City of South Sioux City, Dakota City, and Dakota County

Stormwater Management Plan 2025

(SWMP)

NPDES Stormwater Discharge Authorization Number NER310000

Permit Term: 2018-2022 (Administratively Extended)

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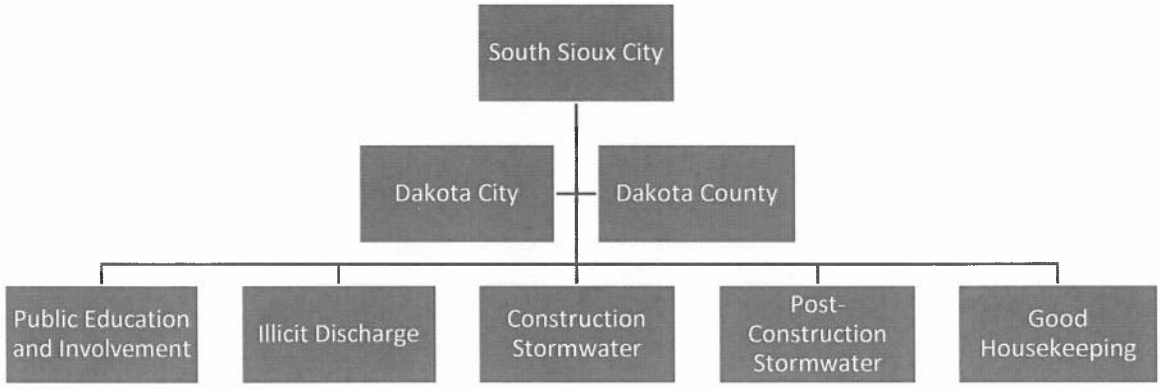
MS4 PROGRAM SUPPLEMENTAL DOCUMENTS	
Document Name	Last Revised
Public Education and Outreach Strategy	
Illicit Discharge Detection and Elimination Plan	
Construction Stormwater Plan	
Post Construction Stormwater Plan	
Good Housekeeping and Pollution Prevention Plan	

PROGRAMMATIC ABBREVIATIONS

BMP	Best Management Practice
CSW	Construction Stormwater
FRCP	Facility Runoff Control Plan
GHPP	Good Housekeeping and Pollution Prevention
GIS	Geographic Information Systems
IDDE	Illicit Discharge Detection and Elimination
MCM	Minimum Control Measure
MS4	Municipal Separate Storm Sewer System
NDEE	Nebraska Department of Environment and Energy
NPDES	National Pollutant Discharge Elimination System
O&M	Operations and Maintenance
PCSW	Post Construction Stormwater
PEO	Public Education and Outreach
STF	Stormwater Treatment Facility
SWMP	Storm Water (Stormwater) Management Plan
SWPPP	Storm Water (Stormwater) Pollution Prevention Plan

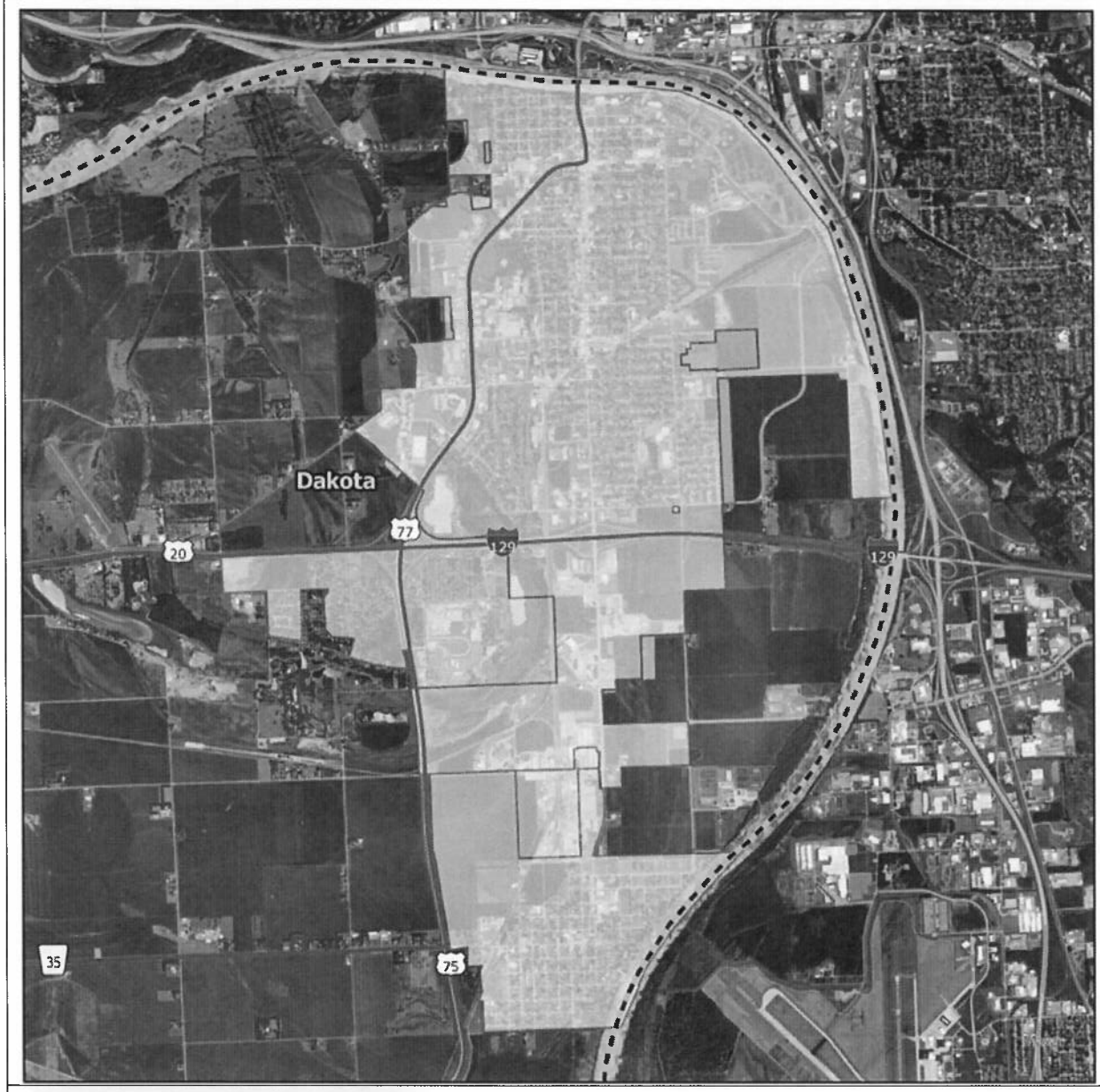
MS4 CO-PERMITTEE ORGANIZATIONAL CHART

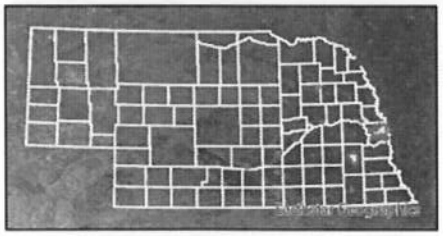


The Stormwater Management Plan (SWMP) is co-permitted with Dakota City and Dakota County. Each co-permittee has assigned administrative oversight of the plan and implementation of associated goals within each of the six (6) Minimum Control Measures (MCM) to assign necessary staff with responsibility to achieve plan goals. Throughout the year, administrative staff meet with assigned city staff and the public to communicate progress of Best Management Practices (BMPs) outlined in the SWMP and reported annually to Nebraska Department of Environment and Energy (NDEE).

CO-PERMITTEE REGULATED BOUNDARY MAP

South Sioux City, Dakota City and Dakota County MS4 Boundary





Regulated MS4 Boundary

County

Source: Nebraska Department of Transportation

STORMWATER MANAGEMENT PLAN DOCUMENT BACKGROUND

MS4, Dakota City, and Dakota County (MS4) Stormwater Management Plan (SWMP) documents commitments made by the permittees to implement stormwater management procedures and practices. The purpose and intent is to maintain compliance as required by a National Pollution Discharge Elimination System (NPDES) permit issued by NDEE, at the Maximum Extent Practicable (MEP). The NPDES Permit is issued to regulate the quality of stormwater runoff from within the regulated MS4 boundary (See boundary map) so that stormwater pollution is minimized in local receiving surface waters. The Federal Clean Water Act (CWA) establishes the permit authority as well as the compliance requirements that NDEE enforces.

