

CITY OF SOLVANG – SWMP ANNUAL REPORT 2011

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

(See Small MS4 Annual Report Guidance for additional guidance on completing this Annual Report Form)

Check box if this is a
new name, address, etc.

A. Permittee Information

1. Permittee (Agency Name) **CITY OF SOLVANG**
2. Contact Person: Matt van der Linden
3. Mailing Address: 411 Second Street
4. City, State and Zip Code: Solvang, CA 93463
5. Contact Phone Number: (805) 688-5575
- 6.. WDID # **3 42MS04028**
7. Have any areas been added to the MS4 due to annexation or other legal means? YES NO
If YES

Outfall	Has map been updated?		Has SWMP been updated?		Receiving Water Name
	YES	NO	YES	NO	

8. Are you subject to the Design Standards contained in Attachment 4 of the General Permit? YES NO
If yes, report on the implementation of the Design Standards in section D.5 of this Annual Report Form.

- B. Reporting Period** (check one): Coverage Commencement (April 29, 2010) to June 30, 2011 **-or-**
- July 1, 2011 to June 30, 2012
 - July 1, 2012 to June 30, 2013
 - July 1, 2013 to June 30, 2014
 - July 1, 2014 to June 30, 2015

C. Executive Summary

The City of Solvang’s Storm Water Management Plan (SWMP) was developed in compliance with enrollment procedures under the National Pollution Discharge Elimination System General Permit for the Discharge of Storm Water from Small Municipal Separate Storm Sewer Systems, Order No. 2003-0005-DWQ (General Permit) approved by the Central Coast Regional Water Quality Control Board. The City’s SWMP was enrolled on April 30, 2010, with the Year 1 reporting period concluding on June 30, 2011.

The Annual Report is organized by the Minimum Control Measures provided in the City's SWMP. The Report provides a summary of the activities performed by the City that were required for implementation in Year 1 as well as a brief discussion on their effectiveness, which was rated using the California Stormwater Quality Association (CASQA) Municipal Stormwater Program Effectiveness Assessment Guide. This method has been consistently used throughout this County. The CASQA approach represents the effectiveness of the program by the outcome level. This is shown as a progression from activity-based to water quality-based outcomes. These gradations are shown through levels of effectiveness defined here:

- Level 1 – Documenting Activities
- Level 2 – Raising Awareness
- Level 3 – Changing Behavior
- Level 4 – Reducing Loads from Sources
- Level 5 – Improving Run-Off Quality
- Level 6 – Protecting Receiving Water Quality

During this first year of implementation, the City continued its progress for compliance, most notably in its outreach to schools and businesses. The City has worked closely with Solvang School to engage all students from Kindergarten to 6th Grade with an interactive assembly entitled "H2O, Where Did It Go?" In addition, the City's Sewer System Inspector has been raising awareness and providing education on Best Management Practices to various Restaurants. In addition, the City has completed 100% of all the storm drain markings on catch basins and inlets. The City also continues to quickly respond to all calls made regarding stormwater and illicit discharges. Staff from various City Departments, including Planning, Public Works, Engineering and Building & Safety has begun training on Stormwater requirements, with each of their roles becoming imminently clear.

The challenges in this inaugural year include the decision to participate the Joint Effort for Developing Hydromodification Control Criteria for compliance with our municipal stormwater permit. The Joint Effort is a regional approach to develop a hydromodification management plan and low impact development criteria. Since that effort is still underway, the City has elected to utilize CASQA's Southern California Low Impact Development Guide as a reference tool for projects. In addition, the City has also elected to utilize the various CASQA BMP Handbooks as a reference tool for a variety of Best Management Practices. The City wishes to comply with permit requirements, yet needs to be efficient with its limited resources, particularly as the regional efforts are still incomplete. The CASQA documents are recognized Handbooks/Manuals, utilized state-wide. This provides staff with a consistent document to start training.

D. Minimum Control Measures

Report on the status and effectiveness of BMPs and measurable goals by completely answering the following questions. Include any proposed modifications to the SWMP and anticipated changes to the schedule. You may use the tables provided and use narrative sections to highlight information. Alternatively, you may wish to only provide information in a narrative format. If the “Status of Measurable Goals” question is completely addressed by the table, you may write “see table” in that narrative section.

