

MCM	PROPOSED BMP	TASK	RATIONALE\MEASURABLE GOAL\ANTICIPATED ACHIEVEMENT	Responsible Party	ACTION TAKEN	REVISED OR ALTERED	REF
#1: Public Education and Outreach on Stormwater Impacts (High Priority)	1.1.2. Water Conservation Practices for Homeowners	Provide information on city website and in <i>The City Focus</i> to advise public about water conservation practices. Provide links on City website to organizations that promote conservation practices.	Through practical tips to conserve water, excess irrigation runoff and residential pool management which would introduce harmful nutrient loading into the stormwater system could be minimized. Information to be provided in the Spring of each year and as necessary in drought conditions. <i>Water conservation techniques will be identified to homeowners.</i>	Public Works - Engineering	<i>10 Easy Ways to Conserve Water</i> is part of the seasonal stormwater literature offered as a permanent feature of the City's stormwater website.		2
#1: Public Education and Outreach on Stormwater Impacts (High Priority)	1.1.5. Pet Waste Management	Provide information on city website and in <i>The City Focus</i> to inform public about impacts of pet wastes to the environment. Post signs at City parks to address pet waste disposal. Provide waste disposal bags at city parks.	Minimize the impact of pet waste on receiving waters generated by residents. Information to be provided in the Spring of each year. Signs currently posted. Currently provided and will continue. <i>Owner will be aware of legal responsibility to remove pet wastes from City property and will use waste disposal bags to contain pet wastes.</i>	Public Works - Engineering	Signs and disposal containers are posted and present at all City parks.		4
#1: Public Education and Outreach on Stormwater Impacts (High Priority)	1.4.1. Pollution Prevention Program for Homeowners	Formalize pollution prevention hotline to report problems and/or illicit discharge and notify the public of the hotline number and conditions they should be aware of.	Provide a quick, efficient method to report illicit discharges and shorten the amount of time illicit discharges are introduced into the City Stormwater conveyance system. Develop hotline to appear permanently on and in <i>The City Focus</i> . <i>Citizens will be able to notify appropriate City personnel of violations and unfavorable conditions</i>	Public Works - Engineering	The City has had a fully functional Pollution Prevention Hotline and an electronic reporting method for reporting polluting activities for three reporting years.	Though the City receives numerous calls reporting polluting activities, the Hotline is not widely used. SWMP administration is currently investing industry methods for making it more accessible.	6
#2: Public Involvement/Participation	2.1.1. Stream Cleanup	Involve Boy and Girl Scout troops or other non-municipal organizations in cleanup efforts along streams and rivers. Encourage Scout masters to involve troop participation to meet goals consistent with the Boy Scout Forestry, and Soil and Water Conservation	Meet annually in Fall with Boy and Girl Scoutmasters / troop leaders or other non-municipal organizations to schedule annual clean up day along streams and rivers. <i>Children/Citizens will learn about environmental impacts of improper waste disposal.</i>	Public Works - Maintenance	See 1.2.4 above and 2.1.2 below.		
