

CITY OF BUELLTON – SWMP ANNUAL REPORT – FY 2011/2012

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

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

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

A. Permittee Information

- 1. Permittee (Agency Name) **CITY OF BUELLTON**
- 2. Contact Person: Rose Hess
- 3. Mailing Address: 107 West Highway 246
- 4. City, State and Zip Code: Buellton, CA 93427
- 5. Contact Phone Number: (805) 688-5177
- 6. WDID # **3 42MS04031**
- 7. Have any areas been added to the MS4 due to annexation or other legal means? YES NO
If YES

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

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

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

C. Executive Summary

The City of Buellton’s Storm Water Management Plan (SWMP) was developed in compliance with enrollment procedures under the National Pollution Discharge Elimination System General Permit for the Discharge of Storm Water from Small Municipal Separate Storm Sewer Systems, Order No. 2003-0005-DWQ (General Permit) approved by the Central Coast Regional Water Quality Control Board. The City’s SWMP was enrolled on April 30, 2010, with the Year 1 reporting period concluding on June 30, 2011. Year 2 of implementation covers the period from July 1, 2011 to June 30, 2012.

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

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

During Year 2 of implementation, the City continued its progress for compliance, most notably in its outreach to schools and businesses. The City has worked closely with Oak Valley Elementary School to engage all students from Kindergarten to 5th Grade with an interactive assembly provided through "Shows That Teach" and their water quality programs. In addition, the City continues to provide outreach to businesses and the community by displaying the portable outreach board during key events such as the City's State of the City and the Annual Buellton BBQ Bonanza. The City also continues to actively monitor sites of previous and known illicit discharges and has been providing outreach to businesses in coordination with the Chamber of Commerce. The entire City of Buellton staff, encompassing all City Departments, including Planning, Public Works, Finance and Administration is regularly trained on storm water requirements. Staff is prepared to quickly respond to all calls made regarding storm water and illicit discharges.

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

Although public participation through community meetings and workshops continue to be a challenge, the lack of illicit discharges reported or found and the general good condition of the community and our adjacent waterways is an indication that the basic message of the importance of clean water is understood.

D. Minimum Control Measures

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

1. Public Education and Outreach

BMP	Description	Status					
		Implemented	Not Applicable	Modified	Effectiveness	Unknown	Not Effective
PE.1 (a, b) – Brochures	Brochures shall be available to the public to provide information on Pollutants of Concern and guides/tips to address these pollutants. And portable stormwater exhibit to be on display at events and meetings. Distribute LID to 100% zoning applicants.	x			2		
PE.2 (a, b) – Web Page	City shall add a page to explain storm water issues and include a copy of the SWMP. Page shall include outreach material and documents.	x			2		
PE.3 (a, b) – Event Participation	Stormwater information should be distributed at events such as park and recreation events, city meetings, and annual clean-ups. Short quiz given at events to help identify concerns.	x			2		
PE.4 (a, b) – Educational Programs for School Children	Stormwater educational programs shall directly target local school children. This may include activity books, contests or assembly programs. Semi-annual meetings with teachers & P&R staff.	x			2		
PE.5 (a, b, c) – Storm Drain marking	City to mark all public storm drains with “No dumping – Drains to the River” and monitor/repair markings. New storm drains must be marked and included in COA. Surveys to include 1 question about storm drain markers.	x			3		
PE.6 (a, b) – Storm Water Hotline	Promote the use of the hotline through all printed materials and website and log/respond to calls received.	x			2		
PE.7 (a) – Media Campaign	Print ads or articles in local newspapers as deemed appropriate and necessary.	x			2		
PE.8 (a, b, c, d) – Business Outreach	Provide storm water information materials to businesses during zoning clearance and distribute any information. Quiz Business owners 75% new /20% existing. Inspect/enforce during any site visit 75% new /20% exist.	x			2		
PE.9 (a, b) – Public Survey	Develop an assessment strategy such as a survey. Administer the survey (direct/web) 15% return.	x			2		
PE.10 (a) – Community Based Social Marketing	Assess marketing strategies for the storm water program (twitter/fb/web/city events)	x			2		

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

PE.1 – The City has historically collaborated with the County of Santa Barbara for outreach materials and has provided those materials to its residents and businesses through the City’s website with a link to SB Project Clean Water. During the first implementation year, the City has developed additional outreach materials specifically designed for its residents and local businesses. **Effectiveness Measure – Level 2 – Raising Awareness** - The materials that have been developed have been provided at public counters, which is readily available to any member of the public. In addition, the City also links and publishes the SB Project Clean Water information to access their additional outreach materials. Unfortunately due to the web site’s current layout, we are not able to track the number of views or download of the files. As for the local display, staff performs weekly checks to ensure that it is adequately supplied.