1. Public Education and Outreach

<i>BMP</i>	<i>Description</i>	<i>Status</i>					
		<i>Implemented</i>	<i>Not Applicable</i>	<i>Modified</i>	<i>Effectiveness</i>	<i>Unknown</i>	<i>Not Effective</i>
PE.1 (a) – Brochures	Brochures shall be available to the public to provide information on Pollutants of Concern and guides/tips to address these pollutants. And portable stormwater exhibit to be on display at events and meetings.	x			2		
PE.2 (a, b) – Web Page	City shall add a page to explain storm water issues and include a copy of the SWMP. Page shall include outreach material and documents.	x			2		
PE.3 (a) – Event Participation	Stormwater information should be distributed at events such as park and recreation events, city meetings, and annual clean-ups.	x			2		
PE.4 (a) – Educational Programs for School Children	Stormwater educational programs shall directly target local school children. This may include activity books, contests or assembly programs.	x			2		
PE.5 (a) – Storm Drain marking	City to mark all public storm drains with “No dumping – Drains to the River” and monitor/repair markings.	x			2		
PE.6 (a,b) – Storm Water Hotline	Promote the use of the hotline through all printed materials and website and log/respond to calls received.	x			2		
PE.7 (a) – Media Campaign	Print ads or articles in local newspapers as deemed appropriate and necessary.	x			2		
PE.8 (a) – Business Outreach	Provide stormwater information materials to businesses during zoning clearance and distribute any information during	x			2		

- a. BMPs – General comments and discussion regarding implementation and effectiveness, appropriateness.

PE.1 – The City has historically collaborated with the County of Santa Barbara for outreach materials and has provided those materials to its residents and businesses through the City’s website with a link to SB Project Clean Water. By the end of the first implementation year, the City has developed additional outreach materials specifically designed for its residents and local businesses.

Effectiveness Measure – Level 2 – Raising Awareness - The materials that have been developed have been provided at public counters, which is readily available to any member of the public. In addition, the City also links and publishes the SB Project Clean Water information to access their additional outreach materials. Unfortunately there is no mechanism at this time to “tally” the links from the Solvang Website to the County’s. As for the local display, staff performs weekly checks to ensure that it is adequately supplied. **Proposed modification** – The Measureable Goal language is recommended to be modified to list that the portable stormwater exhibit be displayed in front of the Council Chambers in at least 1 Council Meeting a month, in order to provide a regular stormwater “highlight”.

PE.2 – The City has implemented a Storm Water Documents section on its website:

http://www.cityofsolvang.com/index.php/permit-center/document-center/cat_view/68-public-works-documents/87-storm-water-management and

<http://www.cityofsolvang.com/index.php/departments/public-works/maintenancestormwater> A more comprehensive website is still under development, but is anticipated to go live by the end of the 2011-2012 Reporting Year. **Effectiveness Measure – Level 2 – Raising Awareness** - The site was last updated with the current SWMP for posting, however all new material is still needed to be included. During the first year of implementation, there had been staff changes and gaps in staff coverage, which resulted in no new updates. However, the webpage is in draft design for a complete update and overhaul to be implemented in the 2011-2012 reporting year. The existing site, does however document the number of “hits” (actual viewed) that are made to each document that is available since its posting. All documents have been viewed over 500 times.

PE.3 – During this first implementation year, there was only 1 publicly held Clean-up Day, February 12, 2011. Public flyers were distributed by Waste Management to every resident as part of the bill mailers; in addition, the flyer was posted on the City’s website. **Effectiveness Measure – Level 2 – Raising Awareness** - As this event occurred during the staff changes and gap in staff coverage, specific attendance numbers were not able to be collected. The event, however, is generally popular with the residents and many residents are said to bring their bulky items, wastes and recyclables. **Proposed modification** – The Measureable Goal language is recommended to be modified to list 1 Public Event per year as the City has an Annual Danish Days Event that is widely attended. The goal is to reach the widest audience possible. The other events are not City controlled events, which poses coordination challenges.

PE.4 – The City has historically worked closely with the Solvang School to provide outreach material to the students by providing an annual item, initially distributing hand-outs and packets. On September 23, 2010, the City funded a stormwater assembly program for the Solvang School. All classes (grades, K-6) attended an assembly called “H2O, Where Did You Go?” performed by Shows That Teach. **Effectiveness Measure – Level 2 – Raising Awareness** - Approximately 400 students participated in the stormwater assembly. The program was very well received by both the students and the faculty as a means to engage the students regarding stormwater.

PE.5 – 100% of the City’s storm drains have been marked with “No Dumping, Only Rain in the Drain” markers. As part of the City’s regular maintenance activities to check the drains prior to storm season, the markers are also checked. **Effectiveness Measure – Level 2 – Raising Awareness** -

Markers that are damaged or missing are replaced. As the markers are only a few years new, all markers are still in place. In addition, the portable Outreach Display includes a storm drain marker for the public to correlate the program with what is on the ground.

