

Implementation Plan
NPDES Stormwater Phase II
City of Auburn Department of Public Works
Revised 08/20/04
B. Schroeder/J. Belanger



CITY OF AUBURN STORMWATER MANAGEMENT PLAN 2003-2008



Auburn Ravine Creek - City of Auburn

Small Municipal Stormwater Program

Prepared by City of Auburn Department of Public Works
1225 Lincoln Way
Auburn, CA 95603

CERTIFICATION

City of Auburn

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, to the best of my knowledge and belief, the information submitted is 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.

City of Auburn

Jack Warren P. E.
Interim Director of Public Works/City Engineer

ATTEST:

Deputy City Clerk

As authorized by City Resolution No. 03-90

Revised 08/20/04

EXECUTIVE SUMMARY

This Stormwater Management Plan (Plan) describes a comprehensive program (the Stormwater Management Program, or SWMP) to reduce pollutants in stormwater runoff in the City of Auburn ("City"). The program is designed to comply with the Clean Water Act and meet federal and State NPDES (National Pollutant Discharge Elimination System) stormwater regulations for small municipal separate storm sewer systems (MS4s). The Central Valley Regional Water Quality Control Board will issue an NPDES permit to the City of Auburn subsequent to March of 2003 based upon this Plan. The permit must be renewed every five years, next anticipated to occur in 2008. Under the federal Clean Water Act, third parties may challenge the permit at any time. The state's Porter-Cologne Water Quality Act provides for civil, administrative, and criminal penalties, some greater than the Clean Water Act.

City of Auburn waterways have many uses including recreation, habitat, fishing, and water supply. The impacts of urbanization in the City of Auburn could threaten the quality of these waterways in a number of ways:

- Everyday human activities send many types of pollutants into creeks and streams, including oils and hydrocarbons from automobiles, trash, pesticides and fertilizer from landscaping, and sediment resulting from construction sites and intensive land uses.
- Increases in impervious surfaces due to buildings and pavement send more water more quickly to creeks and streams. This change can increase soil erosion, change stream temperatures, and change the types and amounts of pollutants the water gathers as it drains.
- Urban development creates new pollutant sources as population density increases and brings with it proportionately higher levels of vehicle emissions, vehicle maintenance wastes, municipal sewage, pesticides, household wastes, pet wastes, trash, etc., which can be washed into the storm drain system.

Under this program, the City will endeavor to reduce the amount of pollutants reaching our waterways from human activities by implementing six minimum control measures required in the federal regulations. These are:

- Public Education and Outreach on Stormwater Impacts
- Public Involvement/Participation
- Illicit Discharge Detection and Elimination
- Construction Site Stormwater Runoff Control

- Post-Construction Stormwater Management in New Development and Redevelopment
- Pollution Prevention/Good Housekeeping for Municipal Operations

In addition to the six minimum control measures required by the federal law, the State general permit imposes Discharge Prohibitions, Effluent Limitations, Receiving Water Limitations, New Development design standards, and additional evaluation and reporting requirements.

The City's SWMP includes various program elements that support the six minimum control measures and the State's general permit. These program elements and implementation schedules are summarized in Figure 3-1.

The City of Auburn is located within the unincorporated area of southeastern Placer County. The City contains seven main drainage basins: Auburn Ravine Creek, Lincoln Basin, North Fork American River Basin, Brewery Lane Basin, Baltimore Ravine Basin, Dutch Ravine Basin and Mormon Ravine Basin. The approximate boundaries of these drainage basins are shown on Figure S-2. The Drainage Basins shown on Figure S-2 are approximate and will be revised and updated as information is gathered from the storm drain system verification effort.

Over the past several years, the City has implemented a number of control measures for stormwater quality. These include the City Grading, Erosion and Sediment Control Ordinance, Placer County Resource Conservation District Agreement, Placer County Flood Control District Coordination Agreement, Placer County Stream Management Goals, and water quality aspects of the City of Auburn General Plan. Applicable parts of these measures are used in this program. Funding for the program is anticipated to come from a combination of the general fund, road fund for qualified activities within public rights-of-way, sharing of program elements with other jurisdictions, grant funding where available, and potentially from new development fees. Federal and State funding will also be necessary, and is anticipated in order to comply with the mandates of the permit included herein. Without such funding, the program schedule and content provided in Chapter 3 may require modification.

The SWMP will involve employees from many City departments, alter City processes, and create the need for new functions. To assure a successful program, both orientation and periodic training will be required for City employees. Orientation training will be provided to affected employees regarding general stormwater practices, the stormwater management program, and any changes to City processes. In addition, periodic training that is specific to duties will be provided to those employees

assigned to the program. Training of City employees is anticipated to be needed periodically throughout the life of the program to accommodate changes in personnel and the program. Educational activities aimed at non-City personnel who may affect stormwater quality, such as developers, business owners, contractors, and engineers, are also proposed.

Program evaluation will be required on a periodic basis to assess the effectiveness of the elements and associated best management practices (BMPs). Evaluation results will be provided yearly beginning in 2004 to the Regional Board as part of the required annual report.

This document contains six chapters:

- Chapter 1: Introduction This chapter provides an introduction to the Plan along with some background material.
- Chapter 2: Program Management This chapter provides a description of the program structure and staffing. It includes information on the relationship of program activities to activities of other agencies and departments, and local non-City organizations.
- Chapter 3: Program Elements This chapter describes the program elements that address the six minimum control measures and additional State general permit requirements. Each element section provides a description of the activities and its goals, current activities, responsible City and County departments, and measurable goals for implementation. .
- Chapter 4: Budget and Staffing This chapter describes the budget and personnel to be dedicated to the program.
- Chapter 5: Monitoring and Evaluation This chapter provides the general approach to program effectiveness evaluation and how program changes will be proposed.
- Chapter 6: Recordkeeping and Reporting This chapter provides the approach to the recordkeeping necessary to be able to evaluate program effectiveness, including information and timeframes for reporting to the State.

CHAPTER 1. INTRODUCTION

In response to the 1987 Amendments to the Clean Water Act (CWA), USEPA developed Phase I of the NPDES Storm Water Program in 1990. Beginning at that time, municipalities with populations greater than 100,000 began to develop and implement stormwater management programs. In California, Phase I municipalities now have individual NPDES permits, administered by Regional Water Quality Control Boards (RWQCB).

Phase II of the regulations require municipalities with smaller populations – but still urban communities – to develop and implement stormwater management programs. In California, the State Water Resources Control Board has drafted the General Permit for Discharges of Storm Water From Small Municipal Separate Storm Sewer Systems (hereafter the “Small MS4 General Permit” where MS4 stands for Municipal Separate Storm Sewer System), to which all designated municipalities must submit a Notice of Intent (NOI) to seek coverage under the Small MS4 General Permit. The nine Regional Water Quality Control Boards, as the designated regional authorities under the State Board, administer the Phase II permit program.

The State Water Resources Control Board has postponed the adoption of the General Permit, pending a ninth circuit court of appeals decision. Of the permitting options available, The City of Auburn has elected to adhere to the general permit rather than apply for its own individual permit or rely upon a ‘Separate Implementing Entity’. The deadline to submit a Notice of Intent to Comply (NOI), fee, and storm water management program (SWMP) to the Central Valley Regional Water Quality Control Board (CVRWQCB) is March 10, 2003.

