

I. Permittee Information

Permittee Name
City of Tukwila

Permittee Coverage Number
WARO4-5544

Contact Name
Ryan Larson

Phone Number
206.431.2456

Mailing Address
6300 Southcenter Blvd

City
Tukwila

State	Zip + 4
WA	98188

Email Address
rlarson@ci.tukwila.wa.us

II. Regulated Small MS4 Location

Jurisdiction
City of Tukwila

Entity Type: Check the box that applies

County	City/Town	Other
	X	

Major Receiving Water(s)
Green River

III. Relying on another Governmental Entity

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. *Attach a copy of your agreement with the other entity to provide additional detail.*

Name of Entity:	Permit Obligation(s):

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 <u>Janet Rhonda L. Berg</u>	Title <u>City Administrator</u>	Date <u>3-31-09</u>
Name _____	Title _____	Date _____
Name _____	Title _____	Date _____
Name _____	Title _____	Date _____
Name _____	Title _____	Date _____

PLEASE indicate reporting year and your jurisdiction in Line 1, above.
 PLEASE refer to the INSTRUCTIONS tab for assistance filling out this table.
 NOTE: Items that have future compliance dates must still be answered to indicate status.
 NOTE: Highlighted questions indicate permit requirements that are due for calendar year 2008.
 NOTE: For clarification on how to answer questions, place cursor over cells with red flags.
 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 #, if applicable
1. Attached annual written update of Permittee's Stormwater Management Program (SWMP), including applicable requirements under S5.A.2 and S9?	Y		SWMP included with the annual report as well as posted to the City's website.	
2. Attached 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		Not applicable	
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)	Y		Not due until January 1, 2009 - however implementation of the program has been ongoing through 2008.	
4. Began tracking costs or estimated costs of the development and implementation of the SWMP? (Required no later than January 1, 2009, S5.A.3.a)	Y		Met with accounting to initiate a cost tracking system in the 4th quarter of 2008 that will be started January 1, 2009.	

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? (Required to begin by February 15, 2009, S5.C.1)	NA		Requirement not yet due.	
6. Distributed appropriate information to target audiences identified in the area served by the MS4? (Required to begin by February 15, 2009, S5.C.1.a)	NA		Requirement not yet due.	
6b. Please mark a Y next to audiences targeted in Y/N/NA box:	Y			
i General Public	NA		Requirement not yet due.	
ii Home-based business	NA		Requirement not yet due.	
iii Elected officials	NA		Requirement not yet due.	
iv Developers	NA		Requirement not yet due.	
v Contractors	NA		Requirement not yet due.	
vi Permittee Employees	NA		Requirement not yet due.	
vii Residents	NA		Requirement not yet due.	
viii Businesses	NA		Requirement not yet due.	
ix Policy makers	NA		Requirement not yet due.	
x Engineers	NA		Requirement not yet due.	
xi Property managers	NA		Requirement not yet due.	
xii Homeowners	NA		Requirement not yet due.	
xiii Mobile businesses	NA		Requirement not yet due.	
xiv Industries	NA		Requirement not yet due.	
xv Landscapers	NA		Requirement not yet due.	
xvi Planning Staff	NA		Requirement not yet due.	
7. Tracked the types of public education and outreach activities implemented. (Required to begin by February 15, 2009, S5.C.1.c)	NA		Requirement not yet due.	

Question	Y/N/ NA	#	Comments (50 word limit)	Name of Attachment & Page #, if applicable
7b. Number of activities implemented:				
8. Measured the understanding and adoption of the targeted behaviors among targeted audiences. (Required to begin by February 15, 2009, S5.C.1.b)	NA		Requirement not yet due.	
9. Provided opportunities for the public to participate in the decision making processes involving the development, implementation and updates of the Permittee's SWMP? (Required by February 15, 2008, S5.C.2.a)	Y		Public involvement meetings held as part of the Utility Committee Meeting (3/03/08) and Committee of the Whole (3/24/08). Both meetings were open to the public and the minutes are included in the SWMP document appendix.	See the appendices of the SWMP document for a copy of the meeting minutes.
10. Developed and implemented a process for public involvement and consideration of public comments on the SWMP? (Required by February 15, 2008, S5.C.2.a)	Y		Written comments will be accepted from the general public and tracked by Ryan Larson. The City's SWMP is posted on the City's website with comments to be sent in writing/email to the City of Tukwila for tracking	
11. Made the most current version of the SWMP available to the public. (S5.C.2.b)	Y		A copy of the most current SWMP is available both on-line and at City Hall upon request.	
12. Posted the SWMP and latest annual report on your website. (S5.C.2.b)	Y		The SWMP is posted on the City's website and an email address is provided for public comment.	
12b. NOTE website address in Attachment field:			http://www.ci.tukwila.wa.us/pubwks/npdes.html	
13. Initiated or implemented an ongoing program to detect and remove illicit connections and illegal discharges into the Permittee's MS4? (Required August 19, 2011, S5.C.3)	NA		Requirement not yet due.	
14. Developed and currently maintain a map of your MS4? (Required by February 15, 2011, S5.C.3.a)	NA		Requirement not yet due. Information collected to date is available upon request.	

Question	Y/N/ NA	#	Comments (50 word limit)	Name of Attachment & Page #, if applicable
14b. 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)	Y		A consultant has been hired to update the city's GIS maps and develop a program to ensure the map is kept current.	
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? (Required by February 15, 2011, S5.C.3.a.i)	NA		Requirement not yet due. Map needs to be updated to include some stormwater facilities.	
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? (Required by February 15, 2011, S5.C.3.a.i)	NA		Requirement not yet due. Map is being updated to add outfall drainage basins and unique identifiers to tie outfalls to the appropriate basin.	
17. Map shows geographic areas served by the Permittee's MS4 that do not discharge stormwater to surface waters? (Required by February 15, 2011, S5.C.3.a.iii)	NA		Requirement not yet due.	
18. Map has been made available upon request? (S5.C.3.a.iv)	NA		Requirement not yet due. Information collected to date is available upon request.	
19. Developed and implemented regulatory actions necessary to effectively prohibit non-stormwater, illegal discharges, and/or dumping into the Permittee's MS4? (Required by August 15, 2009, S5.C.3.b)	NA		Requirement not yet due. City has illicit discharge ordinance in place; however, it is currently being revised to more specifically address permit issues.	

Question	Y/N/ NA	#	Comments (50 word limit)	Name of Attachment & Page #, if applicable
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 by August 19, 2011, S5.C.3.c)</i>	NA		Requirement not yet due.	
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 by August 19, 2011, S5.C.3.c.i)</i>	NA		Requirement not yet due.	
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 by August 19, 2011, S5.C.3.c.ii)</i>	NA		Requirement is not yet due. City currently performs visual observation and maintenance; however, work is ongoing to formalize the process.	
23. Prioritized receiving waters for visual inspection? <i>(Required by February 15, 2010, S5.C.3.c.ii)</i>	NA		Requirement not yet due.	
24. Conducted field assessments for three high priority water bodies? <i>(Required by February 15, 2011, S5.C.3.c.ii)</i>	NA		Requirement not yet due.	

Question	Y/N/ NA	#	Comments (50 word limit)	Name of Attachment & Page #, if applicable
25. Conducted field assessments on at least one high priority water body? <i>(Required annually after February 15, 2011, S5.C.3.c.ii)</i>	NA		Requirement not yet due.	
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 by August 19, 2011, S5.C.3.c.iii)</i>	NA		Requirement not yet due.	
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 by August 19, 2011, S5.C.3.c.iv)</i>	NA		Requirement not yet due.	
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 by August 19, 2011, S5.C.3.c.v.)</i>	NA		Requirement not yet due.	
29. Informed public employees, businesses, and the general public of hazards associated with illegal discharges and improper disposal of waste? <i>(Required by August 19, 2011, S5.C.3.d)</i>	NA		Requirement not yet due.	

Question	Y/N/ NA	#	Comments (50 word limit)	Name of Attachment & Page #, if applicable
30. Distributed appropriate information to target audiences identified pursuant to S5.C.1? (Required by August 19, 2011, S5.C.3.d.i)	NA		Requirement not yet due.	
31. Publicized a hotline or other local telephone number for public reporting of spills and other illicit discharges? (Required by February 15, 2009, S5.C.3.d.ii)	NA		Requirement not yet due. However, a hotline has been established and published on the City's website and internal reporting procedures are in place.	
31b. Number of hotline calls received:		0		
31c. Number of follow-up actions taken in response to calls:		0		
32. Tracked the number and type of spills? (Required by August 19, 2011, S5.C.3.e)	NA		Requirement not yet due.	
32b. Number of spills:		0		
33. Tracked the number of illicit discharges identified? (Required by August 19, 2011, S5.C.3.e)	NA		Requirement not yet due.	
33b. Number of illicit discharges identified:		0		
34. Tracked the number of inspections made for illicit connections? (Required by August 19, 2011, S5.C.3.e)	NA		Requirement not yet due.	
34b. Number of inspections:		0		
35. Received feedback from IDDE public education efforts? (Required by August 19, 2011, S5.C.3.e)	NA		Requirement not yet due.	
36. Attached report on IDDE public education efforts? (Required by August 19, 2011, S5.C.3.d, S5.C.3.e)	NA		Requirement not yet due.	

Question	Y/N/ NA	#	Comments (50 word limit)	Name of Attachment & Page #, if applicable
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)	NA		Requirement not yet due.	
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)	NA		Requirement not yet due.	
38b. Number of trainings provided:	0			
38c. Number of staff trained:	0			
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</i> by February 15, 2010, S5.C.3.f.ii.)	NA		Requirement not yet due.	
39b. Number of trainings provided:	0			
39c. Number of staff trained:	0			

Question	Y/N/ NA	#	Comments (50 word limit)	Name of Attachment & Page #, if applicable
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? (Required by August 15, 2009, S5.C.4)	NA		Requirement not yet due. Current City policies being revisited and formalized to verify specific permit components are met. Existing program requires full compliance with the 1998 King County Stormwater Manual. The City will adopt the 2009 manual when it gains equivalence for DOE.	
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? (Required by August 15, 2009, S5.C.4)	NA		Requirement not yet due. City requires developers to obtain all DOE permits and meet 1998 King County Stormwater Manual requirements.	
42 Applied stormwater runoff program to private and public development, including roads? (Required by August 15, 2009, S5.C.4)	NA		Requirement not yet due.	
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? (Required by August 15, 2009, S5.C.4)	NA		Requirement not yet due.	
44 Adopted and implemented regulatory mechanism (such as an ordinance) necessary to address run-off from new development, redevelopment and construction site activities? (Required by August 15, 2009, S5.C.4.a)	NA		Requirement not yet due. City has existing ordinance that will be revised to meet specific permit requirements.	

Question	Y/N/ NA	#	Comments (50 word limit)	Name of Attachment & Page #, if applicable
45 Retained existing local requirements to apply stormwater controls at smaller sites or at lower thresholds than required pursuant to S5.C.4? (S5.A.4)	Y		Existing program requires full compliance with the 1998 King County Stormwater manual. The City will adopt the 2009 manual when it gains equivalence from DOE.	
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? (Required by August 15, 2009, S5.C.4.a.i)	NA		Requirement not yet due.	
47 The ordinance or other enforceable mechanism includes exceptions and variance criteria equivalent to those in Appendix 1? (Required by August 15, 2009, S5.C.4.a.i., and Section 6 of Appendix 1)	NA		Requirement not yet due.	
48 Were exceptions or variances to the minimum requirements in Appendix 1 granted? (Required by August 15, 2009, S5.C.4.a.i., and Section 6 of Appendix 1)	NA		Requirement not yet due.	
48b. If so, how many were granted?		0		

Question	Y/N/ NA	#	Comments (50 word limit)	Name of Attachment & Page #, if applicable
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>	NA		Requirement not yet due.	
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>	NA		Requirement not yet due.	

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? (Required by August 15, 2009, S5.C.4.a.iv)	NA		Requirement not yet due.	
52 If the ordinance or regulatory mechanism allows construction sites to apply the Erosivity Waiver 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 required by August 15, 2009, S5.C.4.a.v)	NA		Requirement not yet due.	
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? (Required by August 15, 2009, S5.C.4.b)	NA		Requirement not yet due. Process being formalized. Currently follows the 1998 King County Stormwater Design Manual.	

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>	NA		Requirement not yet due. Current permit process used to review proposed developments.	
55 Reviewed Stormwater Site Plans for new development and redevelopment projects? <i>(Required by August 15, 2009, S5.C.4.b.i)</i>	Y		All stormwater site plans reviewed under existing regulations. These regulation will change in 2009 to adopt a stormwater manual that is equivalent to the 2005 DOE manual.	
55b. Number of site plans reviewed during the reporting period:		185		
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 Determining Construction Site Sediment Potential? <i>(Required by August 15, 2009, S5.C.4.b.ii)</i>	NA		Requirement not yet due.	
56b. Number of qualifying sites inspected prior to clearing and construction during the reporting period:				
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>	Y			

Question	Y/N/ NA	#	Comments (50 word limit)	Name of Attachment & Page #, if applicable
57b. Number of sites inspected during the construction phase for the reporting period:	0		This information is currently not tracked.	
58 Enforced as necessary based on the inspection at new development and redevelopment projects? (Required by August 15, 2009, S5.C.4.b.iii)	Y			
58b. Number of enforcement actions taken during the reporting period:	0		This information is currently not tracked.	
59 Inspected qualifying permitted development sites upon completion of construction and prior to final approval or occupancy to ensure proper installation of permanent stormwater controls such as stormwater facilities and structural BMPs? (Required by August 15, 2009, S5.C.4.b.iv and v)	Y		Inspections based on current standards.	
59b. Number of qualifying sites known during the reporting period:	0		This information is currently not tracked.	
59c. Number of qualifying sites inspected during the reporting period:	0		This information is currently not tracked.	
60 Verified a maintenance plan is completed and responsibility for maintenance is assigned for qualifying projects? (Required by August 15, 2009, S5.C.4.b.iv)	Y		O&M report required with each project. Will revise ordinances to support current policy.	
61 Enforced regulations as necessary based on the inspection? (Required by August 15, 2009, S5.C.4.b.iv)	NA			
61b. Number of enforcement actions taken during the reporting period:	0		This information is currently not tracked.	

Question	Y/N/NA	#	Comments (50 word limit)	Name of Attachment & Page #, if applicable
62	NA		Requirement not yet due.	
63	NA		Requirement not yet due.	
63b.		0		
64	Y		Each facility has corresponding O&M required to be completed prior to approval.	
65	NA		Requirement not yet due.	
66	NA		Requirement not yet due.	
66b.		0		
66c.		0		
66d.		0		

Question	Y/N/ NA	#	Comments (50 word limit)	Name of Attachment & Page #, if applicable
67	NA		Requirement not yet due.	
68	NA		Requirement not yet due.	
68b.	NA		Requirement not yet due.	
69	NA		Requirement not yet due.	
70	NA		Requirement not yet due.	

Question	Y/N/ NA	#	Comments (50 word limit)	Name of Attachment & Page #, if applicable
71	NA		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)	Requirement not yet due.
71b.		0	Number of facilities inspected during the reporting period:	
72	NA		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)	Requirement not yet due.
73	Y		Provided copies of the Notice of Intent for Construction Activity and Notice of Intent for Industrial Activity to representatives of proposed new development and redevelopment? (S5.C.4.e)	

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? (Required by August 15, 2009, S5.C.4.f)	N		Requirement not yet due.	
74b. Number of trainings provided:	0		This information is currently not tracked.	
74c. Number of staff trained:	0		This information is currently not tracked.	
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? (Required by February 15, 2010, S5.C.5)	NA		Requirement not yet due.	
76 Adopted maintenance standards as protective, or more protective, of facility function as those specified in Chapter 4 of Volume V of the 2005 <i>Stormwater Management Manual for Western Washington</i> ? (Required by February 15, 2010, S5.C.5.a)	NA		1998 King County Manual currently adopted. Will adopt the 2009 King County manual with amendments once it has been deemed equivalent by Ecology.	
77 Performed timely maintenance as per S5.C.5.a.ii? (Required by February 15, 2010, S5.C.5.a.ii)	NA		Requirement not yet due.	
77b. Attached documentation of any maintenance delays. (Required by February 15, 2010, S5.C.5.a.ii)	NA		Requirement not yet due.	

