

SECTION A-2
PROGRAM MANAGEMENT



FOR THE COUNTY OF ORANGE
AND
THE ORANGE COUNTY FLOOD CONTROL DISTRICT



SECTION A-2, PROGRAM MANAGEMENT

A-2.0 PROGRAM MANAGEMENT

A-2.1 INTRODUCTION

Program management activities conducted by the County to implement the LIP involve the following activities:

- Coordination as the Principal Permittee with 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 County departments to implement the LIP.
- Fiscal analysis in preparing, approving and tracking shared cost budgets and individual cost budgets prepared by the County.
- Data management and compliance reporting based on common practices specified in the DAMP.

This section addresses these issues.

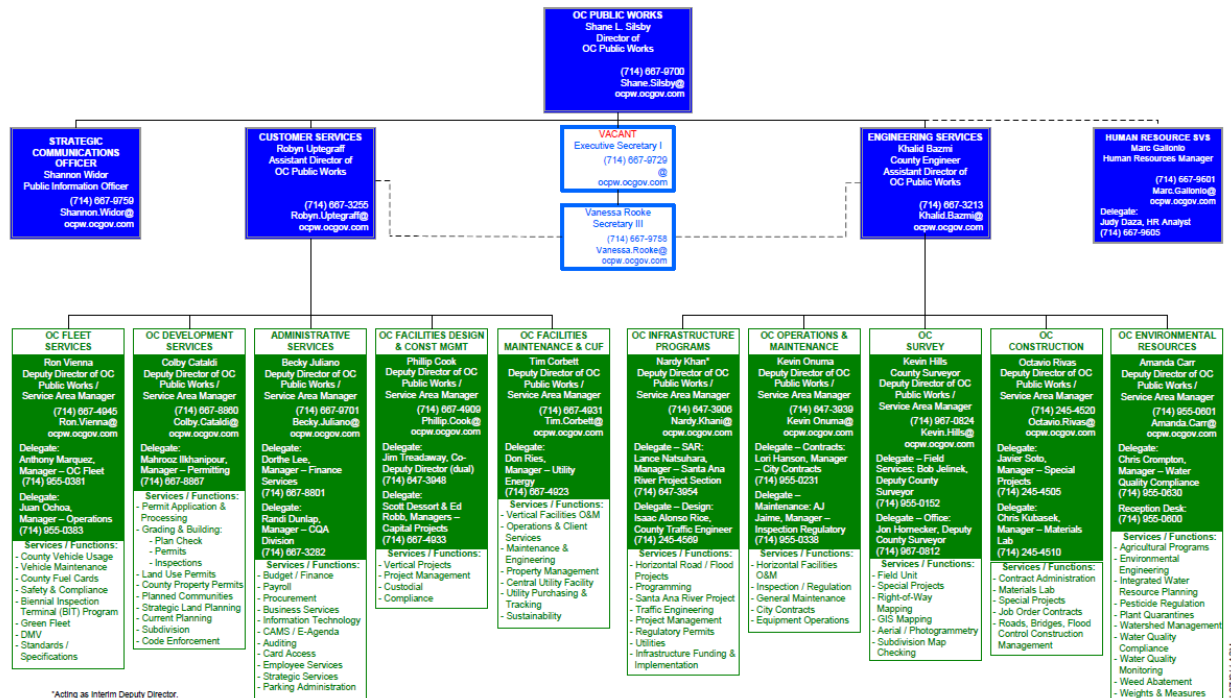
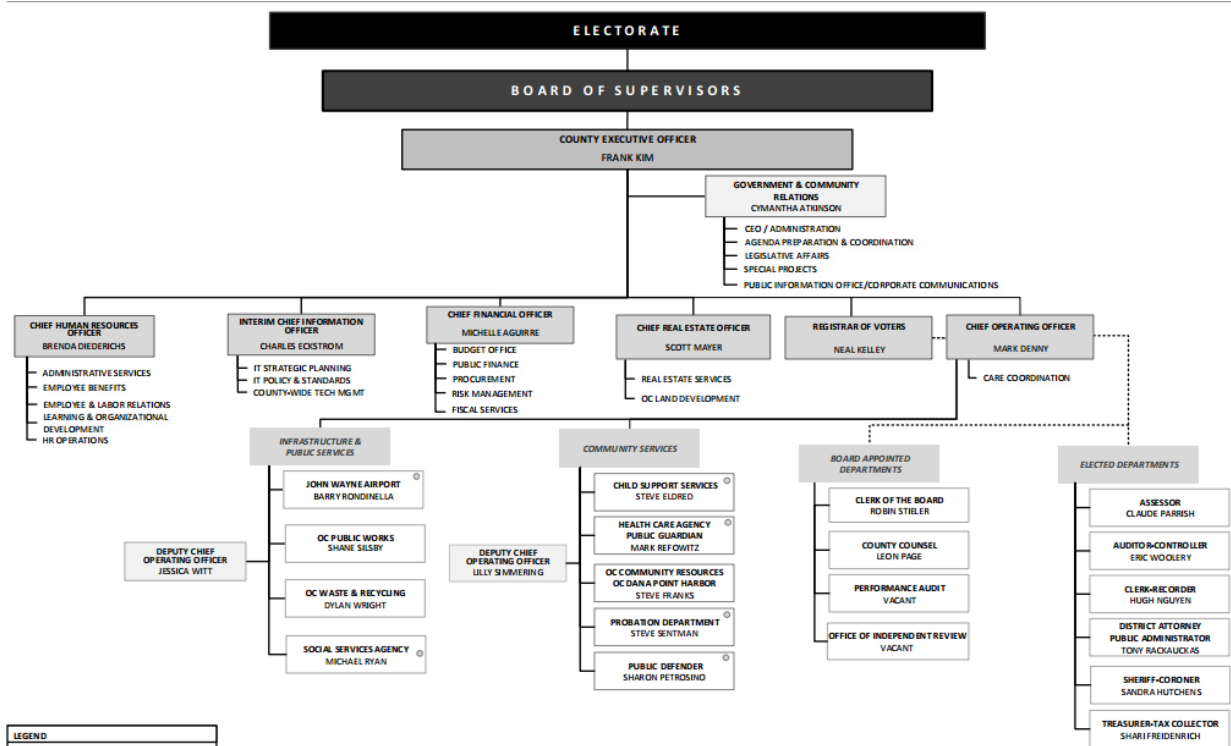
A-2.2 MAJOR MANAGEMENT ACTIVITIES