This document presents the City of Auburn’s (City’s) SWMP. It provides a comprehensive plan to direct the SWMP activities for the years 2003–2008. This plan also includes information to provide readers with an understanding of the SWMP history and the current status of the City’s stormwater management activities. The City’s emphasis in creating this SWMP is to provide a solid basis for further development of the stormwater quality improvement program. A number of aspects of the program are not yet defined and will be developed during the first years of the program. It is expected that, as the various program elements are enacted, adaptability will be required to assure that the SWMP practicably meets current needs.

The City of Auburn is located generally northeast of the Newcastle and southwest of the Colfax (see figure 1). At the 2000 census, 12,400

persons lived within the City. The City is estimated to have grown 17% from 1990 to 2000. The major City of Auburn drainage basins include the American River Canyon, the Auburn Ravine Creek, Lincoln Basin, Baltimore Ravine Basin, Dutch Ravine Basin, Mormon Ravine Basin, Brewery Lane Basin, and surrounding tributaries.

The City of Auburn is bordered on the north by the Auburn Ravine Creek Drainage Basin flowing generally north to south. The Auburn Ravine Creek Basin enters the north City Limit Line at Luther and Dairy Road (Dairy Road Branch) and is met with the Boardman Branch flowing from the east approximately at Marguerite Mine Road area. These channels then flow into the Main Branch of Auburn Ravine Creek that flows primarily southeast along Auburn Ravine Road. A number of residential areas exist along Auburn Ravine Creek, which is generally an open channel type waterway.

The eastern boundary of the City is primarily residential areas that drain easterly down the canyon to the North Fork of the American River. The drainage basins located in the southern City flow generally south to north by way of the Mormon Ravine, Dutch Ravine and Baltimore Ravine Drainage Basins. The interior drainage basin is identified as the Lincoln Basin and generally runs northeast-southwest through the City. Although some residential areas exist along the Lincoln Drainage Basin this waterway is predominately in culvert through the commercial business districts of Downtown Auburn and Old Town Auburn. Other small drainage areas include the Brewery Lane storm channel that forms in the east central area of Auburn and drains into Old Town along Brewery Lane.

In 1996, the City as part of a Cease and Desist Order imposed by the RWQCB developed a Stormwater System Sampling Program.

Over \$22,000 per year for the first five years was funded for the sampling and analysis of existing drainage areas in Auburn and parts of Placer County primarily for fecal coliform. The purpose was to discover any cross connections between the sewer and stormdrain systems however the data has assisted in evaluating the general water quality as it enters and exits the City Limits. Although now a scaled down program, water quality sampling is still funded and quarterly sampling continues to ensure any "hotspots" are identified. The City's Coliform Monitoring Sites map was developed to assist in the program and is attached as Appendix 5.

CHAPTER 2. PROGRAM MANAGEMENT

Although the Public Works Department is the lead implementer of the SWMP, no single department within the City is responsible for all of the necessary activities. Therefore, multiple departments and agencies have a role in implementation of the Storm Water Management Plan. The participating departments and agencies are anticipated to be:

- City of Auburn Public Works Department
- City of Auburn Police Department
- City of Auburn Fire Department
- City of Auburn Building Department
- City of Auburn Community Development Department
- City of Auburn, City Manager's Office
- City of Auburn, City Council
- City of Auburn, City Attorney's Office
- Placer County Environmental Health Division of the Department of Health and Human Services
- Placer County Office of Emergency Services
- Placer County Flood Control District
- Placer County Resource Conservation District

Figure 2-1 presents the departments and agencies with their anticipated relationships for purposes of this program. The relationships shown in this figure, and the following discussion, are dependent upon the solidification of each department's responsibilities during program development in the first years. After acceptance of this SWMP, an inter-departmental coordination committee will be established to discuss and clarify departmental roles, program goals, implementation strategies, data management issues, and related matters. Revisions to these responsibilities and relationships will be reported in permit compliance reports.

City Departmental Responsibilities

Public Works

The Public Works Department will lead the day-to-day activities and administration of the program, with substantial assistance and input from other departments as depicted in this Plan. Public Works will have a role in all six of the Minimum Control Measures (MCMs), including public education, public participation, illicit discharge detection and elimination, construction site runoff control, and post-construction control enforcement. Public Works will take the lead in assuring that training sessions occur. In addition, the Public Works Department is

responsible for City-owned and maintained grounds and landscaping and will be largely responsible for the Pollution Prevention/Good Housekeeping for Municipal Operations control measure.

Building Department/Facility Management

The Building Department is responsible for carrying out Plan elements that affect City owned buildings. They will be responsible for elements within the illicit discharge detection and elimination MCM, for construction site runoff controls and post-construction controls for projects they manage. They will also assist with illicit discharge detection and elimination, construction site runoff control, post-construction stormwater management, and training within the good housekeeping for municipal operations MCMs.

City Manager's Office

The Office of the City Manager is responsible for overall oversight of the program, and for maintaining communication with the City Council, (hearings for adoption of the ordinance, etc.). They will have a role in the illicit discharge detection and elimination, construction site runoff control, post-construction stormwater management, and good housekeeping MCMs.

Community Development Department

The Community Development Department will assist by development criteria that includes elements and conditions of approval on projects consistent with the City's SWMP. They will assist with public education and outreach, illicit discharge detection and elimination, construction site runoff control, post-construction stormwater management.

Placer County Environmental Health Division

Under a long-standing ordinance the Environmental Health Division of the Department of Health and Human Services acts as the City of Auburn's Environment Health Department. Therefore, it is anticipated that they will assist with portions of all six MCMs, including public education, public participation, illicit discharge detection and elimination, construction site runoff control, and post-construction control enforcement.

City Attorney's Office

The City Attorney's Office will assist with development of ordinances. Ordinances may be passed for the illicit discharge detection and elimination, construction site runoff control, and post-construction stormwater management MCMs.

Placer County Office of Emergency Services

The Office of Emergency Services is responsible for element 3-4 (hazardous materials response) under the illicit discharge detection and elimination MCM.

City of Auburn's Police Department

The Police Department will assist with element 3-5 (establish hotline for public inquiries and reports) within the illicit discharge detection and elimination MCM.

Placer County Flood Control District

The District is responsible for element 6-6 (stream channel maintenance) under the good housekeeping MCM, and will assist with the public education and outreach, public involvement, illicit discharge and detection, and construction site runoff MCMs.

Figure 2-2 summarizes the anticipated responsible and assisting departments for each element. The Public Works Department will take the lead in carrying out the majority of the element, with the support of the assisting department(s). Under the guidance of the City Manager, named departments will convene in the first year of the program to work out specific relationships and duties. Therefore, responsibilities may ultimately differ from Figure 2-2 and the statements in Chapter 3. Any such changes will be described in the annual reports.

Other Cooperating Entities

In July of 2002, Placer County created the Placer Regional Stormwater Coordination Group (PRSCG) in order to share information about Phase II with the surrounding jurisdictions and examine the possibility of sharing cooperative permits or elements. Representatives of the cities of Auburn, Lincoln, Rocklin, Loomis, Colfax, and Roseville, the Placer County Flood Control District, the Placer County Office of Education, and various other affected entities have met monthly since inception. Although each of the entities has decided to submit its own separate application to the State for the initial permit cycle, the group plans to continue meeting throughout development of members' programs and the first several year(s) of program implementation in order to share

ideas and implementation tools and provide some program consistency region-wide. One area of agreement reached by the PRSCG is to share resources for the public information element of the program.

CHAPTER 3. MINIMUM CONTROL MEASURES & PROGRAM ELEMENTS

Overview

This chapter provides guidance to staff and others for the years 2003-2008 to meet the requirements of the State general permit.

