

## Instructions on Filling out the Western WA Phase II Permit Annual Report Form--Excel worksheet version

1. Complete all TABS in the worksheet: (1) Permittee Information; (2) Certification; (3) ANNUAL REPORT (Section VI); (4) Info Collection (Section VII-A); (5) Info Collection (Section VII-B); (6) Info Collection (Section VII-C); and (7) Info Collection (Section VII-D).
2. The Certification form/TAB must be signed and certified by the responsible official(s). All TABS (except the INSTRUCTIONS) must be printed out and mailed to Ecology.
3. Answer every question. Use the *Comments* and *Attachment* fields only when necessary to provide additional information.
4. Type in a 0 (zero) in the # field of the ANNUAL REPORT tab if no activity has occurred. Do not leave the field blank. Do not type in NA (not applicable).
5. Do not add text to shaded fields.
6. Use the following tables to guide filling out the Y/N/NA field. The NA response is only available for certain questions. See below.
7. Save your completed Annual Report and email the Excel worksheet PLUS attachments to: [PH2\\_WAnnRpt@ecy.wa.gov](mailto:PH2_WAnnRpt@ecy.wa.gov). **Ecology cannot accept incomplete or partially completed Annual Report forms.**

For questions in the ANNUAL REPORT and INFO COLLECTION tabs, select the category below that best describes your program's implementation status for the reporting year.	If your answer is "YES"...	If your answer is "NO"...
Did you <u>fully</u> meet the permit requirement <u>by</u> the deadline noted in the permit?	Mark <u>Y</u> in the Y/N/NA field.  You may choose to provide additional detail about activities from the previous year in the <i>Comments</i> field.	Mark <u>N</u> in the Y/N/NA field.  Provide following information in <i>Comments</i> field: "reasons why, corrective steps taken and proposed, and expected dates that the deadline will be met." [See S9.E.2.d for full description of required additional information.]
Did you <u>fully</u> meet the permit requirement <u>in advance of</u> the permit deadline?	Mark <u>Y</u> in the Y/N/NA field.  You may choose to note in <i>Comments</i> that this requirement has been met ahead of the permit deadline.	Mark <u>N</u> in the Y/N/NA field if you have not fully met this requirement and note in <i>Comments</i> that the requirement deadline is not yet due.

**For those questions that accept an NA (not applicable) response...**

<i>For questions 87-92 in Section VI and questions 1-4 in Section VII, Part D:</i> If this question does not apply to you...	Mark <b>NA</b> in the Y/N/NA field.  Note in the <i>Comments</i> field that the requirement does not apply.
<i>For questions 1-6 in Section VII, Part B:</i> If you are not yet implementing BMPs for a component of the SWMP...	Mark <b>NA</b> in the Y/N/NA field.  Note in the <i>Comments</i> field that you are not yet implementing this SWMP component.

**REMINDER: Proceed to the **Permittee Information (I-III)** tab next.**

<b>I. Permittee Information</b>	
<b>Permittee Name</b> City of Oak Harbor	<b>Permittee Coverage Number</b> WAR04-5554
<b>Contact Name</b> Steve Bebee	<b>Phone Number</b> (360) 279-4764
<b>Mailing Address</b> 865 SE Barrington Dr.	
<b>City</b> Oak Harbor	<b>State</b> <b>Zip + 4</b> WA    98277
<b>Email Address</b> sbebee@oakharbor.org	

<b>II. Regulated Small MS4 Location</b>										
<b>Jurisdiction</b> Oak Harbor	<table border="1"> <tr> <td colspan="3"><b>Entity Type: Check the box that applies</b></td> </tr> <tr> <td><b>County</b></td> <td><b>City/Town</b></td> <td><b>Other</b></td> </tr> <tr> <td></td> <td>X</td> <td></td> </tr> </table>	<b>Entity Type: Check the box that applies</b>			<b>County</b>	<b>City/Town</b>	<b>Other</b>		X	
<b>Entity Type: Check the box that applies</b>										
<b>County</b>	<b>City/Town</b>	<b>Other</b>								
	X									
<b>Major Receiving Water(s)</b> Oak Harbor Bay										

<b>III. Relying on another Governmental Entity</b>	
<p>If you are relying on another governmental entity to satisfy one or more of the permit obligations, list the entity and briefly describe the permit obligation(s) they are implementing on your behalf below. <i>Attach a copy of your agreement with the other entity to provide additional detail.</i></p>	
<b>Name of Entity:</b>	<b>Permit Obligation(s):</b>

## IV. Certification

**All annual reports must be signed and certified by the responsible official(s) of permittee or co-permittees.** Please print and sign this page of the reporting form and mail it (with an original signature) to Ecology at the address noted below. An electronic signature will not suffice.

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 gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system or those persons directly responsible for gathering information, 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 willful violations.

Name \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

VI. Status Report Covering Calendar Yr: 2007

Jurisdiction Name: City of Oak Harbor

PLEASE label any information in attachments with corresponding question numbers.

NOTE: Items that have future compliance dates must still be answered to indicate status.

NOTE: Some [bracketed language] is included to provide clarification or to address errors.

PLEASE indicate reporting year and your jurisdiction in Line 1, above.

PLEASE refer to the INSTRUCTIONS tab for assistance filling out this table.

