

# Accomplishments

## **BUDGET OBJECTIVES**

(FY 03/04 from July 1, 2003 to June 30, 2004)

## **NEIGHBORHOOD SERVICES SURVEY OBJECTIVES**

### **Cleanliness of the City as a Whole**

Maintain the 2003 rating of 90% “very clean” or “somewhat clean” even with budget and service level reductions.

#### **Status**

*The 1999 survey showed that 87% of the respondents said the City is “very clean” or “somewhat clean”. In 2003, the survey rating had increased to 90%, an improvement of 3%, but short of the 2002 goal of 92%. Cleanliness of the City involves several departments including Public Works Services, Parks, Recreation and Community Services, Police, and Community Development Services. The challenge of maintaining a 90% rating will require higher levels of employee coordination and creativity, combined with effective public information so that citizens will know how to assist in this effort and why we need their help. The next survey will be conducted in 2005.*

### **Condition of Sidewalks**

Increase the combined survey responses of “good with a few bad spots” and “good condition all over” to 80%.

#### **Status**

*The 1999 survey showed that 78% of respondents said that the City’s sidewalks are in “mostly good condition with a few bad spots” or “good condition all over”. In 2003, the rating had slipped to 77% despite the City Council’s decision in 2001 to increase annual project funding by 50%. A review of survey ratings based on geographic areas did not reveal a larger percentage of respondents in the area where the City just completed a block-by-block sidewalk repair project rating their sidewalks in better condition compared to respondents from other survey areas in the City. The next survey will be conducted in 2005.*

## **CITY COUNCIL PRIORITIES-ONGOING**

### **Flood Control**

1. Complete the multi-phase drainage improvement project for the Friendly Acres / East Bayshore area per the adopted strategy document of January 2000.
2. Reduce the threat of Cordilleras Creek flooding from El Camino Real to Industrial Way. Objective: Increase production of sandbags and provide support to property owners to improve their level of readiness to respond to potential flooding. Increase the stewardship of Cordilleras Creek and change the relationship between the property owners and local government (Redwood City, San Carlos, and the County of San Mateo).

#### **Status**

1. *Engineering and Construction staff has completed Phase II of the Friendly Acres Storm Drain Improvements Project. Phase III design is underway.*
2. *Continued to provide sandbags along with instructions on their proper use to residents in flood prone areas. In addition, staff has identified problem areas where drainage is particularly worrisome and will monitor and clear obstructions during storm season.*

## **Sidewalk Repair**

Accelerate the annual street tree preservation and sidewalk repair / replacement project (CIP).

### **Status**

*The City Council increased the annual appropriation from \$500,000 to \$750,000 for FY 2000/01 and from \$750,000 to \$950,000 beginning in FY 2001/02. The sidewalk repair work is being tracked based on repair units. "Repair units" include the total square footage of sidewalk replaced, plus linear footage of curb and gutter replaced, and square footage of driveway replaced. The actual comparison of repair units completed will vary with bid prices and project size. The number of repair units completed were 95,247 (FY 00/01) and 83,987 (FY 01/02). The contract for FY 2002/03 was terminated early and 59,173 units were completed. For FY 2003/04, out of the \$950,000 sidewalk repair program budget, \$500,000 was directed to the downtown cinema project hardscape. As of 6/30/04, 18,927 units of sidewalk repair work have been completed, with 48,837 units in progress for a projected total of 67,764 repair units.*

## **CITY COUNCIL PRIORITIES-NEW FOR FY 2002/03/04**

### **Address Redwood City Water Supply Assurance**

#### **Status**

The City Council affirmed their commitment to a comprehensive, "aggressive" water conservation program, as well as the implementation of the Recycled Water Project, Alternative "TF", in their adoption of the Water Enterprise Fund budgets and rates for FY 03/04. (See status of Recycled Water Project below)

