

Appendix A

SWMP Implementation Schedule

Storm Water Management Program Best Management Practices

BMP ID	Best Management Practice	Applicable Minimum Control Measure(s)	FY 2019* Measurable Goals	FY 2020* Measurable Goals	FY 2021* Measurable Goals	FY 2022* Measurable Goals	FY 2023* Measurable Goals	
BMP 1	General Public Education Using the Web Site	PUBLIC EDUCATION, OUTREACH, AND INVOLVEMENT	Action <ul style="list-style-type: none"> Review and revise the stormwater website once per year. Document number of web visitors or page hits to the stormwater page once per year. Post educational information via social media at least twice per year. Post two articles each year and distribute one educational resource to residents each year. Seek to add 50 or more new friends/followers of the City's social media outlets each year. Post the new Storm Water Management Program (SWMP) document on the stormwater web page within 30 days of approval. Verify that the Storm Water Management Program (SWMP) document is posted and accessible on the stormwater web page once per year. Post and verify public access on the stormwater web page to the MS4 annual report within 30 days of approval each year. 					
BMP 2	General Education of City Employees	PUBLIC EDUCATION, OUTREACH, AND INVOLVEMENT	Action <ul style="list-style-type: none"> Conduct employee education during regularly scheduled "key-up" meetings at least once per year. Distribute educational materials for stormwater education to at least 50% of City employees once per year. Conduct educational and/or training-related meetings once per year. Train staff on stormwater topics once per year. Maintain a staff training attendance list once per year. 					
BMP 3	Business, Commercial and Industrial Education	PUBLIC EDUCATION, OUTREACH, AND INVOLVEMENT	Action <ul style="list-style-type: none"> Distribute educational information to 25% of local businesses once a year, and document the names of these businesses. Select and document two materials that were used to educate local businesses each year. Solicit feedback from businesses once each year. The deadline is December 29 of each year. 					
BMP 4	Education for Elected Officials and Public	PUBLIC EDUCATION, OUTREACH, AND INVOLVEMENT	Action <ul style="list-style-type: none"> Provide and document one (1) overview of the Phase II MS4 permit requirements and updates on SWMP implementation progress at one open Council meeting each year. Document one (1) MS4 overview meeting conducted per year and the number of attendees. Conduct one (1) public attitude survey and document a summary of the results once each year. The deadline is December 29 of each year. 					
BMP 5	Storm Drain Inlet Marking	PUBLIC EDUCATION, OUTREACH, AND INVOLVEMENT	Action <ul style="list-style-type: none"> Invite two volunteer groups to participate in marking inlets throughout the City each year. Mark 50 inlets in new subdivisions each year. 					

* All tasks due by September 30th of each year. FY 2023 tasks may be due earlier if permit is renewed prior to expiration of fiscal year.
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BMP 6	Bulk Waste Cleanup	PUBLIC EDUCATION, OUTREACH, AND INVOLVEMENT	Action <ul style="list-style-type: none"> Conduct and document one (1) trash/bulk waste cleanup activity each year. Conduct cleaning once per year for a selected park. The deadline is December 29 of each year. 					
BMP 7	Household Hazardous Waste Collection Center	PUBLIC EDUCATION, OUTREACH, AND INVOLVEMENT	Action <ul style="list-style-type: none"> Continue to conduct one household hazardous waste collection center collection program once each year. Distribute HHW pamphlets to 50% of residents, documenting the dates and locations of the HHW collection event. Encourage public use of the center and household hazardous waste collection center. Document the types of household hazardous waste collected. The deadline is December 29 of each year. 					
BMP 8	Illicit Discharge Prohibition/Elimination Ordinance	ILLICIT DISCHARGE, DETECTION, AND ELIMINATION	Action <ul style="list-style-type: none"> Review ordinance once each year to ensure all terms and conditions of new permit are included. If necessary, draft revised ordinance for public review and comment. Solicit input each year from the public for the draft revisions. Continue enforcement of existing ordinance. Document 100% of instances of enforcement and follow-up actions taken. The deadline is December 29 of this fiscal year 2019. 	Action <ul style="list-style-type: none"> Review existing ordinance once each year to ensure all terms and conditions of new permit are included. Continue enforcement of existing ordinance provisions, including both education-focused enforcement and penalty-based enforcement of ordinance provisions. If necessary, draft ordinance revisions for public review and comment. Solicit input each year from the public for the draft revisions. Document 100% of instances of enforcement and action taken to eliminate illicit discharge. The deadline is December 29 of each year. 				
BMP 9	Storm Sewer System Map	ILLICIT DISCHARGE, DETECTION, AND ELIMINATION	Action <ul style="list-style-type: none"> Review the storm sewer system map each year to ensure all new development and storm sewer systems are included. Document 50% of the storm drain pipes and outfalls added to the map each year. The deadline is December 29 of each year. 					

