



City of Lincoln

Storm Water Management Program

Detailed Implementation Schedule

Task Name	2003	2004	2005	2006	2007	2008
Public Education and Outreach						
PO1. Printed Public Education Program						
PO1.1 Compile list of targeted audiences and possible printed materials for each.						
PO1.2 Distribute printed materials on storm water management to the public once per year.						
PO1.3 Create a web page for the City website and update annually.						
PO1.4 Maintain a storm water bulletin board at City Hall, updated annually.						
PO2. Public Outreach Activities by City Staff						
PO2.1 Man a fair display booth at one public event in the City or region per year.						
PO2.2 Participate with the Placer Regional Storm Water Coordination Group by attending regular meetings.						
PO2.3 Public Outreach to schools						
Public Involvement/Participation						
PI1. Citizens Advisory Committee						
PI1.1 Coordinate Citizens Advisory Committee meetings once per quarter.						
PI2. Storm Drain Stenciling Program						
PI2.1 Assemble two storm drain stenciling kits.						
PI2.2 Supervise storm drain stenciling by citizen groups at two activities per year.						
PI3. Volunteer Stream Adoption and Monitoring Program						
PI3.1 Create guidelines for Volunteer Stream Adoption and Monitoring Program.						
PI3.2 Supervise volunteer activities and make an annual report on volunteer activities.						
Illicit Discharge Detection and Elimination						
ID1. Compile Storm Drain System Map						
ID1.1 Create an electronic drawing layer for storm drain system.						
ID1.2 Collect field data for unmapped storm drain system components.						
ID1.3 Storm drain map updated to include all known storm drain system components.						
ID2. Illicit Discharge Enforcement Ordinance						
ID2.1 Meet with City Attorney to outline enforcement ordinance requirements.						
ID2.2 City Attorney to complete a draft enforcement ordinance						
ID2.3 City Council to adopt a final enforcement ordinance						
ID3. Illicit/Non-Storm Water Discharge Detection Program						
ID3.1 Train City field staff on ways to detect illicit storm water connections in an annual training session.						
ID3.2 Inventory conducted for commercial and industrial properties in the City to prioritize sites for inspection.						
ID3.3 Inspect 5 highest priority sites per year and identify enforcement action required.						
ID4. Illicit/Non-Storm Water Discharge Elimination Program						
ID4.1 Prioritize all illicit connections found in previous inspection activities.						
ID4.2 Enforce repair activities at the top 5 illicit connections per year.						
Construction Site Runoff Control						
CS1. Update City Improvement Standards						
CS1.1 Draft revisions to City Improvement Standards completed.						
CS1.2 Final revisions to City Improvement Standards completed.						
CS2. City Enforcement of New Storm Water Management Requirements for Construction Sites						
CS2.1 Train City field staff on new revisions to City Improvement Standards.						
CS2.2 City staff to inspect all construction sites monthly and priority sites weekly for storm water control measures.						
CS3. Construction Storm Water Ordinance						
CS3.1 Meet with City Attorney to outline construction ordinance requirements.						
CS3.2 City Attorney to complete a draft construction ordinance.						
CS3.3 City Council to adopt a final construction ordinance.						
Post Construction Site Runoff Control						
PC1. Development Review Process Update						
PC1.1 Review current development review process and identify shortfalls.						
PC1.2 Issue development review process memo to public						
PC2. Write and Implement New Storm Water System O&M Plan						
PC2.1 Write draft O&M Plan for City crew maintenance of public storm water facilities.						
PC2.2 Write final O&M Plan for City crew maintenance of public storm water facilities.						
PC3. Adopt a Design Standard Ordinance						
PC3.1 Meet with City Attorney to outline Design Standard Ordinance requirements.						
PC3.2 City Attorney to complete a Draft Design Standard Ordinance.						
PC3.3 City Council to adopt a Final Design Standard Ordinance.						
PC4. Long Term O&M Ordinance						
PC4.1 Meet with City Attorney to outline post construction ordinance requirements.						
PC4.2 City Attorney to complete a draft post construction ordinance.						
PC4.3 City Council to adopt a final post construction ordinance.						
PC4.4 Develop and implement a plan for enforcement of the Long Term O&M Ordinance						
Good Housekeeping for Municipal Operations						
GH1. Inventory City Facilities/Properties						
GH1.1 Compile a list of all City owned and operated facilities and properties.						
GH1.2 Prioritize list of City facilities and properties according to use and potential for storm water pollution.						
GH2. On-Going Training of City Staff						
GH2.1 Train City staff on site specific SWPPP's.						
GH2.2 Train City staff on Storm Water O&M Plan developed in PC2.2.						
GH2.3 Train City staff on regular staff operations on City facilities/properties.						

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List of Abbreviations

BMP	Best Management Practice
CAC	Citizens Advisory Council
CFR	Code of Federal Regulations
CWA	Clean Water Act
DI	Storm Drain Drop Inlet
EPA	Environmental Protection Agency
MCM	Minimum Control Measure
MEP	Maximum Extent Practicable
MS4	Municipal Separate Storm Water System
NOI	Notice of Intent
N/A	Not Applicable
NPDES	National Pollution Discharge Elimination System
O&M	Operations and Maintenance
POTW	Publicly Owned Treatment Works
PRSCG	Placer Regional Storm Water Coordination Group
RWQCB	Central Valley Regional Water Quality Control Board
SWMP	Storm Water Management Program
SWRCB	State Water Resources Control Board

Section 1 Introduction

This document represents the City of Lincoln's Storm Water Management Program (SWMP). The SWMP outlines a comprehensive set of priorities, activities, and strategies that constitute the City's Minimum Control Measures (MCM's) and Best Management Practices (BMP's), which are believed to reduce pollutants in storm water to the Maximum Extent Practicable (MEP). The SWMP was completed under the direction of the Public Works Director.

1.1 City of Lincoln Background

The City of Lincoln is located in Placer County. As of the 2000 census, the population of the City of Lincoln was 11,205. The total population of Placer County is approximately 264,900. The City of Lincoln population has increased at an average annual rate of 26% over the past 3 years. Based on currently entitled properties, the build-out population for the City of Lincoln is planned to be 57,875 which is currently expected in the year 2025. The map in Appendix A shows the coverage area of this SWMP as well as major waterways that flow through the City.

Land use in the City is split between the categories shown in Table 1 below. A land use map is included in Appendix B that shows City zoning.

TABLE 1: LAND USE IN THE CITY OF LINCOLN

Land Use	Number of Acres	% of Total
Residential	5,079	33%
Industrial	2,791	18%
Commercial	313	2%
Parks	321	2%
Public Facilities	549	4%
Public Schools	239	2%
Urban Reserve	1,008	7%
Agriculture	<u>5,178</u>	<u>33%</u>
TOTALS	15,476	100%

1.2 Regulatory History

In 1972, the Federal Water Pollution Control Act (also referred to as the Clean Water Act [CWA]) was amended to provide that the discharge of pollutants to waters of the United States from any point source is unlawful unless the discharge is in compliance with a National Pollutant Discharge Elimination System (NPDES) permit. The 1987 amendments to the CWA added §402(p), which established a framework for regulating storm water discharges under the NPDES Program. Subsequently, in 1990, the EPA promulgated regulation for permitting storm water discharges from industrial sites (including construction sites that disturb five acres or more) and from municipal separate storm sewer systems (MS4s) serving a population of 100,000 people or more.

These regulations, known as the Phase I regulations, require operators of medium and large MS4s to obtain storm water permits. On December 8, 1999, the EPA promulgated regulations, known as Phase II, requiring permits for storm water discharges from Small MS4s and from construction sites disturbing between 1 and 5 acres of land. Storm water discharges from Small MS4s are regulated by a permit issued by the State Water Resources Control Board (SWRCB) titled, *Waste Discharge Requirements for Storm Water Discharges from Small Municipal Separate Storm Sewer Systems (General Permit)*.

An “MS4” is defined as a conveyance or system of conveyances (including roads with drainage systems, municipal streets, catch basins, curbs, gutters, ditches, man-made channels, or storm drains): (i) designed or used for collecting or conveying storm water; (ii) which is not a combined sewer; and (iii) which is not part of a Publicly Owned Treatment Works (POTW) as defined in Title 40 of the Code of Federal Regulations (CFR) §122.2.

A “Small MS4” is defined as an MS4 that is not a permitted MS4 under Phase I regulations. This definition of a Small MS4 applies to MS4s operated within cities and counties as well as governmental facilities that have a system of storm sewers.

Federal regulations allow two permitting options for storm water discharges – individual permits and general permits. The SWRCB elected to adopt a statewide general permit in order to efficiently regulate numerous storm water discharges under a single permit. This SWMP is part of the requirements of the statewide general permit under which the City of Lincoln is regulated.

1.3 Regulatory Requirements

The General Permit regulates discharges of storm water from “regulated Small MS4s”. A “regulated Small MS4” is defined as a Small MS4 that discharges to a water of the US or other MS4 regulated by an NPDES permit and is designated in one of two ways. First, an entity may be automatically designated by the EPA pursuant to 40 CFR §122.32(a)(1) because it is located within an urbanized area defined by the Bureau of Census. Second, an entity may be individually designated by the SWRCB or Central Valley Regional Water Quality Control Board (RWQCB) after consideration of factors such as the following: high population density, high growth or growth potential, significant contributor of pollutants to an interconnected permitted MS4, discharge to sensitive water bodies, or significant contributor of pollutants to waters of the United States.

The City of Lincoln has been designated by the SWRCB and the RWQCB. Attachment 2 of the General Permit list the justifications for listing the City of Lincoln as:

- Discharge to Sensitive Water Bodies;
- High Growth and Growth Potential;
- High Population Density.

