



CITY COUNCIL AGENDA REPORT



DEPARTMENT: Public Services

MEETING DATE: November 21, 2017

PREPARED BY: Alex Tachiki, Management Analyst

AGENDA LOCATION: AR-1

TITLE: Consultant Services Agreement with John L. Hunter & Associates for On-Call NPDES/MS4 and Wastewater Systems Compliance Services

OBJECTIVE: To approve a consultant services agreement with John L. Hunter & Associates for NPDES/MS4 Wastewater system compliance services through the period ending June 30, 2018, for an amount not to exceed \$50,000

BACKGROUND: The 2012 Los Angeles County National Pollutant Discharge Elimination System (NPDES) Municipal Separate Storm Sewer System (MS4) Permit requires municipalities to identify critical Industrial and Commercial (I/C) Facilities and complete inspections of those locations twice during a 5-year permit term. Critical source facility types include but are not limited to:

- Restaurants
- Automotive service facilities
- Retail gasoline outlets
- Nurseries
- Nursery centers
- United States Environmental Protection Agency Phase I Facilities
- Federally mandated facilities

John L. Hunter & Associates (Hunter) previously assisted the City with completing the first round of inspections in late 2014.

In addition, the City also utilizes on-call services for the City's Fats, Oils and Grease (FOG) Program. The FOG program consists of routine inspections of Food Service Establishments (FSE's), providing educational materials and outreach, follow-up inspection services and assistance with enforcement services as necessary. Hunter successfully completed the FOG inspections this past year.

ANALYSIS: The City has utilized Hunter in the past to successfully conduct I/C Facility inspections in late 2014, along with FOG inspections in 2016. Staff is confident that Hunter has the knowledge, expertise, and experience to provide these services as they have provided similar services to a number of other municipalities including Arcadia, Diamond Bar, Downey, Long Beach, and South Pasadena, among several other agencies.

The scope of work includes conducting I/C Facility inspections, education, and outreach to all businesses that are required to have inspections and ensuring compliance with local and regional regulations. To date, the City has identified around 270 separate businesses in Monrovia that require inspections, and based on the review conducted at each business by Hunter, the City will then incorporate the data collected into an electronic database. The database will contain geographic references for each facility inspected.

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The scope of work also for Hunter also encompasses work pertaining to the City's FOG Program. This includes assistance with regulatory compliance, performing routine inspection services of food service establishments, providing educational materials and performing outreach, follow-up inspection services of food service establishments and assistance with enforcement services as necessary.

Staff has identified a compliance timeline for several components of the NPDES/MS4 permit as well as regulatory compliance for the City's Wastewater System. The scope of work for the timeline would be broken up into several phases in order to keep the City in compliance with both programs.

- Phase I would encompass completing the mandatory second round of Industrial/Commercial inspections with the necessary enforcement actions if necessary.
- Phase II has identified that both the NPDES/MS4 and FOG program have routine inspections as well as follow-up inspections. The consultant would assist staff in comprehensively analyzing and implementing an inspection program, inspection checklist, educational materials and establish a fee schedule.
- Phase III would be the implementation of ongoing inspections. These inspections are subject to compliance periods dictated by the Los Angeles Regional Water Control Board and requirements could change based on direction given by the EPA or State Water Resources Control Board.

ENVIRONMENTAL IMPACT: The execution of this agreement ensures the City is compliant with NPDES/MS4 permitting regulations as well as the requirements of the Fats, Oil and Grease Control Program.

FISCAL IMPACT: The costs associated with instituting the overall I/C Inspection Program and FOG Program with Hunter are expected to cost an amount not to exceed \$50,000 for this cycle. Funding for the overall initiatives associated with NPDES/MS4 and Wastewater System compliance services are included in the approved Fiscal Year 2017-18 Operating Budget with the Environmental Services Division Budget and Storm Drain Maintenance Operations Budget.

OPTIONS: The following options are provided for the City Council's consideration:

1. Approve an on-call consultant services agreement John L. Hunter & Associates., for on-call NPDES/MS4 and Wastewater Systems compliance services and for the period ending June 30, 2018, for an amount not to exceed \$50,000.
2. Do not approve the services agreement and provide staff with additional direction.

RECOMMENDATION: Staff recommends Option 1, approving an agreement with John L. Hunter & Associates for NPDES/MS4 and Wastewater System Compliance services for the period ending June 30, 2018, for an amount not to exceed \$50,000.

COUNCIL ACTION REQUIRED: If City Council concurs, the appropriate action would be a motion to approve a consultant services agreement with John L. Hunter & Associates for on-call NPDES/MS4 and Wastewater Systems compliance services for the period ending June 30, 2018, for an amount not to exceed \$50,000, and authorize the City Manager or his designee to execute the necessary documents in a form approved by the City Attorney.