

Year 2 Annual Report

Massachusetts Small MS4 General Permit

Reporting Period: July 1, 2019-June 30, 2020

****Please DO NOT attach any documents to this form. Instead, attach all requested documents to an email when submitting the form****

Unless otherwise noted, all fields are required to be filled out. If a field is left blank, it will be assumed the requirement or task has not been completed. Please ONLY report on activities between July 1, 2019 and June 30, 2020 unless otherwise requested.

Part I: Contact Information

Name of Municipality or Organization: City of Pittsfield

EPA NPDES Permit Number: MAR041018

Primary MS4 Program Manager Contact Information

Name: Ricardo Morales

Title: Commissioner of Public Services & Utilities

Street Address Line 1: 70 Allen St.

Street Address Line 2: n/a

City: Pittsfield

State: MA

Zip Code: 01201

Email: rmorales@cityofpittsfield.org

Phone Number: (413) 499-9330

Stormwater Management Program (SWMP) Information

SWMP Location (web address): n/a

Date SWMP was Last Updated: n/a

If the SWMP is not available on the web please provide the physical address:

The City will be combining the elements of their SWMP into a formal document that will be uploaded to the City's website in year 3.

Part II: Self-Assessment

First, in the box below, select the impairment(s) and/or TMDL(s) that are applicable to your MS4. Make sure you are referring to the most recent EPA approved Section 303(d) Impaired Waters List which can be found here: <https://www.epa.gov/tmdl/region-1-impaired-waters-and-303d-lists-state>

Impairment(s)

- ☒ Bacteria/Pathogens
 ☐ Chloride
 ☐ Nitrogen
 ☒ Phosphorus
☒ Solids/ Oil/ Grease (Hydrocarbons)/ Metals

TMDL(s)

- In State:**
☐ Assabet River Phosphorus
 ☐ Bacteria and Pathogen
 ☐ Cape Cod Nitrogen
☐ Charles River Watershed Phosphorus
 ☐ Lake and Pond Phosphorus
Out of State:
☐ Bacteria/Pathogens
 ☐ Metals
 ☒ Nitrogen
 ☐ Phosphorus

Clear Impairments and TMDLs

Next, check off all requirements below that have been completed. **By checking each box you are certifying that you have completed that permit requirement fully.** If you have not completed a requirement leave the box unchecked. Additional information will be requested in later sections.

Year 2 Requirements

- ☒ Completed Phase I of system mapping
☐ Developed a written catchment investigation procedure and added the procedure to the SWMP
☐ Developed written procedures to require the submission of as-built drawings and ensure the long term operation and maintenance of completed construction sites and added these procedures to the SWMP
☒ Enclosed or covered storage piles of salt or piles containing salt used for deicing or other purposes
☐ Developed written operations and maintenance procedures for parks and open space, buildings and facilities, and vehicles and equipment and added these procedures to the SWMP
☐ Developed an inventory of all permittee owned facilities in the categories of parks and open space, buildings and facilities, and vehicles and equipment and added this inventory to the SWMP
☐ Completed a written program for MS4 infrastructure maintenance to reduce the discharge of pollutants
☐ Developed written SWPPPs, included in the SWMP, for all of the following permittee owned or operated facilities: maintenance garages, public works yards, transfer stations, and other waste handling facilities where pollutants are exposed to stormwater

Optional: If you would like to describe progress made on any incomplete requirements listed above, provide any additional information, and/or if any of the above year 2 requirements could not be completed due to the impacts of COVID-19, please identify the requirement that could not be completed, any actions taken to attempt to complete the requirement, and reason the requirement could not be completed below:

Increased work requirements combined with reduced staffing levels in the Public Works Department due to the COVID-19 pandemic during permit year 2 resulted in the delay of completion of the year 2 requirements associated with the SWMP. The SWMP will be completed in permit year 3 and will include a written

catchment investigation procedure; written procedures for as-built drawings and long term O&M for completed construction sites; an inventory and written O&M procedures for City owned parks and open space, buildings and facilities, and vehicles and equipment; a maintenance program for MS4 infrastructure; and SWPPPs for maintenance garages, public works yards, and transfer stations. The SWPPP for the City Wastewater Treatment Plant was recently updated.

