Chapter 1. Introduction

This document presents the City of Woodland's Storm Water Management Program (SWMP). The SWMP will be submitted to the State Water Resources Control Board (SWRCB) with a Notice of Intent (NOI) to comply with National Pollutant Discharge Elimination System (NPDES) General Permit requirements for Small Municipal Separate Storm Sewer Systems (Small MS4s) (General Permit). It provides a comprehensive plan to protect and improve the storm water quality in the City of Woodland (City) for the next five years (2004-2008).

Purpose of SWMP

This SWMP has been prepared to reduce the amount of storm water runoff that is discharged from the City and to improve storm water quality. Urban runoff is a leading cause of pollution throughout California. Pollutants of concern found in urban runoff include sediments, non-sediment solids, nutrients, pathogens, oxygen-demanding substances, petroleum hydrocarbons, heavy metals, floatables, polycyclic aromatic hydrocarbons (PAHs), trash, pesticides, and herbicides. Pollutants present in storm water can have damaging effects on both human health and aquatic ecosystems. In addition, the increased flows and volumes of storm water discharged from impervious surfaces can significantly impact beneficial uses of aquatic ecosystems due to physical modifications of watercourses such as bank erosion and widening of channels. (SWRCB 2003).

Background

City Overview

The City has a population of 50,614 and encompasses 10.5 square miles. The City is generally bounded by County Roads 102 and 98, Kentucky Avenue, and Gibson Road (Figure 1). The City is the county seat of Yolo County, located in California's Central Valley. Woodland is located 20 miles northwest of Sacramento at the intersection of Interstate 5 and State Route 113 (Figure 2). To the south is the City of Davis, with its University of California campus. The Sacramento International Airport is eight miles to the east. Waterways include the Yolo Bypass and Sacramento River to the east, Willow Slough to the southeast, and Cache Creek to the north.

System Overview

The City's existing storm water conveyance system consists of collection, conveyance, storage, and pumping facilities. The conveyance system consists of pipelines (laterals and trunk lines) and open channels. The primary facilities are shown in Figure 3.

Figure 1. City of Woodland

Figure 2. Regional Location Map

Figure 3. Storm Water Conveyance System

The City's storm drainage system includes:

- approximately 84 miles of storm sewer pipe,
- approximately 14 miles of maintained open drainage ways,
- approximately 1,600 catch basins,
- approximately 1000 manholes,
- approximately 161 bubble up inverted siphons,
- 7 storm water retention ponds, and
- 3 storm water lift stations.

In the newer portions of the City, runoff is collected by a storm drain lateral system. In these areas, the lateral system generally consists of regularly spaced drain inlets and pipes ranging from 12 to 24 inches in diameter. The lateral system delivers runoff to the storm drain trunk system.

Older portions of the City are not directly served by the lateral system. Runoff from these areas is conveyed through intersections in valley gutters, gutter culverts, or inverted siphons. Flow must travel relatively long distances to reach a drain inlet. As such, drain inlets serve relatively large areas and their capacities are exceeded during frequent storm events.

The storm drain trunk system generally conveys flow from west to east through the City by means of four main trunk lines: Kentucky Avenue Trunk, Court Street/Beamer Street Trunk, Main Street Trunk, and Gibson Road Trunk (Figure 4). The trunk lines consist of pipes ranging from 30 to 84 inches in diameter. The trunk lines discharge into open channels which convey the flow to three pump stations located at East Main Street and the extension of County Road 103. The following provides a summary of the four main trunk lines.

- **Kentucky Avenue Trunk:** This system consists of storm drainage pipelines extending from County Road 98 on the west, to an open channel commencing approximately 2,200 feet west of County Road 102. The open channel extends east to its confluence with the North Canal.

- **Court Street/Beamer Street Trunk:** This system consists of storm drainage pipelines extending from Ashley Avenue on the west to an open channel that commences east of the intersection of Beamer Street and County Road 102. The open channel extends east to its confluence with the North Canal.

- **Main Street Trunk:** This system consists of storm drainage pipelines that extend north from an area near the intersection of Helen Way and Henderson Way, located in the south-central portion of the City, to the East Main Pumping Station.

- **Gibson Road Trunk:** This system consists of storm drainage pipelines extending from Ashley Avenue on the west to an open channel commencing on the east side of County Road 102. The open channel extends east to its confluence with the South Canal.

Figure 4. Storm Drain Trunk System

Two pump stations are located north of East Main Street and one is located on the south side of East Main Street. The pump stations discharge into a channel located between the new and the original south levee of the Cache Creek Settling Basin. The channel flows from west to east and discharges directly into the Yolo Bypass (Figure 5).

Storm Drainage Facilities Master Plan

The City is currently updating a Storm Drainage Facilities Master Plan. The plan is an update for the Storm Drainage Facilities Master Plan prepared in December 1999 by Borcalli & Associates, Inc.

Regulatory Overview

Federal and State Requirements

In 1972, the Federal Water Pollution Control Act (also referred to as the Clean Water Act [CWA]) was amended to provide that the discharge of pollutants to waters of the United States from any point source is unlawful unless the discharge is in compliance with a NPDES permit. The 1987 amendments to the CWA added §402(p), which established a framework for regulating storm water discharges under the NPDES Program. Consequently, in 1990, the United States Environmental Protection Agency (USEPA) promulgated regulations for permitting storm water discharges from industrial sites (including construction sites that disturb five acres or more) and from MS4s serving a population of 100,000 people or more. These regulations, known as the Phase I regulations, require operations of medium and large MS4s to obtain storm water permits.

On December 8, 1999, the USEPA promulgated regulations, known as Phase II regulations, requiring NPDES permits for storm water discharges from Small MS4s and from construction sites disturbing between 1 and 5 acres of land.

On April 30, 2003, the SWRCB adopted a statewide general permit in order to efficiently regulate numerous storm water discharges under a single permit. The City has been designated as a regulated Small MS4 by the SWRCB and therefore needs to prepare and submit a Storm Water Management Program to the SWRCB in order to receive an NPDES permit to discharge the City's storm water. The Storm Water Management Program must be designed to reduce the discharge of pollutants to the Maximum Extent Practicable (MEP) and to protect water quality. The General Permit requires that Small MS4s implement Best Management Practices (BMPs) that address six Minimum Control Measures.

Figure 5. Storm Water Discharge Point

The six minimum control measures are:

- Public Education and Outreach,
- Public Involvement/Participation,
- Illicit Discharge Detection and Elimination,
- Construction Site Storm Water Runoff Control,
- Post-Construction Storm Water Management in New Development and Redevelopment, and
- Pollution Prevention/Good Housekeeping for Municipal Operations.

This document serves as a Storm Water Management Program to meet the requirements of the Small MS4 General Permit.

City Ordinance

In July 2003, the City adopted a Storm Water Ordinance. This ordinance prohibits illicit connections and illegal discharges, identifies a process for correcting and eliminating illicit connections and illegal discharges, and requires certain new development and redevelopment projects to implement site design, source control, and treatment measures to control the volume, rate, and potential pollutant load of storm water runoff. The ordinance also provides the regulatory authority for the City to inspect construction sites and industrial facilities to ensure that measures outlined in respective storm water pollution prevention plans are being implemented.

Document Organization

This document contains four Chapters. The following provides a brief summary of the SWMP:

- Chapter 1. Introduction. This chapter presents an overview of the City and the City's storm water conveyance system, presents the regulatory background for the SWMP, describes the purpose of the SWMP, and presents the document's organization.

- Chapter 2. Program Element Implementation. This chapter describes the BMPs that will be implemented for the six minimum control measures. BMPs are schedules of activities, prohibitions of practices, maintenance procedures, and other management practices to prevent or reduce pollution of waters of the United States.

- Chapter 3. Program Management. This chapter provides a detailed description of the SWMP management structure, roles and responsibilities for implementing BMPs, and reporting and record keeping procedures.

- Chapter 4. Citations. This chapter identifies the documents used in the preparation of this document.

Chapter 2 . Program Element Implementation

Introduction

The General Permit states that SWMPs must describe how pollutants in storm water runoff will be controlled and describe BMPs that address the six minimum control measures. This chapter outlines the BMPs that will be implemented for the following minimum control measures to protect storm water quality:

- Public Involvement and Participation,
- Public Education and Outreach,
- Illegal Discharge Detection and Elimination,
- Municipal Operations,
- Construction Site Runoff Control, and
- Post-Construction Runoff Control.

The General Permit requirements state that each BMP should include a description of the activity to occur, measurable goals, and assessment tasks. Measurable goals are activities to be conducted by the City to comply with storm water regulations. Assessment tasks are tasks that are conducted to help assess the effectiveness of the BMP to reduce pollutants in urban runoff. Table 2-1 provides a description of each BMP, the measurable goal, an implementation schedule, and the job classification responsible for implementing each BMP.

The party responsible for implementing each BMP is also provided after each BMP description. Three departments in the City will be involved in the implementation of the BMPs: Public Works; Community Development; and Parks, Recreation, and Community Services.

The SWMP will be implemented over time, as noted in the SWMP. It is the intent of the General Permit that SWMPs submitted with the NOI contain sufficient information such that RWQCB staff and interested parties understand the BMPs that will be implemented or will be developed and implemented over the course of the General Permit term. It is anticipated that the SWMP initially submitted may be revised or modified based on review of the RWQCB staff or on comments provided by interested parties in accordance with Provisions G and H.19 of the General Permit. (SWRCB 2003). The SWMP will also be modified over time as the City gains experience with the viability of the identified BMPs.

