

November 15, 2004

Mr. William B. Hurley
Leader North Bay Counties Watershed Section
California Regional Water Quality Control Board
1515 Clay Street, Suite 1400
Oakland, CA 94612

Subject: 2003-2004 Annual Report for the City of Sonoma Storm Water Program
RWQCB File No. 2149.4080(STL)

Dear Mr. Hurley:

The following are the City of Sonoma's responses to deficiencies in the above referenced report as discussed the letter I received from you dated October 20, 2004:

Introduction Deficiencies

1. The City determined that the Storm Water Management Plan (SWMP) has raised awareness among City staff such as Building Inspectors, Public works Inspectors, Planners, and Public Works Department field personnel through staff participation in Erosion Control Training, attendance of various Inspection Training Workshops, participation in the Total Maximum Daily Load (TMDL) work group, and continued participation and attendance at Phase II Coordination meetings. Increased awareness has also been achieved through municipal housekeeping training, staff meetings, and involvement with writing of the City's Storm Water Management Plan and Annual Report.

General population awareness has been heightened by the City's involvement in distribution of storm water material, pesticide and herbicide reduction information, water conservation pamphlets and informational CDs distributed to the public, along with water conserving hardware giveaways and newspaper articles. These activities have been conducted at public venues such as Sonoma Valley Earth Day Celebration, Tuesday Evening Farmers Market, and at the Sonoma Valley Fire Department's Open House. During these events, survey forms were distributed and collected. The survey asks questions regarding public awareness of various city activities, and countywide programs regarding water pollution, water conservation, storm water, and other environmental issues. This survey will be tabulated at the end of Fiscal Year 2004-2005.

2. Enclosed you will find a completed inspection report/checklist for construction and industrial inspection. These reports are filled out at time of inspection with a

copy maintained in the City's storm water filing cabinet. Polaroid and/or digital photographs are taken of site situations if warranted.

These forms are evolving; the enclosed Attachment 1 is provided as an example for the 2004 Storm Water Annual Report.

- 3.a. The City will inspect all construction sites that are one acre or larger prior to the start of the rainy season, October 15 through April 15. The City, in good faith, will attempt to inspect all construction sites with disturbed soil.
- 3.b. The City has established a criteria of .50 inches of rainfall per storm event as a trigger to inspect construction sites of one acre or larger. The City will inspect at the minimum four sites within 48 hours, provided that there are at least four active sites of one acre or greater within the City's jurisdiction (currently there are seven sites of one acre or larger under construction within City limits).
- 3.c. To ensure that sediment and erosion control measures are effective, Measurable Goal 2.g. has been added to Table 1; City of Sonoma SWMP, Minimum Control Measure - Construction Site Stormwater Runoff Control. This minimum control measure will implement above referenced 3b. (Attachment 2).

Summary & Evaluation Deficiencies

1. In this 2004 Storm Water Annual Report, reporting timelines were represented with year to date reporting and fiscal year reporting, depending upon the source providing the information. Fiscal Year (FY) represents July 1 through June 30; Year to Date represents January 1 through June 30. Subsequent Annual Storm Water Reports will present data utilizing the Fiscal Year timeline.
2. Public Involvement/Participation Minimum Control Measure. Measurable Goal 3.a was cut off and deleted from the originally submitted Annual Report; refer to Attachment 3 for the complete section 3.a.
3. The City has 485 storm drain inlets. Volunteers have stenciled 42 of these storm drain inlets. Caltrans has labeled 34 inlets, and 32 storm drain inlets have steel embossed lids with "No Dumping Drains to Creek". This represents a total of 108 storm drain inlets (or 22% of the total) that are labeled with a pollution prevention message. Storm drains stenciled prior to FY03/04 have faded and are not counted as a visible stencil.
4. The City will remove Post Construction Storm Water Management Minimum Control Measure, Measurable Goal 1.a. from the City's SWMP (Attachment 4). As suggested the City will focus its energy and resources to the development of

our Standard Urban Storm Water Mitigation Plan (SUSMP). Measurable goal 1.a. was to retrofit existing drain inlets with fossil fuel filters

5. Referencing Municipal Operations Good Housekeeping Pollution Prevention Minimum Control Measure, Measurable Goal 3.a:

In 2001 the City adopted an Integrated Pest Management (IPM) Policy. In order to track pesticide use compared with alternative methods for weed abatement, staff gathered pesticide use information from FY 1998/1999 then compared it to pesticide use in FY 2003/2004.

Pesticide Use (Round-UP)	<u>FY 1998/1999</u>	<u>FY 2003/2004</u>
	690 ounces	350 ounces

Alternate Weed Abatement Efforts

	Mulching / Bark
FY 01/02	54 cubic yards
FY 02/03	75 cubic yards
FY 03/04	138 cubic yards

In addition, other methods for weed abatement implemented by City staff include: burning of weeds along fence lines and ditches, weed eating, and manually pulling of weeds. Pesticide use is not allowed in the Plaza (an 8-acre park) and along the City's three miles of Bike Path.

As evident in monitoring the five years referenced above, the City has reduced this pesticide use by 50%.

Conclusion

I trust that the comments above sufficiently clarify the concerns raised in your October 20 letter. An electronic version of this response will be provided to you with a revised copy of the 2003-2004 Annual Report for the City of Sonoma Storm Water Program. Should you have questions or require additional clarification, please contact the Public Works Administrator, Al Bandur, at 707-933-2230.

Sincerely,

Mike Fuson
City Manager

cc: Public Works Administrator
file

Annual Report

General Permit for the Discharger of Storm Water from Small Municipal Separate Storm Sewer Systems (MS4's)

Permittee (Agency Name): City of Sonoma

Contact Person: Alfonso M. Bandur

Mailing Address: #1 The Plaza

City, State and Zip Code: Sonoma, CA 95476

Contact Phone Number: (707) 938-3332

Corporation Yard WDID#: 2-49S010783

Reporting Period: Program Commencement
(April 30, 2003) – June 30, 2004

Prepared By: Milenka Bates
(707) 938-3332
milenkab@sonomacity.org



2004 - Sonoma Creek Day Camp Participants Stencil Storm Drains

I. Introduction

Overview City of Sonoma's National Pollutant Discharge Elimination System (NPDES) Phase II Municipal Stormwater Permit includes an obligation to submit an annual report to verify compliance with the primary permit requirement to perform the tasks of the storm water management program.

This document is the annual report for the reporting period from the program commencement on April 30, 2003 to June 30, 2004. It is the first annual report under the City of Sonoma's permit.

Location The City of Sonoma is located about 50 miles northeast of San Francisco, California in southeastern Sonoma County, on State Highway 12. Sonoma is approximately 2.2 square miles in size, with 4,665 residential housing units and approximately 9,500 residents.

Storm Drain System The City storm drain system has approximately 40 miles of pipes, ranging from 6 to 72 inches in diameter, 470 drain inlets (catch basins), and approximately 3 miles of roadside ditches.

Geographic Description The City of Sonoma is located within the Sonoma Creek watershed, which supports beneficial uses for cold and warm freshwater habitat, fish migration, preservation of rare and endangered species, fish spawning, wildlife habit, and contact and non-contact water recreation. In addition, groundwater is a source of drinking and irrigation water in rural areas of the county.

Focus of Storm Water Management Plan (SWMP) Impacts from urban, construction, hillside development, and agricultural runoff have resulted in the Clean Water Act's Section 303(d) listing of Sonoma Creek as an impaired water body for nutrients such as ammonia and nitrogen, for sediment, and for pathogens such as fecal coliform. Because of the recommended 303(d) listings, reducing the flow of nutrients, sediment, and pathogens in Sonoma's storm water runoff will be the focus of the City's SWMP.

The Phase II Rule The Phase II Rule, defines a SWMP as a program consisting of six elements that, when implemented together, are expected to achieve significant reductions of pollutants discharged into receiving water bodies, in this case, Sonoma Creek and its tributaries.

I. INTRODUCTION

Minimum Control Measure (MCM) Assessment & Evaluation

MCM's Required by the General Permit

MCM's - are the six areas of focus for the City of Sonoma's SWMP.

- ❑ Public Education and Outreach
- ❑ Public Involvement/Participation
- ❑ Illicit Discharge Detection and Elimination
- ❑ Construction Site Storm Water Runoff Control
- ❑ Post-Construction Storm Water Management
- ❑ Pollution Prevention/Good Housekeeping for Municipal Operations

Effectiveness of Program

Considering the resources and the length of time since the SWMP was approved, the City is on track with the six elements of the plan. The City determined that the Storm Water Management Plan (SWMP) has raised awareness among City staff such as Building Inspectors, Public works Inspectors, Planners, and Public Works Department personnel through staff participation in Erosion Control Training, attendance of various Inspection Training Workshops, participation in the Total Maximum Daily Load (TMDL) work group, and continued participation and attendance of the Phase II Coordination meetings. Increased awareness has also been achieved through municipal housekeeping training, staff meetings, and involvement with writing of the City's Storm Water Management Plan and Annual Report.

General population awareness has been heightened by the City's involvement in distribution of storm water material, pesticide and herbicide reduction information, water conservation pamphlets and CD handouts, along with water conserving hardware giveaways and newspaper articles. These activities have been conducted at public venues such as Sonoma Valley Earth Day Celebration, Tuesday Evening Farmers Market, and at the Sonoma Valley Fire Department's Open House. During these events, survey forms were distributed and collected. The survey asks questions regarding public awareness of various city activities, and countywide programs regarding water pollution, water conservation, storm water, and other environmental issues. This survey will be tabulated at the end of 2004.

Continued on next page.....

I. INTRODUCTION

MCM Assessment & Evaluation, continued

Public Education and Outreach

Water Conservation: To encourage outdoor water conservation, the City has implemented a water waste prohibition ordinance, a water efficient landscape ordinance, distribution of garden hose nozzles, and a large landscape water conservation program.

Why is this Important? These activities are important to storm water pollution prevention by reducing runoff from landscapes. Landscape runoff often carries with it pollutants such as sediment, nutrients, and pesticides.

Other Activities: Other activities are annual household hazardous waste drop-off events, recycling, pet waste collection stations along walking paths, and educational programs designed to prevent solid and hazardous wastes from entering the storm drain system due to improper disposal.

Multi-Agency Effort: A majority of the work in this MCM was in progress or had been implemented with the assistance of the Sonoma County Water Agency (SCWA) and the Sonoma County Waste Management Agency (SCWMA).

On Track with Goals: The City is on track with the goals in this measure, with the exception of the Residential Water Audits, which were initiated in FY 03/04. Due to a delay in verifying the required insurance documents, the physical audits will take place in FY 04/05.