Annual Requirements

- ☐ Provided an opportunity for public participation in review and implementation of SWMP and complied with State Public Notice requirements
- ☒ Kept records relating to the permit available for 5 years and made available to the public
- ☒ The SSO inventory has been updated, including the status of mitigation and corrective measures implemented
 - ☐ This is not applicable because we do not have sanitary sewer
 - ☒ This is not applicable because we did not find any new SSOs
 - ☐ The updated SSO inventory is attached to the email submission
 - ☐ The updated SSO inventory can be found at the following website:
- ☒ Properly stored and disposed of catch basin cleanings and street sweepings so they did not discharge to receiving waters
- ☐ Provided training to employees involved in IDDE program within the reporting period
- ☒ All curbed roadways were swept at least once within the reporting period
- ☒ Updated outfall and interconnection inventory and priority ranking as needed

Optional: If you would like to describe progress made on any incomplete requirements listed above, provide any additional information, and/or if any of the above annual requirements could not be completed due to the impacts of COVID-19, please identify the requirement that could not be completed, any actions taken to attempt to complete the requirement, and reason the requirement could not be completed below:

Increased work requirements combined with reduced staffing levels in the Public Works Department due to the COVID-19 pandemic during permit year 2 resulted in the postponement of 1) the IDDE program training, and 2) completion and public participation in review and implementation of the SWMP, both of which the City plans to conduct in permit year 3.

Bacteria/ Pathogens (Combination of Impaired Waters Requirements and TMDL Requirements as Applicable)

Annual Requirements

*Public Education and Outreach**

- ☒ Annual message was distributed encouraging the proper management of pet waste, including noting any existing ordinances where appropriate
- ☐ Permittee or its agents disseminated educational material to dog owners at the time of issuance or renewal of dog license, or other appropriate time
- ☐ Provided information to owners of septic systems about proper maintenance in any catchment that discharges to a water body impaired for bacteria

** Public education messages can be combined with other public education requirements as applicable (see Appendix H and F for more information)*

Optional: If you would like to describe progress made on any incomplete requirements listed above or provide any additional details, please use the box below:

Chloride

Annual Requirements

Public Education and Outreach

Included an annual message in November/ December to private road salt applicators and commercial

- ☐ industrial site owners on the proper storage and application rates of winter deicing material, along with the steps that can be taken to minimize salt use and protect local waterbodies

Optional: If you would like to describe progress made on any incomplete requirements listed above or provide any additional details, please use the box below:

Nitrogen (Combination of Impaired Waters Requirements and TMDL Requirements as Applicable)

Annual Requirements

*Public Education and Outreach**

- ☒ Distributed an annual message in the spring (April/May) that encourages the proper use and disposal of grass clippings and encourages the proper use of slow-release fertilizers
- ☒ Distributed an annual message in the summer (June/July) encouraging the proper management of pet waste, including noting any existing ordinances where appropriate
- ☒ Distributed an annual message in the fall (August/September/October) encouraging the proper disposal of leaf litter

** Public education messages can be combined with other public education requirements as applicable (see Appendix H and F for more information)*

Good Housekeeping and Pollution Prevention for Permittee Owned Operations

- ☒ Increased street sweeping frequency of all municipal owned streets and parking lots subject to Permit part 2.3.7.a.iii.(c) to a minimum of two times per year (spring and fall)

Potential structural BMPs

Any structural BMPs listed in Table 3 of Attachment 1 to Appendix H already existing or installed in the regulated area by the permittee or its agents was tracked and the nitrogen removal by the BMP was

- ☐ estimated consistent with Attachment 1 to Appendix H. The BMP type, total area treated by the BMP, the design storage volume of the BMP and the estimated nitrogen removed in mass per year by the BMP were documented.

- ☐ The BMP information is attached to the email submission
- ☐ The BMP information can be found at the following website:

Optional: If you would like to describe progress made on any incomplete requirements listed above or provide any additional details, please use the box below:

There are no structural BMPs to reduce Nitrogen in Pittsfield at this time. Any potential or new structural BMPs in following permit years will be documented in subsequent reports.

