

**Appendix H**  
**Year Two Annual Report Materials**  
**City of Sand City**

## **1. PUBLIC EDUCATION AND OUTREACH**

All information pertaining to this Minimum Control Measure is contained in Appendix A.

## 2. PUBLIC INVOLVEMENT AND PARTICIPATION

Much of the work involved in carrying out the BMPs and meeting the Measurable Goals for this Minimum Control Measure was carried out as a group activity of the eight co-permittees, and is reported on in Appendix B. Only the information that is specific to this entity for certain of the BMPs and Measurable Goals is reported below in this Section. These BMPs and Measurable Goals are highlighted in **boldface** and with an asterisk in the tables below.

### Status of BMPs and Implementation Plans

<i>BMP Description</i>	<i>BMP No.</i>	<i>Implementation Plan</i>	<i>Status</i>		
			<b>Implemented</b>	<b>Not Applicable</b>	<b>Not Implemented</b>
<p>Encourage general public participation in programs and activities designed to promote understanding and awareness of storm water pollution, such as cleanup events and restoration activities.</p> <p>(See pages E-23 through E-29 of Appendix E of the MRSWMP for the Public Participation and Involvement Program)</p>	<b>2-1.a*</b>	<b>Draft annual report will be posted on the website and in city offices for review by public one month prior to Annual Workshop No. 2</b>	X		
	<b>2-2.a*</b>	<b>Provide financial sponsorship support for Annual Coastal Cleanup Day in Monterey County or other local beach clean up efforts.</b>	X		
	<b>2-2.b*</b>	<b>Recruit volunteers through municipal employee base and through advertising for Annual Coastal Clean Up Day or other local clean up efforts.</b>	X		
	<b>2-2.c*</b>	<b>Provide support for, or assistance with, storm drain stenciling through providing supplies, volunteer recruitment, and staff labor.</b>	X		
	2-2.d	Provide financial support for, or assistance with, volunteer monitoring programs and public participation events such as: Urban Watch, First Flush, Snapshot Day, and Walk N' Talk Days	X		

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			<i>Implemented</i>	<i>Not Applicable</i>	<i>Not Implemented</i>
Become an active participant in the Citizen Water Quality Monitoring Network  (See pages E-23 through E-29 of Appendix E of the MRSWMP for the Public Participation and Involvement Program)	2-3.a	A representative from the MRSWMP group will become an active participant in the Citizen Water Quality Monitoring Network.	X		

**Status of Measurable Goals**

<i>BMP No.</i>	<i>Measurable Goal</i>	<i>Completed</i>	<i>Not Completed</i>	<i>Not Applicable</i>	<i>Comments</i>
2-1.a	All written public comments submitted and notes taken at workshop will be considered for inclusion in the annual report and kept on file.	X			The Draft Annual Report was made available for public review on the Group's Stormwater Education Alliance (SEA) website. A notice of the availability of the report for public review was posted at the City Hall and on the City's website, as well as on the SEA website.
2-1.b	40 participants per workshop	X			
2-1.c	40 participants per workshop	X			

<i>BMP No.</i>	<i>Measurable Goal</i>	<i>Completed</i>	<i>Not Completed</i>	<i>Not Applicable</i>	<i>Comments</i>
2-2.a*	Annual financial sponsorship of up to \$500 to cover expenses not covered by sponsors.	X			
	Provide staffing that amounts to 40 hours for coordinating this event.	X			The City provided a contact person, Michael Klein, to work with the coordinator of this event, Jill Poudrette of the California Department of Parks and Recreation, to assist with the event's activities within or close to the City. The City provided assistance to Ms. Poudrette for the cleanup activities at the Del Monte Beach. The City made available an off-road vehicle for trash hauling, and provided food, drinks, and cleanup supplies for the volunteers. For these reasons there was a very good turnout for the event.
2-2.b*	Each permit holder to recruit volunteers through two separate agency channels; e.g. email, paycheck stuffers, internal newsletters, etc. Track recruitment efforts, coordination support and financial support, and track number of participants and volume of waste collected and report this information in the Annual Reports for the indicated years.	X			The City posted the Coastal Cleanup flyer in Public View at City Hall. Also, as a second channel of publicity the City invited the local Boy Scouts and Girl Scouts, Cub Scouts, Brownies, etc. to help out on Coastal Cleanup Day.  City and Police department staff oversee the activities of the scouts and provide sign-off for their Environmental Merit Badges, if requested.  A description of the Coastal Cleanup Day event, listing numbers of volunteer participants recruited and the volume of waste collected, is included in Appendix B. Financial support of \$500 was provided as a Group activity under BMP 2-2.a.
	Air radio advertising before the event to encourage public participation	X			

<i>BMP No.</i>	<i>Measurable Goal</i>	<i>Completed</i>	<i>Not Completed</i>	<i>Not Applicable</i>	<i>Comments</i>
2-2.c*	Utilization of 100 hours of staff time through “Save the Whales” nonprofit organization to recruit college and civic organizations for stenciling events.	X			
	<b>Provide stenciling equipment, supplies, and maps of inlets to be stenciled, and complete a minimum of 300 drains and tabulate areas stenciled. Percent of all entities completed per year will be approximately 5-10%.</b>	X			<b>All of the storm drain inlets in the City were stenciled during Year 1. The stencils were re-inspected during Year 2 and were found to still be fully readable. Therefore, no re-stenciling was performed during Year 2.</b>
2-2.d	Provide \$13,000 annual contribution for Urban Watch for professional staffing, equipment, lab analysis, and report writing.	X			
	Provide \$1,500 annually for Urban Watch for print ads to recruit volunteers.	X			
	Provide \$3,000 annual contribution for First Flush for professional staffing, equipment, lab analysis, and report writing.	X			
	Purchase \$7,000 annually for radio ads to promote participation in First Flush	X			
	Provide \$1,500 annually for First Flush for print ads to recruit volunteers.	X			
	Provide \$1,000 annual contribution for Snapshot Day for professional staffing, equipment, lab analysis, and report writing.	X			

