

County of Los Angeles Department of Public Works



Facility Transfer and Improvement Security Release Procedures Manual

April 2010

THIS PAGE INTENTIONALLY LEFT BLANK

Table of Contents

PRIVATE AND MISCELLANEOUS TRANSFER DRAINS	1
1. SECURITY REDUCTION	1
2. SECURITY EXONERATION.....	2
PRIVATE CONTRACT SEWER	5
1. SECURITY REDUCTION	5
2. SECURITY EXONERATION.....	6
ROAD AND STREET LIGHTS.....	7
1. SECURITY REDUCTION	7
2. SECURITY EXONERATION.....	8
STREET TREES	9
TRAFFIC SIGNALS	10
WATER SECURITIES.....	11
MONUMENTS SECURITIES	11
TAX SECURITIES.....	11
DEPARTMENT OF REGIONAL PLANNING (DRP) SECURITIES: PRIVATE PAVEMENT, LOT TREES, FENCES, WALLS, ETC.....	11

Private and Miscellaneous Transfer Drains

A storm drain system built by a private developer, City, or Caltrans must be formally accepted for operation and maintenance by the Los Angeles County Flood Control District (LACFCD). It is the responsibility of the transfer drain applicant to maintain the drain in proper operating condition until the drain is officially accepted. All fees and agreements shall be updated to the satisfaction of the Department of Public Works, prior to the reduction and/or exoneration of the security.

1. Security Reduction

To receive a security reduction, the applicant must request from Construction Division a percent completion status memo listing the percent of work completed to be sent to LDD. Once the memo is received, the security for the drain may be reduced as follows:

- A. 50 percent reduction in the security will be granted if the drain is deemed 75 percent completed. 75 percent completion is warranted if all the following criteria have been met:
 - i. The storm drain must have an operable outlet as defined by Construction Division.
 - ii. 100 percent of the reinforced concrete pipe and required structures for the storm drain system must be in place and an interim underground inspection, performed by Construction Division, must indicate no broken or misaligned pipes.
 - iii. All backfill in the trenches are completed.
 - iv. All compaction reports have been provided to the inspector along with backfill certificates.
 - v. All laterals and catch basins are in place and sealed.
 - vi. All basin excavation has been completed.
- B. 75 percent reduction in the security will be granted if the drain is deemed 95 percent completed. 95 percent completion is warranted if all the following criteria have been met:
 - i. The storm drain must have an operable outlet as defined by Construction Division.
 - ii. 100 percent of the reinforced concrete pipe and required structures for the storm drain system must be in place and an interim underground inspection, performed by Construction Division, must indicate no broken or misaligned pipes.
 - iii. All backfill in the trenches are completed.
 - iv. All compaction reports have been provided to the inspector along with backfill certificates.

- v. All laterals and catch basins are in place and sealed.
- vi. All concrete structures have been completed.
- vii. All fencing, access roads, stairways, and handrails installed and secured.

2. Security Exoneration

The transfer becomes effective when the Chief Engineer of the LACFCD (for drainage facilities within the Flood Control District) or the Chief Engineer for Los Angeles County (for drainage facilities outside the Flood Control District) sends a letter to the developer and/or city accepting the transfer and conveyance of the drainage facilities. 100 percent of the security will be exonerated when the drain is deemed transferred to LACFCD. The acceptance letter is processed by Land Development Division (LDD) and requires the applicant to do the following:

- A. Obtain a Notice of Field Acceptance (NOFA) from Construction Division, which will include sign-off from the flood maintenance superintendant and the County underground Head Inspector.
 - i. Applicant must submit a request to Construction Division for final review once the drain has been built in accordance with the County approved plans. This NOFA is valid for one year. After this date, a surface inspection by the flood maintenance superintendant must be conducted and all deficiencies corrected. This inspection will be coordinated by LDD.
 - ii. If the drain is not transferred within three years of the initial underground inspection, a complete reinspection of the facilities is required and must be conducted through Construction Division. Contact Construction Division's Permit Section for additional information. Please be advised that the cost of the reinspection and the mitigation of any deficiencies are the responsibility of the applicant.
 - iii. The County reserves the right to request a reinspection prior to transfer if there is apparent evidence that the drain was not properly maintained or there is reason to believe that the drain may have suffered damage.
- B. Pay a transfer processing fee to LDD for each requested storm drain. The fee is based on the current fee schedule available in LDD.
- C. Submit the original Mylar tracings with all As-built revisions approved by LDD. Revisions must be processed and approved prior to any construction modifications.

