

## Instructions on Filling out the Western WA Phase II Municipal Stormwater Permit Annual Report Form

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. For questions asking for a number, type in a 0 (zero) in the # field of the ANNUAL REPORT tab if no activity has occurred. Do not leave the field blank.
5. Do not add text to shaded fields.
6. Use the following tables to guide filling out the Y/N/NA field. See below.
7. Save your completed Annual Report and email the Excel worksheet PLUS attachments to: [PH2\\_WAnnRpt@ecy.wa.gov](mailto:PH2_WAnnRpt@ecy.wa.gov). **Ecology cannot accept incomplete or partially completed Annual Report forms.**

<b>If you met the permit requirement by the deadline in the permit...</b>	<p>Mark <b>Y</b> in the Y/N/NA field.</p>
<b>If you did not meet the permit requirement by the deadline in the permit.....</b>	<p>Mark <b>N</b> in the Y/N/NA field.</p> <p>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.]</p>
<b>If the permit requirement does not apply to you or is not yet due.....</b>	<p>Mark <b>NA</b> in the Y/N/NA field.</p> <p>You may note in the <i>Comments</i> field if the requirement is not yet due.</p>

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

<b>I. Permittee Information</b>	
<b>Permittee Name</b> City of Des Moines	<b>Permittee Coverage Number</b> WAR04-5511
<b>Contact Name</b> Ruth Famurewa	<b>Phone Number</b> 206-870-6869
<b>Mailing Address</b> 21650 11th Avenue	
<b>City</b> Des Moines	<b>State</b> <b>Zip + 4</b> WA                      98198
<b>Email Address</b> rfamurewa@desmoineswa.gov	

<b>II. Regulated Small MS4 Location</b>							
<b>Jurisdiction</b> Des Moines	<b>Entity Type: Check the box that applies</b>						
	<table border="1"> <thead> <tr> <th>County</th> <th>City/Town</th> <th>Other</th> </tr> </thead> <tbody> <tr> <td></td> <td>X</td> <td></td> </tr> </tbody> </table>	County	City/Town	Other		X	
County	City/Town	Other					
	X						
<b>Major Receiving Water(s)</b> Puget Sound, and Green River							

<b>III. Relying on another Governmental Entity</b>	
<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>	
<b>Name of Entity:</b>	<b>Permit Obligation(s):</b>

## 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 Loren Reinhold Title \_\_\_\_\_ Date \_\_\_\_\_

Name Ruth Famurewa Title NPDES Coordinator Date \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

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

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

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

NOTE: Highlighted questions indicate permit requirements that are due for calendar year 2008.

NOTE: For clarification on how to answer questions, place cursor over cells with red flags.

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. <b>Attached</b> annual written update of Permittee's Stormwater Management Program (SWMP), including applicable requirements under S5.A.2 and S9?	Y		Updated SWMP report is attached	City of Des Moines Surface Water Management Report
2. <b>Attached</b> 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?	NA		No annexations occurred in our jurisdiction in the last 12 months.	
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)	Y		We have a system developed that tracks estimated cost of program, maintenance, and inspection.	
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)	Y		Met ahead of permit deadline. Currently keeping tracks of inspections, maintenance, and type of public education activities conducted during year 2008.	City of Des Moines Surface Water Management Report, page 3.

Question		Y/N/NA	#	Comments (50 word limit)	Name of Attachment & Page #, if applicable
5.	SWMP includes an education program aimed at residents, businesses, industries, elected officials, policy makers, planning staff and other employees of the Permittee? ( <i>Required to begin</i> by February 15, 2009, S5.C.1)	Y		The program is in progress and will continue through next year -2009- to broaden our public education within municipal employees and general public.	City of Des Moines Surface Water Management Report.
6.	Distributed appropriate information to target audiences identified in the area served by the MS4? ( <i>Required to begin</i> by February 15, 2009, S5.C.1.a)	Y		City's web site and City Currents have been the major ways of sharing information to target audiences.	City of Des Moines Surface Water Management Report.
6b.	Please mark a <b>Y</b> next to audiences targeted in Y/N/NA box:	Y			
i	General Public	Y			
ii	Home-based business	Y		Such as carpet cleaner.	
iii	Elected officials	Y			
iv	Developers	Y			
v	Contractors	Y			
vi	Permittee Employees	Y			
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	Y			
xvi	Planning Staff	Y			
7.	Tracked the types of public education and outreach activities implemented. ( <i>Required to begin</i> by February 15, 2009, S5.C.1.c)	Y		Keeping track of public outreach; met head of deadline.	