<i>BMP No.</i>	<i>Measurable Goal</i>	<i>Completed</i>	<i>Not Completed</i>	<i>Not Applicable</i>	<i>Comments</i>
	Provide \$500 annually for Snap Shot Day for print ads to recruit volunteers.	X			
2-2.d* (cont'd)	<b>Provide \$300 to \$500 annually for Walk N' Talk to garner public participation and a co-host representative for each event.</b>	X			<b>No Walk N' Talk was held in the City during Year 2.</b>
	Year 2: Create and implement a program to reduce and eliminate the sources of pollution identified as impacting sea otters. The program and implementation will be described in the Annual Report.	X			
2-3.a	100% of monitoring network meetings to be attended annually by member of MRSWMP group.	X			

### 3. ILLICIT DISCHARGE DETECTION AND ELIMINATION

#### Status of BMPs and Implementation Plans

<i>BMP Description</i>	<i>BMP No.</i>	<i>Implementation Plan</i>	<i>Status</i>		
			<b>Implemented</b>	<b>Not Applicable</b>	<b>Not Implemented</b>
Create a unified place for public to call in potential illicit discharges	3-1.b	Advertise 1-800-CLEANUP call-in number on MRSWMP generated-media and educational materials	X		
	3-1.c	Using the protocol contained on pages E-30 through E-33 of Appendix E of the MRSWMP, investigate and take appropriate action on each report of illicit discharge that is received.	X		
Storm water system mapping	3-2.a	Complete preparation of the storm drain system map contained on pages E-34 through E-36 of Appendix E of the MRSWMP, showing the location of all outfalls discharging to waters of the state and other MS4s that receive discharges from those outfalls	X		
	3-2.b	Update the outfall map annually to include new facilities as appropriate.	X		
Implement and maintain a program to detect and eliminate illicit connections and/or discharges; i.e., sewer overflows, fluid dumping in catch basins etc.	3-3.b	Using the inventory of businesses to be inspected and the inspection checklists contained on pages E-37 through E-77 of Appendix E of the MRSWMP, prioritize the businesses to be inspected, and perform compliance inspections on these businesses to identify illicit connections and illegal discharges. Discharges to Environmentally Sensitive Areas, discharges to Areas of Special Biological Significance, restaurants/fast food chains, auto repair shops, and gas stations will receive top prioritization in scheduling these inspections.	X		
	3-3.d	Using the protocol contained on pages E-78 through E-79 and E-95 through E-98 of in Appendix E of the MRSWMP, take action as necessary to eliminate 100% of the illicit connections and illegal discharges that are identified in this year	X		

<i>BMP Description</i>	<i>BMP No.</i>	<i>Implementation Plan</i>	<i>Status</i>		
			<i>Implemented</i>	<i>Not Applicable</i>	<i>Not Implemented</i>
Implement and maintain a program to detect and eliminate illicit connections and/or discharges; i.e., sewer overflows, fluid dumping in catch basins etc.	3-3.e	Perform source tracking of manholes in the Hot Spot areas listed on page E-199 of Appendix E to determine source of pollutants	X		
Adopt an ordinance with standards for storm water pollution prevention.  Ordinance to include definitions of illegal disposal activities, including requirements pertaining to mat wash downs, hood cleaning, etc., and requiring firms to notify Public Works of all such cleaning activities, with penalties for violations. Ordinance will also outline responsibility for any clean up determined necessary.	3-4.b	Train appropriate staff on the adopted ordinance	X		
	3-4.c	Implement ordinance	X		
Inspection program to ensure compliance from RVs & boats	3-5.a	Using the inventory of RV parks and boat marinas and the inspection lists contained on pages E-119 through E-124 of Appendix E, inspect each RV park and boat marina annually, and take action to correct any observed violations of the discharge ordinance		X	

<i>BMP Description</i>	<i>BMP No.</i>	<i>Implementation Plan</i>	<i>Status</i>		
			<i>Implemented</i>	<i>Not Applicable</i>	<i>Not Implemented</i>
Implement a permit boundary-wide education program addressing the negative effects on water quality through illegal discharges, improper waste disposal and other non-storm water discharges.	3-6.a	This is included in the Public Education and Outreach Program contained on pages E-1 through E-23 of Appendix E of the MRSWMP.	X		

**Status of Measurable Goals**

<i>BMP No.</i>	<i>Measurable Goal</i>	<i>Completed</i>	<i>Not Completed</i>	<i>Not Applicable</i>	<i>Comments</i>
3-1.b	Advertised on a minimum of 8 different media pieces: 4 in English, 4 in Spanish	X			See Appendix A for information regarding this BMP, which was performed by the eight co-permittees as a group activity.

<i>BMP No.</i>	<i>Measurable Goal</i>	<i>Completed</i>	<i>Not Completed</i>	<i>Not Applicable</i>	<i>Comments</i>
3-1.c	100% of all reports of illicit discharge investigated and report on outcome of each case in the form of “closed”, “ongoing enforcement”, or “still investigating source”.	X			<p>The City uses the “Illicit Discharge/Connection Reporting and Response” form contained on page E-33 of the MRSWMP to document all storm water pollution incidents within its jurisdiction. These forms were made available to the City’s Public Works and Police Department personnel, who were considered to be the most likely members of the City’s staff to observe such incidents, or to whom such incidents would be reported by other City staff members or members of the public.</p> <p>During Year 2 no such incidents were reported, nor were any observed by city staff members, except as described below. Consequently, none of these forms needed to be filled out during Year 2.</p> <p>During Year 2 illicit discharge detection and elimination was basically confined to the City’s police officers issuing warnings to residents washing cars in the street. Without a code enforcement officer or a means to cite the ambiguous infraction, the police staff were concerned that such warnings might be misconstrued as harassment of citizens. The warnings have been temporarily halted while the City develops an improved enforcement program.</p>

<i>BMP No.</i>	<i>Measurable Goal</i>	<i>Completed</i>	<i>Not Completed</i>	<i>Not Applicable</i>	<i>Comments</i>
3-2.a	Each Participating Entity to complete its mapping by end of Year 1, except Monterey County which will complete its mapping by end of Year 3	X			The City's storm drainage system map was updated in 2007 and shows all of the City's outfalls as well as its internal storm drainage system components. This updated mapping information was used to prepare the updated map showing all of the City's outfalls in Appendix K. Of particular note in the City of Sand City is the fact that a portion of its storm drainage system, that which serves the two large shopping centers (Edgewater Center and Sand Dollar Center) in the northerly portion of the city, does <u>not</u> discharge to an outfall. Flows from these shopping centers go through an interceptor, with oil absorbent pillows, which removes sediments and floatable materials before discharging the clarified water to a percolation field.
3-2.b	Include updated map in the Annual Reports.	X			No new facilities were added during Year 2, so the map provided in Appendix K is still accurate.
3-3.b	Minimum of 100% of inventoried businesses inspected by the end of the permit term.		X		Because of administrative delays the City Council was only able to approve the contract for business inspections with MRWPCA during a regular council meeting on August 5, 2008. The inspection program will begin early in Year 3.
3-3.d	100% of all reports of illicit connections and illegal discharges investigated and report on outcome of each case in the form of "closed", "ongoing enforcement", or "still investigating source".	X			Other than as noted under BMP 3-1.c, during Year 2 no such incidents were reported, nor were any observed by city staff members. Consequently, no enforcement actions were required during Year 2.