PE.6 – The City promotes the use of the stormwater hotline, specifically the phone number for the City of Solvang - Public Works Department. Staff’s procedures for any call that is regarding dumping, water, stormwater, sewer, items in the public right-of-way, etc. are directed to the Public Works Department. The calls are documented via email and forwarded to the appropriate staff (maintenance, code enforcement, etc.). Follow-up is noted by the staff assigned. A Physical log will be maintained starting the 2011-2012 Reporting period. **Effectiveness Measure – Level 2 – Raising Awareness** - Staff has noted that several calls were received during the first year implementation. 100% of the calls were documented and followed up; however with the gap in staff, a specific log of number of calls received were not tallied. Starting the 2011-2012 reporting year, a mid-year review of calls will be made to ensure that the stormwater calls are logged.

PE.7 – New business outreach material was created by the end of the first year implementation. Materials are provided at the Public Counter and are made available to businesses applying for zoning clearance. The interim Planning Director discussed BMP briefly with applicants and directed them to the City’s website, SB Project Clean Water website and CASQA website. However, this was another department, which had a change/gap of key staff. **Effectiveness Measure – Level 2 – Raising Awareness** – During the first year reporting period, there were 23 minor projects that were processed for Zoning Clearance. However, because of changes in staff, less than half of the applicants directly received outreach information. In addition, the City has also adopted the 2010 Green Code.

- b. Present results of information collected and analyzed, if any, during the reporting period, including any monitoring data used to assess the success of the program at reducing the discharge of pollutants to the MEP.

During this initial year, there has not been any information that has been analyzed to assess the success of the program at reducing the discharge of pollutants to the MEP. This initial year is intended to provide a baseline of outreach material and information to the City’s general populace.

BMP	Proposed Measurable Goal	Modified?		Schedule	
		YES	NO	Complete this year	Ongoing Implementation
PE.1 (a)	Provide portable “stormwater exhibit” at least 1 City Council Meeting per month and at least 1 annual City Event per year.	x			x
PE.2 (a,b)	a) Maintain website and update quarterly. b) Publish webpage information on all documents.		x		x
PE.3 (a)	A booth or stormwater exhibit will be staffed by the City at least 1 annual City Event per year.	x			x
PE.4 (a)	Provide materials to 50% of K-8, every two years.		x		x

PE.5 (a)	Monitor and repair 100% of storm drain markers annually.		X		x
PE.6 (a,b)	a) Print hotline on 100% of printed material and web.		x		x
PE.7 (a)	Place stormwater related articles in 3 issues of a local paper.		x		x
PE.8 (a)	Distribute business informational material during zoning clearance to new businesses.		x		x

- c. Briefly summarize the storm water activities you plan to undertake during the next reporting cycle (including an implementation schedule). If you propose activities that differ from those originally proposed in the approved SWMP, provide justification.

SWMP Year 2 Items for Implementation (these items are proposed for Year 2 in addition to the ongoing items of implementation from Year 1):

1. PE.1 (b) – LID informational brochure will be distributed at the City Zoning Counter, with each new zoning application, and by request online.
2. PE.3 (b) – A short quiz will be held to identify areas of concern.
3. PE.4 (b) – Staff will conduct semi-annual meetings with teachers and Parks and Recreation staff to evaluate/adjust any programs offered.
4. PE.5 (b) – All new storm drains will be required to be marked as installed, provided as a condition of approval for any development project.
5. PE.5 (c) – Include question regarding markers in public survey to see if public identifies.
6. PE.8 (b) – Visit 75% of new businesses and 20% of existing businesses to ask if they are familiar with the stormwater program and relevance to their businesses, annually.
7. PE.8 (c) – Visit 75% of new businesses and 20% of existing businesses to inspect for compliance with stormwater requirements, annually.
8. PE.8 (d) – Achieve compliance through enforcement procedures.

2. Public Participation and Involvement

BMP	Description	Status					
		Implemented	Not Applicable	Modified ¹	Effectiveness	Unknown	Not Effective
PI.1 (a) Hold Public Mtgs.	Present NPDES permit or any stormwater annually at a Planning Commission or City Council Meeting and receive public comments and send information requested to any interested party.	x			1		
PI.2 (a,b) Establish Coordination	Attend coordination meetings held for intergovernmental relations.	x			2		
PI.3 (a,b) Community Clean-ups	Support at least one clean-up effort within the City limits.	x			3		
PI.4 Hazardous Waste Facility	Promote the use of hazardous waste facility.	x			2		
PI.5 Water Quality Hotline	Promote hotline number and encourage its use.	x			2		
PI.6 Interested Parties List	Develop and maintain a list of interested people/parties in receiving information on the city's stormwater program.	x			1		

a. BMPs

PI.1 – During the first year implementation, the City previously discussed stormwater requirements during a Planning Commission meeting as an informational item. The SWMP was posted online on the City's website for the public's review and comment prior to final submittal in September of 2010. However, no comments were received. **Effectiveness Measure – Level 1 – Documenting Stormwater Activities** - There has not been any public comments received during this process. The Council and Commission meetings are not necessarily well attended meetings unless a specifically "hot" topic is on the agenda. . **Proposed modification** – The Measureable Goal language is recommended to be modified to list that the portable stormwater exhibit be displayed in front of the Council Chambers in at least 1 Council Meeting a month, in order to provide a regular stormwater "highlight".

