



CITY OF BEVERLY HILLS
PUBLIC WORKS SERVICES DEPARTMENT
MEMORANDUM

TO: PUBLIC WORKS COMMISSION

FROM: Vince Damasse, Water Resources Manager *Vince D.*
Trish Rhay, Assistant Director of Public Works Services, Infrastructure
& Field Operations *Trish Rhay*

DATE: April 18, 2016

SUBJECT: UPDATE ON WATER WILL SERVE POLICY GUIDELINES

ATTACHMENT: 1. Draft Preliminary Water Will Serve Policy Guidelines

OBJECTIVE

The following staff report updates the Public Works Commission on the status of the development of a Water Will Serve Policy.

BACKGROUND

At the Commission's request, staff has surveyed and researched similar water agencies and their best management practices in the development of a formal Water Will Serve Policy. Staff has completed that research and analysis and has drafted a preliminary outline of a Water Will Serve Policy Guidelines (Attachment 1) for the Commission's comment and discussion.

Staff has prepared a brief PowerPoint presentation summarizing the background and framework of the draft preliminary Water Will Serve Policy Guidelines. Staff is working with the City's Planning Department, City Attorney's office, and the City of West Hollywood Community Development Department in finalizing the details of the proposed Water Will Serve Policy Guidelines.

RECOMMENDATIONS

Staff recommends the Public Works Commission receive and file this report update and provide any comments and/or input on the proposed Water Will Serve Policy Guidelines following staff's presentation.

DRAFT PRELIMINARY WATER WILL SERVE POLICY GUIDELINES

APRIL 2016

PRELIMINARY DRAFT WATER WILL SERVE GUIDELINES

Purpose

The City of Beverly Hills (the “City”) provides water service for approximately 11,500 metered connections within the City’s boundaries and to a portion of the City of West Hollywood. The City’s water will serve policy serves as a guideline for potential applicants, customers, and/or developers who desire to apply for water service from the City of Beverly Hills Public Works Services Water Department. For proposed new developments, re-developments (in-fill development), or projects within the City’s boundaries and/or within its water service area that will require water service, the developer must request a “Will Serve” letter from the City. This document is required by the City’s Community Services Department and/or local jurisdictional agencies for processing Tentative Tract Maps or development reviews.

Application for Water Service

In order to obtain new water service and/or modification to existing water service, an applicant must complete, sign, and submit a Water Will Serve / Water Availability Request application form for water service (Exhibit A). Included with the application are required documents and fees for processing and determining the conditions for water service for the project. Depending on the nature and complexity of the project, required documents may include but not be limited to site plans, building plans, tentative maps, title reports, water demand calculations, landscape/irrigation plans, and other conditions and any other documents which may be relevant to providing an applicant water service.

Application Processing and Staff Analysis

1. Once an application for water service is received, staff will determine the completeness of the application. The completeness of the application will include as needed the payment of applicable processing, permit, plan check, and other related fees. The applicant will be notified if the application is complete or if additional information is needed to be submitted to the City to complete processing of the application. Requirements may include any or all of the following;
 - a. Processing, plan check and permit fees, inspection, and/or other fees and deposits.
 - b. Certified/stamped engineered calculations, plans, specifications, engineer’s estimates of the proposed water improvements indicating points and sizes of connections, main line extensions, location of valves, hydrants, fire lines, backflow prevention devices, and associated water appurtenances. All water improvement plans shall be stamped by a licensed CA Civil Engineer and shall meet the City of Beverly Hills water standards, Standard Specifications

for Public Works Construction - “Greenbook” (latest edition), and American Water Works Association (AWWA) standards, whichever is more stringent.

- c. Certified/stamped water demand estimates at ultimate build-out including proposed average day demand (ADD), Maximum Day Demand (MDD), and Peak Hour Demands (PHD) domestic demands. Demands shall also include all irrigation and fire flow demands. Fire flow demands, requirements, and other conditions of approval shall be provided by the applicant from the local governing Fire Department Authority in writing for the City’s review. Fire flow testing data shall be recent and not older than 1 year old. Any fire flow data older than 1 year, shall require additional fire flow testing and payment of applicable fire flow testing fees.
 - d. Water area studies and/or other planning documents.
 - e. Grant of easement(s) to the City, where applicable.
 - f. Dedication of facilities to the City.
 - g. Environmental documentation i.e. California Environmental Quality Act (CEQA) compliance.
 - h. Meter installation fees and construction deposits.
 - i. Payment of sureties.
 - j. Other project-related documents as required or as requested by the City.
2. A Will Serve Letter issued to an applicant shall be valid for a period of 1 year from the receipt of the water service application. If construction has not been completed by that timeline, the availability of water service becomes null & void. Applicant(s) must re-submit an application for Will Serve or availability of water service including repayment of all applicable fees in effect at the time of the re-application.

