



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, 2012 To March, 2013

Permit No. ILR40 400325

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

Name: City of Des Plaines Mailing Address 1: 1420 Miner Street

Mailing Address 2: _____ County: Cook

City: Des Plaines State: IL Zip: 60016 Telephone: 847-391-5390

Contact Person: Timothy P. Oakley, P.E., CFM Email Address: toakley@desplaines.org
(Person responsible for Annual Report)

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

City of Des Plaines

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

Owner Signature:

Timothy P. Oakley, P.E., CFM
Printed Name:

6-4-13
Date:

Dir. of Public Works and Engineering
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

2012-2013 Annual Report (PY 5)

This report covers activities that occurred between the following dates:

04/01/12 – 3/31/13

For questions regarding this report contact:

Timothy P. Oakley, P.E., CFM
Director of Public Works and Engineering
City Of Des Plaines, 1420 Miner Street
Des Plaines, IL 60016

Permit Information

- | | |
|---------------------------------|---|
| 1. Permitting Authority: | Illinois Environmental Protection Agency |
| 2. Permit Number: | ILR40 |
| 3. Permit Type: | General |
| 4. Permit Name: | Des Plaines NPDES MS4 Phase II Permit (2009-14) |
| 5. Date Issue: | 2/20/2009 |
| 6. Date Expire: | 3/31/2014 |

General Information for MS4 Operator

- | | | |
|----------------------------------|---------------------------|------------------------|
| 1. Operator Name: | Matthew Bogusz | |
| 2. Operator Title: | Mayor | |
| 3. Represented Entity: | City of Des Plaines | |
| 4. Mailing Address: | 1420 Miner Street | |
| 5. Mail City, State, Zip: | Des Plaines, IL 60016 | |
| 6. Phone Number: | (847) 391-5301 | |
| 7. E-Mail Address: | mbogusz@desplaines.org | |
| 8. Co-Permitting With: | n/a | |
| 9. Population: 58,710 | Households: 22,018 | Area (sq mi):16 |
| 10. Official Website: | www.desplaines.org | |

General Information for Primary Contact

- | | |
|---------------------------|--|
| 1. Name: | Timothy P. Oakley, P.E., CFM |
| 2. Title: | Director of Public Works and Engineering |
| 3. Phone Number | (847) 391-5390 |
| 4. E-Mail Address: | toakley@desplaines.org |

General Information for Secondary Contact

- | | |
|---------------------------|------------------------------------|
| 1. Name: | Tim Watkins |
| 2. Title: | Superintendent of Utility Services |
| 3. Phone Number | (847) 391-5468 |
| 4. E-Mail Address: | pw@desplaines.org |

General Information for Receiving Waters

Receiving Water Lists: Listed below are all the identified receiving waterbodies to which identified outfalls discharge.

Receiving Streams

Feehanville Ditch
Wellers Creek
Prairie Creek
Farmers Creek
Willow Creek
Higgins Creek
Des Plaines River

Receiving Waterbodies

Big Bend Lake
Belleau Lake
Shagbark Lake
Lake Opeka
Axehead Lake
Peterson Lake

Receiving Watersheds

Des Plaines River Watershed



Public Education and Outreach

BMPs and Work Performed for Them

A.1. Business Stormwater Flyer Insert

Responsible Party: Public Works, Director of Public Works

Flyers were last included with 2010 business license renewal forms. Due to budget and staff cutbacks, the forms were not included thereafter but are proposed for reintroduction in future years.

A.1. Curbside Calendar

Responsible Party: Public Works, Director of Public Works and Engineering

Curbside calendar provides residents with waste disposal options and recycling information. Calendar also provided storm water pollution information. Calendars were sent to 15,000+ residential homes in January 2013 for the 2013 calendar year.

A.1. Pet Waste Collection City Code

Responsible Party: Community Development, Director of CED

City code 6-1A-11 indicates that pet excrement shall be removed by person and deposited in appropriate receptacle.

City code 6-1A-12 indicates defecation is not allowed to accumulate in residential yards and shall be cleaned on a regular basis.

