

TO: James L. App, City Manager
FROM: Doug Monn, Public Works Director
SUBJECT: Sewer System Management Plan
DATE: October 16, 2007

NEEDS: For the City Council to consider two elements of a Sewer System Management Plan.

FACTS:

1. On May 2, 2006, the State Water Resources Control Board (SWRCB) adopted General Waste Discharge Requirements (WDRs) for all publicly-owned sanitary sewer collection systems in California with more than one mile of sewer pipe. The goal of the WDRs is to provide a consistent statewide approach for reducing sanitary sewer overflows (SSOs).
2. Typical causes of SSOs include grease blockages, root blockages, sewer line damage, manhole structure failures, pump station failures, power outages, and other issues. Many SSOs are preventable with appropriate facilities, source control measures, and preventative maintenance.
3. The primary requirement of the WDRs is the development of a Sewer System Management Plan (SSMP) with provisions to provide proper and efficient management, operation, and maintenance of the sewer systems, including consideration of risk management and cost/benefits. Additionally, the SSMP must contain a spill response plan that establishes standard procedures for immediate response to an SSO in a manner designed to minimize water quality impacts and potential nuisance conditions.
4. There are eleven required elements in an SSMP:
 - Goals
 - Organization
 - Legal Authority
 - Operation and Maintenance Program
 - Fats, Oils, and Grease Program
 - Overflow Emergency Response Plan
 - Design and Performance Provisions
 - System Evaluations and Capacity Assurance Plan
 - Monitoring, Measurement, and Program Modifications
 - SSMP Program Audits
 - Communication Program
5. The WDRs require the first two elements of the SSMP (Goals and Organization), as well as a SSMP Development Plan and Schedule, to be presented to the City Council for approval at a public meeting prior to November 2, 2007. The

reasoning is to ensure the governing board is aware of the SSMP program and potential impacts (e.g., budget needs or new ordinance requirements).

6. According to the WDRs, the final SSMP must be completed and adopted by City Council by August 2, 2009. The enrollment will be similar to other Regional Board permits and require SSMP updates and renewal every five years thereafter.

**ANALYSIS &
CONCLUSIONS:**

The purpose of the new WDRs is to reduce or eliminate SSOs and thereby improve water quality. That purpose is consistent with the City's Integrated Water Resource Management Plan. The City has already been working to develop several of the required elements of the SSMP, prior to the issuance of the WDRs by the State, as part of the Integrated Plan implementation.

The City is currently complying with the requirements of the WDRs. Staff has submitted the enrollment notification and required fees, and has begun electronic reporting of SSOs to the State. The first two required SSMP elements, Goals and Organization, are developed from and consistent with the City's existing operations and plans.

Staff will continue to work on the development of the remaining nine SSMP elements. Council may instruct staff to return with those other elements for individual approval as they are developed. However, individual approvals of those elements are not a requirement of the WDRs. Council will have the opportunity to review the SSMP, with all elements, prior to August 2, 2009 deadline for final approval.

**FISCAL
IMPACT:**

The State has estimated costs associated with implementing the new WDRs at approximately \$5.99 per household per month. Several factors may increase or decrease those costs.

In the City of Paso Robles, many of the SSMP elements have already been developed and incorporated into existing budgets. Consequently, a significant fiscal impact (i.e., sewer rate increase) as a result of the WDRs is not anticipated or proposed.

When the State renews the WDRs in 2011, it is possible that additional conditions could be implemented which may have a fiscal impact.

- OPTIONS:**
- a. Adopt Resolution 07-XX approving the SSMP Development Plan and Schedule, and two specific SSMP elements (Goals and Organization),
 - b. Amend or modify the option above.

Prepared by: Katie DiSimone, Utilities Manager

Attachments

- 1) Resolution
- 2) SSMP Development Plan and Schedule
- 3) SSMP Elements 1 and 2

RESOLUTION NO. 07-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PASO ROBLES
APPROVING THE SEWER SYSTEM MANAGEMENT PLAN DEVELOPMENT PLAN
& SCHEDULE, AND SSMP GOALS & ORGANIZATION

WHEREAS, the State Water Resources Control Board (State) adopted General Waste Discharge Requirements (WDRs) for all publicly-owned sanitary sewer collection systems in California with more than one mile of sewer pipe; and

WHEREAS, the WDRs require the development of a Sewer System Management Plan (SSMP) to reduce the occurrence of Sanitary System Overflows.

WHEREAS, the City has prepared a SSMP Development Plan and Schedule outlining the required work products and timing to comply with the WDRs; and

WHEREAS, the City has drafted two of the required eleven SSMP elements in accordance with the WDRs; and

WHEREAS, the WDRs require these two elements, Goals and Organization, to be considered at a public hearing and approved by the governing agency.

