

City of Benicia
Public Education and Outreach

Activity/Best Management Practices	Begin Implementation					Implementation Plan	Quantifiable Target/Evaluation Tool	Message(s)/Pollutants Addressed	Targeted Audience(s)	Implementer(s)
	2003-2004	2004-2005	2005-2006	2006-2007	2007-2008					
1.a. Outreach to local government officials.			x			Develop presentation to inform local government officials of the importance of reducing storm water pollution, the regulatory requirements, and the local Storm Water Management Plan.	Completed PowerPoint presentation.	Only rain down the storm drain.	Local government officials	PW-Engineering PW Director, City Engineer CDD Planner
1.b.			x			Give presentation at Council Workshop and regularly scheduled council meetings.	Presentation given to local council members, and department heads			
1.c			x			Invite local government officials to be part of the Citizen's Public Workshop that will be providing input to the Stormwater Management Plan.	At least one local government official or a recommendation from a local government official who will be part of the Citizen's Public Workshop.	Local government official's support and participation is vital to successful and effective storm water management program.		
1.d.			x			Prepare and present an annual summary to Council Members at a public hearing documenting the SWMP requirements, implementation plans and achievements.	Annual presentation given at a regularly scheduled council meeting.	Local government official's support and participation is vital to successful and effective storm water management program.		
1.e Prepare training manuals and train staff and new staff			x			Prepare a training manual that will be used to train existing and new staff in the requirements of the NPDES permit, and conduct training of existing staff and new staff as they are hired.	Complete preparation of the manual and staff training.	Increased level of awareness of staff's influence on water quality		

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2.a. Characterize general public.			x							
2.b. Collect census data.			x			Identify the general public through census data, and public survey to determine groups of population in terms of age, language spoken and concentration.	Completion of identification of demographic groups,			PW-Engineering City Engineer, Management Asst.
2.c. Collect survey examples and adapt.			x			Require All employees involved with the implementation of the CRC MCM will receive initial erosion and sediment control training and periodic refresher courses and training on the <u>Ordinance</u> .	Other Agencies surveys collected and reviewed.			PW-Engineering City Engineer, Management Asst.
2.d. Collect survey data			x			Require All employees involved with the implementation of the CRC MCM will receive initial erosion and sediment control training and periodic refresher courses and training on the <u>Ordinance</u> .	Finalize a survey form	Public's opinion on pollution and how to protect our waters is important	Public	
2.e. Implementation of survey			x			Distribute survey and collect data	15% of surveys returned	Involve public in the program		
2.f. Review data				x		Compile survey data to determine level of awareness and need for, and types of, public promotional information	Prepare and distribute promotional/educational information.	Increased level of awareness of public's influence on water quality		
2.g. Re-survey					x	Re-survey public	Increase public awareness	Quantify an increase in the level of awareness		

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3. Develop a Stormwater Website			x			Develop website with information on the SWMP, illicit discharge hotline, upcoming workshop/events, FAQ, and BMP's for businesses and residences.	Website developed	"Only rain down the drain".	Public	PW-Engineering City Engineer, Management Asst.
			x			Receive feedback on website and continue development/updates	Annual evaluations and continued development/updates			
4. Develop a Stormwater booth			x			Develop a booth to inform the public on the importance of reducing storm water pollution and what they can do to reduce storm water pollution	Utilize Booth at Annual Public Works Week, City events such as the Waterfront Festival, Peddler's Fair. Attend annual Coastal Cleanup Day events. (spring and fall)	"Only rain down the drain". Reduce use of water, nutrients and pesticides; household hazardous waste disposal and used oil recycling.	Public	PW-Engineering City Engineer, Management Asst.
5.a. Enhance the Stormwater Education program components for grades 3-5			x			Review other agencies presentations.	Determine our message and include in our presentation	"Only rain down the drain".	Public Grades 3-6	PW-Engineering City Engineer, Management Asst. Water Qlty Supvsr.
5.b. Ensure that a consistent Storm water presentation is being used.			x			Develop presentation and curriculum.	Presentation and curriculum developed by the PE/PW Coordinator by June 30, 2005.	"Only rain down the drain".	Public Grades 3-6	PW-Engineering City Engineer, Management Asst. Water Qlty Supvsr.
5.c. Develop evaluation form for presentation.			x			Utilize an evaluation form to measure effectiveness of presentation before and after.	Evaluation form developed. Evaluation form will be reviewed by city staff.			
5.d. Utilize the evaluation form for presentation.			x			Make form completion part of a contest to encourage a high percentage of participation	Show an increase in awareness			
5.e. Conduct Presentation			x			Conduct presentations to all 5th grade classrooms in public schools in the first year, and 3rd, 4th , 5th and 6th grade classrooms in public and private schools every year thereafter	Show an increase in awareness			

