Appendix A

Overall Program Management and Legal Authority

City of Bend
Stormwater Liaisons Meeting

Proposed Agenda
Tuesday, August 2, 2016, 9:00 AM to 9:30 PM
Board Room, City Hall

Purpose: Coordinate Stormwater Activities Among Affected Departments

I. Welcome and Introductions (2 minutes)

Objective: Welcoming remarks. Review and modify agenda as needed.

II. Review: Public Draft NPDES MS4 Phase II Stormwater Permit (28 minutes)

Objective: Understand status, key changes; discuss comments and next steps related to development of discussion draft General Permit, distributed 7/1.

UTILITY DEPARTMENT

City of Bend
Stormwater Liaisons
Meeting Attendance Sheet
August 2, 2016

	Name:	Department/Division:
1.	Joe McClay	CDD/Building Safety
2.	GARY FIRESTONE	ADMIN/LEGAL
3.	Craig Chenoweth	CDD
4.	David Buchum	Stormwater
5.	Chuck Swan	Street + Ops
6.	Kyle Thomas	COB/PDE
7.	Wendy Edde	CoB/SW
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City of Bend
Stormwater Liaisons Meeting

Summary
Tuesday, August 2, 2016, 9:00 AM to 9:30 PM
Board Room, City Hall

Purpose: Coordinate Stormwater Activities Among Affected Departments

Attending: Joe McClay (CDD/Building Safety; Gary Firestone (Admin/Legal); Craig Chenoweth (CDD); David Buchanan, Wendy Edde (Utility/Environmental Compliance-Stormwater); Chuck Swan (Streets and Operations); Kyle Thomas (Private Development Engineering)

Key Items Discussed

- ***NPDES Phase II MS4 permitting in Bend Overview***
- ***Public Draft MS4 NPDES Phase II Permit—Content***
    - ***Focusing on Reasonable Potential, Construction Site, Post-Construction***
        - Reasonable potential language is unnecessary as it would be examined retrospectively against water quality standards
        - Attendees expressed concerns over impact to building industry and affordable housing needs.
        - ESC reviews take 1 hour first review, with 1-2 additional review cycles thereafter. The permit requirements would likely affect every lot in town 5,000 sf or less. City's minim lot size is 3,000 sf.
- ***Public Hearing Approach***
    - *Wendy to speak; as will other ACWA members*
    - *Focus on largest concern at this time.*
- ***Comments/ Next Steps***

Key Decisions Made/ Key Action Items

- City cannot accept the reasonable potential language set up to exempt coverage under the permit.
- Wendy will testify at the public hearing focusing on reasonable potential analysis language.
- Attendees will provide additional comments to Wendy to compile.
- Wendy will circulate a draft comment letter for review prior to submittal to DEQ.
- Wendy will follow-up on request for time extension

City of Bend
Stormwater Liaisons Meeting

Proposed Agenda
Wednesday, October 19, 2016, 9:30 to 10:30 AM
Board Room, City Hall

Purpose: Coordinate Stormwater Activities Among Affected Departments

I. Welcome and Introductions (5 minutes)

Objective: Welcoming remarks. Review and accept minutes. Receive updates on previous action items. Review and modify agenda as needed.

II. Phase II MS4 NPDES Stormwater Permit Update, (10 minutes)

Objective: Receive status update with regards to the status of the permit since the public comment period.

III. Annual Report Draft Review, (15-20 minutes)

Objective: Provide initial comments on annual report; provide data gaps (inspections/enforcement); discuss results

IV. Stormwater Utility Program Compliance Specialist, (5-10 minutes)

Objective: Receive status update and discuss interdepartmental workflow.

V. Post-Construction Controls Updates (5-10 minutes)

Objective: Updates regarding UGB/Density needs; COBA concerns; maintenance; Gresham's experience; roundtable discussions; next steps.

VI. Roundtable Discussion/Updates (5-10 minutes)

Objective: Open discussion. Share stormwater-related issues/news/updates.

Stormwater Utility Program Compliance Specialist

Interdepartmental Coordination

Roles

I. **Construction Site Activities-Erosion and Sediment Control**
   - **a. SFR**
     - i. Provides pre-con ESC education at precon meetings
     - ii. Performs stormwater ESC roles previously performed by Building Inspectors by means of a verification program
     - iii. Coordinates Stormwater Quality ESC Recordkeeping
   - **b. Commercial/Industrial Assistance**
     - i. Engineering Inspectors =Point Person Lead—
       1. SUPCS may refer to Engineering Inspectors or be available to assist as resource specialist
       2. SUPCS conducts verification program
     - ii. Provides Education
     - iii. Coordinates Stormwater Quality ESC Recordkeeping

II. **Post-Construction Controls**
   - a. Verification Program that Controls Installed (SFR Needs)
   - b. Credit Program Audit/Verification: Onsite Inspections
   - c. City-owned Landscape Controls O&M Inspections
   - d. Private O&M Inspections
     - i. If problem areas / complaints
     - ii. Verification
   - e. Coordinates Stormwater Quality O&M Verification Recordkeeping
     - i. Coordinates with Private Stormwater Database

III. **Other**
   - a. **ROW & Easement Encroachment Issues**
   - b. **IDDE Assistance-Dry Weather Flows**

Coordination Considerations

I. Close team working relationships with Building and Engineering Inspectors
II. Coordination and assistance with recordkeeping (coordinate with Code Enforcement and inspectors)
III. Meeting involvement—improving ESC educational outreach
IV. Communication—needs to know what stages the projects are
V. Needs to be looped into Private Facility database development coordination
VI. Coordination with EIPD and O&M for City-owned O&M Inspections/Results
VII. Would MOU/SOP Be Appropriate

City of Bend
Stormwater Liaisons
Meeting Attendance Sheet
October 19, 2016

	Name:	Department/Division:
1.	Wendy Edde	Utility / Env. Comp / Storm
2.	STEVE POAZAK	Utility / Environmental Compliance
3.	Chris Henningsen	PDED
4.	GARY FIRESTONE	LEGAL
5.	Ian Leitheiser	" "
6.	KYLE THOMAS	PDE.
7.	James Goff	CDD
8.	Gillian Ockner	CMO
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City of Bend
Stormwater Liaisons Meeting Summary

Wednesday, October 19, 2016, 9:30 to 10:30 AM

Key Items Discussed:

- **Phase II MS4 NPDES Stormwater Permit Update.** The DEQ received 250 comments approximately and is working to address them. No date for a finalized general permit has been set.
- **Annual Report Draft Review.** Attendees discussed the draft annual report and provided minor comments.
- **Stormwater Utility Program Compliance Specialist.** The Utility Department is working to secure a Stormwater Utility Program Compliance Specialist to help with erosion and sediment control inspection, post construction O&M verification inspections, and some right-of-way compliance as has been discussed and worked towards over the past couple of years. Interviews will take place in November.
- **Post-Construction Controls Update.** Ryan prepared and is working with COBA on a new process to facilitate addressing as-built changes to plans for smaller lot single family homes since site plans do not include topography. COBA does not want an engineer necessary to self-certify single family residential. The results of the UGB approval process is that the current City limits will need to densify—this has the power to greatly affect stormwater drainage in the City. The Stormwater Public Advisory Group may be a good place to examine this issue. Wendy shared information on Gresham's experience analyzing on-site, neighborhood, and regional controls taken from a recent presentation.
- **Stormwater permanent controls on smaller lots.** Including initial review, onsite inspection and changes made after ownership. Discussed Gresham's experience.

Key Decisions Made/ Key Action Items

- Wendy to forward TMDL information to Ian, Kyle, and Gary.
- Attendees will provide any final comments on the annual report and Wendy will finalize and submit it to DEQ by the November 1 deadline.
- Wendy will research BMP practices for capturing inspection tracking as part of other inspections to inform the Plante Moran process.
- Community Development Department including Building and Private Engineering staff committed to assisting with the interviewing and working closely with the new Stormwater Utility Program Compliance Specialist to ensure training and coordination among the two departments.
- Wendy will share post-construction control notes from City of Gresham.
- Ryan to continue to keep the Stormwater Coordinators appraised of modifications to the process changes on single-family home as-built changes once COBA provides comments/comes into final agreement.
- City staff will work towards having the Stormwater Public Advisory Group examine how best to handle stormwater within the City with increasing densification.

Stormwater Coordination
Legal/CDD Meeting
10/26/16

Name	Dept./Division
1. Wendy Elle	Utility / Env. Reg. Stormwater
2. Colin Stephens	CDD
3. Jess Grayson	CDD
4.	CDD
5.	Legal

City of Bend
Stormwater Liaisons Meeting

Proposed Agenda
Monday, November 28, 2016, 11:00 to 12:00 Noon
Board Room, City Hall

Purpose: Coordinate Stormwater Activities Among Affected Departments

I. Welcome and Introductions (5 minutes)

Objective: Welcoming remarks. Review and accept minutes. Receive updates on previous action items. Review and modify agenda as needed.

II. Updates: Annual Report, Phase II MS4 NPDES Stormwater Permit Update and Stormwater Utility Program Compliance Specialist, (5-10 minutes)

Objective: Receive status update with regards to the status of the annual report and follow-up, next steps DEQ is taking with the draft permit, and Stormwater Utility Program Compliance Specialist position.

III. Discuss Updates/Public Input Approach/Next Steps for Short Term SFR and Long Term Density Increase, (20-30 minutes)

Objective: Understand latest updates/approaches. Discuss Public Advisory Group approach and interested participants.

IV. Discuss Construction Activities (5-10 minutes)

Objective: Confirm Inlet Protection Preference Modifications and updates to ACWA guide specific to Bend.

V. Training Opportunities/Needs (5-10 minutes)

Objective: Discuss next CESCL training scheduling and upcoming ASCE webinars. Discuss Compli trainings; opportunity for illicit discharge training across departments. Discuss any additional training desires/needs to be budgeted for future.

VI. Roundtable Discussion/Updates (5-10 minutes)

Objective: Open discussion. Share stormwater-related issues/news/updates.

Stormwater Liaisons
November 28, 2016

	Name	Dept.
1.	Wendy Edde	Utility - Storm
2.	Steve Pratak	Utility Dept.
3.	Dust Buchan	Utility - Storm
4.	Joe McCloy	Building Safety Division
5.	Chuck Swann	Streets
6.	Ryan Oster	Engineering
7.	Gillian Ockers	CMO
8.	Gary Firestone	LEGAL
9.	Shanna Osterdorff	Operations
10.	Russell Grayson	CDD

City of Bend
Stormwater Liaisons Meeting

Summary
Monday, November 28, 2016, 11:00 AM to 12:00 PM
Board Room, City Hall

Purpose: Coordinate Stormwater Activities Among Affected Departments

Attending: Joe McClay (CDD/Building Safety; Gary Firestone (Admin/Legal); Steve Prazak, David Buchanan, Wendy Edde (Utility/Environmental Compliance-Stormwater); Chuck Swan (Streets and Operations); Russel Grayson (Community Development)*; Shannon Ostendorff (Utilities/Oppressions); Ryan Oster (*Community Development/Engineering).

Key Items Discussed

- ***Status update***
  - *Annual report and follow-up, DEQ is currently reviewing the document*
  - *Stormwater Utility Program Compliance Specialist position is scheduled to begin in late January, pending background and reference checks.*
  - *UGB expansion and PFP update*

- ***Public Input Approach/Next Steps for Short Term SFR and Long Term Density Increase***

  Ryan – Met with COBA builders last week and provided the following summary:
  - *Karen understand the issue but disagrees with how the City is interpreting the Bend Code Title 16.*
  - *Most builders agree that they need to address stormwater onsite.*
  - *The key issue for builders is not holding up the C-of-O because the onsite stormwater plan has been changed. Currently this would require the builder to re-submit the site plan for review and the review process can take several weeks.*
  - *The builders came to an agreement, that they will submit a revised site plans and certification letter in-lue of a two week plan review delay.*

- ***Public Advisory Group approach and interested participants,*** *Wendy has identified two potential nominees for this committee. The proposed nominees may need City Manager approval.*

- ***As single family development increases, it's becoming harder/ impossible to manage stormwater runoff on-site.*** *Should developers install more drywells in the R.O.W. or build regional controls? The City needs to develop clear polices on stormwater management and consider how the co-mingling of private and public stormwater will affect City permitting? While making sure the stormwater billing structure remains equitable to all customers.*

- ***Inlet Protection Preference Modifications,*** *the City has received several complaints regarding the use of Bio-Bags in bike lanes. Standard inlet protection details will get*

updated during the next spec update. Plan reviews will look for bike lane conflicts and provide comments as needed.

- ***Upcoming Training Opportunities,***
  - *ASCE on-demand webinars on December 20, 2016.*
  - *CESCL training in late February, inspection staff are encourage to attend, look for the upcoming announcement.*

Key Action Items

- Ryan will draft a memo/policy for how to handle onsite single family drainage moderation procedures.

- Gillian - Charter a process to address regional stormwater facilities as part of the UGB expansion project.