A.1. Stormwater Articles in City Newsletter

Responsible Party: Public Works, Director of Public Works and Engineering

Articles ran in each publication of the quarterly Digest newsletters, delivered to all Des Plaines homes. Copies kept on file.

A.3. Cable TV Stormwater Segment

Responsible Party: Public Works, Director of Public Works and Engineering

Public Education slides developed in 2009 were put in local Cable Channel 17's broadcast rotation in March. Aired roughly 10 times per day over the 30 days for a total of approximately 300 exposures. Schedule has been established such that they will be put in broadcast rotation in March of each year, for a one month period.

The City implemented a new cable programming system in 2013 and the stormwater slides were put in rotation on both Cable Channel 17 and 24 for the period from March 15th to October 15th with a typical exposure of 10-20 times per day between the two channels.

A.4. Arbor Day Community Event(s)

Responsible Party: Public Works, Director of Public Works and Engineering

Arbor Day ceremony held at School District 62 Early Learning Center on Friday, April 27, 2012 with Mayor and elected officials. Chanticlear Pear tree planted with participation by school staff and students.

A.5. Children Education Program

Responsible Party: Public Works, Director of Public Works and Engineering

During the recession layoffs, the City lost the staff position that could have potentially coordinated educational efforts. The City will make schools aware of the availability of the MWRD "Classroom Visitor" program, whereby the MWRD will provide a Community Education Specialist to educate classes, from kindergarten through college, about stormwater management to the schools.

Notification of the program was sent to the two elementary/middle School Districts in Des Plaines as well as Maine West High School. The AP Science class at Maine West High School already participates in the MWRD program.

Public Participation/Involvement

BMPs and Work Performed for Them

B.1. & B.5. Watershed Organizations

Responsible Party: Engineering, Director of Public Works and Engineering

The Flood Action Group, a grassroots resident group with up to 100 members, formed in the Fall of 2008 get involved with flooding and stormwater issues. The City continued communication with group into 2009, and used input from the group in capital improvement program planning. However activity from the group has tapered off.

B.6. PW Staffing

Responsible Party: Public Works, Director of Public Works and Engineering

Reorganization occurred in July 2009. The Engineering Department and the Public Works Department were merged. An Assistant to the Director of Public Works and Engineering position was established with responsibility for overseeing the City's efforts in environmental conservation, including waste management, recycling, and "green" initiatives. The individual in this position left the City in October of 2010 and the position has been left vacant due to budgetary constraints. The position is to be filled when budget conditions allow. In the meantime the responsibilities have been spread amongst various remaining staff within the department.

B.7. Adopt-A-Spot

Responsible Party: Public Works, Director of Public Works and Engineering

Volunteer groups continue to work with Public Works to clean up littered areas. PW supplies these groups with gloves, bags and garbage pickers.

B.7. IEPA Hazardous Waste Collection Program

Responsible Party: Public Works, Director of Public Works and Engineering

Residents are referred to IEPA's website, listing hazardous waste collection dates and sites.

B.7. MWRD Lower Des Plaines River Watershed Planning Council

Responsible Party: Mayor's Office

Mayor and Engineering staff continued participation on the Council.

B.7. MWRD Technical Advisory Committee

Responsible Party: Engineering, Director of Public Works and Engineering

The Director of Public Works and Engineering played an active role with the MWRD committee crafting the Watershed Management Ordinance for the county. The preliminary work of the committee largely wrapped up in 2009 and a draft ordinance was release for public comment. The MWRD is now conducting an Economic Impact Study on the potential impacts of the draft WMO.

B.7. Recycling Program

Responsible Party: Public Works, Director of Public Works and Engineering

Residential curbside recycling program maintained for over 15,000 homes. Public Works allows residents to drop off fluorescent light bulbs, batteries, and tires for recycling by a local vendor. In addition, Deep Green and the Public Works Department hosted Holiday Light Recycling in December (2011), January and February of 2012. And in January of 2012 the City began offering free year-round electronics recycling at the Public Works facility in order to help keep hazardous materials such as mercury out of the waste stream.