PI.2 – The City has been represented and participated in all 6 of the SBCAMM meetings held during the first year implementation. (April 2010, July 2010, October 2010, January 2011, April 2011). **Effectiveness Measure – Level 2 – Raising Awareness** - These quarterly meetings are regularly attended by Santa Barbara County Agencies, specifically staff from their respective stormwater

departments. The regular meetings have been quite effective for collaboration and coordination for various events and information sharing. Notes from each meeting are maintained in a file.

PI.3 – The City has sponsored one clean-up event during the first year implementation, in February 2011. The event was hosted by Waste Management. City Sponsored events for specific clean-up areas are not well attended. Typically groups such as the Boy Scouts provide a “clean-up” of specific areas or parks. A city-wide “clean-up” was provided so that residents may deposit large or other items that would otherwise be “dumped”. Flyers and announcements on the City’s website and the local newspaper were provided. **Effectiveness Measure – Level 3 – Changing Behavior** - Total collection/attendance was not able to be obtained from Waste Management. However, from general public discussion, many residents disposed of their waste and bulky items during this event.

Proposed modification – Advertisement were most successful through flyer distribution in utility billing and through announcement on the City’s website and local newspaper. The Measureable Goal Language should be changed, deleting radio spots.

PI.4 – The City has published Hazardous Waste information on its website, particularly its Hazardous Waste Mitigation Plan. **Effectiveness Measure – Level 2 – Raising Awareness** - A question regarding hazardous waste will be provided on the City’s annual survey this fall (2011) to assess whether the published information was effective.

PI.5 – The City publishes Santa Barbara County’s Water Quality Hotline number in addition to the City’s Public Works Number. Residents typically call City Hall for all their concerns. **Effectiveness Measure – Level 2 – Raising Awareness** - Staff has noted that several calls were received during the first year implementation. 100% of the calls were documented and followed up; however with the gap in staff, a specific log of number of calls received were not tallied. Starting the 2011-2012 reporting year, a mid-year review of calls will be made to ensure that the stormwater calls are logged.

PI.6 – The City has not received any requests to receive information regarding the City’s Stormwater Program. However, should any requests be received, staff is aware to document and create a contact list in the Outlook software. **Effectiveness Measure – Level 1 – Documenting Stormwater Program Activities** - none have been identified.

- b. Results of information collected and analyzed, if any, during the reporting period, including any monitoring data used to assess the success of the program at reducing the discharge of pollutants to the MEP.

During this initial year, there has not been any information that has been analyzed to assess the success of the program at reducing the discharge of pollutants to the MEP. This initial year is intended to provide a baseline of outreach material and information to the City’s general populace.

BMP	Proposed Measurable Goal	Modified?		Schedule	
		YES	NO	Complete this year	Ongoing Implementation
PI.1 (a)	Present stormwater exhibit at 1 City Council meeting per month.	x			x

PI.2 (a,b)	a) Attend 75% of SBCAM Workshops b) Coordinate w/County & others on CASQA		x		x
PI.3 (a,b)	a) Sponsor 1 clean-up annually b) Promote with flyers, 1-3 news articles and city's website announcement.	x			x
PI.4	Provide on website and update quarterly, mention in 1-3 news articles		x		x
PI.5	Continue to Participate in the hotline program		x		x
PI.6	Develop interested parties list and send information.		x		x

- c. Briefly summarize the storm water activities you plan to undertake during the next reporting cycle (including an implementation schedule). If you propose activities that differ from those originally proposed in the approved SWMP, provide justification.

SWMP Year 2 Items for Implementation (these items are proposed for Year 2 in addition to the ongoing items of implementation from Year 1):

1. PI.3 (c) – Increase attendance by 10% annually.

3. Illicit Discharge Detection and Elimination

BMP	Description	Status					
		Implemented	Not Applicable	Modified ¹	Effectiveness	Unknown	Not Effective
ID.2 (a) Storm Water Ordinance	The City will evaluate its existing ordinances (municipal codes) regarding illicit discharge.	x			1		
ID.3 (a,b) Education and Outreach	Provide information for training events held by the County and others to interested parties and provide outreach articles.	x			2		
ID.4 (a,b,c,d) Municipal Employees	The City will train staff on illicit discharge, utilize pocket guides to help identification of illicit discharge and have certified staff.	x			2		
ID.5 (a,h,i,k) Identification and Elimination of ID Sources	The City will respond to complaints w/ 24 hours, track ID and maintain records and establish compliance through subsequent inspections to be able to identify "problem" areas.	x			2		
ID.7 (a) Mutt Mitt Programs	Provide pet waste disposal bags at public parks and open spaces to prevent pet waste pollution.	x			3		

a. BMPs

ID.2 – The City has reviewed its existing codes and ordinances with regards to stormwater compliance. The City currently has existing codes that address illicit discharge to some degree, Section 8.3.3 (Prohibited Acts and Conditions on Public Ways and Property). **Effectiveness Measure – Level 1 – Documenting Stormwater Program Activities** - The entire City Municipal Code was reviewed for relevancy to stormwater compliance.

