CITY COUNCIL / LRA BOARD

Mayor/Chair
Rachel Hernandez
Council/Authority Members
District 1 — Luis Uribe
District 2 — Cindy Fosi
Vice Mayor, District 3 — John Pimentel
District 4 — Stacy Call

CITY OF RIVERBANK

Regular City Council and Local Redevelopment Authority Board Meetings

Council Chambers
6707 Third Street, Suite B
Riverbank, CA 95367

choose civility

TUESDAY, JULY 28, 2026 — 6:00 PM

(THE AGENDA PACKET IS ONLINE AT HTTPS://RIVERBANKCA.PORTAL.CIVICCLERK.COM/)

1. **CALL TO ORDER**
2. **FLAG SALUTE**
3. **INVOCATION**
4. **ROLL CALL**
5. **AGENDA CHANGES**
6. **CONFLICT OF INTEREST**

   Any Council/Authority Member who has a direct Conflict of Interest on any scheduled agenda item to be considered is to declare their conflict at this time. Pursuant to Government Code Section 84308 (Levine Act), any Council /Authority Member who has received a contribution of $500 or more within the preceding 12 months from a party, participant, or their agent related to an item on the agenda must disclose that contribution on the record prior to participation in the discussion or decision on the item and may be required to recuse themselves, as applicable.

7. **PRESENTATIONS (Informational only)**

   Item 7.1. **Proclamation** — National Health Center Week — August 2–8, 2026 — It is recommended that the City Council read the Proclamation for National Health Center Week and present it to Golden Valley Health Centers

   Item 7.2. **Certificate of Recognition** — It is recommended that the City Council read and present a Certificate of Recognition to Angel Avila, owner of The Protein Spot for his Assistance to local Veterans

   Item 7.3. **Presentation** — Stanislaus County Interagency Task Force on Unpermitted Food Vending Operations by Robert Kostlivy, Director of the Stanislaus County Department of Environmental Resources

Any documents that are not privileged or part of a Closed Session provided to a majority of the City Council / LRA Board after distribution of the agenda packet, regarding any item on this agenda, will be made available for public inspection at the City Clerk's Office 6707 Third St., Suite A, Riverbank.

Item 7.4. **Presentation** - City Facility Fee Waiver Policy Annual Update

8. PUBLIC COMMENTS (No action can be taken)

At this time, members of the public may comment on any item not appearing on the agenda, and within the subject matter jurisdiction of the City Council/LRA Board. Individual comments will be limited to a maximum of 3 minutes (or as stated by the presiding Officer) and time cannot be yielded to another person. Under State law, matters presented during the public comment period cannot be discussed or acted upon.

Refer to the last page of this agenda for the Public Comment Procedures via ZOOM.

IN PERSON COMMENTS: Please fill out a Comment Card and return it to the City Clerk.

9. CONSENT CALENDAR (No obligation to read aloud)

All items listed on the Consent Calendar are to be acted upon by a single action of the City Council/LRA Board unless requested by an individual Council/Authority Member or member of the public for special consideration. Otherwise, the recommendation of staff will be accepted and acted upon by motion of the City Council/LRA Board.

Item 9.1. **Waiver of Readings**

Item 9.2. **Acceptance** of the Palmer Avenue Sidewalk Project and Authorization to File a Notice of Completion

Item 9.3. **Authorization** for Out of State Travel Request to have Finance Staff attend the Caselle Training in Salt Lake City, UT.

Item 9.4. **Second Reading** by Title Only of a Proposed Ordinance Amending the Crossroads Community Specific Plan (SP-1) to add the Mixed Use (CX-1) Designation, and to Rezone Seven (7) Properties from Light Industrial (M-1), Neighborhood Commercial (NC)(SP-1), Highway Commercial (HC)(SP-1), Neighborhood Park/Basin (NP/B)(SP-1), and Planned Development (P-D 71) to Multiple Family Residential (R-3), Medium/High Density Residential (MHR)(SP-1), and Mixed Use (CX-1)(SP-1) (SPA 01-2025, REZ 02-2025)

Item 9.5. **Second Reading** by Title Only of a Proposed Ordinance Amending the Riverbank Municipal Code by Amending Sections §153.067 and §153.071 and adding Sections §153.166 through §153.169 entitled “Regional Housing Needs Assessment Overlay” (ZOA 01-2025)

Item 9.6. **Resolution** to Approve 3-Year Extension of the Landscape & Lighting and Storm Drain Maintenance Service Agreement with Grover Landscaping Services, Inc.

Item 9.7. **Resolution** to Award Bid for the Townsend Avenue Overlay Project to Consolidated Engineering Inc. and Authorize Execution of Future Change Orders

Item 9.8. **Resolution** to Award Bid for the Riverbank ADA Ramps Project 2026 to United Pavment Maintenance, Inc. and Authorize Execution of Future Change Orders.

10. PUBLIC HEARING

The public notice for item **10.1** was published in the newspaper on **July 15 & July 22**.

Item 10.1. **Public Hearing** — A Resolution Approving the Solid Waste Annual CPI Rate Increase of 3.8% Pursuant to the Solid Waste Franchise Agreement with Gilton Solid Waste, Inc.

11. NEW BUSINESS

Item 11.1. **Resolution** of Appointment of Eight (8) Candidates to the Riverbank Youth Council for the 2026-2027 Term.

Item 11.2. **Resolution** Adopting the City of Riverbank Sewer System Management Plan

Item 11.3. **Resolution** Adopting the City of Riverbank Travel and Training Policy and Rescission of APP-07 Travel Policy

Item 11.4. **Designation** of a Voting Delegate and Alternate(s) to Represent the City During the 2026 League of California Cities Annual Business Meeting

Item 11.5. **City Flag Design Contest** — Review and Selection of Top Three Designs for Public Vote

12. COMMENTS/REPORTS

A brief report on notable attendance of a meeting or conference or other notable topics of City business shall be made. The Brown Act does not allow for discussion or action of items by the City Council/LRA Board during this time.

Item 12.1. **Staff**

Item 12.2. **Council / Authority Member**

Item 12.3. **Mayor / Chair**

13. CLOSED SESSION

Item 13.1. **CONFERENCE WITH LEGAL COUNSEL– ANTICIPATED LITIGATION**
Significant Exposure to Litigation (Pursuant to Govt. Code § 54956.9(d))
Number of Potential Cases:1

14. REPORT FROM CLOSED SESSION

Item 14.1. **Report from Closed Session Item 13.1**
CONFERENCE WITH LEGAL COUNSEL– ANTICIPATED LITIGATION
Significant Exposure to Litigation (Pursuant to Govt. Code § 54956.9(d))
Number of Potential Cases: 1

15. **ADJOURNMENT** The Next Regular City Council Meeting is scheduled for August 25, 2026 at 6:00 P.M.

AFFIDAVIT OF POSTING

I hereby certify under penalty of perjury, under the laws of the State of California that the foregoing agenda was posted at the meeting location, on the North City Hall public exterior bulletin board, South City Hall public exterior Bulletin, Riverbank Community Center exterior bulletin, and the City's website 72 hours prior to the meeting in accordance to the California Ralph M. Brown Act.
Posted this 23rd Day of July , 2026

/s/*Gabriela Hernandez, CMC, City Clerk*

ADA COMPLIANCE STATEMENT

In compliance with the Americans with Disabilities Act, and the Governor's Executive Order N-29-20, the City will make every effort to make reasonable modifications or accommodations from individuals with disabilities. Contact the Administration Dept. at (209) 863-7122 or the City Clerk at cityclerk@riverbank.org at least (48) hours prior to the meeting to enable the City to make reasonable arrangements for accessibility.

NOTICE REGARDING NON-ENGLISH SPEAKERS

Pursuant to California Constitution Article III, Section IV, establishing English as the official language for the State of California, and in accordance with California Code of Civil Procedures Section 185, which requires proceedings before any State Court to be in English, notice is hereby given that all proceedings before the City of Riverbank City Council/LRA Board shall be in English and anyone wishing to address the Council is required to have a translator present who will take an oath to make an accurate translation from any language not English into the English language.

wordly

How to Use Live Spanish Translation/ Como Usar Traducción en Español En Vivo

STEP 1/PASO 1	STEP 2/PASO 2	STEP 3/PASO 3
		
Scan QR Code	**Choose Spanish Language**	**Read Captions on Device** **Use Headset for Audio**
Escanea el código	**Escoja el idioma Español**	**Lea subtítulos en su aparato** **Use auriculares para audio**

https://attend.wordly.ai/join/LHDA-5715

Any documents that are not privileged or part of a Closed Session provided to a majority of the City Council / LRA Board after distribution of the agenda packet, regarding any item on this agenda, will be made available for public inspection at the City Clerk's Office 6707 Third St., Suite A, Riverbank.

TELECONFERENCE/VIRTUAL PLATFORM PUBLIC PARTICIPATION COMMENT PROCEDURES FOR CITY COUNCIL MEETING HELD IN CONFORMANCE WITH THE BROWN ACT

PUBLIC "LIVE" VIEWING

- Government Channels: Charter — 2 and AT&T U-VERSE — 99
- YouTube Live — City of Riverbank
- Via ZOOM Platform (See instructions below)

SUBMITTING PUBLIC COMMENTS FOR THE RECORD

Written comments must be received before 4:00 p.m. on the date of the meeting in order for them to be distributed to the Council prior to consideration of the matter.

Written comments will not be read aloud at the meeting, but will be reported as received for the record. If you do not receive an acknowledgement of receipt within an hour of submission or by 5:00 p.m., please call the City Clerk's Office at (209) 863-7198 or the Administration Dept. at (209) 863-7122.

ACCEPTABLE METHODS OF SUBMITTING COMMENTS BEFORE THE 5:00 PM DEADLINE

- **Via Mail Service:** Mail comments to City of Riverbank, Attn: City Clerk, 6707 Third Street, Suite A, Riverbank, CA 95367. (Call 209-863-7198 / 209-863-7122 to ensure they were received.)
- **Via Email:** cityclerk@riverbank.org
  (Note: This technology is not a guaranteed method.)
    - Indicate Agenda Item # in the *subject line*. (Call 209-863-7198 / 209-863-7122 to ensure receipt.)
- **Oral Comments In-Person:** The Mayor will ask the public if anyone wishes to comment, at that time you may approach the podium.
- **Oral Comments Via Zoom:**The Mayor will announce when public comments may be made for a limit of 3 minutes on the agenda item being considered, at which time you will:
    - **Using a computer** — click on the “raise hand” feature in the webinar controls. This will alert staff that you wish to speak, and you will be unmuted.
    - **Using a Phone** — press *9 to “raise the hand”. This will alert staff that you wish to speak, and you will be unmuted.
    - (Please make sure the volume on your device is on and that any nearby device or any nearby device is turned down.)

Teleconference Phone Number: (This system is a backup for ZOOM technical difficulties only when providing oral comments.) If there are technical difficulties or disconnection with ZOOM

while making oral comments, please immediately call the teleconference phone number (209) 863-7151 so that Council may receive your comments. Council will be waiting for your call. Thank you.

JOIN THE MEETING VIA ZOOM PLATFORM

Join by this link: https://us02web.zoom.us/j/81500912873

Join by accessing website: https://zoom.us/join — enter Webinar ID: **894 4341 5826**

Join by telephone: 1 669 444 9171 OR 1 669 900 9128, plus Webinar ID: **894 4341 5826**

Learn about using ZOOM - Visit https://zoom.us/j/ for a free account or to download the app.

RIVERBANK CITY COUNCIL / LRA BOARD

AGENDA ITEM NO. 7.1.

SECTION : PRESENTATIONS

Meeting Date:	7/28/2026
Subject:	**Proclamation** — National Health Center Week — August 2–8, 2026 — It is recommended that the City Council read the Proclamation for National Health Center Week and present it to Golden Valley Health Centers
From:	Marisela H. Garcia, City Manager
Submitted by:	Jessica Campos, Administrative Assistant-Confidential

RECOMMENDATION

It is recommended that the City Council read the Proclamation for National Health Center Week, August 2-8, 2026, and present it to Golden Valley Health Centers.

SUMMARY

National Health Center Week is an opportunity to highlight the commitment and passion of Community Health Center staff, board members, and supporters who make it possible to provide quality, comprehensive healthcare services to more than 32.5 million patients across nearly 16,000 communities annually.

Golden Valley Health Centers is a fully accredited FQHC (Federally Qualified Health Center) offering quality medical, dental, behavioral health, vision, urgent care and school-based health centers. They are able to provide these services because they are funded by federal monies, grants specifically for the care of low-income and homeless patients, insurance reimbursement for care, and donations. With this funding, they have 45 health centers in Merced, Stanislaus, and San Joaquin Counties, including four school-based health centers, two freestanding women's health centers, twelve dental clinics, and two homeless healthcare programs.

Golden Valley Health Centers believes everyone should have access to affordable health care. For over 50 years, they have made this possible for communities across the Central Valley. Their mission is to improve the health of patients by providing quality, primary health care services regardless of language, financial or cultural barriers.

STRATEGIC PLAN

Though not directly affecting the strategic plan, it is important to celebrate and recognize National Health Center Week as it highlights the importance of investing in accessible healthcare services that meet the unique needs of local communities.

BACKGROUND

In September 1972, Golden Valley Health Centers began as a small Migrant Health Services program connected to Merced General Hospital. Since that time, Golden Valley Health Centers has expanded to meet community needs across Merced, Stanislaus, and San Joaquin counties. They are

now serving nearly 150,000 patients each year through 45 clinical locations in the region. Early on, it was clear that demand for primary care surpassed what the Center could provide out of the small clinic in Merced, and rapid expansion began. In 1998, they began a homeless healthcare program at the Modesto Inn to provide free medical services to Stanislaus County's homeless population. Golden Valley Health Centers has prioritized Women's Health and other specialty services have been adopted, such as optometry, podiatry, and behavioral health to improve an array of health outcomes for residents.

FINANCIAL IMPACT

No financial impact.

ATTACHMENTS

1. Proclamation_National Health Center Week_August 2026

CITY OF RIVERBANK

Proclamation

NATIONAL HEALTH CENTER WEEK
August 2nd – 8th 2026

WHEREAS, for over 60 years, Community Health Centers have provided high-quality, affordable, comprehensive primary and preventive health care in our nation's medically underserved communities, delivering value to, and having a significant impact on America's health care system.

WHEREAS, Community Health Centers are a critical element of the health system, serving rural, suburban, frontier, and urban populations, and often providing the only accessible and dependable source of primary care in their communities. Nationwide, Community Health Centers serve one in every five residents of rural areas.

WHEREAS, every day, Community Health Centers develop new approaches to integrating a wide range of services beyond primary care, including oral health, vision, behavioral health, and pharmacy services, to meet the needs and challenges of their communities. Health centers have more than doubled their behavioral health workforce in the last decade to meet Americans' growing need for behavioral health services.

WHEREAS, Community Health Centers are governed by patient-majority boards, ensuring that patients are engaged in their own health care decisions.

WHEREAS, during National Health Center Week, we celebrate the legacy of America's Community Health Centers, and their vital role in shaping the past, present, and future of America's health care system.

NOW, **THEREFORE, LET IT BE PROCLAIMED** by the City Council of the City of Riverbank that August 2nd-8th 2026 is National Health Center Week within the City of Riverbank. I encourage all Riverbank residents to take part in this week by visiting their local health center and celebrating the important partnership between America's Community Health Centers and the communities they serve.

July 28, 2026

_____

Rachel Hernandez, Mayor

Riverbank City Council:
District 1 – Luis Uribe, District 2 – Cindy Fosi, District 4 – Stacy Call,
District 3 – Vice Mayor John Pimentel – Mayor, Rachel Hernandez

RIVERBANK CITY COUNCIL / LRA BOARD

AGENDA ITEM NO. 7.2.

SECTION : PRESENTATIONS

Meeting Date:	7/28/2026
Subject:	**Certificate of Recognition** — It is recommended that the City Council read and present a Certificate of Recognition to Angel Avila, owner of The Protein Spot for his Assistance to local Veterans
From:	Marisela H. Garcia, City Manager
Submitted by:	Jessica Campos, Administrative Assistant-Confidential

RECOMMENDATION

It is recommended that the City Council read and present a Certificate of Recognition to Angel Avila, business owner of The Protein Spot.

SUMMARY

Angel Avila is the owner of The Protein Spot in Riverbank, California. As a young business owner, he is passionate about making healthy eating simple, convenient, and accessible for his community. Through his business, Angel strives to create more than just a place to grab a meal—he aims to build relationships and make a positive impact on the people he serves.

Outside of running his business, Angel is committed to giving back to the Riverbank community. He enjoys supporting local events and partnering with local communities and businesses. His dedication to supporting veterans comes from a deep appreciation for their sacrifice and a desire to give back. Angel is being recognized today for his assistance to local veterans through American Veterans First. He has donated cash for gas and food to veterans in need, furniture, and his computer knowledge to assist American Veterans First with their social media.

Angel is honored to be recognized by the City of Riverbank and remains committed to growing his business while continuing to serve and strengthen the community.

STRATEGIC PLAN

Although this item does not directly affect the Strategic Plan, it is important to recognize local business owners. It highlights the positive role local businesses play beyond commerce. It acknowledges leadership, service, and investment in the well-being of the community.

BACKGROUND

This item is being presented at the request of Councilmember Luis Uribe. Pursuant to Chapter II, Section N. *Presentations* of the adopted City Council Rules and Procedures: *"All requests for presentations and proclamations shall be requested through the City Manager, who will determine the appropriate time to bring back the request to the Council for consideration." Proclamation*

requests shall be requested at least one month before the City Council meeting in which it is needed. Presentation requests shall be requested in the same manner as Councilmember referrals."

FINANCIAL IMPACT

No financial impact.

ATTACHMENTS

1. Cert of Recognition_Angel Avila

Certificate of Recognition

Presented to

Angel Avila

For his dedication to promoting healthy living and making nutritious food simple, convenient, and accessible to the community. Through his business, he strives to build meaningful relationships, support local events and partnerships, honor veterans, and make a lasting positive impact in Riverbank through his service and commitment to others.

July 28, 2026

_____

Luis Uribe
Councilmember, District 1

Riverbank City Council
District 1 – Luis Uribe, District 2 – Cindy Fosi, District 4 – Stacy Call
Vice Mayor – John Pimentel, Mayor – Rachel Hernandez

RIVERBANK CITY COUNCIL / LRA BOARD

AGENDA ITEM NO. 7.3.

SECTION : PRESENTATIONS

Meeting Date:	7/28/2026
Subject:	**Presentation** — Stanislaus County Interagency Task Force on Unpermitted Food Vending Operations by Robert Kostlivy, Director of the Stanislaus County Department of Environmental Resources
From:	Marisela H. Garcia, City Manager
Submitted by:	Marisela Garcia, City Manager

RECOMMENDATION

City Council to receive a presentation from the Stanislaus County Department of Environmental Resources Director Robert Kostlivy regarding the establishment of an Interagency Task Force on Unpermitted Food Vending Operations.

SUMMARY

On June 23, 2026 the Stanislaus County Board of Supervisors provided authorization to the Department of Environmental Resources (DER) to create an Interagency Task Force to address unpermitted food vendor operations and activities within the incorporated and unincorporated areas of the County. As the lead agency, the DER is tasked with working with the participating jurisdictions to develop a Memorandum of Agreement (MOA) that outlines the roles, responsibilities, coordination efforts, and enforcement framework among the parties. The DER's goal is to return to the Board of Supervisors on or before September 15, 2026 for consideration of the proposed MOA. Tonight's presentation will provide the City Council with background information on the proposed Interagency Task Force.

STRATEGIC PLAN

While this item is not directly linked to the City's Strategic Plan, it does support the City's Core Values of Transparency, Collaboration, Innovation, Responsiveness, and Accountability.

BACKGROUND

The Department of Environmental Resources Environmental Health Division (Department) serves as the regulatory enforcement division that oversees food safety standards in restaurants, retail food establishments, mobile food vendors, temporary event food services, and other such operations. The Department acts as the local enforcement agency responsible for enforcing the California Health and Safety Code on behalf of the State of California. This includes issuing valid permits for food operations within the County and performing site and mobile food facility inspections, among other duties. In accordance with the California Health and Safety Code, a valid permit must be issued by the Department for any operation that handles and processes food that is being sold to the public.

Unpermitted roadside food vending has increased significantly across Stanislaus County and its incorporated cities, presenting a risk to public health and public safety. Unpermitted roadside food

vending is the action of handling, preparing, processing, and selling food or beverages directly to the public from temporary, non-permanent setups or from a mobile unit parked along a street or thoroughfare without a valid permit issued to the vendor by the Department. These unpermitted operations often involve unsafe food handling practices, lack of sanitation and temperature control, and fire and other safety hazards that come with unregulated food sourcing. In addition, these unpermitted food vending operations represent unfair competition to those permitted businesses that followed proper channels for their operations.

This proliferation of unpermitted roadside food vendors has steadily increased over time throughout the unincorporated portions of the County and cities within the County despite ongoing efforts to mitigate the problem. Previous education-based approaches have resulted in limited compliance and continued repeat violations. For this reason, the Department recommended the establishment of an Interagency Task Force to support a coordinated countywide enforcement strategy for addressing unpermitted food vendor operations.

The Interagency Task Force will be composed of Stanislaus County's Department of Environmental Resources, Sheriff's Office, District Attorney's Office, and participating cities, including their law enforcement, code enforcement, and public works divisions. The incorporated cities of the County include the cities of Ceres, Hughson, Modesto, Newman, Oakdale, Patterson, Riverbank, Turlock and Waterford. All cities were in favor of participating in an Interagency Task Force to address illegal food vending operations during a recent City Managers Meeting where the idea was introduced and discussed.

The goals of the Interagency Task Force include providing education to the community on the hazards associated with unpermitted vendor operations and how those seeking business opportunities can go about acquiring the appropriate permits to operate in compliance with regulations. Additionally, the Task Force would work to mitigate this growing problem, focused on improving consumer safety and fairness in the marketplace through coordinated activities intended to cease unpermitted operations and avoid moving the problem around between jurisdictions. To ensure a planful approach to addressing these needs, the County would establish the Task Force as a pilot program. This will allow staff to implement the program with limited initial set-up costs by utilizing existing resources wherever possible and provide ample time to evaluate progress made toward operational goals and determine if programmatic adjustments may be warranted in the future to maximize results and the overall benefit to the community.

FINANCIAL IMPACT

There is no financial impact associated with this presentation. The proposed Memorandum of Agreement will be developed and presented to City Council at a future meeting for consideration.

ATTACHMENTS

None

RIVERBANK CITY COUNCIL / LRA BOARD

AGENDA ITEM NO. 7.4.

SECTION : PRESENTATIONS

Meeting Date:	7/28/2026
Subject:	**Presentation** - City Facility Fee Waiver Policy Annual Update
From:	Marisela H. Garcia, City Manager
Submitted by:	Michael Patton, Director of Parks & Recreation

RECOMMENDATION

It is recommended that the City Council receives a presentation from Michael Patton, the Director of Parks and Recreation about the fee waiver requests received in fiscal year 2025/ 2026.

SUMMARY

The Director of Parks and Recreation will provide a presentation and host a discussion about the fee waiver requests that the Parks and Recreation Department received in fiscal year 2025-2026.

STRATEGIC PLAN

Providing a presentation and hosting a discussion about the fees that have been waived for local organizations to use city-owned facilities in fiscal year 2025-2026 aligns with the City's 2025-2030 Strategic Plan core values of transparency and accountability.

BACKGROUND

On May 27, 2025, the Riverbank City Council approved a Fee Waiver Policy that allowed selected city staff to waive facility-use fees for city-owned facilities for local organizations. In the policy under Section 8: Reporting and Transparency, it states that an annual summary report will be submitted to the city council for review. The summary report outlines all the fee waiver applications that the department had received, a list of the applications that were approved, and the total amount of fees that have been waived.

FINANCIAL IMPACT

There is no finanical impact related to the presentation of this item.

ATTACHMENTS

1. Fee Waiver Applicants

Fee Waiver Request: 5/13/2025- 6/30/2026						
Organization	**Event Name**	**Event Date**	**Facility**	**Fee Waiver**	**Approved?**	**Notes**
Riverbank Chamber of Commerce	Chamber Bingo Fundraiser	8/23/25	Community Center	$600.00	Yes	
Love Riverbank	Veteran Resource Fair	10/10/2025	Community Center	$600.00	Yes	
Community Praise Tabernacle	Community Thanksgiving Dinner	11/20/2026	Community Center	$600.00	Yes	
Riverbank Outlaws	End of Season Award Ceremony	12/11/2026	Community Center	$0.00	No	Denied because it was a private event not available to the public.
Riverbank Federated Women's Club	Holiday Luncheon	12/6/2025	Community Center	$600.00	Yes	
Central Valley Community Resources	Breakfast with Santa	12/13/2025	Community Center	$600.00	Yes	
Central Valley Community Resources	Crabby Love Affair	2/14/2026	Community Center	$600.00	Yes	
Love Riverbank	Love Riverbank	4/25/2026	Community Center	$1,050.00	Yes	
Mujeres Mexicanas de Accion	Mexico Magico	5/9/2026	Community Center	$710.00	Yes	
Deborah Sullivan Williams	Juneteenth Celebration	6/19/2026	Community Center	$1,350.00	Yes	

Fee Waiver Authority	$7,500.00
Fees Waived to Date	$6,710.00
Total Remaining	$790.00

RIVERBANK CITY COUNCIL / LRA BOARD

AGENDA ITEM NO. 9.1.

SECTION : CONSENT CALENDAR

Meeting Date:	7/28/2026
Subject:	**Waiver of Readings**
From:	Marisela H. Garcia, City Manager
Submitted by:	Gabriela Hernandez, City Clerk

RECOMMENDATION

It is recommended that the City Council / LRA Board approve the waiver of readings of any proposed ordinances and resolutions for consideration, except by title.

SUMMARY

In lieu of reading the entire text of a proposed ordinance or resolution that is introduced for consideration for adoption and approval, by majority vote, the City Council/LRA Board may waive the reading of the text and introduce the ordinance or resolution by title only for the record. The full text of the proposed ordinances and resolutions, and any related documents that are part of the agenda packet, are available for review by the public on the City's website and in the City Clerk's office at City Hall (North) upon distribution to a majority of the City Council/LRA Board; typically 72 hours prior to the scheduled date and time of the meeting.

STRATEGIC PLAN

Waiver of reading supports the City's 2025-2030 Strategic Plan by promoting efficient and transparent decision-making.

BACKGROUND

The full readings are being waved to allow the City Council/LRA Board to introduce and consider the items in a timely and efficient manner. The items have been provided to the City Council/LRA Board in advance of the meeting for review.

FINANCIAL IMPACT

There is no financial impact associated with this item.

ATTACHMENTS

None

RIVERBANK CITY COUNCIL / LRA BOARD

AGENDA ITEM NO. 9.2.

SECTION : CONSENT CALENDAR

Meeting Date:	7/28/2026
Subject:	**Acceptance** of the Palmer Avenue Sidewalk Project and Authorization to File a Notice of Completion
From:	Marisela H. Garcia, City Manager
Submitted by:	Laura Graybill, Senior Project Coordinator

RECOMMENDATION

It is recommended that the City Council accept the completion of the Palmer Avenue Sidewalk Project and authorize staff to file a Notice of Completion.

SUMMARY

United Pavement Maintenance, Inc. completed the construction of the Palmer Avenue Sidewalk Project. The City Engineer and City staff have completed a final inspection and determined that construction has been completed as per the plans and specifications.

The contract was awarded on March 10, 2026 to United Pavement Maintenance, Inc. in the amount of $121,515.27. No contract change orders were issued for this project. The total cost of construction is $121,515.27.

It is recommended that the Council accept the Palmer Avenue Sidewalk Project as complete and authorize the Senior Project Coordinator to record the Notice of Completion.

STRATEGIC PLAN

This item is directly related to the City Council Strategic Plan Goal to support Infrastructure and addresses the objective “Expand non-motorized transportation options” and “improve Americans with Disabilities Access” by installing sidewalks where no sidewalks exist.

BACKGROUND

FINANCIAL IMPACT

Funding has been programmed for this project with Measure L Funds - Bike & Ped, the total cost of construction is $121,515.27.

ATTACHMENTS

1. Notice of Completion - Palmer Avenue Sidewalk Project
2. Before and After Photos - Palmer Avenue Sidewalk Project
3. Site Map - Palmer Avenue Sidewalk Project

RECORDING REQUESTED BY

CITY OF RIVERBANK

AND WHEN RECORDED MAIL TO

NAME
STREET ADDRESS
CITY & STATE

CITY OF RIVERBANK
ATTN: DEVELOPMENT SERVICES
6707 THIRD STREET
RIVERBANK, CA 95367

SPACE ABOVE THIS LINE FOR RECORDER'S USE

Exempt from Recording Fees (Per Government Code Section 27388.1)

NOTICE OF COMPLETION

NOTICE IS HEREBY GIVEN THAT:

1. The undersigned is the owner of the interest or estate stated below in the property hereinafter described.
2. The full name of the undersigned is City of Riverbank (Print Full Name)
3. The complete address of the undersigned is 6707 Third Street, Riverbank, CA 95367 (Address, City, State, Zip)
4. The nature of the title of the undersigned is:

   ☒ Owner in Fee, **or** ☐ Vendee (Buyer) under Contract of Purchase, **or**

   ☐ Lessee, **or** ☐ Other

   If "Other," briefly list or describe appropriate designation or title _____
5. The full names and complete addresses of all persons, if any, who hold title with the undersigned as joint tenants or as tenants in common are:

   Co-owner's Name(s) — Co-owner's Complete Address (Number and Street, City, State, Zip)

   N/A
6. The names of the predecessors in interest of the undersigned, if the property was transferred subsequent to the commencement of the work of improvement herein referred to, include, but are not limited to the following individual(s) (if no transfer was made, insert the word "none"):

   Co-owner's Name(s) — Co-owner's Complete Address (Number and Street, City, State, Zip)

   N/A
7. A work of improvement on the property described below was completed on July 28, 2026 (Date of Completion).

This document is only a general form which may be proper for use in simple transactions and in no way acts, or is intended to act, as a substitute for the advice of an attorney. The printer does not make any warranty, either expressed or implied, as to the merchantability or fitness for a particular purpose, or as to the legal validity of any provision or the suitability of these forms in any specific transaction.

Cowdery's Form No. 34809 • NOTICE OF COMPLETION (Civil Code Section 3093) • (Revised 12.03) • © Cowdery's 2005

www.CowderyForms.com

8. The name of the original contractor, if any, for the work of improvement was (if no contractor for the work of improvement as a whole, insert the word "none") United Pavement Maintenance, Inc.

If notice covers completion of contract for only part of the work of improvement, check box and complete:

☐ The kind of work done or finished was construct and furnish all labor, materials, equipment, transportation, and incidentals necessary for asphalt removal, sub-base removal, paving, curb, gutter, sidewalk, retaining walls, traffic control, and all other work included on the plans.
(Give General Description of Work Completed, e.g., Furnishing of Concrete for Sidewalks, etc.)

9. The property on which the work of improvement was completed is in the City of Riverbank, County of Stanislaus, State of California, and is described as follows: Palmer Avenue Sidewalk Project
(Set Forth Description of Jobsite Sufficient for Identification, Using Legal Description if Possible)

10. The street address of the said property is Palmer Avenue between Patterson Road and Sierra Street in Riverbank, CA 95367
(Address, City, State, Zip, or if No Official Street Address, Insert the Word "None")

Dated this 28th (Day) day of July (Month), 2026 (Year)

City of Riverbank
Laura Graybill, Senior Project Coordinator

(Owner's Signature)

(Owner's Typed or Printed Name)

VERIFICATION

I the undersigned, say:

I am the person who signed the foregoing notice. I have read and understand the above notice and know its contents, and the facts stated therein are true and correct to the best of my knowledge.

I declare under penalty of perjury that the foregoing is true and correct.

Executed in City of Riverbank, County of Stanislaus, State of California on this 28th (Day) day of July (Month), 2026 (Year)

(Signature of Person Signing Notice of Completion)

City of Riverbank
Laura Graybill, Senior Project Coordinator

This form is the notice of completion that a property owner may record to limit the time in which mechanics' liens may be recorded against a construction project (see CA Civil Code § 3093). For this purpose an "owner" is the person who causes a building, improvement, or structure to be constructed, altered, or repaired, whether the interest or estate is in fee, as a vendee (buyer) under contract or purchase, as lessee, or other interest or estate less that fee. If the interest is held by two or more persons as joint tenants or tenants in common, any one or more of the co-tenants may be deemed to be the owner. (CA Civil Code §§ 3092(g), 3093). **This form is for use with a private work of improvement only, and is not intended for public sector applications.**

If the owner records the notice within the applicable time period, the original contractor has sixty (60) days from the day the notice is recorded to record a claim of lien against the project (CA Civil Code § 3115); and all other persons who furnished labor, services, equipment, or materials must record their liens within thirty (30) days after the notice of completion is recorded (CA Civil Code § 3116). Otherwise, all persons who furnished labor, services, equipment, or materials have ninety (90) days after completion of the work of improvement in which to record their liens (CA Civil Code §§ 3115, 3116).

The owner must record the notice in the office of the county recorder of the county where the site is located within ten (10) days after the work of improvement is completed (CA Civil Code § 3093(e)). This applies equally to the project which is completed in phases. A notice of completion must be filed within ten (10) days after the completion of each phase of the project to shield owner properly (CA Civil Code § 3117).

Palmer Avenue Sidewalk Project Before and After Photos















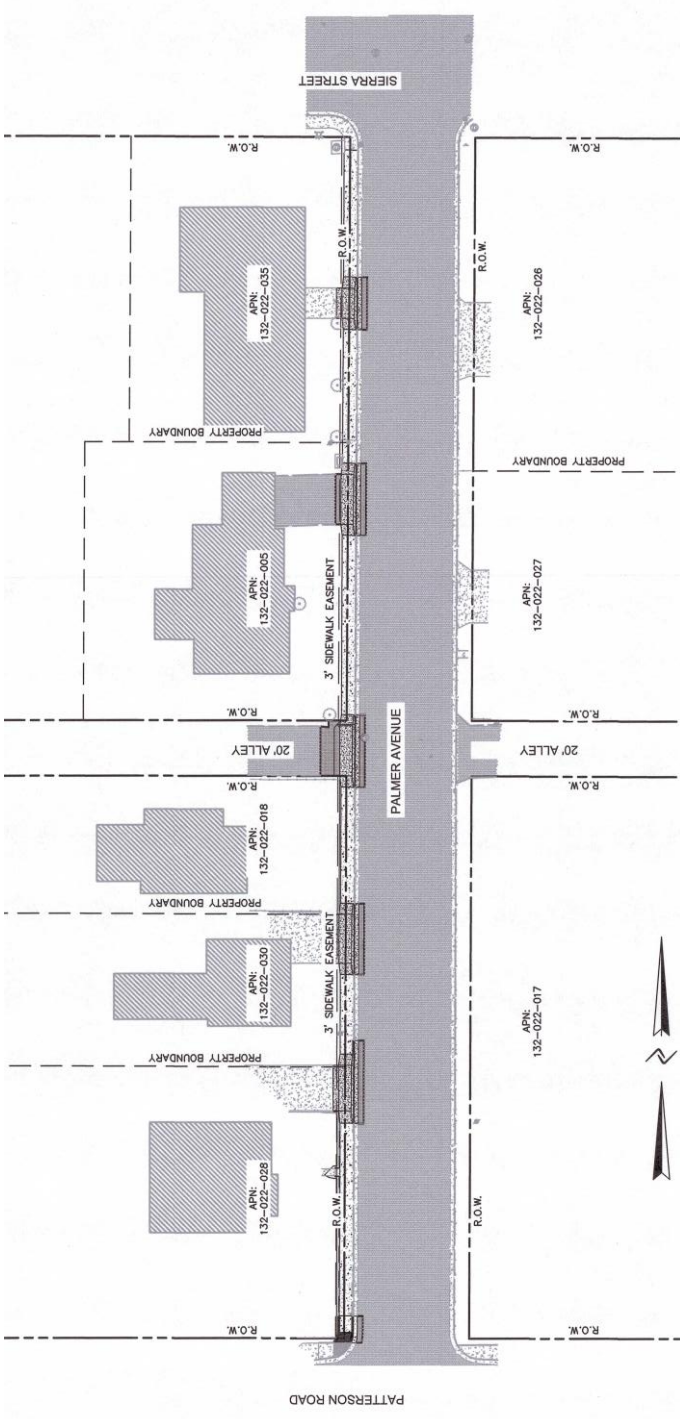






SITE MAP
PALMER AVENUE SIDEWALK PROJECT





RIVERBANK CITY COUNCIL / LRA BOARD

AGENDA ITEM NO. 9.3.

SECTION : CONSENT CALENDAR

Meeting Date:	7/28/2026
Subject:	**Authorization** for Out of State Travel Request to have Finance Staff attend the Caselle Training in Salt Lake City, UT.
From:	Marisela H. Garcia, City Manager
Submitted by:	Tammy Alcantor, Assistant City Manager

RECOMMENDATION

It is recommended that the City Council consider providing authorization for an out-of-state travel request for Sherice Martine, Account Clerk I, and Melissa Croft, Account Clerk I, to attend the 2026 Caselle Annual Summit in Salt Lake City, UT October 12th – 15th, 2026.

SUMMARY

Caselle is the City's core accounting software, supporting critical functions such as financial reporting, accounts payable, payroll, utility billing, business licensing, and miscellaneous accounts receivable.

This year's annual Caselle Conference will feature the introduction of new applications and software enhancements aimed at significantly improving user experience and operational efficiency. Attending the conference will provide staff with valuable training, early insight into upcoming system capabilities, and best practices to ensure the city continues to operate effectively and remains current with evolving technology. Participation in this event will help maximize the City's investment in the Caselle platform and support ongoing efforts to streamline processes and enhance service delivery.

STRATEGIC PLAN

Participation in this user conference will help support the Strategic Plan goals of:

Enhance City Facilities/Organization - Attract, Develop, and Retain Quality Staff

BACKGROUND

This training is essential for members of the finance team, as we rotate staff attendance each year. This year, we have two new staff members attending for the first time.

FINANCIAL IMPACT

The approximate costs are $5,000, which includes conference registrations, hotel accommodations, airfare, parking, and per diem. This annual conference was budgeted for within the approved 2026-27 budget in account 101-403.000-706-037.

ATTACHMENTS

None

RIVERBANK CITY COUNCIL/ LOCAL REDEVELOPMENT AUTHORITY

AGENDA ITEM NO. 9.4

SECTION 9: CONSENT CALENDAR

Meeting Date:	**July 28, 2026**
Subject:	**Second Reading by Title Only of a Proposed Ordinance Amending the Crossroads Community Specific Plan (SP-1) to add the Mixed Use (CX-1) Designation, and to Rezone Seven (7) Properties from Light Industrial (M-1), Neighborhood Commercial (NC)(SP-1), Highway Commercial (HC)(SP-1), Neighborhood Park/Basin (NP/B)(SP-1), and Planned Development (P-D 71) to Multiple Family Residential (R-3), Medium/High Density Residential (MHR)(SP-1), and Mixed Use (CX-1)(SP-1) (SPA 01-2025, REZ 02-2025)**
From:	**Marisela H. Garcia, City Manager**
Submitted by:	**Joshua E. Mann, Director of Community Development**

RECOMMENDATION

It is recommended that the City Council conduct a second reading and consider approving an Ordinance amending the Crossroads Community Specific Plan (SP-1) to add the Mixed Use (CX-1) Designation, and to Rezone Seven (7) Properties from Light Industrial (M-1), Neighborhood Commercial (NC)(SP-1), Highway Commercial (HC)(SP-1), Neighborhood Park/Basin (NP/B)(SP-1), and Planned Development (P-D 71) to Multiple Family Residential (R-3), Medium/High Density Residential (MHR)(SP-1), and Mixed Use (CX-1) (SP-1).

SUMMARY

The Project consists of an Ordinance to amend the Crossroads Community Specific Plan (SP-1) to add the Mixed Use (CX-1) Designation and to Rezone seven (7) properties to assist in meeting the City's Regional Housing Need Allocation (RHNA) obligations. The proposed rezones implement Program 1.1a of the 6th Cycle Housing Element.

The Rezone sites are listed as follows:

Rezone Site Matrix

Site No.	Address	Assessor Parcel No.	Existing General Plan	Proposed General Plan	Existing Zoning	Proposed Zoning
1	0 Talbot Avenue	132-038-032	Industrial/Business Park (I/BP)	Higher-Density Residential (HDR)	Light Industrial (M-1)	Multiple Family Residential (R-3)
2	5443 Roselle Avenue	075-069-029	Mixed Use (MU)	Higher-Density Residential (HDR)	(SP-1), Neighborhood Commercial (NC)	Medium/High Density Residential (MHR)
4	5054 Roselle Avenue	075-025-010	Mixed Use (MU)	Mixed Use (MU)	(SP-1), Highway Commercial (HC)	Mixed Use (CX-1)
5	2819 Claribel Road	075-014-026	Mixed Use (MU)	Mixed Use (MU)	(SP-1), Highway Commercial (HC)	Mixed Use (CX-1)
6	0 Claribel Road	075-014-027	Mixed Use (MU)	Mixed Use (MU)	(SP-1), Highway Commercial (HC)	Mixed Use (CX-1)
7	2561 Claribel Road	075-093-025	Community Commercial (C/C)	Mixed Use (MU)	(SP-1), Neighborhood Park/Basin (NP/B)	Mixed Use (CX-1)
8	0 Kentucky Avenue	062-022-027	Lower Density Residential (LDR)	Higher-Density Residential (HDR)	Planned Development (P-D) 71	Multiple Family Residential (R-3)

Note: Site No. 3 has been removed at the direction of the City Council on April 28, 2026.

BACKGROUND

On May 19, 2026, the Planning Commission held a Public Meeting to consider the updates to the 6th Cycle Housing Element, site-specific General Plan Amendments, Rezones, and Specific Plan Amendments, General Plan Amendment to the Land Use Element, and Zoning Ordinance Amendments. The Planning Commission adopted Resolution No. 2026-009 recommending the City Council approve an Ordinance to amend the Crossroads Community Specific Plan (SP-1) to add the Mixed Use (CX-1) Designation and to Rezone seven (7) properties as shown in the table above.

The City's 6th Cycle Housing Element was adopted by City Council on June 23, 2026 (Resolution No. 2026-076). Action by the City Council also included implementation of specific Housing Element Programs, including site-specific General Plan Amendments, Rezones, and Specific Plan Amendments, a General Plan Amendment to the Land Use Element, and amendments to the Riverbank Municipal Code (RMC).

On June 23, 2026, the City Council held a duly noticed Public Hearing and considered the first reading of an Ordinance amending the Crossroads Community Specific Plan (SP-1) to add the Mixed Use (CX-1) Designation, and to Rezone Seven (7) Properties from Light Industrial (M-1), Neighborhood Commercial (NC)(SP-1), Highway Commercial

(HC)(SP-1), Neighborhood Park/Basin (NP/B)(SP-1), and Planned Development (P-D 71) to Multiple Family Residential (R-3), Medium/High Density Residential (MHR)(SP-1), and Mixed Use (CX-1) (SP-1). Following Staff's presentation, Council discussion, and public comments, the City Council unanimously approved the first reading and introduction of the Ordinance (Motion: Uribe / Call, Vote: 5-0). The Ordinance is now presented for second reading.

ENVIRONMENTAL DETERMINATION

The proposed Ordinance is exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15061(b)(3), as the activity is covered by the common sense exemption that CEQA applies only to projects, which have the potential for causing a significant effect on the environment and Public Resources Code 21080.085 as the proposed Ordinance includes site-specific rezones that implement the schedule of actions contained in the 6th Cycle Housing Element.

STRATEGIC PLAN

The proposed actions are consistent with the Strategic Plan, including goals and strategies related to Fostering Attainable Housing, Supporting Downtown Revitalization and Economic Development and maintaining responsible long-range planning.

The proposed actions advance these goals by implementing the City's 6th Cycle Housing Element, aligning the City's General Plan, Specific Plan and Zoning Ordinance with State housing law and maintaining adequate residential land use capacity to meet the City's Regional Housing Needs Allocation. The actions also support orderly growth by ensuring that future housing opportunities are planned through the City's adopted land use framework and evaluated through applicable development review, environmental review and infrastructure planning processes.

FINANCIAL IMPACT

On September 12, 2023, the City Council approved Resolution No. 2023-101 authorizing an agreement with JB Anderson Land Use Planning to prepare the City's 6th Cycle Housing Element Update in the amount of $156,703. Costs associated with the Housing Element Update are funded through existing project appropriations. Adoption of the proposed actions does not create a direct construction cost or capital improvement obligation. Any future fiscal impacts associated with development of individual sites, infrastructure needs or implementation measures would be evaluated separately through future project review, environmental review and applicable budget or fee actions.

ATTACHMENTS

1. Ordinance 2026-XXX

CITY OF RIVERBANK
ORDINANCE NO. 2026-XXX

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF RIVERBANK APPROVING REZONE 02-2025 AND SPECIFIC PLAN AMENDMENT 01-2025, REZONING SEVEN PROPERTIES LOCATED AT 0 TALBOT AVENUE (APN: 132-038-032); 5443 ROSELLE AVENUE (APN: 075-069-029); 5054 ROSELLE AVENUE (APN: 075-025-010); 2819 CLARIBEL ROAD (APN: 075-014-026); 0 CLARIBEL ROAD (APN: 075-014-027); 2561 CLARIBEL ROAD (APN: 075-093-025); AND 0 KENTUCKY AVENUE (APN: 062-022-027), AND A SPECIFIC PLAN AMENDMENT TO ADD THE MIXED USE (CX-1) DESIGNATION TO THE CROSSROADS COMMUNITY SPECIFIC PLAN (SP-1)

WHEREAS, the City of Riverbank is authorized by Title 15 Chapter 153.230, to initiate a rezone whenever public necessity and convenience and the general welfare require such amendment; and

WHEREAS, State Housing Element Law (Government Code Section 65580 et seq.) requires that the City of Riverbank adopt a Housing Element for the eight-year period 2023-2031 to accommodate the City's regional housing needs allocation (RHNA) of 3,591 units comprised of 970 very low-income units, 672 low-income units, 594 moderate-income units, and 1,355 above moderate-income units; and

WHEREAS, the City of Riverbank 6th Cycle Housing Element includes Section IX, *2023-2031 Housing Element – Housing Goals and Policies*, that identify goals, policies, and programs the City of Riverbank is responsible for enabling the production of housing by reducing regulatory barriers, providing incentives, and supporting programs that create or preserve housing, especially for vulnerable populations; and

WHEREAS, the City of Riverbank has undergone the preparation of the 6th Cycle Housing Element, as required by Government Code Section 65580 et seq. and has developed Program 1.1a, that identifies 8 sites for rezoning to meet the City's RHNA; and

WHEREAS, site specific rezones, specific plan amendments, and adding the Mixed Use (CX-1) designation to the Crossroads Community Specific Plan (SP-1) are necessary to implement the 6th Cycle Housing Element; and

WHEREAS, the City Council held a duly noticed public hearing on April 28, 2026 regarding the Housing Element Update, including the changes requested by their January 12, 2026 letter and Technical Edits described in HCD's Preliminary Comments on March 24, 2026, at which time interested persons were given an opportunity to be heard; and

WHEREAS, after reviewing and considering all information provided and submitted, and after taking and considering all public testimony, the City Council voted to direct Staff to remove Rezone Site #3 from the 6th Cycle Housing Element; and

WHEREAS, 0 Talbot Avenue (APN: 132-038-032) has a Zoning designation of Light Industrial (M-1), and a proposed zoning designation of Multiple Family Residential (R-3); and

WHEREAS, 5443 Roselle Avenue (APN: 075-069-029) has a Zoning designation of Crossroads Community Specific Plan (SP-1), Neighborhood Commercial (NC), and a proposed SP-1 land use designation of Medium/High Density Residential (MHR); and

WHEREAS, 5054 Roselle Avenue (APN 075-025-010), 2819 Claribel Road (APN 075-014-026), & 0 Claribel Road (APN 075-014-027) have a Zoning designation of Crossroads Community Specific Plan (SP-1), Highway Commercial (HC), and a proposed SP-1 land use designation of Mixed Use (CX-1); and

WHEREAS, 2561 Claribel Road (APN 075-093-025) has a Zoning designation of Crossroads Community Specific Plan (SP-1), Neighborhood Park/Basin (NP/B), and a proposed SP-1 land use designation of Mixed Use (CX-1); and

WHEREAS, 0 Kentucky Avenue (APN 062-022-027) has a Zoning designation of Planned Development (P-D) 71, and a proposed zoning designation of Multiple Family Residential (R-3); and

WHEREAS, in accordance with Senate Bill 18, formal consultation requests were distributed to Native American Tribes on December 12, 2025 for a 90-day period ending on March 12, 2026, and the City did not receive any formal requests for consultation; and

WHEREAS, the City of Riverbank Planning Commission conducted a Public Hearing on Tuesday, March 31, 2026, to consider this proposed Rezone Ordinance (the "Rezone Ordinance") and recommended approval with a 5-0 vote; and

WHEREAS, the City of Riverbank Planning Commission conducted a Public Meeting on May 19, 2026, to consider the proposed Rezone Ordinance and adopted Resolution No. 2026-009, recommending approval of the Rezone Ordinance; and

WHEREAS, the City Council held a properly noticed public hearing on the proposed Rezone Ordinance, and considered the Planning Commission recommendations, and any public comments and all documents or testimony received; and

WHEREAS, the City Council for the City of Riverbank makes the following findings for adoption:

1. Specific Plan Amendment Findings: That pursuant to the Riverbank General Plan, the City Council finds as follows:
   a. The proposed amendments help the community achieve the goals outlined in the General Plan; and
   b. The proposed amendments are consistent with the policies and standards of the General Plan.

2. Based on the findings set forth in this resolution and the City Staff Report, and such other evidence as received at the public hearings on this matter before the City Council, the City Council hereby approves Rezone 02-2025 and SPA 01-2025.

3. The proposed Rezones and Specific Plan Amendments continue the consistency between the General Plan and Zoning Code, pursuant to Government Code Section 65860.

4. The City Council finds the Project exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15061(b)(3) (Common sense Exemption), and further pursuant to Public Resources Code 21080.085, which exempts rezoning actions that implement the jurisdiction's Housing Element. The site-specific Rezones, Specific Plan Amendments and Specific Plan Amendment to the Crossroads Specific Plan do not involve any physical changes with the potential to create an adverse effect on the environment. The amendments do not grant any development entitlements and all future housing developments would be subject to further environmental review, which may require supporting technical reports. Analysis of the CEQA determination is provided in the CEQA Technical Memorandum, as illustrated and incorporated by reference.

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

Section 1: The recitals above are found to be true and correct, and are hereby incorporated and made part of this Ordinance.

Section 2: The City Council of the City of Riverbank approves the Rezones and Specific Plan Amendments associated with REZ 02-2025 AND SPA 01-2025.

Section 3: The City Clerk is hereby directed to cause the Official Zoning Map of the City of Riverbank to be revised to reflect the rezoning approved by this ordinance.

Section 4: If any section, subsection, subdivision, paragraph, sentence, clause, phrase or portion of this chapter, or any part thereof is for any reason held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining portion of this chapter or any part thereof. The City Council hereby declares that it would have passed each section, subsection, subdivision, paragraph, sentence, clause or phrase thereof, irrespective of the fact that any one or more section, subsection, subdivision, paragraph, sentence, clause or phrase be declared invalid or unconstitutional.

Section 5: This Ordinance shall become effective thirty (30) days from and after its final passage and adoption, provided it is published in a newspaper of general circulation at least fifteen (15) days prior to its effective date or a summary of the Ordinance is published in a newspaper of general circulation at least five (5) days prior to adoption and again at least fifteen (15) days prior to its effective date.

The foregoing ordinance was given its first reading and introduced by title only at a regular meeting of the City Council of the City of Riverbank on June 23, 2026. Said ordinance was given a second reading by title only and adopted.

PASSED, APPROVED, AND ADOPTED by the City Council of the City of Riverbank at a regular meeting on the 28th day of July 2026; motioned by Councilmember _____, seconded by Councilmember _____, and upon roll call was carried by the following vote _:_.

AYES:

NAYS:

ABSENT:

ABSTAIN:

ATTEST:

_____
Gabriela Hernandez
City Clerk

APPROVED:

_____
Rachel Hernandez
Mayor

APPROVED AS TO FORM:

_____
Tom P. Hallinan
City Attorney

RIVERBANK CITY COUNCIL/ LOCAL REDEVELOPMENT AUTHORITY

AGENDA ITEM NO. 9.5

SECTION 9: CONSENT CALENDAR

Meeting Date:	**July 28, 2026**
Subject:	**Second Reading by Title Only of a Proposed Ordinance Amending the Riverbank Municipal Code by Amending Sections §153.067 and §153.071 and adding Sections §153.166 through §153.169 entitled "Regional Housing Needs Assessment Overlay" (ZOA 01-2025)**
From:	**Marisela H. Garcia, City Manager**
Submitted by:	**Joshua E. Mann, Director of Community Development**

RECOMMENDATION

It is recommended that the City Council conduct a second reading and consider approving an Ordinance amending Riverbank Municipal Code (RMC) Sections §153.067 and §153.071 and adding Sections §153.166 through §153.169 entitled "Regional Housing Needs Assessment Overlay".

SUMMARY

The Project consists of an Ordinance to amend the RMC to implement Programs 1.1a, 1.1d, and 1.1h of the 6th Cycle Housing Element. Specifically, the Zoning Ordinance Amendments include three (3) components:

1. **By-Right Approval Process.** Government Code Section 65583.2(c) requires the City to implement a "by-right" approval program for sites identified in the 6th Cycle Housing Element that were (1) identified as a non-vacant site in the previous Housing Element Cycle (5th Cycle) and (2) identified as a vacant site in the previous two (2) Housing Element Cycles (4th and 5th Cycles).

   Specifically, Government Code allows projects to have a "by-right" approval process for housing development projects in which at least 20 percent of the units are affordable to lower-income households. By-right means that the City shall not require the following:

   - Conditional Use Permit;

- Planned Community Permit;
- Design Review other than Objective Design Standards; or
- Other discretionary, local government review or approval that would constitute a "project" as defined in Section 2100 of the Public Resources Code (California Environmental Quality Act).

Program 1.1d of the 6th Cycle Housing Element requires implementation of this Program and the sites subject to the "by-right" approval process required by Government Code Section 65583.2(c) are identified in Table VI-10 of the 6th Cycle Housing Element, Sites Utilized in 5th Cycle to Meet Lower-Income RHNA.

2. **By-Right Approval Process for Religious Institution Sites (Senate Bill 4).** Program 1.1h of the 6th Cycle Housing Element requires the City to develop an overlay zone to allow by-right approval and incentivize development of housing on land owned by religious institutions at default densities in support of the Housing Element Sites Inventory pursuant to Senate Bill 4. The proposed Ordinance includes a new Section (Section 153.168, *Eligibility for Religious Institution Sites)* to clarify the eligibility of religious institution sites and eligibility criteria pursuant to Senate Bill 4. The sites are identified in Table VI-15 of the 6th Cycle Housing Element, Religious Institution Sites.

3. **Amendment to the Mixed Use (CX-1) Zone.** Program 1.1a of the 6th Cycle Housing Element requires the City to amend the Mixed Use (CX-1) Zone of the Riverbank Municipal Code) to allow 100 percent residential uses and require that residential uses occupy at least 50 percent of the floor area in a mixed-use project. The proposed Ordinance includes amendments to Section 153.067, *Uses Permitted* and Section 153.071, *Development Standards*.

BACKGROUND

On May 19, 2026, the Planning Commission held a Public Meeting to consider the updates to the 6th Cycle Housing Element, site-specific General Plan Amendments, Rezones, and Specific Plan Amendments, General Plan Amendment to the Land Use Element, and Zoning Ordinance Amendments. The Planning Commission adopted Resolution No. 2026-008 recommending the City Council approve an Ordinance to amend the RMC.

The City's 6th Cycle Housing Element was adopted by City Council on June 23, 2026 (Resolution No. 2026-076). Action by the City Council also included implementation of specific Housing Element Programs, including site-specific General Plan Amendments, Rezones, and Specific Plan Amendments, a General Plan Amendment to the Land Use Element, and amendments to the RMC.

On June 23, 2026, the City Council held a duly noticed Public Hearing and considered the first reading of an Ordinance to amend RMC Sections §153.067 and §153.071 and adding Sections §153.166 through §153.169 entitled “Regional Housing Needs Assessment Overlay”. Following Staff’s presentation, Council discussion, and public comments, the City Council unanimously approved the first reading and introduction of the Ordinance (Motion: Uribe / Call, Vote: 5-0). The Ordinance is now presented for second reading.

ENVIRONMENTAL DETERMINATION

The proposed Ordinance is exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15061(b)(3), as the activity is covered by the common sense exemption that CEQA applies only to projects, which have the potential for causing a significant effect on the environment.

STRATEGIC PLAN

The proposed actions are consistent with the Strategic Plan, including goals and strategies related to Fostering Attainable Housing, Supporting Downtown Revitalization and Economic Development and maintaining responsible long-range planning.

The proposed actions advance these goals by implementing the City’s 6th Cycle Housing Element, aligning the City’s General Plan, Specific Plan and Zoning Ordinance with State housing law and maintaining adequate residential land use capacity to meet the City’s Regional Housing Needs Allocation. The actions also support orderly growth by ensuring that future housing opportunities are planned through the City’s adopted land use framework and evaluated through applicable development review, environmental review and infrastructure planning processes.

FINANCIAL IMPACT

On September 12, 2023, the City Council approved Resolution No. 2023-101 authorizing an agreement with JB Anderson Land Use Planning to prepare the City’s 6th Cycle Housing Element Update in the amount of $156,703. Costs associated with the Housing Element Update are funded through existing project appropriations. Adoption of the proposed actions does not create a direct construction cost or capital improvement obligation. Any future fiscal impacts associated with development of individual sites, infrastructure needs or implementation measures would be evaluated separately through future project review, environmental review and applicable budget or fee actions.

ATTACHMENTS

1. Ordinance 2026-XXX

CITY OF RIVERBANK
ORDINANCE NO. 2026-XXX

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF RIVERBANK, CALIFORNIA, AMENDING THE RIVERBANK MUNICIPAL CODE BY AMENDING SECTIONS §153.067 AND §153.071 AND ADDING SECTIONS §153.166 THROUGH §153.169 ENTITLED "REGIONAL HOUSING NEEDS ASSESSMENT OVERLAY" (ZOA 01-2025)

WHEREAS, Government Code Section 65585 requires that the City Council receive input and a recommendation from the Planning Commission on a Zoning Ordinance Amendment that imposes any regulations listed in Section 65850; and

WHEREAS, State Housing Element Law (Government Code Section 65580 et. seq.) requires that the City of Riverbank City Council adopt a Housing Element for the eight-year period 2023 – 2031 to accommodate the City's Regional Housing Need Allocation (RHNA) of 3,591 units, comprised of 970 very low-income units, 672 low-income units, 594 moderate-income units, and 1,355 above moderate-income units; and

WHEREAS, the City of Riverbank 6th Cycle Housing Element identifies goals, policies, and programs for enabling the production of housing by reducing regulatory barriers, providing incentives, and supporting programs that create or preserve housing, especially for vulnerable populations; and

WHEREAS, Program 1.1a, *Adequate Sites for RHNA and Rezone Program*, directs the City to allow developments by-right pursuant to Government Code Section 65583.2(h) when 20% or more of the residential units are affordable to low- and very low-income households for sites requiring rezoning; and

WHEREAS, Program 1.1a, *Adequate Sites for RHNA and Rezone Program*, directs the City to amend the Mixed Use CX-1 Zone (Sections 153.066 through 153.072) of the Riverbank Municipal Code to allow 100 percent residential uses and require that residential uses occupy at least 50 percent of the floor area in a mixed-use project; and

WHEREAS, Program 1.1d, *By-Right Approval* directs the City to allow developments by-right pursuant to Government Code Section 65583.2(c) when 20 percent or more of the residential units are affordable to low- and very low-income households for sites identified on previous Housing Element sites inventory; and

WHEREAS, to comply with Government Section 65583.2(c), the City is establishing by Ordinance the Regional Housing Needs Assessment Overlay District

covering those sites rezoned and covering those 4th and 5th Cycle reused sites to allow development by-right when 20 percent or more of the residential units are affordable to lower-income households; and

WHEREAS, Program 1.1h, *Religious Institution Sites* directs the City to develop an overlay zone to allow by-right approval and incentivize development of housing on land owned by religious institutions at default densities in support of the Housing Element Sites Inventory pursuant to Senate Bill 4; and

WHEREAS, the Planning Commission held a duly noticed Public Hearing on March 31, 2026 to consider an amendment to the City of Riverbank Municipal Code and with a vote of 5-0, recommended approval of this Ordinance to the City Council; and

WHEREAS, the City of Riverbank Planning Commission conducted a Public Meeting on May 19, 2026, to consider the proposed Ordinance and adopted Resolution No. 2026-008, recommending approval of the proposed Ordinance; and

WHEREAS, the proposed amendments to the Riverbank Municipal Code would amend a Section of Title XV: Land Usage, Chapter 153: Zoning to clarify that 100 percent residential uses are allowed in the Mixed Use District CX-1 Zone and to require that residential uses occupy at least 50 percent of the floor area in a mixed-use project; and

WHEREAS, the proposed amendments to the Riverbank Municipal Code would amend Sections of Title XV: Land Usage, Chapter 153: Zoning to create the Regional Housing Needs Assessment Overlay District by creating new Sections 153.166 through 153.168 entitled “Regional Housing Needs Assessment Overlay”; and

WHEREAS, the amendment is exempt according to the California Environmental Quality Act (CEQA) Article 5 §15061(b)(3) by the “Common Sense Exemption” that CEQA applies only to projects that have a potential for causing a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment; and

WHEREAS, the City Council for the City of Riverbank made the following Findings:

1. Pursuant to California Government Code Section 65854, the recommendation to City Council shall include the relationship to the applicable general or specific plan.

    a. The Ordinance is compatible with the General Plan and each of its elements. Specifically, the Ordinance is compatible with the following Goals and Policies of the General Plan:
        i. Policy LAND 2.4 – The City will encourage re-use of vacant or underutilized land in the Infill Opportunity Area through policies that seek to encourage more intense infill development.

ii. Policy LAND 3.3 – The City will encourage "compact development," which places origination and destination points closer together (residences, stores, schools, places of work, etc.), allowing for alternatives to vehicular travel.
iii. Program 1.1a – Adequate Sites for RHNA and Rezone Program.
iv. Program 1.1d – By-Right Approval.
v. Program 1.1h – Religious Institution Sites

2. The Ordinance furthers the public interest, convenience, and general welfare of the City. The amendments would ensure that the City is consistent with State Housing Element Law and the City's share of the Regional Housing Needs Allocation.

3. The finds and determines with certainty that the amendments described in the Ordinance are exempt from CEQA pursuant to CEQA Guidelines Section 15061(b)(3), which is the "Common Sense Exemption" that CEQA applies only to projects which have the potential for causing a significant effect on the environment. Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA. The Draft Ordinance implements the goals and programs of the 6th Cycle Housing Element and does not grant any development entitlements or authorize development beyond what is allowed under the current General Plan and Zoning Code (Chapter 153). All future housing development pursuant to the 6th Cycle Housing Element would be subject to formal development applications and further evaluation under CEQA, which may require supporting technical reports. No physical improvements are proposed or approved as part of this Ordinance which only implement the goals and programs of the Housing Element; therefore, it can be seen with certainty that there is no possibility that approving the proposed Ordinance would result in a significant effect on the environment. Thus, the City of Riverbank finds that the proposed Ordinance is exempt from CEQA under the common sense exemption. Analysis of the CEQA determination is provided in the CEQA Technical Memorandum, as illustrated and incorporated by reference.

4. The Ordinance is compatible with the uses authorized in, and the regulations prescribed for, the land use districts for which it is proposed and with the regulations for each land use district.

WHEREAS, on June 10, 2026, notice of the City Council Public Hearing was published in the Riverbank News in compliance with California Government Code Section 65090, and posted in public places throughout the City and on the City's website; and

WHEREAS, a Public Hearing was held on June 23, 2026, and all comments were heard and considered by the City Council.

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

SECTION 1: Title XV: Land Usage, Chapter 153: Zoning, Section 153.067: Uses Permitted and Section 153.071: Development Standards shall be amended as follows (removed language is represented in ~~strikethrough~~ and added language is represented in underline text):

§ 153.067 USES PERMITTED.

(A) All attached single-family and multi-family residential uses, including duplexes, apartments, condominiums, townhouses, and live-work units provided that the living units are located above the ground floor of a commercial uses or adjacent to commercial on the same property.

(B) Detached residential uses with a minimum net density of eight units per acre, including single family homes, caretaker units, and manufactured homes.

(C) Attached Higher Density Residential in a vertical and/or horizontal mixed use setting of ~~16~~20 or more dwelling units per net acre. ~~This residential use must be above (on upper stories of buildings) or adjacent to commercial operations on the same property.~~

(D) Office uses including administrative, professional, creative, telecommunications, flex, research, and similar office uses that are primarily worker-occupied.

(E) (1) Retail sales of goods that can generally be carried out by the customer including food and specialty foods, open air markets, small household goods, pharmaceuticals and sundries, apparel, art and supplies, antiques, furniture, appliances, electronics, books, flowers, hardware, toys, bicycles and sporting goods, music, and similar goods.

(2) Sales of alcoholic beverages require a conditional use permit in accordance with § 153.361.

(F) Service uses including personal and business services with walk-in customer service, such as beauty parlors, spas, cleaners, repair services, banks, travel or real estate agents, medical clinics, child or adult care, photocopiers, mailing services, Laundromats, and similar uses. Rental uses of items such as party supplies, wedding apparel or tuxedos are allowed as services uses.

(G) (1) General commercial uses including entertainment uses including bars, full service restaurants, quick service restaurants (not drive through fast food), dance and exercise studios, gyms, sports facilities, game arcades, and similar uses.

(2) Sales of alcoholic beverages require a conditional use permit in accordance with § 153.361.

(H) (1) Civic uses including government offices and services, libraries, community centers, conference facilities, and similar uses.

(2) Public infrastructure including support uses include water, storm water, sewer, and utility infrastructure, streets, sidewalks, bicycle paths, parking garages, transit stops, parks, plazas, streetscape improvements, and other public facilities.

(I) Institutional uses including colleges, trade schools, places of worship, museums, and similar uses.

(J) Tiny house villages, as defined in § 153.003 and as allowed in § 153.170 through 153.177.
(Ord. 2014-006, passed 7-8-14; Am. Ord. 2023-003, passed 1-24-23)

§ 153.071 DEVELOPMENT STANDARDS.

Applicability. District development standards in this section apply, unless altered or superseded through the use of a Planned Development Zoning District (§§ 153.160 through 153.164) or adoption by the city of a Specific Plan or similar plan. Other City Code development standards apply if not addressed in this section.

(A) *Nuisances.* No operation shall be conducted on any premises in such a manner as to cause an unreasonable amount of noise, odor, dust, smoke, vibration or electrical interference detectable off the site.

(B) *Landscaping.* A landscaping plan for all uses (except single-family dwellings, duplexes and triplexes) including plant species, initial size, location, growth characteristics and method of irrigation shall be approved by the Community Development Director prior to issuance of any permit. Such required landscaping shall be installed prior to final inspection and shall be maintained by the property owner. Approval shall be based on the degree of compliance with landscaping standards as adopted from time to time by the City Council.

(C) *Trash storage area.* Trash bins (except single-family dwellings, duplexes, or dwelling groups) shall be provided in a fully enclosed trash storage area. This area or areas shall be provided at locations that are readily accessible to residents and sanitation collectors.

(D) *Off-Street parking.*

(1) *Non-residential uses.* Not less than 2¼ spaces per 1,000 square feet of building area.

(2) Shared parking between uses with different peak demand days or times is encouraged to reduce total area used for parking. When the viability of shared parking is demonstrated by the applicant, the minimum parking ratio may be reduced by one space per 1,000 square feet of building area. Commercial parking spaces shall be provided within 600 feet of the site.

(3) *Residential uses.* Not less than one space per unit.

(4) *Assisted living facilities.* Not less than ¼ space per unit.

(5) *Transient occupancy uses.* Not less than ½ space per room.

(6) Parking lots shall be located to sides and rears of buildings. No more than 50% of a site's street frontage may consist of parking lot or driveway.

(7) Uses not listed shall provide parking as required in § 153.184.

(E) *Open space requirements.* All multiple residential uses of two or more dwelling units on one lot shall provide open space of at least 50 square feet per unit with a minimum area of 300 square feet provided regardless of the number of units. This area shall not be a lineal open space, but should have a width and depth ratio not exceeding one to two (1:2). In very large complexes (more than 50 units) this required open space can be in multiple locations and all amenities approved by the Community Development Director.

(F) Pursuant to Government Code Section 65582.2, Higher Density Residential uses are permitted to have 100 percent residential uses in the Mixed Use District CX-1 Zone. A minimum of 50 percent of the total floor area shall consist of residential uses in a mixed-use project in the Mixed Use District CX-1 Zone. Floor area is defined in Section 153.003 of this Chapter.

(Ord. 2014-006, passed 7-8-14)

SECTION 2: Title XV: Land Usage, Chapter 153: Zoning is amended to add new Sections: 153.166 through 153.169, which shall read as follows (added language is represented in underline text):

Regional Housing Needs Assessment Overlay

Section

153.166 Purpose
153.167 Eligibility for By-Right Approval
153.168 Eligibility for Religious Institution Sites
153.169 Permit Requirements

§ 153.166 PURPOSE

This Section specifies the process for reviewing uses entitled to review as a "use by right" as defined in Government Code Section 65583.2. In enacting this Section, it is the intent of the City of Riverbank to implement State law as well as the goals, objectives, and policies of the General Plan.

This Section also creates opportunities for future affordable housing development on existing religious institutional land within the City of Riverbank and seeks to utilize State of California Senate Bill 4, signed into law on October 11, 2023, which permits housing as a use by right on lands owned by an independent institution of higher education or religious institution.

For the purposes of this Section, the following definition shall apply:

"By-right" shall mean that the review of the project may not require a conditional use permit, planned unit development permit, or other discretionary local government review or approval that would constitute a "project" under the California Environmental Quality Act as defined in Government Code Section 65583.2.

§ 153.167 ELIGIBILITY FOR BY-RIGHT APPROVAL

The following residential uses are eligible for by-right approval provided site qualifies based on the following criteria:

(A) Are located on sites listed as lower-income sites in the adopted housing element site inventory pursuant to Government Code Section 65583.2(c) that are shown to have been either:

(1) Vacant and listed in two prior housing element site inventories; or

(2) Non-vacant and listed in a previous housing element site inventory.

The sites listed as lower-income sites in the adopted housing element pursuant to Government Code Section 65583.2(c) are shown in Table VI-10 of the 6th Cycle Housing Element.

(B) Are located on sites subject to rezoning in the adopted housing element site inventory pursuant to Government Code Section 65583.2(c).

(C) At least twenty (20) percent of the total number of housing units in the project are proposed affordable to lower-income households at affordable rent or affordable housing cost, as applicable.

§ 153.168 ELIGIBLITY FOR RELIGIOUS INSTITUTION SITES

The following residential uses are eligible for by-right approval provided site qualifies based on the following criteria:

(A) Are located on sites listed as religious institution sites in the adopted housing element site inventory pursuant to Government Code Section 65913.16.

(B) Are located on sites that meet the eligibility criteria pursuant to Government Code Section 65913.16.

The religious institution sites in the adopted housing element are shown in Table VI-15 of the 6th Cycle Housing Element.

§ 153.169 PERMIT REQUIREMENTS

(A) Permit requirements. An applicant for a project eligible for by-right approval shall submit a ministerial plan permit for approval of the design. No discretionary permit or approval is required.

(B) Review of application.

(1) For ministerial plan permit applications listed in this Section, the Community Development Director, or designee, without notice or hearing, shall consider the application ministerially without discretionary review. When the application is in compliance with the relevant standards, the permit shall be issued. The decision may be appealed to the Planning Commission pursuant Section 153.219.

(2) The application for the ministerial plan permit shall be reviewed for conformance with objective standards established by the General Plan, applicable Specific Plans, Zoning Code, design standards, and other adopted standards.

(3) As provided by Government Code Section 65583.2(i), an eligible project is exempt from the California Environmental Quality Act.

SECTION 3. If any section, subsection, subdivision, paragraph, sentence, clause, phrase or portion of this Ordinance is, for any reason, held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision, and such holding shall not affect the validity of the remaining portions thereof.

SECTION 4. This Ordinance shall become effective thirty (30) days from and after its final passage, provided it is published pursuant to Government Code section 36933 in a newspaper of general circulation within fifteen (15) days after its adoption.

The foregoing ordinance was given its first reading and introduced by title only at a regular meeting of the City Council of the City of Riverbank on June 23, 2026. Said ordinance was given a second reading by title only and adopted.

PASSED, APPROVED, AND ADOPTED by the City Council of the City of Riverbank at a regular meeting on the 28th day of July 2026; motioned by Councilmember _____, seconded by Councilmember _____, and upon roll call was carried by the following vote _:_.

AYES:

NAYS:

ABSENT:

ABSTAINED:

ATTEST:

_____
Gabriela Hernandez
City Clerk

APPROVED:

_____
Rachel Hernandez
Mayor

APPROVED AS TO FORM:

_____
Tom P. Hallinan
City Attorney

RIVERBANK CITY COUNCIL / LRA BOARD

AGENDA ITEM NO. 9.6.

SECTION : CONSENT CALENDAR

Meeting Date:	7/28/2026
Subject:	**Resolution** to Approve 3-Year Extension of the Landscape & Lighting and Storm Drain Maintenance Service Agreement with Grover Landscaping Services, Inc.
From:	Marisela H. Garcia, City Manager
Submitted by:	Kathleen Cleek, Capital Projects/Regulatory Compliance Manager

RECOMMENDATION

It is recommended that the City Council approve a 3 year extension of the Landscaping & Lighting and Storm Drain Maintenance Service Agreement with Grover Landscaping Services, Inc.

SUMMARY

In August of 2006, the City entered into a contract with Grover Landscape Services to provide landscape maintenance to the City's Landscape & Lighting and Storm Drain Districts. This contract was extended in 2016. The City received a letter from Mark Grover, President of Grover Landscaping Services dated March 17, 2022, stating that their 2016 pricing was no longer sustainable due to the COVID pandemic, supply-chain shortages and ongoing inflation. Since it had been over 15 years since the initial Request for Proposal (RFP) for maintenance services was sent out, the City made the decision to send out a new Request for Proposal for landscape services. The RFP was sent out on April 27, 2022, to 17 landscape contractors. At that time, the City received 2 bids for annual services: Grover Landscape Services, Inc. for $260,100 and Silva Landscaping for $350,880.

At the June 14, 2022 City Council meeting, the Council approved a Service Agreement with Grover Landscaping Services for a period of 3 years with an option to extend an additional year. The current Service Agreement expired on June 14, 2026. Grover Landscaping Services is requesting an additional 3-year Service Agreement extension with a modest adjustment to the current rates in the amount of the latest Western Urban CPI, which is at 3.5%.

A 2025 Request for Proposals by the Parks Division for landscaping services at park facilities yielded Grover Landscaping Services, Inc. as the lowest responsible bidder at almost $130,000 less than the second bid by Swift Lawn and Garden, Inc. Therefore, staff recommends moving forward with the proposed extension.

STRATEGIC PLAN

This item is directly related to the City Council's Strategic Plan goal to "Prioritize Financial Stability."

BACKGROUND

FINANCIAL IMPACT

The overall increase to the maintenance of the districts for the next 3 years will be 3.5%. The costs associated with services provided in the Landscape and Lighting Districts are funded by assessments paid by the property owners in the respective districts. None of the maintenance expenses are funded by the general fund. Current monthly contract is $23,243 and will increase to $24,057.

ATTACHMENTS

1. Resolution - Grover Landscaping 3 Year Extension
2. Current Grover Landscaping Service Agreement

CITY OF RIVERBANK

RESOLUTION

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF RIVERBANK APPROVING A 3 YEAR EXTENSION OF THE LANDSCAPING & LIGHTING AND STORM DRAIN MAINTENANCE SERVICE AGREEMENT WITH GROVER LANDSCAPING SERVICES, INC.

WHEREAS, the City Council awarded a 3 year extension of the Landscaping & Lighting and Storm Drain Maintenance Service Agreement with Grover Landscaping Services, Inc.; and

WHEREAS, the Service Contract will add a modest adjustment to the current rates in the amount of the latest Western Urban CPI, which is at 3.5%.

WHEREAS, this contract covers the maintenance of the City's 5 Landscape & Lighting Districts and 2 Storm Drain Districts; and

WHEREAS, the maintenance contract includes mowing all lawn areas, trimming around sprinklers and mowing strips, maintain lawns in a weed-free condition, aerate lawn areas along streets and medians, fertilizer application, control pests including rodents and snails, trim shrubs, hedges and ground covers, remove dead or diseased shrubs, tree pruning, clean up, trash pick-up and seasonal leaf pickup; and

WHEREAS, other services such as repairs, tree removals, vandalism and extra work not detailed in the contract are done at an additional cost with prior approval from the City.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Riverbank hereby declares the following:

1. Approval of a 3 year extension of Landscaping & Lighting and Storm Drain Maintenance Service Agreement with Grover Landscaping Services, Inc.

PASSED AND ADOPTED by the City Council of the City of Riverbank at a regular meeting held on the 28th day of July, 2026; motioned by Councilmember _____, seconded by Councilmember _____, and upon roll call was carried by the following vote of ___:

AYES:
NAYS:
ABSENT:
ABSTAIN:

ATTEST: **APPROVED:**

Gabriella Hernandez
City Clerk

Rachel Hernandez
Mayor

SERVICE AGREEMENT

Maintenance of Landscape Maintenance Districts within the City of Riverbank

This Agreement is made and entered into this 14th day of June, 2022, by and between Grover Landscaping Services, Inc. "CONTRACTOR" and City of Riverbank "CITY" regarding the "PROJECT".

WITNESSETH:

The CITY desires to retain the services of CONTRACTOR regarding services for the "PROJECT".

CONSULTANT desires to perform the services requested by the CITY regarding the Project on the terms and conditions set forth below.

NOW, THEREFORE, the parties agree as follows:

1. Description of Work

CONTRACTOR shall perform the work set forth in Exhibit A, attached hereto and made a part hereof.

CONTRACTOR shall provide all labor, equipment, material and supplies required or necessary to properly, competently and completely perform the work or render the services under this Agreement. CONTRACTOR shall determine the method, details and means of doing the work or rendering the services.