Phosphorus (Combination of Impaired Waters Requirements and TMDL Requirements as Applicable)

Annual Requirements

*Public Education and Outreach**

- ☒ Distributed an annual message in the spring (April/May) encouraging the proper use and disposal of grass clippings and encouraging the proper use of slow-release and phosphorus-free fertilizers
- ☒ Distributed an annual message in the summer (June/July) encouraging the proper management of pet waste, including noting any existing ordinances where appropriate
- ☒ Distributed an annual message in the fall (August/September/October) encouraging the proper disposal of leaf litter

** Public education messages can be combined with other public education requirements as applicable (see Appendix H and F for more information)*

Good Housekeeping and Pollution Prevention for Permittee Owned Operations

- ☒ Increased street sweeping frequency of all municipal owned streets and parking lots subject to Permit part 2.3.7.a.iii.(c) to a minimum of two times per year (spring and fall)

Potential structural BMPs

Any structural BMPs already existing or installed in the regulated area by the permittee or its agents was tracked and the phosphorus removal by the BMP was estimated consistent with Attachment 3 to Appendix F. The BMP type, total area treated by the BMP, the design storage volume of the BMP and the estimated phosphorus removed in mass per year by the BMP were documented.

- ☐ The BMP information is attached to the email submission
- ☐ The BMP information can be found at the following website:

Optional: If you would like to describe progress made on any incomplete requirements listed above or provide any additional details, please use the box below:

There are no structural BMPs to reduce Phosphorus in Pittsfield at this time. Any potential or new structural BMPs will be documented in subsequent reports.

Solids, Oil and Grease (Hydrocarbons), or Metals

Annual Requirements

Good Housekeeping and Pollution Prevention for Permittee Owned Operations

- ☒ Increased street sweeping frequency of all municipal owned streets and parking lots to a schedule that targets areas with potential for high pollutant loads

- Prioritized inspection and maintenance for catch basins to ensure that no sump shall be more than 50
☒ percent full; Cleaned catch basins more frequently if inspection and maintenance activities indicated
excessive sediment or debris loadings

Optional: If you would like to describe progress made on any incomplete requirements listed above or provide any additional details, please use the box below:

Charles River Watershed Phosphorus TMDL

- ☐ Completed Legal Analysis

Optional: If you would like to describe progress made on any incomplete requirements listed above or provide any additional details, please use the box below:

The Charles River Watershed legal analysis is not applicable to Pittsfield.

Lake and Pond Phosphorus TMDL

- ☐ Completed Legal Analysis

Optional: If you would like to describe progress made on any incomplete requirements listed above or provide any additional details, please use the box below:

The Lake and Pond Phosphorus TMDL legal analysis is not applicable to Pittsfield.

Optional: Use the box below to provide any additional information you would like to share as part of your self-assessment:

Part III: Receiving Waters/Impaired Waters/TMDL

Have you made any changes to your lists of receiving waters, outfalls, or impairments since the NOI was submitted?

☒ Yes

☐ No

If yes, describe below, including any relevant impairments or TMDLs:

During permit year 1, the only impairment was Bacteria. However, Phosphorus and Solids/Turbidity were added this year as additional impairments based on the 2016 updated 303D list published in 2020.

Part IV: Minimum Control Measures

Please fill out all of the metrics below. If applicable, include in the description who completed the task if completed by a third party.

MCM1: Public Education

Number of educational messages completed **during this reporting period:**

*Below, report on the educational messages completed **during this reporting period**. For the measurable goal(s) please describe the method/measures used to assess the overall effectiveness of the educational program.*

BMP: Fix motor vehicle leaks quickly

Message Description and Distribution Method:

Brochure to residents included definition of stormwater runoff, a description of how stormwater becomes polluted, and the following message about motor vehicle leaks: "Keep any motor vehicles well maintained to prevent leaks. Fix any leaks quickly. Oil, antifreeze and other vehicle fluids don't belong in our rivers and lakes!" Brochure prepared by the Housatonic Valley Association.

Targeted Audience:

Responsible Department/Parties:

Measurable Goal(s):

Through the number of brochures distributed, increase awareness about stormwater pollution and encourage best practices for maintaining motor vehicles.

Message Date(s):

Message Completed for: Appendix F Requirements ☐ Appendix H Requirements ☐

Was this message different than what was proposed in your NOI? Yes ☐ No ☒

If yes, describe why the change was made:

BMP: Wash your car on the lawn or at the car wash

Message Description and Distribution Method:

Brochure to residents included definition of stormwater runoff, a description of how stormwater becomes polluted, and the following message about washing your car to mitigate pollution: "Park your car on the lawn and let that soapy, dirty water soak into the ground rather than run off your driveway and into the storm drain. Rest assured, car wash wastewater is collected and treated." Brochure prepared by the Housatonic Valley Association.