<i>BMP No.</i>	<i>Measurable Goal</i>	<i>Completed</i>	<i>Not Completed</i>	<i>Not Applicable</i>	<i>Comments</i>
3-3.e	Inspect 100% of confluent manholes in Hot Spot areas listed on page E-199 of Appendix E annually, and carry out source tracking procedures described on page E-82 as appropriate.	X			<p>Page E-199 of Appendix E states that the City does not have a Hot Spot list, because its commercial zones are the shopping centers, and drainage from those shopping centers are privately owned and percolate rather than being discharged through an outfall. However, the City has numerous commercial and manufacturing businesses not located in the shopping centers, which could potentially be illegally discharging to the storm drainage system that flows to the Bay Street outfall.</p> <p>The City Engineer began inspecting storm drain inlets in front of local businesses along several downtown streets for visual evidence of pollutants entering the storm drain system during July and August of 2008. Only common litter and vegetation were observed to be present, and there was no indication of illegal discharges. The catch basins were cleared of debris.</p> <p>The City will continue observation of the downtown storm drain system through September and October in anticipation of the "First Flush".</p>
3-4.b	Train appropriate staff on the adopted ordinance	X			A number of City staff members were trained on the Ordinance in Year 1. No new personnel have been hired by the City who perform work where training under this BMP is needed. Therefore, no additional personnel training was necessary in Year 2.
3-4.c	Implement ordinance	X			As reported in the Year 1 Annual Report, the City adopted its Ordinance in February 2007. It began being implemented immediately thereafter.

<i>BMP No.</i>	<i>Measurable Goal</i>	<i>Completed</i>	<i>Not Completed</i>	<i>Not Applicable</i>	<i>Comments</i>
3-5.a	Using the inventory of RV Parks and boat marinas and the inspection checklists contained on pages E-119 through E-124 of Appendix E, inspect RV park and boat marina annually, and take action to correct any observed violations of the discharge ordinance			X	There are no RV parks or boat marinas within the City, so no action is required under this BMP.
3-6.a	Summary of methods used to educate the public about the impacts of illegal discharges and improper waste disposal to be included in the Annual Reports.	X			See Appendix A for information regarding this BMP, which was performed by the eight co-permittees as a group activity.

#### 4. CONSTRUCTION SITE STORM WATER CONTROL

##### Status of BMPs and Implementation Plans

<i>BMP Description</i>	<i>BMP No.</i>	<i>Implementation Plan</i>	<i>Status</i>		
			<b>Implemented</b>	<b>Not Applicable</b>	<b>Not Implemented</b>
Implement procedures for site plan review, including consideration of potential water quality impacts	4-2.a	Train appropriate staff on the site plan and construction inspection procedures contained on pages E-125 through E-131 of Appendix E procedures	X		
Implement procedures for site plan review, including consideration of potential water quality impacts	4-2.b	Use the site plan review procedures contained on pages E-100 through E-103 and E-125 through E-131 of Appendix E when reviewing construction projects	X		
Implement procedures for site inspection and enforcement of BMP control measures	4-3.a	Train appropriate staff on the construction site inspection procedures. Topics to be covered in this training will be the applicable portions of the materials contained on pages E-125 through E-136 of Appendix E, consisting of: 1. The Guidance Document for Policies and Procedures Pertaining to Construction Sites 2. Construction Site Plan Review and Inspection Procedures 3. Inspection Checklist for Construction Sites	X		
Implement procedures for site inspection and enforcement of BMP control measures.	4-3.b	Using the procedures and checklists contained on pages E-127 through E-136 of Appendix E, inspect the construction sites subject to the storm water ordinance and take appropriate action to have any observed violations corrected	X		

<i>BMP Description</i>	<i>BMP No.</i>	<i>Implementation Plan</i>	<i>Status</i>		
			<i>Implemented</i>	<i>Not Applicable</i>	<i>Not Implemented</i>
Implement procedures for receipt and consideration of information submitted by the public regarding storm water runoff impacts associated with construction projects.	4-4.a	Use the procedures contained on pages E-30 through E-33 of Appendix E of the MRSWMP to facilitate the receipt of, and the response to, reports from the public of storm water pollution from construction sites.	X		
Implement a permit boundary-wide education program addressing the negative effects on water quality from improperly managed construction site runoff.	4-4.b	<p>Twice per year at construction contractor professional meetings, present an educational program regarding prevention of storm water pollution from construction sites. The program will cover the four guiding principles for controlling runoff from construction sites, which are included in the BMP Guidance Series:</p> <ul style="list-style-type: none"> <li>• Construction site planning</li> <li>• Minimization of soil movement</li> <li>• Capturing of Sediment</li> <li>• Good housekeeping practices</li> </ul> <p>At these presentations handouts describing construction site permitting procedures and construction site BMPs will also be distributed.</p>	X		

**Status of Measurable Goals**

<i><b>BMP No.</b></i>	<i><b>Measurable Goal</b></i>	<i><b>Completed</b></i>	<i><b>Not Completed</b></i>	<i><b>Not Applicable</b></i>	<i><b>Comments</b></i>
4-2.a	100 % of existing appropriate staff trained by Year 2, then all new appropriate employees every year after that	X			Members of the City’s staff attended a training session for this BMP in Year 1, as reported under BMP 4-3.a in the Year 1 Annual Report. No new personnel have been hired by the City to work in the Building Department performing site plan reviews. Therefore, no additional personnel training was necessary in Year 2.
4-2.b	100% of construction site plans reviewed for compliance	X			The City’s process for performing construction site plan reviews is as follows: Prior to issuance of a Grading Permit, the City Engineer will request an Erosion Control Site Plan for any project involving ground disturbance within the City Limits. In addition to the Review procedures outlined on pages E-100 through E-103, and E-125 through E-130 of Appendix E in the MRSWMP, the City will also review the BMP's for conformance with the adopted BMP Guidance Series.
4-3.a	100 % of existing appropriate staff trained by Year 2, then all new appropriate employees every year after that, with periodic refresher training provided	X			Members of the City’s staff attended a training session for this BMP in Year 1, as reported in the Year 1 Annual Report. No new personnel have been hired by the City to work in the Building Department performing site plan reviews. Therefore, no additional personnel training was necessary in Year 2.