The County's internal implementation of the Stormwater Program/LIP and related 2003 DAMP programs is managed by OC Environmental Resources, a service area within OC Public Works.



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Figure A-2.1 - County of Orange Organizational Charts





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The following are the primary representatives of the County’s internal stormwater programs:

County of Orange – OC Public Works			
Primary Contact	Kacen Clapper, Chief, Stormwater Compliance		
Service Area - Division	OC Environmental Resources - Water Quality Compliance		
Address	2301 N. Glassell St., Orange 92865		
E-mail Address	kacen.clapper@ocpw.ocgov.com		
Other Service Area Contacts			
	J.T. Yean, Civil Engineer	Edward Frondoso, Admin Manager	Mehdi Sobhani, Admin Manager
Service Area - Division	OC Develop. Services - Building & Safety	OC Construction - Construction Management	OC Infrastructure Programs - Flood Program Support
Address	300 N. Flower St., Santa Ana 92703	1152 E. Fruit St., Santa Ana 92701	300 N. Flower St., Santa Ana 92703
E-mail Address	jung-tsun.yean@ocpw.ocgov.com	edward.frondoso@ocpw.ocgov.com	mehdi.sobhani@ocpw.ocgov.com

A-2.2.1 Management Framework

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 Supervisorial Districts and a representative from the County of Orange.
- *Technical Advisory Committee/Planning Advisory Committee (TAC/PAC)*: serves in a program advisory role to the Permittees and implements policy previously established by the Permittees pertaining to land development. The TAC/PAC is comprised of a City Engineer, or selected representative and a Planning Director or selected representative, from one city in each of the County Supervisorial Districts and a representative from the County of Orange.
- *General Permittee Committee*: provides a countywide forum to update designated representatives from each Permittee on program development.