### **Implement Water Recycling Project**

#### **Status**

*In August 2003 the City Council approved a broadly defined, flexible project, filed a California Environmental Quality Act Notice of Determination, and formed a Citizen Community Task Force on Recycled Water to provide input on the implementation of the project. The Council charged the Task Force with the "goal to identify 1,946 acre-feet per year of potable water demand reductions by 2010, in a financially feasible manner, that avoids using recycled water at schoolyards, parks, and playgrounds". The Task Force completed their work in March 2004 and unanimously recommended that the City implement an alternative that through a combination of recycled water use, replacement of natural turf playing fields with synthetic turf, continued use of groundwater at Sequoia High School, and additional water conservation programs, achieves an estimated 2,002 acre feet per year of potable water demand reductions. The City Council accepted the Task Force Report and directed staff to return with various implementation actions for their consideration.*

*The Redwood City Recycled Water Project – Alternative 'TF' ("Project") will be implemented in multiple phases over the next several years, beginning with some recycled water delivery in the 2006 irrigation season. The initial phases will include commercial portions of Redwood Shores and the Greater Bayfront area, with future possible expansion into Central Redwood City. The major components of the Project are:*

- *Treatment improvements consisting of filter modifications, chemical feed addition, and filtered water line at the SBSA site - owned and operated by SBSA*
- *Disinfection facility consisting of new chlorine contact chamber at the SBSA site - owned by Redwood City, operated by SBSA*
- *Storage and pumping facilities located inside the SBSA plant property (includes a back-up supply line for potable water) - owned and operated by Redwood City*
- *Distribution system consisting of new transmission pipelines throughout the water service area, in street rights-of-ways - owned and operated by Redwood City*

- *Customer site retrofits for each existing private or public site with a landscape irrigation meter. Retrofits will occur as each property owner has agreed to convert to recycled water for landscape irrigation and industrial uses.*

*On June 14, 2004, Peter Ingram presented the City Council with “The Challenges of Implementing the Recycled Water Project”, based on the following expanded goals:*

- *Implement the project in a way that is consistent with - and respectful of - the recommendations of the Citizen Community Task Force on Recycled Water*
- *Begin delivery of recycled water to customer sites in Summer 2006*
- *Erase the City’s drinking water deficit by 2010*

### **Regional Water Supply – Fix the System**

#### **Status**

*Through the leadership of Council Member Ira Ruskin – who served as chairman of the Board of the Bay Area Water Supply & Conservation Agency (BAWSCA) as well as the regional water Financing Authority - Redwood City’s Council actively pursued the goal of fixing the Hetch Hetchy regional water system, to ensure a high-quality, reliable water supply for residents and businesses who depend on this vital resource.*

### **BUDGET PERFORMANCE MEASURES OBJECTIVES**

#### **Average Bi-Monthly Residential Water Bills**

Maintain Redwood City average bills below the average of other Peninsula water agencies.

#### **Status**

*Redwood City conducts its own annual residential water bill survey of 13 Peninsula water agencies. For FY 03/04, Redwood City was the third most cost effective agency surveyed, 24% below the average and 22% below the median of other Peninsula water agencies. The results of the survey were presented to the City Council in June 2003, as part of the annual utility rates adjustment process.*

