

Instructions on Filling out the Western WA Phase II Permit Annual Report Form--Excel worksheet version

1. Complete all TABS in the worksheet: (1) Permittee Information; (2) Certification; (3) ANNUAL REPORT (Section VI); (4) Info Collection (Section VII-A); (5) Info Collection (Section VII-B); (6) Info Collection (Section VII-C); and (7) Info Collection (Section VII-D).
2. The Certification form/TAB must be signed and certified by the responsible official(s). All TABS (except the INSTRUCTIONS) must be printed out and mailed to Ecology.
3. Answer every question. Use the *Comments* and *Attachment* fields only when necessary to provide additional information.
4. Type in a 0 (zero) in the # field of the ANNUAL REPORT tab if no activity has occurred. Do not leave the field blank. Do not type in NA (not applicable).
5. Do not add text to shaded fields.
6. Use the following tables to guide filling out the Y/N/NA field. The NA response is only available for certain questions. See below.
7. Save your completed Annual Report and email the Excel worksheet PLUS attachments to: PH2_WAnnRpt@ecy.wa.gov. **Ecology cannot accept incomplete or partially completed Annual Report forms.**

For questions in the ANNUAL REPORT and INFO COLLECTION tabs, select the category below that best describes your program's implementation status for the reporting year.	If your answer is "YES"...	If your answer is "NO"...
Did you <u>fully</u> meet the permit requirement <u>by</u> the deadline noted in the permit?	Mark <u>Y</u> in the Y/N/NA field. You may choose to provide additional detail about activities from the previous year in the <i>Comments</i> field.	Mark <u>N</u> in the Y/N/NA field. Provide following information in <i>Comments</i> field: "reasons why, corrective steps taken and proposed, and expected dates that the deadline will be met." [See S9.E.2.d for full description of required additional information.]
Did you <u>fully</u> meet the permit requirement <u>in advance of</u> the permit deadline?	Mark <u>Y</u> in the Y/N/NA field. You may choose to note in <i>Comments</i> that this requirement has been met ahead of the permit deadline.	Mark <u>N</u> in the Y/N/NA field if you have not fully met this requirement and note in <i>Comments</i> that the requirement deadline is not yet due.

For those questions that accept an NA (not applicable) response...

<i>For questions 87-92 in Section VI and questions 1-4 in Section VII, Part D:</i> If this question does not apply to you...	Mark NA in the Y/N/NA field. Note in the <i>Comments</i> field that the requirement does not apply.
<i>For questions 1-6 in Section VII, Part B:</i> If you are not yet implementing BMPs for a component of the SWMP...	Mark NA in the Y/N/NA field. Note in the <i>Comments</i> field that you are not yet implementing this SWMP component.

REMINDER: Proceed to the **Permittee Information (I-III) tab next.**

I. Permittee Information	
Permittee Name City of Des Moines	Permittee Coverage Number WAR04-5511
Contact Name Loren Reinhold, P.E.	Phone Number 206-870-6524
Mailing Address 21650 11th Avenue S	
City Des Moines	State Zip + 4 WA 98198-6398
Email Address lreinhold@desmoineswa.gov	

II. Regulated Small MS4 Location										
Jurisdiction Des Moines	<table border="1"> <tr> <td colspan="3">Entity Type: Check the box that applies</td> </tr> <tr> <td>County</td> <td>City/Town</td> <td>Other</td> </tr> <tr> <td></td> <td style="text-align: center;">X</td> <td></td> </tr> </table>	Entity Type: Check the box that applies			County	City/Town	Other		X	
Entity Type: Check the box that applies										
County	City/Town	Other								
	X									
Major Receiving Water(s) Puget Sound; Green River										

III. Relying on another Governmental Entity	
<p>If you are relying on another governmental entity to satisfy one or more of the permit obligations, list the entity and briefly describe the permit obligation(s) they are implementing on your behalf below. <i>Attach a copy of your agreement with the other entity to provide additional detail.</i></p>	
Name of Entity:	Permit Obligation(s):

IV. Certification

All annual reports must be signed and certified by the responsible official(s) of permittee or co-permittees. Please print and sign this page of the reporting form and mail it (with an original signature) to Ecology at the address noted below. An electronic signature will not suffice.

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 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 willful violations.

Name _____ Title _____ Date _____

Name _____ Title _____ Date _____

Name _____ Title _____ Date _____

Name _____ Title _____ Date _____

Name _____ Title _____ Date _____

PLEASE label any information in attachments with corresponding question numbers.

NOTE: Items that have future compliance dates must still be answered to indicate status.

NOTE: Some [bracketed language] is included to provide clarification or to address errors.

PLEASE indicate reporting year and your jurisdiction in Line 1, above.

