

City of Benicia
Public Education and Outreach

Activity/Best Management Practices	2004-2005 Implementation Plan	Quantifiable Target/Evaluation Tool	Status			Evaluation		
			Implemented	Not Implemented	Modified	QT Achieved	QT Not Achieved	Unknown
1.a. Outreach to local government officials	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.	x			x		
1.b.	Give presentation at Council Workshop and regularly scheduled council meetings.	Presentation given to local council members, and department heads.			x			
1.c	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.			x			
1.d.	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.			x			
1.e Prepare training manuals and train staff and new staff	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.	x			x		
2.a. Characterize general public					x			
2.b. Collect census data	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.			x			
2.c. Collect survey examples and adapt	Review and adapt other agencies' survey to gather resident's current knowledge of storm water pollution, gardening, and vehicle servicing habits; and to determine how to best reach different pockets of audience.	Other agencies surveys collected and reviewed.			x			
2.d. Collect survey data	Evaluate options to collect survey data and implement additional public education and outreach as necessary in those categories.	Finalize a survey form.			x			
2.e. Implementation of survey	Distribute survey and collect data.	15% of surveys returned.			x			

**City of Benicia
Public Education and Outreach**

Activity/Best Management Practices	2004-2005 Implementation Plan	Quantifiable Target/Evaluation Tool	Status			Evaluation		
			Implemented	Not Implemented	Modified	QT Achieved	QT Not Achieved	Unknown
3.a Develop a Stormwater Website	Develop website with information on the SWMP, illicit discharge hotline, upcoming workshop/events, FAQ, and BMP's for businesses and residences.	Website developed.			x			
3.b	Receive feedback on website and continue development/updates.	Annual evaluations and continued development/updates			x			
4. Develop a Stormwater booth	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).			x			
5.a. Enhance the Stormwater Education program components for grades 3-5	Review other agencies presentations.	Determine our message and include in our presentation.	x			x		
5.b. Ensure that a consistent Storm water presentation is being used	Develop presentation and curriculum.	Presentation and curriculum developed by the PE/PW Coordinator by June 30, 2005.	x			x		
5.c. Develop evaluation form for presentation.	Utilize an evaluation form to measure effectiveness of presentation before and after.	Evaluation form developed. Evaluation form will be reviewed by city staff.	x			x		
5.d. Utilize the evaluation form for presentation	Make form completion part of a contest to encourage a high percentage of participation	Show an increase in awareness.	x			x		
5.e. Conduct Presentation	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.	x			x		

City of Benicia
Public Involvement/Participation

Activity/Best Management Practices	2004-2005 Implementation Plan	Quantifiable Target/Evaluation Tool	Status			Evaluation		
			Implemented	Not Implemented	Modified	QT Achieved	QT Not Achieved	Unknown
1. Citizens' Public Workshop	Annual presentation to the City Council at public workshop.	Workshop completed annually	x			x		
2.a Public review of Storm Water Management Plan	Have an annual public review and comment on the Annual Report.	Annual review completed.	x			x		
2.b	Invite public to comment as required by State and local public notice requirements.	Post the public commenting period.	x			x		
2.c	Respond to comments.	Response to comments.	x			x		
2.d	Revise Storm Water Management Plan based on comments.	Update Storm Water Management Plan to accommodate updated techniques and to reflect MEP.	x			x		
3. Storm Drain Stenciling Program	Once a year, provide materials and supplies to citizens and groups. Advertise program on Stormwater 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.	x			x		
4. Trash Can Decal Program	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.	x			x		
5. Yard Waste Reduction Education Program	In addition to weekly/bi weekly waste collections, annually schedule and conduct a yard waste reduction and home composting education workshop.	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.	x			x		
6. Coastal Cleanup Day	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.	x			x		

City of Benicia
Illicit Discharge Detection and Elimination

Activity/Best Management Practices	2004-2005 Implementation Plan	Quantifiable Target/Evaluation Tool	Status			Evaluation		
			Implemented	Not Implemented	Modified	QT Achieved	QT Not Achieved	Unknown
1.a. Establish a structure to effectively conduct illicit discharge screenings and investigations	Develop an Enforcement Response Plan. Include guidance for scheduled and unscheduled inspections to address non-stormwater discharges.	Publish plan for use	x			x		
1.b. Design data base to track illicit discharge reports and follow-up actions	Review other agencies data bases. Adapt and design data base for in-house use.	Database developed.	x			x		
1.c. Identify structure to implement illicit discharges program	Identify staff to conduct inspections, follow-up, elimination, and clean-up of illicit discharges.	Staff identified.	x			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.	x			x		
1.d. Create database	Dedicated staff will also be responsible for recording information in database, disseminating to appropriate staff for follow-up actions, and updating database.	Database created.	x			x		
1.e. Develop and adopt ordinance	Review other agencies' ordinances.	Ordinance developed.	x			x		