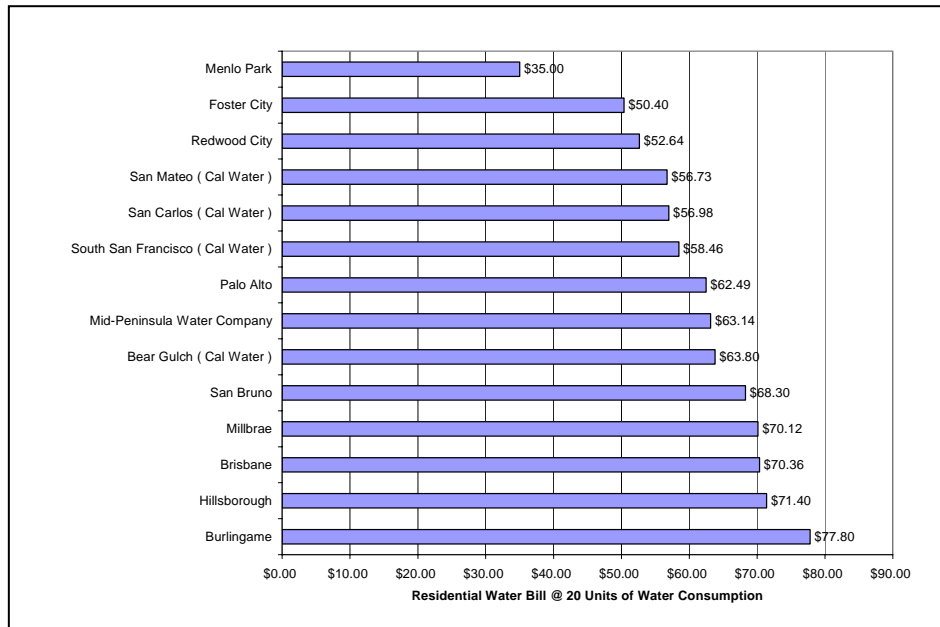
#### **Average B-Monthly Residential Sewer Bills**

Maintain Redwood City average sewer bills below the average of other Peninsula agencies.

#### **Status**

*Redwood City was the fourth most cost effective agency surveyed in the annual residential sewer bill survey of 16 Peninsula jurisdictions. The survey results were presented to the City Council in June 2003, as part of the annual utility rates adjustment process.*

## **Bi-Monthly Residential Water Bill Comparison FY 2003/04**



### **Definition:**

The data shown in the chart above reflects the bi-monthly residential water bill comparison survey results for FY 2003/04. There are two components to the water utility bill – a fixed monthly basic service charge and a variable usage charge. The information presented is based on rates and charges in effect as of July 1, 2003, and represents water consumption at an average of 20 units every 2 months. A total of 13 Peninsula water agencies were surveyed.

### **Analysis:**

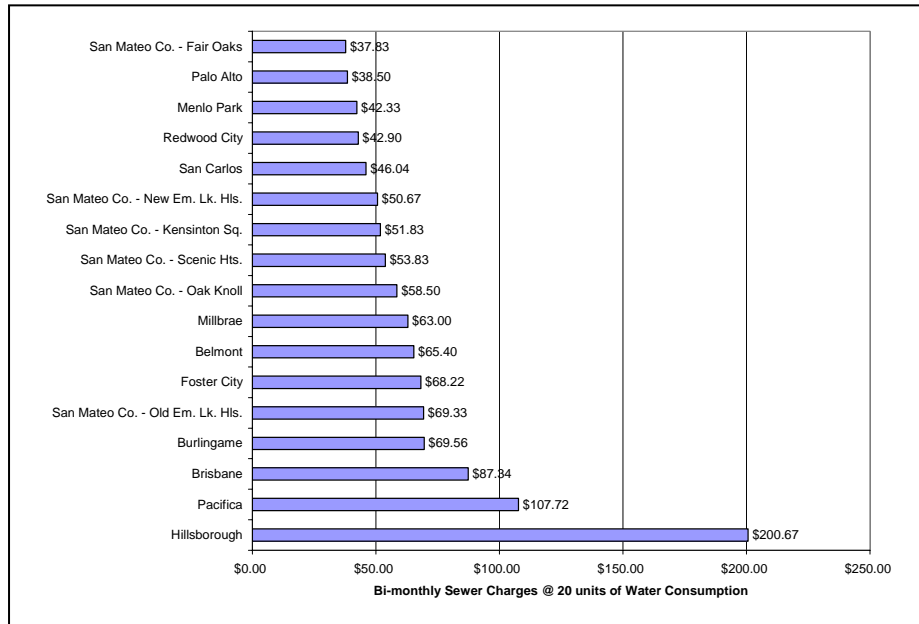
The average bill of the 13 jurisdictions surveyed is \$61.26. The average bi-monthly bill for Redwood City is \$52.64, or 14% lower than the average. Redwood City is the third most cost effective agency surveyed.