B.7. Residential Parkway Tree Planting Program

Responsible Party: Public Works, Director of Public Works and Engineering

Public Works has a Forestry Division which plants and maintains parkway trees throughout the year.

B.7. Storm Drain Stenciling

Responsible Party: Public Works, Director of Public Works and Engineering

Program discontinued as all new frame and grate structures are ordered with the precast "No Dumping-Drains to River" notation.

B.7. Stormwater Committee of NWMC

Responsible Party: Mayor's Office

The Northwest Municipal Conference Stormwater Committee no longer exists. The primary goal of the committee had been the creation of a county-wide stormwater management authority. This was achieved through State legislation empowering the MWRD with this authority. Since that time a committee was formed by the MWRD to work on creation of the Watershed Management Ordinance for the county.

B.7. Stormwater Management Info on Website

Responsible Party: Engineering, Director of Public Works and Engineering

New NPDES MS4 home page launched on City website in June of 2009. New page provides an introduction to the program and provides links to the IEPA and USEPA NPDES pages, the ILR40 permit, the City's annual reports and the City's Notices of Intent. A new NPDES CSO program page was launched at the same time.

Illicit Discharge Detection and Elimination

BMPs and Work Performed for Them

C.1. Storm Sewer System Map

Responsible Party: Public Works, Director of Public Works and Engineering

City sewer system map is updated regularly with notes from field crews and changes to sewer as part of capital improvement projects and private development projects.

In addition, Granite XP software has been incorporated into the City's sewer televising equipment. The software allows for the collection of detailed sewer information that can be incorporated directly into the City's GIS. Data is continually collected and the GIS updated as part of the routine sewer televising operations.

C.2. Illicit Connection Ordinance

Responsible Party: Public Works, Director of Public Works and Engineering

The City has been an active member of the MWRD Technical Advisory Committee (TAC) which is drafting a Watershed Management Ordinance (WMO) for adoption by all of the Cook County communities. The City intends to adopt the county-wide WMO once it is completed

[In the initial permit years, the City played a significant role in lobbying for and helping to establish a county-wide stormwater management group for Cook County, similar to that which has been in existence for the collar counties. The importance of a county-wide group is to ensure that the communities throughout the County are coordinated in their efforts and to assist the individual communities in complying with the NPDES program. As a result of these efforts, the MWRD was granted stormwater management authority for Cook County in late 2004. In 2007, a Cook County Stormwater Management Plan was adopted by the County. The Plan establishes the framework for the countywide program.]

In 2009-10, in advance of the completion of the county-wide WMO, the City hired an engineering consultant (Gewalt Hamilton Associates, Inc.) to perform a review of the City's stormwater ordinances. The scope of the review was expanded to include review of the City's entire NPDES stormwater program. Several meetings involving relevant staff members from the variety of departments involved in stormwater, were conducted as part of the consultant review. Changes have been made to the City's inspection and plan review procedures throughout the course of and in response to the program review.

C.4. Hazardous Materials Response Team

Responsible Party: Fire Department, Fire Chief

The City of Des Plaines Fire Department is part of a Combined Communities Chemical Emergency Response Team.

The City of Des Plaines Fire Department responds to 9-1-1 calls regarding possible hazardous spills/illegal discharge activities. Determination of the release of such materials is made by the Fire Chief or his authorized representative. Appropriate personal protection equipment is used and removal is performed. The Fire Department completes forms documenting the incident, including information such as the type of hazardous material, decontamination procedures, protective clothing, exposure log, etc.

C.4. Illicit Connections Detection

Responsible Party: Community Development, Director of CED

Inspections continue throughout the year.

C.4. Illicit Discharge Inspection Program

Responsible Party: Public Works, Director of Public Works

In advance of the completion of the county-wide WMO, the City hired an engineering consultant (Gewalt Hamilton Associates, Inc.) to perform a review of the City's stormwater ordinances. The scope of the review was expanded to include review of the City's entire NPDES stormwater program. Several meetings involving relevant staff members from the variety of departments involved in stormwater, were conducted as part of the consultant review. Changes have been made to the City's inspection and plan review procedures throughout the course of and in response to the program review.