PE.2 – The City has implemented a Storm Water Documents section on its website: <http://www.cityofbuellton.com/Projects/default.asp>. The documents may be found in the Storm Water Management Program under the “City Projects” section. A more comprehensive website is still under development. Any new storm water publications or announcements for training are always posted on the City’s homepage to draw attention. **Effectiveness Measure – Level 2 – Raising Awareness** - The website is regularly updated with new material. However, a new webpage is in draft design for a complete update. This new design will make the storm water website more user friendly and display links to other useful websites in a more effective manner. This will include the capability of tracking visits and downloads.

PE.3 – During this second implementation year, the City hosted a Stormwater Outreach booth during the Annual Buellton BBQ Bonanza held on July 30, 2011. During this event, residents visited the booth and were provided program information, BMP handouts, children’s workbook, a short quiz and recipe booklet for alternatives to pesticide/chemical usage and a reusable spray bottle. Also, the **Effectiveness Measure – Level 2 – Raising Awareness** – In prior years, Park/community clean-up days have been very ineffective even with announcements and flyers. The outreach booths during City events have attracted more attention.

PE.4 – The City has historically worked closely with the Oak Valley Elementary School to provide outreach material to the students by providing an annual item, initially distributing hand-outs and packets. On September 16, 2011, the City funded a stormwater assembly program for the Oak Valley School. All classes (grades K-5) attended an assembly called “All That Trash” performed by Shows That Teach. **Effectiveness Measure – Level 2 – Raising Awareness** - Approximately 500 students participated in the stormwater assembly. The program was very well received by both the students and the faculty as a means to engage the students regarding stormwater. Oak Valley School staff is met with twice a year to coordinate the storm water programs. Before the 2012 school year, the administration of Oak Valley School was contacted and a new, more interactive program was booked for the upcoming school year. This second, mid-year meeting provides direction and planning basis for the new outreach program.

PE.5 – 100% of the City’s storm drains have been marked with “No Dumping, Only Rain in the Drain” markers. As part of the City’s regular maintenance activities to check the drains prior to storm season, the markers are also checked. **Effectiveness Measure – Level 3 – Changing Behavior** -Markers that are damaged or missing are replaced. As the makers are only a few years new, all markers are still in place. All new storm drains are required to be marked as they are installed. Such marking is required in the conditions of approval for any development or redevelopment project. In addition, the portable Outreach Display includes a storm drain marker for the public to correlate the program with what is on the ground

PE.6 – The City promotes the use of the stormwater hotline, specifically the phone number for the City of Buellton - Engineering Department. Staff's procedures for any call that is regarding dumping, water, stormwater, sewer, items in the public right-of-way, etc. are directed to the Engineering Department. The procedure is to document the call via email and forwarded to the available staff (inspector or code enforcement officer). Follow-up is noted by the staff assigned. A log was created during the 2011-2012 reporting period. **Effectiveness Measure – Level 2 – Raising Awareness** – The City of Buellton has received no calls to report incidents, or inquiries regarding SWMP issues during the 2011-2012 reporting period.

PE.7 – Articles are to be placed in the local paper three times a year. **Effectiveness Measure – Level 2 – Raising Awareness** – Four newspaper articles appeared in the Santa Ynez Valley News. These articles/public service announcements (PSA's) were jointly published for both Buellton and Solvang. The articles for Year 2 are as follows: "Household Hazardous Waste" 7/2011; "What is Storm water Management" 11/2011; "Spring Cleaning" 2/2012; "Green Gardening" 5/2012.

PE.8 – New business outreach material was created by the end of the first year implementation. Materials are made available at the Public Counter and are provided to all businesses applying for any type of planning department clearance. **Effectiveness Measure – Level 2 – Raising Awareness** – During the Year 2 reporting period, there were 22 applications for new businesses and only 2 zoning clearance project approvals. These 2 projects were Farm Supply and the Metro PCS Cellular antennas. Also, all new businesses (22 in total) received the "Business Owners Guide to BMP's" handout. Storm water tips have been going out monthly to all Buellton Chamber of Commerce members as an insert in their Monthly Newsletter.

PE.9 – A survey was developed for the City of Buellton through "Survey Monkey" and published on the website from the period of April 2, 2012 to May 31, 2012. **Effectiveness Measure – Level 2 – Raising Awareness** – Unfortunately, the online survey received little response with only six people participating. The City will more actively advertise the storm water survey through means such as inserts in water bills. Those who participate in the survey will be entered into a drawing for a prize which will also be advertised. If the increased advertisement is not successful, other means to survey the community will be explored.

PE.10 – The purpose of the City's educational efforts is to achieve changes in people's behavior related to storm water that will improve the quality of the City's storm water and surface waters. The City will assess community-based social marketing strategies, and will incorporate them into the SWMP where the City determines they will increase the effectiveness of the public education and outreach program. **Effectiveness Measure – Level 2 – Raising Awareness**

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

Continuing this second year of implementation, there has not been any information that has been analyzed to assess the success of the program at reducing the discharge of pollutants to the maximum extent practicable (MEP). Due to the small size of the City and its minor impact compared to the overall watershed, field monitoring of pollutants is not part of the City's storm water management program, specifically during the early years of implementation. As such, the program places more emphasis on education and outreach.

