

CITY OF BUELLTON – SWMP ANNUAL REPORT – FY 2012/2013

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. This Year 3 of implementation covers the period from July 1, 2012 to June 30, 2013.

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 3 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 3 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 a hands-on workshop on Stormwater Pollution Prevention through *My Science Discovery*. 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. In addition, the City continues to maintain 100% of all the storm drain markings on catch basins and inlets. The City also continues to actively monitor sites of previous and known illicit discharges, in particular, the growing wine industry. The entire City of Buellton staff, encompassing all City Departments, including Planning, Public Works, Finance and Administration has begun training on Stormwater requirements, with each of their roles becoming imminently clear.

The City has continued 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 not completed until the last half of this implementation year, the City 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. With the Regional Board's recent adoption of the Post Construction Requirements (PCRs), the City has begun staff training and coordinating with the County of Santa Barbara in their efforts to incorporate the PCRs into our local documents.

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

<i>BMP</i>	<i>Description</i>	<i>Status</i>					
		<i>Implemented</i>	<i>Not Applicable</i>	<i>Modified</i>	<i>Effectiveness</i>	<i>Unknown</i>	<i>Not Effective</i>
PE.1 (a, 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, c) – 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, c) – 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. Survey to include 1 question about storm drain markers.	x			2		
PE.6 (a, b, c) – Storm Water Hotline	Promote the use of the hotline through all printed materials and website and log/respond to calls received.	x			3		
PE.7 (a, b) – 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 (b) – Public Survey	Develop an assessment strategy such as a survey. Administer the survey (direct/web) 15% return.	x			2		
PE.10 (a, b) – 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. The City has developed additional outreach materials specifically designed for its residents and local businesses. In addition, the City has continued to create industry specific outreach materials to address target audiences such as the wineries. **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 downloads 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. **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 implementation year, the City hosted a Stormwater Outreach booth during the Annual Buellton BBQ Bonanza held in July. Residents visited the booth and were provided program information, BMP handouts and children’s workbook. 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 some attention. Residents that visited the booth and took a quiz were able to enter a raffle for a “Do-it-Yourself Rain Barrel Converter Kit”.

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 May 15/17, 2013, the City funded a storm water pollution prevention workshop for the Oak Valley School. All classes (grades K-5) participated in the workshop held by *My Science Discovery*. **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.

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

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 forward to the available staff (inspector or code enforcement officer). Follow-up is noted by the staff assigned. A log was created during the 2012-2013 reporting period. **Effectiveness Measure – Level 3 – Changing Behavior** – The City of Buellton has

received no calls to report incidents, or inquiries regarding SWMP issues during the 2012-2013 reporting period. However, staff has become more aware and has been proactive in identifying potential SWMP issues and immediately addressing the businesses. There was 1 instance of a staff follow-up.

PE.7 – Articles are to be placed in the local paper. **Effectiveness Measure – Level 2 – Raising Awareness** – Three 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 3 are as follows: “Soap Run-off” 9/2012; “Five Easy Steps to a low maintenance Eco-Friendly Landscape” 3/2013; “Recycling Tips” 6/2013.

PE.8 – New business outreach material is provided at the Public Counter and is made available to businesses applying for zoning clearance. **Effectiveness Measure – Level 2 – Raising Awareness** – During the Year 3 reporting period, there were 14 applications for new businesses and only 1 zoning clearance project approvals. None of these required any development improvements. Also, all new businesses (14 in total) received the “Business Owners Guide to BMP’s” handout. Storm water tips have been going out monthly to Chamber members as an insert in the Monthly Newsletter.

PE.9 – A survey was previously developed for the City of Buellton through “Survey Monkey” and published several times on the website for a 45-day periods. However, the online surveys never received any responses. Instead, survey questions were formulated and distributed during the BBQ Bonanza Event at the City’s Stormwater Outreach Booth. **Effectiveness Measure – Level 2 – Raising Awareness** – 10 surveys were submitted during the booth, with thirty (30) people receiving them.