Question		Y/N/ NA	#	Comments (50 word limit)	Name of Attachment & Page #, if applicable
7b.	Number of activities implemented:	Y	1	Invasive Weeds WorkShop	
8.	Measured the understanding and adoption of the targeted behaviors among targeted audiences. ( <i>Required to begin</i> by February 15, 2009, S5.C.1.b)	NA		Will begin tracking this year 2009	
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</i> by February 15, 2008, S5.C.2.a)	Y		Our Public involvement mechanism includes; SWMP's public comment, through a Council Committee, and public-volunteers. The Council committee acts in an advisory capacity to the director on matters concerning surface and stormwater management. The committee also helps in reviewing documents and advise or make recommendations to the full City Council regarding matters as financing, ordinances and policy.	
10.	Developed and implemented a process for public involvement and consideration of public comments on the SWMP? ( <i>Required</i> by February 15, 2008, S5.C.2.a)	Y		Ongoing program; SWMP is now available on our web site for public comments and input.	
11.	Made the most current version of the SWMP available to the public. (S5.C.2.b)	Y		We will continue to post updated SWMP upon changes. For information visit: <a href="http://www.desmoinesmail.com/webpdf/SWMP/Desmoines_SWMP.pdf">http://www.desmoinesmail.com/webpdf/SWMP/Desmoines_SWMP.pdf</a>	
12.	Posted the SWMP and latest annual report on your website. (S5.C.2.b)	Y		Will post by March 3, 2009	
12b.	NOTE website address in <i>Attachment</i> field:	Y		<a href="http://www.desmoinesmail.com/webpdf/SWMP/Desmoines_SWMP.pdf">http://www.desmoinesmail.com/webpdf/SWMP/Desmoines_SWMP.pdf</a>	
13.	Initiated or implemented an ongoing program to detect and remove illicit connections and illegal discharges into the Permittee's MS4? ( <i>Required</i> August 19, 2011, S5.C.3)	NA		Funding in place to begin inspection program in 2009. Deadline is not due.	
14.	Developed and currently maintain a map of your MS4? ( <i>Required</i> by February 15, 2011, S5.C.3.a)	NA		Map is 90% completed. Converting map to GIS in 2009. Deadline is not yet due.	

Question	Y/N/ NA	#	Comments (50 word limit)	Name of Attachment & Page #, if applicable
14b. 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)	NA		Program is under development. Deadline is not yet due.	
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</i> by February 15, 2011, S5.C.3.a.i)	NA		Deadline is not yet due.	
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</i> by February 15, 2011, S5.C.3.a.i)	NA		Deadline is not yet due.	
17. Map shows geographic areas served by the Permittee's MS4 that do not discharge stormwater to surface waters? ( <i>Required</i> by February 15, 2011, S5.C.3.a.iii)	NA		Deadline is not yet due.	
18. Map has been made available upon request? (S5.C.3.a.iv)	NA		This program is under development. Deadline is not yet due.	
19. Developed and implemented regulatory actions necessary to effectively prohibit non-stormwater, illegal discharges, and/or dumping into the Permittee's MS4? ( <i>Required</i> by August 15, 2009, S5.C.3.b)	NA		Process to adopt equivalent thresholds is underway.	