Procedures have been developed to comply with each of the six (6) Minimum Control Measures (MCM) stated in the permit. Each of the MCM procedures and activities is reviewed by the NDEE as part of the annual reporting process and are described as follows:

MCM 1 & 2: Public Education, Outreach and Involvement: MS4 distributes educational materials and conducts training that describes impacts of stormwater discharges and the pollutants it carries into surface waters and the steps that the target audience can take to minimize their role in stormwater pollution. The MS4 also engages its target audience in the development and review of the SWMP. Public education, outreach and involvement supports the efforts by the MS4 to protect the quality of stormwater runoff.

MCM 3: Illicit Discharge Detection and Elimination: MS4 established a program with enforceable statutes that address policies and procedures for identifying, enforcing, tracking and cleaning up illicit discharges within the storm sewer system. The MS4 coordinates information about responses to illicit discharges with a variety of agencies and jurisdictions to resolve illicit discharges.

MCM 4: Construction Stormwater Management: MS4 developed, implemented, and enforces a program with enforceable statutes to reduce pollutants in stormwater runoff from construction activities. Erosion and sediment control design, SWPPP maintenance, active construction site inspections and contract administration procedures reduce the risk associated with disturbing soil leaving the boundary of the local site during the construction process.

MCM 5: Post Construction Stormwater Management: MS4 developed, implemented and enforces a program with enforceable statutes that minimizes water quality impacts by requiring Stormwater Treatment Facilities (STFs) to be designed, constructed and maintained on new and re-development projects. The goal is to minimize the long-term impact of pollutants in runoff by treating stormwater before it discharges into waters of the state.

MCM 6: Pollution Prevention/Good Housekeeping: MS4 created an operation and maintenance (O & M) program with policies and procedures that minimize the impact of maintenance facility operations on stormwater runoff.

This SWMP document satisfies the consolidated effort to address each MCM. The document includes a rationale statement for each MCM, description of each BMP, references to supporting documents, as well as the goals, frequencies, assignments, and evaluation and assessment criteria. The format of the document is consistent throughout and is written in a manner to satisfy specific wording of the NPDES permit. References and supporting documents are listed to clarify where the implementation details for each BMP can be located.

Annual reporting is also a requirement of the MS4 Permit. The annual performance of each goal is measured against the evaluation and assessment metric of each BMP to determine if the SWMP is effectively protecting

stormwater quality. Finally, this document is made available for the public to view online through the co-permittee websites. In addition, it may be requested through a public documents request.

BMP AND MCM EVALUATION AND ASSESSMENT

BMPs are defined by a set of actions and plans MS4 and Dakota City monitors through active communications between each co-permittee. The SWMP accounts for each MCM through a set of tables that define each BMP with descriptions, target audiences, message, methods, and resources. The tables utilize the format below which have a set of goals the permittees to implement. Each goal provides a measurable activity for evaluation and assessment of the BMP.

BMP Title

Stormwater Management – BMP Implementation Activities				
BMP ID: #.#.#	Regulatory Background:			
	BMP Rational:			
	Report:			
	References:		Frequency:	

In addition, to evaluate and assess annual performance, the co-permittees shall utilize this assessment to determine what BMPs meet the identified measurable goals, what performance needs further review, or if action is necessary to identify the cause, mitigation, and corrective measures for improvement.

BMP Title

Stormwater Management – Annual Report				
BMP ID: #.#.#	BMP Strategy:			
	Reference:			
	Responsible Party:		Frequency:	
Administration:				
Evaluation/Assessment:				
Annual Performance:				
Satisfied:	□ Yes □ No	Supplemental Notes:		

The permittees have adopted a similar approach by other sMS4s evaluation framework developed to provide an objective, consistent process for BMP assessment. This process is flexible to incorporate the annual variability of each goal, the significance of that variability, and the frequency in which deviations from the goals occur in a calendar year.

The following frameworks are to be implemented in the 2025 plan:

- BMPs that have goals not evaluated through completion percentage, such as updating website resources, can be evaluated as a determination of completion. These goals are assessed with a qualitative "Yes/No" assessment. A "No" assessment will include information as to how the goal will be achieved in the next year.

  If the same goal is not achieved in two or more consecutive years, the permittees will assess and evaluate corrective actions needed to achieve BMP measurable goal compliance.

- BMP goals evaluated through completion percentages are assessed based on a tiered completion percentage range. This can account for annual variability and characterize the significance based on the volume of work and the frequency of deviation. Below is an example of how the process is structured and applied:

  Tiered Assessment Criteria:

  - 90 – 100% Completion = Meets goal
  - 80 – 89% Completion = Needs further review to assess the frequency and significance.
    - A single annual occurrence is not considered significant when occurring in two or less of five annual periods. The BMP may still be considered effective and meet the goal.
    - When annual performance stays consistent within this range for three or more consecutive years, the permittee will identify the corrective action for the BMP.
  - < 80% = Significant occurrence requiring corrective action

- Corrective action
  - When a narrative goal is not met in two consecutive years, or the annual performance of a goal is consistently within the 80 – 89% completion range, the goal may have been overestimated or is no longer achievable to 90 – 100% completion. The permittees will identify the cause resulting in this reduced performance level and determine if the conditions can be corrected. Corrective actions will be implemented, or the goal will be revised to reflect these conditions. The revised goal will then be considered the Maximum Extent Practicable (MEP) for the respective BMP.
  - When the annual documented performance is below 80% completion, this indicates the BMP is not implemented as described in the plan. The permittee will identify the cause, mitigation, and corrective action for meeting the BMP goal. Corrective action will be implemented in the consecutive calendar year.

Corrective actions will be described in the "Annual Performance" section of the annual report.

MCM #1 PUBLIC EDUCATION AND OUTREACH

PUBLIC EDUCATION AND OUTREACH DECISION PROCESS AND RATIONALE

The purpose of this MCM is to educate the public on the benefits of keeping our receiving waters clean of pollutants. An informed public and city staff can make a significant reduction in the amount of stormwater pollutants that enter the city stormwater drainage systems. The co-permittees communicate the city's approach to Best Management Practices (BMPs) through multiple media forms for the specific target audiences based on the BMP. Social media platforms, websites, radio, television, Household Awareness Surveys and more all play a role in this process.

The MS4 informs individuals and households of public awareness surveys every year. Once the results of the survey are in, a pamphlet of information discussing common household stormwater pollution topics is distributed to each utility customer.

MS4 Storm water Division has a website and email on the City's webpage. Also, at the NebraskaH2O.org website there is a reference link to that same page. When events are scheduled, a press release is sent out to the public.

MS4 has chosen the following target audiences for our education and outreach program that are likely to have stormwater quality impacts: Homeowners, Dog Owners, Lawn and Garden Property Owners, Construction Site Operators, and Engineers/Developers/Realtors. These target audiences were chosen due to the impact of their activities and their availability to be reached. These target audiences have been designated to address different types of non-point source pollution through the Public Education and Outreach program. Household hazardous wastes, pet waste, oil and other fluids from automobiles, and grass clippings are examples.

MS4's education and outreach program has the ability to utilize an array of formats to reach the public. Previously, the City has collaborated with other Nebraska H20 communities to use Television PSA's, radio PSA's, Stormwater Pamphlets, Press Releases, and newspaper articles. The City has the goal of eventually reaching all age groups and genders utilizing these various media platforms.

MS4 Stormwater Manager is responsible for overall management and implementation of the City's education and outreach program. The Stormwater Manager can be found at the Public Works Department and reached at (402)-494-7573, (712)-898-5969, Fax: (402)-494-7530, or email at stormwater@southsiouxcity.org

MS4 evaluates the success of the education and outreach program by implementing effectiveness measures for each BMP that will be met and acknowledged for each reporting period. These measures are meant to be a guide and measuring stick for each BMP and proof progress for that item.

MCM1: BMP 1: DEVELOP, MAINTAIN AND DISTRIBUTE CURRENT EDUCATION MATERIALS

1.1.1. Coordinate the Public Education and Outreach Strategy with updates and maintenance of general stormwater education or outreach materials for distribution to residential, construction, industrial and commercial sources identified as high priority, community-wide issues related to the impact of stormwater discharges on water bodies and the steps that the public can take to reduce pollutants in stormwater runoff.

The PEO Strategy identifies the following:

- Goals, objectives, target messages and audiences for information.
- Resources used and frequency for distributing information.

Reference	Frequency
MS4 PEO Strategy	Annual
Report:	Observations, recommendations, and/or changes made to program defining documents during permit year

1.1.2 Distribute general stormwater education or outreach materials related to the impact of stormwater discharges on waterbodies and the steps that the public can take to reduce pollutants in stormwater runoff.