In July of 2010 the City began performed quality testing in the Des Plaines River upstream and downstream of the City's MS4 discharge. In all water was sampled in seven locations for Ammonia, Chloride, Fluoride, Biochemical Oxygen Demand (BOD, 5 day), Phenolics, Total Phosphorus, Total Suspended Solids, Total Kjeldahl Nitrogen, Metals (Potassium), Temperature, pH, Conductivity, Dissolved Oxygen and Total Dissolved Solids. All test results were deemed to be normal with the exception of elevated background phosphorous levels throughout the river, low dissolved oxygen levels at the Forest Preserve sampling location and high total suspended solids at two of the sites. None of the findings suggested illicit discharges.

In 2012, the City performed water quality testing at the same locations as in the baseline study. The results were consistent with the September 2011 testing.

C.4. MWRD Inspection/Tracing Program

Responsible Party: Engineering, Director of Public Works and Engineering

A representative from City of Des Plaines Engineering Department and a representative from MWRD performed joint inspections of 6 new sewer connections during period from 4/1/12 to 3/31/13 to ensure no illicit connections.

C.4. Training and Education of PW Employees

Responsible Party: Public Works, Director of Public Works and Engineering

Public Works continues to send its staff to various NPDES workshops as well as seminars hosted by IAFSM and APWA that address illicit discharge best management practices for detection and elimination. In addition, Public Works purchased a stormwater management training DVD to for the in-house training.

C.5. Hazardous Materials Clean-Up Program

Responsible Party: Fire Department, Fire Chief

The City of Des Plaines Fire Department is part of a Combined Communities Chemical Emergency Response Team.

The City of Des Plaines Fire Department responds to 9-1-1 calls regarding possible hazardous spills/illegal discharge activities. Determination of the release of such materials is made by the Fire Chief or his authorized representative. Appropriate personal protection equipment is used and removal is performed. The Fire Department completes forms documenting the incident, including information such as the type of hazardous material, decontamination procedures, protective clothing, exposure log, etc.

C.5. Illicit Source Removal Program

Responsible Party: Public Works, Director of Public Works and Engineering

Continuation of Public Works identifying problem and notifying the Metropolitan Water Reclamation District. Additional local procedures being worked out as part of implementation of the engineering consultant review of Des Plaines stormwater program.

C.5. MWRD Illicit Connection Removal Enforcement Program

Responsible Party: Engineering, Director of Public Works and Engineering

The MWRD is currently monitoring 9 "Significant Industrial Users" in Des Plaines. (www.mwrdd.org)

C.9. Illegal Dumping & Illicit Discharge Line (9-1-1)

Responsible Party: Public Works, Director of Public Works and Engineering

Slides were created in August of 2010 to educate the public about the issues of illegal dumping and illicit discharge. The slides direct citizens to call 9-1-1 if either are observed. The slides have been in regular rotation on the local Cable Channel #17 since they were created and were also added to Channel #24 in 2013.

Construction Site Runoff Control

BMPs and Work Performed for Them

D.1. Construction Site Stormwater Runoff Control Ordinance

Responsible Party: Engineering, Director of Public Works and Engineering

The City has been an active member of the MWRD Technical Advisory Committee (TAC) which is drafting a Watershed Management Ordinance (WMO) for adoption by all of the Cook County communities. The City intends to adopt the county-wide WMO once it is completed

[In the initial permit years, the City played a significant role in lobbying for and helping to establish a county-wide stormwater management group for Cook County, similar to that which has been in existence for the collar counties. The importance of a county-wide group is to ensure that the communities throughout the County are coordinated in their efforts and to assist the individual communities in complying with the NPDES program. As a result of these efforts, the MWRD was granted stormwater management authority for Cook County in late 2004. In 2007, a Cook County Stormwater Management Plan was adopted by the County. The Plan establishes the framework for the countywide program.]

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D.1. Educate Developers and Contractors

Responsible Party: Engineering, Director of Public Works and Engineering

The Engineering Department has continued to use the erosion control detail sheet and specifications for all City projects. Stormwater management is included on the agenda at all pre-bid and pre-construction meetings to ensure that contractors are aware of the requirements.

