



2016 NPDES Phase II Stormwater Report



Fairway Estates Detention Basin Improvements

Prepared by:
Justin Swinford, P.E.
Engineering Division
Public Works Department



Illinois Environmental Protection Agency

Bureau of Water • 1021 N. Grand Avenue E. • P.O. Box 19276 • Springfield • Illinois • 62794-9276

Division of Water Pollution Control ANNUAL FACILITY INSPECTION REPORT

for NPDES Permit for Storm Water Discharges from Separate Storm Sewer Systems (MS4)

This fillable form may be completed online, a copy saved locally, printed and signed before it is submitted to the Compliance Assurance Section at the above address. Complete each section of this report.

Report Period: From March, 2016 To March, 2017

Permit No. ILR40 0462

MS4 OPERATOR INFORMATION: (As it appears on the current permit)

Name: City of Urbana Mailing Address 1: 706 S. Glover Ave.

Mailing Address 2: _____ County: Champaign

City: Urbana State: IL Zip: 61802 Telephone: 217-384-2342

Contact Person: William Gray Email Address: wrgray@urbanaininois.us
(Person responsible for Annual Report)

Name(s) of governmental entity(ies) in which MS4 is located: (As it appears on the current permit)

Urbana

THE FOLLOWING ITEMS MUST BE ADDRESSED.

A. Changes to best management practices (check appropriate BMP change(s) and attach information regarding change(s) to BMP and measurable goals.)

- | | | | |
|--|-------------------------------------|---|-------------------------------------|
| 1. Public Education and Outreach | <input checked="" type="checkbox"/> | 4. Construction Site Runoff Control | <input checked="" type="checkbox"/> |
| 2. Public Participation/Involvement | <input checked="" type="checkbox"/> | 5. Post-Construction Runoff Control | <input checked="" type="checkbox"/> |
| 3. Illicit Discharge Detection & Elimination | <input checked="" type="checkbox"/> | 6. Pollution Prevention/Good Housekeeping | <input checked="" type="checkbox"/> |

B. Attach the status of compliance with permit conditions, an assessment of the appropriateness of your identified best management practices and progress towards achieving the statutory goal of reducing the discharge of pollutants to the MEP, and your identified measurable goals for each of the minimum control measures.

C. Attach results of information collected and analyzed, including monitoring data, if any during the reporting period.

D. Attach a summary of the storm water activities you plan to undertake during the next reporting cycle (including an implementation schedule.)

E. Attach notice that you are relying on another government entity to satisfy some of your permit obligations (if applicable).

F. Attach a list of construction projects that your entity has paid for during the reporting period.

Any person who knowingly makes a false, fictitious, or fraudulent material statement, orally or in writing, to the Illinois EPA commits a Class 4 felony. A second or subsequent offense after conviction is a Class 3 felony. (415 ILCS 5/44(h))

William R. Gray
Owner Signature:

William R. Gray

Printed Name:

5/25/17

Date:

Public Works Director

Title:

EMAIL COMPLETED FORM TO: epa.ms4annualinsp@illinois.gov

or Mail to: ILLINOIS ENVIRONMENTAL PROTECTION AGENCY
WATER POLLUTION CONTROL
COMPLIANCE ASSURANCE SECTION #19
1021 NORTH GRAND AVENUE EAST
POST OFFICE BOX 19276
SPRINGFIELD, ILLINOIS 62794-9276

This Agency is authorized to require this information under Section 4 and Title X of the Environmental Protection Act (415 ILCS 5/4, 5/39). Failure to disclose this information may result in: a civil penalty of not to exceed \$50,000 for the violation and an additional civil penalty of not to exceed \$10,000 for each day during which the violation continues (415 ILCS 5/42) and may also prevent this form from being processed and could result in your application being denied. This form has been approved by the Forms Management Center.

ILLINOIS ENVIRONMENTAL PROTECTION AGENCY
ANNUAL FACILITY INSPECTION REPORT
NPDES PHASE II PERMIT FOR STORMWATER DISCHARGES
FROM
MUNICIPAL SEPARATE STORM SEWER SYSTEMS

CITY OF URBANA, ILLINOIS
NPDES Permit No. ILR 400462

REPORTING PERIOD:

April 2016 to March 2017

MS4 OPERATOR INFORMATION:

City of Urbana, Illinois
706 South Glover Avenue
Urbana, Illinois 61802
(217) 384-2377
William R. Gray, Director of Public Works

GOVERNMENTAL ENTITY IN WHICH MS4 IS LOCATED:

Urbana, Illinois

INTRODUCTION/BACKGROUND:

The 1987 amendments to the Clean Water Act required the United States Environmental Protection Agency (USEPA) to address stormwater runoff in two phases. Phase I of the National Pollution Discharge Elimination System (NPDES) Stormwater Program became effective in 1990. Phase I of the NPDES Stormwater Program applied to large and medium Municipal Separate Storm Sewer System (MS4) communities and eleven industrial categories including construction sites disturbing 5 or more acres of land. Phase II of the NPDES Stormwater Program became effective March 10, 2003 and is applicable to small MS4's and construction sites disturbing between 1 and 5 acres of land. Phase II also expands the industrial "no exposure" exemption from Phase I. The Illinois Environmental Protection Agency (IEPA) is in charge of implementing both phases of the NPDES Stormwater Program.