City of Benicia
Public Involvement/Participation

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	2003-2004	2004-2005	2005-2006	2006-2007	2007-2008					
1. Citizens' Public Workshop		x	x	x	x	Annual presentation to the City Council at public workshop	Workshop completed annually	Help control the discharge of pollutants into the storm drain.	Public	PW-Engineering PW Director, City Engineer CDD Planner
2. Public review of Storm Water Management Plan.			x			Have an annual public review and comment on the Annual Report	Annual review completed.	Help control the discharge of pollutants into the storm drain.	Public	PW-Engineering City Engineer, Management Asst. CDD Planner
			x			Invite public to comment as required by State and local public notice requirements.	Post the public commenting period.			
			x			Respond to comments.	Response to comments.			
			x			Revise Storm Water Management Plan based on comments.	Update Storm Water Management Plan to accommodate updated techniques and to reflect MEP.			
3. Storm Drain Stenciling Program			x			Once a year, provide materials and supplies to citizens and groups. Advertise program on Storm Water website, in the stormwater booth.	The number of drains stenciled and the number of volunteers will be tracked each year. Provide required materials and guidance for stenciling once each year.	Help control the discharge of pollutants into the storm drain. "Only rain down the drain".	Public	PW-Maintenance Maint. Worker
4. Trash Can Decal Program			x			Provide trash can decals about proper disposal of household hazardous waste and used oil.	Decals given to all new customers when container is delivered, and to existing customers in a bill insert.	Help control the discharge of pollutants into the storm drain. "Only rain down the drain".	Public	PW-Engineering Maint. Suprvsr. Maint. Worker (PHBD)
5. Household hazardous waste (HHW) collection			x			Require All employees involved with the implementation of the CRC MCM will receive initial erosion and sediment control training and periodic refresher courses and training on the Ordinance.	Collection completed and amounts recorded	Help control the discharge of pollutants into the storm drain. "Only rain down the drain".	Public	Fire Department (PHBD) Valcor

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Public Involvement/Participation

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6 Yard Waste Reduction Education Program			x			Require All employees involved with the implementation of the CRC MCM will receive initial erosion and sediment control training and periodic refresher courses and training on the Ordinance.	Composting and waste reduction workshop conducted. The number of homeowners that attend home composting workshops will be tracked each year. Subsequent year's workshop scheduled.	Help control the discharge of pollutants into the storm drain. "Only rain down the drain".	Public	Fire Department (PHBD) Valcor
7. Coastal Cleanup Day		x				Promote and participate at event. When possible, additional sites will be added. Increase garbage collected and number of participants by 10% in following years.	Cleanup day completed and number of participants and the amount of garbage collected each year increased.	Reduce trash in receiving water.	Public	PW-WQD WQD Supervisor PCSD Maint. Worker

