accidental spills during transfer.
 - B. All existing FSE's are required either store waste grease on the inside of the building or outside in an area secure from vehicular driveways and parking in storage containers that are designed to prevent tipping and provide a secure closing lid that shall remain closed at all times. All containers that are used to transfer waste grease shall have a secured lid that prevents accidental spills during transfer.
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- C. All FSE's shall maintain the storage area using good house keeping techniques to prevent the accumulation of waste grease deposits on the outside of grease containers and shall have an approved emergency spill kit available in close proximity to the storage facilities.

13.38.040 Food grinders prohibited.

- A. Food grinders shall be removed from all existing food service establishments by January 1, 2010.
- B. After August 1, 2009, food grinders shall be prohibited in all new food service establishments.

13.38.050 Grease interceptor design and maintenance requirements.

- A. General provisions.
 1. The installation of a proper interceptor shall be the responsibility of the user who applies for a permit connection and the user whose operations cause or contribute to the necessity for an interceptor.
 2. Interceptors shall be installed, utilized, and properly maintained for continuous and efficient operation at all times and at the expense of the user.
 3. Interceptors shall be inspected periodically to ensure compliance with these regulations.

4. The administrative authority shall approve the type, capacity, and construction of all interceptors shared by multiple businesses can be utilized if specifically authorized by the director and upon evidence of legal operating and maintenance agreements between the involved property owners or users. Provisions shall provide for independent, unilateral operation by one or more parties of the agreement in the case where default by one party has occurred.
5. Interceptors no longer in use shall be abandoned in accordance with the California Plumbing Code.

B. Design.

1. Interceptors for food service establishments shall be sized and designed in compliance with the California Plumbing Code, unless otherwise specified herein.
2. Other factors that may influence the design include, but shall not be limited to, the following:
 - a. The type of facility (such as a restaurant, bakery, food processing factory, etc.);
 - b. The volume of the user's business or operation (such as number of meals served, number of seats, hours of operation, etc.);
 - c. The peak flow of process wastewater discharged to the collection system;
 - d. Size and nature of facilities (including kitchen facilities) based on size, type, number of fixtures, and type of processing or cooking equipment used;
 - e. The type of service provided or operation undertaken (such as dine-in meal service versus carry-out meal service);
 - f. The type of foods or other materials used in cooking, processing or manufacturing operations conducted within the facility;
 - g. The overall potential for grease-laden discharges;
 - h. The existence of devices, procedures or processes designed to minimize the amount of fats, oil or grease from entering the collection system;
 - i. The location of the facility, if it is located in a known problem area; and

- j. Any prior problems with the facility, such as blockages, violations, etc.
3. All interceptors shall be certified by the International Association of Plumbing and Mechanical Officers, or another listing agency approved by the director, and be plumbed according to the California Plumbing Code.
4. All grease interceptors shall include an effluent sample box of a type and size approved by the administrative authority.
5. Inspection by the administrative authority, or an authorized inspector, of installed interceptors and piping prior to backfilling is required. Piping shall meet the requirements of the California Plumbing Code.
6. Interceptors shall have a sanitary tee located inside the sample box on the discharge side of the sample box.
7. Interceptors shall have a cleanout installed after the sample box on the private lateral and at intervals required by the California Plumbing Code.
8. All manholes and sample boxes are to be installed a minimum of one-half inch above the finished grade with a concrete collar a minimum of eighteen (18) inches around the manhole and sample box lids.

C. Interceptor Maintenance.

1. Any user who is required by the director or the ordinance codified in this chapter to install or operate an interceptor shall be required to adequately maintain the interceptor at the user's expense, so that the interceptor is in proper working order at all times. Maintenance shall include the complete removal of all contents, including floating materials, wastewater, sludge and solids. Decanting or discharging of removed waste back into the interceptor from which the waste was removed or into any other interceptor, for the purpose of reducing the volume to be hauled is prohibited.
2. Grease interceptors shall be cleaned out completely by a permitted waste hauler as necessary to assure that the interceptor will operator as designed at all times or as otherwise specified by the administrative authority.
3. The use of additives, directly or indirectly to the plumbing or sewer system, to emulsify grease and/or oil is specifically prohibited.
4. The use of biological additives as a supplement to interceptor maintenance, including the addition of microorganisms, may be authorized by the director and approval shall be obtained in writing prior to the use of such activities.

5. A maintenance log indicating each pumping of an interceptor for the previous twelve (12) months and any other pertinent information shall be maintained by each establishment. This log shall include, but not be limited to, date, time, amount pumped, hauler, and disposal site, and the log shall be kept in a conspicuous location for inspection by the administrative authority or an authorized inspector during normal business hours.
 6. All users must sign a waste manifest form before having a waste load transported by a permitted hauler. The user shall also keep copies of the manifest form for a period of three (3) years, and make all manifest records available for inspection by the administrative authority during normal business hours.
 7. All waste removed from an interceptor must be disposed at a facility permitted by the county of San Diego or applicable regulatory agencies to receive such waste. The pumpage shall not be returned to the public sewer system or manhole, any private wastewater system or storm drains.
 8. All interceptors shall be located as to be readily and easily accessible for cleaning, inspection and removal of intercepted waste.
 9. Any fixture connected to a grease interceptor shall have a non-removable, secured food strainer of such integrity to withstand daily operational usage.
- D. Required connections to interceptors. All three-compartment sinks, scullery (preparation) sinks, floor drains, and mop sinks along a cook line, pre-wash sinks at dishwashing stations, and all other fixtures that contribute grease into the wastewater system shall be connected to an interceptor.
- E. Prohibited connections or additives to interceptors.
1. Final rinse discharge from automatic dishwasher shall not be connected to the interceptor.
 2. The use of any additive, such as enzymes, surfactants or chemicals shall not be connected to any type of interceptor. Chemical additives, such as chlorinated solvents, or any other additives that causes the emulsification of grease, are strictly prohibited from use in any type of interceptor.
- F. Plan review.
1. Applicants or users shall be required to submit copies of detailed facility proposed interceptors, pretreatment facilities, spill containment facilities, and operating procedures, to the community development department. Facility plans shall also include site plans, floor plans, mechanical and plumbing plans, and details to show all wastewater plumbing, spill containment, and appurtenances by size, location, and elevation. The

review of the plans and procedures shall in no way relieve the user of the responsibility of modifying the facilities or discharge, and to meet the requirements of this chapter or any requirements of other regulatory agencies.

2. All submitted drawings shall be prepared by a licensed and registered professional engineer. Any false information or misleading calculations submitted shall be the responsibility of the user.
3. The design, location and procedures for operation and maintenance of a required interceptor shall be approved by the administrative authority. Such approval shall be obtained prior to the user's connection of the facility to the public wastewater system.
4. No food service establishment or other identified user shall be constructed except according to plans and specifications approved by the administrative authority.
5. Approved plans and specifications shall not be changed or altered without written approval by the administrative authority.

13.38.060 Best management practices.

Best management practices (each, a "BMP," in any combination, "BMPs") as listed below shall be utilized by the FSE and shall be subject to periodic verification and approval by the administrative authority. If at any time the FSE is found to be in noncompliance with this requirement with regard to all of the BMPs below, such noncompliance shall be deemed a violation.

A. Drain screens.

1. Drain screens shall be installed on all drainage pipes in food preparation areas for existing food service establishments by January 1, 2010.
2. After August 1, 2009, drain screens shall be installed on all drainage pipes in food preparation areas for all new food service establishments deemed by the director to generate grease.

B. Waste cooking oil.

1. All waste cooking oil shall be collected and stored properly in recycling bins, barrels or drums.
2. Such recycling bins, barrels or drums shall be maintained appropriately to ensure they do not leak.
3. Licensed haulers or an approved recycling facility must be used to dispose of waste cooking oil. A log of such activities will be completed and maintained in plain visible site for inspection by the administrative

authority. All manifests for disposal of waste products will be complete and inserted into the log.

- C. Food waste. All food waste shall be placed in enclosed plastic bags and disposed of directly into the trash or garbage, and not in sinks.
- D. Employee training.
 - 1. Employees of the food service establishment shall be trained by March 1, 2009, and twice each calendar year thereafter, on the following subjects:
 - a. How to "dry wipe" pots, pans, dishware and work areas before washing to remove grease;
 - b. How to properly dispose of food waste and solids in enclosed plastic bags prior to disposal in trash bins or containers to prevent leaking and odors;
 - c. The location and use of absorption products to clean under fryer baskets and other locations where grease may be spilled or dripped, and how to use absorption products to clean if spills occur; and
 - d. How to properly dispose of grease or oils from cooking equipment into grease bins, barrels or drums without spilling.
 - 2. Training shall be documented and employee signatures retained indicating each employee's attendance and understanding of the practices.
 - 3. Training records shall be available for review at any reasonable time by the authorized inspector.
- E. Kitchen exhaust filters shall be cleaned as frequently as necessary to be maintained in good operating condition, but in no event less than one time per month.
- F. All best management practices shall be posted conspicuously in the food preparation and dishwashing areas at all times.

13.38.062 Right of inspection.

- A. Food service establishments shall be open and available for inspection by an authorized inspector at all times during normal business hours to ensure that the operation and maintenance of the food service establishment complies with the requirements of this chapter.

13.38.070 Violations for penalties – enforcement.

- A. Violations of this chapter may result in fines and/or penalties.

- B. Failure to comply with the provisions of this chapter may result in one or more of the following:
1. Notices of noncompliance may be issued with a specified period of correction;
 2. Administrative citations may be issued for violations in the amounts and manner set forth in Chapter 1.14 of this code;
 3. A criminal complaint may be filed in accordance with Chapter 1.24 of this code;
 4. Sewer service may be determined a public nuisance as described in section 13.16.030, and disconnected as described in section of this code.
- C. Appeals of fines, penalties or requirements to install grease interceptors.
1. Unless otherwise provided in this code, appeals of civil or administrative fines, penalties, or other corrective actions shall be submitted to the city manager within thirty (30) days after the food service establishment has been notified of the penalty and/or corrective actions. The decision of the city manager shall be in writing.
 2. The decision of the city manager can be appealed to the city council by submitting a written request to the city clerk within fifteen (15) days of the issuance of the city manager's decision, and payment of the appropriate fee, as set by resolution of the city council.
 3. Upon appeal, the appellant shall, upon written request to the city manager, be provided within fifteen (15) days of said request, at reasonable cost to the appellant, copies of all reports, data or other documentary evidence upon which the citation is based.

RESOLUTION NO. 086-19

RESOLUTION AUTHORIZING THE DIRECTOR OF PUBLIC WORKS TO APPROVE THE USE OF ANY EDITIONS OF THE STANDARD SPECIFICATIONS FOR PUBLIC WORKS CONSTRUCTION (GREENBOOK), THE SAN DIEGO COUNTY REGIONAL SUPPLEMENT TO THE GREENBOOK, AND THE SAN DIEGO REGIONAL STANDARD DRAWINGS, FOR PUBLIC WORKS CONSTRUCTION IN THE CITY OF EL CAJON

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EL CAJON AS FOLLOWS:

The City Council hereby authorizes the Director of Public Works (the "Director") to select and approve the use of the 2018 edition of the Standard Specifications for Public Works Construction (Greenbook), including any edition of the San Diego County Regional Supplement (the "Regional Supplement"), and any edition of the San Diego Regional Standard Drawings (the "Regional Drawings"), as the official standard specifications and drawings for public construction work in the city of El Cajon (the "City"). Further, the Director may select and approve any future editions of the Greenbook, Regional Supplement, and Regional Drawings, as may be published from time to time.

The Director shall identify which editions of the Greenbook, the Regional Supplement, and Regional Drawings are to apply to public construction work to be performed on behalf of the City in each request for proposals or bids prepared in connection with public construction work for the City. Once identified as applicable to a project, the identified editions shall become the official specifications and official drawings for the City and shall supersede any previously adopted specifications and drawings for use by the City.

Should said Greenbook, Regional Supplements, and Regional Drawings conflict with locally adopted provisions, the local provisions shall prevail.

PASSED AND ADOPTED by the City Council of the City of El Cajon, California at a Regular Joint City Council/Housing Authority/Successor Agency to the El Cajon Redevelopment Agency Meeting held this 10th day of September 2019, by the following vote to wit:

AYES	:	Goble, McClellan, Ortiz, Wells
NOES	:	None
ABSENT	:	Kendrick
DISQUALIFY:	:	None

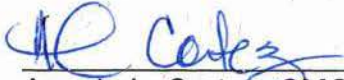
BILL WELLS
Mayor of the City of El Cajon

ATTEST:

ANGELA L. CORTEZ, CMC

City Clerk

I hereby certify that the above and foregoing is a full and true copy of Resolution No. 086-19 of the Resolutions of the City of El Cajon, California, as adopted by the City Council at the Regular Joint Meeting of the City Council/Housing Authority/Successor Agency to the Redevelopment Agency on the 10th day of September 2019.



Angela L. Cortez, CMC, City Clerk

CC Agenda 09/10/19

Reso – Adopting any Future Edition to Greenbook 082719

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El Cajon Municipal Code

Title 1 GENERAL PROVISIONS

Chapter 1.12 RIGHT OF ENTRY FOR INSPECTION

1.12.010 Designated.

Whenever necessary to make an inspection to enforce any ordinance or regulation, or whenever there is reasonable cause to believe there exists an ordinance or regulation violation in any building or upon any premises within the city, any authorized official of the city may, upon presentation of proper credentials, enter such building or premises at all reasonable times to inspect the same or to perform any duty imposed upon the official by ordinance; provided, that except in emergency situations or when consent of the owner and/or occupant to the inspection has been otherwise obtained, the official shall give the owner and/or occupant, if they can be located after reasonable effort, twenty-four hours' written notice of the authorized official's intention to inspect.. The notice transmitted to the owner and/or occupant shall state that the owner and/or occupant has the right to refuse entry and that in the event such entry is refused, inspection may be made only upon issuance of a warrant by a duly authorized magistrate. In the event that owner and/or occupant refuses entry after such request has been made, the official is hereby empowered to seek assistance from any court of competent jurisdiction in obtaining such entry.

This section shall not be construed to authorize entry or seizure in excess of state or federal law. (Ord. 4328 § 1, 1992; Ord. 2896 § 1, 1975; prior code § 1.12.010.)

El Cajon Municipal Code

Title 13 WATER AND SEWERS

Chapter 13.10 STORM WATER MANAGEMENT AND DISCHARGE CONTROL

13.10.070 Best management practice requirements for all dischargers.

- A. Best Management Practices. Any person engaged in activities which may result in discharges to the storm water conveyance system shall, to the MEP, undertake all measures to reduce the risk of non-storm water discharges and pollutant discharges. The following requirements shall apply:
1. Every person or entity undertaking any activity or use of a premises that may cause or contribute to storm water pollution or contamination, illegal discharges, or non-storm water discharges to the storm water conveyance system shall comply with BMP guidelines or pollution control requirements, as may be established by the authorized enforcement official. Such BMPs include the minimum BMPs set forth in the JRMP document.
 2. An authorized enforcement official may require any business or operation that is engaged in activities which may result in pollutant discharges to the storm water conveyance system to develop and implement a BMP plan, which must include the applicable minimum BMPs from the city's JRMP document.
 3. Each discharger that is subject to any NPDES permit shall comply with all requirements of all such permits. The discharger must also make reports submitted to the RWQCB or other permitting agency, including monitoring data, available to the city upon request.
 4. Parties undertaking land disturbance activities shall comply with all applicable requirements of section 13.10.080.
 5. Parties undertaking land development and redevelopment activities shall comply with all applicable requirements of section 13.10.090.
- B. Guidance Documents. Any authorized enforcement staff under the supervision of the city engineer may prepare, disseminate and maintain guidance documents addressing the use of BMPs for specific activities or facilities, illegal connections, and illegal discharges. These guidance documents may set out additional compliance alternatives that, in specified circumstances, can provide the same environmental protection that is afforded by the BMPs required by this chapter or specified in the JRMP document.
- C. Significant Sources of Pollutants. Where authorized enforcement staff identify a discharge that is in violation, or is likely to result in a violation, of sections 13.10.050 or 13.10.060 of this code. Authorized enforcement staff may order the discharger to install, implement and maintain additional BMPs. Any such order shall specify a reasonable date by which those BMPs must be put in place. A failure to install, implement, or maintain additional BMPs as required by any such order is a violation of this chapter.
- D. Collection and Use of Storm Water. Authorized enforcement staff may modify any requirement imposed by this chapter to allow the on-site collection and use of stormwater, or the collection of storm water for delivery to and use at city-designated sites, provided the modified requirements are enforceable and provide equivalent environmental protection. (Ord. 5026 § 3, 2015.)

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El Cajon Municipal Code

Title 13 WATER AND SEWERS

Chapter 13.16 SEWERS AND SEWAGE DISPOSAL—IN GENERAL

13.16.016 Who may do work under title—Work to be subject to inspection and approval.

All work permitted under the provisions of this title shall be constructed by a licensed contractor and shall be subject to inspection by and shall meet the approval of the director of public works. (Ord. 4930 § 2, 2009.)

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El Cajon Municipal Code

Title 13 WATER AND SEWERS

Chapter 13.20 SEWERS AND SEWAGE DISPOSAL—PUBLIC SEWERS GENERALLY

13.20.020 Deposit of matter that will clog or obstruct flow of sewage.

No person shall place, throw or deposit or cause or permit to be placed, thrown or deposited in any public sewer, drain, catch basin, water closet, privy vault or cesspool, any dead animal, offal or garbage, fish, fruit or vegetable waste, pharmaceuticals, sand, liquid waste of any kind containing chemicals, greases, oil, tar or gasoline or any other objectionable materials or matter which will clog, obstruct, fill or prevent the effective use of or necessitate the frequent repair, clean out or flushing of such sewer, drain or catch basin. (Ord. 4930 § 4, 2009.)

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El Cajon Municipal Code

Title 13 WATER AND SEWERS

Chapter 13.20 SEWERS AND SEWAGE DISPOSAL—PUBLIC SEWERS GENERALLY

13.20.030 Review and approval by director of public works prior to discharge of certain wastes into public sewers—Preliminary treatment facilities.

The admission into the public sewers of any waters or waste having a five-day B.O.D. greater than five hundred parts per million by weight, or containing more than five hundred parts per million by weight of suspended solids, or containing any quantity of substances having the characteristics described in Section 13.20.050, or having an average daily flow greater than two percent of the average daily sewage flow of the city, shall be subject to the review and approval of the director of public works. Where necessary, in the opinion of the director of public works, the owner shall provide, at his expense, such preliminary treatment as may be necessary to reduce the B.O.D. to five hundred parts per million and the suspended solids to five hundred parts per million by weight, or reduce objectionable characteristics or constituents to within the maximum limits provided for in Section 13.20.050, or control the quantities and rates of discharge of such waters or wastes. Plans, specifications and any other pertinent information relating to proposed preliminary treatment facilities shall be submitted for the approval of the director of public works, and no construction until such approval is obtained in writing.

Where preliminary treatment facilities are provided for any waters or wastes, they shall be maintained continuously in satisfactory and effective operation by the owner at his expense. (Ord. 4930 § 4, 2009.)

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El Cajon Municipal Code

Title 13 WATER AND SEWERS

Chapter 13.20 SEWERS AND SEWAGE DISPOSAL—PUBLIC SEWERS GENERALLY

13.20.040 Discharge of storm water or surface water.

No person shall discharge or cause to be discharged any storm water, surface water, groundwater, roof runoff, subsurface drainage, cooling water or unpolluted industrial process waters into any sanitary sewer.

Storm water and all other unpolluted drainage shall be discharged to such sewers as are specifically designated as storm sewers or to a natural outlet approved by the director of public works. Industrial cooling water or unpolluted process waters may be discharged, upon approval of the director of public works, to a storm sewer, sanitary sewer or natural outlet. (Ord. 4930 § 4, 2009.)

El Cajon Municipal Code

Title 13 WATER AND SEWERS

Chapter 13.20 SEWERS AND SEWAGE DISPOSAL—PUBLIC SEWERS GENERALLY

13.20.050 Discharge of certain wastes into public sewer prohibited.

Except as otherwise provided in Chapters 13.20 through 13.28, no person shall discharge or cause to be discharged any of the following described waters or wastes to any public sewer:

- A. Any liquid or vapor having a temperature higher than one hundred fifty degrees Fahrenheit;
- B. Any water or waste, which may contain more than one hundred parts per million, by weight, of fat, oil or grease;
- C. Any gasoline, benzene, naphtha, fuel oil or other flammable or explosive liquid, solid or gas;
- D. Any garbage of any kind that has not been property shredded;
- E. Any ashes, cinders, sand, mud, straw, shavings, metal, glass, rags, feathers, tar, plastics, wood, paunch manure, or any other solid or viscous substance capable of causing obstruction to the flow in sewers or other interference with the proper operation of the sewage works;
- F. Any waters or wastes having a pH lower than 5.0 or higher than 9.0, or having any other corrosive property capable of causing damage or hazard to structures, equipment and personnel of the sewage works;
- G. Any waters or wastes containing a toxic or poisonous substance in sufficient quantity to injure or interfere with any sewage treatment process, constitute a hazard to humans or animals or create any hazard in the receiving waters of the sewage treatment plant;
- H. Any waters or wastes containing suspended solids of such character and quantity that unusual attention or expense is required to handle such materials at the sewage treatment plant; and
- I. Any noxious or malodorous gas or substance capable of creating a public nuisance.

(Ord. 4930 § 4, 2009.)

El Cajon Municipal Code

Title 13 WATER AND SEWERS

Chapter 13.20 SEWERS AND SEWAGE DISPOSAL—PUBLIC SEWERS GENERALLY

13.20.130 Service to areas outside city—Unauthorized use.

The use of the sewage disposal system of the city by persons without the authorization of the city council for the disposition of sewage from any area not within the corporate limits of the city is prohibited. (Ord. 4930 § 4, 2009.)

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El Cajon Municipal Code

Title 13 WATER AND SEWERS

Chapter 13.24 SEWERS AND SEWAGE DISPOSAL—PUBLIC SEWER LATERALS

13.24.030 Connections to existing city sewer main.

Wherever an existing sewer main is to serve several lots in a private contract for improvements in a subdivision, the specific job of boring into the main and affixing a hub shall be performed by the city's wastewater department. The contractor shall pay the city a cash fee according to the current schedule of fees established by resolution by the city council for each entry into the main in advance of performance of the work. The contractor shall excavate to the sewer main at the site of the proposed lateral, exposing the sewer main pipe for the prescribed work by the city sanitation department. When the work by the city sanitation department is complete, the contractor shall be responsible for any damage to the main as a result of excavation, and shall have the same responsibility for any lateral installed as prescribed above as he has for any lateral built entirely for himself. (Ord. 4930 § 6, 2009.)

El Cajon Municipal Code

Title 13 WATER AND SEWERS

Chapter 13.28 SEWERS AND SEWAGE DISPOSAL—PUBLIC SEWER CONNECTIONS

13.28.020 Unauthorized connections to public sewer prohibited.

No person other than the city, its agents and employees, shall connect any pipe, drain or sewer with any public sewer, or open or penetrate any public sewer in the city, or injure, break or remove or open any portion of any manhole, flush tank, inspection pipe or any other part of or appurtenance to any public sewer. Except where otherwise specifically provided in Chapters 13.20 through 13.28, the city shall install all connections to any existing public sewers. (Ord. 4930 § 8, 2009.)

El Cajon Municipal Code

Title 13 WATER AND SEWERS

Chapter 13.28 SEWERS AND SEWAGE DISPOSAL—PUBLIC SEWER CONNECTIONS

13.28.030 Connection permits required.

No person shall connect to the sewage disposal lines of the city or discharge sewage into the sewer lines of the city or sewage disposal plant of the city without first obtaining a connection permit from the city. (Ord. 4930 § 8, 2009.)

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El Cajon Municipal Code

Title 13 WATER AND SEWERS

Chapter 13.28 SEWERS AND SEWAGE DISPOSAL—PUBLIC SEWER CONNECTIONS

13.28.034 Connections letting roof or surface water into sewers.

No person shall make or maintain any connection by pipes or otherwise with any public sewer by which roof or surface water may run into any such sewer. (Ord. 4930 § 8, 2009.)

El Cajon Municipal Code

Title 13 WATER AND SEWERS

Chapter 13.28 SEWERS AND SEWAGE DISPOSAL—PUBLIC SEWER CONNECTIONS

13.28.035 Entering, disturbing or cleaning public sewers, structures or appurtenances.

No person shall, without authorization from the director of public works, open, enter, disturb or clean any public sewer, structure or appurtenance thereto. (Ord. 4930 § 8, 2009.)

El Cajon Municipal Code

Title 13 WATER AND SEWERS

Chapter 13.28 SEWERS AND SEWAGE DISPOSAL—PUBLIC SEWER CONNECTIONS

13.28.036 Maintenance generally not to obstruct public sewer flow.

No person shall do, or cause to be done, any maintenance that would damage or obstruct the flow of any public sewer. (Ord. 4930 § 8, 2009.)

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El Cajon Municipal Code

Title 13 WATER AND SEWERS

Chapter 13.37 SEWERS AND SEWAGE DISPOSAL—INSPECTIONS**13.37.020 Maintenance of private building sewer.**

- A. Maintenance of Building Sewer. Each owner shall maintain his building sewer lateral(s) free of displaced joints, open joints, root intrusion, substantial deterioration of the line, cracks, leaks, inflow, or infiltration of extraneous water, root intrusion, grease and sediment deposits, or any other similar conditions, defects, or obstructions likely to cause leakage or increase the chance for blockage of the building sewer.
- B. Maintenance of Septic Tank. Each owner shall maintain his septic tank free of deterioration, corrosion, damage, disposal failure or any other similar deficiencies or defects likely to increase failure of the septic tank.
- C. General Maintenance Requirements. The maintenance obligation imposed by this section shall be in addition to and supplemental of the general private sewer system maintenance obligations imposed in this title.

(Ord. 4930 § 9, 2009.)

13.37.030 Building sewer inspections—Access to premises.

The director of public works, or the building official, (or any designated representative or either the director of public works or the building official) is hereby authorized to inspect any building sewer in use within the city and connected to the city sewer system for the following purposes:

- A. To determine the size, depth, and location of any sewer connection;
- B. To determine the end outlet of any sewer connection by depositing harmless testing materials in any plumbing fixture attached thereto and flushing the same, if necessary;
- C. To determine, by measurements and samples, the quantity and nature of the sewage or wastewater being discharged into any sewer;
- D. To determine the location of the roof, swimming pool, floor and surface drains, and whether or not they physically connect to a building sewer;
- E. To evaluate and determine defects in a sewer lateral following an overflow incident.

Nothing herein shall be deemed to provide the director of public works, the building official or their respective designees with any right or authority to enter a building or other apparently private or interior area of a real property, except to the extent such entry is expressly authorized by state law. (Ord. 4930 § 9, 2009.)

13.37.040 Mandatory building sewer inspections.

- A. Health and safety basis for requiring a building sewer lateral inspection.

An owner shall have the building sewer of his real property video-inspected in accordance with the requirements of this chapter (as directed and within the time period indicated by the director of public works) upon the occurrence of any of the following events:

1. Overflow or Malfunction. Whenever the director of public works has sufficient evidence (as determined by the director) that the building sewer has recently overflowed or has recently malfunctioned;
 2. Building Sewer Failure or Lack of Maintenance. Whenever, based on sewer system testing conducted by the city (of either the building sewer lateral or the city's public sewer system), the director of public works finds that there is sufficient evidence to conclude that the building sewer lateral has failed, is likely to fail, or has not been properly maintained; and
 3. Public Health Threat. Upon any other reasonable cause to believe that there is a threat to the public health, safety or welfare due to the condition of a building sewer lateral or any other conditions causing a nuisance.
- B. Events Requiring a Building Sewer Lateral Inspection Serving Residential Properties.

An owner shall have the building sewer lateral of his residential property inspected in accordance with the requirements of this chapter upon the occurrence of any of the following events or any other events in paragraph (A) above:

1. Home Additions or Remodels. Prior to the issuance of a city building permit for a residential building addition, remodel, or new improvements on the real property in excess of four hundred square feet of habitable space as that phrase is defined in the most recently adopted California Building Code.
 2. New Plumbing Fixtures. Prior to the issuance of a city building permit for all new plumbing fixtures attached to the building sewer lateral upon the residential property. (For the purposes of this section, the phrase "new plumbing fixtures" shall refer only to an increase in the number of plumbing fixtures in use on the real property prior to the application for a building permit for the "new" plumbing fixtures.)
- C. Schedule for Lateral Inspections—Non-residential, Multi-family and Common Interest Development Real Properties.

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1. **Non-residential Properties.** An owner or owners of non-residential property within the city shall have that property's building sewer lateral(s) inspected in accordance with the requirements of this chapter or on occurrence of any conditions in paragraphs (A) or (B) above, or once every ten years beginning on the first date of notification following the adoption of the ordinance first enacting this chapter. Within each subsequent ten-year period of time, such lateral inspections shall be performed. (For the purposes of this section, a property that has a mixture of allowed residential and non-residential uses shall be considered a non-residential property with respect to its compliance with the sewer lateral inspection requirements of this section.)
 2. **Common Interest Development, Condominium, or Multi-family Properties.** The owner or owners of a common interest development, condominium, or multi-family property shall have that property's building sewer lateral(s) inspected in accordance with the requirement of this chapter or on occurrence of any conditions in paragraphs (A) or (B) above, or once every ten years beginning on the first date of notification following the enactment of the ordinance first enacting this chapter. Within each ten-year period of time, such lateral inspections shall occur.
- D. **Exception to Inspection for Recent Prior Inspections and Repairs.** The following are exceptions to the inspection requirements of subparagraphs (B) and (C) above:
1. **Prior Replacement of Sewer Lateral.** An owner otherwise required to perform a building sewer lateral inspection under (B) or (C) hereof shall not be required to perform such an inspection if the owner (or the owner's predecessor-in-interest) has originally installed or has replaced his property's building sewer lateral within the ten years prior to the date of the application for a building permit.
 2. **Prior Inspection or Repair of a Building Sewer Lateral.** An owner otherwise required to perform an inspection under (B) or (C) shall not be required to perform such an inspection if the owner has either completed a remedial inspection (conducted in accordance with the inspection requirements of this chapter) or completed a permitted repair of the building sewer lateral within the three years prior to the date the inspection would have otherwise been required, or has a valid compliance certificate.

(Ord. 4930 § 9, 2009.)

13.37.050 Requirements for a proper building sewer lateral inspection report.

- A. **Inspection Report Standards.** The building sewer inspection reports required by this chapter shall be prepared in accordance with the following requirements and specifications:
1. The inspection report shall be prepared by a pre-qualified contractor or any other professional otherwise registered by the city of El Cajon;
 2. The inspection report shall identify all of the following:
 - a. Any of the following conditions: displaced joints, open joints, root intrusion, substantial deterioration of the line, sags or depressions, cracks, leaks, inflow or infiltration of extraneous water, root intrusion, grease and sediment deposits or other conditions likely to increase the chance for blockage of the building sewer,
 - b. Whether any connection, by pipes or otherwise, allows rainwater or groundwater to enter the building sewer or public sewer,
 - c. Whether the building sewer has an installed backwater device where any outlet or trap of the building sewer is below the level of the nearest manhole. If a backwater device is already installed, the report shall indicate whether the backwater device is functioning properly,
 - d. Where the building sewer includes a septic tank, the report shall identify the extent to which the septic tank is deteriorated, corroded, damaged, whether the disposal field has failed or any other relevant deficiency;
 3. The inspection report shall contain an express certification from the certified inspector that the property has been inspected for any outdoor drain connection to the city sewer system and that no such unpermitted connection is present. It shall also contain either a videotape or DVD of the video inspection of the building sewer lateral in a format acceptable to the city, as established by the city regulations, policies or procedures;
 4. The inspection report shall be submitted to the city for review and analysis accompanied with a review fee in addition to any other fee required by this chapter.
- B. **Compliance with Regulations.** The inspection report shall, in all other aspects, comply with the requirements and specifications described in the director of public works' specifications for a building sewer lateral inspection report as established by the regulations authorized under this title.

(Ord. 4930 § 9, 2009.)

13.37.060 Required building sewer lateral repairs.

- A. **Notice to Repair or Replace.** Upon receipt of the building sewer inspection report pursuant to this chapter, the director of public works (or his designee) will determine whether it indicates any deficiencies in the operation of the building sewer lateral and, thereafter, shall provide the owner(s) with a notice to repair or replace as may be deemed appropriate by the director. The notice to repair or replace shall specifically identify the deficiencies to be corrected and shall establish a deadline within which the owner(s) shall complete the required corrective actions. The corrective action may include a requirement that the lateral be replaced altogether and also may include the installation of cleanout, grease removal devices, and backwater valves if those devices are otherwise required by this code or any uniform code adopted by the city.
- B. **Obligations of the Owner.** The owner shall repair his building sewer lateral to the satisfaction of the director of public works, and, if a building permit is required for the repairs, the owner shall obtain a final permit inspection and approval of the city building official.
- C. **Repairs Upon Other Properties Not Required.** If a building sewer lateral traverses private property, without easements, other than the owner's property, the owner shall only be responsible for the repairs to that portion of the building sewer lateral that are upon the owner's property and also to that portion of the building sewer within a public right-of-way.

(Ord. 4930 § 9, 2009.)

13.37.070 Common interest developments.

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The homeowners association of a common interest development shall, along with the owner, be jointly and severally liable for the duties and obligations imposed by this chapter in relation to any building sewer lateral located within a common area of the development. If no homeowners association exists, then the individual unit owners, both jointly and individually, shall be liable for the duties and obligations with respect to building sewer laterals established by this chapter. (Ord. 4930 § 9, 2009.)

13.37.080 Administrative guidelines for inspections.

Within ninety days of the adoption of the ordinance enacting this chapter, the director of public works shall prepare and promulgate the public administrative guidelines that shall, among other things, establish the following:

- A. A certification program for pre-qualified contractors or other professionals who will be accepted by the city to perform inspections and the basis for obtaining and maintaining such a certification or for a decertification;
- B. Develop a standard inspection report form and specification for building sewer inspection reports;
- C. Establish a notice format and standard enforcement timelines for the notice to repair and for repair and inspection service of that notice in a manner consistent with the requirements of due process. Such administrative guidelines shall be approved by a resolution of the city council; and
- D. Administrative procedures for accepting, tracking, and inspecting permits for building sewers, grease interceptors, and inspection of food serving establishments.

(Ord. 4930 § 9, 2009.)

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El Cajon Municipal Code

Title 13 WATER AND SEWERS

Chapter 13.37 SEWERS AND SEWAGE DISPOSAL—INSPECTIONS

13.37.020 Maintenance of private building sewer.

- A. Maintenance of Building Sewer. Each owner shall maintain his building sewer lateral(s) free of displaced joints, open joints, root intrusion, substantial deterioration of the line, cracks, leaks, inflow, or infiltration of extraneous water, root intrusion, grease and sediment deposits, or any other similar conditions, defects, or obstructions likely to cause leakage or increase the chance for blockage of the building sewer.
- B. Maintenance of Septic Tank. Each owner shall maintain his septic tank free of deterioration, corrosion, damage, disposal failure or any other similar deficiencies or defects likely to increase failure of the septic tank.
- C. General Maintenance Requirements. The maintenance obligation imposed by this section shall be in addition to and supplemental of the general private sewer system maintenance obligations imposed in this title.

(Ord. 4930 § 9, 2009.)

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El Cajon Municipal Code

Title 13 WATER AND SEWERS

Chapter 13.37 SEWERS AND SEWAGE DISPOSAL—INSPECTIONS

13.37.030 Building sewer inspections—Access to premises.

The director of public works, or the building official, (or any designated representative or either the director of public works or the building official) is hereby authorized to inspect any building sewer in use within the city and connected to the city sewer system for the following purposes:

- A. To determine the size, depth, and location of any sewer connection;
- B. To determine the end outlet of any sewer connection by depositing harmless testing materials in any plumbing fixture attached thereto and flushing the same, if necessary;
- C. To determine, by measurements and samples, the quantity and nature of the sewage or wastewater being discharged into any sewer;
- D. To determine the location of the roof, swimming pool, floor and surface drains, and whether or not they physically connect to a building sewer;
- E. To evaluate and determine defects in a sewer lateral following an overflow incident.

Nothing herein shall be deemed to provide the director of public works, the building official or their respective designees with any right or authority to enter a building or other apparently private or interior area of a real property, except to the extent such entry is expressly authorized by state law. (Ord. 4930 § 9, 2009.)

El Cajon Municipal Code

Title 13 WATER AND SEWERS

Chapter 13.38 SEWERS AND SEWAGE DISPOSAL—FATS, OILS AND GREASE**13.38.020 Definitions.**

As used in this chapter, the following terms are defined:

- A. “Administrative authority” shall mean the director of public works, the building official, or any other official(s) as designated by the city manager.
- B. “Authorized inspector” shall mean an inspector so designated by the administrative authority.
- C. “Director” shall mean the director of public works or other official as designated by the city manager.
- D. “Food grinder” shall mean any device installed for the purpose of disposing food waste in the public sewer system.
- E. “FSE” “Food service establishment” shall mean any food preparation establishment, restaurant, cafeteria, or any other establishment preparing food for consumption. Domestic homes are not considered food service establishments under this definition.
- F. “Grease” shall mean grease, or fatty or oily substances and other insoluble waste that turns or may turn viscous or solidifies with a change in temperature or other conditions.
- G. “Grease interceptor” shall mean an underground multi-compartment device installed outside a food service establishment of a size and design in compliance with the California Plumbing Code and approved by the city.
- H. “Grease removal facility” shall mean any grease interceptor, trap, drain, screen, or similar device that is designed or installed to reduce the amount of grease entering the wastewater system.

(Ord. 4930 § 10, 2009.)

13.38.030 Grease/sand interceptors.

- A. Grease/sand interceptors that are properly sized and constructed shall be required for all buildings that include an increase in plumbing fixture units, and prior to commencing business for all new food service establishments determined by the director to generate grease in quantities greater than that commonly found in domestic sewage. Where grease/sand interceptors are impossible or impractical to install, a grease trap shall be installed.
- B. Grease/sand interceptors are required for all existing establishments where one or more of the following conditions exist:
 - 1. A notice to repair has been issued for repair of the building sewer;
 - 2. The establishment is unable to pass annual inspection without repeated violations;
 - 3. The establishment is unable to complete implementation of best management practices as noted in the annual inspection report;
 - 4. The establishment has violated any waste disposal requirements contained in the Municipal Code and where evidence of substantial grease is observed downstream of the establishment.

(Ord. 4930 § 10, 2009.)

13.38.032 Grease storage facilities.

- A. All new construction or remodels subject to a new conditional use permit for an FSE shall be required to either store waste grease on the inside of the building or outside in a secured enclosure that is covered, locked, and inside a secondary containment area or device large enough to store the same volume as the primary container. All storage containers shall be designed to prevent tipping and to provide a secure closing lid that shall remain closed at all times that the container is not being accessed. All containers that are used to transfer waste grease shall have a secured lid that prevents accidental spills during transfer.
- B. All existing FSEs are required to either store waste grease on the inside of the building or outside in an area secure from vehicular driveways and parking in storage containers that are designed to prevent tipping and to provide a secure closing lid that shall remain closed at all times that the container is not being accessed. All containers that are used to transfer waste grease shall have a secured lid that prevents accidental spills during transfer.
- C. All FSEs shall maintain the storage area using good housekeeping techniques to prevent the accumulation of waste grease deposits on the outside of grease containers and shall have an approved emergency spill kit available in close proximity to the storage facilities.

(Ord. 4930 § 10, 2009.)

13.38.040 Food grinders prohibited.

- A. Food grinders shall be removed from all existing food service establishments by January 1, 2010.
- B. After August 1, 2009, food grinders shall be prohibited in all new food service establishments. (Ord. 4930 § 10, 2009.)

13.38.050 Grease interceptor design and maintenance requirements.

A. General Provisions.

1. The installation of a proper interceptor shall be the responsibility of the user who applies for a permit connection and the user whose operations cause or contribute to the necessity for an interceptor.
2. Interceptors shall be installed, utilized, and properly maintained for continuous and efficient operation at all times and at the expense of the user.
3. Interceptors shall be inspected periodically to ensure compliance with these regulations.
4. The administration authority shall approve the type, capacity, and construction of all interceptors shared by multiple businesses can be utilized if specifically authorized by the director and upon evidence of legal operating and maintenance agreements between the involved property owners or users. Provisions shall provide for independent, unilateral operation by one or more parties of the agreement in the case where default by one party has occurred.
5. Interceptors no longer in use shall be abandoned in accordance with the California Plumbing Code.

B. Design.

1. Interceptors for food service establishments shall be sized and designed in compliance with the California Plumbing Code, unless otherwise specified herein.
2. Other factors that may influence the design include, but shall not be limited to, the following:
 - a. The type of facility (such as a restaurant, bakery, food processing factory, etc.);
 - b. The volume of the user's business or operation (such as number of meals served, number of seats, hours of operation, etc.);
 - c. The peak flow of processed wastewater discharged to the collection system;
 - d. Size and nature of facilities (including kitchen facilities) based on size, type, number of fixtures, and type of processing or cooking equipment used;
 - e. The type of service provided or operation undertaken (such as dine-in meal service versus carry-out meal service);
 - f. The type of foods or other materials used in cooking, processing or manufacturing operations conducted within the facility;
 - g. The overall potential for grease-laden discharges;
 - h. The existence of devices, procedures or processes designed to minimize the amount of fats, oil or grease from entering the collection system;
 - i. The location of the facility, if it is located in a known problem area; and
 - j. Any prior problems with the facility, such as blockages, violations, etc.
3. All interceptors shall be certified by the International Association of Plumbing and Mechanical Officers, or another listing agency approved by the director, and be plumbed according to the California Plumbing Code.
4. All grease interceptors shall include an effluent sample box of a type and size approved by the administrative authority.
5. Inspection by the administrative authority, or an authorized inspector, of installed interceptors and piping prior to backfilling is required. Piping shall meet the requirements of the California Plumbing Code.
6. Interceptors shall have a sanitary tee located inside the sample box on the discharge side of the sample box.
7. Interceptors shall have a cleanout installed after the sample box on the private lateral and at intervals required by the California Plumbing Code.
8. All manholes and sample boxes are to be installed a minimum of one-half inch above the finished grade with a concrete collar a minimum of eighteen inches around the manhole and sample box lids.

C. Interceptor Maintenance.

1. Any user who is required by the director or the ordinance codified in this chapter to install or operate an interceptor shall be required to adequately maintain the interceptor at the user's expense, so that the interceptor is in proper working order at all times. Maintenance shall include the complete removal of all contents, including floating materials, wastewater, sludge and solids. Decanting or discharging of removed waste back into the interceptor from which the waste was removed or into any other interceptor, for the purpose of reducing the volume to be hauled is prohibited.
2. Grease interceptors shall be cleaned out completely by a permitted waste hauler as necessary to assure that the interceptor will operate as designed at all times or as otherwise specified by the administrative authority.
3. The use of additives, directly or indirectly to the plumbing or sewer system, to emulsify grease and/or oil is specifically prohibited.
4. The use of biological additives as a supplement to interceptor maintenance, including the addition of microorganisms, may be authorized by the director and approval shall be obtained in writing prior to the use of such activities.
5. A maintenance log indicating each pumping of an interceptor for the previous twelve months and any other pertinent information shall be maintained by each establishment. This log shall include, but not be limited to, date, time, amount pumped, hauler, and disposal site, and the log shall be kept in a conspicuous location for inspection by the administrative authority or an authorized inspector during normal business hours.
6. All users must sign a waste manifest form before having a waste load transported by a permitted hauler. The user shall also keep copies of the manifest form for a period of three years, and make all manifest records available for inspection by the administrative authority during normal business hours.
7. All waste removed from an interceptor must be disposed at a facility permitted by the county of San Diego or applicable regulatory agencies to receive such waste. The pumpage shall not be returned to the public sewer system or manhole, any private wastewater system or storm drains.
8. All interceptors shall be located as to be readily and easily accessible for cleaning, inspection and removal of intercepted waste.
9. Any fixture connected to a grease interceptor shall have a nonremovable, secured food strainer of such integrity to withstand daily operational usage.

D. Required Connections to Interceptors. All three-compartment sinks, scullery (preparation) sinks, floor drains, and mop sinks along a cook line, pre-wash sinks at dishwashing stations, and all other fixtures that contribute grease into the wastewater system shall be connected to an interceptor.

E. Prohibited Connections or Additives to Interceptors.

1. Final rinse discharge from automatic dishwasher shall not be connected to the interceptor.
2. The use of any additive, such as enzymes, surfactants or chemicals shall not be connected to any type of interceptor. Chemical additives, such as chlorinated solvents, or any other additives that causes the emulsification of grease, are strictly prohibited from use in any type of interceptor.

F. Plan Review.

1. Applicants or users shall be required to submit copies of detailed facility proposed interceptors, pretreatment facilities, spill containment facilities, and operating procedures, to the community development department. Facility plans shall also include site plans, floor plans, mechanical and plumbing plans, and details to show all wastewater plumbing, spill containment, and appurtenances by size, location, and elevation. The review of the plans and procedures shall in no way relieve the user of the responsibility of modifying the facilities or discharge, and to meet the requirements of this chapter or any requirements of other regulatory agencies.
2. All submitted drawings shall be prepared by a licensed and registered professional engineer. Any false information or misleading calculations submitted shall be the responsibility of the user.
3. The design, location and procedures for operation and maintenance of a required interceptor shall be approved by the administrative authority. Such approval shall be obtained prior to the user's connection of the facility to the public wastewater system.
4. No food service establishment or other identified user shall be constructed except according to plans and specifications approved by the administrative authority.
5. Approved plans and specifications shall not be changed or altered without written approval by the administrative authority.

(Ord. 4930 § 10, 2009.)

13.38.060 Best management practices.

Best management practices (each, a "BMP," in any combination, "BMPs") as listed below shall be utilized by the FSE and shall be subject to periodic verification and approval by the administrative authority. If at any time the FSE is found to be in noncompliance with this requirement with regard to all of the BMPs below, such noncompliance shall be deemed a violation.

A. Drain Screens.

1. Drain screens shall be installed on all drainage pipes in food preparation areas for existing food service establishments by January 1, 2010.
2. After August 1, 2009, drain screens shall be installed on all drainage pipes in food preparation areas for all new food service establishments deemed by the director to generate grease.

B. Waste Cooking Oil.

1. All waste cooking oil shall be collected and stored properly in recycling bins, barrels or drums.
2. Such recycling bins, barrels or drums shall be maintained appropriately to ensure they do not leak.
3. Licensed haulers or an approved recycling facility must be used to dispose of waste cooking oil. A log of such activities will be completed and maintained in plain visible site for inspection by the administrative authority. All manifests for disposal of waste products will be complete and inserted into the log.

C. Food Waste. All food waste shall be placed in enclosed plastic bags and disposed of directly into the trash or garbage, and not in sinks.

D. Employee Training.

1. Employees of the food service establishment shall be trained by March 1, 2009, and twice each calendar year thereafter, on the following subjects:
 - a. How to "dry wipe" pots, pans, dishware and work areas before washing to remove grease;
 - b. How to properly dispose of food waste and solids in enclosed plastic bags prior to disposal in trash bins or containers to prevent leaking and odors;
 - c. The location and use of absorption products to clean under fryer baskets and other locations where grease may be spilled or dripped, and how to use absorption products to clean if spills occur; and
 - d. How to properly dispose of grease or oils from cooking equipment into grease bins, barrels or drums without spilling.
2. Training shall be documented and employee signatures retained indicating each employee's attendance and understanding of the practices.
3. Training records shall be available for review at any reasonable time by the authorized inspector.

E. Kitchen exhaust filters shall be cleaned as frequently as necessary to be maintained in good operating condition, but in no event less than one time per month.

F. All best management practices shall be posted conspicuously in the food preparation and dishwashing areas at all times.

(Ord. 4930 § 10, 2009.)

13.38.062 Right of inspection.

Food service establishments shall be open and available for inspection by an authorized inspector at all times during normal business hours to ensure that the operation and maintenance of the food service establishment complies with the requirements of this chapter. (Ord. 4930 § 10, 2009.)

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13.38.070 Violations for penalties—Enforcement.

- A. Violations of this chapter may result in fines and/or penalties.
- B. Failure to comply with the provisions of this chapter may result in one or more of the following:
 - 1. Notices of noncompliance may be issued with a specified period of correction;
 - 2. Administrative citations may be issued for violations in the amounts and manner set forth in Chapter 1.14 of this code;
 - 3. A criminal complaint may be filed in accordance with Chapter 1.24 of this code;
 - 4. Sewer service may be determined a public nuisance as described in Section 13.16.030, and disconnected from the city's sewerage works upon order of a court of competent jurisdiction.
- C. Appeals of Fines, Penalties or Requirements to Install Grease Interceptors.
 - 1. Unless otherwise provided in this code, appeals of civil or administrative fines, penalties, or other corrective actions shall be submitted to the city manager within thirty days after the food service establishment has been notified of the penalty and/or corrective actions. The decision of the city manager shall be in writing.
 - 2. The decision of the city manager can be appealed to the city council by submitting a written request to the city clerk within fifteen days of the issuance of the city manager's decision, and payment of the appropriate fee, as set by resolution of the city council.
 - 3. Upon appeal, the appellant shall, upon written request to the city manager, be provided within fifteen days of said request, at reasonable cost to the appellant, copies of all reports, data or other documentary evidence upon which the citation is based.

(Ord. 4930 § 10, 2009.)

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El Cajon Municipal Code

Title 13 WATER AND SEWERS

Chapter 13.38 SEWERS AND SEWAGE DISPOSAL—FATS, OILS AND GREASE

13.38.030 Grease/sand interceptors.

- A. Grease/sand interceptors that are properly sized and constructed shall be required for all buildings that include an increase in plumbing fixture units, and prior to commencing business for all new food service establishments determined by the director to generate grease in quantities greater than that commonly found in domestic sewage. Where grease/sand interceptors are impossible or impractical to install, a grease trap shall be installed.
- B. Grease/sand interceptors are required for all existing establishments where one or more of the following conditions exist:
1. A notice to repair has been issued for repair of the building sewer;
 2. The establishment is unable to pass annual inspection without repeated violations;
 3. The establishment is unable to complete implementation of best management practices as noted in the annual inspection report;
 4. The establishment has violated any waste disposal requirements contained in the Municipal Code and where evidence of substantial grease is observed downstream of the establishment.

(Ord. 4930 § 10, 2009.)

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El Cajon Municipal Code

Title 13 WATER AND SEWERS

Chapter 13.38 SEWERS AND SEWAGE DISPOSAL—FATS, OILS AND GREASE

13.38.032 Grease storage facilities.

- A. All new construction or remodels subject to a new conditional use permit for an FSE shall be required to either store waste grease on the inside of the building or outside in a secured enclosure that is covered, locked, and inside a secondary containment area or device large enough to store the same volume as the primary container. All storage containers shall be designed to prevent tipping and to provide a secure closing lid that shall remain closed at all times that the container is not being accessed. All containers that are used to transfer waste grease shall have a secured lid that prevents accidental spills during transfer.
- B. All existing FSEs are required to either store waste grease on the inside of the building or outside in an area secure from vehicular driveways and parking in storage containers that are designed to prevent tipping and to provide a secure closing lid that shall remain closed at all times that the container is not being accessed. All containers that are used to transfer waste grease shall have a secured lid that prevents accidental spills during transfer.
- C. All FSEs shall maintain the storage area using good housekeeping techniques to prevent the accumulation of waste grease deposits on the outside of grease containers and shall have an approved emergency spill kit available in close proximity to the storage facilities.

(Ord. 4930 § 10, 2009.)

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El Cajon Municipal Code

Title 13 WATER AND SEWERS

Chapter 13.38 SEWERS AND SEWAGE DISPOSAL—FATS, OILS AND GREASE

13.38.040 Food grinders prohibited.

- A. Food grinders shall be removed from all existing food service establishments by January 1, 2010.
- B. After August 1, 2009, food grinders shall be prohibited in all new food service establishments. (Ord. 4930 § 10, 2009.)

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El Cajon Municipal Code

Title 13 WATER AND SEWERS

Chapter 13.38 SEWERS AND SEWAGE DISPOSAL—FATS, OILS AND GREASE

13.38.050 Grease interceptor design and maintenance requirements.

A. General Provisions.

1. The installation of a proper interceptor shall be the responsibility of the user who applies for a permit connection and the user whose operations cause or contribute to the necessity for an interceptor.
2. Interceptors shall be installed, utilized, and properly maintained for continuous and efficient operation at all times and at the expense of the user.
3. Interceptors shall be inspected periodically to ensure compliance with these regulations.
4. The administration authority shall approve the type, capacity, and construction of all interceptors shared by multiple businesses can be utilized if specifically authorized by the director and upon evidence of legal operating and maintenance agreements between the involved property owners or users. Provisions shall provide for independent, unilateral operation by one or more parties of the agreement in the case where default by one party has occurred.
5. Interceptors no longer in use shall be abandoned in accordance with the California Plumbing Code.