#2: Public Involvement/Participation	2.1.2. Adopt-A-Street/Adopt-A-Stream	Encourage residents and groups to adopt streets and areas along streams and rivers for clean up and volunteer monitoring and identify which stream is the recipient of runoff from the adopted street. Develop a program to distribute to interested groups.	Inform public biannually through website and <i>The City Focus</i> of streets available for adoption. <i>Public will help keep streets and streams free of debris and identify with the program.</i>	Public Works - Maintenance		SWMP administration proposed an Adopt-A-Waterway program during the previous reporting year. City Council has since debated and continues to debate the utility of Adopt-A programs and has delayed action on implementation of the Adopt-A-Waterway program.	7
#2: Public Involvement/Participation	2.1.3. Public Programs in Schools	Encourage school children to create educational displays for public libraries and schools addressing stormwater pollution and control measures. Set up meetings and offer assistance to school science coordinator. Public Works to provide oversight and coordination.	Meet with Science coordinator annually. Consider creation of displays for August (National Water Quality Month). <i>Children will learn about stormwater impacts and ways that they can improve their environment.</i>	Public Works - Engineering	The City's <i>Greener Ways, Cleaner Bays</i> initiative as previously developed is still seeking funding. A coloring and activity book were developed for the K through 3 levels, and a trivia\activity poster were developed for the 4 through 6 levels. These materials are also available on the City's Stormwater 4 Kids webpage.		8
#3: Illicit Discharge Detection and Elimination	3.1.1. Review of Legal Authority	Assess City ordinance to ensure illicit discharges are adequately defined and prohibited. Ensure enforcement actions are implemented.	Revise ordinance as needed and review annually. (High Priority)	Public Works - Engineering	No changes have been made to the ordinance during this report year.	<i>The city continues to evaluate the Stormwater Ordinance and is investigating methods to encourage continued compliance.</i>	
#3: Illicit Discharge Detection and Elimination	3.2.1. Inventory Regulated Stormwater Outfall Locations	Using existing map and fieldwork, establish program and schedule for inventory and data base development.	Existing regulated outfalls will be identified for annual inspection and illicit discharge tracking. <i>Create map of regulated outfalls.</i> The City's 2003 inventory included approximately 40 outfalls to waterways and 600 inlets.	Public Works - Engineering	Incorporated under 3.2.2		10

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#3: Illicit Discharge Detection and Elimination	3.2.2. Map Regulated Outfalls and their Drainage Areas	Using existing mapping and continuing to do field work, refine and increase accuracy and detail of stormwater drainage system maps.	Create mapping delineating drainage areas associate with regulated outfalls. <i>Areas contributing to runoff will be identified.</i>	Public Works - Engineering	All outfalls will be inspected once per year and repairs shall be made per those findings. Drainage basins were completed per the City's Stormwater Utility Fee Feasibility Study and have been functionally in use since then.		11
#3: Illicit Discharge Detection and Elimination	3.2.3. Locate Priority Area or Businesses Likely to have an Illicit Discharge	Using staff knowledge and available information develop a list of areas and businesses that would have a significant impact if a spill occurred or would have a high probability of having an accidental spill (ie auto repair shop restaurant and other industrial activities).	Create mapping of priority areas with unique pollution prevention schemes. <i>Areas that are possible sources of detrimental pollutants will be identified and monitored of possible problems.</i>	Public Works - Engineering	Database is in use and is utilized in PE&O, IDDE and for the City's watershed planning initiative.		12
#3: Illicit Discharge Detection and Elimination	3.2.4. Inspect Regulated Outfalls for Dry Weather Discharge	Develop a program to use in the inspection to include visual observation, odors and conditions that would indicate illicit discharges. Schedule and forms to document the program will be included.	Inspect all regulated outfalls annually. <i>Dry weather discharges will be identified and appropriate action taken.</i>	Public Works - Maintenance	All regulated outfalls were inspected, where appropriate dry weather screenings were conducted. See Appendix C.		
#3: Illicit Discharge Detection and Elimination	3.3.1 Trace and Remove Illicit Discharge	Establish method for tracing illicit discharges and procedures for enforcing ordinances. Techniques and safety need to be included	Revise handbook and include enforcement measures.	Public Works - Engineering	Procedures outlined in City Code		
#3: Illicit Discharge Detection and Elimination	3.3.2. Program Evaluation and Assessment	Develop a formal record-keeping procedure to document identification of illicit discharge and the steps taken to address the situation. Record keeping will be consistent with DCR reporting requirements in VA040009.	Annual review by City Staff. <i>Historic records addressing illicit discharge detection and elimination will be maintained and can be used for program evaluation.</i>	Public Works - Engineering	See Appendix E.		
#3: Illicit Discharge Detection and Elimination	3.4.1. Illicit Discharge Education for Residences	Develop public education pollution prevention handouts to address illicit discharges from residences. Suggested topics include Household Hazardous Waste, Grass Clippings and Pesticides. Prepare 1 per year or as need is shown. Coordinate with 1.1 and 1.4	Provide on city forms to residents addressing household hazardous waste and impact to stormwater. <i>Homeowners will dispose of household hazardous wastes properly.</i>	Public Works - Engineering	As mentioned, the publications listed under this task are a regular fixture in the City's SWMP literature.		