PLEASE refer to the INSTRUCTIONS tab for assistance filling out this table.

PLEASE review your work for completeness and accuracy. Save this worksheet as you go!

Question	Y/N/ NA	#	Comments (50 word limit)	Name of Attachment & Page #, if applicable
1. Attached annual written update of Permittee's Stormwater Management Program (SWMP), including applicable requirements under S5.A.2 and S9?	Y		SWMP is attached.	City of Des Moines Stormwater Management Program
2. Attached a copy of any annexations, incorporations or boundary changes resulting in an increase or decrease in the Permittee's geographic area of permit coverage during the reporting period, and implications for the SWMP as per S9.E.3?	N		No changes in geographic area of permit coverage.	
3. Implemented an ongoing program for gathering, tracking, maintaining, and using information to evaluate SWMP development, implementation and permit compliance and to set priorities? (S5.A.3)	N		Deadline is not yet due. Program will be initiated upon hiring a NPDES Permit Coordinator.	
4. Began tracking costs or estimated costs of the development and implementation of the SWMP? (Required no later than January 1, 2009, S5.A.3.a)	N		Total costs are tracked at this point. Costs will be tracked on each component of the SWMP no later than 1/1/2009. Deadline is not yet due.	
5. SWMP includes an education program aimed at residents, businesses, industries, elected officials, policy makers, planning staff and other employees of the Permittee? (S5.C.1)	Y			

Question	Y/N/NA	#	Comments (50 word limit)	Name of Attachment & Page #, if applicable	
6.	Distributed appropriate information to target audiences identified in the area served by the MS4? (<i>Required</i> by February 15, 2009, S5.C.1.a)	Y		Met ahead of permit deadline. Next reporting period will be focused on target audiences not yet achieved.	
6b.	Please mark a Y next to audiences targeted in Y/N/NA box:				
i	General Public	Y			
ii	Home-based business	Y			
iii	Elected officials	Y			
iv	Developers				
v	Contractors				
vi	Permittee Employees				
vii	Residents	Y			
viii	Businesses	Y			
ix	Policy makers	Y			
x	Engineers				
xi	Property managers	Y			
xii	Homeowners	Y			
xiii	Mobile businesses				
xiv	Industries				
xv	Landscapers				
xvi	Planning Staff				
7.	Tracked the types of public education and outreach activities implemented? (<i>Required</i> by February 15, 2009, S5.C.1.b and S5.A.3.b)	N		Activities will be tracked once NPDES Permit Coordinator is hired. Deadline is not yet due.	
7b.	Number of activities implemented:		0	Activities implemented but not tracked.	
8.	Measured the understanding and adoption of the targeted behaviors among targeted audiences? (<i>Required</i> by February 15, 2009, S5.C.1.b)	N		Deadline is not yet due.	

Question	Y/N/ NA	#	Comments (50 word limit)	Name of Attachment & Page #, if applicable
9. Provided opportunities for the public to participate in the decision making processes involving the development, implementation and updates of the Permittee's SWMP? <i>(Required by February 15, 2008, S5.C.2.a)</i>	N		Will be made available on the City website for viewing and comment/input upon completion of being updated. Deadline is not yet due.	
10. Developed and implemented a process for public involvement and consideration of public comments on the SWMP? <i>(Required by February 15, 2008, S5.C.2.a)</i>	N		Will be made available on the City website for viewing and comment/input upon completion of being updated. Deadline is not yet due.	
11. Made the most current version of the SWMP available to the public? (S5.C.2.b)	N		Will post the SWMP upon completion of being updated.	
12. Posted the SWMP on your website? (S5.C.2.b)	N		Will post the SWMP upon completion of being updated.	
12b. NOTE website address in <i>Attachment</i> field:	Y		www.desmoineswa.gov	
13. Initiated or implemented an ongoing program to detect and remove illicit connections and illegal discharges into the Permittee's MS4? <i>(Required August 19, 2011, S5.C.3)</i>	N		Deadline is not yet due.	
14. Developed and currently maintain a map of your MS4? <i>(Required by February 15, 2011, S5.C.3.a)</i>	Y		Map 80% complete. Deadline is not yet due.	
14b. <i>[Initiated a program to develop and maintain a map of all connections to the MS4 authorized or allowed by the Permittee after the Permit effective date? (S5.C.3.a.ii)]</i>	N		Once map is complete, information after the effective date will be added. Deadline is not yet due.	