Targeted Audience:

Responsible Department/Parties:

Measurable Goal(s):

Through the number of brochures distributed, increase awareness about stormwater pollution and encourage best practices for washing your car.

Message Date(s):

Message Completed for: Appendix F Requirements ☐ Appendix H Requirements ☐

Was this message different than what was proposed in your NOI? Yes ☐ No ☒

If yes, describe why the change was made:

BMP: Pick up your pet waste

Message Description and Distribution Method:

Brochure to residents included definition of stormwater runoff, a description of how stormwater becomes polluted, and the following message about properly disposing of pet waste: "Pet waste is loaded with bacteria. It's unhealthy for all of us to leave it on the ground. Pick it up with a bag and throw it in the trash. Besides, no one wants to step in it." Brochure prepared by the Housatonic Valley Association.

Targeted Audience: Residents who own pets

Responsible Department/Parties: Department of Public Works, City of Pittsfield

Measurable Goal(s):

Through the number of brochures distributed, increase awareness about stormwater pollution and encourage best practices for disposing of pet waste.

Message Date(s):

Message Completed for: Appendix F Requirements ☒ Appendix H Requirements ☒

Was this message different than what was proposed in your NOI? Yes ☐ No ☒

If yes, describe why the change was made:

BMP: Limit sand and salt use

Message Description and Distribution Method:

Brochure to residents included definition of stormwater runoff, a description of how stormwater becomes polluted, and the following message about limiting sand and salt use: "When it comes to using sand and salt on your driveway and walkways, don't compromise your safety, but use sparingly. Salt and sand is very harmful to the aquatic habitat." Brochure prepared by the Housatonic Valley Association.

Targeted Audience: Residents with driveways and walkways

Responsible Department/Parties: Department of Public Works, City of Pittsfield

Measurable Goal(s):

Through the number of brochures distributed, increase awareness about stormwater pollution and encourage best practices for use of salt and sand in inclement weather.

Message Date(s):

Message Completed for: Appendix F Requirements ☐ Appendix H Requirements ☐

Was this message different than what was proposed in your NOI? Yes ☐ No ☒

If yes, describe why the change was made:

BMP: Keep your neighborhood clean

Message Description and Distribution Method:

Brochure to residents included definition of stormwater runoff, a description of how stormwater becomes polluted, and the following message about keeping the neighborhood clean: "Pick up litter! Keep your storm drain free of leaves, trash and other debris. Litter, especially plastic is harmful to our wildlife. Plastic can entangle wildlife or, if ingested, it can clog an animal's digestive system. Sweep up grass clippings off streets and sidewalks, don't hose them off, or let them wash into the storm drain." Brochure prepared by the Housatonic Valley Association.

Targeted Audience: Residents

Responsible Department/Parties: Department of Public Works, City of Pittsfield

Measurable Goal(s):

Through the number of brochures distributed, increase awareness about stormwater pollution and encourage best practices for maintaining neighborhoods.

Message Date(s):

Message Completed for: Appendix F Requirements ☒ Appendix H Requirements ☒

Was this message different than what was proposed in your NOI? Yes ☐ No ☒

If yes, describe why the change was made:

BMP: Compost yard waste

Message Description and Distribution Method:

Brochure to residents included definition of stormwater runoff, a description of how stormwater becomes polluted, and the following message about composting yard waste: "Yard waste dumped down the riverbank degrades habitat and often ends up in the river. As it decomposes, it reduces the oxygen available for fish and

other aquatic life. Compost yard waste away from riverbanks or take compost in clear bags to CEP (Community Eco Power) at 500 Hubbard Avenue, Pittsfield. Brochure prepared by the Housatonic Valley Association.

Targeted Audience: Residents

Responsible Department/Parties: Department of Public Works, City of Pittsfield

Measurable Goal(s):

Through the number of brochures distributed, increase awareness about stormwater pollution and encourage best practices for disposing of yard waste.