THEREFORE, BE IT RESOLVED AS FOLLOWS:

SECTION 1. The City Council of the City of El Paso de Robles does hereby approve the SSMP Development Plan and Schedule, and two specific SSMP elements (Goals and Organization).

PASSED AND ADOPTED by the City Council of the City of Paso Robles this 16th day of October 2007 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Frank R. Mecham, Mayor

ATTEST:

Deborah D. Robinson, Deputy City Clerk



CITY OF EL PASO DE ROBLES

"The Pass of the Oaks"

October 16, 2007

SSMP DEVELOPMENT PLAN AND IMPLEMENTATION SCHEDULE

The State Water Resource Control Board (SWRCB) issued a State-wide General Waste Discharge Requirement (WDRs), Order No. 2006-0003-DWQ, adding new regulations for sanitary sewer systems. Under the WDRs, all public entities that own or operate sanitary sewer systems greater than one mile in length, that collect or convey untreated or partially treated wastewater, must comply with these requirements.

To facilitate proper funding and management of sanitary sewer systems, the City of El Paso de Robles (City) is required to develop and implement a system-specific Sewer System Management Plan (SSMP). To be effective, the SSMP must include provisions to provide proper and efficient management, operations and maintenance of sanitary sewer systems, while taking into consideration risk management and cost benefit analysis. The objective of the WDRs is to reduce impacts to the State's water bodies and to protect public health by reducing Sanitary Sewer Overflows (SSOs).

The eleven (11) essential elements of the SSMP are:

1. Goals
2. Organization
3. Legal Authority
4. Operation and Maintenance Program
5. FOG Control Program
6. Overflow Emergency Response Plan
7. Design and Performance Provisions
8. System Evaluation and Capacity Assurance Plan
9. Monitoring, Measurement and Program Modifications
10. SSMP Program Audits
11. Communication Program

If the City believes that any element of this section is not appropriate or applicable for the SSMP, the City must address the program and explain in detail with sufficient evidence as to why that element is not applicable.

The City has developed a SSMP implementation schedule designed to address each mandated element and in accordance with the specified deadlines required in the WDRs. The SSMP implementation schedule has been divided into three (3) phases based upon to GWDR deadline dates and is as follows:

REQUIRED ELEMENT	PHASE 1 TASKS	STATUS/ DUE DATE
<p>SSMP Development Plan and Schedule</p> <p>Council certification of Development Plan and Schedule</p>	<p>Initial plan on how the agency intends on developing and implementing their SSMP.</p> <p>Present SSMP Development plan to City Council for approval.</p>	<p>Due November 2, 2007</p> <p>Status: October 16, 2007 for Council action and approval.</p>
<p>(1) Goal</p> <p>SSMP Goals</p>	<p>The goal of the SSMP is to provide a plan and schedule to properly manage, operate and maintain all parts of the sanitary sewer system.</p> <p>Stated goals for SSMP</p>	<p>Due: November 2, 2007</p> <p>Status: October 16, 2007 for Council action and approval</p>
<p>(2) Organization</p> <p>Organizational Chart for Sump Development and Implementation</p> <p>SSO Chain of Communications</p>	<p>Names and staff positions responsible for developing and implementing the SSMP.</p> <p>Develop organizational chart of management, administration and maintenance personnel.</p> <p>Develop the internal chain of communications for reporting SSOs.</p>	<p>Due: November 2, 2007</p> <p>Status: Completed</p> <p>Status: October 16, 2007 for Council action and approval</p>
<p>SSMP CERTIFICATION</p>	<p>Draft SSMP and Schedule CIWQS Certification.</p> <p>Certify approved draft SSMP and schedule via CIWQS.</p>	<p>Due: November 2, 2007</p> <p>Status:</p>

