

Appendix D

Year Two Annual Report Materials
City of Del Rey Oaks

BACKGROUND INFORMATION

The City is one of the smallest of the co-permittees and has a total of only 10 fulltime employees:

- 1 Acting City Manager/Chief of Police
- 2 Public Works Employees
- 2 City Clerks Staff
- 5 Police Officers

One individual, Mr. Langford, serves as both the Chief of Police and Acting City Manager. He has served as the Chief for 14 years, and the Acting City Manager for 10 years. The City has a contract/consultant City Engineer, a contract with the City of Seaside for Fire Suppression Service, and a contract with the City of Monterey for building inspection.

Working in the capacity of both the Chief of Police and Acting City Manager makes it virtually impossible for Mr. Langford to fulfill all of the meeting obligations that are required of him. Without an engineering background, it is very difficult for him to attend meetings of the storm water committee, and provide any input that would be of value to the group.

In July 2007 the City engaged outside assistance to work with Mr. Langford to carry out the City's BMP commitments under the MRSWMP. This has proven to be effective, and has enabled the City to complete nearly all of its BMPs prior to the end of the current reporting period.

During this reporting period, the Chief of Police and Acting City Manager was off work for a period of almost 5 months on a work related injury. He returned to work on part-time basis. Additionally, one of the two public works employees was off work for approximately 6 months on a work related injury, so many routine tasks that both of these individuals were responsible for did not get accomplished, so there are not many changes between the First & Second year report materials.

1. PUBLIC EDUCATION AND OUTREACH

All information pertaining to this Minimum Control Measure is contained in Appendix A.

2. PUBLIC INVOLVEMENT AND PARTICIPATION

Much of the work involved in carrying out the BMPs and meeting the Measurable Goals for this Minimum Control Measure was carried out as a group activity of the eight co-permittees, and is reported on in Appendix B. Only the information that is specific to this entity for certain of the BMPs and Measurable Goals is reported below in this Section. These BMPs and Measurable Goals are highlighted in **boldface** and with an asterisk in the tables below.

Status of BMPs and Implementation Plans

<i>BMP Description</i>	<i>BMP No.</i>	<i>Implementation Plan</i>	<i>Status</i>		
			Implemented	Not Applicable	Not Implemented
Encourage general public participation in programs and activities designed to promote understanding and awareness of storm water pollution, such as cleanup events and restoration activities. (See pages E-23 through E-29 of Appendix E of the MRSWMP for the Public Participation and Involvement Program)	2-1.a	Draft annual report will be posted on the website and in city offices for review by public one month prior to Annual Workshop No. 2	X		
	2-2.a*	Provide financial sponsorship support for Annual Coastal Cleanup Day in Monterey County or other local beach clean up efforts.	X		
	2-2.b*	Recruit volunteers through municipal employee base and through advertising for Annual Coastal Clean Up Day or other local clean up efforts.	X		
	2-2.c*	Provide support for, or assistance with, storm drain stenciling through providing supplies, volunteer recruitment, and staff labor.	X		
	2-2.d	Provide financial support for, or assistance with, volunteer monitoring programs and public participation events such as: Urban Watch, First Flush, Snapshot Day, and Walk N' Talk Days	X		

<i>BMP Description</i>	<i>BMP No.</i>	<i>Implementation Plan</i>	<i>Status</i>		
			<i>Implemented</i>	<i>Not Applicable</i>	<i>Not Implemented</i>
<p>Become an active participant in the Citizen Water Quality Monitoring Network</p> <p>(See pages E-23 through E-29 of Appendix E of the MRSWMP for the Public Participation and Involvement Program)</p>	2-3.a	A representative from the MRSWMP group will become an active participant in the Citizen Water Quality Monitoring Network.	X		

Status of Measurable Goals

<i>BMP No.</i>	<i>Measurable Goal</i>	<i>Completed</i>	<i>Not Completed</i>	<i>Not Applicable</i>	<i>Comments</i>
2-1.a	All written public comments submitted and notes taken at workshop will be considered for inclusion in the annual report and kept on file.	X			
2-1.b	40 participants per workshop	X			
2-1.c	40 participants per workshop	X			
2-2.a*	Annual financial sponsorship of up to \$500 to cover expenses not covered by sponsors.	X			

<i>BMP No.</i>	<i>Measurable Goal</i>	<i>Completed</i>	<i>Not Completed</i>	<i>Not Applicable</i>	<i>Comments</i>
	Provide staffing that amounts to 40 hours for coordinating this event.	X			The City provided a contact person, Ron Langford, to work with the coordinator of this event, Jill Poudrette of the California Department of Parks and Recreation, to assist with the event's activities within or close to the City. A description of the assistance that was provided is included at the end of this Appendix.
2-2.b*	Each permit holder to recruit volunteers through two separate agency channels; e.g. email, paycheck stuffers, internal newsletters, etc. Track recruitment efforts, coordination support and financial support, and track number of participants and volume of waste collected and report this information in the Annual Reports for the indicated years.	X			The City used an internal memorandum, which is its only means of communication with its employees on informational matters, to recruit Coastal Cleanup Day volunteers. Mr. Grissim of the City's staff participated in the event, and provided a pickup truck to help remove trash collected during the event. A description of the results of these efforts is provided at the end of this Appendix. An overall report on the success of the event is included in Appendix B. Mr. Grissim will again this year participate in the Coastal Clean up which is scheduled for September 20, 2008. Additional City Staff and volunteers are being sought out by Mr. Grissim.
	Air radio advertising before the event to encourage public participation	X			
2-2.c*	Utilization of 100 hours of staff time through "Save the Whales" nonprofit organization to recruit college and civic organizations for stenciling events.	X			

<i>BMP No.</i>	<i>Measurable Goal</i>	<i>Completed</i>	<i>Not Completed</i>	<i>Not Applicable</i>	<i>Comments</i>
	Provide stenciling equipment, supplies, and maps of inlets to be stenciled, and complete a minimum of 300 drains and tabulate areas stenciled. Percent of all entities completed per year will be approximately 5-10%.	X			September 4 & 5, 2007 Del Rey Oaks Public Works re-stenciled all of the City's Storm Drain Inlets with the recognized and approved stencil. All of the Storm Drains were initially stenciled as part of an eagle scout project. A summary of the stenciling work is included at the end of this Appendix. During the spring, storm drains that were in need of touch up or re-painting was completed. Additionally, staff contacted private property owners and helped those individuals stencil their storm drains.
2-2.d	Provide \$13,000 annual contribution for Urban Watch for professional staffing, equipment, lab analysis, and report writing.	X			
	Provide \$1,500 annually for Urban Watch for print ads to recruit volunteers.	X			
	Provide \$3,000 annual contribution for First Flush for professional staffing, equipment, lab analysis, and report writing.	X			
	Purchase \$7,000 annually for radio ads to promote participation in First Flush	X			
	Provide \$1,500 annually for First Flush for print ads to recruit volunteers.	X			
	Provide \$1,000 annual contribution for Snapshot Day for professional staffing, equipment, lab analysis, and report writing.	X			
	Provide \$500 annually for Snap Shot Day for print ads to recruit volunteers.	X			

<i>BMP No.</i>	<i>Measurable Goal</i>	<i>Completed</i>	<i>Not Completed</i>	<i>Not Applicable</i>	<i>Comments</i>
	Provide \$300 to \$500 annually for Walk N' Talk to garner public participation and a co-host representative for each event.	X			
	Year 1: Based on existing scientific studies and data identify with specificity the geographic areas within the jurisdiction of each municipality that are sources of pollution, including T. Gondii, and other pathogens, impacting California sea otters and results included in the Annual Report; Year 2: Create and implement a program to reduce and eliminate the sources of pollution identified as impacting sea otters. The program and implementation will be described in the Annual Report.	X			
2-3.a	100% of monitoring network meetings to be attended annually by member of MRSWMP group.	X			

3. ILLICIT DISCHARGE DETECTION AND ELIMINATION

Status of BMPs and Implementation Plans

<i>BMP Description</i>	<i>BMP No.</i>	<i>Implementation Plan</i>	<i>Status</i>		
			Implemented	Not Applicable	Not Implemented
Create a unified place for public to call in potential illicit discharges	3-1.a	Enter into an agreement with “911 Earth” to use their 1-800-CLEANUP hotline for the public to report illicit discharges by zip code	X		
	3-1.b	Advertise 1-800-CLEANUP call-in number on MRSWMP generated-media and educational materials	X		
	3-1.c	Using the protocol contained on pages E-30 through E-33 of Appendix E of the MRSWMP, investigate and take appropriate action on each report of illicit discharge that is received.	X		
Storm water system mapping	3-2.a	Complete preparation of the storm drain system map contained on pages E-34 through E-36 of Appendix E of the MRSWMP, showing the location of all outfalls discharging to waters of the state and other MS4s that receive discharges from those outfalls	X		
Implement and maintain a program to detect and eliminate illicit connections and/or discharges; i.e., sewer overflows, fluid dumping in catch basins etc.	3-3.a	Using the training materials contained on pages F-2 through F-7 of Appendix F of the MRSWMP, train inspection personnel and other municipal staff, and obtain resources necessary to inspect businesses.	X		
Implement and maintain a program to detect and eliminate illicit connections and/or discharges; i.e., sewer overflows, fluid dumping in catch basins etc.	3-3.b	Using the inventory of businesses to be inspected and the inspection checklists contained on pages E-37 through E-77 of Appendix E of the MRSWMP, prioritize the businesses to be inspected, and perform compliance inspections on these businesses to identify illicit connections and illegal discharges. Discharges to Environmentally Sensitive Areas, discharges to Areas of Special Biological Significance, restaurants/fast food chains, auto repair shops, and gas stations will receive top prioritization in scheduling these inspections.	X		

<i>BMP Description</i>	<i>BMP No.</i>	<i>Implementation Plan</i>	<i>Status</i>		
			<i>Implemented</i>	<i>Not Applicable</i>	<i>Not Implemented</i>
Implement and maintain a program to detect and eliminate illicit connections and/or discharges; i.e., sewer overflows, fluid dumping in catch basins etc.	3-3.c	Create hotline for public reporting of illicit connections	X		
	3-3.d	Using the protocol contained on pages E-78 through E-79 and E-95 through E-98 of in Appendix E of the MRSWMP, take action as necessary to eliminate 100% of the illicit connections and illegal discharges that are identified in this year	X		
Adopt an ordinance with standards for storm water pollution prevention. Ordinance to include definitions of illegal disposal activities, including requirements pertaining to mat wash downs, hood cleaning, etc., and requiring firms to notify Public Works of all such cleaning activities, with penalties for violations. Ordinance will also outline responsibility for any clean up determined necessary.	3-4.a	Using the guidance document and model ordinance contained on pages E-80 through E-98 of Appendix E of the MRSWMP, each Participating Entity will adopt a storm water ordinance revised to be specific to each entity's needs through appropriate governing body procedures.	X		

<i>BMP Description</i>	<i>BMP No.</i>	<i>Implementation Plan</i>	<i>Status</i>		
			<i>Implemented</i>	<i>Not Applicable</i>	<i>Not Implemented</i>
Implement a permit boundary-wide education program addressing the negative effects on water quality through illegal discharges, improper waste disposal and other non-storm water discharges.	3-6.a	This is included in the Public Education and Outreach Program contained on pages E-1 through E-23 of Appendix E of the MRSWMP.	X		

Status of Measurable Goals

<i>BMP No.</i>	<i>Measurable Goal</i>	<i>Completed</i>	<i>Not Completed</i>	<i>Not Applicable</i>	<i>Comments</i>
3-1.a	Date agreement was executed	X			Earth 911, the organization that operates the 1-800-CLEANUP hotline system, does not use a written agreement, but simply activates an entity's hot line voice prompts on its call-in system based on information provided by the entity via email. The system was activated with the City's voice prompt information in February 2007, and has been continuously active ever since.

<i>BMP No.</i>	<i>Measurable Goal</i>	<i>Completed</i>	<i>Not Completed</i>	<i>Not Applicable</i>	<i>Comments</i>
3-1.b	Advertised on a minimum of 8 different media pieces: 4 in English, 4 in Spanish	X			See Appendix A for information regarding this BMP, which was performed by the eight co-permittees as a group activity.
3-1.c	100% of all reports of illicit discharge investigated and report on outcome of each case in the form of “closed”, “ongoing enforcement”, or “still investigating source”.	X			The City has established a protocol for recording and tracking these incidents, based on the protocol contained in Appendix E of the MRSWMP. A report numbering system and reporting form has been established in the City Clerks Office, and is also available in the Police Department, who is the primary “first responder”. The City used the “Illicit Discharge/Connection Reporting and Response” form contained on page E-33 of the MRSWMP to document all storm water pollution incidents within its jurisdiction. Copies of all of these forms are at the end of this Appendix, along with a “Log of Reports Received of Illicit Connections and/or Illegal Discharges” which summarizes all such incidents occurring during the current reporting period.
3-2.a	Each Participating Entity to complete its mapping by end of Year 1, except Monterey County which will complete its mapping by end of Year 3	X			The City’s storm drainage system map was updated in August 2007 and shows all of the City’s internal storm drainage inlets. All drainage from the City discharges through a single culvert to Laguna Grande, which is located in the cities of Monterey and Seaside. There are no outfalls to Monterey Bay directly from the City.

