



The City of Gonzales
Storm Water Management Plan
Updated 2019

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City of Gonzales, Chief Engineer

Introduction

The City of Gonzales Storm Water Management Plan has grown and evolved over the years. The SWMP is modified and improved as needed for effectiveness. The SWMP is administered by the DPW Director. Each year an annual report summarizes the goals and activities for the calendar year.

The City of Gonzales is a small community consisting of 11,094 people. Located on Interstate Highway 10 approximately 25 miles south of Baton Rouge and approximately 55 miles north of New Orleans, Gonzales' corporate limits encompass an area of approximately 5,800 acres or 9 square miles.

The City of Gonzales continues to experience commercial growth along the I-10 and LA 30 interchange, the LA 30 corridor, the I-10 and LA 44 interchange, and the US 61 (Airline Highway) corridor.

The topography of the city is generally flat and is traversed by three railroads, Interstate 10, US 61, and numerous state roadways. Four waterways cross the city. A very small section of Bayou Boyle/Bayou Conway crosses the southern tip of the city. Bayous Narcisse, Francois, and New River meander across the larger section of the city.

The City's storm water collection system is a combination of open drainage channels and subsurface drainage structures which convey storm water runoff into the four waterways mentioned above. These waterways generally flow from northwest to southeast. Waters entering the city limits originate in the unincorporated areas of Ascension Parish. After flowing through the city limits, these waterways enter back into Ascension Parish.

Program Element 1: Public Education and Outreach

The City of Gonzales City Engineer is responsible for this element of the program. The strategy for public education contains four parts:

1. Public education should inform as many people in the City of the program. The City intends to spread the message of storm water pollution prevention to as many people as possible
2. Education to residents of all ages and contractors about:
 - a. Importance of storm water protection and environmental protection
 - b. Different programs and activities that protect storm water from pollution
 - c. Activities for all people to play a part in storm water protection
 - d. Required federal, state, and city storm water pollution prevention regulations
3. Our program desires to focus message distribution through electronic methods which are the current form of communication and more green in nature (internet website and social media site).
4. The educational elements should be easy to understand and clearly portray the message of pollution prevention to the audience. The following topics are focus areas for City messages:
 - a. Prevent littering/proper disposal of trash
 - b. Recycle through free City of Gonzales recycling program
 - c. Proper application of lawn chemicals
 - d. Car washing techniques
 - e. Proper disposal of motor oil and cooking grease (FOCUS ON MULTI-FAMILY COMPLEXES)
 - f. Proper disposal of leftover paint and household chemicals
 - g. Pet waste management
 - h. Water conservation Management
5. Based on past experience, the target pollutant is restaurant waste, such as cooking grease. Therefore, information brochures focused on proper grease trap maintenance and used oil disposal will be created.

Since the city does not have a zoning category to allow heavy industrial businesses within its corporate limits, the messages are geared toward residential and commercial land uses. Identified methods and means of disseminating educational information to the public include, but are not limited to, the following:

- The City of Gonzales Website (www.gonzalesla.com) under Storm water Management Plan
- City of Gonzales Facebook Page
- Public signage at prominent locations, such as recreational facilities and city hall
- Utility bill inserts mailed with monthly water/sewer/gas invoices
- Utility bill “note messages” on monthly water/sewer/gas invoices
- Public handouts/stickers hand distributed during city/public event
- Brochures delivered during grease trap inspection

The goal of public education is to increase awareness of environmental protection through showing an increase in reach each calendar year compared to the previous year through the methods listed below:

1. Post SWMP messages to the city Facebook page at least twice per year (annually) to reach adults.
2. Fund at least one Storm Water Management Educational grant annually to reach youth in Gonzales.
3. Insert a mailer at least once per year (annually) to reach all billed customers.
4. Support Ascension Household Hazardous Waste Collection day with event advertisement thru at least two City publication methods listed above
5. Distribute proper grease storage and disposal brochures to restaurants annually. This activity can be done while the Wastewater Department personnel are performing quarterly grease trap inspections.
6. Include “Greenie Gonzales”, the Gonzales storm water mascot, on all publications. (Greenie was created by a youth artist in Gonzales)



Additionally, the City website “Services” tab has a “Storm Water Management Plan” section which includes educational information. The website provides images of potential violations to help educate residents on how to identify storm water violations. See our web link for details:

<http://www.gonzalesla.com/services/storm-water-management-plan/>

Additionally, a citizen complaint form is linked to the website for easy access to residents.

<http://www.gonzalesla.com/wp-content/uploads/2015/08/Citizen-Complaint-Form.pdf>

The City of Gonzales goals may be measured by:

1. Tracking the number of likes to SWMP posts on the City of Gonzales Facebook page
2. Tracking the number of students experiencing the Storm water Pollution Prevention lessons funded by the City
3. Tracking the number of utility bill inserts mailed and distributed
4. Volume of residents “opted in” to the automated metering and consumption tracking module

Program Element 2: Public Involvement and Participation

The City of Gonzales City Engineer is responsible for the public involvement and outreach portion of the Storm Water Management Plan. The City feels that public involvement is a direct result of public education. All activities listed in Program Element 1, Public Education are intended to stimulate activity within Program Element 2, Public Involvement and Participation.

The goal for public participation is to measure the following:

1. **Increase** in volume of material recycled by curbside collection because increased volume signifies increased public involvement. The City provides recycling service free to residents.
2. **Increase** in the volume of citizen debris work orders which would indicate residents are properly disposing of debris instead of illegal dumping.
3. **Decrease** in the volume of debris removed from public waterways. A reduction would identify the public is actively involved in helping keep our environment clean.
4. **Fund** at least one storm water educational grant per fiscal year to a school within the city limits. Grant criteria must meet or exceed the criteria shown on the attached grant informational flyer.

