

*This 2007 SWMP is an attachment to the City's 2007 Annual Report to the
Department of Ecology for its Phase II NPDES Permit*

2007 Stormwater Management Program for

City of Kenmore

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CITY OF KENMORE STORMWATER MANAGEMENT PROGRAM

I. INTRODUCTION

I.1 Overview and Background

The recently issued *National Pollutant Discharge Elimination System and State Waste Discharge General Permit for Discharges from Small Municipal Separate Storm Sewers in Western Washington*, hereafter referred to as the Phase II Permit, outlines stormwater program activities and implementation milestones that permittees must follow to comply with the federal Clean Water Act. All Phase II communities are expected to develop a Stormwater Management Program (SWMP) that includes all the required activities, implement those activities within the required timeframes of the permit term (i.e. 2007–2011), and submit annual reports to Ecology by March 31st each year to document progress toward complete program implementation.

The Phase II permit was issued by the Department of Ecology (Ecology) on January 17, 2007, and became effective on February 16, 2007. The permit covers a five-year period that expires on February 15, 2012. While the actual years of the permit run from February 16 to February 15 of the next year, the reporting requirements cover a calendar year from January 1 to December 31. The permit will be reviewed and renewed for a second five-year period, starting in 2012.

The Phase II Permit applies to cities with populations less than 100,000 located within or partially within, an urbanized area and that operate a municipal separate storm sewer system (MS4) which discharges to a water of Washington State. Urbanized areas are defined as population centers with greater than 50,000 people and densities of at least 1,000 people per square mile, and are based on the 2000 census. For future permits, the urbanized area will be based on the most recent federal census.

Ecology also can designate entities with a population of 10,000 or more that are located outside of urbanized areas as additional permittees. Designation criteria can include considerations such as discharge to sensitive waters, high population density, high growth or growth potential, contiguity to an urbanized area, significant contribution of pollutants to waters of the US, or ineffective protection of water quality by other programs. The City of Kenmore has been designated by Ecology as a Phase II permittee based on the current population of 19,200 and location within the Greater Seattle urbanized area, on the northern side of Lake Washington.

The City of Kenmore incorporated in 1998 from King County. During its initial year as a city, Kenmore established a storm drainage and surface water management utility to provide for the future operation of stormwater management activities. Most of its initial code and regulations were adopted directly from King County upon incorporation. In 2000, Kenmore entered into a Memorandum of Understanding (MOA) with King County for Swamp Creek flood protection and mitigation. The MOA funds Swamp Creek capital improvement projects and related operations and

maintenance. The City adopted a Stormwater Management Plan and completed its first Comprehensive Plan in 2001.

1.2 Departmental Implementation of Responsibilities

Within the City organization, several staff will contribute toward meeting permit requirements. Currently, the stormwater management program is primarily the responsibility of the Public Works and Engineering Departments. The Public Works Department provides mapping, maintenance, spill response and IDDE, while the Engineering Department focuses on administration, capital projects and limited development review. The Community Development Department also conducts Development Review, and provides enforcement and planning services. Support on an as needed basis is provided by the City Manager's office, the City Attorney's office and the Finance Department.

1.3 Document Organization

This report comprises written documentation of the City's SWMP that is required to be submitted with the Annual Report. In accordance with the Phase II Permit terms, the SWMP has been designed to reduce the discharge of pollutants to the maximum extent practicable (MEP), meet state AKART requirements, and protect water quality. The following sections describe the actions that Kenmore has, or will, take to comply with the requirements of the Phase II permit.

To aid in tracking NPDES permit requirements, this document has been organized into sections that correspond with the Special Conditions and are outlined in the Phase II Permit as follows:

- Section 2.0 - Public Education and Outreach, Special Condition S5.C.1
- Section 3.0 - Public Involvement and Participation, Special Condition S5.C.2
- Section 4.0 - Illicit Discharge Detection and Elimination (IDDE), Special Condition S5.C.3
- Section 5.0 - Controlling Runoff from New Development, Redevelopment, and Construction Sites, Special Condition S5.C.4
- Section 6.0 - Pollution Prevention and Operation and Maintenance for Municipal Operations, Special Condition S5.C.5
- Section 7.0 - Total Maximum Daily Load Allocations, Special Condition S7
- Section 8.0 - Monitoring, Special Condition S8
- Section 9.0 - Reporting, Special Condition S9

Special Conditions S7 (TMDLs), S8 (Monitoring), and S9 (Reporting) apply to permit holders. However, while compliance activities are not required to be included in the SWMP, compliance with S7 and S8 are to be addressed in the Annual Report.