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BMP 10	Illicit Discharge Reporting and Inspections	ILLICIT DISCHARGE, DETECTION, AND ELIMINATION	<p>Action</p> <ul style="list-style-type: none"> Continue to conduct illicit discharge inspections for the City's regulated outfalls. Inspect 20% of the system outfalls each year, document observations, and document corrective actions taken, if any. Document each year 100% of the inspections made as follow-ups to complaints, sources identified, and corrective actions taken. Use annual inspections as an opportunity to check and refresh storm drain stenciling (painted or glued) on an as-needed basis. Continue to educate the public two times each year about the existence of the City's Stormwater Hot Line through the City's website, referenced in BMP 1. Continue to document 100% of the calls received and to take appropriate response and/or corrective action. Continue to monitor and respond to 100% of the calls received, and specifically review five or more calls each year to identify and document trends (i.e., repeated reports of illegal dumping in certain areas of the City) or needs for Stormwater Hot Line improvement to more effectively prevent illicit discharges and protect stormwater quality. The deadline is December 29 of each year. 				
BMP 11	Sanitary Sewer Line Rehabilitation and Maintenance	ILLICIT DISCHARGE, DETECTION, AND ELIMINATION	<p>Action</p> <ul style="list-style-type: none"> Continue to report any rehabilitation or maintenance of City's sanitary sewer mains each year. Document linear footage of sewer rehabilitation and location in system; target 2,000 LF of rehabilitation each year. Document any inspection or cleaning in system; target 2,000 LF each year. 				
BMP 12	Erosion Control Ordinance and Requirements for Construction Site Contractors	CONSTRUCTION SITE STORM WATER RUNOFF CONTROL	<p>Action</p> <ul style="list-style-type: none"> Review ordinance to ensure all terms and conditions of new permit are included. If necessary, draft revised ordinance for public review and comment. Solicit input from the public for the draft revisions. Continue enforcement of existing ordinance. Document 100% of instances of enforcement and follow-up actions taken. The deadline is December 29 of this fiscal year 2019. 	<p>Action</p> <ul style="list-style-type: none"> Continue enforcement of existing ordinance provisions. If necessary, begin penalty-based enforcement of new ordinance provisions. Document 100% of instances of enforcement and follow-up actions taken. The deadline is December 29 of each year. 			

