



## SECTION A-2, PROGRAM MANAGEMENT

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### A-2.0 PROGRAM MANAGEMENT

#### A-2.1 Introduction

Program management activities conducted by the City of Newport Beach 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 specified in the 2003 DAMP

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 overseen by the Division of Code and Water Quality Enforcement, which coordinates the development, implementation and administration of the stormwater program for the city overall. In this capacity the Division of Code and Water Quality Enforcement is the lead department responsible for LIP and 2003 DAMP development, implementation, compliance, fiscal analysis, and reporting.

In addition to managing internal implementation, the Division of Code and Water Quality Enforcement participates with the County of Orange, Orange County Flood Control District, and other Orange County cities in the countywide NDPES Stormwater Program as 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 updated cooperative agreement on June 25, 2002 (see **2003 DAMP Section 2.I** for a copy of the Agreement).



## SECTION A-2, PROGRAM MANAGEMENT

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The responsibilities of the County of Orange as the Principal Permittee and Permittees as a whole are defined within the Implementation Agreement, the NPDES Permits, or as otherwise identified within separate funding agreements.

While the overriding City responsibility is to implement the LIP and related 2003 DAMP programs within the city's jurisdiction, other responsibilities include:

- Reviewing, approving and commenting on budgets, plans, strategies, management programs and monitoring programs developed by the Principal Permittee, sub-committees or task forces;
- Implementing the various stormwater management programs as outlined in the Permit, the Drainage Area Management Plan (DAMP) and the corresponding Local Implementation Plan (LIP) within the City's jurisdiction;
- Establishing and maintaining adequate legal authority;
- Coordinating among internal departments and agencies, as appropriate, to facilitate the implementation of the LIP;
- Responding to/or arranging for response to emergency situations, such as accidental spills, leaks, illegal discharges/illicit connections, etc., to prevent or reduce the discharge of pollutants to the storm drain systems and waters of the U.S. within the City's jurisdiction;
- Conducting inspections of and performing maintenance on the infrastructure within the City's jurisdiction;
- Taking appropriate enforcement actions necessary within the appropriate jurisdiction to ensure compliance with applicable ordinances;
- Conduct and coordinate any surveys and source identification studies necessary to identify pollutant sources and drainage areas;
- Participating in the General Permittee meetings and any sub-committee/task force meetings as necessary; and
- Preparing and submitting all reports or requests of information to the Principal Permittee in a timely fashion.



## SECTION A-2, PROGRAM MANAGEMENT

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Management of the countywide program is performed through a committee structure with responsibilities and chairing assigned selectively to the Principal Permittee and the Permittees. These committees 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 Supervisory Districts and a representative from the County of Orange.
- Permittee Committee: provides a countywide forum to update designated representatives from each Permittee on program development.
- Sub-Committees/Task Forces:
  - Stormwater Utility Funding Subcommittee
  - 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



SECTION A-2, PROGRAM MANAGEMENT

The City participates in these committees through the representatives shown in **Table A-2.1**:

**Table A-2.1 - City of Newport Beach Participation in Countywide Program**

<b>Committee/Task Force</b>	<b>City Department/Division</b>
City Manager Water Quality Committee	City Manager
Permittee Committee	Code and Water Quality Enforcement
Stormwater Utility Funding Subcommittee	City Manager
Data and Information Management Sub-Committee	Public Works
Municipal Activities Sub-Committee	City Manager
Public Education Sub-Committee	Code and Water Quality Enforcement
New Development/ Construction Task Force	Code and Water Quality Enforcement
Existing Development Task Force	Code and Water Quality Enforcement
Authorized Inspectors Sub-Committee	Code and Water Quality Enforcement
Water Quality Monitoring and Science Task Force	Code and Water Quality Enforcement
OC Coastal Coalition	City Manager
Coastal / Bay Water Quality Citizens Advisory Committee	City Manager
Upper Newport Bay Management Committee	City Manager
Upper Newport Bay Executive Committee	City Manager



SECTION A-2, PROGRAM MANAGEMENT

**A-2.3 City Internal Coordination - LIP**

The responsibilities of the City departments for the internal coordination of LIP activities are shown in **Table A-2.2**.