In addition, permit conditions, such as Special Conditions S1 through S4 and General Conditions G1 through G20, also apply to permit holders, though they do not result in specific program activities, nor is the SWMP required to document compliance with these activities. These additional conditions cover topics such as who is covered by the Phase II Permit, what discharges are authorized under the permit, and legal guidelines for transferring, revoking, and appealing the

permit. Penalties for non-compliance are also included in these conditions.

2. PUBLIC EDUCATION AND OUTREACH

This section describes the permit requirements, current city activities, and planned actions to be implemented.

2.1 Permit Requirements

Section S5.C.1 requires the following:

- Develop and administer an education program to reduce or eliminate behaviors and practices that cause or contribute to adverse stormwater impacts. The program must target residents, businesses, industry, and city employees at all levels.
- Develop a method to allow measurement and evaluation of the education program's effectiveness at changing targeted behaviors.
- Track and maintain records of public education and outreach activities, and summarize in the Annual Report.

2.2 Current Activities

The City of Kenmore has no formal program. Current efforts have included the following activities:

- Storm drain stenciling.
- Promotion of waste reduction through its recycling program.
- Encouragement of litter removal through Adopt-A-Road programs.
- Promotion of pet waste removal through Parks Maintenance program.
- Distribution of educational materials through its interlocal agreement with King County Water and Land Resources Division.

2.3 Planned Activities

The following table outlines the implementation plan for 2008 to achieve the goals and objectives of the Public Education and Outreach Program and meet the compliance deadlines in the Phase II Permit.

Table 2-1

Public Education and Outreach

Purpose: Provide an education and outreach program for the MS4 service area designed to achieve measurable improvements in the target audience's understanding of stormwater impacts, the requirements of the Swamp Creek TMDL, and measures used to reduce adverse impacts of stormwater.

Applicability: Target the general public, businesses, homeowners, engineers, contractors and developers, review staff and land use planners.

Task ID	Task Description	Schedule Notes
EDUC-1	Contract with either a public education consultant or King County to develop educational and survey materials.	Due date of February 15, 2009. Status: Program and materials to be developed, reviewed, and distributed.
EDUC-2	Review and approve educational materials developed.	
EDUC-3	Distribute educational materials through the existing interlocal agreement with King County.	
EDUC-4	Develop a survey to measure baseline understanding of how to minimize stormwater impacts.	Due date of February 15, 2009. Status: Survey to be developed and administered.
EDUC-5	Administer survey to residents and businesses.	
EDUC-6	Develop and implement a system to track and maintain records of public education and outreach activities.	Due date of February 15, 2009. Status: Tracking system to be developed.

2.4 Lead Department and Support

The Engineering Department will have primary responsibility for implementing Public Education and Outreach activities.

3. PUBLIC INVOLVEMENT

This Section describes the Permit requirements, and current and planned compliance activities.

3.1 Permit Requirements

Section S5.C.2 of the Permit requires the City to:

- Provide ongoing opportunities for public involvement through advisory boards and commissions, watershed committees, public participation in developing rate structures and budgets, stewardship programs, environmental activities or other similar activities. The public must be able to participate in the decision-making processes involving the development, implementation and update of the SWMP.

- Make the SWMP document and Annual Report available to the public. Post these documents on either the City’s or Ecology’s website. Any other submittals required by Ecology also must be available on the website.

3.2 Current Activities

Current City of Kenmore activities in this area include:

- Public meetings to solicit input on its stormwater planning process.
- A description of the SWMP development process is available on the City’s website.

3.3 Planned Activities

The following table outlines the implementation plan for 2008 to achieve the goals and objectives of the Public Involvement Program and meet the compliance deadlines in the Phase II Permit.