The six minimum control measures (MCMs) are:

1. Public Education and Outreach on Stormwater Impacts
2. Public Involvement/Participation
3. Illicit Discharge Detection and Elimination
4. Construction Site Stormwater Runoff Control
5. Post-Construction Stormwater Management in New Development and Redevelopment
6. Pollution Prevention/Good Housekeeping for Municipal Operations

Subsequent parts of this chapter describe the elements for each MCM. The elements selected to fulfill each of the six MCMs are based upon the following criteria:

- City of Auburn needs
- Potential for successful execution
- Expected effect upon water quality
- Economic impact
- Adaptability to future program changes

Figure 3-1 summarizes the City of Auburn stormwater management program and timelines to meet the MCMs. Each element is numbered sequentially within the MCM, for example '1-3' is public education and outreach element number 3. The intended program years for implementation are identified. Further sections of this chapter describe each activity in detail, including identifying the goal of the element, entity responsible for execution, time frames by program year, and measurable goals.

The State general permit contains discharge prohibitions, effluent limitations, receiving water limitations, post-construction design requirements in the form of a Standard Urban Stormwater Management Plan (SUSMP), and the requirement for evaluations and annual reports. These elements are further described at the end of this chapter.

As used here, all program years run from July 1 through June 30, except for 03/04, which will comprise the period from March 10, 2003, until June 30, 2004.

Exclusions

The Illicit Discharge Detection and Elimination MCM will include measures to control illicit discharges and improper disposal of wastes into stormwater. In the execution of this element, the City of Auburn will exclude the following categories of non-stormwater discharges that are not required to be addressed by the State:

1. Water line flushing
2. Landscape irrigation
3. Diverted stream flows
4. Rising ground waters
5. Uncontaminated ground water infiltration
6. Uncontaminated pumped ground water
7. Discharges from potable water sources
8. Foundation drains
9. Air conditioning condensation
10. Irrigation water
11. Springs
12. Water from crawl space pumps
13. Footing drains
14. Lawn watering
15. Individual residential car washing
16. Flows from riparian habitats and wetlands
17. Dechlorinated swimming pool discharges
18. Fire-fighting flows

City Facilities within Program Boundaries

Within this program area the City owns, operates, and maintains the listed buildings and facilities shown in Figure 3-2 . Figure 3-2 also lists the department that operates the facility and the department responsible for implementing any capital improvements to the facility.

Current Relevant Programs

Prior to the development of this stormwater management program, many existing City practices were already geared towards reducing pollutants in stormwater runoff. For example, the City regularly participates in the various watershed groups such as the Auburn Ravine/Coon Creek CRMP (Coordinated Resource Management and Planning), and the American River Watershed CRMP, and has been instrumental in obtaining a number of grants and performing restoration projects.

The City's General Plan and Community Plans contain watershed protection policies and guidance, as does the City's Grading, Erosion and Sediment Control Ordinance. These regulations may be enforced in any of several ways, including applying environmental mitigation to project design, applying conditions of approval to use permits, through grading permit requirements, or through code enforcement personnel in either the City's Community Development or Public Works Department's. The Placer County Department of the Environmental Health Division of the Department of Health and Human Services also assists the City in this enforcement. Environmental Health inspects restaurants throughout the County, including within the city, and administers the hazardous materials inspection program that ensures proper handling and storage of hazardous materials in regulated facilities. The City of Auburn Police, Fire Department and the Placer County Office of Emergency Services administer the hazardous materials response program to prevent spill materials from affecting waterways. To reduce the amount of pollutants in runoff, City crews regularly perform maintenance and cleaning on roadways, ditches, culvers, grounds, parks, and, channels. These practices will be described and recognized in appropriate parts of the program.

- **1. Public Education and Outreach on Stormwater Impacts**

Requirements: Implement a public education program to distribute educational materials to the community or conduct equivalent outreach activities about the impacts of stormwater discharges on water bodies and the steps that the public can take to reduce pollutants in stormwater runoff.

Description: The goal of this element is to create and distribute general public information materials for increasing public awareness about stormwater impacts of everyday activities. The materials created will include flyers and brochures for distribution at locations that may include public counters, mailers, public events, and the like. The materials will describe City of Auburn's stormwater program, common ways that stormwater pollutants can be minimized, and additional sources of information. This element may utilize existing sources of materials from other jurisdictions, or may create new materials.

- 1-1 Assess, Prioritize, and Outreach to Target Sources of Pollutants

Description: The goal of this element is to specifically identify, prioritize, and perform outreach to targeted businesses and groups of residents that are likely to contribute to stormwater pollution.

Targeted residential activities may include landscaping, home auto repair, pool water disposal, and car washing. Commercial targets may include restaurants and fast food chains, gas stations, auto repair and dealerships, mobile cleaning services, commercial landscaping, and other businesses with potentially polluting outdoor activities. Outreach activities may include such things as mailings, newspaper articles, information distributed with home sales or the master gardener's program, speeches or workshops, trade association outreach, etc. The outreach materials will describe typical ways that these types of activities might create stormwater pollutants, and ways that such pollutants can be minimized. This element may utilize existing sources of materials from other jurisdictions, or may create new materials. This element will also be responsive to any needs for education identified in Elements 3 (Illicit Discharge Detection and Elimination), or Element 4 and 5 (Construction Site Runoff Control, and Post Construction Stormwater Management).

Existing Activities: Improvement plans are required to contain language specifying Best Management Practices to be implemented. Enforcement is conducted by authority of the City's Grading and Erosion Sediment Control Ordinance.

Measurable Goals:

Year one:

- Develop a plan for focused illegal connection/illicit discharge outreach.
- Gather and maintain examples of existing stormwater program materials.
- Identify locations and methods for distribution.
- Create and distribute one general informational brochure or flyer to educate all constituents on the benefits of protecting stormwater runoff quality, and what can be done to help. Distribute to 50% of the community.
- Develop and implement a plan for focused outreach.
 - Develop database of possible target businesses and others.
 - Identify community needs, and prioritize and target first year program activities.

- Provide outreach to the highest priority group.
- Distribute flyers and brochures to two targeted groups, such as: Informational brochures for contractors doing business at the City, flyers for presentations given to school children, flyers targeting residential activities to homeowners. Distribute materials to 50% of each targeted group.

Years two through five:

- Maintain database of businesses and others as targets for outreach activities.
- Evaluate and update database annually.
- Provide outreach to a minimum of two groups annually by distributing literature and/or conducting workshops. Attempt to reach 75% of each targeted group.
- Maintain at least one brochure and one flyer available for distribution for general education purposes, and information of the City hotline.
- Maintain materials at identified distribution points.
- Identify and evaluate the need for new distribution locations.
- Evaluate the need to create and distribute additional materials.

| Responsibility: The Public Works Director is responsible for this element, with the assistance of the City Manager's Office and the Community Development Department.

- 1- 2 Submit Materials to Local Media

Description: The goal of this element is to create a local media campaign of information about City of Auburn's stormwater program activities and general stormwater pollution impacts. The target audience for this element will be the public in general. Media resources will be submitted to local or regional newspapers and radio stations for use.

Measurable Goals:

Year one:

- Identify local and regional radio stations and periodicals that may use stormwater materials.

Years two through five:

- Write and submit a minimum of two media resource pieces per year (articles and radio spots) to inform the public about stormwater events and general stormwater pollution topics.

Responsibility: The Public Works Director is responsible for this element.

