



**CITY OF SAN CLEMENTE
LOCAL IMPLEMENTATION PROGRAM**

**APPENDIX A-2
PROGRAM MANAGEMENT**

A-2.0 PROGRAM MANAGEMENT

A-2.1 Introduction

Program management activities conducted by the City of San Clemente to implement the LIP involve the following activities:

- Coordination with the Principal Permittee and other Permittees on program development through the 2003 DAMP, common program implementation (such as monitoring, public education and watershed programs), fiscal resources for shared budgets under the Implementation Agreement and overall program direction
- Coordination with internal City departments to implement the LIP
- Fiscal analysis in preparing, approving and tracking shared cost budgets prepared by the Principal Permittee and individual cost budgets prepared by the City
- Data management and compliance reporting based on common practices being developed with the Principal Permittee and other Permittees

This section addresses these issues.

A-2.2 Countywide Coordination - 2003 DAMP

The City's implementation of the LIP and related 2003 DAMP programs is managed by the Public Works Department, Engineering Division, which coordinates the development, implementation and administration of the storm water program for the city overall. In this capacity the Engineering Division is the lead department responsible for LIP and 2003 DAMP development, implementation, compliance, fiscal analysis, and reporting.

In addition to managing internal implementation, the Engineering Department also participates with the County of Orange, Orange County Flood Control District, and other Orange County cities in the countywide NDPEs Storm Water Program described in the 2003 DAMP. An Implementation Agreement among the 36 Permittees defines the roles, responsibilities, and cost sharing formulas governing the program. The City executed the cooperative agreement on June 19, 2002 (see **2003 DAMP Section 2.1** for a copy of the Agreement).

Management of the countywide program is performed by means of a committee structure with responsibilities and chairing assigned selectively to the Principal Permittee and the Permittees. These are as follows:

- City Manager's Water Quality Committee: provides budget and overall program review and governance direction; comprised of several City Managers and is attended by County staff.

- City Engineer’s Technical Advisory Committee: serves in a program advisory role to the Permittees and implements policy previously established by the permittees. The TAC is comprised of a City Engineer, or selected representative, from one city in each of the County Supervisorial Districts and a representative from the County of Orange.
- Permittee Committee: provides a regional forum to update designated representatives form each Permittee on program development.
- Sub-Committees/Task Forces:
 - Storm Water Utility Funding Sucommittee
 - Data and Information Management Sub-Committee
 - Legal/Regulatory Authority Task Force
 - Municipal Activities Sub-Committee
 - Public Education Sub-Committee
 - New Development/Construction Task Force
 - Existing Development Task Force
 - Water Quality Ordinance Authorized Inspectors Sub-Committee
 - Water Quality Monitoring & Science Task Force

The City participates in these selected committees through the representatives shown in **Table A-2-1** below:

Table A-2-1 - City of San Clemente Participation in Countywide Program

Committee	Representative	City Department
City Engineer’s Technical Advisory Committee	<i>Bill Cameron, City Engineer</i>	<i>Engineering Division</i>
Permittee Committee	<i>Tom Bonigut, Senior Civil Engineer</i>	<i>Engineering Division</i>
Public Education Sub-Committee	<i>Tom Bonigut, Senior Civil Engineer</i>	<i>Engineering Division</i>
New Development/Construction Task Force	<i>Tom Bonigut, Senior Civil Engineer</i>	<i>Engineering Division</i>
Authorized Inspectors Sub-Committee	<i>Tom Bonigut, Senior Civil Engineer Elizabeth Clatfelter, Management Analyst</i>	<i>Engineering Division Utilities Division</i>

A-2.3 Internal City Coordination

The responsibilities of City departments for the internal coordination of LIP activities are described in **Table A-2-2** and a City organizational chart is provided in **Figure A-2-1**.

