

**City of Capitola Guidance Document**

A.1.b.4.a: Overall Planning

A.1.b.4.b						A.1.b.4.c and d (Required for Renewal Permittees only)					
PERMIT SECTION	Capitola SWMP BMP	New BMP's	BMP Description	Permit Compliance Year (June 30th unless otherwise noted)	Permit Year	Responsible Implementing Party	Additional implementation notes (i.e., goals, milestones, etc.)	A	B	C	D
						Local MS4 Department		Is/are existing locally specific SWMP BMP(s) more protective of water quality than minimum requirements of this order? [Y/N] If yes, complete column B.  BMP's that meet minimum = Meets	If Column A is "Yes", indicate if you will Maintain, Reduce or Cease BMP(s) and complete Column C. If Reduce or Cease, also complete column D.	Provide brief description of locally specific SWMP BMP(s) that is more protective of water quality, including measurable goal(s). Include specific reference to location in existing SWMP.	Demonstrate that Reduction or Cessation of more protective BMP(s) is in compliance with this Order and the maximum extent practicable standard, and will not result in increased pollutant discharges (Justification for Reduction or Cessation of BMP(s))
<b>E.6 PROGRAM MANAGEMENT ELEMENT</b>											
<b>State Rqmt's and New BMP's</b>											
E.6.a			Legal Authority (update or create ordinance)				See existing BMP 5-2.8				
E.6.b		2-2.1	Certification	2015	2						
E.6.c		2-2.2	Enforcement Response Plan	2016	3						
<b>E.7 EDUCATION AND OUTREACH PROGRAM</b>											
<b>E.7.a Public Outreach and Education</b>											
<b>Existing BMP's</b>											
3-2.1			Brochures/newsletters - Provide information on how community members can prevent stormwater pollution.	2014-2018	1-5	DPW	Seasonally appropriate messages to be published twice annually	Reduce	Reduce	Reach 100% of the target audience each year through City newsletter.	Although the newsletter quarterly publication was reduced to two annual publications, there has been an increase in the distribution of public information brochures throughout the City. The City will continue to maximize resources to ensure there is not a reduction in water quality.
3-2.2			Website - Provides information on how community members can prevent stormwater pollution.	2014-2018	1-5	DPW	City web site includes a way to report problems	Meets	Maintain	<ul style="list-style-type: none"> <li>Develop a stormwater information area in the city website.</li> <li>Compile the number of website hits annually.</li> </ul>	
3-2.3			Community Events - Public events can reach a wide audience in providing information on how to prevent stormwater pollution.	2014-2018	1-5	DPW	Staff to attend one meeting per year	Meets	Maintain	<ul style="list-style-type: none"> <li>Compile the number of events organized or attended with displays.</li> <li>Include the number of people attending the event.</li> <li>Attend at least 1 event each year.</li> </ul>	

3-2.4		Public Opinion Survey - Conduct surveys to determine effectiveness of programs and future program direction. Conduct initial survey to determine baseline. Coordinate with other local agencies for this survey.	2016	3	DPW	Implementation year may vary if polling can be done in conjunction with regional effort or other City polling	Meets	Maintain	<ul style="list-style-type: none"> <li>•Determine target audience and method and distribution for public survey.</li> <li>•Citizens solicited and survey completed.</li> <li>•Report outcome of public survey and schedule of follow-up activities in the annual report.</li> <li>•Resurvey citizens on previously surveyed topics to assess effectiveness of targeted educational efforts.</li> <li>•Regional effort is possible.</li> </ul> <p>On February 11-12, 2012 the City conducted an opinion survey about issues that interest people living in Capitola. The survey followed the winter flood of March 2011. The survey incorporated three stormwater questions:</p> <p>1) Do you consider water quality in Soquel Creek to be a problem for people living in Capitola or not? Results: 23%-extremely serious problem; 30%-very serious problem; 20%-not too serious problem; 19%-not a problem; 9%-n/a.</p> <p>2) Are you generally satisfied or dissatisfied with the quality of the service the City of Capitola provides in managing storm water pollution programs? Results: 16%-Very satisfied; 39%-somewhat satisfied; 17%-somewhat dissatisfied; 10%-very dissatisfied; 18%-n/a.</p> <p>3) How important is it for you that the money from a potential one-quarter cent sales tax increase would be spent on improving storm water management? Results: 29%-extremely important; 35%-very important; 22%-somewhat important; 11%-not too important; 2%-n/a. The City will be conducting citywide opinion survey inclusive of stormwater question. Additionally, the City is participating in a regional stormwater survey to be conducted Spring 2014.</p>
3-2.5		Pet Waste - Can be a significant source of fecal indicator bacteria, which is a primary pollutant of concern for the City. The City has a pet waste ordinance requiring the removal of dog droppings from public property. The City will educate the public on pet waste issues.	2014-2018	1-5	DPW	Message to be included in newsletter or other means	Meets	Maintain	<ul style="list-style-type: none"> <li>•Notify residents of pet waste ordinance in the City newsletter.</li> <li>•Follow-up on educational efforts to assess effectiveness and modify BMP or develop new BMPs as needed.</li> </ul>
3-2.6		Trash Management - Improper disposal of trash can be a significant source of beneficial use impairment. The City will educate residents on this issue.	2015, & 2017	2 & 4	DPW	Message to be included in newsletter or other means	Meets	Maintain	<ul style="list-style-type: none"> <li>•Notify residents of the impacts of trash to stormwater in the City newsletter.</li> <li>•Follow-up on educational efforts to assess effectiveness.</li> </ul>
3-2.7		Fertilizers & Pesticides - Improper use of pesticides and fertilizer can be a significant source of nutrients.	2014, 2016, 2018	1,3,5	DPW	Message to be included in newsletter or other means	Meets	Maintain	<ul style="list-style-type: none"> <li>•Notify residents of the impacts of pesticides to stormwater in the City newsletter.</li> <li>•Follow-up on educational efforts to assess effectiveness, implement new BMPs as necessary.</li> </ul>
3-2.8		Riparian Restoration & Protection - Riparian restoration and protection are important aspects of achieving a healthy watershed. The City will educate residents on this issue.	2016	3	DPW	Message to be included in newsletter or other means	Meets	Maintain	<ul style="list-style-type: none"> <li>•Notify residents of the importance of riparian restoration and protection in the City newsletter.</li> <li>•Follow-up on educational efforts to asses effectiveness.</li> </ul>
3-2.9		Social Marketing Strategies - Continually assess new public education methods in order to improve the public education ad outreach program effectiveness.	2013	3	DPW	Implement CBSM pilot project per RWQCB 3 letter dated May 3, 2013			Assess community based social marketing strategies and incorporate them into the educational BMPs where appropriate.
3-2.10		Educational Programs for children K-12 - Classroom presentations are provided through the Waste Free Schools Program.	2014-2018	1-5	DPW	Continue utilizing contract services for 6th grade level educational efforts at New Brighton Middle School	Meets	Maintain	<ul style="list-style-type: none"> <li>•Outreach program for public schools developed.</li> <li>•10% of school children educated each year.</li> </ul>

