

APPENDIX A
MS4 PROGRAM PLAN



**Virginia Stormwater Management Program MS4 Program Plan
City of Falls Church, Virginia
July 1, 2013
Amended June 30, 2014**

Introduction

On July 1, 2013, the City of Falls Church was granted coverage under Virginia's General Permit for Stormwater Discharges from Small Municipal Separate Storm Sewer Systems (MS4s) through the acceptance of the City's Registration Statement and accompanying stormwater management plan by the Virginia Department of Environmental Quality. The City's current Program Plan was initially an extension of the July 2009 Program Plan but has been updated to meet the scheduled requirements in Table 1 of 9VAC25-890-40. The current General Permit is set to expire on June 30, 2018.

The General Permit requires the City to address six minimum control measures designed to ensure the elimination of stormwater pollution to the maximum extent practicable (MEP). The six minimum control measures include:

- ◆ Public Education and Outreach on Stormwater Impacts;
- ◆ Public Involvement/Participation;
- ◆ Illicit Discharge Detection and Elimination;
- ◆ Construction Site Stormwater Runoff Control;
- ◆ Post-Construction Stormwater Management in New Development and Redevelopment; and
- ◆ Pollution Prevention/Good Housekeeping for Municipal Operations.

The City's approved plan addresses the six minimum control measures, as required, with a series of best management practices (BMPs), along with implementation timelines, measurable goals, responsible entity(ies) for implementation, and reporting requirements. Over past permit years, the City has successfully implemented numerous BMPs as part of its ongoing stormwater management program, as documented in the annual reports submitted to the permitting authorities.

This document represents the City's plan to comply with existing requirements and the required updates listed in 9VAC25-890-40 and are being submitted with the City's Annual Report for continued coverage under the current General Permit.

For each minimum control measure, the City has identified a series of BMPs, including the necessary documents, responsible party(ies), the objective/expected results, measurable goals, schedules and timelines for implementation, and the method utilized to determine the BMP's effectiveness. This document is organized into seven sections corresponding to the requirements for submission. The first section details the administrative BMPs of reevaluating the program once the reissued General Permit becomes effective. The next six sections describe the BMP regimen for each of the six minimum control measures.

Program Administration

The City of Falls Church, Virginia (the City) will update and where necessary provide additional schedules to implement its MS4 Program and MS4 Program Plan including its best management practices (BMPs) and measurable goals in order to meet any new requirements included in the new General Permit for Discharges from Small Municipal Separate Storm Sewer Systems.

The City defines its MS4 Program Plan as its Registration Statement for Coverage under the General Permit for Discharges from Small Municipal Separate Storm Sewer Systems, approved by DEQ on July 1, 2013 and all documents, policies, procedures specified directly and those documents, policies, procedures necessary to implement all specified programs listed in the registration statement. The City realizes this is an ongoing process that must be evaluated and maintained throughout the permit cycle.

Necessary Documents: Updated Copy of this MS4 Program Plan, Annual Reports

Responsible Party: The City's MS4 Program is administered through the Department of Public Works. The Director is responsible for developing the updated MS4 Program Plan. The City Manager is responsible for providing the appropriate certification to any documents.

Objective/Expected Results: To maintain a consistent, compliant, and effective MS4 stormwater management program that considers the City's stormwater quality, level of service to City residents and businesses, and adheres to the City's environmental expectations.

Measurable Goals:

1. Annually review the MS4 Program Plan for program compliance and appropriateness of BMPs. Update as needed.
2. Submit an updated copy of this MS4 Program Plan to the Virginia Department of Environmental Quality in compliance with the schedule included in the General Permit.
3. Submit an annual report for the reporting period of July 1 through June 30 to DEQ by the following October 1. Each report shall include updates to the MS4 Program Plan completed during the reporting cycle.
4. Maintain records of documents pertaining to MS4 Program Plans for at least three years. Copies of such records will be made available to the public upon specific request. A copy of the most current MS4 Plan and supplemental annual reports will be posted on the City's website.

Schedule and Evaluation: Ongoing

Items Needed for the Annual Report:

1. Summary cover letter discussing current status of MS4 Program and, if needed, modifications to the MS4 Program Plan as required
2. Updated MS4 Program Plan, if needed

Method Utilized to Determine Effectiveness: Effectiveness will be determined by the outcomes of the assessment and the diagnosis of any gaps in the City's MS4 program as a result of annual self-evaluation. The City will also rely on Virginia DEQ review and approval of the MS4 Annual Report for feedback and confirmation of the City's intended actions in support of its MS4 Program Plan. In addition, the City will assess citizen feedback on its stormwater management program to determine whether the program is achieving what the City has proposed based on the BMP menu in the MS4 Program Plan.