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BMP 13	Site Plan/Design Review	CONSTRUCTION SITE STORM WATER RUNOFF CONTROL	Action <ul style="list-style-type: none"> Continue to conduct plan reviews, incorporating new procedures if necessary. Document 100% of the site plans reviewed along with a list of addresses each year. If necessary, document the updated plan review procedures. If necessary, educate the public about new plan review procedures. Include educational materials with each site plan review response letter and when each building permits are issued. When appropriate, obtain/develop new materials or revise existing materials for education and training. Document 100% of the educational materials distributed with response letters and building permits each year. The deadline is December 29 of each year. 				
BMP 14	Construction Site Inspection and Enforcement	CONSTRUCTION SITE STORM WATER RUNOFF CONTROL	Action <ul style="list-style-type: none"> Continue to conduct construction site inspections. Document 100% of SWP3 development/implementation for all small and large construction activities discharging to the MS4. Document 100% of construction inspections, instances of enforcement activity, and reason(s) for non-compliance. Document 100% of corrective action taken. Document 100% of the dates of related training/certification and 100% of the City staff trained and certified to perform construction site inspections. The deadline is December 29 of each year. 				
BMP 15	Post-Construction Stormwater Ordinance	POST-CONSTRUCTION STORM WATER MANAGEMENT	Action <ul style="list-style-type: none"> Review ordinance to ensure all terms and conditions of new permit are included. If necessary, draft revised ordinance for public review and comment. Solicit input from the public for the draft revisions. Continue enforcement of existing ordinance. Document 100% of the instances of enforcement and follow-up actions taken. The deadline is December 29 of fiscal year 2019 	Action <ul style="list-style-type: none"> Review ordinance once each year to ensure all terms and conditions of new permit are included. If necessary, draft revised ordinance for public review and comment. Solicit input from the public for the draft revisions. Continue enforcement of existing ordinance. Document 100% of the instances of enforcement and follow-up actions taken. The deadline is December 29 of each year. 			

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BMP 16	Post-Construction Site Inspection and Enforcement	POST-CONSTRUCTION STORM WATER MANAGEMENT	Action <ul style="list-style-type: none"> Continue to conduct at least one inspection of post-construction stormwater controls each year. Document 100% of post-construction inspections, instances of enforcement activity, and reason(s) for non-compliance. Document 100% of corrective action taken. Document 100% of the dates of related training/certification and 100% of the City staff trained and certified to perform inspections of post-construction stormwater controls. The deadline is December 29 of each year. 				
BMP 17	Herbicide, Pesticide, and Fertilizer Management	POLLUTION PREVENTION AND GOOD HOUSEKEEPING FOR MUNICIPAL OPERATIONS	Action <ul style="list-style-type: none"> Continue implementation of The Colony's existing herbicide and pesticide management program. Provide a list of 100% of the individuals currently certified and/or trained as herbicide and pesticide applicators each year. The deadline is December 29 of each year. 				
BMP 18	Storm Sewer System Maintenance	POLLUTION PREVENTION AND GOOD HOUSEKEEPING FOR MUNICIPAL OPERATIONS	Action <ul style="list-style-type: none"> Continue to implement the inspection schedule followed under the previous permit cycle; target 2,000 LF of storm drain CCTV inspection each year. Perform maintenance as necessary. Clean system as needed in response to complaints or reported problems; target 2,000 LF of storm drain cleaning each year; target 20 storm inlets cleaned each year. Document 100% of the areas inspected, observations made, problems reported, and maintenance performed each year. The deadline is December 29 of each year. 				
BMP 19	Street Sweeping	POLLUTION PREVENTION AND GOOD HOUSEKEEPING FOR MUNICIPAL OPERATIONS	Action <ul style="list-style-type: none"> Continue existing street sweeping program and perform 10 miles of street sweeping each year. Document 100% of street sweeping activities, volume of waste collected, and method of waste disposal. The deadline is December 29 of each year. 				
BMP 20	Pollution Prevention for Municipal Operations	POLLUTION PREVENTION AND GOOD HOUSEKEEPING FOR MUNICIPAL OPERATIONS	Action <ul style="list-style-type: none"> Review and update each year the master inventory of all municipal operations and facilities that have a potential to adversely impact stormwater quality once each year. Review each year and update as needed the budget requirements to conduct assessments of the municipal operations by staff responsible for stormwater compliance. Evaluate the need for a checklist-style inspection form and implement as needed. Schedule and document once each year the assessments of 100% of the relevant municipal facilities by staff responsible for stormwater compliance. 				

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