

MEETING DATE: 10/22/07

AGENDA ITEM: Adopt Resolution R_ establishing a schedule for
implementing a Sewer System Management Plan

ATTACHMENTS

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WHEREAS, on May 2, 2006, the State Water Resources Control Board Order No. 2006-0003-Statewide General Waste Discharge Requirements for Sanitary Sewer Systems was adopted and implemented; and

WHEREAS, a SSMP Development Plan and Schedule is one of the required elements for WDR compliance and is due for completion by November 2, 2007; and

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...

...

1 NOW, THEREFORE, the City Council of the City of Culver City, California,
2 DOES HEREBY RESOLVE as follows:

3 1. That the City Council approves the SSMP Development Plan and
4 Schedule in accordance with State Water Resources Control Board Order No. 2006-0003-
5 Statewide General Waste Discharge Requirements (WDR) for Sanitary Sewer Systems.

6 APPROVED and ADOPTED this _____ day of _____ 2007.
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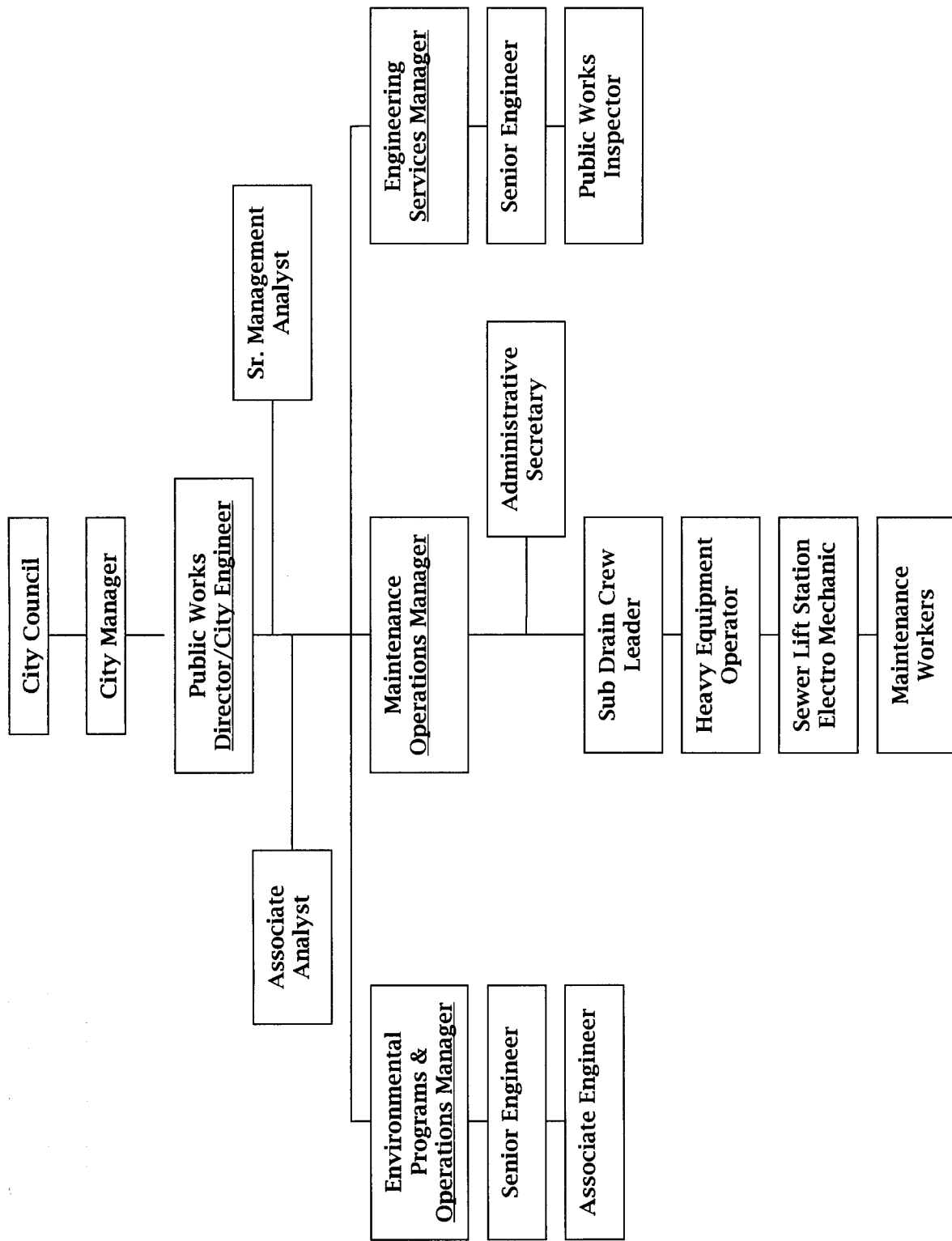
10 _____
ALAN CORLIN, MAYOR
City of Culver City, California
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12 ATTEST:

APPROVED AS TO FORM:
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CHRISTOPHER ARMENTA, City Clerk
A07-00685
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CAROL A. SCHWAB, City Attorney



Description of Responsibilities

The responsibilities (in respect to the SSO program) of each position shown on the Organization Chart are:

City Council	Responsible for establishing new laws and amending existing regulations.
City Manager	The chief executive officer of the City. Provides general direction to the Director of Public Works. Receives broad policy direction from the City Council.
Director of Public Works	Directs and administers the City's sewer maintenance program within the scope of the City Manager's direction..
Maintenance Operations Manager	Responsible for the day-to-day operation and maintenance of the sanitary sewer collection system. Also responsible for supervision of the field crews.
Sub Drain Crew Leader	Responsible for carrying out the tasks assigned by the Public Works Maintenance Operations Manager, including assigning specific tasks to crews. Maintains and operates the City's sewage collection system and pump stations on a day to day basis.
Heavy Equipment Operator(s)	Operates heavy equipment in the field.
Sewer Lift Station Electro Mechanic	Responsible for the ongoing electrical and mechanical maintenance of the City's sewer lift stations.
Maintenance Workers	Conduct maintenance activities, including sewer cleaning and regular inspections of the sanitary sewer system.
Administrative Secretary (Customer Service Staff)	Receive complaints and requests for investigation from various sources and refer to appropriate staff.
Environmental Programs & Operations Manager	Responsible for planning, organizing, coordinating and directing the City's SSMP under the overall direction of Director of Public Works.
Senior Engineer	Responsible for conducting engineering reviews of the sanitary sewer system for new and repaired sewer lines to ensure compliance with applicable regulations. Reports SSOs to Water Resources Control Board and Los Angeles County Department of Public Health. Provides engineering support and analysis related to operation and performance of the City's sewer system.

Associate Engineer	Supports the Environmental Programs Division's efforts in developing and implementing the City's environmental programs and projects.
Engineering Services Manager	Responsible for the day-to-day operation of the Engineering Division; implements direction from the Public Works Director/City Engineer. Plans and oversees capital improvements to the City's sewer system.
Senior Engineer	Manage capital improvement projects and review and approve designs for new and repaired sewer lines and pump stations
Sr. Management Analyst	Responsible for drafting the City's draft Sewer Spill Emergency Response plan and will assist staff to finalize the plan.
Public works Inspector	Conducts field inspections to ensure proper construction of new and repaired sewer lines.
Associate Analyst	Provides support interface between the Engineering, Maintenance Operations, and Environmental Programs and Operations Divisions.

Culver CITY SSMP

STATEMENT OF GOALS AND PURPOSE

The purpose of this program is to ensure the sanitary sewer collection system facilities are properly managed, operated, and maintained to minimize the sanitary sewer overflows (SSOs) and their impacts on receiving waters and on public health and safety. That when SSOs do occur, that all feasible steps are taken to mitigate their impacts; that the SSOs are promptly reported to appropriate regulatory authorities and the public is adequately notified; and that all SSOs and system deficiencies and remedial actions taken are well documented.

SSMP TASK DEVELOPMENT SCHEDULE				
Main Task/Sub Task	Comments	Status/Due Date	Date Completed	Responsible Party
Application for coverage	Submit Notice of Intent (NOI) to the state identifying the agency's authorized representative including required permit fee.	11-2-2006	Completed	
SSO Electronic Reporting Program	Agency must report all SSOs to the statewide SSO database via the Internet.	1-2-2007	Implemented	
SSMP Development Plan and Schedule	Initial plan on how the city agency intends to develop and implement their SSMP.	11-2-2007		
1.0 Goal		11-2-2007		
SSMP Goals	Stated Goals for the SSMP	11-2-2007		
2.0 Organizational Structure		11-2-2007		
Agency Organizational structure	Names and staff positions responsible for developing and implementing the SSMP including the chain of communications for reporting SSOs	11-2-2007		
3.0 Legal Authority	Agency's legal authority to operate	5-2-2009		

	and maintain its sewage collection system.			
Main Task/Sub Task	Comments	Status/Due Date	Date Completed	Responsible Party
4.0 Operation and Maintenance		5-2-2009		
Mapping	Up to date mapping of the sewage collection system facilities including appropriate storm water systems	5-2-2009		
Preventive maintenance program	Written description of the preventative maintenance activities the agency employs.	5-2-2009		
Rehabilitation and replacement program	Short and long term plan for the rehabilitation or replacement due to system deficiencies including funding (CIP).	5-2-2009		
Inspection program	Program for regular visual and CCTV inspection of the system.	5-2-2009		
Staff training	Staff O&M training and assurance that contractors are adequately trained.	5-2-2009		
Equipment and parts inventory	Equipment and parts inventory including the identification of critical replacement parts.	5-2-2009		
5.0 Design and Performance		8-2-2009		
Design Standards	Design Standards for new and rehabilitated systems	8-2-2009		
Inspection and testing standards	Inspection and testing standards for new rehabilitated systems	8-2-2009		

Main Task/Sub Task	Comments	Status/Due Date	Date Completed	Responsible Party
6.0 Overflow Emergency Response Plan	Written procedures defining how the agency responds to SSOs.	5-2-2009		
7.0 Fats Oils & Grease Control Program		5-2-2009		
FOG ordinance	Legal Authority to prevent the discharge of FOG into the system.	5-2-2009		
FOG Program	Program to reduce or eliminate FOG into the system.	5-2-2009		
8.0 System Evaluation and Assurance Plan	Evaluate those portions of the system that are experiencing capacity related overflows. Establish steps to eliminate capacity related overflows including short and long term CIPs for capacity issues.	8-2-2009		
9.0 Monitoring, Measurement, and Program Modifications	Maintain records, monitor and assess the effectiveness of the program and update as necessary.	8-2-2009		
10.0 SSMP Audits	Conduct periodic audits, at least every two years, on the SSMP	8-2-2009		
11.0 Communications Program		8-2-2009		
Main Task/Sub Task	Comments	Status/Due	Date	Responsible

		Date	Completed	Party
Communications with the public	Develop a public communication program with customers that include the opportunity to provide input during the development, implementation, and performance of its SSMP.	8-2-2009		
Communications with satellite agency	If there is a satellite agency connected to the collection system, develop a plan of regular communications with them.	8-2-2009		
Final SSMP	Final the SSMP document after all elements have been developed and implemented.	8-2-2009		