3-2.11.	Business Outreach - Written materials and posters distributed to businesses to minimize illicit discharges to the storm drain. Program will focus on restaurants, automotive services, mobile cleaners and construction trades. Provide materials in both English and Spanish when applicable.	2014-2018	1-5	DPW	Distribute in person to 20% annually	Meets	Maintain	<ul style="list-style-type: none"> <li>•Compile number of materials distributed annually. City will contact 20% of businesses annually.</li> <li>•Report the number of businesses contacted in the annual report.</li> <li>•Deliver brochures to businesses by hand to enable direct communication with business owners.</li> <li>•Assess additional effectiveness measure for the BMPs.</li> </ul>	
3-2.12	Industrial Education - Identify industrial operations that could be a significant source of pollutants. Criteria will be developed to properly identify types of industry, pollutant generation potential, compliance history and location.	2015, 2017	2, 4	DPW	Distribute in person to 20% annually	Meets	Maintain	<ul style="list-style-type: none"> <li>•Identify target industries.</li> <li>•Develop outreach material to educate identified industries and distribute to 100% every other year.</li> <li>•Assess effectiveness of the educational material.</li> </ul>	
3.2-13	Disadvantaged Communities - Some communities may not be reached by traditional outreach efforts. This BMP will identify potential communities that could benefit from stormwater education.	2016	3	DPW CDD	Review and modify existing programs if necessary	Meets	Maintain	<ul style="list-style-type: none"> <li>•Identify communities not previously targeted by the stormwater educational program.</li> <li>•Distribute outreach targeting to minimum 50% of the communities identified in year 2.</li> <li>•Follow-up on educational efforts to assess effectiveness.</li> </ul>	
3-2.14	Water Quality Phone Messages - Establish protocol for receiving and replying to phone calls to the City regarding water quality questions or concerns.	2014-2018	1-5	DPW	Phone number is published on web site and in City newsletter	Meets	Maintain	<ul style="list-style-type: none"> <li>•Develop protocol.</li> <li>•Promote use of water quality phone messages through printed materials and the City's website..</li> <li>•Respond to 100% of calls to City staff within 2 days.</li> <li>•Provide annual reporting on number of calls received, date of call, issues raised, and City's response.</li> </ul>	
3.2.15	Interested Party List - An interested party list will be developed and used to distribute the latest developments in the stormwater program.	2014-2018	1-5	DPW	Capitola will develop a new list in 2014.	Meets	Maintain	<ul style="list-style-type: none"> <li>•Develop a list separate from the County.</li> <li>•Update list annually.</li> <li>•Provide summary of updates sent out to list of members in the annual report.</li> </ul>	
<b>New BMP's</b>									
3-2.16	Provide water efficient/storm water friendly landscape information.	2015	2	DPW	City will coordinate with local water districts				
3-2.17	Develop and publish information of water quality friendly car washing, and community car washing.	2015	2	DPW					
3-2.18	Develop and publish information for mobile cleaning and pressure washing companies.	2015	2	DPW					
<b>E.7.b.</b>	<b>Staff and Site Operator Training</b>								
					See BMPs 5-2.9, 6-2.8, 8-2.10				
<b>E.7.b.1</b>	<b>Illicit Discharge Detection and Elimination Training</b>								
					See BMP 5-2.9				
<b>E.7.b.2</b>	<b>Construction Outreach and Education</b>								
	(a) Annual Permittee Staff Training				See BMP 6-2.8				