<i>BMP No.</i>	<i>Measurable Goal</i>	<i>Completed</i>	<i>Not Completed</i>	<i>Not Applicable</i>	<i>Comments</i>
4-3.b	100% of construction sites subject to the storm water ordinance inspected in accordance with inspection frequencies listed on page E-129 of Appendix E, and violations corrected	X			A description of Construction Site inspection work performed during Year 2 is included at the end of this Appendix.  The City does not use the Compliance Inspection Checklist for Construction Sites contained in Appendix E of the MRSWMP, but does inspect the sites for the same BMPs and conditions contained in that Checklist when it performs its inspections.
4-4.a	100% of all reports of construction site storm water pollution investigated and report on outcome of each case in the form of “closed”, “ongoing enforcement”, or “still investigating source”.	X			See the Comments above under the Measurable Goal for BMP 3-1.c
4-4.b	Provide educational programs that reach at least 20 construction firms each year.	X			This Measurable Goal was met by all eight of the co-permittees as a group activity, and is reported on in the body the MRSWMP Annual Report.

The table below, recommended in the SWRCB’s guidelines for the preparation of Annual Reports, summarizes the results of construction-related BMPs and Measurable Goals for the current reporting period.

<b>Issue</b>	<b>This Reporting Period</b>	<b>Last Reporting Period</b>	<b>Comments</b>
How many erosion and sediment control plans were reviewed?	1	N/A	A Plan was reviewed for the Desalination Plant project.
How many construction sites were inspected to determine compliance with your construction storm water requirements?	3	N/A	The sites that were inspected were: 1. Desalination Plant 2. Open trenching on Sand Dunes Drive and Catalina 3. Redwood Ave Pavement Project
At how many construction sites were violations noted?	1	N/A	The one violation was on Sand Dunes Drive where sand was building up next to an inlet. The inlet was cleaned and the filter fabric was replaced and supplemented with sandbags.

<b>Issue</b>	<b>This Reporting Period</b>	<b>Last Reporting Period</b>	<b>Comments</b>
At these sites, how many site owners or operators were penalized through a formal enforcement action?	0	N/A	No formal enforcement actions were necessary, as the few violations or deficiencies that were observed were quickly remedied voluntarily by the contractors.

## 5. POST-CONSTRUCTION STORM WATER MANAGEMENT

### Status of BMPs and Implementation Plans

<i>BMP Description</i>	<i>BMP No.</i>	<i>Implementation Plan</i>	<i>Status</i>		
			<b>Implemented</b>	<b>Not Applicable</b>	<b>Not Implemented</b>
Implement procedures for review of project plans	5-2.a	Train appropriate staff on the plan review procedures contained on pages E-139 through E-143 of Appendix E	X		

**Status of Measurable Goals**

<i><b>BMP No.</b></i>	<i><b>Measurable Goal</b></i>	<i><b>Completed</b></i>	<i><b>Not Completed</b></i>	<i><b>Not Applicable</b></i>	<i><b>Comments</b></i>
5-2.a	100% of existing appropriate staff trained by Year 2, then all new appropriate staff thereafter	X			<p>The City's Public Works staff was previously trained in construction inspections relating to grading Operations and street work.</p> <p>The City's Building Inspection work is currently contracted out to the City of Monterey. No one from Sand City attended the training session put on by the Group on August 14, 2008, because Sand City does not have a Building Inspection staff.</p> <p>All plan review for new development and redevelopment projects is done by the City Engineer who is trained for that skill.</p>

The table below, recommended in the SWRCB’s guidelines for the preparation of Annual Reports, summarizes the results of New Development/Redevelopment-related BMPs and Measurable Goals for the current reporting period.

<b>Issue</b>	<b>This Reporting Period</b>	<b>Last Reporting Period</b>	<b>Comments (ex. frequently seen project types, types of BMPs)</b>
How many post-construction plans were reviewed?	N/A	N/A	The New Development and Redevelopment BMP Guidance Series requirements do not go into effect until the start of permit Year 3.
How many plans included post-construction BMPs?	N/A	N/A	The New Development and Redevelopment BMP Guidance Series requirements do not go into effect until the start of permit Year 3.
How many sites were inspected to verify installation of post-construction BMPs?	N/A	N/A	The New Development and Redevelopment BMP Guidance Series requirements do not go into effect until the start of permit Year 3.
How many sites were inspected to verify the proper operation and maintenance of post-construction BMPs?	N/A	N/A	The New Development and Redevelopment BMP Guidance Series requirements do not go into effect until the start of permit Year 3.

## 6. POLLUTION PREVENTION AND GOOD HOUSEKEEPING FOR MUNICIPAL OPERATIONS

### Status of BMPs and Implementation Plans

<i>BMP Description</i>	<i>BMP No.</i>	<i>Implementation Plan</i>	<i>Status</i>		
			<b>Implemented</b>	<b>Not Applicable</b>	<b>Not Implemented</b>
Implement an education and training program for employees (general and then specific to targeted employee groups, including supervisors) about the impacts of storm water pollution from municipal activities and hazardous materials disposal, and how to implement the selected BMPs to reduce these impacts.	6-1.a	Using the training outline and materials contained on pages F-22 through F-34 of Appendix F of the MRSWMP, train appropriate municipal employees (including supervisors) on storm water pollution issues.	X		
Inspection program of municipal hazardous materials storage facilities	6-2.a	Promptly correct any hazardous materials inspection deficiencies reported by the County inspectors, who are responsible for all of the hazardous materials inspections in Monterey County. (The inspection forms used by the County are contained on pages E-146 through E-168 of Appendix E of the MRSWMP and indicate the thoroughness that the County's inspections entail.)		X	
Implement procedures for proper disposal of used motor oil and oil filters	6-3.a	Train appropriate staff on the procedures contained on pages E-169 through E-174 of Appendix E for proper disposal of used motor oil and filters		X	
Implement procedures for proper disposal of used motor oil and oil filters	6-3.b	Use procedures contained on pages E-169 through E-174 of Appendix E for disposal of used motor oil and filters		X	

