

Section 3 - Goals and Organization

A. Goals

1. Introduction

This Sewer System Management Plan (SSMP) has been prepared to meet the requirements adopted by the State Water Resources Control Board (SWRCB) on May 2, 2006.

2. Regulatory Requirement

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. This will help reduce and prevent SSOs, as well as mitigate any SSOs that occur.

3. SSMP Goals

The goals of this SSMP are to:

1. Properly manage, operate, and maintain all portions of the Agency's wastewater collection system.
2. Provide adequate capacity to convey the peak wastewater flows. Adequate capacity, for the purposes of this SSMP, is defined as the capacity to convey the peak wastewater flows that are associated with the design storm event.
3. Minimize the frequency of SSOs.
4. Mitigate the impacts that are associated with any SSO that may occur.
5. Meet all applicable regulatory notification and reporting requirements.

4. City of Ceres Goals

See attached GOALS AND OBJECTIVES for the Sewer Services Department goals.

Organization

A. Introduction

The intent of this section of the SSMP is to identify Agency Staff who are responsible for implementing this SSMP, responding to SSO events, and meeting the SSO reporting requirements. This section also includes the designation of the Authorized Representative to meet SWRCB requirements for completing and certifying spill reports.

B. Regulatory Requirement

The SSMP must identify

1. The name of the agency's responsible or authorized representative
2. The names and telephone numbers for management, administrative, and maintenance positions for implementing specific measures in the SSMP program. The SSMP must identify lines of authority through an organization chart or similar document with a narrative explanation; and

The chain of communication for reporting SSOs, from receipt of a complaint or other information, including the person responsible for reporting SSOs to the State and Regional Water Board and other agencies if applicable (such as County Health Officer, County Environmental Health Agency, Regional Water Board, and/or State Office of Emergency Services (OES)).

C. Organization Charts

The following organization charts shows the management, administrative, and maintenance positions for implementing specific measures in the SSMP program and lines of authority. The first chart shows the overall City structure. The second shows the organization of the Sanitary Services Department of the Municipal Utilities Division.