Public Involvement Participation

Opportunities for Citizens: Public participation and involvement provides opportunities for citizens to participate in program development and implementation, including publicizing public hearings and/or encouraging citizen representatives in a watershed group.

Sonoma Ecology Center (SEC): The citizens of Sonoma benefit greatly from the existence of the SEC, a non-profit organization that provides the public with educational and hands-on opportunities to learn about and improve the Sonoma Creek watershed. Volunteers conduct numerous creek programs including research, education, monitoring, mapping, gathering of baseline data and preservation activities.

Continued on next page.....

I. INTRODUCTION

MCM Assessment & Evaluation, continued

Public Involvement Participation Continued

Existing Programs and Activities: Included are participation in the North Bay Watershed Association, use of SEC Day Camp volunteers for storm drain stenciling, and support of creek cleanup events.

Adopt-A-Bike Path: A new avenue for public participation was implemented in fiscal year 2003-2004 with implementation of the Adopt-A-Bike-Path Program. All 16 sections of the City's bike path system have been adopted and are being maintained, pesticide free. Volunteers are acknowledged through posting of signs along their adopted area of the bike path recognizing their efforts.

Gathering Information: A new activity this year was to conduct a survey to gather baseline information regarding various programs and issues. The survey will continue throughout FY 04/05 to gather adequate information. (See Attachment 1)

Program Success: Public Involvement and Participation is a rewarding MCM to implement. The City is on track with its goals for this measure and does not foresee any issues for the upcoming year.

Illicit Discharge Detection and Elimination: (IDDE)

Storm Drains: Several components for this MCM are currently being implemented in the City of Sonoma. The City has developed a storm drain map and is currently in negotiations for upgrading the map to a GIS system scheduled for FY 04/05.

Other Agencies: The SCWA and the Sonoma County Departments of Emergency Services (SCDES) and Sonoma County Department of Environmental Health (SCDEH) implement several IDDE programs in the City. These include hazardous materials inspections, maintenance of sewer overflow areas, and restaurant inspections.

SCWA Waterways: The SCWA conducts inspections that include searching for illicit discharges along SCWA flood control channels.

Continued on next page.....

I. INTRODUCTION

MCM Assessment & Evaluation, continued

Illicit Discharge Detection and Elimination Continued

New Ordinance needed: This MCM also includes adopting an ordinance to prohibit non-storm water discharges into the storm sewer system and implementing appropriate procedures and actions. The City is reviewing existing ordinances, and networking with other phase II Cities.

Finding The Source: The most common steps taken to eliminate illicit connections are to locate the problem areas, find the source of the discharge, remove or correct the illicit discharge, and document the actions taken to illustrate progress.

Industrial Training: Staff will participate in an Industrial Training Inspection on-site workshop this September, hosted by Napa County Flood Control and Water Conservation District and presented by the Regional Water Quality Control Board (RWQCB). Continued training is planned as an on-going program.

Action on Measures: The majority of goals in this plan will take place in FY 04/05 and FY 05/06. The need for reporting and follow-up of illicit discharge and working with the phase II coordination group is propelling City staff to draft forms, ordinances and procedures before that time frame.

Construction Site Storm Water Runoff Control

Erosion and Sediment Control Program: Construction site storm water runoff control consists of developing, implementing, and enforcing an erosion and sediment control program for construction activities that disturb one or more acres.

Ordinance Needed: This control measure mandates an erosion and grading ordinance or policy that requires implementation of appropriate sediment controls (best management practices). This ordinance or policy will be developed in FY 04/05.

Currently, projects or developments that disturb more than one acre are required to obtain a statewide construction storm water permit by submitting a Notice of Intent (NOI) and preparing a Storm Water Pollution Prevention Plan (SWPPP).

Continued on next page.....

I. INTRODUCTION

MCM Assessment & Evaluation, continued

Construction Site Storm Water Runoff Control

Continued

Also required are procedures for municipal site plan review of construction plans, and ensuring that the types of controls and precautions that will be taken during the wet season are clearly indicated and are adequate for the site conditions.

Site Inspections: inspection forms and checklists are being developed to verify that the erosion control plan has been implemented as permitted. These forms are evolving; the enclosed Attachment 1 is provided, as an example for the 2004 Storm Water Annual Report. The City will also develop an enforcement protocol for the ordinance or policy. This enforcement policy will include sanctions for non-compliance.

The City has established a criteria of .50 inches of rainfall per storm event as a trigger to inspect construction sites of one acre or larger. The City will inspect at the minimum four sites within 48 hours, provided that there are at least four active sites of one acre or greater within the City's jurisdiction (The City currently has 7 sites of 1 acre or larger).

To ensure that sediment and erosion control measures are effective, Measurable Goal 2.g. has been added to Table 1, City of Sonoma SWMP, Minimum Control Measure - Construction Site Stormwater Runoff Control (Attachment 2).

Post Construction Storm Water Management

What is a SUSMP? Standard Urban Storm Water Mitigation Plans are defined as the portions of municipal storm water management programs that address storm water pollution arising from private sector new development and redevelopment. A **SUSMP** is required due to the City's expected growth potential of greater than 25% over the next 10 years.

When will the plan go into effect? The City will develop and implement a (SUSMP) by June 30, 2006.

Creek Setback: The planning department reviewed and implemented Creek Setback requirements of 30' – 50' for new development. This requirement applies to all creeks within the City. The planning department reviews adequacy of set back and adjusts if appropriate.

Continued on next page.....

I. INTRODUCTION

MCM Assessment & Evaluation, continued

Municipal
Operations
Good
Housekeeping
Pollution
Prevention

What is they City doing? The City has a well-developed and well-rounded program for pollution prevention and good housekeeping. Some of the key components of this program are:

Integrated Pest Management (IPM) policy: Integrated Pest Management (IPM) policy, a pesticide reduction program intended to eliminate or reduce the use of pesticides on City property. This policy has been approved by the City Council.

Our Water Our World (OWOW): Is a program sponsored by Marin County Storm Water Outreach. This program involves Cities and local garden supply stores to carry less toxic pesticides and herbicides. This a two-year pilot in which City staff ensures that shelf talkers (informational handouts) are kept displayed.

Erosion Control Training: Two staff members have attended Erosion Control and Sediment Training. Staff will continue to attend refresher courses, and additional staff will be trained. This training has proven effective in raising awareness within City Staff of needed BMP's

Creek Maintenance: Staff continues with projects, and routine storm drain system cleaning. Staff has developed Creek overflow standard operating procedures for excess sediment removal. Staff also conducts weekly visual inspections.

Housekeeping and Safety Meetings: Are conducted weekly. All Public Works staff participates.

Storm Water Permit: The City of Sonoma Public Works Corporation yard is registered as a general permittee under the State Water Resource Control Board Industrial Activities Storm Water General Permit; WDID identification number 2-49S010783. The Corporation Yard Storm Water Pollution Prevention Plan is reviewed annually; the site is regularly monitored for storm water and non-storm water discharges. Each year, an Annual Report For Storm Water Discharges Associated With Industrial Activity is submitted to the State Water Resources Control Board.

Continued on next page.....

I. INTRODUCTION

MCM Assessment & Evaluation, continued

**Municipal
Operations
Good
Housekeeping
Pollution
Prevention**
Continued

Street Sweeping: This is an on-going MCM; the City owns two sweepers, both sweepers run on a daily basis during Fall and Winter. For the remainder of the year, sweeping is conducted with one sweeper operating twice per week for business areas, once per month for residential areas.

Channel Maintenance Agreement: This next year the City will explore negotiating an agreement with the SCWA for channel maintenance. This may increase the frequency of creek inspections for illicit discharges, refuse, and brush needing to be cleared.

Annual Highlights

Public Education & Awareness

FY 02 / 03

- ❑ Developed Water Waste Ordinance
- ❑ Developed Water Waste Tracking system
- ❑ Implemented water conservation give-away program
- ❑ Purchased single stream recycling containers for parks and bike paths.
- ❑ Installed pet waste bags and waste receptacles along bike paths and dog park
- ❑ Participated in Toxic Round-up day

FY 03 / 04

- ❑ Developed large landscape water conservation program
 - ❑ Implemented residential water audits
 - ❑ Continued water conservation give-aways
 - ❑ Participated in Toxic Round-up day
 - ❑ Participated in Farmers Markets and Sonoma Plaza Park events to distribute information
 - ❑ Partnered with Sonoma Valley Library during Water Awareness month
 - ❑ Created tracking mechanism for media, and volunteer events
 - ❑ Participated in a community TMDL presentation
-

Public Involvement & Participation

FY 02 / 03

- ❑ Present Phase II Plan to public
- ❑ Attend and participate in NBWA meetings and activities
- ❑ Replace portions of existing concrete storm drain covers with embossed steel tops
- ❑ Participate in Creek Clean-up Events
- ❑ Implemented Adopt-A-Bike Path Program

FY 03 / 04

- ❑ Attend and participate in NBWA meetings and activities
 - ❑ Revised Storm Drain Stenciling Program
 - ❑ Identified storm drains marked with fish logo
 - ❑ Replace existing concrete storm drain covers with embossed steel tops; this is a continuous program
 - ❑ Participate in Creek Clean-ups
 - ❑ Continuation of the Adopt-A-Bike Path Program
-

I. INTRODUCTION

MCM Assessment & Evaluation, continued

Annual Highlights, continued

Illicit Discharge Detection and Elimination

FY 02 / 03

- ❑ Ensured availability of hard copy of storm sewer system map
- ❑ Acquired SCDES inspection and enforcement plan
- ❑ Conferred with SCWA about sewer system overflows, obtained numbers for the last three years.
- ❑ Acquired SCEH Food Facility Inspection Report
- ❑ Contacted SCWA regarding Citizen Complaint Line concerning illicit channels. Verified that the line is intended for SCWA flood control maintenance channels.

FY 03 / 04

- ❑ Defined Hazardous Material Sites in City limits
-

Construction Site Storm Water Runoff Control

FY 02 / 03

- ❑ Ensured Erosion and Sediment Control Plans submitted with development plans for review and acceptance
- ❑ Ensured Erosion Control standards are in place for any project conducted between October 15th and April 15th.
- ❑ Reviewed SCWA Revocable License Program
- ❑ Obtained list of SCWA projects tracked that fell within the SCWA right of way and within outfall.
- ❑ Ensured CEQA checklist is part of permit package

FY 03 / 04

- ❑ Documented construction site violations. Reviewed BMPs, took before and after pictures.
 - ❑ Generated discussion of construction BMPs at public functions.
-

Continued on next page.....