#3: Illicit Discharge Detection and Elimination	3.4.2. Illicit Discharge Education for Businesses	Develop public education pollution prevention handouts to address illicit discharges from specific businesses. Suggested businesses include Auto Repair, Dry Cleaners and Restaurants. Prepare 1 per year or as need is shown. Coordinate with 1.4.2	Provide handouts to businesses addressing illicit discharges from their specific business and impact to stormwater. <i>Business will dispose of hazardous wastes and minimize use of hazardous or toxic materials.</i>	Public Works - Engineering	Disseminated once per year and an ongoing feature of the Stormwater website.		13
#4: Construction Site Stormwater Runoff Control	4.1.1. Evaluate Current Ordinance and Method of Site Plan Review Using DCR Guidelines	Review current City of Colonial Heights ordinances, policies and procedures for reviewing E&S Control plans submitted in conjunction with the Site Plan review. Compare the City practices with those of other Virginia municipalities and the industry standards. Attention will be given to Ordinance 92-6, requiring VSMPs and other applicable regulations.	Compile, create, and publish a standard operating procedure for the review of E&S Control Plans. Refine E&S Control Plan review and publish definitive SOP	Public Works - Engineering	Currently used; see associated reference.		14

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#4: Construction Site Stormwater Runoff Control	4.1.2. Revise Ordinance Pertaining to Site Plan Review Including Construction Waste	Revise and introduce legislation to City Council as needed and identified in 4.1.1	Development and adaptation of ordinance. <i>Uniform application of regulation.</i>	Public Works - Engineering	The City Ordinance and the Department's Plan Review Checklist address the Task in various ways. See the associated Reference and Reference 15 for detail.		14 & 14(A)
#4: Construction Site Stormwater Runoff Control	4.1.3. Develop Standards and Design Procedures for Site Plan Design	Review current City of Colonial Heights approved E&S Control methods guidance. Develop guidance specific to City topography and development practices, as to how and when each E&S Control method should be used. Include minimized Clearing, Stabilized Drainage Ways, Stabilized Exposed Soils,	Create regulations that provide City Staff with clear guidance. Simplify site plan design as it relates to erosion control	Public Works - Engineering	All current and future public works engineering staff are required to obtain certification and training provided by DEQ/DCR within 1 year of employment. All employees must maintain this certifications.		
#4: Construction Site Stormwater Runoff Control	4.2.1. Develop Internal Checklist for Reviewers for Consistency	Collect and review other jurisdictions compared to Colonial Heights and develop internal checklist for reviewers. Consider adopting DCR checklist.	Development of internal checklist for reviewers. Internal checklist for reviewers creates consistency in the review process.	Public Works - Engineering	Checklist has been developed and is updated periodically. This form is available on the City's website for use.		17
#4: Construction Site Stormwater Runoff Control	4.3.1. Training of City Staff for E&S Management and Site Plan Review	Select city site review staff members for training and certification in Virginia Department of Conservation (DCR) and Recreation E&S Control in Virginia for Plan Reviewers.	Provide opportunity for training and certification to new employees within 1 year of employment. Improves understanding of inspections on BMPs and E&S Procedure.	Public Works - Engineering	One (1) Assistant Director of Public Works was hired during this reporting period. He presently holds dual certification in VSMP and Erosion and Sediment Control		15
#4: Construction Site Stormwater Runoff Control	4.3.2. Training and Certification of E&S Construction Site Inspectors	Select city site review staff members of training and certification in (DCR) E&S Control in Virginia for Plan Inspectors.	Provide opportunity for training and certification to new employees within 1 year of employment. Improves understanding of inspections on BMPs and E&S procedure.	Public Works - Engineering	No new staff was hired and all present staff have current Inspector Certifications. Additional staff attended various Stormwater classes provided by APWA		15
#4: Construction Site Stormwater Runoff Control	4.3.3. Coordination with Other Staff	Develop scheduled periodic meetings with Site Reviewers, Inspectors, GIS staff, and Public Works staff to discuss modifications to benefit programs.	Schedule meeting annually. <i>Continuously improve program for effectiveness.</i>	Public Works - Engineering	Revised previous to last reporting cycle. Documentation sheet is used regularly.		16
#5: Post-Construction Stormwater Management in New Development and Redevelopment	5.2.1. Review and Evaluate Current Technology	Evaluate current methods being used and select those applicable for Colonial Heights.	Develop list of methods. Allow developers to consider alternatives.	Public Works - Engineering	City is evaluating current BMPs and their effectiveness.		