- 1-3 Expand Website

Description: The public increasingly relies upon the Internet as a source of information. The City of Auburn website will provide viewers with stormwater information and relay general public inquiries to the appropriate contact.

Existing Activities: Currently developing a website to serve as a home page to provide stormwater information and receive public inquiries.

Measurable Goals:

Year one:

- Finalized development of City website.

Year two:

- Create a stormwater link that can be accessed on the City's website. The stormwater link will contain, at a minimum, information about the stormwater management program in general, upcoming program events and recent developments, information about how the readers can reduce stormwater impacts, a way to refer inquiries to the appropriate contact person, and links to related websites.

Years three through five:

- Maintain a web page to inform Internet viewers about program developments, how to reduce stormwater impacts, and to provide related links.

Responsibility: The Community Development Department Head is responsible for this element with the assistance of the Public Works Department.

- 1-4 Additional Public Outreach

Description: This element is provided to allow the program to take advantage of additional public education opportunities when they arise, in anticipation that new opportunities will occur.

Measurable Goals:

Years two through five:

- Monitor available public education opportunities.
- Identify and execute a minimum of one additional public education activity yearly beyond those in elements 1-1 through 1-3.

Responsibility: The Public Works Director is responsible for this element.

- **2. Public Involvement/Participation**

Requirements: At a minimum, comply with State and local public notice requirements when implementing a public involvement/participation program.

- 2-1 Develop and Facilitate a Citizen's Advisory Committee

Description: Under this element, the City of Auburn will develop a Citizen's Advisory Committee (CAC), which will be formed to assist with public input during the initial stages of the program, and with implementation of the program in subsequent years. It is anticipated that the CAC will be especially active during 2003/04 as the first year of the program is developed. The CAC will be asked to develop recommendations on policy and funding issues during the first program year. Thereafter, the CAC will act as a knowledgeable advisory group to provide feedback on the program thereafter.

Existing Activities: Members of the city council attend various community committee's relating to environmental concerns such as Watersheds, Solid Waste and Air Pollution.

Measurable Goals:

Year one:

- Formulate the structure of CAC, solicit volunteers, define purpose, and establish regular meetings.
- Assist with the development of a handbook for advisory committee members.

- Meet at least bi-monthly until such time as the year one program activities are defined.
- Record and keep minutes of the CAC meetings for the yearly report to the City Council.

Years two through five:

- Provide progress reports to the City Council annually.
- Continue the CAC as a tool to provide citizen feedback as the program progresses.
- Continue meetings of the CAC as established initially, potentially with reduced schedule as determined by the CAC membership.
- Meet at least three times per year, or alternative schedule as determined by the CAC, to provide guidance on program development.
- Record and keep minutes of the CAC meetings for the yearly report to the Regional Board.

Responsibility: The City Manager is responsible for the formation of the CAC, with the added assistance of the City of Auburn Public Works Department, Placer County Flood Control District and Placer County Environmental Health Division.

- 2-2 Develop and Implement a Storm Drain Stenciling Program

Description: A storm drain stenciling program is proposed as a way to involve citizens in protecting stormwater quality and providing a common and visible method of delivering the message to the public that discarding wastes into storm drains pollutes streams.

Existing Activities: Currently the City requires stenciling on new drainage inlets and development (see Appendices 2).

Measurable Goals:

Year two:

- For those areas not currently stenciled, the City will establish territories and a priority system for performing stenciling.
- The City will determine the number of inlets to be stenciled during a typical event.
- Develop and purchase materials, solicit volunteers, organize, and hold at least one event.

Years three through five:

- As described in year two, sponsor a minimum of one stenciling event yearly until such time as the majority of storm drains in the City are completed.
- Assess the need for restenciling drains in year five, and add to program when needed.
- After the majority of storm drains have been stenciled, additional stenciling activities may be proposed on a reduced schedule. Additional stenciling may be conducted during routine field inspections.

Responsibility: The Public Works Director is responsible for this element.

- 2-3 Additional Public Participation Activities

Description: The goal of this element is to allow the program to take advantage of additional public participation opportunities. The City will confer with the CAC to identify additional public participation activities that benefit stormwater quality.

Existing Activities: None at this time.

Measurable Goals:

Years two through five:

- Monitor available public participation opportunities.
- Facilitate one day or weekend-long event per year, if identified, by supplying readily available equipment and support (such as collecting trash bags following a stream clean-up event).
- Provide annual report on Program to City Council.

Responsibility: The Public Works Director is responsible for this element with the assistance of the City Manager's Office, the Placer County Environmental Health Division, and the Placer County Flood Control District.

- **3. Illicit Discharge Detection and Elimination**

Requirements:

1. Develop, implement and enforce a program to detect and eliminate illicit discharges into the regulated MS4;

2. Develop, if not already completed, a storm sewer system map, showing the location of all outfalls and the names and locations of all waters of the U.S. that receive discharges from those outfalls;
3. To the extent allowable under State or local law, effectively prohibit, through ordinance, or other regulatory mechanism, non-storm water discharges into the MS4 and implement appropriate enforcement procedures and actions.
4. Develop and implement a plan to detect and address non-stormwater discharges, including illegal dumping, to the system that are not authorized by a separate NPDES permit;
5. Inform public employees, businesses, and the general public of the hazards that are generally associated with illegal discharges and improper disposal of waste.
6. Address the following categories of non-stormwater discharges or flows (i.e., authorize non-stormwater discharges) only where they are identified as significant contributors of pollutants to the MS4:
 - Water line flushing;
 - Landscape irrigation;
 - Diverted stream flows;
 - Rising ground waters;
 - Uncontaminated ground water infiltration;
 - Uncontaminated pumped ground water;
 - Discharges from potable water sources;
 - Foundation drains;
 - Air conditioning condensation;
 - Irrigation water;
 - Springs;
 - Water from crawl space pumps;
 - Footing drains;
 - Lawn watering;
 - Individual residential car washing;
 - Flows from riparian habitats and wetlands;
 - Dechlorinated swimming pool discharges.

- 3-1 Storm Drain System Mapping

Description: This element will develop information to locate and map City of Auburn storm drain facilities.

Existing Activities: Currently the City has scanned available As-Built Drawings for development projects and is updating the original storm drain map with this information.

Measurable Goals:

Year one:

- Gather available information from various sources including existing reports, departmental records, and GPS locations, regarding locations of storm drain outfalls.
- Determine format and prepare database.

Year two:

- Complete the characterization of storm drain outfalls in the City.
- Assess need for field verification.
- Perform field work for data characterization.

Years three through five:

- Produce maps of storm drains within the City.
- Establish system for updating storm drain outfall information.
- Collect data and update and maintained maps as needed.
- Newly constructed outfalls will be reported at the end of each year in conjunction with the annual report.

Responsibility: The Public Works Director, with assistance from GIS and Maintenance staff is responsible for this element.

- 3-2 Develop Legal Authority to Enforce the Control of Illicit Discharges to Storm Drains

Description: The goal of this element is to prohibit, through ordinance, non-stormwater discharges to the MS4 and provide the foundation for appropriate enforcement.

Existing Activities: The City's General Plan and Community Plans contain watershed protection policies and guidance, as does the City's Grading, Erosion and Sediment Control Ordinance. These regulations are enforced in several ways, including applying environmental mitigation to project design, applying conditions of approval to use permits, through grading permit requirements, or through code enforcement personnel in either the City's Community Development or Public Works Department's. The Placer County Department of the Environmental Health Division of the Department of Health and Human

Services also assists the City in this enforcement. Environmental Health inspects restaurants throughout the County, including within the city, and administers the hazardous materials inspection program that ensures proper handling and storage of hazardous materials in regulated facilities.