PLEASE review your work for completeness and accuracy. Save this worksheet as you go!

Question	Y/N/ NA	#	Comments (50 word limit)	Name of Attachment & Page #, <u>if applicable</u>
1. <b>Attached</b> annual written update of Permittee's Stormwater Management Program (SWMP), including applicable requirements under S5.A.2 and S9?	Y			Stormwater Management program Update
2. <b>Attached</b> a copy of any annexations, incorporations or boundary changes resulting in an increase or decrease in the Permittee's geographic area of permit coverage during the reporting period, and implications for the SWMP as per S9.E.3?	Y		Copies of the City Council approved annexations that occurred in 2007 are attached	Annexations
3. Implemented an ongoing program for gathering, tracking, maintaining, and using information to evaluate SWMP development, implementation and permit compliance and to set priorities? (S5.A.3)	N		S5.A.3. The City uses a software management program (GBA) that tracks project cost, employee hours, inspections and maintenance. This program also allows us to create reports as needed. The only item left to finish is to set up files within GBA to simplify the extraction of information.	
4. Began tracking costs or estimated costs of the development and implementation of the SWMP? ( <i>Required</i> no later than January 1, 2009, S5.A.3.a)	N		GBA allows the City to track all cost associated to a project or program.	

Question	Y/N/ NA	#	Comments (50 word limit)	Name of Attachment & Page #, if applicable	
5.	SWMP includes an education program aimed at residents, businesses, industries, elected officials, policy makers, planning staff and other employees of the Permittee? (S5.C.1)	Y		Created four info-mercials for web and TV. Introduced car wash kits to businesses for fundraising car washes. Distributed 30 children's books to schools, doctors & dentists offices. Over 200 storm drains stenciled with volunteers. City council presentation. Three	
6.	Distributed appropriate information to target audiences identified in the area served by the MS4? (Required by February 15, 2009, S5.C.1.a)	Y		General Public: news articles, displays, web and TV info-mercials. Policy Makers: presentation to city council, Businesses: car wash kit info. Residents: storm drain stencils and door knob flyers.	
6b.	Please mark a Y next to audiences targeted in Y/N/NA box:			See attachment for what has been implemented in 2008.	Education and Outreach Plan for 2008
i	General Public	Y		News articles, web and TV info-mercials, storm drain stencils, displays, children's book distribution. A series of free seminars planned for 2008 will address LID, Water Wise-native landscaping and other topics that tie into storm water issues. Car Wash kits made available.	
ii	Home-based business	N		BMPS are being developed. Developers will be invited to an open house to discuss the plan.	
iii	Elected officials	Y		Report to Mayor, city council and staff.	
iv	Developers	N		BMPS are being developed. Developers will be invited to an open house to discuss the plan. A green building workshop is planned for March 25, 2008.	
v	Contractors	N		BMPS are being developed. Contractors will be invited to an open house to discuss the plan. A green building workshop is planned for March 25, 2008.	
vi	Permittee Employees	Y		Interagency workshops and committees study Low Impact Development, water reclamation. Some staff have attended workshops, read manuals, studied storm water extensively. City staff with more experience share their expertise with others.	
vii	Residents	Y		Storm Drain stenciling and door knob flyers	

Question	Y/N/ NA	#	Comments (50 word limit)	Name of Attachment & Page #, if applicable	
viii	Businesses	Y		BMPS are being developed. Businesses will be invited to an open house to discuss the plan. Car Wash kits are available for restaurants to clean outdoor areas.	
ix	Policy makers	Y		City engineers, planners, council and mayor have attended workshops and meetings.	
x	Engineers	Y		BMPS are being developed. Contractors will be invited to an open house to discuss the plan. A green building workshop is planned for March 25, 2008.	
xi	Property managers	N		BMPS are being developed. Businesses will be invited to an open house to discuss the plan. A green building workshop is planned for March 25, 2008.	
xii	Homeowners	N		Displays have been developed and posted at city hall and at conferences to interact with the public, specifically homeowners. Bulk Rain Garden Manuals were procured from Pierce County WSU Extension for homeowners. Green Building and water wise landscaping and rain garden seminars are scheduled for March, June and July 2008.	
xiii	Mobile businesses	N		BMPS are being developed. Businesses will be invited to an open house to discuss the plan.	
xiv	Industries	N		BMPS are being developed. Businesses will be invited to an open house to discuss the plan.	
xv	Landscapers	N		BMPS are being developed. Businesses will be invited to an open house to discuss the plan. Seminars on rain gardens, water wise and native landscaping are scheduled for June and July 2008.	
xvi	Planning Staff	Y		Attend interagency Low Impact Development workshops and meetings.	