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 1 – Documenting Efforts**

- 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 third 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 MEP. Due to the 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) – Brochures	a) Provide portable “storm water exhibit” at least 1 City Council Meeting per month and at least 1 annual City Event per year. b) Distribute LID to 100% zoning applicants		x	x	x
PE.2 (a, b, c) – Web Page	a) Maintain website and update quarterly. b) Publish webpage information on all documents. c) Add to surveys		x	x	x

PE.3 (a, b) – Event Participation	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, c) – Educational Programs for School Children	a) Provide materials to 50% of K-8, every two years. b) Semi-annual meetings with teachers & P&R staff c) Provide post program quiz.		x	x	x
PE.5 (a, b, c) – Storm Drain marking	a) Monitor and repair 100% of storm drain markers annually. b) New storm drains must be marked, include in COA c) Survey to include 1 question re: strmdrn markers		x	x	x
PE.6 (a, b, c) – Storm Water Hotline	a) Print hotline on 100% of printed material and web. b) Log and answer number of calls 100% w/ 24 hrs. c) Add to surveys.		x	x	x
PE.7 (a, b) – Media Campaign	a) Place storm water related articles in 3 issues of a local paper.		x	x	x
PE.8 (a, b, c, d) – Business Outreach	a) Distribute business informational material during zoning clearance to new businesses. b)/c) Provide Site Visits and inspections d) Enforcement inspections		x	x	x
PE.9 (b) – Public Survey	b) Administer surveys		x	x	
PE.10 (a, b) – Community Based Social Marketing	a) Assess marketing strategies. b) Modify outreach as necessary		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.

The 2013-14 Fiscal Year starts the first year under the new MS4 Phase II General Permit. The City of Buellton is a co-permittee with the City of Solvang. During this year, the Public Education and Outreach program will generally remain the same. However both cities will focus on outreach evaluations and methods in an effort to increase feedback and response from the community.

2. Public Participation and Involvement

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

a. BMPs

PI.1 – The City Engineer regularly attends both Council and Planning Commission meetings. Presentations have been made to the Commissions as updates have been made as well as providing announcements for workshops and trainings. While the Council and public in attendance was educated (and was made available on the City's website since the week prior), there were no comments, questions or concerns received. **Effectiveness Measure – Level 1 – Documenting Stormwater Activities -** There has not been any public comments received during this process. The Council and Commission meetings are not necessarily well attended meetings unless a specifically “hot” topic is on the agenda.

PI.2 – The City has been represented and participated in all 4 of the SBCAMM meetings held during this implementation year. **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 – City sponsored events for specific clean-up areas are not well attended. Typically groups such as the Boy Scouts provide a “clean-up” of specific areas or parks. A city-wide “clean-up day” is provided quarterly so that residents may deposit large or other items that would otherwise be “dumped”. Flyers on the City’s website as well as direct mailers from MarBorg Industries provide announcements to the community. **Effectiveness Measure – Level 3 – Changing Behavior** - Total collection may be obtained from MarBorg’s Annual reports. However, from general public discussion, many residents disposed of their household hazardous waste (at the WWTP) and bulky items (curbside) during these events.

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

PI.5 – The City publishes Santa Barbara County’s Water Quality Hotline number in addition to the City’s Engineering Department Number. Residents typically call City Hall for all their concerns. **Effectiveness Measure – Level 2 – Raising Awareness** – During the 2012-2013 fiscal year, the City has not received any calls/emails regarding stormwater or illicit discharge. Staff, however, has been trained on the procedures should a call or email be received. The City will continue documenting 100% of the calls and follow-up. Mid-year review of calls will be made to ensure that the storm water calls are logged.