Question	Y/N/ NA	#	Comments (50 word limit)	Name of Attachment & Page #, if applicable
78	NA		Annually inspected and maintained all stormwater treatment and flow control facilities (other than catch basins)? (<i>Required</i> by February 15, 2010, S5.C.4.c.iii)	Requirement not yet due.
78b.	0		Number of known facilities:	Requirement not yet due.
78c.	0		Number of facilities inspected during the reporting period:	Requirement not yet due.
79	NA		If using reduced inspection frequency, Attached documentation as per S5.C.5.a.ii? (<i>Required</i> by February 15, 2010, S5.C.5.b)	Requirement not yet due.
80	NA		Conducted spot checks of stormwater facilities after major storms? (<i>Required</i> by February 15, 2010, S5.C.5.c)	Requirement not yet due.
80b.	0		Number of known facilities:	Requirement not yet due.
80c.	0		Number of facilities inspected during the reporting period:	Requirement not yet due.
81			Inspected municipally owned or operated catch basins at least once before the end of the Permit term? (<i>Required</i> by February 15, 2010, S5.C.5.d)	Requirement not yet due.
81b.		15,000	Number of known catch basins:	Estimated number
81c.	0		Number of inspections:	This information is currently not tracked.
81d.	0		Number of catch basins cleaned:	This information is currently not tracked.

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>	NA		Requirement not yet due.	
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>	NA		Requirement not yet due.	
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>	NA		Requirement not yet due.	
84b. Number of trainings provided:	0		This information is currently not tracked.	
84c. Number of staff trained:	0		This information is currently not tracked.	

Question	Y/N/ NA	#	Comments (50 word limit)	Name of Attachment & Page #, if applicable
85 Initiated or implemented a Stormwater Pollution Prevention Plan (SWPPP) for all heavy equipment maintenance or storage yards, and material storage facilities owned or operated by the Permittee in areas subject to this Permit that are not required to have coverage under the Industrial Stormwater General Permit? <i>(Required by February 15, 2010, S5.C.5.i)</i>	NA		Requirement not yet due.	
86 Is there an approved Total Maximum Daily Load (TMDL) applicable to stormwater discharges from a MS4s owned or operated by the Permittee?	NA		No storm TMDL	
87 Complied with the specific requirements identified in Appendix 2? (S7.A)	NA		No storm TMDL	
88 Attached status report of TMDL implementation? (S7.A)	NA		No storm TMDL	
89 Where monitoring was required in Appendix 2, did you conduct the monitoring according to an approved Quality Assurance Project Plan? (S7.A)	NA		No storm TMDL	
90 Took appropriate action to correct or minimize the threat to human health or the environment or otherwise stop or correct the condition of any instances of non-compliance with any of the terms and conditions of this Permit, including discharges from the Permittee's MS4 which may cause a threat to human health or the environment? (G20.A)	NA		No storm TMDL	

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		No storm TMDL	
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.B)	NA		No storm TMDL	
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 imminent threat to human health or the environment? (G20.C)	NA		No storm TMDL	

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

Briefly describe any stormwater monitoring, studies, or type of information collected and analyzed during the reporting period. (S8.B.1)	Who/how to contact for additional information?
1. PCB Source Control Investigation - Jorgensen Forge Discharge Pipe	Contact: Ryan Larson, City of Tukwila, (206) 431.2456
2.	
3.	
4.	
5.	
6.	

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. Answer **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	
2. Are the BMPs selected and implemented for Public Involvement appropriate to minimize pollutants in the MS4 to the MEP?	NA	
3. Are the BMPs selected and implemented for Illicit Discharge Detection and Elimination appropriate to minimize pollutants in the MS4 to the MEP?	NA	
4. Are the BMPs selected and implemented for Construction Stormwater Pollution Prevention appropriate to minimize pollutants in the MS4 to the MEP?	NA	
5. Are the BMPs selected and implemented for Post-Construction Runoff Management appropriate to minimize pollutants in the MS4 to the MEP?	NA	
6. Are the BMPs selected and implemented for Good Housekeeping for Municipal Operations appropriate to minimize pollutants in the MS4 to the MEP?	NA	

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					
3					
4					
5					
6					
7					

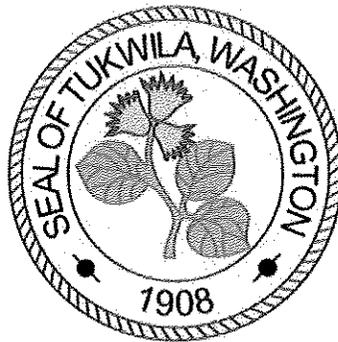
VII. Information Collection, BMP Evaluation, and Monitoring

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. Attach 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. Attach the proposed questions and monitoring plans for SWMP effectiveness monitoring.			
3. Monitoring plan developed for each question? (S8.C.1.b.iii)	NA		
3b. Attach 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. Attach 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.			

**City of Tukwila
2009 Stormwater Management Program**



March 2009
Parametrix

City of Tukwila 2009 Stormwater Management Program

Prepared for

City of Tukwila
Department of Public Works
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- B Tukwila City Council Meeting Minutes
- C City of Tukwila February 2008 Hazelnut Newsletter Article

ACRONYMS AND ABBREVIATIONS

AKART	All Known, Available, and Reasonable Technologies
BMP	best management practice
CCTV	closed circuit television
City	City of Tukwila
CWA	Clean Water Act
District	King County Flood Control Zone District
Ecology	Washington State Department of Ecology
EPA	United States Environmental Protection Agency
ESA	Endangered Species Act
FTE	Full time equivalent
GIS	Geographic Information System
IDDE	illicit discharge detection and elimination
KCSWDM	King County Surface Water Design Manual
LID	Low Impact Development
MEP	maximum extent practicable
MS4	municipal separate storm sewer system
NOI	Notice of Intent
NPDES	National Pollutant Discharge Elimination System
O&M	Operations and Maintenance
Phase II permit	National Pollutant Discharge Elimination System (NPDES) Phase II Municipal Stormwater Permit
PP	pollution prevention
RFA	Request For Action
SWMP	stormwater management program
SWPPP	Stormwater Pollution Prevention Plan
TESC	temporary erosion and sediment control
TMC	Tukwilla Municipal Code
TMDL	Total Maximum Discharge Limit
WRIA	Water Resource Inventory Area
WSDOT	Washington State Department of Transportation
WSU	Washington State University

1. INTRODUCTION

This report represents the second stormwater management program (SWMP) document prepared by the City of Tukwila (City) in accordance with the recently issued National Pollutant Discharge Elimination System (NPDES) Phase II Municipal Stormwater Permit (Phase II permit).

The Phase II permit requires the City to develop a stormwater management program that includes numerous actions and activities with the overall goal of reducing the discharge of pollutants from its storm sewer system, to the maximum extent practicable, and of protecting the water quality. The actions and activities are described in a number of program components under Section S5.C of the Phase II permit. The Phase II permit directs the City to prepare an SWMP document that includes a description for each of the program components.

This Introduction section provides background information on the Phase II permit in support of the City's public education program, a mission statement from the City regarding its stormwater management activities, and finally, an outline of the remainder of this SWMP report.

1.1 BACKGROUND AND OVERVIEW

The following provides a brief background to, and overview of, the Phase I and II permit processes that have occurred to date:

- The federal Clean Water Act (CWA) was modified in 1987 to include stormwater in the NPDES permit program. This means that a municipality such as the City will need an NPDES Stormwater Permit, also called a Municipal Separate Storm Sewer System (MS4) permit, to discharge stormwater from its municipal storm sewer system to waters of the state.
- In the state of Washington, the United States Environmental Protection Agency (EPA) has given the Washington State Department of Ecology (Ecology) the authority to issue such permits.
- EPA finalized Phase I rules for large municipalities—those with populations greater than 100,000—in 1990. Ecology then issued NPDES Phase I permits to:
 - King County
 - Snohomish County
 - Pierce County
 - Clark County
 - City of Seattle
 - City of Tacoma
- This Phase I permit expired in 2000 and was re-issued in 2007.
- In 1999 EPA issued final Phase II rules to include all municipalities in census-defined urban areas with a population greater than 1,000.
- The City is an operator of a regulated small MS4 in an Ecology-designated urbanized area, and is therefore required to submit for approval and receive coverage under the Ecology Phase II permit.

Ecology developed the Phase II permit which allows the City of Tukwila, under the coverage of this permit, to discharge stormwater from its MS4 into a surface water of Washington State, provided the City implements a stormwater management program to:

- Reduce the discharge of pollutants from its MS4 to the maximum extent practicable (MEP).
- Meet state AKART (All Known, Available, and Reasonable methods of prevention, control and Treatment) standards.
- Protect water quality.
- Advance Low Impact Development (LID) within the City by identification of barriers to implementation of LID where feasible, and take actions to remove those barriers and to establish goals regarding the future use of LID within this and future permit cycles.

This Phase II permit authorizes discharges of non-stormwater flows to surface waters and to groundwaters of the state from the City's MS4 only under the following conditions:

- The discharge is authorized by a separate NPDES or State Waste Discharge permit.
- The discharge is from emergency fire-fighting activities.
- The discharge is from another illicit or non-stormwater discharge that is managed by the City as provided in Special Condition Sections S5.C.3.b and S6.C.3.b of the permit.

The permit requires the City to develop a stormwater management program that includes the following five components:

- Public Education and Outreach
- Public Involvement and Participation
- Illicit Discharge Detection and Elimination (IDDE)
- Controlling Runoff from New Development, Redevelopment, and Construction Sites
- Pollution Prevention and Operation and Maintenance for Municipal Operations

Figure 1-1 provides an overview of the SWMP components and the compliance schedule for key program components. This SWMP document is intended to be used as a planning and implementation document, not just as a report of past activities completed over the last year for the five components of the permit. This report includes a separate section for each of these components that shows specific activities that have, are, or will happen in 2009, the next year of the permit cycle. Figure 1-1 also shows that the SWMP requirements are phased throughout the permit life cycle (February 2007 through February 2012), with full implementation of the plan by August 2011. Appendix A provides the same information as Figure 1-1, but in more detail, to further assist City staff in planning and implementation of the separate deadlines defined within the permit.

1.2 CITY OF TUKWILA MISSION STATEMENT

The City is dedicated to developing a stormwater management program that contributes to protecting the environment. This includes coordinating with others towards this common goal, continuing with the successful programs the City currently has in place, and providing opportunities for input from the citizens of Tukwila as the stormwater program is fully developed over the next 4 years.

Because this document is to be updated annually, it is considered a working document that will be modified as necessary to reflect adaptations the City needs to make as the stormwater management program is developed. The City will make every effort to be transparent with such modifications through its Public Education and Involvement programs as well as through the annual SWMP submittal process.

Furthermore, it is recognized that the City will need to evaluate the resources necessary to develop and sustain a successful SWMP. To that end, the City is committed to working with City staff to support the ongoing implementation of the stormwater management program.

1.3 DOCUMENT ORGANIZATION (PERMIT SECTIONS)

This report is organized by program component into the following sections:

- Section 1 Program Introduction
- Section 2 Program Oversight and Administration (S5.A, S5.B, and S9)
- Section 3 Public Education and Outreach (S5.C.1)
- Section 4 Public Involvement and Participation (S5.C.2)
- Section 5 Illicit Discharge Detection and Elimination (S5.C.3)
- Section 6 Controlling Runoff from New Development, Redevelopment, and Construction Sites (S5.C.4)
- Section 7 Pollution Prevention and Operations and Maintenance (S5.C.5)

Each section provides a brief overview of permit requirements, summarizes existing programs and activities currently underway that meet or contribute to meeting the permit requirements, and identifies activities planned for the remainder of the permit as identified in the deadlines detailed in the permit schedule in Appendix A.

2. PROGRAM MANAGEMENT AND ADMINISTRATION

This section outlines the oversight and administrative activities necessary to support the development and implementation of the City's stormwater management program.

2.1 PERMIT REQUIREMENTS

Stormwater management program oversight and administrative activities are addressed in Sections S5.A, S5.B, and S9 of Ecology's NPDES Phase II permit, which requires the City to:

- Develop and implement an SWMP according to the schedules outlined in the permit by **August 19, 2001** (see Appendix A schedule).
- Prepare written documentation of the SWMP that is to be updated at least annually for submittal with the City's annual reports to Ecology no later than **March 31 of each year beginning in 2008**. Each annual report shall include the following:
 - A copy of the current SWMP.
 - Submittal of Appendix B – *Annual Report Form for Cities, Towns, and Counties*. This annual report is intended to summarize the City's compliance with the conditions of the permit, including:
 - Status of implementation of each component of the SWMP in Section S5.
 - An assessment of the City's progress in meeting the minimum performance standards established for each of the minimum control measures of the SWMP.
 - A description of activities being implemented to comply with each component of the SWMP, including:
 - Number and type of inspections
 - Enforcement actions
 - Public education and involvement activities
 - Illicit discharges detected and eliminated
 - The City's SWMP implementation schedule and plans for meeting permit deadlines, and the status of SWMP implementation to date.
 - An evaluation of the effectiveness of current best management practices (BMPs) and the City's obligation for continued implementation of components of the SWMP already in effect.
 - Notification of any annexations, incorporations, or jurisdictional boundary changes resulting in an increase or decrease in the City's geographic area of permit coverage during the reporting period.

- The applications, reports, or information submitted to Ecology by the City signed and certified by either a principal executive officer or ranking elected official. The individual signing these documents shall make the following certification:

"I certify, under penalty of law, that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that Qualified Personnel properly 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."

- Make all records related to this permit and the City's SWMP available to the public at reasonable times during business hours. The City will provide a copy of the most recent annual report to any individual or entity, upon request.
- Track the cost or estimated cost of development and implementation of each SWMP component by **February 16, 2009**.
- Begin tracking drainage/stormwater-related calls from citizens to the City by **January 1, 2009**.
- When necessary, include coordination mechanisms among entities covered under the municipal stormwater NPDES permit to encourage coordinated stormwater-related activities within adjoining or shared drainage areas.
- Ensure that coordination mechanisms among City departments are established to eliminate barriers in complying with the terms of the Phase II permit.

2.2 CURRENT ACTIVITIES

2.2.1 Coordination

The City currently coordinates with the King County Flood Control Zone District, which includes all jurisdictions within King County.

The goals and objectives of the District are to operate, maintain, and repair important river flood protection facilities and pump stations within King County, including those that protect the lower Green River watershed and the City of Tukwila, to maximize public health and safety and to coordinate flood hazard reduction planning, programs, and projects between King County and the participating King County jurisdictions.

The City currently coordinates with the Cities of SeaTac and Renton on maintenance, development, transportation, and drainage-related issues as needed. New dialogue has been opened with the City of SeaTac for routine maintenance of catch basins.

The City's mapping (Geographic Information System, or GIS) group coordinates periodically with the mapping staff at Sound Transit, Valley View Sewer District, Water District 125, Washington State Department of Transportation (WSDOT), the City of Renton, and the City of SeaTac.

2.2.2 Tracking Program

The City currently uses a Request For Action (RFA) Form when responding to complaints of illicit discharges (received by telephone calls, through the City's website, or in person).

2.2.3 Training Program

The City currently requires staff in the City's Public Works Department to participate in the Regional Road Maintenance ESA Training Program.

The City also provides as-needed training on permitting, plan review, operation and maintenance, and inspections.

2.3 ACCOMPLISHED 2008 ACTIVITIES

In the 2008 SWMP document, the City developed a table summarizing the tasks to be accomplished under program oversight and administration. A version of that table is included in this document (Table 2-1a), with updates to show in which quarter of 2008 the task was accomplished.

Table 2-1a. Program Oversight and Administration: Accomplished Activities

	Accomplished Activity	2008 by Quarter				Future Due Dates
		1	2	3	4	
1	Evaluate existing oversight and administration activities/tools	√				Ongoing With Yearly Review
2	Define strategy for implementing and managing NPDES program					
2.1	Identify staffing needs and internal coordination of City departments regarding NPDES permit requirements	√	√	√	√	
2.2	Determine funding needs and source			√	√	
2.3	Identify collaboration opportunities with other NPDES communities and adjacent jurisdictions on program tools and evaluation techniques	√	√	√	√	
3	Define and initiate overall tracking program					02/16/2009
3.1	Identify tracking needs and timeframes by SWMP component	√				
3.2	Identify and develop cost-tracking mechanism				√	
3.3	Implement cost-tracking mechanism					
4	Define and initiate overall training program					Varies with program – will be started in 2009
4.1	Identify training needs and timeframes by SWMP component					
4.2	Initiate development of the training program and/or locate training tools for implementation					
5	Review and identify overall ordinance/code update procedures					08/15/2009
6	Reporting					Annually starting in 2009
6.1	Initiate data/information collation for Annual Report				√	
6.2	Identify attachments needed for Annual Report	√				
7	Plan program management activities and responsibilities					
7.1	Initiate SWMP document update if necessary				√	
7.2	Initiate planning of program management activities					

The following summarizes the tasks accomplished under program management and administration in 2008.