Table

Table 2.1 Minimum Control Measures Schedule and Responsibility

BMP No.	BMP Title and Measurable Goal	Year 1 03/04	Year 2 04/05	Year 3 05/06	Year 4 06/07	Year 5 07/08	Responsibility
Public Education and Outreach (Minimum Control Measure 1)							
1A	BMP: Participate in Public Outreach Events Measurable Goal: A minimum of two events will be attended each year beginning in Year 1.	X	X	X	X	X	ERA
1B	BMP: Develop Educational Materials Measurable Goal: Two additional brochures/fact sheets will be developed in Year 1. Other educational material will be developed in Year 4.	X			X		ERA
1C	BMP: Conduct Presentations for Stakeholder Groups, Service Clubs and Schools Measurable Goal: A minimum of two presentations will be conducted each year beginning in Year 2.		X	X	X	X	ERA
1D	BMP: Create and Update Storm Water Internet Page Measurable Goal: The storm water web page will be added to the City's Internet site during Year 1. The web page will be updated when necessary during the year. However, an annual review of the webpage will be conducted to ensure that the appropriate updates have been made. The Storm Water Hotline (described in BMP 3I) will be implemented in Year 3.	X	X	X	X	X	ERA
1E	BMP: Discuss Storm Water Protection at Industrial/Commercial Compliance Inspections Measurable Goal: Staff will discuss ways to protect storm water at 80 percent of industrial compliance inspections.			X	X	X	ECS
Public Involvement and Participation (Minimum Control Measure 2)							
2A	BMP: Install Strom Drain Markers Measurable Goal: Storm drain marker installation events will be conducted in Years 2, 3, 4, and 5 (at least one event each year).		X	X	X	X	ERA

Key:

CDD: Community Development Director	FFM: Fleet and Facilities Manager
CE: City Engineer	OMM: Operations and Maintenance Manager
ECS: Environmental Compliance Specialist	PS: Parks Superintendent
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BMP No.	BMP Title and Measurable Goal	Year 1 03/04	Year 2 04/05	Year 3 05/06	Year 4 06/07	Year 5 07/08	Responsibility
2B	BMP: Obtain Public Input and Update Public on Comprehensive Storm Water Management Plan Measurable Goal: One advertisement in Year 3 and Year 5 will be placed in the newspaper soliciting input on the Comprehensive Storm Water Management Plan. One update to the City Council will be done annually beginning in Year 2.		X	X	X	X	ERA
Illicit Discharge Detection and Elimination Program (Minimum Control Measure 3)							
3A	BMP: Update Storm Water Conveyance System Map Measurable Goal: The storm water conveyance system map will be reviewed and updated annually by the City Engineer and Infrastructure O&M Manager.	X	X	X	X	X	CE and OMM
3B	BMP: Update Storm Water Ordinance Measurable Goal: The ordinance will be reviewed annually and updated as needed (beginning in Year 2)		X	X	X	X	ERA
3C	BMP: Develop and Implement Plan to Clean and Video Inspect Storm Water Conveyance System Measurable Goals: Years 1 and 2: Clean approximately 800 drain inlets each year; Year 2: Develop written procedures to identify and correct illegal discharges and illicit connections; Year 4: Develop written plan to clean and video inspect storm water conveyance system; Year 5: Implement plan to clean and video inspect storm water conveyance system.	X	X	X	X	X	SSS
3D	BMP: Identify Agricultural Discharges Measurable Goal: Agricultural discharge inspections will be conducted quarterly			X	X	X	ECS
3E	BMP: Identify Illegal Discharges into Open Channels Measurable Goal: Ninety-percent of the open channels will be monitored twice a month.	X	X	X	X	X	SSS
3F	BMP: Eliminate and Correct Illicit Connections Measurable Goal: Procedures for eliminating and correcting illicit connections per the ordinance will be followed for ninety percent	X	X	X	X	X	SSS

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BMP No.	BMP Title and Measurable Goal	Year 1 03/04	Year 2 04/05	Year 3 05/06	Year 4 06/07	Year 5 07/08	Responsibility
	of the illicit connections identified.						
3G	BMP: Distribute Educational Material on Illegal Discharges Measurable Goal: Education material will be created in Year 3 to supplement the literature that the City already has. The topic of the educational material will be based on the types of illegal discharges observed during routine inspections and will be distributed in Years 4 and 5.			X	X	X	ERA, ECS, and SSS
3I	BMP: Advertise Illegal Discharge/Dumping Phone Number Measurable Goal: The phone number will be advertised in Years 2, 3, 4, and 5.		X	X	X	X	ERA
Construction Site Runoff Control Program (Minimum Control Measure 4)							
4A	BMP: Review and Develop Requirements to Control Discharges (Sediment and Non-Storm Water) from Construction Sites Measurable Goal: The Grading Ordinance and Standard Specifications will be reviewed and revised as needed in Years 4 and 5.				X	X	ECS, CE
4B	BMP: Ensure Compliance under Construction Activity General Permit Measurable Goal: Storm water construction site inspectors will ask each building superintendent for proof of a SWPPP and compliance with the Construction Activity General Permit BMP will be implemented in Years 1,2,3,4, and 5.	X	X	X	X	X	ECS
4C	BMP: Review, Revise, and Implement Procedures for Site Plan Review. Measurable Goal: Review procedures (Year 3), revise procedures (Year 4), implement revised procedures (Year 5).			X	X	X	CE, ECS
4D	BMP: Inspect Construction Sites and Implement Enforcement Measures when Necessary Measurable Goal: Construction sites over one acre with SWPPPs will be inspected at least monthly unless follow-up inspections are	X	X	X	X	X	ECS

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Table 2.1 Minimum Control Measures Schedule and Responsibility

BMP No.	BMP Title and Measurable Goal	Year 1 03/04	Year 2 04/05	Year 3 05/06	Year 4 06/07	Year 5 07/08	Responsibility
	necessary. Follow-up inspections to ensure that corrective actions have been implemented will occur on a weekly basis until the issues requiring correction has been addressed (inspections could be more frequent depending on the nature of the infraction).						
4E	BMP: Educate Staff, Developers, and Contractors on Construction Related Storm Water Impacts Measurable Goal: A Pre-Wet Season workshop will be held in Year 2. If workshop is successful (well attended), workshops will be held in Years 3, 4, and 5. Literature related to protecting storm water at construction sites will be developed in Year 2 and distributed in Years 3, 4 and 5.		X	X	X	X	ERA, ECS
Post Construction Storm Water Runoff Control (Minimum Control Measure 5)							
5A	BMP: Review and Update Storm Water Ordinance Measurable Goal: The review and update of the Storm Water Ordinance will be conducted in Years 2, 3, 4, and 5.		X	X	X	X	ERA
5B	BMP: Review and Update Storm Water Quality Control Measures. Measurable Goal: The review and update of the Storm Water Quality Control Measures will be conducted in Years 2 and 4.		X		X		ERA, CE
5C	BMP: Educate Developers on Storm Water Quality Control Measure to Prevent Post-Construction Runoff Measurable Goal: A fact sheet/brochure will be developed in Year 1 and updated in Years 2,3,4, and 5 if necessary. The internet link to the Storm Water Quality Technical Guidance Manual will be added in Year 1.	X	X	X	X	X	CDD, CE, ERA
5D	BMP: Ensure Incorporation of Storm Water Quality Control Measures Measurable Goal: Staff will review documents and/or plans for all applicable projects.	X	X	X	X	X	CE
5E	BMP: Conduct Long-Term Maintenance and Monitoring Measurable Goal: Annual inspections of each development with	X	X	X	X	X	ECS

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BMP No.	BMP Title and Measurable Goal	Year 1 03/04	Year 2 04/05	Year 3 05/06	Year 4 06/07	Year 5 07/08	Responsibility
	storm water quality control features will be conducted.						
Municipal Operations Runoff Control Program (Minimum Control Measure 6)							
6A	BMP: Educate and Train City Staff at Municipal Service Center Measurable Goal: Bi-annual training dates will be recorded on a training log. Biannual training will be conducted in Years 2, 3, 4, and 5.		X	X	X	X	ERA,ISB,FFM
6B	BMP: Develop and Implement Spill Prevention and Remediation Plan (SPRP) Measurable Goal: The SPRP will be developed during Year 2, reviewed and updated if necessary, in Years 3 through 5.		X	X	X	X	FFM
6C	BMP: Maintain Fueling Site Measurable Goal: Monthly inspections and maintenance will begin in Year 1 and will continue in subsequent months for Years 2, 3, 4, and 5. A BMP sheet will be prepared in Year 2.	X	X	X	X	X	FFM
6D	BMP: Maintain Bulk Oil Storage Area and Equipment and Customer Oil Dispersion Area and Equipment. Measurable Goal: Monthly inspections and maintenance will begin in Year 1 and will continue in Years 2, 3, 4, and 5. A BMP sheet will be prepared in Year 2.	X	X	X	X	X	FFM
6E	BMP: Maintain Equipment Wash Area Measurable Goal: Monthly inspections will begin in Year 1. Monthly inspections will continue in Years 2, 3, 4, and 5. A BMP sheet will be prepared in Year 2.	X	X	X	X	X	FFM
6F	BMP: Maintain Used Tire Collection Area Measurable Goal: The used tire collection area will be inspected monthly in Years 1, 2, 3, 4, and 5. A BMP sheet will be prepared in Year 2.	X	X	X	X	X	FFM
6G	BMP: Maintain Equipment Storage Area Measurable Goal: The equipment storage area will be inspected monthly beginning in Year 1. A BMP sheet will be prepared in	X	X	X	X	X	FFM

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BMP No.	BMP Title and Measurable Goal	Year 1 03/04	Year 2 04/05	Year 3 05/06	Year 4 06/07	Year 5 07/08	Responsibility
	Year 2.						
6H	BMP: Maintain Hazardous Materials Storage Area Measurable Goal: The hazardous materials storage area will be inspected monthly in Years 1, 2, 3, 4, and 5. A BMP sheet will be prepared in Year 2.	X	X	X	X	X	FFM
6I	BMP: Maintain Hazardous Waste Collection Area Measurable Goal: The log will be developed in Year 2. The log will be reviewed at the end of Years 3, 4, and 5. Any necessary revisions will be made. A BMP sheet will be prepared in Year 2.		X	X	X	X	FFM
Other City Facilities							
6J	BMP: Conduct Routine Building Maintenance Measurable Goal: Each month a different facility will be inspected so that each City facility is inspected once per year.	X	X	X	X	X	FFM
Park Facilities							
6K	BMP: Reduce "Green Waste" Placed in the Street from City Park Maintenance Operations Measurable Goal: A plan to reduce the amount of green waste placed in the street will be developed in Year 2 and implemented during Years 3, 4, and 5.		X	X	X	X	PS
6L	BMP: Reduce Irrigation Run Off from Park Facilities Measurable Goal: Strategies to reduce irrigation run off will be implemented annually beginning in Year 2. The use of auto controlled irrigation systems will be explored in Year 3.		X	X			PS
6M	BMP: Reduce the Opportunities for Fertilizer to Enter the Storm Water System. Measurable Goal: Operational practices will be implemented to reduce the opportunity for fertilizer products to enter the storm water system in Year 3. The operational practices will reviewed and updated as needed in Years 4 and 5.			X	X	X	PS
6N	BMP: Reduce Opportunities for Pesticides to Enter the Storm			X	X	X	PS