- D. Dedicate all easements and/or fee-title lots for all publicly maintained facilities and access roads/routes to the LACFCD. These may be dedicated per the final map or per separate instrument prepared by Survey/Mapping □ Property Management Division. For drains within a City jurisdiction, easements must be quitclaimed to the LACFCD from said City.
 - i. If a separate instrument or quitclaim documents must be prepared for right-of-way acquisition, the applicant shall submit a fee for the processing of those documents. The fee is based on the current fee schedule available in LDD. This fee includes one submittal to Survey/Mapping □ Property Management. If additional documents are needed, additional fees will be required.
- E. If the storm drain is located upstream of any storm drain system that is not currently maintained by the LACFCD, the untransferred downstream drain(s) must transfer before or concurrently with the upstream drain.
- F. Obtain all necessary maintenance permits from the Regional Water Quality Control Board, Army Corps of Engineers, and Department of Fish and Game, to the satisfaction of the LACFCD, for all debris basins, channels, and levee linings. These permits must be valid for at least six (6) months beyond the date of acceptance of the drain by the LACFCD. It is the responsibility of the applicant to keep these permits active.
- G. Obtain any applicable connection permits from other jurisdictions and submit them to LDD (e.g., Caltrans, Army Corps of Engineers, City of Los Angeles, etc.).
- H. If revisions to the Flood Insurance Rate Maps were required, the applicant must obtain a Letter of Map Revision (LOMR) from FEMA.
- I. If revisions to the County Adopted Floodway Maps are required, the applicant must update those maps.
- J. If the drain is located within a City jurisdiction, a City Council Resolution, adopted by a four-fifths vote, requesting transfer to the LACFCD for operation and maintenance is required.
- K. A funding source for the Standard Urban Stormwater Mitigation Plan (SUSMP) devices/systems, identified for LACFCD maintenance, is required as conditioned on the approved storm drain plans.

- i. If the drain is located within the unincorporated area of Los Angeles County, the applicant is required to form an assessment district to finance the future ongoing maintenance and capital replacement of the SUSMP devices/systems. An engineer's report is required to be submitted to LDD to calculate these assessments.
 - ii. If the drain is located within a city, the city must provide, either through annual payments to Public Works or through annual assessments or fees collected from their constituents, sufficient funds, as determined by Public Works, to maintain and replace the SUSMP devices/systems. The annual assessments or fees must include provisions for annual increases based on the Consumer Price Index and also have a component to pay for future replacement of the SUSMP devices/systems at the end of the useful life of the devices/systems. An engineer's report is required to be submitted to LDD to calculate these assessments.
- L. If the drain is located outside the Flood Control District, the applicant is required to form an assessment district to finance the future ongoing maintenance and operation of the drainage system. An engineer's report is required to be submitted to LDD to calculate these assessments.

Private Contract Sewer

A sanitary sewer system built by a private developer, city, or agency must be formally accepted for operation and maintenance by the County Engineer of Los Angeles County (County Engineer). It is the responsibility of the applicant to maintain the sanitary sewer system in proper operating condition until the system is officially accepted for operation and maintenance. All fees and agreements shall be updated to the satisfaction of the Department of Public Works, prior to the reduction and/or exoneration of the security.

1. Security Reduction

To receive a security reduction, the applicant must request from Construction Division that a percent completion status memo, listing the percent of work completed, be sent to LDD. Once the memo is received, the security for the sewer system may be reduced as follows:

- A. 50 percent reduction in the security will be granted if the system is deemed 75 percent completed. 75 percent completion is warranted if all the following criteria have been met:
 - i. 95 percent of the sanitary sewer system and structures are complete as defined by Construction Division.
 - ii. All laterals are constructed to the property line and sealed.
 - iii. Sand Trap inspection is complete and satisfactory as defined by Construction Division.
 - iv. All compaction reports have been provided to the inspector along with backfill certificates.
 - v. Only manhole adjustments are remaining.
- B. 75 percent reduction in the security will be granted if the system is deemed 95 percent completed. 95 percent completion is warranted if all the following criteria have been met (see attached April 9, 2008, memo, Policies for Acceptance of Sewers into the Consolidated Sewer Maintenance District):
 - i. 100 percent of the sanitary sewer system and structures are completed.
 - ii. All laterals are constructed to the property line and sealed.
 - iii. All compaction reports have been provided to the inspector along with backfill certificates.
 - iv. Completion and passing of the Air Tests.
 - v. Request for Provisional House Connection Permit signed by the developer's representative and the Section Head for Construction Division's Permit Section.

- vi. House Connection Waiver signed by the developer's representative.
- vii. Sand Trap inspection is complete and satisfactory.
- viii. As-Built plans along with sewer video submitted to and approved by Sewer Maintenance Division.

2. Security Exoneration

The transfer becomes effective when the County sends a letter to the developer and/or City accepting the transfer and conveyance of the sanitary sewer system. 100 percent of the security will be exonerated when the sewer system is deemed transferred to Los Angeles County. The acceptance letter is processed by LDD and requires the applicant to do the following:

- A. Obtain a NOFA from Construction Division, which will include sign-off from Sewer Maintenance Division and, if applicable, the Sewer Trunk agency: (see attached April 9, 2008, memo, Policies for Acceptance of Sewers into the Consolidated Sewer Maintenance District):
 - i. Applicant must submit a request to Construction Division for final review once the system has been built in accordance with the County-approved plans and when Construction Division has deemed that construction of the tract has progressed to the degree that debris entering the system is not an issue.
 - ii. The County reserves the right to request a reinspection, including revideoing the sewer system, prior to transfer if there is apparent evidence that the system was not properly maintained or there is reason to believe that the system may have suffered damage.
- B. Dedicate all necessary easements and/or fee-title lots for all publicly maintained facilities and access roads/routes to the County of Los Angeles. These may be dedicated per the final map or per separate instrument prepared by Survey/Mapping ☐ Property Management Division.
- C. If a separate instrument or quitclaim documents must be prepared for right-of-way acquisition, the applicant shall submit a deposit for the processing of those documents.
- D. If the system is located upstream of another system that is not currently maintained by the Los Angeles County Consolidated Sewer Maintenance District, the untransferred downstream system(s) must be transferred before or concurrently with the upstream system.