Message Date(s):

Message Completed for: Appendix F Requirements ☒ Appendix H Requirements ☒

Was this message different than what was proposed in your NOI? Yes ☐ No ☒

If yes, describe why the change was made:

BMP: Use less fertilizers and pesticides

Message Description and Distribution Method:

Brochure to residents included definition of stormwater runoff, a description of how stormwater becomes polluted, and the following message about managing use of fertilizers and pesticides: "Test soil first to determine if fertilizer is necessary. Apply only the directed amount of either chemical. Never apply before a rainstorm. Excess washes off into the storm drains. Consider organic alternatives." Brochure prepared by the Housatonic Valley Association.

Targeted Audience: Residents with lawns

Responsible Department/Parties: Department of Public Works, City of Pittsfield

Measurable Goal(s):

Through the number of brochures distributed, increase awareness about stormwater pollution and encourage best practices for use of fertilizers and pesticides.

Message Date(s):

Message Completed for: Appendix F Requirements ☒ Appendix H Requirements ☒

Was this message different than what was proposed in your NOI? Yes ☐ No ☒

If yes, describe why the change was made:

BMP: Let pool water dechlorinate

Message Description and Distribution Method:

Brochure to residents included definition of stormwater runoff, a description of how stormwater becomes polluted, and the following message about pool dechlorination: "Before emptying a pool, let the water sit for a few days to dechlorinate. Then empty pool water into vegetated area such as a lawn." Brochure prepared by the Housatonic Valley Association.

Targeted Audience: Residents who own pools

Responsible Department/Parties: Department of Public Works, City of Pittsfield

Measurable Goal(s):

Through the number of brochures distributed, increase awareness about stormwater pollution and encourage best practices for pool maintenance and dechlorination.

Message Date(s):

Message Completed for: Appendix F Requirements ☐ Appendix H Requirements ☐

Was this message different than what was proposed in your NOI? Yes ☐ No ☒

If yes, describe why the change was made:

BMP: Save hazardous household materials

Message Description and Distribution Method:

Brochure to residents included definition of stormwater runoff, a description of how stormwater becomes polluted, and the following message about disposing of hazardous materials: "Contact the Center for EcoTechnology (413-445-4556, ext 14) or Department of Public Utilities (413-499-9330) to find out the date of the next Household Hazardous Waste Collection Day." Brochure prepared by the Housatonic Valley Association.

Targeted Audience: Residents

Responsible Department/Parties: Department of Public Works, City of Pittsfield

Measurable Goal(s):

Through the number of brochures distributed, increase awareness about stormwater pollution and encourage best practices for discarding hazardous household materials.

Message Date(s):

Message Completed for: Appendix F Requirements ☐ Appendix H Requirements ☐

Was this message different than what was proposed in your NOI? Yes ☐ No ☒

If yes, describe why the change was made:

Add an Educational Message

MCM2: Public Participation

Describe the opportunity provided for public involvement in the development of the Stormwater Management Program (SWMP) **during this reporting period:**

The Berkshire Environmental Action Team (BEAT) and Berkshire Community College initiated the development of a 'First Flush' program sampling protocol for outfalls in the City of Pittsfield.

Was this opportunity different than what was proposed in your NOI? Yes ☐ No ☒

Describe any other public involvement or participation opportunities conducted **during this reporting period:**

The City, with support of the Housatonic Valley Association (HVA), conducted a fifth-grade public elementary education program. The virtually-held workshop focused on stormwater pollution and mitigation. Additionally, the HVA supported the City in decaling 33 storm drains with a pollution prevention message about illegal dumping. Decals were installed at the following locations: the areas around Morningside Community School, Stearns Elementary School, Reid Middle School, and along North Street.

The City will re-examine how to effectively engage with residents in permit year 3 in light of COVID-19 physical distancing requirements to enhance outreach.

MCM3: Illicit Discharge Detection and Elimination (IDDE)

Sanitary Sewer Overflows (SSOs)

Check off the box below if the statement is true.

☐ This SSO section is NOT applicable because we DO NOT have sanitary sewer

*Below, report on the number of SSOs identified in the MS4 system and removed **during this reporting period.***

Number of SSOs identified:

Number of SSOs removed:

MS4 System Mapping

Below, check all that apply.

The following elements of the Phase I map have been completed:

- ☒ Outfalls and receiving waters
- ☒ Open channel conveyances

- ☒ Interconnections
- ☒ Municipally-owned stormwater treatment structures
- ☒ Waterbodies identified by name and indication of all use impairments
- ☐ Initial catchment delineations

Optional: Describe any additional progress you made on your map during this reporting period or provide additional status information regarding your map:

The MS4 system mapping is currently under development and will be completed in December 2020, including a data gap analysis, review of existing stormwater GIS data, and the addition of a catchment delineations layer informed by topography and existing stormwater drainage areas.