Attachment 2 of the General Permit lists details for the justifications for listing the City of Lincoln as:

- Receiving waters support threatened and endangered species;
- 54.6% [growth] over 10 years and continuing at 15% per year;
- Urban cluster.

Under the current regulatory framework, the City must apply for coverage under the General Permit. Acceptance of application to be covered under the General Permit is subject to SWRCB and RWQCB approval. The City must apply for coverage under the General Permit by October 27, 2003 (which is 180 days from the notice to apply from the SWRCB). Application is to be made by submitting a Notice of Intent (NOI) to comply with the State General Permit, and the appropriate fee. A copy of the completed NOI is included in Appendix F.

In addition to filing the NOI, the City must develop a SWMP describing the City's program for managing storm water. The SWMP must address six specific Minimum Control Measures and describe Best Management Practices to be implemented that address the MCM's in the SWMP. The permit also requires that the City establish and document in the SWMP measurable goals to be achieved and a schedule of implementation. The City must fully implement the SWMP within five years of adoption of the General Permit which is April 30, 2008.

Section 2 Program Overview

The SWMP was developed by City Public Works Staff with the assistance of a consultant. The goal of the SWMP is to improve the quality of waterways in the City by developing and implementing an interdisciplinary approach to storm water.

2.1 Program Implementation

The entire Storm Water Management Program for the City of Lincoln will be administered and managed by the Public Works Department. The Public Works Department will solicit the assistance of other departments as necessary but responsibility for execution of the SWMP will remain with Public Works. The Public Works Director is the responsible individual and will sign all documentation submitted to the RWQCB in connection with the SWMP. He may designate Public Works staff to manage and implement the program but the Public Works Director will remain the responsible individual.

2.2 Program Strategy

Per the requirements of the General Permit, this SWMP must describe how pollutants in storm water runoff will be controlled and describe the BMP's that address the six Minimum Control Measures that will do this. Each BMP must have accompanying measurable goals that will be achieved during the five year permit term as a means of determining program compliance and accomplishments, and as an indicator of potential program effectiveness. The SWMP must also identify the person or persons who will implement or coordinate the SWMP as well as each MCM.

The City of Lincoln will have a five year permit term to fully implement its program but the SWRCB will expect that progress be made throughout the permit term. Applicable activities that City staff already perform have been itemized and recognized in this SWMP as a benefit to storm water to the greatest extent possible.

Specific BMP's selected for each of the six MCM's were selected using the following criteria:

- Economic impact to the City;
- Impact to the environment;
- Potential for the BMP to significantly improve storm water runoff from the City;
- Ease of compliance;
- Potential for public acceptance and involvement.

The General Permit requires that regulated Small MS4's reduce discharge of pollutants to the Maximum Extent Practicable (MEP). MEP is a technology based standard established by Congress in CWA §402(p)(3)(B)(iii) that municipal dischargers of storm water must meet. MEP is generally a result of emphasizing pollution prevention and source control BMP's as the first lines of defense in combination with treatment methods wherever appropriate to serve as additional lines of defense. The MEP approach is an ever evolving, flexible and advancing concept which considers technical and economic feasibility. As knowledge about controlling storm water runoff continues to evolve, so does that which constitutes MEP.

2.3 Program Scope

The program scope is dictated by the General Permit which outlines six Minimum Control Measures that will be addressed. The MCM's are:

- Public Education and Outreach on Storm Water Impacts;
- Public Involvement/Participation;
- Illicit Discharge Detection and Elimination;
- Construction Site Storm Water Runoff Control;
- Post-Construction Storm Water Management in New Development and Redevelopment;
- Pollution Prevention/Good Housekeeping for Municipal Operations.

2.3.1 Permit Coverage Area

The coverage area of this SWMP and the accompanying permit to the City of Lincoln is generally the City Limits. A map showing the City limits and waterways. is included in Appendix A of this SWMP.

2.3.2 Minimum Control Measures

The following is a summary of information that is required to be addressed in each of the six Minimum Control Measures.

2.3.2.1 *Public Education and Outreach on Storm Water Impacts*

The SWMP includes a program to implement a public education program to distribute educational materials to the community or conduct equivalent outreach activities about the impacts of storm water discharges on water bodies and the steps that the public can take to reduce pollutants in storm water runoff.

2.3.2.2 *Public Involvement/Participation*

The EPA recommends that MS4's develop a public participation process to make efforts to reach out and engage all economic and ethnic groups present in the community. The goal of the Public Involvement/Participation MCM is to foster acceptance and ownership of the SWMP by the community. The SWMP must comply with public notice requirements when implementing a public involvement/participation program.

2.3.2.3 *Illicit Discharge Detection and Elimination*

The General Permit itemizes several requirements that must be addressed in this MCM. They are:

- Develop, implement and enforce a program to detect and eliminate illicit discharges;

- Develop a storm water system map showing the location of all outfalls and the names and locations of all waters of the US that receive discharges from those outfalls;
- Prohibit through ordinance or other regulatory mechanism, to the extent allowable, non-storm water discharges into the City and implement appropriate enforcement procedures and actions;
- Develop and implement a plan to detect and address non-storm water discharges, including illegal dumping, to the system that are not authorized by a separate NPDES permit;
- Inform public employees, businesses, and the general public of the hazards that are generally associated with illegal discharges and improper disposal of waste; and
- Address specific categories of non-storm water discharges or flows that are identified by the City as significant contributors of pollutants to the City.

2.3.2.4 Construction Site Storm Water Runoff Controls

The City must develop, implement, and enforce a program to reduce pollutants in any storm water runoff from construction activities that result in a land disturbance of greater than or equal to one acre. The program must include development and implementation of the following:

- An ordinance or other regulatory mechanism to require erosion and sediment controls, as well as sanctions to ensure compliance;
- Requirements for construction site operators to implement appropriate erosion and sediment control BMP's;
- Requirements for construction site operators to control waste such as discarded building materials, concrete truck washout, chemicals, litter, and sanitary waste at the construction site that may cause adverse impacts to water quality;
- Procedures for site plan review which incorporate consideration of potential water quality impacts;
- Procedures for receipt and consideration of information submitted by the public; and
- Procedures for site inspection and enforcement of control measures.

2.3.2.5 Post Construction Storm Water Management

The City must:

- Develop, implement, and enforce a program to address storm water runoff from new development and redevelopment projects that disturb greater than or equal to one acre that discharge into the City by ensuring that controls are in place that prevent or minimize water quality impacts;

- Develop and implement strategies which include a combination of structural and/or non-structural BMP's;
- Use an ordinance or other regulatory mechanism to address post-construction runoff from new development;
- Adopt design standards as outlined in Attachment 4 of the General Permit (or a functionally equivalent program); and,
- Ensure adequate long term operations and maintenance of BMP's.

2.3.2.6 *Pollution Prevention/Good Housekeeping for Municipal Operations*

The City must:

- Develop and implement an operations and maintenance program that includes a training component and has the ultimate goal of preventing or reducing pollutant runoff from the City;
- Use training materials that are available from the EPA, state, or other organizations to provide employee training to prevent or reduce storm water pollution from activities such as park and open space maintenance, fleet and building maintenance, new construction and land disturbances, and storm water system maintenance.

2.3.3 Monitoring and Reporting

The City must submit annual reports to the RWQCB by September 15th of each year (first to be submitted by September 15, 2004). The report shall summarize the activities performed throughout the reporting period (July 1 – June 30) and must include:

- The status of compliance with permit conditions;
- An assessment of the appropriateness and effectiveness of the identified BMP's;
- Status of identified measurable goals;
- Results of information collected and analyzed, including monitoring data, if any, during the reporting period;
- A summary of the storm water activities the City plans to undertake during the next reporting cycle;
- Any proposed changes to the SWMP with justification of why the changes are necessary; and
- Any changes in the person or persons implementing and coordinating the SWMP.

The City must keep records required by the General Permit for at least five years. The City must submit requested records to the RWQCB upon request. The City must also make the records, including the permit and the SWMP, available to the public during regular business hours.

2.4 Program Focus Areas

While all six of the Minimum Control Measures are important and will each be addressed, it is appropriate that the City of Lincoln allocate resources to those program areas that are most likely to have a positive impact on the management of storm water in the City. Because growth is a major issue in the City of Lincoln it is appropriate to focus resources on the Construction Site Runoff Control and the Post Construction Site Runoff Control MCM's. The activities and allocation of resources identified in this SWMP reflect the decision to focus on these MCM's.

2.5 Non-Storm Water Discharges Required to be Addressed

Section D, 2., c., 6, of the General Permit requires that the City address 17 categories of non-storm water discharge or flow. These are authorized non-storm water discharges or flows that are typically present in a City. They are to be addressed in the SWMP only if they are identified as "significant contributors of pollutants to the Small MS4".

Table 2 below is a list of the non-storm water discharges that are identified in the General Permit and the associated BMP in which the discharge is addressed. Notations of "Not Applicable (N/A)" are made for the cases of non-storm water discharges that are not perceived to be significant contributors to pollutants in the City.

TABLE 2: NON-STORM WATER DISCHARGES REQUIRED TO BE ADDRESSED

Category	Addressed in BMP
1 Water Line Flushing	GH2
2 Landscape Irrigation	GH2
3 Diverted Stream Flows	N/A
4 Rising Ground Waters	N/A
5 Uncontaminated Ground Water Infiltration to Separate Storm Sewers	ID2, GH2
6 Uncontaminated Pumped Ground Water	N/A
7 Discharges from Potable Water Sources	GH2
8 Foundation Drains	N/A
9 Air Conditioning Condensation	N/A
10 Irrigation Water	GH2
11 Springs	N/A
12 Water from Crawl Space Pumps	N/A
13 Footing Drains	N/A
14 Lawn Watering	PO1
15 Individual Residential Car Washing	PO1
16 Flows from Riparian Habitats and Wetlands	GH2
17 Dechlorinated Swimming Pool Discharges	GH2

2.6 Legal Authority

Three of the minimum control measures (illicit discharge detection and elimination, and the two construction related measures) require enforceable controls on third party activities to ensure successful implementation of the measure. The City Council, with the assistance of the City Attorney, must develop the appropriate ordinances to confer the required legal authority to enforce such measures. The Public Works Director will provide input on the requirements of the ordinances.