Task 1. Evaluate existing oversight and administration activities/tools

The City hired a consultant to conduct a “gap analysis” of its current stormwater program compared to the requirements of the Phase II NPDES stormwater permit. The analysis identified where the City currently meets/does not meet those requirements in the 2008 SWMP document. This was accomplished by reviewing existing City documents and interviewing City staff on their responsibilities and daily routines. This task also included presentations to City staff to educate them on the permit and components of the permit that would be particularly relevant to them. This task was accomplished in the first quarter of 2008.

Task 2. Define strategy for implementing and managing NPDES program

Task 2.1. Identify staffing needs and internal coordination of City departments regarding NPDES permit requirements

The City conducted a comprehensive analysis of staffing needed to support the NPDES stormwater program from 2009 through December 2012. The analysis included interviewing City staff to find out what percentage of time they currently spend performing stormwater-related activities. From this, a baseline number of full time equivalents (FTEs) was established. The City then determined the additional time needed to accomplish the Phase II permit requirements.

This analysis indicated that the City would need at least two additional FTEs from 2009 through 2012 to develop and implement its stormwater program to meet the Phase II permit requirements. Further discussion indicated that at least one these FTEs would need to be a stormwater program manager responsible for overseeing development and implementation of the program. The City anticipates advertising for such a position in mid-2009.

Task 2.2. Determine funding needs and source

Due to recent budgetary constraints, the City has had to put on hold its efforts to identify the additional funding needed and sources to develop and implement the additional requirements of the Phase II permit by hiring a consultant to conduct a detailed funding analysis. Ultimately this work will focus on developing strategies for new funding sources in the future and will be completed once budget constraints are eased.

Task 2.3 Identify collaboration opportunities with other NPDES communities and adjacent jurisdictions on program tools and evaluation techniques

The City shared resources and expertise with the Cities of Newcastle and SeaTac to complete a number of stormwater-related tasks in 2008 (e.g., “gap analysis”, staffing analysis). The City also participated in regional NPDES forums such as the coordinators group, In-Roads for operation and maintenance, and STORM for public education and outreach.

Task 3. Define and initiate overall tracking program

Task 3.1. Identify tracking needs and timeframes by SWMP components

The City conducted a careful review of the Phase II permit and identified all tracking needs by permit section. This information was collated into a document for internal use by City staff.

Task 3.2. Identify and develop cost-tracking mechanism

During the last quarter of 2008, the City has been conducting internal meetings and discussion on how best to track costs for Phase II NPDES stormwater-related work. The City

is currently considering assigning a timesheet code that City staff can use specifically for stormwater-related activities. In addition, the City is also contemplating coding stormwater-related capital expenditures in a similar manner so that Phase II costs can be readily assessed. The City will continue to evaluate and refine cost-tracking mechanisms in 2009.

Task 3.3. Implement cost-tracking mechanism

As planned, the City anticipates implementing a cost-tracking mechanism in 2009.

Task 4. Define and initiate overall training program

As planned, the City anticipates identifying training needs and implementing a training program in 2009 (see Sections 5.1, 6.1, 7.1 and 7.2 below).

Task 5. Review and identify overall ordinance/code update procedures

As planned, the City anticipates identifying and completing any necessary ordinance updates in 2009 (see Sections 5.1 and 6.1 below).

Task 6. Reporting

Task 6.1 Initiate data/information collation for annual report

During the last quarter of 2008, the City initiated identification and collation of data and information needed for its Annual Report.

Task 6.2. Identify attachments needed for annual report

During the first quarter of 2008, the City identified the attachments needed for each Annual Report. A list of these attachments was prepared for internal use by City staff. The only attachment needed for the 2009 Annual Report is the 2009 SWMP document.

Task 7. Plan program management activities and responsibilities

Task 7.1. Initiate SWMP document update if necessary

During the last quarter of 2008, the City initiated updating its 2008 SWMP document as part of its 2009 Annual Report.

Task 7.2. Initiate planning of program management activities

As planned, the City anticipates initiating the planning of its program management activities during the first quarter of 2009.

In addition to these task specific accomplishments, the City also made a Phase II stormwater permit-related presentations to its Council in 2008. A Committee of the Whole meeting was held on March 24, 2008 and provided the Council and members of the public an overview of the permit and its requirements. A draft of the 2008 Stormwater Management Program (SWMP) document was also presented at this meeting.

Lastly, in accordance with Section S9.A of the permit, the City submitted its first Annual Report and SWMP document to the Department of Ecology to meet the March 31, 2008 submission date. Copies of the Annual Report and SWMP document were posted on the City's website.

2.4 PLANNED ACTIVITIES

The following are activities planned by the City to support development and implementation of its SWMP.

- Develop a cost-tracking mechanism that is easily implementable and includes the Engineering and Maintenance Departments.
- Develop practical mechanisms for tracking and reporting information needed for the Annual Report.

- Develop a coordinated training program that builds upon training currently in place and meets the permit 2009 deadlines (see also Sections 5.1, 6.1, 7.1, and 7.2).
- Oversee the review and updating of ordinances as necessary to meet the permit 2009 deadlines (see also Sections 5.1 and 6.1).
- Coordinate collation of information for the Annual Report, including updating the SWMP document.
- Initiate program planning for the following year.

Table 2-1b provides a summary of proposed tasks and subtasks to achieve the above. All deadlines are estimated for City use as a management tool and are subject to change within the constraints of the permit deadlines.

Table 2-1b. Program Oversight and Administration: Planned Activities

	Planned Activity	2009 by Quarter				Future Due Dates
		1	2	3	4	
1	Update SWMP document to reflect current activities	X				
2	Continue to collaborate with other NPDES communities and adjacent jurisdictions on program tools and evaluation techniques	X	X	X	X	
3	Define and initiate overall tracking program					
3.1	Identify tracking tools (other than cost-tracking)			X	X	
3.2	Identify and/or develop cost-tracking mechanism	X				
3.3	Implement cost-tracking mechanism	X				
4	Develop a coordinated training program					
4.1	Identify training needs and timeframes by SWMP component (see Sections 5.1, 6.1, and 7.1 below)	X				
4.2	Develop the training program schedule (see Sections 5.1, 6.1, 7.1, and 7.2 below) and/or locate training tools for implementation		X			
4.3	Initial training completed			X		Deadline 08/15/2009
5	Overview ordinance review and updates					
5.1	Identify which ordinances need updating		X			
5.2	Identify individuals responsible for ordinance updates		X			
5.3	Develop schedule for ordinance updates (see Section 5.4 below)		X			
5.4	Ordinance updates completed			X		Deadline 08/15/2009
6	Reporting					Annually starting in last quarter of 2009?
6.1	Initiate data/information collation for Annual Report				X	
6.2	Identify attachments needed for Annual Report				X	
7	Plan program management activities and responsibilities					
7.1	Initiate SWMP document update if necessary				X	
7.2	Initiate planning of program management activities				X	

3. PUBLIC EDUCATION AND OUTREACH

This section summarizes the Phase II permit requirements for public education and outreach, describes current activities the City has underway for public education and outreach, and presents activities the City plans to undertake to bring its current program in compliance with the Phase II permit requirements and scheduled efforts through the end of the permit cycle.

3.1 PERMIT REQUIREMENTS

Section S5.C.1 of the Phase II permit requires the City to provide an education and outreach program for the area served by its MS4 no later than **February 15, 2009**. The purpose of this program is to reduce or eliminate behaviors and practices that cause or contribute to adverse stormwater impacts. The program may target the following audiences:

- General public
- Businesses, including home-based and mobile businesses
- Homeowners, landscapers, and property managers
- Engineers, contractors, and developers
- Elected officials, policy makers, review staff, land use planners, engineers, maintenance staff, and other City employees

The Phase II permit also requires the City to measure the understanding and adoption of targeted behaviors among the targeted audiences. The resulting measurements are to be used to direct education and outreach resources most effectively and to evaluate changes in targeted behaviors.

Lastly, this section of the Phase II permit requires the City to track and maintain records of public education and outreach activities.

3.2 CURRENT ACTIVITIES

The City currently has an active public education and outreach program that uses a variety of approaches to inform residents and businesses about stormwater-related pollution prevention activities.

The City uses many sources for educational information such as Ecology's Department of Hazardous Waste and Toxics Reduction, EPA Region 10, King County Department of Natural Resources and Parks, Water Resource Inventory Area (WRIA) 9, and local environmental organizations.

Some examples of materials and activities relevant to Tukwila issues include:

- *Brochures or fact sheets* for general public and specific audiences
- *Recreational guides* to educate groups such as boaters and hikers accompanied by their dogs
- *Alternative information sources* such as websites and posters for schools or specific businesses such as restaurants
- *Volunteer citizen educators* that could staff Tukwila's Festival and other events
- *Event participation* with educational displays at community environmental classes, events, and festivals

- **Storm drain markers** with the message “No Dumping - Drains to Stream.”
- **Tukwila Stormwater Hotline** for citizens reporting spills or polluters or asking for information
- **Tributary signage** to increase public awareness at local water resources

Examples of specific education materials and activities include:

- City of Tukwila Newsletter
- Pet Waste Education
- Tukwila Special Recycle Events
- Natural Yard Care classes, Organic Gardening, and Integrated Pest Management classes
- SudSafe Car Wash Kit
- Curb Marker Program
- Signage to deter feeding of ducks and geese around Tukwila and Fort Dent Ponds

3.3 ACCOMPLISHED ACTIVITIES

In the 2008 SWMP document, the City developed a table summarizing the tasks to be accomplished under public education and outreach. A version of that table is included in this document (Table 3-1a), with updates to show in which quarter of 2008 the task was accomplished.

Table 3-1a. Public Education and Outreach: Accomplished Activities

	Accomplished Activity	2008 by Quarter				Future Due Dates
		1	2	3	4	
1	Evaluate existing public education/outreach activities	√				Ongoing With Yearly Review
2	Identify individual responsible for public education/outreach		√		√	
3	Conduct public education workshop					
3.1	Identify “gaps” in target audience		√			
3.2	Initiate framework for public education/outreach program			√		
3.3	Initiate development of measurable goal		√			
3.4	Conduct initial public opinion survey					
3.5	Evaluate results of public opinion survey					
4	Draft framework for public education program (including feedback mechanism)					
4.1	Prepare a formal public education and outreach program document for submittal in the Annual Report					
5	Initiate activities defined in the public education and outreach program					Annually
6	Initiate summary of yearly public education/outreach activities for the Annual Report				√	

The following summarizes the tasks accomplished under public education and outreach in 2008.

Task 1. Evaluate existing public education/outreach activities

The City hired a consultant to conduct a “gap analysis” of its current stormwater program. This included an evaluation of the City’s existing public education and outreach activities. This review was conducted during the first quarter of 2008.

It was found that the City has many stormwater-related education and outreach activities currently in place. As required by the Phase II permit, these need to be brought together into one coordinated program.

Task 2. Identify individual responsible for public education and outreach

During the last quarter of 2008, the City identified an individual responsible for public education and outreach. They will be hired during the second or third quarter of 2009 to fully develop and implement the stormwater program for the City and to provide outreach to the general public and coordination with other agencies.

Task 3. Conduct public education workshop

With the formation of the King County regional forum for public education and outreach (STORM), the City decided it would make better use of its limited resources by dovetailing its own public education and outreach activities with those of the regional forum. Thus, activities identified by the City for 2008 will be rolled up into an overall public education and outreach program in 2009.

Task 4. Draft framework for public education program

Task 4.1 Prepare a formal public education and outreach document for submittal with Annual Report

See comments above under Task 3.

A report on the results of the public education and outreach program is to be prepared by **August 15, 2011** (see Annual Report question # 36).

Task 5. Initiate activities defined in the public education and outreach program

See comments above under Task 3.

Task 6. Initiate summary of yearly public education/outreach activities for Annual Report

See comments above under Task 3.

Although the City’s public education and outreach activities were somewhat limited in 2008, the City did initiate collecting information on its activities for the Annual Report.

3.4 PLANNED ACTIVITIES

The City’s planned activities on public education and outreach are to:

- Continue public education and outreach activities already initiated by the City.
- Build upon existing public education and outreach activities identified above to meet permit requirements. Examples include:
 - Public education posters distributed to the automobile industry on good cleaning practices
 - Public education posters distributed to restaurant owners and employees (in Korean, Spanish, and English)

- Develop an approach to measure the understanding and adoption of targeted behaviors.
- Track and maintain records of public education activities.
- Develop an identifiable public education and outreach program by **February 15, 2009**.
- Participate in the King County regional outreach forum, STORM, on an ongoing basis.
- Continue to participate in public education and outreach regional training workshops.

Table 3-1b identifies current and future public education and outreach-related activities that work towards achieving the City's public education and outreach goals. All deadlines presented in the table are estimated dates for internal use by the City and are subject to change within the constraints of the permit deadlines.

Table 3-1b. Public Education and Outreach: Planned Activities

	Planned Activity	2009 by Quarter				Future Due Dates
		1	2	3	4	
1	Formalize the City's Public Education and Outreach Program					Ongoing With Yearly Review
1.1	Draft framework for public education and outreach program	X				
1.2	Track KC outreach forum for program tools	X	X	X	X	
2	Prepare public education and outreach program technical memorandum	√				DEADLINE 02/15/2009
3	Initiate activities defined in the public education and outreach program			X		
4	Initiate summary of yearly public education/outreach activities for the Annual Report				X	Annually

4. PUBLIC INVOLVEMENT AND PARTICIPATION

This section summarizes the Phase II permit requirements for public involvement and participation, describes current activities the City has underway for public involvement and participation, and presents activities the City plans to undertake to bring its current program into compliance with the Phase II permit requirements and scheduled efforts through the end of the permit cycle.

4.1 PERMIT REQUIREMENTS

Section S5.C.2 of the Phase II permit requires the City to include ongoing opportunities for public involvement through advisory councils, watershed committees, participation in developing rate structures, stewardship programs, environmental activities, or other similar activities.

By **February 15, 2008**, the City is required to develop and implement a process for consideration of public comments on its SWMP.

The City is also required to make its SWMP document, Annual Report, and all other submittals required under the Phase II permit available to the public (see meeting minutes from March 24, 2008 City Council meeting, Appendix B). Furthermore, the SWMP document and Annual Report are to be posted on the City's website.

4.2 CURRENT ACTIVITIES

The City currently has several ongoing public involvement and participation activities that complement and work with the City's public education and outreach activities. These are discussed below.

Curb Marker Program

Storm drain marking is an established method of involving the public to increase community awareness of stormwater pollution. Through this program, Tukwila works with neighborhood developers to mark storm drain inlets or catch basins with a colorful, plastic curb marker with the message "No Dumping - Drains to Stream."

City of Tukwila Newsletter and Website

The City has featured articles in recent issues of the City's newsletter on the Phase II NPDES program, and has created a web page on the City's website with a summary of the Phase II permit and its requirements (Appendix C). Both the newsletter and the City's web page include information on how to provide the City with feedback on the SWMP.

4.3 ACCOMPLISHED ACTIVITIES

In the 2008 SWMP document, the City developed a table summarizing the tasks to be accomplished under public involvement and participation. A version of that table is included in this document (Table 4-1a), with updates to show in which quarter of 2008 the task was accomplished.