ID.3 – The City participates with the County of Santa Barbara for their North County Stakeholders meetings, which provides outreach to communities in our area. These meetings are published on the City’s webpage to encourage participation from the public. There were 4 North County Stakeholders Meetings held during the first year implementation, September 2010, October 2010, January 2011 and April 2011. **Effectiveness Measure – Level 2 – Raising Awareness** - Due to restraints on the City’s budget, targeted mailers are not feasible. To address a broader range of the public in the awareness of illicit discharge, the North County Stakeholder’s meetings are posted on the City’s website, via the Santa Barbara County Project Clean Water site. The County retains a sign-in sheet for all outreach meetings; however the meetings are still poorly attended by the public.

ID.4 – The City staff is trained annually on call/complaint procedures and in spill response as part of their routine safety and tailgate meetings. However, no specific illicit discharge training was able to be scheduled due to staff changes and gaps in staff coverage. The pocket guides on illicit discharge detection and elimination was distributed to every Public Works staff prior to staffing gaps. The current Public Works Director is a Registered Professional Engineer. In addition, any consultants utilized on projects (and for stormwater management) is also Registered Professional Engineers and/or are Certified Stormwater Inspectors. **Effectiveness Measure – Level 2 – Raising Awareness** - Formal training regarding illicit discharge is scheduled for the 2011-2012 reporting year and staff attendance will be documented with a sign-in sheet.

ID.5 - The City responds to all calls of complaints within 24 hours. Calls are logged via email and forwarded to the appropriate staff for inspection and follow-up. Work orders/inspection reports are maintained in the Public Works Department. The City’s Sewer Collection System Inspector typically follows up with businesses such as restaurants as part of the FOG program. These follow-ups are multi-purpose as there is on-going outreach provided to the local businesses on applicable Best Management Practices. **Effectiveness Measure – Level 2 – Raising Awareness** - Staff has noted that several calls were received during the first year implementation. 100% of the calls were documented and followed up; however with the gap in staff, a specific log of number of calls received were not tallied. Starting the 2011-2012 reporting year, a mid-year review of calls will be made to ensure that the stormwater calls are logged. In addition, staff will be obtaining EHS and Fire Dept. inspection reports for review and evaluation.

ID.7 – Mutt Mitt Stations can be found at both Hans Christian Andersen Park and Sunny Fields Park. **Effectiveness Measure – Level 3 – Changing Behavior** - These stations are inspected weekly to ensure that waste bags are filled.

- b. Results of information collected and analyzed, if any, during the reporting period, including any monitoring data used to assess the success of the program at reducing the discharge of pollutants to the MEP.

During this initial year, there has not been any information that has been analyzed to assess the success of the program at reducing the discharge of pollutants to the MEP. This initial year is intended to provide a baseline of outreach material and information to the City’s general populace.

BMP	Proposed Measurable Goal	Modified?		Schedule	
		YES	NO	Complete this year	Ongoing Implementation
ID.2 (a)	City will evaluate existing ordinance regarding illicit discharge using general permit criteria.		x	x	
ID.3 (a,b)	a) Distribute training events held by County and others. b) Address illicit discharge in 1 of every 3 outreach articles in local papers.		x		x

ID.4 (a,b,c,d)	a) Train all relevant staff annually. b) 100% of Public Works and Engineering staff trained on ID. c) 100% of City staff responsible for ID to use Pocket Guide d) PE or CSWI on staff.		x		x
ID.5 (a,h,i,k)	a) Respond to all calls w/l 24 hours. h) Track discharges, maintain records and enforce for compliance. i) Establish ongoing compliance through subsequent inspections. k) Record on spreadsheet and evaluate 100% of responses pertaining to stormwater quality.		x		x
ID.7 (a)	Have at least 1 Mutt Mitt Station at each City Park		x		x

c. Briefly summarize the storm water activities you plan to undertake during the next reporting cycle (including an implementation schedule). If you propose activities that differ from those originally proposed in the approved SWMP, provide justification.