As a small MS4, the City was required to comply with Phase II of the NPDES Stormwater Program by submitting a Notice of Intent (NOI) to IEPA by March 10, 2003. The NOI serves as the application documentation for the NPDES Phase II Permit that applies to stormwater discharges from storm sewers and drainage ways within the City's jurisdiction for a permit period of five (5) years. The NOI outlined a plan of implementation for six minimum control measures with a target to improve stormwater quality.

Those six minimum control measures are:

1. Public Education and Outreach
2. Public Participation and Involvement
3. Illicit Discharge Detection and Elimination
4. Construction Site Runoff Control
5. Post-construction Runoff Control
6. Pollution Prevention and Good Housekeeping

The City of Urbana has developed a plan tailored to the needs of the City, to address the six minimum control measures over the term of their NPDES Phase II Permit. As a part of the NOI, the City defined Best Management Practices (BMPs) for each minimum control measure and established measurable goals for each.

Urbana has worked in cooperation with other MS4s in the urbanized area to share costs and common efforts and to develop a regional consistency in BMPs towards fulfilling the requirements of the NPDES Phase II Stormwater Program. BMPs were chosen that reflect the desire to build upon existing City programs already in place at that time.

Urbana submitted its second Notice of Intent (NOI) to IEPA on January 17th, 2008. The City received its 2008-2013 ILR40 NPDES permit on February 26th, 2009. On October 31, 2013, the City was subject to an MS4 Audit performed by IEPA. A thorough review of the City's records showed general compliance with their ILR40 Permit.

The third NOI was submitted to IEPA on September 25, 2013. The City received its 2016-2021 ILR40 NPDES permit on February 10, 2016. The City continues to document and record all compliance efforts and report progress annually to IEPA. This document serves as the report for the activities in Year one of this permit.

PERMIT COMPLIANCE ASSESSMENT:

The City proposed in its NOI to implement forty-three (43) BMPs during Year 1 of its third MS4 permit to address the required minimum control measures. The City was able to implement forty-three (43) of the BMPs. The City has been able to build upon past good practices in Pollution Prevention/Good Housekeeping and Illicit Discharge Detection and Elimination in conjunction with due diligence efforts in Public Education and Outreach, Public Participation/Involvement and Construction Site Runoff Control.

For details regarding the implementation of the Year 1 BMPs, please refer to **Attachment A, 2016 NPDES Stormwater Activity Report.**

INFORMATION COLLECTED AND ANALYZED:

The City did not collect stormwater samples for analysis in Year 1. The City continues to maintain a database of observed and reported storm and sanitary sewer problems to develop plans for corrective action to respond to illicit discharges to the storm sewers or surcharge conditions in the sanitary sewers that might cause overflows into the storm sewers or waterways.

STORMWATER ACTIVITIES FOR YEAR 2 OF NEW PERMIT:

The Year 2 BMP Summary for the new stormwater discharge permit cycle is included as **Attachment B – 2017 Proposed NPDES Stormwater Activity Report** and describes the City’s proposed stormwater activities from April 1, 2017 to March 31, 2018. Two additional BMP’s have been included for 2017: Stormwater Public Meetings and Environmental Justice.

OTHER GOVERNMENTAL ENTITY RELIANCE:

Although the City of Urbana is currently and will continue to participate in and share resources with the local MS4 Group, it does not rely on another government entity to satisfy its permit obligations.

YEAR 1 CONSTRUCTION PROJECTS & ADDITIONAL ACTIVITIES:

Construction projects that disturbed one acre or more:

- Windsor Road Improvements Project
- Olympian Drive Construction Project
- Fairway Estates Detention Basin Improvements
- **Crystal Lake Sediment Removal Project**
 - Included removal of approximately 4,000 cubic yards of sediment from the Crystal Lake sedimentation basin. Project coordinated by Urbana Park District and partially funded by the City of Urbana’s Stormwater Utility Fee.

Construction projects that disturbed less than one acre:

- Miscellaneous Sewer Repairs (point repairs)
- Miscellaneous Street Resurfacing and Reconstruction Projects
- Miscellaneous Sewer Repairs
- Public Works Salt Storage Facility