APPLICATION REQUIREMENTS

Email jackie@gonzalesla.com no more than one 8.5x11 page written explanation of the following information:

- Summary of lesson plan incorporating pollution prevention/environmental health
- List subject which lesson will be taught: science, math, ELA, PE, art, etc.
- Age group of children to receive the lesson: pre-K – 12th grade
- School location must be in the Gonzales municipal boundary
- Anticipated number of children to experience the lesson
- Educational materials or classroom resources needed to convey the message: videos, books, games, papers, etc.
- Quantity and cost estimate of all materials requested through the grant.
- Maximum grant amount \$500
- Applications due October 1, 2018

SELECTION AND IMPLEMENTATION

The City of Gonzales will select up to 6 projects. Winners will be notified by October 31, 2018. All funded materials will be purchased by the City and delivered to the grant recipient(s) no later than January 6, 2019. Lesson must be completed by May 31, 2019. Grant recipients must submit photos of funded activity and total number of students to complete lesson.

EDUCATIONAL GRANT OPPORTUNITY

The City of Gonzales is committed to educating tomorrow's leaders and protecting our environment. The City desires to incorporate stormwater pollution prevention into classroom activities and lessons. If you can include environmental health awareness into a classroom lesson, then the City would like to support your efforts by purchasing supplies or tools required!!



5. **Complete** at least one project annually with a citizen group to strengthen the existing partnership between the City and the community. Examples of possible citizen groups include:
 - a. Gonzales Garden Club

- b. East Ascension High School clubs (4-H, FFA, Student Council)
- c. Girl Scout Troops
- d. Boy Scout Troops
- e. Gonzales Middle School clubs

Sample project may include:

- a. Storm drain marking program where the City will identify storm drain catch basins that are unmarked. Citizen groups will provided custom storm drain markers and adhesive to attach a Greenie Gonzales No Dumping marker onto the basins.
 - b. Road side little clean up event organizing a citizen group to help remove trash from the roadside, ditches, and/or parks.
6. Another goal of the public involvement element is the City is encouraging residents to participate in enforcement of our SWMP. Educational sections of the City website show potential violations and provide methods for reporting suspicious dumping. See our web link for details:

<http://www.gonzalesla.com/services/storm-water-management-plan/>

Program Element 3: Illicit Discharge Detection and Elimination

The streets and drainage supervisor is responsible for this portion of the program. Current City ordinance governs illicit discharges and enforce penalties for this activity. The goals for this element include:

1. Continue identifying any discharges through increased employee inspection and citizen awareness/cooperation with reports of potential illegal activity.
2. Continue tracking illicit discharge locations to identify repeat offenders.
3. Continue checking for any repetitive discharge location, so a citation can be issued after a second offense.
4. Maintain strict enforcement.

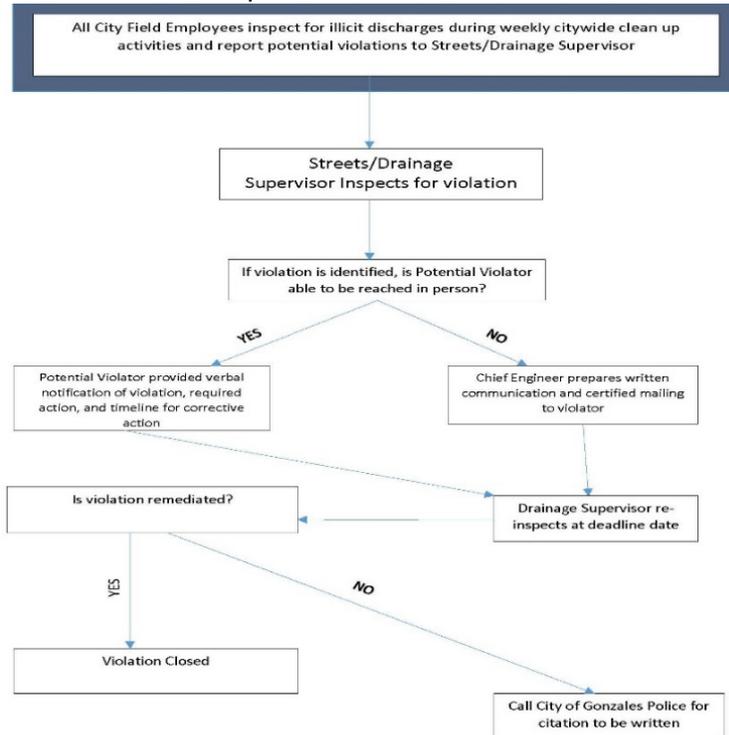
The following activities are EXEMPT activities and do not constitute an illicit discharge (*NOTE: These activities are defined in the 2018 Master General Permit No. LAR040000*):

1. Discharges or flows from firefighting activities
2. Fire hydrant flushings
3. Potable water including: water line flushings using potable water, drinking fountain overflows, lawn watering runoff, and similar sources of potable water
4. Drainage from landscape watering
5. Rising ground waters and surface waters due to excessive, high intensity rainfall or other natural means
6. Irrigation water
7. Water from individual residential car washing
8. Dechlorinated swimming pool discharges

Within the City limits of Gonzales, all surface water bodies enter the city from unincorporated areas of Ascension Parish, travel through the city in a generally southeasterly direction, and exit the city limits back into unincorporated areas of Ascension Parish. One of these waterways, New River, is listed in the 2016 Water Quality Report with suspected sources of impairment being “septic systems and similar decentralized systems”. Although the City of Gonzales has a closed sanitary sewer system with its treated effluent discharged into the Mississippi River, Ascension Parish does not have a consolidated sewer system. Given the above facts, water quality within the 3 major waterways is greatly influenced by factors beyond the City’s control. To prove this fact, the City captured samples at the city limit intersection points with each major waterway during 10 different events (dry and wet weather) in 2011, tested collected samples per EPA requirements, and identified some parameters improved from the city entry point to the city exit point. This testing proved the City’s closed sewer system helps improve water quality and the parish’s lack of consolidated sewer cannot be controlled by the City of Gonzales. Since there are no septic systems within our municipality, the City of Gonzales must ensure the consolidated sewer is well maintained and any leaks are identified and repaired (as described in Elements 3 and 6).