SWMP Year 2 Items for Implementation (these items are proposed for Year 2 in addition to the ongoing items of implementation from Year 1):

1. ID.2 (b) – City will modify ordinance and draft/develop new ordinance.
2. ID.5 (d) – Conduct quarterly inspections of priority potential discharge areas and trouble spots.
3. ID.5 (f) – Walk creeks annually looking for ID.
4. ID.5 (g) – Inspect 25% of storm drain catch basins / drainage inlets for ID.
5. ID.5 (l) – Inventory businesses with potential for ID.
6. ID.5 (m) – Use inventory to prioritize businesses for education and site visits.
7. ID.6 (a) – Develop a SSO.
8. ID.6 (c) – Respond to septic reports and document/log compliance efforts and sewer conversions.
9. ID.7 (b) – Inspect Mutt Mitt Stations weekly. If completely depleted for more than 4 inspections in a six-week period, provide an additional station to that area.

4. Construction Site Storm Water Control

BMP	Description	Status					
		Implemented	Not Applicable	Modified¹	Effectiveness	Unknown	Not Effective
CS.1 (a,b,c) Construction Site Enforcements	Enforce all General Permit and City grading code requirements at all construction sites, provide enforcement for compliance and inspect during storm events.	x			1		
CS.2 (a,b,c,e) Development of Construction Site Inspection/Enforcement Procedures	The City will adopt SWPPP procedure for inspection, enforcement and tracking to ensure compliance at construction sites.	x			1		
CS.3 (e) Development of Review of Grading Plans	Develop grading plan review that will comply with General Permit, implement current review procedures in interim.	x			1		
CS.4 (e) Conditions of Approval	Develop standard Conditions of Approval that are compliant with the General Permit, implement current conditions of approval in interim.	x			1		
CS.5 (1) Staff Training	Plan checking staff should be trained for General Permit compliance.	x			2		
CS.7 (a,e) Construction Site Stormwater Ordinance	Review existing codes for compliance with the General Permit and implement current codes in interim.	x			1		
CS.8 (a,b) Procedures for Receipt and Consideration of Information from the Public	Maintain a means for the general public to contact and submit comments, issues and complaints.	x			2		

a. BMPs

CS.1 – The City enforces all General Permit and City Grading Codes at all times. During this first

year implementation, there was only 1 activity which triggered the need for a City Grading Permit. However, the project size was only 0.25 acres and did not trigger the requirements of a SWPPP under the General Permit. **Effectiveness Measure – Level 1 – Documenting Stormwater Activities** - The project was inspected on regular intervals and was inspected to verify various stages of construction in compliance with approved plans and erosion control (construction BMPs). Waddling and silt fences, berms and temporary drains were installed for the project pursuant to the erosion control plan, but were overwhelmed during the storm in March 2011. The city inspector on the project required that the controls be replaced and reset, which performed fine through the rest of the project. The project inspection card that documents the site visits and activities is retained in the project file.

CS.2 – The City currently has inspection and enforcement procedures for construction activities; however these are not transferred into a formal SOP or checklist. Inspectors log inspection reports by project and any enforcement activities are noted within those reports and are tracked individually by the project inspector. Due to the change in staff and gap in staff coverage, the formal SOP and inspection checklist has not yet been developed. These documents are scheduled for completion during the 2011-2012 reporting period. **Effectiveness Measure – Level 1 – Documenting Stormwater Activities** - During this period, only 1 project was issued a Grading Permit. The City inspectors utilized the standard procedures in place. Inspections are documented on an inspection card, which is kept in the project file.

CS.3 – The City has existing plan review procedures for grading improvement plans. These procedures were utilized for the 1 project that triggered the need for a City Grading Permit. **Effectiveness Measure – Level 1 – Documenting Stormwater Activities** - None identified.

CS.4 – The City has existing conditions of approvals for projects, however there have not been any projects that have triggered a Grading Permit requirement for conditions. **Effectiveness Measure – Level 1 – Documenting Stormwater Activities** - None identified.

CS.5 – The Public Works Director and staff Engineer has had informal trainings on various stormwater design guidelines. SWPPP requirements are already utilized by staff and they are familiar with the requirements. Also, inspection services are typically contracted out. Inspectors hired are required to have formal SWPPP training. **Effectiveness Measure – Level 2 – Raising Awareness** - Specific training is scheduled for the 2011-2012 reporting period.

CS.7 – By means of current practice, SWPPP are required as part of construction improvement plans greater than 1 acre. However, in review of the existing codes, there is a gap presented. Current practice will continue for SWPPP compliance while the Stormwater Ordinance is drafted. **Effectiveness Measure – Level 1 – Documenting Stormwater Activities** - None identified.