Reference:	Public Education and Outreach Tracking Form		
Responsible:	Stormwater Coordinator	Frequency:	On-going Annually
Goals:		Report:	Measure:
STORMWATER AWARENESS INFORMATION TO THE GENERAL PUBLIC			
ADMINISTRATION: Record resources used with estimated/actual number of public reached.		**GOAL**: Recorded	{{yes}} 358
EFFECTIVENESS: Use stormwater program management websites.		**GOAL**: Available	{{Yes}} 393
EFFECTIVENESS: Use of storm drain markings for stormwater awareness.		**GOAL**: 50 storm drains marked or replaced	{{50}}

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STORMWATER AWARENESS INFORMATION TO THE GENERAL PUBLIC (CONTINUED)		
EFFECTIVENESS: Use of Television Advertisements for stormwater awareness.	**GOAL**: Total aired.	{{1460}}
EFFECTIVENESS: Use of Stormwater program-branded materials for stormwater awareness to visitors at various tours, events, trainings, and activities.	**GOAL**: Total distributed.	{{112}}
SECTOR-SPECIFIC AWARENESS INFORMATION TO THE GENERAL PUBLIC		
ADMINISTRATION: Record of all resources used with estimated/actual number of public reached.	**GOAL**: Completed.	{{Yes}} 112
EFFECTIVENESS: Information provided to Household Hazardous Waste generators providing information about opportunities, and collection locations.	**GOAL**: Total distributed.	{{5800}}
EFFECTIVENESS: Information provided to pet owners with information about best practices and requirements for collecting and disposing pet waste.	**GOAL**: Total distributed.	{{5800}}
EFFECTIVENESS: Information provided to property owners with information on best practices and requirements for minimizing Lawn and Garden pollutants.	**GOAL**: Total distributed.	{{5800}}
EFFECTIVENESS Information provided for incorporating water quality Best Management Practices on properties.	**GOAL**: Total distributed.	{{5800}}
Satisfied:		

MCM1: BMP 2: DEVELOP, MAINTAIN AND PROVIDE TOURS AND EVENTS

1.2.1 Coordinate the Public Education and Outreach Strategy with updates and maintenance of general stormwater tours and events that raise awareness for the impact of stormwater discharges on water bodies and the steps that the public can take to reduce pollutants in stormwater runoff. The Strategy includes for these awareness tours and events:

- Goals, objectives, target messages and audiences
- Resources used and frequency

Reference	Frequency
MS4 PEO Strategy	Annual
Report:	Observations, recommendations, and/or changes made to program defining documents during permit year.

1.2.2 Provide general stormwater education or outreach tours and events that raise awareness for the impact of stormwater discharges on water bodies and the steps that the public can take to reduce pollutants in stormwater runoff.

Reference:	Public Education and Outreach Tracking Form		
Responsible:	Stormwater Coordinator	Frequency:	On-going Annually

Goals:	Report:	Measure:
ADMINISTRATION: Record Stormwater Education & Outreach tour/event.	**GOAL**: Recorded	{{yes}}
EFFECTIVENESS: General Public attendance at Education & Outreach tour/event.	**GOAL**: Recorded	{{yes}}
EFFECTIVENESS: Student-age attendance at Education & Outreach tour/event	**GOAL**: Recorded	{{0}}
EFFECTIVENESS: Citywide Cleanup Days (or similar event) participation by General Public	**GOAL**: Participants	{{13,814}}

Satisfied:	

MCM #2 PUBLIC PARTICIPATION AND INVOLVEMENT

PUBLIC PARTICIPATION AND INVOLVEMENT DECISION PROCESS AND RATIONALE

The purpose of this MCM partly goes along with the first MCM, Public Education and Outreach. The idea is to use the informed public to get involved to the point of participating in activities and/events. With this enthusiasm, the public will be spreading the idea of stormwater pollution prevention via word of mouth amongst members of the community and beyond.

MS4 involves the public in the development and submittal of the MS4 permit application and Stormwater Management Program by letting the public view the sMS4 online.

MS4 actively involves the public in the development and implementation of the Stormwater Management Program by providing public notices when updating ordinances pertaining to MS4 Stormwater Management Program. City Council Meetings and work sessions allow the public to ask questions and give comments prior to the approval of any City Ordinance changes.

MS4 actively approaches any group regardless of ethnicity or economic status as it pertains to stormwater pollution. Pollutant source identification is the key component of the City's Stormwater Management Program. Any group, whether industrial, trade, environmental, educational, is approachable.

MS4 Stormwater Manager is ultimately responsible for the management and implementation of MS4 Public Participation and Involvement program and finding program activities that the public will participate in. The Stormwater Manager can be found at the Public Works Department and reached at (402)-494-7573, (712)-898-5969, Fax: (402)-494-7530, or email at stormwater@southsiouxcity.org

MS4 evaluates the success of the public participation and involvement activities by implementing several 'effectiveness measures' to measure the successful implementation of each BMP. These effectiveness measures are reported annually in our NDEE Annual Report.

MCM2: BMP 1: PUBLIC INVOLVEMENT AND PARTICIPATION MATERIALS

2.1.1 Coordinate the Public Education and Outreach Strategy with materials that demonstrate compliance with State and local public notice requirements and involve the public in planning and implementation of programs and activities related to MS4 Stormwater Management Program and NPDES Permit. The PEO Strategy identifies the following:

- Target messages and audiences for public involvement and participation.
- Resources used and frequency for providing public involvement and participation

Reference	Frequency
MS4 PEO Strategy	Annual
Report:	Observations, recommendations, and/or changes made to program defining documents during permit year

2.1.2 Provide public involvement and participation opportunities that demonstrate compliance with State and local public notice requirements and involves the public in planning and implementation of programs and activities of the SWMP.

Reference:	Public Education and Outreach Tracking Form		
Responsible:	Stormwater Coordinator	Frequency:	On-going Annually

Goals:	Report:	Measure:
ADMINISTRATION: Provide program reference documents on-line and make available to the general public for the following: • Municipal Separate Storm Sewer (MS4) Permit • Storm Water Management Plan • Illicit Discharge and Connection Ordinance • Erosion and Sediment Control Ordinance • Post-Construction Stormwater Treatment Ordinance	**GOAL**: Provided.	{{Yes}}

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ADMINISTRATION: Provide a public forum to receive input about proposed stormwater compliance plans and ordinances.	**GOAL**: Record public attendance and comment numbers.	Proposed Changes: {{No}} Attended: {{0}} Comment: {{0}}
ADMINISTRATION: Make web form and telephone resources available to the public for submitting requests, such as Phone Hotline, City web report form receive of public requests related to stormwater information, potential pollution situations and stormwater program recommendations.	**GOAL**: Report all resources utilized.	{{2}}
EFFECTIVENESS: All proposed changes to regulations and ordinances are posted for review at least one week prior to decision.	**GOAL**: 100%	{{Yes}}
EFFECTIVENESS: Distribute a household stormwater awareness survey once during the Permit term to document measures that demonstrate if the public is knowledgeable about the impact of stormwater discharges on water bodies and the steps that the public can take to reduce pollutants in stormwater runoff.	**GOAL**: Number sent and returned.	Sent: {{5800}} Returned {{358}}
EFFECTIVENESS: Coordinate a stormwater committee (or similar group) with community members that receive information about MS4 Stormwater Program, to review and comment on proposed program, policy and ordinance changes as well as make recommendations for program activities included in the SWMP.	**GOAL**: Number of participants and meetings.	Citizens: {{8}} Meetings {{2}}
Satisfied:		

MCM #3 ILLICIT DISCHARGE DETECTION AND ELIMINATION

ILLICIT DISCHARGE DETECTION AND ELIMINATION DECISION PROCESS AND RATIONALE

The purpose of this MCM is to minimize the effect of illicit discharges within the municipality. An IDDE program is followed and an ordinance has been enacted within the City Code. Dry weather inspections of storm sewer outfalls are performed within the community. Also, a detailed storm sewer map is maintained to track flow of stormwater and identify affected areas from illicit discharges. Finally, MS4's website allows the public to acknowledge their concerns regarding all forms of stormwater pollution.

MS4 developed a stormwater system map by consolidating all information gathered by City of South Sioux City staff and other entities. This included all outfall points, inlets, storm sewer pipes, and manhole boxes. Maintenance and upkeep of this stormwater system map is done annually as as-builts and changes to the system occur.

MS4 effectively prohibits illicit discharges with an active IDDE program that is identified in our Municipal Code, complete with an Enforcement Response Plan. The city holds violators accountable by implementing appropriate levels of enforcement, based on the nature and circumstances of the illicit discharge. City Municipal Code Sec. 95-4. defines and prohibits stormwater discharges.