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BMP No.	BMP Title and Measurable Goal	Year 1 03/04	Year 2 04/05	Year 3 05/06	Year 4 06/07	Year 5 07/08	Responsibility
	Water System Measurable Goal: Institute pesticide application practices that will minimize or eliminate the potential for these chemicals to enter the City's storm water system in Year 3. The City will review and update as necessary the operational procedures for pesticides in Years 4 and 5.						
6O	BMP: City Swimming Pool Maintenance. Measurable Goal: Pool staff will ensure that pool chemicals are not stored near storm drain inlets during routine maintenance activities. Monthly inspections will be conducted in Years 3, 4, and 5. An annual inspection report will be submitted to the Storm Water Administrator.			X	X	X	PS
Storm Water Conveyance System							
6P	BMP: Inspect Open Channels and East Main Street Storm Water Lift Pump Stations Measurable Goal: Visual inspections will be conducted weekly.	X	X	X	X	X	SSS
6Q	BMP: Maintain Bubble-up Drain Inlets (Inverted Siphons), Covered Gutters (under the walk), and Storm Drain Inlets at Key Locations on the Major Trunk Lines Measurable Goal: The maintenance of these facilities will be conducted biannually in Years 1, 2, 3, 4, and 5. Results of the maintenance of each facility will be recorded on inspection sheets.	X	X	X	X	X	SSS
6R	BMP: Respond to Sanitary Sewer Overflows (SSOs) Measurable Goal: Respond immediately to SSOs.	X	X	X	X	X	SSS
Street Sweeping Operations							
6S	BMP: Monitor Street Sweeping Operations Measurable Goal: City and Waste Management staff will meet twice a year, beginning in Year 1 to discuss the street sweeping program.	X	X	X	X	X	ERA

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Yard Waste Collection							
6T	BMP: Review Yard Waste Collection Program Measurable Goal: The City will meet at least twice a year with Waste Management to review the yard waste collection program. Additional meetings will be conducted if issues need to be resolved prior to the regularly scheduled meeting. Meetings will begin in Year 1. Staff will explore extending the green waste container program to other portions of the City in Year 2.	X	X	X	X	X	ERA
Road Maintenance Program							
6U	BMP: Review Road Maintenance Program. Measurable Goal: Evaluate Road Maintenance Program (Year 3), Prepare BMP fact sheets (Year 4), Implement and Review BMPs with Staff (Year 5).			X	X	X	OMM

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Existing Storm Water Pollution Prevention Measures

Many of the activities that the City does or has done are focused on environmental stewardship concepts that ultimately help to prevent storm water pollution. To date, the City has made a broad Public Education and Outreach effort in the community through participation in the following annual special events:

- America Recycles Day,
- Arbor Day,
- Home and Garden Show,
- Family Fun Day,
- Hot Rod Reunion,
- Yolo County Fair, and
- National Pollution Prevention (P2) Week.

Educating the public on environmentally friendly practices to prevent pollution helps to reduce pollutants in storm water run off. Brochures and pamphlets on topics such as proper disposal of used oil and hazardous waste, composting and management of yard waste are distributed at community events the City attends. In addition, used oil recycling buckets are distributed to people to provide those who change their own oil with a place to store used oil before recycling it.

Other Public Education efforts that the City has made include:

- Hosted Tours of the Water Pollution Control Facility (WPCF),
- Promoted Waste Reduction Awards Program (WRAP),
- Made Presentations to Community Groups,
- Developed and Implemented the City Storm Water Ordinance, and
- Continued Routine Maintenance of Facilities.

In 2002 the Environmental Operations Branch hosted a tour of the WPCF for the City Council and Chamber of Commerce members to raise awareness internally about the treatment of waste water and inform participants that storm water is not channeled through the treatment facility. The City participated in promoting reduction of business waste through WRAP in conjunction with the California Integrated Waste Management Board. Presentations about pollution prevention and recycling were made to community groups, service clubs, and schools, including Gibson and Plainfield Elementary Schools.

The City has taken further efforts to prevent storm water pollution specifically through the development and implementation of a City Storm Water Ordinance and by maintaining good housekeeping practices of City facilities including the Municipal Operations Center, where equipment is stored and maintained. Routine operations and maintenance practices of storm water conveyance system facilities serves to detect illicit connections and illegal discharges. The City also proactively responds to public comments and city field staff comments on illegal discharges.

Public Education and Outreach Program

Objectives

The objectives of the Public Education and Outreach Program (Minimum Control Measure 1) are to educate the public (including businesses) on storm water quality protection, distribute educational materials, and conduct outreach activities to inform the community about the impacts of storm water discharges on local water bodies and the steps that can be taken to reduce storm water pollution. The public education and outreach program also includes educating the public on the phone number they can call to report illegal dumping.

Program Elements

The Public Education and Outreach Program includes the following components:

- Participate in public outreach events,
- Develop educational materials,
- Conduct presentations for stakeholder groups, service clubs, and schools,
- Create Storm Water Internet Page,
- Promote City storm water message, and
- Discuss storm water protection at industrial compliance inspections.

Education regarding illegal discharges is described in the section titled "Illegal Discharge Detection and Elimination Plan." A description of the BMPs for each of the above areas is described below.

Best Management Practice 1A: Participate in Public Outreach Events. Public information displays will be set up at community events such as Arbor Day, Home and Garden Show, and Hot Rod Reunion to educate the public about storm water. Existing informational brochures relating to protecting storm water quality, that the City has prepared will be distributed at community events. Participating in community events will give the City an opportunity to encourage behavioral change through educating the public on environmental stewardship concepts.

Measurable Goal: A minimum of two events will be attended each year beginning in Year 1.

Assessment Tasks: Record events attended (including the date) and types of informational brochures distributed. Note comments made by attendees. Provide annual summary of events to SWMP Administrator.

Responsible Party: Environmental Resource Analyst

Best Management Practice 1B: Develop Educational Materials. Brochures, fact sheets, and other handouts pertaining to prevention of storm water pollution (including

guidelines on proper automotive fluid disposal, residential car washing, animal waste disposal, landscaping, and swimming pool maintenance) will be developed. The City currently has educational material on landscaping and used oil recycling. If through the tracking of illegal dumping trends are identified (i.e., an increase in washing paint brushes in the street), activity specific brochures will be prepared (i.e. proper paint brush clean-up practices). Development of educational material specific to preventing storm water pollution at home and in businesses will allow the City to target specific behaviors that could be impairing storm water quality.

Measurable Goal: Two additional brochures/fact sheets will be developed in Year 1. Other educational material will be developed in Year 4.

Assessment Tasks: List titles of brochures and fact sheets developed. Submit annual summary and examples of fact sheets developed to SWMP Administrator.

Responsible Party: Environmental Resource Analyst

Best Management Practice 1C: Conduct Presentations for Stakeholder Groups, Service Clubs and Schools. Presentations will be conducted to educate stakeholder groups including developers, construction companies, commercial and industrial groups, service clubs such as Rotary International and Lions Club, and schools to provide information about storm water issues. (The presentations may also include information about recycling, water conservation, or other related topics.) Educational material on storm water will be distributed at these events. In addition, the presentations will serve as a way to recruit volunteers for storm drain marker installation events. Conducting presentations for stakeholder groups, service clubs, and schools will raise public awareness on community storm water issues and encourage those in attendance to improve storm water quality by implementing good housekeeping practices at their homes and places of business.

Measurable Goal: A minimum of two presentations will be conducted each year beginning in Year 2.

Assessment Tasks: Record the dates presentations were made and list attendees or group name. Submit records to SWMP Administrator annually.

Responsible Party: Environmental Resource Analyst

Best Management Practice 1D: Create and Update Storm Water Internet Page. A link from the City's Conservation Program website to a Storm Water web page will be created to provide information on storm water issues and storm water resources in the community. Contact information for reporting illegal discharges, illicit connections or construction site runoff to the storm water conveyance system will also be provided. Information about the Storm Water Hotline will be included once it is established.

Measurable Goal: The storm water web page will be added to the City's Internet site during Year 1. The web page will be updated when necessary during the year. However, an annual review of the webpage will be conducted to ensure that the appropriate updates have been made. The Storm Water Hotline (described in BMP 3I) will be implemented in Year 3.

Assessment Tasks: The City is not able to track the number of visitors to portions of its webpage. Therefore, in order to assess this BMP, dates when revisions to the webpage were made will be documented and the webpage will be reviewed for accuracy.

Responsible Party: Environmental Resource Analyst

Best Management Practice 1E: Discuss Storm Water Protection at Industrial/Commercial Compliance Inspections. As part of industrial/commercial compliance inspections, staff will discuss ways to protect storm water quality with business owners/operators. For example, staff will discuss where floor mats should be washed and how material should be stored in order to protect storm water. Inspections are conducted for restaurants, automotive related businesses, and significant industrial users. BMP 3G includes the development of literature for businesses that will be distributed at Industrial/Commercial Compliance inspections.

Measurable Goal: Staff will discuss ways to protect storm water at 80 percent of industrial/commercial compliance inspections beginning in Year 3.

Assessment Tasks: Document number of businesses where inspections were conducted.

Responsible Party: Environmental Compliance Specialist

Public Involvement and Participation Program

Objectives

The objectives of the Public Involvement and Participation Program (Minimum Control Measure 2) are to involve the public in the development of the SWMP and in the development and implementation of storm water outreach events.

Program Elements

The Public Involvement and Participation Program consists of the following:

- Install storm drain markers, and
- Obtain public input on comprehensive storm water management plan.

A description of the BMPs for each of the above areas is described below.