I. INTRODUCTION

MCM Assessment & Evaluation, continued

Annual Highlights, continued

**Post
Construction
Storm Water
Management**

FY 02 / 03

- ❑ Established Fossil Fuel Filter pilot program
- ❑ Implemented creek setback of 30' – 50' for new development, applies to all creeks within City.

FY 03 / 04

- ❑ Established annual cleaning and maintenance procedures for Fossil Fuel Filters
-

**Municipal
Operations
Good
Housekeeping
Pollution
Prevention**

FY 02 / 03

- ❑ Dechlorination procedures for fire hydrant flushing implemented.
 - ❑ Street Sweeping Program maintained per schedule
 - ❑ Integrated Pesticide Management (IPM) policy adopted.
 - ❑ Staff attended Hazardous Waste Management Training
 - ❑ Staff attended Pesticide Applicator Professional Association (PAPA) seminars
 - ❑ Staff Attended Erosion Control training
 - ❑ Staff conducts and participates in weekly Housekeeping and Safety Meetings
 - ❑ Storm Water Pollution Prevention plan in place for Corporation Yard
 - ❑ Staff conducted annual creek maintenance activities
 - ❑ SCWA performed annual channel maintenance
 - ❑ Join with SCWA and SEC to provide garbage service removal for clean-up activity days.
 - ❑ Developed Creek Overflow Standard Operating Procedure.
 - ❑ Performed annual storm drain inspection and maintenance, and drop inlet cleaning.
 - ❑ Reviewed spill response and prevention with Fire dept.
-

Continued on next page.....

I. INTRODUCTION

MCM Assessment & Evaluation, continued

Annual Highlights, continued

**Municipal
Operations**

FY 03 / 04

Good

Housekeeping

Pollution

Prevention

Continued

- ❑ Street Sweeping Program maintained per schedule
 - ❑ Participated in OWOW program with Marin County
 - ❑ Developed Baseline Assessment Survey; City uses Survey at public Functions such as Farmers Market and Earth Day events
 - ❑ Staff attended PAPA seminars
 - ❑ Staff attended Erosion Control refresher course
 - ❑ Staff conducts and participates in weekly Housekeeping and Safety Meetings
 - ❑ Staff conducted annual creek maintenance activities along City maintained Channels
 - ❑ SCWA performed annual channel maintenance
 - ❑ Join with SCWA and SEC to provide garbage service removal for clean-up activity days
 - ❑ Performed annual storm drain inspection and maintenance, and drop inlet cleaning.
-

II. Background

Geographic and Land Use Description

Sonoma Creek Watershed Sonoma Creek and its tributaries drain a 170-square-mile area from the western Sonoma and eastern Mayacamas mountains through the Valley of the Moon, to the tidal flats of the north end of San Pablo Bay.

The headwaters of Sonoma Creek are located in the upland areas of Sugarloaf Ridge State Park. Hillside and valley vineyards, oak woodlands, many unnamed tributaries to Sonoma Creek, and several contiguous urbanized areas dominate the Upper Sonoma Valley.

The lower portions of the valley and Sonoma Creek are tidally influenced, and low-lying areas support hay farming, grazing, wetlands, and recreational uses.

City of Sonoma Watershed The City of Sonoma is located in the central portion of the valley. Sonoma, the largest city in the watershed, has a population of approximately 9,500 residents. There are 4,665 residential housing units in an area 2.2 square miles in size.

Sonoma Creek is the City's most prominent waterway in the region, flowing generally along Sonoma's western boundary. However, two tributaries to Sonoma Creek, Nathanson Creek and Friar Creek, traverse the City, flowing from north to south.

The center of the City is at an elevation of less than 100 feet above sea level, with the northeast portion of the City increasing slightly in elevation (150 feet).

Land Use The most intensively developed area within the Sonoma Creek watershed is the City of Sonoma, which consists largely of single-family residential property and public lands (including schools, the hospital, City and state park lands).

II. Background

Pollutants of Concern

Overview

The Sonoma Creek Watershed supports beneficial uses for cold and warm freshwater habitat, fish migration, preservation of rare and endangered species, fish spawning, wildlife habit, and contact and non-contact water recreation. In addition, groundwater is a source of drinking and irrigation water in Sonoma and rural areas of the county.

Clean Water Act: Impacts from agricultural runoff, construction, hillside development, and urban runoff have resulted in the Clean Water Act Section 303(d) listing of Sonoma Creek as Impaired for nutrients, pathogens, and sediment.

Nutrients

What is a Nutrient: Nutrients consist of algae growth-stimulating substances such as ammonia, nitrogen, and phosphorus. Un-ionized ammonia, the more toxic portion of total ammonia, is toxic to fish, especially when water begins to become more basic, around 7.8 pH units.

Nutrient impairment was identified prior to 1988 and was primarily associated with wastewater discharges to the creek.

Wastewater: Improving secondary wastewater treatment and halting the discharge of the SCWA's wastewater treatment plant during low flow months addressed nutrients.

Pathogens

What is a Pathogen: Pathogens consist of total and fecal coliform, E. coli, and Enterococci. Most recently, the pathogen focus has been on fecal coliform and Enterococci, the less costly and more definitive indicator organisms of fecal contamination.

Pathogen impairment in Sonoma Creek was identified prior to 1988, and was also primarily associated with wastewater discharges to the creek.

Wastewater: Pathogens were addressed by improving treatment of SCWA's wastewater treatment plant and by halting discharge during low flow months.

Continued on next page.....

II. Background

Pollutants of Concern... continued

Sediment

What is Sediment: Sediment – the soil that sinks to the bottom of a water body, suspended material – the larger particles that can be removed by chemical addition, and settleable matter – the particles that eventually settle to the bottom of a water body.

Sediment impairment consists of turbidity – a measurement of the concentration of fine particles or cloudiness of water,

Data collection for this total maximum daily load (TMDL) will focus on characterizing the channel and habitat conditions with respect to factors limiting fish habitat and sediment sources.

TMDL's

Total Maximum Daily Loads: TMDLs are a means of assessing the amount of pollutants (loading) a water body can handle and then assigning maximum pollutant inputs to various sources such as urban runoff or wastewater treatment plant discharges.

Developing TMDLs: The Regional Board has begun the process of developing TMDLs for the identified pollutants in conjunction with the SEC and the SSRCD.

Creek Monitoring: The Regional Board conducted monitoring of Sonoma Creek between October 2002 and June 2003. The goal is to have a TMDL project report by September 2005, and a San Francisco Bay Basin Plan amendment by June 2006.

III. Summary and Evaluation

INSERT BMP TABLE

IV. Goals and Modifications

1. Public Education and Awareness

**Goals
FY 04/05**

- ❑ Design a "Water Budget" to develop programs for efficient irrigation methods.
 - ❑ Design Educational Booth that will be used at City sponsored events for educational purposes.
 - ❑ Publish informational articles in the Sonoma Index Tribune
 - ❑ Contact SCWA to see if environmental column written by SCWA can be published in the Index Tribune.
 - ❑ Work with other Phase II MS4's to collaborate on a simple county – wide slogan.
 - ❑ Develop method to distribute storm water educational materials to residents/businesses once per year.
 - ❑ Team with SCWA to develop a specific storm water element to add to existing curriculum. Determine appropriate grade level.
-

**On-Going or
Continuous
Goals /
Activities**

- ❑ Enforcement of Water Waste Ordinance and Tracking method
 - ❑ Water Conservation Hardware Give-away until supplies are exhausted.
 - ❑ Landscape Water Audits
 - ❑ Large Landscape Water Conservation
 - ❑ Support Curbside Recycling Program
 - ❑ Pet Waste Management
 - ❑ Promote Toxic Round-up Day
 - ❑ Distribute Recycling Guide at City Hall and Public functions.
 - ❑ Track, Hot Line activity, and Eco Web-Site
 - ❑ Participate in Water Awareness Week and Pollution Prevention week at local library.
-

**Modification /
Justification**

NONE

**Additional
Measurable
Goals with
Detail**

NONE

IV. Goals and Modifications

2. Public Involvement & Participation

- Goals
FY 04/05**
- Summarize NBWA Activities for Annual Report
 - Implement Revised Storm Drain Stenciling Program
 - Review and Report on Storm Drain Stenciling Program
 - Summarize SEC Creek Programs
 - Explore coordination of "baseline characterization of surface water quality between City and other MS4's located in the watershed.
-

- On-Going or
Continuous
Goals /
Activities**
- Continued Participation in NBWA meetings and activities.
 - Storm Drain Stenciling
 - Continue to replace Storm Drain Covers as needed
 - Continue participation with Creek Clean-up's
 - Adopt-A-Bike Path Program
-

**Modification /
Justification** NONE

**Additional
Measurable
Goals with
Detail** NONE

IV. Goals and Modifications

3. Illicit Discharge Detection & Elimination

**Goals
FY 04/05**

- Negotiate with SEC to update and include storm sewer on GIS system
 - Explore possibility of SCEH or other agency to perform food facility Storm Water Inspections.
 - Draft a storm water pollution and prevention ordinance
 - Work with SCWA to receive documentation of the number and topic of calls from Sonoma Citizens.
 - Develop communication tool that educates industrial users to what constitutes an illegal discharge.
-

**On-Going or
Continuous
Goals /
Activities**

- Continue to track SCWA sewer overflows
 - Track number of calls annually - SCWA 24 hour Citizen Complaint Line.
-

**Modification /
Justification**

NONE

**Additional
Measurable
Goals with
Detail**

NONE

IV. Goals and Modifications

4. Construction Site Storm Water Runoff Control

**Goals
FY 04/05**

- ❑ Revise and update Grading Ordinance requiring Erosion Control Plans, use of BMPs and City building and Public Work Inspections.
 - ❑ Participate in joint inspector training for Phase I & II MS4's
 - ❑ City Inspectors to attend Annual Erosion and Sediment Control training.
-

**On-Going or
Continuous
Goals /
Activities**

- ❑ Continue with submission of erosion and sediment control plans that are submitted with the development plan for review and acceptance.
 - ❑ Ensure control measures are in place for any project conducted between October 15th and April 15th.
 - ❑ Continue to track the number of projects that fall within the SCWA right-of-way and within outfall.
 - ❑ Continue using CEQA checklist
-

**Modification /
Justification**

The City has established a criteria of .50 inches of rainfall per storm event as a trigger to inspect construction sites of one acre or larger. The City will inspect at the minimum four sites within 48 hours, provided that there are at least four active sites of one acre or greater within the City's jurisdiction (The City currently has 7 sites of 1 acre or larger).

**Additional
Measurable
Goals with
Detail**

To ensure that sediment and erosion control measures are effective, Measurable Goal 2.g. has been added to Table 1 City of Sonoma SWMP, Minimum Control Measure - Construction Site Stormwater Runoff Control (Attachment 2).