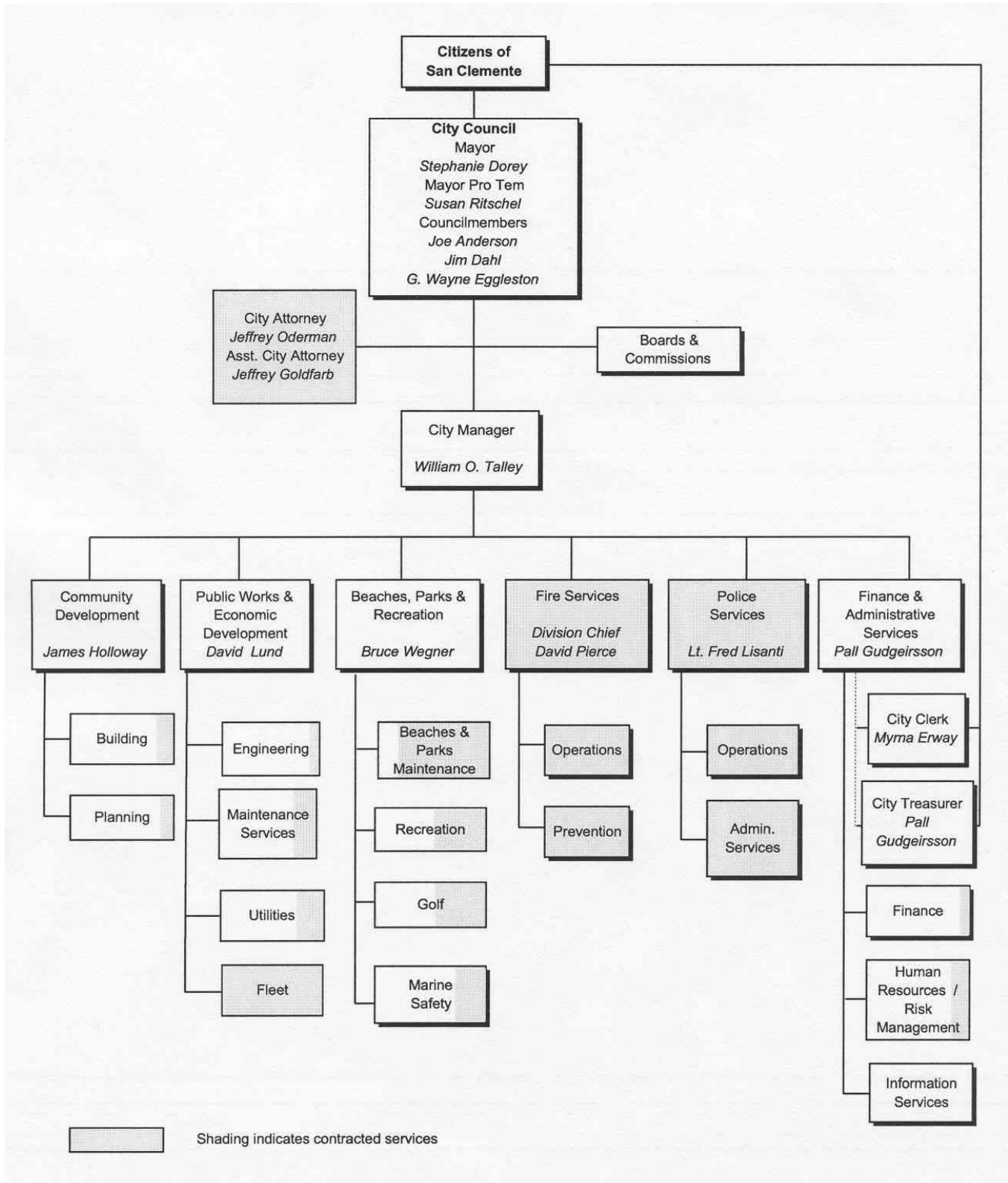
Table A-2-2 - City of San Clemente Internal Implementation of the LIP