Question	Y/N/ NA	#	Comments (50 word limit)	Name of Attachment & Page #, if applicable
15. Map shows the location of all known municipal separate storm sewer outfalls, receiving waters and structural stormwater BMPs owned, operated, or maintained by the Permittee? <i>(Required by February 15, 2011, S5.C.3.a.i)</i>	Y		Met ahead of permit deadline.	
16. Map shows all storm sewer outfalls with a 24 inch nominal diameter or larger, or an equivalent cross-sectional area for non-pipe systems and includes tributary conveyances, associated drainage areas and land use? <i>(Required by February 15, 2011, S5.C.3.a.i)</i>	Y		Met ahead of permit deadline.	
17. Map shows geographic areas served by the Permittee's MS4 that do not discharge stormwater to surface waters? <i>(Required by February 15, 2011, S5.C.3.a.iii)</i>	N		Infiltration facilities are shown but geographic areas are not shown. Deadline not yet due.	
18. Map has been made available upon request? <i>(S5.C.3.a.iv)</i>	Y			
19. Developed and implemented regulatory actions necessary to effectively prohibit non-stormwater, illegal discharges, and/or dumping into the Permittee's MS4? <i>(Required by August 15, 2009, S5.C.3.b)</i>	Y		Des Moines Municipal Code 18.86.340. Met ahead of permit schedule.	See SWMP
20. Developed and implemented an ongoing program to detect and address non-stormwater discharges, spills, illicit connections and illegal dumping into the Permittee's MS4? <i>(Required by August 19, 2011, S5.C.3.c)</i>	N		Deadline not yet due.	

Question	Y/N/ NA	#	Comments (50 word limit)	Name of Attachment & Page #, if applicable
21. Developed procedures for locating priority areas likely to have illicit discharges, including at a minimum: evaluating land uses and associated business/industrial activities present; areas where complaints have been registered in the past; and areas with storage of large quantities of materials that could result in spills? (<i>Required</i> by August 19, 2011, S5.C.3.c.i)	N		Deadline not yet due.	
22. Implemented field assessment activities, including visual inspection of priority outfalls identified during dry weather, and for the purposes of verifying outfall locations, identified previously unknown outfalls, and detected illicit discharges? (<i>Required</i> by August 19, 2011, S5.C.3.c.ii)	N		Deadline not yet due.	
23. Prioritized receiving waters for visual inspection? (<i>Required</i> by February 15, 2010, S5.C.3.c.ii)	N		Deadline not yet due.	
24. Conducted field assessments for three high priority water bodies? (<i>Required</i> by February 15, 2011, S5.C.3.c.ii)	N		Deadline not yet due.	
25. Conducted field assessments on at least one high priority water body? (<i>Required</i> annually after February 15, 2011, S5.C.3.c.ii)	N		Deadline not yet due.	

Question	Y/N/ NA	#	Comments (50 word limit)	Name of Attachment & Page #, if applicable
26. Developed and implemented procedures for characterizing the nature of, and potential public or environmental threat posed by, any illicit discharges found by or reported to the Permittee? (<i>Required</i> by August 19, 2011, S5.C.3.c.iii)	N		Deadline not yet due.	
27. Developed and implemented procedures for tracing the source of an illicit discharge; including visual inspections, and when necessary, opening manholes, using mobile cameras, collecting and analyzing water samples, and/or other detailed inspection procedures? (<i>Required</i> by August 19, 2011, S5.C.3.c.iv)	N		Deadline not yet due.	
28. Developed and implemented procedures for removing the source of the discharge, including notification of appropriate authorities; notification of the property owner; technical assistance for eliminating the discharge; follow-up inspections; and escalating enforcement and legal actions if the discharge is not eliminated? (<i>Required</i> by August 19, 2011, S5.C.3.c.v.)	N		Deadline not yet due.	
29. Informed public employees, businesses, and the general public of hazards associated with illegal discharges and improper disposal of waste? (<i>Required</i> by August 19, 2011, S5.C.3.d)	Y		Using City newsletter and website. Met ahead of permit schedule.	
30. Distributed appropriate information to target audiences identified pursuant to S5.C.1? (<i>Required</i> by August 19, 2011, S5.C.3.d.i)	N		Deadline not yet due.	