IV. Goals and Modifications

5. Post Construction Storm Water Management

**Goals
FY 04/05**

- None – The City will begin work on SUSMP
-

**On-Going or
Continuous
Goals /
Activities**

- ~~Annual Cleaning & Maintenance of Fossil Fuel Filters~~
-

**Modification /
Justification**

Since the Boards recommendation to approve the City's SWMP, the board has determined that storm drain inlet filters (fossil fuel filters) are unlikely to meet the maximum extent practical standard.

The City will remove Post Construction Storm Water Management Minimum Control Measure, Measurable Goal 1.a. (Attachment 4) from the City's SWMP. The City will focus its energy and resources to the development of our Standard Urban Storm Water Mitigation Plan (SUSMP).

**Additional
Measurable
Goals with
Detail**

NONE

IV. Goals and Modifications

6. Municipal Housekeeping Pollution Prevention

**Goals
FY 04/05**

- None Scheduled
-

**On-Going or
Continuous
Goals /
Activities**

- Flush Fire Hydrants – Using Dechlorination Procedures
 - Street Sweeping to Schedule
 - Continue with Pesticide reduction
 - Continue with OWOW program
 - Continue training – HM & Erosion
 - Continue weekly safety & housekeeping meetings
 - Creek Maintenance Activities
 - Creek Clean-up and Planting
 - Storm Drain & Drop Inlet cleaning
-

**Modification /
Justification**

NONE

**Additional
Measurable
Goals with
Detail**

NONE

V. Glossary / Acronym's

Acronym	Definition
BMP	Best Management Practice
CEQA	California Environmental Quality Act
CUPA	Certified Unified Program Agency
EPA	Environmental Protection Agency
General Permit	Final State General Storm Water Permit
IDDE	Illicit Discharge Detection and Elimination
IPM	Integrated Pest Management
MCM	Minimum Control Measure
MEP	Maximum Extent Practicable
MS4	Municipal Separate Storm Sewer System
NOI	Notice of Intent
NPDES	National Pollutant Discharge Elimination System
PAPA	Pesticide Applicators Professional Association
Plan	Storm Water Management Plan
SFRWQCB	San Francisco Regional Water Quality Control Board
RWQCB	Regional Water Quality Control Board
SCWMA	Sonoma County Waste Management Agency
SCWA	Sonoma County Water Agency
SCDEH	Sonoma County Department of Environmental Health
SCDES	Sonoma County Department of Emergency Services
SEC	Sonoma Ecology Center
SSRCD	Southern Sonoma Resource Conservation District
SUSMP	Standard Urban Storm Water Mitigation Plan
SWMP	Storm Water Management Program
SWPPP	Storm Water Pollution Prevention Plan
SWRCB	State Water Resources Control Board
TMDL	Total Maximum Daily Load
WQA	Water Quality Act

VI. Signatory Requirements

Signatory Requirement

This Annual Report must be signed by a principal executive officer, ranking elected official, or duly authorized representative.

“I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system or those persons directly responsible for gathering the information, to the best of my knowledge and belief, the information submitted is true, accurate, and complete.

I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.”

Mike Fuson
City Manager
City of Sonoma

Date

III. Summary and Evaluation

Public Education Outreach

Activity / Best Management Practices	2003-2004 Implementation Plan	Quantifiable Target (QT) / Evaluation Tool	Status			Evaluation		
			Implemented	Not Implemented	Modified	QT Achieved	QT Not Achieved	Unknown
Water Conservation Practices								
1.a. Water Waste Ordinance	Develop Water Waste Ordinance	Ordinance Developed	X			X		
Summary:		Water waste ordinance was developed in 2002 with implementation beginning in 2003.						
1.b. Water Waste Tracking System	Develop Water Waste Tracking System	Tracking System Developed	X			X		
Summary:		Water Waste tracking system was developed and implemented Spring 2003. 2003 - 16 "OOPs" Tags posted on residences violating the ordinance 2004 - 30 "OOPs" Tags YTD posted on residences violating the ordinance						
1.c. Garden Hose Nozzles	Implement Garden Hose Nozzle Give-away program	Program Implemented	X			X		
Summary:		Free Low Flow Garden Nozzles given available at City Hall, and selected Tuesday Night Farmers Market, and other events; 2002 - apx 500 given out 2003 - apx 650 given out 2004 - apx 450 YTD given out						
1.d. Large Landscape Water Conservation Program	Develop Large Landscape Water Conservation Program	Program developed to reduce non-essential water use	X			X		
Summary:		Program developed and implemented in conjunction with the SCWA. Non-Residential Water Audit is a Best Management Practices (BMPs) that signatory water suppliers have committed to implementing. SCWA -BMP 5.						
1.e. Large Landscape Water Audits	Perform Large Landscape Water Audits	Complete Landscape Water Audits	X			X		
Summary:		02/03 - 10 non-residential water audits were completed 03/04 - 01 non-residential water audits were completed						
Trash Management for City, Parks and Bike Paths								
2.a. Single Stream Recycling	Purchase single-stream recycling containers	Containers purchased, increase in quantity of recyclables gathered from containers.	X			X		
Summary:		The City Purchased 75 single stream recycling containers for use in City, Parks and Bike Paths. Single stream recycling collected: 02/03 - 5,400 gallons 03/04 - 5,493 gallons						

III. Summary and Evaluation

Public Education Outreach

Activity / Best Management Practices	2003-2004 Implementation Plan	Quantifiable Target (QT) / Evaluation Tool	Status			Evaluation		
			Implemented	Not Implemented	Modified	QT Achieved	QT Not Achieved	Unknown
2.b. Curbside Recycling	Curbside Recycling	Increase in quantity of recycled material	X			X		
Summary:	Curbside recycling increased from 2002 to 2003 by 374.42 tons. 2002 - 3,019.09 tons 2003 - 3,393.51 tons 2004 - results are tracked by calendar year, the tonnage will be reported in next years annual report.							
Pet Waste Management								
3.a. Collection Stations	Install pet waste bags & disposal receptacles along bike paths, parks, cemeteries.	Bags & receptacles installed. Number of bags used tracked on an annual basis.	X			X		
Summary:	Pet waste receptacles and waste bags installed along the Bike Paths, Dog Parks and Cemeteries. Effectiveness tracking measured by amount of Waste Bags used. 2002 - 1,890 bags used 2003 - 2,100 bags used. 2004 YTD - 1,400 bags used.							
Proper Disposal of Household Toxics and Hazardous Waste								
4.a. Toxic Round-up Day	Host & Promote Annual Toxic Round-up Day	Avg amount collected per car load & # of City residents participating	X			X		
Summary:	2003 - There were 719 participants of which 251 were City residents. The average collected was 59# per vehicle (Raining hard that day). 2004 - There were 850 participants of which 279 were City residents. The average collected was 89# per vehicle.							
4.c. Curbside Oil Recycling	Program includes oil & oil filter recycling upon request by customer	Number of requests for curbside pick-up by residents	X			X		
Summary:	2002 - 57 requested scheduled pickups of which: 60 Gallons of oil collected, 55 Oil Filters recycled. 2003 - 81 requested scheduled pickups of which: 107 Gallons of oil collected, 81 Oil Filters recycled. 2004 - Data Will not be available until January 2005. Data will be reported on in Sept. 2005 Annual report.							

III. Summary and Evaluation

Public Education Outreach

Activity / Best Management Practices	2003-2004 Implementation Plan	Quantifiable Target (QT) / Evaluation Tool	Status			Evaluation		
			Implemented	Not Implemented	Modified	QT Achieved	QT Not Achieved	Unknown
4.d. Recycling Guide	Assist in distribution of guide	Guides distributed	X			X		
Summary:	Recycling guides are available for the public at City Hall, Sonoma Valley Library, and at the Tuesday night Farmers Markets. They are also distributed in the SBC phonebook. County wide distribution is 210,000							
4.e. Eco Web-Site	Promote Web-Site	Number of "hits" to web-site	X			X		
Summary:	The number of hits to the website is unknown, will continue to work with SCWMA to gather information.							
4.f. Eco-Desk Hotline	Promote Hotline	Number of phone calls to hotline	X			X		
Summary:	Hotline operated by SCWMA staff to answer questions on recycling and disposal of solid hazardous wastes. 2003 - 6,145* 2004 YTD - 4,060* *This number does not include those persons who obtained their information from the recorded messages							
Educational Displays & Pamphlets								
5.a. Water Awareness	Work with library to host public education displays during water awareness month (May)	Material displayed & Handouts available at Library	X			X		
Summary:	Storm water and water conservation material was made available for water awareness month. Library was closed for two weeks for repairs and carpet installation.							
5.b. Pollution Prevention	Work with library to host public education displays during Pollution Prevention week awareness month (Sept.)	Material displayed & Handouts available at Library	X			X		
Summary:	Staff will make handouts available for 2004 pollution awareness event.							
5.c. Develop give-aways	Work with Phase II groups to develop give-aways with simple messages	Number of materials distributed	X			X		
Summary:	Staff is working with Phase II Coordination group to develop slogan and give-aways. Staff receives promotional items from the SCWA for distribution at public events.							

III. Summary and Evaluation

Public Education Outreach

Activity / Best Management Practices	2003-2004 Implementation Plan	Quantifiable Target (QT) / Evaluation Tool	Status			Evaluation		
			Implemented	Not Implemented	Modified	QT Achieved	QT Not Achieved	Unknown
Using the Media								
6.a. Media Tracking	Develop Media Tracking Methodology	Media tracking method developed	X			X		
Summary:	Media methodology tracking developed. Staff reviews local newspapers for articles of relevance. Staff either clips articles or downloads from newspaper web-site. Staff also collects relevant material from workshops, websites etc. Articles are retained in file cabinet at Corporation Yard.							
6.c. Environmental Article	SCWA article written & published in Press Democrat	Article Published	X			X		
Summary:	A number of SCWA articles have been published in the Press Democrat. Staff has copy in file cabinet located at the Corporation Yard.							