B. Design.

1. Interceptors for food service establishments shall be sized and designed in compliance with the California Plumbing Code, unless otherwise specified herein.
2. Other factors that may influence the design include, but shall not be limited to, the following:
 - a. The type of facility (such as a restaurant, bakery, food processing factory, etc.);
 - b. The volume of the user's business or operation (such as number of meals served, number of seats, hours of operation, etc.);
 - c. The peak flow of processed wastewater discharged to the collection system;
 - d. Size and nature of facilities (including kitchen facilities) based on size, type, number of fixtures, and type of processing or cooking equipment used;
 - e. The type of service provided or operation undertaken (such as dine-in meal service versus carry-out meal service);
 - f. The type of foods or other materials used in cooking, processing or manufacturing operations conducted within the facility;
 - g. The overall potential for grease-laden discharges;
 - h. The existence of devices, procedures or processes designed to minimize the amount of fats, oil or grease from entering the collection system;
 - i. The location of the facility, if it is located in a known problem area; and
 - j. Any prior problems with the facility, such as blockages, violations, etc.
3. All interceptors shall be certified by the International Association of Plumbing and Mechanical Officers, or another listing agency approved by the director, and be plumbed according to the California Plumbing Code.
4. All grease interceptors shall include an effluent sample box of a type and size approved by the administrative authority.
5. Inspection by the administrative authority, or an authorized inspector, of installed interceptors and piping prior to backfilling is required. Piping shall meet the requirements of the California Plumbing Code.
6. Interceptors shall have a sanitary tee located inside the sample box on the discharge side of the sample box.
7. Interceptors shall have a cleanout installed after the sample box on the private lateral and at intervals required by the California Plumbing Code.
8. All manholes and sample boxes are to be installed a minimum of one-half inch above the finished grade with a concrete collar a minimum of eighteen inches around the manhole and sample box lids.

C. Interceptor Maintenance.

1. Any user who is required by the director or the ordinance codified in this chapter to install or operate an interceptor shall be required to adequately maintain the interceptor at the user's expense, so that the interceptor is in proper working order at all times. Maintenance shall include the complete removal of all contents, including floating materials, wastewater, sludge and solids. Decanting or discharging of removed waste back into the interceptor from which the waste was removed or into any other interceptor, for the purpose of reducing the volume to be hauled is prohibited.
2. Grease interceptors shall be cleaned out completely by a permitted waste hauler as necessary to assure that the interceptor will operate as designed at all times or as otherwise specified by the administrative authority.
3. The use of additives, directly or indirectly to the plumbing or sewer system, to emulsify grease and/or oil is specifically prohibited.
4. The use of biological additives as a supplement to interceptor maintenance, including the addition of microorganisms, may be authorized by the director and approval shall be obtained in writing prior to the use of such activities.

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5. A maintenance log indicating each pumping of an interceptor for the previous twelve months and any other pertinent information shall be maintained by each establishment. This log shall include, but not be limited to, date, time, amount pumped, hauler, and disposal site, and the log shall be kept in a conspicuous location for inspection by the administrative authority or an authorized inspector during normal business hours.
 6. All users must sign a waste manifest form before having a waste load transported by a permitted hauler. The user shall also keep copies of the manifest form for a period of three years, and make all manifest records available for inspection by the administrative authority during normal business hours.
 7. All waste removed from an interceptor must be disposed at a facility permitted by the county of San Diego or applicable regulatory agencies to receive such waste. The pumpage shall not be returned to the public sewer system or manhole, any private wastewater system or storm drains.
 8. All interceptors shall be located as to be readily and easily accessible for cleaning, inspection and removal of intercepted waste.
 9. Any fixture connected to a grease interceptor shall have a nonremovable, secured food strainer of such integrity to withstand daily operational usage.
- D. Required Connections to Interceptors. All three-compartment sinks, scullery (preparation) sinks, floor drains, and mop sinks along a cook line, pre-wash sinks at dishwashing stations, and all other fixtures that contribute grease into the wastewater system shall be connected to an interceptor.
- E. Prohibited Connections or Additives to Interceptors.
1. Final rinse discharge from automatic dishwasher shall not be connected to the interceptor.
 2. The use of any additive, such as enzymes, surfactants or chemicals shall not be connected to any type of interceptor. Chemical additives, such as chlorinated solvents, or any other additives that causes the emulsification of grease, are strictly prohibited from use in any type of interceptor.
- F. Plan Review.
1. Applicants or users shall be required to submit copies of detailed facility proposed interceptors, pretreatment facilities, spill containment facilities, and operating procedures, to the community development department. Facility plans shall also include site plans, floor plans, mechanical and plumbing plans, and details to show all wastewater plumbing, spill containment, and appurtenances by size, location, and elevation. The review of the plans and procedures shall in no way relieve the user of the responsibility of modifying the facilities or discharge, and to meet the requirements of this chapter or any requirements of other regulatory agencies.
 2. All submitted drawings shall be prepared by a licensed and registered professional engineer. Any false information or misleading calculations submitted shall be the responsibility of the user.
 3. The design, location and procedures for operation and maintenance of a required interceptor shall be approved by the administrative authority. Such approval shall be obtained prior to the user's connection of the facility to the public wastewater system.
 4. No food service establishment or other identified user shall be constructed except according to plans and specifications approved by the administrative authority.
 5. Approved plans and specifications shall not be changed or altered without written approval by the administrative authority.

(Ord. 4930 § 10, 2009.)

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El Cajon Municipal Code

Title 15 BUILDINGS AND CONSTRUCTION

Chapter 15.52 CALIFORNIA PLUMBING CODE

15.52.010 California Plumbing Code, 2019 Edition—Adopted by reference.

The California Plumbing Code, 2019 Edition, including, Appendix A and Appendix B, as published by the International Code Council, is adopted as the plumbing code of the city (the “plumbing code”), establishing requirements, rules and standards for plumbing installations and materials, providing for the issuance of permits and the collection of fees. Each and all of such regulations, provisions, penalties, conditions and terms of the California Plumbing Code, 2019 Edition, are referred to, adopted, and made a part of this chapter as though fully set forth in this chapter, excepting such portions as are deleted, modified, added or amended by this chapter. The California Plumbing Code is referred to in this chapter as the “CPC,” and one copy is on file in the office of the city clerk. (Ord. 5092 § 4, 2019.)

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El Cajon Municipal Code

Title 15 BUILDINGS AND CONSTRUCTION

Chapter 15.52 CALIFORNIA PLUMBING CODE

15.52.080 Violation—Penalty.

Any person, firm or corporation violating any of the provisions of this chapter shall be subject to the provisions of the general penalty clause as set forth in Section 1.24.010 of this code, or any other penalty adopted by the city. (Ord. 5092 § 4, 2019.)

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El Cajon Municipal Code

Title 17 ZONING

Chapter 17.115 GENERAL LAND USE REGULATIONS AND PERFORMANCE STANDARDS

17.115.130 Performance standards.

All uses and operations within the city shall be subject to the following minimum performance standards:

A. Air quality.

1. Smoke. In accordance with section 24242 of the California Health and Safety Code, a person shall not discharge smoke into the atmosphere for a period or periods aggregating more than three (3) minutes in any one (1) hour, which is:
 - a. As dark or darker in shade as that designated as No. 1 on the Ringelmann Chart, as published by the U.S. Bureau of Mines; or
 - b. Of such opacity as to obscure an observer's view to a degree equal to or greater than does smoke described above.
2. Air pollution. Fly ash, dust, fumes, vapors, gases, and other forms of air pollution, in accordance with section 24243 of the California Health and Safety Code. A person shall not discharge from any source whatsoever such quantities of air contaminants or other material which will cause injury, detriment, nuisance, or annoyance to any considerable number of persons or to the public or which endanger the comfort, repose, health or safety of any such persons or the public or which cause or have a natural tendency to cause injury or damage to animals, vegetation, business or property. In no event shall any emission from any chimney or other source, or any solid or liquid particles in concentration exceed 0.4 grains per cubic foot of the conveying gas at any point.
3. Odors. No emission shall be permitted of odorous gases or other odorous matter in such quantities as to be readily detectable at the property line of the use from which such odor emits, or at the point of greatest concentration if further than the lot line. Any process that may involve the creation or emission of any odors shall be provided with an adequate secondary safeguard system of control, so that control will be maintained if the primary safeguard system should fail. In no event shall odors, gases or other odorous matter be emitted in such quantities as to be readily detectable when diluted in a ratio of one (1) volume of odorous air to four (4) volumes of clean air.

B. Water quality.

1. Wastes into surface runoff. Any discharge of liquid industrial wastes of any sort to surface streams, flood control channels, storm drains and subsurface pits shall be prohibited in conformance with applicable storm water regulations.
2. Wastes into sanitary sewer. Any wastes discharged into the city sanitary sewer, which may require pretreatment, depending upon the type, concentration and volume of material being handled, shall conform to the requirements of Title 13 of the code of the city.
3. Wastes disposed by hauling. Any industry hauling liquid wastes off-site for disposal shall obtain and conform to waste discharge requirements of the California Regional Water Quality Control Board, San Diego Region, which will necessitate hauling such wastes to a Class 1 site for disposal.

C. Noise.

1. The sound level of any individual operation, land use, or activity other than rail, aircraft, street, or highway transportation, shall not exceed the sound levels indicated in the following table. For the purpose of determining compliance with these noise limitations, the sound levels shall be measured at the property lines of the property upon which the operation, land use, or activity is conducted.

Zones	Time of Day	One-Hour Average Sound Level Decibels
All residentially zoned properties	7 a.m.—7 p.m.	60
	7 p.m.—10 p.m.	55
	10 p.m.—7 a.m.	50
All M-U and commercially zoned properties except the C-M zoned properties	7 a.m.—7 p.m.	65
	7 p.m.—10 p.m.	60
	10 p.m.—7 a.m.	55
All C-M and industrially zoned properties	Any time	75
	Conditionally*	80

* Where outdoor noise levels are higher, additional noise attenuation measures, i.e., earphones for workers, increased insulation, double-pane glass, etc., may make noise levels acceptable.

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2. For the purposes of this section, interior lease lines within a property or building shall comply with the same standards as lot lines. For noise inside a building, the sound level meter shall be placed at least three (3) feet distant from any wall, ceiling or partition, and the average measurement of at least three (3) different positions throughout the room shall be determined. The sound level limit at a location on a boundary between two (2) adjoining zoning districts shall be that of the more restrictive zone. When any sound level measurement is required it will be made pursuant to the provisions of this chapter and shall be measured with a sound level meter.
 3. Equipment noise. It is unlawful for any person within any residential zone, or within a radius of five hundred (500) feet from any residential zone, to operate equipment or perform any outside construction, maintenance or repair work on buildings, structures, landscapes or related facilities, or to operate any pile driver, power shovel, pneumatic hammer, power hoist, leaf blower, mower, or any other mechanical device, between the hours of 7 p.m. of one (1) day and 7 a.m. of the next day in such a manner that a reasonable person of normal sensitivities residing in the area is caused discomfort or annoyance. This subsection shall also apply to any property in the Mixed-Use zone having one or more residential units. This restriction does not apply to emergency work made necessary to restore property to a safe condition, restore utility service, or to protect persons or property from an imminent exposure to danger.
 4. Vehicle repairs.
 - a. It is unlawful for any person within any residential zone of the city to repair, rebuild, or test any automobile between the hours of 7 p.m. of one (1) day and 7 a.m. of the next day. This subsection shall also apply to any property in the Mixed-Use zone having one or more residential units.
 - b. It is unlawful for any person within any residential zone of the city to repair, rebuild or test any automobile which is not registered with the Department of Motor Vehicles to a person residing at the address or to an immediate family member of a person residing at the address where such repairing, rebuilding or testing is being performed unless proof of exemption from such registration is provided which clearly demonstrates ownership by a resident at the subject address or an immediate family member of a resident at the subject address. This subsection shall also apply to any property in the Mixed-Use zone that includes one or more residential units.
 - c. Under no circumstances is the operation of an automotive repair facility as a business permitted in any residential zone, or on a property in the Mixed-Use zone that includes one or more residential units on the property.
 5. Property upkeep.
 - a. Exterior yards, including front yard setback areas in residential zones, shall be maintained in a clean and sanitary condition, free of garbage, debris, demolition waste, overgrown vegetation, scrap wood and metal, automotive or recreational vehicle parts and fluids, defective appliances or machinery, mattresses or other indoor furnishings, whether in a state of repair or not. This does not include firewood which is neatly stacked and maintained or outdoor furniture in good repair.
 - b. Properties shall not harbor rodents or insect infestations.
 6. Refuse vehicles and parking lot sweepers. No person shall operate or permit to be operated a refuse compacting, processing or collection vehicle or parking lot sweeper between the hours of 7 p.m. of one (1) day and 7 a.m. of the next day in any residential zone.
 7. Notwithstanding any other provision of this chapter, and in addition thereto, it is unlawful for any person to willfully make or continue, or cause to be made or continued, any loud, unnecessary, or unusual noise which disturbs the peace or quiet of any neighborhood, or which causes discomfort or annoyance to any reasonable person of normal sensitivity residing in the area. The standards which shall be considered in determining whether a violation of the provisions of this section exists shall include, but not be limited to, the following:
 - a. The level of the noise;
 - b. The intensity of the noise;
 - c. Whether the nature of the noise is usual or unusual;
 - d. Whether the origin of the noise is natural or unnatural;
 - e. The level and intensity of the background noise, if any;
 - f. The proximity of the noise to residential sleeping facilities;
 - g. The nature and zoning of the area within which the noise emanates;
 - h. The density of the inhabitation of the area within which the noise emanates;
 - i. The time of the day or night the noise occurs;
 - j. The duration of the noise;
 - k. Whether the noise is recurrent, intermittent, or constant; and
 - l. Whether the noise is produced by a commercial or noncommercial activity.
 8. Specific exemptions. Special events of short duration, such as carnivals, fireworks displays, outdoor concerts, parades and sports activities, which are regulated by separate city approval such as a conditional use permit, are specifically exempted from the provisions of this chapter. Noise regulations for such events, however, may be applied as a condition of such separate approval.
 9. Enforcement and penalties.
 - a. It is a violation for any property owner(s) and/or person(s) in control of property to permit or cause a noise disturbance to be produced upon property owned by them or under their control.
 - b. It is a violation for any person or persons to create or allow the making of noise disturbance as provided by this chapter at any location in the city.
 - c. Any person violating any of the provisions of this chapter shall be deemed guilty of a misdemeanor or infraction, and shall be subject to the provisions of the general penalty clause as set forth in section 1.24.010 of this code.

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d. The operation or maintenance of any device, instrument, vehicle or machinery in violation of any provision of this chapter which causes or creates sound levels or vibration exceeding the allowable limits as specified in this chapter, is declared to be a public nuisance and may be subject to abatement summarily by a restraining order or injunction issued by a court of competent jurisdiction. Additionally, no provision of this chapter shall be construed to impair any common law or statutory cause or action, or legal remedy of any person for injury or damage arising from any violation of this chapter or from any other law.

D. Vibrations. Every use shall be so operated that the ground vibration generated by such use is not harmful or injurious to the use or development of surrounding properties. No vibration shall be permitted which is perceptible without instruments at any use along the property line on which such use is located. For the purpose of this determination, the boundary of any lease agreement or operating unit or properties operating as a unit shall be considered the same as the property line.

E. Radioactivity. No activities shall be permitted which emit dangerous radioactivity at any point.

F. Electrical disturbance. No activity shall be permitted which causes electrical disturbances affecting the operation of any equipment located beyond the property line of such activity.

G. Other performance quality. Other uses not specifically noted above are required to conform to performance standards as set forth by the following provisions:

1. No use shall be undertaken or maintained unless it conforms to the regulations set forth in this section. No land or building shall be used or occupied in any manner so as to create any dangerous, injurious, noxious or otherwise objectionable fire, explosion or other hazard, noise or vibration, smoke, dust, odor, airborne sand, materials in suspension such as paint droplets or any other form of air pollution, heat, cold, dampness, electrical or other disturbance, glare, liquid or solid refuse or wastes, or other substance, condition or element in such a manner or in such an amount as to affect adversely the surrounding area or adjacent premises.

H. Heating, Ventilation and Air Conditioning.

1. All HVAC units must attenuate noise to acceptable levels through one of the following standards:

- a. The HVAC must be kept a minimum of thirty (30) feet from the property line; or
- b. The HVAC must be surrounded by walls or parapet walls that obstruct the line of sight to adjacent uses; or
- c. The HVAC must be kept in a mechanical room; or
- d. An alternative noise attenuation measure that would reduce the noise levels to less than the applicable noise level limits.

I. Ground-Floor Transparency.

1. All ground-floor windows shall be maintained transparent. If windows are to be obscured, no more than fifteen percent (15%) of the window area may be obscured.

(Ord. 5081 § 5, 2019.)



Appendix B

Operations and Maintenance

WASTEWATER INVENTORY

CITY ID	DEPARTMENT	DESCRIPTION	MANUFACTURER	MODEL	SERIAL NUMBER	PURCHASE DATE
000838	Wastewater	Solid Waste Cutter	Buehler	AB00200-250	UNC 940-205	6/7/1994
002999	Wastewater	Tamper Rammer	Multiquip Mikasa	MT-76D	G2021	11/23/1999
003511	Wastewater	Pavement Breaker (Jack Hammer)	Sullair	MPB-60AFSG	10308018	11/23/1999
004848	Wastewater	Sewer Tapping Machine	Weka	DK12	1001385-01	1/22/2002
004889	Wastewater	Hydraulic Root Cutter	UEMSI	950-0000F	N/A	2/4/2002
005088	Wastewater	Road Plate, 5' X 6'	Comcore	CR2C	5X6021320025143	3/20/2002
005089	Wastewater	Road Plate, 5' X 6'	Comcore	CR2C	5X6021220025133	3/20/2002
005090	Wastewater	Road Plate, 5' X 6'	Comcore	CR2C	5X6040420023012	3/20/2002
005091	Wastewater	Road Plate, 5' X 6'	Comcore	CR2C	5X6040320023002	3/20/2002
005092	Wastewater	Road Plate, 5' X 6'	Comcore	CR2C	5X6040520023002	3/20/2002
005093	Wastewater	Road Plate, 5' X 6'	Comcore	CR2C	5X6030520025153	3/20/2002
005686	Wastewater	Changeable Message Sign	Display Products	Sunray Street Machine	5HJ2G09143S010480	6/12/2003
005766	Wastewater	Light Tower, Trailer Mounted	Allmand	Night Light Pro	P0210310016	8/18/2003
006015	Wastewater	Mobile Mapper GPS	Thales	980669-02	115110002957	8/10/2005
006193	Wastewater	Cutoff Saw, Gas	Stihl	TS460	164212952	3/7/2006
006207	Wastewater	Concrete Saw	Target	C10238	44220	4/10/2006
006387	Wastewater	Pavement Breaker (Jack Hammer)	Ingersoll-Rand	MX90A	607C10126	9/18/2007
006546	Wastewater	Handheld GPS	Trimble	61000-00	4813424591	6/12/2008
006564	Wastewater	Combination Sewer Vehicle	Vac-Con	VPD365HNLHA	1HTWDAZR69J134589	2/10/2009
006580	Wastewater	55 Gallon Industrial Wet/Dry Vacuum	Goodway	VAC-55DD	12177	9/18/2009
006730	Wastewater	2010 Ford F-250 Series, F2A IN	Ford	F-250	1FYBFZA64BEA63503	7/12/2010
006863	Wastewater	Powered Trash Pump	Honda	QP-3TH Multiequip	3TH-17824	2/25/2011
006870	Wastewater	2011 Ford F-250 4X2 SD Regular	Ford	F-250 4X2	IFTBF2A61BEC75551	6/30/2011
006871	Wastewater	2011 Ford F-250 4X2 SD Regular	Ford	F-250 4X2	IFTBF2A63BEC75552	6/30/2011
006990	Wastewater	Trash Pump	Honda	QP-3TH Multiquip 3X3	3TH-19420	10/27/2011
007087	Wastewater	2012 Ford F-150	Ford	F-150 4X2 SS S/C 145" WB	1FTFX1CF3CFB27032	4/17/2012
007104	Wastewater	DBI Sala-Salalift II Winch #81	Sala	8102003	22353	5/4/2012
007105	Wastewater	DBI Sala-Sealed Self Retracting	Sala	3400108	132808	5/4/2012
006875	Wastewater	2012 Vactor Ramjet Jet Rodder	Vactor	2012 F8015	3HAMKAARXCL113116	10/9/2012
007496	Wastewater	Cues Sewer TV Inspection Truck	CUES	60361	IFDXE4FS9EDA56403	9/24/2014
007681	Wastewater	Video Inspection Camera	CUES	OZIII	15010501	1/27/2015
007760	Wastewater	Portable Video Camera	CUES	QE341-13	15050102	8/10/2015
007772	Wastewater	2016 Ford F-250 XLT 4X2 SD R/C	Ford	F-250	1FTBF2A67GEB54983	2/17/2016

WASTEWATER INVENTORY

CITY ID	DEPARTMENT	DESCRIPTION	MANUFACTURER	MODEL	SERIAL NUMBER	PURCHASE DATE
007981	Wastewater	800MHZ Radio	Motorola	APX40000	426CSM0744	5/6/2016
007978	Wastewater	800MHZ Radio	Motorola	APX40000	426CSM0739	5/6/2016
007974	Wastewater	800MHZ Radio	Motorola	APX40000	426CSM0740	5/6/2016
007977	Wastewater	800MHZ Radio	Motorola	APX40000	426CSM0741	5/6/2016
007975	Wastewater	800MHZ Radio	Motorola	APX40000	426CSM0742	5/6/2016
007982	Wastewater	800MHZ Radio	Motorola	APX40000	426CSM0746	5/6/2016
007985	Wastewater	800MHZ Radio	Motorola	APX40000	426CSM0748	5/6/2016
743395	Wastewater	800MHZ Radio	Motorola	APX40000	426CSH4276	8/26/2016
743398	Wastewater	800MHZ Radio	Motorola	APX40000	426CSH4279	8/26/2016
743402	Wastewater	800MHZ Radio	Motorola	APX40000	426CSH4283	8/26/2016
008045	Wastewater	Warthog Magnum Sewer Nozzle	Warthog	Magnum #WGR-1	WGR1903	11/1/2016
008046	Wastewater	Warthog Magnum Sewer Nozzle	Warthog	Magnum #WGR-1	WGR1904	11/1/2016
008107	Wastewater	CCTV Transporter	CUES	M/C, SPR WS360	17031304	5/3/2017
008129	Wastewater	2017 Ford F-250 Supercab 4X4 SD	Ford	F-250	1FT7X2B66HEE20173	9/28/2017
008369	Wastewater	Demo Tube	Plumbers Depot	92202-00-F	N/A	7/10/2018
008204	Wastewater	2018 F550 Rodder Truck	Ford	F-550 Rodder 866	1FDF5GT9JEC12019	8/16/2018
008203	Wastewater	Combination Sewer Vehicle	Freightliner/GapVax	FRT-7028	1FVHG3E7KHKG7028	9/11/2018
008404	Wastewater	Trimble R8S Model 60	Trimble	R8S Model 60	5740R00538	4/11/2019
PENDING	Wastewater	Air Monitor	Industrial Scientific	Ventis MX4	15010DJ-012	5/14/2019
PENDING	Wastewater	Air Monitor	Industrial Scientific	Ventis MX4	15010DJ-018	5/14/2019
PENDING	Wastewater	See Snake Control Monitor	Ridgid	CS65X	160-005273	8/14/2019
PENDING	Wastewater	See Snake Push Camera w/ Trusense	Ridgid	71RK	505-002399	8/14/2019
PENDING	Wastewater	Seek Tech Locator	Ridgid	SR-20	213-32995	8/14/2019
PENDING	Wastewater	Line Transmitter	Ridgid	ST-305	214-17949	8/14/2019
502157	Wastewater	iPad Pro 12" Grey 128 GB WF+C	Apple	A1671	DLXVV1BTJ294	9/1/2017
502159	Wastewater	iPad Pro 12" Grey 128 GB WF+C	Apple	A1671	DLXVV135J294	9/1/2017
502285	Wastewater	iPad Pro 12" Grey 128 GB WF+C	Apple	A1671	DLXWW0A8J294	9/1/2017
050286	Wastewater	iPad Pro 12" Grey 128 GB WF+C	Apple	A1671	DLXWW0AFJ294	7/1/2018
502287	Wastewater	iPad Pro 12" Grey 128 GB WF+C	Apple	A1671	DLXWW065J294	7/1/2018
503355	Wastewater	iPad Pro 12.9" Grey 128 GB WF+C	Apple	A2069	DMPCL2JGPV1R	5/17/2020

SEWER MAINTENANCE LIST OF CRITICAL PARTS

Category	Item	Quantity
Sewer Jetters Parts	Jetter Hose 1"x600'	4
	Jetter Hose 1"x800'	2
	Leader Hose 1"x15'	10
	Tiger Tail 3"	10
	Stoppage Nozzles	4
	Warthog Nozzles	2
	Standard Cleaning Nozzles	3 Sets
	Hydrant Wrenches	8
	Lid Opener	12
	Water Filters for Water Pumps	6
Sewer Rodding Parts	3/8" Rod 1200'	2
	6" Fine Root Blades	9
	8" Fine Root Blades	9
	Retrieval Tool	2
	Quick Connect Drive	5
	Guide Hose With Stop Bar	2
	Rod Wrench	4
Sewer By-Pass Parts	Portable Trash Pumps	3
	15' Suction Side Hose	4
	Discharge Hose 50'	20
	6" to 10" Plug	2
	12" to 24" Plug	1
	Plug Air Hose With Guage	2
	Air Compressor	1
Confined Space	Air/Gas Monitor	4
	5 Min Emergency Air	4
	5/16" Nylon Rope 500'	1
Sewer Spill Supplies	Bag of Absorbent	200
	Sand Bags	250

City of El Cajon
Training Log

Employee	Total Hours per person	2019 Training / Drill Type																											
		By-Pass Drill		Spill Estimation		Confined Space Entry		Gas Detection		Traffic Control		Hazardous Material		Combo Truck		Power Rodder		SSMP		SSO/PLSD Emergency		General Safety		Video (CCTV) Inspection		CWEA / SCAP		Pipeloxig / Other	
		Date	Hours	Date	Hours	Date	Hours	Date	Hours	Date	Hours	Date	Hours	Date	Hours	Date	Hours	Date	Hours	Date	Hours	Date*	Hours	Date	Hours	Date	Hours	Date	Hours
Column1	Column2	Column3	Column4	Column5	Column6	Column8	Column7	Column9	Column10	Column11	Column12	Column13	Column14	Column15	Column16	Column29	Column30	Column17	Column18	Column19	Column20	Column21	Column22	Column23	Column24	Column25	Column26	Column27	Column28
	0																												
Davies	0																												
Behringer	10.5																									4/10-12/19	10.5		
Ornelas	8.5											1/30/19	1			5/8/2019	1.5	11/21/2019	1	11/12/2019	1					10/23/2019	4		
Bitterling	2											1/30/19	1																
Jones	26			10/24/19	0.5							1/30/19	1	12/19/2019	1	5/8/2019	1.5	11/21/2019	1	11/12/2019	1	*	5	12/19/2019	0.5	4/10-12/19, 10	14.5		
Osborn	25.75	10/11/19	1							5/13/19	8			12/19/2019	1	5/8/2019	1.5			11/12/2019	1	*	4.75	12/19/2019	0.5		9/20/2020	8	
Malm	32.25					10/24/19	15	10/24/19	1	5/13/19	8	1/30/19	1					11/21/2019	1	11/12/2019	1	*	4.75	12/19/2019	0.5				
Pope	6.75			10/24/19	0.5													11/21/2019	1	11/12/2019	1	*	4.25						
E. Wilson	13.5	10/11/19	1	10/24/19	0.5							1/30/19	1					11/21/2019	1	11/12/2019	1	*	5			10/23/2020	4		
Bowsman	30	10/11/19	1	10/24/19	0.5					5/13/19	8	1/30/19	1	12/19/2019	1			11/21/2019	1	11/12/2019	1	*	8	12/19/2019	0.5		9/20/2020	8	
Brown	21.25	10/11/19	1	10/24/19	0.5					5/13/19	8	1/30/19	1			5/8/2019	1.5	11/21/2019	1	11/12/2019	1	*	8.25						
Copper	19.5									5/13/19	8	1/30/19	1			5/8/2019	1.5	11/21/2019	1	11/12/2019	1	*	8						
Halligan	20.5	10/11/19	1	10/24/19	0.5					5/13/19	8	1/30/19	1			5/8/2019	1.5	11/21/2019	1	11/12/2019	1	*	7.5						
Martinez	25.25	10/11/19	1	10/24/19	0.5					5/13/19	8	1/30/19	1	12/19/2019	1					11/12/2019	1	*	8.25	12/19/2019	0.5	10/23/2020	4		
Bosley	12.5	10/11/19	1	10/24/19	0.5							1/30/19	1					11/21/2019	1	11/12/2019	1	*	8						
Taylor	8.5	10/11/19	1	10/24/19	0.5							1/3/19	1					11/21/2019	1	11/12/2019	1	*	5						
J. Wilson	10	10/11/19	1	10/24/19	0.5													11/21/2019	1	11/12/2019	1	*	7.5						
Garcia	8.5	10/11/19	1	10/24/19	0.5							1/30/19	1							11/12/2019	1	*	5						
Pham	18.75			10/24/19	0.5					5/13/19	8	1/30/19	1					11/21/2019	1	11/12/2019	1	*	8.25						
Miller	15									5/13/19	8											*	7						
Mott	27.5	10/11/19	1	10/24/19	0.5	6/24/19	7	6/24/19	1	5/13/19	8							11/21/2019	1	11/12/2019	1	*	8						
Porfirio	28.25	10/11/19	1	10/24/19	0.5	6/24/19	7	6/24/19	1	5/13/19	8							11/21/2019	1	11/12/2019	1	*	8.25	12/19/2019	0.5				
Corlett	27.5	10/11/19	1			6/24/19	7	6/24/19	1	5/13/19	8							11/21/2019	1	11/12/2019	1	*	8	12/19/2019	0.5				
Raineri	29	10/11/19	1	10/24/19	0.5	6/24/19	7	6/24/19	1	5/13/19	8			12/19/2019	1			11/21/2019	1	11/12/2019	1	*	8	12/19/2019	0.5				
Robbins	33	10/11/19	1	10/12/19	0.5	6/24/19	7	6/24/19	1	5/3/19	8			12/19/2019	1			11/21/2019	1	11/12/2019	1	*	8	12/19/2019	0.5	10/23/2020	4		
Medeles	33	10/11/19	1	10/24/19	0.5	6/24/19	7	6/24/19	1	5/13/19	8			12/19/2019	1			11/21/2019	1	11/12/2019	1	*	8	12/19/2019	0.5	10/23/2020	4		
	0																												
	0																												
	0																												
TOTAL HOURS	493.25		15		8.5		57		7		120		14		7		9		19		18		152.75		5		45		16



Appendix C

**Sanitary Sewer Emergency Response Plan (SSOERP)
And Reporting Requirements**



CITY OF EL CAJON

Sanitary Sewer Overflow Emergency Response Plan

California Regional Water Quality Control Board

San Diego Region

ORDER No. WQ 2013-0058-Exec

June 19, 2018

City of El Cajon

Sanitary Sewer Overflow Emergency Response Plan

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CITY OF EL CAJON

Sanitary Sewer Overflow Emergency Response Plan

General:

The City of El Cajon owns and operates a diverse collection system that consists of 13 inverted siphons and approximately 200 miles of gravity-flow sewer mains. These facilities are well maintained and normally should not result in any sewage overflows or spills. However, the possibility exists that unforeseen accidents, pipeline failure, equipment failure or other events not controllable by the City could result in sewer overflow or spills. This Sanitary Sewer Overflow Emergency Response Plan (SSOERP), when enacted in response to a sewer overflow or spill, will reduce or eliminate public health hazards, prevent unnecessary property damage and minimize service interruptions.

Authority:

On May 2, 2006, the SWRCB adopted Order Number 2006-0003-DWQ (**WDR**), (**Order**), that requires all publicly-owned sewage collection systems having more than one mile of pipeline, to develop, implement and fund a Sewer System Management Plan (**SSMP**), which establishes the minimum requirements under which the City's collection system must be operated and maintained. The purpose of the Order is to prevent Sanitary Sewer Overflows (**SSOs**), (**Spills**) and to provide a plan and schedule for measures to be implemented to prevent SSOs, as well as measure the effectiveness of clean up and reporting.

Under the Order, the City was required to develop and implement an overflow emergency response plan that identifies measures to protect public health and the environment. At a minimum, this plan must include the following:

- a) Proper notification procedures so that the primary responders and regulatory agencies are informed of all SSOs in a timely manner;
- b) A program to ensure an appropriate response to all overflows;
- c) Procedures to ensure prompt notification to appropriate regulatory agencies and other potentially affected entities (e.g. health agencies, Regional Water Boards, water suppliers, etc.) of all SSOs that potentially affect public health or reach the waters of the State in accordance with the MRP. All SSOs shall be reported in accordance with this MRP, the California Water Code, other State Law, and other applicable Regional Water Board WDRs or NPDES permit requirements. The SSMP should identify the officials who will receive immediate notification;
- d) Procedures to ensure that appropriate staff and contractor personnel are aware of and follow the Emergency Response Plan and are appropriately trained;
- e) Procedures to address emergency operations, such as traffic and crowd control, and other necessary response activities; and

- f) A program to ensure that all reasonable steps are taken to contain and prevent the discharge of untreated and partially treated wastewater to waters of the United States and to minimize or correct any adverse impact on the environment resulting from the SSOs, including such accelerated or additional monitoring as may be necessary to determine the nature and impact of the discharge.

As the owner of a sanitary collection system within its City limits, the City of El Cajon has the right and responsibility to ensure that the collection system is properly funded and maintained, including the appropriate response to sewer system overflows as prescribed in Order No. 2006-0003-DWQ (**WDR**).

Types of Spills:

Private Property SSO A private lateral sewer discharge (PLSD) is an overflow that occurs on or from private property. A PLSD may encroach on public property, such as a street, storm drain, flood channel, or any other storm water conveyance or waters of the United States. PLSDs are the responsibility of the property owner, although the City or its collection system contractor may offer assistance. The City may request compensation from the property owner for such assistance. A PLSD is the backup of a private sewer lateral where the entire overflow of sewage may or may not be contained within the property. As the City becomes aware, the City is responsible to report all PLSDs to the California Integrated Water Quality System Online SSO Database (CIWQS).

Public Property SSO A public property SSO is an overflow that emanates from the public collections system, not including private laterals. Once an SSO occurs, it is the responsibility of the City to determine the cause and initiate corrective action including the cleanup and recovery of all recoverable sewage. An example of a public property SSO is the overflow of a manhole on a City owned collection system line. All public property SSOs must be reported in accordance with the reporting procedures outlined in the SSOERP.

Regardless of the source of an SSO, every effort must be made to ensure that sewage does not reach the receiving waters of the U.S.; that is, every effort must be made to prevent sewage from reaching storm drains, flood channels, drainage ditches or any other storm water conveyance. Should an SSO reach a storm water conveyance, every effort must be made to remove the sewage as rapidly and completely as possible. This includes all storm water conveyances, whether the City owns them or not.

SSO Categories:

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 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.

Category 2 – 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 MS4 unless the entire SSO discharged to the storm drain system is fully recovered and disposed of properly.

Category 3 – All other discharges of untreated or partially treated wastewater resulting from an enrollee’s sanitary sewer system failure or flow condition.

Private Lateral Sewage Discharges (PLSD) – 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 must be reported (Region 9 only) to CIWQS.

Procedures:

The purpose of this response plan is:

- To protect personnel and public health, the environment and property from sewage spill events and to restore the area back to normal, as soon as possible, after a spill;
- To safely and competently respond with available resources and capabilities within the City of El Cajon;
- To establish perimeters and control zones using appropriate measures and redirect traffic, as needed;
- To promptly notify (within two hours) the California Office of Emergency Services (Cal OES) for Category 1 spills over 1,000 gallons only;
- To contain the sewage discharge, as much as possible, with every effort being made to prevent the discharge of sewage into surface waters; and
- To recover, to the maximum extent practicable, any discharge that reaches the MS4, drainage channels, and surface waters.

1. Safety:

Whenever an emergency situation occurs that requires immediate action, the most critical aspect of resolving an incident of this nature is to safely and competently perform the actions necessary to return service as soon as possible and to keep health and environmental impacts to a minimum.

The most important item to remember during this type of incident is that safe operations always take precedent over expediency or short-cuts.

Depending on the nature or cause of the overflow/spill, when removing mainline blockages with combination vehicles (combo truck) or repairing a damaged section of pipeline, all essential safety procedures are to be followed so that the response does not cause the situation to escalate.

Responses may require City staff to implement the following types of safety procedures:

- Confined space entry procedures;
- Traffic control procedures at site;
- Trench and shoring procedures;
- Equipment and/or vehicle operation; and
- Use of personnel protective equipment.

Communication is critical when responding to an overflow/spill. Communication is maintained via two-way radio or cell phone. As the situation may warrant, staff may need to call for additional personnel, notify a supervisor of the situation, and/or report the overflow/spill to the proper authorities.

2. Standby:

- A. Standby duty is defined as that period of time assigned by the City, in addition to an employee's normal workweek, during which time the maintenance staff person must be available, by City provided cell phone and 800 MHz radio, to respond to sanitary sewer emergencies or alarms.
- B. All persons designated for standby duty must be properly trained and capable of following the practices and procedures contained in this SSOERP.
- C. When the standby duty person receives notification of a possible sanitary sewer overflow/spill, he or she will take immediate action and gather as much information as possible to determine the staffing and equipment needed for the response. This section will provide step-by-step procedures and explain the actions to be taken in response to an overflow/spill. The procedure will be based upon the type of overflow/spill, including mainline blockage and private line/lateral failure. Refer to the San Diego Regional Water Quality Control Board's General Guidelines for Sewage Collection Overflows.

3. The following outlines the City of El Cajon's response plan:

A. First Responders Duties:

1. Traffic and Crowd Control
 - a. When responding to an overflow/spill location, first responders will need to assess the extent of area affected and determine the type of traffic or crowd control needed to secure the area from public contact. Below are methods to be used, as warranted:
 - b. Set up traffic cones, barricades or warning tape to detour vehicle and pedestrian traffic safely around the area;
 - c. Use a Class 3 ANSI safety vest when working at night; and

Use of proper traffic control patterns and advance warning signs, as outlined by the San Diego Regional Standard Design handbook, when working in the roadway.

B. Mainline Blockage

1. Contact the person reporting the overflow/spill and obtain information on the location to determine if the spill is within the City's service area. If the spill is not within the City's jurisdiction, provide contact information for the caller to contact the appropriate party.
2. Upon arrival at the overflow/spill location, make a determination as to the source of the overflow/spill. Document the overflow by completing the Sanitary Sewer Overflow (SSO) Field Report. If the spill is private, a Private Lateral Sewer Discharge (PLSD) Field Report must be completed. Additionally, photographs of the overflow/spill must be taken. Safety and containment procedures shall always take precedence, but when the area is secured and the spill has been contained, include the following photographs:
 - a. Each of the appearance points (manholes, cleanouts, etc.) where the overflow occurred.
 - i. If the overflow is occurring, a short video would be useful to estimate the flow of the overflow/spill.
 - b. The overall area of the appearance point and landmarks. Photograph the closest address location or landmark available. The photograph shall include the appearance point, if possible.
 - c. All areas affected by the overflow.
 - d. The final destination of the overflow. If inside a storm drain pipe, photograph the closest downstream access point that the spill did not reach.
 - e. Any other pertinent photographs that will help to estimate the volume of the overflow/spill and the size of the affected area.
 - f. Containment and clean-up activities.
 - g. Affected areas after overflow/spill clean-up is completed.
3. Secure the area by placing cones and/or barricades around the affected area.
4. Assess the area and the extent of the discharge. Determine if there is a need for additional support from City maintenance personnel. Refer to Employee Call-Out List for contact information.
5. Notify supervisor of the location and condition of the discharge.
6. Identify any potential witnesses to the incident that can provide any details concerning the spill. Refer contact information to the Supervisor for follow-up interview(s).

7. All reasonable methods to contain the overflow/spill shall be used, as soon as possible, to prevent the overflow/spill from expanding. Examples of reasonable containment methods are:
 - a. Building a dike/berm (Sandbags / Geo Logs / Absorbent)
 - b. Vacuuming with combo truck
 - c. Bypass Pumping (Highline)
8. Contain the spill or divert it by building a small berm to change direction of flow away from any storm drain system. If possible, retain the spill by letting it collect in a natural low area and recover sewage when time permits. Use any available means to safely prevent discharges from entering the storm drain system or flowing into waterways.
9. Inspect flow condition in structure/manholes up and downstream from the overflowing structure/manhole to determine the location of the blockage.
10. Use hydraulic (combination machine) or mechanical (rodding machine) equipment to relieve the blockage as soon as possible.
11. Once the blockage has been removed or the problem is corrected and overflow has ceased, use the combo truck to vacuum up the spill debris. Call additional personnel, if needed, to recover the spill and begin the decontamination process.
12. Provide proper cleanup by removing any debris. Wash down and vacuum to cleanse the affected area to minimize health hazards and/or environmental impacts. Area shall be flushed and disinfected, as required. All wash water shall be captured and returned to the sewer system.
13. If property damage has occurred, photographs of the damaged area must be taken to document conditions at the spill site to assist Risk Management in settling potential claims. Do not volunteer information on liability. Only neutral comments shall be used by City staff indicating that the liability issue cannot be determined until all relevant information has been evaluated. Be polite and sympathetic to the property owner's concerns.
 - a. If the Overflow/Spill is inside a building:
 - i. Assist the owner of the building in calling a professional cleaning service for proper cleanup.
 - ii. Draw a diagram of area(s) affected by overflow. Note any water damage to private property and take photographs of damaged area(s).
 - b. If the Overflow/Spill is outside the building:
 - i. Photograph the spill to document estimates of overflow volumes.
 - ii. When possible, recover spill by vacuuming using combo truck.
 - iii. If area is inaccessible to combo truck or other equipment, remove debris by means of rake and shovel and disposed of properly.

- iv. Wash area down and use the combo truck to dewater area and collect debris.
- v. Make note of water volume used, recovered and returned to sewer.
- vi. Advise the property owner/occupant of procedure for filing a claim for damages with City Clerk's Office.
- vii. Make certain that the City's mainline is functioning properly before leaving the area.

C. Private Spills:

If it is determined that the overflow is originating from a private line or lateral:

1. The manholes of the City sewer main will be checked upstream and downstream of the private connection that is showing the overflow to confirm that the main is flowing freely to eliminate the possibility of the main as being responsible for the private back-up.
2. The owner or property manager will be notified that they are responsible for corrective actions.
3. If any overflow from the private line of lateral discharges onto public right-of-way, or onto surface waters, staff will carry out the provisions for containment, reporting, and cleanup as described in Numbers 1-8 in Section B, "Mainline Blockage Procedures", above.
4. Staff will provide the owner or property manager a copy of the City's policy concerning a private property owner's maintenance responsibility for private laterals. Additionally, they will advise the owner or property manager to have the lateral inspected, and if necessary, repaired by a plumbing contractor.
5. Staff will ensure the owner or property manager makes all reasonable attempt to recover any and all portions of the private overflow in private property and returns it to the sanitary sewer collection system. Moreover, staff will communicate to the owner or property manager information about cleanup procedures.
6. Private spill shall be reported in the same manner as public spills.

D. Duties of Supervisory Personnel:

1. Begin collecting facts to complete the SSO/PLSD Field Report. See Field Report form for a detailed outline of facts to consider and record (Appendix A).
2. Assess discharge rate and duration of discharge.
3. If a spill exceeding 1,000 gallons reached a storm drain, channel, or surface water and was not fully recovered, notify CAL-OES within two hours. See notification instructions following.
4. If the spill exceeded 50,000 gallons, contact DMAX (the City's contractor) to take water quality samples in Forester Creek. Information concerning sampling can be found in the Water Quality Monitoring section. The Regional Water Quality Control

- Board requires a technical report for all spills exceeding 50,000 gallons. Additionally, notify Mission Trails Regional Park and request signs to be posted along the San Diego River to warn visitors to avoid contact with the water.
5. Enter an on-line overflow report, whether private or public, in CIWQS. Timeline for submittal and certification will be based on the overflow category (refer to Reporting Procedures).
 6. Take of photos of discharge. Photos need to show the spill, the area affected and the area after the cleanup. Copies of these photos are to accompany the field report and be retained for records.
 7. Ensure expedient arrival of sewer cleaning equipment.
 8. Supervise containment methods used by the first responders.
 9. Document the following:
 - a. Actions taken during the spill;
 - b. Location(s) of spill;
 - c. Flow rate;
 - d. Time of flow;
 - e. When flow was stopped;
 - f. Type of containment;
 - g. Cause of discharge;
 - h. Time clean-up was completed;
 - i. Method used to clean area;
 - j. Agencies contacted, with names of personnel contacted.

E. Duties of Incident Investigator:

The Incident Investigator is a designated office person responsible for completing the investigation to determine the cause of a spill and to accurately record and report the facts if the incident to the California Integrated Water Quality System (CIWQS).

1. Ensure all pertinent information was completed in the SSO/PLSD Field Report and submit the report form to the engineering supervisor for approval.
2. Ensure draft report was submitted in CIWQS.
3. Certify all SSO draft reports submitted in CIWQS within 15 calendar days of SSO end date.
4. Maintain records all overflow reports. Information will be summarized into the SSMP annual report.
5. If the overflow is over 50,000 gallons, ensure a Technical Report is being prepared for the Regional Board. For more information concerning reporting requirements contact the Regional Board.

6. In cases where the private spill has occurred, the investigator shall send a Notice-of-Violation to the offending party and require a system video inspection and repairs if needed.

F. Storm Drain System:

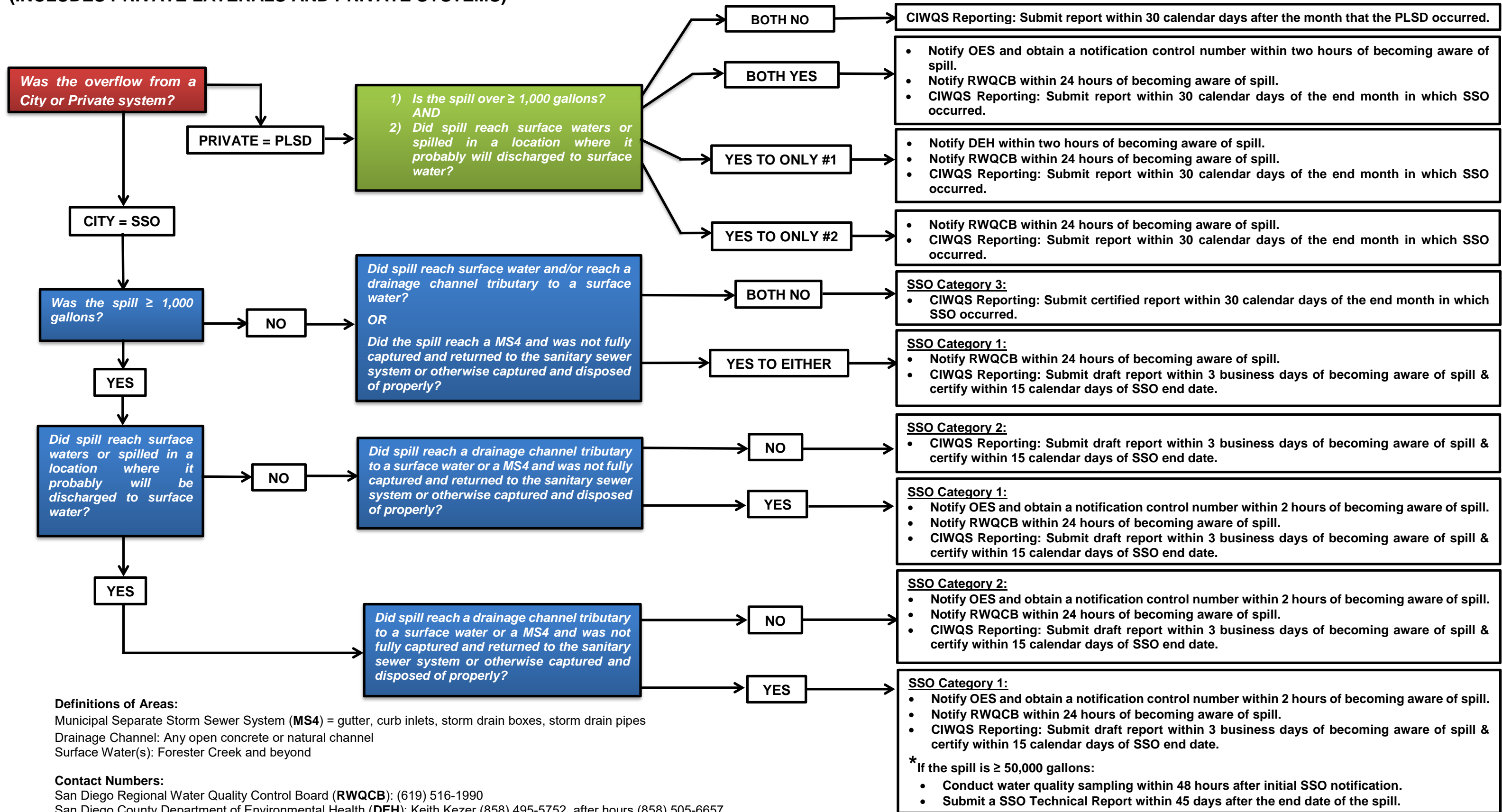
1. Every effort must be made to keep an SSO and PLSD out of the storm drain system. The storm drain system includes gutters, curb inlets, catch basins, drainage ditches, flood control channels, waterways, or any other conveyance utilized for storm water drainage.
2. Earthen berms or sand bags/absorbent can be utilized to divert and contain the sewage flow, and prevent sewage from entering the storm drain system.
3. Even if sewage has already entered the storm drain system, the above methods should be utilized to prevent additional sewage from continuing to enter the storm drain system.
4. The following steps shall be taken if the SSO has entered the storm drain system:
 - a. Take steps to prevent additional sewage from entering the storm drain.
 - b. Consult the Storm Drain/Sewer Utility Map Book located in the response vehicle.
 - c. Determine the direction of the flow and where the closest location is where the storm drain system can be inspected to determine the extent of sewage contamination within the storm drain system.
 - d. Cleanup of the storm drain system is to begin as soon as equipment and personnel are available. Disinfectants should not be utilized unless under the direction of a regulatory agency representative. They will determine the type, amount and dilution of the disinfectant. City crews will work in conjunction with contractor responding to the SSO to cleanup and remove the sewage from the storm drain system.
 - e. To the extent that access permits, a vacuum truck should be utilized to remove the sewage from the storm drain and return the sewage to the sanitary collection system. If this is not possible, crews should use whatever means available to clean up the storm drain, thus preventing the SSO from reaching the waters of the United States.
 - f. If additional equipment is needed, contact the following for **Emergency Equipment Rental and Collaborative Spill Response:**
 - i. Sunbelt Rentals: Office (619) 562-3841; Mike Sanchez (after hours) (619) 592-2872.
 - ii. City of San Diego Wastewater Collection Standby: (619) 527-7663.
 - iii. United Rentals – (619) 390-6800.
 - iv. La Mesa Duty Pager (619) 973-1867.
 - v. Padre Dam - (619) 448-3111. John Dedonato (619) 454-9370.

Reporting Procedures:

ELEMENT	REQUIREMENT	METHOD
NOTIFICATION (see section B of MRP)	<ul style="list-style-type: none"> Within two hours of becoming aware of any Category 1 SSO greater than or equal to 1,000 gallons discharged to surface water or spilled in a location where it probably will be discharged to surface water, notify the California Office of Emergency Services (Cal OES) and obtain a notification control number. 	Call Cal OES at: (800) 852-7550
REPORTING (see section C of MRP)	<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 three 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 the SSO 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. 	Enter data into the CIWQS Online SSO Database (http://ciwqs.waterboards.ca.gov/), certified by enrollee's Legally Responsible Official(s).
WATER QUALITY MONITORING (see section D of MRP)	<ul style="list-style-type: none"> Conduct water quality sampling within 48 hours after initial SSO notification for Category 1 SSOs in which 50,000 gallons or greater are spilled to surface waters. 	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.
RECORD KEEPING (see section E of MRP)	<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. 	Self-maintained records shall be available during inspections or upon request.

The following illustrates the SSO reporting procedures.

SANITARY SEWER OVERFLOW REPORTING FLOW CHART (INCLUDES PRIVATE LATERALS AND PRIVATE SYSTEMS)



Definitions of Areas:

Municipal Separate Storm Sewer System (**MS4**) = gutter, curb inlets, storm drain boxes, storm drain pipes
 Drainage Channel: Any open concrete or natural channel
 Surface Water(s): Forester Creek and beyond

Contact Numbers:

San Diego Regional Water Quality Control Board (**RWQCB**): (619) 516-1990
 San Diego County Department of Environmental Health (**DEH**): Keith Kezer (858) 495-5752, after hours (858) 505-6657
 California Office of Emergency Services (**OES**): (800) 852-7550
 Mission Trails Regional Park: Ryan Robertson (619) 668-3276, cell (619) 980-8938, or Dave Lee (619) 668-3278, after hours (619) 527-7500

Additional Acronyms

SSO: Sanitary Sewer Overflow
PLSD: Private Lateral Sewage Discharge
CIWQS: California Integrated Water Quality System (Online Reporting)

Notification to the City of El Cajon Storm Water Department for all private discharges is required. Contact Chad Lou at (619) 402-0787. Please leave a message if after hours or on weekends.