City of Benicia
Illicit Discharge Detection and Elimination

Activity/Best Management Practices	Begin Implementation					Implementation Plan	Quantifiable Target/Evaluation Tool	Message(s)/Pollutants Addressed	Targeted Audience(s)	Implementer(s)
	2003-2004	2004-2005	2005-2006	2006-2007	2007-2008					
1.a. Establish a structure to effectively conduct illicit discharge screenings and investigations.			x			Develop an Enforcement Response Plan. Include guidance for scheduled and unscheduled inspections to address non-stormwater discharges.	Publish Plan for use	Only rain down the storm drain.	Inspection staff, Public Works Maintenance Crews	PW-Engineering PW Director, City Engineer CDD Planner
1.b. Design data base to track illicit discharge reports and follow-up actions.			x			Review other agencies data bases. Adapt and design data base for in-house use.	Data base developed.	Only rain down the storm drain.	Inspection staff, Public Works Maintenance Crews	PW-Engineering City Engineer-Management Asst., Maint. Suprvsr., Water Qlty Suprvsr. CDD Planner
1.c. Identify structure to implement illicit discharges program.			x			Identify staff to conduct inspections, follow-up, elimination, and clean-up of illicit discharges.	Staff identified.	Only rain down the storm drain.	Inspection staff, Public Works Maintenance Crews	PW-Engineering City Engineer-Management Asst., Maint. Suprvsr., Water Qlty Suprvsr. CDD Planner
			x			Establish a phone number, email address, and staff dedicated to receiving information about non-storm water discharge.	Phone number, email address, and staff identified.	Only rain down the storm drain.	Inspection staff, Public Works Maintenance Crews	PW-Engineering City Engineer-Management Asst., Maint. Suprvsr., Water Qlty Suprvsr. CDD Planner

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Illicit Discharge Detection and Elimination

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	2003-2004	2004-2005	2005-2006	2006-2007	2007-2008					
1.d. Create database		x				Dedicated staff will also be responsible for recording information in data base, disseminating to appropriate staff for follow-up actions, and updating data base.	Database created	Only rain down the storm drain.	Inspection staff, Public Works Maintenance Crews	PW-Engineering City Engineer-Management Asst., Maint. Supvrsr., Water Qlty Suprvsr. CDD Planner
1.e. Develop and adopt ordinance.			x			Review other agencies' ordinances.	Ordinance developed.			PW-Engineering PW Director, City Engineer, Water Qlty Suprvsr. CDD Planner
1.f. Adapt and adopt.			x			Develop an ordinance that will incorporate SWMP activities, and allow city staff to check for illicit connections.	Ordinance adopted.			
1.g. Record keeping		x				Require All employees involved with the implementation of the CRC MCM will receive initial erosion and sediment control training and periodic refresher courses and training on the Ordinance.	Database developed and maintained.			PW-Engineering City Engineer, Management Asst.
2.a Initial staff training			x			Require All employees involved with the implementation of the CRC MCM will receive initial erosion and sediment control training and periodic refresher courses and training on the Ordinance.	Administer a test at the end of the training to ensure staff's understanding of the administrative process.	Following the administrative process will help control the discharge of pollutants to the storm drain.	City employees	PW-Engineering PW Director, City Engineer, Management Asst., PW Inspector, Maint. Supvrsr. CDD Planner,

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2.b. Refresher Training			x			Annually train appropriate staff to recognize illicit discharges and the procedures for responding to these discharges.	Administer a survey at the beginning of the training to gauge staff's understanding of illicit discharges. At the end of the training, give case studies as a quiz to ensure staff can recognize illicit discharges and understand the procedures for responding to them.	Non Stormwater discharges		
3. Develop maps of outfalls.		x				Collect and confirm all existing information on outfalls and map it.	Information compiled.	Final outfall map will assist in locating all the outfalls .	PW Maintenance Staff, Engineers, Private Developers, Planners	PW Engineering City Engineer, Sr. Engineer
			x			Identify data gaps.	Data gaps identified.			
				x		Collect data to fill in data gaps.	Data gaps filled.			
					x	Draw final map.	Final outfall map completed.			
4a. Develop an Enforcement Response Plan (ERP) for Illicit Discharges.		x				Develop an ERP that address Illicit Discharges, and utilizes the ordinance to establish guidance on selecting initial and follow-up enforcement actions. Include a listing of high priority potential sources of non-stormwater discharges that may be significant sources of pollutants.	Complete Enforcement Response Plan and inform public	Protect the Storm Drain	PW Maintenance Staff, Citizens	PW Engineering City Engineer, Sr. Engineer, PW Maint. Suprvsr.
4b. Train Staff in use of Enforcement Response Plan			x			Perform staff training so that staff is fully prepared to implement the Enforcement Response Plan	Complete staff training	No Illicit discharges	PW Maintenance Staff, Citizens	PW Engineering City Engineer, Sr. Engineer, PW Maint. Suprvsr.