Best Management Practice 2A: Install Storm Drain Markers. Storm drain markers will be installed in areas where they do not currently exist. It should be noted that new developments are required to install storm drain markers as part of the development requirements. Starting in Year 2, a one-day event to install storm drain markers will be conducted annually. Neighborhood Watch groups will be contacted and given the option of installing storm drain markers in their own neighborhoods. Because the City does not have any areas where a higher incidence of illegal dumping occurs, no specific part of town will be targeted for the installation of storm drain markers. The location will be selected based on the number of volunteers and the length of each particular event. Participants will be provided with information on the proper disposal of household hazardous wastes. Installing "Only Rain Down the Drain" storm drain markers will heighten awareness that only rain water should enter storm drains.

Measurable Goal: Storm drain marker installation events will be conducted in Years 2, 3, 4, and 5 (at least one event each year).

Assessment Tasks: An evaluation of each event will be submitted by the event coordinator to the SWMP Administrator and will include 1) the number of markers installed, 2) a map of the area, with storm drains highlighted where markers were installed, 3) a list of volunteers with contact information, 4) an assessment of whether or not there were adequate volunteers present to install the storm drain markers in the time allotted, and 5) if appropriate tools and supplies were available. Adjustments to the amount of volunteers or storm drain markers targeted for installation will be made prior to the next storm drain marker installation event.

Additionally, after the installation of storm drain markers has occurred, calls to report illegal dumping will be tracked to determine if the calls originated from an areas where markers were recently installed.

Responsible Party: Environmental Resource Analyst

Best Management Practice 2B: Obtain Public Input and Update Public on Comprehensive Storm Water Management Plan. In Years 3 and 5, the City will solicit public input on the Comprehensive Storm Water Management Plan. Advertisements will be placed in the local newspaper stating that the documents are available for review and comment. The review of the plan will also be listed on the internet and flyers will be posted at City Hall and the Library. If deemed necessary at the time (depending on the level of interest) public meetings will be held. Additionally, after the submittal of the annual report to the RWQCB, a presentation will be made or a council communication will be presented to the City Council to update them (and the public) on the status of compliance with the BMPs and any changes to the plan for the future year.

Measurable Goal: One advertisement in Year 3 and Year 5 will be placed in the newspaper soliciting input on the Comprehensive Storm Water Management Plan. An annual presentation (beginning in Year 2) will be made or a council communication will

be presented to the City Council to update them (and the public) on the status of compliance with the BMPs and any changes to the plan for the future year.

Assessment Tasks: Receive, address, and long all comments received regarding the Storm Water Management Plan. Assess if number of commenters increases from Year 3 to Year 5 to determine if the advertising was successful. Assess if public contacts Storm Water Administrator with questions about the Storm Water Management Plan after the City Council presentation.

Responsible Party: Environmental Resource Analyst

Illicit Discharge Detection and Elimination Program

Objectives

The objectives of the Illicit Discharge Detection and Elimination Program (Minimum Control Measure 3) are to prevent pollutants from entering the storm water conveyance system and contain pollutants that are intentionally poured, dumped, discharged, or accidentally spilled into the City's storm water conveyance system. Achieving the goal of the program depends on the coordinated efforts of City departments to implement the program, and the public, to identify and report spills and/or illegal dumping into the storm water conveyance system.

Program Elements

The Illicit Discharge Detection and Elimination Program consists of five main components:

- Update storm water conveyance system map,
- Update storm water ordinance,
- Ensure collection system integrity,
- Develop illegal discharge detection and elimination plan, and
- Conduct public education and outreach.

The program components and applicable BMPs for each component are described below. No BMP are not provided for any categories of non-storm water discharges that are significant contributors of pollutants to the City because no such pollutants have been identified.

Best Management Practice 3A: Update Storm Water Conveyance System Map. The City maintains a comprehensive storm water conveyance system map. The map should be reviewed annually to ensure that new storm drain components are incorporated into the overall City map. An accurate storm water conveyance system map will assist the City in coordinating management activities to remove illicit connections and track storm system maintenance. The map will be critical in tracking targeted areas where illegal discharges are occurring. During Year 1, the map will be reviewed to determine if all key storm water features, such as outfalls, are shown. A

plan to incorporate all key features will be developed during Year 2 and implemented during the permit term.

Measurable Goal: The storm water conveyance system map will be reviewed and updated annually by the City Engineer and Infrastructure O&M Manager.

Assessment Tasks: The City Engineer will maintain records of new development within the city that connect to the storm water conveyance system. The City Engineer will ensure that storm drains in areas of new development are added to the storm water conveyance system map. A verification that updates were made will be submitted to the SWMP Administrator.

Responsible Party: City Engineer and Operations and Maintenance Manager

Best Management Practice 3B: Update Storm Water Ordinance. The City Council adopted a Storm Water Ordinance on July 15, 2003 that went into effect on August 15, 2003. The ordinance prohibits illicit connections and illegal discharges to the storm water conveyance system. The ordinance also requires the implementation of BMPs for certain new development and redevelopment projects and allows City staff to inspect construction sites. Under the ordinance, staff has the authority to inspect properties and issue notice of violations if necessary. A notice of violation process is detailed in the ordinance. Additionally, the ordinance includes maintenance requirements for the post construction best management practices that are required for certain types of new development projects. The ordinance will be reviewed annually by City staff and updated when necessary (updates will also consider any comments received from the public).

Measurable Goal: The ordinance will be reviewed annually and updated as needed (beginning in Year 2).

Assessment Tasks: The SWMP Administrator will list dates of ordinance review by staff and public and will log all comments made regarding the ordinance and make necessary changes.

Responsible Party: Environmental Resource Analyst

Best Management Practice 3C: Develop and Implement Plan to Clean and Video Inspect Storm Water Conveyance System. The City's storm water conveyance system consists of 1,600 drain inlets. While cleaning drain inlets, staff will look for evidence of illegal discharges and illicit connections. If traces of illegal dumping are identified when the drain inlets are being cleaned, staff will place door hangers in the immediate vicinity to let the residents know what is considered illegal dumping and a phone number to report illegal dumping. Written procedures for identifying and correcting illegal discharges and illicit connections will be developed. The written procedures will be reviewed biannually with staff. If the source of the illicit connection

is identified, the enforcement procedures outlined in the storm water ordinance will be implemented.

The City recently purchased a television van. Initially, the television van will be used to video inspect the City's sewer system. Video inspections of the storm water conveyance system will be conducted to identify illicit connections and condition of the underground storm drain pipes. A written plan to clean and video inspect the storm water conveyance system will be developed in Year 4. Implementation of the plan will occur in Year 5 (although the implementation of the entire plan will likely extend beyond Year 5). Elimination of illicit connections identified during video inspections would be accomplished in accordance with the measures outlined in the Storm Water Ordinance.

Measurable Goals:

Years 1 and 2: Clean approximately 800 drain inlets each year

Year 2: Develop written procedures to identify and correct illegal discharges and illicit connections.

Year 4: Develop written plan to clean and video inspect storm water conveyance system.

Year 5: Implement plan to clean and video inspect storm water conveyance system.

Assessment Task: Record dates of inspections and location of drain inlets or storm drain lines cleaned in a database. Assess if tracing sources of illicit connections results in the elimination of the connection and discharge. Assess if placing door hangers in neighborhoods where illegal dumping has occurred results in a greater volume of calls reporting additional illegal dumping incidents.

Responsible Party: Storm/Sewer Supervisor

Best Management Practice 3D: Identify Agricultural Discharges. Agricultural discharges (i.e. sediment or chemicals/fertilizers/pollutants in agricultural runoff) to the City's storm water conveyance system will be identified through dry weather and wet weather monitoring of known points of origin. Potential illegal agricultural discharges will be documented with pictures and video cameras. Known points of origin include but are not limited to: East Kentucky and Road 103, Road 98 & West Main Street, Road 98 & West Beamer, and West Street @ Farmer's Central Ditch. Identifying areas of potentially illegal agricultural discharges will allow the City to implement a program to eliminate additional silt and possible other pollutants from entering the storm water conveyance system. The City will work with landowners to correct illegal agricultural discharges.

Measurable Goal: Agricultural discharge inspections will be conducted quarterly beginning in Year 3.

Assessment Tasks: Record dates of quarterly inspections and meeting with landowners. Submit annual summary to SWMP Administrator. Assess whether meetings with landowners result in fewer instances of irrigation water entering the City's storm water conveyance system.

Responsible Party: Environmental Compliance Specialist

Best Management Practice 3E: Identify Illegal Discharges into Open Channels. As part of the City's routine storm water operations and maintenance practices, staff will monitor all discharge lines into open channels (including the outfall channel) during dry weather conditions and conduct inspections to the inlet source to identify any illegal or suspicious discharges. The locations inventoried and all inflow points will be identified on the City's storm water conveyance system map for permanent reference and continued monitoring. Identification of inflow points will allow for the management of the storm water conveyance system. Monitoring the inflow locations will enable staff to trace the source of illegal discharges (procedures to identify and eliminate illegal discharges and illicit connections will be developed as part of BMP 3C).

Measurable Goal: Ninety-percent of the open channels will be monitored twice a month.

Assessment Task: Log monitoring of open channels (including dates) and record observations from open channel inspections. An annual summary will be submitted to the SWMP Administrator.

Responsible Party: Storm/Sewer Supervisor

Best Management Practice 3F: Eliminate and Correct Illicit Connections. Procedures to eliminate and correct illicit connections will be carried out as specified in the City's Storm Water Ordinance. Procedures for staff to detect and identify illicit connections, as described in BMP 3C, will also be used. Illicit connections will be tracked in a city utility database. The data base will include information on the location of the connection and corrective measures implemented. Staff training for this item is described in BMP 3C and BMP 6A.

Measurable Goal: Procedures for eliminating and correcting illicit connections per the ordinance will be followed for ninety percent of the illicit connections identified.

Assessment Tasks: Review number of reported illicit connections and determine if Storm Water Ordinance procedures were followed. An annual summary will be submitted to the SWMP Administrator.

Responsible Party: Storm/Sewer Supervisor

Best Management Practice 3G: Distribute Educational Materials on Illegal Discharges and Illicit Connections. In addition to the public education measures described in, "Public Education and Outreach Program", educational materials will be created and distributed to inform the public and businesses about illegal discharges and illicit connections. Brochures or fact sheets may be used to educate the public/businesses on illegal discharges including improper disposal of waste, proper places to dispose of waste, the hotline phone number to call to report illegal dumping, and illicit connections. Educating the public and businesses about the risks associated with illegal discharges, proper disposal of waste, and who to call to report illegal discharges will assist in minimizing illegal discharges and illicit connections to the storm water conveyance system. As described under the Public Education section, educational material will be distributed to the public/businesses during outreach events, neighborhood watch meetings, and Industrial/Commercial Inspections.