III. Summary and Evaluation

Public Involvement Participation

Activity / Best Management Practices	2003-2004 Implementation Plan	Quantifiable Target (QT) / Evaluation Tool	Status			Evaluation		
			Implemented	Not Implemented	Modified	QT Achieved	QT Not Achieved	Unknown
Public Involvement Participation								
1.a.	Stakeholder Meeting #1 Public Notice	Public Notice to be given as specified in General Permit	Public invited to City Council Meeting	X			X	
Summary:		Following the public noticing requirements as required in the General Permit, the public was invited to the City Council meeting January 22, 2003. (Notice on file in the Storm Water File Cabinet, Corporation Yard).						
1.b.	Stakeholder Meeting #1	Present Phase II NPDES to City Council & public	Phase II NPDES presented to public	X			X	
Summary:		The SWMP Draft was presented to the public at the City Council Meeting of January 22, 2003.						
1.c.	Stakeholder Meeting #1 Comments	Record & Document comments of citizens attending presentation	Comments documented and responded to	X			X	
Summary:		All Council members were in attendance, no comments from the public, comments from council members were summarized. (Reference: City Council Presentation 01/22/03 located in Storm Water Cabinet, Corporation Yard).						
1.d.	Stakeholder Meeting #2 Public Notice	Public Notice to be given as specified in General Permit	Public invited to City Council Meeting	X			X	
Summary:		Following the public noticing requirements as required in the General Permit, the public was invited to the City Council meeting February 19, 2003. (Notice on file in the Storm Water File Cabinet, Corporation Yard).						
1.e.	Stakeholder Meeting #2	Present Phase II NPDES to City Council & public	Phase II NPDES presented to public	X			X	
Summary:		The Final SWMP was presented to the public at the City Council Meeting of February 19, 2003.						
1.f.	Stakeholder Meeting #2 Comments	Record & Document comments of citizens attending presentation	Comments documented and responded to	X			X	
Summary:		Comments were documented and responded to. (Reference: City Council Presentation 02/19/03, located in Storm Water Cabinet, Corporation Yard).						

III. Summary and Evaluation

Public Involvement Participation

Activity / Best Management Practices	2003-2004 Implementation Plan	Quantifiable Target (QT) / Evaluation Tool	Status			Evaluation			
			Implemented	Not Implemented	Modified	QT Achieved	QT Not Achieved	Unknown	
North Bay Watershed Association									
2.a.	Participate in NBWA meetings and activities	Attend and participate in Northbay Watershed Association (NBWA) meetings and activities	Attend and participate in NBWA meetings on a regular basis	X			X		
Summary:		The City participates in NBWA meetings and activities on a regular basis.							
2.b.	Specific Benefits Project	Participate in specific projects as outlined in the attached NBWA 2002-2003 Workplan. Participation is either monetary or task oriented.	Projects funded monetarily, (Specific task meetings attended and tasks completed	X			X		
Summary:		Projects funded monetarily, refer to 02/03 & 03/04 NBWA budget located in the Storm Water Cabinet, located at the Corporation Yard. Specific task meetings attended and tasks completed.							
Storm Drain Stenciling									
3.a.	Revise Stenciling Plan	Revise Storm Drain Stenciling Plan	Plan revised and implemented			X	X		
Summary:		<p>The City's Storm Drain Stenciling program has been revised to include instructions and a material kit. The City was approached by the Sonoma County Waste Management Agency (SCWMA) to participate with them to develop a consistent storm water message throughout the region. (Attachment 2).</p> <p>BACKGROUND: The storm drain-labeling project is a requirement for Phase 1 and may fulfill the requirement for the general Phase II NPDES storm water discharge permits. The SCWMA secured funding for the storm drain labeling project for the communities it serves and is moving forward with implementing the project this fall. Simultaneously, the Russian River Watershed Association (RRWA) formed to work collectively on a variety of watershed issues including storm water public outreach. The RRWA have expressed their desire to use a regional storm water logo. The purpose of this is to build consensus, by developing a label that fulfills permit requirements and promotes a consistent regional storm water pollution prevention message.</p> <p>CURRENT: A Logo has been chosen and the SCWMA will begin applying the Logo's this fall. The City of Sonoma is scheduled Spring 2005.</p>							

III. Summary and Evaluation

Public Involvement Participation

Activity / Best Management Practices	2003-2004 Implementation Plan	Quantifiable Target (QT) / Evaluation Tool	Status			Evaluation		
			Implemented	Not Implemented	Modified	QT Achieved	QT Not Achieved	Unknown
3.b. Identify Drains	Identify by mapping or GPS the number and location of storm drains to be stenciled	Number and location of storm drains to be stenciled identified.	X			X		
	Summary:	The stenciled storm drains are marked on a storm drain map located in the Corporation Yard office. The City has 485 storm drain inlets. Volunteers have stenciled 42 of these drain inlets, and 32 drain inlets have steel embossed lids with "No Dumping Drains to Creek". This represents a total of 108-marked storm drain inlets that are labeled with a pollution prevention message or 22% of the total drain inlets on the system. Storm drains that were stenciled prior to FY 03/04 have faded and are not counted as a visible stencil.						
Storm Drain Covers								
4.a. Storm Drain Covers	Replace existing concrete storm drain covers with embossed "No Dumping - Drains to Creek" steel tops.	Number of steel storm drain covers replaced annually.	X			X		
	Summary:	Concrete covers crack, then they expand becoming unable to be removed in time of need. They are replaced as needed. This is an on-going program that will continue as the budget allows, until all 485 drop inlet covers have been replaced. 32 storm drains that are located in recently developed subdivisions have the embossed steel tops. 2003 - 20 covers replaced 2004 YTD - 12 covers replaced						
Stream Clean-up's								
5.a. Reporting Techniques	The City to improve tracking methods used for reporting purposes, standardize techniques, and data collection. Develop form to be used for each event.	Form developed, data collection standardized, data tracking improved.	X			X		
	Summary:	Form developed, and is being used by the Street department for collecting data. Tracking Spreadsheet started and information is added after each event.						

III. Summary and Evaluation

Public Involvement Participation

Activity / Best Management Practices	2003-2004 Implementation Plan	Quantifiable Target (QT) / Evaluation Tool	Status			Evaluation		
			Implemented	Not Implemented	Modified	QT Achieved	QT Not Achieved	Unknown
Adopt A Bike Path Program								
7	Adopt-A-Bike-Path	Develop and implement Adopt-A-Bike Path Program	Number of participants; Number of sponsored sections being maintained; amount of trash collected from each section	X			X	
Summary:		<p>The Adopt-A-Bike Path Program has been developed and implemented, the program includes the removal of litter and weeds (without the use of pesticides) from areas along City bike paths. The City's bikepath has been divided into 16 sections of bike path, all have been adopted. Recognition signs have been posted, and the program will be reviewed every September for participant renewal. It has been difficult to track that amount of trash that has been picked up. If it is a large amount, the participants will call for a pick-up, otherwise the participants have been using the trash cans on the bikepath for disposal.</p>						

III. Summary and Evaluation

Illicit Discharge

Activity / Best Management Practices	2003-2004 Implementation Plan	Quantifiable Target (QT) / Evaluation Tool	Status			Evaluation		
			Implemented	Not Implemented	Modified	QT Achieved	QT Not Achieved	Unknown
Hazardous Material Inspection Program								
2	Hazardous Material Inspection Program	Define HM sites in City	Hazardous Material Sites Defined	X			X	
Summary:		There are 36 CUPA Hazardous Material sites in the City. The City will be working with the RWQCB to obtain list of business that have a General Permit.						
2.a.	SCDES Inspections	Obtain SCDES Inspection & Enforcement Plan	Inspection & Enforcement Plan obtained and on file	X			X	
Summary:		The City has requested from SCDES a revised/updated Inspection and Enforcement plan. SCDES assured the City that they will send an updated plan.						

III. Summary and Evaluation

Construction Site Storm Water Runoff Control

Activity / Best Management Practices	2003-2004 Implementation Plan	Quantifiable Target (QT) / Evaluation Tool	Status			Evaluation			
			Implemented	Not Implemented	Modified	QT Achieved	QT Not Achieved	Unknown	
Construction Review / Inspection									
2.a.	Erosion, Sediment Control Plans	Confirm erosion, and sediment control plans are submitted with development plans for review and acceptance.	Confirm that all projects have erosion control plans and BMP's in place during the wet season.	X			X		
Summary:		The Planning Department and City Engineer ensure that projects have erosion control plans and BMP's in place during the wet season.							
2.b.	Control Measures	Control measures must be in place for projects conducted between October 15th - April 15th.	Confirm control measures are in place.	X			X		
Summary:		The Building Inspector is responsible to ensure that control measures are in place for building /development projects during October 15th through April 15th. Public Works Staff is persistently monitoring while out in the field.							
2.c.	Revocable License Program	Developers with activities within SCWA right-of-way must obtain license, subjecting plans to agency review for construction BMPs.	Number of developers in compliance with the license program	X			X		
Summary:		One development project in Flood Control area. Contractor did have a revocable license and was in compliance per SCWA.							
2.d.	Track Projects	Track the number of projects that fall within the SCWA right-of-way and within an outfall and track the number of projects that SCWA conducted a drainage review.	Tracking completed annually and summarized in the Annual Report,		X			X	
Summary:		The tracking of drainage reviews is done through SCWA. Their data is unsorted and extremely cumbersome to sort through. The City has not been tracking drainage reviews done by the SCWA, this will now be done by the City Engineer. 2003 - 6 project drainage reviews conducted by the SCWA 2004 YTD - 4 project drainage reviews have been conducted by the SCWA							

III. Summary and Evaluation

Construction Site Storm Water Runoff Control

Activity / Best Management Practices	2003-2004 Implementation Plan	Quantifiable Target (QT) / Evaluation Tool	Status			Evaluation		
			Implemented	Not Implemented	Modified	QT Achieved	QT Not Achieved	Unknown
2.g. Construction Site Inspection (Goal added after 2004 Annual Report Review)	Inspect at least four construction sites of over one acre within 48 hours after a measureable rainfall of .5" or greater per storm event.	Construction sites inspected, reports filled out.			X			
Summary:	This goal was added after submission of the 2004 Annual Report. Storm water event reports for FY 2004/2005 will be completed by Public Works Inspectors.							
Completion of Environmental Impact Checklist								
3.a. CEQA Checklist	All projects constructed within the City that require environmental review must complete California Environmental Quality Act Checklist,	Track the number of projects evaluated using the Environmental Impact Checklist.	X			X		
Summary:	<p>Projects are tracked by the Planning Department. The following five projects required Initial Studies (CEQA) and were completed (finaled) between 3/1/03-6/30/04</p> <ul style="list-style-type: none"> - Macarthur Village Subdivision - Ledson Hotel - Vintage Sonoma (aka Sonoma Valley Oaks subdivision) - Tarrasa (aka Eastside Estates Unit III subdivision) - Remembrance (aka Titus/Chiotti/Setzer subdivision) <p>Please note that Tarrasa and Remembrance are still under construction but both are close to completion (approximately 90% of the units have been finaled in both projects).</p>							

III. Summary and Evaluation

Post Construction Storm Water Management

Activity / Best Management Practices	2003-2004 Implementation Plan	Quantifiable Target (QT) / Evaluation Tool	Status			Evaluation		
			Implemented	Not Implemented	Modified	QT Achieved	QT Not Achieved	Unknown
Storm Drain Filters								
1.a	Fossil Fuel Filters	Implement pilot project of fossil fuel filters in new subdivision	Five year pilot project implemented, filters replaced on schedule.	X			X	
	Summary:	The City established a pilot project using Fossil Fuel Filters. The Filters were placed in a residential subdivision at St. Francis Place. The Street department developed and has implemented an annual cleaning maintenance program. The pilot will be reviewed after five years.						
	Revision:	Since the Boards recommendation to approve the City's SWMP, the board has determined that storm drain inlet filters (fossil fuel filters) are unlikely to meet the maximum extent practical standard. The City will remove Post Construction Storm Water Management Minimum Control Measure, Measurable Goal 1.a. from the City's SWMP. The City will focus its energy and resources to the development of our Standard Urban Storm Water Mitigation Plan (SUSMP).						
Summary								
2	Establish Creek set-back	Establish Creek set-back of 30 - 50 feet for new development.	Set-back of 30' - 50' established, all new development met set-back requirement.	X			X	
	Summary:	The City's Development Code was updated to state a minimum set-back of 30' and 50' for Sonoma Creek. Refer to Section 19.40.020 for complete details.						