Section 3 Program Description

3.1 Public Education and Outreach

3.1.1 Description

The intent of the Public Education and Outreach MCM is for the City to implement a public education program to distribute educational materials to the community or conduct equivalent outreach activities about the impacts of storm water discharges on water bodies and the steps the public can take to reduce pollutants in storm water runoff.

3.1.2 Best Management Practices

Two BMP's have been identified for implementation under this MCM. They are:

- Printed Public Education Program
- Public Outreach Activities by City Staff

The Printed Public Education Program will primarily use bill stuffers and other printed materials to convey the message. This program is easily expandable and may be modified in the future to include distribution of other printed materials to the citizens and targeted groups.

The Public Outreach Activities by City Staff is an opportunity for the City to take advantage of its City Hall as well as local public events that are organized by others to disseminate the message. Displays will be created and presented at City Hall. City staff will be asked to man booths at local fairs, and other community events as a means of disseminating the storm water message. Also, City staff will give presentations to local school children on the importance of managing the storm water resources.

Another outreach activity that will be completed by City staff is to participate with the Placer Regional Storm Water Coordination Group (PRSCG). This is a group made up of representatives of local entities who are also regulated by the new General Permit. Appendix D is a summary of BMP's that may lend themselves to coordination and cooperation with members of the PRSCG and a copy of the Memorandum of Understanding by which participation in the group is formalized.

3.1.3 Public Outreach Fact Sheets

Detailed Fact Sheets for each BMP are included in Appendix C of this SWMP. The Fact Sheets include a description of the BMP to be implemented, measurable goals that will be tracked, and the specific means by which each BMP will be implemented.

3.2 Public Involvement/Participation

3.2.1 Description

There are two purposes of the Public Involvement/Participation MCM. First, the City is to develop programs that will draw the community into the process of managing the local storm water and thereby attempt to convey a sense of ownership to local residents. This will effectively greatly increase the number of people in the community that are taking an active interest in the process of managing storm water. The second purpose of the MCM is to reinforce the fact that the City is bound to obey State and local public notification laws.

3.2.2 Best Management Practices

Three BMP's have been identified for this MCM. They are:

- Citizens Advisory Committee Activities
- Storm Drain Stenciling Program
- Volunteer Stream Adoption and Monitoring Program

The Citizens Advisory Committee (CAC) will be used to guide creation and operation of a committee of interested citizens discuss storm water issues in the City on a regular basis. The CAC may be used to disseminate public information and can also be used to increase general public awareness for storm water.

A Storm Drain Stenciling Program will be implemented that will seek to use volunteer labor to mark all storm drain inlets in the City with a notation that will remind citizens that anything placed or allowed to run into the inlets will find its way to the water ways into which the storm drains discharge.

A Volunteer Stream Adoption and Monitoring Program is another way that volunteer labor can be used to make a real difference in the City. By organizing local volunteers, the City will take advantage of large workforces and can supplement its own available staff time with people that can both monitor and actually perform clean up activities similar to Adopt-a-Highway programs.

3.2.3 Public Involvement Fact Sheets

Detailed Fact Sheets for each BMP are included in Appendix C of this SWMP. The Fact Sheets include a description of the BMP to be implemented, measurable goals that will be tracked, and the specific means by which each BMP will be implemented.

3.3 Illicit Discharge Detection and Elimination

3.3.1 Description

The Illicit Discharge Detection and Elimination MCM is more detailed than the previous two MCM's. The purpose of this MCM is to require the City to develop,

implement, and enforce a program to detect and eliminate illicit discharges into the City storm water system. Because this MCM does require enforceable controls on third parties, one of the BMP's is drafting and adoption of a new City ordinance regarding the illicit discharge of pollutants to the storm water system.

3.3.2 Best Management Practices

Four BMP's have been identified for this MCM. They are:

- Compile Storm Drain System Map
- Illicit Discharge Enforcement Ordinance
- Illicit/Non-Storm Water Discharge Detection Program
- Illicit/Non-Storm Water Discharge Elimination Program

A Storm Drain System Map will be key to managing the system. The map will identify all major waterways in the City and will illustrate discharge points of storm water into the waterways.

The Illicit Discharge Enforcement Ordinance will codify new enforcement measures and give the City means to levy punishments to individuals or businesses who violate City Storm Water Discharge Ordinances.

The Illicit/Non-Storm Water Discharge Detection Program will be used to find and identify illicit discharges to the storm drain system. This program will be mainly implemented by City staff but will also use residents assistance and input.

The Illicit/Non-Storm Water Discharge Elimination Program will be used to remove illicit discharges from the system. This MCM will rely on enforcement measures provided in the new ordinance.

3.3.3 Illicit Discharge Detection and Elimination Fact Sheets

Detailed Fact Sheets for each BMP are included in Appendix C of this SWMP. The Fact Sheets include a description of the BMP to be implemented, measurable goals that will be tracked, and the specific means by which each BMP will be implemented.

3.4 Construction Site Storm Water Runoff Control

3.4.1 Description

The purpose of the Construction Site Storm Water Runoff Control MCM is for the City to develop, implement, and enforce a program to reduce pollutants in any storm water runoff that is attributable to construction activities. Again, enforceable controls on third parties are required. City council action will be required to adopt programs that are developed as part of BMP's identified under this MCM.

3.4.2 Best Management Practices

Three BMP's have been identified for this MCM. They are:

- Update City Improvement Standards
- City Staff Training on New Storm Water Management Requirements for Construction Sites
- Construction Storm Water Ordinance

City Improvement Standards will be updated to reflect new storm water controls and new policies that are being implemented as a result of this SWMP. City Improvement Standards will be used by all designers of developments in the City and will be implemented by all contractors building new development in the City.

City Staff Training on New Storm Water Management Requirements for Construction Sites will be important to expose the City staff to new expectations and requirements of the RWQCB. During later years of the training, staff training will become more detailed as to methods and means of implementing new requirements.

The Construction Storm Water Ordinance is the method of codifying new rules and enforcement measures that will apply to storm water management in the City. It will be important to draft and implement a new Construction Storm Water Ordinance as soon as possible since this MCM is a major area of focus in the City of Lincoln.

3.4.3 Construction Site Runoff Control Fact Sheets

Detailed Fact Sheets for each BMP are included in Appendix C of this SWMP. The Fact Sheets include a description of the BMP to be implemented, measurable goals that will be tracked, and the specific means by which each BMP will be implemented.

3.5 Post Construction Storm Water Management

3.5.1 Description

The purpose of this MCM is to guide the City in developing programs and procedures for managing storm water in areas of new development and redevelopment after construction is complete. An area of particular concern is management of site specific BMP's (such as DI filters and hydro-dynamic separators) for the long term. A City ordinance will be required to ensure long term maintenance of post construction storm water controls.

3.5.2 Best Management Practices

Four BMP's have been identified for this MCM. They are:

- Development Review Process Update
- Write and Implement New Storm Water System O&M Plan

- Adopt a Design Standard Ordinance
- Adopt a Long Term O&M Ordinance

The Development Review Process Update will be used to educate plan checkers that work for the City of Lincoln (both City staff and outside consultants) on the new expectations and requirements related to management of storm water in the City. This will include a review of the new City standards as well as construction and post construction requirements.

A New Storm Water System O&M Plan will guide City staff in the practical application of ideas and principals outlined in this SWMP as well as in new ordinances required by this SWMP. The plan will be a practical guide to day-to-day system operations and regular maintenance activities that will be performed.

The General Permit requires that the City “use and ordinance or other regulatory mechanism to address post-construction runoff from new development and redevelopment projects...”. This will be accomplished by incorporating the design standards outlined in Attachment 4 of the General Permit (or a functionally equivalent program) into a new City Design Standard Ordinance.

The Long Term O&M Ordinance will codify requirements for operations and maintenance of all storm water facilities in the City. Enforcement measures will be included in this ordinance to maximize compliance by owners and to allow for maintenance activities by City staff as an alternative.

3.5.3 Post Construction Storm Water Management Fact Sheets

Detailed Fact Sheets for each BMP are included in Appendix C of this SWMP. The Fact Sheets include a description of the BMP to be implemented, measurable goals that will be tracked, and the specific means by which each BMP will be implemented.

3.6 Pollution Prevention/Good Housekeeping for Municipal Operations

3.6.1 Description

The purpose of the Pollution Prevention/Good Housekeeping MCM is to guide the City in developing and implementing an operations and maintenance program that includes a training component for City staff and has the ultimate goal of preventing or reducing pollutant runoff from municipal operations. This includes City owned and managed properties such as the parks, parking lots, and corporation yard facilities.

3.6.2 Best Management Practices

Two BMP's have been identified for this MCM. They are:

- Inventory City Facilities/Properties

- On-going Training of City Staff

An Inventory of City Facilities/Properties will be the first step in making sure that storm water management of City owned facilities is addressed. The inventory will include an accounting of all properties and buildings owned, used, or maintained by the City.

Training City Staff will be used to keep staff continually informed of new storm water ordinances and requirements that must be implemented in the City. Training will vary over the life of the program from very broad and introductory topics during the first years to detailed application of principles in the later years.

