	City Council Study Session **February 8, 2016 - 5:30 PM** **Auburn City Hall** **AGENDA** Watch the meeting LIVE! Watch the meeting video Meeting videos are not available until 72 hours after the meeting has concluded.

I. **CALL TO ORDER**

A. **Roll Call**

II. **ANNOUNCEMENTS, REPORTS, AND PRESENTATIONS**

III. **AGENDA ITEMS FOR COUNCIL DISCUSSION**

A. **Main Street Urban Design Report (20 Minute Presentation/10 Minute Q&A)* (Snyder)**

B. **NPDES Annual Report and Stormwater Management Program Plan (10 Minute Presentation/ 10 Minute Q&A* (Snyder)**

C. **Valley Regional Fire Authority Interlocal Agreement for GIS Services (10 Minute Presentation/15 Minute Q&A* (Haugan)**

D. **Council Retreat Goals (5 Minute Presentation/10 Minute Q&A)* (Hinman)**

IV. **ADJOURNMENT**

Agendas and minutes are available to the public at the City Clerk's Office, on the City website (http://www.auburnwa.gov), and via e-mail. Complete agenda packets are available for review at the City Clerk's Office.

*Denotes attachments included in the agenda packet.

AGENDA BILL APPROVAL FORM

Agenda Subject:
Main Street Urban Design Report (20 Minute Presentation/10 Minute Q&A)

Date:
February 2, 2016

Department:
Community Development and Public Works

Attachments:
Council Briefing Main Street Urban Design

Budget Impact:
$0

Administrative Recommendation:

Background Summary:

Reviewed by Council Committees:

Councilmember:

Staff: Snyder

Meeting Date: February 8, 2016

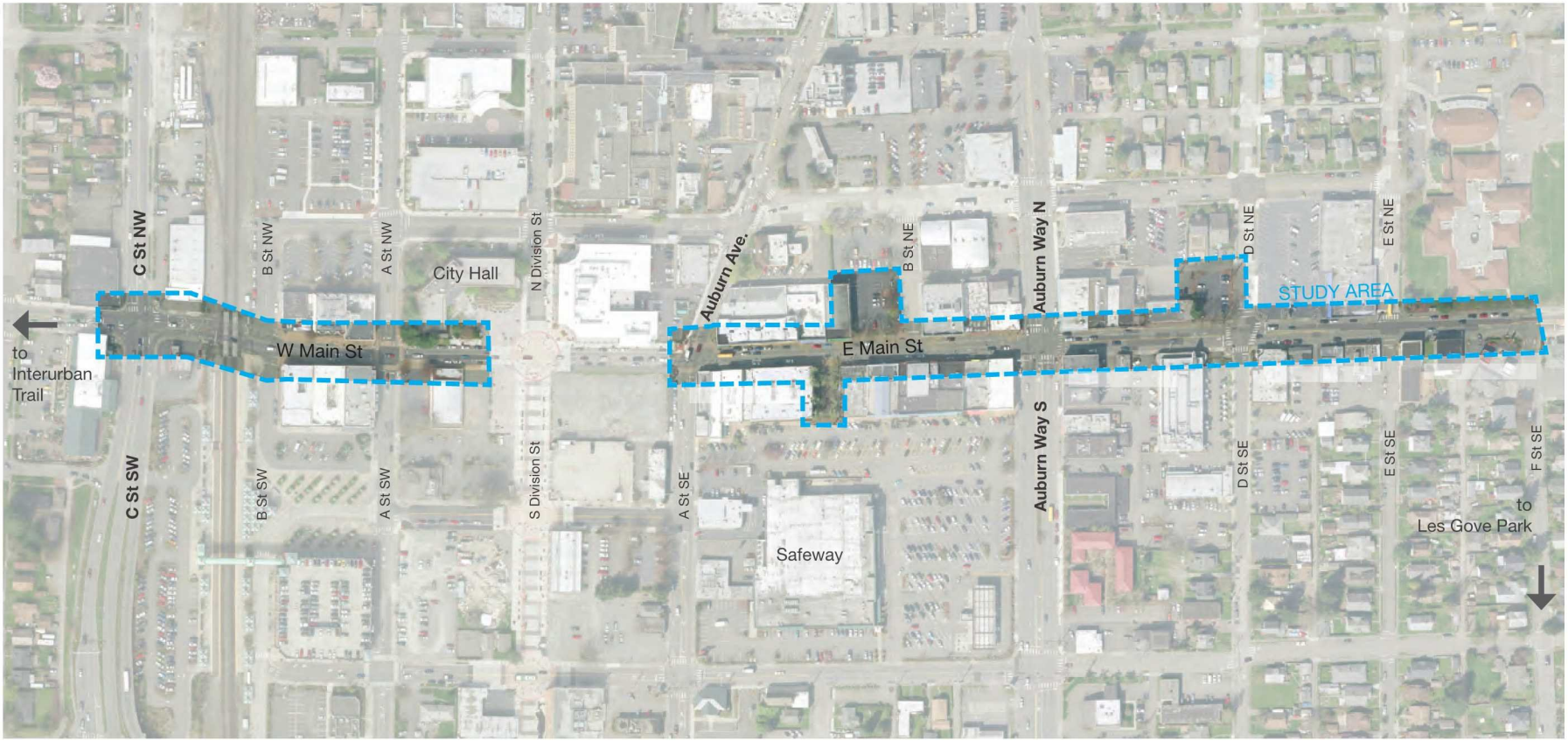
Item Number: DI.A

AUBURN MAIN STREET

Council Briefing / Feburary 8, 2016

ENVIRONMENT
MAIN
WELLNESS
CELEBRATION
STREET
URBAN DESIGN
CHARACTER
SERVICE
CELEBRATION
ECONOMY
SUSTAINABIITY
DOWNTOWN URBAN CENTER
ENVIRONMENT
ECONOMY
CHARACTER
SERVICE
WELLNESS
CITY OF AUBURN
ENVIRONMENT
MAIN STREET
CHARACTER
MIG SvR
CELEBRATION
ECONOMY
FEBRUARY 8TH 2015
COUNCIL BRIEFING
CHARACTER
SUSTAINABILITY
SERVICE
WELLNESS

Main Street | Project Extents



Main Street | Strategies and Actions

Provide Access to All

- Build infrastructure for all ages & abilities
- Promote transportation alternatives
- Create balance with a multimodal level of service
- Minimize Auburn Way as a barrier
- Make access clear and intuitive through a comprehensive wayfinding strategy
- Implement a park-once strategy

Promote Downtown as Neighborhood

- Preserve & strengthen Main Street's assets
- Prioritize the walking experience
- Reinforce Main Street as the neighborhood's spine
- Manage, program and activate public spaces to draw Auburn's residents downtown
- Encourage new housing downtown

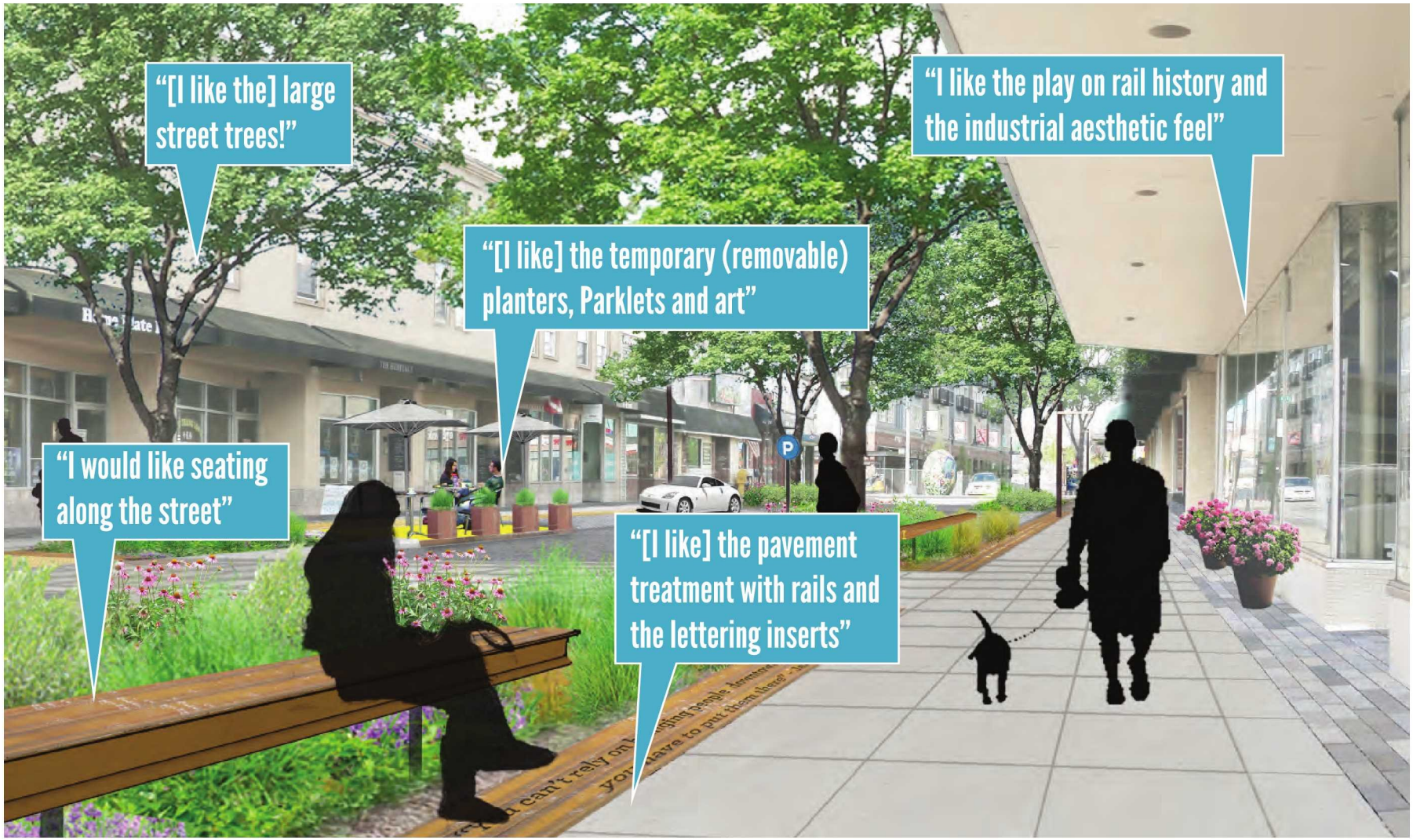
Strengthen Downtown's Spaces

- Strengthen a continuous street wall
- Respect the scale and hierarchy of spaces
- Activate the edges of public spaces
- Design for CPTED
- Define a consistent, human-scaled streetscape palette Plant and maintain trees & vegetation
- Incorporate place-based art

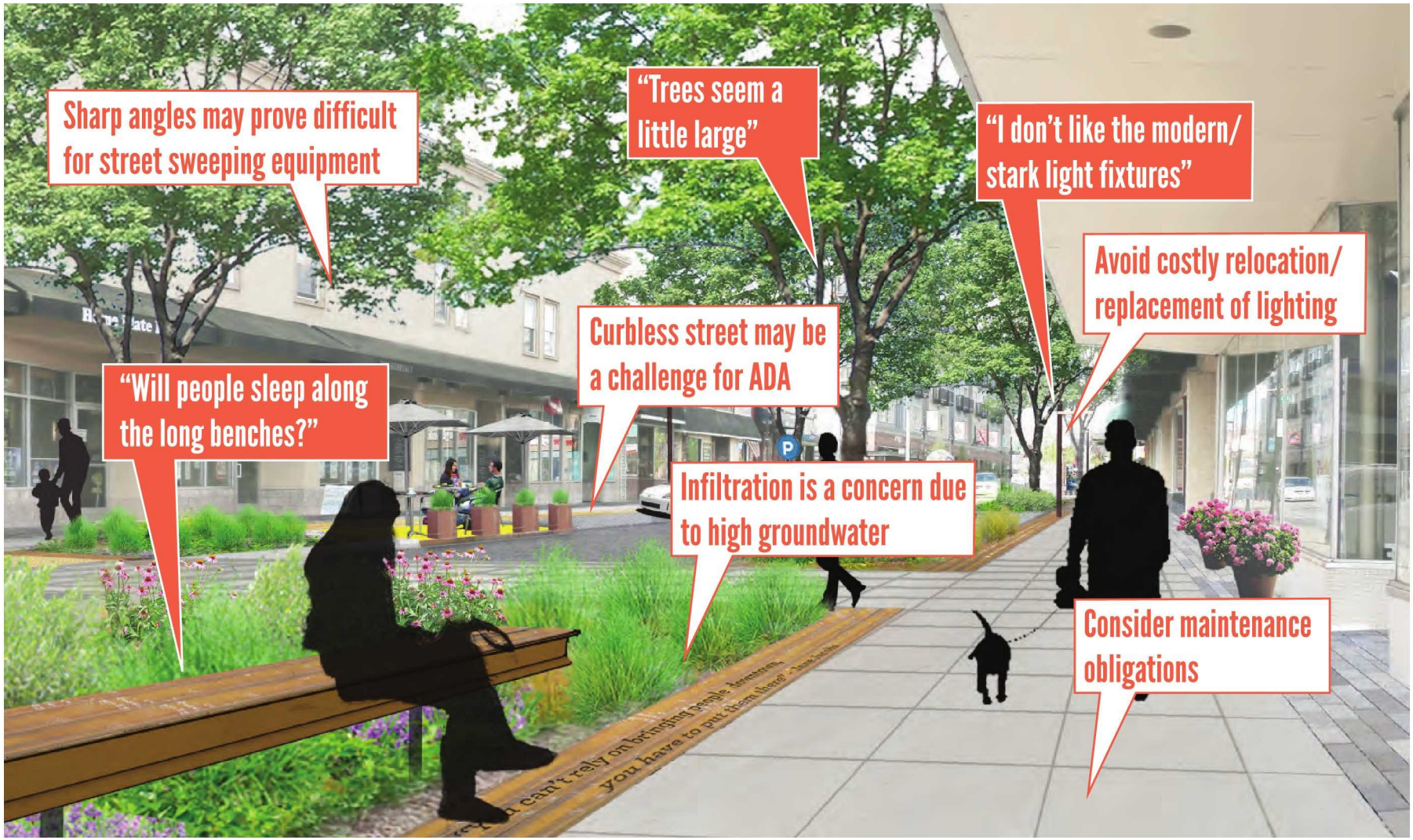
Encourage Economic Development

- Encourage development of empty lots
- Foster active, engaging storefronts
- Allow for uniqueness (e.g. sidewalk sales, parklets, etc)
- Bring the market to both the on-street and private parking conversation
- Reinvest parking revenue downtown
- Right-size the parking footprint

‘Rail Rooms’ | Community Preferences



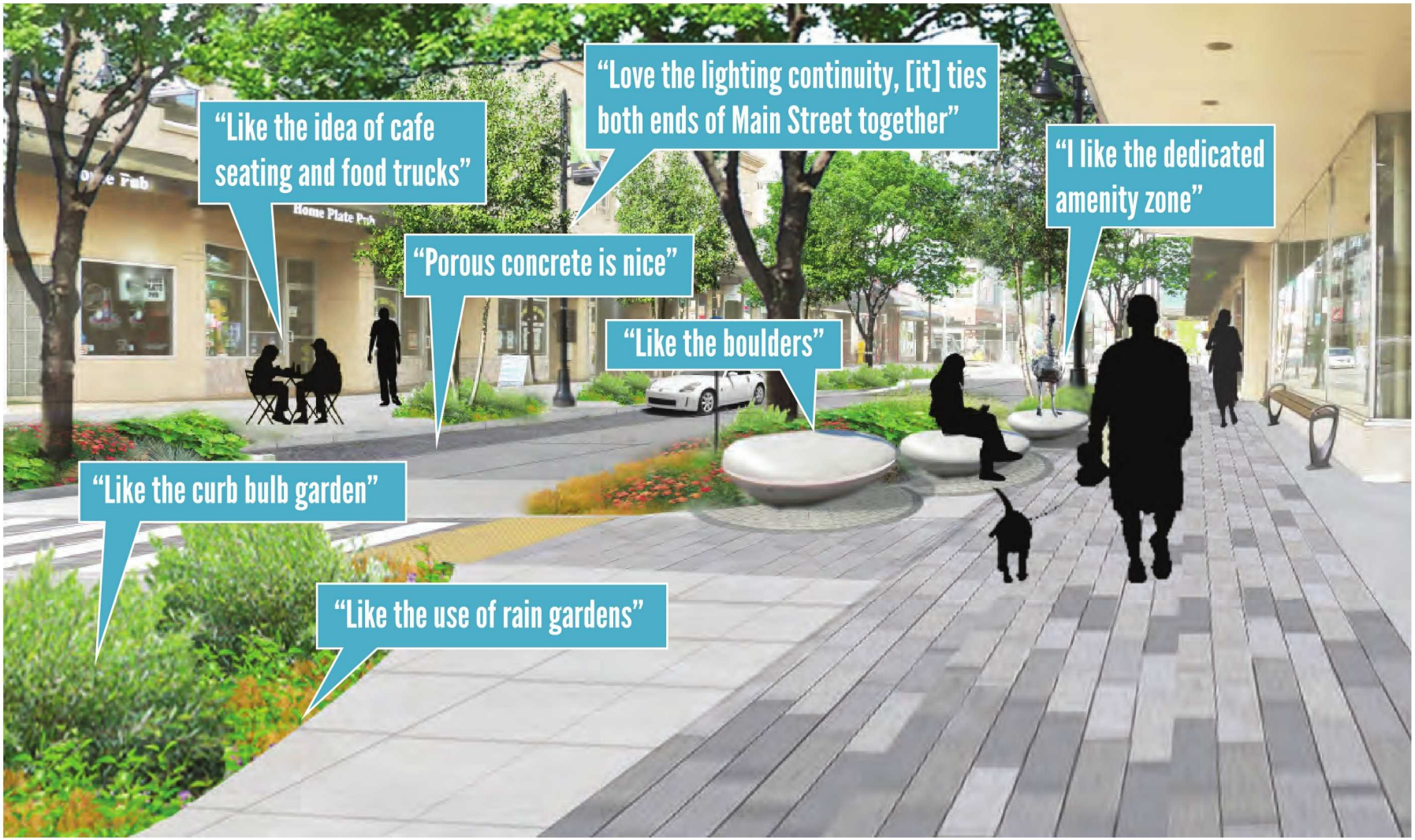
‘Rail Rooms’ | Community & Staff Concerns