BMP	Proposed Measurable Goal	Modified?		Schedule	
		YES	NO	Complete this year	Ongoing Implementation
PE.1 (a, b)	a) Provide outreach material at city offices, events, etc. b) Distribute LID to 100% zoning applicants.		x	x	x
PE.2 (a, b)	a) Maintain website and update quarterly. b) Publish webpage information on all documents.		x	x	x
PE.3 (a, b)	a) A booth or storm water exhibit will be staffed by the City at least 1 annual City Event per year. b) Short quiz given at events to help identify concerns.		x	x	x
PE.4 (a, b)	a) Provide materials to 50% of K-8, every two years. b) Semi-annual meetings with teachers & P&R staff.		x	x	x
PE.5 (a, b, c)	a) Monitor and repair 100% of storm drain markers annually. b) New storm drains must be marked and included in COA. c) Surveys to include 1 question about storm drain markers.		x	x	x
PE.6 (a,b)	a) Print hotline on 100% of printed material and web. b) Log and answer number of calls 100% within 24 hrs.		x	x	x
PE.7 (a)	a) Place stormwater related articles in 3 issues of a local paper.		x	x	x
PE.8 (a, b, c, d)	a) Distribute business informational material during zoning clearance to new businesses. b) Quiz Business owners 75% new /20% existing. c) Inspect/enforce during any site visit 75% new /20% exist. d) Compliance w/ above inspections.		x	x	x
PE.9 (a, b) – Public Survey	a) Develop an assessment strategy such as a survey. b) Administer the survey (direct/web) 15% return.		x	x	x
PE.10 (a) – Community Based Social Marketing	a) Assess marketing strategies for the storm water program (twitter/fb/web/city events)		x	x	x

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

SWMP Year 3 Items for Implementation (these items are proposed for Year 3 in addition to the ongoing items of implementation from Years 1 and 2):

1. PE. 2 (c) – The public survey will include 1 question about the webpage.
2. PE.4 (c) – An after program quiz will be administered to students.
3. PE.6 (c) – The public survey will include 1 question about the Storm Water Hotline.
4. PE.7 (b) – The public survey will include 1 question about the articles published in the local newspaper.
5. PE.10 (b) – Modify Strategies for community based social marketing.

2. Public Participation and Involvement

<i>BMP</i>	<i>Description</i>	<i>Status</i>					
		<i>Implemented</i>	<i>Not Applicable</i>	<i>Modified¹</i>	<i>Effectiveness</i>	<i>Unknown</i>	<i>Not Effective</i>
PI.1 (a, c) Hold Public Mtgs.	Present NPDES permit or any stormwater annually at a Planning Commission or City Council Meeting and receive public comments and send information requested to any interested party. Develop/implement tracking system for documentation/swmp.	x			G		
PI.2 (a,b) Establish Coordination	Attend coordination meetings held for intergovernmental relations.	x			2		
PI.3 (a, b, c) Community Clean-ups	Support at least one clean-up effort within the City limits and promote it. Increase attendance by 10% annually	x			3		
PI.4 Hazardous Waste Facility	Promote the use of hazardous waste facility.	x			3		
PI.5 Water Quality Hotline	Promote hotline number and encourage its use.	x			2		
PI.6 Interested Parties List	Develop and maintain a list of interested people/parties in receiving information on the city's stormwater program.	x			1		

a. BMPs

PI.1 – During Year 1, the City Council was presented with the City's SWMP and the formal requirements. Due to lack of public attendance during the meeting, Year 2 modified the outreach to provide a workshop outside of a formal meeting. On December 1, 2012, the City hosted a SWMP workshop which 10 people, including 2 Buellton Planning Commissioners, participated. Additionally, an Excel spreadsheet was developed for documentation of storm water related calls. **Effectiveness Measure – Level &– Raising Awareness** - The Council and Commission meetings are not necessarily well attended meetings unless a specifically “hot” topic is on the agenda. SWMP Posters will be developed during Year 3 that will be placed in various locations throughout the City, including outside the Council Chambers/Library so that information is available to the public throughout the year. During the 2011-2012 year, the City received one call on October 14, 2011 to report a potential illicit discharge issue. The call was document, Code Enforcement immediately notified and initiated the field investigation. The result was not an actual illicit discharge or any violation. A final report was completed and filed.

PI.2 – The City has been represented and participated in all 4 of the SBCAMM meetings held during the second implementation year. (July 2011, October 2011, January 2012, April 2012). **Effectiveness**

Measure – Level 2 – Raising Awareness - These quarterly meetings are regularly attended by Santa Barbara County Agencies, specifically staff from their respective storm water departments. These meetings have proven to be very useful for coordination and collaboration with these agencies. These meetings also provide fresh ideas from multiple perspectives. Notes from each meeting are maintained in a file.