<b>BMP Description</b>	<b>BMP No.</b>	<b>Implementation Plan</b>	<b>Status</b>		
			<b>Implemented</b>	<b>Not Applicable</b>	<b>Not Implemented</b>
Implement a program that effectively manages landscaping and lawn care activities to minimize the potential for storm water pollution.	6-4.a	Train municipal staffs to use the procedures contained on pages E-175 through E-176 of Appendix E of the MRSWMP to properly manage landscape and lawn care activities. Offer training to other agencies such as school districts beginning in Year 3.	X		
	6-4.b	Perform spraying during times where rain is not predicted		X	
Implement procedures to ensure the dechlorination and/or debromination of pool water prior to discharge to the storm water system	6-5.a	Use the procedures contained on pages E-177 through E-179 of in Appendix E of the MRSWMP for the proper disposal of swimming pool water.		X	
Conduct sweeping on a frequent and regular basis and focus sweeping schedule on high impact/dry weather sites	6-6.a	Conduct sweeping on a regular basis in accordance with the programs and plans contained on pages E-180 through E-196 of Appendix E of the MRSWMP.	X		
	6-6.b	Twice during the 5-year permit period, perform an analysis for pollutants of concern in material removed from streets by sweeping	X		
Implement a program to prevent pollutants from automotive activities, such as vehicle fluids, from entering storm drains	6-7.a	Provide designated area for all vehicle maintenance.		X	
	6-7.b	Move maintenance and repair activities indoors or under a covered area whenever possible		X	
	6-7.e	Using the Vehicle Service Facilities Inspection Checklist contained on pages E-71 through E-77 of Appendix E of the MRSWMP, inspect the MS4's vehicle maintenance facilities annually and correct any deficiencies noted.		X	
	6-7.f	Store materials and wastes under cover whenever possible		X	
	6-7.g	Train all employees repairing municipal vehicles on proper pollution prevention techniques		X	

<i>BMP Description</i>	<i>BMP No.</i>	<i>Implementation Plan</i>	<i>Status</i>		
			<i>Implemented</i>	<i>Not Applicable</i>	<i>Not Implemented</i>
Implement a program to prevent pollutants from washing municipal vehicles, such as vehicle fluids and phosphate soaps, from entering storm drains.	6-8.b	Using the vehicle washing portion of the Vehicle Service Facilities Inspection Checklist contained on pages E-75 through E-76 of Appendix E of the MRSWMP, inspect the MS4's vehicle washing facilities annually and correct any deficiencies noted.		X	
Implement policies and procedures to prevent pollutants from bridge and street maintenance activities, such as paving and painting work, from entering storm drains	6-9.a	Require bridge and street maintenance contractors to regularly sweep construction zones and to keep paint and other construction materials out of the storm drain system. (Perform additional sweeping in conjunction with street and bridge maintenance work that is performed in-house.)	X		
Implement a program of regularly cleaning storm drains and inlets to prevent accumulated pollutants from being discharged with the storm water (See Appendix E of the MRSWMP for a complete discussion of the work to be performed under BMP 6-10	6-10.a	Stencil catch basins and inlets as needed as prevention measure	X		
	6-10.b	Inspect catch basins and inlets in the designated "hot spots" listed on page E-199 of Appendix E of the MRSWMP annually prior to rainy season, and clean as necessary	X		
	6-10.c	Clean and repair catch basins, inlets and piping as identified through inspections prior to November 1 <sup>st</sup> annually	X		
	6-10.d	Re-inspect identified problem areas of debris accumulation during wet season	X		
	6-10.e	Keep documentation of inspections and cleanings	X		
	6-10.f	Twice during the 5-year permit period, perform an analysis for pollutants of concern in material removed from catch basins by cleaning	X		

<i>BMP Description</i>	<i>BMP No.</i>	<i>Implementation Plan</i>	<i>Status</i>		
			<i>Implemented</i>	<i>Not Applicable</i>	<i>Not Implemented</i>
Implement a program to regularly inspect and clean trash enclosures and parks to prevent trash from being discharged with the storm water	6-11.a	Regularly inspect and clean trash enclosures	X		
	6-11.b	Regularly inspect and clean parks	X		

**Status of Measurable Goals**

<i><b>BMP No.</b></i>	<i><b>Measurable Goal</b></i>	<i><b>Completed</b></i>	<i><b>Not Completed</b></i>	<i><b>Not Applicable</b></i>	<i><b>Comments</b></i>
6-1.a	100 % of existing appropriate staff trained by Year 2, then all new employees every year after that. Perform pre- and post-training testing to measure training effectiveness.	X			A number of City staff members received training for this BMP in Year 1, as reported in the Year 1 Annual Report. No new personnel have been hired by the City who perform work where training under this BMP is needed. Therefore, no additional personnel training was necessary in Year 2.
6-2.a	100% of noted deficiencies corrected within 30 days of notification by the County			X	Per Patrick Mauri of the Monterey County Department of Health, Division of Environmental Health, the City does not store or generate enough hazardous materials to warrant having annual inspections, or even having a Business Response Plan. Consequently, no inspections are performed by the County Department of Health. Therefore, this Measurable Goal is not applicable to this city.
6-3.a	100 % of existing appropriate staff trained by Year 2, then all new employees thereafter			X	The City has all of its motor oil and filter changes performed either via contract with the City of Monterey or at a commercial oil change business. Since none of this work is performed on City-owned facilities, this BMP is not applicable.
6-3.b	Summary of used motor oil disposal activities included in the Annual Reports.			X	Since none of this work is performed on City-owned facilities, as noted under BMP 6-3.a, this BMP is not applicable.