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- Sub-Committees/Task Forces:
 - Legal/Regulatory Authority Task Force
 - LIP/PEA Committee (formed in the fall of 2003 to oversee program management of the Municipal Activities, New Development/Significant Redevelopment, Construction and Existing Development Programs)
 - Public Education Sub-Committee
 - Permittee Advisory Group
 - Trash and Debris Task Force
 - Water Quality Ordinance Authorized Inspectors Sub-Committee
 - Water Quality Monitoring & Science Task Force

The County participates in all of these committees through the representatives shown in **Table A-2.1**.

Table A-2.1 - County of Orange Participation in Countywide Stormwater Program

Committee/Task Force	Agency	Department/Division	
City Manager Water Quality Committee	OC Public Works	Director, OC Public Works	
TAC		OC Environmental Resources/Water Quality Compliance	
		OC Engineering/OC Infrastructure Programs	
TAC/PAC		OC Environmental Resources/Water Quality Compliance	
		OC Development Services	
PAG		OC Engineering/OC Infrastructure	
		OC Engineering/OC Infrastructure (Flood)	
		OC Engineering/OC Infrastructure (Road)	
		OC Engineering/OC Construction	
		OC Engineering/OC Operations & Maintenance	
		OC Development Services	
		OC Environmental Resources/Water Quality Compliance	
		OC Community Resources	OC Parks
General Permittee Committee		OC Public Works	OC Environmental Resources/Water Quality Compliance
	OC Development Services/OC Communities		



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Committee/Task Force	Agency	Department/Division
		OC Engineering/OC Construction
	OC Community Resources	OC Parks
LIP/PEA Committee	OC Public Works	OC Environmental Resources/Water Quality Compliance
		OC Development Services/OC Communities
		OC Engineering/OC Construction
	OC Community Resources	OC Parks
Legal/Regulatory Authority Task Force	OC Public Works	OC Environmental Resources/Water Quality Compliance
	County Counsel	County Counsel
Public Education Sub-Committee	OC Public Works	OC Environmental Resources/Water Quality Compliance
Authorized Inspectors Sub-Committee	OC Public Works	OC Environmental Resources/Water Quality Compliance
		OC Engineering/OC Construction
		OC Engineering/OC Operations & Maintenance
	OC Community Resources	OC Parks
		OC Dana Point Harbor
Water Quality Monitoring and Science Task Force	OC Public Works	OC Environmental Resources/Water Quality Compliance/Environmental Monitoring
Trash & Debris Task Force		OC Environmental Resources/Water Quality Compliance

County Internal Stormwater Program

The responsibilities of County departments for the internal implementation of Stormwater Program/LIP activities are shown in **Table A-2.2**.



Table A-2.2 – County Internal Stormwater Program Implementation

LIP Section/ Program Element	Agency/ Department	Activity	Responsibility Under 4 th & 5 th Term MS4 Permits/ 2003 DAMP
Section A-2- Program Management	OC Public Works/OC Environmental Resources	Manages LIP and Implementation of County Stormwater Program	Prepares annual compliance reports
			Reviews shared budgets and prepares internal County budgets
			Coordinates with other Permittees for development and implementation of countywide program through 2003 DAMP
			Coordinates/ensures implementation by County departments; administers program
			Responds to phone, e-mail, and other input received by the County on water quality issues and dispatches appropriate personnel; records responses
			Follows up on problems with County compliance
Section A-3 - Plan Development	OC Environmental Resources	Oversees development of 2003 DAMP programs	Coordinates with County departments in the development of new programs and BMP effectiveness studies
Section A-4 - Legal Authority	County Counsel	Certification of adequate legal authority	Review of legal authority/modification of ordinances/ legal certification



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LIP Section/ Program Element	Agency/ Department	Activity	Responsibility Under 4 th & 5 th Term MS4 Permits/ 2003 DAMP
Section A-5 - Municipal Activities	OC Public Works/OC Infrastructure/ OC Survey/OC Operations & Maintenance	Manages storm drain inventory/atlas	Provides Geographic Information System (GIS) updates to storm drain atlas
Section A-5 - Municipal Activities	OC Public Works/OC Infrastructure/OC Operations & Maintenance	Operates and maintains storm drains and flood control facilities	Implements applicable model BMPs, reports actions taken to OC Environmental Resources
			Reports to OC Environmental Resources with changes in flood control maintenance program and facilities
Section A-5 - Municipal Activities	OC Engineering/ OC Operations & Maintenance	Operates and maintains corporate/municipal yards	Implements applicable model BMPs, reports actions taken to OC Environmental Resources
			Reports to OC Environmental Resources with changes in corporate/ municipal yards
Section A-5 - Municipal Activities	OC Engineering/ OC Operations & Maintenance	Maintains catch basin stenciling program	Implements stenciling program, reports actions taken to OC Environmental Resources
			Reports to OC Environmental Resources with changes in stenciling program
Section A-5 - Municipal Activities	OC Community Resources/OC Parks	Operates parks and recreational facilities	Implements applicable model BMPs, reports actions taken to OC Environmental Resources