		3-2.18	(b) Construction Site Operator Education	2016	3	DPW	City will develop educational materials to provide to contractors			
<b>E.7.b.3</b>			<b>Pollution Prevention and Good Housekeeping Staff Training</b>							
			Biennial employee training				See BMP 6-2.8			
<b>E.8</b>	<b>PUBLIC INVOLVEMENT AND PARTICIPATION PROGRAM</b>									
	<b>Existing BMP's</b>									
	4-2.1		Coordinate/Implement Storm Drain Stenciling Program - Storm drains are marked.	2014-2018	1-5	DPW	100% of existing inlets are marked.	Meets	Maintain	Check markers during routine maintenance and replace as needed.
	4-2.2		Coordinate the Urban Watch/First Flush Program - Continue to contract with the Coastal Watershed Council to participate in the Urban Watch/First Flush Program.	2014-2018	1-5	DPW	Monitoring program will be reviewed and updated annually	Meets	Maintain	<ul style="list-style-type: none"> <li>•Coordination with Urban Watch Program established for monitoring Soquel Creek.</li> <li>•Coordinate two years of monitoring efforts with Urban Watch.</li> <li>•Evaluate and assess the effectiveness of the programs.</li> <li>•Report on the progress of the Program in the annually.</li> </ul>
	4-2.3		Participate in Countywide Storm Water Information Network (SIN) group - Coordinate with local agency staff to create a group for discussing regional stormwater issues.	2014-2018	1-5	DPW	Attend at least two meetings annually	Meets	Maintain	Participate in/organize two meeting per year.
	4-2.4		Participate to provide local stakeholder outreach - The City will provide information to the public regarding the stormwater program and for receiving and incorporating public input into the program.	2014-2018	1-5	DPW	Capitola will develop a new list in 2014.	Meets	Maintain	<ul style="list-style-type: none"> <li>•Establish stakeholder process.</li> <li>•Stakeholder committee reviews Guidance Document.</li> <li>•Advertise to increase attendance to stakeholder meetings and promote public participation in Guidance.</li> <li>•Document development and implementation in accordance with public notification and hearing requirements as needed.</li> <li>•Encourage local agencies and organization on ongoing mutual issues (e.g. funding, direction of public education efforts, targeted information campaigns, emerging issues).</li> </ul>
	4-2.5		Community Clean-ups - The City sponsors the Soquel Creek clean-up. Work with Save our Shores, Surf rider Foundation and other watershed and environmental groups.	2014-2018	1-5	DPW	Host at least one clean up in the Fall prior to rainy season. Document results.	Meets	Maintain	<ul style="list-style-type: none"> <li>•Organize volunteer creek clean-up each Fall.</li> <li>•Document the number of volunteers attending the event.</li> </ul>
	4-2.6		Participate in Regional Efforts - Investigate opportunities to participate in regional, statewide or national groups.	2014-2018	1-5	DPW	Attend at least one meeting annually	Meets	Maintain	At a minimum attend one meeting annually.
	4.2-7		Water Quality Messages - See BMP's in Public Education and Outreach							Eliminate this duplicate BMP in original SWMP
	4-2.8		Public Opinion Survey - See BMP 3-2.4 in Public Education and Outreach							Eliminate this duplicate BMP in original SWMP
	<b>State Permit Rqmt's</b>									
			<b>Develop program with input of the public and implement</b>							
			(a) Develop Public Involvement strategy				See existing BMP 4-2.4			