Road and Street Lights

A road, including street lights, built by a private developer, city, or Caltrans must be formally accepted for operation and maintenance by Los Angeles County. It is the responsibility of the applicant to maintain the roads in proper operating condition until they are officially accepted for operation and maintenance. All fees and agreements shall be updated to the satisfaction of the Department of Public Works, prior to the reduction and/or exoneration of the security.

1. Security Reduction

To receive a security reduction, the applicant must request from Construction Division that a completion status memo, listing the percent of work completed, be sent to LDD. Once the memo is received, the security for the road, and street lights, may be reduced as follows:

- A. 50 percent reduction in the security will be granted if the road and street lights are deemed 75 percent completed. 75 percent completion is warranted if all the following criteria have been met:
 - i. curbs, gutters, and sidewalks are in place and in acceptable condition as defined by Construction Division.
 - ii. Aggregate Base approved by the field inspector.
 - iii. Street light(s), conduits, and bases are in place.
 - iv. Sewer lines are at 95 percent complete.
 - v. Storm drain system is at 95 percent complete.
 - vi. Compaction Test reports on subgrade and aggregate base have been submitted to the inspector.

- B. 75 percent reduction in the security will be granted if the road and street lights are deemed 95 percent completed. 95 percent completion is warranted if all the following criteria have been met:
 - i. Curbs, gutters, and sidewalks interim punch list is completed to 95 percent as defined by Construction Division.
 - ii. Base Pavement completed to 95 percent as defined by Construction Division.
 - iii. Compaction reports on base pavement have been submitted to construction inspector.
 - iv. Street light(s) installation is completed.
 - v. Street Name signs are installed.
 - vi. First inspection of the street trees has taken place.

2. Security Exoneration

The transfer becomes effective when the Chief Engineer of Los Angeles County sends a letter to the developer accepting the transfer and conveyance of the roads, which will include the street lights and traffic signals. 100 percent of the security will be exonerated when the roads are deemed transferred to Los Angeles County. The acceptance letter is processed by LDD and requires the applicant to do the following:

- A. Obtain a NOFA from Construction Division, which will include sign-off from Road Maintenance and Traffic and Lighting Divisions (for the street lights).
 - i. Applicant must submit a request to Construction Division for final review once all the roads and traffic lights have been built in accordance with the County-approved plans.
 - ii. The County reserves the right to request a reinspection, prior to transfer, if there is apparent evidence that the roads and street lights were not properly maintained or there is reason to believe that the roads may have suffered damage.
- B. Dedicate all necessary right of way to the County of Los Angeles. These may be dedicated per the final map or per separate instrument prepared by Survey/Mapping ☐ Property Management Division.
 - i. If separate instrument or quitclaim documents must be prepared for right-of-way acquisition, the applicant shall submit a deposit to LDD for the processing of those documents.
- C. If the road is not directly connected to another road that is currently maintained by Los Angeles County, the road cannot be accepted by Los Angeles County.
- D. For private and future streets, which are not accepted for operation and maintenance by Los Angeles County, the security will be exonerated once the applicant has completed Item 1 above.

Street Trees

Street trees installed by a private developer, city, or Caltrans must be formally accepted for maintenance by Los Angeles County. It is the responsibility of the applicant to maintain the street trees in proper condition until they are officially accepted for maintenance. All fees and agreements shall be updated to the satisfaction of the Public Works prior to the reduction and/or exoneration of the security.

The acceptance becomes effective when the Chief Engineer of Los Angeles County sends a letter to the developer accepting the transfer and conveyance of the street trees. 100 percent of the security will be exonerated when the street trees are deemed transferred to Los Angeles County. The acceptance letter is processed by LDD and requires the applicant to do the following:

- A. Obtain a NOFA from Construction Division, which will include sign-off from Road Maintenance Division:
 - i. Applicant must submit a request to Construction Division for final review once all the street trees have been installed in accordance with County-approved plans and maintained for at least one year. Construction Division will issue an original NOFA upon completion of the installation of the street trees and a second NOFA at least one year later.
 - ii. The County reserves the right to request a reinspection, prior to transfer, if there is apparent evidence that the street trees were not properly maintained.

Traffic Signals

A traffic signal built by a private developer, city, or Caltrans must be formally accepted for operation and maintenance by Los Angeles County. It is the responsibility of the applicant to maintain the traffic signal in proper operating condition until they are officially accepted for operation and maintenance. All fees and agreements shall be updated to the satisfaction of Public Works prior to the reduction and/or exoneration of the security.

The acceptance becomes effective when the Chief Engineer of Los Angeles County sends a letter to the developer accepting the transfer and conveyance of the traffic signal. 100 percent of the security will be exonerated when the traffic signals are deemed transferred to Los Angeles County. The acceptance letter is processed by LDD and requires the applicant to do the following:

- A. Obtain a NOFA from Construction Division, which will include sign-off from Traffic and Lighting and Operational Services Divisions.
 - i. Applicant must submit a request to Construction Division for final review once all the traffic signals have been built in accordance with County-approved plans.
 - ii. The County reserves the right to request a reinspection, prior to transfer, if there is apparent evidence that the traffic signals were not properly maintained.