<i>BMP No.</i>	<i>Measurable Goal</i>	<i>Completed</i>	<i>Not Completed</i>	<i>Not Applicable</i>	<i>Comments</i>
3-3.a	Sufficient personnel trained and prepared to perform inspections beginning in Year Two	X			Because the City intends to hire the MRWPCA to perform its inspections, the City did not send any representatives to attend this training session for this BMP, which was put on as a group activity by the eight co-permittees on May 22, 2007. A number of personnel from MRWPCA did attend the training session. The trainer, Mr. Robert Ketley, provided a comprehensive training program covering all of the subject areas necessary to carry out the inspections required under this BMP. A description of the training program is contained in the body of the MRSWMP Annual Report document.
3-3.b	Minimum of 100% of inventoried businesses inspected by the end of the permit term.	X			The City recently received the contract from the MRWPCA to perform the inspections. The funding for these inspections have been placed into the FY 2009-09 budget.
How3-3.c	See BMP 3-1.a	X			See the Comments for See BMP 3-1.a.
3-3.d	100% of all reports of illicit connections and illegal discharges investigated and report on outcome of each case in the form of “closed”, “ongoing enforcement”, or “still investigating source”.	X			A summary of the enforcement actions taken for the incidents that occurred during the current reporting period are included at the end of this Appendix. See also the Comments above under BMP 3-1.c.
3-4.a	Date ordinance implemented (implemented within 3 months of permit coverage for all entities except Monterey County, which will implement within 6 months of permit coverage)	X			The City intends to adopt its storm water ordinance in September, 2007. This is not within the 3 month time period set forth in the Measurable Goal, as the process took longer than originally anticipated. However, the City adopted its storm waster ordinance on October 23,2007 (#263)

<i>BMP No.</i>	<i>Measurable Goal</i>	<i>Completed</i>	<i>Not Completed</i>	<i>Not Applicable</i>	<i>Comments</i>
3-6.a	Summary of methods used to educate the public about the impacts of illegal discharges and improper waste disposal to be included in the Annual Reports.	X			See Appendix A for information regarding this BMP, which was performed by the eight co-permittees as a group activity.

4. CONSTRUCTION SITE STORM WATER CONTROL

Status of BMPs and Implementation Plans

<i>BMP Description</i>	<i>BMP No.</i>	<i>Implementation Plan</i>	<i>Status</i>		
			Implemented	Not Applicable	Not Implemented
<p>Adopt an ordinance with standards for storm water pollution prevention associated with construction activities.</p> <p>Ordinance to include standards for general construction site waste management for construction activities as defined by the General Construction Storm Water Permit</p>	4-1.a	<p>Using the guidance document and model ordinance contained on pages E-84 through E-98 and E-125 through E-131 of Appendix E of the MRSWMP, each Participating Entity will adopt a storm water ordinance revised to be specific to each entity's needs through appropriate governing body procedures</p>	X		
<p>Implement procedures for site inspection and enforcement of BMP control measures</p>	4-3.a	<p>Train appropriate staff on the construction site inspection procedures. Topics to be covered in this training will be the applicable portions of the materials contained on pages E-125 through E-136 of Appendix E, consisting of:</p> <ol style="list-style-type: none"> 1. The Guidance Document for Policies and Procedures Pertaining to Construction Sites 2. Construction Site Plan Review and Inspection Procedures 3. Inspection Checklist for Construction Sites 	X		
<p>Implement procedures for receipt and consideration of information submitted by the public regarding storm water runoff impacts associated with construction projects.</p>	4-4.a	<p>Use the procedures contained on pages E-30 through E-33 of Appendix E of the MRSWMP to facilitate the receipt of, and the response to, reports from the public of storm water pollution from construction sites.</p>	X		

<i>BMP Description</i>	<i>BMP No.</i>	<i>Implementation Plan</i>	<i>Status</i>		
			<i>Implemented</i>	<i>Not Applicable</i>	<i>Not Implemented</i>
Implement a permit boundary-wide education program addressing the negative effects on water quality from improperly managed construction site runoff.	4-4.b	<p>Twice per year at construction contractor professional meetings, present an educational program regarding prevention of storm water pollution from construction sites. The program will cover the four guiding principles for controlling runoff from construction sites, which are included in the BMP Guidance Series:</p> <ul style="list-style-type: none"> • Construction site planning • Minimization of soil movement • Capturing of Sediment • Good housekeeping practices <p>At these presentations handouts describing construction site permitting procedures and construction site BMPs will also be distributed.</p>	X		

Status of Measurable Goals

<i>BMP No.</i>	<i>Measurable Goal</i>	<i>Completed</i>	<i>Not Completed</i>	<i>Not Applicable</i>	<i>Comments</i>
4-1.a	Date ordinance implemented (implemented within 3 months of permit coverage for all entities except Monterey County, which will implement within 6 months of permit coverage)	X			See the Comments above under the Measurable Goal for BMP 3-4.a
4-3.a	100 % of existing appropriate staff trained by Year 2, then all new appropriate employees every year after that, with periodic refresher training provided	X			The City contracts with the City of Monterey to perform all of its construction site inspections. As reported in Appendix F, numerous members of the City of Monterey’s staff attended this training, and will perform the inspections in accordance with the procedures contained in Appendix E of the MRSWMP.

4-4.a	100% of all reports of construction site storm water pollution investigated and report on outcome of each case in the form of “closed”, “ongoing enforcement”, or “still investigating source”.	X			The City contracts with the City of Monterey to perform all of its construction site inspections. Those inspectors will use the incident report form and procedures contained in Appendix E of the MRSWMP to document and track incidents that occur on construction sites. See also the Comments above under the Measurable Goal for BMP 3-1.c
4-4.b	Provide educational programs that reach at least 20 construction firms each year.	X			This Measurable Goal was met by all eight of the co-permittees as a group activity, and is reported on in the body the MRSWMP Annual Report.

The table below, recommended in the SWRCB’s guidelines for the preparation of Annual Reports, summarizes the results of construction-related BMPs and Measurable Goals for the current reporting period.

Issue	This Reporting Period	Last Reporting Period	Comments
How many erosion and sediment control plans were reviewed?	N/A	N/A	Monterey does our inspections
How many construction sites were inspected to determine compliance with your construction storm water requirements?	N/A	N/A	Monterey does our inspections
At how many construction sites were violations noted?	N/A	N/A	Monterey does our inspections
At these sites, how many site owners or operators were penalized through a formal enforcement action?	N/A	N/A	Monterey does our inspections

5. POST-CONSTRUCTION STORM WATER MANAGEMENT

Status of BMPs and Implementation Plans

<i>BMP Description</i>	<i>BMP No.</i>	<i>Implementation Plan</i>	<i>Status</i>		
			<i>Implemented</i>	<i>Not Applicable</i>	<i>Not Implemented</i>
<p>Adopt an ordinance with standards for storm water pollution prevention associated with storm water systems installed in new developments and redevelopments.</p> <p>Ordinance to include standards for the design, operation, and maintenance of post-construction storm water pollution prevention systems in new developments and redevelopment.</p>	5-1.a	<p>Using the guidance document and model ordinance contained on pages E-84 through E-98 and E-137 through E-143 of Appendix E of the MRSWMP, each Participating Entity will adopt a storm water ordinance revised to be specific to each entity's needs through appropriate governing body procedures.</p>	X		

Status of Measurable Goals

<i>BMP No.</i>	<i>Measurable Goal</i>	<i>Completed</i>	<i>Not Completed</i>	<i>Not Applicable</i>	<i>Comments</i>
5-1.a	Date ordinance implemented (implemented within 3 months of permit coverage for all entities except Monterey County, which will implement within 6 months of permit coverage)	X			See the Comments above under the Measurable Goal for BMP 3-4.a

The table below, recommended in the SWRCB's guidelines for the preparation of Annual Reports, summarizes the results of New Development/Redevelopment-related BMPs and Measurable Goals for the current reporting period.

Issue	This Reporting Period	Last Reporting Period	Comments (ex. frequently seen project types, types of BMPs)
How many post-construction plans were reviewed?	N/A	N/A	The New Development and Redevelopment BMP Guidance Series requirements do not go into effect until the start of permit Year 3.
How many plans included post-construction BMPs?	N/A	N/A	The New Development and Redevelopment BMP Guidance Series requirements do not go into effect until the start of permit Year 3.
How many sites were inspected to verify installation of post-construction BMPs?	N/A	N/A	The New Development and Redevelopment BMP Guidance Series requirements do not go into effect until the start of permit Year 3.
How many sites were inspected to verify the proper operation and maintenance of post-construction BMPs?	N/A	N/A	The New Development and Redevelopment BMP Guidance Series requirements do not go into effect until the start of permit Year 3.

6. POLLUTION PREVENTION AND GOOD HOUSEKEEPING FOR MUNICIPAL OPERATIONS

Status of BMPs and Implementation Plans

<i>BMP Description</i>	<i>BMP No.</i>	<i>Implementation Plan</i>	<i>Status</i>		
			<i>Implemented</i>	<i>Not Applicable</i>	<i>Not Implemented</i>
Implement an education and training program for employees (general and then specific to targeted employee groups, including supervisors) about the impacts of storm water pollution from municipal activities and hazardous materials disposal, and how to implement the selected BMPs to reduce these impacts.	6-1.a	Using the training outline and materials contained on pages F-22 through F-34 of Appendix F of the MRSWMP, train appropriate municipal employees (including supervisors) on storm water pollution issues.	X		
Inspection program of municipal hazardous materials storage facilities	6-2.a	Promptly correct any hazardous materials inspection deficiencies reported by the County inspectors, who are responsible for all of the hazardous materials inspections in Monterey County. (The inspection forms used by the County are contained on pages E-146 through E-168 of Appendix E of the MRSWMP and indicate the thoroughness that the County's inspections entail.)		X	
Implement a program that effectively manages landscaping and lawn care activities to minimize the potential for storm water pollution.	6-4.a	Train municipal staffs to use the procedures contained on pages E-175 through E-176 of Appendix E of the MRSWMP to properly manage landscape and lawn care activities. Offer training to other agencies such as school districts beginning in Year 3.	X		
	6-4.b	Perform spraying during times where rain is not predicted	X		

<i>BMP Description</i>	<i>BMP No.</i>	<i>Implementation Plan</i>	<i>Status</i>		
			<i>Implemented</i>	<i>Not Applicable</i>	<i>Not Implemented</i>
Implement procedures to ensure the dechlorination and/or debromination of pool water prior to discharge to the storm water system	6-5.a	Use the procedures contained on pages E-177 through E-179 of in Appendix E of the MRSWMP for the proper disposal of swimming pool water.		X	
Conduct sweeping on a frequent and regular basis and focus sweeping schedule on high impact/dry weather sites	6-6.a	Conduct sweeping on a regular basis in accordance with the programs and plans contained on pages E-180 through E-196 of Appendix E of the MRSWMP.	X		
Implement a program to prevent pollutants from automotive activities, such as vehicle fluids, from entering storm drains	6-7.a	Provide designated area for all vehicle maintenance.		X	
	6-7.b	Move maintenance and repair activities indoors or under a covered area whenever possible		X	
	6-7.d	Stencil all storm drain inlets in corporation yard areas	X		
	6-7.e	Using the Vehicle Service Facilities Inspection Checklist contained on pages E-71 through E-77 of Appendix E of the MRSWMP, inspect the MS4's vehicle maintenance facilities annually and correct any deficiencies noted.		X	
	6-7.f	Store materials and wastes under cover whenever possible		X	
	6-7.g	Train all employees repairing municipal vehicles on proper pollution prevention techniques		X	
Implement a program to prevent pollutants from washing municipal vehicles, such as vehicle fluids and phosphate soaps, from entering storm drains.	6-8.a	Training of municipal employees in proper vehicle washing techniques		X	
	6-8.b	Using the vehicle washing portion of the Vehicle Service Facilities Inspection Checklist contained on pages E-75 through E-76 of Appendix E of the MRSWMP, inspect the MS4's vehicle washing facilities annually and correct any deficiencies noted.		X	

<i>BMP Description</i>	<i>BMP No.</i>	<i>Implementation Plan</i>	<i>Status</i>		
			Implemented	Not Applicable	Not Implemented
Implement a program of regularly cleaning storm drains and inlets to prevent accumulated pollutants from being discharged with the storm water (See Appendix E of the MRSWMP for a complete discussion of the work to be performed under BMP 6-10)	6-10.a	Stencil catch basins and inlets as needed as prevention measure	X		
	6-10.b	Inspect catch basins and inlets in the designated “hot spots” listed on page E-199 of Appendix E of the MRSWMP annually prior to rainy season, and clean as necessary	X		
	6-10.c	Clean and repair catch basins, inlets and piping as identified through inspections prior to November 1 st annually	X		
	6-10.d	Re-inspect identified problem areas of debris accumulation during wet season	X		
	6-10.e	Keep documentation of inspections and cleanings	X		

Status of Measurable Goals

<i>BMP No.</i>	<i>Measurable Goal</i>	<i>Completed</i>	<i>Not Completed</i>	<i>Not Applicable</i>	<i>Comments</i>
6-1.a	100 % of existing appropriate staff trained by Year 2, then all new employees every year after that. Perform pre- and post-training testing to measure training effectiveness.	X			Due to an internal miscommunication, no City representatives attended the training session for this BMP, which was put on as a group activity by the eight co-permittees on February 14 and 21, 2007. In lieu of attending that training session, the City conducted its own internal training session in September, 2007 using a professionally prepared training video titled “Municipal Storm Water Pollution Prevention.” This video training program covers essentially the same topics as were covered in the training session put on as a group activity in February. A listing of those City staff members who took this video training program and completed pre-and post-training tests is included at the end of this Appendix. The tests indicated that their knowledge of this material improved by 50% as a result of the training, with post-testing results showing an average score of 75% correct answers. No additional training or new hires occurred during year two.

<i>BMP No.</i>	<i>Measurable Goal</i>	<i>Completed</i>	<i>Not Completed</i>	<i>Not Applicable</i>	<i>Comments</i>
6-2.a	100% of noted deficiencies corrected within 30 days of notification by the County			X	Per Cory Welch of the Monterey County Department of Health, Division of Environmental Health, the City does not have any hazardous materials above the threshold quantities, and is therefore not required to be registered with their Department. Hence, their Department does not conduct hazardous materials inspections of the City's facilities. Therefore, this Measurable Goal is not applicable to this city.