Stormwater Regulatory/Ops Coordination Meeting
Thursday December 1, 2016
8:15 AM – 9 AM

I. **Welcome—Agenda Check-in** (2 minutes)

II. **Nels Anderson Drainage** (5 minutes)
Objective: Receive update re: localized flooding post drill-hole decommissioning request

III. **2nd and Hawthorne swale cleanup** (3 minutes)

IV. **Recent Lab Activities and Results** (Jeff) (5 minutes)

V. **Pageant Park Outfall (All)** (5 minutes)
1. Drinking water drainage – status, next steps
2. Sediment manhole discussion—potential for upgrades

VI. **Street Sweeping Updates and Efficiency Efforts** (10 minutes)
1. Updates (new sweeper, GIS)
2. Corp Yards
3. MS4 areas
4. Efficiency communications

VII. **Budget Needs Coordination** (5 minutes)
1. UIC Retrofit – cold weather QA/QC
2. GPS
3. Other

VIII. **Field Perspective – Permanent Controls** (5 minutes)
1. Individual lots
2. Street scape
3. Regional

IX. **Roundtable** (5 minutes)
1. New positions updates
2. Open

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Stormwater Regulatory / Ops
Coordination Meeting:
Thursday - December 1, 2016

Name	Division
1. Wendy Eddie	
2. Travis Somers	
3.	
4. Shannon Osterdorff	
5. David Burn	
6 STEVE PRAZAK	

City of Bend
Stormwater Coordinators:

Stormwater Title 16 Compliance and Enforcement Meeting Summary

April 5, 2017, 10:00 to 11:00 AM
Board Room, City Hall

Attending: Joe McClay, Brad Mandal, Billy Staten, Melanie Paule (CDD Building); Ryan Oster, Kyle Thomas (CDD Engineering); Wendy Edde, Sean Mulderig (Utility Stormwater)

Key Items Discussed

- **Stormwater Utility Program Compliance Specialist.** Attendees discussed roles and responsibilities for the new Stormwater Utility Program Compliance Specialist.
- **Construction Site Compliance SOP.** Attendees discussed draft revisions to the Construction Site Compliance SOP given the addition of the new position.
- **Cross Training Opportunities.** Discussed Sean's recent cross training with inspectors and opportunities to cross train with Planning Techs.
- **Status of SFR Inspector Approval Process/Self-Certification Proposal.** Ryan indicated COBA has not responded to the latest draft proposal yet.

Key Decisions Made/Key Action Items

- Compliance begins with education, verbal, written correspondence with a compliance window, coordination with other inspections including potential delays to stop work order. With continued non-compliance, staff can also work with James Goff for civil infraction compliance.
- Consider a fee-based approach rather than stop work orders for single family residences. Stop work orders require having to secure the site. We missed the fee schedule timing this year but may consider this approach in the future. City will track experience in the coming year prior to next fee schedule opportunity.
- Amy Barry is available to schedule cross training on the planning site plan review with planners. Lindsey and Kathleen can schedule cross training for engineering side.
- Attendees recommended wordsmithing changes to the SOP. Sean will make the edits.
- When staff see erosion and sediment control issues in the field, they will be directed to notify Sean for investigation and follow-up.

Stormwater Coordinating
April 5, 2017

Name	Dept.
1. Wendy Eddie	Utility / Storm
2. Kyle Thomas	PDC
3. Melanie Paul	Bldg
4. Jerry Waugh	Bldg
5. Billy Staten	Bldg
6. Joe McClay	Bldg
7. Brad Mandal	Bldg
8. Sean Mulderig	Utility Dept/ Storm.

City of Bend
Stormwater Coordinators—Streets/Storm O&M
Meeting Attendance Sheet
May 22, 2017

	Name:	Department/Division:
1.	Wendy Edde	Storm
2.	Chris Blake	Streets
3.	Spencer Cashwell	Utilities
4.	David Rueger	Storm
5.	Orrin Liboit	Utilities
6.	Ivan Sousa	Utilities
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City of Bend
Stormwater Liaisons Meeting

Proposed Agenda
Thursday June 29, 2017, 8:00 to 8:50 AM
Eisenhower Conference Room, Utility Department

Purpose: Coordinate Stormwater Activities Among Affected Departments

I. Welcome and Introductions (5 minutes)

Objective: Welcoming remarks. Receive updates on previous action items. Review and modify agenda as needed.

II. Information Needs for Annual Report; Upcoming Performance Standard Requirements, (10 minutes), Wendy

Objective: Receive an overview of information needed to complete the FY2016-17 Annual Report and review the new performance standards that need to be met in the coming year.

III. Public Advisory Group Update and Planning: Permanent Controls Preference with Increasing Density, (15 minutes), Wendy, Ryan, All

Objective: Receive update on progress to date. Discuss approach and strategize next meeting on neighborhood controls.

IV. Improving Street Cleaning Efficiency (10-15 minutes), Wendy, Chuck

Objective: Staff are working together to increase the efficiency of street cleaning efforts. Review the draft Street Cleaning doorhanger, receive updates on GPS deployment, discuss telephone notification outreach, and to what extent electronic "Next Door", neighborhood associations, etc. match up with current routes.

VI. Roundtable Discussion/Updates (5-10 minutes)

Objective: Open discussion. Share stormwater-related issues/news/updates from your section.

City of Bend
Stormwater Liaisons Meeting
June 29, 2017

Name	Division
1. Wendy Edde	Stormwater
2. David Zarate	Storm water
3. Sean Maldering	Stormwater
4. Chris Henningsen	PDED
5. RYAN OSTER	PDED
6. JOSHUA ROMERO	COMMUNICATIONS
7. STEVE PRAZAK	Utility Dept.
8. David Buehler	Streets
9. Chuck Swann	streets

City of Bend
Stormwater Liaisons Meeting Summary

Thursday June 29, 2017, 8:00-8:50 AM

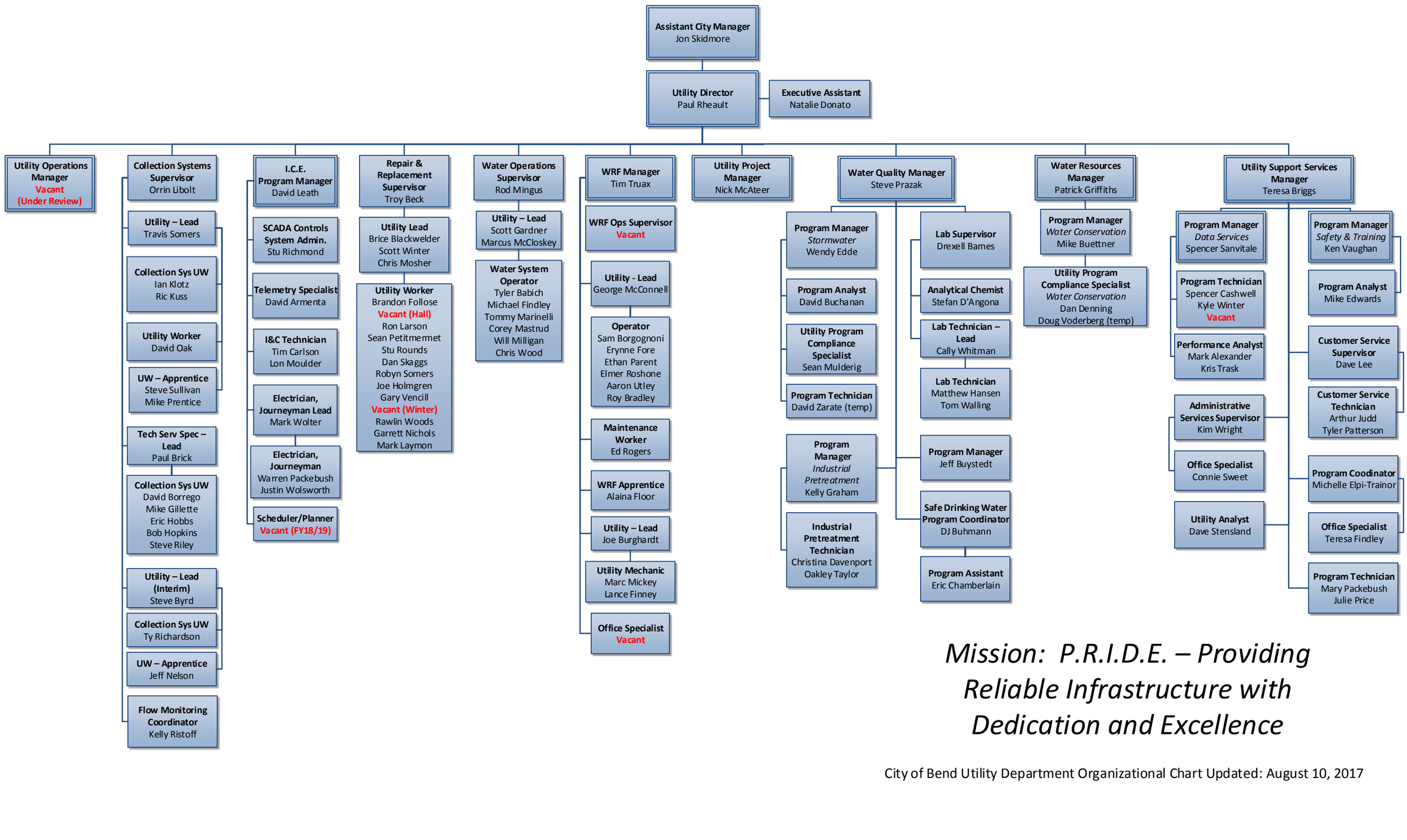
Key Items Discussed:

- **Information Needs for Annual Report.** Discussed data needs for annual report, and reminded about performance standard requirements.
- **Stormwater Public Advisory Group Update and Planning.** Discussions regarding past meeting effectiveness and strategies regarding focusing on street-side (neighborhood) controls.
- **Improving Street Cleaning Efficiency.** Attendees reviewed the draft Street Cleaning doorhanger. Chuck provided updates on GPS deployment (budget has been secured) and other efforts such as reader boards that Streets is taking. There is budget for a new street sweeper in the coming fiscal year as well. Telephone notification is a possibility if we can get the zones down to a workable number.

Key Decisions Made/ Key Action Items

- Attendees will provide initial data needs to Wendy and David for inclusion in the annual report by the end of July.
- Wendy will bring the draft annual report to the next meeting for review.
- Staff will continue to use the SWOT analysis to continue discussions of post-construction control strategies with the Stormwater Public Advisory Group, and will set up the next meeting for the first week of August with a field trip thereafter.
- Wendy will work with the graphic artist to finalize the Street Cleaning doorhanger.
- The City Newsletter will include an educational piece about keeping streets clear for street sweepers and vactors in July that Utility and Streets Dept. worked to develop together with the Communication Dept.

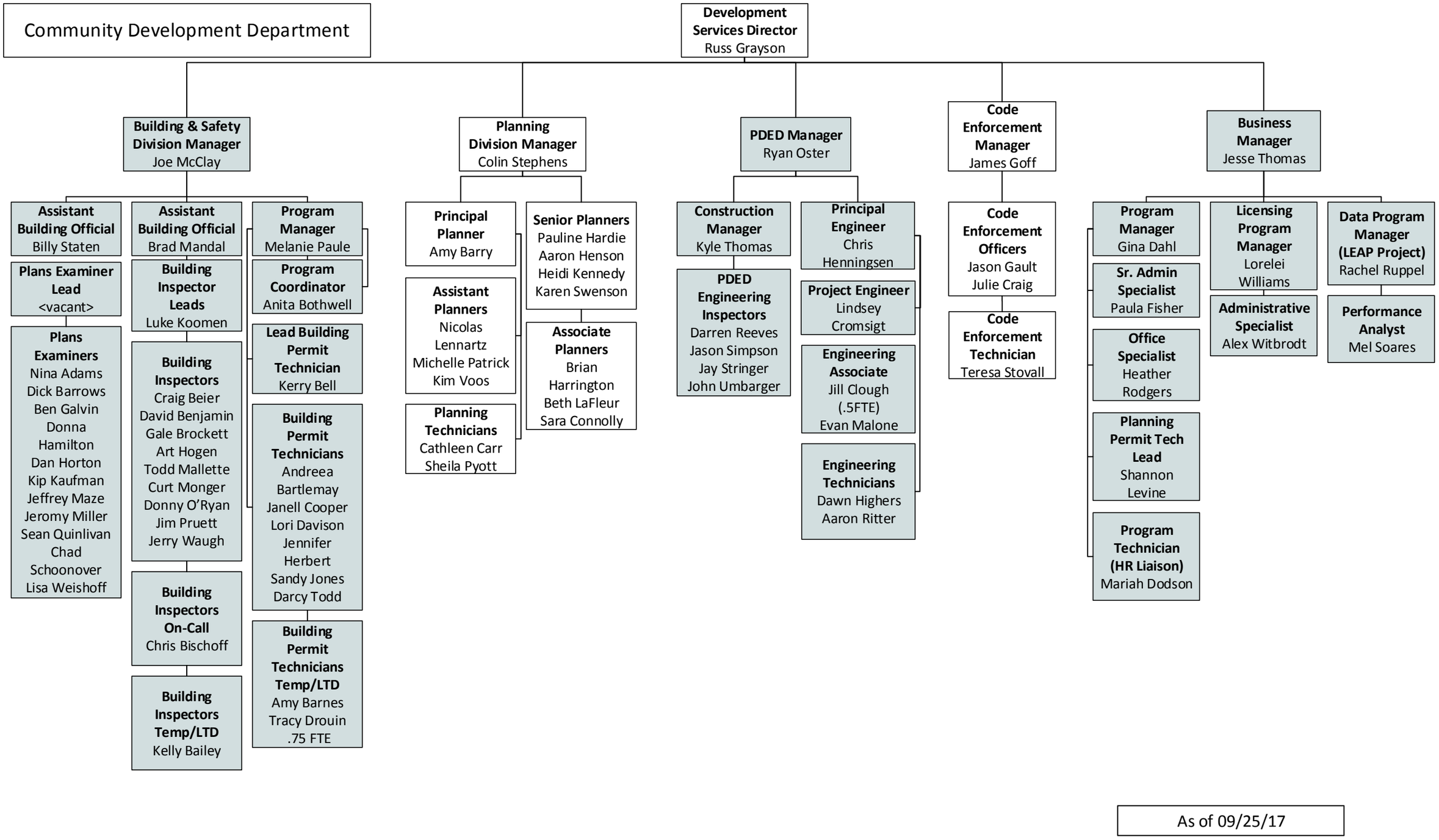
UTILITY DEPARTMENT



Mission: P.R.I.D.E. – Providing Reliable Infrastructure with Dedication and Excellence