Water Securities

A water system built by a private developer must be formally accepted for operation and maintenance by the Water District in that area. To release a water security held by LDD for the Water District, the applicant must submit a request, in writing, to said district requesting that they notify LDD to release any security. All fees and agreements shall be updated to the satisfaction of Public Works prior to the exoneration of the security. A letter will be sent by LDD to the applicant releasing the security.

Monuments Securities

To release the monument security, the applicant must submit a request, in writing, to LDD, for inspection of installed monuments along with an inspection fee. The fee is based on the current fee schedule available in LDD. If the monument inspection fails, the applicant will be notified, and the applicant must submit another written request, along with another inspection fee, to have the monuments reinspected. Once the monument inspection passes and all fees and agreements are updated to the satisfaction of Public Works, the security will be then released and a letter will be sent to the applicant.

Tax Securities

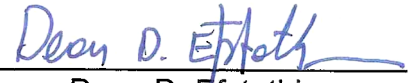
To release tax security held by LDD, the applicant must submit a request, in writing, to the Tax Collector's office. Once all current taxes are paid in full, and there are no delinquent taxes, the Tax Collector's office will notify LDD to release any leftover security. If the depositor secured the future taxes with cash, Certificate of Deposit, or Letter of Credit, the applicant may use said security to pay the current and/or delinquent taxes.

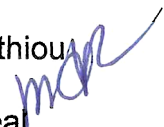
Department of Regional Planning (DRP) Securities: Private Pavement, Lot Trees, Fences, Walls, etc.

To release any security required by the DRP, the applicant must contact DRP to schedule an inspection. Once the applicant has met all the requirements set by DRP, a letter will be issued by DRP and sent to LDD authorizing the release of those securities. All fees and agreements shall be updated to the satisfaction of Public Works prior to the exoneration of the security. Once LDD has released the security, a letter will be sent to the applicant notifying them of said release.

April 9, 2008

Approved


Dean D. Efsthathiou

TO: Dean D. Efsthathiou 
FROM: Manuel del Real
Sewer Maintenance Division

POLICIES FOR ACCEPTANCE OF SEWERS INTO THE CONSOLIDATED SEWER MAINTENANCE DISTRICT

The Consolidated Sewer Maintenance District (District) is a special district established pursuant to Chapter 4 of the State of California Health and Safety Code. The District receives no general tax fund monies and is entirely funded by homeowners and businesses within the District who are either connected to or have access to the public sewer. It is imperative that the District provides the best service possible to its customers and protects its customers from undue liability due to poorly constructed or maintained sewer lines. Therefore, all new sewers shall require a closed-circuit television (CCTV) inspection prior to acceptance into the District.

The following procedures shall be used for the acceptance of newly-constructed sewers for public use. The procedures are separated by sewers constructed under Public and Private Contracts.

PUBLIC CONTRACTS

- 1 Construction Division, Contract Inspection, will forward as-built plans and the contractor's CCTV video and inspection reports, per requirements described in the contract special provisions, to Sewer Maintenance Division prior to completion. The contractor shall be required to flush the sewer line on the same day of and just prior to the CCTV inspection to allow for sags in the sewer alignment to be clearly identified. All debris shall be captured and removed from the sewer system.
- 2 Sewer Maintenance Division will review the CCTV video and inspection reports following the Pipeline Assessment and Certification Program (PACP) standards. Upon completion of this review, Sewer Maintenance Division will notify Construction Division of the acceptability of the sewer system or if further action is required to correct existing deficiencies.