<i>BMP No.</i>	<i>Measurable Goal</i>	<i>Completed</i>	<i>Not Completed</i>	<i>Not Applicable</i>	<i>Comments</i>
6-4.a			X		<p>Due to an internal miscommunication, no City representatives attended the training session for this BMP, which was put on as a group activity by the eight co-permittees on May 3, 2007. However, the City is currently in the process of arranging for its staff to attend similar training when it becomes available, with the other local jurisdictions, which include the cities of Monterey and Seaside. A description of the irrigation system performance evaluation performed by the City in August, 2007 in fulfillment of this Measurable Goal is included at the end of this Appendix. Training had been scheduled, but when one of the two public works employees were injured, the other public works employee was unable to attend training.</p> <p>A description of the irrigation system performance evaluation performed in August 2008 in fulfillment of this Measurable Goal is included at the end of this Appendix.</p>
6-4.b	100% of spraying done when rain is not predicted	X			The class was not offered during the past semester, and the Public Works employees did not use any volume of herbicides, and no insecticides during year two. Although the State of California Sprayed for the Apple Moth.
6-5.a	Pool water dechlorinated and/or debrominated prior to discharge to storm drain system 100% of the time			X	The City does not own or operate any swimming pools, so this BMP is not applicable to the City.

<i>BMP No.</i>	<i>Measurable Goal</i>	<i>Completed</i>	<i>Not Completed</i>	<i>Not Applicable</i>	<i>Comments</i>
6-6.a	100% of Sweeping in each MS4 performed in accordance with the MS4's Plan		X		The City passed a street sweeping contract with the City of Seaside on October 4, 2007. All Del Rey Oaks streets are swept on the first Wednesday of the month. Since the sweeping occurs after 8:00 a.m. most of the vehicles on the street have been removed. This program has been very effective. A copy of the contract is included at the end of this Appendix.
6-7.a	100% of MS4s have designated area for vehicle maintenance			X	All of the City's vehicle maintenance is performed under contract by the City of Monterey at Monterey's facilities. No vehicle maintenance is performed in the City. Therefore, this BMP is not applicable to the City.
6-7.b	100% maintenance and repair activities moved indoors or covered area whenever possible			X	As noted in the Comments under BMP 6-7.a above, this Measurable Goal is not applicable to the City.
6-7.d	100% of storm drain inlets in the corporation yard stenciled by end of Year 1 and any new inlets which may be created stenciled immediately after being built. Stenciling redone in Year 5.	X			These storm drains were checked during this year, and the markings did not need re-painting.
6-7.e	100% of noted deficiencies corrected.			X	As noted in the Comments under BMP 6-7.a above, this Measurable Goal is not applicable to the City.
6-7.f	100% of materials stored under cover whenever possible			X	No vehicle maintenance materials are stored in the City, since all of its vehicle maintenance work is done by the City of Monterey. As noted in the Comments under BMP 6-7.a above, this Measurable Goal is not applicable to the City.

<i>BMP No.</i>	<i>Measurable Goal</i>	<i>Completed</i>	<i>Not Completed</i>	<i>Not Applicable</i>	<i>Comments</i>
6-7.g	This training is included in BMP 6-1.a			X	As noted in the Comments under BMP 6-7.a above, this Measurable Goal is not applicable to the City. However, the City's employees did receive training on this topic, as described in the Comments for the Measurable Goal under BMP 6-1.a.
6-8.a	This training is included in BMP 6-1.a			X	All City vehicles are washed at a commercial car wash, and the City has no vehicle washing facilities of its own. Therefore, this Measurable Goal is not applicable to the City. However, the City's employees did receive training on this topic, as described in the Comments for the Measurable Goal under BMP 6-1.a.
6-8.b	100% of noted deficiencies corrected.			X	As noted in the Comments under BMP 6-8.a above, this Measurable Goal is not applicable to the City.
6-10.a	Stenciling is covered under BMP 2-2.c	X			See Comments under the Measurable Goal for BMP 2-2.c.

<i>BMP No.</i>	<i>Measurable Goal</i>	<i>Completed</i>	<i>Not Completed</i>	<i>Not Applicable</i>	<i>Comments</i>
6-10.b	100% of “hot spot” catch basins and inlets inspected, and cleaned as necessary, each year prior to start of rainy season	X			<p>While the City has no “hot spots,” the City staff has noted an area of concern to the rear of the new Safeway Store. The loading dock area is in fact a City road. Safeway will not use this area for loading. However, debris, primarily litter, blows down the canyon and accumulates in that area. As a result, this can affect the storm water catch basins along Highway 218 which runs through the City. This area is closely monitored and cleaned by the City’s Public Works employees. Also in this area is the 4’ drainage culvert that feeds storm water from Arroyo del Rey under the Safeway store and into Laguna Grande lake. This area is also closely monitored by the City’s Public Works employees during the rainy season.</p> <p>The City enlisted the aid of the CDF Gabilian crew to remove any and all debris, garbage and other materials around this area, and clear brush so that the culvert is easily visible from the roadway, and easier to keep clean.</p>
6-10.c	By November 1 st annually, address cleaning and repair needs of prioritized catch basins, inlets & piping as identified during inspections	X			<p>The City’s Public Works Department personnel inspect and, as necessary, clean all of the City’s catch basins before the first rainfall of each year, normally in September and/or October. A description of the City’s Storm Drain System Inspection and Maintenance procedures is included at the end of this Appendix. See also the Comments under BMP 6-10.b above.</p>

<i>BMP No.</i>	<i>Measurable Goal</i>	<i>Completed</i>	<i>Not Completed</i>	<i>Not Applicable</i>	<i>Comments</i>
6-10.d	Re-inspect 100% of problem areas	X			As discussed in the materials at the end of this Appendix for BMP 6-10.c, problem areas are closely monitored during the rainy season and cleaned whenever necessary to maintain the storm drain system in a properly functioning condition.
6-10.e	Documentation kept on file	X			See the Comments under BMP 6-10.b above.

SUPPORTING MATERIALS FOR BMP 2-2.a

COATAL CLEANUP DAY
VOLUNTEER ASSISTANCE WITH COORDINATION OF THE EVENT

NAME OF VOLUNTEER	ASSISTANCE PROVIDED
PETE GRISSIM	CITY TRUCK TO HAUL WASTE

SUPPORTING MATERIALS FOR BMP 2-2.b

City of Del Rey Oaks

To: All Personnel

CC:

From: Ron Langford, ACM 

Date: 9/4/2007

Re: Volunteers Needed for Annual Beach Clean-Up day

The California annual beach clean up day is September 15, 2007. Hours are from 9:00 am to 12:00 pm. Everyone is encouraged to participate. The California Coastal Commission is sponsoring the event, and information is available on their website. A link has been created on the City of Del Rey Oaks Website for your convience.

SUPPORTING MATERIALS FOR BMP 2-2.c

STORM DRAIN INLET STENCILING

TOTAL NUMBER OF STORM DRAINS IN THE CITY	NO. OF STORM DRAINS STENCILED	PERCENTAGE OF CITY STORM DRAINS STENCILED
40	10	25%

SUPPORTING MATERIALS FOR BMP 3-1.c

**LOG OF REPORTS RECEIVED OF ILLICIT CONNECTIONS AND/OR
ILLEGAL DISCHARGES**

REPORT NO.	DATE RECEIVED	ISSUE/PROBLEM REPORTED	ACTION TAKEN	STATUS OF REPORT⁽¹⁾
01	4/23/07	Vehicle Fuel Leak	Absorbent used to clean and contain	Closed
02	11/15/07	Safeway – sewage leak in store.	Appropriate agencies notified	Closed
03	11/23/07	Safeway – sewage leak in parking lot.	Appropriate agencies notified	Closed
04	12/08/07	Safeway – sewage leak in store.	Appropriate agencies notified	Closed
05	12/11/07	Safeway - sewage leak in store.	Appropriate agencies notified	Closed
06	07/14/07	Sewage leak 900 block of Rosita Rd.	Appropriate agencies notified	Closed

Illicit Discharge/Connection Reporting and Response

Date/Time: 12/11/07 1320 hrs. Report No. WPA 05

Received by: DFC BOURQUIN
 Reported by: SARAWAY MGMT.
 Address: 815 CANYON DEL REY ROAD
 Phone: _____
 Location: 815 CANYON DEL REY ROAD

Report:	Material	Land Use
<input type="checkbox"/> Hazardous	<input type="checkbox"/> Sediment	<input type="checkbox"/> Residential
<input checked="" type="checkbox"/> Wastewater	<input type="checkbox"/> Other _____	<input type="checkbox"/> Construction Site
<input type="checkbox"/> Oil/Grease	<input type="checkbox"/> Unknown	<input type="checkbox"/> Commercial
		<input type="checkbox"/> Industrial
		<input type="checkbox"/> Public

Est. Quantity: LESS THAN 10 GAL.

Direct/Constructed Connections Found? Yes No

Description: SEWAGE LEAK INSIDE SDRP

Source Investigation Conducted? Yes No Source Identified? Yes No

Source/Owner of Discharge/Connection: SARAWAY INC.

Entered Storm Drain System/Receiving Waters? Yes No

Action and Closure

Referred To: MONTEREY COUNTY HEALTH
 Phone: _____
 City: _____
 Dept.: _____
 Action Taken: FLOORS CLEANED W/ BLEACH

Date Closed: 12/11/08

Illicit Discharge/Connection Reporting and Response

Date/Time: 4/23/07 2353 HOURS Report No. 01

Received by: PATROL FOUND
Reported by: NGUYEN + TOPPS
Address: G WORK AVE
Phone: _____
Location: G WORK AVE

Material		Land Use	
<input checked="" type="checkbox"/> Hazardous	<input type="checkbox"/> Sediment	<input checked="" type="checkbox"/> Residential	<input type="checkbox"/> Construction Site
<input type="checkbox"/> Wastewater	<input checked="" type="checkbox"/> Other <u>GAS</u>	<input type="checkbox"/> Commercial	
<input type="checkbox"/> Oil/Grease	<input type="checkbox"/> Unknown	<input type="checkbox"/> Industrial	
		<input type="checkbox"/> Public	

Est. Quantity: LESS THEN 1/2 GALLON

Direct/Constructed Connections Found? Yes No

Description: FOUND VEHICLE ON ST - LEAKING GAS

Source Investigation Conducted? Yes No Source Identified? Yes No

Source/Owner of Discharge/Connection: CECILIA SENNER

Entered Storm Drain System/Receiving Waters? Yes No

Action and Closure

Referred To: _____
Phone: _____
City: _____
Dept.: DROP
Action Taken: SAND USED TO ABSORB + COLLECT

Date Closed: 4/23/07

Illicit Discharge/Connection Reporting and Response

Date/Time: 07-14-08 Report No. ~~02~~ 06 Incident Report

Received by: Ofc. Olmos
Reported by: Dirk / Karen Harris
Address: 943 Rosita Rd.
Phone: 831-394-6408
Location: Del Rey Park

Report:		Material	Land Use
<input type="checkbox"/> Hazardous	<input type="checkbox"/> Sediment	<input checked="" type="checkbox"/> Residential	<input type="checkbox"/> Construction Site
<input checked="" type="checkbox"/> Wastewater	<input type="checkbox"/> Other _____	<input type="checkbox"/> Commercial	
<input type="checkbox"/> Oil/Grease	<input type="checkbox"/> Unknown	<input type="checkbox"/> Industrial	
		<input type="checkbox"/> Public	

Est. Quantity: _____

Direct/Constructed Connections Found? Yes No

Description: _____

Source Investigation Conducted? Yes No Source Identified? Yes No

Source/Owner of Discharge/ Connection: Dirk / Karen Harris

Entered Storm Drain System/Receiving Waters? Yes No

Action and Closure

Referred To: Seaside Sanitation
Phone: 831-899-6825
City: Seaside, Ca. 93955
Dept.: Public Works
Action Taken: _____

Date Closed: 07-13-08

Illicit Discharge/Connection Reporting and Response

Date/Time: 11/23/07 0930 Report No. N/A 03

Received by: DFL SALOPEK + DFL OLMO
 Reported by: MONTEREY FIRE DEPT
 Address: _____
 Phone: _____
 Location: 815 CANYON DEL REY ROAD

Report:	Material	Land Use
<input type="checkbox"/> Hazardous <input checked="" type="checkbox"/> Wastewater <input type="checkbox"/> Oil/Grease	<input type="checkbox"/> Sediment <input type="checkbox"/> Other _____ <input type="checkbox"/> Unknown	<input type="checkbox"/> Residential <input checked="" type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Public <input type="checkbox"/> Construction Site

Est. Quantity: LESS THAN 10 GAL.

Direct/Constructed Connections Found? Yes No

Description: SEWAGE LEAK IN PARKING LOT OF SAFEWAY

Source Investigation Conducted? Yes No Source Identified? Yes No

Source/Owner of Discharge/Connection: SAFEWAY INC.

Entered Storm Drain System/Receiving Waters? Yes No

Action and Closure

Referred To: MONTEREY COUNTY HEALTH DEPT.
 Phone: _____
 City: _____
 Dept.: _____
 Action Taken: (CALLED MONTEREY COUNTY HEALTH PER SEASIDE FIRE

Date Closed: 11/23/07

Illicit Discharge/Connection Reporting and Response

Date/Time: 12/08/07 1058 hrs Report No. N/A 09

Received by: SGT. VILLERREAL
 Reported by: SAFENAY MONT.
 Address: 815 CANYON DEL REY ROAD
 Phone: _____
 Location: 815 CANYON DEL REY ROAD

Report:	<table style="width: 100%;"> <tr> <th style="text-align: left;">Material</th> <th style="text-align: left;">Land Use</th> </tr> <tr> <td> <input type="checkbox"/> Hazardous <input checked="" type="checkbox"/> Wastewater <input type="checkbox"/> Oil/Grease </td> <td> <input type="checkbox"/> Residential <input checked="" type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Public </td> </tr> <tr> <td> <input type="checkbox"/> Sediment <input type="checkbox"/> Other _____ <input type="checkbox"/> Unknown </td> <td> <input type="checkbox"/> Construction Site </td> </tr> </table>	Material	Land Use	<input type="checkbox"/> Hazardous <input checked="" type="checkbox"/> Wastewater <input type="checkbox"/> Oil/Grease	<input type="checkbox"/> Residential <input checked="" type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Public	<input type="checkbox"/> Sediment <input type="checkbox"/> Other _____ <input type="checkbox"/> Unknown	<input type="checkbox"/> Construction Site
Material	Land Use						
<input type="checkbox"/> Hazardous <input checked="" type="checkbox"/> Wastewater <input type="checkbox"/> Oil/Grease	<input type="checkbox"/> Residential <input checked="" type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Public						
<input type="checkbox"/> Sediment <input type="checkbox"/> Other _____ <input type="checkbox"/> Unknown	<input type="checkbox"/> Construction Site						

Est. Quantity: LESS THAN 10 GAL.