Measurable Goals:

Year one:

- Gather additional sample ordinances.
- Meet with affected City of Auburn and Placer County departments to compose any additional enforcement actions and procedures. It is anticipated that affected departments will be regularly convened in a task-force environment to draft the ordinance and that the City Attorney will be consulted regularly.
- Evaluate and adapt sample ordinances as needed by the City of Auburn.
- Submit proposed draft ordinance to Public Works Department, City Attorney, City Manager's Office and other affected departments for internal review.
- Meet with affected City of Auburn departments to compose enforcement actions and procedures.
- Translate procedures accurately into the draft ordinance.

Years two through five:

- Adopt an enforceable ordinance (year 2).
- Present draft ordinance to affected members of the public.
- Gather feedback on significant issues.
- Resolve issues to the extent possible.
- Present draft ordinance to City Council for adoption.

Responsibility: The Public Works Director and City Attorney is responsible for drafting the ordinance, with the assistance of the City Manager's Office, Building Department and Community Development Department.

- 3-3 Perform Field Reviews and Site Inspections
- Description: Illicit discharge enforcement procedures will be outlined in connection with the draft ordinance. Responsible departments and specific personnel will be designated in conjunction with the procedures in the ordinance. Field reviews will include inspections performed in the course of existing inspection programs. Site

inspections will include field visits outside of an employee's normal duties in response to reports of potential non-compliance, or as a result of program directives. A process will be established for each of the designated field personnel to report non-stormwater discharges that are potentially in violation of the future ordinance. This process will include reporting potential violations to the appropriate City staff position. Under element 3-6 below, each of the designated personnel will be trained in water quality inspection procedures, internal processes, and general stormwater quality practices. If necessary, this process will be modified to match the system established when the ordinance is created in elements 3-2.

Existing Activities: Currently City Staff routinely inspects stormwater and sewage facilities. Staff also responds to notifications of potential illicit discharges from the public and other agencies. To reduce the amount of pollutants in runoff, City crews regularly perform maintenance and cleaning on roadways, ditches, culvers, grounds, parks, and, channels. These practices will be described and recognized in appropriate parts of the program. Illegal connection/illicit discharge outreach is included in element 1-1.

Measurable Goals:

Year one:

- Designate responsible personnel within departments for field reviews and site inspections.
- Develop procedures for implementation of reporting/inspection and enforcement.

Years two through five:

- As stated in element 1-1, education of the public and businesses on hazards associated with illegal discharges will be conducted.
- Initiate basic field inspections to establish priority areas for the more focused inspections. Conduct a minimum of 25 basic inspections during year two.
- Establish priority areas for focused inspections and enforcement.
- After enactment of the ordinance in element 3-2, implement reporting/inspection and enforcement procedures developed during year one. Conduct a minimum of 25 inspections per year in priority areas.
- Respond per established procedures to all identified and reported potential illicit discharges and connections.

- Collect and review data regarding enforcement activities in year five, as part of the annual report, to characterize types of complaints received.
- Create a list of inspection and enforcement priorities for subsequent years.
- Utilize list to recommend possible target audiences for public information element 1-2 if patterns occur.

Responsibility: It is expected the participants will include personnel from the following departments:

- Public Works, field review of stormwater issues during routine inspections of wastewater and sewage facilities, stormwater issues in connection with inspections of private development projects and City-funded projects, detection and addressing non-storm water discharges, and possibly site inspection for review of facilities designated priority.
- City of Auburn Police and Fire Departments, field review of facilities stormwater issues in connection with hazardous materials, possibly site inspection for review of facilities designated priority.
- 3-4 Hazardous Materials Response

Description: The stormwater quality program will be coordinated with the existing hazardous materials response program operated by the City of Auburn Police and Fire Departments, and in coordination with the County Office of Emergency Services. The Public Works Department and other entities that cooperate with the hazardous materials response program will assist in this effort.

Existing Activities: City Police and Fire Departments currently operate an existing hazardous materials response program in coordination with the Placer County Office of Emergency Services.

Measurable Goals:

Year one:

- Meet with the City of Auburn Police and Fire Departments and Placer County Office of Emergency Services to develop strategies for incorporating stormwater pollution prevention practices into the hazardous materials response program.

Years two through five:

- Implement practices established in year one.

- Review practices with the City Police and Fire Departments and the Placer County Office of Emergency Services as needed.
- Monitor location, frequency, and type of response events.

Responsibility: It is expected the Director of Public Works will coordinate these activities with personnel from all other City departments and with the County Office of Emergency Services.

3-5 Establish Hotline for Public Inquiries and Reports

Description: The City of Auburn Police Department administers a citizen hotline for reporting non-emergency events. This hotline will be expanded to allow citizens to report suspected illicit connections/discharges to stormwater, and to relay citizen inquiries about stormwater issues. Procedures for responding to reports and inquiries will be established in conjunction with element 3-3.

Current Activities: The City of Auburn Police Department administers a citizen hotline for reporting non-emergency events.

Measurable Goals:

Year two through five:

- Meet and coordinate with the Police Department to add stormwater to the hotline’s reportable activities.
- Establish hotline to allow citizen inquiries and stormwater reports.
- Advertise hotline information on the City Webpage, in educational brochures/flyers and through local media/radio.
- Receive and respond appropriately to all reported events or inquiries fielded through the hotline.

Responsibility: The Public Works Director is responsible for this element, with the assistance of the Police and Fire Departments.

- 3-6 Train City Staff

Description: The goal of this element is to assure that City staff understand stormwater quality issues and are appropriately trained to recognize and report illicit discharges and connections while performing their normal duties in the field. Training will be provided to hazardous materials response teams, citizen hotline operators, and other interested employees. These training sessions may be offered in conjunction with other training elements of the program such as 4-4 construction site

runoff control, 6-5 good housekeeping for municipal operations, or the various citizen and construction community outreach elements.

Existing Activities: Staff is trained on average once to twice a month on items relating to stormwater pollution prevention activities.

Measurable Goals:

Years one through five:

- Provide one general stormwater training session annually for employees involved in program.
- Provide specific training yearly for all employees with program responsibility.

Responsibility: The Public Works Director is responsible for this element, with the assistance of Community Development, Building, Placer County Environmental Health, the City Manager's office, and City Attorney.

- **4. Construction Site Stormwater Runoff Control**

Requirement: Develop, implement, and enforce a program to reduce pollutants in any stormwater runoff from construction activities that result in a land disturbance of greater than or equal to one acre. The program must include the development and implementation of, at a minimum:

1. An ordinance or other regulatory mechanism to require erosion and sediment controls, as well as sanctions, or other effective mechanisms.
2. Requirements for construction site operations to implement appropriate erosion and sediment control BMPs.
3. Requirements for construction site operations to control waste such as discarded building materials, concrete truck washout, chemicals, litter, and sanitary waste at the construction site that may cause adverse impacts to water quality.
4. Procedures for site plan review, which incorporate consideration of potential water quality impacts.
5. Procedures for receipt and consideration of information submitted by the public.
6. Procedures for site inspection and enforcement of control measures.

- **4-1 Review and Revise Construction and Inspection Processes**

Description: For this element, the City will make a first-program-year assessment of the City's current project construction and inspection processes, including review of the Grading, Erosion and Sediment

Control Ordinance, Environmental Review Ordinance, existing construction standards, and related documents to evaluate whether short-term changes are needed for consistency with the various program guidance/regulatory documents. Current practices will be assessed for such things as consistency with the state general permit and the program elements in this Plan. Any necessary changes in practices will be addressed through training (element 4-4) revision of the Grading, Erosion and Sediment Control Ordinance and other guidance documents in (element 4-2) and changes in field inspection processes (element 4-3).