MCM#1: Public Education and Outreach on Stormwater Impacts

BMP A. Draft and publish stormwater management/water quality-related articles in the Falls Church News-Press or locally distributed publication, with at least one article covering the hazards associated with illegal discharges, improper disposal of pet waste, and one article encouraging stormwater retrofits.

Necessary Documents: Articles for publication

Responsible Party: Department of Public Works

Objective/Expected Results: To inform the City's citizens and businesses on stormwater management/water quality issues and provide options demonstrating steps they can take to improve water quality in the City via print media.

Schedule and Evaluation: Beginning in PY1, the City of Falls Church will draft seasonal articles on water quality and/or stormwater management for publication in the Falls Church News-Press or locally distributed publication. The topics of these articles will track with the City's three high-priority water quality issue and may change as the City continues to evaluate topics and effectiveness.

Measurable Goals: In each permit year, the City will draft at least three articles for publication in the Falls Church News-Press or locally distributed publication.

Items to be reported in annual report: Title and subject of the articles published, including date of publication, the estimated number people reached, and an estimated percentage of the target audience reached to be included in an updated Education and Outreach Table.

Method Utilized to Determine Effectiveness: The City will track the distribution of the print media messages (i.e. document which articles ran in which publications and when) and document any noted changes recognizable inside the context of the MS4 program.

BMP B. Draft and publish stormwater management/water quality-related articles in the "Watershed News" section of the Department of Public Works online newsletter, The Falls Church Environment.

Necessary Documents: Articles for publication

Responsible Party: Department of Public Works

Objective/Expected Results: To inform the City's residents on stormwater management/water quality issues and provide options demonstrating steps they can take to improve water quality in the City via print media.

Schedule and Evaluation: Beginning in PY1, the City of Falls Church will draft one article on water quality and/or stormwater management for publication in The Falls Church Environment, which includes a circulation to 1,200 emails.

Measurable Goals: In each permit year, the City will draft one article for publication in The Falls Church Environment.

Items to be reported in annual report: Title and subject of the articles published, including date of publication, the estimated number people reached, and an estimated percentage of the target audience reached to be included in an updated Education and Outreach.

Method Utilized to Determine Effectiveness: The City will track the distribution of the messages (i.e. document web hits) and document any noted changes recognizable inside the context of the MS4 program.

BMP C. The City of Falls Church will post downloadable stormwater management and water quality information on the City's Internet web site (<http://www.fallschurchva.gov>). A priority will be given to the development and posting of materials with specifically targeted messages.

Necessary Documents: None.

Responsible Party: Department of Public Works, Engineering Division

Objective/Expected Results: To inform the City's constituents on stormwater management/water quality issues and provide options demonstrating steps they can take to improve water quality in the City via Internet media.

Schedule and Evaluation: Beginning PY1, ongoing through the permit period.

Measurable Goals: By the end of PY1, the City will have posted downloadable information on stormwater management and water quality on the City's Internet web site.

Items to be reported in annual report: Roster of materials posted, the number of website views, and an estimated percentage of the target audience reached to be included in an updated Education and Outreach Table.

Method Utilized to Determine Effectiveness: The City will develop targeted messages to address particular pollutants of concern or groups/industries whose activities/behavior may hinder surface water quality. The City will track the distribution of the messages (i.e. document web hits) and document any noted changes recognizable inside the context of the MS4 program.

BMP D. In conjunction with BMP C above, the City of Falls Church will include stormwater management and water quality information on the City's Internet web site (<http://www.fallschurchva.gov>) in a second language. A priority will be given to the development and posting of materials with specifically targeted messages.

Necessary Documents: None.

Responsible Party: Department of Public Works, Engineering Division

Objective/Expected Results: To inform the City's constituents on stormwater management/water quality issues and provide options demonstrating steps they can take to improve water quality in the City via Internet media.

Schedule and Evaluation: Beginning PY1, ongoing through the permit period.

Measurable Goals: By the end of PY1, the City will have developed and posted downloadable information on stormwater management and water quality on the City's Internet web site in a second language.

Items to be reported in annual report: Roster of materials posted, the number of website views, and an estimated percentage of the target audience reached to be included in an updated Education and Outreach Table.

Method Utilized to Determine Effectiveness: The City will develop targeted messages to address particular pollutants of concern or groups/industries whose activities/behavior may hinder surface water quality. The City will track the distribution of the messages (i.e. document web hits) and document any noted changes recognizable inside the context of the MS4 program.

BMP E. The City will develop targeted outreach material for pet owners on proper management of pet waste for the protection of water quality.

Necessary Documents: Document for publication

Responsible Party: Department of Public Works

Objective/Expected Results: To inform the City's pet owners on stormwater management/water quality issues and provide options demonstrating steps they can take to improve water quality in the City.