2. Compensation

The total cost of the work described in Paragraph 1 hereof shall not exceed $260,100.00 annually, based on the costs described in Exhibit B attached hereto and made a part hereof.

3. Term and Time for Completion

This Agreement shall become effective on the date first hereinabove written and will continue in effect for a 3-year period. Contract may be renewed for an additional 1-year period if agreed by City of Riverbank and Contractor, unless sooner terminated as provided in Paragraph 9.

4. Payment For Services

CONTRACTOR shall submit to the CITY monthly itemized bills for the services rendered. If the work is satisfactorily completed, the CITY shall pay such bill within thirty (30) days of its receipt. Should CITY dispute any portion of any bill, CITY shall pay the undisputed portion within the time stated above, and at same time advise CONTRACTOR in writing of the disputed portion.

5. Compliance With Laws

CONTRACTOR agrees that it shall conduct its work and perform its services in compliance with all laws and regulations of Stanislaus County, California, and any officer, department or agency thereof, as well as other laws and regulations as may be applicable thereto.

6. Errors and Omissions Insurance

CONTRACTOR shall have such errors and omissions insurance as shall protect the CITY, its officers, directors, employees and agents from claims based on alleged errors or negligent acts or omissions which may arise from CONTRACTOR'S operations or performance under this Agreement, whether claims be made during or subsequent to the term of this Agreement, and whether such

operations or performance be by CONTRACTOR or its employees, consultants, agents or anyone else directly or indirectly employed by any of the foregoing. The amount of this insurance shall not be less than $2,000,000.

Said policy shall be continued in full force and effect during the term of this Agreement and for a period of five (5) years following the completion of the services provided for in this Agreement. In the event of termination of said policy, new coverage shall be obtained for the required period to insure for the prior acts of CONTRACTOR during the course of performing services under the terms of this Agreement.

CONTRACTOR shall provide to CITY a certificate of insurance on a form acceptable to CITY indicating the deductible or self-retention amounts and the expiration date of said policy, and shall provide renewal certificates within ten (10) days after expiration of each policy term.

7. General Insurance

CONTRACTOR shall, at its expense, maintain in effect at all times during the duration of this Agreement not less than the following coverage and limits of insurances:

A. Workers Compensation CONTRACTOR shall carry such insurance as will protect CITY and CONTRACTOR from claims under Workers Compensation and Employers Liability Acts; such insurance to be maintained as to the type and amount in strict compliance with State statutes. This insurance shall also waive all right to subrogation against CITY, its employees, directors, officers and agents.

B. General Liability. CONTRACTOR shall obtain and keep in full force and effect general liability insurance including provisions for contractual liability, personal injury, independent consultants and broad form property damage coverages. This insurance shall be on a comprehensive occurrence basis form with a stand cross liability clause or endorsement. The limit for this insurance shall be no less than $2,000,000 per occurrence for bodily injury, personal injury and property damage. If commercial General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.

C. Automobile Liability. CONTRACTOR shall maintain automobile liability insurance with coverage for any vehicle including those owned, leased, rented or borrowed. This insurance shall have a standard cross liability clause or endorsement. The limit amount for this insurance shall be no less than $2,000,000 per occurrence combined single limit for bodily injury and property damage.

D. Certificates of Insurance. Promptly upon execution of this Agreement and prior to commencement of any work, CONTRACTOR shall provide CITY with certificates of insurance evidencing that all insurance and/or endorsements required by this Agreement have been obtained and are in full force and effect. Approval of the insurance by CITY shall not relieve or decrease any liability of CONTRACTOR. The certificates and policies shall provide that thirty

(30) days' written notice of any material change, reduction in coverage or cancellation of the insurance policies will be provided to CITY. In addition, in the event any change is made in the insurance carrier, policies or nature of coverage required under this Agreement, CONTRACTOR shall notify CITY prior to making such changes.

Such insurance shall include a provision for endorsement naming CITY, its officers, directors, employees and agents as additional insured with respect to liability arising out of the performance of any work under this Agreement, and providing that such insurance is primary insurance with respect to the interest of CITY and that any other insurance maintained by CITY is excess and not contributing insurance with the insurance required hereunder.

8. Indemnification and Hold Harmless

CONTRACTOR shall protect, indemnify, hold harmless and defend CITY, its directors, officers, employees and agents, from any and all claims, fines, demands, costs, expenses (including but not limited to attorneys' fees and costs of litigation or arbitration), liability, losses, penalties, causes of action, awards, suits or judgments for damages of any nature whatsoever (hereinafter collectively referred to as "Claims") to the extent arising out of the breach of this Agreement in whole or in part by, or willful or fraudulent misconduct or negligent acts, errors or omissions by CONTRACTOR, its employees, agents or consultants, or the agent, employee or consultant of any one of them in the performance of their duties or in their operations under this Agreement, but not

including the sole or active negligence or the willful misconduct of CITY.

Neither termination of this Agreement nor completion of the acts to be performed under this Agreement shall release CONTRACTOR from its obligations to indemnify as to any claims so long as the event upon which such Claims is predicated shall have occurred prior to the effective date of any such termination or completion and arose out of or was in any way connected with performance or operations under this Agreement by CONTRACTOR, its employees, agents or consultants, or the employee, agent or consultant of any one of them.

Submission of insurance certificates or other proof of compliance with the insurance requirements in this Agreement does not relieve CONTRACTOR from liability under this indemnification and hold harmless clause. The obligation of this indemnity article shall apply whether or not such insurance policies shall have been determined to be applicable to any of such damages or claims for damages.

9. Termination

This Agreement may be terminated at any time and for any reason by CITY upon five (5) days' advance written notice. In the event of such termination, CONTRACTOR is to be fairly compensated for all work performed to the date of termination as calculated by CITY based on Paragraph 2 hereof, provided that such compensation shall not in any case exceed the maximum sum set forth in Paragraph 2 hereof. Compensation under this paragraph shall not include costs

related to lost profit associated with the expected completion of the work or other such payments relating to the benefit of the bargain.

10. Attorneys' Fees

In the event that any arbitration, litigation or other action or proceeding of any nature between CITY and CONTRACTOR becomes necessary to enforce or interpret all or any portion of this Agreement or because of an alleged breach by either party of any of the terms hereof, it is mutually agreed that the losing or defaulting party shall pay the prevailing party's reasonable attorneys' fees, costs and expenses incurred in connection with the prosecution or defense of such action or proceeding.

11. Entire Agreement

This writing constitutes the entire Agreement between the parties relative to the services specified herein, and no modifications hereof shall be effective unless and until such modification is evidenced by a writing signed by both parties to this Agreement. There are no understandings, agreements, conditions, representations, warranties or promises with respect to the subject matter of this Agreement except those contained in or referred to in this writing.

12. Independent Contractor

It is expressly understood and agreed by the parties hereto that CONTRACTOR'S relationship to CITY is that of an independent consultant. All persons hired by CONTRACTOR and performing the work shall be consultant's employees or agents. CITY shall not be

obligated in any way to pay any wages or other claims by any such employees or agents or any other person by reason of this Agreement. CONTRACTOR shall be solely liable to such employees and agents for losses, costs, damage of injuries by said employees or agents during the course of the work.

13. Successors and Assignment

This Agreement shall be binding on the heirs, successors, executors, administrators and assigns of the parties; however, CONTRACTOR agrees that it will not assign, transfer, convey or otherwise dispose of this Agreement or any part thereof, or its rights, title or interest therein, or its power to execute the same without the prior written consent of CITY.

14. Severability

If any provision of this Agreement is held to be unenforceable, the remainder of this Agreement shall be severable and not affected thereby.

15. Waiver of Rights

Any waiver at any time by either party hereto of its rights with respect to a breach or default, or any other matter arising in connection with this Agreement, shall not be deemed to be a waiver with respect to any other breach, default or matter.

16. Remedies Not Exclusive

The use by either party of any remedy specified herein for the enforcement of this Agreement is not exclusive and shall not deprive the party using such remedy of, or limit the application of any remedy provided by law.

17. Notices

All notices, statements, reports, approvals or requests or other communications that are required either expressly or by implication to be given by either party to the other under this Agreement shall be in writing and signed for each party by such officers as each may, from time to time, authorize in writing to so act. All such notices shall be deemed to have been received on the date of delivery if delivered personally or three (3) days after mailing if enclosed in a properly addressed and stamped envelope and deposited in the U.S. post office for delivery. Unless and until formally notified otherwise, all notices shall be addressed to the parties at their addresses shown below:

CITY

City of Riverbank
Development Services Department
Attn: Kathleen Cleek
6707 Third Street
Riverbank, CA 95367-2396

CONTRACTOR

Grover Landscape Services, Inc.
Attn: Mark S. Grover, President
6224 Stoddard Road
Modesto, CA 95356

18. Sub-Consultants

No subcontract shall be awarded or an outside consultant engaged by CONTRACTOR unless prior written approval is obtained from CITY.

IN WITNESS WHEREOF the parties execute this Agreement on the day and year first hereinabove written.

CITY OF RIVERBANK	CONTRACTOR
By _____	By _____
Marisela H. Garcia	Mark S. Grover
City Manager	President
	Contractor Taxpayer ID No.: 80-0507137

APPROVED AS TO CONTENT:
DEVELOPMENT SERVICES DEPARTMENT

By _____
Kathleen Cleek
Development Services Administration Manager

APPROVED AS TO FORM:

By _____
Tom Hallinan
Attorney

PROPOSED SCOPE OF WORK:

TURF MANAGEMENT:

Turf areas will be mowed weekly during the period March through November, and bi-weekly during the period December through February. These mowing cycle parameters are subject to ET data, annual weather conditions, and especially to leaf-fall patterns in the fall and winter.

All mowing will be done using self-propelled, collection, and mulching mowers as suitable to the specific application. Turf edges that interface with hard-surfaces, such as sidewalks and curbs, will be edged with a blade-type edger. Where turf terminates without a hard-surface edge, a string-type edger will be used. Turf will be edged around valve boxes and other obstacles for a neat, clean appearance.

ADDITIONAL TURF SERVICES:

Aeration: aeration is normally done once per year during the period of March through May. Area-specific aeration may be done more often as needed throughout the year to improve water penetration and/or loosen compacted turf areas, per the discretion of the Project Supervisor. Additional area-specific aeration is done as part of the base bid amount with no additional cost to the City. GLS currently has three different-sized plug-type aerators that are suitable for a variety of applications. Aeration is normally done in conjunction with spring fertilization. Prior to aeration, all full-circle sprinkler heads are marked with flags to prevent damage from the tines.

Fertilization: the specifications state that turf areas are to be fertilized four times per year using seasonally appropriate slow-release fertilizer. Our base bid includes a more typical application program of two fertilizations per year. The reason for this exception is that increased fertilizer applications are not the solution to the situation in the City parks and turf areas: an adequate, well-designed irrigation system with an appropriate booster pump is the primary answer to keeping the City parks flourishing. The City of Riverbank Sports Complex is the most recent case study of the significant improvement that can be made by matched precipitation rates and an adequate booster pump system. GLS believes it is in the City's best interest to invest funds in the park infrastructure that will yield the greatest results. If the City chooses to proceed with four fertilizer applications instead of two, the additional cost will be $8,437.00.

Typical fertilizer formulations that have been used throughout the L&L parks include 25-5-5 in the early spring and summer and 21-7-14 in the fall. A successful fertilization program requires high-quality fertilizer used in conjunction with soil samples and weather patterns. The Landscape Supervisor will schedule fertilizer applications to maximize their efficacy within these parameters. One of the fertilizer applications will be done in conjunction with the aeration operation.

Crabgrass/Broadleaf Treatment: Our base bid includes two applications of Crabgrass and Broadleaf herbicide in the turf areas.

GLS will follow the City's Pyrethroid Management Plan and Integrated Pest Management Plan guidelines for pesticide use and reporting.

SHRUB MANAGEMENT:

All shrubs will be pruned according to horticultural best practices with the goal of retaining their natural growth habits. Shrubs will not be pruned into a hedge configuration unless that is clearly the design intent and/or directed by the City. Leaves and clippings will be mulched or removed from the site.

Shrubs will be fertilized twice per year with a seasonally appropriate slow-release fertilizer, per the specifications. Shrub beds will be treated with a pre-emergent herbicide application in the spring and fall. Post-emergent weeds will be removed by chemical and/or mechanical methods.

GLS will follow the City's Pyrethroid Management Plan and Integrated Pest Management Plan guidelines for pesticide use and reporting.

TREE MANAGEMENT:

Per the specifications, tree canopies will be maintained according to the following schedule:

- Tree canopies that overhang a sidewalk of walking path shall be a minimum of 8' in height.
- Tree canopies that overhang a bike path shall be a minimum of 12' in height.
- Tree canopies that overhang a roadway shall be a minimum of 14' in height.

Tree species, such as Lagerstroemia, will be treated annually for aphid.

If GLS is the successful bidder, we would appreciate the opportunity to introduce one of our recent service offerings: GIS Tree Inventory Management. Utilizing advanced GIS software, this service is intended to help map and manage the urban forest. Our certified arborists log the location of each tree and take detailed notes including tree health, limb risk assessment, and options for future care. All work performed on the trees is recorded, like a medical chart, to build a health history of each tree. The City will have access to view each surveyed tree. Information like tree species, pruning and treatment records, as well as tree risk assessments are also available. GIS tree inventories also help asset managers use their tree budget in the most efficient manner. This service provides valuable information when it comes to managing and protecting your trees.

IRRIGATION SYSTEM:

The irrigation system in the L&L Districts is vast and complex, with multiple points of connection, wall and pedestal-mount electronic controllers and stand-alone "Node" type controllers. During the many years Grover has been servicing these properties, we have built a vast archive of in-the-field knowledge about the operation of this complex irrigation system. Our service team lead, Hugo Pacay, has been in charge of the system for more than a decade and has an intimate working knowledge of the component parts: especially the locations of points of connections and both types of irrigation controllers. If GLSI is the successful bidder, Hugo Pacay will remain in charge of the City's irrigation system to ensure continuity in the level of service.

GOPHER CONTROL:

Over the past decade or more, gopher control in the L&L landscape areas has been overseen and conducted by Scot Boone, QAL of Grover's Pest Management division. If GLS is the successful

bidder, Scot Boone will once again be in charge of this operation. His years of industry, and Riverbank-specific, knowledge are a valuable foundation for continuing to professionally mitigate the presence of gophers in the landscape area. Scot is also knowledgeable in squirrel eradication in multiple municipal venues, including the City of Riverbank.

Ultimately, this department is responsible for recommending and applying herbicides and fertilizers as well as rodenticides. Final oversight within the internal Grover structure for use and reporting will be within the jurisdiction of this department and they will follow the City's Pyrethroid Management Plan and Integrated Pest Management Plan guidelines for pesticide use and reporting.

TRAILS AND BIKE PATHS:

It is assumed in our base bid that the City will continue to provide the dog litter bags for the receptacles along the paths at no additional cost to the Contractor.

AMBIGUITIES WITHIN THE SPECIFICATIONS:

If GLS is the successful bidder, there are portions of the specifications that need to be discussed and agreed upon between the City and GLS. These specification sections pose non-quantifiable scenarios that are impossible to accurately bid. In addition, the conditions called out in these specifications are rarely, if ever, encountered in the City landscape.

When this type of bidding situation arises a contractor chooses to either not add money to the bid and hope the situation never arises or include an arbitrary amount toward an event that may never occur. In either case, the City will not recognize value in terms of the quality of the job done, or for the money paid for a contract amount that is never spent for the specific purpose. The most equitable method is to discuss the potential for these occurrences and come to a mutual agreement on a specific proposal if the situation occurs.

Following are examples of specifications that are non-quantifiable and/or may never occur:

Turf Areas: 3.b – "Dethatch in early spring. All dethatched materials shall be removed."

Turf Areas: 5. "Diseases – pesticides shall be applied to all turf areas as required as the curative rate throughout the year to control turf diseases."

Trees: "Control pests and diseases as needed. Schedule of applications to be provided to the City by the Contractor."

MULCH OPPORTUNITY:

The City has recently expressed concern over efficient water use and retention in its streetscapes. One of the easiest, and least expensive, solutions to effective water retention is adequate mulch applied to the shrub beds. GLS produces a high-quality, natural colored mulch made from recycled green waste and tree chips that would be available at a favorable rate to the City to assist in its water conservation efforts. We can provide samples and pricing upon request.

May 24, 2022

City of Riverbank
Landscape & Storm Basin Districts Bid Form
Schedule "A"
May 2022

LOCATION	Monthly Cost	Annual Cost
Sierra Vista Estates ✓	190.00	2,280.00
River Cove	1,825.00	21,900.00
Consolidated Districts		
• Zone 3 - South Bend Estates	560.00	6,720.00
• Zone 5 - Elmwood Estates	230.00	2,760.00
• Zone 6 - Chianti Estates ✓	210.00	2,520.00
• Zone 7 - Sterling Ridge	535.00	6,420.00
• Zone 8 - Eastwood Estates ✓	210.00	2,520.00
Total Consolidated Districts:	1745.00	20,940.00
Ridgewood Place ✓	240.00	2,880.00
Crossroads		
• Median Landscaping	1,505.00	18,060.00
• Parkway Landscaping	890.00	10,680.00
• Trails & Bike Paths	580.00	6,960.00
• Pedestrian Connection Sites	30.00	360.00
• Miscellaneous Landscape Area	135.00	1,620.00
• Parks & Open Space Areas	9,410.00	112,920.00
• Zone 01	290.00	3,480.00
• Zone 02	1,490.00	17,880.00
• Zone 04	2,495.00	29,940.00
Total Crossroads:	16,825.00	201,900.00
Heartlands Storm Drain District	425.00	5,100.00
Sterling Ridge Storm Drain District	425.00	5,100.00

RIVERBANK CITY COUNCIL / LRA BOARD

AGENDA ITEM NO. 9.7.

SECTION : CONSENT CALENDAR

Meeting Date:	7/28/2026
Subject:	**Resolution** to Award Bid for the Townsend Avenue Overlay Project to Consolidated Engineering Inc. and Authorize Execution of Future Change Orders
From:	Marisela H. Garcia, City Manager
Submitted by:	Laura Graybill, Senior Project Coordinator

RECOMMENDATION

It is recommended that City Council approve two (2) actions by a roll call vote:

1. Adopt a Resolution to Award bid to the lowest responsible bidder, Consolidated Engineering, Inc.; and

2. Authorize the City Manager to execute Change Orders within total project budget.

SUMMARY

The City of Riverbank will be using Regional Surface Transportation Program (RSTPL) Funds and Measure L – Streets and Roads Funds for the road rehabilitation-overlay including removal and replacement of out of compliance with American with Disabilities Act (ADA) curb return ramps and traffic striping. All work will occur within the City's existing Right of Way along Townsend Avenue between Terminal Ave and 8th Street. The purpose of this project is to repair areas of failing or damaged pavement and to prevent further deterioration and extend the service life of Townsend Avenue including ADA compliance.

The bid opening was held on Thursday, June 25, 2026 to consider the bids for the Townsend Avenue Overlay Project. The following bids were received:

Consolidated Engineering Inc. $275,751.00

United Pavement Maintenance, Inc. $279,116.76

George Reed, Inc. $298,440.75

Hensley's Paving & General Engineering Inc. $305,911.37

Dirt Dynasty, Inc. $310,399.00

Rolfe Construction Inc. $328,768.00

Martin Brothers Construction $388,594.05

SpekTren Engineering, Inc. $423,603.75

Work on the project includes, but is not limited to, furnishing all labor, materials, equipment, transportation, and incidentals necessary for, asphalt grinding & paving, curb, gutter, sidewalk, ADA access ramps, striping, traffic control, and all other work included on the plans.

Bids have been reviewed and Consolidate Engineering Inc. has been identified as the lowest responsible bidder for the project.

It is requested that the City Council provide the City Manager with authorization to execute Change Orders if they are within the total budget.

STRATEGIC PLAN

This item is directly related to the City Council Strategic Plan Goal to support Infrastructure and addresses the objective “Evaluate aging infrastructure to rehabilitate” and “improve Americans with Disabilities Access” by installing ADA compliant curb ramps.

BACKGROUND

FINANCIAL IMPACT

Costs to be covered by Regional Surface Transportation Program (RSTPL) Funds, $351,000.00 and Measure L – Street and Roads Funds, $85,612.00.

ATTACHMENTS

1. Resolution - Townsend Avenue Overlay Project
2. Site Map - Townsend Ave Overlay Project

CITY OF RIVERBANK
RESOLUTION NO. 2026-___

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF RIVERBANK, CALIFORNIA, TO AWARD A CONTRACT FOR THE TOWNSEND AVENUE OVERLAY PROJECT WITH CONSOLIDATED ENGINEERING INC., IN THE AMOUNT OF $275,751.00, AND AUTHORIZE THE CITY MANAGER TO EXECUTE SAID CONTRACT AND APPROVE THE CHANGE ORDERS UP TO THE PROJECT CONTINGENCY FUND OF $160,861.00

WHEREAS, the Townsend Avenue Overlay Project includes asphalt grinding & paving, curb, gutter, sidewalk, ADA access ramps, striping, traffic control and all other work included on the plans along Townsend Avenue between Terminal and 8th Street; and

WHEREAS, the City published a Notice to Bidders inviting interested bidders to submit their sealed bids for the Project; and

WHEREAS, on June 25, 2026, the City of Riverbank received eight (8) bids and publicly opened and read the bids; and

WHEREAS, the apparent responsive and responsible low bidder is Consolidated Engineering Inc., in the amount of $275,751.00; and

WHEREAS, staff also recommends that the City Council approve a project contingency of $160,861.00 for the project to fund additional work as needed during renovation and construction; and

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Riverbank hereby approves a contract with Consolidated Engineering Inc., in the amount of $275,751.00; and

AND NOW THEREFORE BE IT FURTHER RESOLVED that the City Council of the City of Riverbank authorizes the City Manager to execute the said contract and approve change orders up to the project contingency funds of $160,861.00.

PASSED AND ADOPTED by the City Council of the City of Riverbank at a regular meeting held on the 28th day of July 2026; motioned by Councilmember _____, seconded by Councilmember _____, and upon roll call was carried by the following City Council vote of:

AYES:

NAYS:
ABSENT:
ABSTAINED:

ATTEST:

Gabriela Hernandez
City Clerk

APPROVED:

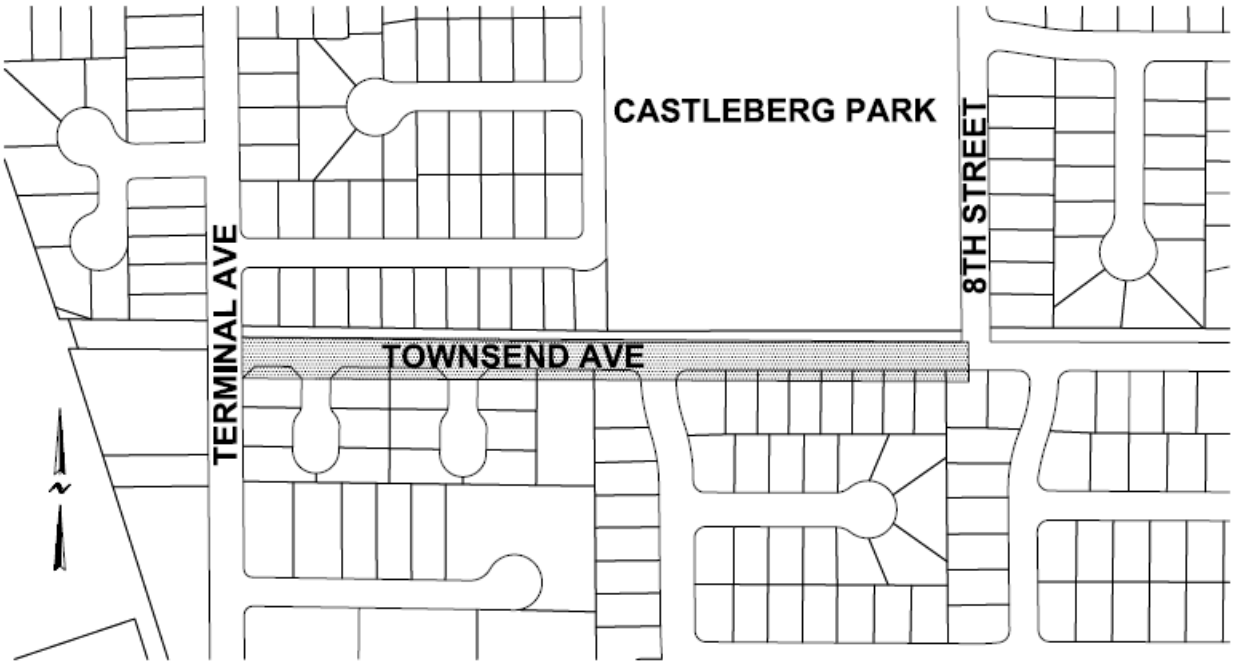
Rachel Hernandez
Mayor

Attachment: Contract

SITE MAP
TOWNSEND AVENUE OVERLAY PROJECT



TOWNSEND AVENUE OVERLAY PROJECT
BETWEEN TERMINAL AVENUE & 8TH STREET
THE CITY OF RIVERBANK, STANISLAUS COUNTY



RIVERBANK CITY COUNCIL / LRA BOARD

AGENDA ITEM NO. 9.8.

SECTION : CONSENT CALENDAR

Meeting Date:	7/28/2026
Subject:	**Resolution** to Award Bid for the Riverbank ADA Ramps Project 2026 to United Pavment Maintenance, Inc. and Authorize Execution of Future Change Orders.
From:	Marisela H. Garcia, City Manager
Submitted by:	Laura Graybill, Senior Project Coordinator

RECOMMENDATION

It is recommended that City Council approve two (2) actions by a roll call vote:

1. Adopt a Resolution to Award bid to the lowest responsible bidder, United Pavement Maintenance, Inc.; and

2. Authorize the City Manager to execute Change Orders within the total project budget.

SUMMARY

The City of Riverbank will be replacing ADA access ramps as part of our ADA Transition Plan. This project includes removal and replacement of out of compliance American with Disabilities Act (ADA) curb return ramps. All work will occur within the City's existing right of way near both Ray Safreno Park and Silva Park.

Bids were due by Thursday, June 25, 2026 to consider the bids for the Riverbank ADA Ramps Project 2026. The following bids were received:

- United Pavement Maintenance, Inc. $34,533.00
- RF General Engineering $66,375.00
- Ross F. Carroll, Inc. $67,530.00
- Dynamic Pavment $70,655.00
- Dirt Dynasty, Inc. $71,200.00

Work on the project includes, but is not limited to, furnishing all labor, materials, equipment, transportation, and incidentals necessary for removal and replacement of concrete ADA ramps, sidewalk and truncated domes.

Bids have been reviewed and United Pavement Maintenance, Inc. has been identified as the lowest responsible bidder for the project.

It is requested that the City Council provide the City Manager authorization to execute Change Orders if they are within total budget.

STRATEGIC PLAN

This item is directly related to the City Council Strategic Plan Goal to support Infrastructure and addresses the objective “Evaluate aging infrastructure to rehabilitate” and “improve Americans with Disabilities Access” by installing ADA compliant curb ramps.

BACKGROUND

FINANCIAL IMPACT

Costs to be covered by General Fund 101-412.000-707.003 approved in the FY25/26 Budget, $50,000.00. These funds were rolled over from FY 25/26 to be used during the new FY 26/27.

ATTACHMENTS

1. Resolution - ADA Curb Ramps Project 2026
2. Site Map - ADA Curb Ramps Project 2026

CITY OF RIVERBANK
RESOLUTION NO. 2026-___

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF RIVERBANK, CALIFORNIA, TO AWARD A CONTRACT FOR THE RIVERBANK ADA RAMPS PROJECT 2026 WITH UNITED PAVEMENT MAINTENANCE, INC., IN THE AMOUNT OF $34,533.00, AND AUTHORIZE THE CITY MANAGER TO EXECUTE SAID CONTRACT AND APPROVE THE CHANGE ORDERS UP TO THE PROJECT CONTINGENCY FUND OF $15,467.00

WHEREAS, the Riverbank ADA Curb Ramps Project 2026 includes removal and replacement of concrete ADA ramps, sidewalk and truncated domes and all other work included on the scope of work for the Riverbank ADA Ramps Project 2026; and

WHEREAS, the City requested bids from contractors for the Project; and

WHEREAS, on June 25, 2026, the City of Riverbank received five (5) bids; and

WHEREAS, the apparent responsive and responsible low bidder is United Pavement Maintenance, Inc., in the amount of $34,533.00; and

WHEREAS, staff also recommends that the City Council approve a project contingency of $15,467.00 for the project to fund additional work as needed during renovation and construction; and

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Riverbank hereby approves a contract with United Pavement Maintenance, Inc., in the amount of $34,533.00; and

AND NOW THEREFORE BE IT FURTHER RESOLVED that the City Council of the City of Riverbank authorizes the City Manager to execute the said contract and approve change orders up to the project contingency funds of $15,467.00.

PASSED AND ADOPTED by the City Council of the City of Riverbank at a regular meeting held on the 28th day of July 2026; motioned by Councilmember _____, seconded by Councilmember _____, and upon roll call was carried by the following City Council vote of:

AYES:
NAYS:
ABSENT:
ABSTAINED:

ATTEST:

Gabriela Hernandez
City Clerk

APPROVED:

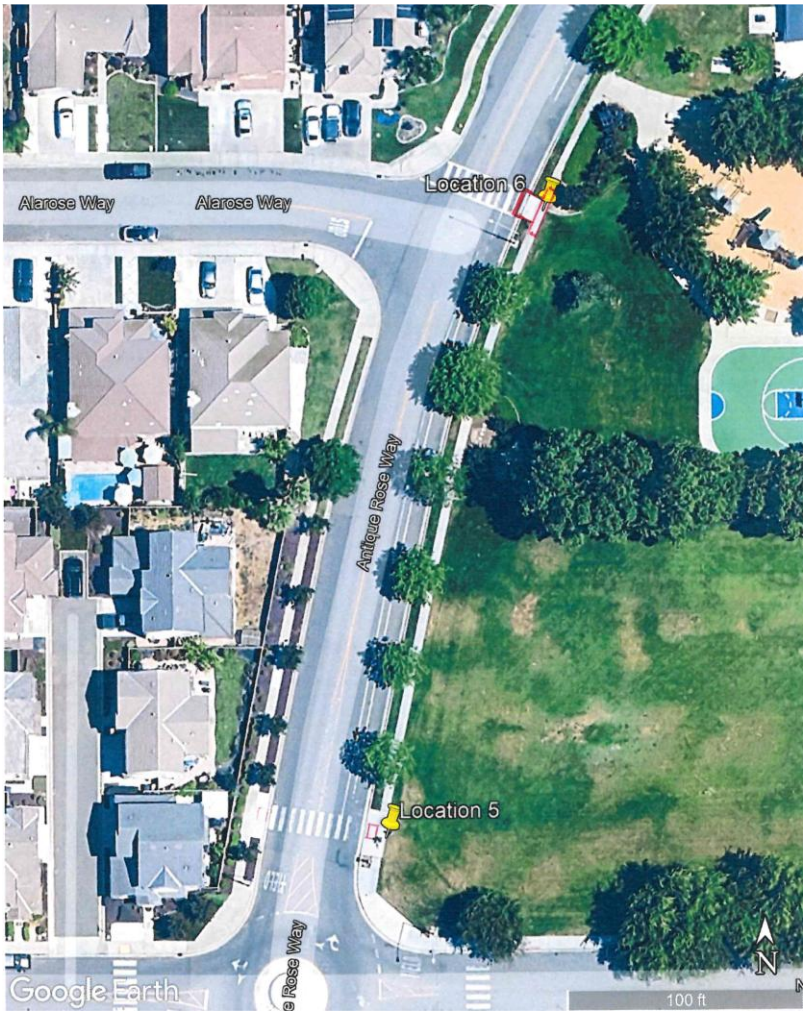
Rachel Hernandez
Mayor

Attachment: Contract

SITE MAP

ADA CURB RAMPS PROJECT 2026





RIVERBANK CITY COUNCIL / LRA BOARD

AGENDA ITEM NO. 10.1.

SECTION : PUBLIC HEARING

Meeting Date:	7/28/2026
Subject:	**Public Hearing** — A Resolution Approving the Solid Waste Annual CPI Rate Increase of 3.8% Pursuant to the Solid Waste Franchise Agreement with Gilton Solid Waste, Inc.
From:	Marisela H. Garcia, City Manager
Submitted by:	Tammy Alcantor, Assistant City Manager

RECOMMENDATION

It is recommended that the City Council adopt a resolution approving a 3.8% Consumer Price Index (CPI) increase in rates for solid waste disposal services pursuant to the executed franchise agreement with Gilton Solid Waste, Inc.

SUMMARY

On April 12, 2022, the City Council adopted Resolution No. 2022-033 adopting revised rates for Solid Waste Disposal service after holding a Proposition 218 Protest Hearing and receiving a less than a majority protest. In addition, Resolution 2021-090 authorized the execution of a Franchise Agreement with Gilton Solid Waste, Inc. to provide said services. Per Section 9.1 Rates of the Franchise Agreement, the City will adjust the maximum charges made to Customers to reflect annual changes in the Consumer Price Index for All Urban Consumers (“CPI”) published by the U.S. Department of Labor for the San Francisco-Oakland-Hayward, CA statistical area, not to exceed five percent (5%) per year. The proposed CPI adjustment is 3.8%.

STRATEGIC PLAN

This action supports the City Council's Strategic Plan by ensuring the long-term financial sustainability of essential public services through implementation of the annual CPI adjustment authorized under the Franchise Agreement.

BACKGROUND

Gilton Solid Waste Management (Gilton) has been providing waste management services to the residents and businesses of Riverbank for more than 40 years. The most recent Franchise Agreement negotiated with Gilton Solid Waste Management, Inc. began on April 22, 2022, and will expire in April 2028. Said Franchise Agreement was approved following the Proposition 218 hearing held on April 12, 2022, where less than a majority of protests were received with regard to increases in solid waste rates. The Franchise Agreement and rates include SB 1383 compliance language, which was the major factor for the rate increases.

SB 1383 is intended to reduce methane emissions at landfills through a process of reducing the disposal of organic waste by 75% below 2014 levels. Organic waste is defined as green materials, wood waste, fiber materials, food scraps, food-soiled paper, and landscaping and pruning waste. In

order to meet these mandates, changes were made to Riverbank's waste disposal system.

As part of the City's original adoption of garbage rates, Gilton Solid Waste Management proposed a High-Diversion Material Recovery Facility (MRF) system to its municipal clients. This system eliminates the need for a third waste container by allowing the facility to sort waste streams and divert organic and recyclable materials from the landfill. Gilton first presented a general overview of this system at the March 9, 2021, City Council meeting. Subsequently, at the August 24, 2021 meeting, the City Council expressed its support for implementing the proposed MRF system.

Gilton Resource Recovery, Transfer Facility, Inc. is officially listed on CalRecycle's High Diversion Organic Waste Processing Facilities List. This recognition reflects significant progress in meeting the State's organics diversion and recycling goals. CalRecycle conducts monthly inspections of the transfer station and reviews the RDRS reporting to ensure Gilton remains in compliance and on track. Most recent inspections were conducted on January 30, 2026; February 20, 2026; March 20, 2026; April 29, 2026; and May 19, 2026.

The rates adopted by the City Council provide our residents with the following services:

- Basic Cart Service (30 & 90 Gallon)
- Organics Cart Service (90 Gallon)
- Curbside Bulky Item Program (2 times per calendar year)
- Curbside E-Waste Collection Program (4 times per calendar year)
- Christmas Tree Pick-up Program

Additional Services at a Fee:
- o Go Back and pick up
- o Extra Dump on Cart
- o Wash on the Cart

CONSUMER PRICE INDEX

Section 9.1 Rates of the Franchise Agreement stipulates that in years two three, four, and five of the Agreement Term, the City will adjust the maximum charges made to Customers under this Agreement to reflect annual changes in the Consumer Price Index for All Urban Consumers ("CPI") published by the U. S. Department of labor for the San Francisco-Oakland_San Jose, CA statistical area. Such adjustments shall not exceed five percent (5%) per year. The adjustment shall become effective on the anniversary of the Effective Date and be based on the previous twelve-month index analysis from May to April.

As reflected in Attachment 2, the Consumer Price Index for the period from May 2025 to April 2026 is calculated to be 3.8%. Therefore, a 3.8% increase is being recommended. The agreement states that rates are to be effective on the anniversary of the contract. Unfortunately, because staff was not prepared to present the item to the City Council in June, we cannot implement the rates starting July 1st. Staff proposes that the rates take effect on September 1, 2026, aligning with the billing cycle.

Residential & Small Business (Non-Residential) Rates:

BASIC CART SERVICE	Current Monthly Rate	Proposed Monthly Rate 09/01/2026	Increase $
30 Gallon MSW Cart Rate	$ 22.48	$ 23.34	$ 0.86
90 Gallon - MSW Cart Rate	$ 25.64	$ 26.61	$ 0.97

90 Gallon - Organics Cart Rate	$ 12.99	$ 13.48	$ 0.49
Additional 90 Gallon Cart - (Any Type)	$ 16.93	$ 17.57	$ 0.64
Senior Citizen/Disabled Low Income Service			
30 Gallon MSW Cart Rate	$ 16.92	$ 17.56	$ 0.64
90 Gallon - MSW Cart Rate	$ 19.24	$ 19.97	$ 0.73
90 Gallon - Organics Cart Rate	$ 12.99	$ 13.48	$ 0.49
Additional 90 Gallon Cart - (Any Type)	$ 14.70	$ 15.26	$ 0.56
Additional Services			
Go Back	$ 16.43	$ 17.06	$ 0.62
Extra Dump on Cart	$ 20.54	$ 21.32	$ 0.78
Wash Cart	$ 23.01	$ 23.88	$ 0.87

Non-Residential Cart Rate Type	Current Monthly Rate	Proposed Monthly Rate 09/01/2026	Increase $
Non-Residential & Small Business - 90 Gallon MSW Cart	$ 25.64	$ 26.61	$ 0.97
Non-Residential & Small Business - 30 Gallon MSW Cart	$ 22.48	$ 23.34	$ 0.86
Non-Residential & Small Business 90 Gallon Organics Cart	$ 12.99	$ 13.48	$ 0.49
Additional 90 Gallon Cart - (Any Type)	$ 16.93	$ 17.57	$ 0.64

Commercial Rates:

Commercial Bin Rates	Current Monthly Rate	Proposed Monthly Rate 09/01/2026	Increase $
Commercial - 1 yd Bin 1x per week pickup	$ 76.05	$ 78.94	$ 2.89
Commercial - 2 yd Bin 1x per week pickup	$ 126.36	$ 131.16	$ 4.80
Commercial - 2 yd Bin 2x per week pickup	$ 235.25	$ 244.19	$ 8.94
Commercial - 2 yd Bin 3x per week pickup	$ 344.28	$ 357.36	$ 13.08
Commercial - 3 yd Bin 1x per week pickup	$ 177.22	$ 183.96	$ 6.73
Commercial - 3 yd Bin 2x per week pickup	$ 328.98	$ 341.48	$ 12.50
Commercial - 3 yd Bin 3x per week pickup	$ 468.59	$ 486.40	$ 17.81
Commercial - 3 yd Bin 4x per week pickup	$ 629.40	$ 653.32	$ 23.92
Commercial - 4 yd Bin 1x per week pickup	$ 232.44	$ 241.28	$ 8.83
Commercial - 4 yd Bin 2x per week pickup	$ 436.31	$ 452.89	$ 16.58
Commercial - 4 yd Bin 3x per week pickup	$ 619.87	$ 643.42	$ 23.55
Commercial - 4 yd Bin 4x per week pickup	$ 765.41	$ 794.50	$ 29.09
Commercial - 4 yd Bin 5x per week pickup	$ 945.48	$ 981.40	$ 35.93
Commercial - 4 yd Bin 6x per week pickup	$ 1,134.90	$ 1,178.03	$ 43.13
Commercial - 6 yd Bin 1x per week pickup	$ 325.64	$ 338.01	$ 12.37
Commercial - 6 yd Bin 2x per week pickup	$ 614.17	$ 637.51	$ 23.34
Commercial - 6 yd Bin 3x per week pickup	$ 894.21	$ 928.19	$ 33.98
Commercial - 6 yd Bin 4x per week pickup	$ 1,084.39	$ 1,125.60	$ 41.21
Commercial - 6 yd Bin 5x per week pickup	$ 1,319.01	$ 1,369.13	$ 50.12

Commercial - 6 yd Bin 6x per week pickup	$ 1,437.40	$ 1,492.02	$ 54.62
Additional Services for Bin Services			
Go Back (per event)	$ 60.26	$ 62.55	$ 2.29
Extra Dump on Cart (per event)	$ 49.30	$ 51.18	$ 1.87
Lock Installation (Locking Bar - One time charge)	$ 65.74	$ 68.24	$ 2.50
Lock Installation (Master Lock - One time charge)	$ 27.39	$ 28.43	$ 1.04
Lock Installation (Disk Lock - One time charge)	$ 38.35	$ 39.81	$ 1.46

The typical single-family residence will experience an annual increase of $17.52, which equals $2.92 per billing cycle.
Seniors eligible for the discounted rate will experience an annual increase of $14.64, which equals $2.44 per billing cycle.

FINANCIAL IMPACT

Waste collection and disposal fees are paid by the customers that receive the service, therefore residents and commercial customers will note the increase in rates in the November 2026 billing (which bills for September 1, 2026, to October 31, 2026).

The City will collect additional franchise fees on the gross revenues generated, which are placed in the General Fund.

ATTACHMENTS

1. Resolution Solid Waste Rates CPI Increase 07-28-2026
2. 2026 Consumer Price Index

CITY OF RIVERBANK

RESOLUTION 2026-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF RIVERBANK AUTHORIZING A 3.8% INFLATIONARY ADJUSTMENT INCREASE TO THE CITY OF RIVERBANK RATES FOR SOLID WASTE DISPOSAL SERVICES BASED ON THE CONSUMER PRICE INDEX FOR ALL URBAN CONSUMERS ADOPTING THE REVISED RATES FOR SOLID WASTE DISPOSAL SERVICES ("CPI") PUBLISHED BY U.S. DEPARTMENT OF LABOR FOR SAN FRANCISCO-OAKLAND-SAN JOSE, CA, TO BE EFFECTIVE SEPTEMBER 1, 2026.

THE CITY OF RIVERBANK CITY COUNCIL (HEREAFTER REFERRED TO AS THE "CITY COUNCIL") DOES HEREBY RESOLVE THAT:

WHEREAS, on April 22, 2022, the City of Riverbank ("City") entered into a franchise agreement for the collection, transportation, and disposal of solid waste, organic waste, and recyclables ("Franchise Agreement") with Gilton Solid Waste Management, Inc. ("Gilton"); and,

WHEREAS, a Solid Waste Rate Study, dated December 8, 2021, prepared by Bartle Wells Associates ("Rate Study"), finds that the various rates proposed by Gilton, and adjusted pursuant to Section 9.1 Rates herby presented as Exhibit A, herein attached, are reasonably related to the cost of service; and,

WHEREAS, the City complied with Proposition 218 requirements in connection with the proposed rate increase and franchise agreement; and,

WHEREAS, pursuant to Section 9.1 *Rates* of the Franchise Agreement with Gilton Solid Waste Management, Inc. includes provisions for an annual increase based on Consumer Price Index for all Urban Consumers for the prior twelve (12) months each April not to exceed 5%; and,

WHEREAS, the April 2026 CPI for San Francisco-Oakland-San Jose, CA for the prior twelve(12) months is 3.8%; and,

WHEREAS, the City Council, as authorized by Ordinance No. 2014-007, may establish new solid waste disposal rates by Resolution.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Riverbank hereby adopts the revised rates as presented in **Exhibit A**, which will be made effective as of September 1, 2026, and which may be amended from time to time based on the franchise agreement, for Solid Waste Disposal Service.

PASSED AND ADOPTED by the City Council of the City of Riverbank at a regular meeting held on the 28th day of July 2026; motioned by Councilmember _____, seconded by Councilmember _____, and upon roll call was carried by the following City Council vote of _____:

AYES:
NAYS:
ABSENT:
ABSTAINED:

ATTEST:

_____
GABRIELA HERNANDEZ, CMC
CITY CLERK

APPROVED:

_____
RACHEL HERNANDEZ
MAYOR

Attachments: Exhibit A

EXHIBIT A

RESIDENTIAL & NON-RESIDENTIAL CART SERVICE RATES

BASIC CART SERVICE	Proposed Monthly Rate 09/01/2026
30 Gallon MSW Cart Rate	$ 23.34
90 Gallon - MSW Cart Rate	$ 26.61
90 Gallon - Organics Cart Rate	$ 13.48
Additional 90 Gallon Cart - (Any Type)	$ 17.57
Senior Citizen/Disabled Low Income Service	
30 Gallon MSW Cart Rate	$ 17.56
90 Gallon - MSW Cart Rate	$ 19.97
90 Gallon - Organics Cart Rate	$ 13.48
Additional 90 Gallon Cart - (Any Type)	$ 15.26
Additional Services	
Go Back	$ 17.06
Extra Dump on Cart	$ 21.32
Wash Cart	$ 23.88

Non-Residential Cart Rate Type	Proposed Monthly Rate 09/01/2026
Non-Residential & Small Business - 90 Gallon MSW Cart	$ 26.61
Non-Residential & Small Business - 30 Gallon MSW Cart	$ 23.34
Non-Residential & Small Business 90 Gallon Organics Cart	$ 13.48
Additional 90 Gallon Cart - (Any Type)	$ 17.57

COMMERCIAL BIN RATES

Commercial Bin Rates	Proposed Monthly Rate 09/01/2026
Commercial - 1 yd Bin 1x per week pickup	$ 78.94
Commercial - 2 yd Bin 1x per week pickup	$ 131.16
Commercial - 2 yd Bin 2x per week pickup	$ 244.19
Commercial - 2 yd Bin 3x per week pickup	$ 357.36
Commercial - 3 yd Bin 1x per week pickup	$ 183.96
Commercial - 3 yd Bin 2x per week pickup	$ 341.48
Commercial - 3 yd Bin 3x per week pickup	$ 486.40
Commercial - 3 yd Bin 4x per week pickup	$ 653.32

Continued COMMERCIAL BIN RATES

Commercial Bin Rates	Proposed Monthly Rate 09/01/2026
Commercial - 4 yd Bin 1x per week pickup	$ 241.28
Commercial - 4 yd Bin 2x per week pickup	$ 452.89
Commercial - 4 yd Bin 3x per week pickup	$ 643.42
Commercial - 4 yd Bin 4x per week pickup	$ 794.50
Commercial - 4 yd Bin 5x per week pickup	$ 981.40
Commercial - 4 yd Bin 6x per week pickup	$ 1,178.03
Commercial - 6 yd Bin 1x per week pickup	$ 338.01
Commercial - 6 yd Bin 2x per week pickup	$ 637.51
Commercial - 6 yd Bin 3x per week pickup	$ 928.19
Commercial - 6 yd Bin 4x per week pickup	$ 1,125.60
Commercial - 6 yd Bin 5x per week pickup	$ 1,369.13
Commercial - 6 yd Bin 6x per week pickup	$ 1,492.02

Additional Services for Bin Services	
Go Back (per event)	$ 62.55
Extra Dump on Cart (per event)	$ 51.18
Lock Installation (Locking Bar - One time charge)	$ 68.24
Lock Installation (Master Lock - One time charge)	$ 28.43
Lock Installation (Disk Lock - One time charge)	$ 39.81

Consumer Price Index for All Urban Consumers (CPI-U)
12-Month Percent Change

Series Id: CUURS49BSA0
Not Seasonally Adjusted
Series Title: All items in San Francisco-Oakland-Hayward, CA, all
Area: San Francisco-Oakland-Hayward, CA
Item: All items
Base Period: 1982-84=100
Years: 2025 to 2026

Year	Apr
2025	1.3
2026	3.8

RIVERBANK CITY COUNCIL / LRA BOARD

AGENDA ITEM NO. 11.1.

SECTION : NEW BUSINESS

Meeting Date:	7/28/2026
Subject:	**Resolution** of Appointment of Eight (8) Candidates to the Riverbank Youth Council for the 2026-2027 Term.
From:	Marisela H. Garcia, City Manager
Submitted by:	Gabriela Hernandez, City Clerk

RECOMMENDATION

It is recommended that the City Council appoint eight (8) members to serve on the Riverbank Youth Council for the 2026–2027 term, as recommended by the Youth Council Interview Panel.

SUMMARY

The Riverbank Youth Council was established to encourage civic engagement among local youth by providing opportunities to participate in municipal government, develop leadership skills, and represent the interests of Riverbank's young residents.

Recruitment for the 2026–2027 Youth Council generated twenty-one (21) applications from students representing Riverbank High School, Enochs High School, Beyer High School, and home school programs. Nineteen (19) applicants participated in interviews conducted on Saturday, June 27, 2026.

The interview panel consisted of the Mayor, City Clerk, Deputy Alex Tovar, former Youth Council Chair, and a community representative. Each applicant participated in a structured interview and was evaluated using a standardized scoring rubric based on leadership potential, communication skills, community involvement, teamwork, and commitment to public service.

Following the interview process, the panel recommends the appointment of the following eight (8) candidates to serve on the Riverbank Youth Council for the 2026–2027 term:

Christian Ascencio
Emily Ramirez
Adilene Murguia-Zamora
Sarahi Gonzalez Villagomez
Lucia Zamudio
California Huntley
Vianca Vigil
Saul Zamudio-Madrigal

The appointed members will begin their term following the administration of the Oath of Office and will serve through May 2027.

STRATEGIC PLAN

This item directly relates to the 2025-2030 Strategic Plan Goal to Prioritize Community Education Partnerships *by " Establishing internships and a Youth Council Program".*

BACKGROUND

The Riverbank Youth Council was established by the City Council in June 2025 to provide local youth with an opportunity to actively participate in their community and gain firsthand knowledge of municipal government.

Youth Council members serve as ambassadors for Riverbank's youth by providing input to the City Council and City staff on issues affecting young residents while participating in community service projects, civic events, and leadership development activities.

Recruitment for the 2026–2027 term opened on April 6, 2026, and concluded on May 14, 2026. The City conducted an extensive outreach campaign that included:

Social media announcements
The City's website
Distribution of flyers throughout Riverbank and Modesto school districts
A Youth Council Information Night
Community events and outreach activities

Interviews were held on Saturday, June 27, 2026, in the City Council Chambers. Each applicant was asked the same interview questions to ensure a fair and consistent evaluation process. Candidates were scored based on leadership ability, communication skills, enthusiasm for community involvement, and overall qualifications.

Based on the interview scores and panel discussion, eight candidates are recommended for appointment. Their appointment will ensure the Youth Council is fully staffed and prepared to begin its activities for the upcoming program year.

The selected members will be sworn into office during an Oath of Office ceremony on Wednesday, July 29, 2026, at 3:00 p.m. in the City Council Chambers. The Youth Council will continue meeting on the first and third Mondays of each month at 5:00 p.m., unless modified by the Youth Council during its organizational meeting.

FINANCIAL IMPACT

Funding for the Youth Council program is included in the Fiscal Year 2026–2027 adopted budget. Approximately $5,000 has been allocated from the General Fund to support program activities. Existing staff resources will continue to provide administrative support for the Youth Council.

ATTACHMENTS

1. Resolution - Appointment of Youth Council Members 2026-27

CITY OF RIVERBANK

RESOLUTION 2026-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF RIVERBANK, APPROVING THE APPOINTMENT OF EIGHT (8) MEMBERS TO THE RIVEBANK YOUTH COUNCIL FOR THE 2026-2027 TERM

THE CITY OF RIVERBANK CITY COUNCIL (HEREAFTER REFERRED TO AS THE "CITY COUNCIL") DOES HEREBY RESOLVE THAT:

WHEREAS, the City Council of City of Riverbank created the Riverbank Youth Council in June 2025 to encourage youth participation in local government, promote civic engagement and provide a forum for youth perspectives on community issues; and

WHEREAS, following an open recruitment period from April 6 through May 14, 2026 the city received twenty (21) applications from interested youth candidates; and

WHEREAS, on June 27, 2026, the Youth Council Interview Panel, consisting of the Mayor, City Clerk, Deputy Alex Tovar, Former Youth Council Chair, and Community Member, interviewed nineteen (19) applicants; and

WHEREAS, based on the interview process and evaluation criteria, the Panel has recommended the appointment of eight (8) candidates to serve as members of the Riverbank Youth Council for the 2026-2027 term; and

WHEREAS, the City Council desires to formally appoint these recommended candidates.

NOW, THEREFORE, BE RESOLVED, by the City Council of the City of Riverbank that the following eight (8) candidates are hereby appointed to the Riverbank Youth Council for the 2026-2027 term, to serve from August 2026 through May 2027:

Christian Ascencio
Emily Rose Ramirez
Adilene Murguia-Zamora
Sarahi Gonzalez Villagomez
Lucia Zamudio
California Huntley
Vianca Vigil
Saul Zamudio-Madrigal

PASSED AND ADOPTED by the City Council of the City of Riverbank at a regular meeting held on the 28th day of July 2026; motioned by Councilmember _____, seconded by Councilmember _____, and upon roll call was carried by the following City Council vote of ____:

AYES:

NAYS:

ABSENT:

ABSTAINED:

ATTEST:

_____
Gabriela Hernandez, CMC
City Clerk

APPROVED:

_____
Rachel Hernandez
Mayor

RIVERBANK CITY COUNCIL / LRA BOARD

AGENDA ITEM NO. 11.2.

SECTION : NEW BUSINESS

Meeting Date:	7/28/2026
Subject:	**Resolution** Adopting the City of Riverbank Sewer System Management Plan
From:	Marisela H. Garcia, City Manager
Submitted by:	Cody Bridgewater, Director of Public Works

RECOMMENDATION

Staff recommends that the City Council consider a Resolution approving the City of Riverbank Sewer System Management Plan (SSMP) Update.

SUMMARY

The City owns and operates a sanitary sewer system for the benefit of its citizens, businesses, and commercial and industrial customers. The system is regulated by the State Water Resources Control Board (State Water Board) because of threats that spills and overflows may occur. Since December 2006, the City has been enrolled in the Statewide Sanitary Sewer Systems General Order (General Order). The intent of the General Order is to provide a consistent, statewide regulatory approach to address sewage spills.

The first State Water Board adopted General Order, Order No. 2006-0003, which was adopted on May 2, 2006. A “Reissued General Order” (Order No. 2022-0103-DWQ) was adopted on December 6, 2022, and became effective on June 5, 2023. The City is currently enrolled in the “Reissued General Order.”

The “original” and “reissued” General Order has always required that the City develop, implement, and maintain a Sewer System Management Plan (SSMP) to proactively manage the system, reduce spill frequencies, and respond quickly to any spill that may occur. As the centerpiece for compliance with the General Order, the City has maintained the SSMP as required by the General Order.

This updated SSMP satisfies new requirements in the 2022 General Order. The City has updated the required elements in the SSMP identified in the Order. For example, the GIS effort to document (map) City assets is now included in the SSMP, including such items as manholes, pipe diameters, and lift/pump stations.

The General Order requires regular reporting, something that the City does regularly. The new General Order now requires reporting on “Category 4” spills. “Category 4” spills are spills below 50 gallons. This is now included in the SSMP, although the City has complied with the requirement for some time now. Tonight's action formally documents our existing practices under the Reissued General Order.

STRATEGIC PLAN

The SSMP supports the Goals for Infrastructure by ensuring the sewer collection system is well-maintained, and any aging infrastructure is rehabilitated or retired from use.

BACKGROUND

The goal of the Sewer System Management Plan is to provide the City a guiding document to properly manage, operate, and maintain all parts of the sanitary sewer system. This updated SSMP will help reduce and prevent sewer spills and overflows as well as mitigate any spills that do occur within the City service area.

SSMP goals reflect performance, safety, levels of service, resource use, and other considerations that the City is committed to in operating the sewer system. A good SSMP preventive maintenance program is one component in keeping a system in good repair and preventing excessive infiltration/inflow (I/I), service interruptions, and system failures. A good SSMP can help in protecting the capital investment in the collection system.

On May 2, 2006, the California State Water Resources Control Board (SWRCB) issued statewide general waste discharge requirements (WDRs) for all publicly owned sanitary sewer systems greater than one mile in length. Guidelines and requirements for WDRs are described in the SWRCB Order No. 2006-0003-DWQ: Statewide General Waste Discharge Requirements for Sanitary Sewer Systems, herein referred to as WDR 2006-0003. A significant requirement outlined in WDR 2006-0003 is the completion of a Sewer System Management Plan (SSMP). The SSMP includes Elements, an initial Development Plan (Plan), and an audit schedule. The Elements include:

1. Goals
2. Organization
3. Legal Authority
4. Operations and Maintenance (O&M) Program
5. Design and Performance Provisions
6. Overflow Emergency Response Plan (OERP)
7. Fats, Oils, and Grease (FOG) Control Program
8. System Evaluation and Capacity Assurance Plan (SECAP)
9. Monitoring, Measurement and Program Modifications
10. SSMP Program Audits
11. Communication Program

The SSMP Development Plan and Schedule was adopted by the Riverbank City (City) Council at a public meeting on May 27, 2008.

On December 6, 2022, the guidelines and requirements for WDRs were updated and renewed. They are described in the SWRCB Order No. WQ 2022-103-DWQ Statewide General Waste Discharge Requirements for Sanitary Sewer Systems, herein referred to as WDR 2022-0103 (Appendix A). The updated SSMP has similar but slightly different Elements, compared to those in WDR 2006-0003, but the original Development Plan and audit schedule requirements remained the same. The updated Elements include:

1. Sewer System Management Plan Goals and Introduction
2. Organization
3. Legal Authority
4. Operations and Maintenance Program
5. Design and Performance Provisions
6. Spill and Emergency Response Plan (SERP)
7. Sewer Pipe Blockage Control Program
8. System Evaluation, Capacity Assurance and Capital Improvements
9. Monitoring, Measurement and Program Modifications
10. Internal Audits
11. Communication Program

Key Points of the 2026 Sewer System Management Plan Update:

Purpose and Goals

The plan aims to ensure proper management, operation, and maintenance of the City's sanitary sewer system, reduce and prevent spills, and contain/mitigate any that occur. Compliance with State Water Resources Control Board (SWRCB) Order No. 2022-0103 DWQ is a central requirement.

System Overview

The system serves about 25,243 people, with 7,420 service connections (mostly residential, plus commercial and industrial). Infrastructure includes 10 lift stations, 57 miles of sewer lines (≤12 inches), 7.25 miles (>12 inches), 2.5 miles of force main, and 1,259 manholes. Wastewater flows are seasonal, with higher inflows during wet months due to infiltration and inflow (I/I).

Organizational Structure

The Public Works Superintendent is the Legally Responsible Official for regulatory reporting. Clear lines of authority and communication are established for emergency response and routine operations. Contact lists and organizational charts are maintained and updated as needed.

Legal Authority

The City's Municipal Code provides authority to prevent illicit discharges, enforce ordinances, require proper design/construction, and access for maintenance. Legal authority extends to controlling fats, oils, and grease (FOG), root intrusion, and other blockages.

Operation and Maintenance

Preventive maintenance includes scheduled cleaning, inspection (including CCTV), and targeted cleaning of problem areas (hotspots). Maintenance records, equipment inventories, and work orders are tracked using a computerized management system. Staff receive regular training on operations, maintenance, and emergency response.

Spill Emergency Response

A detailed Spill Emergency Response Plan (SERP) outlines steps for stopping, containing, and

reporting spills. Response kits and documentation procedures are in place for both public and private property spills. Post-incident debriefings and investigations are required to improve future responses.

Blockage Control and FOG Program

The City maintains a list of FOG hotspots, with monthly cleaning schedules for high-risk areas. Public education and outreach target both commercial food service establishments (FSEs) and residents, including BMPs, compliance logs, and multilingual materials. FSEs must maintain records of grease removal and disposal for three years.

Capacity Assurance and Capital Improvements

The plan includes evaluation of system capacity, design criteria, and a schedule for capital improvements. The City tracks system condition, cleaning quality, and prioritizes rehabilitation/replacement as needed.

Monitoring, Audits, and Program Modifications

The City conducts biennial internal audits to assess SSMP effectiveness and compliance. Monitoring includes tracking spills, blockages, maintenance activities, and program outcomes. Audit findings are used to update and improve the SSMP.

Communication Program

The City maintains a public website with SSMP documents, announcements, and FOG requirements. Public input is encouraged, and outreach is conducted via local media and events.

FINANCIAL IMPACT

Minor administrative costs associated with program implementation, recordkeeping and compliance verification are included in the approved Public Works Department operating budget. No additional fiscal impact is anticipated.

ATTACHMENTS

1. Resolution_SSMP Update
2. 2026_SSMP_Update

CITY OF RIVEBANK
RESOLUTION NO. 2026-XXX

RESOLUTION ADOPTING CITY OF RIVERBANK UPDATED SEWER SYSTEM MANAGEMENT PLAN

WHEREAS, the State Water Resources Control Board (SRWCB) required municipalities that own and operate sanitary sewer systems, greater than one mile in pipe length, to prepare a Sewer System Management Plan (SSMP); and

WHEREAS, in December 6, 2022, the SWRCB, issued Order No. 2022-0103-DWQ) General Waste Discharge Requirements for Sanitary Sewer Systems (Statewide WDRs); and

WHEREAS, pursuant to the Statewide WDRs, public agencies that own and operate sanitary sewer systems greater than one mile in length must develop an SSMP, and in accordance with SWRCB requirements, the agency must update, recertify, and have their governing body approve the SSMP every 5 years; and

WHEREAS, The City has updated its SSMP to meet the requirements of the amended MRP, and

WHEREAS, The City has developed new elements which require approval of the SSMP and re-certification that the SSMP is in compliance with the Statewide WDRs due to significant changes presented, and

WHEREAS, The Statewide WDRs require the City to maintain continuous coverage by a Legally Responsible Official (LRO) registered with the State Water Board, for purposes of managing and certifying the activities of the City's sanitary sewer collection system, and

WHEREAS, the Director of Public Works is listed as the Legally Responsible Official (LRO), for the City and has the authority to manage and certify the activities of the City's sanitary sewer collection system.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Riverbank approves the updated City of Riverbank Sewer System Management Plan.

PASSED AND ADOPTED by the City Council of the City of Riverbank at a regular meeting held on the 28th day of July, 2026; motioned by Councilmember , seconded by Councilmember , and upon roll call was carried by the following City Council vote of :

AYES:
NAYS:
ABSENT:

ABSTAINED:

ATTEST:	**APPROVED:**
_____	_____
Gabriela Hernandez **City Clerk**	**Rachel Hernandez** **Mayor**

CITY OF RIVERBANK

SEWER SYSTEM MANAGEMENR PLAN UPDATE

PREPARED FOR:

CITY OF RIVERBANK
6707 THIRD STREET
RIVERBANK, CA 95367

PREPARED BY:

KJELDSEN, SINNOCK & NEUDECK, INC.
CIVIL ENGINEERS & LAND SURVEYORS

WEST SACRAMENTO OFFICE
1550 HARBOR BLVD., SUITE 212,
WEST SACRAMENTO, CALIFORNIA 95691
TELEPHONE NUMBER:
(209) 946-0268

June 2026 Update

Table of Contents

CITY OF RIVERBANK SEWER SYSTEM MANAGEMENT PLAN

1 BACKGROUND 1

2 SSMP ELEMENT 1: GOALS & INTRODUCTIONS 1
2.1 Goals 1
2.2 Regulatory Requirements 1
2.3 SSMP Update Schedule 2
2.4 Sewer System Asset Overview 2
2.5 Resilience 5

3 SSMP ELEMENT 2: ORGANIZATION 1
3.1 Legally Responsible Official 1
3.2 Organizational Lines of Authority 1
3.3 Chain of Communication 2
3.4 Resilience 2

4 SSMP ELEMENT 3: LEGAL AUTHORITY 1
4.1 Supporting Documents 1
4.2 Municipal Code 1
4.3 Resilience 2

5 SSMP ELEMENT 4: OPERATION & MAINTENANCE PROGRAM 1
5.1 Preventative Operation and Maintenance Activities 1
5.2 Responsibility 1
5.3 Preventative Maintenance Program Measures 2
5.4 Sewer Pipeline and Manhold Inspection 3
5.5 Pumping/Lift Station Maintenance 3
5.6 Work Orders 4
5.7 Training Program 4
5.8 Equipment Inventory 5
5.9 Rehabilitation and Replacement Plan 6
5.10 Resilience 6

6 SSMP ELEMENT 5: DESIGN & PERFORMANCE PROVISIONS 1
6.1 Supoprting Documents 1
6.2 Element 5 Discussion 1
6.3 Resilience 1

7 SSMP ELEMENT 6: SPILL EMERGENCY RESPONSE PLAN 1
7.1 Supporting Documents 1
7.2 SERP Implementation 1
7.3 Overview of the Spill Emergency Response Plan 1
7.4 SERP Summary 1
7.4.1 Initial Notification 2
7.4.2 Private Property Spill 2
7.4.3 Public Spill Response 2

7.4.4 Notification and Reporting 3
7.4.5 Record Keeping 3
7.5 Trianing 3
7.6 Resilience 3

8 SSMP ELEMENT 7: SEWAGE PIPE BLOCKAGE CONTROL PROGRAM 1
8.1 Implementation Plan for Public Education and Outreach 1
8.2 A Plan for Disposal of Pipe-Blocking Substances 1
8.3 A plan to Identify, Document, and Address System Areas Prone to root Intrusion 2
8.4 Legal Authority 2
8.5 Source Control (Requirements to Install Removal Devices) 3
8.6 Authority to inspect and Enforce Against Grease Producing Facilities 4
8.7 Identification, Cleaning, and Maintenance of Known Problem Sanitary Sewer Sections 4
8.8 FOG Control Porgram 5
8.9 Resilience 5

9 SSMP ELEMENT 8: SEWER EVALUATION, CAPACITY ASSURANCE & CAPITAL IMPROVEMENT PLAN 1
9.1 Introduction 1
9.2 Supoprting Documents 1
9.3 Capactiy & Design Criteria 1
9.4 Evaluation and Capacity Enhanacement Measures 2
9.5 schedule 3
9.6 Resilience 4

10 SSMP ELEMENT 9: MONITORING, MEASUREMENT & PROGRAM MODIFICATIONS 1
10.1 Program Discussion 1
10.2 Resilience 2

11 SSMP ELEMENT 10: INTERNAL AUDITS 3
11.1 Supporting Documents 3
11.2 SSMP Audit Program Discussion 3
11.3 Resilience 5

12 SSMP ELEMENT 11: COMMUNICATIONS PROGRAM 1
12.1 Supporting Documents 1
12.2 Communication Program Discussion 1
12.3 Resilience 1

FIGURES

Figure 2-1. Location of City of Riverbank 3
Figure 2-2. City of Riverbank Sewer Lift Stations 4
Figure 3-1. Organizational Line of Authority 1

TABLES

Table 2-1. Original SSMP Audit Due Dates 2
Table 2-2. SSMP & Subsequent Update Due Dates 2

Table 2-3. Estimated Breakdown of Service Sewer System Lines 4
Table 2-4. City of Riverbank Collection System Overview 5
Table 3-1. List of Contacts and Phone Numbers 2
Table 4-1. Legal Authority 1
Table 5-1. Summary of Scheduled Cleaning and Maintenance Activities 4
Table 5-2. List of Critical Equipment and Replacement Parts 5
Table 8-1. Length of Sewers in Focused Cleaning Program for FOG Control 4
Table 9-1. City of Riverbank Division CIP Lists 2023-2028 Capital Improvement Projects 4
Table 10-1. Historical Annual SSO Statistics from 2020-2025 2
Table 11-1. Self-Assessment 4

APPENDICES

Appendix A - California State Water Resources Control Board Order No. 2022-0103 DWQ
Appendix B - City of Riverbank Sewer System Map
Appendix C - Organizional Lines of communication and authority
Appendix D - SERP and Supoprting Documents
Appendix E - FOG Program Supporting Documents
Appendix F - 2025 SSMP Audit (Without Appendices)

TABLE OF ABBREVIATIONS

Abbreviation	Definition
BACWA	Bay Area Clean Water Agencies
BMPs	Best Management Practices
CCTV	Closed-Circuit Television
CIP	Capital Improvement Plan
CIWQS	California Integrated Water Quality System
CWEA	California Water Environmental Agency
FOG	Fats, oil, and grease
I/I	Infiltration and inflow
MRP	Monitoring and Reporting Program
O&M	Operations and Maintenance
OERP	Overflow Emergency Response Plan
PSA	Public Service Announcements
PWWF	Peak Wet Weather Flow
SECAP	System Evaluation and Capacity Assurance Plan
SERP	Spill Emergency Response Plan
SOI	Sphere of Influence
SSOs	Sanitary Sewer Overflows
SWRCB	State Water Resources Control Board
SSMP	Sewer System Management Plan
WDRs	Waste Discharge Requirements
WGF	Waste Generation Factors
WWTP	Waste Water Treatment Plant

Section 1

Background

On May 2, 2006, the California State Water Resources Control Board (SWRCB) issued statewide general waste discharge requirements (WDRs) for all publicly owned sanitary sewer systems greater than one mile in length. Guidelines and requirements for WDRs are described in the SWRCB Order No. 2006-0003-DWQ: Statewide General Waste Discharge Requirements for Sanitary Sewer Systems, herein referred to as WDR 2006-0003. A significant requirement outlined in WDR 2006-0003 is the completion of a Sewer System Management Plan (SSMP). The SSMP includes Elements, an initial Development Plan (Plan), and an audit schedule. The Elements include:

1. Goals
2. Organization
3. Legal Authority
4. Operations and Maintenance (O&M) Program
5. Design and Performance Provisions
6. Overflow Emergency Response Plan (OERP)
7. Fats, Oils, and Grease (FOG) Control Program
8. System Evaluation and Capacity Assurance Plan (SECAP)
9. Monitoring, Measurement and Program Modifications
10. SSMP Program Audits
11. Communication Program

The SSMP Development Plan and Schedule as adopted by the Riverbank City (City) Council at a public meeting on May 27, 2008.

On December 6, 2022, the guidelines and requirements for WDRs were updated and renewed. They are described in the SWRCB Order No. WQ 2022-103-DWQ Statewide General Waste Discharge Requirements for Sanitary Sewer Systems, herein referred to as WDR 2022-0103 (Appendix A). The updated SSMP has similar but slightly different Elements, compared to those in WDR 2006-0003, but the original Development Plan and audit schedule requirements remained the same. The updated Elements include:

1. Sewer System Management Plan Goals and Introduction
2. Organization
3. Legal Authority
4. Operations and Maintenance Program
5. Design and Performance Provisions
6. Spill and Emergency Response Plan (SERP)
7. Sewer Pipe Blockage Control Program
8. System Evaluation, Capacity Assurance and Capital Improvements
9. Monitoring, Measurement and Program Modifications
10. Internal Audits

11. Communication Program

This SSMP was adopted by the City's Council at a public meeting on XX/XX/XXXX.

Section 2

SSMP Element 1: Goals & Introductions

2.1 GOALS

The goals for the SSMP are to provide a Plan and schedule to properly manage, operate, and maintain all parts of the sanitary sewer system. This will help prevent Sanitary Sewer Overflows (SSOs) as well as mitigate any SSOs that do occur.

It is the City's goal to provide quality, safe and reliable sewer service at a reasonable cost. The City strives to serve the residents of Riverbank while maintaining the community's infrastructure in the most cost-effective manner possible. The City has developed the following goals for the SSMP:

1. Properly manage, operate, and maintain all portions of the City's wastewater collection system.
2. Implement and execute preventative measures and processes to minimize system complications.
3. Mitigate frequency and impacts of SSOs.
4. Minimize inconveniences by responsibly handling interruptions in service in a time and cost-effective manner.
5. Convey wastewater to treatment facilities with a minimum of infiltration and inflow.
6. Provide adequate capacity to convey peak flows.
7. Provide safety and operations training on a regular basis.
8. Perform all operations in a safe manner to avoid personal injury and property damage.
9. Prevent public health hazards.
10. Prevent unnecessary damage to public and private property.
11. Provide public outreach and education regarding preventative measures (i.e., FOG)
12. Meet all regulatory notification and reporting requirements.

These goals provide a clear direction and focus for the City to continue providing quality service and to improve the management, operations, and maintenance of the sanitary sewer system.

2.2 REGULATORY REQUIREMENTS

In response to the WDRs the SWRCB issued on May 2, 2006, the City developed a Plan that documented the City's current efforts and continues to provide guidance for future work to keep the sewer system functioning as designed. For example, locations or "hot spots" that need increased regular cleaning were identified. The City also documented the required training program for SSO responders. The City's Plan has been audited and updated since inception.

2.3 SSMP UPDATE SCHEDULE

The two schedules below reflect the previous SSMP updates and audits that occurred as well as those that will need to be performed by the program in the future (Table 2-1 and Table 2-2). The program is generally successful and is in no obvious need of an update other than this current update to meet the new requirements in WDR 2022-0103. However, as changes are needed the City will update this Plan accordingly.

Table 2-1. Original SSMP Audit Due Dates

Audit Due Dates								
System Name	WDID Number	Original Required Plan Audit Due Date	Required Plan Audit Due Date	Required Plan Audit Due Date	Required Plan Audit Due Date	Required Plan Audit Due Date	Required Plan Audit Due Date	End of Required 3-Year Audit Period**
Riverbank CS	5SSO11040	8/2/2011	8/2/2015	8/2/2017	8/2/2019	8/2/2021	8/2/2024	8/2/2027

Table 2-2. SSMP & Subsequent Update Due Dates

Sewer System Management Plan & Subsequent Update Due Dates					
System Name	WDID Number	Original Plan Required Due Date	Required Plan Update Due Date	Required Plan Update Due Date	Required Plan Update Due Date*
Riverbank CS	5SSO11040	8/2/2009	8/2/2019	8/2/2025	8/2/2031

2.4 SEWER SYSTEM ASSET OVERVIEW

The City of Riverbank is situated in Stanislaus County, within the state of California, United States. It lies in the Central Valley region, east of Modesto and northwest of Oakdale. The municipality is located approximately 90 miles southeast of San Francisco and 75 miles south of Sacramento (Figure 2-1).

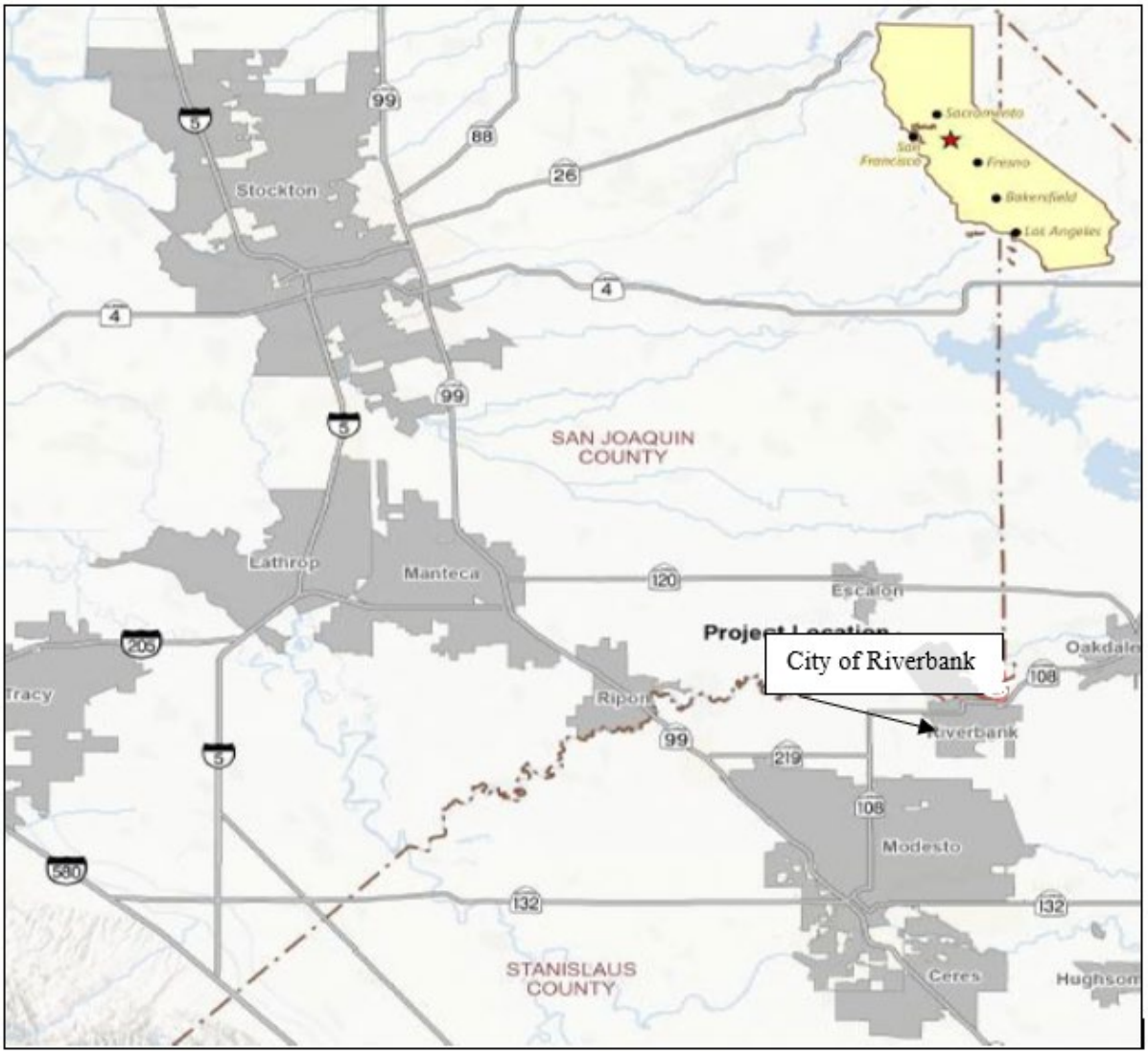


Figure 2-1. Location of City of Riverbank

The City of Riverbank and Sphere of Influence (SOI) consist of approximately 2,663 acres as City limits and another 1,065 acres as the City's SOI, making for a total area of 3,728 acres. The City and SOI are situated south of the Stanislaus River in Stanislaus County, while the Wastewater Treatment Plant (WWTP) is situated entirely on the north side of the Stanislaus River in San Joaquin County.