PI.3 – The City has sponsored one clean-up events at River View Park during early years and Year 1. However, these events were never well attended. Year 2 included 4 city-wide “clean-up” days, provided quarterly on August 28, 2011, November 12, 2011, February 4, 2012, and May 19, 2012. These days allows residents to put their bulky-item wastes, that would otherwise be “dumped” at the curb to be hauled away free of charge by the City’s waste haulers (Marborg). Flyers and announcements on the City’s website and through billing inserts are made to notify the community. **Effectiveness Measure – Level 3 – Changing Behavior** – Because of curbside pick-up, many residents/businesses participate in these “clean-up” days. Recommendation is to change the measurable goal from number of people participating/%increase to tonnage collected. Marborg does not track the number of residents/businesses bulky waste is collected, but does track the tonnage collected. During Year 2, 117.4 tons of waste was collected during the city-wide “clean-up” days.

PI.4 – The City has published Hazardous Waste information on its website, particularly its Hazardous Waste Mitigation Plan. In addition, the City offers quarterly Hazardous Waste Collections at the Waste Water Treatment Plant. The Hazardous Waste Collections occur on the same days as the city-wide “clean-up” when bulky-item wastes are collected curbside (August 28, 2011, November 12, 2011, February 4, 2012, and May 19, 2012). **Effectiveness Measure – Level 3 – Changing Behavior** - A question regarding hazardous waste is also provided on the City’s annual survey (2012) to assess whether the published information was effective. Marborg also tracks the quantities and types of hazardous materials collected.

PI.5 – The City publishes Santa Barbara County’s Water Quality Hotline number in addition to the City’s Engineering Department phone number. Residents typically call City Hall for all their concerns. **Effectiveness Measure – Level 2 – Raising Awareness** – Through the Year 2 reporting period, the City has only received one call regarding storm water or illicit discharge. Staff has been trained on the procedures should a call or email be received. Staff will continue to document 100% of the calls and follow-up.

PI.6 – The City has not received any requests to receive information regarding the City’s Stormwater Program. However, should any requests be received, staff is aware to document and create a contact list in Outlook. **Effectiveness Measure – Level 1 – Documenting Stormwater Program Activities** – No additional interest lists have been identified.

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

Continuing this second year of implementation, there has not been any information that has been analyzed to assess the success of the program at reducing the discharge of pollutants to the maximum extent practicable (MEP). Due to the small size of the City and its minor impact compared to the overall watershed, field monitoring of pollutants is not part of the City’s storm water management program, specifically during the early years of implementation. As such, the program places more emphasis on education and outreach.

BMP	Proposed Measurable Goal	Modified?		Schedule	
		YES	NO	Complete this year	Ongoing Implementation
PI.1 (a, c)	a) Present storm water annually at a Planning Commission or City Council meeting. c) Develop/implement tracking system for documentation/swmp.		x	x	x
PI.2 (a,b)	a) Attend 75% of SBCAM Workshops b) Coordinate w/County & others on CASQA		x	x	x
PI.3 (a, b, c)	a) Sponsor 1 clean-up annually b) Promote with flyers, 1-3 news articles and city's website announcement. c) Document tonnage of waste collected from clean-ups	x		x	x
PI.4	Provide on website and update quarterly, mention in 1-3 news articles		x	x	x
PI.5	Continue to Participate in the hotline program		x	x	x
PI.6	Develop interested parties list and send information.		x	x	x

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

SWMP Year 3 Items for Implementation (these items are proposed for Year 3 in addition to the ongoing items of implementation from Years 1 and 2):

1. PI.1 (b) – The public survey will include 1 question about the NPDES report information.
2. PI.1 (d) – 50% of BMPs for muni ops to be evaluated and revised or replaced based on their evaluation.

3. Illicit Discharge Detection and Elimination

BMP	Description	Status					
		Implemented	Not Applicable	Modified ¹	Effectiveness	Unknown	Not Effective
ID.1 (a) Storm Drain System Mapping	Storm drain map 100% complete.	x			1		
ID.2 (a, b) Storm Water Ordinance	The City will evaluate its existing ordinances (municipal codes) regarding illicit discharge. Modify existing ordinances.	x			1		
ID.3 (a, b) Education and Outreach	Provide information for training events held by the County and others to interested parties and provide outreach articles.	x			2		
ID.4 (a,b,c,d) Municipal Employees	The City will train staff on illicit discharge, utilize pocket guides to help identification of illicit discharge and have certified staff.	x			2		
ID.5 (a, a, d, f, g, h, i, k, l, m) Identification and Elimination of ID Sources	The City will respond to complaints w/l 24 hours, track ID and maintain records and establish compliance through subsequent inspections to be able to identify "problem" areas. Staff/volunteers inspect quarterly areas listed in c. Walk/inspect creeks annually. Inspect 25% of sd cb/di for ID. Compile business inventory of pot ID, maintain. Use inventory to prioritize for educ/visit/inspxn.	x			2		
ID.6 (a, c) Wastewater Program	a) SSO program developed. c) Respond to septic repair/inspxn/compliance reports.	x			3		
ID.7 (a, b, d) Mutt Mitt Programs	Provide pet waste disposal bags at public parks and open spaces to prevent pet waste pollution. Supply required mitts, add more stations if criteria met. Survey to include 1 question re: mutt mitts.	x			3		

a. BMPs

ID.1 – The City has an atlas of its underground storm drains that shows major pipes and outfall locations of the City's storm drain system. The storm drain atlas has been completed. **Effectiveness Measure – Level 1 – Documenting Storm water Program Activities** – The atlas will be revised annually, at minimum, to include any changes or additions to the storm drain map. There have been no changes during the 11-12 fiscal year.