Question	Y/N/ NA	#	Comments (50 word limit)	Name of Attachment & Page #, if applicable
31. Publicized a hotline or other local telephone number for public reporting of spills and other illicit discharges? <i>(Required by February 15, 2009, S5.C.3.d.ii)</i>	Y		Public is informed to contact the Public Works Department at the provided number. Telephone number is publicized on the city's website. Met ahead of deadline schedule.	
31b. Number of calls received:		6		
31c. Number of follow-up actions taken:		6		
32. Tracked the number and type of spills? <i>(Required by August 19, 2011, S5.C.3.e)</i>	Y		Met ahead of permit deadline.	
32b. Number of spills:		5		
33. Tracked the number of illicit discharges identified? <i>(Required by August 19, 2011, S5.C.3.e)</i>	N		Record kept. Not formally tracked. Deadline not yet due.	
33b. Number of illicit discharges identified:		0		
34. Tracked the number inspections made for illicit connections? <i>(Required by August 19, 2011, S5.C.3.e)</i>	N		Record kept. Not formally tracked. Deadline not yet due.	
34b. Number of inspections:		0		
35. Received feedback from [IDDE] public education efforts? <i>(Required by August 19, 2011, S5.C.3.e)</i>	N		Deadline not yet due.	
36. Attached report on [IDDE] public education efforts? <i>(Required by August 19, 2011, S5.C.3.d, S5.C.3.e)</i>	N		Deadline not yet due.	
37. Municipal field staff responsible for identification, investigation, termination, cleanup, and reporting of illicit discharges, improper disposal and illicit connections are trained to conduct these activities? <i>(Required by August 15, 2009, S5.C.3.f.i)</i>	N		Deadline not yet due.	
37b. Number of trainings provided:		0		
37c. Number of staff trained:		0		

Question	Y/N/ NA	#	Comments (50 word limit)	Name of Attachment & Page #, if applicable	
38	Provided follow-up training as needed to address changes in procedures, techniques or requirements? (<i>Required</i> by August 15, 2009, S5.C.3.f.i)	N		Deadline not yet due.	
38b.	Number of trainings provided:		0		
38c.	Number of staff trained:		0		
39	Developed and implemented an ongoing training program on the identification of an illicit discharge/connection, and on the proper procedures for reporting and responding to the illicit discharge/ connection for all municipal field staff, which, as part of their normal job responsibilities, might come into contact with or otherwise observe an illicit discharge or illicit connection to the storm sewer system? (<i>Required</i> by February 15, 2010, S5.C.3.f.ii.)	N		Task will be assigned to the city NPDES coordinator. Deadline not yet due.	
39b.	Number of trainings provided:		0		
39c.	Number of staff trained:		0		
40	Developed, implemented and enforced a program to reduce pollutants in stormwater runoff to a regulated small MS4 from new development, redevelopment and construction site activities? (<i>Required</i> by August 15, 2009, S5.C.4)	Y		Met ahead of permit schedule.	

Question	Y/N/ NA	#	Comments (50 word limit)	Name of Attachment & Page #, if applicable
41 Applied stormwater runoff program to all sites that disturb a land area 1 acre or greater, including projects less than one acre that are part of a larger common plan of the development or sale? (<i>Required by August 15, 2009, S5.C.4</i>)	Y		Met ahead of permit schedule.	
42 Applied stormwater runoff program to private and public development, including roads? (<i>Required by August 15, 2009, S5.C.4</i>)	Y		Met ahead of permit schedule.	
43 Applied the Technical Thresholds in Appendix 1 to all sites 1 acre or greater, including projects less than one acre that are part of a larger common plan of the development or sale? (<i>Required by August 15, 2009, S5.C.4</i>)	Y		The city uses the 2005 King County Manual as its standards, which are equivalent to the Technical Thresholds. Met ahead of permit schedule.	
44 Adopted and implemented regulatory mechanism (such as an ordinance) necessary to address run-off from new development, redevelopment and construction site activities? (<i>Required by August 15, 2009, S5.C.4.a</i>)	Y		Des Moines Municipal Code 18.86.330 referencing the 2005 King County Surface Water Design Manual.	
45 Retained existing local requirements to apply stormwater controls at smaller sites or at lower thresholds than required pursuant to S5.C.4?	Y			

Question	Y/N/ NA	#	Comments (50 word limit)	Name of Attachment & Page #, if applicable	
46	The ordinance or other enforceable mechanism includes the minimum requirements, technical thresholds, and definitions in Appendix 1 (or an equivalent approved by Ecology under the NPDES Phase I Municipal Stormwater Permit) for new development, redevelopment, and construction sites? (<i>Required</i> by August 15, 2009, S5.C.4.a.i)	Y			
47	The ordinance or other enforceable mechanism includes exceptions and variance criteria equivalent to those in Appendix 1? (<i>Required</i> by August 15, 2009, S5.C.4.a.i., and Section 6 of Appendix 1)	Y			
48	Were exceptions or variances to the minimum requirements in Appendix 1 granted? (<i>Required</i> by August 15, 2009, S5.C.4.a.i., and Section 6 of Appendix 1)	N			
48b.	If so, how many were granted?		0		