Direct/Constructed Connections Found? Yes No

Description: SEWAGE LEAK INSIDE STORE.

Source Investigation Conducted? Yes No Source Identified? Yes No

Source/Owner of Discharge/Connection: SAFENAY INC.

Entered Storm Drain System/Receiving Waters? Yes No

Action and Closure

Referred To: MONTEREY COUNTY HEALTH DEPT
 Phone: _____
 City: _____
 Dept.: _____
 Action Taken: FLOORS CLEANED W/ BLEACH.
 Date Closed: 12/08/07

Illicit Discharge/Connection Reporting and Response

Date/Time: 11/15/07 1345 hrs. Report No. N/A 02

Received by: BOURQUIN
 Reported by: MONTEREY & SEASIDE FIRE
 Address: 815 CANYON DEL REY ROAD
 Phone: _____
 Location: 815 CANYON DEL REY ROAD

Report:	<table style="width: 100%;"> <tr> <th colspan="2" style="text-align: left;">Material</th> </tr> <tr> <td><input type="checkbox"/> Hazardous</td> <td><input type="checkbox"/> Sediment</td> </tr> <tr> <td><input checked="" type="checkbox"/> Wastewater</td> <td><input type="checkbox"/> Other _____</td> </tr> <tr> <td><input type="checkbox"/> Oil/Grease</td> <td><input type="checkbox"/> Unknown</td> </tr> </table>	Material		<input type="checkbox"/> Hazardous	<input type="checkbox"/> Sediment	<input checked="" type="checkbox"/> Wastewater	<input type="checkbox"/> Other _____	<input type="checkbox"/> Oil/Grease	<input type="checkbox"/> Unknown	<table style="width: 100%;"> <tr> <th colspan="2" style="text-align: left;">Land Use</th> </tr> <tr> <td><input type="checkbox"/> Residential</td> <td><input type="checkbox"/> Construction Site</td> </tr> <tr> <td><input checked="" type="checkbox"/> Commercial</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Industrial</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Public</td> <td></td> </tr> </table>	Land Use		<input type="checkbox"/> Residential	<input type="checkbox"/> Construction Site	<input checked="" type="checkbox"/> Commercial		<input type="checkbox"/> Industrial		<input type="checkbox"/> Public	
Material																				
<input type="checkbox"/> Hazardous	<input type="checkbox"/> Sediment																			
<input checked="" type="checkbox"/> Wastewater	<input type="checkbox"/> Other _____																			
<input type="checkbox"/> Oil/Grease	<input type="checkbox"/> Unknown																			
Land Use																				
<input type="checkbox"/> Residential	<input type="checkbox"/> Construction Site																			
<input checked="" type="checkbox"/> Commercial																				
<input type="checkbox"/> Industrial																				
<input type="checkbox"/> Public																				

Est. Quantity: LESS THAN 10 GAL

Direct/Constructed Connections Found? Yes No

Description: SEWAGE BACK UP INSIDE STORE

Source Investigation Conducted? Yes No Source Identified? Yes No

Source/Owner of Discharge/ Connection: SAFEWAY INC.

Entered Storm Drain System/Receiving Waters? Yes No

Action and Closure

Referred To: MONTEREY COUNTY HEALTH DEPT
 Phone: _____
 City: _____
 Dept.: _____
 Action Taken: FLOORS CLEANED W/ BLEACH
 Date Closed: 11/15/07

Illicit Discharge/Connection Reporting and Response

Date/Time: 4/23/07 2353 HOURS Report No. 01

Received by: PATROL FOUND
Reported by: NGUYEN + TOPPS
Address: G WYCK AVE
Phone: _____
Location: G WYCK AVE

Material		Land Use	
<input checked="" type="checkbox"/> Hazardous	<input type="checkbox"/> Sediment	<input checked="" type="checkbox"/> Residential	<input type="checkbox"/> Construction Site
<input type="checkbox"/> Wastewater	<input checked="" type="checkbox"/> Other <u>GAS</u>	<input type="checkbox"/> Commercial	
<input type="checkbox"/> Oil/Grease	<input type="checkbox"/> Unknown	<input type="checkbox"/> Industrial	
		<input type="checkbox"/> Public	

Est. Quantity: LESS THEN 1/2 GALLON

Direct/Constructed Connections Found? Yes No

Description: FOUND VEHICLE ON ST - LEAKING GAS

Source Investigation Conducted? Yes No Source Identified? Yes No

Source/Owner of Discharge/Connection: CECILIA SPURER

Entered Storm Drain System/Receiving Waters? Yes No

Action and Closure

Referred To: _____
Phone: _____
City: _____
Dept.: DOPD
Action Taken: SAND USED TO ABSORB + COLLECT

Date Closed: 4/23/07

SUPPORTING MATERIALS FOR BMP 3-3.d

SUMMARY OF ENFORCEMENT ACTIONS TAKEN TO ELIMINATE ILLICIT CONNECTIONS AND ILLEGAL DISCHARGES

TYPE OF VIOLATION	NO. IDENTIFIED OR REPORTED	MEANS OF IDENTIFICATION				ENFORCEMENT ACTIONS TAKEN			
		INSPECTION	CITIZEN REPORT	CITY STAFF REPORT	OTHER ⁽¹⁾	WARNING	ADMINISTRATIVE ACTION ⁽²⁾	ADMINISTRATIVE ACTION AND FINE ⁽³⁾	LEGAL ACTION ⁽⁴⁾
Illicit Connection									
Illegal Discharge	06			06		06			

- (1) "Other" includes _____.
- (2) Includes Notice of Violation, Stop Work Order, and Administrative Compliance Order.
- (3) Includes Citation for Violation and Notice of Imposition of Administrative Ordinance.
- (4) Includes Citation for Violation.

SUPPORTING MATERIALS FOR BMP 6-1.a

SUPPORTING MATERIALS FOR BMP 6-4.a

IRRIGATION SYSTEM INSPECTION INFORMATION

Name and Location of Irrigation Site: LOS ENCINOS PR

Inspection Date: 08/31/07

Type of Irrigation System: Manual Automatic

Inspection Done By:
TERRY L. SERRANO Budie worker

INSPECTION RESULTS			
TYPE OF SYSTEM AND PERFORMANCE MEASURES INPSECTED	SATISFACTORY	UNSATISFACTORY	COMMENTS REGARDING CORRECTIVE ACTION TAKEN
AUTOMATIC SYSTEMS			
The system irrigates when activated			
The system provides water to the entire area it is intended to service and does not over water nor create runoff of fertilizer.			
The system is adjusted to avoid watering hardscapes, tree trunks, or other unintended targets			
The system shuts down when de-activated			
The system is checked monthly for proper coverage, and any deficiencies are promptly repaired			
The sprinklers are free of interference from grass and debris			
The system's operational frequency is seasonally adjusted, and when rain is forecasted for more than one day, the system shall be turned off until irrigation is again needed			
The system was operated in conformance with local water conservation regulations			
MANUAL SYSTEMS			
The system is not left operating while unattended for more than 30 minutes		✓	<u>NO SYSTEM Hooked IN AT THIS TIME</u>
The system does not cause erosion from excessive flow	✓		
The system has shut off devices on all hoses	✓		
The system was operated in conformance with local water conservation regulations	✓		

IRRIGATION SYSTEM INSPECTION INFORMATION

Name and Location of Irrigation Site: DEL REY GARDENS DR.

4 CAÑE DEL OAKS PL.

Inspection Date: 08/31/07

Inspection Done By:

Type of Irrigation System: Manual Automatic

TERRY L. SERRANO Public works

INSPECTION RESULTS

TYPE OF SYSTEM AND PERFORMANCE MEASURES INSPECTED	SATISFACTORY	UNSATISFACTORY	COMMENTS REGARDING CORRECTIVE ACTION TAKEN
			<p>THIS SYSTEM IS NOT ACTIVE UNTIL REPAIRS ARE MADE. WITHIN TWO MONTHS - FROM THIS DATE</p> <p style="text-align: right;">08/31/07</p>
AUTOMATIC SYSTEMS			
The system irrigates when activated			
The system provides water to the entire area it is intended to service and does not over water nor create runoff of fertilizer.			
The system is adjusted to avoid watering hardscapes, tree trunks, or other unintended targets			
The system shuts down when de-activated			
The system is checked monthly for proper coverage, and any deficiencies are promptly repaired			
The sprinklers are free of interference from grass and debris			
The system's operational frequency is seasonally adjusted, and when rain is forecasted for more than one day, the system shall be turned off until irrigation is again needed			
The system was operated in conformance with local water conservation regulations			
MANUAL SYSTEMS			
The system is not left operating while unattended for more than 30 minutes		✓	BROKEN SPRAYER HEADS
The system does not cause erosion from excessive flow	✓		
The system has shut off devices on all hoses	✓		
The system was operated in conformance with local water conservation regulations	✓		

IRRIGATION SYSTEM INSPECTION INFORMATION

Name and Location of Irrigation Site: VIA VERDE

Inspection Date: 08/31/07

INSPECTION DONE BY:

Type of Irrigation System: Manual

Automatic

TERRY SERRANO Public works

INSPECTION RESULTS			
TYPE OF SYSTEM AND PERFORMANCE MEASURES INPSECTED	SATISFACTORY	UNSATISFACTORY	COMMENTS REGARDING CORRECTIVE ACTION TAKEN
AUTOMATIC SYSTEMS			
The system irrigates when activated			
The system provides water to the entire area it is intended to service and does not over water nor create runoff of fertilizer.			
The system is adjusted to avoid watering hardscapes, tree trunks, or other unintended targets			
The system shuts down when de-activated			
The system is checked monthly for proper coverage, and any deficiencies are promptly repaired			
The sprinklers are free of interference from grass and debris			
The system's operational frequency is seasonally adjusted, and when rain is forecasted for more than one day, the system shall be turned off until irrigation is again needed			
The system was operated in conformance with local water conservation regulations			
MANUAL SYSTEMS			
The system is not left operating while unattended for more than 30 minutes	.	✓	<i>NO SYSTEM HOOKED IN AT THIS TIME</i>
The system does not cause erosion from excessive flow	✓		
The system has shut off devices on all hoses	✓		
The system was operated in conformance with local water conservation regulations	✓		

IRRIGATION SYSTEM INSPECTION INFORMATION

Name and Location of Irrigation Site: City Hall

Inspection Date: 08/31/07

Inspection Done By:

Type of Irrigation System: Manual Automatic
TERRY L. SERRANO Public Works

INSPECTION RESULTS			
TYPE OF SYSTEM AND PERFORMANCE MEASURES INPSECTED	SATISFACTORY	UNSATISFACTORY	COMMENTS REGARDING CORRECTIVE ACTION TAKEN
AUTOMATIC SYSTEMS			
The system irrigates when activated	✓		
The system provides water to the entire area it is intended to service and does not over water nor create runoff of fertilizer.	✓		
The system is adjusted to avoid watering hardscapes, tree trunks, or other unintended targets	✓		
The system shuts down when de-activated	✓		
The system is checked monthly for proper coverage, and any deficiencies are promptly repaired	✓		
The sprinklers are free of interference from grass and debris	✓		
The system's operational frequency is seasonally adjusted, and when rain is forecasted for more than one day, the system shall be turned off until irrigation is again needed	✓		
The system was operated in conformance with local water conservation regulations	✓		
MANUAL SYSTEMS			
The system is not left operating while unattended for more than 30 minutes			
The system does not cause erosion from excessive flow			
The system has shut off devices on all hoses			
The system was operated in conformance with local water conservation regulations			

IRRIGATION SYSTEM INSPECTION INFORMATION

Name and Location of Irrigation Site: QUEVEDALE AVE & CARLTON DR

Inspection Date: 08/31/07

Inspection Done By:

Type of Irrigation System: Manual Automatic

TERRY L. SERRANO Public Works

INSPECTION RESULTS			
TYPE OF SYSTEM AND PERFORMANCE MEASURES INSPECTED	SATISFACTORY	UNSATISFACTORY	COMMENTS REGARDING CORRECTIVE ACTION TAKEN
AUTOMATIC SYSTEMS			
The system irrigates when activated			
The system provides water to the entire area it is intended to service and does not over water nor create runoff of fertilizer.			
The system is adjusted to avoid watering hardscapes, tree trunks, or other unintended targets			
The system shuts down when de-activated			
The system is checked monthly for proper coverage, and any deficiencies are promptly repaired			
The sprinklers are free of interference from grass and debris			
The system's operational frequency is seasonally adjusted, and when rain is forecasted for more than one day, the system shall be turned off until irrigation is again needed			
The system was operated in conformance with local water conservation regulations			
MANUAL SYSTEMS			
The system is not left operating while unattended for more than 30 minutes	✓		
The system does not cause erosion from excessive flow	✓		
The system has shut off devices on all hoses	✓		
The system was operated in conformance with local water conservation regulations	✓		

IRRIGATION SYSTEM INSPECTION INFORMATION

Name and Location of Irrigation Site: QUEVEDALE AVE & CARLTON DR

Inspection Date: 08/31/07

Inspection Done By:

Type of Irrigation System: Manual Automatic

TERRY L. SERRANO Public Works

INSPECTION RESULTS			
TYPE OF SYSTEM AND PERFORMANCE MEASURES INSPECTED	SATISFACTORY	UNSATISFACTORY	COMMENTS REGARDING CORRECTIVE ACTION TAKEN
AUTOMATIC SYSTEMS			
The system irrigates when activated			
The system provides water to the entire area it is intended to service and does not over water nor create runoff of fertilizer.			
The system is adjusted to avoid watering hardscapes, tree trunks, or other unintended targets			
The system shuts down when de-activated			
The system is checked monthly for proper coverage, and any deficiencies are promptly repaired			
The sprinklers are free of interference from grass and debris			
The system's operational frequency is seasonally adjusted, and when rain is forecasted for more than one day, the system shall be turned off until irrigation is again needed			
The system was operated in conformance with local water conservation regulations			
MANUAL SYSTEMS			
The system is not left operating while unattended for more than 30 minutes	✓		
The system does not cause erosion from excessive flow	✓		
The system has shut off devices on all hoses	✓		
The system was operated in conformance with local water conservation regulations	✓		

IRRIGATION SYSTEM INSPECTION INFORMATION

Name and Location of Irrigation Site: PARK AREA.