Additional Activities

- Adopt Urbana Program – 420 lbs of trash collected

Respectfully submitted,

William R. Gray, P.E.
Director of Public Works
Date: 5/24/2017

ATTACHMENT A - 2016 NPDES STORMWATER ACTIVITY REPORT

BMP ID	BMP CATEGORY	BMP SUBCATEGORY	BMP DESCRIPTION	MEASURABLE GOAL	YEAR 1 MILESTONE	DESCRIPTION OF YEAR 1 ACTIVITIES
A.1.1	Public Education and Outreach	Distribute Paper Material	Distribute written materials which discuss proper disposal practices for household hazardous waste and stormwater pollution prevention efforts.	Distribute material via City website and have a brochure on stormwater pollution prevention available to the public at the Public Works facility.	Distribute written materials to the public.	Maintained inventories of printed materials which discuss household hazardous waste and stormwater pollution prevention. Printed materials were available to the public at the Public Works Department Office and posted on the City website.
A.2.1	Public Education and Outreach	Speaking Engagement	Be available for speaking engagements to business groups, service clubs, developers, engineers/architects, contractors, and neighborhood groups about stormwater management, green infrastructure, and water pollution prevention measures	Speak at group engagements when requested.	Be available to speak at group engagements when requested.	Presentation on 4/22/16 to Illinois State Chapter of the American Planner's Association. Presentation on 5/6/2016 at American Public Works Association Conference.
A.3.1	Public Education and Outreach	Public Service Announcement	Broadcast Public Service Announcement regarding sustainable stormwater, green infrastructure, or water pollution prevention measures. PSA or videos will be broadcast on public television or on local radio stations.	Broadcast one Public Service Announcement annually.	Broadcast one Public Service Announcement.	City posted public service announcements on the City website. "After the Storm," a video about water quality was run multiple times throughout the year on Urbana Public Access Television channel.
A.4.1	Public Education and Outreach	Community Event	Hazardous material drop-off day for recycling hazardous household waste.	Apply for funding when grant rounds are announced by the IEPA and if successful conduct drop-off days.	Apply for funding if grant is announced and if successful conduct drop-off days.	Due to budget constraints, no funding was available from IEPA, therefore no event was held in 2016. However, a household hazardous waste leadership team was developed to explore alternate funding for a future Champaign County event.
A.4.2	Public Education and Outreach	Medication Take Back Program	The program provides a collection box to allow residents to properly dispose of pharmaceuticals in an effort to help prevent drug abuse, to reduce accidental poisonings of children and pets, and to limit the impact on the environment. Residents may drop off unwanted or expired medications in a collection box at the Urbana Police Department. The program accepts prescription and over-the-counter medicines, liquid medicine in leak proof containers, and veterinary pharmaceuticals.	Operate medication take back program annually.	Operate medication take back program annually.	The City continues to administer a medication take back program. 716.5 pounds of pharmaceuticals were collected in 2016.
A.5.1	Public Education and Outreach	Class Education Material	Be available to schools for tours / demonstrations of facilities and equipment to provide students an opportunity to become familiar with Urbana's efforts to prevent stormwater pollution and promote sustainable stormwater management.	Be available to speak to classes when requested.	Be available to speak to classes when requested.	A tour highlighting sustainable aspects of Boneyard Creek Crossing Park was given to the Urbana Middle School Future City Club. A presentation on the Boneyard Creek project was given to University High School Students.
A.5.2	Public Education and Outreach	Stormwater Education Credit Program	City will provide credits on stormwater utility fees to educational institutions on an annual basis at a rate of \$5 per student for providing instruction in stormwater management, green infrastructure, or water pollution prevention in accordance with an approved curriculum by the City.	Offer stormwater education credit annually	Offer stormwater education credit annually	Stormwater education credits are currently included in the credit and incentive program. The school district has not participated in the program to date.
A.6.1	Public Education and Outreach	Other Public Education	Maintain and update City stormwater website highlighting sustainable stormwater, green infrastructure, and water pollution prevention measures.	Maintain website and update annually	Update website	The City website has been updated with the latest information on sustainability, green infrastructure, water quality and climate change.
A.6.2	Public Education and Outreach	Resident Communications	Improve communications between Urbana staff and residents adjacent to projects to keep residents informed of project progress. Publicize and staff a phone line for residents to report sewer problems and follow up with resident reports	Contact all residents adjacent to projects at the beginning and end of projects. Follow up a minimum of once after sewer problems have been reported. BMP will be implemented on an as-needed basis.	Initiate residential communications during projects. Record and follow-up on sewer complaints.	Complaints are currently tracked and recorded in a GIS database. Progress communications to residents are included in any ongoing projects. Projects are posted on City website.