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LIP Section/ Program Element	Agency/ Department	Activity	Responsibility Under 4 th & 5 th Term MS4 Permits/ 2003 DAMP
			Reports to OC Environmental Resources with changes in parks facilities
Section A-5 - Municipal Activities	OC Community Resources/OC Dana Point Harbor	Operates and maintains Dana Point Harbor, administers tenant leases and management agreements for marinas, hotel, and shopping center	Implements applicable model BMPs, reports actions taken to OC Environmental Resources
Section A-5 - Municipal Activities	Sheriff-Coroner Department	Operates and maintains Sheriff facilities	Implements applicable model BMPs, reports actions taken to OC Environmental Resources
			Reports to OC Environmental Resources with changes in sheriff's facilities
Section A-5 - Municipal Activities	OC Community Resources/OC Public Libraries	Operates and maintains County library facilities	Implements applicable model BMPs, reports actions taken to OC Environmental Resources
			Reports to OC Environmental Resources with changes in library facilities
Section A-5 - Municipal Activities	Social Services Agency	Operates and maintains Social Service Agency facilities	Implements applicable model BMPs, reports actions taken to OC Environmental Resources
			Reports to OC Environmental Resources with changes in Social Service's facilities
Section A-5 - Municipal Activities	Probation Department	Operates and maintains Probation Department facilities	Implements applicable model BMPs, reports actions taken to OC Environmental Resources



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LIP Section/ Program Element	Agency/ Department	Activity	Responsibility Under 4 th & 5 th Term MS4 Permits/ 2003 DAMP
			Reports to OC Environmental Resources with changes in Probation's facilities
Section A-5 - Municipal Activities	OC Public Works/OC Facilities	Operates and maintains public parking facilities	Implements applicable model BMPs, reports actions taken to OC Environmental Resources
			Updates OC Environmental Resources with changes in parking facilities operated
Section A-5 - Municipal Activities	John Wayne Airport	Operates and maintains John Wayne Airport, administers tenant leases and management agreements for airlines and vendors	Implements applicable model BMPs, reports actions taken to OC Environmental Resources
Section A-5 - Municipal Activities	OC Public Works/OC Facilities	Maintains OC Public Works facilities and other department facilities as requested	Implements applicable model BMPs, reports actions taken to OC Environmental Resources
			Updates OC Environmental Resources with changes to County-owned facilities
Section A-5 - Municipal Activities	OC Public Works/OC Fleet Services	Manages and maintains County vehicle programs	Implements applicable model BMPs, reports actions taken to OC Environmental Resources
			Updates OC Environmental Resources with changes to County vehicle programs
Section A-5 - Municipal Activities	OC Public Works/OC Operations & Maintenance	Manages and implements street sweeping	Implements applicable model BMPs, reports actions taken to OC Environmental Resources
			Updates OC Environmental Resources with changes to street sweeping



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LIP Section/ Program Element	Agency/ Department	Activity	Responsibility Under 4 th & 5 th Term MS4 Permits/ 2003 DAMP
Section A-5 - Municipal Activities	All County Agencies and Departments	Manage and implement Integrated Pest Management Program	Implements applicable model BMPs, reports actions taken to OC Environmental Resources
			Updates OC Environmental Resources with changes to pesticide and fertilizer programs
Section A-5 - Municipal Activities	All County Agencies and Departments	Manage and implement landscape maintenance programs including lakes	Implements applicable model BMPs, reports actions taken to OC Environmental Resources
			Updates OC Environmental Resources with changes to landscape maintenance programs
Section A-5 - Municipal Activities	OC Waste & Recycling	Manages and implements waste recycling and litter control programs	Implements applicable model BMPs, reports actions taken to OC Environmental Resources
			Updates OC Environmental Resources with changes to waste recycling and litter control programs
Section A-6 - Public Education	OC Public Works/ OC Environmental Resources	Manages education/outreach program	Attends public meetings on water quality issues
			Provides training and guidance materials to public and County staff
			Disseminates information in the unincorporated County
			Develops County versions of countywide education materials as appropriate
			Participates in multiple outreach events each year