Inspection Date: 08/31/07

Type of Irrigation System: Manual Automatic *INSPECTION DONE BY TERRY L. SERRANO PUBLIC WORKS*

INSPECTION RESULTS			
TYPE OF SYSTEM AND PERFORMANCE MEASURES INPSECTED	SATISFACTORY	UNSATISFACTORY	COMMENTS REGARDING CORRECTIVE ACTION TAKEN
AUTOMATIC SYSTEMS			
The system irrigates when activated	✓		
The system provides water to the entire area it is intended to service and does not over water nor create runoff of fertilizer.	✓		
The system is adjusted to avoid watering hardscapes, tree trunks, or other unintended targets	✓		
The system shuts down when de-activated	✓		
The system is checked monthly for proper coverage, and any deficiencies are promptly repaired	✓		
The sprinklers are free of interference from grass and debris	✓		
The system's operational frequency is seasonally adjusted, and when rain is forecasted for more than one day, the system shall be turned off until irrigation is again needed	✓		
The system was operated in conformance with local water conservation regulations	✓		
MANUAL SYSTEMS			
The system is not left operating while unattended for more than 30 minutes			
The system does not cause erosion from excessive flow			
The system has shut off devices on all hoses			
The system was operated in conformance with local water conservation regulations			

SUPPORTING MATERIALS FOR BMP 6-6.a

**PUBLIC WORKS AGREEMENT
BETWEEN
THE CITIES OF SEASIDE AND
DEL REY OAKS**

THIS AGREEMENT, made and executed this _____ day of _____, 2007, by and between the City of Seaside, a municipal corporation, hereinafter referred to as "Seaside", and the City of Del Rey Oaks, a municipal corporation, hereinafter referred to as "Del Rey Oaks" provides as follows:

1. Description of Project. Del Rey Oaks has requested that Seaside provide routine public works maintenance work predominantly in the areas of street sweeping. Other services can be provided if Del Rey Oaks so desires.

2. Payment Terms. Del Rey Oaks shall pay Seaside for work performed on a time and materials basis. Rates of payment will be in accordance with the attached "Exhibit A". Rates will be increased based on salary increases/pay raises.

3. Time for performance.

- A. Seaside shall schedule work on receipt of a work order form Del Rey Oaks or in the case of an emergency, a verbal request. Seaside shall perform the work as soon as scheduling allows, unless representatives from both agencies determine that a project is considered an emergency. An emergency is defined as any disrepair within the public right-of-way that may expose Del Rey Oaks to potential liability and litigation or which may be detrimental to public health and safety.
- B. All work shall be performed in conformance with the engineering standards and maintenance procedure of the City of Seaside and using the generally accepted practices of the Asphalt Institute or the American Public Works Association in performing related activities.

4. Project Director. Seaside designates its Deputy City Manager for Resource Management Services or her designee as its project director. Del Rey Oaks designates its City Manager/Chief of Police as its project director. Any changes in project directors will be subject to prior written acceptance and approval of both agencies.

5. Materials and Equipment. Seaside shall provide all materials and equipment necessary to complete a project. Costs for materials and equipment shall be incorporated into the project charges to Del Rey Oaks. Equipment rates will be billed in accordance with "Exhibit A".

EXHIBIT "A"

Estimated Street Sweeping Cost

Hourly Rate

Class B Sweeper Operator	\$ 48.66
Street sweeper	\$ 79.45

Estimated monthly Sweeping cost

NPDES Permit requires sweeping twice per month. It is estimated that sweeping can be completed citywide in 8 hrs. Total cost for monthly sweeping is as follows:

$$(\$48.66 + \$79.45/\text{HR}) (16 \text{ HRS/MO}) = \$2050$$

SUPPORTING MATERIALS FOR BMP 6-10.c

STORM DRAIN SYSTEM INSPECTION AND MAINTENANCE INFORMATION

Describe the City's storm drain system inspection and maintenance program, including such things as:

- **Procedures used to identify any structures in need of immediate repair to maintain structural integrity**
- **What parameters are used by field crews to determine when inlets and catch basins have become 40% full of accumulated trash, or debris is more than four inches deep, so that they can be cleaned as needed to meet this minimum standard**
- **What is done to ensure that catch basins and inlets are stenciled and re-stenciled as necessary**
- **What procedures are in place to ensure that inspections are conducted more frequently during the wet season for problem areas where sediment or trash accumulates more often.**

The City of Del Rey Oaks is very small, with 30 catch basins located on 10 miles of streets. The two public works employees can complete a visual check of every storm drain in the City in approximately twenty minutes. These drains are routinely cleaned of all debris. During the rain season, the drains are checked at least twice during the work day. During the overnight hours, the Police Department checks the storm drains, and uses small rakes carried in the police vehicles to clean them if necessary. This practice has been in place for over twenty years. If the weather reports are such that heavy rain is expected, then one of the public works employees are placed on call, and are authorized to take a City truck home.

Does the City keep accurate logs of the number of catch basins cleaned?

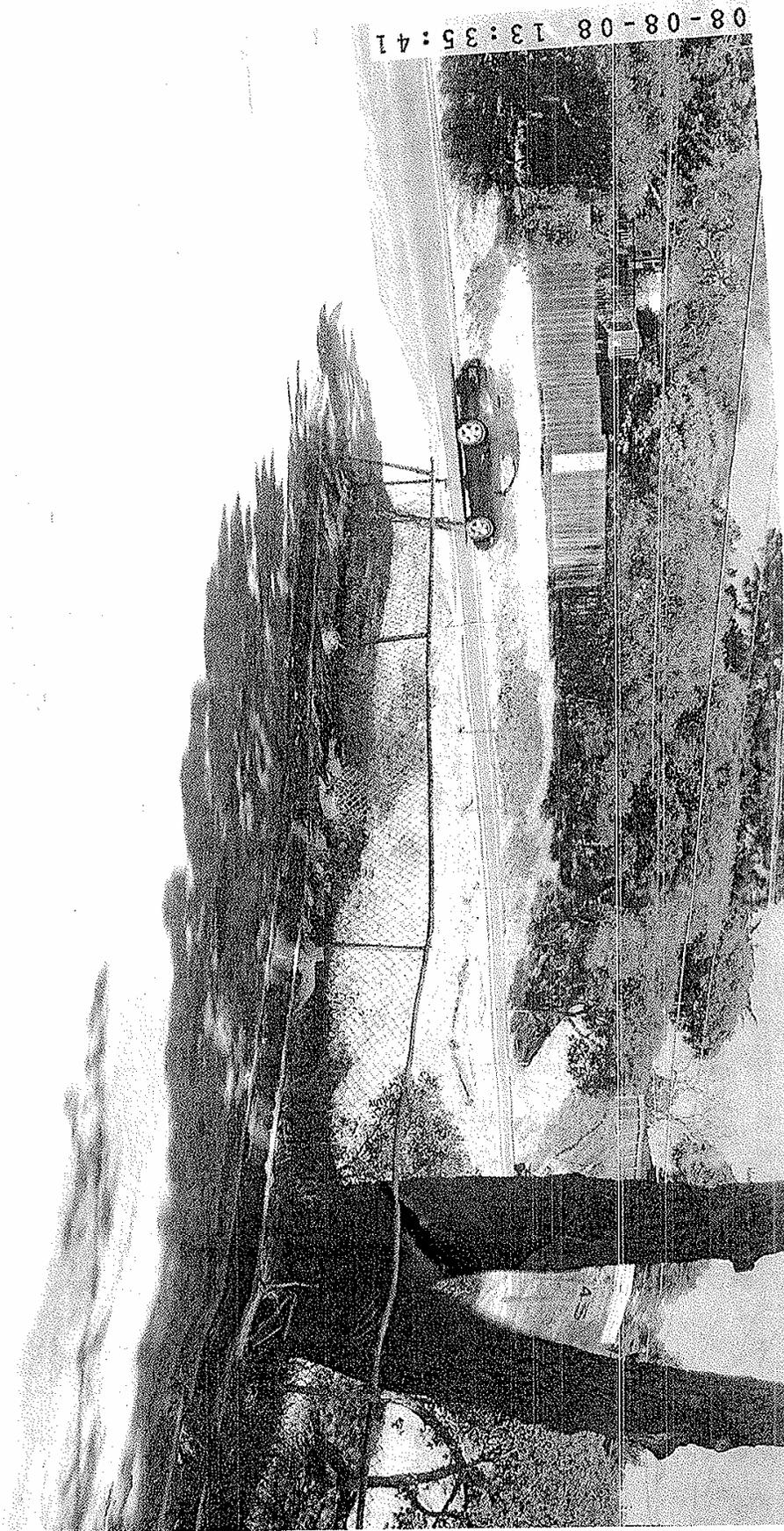
Yes No If no, explain: See narrative above.

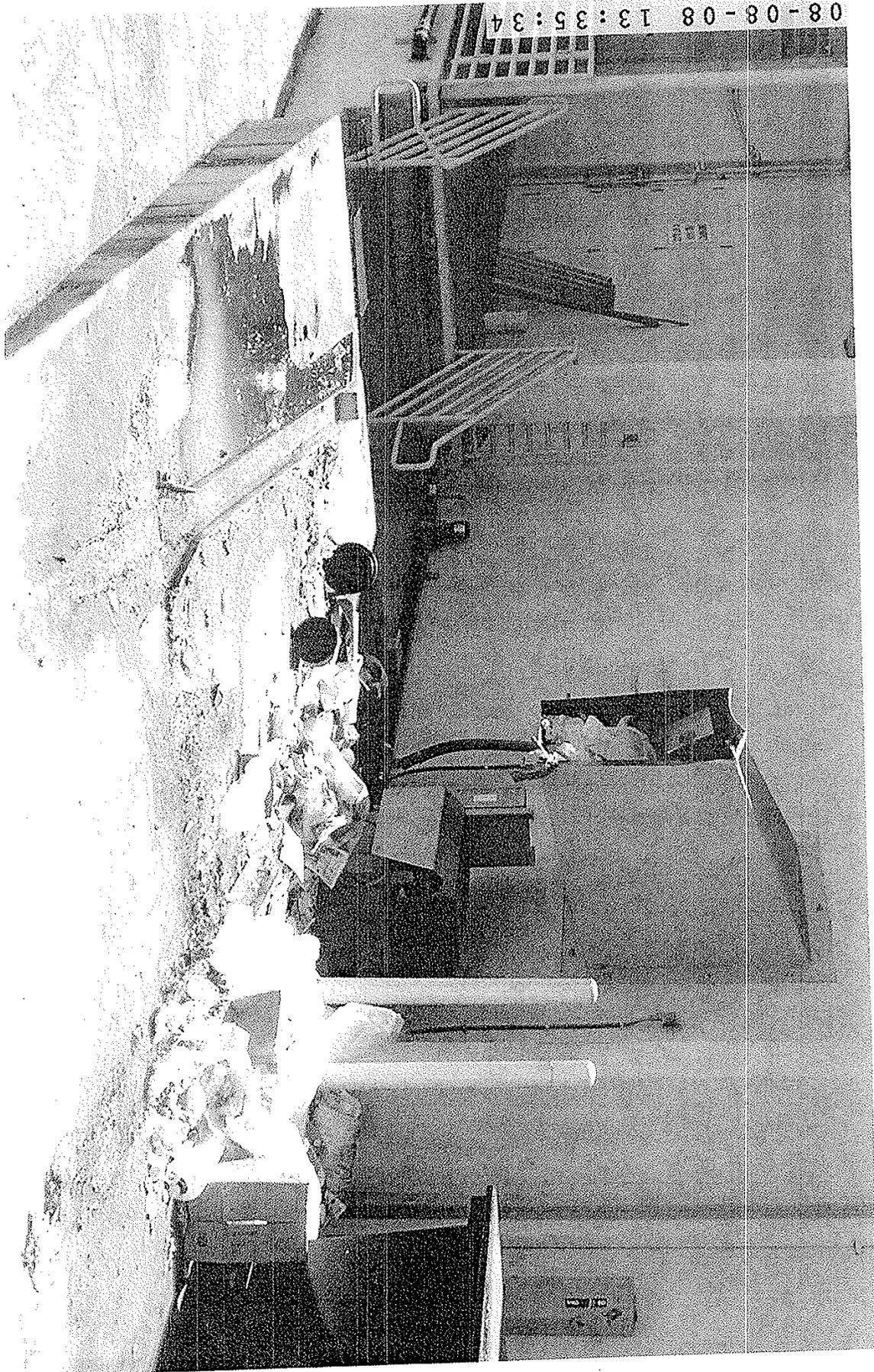
Is the amount of waste collected recorded?

Yes No If no, explain: See narrative above.

Are wastes collected from cleaning activities of the drainage system stored in appropriate containers or temporary storage sites in a manner that prevents discharge to the storm drain?

Yes No If no, explain: _____





8.32.034 Violations.

It shall be unlawful for any person to violate any provision or fail to comply with any of the requirements of this Article. A violation of or failure to comply with any of the requirements of this Article shall be enforceable as provided in Chapters 1.12 and 1.16 of the Del Rey Oaks Municipal Code.