ATTACHMENT A - 2016 NPDES STORMWATER ACTIVITY REPORT

BMP ID	BMP CATEGORY	BMP SUBCATEGORY	BMP DESCRIPTION	MEASURABLE GOAL	YEAR 1 MILESTONE	DESCRIPTION OF YEAR 1 ACTIVITIES
B.1.1	Public Participation & Involvement	Sustainability Advisory Commission	Have a sustainability advisory commission assist the mayor and city council in identifying the highest priorities for city government and citizens to achieve sustainable management of natural resources (water and energy in particular) and shall recommend goals to achieve a workable means to reach these goals.	Hold monthly meetings	Hold monthly meetings	The Sustainability Advisory Commission met 10 times during the reporting period. A list of the meeting dates and agenda items are posted on the City's website.
B.3.1	Public Participation & Involvement	Stakeholder Meeting	Participate in Salt Fork Watershed Implementation Committee.	Attend committee meetings.	Attend committee meetings.	City maintained membership on the committee and attended meetings.
B.6.1	Public Participation & Involvement	Program Coordination	On-going committee meetings of the Cooperating MS4s (City of Urbana, City of Champaign, Village of Savoy, Champaign County, and University of Illinois) to discuss NPDES Phase II requirements.	Hold quarterly meetings.	Hold 4 committee meetings.	City participated in MS4 committee meetings. Agendas and Minutes on file at Public Works Engineering Division.
B.7.1	Public Participation & Involvement	Other Public Involvement	Community creek clean-up event.	Sponsor one community creek clean-up event annually.	Sponsor one community creek clean-up event.	Boneyard Creek Community Day was held on April 23, 2016.
C.1.1	Illicit Discharge Detection & Elimination	Storm Sewer Map Preparation	Update storm sewer system map annually.	Review and update map annually.	Update storm sewer map.	Storm sewer map updated with information reported by Operations Division and through various projects.
C.2.1	Illicit Discharge Detection & Elimination	Regulatory Control Program	Enforce illegal discharge and illegal dumping ordinances.	Enforce illegal discharge and illegal dumping ordinances.	Enforce illegal discharge and illegal dumping ordinances.	Enforced illegal discharge and illegal dumping ordinances in 2016.
C.3.1	Illicit Discharge Detection & Elimination	Detection & Elimination Prioritization Plan	Investigate public and sewer operations staff reports of illicit discharges.	Continue staffing phone line for residents to call and report complaints. Respond and investigate each report per plan.	Continue hotline. Plan implemented.	Provided administrative/operations/engineering staff to record and respond to reports of illicit discharges. One illegal discharge was reported.
C.4.1	Illicit Discharge Detection & Elimination	Illicit Discharge Tracing Procedures	Utilize field investigations including sewer televising and dye testing to investigate any illegal discharges reported by the public	Investigate all illegal discharges reported by the public and sewer operations staff utilizing sewer televising and dye testing to determine if an illegal discharge has occurred or an illegal connection exists.	Investigate all reported illegal discharges or connections.	City staff reported one illegal connection and no illicit discharges in 2016.
C.5.1	Illicit Discharge Detection & Elimination	Illicit Source Removal Procedures	Facilitate the disconnection of illegal connections from City owned storm sewers.	Facilitate the disconnection of illegal connections from City owned storm sewers, on an as-needed basis.	Disconnect all identified illegal connections from the storm sewer system	All reported illicit and illegal discharges were disconnected from the storm sewer in 2016.
C.6.1	Illicit Discharge Detection & Elimination	Program Evaluation & Assessment	Internal Phase 2 committee to meet and review NPDES Phase 2 illicit discharge program, and implement changes if needed.	Meet annually to review program, and recommend and implement changes if necessary.	Conduct annual meeting.	Two sewer crew meetings were held and the illicit discharge program was discussed at each meeting. A presentation on illicit stormwater discharges was also given to Public Works staff at the annual Departmental meeting.
C.6.2	Illicit Discharge Detection & Elimination	Sewer Activity Report	Annual report to the Urbana-Champaign Sanitary District documenting all sanitary sewer activity and Phase 2 activities	Submit annual report to the Urbana-Champaign Sanitary District	Submit annual report	The Annual Sewer Activity report was completed in February 2016 and submitted to the Sanitary District.
C.7.1	Illicit Discharge Detection & Elimination	Visual Dry Weather Screening	Visual inspection of outfalls during dry weather. If needed, perform water quality sampling on suspicious discharges at outfalls.	Inspect storm outfalls once per year during dry weather periods. Perform water quality sampling on suspicious discharges on as-needed basis.	Visually inspect storm outfalls discharging to state waterways.	Storm sewer outfalls were inspected along the Boneyard Creek, St. Joseph Drainage Ditch, and McCullough Creek. Water levels prevented a safe in-stream inspection of the Saline Branch in 2016.
C.9.1	Illicit Discharge Detection & Elimination	Public Notification	Develop, publicize, and staff a hotline for residents to report illegal discharges.	Daily staffing of existing hotline.	Continue staffing of hotline.	Provided administrative/operations/engineering staff to record and respond to complaints. Publicizing efforts are ongoing.
C.10.1	Illicit Discharge Detection & Elimination	Other Illicit Discharge Controls	Inspect each new development to inspect for illegal connections.	Inspect each development. Number of inspections dependent on number of developments.	Inspect each development.	The Building Safety Division of Community Development and the Engineering Division of Public Works inspected building and site construction activities for single-family residential, multi-family residential, commercial/industrial, and institutional development during the reporting period.