PRIVATE CONTRACTS

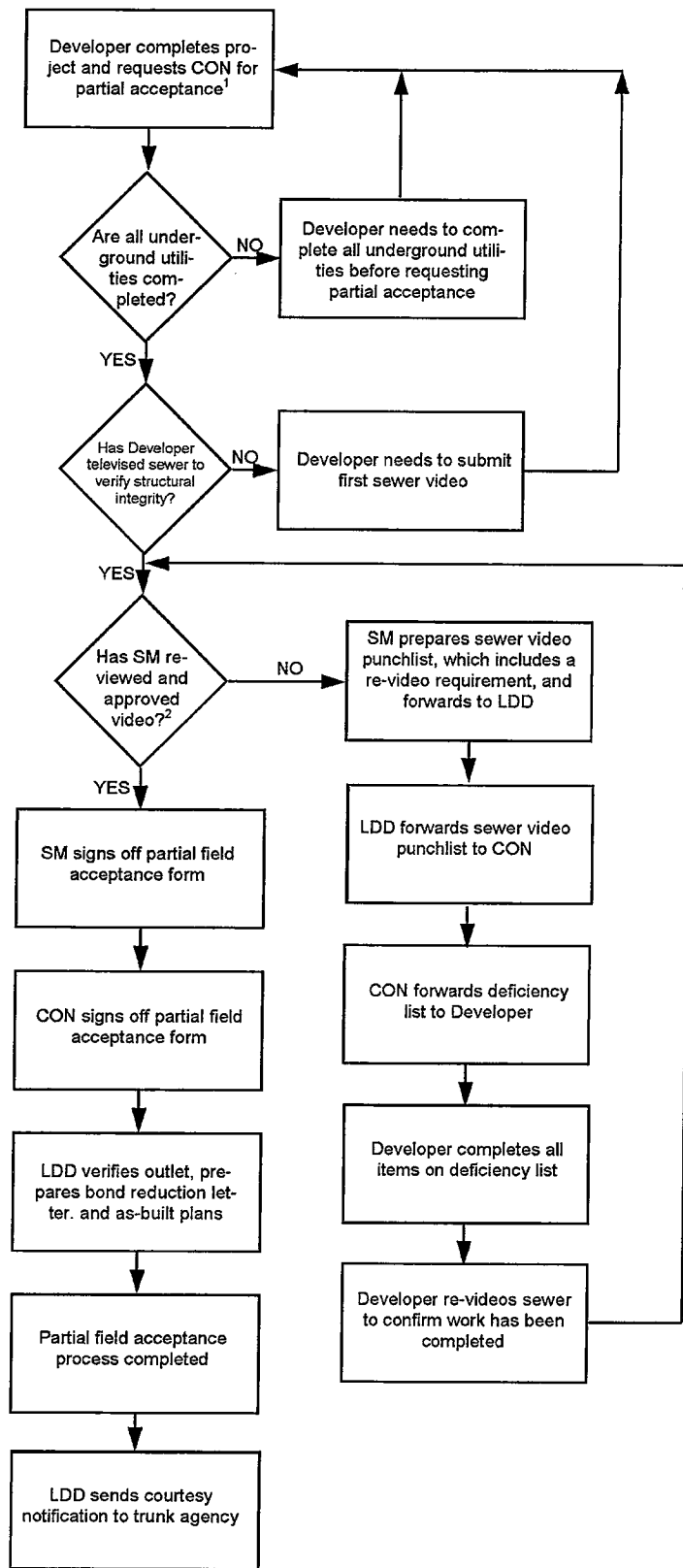
- 1 Partial Field Acceptance (95 percent) – The developer shall perform a CCTV inspection of the sewer system to verify it's structural integrity. The CCTV inspection shall be in accordance with the District's specifications for CCTV sewer inspection services. The developer shall clean and flush the sewer line on the same day of and just prior to the CCTV inspection to allow for sags in the sewer alignment to be clearly identified. All debris shall be captured and removed from the sewer system.
2. The developer shall forward CCTV video and inspection reports to Construction Division's Permit Inspector for transmittal to Sewer Maintenance Division.
- 3 Sewer Maintenance Division will review the CCTV video and inspection reports following the PACP guidelines. Upon completion of this review, Sewer Maintenance Division will notify Construction Division's Permit Supervisor of the acceptability of the sewer system or if further action is required to correct existing deficiencies.
- 4 Complete Field Acceptance (98 percent) – Prior to complete field acceptance the developer shall clean the sewer system using high pressure hydro-jetting in the presence of the Permit Inspector. All debris shall be captured and removed from the sewer system. The developer shall certify that the sewer is clean and free of all foreign construction debris by televising the sewer system.
- 5 See attached flowcharts for overall transfer procedure.

KL:sb
1426.doc

Attach.

cc: Construction (Sparks)
Land Development (Hunter)

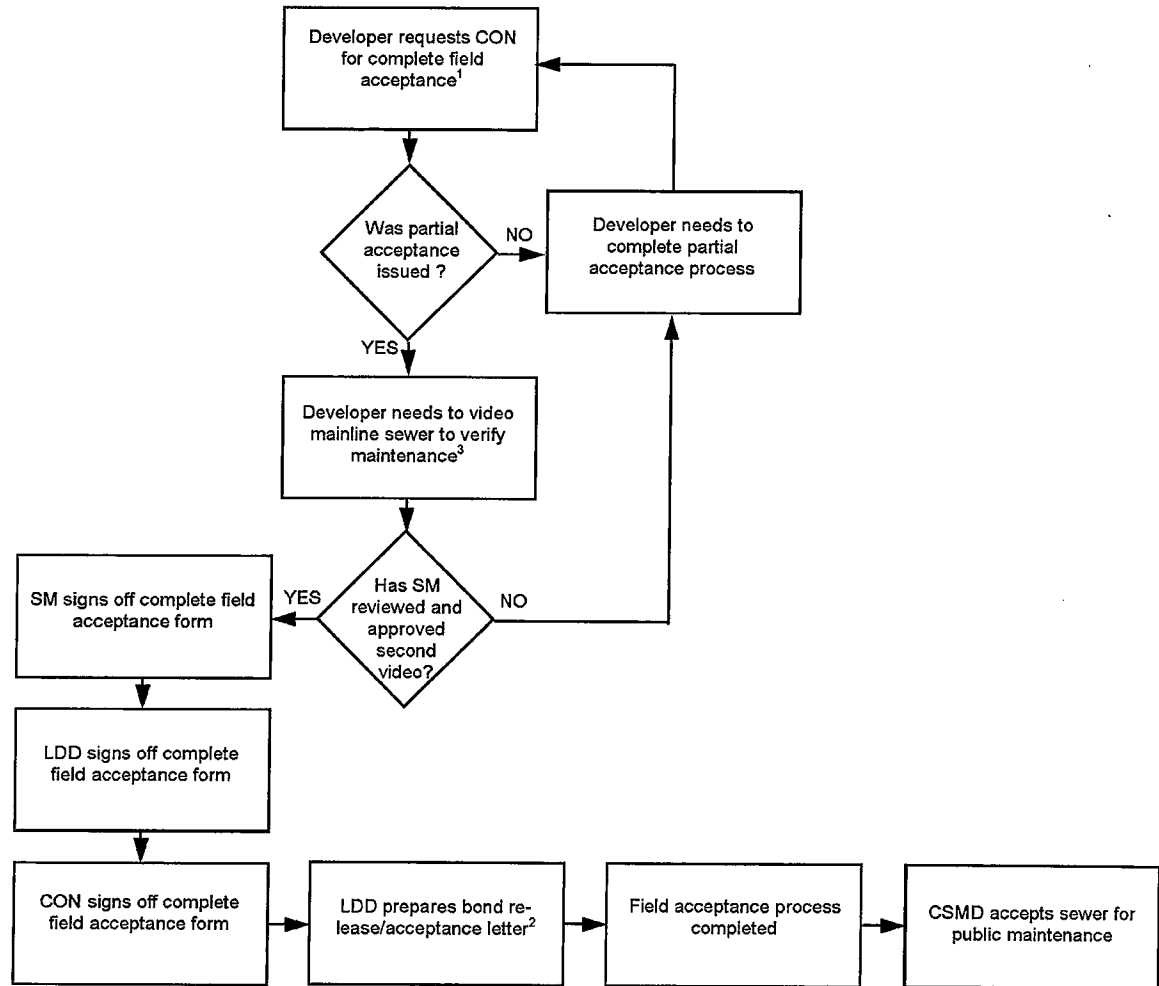
Notice of Partial Field Acceptance (95%) Process Flowchart