8.32.035 Compensatory Action.

In lieu of enforcement proceedings, penalties, and remedies authorized by this Article, the City Manager may impose upon a violator alternative compensatory actions, such as storm drain stenciling, attendance at compliance workshops, creek cleanup, etc.

8.32.036 Violations Deemed a Public Nuisance

In addition to the enforcement processes and penalties hereinbefore provided, any condition caused or permitted to exist in violation of any of the provisions of this Article is a threat to public health, safety, and welfare, and is declared and deemed a nuisance, and may be summarily abated or restored by the City at the violator's expense, and/or a civil action to abate, enjoin, or otherwise compel the cessation of such nuisance may be taken by the City.

8.32.037 Acts Potentially Resulting in a Violation of the Federal Clean Water Act and/or California Porter-Cologne Act.

Any person who violates any provision of this Ordinance or any provision of any requirement issued pursuant to it, may also be in violation of the Clean Water Act and/or the Porter-Cologne Act and may be subject to the sanctions of those acts including civil and criminal penalties. Any enforcement action authorized under this Ordinance shall also include written notice to the violator of such potential liability.

Administrative Compliance Order under Section 22 above may appeal the determination of the City Manager to the City Manager. The notice of appeal must be received by the City Manager within 15 days from the date of the Notice of Violation. The appeal shall state the name and address of the appellant, the nature of the determination being appealed, the reason the determination is incorrect, and what the correct determination of the appeal should be. Failure to file such a statement within the time or in the manner required, waives the appellant's objections and the appeal shall be dismissed. Hearing on the appeal before the City Manager or his/her designee shall take place within 30 days from the date of City's receipt of the notice of appeal. At least ten days prior to the hearing, the City shall mail notice of the time and place of the hearing to the appellant. The decision of the City Manager or designee shall be final.

8.32.031 Abatement by City.

If the violation has not been corrected pursuant to the requirements set forth in the Notice of Violation, or, in the event of an appeal under Section 23, within 10 days of the decision of the City Manager upholding the decision of the City Manager, then the City or a contractor designated by the City Manager shall enter upon the subject private property and is authorized to take any and all measures necessary to abate the violation and/or restore the property. It shall be unlawful for any person, owner, agent or person in possession of any premises to refuse to allow the City or designated contractor to enter upon the premises for the purposes set forth above.

8.32.032 Charging Cost of Abatement/Liens.

Within 30 days after abatement of the nuisance by the City, the City Manager shall notify the property owner of the property of the cost of abatement, including administrative costs. The property owner may file a written protest objecting to the amount of the assessment with the City Clerk within 15 days. The City Clerk shall set the matter for public hearing by the City Council. The decision of the City Council shall be set forth by resolution and shall be final.

If the amount due is not paid within 10 days of the decision of the City Council or the expiration of the time in which to file an appeal under this Section, the charges shall become a special assessment against the property and shall constitute a lien on the property for the amount of the assessment. A copy of the resolution shall be turned over to the County Auditor so that the auditor may enter the amounts of the assessment against the parcel as it appears on the current assessment roll, and the tax collector shall include the amount of the assessment on the bill for taxes levied against the parcel of land.

8.32.033 Urgency Abatement.

The City Manager is authorized to require immediate abatement of any violation of this Article that constitutes an immediate threat to the health, safety or well-being of the public. If any such violation is not abated immediately as directed by the City Manager, the City is authorized to enter onto private property and to take any and all measures required to remediate the violation. Any expense related to such remediation undertaken by the City shall be fully reimbursed by the property owner and/or responsible party. Any relief obtained under this section shall not prevent the City from seeking other and further relief authorized under this Article.

notice shall further advise that, should the violator fail to remediate or restore within the established deadline, the work may be done by the City or a contractor designated by the City Manager and the expense thereof shall be charged to the violator pursuant to Section 24 below.

8.32.024 Stop Work Order.

Whenever any activity is being done contrary to and in violation of this ordinance, the enforcement officer may order the related activity stopped by noticing in writing, posted on the premises, or served on the responsible party. The responsible party shall forthwith stop such work until authorized by the enforcement officer to proceed.

8.32.025 Citation for Violation.

Upon a determination that there is a violation of this ordinance, a citation may be issued to the responsible party to appear in Court.

8.32.026 Administrative Compliance Order.

The City may issue an Administrative Compliance Order for any violation. The order shall be in writing, specify the violation(s) and require compliance measures. The order may also include a Notice of Impositions of Administrative Civil Penalty Assessment for the violation.

8.32.027 Notice of Imposition of Administrative Ordinance.

If a person fails to comply with applicable provisions of this code or an administrative compliance order, the enforcement officer may issue to the person a Notice of Imposition of an administrative civil penalty.

8.32.028 Service.

All notices/orders shall be served by personal service or sent by certified mail and first class mail. Any notice/order served by mail shall be deemed received for purposes of any time computations hereunder, three days after the date mailed, if to an address within this state and seven days after the date mailed, if to an address outside this state.

8.32.029 Settlement of Administrative Civil Penalty Assessment.

Upon receipt of Notice of Administrative Civil Penalty Assessment, the violation may request a conference with the City Manager or designee. The City Manager or designee may compromise or settle any unpaid administrative civil penalty assessment where authorized. A request under this paragraph shall not act as a stay, or otherwise affect the filing or processing of an appeal under Section 8.32.023.

8.32.030 Appeal.

Notwithstanding the provisions of Section 26 below, any person receiving a Notice of Violation, Stop Work Order, Notice of Imposition of an Administrative Civil Penalty or

operator of such establishment shall also retain an on-site written record of the discharge and the actions taken to prevent its recurrence. Such records shall be retained for at least three years.

8.32.020 Authority to Inspect.

Whenever necessary to make an inspection to enforce any provision of this Article, or whenever the City Manager has cause to believe that there exists, or potentially exists, in or upon any premises any condition which constitutes a violation of this Article, the Director may enter such premises at all reasonable times to inspect the same and to inspect and copy records related to storm water compliance. In the event the owner or occupant refuses entry after a request to enter and inspect has been made, the City is hereby empowered to seek assistance from any court of competent jurisdiction in obtaining such entry.

8.32.021 Authority to Sample, Establish Sampling Devices, and Test.

During any inspection as provided herein, the Public Works Director may take any samples and perform any testing deemed necessary to aid in the pursuit of the inquiry or to record site activities.

8.32.022 Intervention.

The primary focus of this ordinance is to reduce and control storm water impacts, and the City will use the amount of enforcement necessary to achieve compliance. Where possible the City will rely on education rather than enforcement. The City Manager may provide education programs or other informational materials that will assist in meeting the desired erosion and sedimentation controls, and other storm water management practices outcomes.

8.32.023 Notice of Violation.

Whenever the City Manager finds that a person has violated a prohibition or failed to meet a requirement of this Article, the Director may order compliance by written notice of violation to the responsible person. Such notice may require without limitation:

- (a) The performance of monitoring, analyses, and reporting;
- (b) The elimination of illicit connections or discharges;
- (c) That violating discharges, practices, or operations shall cease and desist;
- (d) The abatement or remediation of storm water pollution or contamination hazards and the restoration of any affected property; and
- (e) Payment of a fine to cover administrative and remediation costs; and
- (f) The implementation of source control or treatment BMPs.

If abatement of a violation and/or restoration of affected property is required, the notice shall set forth a deadline within which such remediation or restoration must be completed. Said

8.32.016 Watercourse Protection.

Every person owning property through which a watercourse passes, or such person's lessee, shall keep and maintain that part of the watercourse within the property reasonably free of trash, debris, excessive vegetation, and other obstacles that would pollute, contaminate, or significantly retard the flow of water through the watercourse. In addition, the owner or lessee shall maintain existing privately owned structures within or adjacent to a watercourse, so that such structures will not become a hazard to the use, function, or physical integrity of the watercourse. The owner or lessee shall not remove healthy bank vegetation beyond that actually necessary for maintenance, nor remove said vegetation in such a manner as to increase the vulnerability of the watercourse to erosion. The property owner shall be responsible for maintaining and stabilizing that portion of the watercourse that is within their property lines in order to protect against erosion and degradation of the watercourse originating or contributed from their property.

8.32.017 Requirement to Remediate.

Whenever the City Manager finds that a discharge of pollutants is taking place or has occurred which will result in or has resulted in pollution of storm water, the storm drain system, or water of the U.S., the City Manager may require by written notice to the owner of the property and/or the responsible person that the pollution be remediated and the affected property restored within a specified time pursuant to the provisions of Sections 22 through 25 below.

8.32.018 Requirement to Monitor and Analyze.

The City Manager may require by written notice of requirement that any person engaged in any activity and/or owning or operating any facility which may cause or contribute to storm water pollution, illegal discharges, and/or non-storm water discharges to the storm drain system or waters of the U.S., to undertake at said person's expense such monitoring and analyses and furnish such reports to the City as deemed necessary to determine compliance with this Article.

8.32.019 Notification of Spills.

Notwithstanding other requirements of law, as soon as any person responsible for a facility or operation, or responsible for emergency response for a facility or operation has information of any known or suspected release of materials which are resulting or may result in illegal discharges or pollutants discharging into storm water, the storm drain system, or water of the U.S. from said facility, said person shall take all necessary steps to ensure the discovery, containment, and cleanup of such release. In the event of such a release of a hazardous material said person shall immediately notify emergency response officials of the occurrence via emergency dispatch services (911). In the event of a release of non-hazardous materials, said person shall notify the City in person or by phone or facsimile no later than 5:00 p.m. of the next business day. Notifications in person or by phone shall be confirmed by written notice addressed and mailed to the City within three business days of the phone notice. If the discharge of prohibited materials emanates from a commercial or industrial establishment, the owner or

prevent accidental discharge of prohibited materials or other wastes shall be provided and maintained at the owner or operator's expense.

(c) Construction Sites. The City's *BMP Guidance Series* will include appropriate Best Management Practices to reduce pollutants in any storm water runoff from construction activities. The City shall incorporate such requirements in any land use entitlement and construction or building-related permit to be issued relative to such development or redevelopment. The owner and developer shall comply with the terms, provisions, and conditions of such land use entitlements and building permits as required in this Article and the City Storm Water Utility Ordinance.

Construction activities subject to these requirements will also be required to continuously employ measures to control waste such as discarded building materials, concrete truck washout, chemicals, litter, and sanitary waste at the construction site that may cause adverse impacts to water quality.

(d) New Development and Redevelopment. The City's *BMP Guidance Series* will include appropriate Best Management Practices to control the volume, rate, and potential pollutant load of storm water runoff from new development and redevelopment projects as may be appropriate to minimize the generation, transport and discharge of pollutants. The City shall incorporate such requirements in any land use entitlement and construction or building-related permit to be issued relative to such development or redevelopment. The owner and developer shall comply with the terms, provisions, and conditions of such land use entitlements and building permits as required in this Article

These requirements may include a combination of structural and non-structural BMPs, and may include requirements to ensure the proper long-term operation and maintenance of these BMPs.

8.32.014 Requirement to Eliminate Illegal Discharges.

Notwithstanding the requirements of Division IV, Section 20 herein, the City Manager may require by written notice that a person responsible for an illegal discharge immediately, or by a specified date, discontinue the discharge and, if necessary, take measures to eliminate the source of the discharge to prevent the occurrence of future illegal discharges.

8.32.015 Requirement to Eliminate or Secure Approval for Illicit Connections.

(a) The City Manager may require, by written notice, that a person responsible for an illicit connection to the storm drain system comply with the requirements of this Article to eliminate or secure approval for the connection by a specified date, regardless of whether or not the connection or discharges to it had been established or approved prior to the effective date of this Article.

(b) If, subsequent to eliminating a connection found to be in violation of this Article, the responsible person can demonstrate that an illegal discharge will no longer occur, said person may request City approval to reconnect. The reconnection or reinstallation of the connection shall be at the responsible person's expense.

(b) This prohibition expressly includes, without limitation, illicit connections made in the past, regardless of whether the connection was permissible under law or practices applicable or prevailing at the time of connection.

8.32.011 Waste Disposal Prohibitions.

No person shall throw, deposit, leave, maintain, keep, or permit to be thrown, deposited, left, or maintained, in or upon any public or private property, driveway, parking area, street, alley, sidewalk, component of the storm drain system, or water of the U.S., any refuse, rubbish, garbage, litter, or other discarded or abandoned objects, articles, and accumulations, so that the same may cause or contribute to pollution. Wastes deposited in streets in proper waste receptacles for the purposes of collection are exempted from this prohibition.

8.32.012 Discharges in Violation of Industrial or Construction Activity NPDES Storm Water Discharge Permit.

Any person subject to an industrial or construction activity NPDES storm water discharge permit shall comply with all provisions of such permit. Proof of compliance with said permit may be required in a form acceptable to the Public Works Director prior to or as a condition of a subdivision map, site plan, building permit, or development or improvement plan; upon inspection of the facility; during any enforcement proceeding or action; or for any other reasonable cause.

8.32.013 Requirement to Prevent, Control, and Reduce Storm Water Pollutants.

(a) Authorization to Adopt and Impose Best Management Practices. The City will adopt requirements identifying Best Management Practices for activities, operations, or facilities which may cause or contribute to pollution or contamination of storm water, the storm drain system, or waters of the U.S. as a separate *BMP Guidance Series*. Where Best Management Practices requirements are promulgated by the City or any federal, State of California, or regional agency for any activity, operation, or facility which would otherwise cause the discharge of pollutants to the storm drain system or water of the U.S., every person undertaking such activity or operation or owning or operating such facility shall comply with such requirements.

The City Manager will periodically report to the City Council on the status of implementation of BMPs and any new BMPs to be developed for inclusion in the *BMP Guidance Series*.

(b) Responsibility to Implement Best Management Practices. Notwithstanding the presence or absence of requirements promulgated pursuant to subsection of this Section, any person engaged in activities or operations, or owning facilities or property which will or may result in pollutants entering storm water, the storm drain system, or waters of the U.S. shall implement Best Management Practices to the extent they are technologically achievable to prevent and reduce such pollutants. The owner or operator of a commercial or industrial facility shall provide reasonable protection from accidental discharge of prohibited

The discharge of sewage or other forms of polluted water from recreational activities including boating and camping, and from recreational vehicles and boats, to the municipal storm drain system or watercourses is prohibited.