Program Element	Department	Activity	Responsibility Under the Order/2003 DAMP
Section A-2	Public Works / Engineering	Serves as City LIP manager	<ul style="list-style-type: none"> • Prepares annual compliance reports • Reviews shared budgets and prepared internal City budgets • Coordinates with Principal Permittee and other Permittees for development and implementation of countywide program through 2003 DAMP • Coordinates/ensures implementation of LIP by City departments; administers program • Responds to phone, e-mail, and other input to the City on water quality issues and dispatches appropriate personnel; records responses • Follows up on problems with City compliance
Section A-3	Public Works/ Engineering	Oversees development of new 2003 DAMP programs	<ul style="list-style-type: none"> • Coordinates between City departments and the Principal Permittee in the development of new programs and BMP effectiveness studies
Section A-4	City Attorney; Public Works/ Engineering	Certification of adequate legal authority	<ul style="list-style-type: none"> • Review of legal authority/ modification of ordinances/ legal certification
Section A-5	Public Works/ Engineering & Utilities	Manages storm drain inventory/atlas	<ul style="list-style-type: none"> • Updates electronic storm drain atlas maps
	Public Works/ Utilities	Operates and maintains storm drains and flood control facilities	<ul style="list-style-type: none"> • Implements applicable model BMPs • Reports actions taken to LIP Management • Reports changes in storm drain maintenance program
	Public Works/ Utilities & Maintenance; Beaches, Parks & Rec./ Maintenance & Golf	Operates and maintains corporate/municipal yards	<ul style="list-style-type: none"> • Implements applicable model BMPs • Reports actions taken to LIP Management • Reports municipal yard changes
	Public Works/ Utilities	Maintains catch basin stenciling program	<ul style="list-style-type: none"> • Implements stenciling program • Reports actions taken to LIP Management • Reports any stenciling program changes
	Orange County Fire Authority	Generates emergency and non-emergency fire fighting discharges; Operates and maintains fire stations	<ul style="list-style-type: none"> • Implements applicable model BMPs
	Beaches, Parks & Recreation	Operates parks, community centers, and recreational facilities	<ul style="list-style-type: none"> • Implements stenciling program • Reports actions taken to LIP Management • Reports changes to park facilities
	Orange County Sheriff	Operates and maintains police facilities	<ul style="list-style-type: none"> • Implements applicable model BMPs • Reports changes in police facilities

Program Element	Department	Activity	Responsibility Under the Order/2003 DAMP
	Public Works/ Maintenance	Conducts maintenance field activities; Operates and maintains parking lots, city facilities, city vehicle programs, street sweeping	<ul style="list-style-type: none"> • Implements applicable model BMPs • Reports actions taken to LIP Management
	Public Works/ Utilities	Operates Wastewater Treatment/Water Reclamation Plant and potable water facilities; Manages and implements waste recycling and litter control programs	<ul style="list-style-type: none"> • Implements applicable model BMPs • Reports actions taken to LIP Management
	Beaches, Parks & Recreation/ Maintenance, Golf	Manages and implements pesticide/fertilizer and landscape maintenance programs	<ul style="list-style-type: none"> • Implements applicable model BMPs • Reports actions taken to LIP Management
Section A-6	Public Works/ Engineering	Manages education/outreach program	<ul style="list-style-type: none"> • Provides training and guidance materials to public and City staff • Disseminates information in the City • Develops City versions of countywide education materials as appropriate • Participates in one City event per year • Provides information to public at City counters
Section A-7	Community Development/ Planning	Manages General Plan; Manages environmental planning review	<ul style="list-style-type: none"> • Reviews the General Plan for water quality protection • Implements use of CEQA checklist to review water quality issues on proposed projects
	Public Works/ Engineering; Community Development/ Building	Processes building/grading permits	<ul style="list-style-type: none"> • Advises applicants of water quality requirements • Reviews development for water quality issues • Verifies plan compliance with water quality requirements
	Public Works/ Engineering	Interacts with public; Manages public works projects	<ul style="list-style-type: none"> • Provides information to permit applicants on water quality requirements • Verifies plan compliance with water quality requirements in public works projects
Section A-8	Public Works/ Engineering; Community Development/ Building	Processes building/grading permits; Manages oversight of construction inspection inventory, prioritization and inspection program	<ul style="list-style-type: none"> • Advises applicants of water quality requirements • Verifies plan and NOI compliance with water quality requirements • Reports actions taken to LIP Management • Inventories, prioritizes construction sites • Implement inspections, requires corrective actions to be taken
	Public Works/ Engineering	Manages Public works projects and Capital Improvement Project (CIP) projects	<ul style="list-style-type: none"> • Verifies plan compliance with water quality requirements in public works projects and CIPs