Table 3-1		
Public Involvement		
Purpose: Create opportunities for the public to participate in the decision making processes involved in the development, implementation and update of the SWMP.		
Applicability: Applies to general public, advisory council and watershed committees.		
Task ID	Task Description	Schedule Notes
PI-1	Conduct public meetings to solicit input on the draft SWMP.	Due date of February 15, 2008. Status: Anticipate public meetings in Summer.
PI-2	Plan and implement a SWM advisory committee. Recruit members, staff meetings, and keep records of efforts and input provided by members on a quarterly basis.	Due date of February 15, 2008. Status: Planning to begin in Fall.
PI-3	Post the SWMP, the Annual Report, and all other required permit submittals on the City’s website, and make them available at City Hall.	Due date of March 31, 2008. Status: Required submittals will be posted on the City website.

3.4 Lead Department and Support

The Engineering Department will have primary responsibility for implementing Public Involvement activities.

4. ILLICIT DISCHARGE DETECTION AND ELIMINATION

This section describes the permit requirements, programs, and planned activities related to Illicit Discharge Detection and Elimination (IDDE).

4.1 Permit Requirements

Section S5.C.3 of the Permit requires the City to:

- Implement an ongoing program to detect and remove illicit discharges, connections and improper disposal, including any spills into the municipal separate storm sewers owned or operated by the City.
- Develop a storm sewer system map, implement ordinances to prohibit illicit discharges, and create a program to detect and address illicit discharges that includes escalating enforcement penalties and an enforcement strategy.
- Publicize a hotline or other local telephone number for reporting of spills or other illicit discharges. Track illicit discharge reports and actions taken in response to calls.
- Adopt and implement procedures for IDDE program evaluation and assessment.
- Provide appropriate training to staff on identification and reporting of illicit discharges.
- Summarize all illicit discharges and connections reported to the City and response actions taken in the Annual Report; including updates to the SWMP document.

4.2 Current Activities

Current City of Kenmore activities in this area include:

- The City contracts out mapping of the existing storm sewer system in GIS format. The NE quadrant of the City, which contains several recent subdivisions, has yet to be mapped.
- The City has adopted King County Municipal Code (now Kenmore Municipal Code 13.45) that addresses prohibited discharges and illicit connections.
- The City runs a 24 hour phone line that allows citizens to report illicit discharges or illicit dumping. Received calls are recorded and logged in as citizen complaints. Calls to King County also are processed through an interlocal agreement. Spill response assistance is provided through private vector companies, Lake Forest Park and King County.
- The City maintains records of illicit discharges and connections, response actions taken, and enforcement actions.

4.3 Planned Activities

The following table outlines the implementation plan for 2008 to achieve the goals and objectives of the IDDE Program and meet the compliance deadlines in the Phase II Permit.

Table 4-1

Illicit Discharge Detection and Elimination

Purpose: Detect and remove illicit connections, illicit discharges, and improper disposals (including spills) into the MS4.

Applicability: Applies to the City’s municipal separate storm sewer system.

Task ID	Task Description	Schedule Notes
IDDE-1	Continue contract assistance with King County and contractor to add land use mapping, authorized connection points and areas that do not discharge to surface waters to existing GIS map.	Due date: February 15, 2011. Status: Continue efforts to complete existing map of city.
IDDE-2	Contract with consultant to develop an ordinance prohibiting non-stormwater discharge to the Municipal Separate Storm Sewer System (MS4).	Due date: August 15, 2009. Status: Under development.
IDDE-3	Hire consultant to conduct staff and contractor training on new ordinance.	Due date: August 15, 2009. Status: Under development.

4.4 Lead Department and Support

The Public Works Department will take the lead with implementing Illicit Discharge Detection and Elimination activities.

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

This section describes the permit requirements, programs, and planned activities related to Controlling Runoff from New Development, Redevelopment and Construction Sites.