CS.8 - The City publishes Santa Barbara County's Water Quality Hotline number in addition to the City's Public Works Number. Residents typically call City Hall for all their concerns. During the NPDES permit review in 2010, no public comments were received by any method. **Effectiveness Measure – Level 2 – Raising Awareness** - Staff has noted that several calls were received during the first year implementation. 100% of the calls were documented and followed up; however with the gap in staff, a specific log of number of calls received were not tallied. Starting the 2011-2012 reporting year, a mid-year review of calls will be made to ensure that the stormwater calls are logged.

b. Results of information collected and analyzed, if any, during the reporting period, including any

monitoring data used to assess the success of the program at reducing the discharge of pollutants to the MEP.

During this initial year, there has not been any information that has been analyzed to assess the success of the program at reducing the discharge of pollutants to the MEP. This initial year is intended to provide a baseline of outreach material and information to the City's general populace.

BMP	Proposed Measurable Goal	Modified?		Schedule	
		YES	NO	Complete this year	Ongoing Implementation
CS.1 (a,b,c)	a) City will enforce permit requirements at all construction sites. b) City will implement enforcement for compliance. c) City will inspect all construction sites during storm events per Caltrans manual.		x		x
CS.2 (a,b,c,e)	a) Develop/adopt inspection/enforcement procedures. b) Develop inspection checklist. c) Develop tracking system e) Implement current inspection/enforcement		x		x
CS.3 (e)	Implement its current construction site plan review procedures.		x		x
CS.4 (e)	Implement its current conditions of approval.		x		x
CS.5 (c)	One staff member to be a Caltrans Certified inspector or Professional Engineer.		x		x
CS.7 (a,e)	a) Review codes for compliance with General Permit and modify, e) Implement current codes in interim.		x		x
CS.8 (a,b)	a) Maintain a public hotline. b) Receive comments from public and inform them how to recognize permit violations.		x		x

c. Briefly summarize the storm water activities you plan to undertake during the next reporting cycle (including an implementation schedule). If you propose activities that differ from those originally proposed in the approved SWMP, provide justification.

SWMP Year 2 Items for Implementation (these items are proposed for Year 2 in addition to the ongoing items of implementation from Year 1):

1. CS.2 (d) – Implement new inspection/enforcement SOP, checklist and tracking system.
2. CS.5 (a) – Provide annual training of 100% inspectors and staff responsible for plan checks.

3. CS.6 (a) – Provide 1 annual workshop with other agencies for construction requirements.
4. CS.6 (b) – During annual presentation of NPDES, inform public how to recognize and report permit violations. Record and document comments.
5. CS.7 (b) – Submit a draft of modified codes, ordinances and/or standards for Water Board staff review.

5. Post-Construction Storm Water Management

If your community is subject to Attachment 4 (Supplemental Provisions) of the General Permit, note your compliance with and progress implementing the Design Standards in this section, if applicable.

The City of Solvang is not subject to the Design Standards in this section. The City has elected to participate in the “Joint Effort” undertaken by the Regional Board to create a concerted effort towards Low Impact Development Guidelines.

The City has participated in meetings and training sessions hosted by Darla Inglis, contracted by the Regional Board to lead this effort. In addition, the City has also complied with the requirements of the Joint Effort.

6. Pollution Prevention and Good Housekeeping for Municipal Operations

<i>BMP</i>	<i>Description</i>	<i>Status</i>					
		<i>Implemented</i>	<i>Not Applicable</i>	<i>Modified¹</i>	<i>Effectiveness</i>	<i>Unknown</i>	<i>Not Effective</i>
PP.1 (a,b) Development of BMPs	Utilize BMPs from manuals such as CASQA.	x			2		
PP.2 (a,c) Purchasing and Contracts	Modify contract language for compliance with stormwater quality objectives.	x			2		
PP.3 (a,c,d,e) Training by Departments	Train all relevant City staff regarding stormwater pollution and their responsibilities.	x			3		
GH.1 (a,b) Street Sweeping	Sweep City streets and public facilities.	x			4		
GH.2 (a,b) Storm Drain Cleaning	Maintain the Public Storm Drain System.	x			4		
GH.3 (a,b,c,d,e) Trash, Green Waste and Recycling	To prevent solid waste from entering the storm drain system, provide trash, green waste and recycling services.	x			4		

a. BMPs

PP.1 – For practicality purposes, the City is utilizing the CASQA Municipal Handbook as a reference when selecting BMPs for implementation. Depending on the particular application, BMPs are chosen and implemented on a case-by case basis. **Effectiveness Measure – Level 2 – Raising Awareness** - BMPs utilized will be documented. The primary BMP utilized is the Vehicle Washing BMP.

PP.2 – The City has included updated SWPPP compliance language in all of its Public Works Contracts. Each SWPPP is project specific and documentation is recorded by each project number. A spreadsheet to track vendor projects is deemed unnecessary as all inspection and compliance reports are maintained by each project. **Effectiveness Measure – Level 2 – Raising Awareness** - The contract language has been updated to be more comprehensive. It is important to note that the City’s inspectors have regularly been working with Contractors regarding compliance and employing

BMPs for construction activities with the same outcome – no discharges affecting water quality as a result of public works activities.