The following activities outline specific activities and measurements for the goals of the Illicit Discharge Detection and Elimination Program:

1. Continue enforcement of the existing City of Gonzales Ordinance Chapter 29: Stormwater Management: Illicit Discharge Detection and Elimination found here https://library.municode.com/la/gonzales/codes/code_of_ordinances?nodeId=COOR_CH29STM_AILDIDEEL
2. Document and enforce any potential illicit discharges identified during citywide weekly clean-up. Enforcement follows the flow chart provided:



3. Document the volume of debris collected during the Mayor's weekly citywide clean-up program. The program takes place every Wednesday (pending weather) when all City field employees are required to perform trash pickup along roads and waterways from 7:30 to 8:30 am. The City is divided into 4 zones, and each zone is assigned to a different department (water, sewer, street/drainage, recreation). Even employees not directly responsible for sanitation are required to perform trash clean-up each week along public roadways and bayous. This task not only removes trash from waterways, but also helps employees identify potential illicit discharges while cleaning the city.
4. Perform random inspections at sites of previous illicit discharges during the calendar year (at least once per year for each violation).
5. Continue requiring new construction to connect to the City of Gonzales sewer system. City ordinance requires connection of all structures to City wastewater. Since the city does not allow septic tanks or private sewer treatment within the City Limits, maintenance of the city public sewer system (as quantified below) helps prevent and dramatically reduce illicit discharge from the system into the waterways.
6. Continue requiring new construction of multi-family developments to install grease traps during construction at each building. This requirement reduces the volume of used grease disposed illegally.

7. Continue the existing City Wastewater Department grease trap inspection program. Sewer staff personally inspects all grease traps in the city limits on a quarterly basis to ensure there are no overflows or broken grease traps. Any issues are reported to the site owner for immediate repair. Re-inspection is accomplished when needed. This program allows city staff to visit commercial businesses that may be susceptible to dumping grease illegally. Any repeat offenders are inspected on a more regular basis.
8. Continue the City Wastewater Department daily lift station inspection program. Field technicians personally inspect all 50 sewer lift stations every day to ensure wetwell levels and pump operation are normal. If a wetwell level seems high during a rain event, then a smoke test project is initiated. This program helps prevent sewer overflows through identifying potential leaks.
9. Continue the City Wastewater Department smoke test program and leak repair program. Sewer staff inspects gravity lines to identify potential sewer leak locations. Any leaks identified are repaired with city staff, when possible. Contractors are called to repair leaks that are too deep for city staff to accomplish with current equipment. This program helps identify and correct potential sewer leaks.
10. Continue enforcement of new garbage dumpster sewer drain connections. The City requires new developments to provide a drain under all dumpsters and tie-in the drain to the City consolidated sewer system for treatment. This prevents dumpster drainage from running off into the waterways.
11. Complete the wastewater system enhancement projects funded by the 2013 LADEQ SRF loan. The final loan project is currently 50% complete. The scope of work includes expanding the environmental enhancement facility capacity to ensure adequate capacity for treating sewer effluent from the entire city limits at potential future build out. This program helps prevent sewer leaks, treats all wastewater in the City, and ensures sewer effluent does not enter the local waterways. Total cost of projects upon completion in 2019 equal \$15 million.

Loan projects already completed:

- a. 2013 sewer system model to measure flows and identify areas of infiltration/leaks
 - b. Repair areas of infiltration through point repairs, sewer cap replacements, gravity main slip lining, and sewer manhole coating.
 - c. Construct two regional sewer stations, build new sewer force mains and rehabilitate the main effluent forcemain to the Mississippi River.
12. Continue maintenance and inspection of open ditches during routine grass cutting operations with the City Streets and Drainage crews.
 13. Add all new drainage outfall constructed to the GIS system to maintain its accuracy and help track any sources of illicit discharge.
 14. The City of Gonzales Fire Department is on hand to respond to any illicit discharge. The fire department staff are properly trained and equipped to handle any spill or call the forces required to handle the situation. The city GIS system is available to the fire