Question		Y/N/ NA	#	Comments (50 word limit)	Name of Attachment & Page #, if applicable
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>	Y		Draft Spill Response manual prepared. This manual will help city employees to handle spills and illegal dumpings activities. For detail see SWMP. This is not yet due	SWMP
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 by August 19, 2011, S5.C.3.c.i)</i>	NA		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 by August 19, 2011, S5.C.3.c.ii)</i>	NA		Is not yet due	
23.	Prioritized receiving waters for visual inspection? <i>(Required by February 15, 2010, S5.C.3.c.ii)</i>	NA		Have inspection program but moving toward permit requirement	
24.	Conducted field assessments for three high priority water bodies? <i>(Required by February 15, 2011, S5.C.3.c.ii)</i>	NA		Deadline Is not yet due	

Question		Y/N/NA	#	Comments (50 word limit)	Name of Attachment & Page #, if applicable
25.	Conducted field assessments on at least one high priority water body? ( <i>Required</i> annually <b>after</b> February 15, 2011, S5.C.3.c.ii)	NA		Deadline is not yet due	
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)	NA		Deadline is 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)	Y		Program is fully developed. Met ahead of deadline	
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.)	Y		Have inspection program but moving toward permit requirement.	
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		City's web site and City Currents have been the major ways of sharing information.	

Question		Y/N/NA	#	Comments (50 word limit)	Name of Attachment & Page #, if applicable
30.	Distributed appropriate information to target audiences identified pursuant to S5.C.1? <i>(Required by August 19, 2011, S5.C.3.d.i)</i>	NA			
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		206-255-5612	
31b.	Number of hotline calls received:		0	We begin tracking this year.	
31c.	Number of follow-up actions taken in response to calls:		0		
32	Tracked the number and type of spills? <i>(Required by August 19, 2011, S5.C.3.e)</i>	Y			
32b.	Number of spills:		3		
33	Tracked the number of illicit discharges identified? <i>(Required by August 19, 2011, S5.C.3.e)</i>	Y			
33b.	Number of illicit discharges identified:		2		
34	Tracked the number of inspections made for illicit connections? <i>(Required by August 19, 2011, S5.C.3.e)</i>	NA			
34b.	Number of inspections:				
35	Received feedback from IDDE public education efforts? <i>(Required by August 19, 2011, S5.C.3.e)</i>	NA			
36	<b>Attached</b> report on IDDE public education efforts? <i>(Required by August 19, 2011, S5.C.3.d, S5.C.3.e)</i>	NA		Deadline not yet due.	

Question		Y/N/ NA	#	Comments (50 word limit)	Name of Attachment & Page #, if applicable
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</i> by August 15, 2009, S5.C.3.f.i)	Y		CSECL training	
37b.	Number of trainings provided:		1		
37c.	Number of staff trained:		2		
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)	NA		Not needed at this point.	
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.)	NA			
39b.	Number of trainings provided:		0	Not yet due	
39c.	Number of staff trained:		0		

Question		Y/N/ NA	#	Comments (50 word limit)	Name of Attachment & Page #, if applicable
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 by August 15, 2009, S5.C.4)</i>	NA		Anticipated to meet the deadline.	
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>	NA			
42	Applied stormwater runoff program to private and public development, including roads? <i>(Required by August 15, 2009, S5.C.4)</i>	NA		Anticipated to meet the deadline	
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>	NA		The city has adopted the 2009 King County Surface Water Manual.	
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>	NA		Anticipated to meet the deadline	

Question		Y/N/ NA	#	Comments (50 word limit)	Name of Attachment & Page #, if applicable
45	Retained existing local requirements to apply stormwater controls at smaller sites or at lower thresholds than required pursuant to S5.C.4? (S5.A.4)	Y			DMMC 18.86.330
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)	NA		The adoption process is underway	
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)	NA		The adoption process is underway	
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/A			
48b.	If so, how many were granted?		0		

Question	Y/N/ NA	#	Comments (50 word limit)	Name of Attachment & Page #, <u>if applicable</u>
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)	NA		
49b.	Cite documentation to meet this requirement in <i>Attachment</i> field:			
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)	NA	Anticipated to meet the deadline.	