ATTACHMENT A - 2016 NPDES STORMWATER ACTIVITY REPORT

BMP ID	BMP CATEGORY	BMP SUBCATEGORY	BMP DESCRIPTION	MEASURABLE GOAL	YEAR 1 MILESTONE	DESCRIPTION OF YEAR 1 ACTIVITIES
D.1.1	Construction Site Runoff Control	Regulatory Control Program	Enforce erosion and sediment control ordinance.	Enforce erosion and sediment control ordinance.	Enforce erosion and sediment control ordinance.	Enforced erosion and sediment control ordinances during reporting period.
D.2.1	Construction Site Runoff Control	Erosion and Sediment Control BMPs	Distribute and update erosion/sediment control BMP Standard Practice Manual.	Distribute and update BMP Standard Practice Manual.	Distribute and update BMP Standard Practice Manual.	Manual of Practice was revised in August of 2016, with the updated version available on the City website for public access.
D.3.1	Construction Site Runoff Control	Other Waste Control Programs	Enforce construction site waste regulations in erosion and sediment control ordinance.	Enforce construction site waste regulations in erosion and sediment control ordinance.	Enforce construction site waste regulations.	Construction site waste regulations were enforced as part of the erosion control permit program.
D.4.1	Construction Site Runoff Control	Site Plan Review Procedures	Review erosion control plans submitted by developers for each project.	Complete review of each soil erosion and sediment control plan, on as-needed basis. Perform field inspection.	Review each project submitted.	The Engineering Division conducted reviews of all erosion control plans submitted. The Engineering Division also performed field inspections of all erosion control devices installed. 6 Class 1 and 45 Class 2 permits were issued in 2016.
D.5.1	Construction Site Runoff Control	Public Information Handling Procedures	Publicize and staff a hotline for residents to report soil erosion/sediment non-compliance. Follow through with resident complaints and take appropriate action against contractors, as needed.	Publicize and staff a hotline. Investigate complaints and take appropriate action on as-needed basis.	Staff a hotline, investigate complaints and take action as required.	Provided administrative/operational/engineering staff to record and respond to complaints. Appropriate actions were taken in accordance with erosion and sediment control ordinance.
D.6.1	Construction Site Runoff Control	Site Inspection & Enforcement Procedures	Conduct construction site inspections.	Inspect all construction sites weekly or after rain events > 0.5 inches.	Conduct inspections weekly or after rain events > 0.5-inches.	Site inspections conducted for all sites on a weekly basis or after a significant rainfall event.
E.1.1	Post-Construction Runoff Control	Community Control Strategy	Implement credit and incentive program utilizing stormwater fee funds to encourage sustainable on-site stormwater management and green infrastructure.	Provide credits and incentives to property owners to manage stormwater on-site utilizing green infrastructure and best management practices identified by the City's Stormwater Credit and Incentive Manual	Budget \$27,500 for funding incentives.	Funds were budgeted for incentives program. City provided incentives for 146 rain barrels purchased by residents. A total of \$276.11 was distributed for other incentives.
E.2.1	Post-Construction Runoff Control	Regulatory Control Program	Waiting for State guidance on regulatory control program. State is considering including volumetric standards as part of ILR-10 and ILR-40 permits	City will monitor state progress on regulatory requirements and will comply with any regulatory requirements that the State adopts.	Monitor State progress on regulatory controls.	City continued to monitor State progress on regulatory controls. City has storm water management requirements in Land Development and Subdivision Code.
E.3.1	Post-Construction Runoff Control	Long Term O&M Procedures	Distribute and update long term operation and maintenance procedures for green infrastructure and BMPs in the Credit and Incentive Manual	Distribute and update long term operation and maintenance procedures for green infrastructure and BMPs in the Credit and Incentive Manual	Distribute and update long term operation and maintenance procedures for green infrastructure and BMPs in the Credit and Incentive Manual	City distributed materials regarding maintenance of items listed in the Credit and Incentive Manual. The Credit and Incentive Manual is also available on the City website for public access. City requires operation and maintenance agreement for all new detention basins. Agreement contains operation and maintenance procedures for detention basins.
E.4.1	Post-Construction Runoff Control	Pre-Construction Review of BMP Designs	Review submitted credit and incentive applications and plans for compliance with the Credit and Incentive Manual regarding green infrastructure and post-construction BMPs	Review all submitted credit and incentive applications and plans for compliance with the Credit and Incentive Manual.	Review all submitted credit and incentive applications and plans for compliance with the Credit and Incentive Manual on an as-needed basis	No credit or incentive applications for green infrastructure were received in 2016. Engineering Division reviews and approves all storm water management plans for new development.
E.5.1	Post-Construction Runoff Control	Site Inspections during Construction	Inspect construction of green infrastructure and post-construction BMPs to verify proper installation in accordance with stormwater utility fee credit and incentive program.	Inspect the installation of all new green infrastructure and post construction BMPs as part of the credit and incentive program	Inspect the installation of all new green infrastructure and post construction BMPs as part of the credit and incentive program on an as-needed basis	No credit or incentive applications for green infrastructure were received in 2016. Engineering Division inspects detention basins during construction.
E.6.1	Post-Construction Runoff Control	Post-Construction Inspections	Inspect green infrastructure and post construction BMPs to ensure they are operating properly as part of the stormwater utility fee credit and incentive program.	Annual inspection of green infrastructure and post construction BMPs in order to qualify for credit on stormwater utility fee.	Inspect existing green infrastructure and stormwater BMPs	No credit or incentive applications for green infrastructure were received in 2016. The City has begun inspection of existing detention basins and green infrastructure. Engineering Division inspected 35 detention basins in 2016 and plans to inspect all detention basins (now numbering 149) on a five to seven year cycle or more often if needed.