REQUIRED ELEMENT	PHASE 2 TASKS	STATUS/ DUE DATE
<p>(3) Overflow Emergency Response Plan</p> <p>Overflow Response Procedures</p> <p>Notification Procedures</p> <p>Emergency Response Training</p> <p>Traffic and Crowd Control</p> <p>Monitoring and Sampling</p> <p>Follow-Up</p>	<p>Written Procedures defining how the City responds to SSOs.</p> <p>Develop standard operating procedures for SSO response.</p> <p>Develop notification procedures to ensure all required regulators (and others) are properly and timely notified of an SSO event.</p> <p>Develop and implement Emergency Response Training Program for staff or contractors, if utilized.</p> <p>Develop procedures for traffic and crowd control to be utilized during an SSO event.</p> <p>Develop procedures for monitoring and sampling, if required, for an SSO event.</p> <p>Develop procedures for following up on an SSO event, including investigation for the cause or responsible party.</p>	<p>Due: May 2, 2009</p> <p>Status: Updating existing document</p> <p>Status: Updating existing document</p> <p>Status: Updating existing document</p> <p>Status: Updating existing document</p> <p>Status: Updating existing document</p> <p>Status: Updating existing document</p>
<p>(4) Grease Control Program - FOG (Fats, Oils & Grease)</p> <p>Determination of FOG problems</p> <p>FOG characterization Study</p> <p>FOG Ordinance</p> <p>FOG Program</p> <p>Develop a FOG Source Control Program</p>	<p>Prepare and implement a FOG Control Program to reduce the amount of these substances from being discharged into the collection system.</p> <p>Evaluate System to determine if FOG related problems exist.</p> <p>If FOG problems are present, perform a FOG Characterization Study to determine the location and extent of the problem.</p> <p>Develop ordinance/policy to ensure legal authority to prevent the discharge of FOG into the sewer system.</p> <p>Develop a program to reduce and/or eliminate FOG related sources.</p> <p>Establish an appropriate FOG source control program. A look at Residential as large contributors.</p>	<p>Due: May 2, 2009</p> <p>Status: Ongoing Practice</p> <p>Status: Under development</p> <p>Status: Under development</p> <p>Status: Under development</p> <p>Status: Under development</p>

REQUIRED ELEMENT	PHASE 2 TASKS	STATUS/ DUE DATE
Public Outreach	Develop an appropriate public education, outreach program and marketing materials designed to assist in the reduction of FOG.	Status: Under development
FOG Disposal	Develop a list of authorized FOG disposal sites.	Status: Under development
FOG Inspections	Develop and implement a FOG inspection program.	Status: Under development
(5) Legal Authority	Agency's legal authority to operate and maintain its sewage collection system.	Due: May 2, 2009
Ordinance Development for Preventing Illicit Discharges	Develop/amend required ordinance to comply with Order. Add a FOG Ordinance (Fats, Oils and Grease) to the City of El Paso de Robles Municipal Code, Chapter 14.08 SEWERAGE SYSTEM OPERATIONS.	Status: Under development
Ordinance Development Requiring Proper Design and Construction	Develop/amend required ordinance to comply with Order. Add a FOG Ordinance (Fats, Oils and Grease) to the City of El Paso de Robles Municipal Code, Chapter 14.08 SEWERAGE SYSTEM OPERATIONS.	Status: Under development
Ordinance Development for the Limiting of the Fats, Oils and Grease	Develop/amend required ordinance to comply with Order. Add a FOG Ordinance (Fats, Oils and Grease) to the City of El Paso de Robles Municipal Code, Chapter 14.08 SEWERAGE SYSTEM OPERATIONS.	Status: Under development
Ordinance Development to Enforce Violations	Develop/amend required ordinance to comply with Order. Add a FOG Ordinance (Fats, Oils and Grease) to the City of El Paso de Robles Municipal Code, Chapter 14.08 SEWERAGE SYSTEM OPERATIONS.	Status: Under development
Ordinance Legal Review	Ordinances developed, amended, and reviewed by City's legal counsel.	Status: Under development
Ordinance Adoption	Adoption of required ordinances by City Council	Submit to Council prior to May 2, 2008 (no later than the 4/26/08 Council Meeting).

REQUIRED ELEMENT	PHASE 2 TASKS	STATUS/ DUE DATE
(6) Operation and Maintenance	Collection System operations program and procedures.	Due: May 2, 2009
Mapping	Up to date mapping of the sewage collection system facilities including appropriate storm water systems.	Status: Ongoing Practice
Mapping Updates	Develop procedures for maintaining mapping data.	Status: Under development
Preventative Maintenance Program	Develop a written description of the preventative maintenance activities the City employs.	Status: Under development
Pipeline Maintenance	Develop a schedule for line cleaning and maintenance.	Status: Under development
Pumping and Other Facilities	Develop a schedule for maintenance of pumping and other facilities	Status: Under development
Problem Areas	Identify problem areas (high maintenance areas; HMA) and develop procedures for their maintenance.	Status: Under development
Rehabilitation and Replacement Program	Develop a short and long term plan for the rehabilitation or replacement due to system deficiencies, including funding (CIP).	Status: Ongoing Practice
Inspection Program	Develop a program and schedule for the regular visual and CCTV inspection of the system.	Status: Under development
Inspection Schedule	Develop a schedule for ongoing inspection of the entire collection system.	Status: Under development
Work Orders	Develop a system to track and schedule all maintenance activities.	Status: Under development
Equipment and parts inventory	Develop an inventory of equipment and replacement parts.	Status: Under development
Critical parts	Develop an inventory of critical replacement parts including procedures for acquisition.	Status: Under development

