



ii. Organization

Organization: The SSMP must identify:

- (a) The name of the responsible or authorized representative as described in Section J of this order (WDR).**
- (b) The names and telephone numbers for management, administrative, and maintenance positions responsible 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**
- (c) 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)).**

The City owns and operates the sanitary sewer systems in the City. It also provides wastewater conveyance and treatment services to 29 satellite communities under contractual agreements but does not fund, operate or have control over the sanitary sewer systems of these communities.

The City is governed by the Mayor, who is the chief executive, and 15 full-time Council Members. The Mayor and the City Council authorize the necessary funding. The City Attorney provides legal advice and guidance to the City and City departments in implementing the City ordinances and exercising legal authorities; and represents the City, its departments, commissions and employees in legal matters, including enforcement actions.

The Board of Public Works, a full-time Board, whose members are appointed by the Mayor and confirmed by the City Council, is the governing body of the Department of Public Works, which includes the Wastewater Program. Management of water programs is through the Department of Water and Power (DWP). DWP reports directly to the Mayor.

The Department of Public Works is made up of five Bureaus. Among these are the Bureaus of Sanitation, Engineering, and Contract Administration, which have specific responsibilities for the City's sanitary sewer systems. The Bureau of Sanitation has the primary responsibility for the operation and maintenance of the systems. The Bureau of Engineering has the primary responsibility for preparing engineering plans and specifications and performing construction management

for new and rehabilitation projects. The Bureau of Contract Administration has primary responsibility for enforcing contract compliance and providing inspection for construction and maintenance projects to ensure that they are constructed in accordance with contract documents.

The Department of Building and Safety is responsible for developing and implementing standards for upper private lateral sewer (building sewer) connections. The Department of Public Works issues permits for lower private laterals which are built in public right-of-way.

The lines of authority are clearly diagrammed from the Mayor through the Board of Public Works, Bureaus, Divisions, and workgroups to each individual position. Each unit within the City's organization, including each individual, has specific and clearly defined responsibilities and authorities that are designed to meet the City's mission and goals for the City's sanitary sewer systems and collectively implement all of the State WDRs and SSMP requirements. This ensures that each element of the SSMP is properly addressed and accomplished. City offices that are responsible for SSMP-related functions and activities are described in Subpart ii (b) and shown in Figure 2-1.

The City's organization is fluid, changing with changing community and regulatory needs and priorities. The design of the structure and the staffing levels and skills of the organizational units are tailored to needs. For example, because of their size and complexity, some programs, such as the pretreatment program, are the responsibility of a separate division that is dedicated and focused primarily on the pretreatment program goals. Other programs, while the primary responsibility of a workgroup within a division, are accomplished with significant input from multiple divisions. Program work elements are subdivided into manageable work programs to ensure that full attention and support is given to each need and each task within the program. This organizational structure allows assignment of experts who are knowledgeable about the regulations and requirements of each specific task within each program work element and who are skillful in program implementation. The City's process of recruitment, promotion and selection of staff to leadership positions within the City ensures that the right people are assigned to the right job.

The City Charter also provides for the formation of Neighborhood Councils throughout the City to promote increased public participation in City government; make government more responsive to local needs; facilitate the delivery of City services to neighborhoods by helping to identify community needs; and ensure equal opportunity for all stakeholders in all communities to be involved in addressing community concerns. Currently, there are 106 certified Neighborhood Councils in the City. The WDRs requirement to "... communicate on a regular basis with the public on the development, implementation, and performance of its SSMP..." which is a part of Part xi, Communication Program,

of the required SSMP is primarily fulfilled through ongoing communications with the Neighborhood Councils.

The City is not responsible for the organization of the Satellite agencies or for implementing WDRs/SSMP measures within these organizations. The 29 satellite agencies own and operate sanitary sewer systems within their jurisdictions.

Goal

The City's organizational goal is to clearly define responsibility and authority for accomplishing each program work element. This is accomplished through organization charts, position descriptions, adequate staffing, and work assignments.