The following table is a summary of how SSOs are to be reported:

SSO Reporting Summary	
Type of SSO	Type of Report
PLSD SSO totally contained (Category 2).	File report with CIWQS within 30 days.
PLSD SSO that is not contained and flows to public property and/or enters the storm drain system and is not totally recovered. If exceeds 1,000 gallons, (Category 1); If less than 1,000 gallons, (Category 2).	Reports are contingent upon the City becoming aware of the problem. Initial telephone report to OES within two hours if spill exceeds 1,000 gallons. For spill less than 1,000 gallon, draft written report to CIWQS within three days, certified report within 15 days.
Public property within the City's collection system, totally contained, does not enter the storm drain system. If greater than 1,000 gallons (Cat 2), If less than 1,000 gallons (Cat 3).	Draft written report to CIWQS within three days, and certified report within 15 days.
Public property within the City's collection system, is not totally contained, and/or enters the storm drain system exceeding 1,000 gallons.	Initial telephone report to Cal OES within two hours. Draft written report to CIWQS within three days and certified report within 15 days.
Public property within the City limits is not totally contained, and/or enters the storm drain system less than 1,000 gallons (Cat 1).	Draft written report to CIWQS within three days and certified report within 15 days.
No SSOs occurred nor does the City have any knowledge of SSOs occurring.	Monthly No-Spill Report to CIWQS

Reporting Contacts:

1. **California Regional Water Quality Control Board Region 9** (619) 516-1990
2375 Northside Dr. Fax (619) 516-1994
San Diego, CA 92108
Attention: Keith Yaeger (contact person) (619) 521-5899
After Hours (858) 822-8344

2. **San Diego County Department of Environmental Health**
Land and Water Quality Division
5201 Ruffin Road, Suite C
San Diego, CA 92123
Attention: Keith Keser (858) 495-5752
After Hours/Weekends/Holidays (858) 505-6657
Fax (858) 514-6583
or Neil Searing (858) 505-6640

3. **California Office of Emergency Services (CAL-OES)** (800) 852-7550
Cal-EMA Fire & Rescue Division (916) 845-8911
3650 Shriver Avenue Fax (916) 845-8734
Mather, CA 95633
(NOTE: Make sure you write down the case number they give you.)

4. Call for **Downstream Sampling** with spills 50,000 gallons or greater and not recovered and returned to sewer:

D-Max Engineering, Inc.

7220 Trade Street, Suite 119, San Diego, California 92121
Monday through Friday from 8 am-5 pm at (858) 586-6600.

1. **Brianna Martin** (first responder)
Personal Cell: (805) 550-5836
Alternate Personal Cell: (619) 857-7985

2. **John Quenzer** (second responder)
Work cell: (858) 877-0075
Personal cell: (760) 419-8573

3. **Arsalan Dadkhah** (third responder)
Personal cell: (619) 742-1658

Also contact **Mission Trails Regional Park** and request sign posting along river.
Ryan Robertson (619) 668-3276 / Cell (619) 980-8938; or
Dave Lee (619) 668-9278; After hours (619) 527-7500.

SSO Flow Estimation:

Accurate flow estimation is essential to determine the impact of an SSO. Additionally, accurate flow estimation is important to determine the extent of the cleanup and its effectiveness.

Flow estimation is basically the flow rate times the amount of time the flow has occurred. Figure I (low flow rates) and Figure II (higher flow rates) have been included to assist in the estimation of flow rates to determine the flow volume of an SSO. Figure I is a chart that assists in determining the estimated flow from the vent and pick holes in manhole covers. To use the chart, determine the diameter of the vent or pick hole(s) and the height of the water column coming out of the hole(s). For any given size hole and water column the chart will provide the flow rates in cubic foot seconds (CFS), gallons per minute (GPM) or gallons per hour (GPH). The flow rate times the number of holes generating flow times the elapsed time of the SSO will determine the estimated volume of the SSO.

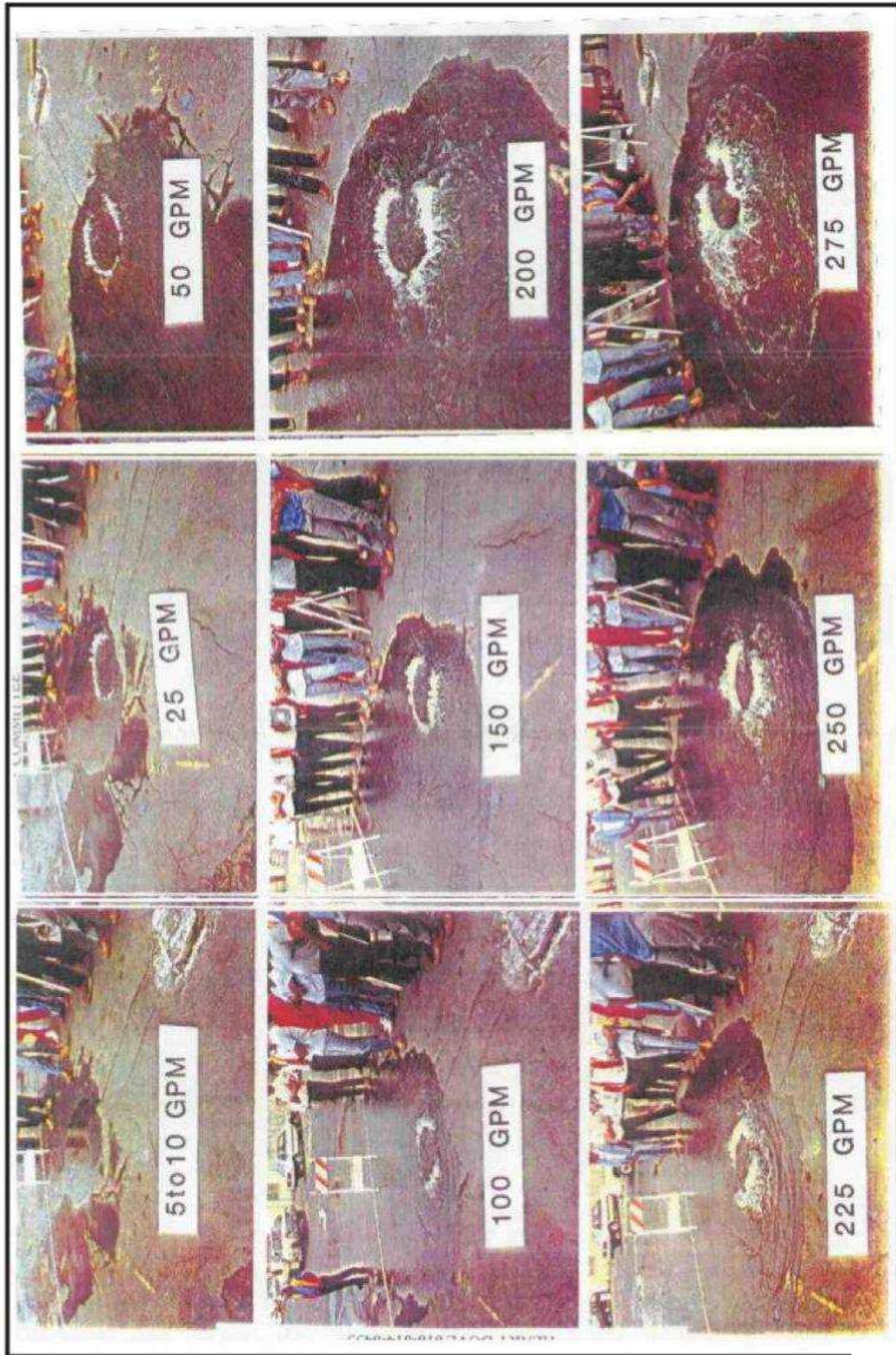
Figure II is a series of illustrations depicting what an overflowing manhole looks like at various flow rates. Figure II can be used to give an approximate determination of the flow rate for manholes that are overflowing at a rate substantially higher than through only the vent and pick holes. To use Figure II pick the illustration that most closely matches the actual overflow. Use that GPM rate times the elapsed time the manhole has been overflowing to determine the estimated SSO volume. Additionally, utilize the resources of the contractor who is assisting with the SSO to determine the estimated flow volume and amount of sewage recovered.

The “Eye-ball Method” is used for spills that are not concentrated flow, but spread out over a wider area. City crews are trained on a yearly basis in how to employ this method of estimation.

Figure I

Hole Dia. inches	Water Ht inches	Q cfs	Q gpm	Q gph
Vent Hole				
0.50	1/16 th	0.0005	0.23	14
0.50	1/8 th	0.0007	0.33	20
0.50	1/4 th	0.0010	0.47	28
0.50	one half	0.0015	0.66	40
0.50	3/4 th	0.0018	0.81	49
0.50	1 inch	0.0021	0.94	56
Vent Hole				
0.75	1/16 th	0.0011	0.51	31
0.75	1/8 th	0.0016	0.72	43
0.75	1/4 th	0.0023	1.02	61
0.75	one half	0.0032	1.44	87
0.75	3/4 th	0.0039	1.77	106
0.75	1 inch	0.0045	2.04	122
Vent Hole				
1.00	1/16 th	0.0020	0.88	53
1.00	1/8 th	0.0028	1.25	75
1.00	1/4 th	0.0039	1.77	106
1.00	one half	0.0056	2.50	150
1.00	3/4 th	0.0068	3.06	184
1.00	1 inch	0.0079	3.54	212
Pick Hole semicircular area				
1.00	1/16 th	0.0010	0.44	27
1.00	1/8 th	0.0014	0.63	38
1.00	1/4 th	0.0020	0.89	53
1.00	one half	0.0028	1.25	75
1.00	3/4 th	0.0034	1.53	92
1.00	1 inch	0.0039	1.77	106
1.00	1-1/2inch	0.0048	2.17	130
1.00	2 inches	0.0056	2.51	150

Figure II



City of San Diego Wastewater Collection System Division
Overflow Rate Demonstration

Employee Call-Out List:

NAME	TITLE	TELEPHONE
ARANA, EDUARDO	SPWMW	
BALDWIN, KEVIN	PWMW II	
BITTERLING, MARTIN	OPS. MGR	
BOSLEY, DAVID	PW OPER.	
BOWSMAN, LOUIS "EDDIE"	PW OPER.	
BROWN, CHRIS	PW OPER.	
COPPER, WILLIAM	PW OPER.	
CORLETT, JOHN	PWMW II	
DAVIES, DENNIS	DEP. DIR.	
GARCIA, ESTEBAN	PW OPER.	
HALLIGAN, DANNY	PW OPER.	
JONES, AARON	PW SUP.	
JOSE ORNELAS	OPS. MGR	
KAUFFMAN, MIKE	PWMW II	
MALM, MICHAEL	PW CRW LDR	
MARTINEZ, MAXAMILIANO	PW OPER.	
MEDELES, ABRAHAM	PWMW	
MERLO, ALFREDO	PWMW II	
MILLER, DAVE	SPWMW	
MOTT, THOMAS	PWMW II	
O'BRIEN, JOE	SPWMW	
OSBORN, CLINT	PW CRW LDR	
POPE, ADAM	PW CRW LDR	
PORFIRIO, JORGE	PWMW II	
PRUDEN, BRENDA	PWMW II	
RAINERI, STEVEN	PWMW II	

NAME	TITLE	TELEPHONE
ROBBINS, ZACHERY	PWMW	
SCHNEIDER, BRIAN	PW CRW LDR	
SPETHMAN, DAVE	PW CRW LDR	
TAYLOR, GARY	PW OPER.	
WILSON, ED	PW OPER.	
WILSON, JOHN	PW OPER.	
YEAKEY, JOSEPH	PWMW II	

ACCESS and EMERGENCY ACTION PLAN
for
THE CITY OF EL CAJON at GKN AEROSPACE CHEM-TRONICS

INTRODUCTION:

The City of El Cajon Public Works Department (City) owns and maintains a thirty-six inch (36") wastewater pipeline (Pipeline) that lies within in a ten-foot (10') easement and a sixty-foot (60') access easement coincident and contiguous with the eastside of GKN Aerospace Chem-tronics (GKN) leasehold. The GKN campus is a secure facility and all non-GKN personnel must also follow strict security and safety procedures as outlined in this document.

The Pipeline conveys ninety percent (90%) of the City's wastewater flowing on an average day with ten million gallons (10,000,000 GAL) of wastewater per day and a peak wet weather flow of twenty-five million (25,000,000) gallons per day. In the event of a flow blockage or pipeline failure, the resulting sewer spill or overflow would present significant risks to private property and the environment. It is essential that the City secures unobstructed access and routinely maintain the pipeline. To facilitate routine maintenance and emergency access the City requires an unobstructed access route to the pipeline sufficient to allow large maintenance and construction vehicles to enter and exit while observing GKN's security and safety measures. This document sets forth those procedures to be followed by the City, the City's Contractors and/or GKN to facilitate secured access for City personnel or contractors, and vehicles for routine maintenance and in the event of an emergency response.

ACCESS ROUTE:

In all situations, whether routine or in the event of an emergency, the City shall enter GKN's campus at the Bert Acosta Security Station (Security Post #2, via Gate # RG7-1) via Bert Acosta St. (Chemtronics Way) and Billy Mitchell Drive as shown on Exhibit "A" following security and safety protocols as outlined below. Exhibit "A" illustrates the access route to be used inside the GKN campus to access the pipeline and manholes. When accessing manhole 6565, maintenance equipment will need to back out to exit the campus. When accessing manholes 6564 and 6563, equipment will exit the campus at Security Post #1 (Gate #RG1-1) adjacent to Bradley Avenue.

SECURITY AND SAFETY MEASURES:Code Green

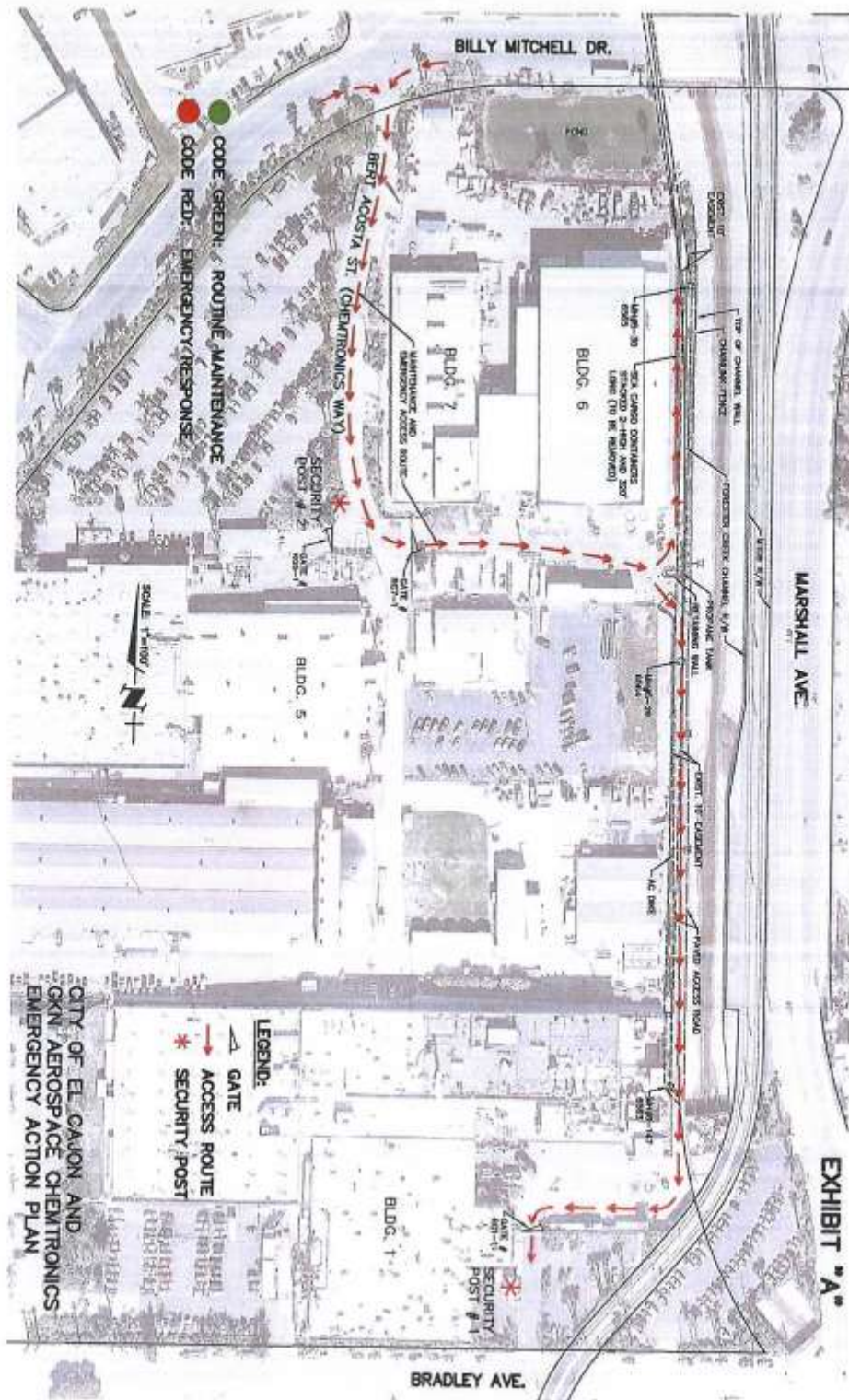
1. Code Green are security and notification measures that are followed for routine inspections and maintenance activities.
2. Notification shall be given at least twenty-four (24) hours in advance to GKN's primary contact, Facilities Manager Malcolm Krause at his e-mail account, Malcolm.Krause@usa.qknaerospace.com with a copy to Chemical Processing Maintenance Manager Robert Maraden (Robert.MaradenAusa.qknaerospace.com). If not acknowledged by the day of arrival, leave a message on Malcolm's mobile phone: (619) 254-1399. Information to be provided includes:
 - Indicate that you are following Code Green protocols;
 - Expected arrival time;
 - Full names of all City Personnel (All must be U.S. Citizens);
 - Equipment to be utilized; and
 - Estimated onsite time.
3. Safety Precautions:
 - All Personnel shall have personal protection devices that include:
 - Steel-toed boots; and
 - Safety Glasses.
 - Observe all traffic stop bars and blow vehicle horn when proceeding.
4. On day and time of arrival, City personnel shall check in at Security Post #2 and enter via Gate RG7-1, Bert Acosta St. (Chemtronics Way). Personnel must:
 - Present photo I.D., sign-in, and receive Visitor Pass; and
 - Receive and display Visitor Pass on outer garments of upper body.
5. When work is complete, exit the facility at either Gate "RG7-1", or Gate "RG1-1", and return all Visitor Passes to the Security Officer at either Security Post.

Code Red

1. Code Red are security measures that are followed for emergency response. All Emergency response activities are performed in accordance with the procedures previously listed in this City's Sewer Overflow Emergency Response Plan (Plan), dated March 14, 2014, included as Exhibit "B", or any replacement Plan of later date.

2. If at any time GKN personnel observe flow from any manhole, private plumbing fixtures, building sewer laterals, or observe evidence of any wet or damp areas around a manhole, they shall contact the City's emergency contact number at one or all of the following phone numbers. All numbers are staffed 24 hours a day, seven days a week:
 - Martin Lang, Operations Manager (619) 921-2913;
 - Duty Person, (619) 887-1025; or
 - If unable to contact either of the above, call the El Cajon Police Dispatch at (619) 529-3311.
3. Any evidence of an exterior leaky sewer manhole, building sewer or plumbing fixture is a precursor to potentially a more dangerous condition and needs to be treated as an emergency. This does not include back-ups interior to a building.
4. If First Responders or City Personnel are responding to any notification of a sewer spill from the GKN campus they will proceed to Security Post #2 at Gate "RG7-1".
5. First Responders will announce to the Security Officer that they are responding to an emergency under Code Red protocols and require immediate access. If the on duty Security Officer is unavailable first responders will use the "landline" phone, or "house" phone (handset on the outside wall of the Security Post by dialing #5555. State that you are responding to a potential sewer overflow emergency situation under Code Red and request emergency access at Gate #RG7-1 whereby the gate will be opened remotely. Note: If the house phone is not operating or unavailable for whatever reason, Security Post #1 may be reached by dialing (619) 258-5064 from any outside or cell phone.
6. GKN Security Personnel will immediately notify the GKN Emergency Response Team (ERT) to assist as needed.

EXHIBIT "A"



Water Quality Monitoring:

Spills that reach a drainage channel and/or creek, river, bay, or other water body may be subject to additional water-quality monitoring requirements. The types and frequency of the testing to be performed is generally based on the estimated volume of the SSO and the affected or potentially affected body of water. Water quality sampling must be conducted **within 48 hours** after the City is made aware of a Category 1 SSO in which 50,000 gallons or greater are spilled to surface waters (i.e., receiving water bodies).

D-MAX Engineering, Inc.'s sampling staff are available on-call to respond to spills when requested by the City, in accordance with the procedures on the response flowchart and reporting form. For SSOs that reach surface waters, monitoring and testing activities will include the following steps:

1. Trained staff will gather representative samples upstream and downstream of any location where an SSO reached a receiving water body, as well as at the location where the SSO entered the receiving water body. Sampling will consider spill travel time in the receiving water body and areas where monitoring may not be possible.
2. Trained staff will collect all samples using proper sampling procedures. This includes documentation of maintenance and calibration of monitoring instruments and devices, as necessary, to ensure their continued accuracy.
3. An accredited or certified laboratory will analyze the samples for selected constituents, which may include:
 - Ammonia;
 - Bacterial Indicators (Total and Fecal Coliform, *Enterococcus*, and E. Coli);
 - Biochemical Oxygen Demand (BOD);
 - Dissolved Oxygen (DO); and
 - Total Suspended Solids (TSS)

It should be noted that, **within 48 hours** of becoming aware of the Category 1 SSO in which 50,000 gallons or greater are spilled to surface waters, water quality sampling must, at a minimum, include ammonia and the appropriate bacterial indicator(s) per the Basin Plan water-quality objective or the San Diego Regional Water Quality Control Board (RWQCB) direction which may include total and fecal coliform, *Enterococcus*, and E. Coli.

4. Log the sample location, time, and water temperature on the chain of custody form submitted to the laboratory.
5. Conduct additional sampling requirements as imposed by the San Diego County Department of Environmental Health (SDCDEH) and/or the RWQCB.

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. Water sampling results may be sent to the SDCDEH and the RWQCB as well as to other regulatory agencies, as directed.

Training and Review:

This SSOERP must be reviewed at least annually for its effectiveness in responding to sewer overflows. Any supporting documentation is likewise to be reviewed to ensure all documentation is current, correct and applicable to this plan. More frequent reviews may be necessary if, after an overflow, it is determined that the procedures enclosed are inadequate. This plan is to be modified, as needed, to always allow for an appropriate response to any sanitary sewer overflow within the City's collection system. Modifications of this plan shall be distributed to all required City personnel within 30 days of the modifications being finalized. Modifications shall be forwarded to the RWQCB upon completion or at their request.

This plan shall be made available to any member of the public upon written request to the City of El Cajon.

All City employees involved in the management, administration, supervision, maintenance, operation, or response to a sanitary sewer overflow, including those performing after-hours stand-by duties, shall be trained in, and become familiar with, the procedures contained in the SSOERP when this plan is initialized and shall receive further training at least annually. More frequent training may be required. All training, including the names of those receiving training, is to be documented.



Appendix D

Capital Improvement Projects

Table 4-2: List of Ranked Capacity-Related Capital Improvement Projects

2014 Project ID	2008 MP Project ID	Location	US MH	DS MH	Project Type	Length (ft)	Existing Diameter (in)	Required Diameter (in)	Trigger Scenario	2014 Worst Condition	2020 Worst Condition	2035 Worst Condition	2050 Worst Condition	Freeboard at Trigger Scenario	Cost
1	7 (partial)	Arnele Ave between Jackman St and N. Marshall Ave	12-23	12-24	Upsize in place	100'	8"	10"	Existing WWF	0.1' of surcharge (WWF)	0.1' of surcharge (WWF)	0.1' of surcharge (WWF)	0.1' of surcharge (WWF)	1.2'	\$90,000
2	8	Blackthorne Ave between Hawthorne Ave and Murray Drive	9-35	9-74	Upsize in place	790'	8"	10"	Existing WWF	1.6' of surcharge (WWF)	1.6' of surcharge (WWF)	1.7' of surcharge (WWF)	1.7' of surcharge (WWF)	3.1'	\$529,000
3a	9 (partial)	El Cajon Blvd and Marshall Ave	9-89	9-90	Upsize in place	130'	8"	10"	Existing WWF	0.1' of surcharge (WWF)	0.3' of surcharge (WWF)	0.5' of surcharge (WWF)	0.5' of surcharge (WWF)	3.4'	\$633,000
3b		El Cajon Blvd and Marshall Ave	9-91	9-92	Upsize in place	68'	8"	10"	Existing WWF	0.1' of surcharge (WWF)	0.2' of surcharge (WWF)	0.3' of surcharge (WWF)	0.3' of surcharge (WWF)	6.7'	
3c		El Cajon Blvd and Marshall Ave	9-87	9-88	Upsize in place	430'	8"	10"	Existing WWF	1.4' of surcharge (WWF)	1.7' of surcharge (WWF)	2.3' of surcharge (WWF)	2.3' of surcharge (WWF)	7.8'	
4	16	N. Mollison between Greenfield and Broadway	18-40	19-113	Upsize in place	2,063'	10"	15"	Existing WWF	1.1' of surcharge (WWF)	1.1' of surcharge (WWF)	1.1' of surcharge (WWF)	3.1' of surcharge (WWF)	7.1'	\$1,471,000
5	2 (partial)	N. Johnson Ave between W. Madison Ave and Benedict Ave	13-39	13-52	Upsize in place	652'	12" & 15"	18"	Existing WWF	0.2' of surcharge (WWF)	0.3' of surcharge (WWF)	0.9' of surcharge (WWF)	1.3' of surcharge (WWF)	10.2'	\$459,000
6	--	E. Madison between Macon St and N. 3rd St	26-6	26-34	Upsize in place	683'	8"	10"	2020 WWF	d/D=0.8 (WWF)	0.4' of surcharge (WWF)	0.5' of surcharge (WWF)	0.7' of surcharge (WWF)	6.1'	\$444,000
7	--	E. Madison Ave between Verdin St and Terra Ln	31-28	31-29	Upsize in place	330'	8"	10"	2020 WWF	d/D=0.9 (WWF)	0.4' of surcharge (WWF)	0.5' of surcharge (WWF)	0.6' of surcharge (WWF)	8.1'	\$195,000
8	13 (partial)	Cambers Street and W. Madison Ave	13-162	13-167	Upsize in place	675'	10"	12"	2050 WWF	d/D=0.6 (WWF)	d/D=0.61 (WWF)	d/D=0.79 (WWF)	1.2' of surcharge (WWF)	7.2'	\$422,000
Total:															\$4,243,000

d/D: depth over diameter; WWF: Wet weather flow

Appendix A

CIP Projects



Project: City of El Cajon - Addendum to the 2008 Sewer System Master Plan

Date: June 12, 2015
Project No: 0185-002.00

Aspect: Collection System Costs - CIP Project 1

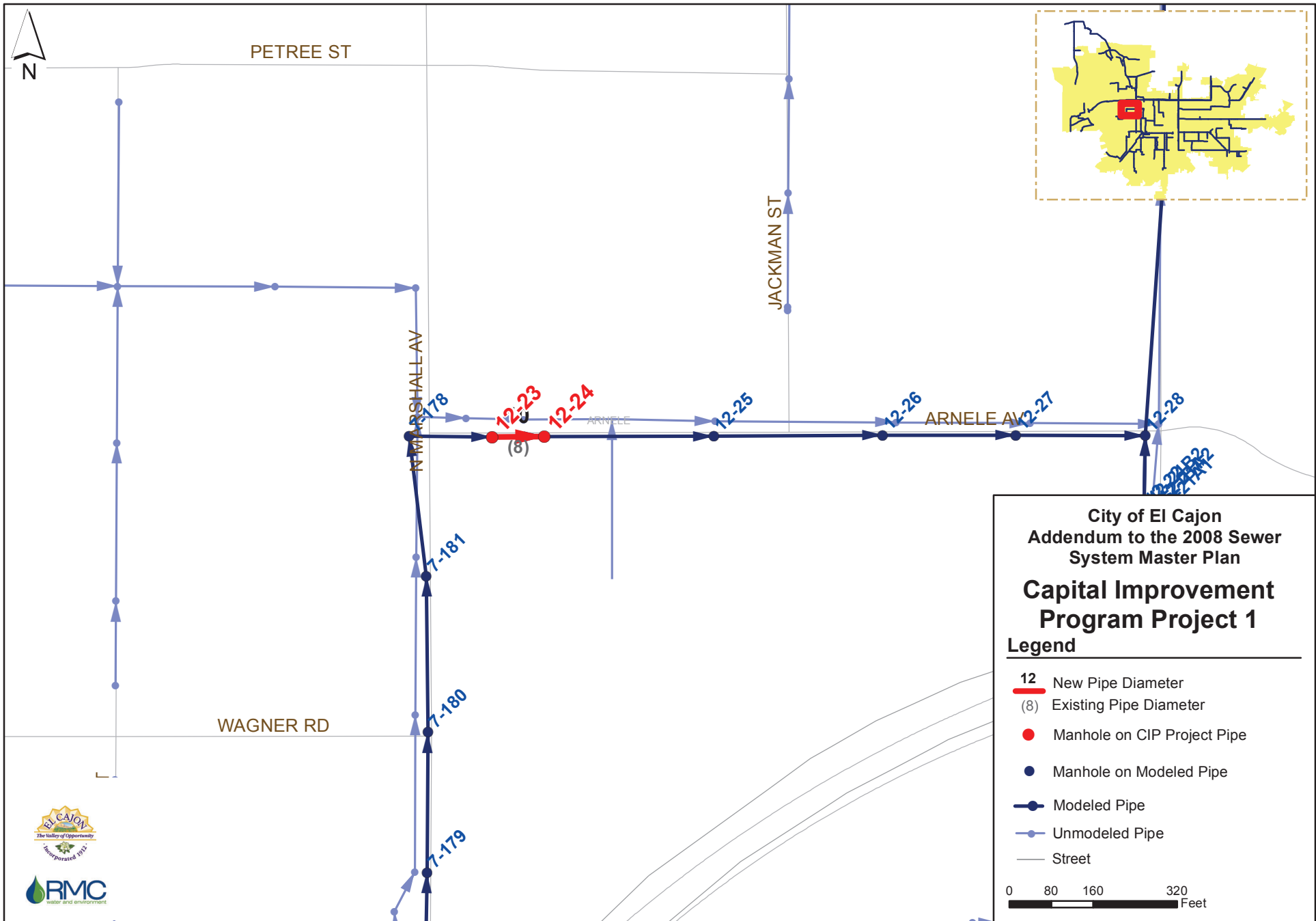
Prepared by: M. Propersi
Checked by: A. Hill

PROJECT DESCRIPTION	
PROJECT ID:	1
LOCATION:	The project is located on Arnele Avenue between Jackman Street and North Marshall Avenue.
BRIEF PROJECT DESCRIPTION:	The project consists of upsizing in place an 8-inch diameter to a 10-inch diameter pipeline for 100 linear feet.
PROJECT PRIORITY:	Existing WWF
ESTIMATED COST:	\$90,000
COMMENTS:	(i) Assumes existing alignment, open-cut, demolition of existing pipe. (ii) Project is a local sewer upsize.
ASSUMPTIONS:	(i) Assumes lateral service connections every 68-feet on pipe up through 12-inches diameter. (ii) See GENERAL UNIT COST CRITERIA sheet for more cost assumptions.
ALTERNATIVES:	-

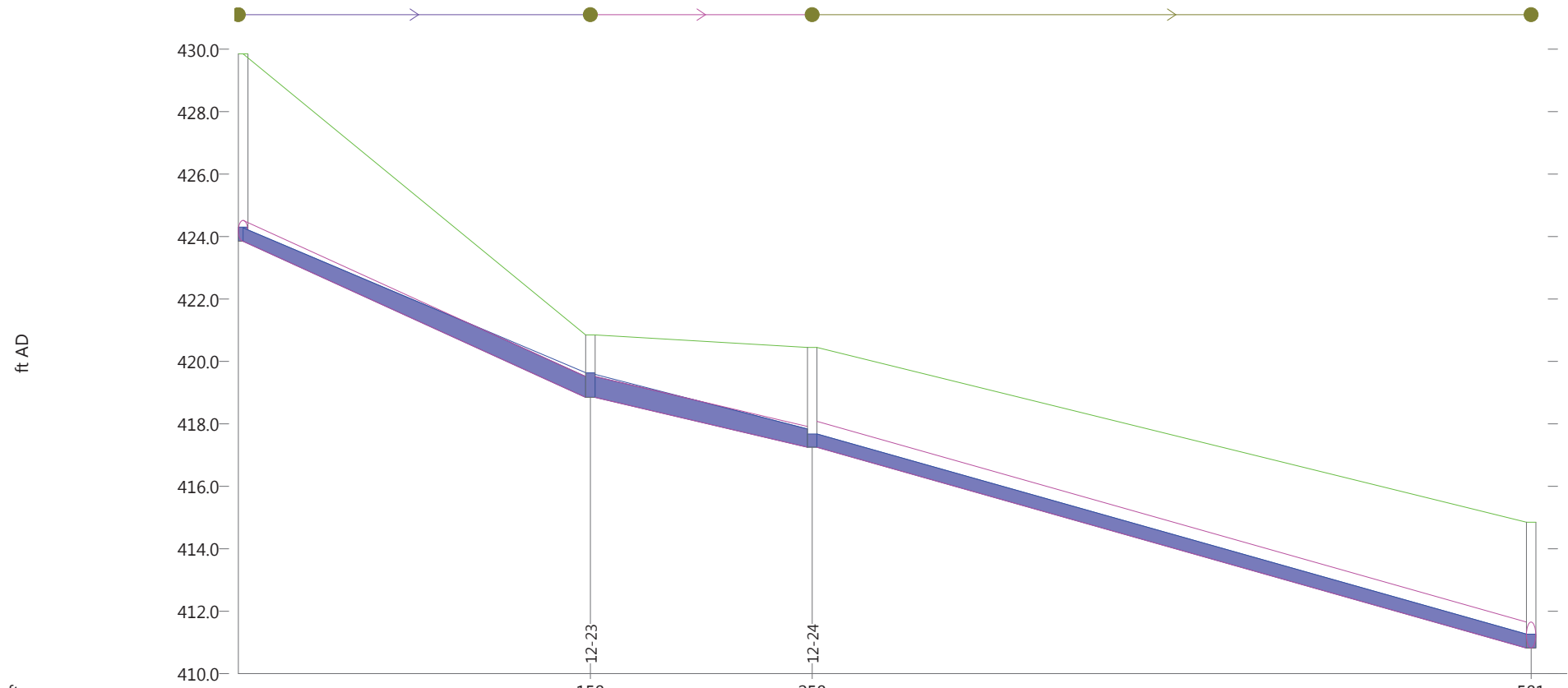
U/S MANHOLE	D/S MANHOLE	EXISTING DIAMETER (inches)	NEW DIAMETER (inches)	LENGTH (feet)	SLOPE (%)	PIPE DEPTH (feet)	MANHOLE UNIT COST (\$/ea)	PIPE UNIT COST (\$/lf)	TOTAL COST	Notes
MH 12-23	to MH 12-24	8	10	100	1.605	3	\$ 9,600	\$ 120	\$ 21,564	

<i>Misc.</i>										
Lateral Service Connections				2	EA			\$ 1,200	\$ 2,400	
Bypass Pumping				100	LF			\$ 42	\$ 4,237	
Demolition & Removal of Existing Pipe				100	LF			\$ 52	\$ 5,184	
Demolition & Removal of Existing Manhole				2	EA			\$ 5,000	\$ 10,000	
FACILITY RAW CONSTRUCTION COST ¹									\$ 44,000	
Mobilization, Demobilization, Bonding, Insurance, Permits, NPDES permit compliance, Site security (10%)									\$ 4,400	
CONSTRUCTION COST SUB-TOTAL ¹									\$ 48,000	
Pre-Design Construction Contingency (50%)									\$ 24,000	
CONSTRUCTION COST TOTAL ¹									\$ 72,000	
Eng., Survey, Envi., Const. Mgmt., Engr. Services During Const., Legal, Administration, Financial (25%)									\$ 18,000	
TOTAL CAPITAL COST ¹									\$ 90,000	

Notes:
(1) All costs are rounded up to the nearest thousand.
(2) ENR CONSTRUCTION COST INDEX = 10995.27 (LOS ANGELES, MARCH 2015)

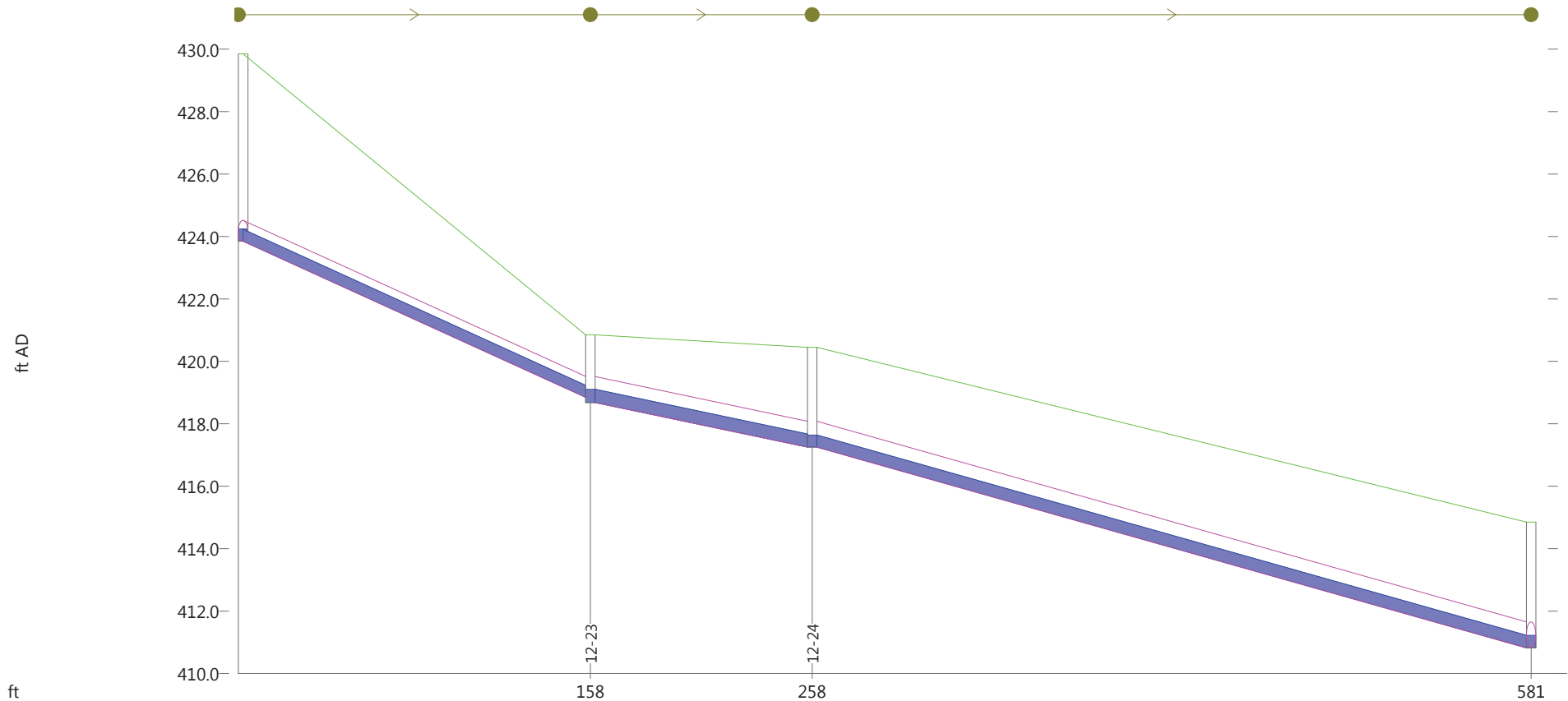


CIP Project 1 - Deficiency (Existing WWF)



ft	158	258	581	
Link	7-178.1	12-23.1	12-24.1	
length (ft)	158.1	99.7	322.9	
width (in)	8.0	8.0	10.0	
us inv (ft AD)	423.850	418.850	417.250	
ds inv (ft AD)	418.850	417.250	410.820	
grad (%)	3.162	1.605	1.991	
US Depth (ft)	0.430	0.735	0.427	
US Flow (MGD)	1.0116	1.0110	1.0114	
US Velocity (ft/s)	6.582	4.890	5.564	
r.pfc (MGD)	1.39	0.99	2.00	
Node	7-178	12-23	12-24	12-25
ground (ft AD)	429.850	420.850	420.450	414.850
Chamber Roof L	424.517	419.517	418.083	411.653
level (ft AD)	424.304	419.634	417.679	411.265

CIP Project 1 - Solution



ft		158	258	581
Link	7-178.1	12-23.1	12-24.1	
length (ft)	158.1	99.7	322.9	
width (in)	8.0	10.0	10.0	
us inv (ft AD)	423.850	418.680	417.250	
ds inv (ft AD)	418.850	417.250	410.820	
grad (%)	3.162	1.435	1.991	
US Depth (ft)	0.382	0.423	0.390	
US Flow (MGD)	0.8447	0.8450	0.8450	
US Velocity (ft/s)	6.309	4.697	5.214	
r.pfc (MGD)	1.39	1.70	2.00	
Node	7-178	12-23	12-24	12-25
ground (ft AD)	429.850	420.850	420.450	414.850
Chamber Roof L	424.517	419.517	418.083	411.653
level (ft AD)	424.244	419.104	417.641	411.223



Project: City of El Cajon - Addendum to the 2008 Sewer System Master Plan

Date: June 12, 2015
 Project No: 0185-002.00

Aspect: Collection System Costs - CIP Project 2

Prepared by: M. Propersi
 Checked by: A. Hill

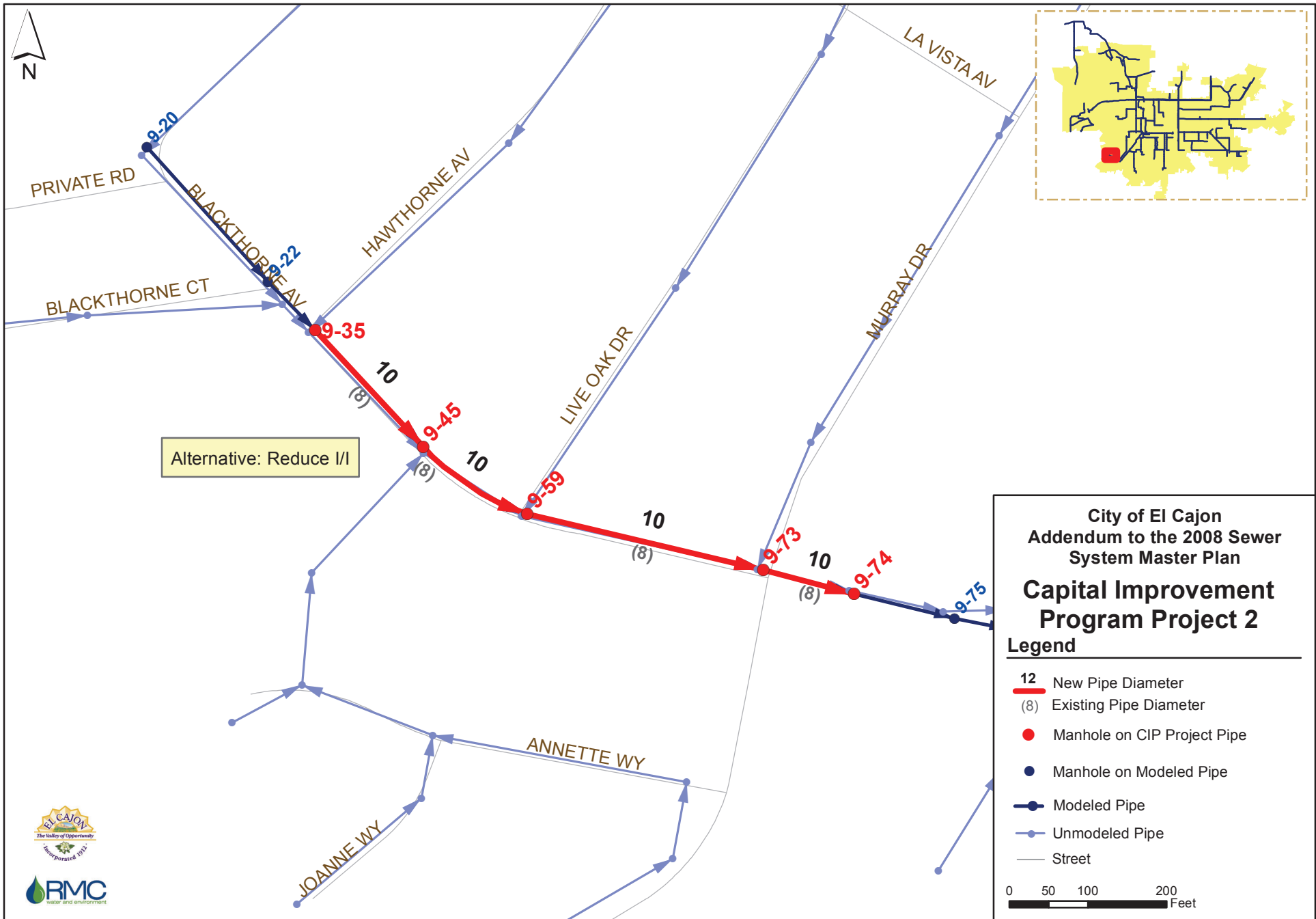
PROJECT DESCRIPTION	
PROJECT ID:	2
LOCATION:	The project is located along Blackthorne Avenue from Hawthorne Avenue to the easement just south of Murray Drive.
BRIEF PROJECT DESCRIPTION:	The project consists of upsizing in place an 8-inch diameter to a 10-inch diameter pipeline for 790 linear feet.
PROJECT PRIORITY:	Existing WWF
ESTIMATED COST:	\$529,000
COMMENTS:	(i) Assumes existing alignment, open-cut, demolition of existing pipe. (ii) Project is a local sewer upsze.
ASSUMPTIONS:	(i) Assumes lateral service connections every 68-feet on pipe up through 12-inches diameter. (ii) See GENERAL UNIT COST CRITERIA sheet for more cost assumptions.
ALTERNATIVES:	Reduction in I/I.