Question	Y/N/ NA	#	Comments (50 word limit)	Name of Attachment & Page #, if applicable	
7.	Tracked the types of public education and outreach activities implemented? ( <i>Required</i> by February 15, 2009, S5.C.1.b and S5.A.3.b)	Y		An excell spreadsheet has been developed to track activities, groups, numbers of people, dates, places, etc. Weekly up-dates are recorded describing activities in detail.	
7b.	Number of activities implemented:		7	Distributed 30 books to schools, drs & dds offices. Presented program and stenciled storm drains with HS ecology club. Presented program to scouts. Scouts stenciled storm drains. Presented program at 2 middle schools. Reported to city council.	
8.	Measured the understanding and adoption of the targeted behaviors among targeted audiences? ( <i>Required</i> by February 15, 2009, S5.C.1.b)	N		Started each school/scout program with a survey to get base line level of awareness. After the program they were able to create a public awareness flyer. With adults we follow with a question and answer session.	
9.	Provided opportunities for the public to participate in the decision making processes involving the development, implementation and updates of the Permittee's SWMP? ( <i>Required</i> by February 15, 2008, S5.C.2.a)	Y		We have built a list of interested volunteers with some expertise in this area. We have also set our first public meeting for March 26th to gather information and to set goals and future agenda's.	
10.	Developed and implemented a process for public involvement and consideration of public comments on the SWMP? ( <i>Required</i> by February 15, 2008, S5.C.2.a)	Y		The City will hold advertised quarterly public meetings (The first one being held March 26th) to give our citizens opportunities to make comment and to have input on the cities SWMP. Currently we are soliciting the public to attend this meeting.	NPDES Phase II Overview
11.	Made the most current version of the SWMP available to the public? (S5.C.2.b)	Y			
12.	Posted the SWMP on your website? (S5.C.2.b)	Y		This was posted on our web on 3/20/2008	
12b.	NOTE website address in <i>Attachment</i> field:				www.oakharbor.org

Question	Y/N/ NA	#	Comments (50 word limit)	Name of Attachment & Page #, if applicable
13. Initiated or implemented an ongoing program to detect and remove illicit connections and illegal discharges into the Permittee's MS4? <i>(Required August 19, 2011, S5.C.3)</i>	N		Within the next two years the will be rewriting the OHMC chapter 12 stormwater ordinance to include an IDDE program.	
14. Developed and currently maintain a map of your MS4? <i>(Required by February 15, 2011, S5.C.3.a)</i>	N		This year the City is changing it's mapping to a GIS format.The fly over is complete and this summer we will be having two interns inputing GPS data collected from the field into the system. The new map will be spatially correct in by linked through GIS to the maintenance and operations database	
14b. <i>[Initiated a program to develop and maintain a map of all connections to the MS4 authorized or allowed by the Permittee after the Permit effective date? (S5.C.3.a.ii)]</i>	N		This will be completed during the GIS mapping process set to begin in 2008.	
15. Map shows the location of all known municipal separate storm sewer outfalls, receiving waters and structural stormwater BMPs owned, operated, or maintained by the Permittee? <i>(Required by February 15, 2011, S5.C.3.a.i)</i>	N		This will be completed during the GIS mapping process set to begin in 2008.	
16. Map shows all storm sewer outfalls with a 24 inch nominal diameter or larger, or an equivalent cross-sectional area for non-pipe systems and includes tributary conveyances, associated drainage areas and land use? <i>(Required by February 15, 2011, S5.C.3.a.i)</i>	N		This will be completed during the GIS mapping process set to begin in 2008.	

Question	Y/N/ NA	#	Comments (50 word limit)	Name of Attachment & Page #, if applicable
17. Map shows geographic areas served by the Permittee's MS4 that do not discharge stormwater to surface waters? ( <i>Required</i> by February 15, 2011, S5.C.3.a.iii)	N		This will be completed during the GIS mapping process set to begin in 2008.	
18. Map has been made available upon request? (S5.C.3.a.iv)	N		We are not yet implementing this SWMP component.	
19. Developed and implemented regulatory actions necessary to effectively prohibit non-stormwater, illegal discharges, and/or dumping into the Permittee's MS4? ( <i>Required</i> by August 15, 2009, S5.C.3.b)	N		The City has recently been chosen to participate in the 2008 Puget Sound Partnership LID program. This program has hired a private consultant to review and develop new regulations and ordinances.	
20. Developed and implemented an ongoing program to detect and address non-stormwater discharges, spills, illicit connections and illegal dumping into the Permittee's MS4? ( <i>Required</i> by August 19, 2011, S5.C.3.c)	N		Within the next two years the will be rewriting the OHMC chapter 12 stormwater ordinance to include an IDDE program.	
21. Developed procedures for locating priority areas likely to have illicit discharges, including at a minimum: evaluating land uses and associated business/industrial activities present; areas where complaints have been registered in the past; and areas with storage of large quantities of materials that could result in spills? ( <i>Required</i> by August 19, 2011, S5.C.3.c.i)	N		Within the next two years the will be rewriting the OHMC chapter 12 stormwater ordinance to include an IDDE program. This will also be part of our mapping program that will show priority area's.	