Question	Y/N/ NA	#	Comments (50 word limit)	Name of Attachment & Page #, if applicable	
49	The ordinance or other enforceable mechanism includes a site planning process and BMP selection and design criteria that, when used to implement the minimum requirements in Appendix 1 (or equivalent approved by Ecology under the Phase I Permit) will protect water quality, reduce the discharge of pollutants to the maximum extent practicable and satisfy the State requirement under Chapter 90.48 RCW to apply all known, available and reasonable methods of prevention, control and treatment (AKART) prior to discharge? (<i>Required</i> by August 15, 2009, S5.C.4.a.ii)	Y		The city has adopted by reference the 2005 King County Manual as its standards, which are equivalent to the Technical Thresholds. Met ahead of permit schedule.	
49b.	Cite documentation to meet this requirement in <i>Attachment</i> field:			Des Moines Municipal Code.	DMMC 18.86.330
50	The ordinance or other enforceable mechanism provides the legal authority, through the approval process for new development, to inspect private stormwater facilities that discharge to the Permittee's MS4? (<i>Required</i> by August 15, 2009, S5.C.4.a.iii)	Y		Met ahead of permit deadline.	DMMC 11.08.050

Question	Y/N/ NA	#	Comments (50 word limit)	Name of Attachment & Page #, if applicable
51 The ordinance or other enforceable mechanism allows non-structural preventive actions and source reduction approaches such as Low Impact Development (LID) Techniques to minimize the creation of impervious surfaces and minimize the disturbance of native soils and vegetation? (<i>Required</i> by August 15, 2009, S5.C.4.a.iv)	Y		Des Moines Municipal Code 18.86.330 references the 2005 King County Surface Water Design Manual. This manual includes provisions for using LID techniques; however, at this time although the City allows the use of LID when it can be demonstrated as practical the city does not actively promote the use LID methods.	DMMC 18.86.330
52 If the ordinance or regulatory mechanism allows construction sites to apply the Erosivity Waiver in Appendix 1, Minimum Requirement #2, does it include appropriate, escalating enforcement sanctions for construction sites that provide notice to the Permittee of their intention to apply the waiver but do not meet the requirements (including timeframe restrictions, limits on activities that result in non-stormwater discharges, and implementation of appropriate BMPs to prevent violations of water quality standards) to qualify for the waiver? (If waiver is allowed, the qualification is <i>required</i> by August 15, 2009, S5.C.4.a.v)	N		Construction sites are not allowed an erosivity waiver.	
53 Developed and implemented a permitting process to address runoff from new development, redevelopment and construction site activities with plan review, inspection, and enforcement capability? (<i>Required</i> by August 15, 2009, S5.C.4.b)	Y		Met ahead of permit deadline.	

Question	Y/N/ NA	#	Comments (50 word limit)	Name of Attachment & Page #, if applicable
54 Applied permitting process to all sites that disturb a land area 1 acre or greater, including projects less than one acre that are part of a larger common plan of the development or sale? <i>(Required by August 15, 2009, S5.C.4.b)</i>	Y		Met ahead of permit deadline.	
55 Reviewed Stormwater Site Plans for new development and redevelopment projects? <i>(Required by August 15, 2009, S5.C.4.b.i)</i>	Y		Met ahead of permit deadline.	
55b. Number of site plans reviewed during the reporting period:		27	Number includes commercial and new residential. Additions over 500 sq feet are reviewed but not tracked.	
56 Inspected, prior to clearing and construction, all known development sites that have a high potential for sediment transport as determined through plan review based on definitions and requirements in Appendix 7 Determining Construction Site Sediment Potential? <i>(Required by August 15, 2009, S5.C.4.b.ii)</i>	Y		Met ahead of permit deadline.	
56b. Number of [qualifying] sites inspected [prior to clearing and construction] during the reporting period:		0	Not tracked during this reporting period. Will be tracked prior to permit deadline.	
57 Inspected construction-phase stormwater controls at all known permitted development sites during construction to verify proper installation and maintenance of required erosion and sediment controls? <i>(Required by August 15, 2009, S5.C.4.b.iii)</i>	Y		Met ahead of permit deadline.	

Question	Y/N/ NA	#	Comments (50 word limit)	Name of Attachment & Page #, if applicable
57b. Number of sites inspected during [the construction phase for] the reporting period:		0	Not tracked during this reporting period. Will be tracked prior to permit deadline.	
58. Enforced as necessary based on the inspection at new development and redevelopment projects? (Required by August 15, 2009, S5.C.4.b.iii)	Y		Met ahead of permit deadline.	
58b. Number of enforcement actions taken during the reporting period:		0	Not tracked during this reporting period. Will be tracked prior to permit deadline.	
59. Inspected [qualifying] permitted development sites upon completion of construction and prior to final approval or occupancy to ensure proper installation of permanent stormwater controls such as stormwater facilities and structural BMPs? (Required by August 15, 2009, S5.C.4.b.iv and v)	Y		Met ahead of permit deadline.	
59b. Number of [qualifying] sites known during the reporting period:		0	Not tracked during this reporting period. Will be tracked prior to permit deadline.	
59c. Number of [qualifying] sites inspected during the reporting period:		0	Not tracked during this reporting period. Will be tracked prior to permit deadline.	
60. Verified a maintenance plan is completed and responsibility for maintenance is assigned [for qualifying projects]? (Required by August 15, 2009, S5.C.4.b.iv)	N		Deadline not yet due.	
61. Enforced [regulations] as necessary based on the inspection? (Required by August 15, 2009, S5.C.4.b.iv)	N		Deadline not yet due.	
61b. Number of enforcement actions taken during the reporting period:		0	Deadline not yet due.	