Measurable Goal: Educational material will be created in Year 3 to supplement the literature that the City already has. The topic of the educational material will be based on the types of illegal discharges observed during routine inspections and will be distributed in Years 4 and 5.

Assessment Tasks: Record titles and numbers of educational brochures and fact sheets on illegal discharges created and/or distributed. Submit annual summary in Years 3, 4, and 5 to SWMP Administrator. Assess if the distribution of education material results in any increases/decreases in phone calls to the illegal dumping hotline.

Responsible Party: Environmental Resource Analyst (development of literature), Environmental Compliance Specialist (distribution of literature to businesses), Storm/Sewer Supervisor (distribution of literature to public).

Best Management Practice 3H: Advertise Illegal Discharge/Dumping Phone Number. A phone number for citizens to report illegal dumping, suspicious discharges, and illicit connections will be advertised in the newspaper, the City's web page, or other means. The phone number will supplement the City's effort to target outfalls for inspection and will facilitate the cleanup and remediation of areas where illegal discharges are occurring. Advertising the phone number will help increase public awareness about illegal discharges and dumping and the hazards associated with them.

Measurable Goal: The phone number will be advertised in Years 2, 3, 4, and 5.

Assessment Tasks: Track number of phone calls received monthly and annually. Note where and when advertising the phone number (including dates and duration ads ran). Submit annual summary to SWMP Administrator. Assess after advertising the phone number if calls reporting illegal discharges/illicit connections increase.

Responsible Party: Environmental Resource Analyst

Construction Site Runoff Control Program

Objectives

The objective of the City's Construction Site Runoff Control Program (Minimum Control Measure 4) is to reduce the discharge of storm water pollutants from construction sites to the City's storm water conveyance system. In the absence of proper management, construction sites can release significant amounts of sediment into storm water and eventually into the City's storm water conveyance system. Activities conducted at construction sites (storage and handling of construction materials, hazardous materials storage and handling, fueling, and use and cleanup of vehicles and equipment) can also release other pollutants to the storm water conveyance system. Receipt of public comments related to construction site runoff will be accomplished through the use of the Storm Water hotline described in BMP 3H and 4D .

Program Elements

The Construction Site Runoff Control Program consists of the following:

- Review and develop requirements to control discharges from construction sites,
- Ensure coverage under Construction Activity General Permit,
- Review, revise, and implement procedures for site plan review,
- Inspect construction sites and implement enforcement measures when necessary, and
- Educate staff, developers, and contractors on construction related storm water quality impacts.

A description of the BMPs for each of the above areas is described below.

Best Management Practice 4A: Review and Develop Requirements to Control Discharges (Sediment and Non-Storm Water) from Construction Sites. The City's existing Grading Ordinance pertains to compliance with the Uniform Building Code and ensuring that compliance with the California Environmental Quality Act has been achieved prior to commencing grading activities. The City's Standard Specifications require certain BMPs to protect storm water during construction. The Grading Ordinance and Standard Specifications will be reviewed to determine if additional requirements for construction site operators are necessary to implement appropriate erosion and sediment control BMPs (such as requirements to prevent tracking and to keep construction areas clean). Necessary changes will be made on an annual basis. Proper implementation of BMPs at construction sites will reduce the potential for construction-related storm water quality degradation.

Measurable Goal: The Grading Ordinance and Standard Specifications will be reviewed and revised as needed in Years 4 and 5.

Assessment Tasks: Record date of reviews and revisions. Submit annual summary to SWMP Administrator. Evaluate if changes to Standard Specifications and Grading

Ordinance result in fewer NOVs at construction sites. Evaluate common types of potential storm water pollution at construction sites to determine if additional specifications are necessary to address these issues.

Responsible Party: Environmental Compliance Specialist and City Engineer

Best Management Practice 4B: Ensure Coverage under Construction Activity General Permit. The City will require that development projects disturbing more than one acre of soil obtain coverage under the SWRCB Construction Activity General Permit. During construction site inspections City staff will request a copy of the SWPPP. Projects that do not have a Notice of Intent (NOI) for a Construction Activity General Permit will not be allowed to begin ground disturbing activities. The RWQCB will be notified if there are active construction projects without a NOI. Development projects with adequate SWPPPs will minimize the potential for construction-related storm water quality degradation.

Measurable Goal: Storm water construction site inspectors will ask each building superintendent for proof of a SWPPP and compliance with the Construction Activity General Permit. This BMP will be implemented in Years 1,2,3,4, and 5.

Assessment Tasks: Record number of construction sites inspected and proof of SWPPP. Submit annual summary to SWMP Administrator.

Responsible Party: Environmental Compliance Specialist

Best Management Practice 4C: Review, Revise, and Implement Procedures for Site Plan Review. The City will review the current procedures for site plan review to determine if the procedures consider water quality impacts (Year 3). If necessary, the procedures will be revised so that an adequate consideration for water quality impacts is conducted (Year 4). The revised procedures will be implemented in Year 5.

Measurable Goal: Review procedures (Year 3), revise procedures (Year 4), implement revised procedures (Year 5).

Assessment Tasks: During Year 5, staff will assess if the revised procedures result in fewer discharges of non-storm water to the storm water conveyance system (i.e., a reduced issuance of Notice of Violations).

Responsible Party: City Engineer and Environmental Compliance Specialist

Best Management Practice 4D: Inspect Construction Sites and Implement Enforcement Measures when Necessary. The City will inspect construction sites over one acre to ensure that sediment and other pollutants are not entering the storm water conveyance system. The inspector will review project SWPPPs and use them as a tool when conducting project inspections. When necessary, enforcement actions will be carried out in accordance with the Grading Ordinance and the Storm Water Ordinance

which includes issuing a Notice of Violation if necessary. Regularly inspecting construction sites will ensure that BMPs are properly implemented and maintained to prevent storm water quality degradation.

Measurable Goal: Construction sites over one acre with SWPPPs will be inspected at least monthly unless follow-up inspections are necessary. Follow-up inspections to ensure that corrective actions have been implemented will occur on a weekly basis until the issues requiring correction have been addressed (inspections could be more frequent depending on the nature of the infraction).

Assessment Tasks: Record dates of inspections in a construction log. Submit annual summary to SWMP Administrator.

Responsible Party: Environmental Compliance Specialist

Best Management Practice 4E: Educate Staff, Developers, and Contractors on Construction Related Storm Water Impacts. City staff will attend training sessions on the proper installation of BMPs at construction sites or other construction related topics. The City will hold a Pre-Wet Season workshop for contractors and developers in Year 2. Depending on the results of the workshop, additional workshops will be held in Years 3, 4, and 5. Literature related to protecting storm water at construction sites will be developed in Year 2 and distributed at construction sites and at the Planning Department in Years 3, 4, and 5.

Measurable Goal: A Pre-Wet Season workshop will be held in Year 2. If workshop is successful (well attended), workshops will be held in Years 3, 4, and 5. Literature related to protecting storm water at construction sites will be developed in Year 2 and distributed in Years 3, 4 and 5.

Assessment Tasks: Record dates of workshops and distribution of literature. Determine if number of violations at construction sites decreases as a result of workshops and literature distribution.

Responsible Party: Environmental Resource Analyst and Environmental Compliance Specialist

Post-Construction Storm Water Runoff Control

Objectives

The objective of the Post-Construction Storm Water Runoff Control Program (Minimum Control Measure 5) is to reduce the potential for discharge of pollutants into urban runoff from new development and redevelopment areas using a strategy that combines reducing/eliminating sources of pollutants, managing site runoff volumes and flow rates such that they are similar to pre-construction levels, and treating runoff as appropriate.

Program Elements

- Review and update Storm Water Ordinance,
- Review and update Storm Water Quality Control Measures,
- Educate developers,
- Ensure incorporation of Storm Water Quality Control Measures, and
- Conduct long-term maintenance and monitoring.

A description of the BMPs for the above areas is described below.

Best Management Practice 5A: Review and Update Storm Water Ordinance. The City Council adopted a Storm Water Ordinance on July 15, 2003 that went into effect on August 15, 2003. The Storm Water Ordinance requires certain types of new development and redevelopment projects to implement site design, source control, and treatment measures to control the volume, rate, and potential pollutant load of storm water runoff. The City will review the Storm Water Ordinance to determine if changes are needed to address post-construction runoff control measures. Annual reviews of the Storm Water Ordinance will ensure that the proper requirements are in place to enforce the new development and redevelopment requirements which will reduce the volume of storm water and improve its quality.

Measurable Goal: The review and update of the Storm Water Ordinance will be conducted in Years 2, 3, 4, and 5.

Assessment Tasks: Record dates of review and revisions. Submit annual summary to SWMP Administrator.

Responsible Party: Environmental Resource Analyst

Best Management Practice 5B: Review and Update Storm Water Quality Control Measures. The City adopted Storm Water Quality Control Measures for new development and redevelopment projects. The City's Storm Water Quality Technical Guidance Manual describes the types of projects that are subject to implementing storm water quality control measures and descriptions of the measures. The guidelines are designed to reduce the volume of storm water and improve its quality. The measures

requiring new development and redevelopment projects to incorporate storm water treatment and control measures will reduce the volume of storm water that is generated and improve its quality.

Measurable Goal: The review and update of the Storm Water Quality Control Measures will be conducted in Years 2 and 4.

Assessment Tasks: Record dates of review and revisions. Submit annual summary to SWMP Administrator.

Responsible Party: Environmental Resource Analyst

Best Management Practice 5C: Educate Developers on Storm Water Quality Control Measures to Prevent Post-Construction Runoff. Fact sheets/brochures describing post-construction storm water quality control measures will be developed and distributed to developers. The fact sheet will be included in the application packet provided to all developers. Additionally, the City webpage will include a link to the Storm Water Quality Control Technical Guidance Manual (the manual will also be available to be purchased at City Hall). Fact sheets/brochures and the internet link will be reviewed annually to determine if revisions are necessary.

Measurable Goal: A fact sheet/brochure will be developed in Year 1 and updated in Years 2,3,4, and 5 if necessary. The internet link to the Storm Water Quality Technical Guidance Manual will be added in Year 1.

