



City Council Agenda Report

Meeting Date: February 25, 2025
Prepared By: Public Works Department
Approved By: Gabe Engeland

Subject: Amendment No. 2 for the Fats, Oils, and Grease (FOG) Program, Project WW-01006

COUNCIL PRIORITY AREA

- Business Communities
- Circulation Safety and Efficiency
- Environmental Sustainability
- Housing
- Neighborhood Safety Infrastructure
- General Government

RECOMMENDATION

Adopt a Resolution Authorizing the City Manager to Execute Amendment No. 2 with Environmental Engineering & Contracting, Inc. (EEC) in the amount of \$ \$155,865 for inspection, education, and enforcement services for the Fats, Oils, and Grease (FOG) Program, Project WW-01006, and find that the proposed amendments are exempt from environmental review pursuant to Section 15308 of the California Environmental Quality Act (CEQA) Guidelines.

FISCAL IMPACT

Amendment No. 2 is in the amount not-to-exceed \$155,865 with a total contract in the amount not-to-exceed \$252,205.

The following action will cost \$155,865 for the consultant's services for the inspection, education and enforcement services for the Fats, Oils and Grease (FOG) Program, Project WW-01006, from FY 2024-25 through FY 2026-27.

- Breakdown of funds to be used:
 - \$49,865.00 from Sewer Fund (amount already included in the approved budget for FY 2024-25)
 - \$52,000 from the Sewer Fund will be budgeted as part of the FY 2025-26 budget
 - \$54,000 from the Sewer Fund will be budgeted as part of the FY 2026-27 budget
- Total budget requested is \$0

ENVIRONMENTAL REVIEW

The agreement amendment is categorically exempt from review under the California Environmental Quality Act (“CEQA”) pursuant to CEQA Guidelines Sections 15308 (Actions by Regulatory Agencies for Protection of the Environment).

PREVIOUS COUNCIL CONSIDERATION

Not Applicable.

BACKGROUND

The Fats, Oils, and Grease (FOG) Program is necessary to fulfill the requirements of the Regional Water Quality Control Board (RWQCB) and the State Water Resources Control Board (SWRCB) as reflected in the Sanitary Sewer System Management Plan (SSMP). Over 120 food service facilities are located within City limits and discharge to the City sewers. The FOG Program helps to keep grease out of the sewer mains, which provides operational benefits to the system.

The FOG program is intended to minimize FOG entering the sewer system by educating food service establishments (FSEs) staff in the City of Los Altos on best management practices to prevent sewer back-ups and ensure compliance with the Los Altos Municipal Code. The project involves an inspection program to ensure plumbing, grease traps and interceptors and operational practices are in place to keep grease out of the sewer system. The City does not have the resources to carry out this work internally.

ANALYSIS

On December 7, 2022, the City entered into a 5-Year Professional Services Agreement with EEC for inspection, education, and enforcement services for the Fats, Oils and Grease (FOG) Program. The agreement in the amount of \$48,170.00 was executed for FY 2022-23.

On February 22, 2024, the City executed Amendment No. 1 in the amount of \$48,170 with EEC for additional scope of work to cover the services for the FOG Program for FY 2023-24, which brings the total agreement amount to \$96,340.00.

The original Professional Services Agreement and Amendment No. 1 with EEC, executed in 2022 and 2024, did not require City Council approval, as the total agreement amount remained within the City Manager’s signatory authority limit of \$100,000.00. Amendment No. 2 is for Years 3, 4, and 5 (FY2024-25 through FY 2026-27) of the current 5-Year agreement with EEC. This amendment is requested to provide additional funds to cover the annual inspection, education and enforcement services for the Fats, Oils and Grease (FOG) Program for each fiscal year through FY 2026-27. The amount of Amendment No. 2 is a not-to-exceed amount of \$155,865, which brings the final total contract amount to \$252,205.

DISCUSSION

The FOG Program is an ongoing expense. Amendment No. 2 extends the existing agreement with EEC to cover Years 3, 4, and 5 (FY 2024-25 through FY 2026-27) of the City's 5-Year Professional Services Agreement for the Fats, Oils, and Grease (FOG) Program. This amendment provides additional funding to ensure the continuation of essential inspection, education, and enforcement

services for the program. With a not-to-exceed amount of \$155,865, Amendment No. 2 increases the total contract value to \$252,205. The funding for this amendment has already been included in the approved budget for FY 2024-25 and will be incorporated into the budgets for the subsequent fiscal years. As the total agreement amount exceeds the City Manager's signatory limit of \$100,000.00, City Council approval is required to proceed with the amendment.

ATTACHMENT

1. Resolution for Authorization