ID.2 – The City has reviewed its existing codes and ordinances with regards to stormwater compliance. The City currently has existing codes that address illicit discharge to some degree; Section 9.24.070

prohibits the dumping of garbage and debris or other items into any watercourse. Section 12.24.020 prohibits the dumping of garbage and debris or litter or other items onto the street, sidewalk and public right-of-way. Section 8.04.030 specifically identifies such activities as a public nuisance and health and safety issue. **Effectiveness Measure – Level 1 – Documenting Stormwater Program Activities** -The entire City Municipal Code was reviewed for relevancy to storm water compliance. Drafting of new storm water ordinance is proposed after final Joint Effort guidelines have been adopted by the Regional Water Quality Control Board.

ID.3 - The City participates with the County of Santa Barbara for their North County Stakeholders meetings, which provides outreach to communities in our area. There were 4 North County Stakeholders Meetings held during the second year implementation period. These were California Coastal Conservancy Activities in SBC (September 2011), UCSB Water Quality Projects (February 2012), Hydromodification Workshop (February 2012) and an additional Hydromodification workshop (June 2012). In addition, the City of Buellton hosted a Workshop was held entitled “Stormwater 101” on December 1, 2011 at the City Council Chambers. The general public and City staff were encouraged to attend. Publicity for this workshop was accomplished with flyers and the workshop was included in the November 2011 Newspaper Article “What is Stormwater Management?” **Effectiveness Measure – Level 2 – Raising Awareness** -Due to restraints on the City’s budget, targeted mailers are not feasible. To address a broader range of the public in the awareness of illicit discharge, the North County Stakeholder’s meetings are posted on the City’s website, via the Santa Barbara County Project Clean Water site. The County retains a sign-in sheet for all outreach meetings; however the meetings are still poorly attended by the public.

ID.4 – The City staff is trained annually on call/complaint procedures and in spill response as part of their routine safety and tailgate meetings. On September 13, 2011, Stormwater Training was held for new City employees. December 1, 2011, a Workshop was held entitled “Stormwater 101” was held at the City Council Chambers. City staff and the public were encouraged to attend. The current Public Works Director is a Registered Professional Engineer. During year 2, an Illicit Discharge and BMPs Training was held in conjunction with the City of Solvang April 24, 2012. In addition, any consultants utilized on projects (and for stormwater management) is also Registered Professional Engineers and/or are Certified Stormwater Inspectors and QSDs. **Effectiveness Measure – Level 2 – Raising Awareness** -The Illicit Discharge training was very successful in attendance and participation. The City is also currently updating the staff guides and anticipates its completion during Year 3.

ID.5 - The City responds to all calls of complaints within 24 hours. Calls are logged via email and forwarded to the appropriate staff for inspection and follow-up. Work orders/inspection reports are maintained in the Public Works Department. In addition, the City does a FOG Reduction Program, managed by a consultant which does monthly inspections at various industries. **Effectiveness Measure – Level 2 – Raising Awareness** – During the 2011-2012 year, the City received one call on October 14, 2011 to report a potential illicit discharge issue. The call was documented, Code Enforcement immediately notified and initiated the field investigation. The result was not an actual illicit discharge or any violation. A final report was completed and filed.

ID.6 - The City has developed a standard Sanitary Sewer Overflow (SSO) Response Program that will outline and identifies the procedures and forms required to respond to a sanitary sewer overflow and prevent contact with surface water. **Effectiveness Measure – Level 3 – Changing Behavior** -This has all been accomplished as part of the SSMP there have been no SSO’s during the 11-12 fiscal year.

ID.7 – Mutt Mitt Stations can be found at both Riverview Park, Oak Park, PAWS Park and on Via Corona Drive. **Effectiveness Measure – Level 3 – Changing Behavior** -These stations are inspected weekly

to ensure that waste bags are filled.

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

Continuing this second year of implementation, there has not been any information that has been analyzed to assess the success of the program at reducing the discharge of pollutants to the maximum extent practicable (MEP). Due to the small size of the City and its minor impact compared to the overall watershed, field monitoring of pollutants is not part of the City's storm water management program, specifically during the early years of implementation. As such, the program places more emphasis on education and outreach.