MS4 plans to ensure the illicit discharge ordinance, procedures, and actions are implemented through proper and consistent education of City employees to recognize illicit discharges, and train employees of the proper contacts to make in response to a discharge or spill incident. MS4 has a protocol with an Enforcement Response Plan that identifies the procedure to follow based on the severity of non-compliance.

The IDDE Program defines protocol for reporting the requirement to investigate trace and remove potential illicit discharges, including illegal dumping or spills. Using appropriate City contact information (via phone or website), a citizen can identify to a responsible party what they saw. The citizen can remain anonymous or be known. The discharge is addressed and tracked until the issue is clean and a party is found responsible.

MS4 informs public employees, businesses, and the general public about the hazards to water quality from illegal discharges and improper disposal of waste through training videos, posters, bulletins, website and press releases. As the IDDE Program continues to develop, additional materials or educational effort would include flyers, additional website content, social media, and providing more presentation materials for training purposes.

MS4 Stormwater Manager is responsible for the overall management and implementation of the IDDE Program and its activities.

MS4 evaluates the success of the IDDE Program through effectiveness measures to be met on a regular basis. The measures are acknowledged at each annual report to show the measure of success for the IDDE Program.

MCM3: BMP 1: DISCHARGE INVESTIGATION AND REMOVAL

3.1.1 Coordinate updates and maintenance of discharge record-keeping, investigation, removal and enforcement information in the MS4 Illicit Discharge Detection and Elimination (IDDE) Program, which references and defines the following:

- State and/or local regulatory mechanism(s) that effectively define allowable non-stormwater discharges and prohibit non-stormwater discharges into the storm sewer system related to illicit discharges (including on-site sewage disposal systems, spills, discharges, connections and dumping).
- Internal spill/dump/discharge/connection procedures, departmental staff responsibilities, contact information (including NDEE for occurrence believed to be an immediate threat to human health or the environment), and equipment used to investigate illicit discharges.
- Enforcement response protocol used to remove illicit discharges that occur within the MS4.
- Data collected, database used, and data export procedures for records of investigation, removal and enforcement efforts, enforcement status and outcomes for illicit discharges.
- Protocol for reporting the requirement to investigate and remove potential illicit discharges that flow into the MS4 from adjacent MS4 operators and property owners.

Reference	Frequency
City of South Sioux City Code (Ord. No. 2006-4, 7-24-06) IDDE Program, Chapter Sec. 95-4.	Review Annually
Report:	Observations, recommendations, and/or changes made to program defining documents during permit year

3.1.2 Investigate, remove or cause responsible party to remove spills, illegal discharges and illicit connections within and into the MS4.

Reference:	IDDE Program Tracking Form		
Responsible:	Stormwater Coordinator	Frequency:	On-going Annually
Goals:		Report:	Measure

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ADMINISTRATION: Record dates of all notifications of potential illicit discharges, stakeholders involved, investigation and communication efforts, status, and final resolution taken for potential illicit discharges.	**GOAL**: Record discharge information required.	{{Yes}}
EFFECTIVENESS: Initiate investigation of potential illicit discharges and/or contact adjacent MS4 operator within two days of notification.	**GOAL**: 100%	{{100%}} of {{2}}
EFFECTIVENESS: Once a source is determined, initiate notification of responsible party of potential illicit discharges within one working day of notification.	**GOAL**: 100%	{{%}} of {{yes}}
EFFECTIVENESS: Open records are updated once a week with status and any new information until the issue is resolved.	**GOAL**: 100%	{{Yes}}
EFFECTIVENESS: Summarize all instances that were closed without resolution including who made determination to close the record and why the instance could not be resolved.	**GOAL**: Record instances closed without resolution	{{0}}
Satisfied:		

MCM 3: BMP 2: DRY WEATHER SCREENING

3.2.1 Coordinate updates and maintenance of Dry Weather Screening Inspection and data collection information in the MS4 Illicit Discharge Detection and Elimination (IDDE) Program, which defines the following:

- Basis for selecting outfall locations used to screen for the presence of illicit discharges to the MS4 considering likelihood of illicit connections or ambient sampling.
- Frequency used to screen major and minor outfalls for the presence of illicit discharges to the MS4.
- current policies, staff, contact information, equipment, and known impairments or TMDL pollutants of concern used to conduct dry weather screening for the presence of illicit discharges to the MS4.
- Field tests of selected chemical parameters, evaluation methods and sample concentration action levels for pollutants during dry weather screening that trigger determination to investigate flow as a potential illicit discharge to the MS4.
- Data properties collected, geo-database used, illicit discharge identification and tracking database used, and data export procedures for reporting dry weather screening conducted to determine the presence of illicit discharges to the MS4.

Reference	Frequency
IDDE Program ((Chapter and/or Appendix))	Review Annually
Report:	Observations, recommendations, and/or changes made to program defining documents during permit year

3.2.2 Conduct Dry Weather Screening Inspections and record all results in the stormwater outfall geodatabase.

Reference:	Dry Weather Screening Tracking Form		
Responsible:	Stormwater Coordinator	Frequency:	On-going Annually – Summer or Fall

Goals:	Report:	Measure
ADMINISTRATION: Conduct and record outfall inspections in the outfall GIS geodatabase within the calendar year.	**GOAL**: Input all records.	{{yes}
EFFECTIVENESS: Screen each major outfall annually	**GOAL**: 100%	{{100%}} of {{17}}
EFFECTIVENESS: Investigate each minor outfall every three years	**GOAL**: 33%	{{100%}} of {{8}}
Satisfied:		

MCM 3: BMP 3: STORM SEWER SYSTEM MAPPING

3.3.1 Coordinate updates and maintenance of MS4 area maps and stormwater outfall location information in the MS4 Illicit Discharge Detection and Elimination (IDDE) Program, which defines and references the following:

- Internal procedures, frequencies, municipal staff responsibilities, contact information, and equipment used to capture and verify existing and future stormwater outfall location information.
- How outfall locations are described, minimum size of outfall required to be mapped, smaller size outfalls that may be mapped, and justifications for mapping smaller outfalls.
- Sources of information used for the maps listing land use types, waters of the state, outfall locations, storm drain infrastructure, collection system and structural stormwater treatment BMPs.
- Latest version of the outfall map with receiving waters.

Reference	Frequency
IDDE Program (Chapter Reference), City of South Sioux City GIS	Review Annually
Report:	Observations, recommendations, and/or changes made to program defining documents during permit year

3.3.2 Maintain map, to the extent required by the permit, of current geographic locations of all stormwater outfalls, the approximate boundary of their drainage area that discharge to State-designated receiving waters in the MS4, dry weather field screening locations, storm drain infrastructure and collection system as well as structural stormwater treatment locations.

Reference:	City of City of South Sioux City As-built records, City of City of South Sioux City GIS		
Responsible:	Stormwater Coordinator	Frequency:	On-going Annually
Goals:	Report:		Measure
ADMINISTRATION: Maintain all outfall attribute updates in geodatabase of stormwater outfall information currently available for major and minor outfalls.	**GOAL**: Maintained.		Major: {{17}} Minor: {{8}}
ADMINISTRATION: Update estimated drainage boundary attributes with existing and future land use at a minimum of five years for all outfalls that discharge to State-designated receiving waters in the MS4.	**GOAL**: Maintained.		{{Yes}}

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EFFECTIVENESS: All outfall, storm drain infrastructure, collection system and storm water treatment geo-reference attributes are updated in the geo-database within one year of new construction or 30 days following routine outfall dry weather screening.	**GOAL**: 100%	{{100%}} of {{25}}
Satisfied:		

MCM 3: BMP 4: ILLEGAL DISCHARGE AND IMPROPER WASTE DISPOSAL EDUCATION

3.4.1 Coordinate updates and maintenance of educational and training information for distribution related to the hazards associated with illegal discharges and improper disposal of waste in the Public Education and Outreach Strategy, which establishes the following:

- Training program with at least one target message related to identification and reporting of illicit discharges and connections for a sector of Public Employees involved in Operation and Maintenance activities every reporting year.
- At least one target message and distribution method for a sector of Public Employees not involved in Operation and Maintenance every reporting year.
- At least one target message and distribution method for a sector of Commercial/Industrial Businesses within the MS4 every reporting year.
- At least one target message and distribution method for at least one sector of the General Public within the MS4 every reporting year.