Community Feedback

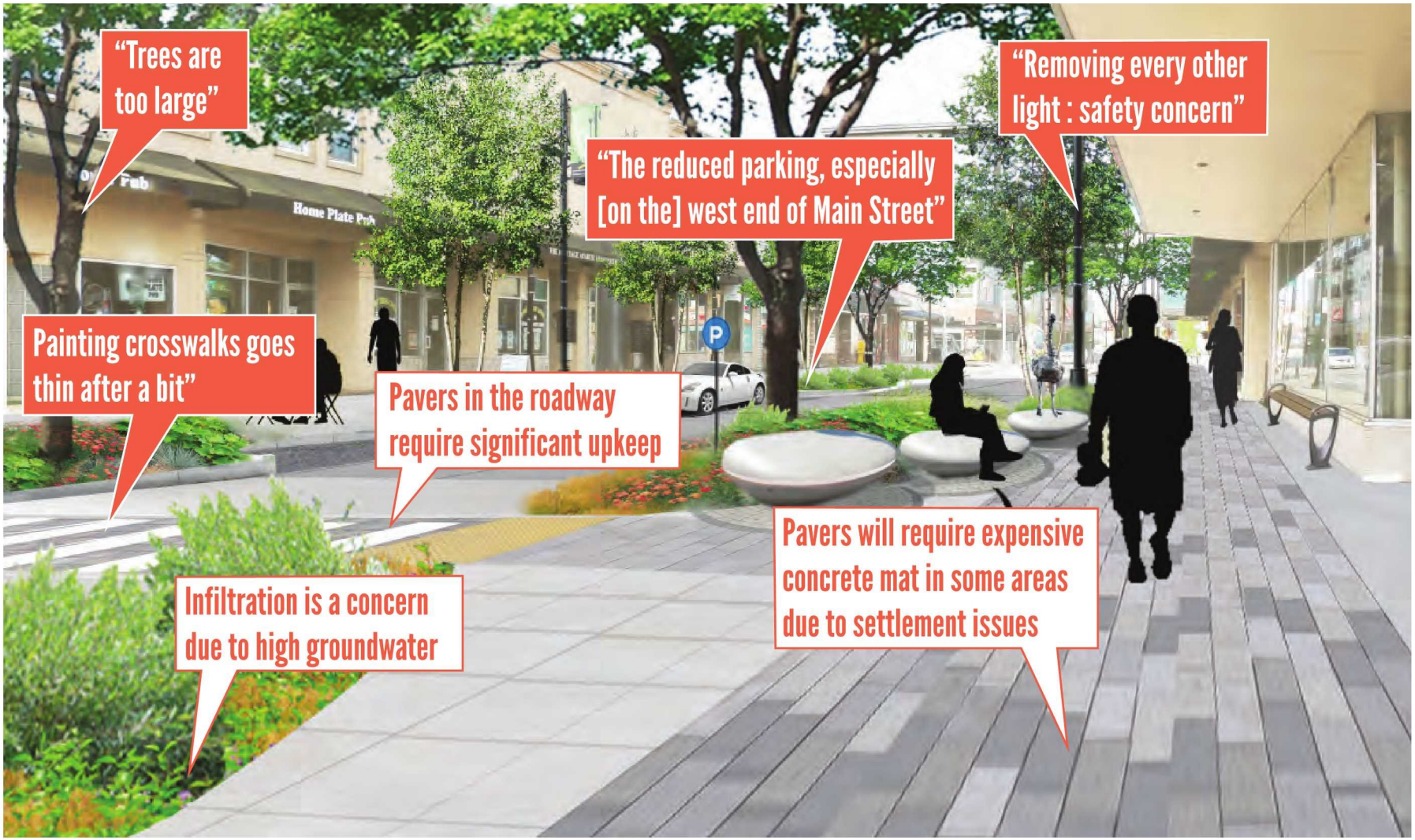
City of Auburn Staff

‘Rivers and Eddies’ | Community Preferences



DRAFT Community Feedback

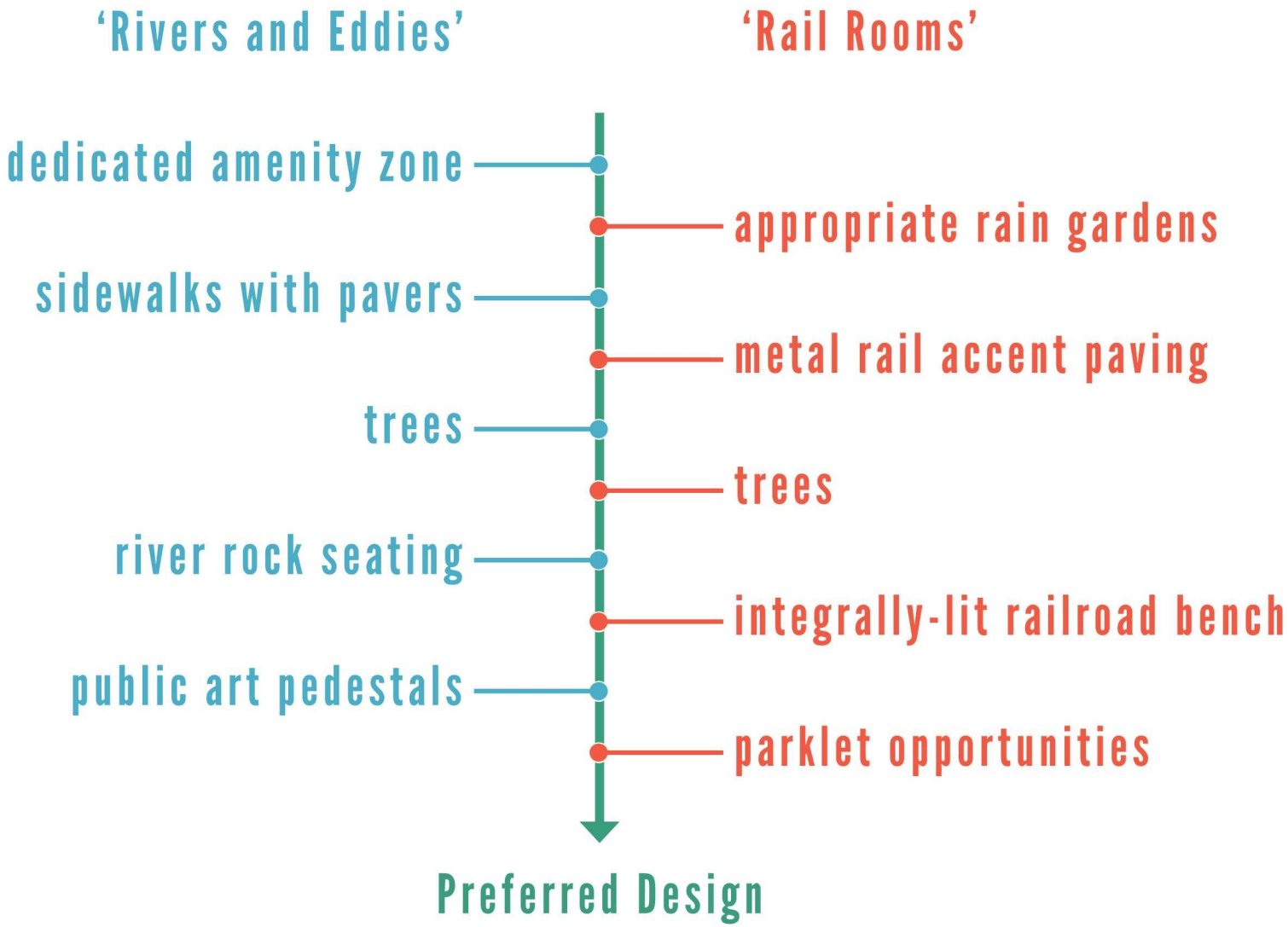
‘Rivers and Eddies’ | Community & Staff Concerns



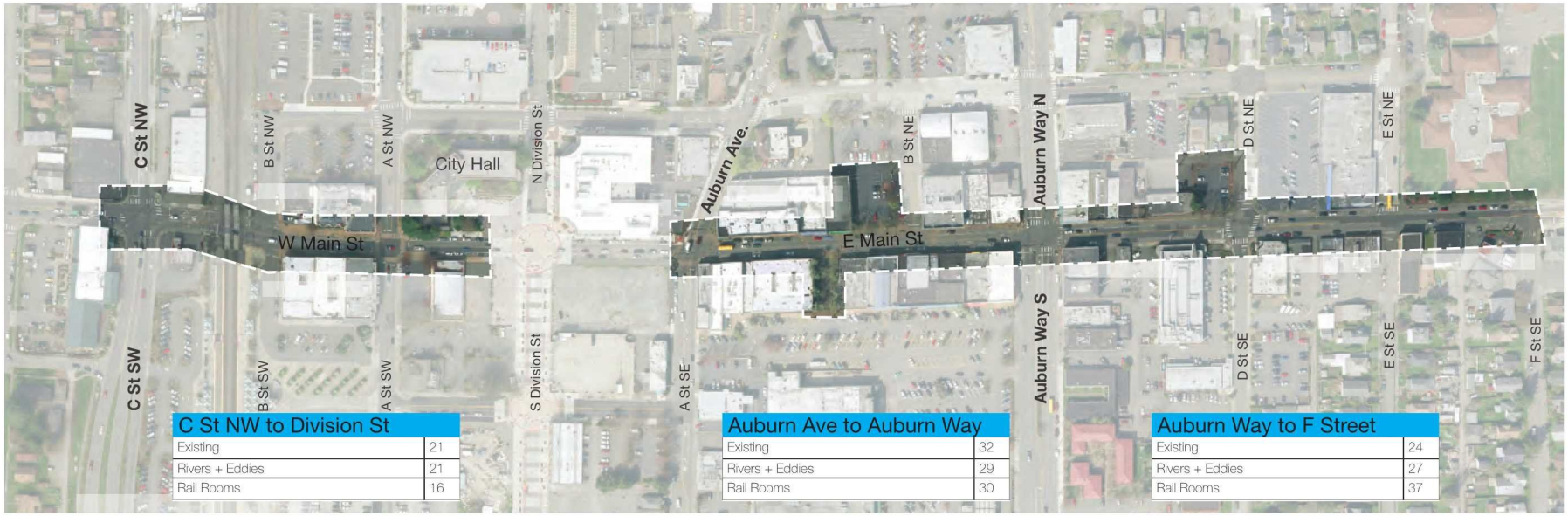
Community Feedback

City of Auburn Staff

Reconciling the Best of Each Design



On-Street Parking Count



C St NW to Division St	
Existing	21
Rivers + Eddies	21
Rail Rooms	16

Auburn Ave to Auburn Way	
Existing	32
Rivers + Eddies	29
Rail Rooms	30

Auburn Way to F Street	
Existing	24
Rivers + Eddies	27
Rail Rooms	37

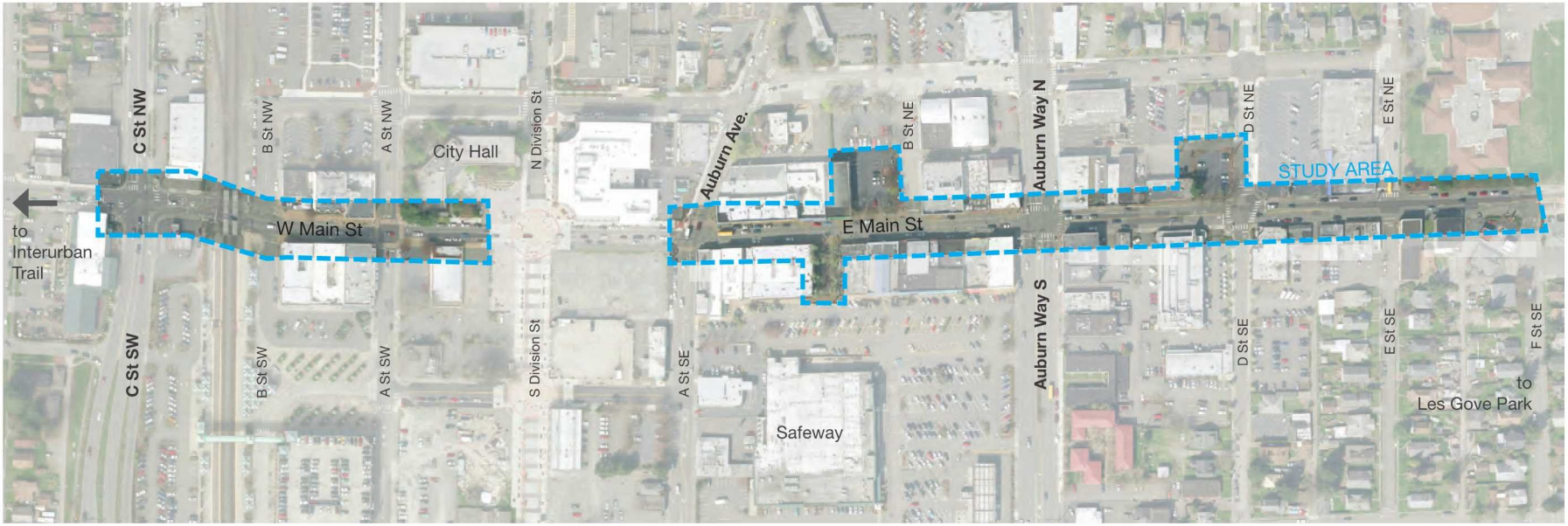
Total On-Street Parking Count

Existing	77
Rivers + Eddies	77
Rail Rooms	83

ON-STREET PARKING GUIDANCE RECOMMENDATIONS

1. Strive to keep total number of existing on-street parking stalls.
2. Distribute parking stalls proportionally the same on a block-by-block basis.
3. If unavoidable, no more than one parking stall shall be lost per block face.

Main Street | One Way Analysis



Pros

1. Increased through traffic.
2. Potential to reduce incidence of congestion.
3. Frees up right-of-way for additional pedestrian/bicycle space.

Cons

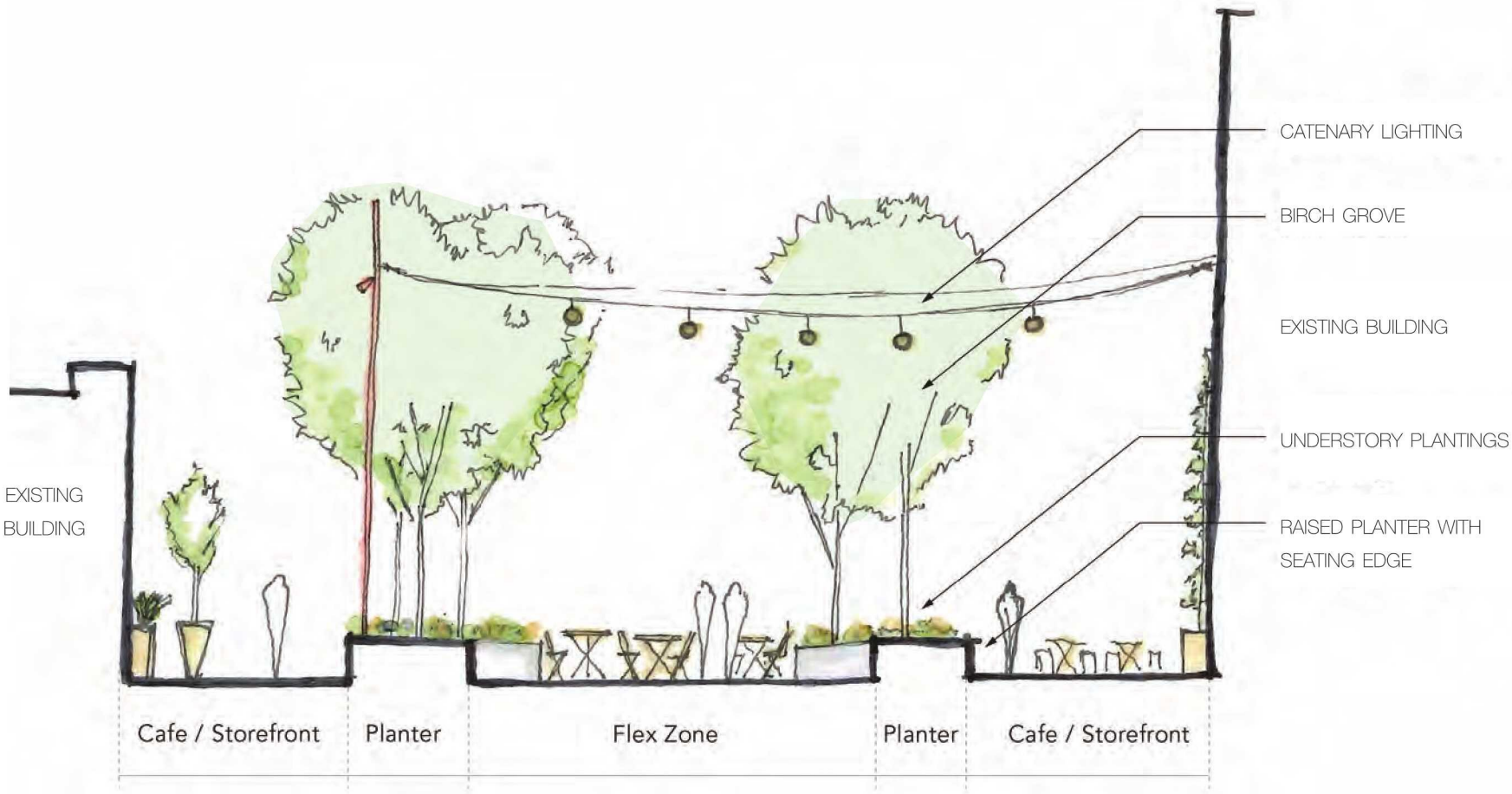
1. Rail alignment presents a challenging couplet configuration.
2. Increased cost for signalization improvements.
3. Less intuitive for drivers.
4. Increases driver speed.
5. Reduces pedestrian safety.
6. Reduces business access and viability.

RECOMMENDATION:

Maintain Main Street as a two-way corridor.

B Street Plaza Design

B Street Plaza Design



Mural Lot: Village Green

Mural Lot: Redevelopment

Publicly Owned Development Opportunities

Publicly Owned Development Opportunities - Circulation

C Street and Railroad Crossing | Existing Conditions

C Street and Railroad Crossing | Protected Bike Lanes

C Street and Railroad Crossing | 2 Way Cycle Track

Next Steps

1. Gather Final Input from Staff

2. Final Public Informational Sessions

3. Finalize Streetscape Design

4. Develop Planning Level Costs + Phasing

5. Final Presentation to City Council (April)

AUBURN MAIN STREET

Council Briefing / Feburary 8, 2016

AGENDA BILL APPROVAL FORM

Agenda Subject:
NPDES Annual Report and Stormwater Management Program Plan (10 Minute Presentation/ 10 Minute Q&A

Date:
February 2, 2016

Department:
CD & PW

Attachments:
Powerpoint Presentation
2015 NPDES Annual Report and Draft 2016 SWMP Plan

Budget Impact:
$0

Administrative Recommendation:

For discussion only.

Background Summary:

The City's NPDES Phase 2 Permit was issued by the Washington State Department of Ecology for the period 2013-2018. Conditions of the Permit include submittal of an Annual Report describing the NPDES activities completed during the previous year (2015), and development of a Stormwater Management Program Plan (SWMP Plan) for NPDES activities planned for the current year (2016).

The Council Study Session will include a discussion of the City's 2015 NPDES activities and the proposed 2016 NPDES activities to supplement the attached PowerPoint presentation.

The Permit requires that the City allow public input on the SWMP Plan as part of the Public Involvement and Participation requirements in the City's Permit. Following the Council Study Session, the SWMP Plan will be posted on Auburn's website for public review and comment. A Public Hearing is also being scheduled for the Council's March 7, 2016 meeting to receive public input on the SWMP Plan. A resolution for adoption of the SWMP Plan will be presented for the City Council's consideration at the March 21, 2016 meeting. The annual report and the SWMP Plan must be submitted to Ecology by March 31, 2016.