Table 4-1a. Public Involvement and Participation: Accomplished Activities

	Accomplished Activity	2008 by Quarter				Future Due Dates
		1	2	3	4	
1	Evaluate existing public involvement/participation activities	√				
2	Identify individual responsible for public involvement /participation				√	
3	Develop ongoing public involvement/participation strategy					Ongoing
3.1	Create opportunities for public involvement (see Appendix B)	√	√	√	√	
3.2	Post the Annual Report and SWMP document on the City's website.	√				Annually on 03/31
3.3	Identify public involvement venues	√	√	√	√	Ongoing
4	Reporting					Annually on or before 03/31
4.1	Initiate summary of public involvement/participation activities for the Annual Report				√	
4.2	Identify Annual Report attachments if needed	√				
5	Plan public involvement/participation activities and responsibilities					
5.1	Initiate SWMP document update if necessary				√	
5.2	Post the SWMP-related documents on the City's website along with an email address for public comment	√				
5.3	Initiate planning of future public involvement/participation activities				√	

The following summarizes the tasks accomplished under public involvement and participation in 2008.

Task 1. Evaluate existing public involvement/participation activities

The City hired a consultant to conduct a “gap analysis” of its current stormwater program. This included an evaluation of the City’s existing public involvement and participation activities. This review was conducted during the first quarter of 2008.

It was found that the City has several stormwater-related public involvement and participation activities currently in place (see Section 1.1 for a summary of these activities).

Task 2. Identify individual responsible for public involvement and participation

During the last quarter of 2008, the City identified an individual responsible for public involvement and participation.

Task 3. Develop ongoing public involvement/participation strategy

Task 3.1 Create opportunities for public involvement

Throughout 2008, the City created a number of opportunities for the public to be involved in development of its stormwater program. These included developing a web page dedicated to the NPDES Phase II Municipal Stormwater Permit Program on the City’s website (<http://www.ci.tukwila.wa.us/pubwks/npdes.html>), publishing articles on the Phase II permit

in the City's newsletter "Hazelnut," and presenting information on the permit and the City's SWMP document at public meetings such as those of the City Council.

For example, at the Committee of the Whole meeting of March 24, 2008, the City presented an overview of the Phase II permit and draft of the SWMP document. The draft document was circulated at the meeting and was available for review upon request.

Task 3.2. Post the Annual Report and SWMP document on the City's website

In accordance with Section S5.C.2 of the permit, the City posted a copy of its Annual Report and SWMP document on its website at the following address:

<http://www.ci.tukwila.wa.us/pubwks/npdes.html>

The City also included an announcement in its newsletter on the SWMP document, where to find it, and how to provide the City with any feedback.

Task 3.3. Identify public involvement venues

Throughout 2008, the City used the following venues in an effort to keep its residents informed on development of the City's stormwater management program:

1. The City's web page
2. Articles in the City's newsletter, Hazelnut (see February 2008 article entitled "Tukwila works to meet new Federal regulations with its Storm Water Management Program")
3. Public Meetings – Utilities Committee and Committee of the Whole meetings (e.g., City Council meeting of March 24, 2008)

Task 4. Reporting

Task 4.1. Initiate summary of public involvement/participation activities for the Annual Report

During the last quarter of 2008, the City initiated collecting information on its public involvement/participation activities for its 2009 Annual Report.

Task 4.2. Identify Annual Report attachments if needed.

During the first quarter of 2008, the City identified the attachments needed for each Annual Report. A list of these attachments was prepared for internal use by City staff. The only attachment needed for the 2009 Annual Report is the 2009 SWMP document.

Task 5. Plan public involvement/participation activities

Task 5.1. Initiate SWMP update if necessary

During the last quarter of 2008, the City initiated updating its SWMP document as an attachment to its 2009 Annual Report.

Task 5.2. Post the SWMP document in the City's website with an email address for public comments.

In accordance with Section S5.C.2 of the permit, the City posted a copy of its 2008 SWMP documents on its website at the following address:

http://www.ci.tukwila.wa.us/pubwks/npdes/Tukwila_SWMP_Final_Draft.pdf

The City's website also includes an email address and telephone number for the public to send comments directly to a senior surface water engineer at the City.

Task 5.3. Initiate planning of future public involvement/participation activities

During the last quarter of 2008, the City initiated planning its future public involvement/participation activities.

4.4 PLANNED ACTIVITIES

The following activities are planned by the City to continue supporting its public involvement and participation program.

- Continue current public involvement and participation activities already initiated by the City, such as stream cleanups.
- Post the City's SWMP document on the City's website on or before **March 31** of each year.
- Provide ongoing opportunities for the public to comment on the SWMP document through contact information on the City's website, public comments recorded at the City Council meeting, and solicitations for comment in the City's newsletter.
- Periodically update the City Council on progress of the SWMP as needed.

Table 4-1b identifies public involvement and participation-related activities that are planned to work towards achieving the City's public involvement and participation goals.

All deadlines in the table are estimated dates for internal use by the City, and are subject to change within the constraints of the permit deadlines.

Table 4-1b. Public Involvement and Participation: Planned Activities

	Planned Activity	2009 by Quarter				Future Due Dates
		1	2	3	4	
1	Continue ongoing public involvement/participation strategies					
1.1	Retain public involvement venues	X	X	X	X	
1.2	Present draft of updated SWMP to City Council	X				
1.3	Address any public comments to draft document	X				
1.4	Post the SWMP document on the City's website along with contact information for comments	X				Deadline 03/31/09
2	Reporting					Annually on or before 03/31
2.1	Initiate summary of public involvement/participation activities for the Annual Report				X	
2.2	Post Annual Report and SWMP document on the City's website					
3	Plan future public involvement/participation activities					
3.1	Initiate SWMP-document update if necessary				X	
3.2	Initiate planning of future public involvement/participation activities				X	

5. ILLICIT DISCHARGE DETECTION AND ELIMINATION – OVERALL GOALS

This section summarizes the Phase II permit requirements for illicit discharge detection and elimination (IDDE), describes current activities the City has underway, and presents activities the City plans to undertake to bring its current program into compliance with the Phase II permit requirements and scheduled efforts through the end of the permit cycle.

5.1 PERMIT REQUIREMENTS

The City is required by Section S5.C.3 of the permit to implement an ongoing program to detect and remove illicit connections, discharges, and improper disposal, including any spills not under the purview of another responding authority, into the MS4 owned or operated by the City. The goals and requirements of the City's IDDE program are as follows:

- *IDDE Program Goals*

The City shall develop and implement an ongoing IDDE program to detect and address non-stormwater discharges, spills, illicit connections, and illegal dumping into the City's MS4 by **August 19, 2011**, with the goals for the program as listed below:

- Develop procedures for locating priority areas likely to have illicit discharges.
- Establish field assessment protocols designed to detect and remove illicit discharges.
- Develop procedures for characterizing of the nature of discharges and the potential threat from discharges.
- Implement procedures for tracing and removing the source of the discharge.
- Develop procedures for IDDE program evaluation and assessment, including tracking inspections, costs associated with the IDDE program, and feedback from public education efforts.
- Conduct public education of the hazards associated with illegal discharges and improper disposal of waste. This effort is to be coordinated with the Public Education component of Phase II permit Section S5.C.2 and the appropriate information distributed to target audiences.

- *Ordinances*

The City shall prohibit, through ordinances, non-stormwater discharges into the MS4 and implement escalating enforcement procedures and actions. These ordinances shall be adopted no later than **August 15, 2009**. Non-stormwater discharges shall prohibit the following types of discharges unless stated conditions in the permit are met:

- Discharges from potable water sources
- Discharges from lawn watering and other irrigation runoff
- Dechlorinated swimming pool discharges
- Street and sidewalk wash water

- *GIS Mapping*

The city shall design a GIS mapping program to support the IDDE efforts. This GIS program is intended to identify the City's existing stormwater system and all connections to the City's MS4 authorized or allowed by the City after the date of this permit. The City shall maintain and keep the maps current, and will share the information with other municipalities sharing common drainage areas when requested. Completion of these maps is due by **February 15, 2011**. These maps will include the following information:

- All separate storm sewer outfalls 24 inches or larger, including non-pipe outfalls with an equivalent cross-sectional area to outfalls greater than 24 inches
- Receiving waters
- Structural stormwater BMPs owned or maintained by the City
- Conveyance structures and systems for all required outfalls (indicate type, material, and size where known)
- Associated outfall subbasin drainage areas
- Land use
- Fully described mapping standards

- *Hotline*

The City shall establish a hotline or other local telephone number for public reporting of spills and other illicit discharges. A record of all calls received and the follow-up actions taken need to be kept and summarized for the Annual Report. This hotline needs to be in place and fully functioning by **February 15, 2009**.

- *Training*

The City shall provide appropriate training for municipal field staff on the identification and reporting of illicit discharges into its MS4 no later than **August 15, 2009**. This portion of the IDDE program shall include the following:

- Ensuring that all field staff currently responsible for identification, investigation, termination, cleanup, and reporting illicit discharges are currently trained to conduct these activities.
- Implementing an ongoing training program for all municipal field staff who might, as part of their normal job, come into contact with or observe an illicit discharge.
- Documenting and maintaining records of the training provided and the staff trained, and including this information in the annual report.

5.2 IDDE CURRENT ACTIVITIES

The City currently has several of the elements required for an IDDE program in place. These include:

- A map of the City's storm sewer system in a GIS database is currently being updated. All receiving waters and wetlands are being identified as part of this effort. The

City's GIS Department frequently updates the GIS database to include new facilities or update existing data.

- Multiple education and outreach outlets that have been or are being currently used. There is an existing stormwater page on the City's website. The City's bi-monthly newsletter has been and can be further used to provide educational opportunities to businesses and the public. There is a weekly newspaper, reaching all 17,000 city inhabitants, that can be utilized if necessary. A particular challenge to Tukwila is the large portion of the City containing commercial properties. It is assumed that those people who work in Tukwila, yet reside in other cities, will receive the majority of their educational experiences related to the Phase II permit within the cities where they reside, even though the City will provide educational opportunities for them where possible.
- Discharge removal capability through the Maintenance Department to address any illicit discharge found within the city's structures, including identification, investigation, and termination, if appropriate; cleanup of spills they are responsible for; and reporting requirements to the appropriate agencies.
- A hotline for citizens to call in illicit discharge or spill complaints. The information is currently recorded in RFA format, but with no formal tracking. A tracking mechanism will be designed to centralize call intake, track responses, and record actions taken; this information will then be summarized for the Annual Report.
- Inspections of private facilities for illicit discharges.
- Participation by the City's Public Works Department staff in the Regional Road Maintenance ESA Training Program.
- As part of the City's ongoing public education program, the following components to address illicit discharges:
 - SudSafe Car Wash Kit
 - Curb Marker Program with the message "No Dumping - Drains to Stream."

5.3 ACCOMPLISHED ACTIVITIES

In the 2008 SWMP document, the City developed a table summarizing the tasks to be accomplished under IDDE. A version of that table is included in this document (Table 5-1a), with updates to show in which quarter of 2008 the task was accomplished.

Table 5-1a. Illicit Discharge Detection and Elimination Plan: Accomplished Activities

	Accomplished Activity	2008 by Quarter				Future Due Dates
		1	2	3	4	
1	Evaluate existing illicit discharge detection and elimination program	√				Ongoing with annual review
2	Develop IDDE program					08/19/2011
2.1	Develop and implement screening procedures					
2.2	Review and update illicit discharge response/source control procedures if necessary		X			
2.3	Review and update tracking/documentation procedures if necessary		X			
2.4	Review and supplement public education/outreach efforts if necessary (coordinate with the City's public education PE program)					
2.5	Develop inspection plan and enforcement team					
3	Update storm sewer system map		X			02/15/2011
3.1	Define conveyance system and outfalls	X	X	X	X	
3.2	Define drainage areas and catchments	X	X	X	X	
3.3	Map structural BMPs	X	X	X	X	
3.4	Document permit-required attributes	X	X	X	X	
3.5	Develop procedures for additions and updates	X	X	X	X	
4	Update ordinance					08/15/2009
4.1	Determine inspection and enforcement procedures					
4.2	Update TMC to address illicit discharges, if needed					
5	Evaluate and update current hotline procedures if necessary				√	02/15/2009
6	Develop training program					08/15/2009
6.1	Review current training with respect to illicit discharges			X		
6.2	Identify additional training if necessary					
6.3	Draft framework for training program					
7	Reporting					Annually 03/31
7.1	Initiate summary of prior year's IDDE activities for each Annual Report				√	
7.2	Identify Annual Report attachments if needed	√				
8	Plan future year's IDDE activities and responsibilities					
8.1	Initiate SWMP document update if necessary				√	
8.2	Initiate planning of next year's IDDE activities					

Task 1. Evaluate existing illicit discharge and detection program

The City hired a consultant to conduct a “gap analysis” of its current stormwater program. This included an evaluation of the City’s illicit discharge, detection, and elimination program. The analysis included developing a detailed spreadsheet of the permit requirements, and identifying where the City currently meets/does not meet those requirements. This was accomplished by reviewing existing City documents and interviewing City staff on their responsibilities and daily routines. This task also included presentations to City staff to educate them about the permit and components of the permit that would be particularly relevant to them. This task was accomplished in the first quarter of 2008.

Task 2. Develop IDDE program

Task 2.1. Develop and implement screening procedures

As anticipated, the City did not have an opportunity to develop or implement any screening procedures for IDDE in 2008.

Task 2.2. Review and update illicit discharge response/source control procedures if necessary

As anticipated, the City did not have an opportunity to develop or implement any new source control procedures for IDDE in 2008.

Task 2.3. Review tracking/documentation procedures if necessary

As anticipated, the City did not have an opportunity to develop or implement any new tracking and document procedures for IDDE in 2008.

Task 2.4. Review and supplement public education and outreach activities if necessary

As anticipated, the City did not have an opportunity to review its public education and outreach activities for IDDE in 2008. Furthermore, formation of the King County regional forum for public education and outreach (STORM) prompted the City to dovetail its public education and outreach activities for IDDE with those of the regional forum.

Task 3 Update storm sewer system map

The City completed mapping of the forth phase of the GIS project which included all areas of the city south of I-405 and east of I-5. The fifth phase was also begun in December that includes the area along Interurban Avenue between I-5 and I-405. This phase will be completed by the end of 2009.

Task 4. Update ordinance

Task 4.1. Determine inspection and enforcement procedures

During the last quarter of 2008, the City initiated a review of its inspection and enforcement procedures. This task will be continued in 2009 (see Section 6.1 below).

Task 4.2. Update TMC if necessary

During the last quarter of 2008, the City initiated a review of its ordinance and code with respect to illicit discharges. This task will be continued in 2009 (see Section 5.1 below).

Task 5. Evaluate/update hotline procedures if necessary

While the City currently has a hotline in place for citizens to call in illicit discharge complaints, during the second quarter of 2008, the City conducted a review of its hotline procedures. It was determined that there would need to be additional coordination between the Maintenance staff at the Maintenance Facility and the Engineering, Inspection and

Review staff at City Hall. This effort was completed in 2008 and there are new hotline procedures in place to track calls from both locations.

Task 6. Develop training program

The City did not get an opportunity to initiate development of its training program with respect to illicit discharges in 2008. This task will be initiated and completed in 2009 (see Section 5.1 below)

Task 7. Reporting

Task 7.1. Initiate summary of prior year's IDDE activities for each Annual Report

During the last quarter of 2008, the City started collating information on its IDDE activities for its 2009 Annual Report.

Task 7.2. Identify Annual Report attachments if needed

During the first quarter of 2008, the City identified what attachments are needed for each Annual Report. A list of these attachments was prepared for internal use by City staff. The only attachment needed for the 2009 Annual Report is the 2009 SWMP document.

Task 8. Plan future year's IDDE activities and responsibilities

Task 8.1. Initiate SWMP document update if necessary

During the last quarter of 2008, the City initiated updating its SWMP document for submittal as an attachment to its 2009 Annual Report.

Task 8.2. Initiate planning of next year's IDDE activities

As anticipated, the City did not have an opportunity to initiate the planning of its IDDE activities in 2008.

5.4 PLANNED ACTIVITIES

The following identifies the City's planned activities to bring its IDDE program into compliance with the Phase II requirements and schedules.