BMP	Proposed Measurable Goal	Modified?		Schedule	
		YES	NO	Complete this year	Ongoing Implementation
ID.1 (a)	Storm drain map 100% complete		x	x	
ID.2 (a, b)	a) City will evaluate existing ordinance regarding illicit discharge using general permit criteria. b) Modify existing ordinances.		x	x	x
ID.3 (a, b)	a) Distribute training events held by County and others. b) Address illicit discharge in 1 of every 3 outreach articles in local papers.		x	x	x
ID.4 (a,b,c,d)	a) Train all relevant staff annually. b) 100% of Public Works and Engineering staff trained on ID. c) 100% of City staff responsible for ID to use Pocket Guide d) PE or CSWI on staff.		x	x	x
ID.5 (a, d, f, g, h, i, k, l, m)	a) Respond to all calls w/l 24 hours. d) Staff/volunteers inspect quarterly areas in c f) Walk/inspect creeks annually g) Inspect 25% of sd cb/di for ID h) Track discharges, maintain records and enforce for compliance. i) Establish ongoing compliance through subsequent inspections. k) Record on spreadsheet and evaluate 100% of responses pertaining to storm water quality. l) Compile business inventory of pot. ID, maintain. List businesses (update annually) m) Use inventory to prioritize for educ/visit/inspxn		x	x	x

ID.7 (a, b, d)	a) Have at least 1 Mutt Mitt Station at each City Park. b) Supply required mitts and add more stations if criteria met. d) Survey to include 1 question re: mutt mitts		x	x	x
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c. Briefly summarize the storm water activities you plan to undertake during the next reporting cycle (including an implementation schedule). If you propose activities that differ from those originally proposed in the approved SWMP, provide justification.

SWMP Year 3 Items for Implementation (these items are proposed for Year 3 in addition to the ongoing items of implementation from Years 1 and 2):

1. ID.1 (b) –The storm drain atlas will be updated annually to incorporate any changes or additions to the map.
2. ID.2 (c) – Ordinances to be revised based on the newly adopted Regional Water Quality Control Board requirements.
3. ID.3 (c) – evaluate holding own commercial training
4. ID.5 (b) – The public survey will include 1 question about spill response.
5. ID.5 (c) – prioritize areas of concern
6. ID.5 (e) – modify ordinances accordingly
7. ID.5 (j) – establish /adopt numeric criteria for POC Classification
8. ID.6 (b) – SSO program implemented
9. ID.7 (c) – update locations on park info

4. Construction Site Storm Water Control

BMP	Description	Status					
		Implemented	Not Applicable	Modified ¹	Effectiveness	Unknown	Not Effective
CS.1 (a,b,c) Construction Site Enforcements	Enforce all General Permit and City grading code requirements at all construction sites, provide enforcement for compliance and inspect during storm events.	x			1		
CS.2 (a, b, c, d, e) Development of Construction Site Inspection/Enforcement Procedures	The City will adopt SWPPP procedure for inspection, enforcement and tracking to ensure compliance at construction sites. Implement a,b,c on all construction sites	x			1		
CS.3 (e) Development of Review of Grading Plans	Develop grading plan review that will comply with General Permit, implement current review procedures in interim.	x			1		
CS.4 (e) Conditions of Approval	Develop standard Conditions of Approval that are compliant with the General Permit, implement current conditions of approval in interim.	x			1		
CS.5 (a) Staff Training	Plan checking staff should be trained for General Permit compliance. Training of 100% of staff responsible for plancheck.	x			2		
CS.6 (a, b) Construction Workshop	Joint workshop and advertise 1 month prior in local ad. Info provided at public forums (see PI.1.a).	x			1		
CS.7 (a, b, e) Construction Site Stormwater Ordinance	Review existing codes for compliance with the General Permit and implement current codes in interim. Submit draft ordinances to RWB.	x			1		
CS.8 (a,b) Procedures for Receipt and Consideration of Information from the Public	Maintain a means for the general public to contact and submit comments, issues and complaints.	x			2		

a. BMPs

CS.1 – The City enforces all General Permit and City Grading Codes at all times. During this first year implementation, there was no activity which triggered the need for a City Grading Permit. **Effectiveness Measure – Level 1 – Documenting Stormwater Activities** – There was no project which required a grading permit. However, all inspectors have been trained in SWPPP compliance and are aware of the requirements and procedures. The project inspection card that documents the site visits and inspections are typically retained in the project file. There were 10 encroachment permits issued to various utility companies and to local residents for minor sidewalk encroachment work. All permittees were provided with storm water bmp handouts.

CS.2 – The City currently has inspection and enforcement procedures for construction activities; however they need to be transferred into a formal SOP or checklist. Inspectors log inspection reports by project and any enforcement activities are noted within those reports and are tracked individually by project. **Effectiveness Measure – Level 1 – Documenting Stormwater Activities** – There were no grading permits issued during this reporting period. Inspections are documented on an inspection card, which is kept in the project file. There were 10 encroachment permits issued to various utility companies and to local residents for minor sidewalk encroachment work. All permittees were provided with storm water bmp handouts.

CS.3 – The City has existing plan review procedures for grading improvement plans, this includes review of plans for storm water and erosion control and implementation of LID/BMPs on the project. **Effectiveness Measure – Level 1 – Documenting Stormwater Activities** - The City plan checkers utilize the standard procedures in place.