**Table A-2.2 - City of Newport Beach Internal Implementation of the LIP**

<b>Program Element</b>	<b>Department(s)</b>	<b>Activity</b>	<b>Responsibility Under the Order/2003 DAMP</b>
Section A-2 - Program Management	City Manager / Division of Code and Water Quality Enforcement (CWQE)	Serves as City LIP manager	Prepares annual compliance reports
	City Manager		Reviews shared budgets and prepared internal City budgets
	CWQE		Coordinates with Principal Permittee and other Permittees for development and implementation of countywide program through 2003 DAMP
	City Manager / CWQE		Coordinates/ensures implementation of LIP by City departments; administers program
	CWQE		Responds to phone, e-mail, and other input to the City on water quality issues and dispatches appropriate personnel; records responses
	City Manager / CWQE		Follows up on problems with City compliance
Section A-3 - Plan Development	City Manager / CWQE	Oversees development of new 2003 DAMP programs	Coordinates between City departments and the Principal Permittee in the development of new programs and BMP effectiveness studies
Section A-4 - Legal Authority	City Attorney	Certification of adequate legal authority	Review of legal authority/modification of ordinances/ legal certification



SECTION A-2, PROGRAM MANAGEMENT

Program Element	Department(s)	Activity	Responsibility Under the Order/2003 DAMP
Section A-5 - Municipal Activities	General Services Op. Support (GSOS)	Manages storm drain inventory/atlas	Updates or provides Geographic Information System (GIS) with updates to storm drain atlas
	GSOS	Operates and maintains storm drains and flood control facilities	Implements applicable model BMPs, reports actions taken to LIP Management
	GSOS		Reports to LIP Management with changes in flood control maintenance program and facilities
	General Services	Operates and maintains corporate/municipal yards	Implements applicable model BMPs, reports actions taken to LIP Management
	General Services		Reports to LIP Management with changes in corporate/municipal yards
	GSOS	Maintains catch basin stenciling program	Implements stenciling program, reports actions taken to LIP Management
	GSOS		Reports to LIP Management with changes in stenciling program
	Fire	Generates emergency and non-emergency fire fighting discharges	Implements applicable model BMPs, reports actions taken to LIP Management
	Fire	Operates and maintains fire stations	Implements applicable model BMPs, reports actions taken to LIP Management
	Fire		Reports to LIP Management with changes in fire facilities operated



SECTION A-2, PROGRAM MANAGEMENT

Program Element	Department(s)	Activity	Responsibility Under the Order/2003 DAMP
	GS Parks & Parkways / GSOS	Operates parks, community centers, and recreational facilities	Implements applicable model BMPs, reports actions taken to LIP Management operated
	GS Parks & Parkways / GSOS		Reports to LIP Management with changes in parks facilities
	Police	Operates and maintains police facilities	Implements applicable model BMPs, reports actions taken to LIP Management
	Police		Updates LIP Management with changes in police facilities operated
	Harbor Resources	Operates and maintains Harbor Resources / Balboa Yacht Basin facilities	Implements applicable model BMPs, reports actions taken to LIP Management
	Harbor Resources		Updates LIP Management with changes in Harbor Resources / Balboa Yacht Basin facilities operated
	Utilities	Operates and maintains Big Canyon Reservoir facility	Implements applicable model BMPs, reports actions taken to LIP Management
	Utilities		Updates LIP Management with changes in Big Canyon Reservoir field activities
	General Services	Maintains parking lots	Implements applicable model BMPs, reports actions taken to LIP Management
	General Services		Updates LIP Management with changes in parking facilities operated