Assessment Tasks: List titles of educational materials developed and/or distributed and date link added/updated on City webpage. Submit annual summary to SWMP Administrator.

Responsible Party: Community Development Director (distribution of fact sheet), City Engineer (availability of manual), and Environmental Resource Analyst (posting and updating link to webpage).

Best Management Practice 5D: Ensure Incorporation of Storm Water Quality Control Measures. City staff will ensure that storm water quality control measures have been incorporated into applicable project designs by reviewing and commenting on items related to storm water and reviewing tentative maps, potentially during the California Environmental Quality Act process. Reviewing storm water quality control measures for applicable projects prior to construction will assist in ensuring that appropriate measures are used to reduce the volume of storm water in the City storm water conveyance system and protect its quality.

Measurable Goal: Staff will review documents and/or plans for all applicable projects.

Assessment Tasks: Record projects where reviews have been conducted. (It is anticipated that this task will be contracted to a qualified engineering firm.). Submit annual summary to SWMP Administrator.

Responsible Party: City Engineer

Best Management Practice 5E: Conduct Long-Term Maintenance and Monitoring. City staff will annually inspect developments that include permanent storm water quality control features. Each developer will be required to enter into a maintenance agreement with the city for storm water quality control features. Annual inspections and maintenance agreements will ensure that storm water quality control measures are being maintained. If maintenance problems are identified, staff will require (through legal authority of the storm water ordinance and the maintenance agreement) corrective measures to remediate the deficiencies. The maintenance agreement will remain in effect if the property is sold to another owner. Maintaining storm water quality control features will reduce the volume of storm water and protect its quality.

Measurable Goal: Annual inspections of each development with storm water quality control features will be conducted.

Assessment Tasks: Record dates of inspections of developments with permanent storm water quality control features. Submit annual summary to SWMP Administrator.

Responsible Party: Environmental Compliance Specialist

Municipal Operations Runoff Control Program

Objectives

The objectives of the Municipal Operations Runoff Control Program (Minimum Control Measure 6) are to reduce the amount of runoff from municipal operations entering the storm water conveyance system and to train employees on how to incorporate pollution prevention/good housekeeping techniques into municipal operations.

Program Elements

The following City facilities and activities have been identified as areas where day-to-day operations could result in degraded storm water quality:

- Municipal Services Center,
- Other City facilities (City Hall, Library, Police Station, Fire Stations, 5th Street Yard, and Emergency Pumps and Generator Sites),
- Parks facilities,
- Storm water conveyance system,

- Street sweeping operations,
- Yard waste collection, and
- Road maintenance activities.

A description of BMPs that will be implemented to protect storm water quality for each of the above facilities or activities is described below.

Municipal Services Center

The Fleet and Facilities Maintenance Branch is located at the Municipal Services Center. Facilities at the Municipal Services Center include the equipment maintenance shop, construction equipment parking (in open lots and covered areas), storage tanks, fuel dispersing area, waste collection stations, wash stations, and mechanic equipment used for various phases of repair functions. Implementing the following BMPs will prevent storm water degradation from activities conducted at the Municipal Services Center.

Best Management Practice 6A: Educate and Train City Staff at Municipal Service Center. City staff at the Municipal Services Center will attend bi-annual training on good housekeeping practices for municipal operations. Training will be on topics specific to the staff in attendance at the training session. For example, staff in the equipment maintenance shop will review BMPs for the fueling site, oil storage area, spill prevention and remediation procedures, and other applicable maintenance shop BMPs. Training will be held for the equipment maintenance staff, storm/sewer staff, road maintenance staff (street and signs and markings), and water distribution staff. A group training session may also be conducted when similar information needs to be conveyed to all staff members (such as how to identify and report illegal discharges or changes in the storm water ordinance). Ongoing training of employees will aid in ensuring that good housekeeping measures are implemented to help reduce pollutants from entering the storm water conveyance system.

Measurable Goal: Bi-annual training dates will be recorded on a training log. Biannual training will be conducted in Years 2, 3, 4, and 5.

Assessment Tasks: Record training dates. Submit annual summary to SWMP Administrator. The Storm Water Administrator will assess if staffs knowledge seems to be increasing relating to how to prevent storm water impacts and the reasons for doing so. This will be done by evaluating staffs level of understanding at subsequent meetings. For example, by Year 3, it should not be necessary to explain that the City has a storm water ordinance and a municipal storm water permit. If it is determined that basic information needs to be conveyed to staff, a training session will be focused on these items.

Responsible Party: Fleet and Facilities Manager, O & M Manager, and Environmental Resource Analyst

Best Management Practice 6B: Develop and Implement Spill Prevention and Remediation Plan (SPRP). A SPRP will be developed for the fuel dispensing area, oil supply area, and the oil dispersion area. The SPRP will identify operations procedures to prevent spills and measures to contain and clean up accidental spills. The plan will also outline measures to prepare spill prevention kits that will be kept at each of the above outlined areas. Prevention and clean-up of accidental spills will prevent fuel and oil from entering the storm water conveyance system.

Measurable Goal: The SPRP will be developed during Year 2, reviewed and updated if necessary, in Years 3 through 5.

Assessment Tasks: Record spills monthly in spill log and check for spill prevention kits at each of the areas outlined in BMP 6B. Assess if spills have been cleaned up according to the remediation plan (by reviewing the spill log and discussing the clean up procedures used with the staff member). Assess if number of spills decreases every reporting year.

Responsible Party: Fleet and Facilities Manager

Best Management Practice 6C: Maintain Fueling Site. Monthly inspections of the fueling site will be conducted to determine if the fueling equipment is operating properly. A data sheet will be filled out to record the inspection and the status of the equipment. Any deficiencies will be corrected immediately. A BMP sheet for the fueling site will be prepared in Year 2. This sheet will be posted at the fueling site, reviewed in training sessions, and included in a BMP Equipment Maintenance handbook. The sheet will describe what to look for during an inspection and ways to keep the area clean to prevent storm water pollution. Maintaining the fueling area will prevent fuel from entering the storm water system.

Measurable Goal: Monthly inspections and maintenance will begin in Year 1 and will continue in subsequent months for Years 2, 3, 4, and 5. A BMP sheet will be prepared in Year 2.

Assessment Tasks: Evaluate at the end of each reporting year if fewer maintenance actions are needed (since maintenance will be proactive and on-going).

Responsible Party: Fleet and Facilities Manager

Best Management Practice 6D: Maintain Bulk Oil Storage Area and Equipment and Customer Oil Dispersion Area and Equipment. Monthly inspections of the bulk oil storage area and equipment and customer oil dispersion area and equipment will be conducted. Regular maintenance will include cleaning the area, inspecting and replacing valves and piping (when needed), testing the pressure of applicators, and repairing and replacing any necessary equipment. A BMP sheet for the bulk oil storage area and equipment and customer oil dispersion area and equipment will be prepared in Year 2. This sheet will be posted at the oil storage and dispersion area, reviewed in training

sessions, and included in a BMP Equipment Maintenance handbook. The sheet will describe what to look for during an inspection and ways to keep the area clean to prevent storm water pollution. Maintenance of the bulk oil storage area and equipment and customer oil dispersion area and equipment will prevent indirect discharges to the storm water conveyance system.

Measurable Goal: Monthly inspections and maintenance will begin in Year 1 and will continue in Years 2, 3, 4, and 5. A BMP sheet will be prepared in Year 2.

Assessment Tasks: Evaluate at the end of each reporting year if fewer maintenance actions are needed (since maintenance will be proactive and on-going).

Responsible Party: Fleet and Facilities Manager

Best Management Practice 6E: Maintain Equipment Wash Area. The equipment wash area connections, valves, and hoses will be inspected monthly. The drain and sump will be inspected monthly to ensure proper depth and containment of wash water. A log of sump pumping will be prepared and used. Cleaning chemical containers will be inspected monthly to ensure proper containment and durability. A BMP sheet for the equipment wash area will be prepared in Year 2. This sheet will be posted at the equipment wash area, reviewed in training sessions, and included in a BMP Equipment Maintenance handbook. The sheet will describe what to look for during an inspection and ways to keep the area clean to prevent storm water pollution. Maintenance of the equipment wash area will prevent indirect discharges to the storm water conveyance system.

Measurable Goal: Monthly inspections will begin in Year 1. Monthly inspections will continue in Years 2, 3, 4, and 5. A BMP sheet will be prepared in Year 2.

Assessment Tasks: Evaluate at the end of each reporting year if fewer maintenance actions are needed (since maintenance will be proactive and on-going).

Responsible Party: Fleet and Facilities Manager

Best Management Practice 6F: Maintain Used Tire Collection Area. Tires that are not being used and are not in a condition to be used again will be discarded. Prior to discarding used tires, tires will be stored so that rain and debris cannot collect in the tire cavity. The tire collection area will be kept clean to prevent collected water from contaminating storm water. A BMP sheet for the used tire collection area will be prepared in Year 2. This sheet will be posted at the used tire collection area, reviewed in training sessions, and included in a BMP Equipment Maintenance handbook. The sheet will describe what to look for during an inspection and ways to keep the area clean to prevent storm water pollution.

Measurable Goal: The used tire collection area will be inspected monthly in Years 1, 2, 3, 4, and 5. A BMP sheet will be prepared in Year 2.

Assessment Tasks: Evaluate at the end of each reporting year if fewer maintenance actions are needed (since maintenance will be proactive and on-going).

Responsible Party: Fleet and Facilities Manager

Best Management Practices 6G: Maintain Equipment Storage Area. Storm water conveyance routes in the equipment storage area will be recorded. Equipment located in the equipment storage area will be identified. Inspections of the equipment storage area will be conducted monthly to ensure that the stored equipment is free of leaking fluids and that the storm water conveyance collection routes are free of debris. A BMP sheet for the equipment storage area will be prepared in Year 2. This sheet will be posted at the equipment storage area, reviewed in training sessions, and included in a BMP Equipment Maintenance handbook. The sheet will describe what to look for during an inspection and ways to keep the area clean to prevent storm water pollution. Maintaining the equipment storage area will prevent fluid and debris from entering the storm water conveyance system.

Measurable Goal: The equipment storage area will be inspected monthly beginning in Year 1. A BMP sheet will be prepared in Year 2.