The sewer collection system (mapped in Appendix B) serves a population of 25,243 people (2021 estimate), several commercial discharges and several active industrial discharges. It is a separate sanitary system with no stormwater directly discharged into the system. Generally, the City owns the system up to the point where the sewage lateral crosses the property line. A breakdown of the service connections for the City-owned water supply system is assumed to be similar and is being used to show the breakdown for the wastewater system (Table 2-3). The largest industrial dischargers include Compass Foods, Riverbank Army Ammunition Plant Local Redevelopment Authority, and Stanislaus Cheese. Wastewater generation rates in the City range from 55 gallons per capita per day (gpcd) to 63

gpcd. The service area with the City's 10 sewage lift stations and their service area is shown in Figure 2-2.

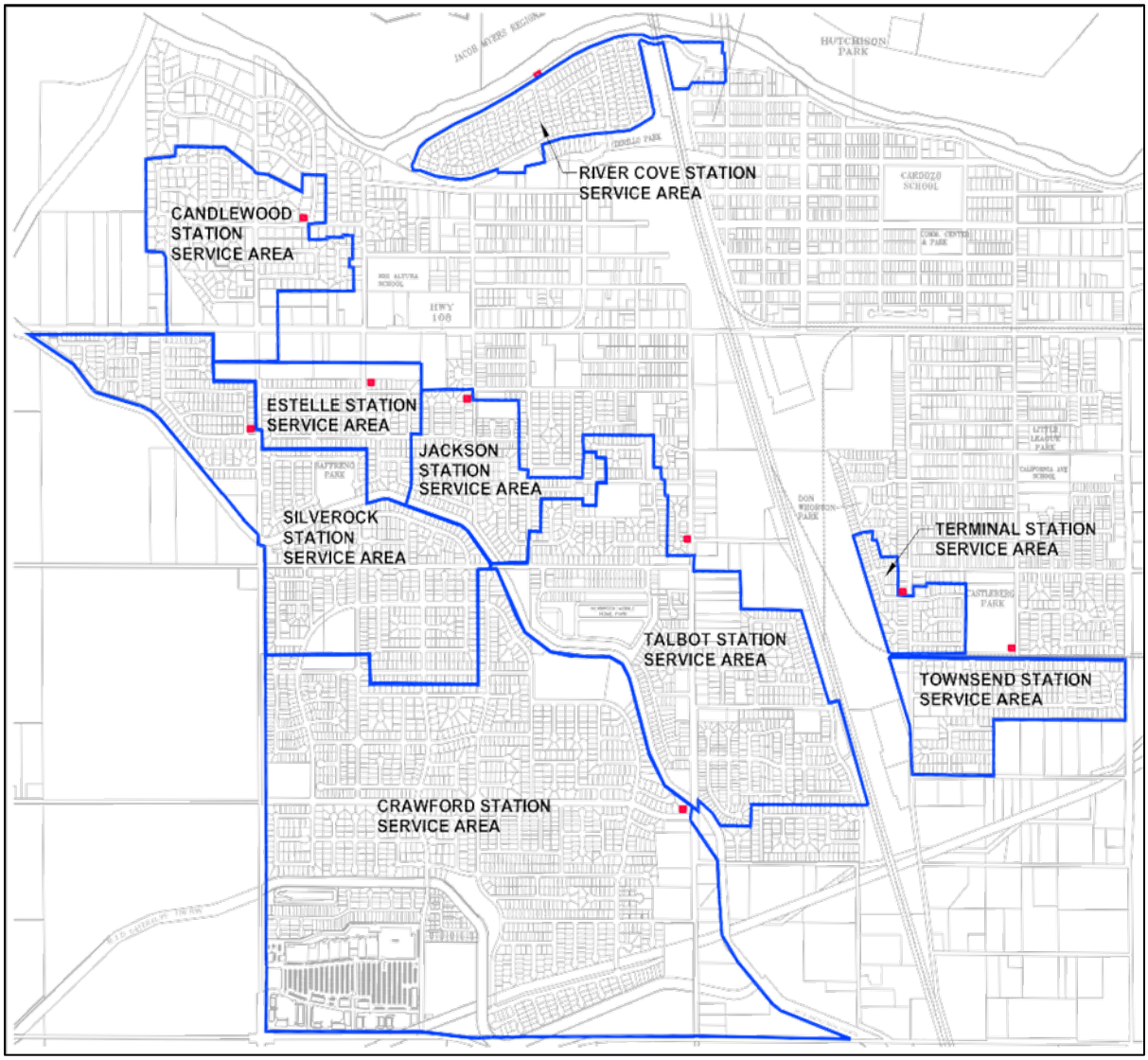


Figure 2-2. City of Riverbank Sewer Lift Stations

Table 2-3. Estimated Breakdown of Service Sewer System Lines

Number of Single-Family Residential Service Connections[1]	7060
Number of Multifamily Residential Service Connections[1]	116
Number of Commercial Connections[1]	233
Number of Industrial Service Connections[1]	11
Total Number of Service Connections	7420

Influent wastewater flows (flows into the sewer system) from the City are affected by seasonal events. During the wet season, infiltration and inflow (I/I) (e.g., rainfall and groundwater seeping through cracks into sewer pipes or through other utility access points) increase influent to the plant. During dry-period flows, occurring predominantly in July, August, and September, flows are lower.

Recent annual average flows have ranged from 1.49 million mgd to 1.61 mgd (KSN 2022a). Seasonal increases in wastewater flows resulting from I/I typically occur in the months of December through March, but with occasional increases in influent flows occurring as late as May. Seasonal peak flows typically occur during very heavy rain periods, resulting in peak influent flows. Although Appendix B includes most of the sewer line details in the City, an overview of the sewer system is listed in Table 2-4.

Table 2-4. City of Riverbank Collection System Overview

Collection System Overview	
Number of Lift Stations	10
Length of Sewer Lines 12 inches or less in diameter	57 miles
Length of Sewer Lines more than 12 inches in diameter	7.25 miles
Length of Force main sewer lines	2.5 miles
Length of gravity main sewer lines	61.75
Manholes	1,259

Several years ago, the City started using a computer maintenance management system to perform some basic tracking needs such as storm water and sanitary sewer system lift station maintenance checks, storm water and sanitary sewer system line cleaning, and maintenance and inspection schedules.

2.5 RESILIENCE

Element 1: The City program demonstrates resilience through the program goals, maintaining schedules that implement the SSMP, and maintaining Geographic Information System (GIS) documentation of system infrastructure to support system management.

Section 3

SSMP Element 2: Organization

3.1 LEGALLY RESPONSIBLE OFFICIAL

The Public Works Superintendent is the Legally Responsible Officer who is authorized to certify electronic SSO reports to the SWRCB. Data submittals and preliminary reporting will be conducted by the Administrative Assistant of Public Works. Maintenance positions responsible for implementing specific SSMP elements are split between the Public Works Supervisor and the Public Works Supervisor/WWTP Supervisor as seen in Figure 3-1.

3.2 ORGANIZATIONAL LINES OF AUTHORITY

The Organizational Lines of Authority is presented below in this section. The chart is also located in Appendix C for easy reference and updating. The organizational chart illustrates the lines of authority from the City Council to the Public Works Sewer Maintenance staff.

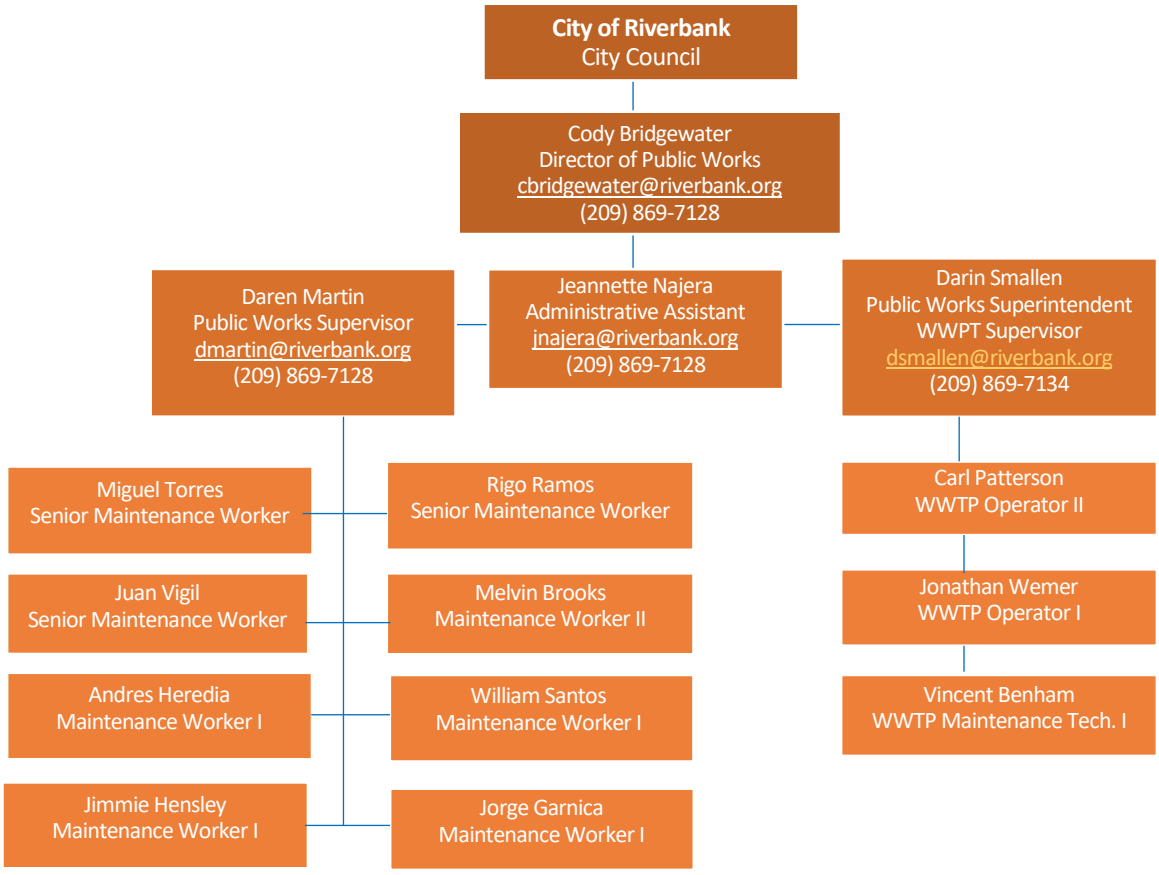


Figure 3-1. Organizational Line of Authority

3.3 CHAIN OF COMMUNICATION

The City's chain of communication for an SSO event is enclosed in the supporting documents located in Appendix C. The chart in Appendix C illustrates the flow of SSO information as it is received from the public and/or internal staff through the final report submitted to regulatory agencies. A detailed procedure for responding to a SSO is documented in Element 6: Spill Emergency Response Plan (SERP). Table 3-1 provides a list of contacts and their phone numbers in case of an emergency.

Table 3-1. List of Contacts and Phone Numbers

Party	Phone Number
COR Public Works Department	(209) 869-7128
COR Public Works Standby	(209)-869-7128
Central Valley Regional Water Quality Control Board	(916) 464-3291
State Office of Emergency Services	(916) 845-8741
Stanislaus County Dept. of Public Health	(209) 525-6700

3.4 RESILIENCE

Element 2: The City program demonstrates resilience by updating the roles, responsibilities, and contacts in the SSMP. This will reinforce the use and validation of the SSMP.

Section 4

SSMP Element 3: Legal Authority

The City has sufficient legal authority to implement an effective SSMP program. Legal authority is provided through sewer use ordinances, service agreements, discharge permits, or other legally binding documents. Riverbank Municipal Code provides the authority to prohibit illicit discharges, provide access for inspection of public sewer, and enforce the violations of the Sewer Ordinance.

4.1 SUPPORTING DOCUMENTS

Legal Authority supporting documents include the following:

1. Excerpts from the City of Riverbank Municipal Code
2. City of Riverbank Design and Construction Standards

4.2 MUNICIPAL CODE

The City of Riverbank owns and operates both the sewer and storm drain systems. Other than the un-unneeded collaboration. The Municipal Code sections fulfilling the requirements set forth by the Order are listed in Table 4-1.

Table 4-1. Legal Authority

General	Section	Meets GWDR Requirements?
Prevent illicit discharges into the wastewater collection system	Sec. 51.04 (E) Sec. 51.24 (A), (B)	Yes
Limit the discharge of fats, oils, and grease and other debris that may cause blockages	Sec. 51.04 Sec. 51.44	Yes
Require that sewers and connections be properly designed and constructed	Sec. 51.04 (F) Sec. 152.034 (A)	Yes
The maintenance and repair of Service Laterals, including the 'Wye', are the home or business owner's responsibility	Sec. 51.09	Yes

Ensure access for maintenance, inspection, or repairs for portions of the service owned or maintained by the City	Sec. 51.04 (E) Sec. 51.29 (A) Sec.152.027 (D) Sec. 152.030 (A) - (E) Sec. 152.094 (E)	Yes
Enforce any violation of its sewer ordinances	Sec. 51.05 Sec. 51.06 Sec. 51.32 Sec. 51.42	Yes

In 2013, the City of Riverbank amended Chapter 51 of the Municipal Code to include ordinance 51.09 – Service Lateral Private Property. This ordinance states that the lateral connection from the mainline to the service connection, including the connection fitting at the mainline, is the responsibility of the homeowner.

4.3 RESILIENCE

Element 3: By having the requirements codified in City ordinances, the City program has a strong foundation to work with and provides long-term program resiliency.

Section 5

SSMP Element 4: Operation & Maintenance Program

The intent of this section of the SSMP is to describe the current operation and maintenance procedures of the City's wastewater collection system. There are five areas of the City's O&M program that are required to be described in the SSMP. The items required to be included are:

1. Collection System Map
2. Routine Preventative Operation and Maintenance Activities
3. Rehabilitation and Replacement Plan
4. Training
5. Equipment and Replacement Inventories

The City maintains and updates the collection system maps using GIS software. The GIS system is updated whenever new developments are completed, when the city repairs or modifies the system, and when inconsistencies are discovered. The GIS database was created using AutoCAD drawings inherited from previous consultant work which were not intended to provide detailed representation of the system; however, this represents the best and most current information available to the City. The map currently displays all known gravity line segments, manholes, pumping facilities, and pressure pipes.

The City has 10 sewage lift stations to overcome the generally flat nature of the landscape and those locations located upslope of the sewer line. Appendix B shows the 10 pump stations and their service areas in the City.

5.1 PREVENTATIVE OPERATION AND MAINTENANCE ACTIVITIES

The City owns, operates, and maintains the wastewater collection system that serves the citizens of Riverbank. The collection system consists of approximately 66 miles of gravity pipe, ranging from 6 to 36 inches in diameter. The City also operates and maintains 10 sewer pump stations which convey sewage from the west and south reaches of the City. A trestle over the Stanislaus River connects the City's sewer system to the wastewater treatment plant.

5.2 RESPONSIBILITY

As covered in Element 2: Organization, staff consists of one Public Works Superintendent, one Public Works Supervisor, and eight Class B licensed maintenance staff. Under the direction of the Operations Supervisor, collection staff is responsible for roads and collection system. Duties related to collection system maintenance include cleaning gravity sewer facilities and appurtenances, repair, replacement and inspection of manholes, cleanouts, sewer mains, and sewer meters. In addition, maintenance

workers operate backhoes, loaders, dump trunks, sewer cleaners, sewer pumps, and other related equipment.

Additionally, support staff consists of a full-time Administrative Assistant to manage customer calls, interact with the general public, generate and close customer service requests and work orders, assist in maintaining regulatory reports and related documents, secure and record information, and dispatch two-way radio calls.

Work is scheduled daily and on an as-needed basis. The City follows a 9/80 work week Monday through Friday from 7:00am to 3:30pm. Additionally, division staff are assigned "On-Call Duty" on a rotational basis to provide response during off hours and weekends. At the end of each month, the Operations Supervisor tabulates the work accomplished during the month.

5.3 PREVENTATIVE MAINTENANCE PROGRAM MEASURES

The City uses a preventative maintenance approach to maintaining the sewer system pipelines. The pipeline preventative maintenance program consists of:

(a) Cleaning the entire pipeline system on an average cycle of approximately every 4 years;

(b) Cleaning the 13 pipeline segments where FOG related stoppages or problems have occurred at least one or more times (Hot Spots) approximately every month (Appendix F – List of City of Riverbank Hot Spots Table F-1);

(c) In residential and commercial areas where the City has a history of problems with FOG and root intrusion within laterals, sewers are cleaned, at a minimum, once per month to remove built up grease and cut through the root intrusion to mitigate the risk of an SSO;

(d) Providing educational awareness materials on Best Management Practices when disposing of FOG to the general public through the City's website, which is available to the public. The City currently has a FOG ordinance in place (Sections 51.40 – 51.46 of the City of Riverbank Municipal Code).

(e) Identifying rehabilitation projects for repairs that do not need to be repaired immediately and funding these projects through the City's Capital Improvement Plan.

(f) Based on results of Closed-Circuit Television (CCTV) inspections, see Section 3.2.3, sewer repair or rehabilitation projects are identified, prioritized, and completed as needed.

The City's pipeline reactive maintenance program consists of making repairs when needed on an emergency basis or when work orders are submitted.

During cleaning operations, the crew documents the relative amount and type of material removed on the daily report. The amount of grease, sand, and solids is noted on this report using a dash for "none," and indicating "light", "moderate", or "heavy" when material is detected.

5.4 SEWER PIPELINE AND MANHOLD INSPECTION

The City's inspection program consists of visual observation by field crews during normal operation and maintenance activities per the program described below.

Visual inspections are performed on the sewer system manholes on four-year cycles. This type of inspection can provide insight on the condition of the system. Visual inspections generally include:

1. Manhole Inspections
    - Frame and cover
    - Flow surcharging evidence
    - Manhole bottom channel condition
    - Structural integrity/manhole degradation
    - I/I into manhole
    - Other miscellaneous problems

2. Sewer Inspection
    - Dirt and stone brought back while cleaning
    - Abnormal amount of debris in line
    - Excessive amounts of grease in line
    - Blockage or obstruction in line
    - Excessive flow (relative to upstream flows)
    - Any miscellaneous problems

3. CCTV Inspection
    - Requested by cleaning crew because of suspected problem
    - Response to a work order submitted
    - Response to repeated service calls to a common area
    - In connection with I/I investigative work
    - Condition assessment for justifying sewer rehabilitation work

Any of the above items would result in further study of the sewer and include CCTV inspection, sewer repair, or manhole repair.

5.5 PUMPING/LIFT STATION MAINTENANCE

The City's collection system is equipped with ten lift stations to convey collected sewage to the City's WWTP. The collection system lift station's preventative maintenance and cleaning is conducted on a weekly basis. Normally each week, two lift stations are checked for running condition and transducer faults, and are cleaned and degreased each day.

A copy of the City's Lift Station Service Schedule is included in Appendix F.

Table 5-1summarizes maintenance and preventative scheduled activities.

Table 5-1. Summary of Scheduled Cleaning and Maintenance Activities

Collection System Component or Activity	Frequency	Special Remarks
Pipe Cleaning		
Entire pipeline system	4-year cycle	
Pipeline segments with FOG related stoppages that have occurred at least once	45-60 day cycle	Take note of any seepage
Pipeline segments in residential/commercial areas with FOG and root intrusion issues (excluding laterals)	45-60 day cycle	
Sewer Pipeline Inspection		
Using CCTV	As necessary	
Manhole inspections	4-year cycle	
Pumping/Lift Station Maintenance		Operating and SCADA, Condition
Pump station checks	Daily	
Pump Station Cleaning	2 -3 week cycle	

5.6 WORK ORDERS

The City maintains a system of work orders to issue non-planned work. A work order is processed when the City is called to respond to an observed or identified issue. The work order is created to initiate necessary work, such as an inspection or preventative maintenance. The work order provides the contact information and location for the service requestor, a brief description of the problem, the responder, tasks performed to reach a solution, and define any new items learned. To better assess problem lines, the work order system intends to also incorporate system mapping components, such as manhole identifiers, which will track specific notes and issues that prompted the work order, tasks performed to complete the work order, and provide guidance for preventative measures of reoccurring issues. Once the work order has been completed, it is returned to City Hall to Development Service Administration.

An example of a work order can be found in Appendix F.

5.7 TRAINING PROGRAM

The City of Riverbank provides employees with the following training:

1. Employee Safety and Response Training
    (a) Conduct weekly tail-gate safety meetings on Fridays;
    (b) Monthly Public Works safety meetings lead by the Superintendent;
    (c) Annual confined space entry;;
    (d) Lockout / Tagout Program training to be conducted as necessary to protect employees from the accidental release of hazardous energy such as electrical, mechanical, hydraulic, pneumatic, chemical, thermal, or kinetic energy;

(e) Injury and Illness Prevention Program training to oversee and assure that all pertinent safety information reaches employees; to be re-trained annually (Appendix F – City of Riverbank Injury and Illness Prevention Program);

(f) SSO Prevention Program, re-trained once every two years or on an as needed basis;

2. Employee Certifications and Training

(a) City Sewer Division staff to attend a formalized collection system training and certification (minimum of Grade I) provided by the California Water Environment Agency (CWEA) for Collection Systems Specialist Distribution; and

(b) All employees must have a valid Class B driver's license.

The current method of documenting attendance for training is through sign-in sheets for each safety and training meeting or program. A record of the training sessions that each individual has attended is also kept on file to assure that he or she has received all appropriate training, re-training, and taken/passed necessary exams.

Furthermore, documentation certifications and additional training documentation consists of Continuing Education Units required for CWEA certificate upkeep from internal training sessions.

5.8 EQUIPMENT INVENTORY

The City owns and maintains all equipment used in the process of maintaining the City's collection system. Included critical equipment inventory are summarized in Table 5-2:

Table 5-2. List of Critical Equipment and Replacement Parts

Quantity	Description	Designation
Fleet		
3	Utility trucks with small cranes	
1	Boom Truck	
2	Backhoes	
1	Vac-truck	
Critical Response Equipment		
1	Jetter Truck	Critical Equipment
2	Electric Snake	Critical Equipment
1	Bypass Pump	Critical Equipment
2	Portable generator	Critical Equipment
8	Back-up Lift Pumps	Critical Replacement Part

The City rents additional equipment if needed from the local utility equipment vendor. The City also stocks emergency response materials when responding to SSOs or other emergencies.

5.9 REHABILITATION AND REPLACEMENT PLAN

The City's wastewater collection system rehabilitation and replacement plan is included in the City's Capital Improvement Program (CIP) based on specific project needs. The City intends to pursue funding through Prop 218 guidelines.

When a problem is discovered, an assessment is performed of the suspect area which includes cleaning, CCTV inspection, and schedule for a spot repair, if necessary.

Acknowledging a sewer evaluation is needed, the City is currently in the preliminary stages of a rate increase that, if approved, will fund a CCTV condition assessment of the entire collection system. The CCTV inspection will record manhole and pipe attributes and video defects using a rating system to determine the severity of defects found during the inspection process. Based on this inspection, the rating system will determine pipe repair/replacement priority and subsequent prioritized CIP list of improvements.

A list of the City's short-term CIPs are included in the supporting documents Appendix J - CIP.

General rehabilitation and replacement funds are also budgeted to assist with unforeseen emergency repairs. The City budgets $15,000 for emergency point repairs in the annual operating budget for sewer pipe materials and other general supplies used during the course of a year by the City's crews.

5.10 RESILIENCE

Element 4 assists in SSMP resilience by tracking the equipment, scheduling maintenance, and containing the storm sewer maps.

Section 6

SSMP Element 5: Design & Performance Provisions

This section describes the City's Design Standards and Specifications used for the proper design and installation of sewer facilities.

6.1 SUPOPRTING DOCUMENTS

Supporting information for Element 5 is included in Appendix G. This appendix includes the City's adopted Standard Specifications and Standard Plans, Exhibit A (2015).

6.2 ELEMENT 5 DISCUSSION

In 2015 the City updated and adopted new Improvement Standards of Design and Construction criteria for new construction within the City.

The City's Design Standards and Specifications (Standards) provide minimum standards for the design and installation of improvements which are to be dedicated to the public and accepted by the City for operation and maintenance. The Standards provide reasonable assurance that sewers constructed to these Standards will perform adequately with minimal infiltration or maintenance problems and will maintain their structural integrity for the duration of their intended useful lives. For purposes of the SSMP the following list of improvements are shown below.

- New installation, rehabilitation, and repair of pipes, manholes, cleanouts, sewer lateral, and pump stations within the City's Right Of Way;
- Material specifications for such installations and repairs;
- Construction methods, including acceptable methods for sewer taps and lateral relocations;
- Construction Quality Assurance Program outlining sewer line testing (exfiltration or air), qualification, and final inspection by CCTV.

The Standards are located in Appendix G of the SSMP and can also be found on the City of Riverbank website at the following link: City-of-Riverbank-Standards-20250508

6.3 RESILIENCE

Element 5: The City keeps abreast of changes in civil engineering, building and construction practice and adopts those changes as deemed necessary. By doing so, public works projects last longer, serve better, and save money in the long run.

Section 7

SSMP Element 6: Spill Emergency Response Plan

The City has recently developed a formalized Spill Emergency Response Plan (SERP). The SERP serves two purposes: 1) provide a procedural document outlining the response and reporting requirements of a SSO which can potentially harm the public or contaminate water sources, and 2) provide a procedural document of the response and reporting requirements of a private property spill to ensure expedited service to the citizens of Riverbank in the event of mainline spill.

7.1 SUPPORTING DOCUMENTS

SERP supporting documents are contained in Appendix H and include the *Public Works Department Spill Emergency Response Plan.*

7.2 SERP IMPLEMENTATION

The City's current SERP has been updated to include the provisions of the WQO 2013-0058 EXEC. Although not a requirement of the SSMP, the City has identified procedures to assist citizens in the event of an SSO originating from the mainline and reaching a private residence. As of this revision the City provides the following services:

1. Developed a short list of approved cleaning contractors who can respond to private property spill/backup in 90 minutes or less;
2. Identified local lodging facilities to house displaced citizens of a private property spill or backup.

7.3 OVERVIEW OF THE SPILL EMERGENCY RESPONSE PLAN

The SERP is scheduled to be adopted as a general policy document of the City's Public Works Department. The SERP procedures walk through the process beginning with responding to a SSO complaint of a sewer overflow, response and cleanup activities, to reporting of the overflow to the appropriate government agencies. This document also serves as a procedural guide when a spill has backed up into private property. The report provides procedures on determining the cause of the spill or backup, assisting the citizen with scheduling a cleaning contractor and provides relevant claims handling in the case of a main blockage.

7.4 SERP SUMMARY

The following summarizes the SERP attached in Appendix D. As stated, the SERP pertains to overflows on both private property and in public areas. Each spill, public or private, has an appropriate response kit which contains all the necessary forms, procedures, contact information, flowcharts, and Public Notices. The plan also provides specific notification procedures for the many different types of overflow events and associated reporting requirements.

7.4.1 INITIAL NOTIFICATION

Initial notification is provided externally by citizens or internally by staff observation. As the call is received, contact information is gathered and relayed to the first responder. The person is tasked with providing the initial assessment of the situation and gathers the appropriate equipment and additional resources as dictated by the type and severity of the spill. To help guide the first responder, this person must first determine if the spill is a public or private property spill and use the appropriate pre-packaged response kit.

7.4.2 PRIVATE PROPERTY SPILL

This section includes procedures to determine the source of the backup, instructions on filling out the appropriate forms, and tips for communicating effectively with impacted citizens. Forms to be filled out include a first responder form, which describes the location of the backup and provides an initial damage assessment, and lodging voucher for families that have to be evacuated under certain circumstances. This section also includes a claim letter and form to provide to the homeowner or property manager.

7.4.3 PUBLIC SPILL RESPONSE

This section of the SERP is split in two sub-sections. The first subsection outlines the responsibilities of the first responder and the second sub-section outlines the procedures sewer staff are to following in the event of a specific type of spill such as pump station overflow or containment of a spill reaching a storm drain system.

7.4.3.1 First Responder

This sub-section of the SERP outlines the response procedures for the first responder. The first responder uses the SSO response kit to gather data pertinent to the initial spill report, initiates containment, and directs the crew to mitigate the cause of the blockage. The first responder is tasked with overseeing the cleanup and ensuring that the Public Works Superintendent is notified in the event of a Category 1 spill to initiate the two hour reporting procedures. The Public Works Superintendent or designee must contact the California Office of Emergency Service within two hours of becoming aware of a Category 1 spill.

7.4.3.2 Response Crew

This sub-section outlines the response crew's responsibility and identifies a prioritized list of procedures. The response crew is tasked with:

1. ***Traffic Control*** as a necessary measure for the public and staff's safety and to prevent the public from entering the contaminated area and spreading the contamination.
2. ***Containment of the Overflow*** using outlined strategies for sewer that has reached a dry creek bed, pump station, storm drain system, open space, and private property. Equipment required for containment is also outlined.

3. ***Mitigating the Blockage and Clean up*** using outlined strategies for the overflows occurring at locations listed above.
4. ***Volume estimation*** to be recorded and used for final reporting.
5. ***Surface Water Sampling*** in the event that the overflow reaches Waters of the State.

7.4.4 NOTIFICATION AND REPORTING

The First Responder is responsible for submitting an overflow report to the Public Works Superintendent. It is the Public Works Superintendent or designee's responsibility to notify the proper regulatory and responding agencies as needed. This subsection of the SERP details the information to be included in the report, contact information, phone scripts to use when providing notification, and reporting instruction to process the spill reports through CIWQS. The reporting section is split into sub-sections corresponding to the type of spill event from Category 1 spills reaching Waters of the State to Private Lateral Spills that are voluntarily reportable.

7.4.5 RECORD KEEPING

This sub-section of the SERP outlines the record keeping requirements which fulfill the requirements of the Monitoring and Reporting Program (MRP). In addition to the record keeping stipulated by the MRP, a SSO investigation and debriefing are outlined to determine the effectiveness of the response, determine if improvements are needed, and assess the spill location for needed corrective action or enhanced maintenance

7.5 TRIANING

Training on emergency response procedures is conducted annually among sewer staff which includes the new reporting and notification details identified in WQO 2013-0058 EXEC.

Since the City contracts with contractors who perform work on the sewer system, the contractor must certify that they are fully aware of all aspects of the SERP and will adhere to the requirements set forth within the document.

7.6 RESILIENCE

The SERP provides resilience by creating efficiency in cleanups if and when spills occur. It documents the line of communication and reporting. It also provides a resource for training.

Section 8

SSMP Element 7: Sewage Pipe Blockage Control Program

The City maintains a list of hotspots consisting mostly of FOG laden sewer lines in residential and commercial areas. The City has implemented a program which provides outreach to residential and food service establishments (FSEs) to reduce the FOG impact on the City's sewer system. This SSMP section will describe the current progress of the program and its implementation.

8.1 IMPLEMENTATION PLAN FOR PUBLIC EDUCATION AND OUTREACH

The City currently provides education to the public and commercial establishments. The City's current commercial outreach efforts consist of providing Best Management Practices (BMPs) to business license applicants for FSEs. The City's construction inspector provides the FSE packet, which consists of the following list of educational materials provided during site visits:

- FSE Fog Application and conditional waivers where necessary;
- Best management Practices (BMP's) on:
    - The proper disposal and clean-up of FOG equipment and cookware;
    - How to properly maintain a grease interceptor or grease traps; and
    - How to recycle kitchen grease (when applicable).
- FOG flyer translated in both English and Spanish;
- Restaurant equipment cleaning log to use for compliance monitoring; and
- Quick Reference Guide newspaper column.

The City also provides public education through public service announcements (PSA) displayed on the City's local news station, the City's sewer webpage, and the local newspaper. The PSA educates the public on the importance of not discharging FOG down the drain.

As the program matures, additional public outreach material may be developed to target residential users. This type of user is typically more difficult to reach and requires behavioral changes with continued outreach over a period of time. Other forms of outreach will include placing education material and references on the City's website for the public's use.

8.2 A PLAN FOR DISPOSAL OF PIPE-BLOCKING SUBSTANCES

The City of Riverbank has developed the following FOG disposal requirement for FSE's. Each FSE permitted shall be required to keep all manifests, receipts and invoices of all cleaning, maintenance,

grease removal of/from the grease control device, disposal carrier and disposal site location for no less than three years. This information may be made available to the City upon request and used to confirm proper disposal of FOG.

The City disposes of its FOG and other plug material by letting the liquid fraction from the Vactor trucks drain into the headworks at the WWTP. The remainder of the FOG and plug material is disposed into a dumpster and is emptied every Monday or on Will Call, if needed more frequently. The licensed carrier under contract is Gilton Solid Waste, 755 S. Yosemite Ave., Oakdale, CA 95361, (209) 527-3781.

8.3 A PLAN TO IDENTIFY, DOCUMENT, AND ADDRESS SYSTEM AREAS PRONE TO ROOT INTRUSION

Staff have identified trouble spots in both residential and commercial areas. The City responds to numerous service calls for blocked laterals. Of those service calls performed, laterals containing clean outs were found to be predominantly blocked by FOG. However, the City has found that roots exacerbate the problem and, as a result, areas prone to root and FOG concerns are recorded. In either case, the City responds to root and FOG problems in a similar manner. The primary means of control utilized by the City is targeted cleaning of these areas on 60 or 90 day schedules and chemical root control measures to inhibit the growth of roots.

Identification of Problem Areas: The City identifies problematic areas by tracking locations and causes of dry weather blockages and SSOs.

Focused Cleaning: Problem areas are included in the focused cleaning program, with cleaning on a 60 to 90 day schedule. Cleaning frequency depends on the history of stoppages or overflows on a line, as well as areas expected to be prone to grease buildup.

CCTV Inspection: After focused cleaning, the City CCTV's the line to ensure proper cleaning.

The City's Maintenance Division maintains records of each pipe segment scheduled for focused cleaning. These records are also used as cleaning logs on which maintenance workers note the date and time of flushing, as well as the debris type and severity.

8.4 LEGAL AUTHORITY

Legal authority is covered under Element 3 of the SSMP; however, in 2009 the City has amended Section 51 of the municipal code to include Sections 51.40 through 51.46, collectively called the FOG Ordinance. This ordinance requires FSEs, which contribute FOG to the City's collection system, to install a grease interceptor or alternative grease removal device deemed acceptable by the Public Works Director.

The following items provide brief discussion of the relevant sections of the Ordinance that apply to the FOG requirements of the SSMP.

1. *Prohibit FOG discharges into the Collection System:* Section 51.24 (B) provides specific prohibitions of waters which contain suspended solids which cause for the unusual attention or expense to prevent obstructions of flow.

2. *Require installation of grease removal devices:* Section 51.42 (A.1) reads *"*All permitted food service establishments including restaurants, cafeterias, diners and similar non-industrial facilities using food preparation processes that generate FOG are required to install, operate and maintain an approved type and adequately sized grease interceptor necessary to maintain compliance with the objectives of this subchapter.*"*

3. *Require the design and installation accordance to applicable design standards for the grease removal devices:* Section 51.42 (A.1) as shown above also requires the grease removal device to be adequately sized to comply with the ordinance furthermore, the City has a Standard Detail which provides standard sizes and ancillary components required for monitoring and sampling.

4. *Issue maintenance requirements:* Maintenance requirements for the grease removal devices are contained in Section 51.42 (D) Pretreatment Requirements. The requirements generally require the removal and servicing of grease removal devices such that it is maintained in a proper working fashion and conform to the applicable discharge limitations.

5. *Issue record and reporting requirements:* The 51.42 (E.2) Compliance monitoring. Contains the requirements to keep all manifests, receipts and invoices of all cleaning maintenance, inspections report, and disposal carrier, and disposal site locations for minimum of three years. This information shall be made present upon request from City staff.

6. *Issue BMP requirements:* Section 51.46 FOG Reduction Practices, orders FSEs to implement BMPs as part of the daily cleaning routine to minimize FOG discharges to the collections system. Staff provides a PowerPoint presentation on the City's website which outlines applicable BMPs as part of the wastewater discharge permit.

7. *Authority to inspect grease producing facilities, enforcement authorities*: Enforcement is authorized by Section 51.45 with Inspection authority provided by Section 51.29 (A) Right of entry: inspection and sampling.

8.5 SOURCE CONTROL (REQUIREMENTS TO INSTALL REMOVAL DEVICES)

Discharges from FSEs are known sources contributing grease-related SSOs and blockages in the sewer collection systems. The City has adopted a FOG ordinance which establishes a control program to ensure that FSE's minimize their contributions of FOG to the sewer system. The program requires, by ordinance, all new and existing FSE's triggered by building permit valuation to install, maintain, and conduct periodic measurements of a properly sized underground grease interceptor connected to the collection system. Additional elements of the program consist of educational material to inform FSE staff on the proper disposal and clean-up of FOG laden cookware and equipment (Appendix E).

FOG source control is further enhanced by the educational outreach program conducted by the City. Current efforts are tailored to the food service industry, however, the same kitchen practices also apply to residential users.

8.6 AUTHORITY TO INSPECT AND ENFORCE AGAINST GREASE PRODUCING FACILITIES

The City has developed the following FOG disposal requirement for FSE's. Each FSE permitted shall be required to keep all manifests, receipts, and invoices related to all cleaning, maintenance, grease removal of/from the grease control device, disposal carrier, and disposal site location for no less than three years. This information may be made available to the City upon request and used to confirm proper disposal of FOG. Enforcement is authorized by Section 51 of the municipal code, specifically Section 51.45, and inspection authority is provided by Section 51.29(A), Right of Entry: Inspection and Sampling.

8.7 IDENTIFICATION, CLEANING, AND MAINTENANCE OF KNOWN PROBLEM SANITARY SEWER SECTIONS

Staff have identified trouble spots in both residential and commercial areas. The City responds to numerous service calls for blocked laterals. Of those service calls performed, laterals containing clean outs were cleaned and found to be predominantly blocked by FOG. FOG passing through the laterals eventually accumulates in the sewer main which sewer staff have identified and proactively clean. Appendix F contains a list of all known FOG laden hot spots within the City.

The primary means of FOG control utilized by the City is identification of trouble spots or sewer lines that are prone to grease accumulation. Targeted cleaning of these areas on 60 or 90 day schedules and chemical root control measures to inhibit the growth of roots where grease may accumulate are the primary methods of controlling FOG induced SSO's.

Identification of Grease Problem Areas: The City identifies potential grease problem areas by tracking locations and causes of dry weather blockages and SSOs. For instance, in reporting years 2008-2013, five of the City's eleven SSOs were attributed to "Grease deposition (FOG)".

Focused Cleaning: Approximately 8,520 linear feet of sewers (2.4% of the system) is included in the focused cleaning program specifically for FOG control, with cleaning on a 60 to 90 day schedule. Cleaning frequency depends on the history of stoppages or overflows on a line, as well as areas expected to be prone to grease buildup. Table 8-1 summarizes the total length of sewers cleaned for grease control by frequency.

Table 8-1. Length of Sewers in Focused Cleaning Program for FOG Control

Cleaning Frequency (days)	Length (feet)
60 -90	8,520
Total (feet)	**8,520**

CCTV Inspection: After focused cleaning, the City CCTV's the line to ensure proper cleaning. CCTV-ing the line and turning the camera angle at laterals allows the City to prove the location of grease contributions and provides necessary information to educate the contributing FSE.

The City's Maintenance Division maintains records of each pipe segment scheduled for focused cleaning. These records are also used as cleaning logs on which maintenance workers note the date and time of flushing, as well as the debris type and severity.

8.8 FOG CONTROL PORGRAM

The City has determined that a FOG control program is necessary per SSMP requirements. The City's FOG control program consists of focused cleaning and maintenance, as well as source control. Cleaning and maintenance are regularly conducted with Section 8.9 Identification, Cleaning and Maintenance of known Problem Sanitary Sewer Sections. Control consists of a proactive program ensuring that FOG producing FSE's and residential users are identified and flagged, monitored, and educated. The sections above discuss identification and cleaning of grease-prone areas, legal authority to prohibit grease discharges or require a grease removal device, and public outreach. All of which are conducted and treated as a priority by the City.

8.9 RESILIENCE

Element 7 provides resilience by including providing an outreach program for FSE owners. It informs them and makes them aware that they need to manage what goes down the drain.

Section 9

SSMP Element 8: Sewer Evaluation, Capacity Assurance & Capital Improvement Plan

9.1 INTRODUCTION

This section of the SSMP discusses the City's capacity management measures, including the most recent Master Plan and recommended capacity improvement projects. This section fulfills the System Evaluation and Capacity Assurance Plan SSMP requirement for the SWRCB (Element 8).

The wastewater collection system agency shall prepare and implement a capital improvement plan that will provide hydraulic capacity of key sewer system elements under peak flow conditions. This plan must include:

1. *Design Criteria:* Where design criteria do not exist or are deficient, the agency should undertake the evaluation identified in (a) above to establish appropriate design criteria.
2. *Capacity Enhancement Measures:* The agency must identify the steps needed to establish a short- and long-term capital improvement plan (CIP) to address identified hydraulic deficiencies including prioritization, alternative analysis, and schedules. The CIP may include increases in pipe size, I/I reduction programs, increases and redundancy in pumping capacity, and storage facilities.
3. *Schedule:* The agency shall develop a schedule of completion dates for all portions of the CIP developed in (1) through (2) above. This schedule shall be reviewed and updated at least every five years.

9.2 SUPOPRTING DOCUMENTS

Supporting information for Element 8 is included in Appendix J. This appendix includes the following document:

1. 2007 Sewer Master Plan- Section 6.4: Summary of Hydraulic Evaluation of Existing Trunk System
2. 2007 Sewer Master Plan CIP for General Plan Buildout
3. 5 Year Schedule of Proposed Sewer Capital Improvement Projects

9.3 CAPACTIY & DESIGN CRITERIA

The objectives of this section are to document and establish design criteria for evaluating sewer capacities. Key design criteria for the sewer collection system are as follows:

1. New gravity wastewater lines should be 8-inches or larger in nominal diameter. Terminal runs that have no potential for further extension, such as cul-de-sacs, may be 6-inch diameter. Standards

and requirements for sewer mains and laterals larger than 15-inches are determined by the City Engineer.

2. Sewers are sized to flow between 40 and 70 percent full (d/D between 0.4-0.7).
3. Minimum velocity of 2 feet per second (ft/sec) at peak wet weather flow (PWWF) should be attained. Maximum velocity should not exceed 10 ft/sec at design flow rate.
4. A Manning's "n" of 0.013 will be assumed for all new trunk sewers. A Manning's "n" of 0.015 will be assumed for all existing trunk sewers.
5. Maximum depth of cover for trunk sewers is 30 ft. Minimum depth of cover for trunk sewers is 6 ft.

Criteria for lift/pump stations include the following:

1. A minimum of two submersible-type pumps per station should be furnished – one duty, one back-up. Peak design capacity should be available with the largest pump out of service.
2. Design pumping rate should be the PWWF for the ultimate tributary area.
3. Pump station inventory should consider the need to convey low flows effectively as well as phasing considerations.
4. Either constant speed or variable frequency drive may be used for pump station drivers.
5. Electrical service infrastructure should be sized for ultimate requirements.
6. Emergency power should be provided on site.
7. Upstream sewer mains may not be considered part of available wet well storage volume.

9.4 EVALUATION AND CAPACITY ENHANACEMENT MEASURES

The City completed a Sewer Master Plan in 2007 to evaluate the hydraulic capacity of the sanitary collection system, per the requirements of the SSMP, and identify key facility upgrades to accommodate the City of Riverbank General Plan growth. The City hasn't experienced any capacity induced SSOs, however, Staff has identified a section of the City receiving storm water inflow from a storm drain cross connection. Performing a hydraulic analysis on the additional inflow from the cross connection could lead to costly oversizing of trunk lines and known cross connections will be assumed repaired and excluded from the analysis.

Flow Estimates

Flow estimates within the City were collected from the influent flow records of the City's WWTP and were found to average 1.83 mgd. Additional flow monitoring was conducted in select sewer sheds to develop Waste Generation Factors (WGF) of the existing collection system for use in developing average dry weather flow estimates of the General Plan study area.

Flow estimates for General Plan growth were developed using the City's adopted Master Plan Land Use designations and WGF's from existing land use to estimate the amount of sewage that can be attributed to specific land use outside the existing City boundary.

A Peaking Factor of 1.5 and an I/I allowance of 1,000 gpd/ac were used to estimate the PWWF.

Hydraulic Model

A computer model of the major sewer lines in the system was developed to assess the hydraulic performance of the sewer trunk system. The model was created using SewerCAD (MWHsoft) to model PWWF. The model inputs consisted of measured physical attributes and flows derived from land use. Manhole rim elevations and pipe invert elevations were obtained from a survey completed by City staff. The elevations were checked and adjusted to ensure all pipes sloped downstream. The model was calibrated by comparing baseline flow with actual volumetric metering of key sewer sheds.

Capacity Assessment

Two scenarios were executed: 1) Existing Land uUse and 2) General Plan Land Use. The Existing Land Use scenario was based on the existing known land uses, with existing undeveloped (i.e., non-flow contributing) parcels removed from the flow estimates. The General Plan Land Use scenario was based on the land uses presented in the General Plan. The result of the study was analyzed for average velocity and design capacity.

Average velocity is an important parameter for ensuring that there is sufficient flow through the pipe to scour solids which may have been deposited. Ideally at PWWF, a minimum velocity of 2 ft/sec is attained. The 2007 Master Plan criterion for trunk sewer design capacity is a maximum of 70 percent full. A list of sewer trunk lines identified as flowing above design capacity for each scenario is shown in Chapter 6 of the 2008 Sewer Master Plan (attached in Appendix J).

The results of the Existing Land Use and General Plan Land Use model scenarios identified trunk sewers which may be flowing near capacity at PWWF although no surcharging was predicted in either scenario. In general, the results indicate that the existing collection system does not have major deficiencies other than the existing cross-connections with the storm drain system. However, the pipe sections identified as flowing near or over capacity at buildout may require some improvement to alleviate potential future capacity problems.

9.5 SCHEDULE

The hydraulic evaluation revealed that the sewer trunk system has adequate capacity for the current service area, however, some preliminary upgrades are identified to service some initial development areas until system build out. The City will plan for the upgrades in the Sewer Master Plan identified as Current, Near-Term Needs, and Development Driven. The CIP's listed as Current Needs are identified below in Table 9-1 and should be completed by the 5-year update of this SSMP.

Table 9-1. City of Riverbank Division CIP Lists 2023-2028 Capital Improvement Projects
8 Inches and Smaller

Project Description	Quantity	Estimate
6" SS, Stanislaus - Sierra alley between First & Third	1,000 LF	$225,000
6" SS, Sierra - Paterson alley from First to Eighth	3,500 LF	$650,000
6" SS Topeka- 108 alley Fourth to Fifth	500 LF	$65,000
6" SS, Topeka- Santa Fe alley from Seventh to Eighth	500 LF	$65,000
6" SS, Santa Fe - Stanislaus alley Seventh to Eighth	500 LF	$65,000
6" SS,Terminal from Kentucky to Castle Park Drive	850 LF	$100,000
6" SS,Texas - Kansas alley from Eighth to Chief Tucker	800 LF	$100,000
8" SS, Galaxy to Jackson Ave	500 LF	$65,000
6" & 8" SS, 7 State Streets from Terminal to Eighth	10,000 LF	$1,250,000
8" SS, Oakdale Road from Patterson to Cedarwood	1,250 LF	$165,000
6" SS in Cedarwood from Oakdale Road to Wood Haven	1,250 LF	$150,000
6" SS, Orange Ave from Burneyville to Second St.	900 LF	$1,000,000
Upgrade all electrical panes on SS lift stations	LS	$400,000
Survey all lift stations	LS	$50,000
Total Sanitary Sewer 2023-2028 CIP Projects		**$4,350,000**

9.6 RESILIENCE

Element 8 builds resilience by assessing sewer capacity, identifying I/I and planning for future CIP that are risk based and hydraulicly assessed.

Section 10

SSMP Element 9: Monitoring, Measurement & Program Modifications

This section of the SSMP discusses parameters the City tracks to monitor the success of the SSMP and how the City plans to keep the SSMP current. This section fulfills the monitoring, measurement, and program modification requirement for the SWRCB (Element 9) SSMP requirements.

10.1 PROGRAM DISCUSSION

The City tracks several performance measures through work orders and maintenance logs, including but not limited to, number, cause, location, and volume of SSOs; stoppage response time; number and reason for customer complaints; length of pipe cleaned and type of debris found. The City plans to continue tracking all performance measures that are currently tracked.

In order to monitor the effectiveness of the SSMP, however, the City has selected certain, specific parameters that can be documented and compared on an annual basis in a simple format. These parameters were selected because they are straightforward, quantitative, and focused on results. Although the parameters may not track everything associated with SSMP implementation, changes in these parameters over time will indicate the overall success of the SSMP or, conversely, underlying problems that can then be investigated further. The City is also utilizing mobile MMS for maintenance activities.

The following list shows the quantitative indicators that are currently tracked or those planned to be tracked:

- Location of all SSOs over the past 12 months;
- Number of SSOs over the past 12 months, distinguishing between dry weather overflows and wet weather overflows;
- Volume distribution of SSOs (e.g., number of SSOs less than 100 gallons, 100- to 999 gallons, 1,000- to 9,999 gallons, more than 10,000 gallons);
- Volume of SSOs that was contained in relation to total volume of SSOs;
- SSOs by cause (e.g., roots, FOG, debris, pipe failure, pump station failure, capacity, other);
- Number of SSOs over the past 12 months;
- Stoppages by cause;
- Number of grease interceptors inspected over the past 12 months;
- Percentage of grease interceptors inspected over the past 12 months;

- Miles of gravity mains cleaned over the past 12 months;
- Percentage of total gravity mains cleaned over the past 12 months;
- Percentage of wet wells cleaned over the past 12 months.

As the historic record grows, future annual reports to the State and Regional Board will include trend plots for key measures. This is discussed in more detail in Element 10 Internal Audits. Performance measures related to maintenance activities will be tabulated and charted in the biennial collection system audit.

Baseline Performance

In order to track the progress of the City efforts to reduce SSOs and the effectiveness of the SSMP, it is helpful to establish a baseline to draw comparisons. While the baseline serves as a measure of improvement. Table 10-1 shows the City's performance from 2020 to 2025.

Table 10-1. Historical Annual SSO Statistics from 2020-2025

	2020	2021	2022	2023	2024	2025
Number of dry weather SSOs(a)	0	0	0	3	2	1
Number of wet weather SSOs	0	0	0	0	0	0
Total number of SSOs	0	0	0	0	0	0
SSOs < 100 gallons	0	0	0	1	0	0
SSOs 100 to 999 gallons	0	0	0	1	1	0
SSOs 1,000 to 9,999 gallons	0	0	0	1	1	0
SSOs >10,000 gallons	0	0	0	0	0	0
Total volume of SSOs (gallons)	0	0	0	1599	2300	540
Total volume recovered (gallons)	0	0	0	1594	250	0
Net volume of SSOs (gallons, total minus recovered)	0	0	0	5	2050	540
SSOs caused by:	0	0	0	0	0	0
Pipe failure	0	0	0	0	0	0
Pump station failure	0	0	0	0	0	0
Fog Related (no debris)	0	0	0	0	1	0
Other	0	0	0	3	1	1
Number of locations with more than one SSO in the past year	0	0	0	0	0	0
Spill Volume Performance Index gal/mi	0	0	0	0	0	0

10.2 RESILIENCE

Element 9 fosters resilience by requiring the City to monitor its progress using its own metrics. This will help to improve the program.

Section 11

SSMP Element 10: Internal Audits

Element 10 fulfills the Program Audit requirement of the SSMP. This section describes how the City will evaluate the effectiveness of the SSMP to identify updates or modifications which may be needed to maintain the Plan's usefulness. Element requirements are summarized below:

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

11.1 SUPPORTING DOCUMENTS

The SSMP audit worksheet adapted from Bay Area Clean Water Agencies (BACWA) Supporting Element 10 is included in Appendix L.

11.2 SSMP AUDIT PROGRAM DISCUSSION

Order 2022-103-DWQ requires periodic internal audits to identify deficiencies in the SSMP and the proposed steps to correct any such deficiencies and to evaluate the effectiveness of the SSMP. This Order specifies that audits be conducted by a third party entity every three years at minimum, with the results kept on file. The third party, or audit team, should consist of a combination of staff and/or outside consultants with an understanding of the SSMP Elements and not be involved in the day-to-day operations of the collection system. The audit team will conduct meetings with staff to review performance indicators developed in Element 9 and discuss program specifics the City conducts to fulfill the requirements of the SSMP. At minimum this Element will:

- Provide narrative on effectiveness of each element, such as:
    - Document program tasks that work well and other aspects of the program needing improvement.
    - Lists strategies to eliminate or reduce SSO's or impacts.
- Demonstrate compliance with all SSMP elements by developing an SSMP Audit.

Staff will perform internal audits biennially and generate an audit report. The report can be used by the Public Works Superintendent to gauge the success of the SSMP program and as the basis for management updates on the program. Further, the report would contain sufficient information and

details for the Public Works Superintendent to measure the effectiveness of the program and determine if any additional resource allocation is warranted.

Table 11-1 is a self-assessment check list that serves as quick overview for staff to review and prioritize the efforts of the audit team and ensure the overall purpose of the SSMP is being met.

Table 11-1. Self-Assessment

	Yes	No	N/A
1. Does your agency have a formalized tracking system for collection system operational and performance related parameters or benchmarks?			
2. Is the tracking system electronically (computer) based?			
3. Does your agency have a CMMS?			
4. Are new programs developed with clear goals, measures, and anticipated outcomes that can			
5. Does your agency have a system administrator, an individual that is tasked with ensuring the			
6. Are there QA/QC procedures to ensure that information is as accurate as possible?			
7. Does your agency track all SSOs?			
8. Does your agency track SSO causes?			
9. Does your agency track blockage?			
10. Does your agency track the location of blockages?			
11. Does your agency track work orders?			
12. Does your agency track response times?			
13. Does your agency track maintenance schedules?			
14. Are preventative maintenance schedules reviewed and revised on a regular basis?			
15. Does your agency track hot-spots?			
16. Does your agency track cleaning schedules for prioritizing lines?			
17. Does your agency know where all commercial establishments that generate FOG are located?			
18. Does your agency track the blockages that are likely caused by particular establishments?			
19. Does your agency know if these establishments have BMPs or FOG removal devices to ensure?			
20. Does your agency track enforcement actions?			
21. Does your agency track root blockages?			
	Yes	**No**	**N/A**
22. Does your agency have a threshold for blockages versus pipe replacement?			
23. Does your agency track line cleaning quality with follow-up CCTV?			
24. Does your agency track lines that have been CCTV'd?			
25. Does your agency track pipeline condition and have standards for condition assessment?			
26. Are operators trained on the inspection rating standards?			
27. Do you perform your own CCTV inspections or contract them out?			
28. Do you perform manhole inspections?			
29. Where is the pipe and manhole condition data stored?			

30. How are the images stored?			
31. Does your agency track vehicle maintenance?			
32. Are pump station preventative maintenance activities scheduled through the tracking system?			
33. Do you perform failure analysis?			
34. Does your agency track worker's time for completing work?			
35. Does your agency track material costs for completing work?			
36. Does your agency track equipment use for completing work?			

The audit team will compare the element task against the operational functions the city carries out in support of the element, discuss their findings, and update or make modifications to the programs found to be deficient. For those elements found to be satisfactory, the audit team shall make a case in support of the determination. The end result will be an audit report reviewing each element and its function, list of supporting items, and conclude with a statement describing the effectiveness of the element including the measures supporting the determination. Appendix L includes an audit form, adapted from BACWA, the City will use to complete the biennial SSMP audit (Element 10).

11.3 RESILIENCE

Element 10 requires the City to conduct audits. Audits build resiliency by ensuring compliance and indicating what can be improved. This will result in fewer spills, less escaped sewage, and faster cleanups.

Section 12

SSMP Element 11: Communications Program

This section of the SSMP discusses the City's communications with the public. This section fulfills the Communication Program requirement for SWRCB (Element 11).

12.1 SUPPORTING DOCUMENTS

Supporting information for Element 11 is included in Appendix M.

12.2 COMMUNICATION PROGRAM DISCUSSION

The City maintains a website (http://www.riverbank.org) to inform the public about City activities. The City has contracted with a consultant to revamp the website to make it more modern and user friendly. The main page of the website provides important announcements, agendas and minutes for City Council meetings, and other key information for City residents. Various public works documents are published on the City's Public Works Department page of the website, including the City's most recent Sanitary Sewer Master Plan. The City plans to publish this SSMP on the City website and will use the website to notify the public of important upcoming activities related to sewer system management. The City also has posted on the sewer website the FOG control requirements power point issued to FSE's (FOG Requirements (PPT)_20150310161209916l.ppt). This power point presentation discusses grease interceptor requirements and food service BMP's for the FSE to employ. Lastly the City hosts a table at the annual Earth Day event discussing the FOG reduction practices.

12.3 RESILIENCE

Element 11 is how the City will foster communication. Communication to commercial establishments and the public will foster a better understanding and help the City run a better program.

Appendix A

CALIFORNIA STATE WATER RESOURCES CONTROL BOARD ORDER NO. 2022-0103 DWQ

STATE WATER RESOURCES CONTROL BOARD
1001 I Street, Sacramento, California 95814
ORDER WQ 2022-0103-DWQ

STATEWIDE WASTE DISCHARGE REQUIREMENTS

GENERAL ORDER FOR SANITARY SEWER SYSTEMS

This Order was adopted by the State Water Resources Control Board on December 6, 2022.
This Order shall become effective **180 days after the Adoption Date of this General Order,** on June 5, 2023. The Enrollee shall comply with the requirements of this Order upon the Effective Date of this General Order.

This General Order does not convey any property rights of any sort or any exclusive privileges. The requirements prescribed herein do not authorize the commission of any act causing injury to persons or property, protect the Enrollee from liability under federal, state, or local laws, nor create a vested right for the Enrollee to continue the discharge of waste.

CERTIFICATION

I, Jeanine Townsend, Clerk to the Board, do hereby certify that this Order with all attachments is a full, true, and correct copy of the Order adopted by the State Water Board on December 6, 2022.

AYE:	Chair E. Joaquin Esquivel Vice Chair Dorene D'Adamo Board Member Sean Maguire Board Member Laurel Firestone Board Member Nichole Morgan
NAY:	None
ABSENT:	None
ABSTAIN:	None

Courtney Tyler for
Jeanine Townsend
Clerk to the Board

Table of Contents

1. Introduction 4
2. Regulatory Coverage and Application Requirements 5
2.1. Requirements for Continuation of Existing Regulatory Coverage 5
2.2. Requirements for New Regulatory Coverage 5
2.3. Regulatory Coverage Transfer 7
3. Findings 7
3.1. Legal Authorities 7
3.2. General 11
3.3. Water Quality Control Plans, Policies and Resolutions 14
3.4. California Environmental Quality Act 16
3.5. State Water Board Funding Assistance for Compliance with Water Board Water Quality Orders 16
3.6. Notification to Interested Parties 17
4. Prohibitions 17
4.1 Discharge of Sewage from a Sanitary Sewer System 17
4.2. Discharge of Sewage to Waters of the State 17
4.3. Discharge of Sewage Creating a Nuisance 18
5. Specifications 18
5.1. Designation of a Legally Responsible Official 18
5.2. Sewer System Management Plan Development and Implementation 18
5.3. Certification of Sewer System Management Plan and Plan Updates 19
5.4. Sewer System Management Plan Audits 19
5.5. Six-Year Sewer System Management Plan Update 21
5.6. System Resilience 22
5.7. Allocation of Resources 22
5.8. Designation of Data Submitters 22
5.9. Reporting Certification 22
5.10. System Capacity 23
5.11. System Performance Analysis 23
5.12. Spill Emergency Response Plan and Remedial Actions 23
5.13. Notification, Monitoring, Reporting and Recordkeeping Requirements 24
5.14. Electronic Sanitary Sewer System Service Area Boundary Map 26
5.15. Voluntary Reporting of Spills from Privately-Owned Sewer Laterals and/or Private Sanitary Sewer Systems 26
5.16. Voluntary Notification of Spills from Privately-Owned Laterals and/or Systems to the California Office of Emergency Services 27
5.17. Unintended Failure to Report 27

5.18. Duty to Report to Water Boards 27
5.19. Operation and Maintenance 27
6. Provisions 27
6.1. Enforcement Provisions 27
6.2. Other Regional Water Board Orders 30
6.3. Sewer System Management Plan Availability 31
6.4. Entry and Inspection 31

Table of Attachments

Attachment A – Definitions A-1
Attachment B – Application for Enrollment B-1
Attachment C - Notice of Termination C-1
Attachment D – Sewer System Management Plan – Required Elements D-1
Attachment E1 – Notification, Monitoring, Reporting and Recordkeeping Requirements E1-1
Attachment E2 – Summary of Notification, Monitoring and Reporting Requirements E2-1
Attachment F – Regional Water Quality Control Board Contact Information F-1

1. INTRODUCTION

This General Order regulates sanitary sewer systems designed to convey sewage. For the purpose of this Order, a sanitary sewer system includes, but is not limited to, pipes, valves, pump stations, manholes, siphons, wet wells, diversion structures and/or other pertinent infrastructure, upstream of a wastewater treatment plant headworks. A sanitary sewer system includes:

- Laterals owned and/or operated by the Enrollee;
- Satellite sewer systems; and/or
- Temporary conveyance and storage facilities, including but not limited to temporary piping, vaults, construction trenches, wet wells, impoundments, tanks and diversion structures.

Sewage is untreated or partially treated domestic, municipal, commercial and/or industrial waste (including sewage sludge), and any mixture of these wastes with inflow or infiltration of stormwater or groundwater, conveyed in a sanitary sewer system. Sewage contains high levels of suspended solids, non-digested organic waste, pathogenic bacteria, viruses, toxic pollutants, nutrients, oxygen-demanding organic compounds, oils, grease, pharmaceuticals, and other harmful pollutants.

For the purpose of this General Order, a spill is a discharge of sewage from any portion of a sanitary sewer system due to a sanitary sewer system overflow, operational failure, and/or infrastructure failure. Sewage and its associated wastewater spilled from a sanitary sewer system may threaten public health, beneficial uses of waters of the State, and the environment.

This General Order serves as statewide waste discharge requirements and supersedes the previous State Water Resources Control Board (State Water Board) Order 2006-0003-DWQ and amendments thereafter. All sections and attachments of this General Order are enforceable by the State Water Board and Regional Water Quality Control Boards (Regional Water Boards). Through this General Order, the State Water Board requires an Enrollee to:

- Comply with federal and state prohibitions of discharge of sewage to waters of the State, including federal waters of the United States;
- Comply with specifications, and notification, monitoring, reporting and recordkeeping requirements in this General Order that implement the federal Clean Water Act, the California Water Code (Water Code), water quality control plans (including Regional Water Board Basin Plans) and policies;
- Proactively operate and maintain resilient sanitary sewer systems to prevent spills;
- Eliminate discharges of sewage to waters of the State through effective implementation of a Sewer System Management Plan;
- Monitor, track, and analyze spills for ongoing system-specific performance improvements; and
- Report noncompliance with this General Order per reporting requirements.

An Enrollee is a public, private, or other non-governmental entity that has obtained approval for regulatory coverage under this General Order, including:

- A state agency, municipality, special district, or other public entity that owns and/or operates one or more sanitary sewer systems:
  - greater than one (1) mile in length (each individual sanitary sewer system);
  - one (1) mile or less in length where the State Water Board or a Regional Water Board requires regulatory coverage under this Order; or
- A federal agency, private company, or other non-governmental entity that owns and/or operates a sanitary sewer system of any size where the State Water Board or a Regional Water Board requires regulatory coverage under this Order in response to a history of spills, proximity to surface water, or other factors supporting regulatory coverage.

For the purpose of this Order, a sanitary sewer system includes only systems owned and/or operated by the Enrollee.

2. REGULATORY COVERAGE AND APPLICATION REQUIREMENTS

2.1. Requirements for Continuation of Existing Regulatory Coverage

To continue regulatory coverage from previous Order 2006-0003-DWQ under this General Order, **within the 60-days-prior-to the Effective Date of this General Order**, the Legally Responsible Official of an existing Enrollee shall electronically certify the Continuation of Existing Regulatory Coverage form in the online California Integrated Water Quality System (CIWQS) Sanitary Sewer System Database. The Legally Responsible Official will receive an automated CIWQS-issued Notice of Applicability email, confirming continuation of regulatory coverage under this General Order. All regulatory coverage under previous Order 2006-0003-DWQ will cease on the Effective Date of this Order.

An Enrollee continuing existing regulatory coverage is not required to submit a new application package or pay an application fee for enrollment under this General Order. The annual fee due date for continued regulatory coverage from previous Order 2006-0003-DWQ to this General Order remains unchanged.

A previous Enrollee of Order 2006-0003-DWQ that fails to certify the Continuation of Existing Regulatory Coverage form in the online CIWQS database by the Effective Date of this Order is considered a New Applicant, and will not have regulatory coverage for its sanitary sewer system(s) until:

- A new application package for system(s) enrollment is submitted per section 2.2 (Requirements for New Regulatory Coverage) below; and
- The new application package is approved per section 2.2.2 (Approval of Application Package (For New Applicants Only)).

2.2. Requirements for New Regulatory Coverage

No later than 60 days prior to commencing and/or assuming operation and maintenance responsibilities of a sanitary sewer system, a duly authorized representative that

maintains legal authority over the public or private sanitary sewer system is required to enroll under this General Order by submitting a complete application package as specified below and as provided in Attachment B (Application for Enrollment Form) of this General Order.

Unless required by a Regional Water Board, a public agency that owns a combined sewer system subject to the Combined Sewer Overflow Control Policy (33 U.S. Code § 1342(q)), is not required to enroll, under this Order, the portions of its sanitary sewer system(s) that collects combined sanitary wastewater and stormwater.

2.2.1. Application Package Requirements

The Application for Enrollment package for new applicants must include the following items:

- **Application for Enrollment Form**. The form in Attachment B of this General Order must be completed, signed, and certified by a Legally Responsible Official, in accordance with section 5.1 (Designation of a Legally Responsible Official) of this General Order. If an electronic Application for Enrollment form is available at the time of application, a new applicant shall submit its application form electronically; and
- **Application Fee**. A fee payable to the "State Water Resources Control Board" in accordance with the Fee Schedule in the California Code of Regulations, Title 23, section 2200, or subsequent fee regulations updates.

  The application fee for this General Order is based on the sanitary sewer system's threat to water quality and complexity designations of category 2C or 3C, which is assigned based on the population served by the system. The current Fee Schedule for sanitary sewer systems is listed under subdivision (a)(2) at the following website: Fee Schedule (https://www.waterboards.ca.gov/resources/fees/water_quality/).

2.2.2. Approval of Application Package (For New Applicants Only)

The Deputy Director of the State Water Board, Division of Water Quality (Deputy Director) will consider approval of each complete Application for Enrollment package. The Deputy Director will issue a Notice of Applicability letter which serves as approved regulatory coverage for the new Enrollee.

If the submitted application package is not complete in accordance with section 2.2.1 (Application Package Requirements) of this General Order, the Deputy Director will send a response letter to the applicant outlining the application deficiencies. The applicant will have 60 days from the date of the response letter to correct the application deficiencies and submit the identified items necessary to complete the application package to the State Water Board.

2.2.3. Electronic Reporting Account for New Enrollee

Within 30 days after the date of the Approval of Complete Application Package for System Enrollment, a duly authorized representative for the Enrollee shall obtain a CIWQS Sanitary Sewer System Database user account by clicking the "User Registration" button and following the directions on the CIWQS Login Page

(https://ciwqs.waterboards.ca.gov). If additional assistance is needed to establish an online CIWQS user account, contact State Water Board staff by email at CIWQS@waterboards.ca.gov. The online user account will provide the Enrollee secure access to the online CIWQS database for electronic reporting.

2.3. Regulatory Coverage Transfer

Regulatory coverage under this General Order is not transferable to any person or party except after an existing Enrollee submits a written request for a regulatory coverage transfer to the Deputy Director, at least 60 days in advance of any proposed system ownership transfer. The written request must include a written agreement between the existing Enrollee and the new Enrollee containing:

- Acknowledgement that the transfer of ownership is solely of an existing system with an existing waste discharge identification (WDID) number;
- The specific ownership transfer date in which the responsibility and regulatory coverage transfer between the existing Enrollee and the new Enrollee becomes effective; and
- Acknowledgement that the existing Enrollee is liable for violations occurring up to the ownership transfer date and that the new Enrollee is liable for violations occurring on and after the ownership transfer date.

The Deputy Director will consider approval of the written request. If approved, the Deputy Director will issue a Notice of Applicability letter which serves as an approved transfer of regulatory coverage to the new Enrollee.

3. FINDINGS

3.1. Legal Authorities

3.1.1. Federal and State Regulatory Authority

The objective of the Clean Water Act is to restore and maintain the chemical, physical, and biological integrity of the waters of the United States (33 U.S.C. 1251). The Water Code authorizes the State Water Board to implement the Clean Water Act in the State and to protect the quality of all waters of the State (Water Code sections 13000 and 13160).

3.1.2. Discharge of Sewage

A discharge of untreated or partially treated sewage is a discharge of waste as defined in Water Code section 13050(d) that could affect the quality of waters of the State and is subject to regulation by waste discharge requirements issued pursuant to Water Code section 13263 and Chapter 9, Division 3, Title 23 of the California Code of Regulations. A discharge of sewage may pollute and alter the quality of the waters of the State to a degree that unreasonably affects the beneficial uses of the receiving water body or facilities that serve those beneficial uses (Water Code section 13050(l)(1)).

3.1.3 Water Boards Authority to Require Technical Reports, Monitoring, and Reporting

Water Code sections 13267 and 13383 authorize the Regional Water Boards and the State Water Board to establish monitoring, inspection, entry, reporting, and recordkeeping requirements. Water Code section 13267(b), authorizes the Regional Water Boards to "require any person who has discharged, discharges, or is suspected of having discharged or discharging, or who proposes to discharge waste within its region… or is suspected of having discharged or discharging, or who proposes to discharge, waste outside of its region that could affect the quality of water within its region shall furnish, under penalty of perjury, technical or monitoring reports which the regional board requires…In requiring those reports, the regional board shall provide the person with a written explanation with regard to the need for the reports and shall identify the evidence that supports requiring that person to provide the reports." Water Code section 13267(f) authorizes the State Water Board to require this information if it consults with the Regional Water Boards and determines that it will not duplicate the efforts of the Regional Water Boards. The State Water Board has consulted with the Regional Water Boards and made this determination.

The technical and monitoring reports required by this General Order and Attachment E (Notification, Monitoring, Reporting and Recordkeeping Requirements) are necessary to evaluate and ensure compliance with this General Order. The effort to develop required technical reports will vary depending on the system size and complexity and the needs of the specific technical report. The burden and cost of these reports are reasonable and consistent with the interest of the state in protecting water quality, which is the primary purpose of requiring the reports.

Water Code section 13383(a) authorizes the Water Boards to "establish monitoring, inspection, entry, reporting, and recordkeeping requirements… for any person who discharges, or proposes to discharge, to navigable waters, any person who introduces pollutants into a publicly owned treatment works, any person who owns or operates, or proposes to own or operate, a publicly owned treatment works or other treatment works treating domestic sewage, or any person who uses or disposes, or proposes to use or dispose, of sewage sludge." Section 13383(b) continues, "the state board or the regional boards may require any person subject to this section to establish and maintain monitoring equipment or methods, including, where appropriate, biological monitoring methods, sample effluent as prescribed, and provide other information as may be reasonably required."

Reporting of spills from privately owned sewer laterals and systems pursuant to section 5.15 (Voluntary Reporting of Spills from Privately-Owned Sewer Laterals and/or Private Sanitary Sewer Systems) of this General Order is authorized by Water Code section 13225(c) and encouraged by the State Water Board, wherein a local agency may investigate and report on any technical factors involved in water quality control provided the burden including costs of such reports bears a reasonable relationship to the need for the report and the benefits to be obtained therefrom. The burden of reporting private spills under section 5.15 (Voluntary Reporting of Spills from Privately-Owned Sewer Laterals and/or Private Sanitary Sewer Systems) is minimal and is outweighed by the benefit of providing Regional Water Boards an opportunity to respond to these spills

when an Enrollee, which in many cases has a contractual relationship with the owner of the private system, has knowledge of the spills.

3.1.4. Water Board Authority to Prescribe General Waste Discharge Requirements

Water Code section 13263(i) provides that the State Water Board may prescribe general waste discharge requirements for a category of discharges if the State Water Board finds or determines that:

- The discharges are produced by the same or similar operations;
- The discharges involve the same or similar types of waste;
- The discharges require the same or similar treatment standards; and
- The discharges are more appropriately regulated under general waste discharge requirements than individual waste discharge requirements.

Since 2006, the State Water Board has been regulating over 1,100 publicly owned sanitary sewer systems (See section 3.1.5 (Previous Statewide General Waste Discharge Requirements) of this General Order). California also has a large unknown number of unregulated privately owned sanitary sewer systems. All waste conveyed in publicly owned and privately owned sanitary sewer systems (as defined in this General Order) is comprised of untreated or partially treated domestic waste and/or industrial waste. Generally, sanitary sewer systems are designed and operated to convey waste by gravity or under pressure; system-specific design elements and system-specific operations do not change the common nature of the waste, the common threat to public health, or the common impacts on water quality. Spills of waste from a sanitary sewer system prior to reaching the ultimate downstream treatment facility are unauthorized and enforceable by the State Water Board and/or a Regional Water Board. Therefore, spills from sanitary sewer systems are more appropriately regulated under general waste discharge requirements.

As specified in Water Code sections 13263(a) and 13241, the implementation of requirements set forth in this Order is for the reasonable protection of past, present, and probable future beneficial uses of water and the prevention of nuisance. The requirements implement the water quality control plans (Basin Plans) for each Regional Water Board and take into account the environmental characteristics of sewer service areas and hydrographic units within the state. Additionally, the State Water Board has considered water quality conditions that could reasonably be achieved through the coordinated control of all factors that affect water quality, costs associated with compliance with these requirements, the need for developing housing within California, and the need to protect sources of drinking water and other water supplies.

3.1.5. Previous Statewide General Waste Discharge Requirements

On May 2, 2006, the State Water Board adopted Order 2006-0003-DWQ serving as Waste Discharge Requirements pursuant to Article 4, Chapter 4, Division 7 of the Water Code (commencing with section 13260) for inadvertent discharges to waters of the State. Order 2006-0003-DWQ prohibited discharges of untreated or partially treated sewage. Order 2006-0003-DWQ also required system-specific management, operation, and maintenance of publicly owned sewer systems greater than one mile in length.

To decrease the impacts on human health and the environment caused by sewage spills, the previous Order required enrollees to develop a rehabilitation and replacement plan that identifies system deficiencies and prioritizes short-term and long-term rehabilitation actions. The previous Order also required enrollees to:

1. Maintain information that can be used to establish and prioritize appropriate Sewer System Management Plan activities; and
2. Implement a proactive approach to reduce spills.

The previous Order required Sewer System Management Plan elements for "the proper and efficient management, operation, and maintenance of sanitary sewer systems, while taking into consideration risk management."

On July 30, 2013, the State Water Board amended General Order 2006-0003-DWQ with Order WQ 2013-0058-EXEC, Amending Monitoring and Reporting Program for Statewide General Waste Discharge Requirements for Sanitary Sewer Systems.

Many enrollees of Order 2006-0003-DWQ have already implemented proactive measures to reduce sewage spills. Other enrollees, however, still need technical assistance and funding to improve sanitary sewer system operation and maintenance for the reduction of sewage spills.

3.1.6. Existing Memorandum of Agreement with California Water Environment Association

The California Water Environment Association is a nonprofit organization dedicated to providing water industry certifications, training, and networking opportunities. The Association's Technical Certification Program provides accredited sanitary sewer system operator certification for collection system operators and maintenance workers.

On February 10, 2016, the State Water Board entered into a collaborative agreement with the Association titled *Memorandum of Agreement Between the California State Water Resources Control Board and the California Water Environment Association - Training Regarding Requirements Set Forth in Statewide General Waste Discharge Requirements for Sanitary Sewer Systems*. The Memorandum sets forth collaborative training necessary for regulated sanitary sewer system personnel to operate and maintain a well operating system and ensure full compliance with statewide sewer system regulations.

On March 15, 2018, the State Water Board and the California Water Environment Association amended the existing Memorandum of Agreement to include collaborative outreach and expand training needs associated with further updates to Water Board regulations for sanitary sewer systems. The State Water Board encourages further Agreement updates as necessary to support improved sewer system operations and the professionalism of collection system operators.

3.2. General

3.2.1. Waters of the State

Waters of the State include any surface water or groundwater, including saline waters, within the boundaries of the state as defined in Water Code section 13050(e), and are inclusive of waters of the United States.

3.2.2. Sanitary Sewer System Spill Threats to Public Health and Beneficial Uses

Sewage contains high levels of suspended solids, pathogenic organisms, toxic pollutants, nutrients, oxygen-demanding organic compounds, oil and grease and other pollutants. Sewage spills may cause a public nuisance, particularly when sewage is discharged to areas with high public exposure such as streets and surface waters used for drinking, irrigation, fishing, recreation, or other public consumption or contact uses.

More specifically, sanitary sewer spills may:

- Adversely affect aquatic life and/or threaten water quality when reaching receiving waters;
- Inadvertently release trash, including plastics;
- Impair the recreational use and aesthetic enjoyment of surface waters by polluting surface water or groundwater;
- Threaten public health through direct public exposure to bacteria, viruses, intestinal parasites, and other microorganisms that can cause serious illness such as gastroenteritis, hepatitis, cryptosporidiosis, and giardiasis;
- Negatively impact ecological receptors and biota within surface waters; and
- Cause nuisance including odors, closure of beaches and recreational areas, and property damage.