Responsibilities

Each functional organization is responsible for its work assignments and organization. Principal Divisions within the Bureaus that have responsibility for sanitary sewer systems are shown in Figure 2-1. Fulfillment of these responsibilities is assured through monitoring and reporting by the Legal & Regulatory Compliance Group in the Bureau of Sanitation under the oversight of an Assistant Bureau Director. This group reports on the progress of various programs, functions, activities and deliverables set forth in the SSMPs.

(a) The name of the responsible or authorized representative as described in Section J of this order (WDR).

The City has designated a Legally Responsible Official (LRO) pursuant to Section J., REPORT DECLARATION, of the State General WDR (Order No. 2006-0003). Contact information for the City's LRO is provided below:

Mr. Barry G. Berggren, Division Manager
Wastewater Collection Systems Division
2714 Media Center Dr.
Los Angeles, CA 90065
(323) 342-6002
barry.berggren@lacity.org

(b) The names and telephone numbers for management, administrative, and maintenance positions responsible 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

Lines of authority for the SSMP are shown in Figure 2-1 - SSMP Organizational Chart. A list of responsible positions and contact information is provided below:

- City Attorney's Office – Legal Authority
 - Assistant City Attorney assigned to Wastewater Program – (213) 978-8159
- Department of Public Works Board of Public Works - (213) 978-0251 (The City's governing body for the development and implementation of SSMPs)
 - Bureau of Sanitation, Director - (213) 485-2210
 - Wastewater Collection Systems Division, Division Manager (Legally Responsible Official)– (323) 342-6002
 - Operation and Maintenance Program
 - Overflow Emergency Response Plan
 - Monitoring, Measurement and Program Modifications
 - Design and Performance Provisions
 - Wastewater Engineering Services Division, Division Manager - (323) 342-6225
 - System Evaluation and Capacity Assurance
 - Monitoring, Measurement and Program Modifications
 - Design and Performance Provisions
 - GIS and Mapping
 - Communication Program
 - Industrial Waste Management Division, Division Manager - (323) 342-6048
 - FOG Control Program
 - Legal Authority
 - ✓ Source Control
 - ✓ Pretreatment
 - ✓ Enforcement

- Financial Management Division, Division Manager - (213) 485-2374
 - Budget and Financial Support for Capital Improvement and O&M Programs
 - Legal Authority
 - ✓ Administration of the Contracts with Satellite Agencies

- Bureau of Engineering, City Engineer - (213) 485-4935
 - Deputy City Engineer in Charge of Wastewater Program - (213) 485-4906
 - Wastewater Conveyance Engineering Division, Division Engineer - (213) 485-1448
 - Design of Sanitary Sewer Systems Components
 - Wastewater Conveyance Construction Division, Division Engineer - (213) 485-1525
 - Construction Management
 - Design Standards and Investigation Group, Group Manager - (213) 485-5313
 - Design Standards
 - Geographic Information Systems, Group Manager – (213) 482-7120
 - GIS and Mapping

- Bureau of Contract Administration, Director - (213) 847-2688
 - Wastewater Construction Division, Division Manager – (213) 847-2370
 - Design and Performance Provisions
 - Inspection of Construction and maintenance Projects for Sanitary Sewer Systems Components

- Department of Building and Safety, General Manager – (213) 482-6800
 - Uniform Plumbing Code Enforcement
 - LAMC Sewer Ordinance Enforcement for Work on Private Properties