U/S MANHOLE	D/S MANHOLE	EXISTING DIAMETER (inches)	NEW DIAMETER (inches)	LENGTH (feet)	SLOPE (%)	PIPE DEPTH (feet)	MANHOLE UNIT COST (\$/ea)	PIPE UNIT COST (\$/lf)	TOTAL COST	Notes
MH 9-35	to MH 9-45	8	10	211	0.399	6	\$ 9,600	\$ 143	\$ 39,744	
MH 9-45	to MH 9-59	8	10	150	0.401	8	\$ 4,800	\$ 143	\$ 26,207	
MH 9-59	to MH 9-73	8	10	310	0.400	12	\$ 4,800	\$ 159	\$ 54,122	
MH 9-73	to MH 9-74	8	10	119	0.404	9	\$ 4,800	\$ 143	\$ 21,803	

Misc.										
Lateral Service Connections				12	EA			\$ 1,200	\$ 14,400	
Bypass Pumping				790	LF			\$ 42	\$ 33,555	
Demolition & Removal of Existing Pipe				790	LF			\$ 52	\$ 41,059	
Demolition & Removal of Existing Manhole				5	EA			\$ 5,000	\$ 25,000	

	FACILITY RAW CONSTRUCTION COST ¹	\$ 256,000
Mobilization, Demobilization, Bonding, Insurance, Permits, NPDES permit compliance, Site security (10%)		\$ 25,600
	CONSTRUCTION COST SUB-TOTAL ¹	\$ 282,000
Pre-Design Construction Contingency (50%)		\$ 141,000
	CONSTRUCTION COST TOTAL ¹	\$ 423,000
Eng., Survey, Envi., Const. Mgmt., Engr. Services During Const., Legal, Administration, Financial (25%)		\$ 105,750
	TOTAL CAPITAL COST ¹	\$ 529,000

Notes:
 (1) All costs are rounded up to the nearest thousand.
 (2) ENR CONSTRUCTION COST INDEX = 10995.27 (LOS ANGELES, MARCH 2015)



Alternative: Reduce I/I

City of El Cajon
Addendum to the 2008 Sewer
System Master Plan

Capital Improvement Program Project 2

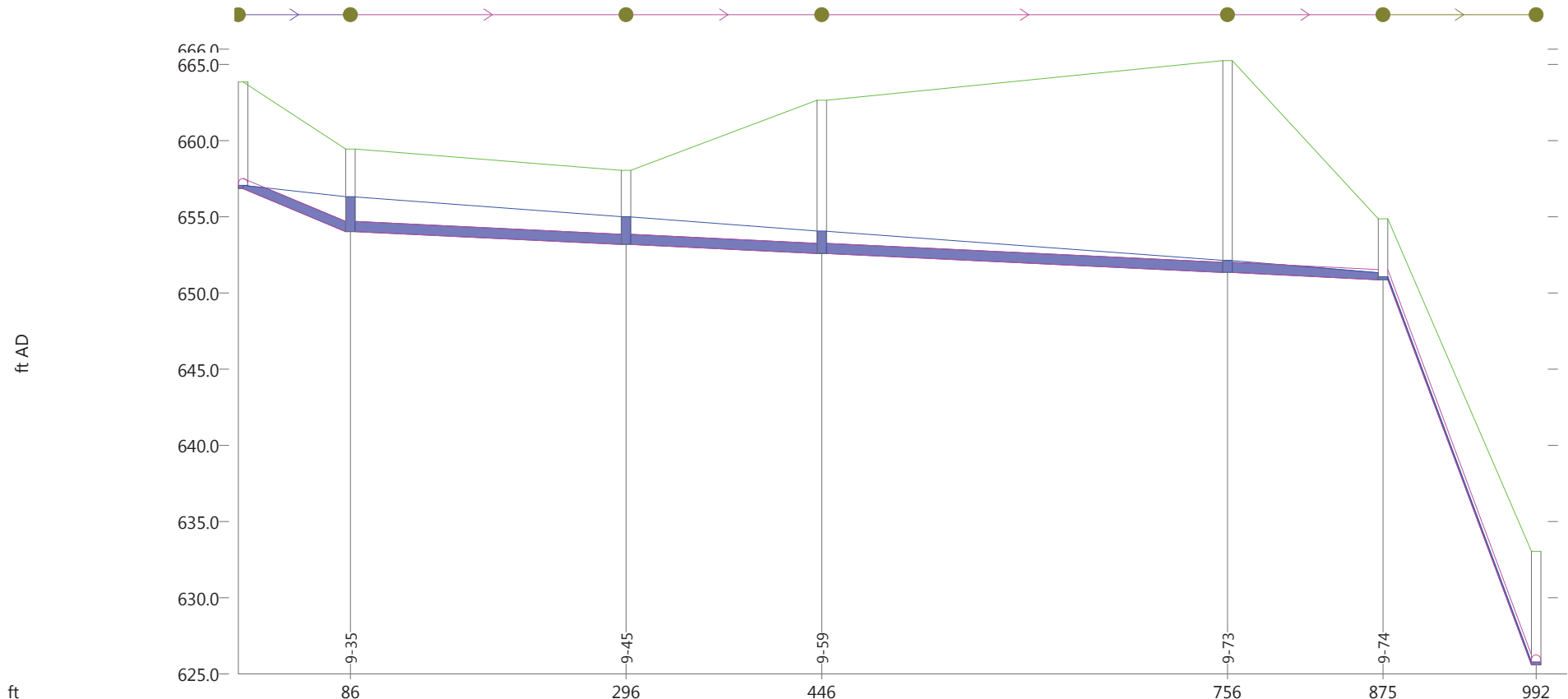
Legend

- 12 New Pipe Diameter
- (8) Existing Pipe Diameter
- Manhole on CIP Project Pipe
- Manhole on Modeled Pipe
- Modeled Pipe
- Unmodeled Pipe
- Street

0 50 100 200
 Feet

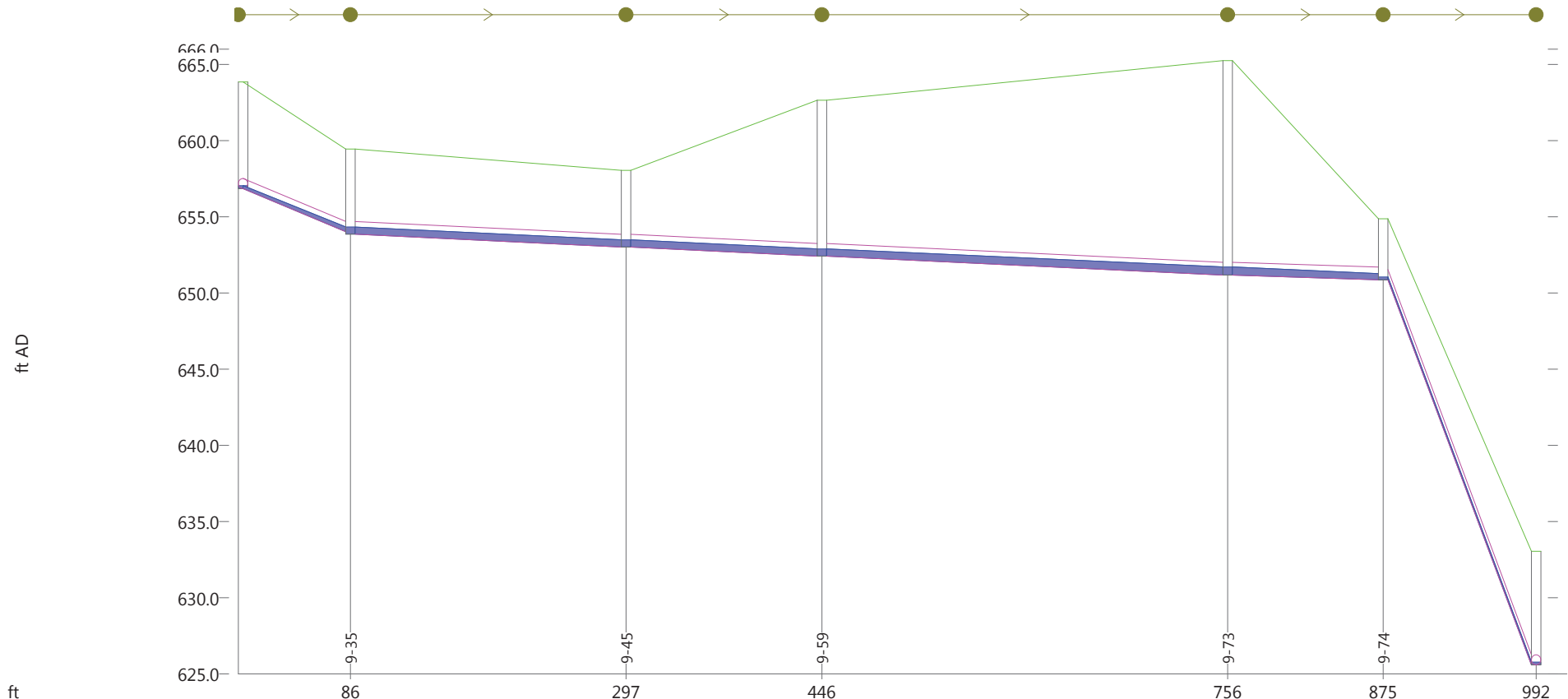


CIP Project 2 - Deficiency (Existing WWF)



ft	665.0	660.0	655.0	650.0	645.0	640.0	635.0	630.0	625.0
	86	296	446	756	875	992			
Link	9-22.1	9-35.1	9-45.1	9-59.1	9-73.1	9-74.1			
length (ft)	85.7	210.8	149.7	310.2	118.9	117.1			
width (in)	8.0	8.0	8.0	8.0	8.0	8.0			
us inv (ft AD)	656.850	654.030	653.190	652.590	651.350	650.870			
ds inv (ft AD)	654.030	653.190	652.590	651.350	650.870	625.590			
grad (%)	3.290	0.399	0.401	0.400	0.404	21.598			
US Depth (ft)	0.215	2.281	1.804	1.463	0.775	0.194			
US Flow (MGD)	0.2760	0.6086	0.6033	0.6027	0.6024	0.6027			
US Velocity (ft/s)	4.506	2.492	2.499	2.508	2.570	11.029			
r.pfc (MGD)	1.42	0.49	0.49	0.49	0.50	3.63			
Node	9-22	9-35	9-45	9-59	9-73	9-74	9-75		
ground (ft AD)	-	659.450	658.050	662.650	665.250	654.870	633.050		
Chamber Roof L	-	654.697	653.857	653.257	652.017	651.537	626.257		
level (ft AD)	-	656.325	655.008	654.068	652.143	651.066	625.789		

CIP Project 2 - Solution



ft		86		297		446		756		875		992
Link	9-22.1		9-35.1		9-45.1		9-59.1		9-73.1		9-74.1	
length (ft)	85.7		210.8		149.7		310.2		118.9		117.1	
width (in)	8.0		10.0		10.0		10.0		10.0		8.0	
us inv (ft AD)	656.850		653.860		653.020		652.420		651.180		650.870	
ds inv (ft AD)	654.030		653.020		652.420		651.180		650.870		625.590	
grad (%)	3.290		0.398		0.401		0.400		0.261		21.598	
US Depth (ft)	0.196		0.473		0.473		0.473		0.529		0.186	
US Flow (MGD)	0.2403		0.5363		0.5364		0.5364		0.5375		0.5373	
US Velocity (ft/s)	4.344		2.596		2.600		2.598		2.278		10.426	
r.pfc (MGD)	1.42		0.89		0.90		0.90		0.72		3.63	
Node	9-22	9-35		9-45		9-59		9-73		9-74		9-75
ground (ft AD)	-	659.450		658.050		662.650		665.250		654.870		633.050
Chamber Roof L	-	654.697		653.853		653.253		652.013		651.703		626.257
level (ft AD)	-	654.335		653.494		652.894		651.711		651.058		625.780



Project: City of El Cajon - Addendum to the 2008 Sewer System Master Plan

Date: June 12, 2015
Project No: 0185-002.00

Aspect: Collection System Costs - CIP Project 3

Prepared by: M. Propersi
Checked by: A. Hill

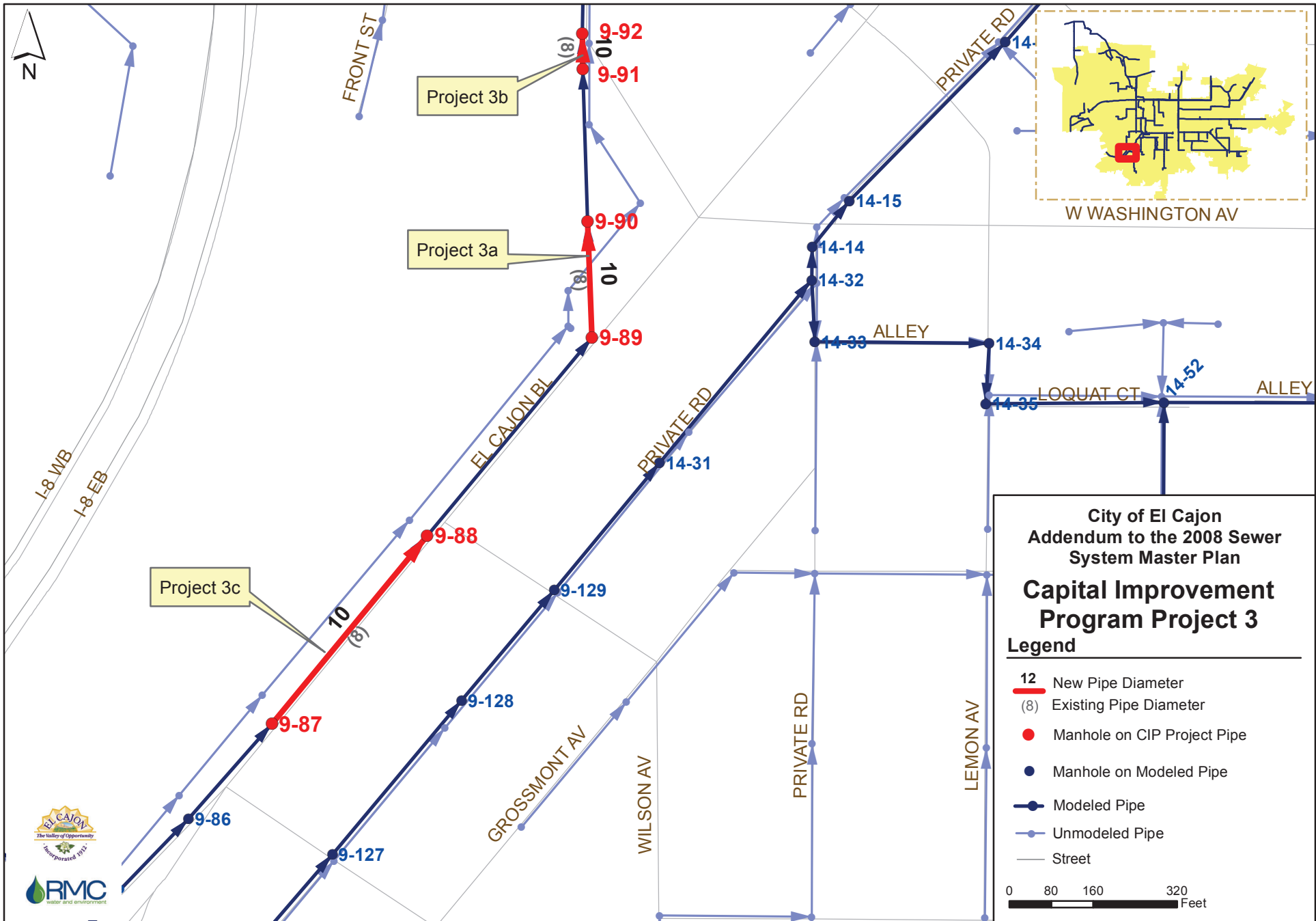
PROJECT DESCRIPTION	
PROJECT ID:	3
LOCATION:	The project is located along El Cajon Blvd and small portion of Marshall Avenue.
BRIEF PROJECT DESCRIPTION:	The project consists of upsizing in place a 8-inch diameter to a 10-inch diameter pipeline for 627 linear feet.
PROJECT PRIORITY:	Existing WWF
ESTIMATED COST:	\$633,000
COMMENTS:	(i) Assumes existing alignment, open-cut, demolition of existing pipe. (ii) Project is a local sewer upsize.
ASSUMPTIONS:	(i) Assumes lateral service connections every 68-feet on pipe up through 12-inches diameter. (ii) See GENERAL UNIT COST CRITERIA sheet for more cost assumptions.
ALTERNATIVES:	There is currently an improvement project, BMW development, which is planned and would fully address the deficiencies in Project 3a and 3b. However, the deficiency of Project 3c would still be triggered as a surcharge of 0.1 feet would occur under existing wet weather flows scenario.

U/S MANHOLE	D/S MANHOLE	EXISTING DIAMETER (inches)	NEW DIAMETER (inches)	LENGTH (feet)	SLOPE (%)	PIPE DEPTH (feet)	MANHOLE UNIT COST (\$/ea)	PIPE UNIT COST (\$/lf)	TOTAL COST	Notes
MH 9-87	to MH 9-88	8	10	429	0.83	7	\$ 4,800	\$ 143	\$ 66,147	
MH 9-88	to MH 9-89	8	8	525	3.297	4	\$ 4,800	\$ -	\$ 4,800	Only Manhole replaced.
MH 9-89	to MH 9-90	8	10	130	1.008	5	\$ 4,800	\$ 143	\$ 23,390	
MH 9-90	to MH 9-91	8	8	291	1.54	7	\$ 4,800	\$ -	\$ 4,800	Only Manhole replaced.
MH 9-91	to MH 9-92	8	10	68	0.887	7	\$ 4,800	\$ 143	\$ 14,524	

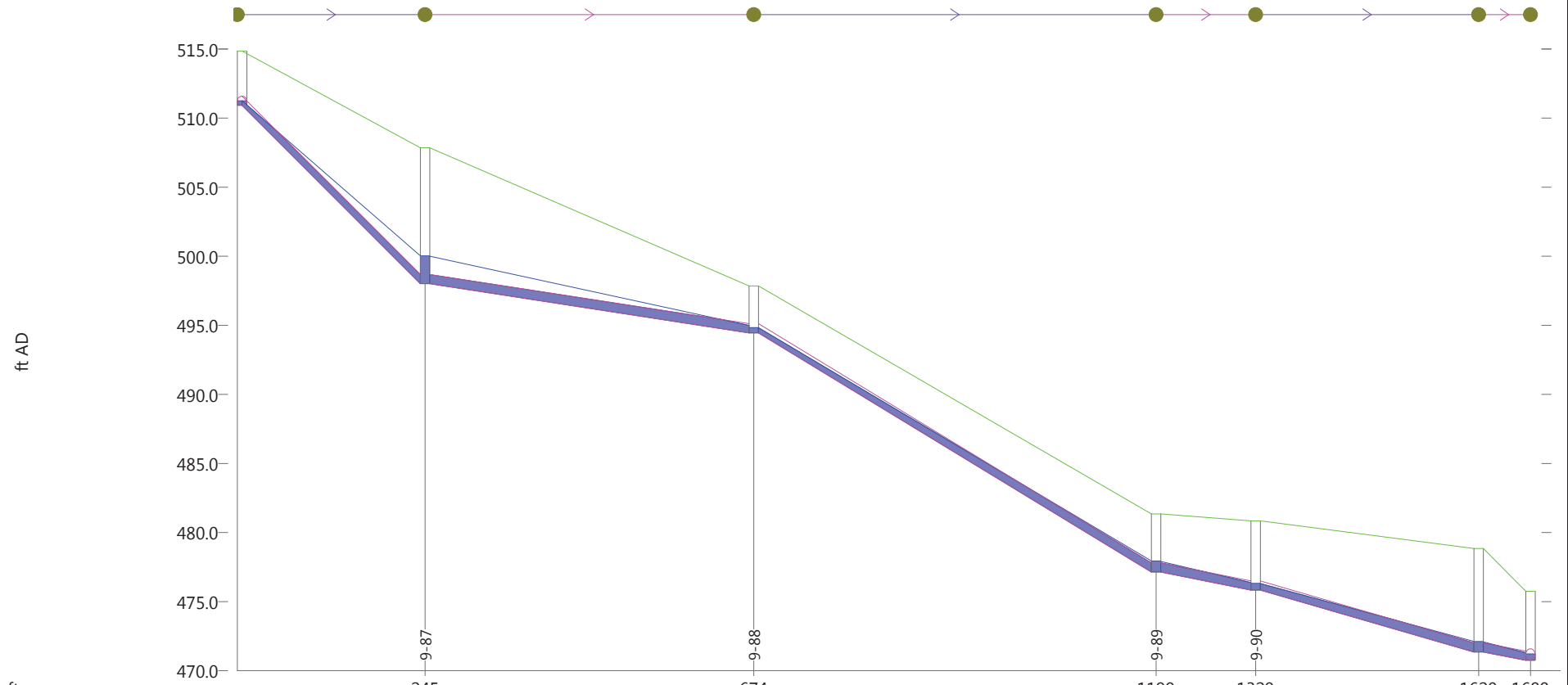
<i>Misc.</i>										
Lateral Service Connections				22	EA		\$	1,200	\$ 26,400	
Bypass Pumping				1,443	LF		\$	42	\$ 61,323	
Demolition & Removal of Existing Pipe				1,443	LF		\$	52	\$ 75,036	
Demolition & Removal of Existing Manhole				6	EA		\$	5,000	\$ 30,000	

	FACILITY RAW CONSTRUCTION COST ¹	\$ 307,000
Mobilization, Demobilization, Bonding, Insurance, Permits, NPDES permit compliance, Site security (10%)		\$ 30,700
	CONSTRUCTION COST SUB-TOTAL ¹	\$ 338,000
Pre-Design Construction Contingency (50%)		\$ 169,000
	CONSTRUCTION COST TOTAL ¹	\$ 507,000
Eng., Survey, Envi., Const. Mgmt., Engr. Services During Const., Legal, Administration, Financial (25%)		\$ 126,750
	TOTAL CAPITAL COST ¹	\$ 633,000

Notes:
(1) All costs are round ENR CONSTRUCTION COST INDEX = 10995.27 (LOS ANGELES, MARCH 2015)
(2) ENR CONSTRUCTION COST INDEX = 10995.27 (LOS ANGELES, MARCH 2015)

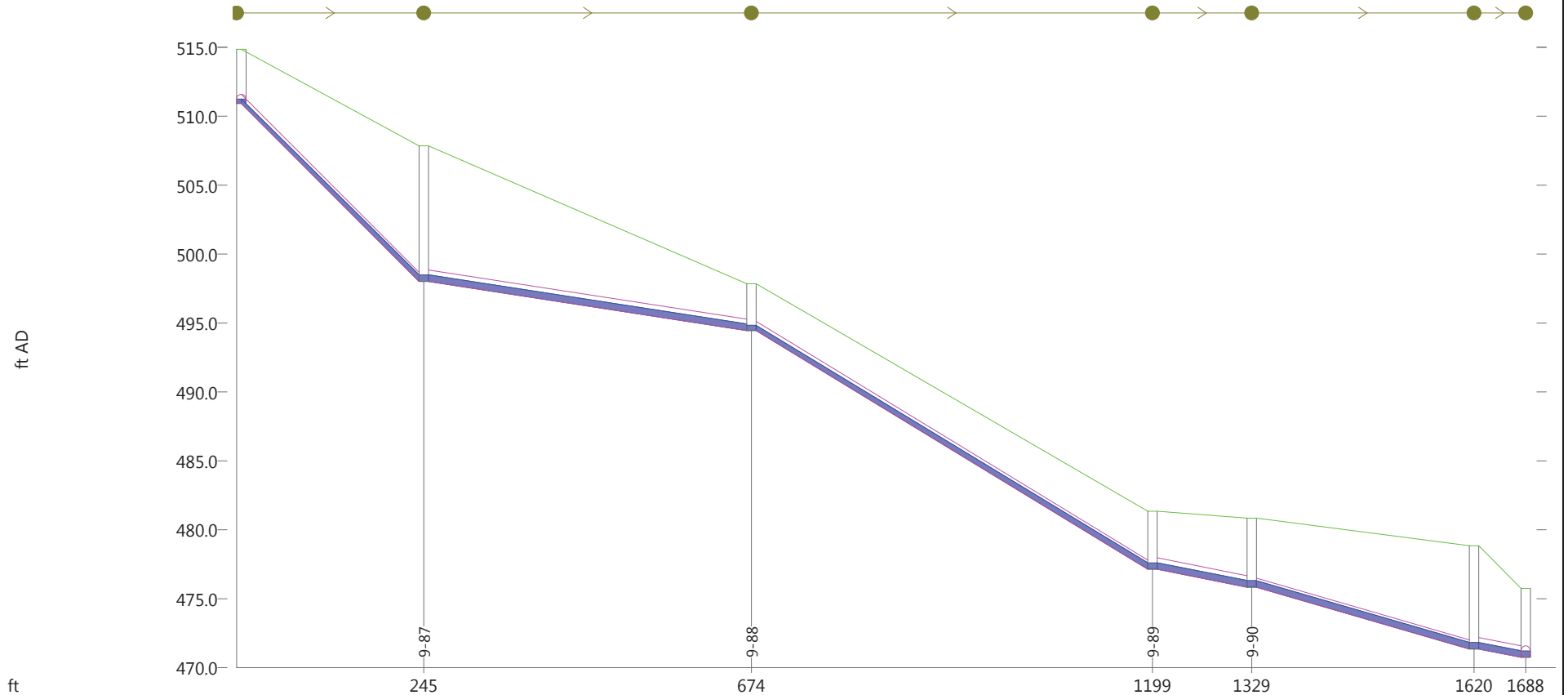


CIP Project 3- Deficiency (Existing WWF)



ft		245		674		1199	1329		1620	1688
Link		9-86.1		9-87.1		9-88.1	9-89.1		9-90.1	9-91.1
length (ft)		245.0		429.0		525.0	130.0		291.0	67.6
width (in)		8.0		8.0		8.0	8.0		8.0	8.0
us inv (ft AD)		510.920		498.010		494.450	477.140		475.830	-
ds inv (ft AD)		498.010		494.450		477.140	475.830		471.350	-
grad (%)		5.269		0.830		3.297	1.008		1.540	0.887
US Depth (ft)		0.330		1.994		0.377	0.770		0.480	0.736
US Flow (MGD)		0.8350		0.8295		0.8303	0.8290		0.8288	0.8273
US Velocity (ft/s)		7.511		3.587		6.318	3.881		4.765	3.665
r.pfc (MGD)		1.79		0.71		1.42	0.78		0.97	0.74
Node		9-86	9-87	9-88		9-89	9-90		9-91	-
ground (ft AD)		514.850	507.850	497.850		481.350	480.850		478.850	-
Chamber Roof L		511.587	498.677	495.117		477.807	476.497		472.017	-
level (ft AD)		511.250	500.031	494.837		477.946	476.327		472.118	-

CIP Project 3 - Solution



ft	245		674		1199		1329		1620		1688
Link	9-86.1		9-87.1		9-88.1		9-89.1		9-90.1		9-91.1
length (ft)	245.0		429.0		525.0		130.0		291.0		67.6
width (in)	8.0		10.0		8.0		10.0		8.0		10.0
us inv (ft AD)	510.920		498.010		494.450		477.140		475.830		-
ds inv (ft AD)	498.010		494.450		477.140		475.830		471.350		-
grad (%)	5.269		0.830		3.297		1.008		1.540		0.887
US Depth (ft)	0.326		0.483		0.373		0.466		0.477		0.476
US Flow (MGD)	0.8131		0.8134		0.8137		0.8136		0.8132		0.8146
US Velocity (ft/s)	7.428		3.838		6.267		4.017		4.705		3.910
r.pfc (MGD)	1.79		1.29		1.42		1.42		0.97		1.33
Node	9-86	9-87		9-88		9-89	9-90		9-91	-	
ground (ft AD)	514.850	507.850		497.850		481.350	480.850		478.850	-	
Chamber Roof L	511.587	498.843		495.283		477.973	476.663		472.183	-	
level (ft AD)	511.246	498.497		494.832		477.609	476.324		471.830	-	



Project: City of El Cajon - Addendum to the 2008 Sewer System Master Plan

Date: June 12, 2015
Project No: 0185-002.00

Aspect: Collection System Costs - CIP Project 4

Prepared by: M. Propersi
Checked by: A. Hill

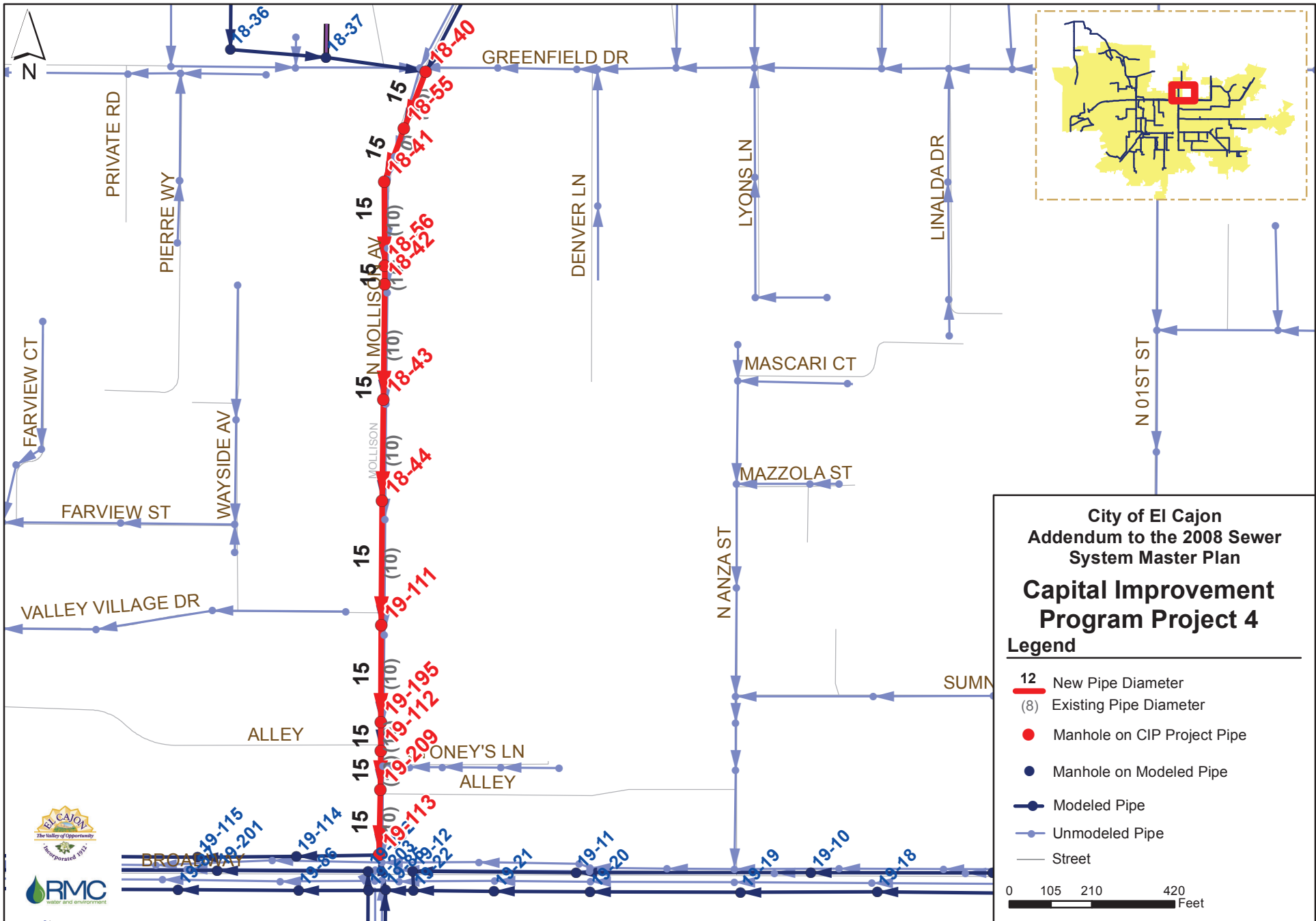
PROJECT DESCRIPTION	
PROJECT ID:	4
LOCATION:	The project is located along North Mollison Avenue from Greenfield Drive to Broadway.
BRIEF PROJECT DESCRIPTION:	The project consists of upsizing in place a 10-inch diameter to a 15-inch diameter pipeline for 2,063 linear feet.
PROJECT PRIORITY:	Existing WWF
ESTIMATED COST:	\$1,471,000
COMMENTS:	(i) Assumes existing alignment, open-cut, demolition of existing pipe. (ii) Project is a sewer upsized to convey Winter Gardens' wet weather flows.
ASSUMPTIONS:	(i) Assumes lateral service connections every 68-feet on pipe up through 12-inches diameter. (ii) See GENERAL UNIT COST CRITERIA sheet for more cost assumptions.
ALTERNATIVES:	-

U/S MANHOLE	D/S MANHOLE	EXISTING DIAMETER (inches)	NEW DIAMETER (inches)	LENGTH (feet)	SLOPE (%)	PIPE DEPTH (feet)	MANHOLE UNIT COST (\$/ea)	PIPE UNIT COST (\$/lf)	TOTAL COST	Notes
MH 18-40	to MH 18-55	10	15	156	0.238	11	\$ 9,600	\$ 176	\$ 36,986	
MH 18-55	to MH 18-41	10	15	144	0.235	13	\$ 4,800	\$ 176	\$ 30,214	
MH 18-41	to MH 18-56	10	15	213	0.184	14	\$ 4,800	\$ 176	\$ 42,200	
MH 18-56	to MH 18-42	10	15	47	0.194	14	\$ 4,800	\$ 176	\$ 12,984	
MH 18-42	to MH 18-43	10	15	285	0.309	14	\$ 4,800	\$ 176	\$ 54,960	
MH 18-43	to MH 18-44	10	15	294	0.238	13	\$ 4,800	\$ 176	\$ 56,544	
MH 18-44	to MH 19-111	10	15	294	0.241	13	\$ 4,800	\$ 176	\$ 56,544	
MH 19-111	to MH 19-195	10	15	294	0.238	13	\$ 4,800	\$ 176	\$ 56,544	
MH 19-195	to MH 19-112	10	15	72	0.196	14	\$ 4,800	\$ 176	\$ 17,384	
MH 19-112	to MH 19-209	10	15	100	0.2	14	\$ 4,800	\$ 176	\$ 22,435	
MH 19-209	to MH 19-113	10	15	166	0.205	14	\$ 4,800	\$ 176	\$ 33,946	

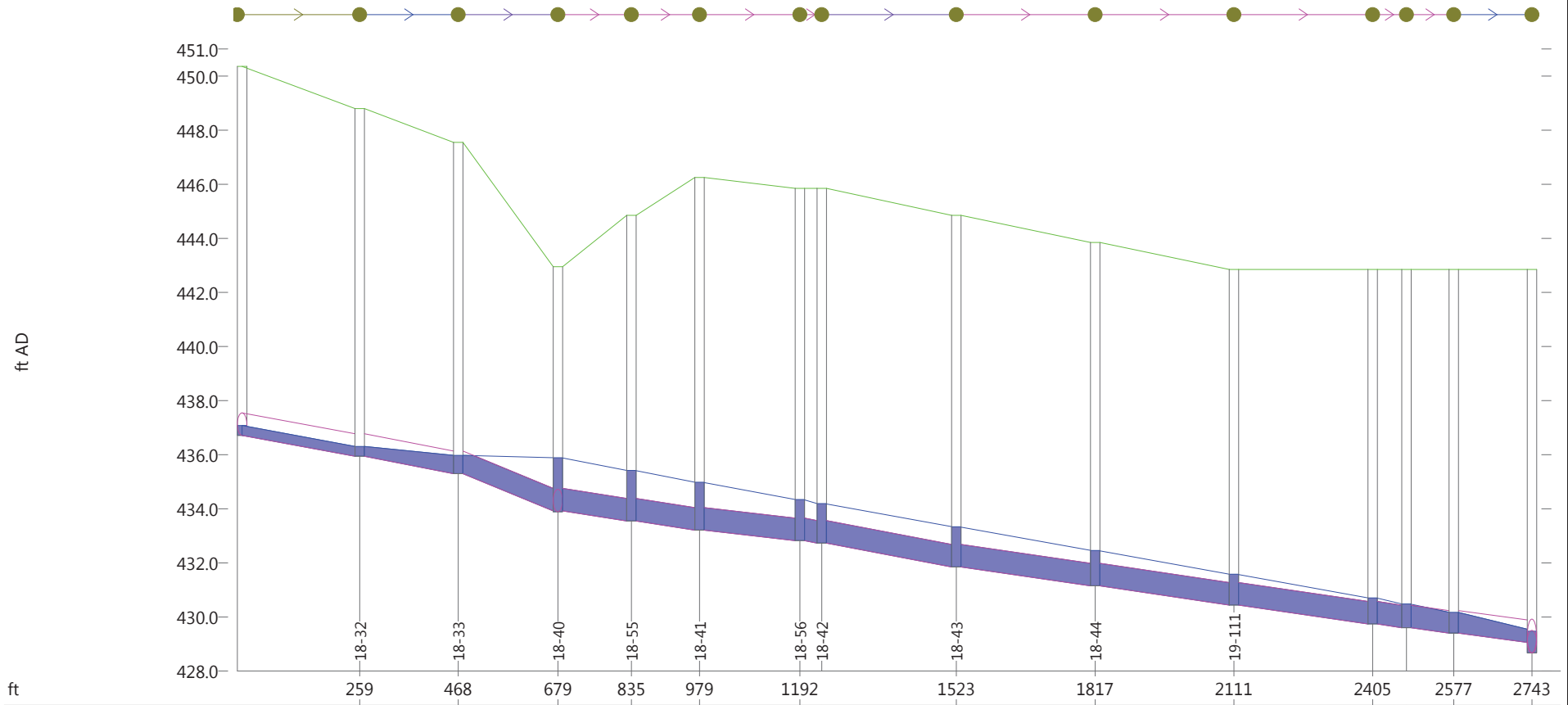
Misc.		LENGTH (feet)	SLOPE (%)	PIPE DEPTH (feet)	MANHOLE UNIT COST (\$/ea)	PIPE UNIT COST (\$/lf)	TOTAL COST
Lateral Service Connections		31	EA		\$	1,200	\$ 37,200
Bypass Pumping		2,063	LF		\$	42	\$ 87,683
Demolition & Removal of Existing Pipe		2,063	LF		\$	52	\$ 107,292
Demolition & Removal of Existing Manhole		12	EA		\$	5,000	\$ 60,000

	FACILITY RAW CONSTRUCTION COST ¹	\$ 713,000
Mobilization, Demobilization, Bonding, Insurance, Permits, NPDES permit compliance, Site security (10%)		\$ 71,300
	CONSTRUCTION COST SUB-TOTAL ¹	\$ 785,000
Pre-Design Construction Contingency (50%)		\$ 392,500
	CONSTRUCTION COST TOTAL ¹	\$ 1,177,000
Eng., Survey, Envi., Const. Mgmt., Engr. Services During Const., Legal, Administration, Financial (25%)		\$ 294,250
	TOTAL CAPITAL COST ¹	\$ 1,471,000

Notes:
(1) All costs are round ENR CONSTRUCTION COST INDEX = 10995.27 (LOS ANGELES, MARCH 2015)
(2) ENR CONSTRUCTION COST INDEX = 10995.27 (LOS ANGELES, MARCH 2015)

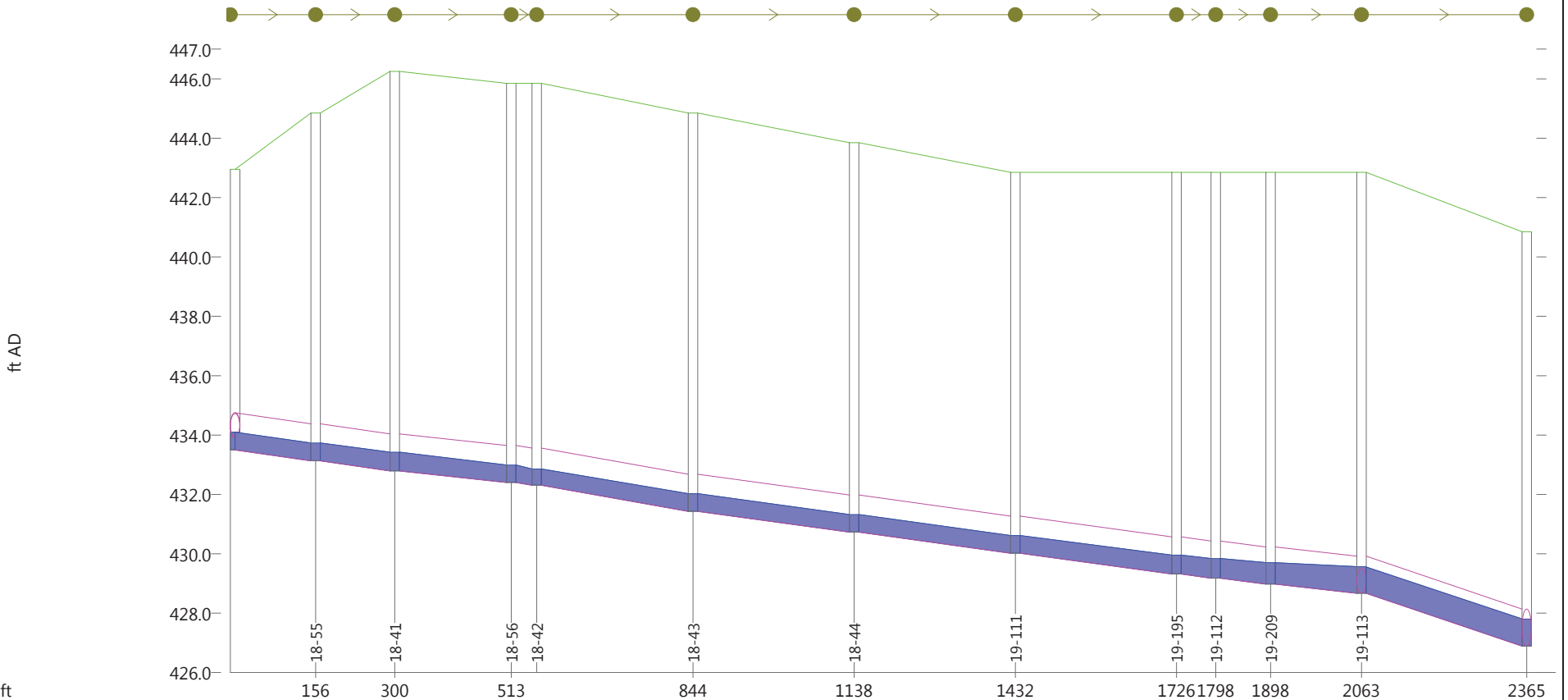


CIP Project 4- Deficiency (Existing WWF)



Link	18-30.1	18-32.1	18-33.1	18-40.1	18-55.1	18-41.1	-	18-42.1	18-43.1	18-44.1	19-111.1	-	-	19-209.1
length (ft)	259.4	208.5	211.3	155.6	144.4	212.5	-	285.0	294.0	294.0	294.0	71.5	100.2	165.6
width (in)	10.0	10.0	10.0	10.0	10.0	10.0	-	10.0	10.0	10.0	10.0	10.0	10.0	10.0
us inv (ft AD)	436.710	435.940	435.300	433.920	433.550	433.210	433.550	432.730	431.850	431.150	430.440	-	-	429.400
ds inv (ft AD)	435.940	435.300	433.920	433.550	433.210	432.820	-	431.850	431.150	430.440	429.740	-	-	429.060
grad (%)	0.297	0.307	0.653	0.238	0.235	0.184	-	0.309	0.238	0.241	0.238	-	0.200	0.205
US Depth (ft)	0.371	0.367	0.677	1.959	1.859	1.760	-	1.447	1.474	1.295	1.127	-	0.875	0.766
US Flow (MGD)	0.3092	0.3087	0.3041	0.7630	0.7614	0.7601	-	0.7586	0.7580	0.7574	0.7573	-	-	0.7572
US Velocity (ft/s)	2.035	2.060	2.583	2.190	2.140	2.041	-	2.496	2.215	2.227	2.198	-	2.095	2.233
r.pfc (MGD)	0.77	0.78	1.14	0.69	0.69	0.61	-	0.79	0.69	0.70	0.69	0.63	0.63	0.64
Node	18-30	18-32	18-33	18-40	18-55	18-41	18-56	18-42	18-43	18-44	19-111	19-195	-	-
ground (ft AD)	-	448.800	447.550	442.950	444.850	446.250	445.850	444.850	443.850	443.850	442.850	442.850	-	-
Chamber Roof L	-	436.773	436.133	434.753	434.383	434.043	-	433.563	432.683	431.983	431.273	430.573	-	-
level (ft AD)	-	436.308	435.978	435.888	435.418	434.982	-	434.192	433.338	432.461	431.582	430.705	-	-

CIP Project 4- Solution



Link	18-40.1	18-55.1	18-41.1	-	18-42.1	18-43.1	18-44.1	19-111.1	-	-	19-209.1	19-113.1	
length (ft)	155.6	144.4	212.5	-	285.0	294.0	294.0	294.0	71.5	100.2	165.6	301.4	
width (in)	15.0	15.0	15.0	-	15.0	15.0	15.0	15.0	15.0	15.0	15.0	15.0	
us inv (ft AD)	433.500	433.130	432.790	-	432.310	431.430	430.730	430.020	-	-	428.980	428.670	
ds inv (ft AD)	433.130	432.790	432.400	-	431.430	430.730	430.020	429.320	-	-	428.670	426.890	
grad (%)	0.238	0.235	0.184	-	0.309	0.238	0.241	0.238	-	0.200	0.187	0.591	
US Depth (ft)	0.597	0.602	0.632	-	0.547	0.594	0.592	0.594	-	0.660	0.721	0.883	
US Flow (MGD)	0.9186	0.9163	0.9168	-	0.9167	0.9148	0.9136	0.9123	-	0.9092	0.9082	2.6731	
US Velocity (ft/s)	2.456	2.424	2.278	-	2.748	2.463	2.477	2.454	-	2.178	1.993	4.486	
r.pfc (MGD)	2.04	2.03	1.79	-	2.32	2.04	2.05	2.04	1.85	1.87	1.81	3.21	
Node	-	18-55	18-41	18-56	18-42	18-43	18-44	19-111	19-195	-	19-209	19-113	19-114
ground (ft AD)	-	444.850	446.250	445.850	445.850	444.850	443.850	442.850	442.850	-	442.850	442.850	440.850
Chamber Roof L	-	434.380	434.040	433.650	433.560	432.680	431.980	431.270	430.570	-	430.230	429.920	428.140
level (ft AD)	-	433.732	433.422	432.989	432.857	432.024	431.322	430.615	429.958	-	429.702	429.567	427.804



Project: City of El Cajon - Addendum to the 2008 Sewer System Master Plan

Date: June 12, 2015
Project No: 0185-002.00

Aspect: Collection System Costs - CIP Project 5

Prepared by: M. Propersi
Checked by: A. Hill

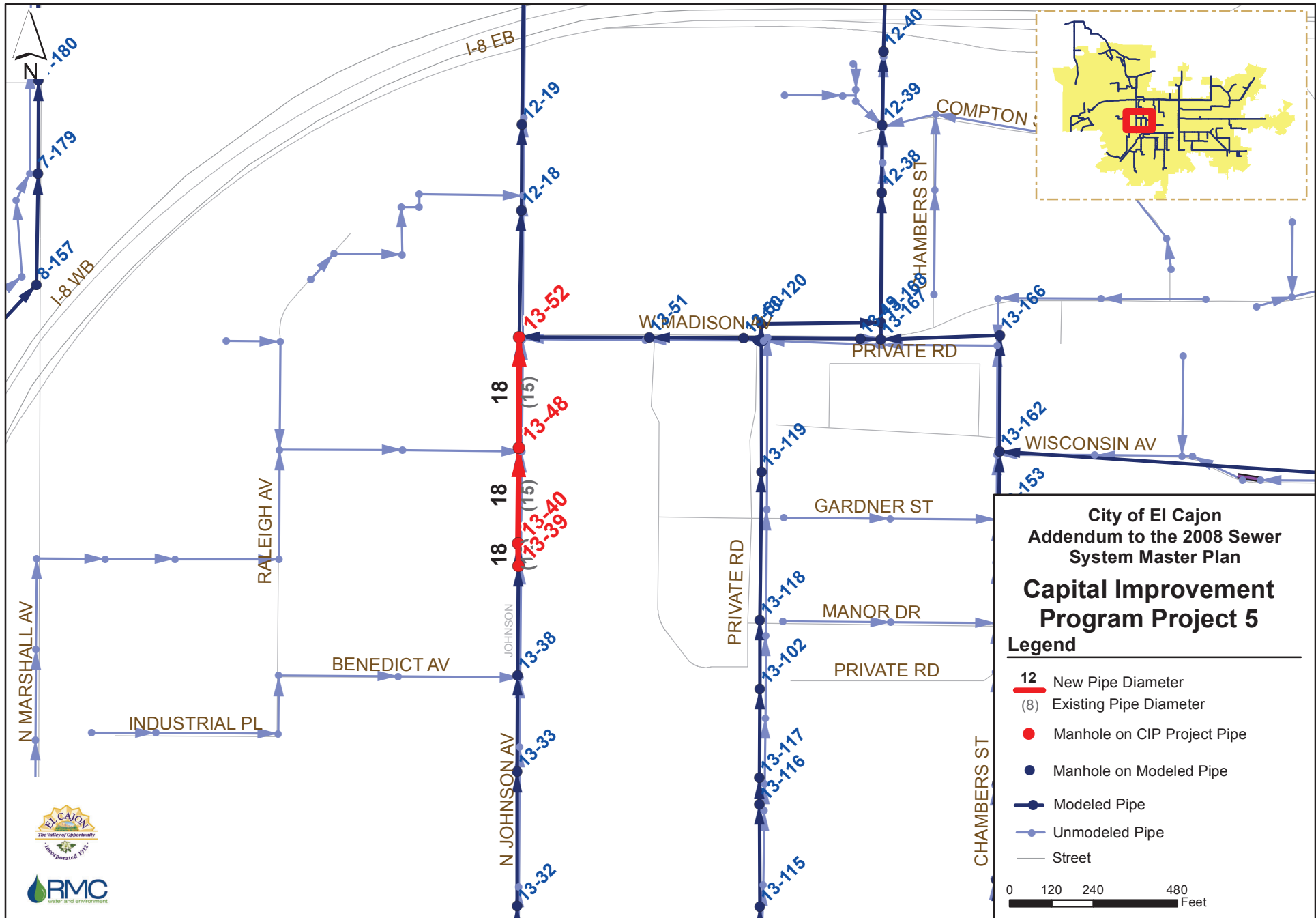
PROJECT DESCRIPTION	
PROJECT ID:	5
LOCATION:	The project is located on North Johnson Avenue between West Madison Avenue and Benedict Avenue.
BRIEF PROJECT DESCRIPTION:	The project consists of upsizing in place a 12-inch diameter to an 18-inch diameter pipeline for 65 linear feet and a 15-inch diameter to an 18-inch diameter pipeline for 587 linear feet.
PROJECT PRIORITY:	Existing WWF
ESTIMATED COST:	\$459,000
COMMENTS:	(i) Assumes existing alignment, open-cut, demolition of existing pipe. (ii) Project is a local sewer upscale.
ASSUMPTIONS:	(i) Assumes lateral service connections every 68-feet on pipe up through 12-inches diameter. (ii) See GENERAL UNIT COST CRITERIA sheet for more cost assumptions.
ALTERNATIVES:	-

U/S MANHOLE	D/S MANHOLE	EXISTING DIAMETER (inches)	NEW DIAMETER (inches)	LENGTH (feet)	SLOPE (%)	PIPE DEPTH (feet)	MANHOLE UNIT COST (\$/ea)	PIPE UNIT COST (\$/lf)	TOTAL COST	Notes
MH 13-39	to MH 13-40	12	18	65	0.323	13	\$ 9,600	\$ 184	\$ 21,578.40	
MH 13-40	to MH 13-48	15	18	265	0.362	12	\$ 4,800	\$ 184	\$ 53,633.60	
MH 13-48	to MH 13-52	15	18	321	0.389	11	\$ 4,800	\$ 184	\$ 63,937.60	

Misc.										
Lateral Service Connections				1	EA		\$	1,200	\$	1,200
Bypass Pumping				652	LF		\$	42	\$	27,704
Demolition & Removal of Existing Pipe				652	LF		\$	52	\$	33,899
Demolition & Removal of Existing Manhole				4	EA		\$	5,000	\$	20,000

	FACILITY RAW CONSTRUCTION COST ¹	\$ 222,000
Mobilization, Demobilization, Bonding, Insurance, Permits, NPDES permit compliance, Site security (10%)		\$ 22,200
	CONSTRUCTION COST SUB-TOTAL ¹	\$ 245,000
Pre-Design Construction Contingency (50%)		\$ 122,500
	CONSTRUCTION COST TOTAL ¹	\$ 367,000
Eng., Survey, Envi., Const. Mgmt., Engr. Services During Const., Legal, Administration, Financial (25%)		\$ 91,750
	TOTAL CAPITAL COST ¹	\$ 459,000

Notes:
(1) All costs are rounded up to the nearest thousand.
(2) ENR CONSTRUCTION COST INDEX = 10995.27 (LOS ANGELES, MARCH 2015)



City of El Cajon
Addendum to the 2008 Sewer
System Master Plan

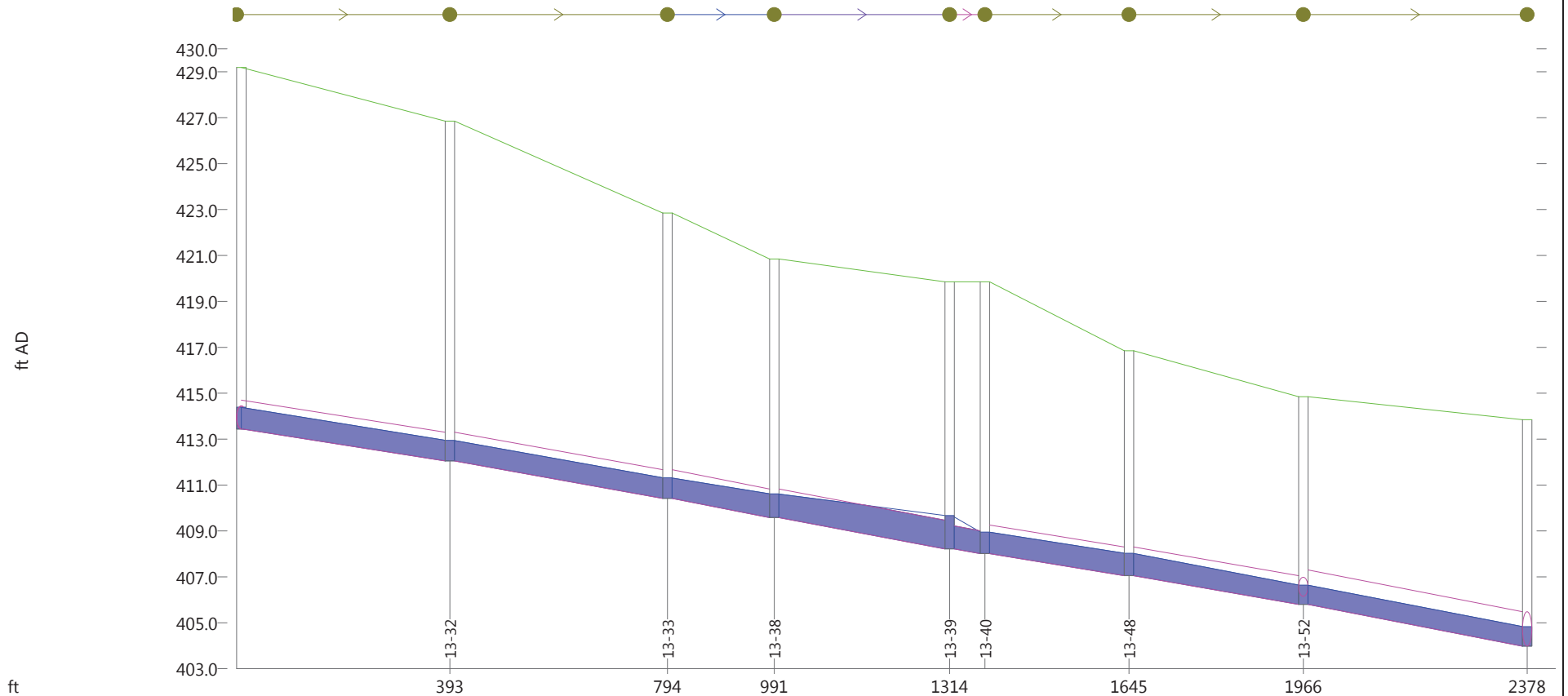
Capital Improvement
Program Project 5

Legend

- 12 New Pipe Diameter
- (8) Existing Pipe Diameter
- Manhole on CIP Project Pipe
- Manhole on Modeled Pipe
- Modeled Pipe
- Unmodeled Pipe
- Street

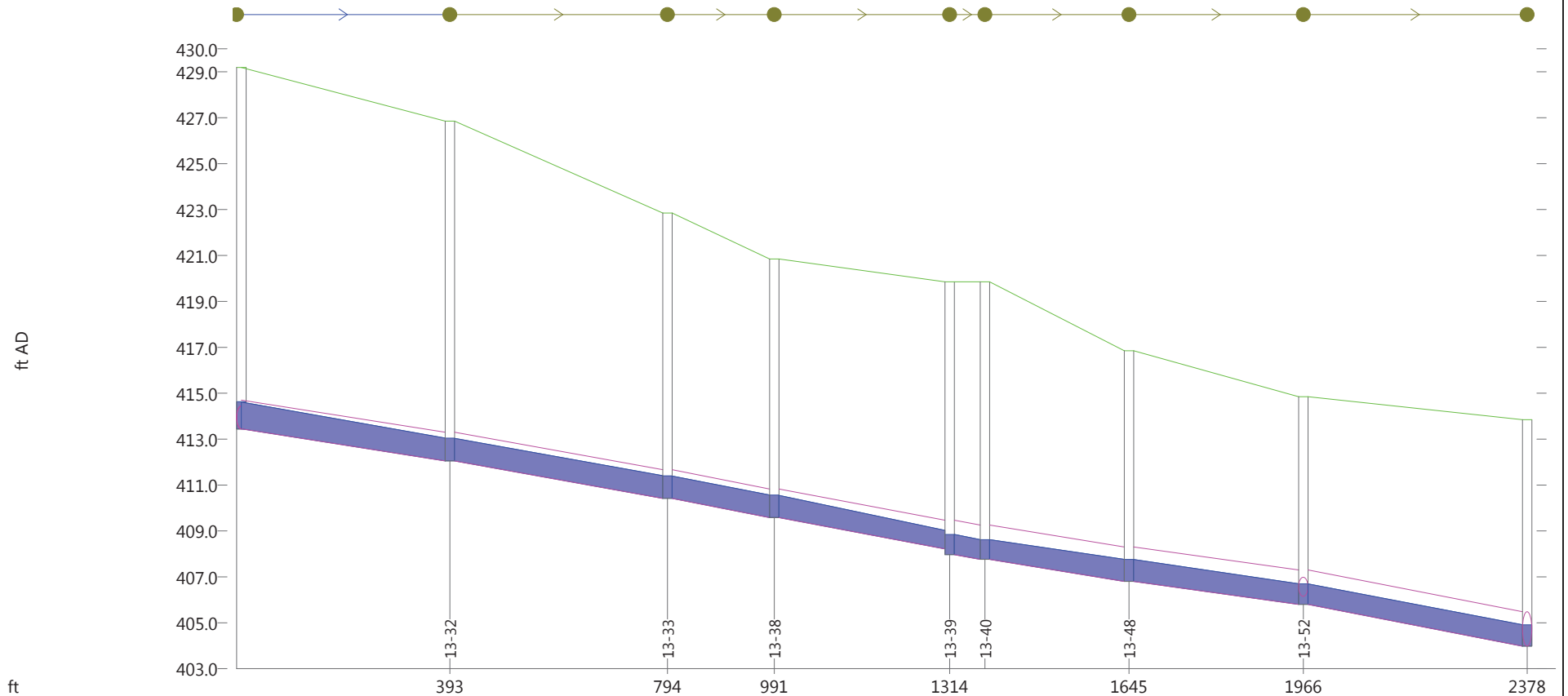


CIP Project 5 - Deficiency (Existing WWF)