Sanitary sewer system spills may pollute receiving waters and threaten beneficial uses of surface water and groundwater. Potentially threatened beneficial uses include, but are not limited to the following (with associated acronym representations as included in statewide water quality control plans and Regional Water Boards' Basin Plans):

- Municipal and Domestic Supply (MUN)
- Water Contact Recreation (REC-1) and Non-Contact Water Recreation (REC-2)
- Cold Freshwater Habitat (COLD)
- Warm Freshwater Habitat (WARM)
- Native American Culture (CUL)
- Wildlife Habitat (WILD)
- Rare, Threatened, or Endangered Species (RARE)
- Spawning, Reproduction, and/or Early Development (SPWN)
- Wetland Habitat (WET)
- Agricultural Supply (AGR)
- Estuarine Habitat (EST)

- Commercial and Sport Fishing (COMM)
- Subsistence Fishing (SUB)
- Tribal Tradition and Culture (CUL)
- Tribal Subsistence Fishing (T-SUB)
- Aquaculture (AQUA)
- Marine Habitat (MAR)
- Preservation of Biological Habitats of Special Significance (BIOL)
- Migration of Aquatic Organisms (MIGR)
- Shellfish Harvesting (SHELL)
- Industrial Process Supply (PROC)
- Industrial Service Supply (IND)
- Hydropower Generation (POW)
- Navigation (NAV)
- Flood Peak Attenuation/Flood Water Storage (FLD)
- Water Quality Enhancement (WQE)
- Fresh Water Replenishment (FRSH)
- Groundwater Recharge (GWR)
- Inland Saline Water Habitat (SAL)

3.2.3. Proactive Sanitary Sewer System Management to Eliminate Spill Causes

Finding 3 of the previous Order, 2006-0003-DWQ, states: “Sanitary sewer systems experience periodic failures resulting in discharges that may affect waters of the state. There are many factors (including factors related to geology, design, construction methods and materials, age of the system, population growth, and system operation and maintenance), which affect the likelihood of an SSO [sanitary sewer overflow]. A proactive approach that requires Enrollees to ensure a system-wide operation, maintenance, and management plan is in place will reduce the number and frequency of SSOs within the state. This approach will in turn decrease the risk to human health and the environment caused by SSOs.”

Many spills are preventable through proactive attention on sanitary sewer system management using the best practices and technologies available to address major causes of spills, including but not limited to:

- Blockages from sources including but not limited to:
  - Fats, oils and grease;
  - Tree roots;
  - Rags, wipes and other paper, cloth and plastic products; and
  - Sediment and debris.
- Sewer system damage and exceedance of sewer system hydraulic capacity from identified system-specific environmental, and climate-change impacts, including but not limited to:

- Sea level rise impacts including flooding, coastal erosion, seawater intrusion, tidal inundation and submerged lands;
- Increased surface water flows due to higher intensity rain events;
- Flooding;
- Wildfires and wildfire induced impacts;
- Earthquake induced damage;
- Landslides; and
- Subsidence.

- Infrastructure deficiencies and failures, including but not limited to:
  - Pump station mechanical failures;
  - System age;
  - Construction material failures;
  - Manhole cover failures;
  - Structural failures; and
  - Lack of proper operation and maintenance.
- Insufficient system capacity (temporary or sustained), due to factors including but not limited to:
  - Excessive and/or increased storm or groundwater inflow/infiltration;
  - Insufficient capacity due to population increase and/or new connections from industrial, commercial and other system users; and
  - Stormwater capture projects utilizing a sanitary sewer system to convey stormwater to treatment facilities for reuse.
- Community impacts, including but not limited to:
  - Power outages;
  - Vandalism; and
  - Contractor-caused or other third party-caused damages.

3.2.4. Underground Sanitary Sewer System Leakage

Portions of some sanitary sewer systems may leak, causing underground exfiltration (exiting) of sewage from the system. Exfiltrated sewage that remains in the underground infrastructure trench and/or the soil matrix, and that does not discharge into waters of the State (surface water or groundwater) may not threaten beneficial uses.

Underground exfiltrated sewage may threaten beneficial uses if discharged to waters of the State. Exfiltrated sewage that discharges to groundwater may impact beneficial uses of groundwater and pollute groundwater supply. Additionally, if in close proximity, exfiltrated sewage may enter into a compromised underground drainage conveyance system that discharges into a water of the United States, or into groundwater that is hydrologically connected to (feeds into) a water of the United States, thus potentially causing: (1) a Clean Water Act violation, (2) threat and impact to beneficial uses, and/or (3) surface water pollution.

3.2.5. Proactive Sanitary Sewer System Management to Reduce Inflow and Infiltration

Excessive inflow (stormwater entering) and infiltration (groundwater seepage entering) to sanitary sewer systems is preventable through proactive sewer system management using the best practices and technologies available. The efficiency of the downstream wastewater treatment processes is dependent on the performance of the sanitary sewer system. When the structural integrity of a sanitary sewer system deteriorates, high volumes of inflow and infiltration can enter the sewer system. High levels of inflow and infiltration increase the hydraulic load on the downstream treatment plant, which can reduce treatment efficiency, lead to bypassing a portion of the treatment process, cause illegal discharge of partially treated effluent, or in extreme situations make biological treatment facilities inoperable (e.g., wash out the biological organisms that treat the waste).

3.3. Water Quality Control Plans, Policies and Resolutions

The nine Regional Water Boards have adopted region-specific water quality control plans (commonly referred to as Basin Plans) that designate beneficial uses, establish water quality objectives, and contain implementation programs and policies to achieve those objectives. The State Water Board has adopted statewide water quality control plans, policies and resolutions establishing statewide water quality objectives, implementation programs and initiatives.

3.3.1. State Water Board Antidegradation Policy

On October 28, 1968, the State Water Board adopted Resolution 68-16, titled Statement of Policy with Respect to Maintaining High Quality of Waters in California, which incorporates the federal antidegradation policy. Resolution 68-16 requires that existing water quality be maintained unless degradation is justified based on specific findings.

The continued prohibition of sewage discharges from sanitary sewer systems into waters of the State aligns with Resolution 68-16. A sewage discharge from sanitary sewers to waters of the State is prohibited by this Order. Therefore, this Order does not allow degradation of waters of the State. In addition, this Order: (1) further expands the existing prohibition of sewage discharges to include waters of the State, in addition to waters of the United States as provided in previous Order 2006-0003-DWQ, and (2) enhances the ability for Water Board enforcement of violations of the established prohibitions.

3.3.2. State Water Board Sources of Drinking Water Policy

On May 19,1988, the State Water Board adopted Resolution 88-63 (amended on February 1, 2006), titled Sources of Drinking Water, establishing state policy that all waters of the State, with certain exceptions, are suitable or potentially suitable for municipal or domestic supply.

3.3.3. State Water Board Cost of Compliance Resolution

On September 24, 2013, the State Water Board adopted Resolution 2013-0029, titled Directing Actions in Response to Efforts by Stakeholders on Reducing Costs of

Compliance While Maintaining Water Quality Protection. Through this resolution, the State Water Board committed to continued stakeholder engagement in identifying and implementing measures to reduce costs of compliance with regulatory orders while maintaining water quality protection and improving regulatory program outcomes.

3.3.4. State Water Board Human Right to Water Resolution

On February 16, 2016, the State Water Board adopted Resolution 2016-0010, titled Adopting the Human Right to Water as a Core Value and Directing its Implementation in Water Board Programs and Activities, addressing the human right to water as a core value and directing Water Board programs to implement requirements to support safe drinking water for all Californians.

On November 16, 2021, the State Water Board adopted Resolution 2021-0050 titled Condemning Racism, Xenophobia, Bigotry, and Racial Injustice, and Strengthening Commitment to Racial Equity, Diversity, Inclusion, Access, and Anti-racism. Among other actions, through Resolution 2021-0050, the State Water Board, in summary as corresponding to this General Order, reaffirms its commitment to its Human Right to Water resolution, upholding that every human being in California deserves safe, clean, affordable, and accessible water for human consumption, cooking, and sanitation purposes. Resolution 2021-0050 provides the State Water Board commitment to:

- Protect public health and beneficial uses of waterbodies in all communities, including communities disproportionately burdened by wastes discharge of waste to land and surface water;
- Restore impaired surface waterbodies and degraded aquifers; and
- Promote multi-benefit water quality projects.

Through Resolution 2021-0050, the State Water Board also commits to expanding implementation of its Climate Change Resolution to address the disproportionate effects of extreme hydrologic conditions and sea-level rise on Black, Indigenous, and people of color communities, prioritizing:

- The right to safe, clean, affordable, and accessible drinking water and sanitation;
- Sustainable management and protection of local groundwater resources;
- Healthy watersheds; and
- Access to surface waterbodies that support subsistence fishing.

On June 7, 2022, the State Water Board adopted a Resolution, titled Authorizing the Executive Director or Designee to Enter into One or More Multi-Year Contracts Up to a Combined Sum of $4,000,000 for a Statewide Wastewater Needs Assessment, supporting the equitable access to sanitation for all Californians and implementation of Resolutions 2016-0010 and 2021-0050.

This General Order supports the State Water Board priority in collecting a comprehensive set of data for California's wastewater systems, including sanitary sewer systems. Data reported per the requirements of this Order will be used with data from other Water Boards' programs, to further develop criteria and create a statewide risk

framework to prioritize critical funding and infrastructure investments for California's most vulnerable populations, including disadvantaged or severely disadvantaged communities with inadequate or failing sanitation systems and threatened access to healthy drinking water supplies.

3.3.5. State Water Board Open Data Resolution

On July 10, 2018, the State Water Board adopted Resolution 2018-0032, titled Adopting Principles of Open Data as a Core Value and Directing Programs and Activities to Implement Strategic Actions to Improve Data Accessibility and Associated Innovation, directing regulatory programs to assure all monitoring and reporting requirements support the State Water Boards' Open Data Initiative.

3.3.6. State Water Board Response to Climate Change

On March 7, 2017, the State Water Board adopted Resolution 2017-0012, titled Comprehensive Response to Climate Change, requiring a proactive response to climate change in all California Water Board actions, with the intent to embed climate change consideration into all programs and activities.

3.4. California Environmental Quality Act

The adoption of this Order is an action to reissue general waste discharge requirements that is exempt from the California Environmental Quality Act (Public Resources Code section 21000 et seq.) because it is an action taken by a regulatory agency to assure the protection of the environment and the regulatory process involves procedures for protection of the environment (Cal. Code Regs., Title 14, section 15308). In addition, the action to adopt this Order is exempt from CEQA pursuant to Cal. Code Regs., Title 14, section 15301, to the extent that it applies to existing sanitary sewer collection systems that constitute "existing facilities" as that term is used in sections 15301 and 15302, to the extent that it results in the repair or replacement of existing systems involving negligible or no expansion of capacity.

3.5. State Water Board Funding Assistance for Compliance with Water Board Water Quality Orders

The State Water Board, Division of Financial Assistance administers the implementation of the State Water Board financial assistance programs, per Board-adopted funding policies. Among other funding areas, the Division administers loan and grant funding for the planning and construction of wastewater and water recycling facilities per funding program-specific policies and guidelines. Applicants may apply for Clean Water State Revolving Fund low-interest loan, Small Community Wastewater grant funding assistance, and other funding available at the time of application, for some of the costs associated with complying with this General Order.

Funding applicants may obtain further information regarding current funding opportunities, and Division of Financial Assistance staff contact information at the following website: Financial Assistance Funding - Grants and Loans | California State Water Resources Control Board.
(https://www.waterboards.ca.gov/water_issues/programs/grants_loans/)

Section 13477.6 of the Water Code authorizes the Small Community Grant Fund. The Small Community Grant Fund allows the State Water Board to provide grant funding assistance to small, disadvantaged communities and small severely disadvantaged communities that may not otherwise be able to afford a loan or similar financing for projects to comply with requirements of this General Order. The State Water Board also considers loan forgiveness on a disadvantaged community-specific basis.

For disadvantaged communities' wastewater needs, the State Water Board places priority on the funding of projects that address:

- Public health;
- Violations of waste discharge requirements and National Pollutant Discharge Elimination System (NPDES) permits;
- Providing sewer system service to existing septic tank owners; and
- High priority public health and water quality concerns identified by a Regional Water Board.

3.6. Notification to Interested Parties

On January 31, 2022, the State Water Board notified interested parties and persons of its intent to reissue Sanitary Sewer Systems General Order 2006-0003-DWQ by issuing a draft General Order for a 60-day public comment period. State Water Board staff conducted extensive stakeholder outreach and encouraged public participation in the adoption process for this General Order. On March 15, 2022, the State Water Board held a public meeting to hear and consider oral public comments. The State Water Board considered all public comments prior to adopting this General Order.

THEREFORE, IT IS HEREBY ORDERED, that pursuant to Water Code sections 13263, 13267, and 13383 this General Order supersedes Order 2006-0003-DWQ, Order WQ 2013-0058-EXEC, and any amendments made to these Orders thereafter, except for enforcement purposes and to meet the provisions contained in Division 7 of the Water Code (commencing with section 13000) and regulations adopted thereunder, and the provisions of the Clean Water Act and regulations and guidelines adopted thereunder, the Enrollee shall comply with the requirements in this Order.

4. PROHIBITIONS

4.1 Discharge of Sewage from a Sanitary Sewer System

Any discharge from a sanitary sewer system that has the potential to discharge to surface waters of the State is prohibited unless it is promptly cleaned up and reported as required in this General Order.

4.2. Discharge of Sewage to Waters of the State

Any discharge from a sanitary sewer system, discharged directly or indirectly through a drainage conveyance system or other route, to waters of the State is prohibited.

4.3. Discharge of Sewage Creating a Nuisance

Any discharge from a sanitary sewer system that creates a nuisance or condition of pollution as defined in Water Code section 13050(m) is prohibited.

5. SPECIFICATIONS

5.1. Designation of a Legally Responsible Official

The Enrollee shall designate a Legally Responsible Official that has authority to ensure the enrolled sanitary sewer system(s) complies with this Order, and is authorized to serve as a duly authorized representative. The Legally Responsible Official must have responsibility over management of the Enrollee's entire sanitary sewer system, and must be authorized to make managerial decisions that govern the operation of the sanitary sewer system, including having the explicit or implicit duty of making major capital improvement recommendations to ensure long-term environmental compliance. The Legally Responsible Official must have or have direct authority over individuals that:

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

For example, a sewer system superintendent or manager, an operations manager, a public utilities manager or director, or a district engineer may be designated as a Legally Responsible Official.

The Legally Responsible Official shall complete the electronic CIWQS "User Registration" form (https://ciwqs.waterboards.ca.gov/ciwqs/newUser.jsp). A Legally Responsible Official that represents multiple enrolled systems shall complete the electronic CIWQS "User Registration" form for each system.

The Enrollee shall submit any change to its Legally Responsible Official, and/or change in contact information, to the State Water Board within 30 calendar days of the change by emailing ciwqs@waterboards.ca.gov and copying the appropriate Regional Water Board as provided in Attachment F (Regional Water Quality Control Board Contact Information) of this General Order.

5.2. Sewer System Management Plan Development and Implementation

To facilitate adequate local funding and management of its sanitary sewer system(s), the Enrollee shall develop and implement an updated Sewer System Management Plan. The scale and complexity of the Sewer System Management Plan, and specific elements of the Plan, must match the size, scale and complexity of the Enrollee's sanitary sewer system(s). The Sewer System Management Plan must address, at minimum, the required Plan elements in Attachment D (Sewer System Management Plan – Required Elements) of this General Order. To be effective, the Sewer System Management Plan must include procedures for the management, operation, and maintenance of the sanitary sewer system(s). The procedures must: (1) incorporate the

prioritization of system repairs and maintenance to proactively prevent spills, and (2) address the implementation of current standard industry practices through available equipment, technologies, and strategies.

For an existing Enrollee under Order 2006-0003-DWQ that has certified its Continuation of Existing Regulatory Coverage, per section 2.1 (Requirements for Continuation of Existing Regulatory Coverage) of this General Order:

Within six (6) months of the Adoption Date of this General Order:

- The Legally Responsible Official shall upload the Enrollee's existing Sewer System Management Plan to the online CIWQS Sanitary Sewer System Database.

For a new Enrollee:

Within twelve (12) months of the Application for Enrollment approval date:

- The governing entity of the new Enrollee shall approve its Sewer System Management Plan; and
- The Legally Responsible Official shall certify and upload its Sewer System Management Plan to the online CIWQS Sanitary Sewer System Database.

5.3. Certification of Sewer System Management Plan and Plan Updates

The Legally Responsible Official shall certify and upload its Sewer System Management Plan and all subsequent updates to the online CIWQS Sanitary Sewer System Database.

5.4. Sewer System Management Plan Audits

The Enrollee shall conduct an internal audit of its Sewer System Management Plan, and implementation of its Plan, at a minimum frequency of once every three years. The audit must be conducted for the period after the end of the Enrollee's last required audit period. **Within six months after the end of the required 3-year audit period**, the Legally Responsible Official shall submit an audit report into the online CIWQS Sanitary Sewer System Database per the requirements in section 3.10 (Sewer System Management Plan Audit Reporting Requirements) of Attachment E1 of this General Order.

Audit reports submitted to the CIWQS Sanitary Sewer System Database will be viewable only to Water Boards staff.

The internal audit shall be appropriately scaled to the size of the system(s) and the number of spills. The Enrollee's sewer system operators must be involved in completing the audit. At minimum, the audit must:

- Evaluate the implementation and effectiveness of the Enrollee's Sewer System Management Plan in preventing spills;
- Evaluate the Enrollee's compliance with this General Order;
- Identify Sewer System Management Plan deficiencies in addressing ongoing spills and discharges to waters of the State; and

- Identify necessary modifications to the Sewer System Management Plan to correct deficiencies.

The Enrollee shall submit a complete audit report that includes:

- Audit findings and recommended corrective actions;
- A statement that sewer system operators' input on the audit findings has been considered; and
- A proposed schedule for the Enrollee to address the identified deficiencies.

A new Enrollee of this General Order (that did not have a sanitary sewer system enrolled in the previous State Water Board Order 2006-0003-DWQ) shall conduct its first internal Sewer System Management Plan audit for the time period between the date of submittal of its certified Sewer System Management Plan and the third subsequent December 31st date. The audit report must be submitted into the online CIWQS Sanitary Sewer System Database **by July 1 of the following calendar year**.

See the following tables for clarification:

Initial Audit Period and Audit Due Date for New Enrollees

	Audit Period	Audit Due Date
New Enrollee	Certified Sewer System Management Plan Submittal Date through the third subsequent December 31st date	July 1st date after audit period
Example	*Certified Sewer System Management Plan Submittal Date of August 2, 2025* *Audit Period of August 2, 2025 through December 31, 2027*	*July 1, 2028*

Initial Audit Period for Transition from 2-Year Audit Required in Previous Order 2006-0003-DWQ to 3-Year Audit Required in this General Order

	Audit Period	Audit Due Date
An Enrollee previously regulated by Order 2006-003-DWQ	A 3-year period starting from the end of last required 2-year Audit Period	Within six months after end of 3-year Audit Period
Example	*Last required Audit Period start date of August 2, 2021;* *Audit Period of August 2, 2021 through August 1, 2024*	*February 1, 2025*

Three-Year Ongoing Audit Period

	Audit Period	Audit Due Date
Each Enrollee	A 3-year period starting from the end of last required Audit Period	Within six months after end of 3-year Audit Period

5.5. Six-Year Sewer System Management Plan Update

At a minimum, the Enrollee shall update its Sewer System Management Plan every six (6) years after the date of its last Plan Update due date. (For an Enrollee previously regulated by Order 2006-0003-DWQ, the six-year period shall commence on the due date identified in section 3.11 of Attachment E1 (Notification, Monitoring, Reporting and Recordkeeping Requirements) of this Order. The Updated Sewer System Management Plan must include:

- Elements required in Attachment D (Sewer System Management Plan – Required Elements) of this Order;
- Summary of revisions included in the Plan update based on internal audit findings; and
- Other sewer system management-related changes.

The Enrollee's governing entity shall approve the updated Plan. The Legally Responsible Official shall upload and certify the approved updated Plan in the online CIWQS Sanitary Sewer System Database in accordance with section 3.11 (Sewer System Management Plan Reporting Requirements) of Attachment E1 (Notification, Monitoring, Reporting and Recordkeeping Requirements) of this General Order. During the time period in between Plan updates, the Enrollee shall continuously document changes to its Sewer System Management Plan in a change log attached to the Plan.

5.6. System Resilience

The Enrollee shall include and implement system-specific procedures in its Sewer System Management Plan to proactively prioritize: (1) operation and maintenance, (2) condition assessments, and (3) repair and rehabilitation, to address ongoing system resilience, as specified in Attachment D (Sewer System Management Plan – Required Elements) of this General Order.

5.7. Allocation of Resources

The Enrollee shall:

- Establish and maintain a means to manage all necessary revenues and expenditures related to the sanitary sewer system; and
- Allocate the necessary resources to its sewer system management program for:
  - Compliance with this General Order,
  - Full implementation of its updated Sewer System Management Plan,
  - System operation, maintenance, and repair, and
  - Spill responses.

5.8. Designation of Data Submitters

The Legally Responsible Official may designate one or more individuals as a Data Submitter for reporting of spill data. The Legally Responsible Official shall authorize the designation of Data Submitter(s) through the online CIWQS database (https://ciwqs.waterboards.ca.gov) prior to the individuals establishing a CIWQS user account (https://ciwqs.waterboards.ca.gov/ciwqs/newUser.jsp) and entering spill data into the online CIWQS Sanitary Sewer System Database.

The Legally Responsible Official shall submit any change to its Data Submitter(s), and/or change in Data Submitter contact information, to the State Water Board within 30 calendar days of the change, by emailing ciwqs@waterboards.ca.gov and copying the appropriate Regional Water Board as provided in Attachment F (Regional Water Quality Control Board Contact Information) of this General Order.

5.9. Reporting Certification

The Legally Responsible Official shall electronically certify, on the Enrollee's behalf, all applications, reports, the Sewer System Management Plan(s) and corresponding updates, and other information submitted electronically into the online CIWQS Sanitary Sewer System Database, as follows:

"I certify under penalty of perjury under the laws of the State of California that the electronically submitted information was prepared under my direction or supervision. Based on my inquiry of the person(s) directly responsible for gathering the information, to the best of my knowledge and belief, the information submitted is true, accurate, and complete, and complies with the Statewide Sanitary Sewer Systems General Order. I am aware that there are significant penalties for submitting false information."

Hardcopy submittals to the State Water Board must be accompanied by the above certification statement.

5.10. System Capacity

The Enrollee shall maintain the system capacity necessary to convey: (1) base flows during dry weather conditions, and (2) wet weather peak flows consistent with designated local historic storms. Design storms must take into account system-specific stormwater contributions via inflow and infiltration, and location-specific depth of groundwater and storm frequencies. The Enrollee shall implement capital improvements to provide adequate hydraulic capacity to:

- Meet or exceed the design criteria as defined in the Enrollee's System Evaluation and Capacity Assurance element of its Sewer System Management Plan; and
- Prevent system capacity-related spills, and adverse impacts to the treatment efficiency of downstream wastewater treatment facilities.

5.11. System Performance Analysis

The Enrollee shall include a running 10-year system performance analysis in its Annual Report. The analysis must include two CIWQS-generated graphs presenting the following information:

Graph 1 – Total Spill Volume per Year:

X axis: A 10-year period which includes the current calendar year and the nine previous calendar years;

Y axis: The total spill volume, per Spill Category, for each calendar year.

Graph 2 – Total Number of Spills per Year:

X axis: A 10-year period which includes the current calendar year and the nine previous calendar years;

Y axis: The total number of spills, per Spill Category, for each calendar year.

The current calendar year is the calendar year covered in the Annual Report.

The Enrollee shall generate the graphs in CIWQS, using the existing data in the online CIWQS Sanitary Sewer System Database at the following graph generation link: (https://ciwqs.waterboards.ca.gov/ciwqs/readOnly/PublicReportSSOServlet?reportAction=criteria&reportId=sso_operation_report).

5.12. Spill Emergency Response Plan and Remedial Actions

For Existing Enrollees (with regulatory coverage under Order 2006-0003-DWQ):

Within six (6) months of the Adoption Date of this General Order, the Enrollee shall update and implement its Spill Emergency Response Plan, per Attachment D, section 6 (Spill Emergency Response Plan) of this General Order.

For New Enrollees:

Within six (6) months of the Application for Enrollment approval date, the Enrollee shall develop and implement a Spill Emergency Response Plan, per Attachment D, section 6 (Spill Emergency Response Plan) of this General Order.

The Enrollee shall certify, in its Annual Report, that its Spill Emergency Response Plan is up to date.

The Spill Emergency Response Plan shall include measures to protect public health and the environment. The Enrollee shall respond to spills from its system(s) in a timely manner that minimizes water quality impacts and nuisance by:

- Immediately stopping the spill and preventing/minimizing a discharge to waters of the State;
- Intercepting sewage flows to prevent/minimize spill volume discharged into waters of the State;
- Thoroughly recovering, cleaning up and disposing of sewage and wash down water; and
- Cleaning publicly accessible areas while preventing toxic discharges to waters of the State.

5.13. Notification, Monitoring, Reporting and Recordkeeping Requirements

The Enrollee shall comply with notification, monitoring, reporting, and recordkeeping requirements in Attachment E1 of this General Order.

5.13.1. Spill Categories

Individual spill notification, monitoring and reporting must be in accordance with the following spill categories:

- **Category 1 Spill**

  A Category 1 spill is a spill of any volume of sewage from or caused by a sanitary sewer system regulated under this General Order that results in a discharge to:

  - A surface water, including a surface water body that contains no flow or volume of water; or
  - A drainage conveyance system that discharges to surface waters when the sewage is not fully captured and returned to the sanitary sewer system or disposed of properly.

    Any spill volume not recovered from a drainage conveyance system is considered a discharge to surface water, unless the drainage conveyance system discharges to a dedicated stormwater infiltration basin or facility.

A spill from an Enrollee-owned and/or operated lateral that discharges to a surface water is a Category 1 spill; the Enrollee shall report all Category 1 spills per section 3.1 of Attachment E1 (Notification, Monitoring, Reporting and Recordkeeping Requirements) of this General Order.

- **Category 2 Spill**

  A Category 2 spill is a spill of 1,000 gallons or greater, from or caused by a sanitary sewer system regulated under this General Order that does not discharge to a surface water.

  A spill of 1,000 gallons or greater that spills out of a lateral and is caused by a failure or blockage in the sanitary sewer system, is a Category 2 spill.

- **Category 3 Spill**

  A Category 3 spill is a spill of equal to or greater than 50 gallons and less than 1,000 gallons, from or caused by a sanitary sewer system regulated under this General Order that does not discharge to a surface water.

  A spill of equal to or greater than 50 gallons and less than 1,000 gallons, that spills out of a lateral and is caused by a failure or blockage in the sanitary sewer system is a Category 3 spill.

- **Category 4 Spill**

  A Category 4 spill is a spill of less than 50 gallons, from or caused by a sanitary sewer system regulated under this General Order that does not discharge to a surface water.

  A spill of less than 50 gallons that spills out of a lateral and is caused by a failure or blockage in the sanitary sewer system is a Category 4 spill.

5.13.2. Annual Report

The Enrollee shall submit an Annual Report (previously termed as Collection System Questionnaire in Order 2006-0003-DWQ) as specified in section 3.9 (Annual Report) of Attachment E1 (Notification, Monitoring, Reporting and Recordkeeping Requirements) of this General Order.

For new Enrollees: Within 30 days of obtaining a CIWQS account, a new Enrollee shall submit its initial Annual Report, as specified in section 3.9 (Annual Report) of Attachment E1 (Notification, Monitoring, Reporting and Recordkeeping Requirements) of this General Order.

5.14. Electronic Sanitary Sewer System Service Area Boundary Map

For continuing enrollees, starting on July 1, 2025, and no later than December 31, 2025:

For new enrollees – no earlier than July 1, 2025, or within 12 months of the Application for Enrollment approval date, whichever date is later:

The Legally Responsible Official shall submit, to the State Water Board, geospatial data detailing the locations of the Enrollee's sanitary sewer system service area boundary, per the required content and specifications in section 3.8 (Electronic Sanitary Sewer System Service Area Boundary Map) of Attachment E1 of this General Order, for each system identified by a WDID number.

An Enrollee of a disadvantaged community that may need assistance developing an electronic map to comply with this requirement, may contact State Water Board staff for assistance at SanitarySewer@waterboards.ca.gov.

5.15. Voluntary Reporting of Spills from Privately-Owned Sewer Laterals and/or Private Sanitary Sewer Systems

Within 24 hours of becoming aware of a spill (as described below) from a private sewer lateral or private sanitary sewer system that is not owned/operated by the Enrollee, the Enrollee is encouraged to report the following observations to the online CIWQS Sanitary Sewer System Database at the following link: https://ciwqs.waterboards.ca.gov:

- A spill equal or greater than 1,000 gallons that discharges (or has a potential to discharge) to a water of the State, or a drainage conveyance system that discharges to waters of the State; **or**
- Any volume of sewage that discharges (or has a potential to discharge) to surface waters.

In the CIWQS module, the Enrollee is encouraged to identify:

- Time of observation;
- Description of general spill location (for example, street name and cross street names);
- Estimated volume of spill;
- If known, general description of spill destination (for example, flowing into drainage channel, flowing directly into a creek, etc.); and
- If known, name of private system owner/operator.

The CIWQS database will make the name and contact information of the entity voluntarily reporting a private spill, accessible to State and Regional Water Board staff only. The CIWQS database will only make information regarding the actual spill, accessible to the public.

5.16. Voluntary Notification of Spills from Privately-Owned Laterals and/or Systems to the California Office of Emergency Services

Upon observing or acquiring knowledge of any of the following from a private sewer lateral or private sanitary sewer system that is not owned/operated by the Enrollee, the Enrollee is encouraged to notify the California Office of Emergency Services (as provided by Health and Safety Code section 5410 et. seq. and Water Code section 13271), or inform the responsible party that State law requires such notification to the Office of Emergency Services by any person that causes or allows a sewage discharge to waters of the State:

- A spill equal to 1,000 gallons or more that discharges (or has a potential to discharge) to waters of the State, or a drainage conveyance system that discharges to waters of the State; or
- A spill of any volume to surface waters.

5.17. Unintended Failure to Report

If an Enrollee becomes aware that they unintentionally failed to submit relevant facts in any report required in this General Order, the Enrollee shall promptly notify Regional Water Board and State Water Board staff. Regional Water Board contact information is included in Attachment F of this Order. State Water Board staff shall be contacted by email at SanitarySewer@waterboards.ca.gov for assistance in formally amending the corresponding report(s) in the online CIWQS Sanitary Sewer System Database.

5.18. Duty to Report to Water Boards

In accordance with Water Code section 13267 and/or section 13383, upon request by the State Water Board Executive Director (or designee) or a Regional Water Board Executive Officer (or designee), the Enrollee shall provide the requested information which the State or Regional Water Board deems necessary to determine compliance with this General Order.

5.19. Operation and Maintenance

To prevent discharges to the environment, the Enrollee shall maintain in good working order, and operate as designed, any facility or treatment and control system designed to contain sewage and convey it to a treatment plant.

6. PROVISIONS

6.1. Enforcement Provisions

The following enforcement provisions are based on existing federal and state regulations, laws and policies, including the federal Clean Water Act, the state Water Code and the State Water Board Enforcement Policy.

6.1.1. Enforceability of Clean Water Act and Water Code Violations

Noncompliance with requirements of this General Order or discharging sewage without enrolling in this General Order constitutes a violation of the Water Code and a potential

violation of the Clean Water Act and is grounds for an enforcement action by the State Water Board or the applicable Regional Water Board. Failure to comply with the notification, monitoring, inspection, entry, reporting, and recordkeeping requirements may subject the Enrollee to administrative civil liabilities of up to $10,000 a day per violation pursuant to Water Code section 13385; up to $1,000 a day per violation pursuant to Water Code section 13268; or referral to the Attorney General for judicial civil enforcement. Discharging waste not in compliance with the requirements of this General Order or the Clean Water Act may subject the Enrollee to administrative civil liabilities up to $10,000 a day per violation and additional liability up to $10 per gallon of discharge not cleaned up after the first 1,000 gallons of discharge; up to $5,000 a day per violation pursuant to Water Code section 13350 or up to $20 per gallon of waste discharged; or referral to the Attorney General for judicial civil enforcement.

6.1.2. Monetary Penalties

The Water Code provides the State and Regional Water Boards the authority to pursue formal enforcement actions, including imposing administrative liability and civil monetary penalties, for non-compliance with the requirements of this General Order and violations of the Clean Water Act.

6.1.3. Falsifying or Failure to Report

The Water Code provides that any person failing or refusing to furnish technical or monitoring program reports, as required under this General Order, or falsifying any information provided in the technical or monitoring reports is subject to administrative liability and civil monetary penalties. Any person who knowingly fails or refuses to furnish technical or monitoring program reports or falsifies any information provided in reports required by this General Order is subject to criminal penalties.

6.1.4. Severability of General Order

The provisions of this General Order are severable; if any provision of this Order, or the application of any provision of this Order to any circumstance, is held invalid, the application of such provision to other circumstances and the remainder of this Order shall not be affected thereby.

6.1.5. Indirect Discharges

In the event that a spill enters into a drainage conveyance system, the Enrollee shall take all feasible steps to prevent discharge of sewage into waters of the State by blocking or redirecting the flow in the drainage conveyance system, removing the sewage from the drainage conveyance system, and cleaning the system in a manner that does not inadvertently impact beneficial uses of the receiving water body.

6.1.6. Water Boards' Considerations for Discretionary Enforcement

Consistent with the State Water Board Enforcement Policy, when considering Water Code section 13327 factors, the State Water Board or a Regional Water Board may consider the Enrollee's efforts to contain, control, clean up, and mitigate spills. In assessing the factors, the State Water Board or the applicable Regional Water Board will consider:

- The Enrollee's compliance with this General Order with a focus on compliance with reporting requirements;
- The Enrollee's provision of adequate funding to implement the requirements of this General Order;
- The Enrollee's compliance with providing a complete and updated Sewer System Management Plan;
- The Enrollee's compliance with implementing its Sewer System Management Plan;
- The overall effectiveness of the Enrollee's Sewer System Management Plan with respect to:
    - System management, operation, and maintenance,
    - Adequate treatment facilities, sanitary sewer system facilities, and/or components with an appropriate design capacity, to reasonably prevent spills (e.g. adequately enlarging treatment or collection facilities to accommodate growth, infiltration and inflow, etc.),
    - Preventive maintenance (including cleaning, root grinding, and fats, oils, and grease control) and source control measures,
    - Implementation of backup equipment,
    - Inflow and infiltration prevention and control,
    - Appropriate sanitary sewer system capacity to prevent spills, and
    - The Enrollee's responsiveness to stop and mitigate the impact of the discharge;
- The Enrollee's compliance with identifying the cause of the spill;
- The Enrollee's use of available information and observations to accurately estimate the spill volume and identify the affected or potentially affected receiving waters;
- The Enrollee's thoroughness of cleaning up sewage in drainage conveyance systems after the spill(s);
- The Enrollee's use of water quality and biological monitoring and assessment to determine the short-term and long-term impacts to beneficial uses and the environment;
- The Enrollee's follow up actions to improve system performance;
- The Enrollee's implementation of feasible alternatives to prevent spills, such as:
    - Use of temporary storage or waste retention,
    - Reduction of system inflow and infiltration,
    - Collection and hauling of waste to a treatment facility,
    - Prevention of and/ or containment of spills due to a design storm event identified in the Enrollee's Sewer System Management Plan,

- Implementation of available equipment, technologies, strategies, and recommended industry practices for maintaining and managing sewer systems to prevent spills, and contain and eliminate discharges to waters of the State; and

- The spill duration and factors beyond the reasonable control of the Enrollee causing the event.

6.1.7. Enforcement Discretion Based on Reporting Compliance

Consistent with the State Water Board Enforcement Policy, the State Water Board or a Regional Water Board may consider the Enrollee's efforts to comply with spill reporting requirements when determining compliance with Water Code section 13267 and section 13383. When assessing Water Code section 13227 factors, the State Water Board or the applicable Regional Water Board will consider:

- The Enrollee's diligence to comply with all reporting requirements in this General Order;
- The use of best available information for the Enrollee's reporting of spill start date and start time in which the release of sewage from the sanitary sewer system initiated;
- The Enrollee's reporting of spill end date, and end time to be the date and time in which the release of sewage from the sanitary sewer system was stopped;
- The Enrollee's diligence to accurately estimate and report spill volumes;
- The Enrollee's subsequent verification and/or updates to initial Draft Spill Reports in accordance with this General Order; and
- The Enrollee's timely certification of required spill reports.

Consistent with Water Code section 13267 and section 13383, the State Water Board or a Regional Water Board may require an Enrollee to report the results of a condition assessment of a specified portion of the Enrollee's sanitary sewer system.

6.2. Other Regional Water Board Orders

It is the intent of the State Water Board that sanitary sewer systems be regulated in a manner consistent with federal and state regulations. This Order will not be interpreted or applied:

- In a manner inconsistent with the federal Clean Water Act;
- To authorize a spill or discharge that is illegal under either the Clean Water Act, the Water Code, and/or an applicable Basin Plan prohibition or water quality standard;
- To prohibit a Regional Water Board from issuing an individual National Pollutant Discharge Elimination System (NPDES) permit or individual waste discharge requirements superseding an Enrollee's regulatory coverage under this General Order for a sanitary sewer system authorized under the Clean Water Act or Water Code;

- To supersede any more specific or more stringent waste discharge requirements or enforcement orders issued by a Regional Water Board; or
- To supersede any more specific or more stringent state or federal requirements in existing regulation, an administrative/judicial order, or Consent Decree.

6.3. Sewer System Management Plan Availability

The Enrollee's updated Sewer System Management Plan must be maintained for public inspection at the Enrollee's offices and facilities and must be available to the public through CIWQS and/or on the Enrollee's website, in accordance with section 3.8 (Sewer System Management Plan Reporting Requirements) of Attachment E1 (Notification, Monitoring, Reporting and Recordkeeping Requirements) of this General Order.

6.4. Entry and Inspection

6.4.1. Entry and Availability of Information

The Enrollee shall allow State and Regional Water Board staff, upon presentation of credentials and other documents as may be required by law, to:

- Enter upon the Enrollee's premises where a regulated facility or activity is located or conducted, or where records are kept under the requirements of this General Order;
- Have access to and reproduce any records required to be maintained by this General Order;
- Inspect any facility and/or equipment (including monitoring and control equipment), practices, or operations required in this General Order; and
- Sample or monitor substances or parameters for assuring compliance with this General Order, or as otherwise authorized by the Water Code.

6.4.2. Pre-Inspection Questionnaire

The Enrollee shall provide pre-inspection information to State and Regional Water Board staff through the completion of a Pre-Inspection Questionnaire provided by Water Board staff.

ATTACHMENT A - DEFINITIONS

Annual Report

An Annual Report (previously termed as Collection System Questionnaire in Order 2006-0003-DWQ) is a mandatory report in which the Enrollee provides a calendar-year update of its efforts to prevent spills.

Basin Plan

A Basin Plan is a water quality control plan specific to a Regional Water Quality Control Board (Regional Water Board), that serves as regulations to: (1) define and designate beneficial uses of surface and groundwaters, (2) establish water quality objectives for protection of beneficial uses, and (3) provide implementation measures.

Beneficial Uses

The term “Beneficial Uses” is a Water Code term, defined as the uses of the waters of the State that may be protected against water quality degradation. Examples of beneficial uses include but are not limited to, municipal, domestic, agricultural and industrial supply; power generation; recreation; aesthetic enjoyment; navigation; and preservation and enhancement of fish, wildlife, and other aquatic resources or preserves.

California Integrated Water Quality System (CIWQS)

CIWQS is the statewide database that provides for mandatory electronic reporting as required in State and Regional Water Board-issued waste discharge requirements.

Data Submitter

A Data Submitter is an individual designated and authorized by the Enrollee’s Legally Responsible Official to enter spill data into the online CIWQS Sanitary Sewer System Database. A Data Submitter does not have the authority of a Legally Responsible Official to certify reporting entered into the online CIWQS Sanitary Sewer System Database.

Disadvantaged Community

A disadvantaged community is a community with a median household income of less than eighty percent (80%) of the statewide annual median household income.

For the purpose of this General Order, there is no differentiation between a small and large disadvantaged community.

Drainage Conveyance System

A drainage conveyance system is a publicly- or privately-owned separate storm sewer system, including but not limited to drainage canals, channels, pipelines, pump stations, detention basins, infiltration basins/facilities, or other facilities constructed to transport stormwater and non-stormwater flows.

Enrollee

An Enrollee is a public, private, or other non-governmental entity that has obtained approval for regulatory coverage under this General Order, including:

- A state agency, municipality, special district, or other public entity that owns and/or operates one or more sanitary sewer systems:
  - greater than one (1) mile in length (each individual sanitary sewer system);
  - one mile or less in length where the State Water Resources Control Board or a Regional Water Quality Control Board requires regulatory coverage under this Order, or
- A federal agency, private company, or other non-governmental entity that owns and/or operates a sanitary sewer system of any size where the State Water Resources Control Board or a Regional Water Quality Control Board requires regulatory coverage under this Order in response to a history of spills, proximity to surface water, or other factors supporting regulatory coverage.

Environmentally Sensitive Area

An environmentally sensitive area is a designated agricultural and/or wildlife area identified to need special natural landscape protection due to its wildlife or historical value.

Exfiltration

Exfiltration is the underground exiting of sewage from a sanitary sewer system through cracks, offset or separated joints, or failed infrastructure due to corrosion or other factors.

Flood Control Channel

A flood control channel is a channel used to convey stormwater and non-stormwater flows through and from areas for flood management purposes.

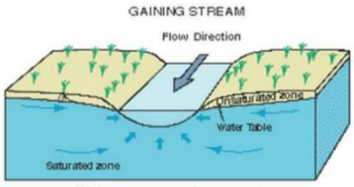
Governing Entity

A governing entity includes but is not limited to the following:

- A publicly elected governing board, council, or commission of a municipal agency;
- A Department or Division director of a federal or state agency that is not governed by a board;
- A governing board or commission of an organization or association; and
- A private system owner/manager that is not governed by a board.

Hydrologically Connected

Two waterbodies are hydrologically connected when one waterbody flows, or has the potential to flow, into the other waterbody. For the purpose of this General Order, groundwater is hydrologically connected to a surface water when the groundwater feeds into the surface water. (The surface waterbody in this example is termed a gaining stream as it gains flow from surrounding groundwater.)



Lateral (including Lower and Upper Lateral)

A lateral is an underground segment of smaller diameter pipe that transports sewage from a customer's building or property (residential, commercial, or industrial) to the Enrollee's main sewer line in a street or easement. Upper and lower lateral boundary definitions are subject to local jurisdictional codes and ordinances, or private system ownership.

A lower lateral is the portion of the lateral located between the sanitary sewer system main, and either the property line, sewer clean out, curb line, established utility easement boundary, or other jurisdictional locations.

An upper lateral is the portion of the lateral from the property line, sewer clean out, curb line, established utility easement boundary, or other jurisdictional locations, to the building or property.

Legally Responsible Official

A Legally Responsible Official is an official representative, designated by the Enrollee, with authority to sign and certify submitted information and documents required by this General Order.

Nuisance

For the purpose of this General Order, a nuisance, as defined in Water Code section 13050(m), is anything that meets all of the following requirements:

- Is injurious to health, or is indecent or offensive to the senses, or an obstruction to the free use of property, so as to interfere with the comfortable enjoyment of life or property;
- Affects at the same time an entire community or neighborhood, or any considerable number of persons, although the extent of the annoyance or damage inflicted upon individuals may be unequal; and
- Occurs during, or as a result of, the treatment or disposal of wastes.

Private Sewer Lateral

A private sewer lateral is the privately-owned lateral that transports sewage from private property(ies) into a sanitary sewer system.

Private Sanitary Sewer System

A private sanitary sewer system is a sanitary sewer system of any size that is owned and/or operated by a private individual, company, corporation, or organization. A private sanitary sewer system may or may not connect into a publicly owned sanitary sewer system.

Potential to Discharge, Potential Discharge

Potential to Discharge, or Potential Discharge, means any exiting of sewage from a sanitary sewer system which can reasonably be expected to discharge into a water of the State based on the size of the sewage spill, proximity to a drainage conveyance system, and the nature of the surrounding environment.

Receiving Water

A receiving water is a water of the State that receives a discharge of waste.

Resilience

Resilience is the ability to recover from or adjust to adversity or change, and grow from disruptions. Resilience can be built through planning, preparing for, mitigating, and adapting to changing conditions.

Sanitary Sewer System

A sanitary sewer system is a system that is designed to convey sewage, including but not limited to, pipes, manholes, pump stations, siphons, wet wells, diversion structures and/or other pertinent infrastructure, upstream of a wastewater treatment plant headworks, including:

- Laterals owned and/or operated by the Enrollee;
- Satellite sewer systems; and/or
- Temporary conveyance and storage facilities, including but not limited to temporary piping, vaults, construction trenches, wet wells, impoundments, tanks and diversion structures.

For purpose of this Order, sanitary sewer systems include only systems owned and/or operated by the Enrollee.

Satellite Sewer System

A satellite sewer system is a portion of a sanitary sewer system owned or operated by a different owner than the owner of the downstream wastewater treatment facility ultimately treating the sewage.

Sewer System Management Plan

A sewer system management plan is a living document an Enrollee develops and implements to effectively manage its sanitary sewer system(s) in accordance with this General Order.

Sewage

Sewage, and its associated wastewater, is untreated or partially treated domestic, municipal, commercial and/or industrial waste (including sewage sludge), and any mixture of these wastes with inflow or infiltration of stormwater or groundwater, conveyed in a sanitary sewer system.

Spill

A spill is a discharge of sewage from any portion of a sanitary sewer system due to a sanitary sewer system overflow, operational failure, and/or infrastructure failure. Exfiltration of sewage is not considered to be a spill under this General Order if the exfiltrated sewage remains in the subsurface and does not reach a surface water of the State.

Training

Training is in-house or external education and guidance needed that provides the knowledge, skills, and abilities to comply with this General Order.

Wash Down Water

Wash down water is water used to clean a spill area.

Waste

Waste, as defined in Water Code section 13050(d), includes sewage and any and all other waste substances, liquid, solid, gaseous, or radioactive, associated with human habitation, or of human or animal origin, or from any producing, manufacturing, or processing operation, including waste placed within containers of whatever nature prior to, and for purposes of, disposal.

Waste Discharge Identification Number (WDID)

A waste discharge identification number (WDID) identifies each individual sanitary sewer system enrolled under this General Order. A WDID number is assigned to each enrolled system upon an Enrollee's approved regulatory coverage.

Waters of the State

Waters of the State are surface waters or groundwater within boundaries of the state as defined in Water Code section 13050(e), in which the State and Regional Water Boards have authority to protect beneficial uses. Waters of the State include, but are not limited to, groundwater aquifers, surface waters, saline waters, natural washes and pools, wetlands, sloughs, and estuaries, regardless of flow or whether water exists during dry conditions. Waters of the State include waters of the United States.

Waters of the United States

Waters of the United States are surface waters or waterbodies that are subject to federal jurisdiction in accordance with the Clean Water Act.

Water Quality Objective

A water quality objective is the limit or maximum amount of pollutant, waste constituent or characteristic, or parameter level established in statewide water quality control plans and Regional Water Boards' Basin Plans, for the reasonable protection of beneficial uses of surface waters and groundwater and the prevention of nuisance.

ATTACHMENT B – APPLICATION FOR ENROLLMENT

1. Enrollment Status: (Mark only one item)

☐ New Enrollee

☐ New Enrollee with previous regulatory coverage under Order 2006-0003-DWQ
(that failed to certify continuation of coverage in CIWQS per Order 2022-XXXX-DWQ)
Existing WDID Number: _____

2. Applicant Information:

Legally Responsible Official Submitting Application

First and Last Name: _____

Title: _____

Phone: _____

Email: _____

System Owner/Operator Name: _____

Mailing Address:_____

City, State, Zip:_____

County:_____

Sanitary Sewer System Name: _____

Regional Water Quality Control Board(s): _____

Signature and Date: _____

3. Applicant Type (Check one):

☐ City ☐ County ☐ State ☐ Federal ☐ Special District

☐ Government Combination ☐ Private ☐ Other Non-governmental Entity

4. Wastewater Treatment Plant Receiving Sanitary Sewer System Waste:

Wastewater Treatment Plant Permittee:_____

WDID No.: _____

5. Billing Information

Billing Address: _____

City, State, Zip: _____

Billing Contact Person and Title: _____

Phone and Email Address: _____

6. Application Fee:

The application fee, as required by Water Code section 13260, is based on the daily population served by the sanitary sewer system. See updated Fee Schedule. (https://www.waterboards.ca.gov/resources/fees/water_quality/)

Check one of the following and enter fee amount:

☐ Population Served < 50,000 – Total Fee submitted: $ _____

☐ Population Served ≥ 50,000 – Total Fee submitted: $ _____

Make the fee payment payable to the State Water Resources Control Board and mail the complete application package to:

State Water Resources Control Board, Accounting Office
P. O. Box 1888
Sacramento, CA 95812-1888

Attention: Statewide Sanitary Sewer System Program

7. Application Submittal Certification

I certify under penalty of perjury under the laws of the State of California that to the best of my knowledge and belief, the information in the submitted application package is true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fines and imprisonment.

Print Name: _____

Title: _____

Signature: _____Date: _____

ATTACHMENT C - NOTICE OF TERMINATION

1. Enrollee Information

Enrollee Name: _____

WDID No:_____

Legally Responsible Official Requesting Termination of Coverage: _____

First and Last Name: _____

Title: _____

Phone: _____

Email: _____

Mailing Address: _____

City, State, Zip: _____

County: _____

Sanitary Sewer System Name(s) or Unique Identifier(s): _____

Regional Water Quality Control Board(s): _____

Signature and Date:_____

2. Basis of Termination

Explanation of termination, including subsequent regulatory coverage and subsequent owner/operator of enrolled sanitary sewer system, as applicable:

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

3. Regulatory Coverage Termination Certification

I certify under penalty of perjury under the laws of the State of California that to the best of my knowledge: 1) the sanitary sewer system I officially represent is not required to be regulated under the Statewide Waste Discharge Requirements for Sanitary Sewer Systems Order 2022-XXXX-DWQ, and 2) the information submitted in this Notice of Termination is true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine or imprisonment. Additionally, I understand that the submittal of this Notice of Termination does not release sanitary sewer system agencies from liability for any violations of the Clean Water Act.

Print Name: _____

Title: _____

Signature: _____Date: _____

For State Water Board Use Only

☐ Approved for Termination ☐ Denied and Returned to Enrollee

Deputy Director of Water Quality Signature: _____

Date: _____Notice of Termination Effective Date: _____

ATTACHMENT D – SEWER SYSTEM MANAGEMENT PLAN – REQUIRED ELEMENTS

Table of Contents

1. Sewer System Management Plan Goal And Introduction D-2
   1.1. Regulatory Context D-2
   1.2. Sewer System Management Plan Update Schedule D-3
   1.3. Sewer System Asset Overview D-3
2. Organization D-3
3. Legal Authority D-4
4. Operation And Maintenance Program D-4
   4.1. Updated Map of Sanitary Sewer System D-4
   4.2. Preventive Operation and Maintenance Activities D-4
   4.3. Training D-5
   4.4. Equipment Inventory D-5
5. Design And Performance Provisions D-5
   5.1. Updated Design Criteria and Construction Standards and Specifications D-5
   5.2. Procedures and Standards D-5
6. Spill Emergency Response Plan D-6
7. Sewer Pipe Blockage Control Program D-7
8. System Evaluation, Capacity Assurance and Capital Improvements D-7
   8.1 System Evaluation and Condition Assessment D-7
   8.2. Capacity Assessment and Design Criteria D-8
   8.3. Prioritization of Corrective Action D-9
   8.4. Capital Improvement Plan D-9
9. Monitoring, Measurement and Program Modifications D-9
10. Internal Audits D-10
11. Communication Program D-10

ATTACHMENT D – SEWER SYSTEM MANAGEMENT PLAN – REQUIRED ELEMENTS

A Sewer System Management Plan (Plan) is a living planning document that documents ongoing local sewer system management program activities, procedures, and decision-making – at the scale necessary to address the size and complexity of the subject sanitary sewer system(s). This Plan may incorporate other programs and other plans by reference, to address short-term and long-term system resilience through:

- Proactive planning and decision-making;
- Local government ordinances;
- Updated operations and maintenance activities and procedures;
- Implementation of capital improvements;
- Sufficient local budget to support staff resources, contractors, equipment, and training; and
- Updated training of staff and contractors.

The Enrollee's development, update, and implementation of a Sewer System Management Plan addressing the requirements of this Attachment is an enforceable component of this General Order. As specified in Provision 6.1 (Enforcement Provisions) of this General Order, consistent with the Water Code and the State Water Board Enforcement Policy, the State Water Board or a Regional Water Board may consider the Enrollee's efforts in implementing an effective Sewer System Management Plan to prevent, contain, control, and mitigate spills when considering Water Code section 13327 factors to determine necessary enforcement of this General Order.

This Attachment includes the following required elements that the Enrollee shall address in its Plan and subsequent updates. The Enrollee shall identify any requirement in this Attachment that is not applicable to the Enrollee's sewer system and shall explain in its Plan why the requirement is not applicable.

1. SEWER SYSTEM MANAGEMENT PLAN GOAL AND INTRODUCTION

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

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

1.1. Regulatory Context

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

1.2. Sewer System Management Plan Update Schedule

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

1.3. Sewer System Asset Overview

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

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

Additionally, the Plan Introduction section must provide reference to the Enrollee's up-to-date map of its sanitary sewer system, as required in section 4.1 (Updated Map of Sanitary Sewer System) of this Attachment.

2. ORGANIZATION

The Plan must identify organizational staffing responsible and integral for implementing the local Sewer System Management Plan through an organization chart or similar narrative documentation that includes:

- The name of the Legally Responsible Official as required in section 5.1 (Designation of a Legally Responsible Official) of this General Order;
- The position titles, telephone numbers, and email addresses for management, administrative, and maintenance positions responsible for implementing specific Sewer System Management Plan elements;
- Organizational lines of authority; and
- Chain of communication for reporting spills from receipt of complaint or other information, including the person responsible for reporting spills to the State and Regional Water Boards and other agencies, as applicable. (For example, county

health officer, county environmental health agency, and State Office of Emergency Services.)

3. LEGAL AUTHORITY

The Plan must include copies or an electronic link to the Enrollee's current sewer system use ordinances, service agreements and/or other legally binding procedures to demonstrate the Enrollee possesses the necessary legal authority to:

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

4. OPERATION AND MAINTENANCE PROGRAM

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

4.1. Updated Map of Sanitary Sewer System

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

4.2. Preventive Operation and Maintenance Activities

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

The scheduling system must include:

- Inspection and maintenance activities;

- Higher-frequency inspections and maintenance of known problem areas, including areas with tree root problems;
- Regular visual and closed-circuit television (CCTV) inspections of manholes and sewer pipes.

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

4.3. Training

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

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

4.4. Equipment Inventory

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

5. DESIGN AND PERFORMANCE PROVISIONS

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

5.1. Updated Design Criteria and Construction Standards and Specifications

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

5.2. Procedures and Standards

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

6. SPILL EMERGENCY RESPONSE PLAN

The Plan must include an up to date Spill Emergency Response Plan to ensure prompt detection and response to spills to reduce spill volumes and collect information for prevention of future spills. The Spill Emergency Response Plan must include procedures to:

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

7. SEWER PIPE BLOCKAGE CONTROL PROGRAM

The Sewer System Management Plan must include procedures for the evaluation of the Enrollee's service area to determine whether a sewer pipe blockage control program is needed to control fats, oils, grease, rags and debris. If the Enrollee determines that a program is not needed, the Enrollee shall provide justification in its Plan for why a program is not needed.

The procedures must include, at minimum:

- An implementation plan and schedule for a public education and outreach program that promotes proper disposal of pipe-blocking substances;
- A plan and schedule for the disposal of pipe-blocking substances generated within the sanitary sewer system service area. This may include a list of acceptable disposal facilities and/or additional facilities needed to adequately dispose of substances generated within a sanitary sewer system service area;
- The legal authority to prohibit discharges to the system and identify measures to prevent spills and blockages;
- Requirements to install grease removal devices (such as traps or interceptors), design standards for the removal devices, maintenance requirements, best management practices requirements, recordkeeping and reporting requirements;
- Authority to inspect grease producing facilities, enforcement authorities, and whether the Enrollee has sufficient staff to inspect and enforce the fats, oils, and grease ordinance;
- An identification of sanitary sewer system sections subject to fats, oils, and grease blockages and establishment of a cleaning schedule for each section; and
- Implementation of source control measures for all sources of fats, oils, and grease reaching the sanitary sewer system for each section identified above.

8. SYSTEM EVALUATION, CAPACITY ASSURANCE AND CAPITAL IMPROVEMENTS

The Plan must include procedures and activities for:

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

8.1 System Evaluation and Condition Assessment

The Plan must include procedures to:

- Evaluate the sanitary sewer system assets utilizing the best practices and technologies available;

- Identify and justify the amount (percentage) of its system for its condition to be assessed each year;
- Prioritize the condition assessment of system areas that:
    - Hold a high level of environmental consequences if vulnerable to collapse, failure, blockage, capacity issues, or other system deficiencies;
    - Are located in or within the vicinity of surface waters, steep terrain, high groundwater elevations, and environmentally sensitive areas;
    - Are within the vicinity of a receiving water with a bacterial-related impairment on the most current Clean Water Act section 303(d) List;
- Assess the system conditions using visual observations, video surveillance and/or other comparable system inspection methods;
- Utilize observations/evidence of system conditions that may contribute to exiting of sewage from the system which can reasonably be expected to discharge into a water of the State;
- Maintain documents and recordkeeping of system evaluation and condition assessment inspections and activities; and
- Identify system assets vulnerable to direct and indirect impacts of climate change, including but not limited to: sea level rise; flooding and/or erosion due to increased storm volumes, frequency, and/or intensity; wildfires; and increased power disruptions.

8.2. Capacity Assessment and Design Criteria

The Plan must include procedures to identify system components that are experiencing or contributing to spills caused by hydraulic deficiency and/or limited capacity, including procedures to identify the appropriate hydraulic capacity of key system elements for:

- Dry-weather peak flow conditions that cause or contributes to spill events;
- The appropriate design storm(s) or wet weather events that causes or contributes to spill events;
- The capacity of key system components; and
- Identify the major sources that contribute to the peak flows associated with sewer spills.

The capacity assessment must consider:

- Data from existing system condition assessments, system inspections, system audits, spill history, and other available information;
- Capacity of flood-prone systems subject to increased infiltration and inflow, under normal local and regional storm conditions;

- Capacity of systems subject to increased infiltration and inflow due to larger and/or higher-intensity storm events as a result of climate change;
- Increases of erosive forces in canyons and streams near underground and above-ground system components due to larger and/or higher-intensity storm events;
- Capacity of major system elements to accommodate dry weather peak flow conditions, and updated design storm and wet weather events; and
- Necessary redundancy in pumping and storage capacities.

8.3. Prioritization of Corrective Action

The findings of the condition assessments and capacity assessments must be used to prioritize corrective actions. Prioritization must consider the severity of the consequences of potential spills.

8.4. Capital Improvement Plan

The capital improvement plan must include the following items:

- Project schedules including completion dates for all portions of the capital improvement program;
- Internal and external project funding sources for each project; and
- Joint coordination between operation and maintenance staff, and engineering staff/consultants during planning, design, and construction of capital improvement projects; and Interagency coordination with other impacted utility agencies.

9. MONITORING, MEASUREMENT AND PROGRAM MODIFICATIONS

The Plan must include an Adaptive Management section that addresses Plan-implementation effectiveness and the steps for necessary Plan improvement, including:

- Maintaining relevant information, including audit findings, to establish and prioritize appropriate Plan activities;
- Monitoring the implementation and measuring the effectiveness of each Plan Element;
- Assessing the success of the preventive operation and maintenance activities;
- Updating Plan procedures and activities, as appropriate, based on results of monitoring and performance evaluations; and
- Identifying and illustrating spill trends, including spill frequency, locations and estimated volumes.

10. INTERNAL AUDITS

The Plan shall include internal audit procedures, appropriate to the size and performance of the system, for the Enrollee to comply with section 5.4 (Sewer System Management Plan Audits) of this General Order.

11. COMMUNICATION PROGRAM

The Plan must include procedures for the Enrollee to communicate with:

- The public for:
  - Spills and discharges resulting in closures of public areas, or that enter a source of drinking water, and
  - The development, implementation, and update of its Plan, including opportunities for public input to Plan implementation and updates.
- Owners/operators of systems that connect into the Enrollee's system, including satellite systems, for:
  - System operation, maintenance, and capital improvement-related activities.

ATTACHMENT E1 – NOTIFICATION, MONITORING, REPORTING AND RECORDKEEPING REQUIREMENTS

Table of Contents

1. Notification Requirements E1-3
   - 1.1. Notification of Spills of 1,000 Gallons or Greater to the California Office of Emergency Services E1-3
   - 1.2. Spill Notification Information E1-4
   - 1.3. Notification of Spill Report Updates E1-4
2. Spill-Specific Monitoring Requirements E1-5
   - 2.1 Spill Location and Spread E1-5
   - 2.2 Spill Volume Estimation E1-5
   - 2.3. Receiving Water Monitoring E1-5
   - 2.4. Safety and Access Exceptions E1-8
3. Reporting Requirements E1-8
   - 3.1. Reporting Requirements for Individual Category 1 Spill Reporting E1-8
   - 3.2. Reporting Requirements for Individual Category 2 Spill Reporting E1-12
   - 3.3. Monthly Certified Spill Reporting for Category 3 Spills E1-14
   - 3.4. Monthly Certified Spill Reporting for Category 4 Spills E1-16
   - 3.5. Amended Certified Spill Reports for Category 3 Spills E1-16
   - 3.6. Annual Certified Spill Reporting of Category 4 and/or Lateral Spills E1-16
   - 3.7. Monthly Certification of “No-Spills” or “Category 4 Spills” and/or “Non-Category 1 Lateral Spills” E1-16
   - 3.8. Electronic Sanitary Sewer System Service Area Boundary Map E1-17
   - 3.9. Annual Report (Previously termed as Collection System Questionnaire in General Order 2006-0003-DWQ) E1-17
   - 3.10. Sewer System Management Plan Audit Reporting Requirements E1-19
   - 3.11. Sewer System Management Plan Reporting Requirements E1-19
4. Recordkeeping Requirements E1-20
   - 4.1. Recordkeeping Time Period E1-20
   - 4.2. Availability of Documents E1-20
   - 4.3. Spill Reports E1-20
   - 4.4. Recordkeeping of Category 4 Spills and Non-Category 1 Lateral Spills E1-21
   - 4.5. Sewer System Telemetry Records E1-22
   - 4.6. Sewer System Management Plan Implementation Records E1-22
   - 4.7. Audit Records E1-23

4.8. Equipment Records.....E1-23
4.9. Work Orders.....E1-23

ATTACHMENT E1– NOTIFICATION, MONITORING, REPORTING AND RECORDKEEPING REQUIREMENTS

The Notification Requirements (section 1), Spill-specific Monitoring Requirements (section 2), Reporting Requirements (section 3) and Recordkeeping Requirements (section 4) in this Attachment are pursuant to Water Code section 13267 and section 13383, and are an enforceable component of this General Order. For the purpose of this General Order, the term:

- Notification means the notifying of appropriate parties of a spill event or other activity.
- Spill-specific Monitoring means the gathering of information and data for a specific spill event to be reported or kept as records.
- Reporting means the reporting of information and data into the online California Integrated Water Quality System (CIWQS) Sanitary Sewer System Database.
- Recordkeeping means the maintaining of information and data in an official records storage system.

Failure to comply with the notification, monitoring, reporting and recordkeeping requirements in this General Order may subject the Enrollee to civil liabilities of up to $10,000 a day per violation pursuant to Water Code section 13385; up to $1,000 a day per violation pursuant to Water Code section 13268; or referral to the Attorney General for judicial civil enforcement.

Water Code section 13193 et seq. requires the Regional Water Quality Control Boards (Regional Water Boards) and the State Water Resources Control Board (State Water Board) to collect sanitary sewer spill information for each spill event and make this information available to the public. Sanitary sewer spill information for each spill event includes but is not limited to: Enrollee contact information for each spill event, spill cause, estimated spill volume and factors used for estimation, location, date, time, duration, amount discharged to waters of the State, response and corrective action(s) taken.

1. NOTIFICATION REQUIREMENTS

1.1. Notification of Spills of 1,000 Gallons or Greater to the California Office of Emergency Services

Per Water Code section 13271, for a spill that discharges in or on any waters of the State, or discharges or is deposited where it is, or probably will be, discharged in or on any waters of the State, the Enrollee shall notify the California Office of Emergency Services and obtain a California Office of Emergency Services Control Number as soon as possible **but no later than two (2) hours** after:

- The Enrollee has knowledge of the spill; and
- Notification can be provided without substantially impeding cleanup or other emergency measures.

The notification requirements in this section apply to individual spills of 1,000 gallons or greater, from an Enrollee-owned and/or operated laterals, to a water of the State.

1.2. Spill Notification Information

The Enrollee shall provide the following spill information to the California Office of Emergency Services before receiving a Control Number, as applicable:

- Name and phone number of the person notifying the California Office of Emergency Services;
- Estimated spill volume (gallons);
- Estimated spill rate from the system (gallons per minute);
- Estimated discharge rate (gallons per minute) directly into waters of the State or indirectly into a drainage conveyance system;
- Spill incident description:
  - Brief narrative of the spill event, and
  - Spill incident location (address, city, and zip code) and closest cross streets and/or landmarks;
- Name and phone number of contact person on-scene;
- Date and time the Enrollee was informed of the spill event;
- Name of sanitary sewer system causing the spill;
- Spill cause or suspected cause (if known);
- Amount of spill contained;
- Name of receiving water body receiving or potentially receiving discharge; and
- Description of water body impact and/ or potential impact to beneficial uses.

1.3. Notification of Spill Report Updates

Following the initial notification to the California Office of Emergency Services and until such time that the Enrollee certifies the spill report in the online CIWQS Sanitary Sewer System Database, the Enrollee shall provide updates to the California Office of Emergency Services regarding substantial changes to:

- Estimated spill volume (increase or decrease in gallons initially estimated);
- Estimated discharge volume discharged directly into waters of the State or indirectly into a drainage conveyance system (increase or decrease in gallons initially estimated); and
- Additional impact(s) to the receiving water(s) and beneficial uses.

2. SPILL-SPECIFIC MONITORING REQUIREMENTS

2.1 Spill Location and Spread

The Enrollee shall visually assess the spill location(s) and spread using photography, global positioning system (GPS), and other best available tools. The Enrollee shall document the critical spill locations, including:

- Photography and GPS coordinates for:
  - The system location where spill originated.

    For multiple appearance points of a single spill event, the points closest to the spill origin.
- Photography for:
  - Drainage conveyance system entry locations,
  - The location(s) of discharge into surface waters, as applicable,
  - Extent of spill spread, and
  - The location(s) of clean up.

2.2 Spill Volume Estimation

To assess the approximate spill magnitude and spread, the Enrollee shall estimate the total spill volume using updated volume estimation techniques, calculations, and documentation for electronic reporting. The Enrollee shall update its notification and reporting of estimated spill volume (which includes spill volume recovered) as further information is gathered during and after a spill event.

2.3. Receiving Water Monitoring

2.3.1. Receiving Water Visual Observations

Through visual observations and use of best available spill volume-estimating techniques and field calculation techniques, the Enrollee shall gather and document the following information for spills discharging to surface waters:

- Estimated spill travel time to the receiving water;
- For spills entering a drainage conveyance system, estimated spill travel time from the point of entry into the drainage conveyance system to the point of discharge into the receiving water;
- Estimated spill volume entering the receiving water; and
- Photography of:
  - Waterbody bank erosion,
  - Floating matter,
  - Water surface sheen (potentially from oil and grease),

- Discoloration of receiving water, and
- Impact to the receiving water.

2.3.2. Receiving Water – Water Quality Sampling and Analysis

For sewage spills in which an estimated 50,000 gallons or greater are discharged into a surface water, the Enrollee shall conduct the following water quality sampling no later than **18 hours** after the Enrollee's knowledge of a potential discharge to a surface water:

- Collect one water sample, each day of the duration of the spill, at:
  - The DCS-001 location as described in section 2.3.4 (Receiving Water Sampling Locations) of this Attachment, if sewage discharges to a surface water via a drainage conveyance system; and/or
  - Each of the three receiving water sampling locations in section 2.3.4 (Receiving Water Sampling Locations) of this Attachment;

    If the receiving water has no flow during the duration of the spill, the Enrollee must report "No Sampling Due To No Flow" for its receiving water sampling locations.

The Enrollee shall analyze the collected receiving water samples for the following constituents per section 2.3.3 (Water Quality Analysis Specifications) of this Attachment:

- Ammonia, and
- Appropriate bacterial indicator(s) per the applicable Basin Plan water quality objectives, including one or more of the following, unless directed otherwise by the Regional Water Board:
  - Total Coliform Bacteria
  - Fecal Coliform Bacteria
  - *E-coli*
  - Enterococcus

  Dependent on the receiving water(s), sampling of bacterial indicators shall be sufficient to determine post-spill (after the spill) compliance with the water quality objectives and bacterial standards of the California Ocean Plan or the California Inland Surface Water Enclosed Bays, and Estuaries Plan, including the frequency and/or number of post-spill receiving water samples as may be specified in the applicable plans.

The Enrollee shall collect and analyze additional samples as required by the applicable Regional Water Board Executive Officer or designee.

2.3.3. Water Quality Analysis Specifications

Spill monitoring must be representative of the monitored activity (40 Code of Federal Regulations section 122.41(j)(1)).

Sufficiently Sensitive Methods

Sample analysis must be conducted according to sufficiently sensitive test methods approved under 40 Code of Federal Regulations Part 136 for the sample analysis of pollutants. For the purposes of this General Order, a method is sufficiently sensitive when the minimum level of the analytical method approved under 40 Code of Federal Regulations Part 136 is at or below the receiving water pollutant criteria.

Environmental Laboratory Accreditation Program-Accredited Laboratories

The analysis of water quality samples required per this General Order must be performed by a laboratory that has accreditation pursuant to Article 3 (commencing with section 100825) of Chapter 4 of Part 1 of Division 101 of the Health and Safety Code. (Water Code section 13176(a).) The State Water Board accredits laboratories through its Environmental Laboratory Accreditation Program (ELAP).

2.3.4. Receiving Water Sampling Locations

The Enrollee shall collect receiving water samples at the following locations.

Sampling of Flow in Drainage Conveyance System (DCS) Prior to Discharge

Sampling Location	Sampling Location Description
DCS-001	A point in a drainage conveyance system before the drainage conveyance system flow discharges into a receiving water.

Receiving Surface Water Sampling (RSW)[1]

Sampling Location	Sampling Location Description
RSW-001 Point of Discharge	A point in the receiving water where sewage initially enters the receiving water.
RSW-001U: Upstream of Point of Discharge	A point in the receiving water, upstream of the point of sewage discharge, to capture ambient conditions absent of sewage discharge impacts.

Sampling Location	Sampling Location Description
RSW-001D: Downstream of Point of Discharge	A point in the receiving water, downstream of the point of sewage discharge, where the spill material is fully mixed with the receiving water.

[1] The Enrollee must use its best professional judgment to determine the upstream and downstream distances based on receiving water flow, accessibility to upstream/downstream waterbody banks, and size of visible sewage plume.

2.4. Safety and Access Exceptions

If the Enrollee encounters access restrictions or unsafe conditions that prevents its compliance with spill response requirements or monitoring requirements in this General Order, the Enrollee shall provide documentation of access restrictions and/or safety hazards in the corresponding required report.

3. REPORTING REQUIREMENTS

All reporting required in this General Order must be submitted electronically to the online CIWQS Sanitary Sewer System Database (https://ciwqs.waterboards.ca.gov), unless specified otherwise in this General Order. Electronic reporting may solely be conducted by a Legally Responsible Official or Data Submitter(s) previously designated by the Legally Responsible Official, as required in section 5.8 (Designation of Data Submitters) of this General Order.

The Enrollee shall report any information that is protected by the Homeland Security Act, by email to SanitarySewer@waterboards.ca.gov, with a brief explanation of the protection provided by the Homeland Security Act for the subject report to be protected from unauthorized disclosure and/or public access, and for official Water Board regulatory purposes only.

3.1. Reporting Requirements for Individual Category 1 Spill Reporting

3.1.1. Draft Spill Report for Category 1 Spills

Within three (3) business days of the Enrollee's knowledge of a Category 1 spill, the Enrollee shall submit a Draft Spill Report to the online CIWQS Sanitary Sewer System Database.

The Draft Spill Report must, at minimum, include the following items:

1. Contact information: Name and telephone number of Enrollee contact person to respond to spill-specific questions;
2. Spill location name;
3. Date and time the Enrollee was notified of, or self-discovered, the spill;
4. Operator arrival time;

5. Estimated spill start date and time;
6. Date and time the Enrollee notified the California Office of Emergency Services, and the assigned control number;
7. Description, photographs, and GPS coordinates of the system location where the spill originated;
    - If a single spill event results in multiple appearance points, provide GPS coordinates for the appearance point closest to the failure point and describe each additional appearance point in the spill appearance point explanation field;
8. Estimated total spill volume exiting the system;
9. Description and photographs of the extent of the spill and spill boundaries;
10. Did the spill reach a drainage conveyance system? If Yes:
    - Description of the drainage conveyance system transporting the spill;
    - Photographs of the drainage conveyance system entry location(s);
    - Estimated spill volume fully recovered from the drainage conveyance system;
    - Estimated spill volume remaining within the drainage conveyance system;
11. Description and photographs of all discharge point(s) into the surface water;
12. Estimated spill volume that discharged to surface waters; and
13. Estimated total spill volume recovered.

3.1.2. Certified Spill Report for Category 1 Spills

Within 15 calendar days of the spill end date, the Enrollee shall submit a Certified Spill Report for Category 1 spills, to the online CIWQS Sanitary Sewer System Database. Upon completion of the Certified Spill Report, the online CIWQS Sanitary Sewer System Database will issue a final spill event identification number.

The Certified Spill Report must, at minimum, include the following mandatory information in addition to all information in the Draft Spill Report per section 3.1.1 (Draft Spill Report for Category 1 Spills) above:

1. Description of the spill event destination(s), including GPS coordinates if available, that represent the full spread and reach of the spill;
2. Spill end date and time;
3. Description of how the spill volume estimations were calculated, including at a minimum:
    - The methodology, assumptions and type of data relied upon, such as supervisory control and data acquisition (SCADA) records, flow monitoring or other telemetry information used to estimate the volume of the spill discharged, and the volume of the spill recovered (if any volume of the spill was recovered), and
    - The methodology(ies), assumptions and type of data relied upon for estimations of the spill start time and the spill end time;

4. Spill cause(s) (for example, root intrusion, grease deposition, etc.);
5. System failure location (for example, main, lateral, pump station, etc.);
6. Description of the pipe material, and estimated age of the pipe material, at the failure location;
7. Description of the impact of the spill;
8. Whether or not the spill was associated with a storm event;
9. Description of spill response activities including description of immediate spill containment and cleanup efforts;
10. Description of spill corrective action, including steps planned or taken to reduce, eliminate, and prevent reoccurrence of the spill, and a schedule of major milestones for those steps;
11. Spill response completion date;
12. Detailed narrative of investigation and investigation findings of cause of spill;
13. Reasons for an ongoing investigation (as applicable) and the expected date of completion;
14. Name and type of receiving water body(s);
15. Description of the water body(s), including but not limited to:
    - Observed impacts on aquatic life,
    - Public closure, restricted public access, temporary restricted use, and/or posted health warnings due to spill,
    - Responsible entity for closing/restricting use of water body, and
    - Number of days closed/restricted as a result of the spill.
16. Whether or not the spill was located within 1,000 feet of a municipal surface water intake; and
17. If water quality samples were collected, identify sample locations and the parameters the water quality samples were analyzed for. If no samples were taken, Not Applicable shall be selected.

3.1.3. Spill Technical Report for Individual Category 1 Spill in which 50,000 Gallons or Greater Discharged into a Surface Water

For any spill in which 50,000 gallons or greater discharged into a surface water, **within 45 calendar days** of the spill end date, the Enrollee shall submit a Spill Technical Report to the online CIWQS Sanitary Sewer System Database. The Spill Technical Report, at minimum, must include the following information:

1. Spill causes and circumstances, including at minimum:
    - Complete and detailed explanation of how and when the spill was discovered;

- Photographs illustrating the spill origin, the extent and reach of the spill, drainage conveyance system entrance and exit, receiving water, and post-cleanup site conditions;
- Diagram showing the spill failure point, appearance point(s), the spill flow path, and ultimate destinations;
- Detailed description of the methodology employed, and available data used to calculate the discharge volume and, if applicable, the recovered spill volume;
- Detailed description of the spill cause(s);
- Description of the pipe material, and estimated age of the pipe material, at the failure location;
- Description of the impact of the spill;
- Copy of original field crew records used to document the spill; and
- Historical maintenance records for the failure location.

2. Enrollee's response to the spill:
   - Chronological narrative description of all actions taken by the Enrollee to terminate the spill;
   - Explanation of how the Sewer System Management Plan Spill Emergency Response Plan was implemented to respond to and mitigate the spill; and
   - Final corrective action(s) completed and a schedule for planned corrective actions, including:
     - Local regulatory enforcement action taken against an illicit discharge in response to this spill, as applicable,
     - Identifiable system modifications, and operation and maintenance program modifications needed to prevent repeated spill occurrences, and
     - Necessary modifications to the Emergency Spill Response Plan to incorporate lessons learned in responding to and mitigating the spill.
3. Water Quality Monitoring, including at minimum:
   - Description of all water quality sampling activities conducted;
   - List of pollutant and parameters monitored, sampled and analyzed; as required in section 2.3 (Receiving Water Monitoring) of this Attachment;
   - Laboratory results, including laboratory reports;
   - Detailed location map illustrating all water quality sampling points; and
   - Other regulatory agencies receiving sample results (if applicable).
4. Evaluation of spill impact(s), including a description of short-term and long-term impact(s) to beneficial uses of the surface water.

3.1.4. Amended Certified Spill Reports for Individual Category 1 Spills

The Enrollee shall update or add additional information to a Certified Spill Report within **90 calendar days** of the spill end date by amending the report or by adding an attachment to the Spill Report in the online CIWQS Sanitary Sewer System Database. The Enrollee shall certify the amended report.

After **90 calendar days**, the Enrollee shall contact the State Water Board at SanitarySewer@waterboards.ca.gov to request to amend a Spill Report. The Legally Responsible Official shall submit justification for why the additional information was not reported within the Amended Spill Report due date.

3.2. Reporting Requirements for Individual Category 2 Spill Reporting

3.2.1. Draft Spill Report for Category 2 Spills

Within three (3) business days of the Enrollee's knowledge of a Category 2 spill, the Enrollee shall submit a Draft Spill Report to the online CIWQS Sanitary Sewer System Database.