5.1 Permit Requirements

Section S5.C.4 of the Permit requires the City to:

- Develop, implement, and enforce a program to reduce pollutants in stormwater runoff that enters the municipal separate storm sewer system from new development, redevelopment and construction site activities. The program must apply to both private and public projects.
- Adopt and implement a regulatory process with necessary legal authority for plan review, inspection, and escalating enforcement procedures necessary to implement the program in accordance with Permit conditions, including the minimum technical requirements in either the 2005 Ecology Stormwater Management Manual for Western Washington, or an equivalent Manual approved by Ecology.
- Provide provisions to allow non-structural preventive actions and source reduction approaches such as Low Impact Development techniques (LID), and measures to minimize the creation of impervious surfaces and the disturbance of native soils and vegetation.
- Adopt regulations that include provisions to verify adequate long-term operations and maintenance of new post-construction permanent stormwater facilities and best management

practices in accordance with Permit conditions, including an annual inspection frequency and/or approved alternative inspection frequency and maintenance standards for drainage systems as protective as those in Chapter IV of the 2005 Ecology Stormwater Management Manual for Western Washington.

- Train staff on the new codes, standards, processes and procedures.
- Develop a process to record and track all plan reviews, inspections, maintenance, and enforcement actions by staff for inclusion in the Annual Report.
- Summarize annual activities for the Annual Report; identify any update to Program document.

5.2 Current Activities

Current City of Kenmore activities in this area include:

- The City conducts SWM plan review, construction inspection and enforcement services.
- The City follows the maintenance practices from the ESA Regional Road Maintenance Guidelines, which are consistent with the Permit standards.
- Kenmore has adopted the 1998 King County Surface Water Design Manual to provide design guidance to developers.
- The City has adopted KMC 13.35, which includes provisions for maintenance and operations of all drainage facilities.
- The City conducts inspections for enforcement of private facility maintenance.
- The City has a system for recordkeeping on construction inspections and maintenance of drainage facilities.

5.3 Planned Activities

The following table outlines the implementation plan for 2008 to achieve the goals and objectives of the program to control runoff from New Development, Redevelopment, and Construction Sites and meet the compliance deadlines in the Phase II Permit.

Table 5-1

Controlling Runoff From New Development, Redevelopment, and Construction Sites		
Purpose: Establish a program to reduce pollutants in stormwater runoff from new development projects, redevelopment projects, and construction sites. Apply the minimum technical requirements of Appendix 1 of the Phase II Permit (or equivalent).		
Applicability: All new development, redevelopment, and construction sites that disturb one acre or greater and smaller projects that are part of a larger development plan.		
Task ID	Task Description	Schedule Notes
CTRL-1	Modify existing ordinance to adopt Ecology's 2005 Manual or the 2005 King County Manual once it is revised to meet Ecology requirements.	Due date: August 15, 2009. Status: Review to begin in 2008.
CTRL-2	Conduct a maintenance standards review, and update as needed, for consistency with 2005 Ecology Manual with consultant assistance.	Due date: August 15, 2009. Status: Review to begin in 2008.
CTRL-3	Make copies of the "Notice of Intent for Construction Activity" and "Notice of Intent for Industrial Activity" available to developers.	Due date: February 15, 2010. Status: Begin in 2008.
CTRL-4	Conduct training on permitting, plan review, construction site inspection and enforcement procedures consistent with the new ordinance.	Due date: August 15, 2009. Status: Begin in 2008.

5.4 Lead Department and Support

The Community Development Department will take the lead with implementing Controlling Runoff from New Development, Redevelopment, and Construction Sites, with assistance from the Engineering Department.

6. POLLUTION PREVENTION AND OPERATION AND MAINTENANCE FOR MUNICIPAL OPERATIONS

This section describes the permit requirements, programs, and planned activities related to Pollution Prevention and Operation and Maintenance for Municipal Operations.

6.1 Permit Requirements

Section S5.C.5 of the Permit requires the following from the City:

- Develop and implement an operations and maintenance (O&M) program with the ultimate goal of preventing or reducing pollutant runoff from municipal operations.
- Establish maintenance standards for the municipal separate stormwater system that are at least as protective as those specified in the 2005 Ecology Manual.

- Conduct inspections of stormwater flow control and treatment facilities and catch basins according to required frequencies, unless previous inspection data show that a reduced frequency is justified.
- Establish and implement procedures to reduce stormwater impacts associated with runoff from municipal operation and maintenance activities including but not limited to streets, parking lots, roads or highways owned or maintained by the City, and to reduce pollutants in discharges from all lands owned or maintained by the City.
- Develop and implement an ongoing training program for staff whose job functions may impact stormwater quality. Document the training program.
- Prepare Stormwater Pollution Prevention Plans (SWPPPs) for all heavy equipment maintenance or storage yards and material storage facilities owned or operated by the City that are not covered by an Industrial Stormwater General Permit.