Reviewed by Council Committees:

Councilmember:

Staff: Snyder

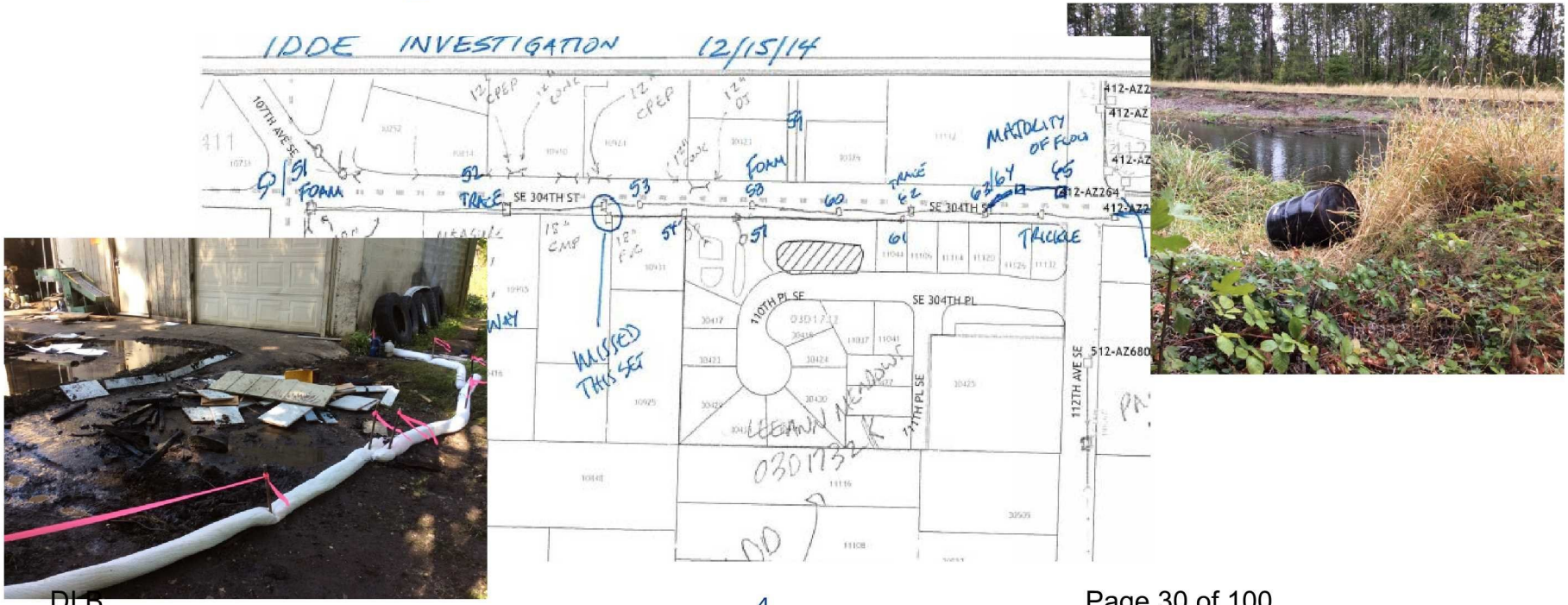
Meeting Date: February 8, 2016

Item Number: DI.B

* Municipal Stormwater Permit Summary
* 2015 Annual Report Highlights
* 2016 Stormwater Management Program Plan (SWMP Plan) Significant Actions
* SWMP Plan Review Process

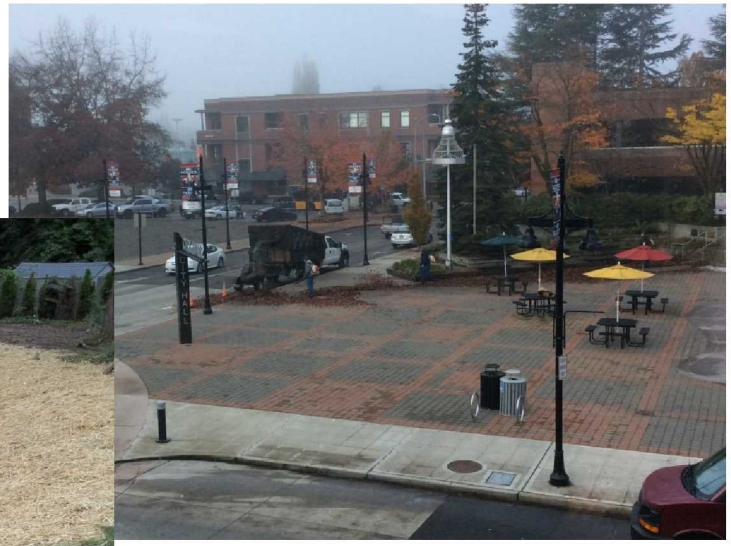
Public Education and Outreach

Illicit Discharge Detection and Elimination



Controlling Runoff from New Development, Redevelopment, and Construction Sites

Municipal Operations and Maintenance



(SWMP Plan)

Mutt Mitt
Degradable Pick-Up Mitt

- Implement Low Impact Development (LID)
  - Update City Code
  - Update processes, forms, guidance and design documents
  - Review by Planning Commission and City Council 2nd half 2016
  - Training and educational outreach
- Adopt a new stormwater management manual
- Develop LID maintenance standards and levels of service

- Tonight - Public Review and Comment Process Starts
- March 7th - Public Hearing, End of Comment Period
- March 21st – Resolution to Approve SWMP Plan
- March 31st - 2015 Annual Report and SWMP Plan Due to Ecology

Questions?

Submittals WQWebSubmittal

WQWebSubmittal Home WQWebPortal Home Help FAQs

Annual Report

Question Number	Permit Section	Questions
1	S5.A.2	Attach updated annual Stormwater Management Program Plan (SWMP Plan). (S5.A.2)
2	S9.D.5	Attach a copy of any annexations, incorporations or boundary changes resulting in an increase or decrease in the Permittee's geographic area of permit coverage during the reporting period per S9.D.5. **Saved Document Name: Res. 5101 Q2_2_01062016014336**
3	S5.A.3	Implemented an ongoing program to gather, track, and maintain information per S5.A.3, including costs or estimated costs of implementing the SWMP. **Yes**
4	S5.A.5.b	Coordinated among departments within the jurisdiction to eliminate barriers to permit compliance. (S5.A.5.b) **Yes**
5	S5.C.1.a.i and ii	Attach description of public education and outreach efforts conducted per S5.C.1.a.i and ii. **Saved Document Name: City of Auburn 2015 Public Edu_5_01282016063328**
6	S5.C.1.b	Created stewardship opportunities (or partnered with others) to encourage resident participation in activities such as those described in S5.C.1.b. **Yes**
7	S5.C.1.b	Used results of measuring the understanding and adoption of targeted behaviors among at least one audience in at least one subject area to direct education and outreach resources and evaluate changes in adoption of targeted behaviors. (Required no later than February 2, 2016, S5.C.1.b) **Not Applicable**
7b	S5.C.1.b	Attach description of how this requirement was met.
8	S5.C.2.a	Describe the opportunities created for the public to participate in the decision making processes involving the development, implementation and updates of the Permittee's SWMP. (S5.C.2.a) **The draft SWMP was posted on the City's website and public comments were requested. The SWMP was presented to the City Council in public meetings. A public hearing was help at a City Council meeting.**
9	S5.C.2.b	Posted the updated SWMP Plan and latest annual report on your website no later than May 31. (S5.C.2.b) **Yes**
9b	S5.C.2.b	List the website address. **www.auburnwa.gov**
10		

	S5.C.3.a.i - vi	Maintained a map of the MS4 including the requirements listed in S5.C.3.a.i.-vi. **Yes**
11	S5.C.3.b.v	Implemented a compliance strategy, including informal compliance actions as well as enforcement provisions of the regulatory mechanism described in S5.C.3.b. (S5.C.3.b.v) **Yes**
12	S5.C.3.b.vi	Updated, if necessary, the regulatory mechanism to effectively prohibit illicit discharges into the MS4 per S5.C.3.b.vi. (Required no later than February 2, 2018) **Not Applicable**
12b		Cite the Prohibited Discharges code reference
13	S5.C.3.c.i	Implemented procedures for conducting illicit discharge investigations in accordance with S5.C.3.c.i. **Yes**
13b	S5.C.3.c.i	Cite methodology **Field screening methodologies from the Illicit Connection and Illicit Discharge Field Screening and Source Tracing Guidance Manual prepared for the Washington State Department of Ecology**
14	S5.C.3.c.i	Percentage of MS4 coverage area screened in reporting year per S5.C.3.c.i. (Required to screen 40% of MS4 no later than December 31, 2017 (except no later than June 30, 2018 for the City of Aberdeen) and 12% on average each year thereafter. (S5.C.3) **40**
15	S5.C.3.c.ii	List the hotline telephone number for public reporting of spills and other illicit discharges. (S5.C.3.c.ii) **253 931-3048**
15b	S5.C.3.c.ii	Number of hotline calls received. **7**
16	S5.C.3.c.iii	Implemented an ongoing illicit discharge training program for all municipal field staff per S5.C.3.c.iii. **Yes**
17	S5.C.3.c.iv	Informed public employees, businesses, and the general public of hazards associated with illicit discharges and improper disposal of waste. (S5.C.3.c.iv) **Yes**
17b	S5.C.3.c.iv	Describe the information sharing actions. (S5.C.3.c.iv) **ECOSS Pollution Prevention Outreach program targeted businesses with outreach on spill prevention and clean-up. Rain Drain postcards were mailed to neighborhoods where evidence of illicit discharge were found.**
18	S5.C.3.d	Implemented an ongoing program to characterize, trace, and eliminate illicit discharges into the MS4 per S5.C.3.d. **Yes**
19	S5.C.3.d.iv	Number of illicit discharges, including illicit connections, eliminated during the reporting year. (S5.C.3.d.iv) **55**
20		Attach a summary of actions taken to characterize, trace and eliminate each illicit discharge found by or reported to the permittee. For each illicit discharge, include a description of actions

	S5.C.3.d.iv	according to required timeline per S5.C.3.d.iv **Saved Document Name: Question 20 DOE Submittal Aubu_20_01132016081958**
21	S5.C.3.e	Municipal illicit discharge detection staff are trained to conduct illicit discharge detection and elimination activities as described in S5.C.3.e. **Yes**
22	S5.C.4.a	Implemented an ordinance or other enforceable mechanism to address runoff from new development, redevelopment and construction sites per the requirements of S5.C.4.a. **Yes**
24	S5.C.4.a.i	Number of exceptions granted to the minimum requirements in Appendix 1. (S5.C.4.a.i., and Section 6 of Appendix 1) **0**
25	S5.C.4.a.i	Number of variances granted to the minimum requirements in Appendix 1. (S5.C.4.a.i., and Section 6 of Appendix 1) **0**
26	S5.C.4.b.i	Reviewed Stormwater Site Plans for all proposed development activities that meet the thresholds adopted pursuant to S5.C.4.a.i. (S5.C.4.b.i) **Yes**
26b	S5.C.4.b.i	Number of site plans reviewed during the reporting period. **989**
27	S5.C.4.b.ii	Inspected, prior to clearing and construction, permitted development sites that have a high potential for sediment transport as determined through plan review based on definitions and requirements in Appendix 7 Determining Construction Site Sediment Damage Potential, or alternatively, inspected all construction sites meeting the minimum thresholds adopted pursuant to S5.C.4.a.i. (S5.C.4.b.ii) **Yes**
27b	S5.C.4.b.ii	Number of construction sites inspected per S5.C.4.b.ii. **87**
28	S5.C.4.b.iii	Inspected permitted development sites during construction to verify proper installation and maintenance of required erosion and sediment controls. (S5.C.4.b.iii) **Yes**
28b	S5.C.4.b.iii	Number of construction sites inspected per S5.C.4.b.iii. **124**
29	S5.C.4.b.ii, iii and	Number of enforcement actions taken during the reporting period (based on construction phase inspections at new development and redevelopment projects). (S5.C.4.b.ii, iii and v) **14**
30	S5.C.4.b.iv	Inspected all permitted development sites that meet the thresholds in S5.C.4.a.i upon completion of construction and prior to final approval or occupancy to ensure proper installation of permanent stormwater facilities. (S5.C.4.b.iv) **Yes**
31	S5.C.4.b.ii-iv	Achieved at least 80% of scheduled construction-related inspections. (S5.C.4.b.ii-iv) **Yes**
32		Verified a maintenance plan is completed and responsibility for maintenance is assigned for projects. (S5.C.4.b.iv)

	S5.C.4.b.iv	**Yes**
33	S5.C.4.c	Implemented provisions to verify adequate long-term operation and maintenance (O&M) of stormwater treatment and flow control BMPs/facilities that are permitted and constructed pursuant to S5.C.4. a and b. (S5.C.4.c) **Yes**
35	S5.C.4.c.iii	Annually inspected stormwater treatment and flow control BMPs/facilities per S5.C.4.c.iii. **Yes**
35b	S5.C.4.c.iii	If using reduced inspection frequency for the first time during this permit cycle, attach documentation per S5.C.4.c.iii **Not Applicable**
36	S5.C.4.c.iv	Inspected new residential stormwater treatment and flow control BMPs/facilities and catch basins every 6 months per S5.C.4.c.iv to identify maintenance needs and enforce compliance with maintenance standards. **Yes**
37	S5.C.4.c.v	Achieved at least 80% of scheduled inspections to verify adequate long-term O&M. (S5.C4.c.v) **Yes**
38	S4.C.4.c.vi	Verified that maintenance was performed per the schedule in S5.C.4.c.vi when an inspection identified an exceedance of the maintenance standard. **Yes**
38b	S5.C.4.c.vi	Attach documentation of any maintenance delays. (S5.C.4.c.vi) **Not Applicable**
39	S5.C.4.d	Provided copies of the Notice of Intent for Construction Activity and Notice of Intent for Industrial Activity to representatives of proposed new development and redevelopment. (S5.C.4.d) **Yes**
40	S5.C.4.e	All staff responsible for implementing the program to control stormwater runoff from new development, redevelopment, and construction sites, including permitting, plan review, construction site inspections, and enforcement are trained to conduct these activities. (S5.C.4.e) **Yes**
42	S5.C.4.g	Participated and cooperated with the watershed-scale stormwater planning process led by a Phase I county. (S5.C.4.g) **Not Applicable**
43	S5.C.5.a	Implemented maintenance standards as protective, or more protective, of facility function as those specified in Chapter 4 of Volume V of the 2005 Stormwater Management Manual for Western Washington. **Yes**
44	S5.C.5.a	Applied a maintenance standard that is not specified in the Stormwater Management Manual for Western Washington. **Not Applicable**
44b	S5.C.5.a	Please note what kinds of facilities are covered by this alternative maintenance standard. (S5.C.5.a)
45		

	S5.C.5.a.ii	Performed timely maintenance per S5.C.5.a.ii. **Yes**
46	S5.C.5.b	Annually inspected all municipally owned or operated permanent stormwater treatment and flow control BMPs/facilities. (S5.C.5.b) **Yes**
46b	S5.C.5.b	Number of known municipally owned or operated stormwater treatment and flow control BMPs/facilities. (S5.C.5.b) **456**
46c	S5.C.5.b	Number of facilities inspected during the reporting period. (S5.C.5.b) **452**
46d	S5.C.5.b	Number of facilities for which maintenance was performed during the reporting period. (S5.C.5.b) **30**
47	S5.C.5.b	If using reduced inspection frequency for the first time during this permit cycle, attach documentation per S5.C.5.b. **Not Applicable**
48	S5.C.5.c	Conducted spot checks and inspections (if necessary) of potentially damaged stormwater facilities after major storms as per S5.C.5.c. **Yes**
49	S5.C.5.d	Inspected all municipally owned or operated catch basins and inlets as per S5.C.5.d, or used an alternative approach. (Required once no later than August 1, 2017 and every two years thereafter, except once no later than June 30, 2018 and every two years thereafter for the City of Aberdeen) **Not Applicable**
49b	S5.C.5.d	Number of known catch basins. **8563**
49c	S5.C.5.d	Number of catch basins inspected during the reporting period. **2414**
49d	S5.C.5.d	Number of catch basins cleaned during the reporting period. **894**
50	S5.C.5.d.i-ii	Attach documentation of alternative catch basin cleaning approach, if used. (S5.C.5.d.i or ii) **Not Applicable**
51	S5.C.5.f	Implemented practices, policies and procedures to reduce stormwater impacts associated with runoff from all lands owned or maintained by the Permittee, and road maintenance activities under the functional control of the Permittee. (S5.C.5.f) **Yes**
52	S5.C.5.g	Implemented an ongoing training program for Permittee employees whose primary construction, operations or maintenance job functions may impact stormwater quality. (S5.C.5.g.) **Yes**
53	S5.C.5.h	Implemented a Stormwater Pollution Prevention Plan for all heavy equipment maintenance or storage yards, and material storage facilities owned or operated by the Permittee in areas subject to this Permit that are not required to have coverage under an NPDES permit that covers stormwater discharges associated with the activity. (S5.C.5.h)

		Yes
54	S7.A	Complied with the Total Maximum Daily Load (TMDL)-specific requirements identified in Appendix 2. (S7.A) **Yes**
55	S7.A	For TMDLs listed in Appendix 2: Attach a summary of relevant SWMP and Appendix 2 activities to address the applicable TMDL parameter(s). (S7.A) **Saved Document Name: 2015 TMDL Summary_55_01282016064950**
56	S8.A	Attach a description of any stormwater monitoring or stormwater-related studies as described in S8.A. **Not Applicable**
57	S8.B.1	Participated in cost-sharing for the regional stormwater monitoring program (RSMP) for status and trends monitoring. (S8.B.1) **Yes**
57B	S8.B.2	If choosing to conduct individual status and trends monitoring, attach an annual stormwater monitoring report in accordance with S8.B.2. (Required to submit reports beginning March 31, 2016)
58	S8.C.1	Participated in cost-sharing for the regional stormwater monitoring program (RSMP) for effectiveness studies. (S8.C.1) (Required to begin no later than August 15, 2014) **Yes**
58b	S8.C.2	If choosing to conduct discharge monitoring, attach an annual stormwater monitoring report in accordance with S8.C.2 and Appendix 9. (Required to submit reports beginning March 31, 2016)
59	S8.D.1	Contributed to the RSMP for source identification and diagnostic monitoring information repository in accordance with S8.D.1. (Required to begin no later than August 15, 2014) **Yes**
60	G3	Notified Ecology in accordance with G3 of any discharge into or from the Permittees MS4 which could constitute a threat to human health, welfare or the environment. (G3) **Yes**
61	G3	Number of G3 notifications provided to Ecology. **14**
62	G3.A	Took appropriate action to correct or minimize the threat to human health, welfare, and/or the environment per G3.A. **Yes**
63	S4.F.1	Notified Ecology within 30 days of becoming aware that a discharge from the Permittee's MS4 caused or contributed to a known or likely violation of water quality standards in the receiving water. (S4.F.1) **Not Applicable**
64	S4.F.3.a	If requested, submitted an Adaptive Management Response report in accordance with S4.F.3.a.
65	S4.F.3.d	Attach a summary of the status of implementation of any actions taken pursuant to S4.F.3 and the status of any monitoring, assessment, or evaluation efforts conducted during the reporting period. (S4.F.3.d) **Not Applicable**

66	G20	Notified Ecology of the failure to comply with the permit terms and conditions within 30 days of becoming aware of the non-compliance. (G20) **Not Applicable**
67	G20	Number of non-compliance notifications (G20) provided in reporting year. **0**
67b	G20	List the permit conditions described in non-compliance notification(s). **Not Applicable**

Attachments:

View Files Attached to Submission

	DocDescr	DocName	DocExt	DocID	SubID	AppName
View	WAR045502_55_01282016064950	2015 TMDL Summary_55_01282016064950	.docx	425613	1524775	wqwebportal
View	WAR045502_5_01282016063328	City of Auburn 2015 Public Edu_5_01282016063328	.doc	425612	1524775	wqwebportal
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City of Auburn 2015 Public Education and Outreach Summary

Public Education Activity	Target Audience	Comments
City Storm Drainage Web Site	General Public	City website provides general information on the City's storm drainage program, links to the City's SWMP and annual reports and lists the Spill Reporting phone number.
City Storm Drainage Web Site	Private Storm Facility Owners and Managers	City website provides information on maintenance standards for private storm drainage systems.
City Environmental Services Web Site	General Public	City website provides information on floodplain and natural area restoration.
Stormwater Outreach for Regional Municipalities (STORM)	General public	Auburn participated in this regional public education program. PSSH branded information and items were distributed.
Auburn Magazine	Homeowners	Provided information on disposal options for household hazardous waste and on keeping hazardous waste out of stormwater. Included reminder for pet owners to clean up pet waste.
ECOSS Spill Kit Program	Business types included automotive, food service, manufacturing, property maintenance, and retail	Outreach and educational training on spill prevention and cleanup, and stormwater pollution prevention was provided to 27 businesses in 2015. 71% of the businesses contacted spoke English as a second language.
Water Festival	Fourth and fifth grade students	197 Auburn students attended Water Festival 2015 where they learned about stormwater, pollution prevention, wetlands, salmon, drinking water and sanitary sewer issues through hands on activities and presentations.
Natural Yard Care Workshops	Homeowners	Three workshops were attended by between 45 and 51 people per session (52 unique households) from the north valley and West Hill areas of Auburn. Attendees learned that they could have beautiful, healthy yards while reducing their dependence on pesticides and fertilizer.
Kid's Day	School children and their parents	One day fair where approximately 1,500 children visited the Auburn Utilities booth where they could learn about stormwater pollution prevention and other water resource information.
Carwash Kit Program / IDDE	Property owners / managers	Kit checkout procedures continued to include a process were the City verifies that a kit will function at a site prior to it being check out for use.
Volunteer Vegetation Planting at the Fenster Nature Park	General public	The City organized and led native plant planting at the Fenster Nature Park. Approximately 65 volunteers participated.
Volunteer Vegetation Planting and Site Maintenance at the Auburn Environmental Park	General public	The City organized and led native plant planting, invasive species control and mulching opportunities at the Auburn Environmental Park. Approximately 100 volunteers participated.