Assessment Tasks: Evaluate at the end of each reporting year if fewer maintenance actions are needed (since maintenance will be proactive and on-going).

Responsible Party: Fleet and Facilities Manager

Best Management Practice 6H: Maintain Hazardous Materials Storage Area. The hazardous materials storage area will be inspected monthly to ensure proper storage of hazardous materials at the Municipal Services Center. Hazardous materials will be stored in an explosion proof container away from traffic hazards. The storage area and process will meet the requirements of the Yolo County Hazardous Materials program. A BMP sheet for the hazardous materials storage area will be prepared in Year 2. This sheet will be posted at the hazardous materials storage area, reviewed in training sessions, and included in a BMP Equipment Maintenance handbook. The sheet will describe what to look for during an inspection and ways to keep the area clean to prevent storm water pollution.

Measurable Goal: The hazardous materials storage area will be inspected monthly in Years 1, 2, 3, 4, and 5. A BMP sheet will be prepared in Year 2.

Assessment Tasks: Evaluate at the end of each reporting year if fewer maintenance actions are needed (since maintenance will be proactive and on-going).

Responsible Party: Fleet and Facilities Manager

Best Management Practice 6I: Maintain Hazardous Waste Collection Area. A log to monitor hazardous waste dropped off at the Municipal Services Center will be developed. The log will identify the name of the staff dropping off the hazardous waste, the type of waste, and the time and date the waste was dropped off. (Hazardous waste will not be accepted from the public; only hazardous waste from city activities will be collected, including abandoned waste). The hazardous waste will be disposed of through the County's small quantity generator hazardous waste collection program A BMP sheet for the hazardous waste collection area will be prepared in Year 2. This sheet will be posted at the hazardous waste collection area, reviewed in training sessions, and included in a BMP Equipment Maintenance handbook. The sheet will describe what to look for during an inspection and ways to keep the area clean to prevent storm water pollution. A centralized location with an organized system for the collection of hazardous waste will prevent unknown waste from being stored in areas where storm water quality could be indirectly affected.

Measurable Goal: The log will be developed in Year 2. The log will be reviewed at the end of Years 3, 4, and 5. Any necessary revisions will be made. A BMP sheet will be prepared in Year 2.

Assessment Tasks: Evaluate at the end of each reporting year if fewer maintenance actions are needed (since maintenance will be proactive and on-going).

Responsible Party: Fleet and Facilities Manager

Other City Facilities

Maintenance activities for the following City facilities will be conducted to minimize pollutants from entering the storm water conveyance system.

- City Hall
- Library
- Police Station
- Fire Stations 1, 2, and 3
- Fifth Street Yard
- Emergency pump and generator sites

Best Management Practice 6J: Conduct Routine Building Maintenance. Routine building maintenance will be conducted at City Hall, the Library, Police Station, Fire Stations 1, 2, and 3, Fifth Street Yard, and the emergency pump and generator sites to prevent pollutants from entering the storm water conveyance system. Maintenance will include inspecting roof drains, parking lots, and landscaped areas to minimize the potential for pollutants to enter the storm water system.

Measurable Goal: Each month a different facility will be inspected so that each City facility is inspected once per year.

Assessment Tasks: Record dates of facility inspections. Submit annual summary to SWMP Administrator.

Responsible Party: Fleet and Facilities Manager

Park Facilities

The following BMPs will be implemented at City parks, recreation areas, swimming pools, the Senior Center, Parks, Recreation, and Community Services Department office, and contracted landscape maintenance sites.

Best Management Practice 6K: Reduce "Green Waste" Placed in the Street from City Park Maintenance Operations. Lawn clippings generated through mowing operations constitute one of the largest and consistent sources of green waste generated by City park maintenance crews. Through various methods, this green waste can enter the City's storm water system. The City will continue to use mulching mowers to reduce the amount of green waste that is deposited in the street for collection by Waste Management. Additionally, the City will research expanding their grass-cycling capabilities. Grass-cycling mowers can reduce the amount of green waste generated by park maintenance operations and thus the amount of grass that can indirectly enter storm drain inlets near park facilities. By reducing the amount of green waste in the street, we will reduce the volume of green waste accidentally entering the storm water system, and improve storm water quality.

Measurable Goal: A plan to reduce the amount of green waste placed in the street will be developed in Year 2 and implemented during Years 3, 4, and 5.

Assessment Tasks: Record types of mowers used at each park. Determine if trend shows increase in mulching mower usage and a reduction of green waste placed in the street. Submit annual summary to SWMP Administrator.

Responsible Party: Parks Superintendent

Best Management Practice 6L: Reduce Irrigation Run Off From Park Facilities. Irrigation run off due to inappropriate irrigation scheduling or damaged irrigation systems may enter the storm water system. Irrigation run off from park and recreation facilities and miscellaneous landscapes can add unnecessary volume to the storm water conveyance system. In addition, this water could contain elements (sediment, fertilizers or pesticides) that would affect storm water quality. Run off from park and recreation facilities may accidentally wash green waste into the storm water system as well. The City will implement the following irrigation methods for each park facility to prevent irrigation water from entering the storm water conveyance system, including methods to reduce irrigation runoff:

- Park staff will continue to use data from the National Weather Service and CIMAS data to develop accurate evapotranspiration rates for our region and apply them to our irrigation scheduling.

- Park staff will continue to train maintenance workers on irrigation scheduling, system repairs and water conservation concepts.

- Park staff will inspect and test irrigation systems once per month for damage and efficiency from May through September each year.

The City will also explore the use of auto controlled irrigation systems to control the use and runoff of irrigation water.

Measurable Goal: Strategies to reduce irrigation run off will be implemented annually beginning in Year 2. The use of auto controlled irrigation systems will be explored in Year 3.

Assessment Tasks: Submit annual summary to SWMP Administrator.

Responsible Party: Parks Superintendent

Best Management Practice 6M: Reduce the Opportunities for Fertilizer to Enter the Storm Water System. Fertilizer products applied to the City's parks, recreation areas and miscellaneous landscapes could enter the storm water system. The City will implement the following operational practices to reduce the potential for fertilizers to enter the storm water system:

- During fertilizer applications, cover on-site storm drain inlets in park and recreation areas, if applicable.

- Use only the appropriate fertilizer spreader equipment as allowed by the site, in order to reduce the amount of fertilizer that can land on paved surfaces such as parking lots, sidewalks, curb and gutter.

- Blow or sweep sidewalks and other hard surfaces after a fertilizer application to keep the fertilizer on its intended target, and prior to applying irrigation.

- Following an application of fertilizer, apply only enough irrigation to "melt" the fertilizer pellets, but not enough to cause run off. Monitor first irrigation application following fertilizer application.

- Examine opportunities to reduce the quantity of fertilizers used at park facilities, such as the use of grass-cycling.

Measurable Goal: Operational practices will be implemented to reduce the opportunity for fertilizer products to enter the storm water system in Year 3. The operational practices will reviewed and updated as needed in Years 4 and 5.

Assessment Tasks: Submit annual summary to Storm Water Administrator.

Responsible Party: Parks Superintendent

Best Management Practice 6N: Reduce Opportunities for Pesticides to Enter the Storm Water System. Pesticide applications made in City parks, recreation areas and landscapes could enter the City's storm water system. . The City will implement the following operational practices to reduce the potential for pesticides to enter the storm water system:

- Continue annual training of all park personnel in the proper, safe and legal application of pesticides.

- Follow the application instructions on the pesticide label.

- Review the Material Safety Data Sheet (MSDS) for each pesticide product used and keep copies of these MSDS available for review at all times.

- Identify and implement opportunities to reduce amount of pesticides used and determine if other less harmful pesticides could be used.

Measurable Goal: Institute pesticide application practices that will minimize or eliminate the potential for these chemicals to enter the City's storm water system in Year 3. The City will review and update as necessary the operational procedures for pesticides in Years 4 and 5.

Assessment Tasks: Submit annual summary to Storm Water Administrator.

Responsible Party: Parks Superintendent

Best Management Practice 6O: City Swimming Pool Maintenance. Chemicals used at City swimming pools will be used according to manufactures instructions and will not be stored in an area where accidental spills could enter the storm drain system. Water from City swimming pools is not discharged to the storm water system because the swimming pools are connected to the City sanitary system.

Measurable Goal: Pool staff will ensure that pool chemicals are not stored near storm drain inlets during routine maintenance activities. Monthly inspections will be conducted in Years 3, 4, and 5.

Assessment Tasks: Submit annual summary to Storm Water Administrator.

Responsible Party: Parks Superintendent

Storm Water Conveyance System

Best Management Practice 6P: Inspect Open Channels and East Main Street Storm Water Lift Pump Stations. Weekly visual inspection of open channels (14 miles) will be conducted as part of the routine operations and maintenance program for the storm water conveyance system. BMP 3E requires annual inspections of open channels during dry weather conditions; whereas this BMP requires year-round inspections. As described in the section titled "Illegal Discharge Detection and Elimination Program", observations of abnormal water quantity, changes in water quality (in color or odor) and fish and wildlife presence (or dead fish) will be recorded. If discoloration, odor, or dead fish are observed steps to determine if illegal discharges are occurring will be conducted (i.e., back tracking possible sources, etc.). Although this BMP will be conducted as part of the routine operations and maintenance program for the storm water conveyance system, the inspections will also supplement the City's effort to target and correct illegal discharges. Regular inspection of the open channels and pump stations will detect potential problems early which will protect storm water quality.

Measurable Goal: Visual inspections will be conducted weekly.

Assessment Tasks: Review actions taken in response to illegal discharges and illicit connections observed. Submit annual summary to SWMP Administrator.

Responsible Party: Storm/Sewer Supervisor

Best Management Practice 6Q: Maintain Bubble-up Drain Inlets (Inverted Siphons), Covered Gutters (under the walk), and Storm Drain Inlets at Key Locations on the Major Storm Trunk Lines. In addition to cleaning drain inlets described in BMP 3C, City staff will clean bubble-up drain inlets, covered gutters, and storm drain inlets at 64 key locations on a biannual basis. Cleaning bubble-ups will keep sumps clean and not allow build up of pollutants. Properly maintaining the under-walk of the gutters and key points of entry to the storm water system will minimize the amount of pollutants that enter the system.