Link	13-31.1	13-32.1	13-33.1	13-38.1	-	13-40.1	13-48.1	13-52.1	
length (ft)	393.1	401.0	196.8	323.3	65.1	265.4	321.4	412.4	
width (in)	15.0	15.0	15.0	15.0	12.0	15.0	15.0	18.0	
us inv (ft AD)	413.450	412.050	410.420	409.580	-	408.010	407.050	405.800	
ds inv (ft AD)	412.050	410.420	409.580	408.220	-	407.050	405.800	403.980	
grad (%)	0.356	0.406	0.427	0.421	-	0.362	0.389	0.441	
US Depth (ft)	0.934	0.890	0.885	1.026	-	0.933	0.968	0.837	
US Flow (MGD)	2.2552	2.2544	2.2541	2.2470	-	2.2433	2.4295	2.6457	
US Velocity (ft/s)	3.577	3.733	3.810	3.718	-	3.575	3.742	4.040	
r.pfc (MGD)	2.49	2.66	2.73	2.71	1.31	2.51	2.60	4.51	
Node	13-31	13-32	13-33	13-38	13-39	13-40	13-48	13-52	12-18
ground (ft AD)	429.190	426.850	422.850	420.850	419.850	419.850	416.850	414.850	413.850
Chamber Roof L	414.700	413.300	411.670	410.830	409.470	409.260	408.300	407.300	405.480
level (ft AD)	414.394	412.949	411.314	410.617	409.674	408.952	408.030	406.640	404.833

CIP Project 5 - Solution



Link	13-31.1	13-32.1	13-33.1	13-38.1	-	13-40.1	13-48.1	13-52.1	
length (ft)	393.1	401.0	196.8	323.3	65.1	265.4	321.4	412.4	
width (in)	15.0	15.0	15.0	15.0	18.0	18.0	18.0	18.0	
us inv (ft AD)	413.450	412.050	410.420	409.580	407.760	406.800	406.800	405.800	
ds inv (ft AD)	412.050	410.420	409.580	408.220	406.800	405.800	404.912	403.980	
grad (%)	0.356	0.406	0.427	0.421	-	0.362	0.311	0.441	
US Depth (ft)	1.165	0.982	0.971	0.972	-	0.860	0.957	0.894	
US Flow (MGD)	2.5426	2.5391	2.5367	2.5380	-	2.5360	2.7565	2.9963	
US Velocity (ft/s)	3.565	3.809	3.909	3.891	-	3.745	3.583	4.228	
r.pfc (MGD)	2.49	2.66	2.73	2.71	3.86	4.08	3.79	4.51	
Node	13-31	13-32	13-33	13-38	13-39	13-40	13-48	13-52	12-18
ground (ft AD)	429.190	426.850	422.850	420.850	419.850	419.850	416.850	414.850	413.850
Chamber Roof L	414.700	413.300	411.670	410.830	409.470	409.260	408.300	407.300	405.480
level (ft AD)	414.630	413.045	411.404	410.565	408.850	408.623	407.763	406.699	404.912



Project: City of El Cajon - Addendum to the 2008 Sewer System Master Plan

Date: June 12, 2015
Project No: 0185-002.00

Aspect: Collection System Costs - CIP Project 6

Prepared by: M. Propersi
Checked by: A. Hill

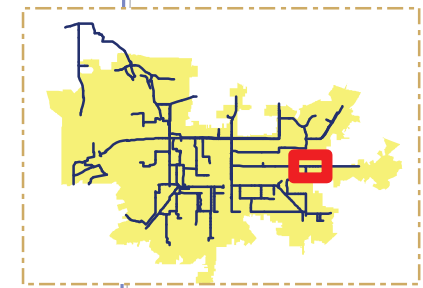
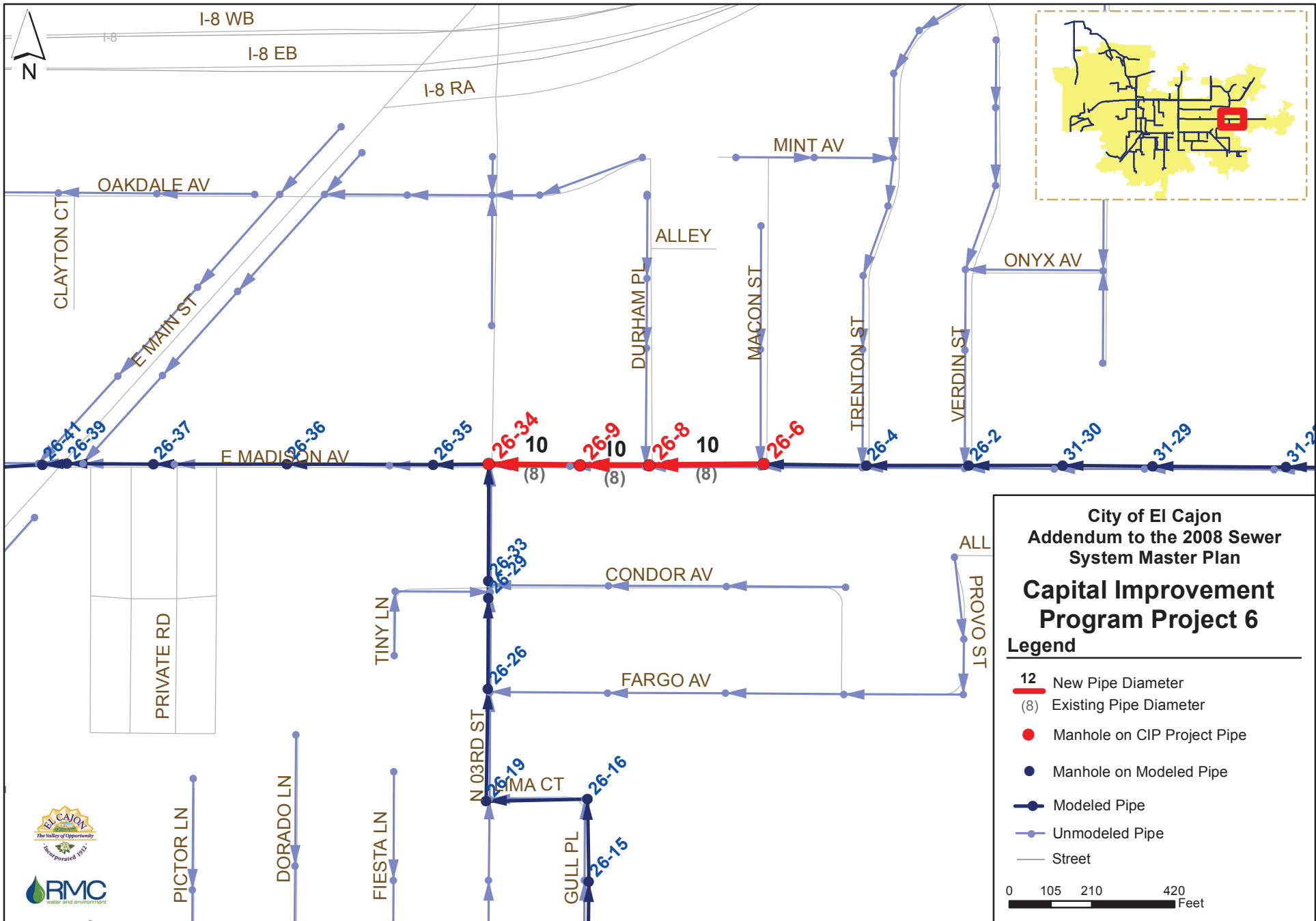
PROJECT DESCRIPTION	
PROJECT ID:	6
LOCATION:	The project is located on East Madison between Macon Street and North 3rd Street.
BRIEF PROJECT DESCRIPTION:	The project consists of upsizing in place an 8-inch diameter to a 10-inch diameter pipeline for 683 linear feet.
PROJECT PRIORITY:	2020 WWF
ESTIMATED COST:	\$444,000
COMMENTS:	(i) Assumes existing alignment, open-cut, demolition of existing pipe. (ii) Project is a local sewer upsize.
ASSUMPTIONS:	(i) Assumes lateral service connections every 68-feet on pipe up through 12-inches diameter. (ii) See GENERAL UNIT COST CRITERIA sheet for more cost assumptions.
ALTERNATIVES:	-

U/S MANHOLE	D/S MANHOLE	EXISTING DIAMETER (inches)	NEW DIAMETER (inches)	LENGTH (feet)	SLOPE (%)	PIPE DEPTH (feet)	MANHOLE UNIT COST (\$/ea)	PIPE UNIT COST (\$/lf)	TOTAL COST	Notes
MH 26-6	to MH 26-8	8	10	290	0.479	8	\$ 9,600	\$ 143	\$ 51,070	
MH 26-8	to MH 26-9	8	10	193	0.482	8	\$ 4,800	\$ 143	\$ 32,399	
MH 26-9	to MH 26-34	8	10	200	0.480	7	\$ 4,800	\$ 143	\$ 33,400	

Misc.										
Lateral Service Connections				11	EA			\$ 1,200	\$ 13,200	
Bypass Pumping				683	LF			\$ 42	\$ 29,025	
Demolition & Removal of Existing Pipe				683	LF			\$ 52	\$ 35,516	
Demolition & Removal of Existing Manhole				4	EA			\$ 5,000	\$ 20,000	

	FACILITY RAW CONSTRUCTION COST ¹	\$ 215,000
Mobilization, Demobilization, Bonding, Insurance, Permits, NPDES permit compliance, Site security (10%)		\$ 21,500
	CONSTRUCTION COST SUB-TOTAL ¹	\$ 237,000
Pre-Design Construction Contingency (50%)		\$ 118,500
	CONSTRUCTION COST TOTAL ¹	\$ 355,000
Eng., Survey, Envi., Const. Mgmt., Engr. Services During Const., Legal, Administration, Financial (25%)		\$ 88,750
	TOTAL CAPITAL COST ¹	\$ 444,000

Notes:
(1) All costs are rounded up to the nearest thousand.
(2) ENR CONSTRUCTION COST INDEX = 10995.27 (LOS ANGELES, MARCH 2015)



City of El Cajon
Addendum to the 2008 Sewer
System Master Plan

Capital Improvement
Program Project 6

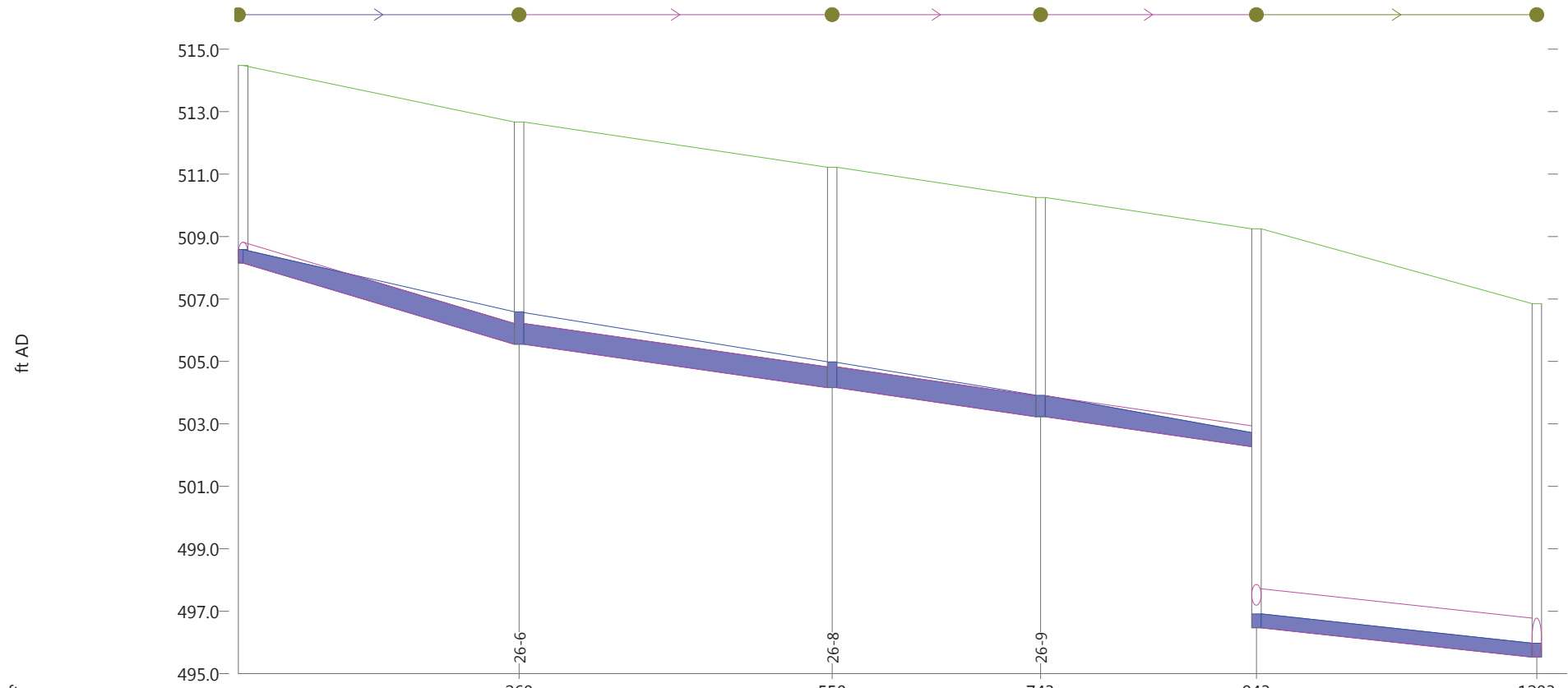
Legend

- 12 New Pipe Diameter
- (8) Existing Pipe Diameter
- Manhole on CIP Project Pipe
- Manhole on Modeled Pipe
- Modeled Pipe
- Unmodeled Pipe
- Street

0 105 210 420 Feet

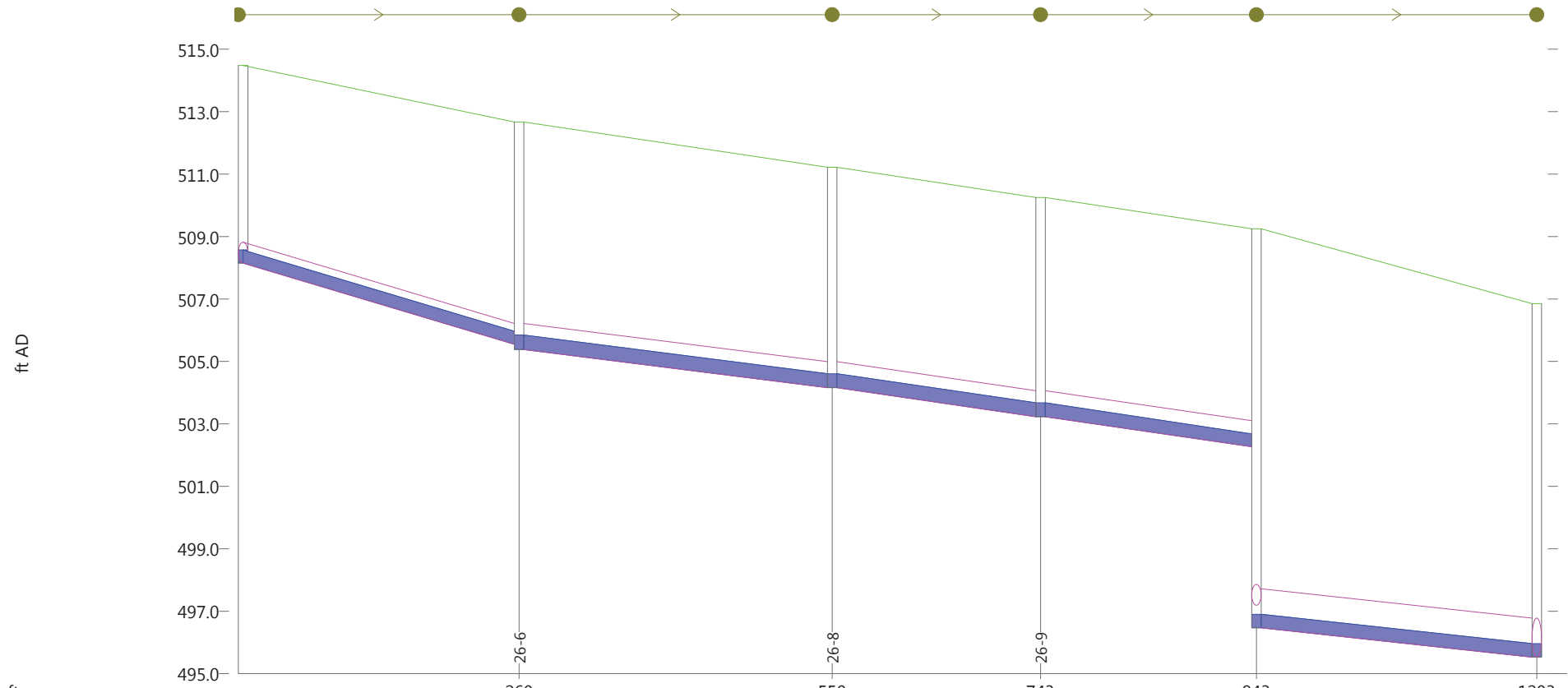


CIP Project 6 - Deficiency (2020 WWF)



ft	260	550	743	943	1203	
Link	26-4.1	26-6.1	26-8.1	26-9.1	26-34.1	
length (ft)	260.0	290.0	193.0	200.0	259.6	
width (in)	8.0	8.0	8.0	8.0	15.0	
us inv (ft AD)	508.150	505.550	504.160	503.230	496.470	
ds inv (ft AD)	505.550	504.160	503.230	502.270	495.530	
grad (%)	1.000	0.479	0.482	0.480	0.362	
US Depth (ft)	0.431	1.016	0.809	0.677	0.444	
US Flow (MGD)	0.5730	0.5659	0.5651	0.5647	0.6650	
US Velocity (ft/s)	3.717	2.707	2.687	2.684	2.634	
r.pfc (MGD)	0.78	0.54	0.54	0.54	2.51	
Node	26-4	26-6	26-8	26-9	26-34	26-35
ground (ft AD)	514.480	512.670	511.220	510.250	509.250	506.850
Chamber Roof L	508.817	506.217	504.827	503.897	502.937	496.780
level (ft AD)	508.587	506.588	504.987	503.917	496.914	495.974

CIP Project 6 - Solution



ft		260		550		743		943		1203		
Link		26-4.1		26-6.1		26-8.1		26-9.1		26-34.1		
length (ft)		260.0		290.0		193.0		200.0		259.6		
width (in)		8.0		10.0		10.0		10.0		15.0		
us inv (ft AD)		508.150		505.380		504.160		503.230		496.470		
ds inv (ft AD)		505.550		504.160		503.230		502.270		495.530		
grad (%)		1.000		0.421		0.482		0.480		0.362		
US Depth (ft)		0.417		0.467		0.444		0.444		0.432		
US Flow (MGD)		0.5345		0.5348		0.5341		0.5332		0.6231		
US Velocity (ft/s)		3.621		2.633		2.798		2.793		2.564		
r.pfc (MGD)		0.78		0.92		0.98		0.98		2.51		
Node		26-4		26-6		26-8		26-9		26-34		26-35
ground (ft AD)		514.480		512.670		511.220		510.250		509.250		506.850
Chamber Roof L		508.817		506.217		504.993		504.063		503.103		496.780
level (ft AD)		508.572		505.848		504.605		503.675		496.902		495.962



Project: City of El Cajon - Addendum to the 2008 Sewer System Master Plan

Date: June 12, 2015
 Project No: 0185-002.00

Aspect: Collection System Costs - CIP Project 7

Prepared by: M. Propersi
 Checked by: A. Hill

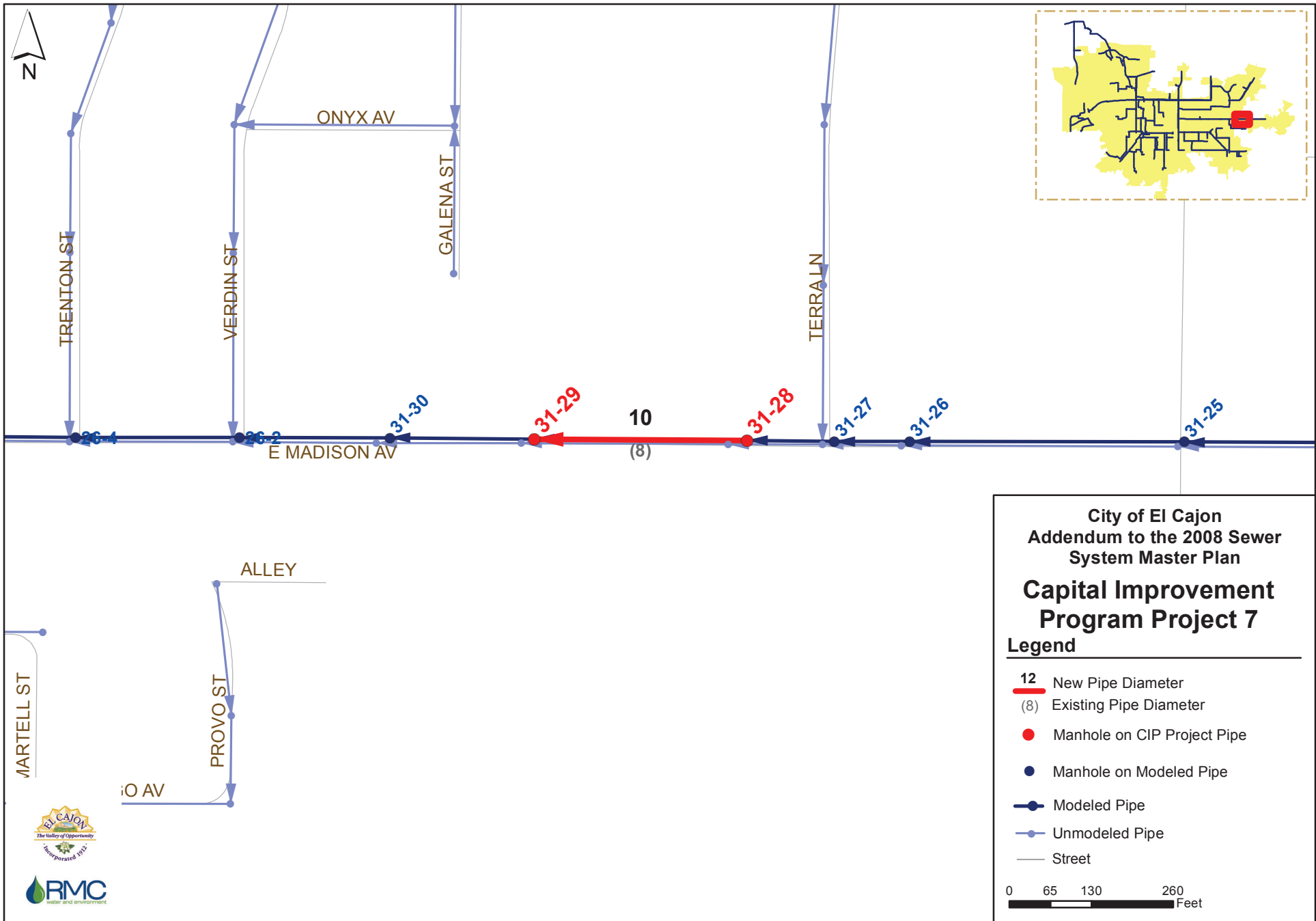
PROJECT DESCRIPTION	
PROJECT ID:	7
LOCATION:	The project is located on East Madison Avenue between Verdin Street and Terra Lane.
BRIEF PROJECT DESCRIPTION:	The project consists of upsizing in place a 8-inch diameter to a 10-inch diameter pipeline for 330 linear feet.
PROJECT PRIORITY:	2020 WWF
ESTIMATED COST:	\$195,000
COMMENTS:	(i) Assumes existing alignment, open-cut, demolition of existing pipe. (ii) Project is a local sewer upsize.
ASSUMPTIONS:	(i) Assumes lateral service connections every 68-feet on pipe up through 12-inches diameter. (ii) See GENERAL UNIT COST CRITERIA sheet for more cost assumptions.
ALTERNATIVES:	-

U/S MANHOLE	D/S MANHOLE	EXISTING DIAMETER (inches)	NEW DIAMETER (inches)	LENGTH (feet)	SLOPE (%)	PIPE DEPTH (feet)	MANHOLE UNIT COST (\$/ea)	PIPE UNIT COST (\$/lf)	TOTAL COST	Notes
MH 31-28	to MH 31-29	8	10	330	0.4	8	\$ 9,600	\$ 143	\$ 47,190	

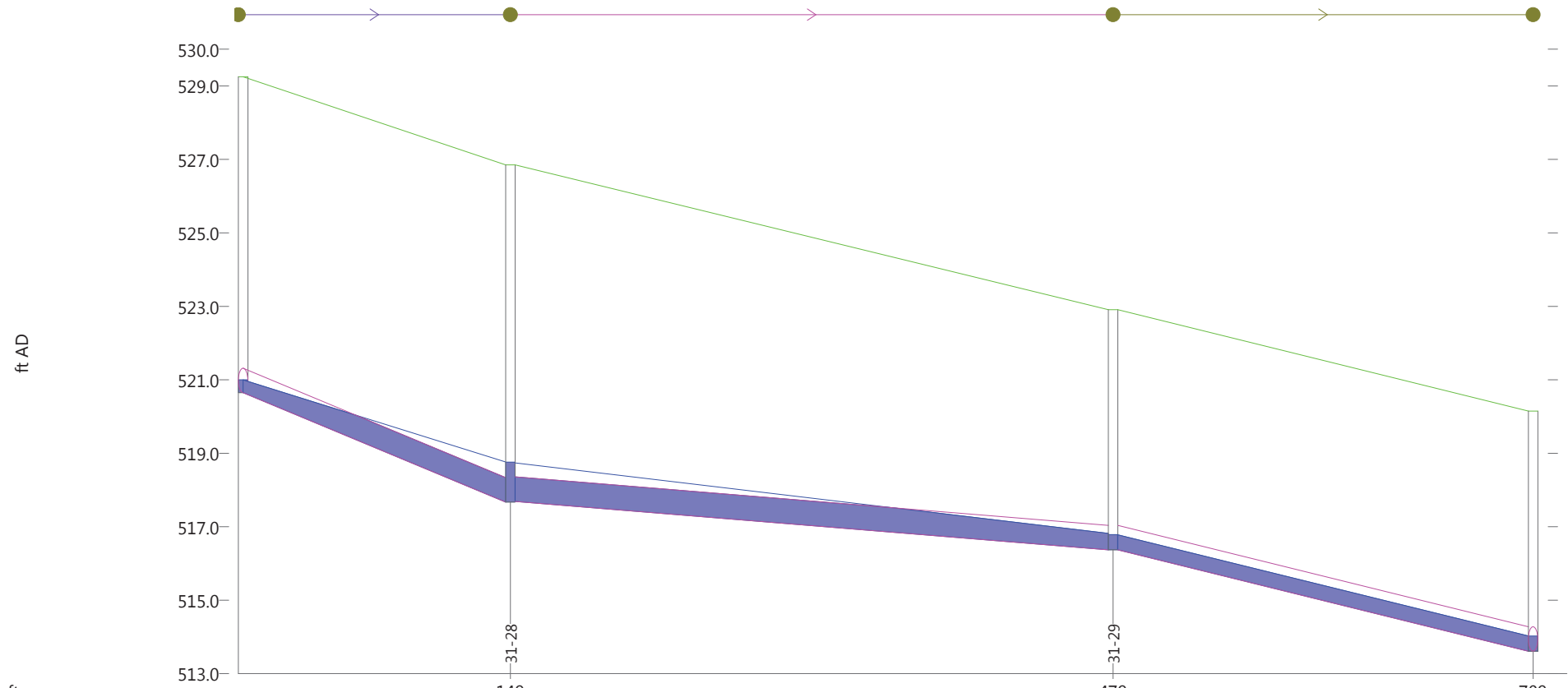
<i>Misc.</i>										
Lateral Service Connections				5	EA			\$ 1,200	\$ 6,000	
Bypass Pumping				330	LF			\$ 42	\$ 14,024	
Demolition & Removal of Existing Pipe				330	LF			\$ 52	\$ 17,160	
Demolition & Removal of Existing Manhole				2	EA			\$ 5,000	\$ 10,000	

	FACILITY RAW CONSTRUCTION COST ¹	\$ 95,000
Mobilization, Demobilization, Bonding, Insurance, Permits, NPDES permit compliance, Site security (10%)		\$ 9,500
	CONSTRUCTION COST SUB-TOTAL ¹	\$ 104,000
Pre-Design Construction Contingency (50%)		\$ 52,000
	CONSTRUCTION COST TOTAL ¹	\$ 156,000
Eng., Survey, Envi., Const. Mgmt., Engr. Services During Const., Legal, Administration, Financial (25%)		\$ 39,000
	TOTAL CAPITAL COST ¹	\$ 195,000

Notes:
 (1) All costs are round ENR CONSTRUCTION COST INDEX = 10995.27 (LOS ANGELES, MARCH 2015)
 (2) ENR CONSTRUCTION COST INDEX = 10995.27 (LOS ANGELES, MARCH 2015)

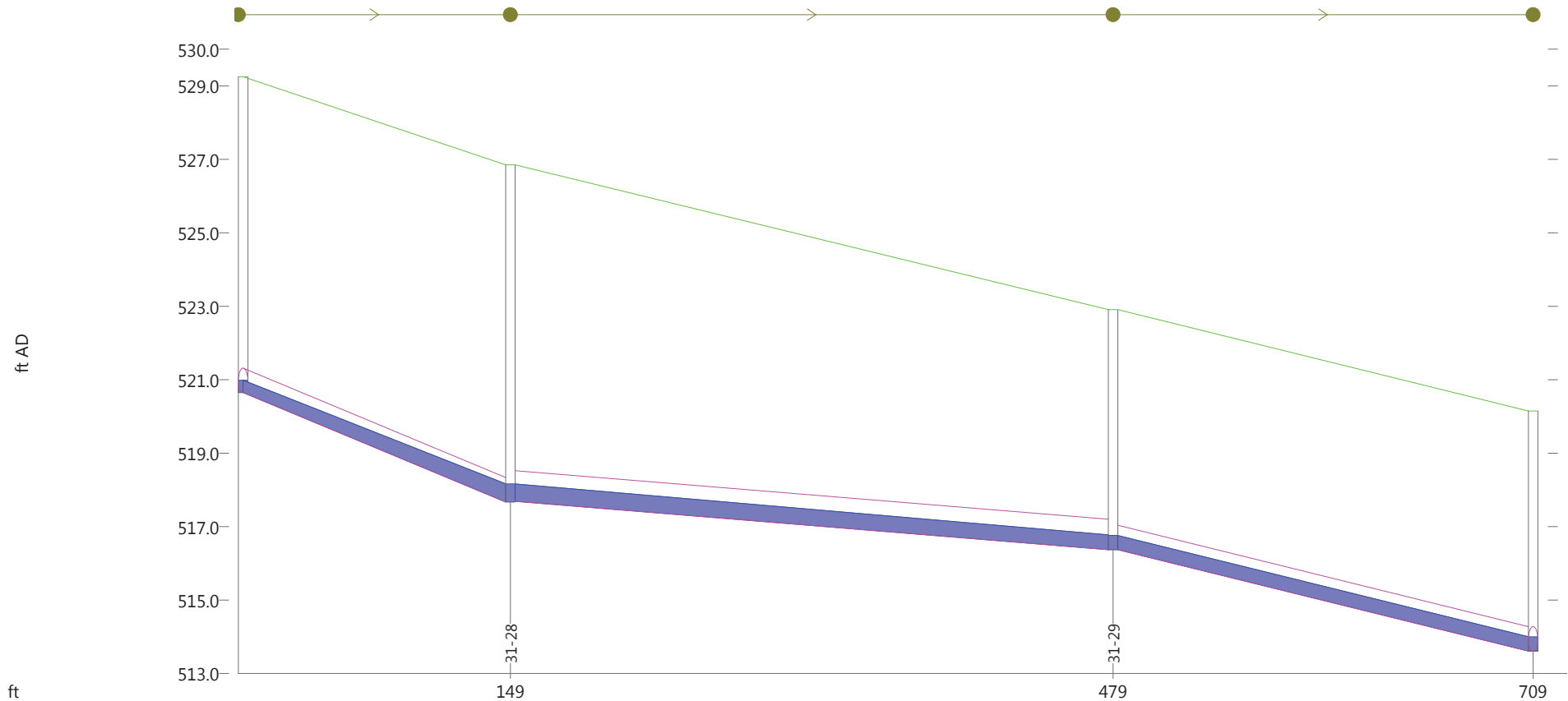


CIP Project 7 - Deficiency (2020 WWF)



ft		149		479		709
Link		31-27.1		31-28.1		31-29.1
length (ft)		149.0		330.0		230.0
width (in)		8.0		8.0		8.0
us inv (ft AD)		520.650		517.690		516.370
ds inv (ft AD)		517.670		516.370		513.610
grad (%)		2.000		0.400		1.200
US Depth (ft)		0.348		1.047		0.410
US Flow (MGD)		0.5747		0.5735		0.5732
US Velocity (ft/s)		4.832		2.453		3.961
r.pfc (MGD)		1.10		0.49		0.86
Node		31-27		31-28		31-29
ground (ft AD)		529.250		526.850		522.910
Chamber Roof L		521.317		518.357		517.037
level (ft AD)		521.000		518.759		516.786
						31-30
						520.150
						514.277
						514.026

CIP Project 7 - Solution



ft		149		479		709		
Link		31-27.1		31-28.1		31-29.1		
length (ft)		149.0		330.0		230.0		
width (in)		8.0		10.0		8.0		
us inv (ft AD)		520.650		517.690		516.370		
ds inv (ft AD)		517.670		516.370		513.610		
grad (%)		2.000		0.400		1.200		
US Depth (ft)		0.335		0.473		0.388		
US Flow (MGD)		0.5357		0.5358		0.5356		
US Velocity (ft/s)		4.723		2.597		3.936		
r.pfc (MGD)		1.10		0.90		0.86		
Node		31-27		31-28		31-29		31-30
ground (ft AD)		529.250		526.850		522.910		520.150
Chamber Roof L		521.317		518.523		517.203		514.277
level (ft AD)		520.985		518.164		516.762		514.002



Project: City of El Cajon - Addendum to the 2008 Sewer System Master Plan

Date: June 12, 2015
 Project No: 0185-002.00

Aspect: Collection System Costs - CIP Project 8

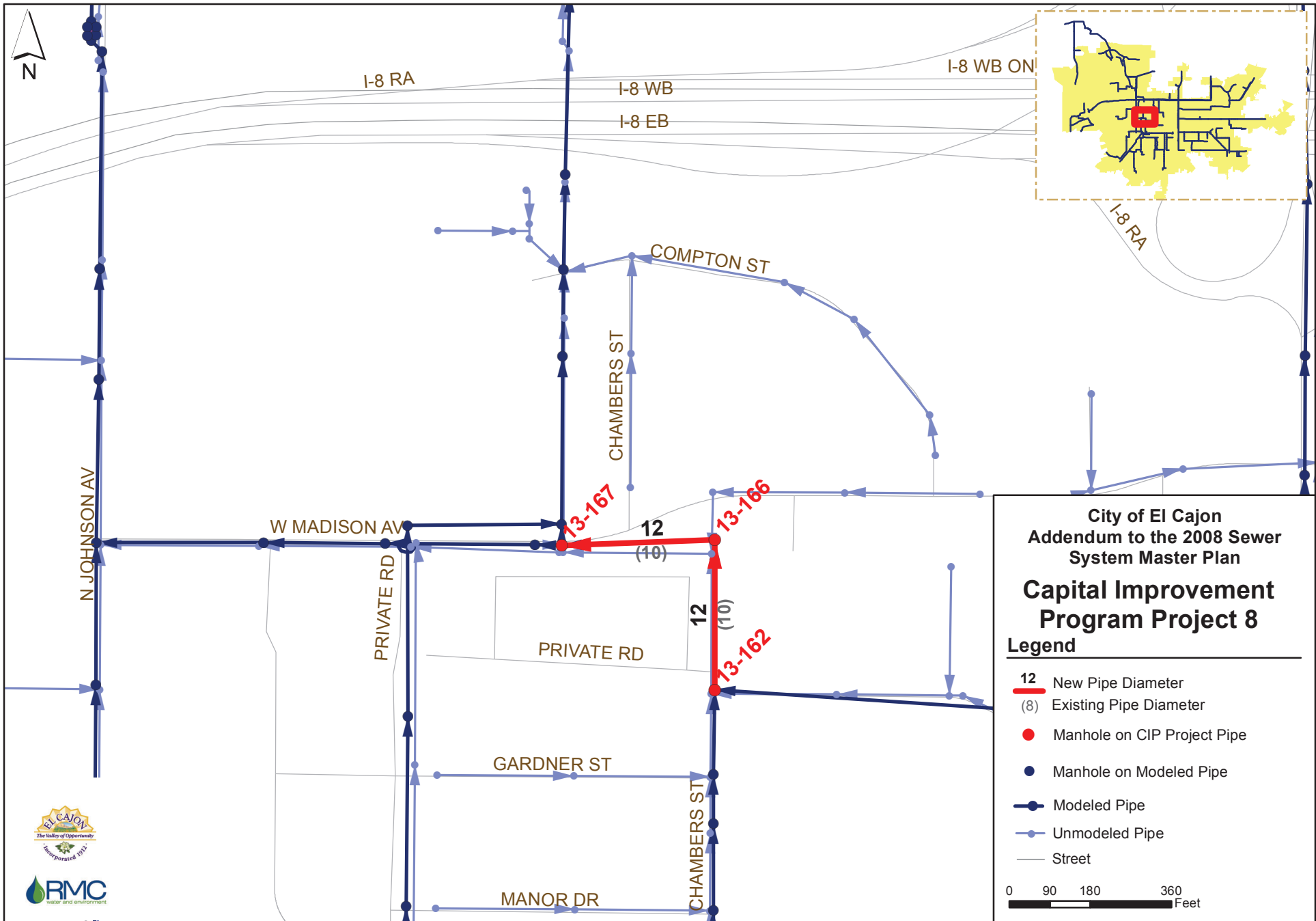
Prepared by: M. Propersi
 Checked by: A. Hill

PROJECT DESCRIPTION	
PROJECT ID:	8
LOCATION:	The project is located along Chambers Street and West Madison Avenue.
BRIEF PROJECT DESCRIPTION:	The project consists of upsizing in place a 8-inch diameter to a 12-inch diameter pipeline for 675 linear feet.
PROJECT PRIORITY:	2050 WWF
ESTIMATED COST:	\$422,000
COMMENTS:	(i) Assumes existing alignment, open-cut, demolition of existing pipe. (ii) Assumes new construction and alignment, open-cut, no demolition.
ASSUMPTIONS:	(i) Assumes lateral service connections every 68-feet on pipe up through 12-inches diameter. (ii) See GENERAL UNIT COST CRITERIA sheet for more cost assumptions.
ALTERNATIVES:	-

U/S MANHOLE	D/S MANHOLE	EXISTING DIAMETER (inches)	NEW DIAMETER (inches)	LENGTH (feet)	SLOPE (%)	PIPE DEPTH (feet)	MANHOLE UNIT COST (\$/ea)	PIPE UNIT COST (\$/lf)	TOTAL COST	Notes
MH 13-162 to	MH 13-166	8	12	334	0.372	10	\$ 9,600	\$ 147	\$ 58,625	
MH 13-166 to	MH 13-167	8	12	341	0.586	10	\$ 4,800	\$ 147	\$ 54,986	
Misc.										
Lateral Service Connections				10	EA		\$	1,200	\$ 12,000	
Bypass Pumping				675	LF		\$	42	\$ 28,681	
Demolition & Removal of Existing Pipe				675	LF		\$	52	\$ 35,095	
Demolition & Removal of Existing Manhole				3	EA		\$	5,000	\$ 15,000	
FACILITY RAW CONSTRUCTION COST ¹									\$ 205,000	
Mobilization, Demobilization, Bonding, Insurance, Permits, NPDES permit compliance, Site security (10%)									\$ 20,500	
CONSTRUCTION COST SUB-TOTAL ¹									\$ 225,000	
Pre-Design Construction Contingency (50%)									\$ 112,500	
CONSTRUCTION COST TOTAL ¹									\$ 338,000	
Eng., Survey, Envi., Const. Mgmt., Engr. Services During Const., Legal, Administration, Financial (25%)									\$ 84,500	
TOTAL CAPITAL COST ¹									\$ 422,000	

Notes:

- (1) All costs are round ENR CONSTRUCTION COST INDEX = 10995.27 (LOS ANGELES, MARCH 2015)
- (2) ENR CONSTRUCTION COST INDEX = 10995.27 (LOS ANGELES, MARCH 2015)



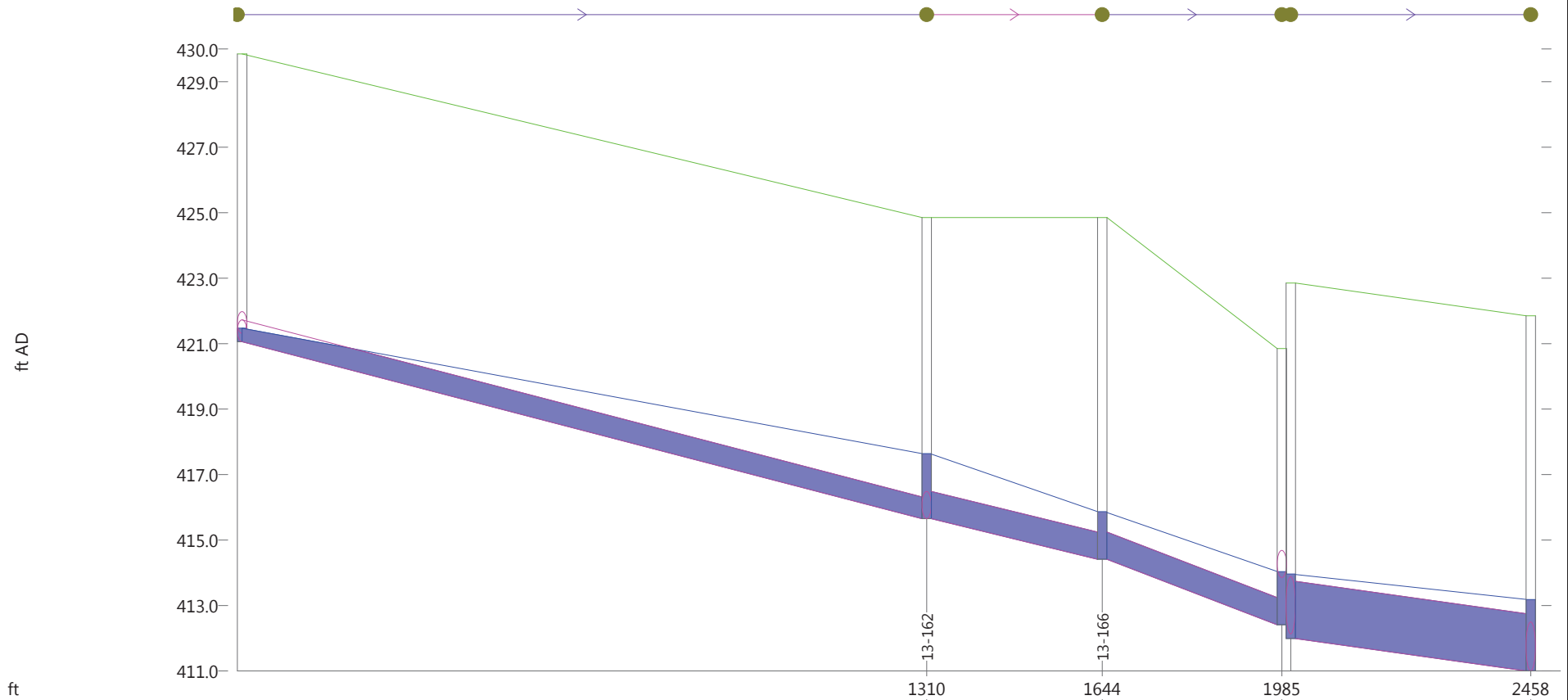
City of El Cajon
Addendum to the 2008 Sewer
System Master Plan
Capital Improvement
Program Project 8
Legend

- 12 New Pipe Diameter
- (8) Existing Pipe Diameter
- Manhole on CIP Project Pipe
- Manhole on Modeled Pipe
- Modeled Pipe
- Unmodeled Pipe
- Street

0 90 180 360
 Feet

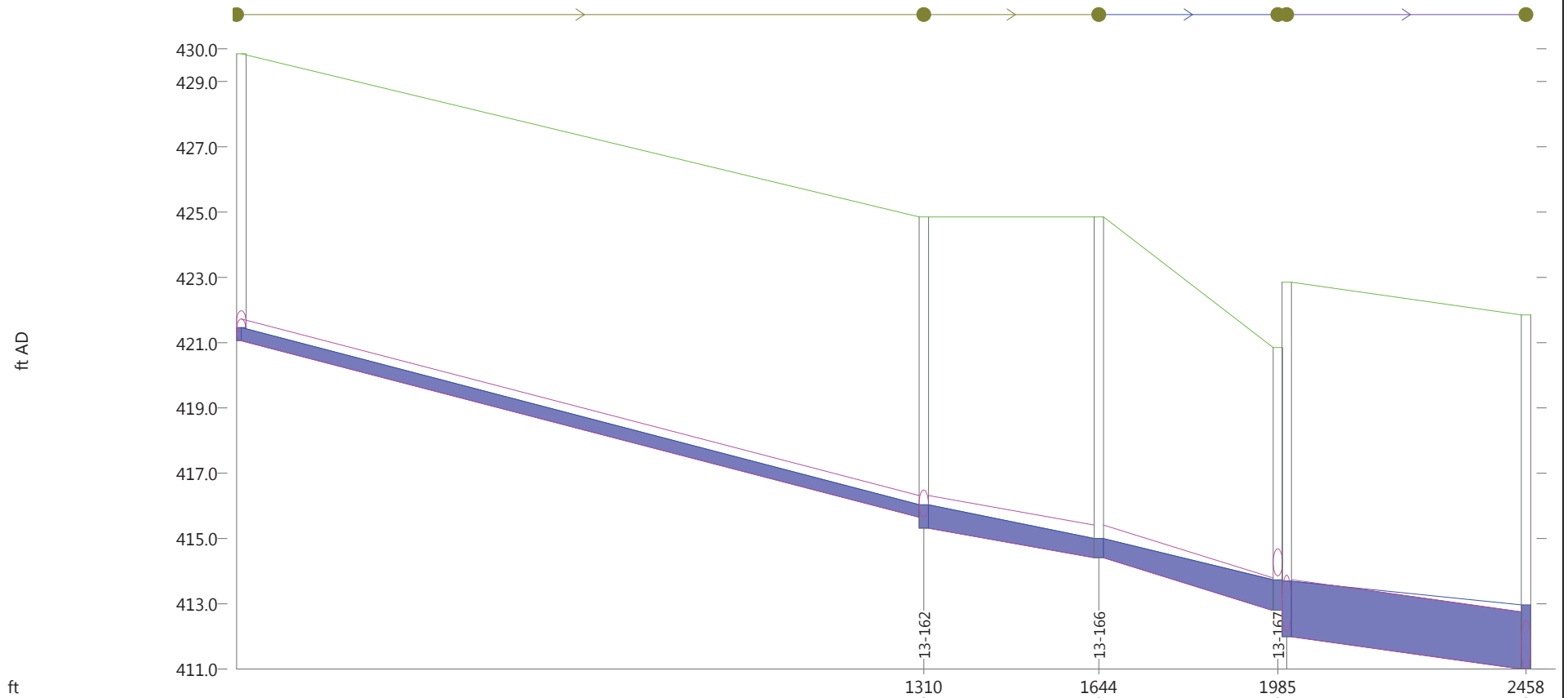


CIP Project 8 - Deficiency (2050 WWF)



Link	13-182.2	13-162.1	13-166.1	13-168.1		
length (ft)	1310.4	333.5	341.4	456.0		
width (in)	8.0	10.0	10.0	21.0		
us inv (ft AD)	421.060	415.650	414.410	411.990		
ds inv (ft AD)	415.650	414.410	412.410	411.000		
grad (%)	0.413	0.372	0.586	0.217		
US Depth (ft)	0.412	1.974	1.430	1.958		
US Flow (MGD)	0.3383	1.0178	1.0152	4.1673		
US Velocity (ft/s)	2.327	2.767	3.459	3.426		
r.pfc (MGD)	0.50	0.86	1.08	4.77		
Node	13-182	13-162	13-166	13-167	13-168	12-38
ground (ft AD)	429.850	424.850	424.850	420.850	422.850	421.850
Chamber Roof L	421.977	416.483	415.243	414.683	413.880	412.750
level (ft AD)	421.474	417.641	415.867	414.037	413.963	413.184

CIP Project 8 - Solution



Link		13-182.2		13-162.1		13-166.1		13-168.1	
length (ft)		1310.4		333.5		341.4		456.0	
width (in)		8.0		12.0		12.0		21.0	
us inv (ft AD)		421.060		415.317		414.410		411.990	
ds inv (ft AD)		415.650		414.410		412.790		411.000	
grad (%)		0.413		0.272		0.474		0.217	
US Depth (ft)		0.402		0.714		0.585		1.698	
US Flow (MGD)		0.3301		1.0232		1.0228		4.0765	
US Velocity (ft/s)		2.326		2.638		3.316		3.426	
r.pfc (MGD)		0.50		1.20		1.59		4.77	
Node	13-182		13-162		13-166		13-167	13-168	12-38
ground (ft AD)	429.850		424.850		424.850		420.850	422.850	421.850
Chamber Roof L	421.977		416.483		415.410		414.683	413.880	412.750
level (ft AD)	421.464		416.036		414.998		413.736	413.699	412.966

**PUBLIC WORKS WASTEWATER PROGRAM
CAPITAL IMPROVEMENT PROJECTS
FISCAL YEAR 2019-20**

PROJECT DESCRIPTION	PROJECT NO.	BUDGET
Sewer & Storm Drain Repair & Replacement 2015	WW3519	410,000
Broadway Earthen Channel Repairs	WW3586	1,170,000
Whitsett Storm Drain Rehabilitation	WW3588	480,000
Box Culvert Condition Assessment & Repairs	WW3611	463,300
Citywide Smoke Testing	WW3651	477,000
Channel Repairs	WW3653	405,000
Public Works Operations Center Rock Trap	WW3654	38,500
Water Quality Improvements	WW3655	100,000
Pipeline Lining 2019	WW60019	1,600,000
Pipeline Replacement 2019	WW61019	1,500,000
Total Improvements		6,643,800

FUNDING SOURCES	AMOUNT
Wastewater Enterprise Fund	6,643,800
Total Sources	6,643,800

**PUBLIC WORKS WASTEWATER PROGRAM
CAPITAL IMPROVEMENT PROJECTS
FISCAL YEAR 2018-19**

PROJECT DESCRIPTION	PROJECT NO.	BUDGET
Sewer & Storm Drain Repair & Replacement 2015	WW3519	2,590,000
Whitsett Drive Storm Drain Rehabilitation	WW3588	1,750,000
Broadway Earthen Channel Repairs	WW3586	602,250
TMDL Water Quality Improvements	WW3521	90,000
Citywide Smoke Testing	WW3651	590,000
Box Culvert Condition Assessment and Repairs	WW3611	500,000
Channel Repairs	WW3653	315,000
Public Works Operation Center Rock Trap	WW3654	40,000
Pipeline Lining 2019	WW60019	1,600,000
Pipeline Replacement 2019	WW61019	1,500,000
Water Quality Improvements	WW3655	235,000
Loan Payment and Interest for Johnson Avenue Sewer Relief		500,000
Total Improvements		10,312,250

FUNDING SOURCES	AMOUNT
Wastewater Enterprise Fund	10,312,250
Total Sources	10,312,250

**PUBLIC WORKS WASTEWATER PROGRAM
CAPITAL IMPROVEMENT PROJECTS
FISCAL YEAR 2017-18**

PROJECT DESCRIPTION	PROJECT NO.	BUDGET
Johnson Avenue Sewer Relief Project - Phase 2	WW3250-2	5,015,330
Sewer System Inspection and Rehabilitation - Final Phase	WW3304	32,136
Sewer & Storm Drain Repair & Replacement 2015	WW3519	2,773,175
TMDL Water Quality Improvements	WW3521	110,000
Asset Management Sewer and Stormwater Pilot Program	WW3585	75,000
Broadway Earthen Channel Repairs	WW3586	150,000
Water Quality Improvements	WW3587	110,300
Whittset Storm Drain Rehabilitation	WW3588	1,465,300
Box Culvert Condition Assessment and Repairs	WW3611	255,300
Transfer Out to City CIP		150,999
Loan Payment and Interest for Johnson Avenue Sewer Relief		500,000
Total Improvements		10,637,540