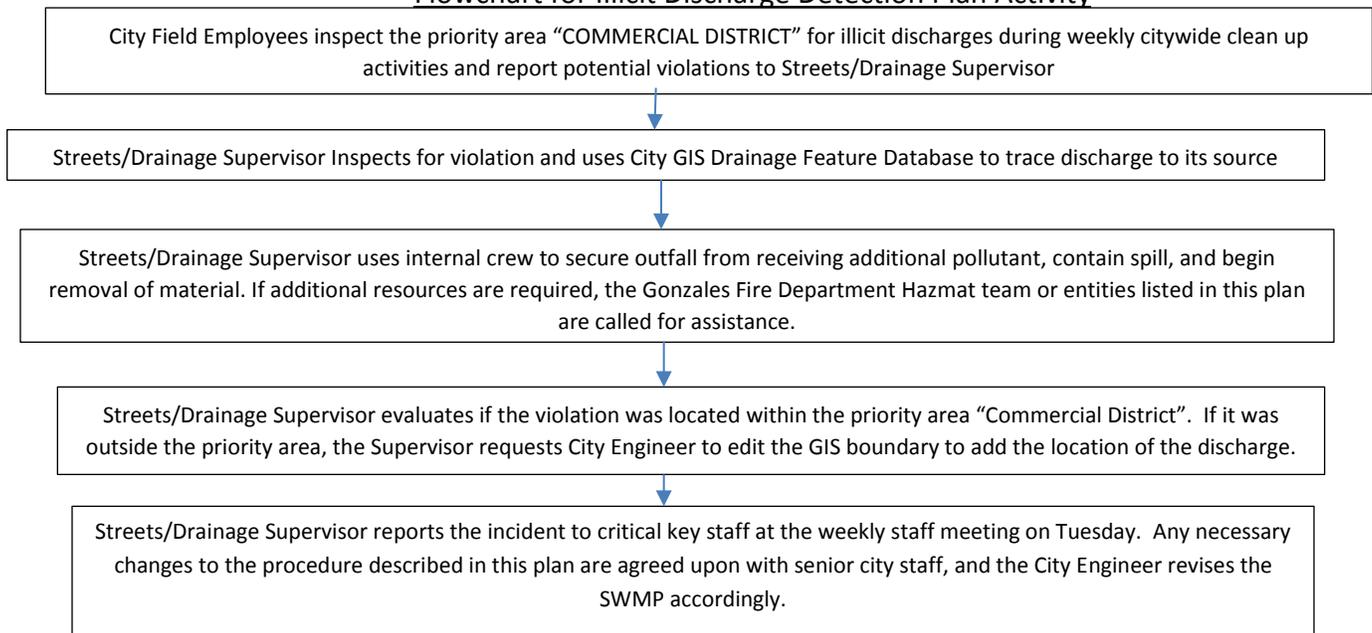
department personnel to use in identifying the path of potential contaminants found and any potential drainage paths that need to be secured.

Should a spill become larger than city forces can manage, all personnel are educated on the procedure for calling in hazardous material assistance and contract services for immediate clean up. For any situations in the past, USA Environmental was able to mobilize and began cleanup activities very quickly. Any noncompliance discharge which may endanger human health or the environment shall be report to DPS 24-hour Louisiana Emergency Hazardous Materials Hotline by telephone at (225) 925-6595 immediately. Within 7 days of the release, a Written Notification Report shall either be faxed to (225) 219-4044 or mailed to the Louisiana Department of Environmental Quality, ATTN: Inspections Division SPOC, Unauthorized Discharge Notification Report, PO Box 4312, Baton Rouge, LA 70821-4312. The report shall include filing party information, date/time/duration of discharge, state official contacted for initial notification, details of the events, common or scientific chemical name/pollutant, off-site impacts/results, remedial actions taken, procedures to prevent recurrence of the incident, name of responsible party, names of all parties notified, extent of any injuries, estimated quantity and disposition of any recovered materials.

If an unauthorized discharge is discovered, but does not cause an emergency condition, the Office of Environmental Compliance, Surveillance Division shall be notified within 24 hours of discovering the discharge. Notification may be may by one of the following: (1) Online Incident Reporting at www.deq.louisiana.gov/portal/tabid/279/Default.aspx ; (2) direct email addressed to spillcomplaint@deg.state.la.us . Within 7 days of the incident, a written report shall be filed as described in the paragraph above.

With respect to city owned facilities, the city environmental enhancement facility has a specific spill prevention plan for the facility which has been reviewed with all sewer personnel, including new employees.

Flowchart for Illicit Discharge Detection Plan Activity



Program Element 4: Construction Site Storm Water Runoff Control

The streets and drainage supervisor is responsible for this portion of the program, and the supervisor is assisted by four properly trained inspectors who are utilized as needed. One inspector is specifically assigned to storm water inspection. The City has an adopted ordinance to regulate storm water pollution prevention during construction activities and provide enforcement tools for anyone not in compliance. The goals for this program element include:

1. Provide annual continuing education for city employees in construction site runoff inspection and maintain continuing education for this action.
2. Ensure the permit office personnel maintain the SWPPP permit process currently required through the City of Gonzales My Permit Now software.
3. Maintain the permit software to include SWPPP inspection.
4. Encourage residents to look for construction site violations and report any findings.

Sediment has been identified by EPA as the main pollutant of concern during construction activities. Therefore, the City has focused efforts on eliminating sediment runoff from construction sites. In order to make sure the City is working toward achieving these goals, continued enforcement of the existing City of Gonzales Ordinance Chapter 28 (Stormwater Management: During Construction and Post-Construction for new development and redevelopment https://library.municode.com/la/gonzales/codes/code_of_ordinances?nodetid=COOR_CH28STMADU_COPONSNERE) will be accomplished through the following activities:

1. Six city employees are storm water certified and receive annual continuing education. These employees are knowledgeable in identifying potential construction site violations.
2. All city field employees receive one annual class regarding specific construction violations in order to identify potential violations during weekly citywide clean up or during their daily job duties in the field. This training adds to the “eyes in the field” looking for potential issues.
3. The My Permit Now software is utilized to review site plans and create permits all construction activities in the city limits. MPN software automatically notifies all City supervisors via email of the required plan review and includes a SWPPP plan requirement. Plans are reviewed by the Streets/Drainage Supervisor or Assistant Streets/Drainage Supervisor to ensure the following identified waste products will be managed properly on site:
 - a. Sediment erosion control
 - b. Concrete wash out
 - c. Job site litter
 - d. Construction material debris
 - e. Sanitary waste

The following best management practices are required within the City:

- a. Silt fence containing wire backing material
- b. Catch basin dams
- c. Leak proof washout area on site or chute washout box
- d. On site dumpster
- e. Portable restroom facility

4. The SWPP field inspection requirement is automatically generated in every new permit created in MPN.
5. Construction sites must pass a City of Gonzales SWPPP inspection which requires installation of all erosion control measures identified on their approved construction plans. The erosion control measures are inspected by the City prior to issuance of a construction permit. The permit system prevents contractors from working on a site prior to erosion control installation.
6. Final occupancy permits are not issued until the construction sites are stabilized.
7. The City inspection software, My Permit Now, generates a work order assigned to the streets and drainage supervisor for every active construction site at the start of the permit. The inspector is required to complete this inspection per permit.
8. Continue enforcing immediate action from those contractors notified of a SWPPP violation by placing a “hold” on inspections. The “stop work” order can be issued verbally or in writing via email.
9. Educate contractors regarding SWPPP conditions and cooperate with city inspectors to reduce pollutant runoff from construction sites. The city goal is to reduce the number of violations by teaching contractors to properly install BMPs prior to construction; therefore, all contractors will be provided the current SWPPP flow chart for required actions upon receipt of permit.
10. At least once per year, licensed contractors will be mailed an educational document. Topics for the educational document may include, but are not limited to, the following topics:
 - a. Sediment control after natural vegetation is removed
 - b. Discarded building materials/Construction material debris disposal
 - c. Construction worker debris management
 - d. Concrete truck washout
 - e. Street Tracking
 - f. Chemical storage and usage
 - g. Sanitary waste at the construction site
11. Solicit the public’s assistance reporting any construction site storm water violations. Education and reporting information shall be maintained available on the City website and transmitted via Facebook post at least once per year.

Program Element 5: Post Construction Storm Water Management in New Development and Redevelopment

The streets and drainage supervisor is responsible for this program element. City of Gonzales Ordinance Chapter 29 governs this activity https://library.municode.com/la/gonzales/codes/code_of_ordinances?nodetid=COOR_CH28STMADUCOPONSNERE. Post construction storm water management in new development and redevelopment will be accomplished through the following activities:

1. Maintain training for at least four certified inspectors which provide construction site runoff inspections and post construction site inspections.
2. Continue issuing permits for all construction projects including re-development and renovation projects within My Permit Now software. The My Permit Now software is utilized to review site plans and create permits all construction activities in the city limits. MPN software automatically notifies all City supervisors via email of the required plan review and includes a SWPPP plan requirement. Plans are reviewed by the Streets/Drainage Supervisor or Assistant Streets/Drainage Supervisor to ensure the following identified waste products will be managed properly on site:
 - a. Sediment erosion control
 - b. Concrete wash out
 - c. Job site litter
 - d. Construction material debris
 - e. Sanitary waste
3. The City of Gonzales enforces the East Ascension Gravity Drainage District drainage regulations which require all developments to maintain the pre-development runoff rate for a 25-year design storm. Construction permits are not issued unless the drainage design plan meets or exceeds this criteria.
4. The Gonzales Comprehensive Growth Plan (Comp Plan) was adopted in 2016 http://www.gonzalesla.com/wp-content/uploads/2015/09/Gonzales_Comprehensive_Plan_08.24.15_web.pdf The Comprehensive Plan and led to a complete overhaul of the planning, zoning, and development Ordinance for the City, Chapter 22 https://library.municode.com/la/gonzales/codes/code_of_ordinances?nodetid=COOR_CH2222
 - a. The Vision Map on Page 8 of the Comp Plan (linked above) defines sensitive wetland areas labeled as “Natural and Open Spaces” to be protected from development. Pages 55-61 of the Comp Plan describes City land use goals and actions already implemented. This vision map is the guide used when Planning Commissioners consider approval of proposed site plans and new developments.
 - b. The major, existing urban area of Gonzales was rezoned by City Planning Commissioners as the Historic Downtown District in 2017 to encourage redevelopment and infill development. Since this rezoning, the City has finished a major landscape project along LA 44 and seen several redevelopment projects completed with several new ones in the plan review phase.

- c. Residential development codes were revised in 2016 to increase the density allowed. Since the code revision, two multi-family developments are under construction.
 - d. Six public meetings have been held with business stakeholders and developers to encourage developers to support the City's new landscape standards and consider bio-swale designs. The first privately funded bio-swale design is currently under construction along a city roadway, S. Veterans Boulevard. This project is now the showcase and standard for other plans the City reviews and permits. The design techniques used on the Veterans project are discussed and encouraged in every mandatory pre-design meeting, and several developments are planning to incorporate more bio-swales in lieu of traditional drainage designs. The City's goal is to continue promoting these alternative drainage solutions.
5. Continue enforcement of current codes during permitting plan review for re-development and renovations. Redevelopment/renovation site work is required to meet the new City landscape ordinance which was adopted by council February 29, 2016. The City feels the creation of a landscape ordinance was the very first step in implementing more enforceable Post Construction regulations. To view the Ordinance, navigation to the City of Gonzales online code at:
https://library.municode.com/la/gonzales/codes/code_of_ordinances?nodeId=COOR_CH22Z_O_S22-4RUDEST Within the document, landscape regulations can be viewed in Section (22-4)(f). All sites permitted in 2017 were required to construct landscaping which met our ordinance, even in a remodel or build-out of existing building. The new ordinance is already making a noticeable difference throughout the City.
 6. Continue enforcement of current codes during permitting plan review for re-development and renovations. Proper dumpster drainage control is required during redevelopment/renovation if the existing site does not meet City requirements, so modifications to add drainage to City sewer system and proper screening are required before occupancy permits are issued.
 7. Continue implementation of bio-swales and landscaping along existing City Roadways. When development is proposed along existing roadways, developers are required to improve drainage and consider bio-swale construction. The first bio-swale project permitted and began construction in 2018. The City completed the first City funded roadside landscape project in 2018. Due to the uncertainty of private development along existing roadways, the City cannot create a minimum number of bio-swales to be built each year. However, bio-swale design is an encouraged method of satisfying the city drainage requirements for private development.
 8. All structural drainage features privately constructed must submit a maintenance bond or letter of credit to ensure proper maintenance for the first year of operation (as stated in existing Gonzales code Chapter 22 (link above). After 1 year of finished construction, any bio-swale or infrastructure located in public right-of-way is maintained by the City staff. Any infrastructure within a private development is indicated on the final plat filed in the Clerk of Court's office. The plat map identifies the ownership entity of the infrastructure responsible. In new developments, the City executes private infrastructure agreements to ensure ongoing maintenance by the appropriate association representing the overall development. These development agreements are also required by City of Gonzales Chapter 22 code.