3.6.3 Good Housekeeping for Municipal Operations Fact Sheets

Detailed Fact Sheets for each BMP are included in Appendix C of this SWMP. The Fact Sheets include a description of the BMP to be implemented, measurable goals that will be tracked, and the specific means by which each BMP will be implemented.

Section 4 Monitoring and Reporting

4.1 Monitoring Requirements

The General Permit requires that the City submit annual reports to the RWQCB by September 15th of each year starting September 15, 2004. The report is to summarize activities performed throughout the reporting period (July 1 through June 30) and must include:

- a. The status of compliance with permit conditions;
- b. An assessment of the appropriateness and effectiveness of the identified BMP's;
- c. Status of the identified measurable goals;
- d. Results of information collected and analyzed, including monitoring data, if any, during the reporting period;
- e. A summary of the storm water activities the City plans to undertake during the next permit cycle;
- f. Any proposed change(s) to the SWMP together with justification for why the changes are necessary;
- g. Any change in the person or persons implementing and coordinating the SWMP.

The City must keep records required by the General Permit for at least five years of the duration of the General Permit if it is continued. The City must submit any and all records to the RWQCB upon request. The City must make the records, including the permit and the SWMP, available to the public during regular business hours.

4.2 Non-Compliance Reporting

The City is required to report any non-compliance with the General Permit to the RWQCB within 30 days. In instances of non-compliance that may endanger human health or the environment, the City is required to report orally to the RWQCB within 24 hours from the time the City becomes aware of the circumstances and in writing to the RWQCB within 5 days of the occurrence.

The notifications shall identify the non-compliance event and include an initial assessment of the impact caused by the event. The notification shall also describe the actions necessary to achieve compliance and include a time schedule indicating when compliance will be achieved. The time schedule and corrective measures are subject to modification by the RWQCB.

Section 5 Implementation Schedule

The requirements for implementation of the SWMP are broad in the General Permit. In the Fact Sheet that accompanies the General Permit it states, "The Permittee has the five-year permit term to fully implement its program but it is expected that progress be made throughout the permit term."

Table 3 below is a Summary Implementation Schedule that shows the anticipated schedule by which each of the MCM's identified in this SWMP are to be started and completed. The schedule for implementation is based on the fiscal year of the City which starts on July 1st and ends on June 30th of each year. This schedule also corresponds to the reporting periods for the program.

Appendix E includes a Detailed Implementation Schedule that shows all BMP's and the program years in which they are to be implemented.

TABLE 3: SWMP SUMMARY IMPLEMENTATION SCHEDULE

Minimum Control Measure		Program Year				
		03/04	04/05	05/06	06/07	07/08
Public Education and Outreach (PO)						
PO1.	Printed Public Education Program	✓	✓	✓	✓	✓
PO2.	Public Outreach Activities by City Staff	✓	✓	✓	✓	✓
Public Involvement/Participation (PI)						
PI1.	Citizens Advisory Committee		✓	✓	✓	✓
PI2.	Storm Drain Stenciling Program	✓	✓	✓	✓	✓
PI3.	Volunteer Stream Adoption and Monitoring Program		✓	✓	✓	✓
Illicit Discharge Detection and Elimination (ID)						
ID1.	Compile Storm Drain System Map	✓	✓	✓	✓	✓
ID2.	Illicit Discharge Enforcement Ordinance			✓	✓	
ID3.	Illicit/Non-Storm Water Discharge Detection Program		✓	✓	✓	✓
ID4.	Illicit/Non-Storm Water Discharge Elimination Program				✓	✓
Construction Site Runoff Control (CS)						
CS1.	Update City Improvement Standards	✓	✓			
CS2.	City Enforcement of New Storm Water Management Requirements for Construction Sites	✓	✓	✓	✓	✓
CS3.	Construction Storm Water Ordinance	✓	✓			
Post Construction Site Runoff Control (PC)						
PC1.	Development Review Process Update		✓	✓		
PC2.	Write and Implement New Storm Water System O&M Plan		✓	✓		
PC3.	Adopt a Design Standard Ordinance	✓	✓			
PC4.	Adopt a Long Term O&M Ordinance			✓	✓	✓
Good Housekeeping for Municipal Operations (GH)						
GH1.	Inventory City Facilities/Properties	✓	✓			
GH2.	On-Going Training of City Staff	✓	✓	✓	✓	✓



City of Lincoln Storm Water Management Program Minimum Control Measures Fact Sheet

City of Lincoln SWMP-MCM Fact Sheet Series

Public Education and Outreach

PO1. Printed Public Education Program

PO2. Public Outreach Activities by City Staff

Public

Involvement/Participation

PI1. Citizens Advisory Committee Activities

PI2. Storm Drain Stenciling Program

PI3. Volunteer Stream Adoption and Monitoring Program

Illicit Discharge Detection and Elimination

ID1. Compile Storm Drain System Map

ID2. Illicit Discharge Enforcement Ordinance

ID3. Illicit/Non-Storm Water Discharge Detection Program

ID4. Illicit/Non-Storm Water Discharge Elimination Program

Construction Site Runoff Control

CS1. Update City Improvement Standards

CS2. City Staff Training on New Storm Water Requirements for Construction Sites

CS3. Construction Storm Water Ordinance

Post Construction Site Runoff Control

PC1. Development Review Process Update

PC2. Write and Implement New Storm Water System O&M Plan

PC3. Adopt a Design Standard Ordinance

PC4. Adopt a Long Term O&M Ordinance

Good Housekeeping for Municipal Operations

GH1. Inventory City

Facilities/Properties

GH2. On-Going Training of City

Fact Sheet PO1. Printed Public Education Program

Mission: The Printed Public Education Program will be used to disseminate information to the general public via means already established such as monthly billings and the City website.

Detailed Description: The Printed Public Education Program is a way that the City can distribute information, and receive comments from citizens, using communication methods that are already established. There are three specific methods of printed communication identified as part of this MCM. It is anticipated that the information conveyed in these and any other printed campaigns will be substantially the same so that a unified message is conveyed to the citizens.

PO1.1 – As a first task, it will be important for City staff to assess the target audiences that are present in the constituency. This will be done by compiling a list of target audiences within the City. Most likely, this list will be categorized consistent with the zoning in the City by residential, commercial, and industrial properties. After compiling categorized lists of potential audiences, City staff will plan potential printed materials that are most appropriate for each.

PO1.2 – The City will distribute printed materials to the public. These printed materials will take the form of “bill stuffers” in utility bills for blanket notices as well as focused printed materials or other established communication to the targeted audiences identified in the previous BMP. Examples of groups that may receive “focused” printed materials could be: landscapers, building and grading contractors, carpet cleaners, etc. The information conveyed will have the goal of raising general awareness of the storm water issues. Also, this method may be a means of educating the citizens on the activities that the City staff will be pursuing and potential costs and benefits to the City for such activities. A minimum of one printed material will be distributed per year. Additional printed materials will be distributed as the need for additional communication and education arises.

PO1.3 – The City will create an internet web page as part of the existing City website that is dedicated to storm water management. It is anticipated that this web page will be used to disseminate information and to give citizens information on reporting potential violations of storm water code.

PO1.4 – City staff will maintain a bulletin board in City Hall that will include information on storm water management. It is assumed that this information will be very similar, or even the same, as what is conveyed using the previously outlined means of printed communication. The bulletin board may also include literature that is available for visitors to take. The use of a bulletin board will give the City another opportunity to reach the citizens with the storm water message.

Measurable Goals & Schedule:

<u>Measurable Goal</u>	<u>FY 03/04</u>	<u>FY 04/05</u>	<u>FY 05/06</u>	<u>FY 06/07</u>	<u>FY 07/08</u>
PO1.1 Compile list of targeted audiences and possible printed materials for each.					
PO1.2 Distribute printed materials on storm water management to the public once per year.					
PO1.3 Create a web page for the City website and update annually.					
PO1.4 Maintain a storm water bulletin board at City Hall, updated annually.					



City of Lincoln

Storm Water Management Program

Minimum Control Measures Fact Sheet

City of Lincoln SWMP-MCM Fact Sheet Series

Public Education and Outreach

PO1. Printed Public Education Program

PO2. Public Outreach Activities by City Staff

Public

Involvement/Participation

PI1. Citizens Advisory Committee Activities

PI2. Storm Drain Stenciling Program

PI3. Volunteer Stream Adoption and Monitoring Program

Illicit Discharge Detection and Elimination

ID1. Compile Storm Drain System Map

ID2. Illicit Discharge Enforcement Ordinance

ID3. Illicit/Non-Storm Water Discharge Detection Program

ID4. Illicit/Non-Storm Water Discharge Elimination Program

Construction Site Runoff Control

CS1. Update City Improvement Standards

CS2. City Staff Training on New Storm Water Requirements for Construction Sites

CS3. Construction Storm Water Ordinance

Post Construction Site Runoff Control

PC1. Development Review Process Update

PC2. Write and Implement New Storm Water System O&M Plan

PC3. Adopt a Design Standard Ordinance

PC4. Adopt a Long Term O&M Ordinance

Good Housekeeping for Municipal Operations

GH1. Inventory City Facilities/Properties

GH2. On-Going Training of City Staff

Fact Sheet PO2. Public Outreach Activities by City Staff

Mission: Public Outreach Activities by City Staff will be focused on keeping the storm water message in front of the citizens and on pooling efforts with other local communities to make the best use of resources to publicize good storm water management.

Detailed Description: Public Outreach includes specific methods for the City staff to convey the storm water message to citizens.

PO2.1 – City staff will man a display booth at a public event in the City or region once per year. The purpose of the booth will be to educate citizens on the importance of storm water management and the means by which the City is protecting the storm water resources.

This booth may occur at an event in the City, or absent such an opportunity, City staff may choose an event in the region such as the Placer County Fair in Roseville. This MCM may lend itself to working with other members of the PRSCG to accomplish the stated City goals.