Question	Y/N/ NA	#	Comments (50 word limit)	Name of Attachment & Page #, if applicable
62 Developed and implemented an enforcement strategy to respond to issues of non-compliance [with the regulations for qualifying projects]? (Required by August 15, 2009, S5.C.4.b.vi)	Y		Met ahead of permit deadline.	
63 Did the Permittee choose to allow construction sites to apply the Erosivity Waiver in Appendix 1, Minimum Requirement #2? (S5.C.4.b.vii)	N		Erosivity waiver not allowed.	
63b. If yes, how many waivers were allowed ?		0		
64 Developed and implemented a long-term operation and maintenance (O&M) program for post-construction stormwater facilities and BMPs? (Required by August 15, 2009, S5.C.4.c)	N		Deadline not yet due.	
65 Adopted an ordinance or other regulatory mechanism that clearly identifies the party responsible for maintenance, requires inspection of facilities and establishes enforcement procedures? (Required by August 15, 2009, S5.C.4.c.i)	N		Deadline not yet due.	
66 Inspected post-construction stormwater controls, including structural BMPs, at new development and redevelopment projects? (Required by August 15, 2009, S5.C.4.c)	N		Deadline not yet due.	
66b. Number of sites inspected during the reporting period:		0	Deadline not yet due.	
66c. Number of structural BMPs inspected during the reporting period:		0	Deadline not yet due.	
66d. Number of enforcement actions taken during the reporting period:		0	Deadline not yet due.	

Question	Y/N/ NA	#	Comments (50 word limit)	Name of Attachment & Page #, if applicable
67 Established maintenance standards that are as protective, or more protective, of facility function as those specified in Chapter 4 of Volume V of the 2005 Stormwater Management Manual for Western Washington? (Required by August 15, 2009, S5.C.4.c.ii)	Y		The city has adopted the 2005 King County Surface Water Design Manual for maintenance standards. Met ahead of permit deadline.	
68 Performed timely maintenance as per S5.C.4.c.ii? (Required by August 15, 2009, S5.C.4.c.ii)	N		Deadline not yet due.	
68b. Attached documentation of any maintenance delays. (Required by August 15, 2009, S5.C.4.c.ii)	N		Deadline not yet due.	
69 Annually inspected all stormwater treatment and flow control facilities (other than catch basins) permitted by the Permittee according to S5.C.4.b. unless there are maintenance records to justify a different frequency? (Required by August 15, 2009, S5.C.4.c.iii)	N		Deadline not yet due.	
70 If using reduced inspection frequency, Attached documentation as per S5.C.4.c.iii? (Required by August 15, 2009, S5.C.4.c.iii)	N		Deadline not yet due. Regular inspections in accordance with c.ii will be implemented no later than 8/15/2009.	

Question	Y/N/ NA	#	Comments (50 word limit)	Name of Attachment & Page #, if applicable
71 Inspected all new stormwater treatment and flow control facilities owned or operated, including catch basins, for new residential developments that are a part of a larger common plan of development or sale, every 6 months during the period of heaviest house construction (i.e., 1 to 2 years following subdivision approval) to identify maintenance needs and enforce compliance with maintenance standards as needed? (<i>Required</i> by August 15, 2009, S5.C.4.c.iv)	N		Deadline not yet due. Regular inspections in accordance with c.iv will be implemented no later than 8/15/2009.	
71b. Number of facilities inspected during the reporting period:		0	Deadline not yet due. Regular inspections in accordance with c.iv will be implemented no later than 8/15/2009.	
72 Implemented a procedure for keeping records of inspections and enforcement actions by staff, including inspection reports, warning letters, notices of violations, other enforcement records, maintenance inspections and maintenance activities? (<i>Required</i> by August 15, 2009, S5.C.4.d)	Y		Met ahead of permit deadline.	
73 Provided copies of the Notice of Intent for Construction Activity and Notice of Intent for Industrial Activity to representatives of proposed new development and redevelopment? (S5.C.4.e)	Y		The city enforces local ordinances controlling runoff from sites that are also covered by stormwater permits by Ecology.	