The commencement, conduct or continuance of any illegal discharge to the storm drain system is prohibited except as described as follows:

- (a) Discharges from the following activities will not be considered a source of pollutants to the storm drain system and to waters of the U.S. when properly managed to ensure that no potential pollutants are present, and therefore they shall not be considered illegal discharges unless determined to cause a violation of the provisions of the Porter-Cologne Act, Clean Water Act, or this ordinance:
1. Water line flushing;
 2. Landscape irrigation;
 3. Diverted stream flows;
 4. Rising ground waters;
 5. Uncontaminated ground water infiltration (as defined at 40 CFR §35.2005(20)) to separate storm sewers;
 6. Uncontaminated pumped ground water;
 7. Discharges from potable water sources;
 8. Foundation drains;
 9. Air conditioning condensation;
 10. Irrigation water;
 11. Springs;
 12. Water from crawl space pumps;
 13. Footing drains;
 14. Lawn watering;
 15. Individual residential car washing;
 16. Flows from riparian habitats and wetlands
 17. Dechlorinated swimming pool discharges
 18. Flows from fire fighting activities

(b) The prohibition shall not apply to any non-storm water discharge permitted under an NPDES permit, waiver, or waste discharge order issued to the discharger and administered by the State of California under the authority of the Federal Environmental Protection Agency, provided that the discharger is in full compliance with all requirements of the permit, waiver, or order and other applicable laws and regulations, and provided that written approval has been granted by the City for any discharge to the storm drain system.

(c) With written concurrence of the Regional Board, the City may exempt in writing other non-storm water discharges which are not a source of pollutants to the storm drain system nor waters of the U.S.

8.32.010 Prohibition of Illicit Connections.

(a) The construction, use, maintenance or continued existence of illicit connections to the storm drain system is prohibited.

Statewide water Quality Control Plan, the California Toxics Rule or the Central Coast Regional Water Quality Control Board Basin Plan.

8.32.090 Prohibition of Illegal Discharges.

No person shall discharge or cause to be discharged into the municipal storm drain system or watercourses any materials, including but not limited to pollutants or waters containing any pollutants that cause or contribute to a violation of applicable water quality standards, other than storm water.

Illegal discharges from industrial and/or commercial activities include, but are not limited to, the following, and are prohibited, unless the discharge is permitted under a separate NPDES permit or as allowed by BMPs published or approved by the City Manager.

- a. Water from the cleaning of gas stations, vehicle service garages, or other types of vehicle service facilities.
- b. Water, cleansers, or solvents from the cleaning of vehicles, machinery or equipment, and other such commercial and industrial operations.
- c. Water from the washing or rinsing of vehicles containing soap, detergents, solvents, or other cleaners.
- d. Water from the washing or rinsing of vehicles, with or without soap, from auto body repair shops.
- e. Water from the cleaning or rinsing of vehicle engine, undercarriage, or auto parts cleaning.
- f. Vehicle fluids.
- g. Mat wash and hood cleaning water from food service facilities.
- h. Food and kitchen cleaning water from food service facilities.
- i. Leakage from dumpsters or trash containers.
- j. Water from the cleaning or rinsing of garbage dumpster areas and areas where garbage is stored or contained.
- k. Water from pressure washing, steam cleaning, and hand scrubbing of sidewalks, gutters, plazas, alleyways, outdoor eating areas, steps, building exteriors, walls, driveways, and other outdoor surfaces.
- l. Wastewater or cleaning fluids from carpet cleaning.
- m. Swimming pool and spa water;
- n. Wash out from concrete trucks;
- o. Runoff from areas where hazardous substances, including diesel fuel, gasoline and motor oil are stored, except as allowed by Chapter 6.50 of this code.
- p. Super-chlorinated water normally associated with the disinfection of potable water systems.

municipal streets, gutters, curbs, inlets, piped storm drains, pumping facilities, retention and detention basins, natural and human-made or altered drainage channels, reservoirs, and other drainage structures which are within the City and are not part of a publicly owned treatment works as defined at 40 CFR Section 122.2.

(p) Storm Water. Any surface flow, runoff, and drainage consisting entirely of water from rain storm events.

(q) Waters of the United States. Surface watercourses and water bodies as defined at 40 CFR § 122.2. including all natural waterways and definite channels and depressions in the earth that may carry water, even though such waterways may only carry water during rains and storms and may not carry storm water at and during all times and seasons.

8.32.040 Applicability.

This Article shall apply to all water entering the storm drain system generated on any developed and undeveloped lands lying within the City including any amendments or revisions thereto.

8.32.050 Responsibility for Administration.

The City Manager shall administer, implement, and enforce the provisions of this Article. Any powers granted or duties imposed upon the City Manager may be delegated in writing by the City Manager to persons or entities acting in the beneficial interest of or in the employ of the City.

8.32.060 Severability.

The provisions of this Article are hereby declared to be severable. If any provision, clause, sentence, or paragraph of this Article or the application thereof to any person, establishment, or circumstances shall be held invalid, such invalidity shall not affect the other provisions or application of this Article.

8.32.070 Regulatory Consistency.

This Article shall be construed to assure consistency with the requirements of the Clean Water Act and Porter-Cologne Act and acts amendatory thereof or supplementary thereto, or any applicable implementing regulations.

8.32.080 Ultimate Responsibility of Discharger.

The standards set forth herein and promulgated pursuant to this Article are minimum standards; therefore this Article does not intend nor imply that compliance by any person will ensure that there will be no contamination, pollution, nor unauthorized discharge of pollutants into waters of the U.S. caused by said person. This Article shall not create liability on the part of the City, or any agent or employee thereof for any damages that result from any discharger's reliance on this Article or any administrative decision lawfully made thereunder. All persons conducting construction activities shall employ, to the maximum extent practicable, erosion prevention and construction site management practices that result in the following outcome: no discharges that cause or contribute to an exceedence of the water quality standards contained in a

1. Any drain or conveyance, whether on the surface or subsurface, which allows an illegal discharge to enter the storm drain system including but not limited to any conveyances which allow any non-storm water discharge including sewage, process wastewater, and wash water to enter the storm drain system and any connections to the storm drain system from indoor drains and sinks, regardless of whether said drain or connection had been previously allowed, permitted, or approved by a government agency; or

2. Any drain or conveyance connected from a commercial or industrial land use to the storm drain system which has not been documented in plans, maps, or equivalent records and approved by the City.

(h) Industrial Activity. Activities subject to NPDES Industrial Permits as defined in 40 CFR, Section 122.26 (b)(14).

(i) National Pollutant Discharge Elimination System (NPDES) Storm Water Discharge Permits. General, group, and individual storm water discharge permits which regulate facilities defined in federal NPDES regulations pursuant to the Clean Water Act. The California Regional Water Quality Control Board, Central Coast Region (hereinafter, Regional Board) and the State Water Resources Control Board have adopted general storm water discharge permits, including but not limited to the General Construction Activity and General Industrial Activity permits.

(j) Non-Storm Water Discharge. Any discharge to the storm drain system that is not composed entirely of storm water.

(k) Pollutant. Anything which causes or contributes to pollution. Pollutants may include, but are not limited to: paints, varnishes, and solvents; oil and other automotive fluids; non-hazardous liquid and solid wastes and yard wastes; refuse, rubbish, garbage, litter, or other discarded or abandoned objects, articles, and accumulations, so that same may cause or contribute to pollution; floatables; pesticides, herbicides, and fertilizers; hazardous substances and wastes; sewage, fecal coliform and pathogens; dissolved and particulate metals; animal wastes; wastes and residues that result from constructing a building or structure (including but not limited to sediments, slurries, and concrete rinsates); and noxious or offensive matter of any kind.

(l) Pollution. The human-made or human-induced alteration of the quality of waters by waste to a degree which unreasonably affects, or has the potential to unreasonably affect, either the waters for beneficial uses or the facilities which serve these beneficial uses (California Water Code §13050).

(m) Porter-Cologne Act. The Porter-Cologne Water Quality Control Act and as amended (California Water Code §13000 et seq.).

(n) Premises. Any building, lot, parcel of land, or portion of land whether improved or unimproved including adjacent sidewalks and parking strips.

(o) Storm Drain System. Publicly-owned facilities operated by the City by which storm water is collected and/or conveyed, including but not limited to any roads with drainage systems

8.32.010 Title.

This Article shall be known as the "Urban Storm Water Quality Management and Discharge Control Ordinance" of the City of Del Rey Oaks and may be so cited.

8.32.020 Purpose and Intent.

The purpose and intent of this Article is to ensure the health, safety, and general welfare of citizens, and protect and enhance the water quality of watercourses and water bodies in a manner pursuant to and consistent with the Federal Clean Water Act (33 U.S.C. §1251 et seq.) by reducing pollutants in storm water discharges to the maximum extent practicable and by prohibiting non-storm water discharges to the storm drain system.

8.32.030 Definitions.

The terms used in this Article shall have the following meanings:

(a) Best Management Practices. Activities, practices, and procedures to prevent or reduce the discharge of pollutants directly or indirectly to the municipal storm drain system and waters of the United States. Best Management Practices include but are not limited to: treatment facilities to remove pollutants from storm water; operating and maintenance procedures; facility management practices to control runoff, spillage or leaks of non-storm water, waste disposal, and drainage from materials storage; erosion and sediment control practices; and the prohibition of specific activities, practices, and procedures and such other provisions as the City determines appropriate for the control of pollutants. Please refer to the City's *BMP Guidance Series*, as discussed further in Section 13(c) herein, for specific requirements.

(b) City. The City of Del Rey Oaks.

(c) Clean Water Act. The federal Water Pollution Control Act (33 U.S.C. § 1251 et seq.), and any subsequent amendments thereto.

(d) Construction Activity. Construction projects subject to NPDES Construction Permits. Such activities include but are not limited to clearing and grubbing, grading, excavating, and demolition.

(e) Hazardous Materials. Any material, including any substance, waste, or combination thereof, which because of its quantity, concentration, or physical, chemical, or infectious characteristics may cause, or significantly contribute to, a substantial present or potential hazard to human health, safety, property, or the environment when improperly treated, stored, transported, disposed of, or otherwise managed (California Health and Safety Code §25117).

(f) Illegal Discharge. Any direct or indirect non-storm water discharge to the storm drain system, except as exempted in Division II, Section 9 of this chapter.

(g) Illicit Connections. An illicit connection is defined as either of the following:

Chapter 8.32

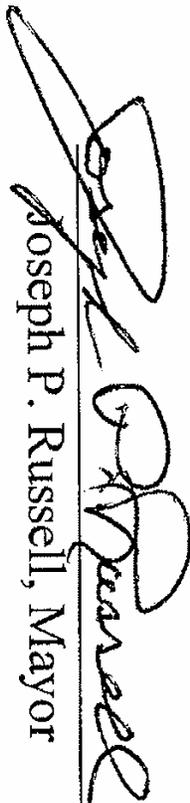
Urban Storm Water Quality Management and Discharge Control

Sections:

- 8.32.010 Title.
- 8.32.020 Purpose and Intent.
- 8.32.030 Definitions.
- 8.32.040 Applicability.
- 8.32.050 Responsibility for Administration.
- 8.32.060 Severability.
- 8.32.070 Regulatory Consistency.
- 8.32.080 Ultimate Responsibility of Discharger.
- 8.32.090 Prohibition of Illegal Discharges.
- 8.32.010 Prohibition of illicit connections.
- 8.32.011 Waste Disposal Prohibitions.
- 8.32.012 Discharges in Violation of Industrial or Construction Activity NPDES Storm Water Discharge Permit.
- 8.32.013 Requirement to Prevent, Control and Reduce Storm Water Pollutants.
- 8.32.014 Requirement to Eliminate Illegal Discharges.
- 8.32.015 Requirement to Eliminate or Secure Approval for Illicit Connections.
- 8.32.016 Watercourse Protection.
- 8.32.017 Requirement to Remediate.
- 8.32.018 Requirement to Monitor and Analyze.
- 8.32.019 Notification of Spills.
- 8.32.020 Authority to Inspect.
- 8.32.021 Authority to Sample, Establish Sampling Devices, and Test.
- 8.32.022 Intervention.
- 8.32.023 Notice of Violation.
- 8.32.024 Stop Work Order.
- 8.32.025 Citation for Violation.
- 8.32.026 Administrative Compliance Order.
- 8.32.027 Notice of Imposition of Administrative Ordinance.
- 8.32.028 Service.
- 8.32.029 Settlement of Administrative Civil Penalty Assessment.
- 8.32.030 Appeal.
- 8.32.031 Abatement by City.
- 8.32.032 Charging Cost of Abatement/Liens.
- 8.32.033 Urgency Abatement.
- 8.32.034 Violations.
- 8.32.035 Compensatory Action.
- 8.32.036 Violations Deemed a Public Nuisance
- 8.32.037 Acts Potentially Resulting in a Violation of the Federal Clean Water Act and/or California Porter-Cologne Act.