At the request of the applicant, the Will Serve letter for an applicant undergoing the development entitlement process may remain conditionally in effect as long as the entitlement is in effect. However, after 1 year, the City shall re-evaluate the application for availability of water service to ensure the conditions of the original water service application request remain unchanged. Applicant shall be responsible for any re-application processing fees, plan check, permit, capacity, and other related fees in effect at the time.

A sample Will Serve/Water Availability letter is provided in Exhibit B.

3. Connection of water services as provided in a Will Serve letter shall be contingent upon the City, at the time of request for connection, having sufficient water based on their contractual entitlements and owned water, and shall further be contingent upon the City having sufficient treatment and delivery capacity to comply with all laws and regulations concerning the delivery of domestic water. All City commitments to deliver water shall, during shortage conditions, be subject to the provisions of the then current Water Shortage Contingency Plan and/or adopted Water Shortage Emergency Measures.
4. Per the City of Beverly Hills Municipal Code, applicant(s) must adhere to the City's adopted water ordinances, capacity, impact, and/or exaction fees, groundwater management, urban water management plan, and related water conservation policies and goals. If the applicant's development and/or project is outside the City's limits but within its water service area, the applicant shall abide by the more stringent of the conservation policies and procedures.
5. If the project and/or development includes commercial, industrial, landscaping, and/or fire services, all such services shall include backflow prevention devices installed and inspected by the City of Beverly Hills prior to water service activation. The property owner shall be responsible for proper testing of backflow prevention devices by the City and/or cross-connection control authority.
6. Certain projects, depending on the size, may be subject to Senate Bill (SB 610 Water Code Section 10910 et. Seq. "Water Supply Assessments" and SB 221 Government Code Section 66473.7 "Written Verifications of Water Supply."

Water Supply Assessment (WSA):

A Water Supply Assessment is required if the development is classified as a "project" as defined in Water Code Section 10912.

Section 10912. For the purposes of this part, the following terms have the following meanings:

- (a) "Project" means any of the following:
 - (1) A proposed residential development of more than 500 dwelling units.
 - (2) A proposed shopping center or business establishment employing more than 1,000 persons or having more than 500,000 square feet of floor space.
 - (3) A proposed commercial office building employing more than 1,000 persons or having more than 250,000 square feet of floor space.

- (4) A proposed hotel or motel, or both, having more than 500 rooms.
- (5) A proposed industrial, manufacturing, or processing plant, or industrial park planned to house more than 1,000 persons, occupying more than 40 acres of land, or having more than 650,000 square feet of floor area.
- (6) A mixed use project that includes one or more of the projects specified in this subdivision.
- (7) A project that would demand an amount of water equivalent to, or greater than, the amount of water required by a 500 dwelling unit project.

The applicant will prepare the Water Supply Assessment for the City's review and approval.

Written Verification of Water Supply:

A "Written Verification of Water Supply" is required if the development requires approval of a tentative tract map (Government Code 66473.7(b)(1)).

Section 66473.7(b)(1) The legislative body of a city or county or the advisory agency, to the extent that it is authorized by local ordinance to approve, conditionally approve, or disapprove the tentative map, shall include as a condition in any tentative map that includes a subdivision a requirement that a sufficient water supply shall be available. Proof of the availability of a sufficient water supply shall be requested by the subdivision applicant or local agency, at the discretion of the local agency, and shall be based on written verification from the applicable public water system within 90 days of a request.

Section 66473.7(a)(1) "Subdivision means a proposed residential development of more than 500 dwelling units, except that for a public water system that has fewer than 5,000 service connections, "subdivision" means any proposed residential development that would account for an increase of 10 percent or more in the number of the public water system's existing service connections.

The City will prepare the written verification.

7. Depending on the complexity of the development and/or project and for any project and/or development not subject to a formal WSA as delineated in Item 6 above, the City at its sole discretion, can request a Water Feasibility Analysis (WFA) be performed and paid for by the Developer or project applicant for the City's approval. The Water Feasibility Analysis to be performed shall include a detailed analysis of the proposed development's or project's impact on the City's water system and what mitigation measures are to be utilized to mitigate those impacts.