Reference	Frequency
The City of City of South Sioux City PEO Strategy	Annual
Report:	Observations, recommendations, and/or changes made to program defining documents during permit year

3.4.2 Distribute information related to the hazards associated with illegal discharges and improper disposal of waste to Public Employees, Businesses and the General Public.

Reference:	Education and Outreach Strategy Tracking Form		
Responsible:	Stormwater Coordinator	Frequency:	On-going Annually
Goals:		Report:	Measure

Sectors of Municipal Employees, Businesses and the General Public.		
ADMINISTRATION: Distribute information to all Municipal Employee, Businesses and General Public sectors identified to receive information for the reporting year.	**GOAL**: 100% of Target Audience Reached	{{Yes}}
EFFECTIVENESS: All of the estimated target audience sector of Municipal Employees involved with Operation and Maintenance activities had information or training made available to them in the reporting year.	**GOAL**: 100%	{{100%}}
EFFECTIVENESS: At least ninety percent (90%) of the estimated target audience sector of Municipal Employees not involved with Operation and Maintenance activities had information made available to them in the reporting year.	**GOAL**: 90%	{{100%}}
EFFECTIVENESS: At least seventy-five percent (75%) of the estimated target audience sector of Business Owners had information made available to them in the reporting year.	**GOAL**: 75%	{{100%}}
EFFECTIVENESS: At least fifty percent (50%) of the estimated target audience sector of General Public had information made available to them in the reporting year.	**GOAL**: 50%	{{100%}}
..... Satisfied:		

MCM #4 CONSTRUCTION STORMWATER MANAGEMENT

CONSTRUCTION STORMWATER MANAGEMENT DECISION PROCESS AND RATIONALE

The purpose of this MCM is to reduce pollutants in stormwater runoff from construction activities that result in land disturbance. In accordance with NDEE Title 119, Nebraska Small MS4 General Permit NER310000 IV.B.3, and City of South Sioux City Municipal Ordinance (Ord. No. 2006-4, 7-24-06), the Construction Stormwater Program includes and adheres to the following elements:

1. Construction Stormwater Ordinance
2. Operator Requirements to Implement Sediment & Erosion Control, Waste, and Stormwater Controls
3. Construction Sediment & Erosion Control and Site Plans
4. Construction Site Inspection and Enforcement Procedures
5. Construction Stormwater Education

Construction Stormwater Design standards meeting the NDEE and NPDES Permit requirements are available on the City website. Construction site operators for sites disturbing one acre or more, or less than one acre if part of a larger common plan of development or sale are required to enact Erosion and Sediment Controls.

MS4 requires erosion and sediment control measures on construction sites via City Code (Ord. No. 2006-4, 7-24-06). The ordinance language ensures every construction project within the City Limits requires proper Erosion and Sediment Controls, as well as inspection and evaluation methods.

MS4 has an Enforcement Response Plan (ERP) for the Erosion & Sediment Control Program which defines the level of enforcement based on the level of non-compliance. The ERP was created to address all levels of non-compliance. The City will follow through on issues of non-compliance until resolved. Communication with the violator can vary from a phone call to a formal notice of violation to enforcement of Civil Penalties.

MS4 has a defined list of pollutants, including solid waste and hazardous materials, which construction site operators are required to manage onside with Best Management Practices in City Ordinance (Ord. No. 2006-4, 7-24-06). Waste materials include construction activity trash from building materials, equipment and vehicle track out, and potential sanitary waste.

MS4 requires an Erosion and Sediment Control plan meeting the NDEE and NPDES Permit requirements for review by City staff. For sites greater than an acre, and those less than an acre bur part of a larger common plan of development or sale, a Stormwater Pollution Prevention Plan is required to be followed.

MS4 Stormwater Manager AND the Public Works Director are ultimately responsible for the management and overall implementation of the Construction Stormwater Program. Parts of this program operate outside the regular authority of the Stormwater Manager, specifically the elements of reviewing plans brought in front of the Development Review Team.

MS4 has multiple effectiveness measures implemented to ensure the BMP's are being utilized correctly. Each annual report sent in to the NDEE will address these effectiveness measures and how to interpret them.

MCM 4: BMP 1: MAINTENANCE, IMPLEMENTATION, AND ENFORCEMENT OF EROSION AND SEDIMENT CONTROL AUTHORITY

4.1.1 Coordinate maintenance of enforceable authority and escalation procedures in the MS4 Construction Stormwater (CSW) Program Guidance Document, which references local regulatory mechanisms that:

- Defines and enables municipal enforcement.
- Defines and requires construction erosion and sediment control implementation.
- References local regulatory mechanism(s) that effectively defines waste control implementation.
- References local regulatory mechanism(s) that effectively defines and establishes a range of penalty options and when they will be used to ensure compliance.

Reference	Frequency
City Ordinance (Ord. No. 2006-4, 7-24-06)	Update: Review: Annually
Report:	Observations, recommendations, and/or changes made to program defining documents during permit year

4.1.2 Conduct procedures to investigate, remove and enforce each instance of construction stormwater non-compliance for observed non-compliance of the municipal code/ordinance.

Reference:	Construction Stormwater Enforcement Tracking Form		
Responsible:	Stormwater Coordinator	Frequency:	On-going Annually
Goals:		Report:	Measure
ADMINISTRATION: Record dates of all notifications of potential construction stormwater program non-compliance. Record stakeholders involved, investigation efforts, communication efforts, interim steps of enforcement if taken to resolve, and final resolution taken for potential construction stormwater program non-compliance.		**GOAL**: 100%	{100%} of {4}

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EFFECTIVENESS: Initiate investigation of potential construction stormwater program non-compliance within two working days of notification or identification.	**GOAL**: 100%	{100%} of {4}
EFFECTIVENESS: Open records are updated once a week with status and any new information until the issue is resolved.	**GOAL**: Total number of instances.	{4}
Satisfied:	Yes No ☐ Explanation:	

MCM 4: BMP 2: CONSTRUCTION SITE PLAN REVIEW

4.2.1 The City will coordinate maintenance of site plan review procedures in the MS4 Construction Stormwater (CSW) Program, which references local regulatory mechanisms that define the following:

- Authority to conduct construction site plan reviews for all land development and building projects that will disturb at least one acre of soil surface alone or as part of a larger common plan of development or sale.
- Minimum requirements for site plan submittals to address construction erosion, sediment and waste control best management practices.
- Minimum standards by reference for design of construction erosion, sediment and waste control best management practices.
- Basis for selecting certain sites for site plan review.
- Current policies, staff, contact information and required procedures for construction site plan review.

Reference	Frequency
City ordinance (Ord. No. 2006-4, 7-24-06), CSW Program	Update: Review: Annually
Report:	Observations, recommendations, and/or changes made to program defining documents during permit year

4.2.2 The City will conduct and record site plan reviews for all land development and building projects that will disturb at least one acre of soil surface alone or as part of a larger common plan of development or sale.

Reference:	Construction Stormwater Plan Review Tracking Form		
Responsible:	Stormwater Coordinator	Frequency:	On-going Annually

Goals:	Report:	Measure
ADMINISTRATION: Complete construction stormwater site plan review form for every land development and building project that will disturb at least one acre of soil surface alone or as part of a larger common plan of development or sale.	**GOAL**: 100%	{100%} of {30}
EFFECTIVENESS: Record when construction stormwater site plan submittal requirements were not satisfied and required revision and resubmittal.	**GOAL**: 100%	{0}
Satisfied:	Yes No ☐ Explanation:	

MCM 4: BMP 3: CONSTRUCTION SITE INSPECTIONS

4.3.1 The City will coordinate review and maintenance of site inspection procedures in the MS4 Construction Stormwater (CSW) Program, which references local regulatory mechanisms that define the following:

- Local regulatory mechanism(s) that effectively defines and enables authority to conduct site inspections
- Minimum standards by reference for installation and maintenance of construction erosion, sediment control best management practices.
- Minimum standards by reference for installation and maintenance of waste control best management practices.
- Current policies, staff, contact information, frequency and required procedures for routine municipal inspections of public and private construction projects.
- Minimum required frequency and information for construction operator self-inspections.

Reference	Frequency
City Ordinance Ord. No. 2006-4, 7-24-06	Update: Review: Annually
Report:	Observations, recommendations, and/or changes made to program defining documents during permit year

4.3.2 Conduct site inspections for construction projects to document construction stormwater installation and maintenance compliance.