¹ Per The Subdivision Map Act of 2003, Division 2 Subdivisions, Section 66499.7(b) of the California Government Code, a response must be prepared within 45 days of the developer's request for partial field acceptance.

² Sewer video shall be a Closed-Circuit Television (CCTV) inspection in accordance with the National Association of Sewer Service Companies following the Pipeline Assessment and Certification Program (PACP) guidelines and standards.

Notice of Complete Field Acceptance (98%) Process Flowchart



¹ Per The Subdivision Map Act of 2003, Division 2 Subdivisions, Section 66499.7(f) of the California Government Code, a response must be prepared within 45 days of the developer's request for complete field acceptance

² Per The Subdivision Map Act of 2003, Division 2 Subdivisions, Section 66499.7(g) of the California Government Code, any remaining performance security shall be released within 60 days of the issuance of the written statement of completion

³ Sewer video shall be a Closed-Circuit Television (CCTV) inspection in accordance with the National Association of Sewer Service Companies following the Pipeline Assessment and Certification Program (PACP) guidelines and standards.



DEAN D. EFSTATHIOU, Acting Director

COUNTY OF LOS ANGELES

DEPARTMENT OF PUBLIC WORKS

"To Enrich Lives Through Effective and Caring Service"

900 SOUTH FREMONT AVENUE
ALHAMBRA, CALIFORNIA 91803-1331
Telephone (626) 458-5100
<http://dpw.lacounty.gov>

ADDRESS ALL CORRESPONDENCE TO:
P.O. BOX 1460
ALHAMBRA, CALIFORNIA 91802-1460

October 29, 2008

IN REPLY PLEASE
REFER TO FILE SM-1

Mr. Ramiro Adeva, City Engineer
City of Agoura Hills
30001 Ladyface Court
Agoura Hills, CA 91301

Attention Mr. Jayant P. Patel

Dear Mr. Adeva:

CLOSED-CIRCUIT TELEVISION INSPECTION REQUIREMENT FOR CITY SEWER PROJECTS WITHIN THE CONSOLIDATED SEWER MAINTENANCE DISTRICT OF THE COUNTY OF LOS ANGELES

In April 2008 we established a new policy requiring that all newly constructed sewer lines be inspected by closed-circuit television (CCTV) prior to being accepted for maintenance by the Consolidated Sewer Maintenance District (CSMD). The CCTV inspection shall utilize Pipeline Assessment and Certification Program (PACP) guidelines and be conducted to verify that the new sewer is structurally sound, clean of debris, and was properly maintained during construction. All identified structural and/or maintenance deficiencies must be corrected to the satisfaction of the CSMD for any new sewer system to be accepted for maintenance.

To ensure that this policy is consistently applied throughout the district, it is imperative that cities within the CSMD, including yours, enforce this requirement for all main line sewer construction projects. We are, therefore, requiring that you submit a copy of the CCTV inspection video (on DVD) and PACP inspection reports of sewer projects within the City to us for clearance prior to accepting them for public use. This is in addition to our requirement that "as-built" sewer plans be submitted to us with your request for our acceptance of the project for maintenance and annexation into our CSMD.

Enclosed is a copy of typical specifications for CCTV inspection for projects in Unincorporated County areas.

Mr Ramiro Adeva
October 29, 2008
Page 2

If you have any questions on this matter, please contact Mr Nicholas Agbobu at (626) 300-3382 or at nagbobu@dpw.lacounty.gov

Very truly yours

DEAN D EFSTATHIOU
Acting Director of Public Works



MANUEL DEL REAL
Assistant Deputy Director
Sewer Maintenance Division

NA.dh
SM9752

Enc.

bc. Land Development Division (Chong)
Program Development Division (Pilker)

bc: MdR, KL, NA, File (SMD Policy on Sewer Facilities Acceptance), SPINDLE

October 29, 2008

**CLOSED-CIRCUIT TELEVISION INSPECTION REQUIREMENT
FOR CITY SEWER PROJECTS WITHIN THE
CONSOLIDATED SEWER MAINTENANCE DISTRICT
OF THE COUNTY OF LOS ANGELES**

An identical original of the attached letter was sent to each of the following.