REQUIRED ELEMENT	PHASE 3 TASKS	STATUS/ DUE DATE
<p>(7) Design and Performance</p> <p>Design Standards</p> <p>Inspection and testing standards</p>	<p>Prepare and implement a Capital Improvement Plan that will provide the hydraulic capacity of the sewer system under peak flow conditions.</p> <p>Develop design standards for new and rehabilitated systems including procedures to ensure capacity in existing system due to new or remodeled construction</p> <p>Develop inspection and testing standards for new and rehabilitated systems including acceptance testing procedures.</p>	<p>Due: August 2, 2009</p> <p>Status: Under development</p> <p>Status: Under development</p>
<p>(8) System Hydraulic Evaluation and Capacity Assurance Plan (SHECAP)</p> <p>Inflow and Infiltration (I&I)</p> <p>Hydraulic Model</p> <p>Identify Deficiencies</p> <p>Analyze Defects</p> <p>Capital Improvement Projects</p>	<p>Evaluated those portions of the system that are experiencing capacity related overflow. Establish steps to eliminate capacity related overflows including and I&I program, short and long term CIP for capacity issues.</p> <p>Develop procedures to detect and remediate I&I problems.</p> <p>Develop a hydraulic model of the system.</p> <p>Identify areas of the system that exhibit capacity deficiencies.</p> <p>Analyze and prioritize repairs/replacement of pipeline defects.</p> <p>Develop a prioritized CIP for these improvements and a schedule of completion dates.</p>	<p>Due: August 2, 2009</p> <p>Status: Ongoing Practice</p> <p>Status: Ongoing Practice</p> <p>Status: Ongoing Practice</p> <p>Status: Ongoing Practice</p> <p>Status: Ongoing Practice</p>
<p>(9) Monitoring, Measurements and Plan Modifications</p> <p>Data Management</p> <p>Program Effectiveness</p> <p>Program Changes</p>	<p>The ongoing evaluation of the performance of the SSMP document and its ability to achieve its stated goals.</p> <p>Develop procedures for accumulated and analyzing system maintenance, repairs, projects, reductions of SSOs, and any other pertinent data.</p> <p>Develop procedures, report, etc. to measure the effectiveness of the SSMP.</p> <p>Develop procedures to initiate changes, enhancements, or correct deficiencies in the SSMP.</p>	<p>Due: August 2, 2009</p> <p>Status: Under development</p> <p>Status: Under development</p> <p>Status: Under development</p>

REQUIRED ELEMENT	PHASE 3 TASKS	STATUS/ DUE DATE
(10) SSMP Program Audits	Program audits are required every two years following the adoption of the final SSMP (August 2, 2011). Audits shall document the success of the SSMP and improvements made to it.	Due: August 2, 2009
Document Control	Develop procedure for SSMP document control.	Status: Under development
Key Individual(s)	Identify key individual(s) responsible for the SSMP audit (every 2 years). Development of a SSMP Adhoc Audit team consisting of local agencies for peer review and direction.	Status: Under development
Checklist	Develop a checklist to assist and ensure the SSMP is compliance and effective.	Status: Under development
Reports	Develop reports to assist with analyzing the effectiveness of the SSMP.	Status: Under development
Milestones	Develop milestones (time, events, etc.) that denote program review.	Status: Under development
(11) Communication Program	The communication program is the agency's outreach to the community and satellite contributors about the public collection system and the SSMP document.	Due: August 2, 2009
Public Outreach	Develop a protocol for soliciting and responding to public input.	Status: Under development
Staff SSMP Awareness	Develop a program to ensure staff awareness of SSMP procedures, protocol, etc.	Status: Under development
FINAL SSMP CERTIFICATION	Final SSMP document, after all elements have been developed, documented and implemented.	Due: August 2, 2009
Review by City Attorney	Review of completed SSMP by the City Attorney.	Status: To be developed
Adoption/Certification of SSMP by City Council	Adoption and certification of final SSMP document by City's governing body.	Status: To be developed

City of Paso Robles- Draft Sewer System Management Plan

Element 1 - Goals

This Sewer System Management Plan (SSMP) element identifies goals for management, operations and maintenance of the sewer system and discusses the role of the SSMP in supporting these goals. These goals provide focus for City staff to continue high-quality work and implement improvements in the management of the City's sewer collection system. This section fulfills the Goals requirements of both the RWQCB and SWRCB.

1.1 Regulatory Requirements

The summarized requirements for the Goals element of the SSMP are as follows:

“The collection system agency should develop goals to manage, operate, and maintain all parts of the collections system. The goals should address the provisions of adequate capacity to convey peak wastewater flows, as well as a reduction in the frequency of Sanitary Sewer Overflows and the mitigation of their impacts.”