Existing Activities: Mitigation measures are currently applied to all construction projects for potential grading and erosion impacts in accordance with the City's Grading, Erosion and Sediment Control Ordinance (Appendix 2). Implementation of the mitigation measures is ensured through improvement plan checks and inspections.

Measurable Goals:

Year one:

- With the assistance of the participating departments, gather and review information about the City's construction and inspection processes, including all available technical guidance documents.
- Compare current processes to regulatory and guidance documents for consistency, and identify any changes needed.
- Develop procedures for site plan review, inspection, and enforcement.
- Develop training materials and deliver to involved staff, draft changes to the guidance documents, and implement changes to inspection processes to include requirements for construction site operators to implement appropriate erosion and sediment control BMPs, and controls for non-sediment waste discharges.
- Implement changes to site plan review.

Year two through five:

- Conduct enforcement activities as required.
- Develop procedures to identify priority construction sites for inspection and enforcement.
- Inspect 50% of construction sites once during the dry season. Inspect 75% of sites monthly during wet season. Inspect all high priority sites twice a month during wet season. Report all inspections and enforcement activities annually.

Responsibility: The Public Works Director is responsible for this element, with the assistance of the Community Development Department, City Attorney, Placer County Environmental Health Division, Placer Resource Conservation District, Placer County Flood Control District and the City Building Department.

- 4-2 Review Grading, Erosion and Sediment Control Ordinance and Revise, if Needed

Description: Some portions of this program may necessitate changes to the City's Grading, Erosion and Sediment Control Ordinance and related documents. In conjunction with the process in element 4-1, the goal of this element is to assess whether changes are needed to the Grading, Erosion and Sediment Control Ordinance and other existing guidance documents, and to update them if needed.

Existing Activities: Over the past several years, the City has implemented a number of control measures for stormwater quality. These include the City Grading, Erosion and Sediment Control Ordinance, Placer County Resource Conservation District Agreement, Placer County Flood Control District Coordination Agreement, Placer County Stream Management Goals, and water quality aspects of the City of Auburn General Plan.

Measurable Goals:

Year one:

- In conjunction with element 4-1, review the City's Grading, Erosion and Sediment Control Ordinance and other related guidance documents i.e. Placer County Resource Conservation District Agreement, Placer County Flood Control District Coordination Agreement, Placer County Stream Management Goals, and water quality aspects of the City of Auburn General Plan. Define any changes needed, including requirements for construction site operators to implement appropriate erosion and sediment control BMPs, and controls for non-sediment waste discharges.
- Draft revisions to the Ordinance and related documents.

Year two:

- Present revisions to the Ordinance and related documents to interested groups such as engineers, contractors, and affected businesses, etc. to gather feedback.
- Resolve issues to the extent possible.
- Prepare staff report, schedule and present item to the City Council for adoption.

- Complete any other defined document changes.

Year three:

- Adopt an enforceable ordinance.

Responsibility: The Public Works Director is responsible for this element with the assistance of the City Attorney and City Manager's Office.

- 4-3 Perform Field Inspections

Description: In conjunction with element 4-1 and 4-2, the goal of this element is to continue appropriate oversight per the current regulations for projects that disturb greater than one acre, and to incorporate any changes to the field inspections practices that are necessitated by NPDES Phase II program developments. In addition to the construction site practices, these field inspections will also verify the proper construction of any design elements on the improvement plans due to the post-construction stormwater management MCM.

Current Activities: The Public Works Department currently inspects privately funded development projects for compliance with the City's Grading, Erosion and Sediment Control Ordinance (Appendix 2). Public Works also inspects publicly funded road improvement projects.

Measurable Goals:

Year one:

- Inspect all sites just prior to the beginning of the wet season to ensure that SWPPPs are adequately implemented.
- In conjunction with element 4-1, evaluate current program for implementation of stormwater controls and develop revisions to policies and procedures if needed.

Years one through five:

- Continue ongoing inspection following completion of construction projects for compliance with City Grading, Erosion and Sediment Control Ordinance and other revised policies and procedures, including requirements for construction site operators to implement appropriate erosion and sediment control BMPs. Conduct a minimum of 10 inspections of construction sites larger than one acre per year.
- Take appropriate enforcement actions in accordance with adopted ordinance.

- Inspect 50% of construction sites once during the dry season. Inspect 75% of sites monthly during wet season. Inspect all high priority sites twice a month during wet season. Report all inspections and enforcement activities annually.

Responsibility: The Public Works Director is responsible for inspections of road projects, private development projects and other capital projects and facilities under their authority. The Building and Community Development Departments will assist.

- 4-4 Train City Staff

Description: City plan checkers and construction site inspectors will require training to understand and enforce new City construction requirements. Training under this element may be combined with training under elements 3-6 or 6-4.

Existing Activities: Training of staff on items relating to plan checking and Storm Water Prevention Practices are on average conducted every 3-4 weeks.

Measurable Goals:

Year one:

- Offer at least one orientation training session to involved City employees.
- Evaluate program to identify additional training priorities.

Years two through five:

- Prepare appropriate materials, and organize training sessions.
- Provide sufficient training, both orientation and specific on the new guidelines and conducting site plan review, to involved City employees so that they can understand and perform their role in the program adequately.

Responsibility: The Public Works Director is responsible for this element with the assistance of the City Building Department, City Community Development Department, Placer Resources Conservation District and the Placer County Flood Control District.

- 4- 5 Outreach to Development Community

Description: The Construction Site Runoff Control MCM is substantially targeted at the development community that designs, funds, and

constructs projects. Education and outreach is required to assure that the community is informed about the program, and knows how to minimize pollutants discharged in stormwater runoff. Element 4-2 (revision of the Grading, Erosion and Sediment Control Ordinance) will require outreach to the development community to present and resolve issues about the pending changes. In addition, outreach about other aspects that come to light during execution of elements 4-1 through 4-4, such as construction site practices needing improvement, will be provided. Outreach activities will include the creation and distribution of education materials in conjunction with the Public Education and Outreach MCM, and sponsorship of workshops targeting the development community.

Existing Activities: None at this time.

| Measurable Goals:

Year one:

- As provided in element 3-5, a hotline for inquiries and reports will be established and advertised to the general public.
- Develop procedures for receiving and considering information received from the hotline.

Year two:

- Implement procedures for receiving and considering information received.

Years three through five:

- Provide at least one development community outreach activity yearly.
- Reevaluate outreach priorities yearly.

Responsibility: The Public Works Director is responsible for this element with the assistance of the City Building Department, Community Development Department, and the City Manager's Office.

- **5. Post-Construction Stormwater Management in New Development and Redevelopment**

Requirements:

1. Develop, implement, and enforce a program to address stormwater runoff from new development and redevelopment projects that disturb greater than or equal to one acre by insuring that controls are in place that would prevent or minimize water quality impacts.

2. Develop and implement strategies, which include a combination of structural and/or non-structural BMPs appropriate for the community.
3. Use an ordinance or other regulatory mechanism to address post-construction runoff from new development and redevelopment projects to the extent allowable under State or local law.
4. Ensure adequate long-term operation and maintenance of BMPs.