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Illicit Discharge Detection and Elimination

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	2003-2004	2004-2005	2005-2006	2006-2007	2007-2008					
5. Develop and Distribute Bi-lingual Material			x			Develop bi-lingual material about illicit discharge prevention and distribute to restaurant owners and kitchen staff.	Complete development of material and distribution	No Illicit discharges	Business owners	PW Engineering City Engineer, Sr. Engineer, PW Maint. Suprvsr.

City of Benicia
Construction Site Storm Water Runoff Control

Activity/Best Management Practices	Begin Implementation					Implementation Plan	Quantifiable Target/Evaluation Tool	Message(s)/Pollutants Addressed	Targeted Audience(s)	Implementer(s)
	2003-2004	2004-2005	2005-2006	2006-2007	2007-2008					
1. Develop and adopt ordinance requirements for construction sites that disturb one acre or more.			x			Review other agencies ordinances. Adapt and adopt.	Ordinance adopted.	Sediment	Contractors and Property Owners	PW-Engineering PW Director, City Engineer CDD Planner
2.a. Draft brochure materials regarding erosions control and site waste controls.			x			Develop a brochure explaining the permit process. Including the Five Guiding principles and BMP fact sheet for construction activities. Include references to the Regional Water Quality Control Board San Francisco Bay Region "Erosion and Sediment Control Field Manual"	Create brochure	Five Guiding Principles 1) Good Site Planning 2) Minimizations of soil movement 3) Capture of sediment to the MEP 4) Good Housekeeping practices 5) Minimization of impacts of post-construction stormwater discharges	Contractors and Property Owners	PW-Engineering PW Director, City Engineer, Management Asst. CDD Planner, Building Official
2.b. Distribute Brochure			x			Attach to all building/grading permit applications by 1st year; implementation of BMPs required as a condition of approval for all construction activities over 1 acre by second year.	The number of brochures will match the number of permits issued each year. Reports will be generated through the permit tracking software.	Sediment	Contractors and Property Owners	PW-Engineering PW Director, City Engineer, Management Asst. CDD Planner, Building Official
3.a. Construction Site Erosion Control Workshop			x			Planners, inspectors, municipal staff to attend annual construction workshops held by the SWRCB and SFEL.	Staff trained	Installation and maintenance of erosion and sediment controls are necessary to significant reduce erosion.	Contractors, City employees	PW-Engineering City Engineer Management Asst. CDD Planner, Building Official