FUNDING SOURCES	AMOUNT
Wastewater Enterprise Fund	7,437,540
State Revolving Loan Fund	3,200,000
Total Sources	10,637,540

PUBLIC WORKS DEPARTMENT - WASTEWATER

BUDGET ACTIVITY EXPENDITURE SUMMARY	2016-2017	2017-2018	2018-2019	2018-2019	2019-2020
	ACTUAL	ACTUAL	AMENDED BUDGET	EST. ACTUAL	PROPOSED
Disposal - 650710	12,867,935	12,380,745	14,921,472	12,273,301	15,455,232
Operations - 650720	1,695,973	1,829,815	3,208,607	2,625,101	3,153,218
Customer Service - 650730	908,563	822,786	1,005,441	915,502	1,009,620
Sweeping Operations - 650740	696,505	631,159	355,368	255,368	-
NPDES Compliance - 650750	1,643,455	1,558,026	2,638,532	2,363,180	2,746,542
Wastewater Projects - 650900	4,643,151	7,574,435	9,812,250	2,287,892	6,643,800
Equipment/Technology - 650950	53,461	124,535	713,282	607,497	189,000
WASTEWATER FUND TOTAL	22,509,043	24,921,501	32,654,952	21,327,842	29,197,412

PUBLIC WORKS DEPARTMENT - WASTEWATER

DETAIL OF PERSONNEL SERVICES				
JOB CLASSIFICATION	2016-17 ACTUAL	2017-18 ACTUAL	2018-19 ACTUAL	2019-20 PROPOSED
Assistant City Manager/Director of Public Works	0.25	0.25	0.00	0.00
Director of Public Works	0.00	0.00	0.25	0.25
Deputy Director of Public Works	0.75	0.75	0.30	0.40
Deputy Director of Public Works - Development	0.00	0.00	0.00	0.00
Deputy Director of Public Works - Operations	0.00	0.00	0.00	0.00
City Engineer	0.20	0.20	0.50	0.50
Principal Civil Engineer	0.05	0.05	0.25	0.55
Senior Management Analyst	0.65	0.55	1.00	1.10
Management Analyst	0.00	0.50	0.50	0.50
Operations Manager	1.25	1.05	1.05	1.00
Administrative Secretary	0.95	0.95	0.95	0.90
Secretary	0.60	0.60	0.60	0.00
Associate Engineer	2.35	2.35	2.65	2.15
Assistant Engineer	1.20	1.60	1.60	0.60
Geographic Information Systems Analyst	0.75	0.75	0.75	0.60
Geographic Information Systems Technician	0.75	0.75	0.75	0.60
Supervising Engineering Technician	0.00	0.00	0.00	0.00
Senior Engineering Technician	2.15	2.15	2.25	1.40
Engineering Technician	0.55	0.55	0.45	0.50
Code Compliance Officer	1.00	1.00	1.00	1.00
Public Works Inspector	0.00	0.00	0.00	0.20
Maintenance Supervisor	0.00	1.00	1.00	1.00
Public Works Crew Leader	2.00	2.00	2.00	2.00
Public Works Equipment Operator	9.00	12.00	9.00	8.00
Public Works Maintenance Worker	6.00	4.00	5.00	5.00
Financial Operations Manager	0.20	0.10	0.00	0.00
Senior Accountant	0.50	0.50	0.25	0.10
Accountant	0.00	0.00	0.00	0.25
Accounting Technician	0.00	0.00	0.25	0.30
Customer Service Representative	1.80	1.00	1.00	0.80
Wastewater Fund Total	32.95	34.65	33.35	29.70

PUBLIC WORKS DEPARTMENT - WASTEWATER

WASTEWATER ENTERPRISE FUND REVENUE SUMMARY	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 AMENDED BUDGET	2018-2019 EST. ACTUAL	2019-2020 PROPOSED
IND WASTE PERMIT - 4470	275	6,300	10,000	1,000	10,000
INSPECTION FEES - 5010	22,850	57,933	30,000	30,000	30,000
SEPTIC TANK DISCHARGE - 5060	1,535,398	1,650,116	1,500,000	1,800,000	1,800,000
SEWER CONNECTION FEES - 5061	156,448	431,743	200,000	500,000	400,000
SEWER WET TAP FEES - 5062	1,340	670	1,500	8,000	1,500
SEWER SERVICE CHARGES - 5063	17,872,724	17,876,737	18,000,000	17,800,000	18,000,000
SEWER OTHER IMP FLOW - 5064	-	-	-	-	-
SEWER/W COLLECT -5065	-	463	-	665	-
STORMWATER FEES - 5065	45,932	119,928	55,000	50,000	50,000
INT INCOME (EARNED) - 5310	204,877	339,657	300,000	-	-
INT INCOME (ACCRUED) - 5350	20,629	23,479	-	-	-
CITATION - 5512	17,300	9,100	5,000	7,500	5,000
COMPLIANCE - 5513	13,300	14,240	5,000	9,000	6,000
PENALTIES - 5514	237,450	228,298	-	170,000	150,000
DAMAGE CITY PROPERTY - 6510	-	-	-	18,791	-
MISC REIMBURSMNT - 6520	3,200	576,460	-	562,244	-
MISC REIMB-INJURY PAY - 6540	5,188	1,426	-	1,858	-
BOND/LOAN PROCEEDS - 6920	287,333	1,712,729	3,700,000	-	-
WASTEWATER FUND TOTAL	20,424,244	23,049,279	23,806,500	20,959,058	20,452,500

PUBLIC WORKS DEPARTMENT - WASTEWATER

WASTEWATER ENTERPRISE FUND EXPENDITURE SUMMARY	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 AMENDED BUDGET	2018-2019 EST. ACTUAL	2019-2020 PROPOSED
SALARIES & BENEFITS	3,040,919	3,103,559	4,318,970	3,444,537	3,925,317
MAT'L, SVC & SUPPLIES	15,543,116	15,272,810	20,118,900	15,895,807	20,581,095
CAPITAL OUTLAY	3,896,514	6,545,132	8,217,082	1,987,497	4,691,000
OTHER FINANCING USES	28,495	-	-	-	-
TOTAL	22,509,043	24,921,501	32,654,952	21,327,841	29,197,412

PUBLIC WORKS DEPARTMENT - WASTEWATER

BUDGET ACTIVITY EXPENDITURE SUMMARY	2015-2016	2016-2017	2017-2018	2017-2018	2018-2019
	ACTUAL	ACTUAL	AMENDED BUDGET	EST. ACTUAL	ADOPTED
Disposal - 650710	10,305,235	12,867,935	13,690,168	12,506,806	14,921,472
Operations - 650720	1,955,601	1,695,973	2,436,475	1,844,047	2,708,607
Customer Service - 650730	957,966	908,563	1,059,623	852,006	1,005,441
Sweeping Operations - 650740	616,146	696,505	706,648	676,767	355,368
NPDES Compliance - 650750	1,108,438	1,643,455	2,132,291	1,480,561	2,638,532
Wastewater Projects - 650900	2,962,105	4,643,151	14,705,696	7,798,321	10,312,250
Equipment/Technology - 650950	75,788	53,461	794,683	794,683	108,600
WASTEWATER FUND TOTAL	17,981,279	22,509,043	35,525,584	25,953,191	32,050,270

PUBLIC WORKS DEPARTMENT - WASTEWATER

DETAIL OF PERSONNEL SERVICES				
JOB CLASSIFICATION	2015-16 ACTUAL	2016-17 ACTUAL	2017-18 ACTUAL	2018-19 PROPOSED
Assistant City Manager/Director of Public Works	0.25	0.25	0.00	0.00
Director of Public Works	0.00	0.00	0.25	0.25
Deputy Director of Public Works	0.75	0.75	0.30	0.30
Deputy Director of Public Works - Development	0.00	0.00	0.00	0.00
Deputy Director of Public Works - Operations	0.00	0.00	0.00	0.00
City Engineer	0.20	0.20	0.50	0.50
Principal Civil Engineer	0.05	0.05	0.25	0.25
Senior Management Analyst	0.65	0.55	1.00	1.00
Management Analyst	0.00	0.50	0.50	0.50
Operations Manager	1.25	1.05	1.05	1.05
Administrative Secretary	0.95	0.95	0.95	0.95
Secretary	0.60	0.60	0.60	0.60
Associate Engineer	2.35	2.35	2.65	2.65
Assistant Engineer	1.20	1.60	1.60	1.60
Geographic Information Systems Analyst	0.75	0.75	0.75	0.75
Geographic Information Systems Technician	0.75	0.75	0.75	0.75
Supervising Engineering Technician	0.00	0.00	0.00	0.00
Senior Engineering Technician	2.15	2.15	2.25	2.25
Engineering Technician	0.55	0.55	0.45	0.45
Code Compliance Officer	1.00	1.00	1.00	1.00
Public Works Inspector	0.00	0.00	0.00	0.00
Maintenance Supervisor	0.00	1.00	1.00	1.00
Public Works Crew Leader	2.00	2.00	2.00	2.00
Public Works Equipment Operator	9.00	12.00	9.00	9.00
Public Works Maintenance Worker	6.00	4.00	5.00	5.00
Financial Operations Manager	0.20	0.10	0.00	0.00
Senior Accountant	0.50	0.50	0.25	0.10
Accountant	0.00	0.00	0.00	0.25
Accounting Technician	0.00	0.00	0.25	0.30
Customer Service Representative	1.80	1.00	1.00	0.80
Wastewater Fund Total	32.95	34.65	33.35	33.30

PUBLIC WORKS DEPARTMENT - WASTEWATER 2018-19

WASTEWATER ENTERPRISE FUND REVENUE SUMMARY	2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 AMENDED BUDGET	2017-2018 EST. ACTUAL	2018-2019 ADOPTED
IND WASTE PERMIT - 4470	-	275	-	6,275	10,000
INSPECTION FEES - 5010	27,409	22,850	25,000	29,350	30,000
SEPTIC TANK DISCHARGE - 5060	1,255,074	1,535,398	1,000,000	1,300,000	1,500,000
SEWER CONNECTION FEES - 5061	654,412	156,448	150,000	450,000	200,000
SEWER WET TAP FEES - 5062	4,400	1,340	1,500	670	1,500
SEWER SERVICE CHARGES - 5063	17,578,257	17,872,724	18,000,000	18,000,000	18,000,000
SEWER OTH IMP FLOW - 5064	-	-	-	-	-
STORMWATER FEES - 5065	57,604	45,932	36,000	100,000	55,000
INT INCOME (EARNED) - 5310	64,419	204,877	-	300,000	300,000
INT INCOME (ACCRUED) - 5350	32,392	20,629	-	-	-
CITATION - 5512	4,810	17,300	5,000	5,000	5,000
COMPLIANCE - 5513	4,600	13,300	5,000	5,000	5,000
PENALTIES - 5514	-	237,450	-	180,599	-
MISC REIMBURSMNT - 6520	1,490,582	3,200	-	4,086	-
MISC REIMB-INJURY PAY - 6540	-	5,188	-	-	-
BOND/LOAN PROCEEDS - 6920	3,136,584	287,333	-	1,712,729	3,700,000
WASTEWATER FUND TOTAL	24,310,543	20,424,244	19,222,500	22,093,709	23,806,500

PUBLIC WORKS DEPARTMENT - WASTEWATER

INTERDEPARTMENTAL CHARGES AND COST RECOVERY	
EXPENDITURE SUMMARY	
PROPOSED BUDGET	32,050,270
ALLOCATED COST	-
TOTAL	32,050,270
% ALLOCATED COST	0%
REVENUE SUMMARY	
FEES AND CHARGES	-
TAX AND OTHER GENERAL REVENUE SUPPORT	32,050,270
TOTAL	32,050,270
% TAX SUPPORT	100%
% FEE SUPPORT	0%

PUBLIC WORKS DEPARTMENT - WASTEWATER

WASTEWATER ENTERPRISE FUND EXPENDITURE SUMMARY	2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 AMENDED BUDGET	2017-2018 EST. ACTUAL	2018-2019 ADOPTED
SALARIES & BENEFITS	2,831,900	3,040,919	3,987,783	3,075,236	4,318,970
MAT'L, SVC & SUPPLIES	12,891,604	15,543,116	18,237,658	15,432,342	20,118,900
CAPITAL OUTLAY	1,986,362	3,896,514	13,149,144	7,445,613	7,612,400
OTHER FINANCING USES	271,412	28,495	150,999	-	-
TOTAL	17,981,279	22,509,043	35,525,584	25,953,191	32,050,270

PUBLIC WORKS DEPARTMENT - WASTEWATER 2017-18

BUDGET ACTIVITY EXPENDITURE SUMMARY	2014-2015	2015-2016	2016-2017	2016-2017	2017-2018
	ACTUAL	ACTUAL	AMENDED BUDGET	EST. ACTUAL	ADOPTED
Disposal - 650710	9,354,015	10,305,235	10,533,120	10,477,962	13,690,168
Operations - 650720	2,056,412	1,955,601	2,219,668	1,764,667	2,436,475
Customer Service - 650730	931,926	957,966	1,120,597	955,606	1,059,623
Sweeping Operations - 650740	585,781	616,146	650,705	692,788	706,648
NPDES Compliance - 650750	1,067,595	1,108,438	2,297,589	1,779,885	2,132,291
Wastewater Projects - 650900	6,691,253	2,962,105	15,424,088	4,817,418	10,637,540
Equipment/Technology - 650950	191,797	75,788	107,200	107,200	685,000
WASTEWATER FUND TOTAL	20,878,779	17,981,279	32,352,967	20,595,526	31,347,745

PUBLIC WORKS DEPARTMENT - WASTEWATER

DETAIL OF PERSONNEL SERVICES				
JOB CLASSIFICATION	2015-16	2016-17	2017-18	2018-19
	ACTUAL	ACTUAL	ACTUAL	PROPOSED
Assistant City Manager/Director of Public Works	0.25	0.25	0.25	0.00
Director of Public Works	0.00	0.00	0.00	0.25
Deputy Director of Public Works	0.00	0.75	0.75	0.30
Deputy Director of Public Works - Development	0.75	0.00	0.00	0.00
Deputy Director of Public Works - Operations	0.20	0.00	0.00	0.00
City Engineer	0.00	0.20	0.20	0.50
Principal Civil Engineer	0.00	0.05	0.05	0.25
Senior Management Analyst	0.50	0.65	0.55	1.00
Management Analyst	0.00	0.00	0.50	0.50
Operations Manager	1.25	1.25	1.05	1.05
Administrative Secretary	1.05	0.95	0.95	0.95
Secretary	0.60	0.60	0.60	0.60
Associate Engineer	1.35	2.35	2.35	2.65
Assistant Engineer	1.10	1.20	1.60	1.60
Geographic Information Systems Analyst	1.00	0.75	0.75	0.75
Geographic Information Systems Technician	1.00	0.75	0.75	0.75
Supervising Engineering Technician	0.05	0.00	0.00	0.00
Senior Engineering Technician	1.05	2.15	2.15	2.25
Engineering Technician	1.55	0.55	0.55	0.45
Code Compliance Officer	1.00	1.00	1.00	1.00
Public Works Inspector	0.10	0.00	0.00	0.00
Maintenance Supervisor	0.00	0.00	1.00	1.00
Public Works Crew Leader	2.00	2.00	2.00	2.00
Public Works Equipment Operator	9.00	9.00	12.00	9.00
Public Works Maintenance Worker	6.00	6.00	4.00	5.00
Financial Operations Manager	0.30	0.20	0.10	0.00
Senior Accountant	0.50	0.50	0.50	0.25
Accounting Technician	0.00	0.00	0.00	0.25
Customer Service Representative	1.80	1.80	1.00	1.00
Wastewater Fund Total	32.40	32.95	34.65	33.35

PUBLIC WORKS DEPARTMENT - WASTEWATER

WASTEWATER ENTERPRISE FUND REVENUE SUMMARY	2014-2015 ACTUAL	2015-2016 ACTUAL	2016-2017 AMENDED BUDGET	2016-2017 EST. ACTUAL	2017-2018 ADOPTED
IND WASTE PERMIT - 4470	-	-	4,000	-	-
INSPECTION FEES - 5010	33,025	27,409	30,000	25,000	25,000
SEPTIC TANK DISCHARGE - 5060	1,006,823	1,255,074	800,000	1,000,000	1,000,000
SEWER CONNECTION FEES - 5061	296,578	654,412	200,000	150,000	150,000
SEWER WET TAP FEES - 5062	2,000	4,400	2,000	1,500	1,500
SEWER SERVICE CHARGES - 5063	18,984,143	17,578,257	17,000,000	18,000,000	18,000,000
SEWER OTH IMP FLOW - 5064	(19,405)	-	-	-	-
STORMWATER FEES - 5065	38,403	57,604	30,000	30,000	36,000
INT INCOME (EARNED) - 5310	77,433	64,419	-	-	-
INT INCOME (ACCRUED) - 5350	15,990	32,392	-	-	-
CITATION - 5512	1,900	4,810	2,500	12,000	5,000
COMPLIANCE - 5513	4,100	4,600	4,500	18,000	5,000
MISC REIMBURSMNT - 6520	5,163,674	1,490,582	-	-	-
MISC REIMB-INJURY PAY - 6540	40,928	-	-	-	-
WASTEWATER FUND TOTAL	25,645,592	21,173,959	18,073,000	19,236,500	19,222,500

PUBLIC WORKS DEPARTMENT - WASTEWATER

WASTEWATER ENTERPRISE FUND EXPENDITURE SUMMARY	2014-2015 ACTUAL	2015-2016 ACTUAL	2016-2017 AMENDED BUDGET	2016-2017 EST. ACTUAL	2017-2018 ADOPTED
SALARIES & BENEFITS	3,108,692	2,831,900	3,835,260	3,069,120	3,987,783
MAT'L, SVC & SUPPLIES	11,729,910	12,891,604	15,645,420	13,078,408	17,848,688
CAPITAL OUTLAY	5,985,233	1,986,362	12,200,300	4,419,053	9,360,275
OTHER FINANCING USES	54,944	271,412	671,987	28,946	150,999
TOTAL	20,878,779	17,981,278	32,352,967	20,595,526	31,347,745



Appendix E
Performance Measures



Table E-1 – Goals and Objectives

Element / Goal or Objective	Estimated Completion Date	Status	Next Steps / Date	Responsible Party	Performance Measurement Criteria	Measure Units/Status
ELEMENT 3 - CITY ORGANIZATION AND COMMUNICATION						
1. Review and revise the lines of authority, and communication from receipt of a complaint or service request from mobilization and response, tracking and reporting.		Complete <u>Organizational Chart</u> <ul style="list-style-type: none"> • Figure 3.2.1A – City Organizational Chart • Figure 3.2.2A – Organizational Chart Supporting Sewer System • Figure 3.3.1A – Communication Plan <u>SSOERP Communication</u> <ul style="list-style-type: none"> • 		Associate Engineer Deputy Director of Maintenance and Operations	1. Response Time 2. Onsite Time 3. Total Time	1. Minutes 2. Minutes 3. Minutes
ELEMENT 4 - LEGAL AUTHORITY						
1. Review and revise, if necessary, the Municipal Code to strengthen prevention requirements, enforcement, and penalties for unregulated users of the collection system:		Complete; Update needed to require grease removal device maintenance standards based on the “25% Rule” and quarterly minimum for interceptors				
1a. Private sewer laterals and privately owned and operated satellite systems.		Complete		Engineering	1. Number of laterals inspected 2. Number of laterals repaired	1. Number 2. Number
1b. Commercial discharges that are likely FOG discharges.		Complete; Update needed to require grease removal device maintenance standards based on the “25% Rule” and quarterly minimum for interceptors		Stormwater	1. Number of businesses inspected annually 2. Number of Enforcement Actions	1. Number 2. Number
2. Investigate the legal authority to compel maintenance for private satellite systems and private laterals.		Complete				
3. Investigate the legal authority to summon private contractors to respond to private spills where private property owners are unable or unwilling to clean up private spills and levy a fee for all city costs,		Complete				



Table E-1 – Goals and Objectives

Element / Goal or Objective	Estimated Completion Date	Status	Next Steps / Date	Responsible Party	Performance Measurement Criteria	Measure Units/Status
3. Examine and resolve inconsistencies with design and construction standards and the Municipal Code and develop new standards for construction in-lieu-of redundant code language.		Complete Resolution No. 086-19 approved September 2019 accept 2018 Greenbook Standards and all future updates adopted automatically.				
ELEMENT 5 - OPERATIONS AND MAINTENANCE PROGRAM						
SANITARY SEWER SYSTEM MAPPING						
1. Compile a new Map Atlas consistent with Aerial Imagery		Complete; 2017 CMMS implementation phasing out the need for physical copies with read-only GIS availability		GIS Department	None	None
2. Implement protocols to track and document changes to map book pages		Complete; 2017 CMMS implementation includes a mechanism to note discrepancies digitally		GIS Department	None	None
3. Implement manhole condition assessment procedures		Complete		O & M Committee	None	None
4. Improve access by field personnel to detailed information and functionality relating to system as-builts		Complete; 2017 CMMS implementation with remote access via network capable computer tablets provides read-only access to the up-to-date GIS sewer map		GIS Department	% of system attributes completed in GIS	Number
PREVENTATIVE MAINTENANCE PROGRAM						
1. Formalize a system for tracking sewer system hot spots and correcting deficiencies		Complete; CMMS Implementation 2017		O & M Committee	1. Number of hot spots eliminated on an annual basis 2. Total Number of Remaining Hot Spots	1. Number 2. Number
2. Implement a program to perform periodic CCTV inspection of the entire collection system and consider using outside services to assist with periodic inspections.		Last full system project completed 2014. Decision/recommendation needed on how often the entire system should be televised (10 years? Next completion by 2024?).		Engineering	Number of feet inspected annually	Number



Table E-1 – Goals and Objectives

Element / Goal or Objective	Estimated Completion Date	Status	Next Steps / Date	Responsible Party	Performance Measurement Criteria	Measure Units/Status
3. Implement a quality control program for flushing and rodding		Pending program to justify need for HFM locations and review flushing/rodding efforts to begin in July 2019.		OM	None	None
4. Improve the system for tracking maintenance activities, prioritizing preventative maintenance, and completing service order requests.		Complete; CMMS implementation 2017		Public Works Department	1. The total length of sewer lines jetted 2. The total length of mains rodded 3. Number of Orders resolved	1. Miles 2. Miles 3. Number
PERSONNEL TRAINING						
1. Revise the training program to introduce safety and operation practices into standard operating procedures systematically.		Complete		OM, DM	None	None
2. Establish a record tracking for an updated training program.		Complete; Conducted annually		OM, DM	1. Personnel Trained 2. Training Man-Hours	1. Number 2. Number
3. Include simulated by-pass and pumping drills into the training curriculum.		Complete; Conducted annually		OM, DM,AE	None	None
4. Prepare standard operating procedures for Equipment use and operation		Ongoing; Multiple SOPs for various equipment being created		OM	SOP's completed annually	Number
5. Perform a nozzle and root cutting class annually		Complete and conducted annually since 2017		OM	None	None
6. Create a program to achieve certification levels for maintenance employees including incentives-temporarily voluntary, then mandatory		Memo from PW Deputy Director to PW Director pending. Estimation for initial incentive implementation based on minimum required certification level per job title and future implementation of mandatory certification levels with time allotment to achieve		AE, DM	None	None



Table E-1 – Goals and Objectives

Element / Goal or Objective	Estimated Completion Date	Status	Next Steps / Date	Responsible Party	Performance Measurement Criteria	Measure Units/Status
EQUIPMENT AND REPLACEMENT PART INVENTORIES						
1. Establish a critical parts list for maintenance equipment and establish sources for acquiring essential parts on short notice and begin acquiring inventory for the most critical components. Consult Fleet Maintenance for input.		Complete		OM, DM	None	None
2. Consider and implement changes to mutual aid agreements to improve access to critical parts.		Complete				
ELEMENT 6 - DESIGN AND PERFORMANCE PROVISIONS						
1. Revisit and revise, if necessary, the design guidelines for new and rehabilitated facilities.		Complete; Resolution No. 086-19 approved September 2019 accept 2018 Greenbook Standards and all future updates adopted automatically.				
2. Revisit and revise, if necessary, the construction specifications and compliance standards for new and rehabilitated facilities.		Complete; Resolution No. 086-19 approved September 2019 accept 2018 Greenbook Standards and all future updates adopted automatically.				
3. Establish procedures for periodic updating of the standards for new and rehabilitated sewer facilities.		Complete; Resolution No. 086-19 approved September 2019 accept 2018 Greenbook Standards and all future updates adopted automatically.				
4. Develop standards for cleaning and inspection of sewer facilities		Complete; Update to procedures includes the requirement to televise and provide video to the City for all new and rehabilitated facilities. Possibly multi-year project for on-call cleaning and TV services to be included in the FY21 budget				



Table E-1 – Goals and Objectives

Element / Goal or Objective	Estimated Completion Date	Status	Next Steps / Date	Responsible Party	Performance Measurement Criteria	Measure Units/Status
5. Develop guidelines and standards for design, construction, and inspection of newly constructed private sewer facilities.		Complete				
6. Develop standards for private laterals for new commercial and multi-family projects.		Complete				
ELEMENT 7- SEWER OVERFLOW EMERGENCY RESPONSE PLAN (SSOERP)						
1. Revise protocols for response to SSO's		Complete; Amended August 2018, including full capture of spills to maximum extent practicable and more pertinent photo documentation.		Operations Manager (OM), AE	None	None
2. Revise the response plan		Complete; Amended August 2018		OM, AE	None	None
3. Improve response procedures for public spills		Complete; 2017 update: Enhanced efforts toward full capture of spills to maximum extent practicable and more pertinent photo documentation.		OM, AE	1. Response Time 2. Spill Volume 3. Recovered Volume 4. %returned	1. Minutes 2. Gallons 3. Gallons 4. Number
4. Improve procedures for private spills		Complete; 2017 update: Enhanced efforts toward full capture of spills to maximum extent practicable and more pertinent photo documentation.		FOG/Lateral Committee	1. Numbers of laterals CCTV inspected 2. Number of laterals repaired 3. Number of private spills reported	1. Minutes 2. Gallons 3. Gallons
5. Improve procedures for spill containment		Complete; 2017 update: Enhanced efforts toward full capture to the maximum extent practicable. New 2011: Modify atlas maps to reflect hydraulic catchments Revise SSORP- Completed		OM, AE	1. Average and maximum response time 2. % of total overflow estimated volume returned to the sewer 3. Total number of overflows that reached an open channel	1. Minutes 2. Percent returned 3. Count Status: See 2014 Audit for statistical analysis; Updated atlas maps 2016



Table E-1 – Goals and Objectives

Element / Goal or Objective	Estimated Completion Date	Status	Next Steps / Date	Responsible Party	Performance Measurement Criteria	Measure Units/Status
6. Implement procedures for on-call plumber response and establish a shortlist		Complete; Need to update and recertify plumbing companies on the list (possibly every five years). Need to track certification date and send requests to companies more than five years certified. Annual business license verification required. To be completed by December 2019.		FOG/Lateral Committee	1. Number of Plumbers prequalified annually 2. Number of plumbers filing spill reports annually	1. Number (Count) 2. Number (Count)
7. Establish legal authority for using on-call plumbers for private spills and cost recovery		Complete		FOG/Lateral Committee	None	None
ELEMENT 8 - Fats, Oils, and Grease Control (FOG)						
1. Implement a public outreach program to educate the public and targeted businesses as to the importance of proper disposal of FOG.		Pending sufficient resources-December 2017 Limited, targeted efforts being made with heavy FOG dischargers and updated pamphlet distributed during annual Food Service Establishment (FSE) inspections by Storm Water staff		FOG Committee	Number of outreach efforts completed	Number
2. Prepare a FOG characterization summary of businesses most likely to produce fog and geo-code the locations relative to the sewer collection system.		Complete; Update needed based on current business licenses		FOG Committee	Number of new business added to the sewer layer annually	Number
3. Review legal authority to further regulate FOG producers who do not have grease traps.		Complete		City Attorney	Completion of a new ordinance	None
4. Geo-code the collection system hot spots and their physical relationship to FOG producing businesses.		Complete; Update needed based on current business licenses		GIS/Storm Water	None	None
5. Document current FOG control measures.		Complete		FOG Committee		



Table E-1 – Goals and Objectives

Element / Goal or Objective	Estimated Completion Date	Status	Next Steps / Date	Responsible Party	Performance Measurement Criteria	Measure Units/Status
6. Evaluate and modify the current FOG control program to satisfy new regulatory requirements and provide added focus to inspection and enforcement activities.		Complete; Update needed to require grease removal device maintenance standards based on the “25% Rule” and quarterly minimum for interceptors				
7. Implement requirements for structural BMP's to minimize or eliminate FOG in the collections system.		Complete; Update needed to require grease removal device maintenance standards based on the “25% Rule” and quarterly minimum for interceptors				
8. Improve the current system of Building permit reviews and implement necessary changes in the review of plans and inspection of new construction involving FOG producing establishments.		Complete; Procedures continually updated		Deputy Director of Public Works Engineering (DE)	1. Number of targeted inspections performed 2. Enforcement Actions taken	1. Number 2. Number
9. Implement a systematic approach to identify FOG prone pipe segments and upstream enforcement of FSE's contributing flow		Sufficient resources recently acquired and implementation is beginning				
ELEMENT 9 - SYSTEM EVALUATION AND CAPACITY ASSURANCE PLAN						
1. Complete sanitary sewer master plan update to include an evaluation of the present collection system to meet current and future needs during peak wet weather events without the overflows.		Complete; Update being done currently. Completion by December 2019				
2. Identify system deficiencies and compile a capital improvement plan and implementation schedule with sufficient funding to meet future needs and correct identified deficiencies.		Complete; Currently conducting rate study to stabilize and increase revenue to support needs				
3. Examine and minimize the possibility of illicit connections, inflow, and infiltration to reduce the risk of overflows.		Partially Complete New smoke testing project starting in June 2020. Enforcement June 2020 deficiencies to be considered and implemented 2020-2021		Engineering	Number of illicit connections discovered in the smoke testing effort	515 Defects were identified



Table E-1 – Goals and Objectives

Element / Goal or Objective	Estimated Completion Date	Status	Next Steps / Date	Responsible Party	Performance Measurement Criteria	Measure Units/Status
4. Develop a flow model, which includes trunk line and interceptor line, networks for periodic evaluation of system capacity.		Complete; Update being done currently. Completion by December 2019				
5. Amend collection system design criteria to meet future demands on the collection system.		Complete				
6. Revise the Equivalent Dwelling Unit criteria and peaking factors consistent with the Capacity Assurance Plan.		Complete; Update should be considered due to updated water conservation regulations.				
ELEMENT 10 - System Evaluation and Capacity Assurance Plan						
1. Complete sanitary sewer master plan update to include an evaluation of the present collection system to meet current and future needs during peak wet weather events without the overflows.		Complete; Update being done currently. Completion by December 2019				
2. Identify system deficiencies and compile a capital improvement plan and implementation schedule with sufficient funding to meet future needs and correct identified deficiencies.		Complete; Currently conducting rate study to stabilize and increase revenue to support needs				
3. Examine and minimize the possibility of illicit connections, inflow, and infiltration to reduce the risk of overflows.		New smoke testing project starting in June 2020. Enforcement June 2020 deficiencies to be considered and implemented 2020-2021		Engineering	Number of illicit connections discovered in the smoke testing effort	515 Defects were identified
4. Develop a flow model, which includes trunk line and interceptor line, networks for periodic evaluation of system capacity.		Complete; Update being done currently. Completion by December 2019				
5. Amend collection system design criteria to meet future demands on the collection system.		Complete				



Table E-1 – Goals and Objectives

Element / Goal or Objective	Estimated Completion Date	Status	Next Steps / Date	Responsible Party	Performance Measurement Criteria	Measure Units/Status
6. Revise the Equivalent Dwelling Unit criteria and peaking factors consistent with the Capacity Assurance Plan.		Complete; Update should be considered due to updated water conservation regulations.				
ELEMENT 11 - MONITORING, MEASUREMENT AND PLAN MODIFICATIONS						
1. Improve procedures for identification of problem segments and severity, prioritize rehab or replacement programs, and integrate information into the annual CIP process.		Complete		Engineering	None	None
2. Establish a new program to inspect all manholes and prioritize repairs.		Complete		OM, DM	None	None
3. Improve systems for collecting and tracking the condition of facilities and how information is stored and utilized.		Complete		OM, DM	None	None
ELEMENT 12 - COMMUNICATION PROGRAM						
1. Implement a public education program by developing education programs for the public targeting information pieces to be include and newsletter and distribution to ratepayers.		Sufficient resources recently acquired, and implementation is beginning- First outreach by December 2019		Outreach Committee	Number of outreach pieces published annually	Number
2. Seek out stakeholder groups to including HOA's, FSE's, and Property Managers receive input on changes that will affect the public.		Complete; Updates must be done.		Outreach Committee	None	None



Appendix F

2019 & 2017 Bi-Annual Audits

SEWER SYSTEM MANAGEMENT PLAN BI-ANNUAL SELF-AUDIT REPORT

July 2019

EXECUTIVE SUMMARY:

The last two years of collection system operation since the 2017 SSMP Self-Audit has resulted in some progress toward meeting SSMP goals and. Some shortfalls include the occurrence of two Category 1 SSOs and two Category 3 SSOs in 2017 and two Category 3 SSOs in 2018, limited improvement in performance indicators used to measure the effectiveness of the SSMP, and the continuing reduction and turn-over of dedicated wastewater staff, which has contributed to a low effectiveness in regular maintenance activities. Additionally, some of the SSMP goals that had been deemed completed had to be updated due to increased regulation and compliance expectations. Over the past two calendar years (January 1, 2017 to December 31, 2018) the City has experienced more than one overflow per hundred miles of maintained system, but only 100 gallons of wastewater was uncontained and unrecovered in total from all of the SSOs. The performance indicators with numerical indicators are summarized in the following pages.

The following audit report is divided by Element Numbers representing Chapters in the SSMP. Preparatory for this audit, the "Sewer Collections System Pre-Inspection Questionnaire, V2.0" was used to determine insufficient areas requiring modification of the 2015 SSMP, which was certified by the El Cajon City Council at the April 28, 2015 City Council Meeting. A completed copy of the questionnaire is include as **Attachment #1**. Deficiencies are noted in the text following.

COLLECTION SYSTEM SUMMARY:

Name of Agency	City of El Cajon
Date of Audit	July 2019 , Covers period from January 1, 2017 to December 31, 2018
Name of Auditor	Blake Behringer
System Overview	
Miles of Gravity Sewer Mains	194
LF of Lower Lateral (Upper and Lower Laterals are Privately Owned)	N/A
LF of Force Mains	None
Number of Pump Stations	None
Number of Siphons	13
Population Served	103,679
Number of Manholes	4,260
Current Average Monthly Single-Family Residential sewer rate	\$42.69

ELEMENT I: GOALS

References:

- Revised Goals, **Attachment #2**

1. Are the goals stated in the SSMP still appropriate and accurate? **NO**

If you answered **NO** to question 1, describe content and schedule for updates.

The City had established 51 short and long term goals as set forth in the certified SSMP in August of 2009. As of the 2015 SSMP update, we had accomplished 39 of those goals and progress had slowed for the remaining 12 goals. Following the 2017 Self Audit, another major goal has been achieved in that the City has acquired and implemented an automated Computerized Maintenance Management System to assist with the scheduling and tracking of sewer maintenance activities. The implementation was delayed for a number of reasons, mostly to do with programming, budgeting, and staffing changes and shortages. The goals regarding Fats, Oils, and Grease (FOG) enforcement needs to be updated and revised to assure that they are attainable goals, due to staffing levels and the difficulty in imposing any new comprehensive program. New goals are to be included in the 2020 SSMP update based on experience since inception in 2009. Suggested revisions (redlines) for goal completion timelines will be included with the formal SSMP audit and update, effective July 2020. Engineering, maintenance, and management staff will review all suggested redlines for incorporation

Attachment #2 includes an updated goal summary with commentaries regarding progress and status or modifications that are more realistically achievable.

ELEMENT II: ORGANIZATION

References:

- Organization Charts- **Attachment #3A**
- Phone List- **Attachment #3B**

2. Is the SSMP up-to-date with agency organization and staffing contact information? **NO**

If you answered **NO** to question 2, describe content and schedule for updates.

The Organizational Chart has been revised multiple times since the 2015 SSMP update. The most recent Organization chart, along with contact phone numbers, is included as (**Attachment #3A**) and will be included as Suggested Revisions (redlines) in the 2020 SSMP update. It might be beneficial to revise the format of the document to reference roles and responsibilities more generally and have specific names and titles in an attachment of which could be modified and updated as needed.

Maintenance staff had been transferred temporarily, on a volunteer basis, to fill vacancies in sewer maintenance crews and only recently have many of the multiple vacancies been filled. Standard duties such as FOG inspections, the coordination, management, and training of maintenance staff, and administrative and outreach practices are being split between existing personnel in the interim.

ELEMENT III: OVERFLOW EMERGENCY RESPONSE PLAN

References:

- Data submitted to CIWQS- Spill Reports, see **Attachment #4**
- Sewer Overflow Emergency Response Plan (SSOERP), see **Attachment #5A**
- Sanitary Sewer Overflow Reporting Flow Chart, see **Attachment #5B**
- Private Lateral SSO Inspection and Enforcement Program

Table 1: Annual SSO Statistics (Public SSO's Only)

System Metrics	2013	2014	2015	2016	2017	2018
Number of dry weather SSO's	1	2	1	0	2	2
Number of wet weather SSO's	0	0	0	0	2	0
Total number of SSO's	1	2	1	0	4	2
Number of SSO's per 100 miles sewer per year	.5	1	.5	0	2	1
Number of SSO's <100 gallons	1	2	0	0	2	1
Number of SSO's 100 to 999 gallons	0	0	0	0	2	1
Number of SSO's 1,000 to 9,999 gallons	0	0	1	0	0	0
Number of SSO's >10,000 gallons	0	0	0	0	0	0
Total volume of SSO's (gallons)	100	45	1,450	0	165	295
Total volume recovered	5	10	100	0	65	205

Table 1 (cont'd): Annual SSO Statistics (Public SSO's Only)

System Metrics	2013	2014	2015	2016	2017	2018
Net volume of SSO's (total minus recovered)	95	35	1,350	0	100	90
Total volume conveyed to wastewater treatment (Billion Gallons Per Year)	2.932	2.865	2.761	2.774	2.819	2.443
Percent volume conveyed (100 x (Total volume conveyed – Volume of SSO's)/Total volume)	0%	0%	0%	0%	0%	0%
SSO's caused by:						
Roots	1	0	0	0	.5	1.5
Grease	0	1	0	0	1.5	.5
Debris	0	1	0	0	0	0
Pipe failure	0	0	0	0	0	0
Pump station failure N/A	----	----	----	----	----	----
Capacity-limited pipe segment (no debris)	0	0	0	0	2	0
Other	0	0	1	0	0	0
Number of locations with more than one SSO in the past year	0	0	0	0	1	0
Average response time – during business (Min.)	15	30	20	N/A	N/A	16.5
Average response time – after business (Min.)	N/A	N/A	N/A	N/A	17.5	N/A

3. Does the SSMP contain an up-to-date version of your agency's Overflow Emergency Response Plan? **YES**

4. Considering the information in Table 1, is the Overflow Emergency Response Plan effective in handling SSO's? **YES**

If you answered **NO** to questions 3 and/or 4, describe content and schedule for necessary revisions and implementation.

The Sanitary Sewer Overflow Emergency Response Plan (SSOERP) was revised August 2018 and is included as **Attachment #5**. The SSOERP was updated to incorporate the monitoring requirements of **ORDER NO. WQ 2013-0058-EXEC**. Updates to this plan are a coordinated effort between both engineering and maintenance staff and operations staff has conducted a training update based on the revised plan.

A Sanitary Sewer Overflow Reporting Flow Chart, included as Attachment #5B, was also created in 2017 as a supplement to the SSOERP. This chart allows staff to quickly trace an action plan based on criteria observed in the field and notify the proper agencies within given timeframes based on each spill category.

Private Lateral SSO Inspection and Enforcement Program:

All laterals in the City are privately owned and each property owner is required by Municipal Code to maintain laterals in good working condition. Most of the approximately 17,000 private laterals within the City exceed forty-years in age and are at high risk for failure. The City requires that all property owners that experience a Private Lateral Sewer Discharge (PLSD) or seek to obtain certain building/plumbing permits are required to submit a video inspection and report for review by the City and, if necessary, perform repairs by order of the City. The City has become more proactive in requiring private lateral repairs, even for significant root intrusion alone, rather than requiring preventative maintenance. This is being done due to advice from other jurisdictions about infiltration prevention, enhanced cured-in-place pipe lining technologies, and in effort to reduce future problems/liabilities and enforcement efforts due to the future potential lack of continued compliance.

**Table 2: Private Lateral Enforcement
(Numbers do not include jetting or root removal as sole rehabilitation effort)**

	2013	2014	2015	2016	2017	2018
Number of Private Spills Annually	17	12	15	10	15	8
Number of Private Laterals Inspected	76	68	77	53	73	78
Number of laterals Repaired	16	6	6	5	5	10

ELEMENT IV: FATS, OILS, AND GREASE (FOG) CONTROL PLAN

References:

- Map of sewer lines impacted by FOG - **Attachment #6**
- List intensified maintenance locations- **Attachment #7**
- Cleaning schedules- **Attachment #8**
- Summary of Food Service Establishment (FSE) inspection reports 2017 & 2018- **Attachment #9**
- Sample-Private Lateral Notice of Violation for Grease- **Attachment #10**

Table 3: FOG Control Statistics

	2013	2014	2015	2016	2017	2018
Number of SSO's caused by FOG	0	1	0	0	1.5	.5
Planned cleaning of Pipe Segments with FOG (LF)	10300	10300	10300	13675	13675	13675
Unplanned cleaning from FOG (LF) (No records)*	N/A	N/A	N/A	N/A	N/A	N/A
Ratio of planned to unplanned cleaning (LF)*	N/A	N/A	N/A	N/A	N/A	N/A
Number of FSE inspections completed	43	41	61	70	76	87

***Unplanned Maintenance Activities will begin to be tracked by Computerized Maintenance Management System (CMMS) upon implementation.**

5. Does the SSMP contain up-to-date information about your agency's FOG control program? **YES**
6. Considering the information in Table 3, is the current FOG program effective in documenting and controlling FOG sources? **NO**

If you answered **NO** to questions 5 and/or 6, describe content and schedule for necessary changes.

The FOG control ordinance was approved in July 2009. Since implementation, the City has conducted inspections of selected restaurants to verify compliance. The inspected FSEs have been historically targeted to meet storm water regulations and FOG compliance has been integrated as part of the existing inspections. When violations are noted, notices are given to the operators to correct the identified problems. In 2011, the City began a system-wide video inspection and has mapped lateral services. Where FOG or root problems are noted, enforcement actions should be initiated. A GIS FOG layer was developed and is represented by the map included in **Attachment #6**. **Attachment #6** shows FSE locations and sewer pipes with degrees of grease severity that are shown as Red (3-severe), Yellow (2-moderate), and Blue (1-light grease). Unfortunately, this map is not entirely accurate and has not been updated since additional review of the video footage of the sewer segments has shown that some deficiencies were improperly identified as grease, when there was actually a problem with scale. The locations of FSEs in the layer should also be updated with current business license data. **Attachment #7** is a list of intensified sewer mains that have grade 3 designations as severe grease. Our enforcement program will be implemented with a focus on FSE's upstream of severe mains. The tributary FSE's will be targeted for annual inspections. All confirmed grade 3 mains were added to the High Frequency Maintenance list and receive maintenance quarterly.

Increased enforcement is planned for those FSE's causing downstream grease problems. The code compliance position has been filled and the City has begun a limited initial effort to inspect selected FSE's on a priority basis. Where non-compliance is noted, City staff is working with FSE managers to come into compliance. The City is learning many lessons through these interactions and beginning to build SOP's for the growth and consistency of the program. Any evidence of continued non-compliance will result in citations issued followed by re-inspection.

Currently, our lateral inspection program targets properties that experience FOG-related PLSDs and those connections that have evidence of significant levels of grease discharge in the lateral, as well as all properties applying for certain building permits that have the potential to intensify the use of the sewer lateral. Systematically, those properties showing grease are served with a Notice to Inspect, where property owners are given a short period of time to have their laterals inspected by a licensed plumber and submit the video and inspection report for City review. If grease is found to be an issue, property owners are given instructions to use Best Management Practices (BMP's) that will minimize the disposal of grease to the sewer. With all these efforts, the frequency of spills caused by grease should diminish significantly, but the City's efforts are not enough to eliminate spills by grease, nor eliminate the need for intensified maintenance of public sewers to remove grease build-up. An intensified outreach effort is planned to send customers suggestions on how to avoid dumping grease down the drain.

ELEMENT V: LEGAL AUTHORITY

References:

- Ordinances- **Attachment #11**
- Enforcement actions- **Attachment #12**

7. Does the SSMP contain up-to-date information about your agency's legal authority? **YES**
8. Does your agency have sufficient legal authority to control sewer use and maintenance? **YES**

If you answered **NO** to questions 7 and/or 8, describe content and schedule for necessary changes.

ELEMENT VI: MEASURES AND ACTIVITIES

A. COLLECTION SYSTEM MAPS

References:

- Pages of old Sewer Book and New Sewer Book, **Attachment #13**
- Screen capture of Pipe Assessment Tool, Computerized Maintenance Management System (CMMS), **Attachment #14**

9. Does the SSMP contain up-to-date information about your agency's maps? **NO**
10. Are your agency's collection system maps complete, up-to-date, and sufficiently detailed? **YES**

If you answered **NO** to questions 9 and/or 10, describe content and schedule for necessary changes.

The GIS is up-to-date and field map books are being phased out (see **Attachment #13**) as direct access to GIS data is being expanded. Sewer manholes have been renumbered and reorganized to sequentially progress by number from one manhole to the next from the top of the basin to the bottom of the basin (see **Attachment #14**). The City has transitioned from an outdated Windows program to a new CMMS to manage the scheduling and tracking of data for the sewer maintenance efforts. Maintenance crews are able to access and update work orders in the field through the CMMS via network capable computer tablets. Additionally, the CMMS provides remote, read-only access to the up-to-date GIS sewer maps, as well as a mechanism to make notes on discrepancies that office staff can follow up on.

B. RESOURCES AND BUDGET

References:

- Wastewater Capital Improvement Plans (CIP) FY17-FY20- **Attachment #15**
- Operating Budgets FY17-FY20 - **Attachment #16**

11. Does the SSMP contain up-to-date information about your agency's resources and budget? **NO**
12. Are your agency's resources and budget sufficient to support effective sewer system management? **NO**
13. Do your agency's planning efforts support long-term goals? **NO**

If you answered **NO** to questions 11 THROUGH 13, describe content and schedule for necessary changes.

Attachments #15 & #16 are the City’s Wastewater CIP and Operating Budgets for fiscal years 2018, 2019, and 2020. The Wastewater Fund currently has a structural deficit, but the City is currently conducting another rate case study to plan for necessary increases in the wastewater fees. The previous rate study’s revenue projections had a basis that relied heavily on water consumption. Unfortunately, a major drought occurred since the implementation of the adopted rates and actual revenues fell far short of the projections due to conservation mandates. The new rates will be likely be raised over the next several years and, by increasing base charges, far less dependent on water use fluctuations. These changes should help to balance the budget and provide more sufficient funding to support maintenance activities, future costs associated with the transportation, treatment, disposal, and reuse of the City’s wastewater, as well as the City’s own capital improvement plans.

Wastewater CIP projects continue to be delayed in implementation due to budgeting and staff shortages. There have been very few completions of the 15 years of scheduled repairs proposed in 2015.

C. PRIORITIZED PREVENTIVE MAINTENANCE

References:

- List of Intensified Maintenance Locations- **Attachment #7**
- Cleaning Schedules- **Attachment #8**
- Service Call List- **Attachment #17**

TABLE 4: Annual Blockage Statistics and Preventive Maintenance Activities

(Lengths in miles)	2013	2014	2015	2016	2017	2018
Planned Cleaning	254.4	169.7*	137.1	100.7	74.9	61.4
Unplanned Cleaning/Blockages*	Unavailable	Unavailable	Unavailable	Unavailable	Unavailable	Unavailable
Intensified Maintenance	22.3	22.3	28.8	41.3	48.9	38.3
Ratio of planned cleaning to unplanned*	Unavailable	Unavailable	Unavailable	Unavailable	Unavailable	Unavailable

***Unplanned Maintenance Activities will begin to be tracked by CMMS by December 2019.**

14. Does the SSMP contain up-to-date information about your agency’s preventive maintenance activities? **YES**

15. Considering the information in Tables 2-4, are your agency’s preventive maintenance activities sufficient and effective in reducing and preventing SSO’s and blockages? **NO**

If you answered **NO** to questions 14 and/or 15, describe content and schedule for necessary improvements.

It has been continually difficult to press upon management that wastewater staffing should remain a priority. Lack of staffing has caused a shift in work prioritization from standard maintenance practices, to a focus on high frequency maintenance locations, as only one combination vehicle could be operated for months at a time.

Additionally, staff has seen a reduction in wastewater flows and an increase in sludge build-up due to water conservation regulations. This means that it is becoming more vital to maintain the entire sewer system per the expected schedule of at least every 18 months. To achieve this, the proper staffing levels and focus on maintenance activities must be endorsed by management.

D. SCHEDULED INSPECTIONS AND CONDITION ASSESSMENT

References:

- Inspection reports are on-file in the Department of Public Works
- Pipe and manhole condition data is on-file in the Department of Public Works
- Pipe and Manhole condition assessment reports are on file at the Department of Public Works
- A pipe replacement and rehabilitation CIP is on file at the Department of Public Works
- Matrix of pipes and manholes that require repair or replacement, **Attachment #18**

16. Does the SSMP contain up-to-date information about your agency’s inspections and condition assessment? **NO**

17. Are your agency’s scheduled inspections and condition assessment system effective in locating, identifying, and addressing deficiencies? **YES**

If you answered **NO** to questions 16 and/or 17, describe content and schedule for necessary changes.

Starting in April 2011, the City embarked on a system-wide video inspection and pipe assessment to provide base-line pipe condition ratings combined with a rehab and replacement capital improvement program. That work was complete in December 2014.

The SSMP was revised in 2015 to include the updated CIP for pipe replacement and rehabilitation. Roughly \$15 million was needed to be invested to correct those deficiencies, including the Johnson Avenue pipeline expansion project, which was completed in 2018.

Additionally, the City has begun requiring video inspections of all new and rehabilitated pipes prior to accepting the improvements. The City is creating an SOP to periodically incorporate these videos into the CMMS.

E. CONTINGENCY EQUIPMENT AND REPLACEMENT INVENTORIES

References:

- Funds spent on equipment and materials
- Equipment and parts inventory- **Attachment #19**

Table 5: Expenditures for Equipment, Spare Parts, and Supplies:

YEAR	Expenditures
2013	\$37,750
2014	\$44,300
2015	\$47,000
2016	\$40,800
2017	\$55,000
2018	\$56,800

18. Does the SSMP contain up-to-date information about equipment and replacement inventories? **YES**

19. Are contingency equipment and replacement parts sufficient to respond to emergencies and properly conduct regular maintenance? **YES**

If you answered **NO** to questions 18 and/or 19, describe content and schedule for necessary arrangements.

F. TRAINING

References:

- Employee training records-**Attachment #20**

20. Does the SSMP contain up-to-date information about your agency's training expectations and programs? **YES**

21. Do supervisors believe that their staff is sufficiently trained? **YES**

22. Are staff satisfied with the training opportunities and support offered to them? **NO**

If you answered **NO** to questions 20 through 22, describe content and schedule for necessary improvements.

Though staff is sufficiently trained to handle the work, supervisors would recommend more in-depth, comprehensive training and Collection Systems Maintenance Certifications be obtained by appropriate staff through California Water Environment Association (CWEA). One of the goals of the SSMP is to have a certified workforce to demonstrate the competence of the group. The proposal has been to create an incentive program for employees to get the certification as a short-term measure. Eventually the proper certification levels would become a requirement of the wastewater positions. So far staff has not been able to implement any of the steps toward certification incentives or mandates.

G. OUTREACH TO PLUMBERS AND BUILDING CONTRACTORS

References:

- Guidelines for inspection of Private laterals- **Attachment #21**
- Pre-Qualified list of Plumbers- **Attachment #22**

23. Does the SSMP contain up-to-date information about your agency's outreach to plumbers and building contractors? **YES**

24. Has your agency conducted or participated in any outreach activities to plumbers and building contractors? **NO**

If you answered **NO** to questions 23 and/or 24, describe content and schedule of future activities.

Attachment #21 contains the latest outreach materials for plumbers seeking inspection and repair work required by the City. **Attachment #22** is a list of plumbers that have agreed to subscribe to the City's sewer lateral inspection guidelines, but it has been many years since the City has conducted follow-up training or open forum meetings with contractors to discuss updated expectations and lessons learned. Lack of designated staff does not allow for proactive programs.