6.2 Current Activities

Current City of Kenmore activities in this area include the following:

- The City conducts annual inspections of flow control and water quality treatment facilities.
- The City exceeds Phase II Permit frequency standards for catch basin inspection and cleaning.
- The City conducts spot checks of drainage facilities following storm events.
- The City follows the maintenance practices from the ESA Regional Road Maintenance Guidelines, which are consistent with the Permit standards.
- Most ongoing operation and maintenance activities are documented.

6.3 Planned Actions

The following table outlines the implementation plan for 2008 to achieve the goals and objectives of the Operations and Maintenance Program and meet the compliance deadlines in the Phase II Permit.

Table 6-1		
Pollution Prevention and Operations and Maintenance		
Purpose: Develop an O&M program to prevent or reduce pollutant runoff from municipal operations.		
Applicability: All stormwater treatment and flow control facilities, catch basins, streets and roadways, and non-roadway public properties managed by the City.		
Task ID	Task Description	Schedule Notes
O&M-1	Develop a system to document spot checks of drainage facilities after 10-year and greater storm events.	Due date: February 15, 2010. Status: Under development.

6.4 Lead Department and Support

The Public Works Department will assume responsibility for implementing Pollution Prevention and Operations and Maintenance activities.

7. TOTAL MAXIMUM DAILY LOAD REQUIREMENTS

This section describes the permit requirements, programs, and planned activities related to Total Maximum Daily Load Requirements (TMDLs) for TMDLs listed in Appendix 2 of the Phase II Permit. For all other applicable TMDLs, compliance with the Phase II Permit is considered compliance with the TMDL and no additional SWMP documentation is required.

7.1 Permit Requirements

Section S7 of the Permit requires the City to comply with the requirements of applicable TMDLs as follows:

- For applicable TMDLs listed in Appendix 2 of the permit, comply with the specific requirements identified in Appendix 2. Maintain records of all required actions that are relevant to applicable TMDLs. TMDL implementation shall be included as part of the annual report submitted to Ecology.
- Where monitoring is required in Appendix 2 of the permit, conduct the monitoring according to a Quality Assurance Project Plan (QAPP) approved by Ecology.
- For applicable TMDLs not listed in Appendix 2 of the permit, compliance with the permit shall constitute compliance with those TMDLs.
- For TMDLs that are approved by EPA after this Permit is issued, Ecology may establish TMDL related permit requirements through future permit modification if Ecology determines implementation of actions, monitoring or reporting necessary to demonstrate reasonable further progress toward achieving TMDL waste load allocations, and other targets, are not occurring and shall be implemented during the term of this Permit or when this Permit is reissued. The City of Kenmore is encouraged to participate in development of TMDLs within their jurisdiction and to begin implementation.

The following TMDLs apply to the City of Kenmore:

- June 2006 Swamp Creek Fecal Coliform TMDL.

7.2 Current Activities

Current City activities and programs associated with compliance with TMDL requirements include the following:

- Developed a Quality Assurance Project Plan (QAPP) to address monitoring requirements.

7.3 Planned Actions

Table 7-1 outlines the implementation plan for 2008 to achieve the goals and objectives of the TMDL Program and meet the compliance deadlines in the Phase II Permit. Activity EDUC-1 in Section 2

addresses the public education and outreach planned activity required by the TMDL, while IDDE-2 addresses the source control ordinance requirement.

Table 7-1		
Total Maximum Daily Load Requirements		
Purpose: Comply with the TMDL requirements for Swamp Creek as outlined in Appendix 2 of the Phase II Permit.		
Applicability: All outfalls, flow control and treatment facilities that drain to Swamp Creek		
Task ID	Task Description	Schedule Notes
TMDL-1	Prepare a Bacterial Pollution Control Plan (BPCP) to facilitate public participation in advising on the development, implementation, and update of the TMDL-related portions of the SWMP. Select a consultant to assist with writing the BPCP.	Due date: February 15, 2009. Status: Development to begin in 2008.
TMDL-2	Complete a Quality Assurance and Project Plan (QAPP) and begin monitoring.	Due date: April 16, 2008. Status: City in process of addressing Ecology comments on its draft QAPP; will begin monitoring by due date.
TMDL-3	Conduct water quality monitoring in accordance with the QAPP.	Due date: April 15, 2008. Status: Currently underway to meet extension on initiation of monitoring.
TMDL-4	Collect data and maintain records needed for Annual Report.	Due date: March 31, 2009. Status: Currently underway.