#5: Post-Construction Stormwater Management in New Development and Redevelopment	5.2.4. Develop and Maintain an inventory of structural BMPs	Establish an inventory of structural BMPs to include type, order required O&M, inspection frequency, and locations of facilities constructed after 2003. Identify previously constructed non-structural BMPs as data becomes available	Develop and maintain data base. Ensure tracking of BMPs and their effectiveness.	Public Works - Engineering	Inventory created and utilized in O&M enforcement.		
#5: Post-Construction Stormwater Management in New Development and Redevelopment	5.3.2 Adopt Standards and Design Criteria	Adopt design criteria and examples for structures such as retention basins, filters or other structures and landscaping features such as grassed swales or filter strips. The difference between structured and non-structured landscape features is the need to incorporate physical maintenance. Adopt a manual for distribution to design firms and developers.	Provide guidance document. Allows developer to prepare consistent design.	Public Works - Engineering	Documentation is available via the city's website.		

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#5: Post-Construction Stormwater Management in New Development and Redevelopment	5.3.3 Develop Inspection Procedures for Structural BMPs	Evaluate procedures used by others and prepare checklist, logs and methodology to inspect the selected types of BMPs. Develop inspection schedule for determining frequency. Include method for putting data into a database. Include a measurement for determining effectiveness.	Conduct inspections as per schedule and maintain inspection on file. Determine structural conditions and effectiveness.	Public Works - Engineering	See Appendix C(1)	<i>Checklists and logs are also available via the City's Website under the department of public works.</i>	
#5: Post-Construction Stormwater Management in New Development and Redevelopment	5.3.4. Develop and Maintain Inventory of Structural BMP's	Coordinate with mapping to establish an inventory of structural BMP's to include type, owner required O & M, inspection frequency, and location.	Develop and maintain data base. BMPs and map updates annual after initial completion.	Public Works - Engineering	Complete; see associated Reference.		18
#5: Post-Construction Stormwater Management in New Development and Redevelopment	5.4.1. Training of City Staff for Site Plan Review and Field Inspections	Select staff members for training and certification of city staff using DCR course "Basic E & S Control in Virginia"	Provide opportunity for certification for new employees within 1 year of employment. <i>Improves understanding of inspections on BMPs and E&amp;S procedure.</i>	Public Works - Engineering	See 4.3.2		
#5: Post-Construction Stormwater Management in New Development and Redevelopment	5.4.2 Coordination with Other Staff	Develop scheduled periodic meetings with Site Reviewers, Inspectors, GIS staff, and Public Works staff to discuss modifications to benefit programs.	Schedule meeting annually. Continuously improve program for effectiveness.	Public Works - Engineering	See 4.3.3		
#6: Pollution Prevention/Good House-keeping for Municipal Operations	6.1.1 Maintenance Facilities	Inventory municipal facilities involved with possible stormwater pollution impact.	Develop mapping showing municipal facilities. City will be able to identify possible source of contaminants to stormwater runoff.	Public Works - Engineering	Mapping has been completed. City evaluates and makes changes as needed.		19&2 1
#6: Pollution Prevention/Good House-keeping for Municipal Operations	6.1.2 Review and Prepare pollution prevention plans for Maintenance Shop	Evaluate current pollution prevention plans for applicable city facilities: DPW, school bus facilities and transit facilities and update as required.	update plans and meet with appropriate city personnel. City personnel will evaluate current pollution prevention plans and prepare possible emergency procedures.	Public Works - Engineering	All pollution plans are being evaluated and a new employee training initiative is being developed to educate new hires in maintenance and facilities departments.		