Element 1: Goals Appendix

There is no appendix associated with Element 1.

1.2 Goals Discussion

In May 2007, the City adopted an Integrated Water Resources Plan which recognized the inter-related aspects of the City's water, wastewater, and storm water systems. Through an integrated evaluation, the City identified projects and programs that would advance the following goals:

1. Improve water quality
2. Increase and diversify water resources
3. Increase reliability of water supplies
4. Reduce groundwater basin dependence
5. Reduce salt loading into the basin
6. Maintain a strong water rights position
7. Anticipate regulatory requirements
8. Prioritize public works expenditures to meet these goals

In support of the goals, the City has developed specific SSMP goals which will contribute to the proper management of the system and assist the City in minimizing the frequency and impacts of Sewer System Overflows (SSOs) by providing guidance for appropriate maintenance, capacity management and emergency response.

The City's SSMP goals are as follows:

1. Decrease the occurrence of reportable SSOs by one-third (1/3) from pre-SSMP levels. This goal is projected to be met within two years following SSMP final certification (August 2011).
2. Prevent public health hazards through proper notification, emergency response and spill containment and clean up procedures.
3. Minimize inconveniences by responsibly handling interruptions in service.

4. Protect the large investment in collection systems by maintaining adequate capacities and extending useful life through implementation a System Evaluations and Capacity Assurance Plan (element 8 of the SSMP).
5. Prevent unnecessary damage to public and private property by coordinating with property owners, business operators, contractors, and other parties utilizing the City's sewer system.
6. Use available funds for sewer operations in the most efficient manner. Identify, prioritize, and renew and replace sewer system facilities according to the approved Capital Improvement and Integrated Water Resources Plans.
7. Convey wastewater to treatment facilities with minimum infiltration, inflow and exfiltration.
8. Provide adequate capacity within the sewer system, including peak flows, through review of development plans and other associated plans which may affect the City's sewer system capacity.
9. Perform operations in a safe manner to avoid personal injury or property damage.
10. Be available and responsive to the needs of the public, and work cooperatively with local, state and federal agencies to reduce, mitigate and properly report SSOs.
11. Implement regular scheduled maintenance of the sewer system to remove roots, debris, sand, and Fats, Oils and Greases (FOG) in areas prone to blockages that may cause SSOs or sewer backups.

The SSMP supplements and supports the City's existing O&M Program and goals by providing high level, consolidated guidelines and procedures for all aspects of the City's sewer system management.

Element 2 - Organization

This section of the SSMP identifies City staff responsible for implementing the SSMP, responding to SSO events and meeting the SSO reporting requirements. This section also includes the designation of the Authorized Representative to meet the SWRCB requirements for completing and certifying spill reports electronically. This section fulfills the Organization requirement of both the RWQCB and SWRCB.

2.1 Regulatory Requirements

The summarized requirements for the Organization element of the SSMP as follows:

“The collection system agency’s SSMP shall identify the following:

- Staff responsible for implementing measures outlined in the SSMP, including the names of those responsible and the authorized representative;
- The names and telephone numbers for management, administrative and maintenance positions responsible for implementing specific measures in the SSMP. Including lines of authority as shown in an organization chart or similar documents with a narrative explanation; and
- The chain of communication for reporting SSOs from receipt of a complaint or other information, including persons responsible for reporting Sewer System Overflows to the SWRCB and RWQCB and other agencies if applicable (such as County Health Officers, County Environmental Health Agency, Fish and Game, Coast Guard and/or State Office of Emergency Services (OES).”

Element 2 - Organization Appendix

Supporting information for Element 2 shall be included in Appendix A. This Appendix shall include the following documents:

- Table of Wastewater Division and Public Works Department staff names and contact telephone numbers (updated as needed).