SECTION A-2, PROGRAM MANAGEMENT

<b>Program Element</b>	<b>Department(s)</b>	<b>Activity</b>	<b>Responsibility Under the Order/2003 DAMP</b>
	Utilities Dept. - Wastewater	Operates wastewater facilities	Implements applicable model BMPs, reports actions taken to LIP Management
	Utilities Dept. - Wastewater		Updates LIP Management with changes in wastewater facilities operated
	Utilities Dept. - Water Production	Operates water facilities	Implements applicable model BMPs, reports actions taken to LIP Management
	Utilities Dept. - Water Production		Updates LIP Management with changes in water facilities operated
	General Services	Maintains city facilities	Implements applicable model BMPs, reports actions taken to LIP Management
	General Services		Updates LIP Management with changes to City-owned facilities
	GS Equip. Maintenance	Manages and maintains city vehicle programs	Implements applicable model BMPs, reports actions taken to LIP Management
	GS Equip. Maintenance		Updates LIP Management with changes to city vehicle programs
	GS Operations Support	Manages and implements street sweeping	Implements applicable model BMPs, reports actions taken to LIP Management
	GS Operations Support		Updates LIP Management with changes to street sweeping
	GS Parks Maintenance	Manages and implements pesticide and fertilizer programs	Implements applicable model BMPs, reports actions taken to LIP Management
	GS Parks Maintenance		Updates LIP Management with changes to pesticide and fertilizer programs



SECTION A-2, PROGRAM MANAGEMENT

Program Element	Department(s)	Activity	Responsibility Under the Order/2003 DAMP
	GS Parks Maintenance	Manages and implements landscape maintenance programs including lakes and beaches	Implements applicable model BMPs, reports actions taken to LIP Management
	GS Parks Maintenance		Updates LIP Management with changes to landscape maintenance programs
	GS Operations Support	Manages and implements waste recycling and litter control programs	Implements applicable model BMPs, reports actions taken to LIP Management
	GS Operations Support		Updates LIP Management with changes to waste recycling and litter control programs
	City Manager	Property Acquisition	Updates LIP Management with additions / deletions to City property
Section A-6 - Public Education	CWQE	Manages education/ outreach program	Attends public meetings
	CWQE		Provides training and guidance materials to private developers, public, and City staff
	CWQE		Disseminates information in the City
	CWQE		Develops City versions of countywide education materials as appropriate
	CWQE		Participates in at least one City event per year



SECTION A-2, PROGRAM MANAGEMENT

Program Element	Department(s)	Activity	Responsibility Under the Order/2003 DAMP
	City Hall Lobby / Main Library / Building-PW Counter / Fire & PD	Distribution of public education materials	Provides information to public at City counters
Section A-7 - New Development	Planning	Manages General Plan	Reviews the General Plan for water quality protection
	Planning/ Building	Manages environmental planning review	Implements use of CEQA checklist to review water quality issues on proposed projects
	Planning/ Building		Reviews development for water quality issues
	Building	Processes building/grading permits	Advises applicants of water quality requirements
	Building/ CWQE		Verifies plan compliance with water quality requirements
	Building / Planning / PW		Coordinates with CWQE for project tracking and inspection of water quality requirements
	Building / CWQE	Interacts with public	Provides information to permit applicants on water quality requirements
	PW/Building/ Planning/ CWQE	Manages public works projects	Verifies plan compliance with water quality requirements in public works projects
	PW/Building/ Planning		Coordinates with CWQE for project tracking and inspection of water quality requirements in public works projects
Section A-8 - Construction	Building	Processes building/grading permits	Advises applicants of water quality requirements



SECTION A-2, PROGRAM MANAGEMENT

Program Element	Department(s)	Activity	Responsibility Under the Order/2003 DAMP
	Building/ Planning / CWQE		Verifies plan and NOI compliance with water quality requirements, reports actions taken to LIP Management
	Building/ CWQE	Manages oversight of construction inspection inventory, prioritization and inspection program	Inventories, prioritizes and maps construction sites
	Building/ CWQE		Implement inspections, requires corrective actions to be taken, reports actions taken to LIP Management
	PW/Building/ Planning	Manages Public works projects and Capital Improvement Project (CIP) projects	Verifies plan compliance with water quality requirements in public works projects and CIPs
	PW/Building/ Planning		Coordinates with CWQE for project tracking and inspection of water quality requirements in public works projects and CIPs, reports actions taken to LIP Management
Section A-9 - Existing Development	CWQE	Manages oversight of the commercial, industrial, residential inspection program	Inventories, prioritizes and maps facilities
	CWQE		Implement inspections, require corrective actions to be taken, report actions taken to LIP management