Public Education Activity	Target Audience	Comments
Presentations to City Council on Low Impact Development	City Council and public	City staff and City consultants provided two presentations to the City Council on Low Impact Development. The presentations were streamed live on the City's community television channel and an article was generated in the Auburn Reporter.
Scoop it, bag it and put it in the trash article	Pet owners	Article on proper disposal of pet waste was included in the spring Auburn Magazine that was mailed to residences and businesses in Auburn.
Warmer Weather Means More Car Washing, Remember to Wash Smart article	Vehicle owners	Article on proper car washing was included in the spring Auburn Magazine that was mailed to residences and businesses in Auburn.
Help Us Protect Puget Sound with Sound-Healthy Habits article	Homeowners and businesses in Auburn	Article on multiple best management practices to prevent polluted storm drainage was included in the spring Auburn Magazine that was mailed to residences and businesses in Auburn.
Educational mailers	Property owners who live near the Green River and Bowman Creek	Educational mailers were sent to property owners whose properties adjoin the Green River and Bowman Creek.
Rain Drain Postcard	Homeowners in areas where illicit discharges are suspected	Postcard was mailed to 129 residences in 3 areas where illicit discharges had been identified.
Best Management Practices Training to Prevent Stormwater Pollution for Municipal Operations	Municipal operations staff including Community Development and Public Works Department and Parks, Arts and Recreation Department maintenance workers	81 municipal maintenance staff attended the training on stormwater pollution prevention related to the work that they perform.
Stormwater Management Training	City Construction and Building Inspectors, and Design Engineering staff	19 City staff received training on construction site stormwater pollution prevention, inspections and enforcement.
Illicit Discharge Recognition and Reporting	City field staff	5 new staff members were trained on identification and reporting of illicit discharges.
Living in the Grey Erosion, Sediment & Pollution Control	City project management and inspection staff	Staff were trained on sediment and erosion control for construction activities.
National Traffic Incident Management Responder Training Program	City spill response staff	3 spill response staff attended training on safe response to traffic accidents.

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R1130	1/7/2015	12556 SE 295th St		Yes	One time spill or discharge	No	Yes	N/A	Yes	N/A	Staff Referral	N/A	Visual Recon	Visual Indicators	Vehicle Fluids	Vehicle		No Action Needed		1/8/2015	Vehicle fluids, most likely motor oil dripped from parked vehicles and moving vehicles on street surface. No evidence of vehicle fluids in storm system or downstream detention vault.
R1151	1/8/2015	D St SE	26th St SE	Yes	One time spill or discharge	No	Yes	N/A	Yes	N/A	Staff Referral	N/A	Visual Recon	Odor, Visual Indicators	Vehicle Fluids	Unknown		Other (Explain in Field 16)		1/9/2015	Report of gasoline on road surface. Non-recoverable amount found. Placed absorbent pads in downstream catch basin in case it rains. No obvious source was located.
R1168	1/9/2015	Peasley Canyon Rd		Yes	One time spill or discharge	No	Yes	N/A	Yes	N/A	Staff Referral	N/A	Visual Recon	Odor, Visual Indicators	Natural foam	Natural event		No Action Needed		1/9/2015	Report of foam on Mill Creek in Peasley Canyon. Investigated and found foam which appears to be naturally occurring.
R1232	1/22/2015	Nathan Pl SE		Yes	Unknown	No	Yes	N/A	Yes	N/A	Pollution Hotline	N/A	Visual Recon	Odor, Visual Indicators	None	Mobile business	Yes	Education (Post Card)		1/22/2015	Report that mobile pet grooming business was draining wastewater into the street. No evidence was found. Postcard mailed to the vicinity telling them that drains lead to the river and providing pollution reporting number. Code enforcement notified that business was unlicensed.
R1236	1/22/2015	1702 E St NE		Yes	One time spill or discharge	No	Yes	N/A	Yes	N/A	Staff Referral	N/A	Visual Recon	Odor, Visual Indicators	Vehicle Fluids	Vehicle		No Action Needed		1/23/2015	Report of possible illicit discharge. Investigated and found a light sheen on the ground surface and same in catch basin.
R1241	1/23/2015	Pike St NE		Yes	Unknown	No	Yes	N/A	Yes	N/A	Staff Referral	N/A	Visual Recon	Odor, Visual Indicators	Paint	Residence		No Action Needed		1/23/2015	Report of a paint spill. Investigation found that approximately 1 cup of paint had been spilled on the ground along the side of a residence. The paint did not impact the MS4.
R1275	1/29/2015	Oravetz Rd SE	Mill Pond Dr SE	Yes	N/A	No	Yes	N/A	Yes	N/A	Staff Referral	N/A	Visual Recon	Odor, Visual Indicators	None	Unknown		No Action Needed		1/29/2015	Report of possible sheen from boat sunk in Mill Pond. No sheen was evident. Boat removal will be monitored for potential releases.

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R1301	2/3/2015	30391 121st Pl SE		Yes	One time spill or discharge	No	Yes	N/A	Yes	N/A	Hotline	N/A	Visual Recon	Odor, Visual Indicators	Vehicle Fluids	Vehicle		No Action Needed		2/3/2015	Report of non-working vehicle dripping oil in the street. Vehicle is now parked on private property and there is a very light sheen of oil on the road surface. The nearest catch basin was not impacted.
R1368	2/11/2015	130 2nd St SW		Yes	One time spill or discharge	No	Yes	N/A	Yes	N/A	Hotline	N/A	Visual Recon	Odor, Visual Indicators	Cleaning wastewater	Restaurant hood cleaning contactor	Yes	Technical assistance to restaurant and letter to contractor	Letter to cleaning contractor	2/11/2015	Report of wastewater from restaurant being discharged into storm drainage system. Investigation confirmed that a contractor had been cleaning the kitchen hoods. Staff spoke with the restaurant manager about appropriate waste water disposal and obtained the name of the contractor. A letter will be sent the the contractor regarding proper waste disposal methods, and stormwater pollution prevention.
R1386	2/17/2015	126 N St NE		Yes	One time spill or discharge	No	Yes	N/A	Yes	N/A	Staff Referral	N/A	Visual Recon	Odor, Visual Indicators	Cleaning wastewater	Vehicle washing	No	Spoke to resident	N/A	2/17/2015	Investigated report of unknown liquid draining into street from residential backyard. Observed a greyish discharge coming from under the fence into the street. Spoke with resident who said a truck had been cleaned in the back yard and that the liquid was from that. Asked that they contain the liquid in the future.
R1387	2/16/2015	409 Auburn Way S		Yes	One time spill or discharge	Yes	Yes	Yes	Yes	N/A	Staff Referral	654784	Visual Recon	Odor, Visual Indicators	Transformer cooling oil	Vehicle / transformer accident	No	PSE contracted cleanup	N/A	2/17/2015	PSE transformer was hit by a vehicle and spilled approximately 20 gallons of transformer cooling oil. Oil soaked into the ground and drained into a City storm drainage pump station. Due to the accident there was no power to the station so the oil was contained. PSE contracted the cleanup of the soil and pump station.
R1395	2/18/2015	4000 Block A St SE		Yes	N/A	No	Yes	N/A	Yes	N/A	Staff Referral	N/A	Visual Recon	Odor, Visual Indicators	Nothing found	Unknown	No	No Action Needed	N/A	2/18/2015	Nothing was found in the vicinity.

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R1426	2/23/2015	1322 17th St NE		Yes	N/A	No	Yes	N/A	Yes	N/A	Staff Referral	N/A	Visual Recon	Odor, Visual Indicators	Nothing found	N/A	No	No Action Needed	N/A	2/23/2015	Report of oily discharge from vehicles in driveway into the street. During inspection a few drips of oil were observed under a vehicle but there was no evidence of current or past discharge from the site.
R1448	2/26/2015	31200 124th Ave SE	SE 312th St	Yes	One time spill or discharge	Yes	Yes	Yes	Yes	N/A	Staff Referral	655058	Visual Recon	Odor, Visual Indicators	Vehicle fluids	Unknown	No	No Action Needed	N/A	2/26/2015	Report of diesel fuel on roadway. Found sheen from spilled fuel or oil that had tracked north on 124th Ave SE and east on SE 312th St from the intersection of those streets. No recoverable petroleum products were present.
R1449	2/24/2015	2720 K St NE		Yes	One time spill or discharge	No	Yes	N/A	Yes	N/A	Staff Referral	N/A	Visual Recon	Odor, Visual Indicators	car wash discharge	Vehicle washing	No	Education (Post Card)	N/A	2/26/2015	Report of car washing occurring in the neighborhood. Sent Rain Drain postcard to 64 addresses in the vicinity.
R1450	2/26/2015	401 8th St SW		Yes	One time spill or discharge	No	Yes	N/A	Yes	N/A	Staff Referral	N/A	Visual Recon	Odor, Visual Indicators	Pressure washing discharge	Sidewalk cleaning	Yes	Technical assistance to site manager	N/A	2/26/2015	Minor amount of sediment in runoff from sidewalk cleaning. Work was done by the time investigator responded. Provided BMP information to manager.
R1451	2/26/2015	271 Auburn Way N		Yes	One time spill or discharge	No	Yes	N/A	Yes	N/A	Staff Referral	N/A	Visual Recon	Odor, Visual Indicators	Pressure washing discharge	Sidewalk cleaning	Yes	Technical assistance to manager	N/A	2/26/2015	Wastewater from pressure washing entered on-site storm drainage system. Work was completed by the time investigator arrived at location. Provided BMP information to business manager.
W212	3/30/2015	E. Main St	Pike St SE	Yes	One time spill or discharge	No	Yes	N/A	Yes	N/A	Staff Referral	N/A	Visual Recon	Odor, Visual Indicators	Vehicle Fluids	Vehicle accident	No	Absorbent	N/A	3/30/2015	Vehicle fluids from a two car accident spilled on road. Absorbent applied and swept up. A minor amount of antifreeze entered a catch basin.
R1694	4/13/2015	Auburn Way N	37th St NE	Yes	One time spill or discharge	Yes	Yes	Yes	Yes	N/A	Staff Referral	656131	Visual Recon	Odor, Visual Indicators	Vehicle Fluids	Vehicle accident	No	Absorbent	N/A	4/13/2015	Vehicle fluids from a car accident spilled on road. Absorbent applied and swept up. A minor amount of oil sheen entered a catch basin.
R1717	4/16/2015	SE 326th St	110th	Yes	One time spill or discharge	No	Yes	N/A	Yes	N/A	Staff Referral	N/A	Visual Recon	Odor, Visual Indicators	Soap suds	Home vehicle washing	No	Public education	N/A	4/16/2015	Observed foam in catch basin. Mailed 18 only rain down the drain postcards to the area.
R1719	4/16/2015	Auburn Way S	M St SE	Yes	One time spill or discharge	No	Yes	N/A	Yes	N/A	Staff Referral	N/A	Visual Recon	Odor, Visual Indicators	Vehicle Fluids	Vehicle accident	No	Absorbent	N/A	4/16/2015	Cleaned up used absorbent left by the fire department from an earlier accident.

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R1777	4/24/2015	Auburn Way S	Riverwalk Drive	Yes	One time spill or discharge	Yes	Yes	Yes	Yes	N/A	Staff Referral		Visual Recon	Odor, Visual Indicators	Vehicle Fluids	Vehicle accident	No	Absorbent	N/A	4/24/2015	Vehicle fluid spill from car pole accident. Absorbent was applied and cleaned up. Heavy showers caused residual sheen to wash into storm system.
R1935	5/19/2015	Auburn Way N	30th St NE	Yes	One time spill or discharge	No	Yes	N/A	Yes	N/A	Staff Referral	N/A	Visual Recon	Odor, Visual Indicators	Antifreeze	Vehicle equipment failure	No	Absorbent	N/A	5/19/2015	Truck spilled antifreeze on roadway due to coolant line failure. Absorbent was used to clean up the spilled fluid.
R1959	5/22/2015	17th St SE	J St SE	Yes	Nothing found	No	Yes	N/A	Yes	N/A	Staff Referral	N/A	Visual Recon	N/A	N/A	Fire	Yes	N/A	N/A	5/22/2015	Investigated report of fire response to determine if runoff entered the storm system. No evidence of fire runoff was noted downstream.
R1944	5/20/2015	S 336th Pl	56th	Yes	Nothing found	No	Yes	N/A	Yes	N/A	Staff Referral	N/A	Visual Recon	N/A	N/A	N/A	No	N/A	N/A	5/20/2015	Report that a homeowner had dumped concrete on the street and in the gutter. No evidence of concrete dumping was found.
R1934	5/19/2015	B St NW	30th St NW	Yes	One time spill or discharge	No	Yes	N/A	Yes	N/A	Staff Referral	N/A	Visual Recon	N/A	Garbage	Unknown	No	N/A	N/A	5/19/2015	Ditch which appears to be on BNSF RR ROW contained an accumulation of garbage.
R2004	5/22/2015	SE 320th St	124th Ave Se	Yes	Unknown	N/A	Yes	N/A	Yes	N/A	ERTS	657045	N/A	N/A	N/A	N/A	No	N/A	N/A	5/26/2015	Report of hazardous waste leaking from storage area on the Maintenance Office compound and entering the storm drainage system. Investigation determined that the on-site storm system drains directly to the Green River and does not impact the municipal MS4. Staff referred the issue back to the Department of Ecology.
R2077	6/4/2015	128th Pl SE	SE 307th Pl	Yes	One time spill or discharge	N/A	Yes	N/A	Yes	N/A	Storm Facility Inspection	N/A	Visual Recon	Visual Indicators	Wastewater from sidewalk cleaning	Sidewalk cleaning	No	Education (Post Card)	N/A	6/4/2015	Turbid water seen entering a storm pond during an annual inspection. Upstream a stretch of sidewalk appeared to be freshly cleaned with evidence leading to an adjacent CB. A public education postcard will be mailed to the vicinity.
R2107	6/9/2015	13th St SE	2nd St SE	Yes	One time spill or discharge	N/A	Yes	N/A	Yes	N/A	Staff Referral	N/A	Visual Recon	Visual Indicators	Vehicle Fluids	Vehicle	No	N/A	N/A	6/9/2015	Drippage on the road surface from a vehicle that parks on the side of the road. No vehicle was present.

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R2129	6/11/2015	1305 C St SW	15th St SW	Yes	One time spill or discharge	N/A	Yes	N/A	Yes	N/A	Facility Inspection	N/A	Visual Recon	Visual Indicators	Waste liquid from beverage containers	Litter crew container recycling	No	Education	N/A	6/11/2015	During an inspection of the city of Auburn Maintenance Facility a catch basin was observed that had obvious signs of dumping. The Storm Drainage Supervisor suggested that the Vadis Litter Crew may have dumped waste liquid from bottles that they had picked up. Spoke with the Solid Waste Supervisor who confirmed that this is what had happened and that it wouldn't happen again. No waste liquid left the site. The Vadis crew will use the vactor decant station for draining liquids in the future.
R2293	7/2/2015	Auburn Way South	4th St SE	Yes	One time spill or discharge	N/A	Yes	Yes	Yes	N/A	Staff Referral	N/A	Visual Recon	Visual Indicators	Vehicle Fluids	Auto Accident	No	N/A	N/A	7/2/2015	Fluid spilled from two vehicle accident. Absorbent was applied and swept up. No fluid entered the storm drainage system. Washington Emergency management was called. Tracking number 15-2523.
R2372	7/13/2015	57th Pl SE	57th Dr SE	Yes	One time spill or discharge	N/A	Yes	N/A	Yes	N/A	Staff Referral	N/A	Visual Recon	Visual Indicators	Hydraulic Fluid	Leaking equipment	No	Contractor clean-up	N/A	7/14/2015	Hydraulic fluid spilled at City construction site. Facility Services Northwest was brought in to clean up the material. FSN used water, detergent and vacuuming to clean the asphalt surface and the gutter of the meter vault hatch.
R2468	7/23/2015	3290 B St NW	30th St NW	Yes	Unknown	N/A	Yes	N/A	Yes	N/A	ERTS	658359	Visual Recon	Visual Indicators	Carpet cleaning wastewater	Carpet cleaning business dumping	Yes	Notified business to change their waste disposal practice	N/A	8/3/2015	Report that employees of Legacy Services have been dumping waste liquid into the storm drain at their business office. M. May and C. Teterud investigated and found indicators that dumping had occurred. The business and property owner were contacted and provided information on proper waste disposal for mobile businesses.
R2625	8/7/2015	30205 125th Ct SE		Yes	One time spill or discharge	N/A	Yes	N/A	Yes	N/A	Staff Referral	N/A	Visual Recon	Visual Indicators	Paint wash water	Homeowner	No	Technical assistance	N/A	8/7/2015	D. Alvarez observed a homeowner washing paint clean-up wastewater into a catch basin. She stopped the homeowner and notified him that this was not an acceptable practice.