PI.6 – The City has not received any requests to receive information regarding the City’s Stormwater Program. However, should any requests be received, staff is aware to document and create a contact list in 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 third 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 MEP. Due to the 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, b, c) Hold Public Mtgs.	d) Present NPDES permit or any storm water annually at a Planning Commission or City Council Meeting, receive public comments and send information requested to any interested party. e) Add to survey f) Develop/implement tracking system for documentation/ swmp		x	x	x

PI.2 (a, b) Establish Coordination	a)/b)Attend coordination meetings held for intergovernmental relations.		x	x	x
PI.3 (a, b, c) Community Clean-ups	d) Support at least one clean-up effort within the City limits. e) Promote event with different types of media f) Increase attendance by 10% annually		x	x	x
PI.4 Hazardous Waste Facility	Promote the use of hazardous waste facility.		x	x	x
PI.5 Water Quality Hotline	Promote hotline number and encourage its use.		x	x	x
PI.6 Interested Parties List	Develop and maintain a list of interested people/parties in receiving information on the city's storm water program.		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.

The 2013-14 Fiscal Year starts the first year under the new MS4 Phase II General Permit. The City of Buellton is a co-permittee with the City of Solvang. During this year, the Public Participation and Involvement will generally remain the same. However both cities will focus on outreach evaluations and methods in an effort to increase feedback and response from the community.

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	Provide Storm drain mapping.	x			1		
ID.2 (a, b, c) Storm Water Ordinance	Evaluate City Ordinances and prepare storm water ordinance for incorporation.	x			1		
ID.3 (a, b, c) 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-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			3		
ID.6 (a, b, c) Wastewater Program	Develop SSO program and respond to sewer repair/inspxn/compliance reports.	x			3		
ID.7 (a, b, c, 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. **Effectiveness Measure – Level 1 – Documenting Storm Water Program Activities** – The atlas will be revised as necessary to include any changes or additions to the storm drain map. There have been no changes during the 12-13 fiscal year.

ID.2 – The City has reviewed its existing codes and ordinances with regards to storm water compliance. The City currently has existing codes that address illicit discharge to some degree, Section 8.3.3 (Prohibited Acts and Conditions on Public Ways and Property). **Effectiveness Measure – Level 1 –**

Documenting Stormwater Program Activities - The entire City Municipal Code was reviewed for relevancy to 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. Draft Ordinance is provided in FY 13-14.

ID.3 – In addition to the quarterly SBCAMM meetings, 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 2 North County Stakeholders Meetings held during this implementation period. These were Central Coast Low Impact Development Bioretention Area Design Training (September 2012), Project Clean Water Stakeholder Meeting (May 2013). **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. During year 3, Illicit Discharge and BMPs Training material was shared by the City of Goleta and was distributed to staff. This training was directed towards Municipal Operation and Maintenance Staff. Training is provided at every opportunity available. The current Public Works Director is a Registered Professional Engineer. In addition, any consultants utilized on projects (and for storm water management) are also Registered Professional Engineers and/or are Certified Stormwater Inspectors. **Effectiveness Measure – Level 2 – Raising Awareness** – City staff continues to provide training at every opportunity available.

ID.5 - The City responds to all calls of complaints within 24 hours. Calls are logged via email and forwarded to the appropriate staff for inspection and follow-up. Work orders/inspection reports are maintained in the Public Works Department. The City's Sewer Collection System Inspector typically follows up with businesses such as restaurants as part of the City's FOG Reduction Program. These follow-ups are multi-purpose as there is on-going outreach provided to the local businesses on applicable Best Management Practices. **Effectiveness Measure – Level 3 – Changing Behavior** - Staff has noted that no calls were received during the 2012-2013 FY. 100% of the calls will continue to be documented and followed up with. Also, a mid-year review of calls will be made to ensure that the storm water calls are logged. In addition, staff will contact EHS and Fire Department to verify if any reports have been made to their agency for issues within the City of Buellton.

ID.6 - The City has developed a standard Sanitary Sewer Overflow (SSO) Response Program that outlines 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 has been only 1 overflow (which was completely contained, cleaned and reported) SSO's during the 2012-2013 FY. No receiving waters or storm drains were impacted.

ID.7 – Mutt Mitt Stations can be found at both Riverview Park and Oak Park, along Via Corona Drive and at PAWs Dog Park. **Effectiveness Measure – Level 3 – Changing Behavior** - These stations are inspected weekly to ensure that waste bags are filled.