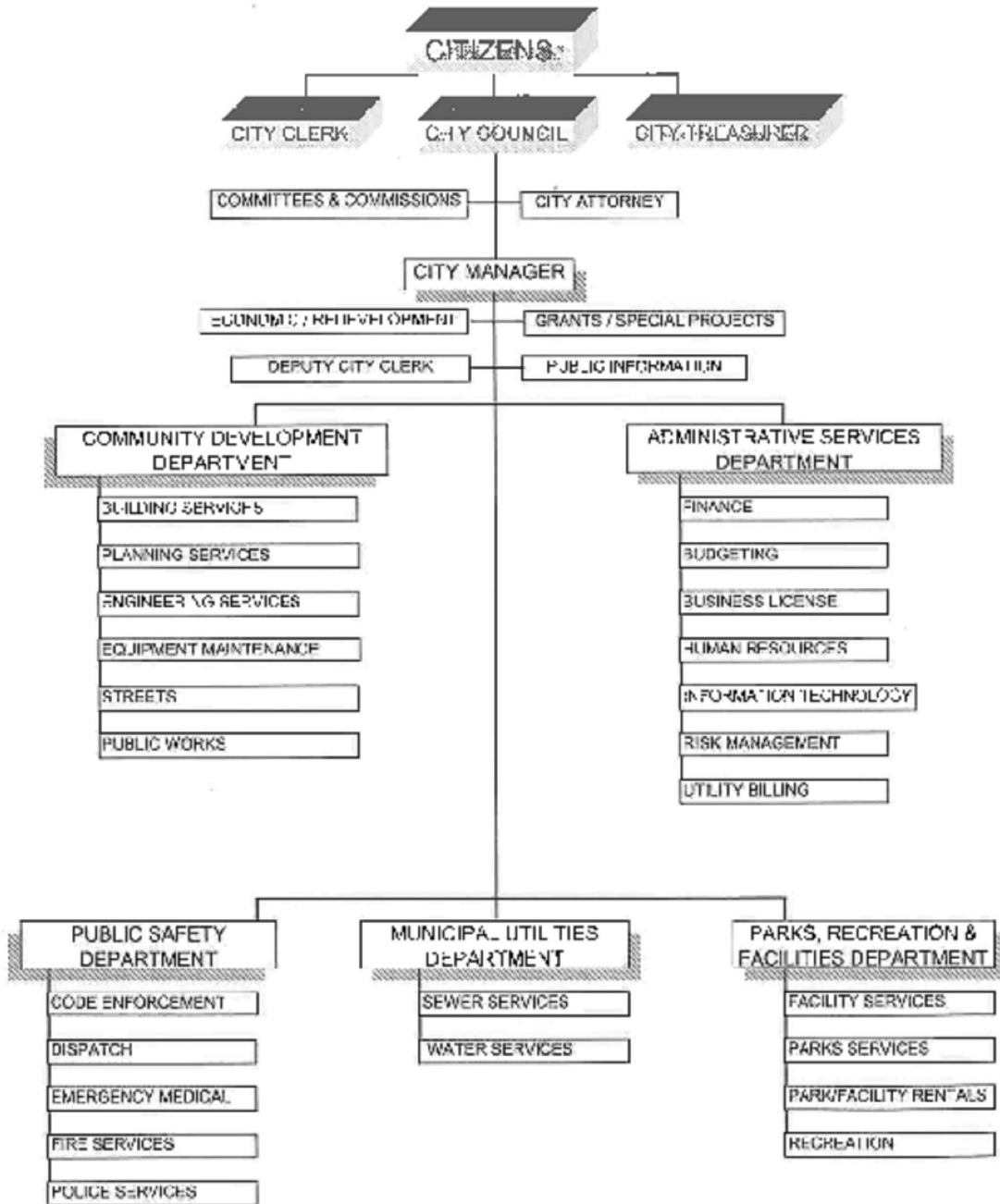
D. Authorized Representative

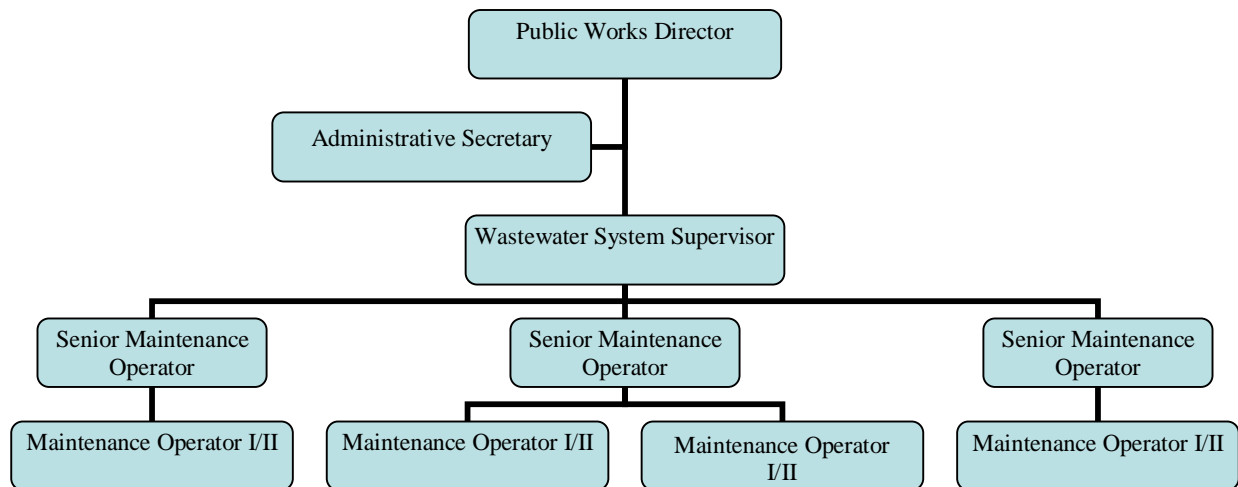
The Agency's Authorized Representative in all wastewater collection system matters is:

Mr. Michael Riddell
Wastewater System Supervisor
City of Ceres
Mail: 2220 Magnolia St
Office: 4200 Morgan Road
Ceres, CA 95307

Mr. Riddell is authorized to submit verbal, electronic, and written spill reports to the RWQCB, SWRCB, County Health Agency, and OES. Mr. Riddell is also authorized to certify electronic spill reports submitted to the SWRCB.

CITY OF CERES
ORGANIZATION CHART





E. Names, Phone Numbers, and Lines of Authority

Name and telephone numbers for key management, administrative, and maintenance positions for implementing specific measures in the SSMP program are as follow:

<u>Position</u>	<u>Name</u>	<u>Telephone Number</u>
City Manager	Brad Kilger	(209) 538-5755
City Engineer	Michael Brinton	(209) 538-5792
Public Works Director	Phil Scott	(209) 538-5732
Wastewater System Supervisor	Michael Riddell	Office: (209) 538-3269 Cell: (209) 872-3628

Responsibilities (summarized from job descriptions posted on the City’s web site)

City Manager – This is an exempt position appointed by the City Council responsible for implementing City Council policy and for planning, organizing, directing and controlling the activities and operations of the City of Ceres including public safety, community development, finance, public works and administration; to develop policy recommendations for City Council action; and to provide highly responsible and complex administrative support to the City Council.

Public Works Director – Plans, organizes, directs and reviews the activities and operations of the City’s sewer treatment and collections, water production and distribution systems, and conservation efforts. Coordinates assigned activities with other City departments and outside agencies. Provide highly responsible and complex administrative support to the City manager. Acts as a member of the City Manager’s management team.

Public Works Manager/City Engineer – Plans, organizes, directs and reviews the activities and operations of the Public Works Division including engineering, traffic, storm drain, street

maintenance, equipment maintenance, and administration. Serves as the City Engineer. Coordinates assigned activities with other City departments and outside agencies. Provides highly responsible and complex administrative support to the Community Development Director. Acts as a member of the City’s management team.

Wastewater System Supervisor – Organizes, monitors and supervises assigned functions including the wastewater reclamation facility and sewer system within the Public Works department. Perform a variety of technical tasks relative to the wastewater/sewer operations. Provides technical assistance to the Deputy Director of Public Works. Manages field operations and maintenance activities, provides relevant information to agency management, prepares and implements contingency plans, leads emergency response, investigates and reports SSOs, and trains field crews.

Field Crew – Perform preventive maintenance activities, mobilize and respond to notification of stoppages and SSOs (mobilize sewer cleaning equipment, by-pass pumping equipment, and portable generators).

Chain of Communication for Reporting SSOs