Question	Y/N/ NA	#	Comments (50 word limit)	Name of Attachment & Page #, if applicable
22. Implemented field assessment activities, including visual inspection of priority outfalls identified during dry weather, and for the purposes of verifying outfall locations, identified previously unknown outfalls, and detected illicit discharges? ( <i>Required</i> by August 19, 2011, S5.C.3.c.ii)	N		Oak Harbor is unique to most communities because we are on an Island.90% of our stormwater is concentrated to 4 major outfall located within Oak Harbor Bay. We visually inspect them on a weekly basis.	
23. Prioritized receiving waters for visual inspection? ( <i>Required</i> by February 15, 2010, S5.C.3.c.ii)	N		This will be completed during the GIS mapping process set to begin in 2008.	
24. Conducted field assessments for three high priority water bodies? ( <i>Required</i> by February 15, 2011, S5.C.3.c.ii)	N		This will be completed during the GIS mapping process set to begin in 2008.	
25. Conducted field assessments on at least one high priority water body? ( <i>Required</i> annually <b>after</b> February 15, 2011, S5.C.3.c.ii)	N		This will be completed during the GIS mapping process set to begin in 2008.	
26. Developed and implemented procedures for characterizing the nature of, and potential public or environmental threat posed by, any illicit discharges found by or reported to the Permittee? ( <i>Required</i> by August 19, 2011, S5.C.3.c.iii)	N		We are not yet implementing this SWMP component.	
27. Developed and implemented procedures for tracing the source of an illicit discharge; including visual inspections, and when necessary, opening manholes, using mobile cameras, collecting and analyzing water samples, and/or other detailed inspection procedures? ( <i>Required</i> by August 19, 2011, S5.C.3.c.iv)	N		We are not yet implementing this SWMP component.	

Question	Y/N/ NA	#	Comments (50 word limit)	Name of Attachment & Page #, if applicable
28. Developed and implemented procedures for removing the source of the discharge, including notification of appropriate authorities; notification of the property owner; technical assistance for eliminating the discharge; follow-up inspections; and escalating enforcement and legal actions if the discharge is not eliminated? ( <i>Required</i> by August 19, 2011, S5.C.3.c.v.)	N		We are not yet implementing this SWMP component.	
29. Informed public employees, businesses, and the general public of hazards associated with illegal discharges and improper disposal of waste? ( <i>Required</i> by August 19, 2011, S5.C.3.d)	N		We are not yet implementing this SWMP component.	
30. Distributed appropriate information to target audiences identified pursuant to S5.C.1? ( <i>Required</i> by August 19, 2011, S5.C.3.d.i)	N		We are not yet implementing this SWMP component.	
31. Publicized a hotline or other local telephone number for public reporting of spills and other illicit discharges? ( <i>Required</i> by February 15, 2009, S5.C.3.d.ii)	N		This phone number will be advertised in our local Verizon phone book in 2009 and also on the Cities web page and channel 10 effective 3/1/2008 (360)279-4764	
31b. Number of calls received:		0		
31c. Number of follow-up actions taken:		0		
32. Tracked the number and type of spills? ( <i>Required</i> by August 19, 2011, S5.C.3.e)	N		A private lift station failure. This failure was reported.	
32b. Number of spills:		1		
33. Tracked the number of illicit discharges identified? ( <i>Required</i> by August 19, 2011, S5.C.3.e)	Y		The city discovered one failed septic system.	
33b. Number of illicit discharges identified:		1		

Question	Y/N/ NA	#	Comments (50 word limit)	Name of Attachment & Page #, if applicable	
34	Tracked the number inspections made for illicit connections? ( <i>Required</i> by August 19, 2011, S5.C.3.e)	N		We are not yet implementing this SWMP component.	
34b.	Number of inspections:		0		
35	Received feedback from [IDDE] public education efforts? ( <i>Required</i> by August 19, 2011, S5.C.3.e)	N		We are in the process of making brochures for businesses that would seem to have the greatest impact on stormwater.	
36	<b>Attached</b> report on [IDDE] public education efforts? ( <i>Required</i> by August 19, 2011, S5.C.3.d, S5.C.3.e)	N		We are not yet implementing this SWMP component.	
37	Municipal field staff responsible for identification, investigation, termination, cleanup, and reporting of illicit discharges, improper disposal and illicit connections are trained to conduct these activities? ( <i>Required</i> by August 15, 2009, S5.C.3.f.i)	N		We are not yet implementing this SWMP component.	
37b.	Number of trainings provided:		0		
37c.	Number of staff trained:		0		
38	Provided follow-up training as needed to address changes in procedures, techniques or requirements? ( <i>Required</i> by August 15, 2009, S5.C.3.f.i)	N		We are not yet implementing this SWMP component.	
38b.	Number of trainings provided:		0		
38c.	Number of staff trained:		0		

Question	Y/N/ NA	#	Comments (50 word limit)	Name of Attachment & Page #, if applicable	
39	Developed and implemented an ongoing training program on the identification of an illicit discharge/connection, and on the proper procedures for reporting and responding to the illicit discharge/ connection for all municipal field staff, which, as part of their normal job responsibilities, might come into contact with or otherwise observe an illicit discharge or illicit connection to the storm sewer system? <i>(Required by February 15, 2010, S5.C.3.f.ii.)</i>	N		We are not yet implementing this SWMP component.	
39b.	Number of trainings provided:		0		
39c.	Number of staff trained:		0		
40	Developed, implemented and enforced a program to reduce pollutants in stormwater runoff to a regulated small MS4 from new development, redevelopment and construction site activities? ( <i>Required by August 15, 2009, S5.C.4</i> )	N		The Ciy will be revising OHMC Chapter 12 to reflect the technical requirements of the permit include enforcement options. We also received a grant from Puget sound partnerships. This grant will give us technical assistance to review our development standards and develop LID regulations and draft new ordinances.	
41	Applied stormwater runoff program to all sites that disturb a land area 1 acre or greater, including projects less than one acre that are part of a larger common plan of the development or sale? ( <i>Required by August 15, 2009, S5.C.4</i> )	N		The Ciy will be revising OHMC Chapter 12 to reflect the technical requirements of the permit including application to small sites.	
42	Applied stormwater runoff program to private and public development, including roads? <i>(Required by August 15, 2009, S5.C.4)</i>	N			