ATTACHMENT A - 2016 NPDES STORMWATER ACTIVITY REPORT

BMP ID	BMP CATEGORY	BMP SUBCATEGORY	BMP DESCRIPTION	MEASURABLE GOAL	YEAR 1 MILESTONE	DESCRIPTION OF YEAR 1 ACTIVITIES
F.1.1	Pollution Prevention & Good Housekeeping	Employee Training Program	Salt and calcium application training for snow plow applicators.	Conduct training annually for all snow plow operators.	Complete training session.	Training session completed in October 2016.
F.1.2	Pollution Prevention & Good Housekeeping	Hazardous Material Spill Training	Training for the abatement and containment of hazardous material spills	Conduct annual training for 100% of firefighters.	Complete training session.	Training session was completed, but for less than 100% of firefighters.
F.2.1	Pollution Prevention & Good Housekeeping	Inspection and Maintenance Program	Storm sewer cleaning.	Perform routine maintenance and cleaning of storm sewer system and catch basins on a systematic basis.	Clean 50,000 feet of storm sewer pipe and 150 inlets or manholes. Inspect 25,000 feet of storm sewer pipe and 125 manholes.	2016 Totals: 32,426 lineal feet of storm sewer cleaned, 30,232 lineal feet of storm sewer inspected. 216 hours were spent cleaning and inspecting inlets and manholes.
F.2.2	Pollution Prevention & Good Housekeeping	Inspection and Maintenance Program	Street Sweeping.	Sweep central business district 20 times per year and residential and arterial streets 5 times per year, weather permitting.	Complete street sweeping.	Street sweeping occurred as scheduled. Approximately 4,445 lane miles of streets and parking lots were swept and 191 tons of material collected were transported to an approved disposal facility.
F.4.1	Pollution Prevention & Good Housekeeping	Municipal Operations Waste Disposal	Control vehicle and equipment washing by performing all washes in enclosed washing bay which drains directly to sanitary sewer.	Wash public works vehicles and equipment as needed in enclosed bays which drain directly to sanitary sewer.	Use enclosed bay to wash all vehicles.	In accordance with City policy, all automobiles, vans, and trucks were washed in local commercial facilities where size allows. Larger trucks and equipment were washed inside the Public Works garages, which are equipped with oil and grease separators that discharge to the sanitary sewer or washed outside in the waste collection pit area which drains to the sanitary sewer.
F.4.2	Pollution Prevention & Good Housekeeping	Municipal Operations Waste Disposal	Oil and fluid disposal program to recycle or dispose of oils and fuels by a licensed recycler or waste hauler.	Disposal of wastes by a licensed recycle or waste hauler.	Recycle or dispose of properly of oils and other motor vehicle fluids.	All fleet waste products are picked up and disposed of by Heritage-Crystal Clean. Manifests, invoices, and purchase orders are on file in the Fleet office at Public Works. In 2016, 480 gallons of used oil, contaminated fuel, and used ethylene glycol were collected by Heritage Crystal Clean.
F.6.1	Pollution Prevention & Good Housekeeping	Other Municipal Operations Controls	Maintain "Snow & Ice Control Plan" procedure manual and update to document all procedures required for compliance with NPDES Phase 2.	Annual review and update of manual.	Complete review and update of manual.	The annual "Snow & Ice Control Plan" update was completed in October 2016.
F.6.2	Pollution Prevention & Good Housekeeping	Other Municipal Operations Controls	Maintain fire departments hazardous spill response plan and update to comply with NDPEs Phase 2.	Annual review and update of manual.	Complete review and update of manual.	Fire Department has reviewed and updated the manual.

ATTACHMENT B - 2016 NPDES STORMWATER ACTIVITY REPORT

BMP ID	BMP CATEGORY	BMP SUBCATEGORY	BMP DESCRIPTION	MEASURABLE GOAL	YEAR 2 MILESTONE
1.1	Public Education and Outreach	Distribute Paper Material	Distribute written materials which discuss proper disposal practices for household hazardous waste and stormwater pollution prevention efforts. The educational materials shall include information on the potential impacts and effects on storm water discharge due to climate change.	Distribute material via City website and have a brochure on stormwater pollution prevention available to the public at the Public Works facility.	Distribute written materials to the public. Update the City website.
1.2	Public Education and Outreach	Speaking Engagement	Be available for speaking engagements to business groups, service clubs, developers, engineers/architects, contractors, and neighborhood groups about stormwater management, green infrastructure, and water pollution prevention measures	Speak at group engagements when requested.	Be available to speak at group engagements when requested.
1.3	Public Education and Outreach	Public Service Announcement	Broadcast Public Service Announcement regarding sustainable stormwater, green infrastructure, or water pollution prevention measures. PSA or videos will be broadcast on public television or on local radio stations.	Broadcast one Public Service Announcement annually.	Broadcast one Public Service Announcement.
1.4	Public Education and Outreach	Community Event	Hazardous material drop-off day for recycling hazardous household waste.	Apply for funding when grant rounds are announced by the IEPA and if successful conduct drop-off days.	Apply for funding if grant is announced and if successful conduct drop-off days.
1.5	Public Education and Outreach	Medication Take Back Program	The program provides a collection box to allow residents to properly dispose of pharmaceuticals in an effort to help prevent drug abuse, to reduce accidental poisonings of children and pets, and to limit the impact on the environment. Residents may drop off unwanted or expired medications in a collection box at the Urbana Police Department. The program accepts prescription and over-the-counter medicines, liquid medicine in leak proof containers, and veterinary pharmaceuticals.	Operate medication take back program annually.	Operate medication take back program annually.
1.6	Public Education and Outreach	Class Education Material	Be available to schools for tours / demonstrations of facilities and equipment to provide students an opportunity to become familiar with Urbana's efforts to prevent stormwater pollution and promote sustainable stormwater management.	Be available to speak to classes when requested.	Be available to speak to classes when requested.
1.7	Public Education and Outreach	Stormwater Education Credit Program	City will provide credits on stormwater utility fees to educational institutions on an annual basis at a rate of \$5 per student for providing instruction in stormwater management, green infrastructure, or water pollution prevention in accordance with an approved curriculum by the City.	Offer stormwater education credit annually	Offer stormwater education credit annually.
1.8	Public Education and Outreach	Other Public Education	Maintain and update City stormwater website highlighting sustainable stormwater, green infrastructure, and water pollution prevention measures.	Maintain website and update annually	Update City website.
1.9	Public Education and Outreach	Resident Communications	Improve communications between Urbana staff and residents adjacent to projects to keep residents informed of project progress. Publicize and staff a phone line for residents to report sewer problems and follow up with resident reports	Contact all residents adjacent to projects at the beginning and end of projects. Follow up a minimum of once after sewer problems have been reported. BMP will be implemented on an as-needed basis.	Initiate residential communications during projects. Record and follow-up on sewer complaints.