City of Benicia
Illicit Discharge Detection and Elimination

Activity/Best Management Practices	2004-2005 Implementation Plan	Quantifiable Target/Evaluation Tool	Status			Evaluation		
			Implemented	Not Implemented	Modified	QT Achieved	QT Not Achieved	Unknown
1.f. Adapt and adopt	Develop an ordinance that will incorporate SWMP activities and allow city staff to check for illicit connections.	Ordinance adopted.			X			
1.g. Record keeping	Staff will maintain and update database and generate reports as requested.	Database developed and maintained.	X			X		
2.a Initial staff training	Train City employees on the administrative process for ordinance implementation, Enforcement Response Plan and the illicit discharge screening and investigations programs	Administer a test at the end of the training to ensure staff's understanding of the administrative process.			X			
3. Develop maps of outfalls	Collect and confirm all existing information on outfalls and map it.	Information compiled.	X			X		
4a. Develop an Enforcement Response Plan (ERP) for Illicit Discharges	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	X			X		
4b. Train Staff in use of Enforcement Response Plan	Perform staff training so that staff is fully prepared to implement the Enforcement Response Plan	Complete staff training.	X			X		
5. Develop and Distribute Bi-lingual Material	Develop bi-lingual material about illicit discharge prevention and distribute to restaurant owners and kitchen staff.	Complete development of material and distribution.			X			

City of Benicia
Construction Site Storm Water Runoff Control

Activity/Best Management Practices	2004-2005 Implementation Plan	Quantifiable Target/Evaluation Tool	Status			Evaluation		
			Implemented	Not Implemented	Modified	QT Achieved	QT Not Achieved	Unknown
1. Develop and adopt ordinance requirements for construction sites that disturb one acre or more	Review other agencies ordinances. Adapt and adopt.	Ordinance adopted.			X			

City of Benicia
Post-Construction Storm Water Management in New Development and Redevelopment

Activity/Best Management Practices	2004-2005 Implementation Plan	Quantifiable Target/Evaluation Tool	Status			Evaluation		
			Implemented	Not Implemented	Modified	QT Achieved	QT Not Achieved	Unknown
1. Develop and adopt ordinance requirements for post-construction stormwater management for sites that disturb one acre or more.	Review other agencies ordinances. Adapt and adopt.	Ordinance adopted.			X			
2.b. Developer and Contractor Training	Conduct training in the use of the guidance document for developers and contractors.	Complete training for developers and contractors.			X			
2.e. Compile list of BMPs.	Designate existing City employee to compile BMPs.	Completed list of BMPs.	X			X		
2.f. Identify all structural controls operated by the City.	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.	X			X		
3.a. Develop an Enforcement Response Plan (ERP) for Post Construction Storm Water Management in New Development and Redevelopment	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 not increased	X			X		

**City of Benicia
Municipal Operations**

Activity/Best Management Practices	2004-2005 Implementation Plan	Quantifiable Target/Evaluation Tool	Status			Evaluation		
			Implemented	Not Implemented	Modified	QT Achieved	QT Not Achieved	Unknown
1. Street sweep according to Attachment Q	Street sweep according to schedule. (Attachment Q)	Review records quarterly to ensure compliance to schedule in Attachment A 80% of the time.	x			x		
2.a. Address problems that affect efficient street sweeping								
2.b.i. Parked and abandoned vehicles	Assess which areas have high numbers of parked cars and potential conflicts with pedestrians.	Completed assessment.	x			x		
2.b.ii.	Develop at least two different outreach programs. Pilot outreach programs to a few areas with high numbers of parked cars.	40% reduction in the number of parked cars during sweeping times.	x				x	
2.c.i. Leaves during Leaf Season	Assess which areas have high volume of leaves during Leaf Season.	Completed assessment.	x			x		
2.c.ii.	Investigate at least two appropriate leaf handling method. Prioritize methods for pilot programs.	Investigation and prioritization of leaf handling methods completed.			x			
2.c.iii.	Evaluate at least two appropriate leaf handling methods.	Evaluation of methods completed.			x			
2.c.iv.	Pilot measures to reduce volume of leaves on streets.	Increase frequency by 10%.			x			
3. Properly operate cleaning equipment.	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 Universal Building Services (formerly PHBD).	Survey sweepers at the annual training to determine how often sweepers adjust equipment and if they operate sweepers per manufacturers directions. Certification from Universal Building Services (formerly PHBD).	x			x		

**City of Benicia
Municipal Operations**

Activity/Best Management Practices	2004-2005 Implementation Plan	Quantifiable Target/Evaluation Tool	Status			Evaluation		
			Implemented	Not Implemented	Modified	QT Achieved	QT Not Achieved	Unknown
4. Properly maintain cleaning equipment	Routinely inspect and maintain street cleaning equipment according to manufacturer's directions to ensure proper operation and less down time. Certification from Universal Building Services (formerly PHBD).	Review maintenance records quarterly to ensure proper and timely maintenance of cleaning equipment 80% of the time. Certification from Universal Building Services (formerly PHBD).	x			x		
5.a. Implement Spill Response Plan	Advertise phone number for public and staff to report spills.	Review records quarterly to ensure staff is responding to spills as described in the <u>Enforcement Response Plan</u> .	x			x		
5.b. Implement Spill Response Plan	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 <u>Performance Standards</u> .	x			x		
	Develop and use form to track areas where spills are reported.	Review records quarterly to ensure the information is recorded.	x			x		
7. Ensure contract sweepers comply with measurable goals and implementation plans	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.	x			x		
8. Provide education and training	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.			x			
9. Assess areas of municipal activity	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	x			x		