<i>BMP No.</i>	<i>Measurable Goal</i>	<i>Completed</i>	<i>Not Completed</i>	<i>Not Applicable</i>	<i>Comments</i>
6-4.a	Measures to minimize irrigation runoff, as described in Appendix E of the MRSWMP, applied to 80% or more of the irrigation sites under the jurisdiction's control	X			A member of the City's Public Works Department is trained in will attended a refresher training session for this BMP, put on as a group activity by the City of Monterey. The trainer, who is a City of Monterey Parks Department staff member, will provide a review of IPM, landscape management, and irrigation issues required under this BMP. A description of the irrigation system performance evaluation performed by the City in fulfillment of this Measurable Goal is included at the end of this Appendix.
6-4.b	100% of spraying done when rain is not predicted	X			The City's standard operating procedures pertaining to spraying, which is done sparingly and only with Roundup and no other products, is to not perform spraying whenever it is excessively windy or when rain is forecast for the immediate future.
6-5.a	Pool water dechlorinated and/or debrominated prior to discharge to storm drain system 100% of the time			X	The City does not own or operate any swimming pools, so this BMP is not applicable to the City.

<i>BMP No.</i>	<i>Measurable Goal</i>	<i>Completed</i>	<i>Not Completed</i>	<i>Not Applicable</i>	<i>Comments</i>
6-6.a	100% of Sweeping in each MS4 performed in accordance with the MS4's Plan	X			The City has an ongoing litter pickup program throughout the city. This work is performed under contract by Hope Rehabilitation Services. Litter along the heavily used Recreation Trail near the coastline is picked up on a regular basis (3 to 4 times per week) under this contract, and litter in the City Hall parking lot is picked up daily on weekdays. Under a contract with the City of Monterey, all of the City's streets are swept once per week, except the Recreation Trail since their equipment is too large to manage such a narrow path. The Recreation Trail is swept on a regular basis under a contract with Griffin's Maintenance Company. Information describing the City's street sweeping program that fulfills the requirements of this BMP is included at the end of this Appendix.
6-6.b	Analyses performed in the indicated Years	X			This BMP was performed as a Group activity and is reported on under this BMP in the body of the Annual Report.
6-7.a	100% of MS4s have designated area for vehicle maintenance			X	All of the City's vehicle maintenance is performed under contract by the City of Monterey at Monterey's facilities. No vehicle maintenance is performed in Sand City. Therefore, this BMP is not applicable to the City.
6-7.b	100% maintenance and repair activities moved indoors or covered area whenever possible			X	As noted in the Comments under BMP 6-7.a above, this Measurable Goal is not applicable to the City.

<i><b>BMP No.</b></i>	<i><b>Measurable Goal</b></i>	<i><b>Completed</b></i>	<i><b>Not Completed</b></i>	<i><b>Not Applicable</b></i>	<i><b>Comments</b></i>
6-7.e	100% of noted deficiencies corrected.			X	As noted in the Comments under BMP 6-7.a above, this Measurable Goal is not applicable to the City.
6-7.f	100% of materials stored under cover whenever possible			X	No vehicle maintenance materials are stored in Sand City, since all of its vehicle maintenance work is done by the City of Monterey. As noted in the Comments under BMP 6-7.a above, this Measurable Goal is not applicable to the City.
6-7.g	This training is included in BMP 6-1.a			X	As noted in the Comments under BMP 6-7.a above, this Measurable Goal is not applicable to the City. However, the City's employees did receive training on this topic, as described in the Comments for the Measurable Goal under BMP 6-1.a.
6-8.b	100% of noted deficiencies corrected.			X	All City vehicles are washed at a commercial car wash, and the City has no vehicle washing facilities of its own. Therefore, this Measurable Goal is not applicable to the City. However, the City's employees did receive training on this topic, as described in the Comments for the Measurable Goal under BMP 6-1.a.

<i><b>BMP No.</b></i>	<i><b>Measurable Goal</b></i>	<i><b>Completed</b></i>	<i><b>Not Completed</b></i>	<i><b>Not Applicable</b></i>	<i><b>Comments</b></i>
6-9.a	100% of bridge and street maintenance contracts contain these requirements, and in-house maintenance projects swept on a frequent basis to keep pollutants out of the storm drain system	X			<p>The City performs its own regular street maintenance, and the staff is trained in implementing the BMP's necessary to keep paint and other construction materials out of the storm drain system.</p> <p>All contractors working on City paving and maintenance projects will receive a Copy of the City's adopted "BMP Guidance Series" in particular "Section 3.0 General Site and Materials Management" along with the Construction Documents, and will be required to acknowledge receipt thereof.</p>
6-10.a	Stenciling is covered under BMP 2-2.c	X			See Comments under the Measurable Goal for BMP 2-2.c.

<i>BMP No.</i>	<i>Measurable Goal</i>	<i>Completed</i>	<i>Not Completed</i>	<i>Not Applicable</i>	<i>Comments</i>
6-10.b	100% of “hot spot” catch basins and inlets inspected, and cleaned as necessary, each year prior to start of rainy season	X			The “hot spots” in the City are the shopping centers, which are privately owned. Sweeping and storm drain cleaning in these areas is performed by a private firm under contracts with the shopping center managers. The City is not directly involved in these sweeping or storm drain maintenance activities, since the shopping centers are on private property, not City-owned property. As discussed in the Comments for the Measurable Goal under BMP 3-2.a, flows from these shopping centers go through an interceptor, with oil absorbent pillows, which removes sediments and floatable materials before discharging the clarified water to a percolation field. The City contracts with a firm, “Storm Water Inspection and Maintenance Systems,” to regularly inspect and maintain the interceptor and percolation systems.

<i>BMP No.</i>	<i>Measurable Goal</i>	<i>Completed</i>	<i>Not Completed</i>	<i>Not Applicable</i>	<i>Comments</i>
6-10.c	By November 1 <sup>st</sup> annually, address cleaning and repair needs of prioritized catch basins, inlets & piping as identified during inspections	X			The City's Public Works Department personnel open and inspect all of the City's catch basins before the first rainfall of each year, normally in September and/or October. Those catch basins which the inspections indicate need to be cleaned are included in the scope of work for the cleaning contract the City has with Griffin's Maintenance Company, which has a vacuum unit that is used to clean out the catch basins. The vacuumed material is taken to the sanitary landfill for disposal. The City's Public Works Department personnel reinspect each of the catch basins after the cleaning work has been performed, to confirm that they have been properly cleaned prior to authorizing payment for the work. A description of the City's Storm Drain System Inspection and Maintenance procedures is included at the end of this Appendix. See also the Comments under BMP 6-10.b above.