The Draft Spill Report must, at minimum, include the following items:

1. Contact information: Name and telephone number of Enrollee contact person to respond to spill-specific questions;
2. Spill location name;
3. Date and time the Enrollee was notified of, or self-discovered, the spill;
4. Operator arrival time;
5. Estimated spill start date and time;
6. Date and time the Enrollee notified the California Office of Emergency Services, and the assigned control number;
7. Description, photographs, and GPS coordinates of the system location where the spill originated;

   If a single spill event results in multiple appearance points, provide GPS coordinates for the appearance point closest to the failure point and describe each additional appearance point in the spill appearance point explanation field;
8. Estimated total spill volume exiting the system;
9. Description and photographs of the extent of the spill and spill boundaries;
10. Did the spill reach a drainage conveyance system? If Yes:
    - Description of the drainage conveyance system transporting the spill;
    - Photographs of the drainage conveyance system entry location(s);
    - Estimated spill volume fully recovered from the drainage conveyance system;
    - Estimated spill volume remaining within the drainage conveyance system;

- Estimated spill volume discharged to a groundwater infiltration basin or facility, if applicable; and

11. Estimated total spill volume recovered.

3.2.2. Certified Spill Report for Category 2 Spills

Within 15 calendar days of the spill end date, the Enrollee shall submit a Certified Spill Report for the Category 2 spill, to the online CIWQS Sanitary Sewer System Database (https://ciwqs.waterboards.ca.gov). Upon completion of the Certified Spill Report, the online CIWQS Sanitary Sewer System Database will issue a final spill event identification number.

The Certified Spill Report must, at minimum, include the following mandatory information in addition to all information in the Draft Spill Report per section 3.2.1 (Draft Spill Report for Category 2 Spills) above:

1. Description of the spill event destination(s), including GPS coordinates if available, that represent the full spread and reach of the spill;
2. Spill end date and time;
3. Description of how the spill volume estimations were calculated, including at a minimum:
   - The methodology, assumptions and type of data relied upon, such as supervisory control and data acquisition (SCADA) records, flow monitoring or other telemetry information used to estimate the volume of the spill discharged, and the volume of the spill recovered (if any volume of the spill was recovered), and
   - The methodology(ies), assumptions and type of data relied upon for estimations of the spill start time and the spill end time;
4. Spill cause(s) (for example, root intrusion, grease deposition, etc.);
5. System failure location (for example, main, pump station, etc.);
6. Description of the pipe/infrastructure material, and estimated age of the pipe material, at the failure location;
7. Description of the impact of the spill;
8. Whether or not the spill was associated with a storm event;
9. Description of spill response activities including description of immediate spill containment and cleanup efforts;
10. Description of spill corrective action, including steps planned or taken to reduce, eliminate, and prevent reoccurrence of the spill, and a schedule of major milestones for those steps;
11. Spill response completion date;
12. Detailed narrative of investigation and investigation findings of cause of spill;
13. Reasons for an ongoing investigation (as applicable) and the expected date of completion; and

14. Whether or not the spill was located within 1,000 feet of a municipal surface water intake.

3.2.3. Amended Certified Spill Reports for Individual Category 2 Spills

The Enrollee shall update or add additional information to a Certified Spill Report within **90 calendar days** of the spill end date by amending the report or by adding an attachment to the Spill Report in the online CIWQS Sanitary Sewer System Database. The Enrollee shall certify the amended report.

After **90 calendar days**, the Enrollee shall contact the State Water Board at SanitarySewer@waterboards.ca.gov to request to amend a Spill Report. The Legally Responsible Official shall submit justification for why the additional information was not reported within the Amended Spill Report due date.

3.3. Monthly Certified Spill Reporting for Category 3 Spills

The Enrollee shall report and certify all Category 3 spills to the online CIWQS Sanitary Sewer System Database within 30 calendar days after the end of the month in which the spills occurred. (For example, all Category 3 spills occurring in the month of February shall be reported and certified by March 30th). After the Legally Responsible Official certifies the spills, the online CIWQS Sanitary Sewer System Database will issue a spill event identification number for each spill.

The monthly reporting of all Category 3 spills must include the following items for each spill:

1. Contact information: Name and telephone number of Enrollee contact person to respond to spill-specific questions;
2. Spill location name;
3. Date and time the Enrollee was notified of, or self-discovered, the spill;
4. Operator arrival time;
5. Estimated spill start date and time;
6. Description, photographs, and GPS coordinates where the spill originated:
    - If a single spill event results in multiple appearance points, provide GPS coordinates for the appearance point closest to the failure point and describe each additional appearance point in the spill appearance point explanation field;
7. Estimated total spill volume exiting the system;
8. Description and photographs of the extent of the spill and spill boundaries;
9. Did the spill reach a drainage conveyance system? If Yes:
    - Description of the drainage conveyance system transporting the spill;
    - Photographs of the drainage conveyance system entry locations(s);
    - Estimated spill volume fully recovered from the drainage conveyance system; and

- Estimated spill volume discharged to a groundwater infiltration basis or facility, if applicable.

10. Estimated total spill volume recovered;
11. Description of the spill event destination(s), including GPS coordinates, if available, that represent the full spread and reaches of the spill;
12. Spill end date and time;
13. Description of how the spill volume estimations were calculated, including, at minimum:
    - The methodology and type of data relied upon, including supervisory control and data acquisition (SCADA) records, flow monitoring or other telemetry information used to estimate the volume of the spill discharged, and the volume of the spill recovered (if any volume of the spill was recovered), and
    - The methodology and type of data relied upon to estimate the spill start time, on-going spill rate at time of arrival (if applicable), and the spill end time;
14. Spill cause(s) (for example, root intrusion, grease deposition, etc.);
15. System failure location (for example, main, pump station, etc.);
16. Description of the pipe/infrastructure material, and estimated age of the pipe/infrastructure material, at the failure location;
17. Description of the impact of the spill;
18. Whether or not the spill was associated with a storm event;
19. Description of spill response activities including description of immediate spill containment and cleanup efforts;
20. Description of spill corrective actions, including steps planned or taken to reduce, eliminate, and prevent reoccurrence of the spill, and a schedule of the major milestones for those steps; including, at minimum:
    - Local regulatory enforcement action taken against an illicit discharge in response to this spill, as applicable, and
    - Identifiable system modifications, and operation and maintenance program modifications needed to prevent repeated spill occurrences at the same spill event location, including:
      - Adjusted schedule/method of preventive maintenance,
      - Planned rehabilitation or replacement of sanitary sewer asset,
      - Inspected, repaired asset(s), or replaced defective asset(s),
      - Capital improvements,
      - Documentation verifying immediately implemented system modifications and operating/maintenance modifications,
      - Description of spill response activities,

- Spill response completion date, and
- Ongoing investigation efforts, and expected completion date of investigation to determine the full cause of spill;

21. Detailed narrative of investigation and investigation findings of cause of spill.

3.4. Monthly Certified Spill Reporting for Category 4 Spills

The Enrollee shall report and certify the estimated total spill volume exiting the sanitary sewer system, and the total number of all Category 4 spills to the online CIWQS Sanitary Sewer System Database, within 30 calendar days after the end of the month in which the spills occurred.

3.5. Amended Certified Spill Reports for Category 3 Spills

Within 90 calendar days of the certified Spill Report due date, the Enrollee may update or add additional information to a certified Spill Report by amending the report or by adding an attachment to the Spill Report in the online CIWQS Sanitary Sewer System Database. The Enrollee shall certify the amended report.

After 90 calendar days, the Legally Responsible Official shall contact the State Water Board at SanitarySewer@waterboards.ca.gov to request to amend a certified Spill Report. The Legally Responsible Official shall submit justification for why the additional information was not reported within the 90-day timeframe for amending the certified Spill Report, as provided above.

3.6. Annual Certified Spill Reporting of Category 4 and/or Lateral Spills

For all Category 4 spills and spills from its owned and/or operated laterals that are caused by a failure or blockage in the lateral and that do not discharge to a surface water, the Enrollee shall:

- Maintain records per section 4.4. of this Attachment;

  The Enrollee shall provide records upon request by State Water Board or Regional Water Board staff.

- Annually upload and certify a report, in an appropriate digital format, of all recordkeeping of spills to the online CIWQS Sanitary Sewer System Database, by February 1st after the end of the calendar year in which the spills occurred.

A spill from an Enrollee-owned and/or operated lateral that discharges to a surface water is a Category 1 spill; the Enrollee shall report all Category 1 spills per section 3.1 of Attachment E1 (Notification, Monitoring, Reporting and Recordkeeping Requirements) of this General Order.

3.7. Monthly Certification of "No-Spills" or "Category 4 Spills" and/or "Non-Category 1 Lateral Spills"

If either (1) no spills occur during a calendar month or (2) only Category 4, and/or Enrollee-owned and/or operated lateral spills (that do not discharge to a surface water) occur during a calendar month, the Enrollee shall certify, within 30 calendar days after

the end of each calendar month, either a “No-Spill” certification statement, or a “Category 4 Spills” and/or “Non-Category 1 Lateral Spills” certification statement, in the online CIWQS Sanitary Sewer System Database, certifying that there were either no spills, or Category 4 and/or Non-Category 1 Lateral Spills that will be reported annually (per section 3.6 of this Attachment) for the designated month.

If a spill starts in one calendar month and ends in a subsequent calendar month, and the Enrollee has no further spills of any category, in the subsequent calendar month, the Enrollee shall certify “no-spills” for the subsequent calendar month.

If the Enrollee has no spills from its systems during a calendar month, but the Enrollee voluntarily reported a spill from a private lateral or a private system, the Enrollee shall certify “no-spills” for that calendar month.

If the Enrollees has spills from its owned and/or operated laterals during a calendar month, the Enrollee shall not certify “no spills” for that calendar month.

3.8. Electronic Sanitary Sewer System Service Area Boundary Map

The Legally Responsible Official shall submit, to the State Water Board, an up-to-date electronic spatial map of its sewer system service area boundaries. The map must be in accordance with section 5.14 (Electronic Sanitary Sewer System Service Area Boundary Map) of this General Order and the specification provided on the statewide Sanitary Sewer Systems program website. The map must include the location of wastewater treatment facility(ies) that treats the sewer system waste, if in the same sewer service boundary.

By the Effective Date of this General Order, specifications for the electronic sanitary sewer service area boundary map format will be provided on the statewide Sanitary Sewer Systems Order program website.

3.9. Annual Report (Previously termed as Collection System Questionnaire in General Order 2006-0003-DWQ)

A new Enrollee shall complete and submit its first certified Annual Report into the online CIWQS Sanitary Sewer System Database, **within 30 days of obtaining a CIWQS account**; Subsequent Annual Reports are due by April 1 of each year.

All enrollees shall update their previous year’s Annual Report, **by April 1 of each year after the Effective Date of this General Order,** for each calendar year (January 1 through December 31)**.**

The Annual Report must be entered directly into the online CIWQS Sanitary Sewer System Database. The Enrollee’s Legally Responsible Official shall certify the Annual Report as instructed in CIWQS;

The Annual Report must address, and update as applicable, the following items:

- Population served;

- Updated sewer system service area boundary map, if service area boundary has changed from original map submitted per section 5.14 (Electronic Sanitary Sewer System Service Area Boundary Map) of this General Order;
- Number of system operation and maintenance staff:
  - Entry level (less than two years of experience),
  - Journey level (greater than two years of experience),
  - Supervisory level, and
  - Managerial level;
- Number of operation and maintenance staff certified as a certified collection system operator by the California Water Environmental Association (CWEA), with:
  - Corresponding number of certified collection system operator grade levels (Grade I, II, III, IV, and V);
- System information:
  - Miles of system gravity and force mains,
  - Number of upper and lower service laterals connected to system,
  - Estimated number of upper and lower laterals owned and/or operated by the Enrollee,
  - Portion of laterals that is Enrollee's responsibility,
  - Average age the major components of system infrastructure,
  - Number and age of pump stations, and
  - Estimated total miles of the system pipeline not accessible for maintenance;
- Name and location of the treatment plant(s) receiving sanitary sewer system's waste;
- Name of satellite sewer system tributaries;
- Number of system's gravity sewer above or underground crossings of water bodies throughout system;
- Number of force main (pressurized pipe) above or underground crossings of water bodies throughout system;
- Number of siphons used to convey waste throughout the sewer system;
- Miles of sewer system cleaned;
- Miles of sewer system video inspected, or comparable (i.e., video closed-circuit television or alternative inspection methods);
- System Performance Evaluation as specified in section 5.11 (System Performance Analysis) of this General Order;
- Major spill causes (for example, root intrusion, grease deposition);

- System infrastructure failure points (for example, main, pump station, lateral, etc.);
- Ongoing spill investigations; and
- Actions taken to address system deficiencies.

3.10. Sewer System Management Plan Audit Reporting Requirements

The Enrollee shall submit its Sewer System Management Plan Audit and other pertinent audit information, in accordance with section 5.4 (Sewer System Management Plan Audits) of this General Order, to the online CIWQS Sanitary Sewer System Database **by six (6) months after the end of the 3-year audit period**.

If a Sewer System Management Plan Audit is not conducted as required: the Enrollee shall:

- Update the online CIWQS Sanitary Sewer System Database and select the justification for not conducting the Audit; and
- Notify its corresponding Regional Water Board (see Attachment F (Regional Water Quality Control Board Contact Information)) of the justification for the lapsed requirements.

The Enrollee's reporting of a justification for not conducting a timely Audit does not justify non-compliance with this General Order. The Enrollee shall:

- Submit the late Audit as required in this General Order; and
- Comply with subsequent Audit requirements and due dates corresponding with the original audit cycle.

3.11. Sewer System Management Plan Reporting Requirements

For an Existing Enrollee previously regulated by Order 2006-0003-DWQ: **Within every six (6) years after the required due date of its last Plan Update**, the Legally Responsible Official shall upload and certify a local governing entity-approved Sewer System Management Plan Update to the online CIWQS Sanitary Sewer System Database. If the electronic document format or size capacity prevents the electronic upload of the Plan, the Legally Responsible Official shall report an electronic link to its updated Sewer System Management Plan posted on its own website.

Order 2006-0003-DWQ required each enrollee to develop its initial Sewer System Management Plan per the following schedule, with required Plan updates at a frequency of 5-years thereafter:

Systems serving populations: Greater than 100,000: May 2, 2009

Between 100,000 and 10,000: August 2, 2009

Between 10,000 and 2,500: May 2, 2010

Less than 2,500: August 2, 2010

This Order carries forth the previously-required Plan Update schedule per Order 2006-0003-DWQ. Per the six-year Plan Update frequency required in this Order, the Enrollee shall upload and certify its first Plan Update, to the online CIWQS Sanitary Sewer System Database by the following due dates, with subsequent Plan Updates at the frequency of six years thereafter:

Systems serving populations: Greater than 100,000: May 2, 2025

Between 100,000 and 10,000: August 2, 2025

Between 10,000 and 2,500: May 2, 2026

Less than 2,500: August 2, 2026

For a New Enrollee: **Within twelve (12) months of its Application for Enrollment Approval date**, the Legally Responsible Official of a new Enrollee shall upload and certify a local governing entity-approved Sewer System Management Plan to the online CIWQS Sanitary Sewer System Database. If electronic document format or size capacity prevents the electronic upload of the Plan, the Legally Responsible Official shall report an electronic link to its Sewer System Management Plan posted on its own website. The due date for subsequent 6-year Plan updates, is six (6) years from the submittal due date of the new Enrollee's first Sewer System Management Plan.

4. RECORDKEEPING REQUIREMENTS

The Enrollee shall maintain records to document compliance with the provisions of this General Order, and previous General Order 2006-0003-DWQ as applicable, for each sanitary sewer system owned, including any required records generated by an Enrollee's contractor(s).

4.1. Recordkeeping Time Period

The Enrollee shall maintain records of documents required in this Attachment, including records collected for compliance with this General Order, and records collected in accordance with previous General Order 2006-0003-DWQ, for five (5) years.

4.2. Availability of Documents

The Enrollee shall make the records required in this General Order readily available, either electronic or hard copies, for review by Water Board staff during onsite inspections or through an information request.

4.3. Spill Reports

The Enrollee shall maintain records for each of the following spill-related events and activities:

- Spill event complaint, including but not limited to records documenting how the Enrollee responded to notifications of spills. Each complaint record must, at a minimum, include the following information:
    - Date, time, and method of notification,

- Date and time the complainant first noticed the spill, if available,
- Narrative description of the complaint, including any information the caller provided regarding whether the spill has reached surface waters or a drainage conveyance system, if available,
- Complainant's contact information, if available, and
- Final resolution of the complaint;

- Records documenting the steps and/or remedial action(s) undertaken by the Enrollee, using all available information, to comply with this General Order, and previous General Order 2006-0003-DWQ as applicable;
- Records documenting how estimate(s) of volume(s) and, if applicable, volume(s) of spill recovered were calculated;
- All California Office of Emergency Services notification records, as applicable; and
- Records, in accordance with the Monitoring Requirements in this Attachment.

4.4. Recordkeeping of Category 4 Spills and Non-Category 1 Lateral Spills

An Enrollee must maintain the following records for each individual Category 4 spill and for each individual non-Category 1 Enrollee-owned and/or operated lateral spill, and report in accordance to section 3.6 (Annual Certified Spill Reporting of Category 4 and/or Lateral Spills) of this Attachment.

Recordkeeping of Individual Category 4 Spill Information:

1. Contact information: Name and telephone number of Enrollee contact person to respond to spill-specific questions;
2. Spill location name;
3. Description and GPS coordinates for the system location where the spill originated;
4. Did the spill reach a drainage conveyance system? If Yes:
   - Description of drainage conveyance system location,
   - Estimated spill volume fully recovered within the drainage conveyance system, and
   - Estimated spill volume remaining within the drainage conveyance system;
5. Estimated total spill volume exiting the sanitary sewer system;
6. Spill date and start time;
7. Spill cause(s) (for example, root intrusion, grease deposition, etc.);
8. System failure location (for example, main, pump station, etc.);
9. Description of spill response activities including description of immediate spill containment and cleanup efforts;
10. Description of how the volume estimation was calculated, including, at minimum:

- The methodology and type of data relied upon, including supervisory control and data acquisition (SCADA) records, flow monitoring or other telemetry information used to estimate the volume of the spill discharged, and the volume of the spill recovered (if any volume of the spill was recovered), and
- The methodology and type of data relied upon to estimate the spill start time, on-going spill rate at time of arrival (if applicable), and the spill end time;

11. Description of implemented system modifications and operating/maintenance modifications.

Recordkeeping of Individual Lateral Spill Information:

1. Date and time the Enrollee was notified of, or self-discovered, the spill;
2. Location of individual spill;
3. Estimated individual spill volume;
4. Spill cause(s) (for example, root intrusion, grease deposition, etc.); and
5. Description of how the volume estimations were calculated.

Total Annual Spill Information:

1. Estimated total annual spill volume;
2. Description of spill corrective actions, including at minimum:
   - Local regulatory enforcement action taken against the sewer lateral owner in response to a spill, as applicable, and
   - System operation, maintenance and program modifications implemented to prevent repeated spill occurrences at the same spill location.

4.5. Sewer System Telemetry Records

The Enrollee shall maintain the following sewer system telemetry records if used to document compliance with this General Order, and previous General Order 2006-0003-DWQ as applicable, including spill volume estimates:

- Supervisory control and data acquisition (SCADA) system(s);
- Alarm system(s);
- Flow monitoring device(s) or other instrument(s) used to estimate sewage flow rates, and/or volumes;
- Computerized maintenance management system records; and
- Asset management-related records.

4.6. Sewer System Management Plan Implementation Records

The Enrollee shall maintain records documenting the Enrollee's implementation of its Sewer System Management Plan, including documents supporting its Sewer System Management Plan audits, corrections, modifications, and updates to the Sewer System Management Plan.

4.7. Audit Records

The Enrollee shall maintain, at minimum, the following records pertaining to its Sewer System Management Plan audits, and other internal audits:

- Completed audit documents and findings;
- Name and contact information of staff and/or consultants that conducted or involved in the audit; and
- Follow-up actions based on audit findings.

4.8. Equipment Records

The Enrollee shall maintain a log of all owned and leased sewer system cleaning, operational, maintenance, construction, and rehabilitation equipment.

4.9. Work Orders

The Enrollee shall maintain record of work orders for operations and maintenance projects.

ATTACHMENT E2 – SUMMARY OF NOTIFICATION, MONITORING AND REPORTING REQUIREMENTS

This Attachment provides a summary of notification, monitoring and reporting requirements, by spill category, and for Enrollee-owned and/or operated laterals as required in Attachment E1 of this General Order, for quick reference purposes only.

Table E2-1

Spill Category 1: Spills to Surface Waters

Spill Requirement	Due	Method
Notification	**Within two (2) hours** of the Enrollee's knowledge of a Category 1 spill of 1,000 gallons or greater, discharging or threatening to discharge to surface waters: Notify the California Office of Emergency Services and obtain a notification control number.	California Office of Emergency Services at: (800) 852-7550 (Section 1 of Attachment E1)
Monitoring	• Conduct spill-specific monitoring; • Conduct water quality sampling of the receiving water within **18 hours** of initial knowledge of spill of 50,000 gallons or greater to surface waters.	(Section 2 of Attachment E1)
Reporting	• Submit Draft Spill Report **within three (3) business days** of the Enrollee's knowledge of the spill; • Submit Certified Spill Report **within 15 calendar days** of the spill end date; • Submit Technical Report **within 45 calendar days** after the spill end date for a Category 1 spill in which **50,000 gallons or greater** discharged to surface waters; and • Submit Amended Spill Report **within 90 calendar days** after the spill end date.	(Section 3.1 of Attachment E1)

Table E2-2
Spill Category 2: **Spills of 1,000 Gallons or Greater That Do Not Discharge to Surface Waters**

Spill Requirements	Due	Method
Notification	**Within two (2) hours** of the Enrollee's knowledge of a Category 2 spill of 1,000 gallons or greater, discharging or threatening to discharge to waters of the State: Notify California Office of Emergency Services and obtain a notification control number.	California Office of Emergency Services at: (800) 852-7550 (Section 1 of Attachment E1)
Monitoring	Conduct spill-specific monitoring.	(Section 2 of Attachment E1)
Reporting	• Submit Draft Spill Report **within three (3) business days** of the Enrollee's knowledge of the spill; • Submit Certified Spill Report **within 15 calendar days** of the spill end date; and • Submit Amended Spill Report **within 90 calendar days** after the spill end date.	(Section 3.2 of Attachment E1)

Table E2-3
Spill Category 3: Spills of Equal or Greater than 50 Gallons and Less than 1,000 Gallons That Does Not Discharge to Surface Waters

Spill Requirements	Due	Method
Notification	Not Applicable	Not Applicable
Monitoring	Conduct spill-specific monitoring.	(Section 2 of Attachment E1)
Reporting	• Submit monthly Certified Spill Report to the online CIWQS Sanitary Sewer System Database within **30 calendars days** after the end of the month in which the spills occur; and • Submit Amended Spill Reports **within 90 calendar days** after the Certified Spill Report due date.	(Section 3.3 and 3.5 of Attachment E1)

Table E2-4
Spill Category 4: Spills Less Than 50 Gallons That Do Not Discharge to Surface Waters

Spill Requirements	Due	Method
Notification	Not Applicable	Not Applicable
Monitoring	Conduct spill-specific monitoring.	(Section 2 of Attachment E1)
Reporting	• If, during any calendar month, Category 4 spills occur, certify monthly, the estimated total spill volume exiting the sanitary sewer system, and the total number of all Category 4 spills into the online CIWQS Sanitary Sewer System Database, within 30 days after the end of the calendar month in which the spills occurred. • Upload and certify a report, in an acceptable digital format, of all Category 4 spills to the online CIWQS Sanitary Sewer System Database, by February 1st after the end of the calendar year in which the spills occur.	(Section 3.4, 3.6, 3.7 and 4.4 of Attachment E1)

Table E2-5
Enrollee Owned and/or Operated Lateral Spills That Do Not Discharge to Surface Waters

Spill Requirements	Due	Method
Notification	**Within two (2) hours** of the Enrollee's knowledge of a spill of 1,000 gallons or greater, from an enrollee-owned and/or operated lateral, discharging or threatening to discharge to waters of the State: Notify California Office of Emergency Services and obtain a notification control number. Not applicable to a spill of less than 1,000 gallons.	California Office of Emergency Services at: (800) 852-7550 (Section 1 of Attachment E1)
Monitoring	Conduct visual monitoring.	(Section 2 of Attachment E1)
Reporting	• Upload and certify a report, in an acceptable digital format, of all lateral spills (that do not discharge to a surface water) to the online CIWQS Sanitary Sewer System Database, by February 1st after the end of the calendar year in which the spills occur. • Report a lateral spill of any volume that discharges to a surface water as a Category 1 spill.	(Sections 3.6, 3.7 and 4.4 of Attachment E1)

ATTACHMENT F – REGIONAL WATER QUALITY CONTROL BOARD CONTACT INFORMATION

This Attachment provides a map, list of counties, and contact information to assist the Enrollee in identifying the corresponding Regional Water Quality Control Board office, for all Regional Water Board notification requirements in this General Order.



Region 1 -- North Coast Regional Water Quality Control Board:
Del Norte, Glenn, Humboldt, Lake, Marin, Mendocino, Modoc, Siskiyou, Sonoma, and Trinity counties.

RB1SpillReporting@waterboards.ca.gov or (707) 576-2220

Region 2 -- San Francisco Bay Regional Water Quality Control Board:
Alameda, Contra Costa, San Francisco, Santa Clara (Northern most part of Morgan Hill), San Mateo, Marin, Sonoma, Napa, Solano counties.

RB2SpillReports@waterboards.ca.gov or (510) 622-2369

Region 3 -- Central Coast Regional Water Quality Control Board:
Santa Clara (most of Morgan Hill), San Mateo (Southern portion), Santa Cruz, San Benito, Monterey, Kern (small portions), San Luis Obispo, Santa Barbara, Ventura (Northern portion) counties.

CentralCoast@waterboards.ca.gov or (805) 549-3147

Region 4 -- Los Angeles Regional Water Quality Control Board:
Los Angeles, Ventura counties (small portions of Kern and Santa Barbara counties).

rb4-ssswdr@waterboards.ca.gov or (213) 576-6600

Region 5 -- Central Valley Regional Water Quality Control Board:

Rancho Cordova (Sacramento) Office: Colusa, Lake, Sutter, Yuba, Sierra, Nevada, Placer, Yolo, Napa, (North East), Solano (West), Sacramento, El Dorado, Amador, Calaveras, San Joaquin, Contra Costa (East), Stanislaus, Tuolumne counties.

RB5sSpillReporting@waterboards.ca.gov or (916) 464-3291

Fresno Office: Fresno, Kern, Kings, Madera, Mariposa, Merced, and Tulare counties, and small portions of San Benito and San Luis Obispo counties.

RB5fSpillReporting@waterboards.ca.gov or (559) 445-5116

Redding Office: Butte, Glen, Lassen, Modoc, Plumas, Shasta, Siskiyou, and Tehama counties.

RB5rSpillReporting@waterboards.ca.gov or (530) 224-4845

Region 6 -- Lahontan Regional Water Quality Control Board:

Lake Tahoe Office: Alpine, Modoc (East), Lassen (East side and Eagle Lake), Sierra, Nevada, Placer, El Dorado counties.

RB6sSpillReporting@waterboards.ca.gov or (530) 542-5400

Victorville Office: Mono, Inyo, Kern (East), San Bernardino, Los Angeles (North East corner) counties.

RB6vSpillReporting@waterboards.ca.gov or (760) 241-6583

Region 7 -- Colorado River Basin Regional Water Quality Control Board:

Imperial county and portions of San Bernardino, Riverside, San Diego counties.

RB7SpillReporting@waterboards.ca.gov or (760) 346-7491

Region 8 -- Santa Ana Regional Water Quality Control Board:

Orange, Riverside, San Bernardino counties.

RB8SpillReporting@waterboards.ca.gov or (951) 782-4130

Region 9 -- San Diego Regional Water Quality Control Board:

San Diego county and portions of Orange and Riverside counties.

RB9Spill_Report@waterboards.ca.gov or (619) 516-1990

End of Order 2022-0103-DWQ

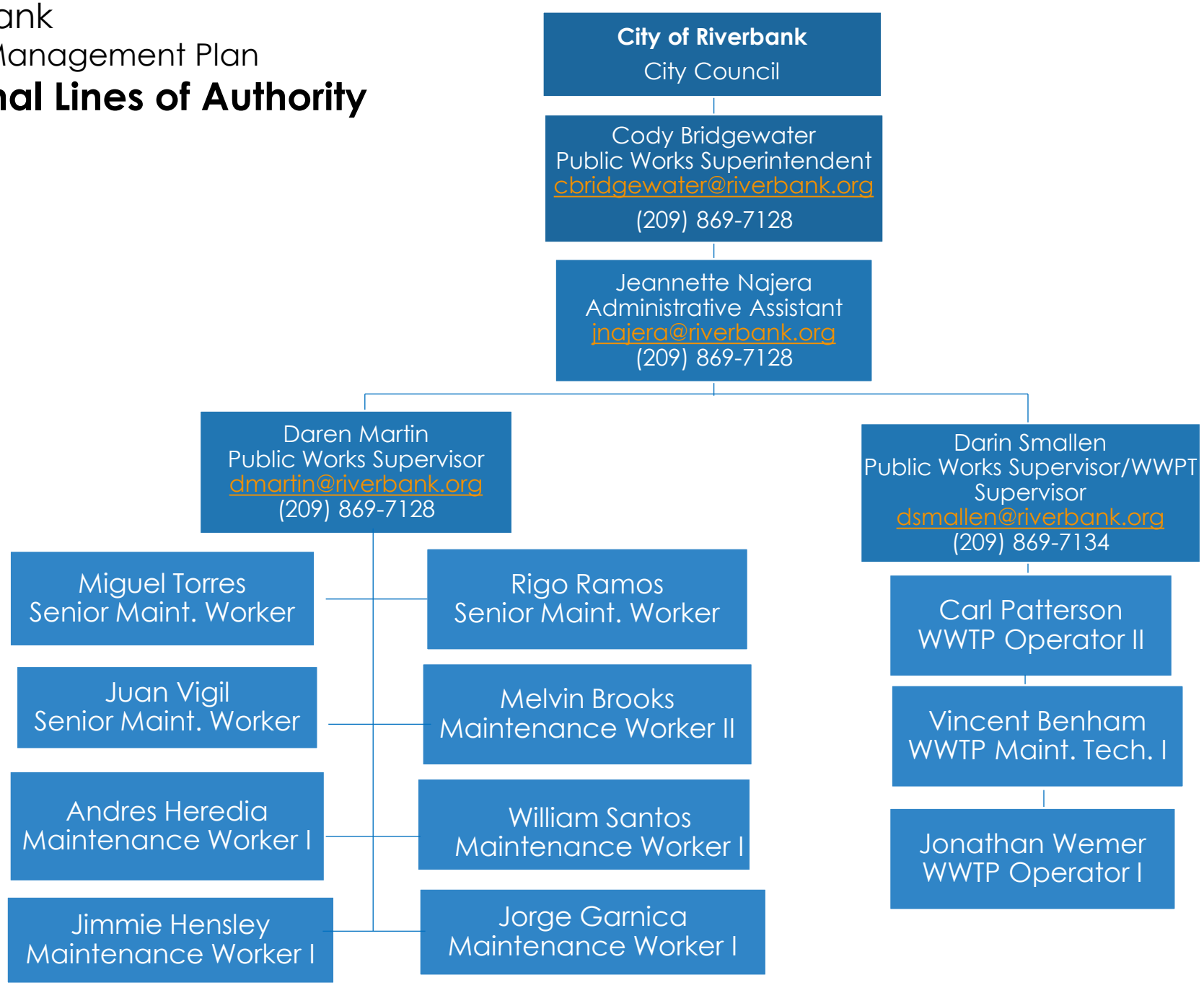
Appendix B

CITY OF RIVERBANK SEWER SYSTEM MAP

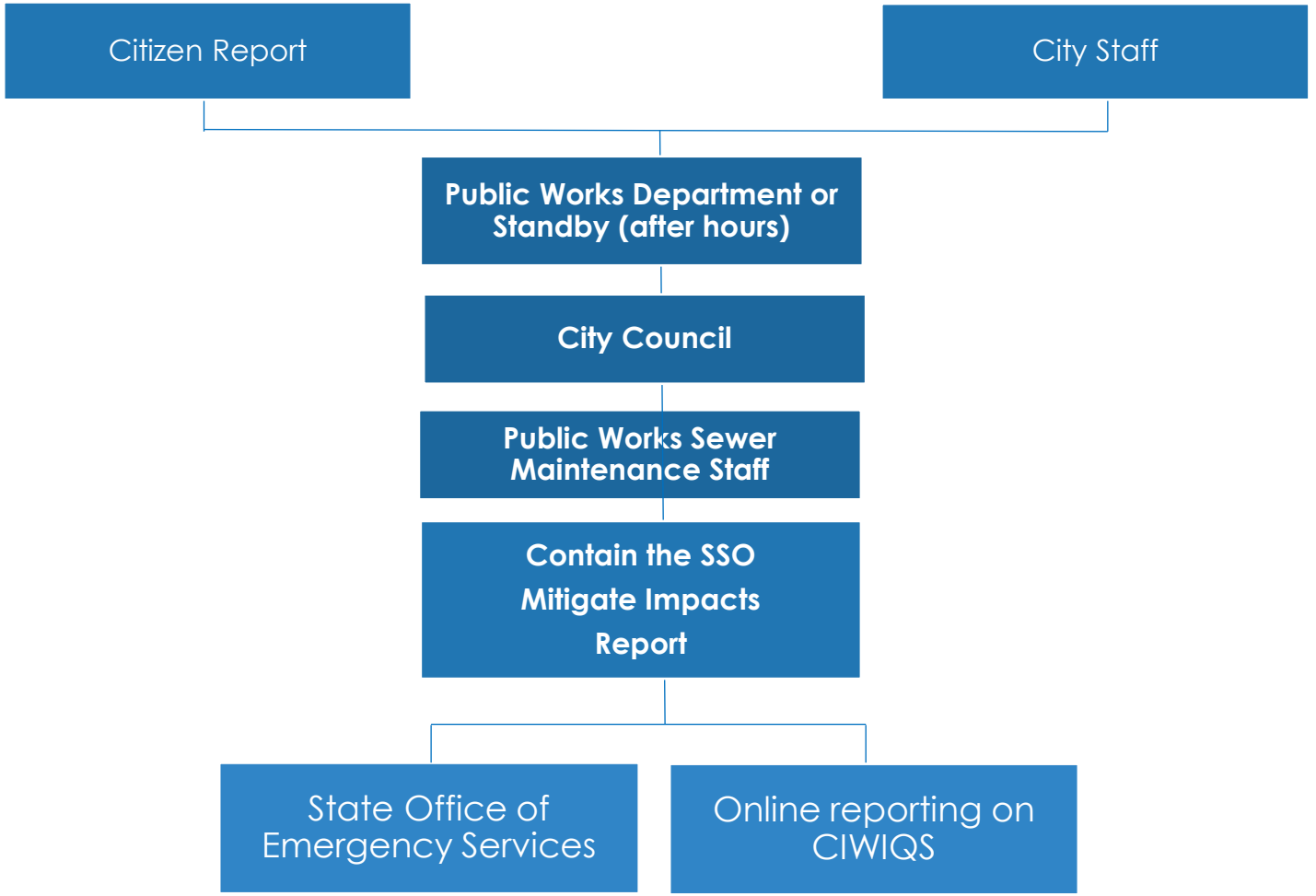
Appendix C

ORGANIZIONAL LINES OF COMMUNICATION AND AUTHORITY

Organizational Lines of Authority



Lines of Communication



Appendix D

SERP AND SUPOPRTING DOCUMENTS

SPILL EMERGENCY RESPONSE PLAN (SERP)

CITY OF RIVERBANK

Table of Contents

City of Riverbank Spill Emergency Response Plan

1.0 General 1-1
1.1 Scope 1-1
1.2 Objective 1-1
1.3 Priority of Effort 1-2
1.4 Applicability to Waste Water Treatment Plants 1-2
1.5 SSO Response Kit's 1-2
2.0 Private Property Spill Procedures 2-1
2.1 Private Property Spills 2-1
2.2 Receipt of an SSO 2-2
2.3 First Responder PPS Procedures 2-2
3.0 Emergency Response Procedures 3-1
3.1 Receipt of an SSO 3-1
3.2 First Responders Duties 3-1
3.3 Response Crew Duties 3-3
4.0 SSO Reporting 4-1
4.1 SSO Reporting Requirements Overview 4-1
4.2 Category 1 Notification and Reporting Procedures for a Surface Water or Drainage Channel Spill 4-3
4.3 Category 2 Notification and Reporting Procedures for a Spill Not Reaching Surface Waters 4-4
4.4 Category 3 Notification and Reporting Procedures 4-5
4.5 Private Lateral Spill Notification and Reporting Procedures 4-5
5.0 Record Keeping 5-1
5.1 State Mandated Record Keeping 5-1
5.2 SSO Investigation 5-2
5.3 Post SSO Debriefing 5-3

Appendix

Appendix A PPS Response Forms
Appendix B SSO Response Forms
Appendix C Emergency Contact Numbers and Phone Scripts
Appendix D Volume Calculations
Appendix E Surface Water Sampling Procedures
Appendix F Spill Reporting Checklist
Appendix G CIWQS SSO Dischargers Workbook

SECTION 1
GENERAL

1.1 SCOPE

This plan was prepared for the City of Riverbank as procedures to follow in response to sanitary sewer overflow (SSO's). This procedure applies to all SSO responses within the City of Riverbank.

1.2 OBJECTIVE

The purpose of a sanitary sewer spill response plan is to minimize the volume of sewer overflows that enter Waters of the State (i.e. surface water) and minimize the adverse effects of an overflow on water quality and beneficial uses. Additionally this plan will ensure that all sanitary sewer overflows and spills are properly identified, responded to and reported to the appropriate regulatory agencies as required by the General Waste Discharge Requirements WQ 2022-0103 DWQ and amendments. The procedures outlined in this plan will also include a procedure to evaluate SSO procedures, problem areas and the cause of the overflow, and methods of incorporating this information into the Rehabilitation and Replacement Plan or Preventive Maintenance Plan as appropriate to prevent future overflows in the same shed.

Identification of areas of the collection system that historically have overflowed and maintenance activities to address the cause of overflow are included in the Preventive Maintenance Plan (PMP) as part of the SSMP.

The basis for using pre-planned procedures is to ensure that all SSO responses are handled efficiently and effectively and that all regulatory requirements are met. It is also to avoid and/or minimize the threat to the health of persons who may be potentially exposed to untreated sewage.

Sanitary Sewer Overflow (SSO).
For the purpose of reporting, a Sanitary Sewer Overflow is defined as the discharge of any amount of untreated sewage from a collection system before it reaches a treatment plant. Additionally any discharge of wastewater from a sanitary sewer system to waters of the United States is illegal under the Clean Water Act.

SSO's can occur at many different locations within the wastewater collection system. These locations include, but are not limited to, pump stations, manholes, broken pipes, clean-outs, siphons, air relief valves and diversion structures. SSO's can discharge to public and/or private property due to a pump stat ion failure or a blocked or surcharged private or municipal sewer. This response plan will outline procedures to follow for both private and public sewers.

1.3 PRIORITY OF EFFORT

The priority of work in response to an overflow event shall be as follows:

1. Stop the overflow
2. Contain the spill
3. Protect public health
4. Repair the system, if necessary
5. Clean up the SSO
6. Document and report the spill as applicable.

These efforts will be discussed in more detail with notation on tasks that are important to note for reporting in Section 3.

1.4 APPLICABILITY TO WASTE WATER TREATMENT PLANTS

Evolving regulation requires that waste water treatment plants (WWTP) as part of the Publicly Owned Treatment Works (POTW), comply with the same provisions as collection systems for spills which reach Waters of the State or Drainage Channels. The reporting requirements for WWTP spills are similar to those for collections system spills reaching surface waters and are further described in Section 4 of this plan. Emergency Response procedures for WWTP spills are the same as those performed for collection systems and are further described in Section 3.

1.5 SSO RESPONSE KIT'S

In order the properly document the necessary information of all SSO's, the appropriate SSO Response Kits shall be kept in all vehicles which may respond to an SSO with additional backup kits in the field office. Two response kits are identified below.

1.5.1 PPS RESPONSE KIT

The PPS (Private Property Spill) Response Kit contains all of the documents necessary to properly document and handle a spill occurring on private property. This type of spill may be a result of a sewer main blockage and result in an insurance claim against the City for damaged property. To minimize the risk of taking on exaggerated claims, specific information must be documented and procedures followed to ensure a smooth response to PPS's. The forms and documents contained in the kit will ensure that all pertinent information is gathered and that the owner/occupant is provided with equitable service in the event of a PPS. The kit shall be compiled from the following:

1. Tyvek envelops (tear and water resistant)
2. PPS Response Kit Instructions
3. One copy of the following forms (found in Appendix A)
    a. PPS-1: Receiving a Backup Report
    b. PPS-2: PPS Response Flowchart
    c. PPS-3: First Responder Worksheet

d. PPS-4: Customer Relations Tips
e. PPS-5a & 5b Customer Claim Information Sheet and Claim Form (carbon form)
f. PPS-6 Customer Ackn. of Declination of Cleaning Service (carbon form)
g. PPS-7a & 7b Cleaning Contractor Information and Interview & Pre-billing Worksheet
h. PPS-8 Damaged Private Property Inventory Sheet
i. PPS-9 Lodging Voucher (carbon form)

4. One disposable camera

The envelopes shall be stapled closed and used for PPS events only.

1.5.2 SSO RESPONSE KIT

The SSO Response Kit contains all of the documents necessary to properly document and handle a Category I and Category 2 sanitary sewer overflow. The kit is developed to provide step wise procedures for the containment, mitigation and reporting to the required regulatory agencies for this type of SSO. The kit shall be complied from the following:

1. Tyvek envelops (tear and water resistant)
2. SSO Response Kit Instructions
3. One copy of the following forms (found in Appendix B)
    a. SSO Worksheet
    b. SSO Response Flowchart
    c. 4-Laminated Warning Signs "Warning Raw Sewage"
4. One disposable camera

The envelopes shall be stapled closed and used for SSO events only.

SECTION 2

PRIVATE PROPERTY SPILL PROCEDURES

Timely and proper claim handling procedures are key to controlling the cost of an overflow claim. Claims arising out of sewer spills should be forwarded to the City's Claims Administrator and processed in the same manner as all other claims filed against the City. In order to expedite the mitigation of the sewer spill inside a building and reduce overall risk to the City, the procedures described in this section must be performed.

2.1 PRIVATE PROPERTY SPILLS

There are two types of private property spill (PPS) designations used in this section, and refer only to spills occurring on private property. PPS's are spills which are a result of sewer overflows into a private structure or property due to a blocked private lateral or sewer main. These types of spills may or may not be reportable to the State, however should be reported to the County Environmental Health Department at every instance. For purposes of ranking severity in relation to an insurance claim the following spill types are defined:

2.1.1 MINOR (CATEGORY 3 AND 4) SPILL

A Category 3 and 4 spill is a sewerage spill that does not contaminate the homeowner's property inside the home, can be effectively and satisfactorily cleaned up by City personnel and requires regulatory notification in the monthly monitoring report.

A Category 4 inside spill is one that:

a. Does not contaminate carpet, furniture or

A Category 4 outside spill is less than 50 gallons.

A Category 3 spill is more than 50 gallons but less than 1,000 gallons and does not occur within 50 feet of human habitation, does not contaminate public waters, does not pose a threat to public health and/or the environment and can be cleaned up satisfactorily by City personnel and requires regulatory notification in the monthly report.

2.1.2 MAJOR SPILL

A major (Category 1 and Category 2) spill is a sewerage spill that contaminates the homeowner's property inside the home, and cannot be effectively and satisfactorily cleaned up by City personnel.

An indoor major spill is one that:

a. Spreads beyond the immediate drain area into other living areas.

b. Contaminates wall-to-wall carpets, furniture or other homeowner belongings that require specialized cleaning and disinfection.

c. Poses a threat to the occupants of the structure.

Outdoor major spills are the same as a Category I spill, reportable to the State and are not discussed in this section. Refer to Section 3 for this type of spill.

2.2 RECEIPT OF AN SSO

Staff receives notice of a SSO by two methods: externally by citizen notification or internally by staff observation. As the call is received the information should be documented and contact to the first responder (Public Works Superintendent or Public Works Supervisor) should be initiated for initial investigation. In the case of a citizen spill report inside a structure, the first responder should follow the action flow chart contained in PPS Response Kit as "PPS-1: Receiving a Backup Report". The first responder should call the citizen and inform them of the estimated time of arrival and precautionary tips to avoid further contamination of persons and items in the building. Information gathered should be recorded into the First Responder Worksheet located on PPS-3 of the PPS Response Kit.

2.3 FIRST RESPONDER PPS PROCEDURES

Upon notification of a PPS, and is found to be the cause of the sewer main back up, the first responder must assess the situation and determine priority. That is, if the SSO spilling onto the street poses a greater risk to the environment/public health than the risk of a toilet blowout of a single residence, the residence should be evacuated, water absorbing boom placed and the main blockage removed with prompt follow up to the property. In this type of event the first responder will have to perform two roles, scene supervisor handling customer relations for the PPS and overflow response coordinator in the event of a Category 1 or Category 2 Spill. This section will detail the procedures the first responder will follow in response to a PPS.

The PPS Response Kit contents must be used in the event that a SSO has backed up into a building or damaged private property. This kit will provide the first responder with the route of action to follow when encountered with this type of spill and are further described below.

2.3.1 RESPONSE PROCEDURES

1. Upon notification of an indoor spill, obtain a PPS Response Kit and dispatch to the property with indoor spill response equipment identified in Section 3.3.2(b).
2. Determine the cause and contain the indoor spill to prevent further contamination.
   a. If it is determined that the spill is due to a blockage in the City's main sewer line, dispatch the necessary crew to contain and remove the source of the blockage as outlined in Section 3.
      i. If the spill is a minor indoor/outdoor spill as defined in Section 2.1 above, direct crew to perform cleaning procedures listed under Section 3.2

ii. If the spill is a major indoor spill, contain the spill, contact a cleaning contractor from the list of City approved cleaning contractors, then contact the City claims adjuster to oversee the cleaning process and log damaged property. If the owner/occupant wants to use a different contractor explain the following:

(1) They must sign the Customer Acknowledgement Form stating that they are declining cleaning service (PPS-6 of the PPS Response Kit),

(2) The cleaning contractor must be able to respond within 90 minutes,

(3) The cleaning contractor must be licensed to do business in the City, and

(4) The cleaning contractor must be able to furnish the damaged property list and billing estimate within 24 hours of the start of cleaning (PPS-7 & PPS-8)

b. If the main line is flowing and the problem is determined to be in the private sewer lateral, notify the property owner that the spill is in the private lateral and the responsibility of the owner. Recommend the customer to call a reputable plumber and explain that the City cannot perform work on private laterals. End PPS procedures and fill out the incident report and file.

3. Make certain to take necessary photographs, for City records, of the affected area before and after moving items needing to be moved.
4. Do not accept or claim City liability, instead use neutral comments indicating that liability cannot be addressed until all of the relevant information has been evaluated. Tips for customer relations are attached in PPS-4 of the PPS Response Kit.
5. Maintenance supervisor or superintendent, if other than the first responder, will advise property owner/occupant of:
   a. Procedure for filing a claim for damages (only if there is damage to real estate and/or personal property).
      i. The owner/occupant must be given a claim form and claim information sheet located in the PPS-5a & 5b of the PPS Response Kit.
   b. Courtesy lodging accommodations, if warranted from the Livability Assessment included in Section B of the First Responder Worksheet (PPS-3).
6. Complete proper work sheet and overflow report noting all pertinent details. Package the camera and completed forms and submit to the City's Claims Administrator with a copy to the Public Works Superintendent, as soon as possible.
7. Make certain that the City's main sewer and affected building sewer are both functioning properly before leaving the area, provided that the cleanout meets City standard.

SECTION 3

EMERGENCY RESPONSE PROCEDURES

This section outlines the procedures taken in the event of a sanitary sewer overflow (SSO). These procedures in conjunction with the Chain of Communications will allow operators to step through the process of responding to an SSO occurring over public areas.

3.1 RECEIPT OF AN SSO

Staff receives notice of a SSO by two methods: externally by citizen notification or internally by staff observation. Notification is routed to the Public Works Supervisor or on call staff. As the call is received the spill information should be documented into the SSO Response Worksheet shown in Appendix B. Information contained on this worksheet is necessary for the initial spill report to the Water Board. If the spill results in a backup of sewer into private property, procedures contained in Section 2 must be followed.

NOTE: Upon notice of the SSO, the first responder must gather the information contained in the SSO Response Worksheet from the citizen or staff that reported the SSO.

3.2 FIRST RESPONDER DUTIES

The first responder is the person who receives the notification of the overflow. This person is tasked with the duties of properly documenting all aspects of the overflow event from receipt of the SSO notification to the final clean up and repair of the sewer line. The first responder is usually an on call employee who will direct crew and assist as necessary in the containment and repair of the SSO. This person will make the initial volume estimates and determine the spill location of the overflow which is critical to the determination of the SSO Category (Category I or Category 2 or private spill) for reporting purposes. Additionally, if it is found that the SSO has caused house damage to private property, the City's claims adjuster should be notified of the event (see Section 2).

Specific actions of the first responder are as follows:

1. Upon receipt of a SSO notification, obtain one of the prepackaged SSO Response Kits and start documenting information on the enclosed SSO Response Worksheet as discussed in Section 3.1 above. Ensure that the SSO Response Kit contains all of the necessary package material as shown in Section 1.5.2.
2. Investigate and Assess: Upon receipt of an initial report, the Supervisor or On Call employee performs a quick investigation and assessment of the overflow from the information gathered. A determination is then made to the extent of the overflow, what

additional resources are needed, and if notification of other businesses or agencies are required at that time.

3. Locate the SSO by address, cross street and point of overflow (i.e. manhole, cleanout, pump station, pipe, inside structure). As time allows, quickly take pictures of the overflow and overflow area as practicable and fill out line items 3-13 (initial estimates) of the SSO Response Worksheet.
4. Determine the current magnitude of the SSO, contact necessary personnel and develop an approach to contain and mitigate the overflow condition. See Response Flow chart in Appendix B.

NOTE: If the SSO appears to be a Category 1 SSO (greater than 1,000 gallons or enters surface water or drainage channel), **immediately** or no later than one (1) hour of becoming aware of the spill, contact the Public Works Superintendent. The Public Works Superintendent or designated representative will handle all notification to regulatory agencies regarding the reportable SSO.

5. Sewer and Storm drain maps shall be used to determine the destination of the overflow should it enter the storm drain system. The use of the maps will provide the first responder with the location of the nearest outfall and where best to isolate the overflow within storm drain system.
6. The first responder should carry basic containment equipment, such as that shown in 3.3.2(b) below, to ensure that the overflow does not enter the storm drain system. If the overflow entered the storm drain system, mats should be carried to isolate the overflow in a downstream storm drain line as secondary containment.
7. As the crew contains the spill:
   a. Document the site and overflow conditions,
   b. Volume entering the storm water system if any,
   c. Evaluate the potential for public exposure and post warnings located in Appendix B,
   d. Document related problems:
      i. Is overflow related to a street collapse?
      ii. Is overflow related to construction work?
      iii. Is overflow causing a traffic hazard such as displaced manhole cover or street flooding?
8. Provide final volume and overflow rate estimate using the overflow pictures and table (Appendix D).
9. Document the times for all response events (traffic control, sewer diversions, containment, overflows repair, etc...).
10. Submit the completed SSO worksheet to the Public Works Superintendent by:
    a. 4 p.m. if the spill is mitigated during business hours, or
    b. 10 a .m. the following business day if the spill is mitigated after hours.

3.3 RESPONSE CREW DUTIES

Immediate response entails the following steps in general order of decreasing priority. However, judgment must be used in determining what steps to take first if all steps cannot be implemented concurrently. As an example, if a simple containment berm would stop the spread of the SSO or prevent it from entering a water body , containment may be a higher priority than immediately trying to stop the SSO.

Duties of the Response Crew are as follows:

1) Control Traffic: Traffic control may be needed immediately to protect the public or O&M staff. Typically, immediate traffic control is needed if there is a street collapse or significant depression in the pavement that is related to the sewer, if the manhole is ajar, or if the overflow causes flooding of the street. Traffic control may also be needed to prevent wastewater from being further disbursed and to protect the O&M crew while containing the overflow and removing the blockage.
   a) Provide traffic control per Caltrans standards.
   b) If necessary, contact the Riverbank Police Services (Stanislaus Sherriff's Dept.) to ensure proper traffic control (Emergency Contact's in Appendix C)
2) Contain and Stop the Overflow: If the overflow is downstream of a wastewater pump station and there is an overflow line within the pump station, the pump must be shut down until the overflow is repaired.

   Contain or divert sewage whenever possible to prevent entry into a body of water or environmentally sensitive area. Determine if bypass pumping is feasible. If so, staff shall divert flow around the blockage to a downstream manhole.

   Rubber mats shall be used to prevent sewer from entering the storm drain system. Containment becomes more difficult if the overflow reaches the storm drain system or drainage way since the overflow can rapidly contaminate receiving waters such as creeks, streams, rivers, and other water bodies. If at all possible, plug the end of the storm drain and/or drainage ditch to prevent the SSO from reaching the above streams.

   If controlled and during dry weather, the storm drain system shall be used to store the overflow if it can be plugged downstream of the overflow or if the downstream storm pump station can be deactivated. Use of the VACTOR combination truck to help contain and vacuum the overflow shall be used. Decontaminate the storm drain after the overflow is mitigated. Decontamination shall be done by flushing the section of storm drain exposed to the raw sewage with fresh water until three (3) pipe volumes have been flushed.

   If sewage enters a dry stream/creek, determine the end of the contaminated area within the stream and construct a sand bag barrier to prevent the SSO from extending further downstream.

   The following actions and equipment should be used as basic tools to contain the overflow:

a) Actions for containing overflows:

i) Onto ground:

(1) Rubber mats at catch basin or inlet

(2) Sand bags in gutter or roadside ditch

(3) Dig trench in earth and line with plastic if time allows

ii) In a building or private property (private spill):

(1) Evacuate affected people

(2) Sand bag/plastic sheet

(3) Avoid electrical shock: have power turned off

(4) If the overflow is a **major inside** spill:

(a) The supervisor or superintendent is to call outside professional cleaning service for cleaning, sanitizing, placing of blowers and or dehumidifiers.

(b) Start the cleanup process until cleaning service arrives. This includes placing water absorbing booms to prevent spreading, mopping and raking debris from area making sure further contamination occurs.

(c) Block floor vents to prevent raw sewage from entering the ventilation system.

(d) Make sure the HVAC system is turned off.

(e) Dispose of water/debris properly.

(5) If the overflow is a **minor inside** spill:

(a) Municipality personnel remove water/debris with utility vacuum unit and sanitize with Pine-Sol solution per label instructions.

(b) Public Works Superintendent to offer professional carpet cleaning service at his discretion, if property owner/occupant demands such service.

(c) Dispose of water/debris properly.

(6) If overflow is **outside** of structure:

(a) If overflow is on the grounds, remove debris by means of rake and shovel.

(b) Wash down area (if possible) and disinfect with 10% solution of Cl2 bleach per label instructions.

(c) Dispose of debris properly.

iii) Into storm drain/drainage way:

(1) Trace overflow in storm drainage system to downstream end point.

(2) Plug all affected storm system outlets or block the creek and channels if necessary to contain spill.

(3) Turn off storm water pump station.

b) Required equipment for containing overflows:

i) Onto ground and in buildings:

(1) Rubber mats

(2) Sand bags

(3) Plastic sheets

(4) Bypass pumps and pipe/hose

(5) Water Absorbing Booms

(6) Mop

(7) Bucket

(8) Sponges

(9) Gloves

(10) Disinfectant

(11) Rakes

(12) Appropriate PPE

ii) Overflow into storm drain/drainage way:

(1) Plugs

(2) Storm drain mats

(3) Bypass pump or trash pump

(4) Rakes/Shovels

(5) Appropriate PPE

iii) Overflow at pump station:

(1) Emergency generator

(2) Bypass pump

(3) Appropriate PPE

iv) Warning signs to post around contaminated areas

3) Correct the cause of the overflow:

The cause of the overflow may be located a considerable distance downstream of the actual overflow in areas with flat terrain. During large storms, overflows may occur because of infiltration and inflow (I/I) of storm water into the sewer system. I/I can greatly increase the flow in the collection system and cause overflows from pipes that are only partially blocked by roots, grease, or debris. However, during very large storms I/I can cause the flow in the collection system to exceed the hydraulic capacity of the pipes or pumps stations. Under these conditions, it may not be possible to stop the overflow until the flows recede. If a measurable rainfall event has passed within 72 hours of the overflow, the intensity and duration of the rainfall will be noted in the SSO Worksheet for assessment purposes of the line in question.

The following procedures will assist O&M staff in isolating the stoppage and return the line to normal flow conditions.

a) Location of overflow in/at:

i) Sewer main

(1) Check flow in manholes;

(2) Blockage should be between manholes with sluggish flow or very little to no flow and the manhole that is surcharged with sewage.

ii) Service Lateral Sewer

(1) Check flow in cleanout. If cleanout does not show an active flow to the street, stoppage is located on private property or in the service lateral;

(2) Notify property owner to clear stoppage.

iii) Pump station

(1) Check alarm system for indication of problem;

(2) If power failure has occurred, determine if pump station has an emergency generator and if emergency generator is operating;

(3) Check motor amperage and voltages to determine if pumps are operating within normal ranges.

b) To clear a blockage within a:

i) Sewer Main

(1) Clear the line from dry manhole side if possible with high pressure cleaning or power rodding equipment;

(2) Determine cause of blockage (if possible) and note on the SSO Worksheet.

ii) Service Lateral line

(1) Inform the property owner to hire a plumber to clear the stoppage;

(2) If the stoppage was caused by damage or deterioration in the City right-of-way portion of the lateral in the street, the City crew will clear the blockage and repair the damaged lateral in the street.

iii) If blockage cannot be cleared within 30 minutes:

(1) Call the Public Works Superintendent;

(2) Increase containment and/or initiate bypass pumping;

(3) Perform CCTV inspection to determine problem; and

(4) Dig up lateral where blockage occurred if in the right-of-way and repair.

c) Pump Station

(1) If the pump station does not have power, activate emergency generators or portable bypass pump. If pump station does not have an emergency generator, then set up a portable generator;

(2) Check fuel for emergency generator or bypass pump;

(3) If a pump is not operating properly, activate standby pump;

(4) Investigate force main for possible damage or blockage;

(5) Make other repairs as necessary.

4) Estimate the Volume: Coordinate with the First Responder to determine the final overflow volume. This volume is recorded on the SSO Worksheet for the City's records and included in the final report to regulatory agencies as required.

   a) Estimates of the final overflow rate and total overflow volume can be estimated using one of the methods displayed in Appendix D.

5) Initiate Cleanup: Disinfection of contaminated soil or drainage ways will be performed as directed by the appropriate agencies (e.g. Environmental Health Dept., Dept. of Fish and Game). Cleaning of spills occurring in environmentally sensitive areas can in some cases cause more damage than good, therefore a call to the Department of Environmental Resources for further instructions may be required.

   a) Storm drain or drainage way

      i) Pump out wastewater;

      ii) Remove debris;

      iii) Wash concrete and contain wash water, pump out;

      iv) Remove contaminated soil/plants;

      v) Remove all plugs/dams used to contain overflow;

   b) Street.

      i) Remove Debris;

      ii) Remove wastewater;

      iii) Wash pavement and contain wash water;

      iv) Spray 10% Hypochlorite solution on gutter, street, etc. but not in D.I. or pipe;

      v) Dump wastewater and wash water at wastewater treatment plant dump station or downstream manhole.

   c) Stream/Creek: Remove the SSO from the stream using the VACTOR and dispose of the wastewater at the wastewater treatment plant dump station.

6) Restore operations: Any sewer lift station or storm drain pump station must be placed back online after sewer flow is restored.

7) Sample Receiving Water (for Category 1 spills greater than 50,000 gallons):

a) Samples will be taken of any contaminated drainage channel, stream, or other water body within 1 hour of the incident or as soon as practicable. Sampling shall be coordinated with the Waste Water Treatment Operator as needed.

b) Sample should be taken upstream, at entry point, and downstream of overflow location as determined by site-specific conditions. Samples will be taken approximately 50 feet upstream of the contamination and 100 feet downstream of the contamination as practicable. Document in writing and by photographs the exact location of sampling as required for the reporting.

NOTE: Be specific on the locations of the sample by relating the sample point to a permanent feature or structure. Document the sample locations in writing and by photographs. This information must be given to the first responder or Public Works Superintendent for reporting.

c) Sampling and testing will be performed for the fecal coliform, total coliform, ammonia, and BOD.

d) Minimum of T-1 Certified staff will conduct and handle samples and will do so in accordance with all applicable sampling protocol. (see Appendix E).

e) Other samples will be collected as required by the Regional Water Quality Control Board.

f) Contact lab personnel and transport sample to laboratory along with appropriate paper work (Emergency Contacts in Appendix C).

SECTION 4

SSO REPORTING

This section contains the reporting requirements as outlined in the Monitoring and Reporting portion of the Order and Procedures that the Supervisor (Data Submitter) and/or Legally Responsible Official (LRO) must take to ensure the proper regulatory agencies are contacted within the time frames outlined within the Order. This section is written in a way that allows the LRO to go directly to that section corresponding to the type of spill (Category 1 or 2) and follow a stepwise procedure through to final reporting.

4.1 SSO REPORTING REQUIREMENTS OVERVIEW

The Order requires all SSO reports to be submitted in an online SSO database. The database is the California Integrated Water Quality System (CIWQS). The information gathered on the SSO Worksheet is the required information needed to complete the online report. SSO reporting deadlines vary depending on the type of spill and are further described below. It should be noted that months which the collection system does not experience any spills, a "No Spill Certification" is required in CIWQS within 30 days after the end of the month. In the event that the database is not available, the City is required to fax all the requested information to the appropriate Regional Board office.

The Order establishes three (3) SSO Categories and their reporting requirements, as defined below:

Category I: A Category I spill is defined as all discharges of sewage resulting in a failure in the sanitary sewer system that:

1) Discharges to a drainage channel and/or surface water; or

2) Discharges to a storm drainpipe that was not fully captured and returned to the sanitary sewer system

    a) Notification and Reporting timeframe:

        i) Notification:

            (1) Spill greater than or equal to 1000 gal: Verbal Notification to Office of Emergency Services (OES) **as soon as possible but no later than 2 hours after first becoming aware of the event.**

            (2) Spill less than 1000 gal: No verbal notification required**.**

        ii) Initial Reporting: to Regional Board within **3 days of becoming aware of the spill**

iii) Final Report: within **15 days** of the end of the SSO

Category 2: A Category 2 spill is defined as a spill greater than or equal to 1,000 gallons that:

1. Does not reach surface water or drainage channel; or
2. Reaches a storm drain system but is fully recovered and properly treated.

i) Notification: None

ii) Initial Reporting: to Regional Board within **3 days of becoming aware of the spill**

iii) Final Report: within **15 days** of the end of the SSO

Category 3: A Category 3 spill is defined as all other discharges (more than 50 gallons and less than 1000 gallons) of sewage resulting from a failure in the collection system.

i) Notification: None

ii) Initial Reporting: None

iii) Final Report: within **30 days after the month in which the spill took place**

Category 4: A Category 4 spill is defined as all other discharges (less than 50 gallons) of sewage resulting from a failure in the collection system.

i) Notification: None

ii) Initial Reporting: None

iii) Final Report: within 30 days after the month in which the spill took place

Private Lateral Sewage Discharges (PLSD): Sewage discharges that are caused by blockages or other problems within a privately owned lateral.

a) Notification and Reporting timeframe:

i) Reporting: Reporting is optional and left at the discretion of the Agency

After final reporting and as additional information becomes available, (e.g. laboratory data), a revised report should be submitted as soon as possible. SSO reporting should also be made available to local agencies and individuals as the situation dictates. Individuals, departments and agencies that require reports, or that may need to be considered, are as follows:

- Internal Managers: Public Works Superintendent, City Manager.
- Riverbank Police Services (Stanislaus Sheriffs Dept.): Roadblock, traffic control, etc.

- Public Services: Close areas such as parks, shopping centers, etc.
- Water Department: Impact on drinking water storage or supply.
- Local residents and businesses that may be impacted.

4.2 CATEGORY 1 NOTIFICATION AND REPORTING PROCEDURES FOR A SURFACE WATER OR DRAINAGE CHANNEL SPILL

As an SSO event is being received by the collection system Superintendent or On-Call personnel, this person collects specific information of the SSO event. From the initial investigation of the caller's information and site visit of the SSO location, the first responder will determine whether the spill has discharged to surface waters or a drainage channel.

In the event that the spill has reached surface waters or a drainage channel, the following procedures to notify and report the overflow to the proper regulatory authorities is shown below.

4.2.1 2 HOUR "VERBAL NOTIFICATION"

1) The first responder will call the Public works Superintendent (LRO) or Authorized Representative (AR) to give notification that the current SSO event has spilled into the surface waters or drainage channel. Verify that the time between initial SSO notification and LRO/AR notification is within the 2 hour timeline allotted by the Order for this type of spill.

2) If the spill is greater than 50,000 gallons, immediately call the Wastewater Operator and request sampling assistance in accordance to the sampling procedures found in Appendix E.

3) Verbally contact the following agencies within the 2 hour time allotment.

    a) The Emergency Contact numbers and phone script are shown in Appendix C.

    b) State Office of Emergency Services (OES): Be sure to get the tracking number to include in the 24 Initial Reporting to the Water Board.

NOTE: Notify OES within 2 hours from becoming aware of the spill discharging to surface waters or drainage channel. Be sure to get a control number from OES. The control number will be required for the 24 hour certification report to the Regional Water Board.

4.2.3 3 DAY "INITIAL REPORTING"

As soon as possible, but no later than three (3) days from becoming aware of the spill, the LRO or authorized representative must input spill data into CIWQS, the online database. The information needed for the initial reporting can be found in Appendix F under Category 1 Initial Reporting Checklist. See the Dischargers Workbook in Appendix G for CIWQS assistance.

4.2.4 15 DAY "FINAL REPORTING"

A final report shall be submitted in the online database not later than 15 days from the conclusion of the SSO response and remediation. The final report must be submitted and certified by the Legally Responsible Official. Certification is done by typing in the name of the LRO and clicking on the "Certify" button at the end of the report. The information needed for the final report can be found in Appendix F under Category I Final Reporting Checklist. See the Dischargers Workbook in Appendix G for CIWQS assistance.

4.2.5 TECHNICAL REPORTING

A technical report must be submitted to CIWQS for spills reaching surface waters (Category 1 Spills) that are greater than 50,000 gallons in volume. The technical report must contain at minimum the following information:

Causes and Circumstances of the SSO:

1. Complete and detailed explanation of how and when the SSO was discovered.
2. Diagram showing the SSO failure point, appearance point(s), and final destination(s).
3. Detailed description of the methodology employed and available data used to calculate the volume of the SSO and, if applicable, the SSO volume recovered.
4. Detailed description of the cause(s) of the SSO.
5. Copies of original field crew records used to document the SSO.
6. Historical maintenance records for the failure location.

Narrative Response to the SSO:

1. Chronological narrative description of all actions taken by enrollee to terminate the spill.
2. Explanation of how the SSMP Spill Emergency Response plan was implemented to respond to and mitigate the SSO.
3. Final corrective action(s) completed and/or planned to be completed, including a schedule for actions not yet completed.

Water Quality Monitoring:

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

4.3 CATEGORY 2 NOTIFICATION AND REPORTING PROCEDURES FOR A SPILL NOT REACHING SURFACE WATERS

In the event that the spill is greater than 1000 gallons (>1000 gallons) and has not reached surface waters or drainage channel, the following procedures to notify and report the overflow to the proper regulatory authorities is shown below.

4.4.1 "VERBAL NOTIFICATION"

1) Verbal Notification to regulatory agencies is not a requirement of this Category of Spill.

4.4.2 3 DAY "INITIAL REPORTING"

As soon as possible but no later than three (3) days from becoming aware of the spill, the LRO or authorized representative, must input the initial spill data into CIWQS, the online database. The information needed for the initial reporting can be found in Appendix F under Category I Initial Reporting Checklist. See the Dischargers Workbook in Appendix G for CIWQS assistance.

4.4.3 15 DAY "FINAL REPORTING"

A final report shall be submitted in CIWQS no later than 15 days from the conclusion of the SSO response and remediation. The final report must be submitted and certified by the Legally Responsible Official. Certification is done by typing in the name of the LRO and clicking on the "Certify" button at the end of the report. The information needed for the final report can be found in Appendix F under Category I Final Reporting Checklist. See the Dischargers Workbook in Appendix G for CIWQS assistance.

4.4 CATEGORY 3 NOTIFICATION AND REPORTING PROCEDURES

Category 3 spills are all spills that occur as a result of a failure in the collection system other than previously mentioned Category 1 spills or Category 2 spills.

4.5.1 "VERBAL NOTIFICATION"

Verbal Notification to regulatory agencies is not a requirement of this Category of Spill.

4.5.2 "FINAL REPORTING"

Category 3 reporting shall be submitted in CIWQS no later than 30 days following the month in which the spill occurred. For example, a spill which occurred in January will be reported no later than March lst the report must be submitted and certified by the Legally Responsible Official. Certification is done by typing in the name of the LRO and clicking on the "Certify" button at the end of the report. The information needed for the final report can be found in Appendix F under Category 3 Reporting Checklist. See the Dischargers Workbook in Appendix G for CJWQS assistance.

4.5 PRIVATE LATERAL SPILL NOTIFICATION AND REPORTING PROCEDURES

Sewage discharges that meet the criteria for Private Lateral sewage discharges may be reported to the Database based on City discretion. If a Private Lateral sewage discharge is recorded in the Database, the City must identify the sewage discharge as occurring and caused by a private lateral, and a responsible party (other than the City) should be identified, if known.

SECTION 5

RECORD KEEPING

A record of all SSO's shall be kept on file to document the process of every SSO Response. Doing so will provide the Public Works Superintendent a means to evaluate the performance of the collection system, response procedures and plan for rehabilitation if needed. Additionally as a component of compliance with the Order these records shall be kept and made available to the Water Board upon request.

5.1 STATE MANDATED RECORD KEEPING

The GWDR requires that individual SSO records be maintained by the City for a minimum of five years from the date of the SSO. This period may be extended when requested by a Regional Water Board Executive Officer. All records shall be made available for review upon State or Regional Water Board staffs request.

The State Order Monitoring and Reporting Program (MRP) include the following requirements for record keeping.

1) Individual SSO records shall be maintained by the City for a minimum of five years from the date of the SSO. This period may be extended when requested by a Regional Board Executive Officer.

2) SSO records shall be made available for review upon State or Regional Board staffs request.

3) SSO monitoring instruments and devices that are used by the City to conduct water quality monitoring for SSO's shall be properly maintained and calibrated as necessary to ensure their continued accuracy.

4) The City shall retain records of all SSO's, such as, but not limited to and when applicable:

    a) Record of Certified report, as submitted to CIWQS.

    b) All original recordings for continuous monitoring instrumentation.

    c) Service call records and complaint logs of calls received by the City.

    d) SSO calls.

    e) SSO records.

    f) Steps that have been and will be taken to prevent the SSO from recurring and a schedule to implement those steps.

g) Work orders, work completed, and any other maintenance records from the previous five (5) years which are associated with responses and investigations of system problems related to SSO's.

h) A list and description of complaints from customers or others from the previous 5 years.

i) Documentation of performance and implementation measures for the previous 5 years.

5) If water quality samples are required by Environmental Health, State law or if voluntary monitoring is conducted as result of an SSO, records of monitoring information shall include the following:

a) The date, exact place, and time of sampling or measurements;

b) Individual(s) who performed the sampling or measurements

c) The date(s) analyses were performed;

d) The laboratory who performed the analyses;

e) The analytical technique or method used; and,

f) The results of such analyses.

5.2 SSO INVESTIGATION

All SSO's should be thoroughly investigated by the Collection System Supervisor to determine the cause of the overflow. This information will determine if additional maintenance is needed or if repair/replacement is required.

The procedures for investigating the SSO are:

- Review the incident/overflow report;
- Interview responding crew members;
- Review past maintenance records;
- Review past CCTV records;
- Conduct new CCTV inspection if necessary;
- Evaluate all information and determine necessary course of action to avoid future SSO's; and
- Create a special layer within the City Map to mark the location of the SSO
- Document results of investigation and implement necessary course of action within the appropriate plans (Rehabilitation & Replacement Plan, O&M Plan, CIP etc...)

5.3 POST SSO DEBRIEFING

Every SSO is an opportunity to thoroughly evaluate response and reporting procedures. Each overflow event is unique, with its own elements and challenges that might include volume, location terrain, and other parameters.

As soon as possible after major SSO events, all of the participants from the person who received the call to the last person to leave the site should meet to review the procedures used and discuss what worked and where improvements could be made in responding to and mitigating future SSO events. The results of the debriefing should be recorded and tracked to ensure the action items are completed. These records shall be attached to the SSO Report.

Appendix E

FOG PROGRAM SUPPORTING DOCUMENTS

Appendix E

Contents

1. Sanitary Sewer Hot Spots 1
2. California Code of Ordinances, City of Riverbank FOG Policy 3
3. Public Outreach Material 11
4. Application for Restaurant Permit or Conditional Waiver to Install Grease Interceptor 50
5. Restaurant Cleaning Log 53

Appendix E

1. Sanitary Sewer Hot Spots

Summary of "Hot Spots"

Location	Problem Type	Cleaning Frequency
Patterson (Galaxy Theater) to Jackson (Cool Hand Lukes)	FOG	Monthly
Corner of Eigth / Topeka	FOG	Monthly
Jackson to Dobbins	FOG	Monthly
Don Court to Ward	FOG	Monthly
Corner of Ward / Howard	FOG	Monthly
Corner of Jackson / Ward	FOG	Monthly
Patterson (Thurderbolt) to Arizona (Private Property)	FOG	Monthly
Parsley / Jackson	FOG	Monthly
Garcia's Market (Sierra / 3rd)	FOG	Monthly
La Perla (8th/Atchison)	FOG	Monthly
Cool Hand Luke's (Patterson)	FOG	Monthly
Taco Bell	FOG	Monthly

2. California Code of Ordinances, City of Riverbank FOG Policy

Print

Riverbank, California Code of Ordinances

FATS, OILS AND GREASES (FOG)

§ 51.40 PURPOSE AND POLICY.

To aid in the prevention of sanitary sewer blockages and obstructions from contributions and accumulation of fats, oils and greases into the sanitary sewer system from industrial or commercial establishments, particularly food preparation and serving facilities.

(Ord. 2009-003, passed 7-13-09)

§ 51.41 DEFINITIONS.

For the purpose of this subchapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

ALTERNATIVE PRETREATMENT TECHNOLOGY. Includes, but is not limited to, devices that are used to trap, separate and hold grease from wastewater and prevent it from being discharged into the sanitary sewer collection system.

FATS, OILS AND GREASES (FOG). Organic polar compounds derived from animal and/or plant sources that contain multiple carbon chain triglyceride molecules. These substances are detectable and measurable using analytical test procedures established in the United States Code of Federal Regulations 40 C.F.R. 136, as may be amended from time to time. All are sometimes referred to herein as ***GREASE*** or ***GREASES***.

FOOD SERVICE ESTABLISHMENTS (FSE). Those establishments primarily engaged in activities of preparing, serving or otherwise making available for consumption by the public such as restaurant, commercial kitchen, caterer, hotel, school, hospital, prison, correctional facility and care institution. These establishments use one or more of the following preparation activities: cooking by frying (all methods), baking (all methods), grilling, sauteing, rotisserie cooking, broiling (all methods), boiling, blanching, roasting, toasting or poaching. Also included are infrared heating, searing, barbecuing and any other food preparation activity that produces a hot, non-drinkable food product in or on a receptacle that requires washing.

GREASE CONTROL DEVICE. A grease control device for the purpose of this subchapter includes grease traps, grease interceptors and alternative pretreatment technology.

GREASE INTERCEPTOR. A structure or device designed for the purpose of removing and preventing fats, oils and grease from entering the sanitary sewer collection system. These devices are often below-ground units in outside areas and are built as multi-chamber baffled tanks.

GREASE TRAP. A device for separating and retaining waterborne greases and grease complexes prior to the wastewater exiting the trap and entering the sanitary sewer collection and

treatment system. Such traps are typically compact under-the-sink units that are near food preparation areas.

MINIMUM DESIGN CAPABILITY. The design features of a grease interceptor and its ability or volume required to effectively intercept and retain greases from grease-laden wastewaters discharged to the public sanitary sewer. Minimum design standards shall be per current California Plumbing Code and as specified in city standards.

RENDERABLE FOG. Uncontaminated fats, oils and grease from the food preparation process that can be used as a source of material that is free of impurities and can be recycled into products such as animal feed and cosmetics.

USER. Any person, including those located outside the jurisdictional limits of the city who contributes, causes or permits the contribution or discharge of wastewater into sewers within the city's boundaries, including persons who contribute such wastewater from mobile sources, such as those who discharge hauled wastewater.

(Ord. 2009-003, passed 7-13-09)

§ 51.42 ADMINISTRATION.

Except as otherwise provided herein, the Director of Public Works shall administer, implement and enforce the provisions of this subchapter. Any powers granted to or duties imposed upon the Director of Public Works may be delegated by the Director of Public Works to other city personnel.

(A) *Food service establishment permit requirement.* All establishments discharging wastewater to the city sanitary sewer collection system are subject to the permit requirements of § 51.26 and following.

(1) *Grease interceptor requirements.* All permitted food service establishments including restaurants, cafeterias, diners and similar non-industrial facilities using food preparation processes that generate FOG are required to install, operate and maintain an approved type and adequately sized grease interceptor necessary to maintain compliance with the objectives of this subchapter.

(2) *Implementation.*

(a) *New establishment.* All new food service establishment facilities are subject to grease interceptor requirements. All such facilities must obtain prior approval from the Director of Public Works for grease interceptor sizing prior to submitting plans for a building permit. All grease interceptors shall be readily and easily accessible for cleaning and inspection.

(b) *Existing facilities.* Existing facilities with planned modification under a building permit with valuations set forth in the FSE Policy will be required to include plans to comply with the grease interceptor requirements. These facilities must obtain approval from the Director of Public Works for grease interceptor sizing prior to submitting plans for a building permit.

1. All existing food service establishments, determined by the Director of Public Works, to have a reasonable potential to adversely impact the city's sewer system will be notified of

their obligation to install a grease interceptor within the specified period set forth in the notification letter.

2. Existing food service establishments which generate, and discharge wastewater containing FOG, and which have an existing non-complying FOG pretreatment system may, as determined by the city, operate the existing FOG pretreatment system. Such facilities shall submit an application for a permit and include applicable information to amend the existing permit or submit an application for a new permit if no permit exists.