City of Benicia
Construction Site Storm Water Runoff Control

Activity/Best Management Practices	Begin Implementation					Implementation Plan	Quantifiable Target/Evaluation Tool	Message(s)/Pollutants Addressed	Targeted Audience(s)	Implementer(s)
	2003-2004	2004-2005	2005-2006	2006-2007	2007-2008					
3.b. Review project proposals for compliance with the SWRCB General construction Permit			x			During the review of project applications, review the site plan for compliance with the General Construction Permit by creating a checklist based on the RWQCB SFBR "Guidelines for Construction Projects"	Checklist prepared and implemented	Installation and maintenance of erosion and sediment controls are necessary to significant reduce erosion.	Contractors, City employees	PW-Engineering Asst. City Engineer Management Asst. CDD Planner, Building Official
3.c. Construction Site Inspection			x			Develop inspection forms and training for dry weather, pre-rainy season and wet weather inspection, and general site and materials management	Forms published and used and training conducted.	Installation and maintenance of erosion and sediment controls and site materials and waste management are necessary to significant reduce erosion and pollution potential	Contractors, City employees	PW-Engineering City Engineer Management Asst. CDD Planner, Building Official
3.d. Construction Site Erosion Control Workshop			x			Develop a program for contractors focusing on the Five Guiding Principles	Program conducted	Installation and maintenance of erosion and sediment controls are necessary to significant reduce erosion. Focus on the Five Guiding Principles	Contractors, City employees	PW-Engineering City Engineer Management Asst. CDD Planner, Building Official
3.e. Train all employees in Construction Runoff Controls (CRC)			x			Require All employees involved with the implementation of the CRC MCM will receive initial erosion and sediment control training and periodic refresher courses and training on the Ordinance	Pre and post survey for effectiveness evaluation	Installation and maintenance of erosion and sediment controls are necessary to significant reduce erosion. Focus on the Five Guiding Principles	City Employees	PW-Engineering City Engineer Management Asst. CDD Planner, Building Official
3.f. Conduct periodic staff refresher courses					x	Require All employees involved with the implementation of the CRC MCM will receive initial erosion and sediment control training and periodic refresher courses and training on the Ordinance	Pre and post survey for effectiveness evaluation	Updates and new requirements and technology in erosion and sediment prevention and control	City Employees	PW-Engineering City Engineer Management Asst. CDD Planner, Building Official

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Construction Site Storm Water Runoff Control

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	2003-2004	2004-2005	2005-2006	2006-2007	2007-2008					
3.g. Post storm inspection			x			Inspect all construction sites before rainy season.	All sites inspected.	Ensure that erosion and sedimentation control measures are installed, intact and effective.	City Employees and developers	PW-Engineering City Engineer Management Asst. Inspector
3.h. Post storm inspection			x			Inspect all construction sites within 48 hours after each rain storm	Ensure that 50% of sites are in full compliance in year one. And a 10% increase each year thereafter.	Ensure that erosion and sedimentation control measures are installed, intact and effective.	City Employees and developers	PW-Engineering City Engineer Management Asst. Inspector
4 Prepare an Information/Complaint receipt, distribution and reaction procedure.			x			Prepare an emergency communication and responsibility flow chart including phone numbers of responders and agency contacts as an appendix to the Enforcement Response Procedure	Flow chart and phone list published and implemented	Timely receipt and distribution of information received for necessary action	City Employees	PW-Engineering City Engineer Management Asst. CDD Planner, Building Official

City of Benicia

Post-Construction Storm Water Management in New Development and Redevelopment

Activity/Best Management Practices	Begin Implementation					Implementation Plan	Quantifiable Target/Evaluation Tool	Message(s)/Pollutants Addressed	Targeted Audience(s)	Implementer(s)
	2003-2004	2004-2005	2005-2006	2006-2007	2007-2008					
1. Develop and adopt ordinance requirements for post-construction stormwater management for sites that disturb one acre or more.			x			Review other agencies ordinances. Adapt and adopt.	Ordinance adopted.	Erosion, sediment and pollution reduction	Contractors and Property Owners	PW-Engineering PW Director, City Engineer CDD Planner
2.a. Develop guidance for structural and non-structural stormwater controls			x			Develop a guidance document that reflects the requirements for development	guidance document developed	Reduce sources of runoff and potential pollution	Contractors, developers and Property Owners	PW-Engineering PW Director, City Engineer CDD Planner
2.b. Developer and Contractor Training			x			Conduct training in the use of the guidance document for developers and contractors	Complete training for developers and contractors	Reduce sources of runoff and potential pollution	Contractors and Property Owners	PW-Engineering PW Director, City Engineer CDD Planner
2.c. Develop program to maintain structural storm water controls.			x			In the first year conduct an inventory of structural runoff controls. Year 2, develop a system to integrate the location of these controls with a schedule for regular inspection and maintenance	Conduct four inspections of each structural control per year and conduct regular maintenance as prescribed for each type of practice.	Prompt inspection and maintenance of structural controls will reduce discharge of polluted water into the storm drain system and help comply with SWMP	Property owners, developers and architects.	PW-Engineering City Engineer, Asst. Engineer CDD Planner FD Fire Chief
2.d. Develop standards conditions of approval related to structural and non-structural stormwater controls			x			Create a standard set of conditions to apply to development	Standard development conditions created	Reduce sources of runoff and potential pollution	Property owners, developers and architects.	PW-Engineering City Engineer, Asst. Engineer CDD Planner FD Fire Chief