Program Element	Department	Activity	Responsibility Under the Order/2003 DAMP
Section A-9	Public Works/Engineering	Manages oversight of the commercial, industrial, residential inspection program	<ul style="list-style-type: none"> • Obtains commercial/industrial inventory information • Inventories, prioritizes and maps facilities • Implement inspections, require corrective actions to be taken, report actions taken to LIP management
	Community Development/Building	Interacts with businesses and the public	<ul style="list-style-type: none"> • Provides information to industrial and commercial businesses and the public
Section A-10	Public Works/Engineering & Utilities; Community Development/Building;	Enforces City ordinances; Interacts with public; Conducts inspections	<ul style="list-style-type: none"> • Enforces storm water runoff ordinances • Investigates illegal discharges • Responds to hotline reports/complaints • Provides informative pamphlets
Section A-11	Public Works/Engineering	Manage water quality from countywide program	<ul style="list-style-type: none"> • Initiates follow up of identified water quality problem areas
Section A-12	Public Works/Engineering	<i>Future Section</i>	

Figure A-2.1. City organizational chart.



A-2.4 Fiscal Analysis

Effective programs require adequate funding to implement planned activities. The City in conjunction with the Principal Permittee and other Permittees conducted a preliminary fiscal analysis during the permit renewal process that indicated that the countywide additional costs for implementation of the permit requirements of the Santa Ana and San Diego Board would be approximately \$20-30 million per year.

Since the adoption of the permits, the City has provided funding for the countywide shared-cost budget and has identified initial funds for the start of internal compliance activities. The cost of City compliance activities to accomplish the activities described in the LIP for the 2003/04 reporting period (and subsequent periods) are currently being evaluated and will be reported on in the annual progress reports.

The City has used the reporting format shown in **Tables A-2-3, A-2-4 and A-2-5** for a number of years to report on capital, operations and maintenance and funding sources in the annual progress report. The City in conjunction with the Principal Permittee and other Permittees intends to conduct a re-evaluation of the appropriateness of these data fields as part of the finalization of the 2003 DAMP. This evaluation will consider:

- Existing reporting procedures and needs at a countywide level
- Developing standard tracking tools forms for use by Permittees at a city or department level
- Developing standard tracking tools for individual elements of the LIP including personnel time and other expenditures
- Developing budgeting and future cost projection tools to compliment existing city budget processes.

The City has a number of departments within its organization. As a part of the budgeting process, each department manager is required to submit a draft budget to the City Manager to be included in a comprehensive City-wide budget for City Council review and approval. The Departments include, but are not limited to, the City Manager's Office, Public Works & Economic Development, Community Development, Beaches, Parks & Recreation, Finance & Administrative Services, and Contract Police and Fire Services.

The results of this re-evaluation will be reported in the annual progress report and changes to the current reporting will be reflected in subsequent reporting periods.

Although the City is cooperating with the Principal Permittee and other Permittees in a study to assess potential funding sources to implement the expanded Permit requirements, the City already has established two utility service fee programs to help provide revenue needed to comply with Permit requirements as discussed in the following sections.

Table A-2-3 – Fiscal Reporting Form for City Capital Costs
City of San Clemente

CAPITAL COSTS

Fiscal Analysis Summary

(land, large equipment, and structures)

DAMP Program Elements		2002/03 FY Costs	Projected 2003/04 Costs
Supportive of Program Administration (DAMP Section 2.0)		\$0	\$0
MUNICIPAL ACTIVITIES (DAMP Section 5.0)	Litter Control	\$0	\$0
	Recycling	\$0	\$0
	Drainage Facility Maintenance	\$0	\$0
	Catch Basin Stenciling	\$0	\$0
	Street Sweeping	\$0	\$0
	Environmental Performance	\$0	\$0
	Public Property & Street Chemical Spill Response	\$0	\$0
	Pesticide & Fertilizer Management	\$0	\$0
PUBLIC INFORMATION (DAMP Section 6.0)	Nonpoint Source Pollution Awareness	\$0	\$0
	Household Hazardous Waste Collection	\$0	\$0
REQUIRING NEW DEVELOPMENT BMPS (Supportive of Planning, etc.)		\$0	\$0
REQUIRING CONSTRUCTION BMPS (Supportive of Plan Check & Inspection)		\$0	\$0
ILLICIT CONN/ DISCHARGE ID & ELIMINATION (DAMP Sec. 10.0)	Facility Inspection	\$0	\$0
	Other Efforts to Identify & Eliminate Illicit Connections	\$0	\$0
BMPS INCORPORATED INTO PUBLIC WORKS CAPITAL PROJECTS		\$0	\$0
TOTALS		\$0	\$0

NOTE: Values above are as reported in the City's 2001-2002 NPDES Annual Report prepared in September 2002. These forms will be updated annually for inclusion in the appropriate NPDES Annual Report.