The San Francisco Public Utilities Commission and the Board of Supervisors approved a 25% increase in “suburban” wholesale water rates effective July 1, 2003, increasing the wholesale cost of water to \$1.10 per unit (748 gallons). As a result, Redwood City increased its bi-monthly basic service charge from \$21.60 to \$22.34 and increased the “Lifeline” usage rate from \$0.88 to \$1.10 per unit to continue the practice of matching the San Francisco wholesale rate. The increase in water bills did not change the City’s position in the benchmarking study.

### **Next Steps:**

Continue to conduct annual benchmarking survey and rigorously monitor costs. Maintain funding for increased water conservation measures and staffing resources to meet the City’s goal of balancing supply and demand by 2010.

## **Bi-Monthly Residential Sewer Bill Comparison FY 2003/04**



### **Definition:**

This performance measure includes only sewer service charges in a customer's utility bill. The data shown in the chart above reflects the bi-monthly residential sewer bill comparison survey results for FY 2003/04. Redwood City has a fixed bi-monthly sewer charge for all single family residential customers whereas some cities have variable charges based on the amount of water consumed in a billing period. To ensure comparability between agencies, the bi-monthly single family residential sewer bill is based on 20 units of water consumption per billing period. Sixteen Peninsula sewer agencies were surveyed.

### **Analysis:**

Of the 16 jurisdictions surveyed, the average bi-monthly residential sewer bill is \$67.86. The average bi-monthly sewer bill for Redwood City is \$42.90, or 37% lower than the average bill of the other agencies. Redwood City is the fourth most cost effective agency of the 16 sewer agencies surveyed.

### **Next Steps:**

Continue to conduct annual benchmarking survey. Continue to monitor, manage, and control costs. Assist the Council in increasing sewer service charges in the next five years to incorporate higher treatment and regulatory costs, in a fiscally responsible manner, and in an equitable way for all customers.

## **CAPITAL IMPROVEMENT PROGRAM (CIP) PROJECTS**

This list covers only the FY 2003/04 CIP projects that are being managed directly by the staff of Public Works Services with support from Engineering & Construction (E&C). The E&C staff, via the Community Development Services Director, reports status of CIP projects. Amounts shown below represent beginning and ending balances for fiscal 2003/04 project year.

### **PROJECT MANAGER: LARRY BARWACZ**

#### **MSC Remodel Phase 4 (Conference Rm)**

#686-71673      Budget: \$12,281      Expenditure: \$361      Balance at June 30, 04: \$11,920

Description:

Municipal Services Center conference room remodel/furniture replacement project.

Status:

New ceiling and paint completed.

#### **MSC Remodel Phase 5 (Add. Office)**

#686-71663      Budget: \$575,310      Expenditure: \$61,800      Balance at June 30, 04: \$513,510

Description:

Remodeled office and storage spaces adjacent to warehouse.

Status:

Conversion completed.

### **PROJECT MANAGER: PETER INGRAM**

#### **Recycled Water System Development**

#686-74573      Budget: \$7,134,204      Expenditure: \$1,339,964      Balance at June 30, 04:  
\$5,794,240

Description:

Council approved recycled water project.

Status:

City Council approved a broadly defined, flexible project. Staff will be implementing the Redwood City Recycled Water Project, Alternative 'TF' (Project) over the next several years, beginning with some recycled water delivery in the 2006 irrigation season.

#### **Additional Supply Planning / Development**

#686-74603      Budget: \$179,336      Expenditure: \$101,564      Balance at June 30, 04: \$77,772

Description:

Provide for professional services to support Public Works Services Department in long term planning of water resources. Planning and Council meetings are on-going.