Question	Y/N/ NA	#	Comments (50 word limit)	Name of Attachment & Page #, if applicable
74 All staff responsible for implementing the program to control stormwater runoff from new development, redevelopment, and construction sites, including permitting, plan review, construction site inspections, and enforcement were trained to conduct these activities? (<i>Required</i> by August 15, 2009, S5.C.4.f)	Y		Met ahead of permit deadline.	
74b. Number of trainings provided:		1		
74c. Number of staff trained:		3		
75 Developed and implemented an operations and maintenance (O&M) program that includes a training component and has the ultimate goal of preventing or reducing pollutant runoff from municipal operations? (<i>Required</i> by February 15, 2010, S5.C.5)	N		Deadline not yet due. Once hired, the NPDES Permit Coordinator will develop and implement the municipal O&M program.	
76 Adopted maintenance standards as protective, or more protective, of facility function as those specified in Chapter 4 of Volume V of the 2005 Stormwater Management Manual for Western Washington ? (<i>Required</i> by February 15, 2010, S5.C.5.a)	Y		The city has adopted the 2005 King County Surface Water Design Manual for maintenance standards. Met ahead of permit deadline.	
77 Performed timely maintenance as per S5.C.5.a.ii? (<i>Required</i> by February 15, 2010, S5.C.5.a.ii)	N		Deadline not yet due.	
77b. Attached documentation of any maintenance delays. (<i>Required</i> by February 15, 2010, S5.C.5.a.ii)	N		Deadline not yet due.	

Question	Y/N/ NA	#	Comments (50 word limit)	Name of Attachment & Page #, if applicable
78	N		Deadline not yet due. Regular inspection and maintenance in accordance with c.iii will be implemented no later than 2/15/2010.	
78b.		63	Number indicates public facilities only.	
78c.		0	Number of facilities inspected not yet tracked.	
79	N		Deadline not yet due.	
80	Y			
80b.		0	Number of facilities spot checked after storms not yet tracked.	
80c.		0	Number of facilities inspected following storms not yet tracked.	
81	Y		Each catch basin is inspected and cleaned once every 3 years. A tracking system will be implemented no later than 2/15/2010.	
81b.		3400	Estimated	
81c.		1100	Estimated	
81d.		1100	Estimated	

Question	Y/N/ NA	#	Comments (50 word limit)	Name of Attachment & Page #, if applicable
82 Established and implemented practices to reduce stormwater impacts associated with runoff from streets, parking lots, roads or highways owned or maintained by the Permittee, and road maintenance activities conducted by the Permittee? (<i>Required by February 15, 2010, S5.C.5.f</i>)	Y		The City utilizes the established practices of the Washington State Department of Transportation BMP Manual for road maintenance activities. Met ahead of deadline schedule.	
83 Established and implemented policies and procedures to reduce pollutants in discharges from all lands owned or maintained by the Permittee and subject to this Permit, including but not limited to: parks, open space, road right-of-way, maintenance yards, and stormwater treatment and flow control facilities? (<i>Required by February 15, 2010, S5.C.5.g</i>)	N		Deadline not yet due.	
84 Initiated or implemented an operations and maintenance (O&M) program that includes a training component and has the ultimate goal of preventing or reducing pollutant runoff from municipal operations? (<i>Required by February 15, 2010, S5.C.5.h.</i>)	N		Deadline not yet due.	
84b. Number of trainings provided:		0		
84c. Number of staff trained:		0		

Question	Y/N/ NA	#	Comments (50 word limit)	Name of Attachment & Page #, if applicable
85 Initiated or implemented a Stormwater Pollution Prevention Plan (SWPPP) for all heavy equipment maintenance or storage yards, and material storage facilities owned or operated by the Permittee in areas subject to this Permit that are not required to have coverage under the Industrial Stormwater General Permit? (<i>Required by February 15, 2010, S5.C.5.i</i>)	N		Deadline not yet due. A SWPPP will be developed for all municipal maintenance and storage facilities once a NPDES Coordinator is hired.	
86 Is there an approved Total Maximum Daily Load (TMDL) applicable to stormwater discharges from a MS4s owned or operated by the Permittee?	N		No applicable TMDL in this reporting period.	
87 Complied with the specific requirements identified in Appendix 2? (S7.A)	NA		Does not apply.	
88 Attached status report of TMDL implementation? (S7.A)	NA		Does not apply.	
89 Where monitoring was required in Appendix 2, did you conduct the monitoring according to a Quality Assurance Project Plan? (S7.A)	NA		Does not apply.	
90 Took appropriate action to correct or minimize the threat to human health or the environment or otherwise stop or correct the condition of any instances of non-compliance with any of the terms and conditions of this Permit, including discharges from the Permittee's MS4 which may cause a threat to human health or the environment? (G20 and S4.F)	NA		Does not apply.	