City of Bend Utility Department Organizational Chart Updated: August 10, 2017

Community Development Department



As of 09/25/17

ENGINEERING

Tom Hickmann PE
Engineering Director
O 541-317-3029
C 541-408-0907

Skip Martin PE, PMP
Principal Engineer
O 541-693-2184
C 503-866-0824

Eric Forster PE, PLS, PMP
Principal Engineer
O 541-317-3040
C 541-388-7974

Jessica MacClanahan PE
Project Engineer
O 541-330-4003
C 503-544-7321

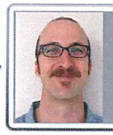
Rory Rowan PE
Project Engineer
O 541-388-5575
C 321-289-8799

Jake Sherman EIT
Engineering Associate
O 541-383-4882
C 541-588-2664

Brad Tower EIT
Engineering Associate
O 541-385-4958
C

Bret Dalrymple
Engineering Inspector
O 541-388-5565
C 541-480-9490

George
Principal Engineer
O 541-693-2182
C 541-728-3456



Garrett Sabourin PMP, PE
Project Engineer
O 541-323-8596
C 802-274-0088

Sinclair Burr PE
Project Engineer
O 541-330-4018
C 541-408-4042

Drew Wells PE
Project Engineer
O 541-388-5526
C 541-588-0581

Patrick Konop
Engineering Inspector
O 541-323-8592
C 541-903-0811

Joshua Robertson PE
Principal Engineer
O 541-323-8591
C 541-408-6514

Oliver Murray EIT
Engineering Associate
O 541-693-2183
C 503-679-0847

Jason Suhr PE, PMP
Project Engineer
O 541-317-3053
C 541-678-3813

Brittany Park EIT
Engineering Associate
O 541-323-8593
C 541-588-0700

Chad Towell
Engineering Inspector Lead
O 541-388-5559
C 541-280-0168

Chris Struck
Engineering Inspector
O 541-693-2188
C 541-280-1305

Dana Wilson
Program Manager
O 541-388-5566
C 541-213-9851

Cindy Hartman
Engineering Tech I
O 541-388-5558

Technical Support Services

Bob DenOuden
Growth Mgt & EIPD
GIS Performance Analyst
O 541.330.4024

Technical Support Services

Adele McAfee
Executive Assistant
O 541-317-3003
C 541-390-5441

Charanne Stein
Office Specialist II/DEQ
O 541-323-8597

Department Admin Support

October 2017

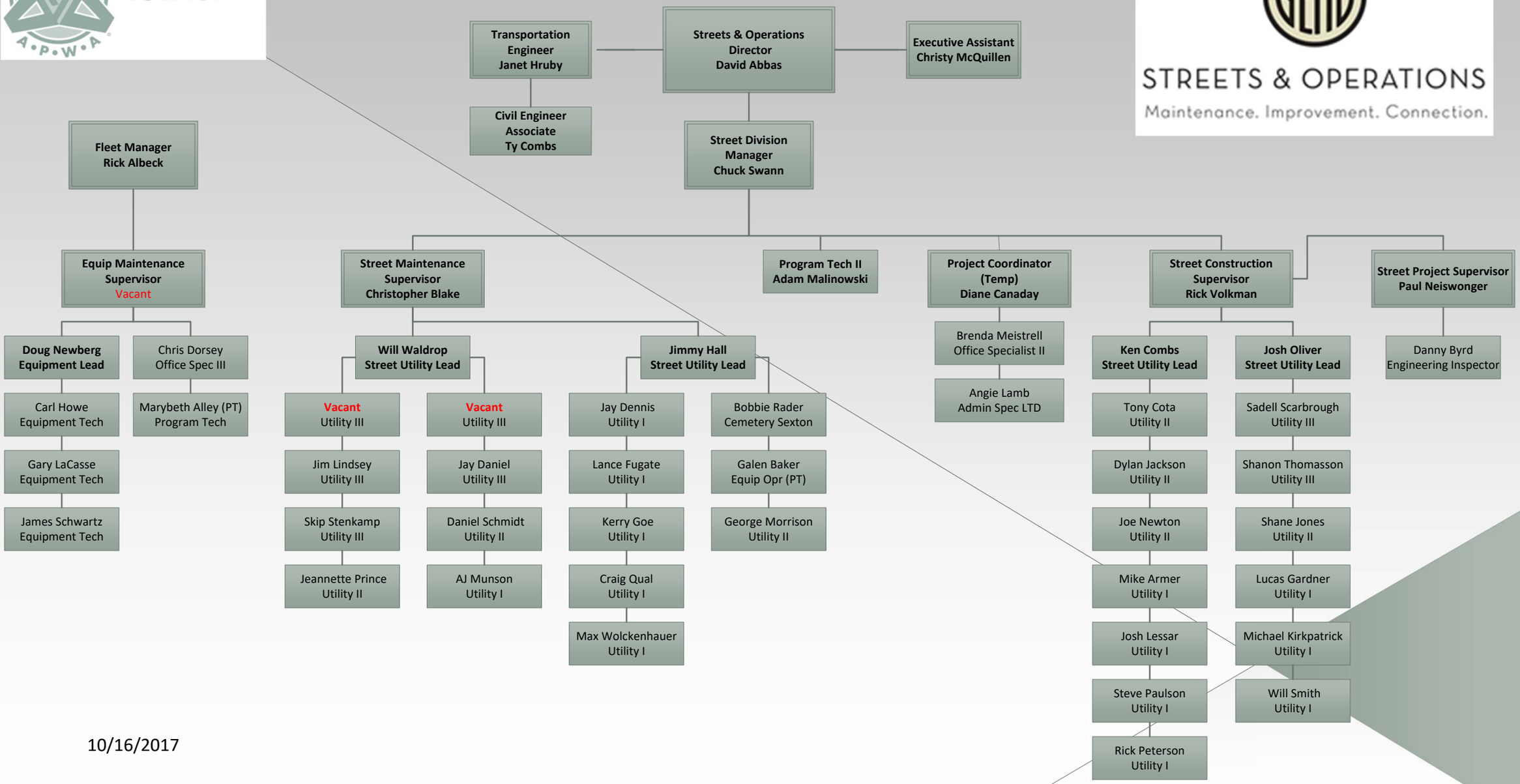
ACCREDITED AGENCY

A•P•W•A

BEND

STREETS & OPERATIONS

Maintenance. Improvement. Connection.



10/16/2017

Agenda
Bend City Council
June 21, 2017
City Council Chambers/Boardroom, Bend City Hall
710 NW Wall, Bend, Oregon

Light Meal, 4:30 p.m.

CITY OF BEND

BUILDING ON OUR PAST
SERVING THE PRESENT
SHAPING BEND'S FUTURE

City Council Work Session, 5:00 p.m.

1. **Convene Work Session**

2. **Executive Session under authority of ORS 192.660 (2) (e) to conduct deliberations with persons designated to negotiate real property transactions (30 minutes)**

3. **Return to Open Session**

4. **Winter Weather Debrief (90 minutes)**

City Council Regular Meeting, 7:00 p.m.

1. **Roll Call: Mayor Casey Roats, Mayor Pro Tem Sally Russell, Councilor Bill Moseley, Councilor Bruce Abernethy, Councilor Nathan Boddie, Councilor Justin Livingston, Councilor Barb Campbell**

2. **Pledge of Allegiance**

3. **Good of the Order**
   - **A. Clean Water Works Student Video Award**

Wendy Edde, Julie Price, Todd Looby (BendFilm)

Grand Prize winning poem "Flow Rivers" from Lucie Wittwer. Lucie, a first grader, will be in attendance to receive her award.

Grand Prize video winner Akira Talaba
https://www.youtube.com/watch?time_continue=5&v=hVycnss9V8E

Division Winner, Joe Sortor https://www.youtube.com/watch?v=LzLppc9xung

- **B. Downtown Shuttle (Councilor Russell)**

- **C. Immigrant Heritage Month Proclamation and Welcoming America Resolution, (public comment on resolution, if any) (Councilor Boddie)**

MEMORANDUM

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[541] 388-5519
FAX
www.bendoregon.gov

TO: **MAYOR AND CITY COUNCIL**

FROM: **ERIC KING**

SUBJECT: **WEEKLY REPORT**

DATE: **MARCH 3, 2017**

CITY OF BEND

Upcoming City Council meetings and other events

- March 15, work session at 5 p.m., regular meeting at 7 p.m. at City Hall in the Council Chambers
- March 22, Muni Court, 11noon to 5pm, Financial Strategy Session, Part 2
- April 5, work session at 5 p.m., regular meeting at 7 p.m. at City Hall in the Council Chambers
- Early April, TBD, Internal Service Budget Cut Scenarios

City Edition videos

Neighborhood Associations often come to the City with requests for improvements to their neighborhoods. Here is how the City responds to these requests.
https://youtu.be/ylCS4ZiEScc

Construction continues on along 27th Street for the deep sewer line being installed. In this story, engineers explain the advantages of building a gravity line versus using pumps to move sewage to the wastewater treatment plant east of the City.
https://youtu.be/Hwamk_9_cKM

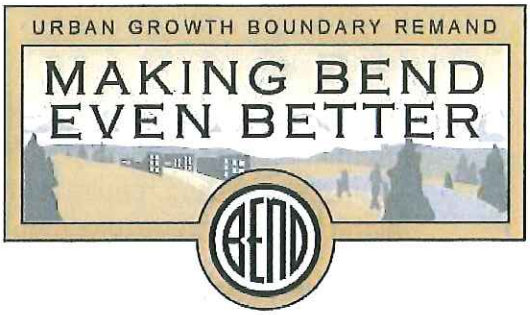
The Deschutes River flows through the center of our community. Here is what the city is doing to reduce sediment from entering the river and tips on what you can do to help.
https://youtu.be/r8r0LydZH_s

Pedestrians have the right of way when crossing streets in most instances. Here officers from the Bend Police Department explain the law and the responsibilities of drivers and pedestrians.
https://youtu.be/HTtJ4Ja6Sto

BPD Calls for Service report

As we are not only seeing a continuation of the increase in our 911 emergency calls for service going up (+34.7%) over the same period a year ago, our mental health calls are also continuing to climb at a record increase. See the attached report for all the details.

Memorandum



February 10, 2017

To: Bend City Council

From: Assistant City Manager and Direct Reports: Growth Management, Community Development, Engineering and Infrastructure Planning, Economic Development, Utilities, and Streets Departments

Re: Council Goal Setting and Implementation of the Urban Growth Boundary – Executive Summary of Recommendations

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The City of Bend recently completed a years-long process of expanding the Urban Growth Boundary (UGB), adding 2,380 acres across nine expansion areas. The City simultaneously enabled more intensive mixed use development in several "opportunity areas" in the center of the City. Collectively, the opportunity areas and UGB expansion areas represent key components of the City's expected growth over the next 14+ years, but much work remains before developers can fully implement the plan to build needed housing and other development. City Council goal setting and budgeting for 2017 and beyond will have a dramatic impact on the City's ability to deliver on the infrastructure and planning work needed to "unlock" development potential in both opportunity areas and expansion areas.

Coordinating the City's UGB implementation across all departments and programs is one of the most effective strategies the City can employ to implement the UGB. Toward that goal, the following staff recommendations represent a shared set of priorities across the departments listed above, which report to the Assistant City Manager ("ACM Direct Reports group"), based on evaluation of existing work programs and staffing relative to the needs of new growth areas.

The approximate timing of recommended activities is summarized in the attached Preliminary Draft Work Plan – Staff Recommendation. This work plan is **illustrative** only – intended to help the Council see the timing and relationships between the recommendations.

INFRASTRUCTURE

Sewer, Water, and Stormwater

Issues:

- The ability to provide sanitary sewer service to developing areas is a key determinant of when and where urban development will be possible. Water system improvements and extensions are also needed to serve new growth areas.
- The City's infrastructure plans – the Sewer Collection System Master Plan (CSMP), Water System Master Plan (WSMP), and the related Water and Sewer Public Facility Plans (PFPs) – need updates to reflect changes to recommended projects based on the UGB analysis. Updates may be needed to System Development Charge (SDC) project

lists as well.

- Improvements are needed to the City's Water Reclamation Facility (WRF) – the sewage treatment plant – in the near-term to provide adequate capacity for growth City-wide.
- The City's existing requirement to manage stormwater on-site may be an obstacle to the higher intensity redevelopment planned for some opportunity areas.

Recommended priority efforts for the next three years:

- Prepare a technical update and amendment to the CSMP and Sewer PFP based on the UGB analysis, and consider whether updates to the Sewer SDC project list are needed.
- Prepare a technical update and amendment of the WSMP and Water PFP based on the UGB analysis, and consider whether updates to the Water SDC project list are needed.
- Advance design and construction of the Northeast and Southeast Interceptors to connect growth areas to the east and north and increase capacity City-wide.
- Prioritize needed improvements to the WRF.
- Update the WRF Plan and PFP.
- Continue education and dialogue with the Stormwater Public Advisory Group regarding stormwater management and redevelopment/infill situations. Council should consider whether to update the Stormwater Master Plan and PFP.