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R2629	8/10/2015	3700 West Valley Hv	37th St NW	Yes	One time spill or discharge	Yes	Yes	Yes	Yes	N/A	Staff Referral	658693	Visual Recon	Visual Indicators	Motor oil	Spill	No	Absorbent	N/A	8/10/2015	Oil was spilled on the roadway and was being tracked through the intersection. A flattened one-gallon oil container was near by. Absorbent was applied and cleaned up. Notification was made to the DOE.
R2708	8/19/2015	A St SE	Cross St SE	Yes	One time spill or discharge	Yes	Yes	Yes	Yes	N/A	Staff Referral	658946	Visual Recon	Visual Indicators	Vehicle fluids	Auto Accident	No	Absorbent	N/A	8/19/2015	Police reported a spill of vehicle fluids at an auto accident. M&O staff responded and cleaned up the spill using absorbent.
R2796	8/28/2015	1310 U St NW		Yes	One time spill or discharge	N/A	Yes	N/A	Yes	N/A	Staff Referral	N/A	Visual Recon	Visual Indicators	Paint waste	Unknown	Unknown	Public Education	N/A	8/28/2015	Paint waste residue on and around a catch basin grate. Paint was dry. No evidence of paint in the sump. Will send out educational postcard to the neighborhood.
R2844	9/1/2015	Green River Rd SE	Golf Course	Yes	One time spill or discharge	Yes	Yes	Yes	Yes	N/A	Citizen Report	659234	Visual Recon	Visual Indicators	Crushed fluorescent light tubes / mercury	Dumping	Unknown	Hazardous waste disposal	N/A	9/2/2015	Report of three 55 gallon drums dumped on bank of the Green River. Called VFRA and Hazmat unit responded to ensure the drums were safe. DOE spill response unit was called and they opened the drums and found that they contained crushed fluorescent light tubes. The drums were transported to M&O by the Street Division and Solid Waste will arrange disposal.
R2850	9/2/2015	201 A St SW	2nd St SW	Yes	One time spill or discharge	N/A	Yes	N/A	Yes	N/A	Staff Referral	N/A	Visual Recon	Visual Indicators	Sanitary sewage	Plugged side sewer	Yes	City repaired side sewer in ROW	N/A	9/3/2015	Plugged side sewer resulted in sewage flowing from the sewer cleanout into the onsite storm system which discharged to the municipal storm system.
R2960	9/10/2015	4002 A St SE	41st St SE	Yes	One time spill or discharge	Yes	Yes	Yes	Yes	N/A	Staff Referral	659402	Visual Recon	Visual Indicators	Hydraulic fluid	Vehicle mechanical failure	Yes	Absorbent, sand and sweeper	N/A	9/10/2015	Truck lost its rear axle and spilled hydraulic fluid. M&O staff assisted and supervised clean up. No spilled material left the road surface.
R2975	9/14/2015	F St SE	22nd St SE	Yes	One time spill or discharge	Yes	Yes	Yes	Yes	N/A	APD	659456	Visual Recon	Visual Indicators	Motor oil / Radiator Fluid	Vehicle accident	No	Absorbent	N/A	9/14/2015	Two vehicle collision resulted in a motor oil and radiator fluid spill. Applied absorbent and swept.

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R3009	9/17/2015	Auburn Way N	2nd St SE	Yes	One time spill or discharge	N/A	Yes	N/A	Yes	N/A	VFRA	N/A	Visual Recon	Visual Indicators	Gasoline	Dripping vehicle	No	No Action Needed	N/A	9/17/2015	VFRA reported fuel spill on Auburn Way N. Staff found a light sheen on 2nd St SE and in the center northbound lane of Auburn Way. No cleanup was possible.
R3040	9/22/2015	Green River Rd SE	Golf Course	N/A	One time spill or discharge	N/A	Yes	N/A	Yes	N/A	VFRA	N/A	Visual Recon	Visual Indicators	None	Vehicle	No	Vehicle removed from the Green River	N/A	9/22/2015	VFRA requested assistance with vehicle submerged in the Green River. Spill response staff stood by in case a release of fluid occurred during vehicle removal. No release was observed.
R3161	10/4/2015	G St SE	12th St SE	Yes	One time spill or discharge	N/A	Yes	N/A	Yes	N/A	VRFA	N/A	Visual Recon	Visual Indicators	Fire suppression runoff	Structure and Vehicle fire suppression	No	No Action Needed	N/A	10/5/2015	VRFA reported that gasoline from a burning vehicle may have entered the storm drainage system during fire suppression activities. No evidence of gasoline was found in the gutter line of the street or the downstream storm drainage system.
R3221	10/8/2015	I St NE	Auburn Way N	Yes	One time spill or discharge	N/A	Yes	Yes	Yes	N/A	ERTS	659945	Visual Recon	Visual Indicators	None	Kitchen exhaust	Yes	Referred to VRFA for inspection	N/A	10/19/2015	Report that grease from a commercial kitchen exhaust fan was falling on a neighboring property and then draining into the City storm system. Couldn't find evidence to support claim. Referred to VRFA for exhaust system inspection. VRFA visited store and found that the system had missed a routine maintenance, which was done recently. VRFA inspectors spoke with staff at the reporting business.
R3313	10/21/2015	Academy Dr SE		Yes	One time spill or discharge	Yes	Yes	Yes	Yes	N/A	VRFA	660199	Visual Recon	Visual Indicators	Fire suppression runoff	Commercial building fire fighting	Yes	No Action Needed	N/A	10/21/2015	VFRA reported that water and foam from fire fighting may be entering the storm system. Staff responded and observed that water and foam had entered the storm system. The outfall to the Green River was checked and fire suppression discharge was noted. Staff called Ecology to report the discharge.

2. Unique Identifier	3. Date incident initially reported	4a. Street Address	4c. And/or Nearest Intersection	4d. Is the structure mapped/inventoried?	6. Frequency	7. Threat Determination and G3 Notification: (constituted a threat to human health or the environment)	7a. Immediate Response?	7b. G3 Notification?	8. Investigated within 7 days per program procedures?	8b. Final resolution of illicit connection within 6 months?	9. How did you learn about the problem?	9a. ERTS Number	10. Source Tracing Methods:	11. Indicator Testing:	12. Pollutant(s) Identified:	13. Source or Cause:	13a. Commercial	14. Correction/ Elimination Method:	14a. Enforcement	15. Final Resolution Date	16. Field notes, explanations, and other comments:
R3371	10/28/2015	14th St NE	I St NE	Yes	One time spill or discharge	Yes	Yes	Yes	Yes	N/A	Staff Referral	660362	Visual Recon	Visual Indicators	Hydraulic oil	City maintenance vehicle	No	No Action Needed	N/A	10/28/2015	M&O reported that a City vactor truck had blown an oil filter and spilled hydraulic oil onto the street surface. M&O crews were in the process of cleaning it up. C. Thorn responded to observe and assist with clean up. Ecology was called. No hydraulic fluid entered the storm drainage system.
R3475	11/9/2015	124th Ave SE	SE 304th St	Yes	One time spill or discharge	Yes	Yes	Yes	Yes	N/A	Staff Referral		Visual Recon	Visual Indicators	Motor oil	Vehicle accident	No	Absorbent	N/A	11/9/2015	Vehicle accident resulted in motor oil spill. Absorbent was applied and swept up. M. May reported spill and clean-up to Ecology.
R3512	11/12/2015	D St NE	15th St NE	Yes	One time spill or discharge	No	Yes	No	Yes	N/A	Staff Referral	N/A	Visual Recon	Visual Indicators	Gasoline	Vehicle accident	No	No Action Needed	N/A	11/12/2015	Minor amount of gasoline spilled due to vehicle accident. No product was recoverable, road surface was no slippery. No action was taken.
R3633	11/23/2015	42nd Pl NE	J Pl NE	Yes	Reoccurring event	No	Yes	No	Yes	N/A	Staff Referral	N/A	Visual Recon	Visual Indicators	Cigarette Butts	Resident	No	Educational post card mailed	N/A	11/23/2015	Storm inventory crew noted a catch basin containing a large quantity of cigarette butts. Before they left the area they noted a resident walk over and throw a cigarette butt into the catch basin. An educational post card was sent to residences in the vicinity.
R3714	12/4/2015	B St NW	37th St NW	Yes	One time spill or discharge	No	Yes	No	Yes	N/A	Staff Referral	N/A	Visual Recon	Visual Indicators	Garbage	Dumping	No	No Action Needed	N/A	12/4/2015	Three five gallon kerosene containers dumped in ditch along B St NW. Containers were removed, determined to be empty and disposed of.
R3887	12/15/2015	16th St NE	E St NE	Yes	On-going	No	Yes	No	Yes	N/A	Staff Referral	N/A	Visual Recon	Visual Indicators	FOG	Spillage and improper cleaning practices	Yes	Letter	N/A		Report of grease draining into storm drain behind business. C. Teterud investigated and found spillage from a grease dumpster and the appearance of greasy cleaning wastewater having been drained to the catch basin. The catch basin had grease buildup on it's sides. Letter to clean the storm system and information on BMPs was sent to the business.

2. Unique Identifier	3. Date incident initially reported	4a. Street Address	4c. And/or Nearest Intersection	4d. Is the structure mapped/inventoried?	6. Frequency	7. Threat Determination and G3 Notification: (constituted a threat to human health or the environment)	7a. Immediate Response?	7b. G3 Notification?	8. Investigated within 7 days per program procedures?	8b. Final resolution of illicit connection within 6 months?	9. How did you learn about the problem?	9a. ERTS Number	10. Source Tracing Methods:	11. Indicator Testing:	12. Pollutant(s) Identified:	13. Source or Cause:	13a. Commercial	14. Correction/ Elimination Method:	14a. Enforcement	15. Final Resolution Date	16. Field notes, explanations, and other comments:
R3888	12/15/2015	Pike St NE		Yes	Nothing found	No	Yes	No	Yes	N/A	Hotline	N/A	Visual Recon	Visual Indicators	None	N/A	No	N/A	N/A	12/16/2015	Report of rusty paint cans leaking paint into the storm system and broken fluorescent light bulbs. M. May investigated and observed a couple paint type cans under the eave of the house, out of the rain. No leakage was observed and no broken fluorescent bulbs noted.
R3940	12/21/2015	118th Pl SE		Yes	One time spill or discharge	No	Yes	No	Yes	N/A	Hotline	N/A	Visual Recon	Visual Indicators	Motor oil	Vehicle drip	No	Spoke to homeowner	N/A	12/21/2015	Report of oil or gasoline sheen draining down a driveway into the street and storm drain. Sheen was noted on 12/21 and oil absorbent pads were put down. The homeowner was notified and said they would clean it up. No sheen was noted during follow up the next day.
R3987	12/29/2015	Poplar St SE	Auburn Way S	Yes	One time spill or discharge	No	Yes	No	Yes	N/A	Phone report	N/A	Visual Recon	Visual Indicators	Sewage	Grinder pump malfunction	No	Spoke to property owner	N/A	12/30/2015	Report of sewage spill. Found that a residential grinder pump was failing and sewage was pooling along the road. Contacted the owner of the property and requested immediate repair to the pump system.

CITY OF AUBURN

2016 STORMWATER MANAGEMENT PROGRAM PLAN

City of Auburn, WA
March 2016

DRAFT

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1. INTRODUCTION

1.1 Overview

This document presents the City of Auburn's Stormwater Management Program (SWMP). Preparation and maintenance of this SWMP Plan is required by the Washington State Department of Ecology (Ecology) as a condition of the Western Washington Phase II Municipal Stormwater Permit (the Phase II Permit). The Phase II permit covers discharges from regulated small municipal separate storm sewer systems (MS4s). The SWMP Plan is intended to inform the public of the planned SWMP activities for the upcoming year.

The permit to discharge stormwater is designed to reduce the discharge of pollutants, protect water quality, and meet the requirements of the federal Clean Water Act.

Appendix A includes acronyms and definitions from the Permit to help the reader understand the City's Stormwater Management Program.

1.2 Regulatory Background

The National Pollutant Discharge Elimination System (NPDES) permit program is a requirement of the federal Clean Water Act, which is intended to protect and restore waters for "fishable, swimmable" uses. The federal Environmental Protection Agency (EPA) has delegated permit authority to state environmental agencies, and these agencies can set permit conditions in accordance with and in addition to the minimum federal requirements. In Washington, the NPDES-delegated permit authority is the Washington State Department of Ecology (Ecology).

In Washington, municipalities with a population of over 100,000 are designated as Phase I communities and must comply with Ecology's Phase I NPDES Municipal Stormwater Permit. Auburn's population is below the 100,000 threshold, so the City must comply with the Phase II Municipal Stormwater Permit. About 100 other municipalities in Washington must also comply with the Phase II Permit, as operators of small municipal separate storm sewer systems (MS4s). Ecology's Phase II Municipal Stormwater Permit is available on Ecology's website at
http://www.ecy.wa.gov/programs/wq/stormwater/municipal/phaseIIww/wwphiipermit.html

The Permit allows municipalities to discharge stormwater runoff from municipal drainage systems into the state's water bodies (e.g., streams, rivers, lakes, wetlands, and aquifers) as long as municipalities implement programs to protect water quality by reducing the discharge of "non-point source" pollutants to the "maximum extent practicable" (MEP) through application of Permit-specified "best management practices" (BMPs). The BMPs specified in the Permit are collectively referred to as the Stormwater Management Program (SWMP) and grouped under the following Program components:

- Public Education and Outreach
- Public Involvement and Participation
- Illicit Discharge Detection and Elimination
- Controlling Runoff from New Development, Redevelopment, and Construction Sites

- Municipal Operations and Maintenance

In addition to the SWMP components the Permit contains special conditions covering:

- Compliance with Total Maximum Daily Load requirements
- Monitoring and Assessment
- Reporting Requirements

The Permit issued by Ecology became effective on August 1, 2013, was modified January 16, 2014 and expires on July 31, 2018. The Permit requires the City to submit an annual report no later than March 31st of each year beginning in 2015, on progress in SWMP implementation. The Permit also requires submittal of a SWMP Plan which describes proposed SWMP activities for the current calendar year. The SWMP Plan is to be updated annually and be included in the submittal of the previous year's annual report.

1.3 City of Auburn Regulated Area

The Western Washington Phase II Permit applies to operators of regulated small MS4s that discharge stormwater to waters of Washington State located west of the crest of the Cascade Range (west of the eastern boundaries of Whatcom, Skagit, Snohomish, King, Pierce, Lewis and Skamania counties). For cities, the Permit requirements extend to those areas of each City that drain to MS4s. Most of Auburn drains to MS4s that ultimately discharge into the Green River, the White River, or Mill Creek. In addition, some portions of the City drain to public infiltration facilities where the stormwater soaks into the ground.

1.4 SWMP Implementation Responsibilities

The Utilities Engineering Division in the Community Development and Public Works Department coordinates the overall administration of efforts to comply with Permit requirements. The work plan tables in each Chapter provide the lead departments for the associated task. Other major departments/divisions included in the 2016 SWMP implementation are Maintenance and Operations (M&O), Human Resources (HR), Development Engineering, Permit Center, Innovation and Technology (IT), and Parks.

1.5 Document Organization

The contents of this document are based upon Permit requirements and Ecology's "Guidance for City and County Annual Reports for Western Washington, Phase II Municipal Stormwater General Permits." The program components of this SWMP are organized as listed in the Permit:

- **Section 2.0** addresses administering the City's Stormwater Management Program.
- **Section 3.0** addresses public education and outreach.
- **Section 4.0** addresses public involvement and participation.
- **Section 5.0** addresses illicit discharge detection and elimination.
- **Section 6.0** addresses controlling runoff from new development, redevelopment, and construction sites.
- **Section 7.0** addresses municipal operations and maintenance.
- **Section 8.0** addresses compliance with TMDL requirements.
- **Section 9.0** addresses monitoring.

Each section includes a summary of the relevant Permit requirements and a table showing the planned activities for 2016. This document also includes acronyms and definitions in Appendix A for easy reference.

2. STORMWATER MANAGEMENT PROGRAM ADMINISTRATION

This section of the SWMP describes Permit requirements related to overall Stormwater Management Program administration, and planned compliance activities for 2016.

2.1 Permit Requirements

The Permit (Section S5.A) requires the City to fulfill the following actions during the 5-year Permit cycle:

- Develop and implement a Stormwater Management Program (SWMP) and prepare written documentation (SWMP Plan) for submittal to Ecology by March 31 of each year. The purpose of the SWMP is to reduce the discharge of pollutants from the municipal stormwater system to the maximum extent practicable and thereby protect water quality. The SWMP Plan is intended to inform the public of the planned SWMP activities for the upcoming calendar year, including any actions to meet the requirements of S7 Compliance with Total Maximum Daily Load Requirements, and S8 Monitoring.
- Implement a program for gathering, tracking, maintaining, and using information to evaluate SWMP development, implementation and permit compliance and to set priorities.
- Coordinate with other permittees on stormwater related policies programs, and projects within adjacent or shared areas.
- Coordinate between City departments to eliminate barriers to compliance with the terms of the permit.

2.2 Planned 2016 Compliance Activities

Auburn has positioned itself to maintain compliance. Table 2-1 presents the proposed work plan for the 2016 SWMP administration activities.

Table 2-1. 2016 Stormwater Management Administration Program Work Plan

Task ID	Task Description	Lead	Compliance Timeframe
SWMP-1	Revise and update the City's Stormwater Management Program Plan (SWMP Plan) to identify planned SWMP activities for 2016.	Utilities Engineering	The SWMP submittal is due by March 31st of each year.
SWMP-2	Track program element implementation.	Utilities Engineering	Annual Reporting is due by March 31st of each year beginning in 2015.

3. PUBLIC EDUCATION AND OUTREACH

This section describes the Permit requirements related to public education and outreach, and planned compliance activities for 2016.

3.1 Permit Requirements

The Permit (Section S5.C.1) requires the City to fulfill the following actions during the 5-year Permit cycle:

- Prioritize and target education and outreach activities to specified audiences, including the general public, businesses, residents/homeowners, landscapers, property managers, engineers, contractors, developers, and land use planners to build general awareness and to effect behavior change with the intent to reduce or eliminate behaviors and practices that cause or contribute to adverse stormwater impacts.
- Have an outreach program that is designed to improve the target audience's understanding of the problem and what they can do to solve it.
- Create and/or partner with existing organizations to encourage residents to participate in stewardship opportunities.
- Measure the understanding and adoption of the targeted behaviors for at least one target audience in at least one subject area. Use the resulting measurements to direct education and outreach resources most effectively.
- Track and maintain records of public education and outreach activities.

3.2 Planned 2016 Compliance Activities

The City plans to continue the program that has been developed over the last permit cycle. The target audiences include:

- The general public
- Businesses (including home-based and mobile businesses)
- Residents/homeowners
- Landscapers
- Property managers
- Engineers, contractors, developers and land use planners

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Table 3-1 presents the work plan for the 2016 SWMP public education and outreach activities.