Question	Y/N/ NA	#	Comments (50 word limit)	Name of Attachment & Page #, if applicable	
90b.	[Attached a summary of the status of implementation of any actions taken pursuant to S4.F and any information from an assessment and evaluation procedures collected during the reporting period. (S4.F.2.d)]	NA		No actions were taken pursuant to S4.F	
91	Notified Ecology of the failure to comply with the permit terms and conditions within 30 days of becoming aware of the non-compliance? (G20 and S4.F)	NA		Does not apply.	
92	Notified Ecology immediately in cases where the Permittee becomes aware of a discharge from the Permittees MS4 which may cause or contribute to an eminent threat to human health or the environment? (G20 and S4.F)	NA		No cases reported.	

VII. Information Collection, BMP Evaluation, and Monitoring

Complete Part A for all annual reports.

NOTE: Please note in Row 1 of the table if you have no information to report.

NOTE: Please limit your entries to 255 characters per cell. You may include additional information in your Supplemental Documentation attachment and reference it below with the page number.

A. Information Collection

Briefly describe any stormwater monitoring, studies, or type of information collected and analyzed during the reporting period. (S8.B.1)	Who/how to contact for additional information?
1. None to report.	
2.	
3.	
4.	
5.	
6.	

VII. Information Collection, BMP Evaluation, and Monitoring

Complete Part B for all annual reports.

B. SWMP Evaluation

You are required to assess the appropriateness of the BMPs you have selected to implement your SWMP. This evaluation is necessary to evaluate whether the MEP standard set by the permit is protective of water quality in your receiving water bodies. This assessment may be entirely qualitative. Select “NA” if you are not yet implementing BMPs for a component of the SWMP. (S8.B.2., and S9)

Question	Y/N/NA	Comments (50 word limit)
1. Are the BMPs selected and implemented for Public Outreach appropriate to minimize pollutants in the MS4 to the MEP?	NA	We have implemented the Public Outreach component but effectiveness needs to be determined. Deadline not yet due.
2. Are the BMPs selected and implemented for Public Involvement appropriate to minimize pollutants in the MS4 to the MEP?	NA	We have implemented the Public Involvement component but effectiveness needs to be determined. Deadline not yet due.
3. Are the BMPs selected and implemented for Illicit Discharge Detection and Elimination appropriate to minimize pollutants in the MS4 to the MEP?	NA	
4. Are the BMPs selected and implemented for Construction Stormwater Pollution Prevention appropriate to minimize pollutants in the MS4 to the MEP?	Y	Construction sites are inspected during storm events and corrections made as necessary to minimize pollutants.
5. Are the BMPs selected and implemented for Post-Construction Runoff Management appropriate to minimize pollutants in the MS4 to the MEP?	NA	
6. Are the BMPs selected and implemented for Good Housekeeping for Municipal Operations appropriate to minimize pollutants in the MS4 to the MEP?	NA	

VII. Information Collection, BMP Evaluation, and Monitoring

Complete Part C for all annual reports.

C. Changes in BMPs or objectives (S8.B)

If any of the BMPs or objectives is being changed, list the old BMP and objective, the new BMP and objective, and a justification for the change below. (S8.B.2., and S9)

NOTE: You may choose to attach additional documentation justifying Changes in BMPs or objectives. Note such attachments in the *Justification for change* field.

	Old BMP	Old Objective	New BMP	New Objective	Justification for Change
1	None to report				
2					
3					
4					
5					
6					
7					

VII. Information Collection, BMP Evaluation, and Monitoring

D. Preparation for future, long-term monitoring

Complete section D for the fourth annual report only.

Question	Y/N/NA	Comments (50 word limit)	Name of Attachment? Page Number?
1. Identified outfalls or conveyances for long-term stormwater monitoring?			
1b. Attach site maps and descriptions. (S8.C.2.a)			
2. Identified at least two questions for SWMP effectiveness monitoring and developed monitoring plans? (S8.C.2.b)			
2b. Attach the proposed questions and monitoring plans for SWMP effectiveness monitoring.			
3. Monitoring plan developed for each question? (S8.C.1.b.iii)			
3b. Attach a copy of the monitoring plan.			
4. Identified sites in preparation for future, long-term monitoring? (S8.C.1.a., and S8.C.2.b)			
4b. Attach a summary of the status of site identification for long-term stormwater monitoring; proposed questions for SWMP effectiveness monitoring; and status of developing the SWMP effectiveness monitoring plans.			