Reference:	Construction Stormwater Plan Review Tracking Form		
Responsible:	Stormwater Coordinator and/or project engineer	Frequency:	On-going Annually
Goals:		Report:	Measure
ADMINISTRATION: Record the total number of active construction site inspections conducted during reporting period.		**GOAL**: Total Number conducted	{30}
EFFECTIVENESS: Every private building lot and land development received municipal oversight inspection for erosion and sediment control an average of quarterly (routine) during the period of active construction.		**GOAL**: 100%	{100%} of {30}
EFFECTIVENESS: Every public project with an NPDES permit completes routine stormwater inspections on a frequency required in the permit authorization (routine).		**GOAL**: 100%	{{100%}} {{yes by engineer}}
EFFECTIVENESS: All active construction projects that have non-compliance with local construction stormwater requirements receive a follow-up inspection within one week.		**GOAL**: 100%	{{100%}} {{yes by engineer}}
EFFECTIVENESS: All information provided from the public about stormwater management of an active construction site leads to an inspection or a documented reason why an inspection was not conducted.		**GOAL**: 100%	{{100%}} {{yes by engineer}}
EFFECTIVENESS: Record soil stabilization conditions and if unresolved non-compliance exist for the project at time of all close-out inspections required before municipal approval is given.		**GOAL**: 100%	{{100%}} {{yes by engineer}}
Satisfied:	Yes No ☐ Explanation:.		

MCM 4: BMP 4: CONSTRUCTION STORMWATER EDUCATION

4.4.1 Coordinate updates and maintenance of educational and training information for distribution related to impacts of construction stormwater pollution in the Public Education and Outreach Strategy, which references the following:

- Establishment of a training program and distribution method with at least one target message related to Construction Stormwater Program Requirements (i.e. Erosion and sediment controls, soil stabilization, dewatering, pollution prevention, prohibited discharges, surface outlets, plan submittal, site inspection, enforcement) every reporting year.
- Defines training that municipal staff primarily responsible for permitting, plan review, construction site inspections and enforcement receive.
- Defines the resources used and frequency for distributing information related to construction stormwater pollution.

Reference	Frequency
MS4 PEO Strategy	Annual
Report:	Observations, recommendations, and/or changes made to program defining documents during permit year

4.4.2 Distribute education and training information related to construction stormwater pollution.

Reference:	Education and Outreach Strategy Tracking Form		
Responsible:	Stormwater Coordinator	Frequency:	On-going Annually
Goals:		Report:	Measure

ADMINISTRATION: Construction site operators can obtain information about best management practices and requirements for minimizing pollutants discharged from construction sites each year.	**GOAL**: Total number of pocket guides distributed	{{112}}
EFFECTIVENESS: Distribute training information to all (100%) Municipal Employees responsible for permitting, plan review, construction site inspections and enforcement.	**GOAL** 100%	{{100%}} yes
EFFECTIVENESS: target audience sector of Construction Site Operators had educational information made available to them in the reporting year.	**GOAL**: 100%	{{100%}} yes
EFFECTIVENESS: Construction Site Operators had training offered during even calendar years.	**GOAL**: 100%	Offered to: {{100%}} Attended: {{0}}
Satisfied:	Yes No ☐ Explanation:	

MCM #5 POST-CONSTRUCTION STORMWATER MANAGEMENT

POST-CONSTRUCTION STORMWATER MANAGEMENT DECISION PROCESS AND RATIONALE

The purpose of this MCM is to ensure the quality of water leaving a previously completed construction site remains continuously treated prior to leaving the property. With the implementation of specifically required **Stormwater Treatment Facilities (STF's)** the quality of water will have the best chance of remaining clean prior to entering receiving waters. These STF's will be monitored and maintained based on official Maintenance Agreements signed by the owner and the City.

MS4 would like to see post-construction stormwater runoff from new development and redevelopment to be treated through different Stormwater Treatment Facilities (STF's). Rain Gardens, Bioswales, Sediment Forebays and Regional Detention Facilities will all be acceptable STF's within the City Limits. These were chosen based on their performance, accessibility, and aesthetics.

MS4 has created an ordinance as it relates to Post-Construction Stormwater. This ordinance refers to a 'Post Construction Stormwater Management Program' and there are penalties of different severity upon non-compliance. These were chosen due to their positioning within the Municipal City Code.

'New Development' refers to any new construction project that has been platted after January 1st 2018 'Redevelopment' refers to any construction on existing property that affects more than one acre of impervious surface area. The sites that are exempt from the Post-Construction Program Requirements are those that were platted prior to January 1st 2000

MS4 Post Construction Stormwater Program provides a submittal checklist that describes the required information on each Site for proper selection and completion of a Post-Construction site plan review when applications for construction are submitted for approval. This checklist will be made available online, at the Public Works Department upon the developer's introduction of the plan to the City. Once the proper specifications have been implemented, then the site plans are up for review on a department by department basis. The Stormwater Manager will observe the Post-Construction specifications and site plan.

MS4 will require a series of inspections of the constructed Stormwater Treatment Facilities to insure proper functionality of the Stormwater Treatment Facilities. These inspections will be performed by the stormwater manager prior to completion of the development project. City Ordinance outlines requirements for these STFs to function appropriately in perpetuity.

The prioritization and procedures for inspection and enforcement for Post Construction STFs are identified in the Post-Construction Stormwater Management Program. Enforcement will be conducted through maintenance agreements, and inspections are allowed by the owner whenever the City wishes to perform them.

MS4 Stormwater Manager is responsible for the implementation of the Construction Stormwater Program. It is the Stormwater Manager who creates and inspects the Stormwater Pollution Prevention Plans (SWPPP) for Municipal projects greater than one acre. The Stormwater Manager communicates directly with the developers and contractors as needed to resolve non-compliancy.

MS4 has implemented 'Effectiveness Measures,' found throughout the Post Construction Stormwater MCM, to evaluate the success of the Program. These 'Effectiveness Measures' are tabulated each year and identified within each Annual Report submitted to NDEE.

MCM 5: BMP 1: POST-CONSTRUCTION STORMWATER CONTROL AUTHORITY

5.1.1 Coordinate maintenance of enforceable authority and escalation procedures in the MS4 Post-Construction Stormwater (PCSW) Program, which references the following local regulatory mechanism(s) that effectively:

- Defines and enables municipal enforcement for permanent stormwater quality treatment facilities.
- Defines and requires permanent stormwater quality treatment facility implementation for new development and redevelopment projects and the effective date of the requirement.
- Defines and establishes a range of penalty options and when they will be used to ensure compliance.

Reference	Frequency
PCSW Program (Section Reference), City of (Ord. No. 2006-4, 7-24-06) City Code	**Review:** Annually
Report:	Observations, recommendations, and/or changes made to program defining documents during permit year

5.1.2 Conduct enforcement procedures for permanent stormwater treatment facility non-compliance and/or non-compliance.

Reference:	Post-Construction Stormwater Treatment Facility (STF) Enforcement Tracking Form		
Responsible:	Stormwater Coordinator	Frequency:	On-going Annually
Goals:		Report:	Measure
ADMINISTRATION: Record responsible party, date enforcement initiated, reason for non-compliance or violation, status, enforcement steps taken to resolve, and final resolution of each instance of potential non-compliance with post-construction stormwater treatment.		**GOAL**: Total Number of instances recorded.	{{4}}
EFFECTIVENESS: Initiate enforcement response plan investigation within seven days of identification of potential non-compliance		**GOAL**: 100%	{{100%}} of {{4}}
EFFECTIVENESS: Open records are updated once a week with current status and any new information until the issue is resolved.		**GOAL**: 100%	{{100%}} of {{4}}
Satisfied:	Yes No ☐ Explanation:		

MCM 5: BMP 2: STORMWATER TREATMENT PLAN REVIEW

5.2.1 Coordinate maintenance of site plan review procedures in the MS4 Post-Construction Stormwater (PCSW) Program, which references and defines the following:

- Local regulatory mechanism(s) that effectively defines and enables authority to conduct stormwater treatment plan reviews.
- Minimum treatment volume with calculation method, volume treatment design criteria, and stormwater treatment practice design standards by reference for design of permanent stormwater treatment practices.
- Maximum allowable impervious cover by land use zone.
- Minimum requirements for post-construction stormwater treatment plan submittals to satisfy structural and non-structural stormwater treatment standards.