Question	Y/N/ NA	#	Comments (50 word limit)	Name of Attachment & Page #, if applicable
43 Applied the Technical Thresholds in Appendix 1 to all sites 1 acre or greater, including projects less than one acre that are part of a larger common plan of the development or sale? ( <i>Required by August 15, 2009, S5.C.4</i> )	N		The City will be revising OHMC Chapter 12 to reflect the technical requirements of the permit including application to small sites.	
44 Adopted and implemented regulatory mechanism (such as an ordinance) necessary to address run-off from new development, redevelopment and construction site activities? ( <i>Required by August 15, 2009, S5.C.4.a</i> )	N		The City will be revising OHMC Chapter 12 to reflect the technical requirements of the permit include enforcement options. We also received a grant from Puget sound partnerships. This grant will give us technical assistance to review our development standards and develop LID regulations and draft new ordinances.	
45 Retained existing local requirements to apply stormwater controls at smaller sites or at lower thresholds than required pursuant to S5.C.4?	N		The City will be revising OHMC Chapter 12 to reflect the technical requirements of the permit include enforcement options.	
46 The ordinance or other enforceable mechanism includes the minimum requirements, technical thresholds, and definitions in Appendix 1 (or an equivalent approved by Ecology under the NPDES Phase I Municipal Stormwater Permit) for new development, redevelopment, and construction sites? ( <i>Required by August 15, 2009, S5.C.4.a.i</i> )	N		The City will be revising OHMC Chapter 12 to reflect the technical requirements of the permit include enforcement options. We also received a grant from Puget sound partnerships. This grant will give us technical assistance to review our development standards and develop LID regulations and draft new ordinances.	
47 The ordinance or other enforceable mechanism includes exceptions and variance criteria equivalent to those in Appendix 1? ( <i>Required by August 15, 2009, S5.C.4.a.i., and Section 6 of Appendix 1</i> )	N		The City will be revising OHMC Chapter 12 to reflect the technical requirements of the permit include enforcement options.	

Question	Y/N/ NA	#	Comments (50 word limit)	Name of Attachment & Page #, if applicable
48 Were exceptions or variances to the minimum requirements in Appendix 1 granted? <i>(Required by August 15, 2009, S5.C.4.a.i., and Section 6 of Appendix 1)</i>	N		The City will be revising OHMC Chapter 12 to reflect the technical requirements of the permit including possible consideration of exceptions	
48b. If so, how many were granted?		0		
49 The ordinance or other enforceable mechanism includes a site planning process and BMP selection and design criteria that, when used to implement the minimum requirements in Appendix 1 (or equivalent approved by Ecology under the Phase I Permit) will protect water quality, reduce the discharge of pollutants to the maximum extent practicable and satisfy the State requirement under Chapter 90.48 RCW to apply all known, available and reasonable methods of prevention, control and treatment (AKART) prior to discharge? <i>(Required by August 15, 2009, S5.C.4.a.ii)</i>	N		The City will be revising OHMC Chapter 12 and relevant sections of the permitting process to reflect the technical requirements of the permit in 2008	
49b. Cite documentation to meet this requirement in <i>Attachment</i> field:				
50 The ordinance or other enforceable mechanism provides the legal authority, through the approval process for new development, to inspect private stormwater facilities that discharge to the Permittee's MS4? <i>(Required by August 15, 2009, S5.C.4.a.iii)</i>	N		The City will be revising OHMC Chapter 12 and relevant sections of the permitting process to reflect the technical requirements of the permit in 2008	

Question	Y/N/ NA	#	Comments (50 word limit)	Name of Attachment & Page #, if applicable
51 The ordinance or other enforceable mechanism allows non-structural preventive actions and source reduction approaches such as Low Impact Development (LID) Techniques to minimize the creation of impervious surfaces and minimize the disturbance of native soils and vegetation? ( <i>Required</i> by August 15, 2009, S5.C.4.a.iv)	N		The City will be revising OHMC Chapter 12 to reflect the technical requirements of the permit including the use and encouragement of LID practices	
52 If the ordinance or regulatory mechanism allows construction sites to apply the <b>Erosivity Waiver</b> in Appendix 1, Minimum Requirement #2, does it include appropriate, escalating enforcement sanctions for construction sites that provide notice to the Permittee of their intention to apply the waiver but do not meet the requirements (including timeframe restrictions, limits on activities that result in non-stormwater discharges, and implementation of appropriate BMPs to prevent violations of water quality standards) to qualify for the waiver? (If waiver is allowed, the qualification is <i>required</i> by August 15, 2009, S5.C.4.a.v)	N		We are not yet implementing this SWMP component.	
53 Developed and implemented a permitting process to address runoff from new development, redevelopment and construction site activities with plan review, inspection, and enforcement capability? ( <i>Required</i> by August 15, 2009, S5.C.4.b)	N			