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

Continuing this third 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 MEP. Due to the 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 System Mapping	a) Storm drain map 100% complete		x	x	x
ID.2 (a, b, c) Storm Water Ordinance	a) City will evaluate existing ordinance regarding illicit discharge using general permit criteria. b) Modify existing ordinances. c) Adopt and enforce.		x	x	x
ID.3 (a, b, c) Education and Outreach	a) Distribute training events held by County and others. b) Address illicit discharge in 1 of every 3 outreach articles in local papers. c) Evaluate hosting training event.		x	X	x
ID.4 (a,b,c,d) Municipal Employees	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-m) Identification and Elimination of ID Sources	a) Respond to all calls w/ 24 hours. b) Add to survey. c) Identify potential sources of ID d) Staff/volunteers inspect quarterly areas in c e) Modify ordinance 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. j) Establish numeric criteria. 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.6 (a, b, c) Wastewater Program	a) Have at least 1 Mutt Mitt Station at each City Park. b) Supply required mitts and add more stations if criteria met. c) Survey to include 1 question re: mutt mitts		x	x	x
ID.7 (a, b, c, d)	a) Have at least 1 Mutt Mitt Station at each City Park. b) Supply required mitts and add more stations if criteria met. c) update park maps. d) Survey to include 1 question re: mutt mitts		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.

The 2013-14 Fiscal Year starts the first year under the new MS4 Phase II General Permit. The City of Buellton is a co-permittee with the City of Solvang. During this year, the Illicit Discharge Detection and Elimination will generally remain the same. However both cities will focus on ID issues specific to each community. The focus for the City of Buellton will be outreach and enforcement of the wineries, breweries and distilleries (beverage industry).

4. Construction Site Storm Water Control

BMP	Description	Status					
		Implemented	Not Applicable	Modified¹	Effectiveness	Unknown	Not Effective
CS.1 (a, b, c) Construction Site Enforcements	Enforce all General Permit and City grading code requirements at all construction sites, provide enforcement for compliance and inspect during storm events.	x			1		
CS.2 (a, b, c, 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 on all construction sites	x			1		
CS.3 (a, b, 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 (a, b, 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, b, c) 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, c, e) Construction Site Storm water 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 Year 3 implementation, no grading permits were issued, however, any small permit issued was held to storm water compliance. **Effectiveness Measure – Level 3 – Changing Behavior** – Projects are inspected regularly. An Erosion Control Plan is part of the approved grading permit and includes installation of fiber rolls, silt fencing and other measures. The project inspection card documents site visits and activities, and is retained in the project file.

CS.2 – The City currently has inspection and enforcement procedures for construction activities. Inspectors log inspection reports by project and any enforcement activities are noted within those reports and are tracked individually by the project inspector. **Effectiveness Measure – Level 1 – Documenting Stormwater Activities** - The City inspectors utilize the standard procedures in place. Inspections are documented on an inspection card, which is kept in the project file.

CS.3 – The City has existing plan review procedures for grading improvement plans. **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 all projects that have been submitted for plan checks and permits issued received their first discretionary approval several years ago, prior to the storm water requirements. **Effectiveness Measure – Level 3 – Changing Behavior** – During Year 3 of Implementation, no plan checks were initiated.

CS.5 – The Public Works Director, Engineering Technician, Planning Director and Associate Planner have had informal trainings on various storm water design guidelines. Specifically, in September 2012, the City co-hosted a Bioretention Design Workshop with the Central Coast LID Initiative. In addition, all City Public Works staff attends Environmental Safety and HAZWOPER Trainings. Both of these classes were put on by the California Joint Powers Insurance Authority - CJPIA. SWPPP requirements are already utilized by staff and they are familiar with the requirements. Also, inspection services are often contracted out. Inspectors hired are required to have formal SWPPP training. **Effectiveness Measure – Level 2 – Raising Awareness** – Additional training opportunities are regularly scheduled, particularly as new guidelines and thresholds are developed.