City staff have also continued to refine the existing City development manual to make it easier to understand and to accommodate additional information about stormwater management. All materials are available through the Engineering page of the City's website.

The City's materials have been reviewed by the City's engineering consultant (Gewalt Hamilton) for potential improvements.

D.4. Stormwater Runoff Site Plan Review

Responsible Party: Engineering, Director of Public Works and Engineering

The City's continues to use a checklist, which includes the NPDES MS4 stormwater management items, in all of its plan reviews. This checklist will be modified upon completion of the current consultant review of the City's program and again once the county-wide WMO is completed.

As part of the current plan review and permitting, all private development contractors are required to complete the Stormwater Pollution Prevention Plan forms, which include the ILR10 and ILR40 requirements, and to indicate their understanding of such.

D.6. City Staff Inspection Training***Responsible Party: Engineering, Director of Public Works and Engineering***

Due to layoffs of Engineering personnel, in spring of 2009, inspection responsibilities were reassigned and internal training was conducted with the Department resident engineers and engineering inspectors based upon the previous sediment and erosion control course materials and the NPDES MS4 guidance materials. In addition, City staff conducted a half-day meeting with the consultant Gewalt-Hamilton to review the City's existing practices for potential improvements.

The City plans to take advantage of IDOT's "Sediment and Erosion Control" class if it is offered in future years.

D.6. City Staff Site Inspection and Enforcement***Responsible Party: Engineering, Director of Public Works and Engineering***

The Engineering Department has continued reviewing sites for sediment and erosion control as part of its normal construction site inspections and in accordance with NPDES ILR40 permit guidelines. The inspectors continue to use the "Stormwater Pollution Prevention Plan Erosion Control Inspection Report" forms to document inspections.

The Community Development building inspectors have also been involved in the process on a day-to-day basis and as part of monthly Public Works-Engineering-Community Development Coordination Meetings. The Community Development building inspectors serve as an extra set of eyes, and contact the Engineering Department if they notice any stormwater issues or violations as part of their general inspections.

D.7. Public Reporting***Responsible Party: Public Works, Director of Public Works and Engineering***

Residents are and will be encouraged to report unlawful activities to the City. As discussed in previous section, slides were created for the Local Cable Channel 17 to educate the public to call 9-1-1 if they witness illegal dumping and/or illicit discharges.

Post-Construction Runoff Control

BMPs and Work Performed for Them

E.2. & E.3. Post Construction Runoff Control Ordinance

Responsible Party: Engineering, Director of Public Works and Engineering

The MWRD Technical Advisory Committee (TAC) is drafting a Watershed Management Ordinance (WMO) for adoption by all of the Cook County communities. The City intends to adopt the county-wide WMO once it is completed

[In the initial permit years, the City played a significant role in lobbying for and helping to establish a county-wide stormwater management group for Cook County, similar to that which has been in existence for the collar counties. The importance of a county-wide group is to ensure that the communities throughout the County are coordinated in their efforts and to assist the individual communities in complying with the NPDES program. As a result of these efforts, the MWRD was granted stormwater management authority for Cook County in late 2004. In 2007, a Cook County Stormwater Management Plan was adopted by the County. The Plan establishes the framework for the countywide program.]

In advance of the completion of the county-wide WMO, the City hired an engineering consultant (Gewalt Hamilton Associates, Inc.) to perform a review of the City's stormwater ordinances. The scope of the review was expanded to include review of the City's entire NPDES stormwater program. Several meetings involving relevant staff members from the variety of departments involved in stormwater, were conducted as part of the consultant review. Changes have been made to the City's inspection and plan review procedures throughout the course of and in response to the program review.

E.4. Review of Construction Plans and Designs

Responsible Party: Engineering, Director of Public Works and Engineering

The City's continues to use a checklist, which includes the NPDES MS4 stormwater management items, in all of its plan reviews. This checklist will be modified upon completion of the current consultant review of the City's program and again once the county-wide WDO is completed.

As part of the current plan review and permitting, all private development contractors are required to complete the Stormwater Pollution Prevention Plan forms, which include the ILR10 and ILR40 requirements, and to indicate their understanding of such.