Screening of Outfalls/Interconnections

If conducted, please submit any outfall monitoring results from this reporting period. Outfall monitoring results should include the date, outfall/interconnection identifier, location, weather conditions at time of sampling, precipitation in previous 48 hours, field screening parameter results, and results from all analyses.

- ☒ The outfall screening data is attached to the email submission
- ☐ The outfall screening data can be found at the following website:

*Below, report on the number of outfalls/interconnections screened **during this reporting period.***

Number of outfalls screened:

Catchment Investigations

If conducted, please submit all data collected during this reporting period as part of the dry and wet weather investigations. Also include the presence or absence of System Vulnerability Factors for each catchment.

- ☒ The catchment investigation data is attached to the email submission
- ☐ The catchment investigation data can be found at the following website:

*Below, report on the number of catchment investigations completed **during this reporting period.***

Number of catchment investigations completed this reporting period:

*Below, report on the percent of catchments investigated **to date.***

Percent of total catchments investigated:

Optional: Provide any additional information for clarity regarding the catchment investigations below:

IDDE Progress

If illicit discharges were found, please submit a document describing work conducted over this reporting period, and cumulative to date, including location source; description of the discharge; method of discovery; date of discovery; and date of elimination, mitigation, or enforcement OR planned corrective measures and schedule of removal.

- ☐ The illicit discharge removal report is attached to the email submission
- ☒ The illicit discharge removal report can be found at the following website:

*Below, report on the number of illicit discharges identified and removed, along with the volume of sewage removed **during this reporting period.***

Number of illicit discharges identified:

Number of illicit discharges removed:

Estimated volume of sewage removed: gallons/day

*Below, report on the total number of illicit discharges identified and removed to date. At a minimum, report on the number of illicit discharges identified and removed **since the effective date of the permit (July 1, 2018).***

Total number of illicit discharges identified:

Total number of illicit discharges removed:

Optional: Provide any additional information for clarity regarding illicit discharges identified, removed, or planned to be removed below:

Employee Training

Describe the frequency and type of employee training conducted **during the reporting period:**

Increased work requirements combined with reduced staffing levels in the Public Works Department due to the COVID-19 pandemic during permit year 2 resulted in the postponement of the IDDE program employee training. Employee training will be conducted in permit year 3.

MCM4: Construction Site Stormwater Runoff Control

*Below, report on the construction site plan reviews, inspections, and enforcement actions completed **during this reporting period.***

Number of site plan reviews completed:

Number of inspections completed:

Number of enforcement actions taken:

Optional: Enter any additional information relevant to construction site plan reviews, inspections, and enforcement actions:

MCM5: Post-Construction Stormwater Management in New Development and Redevelopment

Ordinance or Regulatory Mechanism

Below, select the option that describes your ordinance or regulatory mechanism progress.

- ☐ Bylaw, ordinance, or regulations are updated and adopted consistent with permit requirements
- ☐ Bylaw, ordinance, or regulations are updated consistent with permit requirements but are not yet adopted
- ☒ Bylaw, ordinance, or regulations have not been updated or adopted

As-built Drawings

Describe the measures the MS4 has utilized to require the submission of as-built drawings and ensure long term operation and maintenance of completed construction sites:

In process to be completed in year 3 of the permit term.

Street Design and Parking Lots Report

Describe the status of the street design and parking lots assessment due in year 4 of the permit term, including any planned or completed changes to local regulations and guidelines:

In process to be completed in year 4 of the permit term.

Green Infrastructure Report

Describe the status of the green infrastructure report due in year 4 of the permit term, including the findings and progress towards making the practice allowable:

In process to be completed in year 4 of the permit term.

Retrofit Properties Inventory

Describe the status of the inventory, due in year 4 of the permit term, of permittee-owned properties that could be modified or retrofitted with BMPs to mitigate impervious areas and report on any properties that have been modified or retrofitted:

In process to be completed in year 4 of the permit term.