PO2.2 – City of Lincoln staff will participate with the PRSCG by attending regular meetings and planning ways that resources of the participating entities can be shared to further the goals of the City. It is assumed that these meetings will occur on a quarterly basis. Appendix D of this SWMP includes excerpts from the Fact Sheet Series detailing activities that may be shared with other PRSCG participants.

PO2.3 – City of Lincoln staff will make efforts to reach out to the younger citizens by working with local schools. Outreach efforts may include distributing printed materials to the students, and making presentations to classes. City staff may choose to work with others in the PRSCG to develop a presentation that can be made to science classes in the region. As a minimum measurable goal, the City staff will make at least one presentation to students of a local school each year.

Measurable Goals & Schedule:

Measurable Goal

	<u>FY</u> <u>03/04</u>	<u>FY</u> <u>04/05</u>	<u>FY</u> <u>05/06</u>	<u>FY</u> <u>06/07</u>	<u>FY</u> <u>07/08</u>
PO2.1 Man a display booth at one public event in the City or region per year.					
PO2.2 Participate with the Placer Regional Storm Water Coordination Group by attending regular meetings					
PO2.3 Public outreach to schools					



City of Lincoln Storm Water Management Program Minimum Control Measures Fact Sheet

City of Lincoln SWMP-MCM Fact Sheet Series

Public Education and Outreach

PO1. Printed Public Education Program

PO2. Public Outreach Activities by City Staff

Public

Involvement/Participation

PI1. Citizens Advisory Committee Activities

PI2. Storm Drain Stenciling Program

PI3. Volunteer Stream Adoption and Monitoring Program

Illicit Discharge Detection and Elimination

ID1. Compile Storm Drain System Map

ID2. Illicit Discharge Enforcement Ordinance

ID3. Illicit/Non-Storm Water Discharge Detection Program

ID4. Illicit/Non-Storm Water Discharge Elimination Program

Construction Site Runoff Control

CS1. Update City Improvement Standards

CS2. City Staff Training on New Storm Water Requirements for Construction Sites

CS3. Construction Storm Water Ordinance

Post Construction Site Runoff Control

PC1. Development Review Process Update

PC2. Write and Implement New Storm Water System O&M Plan

PC3. Adopt a Design Standard Ordinance

PC4. Adopt a Long Term O&M Ordinance

Good Housekeeping for Municipal Operations

GH1. Inventory City

Facilities/Properties

GH2. On-Going Training of City Staff

Fact Sheet PI1. Citizens Advisory Committee

Mission: The Citizens Advisory Committee will be set up and facilitated by City staff for the purpose of gaining public support for storm water programs and for receiving public input on City plans and programs.

Detailed Description:

PI1.1 – The City of Lincoln Public Works staff will invite citizen participation in the storm water program through the formation and coordination of a Citizens Advisory Committee (CAC). The City staff will advertise for participants in the CAC and facilitate its formation and organization. After the CAC is operational, City staff involvement will be limited to providing meeting space and giving regular meeting reports to update the CAC on storm water issues in the City.

Measurable Goals & Schedule:

Measurable Goal

PI1.1 Coordinate Citizens Advisory Committee meetings
once per quarter.

<u>FY</u> <u>03/04</u>	<u>FY</u> <u>04/05</u>	<u>FY</u> <u>05/06</u>	<u>FY</u> <u>06/07</u>	<u>FY</u> <u>07/08</u>



City of Lincoln Storm Water Management Program Minimum Control Measures Fact Sheet

City of Lincoln SWMP-MCM Fact Sheet Series

Public Education and Outreach

PO1. Printed Public Education Program

PO2. Public Outreach Activities by City Staff

Public

Involvement/Participation

PI1. Citizens Advisory Committee Activities

PI2. Storm Drain Stenciling Program

PI3. Volunteer Stream Adoption and Monitoring Program

Illicit Discharge Detection and Elimination

ID1. Compile Storm Drain System Map

ID2. Illicit Discharge Enforcement Ordinance

ID3. Illicit/Non-Storm Water Discharge Detection Program

ID4. Illicit/Non-Storm Water Discharge Elimination Program

Construction Site Runoff Control

CS1. Update City Improvement Standards

CS2. City Staff Training on New Storm Water Requirements for Construction Sites

CS3. Construction Storm Water Ordinance

Post Construction Site Runoff Control

PC1. Development Review Process Update

PC2. Write and Implement New Storm Water System O&M Plan

PC3. Adopt a Design Standard Ordinance

PC4. Adopt a Long Term O&M Ordinance

Good Housekeeping for Municipal Operations

GH1. Inventory City Facilities/Properties

GH2. On-Going Training of City Staff

Fact Sheet PI2. Storm Drain Stenciling Program

Mission: The Storm Drain Stenciling Program will be set up and facilitated by the City as a means of using volunteer labor to stencil, and maintain stencils, on all City storm drain inlets.

Detailed Description: Storm drain stenciling can be an easy way to remind citizens that the storm water collection system discharges into local waterways.

PI2.1 – The City staff will assemble two complete storm drain stenciling kits. Kits may include: paint, stencils, curb cleaning supplies, orange safety vests, storm drain maps, door hangers that include information about local storm drain inlets, etc. The kits will be given to citizen groups who participate in storm drain stenciling projects.

PI2.2 – City staff will supervise storm drain stenciling activities at two events per year. The City will solicit for volunteers to complete the storm drain stenciling through the CAC. Groups that may be interested in participating in storm drain stenciling include: the CAC, local Boy Scout troops, local service clubs, etc. After all storm drain inlets have been stenciled, future activities will concentrate on refreshing stencils and maintaining work already completed.

Measurable Goals & Schedule:

Measurable Goal

PI2.1 Assemble two storm drain stenciling kits.

PI2.2 Supervise storm drain stenciling by citizen groups at two activities per year.

<u>FY</u> <u>03/04</u>	<u>FY</u> <u>04/05</u>	<u>FY</u> <u>05/06</u>	<u>FY</u> <u>06/07</u>	<u>FY</u> <u>07/08</u>



City of Lincoln Storm Water Management Program Minimum Control Measures Fact Sheet

City of Lincoln SWMP-MCM Fact Sheet Series

Public Education and Outreach

PO1. Printed Public Education Program

PO2. Public Outreach Activities by City Staff

Public

Involvement/Participation

PI1. Citizens Advisory Committee Activities

PI2. Storm Drain Stenciling Program

PI3. Volunteer Stream Adoption and Monitoring Program

Illicit Discharge Detection and Elimination

ID1. Compile Storm Drain System Map

ID2. Illicit Discharge Enforcement Ordinance

ID3. Illicit/Non-Storm Water Discharge Detection Program

ID4. Illicit/Non-Storm Water Discharge Elimination Program

Construction Site Runoff Control

CS1. Update City Improvement Standards

CS2. City Staff Training on New Storm Water Requirements for Construction Sites

CS3. Construction Storm Water Ordinance

Post Construction Site Runoff Control

PC1. Development Review Process Update

PC2. Write and Implement New Storm Water System O&M Plan

PC3. Adopt a Design Standard Ordinance

PC4. Adopt a Long Term O&M Ordinance

Good Housekeeping for Municipal Operations

GH1. Inventory City

Facilities/Properties

GH2. On-Going Training of City

Fact Sheet PI3. Volunteer Stream Adoption and Monitoring Program

Mission: The Volunteer Stream Adoption and Monitoring Program will be set up and facilitated by the City as a means of involving citizens in stream maintenance. This program is intended to convey a sense of ownership of local waterways to citizens so that overall storm water quality objectives can be achieved.

Detailed Description:

PI3.1 – The Volunteer Stream Adoption and Monitoring Program will be set up much like adopt-a-highway programs wherein citizens are invited to take responsibility for certain sections of stream. The City public works department will create guidelines for this program that include: specific stream reaches that are to be included in the program, schedules, and basic expectations for cleaning.

In addition, the City will take advantage of this volunteer workforce by asking them to monitor the conditions of the stream on a regular basis. The record of monitoring observations will be recorded on forms that will be filed by the City and may be used as a subjective record of overall stream conditions. The City public works department will create the monitoring forms that it will ask the citizens to complete.

Opportunities to adopt a stream reach will be offered to all citizens and local service groups. It is assumed that the CAC may lead the effort to publicize the opportunity to adopt a stream reach.

PI3.2 – The City public works department will supervise volunteer activities and facilitate the efforts of the volunteers. This may include, providing a means of disposing of debris removed from streams, providing direction and guidance for vegetation maintenance activities, assisting with access to some stream reaches, etc.

In addition, the City public works department will make an annual report on the volunteer activities available to the public. This report may be made on the City website, or through other printed means. The report will be a way to advertise for future involvement by other

volunteers and to recognize the efforts of those already in the program.

The annual report may also include some subjective measures of the overall health of the streams as observed and recorded by the volunteers. This will establish a baseline in the early years and may become an incentive for citizens to work together to preserve the natural stream resources that are present in the City.

Measurable Goals & Schedule:

<u>Measurable Goal</u>	<u>FY</u> <u>03/04</u>	<u>FY</u> <u>04/05</u>	<u>FY</u> <u>05/06</u>	<u>FY</u> <u>06/07</u>	<u>FY</u> <u>07/08</u>
PI3.1 Create guidelines for Volunteer Stream Adoption and Monitoring Program.					
PI3.2 Supervise volunteer activities and make an annual report on volunteer activities.					