(3) *Variance from grease interceptor requirements.* Grease interceptors required under this subchapter shall be installed unless the Director of Public Works authorizes the installation of an indoor grease trap or other alternative pretreatment technology and determines that the installation of a grease interceptor would not be feasible.

(4) *Costs.* All costs and related expenses associated with the installation and connection of the FOG Interceptor(s) or Alternate Pretreatment System(s) shall be borne by the food service establishment. The food service establishment shall indemnify the city and its agents for any loss or damage that may directly or indirectly occur due to the installation of the FOG pretreatment system.

(B) *Conditional waivers.* Existing FSEs that do not meet the requirements set forth in division (A)(2) above may apply for a conditional waiver. The conditional waiver will specify requirements that the FSE must comply with to operate without an interceptor. The Director of Public Works or designee will continually review FSE compliance with the conditional waiver requirements. A conditional waiver may be revoked at any time for any of the following reasons:

(1) Quantity of FOG discharge as measured or as indicated by the size of FSEs based on seating capacity, number of meals served, menu, water usage, amount of on-site consumption of prepared food and other conditions have changed since the granting of the waiver such that the FSE is contributing to FOG discharges;

(2) Identification of the FSE as a significant contributor of FOG into the Sewer System, which is based on inspection or sampling of the FOG discharged from the FSE's sewer lateral to the sewer system;

(3) Adequacy of implementation and compliance with Kitchen Best Managements Practices (BMPs);

(4) Change in sewer size, grade and condition based on visual information;

(5) Changes in operations that significantly affect FOG discharge;

(6) Failure to comply with any of the conditions set forth in the waiver; and

(7) Any other condition deemed reasonably related to the generation of FOG discharges by the Director of Public Works.

(C) *Exemptions.* Exemption from the FSE discharge permit: An exemption may be granted to limited food preparation establishment. A limited food preparation establishment engages only in reheating, hot holding or assembly of ready to eat food products and as a result, no wastewater discharge containing a significant amount of fats, oils and grease. A limited food preparation establishment does not include any operation that changes the form, flavor or consistency of food.

(D) *Pretreatment requirements.*

(1) *Grease interceptor requirements.*

(a) Grease interceptors shall be installed at a location where it shall be easily accessible for inspection, cleaning and removal of intercepted grease. The grease interceptor may not be installed in any part of the building where food is handled. Location of the grease interceptor must meet the approval of the Director of Public Works.

(b) All such grease interceptors shall be serviced and emptied of accumulated waste content as required in order to maintain Minimum Design Capability or effective volume. These devices should be inspected annually at minimum. Users who are required to maintain a grease interceptor shall:

1. Provide for a minimum hydraulic retention time to facilitate the separation of oils and grease to the extent that oil and grease concentrations in wastewaters discharged to the sewage system owned, operated and maintained by the city, do not exceed established discharge limitations set by the city as defined in § 51.44;

2. Remove any accumulated grease caps and sludge pockets as required. Grease interceptors shall be kept free of inorganic solid materials which could settle into this pocket and thereby reduce the effective volume of the device; and

3. Be serviced (pumped, cleaned and inspected) by a city permitted liquid waste hauler, at a minimum frequency to ensure proper function. Records of grease interceptors shall be in accordance to division (E) below.

(c) Except as provided herein, for a period of one year following adoption of this subchapter, although installation of grease interceptors will be required to be installed, no enforcement actions will be taken under this subchapter for failure to achieve limits on grease discharges from grease interceptors. However; if, during this one year period an obstruction of a sewer main(s) occurs that causes a sewer overflow to the extent that an impact on the environment is realized and that the overflow or failure of the sanitary sewer collection system to convey sewage can be attributed in part or in whole to an accumulation of grease in the sewer main(s), the city will take appropriate enforcement actions, as stipulated in Chapter 51, against the generator or contributor of such grease.

(2) *Grease trap requirements.*

(a) Upon approval by the Director of Public Works, a grease trap complying with the provisions of this section must be installed in the waste line leading from sinks, drains and other fixtures or equipment in food service establishments where grease may be introduced into the drainage or sewage system in quantities that can effect line stoppage or hinder sewage treatment or private sewage disposal.

(b) Grease traps shall be maintained in efficient operating conditions by periodic removal of the accumulated grease. No such collected grease shall be introduced into any drainage piping, or public or private sewer.

(c) Except as provided herein, for a period of one year following adoption of this subchapter, although installation of grease traps will be required to be installed, no enforcement actions will be taken under this subchapter for failure to achieve limits on grease discharges from the facility. However; if, during this one year period an obstruction of a sewer main(s) occurs

that causes a sewer overflow to the extent that an impact on the environment is realized and that the overflow or failure of the sanitary sewer collection system to convey sewage can be attributed in part or in whole to an accumulation of grease in the sewer main(s), the city will take appropriate enforcement actions, as stipulated in the Industrial Pretreatment Enforcement Plan and Sewer Use Ordinance, against the generator or contributor of such grease.

(E) *Compliance monitoring.*

(1) City personnel may inspect the facilities of any establishment required to have a grease interceptor or similar device, to determine whether the requirements set fourth in this subchapter are being met. Compliance monitoring shall be conducted pursuant to § 51.29 and as follows:

(a) City personnel will inspect or order the inspection and sample the wastewater discharges of any food service establishment annually; and

(b) Failure of the inspection and cause for re-inspection shall be at the expense of the user subject to the inspection fee outlined in § 51.03(H).

(2) The establishments shall be required to keep all manifests, receipts and invoices of all cleaning, maintenance, inspection, grease removal of/from the grease control device, disposal carrier and disposal site location for no less than three years. The establishment shall, upon request, make the manifests, receipts, invoices and any other applicable documentation available to the Director of Public Works or his or her designee.

(F) *Requirements to self-monitor.*

(1) The city may require establishments to construct and maintain in proper operating condition at the establishment's sole expense, flow monitoring, constituent monitoring and/or sampling facilities.

(2) Those establishments discharging under a conditional waiver may be required by the Director of Public Works to install sampling facilities for compliance monitoring.

(3) The location of the monitoring or metering facilities shall be subject to approval by the Director of Public Works.

(4) Establishments may also be required by the Director of Public Works to submit waste analysis plans, contingency plans and meet other necessary requirements to ensure proper operation and maintenance of the grease control device.

(5) Establishments shall not increase the use of water or in any other manner attempt to dilute a discharge as a partial or complete substitute for treatment to achieve compliance.

(Ord. 2009-003, passed 7-13-09)

§ 51.43 REGULATION.

(A) *Prohibition.*

(1) Introduction of any additives into any establishment's wastewater system for the purpose of emulsifying FOG is prohibited.

(2) Disposal of waste cooking oil into drainage pipes is prohibited. All waste cooking oils shall be collected and stored properly in receptacles such as barrels or drums for recycling or other acceptable methods of disposal.

(3) Discharge of wastewater from dishwashers to any grease trap or grease interceptor is prohibited.

(4) Discharge of wastewater with temperatures in excess of 110°F to any grease control device, is prohibited.

(5) The use of biological additives for grease remediation or as a supplement to interceptor maintenance is prohibited, unless written approval for the Director of Public Works is obtained.

(6) Discharge of wastes from toilets, urinals, wash basins and other fixtures containing fecal materials to sewer lines intended for grease interceptor service, or vice versa, is prohibited.

(7) Discharge into the sewer system of any waste which has FOG as well as solid materials removed from the grease control device is prohibited. Grease removed from grease interceptors shall be waste hauled periodically as part of the operation and maintenance requirements for grease interceptors. Licensed waste haulers or an approved recycling facility must be used to dispose of FOG, including waste cooking oil.

(8) Installation of food grinders are prohibited unless specifically allowed in writing by the Director of Public Works.

(9) No food waste disposal unit or dishwasher shall be connected to or discharged into any grease trap.

(B) *Consent.* Consent by the operator of the FSE for the city and other regulatory agencies to inspect the FSE to confirm compliance with these requirements, the Sewer WDRs and other applicable laws, rules and regulations, including any NPDES permit applicable to the city.

(C) *Additional requirements.* Additional requirements as otherwise determined to be reasonably appropriate by the Director of Public Works to protect the city's system or as specified by other regulatory agencies.

(D) *Other terms and conditions.* Other terms and conditions, which may be reasonably applicable to ensure compliance with these requirements as determined by the Director of Public Works.

(Ord. 2009-003, passed 7-13-09) Penalty, see § 10.99

§ 51.44 WATERWATER DISCHARGE LIMITATIONS.

No user shall allow wastewater discharge concentration from subject grease interceptor, grease trap or alternative pretreatment technology to exceed 300 milligrams per liter, as defined by method EPA test method 1664.

(Ord. 2009-003, passed 7-13-09)

§ 51.45 ENFORCEMENT.

Enforcement shall be conducted as specified in § 51.32.

(Ord. 2009-003, passed 7-13-09)

§ 51.46 FOG REDUCTION PRACTICES.

(A) All establishments shall implement Best Management Practices in accordance with the requirements and guidelines established by the city in an effort to minimize the discharge of FOG to the sewer system.

(B) Renderable fats, oils and grease shall not be disposed of in any sewer or FOG Interceptor. All renderable fats, oils and grease shall be stored in a separate, covered, leak-proof, Renderable FOG Container, stored out of reach of vermin and collected by a renderer.

(Ord. 2009-003, passed 7-13-09)

Appendix E

3. Public Outreach Material

ATTENTION:

BEWARE OF:
"FOG"

(Fats, Oils and Grease)

- **RIGHT WAY**:






1. Wipe pots, pans and work areas prior to washing.
2. Dispose of food waste directly into the trash.
3. Collect waste oil and store for recycling.
4. Clean mats inside over a utility sink. Use dry clean up for spills.

- **WRONG WAY**:






1. Do NOT pour cooking residue directly into the drain.
2. Do NOT dispose of food waste into the garbage disposal.
3. Do NOT pour waste oil directly into the drain, parking lot or street.
4. Do NOT wash floor mats where water will run off directly into the storm drain. Do not rinse spills into the street.

Thank you for doing your part!

Courtesy of the City of Riverbank

ATENCION:

CUIDADO CON:
"FOG"

(Grasas, aceites y grasas)

- **FORMA CORRECTA**:






1. Limpie ollas, sartenes y áreas de trabajo antes de lavado.
2. Deseche los desperdicios de comida en el bote de basura.
3. Junte el aceite usado y guardelo para que sea reciclado.
4. Limpie los tapetes de piso adentro en usa tina o fregadero. Limpie derrames con productos en seco..

- **FORMA INCORRECTA**:






1. No eche residuos de cocina directamente en el desagüe.
2. No se deshaga de los desperdicios de alimentos en la eliminación de basura.
3. No eche aceites directamente en el desagüe, estacionamiento o calle.
4. No lavar de tapetes donde el agua se ejecutará directamente en el desagüe de tormenta. No lavar derrames en la calle.

Gracias por hacer su parte!

Cortesía de la Civdad de Riverbank

Fats, oils and grease (FOG) cause serious problems in the city sewer system by sticking to the walls of the pipes. This buildup eventually results in sewer backups, overflowing onto streets and impacting public health, water ways, storm drains and the environment.

Using Best Management Practices (BMPs) to prevent FOG blockages benefits your business and our community.

Reasons why BMPs are important:

- Loss of business while you're closed for clean up
- Costly clean up services
- Higher insurance premiums
- Expensive repairs / replacement of equipment
- Avoids costly maintenance
- Avoids clogged drains, which can result in sewage backup in your business
- Costly reimbursement for damages to neighbors and the public sewer system



Best Management Practices (BMPs)

Before washing with water, use dry clean up methods, such as:



- Dry wipe food waste into trash bins with plastic liners.
- Sweep floors before mopping.
- Wipe down work areas with paper towels.

- Keep all spilled grease or oil from going down drains.
- Keep a spill kit with absorbent materials nearby.





- Place used oil and grease in a recycling bin.
- Keep liquid waste out of trash or dumpster.



- Provide dumpsters and bins that are large enough.
- Keep dumpster and storage areas clean and swept.

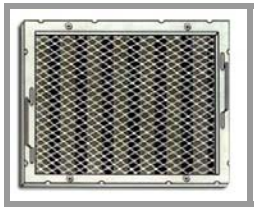


- Wash all floor mats, grills and garbage cans indoors over a mop sink.

- Schedule frequent FOG pickups.







Clean hoods and hood filters regularly. Wash filters in sinks that flow to the sanitary sewer system. Never clean hood filters outside or in any area where waste water can flow to the gutter, storm drain or the street.

Important: Maintain records of all vent hood and hood filter cleanings. Record the date of cleaning, record who cleaned them and how greasy the wastewater from the cleaning was disposed of. **You are required to keep these records for three years.**

Preventative Measures

- Install drain screens in all sink drains to capture solid materials.
- Dry wipe food waste prior to washing.
- Use mild water temperatures (120° - 140° F) for washing.
- Train employees in kitchen BMPs.
- Post “No Grease” signs above sinks.
- Use spill kits (make your own using kitty litter).
- Routinely clean kitchen exhaust using “dry” cleaning methods (i.e., paper towels) as much as possible.
- Complete cleaning and inspection records and maintain for 3 years.
- Solids and floating grease levels in interceptor should not exceed 25%. (Manufacturer recommends)
- Clean indoor grease traps manually each week or as needed.
- Clean indoor automatic grease traps daily.
- NEVER pour FOG down the sink.
- Have outdoor grease interceptors regularly services by a licensed waste hauler.



THANK YOU FOR HELPING OUR COMMUNITY.

Please call the City of Riverbank at 209-869-7128 with any questions.



A Quick Reference Guide

For Food Service Establishments regarding:

Fats Oils and Grease

Provided by the City of Riverbank

Best Management Practices

BMPs	Reason	Benefits
Signs: Post "NO GREASE" signs above sinks and on the front of dishwashers.	Signs serve as a constant reminders for staff working in kitchens.	Reminders help minimize grease discharge to the sewer.
Wipe: Dry wipe pots, pans and kitchen equipment – **BEFORE** cleaning.	"Dry wiping" will reduce the grease in grease removal devices and the sewer.	Reduce cleaning frequency and maintenance costs for grease removal devices and reduce the amount of grease entering the drain.
Tallow Bin: Collect and recycle waste cooking oil.	Reduces grease in grease removal devices and the sewer.	Reduce cleaning frequency and maintenance costs for grease removal devices and reduce the amount of grease entering the drain.
Soak: Use absorbent paper under fryer baskets.	Reduces the amount of grease during cleanup.	Reduces amount of grease entering the drain and protects sewers overflows.
Spill Kit: Use absorbents (i.e., cat litter, paper towels) to pick up oil and grease spills **BEFORE** mopping.	Decreases amount of grease that would go down the drain.	Reduces amount of grease entering the drain and protects sewers from blockages and overflows.
Solvents: DO NOT use emulsifiers or solvents other than typical dishwashing detergents.	Emulsifiers and solvents break down grease, causing a problem in the sewer.	Allows for proper removal of grease.
Maintenance Log: Maintain a routine grease trap cleaning schedule.	Cleaning traps routinely prevent grease from entering the sewer.	Reduces amount of grease entering the drain and protects sewers from blockages and overflows. If the grease trap is not providing adequate protection, a grease interceptor may be required.
Routine Maintenance: Check grease interceptor solids depth routinely.	Solids and floating grease levels in grease interceptor should not exceed 25%. (Manufacturers recommendation)	Keeps grease interceptor working at peak performance.
Training: Train all staff on BMPs.	Trained staff have a clear understanding of the importance of their duties.	Trained staff will be more likely to implement BMPs and work to reduce discharges to the sewer.

Provided by the City of Riverbank

Beyond Cooking

In the Kitchen with P3S

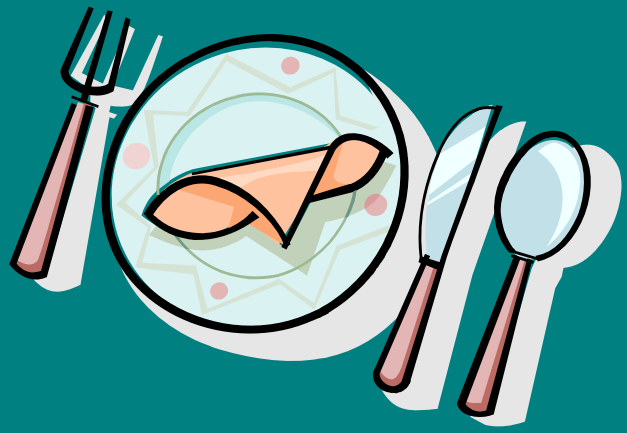
Presentation Provided by:

Bay Area Pollution Prevention Group

2008

Today's Specials

P3S



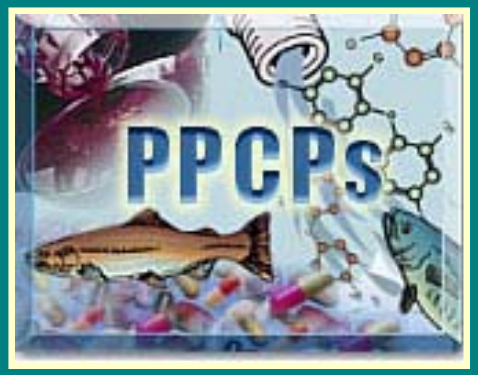
- **P**ollution **P**revention
- **P**retreatment
- **S**tormwater

All items served with:

- Chef's Recommendations

Environmental Considerations

- Solid waste management
- Liquid waste management
- Water and energy consumption
- Wastewater
- Sustainable purchasing



Pollution Prevention

Sanitary Sewer Overflows



Water pollution is a serious problem!





Stormwater Runoff





Chef's Recommendation

- BE AWARE: **R**educe, **R**euse, **R**ecycle!
- Think before you purchase, clean, fertilize, and/or dispose.
  - Conserve and **CHOOSE WISELY!**
- Share your knowledge with others!



Pretreatment

- Why pretreatment?
- Effects…
- Chef's recommendations to mitigate!

Pretreatment Programs

PERMITS—*Check with your City; you may need one!*

Requirements may include:

Fees

Regular Reporting

Self-Monitoring Reports

Sampling

Enforcement





Why Pretreatment? FOG!



- **FATS, OIL and GREASE!!**
  - Waste produced by all the different stages of food preparation, cooking and clean up.
  - Fats are solid at room temperature, oils are liquid at room temperature and grease is a mixture.
  - All types of FOG are viscous and can stick to sewer pipes causing blockages and backups.



FOG a' la Carte

From food and cooking processes such as:

- Meat fats
- Lard
- Cooking Oil
- Shortening
- Condiments
- Dressings
- Butter and margarine
- Food scraps
- Baking goods
- Dairy products
- Sauces
- Coffee





- Deep or stir frying
- Preparation and baking

Effects of FOG!

- Greasy foods cause blockage of the arteries the same way they cause blockages of drain lines.
- Over time pipes can decrease in diameter with the build up of FOG and minerals.



- The result is a cement like matter that can decrease the area of flow significantly.

Effects of FOG continued



- Sink drain and sewer back ups.
- Sewage spills inside your facility.
- Heath concerns when backups and overflows occur.
- FOG, if not cleaned properly, is a vector for bacteria build up and disease.
- Odors can affect the quality of your products and comfort of customers.



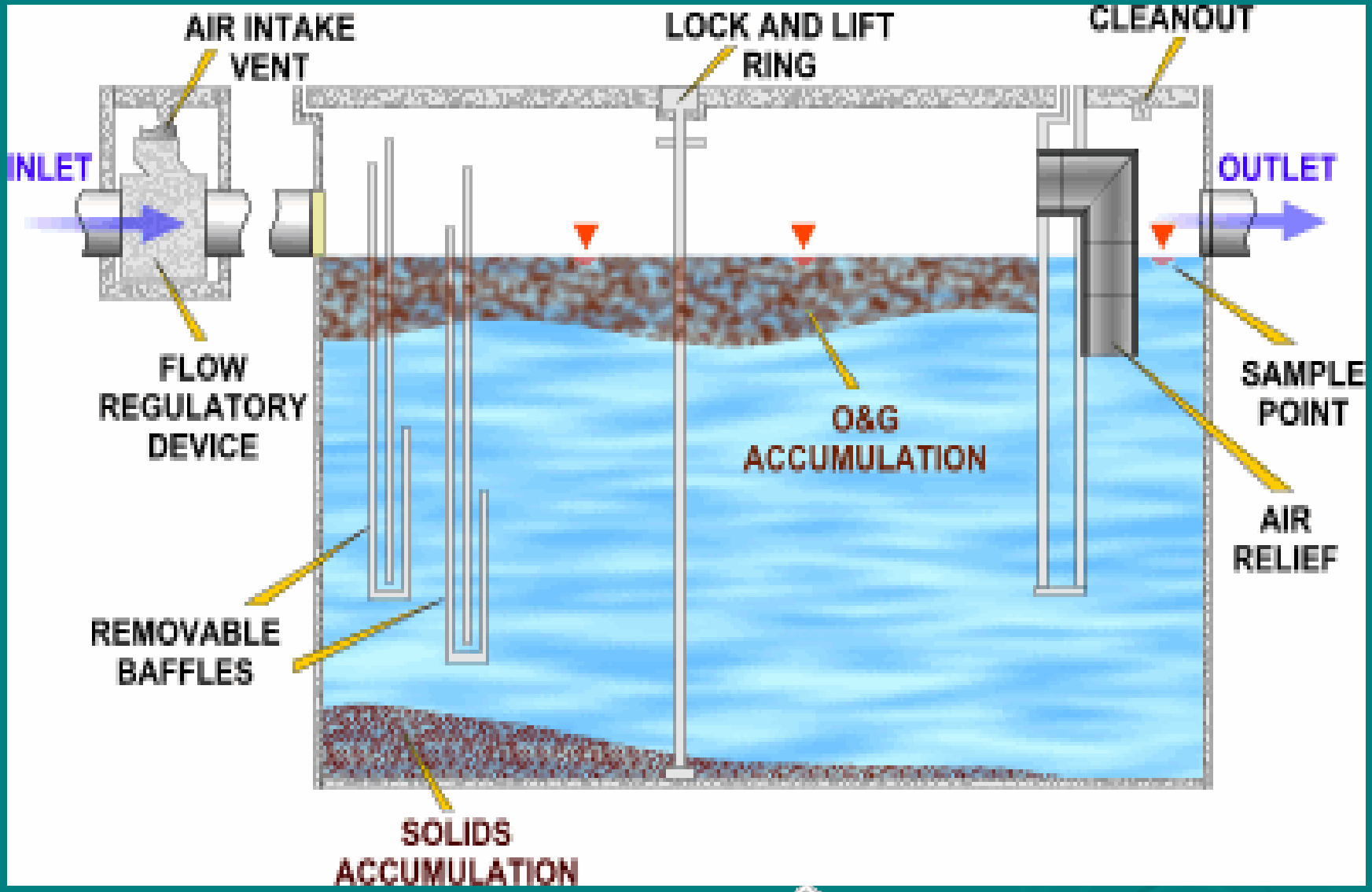
Effects of FOG continued

- Unplugging sewer lines is prohibitively expensive.
- Sewage clean up is just as costly.
- Fines associated with health violations can be astronomical.
- Loss of customers to Green Businesses.



Chef's Recommendation #1
Traps or Interceptors

- Traps or interceptors should be installed to protect sewers from areas that produce FOG.
  - Areas include: food prep sinks, dishwashing sinks, pot washing sinks, mop sinks and mat washing areas
- Traps allow wastewater flow to be detained long enough for FOG to separate out and float to the top for ease of removal.


AIR INTAKE VENT
LOCK AND LIFT RING
CLEANOUT
INLET
OUTLET
FLOW REGULATORY DEVICE
O&G ACCUMULATION
SAMPLE POINT
AIR RELIEF
REMOVABLE BAFFLES
SOLIDS ACCUMULATION

TRAP CUTS


Chuck
Rib
Loin
Round

Traps or Interceptors

- Traps generally do not have a long enough retention time to adequately separate FOG. Need to be designed (sized and manufactured) to handle the amount of FOG expected.
- Interceptors are pretreatment devices generally over 750 gallons located outside the facility.
- Need to be installed correctly (i.e. level, vented, correct position in waste stream etc.)
- Should never receive solids. Routine, often daily, maintenance is needed to ensure that they reduce or prevent blockages.

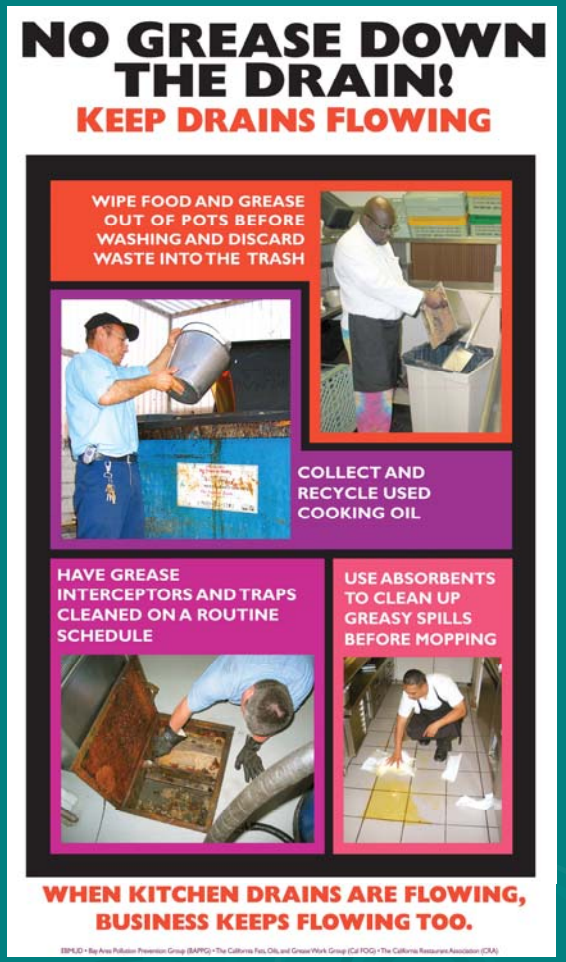
Trap Maintenance

- Traps collect solids in the bottom and FOG on the top.
  - Solids must be removed regularly to prevent wastes from becoming acidic and producing odorous gas.
  - FOG must be removed regularly as well to ensure build up does not flow into sewer lines causing backups.





Trap cleaning posters available through www.bappg.org



Traps or Interceptors

- Be cautious of chemicals and additives (including enzymes, soaps, & detergents) that claim to dissolve grease. Some of these additives simply pass grease down pipes where it can clog sewer lines in other areas.
- You have a right to know! Refer to MSDS sheets to protect yourself and the environment.



Chef's Recommendation #2
Best Management Practices

The most economical way to deal with FOG in food preparation, cooking and cleaning!

B M P's

B M P's

- Never hot flush (continuously run hot water) through a grease trap
- Keeping the trap as clean as possible will prevent it from becoming a task no one will want to perform
- Scrape leftovers into a food waste container prior to washing
- Contract with a rendering service for recycling used cooking oil, meat, and/or trap grease

B M P's

- Check with your local government solid waste program for local composting facilities or animal farms that will accept non-edible food waste.
- NEVER use a garbage disposal unit.
  - Greasy scraps pass through interceptors/ traps and clog sewer lines causing backups.
  - Greasy waste transferred from landfill to wastewater treatment plants.

B M P's

- Used fryer oil is a valuable commodity with potential for reuse as feedstock and fuel

- Always pour oil through a screen to capture waste particles prior to placing in tallow bin (stored in secondary containment to prevent accidental spills to the storm drain system)



Benefits

- Waste reduction leads to increased operating efficiency and cost savings.



  - Waste minimization reduces purchasing costs.
  - Decreased solid waste generation reduces collection and disposal costs.
  - Reducing electricity and water reduces utility bills.

Stormwater

Biggest Contributor to Water Pollution

- Rainwater running off streets, roofs, and parking lots flows into the storm drain system without treatment.
- Storm drains transport untreated water to local creeks, ponds, lagoons, the bay, and ocean WITHOUT TREATMENT!

Stormwater



- Food facilities can be a significant source of stormwater pollution

Stormwater Runoff …



Tallow bin placed next to a storm-drain that flows directly to San Francisco Bay.

Chef's Recommendations



- BMPs for your business

#1 Pavement Cleaning
#2 Litter Control
#3 Equipment Cleaning
#4 Grease Handling
#5 Waste Disposal
#6 Landscaping
#7 Spill Clean-Up
#8 Employee Training

Chef's BMP's 1 & 2

#1 Pavement Cleaning

- Sweep or vacuum outside eating areas daily
- Routinely sweep parking lots and unloading areas
- Sweep up leaves on sidewalks, gutters, and streets

#2 Litter Control

- Provide trash cans with lids
- Pick up litter daily
- Post "No Littering" signs

Chef's BMP's 3 & 4

#3 Equipment Cleaning

- Wash floor mats, filters, and garbage cans indoors
- Dispose of washwater into the sanitary sewer





#4 Grease Handling

- Recycle and store grease in separate covered containers
- Regularly inspect and clean grease storage area



Chef's BMP's 5 & 6

#5 Waste Disposal

- Dispose of non-FOG liquid waste into sanitary sewer
- Keep dumpster closed and locked
- Contact waste hauler for cleaning or repair

#6 Landscaping

- Adjust sprinklers to avoid water runoff
- Minimize use of pesticides and fertilizers

Chef's BMP's 7 & 8



#7 Spill Clean-Up

- Use dry methods for spill clean ups
- Keep spill clean-up materials handy
- Report any spill that cannot be contained

#8 Employee Training

- Train on stormwater BMPs and spill clean-up
- Post BMPs around your business

Questions?

Credits

- Donna Allen, City of Burlingame
- Catherine Allin, City of Millbrae
- SAN MATEO COUNTYWIDE Water Pollution Prevention Program Clean Water. Healthy Community.
- California Restaurant Association
- San Diego Food and Beverage Association
- County of San Diego

Appendix E

4. Application for Restaurant Permit or Conditional Waiver to Install Grease Interceptor

CITY OF RIVERBANK - PERMIT APPLICATION
Food Service - FATS, OILS AND GREASE (FOG)

6707 Third Street, Riverbank, CA 95367
Telephone: 209-869-7128 Fax: 209-869-7045

Applicant Business Name: _____ Phone No.: _____

Business Address: _____ Fax No.: _____

Mailing Address: _____

Business Owner: _____ Phone No.: _____

Landlord / Property Manager: _____ Phone No.: _____

Number of Employees: _____ Seating Capacity: _____

Hours of Operation:

Sun	Mon	Tues	Wed	Thurs	Fri	Sat

TYPE OF FACILITY

☐ Full Service Restaurant	☐ Hospital	☐ Church	☐ Coffee Shop
☐ Fast Food Restaurant	☐ School / College	☐ Club / Organization	☐ Convenience Store
☐ Carry Out	☐ Bakery	☐ Nursing Home	☐ Hotel/ Motel:
☐ Cafeteria	☐ Ice Cream Shop	☐ Grocery Store	☐ Food Packager

TYPE OF FIXTURES (check all that apply)

☐ Deep Fryers	☐ 3-compartment sinks	☐ Tilt Kettles/Crock Pot	☐ Wok Ranges
☐ Grills	☐ 2 compartment sinks	☐ Garbage Grinders	☐ Pre-wash sinks
☐ Ovens	☐ 1 compartment sinks	☐ Dishwashers	☐ Mop sinks
☐ Rotisserie	☐ Hot Dog Roller	☐ Mats	☐ Hand Wash Sink
☐ Floor Drains	☐ Garbage Disposal		

TYPE OF GREASE ABATEMENT (check all that apply)

☐ Outside Grease Interceptor	☐ Manual Grease Trap	☐ Both	☐ None

Make: _____
Model: _____
Size: _____
Location: _____

☐ Maintained by employees ☐ Maintained by Contractor
Make: _____
Model: _____ Size: _____
Location: _____

Name of Waste Hauler: _____

Name of Hood Cleaning Co.: _____ Discharge Location: _____
Hood Filters: _____ ☐ Employees ☐ Company: _____

If your facility has grills / ovens, which type of exhaust cleaning system do you use? ☐ Automatic ☐ Manual

Authorized Representative Statement

I have personally examined and am familiar with the information submitted in the attached document, and I hereby certify under penalty of law that this information was obtained in accordance with the requirements of Chapter 51, City of Riverbank, Code of Ordinances. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.
I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

_____ _____
Signature Date

_____ _____
Print Name Title

Attach: ☐ Copy of your menu ☐ Copy of receipt(s) for grease removal completed within the past year

CITY OF RIVERBANK
APPLICATION FOR CONDITIONAL WAIVER TO INSTALL GREASE INTERCEPTOR

6707 Third Street, Riverbank, CA 95367
Telephone: 209-869-7128 Fax: 209-869-7045

FSE Name: _____

Physical Address: _____

Mailing Address: _____ City: _____ Zip: _____

I certify under penalty of law that the terms and conditions of a Conditional Waiver from Grease Interceptor Installation Requirements have been explained to me and that I was educated on the Fats, Oil & Grease Control Program requirements and Best Management Practices (BMPs) for Food Service Establishments (FSEs).

I am aware that in accordance with §51.44 of the City of Riverbank Ordinance, this Conditional Waiver will be revoked and that I will required to install a grease interceptor based on the FSEs non-compliance with the following terms and conditions of the Conditional Waiver or if the FSE is confirmed to have contributed to Fats, Oil & Grease accumulation in the sewer collection system that resulted in a Sanitary Sewer Overflow.

TERMS AND CONDITIONS OF THE CONDITIONAL WAIVER

1. The FSE must dispose of all food waste directly into the trash or garbage receptacles and not into sinks;
2. The FSE must "Dry Wipe" all pots, pans, dishware and work areas prior to washing of such utensils, equipment or areas;
3. The FSE must collect waste cooking oil and store it properly in recycling Tallow bins or barrels; and
4. The FSE must comply with any other condition deemed appropriate by the Director of Development Services.

I further understand that if I fail to apply for a Conditional Waiver, or fail to return this application within **15 calendar days** of receipt, that I am obligated to immediately install a grease interceptor.

_____ _____
Representative Signature Date

Issued on: _____ By: _____
Peter Lolonis, Construction Inspector

Appendix E

5. Restaurant Cleaning Log

Restaurant Equipment Cleaning Log

Restaurant Name: _____ Address: _____

Equipment	Qty	Volume	Vendors/Maintenance Practices	Minimum Requirements
Grease Interceptor				CLEANING: Required quarterly or more frequent **
Grease trap				CLEANING: Weekly or more frequent if needed **
Kitchen hood				NO: waste water or cleaning wash water to storm drain system**
Filters				Identify: if filters are exchanged or cleaned on site** NO: waste water or cleaning wash water to storm drain system
Roof top exhaust				NO: waste water or cleaning wash water to storm drain system
Tallow bin				Clean: as needed NO: waste water or cleaning wash water to storm drain system

**NOTE: Service invoice documentation MUST be kept on site and readily available for inspector review for 3 years.

Grease Trap or Interceptor		Vapor Hood: Wipe (W) Steam Clean (S)		Hood Filters: Clean (C) Exchange (E)		Rooftop Exhaust Vents		Tallow Bin		Changes / Comments & Manager's Initials
Date	Initial	Date	Initial	Date	Initial	Date	Initial	Date	Initial	

Form Provided by the City of Riverbank

Restaurant Equipment Cleaning Log

Grease Trap or Interceptor		Vapor Hood: Wipe (W) Steam Clean (S)		Hood Filters: Clean (C) Exchange (E)		Rooftop Exhaust Vents		Tallow Bin		Changes / Comments & Manager's Initials
Date	Initial	Date	Initial	Date	Initial	Date	Initial	Date	Initial	

Form Provided by the City of Riverbank

Appendix F

2025 SSMP AUDIT (WITHOUT APPENDICES)

JOB NO. 2249-0031

RIVERBANK SEWER SYSTEM MANAGEMENT PLAN AUDIT

CITY OF RIVERBANK

DEPARTMENT OF PUBLIC WORKS

RIVERBANK, CA

PREPARED FOR:

CITY OF RIVERBANK

RIVERBANK, CALIFORNIA

PREPARED BY:

KJELDSEN, SINNOCK & NEUDECK, INC.
CIVIL ENGINEERS & LAND SURVEYORS

1550 HARBOR BOULEVARD, SUITE 212
WEST SACRAMENTO, CALIFORNIA 95691
TELEPHONE NUMBER: (916) 403-5900

February 17, 2026

Table of Contents

CITY OF THE RIVERBANK – BIENNIAL SEWER SYSTEM MANAGEMENT PLAN AUDIT REPORT (UPDATED 2026)

1 PURPOSE & OVERVIEW 1

2 AUDIT ELEMENTS 2
2.1 Element 1 – Goals 2
2.1.1 Regulatory Context 2
2.1.2 Sewer System Management Plan Schedule 2
2.1.3 Sewer System Asset Overview 2
2.2 Element 2 – Organization 3
2.3 Element 3 – Legal Authority 3
2.4 Element 4 – Operations & Maintenance Program 4
2.4.1 Updated Map of the Sanitary Sewer System 4
2.4.2 Preventative Operation & Maintenance Activities 4
2.4.3 Training 5
2.4.4 Equipment Inventory 5
2.5 Element 5 – Design & Performance Provisions 5
2.5.1 Updated Design Criteria & Construction Standards and Specifications 5
2.5.2 Procedures & Standards 6
2.6 Element 6 – SSO & Backup Response Plan 6
2.7 Element 7 – Sewer Pipe Blockage Control Program 8
2.8 Element 8 – System Evaluation Capacity Assurance Plan & Capital Improvements 8
2.8.1 System Evaluation & Condition Assessment (Updated In 2022 GO) 8
2.8.2 Capacity Assessment & Design Criteria (Updated in 2022 GO) 9
2.8.3 Prioritization & Corrective Action (Updated in 2022 GO) 9
2.8.4 Capital Improvement Plan (New in 2022 GO) 10
2.9 Element 9 – Monitoring, Measurement, & Program Modifications 10
2.10 Element 10 – SSMP Program AuDits 11
2.11 Element 11 – Communication Program 11

3 EVALUATION OF THE EFFECTIVENESS OF THE SSMP 11
3.1 Description of Scheduled Updates/Changes to the SSMP 11

TABLES

Table 2-1 **Spill Events from 2020-2025** 7
Table 2-2 **Fats, Oils, and Grease Control Statistics (SSOs)** 8

APPENDICES

Appendix A - Element Evaluation Table
Appendix B - 2023-2028 City of Riverbank Capital Improvement Plan
Appendix C - City of Riverbank 2007 Sewer Colelctions System Master Plan
Appendix D - FOG Permit Application

Appendix E - Annual Fees for FSE Permit

Engineer's Seal and Signature



I certify under penalty of law that I have personally examined and am familiar with the information submitted in this document and all attachments and that, based on my knowledge and on my inquiry of those individuals immediately responsible for obtaining the information, I believe that the information is true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment.

Todd M. Thompson 2/11/2026

My license renewal date is 06/30/26

TABLE OF ABBREVIATIONS

Abbreviation	Definition
CCTV	Closed Caption TV
CIP	Capital Improvement Plan
CIWQS	California Integrated Water Quality System
CMMS	Computerized Maintenance Management System
FOG	Fats, Oils, and Grease
FSE	Food Service Establishment
GO	General Order
OERP	Overflow Emergency Response Plan
O&M	Operations and Maintenance
OERP	Overflow Emergency Response Plan
PSA	Public Service Announcement
SSMP	Sewer System Management Plan
SSO	Sanitary Sewer Overflow

Section 1

Purpose & Overview

The purpose of the Sewer System Management Plan (SSMP) Audit is to evaluate the effectiveness of the City of Riverbank SSMP and to identify whether updates are needed. This document is designed to meet the requirements of State Water Resources Control Board Order No. 2006-0003-DWQ as revised by Order No. WQ 2013-0058-EXEC. Documentation of SSMP audits are kept on file at the City of Riverbank, and an indication is made in the California Integrated Water Quality System (CIWQS) database that the audit was completed.

AGENCY & SYSTEM	**City of Riverbank**		
NAME OF AUDITOR	Todd Thompson		
DATE OF AUDIT	12-18-2025	**AUDIT PERIOD**	2022-2025
SYSTEM OVERVIEW			
Miles of gravity sewer mains			70
Miles of force mains			2.5
Total Miles of all sewer lines			7.2
Number of pump stations			10
Population served			25,000

Section 2

Audit Elements

2.1 ELEMENT 1 – GOALS

2.1.1 REGULATORY CONTEXT

Introduction, discussion, implementation, and updates. (New in 2022 General Order (GO)	**No**
Are the goals stated in the SSMP still appropriate and accurate? (New in 2022 GO)	**YES**

Audit Element:
Goals
Introduction

Audit Findings: Element needs a description beyond the system overview above. (New in 2022 GO)

2.1.2 SEWER SYSTEM MANAGEMENT PLAN SCHEDULE

What updates have been made since last audit? Talk about the schedule that will be inserted. (New in 2022 GO)	**YES – Computerized Maintenance Management System**
How well do you think SSMP implementation has gone since the last audit? Schedule? (New in 2022 GO)	**SCHEDULE NEEDED**

Audit Element:
Schedule for internal audits
Schedule for update

Audit Findings: The City added a CMMS element to the SSMP program. Element needs the schedule in their SSMP to highlight coming deadlines.

Overall Element Resilience: Not listed (New in 2022 GO)

2.1.3 SEWER SYSTEM ASSET OVERVIEW

Asset Overview (New in 2022 GO)	
• Location	**YES**
• Service Area Map (updated)?	**NEEDED**
• Population	**25,000**
• Length of Mains	**2.5**

• # of Pump Stations	**10**
• Data Management	**YES**
• STW Structure	**YES**
• Maps (GIS) (updated)?	**YES**
• SSMP Posted on Website?	**NO**

Audit Element:

Assets and statistics provided

Audit Findings: Element needs a map with service area boundaries, length of gravity mains, and length of pressure mains. Breakdown of residential, commercial, industrial.

Overall Element Resilience: Not listed (New in 2022 GO)

2.2 ELEMENT 2 – ORGANIZATION

• Is the SSMP up to date with organization and staffing contact information?	**NO**
• Legally Responsible Official (LRO)?	**NO**
• Organization chart?	**NO**
• Chain of Communication for spill reporting?	**Out of Date**

Audit Element:

- OERP is a useful document, although out of date.
- Riverbank website provides useful information.
- Telephone/e-mail contact list needs updating.

Audit Findings: Element 2 needs considerable updating. Almost nothing is up to date.

Overall Element Resilience: Not listed (New in 2022 GO)

2.3 ELEMENT 3 – LEGAL AUTHORITY

Prevent illicit discharges into the sanitary sewer system.	**YES**
Collaborate with storm water agencies. (New in 2022 GO)	**YES**
Require that sewer system components and connections be properly designed? (New in 2022 GO)	**YES**
Does the City of Riverbank have sufficient legal authority to control sewer use, inspect, access, and perform maintenance?	**YES**

Enforce against violations?	**YES**
Obtain sewer easements for accessibility? (New in 2022 GO)	**YES**

Audit Element:

- Sewer Use Ordinance is good.
- It is believed that the City has this element well covered.

Audit Findings:

- City has sufficient legal authority to protect the sanitary sewer. The 2022 change for the fats, oils, and grease (FOG) generating facilities permit exemplifies the work that the City is performing to protect the sewer.

Element Resilience: Not listed (New in 2022 GO)

2.4 ELEMENT 4 – OPERATIONS & MAINTENANCE PROGRAM

2.4.1 UPDATED MAP OF THE SANITARY SEWER SYSTEM

Does the SSMP reference up-to-date information about maps?	**NO**
Are collection system maps complete, up-to-date, and sufficiently detailed?	**NO**
Do the maps show storm sewer systems? Valves, Manholes, Pipe Dia., Pump Stations, and Gravity Systems?	**NO**
How is the map available to the Regional Board? (New in 2022 GO)	**YES**
What, if any, is the update system for the maps?	**As Needed**

Audit Element:

- Riverbank Mapping

Audit Findings: SSMP needs storm sewer maps. Sanitary sewer system maps needed pipe diameters added.

2.4.2 PREVENTATIVE OPERATION & MAINTENANCE ACTIVITIES

Does the SSMP contain up-to-date information about preventive operations and maintenance activities?	**YES**
Are City of Riverbank preventive maintenance activities sufficient and effective in reducing and preventing Sanitary Sewer Overflow (SSO) and blockages, including access to Closed Caption TV (CCTV)? (New in 2022 GO)	**YES**
Does the City have regular cleaning schedules, work orders, and a list of hotspots?	**YES**
Does the City keep service call data?	**YES**

Audit Element:

Audit Findings: The preventive maintenance program is functioning and performing well.

2.4.3 TRAINING

Training and the GO Requirements? (New in 2022 GO)	**YES**
Trained on Spill Emergency Response Plan?	**YES**
Skilled in estimation of spill volumes?	**YES**
Electronic CIWQS reporting system training? (New in 2022 GO)	**YES**

Audit Element:

- Employee Training Records
- Interview with Operations and Maintenance (O&M) Staff

Audit Findings: Management is pleased with their in-house training program and outside training taken by staff. No interview with O&M staff.

2.4.4 EQUIPMENT INVENTORY

Does the SSMP contain up-to-date information about the rehabilitation and replacement program? (New in 2022 GO)	**YES**
Does the SSMP reference up-to-date information about equipment and replacement part inventories? Is there an inventory system to refer to? (New in 2022 GO)	**YES**

Audit Element:

Assets

Audit Findings:

- The City Capital Improvement Plan (CIP) is updated regularly.
- No interview with O&M staff.
- Yes – the City keeps an inventory of equipment.

Overall Element Resilience: Not listed (New in 2022 GO)

2.5 ELEMENT 5 – DESIGN & PERFORMANCE PROVISIONS

2.5.1 UPDATED DESIGN CRITERIA & CONSTRUCTION STANDARDS AND SPECIFICATIONS

Does the SSMP contain up-to-date information about design and construction standards?	**YES**
Procedures & Standards for inspections, testing of pump stations and pipelines.	**YES**

Audit Element:

- Riverbank Sewer Standard Plans and Specifications
- Ordinance
- Standards Address Hydraulic Capacity

Audit Findings: The City code has not changed much. They did add an improved permit fee system for FOG generating commercial establishments.

2.5.2 PROCEDURES & STANDARDS

Does the SSMP contain up-to-date information about design and construction standards?	**YES**
Procedures & Standards for inspections, testing of pump stations and pipelines.	**YES**

Audit Element:

Building and construction standards

Audit Findings: City has sufficient legal authority to protect the sanitary sewer. The 2022 change for FOG generating facilities exemplifies the work that the City is performing to protect the sewer.

Overall Element Resilience: Not listed

2.6 ELEMENT 6 – SSO & BACKUP RESPONSE PLAN

Does the SSMP contain an up-to-date version of SSO Response Plan?	**NO**
Is the Response Plan effective in handling SSOs? (If **YES**, indicate specific information under the "Evaluation of the Effectiveness of the SSMP" section below):	**YES**
• Notify primary responders?	**YES**
• Comply with notification of General Order? (New in 2022 GO)	**YES**
• Ensure Implementation of OERP	**YES**
• Address traffic control and other necessary response? (New in 2022 GO)	**YES**
• Contain and spill and prevent sewage from entering waters.	**YES**
• Clean the spill area and drainage conveyance system in a manner that does not inadvertently impact beneficial uses. (New in 2022 GO)	**YES**
• That does not inadvertently impact beneficial uses.	**YES**
• Contains implementation of technology and equipment to expedite spill.	**YES**
• Implement Preplanned coordination. (New in 2022 GO)	**YES**
• Document spill	**YES**

• Annual review of the Overflow Emergency Response Plan (OERP) (New in 2022 GO)	**YES**

Table 2-1
Spill Events from 2020-2025

	2020	2021	2022	2023	2024	2025
Number of dry weather SSOs(a)	0	0	0	3	2	1
Number of wet weather SSOs	0	0	0	0	0	0
Total number of SSOs	0	0	0	3	2	1
SSOs < 100 gallons	0	0	0	0	0	0
SSOs 101 to 999 gallons	0	0	0	1	1	1
SSOs 1,000 to 9,999 gallons	0	0	0	1	1	0
SSOs >10,000 gallons	0	0	0	0	0	0
Total volume of SSOs (gallons)	0	0	0	1598	2300	540
Total volume recovered (gallons)	0		0	1528	2200	0
Net volume of SSOs (gallons, total minus recovered)	0	0	0	70	1000	540
SSOs caused by:	0	0	0		0	0
Pipe failure	0	0	0	0	0	0
Pump station failure	0	0	0	0	0	0
Fog Related (no debris)	0	0	0	0	1	0
Other	0	0	0	3	1	1
Number of locations with more than one SSO in the past year	0	0	0	0	0	0
Spill Volume Performance Index gal/mi	0	0	0	0	0	0

Audit Element:

- Compare CIWQS data with Riverbank Records – Did not perform comparison.
- Riverbank OERP

Audit Findings: OERP is a comprehensive plan that needs some small updates. It covers all the requirements for my observation.

Overall Element Resilience: Not listed (New in 2022 GO)

2.7 ELEMENT 7 – SEWER PIPE BLOCKAGE CONTROL PROGRAM

Are all public outreach materials for the FOG program current?	**YES**
A plan and schedule for the disposal of pipe-blocking substances generated withing the service area?	**YES**
Legal authority to prohibit discharges?	**YES**
Requirements to install grease removal devices?	**YES**
Authority to inspect site locations?	**YES**
List of hot spots.	**YES**
Source control program for FOG?	**YES**

Table 2-2
Fats, Oils, and Grease Control Statistics (SSOs)

FOG Control Statistics					
	2021	2022	2023	2024	2025
Number of SSOs caused by FOG	0	0	0		
Planned cleaning (linear foot)					
Unplanned cleaning (linear foot)					
Ratio of planned unplanned cleaning (linear foot)					
Number of FOG inspections completed	14	3	4	9	4

Audit Element:

FOG Program

Audit Findings: The Element was updated recently. The audit sheet was not up to date. This will be updated as part of the six-year SSMP update.

Overall Element Resilience: Not listed (New in 2022 GO)

2.8 ELEMENT 8 – SYSTEM EVALUATION CAPACITY ASSURANCE PLAN & CAPITAL IMPROVEMENTS

2.8.1 SYSTEM EVALUATION & CONDITION ASSESSMENT (UPDATED IN 2022 GO)

Does the SSMP evaluate assets capacity assessment activities and documentation?	**YES**
Identify and justify the length of system assessed every year.	**YES**
Routine evaluation and prioritization of system? Capacity Assessment, CIP procedures to identify problems.	**YES**
Perform findings or assessments, using CCTV as a tool to assess threat and capacity?	**YES**
Maintain records and recordkeeping	**YES**
Take into account climate change threats (fires, floods, etc.).	**NO**

Audit Element:

- 2008 Sewer Master Plan
- CIP lists
- SSO Data

Audit Findings: City currently has a CIP for 2023-2028. The City's current CIP consists of a five (5) year plan that is updated annually. This plan identifies the City's current and future capital needs and gives direction to staff on each project's priority. Funding for each project varies based on numerous factors and the CIP helps to identify those early in the process.

2.8.2 CAPACITY ASSESSMENT & DESIGN CRITERIA (UPDATED IN 2022 GO)

SSMP assesses causes of dry weather peak flows contributing to spill?	**YES**
SSMP assesses causes of wet weather events contributing to spill?	**YES**
Capacity Assessment of key components, CIP procedures to identify problems?	**YES**
Perform high flow causes and capacity assessments?	**UNKNOWN**
Capacity assessment using condition assessments, inspections, audits, and spill history?	**YES**
Capacity assessment using condition assessments, taking into account flood prone areas?	**YES**
Capacity assessment using condition assessments, taking into account infiltration and inflow?	**YES**
Capacity assessment using condition assessments, taking into account physical attributes such as streams and canyons?	**YES**
Capacity assessment using condition assessments, taking into account dry peak flow and wet weather flows?	**YES**
Capacity assessment using condition assessments, taking into account necessary redundancy in pumping and storage capacities?	**YES**

Audit Element:

- 2008 Sewer Master Plan
- CIP lists
- SSO Data

Audit Findings: City currently has a CIP for 2023-2028. The City's current CIP consists of a five (5) year plan that is updated annually. This plan identifies the City's current and future capital needs and gives direction to staff on each project's priority. Funding for each project varies based on numerous factors and the CIP helps to identify those early in the process.

2.8.3 PRIORITIZATION & CORRECTIVE ACTION (UPDATED IN 2022 GO)

Does the City of Riverbank use condition and capacity assessment activities and documentation to prioritize projects?	**YES**

Audit Element:

- 2008 Sewer Master Plan
- CIP lists
- SSO Data

Audit Findings: City currently has a CIP for 2023-2028. The City's current CIP consists of a five (5) year plan that is updated annually. This plan identifies the City's current and future capital needs and gives direction to staff on each project's priority. Funding for each project varies based on numerous factors and the CIP helps to identify those early in the process.

2.8.4 CAPITAL IMPROVEMENT PLAN (NEW IN 2022 GO)

Project scheduling for CIP procedures to identify problems.	**YES**
Internal and external project funding sources for each project?	**YES**
Joint coordination between operation and maintenance staff, and engineering staff/consultants during planning, design and construction of projects?	**YES**

Audit Element:

- 2008 Sewer Master Plan
- CIP lists
- SSO Data

Audit Findings: City currently has a CIP for 2023-2028. The City's current CIP consists of a five (5) year plan that is updated annually. This plan identifies the City's current and future capital needs and gives direction to staff on each project's priority. Funding for each project varies based on numerous factors and the CIP helps to identify those early in the process.

Overall Element Resilience: Not listed (New in 2022 GO)

2.9 ELEMENT 9 – MONITORING, MEASUREMENT, & PROGRAM MODIFICATIONS

Does the SSMP reference up-to-date information about the City of Riverbank data collection and organization (e.g., use of CMMS, performance indicators, etc.) to prioritize Plan activities?	**YES**
Does the SSMP monitor the effectiveness of each SSMP Element; Assessing program success and performance?	**YES**
Updating Plan procedures and activities, as appropriate?	**YES**
Identifying and illustrating spill trends, including frequency, locations and estimated	**YES**
Is the City of Riverbank using data collection and organization sufficient to evaluate the effectiveness of the SSMP, evaluate spill trends, spill volumes, and locations?	**YES**

Audit Element:

Performance monitoring

Audit Findings: The computerized maintenance management system is used to track equipment maintenance and use.

Overall Element Resilience: Not listed (New in 2022 GO)

2.10 ELEMENT 10 – SSMP PROGRAM AUDITS

Will this SSMP Audit be completed every three years?	**YES**

Audit Element:

Audits

Audit Findings: The last Audit was performed just slightly over three years ago, as planned.

Overall Element Resilience: Not listed (New in 2022 GO)

2.11 ELEMENT 11 – COMMUNICATION PROGRAM

Is the City of Riverbank website up to date, including information related to providing an opportunity for public input on the SSMP?	**YES**
Does the Plan include procedures to contact	**YES**

Audit Element:

- City of Riverbank website
- Food Service Establishment (FSE) PowerPoint
- Mailings
- Public Service Announcements (PSAs) (Newspaper, Site Posting, Events)

Audit Findings: The City uses their website to provide PSAs and important announcements, agendas and minutes for City Council meetings, and other key information for City residents. The City posts their FOG information on the sewer website, including PowerPoint of FSE.

Overall Element Resilience: Not listed (New in 2022 GO)

Evaluation of the Effectiveness of the SSMP

The SSMP needs to be updated to meet the new requirements contained in GO 2022-103-DWQ. Overall effectiveness of the SSMP appears to be successful as shown by the infrequent spills and mostly low volume when spill occur.

3.1 DESCRIPTION OF SCHEDULED UPDATES/CHANGES TO THE SSMP

Please see the Element Evaluation Table in Exhibit A.

Appendix A

ELEMENT EVALUATION TABLE

Element 1 Goals and Introduction		
Requirement:	Status	Corrective Action Plan
Implementation of Element 1 in SSMP	Compliant	No corrective action needed.
Implementation of Element 1 in GO	Compliant	No corrective action needed.
Implementation of Element 1.1 in GO	Needs more	Add: a general description of the overall collection system needed
Implementation of Element 1.2 in GO	Noncompliant	The current SSMP does not have the minimum schedule listed in Element 1. At a minimum, Element 1 should have the date for the next SSMP update and the audit listed. The list could also include the next audit submission to CIWQS.
Implementation of Element 1.3 in GO	Noncompliant	The SSMP needs a new write-up for this Element. In particular, it needs: Map showing it's location Service area boundary Discussion regarding population size, System description: length of gravity mains, length of pressure mains (w/Map) Break down of residential, commercial, industrial

Specification 5.6 Resilience of SSMP Element	Noncompliant	Need a resilience statement: T
Element 2 Organization		
Requirement:	Status	Corrective Action Plan
Name and contact information of Locally Responsible Official (LRO)	Noncompliant	Needs LRO listed. Name, title, contact information
Names, telephone numbers for management and administration and maintenance positions implementing SSMP	Noncompliant	Needs Names, telephone numbers for management and administration and maintenance positions implementing SSMP
Organizational lines of authority	Noncompliant	Needs a description of the local sewer management plan and a schedule for implementation, updates.
Chain of command for SSO spills communications and reporting	Noncompliant	Needs chain of command for SSO spills communications and reporting

Specification 5.6 Resilience of SSMP Element	Noncompliant	Need a resilience statement:
Element 3 Legal Authority		
Requirement:	Status	Corrective Action Plan
Code to Prohibit: unauthorized stormwater; chemical dumping; unauthorized debris; roots; fats, oils, and grease; and trash, including rags and other debris that cause blockages	Compliant	Sec. 51.04 https://codelibrary.amlegal.com/codes/riverbank/latest/riverbank_ca/0-0-0-23536 Sec. 51.24(A),(B) https://codelibra.amlegal.com/codes/riverbank/latest/riverbank_ca/0-0-0-23637 Sec. 51.44 https://codelibrary.amlegal.com/codes/riverbank/latest/riverbank_ca/0-0-0-23888
Collaborate with storm sewer agencies to coordinate emergency spill response	Compliant	City is responsible for storm drains and will fight spills with other departments. Sec. 53.12 https://codelibrary.amlegal.com/codes/riverbank/latest/riverbank_ca/0-0-0-24300
Require that sewer system components and connections be properly designed and constructed.	Compliant	Sec. 51.04 https://codelibrary.amlegal.com/codes/riverbank/latest/riverbank_ca/0-0-0-23536 152.034: https://codelibrary.amlegal.com/codes/riverbank/latest/riverbank_ca/0-0-0-29364
Ensure access for maintenance, inspections, and/or repairs for portion of the service lateral owned and /or operated by the enrollee	Compliant	Sec. 51.04(E) https://codelibrary.amlegal.com/codes/riverbank/latest/riverbank_ca/0-0-0-23536 Sec. 51.29(A) https://codelibrary.amlegal.com/codes/riverbank/latest/riverbank_ca/0-0-0-23740 Sec.152.027(D) https://codelibrary.amlegal.com/codes/riverbank/latest/riverbank_ca/0-0-0-29321

		Sec. 152.030(A)-(E) https://codelibrary.amlegal.com/codes/riverbank/latest/riverbank_ca/0-0-0-29344 Sec/ 152.094 (E) https://codelibrary.amlegal.com/codes/riverbank/latest/riverbank_ca/0-0-0-29648
Enforce any violation of its sewer ordinances, service agreements, or other legally binding procedures	Compliant	Sec. 53.15 https://codelibrary.amlegal.com/codes/riverbank/latest/riverbank_ca/0-0-0-24342 Sec. 51.29 https://codelibrary.amlegal.com/codes/riverbank/latest/riverbank_ca/0-0-0-23762 Sec. 51.32 https://codelibrary.amlegal.com/codes/riverbank/latest/riverbank_ca/0-0-0-23785
Obtain easement accessibility agreements for locations requiring sewer system operations and maintenance, as applicable	Compliant	Sec. 51.04(E) https://codelibrary.amlegal.com/codes/riverbank/latest/riverbank_ca/0-0-0-23536 Sec. 51.29(A) https://codelibrary.amlegal.com/codes/riverbank/latest/riverbank_ca/0-0-0-23740 Sec.152.027(D) https://codelibrary.amlegal.com/codes/riverbank/latest/riverbank_ca/0-0-0-29321 Sec. 152.030(A)-(E) https://codelibrary.amlegal.com/codes/riverbank/latest/riverbank_ca/0-0-0-29344 Sec/ 152.094 (E) https://codelibrary.amlegal.com/codes/riverbank/latest/riverbank_ca/0-0-0-29648
Specification 5.6 Resilience of SSMP Element	Noncompliant	Need a resilience statement:
[redacted]		

Element 4 Operation and Maintenance Program		
Requirement:	Status	Corrective Action Plan
Updated Map of Sanitary Sewer System, including: gravity line segments, manholes, pumping facilities, pressure pipes and valves, and applicable stormwater conveyance facilities within the sewer system service area boundaries	Needs more	City will have to add more to this component and upload into CIQWS Maps are available
Preventive Operation and Maintenance Activities: a scheduling system and data collection system	Compliant	The City does have a list of hot spots and locations that are scheduled for regular maintenance
Training: In-house and external training is provided on a regular basis for sanitary SYSTEMS operations and maintain its	Compliant	The City does train to a level that keeps staff prepared for an emergency
Equipment inventory: An inventory of sewer system equipment, including the identification	Compliant	The City maintains an inventory of public works equipment.
Specification 5.6 Resilience of SSMP Element	Noncompliant	Need a resilience statement:

Element 5 Design and Performance Provisions		
Requirement:	Status	Corrective Action Plan
Updated Design Criteria and Construction Standards and Specifications: Updated criteria for construction, repair, and rehabilitation	compliant	The code has not changed but is sufficient, review is sufficient
Procedures and Standards: Procedures and standards for the inspection and testing of newly constructed pipelines, pumps, and other appurtenances.	compliant	In 2022 the City improved the permit fee system for FOG generating commercial establishments.
Specification 5.6 Resilience of SSMP Element	Noncompliant	Need a resilience statement:

Element 6 Spill Emergency Response Plan		
Requirements:	Status	Corrective Action Plan
Notify primary responders, appropriate local officials, and appropriate regulatory agencies in a timely manner	Needs corrections, minor updating	OERP addresses this component; names and contact information need to be updated
Notify other potentially affected entities of spills that potentially affect public health or reach waters of the State.	Compliant	OERP addresses this component
Comply with the notification, monitoring and reporting requirements of the General Order, state law and regulations and applicable Regional Water Quality Control Board Orders.	Compliant	OERP addresses this component
Ensure that appropriate staff and contractors implement the Spill Emergency response Plan	Compliant	Training and guidance. OERP address this component
Address emergency system operations, traffic control, and other necessary response activities	Compliant	OERP addresses this component
Contain a spill and prevent /minimize discharge to waters of the State or any drainage conveyance system.	Compliant	OERP addresses this component

Minimize and remediate public health impacts and adverse impacts on beneficial uses of waters of the state	Compliant	OERP addresses this component
Remove sewage from the drainage conveyance	Compliant	OERP addresses this component
Clean the spill area and drainage conveyance system in a manner that does not inadvertently impact beneficial uses in the receiving waters	Compliant	OERP addresses this component
Implement technologies, practices, equipment, and interagency coordination to expedite spill containment and recovery	Compliant	OERP addresses this component
Implement pre-planned coordination and collaboration with storm drain agencies and other utility agencies /departments prior, during, and after a spill event	Compliant	OERP addresses this component
Conduct post-spill assessments of spill response activities	Compliant	OERP addresses this component
Document and report spill events as required in the General Order	Compliant	OERP addresses this component
Annually, review and assess effectiveness of the Spill Emergency Response Plan and update the Plan as needed.	Compliant	OERP addresses this component

Specification 5.6 Resilience of SSMP Element	Noncompliant	Need a resilience statement:
Element 7 Sewer Pipe Blockage Control Program		
Requirements:	Status	Corrective Action Plan
Implementation plan and schedule for a public education and outreach program to promote proper disposal of pipe-blocking substances	Compliant	Recently updated to address this
A plan and schedule for the disposal of pipe-blocking substances generated within the sanitary sewer system area	Compliant	Recently updated
The legal authority prohibits discharges to the system and identify measures to prevent spills and blockages	Compliant	Recently updated
Requirements to install grease removal devices (such as traps or interceptors)	Compliant	Recently updated
Authority to inspect grease producing facilities, enforcement authorities, and whether the Enrollee has sufficient staff to	Compliant	Recently updated

inspect and enforce the fats, oils, and grease ordinance		
An identification of sanitary sewer system sections subject to fats, oils, and grease blockages and a cleaning schedule for each section	Compliant	Recently updated
Implementation of source control measures for all sources of fats, oils, and grease reaching the sanitary sewer system for each section identified	Compliant	Recently updated
Specification 5.6 Resilience of SSMP Element	Noncompliant	Need a resilience statement:
Element 8 System Evaluation, Capacity Assurance and Capital Improvements		
Requirements:	Status	Corrective Action Plan
System Evaluation and Condition Assessment	compliant	Evaluation parameters, models, and equations used in the 2007 Sewer Master Plan are still adequate for estimating conditions and making assessment
Capacity Assessment and Design Criteria	compliant	The assessment described in the 2007 Sewer Master Plan and the City's sewer design guidance is sufficient.

Prioritization or Corrective Action	compliant	The sewer system has not experienced any capacity related SSOs. The assessment performed for the 2007 Sewer Master Plan and subsequent analysis to support the 2023-25 Capital Improvement Project meets these requirements.
Capital Improvement Plan	compliant	This is adequately addressed in the 2023-2038 adequately shows that the planning is functioning well.
Specification 5.6 Resilience of SSMP Element	Noncompliant	Need a resilience statement:
Element 9 Monitoring, Measurement and Program Modifications		
Requirements:	Status	Corrective Action Plan
Maintaining relevant information, including audit findings, to establish and prioritize appropriate plan activities	compliant	The City tracks several performance measures through work orders and maintenance logs, including but not limited to number, cause, location, and volume of SSOs; stoppage response time; number and reason for customer complaints; length of pipe cleaned and type of debris found.
Monitoring the implementation and measuring the effectiveness of each plan element	compliant	In order to monitor the effectiveness of the SSMP, the City has selected certain specific parameters that can be documented and compared on an annual basis.

Assessing the success of the preventive operation and maintenance activities	compliant	Similar to above.
Updating Plan procedures and activities, as appropriate	compliant	The City concentrates on procedures and practices.
Identifying and illustrating spill trends, including spill frequency, location and estimate volumes	compliant	Tracked
Specification 5.6 Resilience of SSMP Element	Noncompliant	Need a resilience statement:
Element 10 Internal Audits		
Requirements:	Status	Corrective Action Plan
Plan includes internal audit procedures	Needs update to meet 2022-0103-DWQ.	The internal audit system needs to be changed to better match the current general order 2022-0103-DWQ.
Specification 5.6 Resilience of SSMP Element	Noncompliant	Need a resilience statement:

Element 11 Communication Program		
Requirements:	Status	Corrective Action Plan
Plan to communicate with the Public on spills, closures and drinking water	compliant	Communicate with the public satisfactorily.
Plan to speak to the public on plan development and updates	compliant	Same as above.
Plan to speak with owners/operators of systems that connect to the sewer system, including maintenance, operation, and capitol improvement	compliant	The City speaks with owners/operators of systems that connect to the sewer system.
Specification 5.6 Resilience of SSMP Element	Noncompliant	Need a resilience statement:

Sewer System Management Plan & Subsequent Update Due Dates					
System Name	WDID Number	Original Plan Required Due Date	Required Plan Update Due Date	Required Plan Update Due Date	Required Plan Update Due Date*
Riverbank CS	5SSO11040	8/2/2009	8/2/2014	8/2/2019	8/2/2025

Audit Due Dates								
System Name	WDID Number	Original Required Plan Audit Due Date	Required Plan Audit Due Date	Required Plan Audit Due Date	Required Plan Audit Due Date	Required Plan Audit Due Date	Required Plan Audit Due Date	End of Required 3-Year Audit Period**
Riverbank CS	5SSO11040	8/2/2011	8/2/2013	8/2/2015	8/2/2017	8/2/2019	8/2/2021	8/2/2024

Appendix B

2023-2028 CITY OF RIVERBANK CAPITAL IMPROVEMENT PLAN

CITY OF RIVERBANK 2023-2028 CAPITAL IMPROVEMENT PLAN

Project Name	Funding	2023-24	2024-25	2025-26	2026-27	2027-28	5 Year Total
STREETS & CAPITAL PROJECTS							
Roselle Avenue Sidewalk Project - Fern Court to Talbot Avenue	Measure L / RSTP/ Fund 116	415,400					**371,514**
Castleberg Park Trail Project	CDBG/ Fund 156	283,388					**283,388**
Riverbank Police Fencing	ARPF	344,923					**344,923**
3344 Sierra Street - Remodel	Grant	558,030					**558,030**
Third Street Parking Lot	ARPF	371,609					**371,609**
Pavement Restoration Project 2023	Measure L	795,000					**795,000**
Topeka Street Overlay & ADA Improvements	SB-1	555,694					**555,694**
Storm Outfall Ramp Repair	Fund 413/ Fund 172/ Fund 116	240,000					**240,000**
Drywell Rehabilitation Project	SB-1	207,157					**207,157**
Patterson Road Sidewalk Project - Callander to Roselle	Measure L/ CMAQ	516,530					**516,530**
Oakdale Road Improvements - MID Lateral #6 to North of Westgate	SDF	1,904,914					**1,904,914**
Claribel Road Overlay Project - Joint Project with Stanislaus County	Measure L/ County Funds	728,184					**728,184**
Oakdale Road Overlay - Silverock to Patterson Road	Measure L		626,500				**626,500**
Crossroads Elementary School - Traffic Calming - 2 Raised Crosswalks	Measure L		114,500				**114,500**
Calender Avenue Improvements	Measure L / TBD		1,449,707				**1,449,707**
Signal Light Patterson @ Roselle/Ped Railroad Crossing/Sidewalk Infill along Roselle & Patterson Roads including BNSF improvements	CMAQ/ RSTP/ Fund 205		1,926,753				**1,926,753**
Roselle Avenue Pedestrian Access over MID Canal	CMAQ		399,850				**399,850**
Roselle & S. Rosebrook Intersection	Measure L		385,000				**385,000**
Patterson Road Overlay - Claus & Snedigar	STBGP/ Measure L		612,678				**612,678**
Jacob Myers Park Parking Lot	TBD			633,308			**633,308**
Signal @ Patterson & Snedigar	SDF			600,000			**600,000**
Roselle @ Morrill Intersection Improvements - ROW/Design/Construction	Fund 205/CMAQ			433,352			**433,352**
Bridge Deck Overlay	Measure L /BPMP			1,384,764			**1,384,764**

CITY OF RIVERBANK 2023-2028 CAPITAL IMPROVEMENT PLAN

Project Name	Funding	2023-24	2024-25	2025-26	2026-27	2027-28	5 Year Total
STREETS & CAPITAL PROJECTS - CON'T							
Rosellle Avenue Sidewalks - Monschein to Compass Foods	TBD				392,913		**392,913**
Roselle Avenue Sidewalks - South of Talbot to Powers	TBD					499,460	**499,460**
Burney Court Reconstruction & ADA Improvements	TBD					503,930	**503,930**
Parsley Lane - Alley Improvements	TBD					146,630	**146,630**
Alley Improvements - Between Texas & Kansas	TBD					100,000	**100,000**
RR Xing Improvements Patterson near Terminal	Fund 205			342,000			**342,000**
RR Xing & Intersection Improvements First Street near Patterson	Fund 205				311,000		**311,000**
RR Xing Improvements Third Street near Patterson	Fund 205					311,000	**311,000**
RR Xing Improvements Eighth Street near Patterson	Fund 205					311,000	**311,000**
Patterson Road Bioretention/Bike & Pedestrian Path (North Side) - Terminal to Claus	TBD					1,200,000	**1,200,000**
Roselle Avenue Bike/Pedestrian Path - Crawford Road to Sylvan Avenue	TBD					1,614,000	**1,614,000**
STREETS TOTALS		**6,920,829**	**5,514,988**	**3,393,424**	**703,913**	**4,686,020**	**21,175,288**
STORM DRAIN SYSTEM							
7th Street Outfall Repair	ARPF	780,951					**780,951**
Storm Drain Outfall Improvements - Candlewood	TBD		57,960				**57,960**
Study of Eighth Street Storm Drain System	TBD		25,000				**25,000**
Connect OID Snedigar Pipeline to Storm Drain System	Fund 208			42,200			**42,200**
First Street Basin Reconstruction/Improvements	Fund 208			75,000	755,200		**830,200**
Storm Drain Improvements - Topeka & Santa Fe	TBD				235,961		**235,961**
STORM DRAIN SYSTEM TOTALS		**780,951**	**82,960**	**117,200**	**991,161**	**0**	**1,972,272**

CITY OF RIVERBANK 2023-2028 CAPITAL IMPROVEMENT PLAN

Project Name	Funding	2023-24	2024-25	2025-26	2026-27	2027-28	5 Year Total
SEWER SYSTEM							
6" SS, Alley between Sierra & Stanislaus - 1st Street to 3rd Street	Fund 108	225,000					**225,000**
6" SS, Alley between Sierra & Patterson - 1st Street to 8th Street	Fund 108	650,000					**650,000**
6" SS, Topeka - Santa Fe Alley 4th to 5th	Fund 108		65,000				**65,000**
6" SS, Topeka - Santa Fe Alley 7th to 8th	Fund 108		65,000				**65,000**
6" SS, Sata Fe - Stanislaus Alley 7th to 8th	Fund 108		65,000				**65,000**
6" SS, Terminal from Kentucky to Castle Park Drive	Fund 108			100,000			**100,000**
6" SS, Texas - Kansas Alley from 8th to Chief Tucker	Fund 108			100,000			**100,000**
8" SS, Galaxy to Jackson Avenue	Fund 108				65,000		**65,000**
6" & 8" SS, 7 State Streets from Terminal to 8th	Fund 108				1,250,000		**1,250,000**
8" SS, Oakdale Road from Patterson to Cedarwood	Fund 108				165,000		**165,000**
6" SS in Cedarwood from Oakdale Road to Wood Haven	Fund 108				150,000		**150,000**
6" SS, Orange Avenue from Burneyville to 2nd Street	Fund 108					1,000,000	**1,000,000**
Upgrade all electrical panes on SS lift stations	Fund 108		100,000	100,000	100,000	100,000	**400,000**
Survey all lift stations	Fund 108					50,000	**50,000**
SEWER SYSTEM TOTALS		**875,000**	**295,000**	**300,000**	**1,730,000**	**1,150,000**	**4,350,000**
WASTEWATER TREATMENT							
Riverbank Regional Recycled Water Project (RRRWP)	Fund 106	3,549,843					**3,549,843**
WASTEWATER TREATMENT TOTALS		**3,549,843**	**0**	**0**	**0**	**0**	**3,549,843**

CITY OF RIVERBANK 2023-2028 CAPITAL IMPROVEMENT PLAN

Project Name	Funding	2023-24	2024-25	2025-26	2026-27	2027-28	5 Year Total
WATER SYSTEM							
12' Line Installation in Alley between Sierra & Patterson (1st Street to 8th Street)	Fund 116	600,000					**600,000**
Line Installation in Alley on Riverside from Corp. Yard to 4th Street	CDBG		325,000				**325,000**
Line Installation in Topeka Alley from 1st to Cannery Site	CDBG		150,000				**150,000**
Line Installation on 7th from Nevada to Arizona	CDBG		40,000				**40,000**
Line Replacement Third St. Alley Sierra/Patterson	Fund 116		89,000				**89,000**
Main Replacement Alley between 3rd and 8th	Fund 116		389,000				**389,000**
Line Replacement Prospector's to Claribel/Roselle	Fund 116		105,000				**105,000**
Water Main - Oakdale Road (Morrill to Crawford)	Fund 116		150,000				**150,000**
Mechanics Shop with Parts & Equipment	Fund 116		500,000				**500,000**
Novi Drive Well Site - Enclosure	Fund 116			300,000			**300,000**
Line Installation 2800 Block to Santa Fe	Fund 116		50,000				**50,000**
Line Installation on 8th from Topeka to SR 108	Fund 116		60,000				**60,000**
Line Installation on Claus from SR 108 to Cannery Site	Fund 116		75,000				**75,000**
Novi Well Enclosure for Equipment & Sound Control	Fund 116		75,000				**75,000**
Line Replacement on Sierra from Patterson to SR-108	Fund 116		75,000				**75,000**
12' Line Installation on Santa Fe from 8th to 4th Street	Fund 116			325,000			**325,000**
Talbot/Kentucky Connection (1,330 LF of 12-in pipe)	Fund 116				515,000		**515,000**
Line Installation on 7th Street to Dead End	Fund 116				75,000		**75,000**
Line Installation in Alley on Orange from 2nd to Burneyville	Fund 116				100,000		**100,000**
Replace all Transite Water Lines	Fund 116				1,250,000		**1,250,000**
Loop all Dead End Waterlines in Crossroads	Fund 116				500,000		**500,000**
Install Pump to Waste on 8th, River Heights & Jackson Wells	Fund 116				150,000		**150,000**
Install flushing valve on Lane Avenue	Fund 116					2,000	**2,000**
New chlorine pumps & analyzers at well sites	Fund 116					1,000,000	**1,000,000**
Install flushing valves or hydrants at all dead end systems	Fund 116					500,000	**500,000**
WATER SYSTEM TOTALS		**600,000**	**2,083,000**	**625,000**	**2,590,000**	**1,502,000**	**6,285,000**

CITY OF RIVERBANK 2023-2028 CAPITAL IMPROVEMENT PLAN

Project Name	Funding	2023-24	2024-25	2025-26	2026-27	2027-28	5 Year Total
PARKS AND RECREATION							
Castleberg Park Ballfield Light Replacement & Upgrade	TBD		150,000				**150,000**
Jacob Myers Park - Addition of 46 acres via Agreement with Corps of Engineers	TBD		135,000				**135,000**
Jacob Myers Park Development Phase III - Amphitheatre	Grants				1,500,000		**1,500,000**
Silva Park Phase III - Water Park	Park SDF					712,502	**712,502**
Castleberg Park ADA to Baseball Field	Grants			250,000			**250,000**
Phase II Sports Complex on 6 City-owned acres (Morrill)- Soccer Field/BMX Park	Park SDF					3,700,000	**3,700,000**
Dog Park - Hetch Hetchy - Planning	Park SDF		16,459				**16,459**
Dog Park - Hetch Hetchy - Construction	Grants				337,500		**337,500**
12-Acre Park - Eastside - Sports Fields, Playground, Restroom, Parking	Park SDF				2,500,000		**2,500,000**
7-Acre Park - Westside - Ball fields, Playground, Restrooms	Park SDF					1,300,000	**1,300,000**
5 Acre Aquatics Center - West Side - Acquire Property, Aquatics Center, Kids Play Pool, Restroom, Locker Area, Parking and Sheed Structure	Park SDF					15,000,000	**15,000,000**
Trails and Class I Bike Paths - AC, Decomposed Granite and Dirt Trails Citywide, Lighting	Park SDF					1,350,000	**1,350,000**
City-Wide Parks Master Plan - 5 year update	Park SDF			150,000			**150,000**
PARKS AND RECREATION TOTALS		**0**	**301,459**	**400,000**	**4,337,500**	**22,062,502**	**5,038,959**
GRAND TOTALS		**12,726,623**	**8,277,407**	**4,835,624**	**10,352,574**	**29,400,522**	**42,371,362**

Appendix C

CITY OF RIVERBANK 2007 SEWER COLELCTIONS SYSTEM MASTER PLAN

CITY OF RIVERBANK
2007 SEWER COLLECTION SYSTEM
MASTER PLAN









VOLUME ONE

NOVEMBER 2007

NOLTE

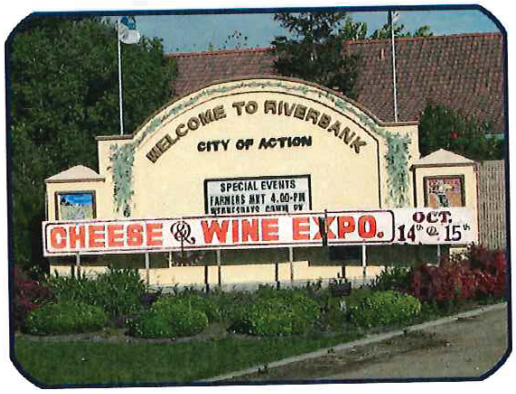
BEYOND ENGINEERING

CITY OF RIVERBANK
2007 SEWER COLLECTION SYSTEM
MASTER PLAN









VOLUME TWO

NOVEMBER 2007

NOLTE

BEYOND ENGINEERING

Appendix D

FOG PERMIT APPLICATION

CITY OF RIVERBANK - PERMIT APPLICATION
Food Service - FATS, OILS AND GREASE (FOG)

6707 Third Street, Riverbank, CA 95367
Telephone: 209-863-7127 Fax: 209-869-1849

Applicant Business Name: _____ Phone No.: _____

Address of Business: _____ Fax No.: _____

Business Owner: _____ Phone No.: _____

Landlord / Property Manager: _____ Phone No.: _____

Mailing Address: _____

Number of Employees: _____ Seating Capacity: _____

Hours of Operation:

Sun	Mon	Tues	Wed	Thurs	Fri	Sat

TYPE OF FACILITY

☐ Full Service Restaurant	☐ Hospital	☐ Church	☐ Coffee Shop
☐ Fast Food Restaurant	☐ School / College	☐ Club / Organization	☐ Convenience Store
☐ Carry Out	☐ Bakery	☐ Nursing Home	☐ Hotel / Motel
☐ Cafeteria	☐ Ice Cream Shop	☐ Grocery Store	☐ Food Packager

TYPE OF FIXTURES (check all that apply)

☐ Deep Fryers	☐ 3-compartment sinks	☐ Tilt Kettles / Crock Pot	☐ Wok Ranges
☐ Grills	☐ 2 compartment sinks	☐ Garbage Grinders	☐ Pre-wash sinks
☐ Ovens	☐ 1 compartment sinks	☐ Dishwashers	☐ Mop sinks
☐ Rotisserie	☐ Hot Dog Roller	☐ Mats	☐ Hand Wash Sink
☐ Floor Drains	☐ Garbage Disposal		

TYPE OF GREASE ABATEMENT (check all that apply)

☐ Outside Grease Interceptor	☐ Manual Grease Trap	☐ Both	☐ None

Make: _____
Model: _____
Size: _____
Location: _____

☐ Maintained by employees ☐ Maintained by Contractor
Make: _____
Model: _____ Size: _____
Location: _____

Name of Waste Hauler: _____ Phone No.: _____

Name of Hood Cleaning Co.: _____ Discharge Location: _____
Hood Filters: _____ ☐ Employees ☐ Company: _____

If your facility has grills / ovens, which type of exhaust cleaning system do you use? ☐ Automatic ☐ Manual

Authorized Representative Statement

I have personally examined and am familiar with the information submitted in the attached document, and I hereby certify under penalty of law that this information was obtained in accordance with the requirements of Chapter 51: §51.40-51.46, Code of Ordinances, City of Riverbank. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.
I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

_____ _____
Signature Date

_____ _____
Print Name Title

Attach: ☐ Copy of your menu ☐ Copy of receipt(s) for grease removal completed within the past year

(Form Revised: 10/25/16)

Appendix E

ANNUAL FEES FOR FSE PERMIT

(2) At the time the permit is issued, the final fee as determined by the then current staff rate as determined by inflation must be paid prior to the issuance of a building permit.