- 5-1 Revise Development Review Policies and Process

Description: It is anticipated that compliance will be accomplished through a combination of General Plan and Specific Plan requirements, the Grading, Erosion and Sediment Control Ordinance, design requirements and use of BMPs for new and redevelopment projects, and similar regulatory controls. The City's current regulations and standards, including the Environmental Review Ordinance, Zoning Ordinance, and Land Development Manual must be evaluated and compared against the program needs to see what changes may be required. New strategies, including use of source control and treatment control BMPs, will be proposed. Revisions to the governing documents, ordinances, and the processes will be proposed based upon these strategies. This element will be used to draft revisions to the ordinance(s) for element 5-2, and will also be used to define appropriate mechanisms to enact element 5-3 (long-term maintenance and monitoring).

| Existing Activities: Currently staff reviews new products and techniques to ensure/enhance water quality.

Measurable Goals:

Year one:

- Assemble a multi-departmental team to develop standards and practices based upon the general permit requirements.
- Evaluate new development standards for other public agencies in the area.
- Collect and evaluate existing City documents.
- Define standards and policies to meet program requirements, and identify needed changes in the documents and processes.
- Draft changes to the documents and development processes.

Year two:

- Finalize changes to the documents, and implement required changes to development processes.
- Complete documentation evaluation and create a list of changes to City documents and development review processes.

Responsibility: The Public Works Director is responsible for this element, with the assistance of the Community Development Department and Building Departments, the City Manager's Office, and the City Attorney's Office.

- 5-2 Develop Legal Authority to Enforce Effective Post-construction Stormwater Management

Description: The goal of this element is to enact any revisions to existing ordinances identified in Element 5-1. After drafting the ordinance and completing internal review, the ordinance changes must be presented to affected members of the public and subsequently to the City Council. After presentation to the Council, the changes to City processes will be enacted.

Existing Activities: The City of Auburn follows the legal authority required by state and federal rules and regulations.

Measurable Goals:

Year two:

- Using document and process changes prepared in year two, prepare revised ordinances and provide for internal review by City entities.
- After internal concurrence is obtained, publicize the revised draft ordinance by presenting to interested groups such as engineers, contractors, and affected businesses to gather feedback on significant issues.
- Resolve issues to the extent possible and finalize draft ordinance changes.
- Prepare and review internally all ordinance and other document revisions necessary to enact the post-construction controls MCM.

Year three:

- Prepare and present ordinance to the City Council. Implement changes necessitated by revision to processes.
- Adopt an enforceable ordinance.

Responsibility: The Public Works Director is responsible for this element, with the assistance of the Community Development and Building Departments, City Manager's Office and the City Attorneys Office.

- 5-3 Perform Field Evaluations and Long-term Maintenance and Monitoring

Description: The goal of this element is to periodically review and assess the performance of the post-construction BMPs installed with new development projects. Field inspections verifying the adequate construction of the BMPs in accordance with the approved improvement plans will be performed along with the inspections required by element 4-3. The field evaluations will include an evaluation of the BMP's and how well the BMP has been maintained since construction. Performance and potential improvements will be noted. If possible, the BMPs will be viewed while functioning during a rainfall event. Information gathered with this element will be used to revise acceptable BMPs and processes. For private development projects, it is anticipated that the maintenance and monitoring will be accomplished by requiring Homeowners' Associations to maintain and monitor facilities, with appropriate CC+Rs to be applied to the projects if needed. For commercial and industrial developments that require conditional use permits, monitoring and maintenance will be applied via conditions of approval or agreements. For City facilities, it is anticipated that this will be accomplished by adding maintenance requirements to element 6-3, revision of county operations manuals, and through staff training, element 6-4.

Existing Activities: City staff inspects all elements including Best Management Practices on new development, typically on a daily basis.

Measurable Goals:

Year one and two:

- Develop design review guidance for plan checkers.

Years three through five:

- Adopt enforceable ordinance.
- Train planning department staff on post-construction requirements and conditions of approval.
- Review a minimum of 20% of post-construction BMP'S annually.
- Evaluate performance and design, and report the results in the annual reports.

- Apply long-term monitoring and maintenance requirements to all new projects via the processes determined in Element 5-1 and 5-2.
- Conduct enforcement as required to ensure compliance.
- In year five assess the overall compliance with post-construction requirements and conditions.

Responsibility: The Public Works Department is responsible for evaluations of road projects, private development projects, capital improvement projects and other facilities under their authority, with the assistance of the Building Department.

- 5-4 Perform Development Community Outreach

Description: Education and outreach is required to assure that the development community is informed about the program and knows how to design projects to minimize pollutants discharged in stormwater runoff. Elements 5-2 (development and/or revision of ordinances) will necessitate outreach to the development community to present and resolve issues about the pending changes. Outreach activities will include distribution of existing or new education materials in conjunction with the Public Education and Outreach MCM, and sponsorship of workshops targeted at the development community.

Existing Activities: Currently the City utilizes outreach materials through the Placer County Resource Conservation District.

Measurable Goals:

| Years one through five:

- Gather available outreach materials from local agencies to have available for contractors and the general public.
- Reevaluate outreach priorities yearly.

Responsibility: The Public Works Director is responsible for this element with the assistance of the Building Department, Community Development Department, and City Manager's Office.

6. Pollution Prevention/Good Housekeeping for Municipal Operations

Requirements:

1. Develop and implement an operations and maintenance program that includes a training component and has the ultimate goal of preventing or reducing pollutant runoff from municipal operations.

2. Using training materials that are available from EPA, the State, or other organizations, include employee training to prevent and reduce stormwater pollution from activities such as park and open space maintenance, fleet building maintenance, new construction and land disturbances, and stormwater system maintenance.

- 6-1 Public Facilities Cleaning

Description: The goal of this element is to reduce stormwater pollutants from publicly maintained City roads and facilities through periodic cleaning.

Existing Activities: Public Works road maintenance crews regularly sweep, with a commercial street sweeper, public roadways in the commercial areas of town once a week and in residential areas once a month. On a periodic and as-needed basis City crews remove trash and sediment from roadside ditches, and clean culverts with a vacuum truck. Public Works is also responsible for cleaning certain pocket parks and grounds for other City facilities.

Measurable Goals:

Year one:

- Continue current cleaning schedules and processes. Gather available quantitative data about at least three sites that have been recently cleaned to assess effect upon stormwater runoff quality.
- Evaluate potential for improvements.
- BMP's to protect storm water quality will be used during the cleaning activities.
- Inspections for detection of any illicit or illegal discharges will be conducted, and findings will be documented/reported.

Years two through five:

- Execute any recommended changes from the previous year's recommendations.
- Evaluate processes in Year 5, and recommend changes if needed.
- Collect data about quantity of facilities cleaned.

Responsibility: The Building Department Head is responsible for the facilities they operate, including City buildings. The Public Works Director is responsible for the facilities they operate, including public roads and road maintenance yards.

- 6-2 BMP Improvements at City Facilities

Description: City facilities that could potentially discharge pollutants to the storm drain system have Stormwater Pollution Prevention Plans (SWPPPs). The Stormwater Pollution Prevention Plans (SWPPPs) include such things as proper storage of materials and equipment, facilities cleaning, proper trash storage locations, improving vehicle-washing and maintenance practices, and landscape maintenance procedures. Any need for improvements in operating procedures will be noted in element 6-3. If, during these inspections facility modifications or equipment are identified, these will also be noted and used to assist prioritization of capital BMP installation under element 6-3.

Existing Activities: The City Corporation Yard, Wastewater Treatment Plant, and Airport have SWPPPs with BMP's in place.