Reference	Frequency
(Ord. No. 2006-4, 7-24-06) City Code, PCSW Program Sections 2 and 3, Appendices	**Review:** Annually
Report:	Observations, recommendations, and/or changes made to program defining documents during permit year

5.2.2 Conduct site plan review for stormwater treatment design compliance.

Reference:	Post-Construction Stormwater Treatment Development Review Tracking Form		
Responsible:	Stormwater Coordinator	Frequency:	On-going Annually

Goals:	Report:	Measure
ADMINISTRATION: Complete stormwater treatment design review form for every new development and redevelopment project.	**GOAL**: Recorded	{{30}}
ADMINISTRATION: Record date of STF Certification and as-built record drawings received with all required information including updated STF design tables if field modifications were made.	**GOAL**: Recorded	{{8}}
EFFECTIVENESS: Record when STF design requirements for new development and redevelopment projects were not satisfied and required revision and resubmittal.	**GOAL**: Recorded	{{8}}

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EFFECTIVENESS: Complete as-built record drawings are received within one year of municipal approval for project completion.	**GOAL**: 100%	{{100%}}
Satisfied:	Yes No ☐ Explanation:	

MCM 5: BMP 3: STORMWATER TREATMENT SITE INSPECTIONS

5.3.1 Establish and review site inspection procedures in the MS4 Post-Construction Stormwater (PCSW) Program, which define and reference the following:

- Local regulatory mechanism(s) that effectively defines and enables authority to conduct site inspections.
- Minimum standards by reference for installation and maintenance of stormwater treatment practices.
- Minimum required timing and information for construction operator self-inspections prior to receiving municipal approval constructed STFs.
- Minimum required timing and information for property owner self-inspections following municipal approval of constructed STFs.
- Current policies, staff, contact information, frequency and required procedures for municipal inspections prior to approving STFs constructed for the project.
- Minimum required timing and information for municipal inspections following municipal approval of constructed STFs.

Reference	Frequency
City of south Sioux City, City Code (Ord. No. 2006-4, 7-24-06), PCSW Program	**Review:** Annually
Report:	Observations, recommendations, and/or changes made to program defining documents during permit year

5.3.2 Conduct site inspections for new development and redevelopment projects to document post-construction stormwater treatment facility (STF) installation and maintenance compliance

Reference:	Post Construction Stormwater Treatment Facility Inspection Tracking Form		
Responsible:	Stormwater Coordinator	Frequency:	On-going Annually
Goals:		Report:	Measure
ADMINISTRATION: Record last date of inspection by Owner for STFs submitted or requested for review.		**GOAL**: 100%	{{No}}
ADMINISTRATION: Record last date of inspection by Municipality for STFs.		**GOAL**: 100%	{{yes}}
EFFECTIVENESS: Record modifications made from design plans, engineer name providing certification, and anticipated date as-built record drawings will be submitted to the City.		**GOAL**: 100%	{{100%}} of {{0}}
EFFECTIVENESS: Always record current condition, maintenance planned, and next anticipated applicant inspection date.		**GOAL**: 100%	{{100%}} yes
EFFECTIVENESS: Self inspections are submitted by Owner of project within 90-days following municipal approval of completed project.		**GOAL**: 100%	{{100%}} of {{0}}
EFFECTIVENESS: Self inspections are submitted by Owner of project no longer than three years following the previous self-inspection.		**GOAL**: 100%	{{100%}} of {{0}}
EFFECTIVENESS: Always record final constructed condition at time of inspection, observations and on-going municipal inspection frequency before municipal approval is given.		**GOAL**: 100%	{{100%}} of {{0}}
EFFECTIVENESS: Always (100%) record current condition, maintenance planned, and next anticipated applicant inspection date		**GOAL**: 100%	{{100%}} of {{0}}

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EFFECTIVENESS: Inspections are completed by the City for each completed project within 90-days following municipal approval of completed project	**GOAL**: 100%	{{100%}} of {{0}}
EFFECTIVENESS: Inspections are conducted by the City within fourteen days following an information request submitted by the public and/or failure of the Owner to submit a routine self-inspection.	**GOAL**: 100%	{{100%}} of {{4}}
EFFECTIVENESS: All information provided from the public about stormwater management of an approved STF leads to an inspection or a documented reason why an inspection was not conducted.	**GOAL**: 100%	{{100%}} of {{4}}
Satisfied:	Yes No ☐ Explanation:	

MCM #6 GOOD HOUSEKEEPING AND POLLUTION PREVENTION

GOOD HOUSEKEEPING AND POLLUTION PREVENTION DECISION PROCESS AND RATIONALE

The purpose of this MCM is to minimize the effect of the municipality's efforts to the contribution of stormwater pollutants into receiving waters. Operations have been identified that have the greatest likelihood to cause pollution to stormwater runoff. The facilitators of these operations are educated and trained in Standard Operating Procedures for reducing pollutants from entering the storm sewer system.

MS4 is responsible for the stormwater pollution that its municipal operations and maintenance activities create. Pollution Prevention activities and procedures such as training, standard operating procedures, and record-keeping help minimize the affect our actions take on the environment. The Operations Water Quality Guide identifies these implemented processes and can be found at MS4 Public Works Department.

MS4 has different departments that create stormwater pollution. Several formats of training have been given to the members of these departments. Presentations and training videos are given to the employees regarding Stormwater Pollution Prevention. The Operations Water Quality Guide has a description of all training provided to City staff.

MS4 performs many procedures to document our efforts against stormwater pollution from maintenance activities. These policies and procedures are documented in the Operations Water Quality Guide, which can be found at MS4 Public Works Department.

MS4 Stormwater Manager is responsible for the overall management and implementation of the Good Housekeeping and Pollution Prevention Program. It is the responsibility of each Department/Division involved to implement their activities and report to the Stormwater Manager upon enquiry.

MS4 has created and installed 'Effective Measures' throughout the Good Housekeeping and Pollution Prevention MCM. These effectiveness measures are identified for all BMP's and reported as a measurable goal through the process of our Annual Report submitted to NDEE.

MCM 6: BMP 1: MUNICIPAL FACILITY MAINTENANCE ACTIVITIES

6.1.1 Coordinate reviews and updates of municipal facility evaluation and maintenance policy information in the MS4, defines and describes the following:

- A listing and maps of all MS4 facilities, including storage yards, which are subject to maintenance activity best management practice policies.
- Lists of industrial facilities owned or operated by the City subject to NPDES Industrial Storm Water Discharge Permit with Notice of Intent or certificate of No Exposure for each facility attached.
- High Priority risk assessment policies for municipal maintenance facilities.
- Content and purpose of a Facility Runoff Control Plan developed for high priority municipal maintenance facilities.
- Describes building and grounds, vehicles and equipment (including maintenance, fueling and washing), product materials (including de-icing materials), bulk fluid storage and waste materials (including dredge spoil, accumulated sediments, floatable, debris, salvage products for reuse, and recyclables) best management practice policies for municipal maintenance facilities.
- Current policies, frequency, staff, contact information and required procedures for municipal facility site inspections, and time period for resolving identified maintenance.

Reference	Frequency
Operations Environmental Guide, Section (references)	**Review**: Annually
Report:	Observations, recommendations, and/or changes made to program defining documents during permit year

6.1.2 Conduct municipal facility maintenance evaluations and record results of maintenance facility activities.

Reference:	Municipal Facility Inspections Tracking Form		
Responsible:	Stormwater Coordinator	Frequency:	On-going Annually
Goals:		Report:	Measure
ADMINISTRATION: Record the total number of facility inspections conducted during reporting period.		**GOAL**: Recorded.	{{Yes}}
ADMINISTRATION: Record at least one MS4 Oversight inspection per year at each municipal facility with an NPDES Industrial Stormwater Permit authorization (not routine or benchmark monitoring required of the NPDES Industrial Stormwater permit holder).		**GOAL**: 100%	{{100%}} of {{7}}

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ADMINISTRATION: Record at least one MS4 Facility Evaluation per five years at each municipal facility with an NPDES Industrial Stormwater Permit No Exposure Certification.	**GOAL**: 100%	{{100%}} of {{0}}
ADMINISTRATION: Record if corrective actions haven been identified, documented and addressed for every maintenance facility during the reporting period.	**GOAL**: 100%	{{75%}} of {{4}}
ADMINISTRATION: Maintain current status of each corrective maintenance identified but not resolved within the recommended 30-day period of time.	**GOAL**: Record status.	{{Yes}}
EFFECTIVENESS: Record the dates and inspectors for two (2) inspections per year at each high priority maintenance facility.	**GOAL**: 100%	{{100%}} of {{2}}
EFFECTIVENESS: Record the dates and inspectors for one (1) inspection per year at each low priority maintenance facility.	**GOAL**: 100%	{{100%}} of {{5}}
EFFECTIVENESS: Record during oversight facility inspection of each municipal facility with an NPDES Industrial Stormwater Permit authorization whether facility is actively managing all Industrial Stormwater Permit requirements and or No Exposure Certification conditions including; training, routine inspections, benchmark monitoring, physical characteristics evaluations, SWPPP information, SWPPP updates, and required reporting criteria.	**GOAL**: 100%	{{100%}} of {{0}}
EFFECTIVENESS: Interim corrective maintenance is implemented when final corrective actions cannot be completed within 30-days of being identified during an inspection or complaint.	**GOAL**: 100%	{{100%}} of {{0}}