Table A-2-4 - Fiscal Reporting Form for City Operations and Maintenance Costs

City of San Clemente

OPERATIONS AND MAINTENANCE

Fiscal Analysis Summary

DAMP Program Elements		2001/02 FY Costs	Projected 2002/03 Costs
Supportive of Program Administration (DAMP Section 2.0)		\$179,150	\$205,170
MUNICIPAL ACTIVITIES (DAMP Section 5.0)	Litter Control	\$78,368	\$81,790
	Recycling	\$46,912	\$49,200
	Drainage Facility Maintenance	\$101,088	\$102,340
	Catch Basin Stenciling	\$16,848	\$17,060
	Street Sweeping	\$139,000	\$142,000
	Environmental Performance	\$0	\$0
	Public Property & Street Chemical Spill Response	\$0	\$0
	Pesticide & Fertilizer Management	\$0	\$0
PUBLIC INFORMATION (DAMP Section 6.0)	Nonpoint Source Pollution Awareness	\$0	\$0
	Household Hazardous Waste Collection	\$0	\$0
REQUIRING NEW DEVELOPMENT BMPS (Supportive of Planning, etc.)		\$0	\$0
REQUIRING CONSTRUCTION BMPS (Supportive of Plan Check & Inspection)		\$0	\$0
ILLICIT CONN/ DISCHARGE ID & ELIMINATION (DAMP Sec. 10.0)	Facility Inspection	\$50,544	\$51,120
	Other Efforts to Identify & Eliminate Illicit Connections	\$0	\$0
BMPS INCORPORATED INTO PUBLIC WORKS CAPITAL PROJECTS		\$0	\$0
TOTALS		\$612,710	\$648,730

NOTE: Values above are as reported in the City's 2001-2002 NPDES Annual Report prepared in September 2002. These forms will be updated annually for inclusion in the appropriate NPDES Annual Report.

Table A-2-5 - Fiscal Reporting Form for City Funding Sources

City of San Clemente

FUNDING SOURCES

Fiscal Analysis Summary

DAMP FUNDING SOURCES	FUNDING PERCENTAGES	
	FISCAL YEAR	FISCAL YEAR
	2001/02	2002/03 (Projected)
GENERAL FUND	28%	30%
UTILITY TAX/CHARGES	0%	0%
SEPARATE UTILITY BILLING ITEM	0%	0%
GAS TAX	0%	0%
SPECIAL DISTRICT FUND	0%	0%
OTHERS (Specify)	0%	0%
Sanitation Fee	0%	0%
Benefit assessment	0%	0%
Fleet Maintenance Fund	0%	0%
Community Services District	0%	0%
Water Fund	0%	0%
Storm Drain Fee	70%	68%
Storm Drain Fund	2%	2%
TOTALS (must add up to 100%)	100%	100%

NOTE: Values above are as reported in the City's 2001-2002 NPDES Annual Report prepared in September 2002. These forms will be updated annually for inclusion in the appropriate NPDES Annual Report.

A-2.4.1 Storm Drainage Fee Program

In 1993, the City adopted a storm drainage fee to fund the cost of providing storm drain facility services to parcels assessed the fee. The fee was deemed necessary to pay for improving the quality of storm and surface water as well as the design, construction, operation, maintenance, improvement and replacement of the City's storm drainage facilities. The fee is based on a parcel's expected contribution of runoff, which is determined by an estimate of the impervious area on that parcel. Impervious areas include such things as buildings and pavement, which prevent or restrict storm water from getting into the soil and increase runoff from a parcel. Similar to other storm drain utilities, the City's storm drainage fee structure is based on the average impervious area for a single-family residential property, and then adjustments are made for other types of property (such as multi-family residential or commercial properties) to increase or decrease the base fee accordingly. The storm drainage fee schedule is shown in **Table A-2-6**.