City of Benicia

Post-Construction Storm Water Management in New Development and Redevelopment

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	2003-2004	2004-2005	2005-2006	2006-2007	2007-2008					
2.e. Compile list of BMPs.			x			Designate existing City employee to compile BMPs.	Completed list of BMPs.	Prompt inspection and maintenance of structural controls will reduce discharge of polluted water into the storm drain system and help comply with SWMP	Property owners, developers and architects.	PW-Engineering City Engineer, Asst. Engineer CDD Planner FD Fire Chief
2.f. Identify all structural controls operated by the City.		x				Locate, map, photograph and describe the site conditions of the structural controls. Group the different structural controls with their respective BMPs in a final report.	Completed report.	Prompt inspection and maintenance of structural controls will reduce discharge of polluted water into the storm drain system and help comply with SWMP	Inspectors and Code Enforcement Officers	PW-Engineering City Engineer Maint. Suprvsr. CDD Planner
2.g. Develop inspection and maintenance schedule for public facilities.			x			Require All employees involved with the implementation of the CRC MCM will receive initial erosion and sediment control training and periodic refresher courses and training on the Ordinance.	Completed inspection and maintenance schedule of public facilities.	Prompt inspection and maintenance of structural controls will reduce discharge of polluted water into the storm drain system and help comply with SWMP.	Inspectors and Code Enforcement Officers	PW-Engineering City Engineer Maint. Suprvsr. CDD Planner
2.h. Develop inspection and maintenance schedule on private developments.			x			Require All employees involved with the implementation of the CRC MCM will receive initial erosion and sediment control training and periodic refresher courses and training on the Ordinance.	Completed inspection and maintenance schedule of private development with Storm Water Condition of Approval.	Prompt inspection and maintenance of structural controls will reduce discharge of polluted water into the storm drain system and help comply with SWMP.	Property owners, developers and architects.	PW-Engineering City Engineer Maint. Suprvsr. CDD Planner

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Post-Construction Storm Water Management in New Development and Redevelopment

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	2003-2004	2004-2005	2005-2006	2006-2007	2007-2008					
2.i. Train staff in inspection of private BMP's.			x			Develop a training program on proper inspection and maintenance of structural controls, BMPs, and record keeping.	80% compliance with schedule and BMP's on a quarterly basis.	Prompt inspection and maintenance of structural controls will reduce discharge of polluted water into the storm drain system and help comply with SWMP	Inspectors and Code Enforcement Officers	PW-Engineering City Engineer Maint. Suprvsr. CDD Planner

City of Benicia

Post-Construction Storm Water Management in New Development and Redevelopment

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	2003-2004	2004-2005	2005-2006	2006-2007	2007-2008					
2.j. Implement schedule.			x			Inspect and maintain structural controls according to implementation schedule. Use post test to ensure workers understand training materials and measurable goals.	80% compliance with schedule and BMP's on a quarterly basis.	Prompt inspection and maintenance of structural controls will reduce discharge of polluted water into the storm drain system and help comply with SWMP	Maintenance staff, Inspectors and Code Enforcement Officers	PW-Engineering City Engineer Maint. Suprvsr. CDD Planner
3.a. Develop an Enforcement Response Plan (ERP) for Post Construction Storm Water Management in New Development and Redevelopment		x				Develop an ERP that address Post Construction Storm Water Management in New Development and Redevelopment concerns , and utilizes the ordinance to establish guidance on selecting initial and follow-up enforcement actions.	Compile information on existing procedures and train staff on the appropriate response. Training will also include strategies on the correct actions needed to implement the Enforcement Response Plan, on the proper maintenance and operation of Post Construction measures to ensure that runoff levels are	Sediments, oil and grease, trash, fertilizer and pesticides. Reduce polluted discharge into the storm drain system.	PW Maintenance Staff, engineering and building inspectors, Property Owners	PW Engineering City Engineer, Asst. Engineer, PW Maint. Suprvsr.
3.b. Train Staff in Post Construction ERP			x			Conduct training in post-construction ERP	All engineering and building inspectors trained in post-construction ERP	Sediments, oil and grease, trash, fertilizer and pesticides. Reduce polluted discharge into the storm drain system	PW Maintenance Staff, engineering and building inspectors, Property Owners	PW Engineering City Engineer, Asst. Engineer, PW Maint. Suprvsr.