Transportation System

Issue: There is not a stable and consistent transportation funding source in the City for capital projects, transit or street maintenance. Street maintenance and transit compete for the same limited General Funds, and the City has a long list of transportation capital improvements needed to improve safety, enhance the desirability of opportunity areas, provide access to UGB expansion areas and other developable land, and/or increase capacity on congested roadways.

Recommended priority efforts for the next three years:

- Allocate the current transportation reserve strategically, potentially holding some back as an "opportunity fund" that is responsive to development-related funding gaps.
- Consolidate the multiple committees related to transportation to create a single City-wide transportation advisory committee that can advise Council on the decisions that follow.
- Create new City-wide transportation funding strategies to address capacity, maintenance, and other needs.
- Update the Transportation System Development Charge (SDC) to capture new projects, evaluate financial constraints, and address procedures for credits and other issues.
- Update the Transportation System Plan (TSP), focusing on coordination with the Bend Metropolitan Planning Organization (MPO)'s Metropolitan Transportation Plan, and transportation funding.
- Explore area-specific solutions through the Central Westside Plan Phase 2 (to address transportation funding and other implementation actions for the Central Westside opportunity area) and area plans for UGB expansion areas.
- Support efforts by Central Oregon Intergovernmental Council (COIC)/Cascades East Transit (CET) to create permanent funding for transit in Bend.

CITY OF BEND

2017-2019 ADOPTED BIENNIAL BUDGET IN BRIEF

Funding The City's Operations

City Council Goals & Objectives

The City's General Fund

Where The Money Comes From...And Where It Goes

Learn More About The City's Finances

Stormwater Fund

	ACTUALS 2013-15	ADJUSTED BUDGET 2015-17	ESTIMATE 2015-17	BIENNIAL BUDGET PROPOSED 2017-19	BIENNIAL BUDGET APPROVED 2017-19	BIENNIAL BUDGET ADOPTED 2017-19
RESOURCES						
Beginning working capital	$ 5,041,815	$ 3,457,200	$ 3,738,760	$ 4,778,355	$ 4,778,355	$ 4,778,355
Charges for services	5,105,375	6,592,900	6,711,055	7,452,000	7,452,000	7,452,000
Interfund charges	29,724	34,400	37,342	39,300	39,300	39,300
Interfund transfers	-	39,840	189,212	350	350	350
Investment income	53,921	61,500	102,230	112,100	112,100	112,100
Miscellaneous	3,553	1,800	-	-	-	-
Issuance of long-term debt	-	-	-	820,000	820,000	820,000
TOTAL RESOURCES	$ 10,234,389	$ 10,187,640	$ 10,778,599	$ 13,202,105	$ 13,202,105	$ 13,202,105

	ACTUALS 2013-15	ADJUSTED BUDGET 2015-17	ESTIMATE 2015-17	BIENNIAL BUDGET PROPOSED 2017-19	BIENNIAL BUDGET APPROVED 2017-19	BIENNIAL BUDGET ADOPTED 2017-19
REQUIREMENTS						
By Service Area/Program:						
Infrastructure:						
Operations and maintenance	$ 2,681,514	$ 3,388,607	$ 2,812,015	$ 4,373,200	$ 4,331,800	$ 4,331,800
Regulatory program	-	947,583	762,191	960,200	947,600	947,600
Capital Infrastructure	2,099,875	1,027,000	546,689	952,000	952,000	952,000
Total	4,781,389	5,363,190	4,120,895	6,285,400	6,231,400	6,231,400
Debt service	-	-	-	156,200	156,200	156,200
Interfund transfers	1,714,240	1,923,470	1,879,350	2,665,000	2,719,000	2,719,000
Contingency	-	800,000	-	800,000	800,000	800,000
Reserves	-	2,100,980	-	3,295,505	3,295,505	3,295,505
TOTAL REQUIREMENTS	$ 6,495,629	$ 10,187,640	$ 6,000,244	$ 13,202,105	$ 13,202,105	$ 13,202,105
By Category:						
Personnel services	$ 1,771,384	$ 2,562,220	$ 2,310,502	$ 2,756,700	$ 2,702,700	$ 2,702,700
Materials and services	646,264	1,103,970	701,914	1,236,700	1,236,700	1,236,700
Capital outlay:						
Vehicle/equipment	260,277	420,000	390,141	850,000	850,000	850,000
Repair & replacement	3,589	250,000	171,649	490,000	490,000	490,000
Construction/infrastructure	2,099,875	1,027,000	546,689	952,000	952,000	952,000
Total capital outlay	2,363,741	1,697,000	1,108,478	2,292,000	2,292,000	2,292,000
Debt service	-	-	-	156,200	156,200	156,200
Interfund transfers	1,714,240	1,923,470	1,879,350	2,665,000	2,719,000	2,719,000
Contingency	-	800,000	-	800,000	800,000	800,000
Reserves for:						
Future construction	-	2,100,980	-	3,295,505	3,295,505	3,295,505
TOTAL REQUIREMENTS	$ 6,495,629	$ 10,187,640	$ 6,000,244	$ 13,202,105	$ 13,202,105	$ 13,202,105

INFRASTRUCTURE
Stormwater Utility Fund

Overview

The Stormwater Fund has the primary responsibility of maintaining, repairing and expanding the Stormwater system while complying with mandates from the federal and state government, including the:

- National Pollutant Discharge Elimination System (NPDES) Municipal Separate Storm Sewer (MS4) Phase II stormwater permit; and
- Underground Injection Control (UIC) Water Pollution Control Facilities (WPCF) permit

Activities within the division include catch basin, pipeline, drill hole and dry well operation and maintenance; stormwater treatment control operation and maintenance; property and public safety with respect to stormwater/flood control; stormwater quality protection; public education and involvement; and a capital improvement program.

Effective implementation of stormwater activities and controls requires a cross-departmental effort. Currently a number of stormwater activities are coordinated with the Streets and Operations Department; the Growth Management Department; the Planning, Engineering and Building divisions of the Community Development Department; and with staff in the Engineering and Infrastructure Planning Department. Illicit discharges and spill response are coordinated with the Police and Fire Departments.

The Utility Department has adopted the One Water model of operation to gain efficiencies by cross training across all three disciplines of the Utility: Water, Water Reclamation and Stormwater. The cross training of staff was a concept borne out of necessity during the recession when the Utility Department of Public Works, along with all other City Departments, was required to reduce or flat line staffing, but provide the same level of service. Having staff trained to perform in all three areas allows the Utility Department to not only be more efficient, but to be more adaptable to changing regulations, operational and maintenance needs, community values and internal City goals and objectives. This new model has changed the budgeting process as many employees are now being paid for by all three funds.

Stormwater Operations and Maintenance Program

The Stormwater Operations and Maintenance program provides for the maintenance and repair of stormwater infrastructure, including pipe and catch basin repair, drill hole reconditioning, water quality controls, and system cleaning. This program pays for system operation, including emergency response during flooding events. This program funds three full time employees within the City street sweeping program, which removes sediment from streets and stormwater runoff thereby protecting catch basin and drill hole operations from prematurely failing.

	ACTUALS 2015-16	ESTIMATE 2016-17	ADOPTED BUDGET 2017-18	2018-19	2017-19
Personnel services	$ 775,256	$ 996,200	$ 988,100	$ 1,031,000	$ 2,019,100
Materials and services	187,327	343,600	493,500	479,200	972,700
Capital outlay:					
Vehicle/equipment	307,983	30,000	500,000	350,000	850,000
Repairs and maintenance	21,649	150,000	340,000	150,000	490,000
Program Total	1,292,215	1,519,800	2,321,600	2,010,200	4,331,800
Debt service	-	-	-	156,200	156,200
Interfund transfers	1,031,150	848,200	815,200	843,800	1,659,000
Operations and Maintenance	$ 2,323,364	$ 2,368,000	$ 3,136,800	$ 3,010,200	$ 6,147,000
Full Time Equivalents	9.56	9.56	9.53	9.53	9.53

Goals for the 2017 – 2019 Biennial Budget

- Efficiently operate and maintain the Stormwater system
- Complete all maintenance as required by the WPCF and NPDES permits
- Implement the Stormwater Capital Improvement Plan
- Fully integrate Asset Management into the Stormwater Maintenance Plan

Key Operational Objectives for the 2017 – 2019 Biennial Budget

- Complete drill hole reconditioning including pretreatment at ten localized flooding sites
- Complete Open-top Dry Well replacement project
- Complete system repair according to integrated capital maintenance plan
- Begin maintenance of stormwater systems at City owned facilities (Police, Fire, Downtown Campus, and Boyd Acres Campus)
- Prioritize and implement improvements from the South Awbrey Butte Drainage Study
- Complete the UIC upgrade project for open grate drywells

Major Accomplishments during the 2015 – 2017 Biennial Budget

- Cleaned and/or inspected all stormwater facilities, meeting permit compliance needs
- Reconditioned eighteen drill holes to reduce flooding in localized areas
- Updated, ranked and prioritized flooding response to better help coordinate City flood response
- Responded during several flood events, preventing damage to properties and improving street safety
- Innovated new internal cleaning methods for drill holes and devices to keep sediment out of the storm system
- Completed cross- training of Stormwater Utility staff with Collection System staff to increase efficiencies across Utility Departments
- Supported modelling and design of the South Awbrey Butte Drainage Study and Galveston Storm line improvement project
- Completed improvements for localized flooding on Shevlin Drive and 5th and Roanoke
- Completed the Drake and Dohema stormwater lift station project

Significant Changes from the 2015 – 2017 Biennial Budget

- Increased funding for swale maintenance

- Purchase of new street sweeper and replacement of one hydro-excavator (Vactor) will be funded by long term debt

Major Capital Projects / Equipment Purchases for the 2017 – 2019 Biennial Budget

- Refer to Five Year Vehicle & Equipment Plan on following page for details
- Refer to Repair & Replacement Capital Project Plan on the following page for details

Stormwater Regulatory Program

The Stormwater Regulatory program focuses on ensuring water quality of the Deschutes River and underground drinking water aquifers by means of stormwater pollution minimization. This program includes coordinating compliance efforts with the City's permits for stormwater that is directed to surface water and stormwater that is injected underground, along with other regulatory requirements such as Total Maximum Daily Loads (currently under development).

	ACTUALS	ESTIMATE	ADOPTED BUDGET		
	2015-16	2016-17	2017-18	2018-19	2017-19
Personnel services	$ 270,746	$ 268,300	$ 337,300	$ 346,300	$ 683,600
Materials and services	75,887	95,100	152,800	111,200	264,000
Capital outlay:					
Vehicle/equipment	24,858	27,300	-	-	-
Regulatory program	$ 371,491	$ 390,700	$ 490,100	$ 457,500	$ 947,600
Full Time Equivalents	2.70	2.70	2.87	2.77	2.77

Goals for the 2017 – 2019 Biennial Budget

- Negotiate the reissuance of the City's NPDES Municipal Separate Storm Sewer System (MS4) permit and begin implementation
- Comply with the City's permits and regulations related to stormwater pollution prevention
- Prepare for Total Maximum Daily Load development and requirements

Key Operational Objectives for the 2017 – 2019 Biennial Budget

- Implement Integrated Stormwater Management Plan 2022
- Improve inspection/enforcement recordkeeping with implementation of LEAP project
- Increase understanding of location and types of private stormwater facilities for use in increasing closure efficiency during public emergencies, and for improving understanding for regulatory negotiation and compliance
- Be innovative in conducting outreach and public participation program to address multiple regulatory requirements in an incentive-based community-based social marketing manner to increase effectiveness

Major Accomplishments during the 2015 – 2017 Biennial Budget

- City has completed regulatory requirements and provided all regulatory submittals on time
- City conducted successful Clean Water Works community education and outreach pilot project

Capital Infrastructure Program

The Stormwater Capital Improvement Program focuses on implementing the projects identified in the 2014 Stormwater Master Plan update. These projects are coordinated and prioritized with other projects such as the Galveston reconstruction, 3rd Street Accessibility project, and many others.

	ACTUALS 2015-16	ESTIMATE 2016-17	ADOPTED BUDGET 2017-18	2018-19	2017-19
Capital outlay:					
Construction/infrastructure	$ 121,689	$ 425,000	$ 10,000	$ 942,000	$ 952,000
Program Total	121,689	425,000	10,000	942,000	952,000
Interfund transfers	-	-	300,000	760,000	1,060,000
Capital Infrastructure	$ 121,689	$ 425,000	$ 310,000	$ 1,702,000	$ 2,012,000

Goals for the 2017 - 2019 Stormwater Biennial Budget

- Prepare technical updates and amendment to the Stormwater Master Plan applying engineering standards developed during the 2014 Collection System Master Plan Update to create consistency between master planning documents
- Continue to seek synergy projects that address critical stormwater needs with transportation, water, and sewer projects

Key Operational Objectives for the 2017 - 2019 Stormwater Biennial Budget

- Implement the findings for the South Awbrey Butte Drainage Study

Major Accomplishments during the 2015 - 2017 Biennium

- Added over $3.5 million in infrastructure improvements with the completion of South 3rd Street Stormwater Phase I, South 3rd Street Stormwater Phase II and Third Street Underpass

Significant Changes from the 2015 - 2017 Biennial Budget

- Added Galveston Storm Sewer Upgrades
- Added Franklin & Greenwood Underpass
- Added Roosevelt & McKinley

Major Capital Projects / Equipment Purchases for the 2017 – 2019 Biennial Budget

- Refer to Five Year Capital Improvement Program (CIP) schedule on following page for details

INFRASTRUCTURE
Stormwater Utility Fund

PERFORMANCE MEASURES

	ACTUALS 2014-15	ACTUALS 2015-16	ESTIMATE 2016-17	TARGET 2017-18	TARGET 2018-19
Output Measures:					
% Regulatory submittals completed on time	100%	100%	100%	100%	100%
Yards of debris removed	214	234	576	500	500
Storm drains cleaned/inspected	8,677	8,417	9,866	10,130	10,130
UICs cleaned/inspected	5,281	5,001	5,915	5,929	5,929
# Swales maintained	508	673	1,048	1,062	1,062
Effectiveness Measures:					
Average number of work orders per employee per month	481	519	500	500	500
Planned Maintenance hours (%)[1]	32%	31%	53%	58%	58%
Efficiency Measures:					
Customers per FTE	5,320	4,648	4,175	4,233	4,291
Stormwater Fee per Equivalent Dwelling Unit	$ 4.00	$ 5.00	$ 5.15	$ 5.30	$ 5.46

[1] Measurement tracking of Planned Maintenance has changed to be in alignment with AWWA standards.