E.5. Inspection Training

Responsible Party: Engineering, Director of Public Works and Engineering

Due to layoffs of Engineering personnel, in spring of 2009, inspection responsibilities were reassigned and internal training was conducted with the Department resident engineers and engineering inspectors based upon the previous sediment and erosion control course materials and the NPDES MS4 guidance materials. In addition, City staff conducted a half-day meeting with the consultant Gewalt-Hamilton to review the City's existing practices for potential improvements.

The City plans to take advantage of IDOT's "Sediment and Erosion Control" class if it is offered in future years.

E.5. Site Inspections

Responsible Party: Engineering/Public Works, Director of Public Works and Engineering

The Engineering Department has continued reviewing sites for sediment and erosion control as part

of its normal construction site inspections and in accordance with NPDES ILR40 permit guidelines. The inspectors continue to use the "Stormwater Pollution Prevention Plan Erosion Control Inspection Report" forms to document inspections.

The Community Development building inspectors have also been involved in the process on a day-to-day basis and as part of monthly Public Works-Engineering-Community Development Coordination Meetings. The Community Development building inspectors serve as an extra set of eyes, and contact the Engineering Department if they notice any stormwater issues or violations as part of their general inspections.

In addition, as a result of the engineering consultant review of the City stormwater program, the City completed the creation of a full city-wide inventory of retention and detention basins (private basins included). Baseline reports with photos, structure inventories, owner information, etc. were created along with a GIS layer. Letters are to be sent to each basin owner with basic maintenance information and an inspection program is being created for the City to inspect all basins on a 5-year schedule.

E.7. Public Education for Contractors and Developers

Responsible Party: Engineering, Director of Public Works and Engineering

The Engineering Department has continued to use the erosion control detail sheet and specifications for all City projects. Stormwater management is included on the agenda at all pre-bid and pre-construction meetings to ensure that contractors are aware of the requirements.

City staff have also continued to refine the existing City development manual to make it easier to understand and to accommodate additional information about stormwater management. All materials are available through the Engineering page of the City's website.

The City's materials have been reviewed by the City's engineering consultant (Gewalt Hamilton) for potential improvements.

Pollution Prevention/Good Housekeeping

BMPs and Work Performed for Them

F.1. City Employee Training

Responsible Party: Public Works, Director of Public Works and Engineering

New employees receive on the job training and safety in their department specific to their job. Trainings in the reporting year included: mosquito larvacide permitting, collection systems operator licensing, applicator spray license, CMOM, confined spaces, snow/ice control, right to know act, and customer service. Supervisory staff regularly attends IEPA, APWA, AWWA, and other workshops and then relays the information gathered at such to the operational staff.

F.1. Good Housekeeping as part of Personnel Policy Manual

Responsible Party: Public Works, Director of Public Works and Engineering

Gewalt Hamilton (consultant) hired and has begun development of Housekeeping Procedures to then be incorporated into Public Works Department's personnel manual. The manual is complete and monthly SWPPP inspections are conducted.

F.2. ASIST Reporting/Tracking Computer Program

Responsible Party: Public Works, Director of Public Works and Engineering

The Public Works and Engineering Department discontinued support of ASIST software for program tracking. Now that the City is more familiar with the NPDES MS4 program and through the course of the consultant review, it was determined that value added from the software was limited and that the program tracking could more flexibly be handled through conventional MS Office software packages.

F.2. Catch Basin/ Inlet Cleaning

Responsible Party: Public Works, Director of Public Works and Engineering

The Sewer Division performed 453 sewer inspections and cleaned 623 catch basins during the period from June 2012 – May 2013.

F.2. Creek Outfall Structure Inspection & Repair

Responsible Party: Public Works, Director of Public Works and Engineering

111 man-hours were spent inspecting creek outfalls during the permit year. Any repairs necessary were made during the time as well.

F.2. Detention Pond Inspection & Cleaning

Responsible Party: Public Works, Director of Public Works and Engineering

Current maintenance on City-owned basins was continued. Employees cut grass and brush at detention pond locations. Erosion control is completed through installation of rip-rap and replanting of vegetation.