SECTION A-2, PROGRAM MANAGEMENT

Program Element	Department(s)	Activity	Responsibility Under the Order/2003 DAMP
	Revenue Division	Manages business license application process	Provides commercial and industrial information for the inventory to LIP Manager
	Revenue Division / CWQE	Interacts with businesses and the public	Provides information to industrial and commercial businesses and the public
Section A-10 - ID/IC	CWQE/PW/GS/Utilities	Operates field activities	Report dumped materials and/or undocumented connections
	CWQE	Manages education /outreach program	Distribute public education materials to encourage the reporting of problems
	CWQE/PW/Building	Implements construction site inspections	Report violations of and/or enforce the water quality ordinance
	CWQE/PW/Building	Implements the existing development inspections	Report violations of and/or enforce the water quality ordinance
	CWQE	Processes notifications/response requests for water pollution problems	Detect and eliminate illegal discharges and illicit connections
	CWQE/Fire/Police/GS/Utilities	Responds to water pollution complaints	Respond to water pollution complaints in a timely manner and enforce all applicable ordinances



SECTION A-2, PROGRAM MANAGEMENT

Program Element	Department(s)	Activity	Responsibility Under the Order/2003 DAMP
	CWQE/Fire/ Police/GS/ Utilities	Responds to water pollution complaints, assesses site, makes notifications, oversees clean-up operations and enforces water quality ordinance	Respond to water pollution complaints in a timely manner and enforce all applicable ordinances
	CWQE	Manage water quality data received from countywide program	Initiate source investigations through ID/IC program for problems identified through the water quality monitoring program
	CWQE/City Attorney/ Police	Assists with the enforcement of violations of applicable ordinances	Enforce against violators of stormwater related ordinances
Section A-11 - Water Quality Monitoring	CWQE	Manage water quality data received from countywide program	Assess data to determine if Initiate follow up through ID/IC program for problems identified through the water quality monitoring program need to be followed up on
Section A-12 - Watersheds		To be added later	To be added later



## SECTION A-2, PROGRAM MANAGEMENT

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### 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 countywide.

Since the adoption of the permits, the City has provided funding for the countywide shared-cost budget and has identified some of the internal resources that will be added/reallocated 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 preliminarily estimated to be an additional Two Million Four Hundred Thousand Dollars (\$2,400,000), 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 current 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, City Manager's Office, Division of Code Services and Water Quality, Building, Harbor Resources, Planning, Community Services, General Services, Public Works, Utilities, Police, and Fire.



## SECTION A-2, PROGRAM MANAGEMENT

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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.

The City is also cooperating with the Principal Permittee and other Permittees in a study to assess potential funding sources to implement the expanded requirements of the Third Term Permits. This study will assess the opportunities for the City to raise new revenues and identify the legal restrictions imposed on such initiative.



SECTION A-2, PROGRAM MANAGEMENT

Table A-2.3 - Fiscal Analysis for City Capital Costs

City of Newport  
Beach

**CAPITAL COSTS**

Fiscal Analysis Summary

(land, large equipment, and structures)

DAMP Program Elements		Current FY Costs	Projected FY Costs
<b>Supportive of Program Administration (DAMP Section 2.0)</b>			
<b>MUNICIPAL ACTIVITIES</b>  (DAMP Section 5.0)	Litter Control	This information will be collected annually in Section C-2 of DAMP Appendix C	This information will be collected annually in Section C-2 of DAMP Appendix C
	Recycling		
	Drainage Facility Maintenance		
	Catch Basin Stenciling		
	Street Sweeping		
	Environmental Performance		
	Public Property & Street Chemical Spill Response		
	Pesticide & Fertilizer Mangmt.		
<b>PUBLIC INFORMATION</b> (DAMP Section 6.0)	Nonpoint Source Pollution Awareness	This information will be collected annually in Section C-2 of DAMP Appendix C	This information will be collected annually in Section C-2 of DAMP Appendix C
	Household Hazardous Waste Collection		
<b>REQUIRING NEW DEVELOPMENT BMPS (Supportive of Planning, etc.)</b>			
<b>REQUIRING CONSTRUCTION BMPS (Supportive of Plan Check &amp; Inspection)</b>			
<b>ILLICIT CONN./ DISCHARGE ID &amp; ELIMINATION</b> (DAMP Sec. 10.0)	Facility Inspection	This information will be collected annually in Section C-2 of DAMP Appendix C	This information will be collected annually in Section C-2 of DAMP Appendix C
	Other Efforts to Identify & Eliminate Illicit Conn.		
<b>BMPS INCORPORATED INTO PUBLIC WORKS CAPITAL PROJECTS</b>			
<b>TOTALS</b>			