III. Summary and Evaluation

Municipal Operations Good Housekeeping Pollution Prevention

Activity / Best Management Practices	2003-2004 Implementation Plan	Quantifiable Target (QT) / Evaluation Tool	Status			Evaluation		
			Implemented	Not Implemented	Modified	QT Achieved	QT Not Achieved	Unknown
Alternative Discharge Options for Chlorinated Waters								
1	Dechlorination Procedures	Purchased dechlorinators for hydrants	Fire hydrants flushed annually using established procedures (450 within City limits)	X			X	
Summary:		The City has purchased dechlorinators for hydrant flushing; staff has been trained on dechlorinator use and have established procedures for fire hydrant flushing operations. 03/04 - 475 Fire Hydrants were flushed						
Street Sweeping								
2	Street Sweeping	Sweep streets to schedule.	Streets swept to schedule, curb miles and debris tonnage tracked.	X			X	
Summary:		Street Sweeping was kept to schedule. 02/03 - 161 tons 03/04 - 149 tons						
Pesticide Control								
3.a.	Integrated Pesticide Management Policy	Develop Integrated Pesticide Management Policy	Policy developed and adopted	X			X	
Summary:		<p>An IPM policy was developed and adopted by the City 8/15/01. The City chose to seek long-term solutions for the elimination or reduction of pesticide applications in City Parks, other landscape and easement areas, and along the Bike Paths. Components of this plan included: 1) assembling a potential pesticide list 2) reviewing the list to assess ecological impacts and human health concerns, 3) assessing Impact with Need by a committee composed of various members of the public, council and Staff, 4) recommending a list of pest management tools to be presented to council.</p> <p>In order to track pesticide use compared with alternative weed abatement measures, we gathered pesticide use from FY 1998/1999 then compared it to pesticide use in FY 2003/2004.</p> <p>Pesticide Use (Round-UP) FY 1998/1999 - 690 ounces FY 2003/2004 - 350 ounces</p> <p>Alternatives in use in weed control: Mulching / Bark FY 01/02 54 cubic yards FY 02/03 75 cubic yards FY 03/04 138 cubic yards</p>						

III. Summary and Evaluation

Municipal Operations Good Housekeeping Pollution Prevention

Activity / Best Management Practices		2003-2004 Implementation Plan	Quantifiable Target (QT) / Evaluation Tool	Status			Evaluation		
				Implemented	Not Implemented	Modified	QT Achieved	QT Not Achieved	Unknown
Summary continued:		In addition, alternative weed abatement methods implemented by City staff include, burning weeds along fence lines and ditches, weed eating, and manually pulling of weeds. Pesticide use is not allowed in the Plaza, an 8-acre park and along the City's three miles of Bike Path.							
3.b.	Our Water Our World (OWOW)	Participate in OWOW toxic pesticide clean-up program with Marin County. Develop baseline assessment using survey	Attend Meeting, Develop relationship with stores, maintain displays, establish baseline	X			X		
Summary:		The City is participating in OWOW program with the guidance of Marin County. Staff attended store training and remains a focal contact for program. The City committed to maintain store displays for two years. Staff distributed informational material at Farmers Markets and Earth Day events. A baseline survey was developed to gather information regarding awareness of programs and issues of concern. The survey is conducted at Farmers Markets and Earth Day events. Results will be tallied after six months.							
Hazardous Material Storage									
4	Hazardous Waste Management Training	Staff members to participate in Hazardous Waste training	Certificates of training received, documentation of training completed and reported on annually	X			X		
Summary:		<p>2003 - there were three Haz-Mat training sessions. Eight students received a total of 55 hours of instruction.</p> <p>2004 - there were three Haz-Mat training sessions. 39 students received a total of 265 hours of instruction.</p>							
Erosion Control									
5	Erosion Control Training	Staff members to participate in Erosion Control Training, and attend refresher courses.	Certificate of Training received, documented, completed training documented upon annually	X			X		
Summary:		Two City staff members have attended Erosion Control Training and received Certificates. Both staff members will attend additional training fall 2004.							

III. Summary and Evaluation

Municipal Operations Good Housekeeping Pollution Prevention

Activity / Best Management Practices		2003-2004 Implementation Plan	Quantifiable Target (QT) / Evaluation Tool	Status			Evaluation		
				Implemented	Not Implemented	Modified	QT Achieved	QT Not Achieved	Unknown
Weekly Housekeeping / Safety Meetings									
6	Housekeeping / Safety Meetings	Conduct weekly PW staff meetings to address good housekeeping and safety practices.	Meetings conducted, attendance recorded	X			X		
Summary:		Weekly Safety and Housekeeping meetings are held every Thursday at the Corporation Yard. These meetings are a mandatory requirement. All housekeeping issues are dealt with immediately and safety topics vary weekly. Attendance is recorded and kept in a file at the Corporation Yard.							
Corporation Yard Activities									
7	Storm Water Pollution Prevention Plan for Corporation Yard	Develop SWPP Plan for Corporation Yard	Meet requirements of permit	X			X		
Summary:		Corporation SWPP plan developed and implemented. All requirements of permit have been met. Corp. yard is scheduled for inspection Fall 2004.							
Creek Maintenance Projects									
9.a.	Maintenance Activities	Perform maintenance activities Sept. - Oct on open channels that drain into creeks including weed abatement, and debris removal.	Annual maintenance activities performed, once minimum, then as needed per monthly visual inspections.	X			X		
Summary:		Maintenance activities on open channels performed in Early Fall. Visual inspections occur daily.							
9.b.	SCWA Annual Inspection	SCWA performs annual channel maintenance activities during Sept. - Oct. specific to type of channel (vegetated or concrete-lined)	Annual maintenance performed, once minimum, then as needed per monthly visual inspections.	X			X		
Summary:		SCWA performed weed abatement May, 2004. Visual inspections occur monthly during bike path monitoring.							

III. Summary and Evaluation

Municipal Operations Good Housekeeping Pollution Prevention

Activity / Best Management Practices		2003-2004 Implementation Plan	Quantifiable Target (QT) / Evaluation Tool	Status			Evaluation		
				Implemented	Not Implemented	Modified	QT Achieved	QT Not Achieved	Unknown
9.c.	Creek-Bank Planting	Creek bank planting program conducted by the SEC	Annually summarize number of planting events held annually and number of trees or other plants planted along creek banks.	X			X		
Summary:		The SEC does a number of creek planting days and weed eradication days. 2003 - 11 Work Days scheduled / A total of 1,450 native plants were planted during fall work days 2004 - 10 Work Days scheduled							
9.d.	Creek Overflow Standard Operating Procedure	Implement Creek Overflow procedures when incident response is needed. This is not a drain maintenance procedure.	Document number of creek overflows and record amount of sediment recovered.	X			X		
Summary:		2002 - One creek overflow documented, approximately 4 Cubic Yds of debris was collected by the street sweeper. 2003 - No overflows 2004 - YTD No overflows							
Storm Drain System Cleaning									
10.a.	Inspection / Maintenance Program	Visual inspections are conducted bi-annually, obstructions and debris removed.	Document number of storm drain inlets cleaned per year; volume of debris removed from drop inlets.	X			X		
Summary:		Visual inspection are conducted bi-annually and during storm. Storm Drain inlets are cleaned-out every fall. 02-03 - 47 Tons collected 03-04 - 26 Tons collected							

III. Summary and Evaluation

Municipal Operations Good Housekeeping Pollution Prevention

Activity / Best Management Practices	2003-2004 Implementation Plan	Quantifiable Target (QT) / Evaluation Tool	Status			Evaluation		
			Implemented	Not Implemented	Modified	QT Achieved	QT Not Achieved	Unknown
Spill Response and Prevention								
11.a.	Notification / Assistance	If a spill occurs, the Police Dept. contacts the Fire Dept. Public Works assists the SFD in containing, absorbing, and removing the spill and the impacted materials to the appropriate disposal location.	Verify that procedures are being followed.	X			X	
Summary:		<p>Per the Sonoma Valley Fire Department, procedures are in place and being followed. The Fire Department tracks the number of spills.</p> <p>2003 - There was one Haz-Mat incident.</p> <p>2004 YTD - The City has had no recordable spills this reporting period.</p>						



City Of Sonoma

Public Works Department

No. 1 The Plaza, Sonoma, CA 95476 (707) 938-3332

Questionnaire

Survey Introduction

We're conducting a survey about the environment and environmental issues and would like to include your opinions. The survey should take only a few minutes of your time, and your opinions are very important to us.

1. Are you between the ages of:

- Under 18
- 18 - 24
- 25 - 34
- 34 - 44
- 45 - 54
- 55 - 64
- 65 or older

2. Gender

- Female
- Male

3. What is your zip code? _____

4. What City do you live in? _____

Survey Begins

5. What do you think is the most important environmental issue or problem facing the City of Sonoma?

- Air Pollution
- Hazardous / Toxic Waste
- Drought / Water Conservation
- Litter / Garbage
- Water Pollution: Contamination of drinking water
- Water Pollution: Pollution of oceans, major rivers
- Water Pollution: Pollution of local creeks, streams and bay
- Water Pollution: Other (please specify)
- Undecided / Don't know
- Other (Please Specify) _____

6. During the winter when it rains, what would you say happens to the water that runs off the street into storm drains?

- Runs directly to local creeks and the Bay **without** any treatment
- Is treated first to clean it and then runs into the creeks or the bay
- Is treated first to clean it and then runs into the creeks or the bay
- Is treated first to clean it and then runs into the creeks or the bay
- Is saved in a reservoir **without** any treatment
- Undecided / Don't know

7. Do you think pollutants are entering the creeks in your area or the San Pablo Bay?

- Yes
- No

IF you answered YES:

How *significant* of a problem do you think it is?