Measurable Goal: The maintenance of these facilities will be conducted biannually in Years 1, 2, 3, 4, and 5. Results of the maintenance of each facility will be recorded on inspection sheets.

Assessment Tasks: Review inspection sheets and dates of inspections/maintenance of bubble-up drain inlets, covered gutters and storm drain inlets. Submit annual summary to SWMP Administrator.

Responsible Party: Storm/Sewer Supervisor

Best Management Practice 6R: Respond to Sanitary Sewer Overflows (SSO). City staff are trained and available to respond to SSOs into the City storm water conveyance system. In the event of a SSO, staff will respond and contain the overflow at the nearest point of entry and eliminate blockage in the sanitary sewer main, then clean up the spill and sanitize the spill area. Staff also will contact the Yolo County Health Department and other required agencies. Delayed or improper response to SSO's could result in polluted storm water.

Measurable Goal: Respond immediately to SSOs.

Assessment Tasks: Contain, clean-up, and report SSPs. Submit annual summary to SWMP Administrator.

Responsible Party: Storm/Sewer Supervisor

Street Sweeping Operations

Best Management Practice 6S: Monitor Street Sweeping Operations. Waste Management of Woodland provides street sweeping services for the City. The City will meet with Waste Management of Woodland (Waste Management) to determine if any changes in street sweeping procedures are needed. The following items will be reviewed at each meeting: sweeping frequency and timing, maximum access for sweepers (such as the need for an ordinance to prohibit parking on streets on certain days and identifying ways to improve sweeping quality in City parking lots), equipment maintenance, and quality. Maintaining proper street sweeping operations will reduce the amount of debris and waste entering the storm water conveyance system.

Measurable Goal: City and Waste Management staff will meet twice a year, beginning in Year 1 to discuss the street sweeping program.

Assessment Tasks: Record meeting dates and items discussed with Waste Management including recommendations for altering the street sweeping process and changes implemented in the street sweeping process. Submit annual summary to SWMP Administrator.

Responsible Party: Environmental Resource Analyst

Yard Waste Collection

Best Management Practice 6T: Review Yard Waste Collection Program. Waste Management provides yard waste collection for residential areas within the City limits. Currently, in most of the City, yard waste is placed loose in the streets for weekly collection by Waste Management. Although a City ordinance allows residents to place yard waste piles in the street in front of their homes (outside the storm water flow line and away from storm drain inlets), yard waste is sometimes placed close to drain inlets and in the gutter. The City will meet with Waste Management to determine if specific areas of the City regularly violate the yard waste placement requirements (and would therefore need a targeted storm water education program). Additionally, if necessary, code enforcement officers will contact residents who routinely place yard waste close to storm drain inlets.

In the newest portion of the City, green waste is placed in containers and collected weekly by Waste Management. As new homes are added to the City, green waste containers will also be used (these areas will not be allowed to place green waste in the street).

Staff is currently evaluating adding other portions of the City to the green waste container program. This will be evaluated in Year 2.

Measurable Goal: The City will meet at least twice a year with Waste Management to review the yard waste collection program. Additional meetings will be conducted if issues need to be resolved prior to the regularly scheduled meeting. Meetings will begin in Year 1. Staff will explore extending the green waste container program to other portions of the City in Year 2.

Assessment Tasks: Record dates of and issues discussed in meetings with Waste Management on the yard waste collection program. Submit annual summary to SWMP Administrator.

Responsible Party: Environmental Resource Analyst

Road Maintenance

BMP 6U: Review Road Maintenance Program. The City will review its road maintenance program in Year 3 to determine if additional storm water protection measures are needed. The road maintenance program includes maintenance of the road (such as sand sealing the road) and marking the road (painting). BMP sheets will be prepared in Year 4 and all BMPs will be implemented and reviewed by staff in Year 5.

Measurable Goal: Evaluate Road Maintenance Program (Year 3), Prepare BMP fact sheets (Year 4), Implement and Review BMPs with Staff (Year 5).

Assessment Tasks: Submit annual summary to SWMP Administrator.

Responsible Party: O&M Manager

Chapter 3. Program Management

Introduction

Several departments and divisions within the City have been involved in the development of the SWMP. Implementation of the program will also require the involvement and coordination of these departments and divisions. The departments and divisions include:

- Public Works Department: Engineering Division and O&M Division. Within the O&M Division, there are three branches (Infrastructure O&M, Fleet and Facilities Maintenance, and Environmental Operations).
- Community Development Department: Planning Division and Building Division
- Parks, Recreation, and Community Services Department: Parks Division and Recreation Division

The following describes the roles and responsibilities for implementing each of the minimum control elements. Table 2-1 also identifies the responsible staff members for implementing each BMP.

SWMP Administrator

The Environmental Resource Analyst (Environmental Operations Branch) will serve as the SWMP Administrator. The SWMP Administrator will provide oversight for the program and will be responsible for preparing the annual reports. In order to implement a successful program, continual coordination between the SWMP Administrator and the involved departments and divisions will be necessary. The SWMP Administrator will work with the other departments and divisions to ensure that BMPs are being implemented according to the schedule in the SWMP and to assist with any necessary problem solving. The SWMP Administrator will also organize multi-department/division meetings and training sessions to discuss items related to storm water.

Public Education and Outreach Program

The Environmental Resource Analyst (BMP1A-1D) and Environmental Compliance Specialist (BMP 1E) will be responsible for the Public Education and Outreach component of the SWMP.

Public Involvement and Participation Program

The Environmental Resource Analyst will be responsible for the Public Involvement and Participation component of the SWMP.

Illicit Discharge Detection and Elimination Program

The Storm/Sewer Supervisor, the Operations and Maintenance Manager, and the Environmental Compliance Specialist will be primarily responsible for the implementation of the Illicit Discharge Detection and Elimination component of the SWMP. Staff in other departments, Community Development Department and Engineering Division will also be indirectly involved in the implementation of this element (notifying Environmental Operations Branch [Environmental Compliance Specialist and Environmental Compliance Inspector) if illicit connections or illegal discharges are detected when daily field work is conducted). The following identifies responsibilities for different BMP categories for this minimum control element.

Component	Responsibility
o Storm Water Conveyance System Map	o City Engineer and O&M Manager
o Storm Drain Ordinance	o Environmental Resource Analyst
o System Integrity	o Storm/Sewer Supervisor
o Identify Agricultural Discharges	o Environmental Compliance Specialist
o Illegal Discharge Detection and Elimination Plan	o Strom/Sewer Supervisor
o Public Education and Outreach	o Environmental Resource Analyst, Environmental Compliance Specialist, Storm/Sewer Supervisor
o Advertise Phone Number for Illegal Dumping	o Environmental Resource Analyst

Construction Site Runoff Control

Environmental Operations Branch staff will be primarily responsible for ensuring that the Construction Site Runoff Control measures are implemented. Staff in this division will be responsible for conducting inspections of construction sites to determine if BMPs are in place. Other departments and divisions that will be indirectly involved include the Community Development Department and Engineering Division. The following identifies responsibilities for different BMP categories for this minimum control element.

Component	Responsibility
o Review and Develop Requirements to Control Discharges	o Environmental Compliance Specialist and City Engineer
o Ensure Compliance under Construction Activity General Permit	o Environmental Compliance Specialist
o Site Plan Review	o City Engineer and Environmental

	Compliance Specialist
o Inspect Construction Sites	o Environmental Compliance Specialist
o Educate Staff, Developers, and Contractors	o Environmental Resource Analyst and Environmental Compliance Specialist

Post-Construction Runoff Control

The Environmental Operations Branch and Engineering Division will be primarily responsible for the Post-Construction Runoff Control program. The Engineering Division will serve as the liaison between the project applicant and a consulting engineering to determine if proposed post-construction measures are adequate. Environmental Operations Branch staff will conduct inspections of construction sites to determine if post-construction measures are being implemented. Environmental Operations Branch staff will also inspect developments to determine if post-construction measures are being maintained. The following identifies responsibilities for different BMP categories for this minimum control element.

Component	Responsibility
o Review and Update Storm Water Ordinance	o Environmental Resource Analyst
o Review and Update Storm Water Quality Control Measures	o Environmental Resource Analyst and City Engineer
o Educate Developers on Storm Water Quality Control Measures	o Community Development Director, City Engineer, and Environmental Resource Analyst
o Ensure Incorporation of Storm Water Quality Control Measures	o City Engineer
o Conduct Long-term Maintenance and Monitoring	o Environmental Compliance Specialist

Municipal Operations Runoff Control Program

Several departments and divisions will be responsible for the implementation of the BMPs for the Municipal Operations Runoff Control Program. The following identifies responsibilities for different BMP categories for this minimum control element.

Component	Responsibility
o Municipal Services Center	o Fleet and Facilities Manager
o Other City Facilities	o Fleet and Facilities Manager
o Parks Facilities	o Parks Supervisor
o Storm Water Conveyance System	o Storm/Sewer Supervisor
o Street Sweeping Operations	o Environmental Resource Analyst
o Yard Waste Collection	o Environmental Resource Analyst
o Road Maintenance Program	o O&M Manager

Reporting

The City will submit annual reports to the RWQCB by September 15th of each year. The report shall summarize the activities performed throughout the reporting period (July 1 through June 30) and will include:

- The status of compliance with permit conditions;
- An assessment of the appropriateness and effectiveness of the identified BMPs,
- Status of the identified measurable goals,
- Results of information collected and analyzed, including monitoring data, if any, during the reporting period,
- A summary of the storm water activities that are planned for the next reporting cycle,
- Any proposed changes to the SWMP along with justification of why the changes are necessary, and
- Notification of changes in staffing related to the person or persons implementing and coordinating the SWMP.

Recordkeeping

The City will keep records required by the General Permit for at least five years or the duration of the General Permit if it is continued. The City will submit the records to the RWQCB Executive Officer upon request. The City will make the records, including the permit and the SWMP, available to the public during regular business hours.

Chapter 4. Citations

State Water Resources Control Board. Water Quality Order No. 2003-0005 - DWQ, National Pollutant Discharge Elimination System General Permit NO. CAS000004. Waste Discharge Requirements for Storm Water Discharges from Small Municipal Separate Storm Sewer Systems (MS4s) (General Permit). 2003. Sacramento, California.