Mr. Ramiro Adeva, City Engineer
City of Agoura Hills
30001 Laydyface Court
Agoura Hills, CA 91301

Mr. Victor Rollinger, City Engineer
City of Carson
701 East Carson Street
Carson, CA 90745

Mr. Carlos Alba, City Engineer
City of Artesia
18747 Clarkdale Avenue
Artesia, CA 90701

Mr. Robert Zarrilli
Director of Community Development
City of Commerce
2535 Commerce Way
Commerce, CA 90040

Mr. Edwin Galvez, Director of Public Works
City of Baldwin Park
14403 East Pacific Avenue
Baldwin Park, CA 91706

Mr. Carlos Alvarado, City Engineer
City of Cudahy
5220 Santa Ana Street
Cudahy, CA 90201

Ms. Deborah Chankin, Director of Public Works
City of Bellflower
16600 Civic Center Drive
Bellflower, CA 90706

Mr. David Liu
Director of Public Works
City of Diamond Bar
21825 East Copley Drive
Diamond Bar, CA 91765

Mr. John Oropeza, Director of Public Works
City of Bell Gardens
7100 South Garfield Avenue
Bell Gardens, CA 90201

Mr. Dominic Milano, City Engineer
City of Duarte
1600 Huntington Drive
Duarte, CA 91010

Mr. Dominic Milano, City Engineer
City of Bradbury
600 Winston Avenue
Bradbury, CA 91010

Mr. Dave Davies
Director of Public Works
City of Glendora
116 East Foothill Boulevard
Glendora, CA 91741

Mr. Robert Yalda, Director of Public Works
City of Calabasas
100 Civic Center Way
Calabasas, CA 91302

October 29, 2008

Mr. Richard Wilson, City Engineer
City of Hawaiian Gardens
21815 Pioneer Boulevard
Hawaiian Gardens, CA 90716

Mr. Dirk Lovett, City Engineer
City of Hidden Hills
6165 Spring Valley road
Hidden Hills, CA 91302

Mr. John Ballas, Director of Public Works
City of Industry
15651 East Stafford Street
Industry, CA 91744

Mr. Kwok Tam, Director of Public Works
City of Irwindale
5050 North Irwindale Avenue
Irwindale, CA 91706

Mr. Edward Hitti, Director of Public Works
City of La Cañada Flintridge
1327 Foothill Boulevard
La Cañada Flintridge, CA 91011

Mr. Madji Ataya, City Engineer
City of La Habra Heights
1245 North Hacienda Boulevard
La Habra Heights, CA 90631

Ms. Lisa A. Rapp, Director of Public Works
City of Lakewood
5050 North Clark Avenue
Lakewood, CA 90712

Mr. Steve Forster, Director of Public Works
City of La Mirada
15515 Phoebe Avenue
La Mirada, CA 90638

Mr. Renee Salas, Director of Public Works
City of La Puente
15900 East Main Street
La Puente, CA 91744

Ms. Marlene Miyoshi
Director of Public Works
City of Lawndale
14717 Burin Avenue
Lawndale, CA 93534

Mr. Wendel Johnson, Director of Public Works
City of Lomita
24300 Narbonne Avenue
Lomita, CA 90717

Mr. Michael Mischel, Director of Public Works
City of Palmdale
38250 North Sierra Highway
Palmdale, CA 93550

Mr. Allan Rigg, Director of Building and Planning
City of Palos Verdes Estates
340 Palos Verdes, Drive West
Palos Verdes Estates, CA 90274

Mr. Christopher S. Cash
Director of Public Works
City of Paramount
16400 Colorado Avenue
Paramount, CA 90723

Mr. Al Cabay, Acting Director of Public Works
City of Pico Rivera
6615 South Passons Boulevard
Pico Rivera, CA 90660

Mr. Jim Bell, Director of Public Works
City of Rancho Palos Verdes
30940 Hawthorne Boulevard
Rancho Palos Verdes, CA 91766

Mr. Sam Wise, Assistant City Manager
City of Rolling Hills Estates
4045 Palos Verdes, Drive North
Rolling Hills Estates, CA 90274

October 29, 2008

Mr. Lou LeBlanc, City Engineer
City of Rosemead
8838 East Valley Boulevard
Rosemead, CA 91770

Ms. Sharon Perlstein, City Engineer
City of West Hollywood
8300 Santa Monica Boulevard
West Hollywood, CA 90069

Mr. Krishna Patel, Director of Public Works
City of San Dimas
245 East Bonita Avenue
San Dimas, CA 91773-3002

Mr. Robert Newman, Director of Building and Engineering
City of Santa Clarita
23920 West Valencia Boulevard, Suite 300
Santa Clarita, CA 91355

Mr. Don Jensen, Director of Public Works
City of Santa Fe Springs
11710 Telegraph Road
Santa Fe Springs, CA 90670

Mr. Patrick Lang, Director of Public Works
City of South El Monte
1415 North Santa Anita Avenue
South El Monte, CA 91733