INFRASTRUCTURE
Utilities Laboratory

Overview

The Utilities Laboratory provides laboratory analysis, sampling and technical / regulatory support for pertinent divisions within the Utility Department and the Engineering Infrastructure and Planning Department. The main functions of the laboratory are to perform the following duties:

- Drinking water analysis
- Wastewater / reuse water / biosolids analysis
- Industrial user waste discharge analysis
- Water Quality Monitoring Program (Deschutes River, Bridge Creek and Tumalo Creek)
- Stormwater sampling / analysis and telemetry
- Hazardous waste management for the Utilities and Streets & Operations Departments
- Specially requested analysis in conjunction with capital improvement projects
- Technical support including data analysis, database management and reporting
- Preparation and distribution of annual water quality report to all Bend water consumers

The data generated is utilized to determine compliance with state and federal regulatory requirements and environmental compliance, water/sewer/stormwater rates, process control, identification of unknown substances and drinking water (surface/groundwater) quality analysis. The laboratory is accredited by the National Environmental Laboratory Accreditation Program (NELAP) as a certified water testing facility.

	ACTUALS	ESTIMATE	ADOPTED BUDGET		
	2015-16	2016-17	2017-18	2018-19	2017-19
Personnel services	$ 703,773	$ 731,500	$ 867,900	$ 905,500	$ 1,773,400
Materials and services	135,357	179,538	189,600	201,700	391,300
Capital outlay:					
Vehicle/equipment	77,865	45,000	108,500	150,000	258,500
Program Total	916,995	956,038	1,166,000	1,257,200	2,423,200
Interfund transfers	121,223	121,700	115,500	121,600	237,100
Utilities Laboratory	$ 1,038,218	$ 1,077,738	$ 1,281,500	$ 1,378,800	$ 2,660,300
Full Time Equivalents	7.00	7.00	7.00	7.00	7.00

Goals for the 2017 – 2019 Biennial Budget

- Perform, manage and report all required testing for all utility divisions
- Maintain The NELAC Institute (TNI) and Oregon Laboratory Accreditation Program (ORELAP) accreditation
- Utilize the LIMS (Laboratory Information Management System) with existing database systems to leverage process efficiencies and improve data availability and quality
- Continue to explore new technologies and automated instrumentation to meet anticipated regulatory mandates and further enhance quality, quantity and efficiency as well as lower operational expenditures

Key Operational Objectives for the 2017 – 2019 Biennial Budget

- Expand list of TNI / ORELAP accredited analysis methods to further ensure regulatory compliance

- Develop method and gain TNI / ORELAP accreditation for the Inductively Coupled Plasma Spectrometer/Mass Selective Detector (ICP-MS) used for the analysis of metals in drinking and surface water, domestic and industrial wastewater, stormwater, soil and biosolids
- Utilize the City's SharePoint technology to gain document management and collaborative work flow efficiencies
- Continue to promote and increase the use of the HACH-WIMS (Hach Water Information Management Solution) database management system for Water Operations, Water Reclamation, Stormwater, Industrial Pretreatment and the Water Resources divisions, as well as data integration with LIMS

Major Accomplishments during the 2015 – 2017 Biennium

- Established Field Sampling and Monitoring program to improve and regulate sample gathering, sample receiving and field instrument data for all field activities
- Maintained TNI / ORELAP accreditation resulting from recertification procedures and on-site audits
- Maintained all State of Oregon Drinking Water Program and United States Environmental Protection Agency (US EPA) regulated drinking water sampling, management, analysis, reporting and data management
- Maintained Oregon Department of Environmental Quality (OR-DEQ) Conditionally Exempt Hazardous Waste Generator Status for all registered location
- Continued and expanded Water Quality Monitoring Program and data reporting and analysis
- Continued to maintain and integrate the HACH WIMS database to improve required reporting and data analyses functions in cooperation with the Water Reclamation Facility (WRF) and Water divisions
- Conducted Quanti Tray 2000 enumeration study in cooperation with manufacturer in order to gain approval for use of Quanti Tray analyses for Total Coliforms and E. Coli detection and compliance in reuse water

Major Capital Projects / Equipment Purchases for the 2017 – 2019 Biennial Budget

- Refer to Five Year Vehicle & Equipment Plan on following page for details

INFRASTRUCTURE
Utilities Laboratory

PERFORMANCE MEASURES

	ACTUALS 2014-15	ACTUALS 2015-16	ESTIMATE 2016-17	TARGET 2017-18	TARGET 2018-19
Output Measures:					
# of Drinking Water Tests	2,950	2,894	3,072	3,115	3,255
- Potable water					
- State / EPA Water Quality Monitoring Tests					
- Source water					
- Operation & maintenance					
- New mains					
# of Wastewater Tests	11,006	10,850	10,505	10,900	11,500
- State Reported / Ops Control tests					
- IPP Local Limits Tests					
- IPP Commercial/industrial Tests					
# of Stormwater Tests	149	155	145	160	175
- Samples collected					
- Sample analyses / data management					
# of Water Quality Monitoring Tests	1,655	1,516	1,510	1,550	1,610
- Deschutes River samples collected					
- Deschutes River sample analyses					
- Bridge Creek samples collected					
- Bridge Creek sample analyses					
Effectiveness Measures:					
NELAC Accreditation	Yes	Yes	Yes	Yes	Yes
Efficiency Measures:					
Tests/hour/person	1.78	1.74	1.72	1.78	1.87

INFRASTRUCTURE
Utilities Laboratory

FIVE YEAR VEHICLE & EQUIPMENT PLAN

	2017-18	2018-19	2019-20	2020-21	2021-22
[1] One (1) YSI ExO Multi-parameter Sonde	$ 18,500	$ -	$ 19,500	$ 20,500	$ -
[2] One (1) Replacement FS3000	90,000	-	-	-	-
[3] One (1) Replacement ICP-MS	-	150,000	-	-	-
[4] One (1) 6' Lab Fume Hood, installed	-	-	17,500	-	19,000
[5] One (1) Replacement Chromatograph	-	-	75,000	-	-
One (1) Replacement SUV	-	-	-	28,000	-
One (1) Replacement Van	-	-	-	-	30,000
Total	**$ 108,500**	**$ 150,000**	**$ 112,000**	**$ 48,500**	**$ 49,000**

Analytical Instrument definition (Items 1 through 5)

[1] Multiparameter instrument for field analysis of pH, nutrients chloride, conductivity, turbidity, temperature, dissolved oxygen, etc…

[2] Flow injection auto-analyzer for nutrients in drinking water, wastewater, stormwater

[3] Laboratory instrument for analyzing trace metals in drinking water, wastewater, stormwater

[4] Laboratory ventilation system

[5] Laboratory instrument for analyzing ions (e.g., fluoride, chloride, nitrate, nitrite, sulfate, lithium, sodium, ammonium, potassium, calcium, and magnesium) in drinking water, wastewater, stormwater

ISWMP 2022 Performance Standards

Public Information and Participation (See Chapters II, III &

Subsection		Performance Standard	Implementation Status			Implementation Date	Comments
			Scheduled	Partial	Full		
Coordination with Existing Opportunities/ Activities	1	Stay sufficiently informed about the programs and materials being developed by Oregon Association of Clean Water Agencies (ACWA) and/or other suitable programs and groups by regularly attending or tracking ACWA or other appropriate stormwater, groundwater and public outreach committees.				July 1, 2014	
	2	Distribute and/or make readily available outreach and educational materials to appropriate audiences within the City. This includes, but is not limited to schools, volunteer committees, neighborhood associations, community groups, business groups and /or other environmental groups.				July 1, 2014	
City Staff and Officials	1	Identify, develop, and communicate at least annually, information about the City's stormwater quality program to city management and elected officials so that they are well informed about the requirements, their role in implementing the local stormwater program, and the City's progress.				July 1, 2014	
	2	Train new employees involved with stormwater pollution prevention activities on their role in implementing the local stormwater program.				July 1, 2014	
Procedures and Training for Handling Telephone Calls from the Public About Stormwater Pollution Prevention	1	Establish procedures for answering, tracking, and efficiently routing stormwater-related telephone calls to the appropriate staff for handling.				July 1, 2014	
	2	Train staff assigned to answering or responding to telephone calls on the established procedures.				July 1, 2014	
	3	Promote the use of a City telephone number to facilitate public reporting of illicit discharges.				July 1, 2014	
Storm Drain Inlet Stencils and Signs	1	The City will have an active program to install stencils/storm drain markers on publicly owned storm drain inlets. This includes installation by municipal staff, contractors, volunteers, and/or community groups.				July 1, 2014	
	2	As a goal, stencils and signs will be maintained sufficiently to be legible.				July 1, 2016	
COORDINATION WITH PUBLIC SCHOOLS (K-12)	1	The Stormwater Program Manager will either be responsible for distributing, or delegating the distribution of, information about school based outreach and educational materials to public schools within the City. This may include disseminating information on how to obtain copies of materials and providing lending opportunities for the watershed diorama, and may include working with outside groups who work directly with school children providing pollution prevention and water education				July 1, 2014	
Local Community Outreach Program	1	The City will participate in community outreach activities from the areas listed below for the purpose of communicating the general stormwater pollution prevention message, complementing regional or statewide coordinated specific messages for target audiences, and facilitating the proper management and disposal of targeted pollutants. The City will participate in at least three activities annually.				July 1, 2014	
	a	Distributing local, regional or statewide information through other venues (e.g., local newsletter, local magazine, mailing to target group, computer web site or network, local telephone directories, etc.).				July 1, 2014	
	b	Participating in existing community events such as fairs, festivals, exhibits, etc. This participation may include setting up a booth, kiosk display, or other creative means for communicating the general stormwater pollution prevention message; using a specific message to a target group; or making a presentation at a local community service group				July 1, 2014	
	c	Initiating new community events or playing a major role in planning and staging a community or city-wide event. Examples include, but are not limited to, Earth Day, Stream Stewardship Day, or other festival or fair, business mixer, seminar or workshop for a target group, contest, or coordination with businesses to provide pollution prevention discounts (e.g., recycled car wash discount).				July 1, 2014	
	d	Developing and raising watershed awareness				July 1, 2014	
	e	Coordinating with local volunteer groups to conduct outreach.				July 1, 2014	

ISWMP 2022 Performance Standards

Illicit Discharge Control (See Chapter V.)

Subsection		Performance Standard	Implementation Status			Implementation Date	Comments
			Scheduled	Partial	Full		
PREPARE FOR ILLICIT DISCHARGE SCREENING AND INVESTIGATIONS	1	Receive information on non-stormwater discharge reports;				July 1, 2014	See Task V.2
	2	Assure that needed follow-up, elimination, and cleanup of illicit discharges are conducted;				July 1, 2014	See Task V.2
	3	Provide other staff with information about the status of source identification and elimination. In particular, staff who identify an illicit discharge will be informed about its outcome;				July 1, 2014	See Task V.7
	4	Make sure required reporting is completed;				July 1, 2014	See Task V.7
	5	Distribute information to the City's management and elected officials, as requested, about the resources needed to implement these performance standards;				July 1, 2014	See Task V.7
	6	Facilitate the implementation of these performance standards; and				July 1, 2014	See Task BMP V-6
	7	Be responsible for sharing activities and findings with the Stormwater Coordinators				July 1, 2014	
	8	Train at least biennially City staff who maintain and repair the municipal storm drain conveyance system. Train other municipal staff who conduct field work where illicit discharges are likely to occur, to recognize illicit discharges and the procedures for responding to these discharges. Train all new staff who fill positions as described above, about illicit discharge recognition and response procedures.				July 1, 2014	See Task V.7
	9	Keep maps of the completed municipal storm drain system sufficiently accurate to be used for tracing illicit discharges.				July 1, 2014	See Task V.5
	10	Train City staff assigned to conduct illicit discharge investigations on the knowledge and skills necessary to be effective. They will be familiar with guidance developed by the City and DEQ staff and these performance standards				July 1, 2015	
CONDUCT FIELD SCREENING	1	Begin program to identify evidence of illicit discharges to the municipal storm drain conveyance system, using municipal maintenance and other local field staff while they are conducting their routine work. Report any evidence of illicit discharges identified during these field screening activities to the Stormwater Program Manager or designee for follow-up.				July 1, 2015	See Task V.7
CONDUCT FIELD INVESTIGATIONS	1	Verify whether an illicit discharge has occurred, using information provided as part of field screening and complaints received from the public or other agencies. The goal will be to initiate follow-up activities within twenty-four business hours from the time the Stormwater Program Manager receives the report.				July 1, 2016	See Task V.2
	2	When an illicit discharge has occurred, find the source and eliminate it, as soon as possible. Trace the source(s) of the illicit discharge using storm drain maps, inspecting manholes, and making surface observations. Record and maintain findings, as appropriate.				July 1, 2016	See Task V.2
	3	Continue to inspect and follow-up illicit discharges until: a. The source of the illicit discharge is found and eliminated1; or b. The discharge has stopped and cannot be traced to a source				July 1, 2016	See Task V.2
	4	If the City identifies three or more illicit discharges in a fiscal year within an area served by any major outfall or a UIC within a two year time of travel or wellhead protection area, additional illicit discharge investigations will be conducted in the area(s) served by the major outfall(s)/UIC during the subsequent fiscal year or sooner. These additional investigations will include one or more of the following, as appropriate: a. Periodic above ground surveillance of the area for visual evidence of illicit discharges; b. Additional inspections of businesses, if appropriate; c. Additional periodic investigations of outfalls, UICs, waterbodies, and open channels for evidence of illicit discharges; and/or d. Additional targeted educational outreach in the area.				July 1, 2018	

ISWMP 2022 Performance Standards

Illicit Discharge Control (See Chapter V.)