The City reserves the right to perform the water feasibility analysis with its own staff and/or outside consultant. The Developer and/or applicant shall pay for all costs incurred by the City for the WFA effort.

8. If and when recycled water becomes readily available to a development and/or project, the City may request at its discretion upon the availability of such supplies for the applicant to utilize recycled water as part of the City's on-going water conservation efforts.

Plan Check

1. The applicant or its designated engineer will submit plans, calculations, and specifications to the City for water systems improvement plan check and analyses. The City staff and/or its consultant shall review all required plan check submittals to ensure the proposed water improvements design and construction conforms to the City's standards and policies, best management practices, laws, and regulations.
2. As part of the plan check process, City staff or its designated consultant shall evaluate the City's ability or the feasibility to provide the estimated demands and the on-site and off-site impacts of those water demands on the City's current water infrastructure from the proposed development or project. Depending on the complexity of the project, this water supply evaluation could be performed via a number of methods including hydraulic analyses and hydraulic water modeling.
3. The applicant shall be responsible for all plan check fees and/or deposits including fees associated with outside party plan review, hydraulic analyses, and hydraulic modeling that may be required for the evaluation of the applicant's water service application request.

City Fees and Costs

1. Applicants for Will Serve Letters shall be responsible for payment or reimbursement to the City as provided in the City's adopted rates, charges, and fees in existence on the date that a request by the applicant for connection to the City's water system is made. These fees may include but are not limited to plan check, permit, inspection, capacity, exaction, and other related impact fees as adopted by or in effect by the City at the time of applicant's application for water service.
2. The City establishes and periodically updates fees, charges, and cost reimbursements which are applicable to connection of water service to real property being developed in the City or within the City's water service area. The fees established by the City which are applicable to a Will Serve Letter for which

an applicant will be responsible are set forth in the City's schedule of rates, taxes, and fees.

3. City fees and costs are typically updated not more frequently than annually although additional fees and costs may be adopted by City Council members at any time. An applicant for a Will Serve Letter shall be responsible at the time that such fees are to be collected to pay or reimburse the City for all fees and costs in existence on the date of the request for connection.

Water Services Conditions Agreement

1. If as a result of the plan checking and water availability analyses, it is determined that a proposed project and/or development requires the construction of new or additional City water infrastructure improvements in order to provide the water service requested, the applicant will be required to enter into a Water Services Conditions Agreement between the applicant and the City.
2. The Water Services Conditions Agreement ("WSCA") will set forth all terms and conditions of water service for the applicant by the City and will describe in detail the responsibilities of the applicant and the City with respect to the construction of and payment for any required City water infrastructure improvements. Unless otherwise noted or agreed upon, the applicant as a result of his developer impacts to the City's water system, shall be responsible for the planning, design, and construction of the additional water infrastructure improvements required to serve his new Development and/or project.
3. In the event that a WSCA is required for the applicant's proposed development or project, the applicant will be responsible to execute and deliver the WSCA prior to approval of project improvement plans by the City and to pay or to reimburse the City for fees and expenses incurred by the City for its preparation of the WSCA.

Exhibit A

Water Will Serve / Water Availability Request Form



City of Beverly Hills Public Works Services

345 Foothill Road, Beverly Hills, CA 90210

310-285-2467 ■ 310-278-1838 (fax) ■ www.beverlyhills.org

Water Will-Serve/Availability Request

DATE: _____

Delivery of Will-Serve Notice: Mail Pick-up Email Fax#

APN: _____ Property Address: _____

Lot No: _____ Tract or Block: _____

Is there existing service to this parcel? Yes No If so, Account Number: _____

PLANNED USE:

Multiple Units: # of Units _____

Single-Family Residential

Apartments

Multi-Family Residential

Condos

Commercial Fireline Landscape

Hotels/Motels

Type (restaurant, car wash, etc.) _____

Total number of meters requested: _____

Size of Meter(s): _____

Name/Company: _____

Mailing Address: _____

Primary Phone: _____ Secondary Phone: _____

Email Address: _____

Estimated Potable Water Demand*

Average Day Demand* (ADD):		Maximum Day Demand* (MDD):		Peak Hour Demand* (PHD):	
Domestic:	gpm	Domestic:	gpm	Domestic:	gpm
Irrigation:	gpm	Irrigation:	gpm	Irrigation:	gpm
Fire:	gpm	Fire:	gpm	Industrial:	gpm
Total:	gpm	Total:	gpm	Total:	gpm

*ATTACH REFERENCES USED AND CALCULATIONS FOR TOTAL WATER DEMAND (INCLUDING SITE PLAN SHOWING PROPOSED CONNECTIONS).