CS.4 – The City has existing conditions of approvals for projects, however there have not been any projects that have triggered a Grading Permit requirement for conditions. **Effectiveness Measure – Level 1 – Documenting Stormwater Activities** – During Year 2 of implementation, there have not been any projects submitted for plan check or issued a grading permit.

CS.5 – The Public Works Director, and Engineering Department has had informal trainings on various stormwater design guidelines. SWPPP requirements are already utilized by staff and they are familiar with the requirements. Also, inspectors have also received formal SWPPP training. On September 13, 2011, Stormwater Training 101 was held for new City employees. This training specifically targeted Municipal Operation and Maintenance Staff. **Effectiveness Measure – Level 2 – Raising Awareness** – Additional training is scheduled for Year 3, particularly as new guidelines and thresholds are developed. This will be particularly pertinent with the adoption of the Joint Effort material.

CS.6 – The construction community will be responsible for developing and implementing erosion and sediment control plans or Storm Water Pollution Prevention Plans, as appropriate. The City will partner with the County and surrounding communities in providing free or low cost workshops to explain regulations and demonstrate appropriate BMPs. During year 2, a General Stormwater Training was held in December 2011 and an Illicit Discharge and BMPs Training was held in April 2012. **Effectiveness Measure – Level 1 – Documenting Stormwater Activities** – Any workshops provided through the County or LID Center will be advertised and forwarded to interested parties in the construction community.

CS.7 – By means of current practice, SWPPP are required as part of construction improvement plans

greater than 1 acre. **Effectiveness Measure – Level 1 – Documenting Stormwater Activities** - Draft Storm water Ordinance will be prepared during Year 3 implementation subsequent to approval of Joint Effort data by the Regional Water Quality Control Board.

CS.8 - The City publishes Santa Barbara County’s Water Quality Hotline number in addition to the City’s Public Works Number. Residents typically call City Hall for all their concerns. **Effectiveness Measure – Level 2 – Raising Awareness** – Staff has noted that no calls were received during the 2011-2012 fiscal year. For the Year 3 implementation, it is recommended that documentation will continue for 100% of the calls and follow-up. Also, a mid-year review of calls will be made to ensure that the storm water calls are logged.

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

Continuing this second year of implementation, there has not been any information that has been analyzed to assess the success of the program at reducing the discharge of pollutants to the maximum extent practicable (MEP). Due to the small size of the City and its minor impact compared to the overall watershed, field monitoring of pollutants is not part of the City’s storm water management program, specifically during the early years of implementation. As such, the program places more emphasis on education and outreach.

BMP	Proposed Measurable Goal	Modified?		Schedule	
		YES	NO	Complete this year	Ongoing Implementation
CS.1 (a,b,c)	a) City will enforce permit requirements at all construction sites. b) City will implement enforcement for compliance. c) City will inspect all construction sites during storm events per Caltrans manual.		x	x	x
CS.2 (a, b, c, d, e)	a) Develop/adopt inspection/enforcement procedures. b) Develop inspection checklist. c) Develop tracking system d) Implement a, b, c on all construction sites e) Implement current inspection/enforcement		x	x	x
CS.3 (e)	Implement its current construction site plan review procedures.		x	x	x
CS.4 (e)	Implement its current conditions of approval.		x	x	x
CS.5 (a, c)	a) Training of 100% of staff responsible for plancheck c) One staff member to be a Caltrans Certified inspector or Professional Engineer.		x	x	x

CS.7 (a, b, e)	a) Review codes for compliance with General Permit and modify, b) Submit draft ordinances to RWB. e) Implement current codes in interim.		x	x	x
CS.8 (a,b)	a) Maintain a public hotline. b) Receive comments from public and inform them how to recognize permit violations.		x	x	x

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

SWMP Year 3 Items for Implementation (these items are proposed for Year 3 in addition to the ongoing items of implementation from Years 1 and 2):

1. CS.3 (a) – City to review construction site and grading procedures.
2. CS.3 (b) – City to submit draft construction site and grading procedures to Regional Water Board.
3. CS.4 (a) – City to modify existing discretionary projects conditions of approval (COAs).
4. CS.4 (b) – City to submit draft COAs to Regional Water Board.
5. CS.5 (b) – City to create and administer a post training quiz to staff in attendance.
6. CS.7 (c) – Upon approval of the draft construction site storm water control ordinances, the City will adopt the new criteria.

