



**CITY OF PALO ALTO
CITY COUNCIL
Special Meeting
Monday, June 17, 2024
Council Chambers & Hybrid
4:00 PM**

Agenda Item

6. Utilities Advisory Commission Recommends Adoption of the 2024 Annual Water Shortage Assessment Report



City Council Staff Report

From: City Manager

Report Type: CONSENT CALENDAR

Lead Department: Utilities

Meeting Date: June 17, 2024

Staff Report: 2404-2876

TITLE

Utilities Advisory Commission Recommends Adoption of the 2024 Annual Water Shortage Assessment Report

RECOMMENDATION

The Utilities Advisory Commission (UAC) and staff recommend the City Council adopt the 2024 Annual Water Shortage Assessment Report.

EXECUTIVE SUMMARY

Beginning in 2022, every urban water supplier in California must conduct an Annual Water Supply and Demand Assessment as required by California Water Code Section 10632 (a). Each urban water supplier must also submit an Annual Water Shortage Assessment Report to the Department of Water Resources (DWR) on or before July 1, as required by California Water Code Section 10632.1. The City's Annual Water Shortage Assessment Report (Attachment A, Tables 1-5) show that there is no water shortage anticipated for Fiscal Year 2025.

On April 15, 2024, the San Francisco Public Utilities Commission (SFPUC), Palo Alto's water supplier, provided Palo Alto with the Water Supply Availability Update indicating for the current water year, Hetch Hetchy watershed has experienced nearly average conditions for precipitation and snowpack. The City of Palo Alto encourages continued water conservation efforts and the City's website contains more information about available [water conservation programs](#).¹

BACKGROUND

To prepare the 2024 Annual Water Shortage Assessment Report, staff followed the procedures outlined in its Water Shortage Contingency Plan, contained in Section 7 of the City's 2020 [Urban Water Management Plan \(UWMP\)](#).² Palo Alto's 2024 Annual Water Shortage Assessment Report uses the DWR-developed Optional Annual Assessment Tool format. This format includes the 5

¹ Water Conservation Programs <https://www.cityofpaloalto.org/Departments/Utilities/Sustainability/Ways-to-Save>

² UWMP https://www.cityofpaloalto.org/files/assets/public/v/1/utilities/uwmp/2020-uwmp_final-submission-to-dwr.pdf

tables shown in Attachment A. Staff will submit the standard tables to DWR by July 1, 2024. “Table 1. Annual Assessment Information” (Table 1) provides required overview information. The remaining tables project water supply and demand for FY 2025 under dry conditions, as required, and finds that there is no projected water shortage.

After Palo Alto and other urban water suppliers report to DWR on the 2024 Annual Water Shortage Assessment Reports, DWR will prepare a summary report on its review of the Annual Water Supply and Demand Assessment results and provide it to the State Water Resources Control Board (State Board) by September 30. The DWR report will include water shortage information at the supplier level, as well as regional and statewide analysis of water conditions as required by California Water Code Section 10644 (c)(1)(B).

Potable Water

Palo Alto receives 100% of its potable water supply from the SFPUC Regional Water System and staff used the SFPUC's April 15, 2024 Water Supply Availability Update to determine water supply.

- “Table 2: Water Demands” (Table 2) provides a demand projection for each month of FY 2025;
- “Table 3: Water Supplies” (Table 3) notes that there is sufficient supply to meet Palo Alto’s demand and projects supply equal to the demand projection since there is no projected water shortage in FY 2025;
- “Table 4(P): Potable Water Shortage Assessment” (Table 4(P)) compares projected FY 2025 demand with supply and illustrates that there is no shortage projected for FY 2025;
- “Table 5: Planned Water Shortage Response Actions” (Table 5) shows no triggered water shortage actions.

Palo Alto’s eight permanent water use regulations remain in effect (see Palo Alto Municipal Code Section 12.32.010).

Non-Potable Water

For non-potable recycled water, Table 2 provides the demand projection and Table 3 notes that there is sufficient supply to meet Palo Alto’s non-potable recycled water demand in FY 2025. For that reason, the supply is set to equal demand and there is no shortage of non-potable water projected in Table 4(NP), “Non-Potable Water Shortage Assessment”.

ANALYSIS

Upon Council adoption, staff will submit the 2024 Annual Water Shortage Assessment Report to the Department of Water Resources. California Water Code Section 10632.1 requires the Annual Water Shortage Assessment Report to be submitted to DWR by July 1 each year.

FISCAL/RESOURCE IMPACT

There is no fiscal impact from Council approving the 2024 Annual Water Shortage Assessment Report.