ATTACHMENT B - 2016 NPDES STORMWATER ACTIVITY REPORT

BMP ID	BMP CATEGORY	BMP SUBCATEGORY	BMP DESCRIPTION	MEASURABLE GOAL	YEAR 2 MILESTONE
2.1	Public Participation & Involvement	Sustainability Advisory Commission	Have a sustainability advisory commission assist the mayor and city council in identifying the highest priorities for city government and citizens to achieve sustainable management of natural resources (water and energy in particular) and shall recommend goals to achieve a workable means to reach these goals.	Hold monthly meetings	Hold monthly meetings.
2.2	Public Participation & Involvement	Stakeholder Meeting	Participate in Salt Fork Watershed Implementation Committee.	Attend committee meetings.	Attend committee meetings.
2.3	Public Participation & Involvement	Program Coordination	On-going committee meetings of the Cooperating MS4s (City of Urbana, City of Champaign, Village of Savoy, Champaign County, and University of Illinois) to discuss NPDES Phase II requirements.	Hold quarterly meetings.	Hold 4 committee meetings.
2.4	Public Participation & Involvement	Other Public Involvement	Community creek clean-up event.	Sponsor one community creek clean-up event annually.	Sponsor one community creek clean-up event.
2.5	Public Participation & Involvement	Stormwater Public Meeting	Provide a minimum of one public meeting annually for the public to provide input as to the adequacy of the City's program.	Hold annual meeting for public input.	Hold meeting.
2.6	Public Participation & Involvement	Environmental Justice	Identify environmental justice areas within the City and provide information to the public.	Provide information on City website and discuss at Stormwater Public Meeting.	Post information on website and discuss at meeting.
3.1	Illicit Discharge Detection & Elimination	Storm Sewer Map Preparation	Update storm sewer system map annually.	Review and update map annually.	Update storm sewer map.
3.2	Illicit Discharge Detection & Elimination	Regulatory Control Program	Enforce illegal discharge and illegal dumping ordinances.	Enforce illegal discharge and illegal dumping ordinances.	Enforce illegal discharge and illegal dumping ordinances.
3.3	Illicit Discharge Detection & Elimination	Detection & Elimination Prioritization Plan	Investigate public and sewer operations staff reports of illicit discharges.	Continue staffing phone line for residents to call and report complaints. Respond and investigate each report per plan.	Continue hotline. Plan implemented.
3.4	Illicit Discharge Detection & Elimination	Illicit Discharge Tracing Procedures	Utilize field investigations including sewer televising and dye testing to investigate any illegal discharges reported by the public	Investigate all illegal discharges reported by the public and sewer operations staff utilizing sewer televising and dye testing to determine if an illegal discharge has occurred or an illegal connection exists.	Investigate all reported illegal discharges or connections.
3.5	Illicit Discharge Detection & Elimination	Illicit Source Removal Procedures	Facilitate the disconnection of illegal connections from City owned storm sewers.	Facilitate the disconnection of illegal connections from City owned storm sewers, on an as-needed basis.	Disconnect all identified illegal connections from the storm sewer system
3.6	Illicit Discharge Detection & Elimination	Program Evaluation & Assessment	Internal Phase 2 committee to meet and review NPDES Phase 2 illicit discharge program, and implement changes if needed.	Meet annually to review program, and recommend and implement changes if necessary.	Conduct annual meeting.
3.7	Illicit Discharge Detection & Elimination	Sewer Activity Report	Annual report to the Urbana-Champaign Sanitary District documenting all sanitary sewer activity and Phase 2 activities	Submit annual report to the Urbana-Champaign Sanitary District	Submit annual report.
3.8	Illicit Discharge Detection & Elimination	Visual Dry Weather Screening	Visual inspection of outfalls during dry weather. If needed, perform water quality sampling on suspicious discharges at outfalls.	Inspect storm outfalls once per year during dry weather periods. Perform water quality sampling on suspicious discharges on as-needed basis.	Visually inspect storm outfalls discharging to state waterways.
3.9	Illicit Discharge Detection & Elimination	Public Notification	Develop, publicize, and staff a hotline for residents to report illegal discharges.	Daily staffing of existing hotline.	Continue staffing of hotline.
3.10	Illicit Discharge Detection & Elimination	Other Illicit Discharge Controls	Inspect each new development to inspect for illegal connections.	Inspect each development. Number of inspections dependent on number of developments.	Inspect each development.

