

RESOLUTION NO. 6954**A RESOLUTION OF THE CITY COUNCIL
OF THE CITY OF SOUTH PASADENA, CALIFORNIA,
APPROVING THE SEWER SYSTEM MANAGEMENT PLAN
(SSMP) DEVELOPMENT PLAN AND SCHEDULE**

WHEREAS, On May 2, 2006, the State Water Resources Control Board adopted Statewide General Waste Discharge Requirements (WDR) for Sanitary Sewer Systems and the accompanying Monitor and Reporting Program (MRP); and

WHEREAS, the City of South Pasadena filed a Notice of Intent on August 3, 2006 indicating the City's intent to comply with the terms of the WDR for Sanitary Sewer Systems; and

WHEREAS, the WDR and MRP require all owners of sewer systems to develop and implement a Sewer System Management Plan (SSMP) which includes comprehensive system inspection and condition assessment, regular cleaning, rehabilitation and/or replacement of deteriorated infrastructure, capacity assessment and capital upgrades as necessary to ensure adequate capacity, and control of discharges of fats, oil and grease into the sewer system; and

WHEREAS, the WDR and MRP require approval of the sewer agency's SSMP Development Plan by the agency's governing board at a public meeting by November 2, 2007.

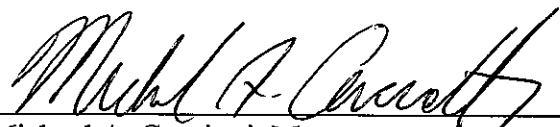
NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, DOES RESOLVE, DECLARE, DETERMINE AND ORDER AS FOLLOWS:

SECTION 1. That the above recitals are all true and correct.

SECTION 2. That the City of South Pasadena approves the development plan and schedule for the Sewer System Management Plan (SSMP), attached hereto as Appendix A.

SECTION 3. That the City of South Pasadena shall approve a completed SSMP by the Statewide deadline for adoption of August 2, 2009.

PASSED, APPROVED AND ADOPTED ON this 3rd day of October, 2007.


Michael A. Cacciotti, Mayor

ATTEST:

APPROVED AS TO FORM:


Sally Kilby, City Clerk


Richard L. Adams II, City Attorney

I HEREBY CERTIFY the foregoing resolution was duly adopted by the City Council of the City of South Pasadena at a regular meeting held on the 3rd day of October, 2007 by the following vote:

AYES: Putnam, Schneider, Sifuentes, Ten and Mayor Cacciotti

NOES: None

ABSENT: None

ABSTAINED: None


Sally Kilby, City Clerk

Appendix A

**City of South Pasadena
Sewer System Management Plan (SSMP)**

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	8/3/06	Public Works
SSO Electronic Reporting Program	Agency must report all SSOs to the statewide SSO database via the Internet.	Starting 1-2-2007	Ongoing	Public Works
SSMP Development Plan and Schedule	Initial plan on how the city agency intends to develop and implement their SSMP.	11-2-2007	10/3/07	Public Works, Consultant
1.0 Goal				
SSMP Goals	Stated Goals for the SSMP	11-2-2007	10/3/07	Consultant
2.0 Organizational Structure				
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	10/3/07	Public Works
3.0 Legal Authority	Agency's legal authority to operate and maintain its sewage collection system.	5-2-2009		

Main Task/Sub Task	Comments	Status/Due Date	Date Completed	Responsible Party
4.0 Operation and Maintenance				
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				
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				
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 I&I program, and short and long term CIP 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 two years, on the SSMP	8-2-2009		
11.0 Communications Program		8-2-2009		

Main Task/Sub Task	Comments	Status/Due Date	Date Completed	Responsible 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		

Description of Responsibilities

City Council	Responsible for establishing new laws and amending existing regulations.
City Manager	The Chief Executive Officer of the City.
Director of Public Works	Directs and administers the City's sewer maintenance program within the scope of the City Council's direction.
Public Works Superintendent	Responsible for the day-to-day operation and maintenance of the sanitary sewer collection system. Also responsible for supervision of the field crews.
Crew Leader	Responsible for carrying out the tasks assigned by the Public Works Superintendent, including assigning specific tasks to crews.
Equipment Operator(s)	Operates heavy equipment in the field.
Maintenance Workers	Conduct maintenance activities, including sewer cleaning and regular inspections of the sanitary sewer system.
Dispatcher	Receive complaints and requests for investigation from various sources and refer to appropriate staff.
Senior Engineer	Responsible for conducting engineering reviews of the sanitary sewer system and approving designs for new and repaired sewer lines.
Public Works Inspector	Conducts field inspections to ensure proper construction of new and repaired sewer lines.
Administrative Analyst	Supports engineering efforts, including budget assistance, correspondence and reports.
Administrative Assistant II	Provides support interface between the engineering and Maintenance Divisions.

*Example Only—Please note changes/comments on following page.

City Organizational Chart

City Positions	Names	Telephone Numbers
City Council	Michael A. Caccotti, Philip C. Putnam, Dr. Richard Schneider, Michael Ten, David Sifuentes	(626) 403-7218
City Manager	Lilian Myers	(626) 403-7210
Director of Public Works	Shin Furukawa	(626) 403-7246 (310) 384-5579 cell
Public Works Superintendent	Jesse Barajas	(626) 403-7372 (626) 506-0748 cell
Crew Leader	Eddie Munoz	(626) 403-7375 (626) 372-3374 cell
Equipment Operator(s)	VACANT (duties currently shared by Maintenance Workers)	
Maintenance Workers	Jose Murillo, Larry Perez, Gerald Gomez, Rodolpho Martinez	(626) 403-7375
Dispatcher	Darlene Clanton	(626) 403-7373
Senior Engineer	Alex Chou	(626) 403-7244
Public Works Inspector	Thomas Amare	(626) 403-7245
Administrative Analyst	Diana Harder	(626) 403-7243
Administrative Assistant II	VACANT (duties currently performed by Dispatcher and Administrative Analyst)	(626) 403-7243 (626) 403-7373