- Not at all
- Somewhat
- Very
- Undecided / Don't know

8. How do you think most pollutants enter the creeks and the Bay?

- Stormwater run-off into storm drains (street drains)
- Sanitary sewers (household drains)
- Industrial discharge
- Illegal dumping by business, industry, or shipping
- Illegal dumping by individuals
- Agriculture (anything farm / crop related)
- Acid rain
- Vehicle exhaust
- Undecided / Don't know
- Other (please specify) _____

9. What kind of pollutants do you think enter the bay? (List as many as you can think of)

Do you regularly do the following? Please check box to indicate your answer	Never	Rarely	Sometimes	Usually	Always	Don't Know
Recycle Glass, plastic, metal, and newspaper?						
Properly dispose of household hazardous waste such as leftover paint, pesticides, herbicides and lawn fertilizers						
Recycle or properly dispose of automobile hazardous waste such as used motor oil and antifreeze						
Carefully use pesticides, herbicides, and lawn fertilizers						
Use alternative, less toxic, methods to control pests and weeds						
Use public transportation or share rides with others						
Properly dispose of litter						
Keep your motor vehicle repaired and tuned						
Wash your vehicle on a lawn or unpaved surface						

10. Have you personally, ever done any of the following:

Participated in an environmental clean up

Yes No

Participated in a creek protection event, such as stenciling storm drains

Yes No

Participated in a Friends Group

Yes No

Participated in a Watershed Awareness Program

Yes No

Wanted to report an environmental problem, such as an illegal spill or dumping?

Yes No

Actually reported an environmental problem, such as an illegal spill or dumping?

Yes No

11. Do you think that you, personally, can have an effect on improving water quality?

Yes No Undecided / Don't know

12. Do you feel that you, personally, are getting enough information about what you could do to improve water quality in the Bay and local creeks?

Yes No Undecided / Don't know

13. Where do you get most of your information about water quality or water pollution in your local area?

<input type="checkbox"/> Newspapers	<input type="checkbox"/> City newsletters
<input type="checkbox"/> Billboards / Bus boards	<input type="checkbox"/> Radio
<input type="checkbox"/> Television	<input type="checkbox"/> Brochures / Letters (mailed to home)
<input type="checkbox"/> Presentation at events	<input type="checkbox"/> Information booth at events
<input type="checkbox"/> Internet	<input type="checkbox"/> Word of mouth
<input type="checkbox"/> Other (please specify)	<input type="checkbox"/> Undecided / Don't know

14. Thinking about what you may have heard or seen over the last year, have you.....

Heard children discuss stormwater pollution?

Yes No Undecided / Don't know

Announcements about preventing stormwater pollution?

Yes No Undecided / Don't know

Seen or heard the phrase, "Only Rain Down the Storm Drain"?

Yes No Undecided / Don't know

15. Do you know if the City of Sonoma has a program to prevent stormwater pollution?

Yes No Undecided / Don't know

16. Have you heard of the "Adopt-A-Bike Path" Program?

Yes No Undecided / Don't know

17. Have you heard of "Our Water Our World" Program?

Yes No Undecided / Don't know

Just a few more questions for statistical purposes...

19. Are you:

- Employed outside the home
- Employed at home
- Not employed
- Retired
- Student

20. How long have you lived in Sonoma county?

- Less than 3 years
- 3 - 5 years
- 6-10 years
- 11-20 years
- 21 years or more

20. The highest level of education you have completed

- Still in school
- High school degree or less
- Some college
- College graduate
- Post graduate degree



Construction Inspection Form

Construction Site Inspection Checklist

Inspected By: _____

Project: _____

Contractor: _____

Date: _____

Check "Yes" or "No" or "N/A" if not applicable.

Yes	No	N/A	
_____	_____	_____	1. Has there been an absence of rain since the last inspection?
_____	_____	_____	2. Are all sediment barriers (e.g., sandbags, straw bales, and silt fences) in place in accordance with the Plan and are they functioning properly?
_____	_____	_____	3. If present, are all exposed slopes protected from erosion through the implementation of acceptable soil stabilization practices?
_____	_____	_____	4. If present, are all sediment traps/basins installed and functioning properly (if applicable)?
_____	_____	_____	5. Are all material handling and storage areas reasonably clean and free of leaks, spills, or other deleterious material?
_____	_____	_____	6. Are all equipment storage and maintenance areas reasonably clean and free of leaks, spills, or other deleterious material?
_____	_____	_____	7. Are all materials and equipment properly covered?
_____	_____	_____	8. Are all external discharge points (i.e., outfalls) reasonably free of any noticeable pollutant discharges?
_____	_____	_____	9. Are all internal discharge points (i.e., storm drain inlets) provided with inlet protection?

Check "Yes" or "No" or "N/A" if not applicable.

Yes	No	N/A	
_____	_____	_____	10. Are all external discharge points reasonably free of any significant erosion or sediment transport?
_____	_____	_____	11. Are all BMPs identified on the Plan installed in the proper location and according to the specifications for the plan?
_____	_____	_____	12. Are all structural control practices in good repair and maintained in functional order?
_____	_____	_____	13. Are all on-site traffic routes, parking, and storage of equipment and supplies restricted to areas designated in the Plan for those uses?
_____	_____	_____	14. Are all locations of temporary soil stockpiles or construction materials in approved areas?
_____	_____	_____	15. Are all seeded or landscaped areas properly maintained?
_____	_____	_____	16. Are sediment treatment controls in place at discharge points from the site?
_____	_____	_____	17. Are slopes free of significant erosion?
_____	_____	_____	18. Are all points of ingress and egress from the site provided with stabilized construction entrances?
_____	_____	_____	19. Is sediment, debris, or mud being cleaned from public roads at intersections with site access roads?
_____	_____	_____	20. Does the plan reflect current site conditions?

If you answered "No" to any of the above questions (except Number 1), describe any corrective action(s) that must be taken to remedy the problem and when the corrective action is to be completed:

CONSTRUCTION SITE INSPECTION CHECKLIST

Inspected By: _____
 Date: _____

Project Name: _____
 Project Address: _____
 Contractor: _____



Check "yes" or "No" or "N/A" if not applicable

YES	NO	N/A	
_____	_____	_____	1. Has there been rain at the site since the last inspection?
_____	_____	_____	2. Are all sediment barriers (e.g., sandbags, straw bales, silt fences) in place in accordance with the Plan and functioning?
_____	_____	_____	3. Are exposed slopes protected from erosion through the implementation of acceptable soil stabilization practices?
_____	_____	_____	4. If present, are all sediment traps / basins installed and functioning properly?
_____	_____	_____	5. Are all material handling and storage areas reasonably clean and free of spills, leaks, or other deleterious materials?
_____	_____	_____	6. Are all equipment storage and maintenance areas reasonably clean and free of spills, leaks, or other deleterious materials?
_____	_____	_____	7. Are all materials and equipment properly covered?
_____	_____	_____	8. Are all external discharge points (i.e., outfalls) reasonably free of any noticeable pollutant discharges?
_____	_____	_____	9. Are all internal discharge points (i.e., storm drain inlets) provided with inlet protection?
_____	_____	_____	10. Are all external discharge points reasonably free of any significant erosion or sediment transport?
_____	_____	_____	11. Are all BMP's identified on the Plan installed in the proper locations and according to the specifications for the plan?
_____	_____	_____	12. Are all structural control practices in good repair and maintained in functional order?
_____	_____	_____	13. Are all on-site traffic routes, parking, and storage of equipment and supplies restricted to areas designated in the Plan for those uses?
_____	_____	_____	14. Are all locations of temporary soil stockpiles or construction materials in approved areas and properly contained?
_____	_____	_____	15. Are all seeded or landscaped areas properly maintained?
_____	_____	_____	16. Are sediment controls in place at discharge points from the site?
_____	_____	_____	17. Are slopes free of significant erosion?
_____	_____	_____	18. Are all points of ingress and egress from the site provided with stabilized construction entrances?
_____	_____	_____	19. Is sediment, debris, or mud being cleaned from public roads at intersections with site access roads?
_____	_____	_____	20. Does the Plan reflect current site conditions?

If you answered no to any of the above questions (except No. 1), describe any corrective action(s) that must be taken to remedy the problem and when the corrective action is to be completed.

Checklist Item	Corrective Action(s) Needed	Date Completed

Project Description and Information



1. The name of the project: _____
2. The address or location of the project: _____
3. The building permit number for the project (if applicable): _____
4. The grading permit number for the project (if applicable): _____
5. Is Notice of Intent (NOI) required? Yes _____ No _____
6. Project type:
 ___ Commercial Multi family residential ___ Single family residential
 ___ Hillside ___ Residential Subdivision ___ Other
7. The owner/developer's:
 Name: _____
 Address: _____
 Phone No: _____
 Cell Phone No: _____
 Fax No: _____
 E-Mail: _____
8. Qualified person on site responsible for implementing the erosion and sediment control plan.
 Name: _____
 Address: _____
 Phone No: _____
 Cell Phone No: _____
 Fax No: _____
 E-Mail: _____
9. What are the estimated construction start and finish dates?
 Project start date _____
 Project finish date _____
10. What are the estimated construction start and finish dates?
 Start Grading: _____
 Finish Grading: _____
11. Are there any unique features relating to adjacent water bodies (i.e., in or around a wetland, river, stream, or estuary)? _____

12. Other comments/information _____

Storm Drain Stenciling

3.a.	Revise Stenciling Plan	Revise Storm Drain Stenciling Plan	Plan revised and implemented			X	X		
Summary:	<p>The City's Storm Drain Stenciling program has been revised to include instructions and a material kit. The City was approached by the Sonoma County Waste Management Agency (SCWMA) to participate with them to develop a consistent storm water message throughout the region. (Attachment 2).</p> <p>BACKGROUND: The storm drain-labeling project is a requirement for Phase 1 and may fulfill the requirement for the general Phase II NPDES storm water discharge permits. The SCWMA secured funding for the storm drain labeling project for the communities it serves and is moving forward with implementing the project this fall. Simultaneously, the Russian River Watershed Association (RRWA) formed to work collectively on a variety of watershed issues including storm water public outreach. The RRWA have expressed their desire to use a regional storm water logo. The purpose of this is to build consensus, by developing a label that fulfills permit requirements and promotes a consistent regional storm water pollution prevention message.</p> <p>CURRENT: A Logo has been chosen and the SCWMA will begin applying the Logo's this fall. The City of Sonoma is scheduled Spring 2005.</p>								



City Of Sonoma Public Works Department

No. 1 The Plaza, Sonoma, CA 95476 (707) 938-3332

Storm Drain Stenciling Program

Storm drain stenciling is an important educational activity. Stenciling the storm drains with a visible logo helps to make people aware of the connection between storm drains and the potential for pollution entering our creeks and bays. The pollution is caused by litter and other hazardous materials washing down the storm drain system.