- Build upon current IDDE activities to develop an identifiable IDDE program that includes:
 - Procedures for locating priority areas likely to have illicit discharges
 - Selection of three high priority water bodies for field assessment activities
 - Review of procedures for characterizing the nature of, and potential public or environmental threat posed by, any illicit discharges found by or reported to the City
 - Procedures for tracing the source of an illicit discharge
 - Procedures for removing the source of the illicit discharge
- Update the City's storm sewer system map to meet permit requirements such as:
 - Complete outfall inventory/designation
 - Finish mapping structural BMPs
 - Complete the piped systems and non-piped systems draining to outfalls with an effective diameter greater than 24 inches

- Develop procedures for documenting updates to the City's GIS database and storm sewer maps
- Coordinate with the Cities of Seattle, Renton, and SeaTac on sharing GIS data.
- Review and update City ordinances to adequately address IDDE elements as Phase II stipulated in the permit.
- Evaluate current hot line procedure, and update, formalize, and document the new protocols.
- Develop and implement an IDDE training program.
- Review and supplement, if necessary, current public education activities to address illicit discharges.
- Develop tracking procedures for:
 - Numbers and types of illicit discharges and spills
 - Inspections
 - Feedback from IDDE-related public education and outreach activities
 - Training activities
- Participate in the King County regional Operation and Maintenance Forum (IDDE subcommittee).
- Participate in the King County regional Outreach Forum.

Because the Phase II permit requires the City to implement its IDDE program by 2011, this section presents general activities for developing an IDDE program as well as some specific activities needed to meet IDDE program deadlines in 2009. These are identified in Table 5-1b and Figure 5-1. All deadlines in Table 5-1b and Figure 5-1 are estimated dates for internal City use, and are subject to change within the constraints of the permit deadlines.

Table 5-1b. Illicit Discharge Detection and Elimination: Planned Activities

	Planned Activity	2009 by Quarter				Future Due Dates
		1	2	3	4	
1	Evaluate existing illicit discharge and detection program					Ongoing with annual review
2	IDDE program					08/19/2011
2.1	Initiate development of screening procedures				X	
2.2	Review and update illicit discharge response/source control procedures if necessary				X	
2.3	Review and update tracking/documentation procedures if necessary				X	
2.4	Review and supplement public education/outreach efforts if necessary (coordinate with the City's public education PE program)				X	
2.5	Initiate development of inspection plan and enforcement team				X	
2.6	Initiate prioritization of receiving waters for visual inspection			X	X	02/15/2010
3	Update storm sewer system map					02/15/2011
3.1	Initiate defining conveyance system and outfalls				X	
3.2	Initiate defining drainage areas and catchments				X	
3.3	Initiate mapping structural BMPs				X	
3.4	Initiate documenting permit-required attributes				X	
3.5	Initiate developing procedures for additions and updates				X	
4	Update ordinance (see Table 5.1c)					08/15/2009
5	Evaluate and update current hotline procedures if necessary	X				02/15/2009
6	Develop training program (see Table 5.1c)					08/15/2009
6.1	Initiate development of on-going training program			X	X	02/15/2010
7	Reporting					Annually 03/31
7.1	Initiate summary of prior year's IDDE activities for each Annual Report				X	
8	Plan future year's IDDE activities and responsibilities					
8.1	Initiate SWMP document update if necessary				X	
8.2	Initiate planning of next year's IDDE activities				X	

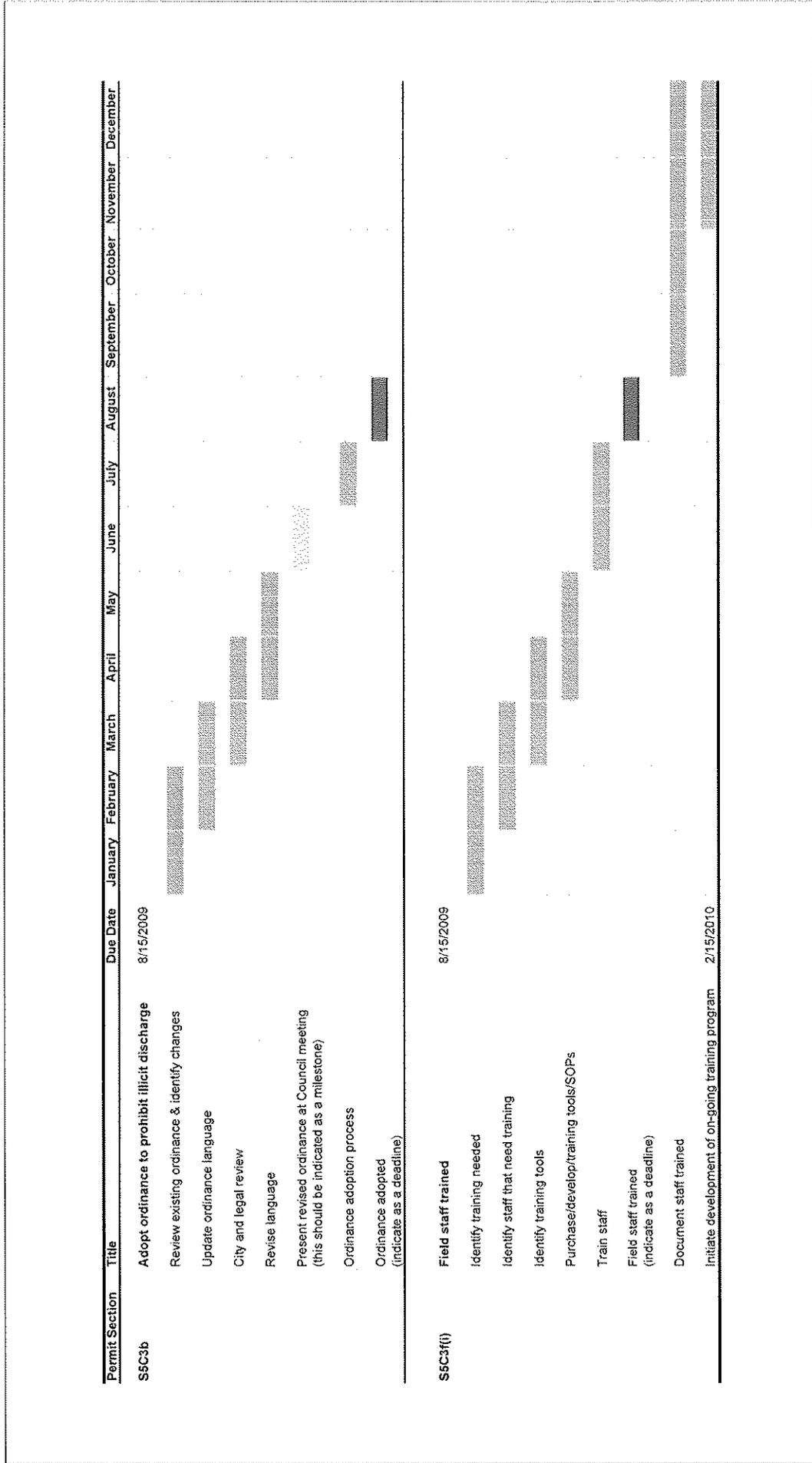


Figure 5-1
 Illicit Discharge Detection and
 Elimination: Planned Activities

6. CONTROLLING RUNOFF FROM NEW DEVELOPMENT, REDEVELOPMENT, AND CONSTRUCTION SITES

This section summarizes the Phase II permit requirements for runoff from new development, redevelopment, and construction sites; describes current activities the City has underway and planned activities needed within the permit cycle; and presents activities the City plans to undertake to bring its current program into compliance with the Phase II permit requirements and scheduled efforts through the end of the permit cycle.

6.1 PERMIT REQUIREMENTS

Section S5.C.4 of the Phase II permit requires the City to develop, implement, and enforce a program to reduce pollutants in stormwater control runoff to its MS4 from new development, redevelopment, and construction site activities. This program must apply to both public and private projects, including roads, and must address all site-related pollutant sources. The program shall also include the following goals and requirements for all sites larger than 1 acre; the City has in place requirements for smaller sites:

- An ordinance or other enforceable mechanism that addresses runoff from new development, redevelopment, and construction projects by **August 15, 2009**, with the following minimum standards:
 - Minimum requirements, technical thresholds, and definitions in Appendix A or an equivalent approved by Ecology under the NPDES Phase I Municipal Stormwater Permit.
 - A site planning process and BMP selection and design criteria that, when used to implement the minimum requirements in Appendix A or an approved equivalent, will protect water quality and reduce the discharge of pollutants to MEP using AKART prior to discharge. Documentation of this process is required to show how the criteria and requirements will protect water quality, reduce the discharge of pollutants to MEP, and satisfy state AKART requirements.
 - Legal authority to inspect private stormwater facilities that discharge to the City's MS4.
 - Provisions to allow for Low Impact Development (LID) techniques, taking into account site conditions, access, and long-term maintenance.
- The City's program shall include a permitting process with plan review and inspection and enforcement capability to meet the above-referenced standards required by the Phase II permit by **August 15, 2009**. The program shall include:
 - Reviewing all stormwater site plans.
 - Conducting site inspections, prior to clearing and construction, of projects that have a high potential for sediment transport as determined through plan review.
 - Conducting site inspections during construction to ensure temporary erosion and sediment control (TESC) measures are effective.
 - Conducting site inspections of permanent stormwater controls and verifying that a maintenance plan is completed and that responsibility for maintenance is assigned.

- Ensuring that all above-referenced inspections have achieved Ecology's requirement that at least 95 percent of the structures be inspected within the required time frame.
- Ensuring that an enforcement strategy is developed and implemented to respond to issues of non-compliance.
- Provisions to verify adequate long-term operation and maintenance of post-construction stormwater facilities and BMPs. The following provisions shall be in place no later than **August 15, 2009**.
 - Adopting an ordinance identifying the responsible party for conducting operation and maintenance.
 - Establishing maintenance standards that comply with the permit expectations for water quality.
 - Conducting annual inspections of all stormwater treatment and flow control facilities other than catch basins permitted by the City.
 - Conducting inspections of all new flow control and water quality treatment facilities, including catch basins, for new residential developments that are a part of a larger common plan of development 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.
- Procedures for keeping records of inspections and enforcement actions by City staff, including inspection reports, warning letters, notices of violations, and other enforcement records. Records of maintenance inspections and maintenance activities shall be maintained as well.
- Copies of the Notice of Intent (NOI) for both construction and industrial activities. The City will continue to enforce local ordinances controlling runoff from sites that are also covered by stormwater permits issued by Ecology.
- No later than **August 15, 2009**, verification that 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, are trained to conduct those activities. Training shall be documented and records maintained of the training provided and the staff trained.

6.2 CONTROLLING RUNOFF CURRENT ACTIVITIES

The City has an active program to reduce pollutants in stormwater runoff from new development, redevelopment, and construction site activities. The existing program applies to both public and private projects, including roads. The current compliance activities associated with the above permit requirements are summarized below.

- The current program has existing civil codes and engineering design standards (see Appendix A) that are enforced through the current permit, plan review, and inspection processes to reduce pollutants from stormwater runoff.
- In its Tukwilla Municipal Code (TMC) 14.30.070 the City has adopted the minimum standards of the *1998 King County Surface Water Design Manual* with an option to use Ecology's *Surface Water Management Manual for Western Washington*.

- The City plans to adopt the 2009 King County Surface Water Design Manual (KCSWDM) once it has gained equivalency from Ecology. The City assumes that provisions to allow for LID design options will be included in the KCSWDM manual.
- The City currently tracks the procedures to support the codes and design standards through a data management system (Permits Plus) designed to support the permit process.
- The City records and maintains inspections and enforcement actions by staff.
- There is a system of escalating enforcement procedures necessary to sustain the existing codes and standards throughout the construction/development process. It is primarily the responsibility of the City's inspectors to initiate enforcement procedures during all phases of construction.
- All sites are inspected by the City prior to the start of construction.
- All new public and private inlets and catch basins and those encountered during roadway resurfacing are required to be marked "No Dumping! Drains to Stream" (TMC 14.30.110).
- For all new private development, an operation and maintenance plan is required from the owner to provide a monitoring and maintenance schedule for the life of each surface water facility or BMP resulting from the development (TMC 14.30.090).

6.3 ACCOMPLISHED ACTIVITIES

In the 2008 SWMP document, the City presented a table summarizing the tasks to be accomplished for controlling runoff. A version of that table is included in this document (Table 6-1a), with updates to show in which quarter of 2008 the task was accomplished. Since many of the deadlines for this permit requirement are scheduled for 2009, the City deferred development of a detailed schedule to meet these deadlines to this 2009 SWMP document (see Section 6.4 below). Thus, the 2008 SWMP document only identified the subtasks needed to meet the permit requirement (Table 6.1a).

Table 6-1a. Controlling Runoff from New Development, Redevelopment, and Construction Sites: Accomplished Activities

	Accomplished Activity	2008 by Quarter				Future Due Dates
		1	2	3	4	
1	Evaluate existing runoff control program	√				
2	Review and update TMC to address permit requirements, if necessary					08/15/2009
2.1	Required thresholds and minimum requirements					
2.2	Site planning and BMP selection criteria that protect water quality, meet MEP, and satisfy AKART					
2.3	Legal authority to inspect new facilities					
2.4	Provisions for LID (or equivalent)					
2.5	Application of erosivity waiver					
3	Plan review, inspection, and enforcement					08/15/2009
3.1	Review and update plan review, if necessary					
3.2	Develop inspection procedure plan					
3.3	Identify staff inspection team					
3.4	Update enforcement strategy if necessary					
3.5	Identify enforcement team					
3.6	Update TMC if necessary					
3.7	Develop mechanism to track plan review, inspections, and enforcement actions					
3.8	Document NOIs for construction and industrial activities					
4	Operation and maintenance					08/15/2009
4.1	Update process for accepting new facilities or inspecting private facilities (keep private or go public)					
4.2	Document new stormwater systems for inspection, operation, and maintenance					
4.3	Update TMC to include long-term operation and maintenance requirements for phased construction					
4.4	Review BMP inspection frequency					
5	Staff trained in plan review, inspections, and enforcement related to stormwater					08/15/2009
5.1	Define training needs (who and what)					
5.2	Identify supplemental training needs					
5.3	Develop training schedule					
5.4	Track training and summarize for Annual Report					
6	Reporting					Annually
6.1	Initiate summary of plan review, inspection, and enforcement activities for Annual Report				√	
6.2	Identify Annual Report attachments, if any	√				
7	Plan next year's runoff control activities and responsibilities					Annually
7.1	Initiate SWMP document update if necessary for Annual Report				√	
7.2	Initiate planning of future runoff control activities				√	

Task 1. Evaluate existing runoff control program

The City hired a consultant to conduct a “gap analysis” of its current stormwater program. This included an evaluation of the City’s existing runoff control program. The analysis included developing a detailed spreadsheet of the permit requirements, and identifying where the City currently meets/does not meet those requirements. This was accomplished by reviewing existing City documents and interviewing City staff about their responsibilities and daily routines. This task was accomplished in the first quarter of 2008.

Task 2. Review and update TMC to address permit requirements, if necessary

As anticipated, the City did not have an opportunity to review and update the TMC for runoff control in 2008.

Task 3. Plan review, inspection, and enforcement

As anticipated, the City did not have an opportunity to evaluate its plan review, inspection, and enforcement procedures for runoff control in 2008.

Task 4. Operation and Maintenance

As anticipated, the City did not have an opportunity to evaluate its operation and maintenance procedures for runoff control in 2008.

Task 5. Staff trained in plan review, inspections, and enforcement related to stormwater

As anticipated, the City did not have an opportunity to evaluate its training program for plan review, inspections, and enforcement procedures in 2008.

Task 6. Reporting

Task 6.1. Initiate summary of plan review, inspection, and enforcement activities for Annual Report

During the last quarter of 2008, the City started collating information on its plan review, inspection, and enforcement activities for its 2009 Annual Report.

Task 6.2. Identify Annual Report attachments, if any

During the first quarter of 2008, the City identified the attachments needed for each Annual Report. A list of these attachments was prepared for internal use by City staff. The only attachment needed for the 2009 Annual Report is the 2009 SWMP document.

Task 7. Plan next year’s runoff control activities and responsibilities

Task 7.1. Initiate SWMP document update if necessary for Annual Report

During the last quarter of 2008, the City initiated updating its SWMP document for submittal as an attachment to the 2009 Annual Report.

Task 7.2. Initiate planning of future runoff control activities

During the last quarter of 2008, the City initiated the planning of its runoff control activities for 2009.

6.4 PLANNED ACTIVITIES

In addition to the City’s current procedures and practices for controlling stormwater runoff from new development, redevelopment, and construction sites, the City plans the following activities:

- Adopting the 2009 King County Surface Water Design Manual once equivalency has been gained from Ecology
- Updating the TMC and engineering standards to reflect the new King County manual.
- Reviewing and updating the City’s plan review, inspection, and enforcement procedures as necessary.
- Conducting staff training on implementing the City’s plan review, inspection, and enforcement procedures.
- Summarizing the year’s activities for the annual report including any required updates to the SWMP document.