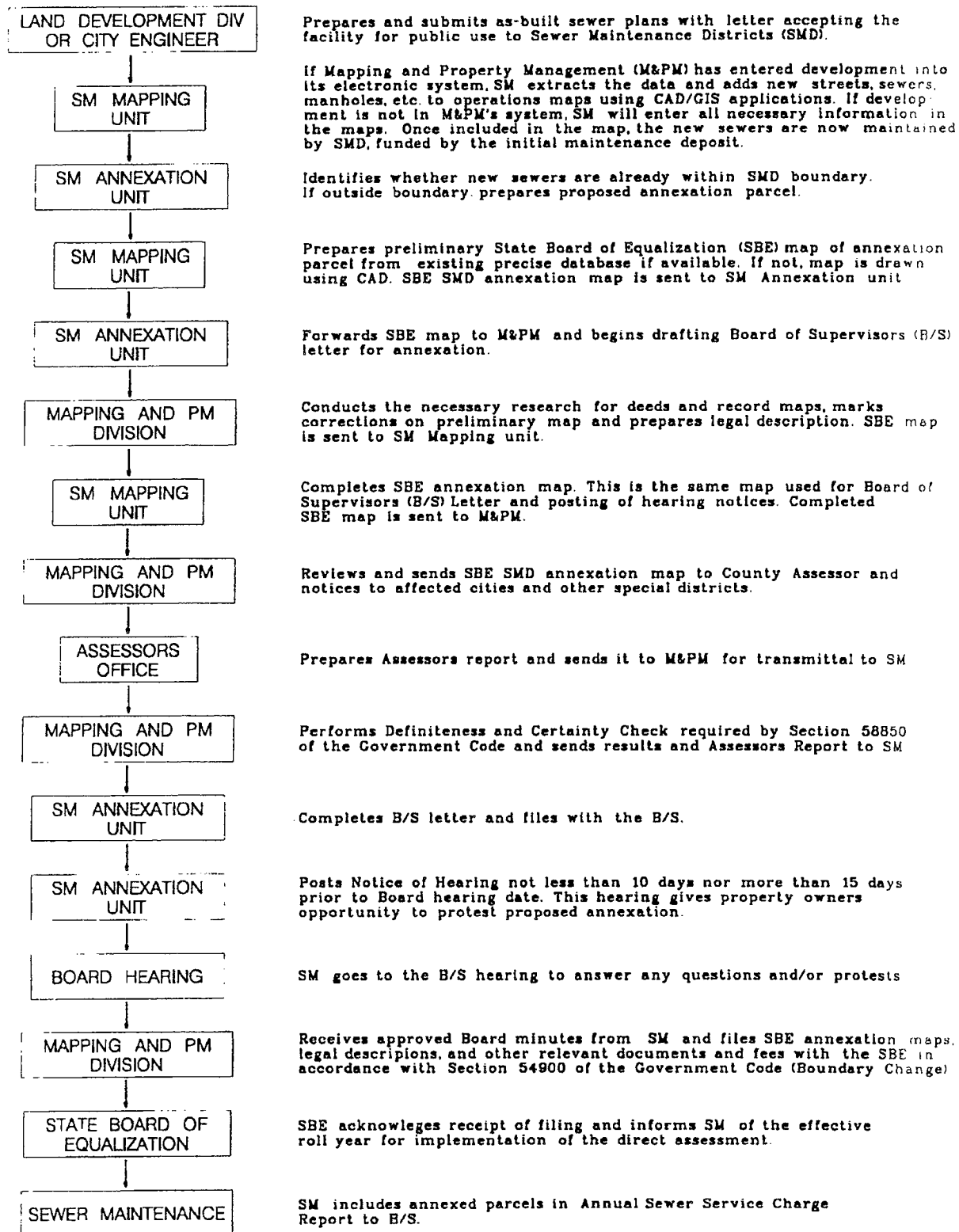
Mr. Chuck Erickson, Public Services Manager
City of Temple City
9701 Las Tunas Drive
Temple City, CA 91780

Mr. Dominic Milano, City Engineer
City of Walnut
21201 La Puente Road
Walnut, CA 91789

Mr. John Knipe, City Engineer
City of Westlake Village
31200 Oak Crest Drive
Westlake Village, CA 91361

Attach.

SEWER MAINTENANCE ANNEXATION PROCESS



PROCEDURE TO WITHDRAW FROM THE DISTRICT

- 1 A formal request from the City of Lancaster to Mr. Don Wolfe, Director of Public Works, to withdraw from the CSMD. (done)
- 2 The City Council should enact a resolution requesting the City exclusion from the CSMD. (done)
- 3 Prepare SBE Map- (SM).
- 4 Send the SBE Map to Mapping and Property Management (MPM) Division for preparation of legal description-(SM).
- 5 MPM sends the map and legals to Assessor's office for definiteness and certainty check.
- 6 MPM notifies special districts i.e. Fire Protection District, School Districts, etc. regarding this withdrawal
- 7 MPM prepares Engineer's report to Sewer Maintenance (SM) regarding items 5 and 6 above.
- 8 SM prepares the board letter for filing with the Board of Supervisors (B/S) for approval of resolution and set the date of hearing.
- 9 Public notification of a hearing date before the B/S regarding withdrawal from the CSMD not less than 15 and not more than 30 days after approval of the resolution.
- 10 Hearing before the B/S regarding withdrawal from CSMD.
- 11 After approval by the B/S, SM sends documents (maps, legals and minutes of the hearing etc.) to MPM for submittal to State Board of Equalization with a \$300 for filing fee. The SBE must receive the documents on or before December 1, 2007 for the withdrawal to become effective on July 1, 2008.