Status:

Staff will be updating the Urban Water Management Plan in early 2005.

### **PROJECT MANAGER: MARILYN HARANG**

#### **Cordilleras Creek Repairs**

#330-70524      Budget: \$13,706      Expenditure: \$0      Balance at June 30, 04: \$13,706

Description:

Residual funds available from 1964 bond measure.

Status:

No activity.

#### **Seaport Blvd Capital Replacement**

#215-70404      Budget: \$32,753      Expenditure: \$1,841      Balance at June 30, 04: \$30,912

Description:

Seaport Blvd. Landscape Maintenance District fund for maintenance, upgrade, and/or replacement of pump station equipment, etc.

Status:

Funds used for the replacement of all four groundwater pumps on Seaport Blvd that were corroded and non-functional. Upgrade and improvements of vaults holding the four pumps have begun. Improvements

consist of upgrading slide rails for easier maneuverability and removal of the pumps for future inspection and maintenance.

**Pump & Control Replacement Program**

#689-75073      Budget: \$172,659      Expenditure: \$3,820      Balance at June 30, 04: \$168,839

Description:

Systematic replacement of pumps and control equipment.

Status:

The following Sanitary Sewer Lift Stations were funded in combination with other O/M funds this fiscal year:

- Lift Station #8, 10, 12, 14, and 16
- Marina Lift Station
- Centrum Lift Station

**Pump Station Equipment Replacement Program**

#357-72533      Budget: \$99,742      Expenditure: \$91,474      Balance at June 30, 04: \$8,268

Description:

Annual allocation for systematic replacement of pumps and control equipment.

Status:

Combined with O/M budget for maintenance activities at the following pump stations:

- Maple, Oddstad, K-Mart
- Area "A"
- Seaport Blvd Strom Pump Station (Combined with CIP fund 215)

**Pump Station system Upgrade**

#357-72513      Budget: \$223,621      Expenditure: \$32,172      Balance at June 30, 04: \$191,449

Description:

Annual allocation of funds for systematic upgrade and renovation of pump stations.

Status:

Combined with O/M budget & CIP fund (Pump Station Equipment Replacement Program) for maintenance activities at the Bradford, Oddstad, and K-Mart pump stations.

**PROJECT MANAGER: GORDON MANN**

**Tree Planting Program**

#357-70123      Budget: \$57,456      Expenditure: \$46,791      Balance at June 30, 04: \$10,665

Description:

Plant and establish new street trees. Trees are planted and watered for the first two years until established under this project. Includes "Trees for the Millennium Grant" funding.

Status:

State grant completed and reimbursement received. Planning is being coordinated by City staff to replace or remove trees and perform block planting projects with non-profit group CityTrees. The City is coordinating tree watering with the Parks, Recreation & Community Services Department to water newly planted trees not watered by adjacent property owners. In addition, the City has established a "young tree" pruning program with CityTrees. A training session was held through the City for CityTrees volunteers on proper pruning techniques. Two pruning events were held by CityTrees.

**Sidewalk Replacement Program**

#357-70453      Budget: \$1,527,426      Expenditure: \$619,051      Balance at June 30, 04: \$908,375

Description:

Includes both the Cost-Shared Sidewalk Project and the Tree Preservation and Sidewalk Repair Program. The Cost-Shared Project repairs damaged sidewalks with property owners paying half of the repair costs and constructs wheel chair ramps. The Tree Preservation and Sidewalk Repair Program completes sidewalk repairs in a systematic block by block progression throughout the City.

Status:

FY 03/04 Cost-Shared Sidewalk Project completed as scheduled. FY 02/03 Tree Preservation and Sidewalk Repair Program completed as scheduled. FY 03/04 Tree Preservation and Sidewalk Repair contract awarded in June 2004.