Subsection		Performance Standard	Implementation Status			Implementation Date	Comments
			Scheduled	Partial	Full		
FOLLOW-UP TO FIELD SCREENING AND INVESTIGATIONS	1	When a party responsible for an illicit discharge is found, provide the responsible party with: a. educational information about the impacts of his or her actions, b. the requirements of the local stormwater ordinance, c. options for proper discharge or disposal, and/or d. educational materials describing BMPs. When the source of an illicit discharge has not been found, distribute educational outreach materials to residents and/or businesses located in the immediate vicinity of the illicit discharge.				July 1, 2014	
	2	If the discharge is traced to a business, the Stormwater Program Manager, or delegated staff, will distribute appropriate educational and BMP information.				July 1, 2014	
	3	The goal of follow-up investigations will be to stop the illicit discharge(s) as soon as practicable and protect water quality to the maximum extent practicable.				July 1, 2014	
	4	Begin enforcement procedures, if appropriate, as per the enforcement authorities as set forth in the City's municipal ordinances.				July 1, 2016	
	a	Investigate and record reported spill reports and/or complaints about incidents within the City.				July 1, 2014	
	b	Become familiar with existing spill prevention, containment, response, and clean-up programs that cover the city's jurisdiction.				July 1, 2014	See BMPV-6
	c	Coordinate illicit discharge prevention, elimination, and clean-up activities with existing programs				July 1, 2016	See BMPV-6
	d	Establish a mechanism for obtaining information about spill incidents from other agencies and departments within the municipality so that source identification and follow-up activities can be coordinated.				July 1, 2016	See BMPV-6
DOCUMENT AND REPORT COMPLETION	1	Document the number and types of illicit discharge incidents reported and follow-up investigations conducted within the agency's jurisdiction. (This does not include information from fluid spills from automobile accidents.)				July 1, 2014	See Task V.2
	2	Collect information for annual reporting including: a. Number of illicit discharges identified as part of staff investigations; b. Number of illicit discharge reported by other city staff and the public; and c. Follow-up activities.				July 1, 2016	See Task V.2

ISWMP 2022 Performance Standards

New Development, Redevelopment, and Construction Site Controls (See Chapter VI.)

Subsection		Performance Standard	Implementation Status			Implementation Date	Comments
			Scheduled	Partial	Full		
DEVELOPMENT PLAN REVIEW AND PERMITTING	1	Obtain adequate legal authority to implement stormwater quality control measures for development, redevelopment, and construction activities as part of the development plan review and approval process.				July 1, 2014	
	2	Require developers and owner/builders of projects that include permanent stormwater facilities to ensure ongoing operation and maintenance of the facilities, as part of project approval documents.				July 1, 2015	
	3	Require developers and owner/builders of projects with potential for significant erosion and planned construction activity to plan, prepare for and implement effective erosion and sediment controls.				July 1, 2015	
	4	Ensure municipal capital improvement projects also include stormwater quality control measures during and after construction, as appropriate for each project.				July 1, 2015	
	5	Inform developers and owner/builders of projects that disturb a land area of one acre or more in an area that drains to a surface water body of the state requirement to obtain coverage under the DEQ 1200C permit.				July 1, 2016	
	6	Require developers and owner/builders to control stormwater quality impacts of their projects by using appropriate BMPs. Encourage projects with significant stormwater pollution potential to mitigate impacts through site planning or design practices and/or post construction controls4. For such projects, the developer and owner/builder will be encouraged to avoid, minimize, and mitigate, in that order, the potential adverse impacts to water quality.				July 1, 2017	The City has successfully adopted Bend code title 16 (Grading and Drainage Ordinance), and incorporated the Central Oregon Stormwater Manual into our devlopemnt review proces.
	7	Review and refine, if necessary, the stormwater ordinance requiring site planning or design practices and/or post construction controls to protect water quality.				July 1, 2018	
	8	Review, and as appropriate, incorporate policies and implementation measures into the General Plan and Development Code to help preserve and enhance water quality and protect sensitive areas. General Plan and Development Code amendments will be adopted periodically as part of the City's ongoing General Plan and Development Code updates.				July 1, 2019	
ADDITIONAL EROSION AND SEDIMENT CONTROL	1	Maintain an erosion and sediment control program that includes requirements for minimum performance standards, sufficient enforcement authority, training and tools for inspectors, and information for developers and contractors.				July 1, 2015	
	2	As a condition for issuing a grading permit, require developers and owner/builders to prepare, submit for review and approval, and implement effective erosion and sediment control measures as per City regulations.				July 1, 2016	
CONSTRUCTION INSPECTION	1	For development projects with significant erosion potential, require that erosion and sediment control measures are implemented through a construction inspection process. Measures will be implemented in accordance with local ordinances and project conditions of approval, including the approved erosion and sediment control plan. Measures will also be maintained as needed during construction.				July 1, 2014	
	2	Through a construction inspection process, require that construction contractors properly store, use, and dispose of construction materials, chemicals, and wastes from construction sites and prevent illicit discharges to the storm drains and watercourses.				July 1, 2016	The COSM has specific source control requirements in chapter 10.
	3	As part of normal inspections, municipal inspectors will review construction sites for adequacy of stormwater quality control measures. The municipal inspectors will prioritize assistance and guidance to onsite inspectors based on the following criteria: a. Project's potential impact on stormwater quality; b. Size of the project; c. Site topography and soil characteristics; d. Season in which the construction phase occurs; and e. Nature of the construction activity.				July 1, 2016	
	4	Require that each active construction site either be stabilized or have supplies and roll-out plans for immediate stabilization to be deployed prior to a major storm to minimize erosion and discharges of sediment from disturbed areas. As part of normal inspections, municipal inspectors will review to make sure these requirements are being met.				July 1, 2018	
	5	Review the inspection of construction sites with erosion and sediment controls following complaints or reports of sediment or pollutants being discharged in the public right of way.				July 1, 2019	

ISWMP 2022 Performance Standards

New Development, Redevelopment, and Construction Site Controls (See Chapter VI.)

Subsection		Performance Standard	Implementation Status			Implementation Date	Comments
			Scheduled	Partial	Full		
EDUCATION AND OUTREACH	1	Distribute appropriate educational and training materials to city staff, contractors, construction site operators, developers, and owner/builders such as: a. Construction BMPs including erosion and sediment controls; b. Available guidance on the DEQ 1200C permit, if applicable; c. Site planning or design measures and post construction controls; and d. Information provided by DEQ staff regarding State and Federal permit and approval requirements for related project activities. Distribute this information and guidance materials to developers and owner/builders early in the application or design review process, or have available on the City's website as appropriate for the type of project.				July 1, 2014	
	2	Train, at least biennially, appropriate construction inspection staff on inspection procedures, documentation, and enforcement related to stormwater pollution prevention.				July 1, 2015	
	3	Train, at least biennially, staff from planning, building, and public works staff on planning procedures, policies, design guidelines, and BMPs for stormwater pollution prevention and control.				July 1, 2015	
	4	Distribute appropriate educational and outreach materials provided by the DEQ to those utility contractors (water supply, cable, phone, electrical, etc.) seeking encroachment and/or grading permits from the municipality.				July 1, 2015	

ISWMP 2022 Performance Standards

Lifespan Operation and Maintenance Verification (See Chapter VII.)

Subsection		Performance Standard	Implementation Status			Implementation Date	Comments
			Scheduled	Partial	Full		
TARGETING INSPECTIONS TO ACHIEVE THE MOST BENEFIT	1	Develop and update as needed, an operation and maintenance review plan or standard operating procedure (SOP) that describes the following: a. The inspecting divisions/department. b. The division/department that will conduct the stormwater follow-up and/or enforcement. c. How information and resources will be coordinated among agencies/departments. d. Priorities for inspecting stormwater facilities. Identify target businesses, if any, with high potential to discharge pollutants to the municipal storm drains or within wellhead protection areas. e. Proper recordkeeping procedures.The O&M review plan or SOP shall be tailored to the amount of staffing and financial resources available given program priorities.				July 1, 2014	Engineering PMs/inspectors inspect municipal facilities through construction and warranty. Storm facilties are then brought into City's Infor database for inspection and ongoing-maintenance by Utility operations staff. See also Tasks VII.2 and VII.3.
	2	Educate business owners and operators about stormwater pollution prevention, separate from the inspection program.				July 1, 2015	See Clean Water Works Partnership activities.
	3	Respond to complaints or referrals from others about a facility. The response may include actions such as: a. Interviewing the caller concerning the specific nature of the problem; b. Referring the caller to the DEQ staff for compliance questions concerning the State requirements (i.e., 1200 Z permit, etc.). c. Referring the caller to another agency if the facility is outside the City's jurisdiction; d. Calling the facility and providing appropriate BMP information. For substantive complaints not covered above, schedule a facility inspection or site visit as soon as possible.				July 1, 2015	Complaints are directed to O&M, regulatory for illicit discharge, engineering as appropriate for applicable calls, and to appropriate outside agencies if outside the City's jurisdiction. The City Utilities Department tracks customer service requests through Infor.
	4	Inspect and distribute appropriate BMP information to businesses per the operation and maintenance review plan priority. Frequency of inspection should be commensurate to the businesses' potential to flood or discharge pollutants to City facilities and available staffing levels.				July 1, 2016	See Clean Water Works Partnership activities.
	5	Re-evaluate the City's priorities for operation and maintenance of permanent stormwater facilities. Update the operation and maintenance review plan as needed. Coordinate with other city inspectors (e.g,, IPP or fire) to coordinate and minimize the number of inspections per business.)				July 1, 2018	
PREPARING FOR INSPECTIONS	1	Train appropriate City facility inspectors so that each inspector possesses the knowledge and skill necessary to conduct effective stormwater inspections. This includes identifying potential pollutant sources that may be exposed to stormwater runoff and non-stormwater discharges to the storm drains.				July 1, 2015	See Task VII.4
	2	The appropriate City's inspection staff will be responsible with being knowledgeable about the following: a. Stormwater regulations and requirements, including the City's ordinance and applicable state permits; b. Impacts of non-stormwater discharges to the river. surface water and groundwater; c. Inspection techniques and procedures; d. Follow-up and enforcement procedures; and e. Stormwater BMPs. The inspectors and managers will obtain periodic training to support inspection activities and to continue to improve program implementation.				July 1, 2015	See Task II.1 and VII.4
CONDUCTING INSPECTIONS	1	Inspectors will review the facility layout to locate the storm drain system and/or stormwater drainage path.				July 1, 2016	

ISWMP 2022 Performance Standards

Lifespan Operation and Maintenance Verification (See Chapter VII.)

Subsection		Performance Standard	Implementation Status			Implementation Date	Comments
			Scheduled	Partial	Full		
CONDUCTING INSPECTIONS	2	Inspectors will review/inspect the following areas, if access to the area is safe and drains to a stormwater management facility or area from which stormwater flow may ultimately leave the site. a. Outdoor process/manufacturing areas; b. Outdoor material storage areas; c. Outdoor waste storage/disposal areas; d. Outdoor vehicle and heavy equipment storage and maintenance areas; e. Outdoor parking areas and access roads; f. Outdoor wash areas; g. Surface discharge outlets from rooftop equipment; and h. Outdoor drainage from indoor areas. i. The status of onsite stormwater facilities. These areas will be inspected for 1) their need for maintenance; 2) their potential to discharge pollutants from non-stormwater discharges to public facilities, and 3) pollutant exposure to stormwater.				July 1, 2016	
	3	Inspectors will notify the Stormwater Program Manager of potential to discharge pollutants from non-stormwater discharges, and pollutant exposure to stormwater from a business.				July 1, 2016	
	4	When a business that impacts stormwater quality is identified, the City 's Stormwater Program Manager will either be responsible for conducting, or delegating, the following: a. Communicate stormwater requirements. b. Distribute facility representatives with appropriate stormwater BMP5 information, educational materials, and inter/intra-agency referrals as needed. Ask the facility representative whether employees have been trained about how to prevent stormwater pollution. c. Inform the facility representative of any problems or violations found. A schedule for correcting problems identified during the inspection, and a means for verifying their implementation will be discussed with the facility representative. This information will be noted and tracked. d. Document and track inspection activities, follow-up, and enforcement activities for reporting to the DEQ in annual reports.				July 1, 2016	See also Task V-7.
ACHIEVING FACILITY COMPLIANCE	1	If a problem is identified during an inspection, the Stormwater Program Manager will either be responsible for performing, or delegating a follow-up site visit or initiating a self-certification process where the facility representative certifies in writing that the problem has been remedied within the time specified by the Stormwater Program Manager.				July 1, 2019	
	2	Begin enforcement procedures, if appropriate, as per the enforcement authorities as set forth in the City's municipal ordinances.				July 1, 2019	

ISWMP 2022 Performance Standards

Corporation Yards (See Chapter V.)