5. Post-Construction Storm Water Management

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

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

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

6. Pollution Prevention and Good Housekeeping for Municipal Operations

BMP	Description	Status					
		Implemented	Not Applicable	Modified ¹	Effectiveness	Unknown	Not Effective
PP.1 (a, b, c) Development of BMPs	Utilize BMPs from manuals such as CASQA. Develop/implement tracking system for use of BMPs.	x			2		
PP.2 (a, b, c, d, e, f) Purchasing and Contracts	Modify contract language for compliance with storm water quality objectives. Revise contract language. Evaluate contractor compliance. Inspect contractor activities. Enforce 100% compliance.	x			2		
PP.3 (a, b, c, d, e) Training by Departments	Train all relevant City staff regarding stormwater pollution and their responsibilities. Managers will distribute guidance materials.	x			3		
GH.1 (a,b) Street Sweeping	Sweep City streets and public facilities.	x			4		
GH.2 (a, b, c) Storm Drain Cleaning	Maintain the Public Storm Drain System. If cost effective develop cleaning schedule.	x			4		
GH.3 (a,b,c,d,e) Trash, Green Waste and Recycling	To prevent solid waste from entering the storm drain system, provide trash, green waste and recycling services.	x			4		

a. BMPs

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

PP.2 – The City has included updated SWPPP compliance language in all of its Public Works Contracts. Each SWPPP is project specific and documentation is recorded by each project number. A spreadsheet to track vendor projects is deemed unnecessary as all inspection and compliance reports are maintained by each project. **Effectiveness Measure – Level 2 – Raising Awareness** -The contract language has been updated to be more comprehensive. It is important to note that the City’s inspectors have regularly been working with Contractors regarding compliance and employing BMPs for construction activities with the same outcome – no discharges affecting water quality as a result of public works activities.

PP.3 – On September 13, 2011, Stormwater Training 101 was held for new City employees. December 1, 2011, a Workshop was held entitled “Stormwater 101” was held at the City Council Chambers. City staff and the public were encouraged to attend. During year 2, an Illicit Discharge and BMPs Training was held in April 2012. This training specifically targeted Municipal Operation and Maintenance Staff. The various CASQA Handbooks and Manuals are provided for staff to utilize as BMPs. All City Engineering Department staff routinely receives training through various sources and opportunities as a requirement of their contract. **Effectiveness Measure – Level 3 – Changing Behavior** – Staff training is continuous throughout the year.

GH.1 – The City contracts for street sweeping for 100% of its streets. Streets are swept twice a month. No water is discharged from the street sweeping with the exception of dust control spray. No waste or water is discharged into the storm drain system. **Effectiveness Measure – Level 4 – Reducing Loads from Sources** - 100% of public streets are swept every twice a month. Unfortunately the amount of solids removed cannot be documented as the contractor does not record the tonnage of debris removed.

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

GH.3 – MarBorg provides trash, green waste and recycling services to the City of Buellton. While trash and recycling pick-up is weekly, green waste pick-up is every other week. The public trash receptacles are emptied 4 times per week. The annual survey presented in 2012 included a question regarding recycling. In addition, the City provides a quarterly city-wide “clean-up” day in which bulky items wastes are picked-up curbside for free. **Effectiveness Measure – Level 4 – Reducing Loads from Sources** – During Year 2, 117.4 tons of waste was collected during the city-wide “clean-up” days in addition the regular weekly pick-ups.

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

Continuing this second year of implementation, there has not been any information that has been analyzed to assess the success of the program at reducing the discharge of pollutants to the maximum extent practicable (MEP). Due to the small size of the City and its minor impact compared to the overall watershed, field monitoring of pollutants is not part of the City’s storm water management program, specifically during the early years of implementation. As such, the program places more emphasis on education and outreach.

BMP	Proposed Measurable Goal	Modified?		Schedule	
		YES	NO	Complete this year	Ongoing Implementation
PP.1 (a, b, c)	a) Identify BMPs from CASQA as needed. b) Implement BMPs unless replaced with more effective. c) Develop/implement tracking system for use of BMPs		x	x	x

PP.2 (a, b, c, d, e, f)	a) Identify/evaluate contract language for compliance. b) Revise contract language c) Develop spreadsheet to track contractor compliance. d) Evaluate contractor compliance e) Inspect contractor activities f) Enforce 100% compliance		x	x	
PP.3 (a, b, c, d, e)	a) Train appropriate staff on BMPs. b) Managers will distribute guidance materials c) Develop a fact sheet on all BMPs. d) Prepare training materials on BMPs. e) Conduct annual training.		x	x	x
GH.1 (a,b)	a) Inspect sidewalks weekly. b) Sweep streets and parking lots twice per month.		x	x	x
GH.2 (a, b, c)	a) Clean storm drain system annually. b) Determine cost effectiveness using Vactor. c) If cost effective develop cleaning schedule		x	x	x
GH.3 (a,b,c,d,e)	a) Empty public trash 4 times/week. b) Empty green waste every 2 weeks. c) Empty recycle bins every 2 weeks. d) Include 1-2 questions relating to recycling on survey. e) Publish 1 article annually relating to trash, green waste and/or recycling.		x	x	x

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

SWMP Year 3 Items for Implementation (these items are proposed for Year 3 in addition to the ongoing items of implementation from Years 1 and 2):

1. PP.1 (d) – The City to perform an evaluation/review of 50% of BMPs.

E. Certification

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

Signature of Permittee (legally responsible person):

Date Signed:



September 27, 2012

Rose M. Hess, PE

Public Works Director/City Engineer