Question	Y/N/ NA	#	Comments (50 word limit)	Name of Attachment & Page #, if applicable	
54	Applied permitting process to all sites that disturb a land area 1 acre or greater, including projects less than one acre that are part of a larger common plan of the development or sale? <i>(Required by August 15, 2009, S5.C.4.b)</i>	N		The City will be revising OHMC Chapter 12 and relevant sections of the permitting process to reflect the technical requirements of the permit in 2008	
55	Reviewed <b>Stormwater Site Plans</b> for new development and redevelopment projects? <i>(Required by August 15, 2009, S5.C.4.b.i)</i>	N		The City will be revising OHMC Chapter 12 and relevant sections of the permitting process to reflect the technical requirements of the permit in 2008	
55b.	Number of site plans reviewed during the reporting period:		0		
56	Inspected, prior to clearing and construction, all known development sites that have a high potential for sediment transport as determined through plan review based on definitions and requirements in Appendix 7 <b>Determining Construction Site Sediment Potential?</b> <i>(Required by August 15, 2009, S5.C.4.b.ii)</i>	N		The City will be revising OHMC Chapter 12 and relevant sections of the permitting process to reflect the technical requirements of the permit in 2008.	
56b.	Number of [qualifying] sites inspected [prior to clearing and construction] during the reporting period:		0	We are not yet implementing this SWMP component.	
57	Inspected construction-phase stormwater controls at all known permitted development sites during construction to verify proper installation and maintenance of required erosion and sediment controls? <i>(Required by August 15, 2009, S5.C.4.b.iii)</i>	N		The City will be revising OHMC Chapter 12 and relevant sections of the permitting process to reflect the technical requirements of the permit in 2008.	

Question	Y/N/NA	#	Comments (50 word limit)	Name of Attachment & Page #, if applicable
57b.		0	We are not yet implementing this SWMP component.	
58	N		The City will be revising OHMC Chapter 12 and relevant sections of the permitting process to reflect the technical requirements of the permit in 2008. Enforcement options will be considered and revised as necessary.	
58b.		0		
59	N		The City will be revising OHMC Chapter 12 and relevant sections of the permitting process to reflect the technical requirements of the permit in 2008. Policies and practices on inspection will be considered.	
59b.		0		
59c.		0		
60	N		The City will be revising OHMC Chapter 12 and relevant sections of the permitting process to reflect the technical requirements of the permit in 2008.	
61	N		We are not yet implementing this SWMP component.	
61b.		0		

Question	Y/N/ NA	#	Comments (50 word limit)	Name of Attachment & Page #, if applicable
62 Developed and implemented an enforcement strategy to respond to issues of non-compliance [with the regulations for qualifying projects]? (Required by August 15, 2009, S5.C.4.b.vi)	N		We are not yet implementing this SWMP component.	
63 Did the Permittee choose to allow construction sites to apply the <b>Erosivity Waiver</b> in Appendix 1, Minimum Requirement #2? (S5.C.4.b.vii)	N		We are not yet implementing this SWMP component.	
63b. If yes, how many waivers were allowed ?		0		
64 Developed and implemented a long-term operation and maintenance (O&M) program for post-construction stormwater facilities and BMPs? (Required by August 15, 2009, S5.C.4.c)	N		We are not yet implementing this SWMP component.	
65 Adopted an ordinance or other regulatory mechanism that clearly identifies the party responsible for maintenance, requires inspection of facilities and establishes enforcement procedures? (Required by August 15, 2009, S5.C.4.c.i)	N		By the end of 2008 the City will have completely updated its chapter 12 stormwater ordinance. We also received a grant from Puget sound partnerships. This grant will give us technical assistance to review our development standards and develop LID regulations and draft new ordinances.	
66 Inspected post-construction stormwater controls, including structural BMPs, at new development and redevelopment projects? (Required by August 15, 2009, S5.C.4.c)	N		We are not yet implementing this SWMP component.	
66b. Number of sites inspected during the reporting period:		96		
66c. Number of structural BMPs inspected during the reporting period:		96		
66d. Number of enforcement actions taken during the reporting period:		0		

Question	Y/N/ NA	#	Comments (50 word limit)	Name of Attachment & Page #, if applicable
67 Established maintenance standards that are as protective, or more protective, of facility function as those specified in Chapter 4 of Volume V of the <b>2005 Stormwater Management Manual for Western Washington</b> ? (Required by August 15, 2009, S5.C.4.c.ii)	N		The City has been working on this program and currently has in draft form a Stormwater Facility maintenance manual.It currently is being reviewed by our Engineering department.	
68 Performed timely maintenance as per S5.C.4.c.ii? (Required by August 15, 2009, S5.C.4.c.ii)	N			
68b. <b>Attached</b> documentation of any maintenance delays. (Required by August 15, 2009, S5.C.4.c.ii)	N			
69 Annually inspected all stormwater treatment and flow control facilities (other than catch basins) permitted by the Permittee according to S5.C.4.b. unless there are maintenance records to justify a different frequency? (Required by August 15, 2009, S5.C.4.c.iii)	N		The City's Storm Drain Department has annually inspected all treatment and flow control facilities located inside city limits.It has been our practice to inspect and notify customers of any defientcies and give them a timeline to comply to make repairs.	
70 If using reduced inspection frequency, <b>Attached</b> documentation as per S5.C.4.c.iii? (Required by August 15, 2009, S5.C.4.c.iii)	N		The City will be using annual inspections.	