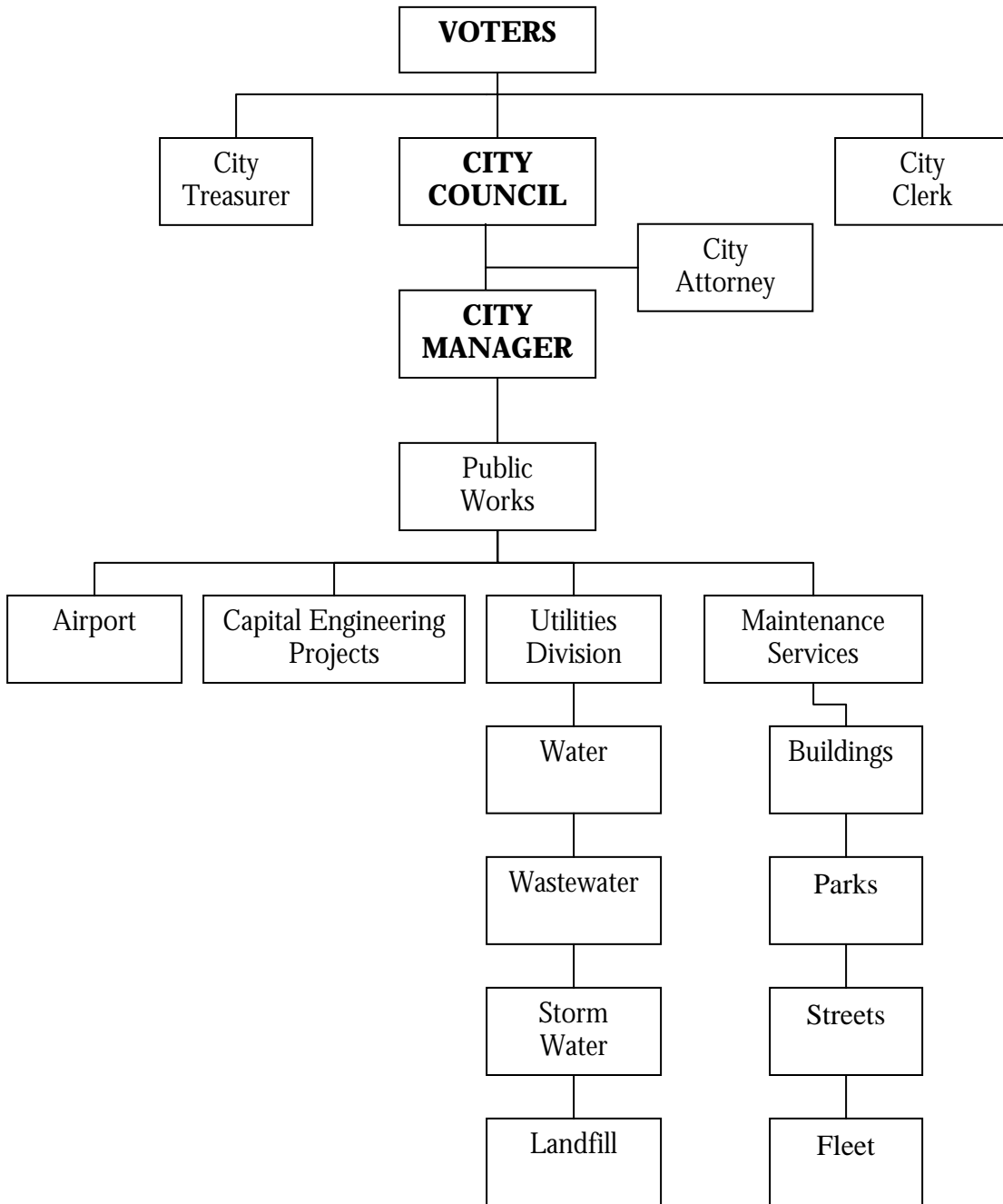
2.2 Organization Discussion

The following section outlines the City’s organization, general and SSMP responsibilities of personnel, authorized representative, and chains of communication for SSO response and reporting. Key staff responsible for implementing and maintaining the SSMP are designated in Appendix A.

2.2.1 City Organization

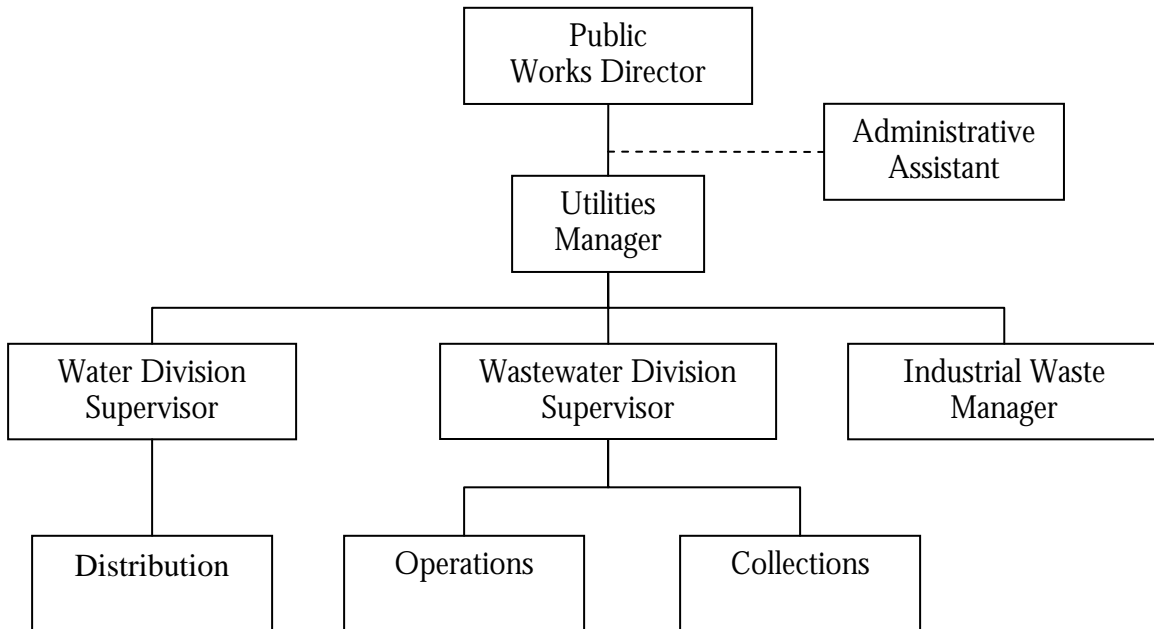
The Organization chart for the management, operation, and maintenance of the City’s wastewater collection system is illustrated in Figure 2 and 3. The names and telephone numbers of staff filling these positions are included in Appendix A as required by the State’s WDRs.