Comments:

I understand that the City of Beverly Hills is willing to supply water to the subject property with the following conditions: (Conditions are subject to change without notice.)

1. This Water Will-Serve Request is not a guarantee of service. All conditions of approvals must be met prior to connection to the public water system.
2. This property is subject to all City of Beverly Hills policies, rates and fees in effect when fees are paid, including, but not limited to, processing, plan check, capacity/exaction, inspection, permitting and all other associated costs.
3. Exact location of the water meter is to be determined by owner and approved by the City of Beverly Hills.
4. Detailed calculations and plans may be required for City approval prior to installation of water services.
5. Once issued, the Will-Serve Letter will remain effective for 1 year from the date approved (subject to the attached conditions).
6. Owner should confirm that mainline pressure is sufficient to serve the planned elevation of any improvements. In some cases, pressure-reducing valves or booster pumps may be required.

Signed: _____

Printed Name: _____

Owner Agent

FOR CITY PERSONNEL USE ONLY

COBH Service Area? Yes No

Capacity & Groundwater Exaction Fee paid? Yes No

Main upsizing required? Yes No

Existing Main Location & Size _____

Comments: _____

APPROVAL:

Signature: _____ Date: _____

SECTION I

SECTION II

SECTION III

Exhibit B

Sample Water Will Serve / Water Availability Letter



Vince Damasse, Water Resources Manager
Department of Public Works Services

April 12, 2016

Mr. Don Shealy
123 Doheny Drive
West Hollywood, CA 90210

RE: Water Will Serve / Water Availability
Project Location: 123 Doheny Drive West Hollywood CA
Job No.: D1234

Dear Mr. Shealy:

The letter confirms that your proposed development lies within the City of Beverly Hills water service area. Based on the City's analysis of your proposed water demands and the impacts to the City's water infrastructure, the City can provide water service to the proposed project subject to the following conditions of approval:

1. This determination of water availability will remain valid for one (1) year from the date of this letter. If the installation of these water improvements has not been completed within this one (1) year time frame, the City is under no obligation to serve the project and this letter becomes null and void. After the availability period has expired, the applicant must re-apply for this water will serve / availability letter. Additional processing, plan-checking, and associated fees may apply.
2. Applicants for Will Serve Letters shall be responsible for payment or reimbursement to the City as provided in the City's adopted rates, charges, and fees in existence on the date that a request by the applicant for connection to the City's water system is made. These fees may

include but are not limited to plan check, permit, inspection, capacity, exaction, and other related impact fees as adopted by or in effect by the City at the time of applicant's water will serve request.

3. If the above-referenced project includes commercial, industrial, landscaping, or fire services, all such services shall require backflow prevention devices installed and tested in accordance with the City's policy, requirements, and specifications prior to being constructed.
4. If as a result of the plan checking and water availability analyses, it is determined that a proposed project and/or development requires the construction of new or additional City water infrastructure improvements in order to provide the water services requested, the applicant will be required to enter into a Water Services Conditions Agreement between the applicant and the City.
5. The Water Services Conditions Agreement ("WSCA") will set forth all terms and conditions of water service for the applicant by the City and will describe in detail the responsibilities of the applicant and the City with respect to the construction of and payment for any required City water infrastructure improvements. Unless otherwise noted or agreed upon, the applicant as a result of his developer impacts to the City's water system shall be responsible for the planning, design, and construction of the additional water infrastructure improvements required to serve his new Development and/or project.
6. In the event that a WSCA is required for the applicant's proposed development or project, the applicant will be responsible to execute and deliver the WSCA prior to approval of project improvement plans by the City and to pay or to reimburse the City for fees and expenses incurred by the City for its preparation of the WSCA.
7. The 8-inch Ductile Iron pipeline (700 LF) based on the City's hydraulic analysis from the intersection of Harland Ave. and Keith Ave. on Doheny Drive where the applicant's proposed development connects to for domestic water service shall be upsized to a 10-inch Ductile Iron pipeline including valves, service laterals, meters, hydrants, and associated appurtenances.

Please contact me at 310-285-2491 should you have additional questions and/or concerns. We look forward to working with you.

Vince Damasse, Water Resources Manager
Department of Public Works Services