	4-2.4		(b) Consider Citizen Advisory Group				See existing BMP 4-2.4			
			(c) Create Involvement Opportunities				See existing BMP 4-2.3, 4-2.4, 4-2.5			
			(d) Ensure public can access info about program				See existing BMPs 3-2.1, 3-2.2			
			(f) Engage in IRWMP or equivalent				See existing BMP 4-2.6			
<b>E.9</b>	<b>ILLICIT DISCHARGE DETECTION AND ELIMINATION</b>									
	<b>Existing BMP's</b>									
	5-2.1		Storm Sewer Mapping - Mapping of storm drain sewer system and outfalls will be utilized to track sources of illicit discharges	2014-2018	1-5	DPW	Mapping is available through SC County GIS	Meets	Maintain	<ul style="list-style-type: none"> <li>Evaluate existing storm drain maps.</li> <li>Develop list of data gaps.</li> <li>Provide ongoing data base maintenance and updated maps in annual report.</li> </ul>
	5-2.2		Sanitary Sewer Mapping - Coordinate with County staff to incorporate sanitary sewer maps to identify possible leaks or spills to the storm drain.	2014-2018	1-5	DPW	Mapping is available through SC County GIS	Meets	Maintain	Incorporate sanitary sewer with storm sewer map.
	5-2.3		Illicit Discharge Program - Develop program to identify potentially polluting businesses and operations not otherwise regulated or inspected routinely.	2014-2018	1-5	DPW	Report any new discharge sources identified	Meets	Maintain	<ul style="list-style-type: none"> <li>Structure/procedures for illicit discharge screening and investigation completed.</li> <li>Procedures and staff identified to conduct screening investigations and follow-up.</li> <li>Database to track illicit discharge reports and follow-up actions developed.</li> </ul>
	5-2.4		Illicit Discharge Field Investigations - Perform field investigations to identify illicit discharges from storm drain outfalls.	2014-2018	1-5	DPW	See BMP 4-2.2	Meets	Maintain	<ul style="list-style-type: none"> <li>Inspect and sample creeks and outfalls within the City annually for dry weather flows.</li> <li>Conduct upstream sampling and inspection where problems are found at outfalls. A minimum of 4 outfalls located on 2 creeks will be inspected and sampled annually.</li> <li>Identify sources of dry weather flows annually.</li> <li>Abate illicit discharges or connections identified. Identify and track recurring illicit discharges.</li> <li>Report the number of illicit connections found/repaired/replaced annually.</li> <li>Develop additional effectiveness measures for field screening.</li> </ul>
	5-2.5		MS4 Maintenance - MS4 inspection and maintenance is an important opportunity for identifying illicit connections and discharges.	2014-2018	1-5	DPW	Report annually on illicit discharges and connections found	Meets	Maintain	<ul style="list-style-type: none"> <li>MS4 maintenance staff inspect for illicit discharges and connections during routine maintenance.</li> <li>Results of inspections reported annually.</li> </ul>
	5-2.6		Commercial/Industrial Facility Inspections - Coordinate with County of Santa Cruz Environmental Health for inspection of regulated facilities for storage practices and spill response.	2014-2018	1-5	DPW	Coordinate with County Environmental Health	Meets	Maintain	<ul style="list-style-type: none"> <li>Reporting, recordkeeping, and referrals will continue under the CUPA program.</li> <li>Facilities within the City are inspected by County Environmental Health officers.</li> </ul>
	5-2.7		Information from Public - Establish method for receiving and tracking information from the public about non-storm water discharges.	2014-2018	1-5	DPW	Report on information received annually	Meets	Maintain	<ul style="list-style-type: none"> <li>Use hotline to receive calls from the public.</li> <li>Report number of called received and follow-up actions taken.</li> </ul>
	5-2.8		Storm Water Ordinance - Prepare ordinance to prohibit non-stormwater discharges into storm drain and implement appropriate enforcement procedures and actions. Provide for an exemption of non-stormwater discharges that do not pose a significant threat to water quality provided they are in compliance with the Regional Water Board General Waivers for Low Threat Discharges, Highly Treated Groundwater and Specific Discharges.	2014-2018	1-5	DPW	Ordinance will be updated in 2014 to include PCR's and other new language	Meets	Maintain	<ul style="list-style-type: none"> <li>Adopt and enforce ordinance.</li> <li>Evaluate effectiveness of ordinance based on enforcement activities and abatement results.</li> <li>Make recommendations for improvement where shortcomings are identified.</li> <li>Provide schedule to implement improvements; as needed.</li> </ul>

	5-2.9	Train Agency Staff - Provide training to agency staff on the administrative process for illicit discharges.	2014-2018	1-5	DPW	Annual training of new employees	Meets	Maintain	<ul style="list-style-type: none"> <li>•All public works and building department employees associated with stormwater issues are trained.</li> <li>•Report outcome of training and follow-up activities.</li> <li>•Annual training, as appropriate, for new staff and when changes to the program occur.</li> </ul>
	5-2.10	Wasteload Allocation Attainment Program - Implement Wasteload Allocation Attainment Programs addressing the Soquel Lagoon pathogens/fecal indicator bacterial TMDL.	2014-2018	1-5	DPW	City will coordinate with RWQCB	Meets	Maintain	<p>The Wasteload Allocation Attainment Program will address:</p> <ul style="list-style-type: none"> <li>•An implementation and assessment strategy;</li> <li>•Source identification and prioritization;</li> <li>•BMP identification, prioritization, implementation (including schedule), analysis, and assessment;</li> <li>•Monitoring program development and implementation (including schedule);</li> <li>•Reporting and evaluation of progress towards achieving wasteload allocations;</li> <li>•Coordination with stakeholders; and</li> <li>•Other pertinent factors.</li> </ul>
<b>State Permit Rqmt's</b>									
<b>E.9.a</b>		<b>Outfall Mapping</b>							
		Create and maintain accurate outfall map including a site visit to each outfall				See existing BMP 5-2.1			
<b>E.9.b</b>		<b>Illicit Discharge Source/Facility Inventory</b>							
		Create inventory of all industrial/commercial facilities and update annually				See existing BMPs 3-2.11, 3-2.12			
		Assess priority areas once during permit term				See existing BMP 4-2.2			
<b>New BMP's</b>									
<b>E.9.c</b>		<b>Field Sampling to Detect Illicit Discharges</b>							
		Sample any flowing outfalls while conducting E.9.a				See existing BMP 4-2.2			
		Annually sample priority area outfalls determined in E.9.a.				See existing BMP 4-2.2			
	5-2.11	Conduct follow up investigation within 72 hours if action levels exceeded	2015 (Summer 2014)	2	DPW	City will develop protocols for this program and report annually			
<b>E.9.d</b>	5-2.12	<b>Illicit Discharge Detection and Elimination Source Investigations and Corrective Actions</b>							
		Develop written procedures for investigations and corrective actions	2015 (Summer 2014)	2	DPW				
		Once source of discharge is identified, require responsible party to correct within 72 hours of notification and verify with follow-up investigation	2015 (Summer 2014)	2	DPW				
		Conduct follow up investigation within 72 hours if action levels exceeded	2015 (Summer 2014)	2	DPW				
<b>E.9.e</b>	5-2.13	<b>Spill Response Plan</b>							
		Develop plan	2014	1	DPW	Spill plan in place, will document and report annually			