Subsection		Performance Standard	Implementation Status			Implementation Date	Comments
			Scheduled	Partial	Full		
GENERAL STANDARDS/ TRAINING	1	Prepare and maintain a current Corporation Yard Stormwater Pollution Prevention Plan (SWPPP).				July 1, 2014	Developed 3/7/11 review and update scheduled in FY2014-15
	2	Prepare spill containment kits and store them in locations that have potential for spills (e.g., fueling areas, etc.). Conduct training annually, or as appropriate, on how to use the kits.				July 1, 2015	See Task VIII.6
	3	Mark or stencil inlets to the storm drainage system with a "protect our waters-no dumping"-type message.				July 1, 2015	See Task V.3
	4	Survey the facility annually for compliance with the performance standards. Any performance standard that has not been implemented will be identified in the annual report, along with a schedule for implementation.				July 1, 2016	See Task VIII.8
	5	Post educational materials about these performance standards and best management practices in appropriate areas.				July 1, 2016	See Task V.7. Using Compli
	6	For each corporation yard, assign one person the primary responsibility for ensuring that performance standards are implemented and that all persons using the facility are aware of these performance standards.				July 1, 2016	See Tasks II.1 and VIII.8
	7	Describe activities conducted to educate staff regarding the performance standards in the annual report.				July 1, 2017	See Task V.7
GENERAL HOUSEKEEPING	1	Dispose of often, material removed from streets and storm drainage facilities to eliminate exposure to rainwater and runoff to the storm drain system.				July 1, 2014	Materials are dewatered at 15th Street (dewatering washwater is ultimately directed to sanitary sewer). Materials are then sifted to recover basalt rock for winter traction reuse and remaining materails are disposed of at Knott Landfill.
	2	Keep chemical storage areas neat and orderly				July 1, 2014	See Task VIII.8
	3	Inspect the yard at least semiannually to ensure that there are no illicit discharges to the storm drain system. Train employees to report potential pollutant discharges when noticed to ensure pollutant discharges are controlled to the MEP.				July 1, 2016	See Task VIII.8
	4	Sweep the corporation yard at least bimonthly				July 1, 2016	Bimonthly sweeping to begin Oct. 2016. Neither corporation yard drains to the MS4/river or is in a time of travel area for UICs. Portions of 15th corp yards drain to surface swales or sheet flows to adjacent landscaping.
	5	Stockpile materials away from streets, gutters, storm drain inlets, or water channels when possible.				July 1, 2019	Occurring at 15th Street.
REFUSE HOLDING AREAS	1	When materials removed from storm drainage facilities are stored on site, store the materials on a concrete pad or other type of impermeable material away from storm drainage facilities. Use covers or other methods as appropriate to prevent blowing away of debris. Drain wastewater to the sanitary sewer, only upon approval from the local sanitary sewer agency, or allow to evaporate to prevent discharges to the storm drain system. Dispose of the material at an appropriate facility.				July 1, 2015	Materials are dewatered at 15th Street (dewatering washwater is ultimately directed to sanitary sewer). Materials are then sifted to recover basalt rock for winter traction reuse and remaining materails are disposed of at Knott Landfill.
AUXILIARY STORAGE AREAS/YARDS	1	Store chemicals in appropriate areas to prevent pollutant discharge to the storm drains.				July 1, 2014	See Task VIII.8
CHEMICAL STORAGE	1	Keep all containers containing hazardous materials or waste closed when not filling or emptying. Properly label containers using the NFPA or HMIS system (or other appropriate system as approved by City management). Protect the storage area from vandalism				July 1, 2014	See Task VIII.8
	2	Review the Spill Prevention Plan and/or other appropriate materials (e.g. MSDS) for hazardous materials storage requirements.				July 1, 2016	City has a service for easy MSDS availability.
	3	Store paint and other chemicals in an approved covered containment area. Design the floor so that spilled materials will be contained and easily removed.				July 1, 2017	See Task VIII.8 and Task V.7
	4	If any material containers (not limited to hazardous material containers) are stored outside, keep the containers in a contained area that prevents discharge to the storm drain system from spills or exposure to rain. Ensure that all the containers are closed with tight-fitting lids. Design the area to prevent "run-on" of stormwater and runoff of spills.				July 1, 2017	Training occuring. See Task VIII.8 and Task V.7
	5	When never-before-used materials are purchased, review the Material Safety Data Sheet (MSDS) to ensure that incompatible materials have the appropriate separation.				July 1, 2017	City has a service for easy MSDS availability and their use is encouraged by Safety and Risk Program Manager regularly at meetings.

ISWMP 2022 Performance Standards

Corporation Yards (See Chapter V.)

Subsection		Performance Standard	Implementation Status			Implementation Date	Comments
			Scheduled	Partial	Full		
CHEMICAL USAGE	1	Ensure that necessary safety equipment and spill containment kits are readily accessible in areas where chemicals are used. Inspect safety equipment (e.g., eye wash) regularly to ensure they are operational.				July 1, 2014	See Task VIII.6
	2	Review MSDSs.				July 1, 2014	The City subscribes to a MSDS website for quick access.
	3	Minimize use of chemicals. Use water-based paints and non-toxic chemicals as much as possible.				July 1, 2014	Training occuring. See Task VIII.8 and Task V.7
CHEMICAL USAGE	4	Recycle or dispose of excess chemicals at an approved local Household Hazardous Waste Facility or other approved location, or via an appropriate contractor who handles and disposes of materials properly.				July 1, 2014	City uses Knott Landfill.
	5	Ensure chemical containers have secure lids and are secured properly to the vehicle during transport.				July 1, 2014	Training occuring. See Task VIII.8 and Task V.7
	6	Properly remove any soils contaminated with spilled materials				July 1, 2014	Training occuring. See Task VIII.8 and Task V.7
Oil-based Paints	1	Wipe paint out of brushes. Filter and reuse thinners or dispose of as hazardous waste. Dispose of the excess paint as hazardous waste or recycle. If there is too much paint to dry, recycle the paint or dispose of properly.				July 1, 2014	Training occuring. See Task VIII.8 and Task V.7
Water-based Paints	1	Rinse paint out of brushes and discharge rinse water to the sanitary sewer. Recycle or dry excess paint in cans and dispose of the cans in the trash. If there is too much paint to dry, recycle the paint or dispose as hazardous waste.				July 1, 2014	Training occuring. See Task VIII.8 and Task V.7
Automotive Fluids	1	Collect used fluids and recycle or dispose at an appropriate facility.				July 1, 2014	Training occuring. See Task VIII.8 and Task V.7
Pesticides	1	Refer to the State of Oregon pesticide applicator requirements for pesticide mixing, application, storage and disposal requirements.				July 1, 2014	Only certified applicators use pesticides.
	2	Consider using integrated pest management methods. Given a choice, use the least toxic pesticides and herbicides that will accomplish the job.				July 1, 2014	City landscape crews do this taking in consideration location, workload, and staffing. Only certified applicators use pesticides.
	3	Apply pesticides at appropriate times to maximize their effectiveness and minimize their potential to run off.				July 1, 2014	See above. Stormwater Program Manager conducted a ride-along in FY 2015-16 with pesticide applicator for mutual education and to confirm.
	4	Mix only as much pesticide as needed. Do not mix or load pesticides next to storm drain inlets or watercourses.				July 1, 2014	See above. Stormwater Program Manager conducted a ride-along in FY 2015-16 with pesticide applicator for mutual education and to confirm.
Solvent/Cleaning Solutions	1	Properly recycle or dispose of used solvents/chemicals				July 1, 2014	Training occuring. See Task VIII.8 and Task V.7
WASHING VEHICLES/ EQUIPMENT	1	Clean all vehicles/equipment on designated wash areas that discharges washwater to landscaping, the sanitary sewer or recycling system. (Wash areas might be off-site to ensure discharge to the sanitary sewer or recycling system.)				July 1, 2015	Training occuring. See Task VIII.8 and Task V.7
	2	Ensure wash area and sump (if applicable) are large enough so that all washwater drains to the sanitary sewer or recycling system. If necessary, re-grade area or install dikes to convey the washwater.				July 1, 2015	Most vehicles are washed off site through a contract with a local car wash. Boyd Acres Utility Corp Yard has a designated wash area.
	3	Visually monitor the wash area to make sure it is consistently used.				July 1, 2015	See Task VIII.8
FUEL DISPENSING AREAS	1	Store spill containment kits nearby. If spill occurs, use dry methods to clean and follow procedures in the Hazardous Materials Business Plan and/or Spill Prevention Plan.				July 1, 2014	See Task VIII.6
	2	Train employees in proper fueling, cleaning, and spill response procedures				July 1, 2014	See Task V.7. Using Compli
	3	Discourage mobile fueling. If mobile equipment is fueled with a mobile fuel truck, have spill kits available and choose an area away from storm drain facilities, sanitary sewer systems, and waterbodies for fueling.				July 1, 2014	Fuel station on 15th Street scheduled for removal in FY2016-17. Employees use commercial-only fill stations within the
	4	Design new fueling area(s) to prevent "run-on" of stormwater and runoff of spills				July 1, 2014	Stormwater regulations and staff were consulted in design of a small tank at 15th Street in FY2015/16.
	5	Install signs reminding people not to "top off" tanks				July 1, 2018	Majority of fueling is conducted off-site now.
	6	Consider covering fuel dispensing areas. Prohibit fueling over open ground; ground should be covered by concrete or asphalt protected with a sealant.				July 1, 2018	See comments above.
FLEET MAINTENANCE/VEHICLE PARKING AREAS	1	Inspect equipment for leaks on a regular basis. Use drip pans under leaking vehicles. Repair vehicles with significant leaks.				July 1, 2014	Training occuring. See Task VIII.8 and Task V.7
	2	Drain and replace motor oil and other fluids in a covered shop area. If fluids are changed outdoors, designate an area where there are no connections to the storm drains, watercourses, or the sanitary sewer. Select a designated area where spills can be easily cleaned up or drain to a closed pan and return to shop for proper disposal.				July 1, 2014	Training occuring. See Task VIII.8 and Task V.7
	3	Periodically dry sweep the area.				July 1, 2014	Training occuring. See Task VIII.8 and Task V.7
	4	Schedule outdoor repair activities for dry weather, if possible. Prevent repair supplies or work material from entering storm drains or watercourses				July 1, 2014	Training occuring. See Task VIII.8 and Task V.7

ISWMP 2022 Performance Standards

Corporation Yards (See Chapter V.)

Subsection		Performance Standard	Implementation Status			Implementation Date	Comments
			Scheduled	Partial	Full		
	5	Clean equipment as it comes in for repairs using proper collection and disposal methods when necessary. Inspect equipment as it comes in for routine maintenance and clean if needed.				July 1, 2015	Training occuring. See Task VIII.8 and Task V.7

ISWMP 2022 Performance Standards

Litter Control (See Chapter VIII.)

Subsection		Performance Standard	Implementation Status			Implementation Date	Comments
			Scheduled	Partial	Full		
SERVICES	1	Pick up litter receptacles located on City-owned property on a frequent enough basis to minimize or prevent spillage.				July 1, 2014	
	2	Provide an adequate number of litter receptacles on City-owned property. The City will make every effort to contain litter in receptacles.				July 1, 2015	
EDUCATION AND ENFORCEMENT	1	Encourage participation in and assist with the litter removal activities associated with the Stream Stewardship Day or other similar clean-up event				July 1, 2014	
	2	Encourage public education efforts to include an anti-littering message				July 1, 2019	See Clean Water Works Student Film Contest

ISWMP 2022 Performance Standards

Municipal Maintenance

(See Chapter VIII.)