Figure 2 - City Management and Public Works Department Organizational Chart



The City's Public Works Water and Wastewater Division organizational chart, as follows in Figure 3, shows the lines of authority of the administrative and field staff.

Figure 3 - Public Works Water and Wastewater Division Organization Chart



The Public Works Director, Utilities Manager and the Wastewater Division Supervisor are authorized representatives responsible for implementation of the SSMP and CIWQS reporting.

2.3 Description of General Responsibilities

This section includes a brief description of the job title, authority and respective responsibilities associated with each position.

Public Works Director. Plans, organizes, and directs the public works activities of the City. Advises the City Council, Planning Commission, and City Manager on engineering and public works matters, including those related to the collection system. Prepares and control department budgets. Review project plans and specifications for public works projects and performs technical engineering planning studies. Confers with engineering consultants and officials of other public works departments.

Utilities Manager. Works under the direction of the Public Works Director. Works to improve efficiency and effectiveness of operations. Assist the Public Work Director in the development of department plans and programs, including sewer operations and Capital Improvement Program. Supervises the review of private project development plans for compliance with codes, regulations, standards, adequacy of applications for permits and compliance with approved plans. Oversees and manages sewer maintenance operations.

Industrial Waste Manager. Works under the direction of the Utilities Manager to develop and administer a variety of programs and activities related to the City's industrial wastewater Source Control Program. Ensure compliance with federal, state and city laws, regulations, codes and policies; performs related work as assigned. Responsible for the preparation of the City's SSMP.

Capital Projects Engineer. Acts as project manager on public works projects, including sewer projects. Prepares plans, specifications, and preliminary costs estimates. Coordinated and confers with maintenance department on sanitary sewer system issues. Confers with contractors, consultants and the public on engineering and construction matters. Prepares reports on sewer and other public works projects.

Wastewater Division Supervisor. Supervises the maintenance and repair of the City's public works infrastructure, sanitary sewer collection system and wastewater treatment plant facilities. The Supervisor supervises all aspects of the wastewater treatment plant, review plans and specifications for sewer and other related projects, makes recommendations regarding maintenance, construction and operation aspects. The Wastewater Supervisor may authorize budget expenditures within the Wastewater division, confers with contractors, engineers and member of the general public on construction and maintenance problems and procedures.

Operations. Performs a variety of technical and field tasks involving the operation, enforcement, maintenance and problem resolution in connection with the operation of the wastewater treatment plant. Performs skilled tasks in the treatment of wastewater and sewage; checks ad records daily flow into treatment plant, maintains logs of daily operations, performs preventative maintenance, obtains wastewater samples, maintains plant processing equipment, responds to after hour services alarms or emergencies.

Collections. Assists in the cleaning and repair of sewer mains and lines and the location and rising of manholes. Operates a variety of collection system maintenance equipment and tools including hand, power, heavy equipment, CCTV inspection and monitoring devices. Performs collection system preventative maintenance and SSO response. Clean, unplugs and repairs sewer lines. Locates and raises manholes. Operates power equipment including hydraulic cleaning truck and sewer jetter/rodder.

Water Division Supervisor. Performs responsible technical and administrative work in supervising Water Division staff. Assigns, supervises and reviews the daily activities of division staff. Assigns tasks; maintains operational supervision of division activities. Assigns, supervises and administers the City's cross connection program compliance, water production, conservation, and water quality programs, enforcement of City, County, State, and Federal laws and regulations. Assists with preparation of water division budget.

Distribution. Under the supervision of the Water Division Supervision, this position performs the following tasks: installs, repairs, and replaces PRVs, water mains, fire hydrants, valves, water meters, service lines, meters, telemetry, maintain reservoirs and pump stations, grounds maintenance and leak detection.