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LIP Section/ Program Element	Agency/ Department	Activity	Responsibility Under 4 th & 5 th Term MS4 Permits/ 2003 DAMP
Section A-6 - Public Education	OC Public Works/OC Development Services		Provides program information to public and businesses at County counters.
	OC Community Resources/OC Parks		
	OC Community Resources/OC Public Libraries		
	OC Community Resources/OC Animal Control		
Section A-6 - Public Education	OC Community Resources/OC Dana Point Harbor		Provides program information to restaurants, businesses and boaters, implements Clean Marina Program
Section A-6 - Public Education	Health Care Agency		Provides program information to restaurants
Section A-7 - New Development	OC Public Works/OC Development Services	Administers implementation of Stormwater Program related to new development/ redevelopment projects	Ensures compliance with requirements for new development and significant redevelopment projects.
		Manages General Plan	Reviews the General Plan for water quality protection
		Manages environmental planning review	Implements use of CEQA checklist to review water quality issues on proposed projects
			Reviews development for water quality issues
	OC Public Works/OC Development Services	Processes building/grading permits	Advises applicants of water quality requirements



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LIP Section/ Program Element	Agency/ Department	Activity	Responsibility Under 4 th & 5 th Term MS4 Permits/ 2003 DAMP
			Verifies plan compliance with water quality requirements
			Coordinates with OC Environmental Resources for project tracking and inspection of water quality requirements
	OC Public Works/ OC Infrastructure	Manages public works projects	Verifies plan compliance with water quality requirements in public works projects
	OC Public Works/OC Infrastructure/ OC Construction		
			Coordinates with OC Environmental Resources for project tracking and inspection of water quality requirements in public works projects
Section A-8 - Construction	OC Community Resources/OC Dana Point Harbor	Manages the Dana Point Harbor Revitalization Plan	Verifies plan compliance with water quality requirements
	OC Public Works/OC Development Services	Processes building/grading permits	Advises applicants of water quality requirements
			Verifies plan and NOI compliance with water quality requirements, reports actions taken to OC Environmental Resources
		Manages oversight of construction site inventory and prioritization	Inventories, prioritizes and maps construction sites



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LIP Section/ Program Element	Agency/ Department	Activity	Responsibility Under 4 th & 5 th Term MS4 Permits/ 2003 DAMP
		Manages NPDES inspections at construction sites	Implement inspections, requires corrective actions to be taken, reports actions taken to OC Environmental Resources
	OC public Works/OC Infrastructure/ OC Construction OC Public Works/OC Facilities-Design & Construction	Manages public works projects and Capital Improvement Projects (CIP)	Verifies plan compliance with water quality requirements in public works projects and CIPs
			Coordinates project tracking and inspection of water quality requirements in public works projects and CIPs, reports actions taken to OC Environmental Resources
Section A-9 - Existing Development	OC Public Works/OC Environmental Resources	Manages oversight of the commercial, industrial, residential inspection program	Inventories, prioritizes and maps facilities
			Implement inspections, require corrective actions to be taken, report actions taken to OC Environmental Resources
		Interacts with businesses and the public	Provides information to industrial and commercial businesses and the public
Section A-9 - Existing Development	OC Community Resources/OC Dana Point Harbor	Operates and maintains Dana Point Harbor, administers tenant leases and management agreements for marinas, hotel, and shopping center	Implements applicable model BMPs, inspects commercial businesses for stormwater compliance, reports actions taken to OC Environmental Resources