City of Lincoln Storm Water Management Program Minimum Control Measures Fact Sheet

City of Lincoln SWMP-MCM Fact Sheet Series

Public Education and Outreach

PO1. Printed Public Education Program

PO2. Public Outreach Activities by City Staff

Public

Involvement/Participation

PI1. Citizens Advisory Committee Activities

PI2. Storm Drain Stenciling Program

PI3. Volunteer Stream Adoption and Monitoring Program

Illicit Discharge Detection and Elimination

ID1. Compile Storm Drain System Map

ID2. Illicit Discharge Enforcement Ordinance

ID3. Illicit/Non-Storm Water Discharge Detection Program

ID4. Illicit/Non-Storm Water Discharge Elimination Program

Construction Site Runoff Control

CS1. Update City Improvement Standards

CS2. City Staff Training on New Storm Water Requirements for Construction Sites

CS3. Construction Storm Water Ordinance

Post Construction Site Runoff Control

PC1. Development Review Process Update

PC2. Write and Implement New Storm Water System O&M Plan

PC3. Adopt a Design Standard Ordinance

PC4. Adopt a Long Term O&M Ordinance

Good Housekeeping for Municipal Operations

GH1. Inventory City

Facilities/Properties

GH2. On-Going Training of City Staff

Fact Sheet ID1. Compile Storm Drain System Map

Mission: The Storm Drain System Map will be used for many other activities in the Storm Water Management Program. An accurate Storm Drain System Map is a key to good management of the system since it will identify all system components, waterways, and discharge locations.

Detailed Description:

ID1.1 – The City will create an electronic drawing layer of the storm drainage system in the City. Storm drain system mapping will include all improved facilities such as inlets, collection pipes, conveyance pipes, treatment units, and discharge points. The map will also clearly show all natural and manmade waterways in the City into which storm water is discharged. This BMP will satisfy the General Permit requirement that regulated entities “develop a storm water system map showing the location of all outfalls and the names and locations of all waters of the US that receive discharges from those outfalls.”

ID1.2 – After the City has made an initial effort to create the storm drainage map, it is assumed that field verification will be needed. Also, it is assumed that additional information may be needed to be added to the map based on field conditions that may be unknown prior to some more thorough inspections. The purpose of this task is for the City public works staff to work to supplement the storm drain map information by collecting additional field information.

ID1.3 – The storm drain map will be updated to reflect additional information that is collected by the City public works staff. The storm drain map will be updated on a continual basis as facilities are added to the system as a result of either new development or improvements to existing development.

Measurable Goals & Schedule:

<u>Measurable Goal</u>	<u>FY</u> <u>03/04</u>	<u>FY</u> <u>04/05</u>	<u>FY</u> <u>05/06</u>	<u>FY</u> <u>06/07</u>	<u>FY</u> <u>07/08</u>
ID1.1 Create an electronic drawing layer for storm drain system.					
ID1.2 Collect field data for unmapped storm drain system components.					
ID1.3 Storm drain map updated to include all known storm drain system components.					



City of Lincoln Storm Water Management Program Minimum Control Measures Fact Sheet

City of Lincoln SWMP-MCM Fact Sheet Series

Public Education and Outreach

PO1. Printed Public Education Program

PO2. Public Outreach Activities by City Staff

Public

Involvement/Participation

PI1. Citizens Advisory Committee Activities

PI2. Storm Drain Stenciling Program

PI3. Volunteer Stream Adoption and Monitoring Program

Illicit Discharge Detection and Elimination

ID1. Compile Storm Drain System Map

ID2. Illicit Discharge Enforcement Ordinance

ID3. Illicit/Non-Storm Water Discharge Detection Program

ID4. Illicit/Non-Storm Water Discharge Elimination Program

Construction Site Runoff Control

CS1. Update City Improvement Standards

CS2. City Staff Training on New Storm Water Requirements for Construction Sites

CS3. Construction Storm Water Ordinance

Post Construction Site Runoff Control

PC1. Development Review Process Update

PC2. Write and Implement New Storm Water System O&M Plan

PC3. Adopt a Design Standard Ordinance

PC4. Adopt a Long Term O&M Ordinance

Good Housekeeping for Municipal Operations

GH1. Inventory City

Facilities/Properties

GH2. On-Going Training of City Staff

Fact Sheet ID2. Illicit Discharge Enforcement Ordinance

Mission: The Illicit Discharge Enforcement Ordinance will be used as prescribed in the General Permit to effectively prohibit non-storm water discharges into the storm water system.

Detailed Description:

ID2.1 – The City Public Works Director will meet with the City Attorney to review the requirements of the required storm water Illicit Discharge Enforcement Ordinance. Expectations and limitations of the City public works department will be identified and the City Attorney will be directed to begin preparing a draft ordinance. The General Permit requires that regulated entities “prohibit through ordinance, non-storm water discharges into the City and implement appropriate enforcement procedures and actions.”

ID2.2 – Based on the requirements set forth in the General Permit and on the desires outlined by the Public Works Director, the City Attorney will write a draft Illicit Discharge Enforcement Ordinance for review by the Public Works Director and consideration by the City Council.

ID2.3 – After the draft ordinance has been reviewed and comments have been received, the City Attorney will make revisions and write a final Illicit Discharge Enforcement Ordinance. The City Council will adopt the ordinance into the municipal code.

Measurable Goals & Schedule:

Measurable Goal

ID2.1 Meet with City Attorney to outline ordinance requirements.

ID2.2 City Attorney to complete a draft ordinance

ID2.3 City Council to adopt a final ordinance

<u>FY</u> <u>03/04</u>	<u>FY</u> <u>04/05</u>	<u>FY</u> <u>05/06</u>	<u>FY</u> <u>06/07</u>	<u>FY</u> <u>07/08</u>



City of Lincoln Storm Water Management Program Minimum Control Measures Fact Sheet

City of Lincoln SWMP-MCM Fact Sheet Series

Public Education and Outreach

PO1. Printed Public Education Program

PO2. Public Outreach Activities by City Staff

Public

Involvement/Participation

PI1. Citizens Advisory Committee Activities

PI2. Storm Drain Stenciling Program

PI3. Volunteer Stream Adoption and Monitoring Program

Illicit Discharge Detection and Elimination

ID1. Compile Storm Drain System Map

ID2. Illicit Discharge Enforcement Ordinance

ID3. Illicit/Non-Storm Water Discharge Detection Program

ID4. Illicit/Non-Storm Water Discharge Elimination Program

Construction Site Runoff Control

CS1. Update City Improvement Standards

CS2. City Staff Training on New Storm Water Requirements for Construction Sites

CS3. Construction Storm Water Ordinance

Post Construction Site Runoff Control

PC1. Development Review Process Update

PC2. Write and Implement New Storm Water System O&M Plan

PC3. Adopt a Design Standard Ordinance

PC4. Adopt a Long Term O&M Ordinance

Good Housekeeping for Municipal Operations

GH1. Inventory City Facilities/Properties

GH2. On-Going Training of City Staff

Fact Sheet ID3. Illicit/Non-Storm Water Discharge Detection Program

Mission: The Illicit/Non-Storm Water Discharge Detection Program will be used to train City staff on inspection and reporting techniques and also to conduct inspections for the purpose of identifying non-storm water connections to the system.

Detailed Description:

ID3.1 – City public works field staff will be trained on ways to identify and detect illicit storm water connections. This training will be given once per year and will most likely be by third parties in an off site setting. The goal of the training will be for the public works staff to be educated on basic ways to recognize illicit connections or discharges to the storm drain so that they can be stopped. This task is a good opportunity for the City to share resources by participating in some joint training with other members of the PRSCG. (Note that training and/or outreach to businesses is addressed under separate BMP's such as PO 1.1.)

Also, City public works administration staff will be trained on procedures for receiving and routing citizen reports or complaints related to storm water (and especially illicit discharges) to the City Storm Water Manager.

ID3.2 – Public works staff will conduct an inventory of all commercial and industrial sites in the City. After the inventory is made, the properties will be prioritized for inspection by City public works staff. Priorities will be made based on property use and the history of the site operators to discharge materials or site runoff into the storm drain system.

ID3.3 – Public works staff will formally inspect the 5 highest priority sites each year to identify any enforcement action that is required. Priority rankings will be made after all commercial and industrial sites are inspected.

Measurable Goals & Schedule:

Measurable Goal

ID3.1 Train City field staff on ways to detect illicit storm water connections in an annual training session.

ID3.2 Inventory conducted for commercial and industrial properties in the City to prioritize sites for inspection.

ID3.3 Inspect 5 highest priority sites per year and identify enforcement action required.

<u>FY</u> <u>03/04</u>	<u>FY</u> <u>04/05</u>	<u>FY</u> <u>05/06</u>	<u>FY</u> <u>06/07</u>	<u>FY</u> <u>07/08</u>



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Public Education and Outreach

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Involvement/Participation

PI1. Citizens Advisory Committee Activities

PI2. Storm Drain Stenciling Program

PI3. Volunteer Stream Adoption and Monitoring Program

Illicit Discharge Detection and Elimination

ID1. Compile Storm Drain System Map

ID2. Illicit Discharge Enforcement Ordinance

ID3. Illicit/Non-Storm Water Discharge Detection Program

ID4. Illicit/Non-Storm Water Discharge Elimination Program

Construction Site Runoff Control

CS1. Update City Improvement Standards

CS2. City Staff Training on New Storm Water Requirements for Construction Sites

CS3. Construction Storm Water Ordinance

Post Construction Site Runoff Control

PC1. Development Review Process Update

PC2. Write and Implement New Storm Water System O&M Plan

PC3. Adopt a Design Standard Ordinance

PC4. Adopt a Long Term O&M Ordinance

Good Housekeeping for Municipal Operations

GH1. Inventory City

Facilities/Properties

GH2. On-Going Training of City Staff

Fact Sheet ID4. Illicit/Non-Storm Water Discharge Elimination Program

Mission: The Illicit/Non-Storm Water Discharge Elimination Program will be used to remove illicit connections from the system.