SECTION 5. Section 52.64, Payment of Bills, is repealed in its entirety and amended with a new Section 52.64, which shall read as follows:

§ 52.64 PAYMENT OF BILLS.

(A) Water bills shall be rendered on a bimonthly basis and are due and payable upon receipt and shall be considered delinquent if not paid seven (7) days after mailing or e-mailing by the City.

(B) Any bill which is not paid by close of business thirty-five (35) calendar days after the bill is issued, shall be subject to a ten percent (10%) penalty. If the bill is not paid within sixty (60) days after it becomes delinquent, the water service may be discontinued and an additional charge for the subsequent turn-on shall be paid by the consumer according to the requirements established in the City's Residential Water Shut-Off Policy adopted by resolution of the City Council.

(C) When a service is discontinued due to nonpayment of bills, service shall not be resumed until all charges and penalties are paid pursuant to the procedures set forth in Section 52.66 herein. All charges and penalties which are not paid shall become a lien on the property. Termination of service shall not be effective to a residential dwelling for nonpayment while an investigation of a customer dispute or complaint is pending or in progress by the City. Termination of water service shall not be affected on any Saturday, Sunday, legal holiday, or at any time during which the business offices of the City are not open to the public.

SECTION 6. Section 52.65 Deposits, is repealed in its entirety and amended with a new Section 52.65, which shall read as follows:

§ 52.65 DEPOSITS

(A) Applicants for utility services are required to establish credit before receiving such service. Credit shall be deemed established if the applicant meets one of the following options:

(1) Makes a cash deposit of $60 as a guarantee for the payment of future bills.

(2) Has been a customer of City utility services for 12 consecutive months within the last 18 months, and during such time has paid all bills without any delinquency.

(3) Provide the City with a letter of credit reference from another utility company showing an on-time payment record for the period of at least the 12 consecutive months directly prior to the date of the requested service.

any account, the balance of any deposit remaining, after the closing bill for service has been paid, shall be returned promptly to the depositor.

(8) Sewer service charges set forth herein may be increased or decreased by resolution of the City Council.

(G) *Septic tank destruction permit.* Any property owner seeking to abandon his or her septic tank must first obtain a septic tank destruction permit from the City of Riverbank Public Works Department. The fee for the permit shall be $75.

(H) *Annual fees for the food service establishment discharge permit.*

(1) Permit fees will be calculated based on the following tasks:

FOG Permit review and approval	1.5 hours
Annual compliance visit	1.0 hours
Administration	1.0 hours
Total annual permit fee	3.5 hours

(2) At the time the permit is issued, the final fee as determined by the then current staff rate as determined by inflation will be paid annually for the management, administration and inspection of the grease removal device for the food service establishment discharge permit.

(3) This fee shall be updated as necessary using the consumer price (CIP) index to cover the cost of inflation for implementing the fats oils and grease reduction program.

(4) Re-inspection fees necessary as a result of a violation of the permit shall be in the amount set forth in division (A) above. → $30

(I) *Other fees associated with the installation of a grease interceptor as required by the food service establishment discharge permit.*

(1) Additional fees to cover the cost of engineering and inspection of a new grease interceptor shall be calculated as follows:

Business license review	0.5 hours
Plan review	1.5 hours
Construction inspection	1.0 hours
Total annual permit fee:	3.0 hours

SANITARY SEWER SYSTEM MAP - INDEX

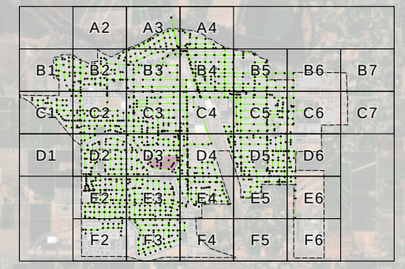
CITY OF RIVERBANK SANITARY SYSTEM MASTER PLAN

- CLEANOUT
- LIFT STATION
- MANHOLE
- PLUG
- FORCE MAIN
- GRAVITY PIPE
- CITY BOUNDARY
- PARCEL BOUNDARY
- PRIVATE AREA
- INDEX GRID

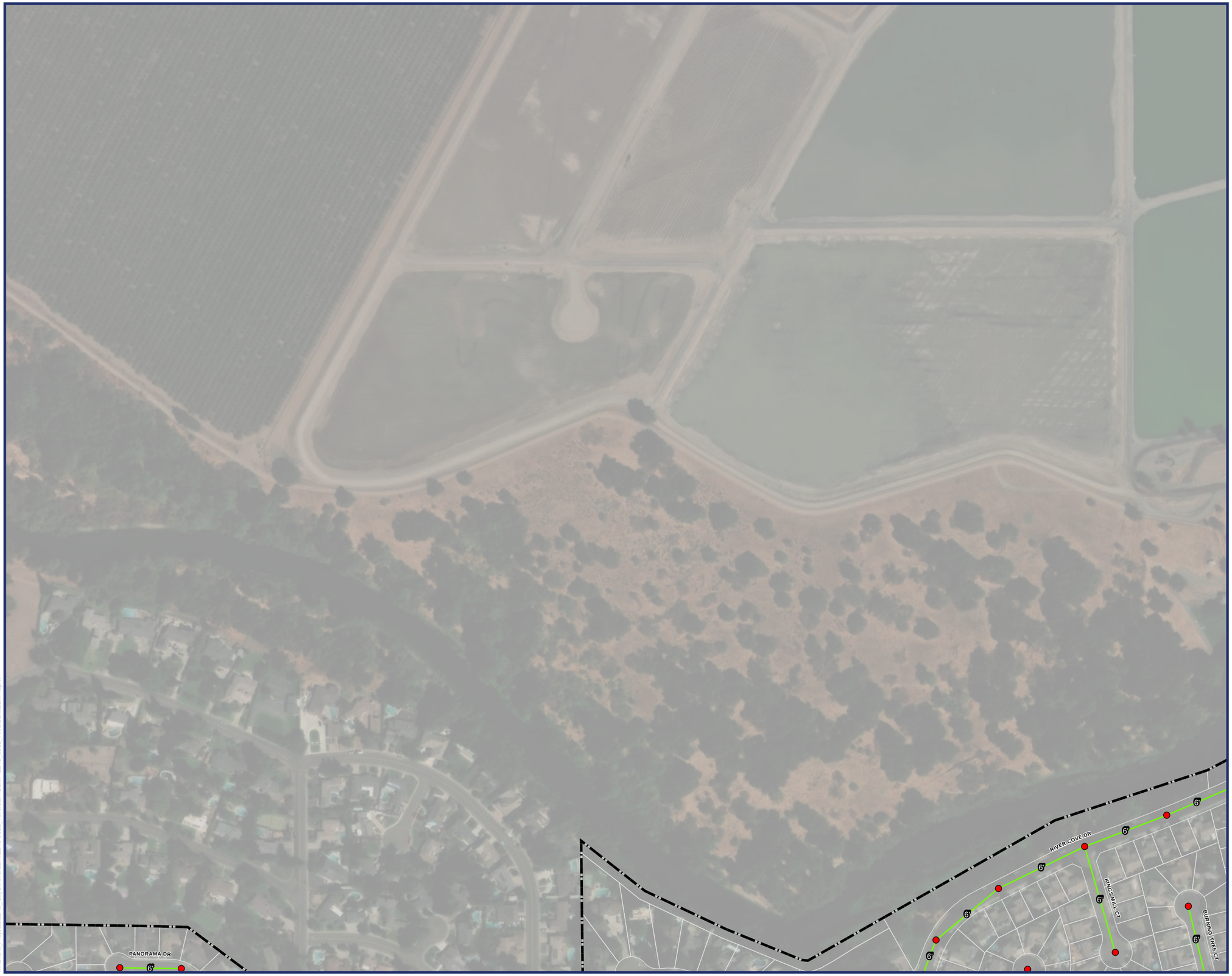
SHEET #: 1 OF 34
PROJECT #: 02249-0031
PREPARED BY: DRAMIREZ ON 2026-02-25
PROJECTION: NAD 1983 STATEPLANE CALIFORNIA III FIPS 0403 FEET
CREDITS: CITY OF RIVERBANK AND KSN, INC.

0 1,200 2,400
FEET

KJELDSEN SINNOCK NEUDECK
CIVIL ENGINEERS & LAND SURVEYORS



M:\Client_Projects\2249_City Of Riverbank\2249-0031_Riverbank\SSMP\2249_0031_Riverbank SSMP.aprx



SANITARY SEWER SYSTEM MAP - A2

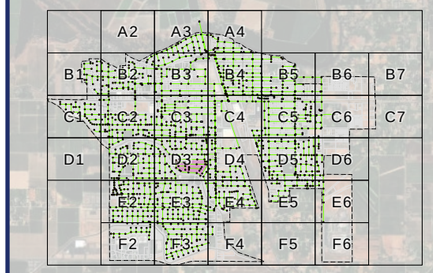
CITY OF RIVERBANK SANITARY SYSTEM MASTER PLAN

- CLEANOUT
- LIFT STATION
- MANHOLE
- PLUG
- FORCE MAIN
- GRAVITY PIPE
- PARCEL BOUNDARY
- CITY BOUNDARY
- PRIVATE AREA

SHEET #: 2 OF 34
PROJECT #: 02249-0031
PREPARED BY: DRAMIREZ ON 2026-02-25
PROJECTION: NAD 1983 STATEPLANE CALIFORNIA III FIPS 0403 FEET
CREDITS: CITY OF RIVERBANK AND KSN, INC.

0 240 480
FEET

KJELDSEN SINNOCK NEUDECK
CIVIL ENGINEERS & LAND SURVEYORS



M:\Client_Projects\2249_City\Riverbank\2249-0031_Riverbank\SSMP\2249_0031_Riverbank\SSMP.aprx

SANITARY SEWER SYSTEM MAP - A3

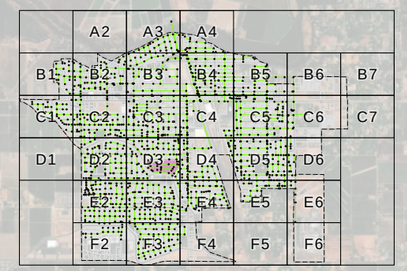
CITY OF RIVERBANK SANITARY SYSTEM MASTER PLAN

- CLEANOUT
- LIFT STATION
- MANHOLE
- PLUG
- FORCE MAIN
- GRAVITY PIPE
- PARCEL BOUNDARY
- CITY BOUNDARY
- PRIVATE AREA

SHEET #: 3 OF 34
PROJECT #: 02249-0031
PREPARED BY: DRAMIREZ ON 2026-02-25
PROJECTION: NAD 1983 STATEPLANE CALIFORNIA III FIPS 0403 FEET
CREDITS: CITY OF RIVERBANK AND KSN, INC.

0 240 480
FEET

KJELDSEN SINNOCK NEUDECK
CIVIL ENGINEERS & LAND SURVEYORS



M:\Client_Projects\2249_City\Riverbank\2249-0031_Riverbank\SSMP\2249_0031_Riverbank\SSMP.aprx

SANITARY SEWER SYSTEM MAP - A4

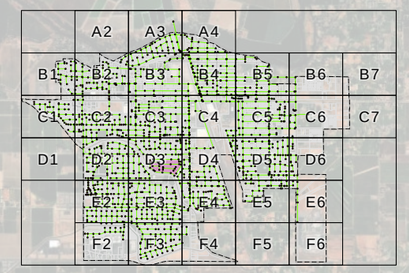
CITY OF RIVERBANK SANITARY SYSTEM MASTER PLAN

- CLEANOUT
- LIFT STATION
- MANHOLE
- PLUG
- FORCE MAIN
- GRAVITY PIPE
- PARCEL BOUNDARY
- CITY BOUNDARY
- PRIVATE AREA

SHEET #: 4 OF 34
PROJECT #: 02249-0031
PREPARED BY: DRAMIREZ ON 2026-02-25
PROJECTION: NAD 1983 STATEPLANE CALIFORNIA III FIPS 0403 FEET
CREDITS: CITY OF RIVERBANK AND KSN, INC.

0 230 460
FEET

KJELDSEN SINNOCK NEUDECK
CIVIL ENGINEERS & LAND SURVEYORS



M:\Client_Projects\2249_City\OfRiverbank\2249-0031_Riverbank\SSMP\2249_0031_Riverbank\SSMP.aprx

SANITARY SEWER SYSTEM MAP - B1

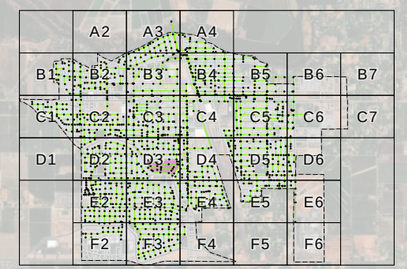
CITY OF RIVERBANK SANITARY SYSTEM MASTER PLAN

- CLEANOUT
- LIFT STATION
- MANHOLE
- PLUG
- FORCE MAIN
- GRAVITY PIPE
- PARCEL BOUNDARY
- CITY BOUNDARY
- PRIVATE AREA

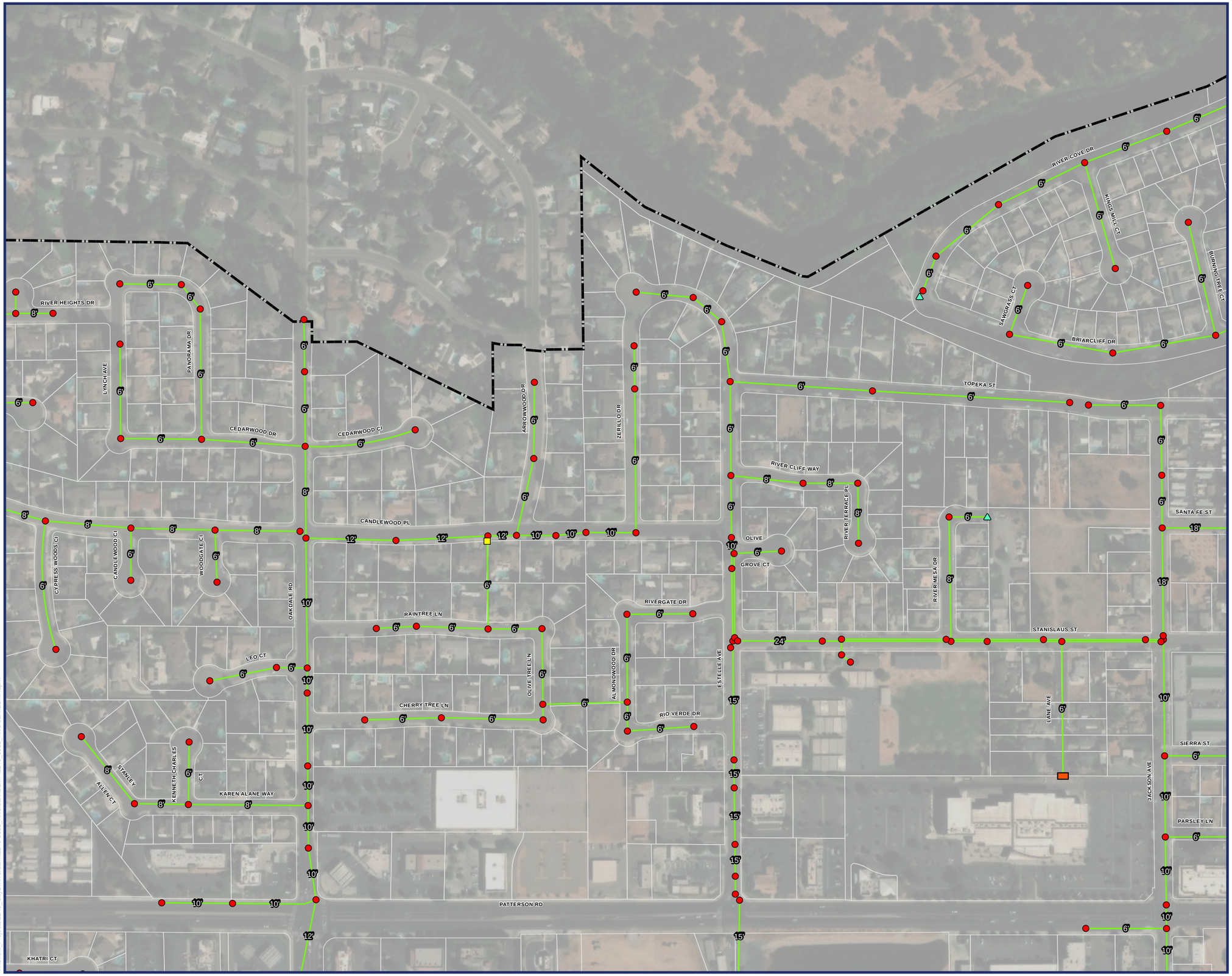
SHEET #: 5 OF 34
PROJECT #: 02249-0031
PREPARED BY: DRAMIREZ ON 2026-02-25
PROJECTION: NAD 1983 STATEPLANE CALIFORNIA III FIPS 0403 FEET
CREDITS: CITY OF RIVERBANK AND KSN, INC.

0 240 480
FEET

KJELDSEN SINNOCK NEUDECK
CIVIL ENGINEERS & LAND SURVEYORS



M:\Client_Projects\2249_City\Riverbank\2249-0031_Riverbank\SMP\2249_0031_Riverbank\SMP.aprx



SANITARY SEWER SYSTEM MAP - B2

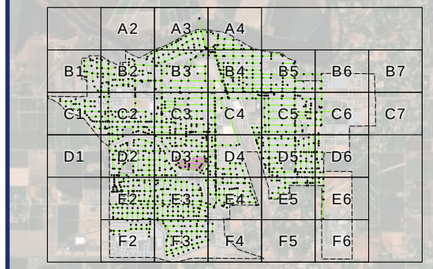
CITY OF RIVERBANK SANITARY SYSTEM MASTER PLAN

- CLEANOUT
- LIFT STATION
- MANHOLE
- PLUG
- FORCE MAIN
- GRAVITY PIPE
- PARCEL BOUNDARY
- CITY BOUNDARY
- PRIVATE AREA

SHEET #: 6 OF 34
PROJECT #: 02249-0031
PREPARED BY: DRAMIREZ ON 2026-02-25
PROJECTION: NAD 1983 STATEPLANE CALIFORNIA III FIPS 0403 FEET
CREDITS: CITY OF RIVERBANK AND KSN, INC.

0 240 480
FEET

KJELDSEN SINNOCK NEUDECK
CIVIL ENGINEERS & LAND SURVEYORS



M:\Client_Projects\2249_City\Riverbank\2249-0031_Riverbank\SSMP\2249_0031_Riverbank\SSMP.aprx

SANITARY SEWER SYSTEM MAP - B3

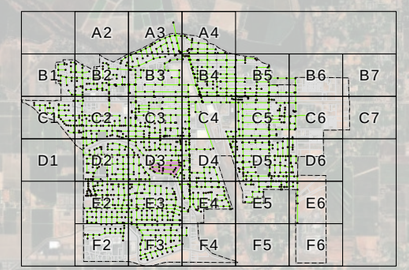
CITY OF RIVERBANK SANITARY SYSTEM MASTER PLAN

- CLEANOUT
- LIFT STATION
- MANHOLE
- PLUG
- FORCE MAIN
- GRAVITY PIPE
- PARCEL BOUNDARY
- CITY BOUNDARY
- PRIVATE AREA

SHEET #: 7 OF 34
PROJECT #: 02249-0031
PREPARED BY: DRAMIREZ ON 2026-02-25
PROJECTION: NAD 1983 STATEPLANE CALIFORNIA III FIPS 0403 FEET
CREDITS: CITY OF RIVERBANK AND KSN, INC.

0 240 480
FEET

KSN inc. KJELDSEN SINNOCK NEUDECK
CIVIL ENGINEERS & LAND SURVEYORS



M:\Client_Projects\2249_City Of\Riverbank\2249-0031_Riverbank SSMP\2249_0031_Riverbank SSMP.aprx

SANITARY SEWER SYSTEM MAP - B4

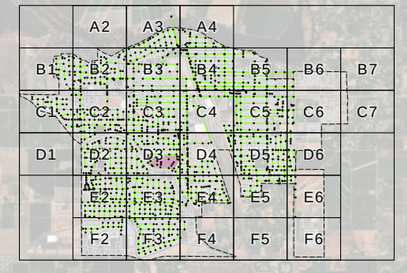
CITY OF RIVERBANK SANITARY SYSTEM MASTER PLAN

- CLEANOUT
- LIFT STATION
- MANHOLE
- PLUG
- FORCE MAIN
- GRAVITY PIPE
- PARCEL BOUNDARY
- CITY BOUNDARY
- PRIVATE AREA

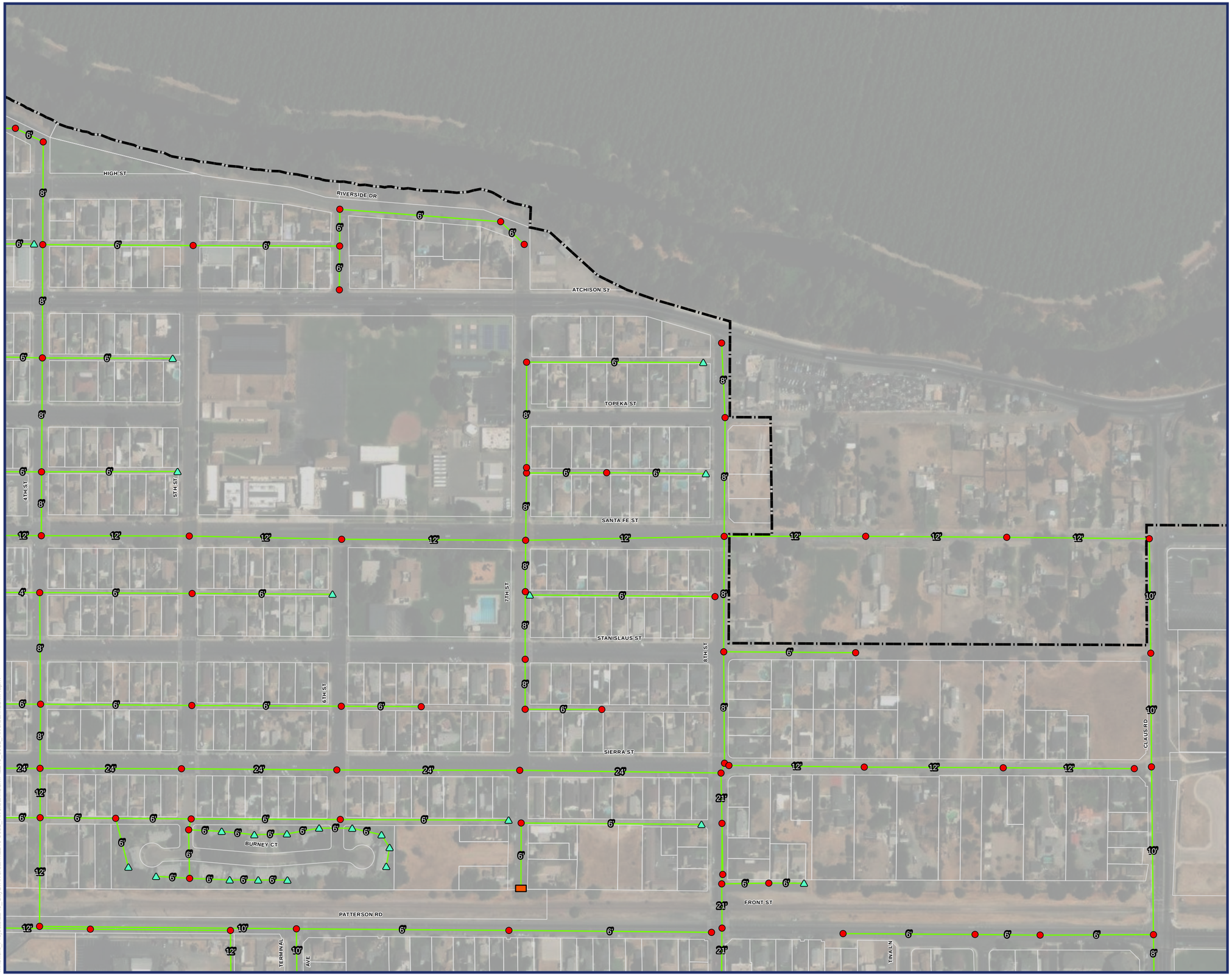
SHEET #: 8 OF 34
PROJECT #: 02249-0031
PREPARED BY: DRAMIREZ ON 2026-02-25
PROJECTION: NAD 1983 STATEPLANE CALIFORNIA III FIPS 0403 FEET
CREDITS: CITY OF RIVERBANK AND KSN, INC.

0 230 460
FEET

KSN inc. KJELDSEN SINNOCK NEUDECK
CIVIL ENGINEERS & LAND SURVEYORS



M:\Client_Projects\2249_City\Riverbank\2249-0031_Riverbank\SSMP\2249_0031_RiverbankSSMP.aprx



SANITARY SEWER SYSTEM MAP - B5

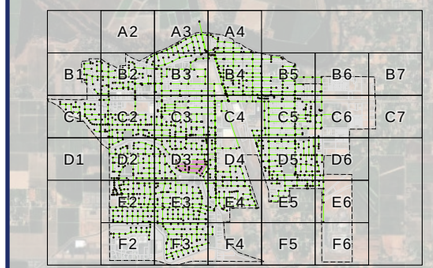
CITY OF RIVERBANK SANITARY SYSTEM MASTER PLAN

- CLEANOUT
- LIFT STATION
- MANHOLE
- PLUG
- FORCE MAIN
- GRAVITY PIPE
- PARCEL BOUNDARY
- CITY BOUNDARY
- PRIVATE AREA

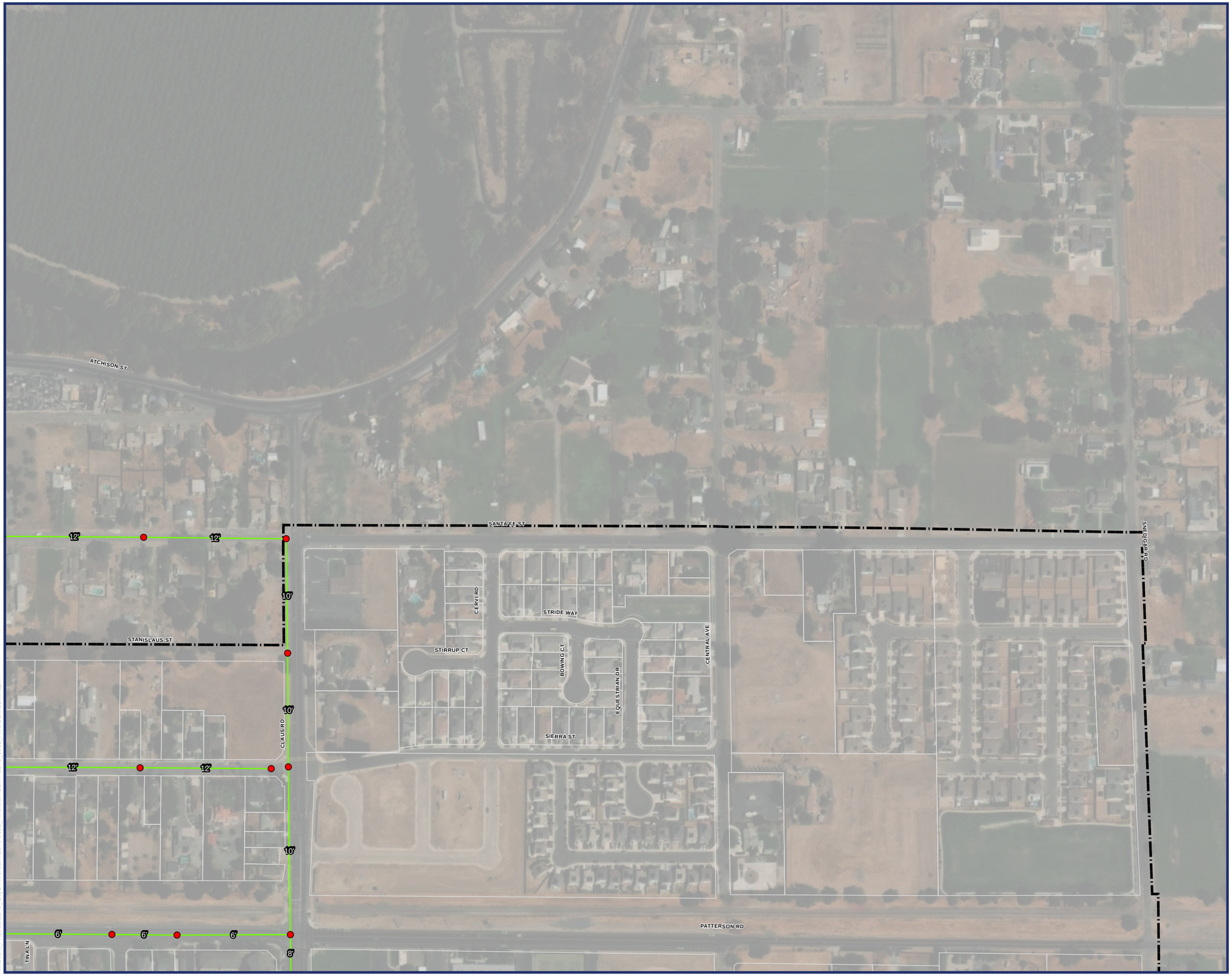
SHEET #: 9 OF 34
PROJECT #: 02249-0031
PREPARED BY: DRAMIREZ ON 2026-02-25
PROJECTION: NAD 1983 STATEPLANE CALIFORNIA III FIPS 0403 FEET
CREDITS: CITY OF RIVERBANK AND KSN, INC.

0 240 480
FEET

KJELDSEN SINNOCK NEUDECK
CIVIL ENGINEERS & LAND SURVEYORS



M:\Client_Projects\2249_City\Riverbank\2249-0031_Riverbank\SSMP\2249_0031_Riverbank\SSMP.aprx



SANITARY SEWER SYSTEM MAP - B6

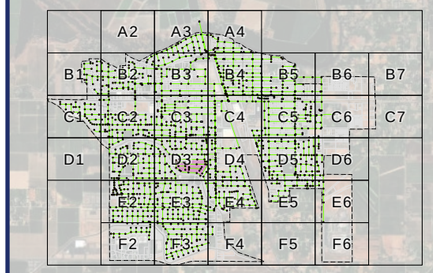
CITY OF RIVERBANK SANITARY SYSTEM MASTER PLAN

- CLEANOUT
- LIFT STATION
- MANHOLE
- PLUG
- FORCE MAIN
- GRAVITY PIPE
- PARCEL BOUNDARY
- CITY BOUNDARY
- PRIVATE AREA

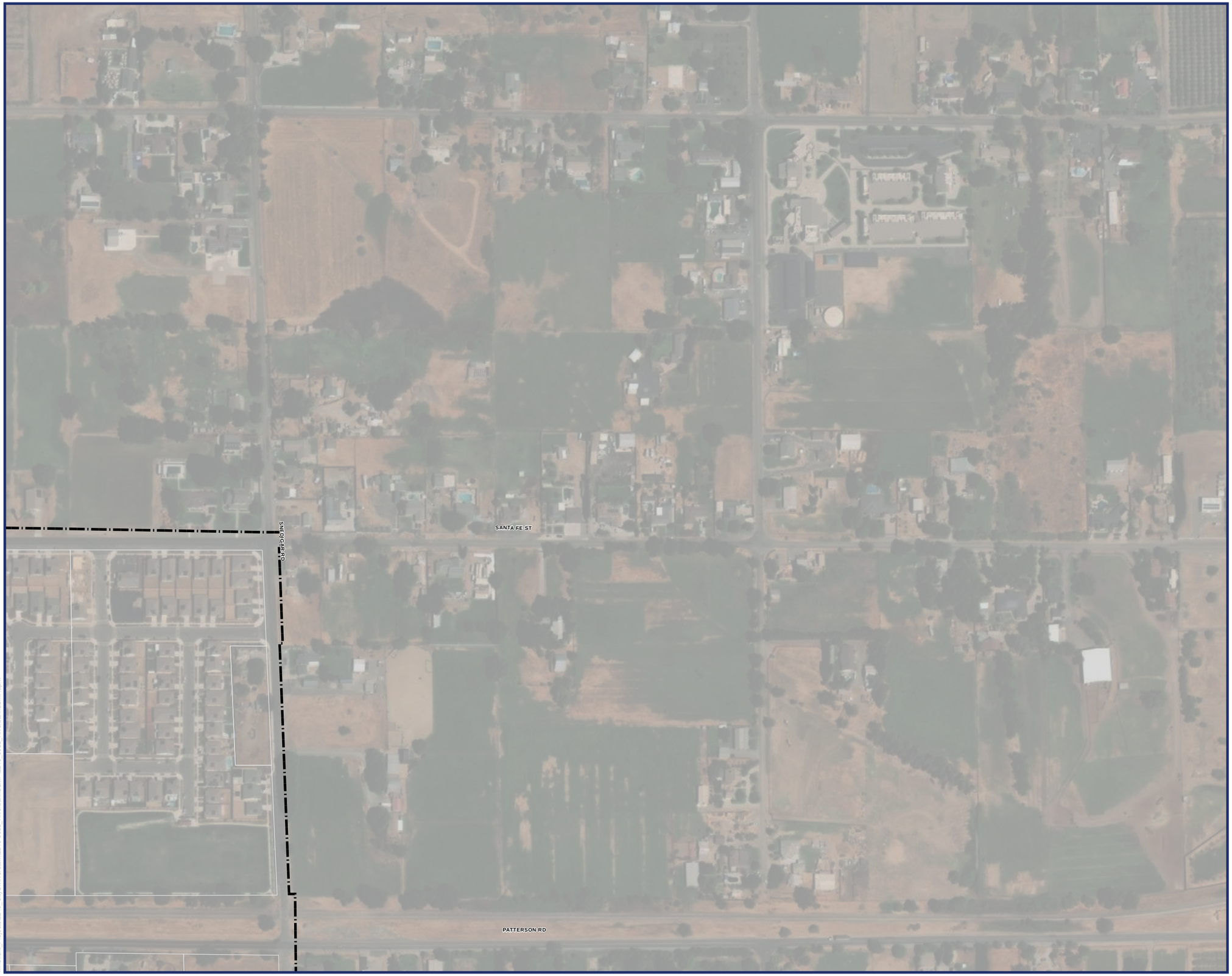
SHEET #: 10 OF 34
PROJECT #: 02249-0031
PREPARED BY: DRAMIREZ ON 2026-02-25
PROJECTION: NAD 1983 STATEPLANE CALIFORNIA III FIPS 0403 FEET
CREDITS: CITY OF RIVERBANK AND KSN, INC.

0 240 480
FEET

KJELDSEN SINNOCK NEUDECK
CIVIL ENGINEERS & LAND SURVEYORS



M:\Client_Projects\2249_City\Riverbank\2249-0031_Riverbank\SSMP\2249_0031_Riverbank\SSMP.aprx



SANITARY SEWER SYSTEM MAP - B7

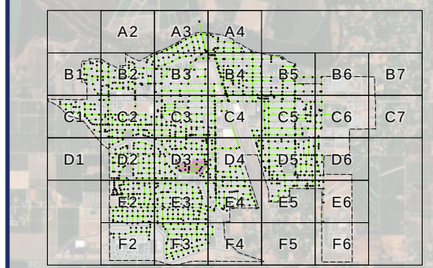
CITY OF RIVERBANK SANITARY SYSTEM MASTER PLAN

- CLEANOUT
- LIFT STATION
- MANHOLE
- PLUG
- FORCE MAIN
- GRAVITY PIPE
- PARCEL BOUNDARY
- CITY BOUNDARY
- PRIVATE AREA

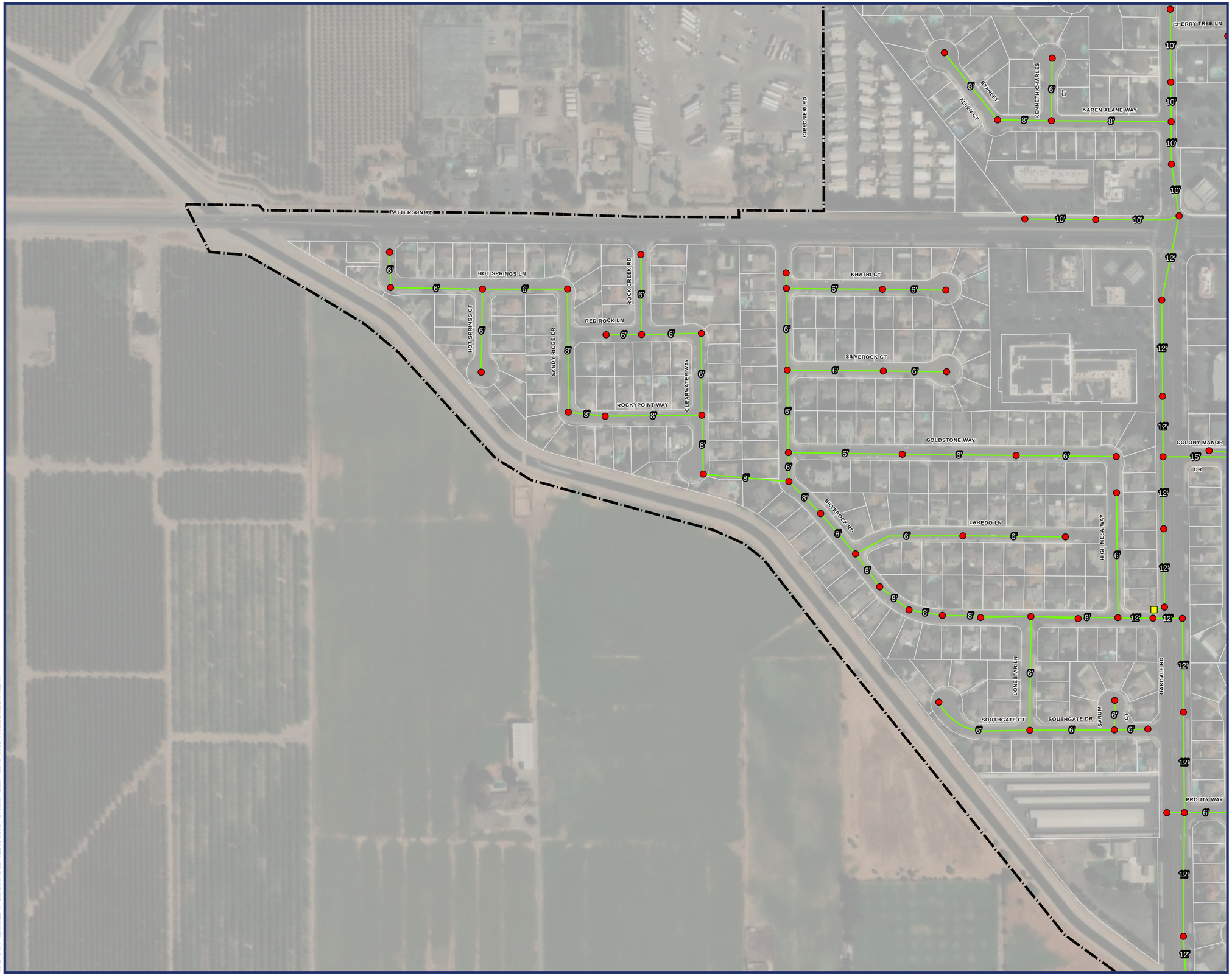
SHEET #: 11 OF 34
PROJECT #: 02249-0031
PREPARED BY: DRAMIREZ ON 2026-02-25
PROJECTION: NAD 1983 STATEPLANE CALIFORNIA III FIPS 0403 FEET
CREDITS: CITY OF RIVERBANK AND KSN, INC.

0 240 480
FEET

KJELDSEN SINNOCK NEUDECK
CIVIL ENGINEERS & LAND SURVEYORS



M:\Client_Projects\2249_City\Riverbank\2249-0031_Riverbank\SSMP\2249_0031_Riverbank\SSMP.aprx



SANITARY SEWER SYSTEM MAP - C1

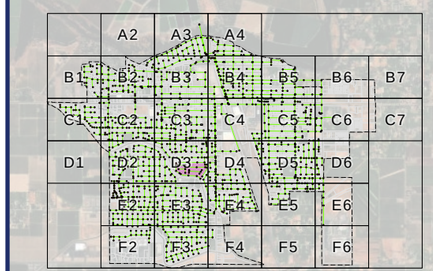
CITY OF RIVERBANK SANITARY SYSTEM MASTER PLAN

- CLEANOUT
- LIFT STATION
- MANHOLE
- PLUG
- FORCE MAIN
- GRAVITY PIPE
- PARCEL BOUNDARY
- CITY BOUNDARY
- PRIVATE AREA

SHEET #: 12 OF 34
PROJECT #: 02249-0031
PREPARED BY: DRAMIREZ ON 2026-02-25
PROJECTION: NAD 1983 STATEPLANE CALIFORNIA III FIPS 0403 FEET
CREDITS: CITY OF RIVERBANK AND KSN, INC.

0 240 480
FEET

KJELDSEN SINNOCK NEUDECK
CIVIL ENGINEERS & LAND SURVEYORS



M:\Client_Projects\2249_City\Riverbank\2249-0031_Riverbank\SSMP\2249_0031_Riverbank SSMP.aprx

SANITARY SEWER SYSTEM MAP - C2

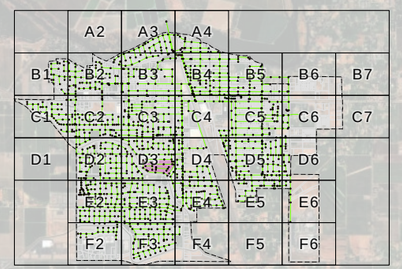
CITY OF RIVERBANK SANITARY SYSTEM MASTER PLAN

- CLEANOUT
- LIFT STATION
- MANHOLE
- PLUG
- FORCE MAIN
- GRAVITY PIPE
- PARCEL BOUNDARY
- CITY BOUNDARY
- PRIVATE AREA

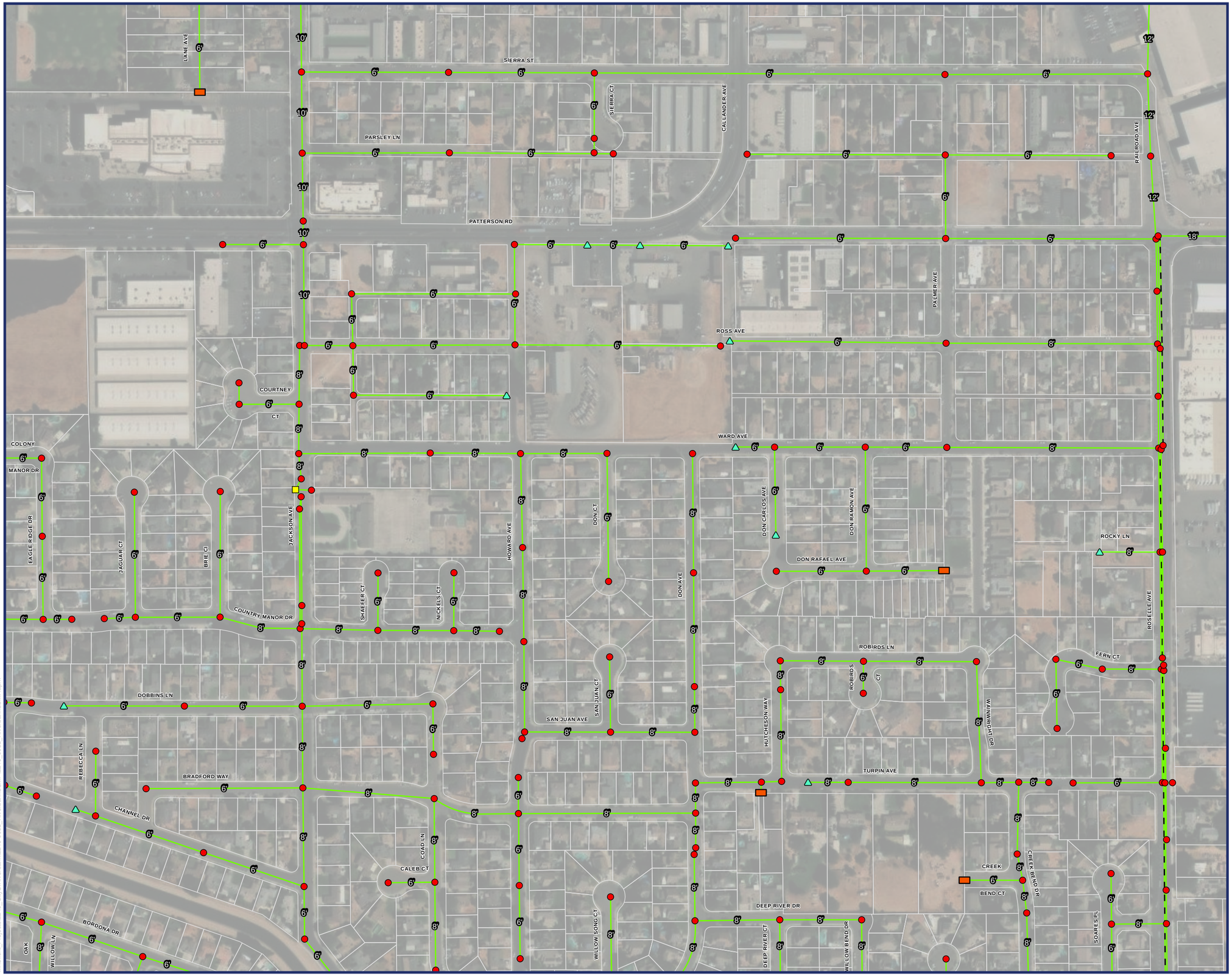
SHEET #: 13 OF 34
PROJECT #: 02249-0031
PREPARED BY: DRAMIREZ ON 2026-02-25
PROJECTION: NAD 1983 STATEPLANE CALIFORNIA III FIPS 0403 FEET
CREDITS: CITY OF RIVERBANK AND KSN, INC.

0 240 480
FEET

KJELDSEN SINNOCK NEUDECK
CIVIL ENGINEERS & LAND SURVEYORS



M:\Client_Projects\2249_City\Riverbank\2249-0031_Riverbank\SSMP\2249_0031_Riverbank\SSMP.aprx



SANITARY SEWER SYSTEM MAP - C3

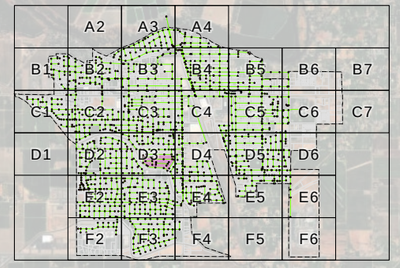
CITY OF RIVERBANK SANITARY SYSTEM MASTER PLAN

- CLEANOUT
- LIFT STATION
- MANHOLE
- PLUG
- FORCE MAIN
- GRAVITY PIPE
- PARCEL BOUNDARY
- CITY BOUNDARY
- PRIVATE AREA

SHEET #: 14 OF 34
PROJECT #: 02249-0031
PREPARED BY: DRAMIREZ ON 2026-02-25
PROJECTION: NAD 1983 STATEPLANE CALIFORNIA III FIPS 0403 FEET
CREDITS: CITY OF RIVERBANK AND KSN, INC.

0 240 480
FEET

KSN inc. KJELDSEN SINNOCK NEUDECK
CIVIL ENGINEERS & LAND SURVEYORS



M:\Client_Projects\2249_City\Riverbank\2249-0031_Riverbank\SSMP\2249_0031_Riverbank\SSMP.aprx

SANITARY SEWER SYSTEM MAP - C4

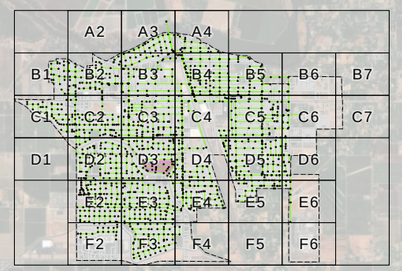
CITY OF RIVERBANK SANITARY SYSTEM MASTER PLAN

- CLEANOUT
- LIFT STATION
- MANHOLE
- PLUG
- FORCE MAIN
- GRAVITY PIPE
- PARCEL BOUNDARY
- CITY BOUNDARY
- PRIVATE AREA

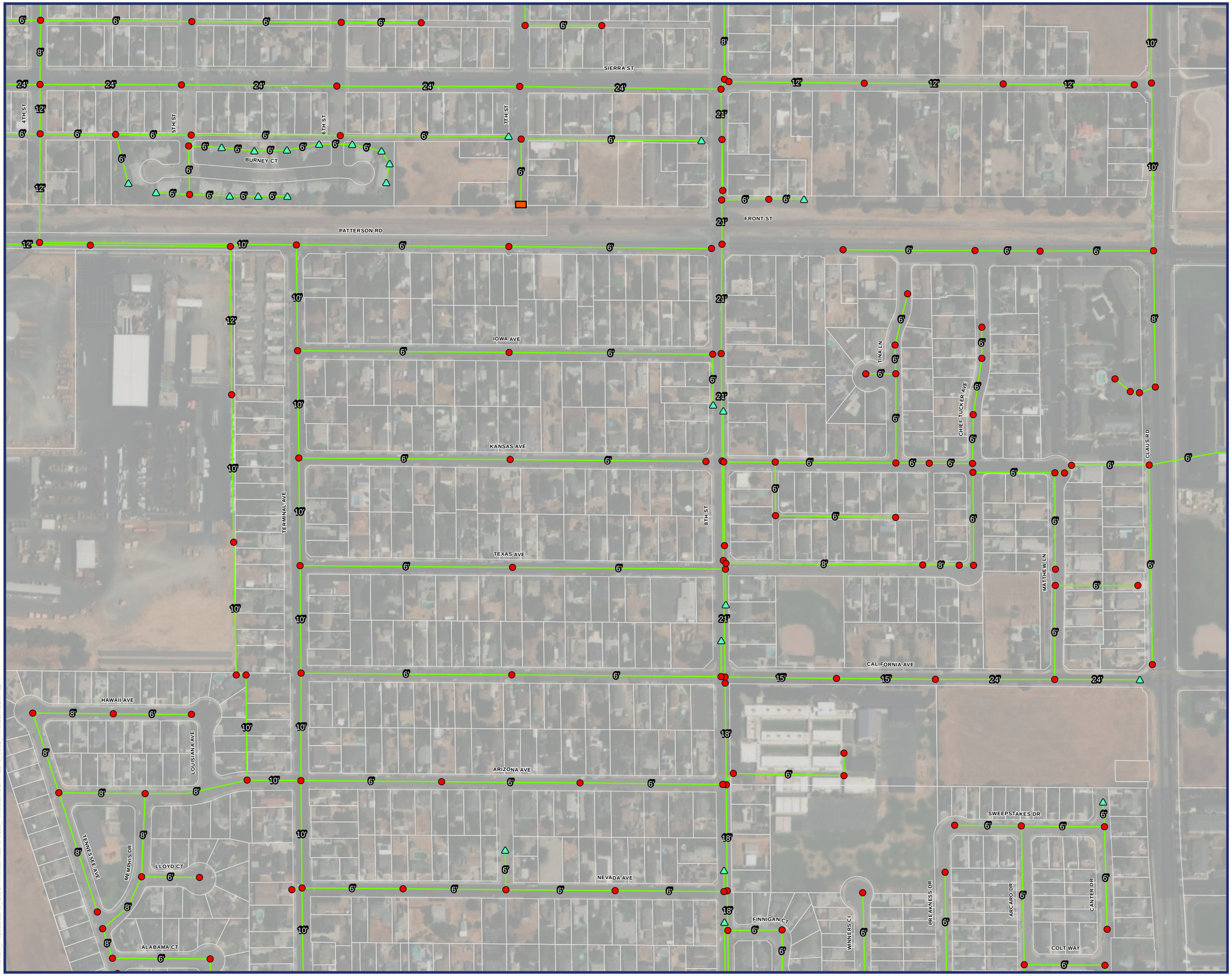
SHEET #: 15 OF 34
PROJECT #: 02249-0031
PREPARED BY: DRAMIREZ ON 2026-02-25
PROJECTION: NAD 1983 STATEPLANE CALIFORNIA III FIPS 0403 FEET
CREDITS: CITY OF RIVERBANK AND KSN, INC.

0 230 460
FEET

KJELDSEN SINNOCK NEUDECK
CIVIL ENGINEERS & LAND SURVEYORS



M:\Client_Projects\2249_City\OfRiverbank\2249-0031_Riverbank\SSMP\2249_0031_Riverbank\SSMP.aprx



SANITARY SEWER SYSTEM MAP - C5

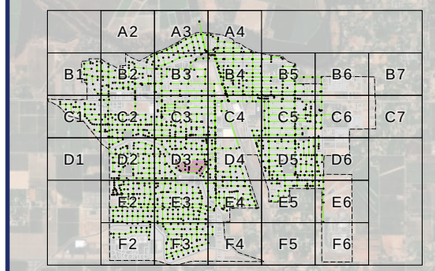
CITY OF RIVERBANK SANITARY SYSTEM MASTER PLAN

- CLEANOUT
- LIFT STATION
- MANHOLE
- PLUG
- FORCE MAIN
- GRAVITY PIPE
- PARCEL BOUNDARY
- CITY BOUNDARY
- PRIVATE AREA

SHEET #: 16 OF 34
PROJECT #: 02249-0031
PREPARED BY: DRAMIREZ ON 2026-02-25
PROJECTION: NAD 1983 STATEPLANE CALIFORNIA III FIPS 0403 FEET
CREDITS: CITY OF RIVERBANK AND KSN, INC.

0 240 480
FEET

KJELDSEN SINNOCK NEUDECK
CIVIL ENGINEERS & LAND SURVEYORS



M:\Client_Projects\2249_City\Riverbank\2249-0031_Riverbank\SSMP\2249_0031_Riverbank\SSMP.aprx

SANITARY SEWER SYSTEM MAP - C6

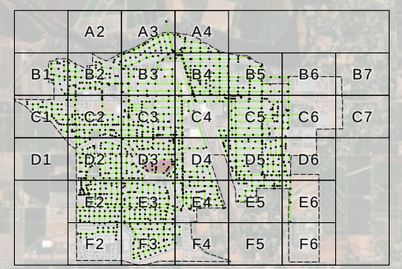
CITY OF RIVERBANK SANITARY SYSTEM MASTER PLAN

- CLEANOUT
- LIFT STATION
- MANHOLE
- PLUG
- FORCE MAIN
- GRAVITY PIPE
- PARCEL BOUNDARY
- CITY BOUNDARY
- PRIVATE AREA

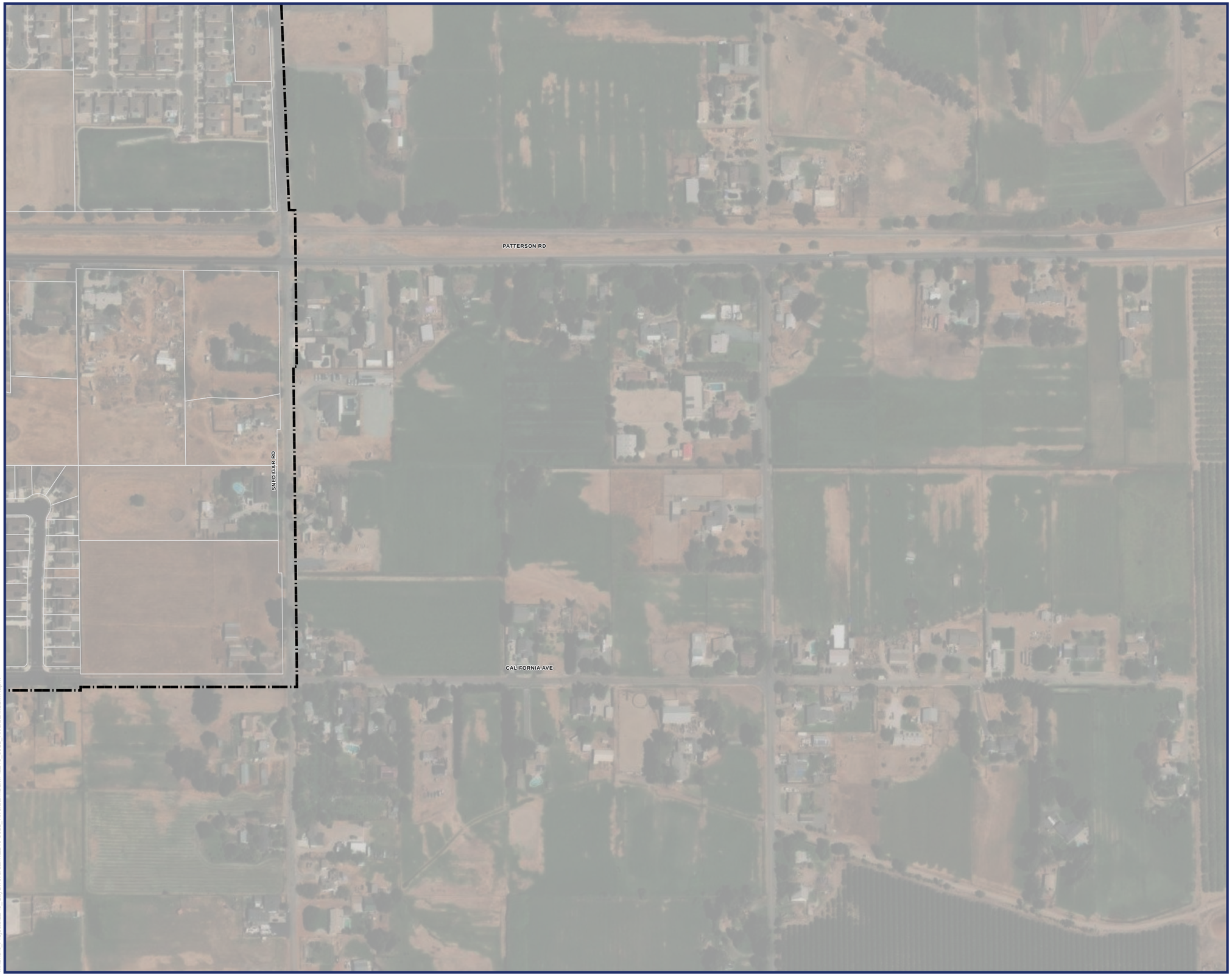
SHEET #: 17 OF 34
PROJECT #: 02249-0031
PREPARED BY: DRAMIREZ ON 2026-02-25
PROJECTION: NAD 1983 STATEPLANE CALIFORNIA III FIPS 0403 FEET
CREDITS: CITY OF RIVERBANK AND KSN, INC.

0 240 480
FEET

KJELDSEN SINNOCK NEUDECK
CIVIL ENGINEERS & LAND SURVEYORS



M:\Client_Projects\2249_City\Riverbank\2249-0031_Riverbank\SSMP\2249_0031_Riverbank\SSMP.aprx



SANITARY SEWER SYSTEM MAP - C7

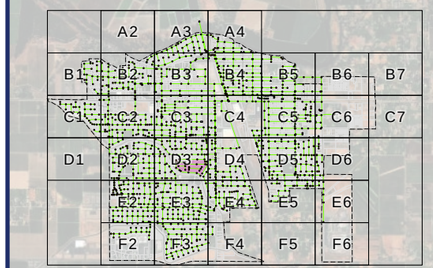
CITY OF RIVERBANK SANITARY SYSTEM MASTER PLAN

- CLEANOUT
- LIFT STATION
- MANHOLE
- PLUG
- FORCE MAIN
- GRAVITY PIPE
- PARCEL BOUNDARY
- CITY BOUNDARY
- PRIVATE AREA

SHEET #: 18 OF 34
PROJECT #: 02249-0031
PREPARED BY: DRAMIREZ ON 2026-02-25
PROJECTION: NAD 1983 STATEPLANE CALIFORNIA III FIPS 0403 FEET
CREDITS: CITY OF RIVERBANK AND KSN, INC.

0 240 480
FEET

KJELDSEN SINNOCK NEUDECK
CIVIL ENGINEERS & LAND SURVEYORS



M:\Client_Projects\2249_City\Riverbank\2249-0031_Riverbank\SMP\2249_0031_Riverbank\SSMP.aprx



SANITARY SEWER SYSTEM MAP - D1

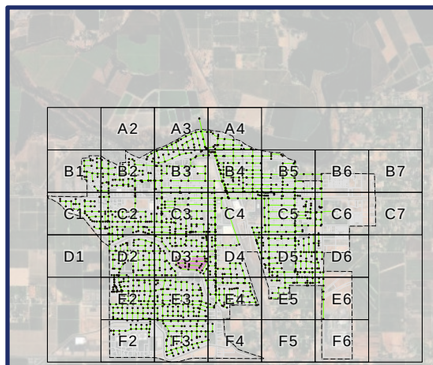
CITY OF RIVERBANK SANITARY SYSTEM MASTER PLAN

- CLEANOUT
- LIFT STATION
- MANHOLE
- PLUG
- FORCE MAIN
- GRAVITY PIPE
- PARCEL BOUNDARY
- CITY BOUNDARY
- PRIVATE AREA

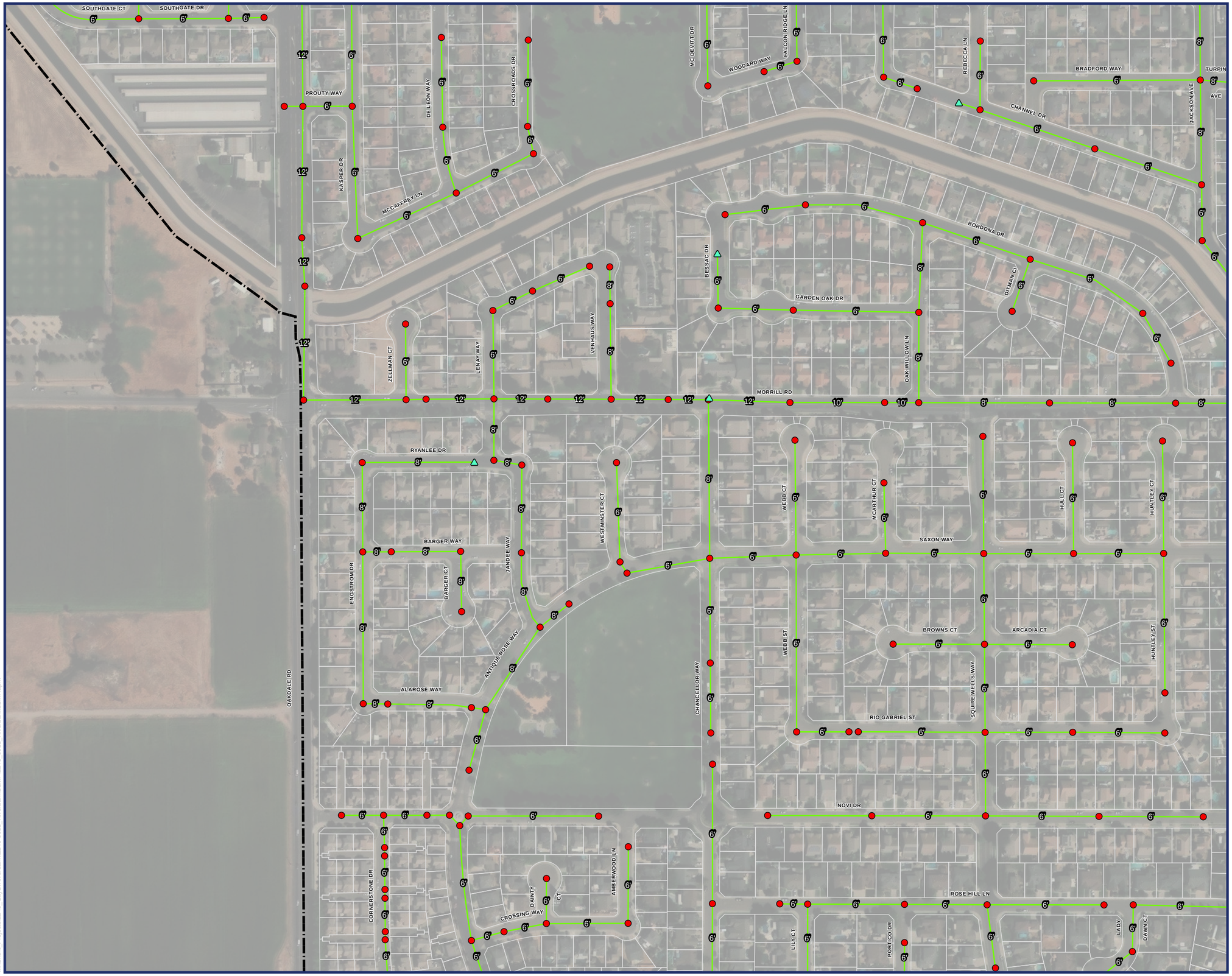
SHEET #: 19 OF 34
PROJECT #: 02249-0031
PREPARED BY: DRAMIREZ ON 2026-02-25
PROJECTION: NAD 1983 STATEPLANE CALIFORNIA III FIPS 0403 FEET
CREDITS: CITY OF RIVERBANK AND KSN, INC.

0 230 460
FEET

KJELDSEN SINNOCK NEUDECK
CIVIL ENGINEERS & LAND SURVEYORS



M:\Client_Projects\2249_City\Riverbank\2249-0031_Riverbank\SSMP\2249_0031_Riverbank SSMP.aprx



SANITARY SEWER SYSTEM MAP - D2

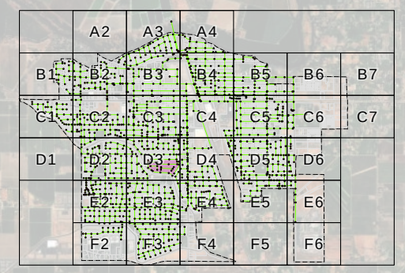
CITY OF RIVERBANK SANITARY SYSTEM MASTER PLAN

- CLEANOUT
- LIFT STATION
- MANHOLE
- PLUG
- FORCE MAIN
- GRAVITY PIPE
- PARCEL BOUNDARY
- CITY BOUNDARY
- PRIVATE AREA

SHEET #: 20 OF 34
PROJECT #: 02249-0031
PREPARED BY: DRAMIREZ ON 2026-02-25
PROJECTION: NAD 1983 STATEPLANE CALIFORNIA III FIPS 0403 FEET
CREDITS: CITY OF RIVERBANK AND KSN, INC.

0 230 460
FEET

KSN inc. KJELDSEN SINNOCK NEUDECK
CIVIL ENGINEERS & LAND SURVEYORS



M:\Client_Projects\2249_City\Riverbank\2249-0031_Riverbank\SSMP\2249_0031_Riverbank SSMP.aprx

SANITARY SEWER SYSTEM MAP - D3

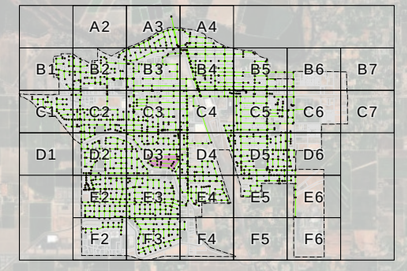
CITY OF RIVERBANK SANITARY SYSTEM MASTER PLAN

- CLEANOUT
- LIFT STATION
- MANHOLE
- PLUG
- FORCE MAIN
- GRAVITY PIPE
- PARCEL BOUNDARY
- CITY BOUNDARY
- PRIVATE AREA

SHEET #: 21 OF 34
PROJECT #: 02249-0031
PREPARED BY: DRAMIREZ ON 2026-02-25
PROJECTION: NAD 1983 STATEPLANE CALIFORNIA III FIPS 0403 FEET
CREDITS: CITY OF RIVERBANK AND KSN, INC.

0 230 460
FEET

KSN inc. KJELDSEN SINNOCK NEUDECK
CIVIL ENGINEERS & LAND SURVEYORS



M:\Client_Projects\2249_City\Riverbank\2249.0031_Riverbank\SSMP\2249_0031_RiverbankSSMP.aprx

SANITARY SEWER SYSTEM MAP - D4

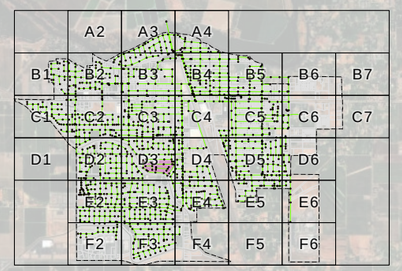
CITY OF RIVERBANK SANITARY SYSTEM MASTER PLAN

- CLEANOUT
- LIFT STATION
- MANHOLE
- PLUG
- FORCE MAIN
- GRAVITY PIPE
- PARCEL BOUNDARY
- CITY BOUNDARY
- PRIVATE AREA

SHEET #: 22 OF 34
PROJECT #: 02249-0031
PREPARED BY: DRAMIREZ ON 2026-02-25
PROJECTION: NAD 1983 STATEPLANE CALIFORNIA III FIPS 0403 FEET
CREDITS: CITY OF RIVERBANK AND KSN, INC.

0 230 460
FEET

KJELDSEN SINNOCK NEUDECK
CIVIL ENGINEERS & LAND SURVEYORS



M:\Client_Projects\2249_City\Riverbank\2249-0031_Riverbank\SSMP\2249_0031_Riverbank\SSMP.aprx

SANITARY SEWER SYSTEM MAP - D5

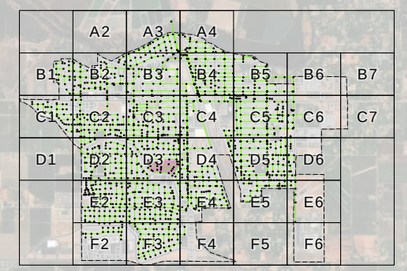
CITY OF RIVERBANK SANITARY SYSTEM MASTER PLAN

- CLEANOUT
- LIFT STATION
- MANHOLE
- PLUG
- FORCE MAIN
- GRAVITY PIPE
- PARCEL BOUNDARY
- CITY BOUNDARY
- PRIVATE AREA

SHEET #: 23 OF 34
PROJECT #: 02249-0031
PREPARED BY: DRAMIREZ ON 2026-02-25
PROJECTION: NAD 1983 STATEPLANE CALIFORNIA III FIPS 0403 FEET
CREDITS: CITY OF RIVERBANK AND KSN, INC.

0 230 460
FEET

KSN inc. KJELDSEN SINNOCK NEUDECK
CIVIL ENGINEERS & LAND SURVEYORS



M:\Client_Projects\02249_City\Riverbank\02249-0031_Riverbank\SSMP\2249_0031_Riverbank\SSMP.aprx



SANITARY SEWER SYSTEM MAP - D6

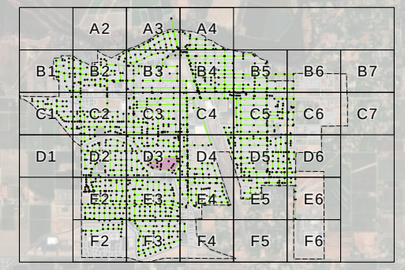
CITY OF RIVERBANK SANITARY SYSTEM MASTER PLAN

- CLEANOUT
- LIFT STATION
- MANHOLE
- PLUG
- FORCE MAIN
- GRAVITY PIPE
- PARCEL BOUNDARY
- CITY BOUNDARY
- PRIVATE AREA

SHEET #: 24 OF 34
PROJECT #: 02249-0031
PREPARED BY: DRAMIREZ ON 2026-02-25
PROJECTION: NAD 1983 STATEPLANE CALIFORNIA III FIPS 0403 FEET
CREDITS: CITY OF RIVERBANK AND KSN, INC.

0 230 460
FEET

KJELDSEN SINNOCK NEUDECK
CIVIL ENGINEERS & LAND SURVEYORS



M:\Client_Projects\2249_City\Riverbank\2249-0031_Riverbank\SSMP\2249_0031_Riverbank\SSMP.aprx

SANITARY SEWER SYSTEM MAP - E2

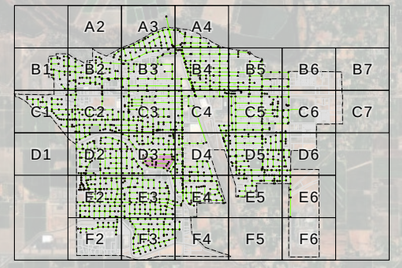
CITY OF RIVERBANK SANITARY SYSTEM MASTER PLAN

- CLEANOUT
- LIFT STATION
- MANHOLE
- PLUG
- FORCE MAIN
- GRAVITY PIPE
- PARCEL BOUNDARY
- CITY BOUNDARY
- PRIVATE AREA

SHEET #: 25 OF 34
PROJECT #: 02249-0031
PREPARED BY: DRAMIREZ ON 2026-02-25
PROJECTION: NAD 1983 STATEPLANE CALIFORNIA III FIPS 0403 FEET
CREDITS: CITY OF RIVERBANK AND KSN, INC.