Table A-2-6. Storm Drainage Fee Schedule

Property Type	Monthly Fee Amount
Single Family Residential	\$2.96
Multi-Family Residential (per residential unit)	\$2.37
Non-Residential (per acre or fraction thereof)	\$29.60
Undeveloped, Graded	\$1.48 plus \$0.30 per acre for parcels greater than 2 acres
Note: No fee charged to undeveloped and ungraded parcels.	

The storm drainage fee is charged via a line item on the City’s monthly utility service bill for those properties within the City that receive utility services from the City. The fee is assessed monthly but charged via a separate semi-annual bill for those properties within the City that receive utility services from another utility service provider. Revenue from the storm drainage fee is placed in a restricted Storm Drain Enterprise Fund and can only be used for storm drain related activities such as system maintenance and upgrades as well as NPDES storm water permit compliance activities.

A-2.4.2 Urban Runoff Management Fee Program

To conduct increased activities necessary to protect local water quality and comply with the new Third Term Permit, the City adopted a temporary, five-year Urban Runoff Management Fee which is in effect from January 1, 2003 through December 31, 2007. This fee was adopted in compliance with Proposition 218 (California Constitution Article XIII D Section 6) which requires voter approval of such property-related fees. The Urban Runoff Management Fee schedule is shown in **Table A-2-7**.

Table A-2-7. Urban Runoff Management Fee

Property Type	Monthly Fee Amount	
Single Family Residential	Private street	\$4.39
	Public street	\$5.02
Multi-Family Residential (per residential unit)	Private street	\$3.51
	Public street	\$4.01
Non-Residential (per acre or fraction thereof)	Private street	\$43.90
	Public street	\$50.20
Undeveloped, Graded	Private street	\$2.20 plus \$0.44 per acre for parcels greater than 2 acres
	Public street	\$2.51 plus \$0.50 per acre for parcels greater than 2 acres
Note: Private street fee is lower since the City does not provide street sweeping service on private streets.		

The Urban Runoff Management Fee has the same basis as the Storm Drainage Fee and is billed as a line item utility charge similar to the Storm Drainage Fee. As with the Storm Drainage Fee, Urban Runoff Management Fee revenue is placed in a restricted Clean Ocean Enterprise Fund and can only be used for activities to support implementation of the City’s urban runoff

management / storm water permit compliance program.

A-2.5 Data Management and Third Term Permit Reporting Requirements

The Third Term Permit requires the preparation of an Annual Progress Report for submittal to the Regional Board and United States Environmental Protection Agency (USEPA) Region IX no later than November 15 of each year (it should be noted that the San Diego Regional Board administratively approved a Permittee request to modify the Annual Progress Report due date in the Third Term Permit from November 9 to November 15). The format of the Annual Progress Report reflects the format of the 2003 DAMP and is consistent with that of other Permittees. In doing so, the reporting format allows for an easier comparison of DAMP requirements to City accomplishments.

The reporting format for the Annual Progress Reports to be submitted by the City is as follows:

- A program management and fiscal analysis report (Section 2.0);
- A review of the status of program implementation and compliance with the schedules contained in the Orders (Sections 3.0 - 15.0);
- An assessment of the control measures established under the illicit discharge elimination program and the 2003 DAMP (Section 10.0);
- A summary and analysis of monitoring results from the previous year and any changes to the monitoring program for the following year (Section 11.0);
- An assessment of any storm water management program modifications made to reduce the discharge of pollutants to the maximum extent practicable (MEP). (Section 15.0);
- An assessment of compliance with the Receiving Water Limitations including any proposed modifications to the 2003 DAMP (Sections 11.0 and 15.0);
- Major changes in any previously submitted plan/policies (Section 15.0); and
- A description of the proposed implementation of the 2003 DAMP for the next year running from July 1 through June 30 (Section 16.0).

In addition to the Annual Progress Reports, the required submittals may also include any other requirements specified by the Regional Boards pursuant to permit conditions, California Water Code Section 13225 and 13267, or other regulatory provisions.

In preparing the annual progress reports the City will be coordinating with the Principal Permittee and other Permittees to develop common data management and tracking tools. This will be a major focus for initial program implementation.