In addition, as a result of the engineering consultant review of the City stormwater program, the City completed the creation of a full city-wide inventory of retention and detention basins (private basins included). Baseline reports with photos, structure inventories, owner information, etc. were created along with a GIS layer. Letters are to be sent to each basin owner with basic maintenance information and an inspection program is being created for the City to inspect all basins on a 5-year schedule.

F.3. Leaf Collection Program

Responsible Party: Public Works, Director of Public Works and Engineering

The City's leaf program runs October through early December. With the leaf program, residents'

leaves are collected by zone. Each of the five zones is collected five times throughout the fall. Residents also have the option to bag leaves for yard waste program from April 1 through early December. They may also deposit their yard waste free of charge during leaf collection season at the Public Works facility.

F.3. New Inlet Grate Placement Specifications

Responsible Party: Engineering, Director of Public Works and Engineering

Approximately 232 inlet grates and catch basin lids were replaced as part of the City's 2012 roadway projects. All new grates and lids include casting to indicate "Do Not Dump, Drains to River."

F.3. Street Sweeping

Responsible Party: Public Works, Director of Public Works and Engineering

The City's program sweeps 247 residential lane miles 2x/month. Business District is swept 3x/week. Street sweeping occurs during spring, summer and fall. Winter sweeping may occur depending on weather conditions.

F.4. IEPA Transfer Station Permit for PW Facility

Responsible Party: Public Works, Director of Public Works and Engineering

Transfer Station Permit still in place throughout the year.

F.4. Public Works Facility Washing Station

Responsible Party: Public Works, Director of Public Works and Engineering

Facility continues with its existing program. The facility has a concrete floor with drains to the sanitary sewers. Triple basins are also part of the garage system. Surrounding property drains also lead to the sanitary sewers.

F.6. Controlled Application of Pesticides & Herbicides

Responsible Party: Public Works, Director of Public Works and Engineering

Continuing program. Applications of herbicides are only done in spring and summer months. One individual from the Public Works and Engineering Department is certified to apply herbicides.

F.6. Covered Salt Storage

Responsible Party: Public Works, Director of Public Works and Engineering

The City stores salt in a covered salt dome. The dome is constructed of concrete and wood and has improved ventilation, lighting, and a new sodium chloride & brine dispensing system. The dome has a capacity of 4500 tons of salt. There are no drains because the salt is situated on an asphalt pitch.

F.6. Hazardous Material Storage

Responsible Party: Public Works, Director of Public Works and Engineering

Hazardous materials storage consists of a caged area that is below a fume hood and sprinkler system. There are no drains if a possible leak would occur. The small amount of herbicides that are stored/contained in the caged area (only accessed by 1 person with a key) are placed on skids.

F.6. Sodding Requirement

Responsible Party: Engineering, Director of Public Works and Engineering

The Public Works Department uses sod and hydroseed when performing parkway repairs.

The Engineering Department specifies sod on all construction projects. However based upon past experience with sod, special shade tolerant hydroseed is now used in areas that do not have adequate sun.

City of Des Plaines - 2012 Capital Improvement Projects

| Project Name | CONTRACT NO. | NOI on file | SWPPP on file | Comments |
|---|----------------|-------------|---------------|--|
| 2012 CONTRACT A – Street & Utility Improvements | - | Yes | Yes | ---- |
| 2012 CONTRACT B - Rear Yard Drainage Improvements | - | No | Yes | Small, isolated projects at individual homes with limited disturbance. |
| 2012 CONTRACT C - Sewer Lining | - | No | No | No significant excavation or stormwater impacting activities included in project |
| 2012 CONTRACT D - Public Works Patching | - | No | No | No significant excavation or stormwater impacting activities included in project |
| 2012 Concrete Improvements | 12-00000-00-GM | No | Yes | Limited excavation included in project |
| 2012 Street & Utility Improvements | 12-00217-00-PV | No | Yes | Limited excavation included in project |
| Lee Street/Perry Street Intersection Improvement | - | No | Yes | Limited excavation included in project |
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