SECTION A-2, PROGRAM MANAGEMENT

**Table A-2.4 - Fiscal Analysis for City Operations and Maintenance Costs**  
**City of Newport Beach** **OPERATIONS AND MAINTENANCE**  
**Fiscal Analysis Summary**

DAMP Program Elements		Current FY Costs	Projected FY Costs
Supportive of Program Administration (DAMP Section 2.0)		This information will be collected annually in Section C-2 of DAMP Appendix C	This information will be collected annually in Section C-2 of DAMP Appendix C
MUNICIPAL ACTIVITIES  (DAMP Section 5.0)	Litter Control		
	Recycling		
	Drainage Facility Maintenance		
	Catch Basin Stenciling		
	Street Sweeping		
	Environmental Performance		
	Public Property & Street Chemical Spill Response		
PUBLIC INFORMATION (DAMP Section 6.0)	Pesticide & Fertilizer Management		
	Nonpoint Source Pollution Awareness		
	Household Hazardous Waste Collection		
REQUIRING NEW DEVELOPMENT BMPS (Supportive of Planning, etc.)			
REQUIRING CONSTRUCTION BMPS (Supportive of Plan Check & Inspection)			
ILLICIT CONN./ DISCHARGE ID & ELIMINATION (DAMP Sec. 10.0)	Facility Inspection		
	Other Efforts to Identify & Eliminate Illicit Conn.		
BMPS INCORPORATED INTO PUBLIC WORKS CAPITAL PROJECTS			
TOTALS			



SECTION A-2, PROGRAM MANAGEMENT

**Table A-2.5 - Fiscal Analysis for City Funding Sources**  
**City of Newport Beach**  
**FUNDING SOURCES**  
**Fiscal Analysis Summary**

DAMP FUNDING SOURCES	FUNDING PERCENTAGES	
	Current FISCAL YEAR	Next FISCAL YEAR
GENERAL FUND	This information will be collected annually in Section C-2 of DAMP Appendix C	This information will be collected annually in Section C-2 of DAMP Appendix C
UTILITY TAX/CHARGES		
SEPARATE UTILITY BILLING ITEM		
GAS TAX		
SPECIAL DISTRICT FUND		
OTHERS (Specify)		
Sanitation Fee		
Benefit assessment		
Internal Services Fund for Equipment Maintenance		
Community Services District		
Water Fund		
Sewer & Storm Drain Maintenance		
Fee		
Grants		
<b>TOTALS (must add up to 100%)</b>		

**A-2.5 Data Management and Third Term Permit Reporting Requirements**

The Third Term Permits require the preparation of an Annual Progress Report for submittal to the Regional Boards and United States Environmental Protection Agency (USEPA) Region IX no later than November 15 of each year.

**Appendix C** of the DAMP now forms the reporting and program assessment component and reflects the format of the 2003 DAMP. In doing so, the reporting format allows for an easier comparison of DAMP requirements to the City accomplishments. The reporting format for the information to be collected and submitted within **Appendix C** of the DAMP by the City is as follows:

- A program management and fiscal analysis report (Section 2.0);



## SECTION A-2, PROGRAM MANAGEMENT

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- A review of the status of program implementation and compliance with the schedules contained in the Orders (Sections 3.0 - 12.0);
- An assessment of the control measures established under the illegal discharge and illicit connection 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 compliance with the Receiving Water Limitations (Section 11.0);
- An assessment of any stormwater management program modifications made to reduce the discharge of pollutants to the maximum extent practicable (MEP) (Sections 2.0 and 3.0);
- Major changes in any previously submitted plan/policies (Sections 2.0 and 3.0)

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 coordination will be a major focus for initial program implementation.