CONSTRUCTION SITE STORM WATER RUNOFF CONTROL PROGRAM									
Existing BMP's									
6-2.1		Ordinance - Develop or revise ordinance(s) to require erosion and sediment controls and mechanisms for enforcement of the Stormwater Program. Ordinance will also address protection of all riparian corridors and wetlands. The ordinances shall ensure that during development adjacent to riparian areas the City will assess the project to make sure adequate protecting is provided and adjust the buffer if necessary.	2014	1	DPW	Ordinance will comply with RWQCB adopted resolution	Meets	Maintain	<ul style="list-style-type: none"> <li>•Compare existing ordinances and codes to construction MCM and evaluate effectiveness. Title 15 Building and Construction, Municipal Code Chapter 15.28. Title 17 Zoning: Chapter 17.95 Environmentally Sensitive Habitats.</li> <li>•Evaluate effectiveness of existing grading ordinance and modify is necessary.</li> <li>•Evaluate ordinances to ensure 30 foot buffer applies to wetlands.</li> </ul>
6-2.2		Evaluate Building Permit Program Efficacy - Evaluate the Building Permit program for construction BMPs.	2014	1	Building Dept	Revise and implement construction BMPs	Meets	Maintain	Condition projects, as appropriate, for BMPs
6-2.3		Discretionary Projects - Land Use Permits - Additional BMPs may be required for discretionary projects (e.g. restricted fueling areas, equipment maintenance)	2014-2018	1-5	DPW & CDD	Incorporate applicable BMPs to initial design	Meets	Maintain	Condition projects, as appropriate, for BMPs
6-2.4		Plan Review - Erosion and sediment control plans must be submitted and approved prior to construction	2014-2018	1-5	Building Dept	Incorporate plans into Building Permit plans	Meets	Maintain	<ul style="list-style-type: none"> <li>•Approval of erosion and sediment control plan (or SWPPP) on 100% of projects.</li> <li>•Report annually updated BMPs to be implemented.</li> </ul>
6-2.5		Site Inspections - Review existing site inspection and enforcement at permitted construction sites. Inspections focus on sediment and erosion control BMPs.	2014-2018	1-5	Building Dept	Inspect 100% of active permitted construction sites. Document inspections	Meets	Maintain	<ul style="list-style-type: none"> <li>•Inspect 100% active projects at start of rainy season and again in middle of rainy season (more if necessary based on non-compliance).</li> <li>•Conduct inspections of stormwater construction BMPs.</li> <li>•Inspect for control of waste at construction sites.</li> <li>•Enforcement actions taken where BMPs found to fail or are inadequately controlling sediment or other pollutants.</li> <li>•Establish inventory of sites with grading permits under active construction.</li> <li>•Send letters to all applicants with active grading permits by October 1 reminding them of erosion control requirements.</li> <li>•Track the number, type and status of violations and report annually.</li> </ul>
6-2.6		Enforcement Protocol - Develop enforcement actions for storm water violations at construction sites.	2014-2018	1-5	Building Dept	Report on any violations	Meets	Maintain	<ul style="list-style-type: none"> <li>•Develop enforcement actions for storm water violations at construction sites.</li> <li>•Enforce violations at construction sites</li> </ul>
6-2.7		Measure Effectiveness - Effectiveness assessment conducted to determine the appropriateness of the inspection BMPs	2015	2	Building Dept & DPW	Changes will be incorporated in future years	Meets	Maintain	<ul style="list-style-type: none"> <li>•Evaluate site construction BMP for possible effectiveness measures.</li> <li>•Incorporate effectiveness measures into the Construction Site runoff program.</li> </ul>
6-2.8		Train Agency Staff - Inspector and permit reviewers trained on implementing construction stormwater BMPs	2014-2018	1-5	Building Dept, CDD & DPW	Train new employees annually, review training with existing employees	Meets	Maintain	<ul style="list-style-type: none"> <li>•100% annual training of grading and building inspectors.</li> <li>•100% annual training of permit and planning review staff.</li> </ul>
6-2.9		Public Inquiry Program - Develop a process for responding to public question and concerns regarding the stormwater program.	2014-2018	1-5	DPW	City will develop protocols for this program and report annually	Meets	Maintain	<ul style="list-style-type: none"> <li>•Process for receiving and consideration of public inquiries regarding construction activities implemented.</li> <li>•Method for tracking publicly submitted information established.</li> </ul>