Additionally, the City of Gonzales completed an 18 month process including citizen involvement to develop a Gonzales Master Growth Plan. Through a contract with the Center for Planning Excellence (CPEX), the Master Growth Plan was completed and ultimately adopted by the Gonzales City Council in August 2016. Chapter 4 of the final plan involved land use, parks and open space. Conservation zones and protecting bayou rights-of-way are specific goals in the plan. To view the City’s goals and objectives, view the Plan at www.gonzalesla.com and click “Master Growth Plan” at the lower right hand corner of the homepage.

Program Element 6: Pollution Prevention / Good Housekeeping for Municipal Operators

The City of Gonzales DPW Director is responsible for this portion of the program. The goals for this element include:

1. Continue citywide trash pickup every Wednesday. The entire staff has an obligation to ensure good housekeeping practices are implemented and followed. Please see the Illicit Detection and Elimination Section of this report for the tremendous involvement of all DPW staff during weekly clean-up and inspection activities taking place throughout the City.
2. Continue at least one annual training of all City employees related to storm water pollution prevention. Education and training of city employees is a high priority. All administrative employees are required to attend training regarding the Storm Water Management Plan. The handout used to train office personnel is provided to all new office employees during their 90 day probationary period.
3. Maintain drainage infrastructure within the City GIS system. One of the main data files accurately maps all storm drain and sewer facilities. In order to aid all maintenance activities and efficiently manage city owned facilities, accurate GIS data is necessary. This tool aids decision making capability for activities from everyday maintenance and asset management to spill prevention and containment of hazardous materials.
4. Continue routine maintenance practices of each city department to help prevent storm water pollution as shown in the following sections.
5. The drainage department:
 - a. Document the number of work order for pipe, catch basins and drainage channels inspection. Any obstructions are cleaned to ensure positive drainage.
 - b. Document the miles of roadside grass cut on a regular schedule to ensure vegetation does not impede the waterways.
 - c. Document volume of debris cleaned out drainage pipes and catch basins using the vacuum truck.
6. The street maintenance crew:
 - a. Document debris collected during street vacuuming activity. The department sweeps/vacuums streets on a regular basis including three days per week from 5 o'clock to 10 o'clock at night and on Saturdays. The debris is removed by means of a wet sweeper and disposed into a permitted landfill.
 - b. Document number of work orders for roadside debris pick up. Street crew picks up large household debris (electronics, tires, furniture, construction materials, appliance, etc.) from the roadside. All debris is properly disposed in a certified receiving location for the particular item.
7. The building Maintenance department:
 - a. Continue emptying trash cans in all public parks and facilities daily.
 - b. Enforce prohibiting pets from entering public parks and facilities, except the City of Gonzales Dog Park.

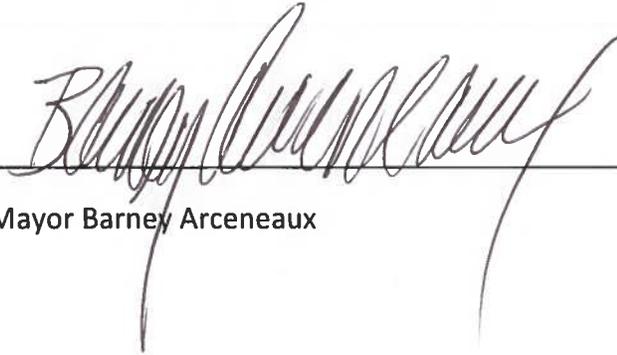
- c. Maintain certification training for at least two certified pesticide/fertilizer applicators at all times. Continuing education is required and obtained for the applicators at least every three years.
 - d. Maintain all chemicals in a secure room at the maintenance department building. All chemicals are always properly labeled and applied.
 - e. Use chemicals and fertilizers per the manufacturers' specifications. The City of Gonzales does not apply fertilizer or chemicals just before a predicted rain event.
8. The wastewater department:
- a. Continue inspection of all grease traps within the city limits at least quarterly. Document inspections and inspection results with any repair actions accomplished.
 - b. Continue inspection of all 50 sewer lift stations daily.
 - c. Continue leak detection as identified by daily lift station inspection. Continue to repair leaks internally or with annual construction contracts.
 - d. Complete the final phase of the DEQ SRF sewer project. This project includes upgrades to the wastewater treatment plant capacity to prevent overflows. The expansion project is under construction and 42% complete.
 - e. Continue annual training for all employees in the division on the procedure for spill cleanup and sanitary sewer overflow procedures. Securing or containing the spill and maintaining public safety is high priority.
9. The fleet maintenance employees:
- a. Continue storing used oil properly. Used oil is hauled to final disposal by US Filter Company.
 - b. Continue proper disposal of used oil filters which are also collected by US Filter for proper disposal.
 - c. Continue disposing all trashed tires collected along roadsides and bayous at a proper disposal location permitted to receive such waste (currently Chabill's Tire).
 - d. Continue checking all vehicles and equipment on a regular basis. Oil changes and inspection occur at least every 3,000 miles per vehicle.
 - e. Maintain a database of every city vehicle or piece of equipment to ensure that all are inspected regularly.