Table 3-1. 2016 Public Education and Outreach Work Plan

Task ID	Task Description	Lead	Compliance Timeframe
EDUC-1	Continue collaboration with other NPDES municipalities through Stormwater Outreach for Regional Municipalities (STORM) and Puget Sound Starts Here efforts to promote regional education and outreach programs.	Utilities Engineering	Refinements to existing public education and outreach activities are on-going.
EDUC-2	Refine education and outreach strategy to supplement existing education activities. An example would be evaluating the current pet waste cleanup education strategy to determine whether more frequent outreach is required.	Utilities Engineering	
EDUC-3	Implement new or modify existing education and outreach activities. An example would be adding new business types or revisiting businesses as part of the ECOSS Pollution Prevention Outreach program.	Utilities Engineering	
EDUC-4	Staff training related to Surface Water Management Manual Implementation/Technical Standards: • Permitting • Plan Review • Site Inspections • Maintenance Standards.	Planning and Public Works Divisions	
EDUC-4a	Educate select city staff and elected officials to develop a common level of knowledge related to Low Impact Development stormwater management techniques.	LID Core Team	2016
EDUC-4b	Educate the general public and developers to develop a common level of knowledge related to Low Impact Development stormwater management principles and techniques.	LID Core team	2016
EDUC-5	Inform public employees, businesses and the general public of the hazards associated with illegal discharges and improper disposal of waste.	Utilities Engineering	Ongoing
EDUC-6	Provide stewardship opportunities such as planting native plants and invasive species removal at the Auburn Environmental park.	Environmental Services	2016
EDUC-7	Measure understanding and adoption of pollution prevention and spill management by business property managers/owners.	Utilities Engineering	February 2, 2016

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4. PUBLIC INVOLVEMENT AND PARTICIPATION

This section describes the Permit requirements related to public involvement and participation, and planned compliance activities for 2016.

4.1 Permit Requirements

The Permit (Section S5.C.2) requires the City to fulfill the following actions during the 5-year Permit cycle:

- Provide ongoing opportunities for public involvement and participation through advisory boards or commissions, public hearings, watershed committees, public participation in developing rate structures and budgets, or other similar activities. The public must be able to participate in the decision-making processes, including development, implementation, and update of the SWMP.
- Make the SWMP Plan and Annual Compliance Report available to the public, by posting on the City's website. Make any other documents required to be submitted to Ecology in response to Permit conditions available to the public.

4.2 Planned 2016 Compliance Activities

The City of Auburn has a history of including the public in decision making. Table 4-1 below presents the work plan for the 2016 SWMP public involvement and participation activities.

Table 4-1. 2016 Public Involvement and Participation Work Plan

Task ID	Task Description	Lead	Compliance Timeframe
PI-1	Provide public involvement opportunities for annual SWMP update.	Utilities Engineering	Public involvement opportunities will be available before the March 31, 2016 submittal.
PI-2	Make SWMP document Report available to public by posting on the City website.	Utilities Engineering	

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5. ILLICIT DISCHARGE DETECTION AND ELIMINATION

This section describes the Permit requirements related to illicit discharge detection and elimination (IDDE), and planned compliance activities for 2016.

5.1 Permit Requirements

The Permit (Section S5.C.3) requires the City to fulfill the following actions during the 5-year Permit cycle:

- 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.
- Maintain a storm sewer system map, have ordinances that prohibit illicit discharges, and implement an ongoing program to detect and address illicit discharges.
- Publicly list and publicize a hotline or other local telephone number for public reporting of spills and other illicit discharges. Track illicit discharge reports and actions taken in response through close-out, including enforcement actions.
- Inform public employees, businesses and the general public of hazards associated with illegal discharges and improper disposal of waste.
- Train staff on proper IDDE response SOPs and train municipal field staff to recognize and report illicit discharges.
- Summarize all illicit discharges and connections reported to the City and response actions taken, including enforcement actions, in the Annual Compliance Report; identify any updates to the SWMP.

5.2 Planned 2016 Compliance Activities

Table 5-1 presents the work plan for 2016 SWMP illicit discharge detection and elimination activities.

Table 5-1. 2016 Illicit Discharge Detection and Elimination Work Plan

Task ID	Task Description	Lead	Compliance Timeframe
IDDE-1	Continue to implement City-wide IDDE Program and develop any necessary supplemental IDDE activities. Enforce ACC 13.48.210 using education and technical support as a first action and escalating code enforcement as needed. Publicize a phone number for public reporting of spills and illicit discharges.	Utilities Engineering	Ongoing
IDDE-2	Continue to review and update storm system map to address data gaps and Permit requirements.	Utilities Engineering/IT	Ongoing

IDDE-3	Provide IDDE training to new hires in Utility Engineering and Maintenance & Operations.	Utilities Engineering	Ongoing
IDDE-4	Perform IDDE field screening of at least 10% of MS4 to meet the requirement to screen at least 40% of the MS4 by 12/31/17 and 12% annually thereafter.	Utilities Engineering and M&O	Ongoing

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

This section describes the Permit requirements related to controlling runoff from new development, redevelopment, and construction sites, and planned compliance activities for 2016.

6.1 Permit Requirements

The Permit (Section S5.C.4) requires the City to fulfill the following actions during the 5-year Permit cycle:

- Implement, and enforce a program to reduce pollutants in stormwater runoff (i.e., illicit discharges) to the municipal separate storm sewer system from new development, redevelopment, and construction site activities. The program must apply to both private and public projects, including roads, and address all construction/development-associated pollutant sources.
- Have adopted regulations (codes and standards), plan review, inspection, and escalating enforcement SOPs necessary to implement the program in accordance with Permit conditions, including the minimum technical requirements in Appendix 1 of the Permit by December 31, 2016.
- Review, revise and make effective local development-related codes, rules, standards, or other enforceable documents to incorporate and require Low Impact Development (LID) principles and LID best management practices (BMPs) with the intent of making LID the preferred and commonly-used approach to site development by December 31, 2016.
- Participate in watershed-scale stormwater planning under condition S5.C.4.c of the Phase I Municipal Stormwater General Permit if required.
- Have adopted regulations (codes and standards) and processes to verify adequate long-term operations and maintenance of new post-construction permanent stormwater facilities and BMPs in accordance with Permit conditions, including an annual inspection frequency and/or approved alternative inspection frequency and maintenance standards for private drainage systems as protective as those in Chapter 4 of Volume V of the 2012 Ecology Stormwater Management Manual for Western Washington by December 31, 2016.
- Provide copies of the Notice of Intent (NOI) for construction or industrial activities to representatives of the proposed new development and redevelopment.
- Provide training to staff on the new codes, standards, and SOPs and create public education and outreach materials.
- Record and maintain records of all inspections and enforcement actions by staff.
- Summarize annual activities for the "Controlling Runoff" component of the Annual Compliance Report; identify any updates to the SWMP.

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6.2 Planned 2016 Compliance Activities

The City has a program to help reduce stormwater runoff from new development and construction sites. Table 6-1 presents the work plan for 2016 SWMP activities related to runoff control for new development, redevelopment, and construction sites.

Table 6-1. 2016 Controlling Runoff from Development, Redevelopment, and Construction Sites Work Plan

Task ID	Task Description	Lead	Compliance Timeframe
CTRL-1	Track and report construction, new development, and redevelopment permits, inspections and enforcement actions.	Planning/ Permit Center	On-going
CTRL-1a	Prior to clearing and construction, inspect all permitted development sites that have a high potential for sediment transport.	Construction	On-going
CRTL-1b	Inspect all permitted development sites during construction.	Construction	On going
CRTL-1c	Inspect all permitted development sites upon completion of construction and prior to final approval or occupancy.	Construction	Ongoing
CRTL-1d	Inspect all permanent stormwater treatment and flow control BMPs/facilities and catch basins in new residential developments every six months until 90% of the lots are constructed or construction has stopped and site is fully stabilized.	Construction	Ongoing
CTRL-2	Conduct annual inspection of all treatment and flow control BMPs/facilities (other than catch basins) – i.e., private systems.	Utilities Engineering	On-going
CTRL-3	Update city code related to controlling runoff from new development, redevelopment and construction site projects to implement requirements of the current Municipal NPDES permit.	Community Development and Public Works Department	December 31, 2016
CTRL-4	Develop and adopt a stormwater management manual equivalent to the 2012 *Stormwater Management Manual for Western Washington* as amended in 2014.	Community Development and Public Works Department	December 31, 2016

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CTRL-5	Review, revise and make effective development-related codes, rules, standards, or other enforceable documents to incorporate and require LID principles and LID BMPs.	Community Development and Public Works Department	December 31, 2016
CTRL-6	Provide copies of the "Notice of Intent for Construction Activity" and copies of the "Notice of Intent for Industrial Activity" to representatives of proposed new development and redevelopment.	Permit Center	Ongoing
CTRL-7	Enforce local ordinances controlling runoff from sites that are also covered by stormwater permits issued by Ecology.	Construction and Code Enforcement	Ongoing

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7. MUNICIPAL OPERATIONS AND MAINTENANCE

This section describes the Permit requirements related to municipal operations and maintenance, and planned compliance activities for 2016.

7.1 Permit Requirements

The Permit (Section S5.C.5) requires the City to fulfill the following actions during the 5-year Permit cycle:

- Implement an O&M program, with the ultimate goal of preventing or reducing pollutant runoff from municipal separate stormwater system and municipal O&M activities.
- Implement maintenance standards for the municipal separate stormwater system that are at least as protective as those specified in the 2012 Stormwater Management Manual for Western Washington as amended in 2014.
- Conduct annual inspection of all municipally owned or operated permanent stormwater treatment and flow control BMPs/facilities and perform maintenance as needed to comply with maintenance standards.
- Inspect all catch basins and inlets owned or operated by the City at least once no later than August 1, 2017 and every two years thereafter. Clean the catch basins if inspections indicate cleaning is needed to comply with maintenance standards.
- Check treatment and flow control facilities after major storms and perform repairs as needed in accordance with adopted maintenance standards.
- Have SOPs in place to reduce stormwater impacts associated with runoff from municipal O&M 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.
- Train staff to implement the SOPs and document the training.
- Prepare Stormwater Pollution Prevention Plans (SWPPPs) for all heavy equipment maintenance or storage yards identified for year-round facilities or yards, and material storage facilities owned or operated by the City.
- Summarize annual activities for the "Pollution Prevention and Operations and Maintenance for Municipal Operations" component of the Annual Compliance Report; identify any updates to the SWMP.

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7.2 Planned 2016 Compliance Activities

Table 7-1 presents the work plan for 2016 SWMP activities related to municipal operations and maintenance.

Table 7-1. 2016 Municipal Operations and Maintenance Work Plan

Task ID	Task Description	Responsible	Schedule Notes
MOM-1	Conduct annual inspection of all treatment and flow control (other than catch basins) in the public system and perform maintenance as triggered by the maintenance standards.	Community Development and Public Works Department	On-going
MOM-2	Inspect 25% of the public catch basins before July 31, 2016 and perform maintenance as triggered by the maintenance standards. Overarching task is to inspect 100% of the catch basins between August 1, 2013 and August 31, 2017.	M&O	On-going
MOM-3	Perform street sweeping to reduce the amount of street waste that enters the storm drainage conveyance system.	M&O	Ongoing
MOM-4	Develop Low Impact Development maintenance standards, levels of service and inspection procedures for adoption in 2016.	Community Development and Public Works, and Parks Departments	December 31, 2016

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8. COMPLIANCE WITH TOTAL MAXIMUM DAILY LOAD REQUIREMENTS

The federal Clean Water Act requires that Ecology establish "Total Maximum Daily Loads" (TMDL) for rivers, streams, lakes, and marine waters that don't meet water quality standards. A TMDL is a calculation of the maximum amount of a pollutant that a water body can receive and still meet water quality standards. After the TMDL has been calculated for a given water body, Ecology determines how much each source must reduce its discharges of the pollutant in order bring the water body back into compliance with the water quality standards. TMDL requirements are included in the stormwater NPDES permits for discharges into affected water bodies.

Stormwater discharges covered under this Permit are required to implement actions necessary to achieve the pollutant reductions called for in applicable TMDLs. Applicable TMDLs are those approved by the EPA before the issuance date of the Permit or which have been approved by the EPA prior to the issue date of the Permit or the date Ecology issues coverage under the Permit, whichever is later. Information on Ecology's TMDL program is available on Ecology's website at www.ecy.wa.gov/programs/wq/tmdl.

In accordance with Permit condition S7 Compliance with Total Maximum Daily Load Requirements the City must comply with the following TMDL.

Name of TMDL	Puyallup Watershed Water Quality Improvement Project
Document(s) for TMDL	*Puyallup River Watershed Fecal Coliform Total Maximum Daily Load – Water Quality Improvement Report and Implementation Plan*, June 2011, Ecology Publication No. 11-10-040. http://www.ecy.wa.gov/biblio/1110040.html
Location of Original 303(d) Listings	Puyallup River 16712, 7498, White River 16711, 16708, 16709, Clear Creek 7501, Swan Creek 7514, Boise Creek 16706
Area Where TMDL Requirements Apply	Requirements apply in all areas regulated under the Permittee's municipal stormwater permit and discharging to water bodies listed within the specific requirement in this TMDL section.
Parameter	Fecal Coliform
EPA Approval Date	September 2011
MS4 Permittee	Phase I Permit: King County, Pierce County Phase II Permit: Auburn, Edgewood, Enumclaw, Puyallup, Sumner

Actions required of the City under this TMDL include:

- Beginning no later than October 1, 2013, conduct twice monthly wet weather sampling of stormwater discharges to the White River at Auburn Riverside High School to determine if specific discharges from Auburn's MS4 exceed the water quality criteria for fecal coliform bacteria.
    - Data shall be collected for one wet season.
    - Data shall be collected in accordance with an Ecology-approved QAPP.
    - Data collected since EPA TMDL approval can be used to meet this requirement.

  These actions have been completed.

- For any of the outfalls monitored, showing discharges that exceed water quality criteria for primary contact recreation: designate those areas discharging via the MS4 of concern as high priority areas for illicit discharge detection and elimination efforts and implement the schedules and activities identified in S5.C.3 of the Western Washington Phase II permit for response to any illicit discharges found beginning no later than August 1, 2014.

  This action has been completed.

- Install and maintain pet waste education and collection stations at municipal parks and other Permittee owned and operated lands adjacent to streams. Focus on locations where people commonly walk their dogs.

8.1 Planned 2016 Compliance Activities

Table 8-1 presents the work plan for 2016 SWMP activities related to TMDL requirement compliance.

Table 8-1. 2016 Compliance with TMDL Load Requirements

Task ID	Task Description	Responsible	Schedule Notes
TMDL - 1	Include summary of activities conducted in TMDL area to address TMDL parameter (fecal coliform) with annual report to Ecology.	Utilities Engineering	March 31, 2016
TMDL-2	Maintain pet waste education and collection stations at municipal parks and other public lands adjacent to the White River and its tributaries.	Parks Department	On-going

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9. MONITORING

This section describes the Permit requirements related to water quality monitoring, and planned compliance activities for 2016.

9.1 Permit Requirements

The Permit (Section S8) requires the City to either conduct Status and Trends Monitoring, and Effectiveness Studies, or pay annually into a collective fund to implement monitoring through the Regional Stormwater Monitoring Program (RSMP). The City committed in 2013 to pay $45,096.00 annually into the collective RSMP monitoring fund for both Status and Trends Monitoring and Effectiveness Studies.

All permittees are required to pay into the RSMP to implement the RSMP Source Identification Information Repository (SIDIR). Auburn's annual payment will be $2,614.00.

Payments are due to the Department of Ecology by August 15th each year.

The City is required to provide the following monitoring and/or assessment data in each annual report:

- A description of any stormwater monitoring or studies conducted by the City 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.

9.2 Planned 2016 Compliance Activities

Table 9-1 presents the work plan for 2016 SWMP monitoring activities.

Table 9-1. 2016 Water Quality Monitoring Work Plan

Task ID	Task Description	Lead	Compliance Timeframe
MNTR -1	Pay $47,710.00 annually into the RSMP collective fund for implementation of Status and Trends Monitoring, Effectiveness Studies, and the Source Identification Information Repository.	Utilities Engineering	Annual payment due by August 15th.

APPENDIX A

Acronyms and Definitions

The following definitions and acronyms are taken directly from the Phase II Permit and are reproduced here for the reader's convenience.

40 CFR means Title 40 of the Code of Federal Regulations, which is the codification of the general and permanent rules published in the Federal Register by the executive departments and agencies of the federal government.

AKART means all known, available, and reasonable methods of prevention, control and treatment. See also State Water Pollution Control Act, chapter 90.48.010 RCW and chapter 90.48.520 RCW.

All known, available and reasonable methods of prevention, control and treatment refers to the State Water Pollution Control Act, chapter 90.48.010 RCW and chapter 90.48.520 RCW.

Applicable TMDL means a TMDL which has been approved by EPA on or before the issuance date of this Permit, or prior to the date that Ecology issues coverage under this Permit, whichever is later.

Beneficial Uses means uses of waters of the state which include but are not limited to use for domestic, stock watering, industrial, commercial, agricultural, irrigation, mining, fish and wildlife maintenance and enhancement, recreation, generation of electric power and preservation of environmental and aesthetic values, and all other uses compatible with the enjoyment of the public waters of the state.

Best Management Practices are the schedules of activities, prohibitions of practices, maintenance procedures, and structural and/or managerial practices approved by Ecology that, when used singly or in combination, prevent or reduce the release of pollutants and other adverse impacts to waters of Washington State.

BMP means Best Management Practice.

Bypass means the diversion of stormwater from any portion of a stormwater treatment facility.

Census defined urban area means Urbanized Area.

Circuit means a portion of a MS4 discharging to a single point or serving a discrete area determined by traffic volumes, land use, topography or the configuration of the MS4.

Component or **Program Component** means an element of the Stormwater Management Program listed in S5 Stormwater Management Program for Cities, Towns, and Counties or S6 Stormwater Management Program for Secondary Permittees, S7 Compliance with Total Maximum Daily Load Requirements, or S8 Monitoring of this permit.

Conveyance system means that portion of the municipal separate storm sewer system designed or used for conveying stormwater.

Co-Permittee means an owner or operator of an MS4 which is in a cooperative agreement with at least one other applicant for coverage under this permit. A Co-Permittee is an owner or operator of a regulated MS4 located within or in proximity to another regulated MS4. A Co- Permittee is only responsible for permit conditions relating to discharges from the MS4 the Co- Permittee owns or operates. See also 40 CFR 122.26(b)(1)

CWA means Clean Water Act (formerly referred to as the Federal Water Pollution Control Act or Federal Water Pollution Control Act Amendments of 1972) Pub.L. 92-500, as amended Pub. L. 95-217, Pub. L. 95-576, Pub. L. (6-483 and Pub. L. 97-117, 33 U.S.C. 1251 et.seq).

Director means the Director of the Washington State Department of Ecology, or an authorized representative.

Discharge Point means the location where a discharge leaves the Permittee's MS4 through the Permittee's MS4 facilities/BMPs designed to infiltrate.

Entity means a governmental body, or a public or private organization.

EPA means the U.S. Environmental Protection Agency.

General Permit means a permit which covers multiple dischargers of a point source category within a designated geographical area, in lieu of individual permits being issued to each discharger.

Ground water means water in a saturated zone or stratum beneath the surface of the land or below a surface water body. Refer to chapter 173-200 WAC.

Hazardous substance means any liquid, solid, gas, or sludge, including any material, substance, product, commodity, or waste, regardless of quantity, that exhibits any of the physical, chemical, or biological properties described in WAC 173-303-090 or WAC 173-303-100.

Heavy equipment maintenance or storage yard means an uncovered area where any heavy equipment, such as mowing equipment, excavators, dump trucks, backhoes, or bulldozers are washed or maintained, or where at least five pieces of heavy equipment are stored on a long- term basis.

Highway means a main public road connecting towns and cities.