October 23, 2007

City of Los Angeles SSMP Implementation Organization Chart

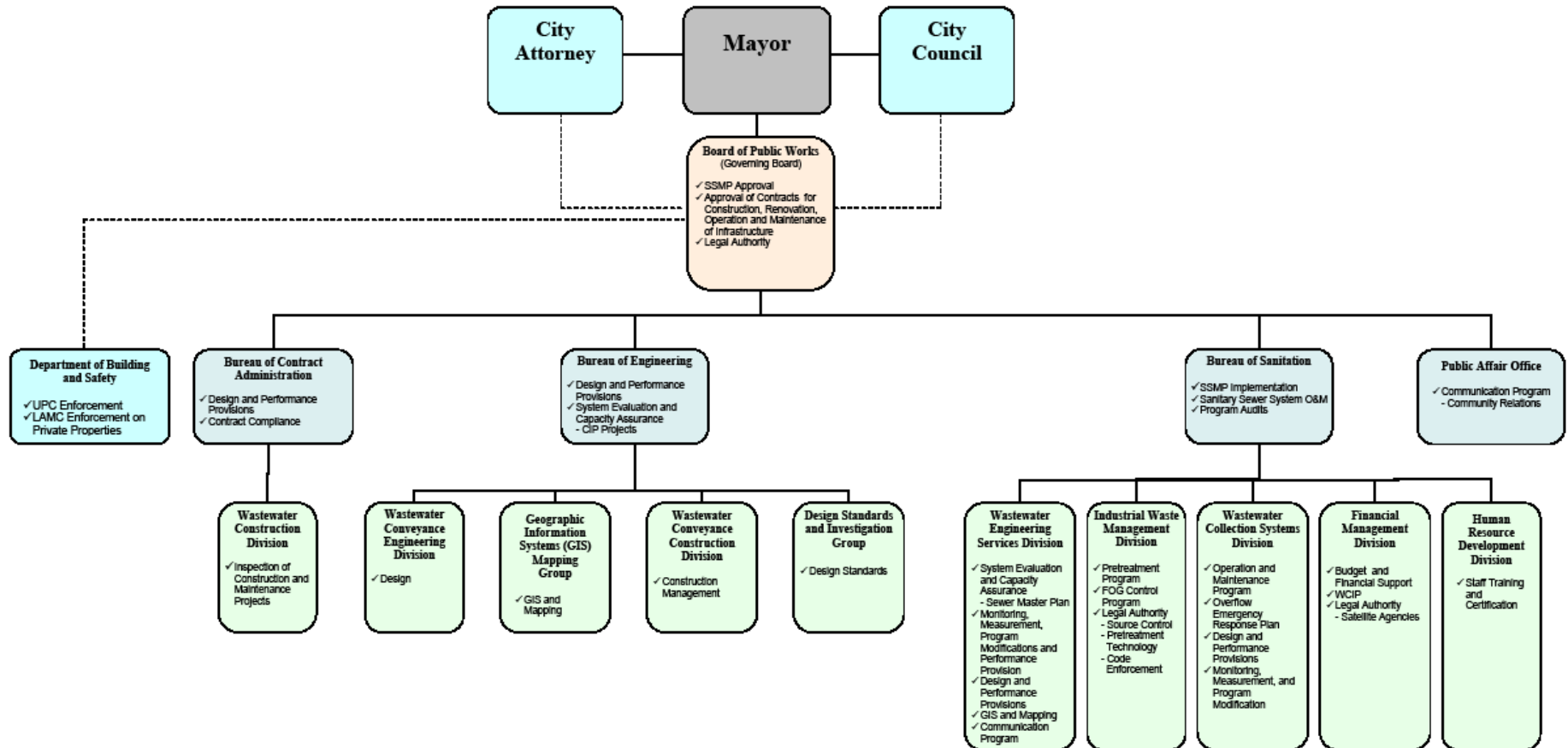


Figure 2-1

(c) 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)).

The Bureau of Sanitation's Wastewater Collection Systems Division has procedures that provide for effective notification of each Category of SSOs through a clear and step-by-step method of communication by Division staff at different levels of the Division's organization. The policies and procedures for SSO reporting are reviewed and updated as needed to ensure that they are in full compliance with all regulatory and legal requirements and advance the Bureau of Sanitation's mission to protect public health and the environment.

These reporting procedures are incorporated herein by reference. Electronic and hard copies of the referenced document are available upon request.

Reference

Bureau of Sanitation, Wastewater Collection Systems Division, Sanitary Sewer Overflow Response and Reporting Procedures dated December 13, 2006, Section 6. REPORTING AND NOTIFICATION and Appendix C

The entirety of the above-referenced document is also available at the Bureau of Sanitation's web site at <http://www.lasewers.org>