**City of Benicia
Municipal Operations**

Activity/Best Management Practices	Begin Implementation					Implementation Plan	Quantifiable Target/Evaluation Tool	Message(s)/Pollutants Addressed	Targeted Audience(s)	Implementer(s)
	2003-2004	2004-2005	2005-2006	2006-2007	2007-2008					
1. Street sweep according to Attachment A.	x					Street sweep according to schedule. (attachment A)	Review records quarterly to ensure compliance to schedule in "Attachment A" 80% of the time.	Oil and grease, metals garbage, fertilizer, dirt, and leaves.	Pleasant Hill Bayshore Disposal (PHBD)	PW-Engineering PW Director, City Engineer CDD Planner
2.a. Address problems that affect efficient street sweeping								Street Sweepers:		PW Engineering City Engineer PW-Maintenance Maint. Suprvsr.
2.b. Parked and abandoned vehicles	x					Assess which areas have high numbers of parked cars and potential conflicts with pedestrians.	Completed assessment.	Comply with measurable goals and implementation plans.	Businesses and residents	
2.b.i			x			Develop at least two different outreach programs. Pilot outreach programs to a few area with high numbers of parked cars	40% reduction in the number of parked cars during sweeping times.	Businesses and Residents:	Businesses and residents	
2.b.ii			x			Evaluate success of pilot programs	Completed evaluation.	Help ensure clean streets by parking cars outside of street sweeping areas on sweeping days.	Businesses and residents	
2.b.iii.			x			Modify, as appropriate, and expand pilot programs to other areas.	Reduce total number of parked cars by 40% over 2 years during sweeping times. Evaluate mid-term.	Help ensure clean streets by parking cars outside of street sweeping areas on sweeping days.	Businesses and residents	
2.c. Leaves during Leaf Season	x					Assess which areas have high volume of leaves during Leaf Season	Completed assessment.	Help ensure clean streets by parking cars outside of street sweeping areas on sweeping days.	PHBD	

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2.c.i	x					Require All employees involved with the implementation of the CRC MCM will receive initial erosion and sediment control training and periodic refresher courses and training on the Ordinance.	Investigation and prioritization of leaf handling methods completed.	Help ensure clean streets by parking cars outside of street sweeping areas on sweeping days.	Businesses and residents	
2.c.ii	x					Require All employees involved with the implementation of the CRC MCM will receive initial erosion and sediment control training and periodic refresher courses and training on the Ordinance.	Evaluation of methods completed	Oil and grease, metals garbage, fertilizer, dirt, and leaves.	Businesses and residents	

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2.c.ii Leaves during Leaf Season, Continued 2.c.i.v. 2.c.v.			x			Pilot measures to reduce volume of leaves on streets.	Increase frequency by 10%..	Oil and grease, metals garbage, fertilizer, dirt, and leaves.	PHBD	PW-Maintenance Maint. Supervisor
			x			Evaluate success of pilot programs	Completed evaluation.	Street Sweepers: Comply with measurable goals and implementation plans.		
				x		Expand pilot programs to other areas.	Increase frequency by 20% over 2 years. Evaluate mid-term.	Oil and grease, metals garbage, fertilizer, dirt, and leaves.		
2.d. Trees near streets			x			Assess the miles of streets that have trees interfering with street cleaning.	Completed assessment.		PHBD	
			x			Investigate and evaluate at least two appropriate methods to reduce tree interference with street cleaning. Prioritize methods for pilot programs	Evaluation and prioritization of methods.			
				x		Pilot measures to reduce tree inference with street cleaning.	Increase sweepable areas by 25%.			
					x	Evaluate success of pilot programs.	Completed evaluation.			
					x	Expand pilot programs to other areas.	Increase total sweepable areas by 25% over 2 years. Evaluate mid-term.			
3. Properly operate cleaning equipment.		x				Ensure proper operation of cleaning equipment per manufacturer's directions 50% of the time, increasing by 5% each year over the next 5 years. Certification from PHBD	Survey sweepers at the annual training to determine how often sweepers adjust equipment and if they operate sweepers per manufacturers directions. Certification from PHBD		PHBD	PW-Maintenance Maint. Supervisor