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 2009 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 <b>Erosivity Waiver</b> 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)	NA		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</i> by August 15, 2009, S5.C.4.b)	Y		Met ahead of permit deadline.	
55	Reviewed <b>Stormwater Site Plans</b> for new development and redevelopment projects? ( <i>Required</i> by August 15, 2009, S5.C.4.b.i)	Y		Met ahead of permit deadline.	
55b.	Number of site plans reviewed during the reporting period:		1		
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 <b>Determining Construction Site Sediment Potential?</b> ( <i>Required</i> by August 15, 2009, S5.C.4.b.ii)	NA		No inspection made during this reporting period.	
56b.	Number of qualifying sites inspected prior to clearing and construction during the reporting period:		0		
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</i> by August 15, 2009, S5.C.4.b.iii)	NA		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	Anticipated to start tracking prior to permit deadline.	
58	Enforced as necessary based on the inspection at new development and redevelopment projects? ( <i>Required</i> by August 15, 2009, S5.C.4.b.iii)	Y		Met ahead of permit deadline, using our existing code and King County Design Manual	
58b.	Number of enforcement actions taken during the reporting period:		0	Not tracked during this reporting period. Will be tracking 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? ( <i>Required</i> by August 15, 2009, S5.C.4.b.iv and v)	Y		Have program running.	
59b.	Number of qualifying sites known during the reporting period:		3		
59c.	Number of qualifying sites inspected during the reporting period:		3		
60	Verified a maintenance plan is completed and responsibility for maintenance is assigned for qualifying projects? ( <i>Required</i> by August 15, 2009, S5.C.4.b.iv)	Y			
61	Enforced regulations as necessary based on the inspection? ( <i>Required</i> by August 15, 2009, S5.C.4.b.iv)	N/A			
61b.	Number of enforcement actions taken during the reporting period:		0		

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? ( <i>Required</i> by August 15, 2009, S5.C.4.b.vi)	NA		Deadline is not yet due	
63	Did the Permittee choose to allow construction sites to apply the <b>Erosivity Waiver</b> in Appendix 1, Minimum Requirement #2? (S5.C.4.b.vii)	NA		No Erosivity Waiver were issued during this reporting year.	
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? ( <i>Required</i> by August 15, 2009, S5.C.4.c)	NA		Deadline is 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? ( <i>Required</i> by August 15, 2009, S5.C.4.c.i)	NA		Deadline is not yet due	
66	Inspected post-construction stormwater controls, including structural BMPs, at new development and redevelopment projects? ( <i>Required</i> by August 15, 2009, S5.C.4.c)	NA		Deadline is not yet due	
66b.	Number of sites inspected during the reporting period:		0		
66c.	Number of structural BMPs inspected during the reporting period:		0		
66d.	Number of enforcement actions taken during the reporting period:		0		

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 <b>2005 Stormwater Management Manual for Western Washington</b> ? ( <i>Required</i> by August 15, 2009, S5.C.4.c.ii)	NA		Deadline is not yet due	
68	Performed timely maintenance as per S5.C.4.c.ii? ( <i>Required</i> by August 15, 2009, S5.C.4.c.ii)	NA		The process to adopt equivalent thresholds is underway. Anticipated to meet deadline. Not yet due.	
68b.	<b>Attached</b> documentation of any maintenance delays. ( <i>Required</i> by August 15, 2009, S5.C.4.c.ii)	N/A		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? ( <i>Required</i> by August 15, 2009, S5.C.4.c.iii)	NA			
70	If using reduced inspection frequency, <b>Attached</b> documentation as per S5.C.4.c.iii? ( <i>Required</i> by August 15, 2009, S5.C.4.c.iii)	NA			

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)	Y	Program in progress.	
71b.	Number of facilities inspected during the reporting period:	0		
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		
73	Provided copies of the <b>Notice of Intent for Construction Activity</b> and <b>Notice of Intent for Industrial Activity</b> to representatives of proposed new development and redevelopment? (S5.C.4.e)	Y	Now available in our building permit department.	

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:		2	CESCL	
74c.	Number of staff trained:		2	Met ahead of deadline	
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)	NA		Anticipated to meet the deadline. Deadline is not yet due.	
76	Adopted maintenance standards as protective, or more protective, of facility function as those specified in Chapter 4 of Volume V of the 2005 <i>Stormwater Management Manual for Western Washington</i> ? ( <i>Required</i> by February 15, 2010, S5.C.5.a)	NA		Use as a guideline but not officially adopt it. Adoption process in progress	
77	Performed timely maintenance as per S5.C.5.a.ii? ( <i>Required</i> by February 15, 2010, S5.C.5.a.ii)	Y		Met ahead of deadline	
77b.	<b>Attached</b> documentation of any maintenance delays. ( <i>Required</i> by February 15, 2010, S5.C.5.a.ii)	NA			Facilities Inspection and Maintenance Record