7.4 Lead Department and Support

The Public Works Department will take the lead with implementing Total Maximum Daily Load Requirements.

8. MONITORING

This section describes the permit requirements and planned activities related to water quality monitoring.

8.1 Permit Requirements

Section S8 of the Permit requires water quality sampling or other testing only if TMDLs apply or testing is required for characterizing illicit discharges. However, the Annual Report must include the following items:

- Provide a description of stormwater monitoring or studies conducted during the reporting period. If stormwater monitoring was conducted on behalf of the City, or if studies or investigations conducted by other entities were reported to the City, a brief description of the type of information gathered or received shall be included in the Annual Report.
- An assessment of the appropriateness of the best management practices identified by the City for components of the Stormwater Management Program and justification for any changes made or anticipated.
- Preparation for comprehensive, long-term water quality monitoring efforts. Future stormwater monitoring will characterize stormwater runoff quantity and quality at a limited number of locations to allow analysis of pollutants and changes in conditions over time and across the City. The monitoring plans shall include, at a minimum, stormwater, sediment or receiving water monitoring of physical, chemical and/or biological characteristics.
- Identification of two outfalls where permanent stormwater sampling stations can be installed and operated for future monitoring. The two outfalls must represent commercial use, and high-density residential land uses.
- Identification of two suitable Program questions and sites where targeted Program effectiveness monitoring can be conducted together with development of a monitoring plan for these questions and sites. The proposed effectiveness monitoring should address the degree of effectiveness of the targeted action and if it is achieving the targeted outcome.

8.2 Planned Activities

This annual report contains only activities planned for 2008. Site selection and characterization, and program effectiveness monitoring activities will commence after 2008. Monitoring for TMDL requirements is addressed as planned activity TMDL-3 in Section 7.2.

8.3 Lead Department and Support

The Public Works Department will take the lead with implementing Monitoring.

9. REPORTING

This section describes the permit requirements and planned activities related to reporting.

9.1 Permit Requirements

Section S9 of the Permit requires the following of the City:

- Submit an annual report to Ecology by March 31, 2008. The reporting period for the first annual report will be from the effective date of the permit through December 31, 2007. The reporting period for subsequent annual reports will be the previous calendar year. The Annual Report shall include the SWMP, Annual Report form, and notification of jurisdictional boundary changes that affect the geographic area of permit coverage, together with any implications for the SWMP.
- Plan to keep all records related to the permit and SWMP for at least five years. Submit records to Ecology upon request.

- Make records related to the permit and SWMP available to the public at reasonable times during business hours. Provide a copy of the most recent annual report to any individual or entity upon request.

9.2 Planned Actions

The following table outlines the implementation plan for 2008 to achieve the goals and objectives of the Reporting Program meet the compliance deadlines in the Phase II Permit. Planned activity PI-2 in Section 3.3 addresses the requirement for public availability of SWMP related documents.

Table 9-1		
Reporting		
Purpose: Document SWMP activities and submit annual reports to Ecology.		
Applicability: All City stormwater program activities related to Phase II Permit compliance.		
Task ID	Task Description	Schedule Notes
RPT-1	Prepare Annual Report and SWMP update for 2007.	Due date: March 31, 2008. Status: Complete.
RPT-2	Establish a means to archive records of SWMP and permit activities for five years.	Due date: Ongoing. Status: Ongoing.

9.3 Lead Department and Support

The Public Works Department will take the lead with implementing Reporting, with assistance from the Engineering, Community Development, and Finance Departments.

10. CONCLUSION

This SWMP has been prepared to demonstrate compliance with the requirements of the NPDES Phase II Permit. The implementation tables indicate planned activities as of March 2008. This SWMP is a living document that will be updated annually to reflect progress with implementing the stormwater management program components required for compliance with the Phase II Permit.