#6: Pollution Prevention/Good House-keeping for Municipal Operations	6.1.3 Prepare Pollution Prevention Plan for Recreational Facilities	Prepare pollution prevention plans for applicable City recreational facilities.	update plans and meet with appropriate city personnel. City personnel will evaluate current pollution prevention plans and prepare possible emergency procedures.	Public Works - Engineering	see 6.1.2		
#6: Pollution Prevention/Good House-keeping for Municipal Operations	6.1.4 Personnel Training	Train Operations personnel in pollution prevention measures.	Record annual training schedules and number and department personnel. City will ensure that all personnel are adequately informed of pollution prevention measures.	Public Works - Engineering	see 6.1.2		

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#6: Pollution Prevention/ Good House-keeping for Municipal Operations	6.2.1. Parking Lot and Street Cleaning	One full time sweeper to clean all curb and gutter streets once a year.	Develop mapping to indicate streets cleaned and tonnage picked up. <i>City will track and evaluate current street cleaning routine and identify problem areas.</i>	Public Works - Maintenance	776 Cubic yards of debris were removed this reporting year.		19
#6: Pollution Prevention/ Good House-keeping for Municipal Operations	6.2.2. Personnel Training	Evaluate inlet protection, erosion, and sediment control measures in road, utility, and bridge maintenance and train staff on methods.	Meet with 25% of required personnel on annual basis for training on current erosion and sediment control measures. <i>City personnel will employ current water quality measures for road, utility, and bridge maintenance.</i>	Public Works - Engineering	See 6.1.4		
#6: Pollution Prevention/ Good House-keeping for Municipal Operations	6.3.1. Storm Drain Intake System Cleaning	Using City field crews and equipment, clean curb inlets, catch basins and manholes in the stormwater drainage system.	Clean 25% of storm structures per year. Record for historic data on database. <i>Reduces volume of solids in stormwater.</i>	Public Works - Maintenance	As a component of the City's inventory and mapping initiative, all inlets and structures that were mapped were also cleaned. An estimated 200 of the City's 450(+) inlets were cleaned this reporting cycle.		
#6: Pollution Prevention/ Good House-keeping for Municipal Operations	6.3.2 Storm Drain System Inventory	Delineat sub basins of non regulated outfall during Master Plan preparation. Inventory and evaluate all structures within one drainage basin per year. Coordinate with 5.1	Develop mapping and data bases for non-regulated outfall basins. Identify outfall areas to account for sources of possible contaminants.	Public Works - Engineering	See Appendix C.	<i>Outfalls have been mapped. Inspections are performed annually</i>	
#6: Pollution Prevention/ Good House-keeping for Municipal Operations	6.3.3. Stormwater Complaint File and History	Develop system to track and maintain historical data.	Review data annually. <i>Detection of failing or undersized systems.</i>	Public Works - Engineering	See associated Reference. Utilized to determine one undersized system this year. System is now placed on Capital Improvement list for upgrade.		20
#6: Pollution Prevention/ Good House-keeping for Municipal Operations	6.4.1. Hazardous Materials Storage and Management	Evaluate storage locations and method of storing hazardous materials by EPA guidelines.	Record locations and methods of hazardous materials storage on map layer and database and inspect storage facilities annually. <i>Ensure hazardous materials storage containment is adequate.</i>	Public Works - Maintenance	Completed last reporting year; see associated Reference.		21
#6: Pollution Prevention/ Good House-keeping for Municipal Operations	6.4.2. Salt Storage	Evaluate application and method of storing road salt.	Record application locations and methods of storage in layer and database. Inspect storage facilities annually. <i>Ensure salt storage is adequate.</i>	Public Works - Maintenance	See Reference 22. During nine (9) snow events this reporting year, salt and sand admixture was spread on all City streets.		19