Hydraulically near means runoff from the site discharges to the sensitive feature without significant natural attenuation of flows that allows for suspended solids removal. See Appendix 7 Determining Construction Site Sediment Damage Potential for a more detailed definition.

Hyperchlorinated means water that contains more than 10 mg/Liter chlorine.

Illicit connection means any infrastructure connection to the MS4 that is not intended, permitted or used for collecting and conveying stormwater or non-stormwater discharges allowed as specified in this

permit (S5.C.3 and S6.D.3). Examples include sanitary sewer connections, floor drains, channels, pipelines, conduits, inlets, or outlets that are connected directly to the MS4.

Illicit discharge means any discharge to a MS4 that is not composed entirely of stormwater or of non-stormwater discharges allowed as specified in this permit (S5.C.3 and S6.D.3).

Impervious surface means a non-vegetated surface area that either prevents or retards the entry of water into the soil mantle as under natural conditions prior to development. A non- vegetated surface area which causes water to run off the surface in greater quantities or at an increased rate of flow from the flow present under natural conditions prior to development. Common impervious surfaces include, but are not limited to, roof tops, walkways, patios, driveways, parking lots or stormwater areas, concrete or asphalt paving, gravel roads, packed earthen materials, and oiled, macadam or other surfaces which similarly impede the natural infiltration of stormwater.

Land disturbing activity means any activity that results in a change in the existing soil cover (both vegetative and non-vegetative) and/or the existing soil topography. Land disturbing activities include, but are not limited to clearing, grading, filling and excavation. Compaction that is associated with stabilization of structures and road construction shall also be considered land disturbing activity. Vegetation maintenance practices, including landscape maintenance and gardening, are not considered land disturbing activity. Stormwater facility maintenance is not considered land disturbing activity if conducted according to established standards and procedures.

LID means Low Impact Development.

LID BMP means low impact development best management practices.

LID Principles means land use management strategies that emphasize conservation, use of on- site natural features, and site planning to minimize impervious surfaces, native vegetation loss, and stormwater runoff.

Low Impact Development means a stormwater and land use management strategy that strives to mimic pre-disturbance hydrologic processes of infiltration, filtration, storage, evaporation and transpiration by emphasizing conservation, use of on-site natural features, site planning, and distributed stormwater management practices that are integrated into a project design.

Low impact development best management practices means distributed stormwater management practices, integrated into a project design, that emphasize pre-disturbance hydrologic processes of infiltration, filtration, storage, evaporation and transpiration. LID BMPs include, but are not limited to, bioretention, rain gardens, permeable pavements, roof downspout controls, dispersion, soil quality and depth, vegetated roofs, minimum excavation foundations, and water re-use.

Material Storage Facilities means an uncovered area where bulk materials (liquid, solid, granular, etc.) are stored in piles, barrels, tanks, bins, crates, or other means.

Maximum Extent Practicable refers to paragraph 402(p)(3)(B)(iii) of the federal Clean Water Act which reads as follows: Permits for discharges from municipal storm sewers shall require controls to reduce the discharge of pollutants to the maximum extent practicable, including management practices, control techniques, and system, design, and engineering methods, and other such provisions as the Administrator or the State determines appropriate for the control of such pollutants.

MEP means Maximum Extent Practicable.

MS4 means municipal separate storm sewer system.

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Municipal Separate Storm Sewer System means a conveyance, or system of conveyances (including roads with drainage systems, municipal streets, catch basins, curbs, gutters, ditches, manmade channels, or storm drains):

(i) Owned or operated by a state, city, town, borough, county, parish, district, association, or other public body (created by or pursuant to state law) having jurisdiction over disposal of wastes, stormwater, or other wastes, including special districts under State law such as a sewer district, flood control district or drainage district, or similar entity, or an Indian tribe or an authorized Indian tribal organization, or a designated and approved management agency under section 208 of the CWA that discharges to waters of Washington State.

(ii) Designed or used for collecting or conveying stormwater.

(iii) Which is not a combined sewer;

(iv) Which is not part of a Publicly Owned Treatment Works (POTW) as defined at 40 CFR 122.2.; and

(v) Which is defined as "large" or "medium" or "small" or otherwise designated by Ecology pursuant to 40 CFR 122.26.

National Pollutant Discharge Elimination System means the national program for issuing, modifying, revoking, and reissuing, terminating, monitoring and enforcing permits, and imposing and enforcing pretreatment requirements, under sections 307, 402, 318, and 405 of the Federal Clean Water Act, for the discharge of pollutants to surface waters of the state from point sources. These permits are referred to as NPDES permits and, in Washington State, are administered by the Washington State Department of Ecology.

Native vegetation means vegetation comprised of plant species, other than noxious weeds, that are indigenous to the coastal region of the Pacific Northwest and which reasonably could have been expected to naturally occur on the site. Examples include trees such as Douglas Fir, western hemlock, western red cedar, alder, big-leaf maple; shrubs such as willow, elderberry, salmonberry, and salal; and herbaceous plants such as sword fern, foam flower, and fireweed.

New development means land disturbing activities, including Class IV General Forest Practices that are conversions from timber land to other uses; structural development, including construction or installation of a building or other structure; creation of hard surfaces; and subdivision, short subdivision and binding site plans, as defined and applied in chapter 58.17 RCW. Projects meeting the definition of redevelopment shall not be considered new development. Refer to Appendix 1 for a definition of hard surfaces.

New Permittee means a city, town, or county that is subject to the *Western Washington Municipal Stormwater General Permit* and was not subject to the permit prior to August 1, 2013.

New Secondary Permittee means a Secondary Permittee that is covered under a municipal stormwater general permit and was not covered by the permit prior to August 1, 2013.

NOI means Notice of Intent.

Notice of Intent means the application for, or a request for coverage under a General Permit pursuant to WAC 173-226-200.

Notice of Intent for Construction Activity means the application form for coverage under the

Construction Stormwater General Permit.

Notice of Intent for Industrial Activity means the application form for coverage under the *General Permit for Stormwater Discharges Associated with Industrial Activities*.

NPDES means National Pollutant Discharge Elimination System.

Outfall means a point source as defined by 40 CFR 122.2 at the point where a discharge leaves the Permittee's MS4 and enters a surface receiving waterbody or surface receiving waters. Outfall does not include pipes, tunnels, or other conveyances which connect segments of the same stream or other surface waters and are used to convey primarily surface waters (i.e., culverts).

Permeable pavement means pervious concrete, porous asphalt, permeable pavers or other forms of pervious or porous paving material intended to allow passage of water through the pavement section. It often includes an aggregate base that provides structural support and acts as a stormwater reservoir.

Permittee unless otherwise noted, the term "Permittee" includes city, town, or county Permittee, Co-Permittee, New Permittee, Secondary Permittee, and New Secondary Permittee.

Physically Interconnected means that one MS4 is connected to another storm sewer system in such a way that it allows for direct discharges to the second system. For example, the roads with drainage systems and municipal streets of one entity are physically connected directly to a storm sewer system belonging to another entity.

Project site means that portion of a property, properties, or right-of-ways subject to land disturbing activities, new hard surfaces, or replaced hard surfaces. Refer to Appendix 1 for a definition of hard surfaces.

QAPP means Quality Assurance Project Plan.

Qualified Personnel means someone who has had professional training in the aspects of stormwater management for which they are responsible and are under the functional control of the Permittee. Qualified Personnel may be staff members, contractors, or volunteers.

Quality Assurance Project Plan means a document that describes the objectives of an environmental study and the procedures to be followed to achieve those objectives.

RCW means the Revised Code of Washington State.

Receiving waterbody or receiving waters means naturally and/or reconstructed naturally occurring surface water bodies, such as creeks, streams, rivers, lakes, wetlands, estuaries, and marine waters, or ground water, to which infiltration MS4 discharges.

Redevelopment means, on a site that is already substantially developed (i.e., has 35% or more of existing hard surface coverage), the creation or addition of hard surfaces; the expansion of a building footprint or addition or replacement of a structure; structural development including construction, installation or expansion of a building or other structure; replacement of hard surface that is not part of a routine maintenance activity; and land disturbing activities. Refer to Appendix 1 for a definition of hard surfaces.

Regional Stormwater Monitoring Program means, for all of western Washington, a stormwater-focused monitoring and assessment program consisting of these components: status and trends monitoring in small streams and marine nearshore areas, stormwater management program effectiveness studies, and a source identification information repository (SIDIR). The priorities and

scope for the RSMP are set by a formal stakeholder group. For this permit term, RSMP status and trends monitoring will be conducted in the Puget Sound basin only.

Regulated Small Municipal Separate Storm Sewer System means a Municipal Separate Storm Sewer System which is automatically designated for inclusion in the Phase II stormwater permitting program by its location within an Urbanized Area, or by designation by Ecology and is not eligible for a waiver or exemption under S1.C.

RSMP means Regional Stormwater Monitoring Program.

Runoff is water that travels across the land surface and discharges to water bodies either directly or through a collection and conveyance system. See also "Stormwater."

Secondary Permittee is an operator of a regulated small MS4 which is not a city, town or county. Secondary Permittees include special purpose districts and other public entities that meet the criteria in S1.B.

Sediment/Erosion-Sensitive Feature means an area subject to significant degradation due to the effect of construction runoff, or areas requiring special protection to prevent erosion. See Appendix 7 Determining Construction Site Sediment Transport Potential for a more detailed definition.

Shared water bodies means water bodies, including downstream segments, lakes and estuaries that receive discharges from more than one Permittee.

SIDIR means Source Identification Information Repository.

Significant contributor means a discharge that contributes a loading of pollutants considered to be sufficient to cause or exacerbate the deterioration of receiving water quality or instream habitat conditions.

Small Municipal Separate Storm Sewer System means an MS4 that is not defined as "large" or "medium" pursuant to 40 CFR 122.26(b)(4) & (7) or designated under 40 CFR 122.26 (a)(1)(v).

Source control BMP means a structure or operation that is intended to prevent pollutants from coming into contact with stormwater through physical separation of areas or careful management of activities that are sources of pollutants. The *SWMMWW* separates source control BMPs into two types. Structural Source Control BMPs are physical, structural, or mechanical devices, or facilities that are intended to prevent pollutants from entering stormwater. Operational BMPs are non-structural practices that prevent or reduce pollutants from entering stormwater. See Volume IV of the *SWMMWW* (2012) for details.

Stormwater means runoff during and following precipitation and snowmelt events, including surface runoff, drainage or interflow.

Stormwater Associated with Industrial and Construction Activity means the discharge from any conveyance which is used for collecting and conveying stormwater, which is directly related to manufacturing, processing or raw materials storage areas at an industrial plant, or associated with clearing, grading and/or excavation, and is required to have an NPDES permit in accordance with 40 CFR 122.26.

Stormwater Management Program means a set of actions and activities designed to reduce the discharge of pollutants from the MS4 to the MEP and to protect water quality, and comprising the components listed in S5 (for cities, towns and counties) or S6 (for Secondary Permittees) of this Permit and any

additional actions necessary to meet the requirements of applicable TMDLs pursuant to S7 *Compliance with TMDL Requirements,* and S8 *Monitoring and Assessment.*

Stormwater Treatment and Flow Control BMPs/Facilities means detention facilities, treatment BMPs/facilities, bioretention, vegetated roofs, and permeable pavements that help meet Appendix 1 Minimum Requirements #6 (treatment), #7 (flow control), or both.

SWMMWW or Stormwater Management Manual for Western Washington means *Stormwater Management Manual for Western Washington (as amended in 2014).*

SWMP means Stormwater Management Program.

TMDL means Total Maximum Daily Load.

Total Maximum Daily Load means a water cleanup plan. A TMDL is a calculation of the maximum amount of a pollutant that a water body can receive and still meet water quality standards, and an allocation of that amount to the pollutant's sources. A TMDL is the sum of the allowable loads of a single pollutant from all contributing point and nonpoint sources.

The calculation must include a margin of safety to ensure that the water body can be used for the purposes the state has designated. The calculation must also account for seasonable variation in water quality. Water quality standards are set by states, territories, and tribes. They identify the uses for each water body, for example, drinking water supply, contact recreation (swimming), and aquatic life support (fishing), and the scientific criteria to support that use. The Clean Water Act, section 303, establishes the water quality standards and TMDL programs.

Tributary conveyance means pipes, ditches, catch basins, and inlets owned or operated by the Permittee and designed or used for collecting and conveying stormwater.

UGA means Urban Growth Area.

Urban Growth Area means those areas designated by a county pursuant to RCW 36.70A.110.

Urbanized Area is a federally-designated land area comprising one or more places and the adjacent densely settled surrounding area that together have a residential population of at least 50,000 and an overall population density of at least 1,000 people per square mile. Urbanized Areas are designated by the U.S. Census Bureau based on the most recent decennial census.

Vehicle Maintenance or Storage Facility means an uncovered area where any vehicles are regularly washed or maintained, or where at least 10 vehicles are stored.

Water Quality Standards means Surface Water Quality Standards, chapter 173-201A WAC, Ground Water Quality Standards, chapter 173-200 WAC, and Sediment Management Standards, chapter 173-204 WAC.

Waters of the State includes those waters as defined as "waters of the United States" in 40 CFR Subpart 122.2 within the geographic boundaries of Washington State and "waters of the state" as defined in chapter 90.48 RCW which includes lakes, rivers, ponds, streams, inland waters, underground waters, salt waters and all other surface waters and water courses within the jurisdiction of the State of Washington.

Waters of the United States refers to the definition in 40 CFR 122.2.

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AGENDA BILL APPROVAL FORM

Agenda Subject:
Valley Regional Fire Authority Interlocal Agreement for GIS Services (10 Minute Presentation/15 Minute Q&A

Date:
January 11, 2016

Department:
Information Services

Attachments:
VRFA ILA for GIS services

Budget Impact:
$0

Administrative Recommendation:

Background Summary:

To formalize an Interlocal Agreement between the City of Auburn and Valley Regional Fire Authority for GIS services.

Reviewed by Council Committees:

Councilmember:

Staff: Haugan

Meeting Date: February 8, 2016

Item Number: DI.C

CITY OF AUBURN and VALLEY REGIONAL FIRE AUTHORITY
INTERLOCAL AGREEMENT FOR
GEOGRAPHIC INFORMATION SYSTEMS

THIS INTERLOCAL AGREEMENT made and entered into, pursuant to the Interlocal Cooperation Act, Chapter 39.34 of the Revised Code of Washington, on the _____ day of _____, 2016, by and between the CITY OF AUBURN, a municipal corporation of the State of Washington (hereinafter referred to as the "City"), and the Valley Regional Fire Authority, a municipal corporation of the State of Washington (hereinafter referred to as "VRFA"),

W I T N E S S E T H:

WHEREAS, VRFA seeks geographic information systems ("GIS") technology services; and

WHEREAS, the City has the requisite skills, resources, and experience necessary to provide such services and is willing and agreeable to provide such services upon the terms and conditions herein contained.

NOW THEREFORE in consideration of their mutual covenants, conditions and promises, the parties hereto do hereby agree as follows:

1. SCOPE OF SERVICES

The City agrees to perform for VRFA, in a competent and professional manner the tasks specific to GIS support of the VRFA described on Exhibit A which is attached hereto and by this reference made a part of this Agreement. The tasks described on Exhibit A shall be individually referred to as a "task," and collectively referred to as the "services." The City shall perform the services as an independent contractor and shall not be deemed, by virtue of this Agreement and the performance thereof, to have entered into any partnership, joint venture, employment or other relationship with VRFA. The City shall perform the services described in Exhibit A which is attached hereto and by this reference made a part of this Agreement.

2. AMENDMENT REQUIRED FOR ADDITIONAL SERVICES

In the event additional GIS services are required by VRFA or reduction in services are necessary beyond those specified in Exhibit A and the compensation listed in Exhibit B of this agreement, and further provided that the City has the time and resources to provide such additional services and is willing to provide such services, a contract amendment shall be set forth in writing and shall be executed by the respective parties prior to the City's performance of the additional GIS services, except as may be provided to the contrary in Section 3 of this Agreement. Upon proper completion and execution of an Amendment for additional services, such Amendment shall be incorporated into this Agreement and shall have the same force and effect as if the terms of such Amendment were a part of this Agreement as originally executed. The performance of services pursuant to an Amendment shall be subject to the terms and conditions of this Agreement except where the Amendment provides to the contrary, in

which case the terms and conditions of any such Amendment shall control. In all other respects, any Amendment shall supplement and be construed in accordance with the terms and conditions of this Agreement.

3. PERFORMANCE OF ADDITIONAL SERVICES PRIOR TO EXECUTION OF AN AMENDMENT

The parties hereby agree that situations may arise in which GIS services other than those described on Exhibit A are desired by VRFA and the time period for the completion of such services makes the execution of Amendment impractical prior to the commencement of the City's performance of the requested services. The City hereby agrees that it shall perform such services upon the request of an authorized representative of VRFA at a rate of compensation to be mutually negotiated in connection therewith. Any such additional GIS services shall be memorialized in a written amendment in accordance with Section 2 of this Agreement. The invoice procedure for any such additional services shall be as described in Section 6 of this Agreement.

4. VRFA'S RESPONSIBILITIES

VRFA shall do the following in a timely manner so as not to delay the services of the City:

a. Designate in writing a person to act as VRFA's representative with respect to the services described in Exhibit A. VRFA's designee shall have complete authority to transmit instructions, receive information, interpret and define VRFA's policies and decisions with respect to the services, except in the event of an emergency as described in Exhibit A.

b. Furnish the City with all information, criteria, objectives, schedules and standards for the services provided for herein.

c. Arrange for access to the property or facilities as required for the City to perform the services provided for herein.

d. Examine and evaluate all studies, reports, memoranda, plans, sketches, and other documents prepared by the City and render decisions regarding such documents in a timely manner to prevent delay of the services including passwords, facility access and data systems to which VRFA is requesting support.

e. Provide secure access to all documents, data and systems that the City needs to perform services requested.

5. ACCEPTABLE STANDARDS

The City shall be responsible to provide, in connection with the services contemplated in this Agreement, work products and services of a quality and professional standard acceptable to VRFA.

6. COMPENSATION

Compensation for the City's performance of the services provided for herein are attached as Exhibit B. The Annual fees shall be increased January 1, 2017, and each January 1 thereafter, by an amount equal to 1% or the most recent Seattle-Tacoma-Bremerton Consumer Price Index - U whichever is greater for the term of this Agreement.

The City shall submit to VRFA a monthly invoice and VRFA shall process the invoice or statement in the next billing/claim cycle following receipt of the invoice or statement, and shall remit payment to the City thereafter in the normal course, subject to any conditions or provisions in this Agreement or Amendment.

7. TIME FOR PERFORMANCE AND TERM OF AGREEMENT

The City shall perform the services provided for herein in accordance with the direction and scheduling provided in Exhibit A, unless otherwise agreed to in writing by the parties. The initial term of this agreement shall be twelve (12) months and may be extended thereafter by written agreement of the Parties 60 days prior to term end. Either party may cancel this Agreement upon sixty (60) days written notice to the other party.

8. OWNERSHIP AND USE OF DOCUMENTS

All documents, reports, memoranda, diagrams, sketches, plans, data, design calculations, working drawings and any other materials created or otherwise prepared by the City as part of its performance of this Agreement (the "Work Products") shall be owned by and become the property of the City, and may be used by VRFA for any purpose beneficial to VRFA. Public records requests shall be the responsibility of VRFA; however the City may assist at VRFA's request at hourly rates provided under Exhibit B for onsite support.