**ADA Ramp Program**

#285-72583      Budget: \$100,000      Expenditure: \$50,000      Balance at June 30, 04: \$50,000

Description:

Install wheel chair ramps at all street corners of the City.

Status:

Ramps are being installed in conjunction with the Cost-Shared Sidewalk Project responding to resident requests and at each street corner in the block area served by the Tree Preservation and Sidewalk Repair Program.

**Thermoplastic and Pavement Marking – Five Year CIP (FY 2000-05)**

#263-70464      Budget: \$70,377      Expenditure: \$61,611      Balance at June 30, 04: \$8,766

Description:

Installation of thermoplastic pavement markings and striping on high traffic volume streets and around schools to reduce repetitive painting and minimize any disruptions to residents/businesses.

Status:

Completed all sites for FY 03/04 as scheduled.

**Street Light Circuit Conversion Project**

#263-70855      Budget: \$47,500      Expenditure: \$36,230      Balance at June 30, 04: \$11,270

Description:

Conversion of high voltage 5KV circuits to the lower 240-volt circuits at eight locations.

Status:

The final two 5KV circuits (out of the eight previously identified) were completed in August 2003. New circuits were identified during the establishment of the new street light inventory in FY 03/04 and they are scheduled to be completed by the end of FY 05/06.

**Street Light Installation**

#263-70854      Budget: \$388,948      Expenditure: \$0      Balance at June 30, 04: \$388,948

Description:

Convert Low Pressure Sodium (LPS) street lights (yellow/orange glow) to High Pressure Sodium (HPS) street lights (whiter glow).

Status:

Street light inventory underway, expected completion by end of FY 04/05. The HPS conversion is on hold until completion of the street light inventory and GIS layer. Upon completion of the inventory, E&C and PWS staff will make recommendations as to the amount of funding needed and the time frame to complete the required conversion of all street lights in the City.

**PROJECT MANAGER: MANNY ROSAS****Water System Facility Replacement**

#686-74593      Budget: \$169,459      Expenditure: \$26,370      Balance at June 30, 04: \$143,089

Description:

On-going replacement of water system facility structures, such as pump house roofs, fencing, pavement, and landscaping.

Status:

Installed new roofs at Edgewood, Carson, and Glenloch pumping stations. Implemented perimeter fence safety improvements at Easter Cross and Easter Bowl tanks.

**Conservation Rebates Account**

#686-74583      Budget: \$473,167      Expenditure: \$244,710      Balance at June 30, 04: \$228,457

Description:

On-going water conservation rebate programs for clothes washers, irrigation audit and improvement programs, and other mandated activities.

Status:

Awarded 560 "High Efficiency Clothes Washer" rebates, achieving water savings of 3,136,000 gallons or 9.62 acre feet. Redwood City continues to be the leader in the implementation of this regional program. The success of the program can be contributed to the aggressive marketing of the program through the by-monthly water newsletter, glossy brochures, personal contact with local appliance stores, and the high rebate available.

**New Water Meter Technologies Pilot Project**

#686-74294      Budget: \$5,070      Expenditure: \$4,799      Balance at June 30, 04: \$271

Description:

Water meter conversion to vehicle-based radio read technology.

Status:

Project completed. 856 meters were converted to vehicle-based radio read technology. Software, laptop, transmitter, and handheld devices were purchased.

**Water Telemetry System (SCADA System Improvements)**

#686-74293      Budget: \$82,981      Expenditure: \$78      Balance at June 30, 04: \$82,903

Description:

Upgrade the communication system that ties all utility facilities to central SCADA computerized monitoring system at MSC.

Status:

Installed communication hardware at MSC building. Payment will be made in FY 04/05.

**Pumps & Controls Replacement Program**

#686-74093      Budget: \$186,361      Expenditure: \$38,048      Balance at June 30, 04: \$148,313

Description:

As needed replacement of pumps and control equipment in the water system.