	State Rqmt's									
E.10.a		<b>Construction Site Inventory</b>								
		Create inventory of all projects subject to local stormwater ordinance				See existing BMP 6-2.2				
E.10.b		<b>Construction Plan Review and Approval Procedures</b>								
		Develop procedures to review and approve construction plan documents (i.e., erosion and sediment control plans)				See existing BMPs 5-2.3, 6-2.4				
E.10.c		<b>Construction Site Inspection and Enforcement</b>								
		Inspect construction sites				See existing BMPs 6-2.5, 6-2.6, 6-2.7, 6-2.8				
E.11	<b>POLLUTION PREVENTION/GOOD HOUSEKEEPING FOR PERMITTEE OPERATIONS PROGRAM</b>									
	<b>Existing BMP's</b>									
8-2.1		Review Agency Housekeeping Programs - Survey facilities to determine nature of existing housekeeping activities. Process will follow Section 2 of the Municipal Handbook developed by CASQA. Suggested modifications for housekeeping will be implemented under BMP 8-2.2 as facility BMPs	2014 - 2018	1-5	DPW	Report annually on facility inspections	Meets	Maintain	<ul style="list-style-type: none"> <li>•Document existing housekeeping programs and suggested modifications for the Stormwater Program.</li> <li>•Review and document Spill Response Protocols at City facilities.</li> <li>•Identify developed BMPs in annual reporting.</li> </ul>	
8-2.2		Facility BMP's - Develop BMPs for all City corporation and construction yards, address vehicle maintenance, material storage and fueling operations. Use the Municipal Handbook from CASQA as a guidance document.	2014 - 2018	1-5	DPW	Report annually on facility inspections	Meets	Maintain	<ul style="list-style-type: none"> <li>•Facility BMPs identified for all City facilities.</li> <li>•Annually document that facility BMPs are being implemented at all facilities implementing adequate housekeeping BMPs.</li> <li>•Complete annual facility inspections per the checklist.</li> <li>•Identify developed BMPs in annual reporting.</li> </ul>	
8-2.3		Municipal Parking Lot Sweeping - The City owns and maintains parking lots. Parking lots can be a source of pollutants and should be swept regularly.	2014 - 2018	1-5	DPW	Sweep weekly. Documentation of sweeping activity to be developed	Meets	Maintain	Sweep municipal parking lots weekly.	
8-2.4		Chlorinated and Brominated Water Discharges - Municipal operations may result in the discharge of chlorinated and /or brominated water discharges.	2014 - 2018	1-5	DPW	No sources known at this time	Meets	Maintain	<ul style="list-style-type: none"> <li>•Review current municipal operations to determine if there is a potential for discharge of chlorinated and/or brominated water.</li> <li>•Establish BMPs to reduce by 20% the amount of chlorinated and/or brominated water discharges via municipal operations if any sources are identified.</li> <li>•Implement and document BMPs established.</li> </ul>	
8-2.5		Public Area Pet Waste Reduction - Evaluate need for pet waste stations at parks and beaches and install station as needed.	2014 - 2018	1-5	DPW	Report annually on number of stations maintained and new ones	Meets	Maintain	Install new stations where needed.	
8-2.6		Storm Drain Facility BMPs - The City owns and maintains a storm drain system. The system includes ditches, creeks, silt and grease traps. Maintenance consists of regular inspections and removal of wastes.	2014 - 2018	1-5	DPW	Annual review of practices and documenting procedures will be reported	Meets	Maintain	<ul style="list-style-type: none"> <li>•Document existing practices.</li> <li>•Establish and implement BMPs for City-owned and operated storm drainage facilities. BMPs to include a cleaning schedule.</li> <li>•Utilize CASQA Municipal Handbook to select BMPs.</li> <li>•Track the frequency of cleaning and the amount of waste removed annually.</li> <li>•Prioritize maintenance efforts based on the amount of waste removed.</li> <li>•Develop/update quantifiable measurable goals in terms of frequency of cleaning and annual amount of waste to be removed after initial tracking..</li> <li>•Identify developed BMPs in annual reporting.</li> </ul>	

8-2.7		Storm Water Pump Station BMPs - The City owns and maintains pump stations as part of the storm drain system. Maintenance and operation of the pump stations consists of regular inspections and removal of wastes.	2014 - 2018	1-5	DPW	Annual review of practices and documenting procedures will be reported	Meets	Maintain	<ul style="list-style-type: none"> <li>•Document stormwater pump stations operation and maintenance practices.</li> <li>•Develop operation and maintenance BMPs utilizing CASQA Municipal Handbook.</li> <li>•Track the frequency of cleaning and the amount of waste removed annually.</li> <li>•Prioritize maintenance efforts based on the amount of waste removed.</li> <li>•Develop quantifiable measurable goals in terms of frequency of cleaning and annual amount of waste to be removed after initial tracking.</li> </ul>
8-2.8		Street Sweeping BMPs - The City sweeps every street once every two weeks on average.	2014 - 2018	1-5	DPW	Annual review of practices and documenting procedures will be reported	Meets	Maintain	<ul style="list-style-type: none"> <li>•Document street sweeping practices.</li> <li>•Develop street sweeping BMPs (including litter and leaf control) utilizing CASQA Municipal Handbook.</li> <li>•Report the number of miles swept and the amount of waste removed annually.</li> <li>•Prioritize maintenance efforts based on the amount of waste removed.</li> </ul>
8-2.9		Road Repair and Maintenance BMPs - The City currently inspects, cleans and replaces storm drain culverts (cross culverts) located within the public road right of way. Road crews also clean and grade roadside drainage ditches.	2014 - 2018	1-5	DPW	Annual review of practices and documenting procedures will be reported	Meets	Maintain	<ul style="list-style-type: none"> <li>•Document road repair and maintenance practices.</li> <li>•Provide road maintenance BMP manual on the City website.</li> <li>•Summarize road repair and maintenance BMPs implementation annually.</li> <li>•Develop quantifiable measurable goals for the frequency or type of repair and maintenance.</li> </ul>
8-2.10		Municipal Maintenance Employee Training - Develop initial and refresher training program for municipal maintenance employees.	2014 - 2018	1-5	DPW	New employees to be trained annually.	Meets	Maintain	<ul style="list-style-type: none"> <li>•Develop training program.</li> <li>•Conduct annual training.</li> <li>•Documented training and outcomes annually.</li> <li>•Train at least 20% of maintenance staff annually with the goal of all staff being trained at least once every 5 years.</li> </ul>
<b>State Rqmt's &amp; New BMP's</b>									
<b>E.11.a</b>		<b>Inventory of Permittee-Owned and Operated Facilities</b>							
		Develop and maintain inventory of all Permittee owned or operated facilities that are a potential threat to water quality				See existing BMP 8-2.1			
<b>E.11.b</b>		<b>Map of Permitted-owned or Operated Facilities</b>							
	8-2.11	Develop a map of inventoried facilities	2015	2	DPW	Map will be developed and included in annual report			
<b>E.11.c</b>		<b>Facility Assessment</b>							
		Conduct comprehensive annual assessment and identify subset of facilities that could be considered hotspots				See existing BMPs 8-2.1, 8-2.2, 8-2.3, 8-2.4, 8-2.5, 8-2.6, 8-2.7, 8-2.8, 8-2.9			
		Document comprehensive assessment procedures and results							
<b>E.11.d</b>		<b>Stormwater Pollution Prevention Plans</b>							
	8-2.12	Develop SWPPPS for hotspots	2017	4	DPW	There are no known hot spots at this time. City will conduct assessment annually.			
<b>E.11.e</b>		<b>Inspections, Visual Monitoring and Remedial Action</b>							
		<b>Quarterly</b> visual inspection of hotspots	2018	5	DPW	If needed			
		<b>Annual</b> comprehensive hotspot inspection	2018	5	DPW	If needed			