ATTACHMENT B - 2016 NPDES STORMWATER ACTIVITY REPORT

BMP ID	BMP CATEGORY	BMP SUBCATEGORY	BMP DESCRIPTION	MEASURABLE GOAL	YEAR 2 MILESTONE
4.1	Construction Site Runoff Control	Regulatory Control Program	Enforce erosion and sediment control ordinance.	Enforce erosion and sediment control ordinance.	Enforce erosion and sediment control ordinance.
4.2	Construction Site Runoff Control	Erosion and Sediment Control BMPs	Distribute and update erosion/sediment control BMP Standard Practice Manual.	Distribute and update BMP Standard Practice Manual.	Distribute and update BMP Standard Practice Manual.
4.3	Construction Site Runoff Control	Other Waste Control Programs	Enforce construction site waste regulations in erosion and sediment control ordinance.	Enforce construction site waste regulations in erosion and sediment control ordinance.	Enforce construction site waste regulations.
4.4	Construction Site Runoff Control	Site Plan Review Procedures	Review erosion control plans submitted by developers for each project.	Complete review of each soil erosion and sediment control plan, on as-needed basis. Perform field inspection.	Review each project submitted.
4.5	Construction Site Runoff Control	Public Information Handling Procedures	Publicize and staff a hotline for residents to report soil erosion/sediment non-compliance. Follow through with resident complaints and take appropriate action against contractors, as needed.	Publicize and staff a hotline. Investigate complaints and take appropriate action on as-needed basis.	Staff a hotline, investigate complaints and take action as required.
4.6	Construction Site Runoff Control	Site Inspection & Enforcement Procedures	Conduct construction site inspections.	Inspect all construction sites weekly or after rain events > 0.5 inches.	Conduct inspections weekly or after rain events > 0.5-inches.
5.1	Post-Construction Runoff Control	Community Control Strategy	Implement credit and incentive program utilizing stormwater fee funds to encourage sustainable on-site stormwater management and green infrastructure.	Provide credits and incentives to property owners to manage stormwater on-site utilizing green infrastructure and best management practices identified by the City's Stormwater Credit and Incentive Manual	Budget \$15,000 for funding incentives.
5.2	Post-Construction Runoff Control	Regulatory Control Program	Waiting for State guidance on regulatory control program. State is considering including volumetric standards as part of ILR-10 and ILR-40 permits	City will monitor state progress on regulatory requirements and will comply with any regulatory requirements that the State adopts.	Monitor State progress on regulatory controls. Enforce storm water management requirements on new development and redevelopment.
5.3	Post-Construction Runoff Control	Long Term O&M Procedures	Distribute and update long term operation and maintenance procedures for green infrastructure and BMPs in the Credit and Incentive Manual	Distribute and update long term operation and maintenance procedures for green infrastructure and BMPs in the Credit and Incentive Manual	Distribute and update long term operation and maintenance procedures for green infrastructure and BMPs in the Credit and Incentive Manual. Continue to require operation and maintenance agreements for new detention basins.
5.4	Post-Construction Runoff Control	Pre-Construction Review of BMP Designs	Review submitted credit and incentive applications and plans for compliance with the Credit and Incentive Manual regarding green infrastructure and post-construction BMPs	Review all submitted credit and incentive applications and plans for compliance with the Credit and Incentive Manual.	Review all submitted credit and incentive applications and plans for compliance with the Credit and Incentive Manual on an as-needed basis. Review all storm water management plans for new development and redevelopment.
5.5	Post-Construction Runoff Control	Site Inspections during Construction	Inspect construction of green infrastructure and post-construction BMPs to verify proper installation in accordance with stormwater utility fee credit and incentive program.	Inspect the installation of all new green infrastructure and post construction BMPs as part of the credit and incentive program	Inspect the installation of all new green infrastructure and post construction BMPs as part of the credit and incentive program on an as-needed basis. Inspect all new detention basins.
5.6	Post-Construction Runoff Control	Post-Construction Inspections	Inspect green infrastructure and post construction BMPs to ensure they are operating properly as part of the stormwater utility fee credit and incentive program.	Annual inspection of green infrastructure and post construction BMPs in order to qualify for credit on stormwater utility fee.	Inspect existing green infrastructure and stormwater BMPs. Inspect all existing detention basins over a 5 to 7 year period.

ATTACHMENT B - 2016 NPDES STORMWATER ACTIVITY REPORT

BMP ID	BMP CATEGORY	BMP SUBCATEGORY	BMP DESCRIPTION	MEASURABLE GOAL	YEAR 2 MILESTONE
6.1	Pollution Prevention & Good Housekeeping	Employee Training Program	Salt and calcium application training for snow plow applicators.	Conduct training annually for all snow plow operators.	Complete training session.
6.2	Pollution Prevention & Good Housekeeping	Hazardous Material Spill Training	Training for the abatement and containment of hazardous material spills	Conduct annual training for 100% of firefighters.	Complete training session.
6.3	Pollution Prevention & Good Housekeeping	Inspection and Maintenance Program	Storm sewer cleaning.	Perform routine maintenance and cleaning of storm sewer system and catch basins on a systematic basis.	Clean 35,000 feet of storm sewer pipe and spend 100 hours cleaning inlets or manholes. Inspect 30,000 feet of storm sewer pipe and 75 manholes.
6.4	Pollution Prevention & Good Housekeeping	Inspection and Maintenance Program	Street Sweeping.	Sweep central business district 20 times per year and residential and arterial streets 5 times per year, weather permitting.	Complete street sweeping.
6.5	Pollution Prevention & Good Housekeeping	Municipal Operations Waste Disposal	Control vehicle and equipment washing by performing all washes in enclosed washing bay which drains directly to sanitary sewer.	Wash public works vehicles and equipment as needed in enclosed bays which drain directly to sanitary sewer.	Use enclosed bay to wash all vehicles.
6.6	Pollution Prevention & Good Housekeeping	Municipal Operations Waste Disposal	Oil and fluid disposal program to recycle or dispose of oils and fuels by a licensed recycler or waste hauler.	Disposal of wastes by a licensed recycle or waste hauler.	Recycle or dispose of properly of oils and other motor vehicle fluids.
6.7	Pollution Prevention & Good Housekeeping	Other Municipal Operations Controls	Maintain "Snow & Ice Control Plan" procedure manual and update to document all procedures required for compliance with NPDES Phase 2.	Annual review and update of manual.	Complete review and update of manual.
6.8	Pollution Prevention & Good Housekeeping	Other Municipal Operations Controls	Maintain fire departments hazardous spill response plan and update to comply with NPDES Phase 2.	Annual review and update of manual.	Complete review and update of manual.