Subsection		Performance Standard	Implementation Status			Implementation Date	Comments
			Scheduled	Partial	Full		
STREET SWEEPING FREQUENCY	1	Clean streets according to the City's Sweeping Plan.				July 1, 2014	
PROBLEMS ASSOCIATED WITH EFFICIENT STREET CLEANING	1	Maintain a consistent sweeping schedule.				July 1, 2014	
	2	Obtain copies of garbage and recycling collection schedules and work with water utility personnel to understand schedules of major water line flushing effort to improve coordination (e.g., to prevent conflicts with sweeping on days when collection barrels are in the road or to sweep pollutants off streets prior to major water line flushing).				July 1, 2016	
	3	Take appropriate measures to keep curbed areas clear during street cleaning. Measures may include, but are not limited to, developing and distributing newsletters and/or other public education materials notifying residents and businesses of street sweeping schedules; setting out temporary or permanent street signs; sending announcements through neighborhood association chairs, or website postings.				July 1, 2018	Examining potential use of reader boards, or other outreach to improve efficiency.
	4	Provide adequate staff for conveniently reporting trees interfering with street cleaning.				July 1, 2016	Staff looking to refine doorhanger
STREET CLEANING OPERATION TO MAXIMIZE POLLUTANT REMOVAL	1	Provide a clean looking street. Conduct tandem driving in areas of heavy load to minimize dirt tracks, trails, or debris to degree practicable given weather and winter road safety measures.				July 1, 2014	
	2	Check street cleaning equipment for proper adjustment.				July 1, 2014	
	3	Operate street cleaning equipment at the speed specified by the manufacturer.				July 1, 2014	
STREET CLEANING MAINTENANCE TO MAXIMIZE POLLUTANT REMOVAL	1	Regularly inspect and maintain street cleaning equipment.				July 1, 2014	
	2	Replace worn components as required to maximize efficiency.				July 1, 2014	Purchased a new sweeper in FY2015-16.
SPILL RESPONSE	1	Report spills observed on streets immediately for quick response by appropriate personnel.				July 1, 2014	
	2	Respond to spills in accordance with appropriate response procedures. This includes appropriate measures to block storm drain inlets to prevent and minimize discharges from entering storm drainage facilities in the event of an accident, spill, or emergency fire-fighting activity.				July 1, 2014	
RECORD KEEPING	1	Track miles swept using a broom odometer or by tracking mileage.				July 1, 2014	
	2	Track volume or weight of material removed for street cleaning.				July 1, 2014	
	3	Report summary of sweeping data in annual report.				July 1, 2014	
	4	Document and track areas where spills were reported and coordinate with the City's illicit discharge control field surveys..				July 1, 2015	
	5	As needed, identify and target areas for: 1) more frequent cleaning throughout the year or just prior to the rainy season; 2) additional efforts to remove vehicles; 3) distribution of public education materials to discourage illegal dumping, etc.				July 1, 2018	
EDUCATION/TRAINING	1	Train annually, municipal staff, as appropriate, responsible for street sweeping to identify and report illicit discharges, and to comply with the other street sweeping performance standards.				July 1, 2014	Met with Sweeper Supervisors (See Chapter 2). See also Task V.7.

ISWMP 2022 Performance Standards

Operation and Maintenance of Stormwater Pump Stations (See Chapter VIII.)

Subsection		Performance Standard	Implementation Status			Implementation Date	Comments
			Scheduled	Partial	Full		
VISUAL INSPECTIONS	1	Inspect wet wells or forebays once per month for oil spills or other noticeable pollutant discharge.				July 1, 2014	
MAXIMIZE REMOVAL OF POLLUTANTS PRIOR TO DISCHARGE	1	Conduct at least one comprehensive cleaning of wet wells annually to remove sediment prior to the start of the rainy season to minimize discharge of sediment. Clean wet wells with a vactor, if possible.				July 1, 2014	
	2	If there is a large potential for pollutant discharge, have a spill kit readily available.				July 1, 2014	
	3	If any spill is reported or observed, try to remove the material at the nearest access point. As practical, shut down the pump station if the material may reach it. (A storm event may necessitate operation of the pump station.) As possible, prevent spill from discharging.				July 1, 2014	
	4	Store oil absorbent materials in appropriate maintenance vehicles.				July 1, 2014	
	5	Track spills upstream to try and locate the source(s) of pollution. Document spill incidents as part of the illicit discharge program. Implement enforcement, as appropriate.				July 1, 2017	See also Task V.7.
	6	Conduct at least one comprehensive cleaning of wet wells annually to remove sediment prior to the start of the rainy season to minimize discharge of sediment. Clean wet wells with a vactor, if possible.				July 1, 2019	
DISPOSAL	1	Dispose of screenings at a landfill, sediment at a location that will not re-enter the storm drain system or receiving waters through erosion, and oil-absorbed materials at a site licensed to accept hazardous waste.				July 1, 2014	
EDUCATION/TRAINING	1	Educate all personnel responsible for maintaining stormwater pump stations about these performance standards. City staff will conduct or provide at least one training session annually to educate pump station personnel about these performance standards and illicit discharge identification and reporting.				July 1, 2015	
	2	Conduct drills as part of the training, as appropriate				July 1, 2017	

ISWMP 2022 Performance Standards

Road Repair and Maintenance (See Chapter VII.)

Subsection		Performance Standard	Implementation Status			Implementation Date	Comments
			Scheduled	Partial	Full		
GENERAL PRACTICES/ TRAINING	1	Schedule excavation and road maintenance activities for dry weather, if feasible.				July 1, 2014	
	2	Equipment repairs and fueling or maintaining vehicles and equipment will be conducted in accordance with the Corporation Yard Performance Standards.				July 1, 2014	
	3	Recycle used motor oil, diesel oil, concrete, broken asphalt, etc. whenever possible.				July 1, 2014	
	4	Distribute educational and outreach materials, as appropriate, to those utility contractors (e.g., water supply, sewer, cable, phone, electrical, etc.) seeking encroachment and/or grading permits from the City.				July 1, 2016	Community Development Department distributes materials as appropriate.
	5	Train at least biennially municipal staff and contractors conducting road repair and maintenance to comply with these performance standards.				July 1, 2016	Municipal staff are trained. See Task V.7. The City project manager is responsible for making their contractor aware of local requirements.
ASPHALT/CONCRETE REMOVAL	1	After breaking up old pavement, remove and recycle as much as possible to avoid contact with rainfall and stormwater runoff.				July 1, 2014	
	2	Take measures to protect storm drain inlets prior to asphalt breaking or concrete sawing operations (e.g., place sand bags or filtering barrier around inlets). Clean afterwards by sweeping or removing as much material as possible. Do not wash down to the storm drain.				July 1, 2016	Training occurring. See Task V.7.
	3	During saw-cutting operations, block or berm around storm drain inlets using sand bags or an equivalent appropriate filter device, or absorbent materials such as pads, pillows, or socks to contain slurry, or wet/dry vacuum the slurry. If slurry enters the storm drain system, remove the material immediately.				July 1, 2016	Training occurring. See Task V.7.
	4	Remove saw-cut slurry (e.g., with a shovel or vacuum) before leaving at the end of the day.				July 1, 2016	Training occurring. See Task V.7.
PATCHING AND RESURFACING	1	To minimize runoff from patching and resurfacing activities, materials will not be stockpiled in streets, gutter areas, or near storm drain inlets or waterbodies unless these areas are protected (i.e., stockpiled material should be covered to minimize stormwater runoff.)				July 1, 2014	
	2	Cover and seal manholes and storm drain inlets before applying seal coat, slurry seal, etc				July 1, 2014	
	3	Never wash excess material from exposed aggregate concrete or similar treatments into a street or storm drain inlet. Designate an unpaved area for clean up and proper disposal of excess materials.				July 1, 2014	
	4	Use only as much water as necessary for dust control to avoid runoff.				July 1, 2014	
	5	Sweep up as much material as possible and dispose of properly.				July 1, 2014	
	6	Clean up spills and leaks from other equipment and work site areas using “dry” methods (absorbent materials and/or rags). Properly dispose of absorbent materials and rags. If spills occur on dirt areas, the contaminated soil will be removed properly and on a timely basis				July 1, 2014	
	7	After the job is complete, remove stockpiles (asphalt materials, sand, etc.) and other extra materials as soon as possible.				July 1, 2014	
	8	If it rains unexpectedly, take appropriate action to prevent pollution of stormwater runoff (e.g., divert runoff around work areas).				July 1, 2016	Training occurring. See Task V.7.
	9	Wash down of streets is only permitted if runoff is controlled or contained, or appropriate best management practices are followed.				July 1, 2017	Training occurring. Washdown of spills is not allowed. See Task V.7.
SIGNING AND STRIPING	1	Have spill kits or store spill absorbent materials on trucks to be used in the event of a spill.				July 1, 2014	
	2	Contain and clean up waste materials and dispose of them properly according to the MSDS.				July 1, 2014	

ISWMP 2022 Performance Standards

Road Repair and Maintenance (See Chapter VII.)

Subsection		Performance Standard	Implementation Status			Implementation Date	Comments
			Scheduled	Partial	Full		
EQUIPMENT CLEAN UP/STORAGE	1	Clean sprayers, patch and paving equipment at the end of the day. Use approved collection methods and dispose or recycle waste materials at an approved facility.				July 1, 2014	
	2	If stored outdoors, cover sprayers, patch and paving equipment, if they contain pollutants, to prevent rainfall from transporting pollutants to the storm drain system.				July 1, 2014	
	3	Flush paint sprayer supply lines at the corporation yard. Use approved collection methods and dispose or recycle waste materials at an approved hazardous waste facility				July 1, 2015	

ISWMP 2022 Performance Standards

Storm Drain Facilities (See Chapter VIII.)

Subsection		Performance Standard	Implementation Status			Implementation Date	Comments
			Scheduled	Partial	Full		
ROUTINE INSPECTION AND CLEANING6	1	When cleaning storm drain inlets and lines, remove the maximum amount of material at the nearest access point to minimize the potential for discharges to watercourses.				July 1, 2014	
	2	Inspect and clean as necessary, storm drain facilities (catch basins, UICs, inlets, culverts, and v-ditches) at least biennially. The inspections and needed cleaning will preferably occur prior to winter.				July 1, 2017	
RECORD KEEPING	1	Report the amount of material removed when cleaning storm drainage facilities in monthly record keeping forms.				July 1, 2014	
	2	Document and track areas where spills were reported and coordinate with the City's illicit discharge control staff.				July 1, 2016	
	3	As needed, identify and target areas for: 1) more frequent cleaning throughout the year or just prior to the rainy season; and 2) distribution of public education materials to discourage illegal dumping, etc.				July 1, 2018	
SPILL RESPONSE (MULTIPLE AGENCIES INVOLVED)	1	If non-hazardous materials are spilled, maintenance staff will contain the spill area immediately and clean when practical to prevent additional release and discharge of pollutants into the storm drain system.				July 1, 2014	
	2	Maintenance staff will establish a response/removal procedure for non-hazardous materials after work hours (e.g., per spill plan).				July 1, 2014	
	3	Maintenance staff will coordinate to determine the most appropriate follow-up response (e.g., tracking the source of a spill, identifying product labels, contacting Building and Planning Departments, contacting Stormwater Program Analyst with records and for educational follow-up, sending a clean-up bill to the responsible party, etc.).				July 1, 2014	
	4	Work with local Fire and Police Departments to obtain summaries or copies of spill reports to the Stormwater Manager or his/her designee.				July 1, 2016	For any spills with the potential to impact Utilities, our Utility Risk Management and Safety Program Manager Ken Vaughan gets advised. As our assigned point person it Utilities, Ken is working with Police and Fire to finalize the udpate to the Emergency Operations plan. Of note, our Fire (Doug Koellermeier) and Police (Steve Esselstyne) contacts have both retired and Bill Boos (Fire) and Paul Kansky (Police) have taken over the roles as utility liaisons.
	5	Maintenance staff will be aware and up to date on the City's around-the-clock immediate response/removal procedure for hazardous or unknown materials.				July 1, 2017	
DISPOSAL OF MATERIAL	1	Store material removed from storm drainage facilities on a concrete pad or other type of impermeable material away from storm drainage facilities. Drain wastewater to the sanitary sewer or allow to evaporate to prevent discharges to the storm drain system. Dispose of the material at an appropriate facility. Contact collections utility's staff prior to any new type of discharge in sanitary sewer.				July 1, 2017	

ISWMP 2022 Performance Standards

Winter Road Care (See Chapter VII.)

Subsection		Performance Standard	Implementation Status			Implementation Date	Comments
			Scheduled	Partial	Full		
WINTER ROAD CARE TO MINIMIZE POLLUTANT CONTRIBUTION	1	City will consider full long-term social costs and environmental/public safety risks when determining winter road care strategies.				July 1, 2014	Training occurring (See also Task V.7)
	2	The City will use alternative materials, such as basalt application, as much as possible and appropriate to minimize the use of chemical deicier (e.g., Mag Chloride), especially in sensitive areas.				July 1, 2015	
	3	Chemical deicers will be properly stored and handled per the chemical storage performance standards.				July 1, 2015	
	4	Any solid deicers used shall be properly covered to prevent contact with stormwater, and be stored outside of the 100 year floodplain.				July 1, 2017	Both corp yards are outside the 100 year floodplain. Streets corp yard contains several new large huts for material protection.
SPILL RESPONSE	1	Report spills observed on streets immediately for quick response by appropriate personnel.				July 1, 2014	
	2	Respond to spills in accordance with appropriate response procedures.				July 1, 2014	
RECORD KEEPING	1	Track amount of product used per month (chemical deicer and basalt sanding).				July 1, 2015	
EDUCATION/TRAINING	1	Train at least biennially, municipal staff and contractors, as appropriate, responsible for winter road care and chemical deicer (e.g., MgCl2) application to minimize overuse, to vary amounts to reflect site-specific characteristics, such as road width and design, traffic concentration, and proximity to surface waters and sensitive areas; to identify and report illicit discharges, and to comply with the other winter road care performance standards.				July 1, 2014	See FY2012-13 Annual Report Appendix G. See also Task V.7.

ISWMP 2022 Performance Standards

Monitoring

(See Chapter VIIII.)

Subsection		Performance Standard	Implementation Status			Implementation Date	Comments
			Scheduled	Partial	Full		
Facility Procedures	1	Maintain a NELAC accredited facility for stormwater-related laboratory testing.				July 1, 2014	Latest NELAP accreditation certificate is dated 8/23/2015.
Preparing for and Conducting Monitoring Activities	1	Maintain sampling plans and quality assurance plans, as appropriate.				July 1, 2014	
	2	Conduct appropriate recordkeeping and reporting.				July 1, 2014	