ELEMENT VII: DESIGN AND CONSTRUCTION STANDARDS

References:

- 2012 Edition of “The Green Book”, Standard Specifications for Public Works Construction on file at the Department of Public works.
- City Council Resolution No. 023-14, Approved March 25, 2014- **Attachment #23**

25. Does the SSMP contain up-to-date information about your agency’s design and construction standards? **NO**

26. Are design and construction standards, as well as standards for inspection and testing of new and rehabilitated facilities sufficiently comprehensive and up-to-date? **YES**

If you answered **NO** to questions 25 and/or 26, describe content and schedule for necessary revisions.

The City’s design Standards remain unchanged and are not current. The City Council adopted new construction standards on March 25, 2014 with Resolution No. 023-14. By reference, the current standards are the 2012 edition of “Green Book”, Standard Specifications for Public Works Construction, along with the 2012 County of San Diego Regional Standard Drawings and Supplement. The City intends to adopt the updated 2018 Green Book standards in the near future and will incorporate these into the 2020 SSMP update in Chapter 4, sections 4.1(b)(c) and 4.2.

ELEMENT VIII: CAPACITY MANAGEMENT

References:

- 2015 Sewer System Master Plan Update (On file at the Department of Public works)
- Wastewater CIP FY17-FY20 - **Attachment #15**

Table 6: SSO’s Caused by Hydraulic Limitations

	2013	2014	2015	2016	2017	2018
Number of SSO’s caused by capacity limitations	0	0	0	0	2	0

27. Does the SSMP contain up-to-date information about your agency’s capacity assessment? **NO**

28. Has your agency completed a capacity assessment and identified and addressed any hydraulic deficiencies in the system? **YES**

If you answered **NO** to questions 27 and/or 28, describe content and schedule for necessary activities.

In 2008 The City prepared a sewer system master plan based on increased densities in the downtown area with Specific Plan SP 182 and a projected population increase of 40,000 new residents at build-out. Many of the capacity deficiencies resulting from that increase in population became suspect when SP 182 was abandoned and build-out population estimates were revised downward to about 24,000 new residents at build-out. The 2015 Sewer Master Plan update reflects the decreased population numbers and many of the capacity deficiencies identified in 2008 are no longer classified as deficiencies. A revised project list was included in the revised 2015 SSMP as Appendix 5-8. The completed Johnson Avenue Sewer Relief Project did relieve the trunk line and

other known ancillary capacity issues. An updated flow model is being created to incorporate changes in population estimates and the expanded trunk line created by Johnson Avenue Sewer Relief Project.

ELEMENT IX: MONITORING, MEASUREMENT, AND PROGRAM MODIFICATIONS

References:

- SSMP Performance Indicators- **Attachment #24**

29. Does the SSMP contain up-to-date information about your agency's data collection and organization? **NO**

30. Is your agency's data collection and organization sufficient to evaluate the effectiveness of your SSMP? **YES**

If you answered **NO** to questions 29 and/or 30, describe content and schedule for necessary improvements.

As part of the Audit completed in 2015, the City has revised its performance indicators and the latest version had been included in the 2015 SSMP as Appendix 10-1. Better records need to be kept in one location to track sewer mains and manholes that require repair. A single database tracking the needs and completions of those assets can be achieved with either Excel, Access, and/or a GIS layer, but they must be updated regularly to maintain their effectiveness.

ELEMENT X: SSMP AUDITS

31. Will this SSMP Self-Audit be completed and kept on file and available by July 10, 2019? **YES**

ELEMENT XI: COMMUNICATION PROGRAM

References:

- Customer Database is on file with the El Cajon Department of Finance
- The City's Website:
<http://www.cityofelcajon.us/your-government/departments/public-works>
- Other communication records such as newspaper ads, site postings, or other outreach.

32. Does the SSMP contain up-to-date information about your agency's public outreach activities? **NO**

33. Does the SSMP contain up-to-date information about your agency's communications with satellite and tributary agencies? **NO**

34. Has your agency effectively communicated with the public and other agencies about the SSMP, and addressed feedback? **NO**

If you answered **NO** to questions 32, 33, and/or 34, describe content and schedule for necessary improvements.

The 2015 SSMP was updated to include recent communications relating to the Johnson Avenue Sewer Relief Project, but the City needs to do more in the future relative to customer BMPs. New

goals relative to public outreach were included in the 2015 SSMP, but implementation continues to be postponed due to staff shortages.

Although the City has an ordinance in place to regulate private satellite systems within the City by requiring collections system inspections once every 10 years and perform necessary repairs, the City has not been able to proactively enforce the ordinance due to insufficient manpower and the inability to identify all satellite systems. With pending regulations in a new Waste Discharge Requirements Program (WDR) relating to private satellite systems (possibly only sites with system one mile or longer), it seems premature to expend the resources to locate all systems within the City. Consequently, the City will defer proactive progress on this goal until the new regulations are published and will continue to enforce compliance for each site on an as needed basis. With respect to systems outside the City limits, but contributory to the City's flow, no current action is necessary because all systems outside the City are public and, similarly, are subject to the WDR. The City has, however, been requiring sewer lateral inspections from all non-single-family-residential properties that apply for any building permit. Single family residential properties are only required to inspect if a proposed project has a potential for enhanced sewer impact.

The City has recently updated and begun distributing a FOG-related pamphlet to FSEs and explaining FOG regulations to managers through the annual inspections done by the Storm Water Division.

A pamphlet about property owners' responsibilities with regard to sewer laterals and how citizens' actions can negatively impact the public sewer was also recently updated and was distributed at an information booth during a major event held by the City. This information is also slated to be reformatted to send as a supplemental notice in customers' sewer bills by December 2019.

All References:

Attachment #1:	Sewer Collections System Pre-Inspection Questionnaire, V2.0
Attachment #2:	Revised Goals
Attachment #3A:	Organization Charts
Attachment #3B:	Phone List
Attachment #4:	CIWQS- Spill Reports
Attachment #5A:	Sewer Overflow Emergency Response Plan (SSOERP)
Attachment #5B:	Sanitary Sewer Overflow (SSO) Reporting Flow Chart
Attachment #6:	Map of Sewer Lines Impacted By FOG
Attachment #7:	List Intensified Maintenance Locations
Attachment #8:	Cleaning Schedules
Attachment #9:	Summary of Restaurant Inspection Reports
Attachment #10:	Sample-Private Lateral Notice of Violation for Grease Ordinances
Attachment #11:	Enforcement Actions
Attachment #12:	Pages of Old Sewer Book and New Sewer Book
Attachment #13:	Screen Capture of CMMS
Attachment #14:	Wastewater Capital Improvement Plans (CIP) FY17-FY20
Attachment #15:	Operating Budgets FY17-FY20
Attachment #16:	Service Call Data
Attachment #17:	Pipes and Manholes Needing Repair
Attachment #18:	Equipment and Parts Inventory
Attachment #19:	Employee Training Records
Attachment #20:	Guidelines for Inspection of Private Laterals
Attachment #21:	Pre-Qualified List of Plumbers
Attachment #22:	City Council Resolution No. 023-14
Attachment #23:	SSMP Performance Indicators

SEWER SYSTEM MANAGEMENT PLAN BI-ANNUAL AUDIT REPORT July 2017

EXECUTIVE SUMMARY:

The first two years of collection system operation since the 2015 SSMP update has resulted in a significant decline in progress toward meeting operational goals and standard maintenance practices. These shortfalls include the occurrence of a single Category 1 SSO, some progress yet no additional completion of the few remaining SSMP Goals, limited improvement in performance indicators used to measure the effectiveness of the SSMP, and the reduction and turn-over of dedicated wastewater staff, which has contributed to a marked decline in regular maintenance activities. Over the prior two years (January 1, 2015 to December 31, 2016), however, the City has experienced less than one overflow per hundred miles of maintained system and that overflow was actually caused by vandalism that could not have been anticipated nor prevented through any public practice; an obstruction protruding from a private lateral caused the blockage and subsequent overflow. The performance indicators with numerical indicators are summarized in the following pages.

The following audit report is divided by Element Numbers representing Chapters in the SSMP. Preparatory for this audit, the “Sewer Collections System Pre-Inspection Questionnaire, V2.0” was used to determine areas in the 2015 SSMP that are insufficient and require modification. A completed copy of the questionnaire is include as **Attachment #1**. Deficiencies are noted in the text following and are addressed as suggested redlines to the 2015 SSMP that was certified by the El Cajon City Council at the April 28, 2015 City Council Meeting.

COLLECTION SYSTEM SUMMARY:

Name of Agency	City of El Cajon
Date of Audit	July 2017 , Covers period from January 1, 2015 to December 31, 2016
Name of Auditor	Blake Behringer
System Overview	
Miles of Gravity Sewer Mains	194.6
LF of Lower Lateral (Upper and Lower Laterals are Privately Owned)	N/A
LF of Force Mains	None
Number of Pump Stations	None
Number of Siphons	13
Population Served	103,679
Number of Manholes	4,260
Current Average Monthly Single-Family Residential sewer rate	\$42.69 (up from \$36.00 in 2015)

ELEMENT I: GOALS

References:

- Revised Goals, **Attachment #2**

1. Are the goals stated in the SSMP still appropriate and accurate? **NO**

If you answered **NO** to question 1, describe content and schedule for updates.

The City had established 51 short and long term goals as set forth in the certified SSMP in August of 2009. As of the 2015 SSMP update, we had accomplished 39 of those goals and progress had slowed for the remaining 12 goals. That progress has continued to wane for a number of reasons, mostly to do with programming, budgeting, and staffing changes and shortages. The goals need to be updated and revised to assure that they are attainable goals and new goals are to be included based on experience since inception in 2009. Suggested revisions (redlines) to goal completion timelines will be included with the SSMP, effective July 2017. Engineering, maintenance, and management staff will review all suggested redlines and for incorporation

Attachment #2 includes an updated goal summary with commentaries regarding progress and status or modifications to be more realistically achievable.

ELEMENT II: ORGANIZATION

References:

- Organization Chart- **Attachment #3**
- Phone List- **Attachment #3**

2. Is the SSMP up-to-date with agency organization and staffing contact information? **No**

If you answered **NO** to question 2, describe content and schedule for updates.

The Organizational Chart has been revised multiple times since the 2015 SSMP update. The most recent Organization chart, along with contact phone numbers is included as (**Attachment #3**) and will be included as suggested revisions (redlines) in the current SSMP 2015. Additionally, the City is currently transitioning away from having an Assistant City Manager acting as the Public Works Director and is in the of process hiring a new Director of Public Works. The City Manager is currently acting in this capacity.

Maintenance staff has been transferred temporarily, on a volunteer basis, to fill vacancies in sewer maintenance crews and staff anticipates filling the multiple vacancies that have been left in other important roles, but standard duties such as FOG inspections, the coordination, management, and training of maintenance staff, and administrative and outreach practices are being split between existing personnel in the interim.

ELEMENT III: OVERFLOW EMERGENCY RESPONSE PLAN

References:

- Data submitted to CIWQS- Spill Reports, see **Attachment #4**
- Private Lateral SSO Inspection and Enforcement Program

Table 1: Annual SSO Statistics (Public SSO's Only)

Measurement Criteria	2011	2012	2013	2014	2015	2016
Number of dry weather SSO's	2	1	1	2	1	0
Number of wet weather SSO's	0	0	0	0	0	0
Total number of SSO's	2	1	1	2	1	0
Number of SSO's per 100 miles sewer per year	1	0.5	.5	1	.5	0
Number of SSO's <100 gallons	2	1	1	2	0	0
Number of SSO's 100 to 999 gallons	0	0	0	0	0	0
Number of SSO's 1,000 to 9,999 gallons	0	0	0	0	1	0
Number of SSO's >10,000 gallons	0	0	0	0	0	0
Total volume of SSO's (gallons)	61	20	100	45	1,450	0
Total volume recovered	1	0	5	10	100	0

Table 1 (cont'd): Annual SSO Statistics (Public SSO's Only)

Measurement Criteria	2011	2012	2013	2014	2015	2016
Net volume of SSO's (total minus recovered)	60	20	95	35	1,350	0
Total volume conveyed to wastewater treatment (Billion Gallons Per Year)	2.986	2.788	2.932	2.865	2.761	2.774
Percent volume conveyed (100 x (Total volume conveyed – Volume of SSO's)/Total volume)	0%	0%	0%	0%	0.00%	0%
SSO's caused by:						
Roots	2	1	1	0	0	0
Grease	0	0	0	1	0	0
Debris	0	0	0	1	0	0
Pipe failure	0	0	0	0	0	0
Pump station failure N/A	-----	-----	-----	-----	0	0
Capacity-limited pipe segment (no debris)	0	0	0	0	0	0
Other	0	0	0	0	1	0
Number of locations with more than one SSO in the past year	0	0	0	0	0	0
Average response time – during business (Min.)	15	30	15	30	20	N/A
Average response time – after business (Min.)	15	N/A	N/A	N/A	N/A	N/A

3. Does the SSMP contain an up-to-date version of your agency's Overflow Emergency Response Plan? **NO**
4. Considering the information in Table 1, is the Overflow Emergency Response Plan effective in handling SSO's? **YES**

If you answered **NO** to questions 3 and/or 4, describe content and schedule for necessary revisions and implementation.

The Sewer Overflow Emergency Response Plan was revised March 25, 2014 and is included as **Attachment #5**, but the Response Plan does not meet the requirements of **ORDER NO. WQ 2013-0058-EXEC** and must be updated, accordingly. Updates to this plan will be a coordinated effort between both engineering and maintenance staff and should be completed prior to December 2017.

Private Lateral SSO Inspection and Enforcement Program:

All laterals in the city are privately owner and each property owner is required by Municipal Code to maintain laterals in good working condition. Most private laterals within the city (14,000 ea.) exceed forty-years in age and are a high risk for failure. The City requires that all property owners that experience an SSO or seek a building/plumbing permit are required to submit a video inspection and report for review by the City and, if necessary, perform repairs by order of the City.

Table 2: Private Lateral Enforcement

	2011	2012	2013	2014	2015	2016
Number of Private Spills Annually	5	12	17	12	15	10
Number of Private Laterals Inspected	54	89	76	68	77	53
Number of laterals Repaired	13	19	16	6	6	5

ELEMENT IV: FATS, OILS, AND GREASE (FOG) CONTROL PLAN

References:

- Map of FOG sources (FSE's) in service area- **Attachment #6**
- List intensified maintenance locations- **Attachment #7**
- Cleaning schedules- **Attachment #8**
- Summary of Restaurant inspection reports- **Attachment #9**
- Sample-Private Lateral Notice of Violation for Grease- **Attachment #10**

Table 3: FOG Control Statistics

	2011	2012	2013	2014	2015	2016
Number of SSO's caused by FOG	0	0	0	1	0	0
Planned cleaning of Pipe Segments with FOG (LF)	----	----	10300	10300	10300	13675
Unplanned cleaning from FOG (LF) (No records)*	N/A	N/A	N/A	N/A	N/A	N/A
Ratio of planned to unplanned cleaning (LF)*	N/A	N/A	N/A	N/A	N/A	N/A
Number of FSE inspections completed	28	50	43	41	61	70

***Unplanned Maintenance Activities will begin to be tracked by CMMS upon implementation.**

5. Does the SSMP contain up-to-date information about your agency's FOG control program? **YES**
6. Considering the information in Table 3, is the current FOG program effective in documenting and controlling FOG sources? **NO**

If you answered **NO** to questions 5 and/or 6, describe content and schedule for necessary changes.

The FOG control ordinance was approved in July 2009. Since implementation, the City has conducted inspections of selected restaurants to verify compliance. When violations are noted, notices are given to the operators to correct the identified problems. In 2011, the City began a system-wide video inspection and will be mapping lateral services. Where FOG or root problems are noted, enforcement actions will be initiated. A GIS FOG layer was developed and is represented by the map included in **Attachment #6**. Attachment #6 shows FSE locations and sewer pipes with degrees of grease severity that are shown as Red (3-severe), Yellow (2-moderate), and Blue (1-light grease). **Attachment #7** is a list of intensified sewer mains that have grade 3 designations as severe grease. Our enforcement program focuses on FSE's upstream of severe mains where those FSE's are targeted for annual inspections. All grade 3 mains received maintenance bi-annually.

Stepped up enforcement is planned for those FSE's causing downstream grease problems. Once the code compliance position has been filled, the City can begin to inspect selected FSE's on a priority basis. Where non-compliance is noted, citations will be issued followed by re-inspection.

Currently, our lateral inspection program targets connections that have evidence of grease in the lateral and all properties applying for a building permit that has the potential to intensify the use of the sewer lateral. Systematically those properties showing grease are served with a Notice to Inspect, where property owners are given a short period of time to have their laterals inspected by a licensed plumber and submit the video and inspection report for City review. If grease is found to be an issue, property owners are given instructions to use Best Management Practices (BMP's) that will minimize the disposal of grease to the sewer. With all these efforts, the frequency of spills caused by grease has diminished significantly, but the City's efforts are not enough to eliminate spills by grease, nor eliminate the need for intensified maintenance of public sewers to remove

grease build-up. An intensified outreach effort is planned to send customers suggestions on how to avoid grease down the drain.

ELEMENT V: LEGAL AUTHORITY

References:

- Ordinances- **Attachment #11**
- Enforcement actions- **Attachment #12**

7. Does the SSMP contain up-to-date information about your agency's legal authority? **YES**
8. Does your agency have sufficient legal authority to control sewer use and maintenance? **YES**

If you answered **NO** to questions 7 and/or 8, describe content and schedule for necessary changes.

ELEMENT VI: MEASURES AND ACTIVITIES

A. COLLECTION SYSTEM MAPS

References:

- Single page of old Sewer book, **Attachment #13**
- Single page of new sewer book, **Attachment #14**

9. Does the SSMP contain up-to-date information about your agency's maps? **NO**
10. Are your agency's collection system maps complete, up-to-date, and sufficiently detailed? **NO**

If you answered **NO** to questions 9 and/or 10, describe content and schedule for necessary changes.

The GIS is up-to-date and field map books are now up-to-date and have been distributed (see **Attachment #13**). Sewer manholes have been renumbered and reorganized to sequentially progress by number from one manhole to the next from the top of the basin to the bottom of the basin (see **Attachment #14**). The sewer servicing data based is an outdated widows program that uses the old manhole numbering system which coincides with the old sewer books. The City is finalizing a new Computerized Maintenance Management System (CMMS) to manage the scheduling and tracking of data for the sewer maintenance efforts. The implementation of the CMMS is anticipated by August 2017. Maintenance crews will be able to access and update work orders in the field through the CMMS via network capable computer tablet. Additionally, the CMMS will provide remote, read-only access to the up-to-date GIS sewer maps, as well as a mechanism to make notes on at which time the new manhole numbers can be utilized to their fullest facilitating the incorporation of the new sewer books. The City will be acquiring a CMMS which should be in place by August 2017.

B. RESOURCES AND BUDGET

References:

- Current Capital Improvement Plan (CIP)- **Attachment #15**
- Current Operating Budget- **Attachment #16**

11. Does the SSMP contain up-to-date information about your agency's resources and budget? **YES**

12. Are your agency's resources and budget sufficient to support effective sewer system management? **YES**

13. Do your agency's planning efforts support long-term goals? **YES**

If you answered **NO** to questions 11 THROUGH 13, describe content and schedule for necessary changes.

Attachment #15 & #16 is the City's Current CIP for Wastewater and the Operating Budget for FY 17/18. The Wastewater Fund currently has a structural deficit, but the City will be conducting another rate case study in FY17/18 to plan for any necessary increases in the wastewater fees. These will be likely be raised over the next several years to balance the budget and provide sufficient funding to support maintenance activities, future costs associated with the transportation, treatment, and disposal and reuse of the City's wastewater, as well as the City's own capital improvement plans.

C. PRIORITIZED PREVENTIVE MAINTENANCE

References:

- List of Intensified Maintenance Locations- **Attachment # 7**
- Cleaning schedules- **Attachment #8**
- Service call data- **Attachment #17**

TABLE 4: Annual Blockage Statistics and Preventive Maintenance Activities

(Lengths in miles)	2011	2012	2013	2014	2015	2016
Planned Cleaning	220.1	330.2	254.4	169.7*	137.1	100.7
Unplanned Cleaning/Blockages*	Unavailable	Unavailable	Unavailable	Unavailable	Unavailable	Unavailable
Intensified Maintenance	22.3	22.3	22.3	22.3	28.8	41.3
Ratio of planned cleaning to unplanned*	Unavailable	Unavailable	Unavailable	Unavailable	Unavailable	Unavailable

*Unplanned Maintenance Activities will begin to be tracked by CMMS upon implementation.

14. Does the SSMP contain up-to-date information about your agency's preventive maintenance activities? **YES**

15. Considering the information in Tables 2-4, are your agency's preventive maintenance activities sufficient and effective in reducing and preventing SSO's and blockages? **YES**

If you answered **NO** to questions 14 and/or 15, describe content and schedule for necessary improvements.

D. SCHEDULED INSPECTIONS AND CONDITION ASSESSMENT

References:

- Inspection reports are on-file in the Department of Public Works
- Pipe and manhole condition data is on-file in the Department of Public Works
- Pipe and Manhole condition assessment reports are on file at the Department of Public Works
- A pipe replacement and rehabilitation CIP is on file at the Department of Public Works
- Matrix of pipes and manholes that require repair or Replacement, **Attachment #18**

16. Does the SSMP contain up-to-date information about your agency's inspections and condition assessment? **NO**

17. Are your agency's scheduled inspections and condition assessment system effective in locating, identifying, and addressing deficiencies? **YES**

If you answered **NO** to questions 16 and/or 17, describe content and schedule for necessary changes.

Starting in April 2011, the City embarked on a system-wide video inspection and pipe assessment to provide base-line pipe condition ratings combined with a rehab and replacement capital improvement program. That work was complete in December 2014.

The SSMP was revised in 2015 to include the updated CIP for pipe replacement and rehabilitation. Roughly \$15 million was needed to be invested to correct those deficiencies, including the Johnson Avenue pipeline expansion project, which is currently under construction and is anticipated to be completed within FY17/18.

E. CONTINGENCY EQUIPMENT AND REPLACEMENT INVENTORIES

References:

- Funds spent on equipment and materials
- Equipment and parts inventory- **Attachment #19**

Table 5: Expenditures for Equipment, Spare Parts, and Supplies:

YEAR	Expenditures
2011	\$45,000
2012	\$41,500
2013	\$37,750
2014	\$44,300
2015	\$47,000
2016	\$40,800

18. Does the SSMP contain up-to-date information about equipment and replacement inventories? **YES**

19. Are contingency equipment and replacement parts sufficient to respond to emergencies and properly conduct regular maintenance? **YES**

If you answered **NO** to questions 18 and/or 19, describe content and schedule for necessary arrangements.

F. TRAINING

References:

- Employee training records-**Attachment #20**

20. Does the SSMP contain up-to-date information about your agency's training expectations and programs? **YES**

21. Do supervisors believe that their staff is sufficiently trained? **NO**

22. Are staff satisfied with the training opportunities and support offered to them? **YES**

If you answered **NO** to questions 20 through 22, describe content and schedule for necessary improvements.

The training program meets the needs of supervisors and personnel responsible for the collection system, however, turnover and staff shortages have caused lapses in training schedules. Existing training records for the previous 2 years are contained as **Attachment #20**. New forms had been created for the 2015 SSMP to better track training activities. This form needs to be updated by the end of this year to include the additional training types as outlined by expected practices and the Revised Goals, as included in **Attachment #2**.

G. OUTREACH TO PLUMBERS AND BUILDING CONTRACTORS

References:

- Guidelines for inspection of Private laterals- **Attachment #21**
- Pre-Qualified list of Plumbers- **Attachment #22**

23. Does the SSMP contain up-to-date information about your agency's outreach to plumbers and building contractors? **YES**

24. Has your agency conducted or participated in any outreach activities to plumbers and building contractors? **YES**

If you answered **NO** to questions 23 and/or 24, describe content and schedule of future activities.

Attachment #21 contains the latest outreach materials for plumbers seeking inspection and repair work required by the City. **Attachment #22** is a list of plumbers that have agreed to subscribe to the City's sewer lateral inspection guidelines.

ELEMENT VII: DESIGN AND CONSTRUCTION STANDARDS

References:

- 2012 Edition of "The Green Book", Standard Specifications for Public Works Construction on file at the Department of Public works.
- City Council Resolution No. 023-14, Approved March 25, 2014- **Attachment #23**

25. Does the SSMP contain up-to-date information about your agency's design and construction standards? **NO**

26. Are design and construction standards, as well as standards for inspection and testing of new and rehabilitated facilities sufficiently comprehensive and up-to-date? **YES**

If you answered **NO** to questions 25 and/or 26, describe content and schedule for necessary revisions.

The City's design Standards remain unchanged are current. The City Council adopted new construction standards on March 25, 2014 with Resolution No. 023-14. By reference, the new standards are the 2012 edition of "Green book", Standard Specifications for Public Works Construction, along with the 2012 County of San Diego Regional Supplement. The SSMP should be revised to incorporate these updated documents into Chapter 4, sections 4.1(b)(c) and 4.2. The updated references are incorporated with the 2017 suggested redlines for the SSMP.

ELEMENT VIII: CAPACITY MANAGEMENT

References:

- 2015 Sewer System Master Plan Update (On file at the Department of Public works)
- 2015/2016 Wastewater CIP- **Attachment #24**

Table 6: SSO's Caused by Hydraulic Limitations

	2011	2012	2013	2014	2015	2016
Number of SSO's caused by capacity limitations	0	0	0	0	0	0

27. Does the SSMP contain up-to-date information about your agency's capacity assessment?

YES

28. Has your agency completed a capacity assessment and identified and addressed any hydraulic deficiencies in the system?

YES

If you answered **NO** to questions 27 and/or 28, describe content and schedule for necessary activities.

In 2008 The City prepared a sewer system master plan based increased densities in the downtown area with Specific Plan SP182 and a projected population increase of 40,000 new residents at build-out. Many of the capacity deficiencies resulting from that increase in population became suspect when SP 182 was abandoned and build-out population estimates were revised downward to about 24,000 new residents at build-out. The 2015 sewer master plan update reflects the decreased population numbers and many of the capacity deficiencies identified in 2008 are no longer classified as deficiencies. A revised project list was included in the revised 2015 SSMP as Appendix 5-8.

ELEMENT IX: MONITORING, MEASUREMENT, AND PROGRAM MODIFICATIONS

References:

- SSMP Performance Indicators- **Attachment #25**

29. Does the SSMP contain up-to-date information about your agency's data collection and organization?

NO

30. Is your agency's data collection and organization sufficient to evaluate the effectiveness of your SSMP?

YES

If you answered **NO** to questions 29 and/or 30, describe content and schedule for necessary improvements.

As part of the Audit completed in 2015, the City has revised its performance indicators and the latest version had been included in the 2015 SSMP as Appendix 10-1.

ELEMENT X: SSMP AUDITS

31. Will this SSMP Self-Audit be completed and kept on file and available by July 10, 2017?

YES

ELEMENT XI: COMMUNICATION PROGRAM

References:

- Customer Database is on file with the El Cajon Department of Finance
- The City's Website:
<http://www.cityofelcajon.us/your-government/departments/public-works>
- Other communication records such as newspaper ads, site postings, or other outreach.

32. Does the SSMP contain up-to-date information about your agency's public outreach activities? **NO**

33. Does the SSMP contain up-to-date information about your agency's communications with satellite and tributary agencies? **NO**

34. Has your agency effectively communicated with the public and other agencies about the SSMP, and addressed feedback? **NO**

If you answered **NO** to questions 32, 33, and/or 34, describe content and schedule for necessary improvements.

The 2015 SSMP was updated to include recent communications relating to the Johnson Avenue Sewer Relief Project, but the City needs to do more in the future relative to customer BMPs. New goals relative to public outreach were included in the 2015 SSMP, but implementation continues to be postponed due to staff shortages.

Although the City has an ordinance in place to regulate satellite systems within the City by requiring collections system inspections once every 10 years and perform inspections and if necessary repairs, the City has not been able to proactively enforce the ordinance due to insufficient manpower and the inability to identify all satellite systems. With pending regulations in a new WDR relating to satellite systems, it seems premature to expend the resources to locate all systems within the City. Consequently, the City will defer progress on this goal until the new regulations are published. With respect to systems outside the City limits, but contributory to the City's flow, no current action is necessary because all systems outside the City are public and, similarly, are subject to the WDR.



City Council
Agenda Report

DATE: September 22, 2020
TO: Honorable Mayor and City Councilmembers
FROM: Frank Carson, Director of Parks & Recreation
SUBJECT: Youth League Utility Support Fiscal Year 2020/2021

RECOMMENDATION:

That the City Council approves the Recreation Council recommendation to provide utility support, in the amount of \$2,000 per league, to eight Executive Member youth leagues.

BACKGROUND:

As per City Council Policy E-8, Youth Sport League Utility Support Program, youth leagues will receive financial support for their utility use in accordance with the established eligibility requirements.

- The league must be a non-profit organization and play on a field located within the City limits of El Cajon; and
- The league must work in close cooperation with the El Cajon Recreation Council and be represented at 75% of the monthly Recreation Council meetings; and
- Leagues must have an Executive Member status per the Recreation Council By-Laws.

At the Recreation Council meeting (via Zoom) on August 20, 2020, the Recreation Council unanimously approved the following leagues for utility support for Fiscal Year 2020/2021.

East County ASA	American Youth Soccer Organization
Emerald Pony League	El Cajon Western Little League
Singing Hills Little League	El Cajon Youth Football
El Cajon National Little League	Fletcher Hills Little League

FISCAL IMPACT:

Funds to cover utility use by youth leagues are included in the Parks & Recreation Department budget for Fiscal Year 2020/2021.

Prepared By: Julie Alon, Parks and Recreation Manager
Reviewed By: Frank Carson, Director of Parks & Recreation
Approved By: Graham Mitchell, City Manager



City Council
Agenda Report

DATE: September 22, 2020
TO: Honorable Mayor and City Councilmembers
FROM: Jamie Van Ravesteyn, Housing Manager
SUBJECT: El Cajon Housing Authority Annual Report (Fiscal Year 2019-2020)

RECOMMENDATION:

That the El Cajon Housing Authority:

1. Approves the Annual Report; and
2. Authorizes the Executive Director to transmit the report, in a form substantially as presented, to the California Department of Housing and Community Development as required by State law.

BACKGROUND:

On March 9, 2011, the City Council adopted Resolution No. 32-11 establishing the El Cajon Housing Authority (Housing Authority). In accordance with Health and Safety Code sections 34328 and 34328.1, the Housing Authority must prepare a report of its activities during the previous fiscal year by October 1st of each year. The annual report must be filed with the City Clerk and submitted to the California Department of Housing and Community Development (HCD).

The Annual Report provides background on the Housing Authority's formation, assets, budget, and activities from July 1, 2019, through June 30, 2020. Over the past year, the Housing Authority continued to focus on providing affordable housing for low-income households through the continuation of its existing first-time homebuyer program, committing Low- and Moderate-Income Housing Asset Funds for the development of affordable housing for veterans and families, and identifying possible sites for acquisition/new construction of homebuyer housing.

The Annual Report also demonstrates compliance with the requirements of Health and Safety Code section 34312.3, which includes:

- Providing the minimum amount of housing units affordable to lower income households in housing projects assisted by the housing authority;
- Establishing base rents pursuant to Federal Section 8 requirements for lower income households; and
- Establishing maximum rental payments for lower income households pursuant to State and Federal requirements.

Based on existing documentation, the Housing Authority's properties meet all of these requirements, as they align with California Community Redevelopment Law requirements regarding affordable housing with the use of Low- and Moderate-Income Housing Funds of the former redevelopment agency.

In addition to the objectives and items enumerated above, the Annual Report includes a FY 2020-2021 Proposed Budget, reflecting anticipated expenses for expected Housing Authority activities and projects. Table 3 of the Annual Report displays revenue from various sources, expenditures, as well as displays the Proposed FY 2020-2021 Budget which was adopted by City Council in June 2020. Important information about the budget section of the annual report is found in the following paragraphs.

The Administration item reflects anticipated costs for overall administration of Housing Authority funds for activities unrelated to a specific project. This includes internal staff costs, records management and external costs, such as legal and consultant services.

Materials, Services and Supplies line item represents similar expenditures as those above, but in relation to a particular Housing Authority project (represented as an aggregate). The increase in cost in this category for FY 2020-21 reflects the City's participation in the Lexington Avenue Senior Apartment project and for homeless programs.

The Capital Outlay item includes costs for anticipated projects such as land acquisition and construction of approved projects. A proposed future project to be identified represents the majority of the projected expenditures. Once one or more specific projects are identified, they are brought to the El Cajon Housing Authority and City Council for approval.

The Annual Report also requires data on termination of tenancies and termination of Section 8 vouchers because of domestic violence in housing authority units, and a brief summary of steps taken by the Housing Authority to address termination of tenancies resulting from domestic violence. Between July 1, 2019, and June 30, 2020, none of the properties owned by the Housing Authority reported termination of tenancies for victims of domestic violence, nor has the Section 8 Division of the County of San Diego reported any such terminations.

FISCAL IMPACT:

No impact to the General Fund. In accordance with Health & Safety code section 34328.1(b), the Housing Authority may be required to reimburse HCD for the cost of processing the report under Project/Activity No. 298110-8395. If this were to occur, the cost would be covered with Housing funds.

Prepared By: Jamie van Ravesteyn, Housing Manager

Reviewed By: Anthony Shute, Director of Community Development

Approved By: Graham Mitchell, City Manager

Attachments

FY 2019-20 Housing Authority Annual Report



El Cajon Housing Authority

Annual Report

FY 2019-2020

SUMMARY

Pursuant to California Health & Safety Code (“HSC”) section 34328, all housing authorities must annually file a report of their activities for the preceding year (“Annual Report”) with their respective City or County Clerk and with the California Department of Housing and Community Development (“HCD”). This Annual Report covers all activities of the El Cajon Housing Authority that occurred during the Fiscal Year (“FY”) 2019-20, including housing unit compliance with affordability requirements, activities concerning existing debt obligations, as well as land transactions and development.

LEGAL AUTHORITY

The State legislature allows housing authorities to function as local entities with the primary responsibility of providing housing for very low and low income households. Housing authorities are distinct, autonomous, legal entities that derive their power from State legislature. Under HSC section 34200, the law provides the functioning of a local housing authority through a resolution of the local governing body.

In the case of the City of El Cajon (“City”), the City Council adopted Resolution No. 32-11 on March 9, 2011, to establish the El Cajon Housing Authority (“Housing Authority”) by confirming and finding: (1) that unsanitary or unsafe inhabited dwellings exist in the City; or (2) that there is a shortage of safe and sanitary dwellings accommodations in the City available to persons of low income at affordable rents.

On January 24, 2012, the El Cajon Redevelopment Agency (“Agency”) adopted Resolution No. ECRA-427 to transfer title of the Agency’s housing real property assets and loans receivable before February 1, 2012, to the Housing Authority and transfer all remaining housing assets to same entity, including, but not limited to: recorded or unrecorded leases, Deeds of Trust, intangible assets, fixtures and equipment, agreements, contracts, promises to pay, receivables and any/all other unspecified assets. The Housing Authority then adopted Resolution No. ECHA-1 to appoint the officers of the Housing Authority; to accept the Agency’s housing real property assets and loans receivable before February 1, 2012; to accept transfer of all remaining housing assets, including, but not limited to: recorded or unrecorded leases, Deeds of Trust, intangible assets, fixtures and equipment, agreements, contracts, promises to pay, receivables and any/all other unspecified assets; and to authorize the Executive Director to pay enforceable obligations, and conduct day to day operations of the Housing Authority.

OBJECTIVES OF THE HOUSING AUTHORITY

Historically, the primary role of housing authorities has been to interact with the Department of Housing and Urban Development (“HUD”) on behalf of their communities, and to function as the administrator of “Section 8” funds, as defined by Section 8 of the United States Housing Act of 1937. A housing authority’s function under Section 8 entails determining applicants’ eligibility to receive Section 8 assistance, maintaining a waiting list of eligible participants,

contracting with property owners and ensuring that contracted rent prices are reasonable. The County of San Diego conducts this function on the behalf of the Housing Authority.

However, a housing authority also serves to meet the affordable housing needs of a wider range of residents than Section 8 alone. Unlike the former Agency, the Housing Authority is able to own and operate housing developments, subject to Article XXXIV of the California Constitution (“Article 34”) limitations, which alleviates the need to find prospective owners or operators for the units created. If political support permits, the Housing Authority is able to utilize eminent domain as a tool by which to assemble land for housing developments without the need to document blighting conditions.

The Housing Authority’s future goals and objectives are to:

- Increase, improve or preserve housing stock available to low and very low income residents;
- Rehabilitate multi-family properties that exhibit unsafe or unhealthy characteristics;
- Increase the affordability of housing for low and very low income residents;
- Reduce overcrowding conditions in multi-family units;
- Fulfill obligations to produce and maintain affordable housing units pursuant to HSC section 33000 *et. seq.*, with housing assets transferred from the Agency; and
- Generate ongoing revenues to achieve Housing Authority self-sustainability.

CONTENTS OF THE HOUSING AUTHORITY’S ANNUAL REPORT

This Annual Report has been developed to address the following requirements:

- To provide a complete report of activities during FY 2019-20;
- To prove compliance with the requirements of HSC section 34312.3; and
- To document terminations as required by HSC section 34328.1.

HOUSING AUTHORITY DEBT OBLIGATIONS

Pursuant to HSC section 34312.3, the Housing Authority must provide a complete report of its activities taken during the prior fiscal year, which includes bonds, loans and financing agreements for multifamily rental projects.

The Housing Authority was activated on March 9, 2011 and has not issued any bonds. Any future financing for the acquisition, construction, rehabilitation, or development of multi-family housing through the issuance of bonds, construction loans, mortgage loans, and/or financing agreements will be documented and provided in subsequent Annual Reports.

LAND TRANSACTIONS AND DEVELOPMENT ACTIVITIES

HSC section 34312.3 also requires that all prior year’s activities be reported, which include not only debt obligations but activities related to the development, rehabilitation, or finance of housing projects, including: purchase, sale, lease, ownership, operation, or management of housing projects assisted by the Housing Authority; conveyance of surplus lands to a developer for permitted purposes; and establishment of a special trust fund or account funded with bond-loan issuance proceeds or developer fees.

During FY 2019-20, the Housing Authority undertook the following land transactions or development activities:

El Cajon Housing Authority Land Transactions and Development Activities				Table 1-A
Parcel #	Site Address	Type	Purpose	Status
492-643-09-00	812 - 816 Grossmont Avenue	Disposition and Development Agreement	This property was previously acquired and partially developed as part of the Greenovation Program. In October of 2016, the property was deeded to the El Cajon Housing Authority in lieu of repayment of the development loan. In February of 2017, the El Cajon City Council approved the sale of the partially developed property to San Diego Habitat for Humanity (“SDHFH”) in the total amount of \$640,000 for subsequent development and sale of 3 single-family homes for low-income homebuyers. The Housing Authority agreed to accept \$300,000 in cash at close of escrow and a Note for the remaining \$340,000, to be repaid upon sale of the first two homes. Title was transferred to SDHFH in August of 2017. Tentative Parcel Map No. 665 was approved on May 25, 2018 and the Final Map to create three separate sellable units in a Common Interest Development was completed. All prospective homebuyers would be low-income households and would enter into zero-percent, 1 st mortgage loans with SDHFH, and would also utilize Low and Moderate Income Housing Asset Funds (“LMIHAF”) through deferred, zero-interest second mortgages through the Housing Authority’s First Time Home Buyer (“FTHB”) loan program. During FY 2019-20, SDHFH completed significant repairs to the first two homes (814 and 816 Grossmont Avenue), completed construction on the third home (812 Grossmont Avenue), and escrow closed on all three homes. Of the \$340,000 scheduled to be repaid, a total of \$204,350 was received and the remainder was credited. All three households qualified as low-income households (at or below 80% of AMI).	Completed
487-342-03-00 487-342-06-00	230 S. Sunshine	Affordable Housing Agreement	On December 8, 2015, the Housing Authority appropriated and committed a total of \$1.3 million in LMIHAF and 2005 Bond funds for the development of 70 units of affordable housing for veterans and families. The Cornerstone project commenced construction in March, 2018 and was completed in summer/fall of 2019. The project was placed into service and full lease-up was achieved by December 31, 2019. Through June 30, 2020, the total LMIHAF expended equaled \$1.3 million. This new 70-unit project is now home to low-income families and individuals, including veterans. 69 of the 70 units are occupied by low-income residents earning 60% or less of the AMI. In addition, six of the units are being further restricted by both HCD and Tax Credit Allocation Committee (“TCAC”) rent limit schedules (whichever is lower) for 40% of AMI households.	Completed

488-212-21-00	250 E. Lexington	Commitment for Sale of the Leasehold Interest; Disposition and Development Agreement	<p>On February 11, 2020, the Housing Authority approved the termination of the existing Disposition and Development Agreement (Original DDA) and the sale of the leasehold interest and a new Disposition and Development Agreement (New DDA) for the 100-unit Lexington Avenue Senior Apartments. The new Developer/Operator will acquire the leasehold interest for a transfer price of \$4.956 million. The Housing Authority committed \$3.95 million (from the sale proceeds) to provide Project Based Rental Assistance ("PBRA") to 40 units at or below extremely low income over a period of 15 years. The Developer/Operator anticipates \$9.5 million in rehabilitation hard costs, including improvements to unit interiors, corridors, common areas, exteriors, landscaping, fencing and overall security. The Developer/Operator's project budget allows for \$1.8 million in soft cost expenditures and construction contingency reserves. On June 19, 2020, the project was awarded a reservation of 9% Tax Credits from the California Tax Credit Allocation Committee (TCAC). The Developer/Operator is also seeking a new HUD 1st mortgage to fill the gap in financing. The project is anticipated to close escrow in December 2020, and construction is expected to start within 60 days. The unit mix will be designated as follows:</p> <ul style="list-style-type: none"> o Forty units are reserved for senior households at or below 30% of AMI (extremely low income) levels, pursuant to the lesser of HCD and TCAC published AMI rent limits. o Sixty units are reserved for senior households at or below 60% of AMI (low income levels) (one unit is exempt for use by an on-site manager) pursuant to TCAC published AMI rent limits. <p>All existing tenants ("grandfathered units") will continue to be charged rents according to the current rent levels with annual rent adjustments based on Consumer Price Index as outlined under the Original DDA, until the tenant vacates. The project will meet the 30% of AMI expenditure requirement as described in HSC 34176.1(a)(3)(A).</p>	Underway (pending financing)
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HOUSING AUTHORITY ASSETS

Housing Authority assets include, but are not limited to: real property, recorded or unrecorded leases, Deeds of Trust, intangible assets, fixtures and equipment, agreements, contracts, promises to pay, receivables, transfers, and any/all other unspecified assets. All Real Property Assets owned and transferred to the Housing Authority are shown on **Table 1-B** and a summary of all Loans Receivable are shown on **Table 1-C**.

El Cajon Housing Authority Real Property Assets (Properties owned and transferred to the Housing Authority)				Table 1-B
Parcel #	Site Address	Date Acquired	Current Use	
487-180-09-00	151 Chambers Street	07/26/2007	DDA - Solterra Sr. Residences	
487-191-14-00	131 Chambers Street	07/25/2008	DDA - Solterra Sr. Residences	
488-111-35-00	Lot Adjacent to 146 Ballantyne Street	08/24/1973	Vacant	
488-212-21-00	250 E. Lexington Avenue	07/01/1994	Lease - Lexington Senior Apartments	
488-212-22-00	Lexington Senior Parking Lot	06/27/2014	Parking Lot	

El Cajon Housing Authority Loans Receivable (Net of Deferred Interest)			Table 1-C
Loan Receivable Type	# of Outstanding Loans	Value of 6/30/2020	
Multi-Family Projects	3	\$ 6,006,250	
Single Family Units	69	\$ 4,937,806	
Total	72	\$ 10,944,056	

HOUSING UNIT COMPLIANCE

As set forth by HSC sections 34328 and 34328.1, housing authorities are required to:

- Prove compliance with the requirements of HSC section 34312.3 such as the minimum number of housing units affordable to lower income households in projects assisted by the Housing Authority and establish base rents and/or maximum rental payments for lower income households; and
- To document any domestic violence tenancy terminations or Section 8 voucher terminations as required by HSC section 34328.1.

The following subsections provide a summary of the Housing Authority's progress toward the requirements listed above.

HOUSING UNIT AFFORDABILITY REQUIREMENT

Pursuant to HSC section 34312.3, not less than 20 percent of the units assisted by the Housing Authority, or 15 percent in targeted areas¹, as defined by section 103(b) (12) (A) of Title 26 of the United States Code, must be affordable to persons of low income. Of that percentage, not less than one-half must be available to persons of very-low income, if the housing development is financed by bonds². Nevertheless, the power to finance, own, build, and/or operate a housing development allows the Housing Authority to take on a more active role in the creation and maintenance of housing for low income families.

Table 1-D provides a summary of the multi-family real estate assets owned or managed by the Housing Authority, and the breakdown of the current income levels that the units fall within, where known. **Table 1-D** shows how the current affordability mix of the Housing Authority's projects meet established requirements within HSC section 34312.3, or the requirements of the funding sources at the time the assistance was provided.

El Cajon Housing Authority Multi-Family Residential Real Estate Assets (Owned or managed by the Housing Authority)						Table 1-D
Project Name/Location	Project Type	VL	Low	Mod	Mkt Unit	Total No. Units
Solterra Sr. Residences		48	---	1	---	49
131 Chambers Street	Senior Rental Units					
151 Chambers Street	Senior Rental Units (Ground Lease)					
Cornerstone Place Apts.	Family and Veteran	6	63	1	---	70
230 S Sunshine Ave						
Lexington Senior Apts.	Senior Rental Units	100	---	---	---	100
250 E. Lexington Avenue	(Ground Lease)					
El Cajon Senior Towers, L. P	Senior Rental Units	13	---	---	---	13
180 Ballantyne Street						
Total		167	63	1	---	231

During FY 2019-20, the Housing Authority issued three FTHB loans with LMIHAF. **Table 1-E** provides a summary of the single family real estate assets assisted by the Housing Authority

¹ CA Health & Safety Code Section 34312.3 (e)(1)(A)

² CA Health & Safety Code Section 34312.3 (2)(A)

during this reporting FY, and the breakdown of the current income level that the unit falls within.

El Cajon Housing Authority Single-Family Residential Real Estate Assets (Assisted by the Authority)						Table 1-E
Address	Project Type	VL	Low	Mod	Mkt Unit	Total Units
812 Grossmont	SFR	---	1	---	---	1
814 Grossmont	SFR	---	1	---	---	1
816 Grossmont	SFR	---	1	---	---	1
Total		0	3	0	0	3

BASE & MAXIMUM RENTS

HSC section 34312.3 establishes a set of guidelines to determine the base and maximum rents that a housing authority can charge for units reserved for lower income households. According to HSC section 34312.3, “rental payments shall not exceed the amount derived by multiplying 30 percent times 50 percent of the median adjusted gross income for the area, adjusted for family size, as determined pursuant to Section 8 of the United States Housing Act of 1937 (42 U. S. C. Sec. 1437f).” The Housing Authority does not have an adopted schedule of base rental payments; however, the following table provides a calculation of the maximum rental payments that the Housing Authority can charge for affordable rental housing units. The Housing Authority monitors to ensure compliance of rental payments charged for its housing units and will make necessary adjustments to bring any rental payments that exceed the listed amounts in **Table 2** into compliance.

EL CAJON HOUSING AUTHORITY - 2019 Affordable Rental Housing Limits San Diego County										Table 2
Area Median Income		\$86,300	Very Low Income			Low Income		Moderate Income		
Change from 2018		+5.50%								
Median Income	Utility Allowance	HUD FMR ¹	Number of Persons	Bedrooms	Qualifying Income Limit	Max Rent 30% X 50%*	Qualifying Income Limit	Max Rent 30% X 60%**	Qualifying Income Limit	Max Rent 30% X 110%***
\$60,400	\$68	\$1,422	1	Studio	<i>H&S Code 50053(b)(2)</i>		<i>H&S Code 50053(b)(3)</i>		<i>H&S Code 50053(b)(4)</i>	
\$69,050	\$95	\$1,590	2	One	\$37,450	\$755	\$59,950	\$1,057	\$72,500	\$1,938
\$77,650	\$122	\$2,068	3	Two	\$42,800	\$863	\$68,500	\$1,208	\$82,850	\$2,215
\$86,300	\$149	\$2,962	4	Three	\$48,150	\$971	\$77,050	\$1,359	\$93,200	\$2,491
\$93,200	\$190	\$3,632	5	Four	\$53,500	\$1,079	\$85,600	\$1,510	\$103,550	\$2,769
\$100,100	\$217	N/A	6	Five	\$57,800	\$1,165	\$92,450	\$1,631	\$111,850	\$2,990
					\$62,100	\$1,251	\$99,300	\$1,752	\$120,100	\$3,212

¹Fair Market Rents

*Affordable Housing Cost for Very Low Income Households is the product of 30 percent times 50 percent of the area median income adjusted for family size appropriate to the unit. Health and Safety Code section 50053(b)(2).

**Affordable Housing Cost for Lower Income Households is the product of 30 percent times 60 percent of the area median income adjusted for family size appropriate to the unit. Health and Safety Code section 50053(b)(3).

***Affordable Housing Cost for Moderate Income Households is not more than the product of 30 percent times 110 percent of the area median income adjusted for family size appropriate to the unit. Health and Safety Code section 50053(b)(4).

Utility Allowance reflects use of water service and gas for heating, cooking, and water heating in accordance with County of San Diego Section 8 Rental Assistance Program, effective 07/01/2019.

DOMESTIC VIOLENCE

State law requires that a housing authority annually report data related to domestic violence incidents in units owned or operated by the housing authority. Specifically, the report must include data on the following:

- Data on termination of tenancy and/or Section 8 vouchers' of victims of domestic violence in Housing Authority units; and
- Summary of steps taken by the Housing Authority to address any termination of tenancies and/or Section 8 vouchers of victims of domestic violence.

Between July 1, 2019, and the end of the reporting year on June 30, 2020, no properties owned by the Housing Authority reported termination of any tenancies for victims of domestic violence. In addition, the Section 8 Division for the County of San Diego reported no terminations of Section 8 vouchers of victims of domestic violence during the reporting period, as the County does not own or operate any units in the City. In the future, information on any terminations of this kind will be limited to a summary of the number and non-specific information to protect the privacy of the parties involved.

FINANCIAL STATEMENT/BUDGET

Table 3 presents the revenues and expenditures within the Housing Authority's actual budget for FY 2019-20 as well as the estimated budget for FY 2020-21.

City of El Cajon Housing Authority		Table 3	
Schedule of Revenues and Expenditures and Changes in Fund Balances - Budgetary Basis			
		Actual 2019-20 (Unaudited)	Proposed Budget 2020-21
Beginning Fund Balance		\$ 3,570,195	\$ 3,203,153
Revenues/Sources:			
Investment earnings		179,119	-
Sale of Property		-	4,515,000
Rental Income		-	1
Other Revenues		445	420
Loan Repayments		199,576	200,000
Transfers in -In-Lieu Funds		-	303,000
Total Revenues		379,140	5,018,421
Expenditure/Uses:			
Administration		82,289	217,917
Material, services, and supplies		94,924	4,832,670
Capital Outlay		-	-
Loan Disbursements		568,969	2,200,000
Total Expenditures		746,182	7,250,587
Excess (deficiency) of revenues over (under) expenditures		(367,042)	(2,232,166)
Ending Fund Balance		\$ 3,203,153	\$ 970,987

Source: City of El Cajon, Revenue & Expenditure Status Reports Fiscal Year 2019-20 & City of El Cajon Adopted Annual Budget Fiscal Year 2020-21

FUTURE HOUSING AUTHORITY ACTIVITIES

Future Housing Authority activities to meet goals and objectives will be directed to undertaking activities that meet HSC and supplementary/leveraged funding regulatory requirements, maximize existing and new financial resources for the continued production of

affordable housing for low-income households, generate ongoing revenues through affordable housing production to ensure Housing Authority self-sustainability, improve the quality of affordable housing stock in El Cajon, and eliminate conditions that lead to blight in affordable housing developments in El Cajon.