Question		Y/N/NA	#	Comments (50 word limit)	Name of Attachment & Page #, if applicable
78	Annually inspected and maintained all stormwater treatment and flow control facilities (other than catch basins)? <i>(Required by February 15, 2010, S5.C.4.c.iii)</i>	Y		Currently have all our facilities to be inspected annually. The annual inspection may be reduced based on inspection records. Met ahead of deadline.	
78b.	Number of known facilities:		64	See the attached file for detail.	Facilities Inspection and Maintenance Record
78c.	Number of facilities inspected during the reporting period:		52	See the attached file for detail.	Facilities Inspection and Maintenance Record
79	If using reduced inspection frequency, <b>Attached</b> documentation as per S5.C.5.a.ii? <i>(Required by February 15, 2010, S5.C.5.b)</i>	NA		Not at this point	
80	Conducted spot checks of stormwater facilities after major storms? <i>(Required by February 15, 2010, S5.C.5.c)</i>	Y		S12 - Z3; S16 - Z3	
80b.	Number of known facilities:		NA	Not yet due	
80c.	Number of facilities inspected during the reporting period:		2	Anticipated to meet the deadline February 15 2010.	
81	Inspected municipally owned or operated catch basins at least once before the end of the Permit term? <i>(Required by February 15, 2010, S5.C.5.d)</i>	Y		Met ahead of deadline schedule.	
81b.	Number of known catch basins:		3400	Estimated	
81c.	Number of inspections:		1687	Estimated	
81d.	Number of catch basins cleaned:		1687	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>	NA			
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>	NA		Anticipated to meet the dealine schedule.	
84b.	Number of trainings provided:		2		
84c.	Number of staff trained:		2		

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</i> by February 15, 2010, S5.C.5.i)	NA		Anticipated to complete the manual before the deadline.	
86	Is there an approved Total Maximum Daily Load (TMDL) applicable to stormwater discharges from a MS4s owned or operated by the Permittee?	N			
87	Complied with the specific requirements identified in Appendix 2? (S7.A)	NA			
88	<b>Attached</b> status report of TMDL implementation? (S7.A)	NA			
89	Where monitoring was required in Appendix 2, did you conduct the monitoring according to an approved Quality Assurance Project Plan? (S7.A)	NA			
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.A)	NA		No such discharge or noncompliance occurred.	

Question	Y/N/ NA	#	Comments (50 word limit)	Name of Attachment & Page #, <u>if applicable</u>
90b. <b>Attached</b> 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			
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.B)	NA		Met all the Ecology permit conditions.	
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 imminent threat to human health or the environment? (G20.C)	NA		No such discharge occurred	

## 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

<b>Briefly describe any stormwater monitoring, studies, or type of information collected and analyzed during the reporting period. (S8.B.1)</b>	<b>Who/how to contact for additional information?</b>
1. No stormwater monitoring or studies occurred	
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. Answer **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 several public education outreach; but we will begin tracking the effectiveness, starting this year. Deadline is not yet due
2. Are the BMPs selected and implemented for Public Involvement appropriate to minimize pollutants in the MS4 to the MEP?	Y	we've selected few BMPs such as volunteers activities, car washing; but no data yet to determine the effectiveness.
3. Are the BMPs selected and implemented for Illicit Discharge Detection and Elimination appropriate to minimize pollutants in the MS4 to the MEP?	Y	We will begin tracking the effectiveness, starting this year.
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 is made as necessary to minimize pollutants. We will begin tracking the effectiveness, starting this year.
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				
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. <b>Attach</b> site maps and descriptions. (S8.C.2.a)	y		
2. Identified at least two questions for SWMP effectiveness monitoring and developed monitoring plans? (S8.C.2.b)			
2b. <b>Attach</b> the proposed questions and monitoring plans for SWMP effectiveness monitoring.	y		
3. Monitoring plan developed for each question? (S8.C.1.b.iii)			
3b. <b>Attach</b> a copy of the monitoring plan.	y		
4. Identified sites in preparation for future, long-term monitoring? (S8.C.1.a., and S8.C.2.b)			
4b. <b>Attach</b> 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.	y		