Table 6-1b and Figure 6-1 describe activities the City plans to undertake to work towards achieving the City’s efforts to control runoff from new development, redevelopment, and construction sites. All deadlines in the tables are estimated dates for internal use by the City, and are subject to change within the constraints of the permit deadlines.

Table 6-1b. Controlling Runoff from New Development, Redevelopment, and Construction Sites: 2009 Planned Activities

	Planned Activity	2009 by Quarter				Future Due Dates
		1	2	3	4	
1	Continue to evaluate existing runoff control program	X				
2	Review and update TMC to address permit requirements, if necessary (see Table 6-1c)		X			08/15/2009
3	Plan review, inspection, and enforcement (see Table 6-1c)		X			08/15/2009
4	Operation and maintenance (see Table 6-1c)		X			08/15/2009
5	Staff trained in plan review, inspections, and enforcement related to stormwater (see Table 6-1c)		X			08/15/2009
6	Reporting				X	Annually
6.1	Initiate summary of plan review, inspection, and enforcement activities for Annual Report				X	
6.2	Identify Annual Report attachments, if any				X	
7	Plan next year’s runoff control activities and responsibilities				X	Annually
7.1	Initiate SWMP document update if necessary for Annual Report				X	
7.2	Initiate planning of future runoff control activities				X	

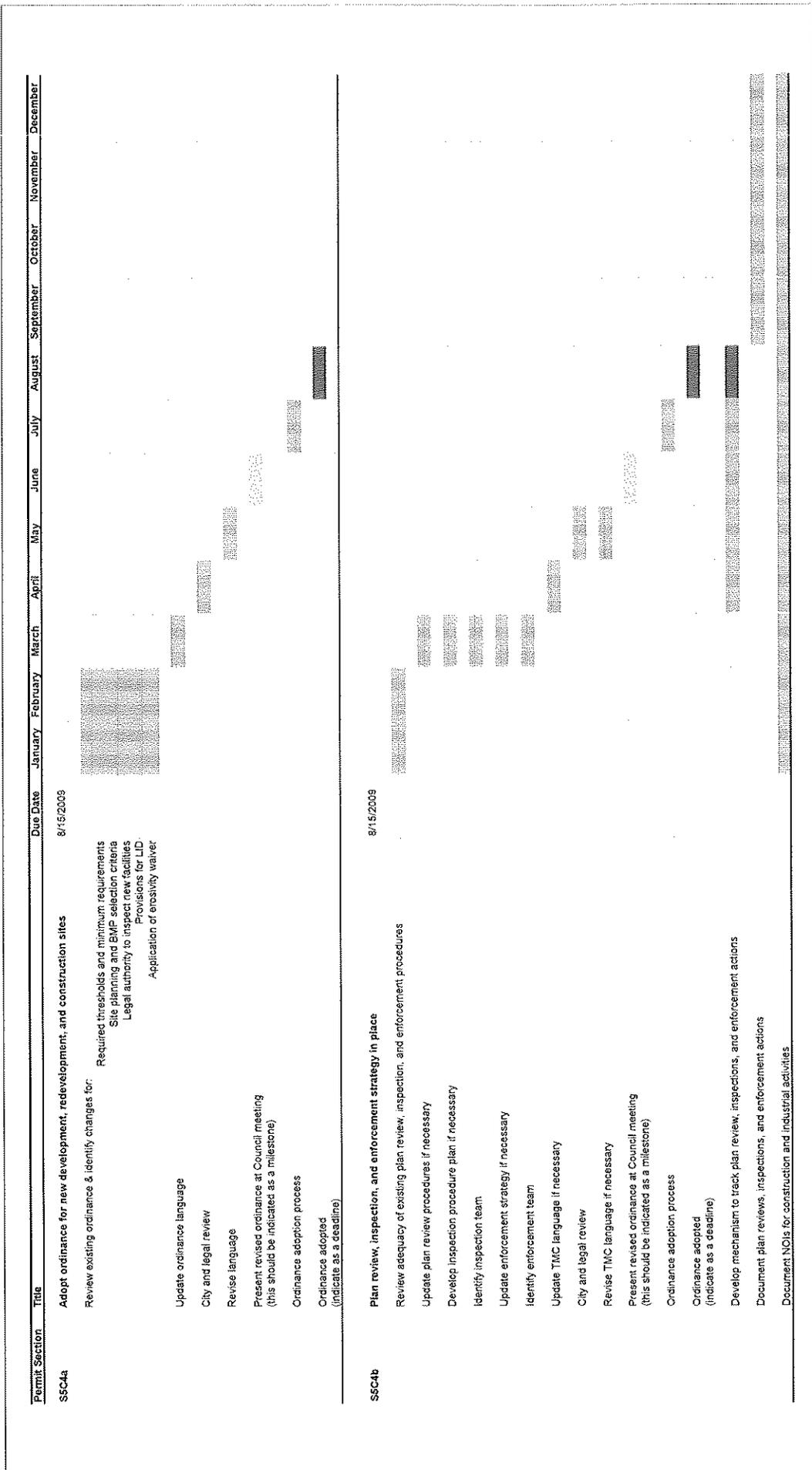


Figure 6-1
Controlling Runoff from New Development,
Redevelopment, and Construction Sites:
Planned Activities to Meet 2009 Deadlines

7. POLLUTION PREVENTION AND OPERATION AND MAINTENANCE

This section summarizes the Phase II permit requirements for pollution prevention and operation and maintenance, describes current activities the City has implemented to meet the Phase II requirements, and identifies activities that the City plans to undertake to bring its current program into compliance with the Phase II permit requirements and scheduled efforts through the end of the permit cycle.

7.1 PERMIT REQUIREMENTS

Section S5.C.5 of the Phase II permit requires the City to provide a pollution prevention and operation and maintenance program for the area served by its MS4 no later than **February 15, 2010**. This program is intended to prevent or reduce pollutant runoff from municipal operations and shall include a training component as specified below.

- Establishment of maintenance standards that are as protective, or more protective, of facility function than those specified in Chapter 4 of Volume V of the 2005 *Stormwater Management Manual for Western Washington*. The purpose of the maintenance standard is to determine if maintenance is required on a particular facility or structure. If maintenance is deemed necessary during inspection, the following schedule is required for completion of the required maintenance:
 - Within 1 year for wet pool facilities and retention/detention ponds
 - Within 6 months for typical maintenance
 - Within 9 months for maintenance requiring re-vegetation
 - Within 2 years for maintenance that requires capital construction of less than \$25,000
- Annual inspection of all municipally owned or operated permanent stormwater treatment and flow control facilities, other than catch basins.
- Spot checks of potentially damaged permanent treatment and flow control facilities, other than catch basins, after major (greater than 24-hour 10-year recurrence interval rainfall) storm events. If spot checks reveal widespread damage and/or maintenance needs, stormwater treatment and flow control facilities that may be affected will be inspected.
- Inspection of all catch basins and inlets owned or operated by the City at least once within the 5-year permit cycle.
- Inspection of at least 95 percent of all sites where inspection is required, either cyclically or as a result of storm events as described above.
- Establishment and implementation of practices to reduce stormwater impacts associated with runoff from streets, parking lots, roads, or highways owned or maintained by the City and road maintenance activities conducted by the City. The following activities shall be addressed:
 - Pipe cleaning
 - Cleaning of culverts that convey stormwater in ditch systems
 - Ditch maintenance

- Street cleaning
- Road repair and resurfacing, including pavement grinding
- Snow and ice control
- Utility installation
- Pavement striping maintenance
- Roadside maintenance, including vegetation management
- Dust control
- Establishment and implementation of policies and procedures to reduce pollutants in discharges from all lands owned or maintained by the City. These policies shall address, but are not limited to:
 - Application of fertilizers, pesticides, and herbicides, including the development of nutrient management and integrated pest management plans
 - Sediment and erosion control
 - Landscape maintenance and vegetation disposal
 - Trash management
 - Building exterior cleaning and maintenance
- Development and implementation of an ongoing training program for employees of the City whose construction, operation, or maintenance job functions may affect stormwater quality. Follow-up training shall be provided as needed to address changes in procedures, techniques, or requirements.
- Development and implementation of a Stormwater Pollution Prevention Plan (SWPPP) for all heavy equipment maintenance or storage yards, and material storage facilities owned or operated by the City.
- Maintenance of records of inspections and maintenance or repair activities conducted by the City, including a summary of actions taken. This summary will be included in the O&M section of the updated SWMP when it is next submitted to Ecology.

7.2 POLLUTION PREVENTION CURRENT ACTIVITIES

The City has an active pollution prevention and operation and maintenance program implemented by the City's Maintenance Department. This program includes the following activities:

- Inspection of all catch basins and inlets owned or operated by the Permittee at least once before the end of the permit term (minimum 5-year rotating schedule). If the catch basin has over 6 inches of deposited sediment in the sump, it is scheduled for cleaning.
- Facility maintenance of stormwater structures, including vegetative control, structure repair, and sediment removal are to be performed once every 10 years, or as needed through the current inspection and complaint processes.
- The City's piped storm drainage system has been delineated into zones by the Public Works Department staff. Pipe system maintenance is scheduled by zone, and each zone is maintained on a 3- to 5-year cycle. This includes repair of all pipes and catch

basins, with particular attention given to chronic problem areas and areas for which complaints have been received from citizens.

- The City responds to all stormwater-related complaints. Complaints are submitted to the City through RFAs, City council meetings, letters, e-mails, and telephone calls. Currently, the City takes citizen telephone complaints related to stormwater through the engineering and maintenance departments.
- Maintenance staff keeps an informal list of problem areas in the City's ditch system. These problem areas are maintained every 3 to 5 years. Maintenance consists of removal of ditch vegetation and excess sediments to maintain hydraulic capacity. In addition, mowing, brush cutting, and headwall and trash rack maintenance/repair are performed on an as-needed basis.
- The City maintains an annual closed circuit television (CCTV) inspection schedule of its existing pipeline system to help identify illegal connections to drainage systems and damaged sections of pipe. This information is passed to the GIS Department to update the City's structural maps.
- City maintenance crews are responsible for hazardous material spills response. Though City crews are only responsible for spills within the right-of-way, they are often the first group to respond to spill complaints regardless of where they are located.
- City crews receive annual training in the following areas:
 - Informal update on federal and state regulations that affect operation and maintenance activities.
 - Operation and maintenance of pump and electrical systems, as well as Vactor equipment.

7.3 ACCOMPLISHED ACTIVITIES

In the 2008 SWMP document, the City developed a table summarizing the tasks to be accomplished for pollution prevention. A version of that table is included in this document (Table 7-1a), with updates to show in which quarter of 2008 the task was accomplished.

**Table 7-1a. Pollution Prevention and Operation and Maintenance Program:
2008 Accomplished Activities**

	Accomplished Activity	2008				Future Due Dates
		1	2	3	4	
1	Evaluate existing pollution prevention (PP) and operation and maintenance (O&M) program	√				Ongoing with annual review
2	Update inspection and maintenance program					
2.1	Define and quantify system for maintenance (e.g., type and size)	X	X	X	X	Ongoing
2.1.2	Catch basins	X	X	X	X	All inspected by 02/15/2012 on a 5-year schedule thereafter
2.1.2	Stormwater treatment and flow control facilities	X	X	X	X	All inspected by 02/15/2010 on a 1-year schedule thereafter
2.1.3	Streets, roads, and highways	X	X	X	X	Ongoing,
2.1.4	Parks, open spaces, and right-of-way	X	X	X	X	Due 02/15/2010
2.2	Determine system maintenance for water quality			X	X	
2.3	Evaluate frequency of inspections				X	
2.4	Develop resource needs assessment for maintenance			X	X	
2.5	Fund and staff maintenance plan (not an SWMP requirement)				X	
2.6	Develop tracking mechanisms for inspections, maintenance, repairs		X	X		
3	Training of O&M staff					02/15/2010
3.1	Identify O&M training needs (what and who)			X		
3.2	Update current training if necessary			X		
3.3	Develop ongoing training program				X	
3.4	Document training				X	
4	Stormwater Pollution Prevention Plans (SWPPPs)					Currently planning for completion
4.1	Identify sites that need SWPPPs				X	
4.2	Prepare Maintenance Yard and Industrial SWPPPs					
4.3	Develop on-going SWPPP training program					
5	Reporting					Annually
5.1	Initiate summary of PP and O&M activities for 2009 Annual Report				√	
5.2	Identify Annual Report attachments, if any	√				
6	Plan PP and O&M activities and responsibilities					
6.1	Initiate SWMP document update if necessary				√	
6.2	Initiate planning of next year's PP and O&M activities				√	

Task 1. Evaluate existing runoff control program

The City hired a consultant to conduct a “gap analysis” of its current stormwater program. This included an evaluation of the City’s existing pollution prevention program. The analysis included developing a detailed spreadsheet of the permit requirements, and identifying where the City currently meets/does not meet those requirements. This was accomplished by reviewing existing City documents and interviewing City staff on their responsibilities and daily routines. This task was accomplished in the first quarter of 2008.

Task 2. Update inspection and maintenance program

The City did not have an opportunity to review and update its inspection and maintenance program in 2008. With the formation of the King County forum for operation and maintenance – InRoads – the City decided it would make better use of its limited resources by dovetailing its own inspection and maintenance program with tools developed by the regional forum. Thus, activities identified by the City for 2008 will be rolled up into an inspection and maintenance program in 2009. This will be the O&M program the City needs to have in place by February 15, 2010.

Task 3. Training of operation and maintenance staff

The City did not have an opportunity to train its operation and maintenance staff in 2008. As mentioned, with the formation of InRoads the City decided it would make better use of its limited resources by dovetailing its own training of operation and maintenance staff with training tools developed by the regional forum. Thus, activities identified by the City for 2008 will be rolled up into a training program in 2009. This will be the O&M program the City needs to have in place by February 15, 2010.

Task 4. Stormwater pollution prevention plans

The City did not have an opportunity to identify the need for, or develop, SWPPPs in 2008. As mentioned, with the formation of InRoads the City decided it would make better use of its limited resources by dovetailing its own SWPPP development with tools developed by the regional forum. Thus, activities identified by the City for 2008 will be rolled up into a training program in 2009. This will be the O&M program the City needs to have in place by February 15, 2010.

Task 5. Reporting

Task 5.1. Initiate summary of PP and O&M activities for 2009 Annual Report

During the last quarter of 2008, the City started collating information on pollution prevention and operation and maintenance activities for the 2009 Annual Report.

Task 5.2. Identify Annual Report attachments, if any

During the first quarter of 2008, the City identified the attachments needed for each Annual Report. A list of these attachments was prepared for internal use by City staff. The only attachment needed for the 2009 Annual Report is the 2009 SWMP document.

Task 6. Plan PP and O&M activities and responsibilities

Task 6.1. Initiate SWMP document update if necessary

During the last quarter of 2008, the City initiated updating its SWMP document for submittal as an attachment to the 2009 Annual Report.

Task 6.2. Initiate planning next year's PP and O&M activities

During the last quarter of 2008, the City initiated the planning of its pollution prevention and operation and maintenance activities for 2009.

7.4 PLANNED ACTIVITIES

In addition to the City's current pollution prevention and operation and maintenance program, the City plans the following activities:

- Modify the inspection schedule for all municipally owned or operated permanent stormwater treatment and flow control facilities, other than catch basins, in compliance with the SWMP requirements.
- Spot check potentially damaged permanent treatment and flow control facilities, other than catch basins, after major (greater than 24-hour 10-year recurrence interval rainfall) storm events.
- Establish a single hotline number for citizen complaints. Formalize documentation and response protocol, and coordinate with the City's Engineering Department, for responses to citizen complaints.
- Establish and implement formalized and documented practices designed to reduce stormwater impacts through good housekeeping practices.
- Expand on the existing ongoing training program as determined in the operation and maintenance program for employees of the City whose construction, operation, or maintenance job functions may affect stormwater quality.
- SWPPP for all heavy equipment maintenance or storage yards, and material storage facilities owned or operated by the City in areas subject to the Phase II permit that are not required to have coverage under the Industrial Stormwater General Permit.
- Develop new forms to support the record requirement for inspection and maintenance or repair activities conducted by the City that need to be summarized for the Annual Report.
- Develop the ability to track all costs, including labor hours attributed to the pollution prevention and operation and maintenance program and summarized for the Annual Report.