STAKEHOLDER ENGAGEMENT

Staff encourages interested parties to comment or provide feedback on the draft Annual Water Shortage Assessment Report at the Council meeting where the report will be considered for approval, or to submit written comments prior to those meetings.

COMMISSION REVIEW

The 2024 Annual Water Shortage Assessment Report was presented to the UAC at its June 3, 2024 meeting. The UAC voted unanimously to recommend the City Council adopt the 2024 Annual Water Shortage Assessment Report. A Commissioner asked what documents staff plans to file with the State and staff responded that the tables shown in the attachment will be filed with no cover report.

ENVIRONMENTAL REVIEW

Adoption of the 2024 Annual Water Shortage Assessment Report is exempt from California Environmental Quality Act's (CEQA) review pursuant to Water Code Section 10652.

ATTACHMENTS

Attachment A: 2024 Annual Water Shortage Assessment Report Tables

APPROVED BY:

Dean Batchelor, Director of Utilities

Staff: Lisa Bilir, Senior Resource Planner

Attachment A: 2024 Annual Water Shortage Assessment Report Tables

Table 1. Annual Assessment Information	
Annual Assessment Information	
Year Covered By This Shortage Report (Required)	
Start: July 1,	2024
End: June 30,	2025
Volume Unit for Reported Supply and Demand: (Must use the same unit throughout)	AF
Supplier's Annual Assessment Planning Cycle (Required)	
Start Month:	July
End Month:	June
Data Interval:	Monthly (12 data points per year)
Water Supplier's Contact Information (Required)	
Water Supplier's Name:	City of Palo Alto
Contact Name:	Lisa Bilir
Contact Title:	Senior Resource Planner
Street Address:	250 Hamilton Avenue, Palo Alto
ZIP Code:	94301
Phone Number:	(650)329-2543
Email Address:	lisa.bilir@cityofpaloalto.org
Report Preparer's Contact Information (if different from above)	
Preparer's Organization Name:	
Preparer's Contact Name:	
Phone Number:	
Email Address:	
Supplier's Water Shortage Contingency Plan	
WSCP Title	2020 Water Shortage Contingency Plan of the City of Palo Alto
WSCP Adoption Date	6/7/2021
Other Annual Assessment Related Activities	
Activity	Timeline/ Outcomes / Links / Notes
Annual Assessment/ Shortage Report Title:	Optional
Annual Assessment / Shortage Report Approval Date:	6/19/2024
Other Annual Assessment Related Activities:	The 2020 Water Shortage Contingency Plan of the City of Palo Alto states that Palo Alto will utilize the BAWSCA Regional Reliability Model to evaluate water supply availability, however, the plan also permits the City to use SFPUC data since SFPUC is the City's sole supplier. Specifically, the 2020 Water Shortage Contingency Plan states: "Because Palo Alto relies on only one potable water supply source, SFPUC RWS water, the Annual Assessment will rely on key data inputs from the SFPUC." Palo Alto used the SFPUC's April 15, 2024 Water Supply Availability Update to determine water supply.
(Add rows as needed)	

From prior tables

= Auto calculated

Table 2: Water Demands¹

Use Type				Start Year:	2024	Volumetric Unit Used ² :						AF				
<div>Drop-down list</div> <div>May select each use multiple times</div> <div>These are the only Use Types that will be recognized by the WUEdata online submittal tool</div> <div>(Add additional rows as needed)</div>	Additional Description (as needed)	Level of Treatment for Non-Potable Supplies	Drop-down list	Projected Water Demands - Volume ³												
				Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total by Water Demand Type
Demands Served by Potable Supplies																
All Demands				1309	1284	1306	1087	929	685	653	574	660	697	969	1134	11287
																0
																0
																0
																0
																0
																0
																0
																0
Total by Month (Potable)				1309	1284	1306	1087	929	685	653	574	660	697	969	1134	11287
Demands Served by Non-Potable Supplies																
All Demands		Tertiary		54	53	35	22	11	2	2	11	9	24	42	50	315
																0
																0
																0
																0
Total by Month (Non-Potable)				54	53	35	22	11	2	2	11	9	24	42	50	315

Notes: Potable unconstrained customer demand determined using the end-use model described in the 2020 UWMP Section 4. Non-potable unconstrained customer demand determined based on 2020 UWMP projection.

¹Projections are based on best available data at time of submitting the report and actual demand volumes could be different due to many factors.

²Units of measure (AF, CCF, MG) must remain consistent.

³When opting to provide other than monthly volumes (bi-monthly, quarterly, or annual), please see directions on entering data for Projected Water Demand in the Table Instructions.