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. **Effectiveness Measure – Level 1 – Documenting Storm water 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, SWPPPs are required as part of construction improvement plans greater than 1 acre. **Effectiveness Measure – Level 1 – Documenting Storm water Activities** – Draft Storm water Ordinance has been prepared during the 2013-2014 fiscal year subsequent to the recent 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 2012-2013 fiscal

year. 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 third 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 MEP. Due to the 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) Construction Site Enforcements	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) Development of Construction Site Inspection/Enforcement Procedures	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 (a, b, e) Development of Review of Grading Plans	a) Review construction site plans. b) Provide procedures. e) Implement current practices.		x	x	x
CS.4 (a, b, e) Conditions of Approval	a) Modify conditions of approval as needed to incorporate swmp. b) Review conditions of approval for compliance. e) Implement current practices		x	x	x
CS.5 (a, b, c) Staff Training	a) Training of 100% of staff responsible for plancheck b) Add to quiz. c) One staff member to be a Caltrans Certified inspector or Professional Engineer.		x	x	x
CS.6 (a, b) Construction Workshop	a)/b) Provide/advertise workshops,		x	x	x

CS.7 (a, b, c, e) Construction Site Storm water Ordinance	a) Review current codes and ordinances b) Draft of modified ordinance. e) Implement and enforce current codes and ordinances.		x	x	x
CS.8 (a, b) Procedures for Receipt and Consideration of Information from the Public	a) Maintain hotline. b) Maintain comments and document.		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.

The 2013-14 Fiscal Year starts the first year under the new MS4 Phase II General Permit. The City of Buellton is a co-permittee with the City of Solvang. During this year, the Construction Site Storm Water Control will generally remain the same. However enforcement and fines will be specifically adopted with the new Storm Water Ordinance.

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.

With the recent adoption of Post Construction Requirements (PCRs) by the Regional Board from the results of the Joint Effort, the City has participated in meetings and training sessions hosted by the County of Santa Barbara as well as support the County’s coordination efforts in preparation of the Design Manual incorporation the PCRs. Further implementation will occur during the 2013-2014 fiscal year.

6. Pollution Prevention and Good Housekeeping for Municipal Operations

<i>BMP</i>	<i>Description</i>	<i>Status</i>					
		<i>Implemented</i>	<i>Not Applicable</i>	<i>Modified¹</i>	<i>Effectiveness</i>	<i>Unknown</i>	<i>Not Effective</i>
PP.1 (a, b, c, d) 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 – During year 3, Illicit Discharge and BMPs Training material was provided to all public works staff. This training specifically targeted Municipal Operation and Maintenance Staff. In addition, trainings are provided for operations and maintenance staff during weekly tailgate meetings. The various CASQA Handbooks and Manuals were provided for staff to utilize as BMPs. **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 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 only as necessary. Typically, regular crews remove leaves and debris efficiently. **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. **Effectiveness Measure – Level 4 – Reducing Loads from Sources** – The city also provides (in partnership with MarBorg) quarterly curbside bulky waste pick-up. This occurs in conjunction with the quarterly Household Hazardous Waste Event. The amount of waste collected and green waste/recycle diverted can be reviewed from MarBorg’s Annual Report.

- 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 third 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 MEP. Due to the 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, d) Development of BMPs	a) Identify BMPs from CASQA as needed. b) Implement BMPs unless replaced with more effective. c) Develop/implement tracking system for use of BMPs d) Evaluate BMPs.		x	x	x

PP.2 (a, b, c, d, e, f) Purchasing and Contracts	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	x
PP.3 (a, b, c, d, e) Training by Departments	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) Street Sweeping	a) Inspect sidewalks weekly. b) Sweep streets and parking lots twice per month.		x	x	x
GH.2 (a, b, c) Storm Drain Cleaning	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) Trash, Green Waste and Recycling	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.

The 2013-14 Fiscal Year starts the first year under the new MS4 Phase II General Permit. The City of Buellton is a co-permittee with the City of Solvang. . During this year, the Pollution Prevention and Good Housekeeping efforts will generally remain the same. However a Stormwater Manual is under development that will provide additional materials for Municipal Operations.

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

Date Signed



September 25, 2013

Rose Hess, PE
Director of Public Works/City Engineer
City of Buellton