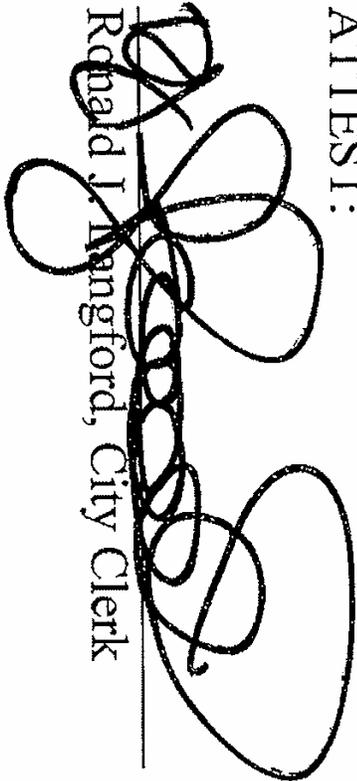
NOES: COUNCIL MEMBERS: None

ABSENT: COUNCIL MEMBERS: None



Joseph P. Russell, Mayor

ATTEST:



Richard J. Mangford, City Clerk

ORDINANCE NO. 263

AN ORDINANCE ADDING CHAPTER 8.32 TO THE MUNICIPAL CODE
RELATING TO URBAN STORM WATER QUALITY MANAGEMENT AND
DISCHARGE CONTROL

-oOo-

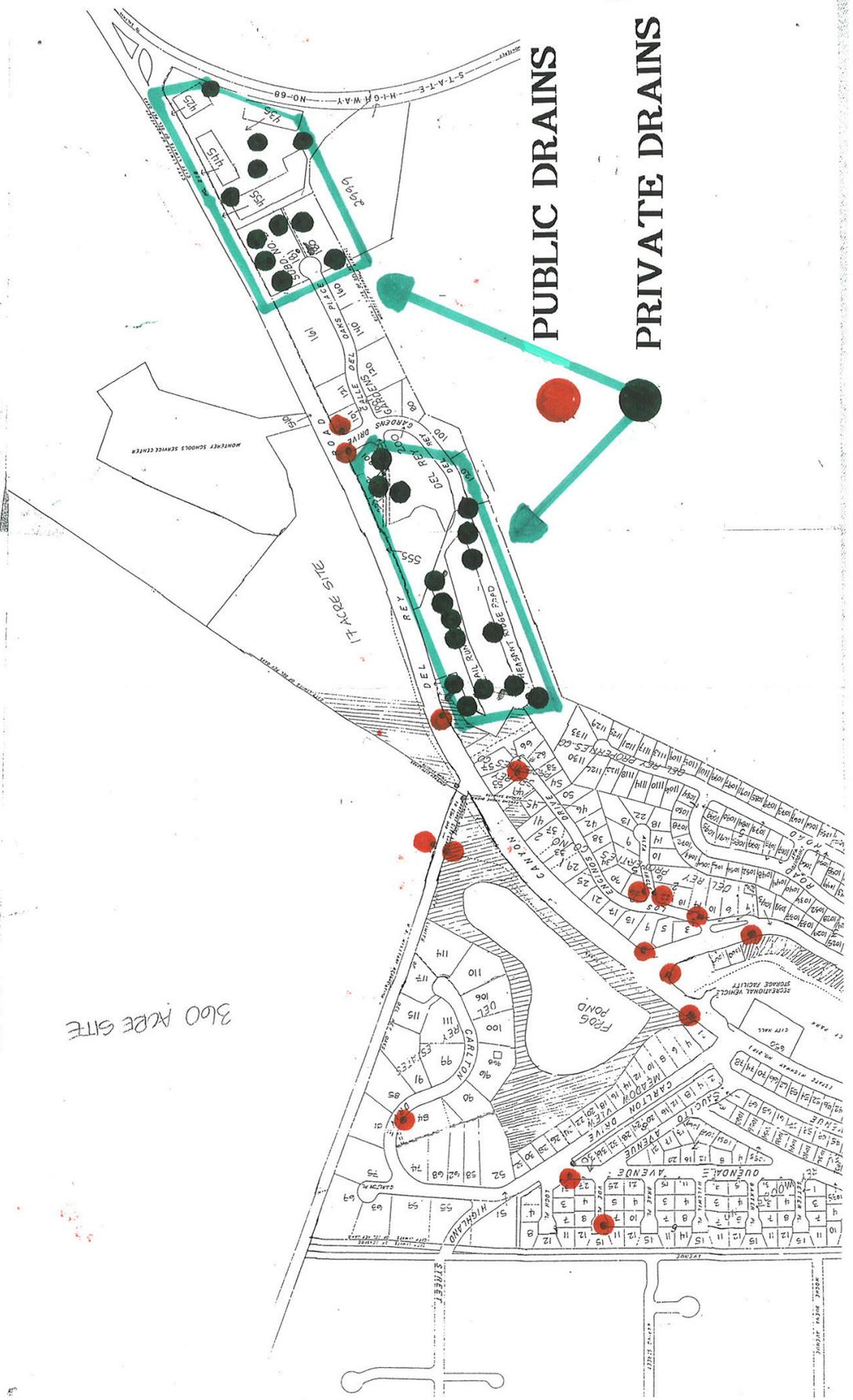
THE CITY COUNCIL OF THE CITY OF DEL REY OAKS DOES ORDAIN AS
FOLLOWS:

1. Chapter 8.32 added. Chapter 8.32, entitled "Urban Storm water Quality Management and Discharge Control" is hereby added to the Municipal Code to read in its entirety as set forth on the attached nineteen (19) pages, marked Exhibit "A" and incorporated herein by this reference thereto. The numbering of the sections of the Chapter are not in conformance with the Municipal Code but will be corrected prior to the final reading of the Ordinance.
2. Effective Date. This ordinance shall take effect and be in force thirty (30) days from and after its final passage.
3. Posting of Ordinance. Within fifteen (15) days after the passage of this ordinance, the City Clerk shall cause it to be posted in the three (3) public places designated by resolution of the City Council.

The foregoing ordinance was introduced at a regular meeting of the City Council of the City of Del Rey Oaks duly held on September 25, 2007, and was passed and adopted at a regular meeting duly held on October 23, 2007, by the following vote:

AYES: COUNCIL MEMBERS: Edelen, Clark, Allion, Cecilio and Mayor
Russell

DEL REY OAKS STORM WATER MAP 2



DEL REY OAKS STORM WATER MAP 1
40 PUBLIC STORM DRAINS
30 DRAINS ON PRIVATE PROPERTIES



Is the amount of waste collected recorded?

Yes No If no, explain: It _____

Are wastes collected from cleaning activities of the drainage system stored in appropriate containers or temporary storage sites in a manner that prevents discharge to the storm drain?

Yes No If no, explain: _____

Are the wastes dewatered, with outflow into the sanitary sewer, and is collected debris properly disposed of at a landfill?

Yes No If no, explain: _____

Are reaches of the storm drain system with drainage problems regularly cleaned or flushed to keep the pipe clear of excessive buildup?

Yes No If no, explain: _____

STORM DRAIN SYSTEM INSPECTION AND MAINTENANCE
INFORMATION

Describe the City's storm drain system inspection and maintenance program, including such things as:

- Procedures used to identify any structures in need of immediate repair to maintain structural integrity
- What parameters are used by field crews to determine when inlets and catch basins have become 40% full of accumulated trash, or debris is more than four inches deep, so that they can be cleaned as needed to meet this minimum standard
- What is done to ensure that catch basins and inlets are stenciled and re-stenciled as necessary
- What procedures are in place to ensure that inspections are conducted more frequently during the wet season for problem areas where sediment or trash accumulates more often.

The City of Del Rey Oaks is very small, with 40 catch basins located on 10 miles of streets. The two public works employees can complete a visual check of every storm drain in the City in approximately twenty minutes. These drains are routinely cleaned of all debris. During the rain season, the drains are checked at least twice during the work day. During the overnight hours, the Police Department checks the storm drains, and uses small rakes carried in the police vehicles to clean them if necessary. This practice has been in place for over twenty years. If the weather reports are such that heavy rain is expected, then one of the public works employees are placed on call, and are authorized to take a City truck home.

Does the City keep accurate logs of the number of catch basins cleaned?

Yes No If no, explain: _____



CITY CLERK

440 Harcourt Avenue
Seaside, CA 93955

Telephone (831) 899-6707

FAX (831) 899-6201

TDD (831) 899-6207

October 23, 2007

Karen Minami
City of Del Rey Oaks
650 Canyon Del Rey
Del Rey Oaks, California 93940

Re: Street Sweeping Service Contract with the City of Del Rey Oaks

Dear Karen,

Enclosed, please find the original Service Contract between the City of Seaside and Del Rey Oaks regarding the above-mentioned item for signature that was approved at the regular October 4, 2007 City Council meeting. Please have the City Manager sign and return and I will send you a duly executed copy for your records.

Thank you for your cooperation in this matter.

Sincerely,


Joyce E. Newsome
City Clerk

Enclosure: Service Contract

Exhibit "A"
Street Sweeping Rates and Estimated Monthly Sweeping Cost

Hourly Rate

Class B Sweeper Operator	\$ 48.66
Street sweeper	\$ 79.45

Estimated Monthly Sweeping Cost

The City of Del Rey Oaks has requested sweeping once per month. It is estimated that sweeping can be completed citywide in 8 hrs. Total cost for monthly sweeping is as follows:

$(\$48.66 + \$79.45/\text{HR}) (8 \text{ HRS}/\text{MO}) = \$1,025$

6. Indemnity. Del Rey Oaks hereby agrees that it will indemnify, defend and hold Seaside harmless from and against any and all claims, liability, charges, disputes, lawsuits or attorneys' fees arising as a result of secondary, imputed or passive negligence, but not against claims based on active negligence.

7. Insurance. During the term of this agreement, Del Rey Oaks shall maintain in full force and effect, at its own expense, a comprehensive general liability policy of insurance, satisfactory to Seaside, with a combined single limit of not less than one million dollars (\$1,000,000) per occurrence for property damage and for bodily injury or death of persons. The parties acknowledge and agree that Del Rey Oak's current membership in the Monterey Bay Insurance Fund, a joint powers agency which provides pooled coverage for general liability insurance for its members shall satisfy the requirements set forth in the first sentence of this paragraph.

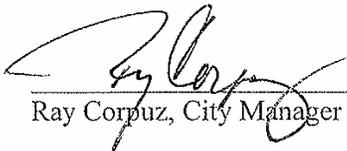
8. Inspection of Work. Del Rey Oaks representatives or designees shall at all times have the right to inspect the work, services or performance of Seaside.

9. Termination. This agreement may be terminated upon the written notice of either party.

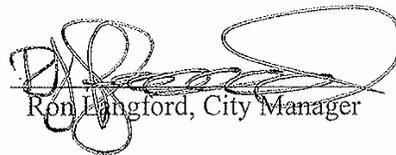
10. Notices. Written notices to Seaside shall be addressed to the Deputy City Manager-Resource Management Services, City of Seaside, 440 Harcourt Avenue, Seaside, Ca. 93955. Written notices to Del Rey Oaks shall be addressed to the City Manager/Chief of Police, Del Rey Oaks, 650 Canyon Del Rey, Del Rey Oaks, Ca. 93940.

IN WITNESS WHEREOF, this agreement is executed by the parties hereto on the day and year first above written.

CITY OF SEASIDE


Ray Corpuz, City Manager

CITY OF DEL REY OAKS


Ron Langford, City Manager

Approved for form:


Donald M. Fillman
City Attorney's Office

**PUBLIC WORKS AGREEMENT
BETWEEN
THE CITIES OF SEASIDE AND
DEL REY OAKS**

THIS AGREEMENT, made and executed this 4th day of October, 2007, by and between the City of Seaside, a municipal corporation, hereinafter referred to as "Seaside", and the City of Del Rey Oaks, a municipal corporation, hereinafter referred to as "Del Rey Oaks" provides as follows:

1. Description of Project. Del Rey Oaks has requested that Seaside provide routine public works maintenance work predominantly in the areas of street sweeping. Other services can be provided if Del Rey Oaks so desires.

2. Payment Terms. Del Rey Oaks shall pay Seaside for work performed on a time and materials basis. Rates of payment will be in accordance with the attached "Exhibit A". Rates will be increased based on salary increases/pay raises including changes to equipment rental rates.

3. Time for performance.

- A. Seaside shall schedule work on receipt of a work order form Del Rey Oaks or in the case of an emergency, a verbal request. Seaside shall perform the work as soon as scheduling allows, unless representatives from both agencies determine that a project is considered an emergency. An emergency is defined as any disrepair within the public right-of-way that may expose Del Rey Oaks to potential liability and litigation or which may be detrimental to public health and safety.
- B. All work shall be performed in conformance with the engineering standards and maintenance procedure of the City of Seaside and using the generally accepted practices of the Asphalt Institute or the American Public Works Association in performing related activities.

4. Project Director. Seaside designates its Deputy City Manager for Resource Management Services or her designee as its project director. Del Rey Oaks designates its City Manager/Chief of Police as its project director. Any changes in project directors will be subject to prior written acceptance and approval of both agencies.

5. Materials and Equipment. Seaside shall provide all materials and equipment necessary to complete a project. Costs for materials and equipment shall be incorporated into the project charges to Del Rey Oaks. Equipment rates will be billed in accordance with "Exhibit A".

STREET SWEEPING INFORMATION

Describe the City's educational efforts, in the form of brochures and newsletter information, that were made to encourage community cooperation with street sweeping schedules and to convey the importance of street sweeping. Also state how, and how many, flyers were distributed notifying residents of the street sweeping schedules:

Street sweeping is conducted on the first Wednesday of each month under contract with the City of Seaside. The entire City is swept. Because the sweeping takes place on a weekday after 8:00 a.m. most of the vehicles on the street have been moved, since people have gone to work.

Initially, a flyer was placed on every vehicle in the City. An announcement was placed in the City Acorn, and on the City Website. Now if we note that a particular vehicle is not moved on a regular basis, the Code Enforcement Officer makes personal contact with the owner.

Street Sweeping of particular areas or in the event of needs, is available between the monthly sweepings with just a notification to Seaside Public Works.

Was the City's street sweeping equipment maintained and cleaned with drainage to a sanitary sewer?.

Yes No If no, explain: _____

Were street sweepings will be disposed of at the landfills and not left in piles along roads?

Yes No If no, explain: _____

SUPPORTING MATERIALS FOR BMP 3-1.c

WALK N' TALK EVENTS

DATE OF EVENT	NAME OF WALK N' TALK CO-HOST	LOCATION OF EVENT	NUMBER OF PERSONS ATTENDING

The Del Rey Oaks City Picnic will be held on September 21, 2008 in the Del Rey Oaks Park. This event is put on by the Del Rey Oaks Citizen's Action Committee. Information to the approximately 200 Del Rey Oaks residents that attend the event will be available.

08-08-08 14:38:23