Administrative Assistant. Provides administrative support for the Public Works Division and reports directly to the Public Works Director. This position performs secretarial, receptionist and administrative tasks, some of which are complex and confidential in nature. The assistant provides technical assistance to the general public and public agencies regarding the City procedures.

2.4 SSMP Roles and Responsibilities

The City's SSMP identifies staff responsible for implementing measures outlined in the SSMP, including management, administration, and maintenance positions. Table 2.0 summarizes the roles and responsibilities for each SSMP element.

Table 2.0 - Roles & Responsibilities for the SSMP

Element	SSMP Description	Responsible Person(s)
1	Goals	Public Works Director, Utilities Manager
2	Organization	Utilities Manager
3	Overflow Emergency Response Plan	Wastewater Division Supervisor
4	FOG Control	Industrial Waste Manager, Wastewater Division Supervisor
5	Legal Authority	Utilities Manager, Industrial Waste Manager
6	Measures and Activities	Industrial Waste Manager, Wastewater Division Supervisor
7	Design and Construction Standards	Utilities Manager, Wastewater Division Supervisor, Capital Projects Engineer
8	Capacity Management	Utilities Manager, Wastewater Division Supervisor
9	Monitoring, Measurement and Program Modifications	Utilities Manager, Industrial Waste Manager, Wastewater Division Supervisor
10	SSMP Audits	Industrial Waste Manager, Wastewater Division Supervisor
11	Communication Plan	Industrial Waste Manager, Wastewater Division Supervisor

Responsibility for Element 1 – Goals

The Public Works Director and the Utilities Manager are responsible for developing the goals of the Utilities Division and in particular for the SSMP.

Responsibility for Element 2 – Organization

The Utilities Manager is responsible for updating the organizational structure, SSMP implementation assignments, and Sewer System Overflows responding and reporting chain of communication, as needed.

Responsibility for Element 3 – Overflow Emergency Response Plan (OERP)

The Wastewater Division Supervisor is responsible for implementation of the Overflow Emergency Response Plan, including revisions to the plan and annual trainings for maintenance crew members and staff.

Responsibility for Element 4 – Fats, Oils and Grease (FOG) Control Program

The Industrial Waste Manager and the Wastewater Division Supervisor are responsible for identifying grease hot spots, maintaining an effective cleaning program for grease problematic sewers, and inspecting grease traps/interceptors that have been installed at non-residential locations. The Industrial Waste Manager is responsible for enforcing discharge regulations, as needed.

Responsibility for Element 5 – Legal Authority

The Utilities Manager and the Industrial Waste Manager are responsible for upholding the City's Municipal Code and for drafting ordinance amendments and program policies, as needed.

Responsibility for Element 6 – Measures and Activities

The Industrial Waste Manager and the Wastewater Division Supervisor are responsible for 1) Resources and Budget, and 2) Outreach to Plumbers and Building Contractors 3) Prioritizing Preventative Maintenance, 4) Purchasing Contingency Equipment and Replacement Inventories, 5) Training for Staff, 6) Updating the Collection Systems Map, and 7) Scheduling Inspections and Condition Assessment.

Responsibility for Element 7 – Design & Construction Standards

The Utilities Manager, Wastewater Division Supervisor and the Capital Projects Engineer are responsible for reviewing design and construction documents to ensure that all construction projects meet the City standards and responsible for updating standards for installation, rehabilitation and repair, as needed. Also, responsible for the inspection of construction projects to ensure City standards have been followed.

Responsibility for Element 8 – Capacity Measurement

The Utilities Manager and the Wastewater Division Supervisor are responsible for establishing and assessing capacity requirements for the City collection system and for the preparation and implementation of the City's System Hydraulic Evaluation and Capacity Assurance Plan (SHECAP). These positions are responsible for the development and implementation of the City's long-term Capital Improvement Plan (CIP), including updating budgets and schedules.

Responsibility for Element 9 – Monitoring, Measurement and Program Modification

The Utilities Manager, Wastewater Division Supervisor and the Industrial Waste Manager are responsible for monitoring the implementation of and assessing success of the overall SSMP, with the assistance of various staff. These positions are responsible for identifying trends in Sewer System Overflows occurrences and providing recommendations to the Public Works Director and City Council.

Responsibility for Element 10 – SSMP Audits

The Industrial Waste Manager and the Wastewater Division Supervisor are responsible for overseeing the bi-annual SSMP audits.

Responsibility for Element 11 – Communication Plan

The Industrial Waste Manager and the Wastewater Division Supervisor are responsible for communicating with the public and nearby regulatory agencies the status of the City's SSMP.