9. RECORDS INSPECTION AND AUDIT

All compensation payments shall be subject to the adjustments for any amounts found upon audit or otherwise to have been improperly invoiced, and all records and books of accounts pertaining to any work performed under this Agreement shall be subject to inspection and audit by VRFA for a period of up to three (3) years from the final payment for work performed under this Agreement.

10. CONTINUATION OF PERFORMANCE

In the event that any dispute or conflict arises between the parties while this Contract is in effect, the City agrees that, notwithstanding such dispute or conflict, the City shall continue to make a good faith effort to cooperate and continue work toward successful completion of assigned duties and responsibilities. Provided, that if the VRFA fails to pay the City for the services, the City can cease providing such services until payment is made.

11. ADMINISTRATION OF AGREEMENT

This Agreement shall be administered by Ashley Riggs, Innovation & Technology Operations Manager or designee on behalf of the City, and by Eric Robertson, VRFA Administrator or designee on behalf of VRFA. Any written notices required by the terms of this Agreement shall be served on or mailed to the following addresses:

CITY OF AUBURN	VALLEY REGIONAL FIRE AUTHORITY
Innovation & Technology	Administration
Ashley Riggs	Eric E. Robertson
25 W Main St	1101 D Street NE
Auburn, WA 98001-4998	Auburn, WA 98002
Phone: 253-288-3149	Office: 253-288-5801
Fax: 253-804-3116	Fax: 253-288-5900
E-mail: ariggs@auburnwa.gov	E-mail: eric.robertson@vrfa.org

12. NOTICES

All notices or communications permitted or required to be given under this Agreement shall be in writing and shall be deemed to have been duly given if delivered in person or deposited in the United States mail, postage prepaid, for mailing by certified mail, return receipt requested, and addressed, if to a party of this Agreement, to the address for the party set forth above.

Either party may change his, her or its address by giving notice in writing, stating his, her or its new address, to the other party, pursuant to the procedure set forth above.

13. INSURANCE

VRFA shall maintain in full force throughout the duration of this Agreement comprehensive general liability insurance with a minimum coverage of $1,000,000.00 per occurrence/aggregate for personal injury and property damage. This requirement shall be deemed satisfied by evidence of VRFA's membership in a municipal self-insurance pool, including evidence of limits of coverage's, exclusions and limits of liability satisfactory to the City.

The City shall maintain in full force throughout the duration of this Agreement comprehensive general liability insurance with a minimum coverage of $1,000,000.00 per occurrence/aggregate for personal injury and property damage. This requirement shall be deemed satisfied by evidence of the City's membership in a municipal self-insurance pool, including evidence of limits of coverage's, exclusions and limits of liability satisfactory to VRFA.

14. INDEMNIFICATION

a. VRFA shall indemnify and hold the City and its agents, employees, and/or officers, harmless from and shall process and defend at its own expense any and

all claims, demands, suits, at law or equity, actions, penalties, losses, damages, or costs, of whatsoever kind or nature, brought against the City arising out of, in connection with, or incident to the execution of this Agreement and/or VRFA's performance or failure to perform any aspect of this Agreement; provided, however, that if such claims are caused by or result from the concurrent negligence of the City, its agents, employees, and/or officers, this indemnity provision shall be valid and enforceable only to the extent of the negligence of VRFA; and provided further, that nothing herein shall require VRFA to hold harmless or defend the City, its agents, employees and/or officers from any claims arising from the sole negligence of the City, its agents, employees, and/or officers. No liability shall attach to the City by reason of entering into this Agreement except as expressly provided herein.

b. The City shall indemnify and hold VRFA and its agents, employees, and/or officers, harmless from and shall process and defend at its own expense any and all claims, demands, suits, at law or equity, actions, penalties, losses, damages, or costs, of whatsoever kind or nature, brought against VRFA arising out of, in connection with, or incident to the execution of this Agreement and/or the City's performance or failure to perform any aspect of this Agreement; provided, however, that if such claims are caused by or result from the concurrent negligence of VRFA, its agents, employees, and/or officers, this indemnity provision shall be valid and enforceable only to the extent of the negligence of the City; and provided further, that nothing herein shall require the City to hold harmless or defend VRFA, its agents, employees and/or officers from any claims arising from the sole negligence of VRFA, its agents, employees, and/or officers. No liability shall attach to VRFA by reason of entering into this Agreement except as expressly provided herein.

15. WAIVER OF SUBROGATION

VRFA and the City hereby mutually release each other from liability and waive all right of recovery against each other for any loss caused by fire or other perils which can be insured against under fire insurance contracts including any extended coverage endorsements thereto which are customarily available from time to time in the State of Washington, provided, that this paragraph shall be inapplicable to the extent that it would have the effect of invalidating any insurance coverage of VRFA or the City.

16. COMPLIANCE WITH REGULATIONS AND LAWS

The parties shall comply with all applicable rules and regulations pertaining to them in connection with the matters covered herein.

17. ASSIGNMENT

The parties shall not assign this Agreement or any interest, obligation or duty therein without the express written consent of the other party.

18. ATTORNEYS' FEES

If either party shall be required to bring any action to enforce any provision of this Agreement, or shall be required to defend any action brought by the other party with

respect to this Agreement, and in the further event that one party shall substantially prevail in such action, the losing party shall, in addition to all other payments required therein, pay all of the prevailing party's reasonable costs in connection with such action, including such sums as the court or courts may adjudge reasonable as attorney's fees in the trial court and in any appellate courts.

19. NONDISCRIMINATION

Each of the parties, for itself, its heirs, personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree that it will comply with pertinent statutes, Executive Orders and such rules as are promulgated to assure that no person shall, on the grounds of race, creed, color, national origin, sex, sexual orientation, age, or the presence of any sensory, mental or physical handicap be discriminated against or receive discriminatory treatment by reason thereof.

20. MISCELLANEOUS

a. All of the covenants, conditions and agreements in this Agreement shall extend to and bind the legal successors and assigns of the parties hereto.

b. This Agreement shall be deemed to be made and construed in accordance with the laws of the State of Washington. Jurisdiction and venue for any action arising out of this Agreement shall be in King County, Washington.

c. The captions in this Agreement are for convenience only and do not in any way limit or amplify the provisions of this Agreement.

d. Unless otherwise specifically provided herein, no separate legal entity is created hereby, as each of the parties is contracting in its capacity as a municipal corporation of the State of Washington. The identity of the parties hereto is as set forth hereinabove.

e. The performances of the duties of the parties provided hereby shall be done in accordance with standard operating procedures and customary practices of the parties. Semi-annual operational review and service meetings shall be held with representatives from both cities to review and discuss service and support delivery.

f. No provision of this Agreement shall relieve either party of its public agency obligations and or responsibilities imposed by law.

g. If any term or provision of this Agreement or the application thereof to any person or circumstance shall, to any extent, be held to be invalid or unenforceable by a final decision of any court having jurisdiction on the matter, the remainder of this Agreement or the application of such term or provision to persons or circumstances other than those as to which it is held invalid or unenforceable shall not be affected thereby and shall continue in full force and effect, unless such court determines that such invalidity or unenforceability materially interferes with or defeats the purposes hereof, at which time either party shall have the right to terminate the Agreement.

h. This Agreement constitutes the entire agreement between the parties. There are no terms, obligations, covenants or conditions other than those contained herein. No modifications or amendments of this Agreement shall be valid or effective unless evidenced by an agreement in writing signed by both parties.

i. Copies of this Agreement shall be listed by the parties on their websites as provided for in RCW 39.34.040.

IN WITNESS WHEREOF the parties hereto have executed this Agreement as of the day and year first above written.

CITY OF AUBURN	VRFA
_____	_____
Nancy Backus Auburn Mayor	Eric E. Robertson VRFA Administrator
Attest:	Attest:
_____	_____
Danielle Daskam, Auburn City Clerk	Louise M. Bartol Clerk of the Board
Approved as to form:	Approved as to form:
_____	_____
Daniel B. Heid Auburn City Attorney	Joseph F. Quinn Counsel for VRFA

EXHIBIT A
SCOPE OF SERVICES

The following data sets, referred to as "Public Safety Data", are managed and maintained by the City of Auburn GIS. These are the core data sets available to VRFA in any GIS service outlined in Exhibit A. The "Public Safety Data" also includes the data sets required by Valley Communications for the CAD map.

1. Address Points: Address points and/or street centerline
2. Fire Service Reporting and Response Districts: boundaries for response areas
3. Gates and Barriers: access points that are blocked
4. Hydrology: lakes, rivers, streams and waterways
5. Mileposts: points indicating distance to a certain location
6. Police Patrol Districts: larger reporting areas within the City
7. Police Reporting Districts: smaller reporting areas within the districts
8. Political Boundaries: city and county boundaries. Other local government boundaries including water purveyors, fire districts, etc.
9. Railroads: BNSF and Union Pacific
10. Service Area Buffers
11. Streets: street centerlines broken by intersections including street attributes like speed limit, number of lanes, dead-ends, etc.…
12. Valley Communication Service Areas: boundary of entire VCC service area
13. Water Hydrants: points of locations, type and flow ratings

In addition, the below data sets have been identified as critical by VRFA as they will be used in the establishment and evaluation of both current and future performance. These data sets will also be available to VRFA in the same manner that the Public Safety Data is.

1. Topography/Ornithology: elevation and overhead view data
2. Zoning: boundaries indicating City zoning and land use data.
3. Occupancy and Permit: building related data from the City's permit system
4. Hazard and Critical Areas: landslide, earthquake, lahar, flood, wetland, etc.
5. Fire Demand/Management Zones: boundaries designated by VRFA for response management
6. Required Fire Flow: specific buildings that have special response needs
7. Bridges: non-pedestrian and pedestrian bridges within the City

All services provided are based off of the data sets outlined above.

- VRFA response map development
- VRFA map printing
- Annual reprints of all templated maps
- Map exports (i.e. PDF and image)
- Data exports (i.e. Esri shapefiles and Esri Geodatabase)
- Access to Auburn GIS mobile devices for field data collection
- Access to web-based map services for data consumption

- GIS liaison between VRFA and VCC on CAD map data
- Assistance/support with GIS related fire accreditation data
- Assistance/support with GIS related programs
- Standard, dedicated eGIS site for VRFA (requires signature of completion by both parties)
- Read-only access to all non-public safety data that GIS stores or has access to

Note: Data will be accessed by VRFA the same way VRFA connects to the City of Auburn over dedicated fiber for access to CRW.

Services not included which may incur additional charges:

- License(s) to Auburn's Esri software
- GIS related training beyond the initial stand up of eGIS site
- Customizations and development of non-standard features for dedicated eGIS site
- Data collection
- Data cleanup on non-Public Safety Data
- Initial cost or maintenance cost of data subscriptions
- Initial cost or maintenance cost of VRFA software
- Data analysis on special projects

Requesting support:

All requests for service should be emailed to helpdesk@auburnwa.gov. Requests will automatically be forwarded to the City GIS staff members for resolution.

Service levels:

For requests e-mailed Monday through Friday from 8:00 a.m. to 5:00 p.m. ("regular business hours"), we will use best efforts to respond within 60 minutes. During high call volumes, we will assist you as soon as possible. Staff will not respond to request made outside regular business hours.

Billing:

All services will be billed monthly according to Exhibit B. Services that are billed on an hourly basis will include a brief description of the service and hours provided. Monthly charges for service are based on support items listed above. In the event annual support and services exceed the scope of this agreement, VRFA agrees to negotiate these additional services which may include mutually agreed adjustments to monthly service charges.

EXHIBIT B
COST OF SERVICES

Support Function	Operating Hours	Billing rate	Monthly cost
Services outlined in Exhibit A	M - F, 8 a.m. - 5 p.m. excluding holidays	$2,024.00 / month	$2,024.00
One-time project fee:	M - F, 8 a.m. - 5 p.m. excluding holidays	$100.00 / hour	N/A

AGENDA BILL APPROVAL FORM

Agenda Subject:
Council Retreat Goals (5 Minute Presentation/10 Minute Q&A)

Date:
February 1, 2016

Department:
Administration

Attachments:
City of Auburn Strategic Planning Report

Budget Impact:
$0

Administrative Recommendation:

Background Summary:

A review of the City Council goals for 2016 that came out of the November 2015 retreat.

Reviewed by Council Committees:

Councilmember:

Staff: Hinman

Meeting Date: February 8, 2016

Item Number: DI.D

City of Auburn

Strategic Planning Report

November 4, 2015

Prepared by

MARKETINGSOLUTIONS
research-based growth strategies

914 164th Street SE, #400 I Mill Creek, WA 98012 P 425.337.1100

www.mktg-solutions.com

City of Auburn Retreat Report

October 29-30, 2015

SWOT Analysis

Strengths

- Strong financial foundation (29)
- Geographic location (road and river intersections) (25)
- Great leadership (Mayor, Council, directors, staff) (21)
- Outstanding City services (12)
- Great parks and entertainment (9)
- Collaborative culture with key stakeholders (4)
- Pride in our community (1)
- Defined downtown (0)
- Great regional relationships (0)
- Safe community via public safety (0)

Weaknesses

- Limited revenue options (34)
- Lack of long-term planning with key stakeholder (14)
- Citizens low esteem of City (13)
- Lack of diversity among decision makers (11)
- Constraints on resources and time (9)
- Don't promote our story (7)
- Adverse City culture (5)
- Under developed of post-secondary education (4)
- Lack of follow through on property management (3)
- Public misperception- role of government (2)

Opportunities

- Emerging industry cluster (20)
- Ample warehouse/property (underutilized) (19)
- Emerging infrastructure technology (15)
- We have a diverse culture (13)
- Annexation potential (11)

- Citizens willing to engage (8)
- Higher education locating here (6)
- Public culture of giving (5)
- Globalization (3)
- Local supply chain (3)

Threats

- Suburbanization of poverty (34)
- Legislation and regulation (27)
- Empty store fronts (11)
- Transportation limitation (10)
- Limited developable property (6)
- Economic downturn (6)
- LID impact on City
- Gang violence (4)
- Natural disasters (2)
- Potential for litigation (1)

Evaluation

Pros

- Good start/end time
- Good structure and flow & dots
- Working with all the directors (collaboration)
- Inspiring, love working with the Council
- Every voice was heard
- Like the kinetic exercises
- Directors participated and got to vote
- Work was posted
- Good facilitation
- Parking lot flip chart
- No weed whacking

Cons

- Coffee grounds, no coffee
- Too much content from facilitation
- Parking at facility
- Started too early brainstorming

Parking Lot

- Police recruiting and process
- More valid metric/measurement for homelessness
- Assure performance management process-dashboard reporting

City of Auburn Strategy Matrix

G1: Increase "Healthy City" Index by % by 2020			
G1/S1: Promote healthy lifestyle for all ages (25)	G1/S2: Create access to preventative and on-going healthcare (14)	G1/S3: Provide full spectrum of mental health and social service resources. (9)	G1/S4: Increase healthy accessible housing stock (11)
G1/S1/I1: Obtain buy in from elected Jr. City Council, community groups and businesses (6)	G1/S2/I1 Convene group of leaders to identify appropriate outreach & how to apply (mediums?) (2)	G1/S3/I1: Determine Explore City leadership's overall philosophy on issues (6)	G1/S4/I1: Engage community and other stakeholders e.g.- Homelessness Task Force
G1/S1/I2: Create educational marketing campaign (3)	G1/S2/I2: Establish partnerships with providers (5)	G1/S3/I2: Explore alternate service delivery models (1)	G1/S4/I2: Determine City leadership philosophy and budgeting priorities (4)
G1/S1/I3: Roll out neighborhood programs (0)	G1/S2/I3: Establish healthcare inventory with the city (1)	G1/S3/I3: Review budget priorities to determine need for additional funding & sources (2)	G1/S4/I3: Create housing inventory and program approaches and metrics (2)
G1/S1/I4: Increase opportunities for healthy food choices. Grow local buy local (1)	G1/S2/I4: Lobby for legislative support reform of public health (2)	G1/S3/I4: Develop marketing campaign to remove "stigma" (0)	
		G1/S3/I5: Lobby legislature (county-state-federal) for additional funding and reform (2)	

City of Auburn Strategy Matrix

G2: Increase Internet Access to Achieve Digital Parity by % by 2020				
G2/S1: Explore the establishment of an internet utility (8)	G2/S2: Leverage public technology infrastructure to achieve cyber-equity within the city (25)	G2/S3: Build partnerships for revenue streams and infrastructure expansion (26)	G2/S4: Establish minimum acceptable standards, speed, security and liability exposure (2)	G2/S5: Expand services to capture emerging opportunities (11)
G2/S1/I1: Research and analyze other successful examples (7)	G2/S2/I1: Inventory available infrastructure (local, universal, etc.) (11)	G2/S3/I1: Inventory current partnerships (4)	G2/S4/I1: Perform needs assessment (10)	G2/S5/I1: Assess emerging technologies (1)
G2/S1/I2: Perform cost benefit analysis (3)	G2/S2/I2: Assess options and opportunities (0)	G2/S3/I2: Reach out to current and potential partners (2)	G2/S4/I2: Define delivery methods (Wi-Fi vs. Wired) (1)	G2/S5/I2: Engage public to identify needs (4)
G2/S1/I3: Perform regulatory assessment (1)	G2/S2/I3: Perform legal assessment (1)	G2/S3/I3: Formalize partnerships (lather, rinse , repeat) (3)	G2/S4/I3: Perform liability assessment (1)	G2/S5/I3: Perform viability and cost assessment (4)
G2/S1/I4: Assess political landscape (1)	G2/S2/I4 :Perform gap analysis (0)		G2/S4/I4: Access regulatory standards, public acceptance and political reality (0)	G2/S5/I4: Develop process for integration (maintenance, sustainability, budget, etc.) (2)
G2/S1/I5: Prepare campaign (1)			G2/S4/I5: Establish operating standards (0)	

City of Auburn Strategy Matrix

G3: Increase Middle Income Jobs by % by 2020			
G3/S1: Identify existing and potential employers and locations for future business growth (31)	G3/S2: Explore existing and potential tools and incentives to increase and retain middle income jobs (19)	G3/S3: Have transit services and roads to reach employment centers (2)	G3/S4: Promote H.E and workforce development for employees living or working in Auburn (20)
G3/S4/I1: Develop inventory of available properties including for annexation, development and redevelopment (1)	G3/S3/I1: Identify cash flow needs related to development costs to defray / delay development costs (0)	G3/S4/I1: Work with regional transits and user groups, i.e. MIT, business, schools, seniors (4)	G3/S5/I1: Work with employers to identify their workforce skills, needs and requirements (11)
G3/S4/I2: Work with Chamber Economic Development Board and business community to identify potential employers (7)	G3/S3/I2: Identify existing incentive programs under state law (5)	G3/S4/I2: Work with federal, state and county for road improvement projects (6)	G3/S5/I2: Work with k-12 and higher education to develop curriculum to match employers skills, needs and requirements (0)
G3/S2/I3: Develop marketing strategy to advertise the City: i.e.-billboards, TV, radio, internet (0)	G3/S3/I3: Work with federal and state electeds to increase/expand. Create incentive programs - i.e. TIF (7)		G3/S5/I3: Promote employees-employer interaction via job fairs, social media, etc. for people living/working in Auburn (1)
G3/S2/I4: Benchmark and identify competition (0)			
G3/S2/I5: Work with counties and citizen group to explore annexations (2)			