Table 7-1b identifies the City's related planned activities for working towards achieving the City's pollution prevention and operation and maintenance goals. All deadlines in the table are estimated dates for internal use by the City, and are subject to change within the constraints of the permit deadlines.

**Table 7-1b. Pollution Prevention and Operation and Maintenance Program: 2009
Planned Activities**

	Planned Activity	2009				Future Due Dates
		1	2	3	4	
1						Ongoing with annual review
2	Update inspection and maintenance program					
2.1	Define and quantify system for maintenance (e.g., type and size)	X	X	X	X	Ongoing
2.1.2	Catch basins	X	X	X	X	All inspected by 02/15/2012 on a 5-year schedule thereafter
2.1.2	Stormwater treatment and flow control facilities	X	X	X	X	All inspected by 02/15/2010 on a 1-year schedule thereafter
2.1.3	Streets, roads, and highways	X	X	X	X	Ongoing,
2.1.4	Parks, open spaces, and right of way	X	X	X	X	Due 02/15/2010
2.2	Determine system maintenance for water quality			X	X	
2.3	Evaluate frequency of inspections				X	
2.4	Develop resource needs assessment for maintenance			X	X	
2.5	Fund and staff maintenance plan (not a SWMP requirement)				X	
2.6	Develop tracking mechanisms for inspections, maintenance, repairs		X	X		
3	Training of operation and maintenance (O&M) staff					02/15/2010
3.1	Identify O&M training needs (what and who)			X		
3.2	Update current training if necessary			X		
3.3	Develop ongoing training program				X	
3.4	Document training				X	
4	Stormwater Pollution Prevention Plans (SWPPPs)					02/15/2010
4.1	Identify sites that need SWPPPs				X	
4.2	Prepare Maintenance Yard and Industrial SWPPPs					
4.3	Develop on-going SWPPP training program					
5	Reporting					Annually
5.1	Initiate summary of PP and O&M activities for 2010 Annual Report				X	
6	Plan PP and O&M activities and responsibilities					
6.1	Initiate SWMP document update if necessary				X	
6.2	Initiate planning of next year's PP and O&M activities				X	

APPENDIX A

Phase II Municipal Stormwater NPDES and State Waste Discharge Permit: Requirements and Deadlines

Appendix A - Phase II Municipal Stormwater NPDES and State Waste Discharge Permit: Requirements and Deadlines

Issuance Date: 1/17/07
Effective Date: 2/16/2007
Expiration Date: 2/15/2012

Permit Section	Requirements	Deadline	Purpose/Comments	Tukwila
General Information				*Population: 17,930; *Water Utilities in Public Works; *Capital Improvement Program: http://www.ci.tukwila.wa.us/cip.htm
SS.S SS.A	STORMWATER MANAGEMENT PROGRAM (SWMP) SWMP FULLY developed & implemented Start tracking SWMP costs	8/19/2011 1/17/2009	Reduce discharge of pollutants from MS4 to IIRP and protect W/C. Track costs or estimate costs for development and implementation of each SWMP component (e.g., inspections, enforcement actions, public education activities)	
SS.C.1	Public Education and Outreach Provide and education and outreach program	2/16/2009	Designed to achieve measurable improvements in target audiences (e.g., residents, business, elected officials, planning staff) understanding & how to solve. <i>Maintain records.</i>	*Stormwater Management Plan : http://www.ci.tukwila.wa.us/pubwks/swcomp.htm *Public Works/Surface Water Utility webpage (has some information on what is happening but not good educational tools): http://www.ci.tukwila.wa.us/pubwks/pwsurf.htm
SS.C.2	Public Involvement and Participation Public participation in SWMP development	2/16/2008	Create opportunities for public participation in the decision-making for development, implementation, and updating, of the SWMP, including process for consideration of public comments.	
SS.C.3	Illicit Discharge Detection and Elimination Map storm sewer system Adopt ordinance to prohibit illicit discharge Implement illicit discharge detection and elimination program	2/16/2011 8/16/2009 8/19/2011	Map outfalls, conveyance, drainage areas, landuse, receiving water, structural BMPs. <i>Initiate program to maintain map.</i> Develop ordinance (or other regulatory mechanism) to prohibit non-stormwater, illegal discharges, including an enforcement strategy. On-going program to detect & remove illicit connections, improper disposal, & public education efforts. Local telephone number for public reporting of spills & other illicit discharges. <i>Document and maintain records of staff trained.</i> Train all field staff that might observe an illicit discharge. <i>Document and maintain records of staff trained.</i> See TMDL monitoring requirements Thereafter, field assess at least one high priority waterbody each year	*Sewer Utility site: http://www.ci.tukwila.wa.us/pubwks/jwsewer.htm *Map of city sewer districts: http://www.ci.tukwila.wa.us/pubwks/sewerdist.pdf *Tukwila Comprehensive Plan has implementation strategies to prevent illicit discharge: http://www.ci.tukwila.wa.us/ocd/complan/06complan1.pdf
	List a hotline Field staff trained Implement on-going training program Prioritize receiving waters for visual inspection Field assessments of three high priority waterbodies Distribute public education and outreach information	2/16/2009 8/16/2009 2/16/2010 2/16/2010 2/16/2011 8/19/2011		

Appendix A - Phase II Municipal Stormwater NPDES and State Waste Discharge Permit: Requirements and Deadlines

Issuance Date: 1/17/07
Effective Date: 2/16/2007
Expiration Date: 2/15/2012

Permit Section	Requirements	Deadline	Purpose/Comments	Tukwila
S5.C.4	Controlling Runoff from New Development, Redevelopment, & construction and Construction Sites Adopt ordinances for new development, redevelopment, & construction site projects	8/16/2009	Applied to all sites disturbing land area > 1 acre or less if part of larger common plan To include Appendix I technical thresholds, MFRs, and definitions (or equivalent approved by Ecology under NPDES Phase I). To include site planning & BMP selection/design criteria that will protect WQ, meet MEP, and satisfy AKART (use Ecology Manual?). Can use a basin plan to tailor for local conditions. To include legal authority to inspect new development. Provisions for LID.	*Development Guidelines and Design and Construction Standards: http://www.ci.tukwila.wa.us/pub/wks/standards/standards.pdf
S5.C.5	Plan review, inspection & enforcement strategy in place. Provisions to verify O&M of post-construction stormwater facilities and BMPs Staff trained Pollution Prevention and O&M for Municipal Operations Develop & implement O&M Program	8/16/2009 8/16/2009 8/16/2009 2/16/2010	Compliance determined by presence of and records of an established inspection program, including inspection reports, warning letters, notice of violations, and enforcement actions. Include ordinance that identifies party responsible for maintenance, inspection requirements, enforcement procedures. Staff trained in permitting, plan review, inspections, & enforcement. To prevent or reduce pollutant runoff from municipal operations. To include a training program. If maintenance std exceeded, permit specifies maintenance schedule (6mo, 9mo, 1yr, 2yr). Include SWPPPs for heavy equipment maintenance, storage yards, & material storage facilities not covered under ISWGP Inspect all at least once before permit end. Document inspections, maintenance, & repairs	
S9, S9A.	REPORTING REQUIREMENTS Submit Annual Reports	3/31/2008 3/31/2009 3/31/2010 3/31/2011 3/31/2012	Reporting period from 2/16/2007 through 12/31/2007 Reporting period from 1/01/2008 through 12/31/2008 Reporting period from 1/01/2009 through 12/31/2009 Reporting period from 1/01/2010 through 12/31/2010. To also include status of outlet selection and summary of SWMP effectiveness monitoring plan including proposed purpose, design & methods. All Annual Reports to include copy of SWMP document, Appendix 3 reporting form, jurisdictional changes, description of monitoring studies (even if conducted by another entity), assessment of BMP appropriateness for each component of the SWMP, any BMP changes or anticipated.	

APPENDIX B

Tukwila City Council Meeting Minutes

TUKWILA CITY COUNCIL
March 24, 2008 7:00 p.m.
Tukwila City Hall - Council Chambers

COMMITTEE OF THE WHOLE

CALL TO ORDER/PLEDGE OF ALLEGIANCE

Council President Joe Duffie called the meeting to order at 7:04 p.m. and led the audience in the Pledge of Allegiance.

OFFICIALS

Present were Joe Duffie, Council President; Councilmembers Joan Hernandez, Pam Linder, Dennis Robertson, Verna Griffin, Kathy Hougardy, De'Sean Quinn.

ATTENDANCE

Jim Haggerton, Mayor; Rhonda Berry, City Administrator; Jim Morrow, Public Works Director; Ryan Larson, Senior Surface Water Engineer; Kevin Fuhrer, Finance Director; David Haynes, Police Chief; Don Lincoln, Police Commander; Derek Speck, Economic Development Administrator; Katherine Kertzman, Tourism Manager; Kimberly Matej, Council Analyst; Christy O'Flaherty, Deputy City Clerk.

SPECIAL PRESENTATIONS

SCORE Public Development Authority for a Multi-Jurisdictional Misdemeanor Jail Facility; Penny Bartley, Manager of Jail Services, City of Renton.

Rhonda Berry, City Administrator, provided a summary of this issue. Staff members from cities in suburban King County have held a series of meetings to discuss solutions to the problem of decreasing availability of inmate beds in the King County jail. King County has relayed that area cities must seek other jail options by the year 2012. South County cities recognized their needs were somewhat different than those of eastside and north end cities and formed a separate group for evaluation purposes. The member cities of Auburn, Kent, Des Moines, Federal Way, Renton, and Tukwila have formed a group known as the South Corrections Entity (SCORE). The Tukwila City Council approved an interlocal agreement for a jail feasibility study on September 17, 2007.

Ms. Berry introduced Penny Bartley, Manager of Jail Services for the City of Renton, who is taking the lead on this project. Ms. Bartley utilized a Powerpoint presentation to provide an overview of this issue. Key points involved the following:

Insufficient Jail Capacity in King County

- King County jails are unable to continue to meet the need for misdemeanor beds.
- Options: (A) Continue to compete with other agencies for the limited available bed space - very expensive option with little control; (B) Build regional or sub-regional jails.
- In order to meet the 2012 deadline imposed by King County, we must be moving forward now.

Ricci-Greene Study (2006)

- The cities hired Ricci-Greene to develop options and a long-range plan for the cities.
- The report indicated that the 37 cities in King County will need 1,440 beds by 2026 (study did not include City of Kent or Enumclaw).
- Of those 1,440 beds, 700+ will be needed in the South King County region (in addition to those currently available at the Kent and Renton jails).
- The study estimated a total project cost for a 390-bed facility to be \$109,831,814 in 2008 dollars.

SCORE Jail Facility

- Modeled after Valley Communications Center.
- The site needs to be a minimum of 13 acres and expansion would require 19 acres. The assumption in the feasibility study is that the site would be on the valley floor, potentially requiring "pre-loading" and fill above the proposed new FEMA flood plain. Costs include pile-driven foundation system.
- Centrally located if available, however site costs may be a significant impact. It is conceivable that there may be only 2-3 sites available for consideration.
- The draft estimate for a SCORE facility with 808 beds is \$89,922,319 in 2010 dollars (\$20 million less than the Ricci-Greene estimate),

Jail Costs in 2008 and projected for SCORE facility

- The total amount spent on jail services by the SCORE cities in 2008 is projected to be \$16,285,302.
- The City of Tukwila's portion is \$1,284,224 with a rate of \$130.31 per day.
- Tukwila's cost is high due to use of the King County jail, which has an expensive booking rate that drives up the cost.
- The daily rate based on an 800-bed SCORE facility is estimated to be \$96.00 per day.

Construction Financing

- Cities could pay capital costs with 6 equal ownership shares of \$14,987,053.
- A Public Development Authority (PDA) could be formed wherein SCORE issues the construction bonds; cities do not have to issue the bonds, but would guarantee the bonds; the bond guarantee would not impact cities' financing ability.
- Construction escalation will cost \$600,000 per month.

Timeline

- 2008 - Establishment of SCORE PDA, funding, siting, and facility design
- 2009-2010 - Construction
- 2011 - Facility shakedown
- 2012 - Opening of facility

The Councilmembers asked clarifying questions regarding the presentation and acknowledged the long-term cost savings involved with this plan and the need for expediency.

Robert Jensen, 11682 44th Avenue South, asked if it would be made known to citizens that a jail facility may be coming to the area. Ms. Bartley indicated that the SCORE group does communicate with the local media regarding progress on the project.

Ms. Berry offered thanks to Ms. Bartley for taking the lead on this aggressive and essential project.

Biennial Budgeting; Kevin Fuhrer, Finance Director.

Kevin Fuhrer, Finance Director, used a Powerpoint presentation to provide information regarding the possible implementation of biennial budgeting for the City of Tukwila. This would mean the City would adopt a budget every two years instead of once a year.

Statutory Authority

- Revised Code of Washington (RCW) 35A.34.
- It has been permitted for Washington cities since 1985.
- Currently there are 25 cities that utilize the biennial budgeting process.

Timelines

- On a one-time basis, Council must adopt an ordinance permitting budgeting on a biennial cycle.
- The authorizing ordinance must be adopted at least 6 months before the start of the biennium
- The 1st year of the biennium must be an odd year.
- If the desire is to start a biennial budgeting process at the beginning of 2009, the ordinance must be adopted no later than June 30, 2008 OR the City must wait until January 1, 2011.

The Finer Details

- A mid-biennium review is required.
- May be likened to the current budget amendment process with 2 notable exceptions.
- The review can start no sooner than September 1 of the first year and must be completed by the end of the first year.
- If the biennial budget is to be amended, a public hearing must be held.
- The City may revert back to an annual budget by adopting an ordinance to that effect; however the reversion may not occur prior to the conclusion of the current biennium.

Pros

- Saves time
- Longer perspective
- By design, budget is considered in non-election years
- Allows for a shift in focus from merely balancing the budget to planning strategically

Cons

- Change in leadership
- Inherent difficulty in forecasting
- Budget manager discipline
- Feeling expressed by some of a loss of control

The Councilmembers asked questions of Mr. Fuhrer regarding various aspects of the process. Support was expressed for the process and use of the "off-years" for long range financial planning by the Council.

Mayor Haggerton indicated the workshops he has attended on financial planning offered by the National League of Cities (NLC) and the Association of Washington Cities (AWC) have convinced him that

biennial budgeting is a positive step for Tukwila.

Council consensus existed for the City administration to pursue a biennial budgeting process for the City.

CITIZEN COMMENT

Robert Jensen, 11682 44th Avenue South, commented regarding what he feels is a need for stop signs in the Allentown area of the City on South 122nd Street between 44th and 45th Avenue South. As many as 20-30 kids wait for the bus in this area, and there are very few sidewalks. When he inquired about this approximately 5 years ago, he was told there was no money for stop signs, and he would like the matter reconsidered at this time.

Jim Morrow, Public Works Director, indicated that traffic calming will be discussed at the Transportation Committee meeting tomorrow (March 25) at 5:00 pm. Mr. Morrow indicated he would add Mr. Jensen's concern to the list and invited him to attend the meeting.

Mr. Jensen also indicated that he walks his dog in Tukwila parks and on local trails. He expressed the need for people to clean up after their pets, and he would like to construct receptacles and put bags in them to use for pet cleanup. He is a member of the Duwamish Improvement Club and will be requesting funding from them for the materials. He is wondering if it would be acceptable to put the receptacles in parks or at trailheads for people to use.

Rhonda Berry, City Administrator, indicated she would discuss this issue with the Parks and Recreation Director.

Stephen Andreu and Stewart Battle, from the Larouche Political Action Committee, 14712 Bothell Way NE, Lake Forest Park, requested the Council consider passage of a resolution supporting The Homeowners and Bank Protection Act of 2007. This bill has been passed in over 80 cities and in legislative bodies in Rhode Island and Alabama. It involves the current national mortgage crisis and is intended to protect banks. Mr. Andreu provided a CD for distribution to the Council entitled "Firewall - In Defense of the Nation State."

