

**I C Stormwater Program Coordination
City of Malibu
FY 2011-2012**

In the space below, briefly describe how the storm water program is coordinated within your agency's departments and divisions. Include a description of any problems with coordination between departments.

The Storm Water (Clean Water) Program is coordinated by the new Environmental Sustainability Department (ESD) which was formed in July 2011; this Department includes Building Safety, Wastewater Management, Clean Water Program, and Solid Waste Management. The Clean Water Program is managed by the Senior Environmental Programs Coordinator and Senior Office Assistant with oversight by the Department Director, and involvement of the City Manager as needed. All ESD staff is involved to some degree in activities related to water quality activities and compliance efforts; however, implementation of the Program is primarily carried out by the Senior Environmental Programs Coordinator and the Senior Office Assistant with specific duties assigned to the ESD Building Safety (BS) Inspectors, the Public Works Department (PW) Inspector, PW Superintendant, PW Senior Civil Engineer, Planning Code Enforcement Officer, and the ESD Coastal Preservation Specialist - a two-year Proposition 84 grant funded contract position dedicated to outreach and pollution prevention in land that is tributary to the Area of Special Biological Significance (ASBS). PW contracts with outside consultants and contractors for services such as street sweeping; trash collection; and contract street maintenance for catch basin cleaning. PW also administers various contracts for monitoring and maintenance services including those services provided for our Civic Center Stormwater Treatment Facility and the Paradise Cove Stormwater Treatment Facility. ESD oversees the contracts related to consultants for industrial/commercial inspections; the plan check engineer for Development Planning and Development Construction Programs Requirements including SUSMP, grading, and SWPPP reviews. Additional consultant and contract services are detailed in Attachment 11-12 MBU E.3- Budget Table 2. The City of Malibu operates with limited resources and a relatively small staff, therefore, the City contracts out for certain services when necessary.

These Departments play an integral role in Malibu's compliance with the NPDES permit requirements. Projects are reviewed in Planning and conditioned to meet Malibu Municipal Code (MMC) and Local Coastal Plan requirements (which include strict standards for water quality protection). There are approximately 8 full time Planners who function on the Planning review and ultimately condition projects to include the requirements ESD and PW place on projects, all of whom perform various duties at various levels within the Department. Permits are issued through Permit Services in ESD. Storm Water Pollution Prevention Plans (SWPPP) and erosion control plans are reviewed by the plan check engineer as well as by the Deputy Building Official at this stage of the permitting process. Implementation is confirmed by the BS Inspectors and PW Inspector; three full-time field personnel conduct site inspections with back up by one plan reviewer.

The BS Inspectors visit all construction sites throughout the year and refer uncorrected issues and violations as necessary to Environmental Programs and Code Enforcement staff for follow-up and enforcement. Building Safety Inspectors, Public Works Inspectors, and Code Enforcement Officers are specifically trained in construction site inspection and illicit discharge response. Additionally, the Coastal Preservation Specialist conducts investigations of dry-weather discharges tributary to the ASBS (which have thus far been mostly related to excess irrigation runoff and groundwater seepage).

Illicit discharge and spill response efforts are coordinated between ESD, Planning (Code Enforcement), and PW. In June 2012, the City launched a 24-hour hotline with bilingual operators; all complaints are immediately referred to City staff for investigation. Additionally, the City’s receptionist group, consisting of administrative staff from several departments, continues to act as dispatchers if there is an illicit discharge reported directly to the City during normal business hours. Los Angeles County Watershed Management Division, Los Angeles County Department of Public Health and the Los Angeles County Fire Department may collaborate in response efforts as needed.

Record keeping can be a difficult task when multiple departments are involved. The City continues to successfully work on improving the record keeping procedure and coordination among the various departments working on the Clean Water Program. The improvements to IC/ID Reporting and Documentation as well as the ongoing refresher trainings and meetings have especially improved tracking and documentation.