0 240 480
FEET

KSN inc. KJELDSEN SINNOCK NEUDECK
CIVIL ENGINEERS & LAND SURVEYORS



M:\Client_Projects\2240_City\Riverbank\2249-0031_Riverbank\SSMP\2249_0031_RiverbankSSMP.aprx

SANITARY SEWER SYSTEM MAP - E3

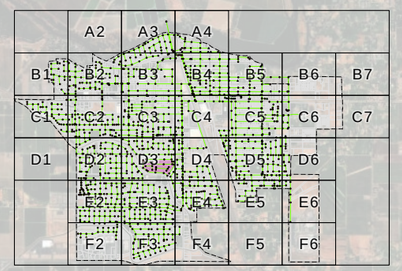
CITY OF RIVERBANK SANITARY SYSTEM MASTER PLAN

- CLEANOUT
- LIFT STATION
- MANHOLE
- PLUG
- FORCE MAIN
- GRAVITY PIPE
- PARCEL BOUNDARY
- CITY BOUNDARY
- PRIVATE AREA

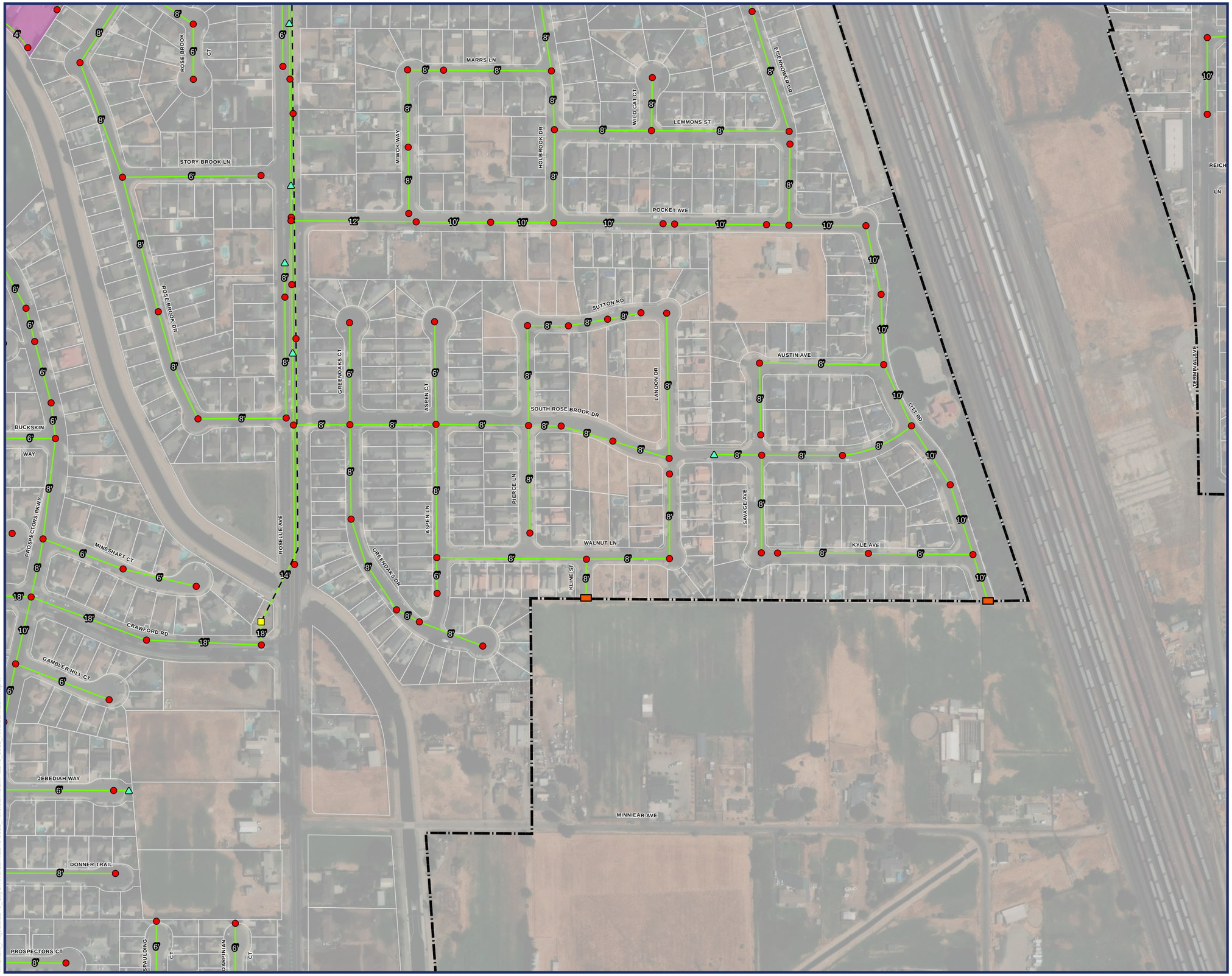
SHEET #: 26 OF 34
PROJECT #: 02249-0031
PREPARED BY: DRAMIREZ ON 2026-02-25
PROJECTION: NAD 1983 STATEPLANE CALIFORNIA III FIPS 0403 FEET
CREDITS: CITY OF RIVERBANK AND KSN, INC.

0 240 480
FEET

KJELDSEN SINNOCK NEUDECK
CIVIL ENGINEERS & LAND SURVEYORS



M:\Client_Projects\2249_City\Riverbank\2249-0031_Riverbank\SSMP\2249_0031_Riverbank\SSMP.aprx



SANITARY SEWER SYSTEM MAP - E4

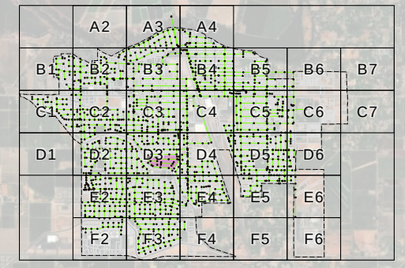
CITY OF RIVERBANK SANITARY SYSTEM MASTER PLAN

- CLEANOUT
- LIFT STATION
- MANHOLE
- PLUG
- FORCE MAIN
- GRAVITY PIPE
- PARCEL BOUNDARY
- CITY BOUNDARY
- PRIVATE AREA

SHEET #: 27 OF 34
PROJECT #: 02249-0031
PREPARED BY: DRAMIREZ ON 2026-02-25
PROJECTION: NAD 1983 STATEPLANE CALIFORNIA III FIPS 0403 FEET
CREDITS: CITY OF RIVERBANK AND KSN, INC.

0 230 460
FEET

KSN inc. KJELDSEN SINNOCK NEUDECK
CIVIL ENGINEERS & LAND SURVEYORS



M:\Client_Projects\2249_City\Riverbank\2249-0031_Riverbank\SSMP\2249_0031_Riverbank\SSMP.aprx

SANITARY SEWER SYSTEM MAP - E5

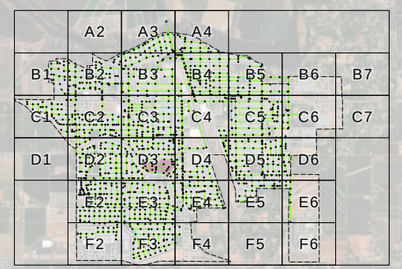
CITY OF RIVERBANK SANITARY SYSTEM MASTER PLAN

- CLEANOUT
- LIFT STATION
- MANHOLE
- PLUG
- FORCE MAIN
- GRAVITY PIPE
- PARCEL BOUNDARY
- CITY BOUNDARY
- PRIVATE AREA

SHEET #: 28 OF 34
PROJECT #: 02249-0031
PREPARED BY: DRAMIREZ ON 2026-02-25
PROJECTION: NAD 1983 STATEPLANE CALIFORNIA III FIPS 0403 FEET
CREDITS: CITY OF RIVERBANK AND KSN, INC.

0 240 480
FEET

KJELDSEN SINNOCK NEUDECK
CIVIL ENGINEERS & LAND SURVEYORS



M:\Client_Projects\2249_City\Riverbank\2249-0031_Riverbank\SSMP\2249_0031_Riverbank SSMP.aprx



SANITARY SEWER SYSTEM MAP - E6

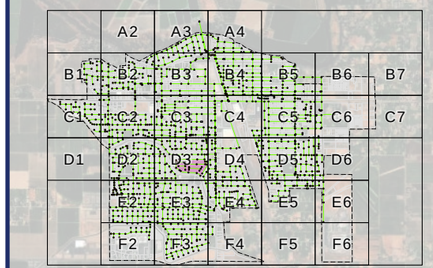
CITY OF RIVERBANK SANITARY SYSTEM MASTER PLAN

- CLEANOUT
- LIFT STATION
- MANHOLE
- PLUG
- FORCE MAIN
- GRAVITY PIPE
- PARCEL BOUNDARY
- CITY BOUNDARY
- PRIVATE AREA

SHEET #: 29 OF 34
PROJECT #: 02249-0031
PREPARED BY: DRAMIREZ ON 2026-02-25
PROJECTION: NAD 1983 STATEPLANE CALIFORNIA III FIPS 0403 FEET
CREDITS: CITY OF RIVERBANK AND KSN, INC.

0 240 480
FEET

KJELDSEN SINNOCK NEUDECK
CIVIL ENGINEERS & LAND SURVEYORS



M:\Client_Projects\2249_City\Riverbank\2249-0031_Riverbank\SSMP\2249_0031_Riverbank SSMP.aprx

SANITARY SEWER SYSTEM MAP - F2

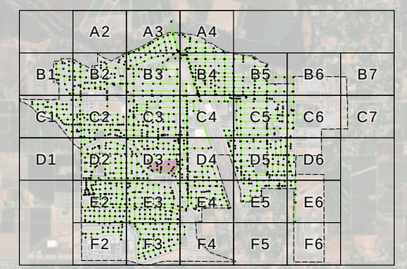
CITY OF RIVERBANK SANITARY SYSTEM MASTER PLAN

- CLEANOUT
- LIFT STATION
- MANHOLE
- PLUG
- FORCE MAIN
- GRAVITY PIPE
- PARCEL BOUNDARY
- CITY BOUNDARY
- PRIVATE AREA

SHEET #: 30 OF 34
PROJECT #: 02249-0031
PREPARED BY: DRAMIREZ ON 2026-02-25
PROJECTION: NAD 1983 STATEPLANE CALIFORNIA III FIPS 0403 FEET
CREDITS: CITY OF RIVERBANK AND KSN, INC.

0 240 480
FEET

KJELDSEN SINNOCK NEUDECK
CIVIL ENGINEERS & LAND SURVEYORS



M:\Client_Projects\2249_City\Riverbank\2249-0031_Riverbank\SSMP\2249_0031_Riverbank\SSMP.aprx

SANITARY SEWER SYSTEM MAP - F3

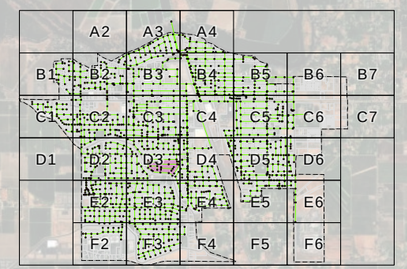
CITY OF RIVERBANK SANITARY SYSTEM MASTER PLAN

- CLEANOUT
- LIFT STATION
- MANHOLE
- PLUG
- FORCE MAIN
- GRAVITY PIPE
- PARCEL BOUNDARY
- CITY BOUNDARY
- PRIVATE AREA

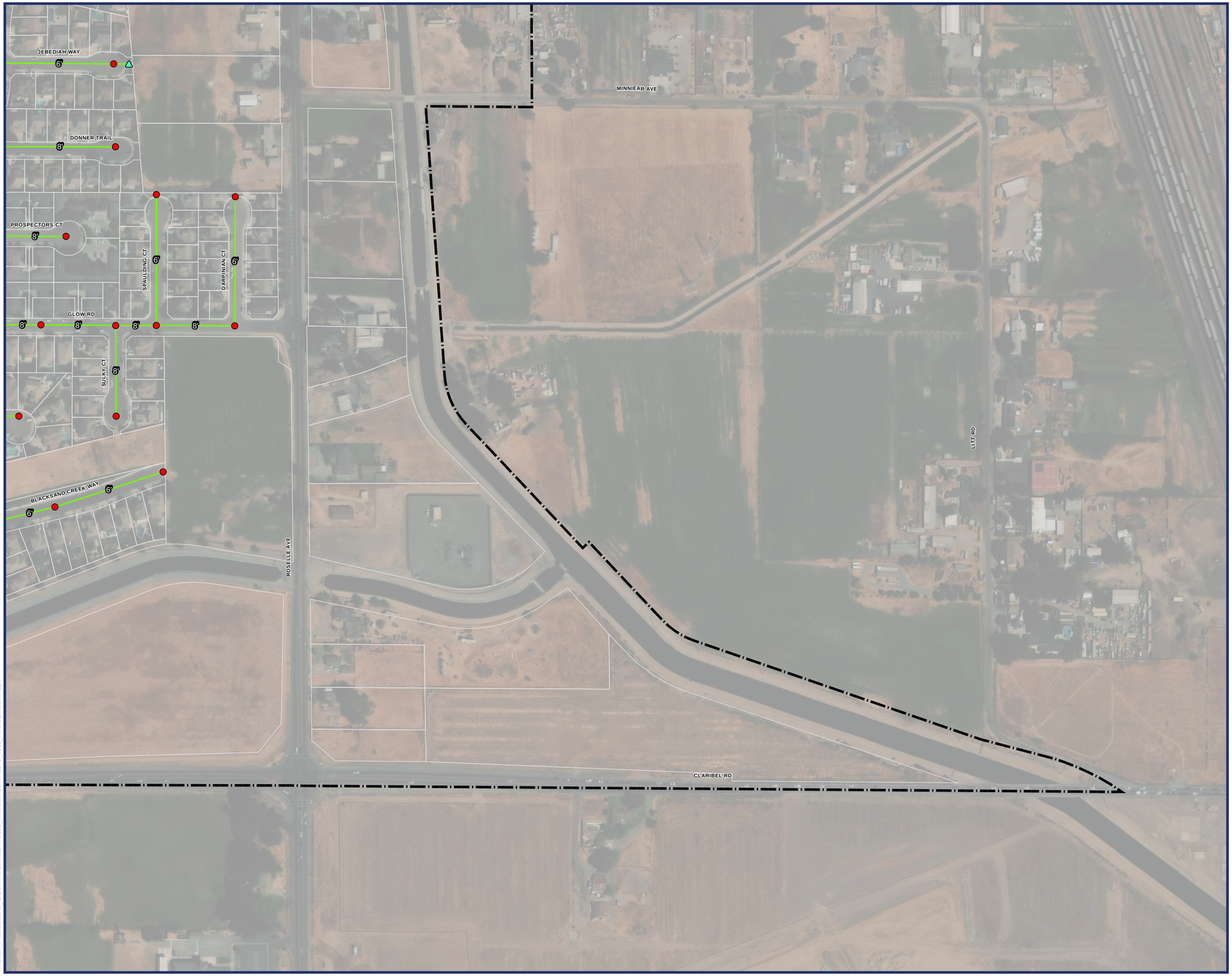
SHEET #: 31 OF 34
PROJECT #: 02249-0031
PREPARED BY: DRAMIREZ ON 2026-02-25
PROJECTION: NAD 1983 STATEPLANE CALIFORNIA III FIPS 0403 FEET
CREDITS: CITY OF RIVERBANK AND KSN, INC.

0 240 480
FEET

KJELDSEN SINNOCK NEUDECK
CIVIL ENGINEERS & LAND SURVEYORS



M:\Client_Projects\2249_City\Riverbank\2249-0031_Riverbank\SSMP\2249_0031_Riverbank\SSMP.aprx



SANITARY SEWER SYSTEM MAP - F4

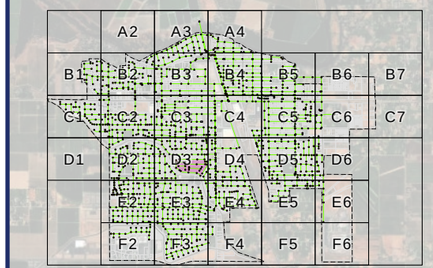
CITY OF RIVERBANK SANITARY SYSTEM MASTER PLAN

- CLEANOUT
- LIFT STATION
- MANHOLE
- PLUG
- FORCE MAIN
- GRAVITY PIPE
- PARCEL BOUNDARY
- CITY BOUNDARY
- PRIVATE AREA

SHEET #: 32 OF 34
PROJECT #: 02249-0031
PREPARED BY: DRAMIREZ ON 2026-02-25
PROJECTION: NAD 1983 STATEPLANE CALIFORNIA III FIPS 0403 FEET
CREDITS: CITY OF RIVERBANK AND KSN, INC.

0 230 460
FEET

KJELDSEN SINNOCK NEUDECK
CIVIL ENGINEERS & LAND SURVEYORS



M:\Client_Projects\2249_City\Riverbank\2249-0031_Riverbank\SSMP\2249_0031_Riverbank\SSMP.aprx



SANITARY SEWER SYSTEM MAP - F5

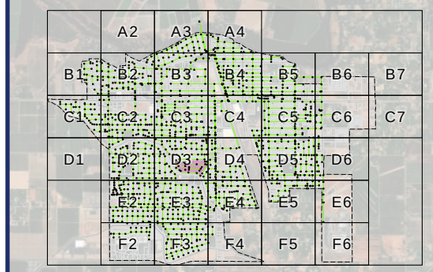
CITY OF RIVERBANK SANITARY SYSTEM MASTER PLAN

- CLEANOUT
- LIFT STATION
- MANHOLE
- PLUG
- FORCE MAIN
- GRAVITY PIPE
- PARCEL BOUNDARY
- CITY BOUNDARY
- PRIVATE AREA

SHEET #: 33 OF 34
PROJECT #: 02249-0031
PREPARED BY: DRAMIREZ ON 2026-02-25
PROJECTION: NAD 1983 STATEPLANE CALIFORNIA III FIPS 0403 FEET
CREDITS: CITY OF RIVERBANK AND KSN, INC.

0 240 480
FEET

KJELDSEN SINNOCK NEUDECK
CIVIL ENGINEERS & LAND SURVEYORS



M:\Client_Projects\2249_City\Riverbank\2249-0031_Riverbank\SSMP\2249_0031_Riverbank SSMP.aprx



SANITARY SEWER SYSTEM MAP - F6

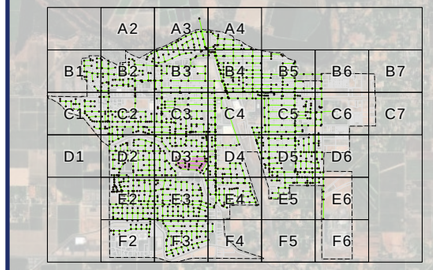
CITY OF RIVERBANK SANITARY SYSTEM MASTER PLAN

- CLEANOUT
- LIFT STATION
- MANHOLE
- PLUG
- FORCE MAIN
- GRAVITY PIPE
- PARCEL BOUNDARY
- CITY BOUNDARY
- PRIVATE AREA

SHEET #: 34 OF 34
PROJECT #: 02249-0031
PREPARED BY: DRAMIREZ ON 2026-02-25
PROJECTION: NAD 1983 STATEPLANE CALIFORNIA III FIPS 0403 FEET
CREDITS: CITY OF RIVERBANK AND KSN, INC.

0 240 480
FEET

KJELDSEN SINNOCK NEUDECK
CIVIL ENGINEERS & LAND SURVEYORS



M:\Client_Projects\2249_City\Riverbank\2249-0031_Riverbank\SSMP\2249_0031_Riverbank\SSMP.aprx

RIVERBANK CITY COUNCIL / LRA BOARD

AGENDA ITEM NO. 11.3.

SECTION : NEW BUSINESS

Meeting Date:	7/28/2026
Subject:	**Resolution** Adopting the City of Riverbank Travel and Training Policy and Rescission of APP-07 Travel Policy
From:	Marisela H. Garcia, City Manager
Submitted by:	Tammy Alcantor, Assistant City Manager

RECOMMENDATION

Adopt the resolution approving the City of Riverbank Travel and Training Policy and rescinding APP-07 Travel Policy.

SUMMARY

The City's current APP-07 Travel Policy was adopted in 2006 and provides general rules for travel approval and reimbursement. Staff has prepared an updated Travel and Training Policy to modernize the City's procedures, strengthen documentation and internal controls, and provide clearer guidance on travel and training expenses.

STRATEGIC PLAN

This item supports the City's strategic plan by advancing good governance, fiscal stewardship, and organizational effectiveness.

BACKGROUND

The City's current APP-07 Travel Policy was adopted in 2006 and provides general rules for travel approval and reimbursement. Staff has prepared an updated Travel and Training Policy to modernize the City's procedures, strengthen documentation and internal controls, and provide clearer guidance on travel and training expenses. In addition, the update responds to issues raised during negotiations with the City's Mid-Management bargaining group regarding travel reimbursement practices, including GSA per diem rates, and is intended to implement a citywide policy update with consistent standards for all eligible travelers. The US General Services Agency (GSA) is a department of the Federal Government which has set the standard for travel-related expenses for federal employees and is used by many cities throughout the US as a basis for travel for public employees throughout all levels of government.

The proposed policy replaces APP-07 and expands the City's travel rules into a more comprehensive travel and training policy. The updated policy broadens applicability, clarifies approval authority, and adds more detailed procedures for registration, lodging, meals, transportation, mileage reimbursement, reporting, and non-reimbursable expenses.

Major changes include:

- using GSA meal and incidental rates instead of the older flat dollar amount meal reimbursement

structure;
- expanding documentation and receipt requirements;
- adding clearer rules for transportation, including airfare comparisons, rental vehicles, and use of personal vehicles;
- updating mileage reimbursement rules, including use of the GSA rate when a City vehicle is authorized and available but an employee elects to use a personal vehicle; and
- adding guidance on cancellations, emergency changes, and policy compliance.

Compared to APP-07, the proposed policy provides more detailed administrative direction and reflects current City travel and reimbursement practices. APP-07 reimburses personal vehicle mileage at $0.05 less than the IRS rate and contains fewer procedural details overall.

FINANCIAL IMPACT

The proposed policy does not create a new appropriation. Travel and training costs will remain subject to approved budgets and applicable authorization requirements. The updated reimbursement methodology may change reimbursement amounts in some cases, but the overall intent is to improve consistency, cost control, and accountability.

ATTACHMENTS

1. Resolution Adopting Travel Policy
2. Proposed Travel and Traning Policy

CITY OF RIVERBANK

RESOLUTION 2026-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF RIVERBANK APPROVING THE CITY OF RIVERBANK TRAVEL AND TRAINING POLICY AND RESCINDING APP-7 TRAVEL POLICY

THE CITY OF RIVERBANK CITY COUNCIL (HEREAFTER REFERRED TO AS THE "CITY COUNCIL") DOES HEREBY RESOLVE THAT:

WHEREAS, the City of Riverbank currently maintains APP-07 Travel Policy, dated December 2006, establishing standards for the documentation, approval, and reimbursement of travel-related expenses; and

WHEREAS, the City Council desires to update and modernize the City's travel and training requirements to improve administrative clarity, fiscal controls, documentation standards, and consistency in reimbursement practices; and

WHEREAS, staff has prepared a proposed City of Riverbank Travel and Training Policy to replace APP-07 Travel Policy in its entirety; and

WHEREAS, the proposed policy establishes updated procedures regarding authorization, registration, lodging, transportation, meals and incidentals, prohibited expenses, reporting requirements, and review procedures for authorized City travel and training; and

WHEREAS, the proposed policy provides that out-of-state travel is strongly discouraged and only allowed with City Council approval; and

WHEREAS, the City Council finds that adoption of the proposed Travel and Training Policy is in the best interests of the City of Riverbank.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Riverbank resolve as follows:

Section 1. The foregoing recitals are true and correct and are incorporated herein by this reference.

Section 2. The City Council hereby approves and adopts the City of Riverbank Travel and Training Policy, attached hereto as Exhibit "A."

Section 3. APP-07 Travel Policy is hereby rescinded and replaced effective upon the effective date of the Travel and Training Policy adopted by this Resolution.

Section 4. The City Manager, or designee, is authorized to implement and administer the Travel and Training Policy and to make non-substantive administrative, formatting, or reference updates as necessary, provided such changes do not alter City Council policy direction.

Section 5. This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED by the City Council of the City of Riverbank at a regular meeting held on the 28th day of July, 2026; motioned by Councilmember , seconded by Councilmember , and upon roll call was carried by the following City Council vote of :

AYES:

NAYS:

ABSENT:

ABSTAIN:

Attest:	**Approved:**
_____	_____
Gabriela Hernandez, CMC	**Rachel Hernandez**
City Clerk	**Mayor**

Attachment: City of Riverbank Travel and Training Policy

CITY OF RIVERBANK
TRAVEL AND TRAINING POLICY

Approved by:
Riverbank City Council
Resolution No.
Effective:

The City of Riverbank has prepared this policy to provide broad guidelines for the reimbursement of business travel and educational expenses. It is the policy of the City to reimburse employees for all necessary and reasonable expenses incurred while on authorized City business. Guidelines cannot replace judgment, interpretation and analysis of individual situations.

1) Guidelines

1.1 The intent of this policy is to establish a consistent basis for the actions of City personnel with regard to City-paid travel.

1.2 For guidance, this policy will be in compliance with the City's purchasing policy; this policy doesn't supersede general purchasing requirements for travel and conference-related expenses.

1.3 This policy is intended to evolve to meet changing requirements. Suggestions for improvements or updates are welcome and can be emailed to the City Manager.

1.4 The purposes of the guidelines are:

1.4.1 To be fair and equitable. An individual working for the City must neither gain nor lose personally because he or she has incurred reasonable business expenses. Individuals incurring similar expenses are to be reimbursed or not reimbursed consistently throughout the City.

1.4.2 To be responsible and prudent in spending our taxpayers' and the City's money. A reasonable approach is to spend the money knowing it will be audited, both internally and by external auditors.

1.4.3 To ensure proper documentation is maintained by the City to support all reimbursable expenditures, and to ensure the documentation standards required by the State of California and IRS regulations are met.

1.5 For purposes of this policy, references to "conferences" will imply any such trainings, programs, schools, special events, seminars, workshops, consortium, function, or meeting that is being attended by a City employee for, on behalf of, or representing the City. Out-of-state travel is strongly discouraged and only allowed with City Council approval.

1.6 For purposes of this policy, references to "employee" will refer to any City official, elected official, full or part-time employee, board/commission/committee member, or volunteer who has been approved to attend any such conference, and for whom the City is assuming travel expenses.

1.7 If at any time en-route to or from, or during a City business trip, a weather emergency, natural disaster, threat to national or regional security, or other circumstances occur, that is outside the control of the employee, and deviations from planned travel itineraries result, the employee is expected to utilize rational judgment regarding their personal safety given the situation. Any expenses incurred by an employee in one of the above situations will be

reviewed on a case-by-case basis to determine if they are reimbursable or personal expenses. Communication of any emergency situation must be directed to the employee's supervisor, Department Head, or City Manager as soon as possible.

1.8 Reimbursement of travel and training expenses is subject to available appropriation, compliance with this policy and all other applicable City policies. Nothing in this policy shall be construed as creating a contractual or vested right to reimbursement. The City reserves the right to deny reimbursement for expenses that are unauthorized, unreasonable, inadequately documented, or otherwise inconsistent with this policy or applicable law.

2) Authorization for Travel and Training

2.1 All predicted travel and training requests must be included in the annual budget-setting process.

2.1.1 Inclusion of travel or training funds in the annual adopted budget does not constitute automatic authorization for individual travel. All travel and training shall be approved in accordance with departmental approval procedures established by the Department Head. Department Heads may consider operational needs, staffing levels, available budget, and relevance of the training prior to authorizing attendance.

2.1.2 If an unplanned travel or training need arises during the year and is not budgeted, a request for the trip, including an estimate of all expenses (including overtime for non-exempt employees) must be submitted to the Department Head for approval, or in the case of a Department Head, to the City Manager for approval. Use the Travel Reimbursement Request Form for this request.

2.2 If the unbudgeted travel is out-of-state, the request must also be approved by the City Council prior to expenses being incurred.

2.3 All travel requests are to be reviewed by the Department Head using the following relevancy guidelines as a basis for approval or disapproval of the request:

2.3.1 Federal, State, or local mandated training: Required training for licensing, certification, or other qualifications.

2.3.2 Preparatory Training: Applies where an employee's future job responsibilities, in all probability, will be incorporated and require new or little-used skills that can be readily acquired only by outside training.

2.3.3 Legislative/Intergovernmental: Meetings that appear to hold high potential for long-term positive or negative effect(s) upon the City and/or department.

2.3.4 National, Regional, or State conferences and workshops: Attendance contingent upon the quality of workshop/conference as this relates to the staff member's current job responsibilities.

2.3.5 Role in a Professional Organization: Employee serves in a leadership capacity or as a City representative in the professional organization.

2.3.6 Any participation in professional organizations that may require time commitments during normal work hours must be approved by the Department Head/City Manager prior to the commitment to participate in order to be considered for payment as "hours worked."

2.3.7 Any expenses incurred by an employee serving in a capacity with a professional organization is eligible to be reimbursed for only those expenses that are not reimbursed by the professional organization, and subject to the limits established by this policy.

3) Travel Expense Procedures

3.1 Registrations

3.1.1 Conference/workshop registrations should be paid for using a City-issued credit card or a City-issued check to the vendor. If deadlines for submission prohibit the use of the City's normal check process, an employee may pay the costs of the registration personally and then submit appropriate original receipts for reimbursement or request his/her Department Head to pay using their City credit card. Every effort must be made to receive the early registration discount, if available.

3.1.2 For all methods, a completed registration form (if available) must be filled out by the employee and submitted along with a brochure/flyer describing the conference to their supervisor or Department Head for approval.

3.1.3 A Travel Reimbursement Expense Form must be completed and attached to all registration forms. Forms are located on the City's U: drive. (U:/Accounts Payable/Travel Reimbursement Request Form-blank). Completed forms may also be submitted electronically in accordance with the standard accounts payable procedures.

3.1.4 If any documentation needs to be sent with the check to the vendor, the requester must make a complete copy of all items to be sent, trifold them, and attach them to the form. This alerts the Finance Division that the items need to be included with the check. If the requester wants the check returned to them, a note needs to be included with the Travel Reimbursement Request Form. All expenses paid to vendors will follow the current purchasing policy's limits for purchase orders and signing authority levels.

3.1.5 The Travel Reimbursement Request Form must be approved by the immediate supervisor and Department Head/City Manager and forwarded to the Finance Department for processing.

3.1.6 Employees using a City-issued credit card for travel or training expenses shall comply with the City's Procurement Card Policy. City credit cards may only be used for authorized business-related expenses. Personal purchases are strictly prohibited. Cardholders are responsible for submitting all required receipts and supporting documentation in accordance with established Finance Department procedures.

3.1.7 If conference registration forms do not include complete training information regarding dates, times, and location of the training, additional information on these topics must be included with the payment request.

3.1.8 If conferences include any costs for voluntary, supplemental, recreational, or other excursion activities, these costs would normally be considered the responsibility of the employee, unless specifically related to the purpose of the conference, and approved by the Department Head/City Manager. Supporting documentation or official activity descriptions must be included with any reimbursement requests.

EXAMPLE # 1: If, as part of a Community Development conference, there are options for excursions into the host City to tour some new styles of City development projects, this would be a "related purpose" item and would be subject to reimbursement.

EXAMPLE# 2: If, as part of a conference (e.g., Public Works or Community Development), there is a recreational golf outing available, this would not be considered a "related purpose" item and would not be reimbursable.

3.1.9 All costs related to guest/spouse travel or attendance are **not** reimbursable by the City.

3.1.10 Cancellation of Travel – If an employee is unable to attend an approved conference or training, the employee shall notify their supervisor and the Finance Department as soon as practicable. Every reasonable effort shall be made to cancel registrations, lodging, transportation, and other reservations within applicable cancellation deadlines to minimize costs to the City. When permitted by the conference sponsor, registration should be transferred to another City employee when appropriate. Any available refunds or travel credits shall be pursued whenever feasible.

3.2 Lodging

3.2.1 Lodging expenses will be reimbursed or paid for when travelling on official City of Riverbank business reasonably requires an overnight stay. Employees must request government or conference rates when available.

3.2.2 Employees are expected to utilize lodging discounts provided through the conference, if available, and select moderately priced accommodation within an acceptable travel distance from the conference location. Hotel locations that result in excessive commuting or taxi expenses must be avoided whenever possible. Room upgrades, premium accommodations, concierge floors, resort fees for optional amenities, or similar enhancements are considered personal expenses unless required for business purposes, accessibility accommodations, or approved in advance by the Department Head/ City Manager. Hotel reservations should be made using refundable options whenever possible. Prepayment of non-refundable hotel expenses is not permitted unless the cancellation policy is reasonable and the expense has been reviewed and approved in advance by the Department Head/City Manager.

3.2.3 Lodging is limited to the standard room rate for single occupancy for the minimum number of nights required to attend the conference. If multiple employees are authorized to travel and choose to share accommodations, the hotel room size must be appropriate to the number of employees sharing lodging. In this case, the highest seniority employee must submit the entire lodging expense and make note of all the employees covered by the expense.

3.2.4 Extraordinary fees for room service, including movies, and food/beverage, and other additional services are not considered reimbursable costs. If internet access is necessary for City of Riverbank business, employees will be reimbursed for internet access connection and/or usage fees away from home.

3.2.5 If requesting a check in advance of travel, a written confirmation of the total daily rate (including all taxes) for a single occupancy standard room applicable to the dates of travel must be obtained from the hotel. This confirmation must be submitted with the Travel Reimbursement Request Form.

3.2.6 Itemized receipts must be retained by the employee upon checkout, and turned in to Accounts Payable upon return to the City.

3.3 Transportation

3.3.1 Employees must use the most expedient mode of transportation available and determine the lowest cost option of travel. Options include air, rail or automobile travel. In cases where multiple employees are attending the same conference, consideration must be given to economic feasibility of carpooling or rail travel versus flying. A City vehicle must be utilized whenever possible.

a) In general, any travel destination that is more than four hours of drive-time one-way will be considered acceptable to evaluate air travel options. Exceptions may arise during off-peak seasons and during airfare sales, so air travel to closer destinations may be approved if airfare is shown to be more economical.

b) If air travel is more economical than driving, but the employee chooses to drive his or her personal vehicle, the employee may only be reimbursed up to the value of what airfare would have cost, or the actual costs incurred for gas,

parking, tolls, etc., whichever is less. Airfare costs can be documented through creating the most advantageous (cost-efficient) mock itineraries through any internet travel site, such as Expedia or Travelocity. The mock itinerary must be printed and submitted with the Travel Reimbursement Request Form.

3.3.2 Ground Transportation

a) Employees are encouraged to use a City vehicle for conference travel in lieu of a personal vehicle whenever a City vehicle is available. When a City vehicle is used, the employee will be reimbursed for all gas receipts, if the gas is not charged directly to the City, and necessary parking fees during the conference. Toll charges incurred while operating a City vehicle will generally be paid directly by the City through its toll account or other billing process. Employees shall use toll roads or express lanes only when reasonably necessary for official City business. Reasonable expenses for taxis, ride-share services (e.g., Uber or Lyft), airport shuttles, or public transportation are reimbursable when they are the most practical and cost-effective means of transportation. Itemized receipts for all items must be retained for submission with the Travel Reimbursement Request Form.

b) Commuting to and from work in a City vehicle is generally prohibited. Only vehicles designated for emergency response may be taken home with prior Department Head/City Manager approval.

c) Employees may use their personal vehicles for authorized City business travel only when the use of a City vehicle is unavailable, impractical, or otherwise not the most efficient option for the trip, as determined by the approving authority. Employees using personal vehicles for authorized City business purposes will be reimbursed based on actual business miles traveled, less the employee's normal commute miles, at the then-current mileage rate established by the Internal Revenue Service (IRS) unless subsection (d) applies. Necessary toll charges incurred while operating a personal vehicle for authorized City business are reimbursable with appropriate documentation. Optional express lane tolls should be used only when reasonably necessary to avoid significant delays or to meet scheduled business obligations.

EXAMPLE #3: An employee normally drives 5 miles each morning to work and 5 miles back home. If the employee instead drives to a conference 20 miles away and returns home after the conference, the employee would be eligible for reimbursement of 30 miles for that trip (20 miles to the conference, 20 miles from the conference, less 10 normal commute miles).

d) In order to be reimbursed for mileage, an employee must complete the Travel Reimbursement Request Form or other City-approved reimbursement form and must have current proof of automobile insurance on file with Human Resources. Mileage reimbursement shall not include an employee's normal commute between home and the regular work location, except to the extent the approved business travel exceeds the normal commute. Mileage claimed must be supported by actual

odometer miles or documentation from an online mapping service showing the shortest reasonable business route.

If a City vehicle is authorized and reasonably available for the trip, and the employee elects to use a personal vehicle instead, reimbursement shall be based on the current GSA privately owned vehicle mileage reimbursement rate (https://www.gsa.gov/travel/plan-a-trip/transportation-airfare-rates-pov-rates/privately-owned-vehicle-pov-mileage-reimbursement), which applies when a government-furnished automobile is authorized and available.

e) Whenever an employee is utilizing a City vehicle, or a personal vehicle for City business, it is the policy of the City that all drivers and passengers must wear safety belts. In addition, all employees are required to comply with all traffic regulations, laws, and ordinances when operating a City vehicle or personal vehicle for City business. At no time may employees jeopardize the safety of themselves other City employees, or the public when operating motor vehicles. Employees are prohibited from having non-work-related passengers in City Vehicles except in emergency situations or with pre-arranged approval from the Department Head/City Manager.

3.3.3 Air Travel

a) Every effort must be made to obtain the lowest possible round-trip coach fare, with reasonable consideration given to the time and distance of travel involved. Any upgrades, seat selection costs, or other enhancements are personal expenditures, and will not be paid by the City.

b) If an employee is required to change a flight prior to the conference due to business reasons, any change fee will be reimbursed by the City with prior approval from the Department Head/City Manager. Change fees due to personal conflicts are not reimbursable. In the event of a conference cancellation or rescheduling through the conference itself, reimbursement for any associated travel penalties must be pursued through the conference sponsor. If at any time during an air travel trip, a leg or entire itinerary is required to be changed, resulting in additional fees or unused portions of a ticket, full disclosure and documentation of the situation is to be reported to the Department Head/City Manager as soon as possible. Circumstances will be reviewed on a case-by-case basis to determine what, if any, portion of the costs may be the responsibility of the employee.

c) If an employee combines business with personal travel, or if an indirect route is taken because of personal travel, only the business portion of the trip is reimbursable. This amount may not exceed the amount of reimbursable expenses which would have been incurred had the trip been strictly for business purposes. In the case of airfare, the employee must document the lowest reasonable cost for round trip coach airfare to the business destination using the mock itinerary noted in Section 3.3.1. b), as well as submitting the actual expenses. A mock itinerary, as

described in Section 3.3.1. b), must be submitted showing the costs for the business portion of the trip.

d) Costs for parking at the airport are reimbursable up to the economy daily rate for the same number of lodging days allowed for the same trip.

EXAMPLE #4: For a trip with 3 days of hotel stay, 3 days of airport parking are allowed.

e) Costs for any additional luggage, after the first bag, or overweight luggage are not reimbursable unless special equipment or supplies are required to be taken as part of the conference.

EXAMPLE #5: If a Public Works training course requires an employee to bring specialized equipment, this may require extra luggage or overweight luggage fees.

3.3.4 Rental Vehicles

a) The Department Head/City Manager must give advance authorization prior to renting any vehicles for business purposes. If a conference location requires the use of ground transportation to go to and from the hotel to the conference site, renting a car may be considered. If the cost of renting a car is more practical to the City, as compared to other means of transportation, such as taxi or subway, a vehicle may be rented for use during the conference. The employee is responsible for obtaining the best available rate on a standard-sized rental car. If more than two employees are attending the same conference, the size of the vehicle may be adjusted according to the capacity needed to accommodate the number of people traveling. Luxury and convertible models are not permitted upgrades. When renting a vehicle for business purposes, the employee must make sure that they have documentation on file with Human Resources showing proof of valid automobile insurance coverage, prior to renting any vehicles. Employees who do not have automobile insurance are not permitted to rent vehicles while on City business. **All rental cars have to be rented in the individual employee's name, not in the name of the City**. Supplemental insurance options covering the rental vehicle through the rental agency must be obtained and will be reimbursable. **Employees are also covered by the City's liability insurance pool while conducting official business.**

b) Detailed receipts for rental cars must be retained and submitted with the Travel Reimbursement Expense Form.

3.4 Time Reporting and Work Hours

3.4.1 Employees shall accurately report all work time associated with approved travel and training in accordance with City policies, applicable Memoranda of Understanding (MOUs), and state and federal wage and hour laws.

3.4.2 Non-exempt employees shall obtain advance approval from their supervisor for any travel or training that may result in overtime or compensatory time. Overtime incurred as a result of travel shall be compensated in accordance with applicable law and the employee's MOU.

3.4.3 Employees attending conferences or training are expected to return to work following the conclusion of the event when practical and directed by their supervisor, taking into consideration travel time and operational needs.

3.4.4 Time spent on personal activities or personal travel in conjunction with a business trip shall not be considered hours worked and shall not be compensated by the City.

4) Per Diem Expenses

4.1 The City's maximum full day meal and incidental reimbursement shall be based on the applicable U.S. General Services Administration (GSA) Meals and Incidental Expenses (M&IE) rate for the travel destination. Per Diem rates can be found at GSA's website located at http://www.gsa.gov/perdiem.

Per Diem amounts per the GSA are to be included in advance on the Travel & Training Expense Form. Per Diem amounts will not be paid for a meal provided as part of lodging, training or conference. Meal costs that exceed the per diem amount are not reimbursable. The first and last day of travel shall be calculated at seventy-five percent (75%) of the applicable GSA Meals and Incidental Expenses (M&IE) rate in accordance with federal travel guidelines.

4.1.1 If the conference registration fee includes a meal, and the employee chooses to purchase a meal elsewhere, the employee shall be responsible for the cost of that meal unless medical reasons require that the employee separately purchase a meal. Per diem is intended to cover meals and incidental expenses only. Itemized meal receipts are not required when per diem is used.

4.1.2 Documentation from the conference agenda that includes enough detail to determine if meals are being provided must be submitted with the Travel Reimbursement Request Form.

4.2 Incidentals

4.2.1 Fees for tolls, taxi or shuttle service, ride-share services, and similar transportation expenses are reimbursable when reasonable and necessary for authorized City business. Use of optional express lanes (e.g., FasTrak Express Lanes) is generally discouraged unless it results in a significant business benefit, such as avoiding substantial delays, meeting scheduled business obligations, or when otherwise approved by the Department Head/City Manager. Origination and destination information must be documented on the receipts.

5) Specifically Prohibited Expenses

5.1 Prohibited expenses include, but are not limited to, the following:

- Alcoholic beverages
- Any hotel mini-bar charges
- Gifts
- Entertainment and recreation expenses, including hotel movies or pay TV and health club access at a hotel or other venue
- Golf outings, fitness events, or other recreational activities sponsored by the conference or otherwise
- Any expenses for spouses, guests or family members who are not employees of the City, and are not attending the function as a representative of the City
- Loss or damage of personal items due to air travel baggage issues will not be reimbursed by the City, as these losses are the responsibility of the carrier
- Personal grooming items
- Laundry services
- Any parking or moving violation fines

6) Reporting Expenses

6.1 All receipts must be turned in upon return to the City.

6.2 All original receipts being submitted must be attached to an 8 ½"x 11" sheet of paper to prevent small receipts from being lost during the approval and payment processing cycle. Do not put tape or staples through the date/time/total information, as it makes thermal ink disappear over time. Unreadable receipts will not be accepted.

6.3 Follow all instructions on the Travel Reimbursement Request Form. Any questions on the form must be directed to the Finance Division.

6.4 If a personal vehicle was used as transportation, the miles eligible for reimbursement must be included on the Travel Reimbursement Request Form. All expenses submitted must be related to the current business trip.

6.4.1 Mileage submitted must be actual incurred, or documented through an online mapping service (e.g., Google Maps) that will calculate the shortest distance from one specific address to another.

6.5 Any travel reimbursements received by the employee from a third party must be promptly remitted to the City by forwarding the check to the Finance Division.

7) Review Procedures

7.1 A knowing and intentional violation of this policy by employees may constitute a basis for employee discipline, including up to termination of employment. Lack of knowledge or understanding of the policies set forth in this document is NOT an excuse for violation. It is

up to all Department Heads to ensure staff members understand this policy prior to travel. If clarification of the policy is needed, any such questions must be addressed prior to travel.

7.2 City employees who attend conferences or seminars are encouraged to bring back all relevant materials from these events and share experiences, materials, procedures, etc., with fellow staff.

RIVERBANK CITY COUNCIL / LRA BOARD

AGENDA ITEM NO. 11.4.

SECTION : NEW BUSINESS

Meeting Date:	7/28/2026
Subject:	**Designation** of a Voting Delegate and Alternate(s) to Represent the City During the 2026 League of California Cities Annual Business Meeting
From:	Marisela H. Garcia, City Manager
Submitted by:	Marisela Garcia, City Manager

RECOMMENDATION

It is recommended that City Council designate a member of the Council as the Voting Delegate, plus one or two alternates. The voting delegate will participate in the Annual Business Meeting during their attendance at the 2026 League of California Cities Annual Conference and Expo, to be held in Anaheim on September 23-25, 2026 and will represent the City during the consideration of resolutions that establish Cal Cities policy. The City Council is to ratify the designations by roll call vote.

SUMMARY

Annually, the League of California Cities requests that the City Council take action to participate in the Annual Business Meeting by designating a Voting Delegate and appointing one or two alternates. Participation in the meeting ensures that Riverbank officials have an opportunity to initiate and influence policy decisions by voting on resolutions that establish League policy. The resolutions for the City Council to consider, should there be any, will be presented at a future Council meeting prior to the Annual Conference to discuss and determine the City's position on each resolution, and to have the designated Voting Delegate or alternate represent the City's position accordingly. The Annual Business Meeting will be held during the General Assembly on Friday, September 25th. The Business Meeting is typically scheduled from 8:30 am – 10:30 am.

The designated Voting Delegate and alternate(s) must be registered for the conference. At this time, all of the City Council has been registered to attend. Council's selection of the Voting Delegate and alternate(s) will be reported to Cal Cities. The current Cal Cities Central Valley Executive Committee representatives are Councilmember Call as the primary member and Councilmember Uribe as the alternate.

STRATEGIC PLAN

While this item is not directly related to the City Council's Strategic Plan it does support the City's Core Value of "Collaboration."

BACKGROUND

Any elected or appointed city official, individual city, caucus, division, department, policy committee, or the Board of Directors may submit a resolution for consideration at the Annual Conference and Expo. Resolutions must focus on direct municipal issues of statewide importance.

Resolutions must be submitted to Cal Cities no later than 60 days prior to the opening session of the conference. Any resolutions submitted must have the concurrence of at least five or more cities or city officials from at least five or more cities. Those submitting resolutions must provide written documentation of such concurrence. This may be in the form of a letter from the city or the city official in support. For concurrence by a city official, the official's city and office held must be included in the letter. All documentation of concurrences must be submitted with the resolution. The deadline to submit resolutions for this year's conference is July 25, 2026.

The Cal Cities president refers resolutions to Cal Cities policy committees for review and recommendation to the Resolutions Committee. The Resolutions Committee consists of representatives from each caucus, division, department, policy committee, and individuals appointed by the Cal Cities president. If the Resolutions Committee approves the resolution, or if the resolution was approved by a policy committee but not by the Resolutions Committee, the resolution is next considered by the General Assembly. Should a resolution be disapproved or referred back to a policy committee or the proponent by both the Resolutions and policy committees, the resolution will not proceed to the General Assembly. The Resolutions Committee may also amend the resolution, prior to moving it forward for consideration by the General Assembly. Resolutions approved by the General Assembly become Cal Cities policy.

The Resolution Committee meets each year for the purpose of considering any submitted policy resolutions and reporting on those resolutions to the General Assembly. No policy resolution may be considered or discussed by the General Assembly if it has not been reported on by the Resolutions Committee.

The Resolutions Committee consists of over 40 city officials from throughout the state. The committee is designed to represent the diversity in Cal Cities membership and is composed of one appointee from every regional division, municipal department, diversity caucus, and policy committee. Up to ten additional members may also be appointed to the committee by the Cal Cities President to achieve geographic and population balance. Per the Cal Cities Bylaws, the Second Vice President serves as the Chair of the committee and the Vice Chair is appointed by the Cal Cities President.

2026 RESOLUTIONS AND CALENDAR DEADLINES

- Saturday, July 25, 2026: Deadline to submit resolutions, 60 days prior to the opening of the annual conference.
- Thursday, September 24, 2026, 8:30 a.m.: Deadline to submit signatures to qualify a petitioned resolution.
- Thursday, September 24, 2026, 8:30 a.m.: Resolutions Committee meets to consider and make recommendations on general resolutions and petitioned resolutions.
- Friday, September 25, 2026, 8:30 a.m.: All voting delegates must be checked in prior to the beginning of the General Assembly. (Voting delegates must be registered to attend the annual conference and must stay until the conclusion of voting.)
- Friday, September 25, 2026, 8:30 a.m.: Consideration of general resolutions and petitioned resolutions by cities in the General Assembly Meeting.

FINANCIAL IMPACT

Conference registration is $675, plus travel (flights, travel to airport, parking fees), and hotel accommodation per attendee in Anaheim, CA. Currently, all members of the City Council are registered to attend, as well as the City Manager and Assistant City Manager.

ATTACHMENTS

1. 2026 Voting Delegate Information

LEAGUE OF CALIFORNIA CITIES

Council Action Advised by September 1, 2026

DATE: Wednesday, May 13, 2026

TO: Mayors, Council Members, City Clerks, and City Managers

RE: DESIGNATION OF VOTING DELEGATES AND ALTERNATES
League of California Cities Annual Conference and Expo, Sept. 23-25, 2026
Anaheim Convention Center

Every year, the League of California Cities convenes a member-driven General Assembly at the Cal Cities Annual Conference and Expo. The General Assembly is an important opportunity where city officials can directly participate in the development of Cal Cities policy.

Taking place on Friday, Sept. 25, 2026 the General Assembly is comprised of voting delegates appointed by each member city; every city has one voting delegate. Your appointed voting delegate plays an important role during the General Assembly by representing your city and voting on resolutions.

To cast a vote during the General Assembly, your city must designate a voting delegate and up to two alternate voting delegates, one of whom may vote if the designated voting delegate is unable to serve in that capacity. Voting delegates may either be an elected or appointed official.

Action by Council Required. Consistent with Cal Cities bylaws, a city's voting delegate and up to two alternates must be designated by the city council. Please note that designating the voting delegate and alternates **must** be done by city council action and cannot be accomplished by individual action of the mayor or city manager alone.

Following council action, please submit your city's delegates through the online submission portal by Tuesday, Sept. 1, 2026. When completing the Voting Delegate submission form, you will be asked to attest that council action was taken. You will need to be signed in to your My Cal Cities account when submitting the form.

Submitting your voting delegate form by the deadline will allow us time to establish voting delegate/alternate records prior to the conference and provide pre-conference communications with voting delegates.

Conference Registration Required. The voting delegate and alternates must be registered to attend the conference. They need not register for the entire conference; they may register for Friday only. Conference registration opens June 2.

For a city to cast a vote, one voter must be present at the General Assembly and in possession of the voting delegate card and voting tool. Voting delegates and

alternates need to pick up their conference badges before signing in and picking up the voting delegate card at the voting delegate desk. This will enable them to receive the special sticker on their name badges that will admit the voting delegate into the voting area during the General Assembly.

Please view Cal Cities' event and meeting policy in advance of the conference.

Transferring Voting Card to Non-Designated Individuals Not Allowed. The voting delegate card may be transferred freely between the voting delegate and alternates, but *only* between the voting delegate and alternates. If the voting delegate and alternates find themselves unable to attend the General Assembly, they may *not* transfer the voting card to another city official.

Seating Protocol during General Assembly. At the General Assembly, individuals with a voting card will sit in a designated area. Admission to the voting area will be limited to the individual in possession of the voting card and with a special sticker on their name badge identifying them as a voting delegate.

The voting delegate desk, located in the conference registration area of the Long Beach Convention Center in Long Beach, will be open at the following times: Wednesday, Sept. 23, 8:00 a.m.-6:00 p.m. and Thursday, Sept. 24, 7:30 a.m.-4:00 p.m. On Friday, Sept. 25, the voting delegate desk will be open at the General Assembly, starting at 7:30 a.m., but will be closed during roll calls and voting.

The voting procedures that will be used at the conference are attached to this memo. Please share these procedures and this memo with your council and especially with the individuals that your council designates as your city's voting delegate and alternates.

Once again, thank you for submitting your voting delegate and alternates by Tuesday, Sept. 1. If you have questions, please contact Zach Seals at zseals@calcities.org.

Attachments:

- General Assembly Voting Guidelines
- Information Sheet: Cal Cities Resolutions and the General Assembly

LEAGUE OF CALIFORNIA CITIES

General Assembly Voting Guidelines

1. **One City One Vote.** Each member city has a right to cast one vote on matters pertaining to Cal Cities policy.

2. **Designating a City Voting Representative.** Prior to the Cal Cities Annual Conference and Expo, each city council may designate a voting delegate and up to two alternates; these individuals are identified on the voting delegate form provided to the Cal Cities Credentials Committee.

3. **Registering with the Credentials Committee.** The voting delegate, or alternates, may pick up the city's voting card at the voting delegate desk in the conference registration area. Voting delegates and alternates must sign in at the voting delegate desk. Here they will receive a special sticker on their name badge and thus be admitted to the voting area at the General Assembly.

4. **Signing Initiated Resolution Petitions**. Only those individuals who are voting delegates (or alternates), and who have picked up their city's voting card by providing a signature to the credentials committee at the voting delegate desk, may sign petitions to initiate a resolution.

5. **Voting.** To cast the city's vote, a city official must have in their possession the city's voting card and voting tool; and be registered with the credentials committee. The voting card may be transferred freely between the voting delegate and alternates but may not be transferred to another city official who is neither a voting delegate nor alternate.

6. **Voting Area at General Assembly.** At the General Assembly, individuals with a voting card will sit in a designated area. Admission to the voting area will be limited to the individual in possession of the voting card and with a special sticker on their name badge identifying them as a voting delegate.

7. **Resolving Disputes**. In case of dispute, the credentials committee will determine the validity of signatures on petitioned resolutions and the right of a city official to vote at the General Assembly.

LEAGUE OF CALIFORNIA CITIES

How it works: Cal Cities Resolutions and the General Assembly

Developing League of California Cities policy is a dynamic process that engages a wide range of members to ensure Cal Cities represents cities with one voice. These policies directly guide Cal Cities' advocacy to promote local decision-making, and lobby against statewide policies that erode local control.

The resolutions process and General Assembly is one way that city officials can directly participate in the development of Cal Cities policy. If a resolution is approved at the General Assembly, it becomes official Cal Cities policy. Here's how resolutions and the General Assembly work.

Prior to the Annual Conference and Expo

General Resolutions

Sixty days before the Annual Conference and Expo, Cal Cities members may submit policy proposals on issues of importance to cities. The resolution must have the concurrence of at least five additional member cities or individual members.

Policy Committees

The Cal Cities President assigns general resolutions to policy committees where members review, debate, and recommend positions for each policy proposal. Recommendations are forwarded to the Resolutions Committee.

During the Annual Conference and Expo

Petitioned Resolutions

The petitioned resolution is an alternate method to introduce policy proposals during the annual conference. The petition must be signed by voting delegates from 10% of member cities, and submitted to the Cal Cities President at least 24 hours before the beginning of the General Assembly.

Resolutions Committee

The Resolutions Committee considers all resolutions. General Resolutions approved[1] by either a policy committee or the Resolutions Committee are next considered by the General Assembly. General resolutions not approved, or referred for further study by both a policy committee and the Resolutions Committee do not go to the General Assembly. All Petitioned Resolutions are considered by the General Assembly, unless disqualified.[2]

General Assembly

During the General Assembly, voting delegates debate and consider general and petitioned resolutions forwarded by the Resolutions Committee. Potential Cal Cities bylaws amendments are also considered at this meeting.

Who's who

Cal Cities policy development is a member-informed process, grounded in the voices and experiences of city officials throughout the state.

The **Resolutions Committee** includes representatives from each Cal Cities diversity caucus, regional division, municipal department, and policy committee, as well as individuals appointed by the Cal Cities president.

Voting delegates are appointed by each member city; every city has one voting delegate.

The **General Assembly** is a meeting of the collective body of all voting delegates —one from every member city.

Seven **policy committees** meet throughout the year to review and recommend positions to take on bills and regulatory proposals. Policy committees include members from each Cal Cities diversity caucus, regional division, and municipal department, as well as individuals appointed by the Cal Cities president.

[1] The Resolution Committee can amend a general resolution prior to sending it to the General Assembly.
[2] Petitioned Resolutions may be disqualified by the Resolutions Committee according to Cal Cities Bylaws Article VI. Sec. 5(f).

For more information visit www.calcities.org/general-assembly

RIVERBANK CITY COUNCIL / LRA BOARD

AGENDA ITEM NO. 11.5.

SECTION : NEW BUSINESS

Meeting Date:	7/28/2026
Subject:	**City Flag Design Contest** — Review and Selection of Top Three Designs for Public Vote
From:	Marisela H. Garcia, City Manager
Submitted by:	Marisela Garcia, City Manager

RECOMMENDATION

It is recommended that the City Council select the top three designs to move forward for a public vote.

SUMMARY

At the September 9, 2025 Council meeting, the Council provided direction to move forward with a City Flag Design Contest and adopted the guidelines for residents to be able to begin their designs. The contest formally ran from October 1, 2025 – December 1, 2025. For this first round, We received a total of nine (9) designs that qualified based on the guidelines. The nine (9) designs were reviewed at the January 13, 2026 and Council directed staff to re-open the Contest to obtain additional designs.

The second round of submittals yielded an additional 9 designs, although it was noted that one design was generated using ChatGPT and two designs were submitted after the deadline. Staff is including all designs for Council to determine if they should be considered.

STRATEGIC PLAN

This item is not directly related to the City Council's Strategic Plan.

BACKGROUND

On July 22, 2025 Councilmember Luis Uribe presented a Council Referral Item regarding establishing a City of Riverbank Flag. While an original design was prepared in 2002, no formal action was taken to adopt the design. The design is not currently used as a city flag, and has limited use on the website. Councilmember Uribe shared that a redesign should be undertaken in order based on the following concepts:

- ***Civic Pride***: A strong, well-loved flag can become a symbol embraced by residents, much like the flags of Chicago or Washington, D.C.
- ***Cultural Representation***: A redesign allows us to reflect our city's history, diversity, and aspirations.
- ***Economic Potential***: Iconic flags can generate revenue through tourism and branded merchandise (e.g., Portland's flag).

- ***Community Connection***: Involving residents in the process fosters ownership and unity.
- ***Legacy and Modernization***: Balances respect for the past with a vision for the future.

Based on the direction provided at the July 22nd meeting, Councilmember Uribe and staff moved forward with development of the Flag Design Contest guidelines. These guidelines were adopted at the September 9, 2025 meeting.

GUIDELINES

DESIGN RULES:

- Keep it Simple: Easy to draw, easy to remember.
- Be Symbolic to Riverbank: Show what makes our city unique — culture, history, landscape, values.
- Use 2–3 Bold Colors: High contrast, no gradients.
- No Text or Seals: Flags speak through symbols, not words.
- Original Artwork Only: Must be your own work — no clip art, AI-generated images, or copyrighted designs.
- No more than two (2) entries per resident.

WHO CAN ENTER:

- Open to Riverbank residents ages 10 and over.

HOW TO SUBMIT:

- Submit a digital design (JPG, PNG, or PDF) or hand-drawn design
- If submitting digital design, use a 3:5 or 2:3 ratio
- Complete application to include a short design explanation (100–250 words)
- Send to: mhgarcia@riverbank.org and luribe@riverbank.org
- Or drop off at: 6707 Third Street, Suite A, Riverbank, CA 95367

PRIZES & RECOGNITION:

- Winning design may become the official City Flag
- Featured at City Hall, events, and online
- Finalists may be showcased in a public display or vote
- Finalist will win a cash prize of $250
- Bragging rights for life!

JUDGING CRITERIA:

- Simplicity & Impact
- Symbolism & Meaning
- City Identity
- Flag Design Principles

CONTEST SUBMITTALS

Round 1

A total of nine (9) designs qualified to move forward to the review stage based on the established guidelines. The contestants and their design titles are as follows:

Contestant	Design Title
Boston Navarro	Riverbank Flag
Justin Almanza	Riverbank Flag Design Contest
Luis Uribe	Rising Waters, Bright Horizons
Max Le Beau	Possible Riverbank Flag
Moriah Martinez	Riverbank Flag Design Contest (2 designs)
Peyton Shrider	Guiding — Riverbank
Zuhey Perez	Flowing Tracks of Wine (2 designs)

Round 2

A total of nine (9) designs were received for Round 2. Based on the established guidelines, one submittal (noted below) would be considered disqualified as it was identified as being generated by ChatGPT. The two last submittals listed below were received after the deadline. Therefore, technically Council can disqualify three of the submittals, leaving six (6) for consideration. The contestants and their design titles are as follows:

Contestant	Design Title
Iridessa Montserrat Fernandez	Our City, Our Home (2 designs)
Michael Hammond	Agriculture and Nature (ChatGPT Generated)
Chloe Allen	No Design Title Submitted
Leslie Nayeli Figueroa	The Flow of Riverbank
Everett Bridgewater	Looking West
Evan Baied	Heart of the River
Rocio Nuno Aguilera	RBK Flag Design (Late Submittal)
Joanna Ferrini	Riverbank Flag (Late Submittal)

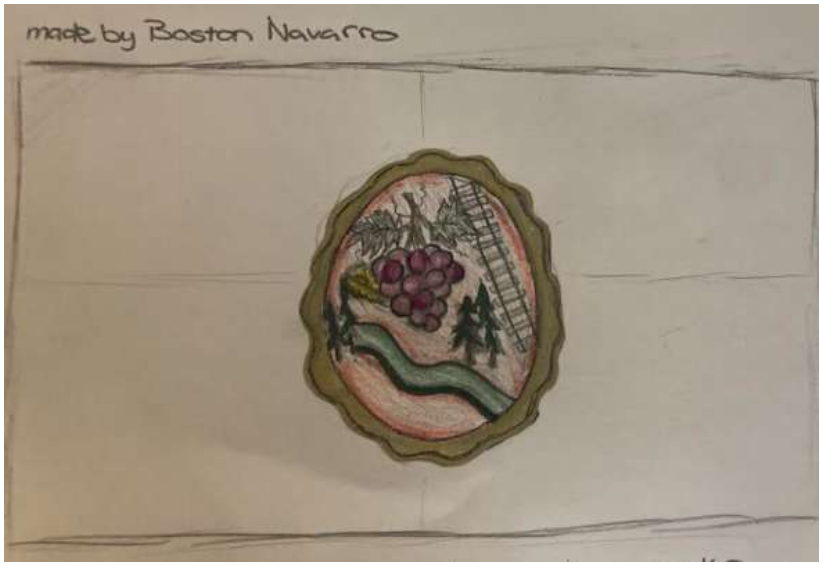
FINANCIAL IMPACT

Costs associated with this contest will include staff time, cash prize, and marketing costs. If a hand drawn design is selected, there may be additional costs incurred to digitize the design.

ATTACHMENTS

1. Round 1 Flag Design Submittals
2. Round 2 Flag Design Submittals

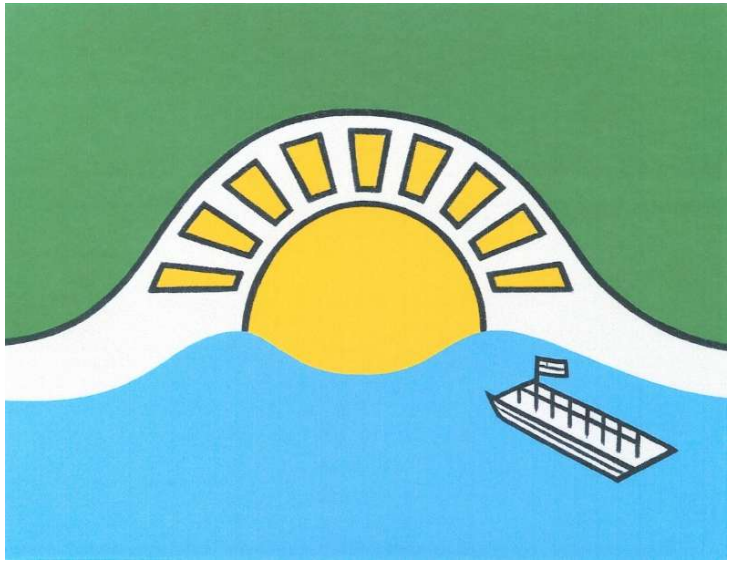
Round 1 - FLAG DESIGN CONTEST



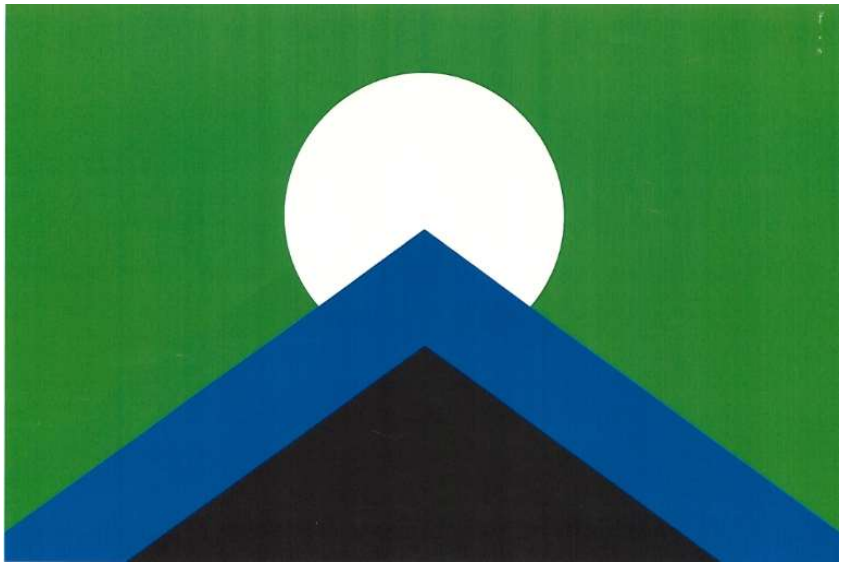
Boston Navarro



Justin Almanza



Luis Uribe

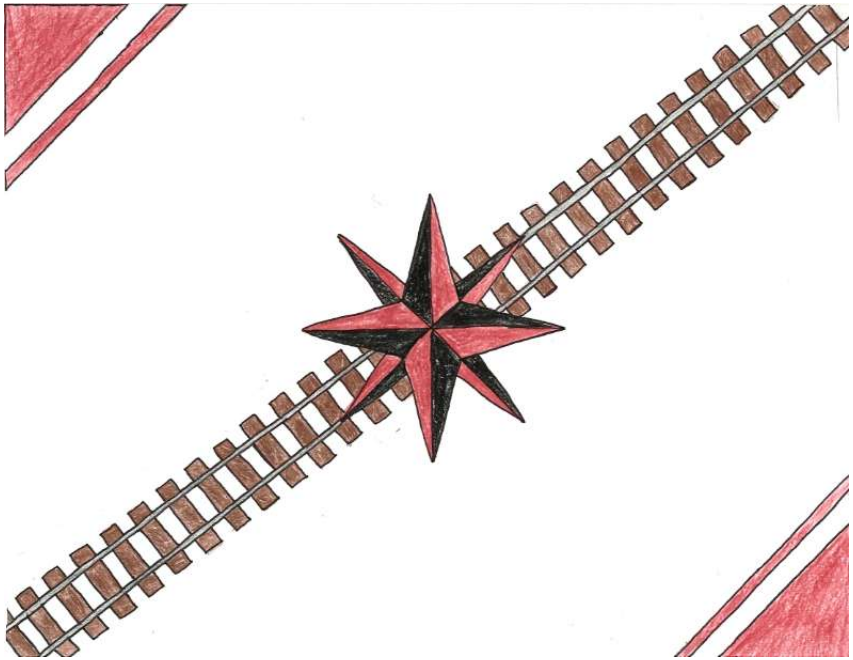


Max Le Beau





Moriah Martinez



Peyton Shrider

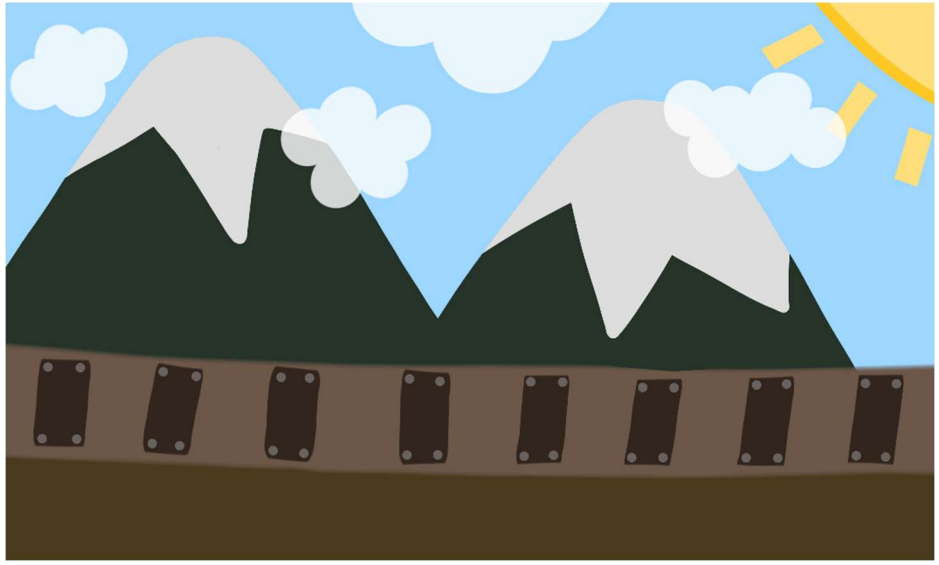


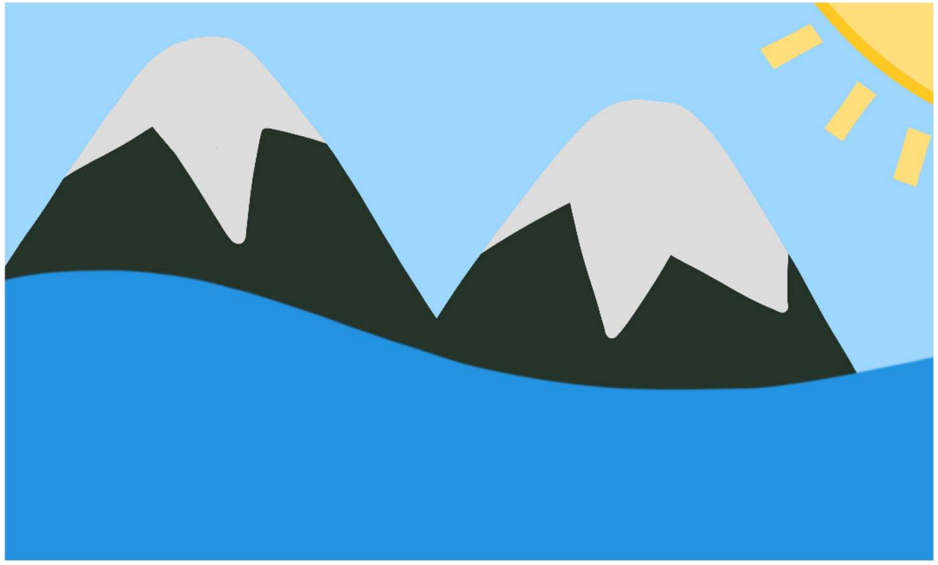
Zuhey Perez



Zuhey Perez

Round 2 - FLAG DESIGN CONTEST





IRIDESSA FERNANDEZ – 2 DESIGNS



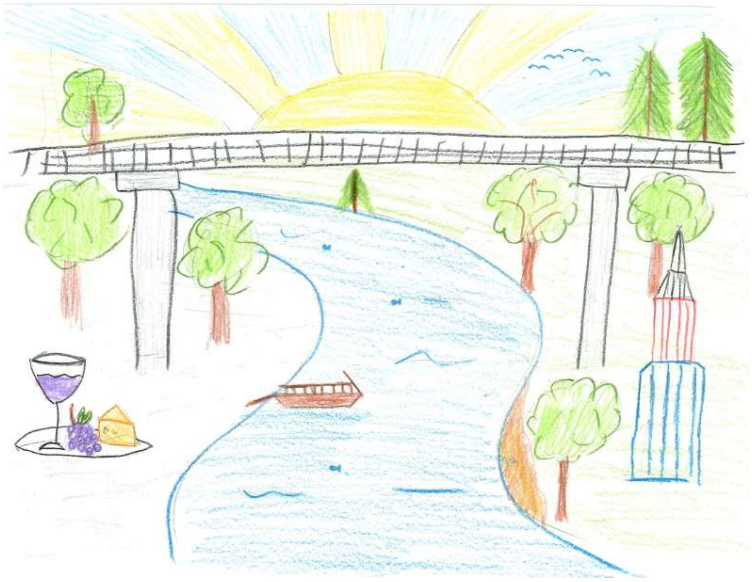
MICHAEL HAMMOND (ChatGPT generated)



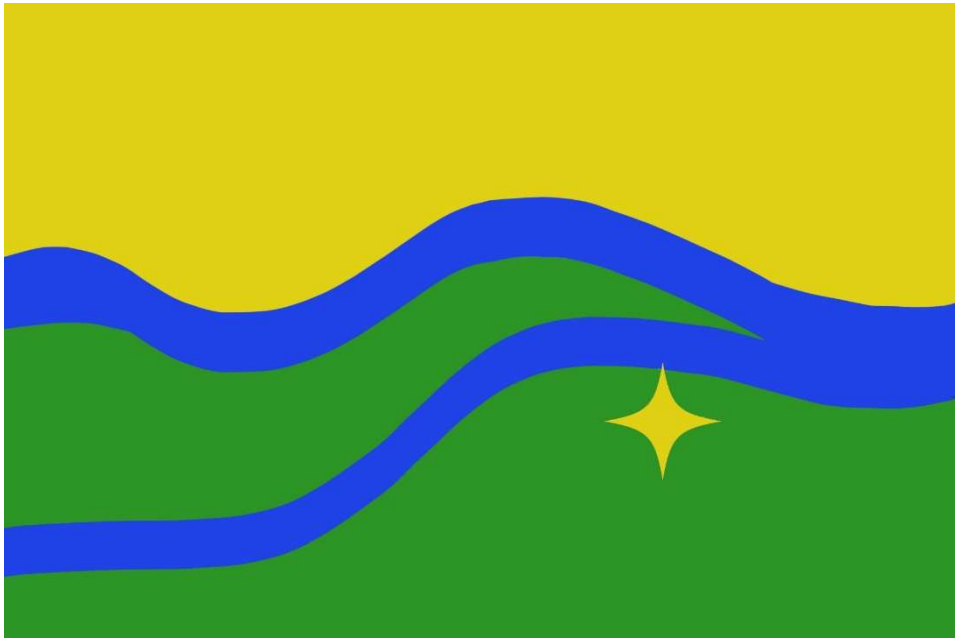
CHLOE ALLEN



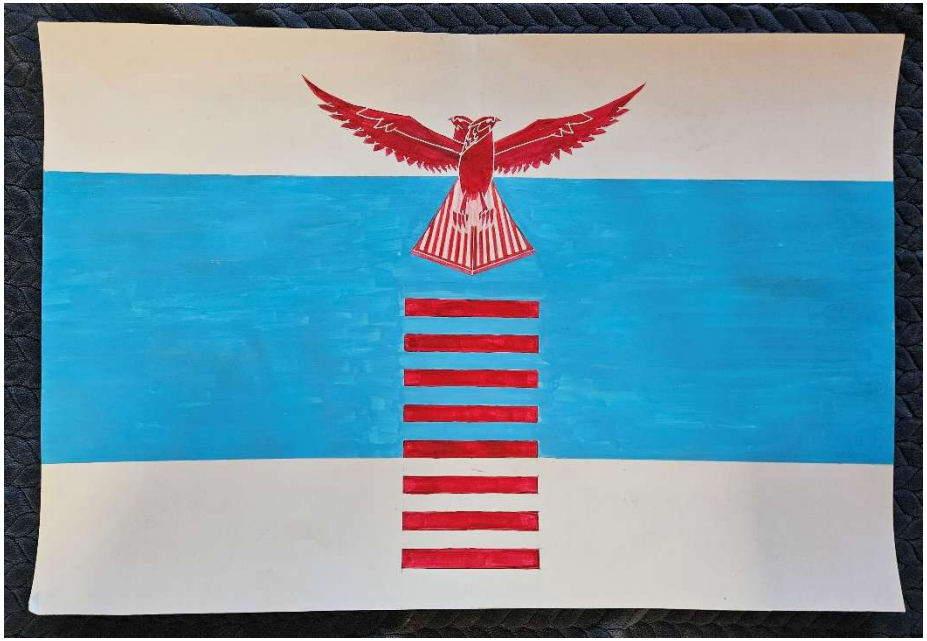
LESLIE NAYELI FIGUEROA



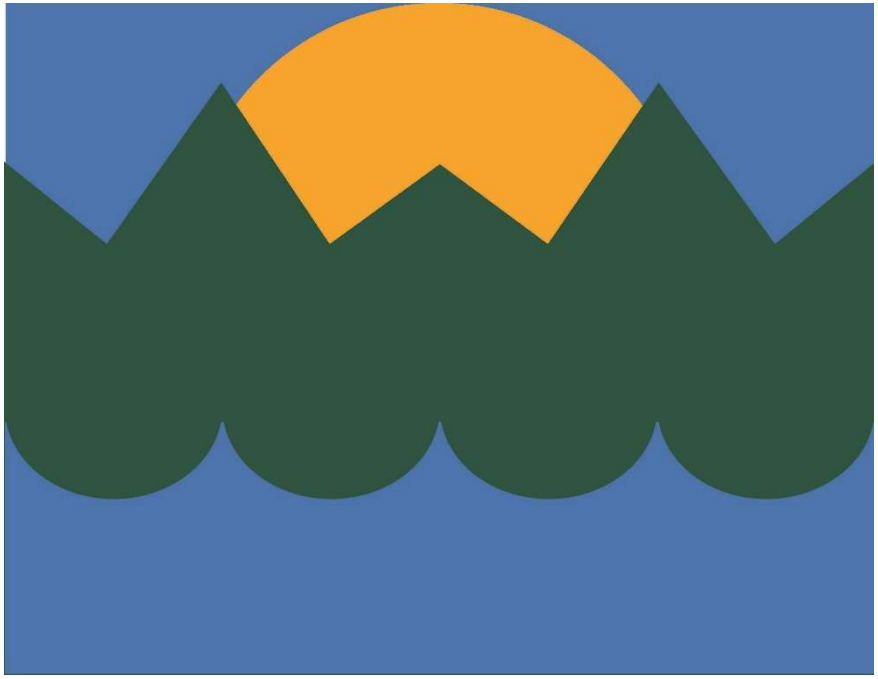
EVERETT BRIDGEWATER



EVAN BAIED



ROCIO NUNO AGUILERA – <u>LATE SUBMITTAL</u>



JOANNA FERRINI – LATE SUBMITTAL