Question	Y/N/ NA	#	Comments (50 word limit)	Name of Attachment & Page #, if applicable
71 Inspected all new stormwater treatment and flow control facilities owned or operated, including catch basins, for new residential developments that are a part of a larger common plan of development or sale, every 6 months during the period of heaviest house construction (i.e., 1 to 2 years following subdivision approval) to identify maintenance needs and enforce compliance with maintenance standards as needed? ( <i>Required</i> by August 15, 2009, S5.C.4.c.iv)	N			
71b. Number of facilities inspected during the reporting period:		0		
72 Implemented a procedure for keeping records of inspections and enforcement actions by staff, including inspection reports, warning letters, notices of violations, other enforcement records, maintenance inspections and maintenance activities? ( <i>Required</i> by August 15, 2009, S5.C.4.d)	N		This is mostly inplace, the final part will include a new ordinance to support violations	
73 Provided copies of the <b>Notice of Intent for Construction Activity</b> and <b>Notice of Intent for Industrial Activity</b> to representatives of proposed new development and redevelopment? (S5.C.4.e)	N			

Question	Y/N/ NA	#	Comments (50 word limit)	Name of Attachment & Page #, if applicable
74 All staff responsible for implementing the program to control stormwater runoff from new development, redevelopment, and construction sites, including permitting, plan review, construction site inspections, and enforcement were trained to conduct these activities? ( <i>Required</i> by August 15, 2009, S5.C.4.f)	N			
74b. Number of trainings provided:		0		
74c. Number of staff trained:		0		
75 Developed and implemented an operations and maintenance (O&M) program that includes a training component and has the ultimate goal of preventing or reducing pollutant runoff from municipal operations? ( <i>Required</i> by February 15, 2010, S5.C.5)	N		The City has been working on this program and currently has in draft form a Stormwater Facility maintenance manual.It currently is being reviewed by our Engineering department.	
76 Adopted maintenance standards as protective, or more protective, of facility function as those specified in Chapter 4 of Volume V of the 2005 <b>Stormwater Management Manual for Western Washington</b> ? ( <i>Required</i> by February 15, 2010, S5.C.5.a)	N		Public Works has finished its first draft of its Stormwater Maintenance Manual. This document has been sent to our Engineering department for first review.Our goal is to have a final document by December 2008.	
77 Performed timely maintenance as per S5.C.5.a.ii? ( <i>Required</i> by February 15, 2010, S5.C.5.a.ii)	N		Our Stormwater Maintenance Manual includes inspection intervals and deadlines for maintenance when identified during inspections	
77b. <b>Attached</b> documentation of any maintenance delays. ( <i>Required</i> by February 15, 2010, S5.C.5.a.ii)	N		None at this time. We will be using our GBA work order program to track these types maintenance activities.	

Question	Y/N/ NA	#	Comments (50 word limit)	Name of Attachment & Page #, if applicable	
78	Annually inspected and maintained all stormwater treatment and flow control facilities (other than catch basins)? <i>(Required by February 15, 2010, S5.C.4.c.iii)</i>	N		The City has inspected and required maintenance on all stormwater treatment and flow control devices located within city limits	
78b.	Number of known facilities:		163		
78c.	Number of facilities inspected during the reporting period:		93		
79	If using reduced inspection frequency, <b>Attached</b> documentation as per S5.C.5.a.ii? <i>(Required by February 15, 2010, S5.C.5.b)</i>	N		The City has inspected its stormwater facility's annually for many years and will continue this policy.	
80	Conducted spot checks of stormwater facilities after major storms? <i>(Required by February 15, 2010, S5.C.5.c)</i>	N		This was written in our draft Stormwater Maintenance Manual that all City owned facilities will be inspected after major storms	
80b.	Number of known facilities:		7	detension ponds	
80c.	Number of facilities inspected during the reporting period:		7		
81	Inspected municipally owned or operated catch basins at least once before the end of the Permit term? <i>(Required by February 15, 2010, S5.C.5.d)</i>	N		The City cleans and inspects all of its catch basins on a 3 year intervals. Up till now we have not counted the number of basins cleaned because our mapping system did not identify each basin with a number. We had been cleaning our basins using a map and marking off the areas cleaned.	
81b.	Number of known catch basins:		2,166		
81c.	Number of inspections:		0		
81d.	Number of catch basins cleaned:		0		

Question	Y/N/ NA	#	Comments (50 word limit)	Name of Attachment & Page #, if applicable
82 Established and implemented practices to reduce stormwater impacts associated with runoff from streets, parking lots, roads or highways owned or maintained by the Permittee, and road maintenance activities conducted by the Permittee? ( <i>Required by February 15, 2010, S5.C.5.f</i> )	N		We are not yet implementing this SWMP component.	
83 Established and implemented policies and procedures to reduce pollutants in discharges from all lands owned or maintained by the Permittee and subject to this Permit, including but not limited to: parks, open space, road right-of-way, maintenance yards, and stormwater treatment and flow control facilities? ( <i>Required by February 15, 2010, S5.C.5.g</i> )	N		We are not yet implementing this SWMP component.	
84 Initiated or implemented an operations and maintenance (O&M) program that includes a training component and has the ultimate goal of preventing or reducing pollutant runoff from municipal operations? ( <i>Required by February 15, 2010, S5.C.5.h.</i> )	N		We are not yet implementing this SWMP component.	
84b. Number of trainings provided:		0		
84c. Number of staff trained:		0		