Specific activities that are anticipated or may be contemplated during FY 2020-21 include:

- **230 S. Sunshine Avenue (Cornerstone Place Apartments):** The Cornerstone Place Apartments completed development in late 2019. This new 70-unit project is now home to low-income families and individuals, including veterans. The project consists of forty-eight (48) 1 bedroom units (veteran preference) and twenty-two (22) 3 bedroom units available for affordable rental. Compliance monitoring procedures are being established and monitoring review will be conducted as required.
- **812 - 816 Grossmont Avenue:** The three Grossmont Avenue single family homes were completed and occupied by income eligible families during FY 2019-20. Compliance monitoring procedures have been established and monitoring review will be conducted annually as required.
- **250 E. Lexington Avenue (Lexington Avenue Senior Apartments):** On February 11, 2020, the Housing Authority approved the termination of the existing Disposition and Development Agreement (Original DDA) and the sale of the leasehold interest and a new Disposition and Development Agreement (New DDA) for the 100-unit Lexington Avenue Senior Apartments. The new Developer/Operator will acquire the leasehold interest for a transfer price of \$4.956 million. The Housing Authority committed \$3.95 million (from the sale proceeds) to provide Project Based Rental Assistance (“PBRA”) to 40 units at or below extremely low income over a period of 15 years. The Developer/Operator anticipates \$9.5 million in rehabilitation hard costs, including improvements to unit interiors, corridors, common areas, exteriors, landscaping, fencing and overall security. On June 19, 2020, the project was awarded a reservation of 9% Tax Credits from the California Tax Credit Allocation Committee (TCAC). The Developer/Operator is also seeking a new HUD 1st mortgage to fill the remaining gap in financing. The project is anticipated to close escrow in December of 2020, and construction of the improvements is expected to start within 60 days. The unit mix will be designated as follows:
 - Forty units are reserved for senior households at or below 30% of AMI (extremely low income) levels, pursuant to the lesser of HCD and TCAC published AMI rent limits.
 - Sixty units are reserved for senior households at or below 60% of AMI (low income levels) (one unit is exempt for use by an on-site manager) pursuant to TCAC published AMI rent limits.

All existing tenants (“grandfathered units”) will continue to be charged rents according to the current rent levels with annual rent adjustments based on Consumer Price Index as outlined under the Original DDA, until the tenant vacates.

The project will meet the 30% of AMI expenditure requirement as described in HSC 34176.1(a)(3)(A).

- **Community Housing Development Organizations (CHDOs):** Although no new CHDO projects have as yet been identified, the Housing Authority will review any/all proposed housing projects being considered for concurrent compliance with the HSC and for potential opportunities to leverage LMIHAF funds.
- **El Cajon Homeless Outreach Program:** In FY 2020-21, the Housing Authority has authorized entering into a new agreement with Home Start, Inc. for the provision of the “El Cajon Homeless Outreach” program. This new rapid re-housing program will provide increased outreach and housing location services for the City’s chronically homeless population, including assistance finding permanent housing solutions. These intensive services will include working closely with the Police Department, providing case management, connection to supportive services, housing search and placement, funds for short-term rental assistance, emergency motel stays, utility deposits, and other appropriate assistance and related services for El Cajon’s homeless population. The program anticipates beginning these new services in October 2020.
- **A Way Back Home Program:** In October 2017, the City partnered with The Salvation Army to fund the “A Way Back Home” program, which provided permanent housing solutions by reuniting homeless individuals with their families. During the term of the original agreement, 84 individuals and 59 households were placed into permanent housing with family support. A total of \$19,899 was expended for this program, for an average of \$337 per household housed. Beginning in FY 2020-21, this program will be funded by the LMIHAF in the amount of \$10,000, with up to two (2) one-year optional extensions.
- **Revenue Generation:** Revenue generation continues to be essential for the Housing Authority into the future and will be limited to the preservation of current outstanding Housing Authority Assets, collection of Loans Receivable, and generation of lease revenues through the acquisition of property.

Current revenue and asset limitations will be the greatest challenge for the Housing Authority in its quest for the production of affordable housing units and achievement of self-sustainability. As federal, state and local programs are being eliminated or reduced, there are fewer subsidies and financial resources available to make affordable projects economically feasible. This trend requires the Housing Authority to be strategic and deliberate in the types of projects for which it chooses to participate, or it must seek other viable alternatives to preserve or build housing that is affordable.



City Council
Agenda Report

DATE: September 22, 2020
TO: Honorable Mayor and City Councilmembers
FROM: Morgan Foley, City Attorney
SUBJECT: Conflict of Interest Code - Biennial Review

RECOMMENDATION:

That the City Council adopts the next Resolution, in order, approving changes to the designated employee and official positions required to be filed under the City's Conflict of Interest Code.

BACKGROUND:

The Political Reform Act requires that the City review its conflict of interest code every two (2) years to determine if it is accurate or, in the alternative, if it needs to be amended. Once the determination has been made, the City must then submit notice of any changes to the Fair Political Practices Commission (the "FPPC").

Because the City Council has previously incorporated by reference the Model Conflict of Interest Code, promulgated by the FPPC, any amendments by the Commission automatically apply to our Conflict of Interest Code. We have determined, however, that the list of Designated Employees and Officials (last updated on February 11, 2020 by City Council Resolution No. 013-20) must be amended to reflect changes in positions due to the addition of the Housing Specialist classification since the 2018 Biennial Review.

Attachments

Resolution
Disclosure Categories list (redlined)

RESOLUTION NO. ___-20

RESOLUTION UPDATING AND DESIGNATING THOSE CERTAIN
EMPLOYEE AND OFFICIAL POSITIONS WITHIN THE
CITY OF EL CAJON WHICH ARE SUBJECT TO DISCLOSURE
OF CERTAIN ECONOMIC INTERESTS, AND ALSO
UPDATING AND ESTABLISHING CATEGORIES OF
DISCLOSABLE ECONOMIC INTERESTS AS PART OF THE
CITY OF EL CAJON CONFLICT OF INTEREST CODE

WHEREAS, Chapter 2.75 of the El Cajon Municipal Code establishes the City of El Cajon conflict of interest code ("Conflict of Interest Code"); and

WHEREAS, the Conflict of Interest Code provides that the City Council shall, from time to time, adopt appropriate resolutions to establish and update the list of designated employee and other official positions within the City which are subject to disclosure of certain economic interests as provided in the City's Conflict of Interest Code (the "Designated Employees and Officials"); and

WHEREAS, by Resolution No. 176-00, the City Council initially established a list of Designated Employees and Officials, which are subject to the provisions of the City's Conflict of Interest Code, as well as a list of the categories of economic interests which are required to be disclosed by Designated Employees and Officials, as provided by the City's Conflict of Interest Code (the "Disclosure Categories"); and

WHEREAS, the Conflict of Interest Code must include both "Designated Employees and Officials" and "Disclosure Categories."

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EL CAJON AS FOLLOWS:

1. That City Council hereby establishes a list of Designated Employees and Officials, as set forth in Attachment A, attached hereto and incorporated herein by this reference, which are subject to the provisions of the City's Conflict of Interest Code.

2. That City Council hereby establishes a list of Disclosure Categories, as set forth in Attachment B, attached hereto and incorporated herein by this reference, as required by provisions of the City's Conflict of Interest Code.

ATTACHMENT A

Position	Disclosure Categories
<u>City Staff under City Manager:</u>	
Accountant	1, 4, 5, 7
Accounting Technician	1, 4, 5, 7
Administrative Analyst for Human Resources/City Manager's Office	1, 3, 5, 7
Animal Control Manager	1, 3, 5, 7
Assistant City Manager	1, 3, 5, 7
Assistant to the City Manager	1, 3, 5, 7
Assistant Engineer	1, 3, 5, 7
Assistant Planner	1, 3, 5, 7
Associate Engineer	2, 4, 6, 8
Associate Planner	1, 3, 5, 7
Building and Fire Safety Inspector	1, 4, 5, 7
Building Official/Fire Marshal	1, 3, 5, 7
Buyer	1, 4, 5, 7
City Clerk	1, 4, 5, 7
City Engineer/Deputy Director of Public Works	1, 3, 5, 7
City Traffic Engineer	2, 4, 6, 8
Code Compliance Officer	2, 4, 6, 8
Communications Center Manager	2, 4, 6, 8
Crime Lab Manager	1, 3, 5, 7
Deputy City Clerk	1, 4, 5, 7
Deputy Director of Community Development	1, 3, 5, 7
Deputy Director of Public Works	1, 4, 5, 7
Deputy Fire Chief	2, 4, 6, 8
Deputy Fire Marshal	1, 4, 5, 7
Director of Community Development	1, 3, 5, 7
Director of Finance	1, 3, 5, 7
Director of Finance/City Treasurer	1, 3, 5, 7
Director of Human Resources	1, 3, 5, 7
Director of Information Technology	1, 3, 5, 7
Director of Public Works	1, 3, 5, 7
Director of Recreation	1, 4, 6
Engineering Technician	1, 3, 5, 7
Facilities Manager	2, 4, 6, 8
Financial Operations Manager	1, 4, 5, 7
Fire Battalion Chief	2, 4, 6, 8
Fire Chief	1, 3, 5, 7
Fire Division Chief	2, 4, 6, 8
Fire Inspector	1, 4, 5, 7
Fleet Manager	2, 4, 6
GIS Analyst	1, 3, 5, 7
Housing Manager	1, 3, 5, 7

Housing Specialist	1, 3, 5, 7
Human Resources Analyst	2, 4, 6, 8
Information Technologies Manager	1, 4, 5, 7
Junior Engineer	1, 3, 5, 7
Licensed Land Surveyor	1, 3, 5, 7
Maintenance Supervisor	2, 4, 6, 8
Management Analyst	1, 3, 5, 7
Network Administrator	1, 4, 5, 7
Operations Manager	2, 4, 6, 8
Planning Manager	1, 3, 5, 7
Plans Examiner	1, 4, 5, 7
Police Captain	2, 4, 6, 8
Police Chief	1, 3, 5, 7
Police Lieutenant	2, 4, 6, 8
Police Records Manager	2, 4, 6, 8
Principal Civil Engineer	1, 3, 5, 7
Principal Human Resources Analyst	1, 3, 5, 7
Public Information Officer	1, 4, 5, 7
Public Works Inspector	2, 4, 6, 8
Public Works Superintendent	2, 4, 6, 8
Purchasing Agent	1, 3, 5, 7
Recreation Services Manager	2, 4, 6, 8
Senior Accountant	1, 4, 5, 7
Senior Accounting Technician	1, 4, 5, 7
Senior Building and Fire Safety Inspector	1, 4, 5, 7
Senior Buyer	1, 4, 5, 7
Senior Engineering Technician	1, 3, 5, 7
Senior Human Resources Analyst	1, 3, 5, 7
Senior Management Analyst	1, 3, 5, 7
Senior Planner	1, 3, 5, 7
Senior Risk Management Analyst	1, 3, 5, 7
Supervising Building and Fire Safety Inspector	1, 3, 5, 7
Supervising Engineering Technician	1, 3, 5, 7

City Attorney Staff:

Assistant City Attorney	1, 3, 5, 7
Deputy City Attorney	1, 3, 5, 7
Retained Attorney	1, 3, 5, 7
Staff Attorney	1, 3, 5, 7

Boards/Commissions/Committees/Consultants

Personnel Commission Members	2, 3, 5, 7
Public Safety Facility Financing Oversight Committee	2, 4, 6, 8
Relocation Appeals Board Members	2, 3, 6, 8
Successor Agency Oversight Board	1, 3, 5, 7
Veterans' Commission Members	2, 4, 6, 8
Consultants	2, 4, 6, 8

ATTACHMENT B

DISCLOSURE CATEGORIES

Category 1. All-Inclusive Reportable Investments

A designated employee in this category shall disclose all investments (worth more than \$2,000) in a City-related business entity which are:

- (a) Owned by the designated employee, his or her spouse or dependent child;
- (b) Owned by an agent on behalf of the designated employee;
- (c) Owned by any business entity controlled by the designated employee (i.e., any business entity in which the designated employee, his or her agents, spouse and dependent children hold more than a 50% ownership interest);
- (d) Owned by a trust in which the designated employee has a substantial interest (i.e., a trust in which the designated employee, his or her spouse and dependent children have a present or future interest worth more than \$2,000);
- (e) Representing the pro rata share (worth more than \$2,000) of the designated employee, his or her spouse and dependent children, of investments of any business entity or trust in which the designated employee, his or her spouse and dependent children own, directly, indirectly or beneficially, a 10% interest or greater.

"Investment" means any financial interest in or security issued by a City-related business entity, including, but not limited to, common stock, preferred stock, rights, warrants, options, debt instruments, and any partnership or other ownership interest.

A business entity is "City-related" if, and only if, the business entity or any parent, subsidiary or otherwise related business entity (i) has an interest in real property within the jurisdiction, (ii) does business in the City, or (iii) did business or plans to do business in the City at any time during the period commencing two years prior to and ending one year after the time the designated employee is required by this Code to file his or her next Statement of Economic Interests or to disqualify himself or herself with respect to a City decision. (The term "parent, subsidiary, or otherwise related business entity" shall be construed as specifically defined by the Commission.)

No asset is deemed an "investment" unless its fair market value exceeds \$2,000.

The term "investment" does not include a time or demand deposit in a financial institution, shares in a credit union, any insurance policy, or any bond or other debt instrument issued by any government or government agency.

Category 2. Less-Inclusive Reportable Investments

A designated employee in this category shall disclose those, and only those, Category 1 reportable investments which pertain to a business entity, a business activity which is that of:

- (a) Providing within the last two years, or foreseeably in the future, services, supplies, materials, machinery or equipment to the City;
- (b) Conducting a business in the City which requires a business license therefore pursuant to ordinances of the City;
- (c) Sale, purchase, exchange, lease or rental, or financing, for its own account or as broker, of real property or the development, syndication or subdivision of real property or construction thereon of buildings or structures.

Category 3. All-Inclusive Reportable Interests in Real Property

A designated employee in this category shall disclose all interests (worth more than \$2,000) in real property located within the jurisdiction if the interests are:

- (a) Held or owned by the designated employee, his or her spouse, or dependent child;
- (b) Owned by an agent on behalf of the designated employee;
- (c) Owned by any business entity controlled by the designated employee (i.e., any business entity in which the designated employee, his or her agents, spouse and dependent children hold more than a 50% ownership interest);
- (d) Owned by a trust in which the designated employee has a substantial interest (i.e., a trust in which the designated employee, his or her spouse and dependent children have a present or future interest worth more than \$2,000);
- (e) Representing the pro rata share (worth more than \$2,000) of the designated employee, his or her spouse and dependent children, of investments of any business entity trust in which the designated employee, his or her spouse and dependent children own, directly, indirectly or beneficially, a 10% interest or greater.

"Interest" in real property includes any leasehold, beneficial or ownership interest, or any option to acquire such an interest, in real property, but does not include the principal residence of the filer.

Real property shall be deemed to be "located within the jurisdiction" if the property or any part of it is located within or not more than two miles outside the boundaries of the City or within two miles of any land owned or used by the City.

Category 4. Less-Inclusive Reportable Interests in Real Property

A designated employee in this category shall disclose those, and only those, Category 3 reportable interests in real property where the property or any part of it is located within or not more than 500 feet outside the boundaries of the City.

Category 5. All-Inclusive Reportable Income

A designated employee in this category shall disclose all income of the designated employee from any City-related source aggregating \$500 or more (or \$50 or more in the case of gifts) during the reporting period.

"Income" means, except as provided below, income of any nature from any City-related source, including but not limited to, any salary, wage, advance payment, honorarium, award, gift, including any gift of food or beverage, loan forgiveness or payment of indebtedness, discount in the price of anything of value unless the discount is available to members of the general public without regard to official status, rebate, reimbursement for expenses, per diem, or contribution to an insurance or pension program paid by any person other than an employer, and including any community property interest in income of a spouse from any City-related source. Income of an individual also includes a pro rata share of any income of any City-related business entity or trust in which the individual or spouse owns, directly, indirectly or beneficially, a 10% interest or greater.

A source, business entity or trust is "City-related" if, and only if, he, she or it (i) resides in the jurisdiction, (ii) has an interest in real property within the jurisdiction, (iii) does business in the City, or (iv) did business or plans to do business in the City at any time during the period commencing two years prior to and ending one year after the time the designated employee is required by this Code to file his or her next Statement of Economic Interests or to disqualify himself or herself with respect to a City decision.

"Income" does not include:

- (a) Campaign contributions required to be reported under Chapter 4 of the Act;

(b) Salary and reimbursement for expenses or per diem received from a state or local government agency and reimbursement for travel expenses and per diem received from a bona fide educational, academic or charitable organization;

(c) Gifts of informational material, such as books, pamphlets, reports, calendars or periodicals;

(d) Gifts which are not used and which, within thirty days after receipt, are returned to the donor or delivered to a charitable organization without being claimed as a charitable contribution for tax purposes;

(e) Gifts from an individual's spouse, child, parent, grandparent, grandchild, brother, sister, parent-in-law, brother-in-law, sister-in-law, aunt, uncle, or first cousin or the spouse of any such person, provided that a gift from any such person shall be considered income if the donor is acting as an agent or intermediary for any person not covered by this paragraph;

(f) Gifts of hospitality involving food, beverages, or lodging provided to the designated employee, if such hospitality has been reciprocated within the filing period. "Reciprocity" as used in this subsection includes the providing by the designated employee to the host of any consideration, including entertainment or household gift of a reasonably similar benefit or value;

(g) Any devise or inheritance;

(h) Interest, dividends or premiums on a time or demand deposit in a financial institution, shares in a credit union or any insurance policy, payments received under any insurance policy, or any bond or other debt instrument issued by any government or government agency;

(i) Dividends, interest or any other return on a security which is registered with the Securities and Exchange Commission of the United States Government;

(j) Loans by a commercial lending institution in the regular course of business.

"Honorarium" means a payment for speaking at any event, participating in a panel or seminar or engaging in any similar activity. For purposes of this subsection, free admission, food, beverages and similar nominal benefits provided to a filer at an event at which he or she speaks, participates in a panel or seminar, or performs a similar service, and reimbursement or advance for actual intrastate travel and for necessary accommodations provided directly in connection with the event are not payment and need not be reported by the designated employee.

A prize or an award shall be disclosed as a gift unless the prize or award is received on the basis of a bona fide competition not related to the designated

employee's official status. Prizes or awards which are not disclosed as gifts shall be disclosed as income.

Category 6. Less-Inclusive Types of Reportable Income

A designated employee in this category shall disclose those, and only those types of Category 5 reportable income which are derived from a source, an activity which is that of:

- (a) Providing within the last two years, or foreseeably in the future, services, supplies, materials, machinery or equipment to the City.
- (b) Conducting a business in the City which requires a business license therefore pursuant to ordinances of the City.
- (c) Sale, purchase, exchange, lease or rental, or financing, for its own account or as broker, of real property or the development, syndication or subdivision of real property or construction thereon of buildings or structures.

Category 7. All-Inclusive Types of Business Positions

A designated employee in this category shall disclose all business positions held within the jurisdiction held by the designated employee, his or her spouse, or dependent child.

A business position shall be deemed to be "located within the jurisdiction" if the position is held in a business entity which is located within or not more than two miles outside the boundaries of the City or within two miles of any land owned or used by the City.

"Business Position" includes: the name and address of each business entity in which the designated employee is a director, officer, partner, trustee, employee, or in which he or she holds any position of management, a description of the business activity in which the business entity is engaged, and the designated employee's position with the business entity.

Category 8. Less-Inclusive Types of Business Positions

A designated employee in this category shall disclose those, and only those types of Category 7 business positions which are part of business entities which:

- (a) Provided within the last two years, currently provide, or will foreseeably in the future provide, services, supplies, materials, machinery or equipment to the City.

(b) Conduct business in the City requiring a business license therefore pursuant to ordinances of the City.

(c) Sell, purchase, exchange, lease or rent, or finance, for its own account or as broker, real property or the development, syndication or subdivision of real property or construction thereon of buildings or structures.

Conflict of Interest Disclosure Categories

**Marked version
with changes redlined**

ATTACHMENT A

Position	Disclosure Categories
<u>City Staff under City Manager:</u>	
Accountant	1, 4, 5, 7
Accounting Technician	1, 4, 5, 7
Administrative Analyst for Human Resources/City Manager's Office	1, 3, 5, 7
Animal Control Manager	1, 3, 5, 7
Assistant City Manager	1, 3, 5, 7
Assistant to the City Manager	1, 3, 5, 7
Assistant Engineer	1, 3, 5, 7
Assistant Planner	1, 3, 5, 7
Associate Engineer	2, 4, 6, 8
Associate Planner	1, 3, 5, 7
Building and Fire Safety Inspector	1, 4, 5, 7
Building Official/Fire Marshal	1, 3, 5, 7
Buyer	1, 4, 5, 7
City Clerk	1, 4, 5, 7
City Engineer/Deputy Director of Public Works	1, 3, 5, 7
City Traffic Engineer	2, 4, 6, 8
Code Compliance Officer	2, 4, 6, 8
Communications Center Manager	2, 4, 6, 8
Crime Lab Manager	1, 3, 5, 7
Deputy City Clerk	1, 4, 5, 7
Deputy Director of Community Development	1, 3, 5, 7
Deputy Director of Public Works	1, 4, 5, 7
Deputy Fire Chief	2, 4, 6, 8
Deputy Fire Marshal	1, 4, 5, 7
Director of Community Development	1, 3, 5, 7
Director of Finance	1, 3, 5, 7
Director of Finance/City Treasurer	1, 3, 5, 7
Director of Human Resources	1, 3, 5, 7
Director of Information Technology	1, 3, 5, 7
Director of Public Works	1, 3, 5, 7
Director of Recreation	1, 4, 6
Engineering Technician	1, 3, 5, 7
Facilities Manager	2, 4, 6, 8
Financial Operations Manager	1, 4, 5, 7
Fire Battalion Chief	2, 4, 6, 8
Fire Chief	1, 3, 5, 7
Fire Division Chief	2, 4, 6, 8
Fire Inspector	1, 4, 5, 7
Fleet Manager	2, 4, 6
GIS Analyst	1, 3, 5, 7
Housing Manager	1, 3, 5, 7

<u>Housing Specialist</u>	1, 3, 5, 7
Human Resources Analyst	2, 4, 6, 8
Information Technologies Manager	1, 4, 5, 7
Junior Engineer	1, 3, 5, 7
Licensed Land Surveyor	1, 3, 5, 7
Maintenance Supervisor	2, 4, 6, 8
Management Analyst	1, 3, 5, 7
Network Administrator	1, 4, 5, 7
Operations Manager	2, 4, 6, 8
Planning Manager	1, 3, 5, 7
Plans Examiner	1, 4, 5, 7
Police Captain	2, 4, 6, 8
Police Chief	1, 3, 5, 7
Police Lieutenant	2, 4, 6, 8
Police Records Manager	2, 4, 6, 8
Principal Civil Engineer	1, 3, 5, 7
Principal Human Resources Analyst	1, 3, 5, 7
Public Information Officer	1, 4, 5, 7
Public Works Inspector	2, 4, 6, 8
Public Works Superintendent	2, 4, 6, 8
Purchasing Agent	1, 3, 5, 7
Recreation Services Manager	2, 4, 6, 8
Senior Accountant	1, 4, 5, 7
Senior Accounting Technician	1, 4, 5, 7
Senior Building and Fire Safety Inspector	1, 4, 5, 7
Senior Buyer	1, 4, 5, 7
Senior Engineering Technician	1, 3, 5, 7
Senior Human Resources Analyst	1, 3, 5, 7
Senior Management Analyst	1, 3, 5, 7
Senior Planner	1, 3, 5, 7
Senior Risk Management Analyst	1, 3, 5, 7
Supervising Building and Fire Safety Inspector	1, 3, 5, 7
Supervising Engineering Technician	1, 3, 5, 7
<u>City Attorney Staff:</u>	
Assistant City Attorney	1, 3, 5, 7
Deputy City Attorney	1, 3, 5, 7
Retained Attorney	1, 3, 5, 7
Staff Attorney	1, 3, 5, 7
<u>Boards/Commissions/Committees/Consultants</u>	
Personnel Commission Members	2, 3, 5, 7
Public Safety Facility Financing Oversight Committee	2, 4, 6, 8
Relocation Appeals Board Members	2, 3, 6, 8
Successor Agency Oversight Board	1, 3, 5, 7
Veterans' Commission Members	2, 4, 6, 8
Consultants	2, 4, 6, 8

ATTACHMENT B

DISCLOSURE CATEGORIES

Category 1. All-Inclusive Reportable Investments

A designated employee in this category shall disclose all investments (worth more than \$2,000) in a City-related business entity which are:

- (a) Owned by the designated employee, his or her spouse or dependent child;
- (b) Owned by an agent on behalf of the designated employee;
- (c) Owned by any business entity controlled by the designated employee (i.e., any business entity in which the designated employee, his or her agents, spouse and dependent children hold more than a 50% ownership interest);
- (d) Owned by a trust in which the designated employee has a substantial interest (i.e., a trust in which the designated employee, his or her spouse and dependent children have a present or future interest worth more than \$2,000);
- (e) Representing the pro rata share (worth more than \$2,000) of the designated employee, his or her spouse and dependent children, of investments of any business entity or trust in which the designated employee, his or her spouse and dependent children own, directly, indirectly or beneficially, a 10% interest or greater.

"Investment" means any financial interest in or security issued by a City-related business entity, including, but not limited to, common stock, preferred stock, rights, warrants, options, debt instruments, and any partnership or other ownership interest.

A business entity is "City-related" if, and only if, the business entity or any parent, subsidiary or otherwise related business entity (i) has an interest in real property within the jurisdiction, (ii) does business in the City, or (iii) did business or plans to do business in the City at any time during the period commencing two years prior to and ending one year after the time the designated employee is required by this Code to file his or her next Statement of Economic Interests or to disqualify himself or herself with respect to a City decision. (The term "parent, subsidiary, or otherwise related business entity" shall be construed as specifically defined by the Commission.)

No asset is deemed an "investment" unless its fair market value exceeds \$2,000.

The term "investment" does not include a time or demand deposit in a financial institution, shares in a credit union, any insurance policy, or any bond or other debt instrument issued by any government or government agency.

Category 2. Less-Inclusive Reportable Investments

A designated employee in this category shall disclose those, and only those, Category 1 reportable investments which pertain to a business entity, a business activity which is that of:

- (a) Providing within the last two years, or foreseeably in the future, services, supplies, materials, machinery or equipment to the City;
- (b) Conducting a business in the City which requires a business license therefore pursuant to ordinances of the City;
- (c) Sale, purchase, exchange, lease or rental, or financing, for its own account or as broker, of real property or the development, syndication or subdivision of real property or construction thereon of buildings or structures.

Category 3. All-Inclusive Reportable Interests in Real Property

A designated employee in this category shall disclose all interests (worth more than \$2,000) in real property located within the jurisdiction if the interests are:

- (a) Held or owned by the designated employee, his or her spouse, or dependent child;
- (b) Owned by an agent on behalf of the designated employee;
- (c) Owned by any business entity controlled by the designated employee (i.e., any business entity in which the designated employee, his or her agents, spouse and dependent children hold more than a 50% ownership interest);
- (d) Owned by a trust in which the designated employee has a substantial interest (i.e., a trust in which the designated employee, his or her spouse and dependent children have a present or future interest worth more than \$2,000);
- (e) Representing the pro rata share (worth more than \$2,000) of the designated employee, his or her spouse and dependent children, of investments of any business entity trust in which the designated employee, his or her spouse and dependent children own, directly, indirectly or beneficially, a 10% interest or greater.

"Interest" in real property includes any leasehold, beneficial or ownership interest, or any option to acquire such an interest, in real property, but does not include the principal residence of the filer.

Real property shall be deemed to be "located within the jurisdiction" if the property or any part of it is located within or not more than two miles outside the boundaries of the City or within two miles of any land owned or used by the City.

Category 4. Less-Inclusive Reportable Interests in Real Property

A designated employee in this category shall disclose those, and only those, Category 3 reportable interests in real property where the property or any part of it is located within or not more than 500 feet outside the boundaries of the City.

Category 5. All-Inclusive Reportable Income

A designated employee in this category shall disclose all income of the designated employee from any City-related source aggregating \$500 or more (or \$50 or more in the case of gifts) during the reporting period.

"Income" means, except as provided below, income of any nature from any City-related source, including but not limited to, any salary, wage, advance payment, honorarium, award, gift, including any gift of food or beverage, loan forgiveness or payment of indebtedness, discount in the price of anything of value unless the discount is available to members of the general public without regard to official status, rebate, reimbursement for expenses, per diem, or contribution to an insurance or pension program paid by any person other than an employer, and including any community property interest in income of a spouse from any City-related source. Income of an individual also includes a pro rata share of any income of any City-related business entity or trust in which the individual or spouse owns, directly, indirectly or beneficially, a 10% interest or greater.

A source, business entity or trust is "City-related" if, and only if, he, she or it (i) resides in the jurisdiction, (ii) has an interest in real property within the jurisdiction, (iii) does business in the City, or (iv) did business or plans to do business in the City at any time during the period commencing two years prior to and ending one year after the time the designated employee is required by this Code to file his or her next Statement of Economic Interests or to disqualify himself or herself with respect to a City decision.

"Income" does not include:

- (a) Campaign contributions required to be reported under Chapter 4 of the Act;

(b) Salary and reimbursement for expenses or per diem received from a state or local government agency and reimbursement for travel expenses and per diem received from a bona fide educational, academic or charitable organization;

(c) Gifts of informational material, such as books, pamphlets, reports, calendars or periodicals;

(d) Gifts which are not used and which, within thirty days after receipt, are returned to the donor or delivered to a charitable organization without being claimed as a charitable contribution for tax purposes;

(e) Gifts from an individual's spouse, child, parent, grandparent, grandchild, brother, sister, parent-in-law, brother-in-law, sister-in-law, aunt, uncle, or first cousin or the spouse of any such person, provided that a gift from any such person shall be considered income if the donor is acting as an agent or intermediary for any person not covered by this paragraph;

(f) Gifts of hospitality involving food, beverages, or lodging provided to the designated employee, if such hospitality has been reciprocated within the filing period. "Reciprocity" as used in this subsection includes the providing by the designated employee to the host of any consideration, including entertainment or household gift of a reasonably similar benefit or value;

(g) Any devise or inheritance;

(h) Interest, dividends or premiums on a time or demand deposit in a financial institution, shares in a credit union or any insurance policy, payments received under any insurance policy, or any bond or other debt instrument issued by any government or government agency;

(i) Dividends, interest or any other return on a security which is registered with the Securities and Exchange Commission of the United States Government;

(j) Loans by a commercial lending institution in the regular course of business.

"Honorarium" means a payment for speaking at any event, participating in a panel or seminar or engaging in any similar activity. For purposes of this subsection, free admission, food, beverages and similar nominal benefits provided to a filer at an event at which he or she speaks, participates in a panel or seminar, or performs a similar service, and reimbursement or advance for actual intrastate travel and for necessary accommodations provided directly in connection with the event are not payment and need not be reported by the designated employee.

A prize or an award shall be disclosed as a gift unless the prize or award is received on the basis of a bona fide competition not related to the designated

employee's official status. Prizes or awards which are not disclosed as gifts shall be disclosed as income.

Category 6. Less-Inclusive Types of Reportable Income

A designated employee in this category shall disclose those, and only those types of Category 5 reportable income which are derived from a source, an activity which is that of:

- (a) Providing within the last two years, or foreseeably in the future, services, supplies, materials, machinery or equipment to the City.
- (b) Conducting a business in the City which requires a business license therefore pursuant to ordinances of the City.
- (c) Sale, purchase, exchange, lease or rental, or financing, for its own account or as broker, of real property or the development, syndication or subdivision of real property or construction thereon of buildings or structures.

Category 7. All-Inclusive Types of Business Positions

A designated employee in this category shall disclose all business positions held within the jurisdiction held by the designated employee, his or her spouse, or dependent child.

A business position shall be deemed to be "located within the jurisdiction" if the position is held in a business entity which is located within or not more than two miles outside the boundaries of the City or within two miles of any land owned or used by the City.

"Business Position" includes: the name and address of each business entity in which the designated employee is a director, officer, partner, trustee, employee, or in which he or she holds any position of management, a description of the business activity in which the business entity is engaged, and the designated employee's position with the business entity.

Category 8. Less-Inclusive Types of Business Positions

A designated employee in this category shall disclose those, and only those types of Category 7 business positions which are part of business entities which:

- (a) Provided within the last two years, currently provide, or will foreseeably in the future provide, services, supplies, materials, machinery or equipment to the City.

(b) Conduct business in the City requiring a business license therefore pursuant to ordinances of the City.

(c) Sell, purchase, exchange, lease or rent, or finance, for its own account or as broker, real property or the development, syndication or subdivision of real property or construction thereon of buildings or structures.



City Council
Agenda Report

Agenda Item 8.

DATE: September 22, 2020
TO: Honorable Mayor and City Councilmembers
FROM: Yazmin Arellano, Acting Director of Public of Works
SUBJECT: Time Extension of Tentative Subdivision Map (TSM) 665; 411 Emerald Avenue, Engineering Job No. 3572

RECOMMENDATION:

That the City Council grants a one-year time extension for TSM 665 (411 Emerald Avenue) and sets the new expiration date to October 18, 2021, in accordance with Municipal Code Section 16.12.110.

BACKGROUND:

Public Works staff received a letter (copy attached), dated July 28, 2020, from the development consultant on behalf of the property owner requesting a time extension for TSM 665. Resolution No. 108-16 conditionally approved TSM 665 with an expiration date of October 18, 2018. Section 16.12.110 of the Municipal Code allows for three one-year extensions. This request is the third of three allowable time extensions.

This project proposes a nine-unit condominium conversion and a subdivision to create a common-interest residential development on the east side of Emerald Avenue between West Lexington Avenue and Chamberlain Avenue, APN: 487-542-02; General Plan designation: Medium Density Resident (MR).

FISCAL IMPACT:

None. All costs are paid by the developer.

Prepared By: Yazmin Arellano, Acting Director of Public Works
Reviewed By: Vince DiMaggio, Assistant City Manager
Approved By: Graham Mitchell, City Manager

Attachments

Letter dated 7/28/20 and TSM 665

Westone Management Consultants

Joseph Scarlatti

Condominium Conversion Consultants

152 W. Park Ave., Suite 252

El Cajon California 92020

Phone: Land (619) 334-3670 Cell (619) 408-0208

Email: westone.ca@gmail.com

Website: condoconversionconsultants.com

July 28th, 2020

Jaime Campos
Associate Civil Engineer
City of El Cajon | Public Works
200 Civic Center Way
El Cajon, CA 92020

Subject: Tentative Subdivision Map 665 & PUD 344
411 Emerald Ave., El Cajon
APN 487-542-02-00

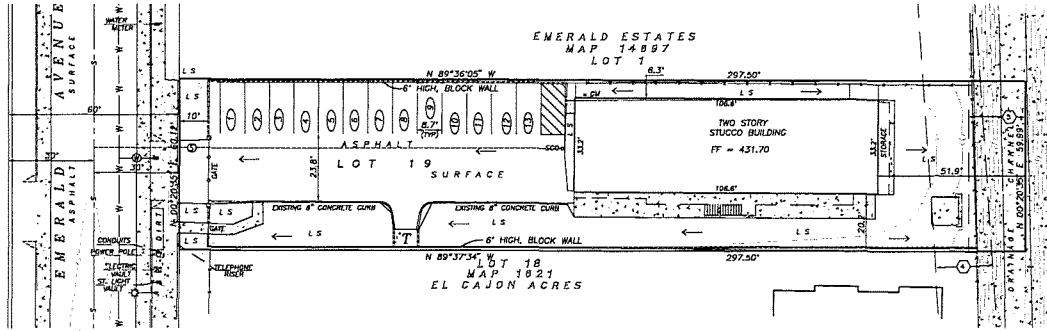
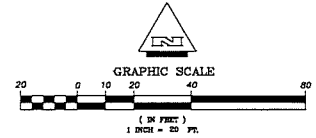
On behalf of the owner of the above captioned property, I am hereby requesting a map extension TSM 665 & PUD 344 for a period of 1 (one) year to October 18th, 2021.

The map extension is requested because we can not get contractors to go on the site and the tenants don't want them there so it is unlikely we will be able to complete the conditions of approval by October 18th, 2016.

Yours truly,
Joseph Scarlatti


Westone Management Consultants

411 EMERALD AVENUE PLANNED UNIT DEVELOPMENT NO. _____



PLANNING NOTES:

1. LANDSCAPING SHALL BE ROUTINELY MAINTAINED, WEEDS AND TRIMMED IN A NEAT AND ORDERLY MANNER, WATERED AND FERTILIZED TO ACHIEVE A HEALTHY APPEARANCE; KEPT FREE OF DEAD AND/OR DYING PLANT MATERIALS, REPLACING PLANT MATERIALS AS NEEDED; AND THE IRRIGATION SYSTEM SHALL BE PROPERLY MAINTAINED AND OPERATED TO PROVIDE APPROPRIATE WATERING, AND TO AVOID INADEQUATE AND EXCESSIVE WATERING.
2. THIS PROJECT SHALL COMPLY WITH THE 2001 EDITION OF THE CALIFORNIA FIRE CODE.
3. ONE HOUR FIRE RATED SEPARATIONS SHALL BE PROVIDED IN ACCORDANCE WITH BUILDING DIVISION REQUIREMENTS.
4. NO NEW UNITS TO BE ADDED TO THIS PROJECT NOR SHALL ANY ADDITIONS BE MADE WITHOUT FIRST OBTAINING CITY APPROVAL OF AN AMENDMENT TO PUD 282.
5. ALL OPERATIONS MUST BE IN COMPLIANCE WITH THE CITY'S URBAN RUNOFF MANAGEMENT PLAN AND MUNICIPAL CODES 13.10 (STORM WATER) TO MINIMIZE OR ELIMINATE POLLUTANT DISCHARGES TO THE STORM DRAIN SYSTEM.
6. FOR PUBLIC WORKS REQUIREMENTS ON THIS PLANNING ACTION PLEASE REFER TO THE CONDITIONS OF APPROVAL. THIS SITE PLAN MAY NOT CLEARLY SHOW EXISTING OR PROPOSED IMPROVEMENTS IN THE PUBLIC RIGHT OF WAY AND SHOULD NOT BE USED FOR PUBLIC IMPROVEMENT CONSTRUCTION PURPOSES.

LEGEND:

- PROPERTY LINE
- DRAINAGE
- EXISTING BLOCK WALL
- WOOD FENCE (6' HIGH UNLESS NOTED)
- CHAIN LINK FENCE (6' HIGH UNLESS NOTED)
- WROUGHT IRON FENCE (6' HIGH UNLESS NOTED)
- TRASH ENCLOSURE
- EXISTING WATER METER
- POWER POLE
- TOP OF CURB
- FLOW LINE
- PARKING SPACE
- FINISH FLOOR
- INDICATES PROPERTY LINE

LEGAL DESCRIPTION:

LOT 19 OF EL CAJON ACRES, IN THE CITY OF EL CAJON, COUNTY OF SAN DIEGO, STATE OF CALIFORNIA, ACCORDING TO MAP THEREOF NO. 1821, FILED IN THE OFFICE OF THE COUNTY RECORDER OF SAN DIEGO COUNTY ON JANUARY 12, 1914.

SITE DATA:

ASSESSOR'S PARCEL NUMBER: 487-542-02
 TOTAL ACREAGE: GROSS 0.38 (16,675 SQ. FT.)
 NET 0.38 (16,675 SQ. FT.)
 EXISTING ZONING: R-3
 WATER SUPPLY: HELIX WATER DISTRICT
 SEWER DISPOSAL: CITY OF EL CAJON
 EXISTING UNITS: 9
 DENSITY: 1 UNIT PER 1953 SQ. FT.
 PARKING REQUIRED: N/A FOR CONVERSION
 PARKING PROVIDED: 13 SPACES

BENCH MARK

CITY OF EL CAJON BENCH MARK NUMBER 409
 TOP OF CURB INLET ON EAST SIDE OF EMERALD AVENUE ± 180 FEET SOUTH OF CENTERLINE OF LEXINGTON AVENUE.
 ELEVATION = 430.498, NOV 1929, MSL

SITE ADDRESS:

411 EMERALD AVENUE
 EL CAJON, CA 92020

APPLICANT:

WESTONE MANAGEMENT CONSULTANTS
 152 W. PARK AVENUE, SUITE 252
 EL CAJON, CA 92020
 PHONE: 619-354-3670

OWNER / DEVELOPER:

LINDA F. MALLONEE
 4105 MESA VERDE CIRCLE
 TEMECULA, CALIFORNIA 92592

LINDA F. MALLONEE

PROFESSIONAL LAND SURVEYOR:
 SAN DIEGO LAND SURVEYING & ENGINEERING, INC.
 9665 CHESSNAKE DRIVE, SUITE 445
 SAN DIEGO, CALIFORNIA 92123 (658) 565-8382
 PROJECT NO. 492-160-33

Robert J. Bateman DATED: 12-03-2019
 ROBERT J. BATEMAN, P.L.S. 7048

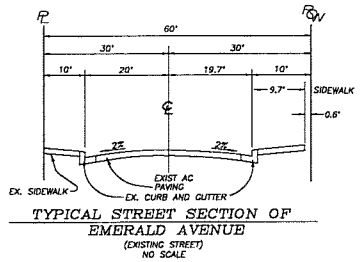
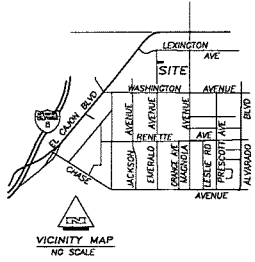


SHEET 1 CITY OF EL CAJON 1 SHEET

PLANNED UNIT DEVELOPMENT NO. _____

APPLICANT: WESTONE MANAGEMENT CONSULTANTS
 ASSESSOR PARCEL NO.: 487-542-02
 REQUEST: FILING A 1 LOT SUBDIVISION MAP FOR THE APPROVAL OF 9 CONDOMINIUM UNITS.

PC RESOLUTION NO. _____ APPROVED BY: _____
 CC RESOLUTION NO. _____ DATE: _____
 ORDINANCE NO. _____





City Council Agenda Report

Agenda Item 9.

DATE: September 22, 2020
TO: Honorable Mayor and City Councilmembers
FROM: Graham Mitchell, City Manager & Sara Diaz, IT Director
SUBJECT: Smart City Initiatives

RECOMMENDATION:

That the City Council provides direction to staff regarding the development of a Smart City Strategic Plan and gives feedback regarding priorities on Smart City initiatives.

BACKGROUND:

The purpose of this agenda item is to provide the City Council with an update on its efforts toward implementing Smart City technologies and innovations and for staff to seek feedback on exploring Smart City opportunities in the future.

This staff report includes the following sections:

- Definition of a Smart City,
- El Cajon's efforts to implement Smart City technology and innovation,
- Current discussion with possible Smart City partners,
- Need for a plan and direction, and
- Staff's recommendations.

What is a Smart City?

The notion of Smart Cities is relatively new. Depending on the organization or individual, smart cities mean different things. However, the consulting company Deloitte provides a succinct definition:

A 360-degree smart city looks across every aspect of a city's operations and uses technology to improve outcomes. The digital infrastructure of a smart city sets the stage for a network of partnerships all focused on one goal: Creating a smarter city. The result? An urban center that not only leverages technology to improve its own operations but connects with citizens, businesses, and nonprofits in new ways.

Around California, Smart City initiatives range from connected streetlights and trash cans to presenting government data in easy to access formats. Often, cities create demonstration areas to pilot a specific new technology or innovation.

When considering a Smart City initiative for the City, staff has identified five primary challenges with implementing Smart City technology:

1. implementation cost can be high,
2. there can be significant ongoing support costs, including staff time, to maintain and eventually replace equipment,
3. with so many options, there is a challenge to know which are the best projects to pursue,
4. return on investment (ROI) or value to the City is difficult to measure, and
5. citizen concerns about how the technology is used and privacy considerations.

Examples of El Cajon Implementations

Even though El Cajon does not currently have a Smart City plan, for the past few years the City has been working on several projects aligned with the key tenants of a Smart City in two areas: improving operations and connecting with the community.

Leverage Technology to Improve Operations

- Work with companies doing business in the valley to create fiber and wireless network paths to areas of interest for City technology projects (Rec Centers, Parks, Super Block, etc.);
- ShieldForce – Police Dispatch and records search on devices in the field;
- Pipeline Assessment Tool and My Civic Staff App – process work orders from the field for instant updates to back-office staff and direct to citizens;
- igInspect and igEnforce – inspection and code enforcement from the field on mobile devices, with impacted parties receiving immediate notifications of results;
- Police and Public Works UAV projects – from accident reconstructions, to aerial surveying both departments are using drones to increase information and accuracy with less staff time;
- Consolidated video – citywide viewing of camera systems by Police Dispatch and City staff for better situational awareness; and
- EnerGov – permit and plans processing.

Connect with citizens, businesses, and nonprofits in new ways

- Public Records Portal – self-service access to public documents;
- SpidrTech – automated notifications from the Police Department regarding calls for service and open investigations;
- Public map galleries;
- Streaming of Council meetings;
- Online submission of comments for City Council;
- Online payments;
- Virtual recreation programs;
- El Cajon mobile phone and computer app;
- El Cajon business directory;
- Increased social media presence;
- Project Assistance Center Online (PACO) – self-service to submit applications, pay fees, and schedule inspections; and
- Focus groups and workshops for key issues around the City, including climate, housing, and zoning.

City staff has an annual meeting in which technology proposals are evaluated. The top evaluated projects become recommendations as part of the City Council budget approval process.

Current Discussions

In addition to the initiatives already implemented, City staff has been recently discussing Smart City technologies with two companies. Staff has been meeting with Qualcomm about possibly piloting artificial intelligence technology at Wells Park to assist the Police Department and Recreation Department in responding to criminal activity and to better program park space. Staff has also met with Cox Communications about technology that could transform the City's streetlights into smart devices, allowing the City to better manage energy consumption, communicate with residents via a Bluetooth beacon, measure pedestrian and traffic patterns, provide license plate reader monitoring, etc. During the presentation of this agenda item, staff recommends hearing some of the vision of Smart City technology from both Qualcomm and Cox representatives.

Need for a Plan & Direction

Cities with successful smart initiatives have a clear vision and a set of priorities for technology implementation. Often this includes governance and a system for evaluating which projects should be considered, as well as a feedback mechanism to measure if projects are achieving expected results.

Staff receives dozens of unsolicited proposals for Smart City-type applications each week. Because of the literally thousands of smart city initiatives that the City could engage in, having a plan is critical to move toward creating a smarter city. In the Recommendation section of this agenda report, staff includes a recommendation about creating a plan.

There are two cities (Carlsbad and Chula Vista) in San Diego County that have formalized strategic action plans or roadmaps that identify technology priorities. These plans memorialize the vision the cities have and provide some prioritizing direction. This agenda report provides a brief summary of the Chula Vista plan to provide a vision for a possible plan in El Cajon. Chula Vista's Smart City Strategic Action Plan sets goals and objectives. Its plan states:

The City of Chula Vista's smart city plan improves the lives of Chula Vista residents by enabling the city to provide superior government services, better respond in emergency situations and attract high-quality jobs. Chula Vista is a model for smart and sustainable infrastructure development. The smart city plan drives economic development by improving the City's ability to attract and retain high-quality jobs.

www.chulavistaca.gov/home/showdocument?id=15417

The plan includes the following four goals and ten objectives:

Goal 1: Connected City

- Build out a comprehensive municipal network connecting City sensors and facilities
- Ensure universal internet access for all communities
- Integrate Smart City philosophy into policy documents

Goal 2: Responsive City

- Foster vibrant community engagement
- Strengthen intergovernmental relations
- Lay the groundwork for economic development opportunities

Goal 3: Transparent City

- Use data and analytics to improve City services and broaden public access to information about City performance

Goal 4: Innovative City

- Position the Bayfront as a model smart neighborhood
- Advance environmental sustainability goals
- Enhance public safety and traffic safety capabilities

Based on those goals and objectives, Chula Vista is working on projects related to:

- Open Data
- Telecommunications
- Unmanned Aerial Systems/Drones
- Technology Training
- Internet Access
- Autonomous Vehicles
- Citizens' Apps
- Police Dispatch
- Crime Mapping
- Construction & Development Data (online permitting)
- Advanced Traffic Signals
- Smart Irrigation Controls
- Science, Technology, Engineering, the Arts and Mathematics (STEAM) Education
- Accessibility
- Shared Micro-Mobility

Recommendations

With so many possible Smart City projects and limited resources, staff recommends developing a Smart City Strategic Plan. Staff does not recommend relying on a firm to create the plan. Rather, staff recommends that the City seek public and City staff input about its priorities and then feedback and direction from the City Council on technology priorities. Based on this information, staff will prepare a strategic plan that includes high level goals, specific objectives, and criteria to select and assess projects. Staff estimates three to six months is required to gather relevant data and draft a plan for City Council consideration.

To help in developing a framework for the plan, it would be helpful to understand the City Council's initial thoughts, priorities, and appetites for Smart City issues.

Prepared By: Graham Mitchell, City Manager & Sara Diaz, IT Director

Reviewed By: N/A

Approved By: Graham Mitchell, City Manager



**City Council
Agenda Report**

DATE: September 22, 2020
TO: Honorable Mayor and City Councilmembers
FROM: Mayor Wells
SUBJECT: Council Activity Report

RECOMMENDATION:

That the City Council accepts and files the following report of Council/Mayor activities attended during the current agenda period.

BACKGROUND:

Government Code Section 53232.3(d) requires members of a legislative body to provide brief reports on meetings attended at the expense of the local agency at the next regular meeting of the legislative body.

REPORT:

Since the last City Council meeting, I have attended the following events on behalf of the City of El Cajon:

- September 11 – SANDAG Executive Committee Meeting
- September 11 – SANDAG Audit Committee Meeting
- September 22 – City Council Meeting(s)

I am available to answer questions.

Submitted By: Bill Wells, Mayor



City Council
Agenda Report

Agenda Item 11.

DATE: September 22, 2020
TO: Honorable Mayor and City Councilmembers
FROM:
SUBJECT: Legislative Report - No Report

RECOMMENDATION:



City Council
Agenda Report

Agenda Item 12.

DATE: September 22, 2020
TO: Honorable Mayor and City Councilmembers
FROM: Councilmember Kendrick
SUBJECT: COUNCILMEMBER GARY KENDRICK
METRO Commission/Wastewater JPA; Heartland Communications;
Heartland Fire Training JPA.; East County Advanced Purification JPA.

RECOMMENDATION:

That the City Council accepts and files the following report of Council/Mayor activities attended during the current agenda period.

BACKGROUND:

Government Code Section 53232.3(d) requires members of a legislative body to provide brief reports on meetings attended at the expense of the local agency at the next regular meeting of the legislative body.

REPORT:

Since the last City Council meeting, I have attended the following events on behalf of the City of El Cajon:

September 22 – City Council Meeting(s)

I am available to answer questions.

Submitted By: Gary Kendrick, Councilmember



City Council
Agenda Report

Agenda Item 13.

DATE: September 22, 2020

TO: Honorable Mayor and City Councilmembers

FROM: Councilmember McClellan

SUBJECT: COUNCILMEMBER BOB MCCLELLAN

MTS (Metropolitan Transit System Board); Harry Griffen Park Joint Steering Committee; Heartland Communications – Alternate

RECOMMENDATION:

That the City Council accepts and files the following report of Council/Mayor activities attended during the current agenda period.

BACKGROUND:

Government Code Section 53232.3(d) requires members of a legislative body to provide brief reports on meetings attended at the expense of the local agency at the next regular meeting of the legislative body.

REPORT:

Since the last City Council meeting, I have attended the following events on behalf of the City of El Cajon:

September 17 – MTS Board Meeting
September 22 – City Council Meeting(s)

I am available to answer questions.

Submitted By: Bob McClellan, Councilmember



City Council
Agenda Report

Agenda Item 14.

DATE: September 22, 2020

TO: Honorable Mayor and City Councilmembers

FROM: Councilmember Goble

SUBJECT: COUNCILMEMBER STEVE GOBLE

SANDAG – Board of Directors – Alternate; SANDAG Public Safety Committee – Alternate; METRO Commission/Wastewater JPA – Alternate; Chamber of Commerce – Government Affairs Committee; MTS (Metropolitan Transit System Board) – Alternate; East County Advanced Purification JPA - Alternate.

RECOMMENDATION:

That the City Council accepts and files the following report of Council/Mayor activities attended during the current agenda period.

BACKGROUND:

Government Code Section 53232.3(d) requires members of a legislative body to provide brief reports on meetings attended at the expense of the local agency at the next regular meeting of the legislative body.

REPORT:

Since the last City Council meeting, I have attended the following events on behalf of the City of El Cajon:

September 9 - Email to Caroline S at County re: SDSU counts for COVID-19
September 10 - Email to City Mgr re: flashing and moving lights on commercial buildings
September 11 - Email to City Mgr re: Lexington Apts
September 13 - Email to Dianna W. re: abandoned vehicle
September 14 - Email with Joe G. re: elections
September 15 - Phone Call with City Mgr re: Smart Cities/Cox
September 20 - Participate in "92020 City Cleanup Day"
September 21 - Meeting with City Mgr
September 22 – City Council Meeting(s)

I am available to answer questions.

Submitted By: Steve Goble, Councilmember



City Council
Agenda Report

DATE: September 22, 2020
TO: Honorable Mayor and City Councilmembers
FROM: Deputy Mayor Phil Ortiz
SUBJECT: **DEPUTY MAYOR PHIL ORTIZ**
East County Economic Development Council.

RECOMMENDATION:

That the City Council accepts and files the following report of Council/Mayor activities attended during the current agenda period.

BACKGROUND:

Government Code Section 53232.3(d) requires members of a legislative body to provide brief reports on meetings attended at the expense of the local agency at the next regular meeting of the legislative body.

REPORT:

Since the last City Council meeting, I have attended the following events on behalf of the City of El Cajon:

September 22 – City Council Meeting(s)

I am available to answer questions.

Submitted By: Phil Ortiz, Deputy Mayor