			Quarterly hotspot visual observation of storm water and non-stormwater discharges	2018	5	DPW	If needed			
			Non-Hotspots - Inspect each inventoried facility that is not a hotspot once during permit				See existing BMP 8-2.1			
E.11.f			<b>Storm Drain System Assessment and Prioritization</b>							
			Implement procedures to assess and prioritize maintenance of storm drain system infrastructure. Assign a priority to each facility based on accumulation of sediment, trash and/or debris				See existing BMPs 8-2.6, 8-2.7			
E.11.g			<b>Maintenance of Storm Drain System</b>							
			Inspect storm drain systems based on assigned priorities. Inspect high priority catch basins annually				See existing BMPs 8-2.6, 8-2.7			
			Clean high priority storm drains							
			Label catch basins							
			Maintain surface drainage structures							
			Develop procedure to dispose of waste materials removed from catch basins							
E.11.h			<b>Permittee Operations and Maintenance Activities (O&amp;M)</b>							
			Develop program to assess O&M activities for potential to discharge pollutants and inspect all O&M BMPs quarterly				See existing BMPs 8-2.1, 8-2.2, 8-2.3, 8-2.4, 8-2.5, 8-2.6, 8-2.7, 8-2.8, 8-2.9			
E.11.i	8-2.13		<b>Incorporation of Water Quality and Habitat Enhancement Features in Flood Management Facilities</b>							
			Develop and implement process for incorporating water quality and habitat enhancement into new and rehabilitated flood management projects	2016	3	DPW				
E.11.j	8-2.14		<b>Landscape Design and Maintenance</b>							
			Implement a landscape design and maintenance program to reduce the amount of water, pesticides and fertilizers used by Permittees	2015	2	DPW				
			Evaluate use of pesticides, herbicides and fertilizers	2015	2	DPW				
			Implement best practices to reduce pesticides and fertilizers	2015	2	DPW				
			Proper disposal of unused chemicals	2015	2	DPW				
			Evapo-based irrigation and rain sensors	2015	2	DPW				
			Record amount of chemical usage	2015	2	DPW				
E.12	<b>POST CONSTRUCTION STORMWATER MANAGEMENT PROGRAM</b>									
	<b>Existing BMP's</b>									
	7-2.1 through 7-2.13		NOTE - BMPs included in the current SWMP have been replaced with BMP's established by the Region 3 RWQCB through adoption of Resolution R3-2012-0025	All deliverables with these sections are due as originally scheduled						Replace existing BMP's with BMP's established by Resolution R-3-2012-0025
	<b>New BMP's</b>									
		7-2.14	Ordinance - amend ordinances to insure compliance with PCR's adopted through Resolution R3-2012-0025 or any subsequent revisions	2014	1	DPW				
		7-2.15	Design Standards - Modify existing design standards for PCR's including hydromodification and LID standards	2014	1	DPW				