PP.3 – Staff has conducted 1 informal training in April 2011 with Public Works, Engineering, Building & Safety and Planning Staff to discuss the City’s Storm Water Management Program and the various roles each department has. The various CASQA Handbooks and Manuals were provided for staff to utilize as BMPs. In addition, the 1 City Engineering staff member also attended a Green/Complete Streets Workshop in June 2011, sponsored by the City of Paso Robles and the LID Initiative.

Effectiveness Measure – Level 3 – Changing Behavior - Training occurred in the midst of various staff transitions. 100% of the staff aboard at that time was trained. Since this is an annual training, new staff will be reached in the next reporting period.

GH.1 – The City contracts for street sweeping for 100% of its streets plus City-owned public parking lots. Streets are swept weekly and parking lots are swept twice per month. No water is discharged from the street sweeping with the exception of dust control spray. Sidewalks are inspected weekly in the downtown area and steam cleaned on an as-needed basis. No waste or water is discharged into the storm drain system. **Effectiveness Measure – Level 4 – Reducing Loads from Sources** - 100% of public streets are swept every week. Unfortunately the amount of solids removed cannot be documented as the contractor does not record the tonnage of debris removed.

GH.2 – The City regularly maintains their storm drain system. Open channels and drop inlets are cleaned annually prior to the storm season. Debris and leaves are collected and removed. Vactor trucks are used only as necessary. Typically and regular crew and remove leaves and debris efficiently. **Effectiveness Measure – Level 4 – Reducing Loads from Sources** - Tonnage has not been documented, but frequency is annual.

GH.3 – Waste Management provides trash, green waste and recycling services to the City of Solvang. While trash pick-up is weekly, green waste and recycling pick-up are every other week, on opposite weeks. The public trash receptacles are emptied 4 times per week. The annual survey presented in September of 2010 included a question regarding recycling. There was no dedicated newspaper article regarding trash, green waste/recycling, however information for the Annual Clean-Up Day, in February 2011, was distributed to every resident with bill mailers and posted on the City’s website. **Effectiveness Measure – Level 4 – Reducing Loads from Sources** - The amount of waste collected and green waste/recycle diverted will be reviewed from Waste Management’s Annual Report. The schedules for pick-up are consistent.

- b. Results of information collected and analyzed, if any, during the reporting period, including any monitoring data used to assess the success of the program at reducing the discharge of pollutants to the MEP.

During this initial year, there has not been any information that has been analyzed to assess the success of the program at reducing the discharge of pollutants to the MEP. This initial year is intended to provide a baseline of outreach material and information to the City’s general populace.

BMP	Proposed Measurable Goal	Modified?		Schedule	
		YES	NO	Complete this year	Ongoing Implementation

PP.1 (a,b)	a) Identify BMPs from CASQA as needed. b) Implement BMPs unless replaced with more effective.		x		x
PP.2 (a,c)	a) Identify/evaluate contract language for compliance. c) Develop spreadsheet to track contractor compliance.		x	x	
PP.3 (a,c,d,e)	a) Train appropriate staff on BMPs. c) Develop a fact sheet on all BMPs. d) Prepare training materials on BMPs. e) Conduct annual training.		x		x
GH.1 (a,b)	a) Inspect sidewalks weekly. b) Sweep streets and parking lots twice per month.		x		x
GH.2 (a,b)	a) Clean storm drain system annually. b) Determine cost effectiveness using Vactor.		x		x
GH.3 (a,b,c,d,e)	a) Empty public trash 4 times/week. b) Empty green waste every 2 weeks. c) Empty recycle bins every 2 weeks. d) Include 1-2 questions relating to recycling on survey. e) Publish 1 article annually relating to trash, green waste and/or recycling.		x		x

c. Briefly summarize the storm water activities you plan to undertake during the next reporting cycle (including an implementation schedule). If you propose activities that differ from those originally proposed in the approved SWMP, provide justification.

SWMP Year 2 Items for Implementation (these items are proposed for Year 2 in addition to the ongoing items of implementation from Year 1):

1. PP.1 (c) – Develop and implement tracking system, implementation and effectiveness of municipal BMPs.
2. PP.2 (b) – Revise contract language.
3. PP.2 (d) – Evaluate Contractor compliance and count the number of violations.
4. PP.2 (e) - Inspect all contractor activities for compliance with contract language.
5. PP.2 (f) – Enforce compliance 100% of contractor activities where violations occur.
6. PP.3 (b) – Department Managers to provide stormwater management information to their staff.

E. Certification

"I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations."



September 29, 2011

Signature of Permittee (legally responsible person)

Date Signed

Matt van der Linden

Public Works Director