The City of Gonzales does not have a land use category for industrial land uses, so typical activities that trigger and LPDES permit or MSGP are not permitted within the City limits. Although the City of Gonzales Environmental Enhancement Facility does have DEQ Permit Number LA0109576 for Activity Number PER2015003, the receiving water for the discharge from this permitted facility is the Mississippi River which is **NOT** located within the City of Gonzales MS4 limits.

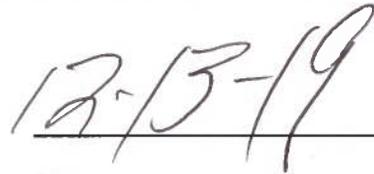
In conclusion, the City of Gonzales completes many activities which help protect the three major waterways in our municipal limits. Employees are trained to continually inspect facilities, handle spills properly, and clean up to prevent pollution from entering the storm water runoff.

Certification

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.



Mayor Barney Arceneaux



Date



City of Gonzales

Operation and Maintenance Program

Reduce and Eliminate Pollutants

Eliminate debris from streets, roads and waterways:

Annual Site Inspection:

Department Supervisor shall inspect all areas of their assigned facility using the Site Inspection Form Provided. Correct any needed items. Document repairs made, and deliver completed forms to City Engineer.



The City of Gonzales Stormwater Management Program

Post Construction Site Inspection Form

Facility Name/Address: _____

Responsible Party Contact phone number and/or email:

Inspection Date/Time: _____

A. General Site Area

- | | | | |
|--|-----|----|-----|
| a. Excessive loose trash/debris | yes | no | n/a |
| b. Excessive landscape waste/yard clippings | yes | no | n/a |
| c. Evidence of oil/chemical accumulation | yes | no | n/a |
| d. Proper disposal area for hazardous wastes (if applicable) | yes | no | n/a |
| e. Evidence of standing water | yes | no | n/a |
| f. Evidence of sand/soil runoff | yes | no | n/a |
| g. Issues or concerns/comments: | | | |

B. Trash Dumpster

- | | | | |
|--|-----|----|-----|
| a. Does dumpster have a lid or cover | yes | no | n/a |
| b. Does dumpster pad have containment | yes | no | n/a |
| c. Does dumpster drain to single inlet or sheet flow | yes | no | n/a |
| d. Issues or concerns/comments: | | | |