Measurable Goals:

Continue to implement SWPPPs at City facilities.

Year two:

- Inspect and evaluate all municipal facilities and field operations.
- Review and revise, as necessary, City facilities, SWPPPs.

Responsibility: The Public Works Director is responsible for this element, including facilities they operate and maintain. The City Building Department will assist with the facilities for which they are responsible including the facilities they operate and maintain.

- 6-3 Review and Revise Operations Manuals for City Facilities and Operations

Description: The goal of this element is to assure that City employees use appropriate source control and materials management procedures at City facilities. Existing operations manuals and procedures will be gathered, reviewed for potential improvements, and updated. If necessary, new manuals will be developed. New procedures necessitated by elements 6-2 and 6-3 will be added periodically.

Existing Activities: City facilities currently have SWPPPs with BMP's in place, the City will continue to implement these plans.

Measurable Goals:

Year two:

- Gather existing operations manuals and other procedural guidance documents used at City facilities.
- Review and identify stormwater quality improvements.

Year 3 through 4:

- Work with affected departments to revise or create manuals with stormwater management tasks for all City facilities and operations.
- Evaluate need for new documents and create if necessary.

Year Five:

- Determine if procedures are being followed.

Responsibility: The Public Works Director is responsible for this element, and the City Building Department is responsible for the facilities, which they maintain.

- 6- 4 Train City Staff

Description: The good housekeeping MCM will involve employees from many City departments, may alter City processes, and will create the need for new procedures and functions. Both orientation and periodic training will be required for City employees to educate them about the program and changes. Orientation training will be provided to affected employees regarding general stormwater practices, the stormwater management program, and changes to standard operating procedures. Specific training will be provided if particular needs are identified under elements 6-1 through 6-3. Training of City employees is anticipated to be needed periodically throughout the life of the program to accommodate changes in personnel and the program.

Existing Activities: Training for Public Works staff is conducted on average every 3-4 weeks.

Measurable Goals:

Year one:

- Provide an orientation training session for all municipal and field staff.
- Evaluate program feedback to identify additional training priorities.

Years two through five:

- Evaluate program feedback to identify training priorities.
- Prepare appropriate materials, and organize training sessions.
- Conduct annual job-specific municipal procedures and BMP training, to involved City employees, so that they can understand and perform their role in the program adequately.

Responsibility: The Public Works Director is responsible for this element, with the assistance of the Building and Community Development Departments.

- 6-5 Perform Stream Channel Maintenance/Cleaning

Description: Routine cleaning and maintenance of the storm drain system reduces the amount of pollutants, trash, and debris both in the storm drain system and in receiving waters. Clogged drains and storm drain inlets can cause the drains to overflow, leading to increased erosion. Benefits of cleaning include increased dissolved oxygen, reduced levels of bacteria, and support of aquatic habitat.

Existing Activities: The Public Works Department conducts annual stream channel maintenance along certain reaches of Auburn Ravine and the Dairy Road watersheds. Maintenance crews enter portions of Auburn Ravine and remove brush, sediment, and trash in order to maintain channel capacity. In the event of flooding, crews also remove flood-borne trash after the waters recede.

Measurable Goals:

Years one through five:

- Perform maintenance on selected reaches of Auburn Ravine and the Dairy Road watersheds, including removal of debris and trash, totaling at least 1,000 feet of stream channel.
- BMP's to protect storm water quality will be used during the cleaning activities.
- Inspections for detection of any illicit or illegal discharges will be conducted, and findings will be documented/reported.

Responsibility: The Public Works Director is responsible for this element.

CHAPTER 4. BUDGET AND STAFFING

Staffing

Public Works currently applies hour's equivalent to one-quarter time employee to the program. Figure 4-1 shows that this staffing level is not anticipated being sufficient for the first program year (2003/04). Additional staffing is warranted for Public Works and the other participating departments to be able to execute the program as described however based on the anticipated revenue shortfalls additional staffing is very unlikely.

As the program is developed, it is anticipated that the staffing costs and need for resources will be further detailed. Beyond the conclusions above, additional staff or consultant time will likely be needed for the storm drain mapping, for staff for inspections/responses to reports of violations for the illicit discharge detection and enforcement element, and possibly other components of the program. These will be identified as the SWMP elements are performed, and will be reported with the annual reports.

Budget

Figure 4-1 shows the estimated program costs for the five-year program. To develop these numbers, general staff time for the BMPs as described in Chapter 3 were estimated. Material costs, City BMP installation costs, and administrative costs were then added. Program costs in year one (2003/04) are expected to be approximately \$50,000.

Funding

Funding for the program is anticipated to come from a combination of general fund, road fund for qualified activities within public rights-of-way, sharing of program elements with other jurisdictions, grant funding where available, and potentially from new development fees. Federal and State funding will also be necessary, and is anticipated in order to comply with the mandates of the permit. Without such funding, this program schedule and content may require modification. As cited in element 2-1, the Citizen's Advisory Committee will be asked to formulate a recommended funding plan for the program.

Figure 4-1
Stormwater Management Program Implementation
Estimated Staff Time and Program Costs

Staff Time Estimates
(hours)

Year 1	Year 2	Year 3	Year 4	Year 5
03/04	04/05	05/06	06/07	07/08
925	880	890	760	780

Program Cost Estimates
(dollars per year)

Year 1	Year 2	Year 3	Year 4	Year 5
03/04	04/05	05/06	06/07	07/08
\$46,250	\$44,000	\$44,500	\$38,000	\$39,000

* Note: These cost estimates do not include any costs related to Consultant Fees.

When this Plan is submitted to the State in March 2003, the budget will be in the preparation stages for the upcoming fiscal year, 2003/04, which runs from July 1, 2003, until June 30, 2004. Expenses resulting from program activities will be included in the budget for next year; however, the funding sources have still yet to be identified and approved.

CHAPTER 5. MONITORING AND EVALUATION

The MS4 is required to periodically assess its BMPs in order to assure their effectiveness. In order to do this, it will be necessary to periodically review each activity stemming from the SWMP and assess whether it meets the intent of the program, or whether improvements are needed.

The City of Auburn will review and evaluate each program activity at least once a year. Evaluations will be performed prior to producing each annual report. BMPs that are determined to be ineffective or that may need improvement will be discussed in the annual report, with appropriate changes proposed.

CHAPTER 6. RECORDKEEPING AND REPORTING

The State's general permit requires the submission of an annual report, reports are due on September 15th of each year during the first five-year permit term.

These reports must be certified by the governing body or an official designated by the governing board. At a minimum, the annual reports will contain the following information:

- a. Status of compliance with permit conditions;
- b. An assessment of the appropriateness and effectiveness of the identified BMPs;
- c. Status of the identified measurable goals.
- d. Results of information collected and analyzed, including monitoring data, if any, during the reporting period;
- e. A summary of the stormwater activities the Permittee plans to undertake during the next reporting cycle;
- f. Any proposed change(s) to the SWMP along with a justification why the change(s) are necessary; and
- g. A change in the person or persons implementing and coordinating the SWMP.

The Public Works Department is responsible for assembling information from the various City departments to author the annual reports. Forms for use in recordkeeping by involved departments will be developed to facilitate collection of the information required for the annual reports.

The City will keep records required by the permit for at least five years, or the duration of the permit, if continued. The records used to document compliance with the SWMP will be available to the public during regular business hours from the various implementing departments. The SWMP and related documents may be viewed in the Public Works Department, Room 3, City Hall, 1225 Lincoln Way, Auburn, CA 95603.