Mr. Battle relayed that this is a huge issue regarding fiscal policy. He would like to convey 3 points regarding the act. (1) Congress must establish a federal agency to place the federal and state chartered banks under protection and freeze all existing home mortgages for a period of months or years to adjust the values to fair prices; restructure existing mortgages at appropriate interest rates; and write off all the cancerative, speculative debt obligations. (2) Freeze all home foreclosures to keep people in their homes. (3) The Governors will assume the administrative responsibilities for implementation.

SPECIAL ISSUES

a. Authorize the Mayor to sign a contract with Encore Media West for a Seattle Southside full-back-page, four-color advertisement in the 2008 Washington State Visitor's Guide in the amount of \$31,873.

Councilmember Robertson indicated this item was discussed at the Finance and Safety Committee meeting on March 4, 2008. The committee members were unanimous in recommending approval.

The Tukwila Lodging Tax Advisory Committee unanimously recommended at the November 15, 2007

meeting to request the Mayor to sign a contract with Encore Media West. The contract will provide a Seattle Southside full-back-page, four-color advertisement in the 2008 Washington State Visitor's Guide. The amount of the contract is \$31,873 and is a part of the overall 2008 budgeted Media Plan.

COUNCIL CONSENSUS EXISTED TO CONSIDER THIS ITEM AT THE SPECIAL MEETING FOLLOWING THIS COMMITTEE OF THE WHOLE MEETING.

b. An ordinance providing for the acquisition of land for the purpose of constructing the Tukwila 205 Levee Repair Projects, Site 3 and Site 5; providing for condemnation appropriation; and directing the initiation of appropriate proceedings.

Councilmember Robertson indicated this item was discussed at the Transportation Committee meeting on February 26, 2008. (Transportation Committee Chair Linder was not in attendance at that meeting, and Council President Duffie attended in her absence.) The committee members were unanimous in recommending approval.

Jim Morrow, Public Works Director, provided an overview of this issue. The City is required to obtain additional easements to allow the U.S. Army Corps of Engineers to repair approximately 1,600 linear feet of levee at two locations that were damaged during the November 2006 flood event.

In 1991 the U.S. Army Corps of Engineers built the levee on the western bank of the Duwamish River. This levee protects Tukwila's Urban Center. During the 2006 flood, the Tukwila levee soils became saturated during the very high flows of the Duwamish River. These high flows caused levee damage in 9 different locations. Tukwila requested the Corps to inspect and review these sites. Based upon the inspection, two separate areas (Site 3 - Lily Pointe Investments and Wells Fargo Bank and Site 5 - La Pianta), approximately 1,600 linear feet in total, were determined to have severe damage.

The repair options require the City to obtain additional property, and King County has agreed to provide the real estate services needed to obtain the property. As with previous projects that have required the acquisition of additional property, the City will do everything within its power to work cooperatively with the property owners. Should the City and King County not be successful in these efforts, condemnation of the property would be required.

The Corps of Engineers has established a very aggressive schedule for accomplishing the repairs. The Corps has stated that if the repairs are not accomplished during this construction season, July through September 2008, they will withdraw their funding of the proposed repair work, and the City would then be responsible for making the repairs at City expense, estimated to be at least \$1.4 million. Furthermore, the Corps states that if the repairs are not completed before the next flood season, they will recommend the levee be decertified.

Laura Neebling Whitaker, Attorney for Perkins Coie, on behalf of Carlyle, Inc., 6801 S 180th St. (Site 3 of the proposed levee repair), conveyed support for the project and potential benefits to the company. Upon review of the information currently available, they do not foresee the critical functions of the business being adversely impacted. They do have concern regarding loading, fire access, and parking issues and will need to review the new survey carefully to ensure the project will work for their company and potential redevelopment plans.

Representatives from Tukwila and the US Army Corps of Engineers have had multiple meetings with the property owners to work through issues regarding the easements. At this time, the easements are not fully finalized, and the Council is being requested to remove the ordinance from this evening's Special

Meeting and consider it at the April 7, 2008 Regular Meeting. While this delay does exceed the Corps timeline by a few days, Mr. Morrow expressed confidence the 3 property owners would come to agreement.

Councilmember Robertson expressed the seriousness of this issue and indicated the City would have to proceed with condemnation proceedings if agreement cannot be reached.

COUNCIL CONSENSUS EXISTED TO REMOVE THE ORDINANCE FROM THIS EVENING'S SPECIAL MEETING AND CONSIDER IT AT THE APRIL 7, 2008 REGULAR MEETING.

c. Update on the National Pollutant Discharge Elimination System (NPDES), Phase II, Stormwater Management Plan (SWMP).

Councilmember Griffin indicated this item was discussed at the Utilities Committee meeting on March 3, 2008. The committee members recommended the item be forwarded to the full Council for an information only update.

Jim Morrow, Public Works Director, provided a summary of this topic. He introduced Ryan Larson, Senior Surface Water Engineer, and Sheri Lott from Parametrix, the City's consultant, who have been working on this project. The National Pollutant Discharge Elimination System (NPDES) requires the City to implement a comprehensive Stormwater Management Program (SWMP) that complies with the requirements outlined in the City's NPDES Phase II permit, which became effective February 16, 2007. The conditions of the permit require the City to develop a SWMP and submit annual reports to the Washington State Department of Ecology (WSDOE), outlining progress in meeting permit requirements by March 31 of each year.

Once submitted to the WSDOE, this plan will be used to determine whether permit obligations are being met. The SWMP document commits the City to activities that have staffing, training, procedural and documentation requirements that the City must follow. The SWMP will be updated annually to reflect any required changes in our program and to provide greater detail as various programs are fully developed. The SWMP follows the organization of the NPDES permit and addresses the 5 required permit components as follows.

1. Public Education and Outreach
2. Public Involvement and Participation
3. Illicit Discharge Detection and Elimination
4. Controlling Runoff from New Development, Redevelopment, and Construction Sites
5. Pollution Prevention and Operation & Maintenance for Municipal Operations Monitoring

Robert Jensen, 11682 44th Avenue South, asked if there was an emergency plan/team in place.

Mr. Morrow responded in the affirmative and referenced a 3-alarm fire that occurred at an automotive business on Tukwila International Boulevard. Efforts to contain the fire with large quantities of water caused an overflow of Gilliam Creek and the City of SeaTac surface water system. Crews from Tukwila, SeaTac, and ValVue Sewer District worked successfully to pump the water out of the surface water system into the sewer system, preventing any damage to Gilliam Creek.

d. A resolution updating the City's designated representative to serve on the Cascade Water Alliance.

Councilmember Griffin indicated this item was discussed at the Utilities Committee meeting on March 3, 2008. The committee members were unanimous in recommending approval.

Formal designation of Tukwila's representatives for the Cascade Water Alliance is required. Mayor Jim Haggerton is the designated representative and Councilmember Verna Griffin is the alternate.

COUNCIL CONSENSUS EXISTED TO FORWARD THIS ITEM TO THE NEXT REGULAR MEETING.

e. Discussion on future meetings with local cities.

At the March 17, 2008 Council Meeting, Council President Duffie asked the full Council to consider how they would like to handle meeting with officials from other local area cities.

The Councilmembers exchanged comments regarding this issue to include the following: the necessity of identifying specific topics of discussion prior to meetings being scheduled; the view that there are items of mutual interest such as transportation and public safety issues with the City of SeaTac; the need to know if staff and administration are in contact with the other cities regarding particular issues; and the desire for an outcome-based agenda to assure the City is well prepared prior to any meetings being conducted.

Mayor Haggerton confirmed there are meetings being conducted with area cities on various topics of mutual interest. He expressed support for topic-specific agendas prior to the scheduling of joint meetings. He explained that he recently signed a letter of support to local legislators regarding economic development plans by the City of SeaTac.

REPORTS

a. Mayor

Mayor Haggerton indicated that Rhonda Berry, City Administrator, left the meeting at 9:15 p.m. due to illness. The Mayor attended the Water Resource Inventory Area 9 (WRIA9) meeting on March 19, 2008 as well as the Tukwila Sister Cities spaghetti dinner fundraising event that same evening. On March 20, 2008 Mayor Haggerton participated in the Tukwila Rotary Club meeting and an outreach session with Dave Sabey and Seattle Mayor Greg Nickels. Mr. Sabey's development involving the Associated Grocers site is 2/3 in the City of Tukwila and 1/3 in the City of Seattle, and the meeting proved to be very beneficial.

The Mayor reported that the Request for Qualifications (RFQ) for Tukwila Village has been extended by one week to allow additional developer participation, and it will not affect the broader timeline for the project. There will continue to be opportunities for citizen participation throughout the process.

b. Council

Councilmember Hernandez attended the Tukwila Historical Society meeting on March 20, 2008. She offered a reminder about the Walt Wagner concert on March 29, 2008 at Foster Performing Arts Center at 7:30 p.m. She commended Pat Brodin, Public Works Maintenance & Operations Superintendent, for his work on the Tukwila Historical Society and the Walt Wagner concert in particular.

Councilmember Linder also complimented Pat Brodin for the "fabulous job" he does on "everything."

She also commended the Mayor's Office and staff for pushing forward on projects and adhering to timelines.

Councilmember Griffin offered a reminder of the bowl-a-thon at Acme Bowl on Saturday, March 29, 2008. On April 1, 2008 the Tukwila Children's Foundation will be conducting the "Ready for Kindergarten" at Thorndyke Elementary School. On April 26, 2008 the Tukwila Community Schools Collaboration will have a spring tea at the historic Nelsen House.

Councilmember Hougardy attended the Tukwila Pantry meeting on March 19, 2008 and the Tukwila Sister Cities spaghetti dinner fundraising event that same evening.

Councilmember Quinn attended the Highway 99 Action Committee meeting on March 11, 2008 and referenced the hundreds of pounds of garbage that is being picked up by community members.

Council President Duffie indicated the Council Analyst left this evening's meeting early due to illness. He reminded the Council of the Memorial Service for Tukwila Assistant Police Chief, Darrell (DJ) Baskin on March 27, 2008. He also indicated there will be no Council Meeting on March 31, 2008, as it is the fifth Monday of the month.

Derek Speck, Economic Development Administrator, referenced training being offered by the Pacific Institute this weekend in Seattle. The Pacific Institute will also be conducting an interactive Tukwila-specific training session for the Highway 99 Action Committee tentatively set for the last weekend in May. No more than 3 Councilmembers should attend that meeting to ensure compliance with public meeting requirements.

c. Staff

There was no report.

d. City Attorney

The City Attorney's presence is not required at Committee of the Whole meetings.

e. Intergovernmental

The Council Analyst was not present.

MISCELLANEOUS

Councilmember Linder indicated she has been requested to suggest that the Easter Egg Hunt held at the Tukwila Community Center have more events for very young children (2-3 years old).

ADJOURNMENT

9:50 p.m. COUNCIL PRESIDENT DUFFIE DECLARED THE COMMITTEE OF THE WHOLE MEETING ADJOURNED TO CONVENE A SPECIAL MEETING.

SPECIAL MEETING MINUTES

CALL TO ORDER

Mayor Jim Haggerton called the Special Tukwila City Council meeting to order at 9:50 p.m. directly following the Committee of the Whole meeting.

ROLL CALL

Christy O'Flaherty, Deputy City Clerk, called the roll of the Council. Present were:

Council President Joe Duffie, Councilmembers Joan Hernandez, Pam Linder, Dennis Robertson, Verna Griffin, Kathy Hougardy, De'Sean Quinn.

CITY OFFICIALS

Jim Haggerton, Mayor; Derek Speck, Economic Development Administrator; Christy O'Flaherty, Deputy City Clerk.

AMEND AGENDA

MOVED BY ROBERTSON, SECONDED BY DUFFIE TO REMOVE SPECIAL MEETING ITEM 3B - AN ORDINANCE PROVIDING FOR THE ACQUISITION OF LAND FOR THE TUKWILA 205 LEVEE REPAIR PROJECT - FROM THE AGENDA. MOTION CARRIED 7-0.

CONSENT AGENDA

Approval of Vouchers #337986 - #338148 in the amount of \$983,754.04

MOVED BY DUFFIE, SECONDED BY HERNANDEZ THAT THE CONSENT AGENDA BE APPROVED AS SUBMITTED. MOTION CARRIED 7-0.

UNFINISHED BUSINESS

a. Authorize the Mayor to sign a contract with Encore Media West for a Seattle Southside full-back-page, four-color advertisement in the 2008 Washington State Visitor's Guide in the amount of \$31,873.

MOVED BY ROBERTSON, SECONDED BY DUFFIE TO AUTHORIZE THE MAYOR TO SIGN A CONTRACT WITH ENCORE MEDIA WEST FOR A SEATTLE SOUTHSIDE FULL-BACK-PAGE, FOUR-COLOR ADVERTISEMENT IN THE 2008 WASHINGTON STATE VISITOR'S GUIDE IN THE AMOUNT OF \$31,873. MOTION CARRIED 7-0.

Item 3b was removed from the agenda per the above motion.

ADJOURNMENT

9:51 p.m. MOVED BY DUFFIE, SECONDED BY HERNANDEZ THAT THE SPECIAL MEETING OF THE TUKWILA CITY COUNCIL BE ADJOURNED. MOTION CARRIED 7-0.

APPENDIX C

City of Tukwila February 2008 Hazelnut Newsletter Article

Tukwila City Council approves utility rate increases for 2008

In order to keep pace with Tukwila's water and sewer utility costs, rate increases have been approved by the City Council for 2008. The expenses of operating and maintaining the City's infrastructure have increased each year due to aging pipe and pump facilities and the significant cost increases for materials.

Flat residential sewer rates increase from \$8.80 to \$10.12. Commercial rates increase from \$15.40 to \$17.71 per 750 cubic feet of water consumption. Monthly sewer bills also include the King County Metro sewage treatment charge of \$27.95, which remains the same in 2008.

The King County Council increased the sewer capacity charge for 2008. The monthly rate (set up as a payment plan for 15 years) increased from \$42.00 to \$46.25 per month.

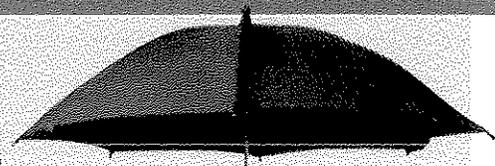
The sewer capacity charge only affects new sewer hookups between January 1 and December 31, 2008.



Effective January 2008, the summer water rate for residential customers increased from \$3.07 per 100 cubic feet to \$3.38.

Surface Water fees also go up in 2008. The rate for single-family parcels increases from \$62.00 to \$71.00 per year. Even with this raised fee, Tukwila still has one of the lowest rates in the area for surface water fees.

Tukwila works to meet new federal regulations with its Storm Water Management Program



The City of Tukwila is required to develop and implement a Storm Water Management Program (SWMP) under the Clean Water Act's National Pollutant Discharge Elimination System (NPDES) Phase II regulations, which went into effect in February 2007.

Our SWMP must comply with the requirements of this federal regulation that seeks to reduce storm water pollutions through five required program components. These components include: public education and outreach, the opportunity for public involvement and participation, removal of non storm water connections, controlling runoff from construction sites, and reduction of storm water pollution from maintenance activities. Each component must be fully implemented within five years from the effective date of the permit, and annual reports must be submitted to the Washington State Department of Ecology for review.

The City of Tukwila is working with a consultant, Parametrix, Inc., to evaluate our current storm water program and develop a new storm water program that meets the requirements of this federal mandate. The evaluation of our current program and development of the City's SWMP is being funded through a grant from the Washington State Department of Ecology.

Residents of Tukwila may participate in the development of the City's SWMP and implementation of the plan once it is developed. Interested residents should contact Ryan Larson, the City's Surface Water Management Engineer, at (206) 431-2456 or through email at rlarson@ci.tukwila.wa.us for additional information. The City's website will contain NPDES information and annual reports once they become available.

Macadam Winter Garden dedicated

Macadam Winter Garden was officially welcomed as the City of Tukwila's newest park on Wednesday, December 19, 2007. The park – a longtime vision of Councilmember Pam Linder – is blooming with a variety of plants, trees and shrubs that demonstrate their color and beauty only in winter months. Currently, visitors can enjoy viewing Standish's Honeysuckle, Witch Hazel, Sweet Box, Orange Cornus, Cornus Isanti, and Coral Bark Maple. Interpretive signage will be installed in 2008 to assist visitors in identifying the variety of plants, shrubs and trees in the gardens. A volunteer stewardship program is being coordinated. If you are interested, please contact Stephanie Gardner at Tukwila Parks and Recreation – 206-767-2342.