Status:

Glenlock pump station: 3 pumps and motors rebuilt and 3 control valves replaced.

**Chloramine Conversion System Modification**

#686-74613      Budget: \$504,885      Expenditure: \$45,524      Balance at June 30, 04: \$459,361

Description:

Storage and pumping modification of water distribution system to maintain water quality when San Francisco Public Utilities Commission changed disinfection treatment process of Hetch Hetchy Water from chlorine to chloramines in February 2003.

Status:

The planning, preparation and implementation of the SFPUC conversion to chloramines was successfully implemented without any negative implications. The Public Outreach was very effective in educating people on the issues dealing with the conversion resulting in very few complaints.

## **OTHER ACCOMPLISHMENTS 2003/04**

### **Smart Home Water Conservation Program**

The Residential Smart Home Water Use Program continues to be popular and demands continues to grow. A new do-it-yourself conservation kit was created and 1,000 kits were distributed.

### **Public Tree Care Workshop**

In collaboration with CityTrees, the first (free) public tree care workshop was held January 10, 2004. Twenty-three Redwood City residents, now CityTrees Pruning Captains, have been trained in proper pruning techniques, safe use of tools, and general tree care. Since the workshop, the CityTrees pruning teams have practiced their newly gained skills on six pruning projects, covering 250 trees with 64 volunteers.

### **Privately-owned Trees in New Development**

Right-of-Way staff supported Community Development Services in incorporating privately-owned trees into new development projects by coordinating permit and replanting conditions.

### **School Traffic Options Program (STOP) Committee**

Right-of-Way staff served on the STOP Committee. In addition, staff served as consultants to the school district for tree, sidewalk, and paving questions on school sites.

### **Regional Traffic Signalization and Operations Program (RTSOP)**

PWS and Engineering successfully completed the RTSOP 2 project and upgraded traffic signal components at most Redwood City signalized intersections.

### **Sewer Lift Station Odor Control Treatment Program**

A change to the Odor Control Treatment program for Lift Station #12 will result in improved ambient air quality around the station and will net the City a \$142,806 savings on current charges, reducing the City payment from \$239,258 per year to \$96,451 per year, a 59% decrease in the cost for this treatment process.

### **Street Cleaning Look-up & Sewer FAQs on the Web**

The new residential street cleaning look-up feature and the useful FAQs for the Sanitary Sewer system have been added to the Public Works Services website. With reductions in service levels necessitated by budget cuts, having this type of information readily available to residents via the internet has reduced the number of telephone inquiries to the office on these subjects.

### **Pavement Condition**

The MTC ranked cities in the Bay Area for the condition of their pavement. Out of 21 Bay Area counties and cities, Redwood City ranked second highest in its PCI (Pavement Condition Index).

### **Foster City Fire Apparatus Maintenance Contract**

Redwood City's Equipment Maintenance Section obtained a fire apparatus maintenance contract for Foster City in addition to existing fleet services contacts with Atherton, Woodside, and San Mateo County.

## **EXTERNAL INFLUENCES FY 2003/04**

### **NPDES Permit**

The NPDES Permit CAG990003 for *Discharges of Aquatic Pesticides to Surface Waters of the United States*, expired January 31, 2004 and the San Francisco Bay Regional Water Quality Control Board (RWQCB) recently reissued new permitting requirements for water quality monitoring. The Wastewater Management Services Division will be submitting a new application and Notice of Intent (NOI) to the San Francisco Bay Regional Water Quality Control Board (RWQCB) in August 2004. This will allow the City to continue the application of aquatic herbicides to the Redwood Shores Lagoon to combat algae and widgeon weed growth. The new permit application process includes the requirement to complete the California Environmental Quality Act (CEQA) process when copper based herbicides are used in large quantities. Since the City's Draft Lagoon Management Plan does not call for the use of large quantities of copper-based chemicals, the City will comply with the CEQA requirement once our application is reviewed by the RWQCB.