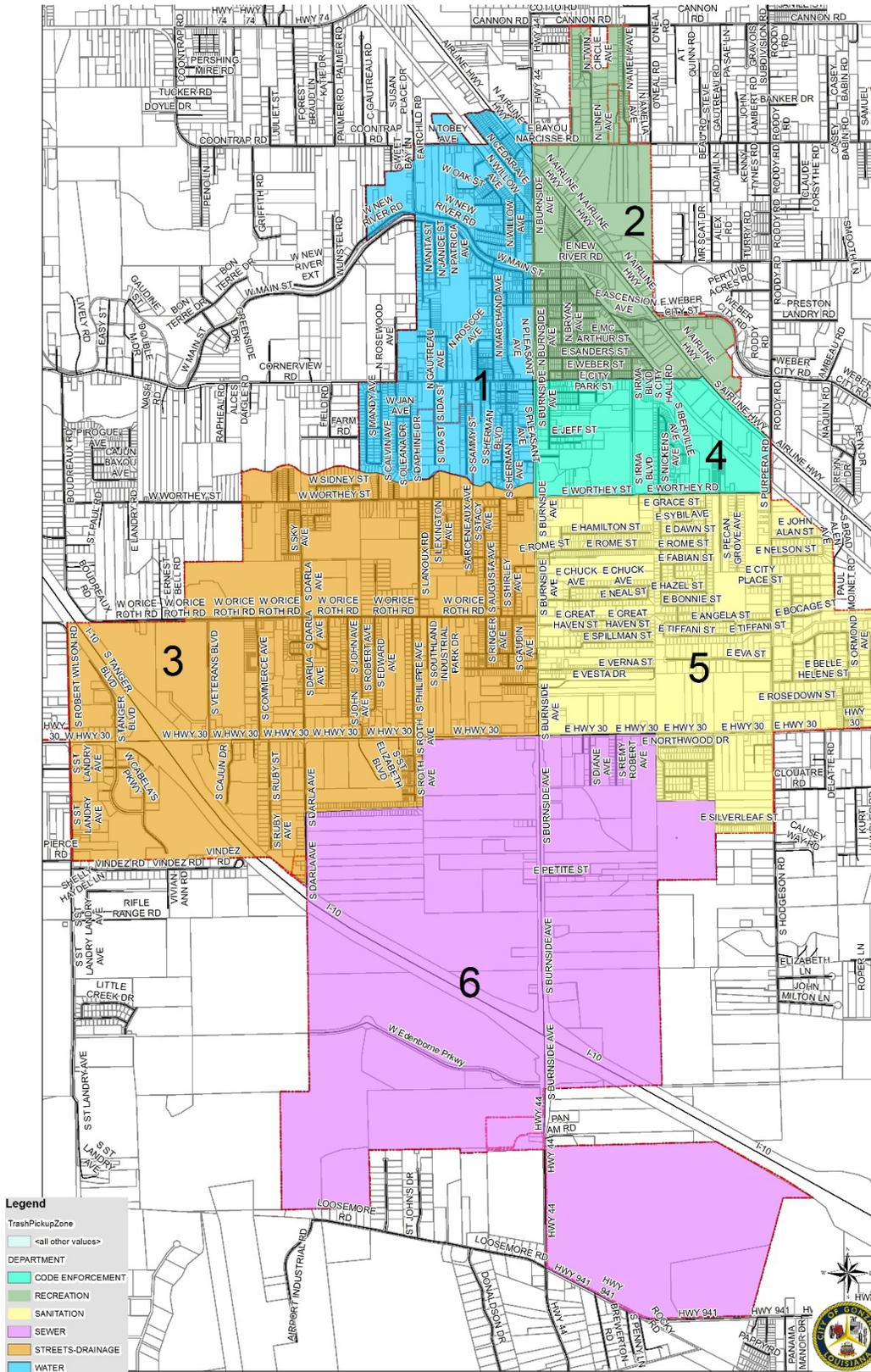
C. Site Drainage Facilities

- | | | | |
|---|-----|----|-----|
| a. Excessive loose trash/debris | yes | no | n/a |
| b. Excessive landscape waste/yard clippings | yes | no | n/a |
| c. Issues or concerns/comments: | | | |

Inspection Completed By: _____

Signature: _____

Weekly City-wide Trash Pick Up:



Every Wednesday starting at 7am and ending no earlier than 8am. Streets/Drainage Employees, Wastewater Employees, Utility Department Employees, Code Enforcement Employees, and Recreation Department Employees report to their assigned trash pick-up zones as mapped. Visually inspect for illicit discharges. Remove all visible debris by bagging items. Dispose of bags to City Hall collection point. Department Supervisors report debris volume to DPW Direction

Daily Ongoing Operations by Department:A. The Drainage Department:

1. Supervisor collect work orders from City Hall for pipe, catch basins and drainage channels inspection and assigns the work to the applicable crew. Crew completes the work order, removes any obstructions to ensure positive drainage. Supervisor inspects finished work, documents actions taken, and returns completed work order to city hall for input into INCODE.
2. Crews maintain roadside grass cutting on a regular rotation determined by the Supervisor. Supervisor inspects to ensure vegetation does not impede the waterways.
3. Supervisor directs drainage crews to clean debris from roadside ditches, drainage pipes and catch basins. Vegetative debris is hauled the permitted site and load tickets are returned to City Engineer. Completed work is documented on the work order by the supervisor and reported via written work order to city hall for input into INCODE.

B. The Streets Department:

1. The street department will sweep/vacuum streets three days per week from 5 o'clock p.m. to 10 o'clock at night and on Saturdays. Streets Supervisor will retain load tickets for sweeping debris disposed into the permitted landfill and return load tickets to City Engineer.
2. Supervisor obtains work order for roadside pickup from City Hall. Supervisor directs grapple truck crews to remove large household debris (electronics, tires, furniture, construction materials, appliance, etc.) from the roadside. All debris is properly disposed in a certified receiving location for the particular item. Supervisor documents completed actions on the work order and returns completed work order to city hall for input into INCODE.

C. The Buildings and Grounds Department:

1. Crews empty trash cans in all public parks and facilities daily, including weekends.
2. Crews inspect parks daily for rule violations. Any violations are reported to the Supervisor or Central Services Director. Senior staff member addresses violation in person or call Gonzales Police Department for assistance.
3. Certified pesticide applicators attend annual continuing education or recertification training as required by state law.
4. Supervisor shall inspect the chemical storage room daily to ensure all chemicals are properly labeled and containers are leak-proof. Any leaks shall be immediately cleaned as described in required pesticide training.
5. Supervisor shall inspect crews to ensure no fertilizers or chemicals are applied before a predicted rain event.

D. The Wastewater Department:

1. Wastewater crews shall inspect all grease traps within the city limits quarterly. Crew shall document the inspection, notify owners of deficiencies with required remediation, and recheck deficient structures on the specified deadline given to the owner. Grease trap inspection logs including any repair actions accomplished shall be provided to the City Engineer.

2. Wastewater staff shall inspect all sewer lift stations daily. Inspections shall look for high levels, generator activity, pump activity, and control panel activity. Any required maintenance or repair shall be reported to the Supervisor for corrective activity to be determined as needed.
 3. Wastewater staff shall inspect for leaks during daily lift station inspection. Any leaks identified shall be reported to the Supervisor who will determine if the repair shall be made with internal force or with a construction contracts.
 4. Annually all employees in the wastewater division are updated on the procedure for spill cleanup and sanitary sewer overflow. A site specific spill prevention plan exists for the wastewater site.
- E. The Fleet Maintenance Department:
1. Maintain a neat and tidy facility disposing of non-hazardous waste in the on-site dumpster.
 2. Store used oil in the used oil bins within the walled containment zone only. Once the used oil container is full, schedule US Filter Company to remove and properly dispose of the material.
 3. Store used oil filters in the oil filter bin identified. Once the used oil filter bin is full, schedule US Filter Company to remove and properly dispose of the filters.
 4. Coordinate with streets crew to haul used tires to proper disposal location permitted to receive such waste (currently Chabill's Tire on Highway 30).
 5. Maintain a database of every city vehicle or piece of equipment. Coordinate regular inspection of tires and oil changes.
 6. DPW Director shall inspect the vehicle GPS report weekly for any "service lights" or alarms. Director will notify the appropriate supervisor of any of his/her fleet that has an active alarm. The Supervisor shall then ensure the identified vehicle is brought to the maintenance barn for inspection and/or repair by internal or external experts.