**City of Benicia
Municipal Operations**

Activity/Best Management Practices	Begin Implementation					Implementation Plan	Quantifiable Target/Evaluation Tool	Message(s)/Pollutants Addressed	Targeted Audience(s)	Implementer(s)
	2003-2004	2004-2005	2005-2006	2006-2007	2007-2008					
4. Properly maintain cleaning equipment.		X				Routinely inspect and maintain street cleaning equipment according to manufacturer's directions to ensure proper operation and less down time. Certification from PHBD	Review maintenance records quarterly to ensure proper and timely maintenance of cleaning equipment 80% of the time. Certification from PHBD	Oil and grease, metals garbage, fertilizer, dirt, and leaves.	PHBD	PW-Maintenance Maint. Supervisor
5.a. Implement spill response plan.	X					Advertise phone number for public and staff to report spills.	Review records quarterly to ensure staff is responding to spills as described in the Enforcement Response Plan.	Street Sweepers: Comply with implementation plans.	PHBD	PW-Maintenance Maint. Supervisor
5.b. Implement spill response plan.	X					Respond to spills as described in the Emergency Response Plan.	Review records quarterly to ensure staff is responding to spills as described in the Storm Drain Facility Performance Standards	PW maintenance Staff, PD, FD		PW-Maintenance Maint. Supervisor
6. Keep records			X			Develop and use forms to report the miles swept, volume or weight of material removed for each street sweeping day, and the areas that need special cleaning, educational efforts to remove parked cars, or educational efforts to encourage illegal dumping	Review records quarterly to ensure the information is recorded. Chart data over 3 years to evaluate trends. Provide annual analysis of the data.	Contract Sweepers: Comply with terms of contract in order to assure maximum removal of pollutants from streets.	PHBD	PW-Maintenance Maint. Supervisor
		X				Develop and use form to track areas where spills are reported.	Review records quarterly to ensure the information is recorded.			

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Municipal Operations**

Activity/Best Management Practices	Begin Implementation					Implementation Plan	Quantifiable Target/Evaluation Tool	Message(s)/Pollutants Addressed	Targeted Audience(s)	Implementer(s)
	2003-2004	2004-2005	2005-2006	2006-2007	2007-2008					
7. Ensure contract sweepers comply with measurable goals and implementation plans.	x					Specify requirements to comply with measurable goals and implementation plans in contracts. Require sweeping to be completed as scheduled and safely.	Review records quarterly to ensure compliance with contract agreements.		PHBD	PW-Maintenance Maint. Suprvsr.
8. Provide education and training	x					Annually train contract sweepers on how to report illicit dischargers and to comply with street sweeping measurable goals and implementation plans.	At the beginning of the training, survey audience for knowledge of measurable goals, implementation plans, and personal in-the-field habits. At the end of the training, repeat a similar survey to assess audience's understanding of training materials and how it will change their in-the-field habits.	Contract Sweepers: Comply with terms of contract in order to assure maximum removal of pollutants from streets.	PHBD	PW-Maintenance Maint. Suprvsr.
9. Assess areas of municipal activity		x				Assess practices such as fertilizing, pests management, weed abatement, vehicle washing and material management	Complete identification and review of added areas of municipal practices and develop added BMP's	Reduce sources of pollution	PW maintenance staff	PW-Maintenance Maint. Suprvsr.