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LIP Section/ Program Element	Agency/ Department	Activity	Responsibility Under 4 th & 5 th Term MS4 Permits/ 2003 DAMP
Section A-9 - Existing Development	John Wayne Airport	Operates and maintains John Wayne Airport, administers tenant leases and management agreements for airlines and vendors	Implements applicable model BMPs, reports actions taken to OC Environmental Resources
Section A-9 - Existing Development	OC Public Works/OC Development Services	Code Enforcement	Responsible for code enforcement in unincorporated County areas
Section A-9 - Existing Development	OC Community Resources/OC Animal Control	Issues licenses for commercial animal boarding facilities	Inspects commercial animal boarding facilities
Section A-10 - ID/IC	OC Public Works/OC Environmental Resources	Coordinates and manages County ID/IC program	See Section A-10 of the County's LIP for a description of ID/IC responsibilities
Section A-11 - Water Quality Monitoring	OC Public Works/OC Environmental Resources	Manages countywide water quality program	Initiate follow up through ID/IC program for problems identified through the water quality monitoring program
		Manage industrial monitoring	Require industrial monitoring pursuant to 2003 DAMP protocol
Section A-12 - Watersheds	OC Public Works/OC Environmental Resources	Coordinates countywide activities on a Watershed basis.	Develop watershed documents, Appendix D of 2003 DAMP

A-2.2.2 Agreement for Program Implementation

An Implementation Agreement among the 36 Permittees defines the roles, responsibilities, and cost sharing formulas governing the program.

A-2.2.3 NPDES Permit Responsibilities

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. The County is responsible for the management of storm drain systems within its jurisdictions and is:



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- Implementing management programs, monitoring programs, implementation plans and all BMPs outlined in the DAMP/LIP within its jurisdiction, and taking any other actions as may be necessary to meet the MEP standard.
- Coordinating among their internal departments and agencies, as appropriate, to facilitate the implementation of this order and the DAMP/LIP.
- Establishing and maintaining adequate legal authority, as required by the Federal Storm Water Regulations.
- Conducting storm drain system inspections and maintenance in accordance with the criteria developed by the Principal Permittee.
- Taking appropriate enforcement actions for illicit discharges to the MS4 systems owned or controlled by the County.

Additional activities include, but are not limited to, the following:

- Participating in the General Permittee Committee comprised of the Principal Permittee and one representative of each Permittee.
- Reviewing, approving, implementing, and commenting on all plans, strategies, management programs, and monitoring programs, as developed by the Principal Permittee or any Permittee subcommittee to comply with this order.
- Pursuing enforcement actions as necessary to ensure compliance with the stormwater management programs, ordinances and implementation plans, including physical elimination of undocumented connections and illicit discharges to drainage systems owned or controlled by the Permittees.
- Conducting and coordinating with the Principal Permittee any surveys and characterizations needed to identify pollutant sources and drainage areas.
- Submitting storm drain system maps, including any periodic revisions, with each annual report.
- Responding to emergency situations, such as accidental spills, leaks, illicit discharges, illicit connections, etc., to prevent or reduce the discharge of pollutants to storm drain systems and Waters of the US.
- Preparing and submitting all required reports to the Principal Permittee in a timely manner.
- Reviewing, approving and commenting on budgets, plans, strategies, management programs and monitoring programs developed by the Principal Permittee, subcommittees or task forces.



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A-2.2.4 NPDES Reporting Requirements

Santa Ana Region Reporting Requirements

Appendix C of the DAMP now forms the reporting and program assessment component and reflects the format of the DAMP. The reporting format and requirements for the information to be collected and submitted within **Appendix C** supports preparation of an Annual Progress Report that comprises:

- A review of the status of program implementation and compliance (or non-compliance) with the Permit;
- An assessment of the effectiveness of control measures established under the illicit discharge elimination program and the Drainage Area Management Plan;
- An assessment of control measures and their effectiveness in addressing pollutants causing or contributing to an exceedance of water quality objectives in receiving waters that are on the 303(d) list of impaired waters;
- An overall program assessment that may be based on the California Stormwater Quality Association May 2007 guidance for assessing program activities at the various outcome levels or other methodology;
- A plan and schedule to address program modifications and improvements identified during the program assessment;
- A summary and analysis of monitoring results from the previous year and any changes to the monitoring program for the following year;
- A unified fiscal accountability analysis;
- A draft workplan which describes the proposed implementation of the DAMP for next fiscal year;
- Major changes in any previously submitted plans/policies; and
- An assessment of the Permittees compliance status with the Receiving Water Limitations, including any proposed modifications to the DAMP if the Receiving Water Limitations are not fully achieved.