<i>BMP No.</i>	<i>Measurable Goal</i>	<i>Completed</i>	<i>Not Completed</i>	<i>Not Applicable</i>	<i>Comments</i>
6-10.d	Re-inspect 100% of problem areas	X			Historically the only problem area in the City has been at the Bay Street outfall, which has sanded up in the past causing localized flooding in some parts of the City. Public Works Department personnel check this regularly (daily throughout the winter as part of their inspection rounds), even when it is not raining, to make sure that it is clear of sand back up from the ocean, so that the outfall can discharge freely. There is a seawater recirculation pump that is intended to keep sediment washed out of the flat section of the reinforced concrete box at the Bay Street outfall, and that is included in these inspections.
6-10.e	Documentation kept on file	X			See the Comments under BMP 6-10.b above.
6-10.f	Analyses performed in the indicated Years	X			This BMP was performed as a Group activity and is reported on under this BMP in the body of the Annual Report.
6-11.a	100% of trash enclosures inspected per program described on page E-181 of Appendix E	X			The City has only one trash enclosure. It is inspected and cleaned in accordance with the description contained on page E-181 of Appendix E whenever trash from it is picked up. This is done on a weekly to bi-weekly basis.
6-11.b	100% of parks inspected per program described on page E-181 of Appendix E	X			The City has only one park. It is inspected and cleaned in accordance with the description contained on page E-181 of Appendix E on Monday, Wednesday, and Friday of each week .

**SUPPORTING MATERIALS FOR BMP 4-3.b**

There were two major construction projects occurring in the City during Year 2. One was the construction of a desalination plant, and the other was construction of the Design Center, a commercial complex intended to house a variety of design-related businesses.

The construction activities for the desalination plant were inspected by the City Engineer and the City's Public Works Superintendent for compliance with the General Permit on a daily basis. On one instance the contractor was directed to clean out the storm drain inlets on Sand Dunes Drive and replace the filter fabric. On all other inspections, no violations or deficiencies were found.

Although the Design Center is still being completed, there were no construction activities at this site during Year 2. Some complaints were received about sediment laden runoff near the Design Center during the 1st week of March, 2008, but these turned out not to be construction related. These were addressed within 24 hours by constructing silt fences.

**SUPPORTING MATERIALS FOR BMP 5-2.a**

CONSTRUCTION SITE INSPECTION SUMMARY

TYPE OF CONSTRUCTION SITE	NO. OF CONSTRUCTION SITES INSPECTED	SUMMARY OF INSPECTION FINDINGS (NUMBERS OF SITES)			
		NO. WITH NO DEFICIENCIES	WITH DEFICIENCIES		
			NO.	NO. REINSPECTED	NO. WITH DEFICIENCIES CORRECTED
MGE pipe line for Desal + Desal plant	2				
Residential		0			
Commercial	X	0			
Industrial					
Other					

Checked on pipe line every day  
No Deficiencies or at Desal plant

Design Center all work inside  
and not new construction

**SUPPORTING MATERIALS FOR BMP 6-4.a**





# **IRRIGATION SYSTEM INSPECTION FORMS**

## IRRIGATION SYSTEM INSPECTION INFORMATION

Name and Location of Irrigation Site: P.D. Parking lot

Inspection Date: 6-1-08

Type of Irrigation System:  Manual  Automatic

<b>INSPECTION RESULTS</b>			
TYPE OF SYSTEM AND PERFORMANCE MEASURES INSPECTED	SATISFACTORY	UNSATISFACTORY	COMMENTS REGARDING CORRECTIVE ACTION TAKEN
Auto 95%			Repair as needed
<b>AUTOMATIC SYSTEMS</b>			
The system irrigates when activated	/		
The system provides water to the entire area it is intended to service and does not over water nor create runoff of fertilizer.	/		
The system is adjusted to avoid watering hardscapes, tree trunks, or other unintended targets	/		
The system shuts down when de-activated	/		
The system is checked monthly for proper coverage, and any deficiencies are promptly repaired	/		
The sprinklers are free of interference from grass and debris	/		
The system's operational frequency is seasonally adjusted, and when rain is forecasted for more than one day, the system shall be turned off until irrigation is again needed	/		
The system was operated in conformance with local water conservation regulations	/		
<b>MANUAL SYSTEMS</b>			
The system is not left operating while unattended for more than 30 minutes			
The system does not cause erosion from excessive flow			
The system has shut off devices on all hoses			
The system was operated in conformance with local water conservation regulations			

## IRRIGATION SYSTEM INSPECTION INFORMATION

Name and Location of Irrigation Site: Cal St

Inspection Date: 6-1-08

Type of Irrigation System:  Manual  Automatic

INSPECTION RESULTS			
TYPE OF SYSTEM AND PERFORMANCE MEASURES INSPECTED	SATISFACTORY	UNSATISFACTORY	COMMENTS REGARDING CORRECTIVE ACTION TAKEN
Auto 95%	/		Repair as needed
AUTOMATIC SYSTEMS			
The system irrigates when activated	/		
The system provides water to the entire area it is intended to service and does not over water nor create runoff of fertilizer.	/		
The system is adjusted to avoid watering hardscapes, tree trunks, or other unintended targets			
The system shuts down when de-activated	/		
The system is checked monthly for proper coverage, and any deficiencies are promptly repaired	/		
The sprinklers are free of interference from grass and debris	/		
The system's operational frequency is seasonally adjusted, and when rain is forecasted for more than one day, the system shall be turned off until irrigation is again needed	/		
The system was operated in conformance with local water conservation regulations	/		
MANUAL SYSTEMS			
The system is not left operating while unattended for more than 30 minutes			
The system does not cause erosion from excessive flow			
The system has shut off devices on all hoses			
The system was operated in conformance with local water conservation regulations			