		7-2.16	PCR Implementation - apply new PCR's to all new and redevelopment projects, report annually on number of projects	2014-2018	1-5	DPW & CDD					
		7-2.17	Inspection & Enforcement - Provide post construction inspection of PCR's on 10% of approved projects annually, report findings, and take corrective actions.	2014-2018	1-5	Building Dept. & DPW					
<b>State Rqmt's</b>											
<b>E.12.a</b>			<b>Post-Construction Treatment Measures</b>				See new BMPs 7-2.14 through 7-2.17 and Resolution No. R3-2012-0025				
			Regulate development to comply with the following sections, E.12.b through E.12.l								
<b>E.12.b</b>			<b>Site Design Measures</b>								
			Require implementation of site design measures on projects that create or replace 2,500-5,000 SF impervious area (incl single family homes)								
<b>E.12.c</b>			<b>Regulated Projects</b>								
			Implement standards on projects that create or replace >5,000 SF impervious area, aka Regulated Projects								
			Road and Utility Projects creating 5,000 sf or more that are public or fall under planning authority of a city shall comply with LID except 85th % can follow EPA Guidance on green infrastructure								
<b>E.12.d</b>			<b>Source Control Measures</b> - Regulated Projects shall implement source control measures								
<b>E.12.e</b>			<b>LID Standards</b> - all Regulated Projects shall implement LID standards to treat storm water and provide baseline hydromod mgmt to meet numeric sizing criteria under E.12.e(ii)c								
<b>E.12.f</b>			<b>Hydromodification Management</b>								
<b>E.12.g</b>			<b>Enforceable Mechanisms</b>								
			Develop or modify enforceable mechanisms to implement E.12.b - E.12.f								
<b>E.12.h</b>			<b>Operation and Maintenance of Post-Construction Stormwater Management Measures</b>								
			Implement an O&M verification program for stormwater treatment and baseline hydromod (defined in E.12.e.ii.f) on all regulated projects								
<b>E.12.i</b>			<b>Post-Construction BMP Condition Assessment</b>								
			Inventory and assess the maintenance condition of structural post-construction BMPs within permittees jurisdiction								
<b>E.12.j</b>			<b>Planning and Development Review Process</b>								
			Conduct review using an existing guide such as Municipal Regulatory Update Assistance Program								
			Conduct an analysis of the landscape code to correct gaps hindering post construction requirements								
			Complete any changes to landscape code to administer post-construction requirements								
<b>E.12.k</b>			<b>Post Construction Storm Water Management Requirements Based on Assessment and Maintenance of Watershed Processes</b>								
<b>E.12.l</b>			<b>Alternative Post-Construction Storm Water Management Program</b>								

			For multiple benefit projects a Permittee may propose alternative Post Const. Requirements (address water quality, supply, flood control, habitat enhancement, open space preservation, recreation, climate change)							
<b>E.13</b>	<b>WATER QUALITY MONITORING</b>									
<b>E.13.a.</b>			<b>ASBS Monitoring</b> - MS4s that discharge to ASBS and are covered by an Ocean Plan exception that complies with Attachment C							
<b>E.13.b.</b>	9-2.1		<b>TMDL Monitoring</b> - MS4s w TMDLs must comply with Attachment G and consult with Regional Board within 1 year of effective date to determine monitoring requirements and schedule. And shall implement TMDL monitoring as specified by RB Executive Officer	2014	1	DPW				
<b>E.13.c.</b>			<b>303(d) Monitoring</b> - MS4s discharging to 303(d) listed water bodies shall consult with Regional Board within 1 year of effective date to determine whether monitoring is necessary.							
<b>E.13.d.</b>			<b>Receiving Water Monitoring and Special Studies (Select either Receiving Water Monitoring or Special Studies, if not already conducting E.13.a, b or c monitoring)</b>							
<b>E.13.d.1</b>			<b>Receiving Water Monitoring</b>							
			Select one urban/rural site and one urban area site to monitor							
			<b>Monitor urban/rural and urban area sites</b>							
			Complete and have available a report that includes a summary of baseline data collections and discussion of monitoring program results							
			Complete and have available a report that includes a comparison of data collection to baseline data and discussion of monitoring program results							
<b>E.13.d.2</b>			<b>Special Studies</b>							
			Develop and implement special study monitoring program and submit to Regional Board for review and approval							
			<b>Implement approved special study plan</b>							
			Complete and have available a report that includes a summary of baseline data collections and discussion of monitoring program results							
			Complete and have available a report that includes a comparison of data collection to baseline data and discussion of monitoring program results							
<b>E.14</b>	<b>PROGRAM EFFECTIVENESS ASSESSMENT</b>									
<b>E.14.a</b>			<b>Program Effectiveness Assessment and Improvement Plan (PEAIP)</b>							
	10-2.1		Submit PEAIP	2015	2	DPW				
<b>E.14.b</b>			<b>Storm Water Program Modifications</b>							
	10-2.2		Identify and summarize BMP and/or program modifications identified in priority program areas that will be made in the next permit term	2018	5	DPW				
<b>E.15</b>	<b>TOTAL MAXIMUM DAILY LOADS COMPLIANCE REQUIREMENTS</b>									
<b>E.15.a</b>	11-2.1		Comply with all approved TMDLs (Attachment G)	2015	2	DPW				
<b>E.15.b</b>	11-2.2		Waste load allocations are incorporated herein by reference as enforceable parts of this Order	2015	2	DPW				

E.15.c	11-2.3	Regional Board reviews TMDLs within one year of effective date and may propose modifications to requirements	2015	2	DPW				
E.15.d	11-2.4	Report status of implementation via SMARTS	2015	2	DPW				
E.15.e		Comply with Clean Water Act Sections 303d,306b and 314							
E.16	<b>ANNUAL REPORTING PROGRAM</b>								
E.16.a	12-2.1	Use SMARTS to report and certify	2014-2018	1-5	DPW				
E.16.b	12-2.2	Complete and retain annual reports and make available to RWQCB during working hours	2014-2018	1-5	DPW				
E.16.c	12-2.3	Submit detailed written or oral report to RWQCB if directed.	2014-2018	1-5	DPW				
E.16.d	12-2.4	May coordinate reporting if regional programs	2014-2018	1-5	DPW				