Detailed Description:

ID4.1 – Illicit connections that are identified during inspection activities will be prioritized for repair. Priorities will be set according to the severity of the illicit connection and according to its potential to adversely affect the storm water in the City. Prioritization methods may include visual observations, screenings, inspections, use of SIC codes, etc. This priority list will include directly piped connections to the storm drain system as well as situations that may lead to unauthorized discharges (such as poorly maintained industrial sites). City staff may contact site operators whose sites are on the priority list to make them aware of their status.

ID4.2 – City public works staff will work to specifically address the top priority illicit connections each year. This will be accomplished through the establishment and maintenance of a tracking system for all illicit connections. Enforcement may include working with owners of private sites to change physical situations including piping and/or site maintenance. This BMP may also include repairing or re-plumbing work to be performed by City staff. The annual report will include details on the status of the illicit connection tracking system and on compliance activities carried out in an effort to eliminate illicit connections in the City.

Measurable Goals & Schedule:

Measurable Goal

ID4.1 Prioritize all illicit connections found in previous inspection activities (see ID2).

ID4.2 Enforce repair activities at the top 5 illicit connections per year.

<u>FY</u> <u>03/04</u>	<u>FY</u> <u>04/05</u>	<u>FY</u> <u>05/06</u>	<u>FY</u> <u>06/07</u>	<u>FY</u> <u>07/08</u>



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ID2. Illicit Discharge Enforcement Ordinance

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ID4. Illicit/Non-Storm Water Discharge Elimination Program

Construction Site Runoff

Control

CS1. Update City Improvement Standards

CS2. City Staff Training on New Storm Water Requirements for Construction Sites

CS3. Construction Storm Water Ordinance

Post Construction Site Runoff

Control

PC1. Development Review Process Update

PC2. Write and Implement New Storm Water System O&M Plan

PC3. Adopt a Design Standard Ordinance

PC4. Adopt a Long Term O&M Ordinance

Good Housekeeping for Municipal Operations

GH1. Inventory City

Facilities/Properties

GH2. On-Going Training of City Staff

Fact Sheet CS1. Update City Improvement Standards

Mission: City Improvement Standards will be updated to require construction site operators to control waste that may cause adverse impacts to water quality.

Detailed Description:

CS1.1 – The City Public Works Director will work with a consultant to revise the City Improvement Standards. New improvement standards will be written to specifically address proper handling of storm water including erosion and sediment control and the handling of construction wastes. New Improvement Standards will be written in draft form first to allow for comment by the Public Works Director and any others that he chooses to review the draft document.

CS1.2 – The City Improvement Standards will be completed based on the review and comments that are received from the City Public Works Director.

Measurable Goals & Schedule:

Measurable Goal

CS1.1 Draft revisions to City Improvement Standards completed.

CS1.2 Final revisions to City Improvement Standards completed.

<u>FY</u> <u>03/04</u>	<u>FY</u> <u>04/05</u>	<u>FY</u> <u>05/06</u>	<u>FY</u> <u>06/07</u>	<u>FY</u> <u>07/08</u>



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Construction Site Runoff Control

- CS1. Update City Improvement Standards
- CS2. City Staff Training on New Storm Water Requirements for Construction Sites
- CS3. Construction Storm Water Ordinance

Post Construction Site Runoff Control

- PC1. Development Review Process Update
- PC2. Write and Implement New Storm Water System O&M Plan
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- PC4. Adopt a Long Term O&M Ordinance

Good Housekeeping for Municipal Operations

- GH1. Inventory City Facilities/Properties
- GH2. On-Going Training of City

Fact Sheet CS2. City Staff Training on New Storm Water Management Requirements for Construction Sites

Mission: City Enforcement of New Storm Water Management Requirements for Construction Sites will be accomplished by training City inspectors, and consultants to the City, to properly inspect construction sites and then mandating that inspectors inspect sites.

Detailed Description:

CS2.1 – Public works planning and field staff will be trained on the new Improvement Standards a minimum of once annually. Training will be focused on the following areas: new requirements and standards, inspection enforcement, plan check procedures, post construction requirements, and conditions of approval. One of the main purposes of the training will be to assure that standards and enforcement is applied uniformly to all developers. Consultants that assist the City with planning, plan checking, or field duties will also be included in training.

The City will host or participate in regular outreach to contractors doing business in the City in a minimum of one training session per year. The purpose of this session will be to provide contractors with information about the City storm water program and to build and maintain good relationships with local contractors. This activity may be one that is shared with other PRSCG members.

CS2.2 – City staff will develop and continue to implement procedures for site plan review and for inspection and enforcement of control measures at construction sites in the City. These procedures will begin with referrals of reported incidents by administration staff as outlined in ID3.1. As part of the procedures, a tracking system for the inspections and subsequent violations that are identified will be developed and maintained.

City staff will inspect all construction sites in the City that are greater than one acre, for storm water runoff compliance issues, a minimum of once per month. High priority sites will be inspected once per week to verify compliance with storm water mitigation measures. High priority sites will be determined by the potential for the site to pollute if not properly maintained and by the history of compliance at each site. Sites that have a high potential to pollute, and sites that have a history of non-compliance, will be considered high priority. Typical criteria that may be evaluated when ranking the highest priority sites include the total graded area, the amount of slope on the site, proximity to streams, uses of the site, etc. Enforcement activities will commence as needed following inspections.

Measurable Goals & Schedule:

<u>Measurable Goal</u>	<u>FY 03/04</u>	<u>FY 04/05</u>	<u>FY 05/06</u>	<u>FY 06/07</u>	<u>FY 07/08</u>
CS2.1 Train City field staff on new revisions to City Improvement Standards					
CS2.2 City staff to inspect all construction sites monthly and priority sites weekly for storm water control measures.					



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Construction Site Runoff Control

- CS1. Update City Improvement Standards
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- CS3. Construction Storm Water Ordinance

Post Construction Site Runoff Control

- PC1. Development Review Process Update
- PC2. Write and Implement New Storm Water System O&M Plan
- PC3. Adopt a Design Standard Ordinance
- PC4. Adopt a Long Term O&M Ordinance

Good Housekeeping for Municipal Operations

- GH1. Inventory City Facilities/Properties
- GH2. On-Going Training of City

Fact Sheet CS3. Construction Storm Water Ordinance

Mission: A Construction Storm Water Ordinance will be used to require erosion and sediment controls on construction sites. The ordinance will include provisions for sanctions for violators.

Detailed Description:

CS3.1 – The City Public Works Director will meet with the City Attorney to review the requirements of the required storm water Construction Ordinance. Expectations and limitations of the City public works department will be identified and the City Attorney will be directed to begin preparing a draft ordinance. Examples of other local ordinances may be delivered to the City Attorney to illustrate desirable language.

The General Permit includes specific requirements that the Construction Ordinance include development and implementation of the following as minimum measures:

- An ordinance or other regulatory mechanism to require erosion and sediment controls, as well as sanctions to ensure compliance;
- Requirements for construction site operators to implement appropriate erosion and sediment control BMP's;
- Requirements for construction site operators to control waste such as discarded building materials, concrete truck washout, chemicals, litter, and sanitary waste at the construction site that may cause adverse impacts to water quality;
- Procedures for receipt and consideration of information submitted by the public.

CS3.2 – Based on the requirements set forth in the General Permit and on the desires outlined by the Public Works Director, the City Attorney will write a draft Construction Ordinance for review by the Public Works Director and consideration by the City Council.

CS3.3 – After the draft ordinance has been reviewed and comments have been received, the City Attorney will make revisions and write a final Construction Ordinance. The City Council will adopt the ordinance into the municipal code.

Measurable Goals & Schedule:

Measurable Goal

CS3.1 Meet with City Attorney to outline construction ordinance requirements.

CS3.2 City Attorney to complete a draft construction ordinance.

CS3.3 City Council to adopt a final construction ordinance.

<u>FY</u> <u>03/04</u>	<u>FY</u> <u>04/05</u>	<u>FY</u> <u>05/06</u>	<u>FY</u> <u>06/07</u>	<u>FY</u> <u>07/08</u>



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Construction Site Runoff Control

CS1. Update City Improvement Standards

CS2. City Staff Training on New Storm Water Requirements for Construction Sites

CS3. Construction Storm Water Ordinance

Post Construction Site Runoff Control

PC1. Development Review Process Update

PC2. Write and Implement New Storm Water System O&M Plan

PC3. Adopt a Design Standard Ordinance

PC4. Adopt a Long Term O&M Ordinance

Good Housekeeping for Municipal Operations

GH1. Inventory City Facilities/Properties

GH2. On-Going Training of City Staff

Fact Sheet PC1. Development Review Process Update

Mission: The City will prepare a Development Review Process Update by making sure that all plan checkers (City employees and consultants hired by the City) are aware of new storm water requirements and that they are checking plans commensurate with those requirements.

Detailed Description:

PC1.1 – The City Public Works Director will review the development review process to identify any shortfalls related to storm water management. Development review may be accomplished by Public Works staff or by consultants. The Public Works Director will formalize the development review process by writing a memo, checklist, or other document that will guide reviewers through the appropriate steps in plan review. The General Permit requires that procedures for site plan review incorporate consideration of potential water quality impacts.

PC1.2 – The revised development review process will be issued to the public for their planning and use when submitting projects to the City. Public release of the document will most likely consist of making the document available to developers at the Public Works Counter in the City Hall.