## IRRIGATION SYSTEM INSPECTION INFORMATION

Name and Location of Irrigation Site: City Park

Inspection Date: 6-1-08

Type of Irrigation System:  Manual  Automatic

<b>INSPECTION RESULTS</b>			
TYPE OF SYSTEM AND PERFORMANCE MEASURES INPSECTED	SATISFACTORY	UNSATISFACTORY	COMMENTS REGARDING CORRECTIVE ACTION TAKEN
Auto 95%			Repair as needed
<b>AUTOMATIC SYSTEMS</b>			
The system irrigates when activated	/		
The system provides water to the entire area it is intended to service and does not over water nor create runoff of fertilizer.	/		
The system is adjusted to avoid watering hardscapes, tree trunks, or other unintended targets	/		
The system shuts down when de-activated	/		
The system is checked monthly for proper coverage, and any deficiencies are promptly repaired	/		
The sprinklers are free of interference from grass and debris	/		
The system's operational frequency is seasonally adjusted, and when rain is forecasted for more than one day, the system shall be turned off until irrigation is again needed	/		
The system was operated in conformance with local water conservation regulations	/		
<b>MANUAL SYSTEMS</b>			
The system is not left operating while unattended for more than 30 minutes			
The system does not cause erosion from excessive flow			
The system has shut off devices on all hoses			
The system was operated in conformance with local water conservation regulations			

## IRRIGATION SYSTEM INSPECTION INFORMATION

Name and Location of Irrigation Site: City Hall

Inspection Date: 6-1-08

Type of Irrigation System:  Manual  Automatic

<b>INSPECTION RESULTS</b>			
TYPE OF SYSTEM AND PERFORMANCE MEASURES INSPECTED	SATISFACTORY	UNSATISFACTORY	COMMENTS REGARDING CORRECTIVE ACTION TAKEN
			<i>Repair as needed</i>
<b>AUTOMATIC SYSTEMS</b>			
The system irrigates when activated	/		
The system provides water to the entire area it is intended to service and does not over water nor create runoff of fertilizer.	/		
The system is adjusted to avoid watering hardscapes, tree trunks, or other unintended targets	/		
The system shuts down when de-activated	/		
The system is checked monthly for proper coverage, and any deficiencies are promptly repaired	/		
The sprinklers are free of interference from grass and debris	/		
The system's operational frequency is seasonally adjusted, and when rain is forecasted for more than one day, the system shall be turned off until irrigation is again needed	/		
The system was operated in conformance with local water conservation regulations	/		
<b>MANUAL SYSTEMS</b>			
The system is not left operating while unattended for more than 30 minutes			
The system does not cause erosion from excessive flow			
The system has shut off devices on all hoses			
The system was operated in conformance with local water conservation regulations			

**SUPPORTING MATERIALS FOR BMP 6-6.a**

**STREET SWEEPING INFORMATION**

Harvey  
Johnson

Describe the City's educational efforts, in the form of brochures and newsletter information, that were made to encourage community cooperation with street sweeping schedules and to convey the importance of street sweeping. Also state how, and how many, flyers were distributed notifying residents of the street sweeping schedules:

No flyers were handed out about street sweeping, most people know what day sweeping is done

Was the City's street sweeping equipment maintained and cleaned with drainage to a sanitary sewer?.

Yes  No If no, explain: City of Monterey dumps at it's Corp yard

Were street sweepings will be disposed of at the landfills and not left in piles along roads?

Yes  No If no, explain: City of Monterey disposes of it's sweepings

Were all municipal parking structures and municipal surface parking lots inspected for trash and debris at least weekly, and was trash picked up and removed?

Yes  No If no, explain: \_\_\_\_\_

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For municipal lots or structures where there are **more than 150 spaces**, was the lot or structure cleaned at least once a week regardless of inspections, and was cleaning done by a combination of blowers and sweepers, brooms, or some other method that did not wash or convey the debris into the storm drain system? (**Note:** Exceptions may be made when there is an effective treatment system installed in the storm drain system serving the lot or structure).

Yes  No If no, explain: \_\_\_\_\_

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**One of the measures described in the “Sweeping and Cleaning” procedures on page E-180 of the MRSWMP is to inform residents of the street sweeping schedules, so they can keep their vehicles off the street in order to enable the sweeper to most effectively perform sweeping.**

**The City hands out copies of its street sweeping schedule to members of the public during its principal public event, the West End event in August.**

**In addition to the public education activity described in the paragraph above, the eight co-permittees concluded that the most cost-effective means of notifying residents of the scheduled street sweeping programs in each entity would be through the placement of display ads in the newspapers of general circulation within those entities. These ads were placed in late June and early July 2007 to accomplish the objective of notifying residents of the importance of street sweeping in preventing storm water pollution, and to enable them to learn what the normal sweeping days are for their streets.**

## **SUPPORTING MATERIALS FOR BMP 6-10.c**

STORM DRAIN SYSTEM INSPECTION AND MAINTENANCE  
INFORMATION

Describe the City's storm drain system inspection and maintenance program, including such things as:

- Procedures used to identify any structures in need of immediate repair to maintain structural integrity
- What parameters are used by field crews to determine when inlets and catch basins have become 40% full of accumulated trash, or debris is more than four inches deep, so that they can be cleaned as needed to meet this minimum standard
- What is done to ensure that catch basins and inlets are stenciled and re-stenciled as necessary
- What procedures are in place to ensure that inspections are conducted more frequently during the wet season for problem areas where sediment or trash accumulates more often.

Mail  
25  
CS

We drive the City every Morning  
and look for problems in the city. During rainy  
season we check all drain drains to see if they  
need cleaning and that they are running  
Maris Sidenstecker just came and stenciled  
all the storm draining

Does the City keep accurate logs of the number of catch basins cleaned?

Yes  No If no, explain: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# Sand City

Is the amount of waste collected recorded?

Yes  No If no, explain: contracted out

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Are wastes collected from cleaning activities of the drainage system stored in appropriate containers or temporary storage sites in a manner that prevents discharge to the storm drain?

Yes  No If no, explain: contractor takes to Dump

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Are the wastes dewatered, with outflow into the sanitary sewer, and is collected debris properly disposed of at a landfill?

Yes  No If no, explain: \_\_\_\_\_

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Are reaches of the storm drain system with drainage problems regularly cleaned or flushed to keep the pipe clear of excessive buildup?

Yes  No If no, explain: \_\_\_\_\_

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The Sand City Public Works employee responsible for inspection of storm water catch basins opens each storm drain gate and inspects it to determine whether or not cleaning is needed. If it needs to be cleaned, that storm drain is included in the cleaning contract with Griffin Maintenance for that year. After Griffin completes its work, the PW employee re-inspects each storm drain on Griffin's work list to confirm they have been properly cleaned prior to authorizing payment for the work.