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 County will be coordinating with the Principal Permittee and other Permittees to develop common data management and tracking tools.

San Diego Region Reporting Requirements



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The Copermittees for each Watershed Management Area must submit a Water Quality Improvement Plan Annual Report. The annual reporting periods consist of two different periods: July 1 through June 30 for the jurisdictional runoff management programs (JRMP), and October 1 through September 30 for the monitoring and assessment programs. OC Public Works/Water Quality Compliance generates an individual JRMP Annual Report which covers implementation of the county's jurisdictional activities during the previous annual reporting period. OC Public Works/Environmental Monitoring generates the annual report associated with the County's monitoring and assessment programs.

As the Principal Copermittee is responsible for collecting and assembling each Copermittee's individual JRMP Annual Report and submitting a Unified JRMP Annual Report to the Regional Board.

A-2.2.5 Fiscal Analysis

Effective programs require adequate funding to implement planned activities. Since the adoption of the permits, the County has provided funding for the countywide shared-cost budget and jurisdictional compliance activities. The County uses the reporting format shown in **Tables A-2.3, A-2.4 and A-2.5** to report on capital, operations and maintenance and funding sources in the annual program effectiveness assessment.



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Table A-2.3 - Fiscal Analysis for County Capital Costs

LIP Program Elements		FY 20__ - __ Costs	Projected FY 20__ - __ Costs
Public Project - BMPs	BMPs, Retrofits, Facilities Constructed as a Component of Some Other Facility	<This information will be provided annually in Section C-2 of Appendix C.>	<This information will be provided annually in Section C-2 of Appendix C.>
Construction BMPs for Public Construction Projects	Cost for Water Quality BMPs Used During Construction		
Other Capital Projects/Major Equipment Purchases	Capital Improvements Related to the Program that are not Strictly BMPs and Costs for Purchase of Major Equipment		
Totals			



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Table A-2.4 - Fiscal Analysis for County Operations and Maintenance Costs

LIP Program Elements		FY 20__-__ Costs	Projected FY 20__-__ Costs
Supportive of Program Administration (LIP Section 2.0)	Meetings/Committees	This information will be provided annually in Section C-2 of Appendix C.	This information will be provided annually in Section C-2 of Appendix C.
	Administrative/Reporting		
Plan Development (LIP Sec. 3.0)	New Program Development/BMP Effectiveness Studies		
Municipal Activities (LIP Section 5.0)	Litter Control		
	Household Hazardous Waste Collection/Recycling		
	Drainage Facility Maintenance		
	Catch Basin Stenciling		
	Street Sweeping		
	Environmental Performance Reporting Program		
	Public Property & Street Chemical Spill Response		
	Pesticide & Fertilizer Management		
	BMPs Incorporated into Public Work Capital Projects		
Public Information (LIP Sec. 6.0)	Nonpoint Source Pollution Awareness		
	Household Hazardous Waste Collection		
New Development/Significant Redevelopment (LIP Sec.A-7.0)	Requiring New Development BMPs (Supportive of Planning, etc.)		
Construction (LIP Section A-8.0)	Requiring Construction BMPs (Supportive of Plan Check & Inspection) - Private		
	Requiring Construction BMPs (Supportive of Plan Check & Inspection) - Public		
Existing Development (LIP Section A-9.0)	Industrial/Commercial Facility Inspections		
Illegal Discharges/Illicit Connections (LIP Sec. A-10.0)	Illicit Connection Inspections		
	Illegal Discharge Investigations, Spill Response		
County Contribution to Countywide Program	County Contribution to Cost Share, Permit Costs		
Totals			



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Table A-2.5 - Fiscal Analysis for County Funding Sources

DAMP FUNDING SOURCES	FUNDING PERCENTAGES	
	FISCAL YEAR	FISCAL YEAR
GENERAL FUND	This information will be collected annually in Section C-2 of Appendix C.	This information will be collected annually in Section C-2 of Appendix C.
UTILITY TAX/CHARGES		
SEPARATE UTILITY BILLING ITEM		
GAS TAX		
SPECIAL DISTRICT FUND		
OTHERS (Specify) Sanitation Fee Benefit assessment Fleet Maintenance Fund Community Services District Water Fund Sewer & Storm Drain Maintenance Fee		
TOTALS		