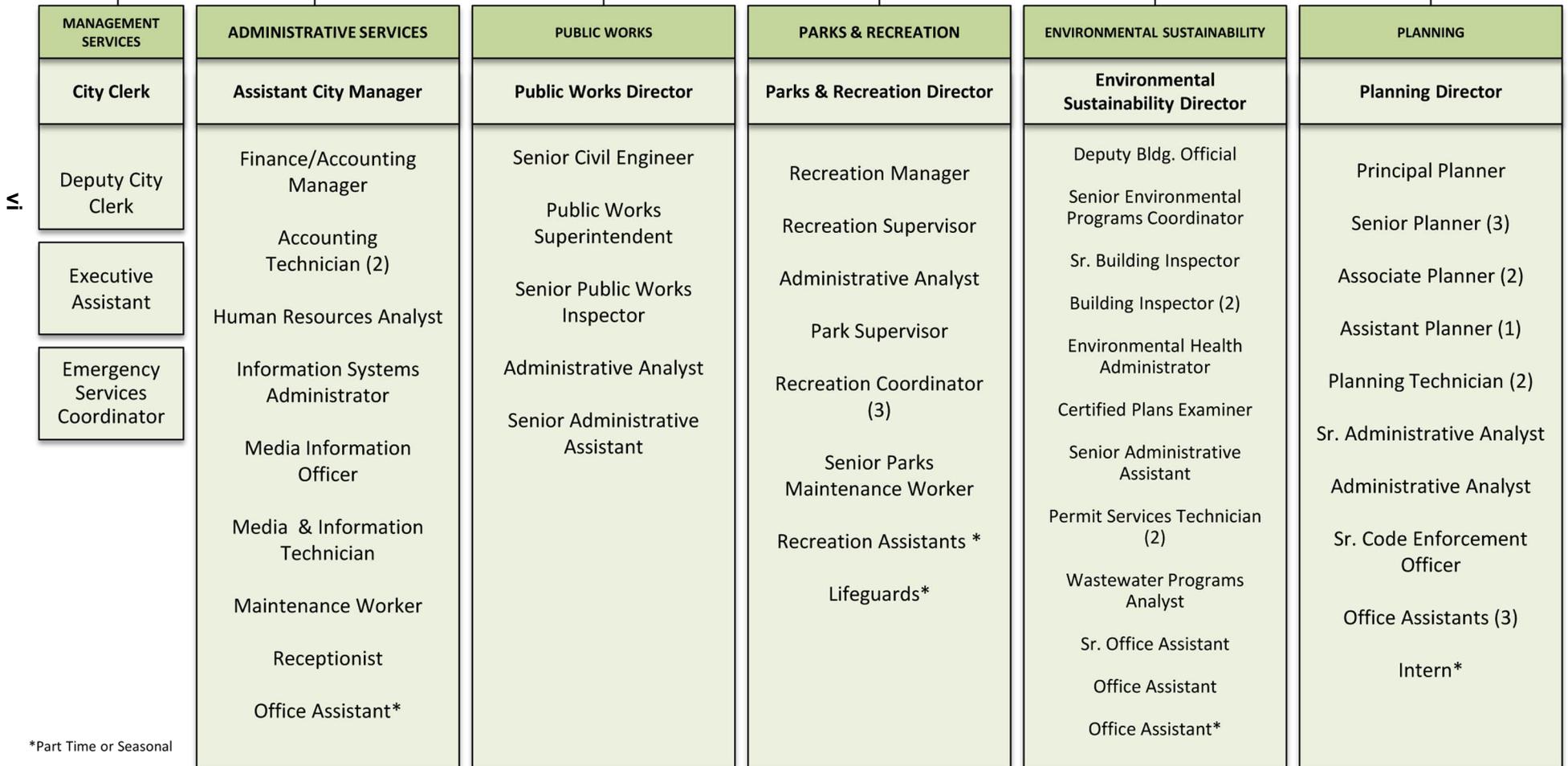
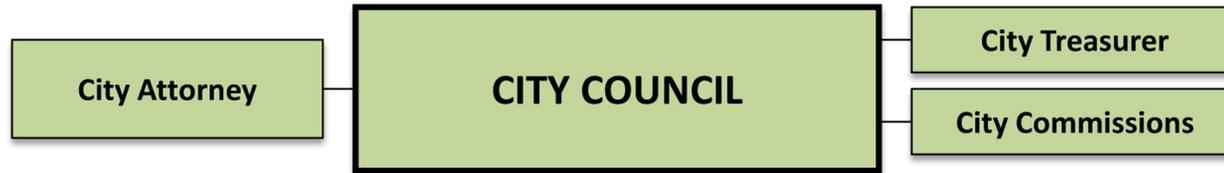
Table 1 was completed focusing on the primary and/or lead staff responsible for implementing the various activities; therefore, the table only counts staff specifically dedicated to tasks or management overseeing a group of staff members. It was used in part for developing the budget. However, the budget is more detailed to take into account some of the ancillary staff who assists on water quality program activities. As is conveyed to staff during the annual NPDES training, “You are all a part of the Clean Water Team.” In a city as small as Malibu, it is important to note that water quality compliance impacts most of the staff’s duties. Therefore, training is provided year round and encouraged for the entire team. Details regarding staff training are available in attachment 11-12 MBU I D- Staff Training. See Organizational Chart at the end of this document for further details.

Table 1

Storm Water Management Activity	Division/Department	# of Individuals Responsible for Implementing
1. Outreach & Education	Environmental Sustainability Department (ESD)	3
2. Industrial/Commercial Inspections	ESD	2
3. Construction Permits/Inspections	ESD and PW	4
4. IC/ID Inspections	ESD, PW , and Planning	4

5. Street sweeping	PW	1
6. Catch Basin Cleaning	PW	1
7. Spill Response	PW and ESD	4
8. Development Planning (project/SUSMP review and approval)	PW, ESD, Planning	3
9. Trash Collection	PW	1

ORGANIZATIONAL CHART



*Part Time or Seasonal