[illegible]

	= From prior tables
	= Auto calculated

Table 3: Water Supplies¹

Water Supply	Start Year:	2024	Volumetric Unit Used ² :												AF		
<div>Drop-down List</div> <div>May use each category multiple times. These are the only water supply categories that will be recognized by the WUEdata online submittal tool (Add additional rows as needed)</div>	Additional Detail on Water Supply	Projected Water Supplies - Volume ³														Water Quality	Total Right or Safe Yield* (optional)
Jul		Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total by Water Supply Type	Drop-down List			

Potable Supplies

[illegible]

Non-Potable Supplies

	Recycled Water from the Regional Water Quality Control Plant	54	53	35	22	11	2	2	11	9	24	42	50	315		
														0		
														0		
														0		
														0		
	Total by Month (Non-Potable)	54	53	35	22	11	2	2	11	9	24	42	50	315		0

Notes: Palo Alto purchases 100% of its potable water from SFPUC; Palo Alto used the SFPUC's March 1, 2024 Water Supply Availability Update to determine water supply. Palo Alto supplies recycled water for irrigation of the municipal golf course, a park and some other minor applications. There is sufficient supply of both potable and recycled water to meet demand.

¹Projections are based on best available data at time of submitting the report and actual supply volumes could be different due to many factors.

²Units of measure (AF, CCF, MG) must remain consistent.

³When opting to provide other than monthly volumes (bi-monthly, quarterly, or annual), please see directions on entering data for Projected Water Supplies in the Table Instructions.

[illegible]

	= Auto calculated
	= From prior tables
	= For manual input

Table 4(P): Potable Water Shortage Assessment ¹													
	Start Year: 2024					Volumetric Unit Used ² :							AF
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun ³	Total
Anticipated Unconstrained Demand	1309	1284	1306	1087	929	685	653	574	660	697	969	1134	11287
Anticipated Total Water Supply	1309	1284	1306	1087	929	685	653	574	660	697	969	1134	11287
Surplus/Shortage w/o WSCP Action	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
% Surplus/Shortage w/o WSCP Action	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
State Standard Shortage Level	0	0	0	0	0	0	0	0	0	0	0	0	0

Planned WSCP Actions ⁴													
Benefit from WSCP: Supply Augmentation													0.0
Benefit from WSCP: Demand Reduction													0.0
Revised Surplus/Shortage with WSCP	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
% Revised Surplus/Shortage with WSCP	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%

¹Assessments are based on best available data at time of submitting the report and actual volumes could be different due to many factors.

²Units of measure (AF, CCF, MG) must remain consistent.

³When optional monthly volumes aren't provided, verify Tables 2 and 3 use the same columns for data entry and are reflected properly in Table 4 and make sure to use those same columns to enter the benefits from Planned WSCP Actions. Please see directions on the shortage balancing exercise in the Table Instructions. If a shortage is projected, the supplier is highly recommended to perform a monthly analysis to more accurately identify the time of shortage.

⁴If you enter any WSCP Benefits, then you must enter the corresponding planned Actions into Table 5.

	= Auto calculated
	= From prior tables
	= For manual input

Table 4(NP): Non-Potable Water Shortage Assessment ¹													
	Start Year: 2024					Volumetric Unit Used ² :							AF
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun ³	Total
Anticipated Unconstrained Demand: Non-Potable	54	53	35	22	11	2	2	11	9	24	42	50	315
Anticipated Total Water Supply: Non-Potable	54	53	35	22	11	2	2	11	9	24	42	50	315
Surplus/Shortage w/o WSCP Action: Non-Potable	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
% Surplus/Shortage w/o WSCP Action: Non-Potable	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%

Planned WSCP Actions ⁴													
Benefit from WSCP: Supply Augmentation													0.0
Benefit from WSCP: Demand Reduction													0.0
Revised Surplus/Shortage with WSCP	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
% Revised Surplus/Shortage with WSCP	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%

¹Assessments are based on best available data at time of submitting the report and actual volumes could be different due to many factors.

²Units of measure (AF, CCF, MG) must remain consistent.

³When optional monthly volumes aren't provided, verify Tables 2 and 3 use the same columns for data entry and are reflected properly in Table 4 and make sure to use those same columns to enter the benefits from Planned WSCP Actions. Please see directions on the shortage balancing exercise in the Table Instructions. If a shortage is projected, the supplier is highly recommended to perform a monthly analysis to more accurately identify the time of shortage.

⁴If you enter any WSCP Benefits, then you must enter the corresponding planned Actions into Table 5.