MCM6: Good Housekeeping

Catch Basin Cleaning

*Below, report on the number of catch basins inspected and cleaned, along with the total volume of material removed from the catch basins **during this reporting period**.*

Number of catch basins inspected:

Number of catch basins cleaned:

Total volume or mass of material removed from all catch basins:

Below, report on the total number of catch basins in the MS4 system.

Total number of catch basins:

If applicable:

Report on the actions taken if a catch basin sump is more than 50% full during two consecutive routine inspections/cleaning events:

The City has a list of low-lying catch basins that are prone to flooding. These catch basins are more routinely inspected and maintained to ensure proper drainage.

Street Sweeping

*Report on street sweeping completed **during this reporting period** using one of the three metrics below.*

☒ Number of miles cleaned:

☐ Volume of material removed:

☐ Weight of material removed:

O&M Procedures and Inventory of Permittee-Owned Properties

Below, check all that apply.

The following permittee-owned properties have been inventoried:

- ☒ Parks and open spaces
- ☒ Buildings and facilities
- ☒ Vehicles and equipment

The following O&M procedures for permittee-owned properties have been completed:

- ☐ Parks and open spaces
- ☐ Buildings and facilities
- ☐ Vehicles and equipment

Stormwater Pollution Prevention Plan (SWPPP)

*Below, report on the number of site inspections for facilities that require a SWPPP completed **during this reporting period**.*

Number of site inspections completed:

Describe any corrective actions taken at a facility with a SWPPP:

Additional Information

Monitoring or Study Results

Results from any other stormwater or receiving water quality monitoring or studies conducted during the reporting period not otherwise mentioned above, where the data is being used to inform permit compliance or permit effectiveness must be attached.

- ☐ Not applicable
- ☐ The results from additional reports or studies are attached to the email submission
- ☐ The results from additional reports or studies can be found at the following website(s):

If such monitoring or studies were conducted on your behalf or if monitoring or studies conducted by other entities were reported to you, a brief description of the type of information gathered or received shall be described below:

Additional Information

Optional: Enter any additional information relevant to your stormwater management program implementation during the reporting period. Include any BMP modifications made by the MS4 if not already discussed above:

COVID-19 Impacts

Optional: If any of the above year 2 requirements could not be completed due to the impacts of COVID-19, please identify the requirement that could not be completed, any actions taken to attempt to complete the requirement, and reason the requirement could not be completed below:

City offices closed on March 16 and remained closed until May 4. During the summer of 2020, the engineering department ran on a reduced schedule with split shifts. As a part of these changes in operations due to COVID, the water and sewer maintenance staff were reduced to an 'essential' crew. Because of these COVID amendments to operations, not all year 2 requirements were fully completed.

The workplan for permit 3 year includes accommodations to strive for completion of all year 2 requirements impacted by COVID.

Activities Planned for Next Reporting Period

Please confirm that your SWMP has been, or will be, updated to comply with all applicable permit requirements including but not limited to the year 3 requirements summarized below. (Note: impaired waters and TMDL requirements are not listed below)

Yes, I agree ☒

- Inspect all outfalls/ interconnections (excluding Problem and Excluded outfalls) for the presence of dry weather flow
- Complete follow-up ranking as dry weather screening becomes available

Annual Requirements

- Annual report submitted and available to the public
- Annual opportunity for public participation in review and implementation of SWMP
- Keep records relating to the permit available for 5 years and make available to the public
- Properly store and dispose of catch basin cleanings and street sweepings so they do not discharge to receiving waters
- Annual training to employees involved in IDDE program
- Update inventory of all known locations where SSOs have discharged to the MS4
- Continue public education and outreach program
- Update outfall and interconnection inventory and priority ranking and include data collected in connection with the dry weather screening and other relevant inspections conducted
- Implement IDDE program
- Review site plans of construction sites as part of the construction stormwater runoff control program
- Conduct site inspection of construction sites as necessary
- Inspect and maintain stormwater treatment structures

- Log catch basins cleaned or inspected
- Sweep all uncurbed streets at least annually
- Continue investigations of catchments associated with Problem Outfalls
- Review inventory of all permittee owned facilities in the categories of parks and open space, buildings and facilities, and vehicles and equipment; update if necessary

Provide any additional details on activities planned for permit year 3 below:

Part V: Certification of Small MS4 Annual Report 2020

40 CFR 144.32(d) Certification

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, I certify that the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

Name:

Title:

Signature:

Date:

*[Signatory may be a duly authorized
representative]*