Question	Y/N/ NA	#	Comments (50 word limit)	Name of Attachment & Page #, if applicable
85	N		We are not yet implementing this SWMP component.	
86	N		Requirement does not apply	
87	NA		Requirement does not apply	
88	NA		Requirement does not apply	
89	NA		Requirement does not apply	
90	NA			

Question	Y/N/ NA	#	Comments (50 word limit)	Name of Attachment & Page #, if applicable
90b. [Attached a summary of the status of implementation of any actions taken pursuant to S4.F and any information from an assessment and evaluation procedures collected during the reporting period. (S4.F.2.d)]	NA			
91 Notified Ecology of the failure to comply with the permit terms and conditions within 30 days of becoming aware of the non-compliance? (G20 and S4.F)	Y		The City notified DOE twice in the reporting year of 2007. A report was submitted in each incident.	
92 Notified Ecology immediately in cases where the Permittee becomes aware of a discharge from the Permittees MS4 which may cause or contribute to an eminent threat to human health or the environment? (G20 and S4.F)	Y		The City notified DOE twice in the reporting year of 2007. A report was submitted in each incident.	

## VII. Information Collection, BMP Evaluation, and Monitoring

Complete Part A for all annual reports.

NOTE: Please note in Row 1 of the table if you have no information to report.

NOTE: Please limit your entries to 255 characters per cell. You may include additional information in your Supplemental Documentation attachment and reference it below with the page number.

### A. Information Collection

<b>Briefly describe any stormwater monitoring, studies, or type of information collected and analyzed during the reporting period. (S8.B.1)</b>	<b>Who/how to contact for additional information?</b>
1. NA	
2. NA	
3. NA	
4. NA	
5. NA	
6. NA	

## VII. Information Collection, BMP Evaluation, and Monitoring

Complete Part B for all annual reports.

### B. SWMP Evaluation

You are required to assess the appropriateness of the BMPs you have selected to implement your SWMP. This evaluation is necessary to evaluate whether the MEP standard set by the permit is protective of water quality in your receiving water bodies. This assessment may be entirely qualitative. Select “NA” if you are not yet implementing BMPs for a component of the SWMP. (S8.B.2., and S9)

Question	Y/N/NA	Comments (50 word limit)
1. Are the BMPs selected and implemented for Public Outreach appropriate to minimize pollutants in the MS4 to the MEP?	NA	We are not yet implementing this SWMP component.
2. Are the BMPs selected and implemented for Public Involvement appropriate to minimize pollutants in the MS4 to the MEP?	NA	We are not yet implementing this SWMP component.
3. Are the BMPs selected and implemented for Illicit Discharge Detection and Elimination appropriate to minimize pollutants in the MS4 to the MEP?	NA	We are not yet implementing this SWMP component.
4. Are the BMPs selected and implemented for Construction Stormwater Pollution Prevention appropriate to minimize pollutants in the MS4 to the MEP?	NA	We are not yet implementing this SWMP component.
5. Are the BMPs selected and implemented for Post-Construction Runoff Management appropriate to minimize pollutants in the MS4 to the MEP?	NA	We are not yet implementing this SWMP component.
6. Are the BMPs selected and implemented for Good Housekeeping for Municipal Operations appropriate to minimize pollutants in the MS4 to the MEP?	NA	We are not yet implementing this SWMP component.

## VII. Information Collection, BMP Evaluation, and Monitoring

Complete Part C for all annual reports.

### C. Changes in BMPs or objectives (S8.B)

If any of the BMPs or objectives is being changed, list the old BMP and objective, the new BMP and objective, and a justification for the change below. (S8.B.2., and S9)

NOTE: You may choose to attach additional documentation justifying Changes in BMPs or objectives. Note such attachments in the *Justification for change* field.

Old BMP	Old Objective	New BMP	New Objective	Justification for Change
1 NA				
2 NA				
3 NA				
4 NA				
5 NA				
6 NA				
7 NA				

## VII. Information Collection, BMP Evaluation, and Monitoring

### D. Preparation for future, long-term monitoring

Complete section D for the fourth annual report only.

Question	Y/N/NA	Comments (50 word limit)	Name of Attachment? Page Number?
1. Identified outfalls or conveyances for long-term stormwater monitoring?	NA		
1b. <b>Attach</b> site maps and descriptions. (S8.C.2.a)			
2. Identified at least two questions for SWMP effectiveness monitoring and developed monitoring plans? (S8.C.2.b)	NA		
2b. <b>Attach</b> the proposed questions and monitoring plans for SWMP effectiveness monitoring.			
3. Monitoring plan developed for each question? (S8.C.1.b.iii)	NA		
3b. <b>Attach</b> a copy of the monitoring plan.			
4. Identified sites in preparation for future, long-term monitoring? (S8.C.1.a., and S8.C.2.b)	NA		
4b. <b>Attach</b> a summary of the status of site identification for long-term stormwater monitoring; proposed questions for SWMP effectiveness monitoring; and status of developing the SWMP effectiveness monitoring plans.			