### **State Water Operator Certification**

As of January 1, 2002, the State of California requires all drinking water distribution systems to be operated and maintained by state-certified "distribution system operators". Thus City employees are required to gain certifications and must successfully pass the state examination to be issued a certificate. As of June 30, 2004, 24 employees have successfully completed the state water operator certification requirement.

## **CONTINUOUS IMPROVEMENTS**

Below are some examples of employee efforts to improve the way we deliver services.

### **Department-Wide:**

#### **User-Friendly Website**

Through the restructuring of the Public Works Services Department website, information about services, programs, projects, and activities in Public Works Services Department is now more readily available in a user friendly format. The website also features interactive tools and helpful tips for residents and businesses.

### **Water Utilities Division:**

#### **Annual Water Quality Report**

The "Annual Water Quality Report" was improved in its presentation and content, positioning us in the region as a model of excellence. The report was distributed to all addresses in the service area.

#### **Utility Bill Newsletter**

The Utility Bill Newsletter (published bi-monthly) has become a very good tool for public education and outreach, especially for the purpose of promoting water conservation.

#### **Uni-Directional Flushing Program**

To continuously maintain high water quality in the distribution system, the comprehensive unidirectional flushing program has been fully implemented.

### **Wastewater Management Division:**

#### **NPDES Task Force**

Wastewater Division staff participated in the newly formed interdepartmental National Pollutant Discharge Elimination System (NPDES) task force created in the Community Development Services Department to coordinate compliance with the municipal NPDES permit. The focus of the group is to ensure compliance with the amended provisions of the permit for new and redevelopment projects. Community Development Services is the lead department.

#### **Street Cleaning Information**

Street cleaning information to residents has been refined and improved, providing a user friendly search tool on the City's website. Street cleaning information has been personalized by allowing each household to find their street cleaning schedule by address. The new format and search engine is easy to maintain and is a quick way to disseminate useful information to residents. In the coming fiscal year, additional refinements are planned for the commercial street cleaning district schedules.

#### **Recycling Waste Products and Materials**

The Corp Yard Waste Management Team continues to seek innovative ways to recycle the waste products generated by the day-to-day work in Public Works Services. Improvement has been seen at two levels: first, over the years, efficiencies in the operations of the Public Works Services Department has reduced the amount of waste generated from our work activities; and second, the waste management team has increased reimbursement for recycled waste by 43.2% or \$414.22 over last fiscal year.

### **Bay Area Clean Water Agencies (BACWA)**

Continue to participate as a member of the Sanitary Sewer Collection Systems Committee of the Bay Area Clean Water Agencies (BACWA), working with the San Francisco Bay Regional Water Quality Control Board to develop an approach to address and report Sanitary Sewer Overflows (SSO). A draft Sanitary Sewer System Plan template has been developed.

### **Public Education Brochures**

Purchased the Water Environment Federation's public education brochure about the harmful effects of fats, oil, and grease on the proper operation of the sanitary sewer collection system. The brochures are kept on the lateral service call vehicle and provided to residents that have experienced sewer back ups.

### **Fleet and MSC Division:**

#### **Fleet Software Conversion Project**

Completed the fleet software conversion project and trained all employees on the use of the new software.

### **Right-of-Way Division:**

#### **Computerized Street Tree Inventory**

Established a computerized street tree inventory and move towards using laptops in the field thereby eliminating paper copies. Tree crew will be trained on the computerized inventory in FY 2004/05.

#### **Recycled Rubber Sidewalk**

Purchased first recycled rubber sidewalk materials and coordinated installation with Engineering. Recycled rubber sidewalks increase the City's tree preservation options. Because rubber sidewalks do not require the same depth of excavation or severe root cutting as concrete sidewalks, the installation of this alternative sidewalk material enables the preservation of trees that cannot be preserved using the standard concrete construction.