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EFFECTIVENESS: Summarize the reason(s) corrective maintenance was not resolved within 30-days for each corrective maintenance record and what communication, education and/or enforcement was used to get the corrective maintenance resolved as soon as possible.	**GOAL**: 100%.	{{100%}} of {{0}}
Satisfied:	Yes No ☐ Explanation:	

MCM 6: BMP 2: MUNICIPAL ROADWAY/ MAINTENANCE ACTIVITIES

6.2.1 Coordinate updates and maintenance of municipal roadway/parking lot maintenance policy information in the Operations Water Quality Guide, which describes the following:

- Type of roadways (streets, roads, and highways) and which parking lots are impacted by maintenance activity best management practice policies that control floatables and other pollutants to the MS4.
- Current policies, frequencies and/or schedule, staff, equipment, contact information and required procedures for street and parking lot sweeping activities, and equipment calibration.
- Procedures for transportation and disposal of floatables and other pollutants collected as a result of roadway and parking lot maintenance activities.

Reference	Frequency
Operations Environmental Guide, Section ((reference))	**Review:** Annually
Report:	Observations, recommendations, and/or changes made to program defining documents during permit year

6.2.2 Conduct and report municipal roadway and maintenance w

Reference:	Municipal Sweeping Operations Tracking Form		
Responsible:	Stormwater Coordinator	Frequency:	On-going Annually
Goals:	Report:		Measure
ADMINISTRATION: Report hours of equipment usage and number of lane miles of streets swept.	**GOAL**: Recorded		Hours: {{261.5}} Miles: {{409.2}}

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EFFECTIVENESS: Verify that all public streets listed on the street maintenance plan were swept at least two times during the year.	**GOAL**: 100%	{{100%}} of {{4}}
EFFECTIVENESS: Report number of instances that non-routine sweeping was requested and the number of sweeping events provided to address a public complaint or internal identification that non-routine street sweeping was needed.	**GOAL**: 100%	{{100%}} of {{0}}
Satisfied:	Yes No ☐ Explanation:	

MCM 6: BMP 3: MUNICIPAL STORM DRAIN SYSTEM MAINTENANCE ACTIVITIES

6.3.1 Coordinate updates and maintenance of municipal storm drain system maintenance policy information in the MS4 Operations Water Quality Guide, which defines and describes the following:

- Procedures for inspecting and cleaning municipally-owned inlets, open channels and other drainage structures for debris.
- Procedure to dispose of materials extracted from inlets so that no stormwater drainage system waste material will re-enter the MS4.
- Procedures to document drainage structure maintenance activity.
- Procedures for inspecting and sweeping municipally-owned streets.
- Procedures to assess existing flood management locations for potential incorporation of water quality protection devices or practices.
- Procedure to dispose of materials swept so that waste material will not re-enter the MS4.
- Procedures to require any contractors hired by the Municipality to perform maintenance activities.

Reference	Frequency
Operations Environmental Guide ((section Reference))	**Review**: Annually
Report:	Observations, recommendations, and/or changes made to program defining documents during permit year

6.3.2 Conduct municipal storm drain system maintenance.

Reference:	Municipal Stormwater Operations Tracking Form		
Responsible:	Stormwater Coordinator	Frequency:	On-going Annually
Goals:		Report:	Measure
MUNICIPAL STORM DRAIN INLET MAINTENANCE			
ADMINISTRATION: Report hours of equipment usage and number of storm drains cleaned.		**GOAL**: Recorded	Hours: {{0}} Miles: {{0}}
EFFECTIVENESS: All storm drain inlets listed on the storm drain system maintenance plan were cleaned once every five (5) years.		**GOAL**: 100%	{{100%}} of {{0}}
EFFECTIVENESS: Report number of instances that non-routine storm drain inlet cleaning was requested and the number of storm drain cleaning events provided to address a public information request or internal identification that non-routine storm drain inlet cleaning was needed.		**GOAL**: 100%	{{100%}} of {{0}}
MUNICIPAL STORM DRAIN PIPE MAINTENANCE			
ADMINISTRATION: Report hours of equipment usage and lineal feet of drainage system cleaned.		**GOAL**: Recorded	Hours: {{0}} Feet: {{0}}
EFFECTIVENESS: All of storm drain pipes listed on the storm drain system maintenance plan were cleaned once every ten (10) years.		**GOAL**: 100%	{{100%}} of {{0}}
EFFECTIVENESS: Report number of instances that non-routine storm drain pipe cleaning was requested and the number of storm drain pipe cleaning events provided to address a public complaint or internal identification that non-routine storm drain pipe cleaning was needed.		**GOAL**: 100%	{{100%}} of {{0}}

MUNICIPAL STORMWATER DETENTION/RETENTION AREA MAINTENANCE		
ADMINISTRATION: Report hours of equipment usage and detention/retention areas cleaned and maintained.	**GOAL**: Recorded	Hours: {{0}} Facilities: {{0}}

EFFECTIVENESS: Verify that all detention/retention areas listed on the storm drain system maintenance plan were cleaned once every ten (10) years.	**GOAL**: 100%	{{100%}} of {{0}}
EFFECTIVENESS: Report number of instances that non-routine detention/retention area cleaning was requested and the number of detention/retention cleaning events provided to address a public complaint or internal identification that non-routine detention/retention cleaning was needed.	**GOAL**: 100%	{{100%}} of {{0}}
Satisfied:	Yes No ☐ Explanation:	

MCM 6: BMP 4: MUNICIPAL OPERATION AND MAINTENANCE PROGRAM TRAINING

6.4.1 Coordinate updates and maintenance of training materials for distribution related to reducing stormwater pollution from municipal operation and maintenance activities in the Public Education and Outreach Strategy, which defines the following:

- Target messages and distribution methods for pollution prevention or reduction training related to municipal operation and maintenance activities.
- At least one target message for Public Employees involved in Parks and Recreation Operation and Maintenance Activities every reporting year.
- At least one target message for Public Employees involved in Transportation and Utilities Operation and Maintenance Activities every reporting year.
- At least one target message for Public Employees involved in Storm Sewer Operation and Maintenance Activities every reporting year.

Reference	Frequency
MS4 PEO Strategy	Annual
Report:	Observations, recommendations, and/or changes made to Municipal Operations and maintenance program training support materials during permit year

6.4.2 Deliver training related to pollution prevention and reduction from municipal operation and maintenance activities conducted by Municipal Employees.

Reference:	Education and Outreach Strategy Tracking Form		
Responsible:	Stormwater Coordinator	Frequency:	On-going Annually
Goals:	Report:		Measure

ADMINISTRATION: Deliver training to all Municipal Employee sectors identified to receive information for the reporting year.	**GOAL**: 100%	{{Yes}}
EFFECTIVENESS: Management staff for Parks and Open Space, Fleet and Building, Permanent Stormwater Treatment, and Storm Sewer Maintenance and Operation received training every even numbered calendar year.	**GOAL**: 75%	{{0}} of {{0}}
EFFECTIVENESS: Non-management, non-seasonal staff for Parks and Open Space, Fleet and Building, Permanent Stormwater Treatment, and Storm Sewer Maintenance and received training every odd numbered calendar year.	**GOAL**: 75%	{{0%}} of {{0}}
EFFECTIVENESS: Seasonal staff for Parks and Open Space, Fleet and Building, Permanent Stormwater Treatment, and Storm Sewer Maintenance and received training every calendar year.	**GOAL**: 75%	{{0%}} of {{0}}
Satisfied:	Yes No ☐ Explanation:	

MS4 PROGRAM STAFF EXPENDITURES

MS4 Program Area	Estimated Expenses	Type of Expenses
MCM 1 & 2:	$5,000	City Staff and Consultant Support
MCM 3:	$5,000	City Staff and Consultant Support
MCM 4:	$5,000	City Staff and Consultant Support
MCM 5:	$5,000	City Staff and Consultant Support
MCM 6:	$5,000	City Staff and Consultant Support
MS4 ADMIN:	$5,000	City Staff and Consultant Support
COMPLIANCE SOFTWARE:	$1,000	Software Licenses and Programming Enhancements
ESTIMATED TOTAL:	**$31,000**	