These necessary materials and equipment will be made available to volunteers. Each team (at least 3 persons) will need the following materials.

1. One or two stencils
2. White Paint for Background
3. Blue Paint for Fish Stencil
4. Wire brush or Whisk broom to remove dirt
5. Two trash bags
6. Masking tape
7. Paper towels or rags
8. Disposable gloves
9. Authorization Slip from City to stencil
10. Signed Volunteer Registration Form
11. Map of the area to be stenciled
12. Volunteer information sheets with emergency phone numbers
13. Flyers for leafleting neighborhoods

Personnel Needed:

Three persons per team works well. Painting time is approximately 15 minutes per drain, depending on drying time for the paint. Volunteers are encouraged to wear old clothes. Be mindful of traffic, we encourage your group to avoid high traffic areas.

Stenciling Procedure:

1. Remove any litter and place in trash bag. Scrub area to be painted with wire brush and sweep with whiskbroom to remove excess dirt. **The stencil (logo) is to be placed on the top of the curb above the storm drain inlet.**
2. Carefully lay the background stencil over the area to be painted. Paint inside the stencil using white paint. When dry, lay fish stencil over the white painted area. Paint the fish stencil with blue paint. Avoid heavy application or the paint will flow under the stencil. Collect any debris and move to the next storm drain. Repeat procedure until you have finished your section. It may be more efficient to paint all drains with the background stencil, then loop back and paint the fish stencil. Be sure to monitor the wet paint. Protect from damage while drying.
3. Cardboard stencils may be thrown away. Return all other materials to Coordinator. Be sure that you wash rollers and brushes in a sink.
4. Log the number and location of storm drains that were stenciled with the fish logo. Provide information to Project Coordinator.

Distributing Informational Flyers:

Flyers that you have created to explain the stenciling program to surrounding residents and businesses should be placed securely under doors or doormats so they do not create a litter problem. **Do not place flyers in mailboxes.** Volunteers are encouraged to explain their activities to passersby.

In Case of Rain:

It is necessary to have dry pavement when stenciling. In case of rain or wet pavement, the event should be re-scheduled.

Spilled Paint:

Be very careful not to spill paint. However, should you spill paint in the gutter, prevent the paint from flowing down the storm drain by utilizing nearby dirt to create a small dam in the gutter. Notify Public Works As soon as possible, at 938-3332. If leaving a message, be specific about the location.



City of Sonoma

Storm Drain Stenciling
Program

Volunteer Authorization Form

This volunteer authorization form verifies that the organization or persons listed below are performing Storm Drain Stenciling work on said date and location with the approval of the Public Works department. Please contact me at 938-3332 should you have any questions.

Organization: _____

Group Supervisor/Responsible Person: _____

Date of Activity: _____

Area to be stenciled: _____

Milenka Bates, Project Coordinator
Public Works

Volunteer Forms:

When event is completed, fax, email or mail a volunteer roster list and stenciled locations to the following:

Milenka Bates
City of Sonoma
#1 The Plaza
Sonoma, CA 95476

Email: milenkab@sonomacity.org

Fax: 938-3332 or 938-8775

Activity/Best Management Practices	Begin Implementation						Implementation Plan	Quantifiable Target/Evaluation Tool	Message(s) / Pollutants Addressed	Targeted Audience(s)	Implementer(s)
	FY 02/03	FY 03/04	FY 04/05	FY 05/06	FY 06/07	FY 07/08					
1.a Erosion Control Ordinances			X				Revise and update Grading Ordinance requiring Erosion Control Plans, use of BMPs and City building and Public Works inspections	Completion of ordinance update	Erosion control plans for all projects > 1 acre; Ordinance also requires registered Certified Engineer prepare erosion control plan for subdivision projects / Sediment	Developers, Engineers, and Contractors	City Engineer, City Council, Planning Dept., Public Works, Building Dept.
1.b Develop & Adopt				X			Develop and adopt Erosion Control Design Standards for the City	Erosion Control Design Standards developed and adopted	Reduction of soil erosion and runoff from construction sites / Sediment	Developers, Contractors, construction Companies	City Planning / Building Dept., Construction Inspectors
2.a Construction Review / Inspection	X						Erosion and sediment control plans must be submitted with the development plan to be reviewed and accepted.	All projects have erosion control plans and BMP's in place during wet season			
2.b. Control Measures	X						Control measures must be in place for any project conducted between October 15th - April 15.				

Activity/Best Management Practices	Begin Implementation						Implementation Plan	Quantifiable Target/Evaluation Tool	Message(s) / Pollutants Addressed	Targeted Audience(s)	Implementer(s)
	FY 02/03	FY 03/04	FY 04/05	FY 05/06	FY 06/07	FY 07/08					
2.c. Construction Review / Inspection Cont'd	X						Already implemented - Revocable License Program - Developers with activities within SCWA right-of-way must obtain license, subjecting plans to agency review for construction BMPs	Number of developers in compliance with the license program.	Sediment, Construction Debris	Developers, Contractors, Construction Companies	SCWA
2.d. Track Projects	X						Track the number of projects that fall within the SCWA right-of-way and within an outfall and track the number of projects that SCWA conducted a drainage review.	Tracking completed annually and summarized in Annual Report			
2.e. Training Opportunities			X				Participate in joint inspector training opportunities for City of Sonoma and Phase I and II MS4's. Participate in pre and post surveys.	Document number of training topics and number of inspectors completed training.	Compliance with Erosion Control Plans and the reduction of erosion and runoff from construction sites.	City of Sonoma - Department of Public Works and Building Officials	City of Sonoma Public Works
2.f. Erosion Control Training			X				City Inspectors attend Annual Erosion and Sediment Control Training.	Training attended			

Activity/Best Management Practices	Begin Implementation						Implementation Plan	Quantifiable Target/Evaluation Tool	Message(s) / Pollutants Addressed	Targeted Audience(s)	Implementer(s)
	FY 02/03	FY 03/04	FY 04/05	FY 05/06	FY 06/07	FY 07/08					
2.g. Construction Site Inspection (Goal added after 2004 Annual Report Review)			X				Inspect at least four construction sites of over one acre within 48 hours after a storm with measureable rainfall of .5" or greater per storm event.	Construction sites inspected, reports filled out.	Compliance with Erosion Control Plans and the reduction of erosion and runoff from construction sites.	City of Sonoma - Department of Public Works and Building Officials	City of Sonoma Public Works
3.a. Completion of Environmental Impact Checklist	X						Already Implemented - All projects constructed within the City that require environmental review must complete California Environmental Quality Act checklist.	Track number of projects evaluated using Environmental Impact Checklist	Sediment, Nutrients, and Pathogens	Developers, Contractors, Construction Companies	City of Sonoma Planning Department, Program Leader
3.b. Checklist Language				X			Revise Checklist to include additional Storm Water and Total Maximum Daily Load related information	Checklist language reviewed, and revisions updated.			

Activity/Best Management Practices	Begin Implementation						Implementation Plan	Quantifiable Target/Evaluation Tool	Message(s) / Pollutants Addressed	Targeted Audience(s)	Implementer(s)
	FY 02/03	FY 03/04	FY 04/05	FY 05/06	FY 06/07	FY 07/08					
4.a. Procedure for Receipt and Consideration of Information Submitted by the Public					X		Establish a citizen call-in telephone line to PW Dept. which citizens can use to notify the City of construction sites with poor housekeeping practices, impacting runoff to storm drains.	Call line established, and Document number of citizen calls and the results of department follow-up documented.	Sediment, Construction Debris	All Citizens	City of Sonoma Public Works
4.b. Citizen Call-In Line						X	Advertise the phone number in utility bills, on the City web site, or other avenues of public education and outreach.	Citizen call in line advertised	Sediment, Construction Debris	All Citizens	City of Sonoma

Activity/Best Management Practices	Begin Implementation						Implementation Plan	Quantifiable Target/Evaluation Tool	Message(s)/Pollutants Addressed	Targeted Audience(s)	Implementer(s)
	FY 02/03	FY 03/04	FY 04/05	FY 05/06	FY 06/07	FY 07/08					
1.a. Storm Drain Filters	X						Pilot program established using Fossil Fuel Filters in Residential Subdivision at St. Francis Place (near Clay and Bragg). Six Fossil Fuel Filters placed in subdivision. Annual cleaning maintenance program developed. Pilot program to be reviewed after five years.	All Filters replaced on schedule. Amount of debris and hydrocarbons diverted from storm drains, track and charted annually.	Hydrocarbons, Debris	N/A	City of Sonoma Public Works
2. Creek Setback Requirement	X						Already Implemented - Creek setback of 30 - 50 feet for new development, depending on site conditions. Requirement applies to all creeks within city. Planning Dept. reviews adequacy of setback and adjusts if appropriate.	All new development on creek met setback requirement.	Sediment	New Development / Developers	City Planning Director

3.a. Standard Urban Storm Water Mitigation Plan (SUSMP)			X			Review existing SUSMP's, General Plans, Documents. Design a SUSMP for the City of Sonoma	Documents reviewed, SUSMP developed	Hydrocarbons, Debris	Developers, Permittees	City of Sonoma Public Works
3.b.			X			Develop Ordinance to establish legal authority	Ordinance Developed			
3.c.			X			Update documents, guidelines, design standards that have been developed and adopted	Documents and guidelines updated to meet SUSMP guidelines			
3.d.				X		Provide training to staff, develop on-going training schedule	Staff trained, on-going training schedule developed			
3.e.				X		Implement SUSMP	SUSMP implemented,			
3.f.				X		Implement measures, design standards on City projects	Design measures implemented on all City projects			
3.g. Standard Urban Storm Water Mitigation Plan (SUSMP)				X		Inspect Sites to verify BMPs are being followed and practice	Increase in compliance trend on inspection reports			

4. Post Construction BMP Inspection and Maintenance					X	Develop program for post construction BMP compliance verification	Programmed developed; Percentage of drop inlets found to be in compliance.	Debris in streets, including leaves, trash, and loose soils		Public Works Maintenance, Building Dept.
--	--	--	--	--	---	---	---	---	--	--