Measurable Goals & Schedule:

Measurable Goal

PC1.1 Review current development review process and identify shortfalls

PC1.2 Issue development review process memo to public

<u>FY</u> <u>03/04</u>	<u>FY</u> <u>04/05</u>	<u>FY</u> <u>05/06</u>	<u>FY</u> <u>06/07</u>	<u>FY</u> <u>07/08</u>



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Construction Site Runoff Control

CS1. Update City Improvement Standards

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CS3. Construction Storm Water Ordinance

Post Construction Site Runoff Control

PC1. Development Review Process Update

PC2. Write and Implement New Storm Water System O&M Plan

PC3. Adopt a Design Standard Ordinance

PC4. Adopt a Long Term O&M Ordinance

Good Housekeeping for Municipal Operations

GH1. Inventory City Facilities/Properties

GH2. On-Going Training of City Staff

Fact Sheet PC2. Write and Implement New Storm Water System O&M Plan

Mission: The City will Write and Implement a New Storm Water System O&M Plan to direct City field staff in regular operations expectations and procedures that will result in best management practices for the storm drain system.

Detailed Description:

PC2.1 – The City Public Works Director will write a draft Operations and Maintenance Plan for the public storm water facilities. This plan will address all treatment devices and locations that are owned and maintained by the public. These may include drain inlet filters, hydrodynamic separators, drain inlet sumps, storm water collection system piping, storm water pump stations, stream maintenance activities, etc.

PC2.2 – Based on review of the draft document by public works staff, the City Council, consultants, and any others that the Public Works Director chooses, the City Public Works Director will finalize the Operations and Maintenance Plan for public storm water facilities.

Measurable Goals & Schedule:

Measurable Goal

PC2.1 Write draft O&M Plan for City crew maintenance of public storm water facilities.

PC2.2 Write final O&M Plan for City crew maintenance of public storm water facilities

<u>FY</u> <u>03/04</u>	<u>FY</u> <u>04/05</u>	<u>FY</u> <u>05/06</u>	<u>FY</u> <u>06/07</u>	<u>FY</u> <u>07/08</u>



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Construction Site Runoff Control

CS1. Update City Improvement Standards

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CS3. Construction Storm Water Ordinance

Post Construction Site Runoff Control

PC1. Development Review Process Update

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PC3. Adopt a Design Standard Ordinance

PC4. Adopt a Long Term O&M Ordinance

Good Housekeeping for Municipal Operations

GH1. Inventory City

Facilities/Properties

GH2. On-Going Training of City Staff

Fact Sheet PC3. Adopt a Design Standard Ordinance

Mission: The City will adopt an ordinance to address post-construction runoff from new development and redevelopment projects by incorporating the standards outlined in Attachment 4 of the General Permit (or a functionally equivalent program).

Detailed Description:

PC3.1 – The City Public Works Director will meet with the City Attorney to review the requirements of the required Design Standard Ordinance. Expectations and limitations of the City public works department will be identified and the City Attorney will be directed to begin preparing a draft ordinance. Examples of other local ordinances may be delivered to the City Attorney to illustrate desirable language. Attachment 4 of the General Permit will be used as a guide for minimum design standards that will be acceptable.

PC3.2 – Based on the requirements set forth in Attachment 4 of the General Permit and on the desires outlined by the Public Works Director, the City Attorney will write a draft Design Standard Ordinance for review by the Public Works Director and consideration by the City Council.

PC3.3 – After the draft ordinance has been reviewed and comments have been received, the City Attorney will make revisions and write a final Design Standard. The City Council will adopt the ordinance into the municipal code.

Measurable Goals & Schedule:

Measurable Goal

	FY 03/04	FY 04/05	FY 05/06	FY 06/07	FY 07/08
PC3.1 Meet with City Attorney to outline Design Standard Ordinance requirements.					
PC3.2 City Attorney to complete a Draft Design Standard Ordinance.					
PC3.3 City Council to adopt a Final Design Standard Ordinance.					



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Construction Site Runoff Control

CS1. Update City Improvement Standards

CS2. City Staff Training on New Storm Water Requirements for Construction Sites

CS3. Construction Storm Water Ordinance

Post Construction Site Runoff Control

PC1. Development Review Process Update

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PC3. Adopt a Design Standard Ordinance

PC4. Adopt a Long Term O&M Ordinance

Good Housekeeping for Municipal Operations

GH1. Inventory City Facilities/Properties

GH2. On-Going Training of City

Fact Sheet PC4. Long Term Operations and Maintenance of Storm Water Facilities Ordinance

Mission: An ordinance will be written and adopted to address the long term operations and maintenance of storm water facilities in new development and redevelopment projects.

Detailed Description:

PC4.1 – The City Public Works Director will meet with the City Attorney to review the requirements of the Long Term O&M Ordinance. Expectations and limitations of the City public works department will be identified and the City Attorney will be directed to begin preparing a draft ordinance. Examples of other local ordinances may be delivered to the City Attorney to illustrate desirable language.

The main purpose of this new ordinance will be to develop and implement a program for municipal maintenance of structural storm water controls and to develop regulatory requirements for the maintenance of privately owned facilities.

PC4.2 – Based on the requirements set forth in the General Permit and on the desires outlined by the Public Works Director, the City Attorney will write a draft Long Term O&M Ordinance for review by the Public Works Director and consideration by the City Council.

PC4.3 – After the draft ordinance has been reviewed and comments have been received, the City Attorney will make revisions and write a final Long Term O&M Ordinance. The City Council will adopt the ordinance into the municipal code.

PC4.4 – A plan will be developed and implemented for enforcement of the Long Term O&M Ordinance. The purpose of this plan will be to formalize the procedure for inspections, reporting, etc. that will be required of storm water facilities to be sure that maintenance is current and that the facilities are prepared to operate within their design parameters. The plan will be developed in the first year shown on the timescale below and will be implemented every year thereafter as detailed in the plan.

Measurable Goals & Schedule:

Measurable Goal

- PC4.1 Meet with City Attorney to outline Long Term O&M Ordinance requirements.
- PC4.2 City Attorney to complete a draft Long Term O&M Ordinance.
- PC4.3 City Council to adopt a final Long Term O&M Ordinance.
- PC4.4 Develop and implement a plan for enforcement of the Long Term O&M Ordinance

<u>FY</u> <u>03/04</u>	<u>FY</u> <u>04/05</u>	<u>FY</u> <u>05/06</u>	<u>FY</u> <u>06/07</u>	<u>FY</u> <u>07/08</u>



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Good Housekeeping for Municipal Operations

GH1. Inventory City

Facilities/Properties

GH2. On-Going Training of City Staff

Fact Sheet GH1. Inventory City Facilities/Properties

Mission: As a first means of good housekeeping, the City will Inventory City Facilities/Properties. This inventory will help to identify all locations that storm water may be affected by City operations and activities.

Detailed Description:

GH1.1 – The City Public Works Director will direct staff to compile a list of all City owned and operated facilities and properties. Included with the list will be an inventory of each facility with respect to operations that have the potential to affect storm water.

GH1.2 – Using the list of all City owned and operated sites, City staff will prioritize the sites that have the potential to adversely affect storm water in the City. This prioritized list will be used to raise awareness of each site and to refine operations requirements at each site to best protect storm water in the City.

Following prioritization of all sites, an identification of problem sites or areas will be made. Procedures will be developed for implementing site specific BMP's at the problem sites.

Measurable Goals & Schedule:

Measurable Goal

GH1.1 Compile a list of all City owned and operated facilities and properties.

GH1.2 Prioritize list of City facilities and properties according to use and potential for storm water pollution.

<u>FY</u> <u>03/04</u>	<u>FY</u> <u>04/05</u>	<u>FY</u> <u>05/06</u>	<u>FY</u> <u>06/07</u>	<u>FY</u> <u>07/08</u>



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- CS2. City Staff Training on New Storm Water Requirements for Construction Sites
- CS3. Construction Storm Water Ordinance

Post Construction Site Runoff Control

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Good Housekeeping for Municipal Operations

- GH1. Inventory City Facilities/Properties
- GH2. On-Going Training of City Staff

Fact Sheet GH2. On-Going Training of City Staff

Mission: Training of City Staff is critical to improving on existing means and methods of carrying out day-to-day duties.

Improvements will focus on ways to reduce negative impacts to storm water quality in the City.

Detailed Description:

GH2.1 – City Public Works Staff will be trained to be sure that they are aware of requirements for any site specific SWPPP's that the City may hold. These typically include industrial sites. While these SWPPP's are not subject to the General Permit for which this SWMP is written, compliance with these requirements is part of an overall City program of managing storm water and as such are addressed in this SWMP.

GH2.2 – City staff will be trained on an regular basis regarding the Storm Water O&M Plan whose development is outlined in a previous BMP. Training will concentrate on details of the O&M plan and making sure that City staff are aware of all that is required for proper storm water management in the City.

GH2.3 – City staff will be trained on and on-going basis, but a minimum of once annually, on all facets of storm water management in the City. Training may include the storm water O&M plan developed in PC2, and regular operations on City facilities and properties including the City Corporation Yard, new sites, and any other properties. This also includes procedures for normal City operations such as street sweeping, refuse collection, excavations, and any other regular activities that the City Public Works staff carries out as part of their regular duties.

City staff will be trained on appropriate methods and activities for protecting storm water in the City. Training will be under the direction of the Public Works Director and may be conducted by him or by others. Regional board staff will be invited to provide training to City staff from time to time. Training may also be accomplished in partnerships with other local agencies. This task may be coordinated with others in the PRSCG for maximum effectiveness.

Measurable Goals & Schedule:

Measurable Goal

GH2.1 Train City staff on site specific SWPPP's.

GH2.2 Train City staff on Storm Water O&M Plan developed in PC2.2.

GH2.3 On-going training of City staff.

<u>FY</u> <u>03/04</u>	<u>FY</u> <u>04/05</u>	<u>FY</u> <u>05/06</u>	<u>FY</u> <u>06/07</u>	<u>FY</u> <u>07/08</u>