Schedule and Evaluation: Beginning in PY1, the City of Falls Church will develop one brochure for pet owners on proper management of pet waste for the protection of water quality and provide this material in both print and electronic format for posting to the City's Internet web site.

Measurable Goals: Develop and publish one brochure for pet owners on proper management of pet waste for the protection of water quality annually.

Items to be reported in annual report: Title of the brochure published, including date of publication, number of residents materials mailed to, and the percentage of the target audience reached to be included in an updated Education and Outreach Table.

Method Utilized to Determine Effectiveness: The City will track the distribution of the print publications (i.e. document the number of brochures distributed and where they were made available) and document any noted City policy or procedure changes recognizable inside the context of the MS4 program.

BMP F. Provide an opportunity for ongoing citizen input on stormwater management.

Necessary Documents: Report of water quality/stormwater management related inquiries via the City website.

Responsible Party: Department of Public Works, Office of Communications; City Manager's Office

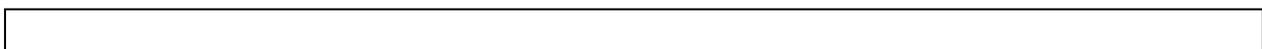
Objective/Expected Results: Provide citizens access to the City of Falls Church Request Tracker (<http://www.fallschurchva.gov/requesttracker.aspx>) as an avenue to provide input on the City's MS4 Program.

Schedule and Evaluation: Ongoing

Measurable Goals: The City of Falls Church Request Tracker provides an opportunity for citizens to provide comments and feedback on issues and/or concerns. The City will document the water quality/stormwater management related inquiries received and report each year's activity in the annual report.

Items to be reported in annual report: Updated table of relevant inquiries/comments on water quality/stormwater management related concerns.

Method Utilized to Determine Effectiveness: The City will track the receipt of any public comments and inputs on stormwater management via Request Tracker to determine the effectiveness of this outreach mechanism and others listed in the Program Plan.



MCM#2: Public Involvement/Participation

BMP A. Follow public notice requirements for the City Council's meeting(s) regarding the implementation of the City's Phase II General Permit.

Necessary Documents: Public Notice of upcoming meetings.

Responsible Party: Department of Public Works, City Clerk's Office

Objective/Expected Results: To inform the City's citizens and businesses of the City's MS4 program and the components crafted in the program plan and to provide an opportunity for public input on the MS4 Program Plan.

Schedule and Evaluation: Ongoing

Measurable Goals: Provide public notice as required by the City Code.

Items to be reported in annual report: A table of City Council meetings held including the topic(s) of discussion.

Method Utilized to Determine Effectiveness: The City will track the receipt of any public comments, inputs and suggestions provided on the MS4 Program Plan via public hearings to determine the effectiveness of this outreach mechanism.

BMP B. Provide an opportunity for ongoing citizen input on stormwater management.

Necessary Documents: Report of water quality/stormwater management related inquiries via the City website.

Responsible Party: Department of Public Works, Office of Communications; City Manager's Office

Objective/Expected Results: Provide citizens access to the City of Falls Church Request Tracker (<http://www.fallschurchva.gov/requesttracker.aspx>) as an avenue to provide input on the City's MS4 Program.

Schedule and Evaluation: Ongoing

Measurable Goals: The City of Falls Church Request Tracker provides an opportunity for citizens to provide comments and feedback on issues and/or concerns. The City will document the water quality/stormwater management related inquiries received and report each year's activity in the annual report.

Items to be reported in annual report: Updated table of relevant inquiries/comments on water quality/stormwater management related concerns.

Method Utilized to Determine Effectiveness: The City will track the receipt of any public comments and inputs on stormwater management via Request Tracker to determine the effectiveness of this outreach mechanism and others listed in the Program Plan.

BMP C. Provide stormwater management/water quality informational updates to the citizen-based Environmental Services Council (ESC) and solicit input on the MS4 Program Plan and the Annual Reports from the ESC.

Necessary Documents: Report of water quality/stormwater management related topics addressed with the ESC.

Responsible Party: Department of Public Works

Objective/Expected Results: Provide MS4 Program Plan and Annual Report information to a citizen-based advisory council and solicit input on the Program Plan from the same council on a regular basis to ensure citizen input into the program.

Schedule and Evaluation: Ongoing, provide at least one briefing annually.

Measurable Goals: The City of Falls Church Environmental Services Council is a standing commission comprised of nine (9) citizens, who meet monthly to provide policy input to the City Council on Environmental issues, including stormwater. The City will document the water quality/stormwater management related briefings that staff provide to the ESC.

Items to be reported in annual report: List of water quality/stormwater management topics discussed with the ESC.

Method Utilized to Determine Effectiveness: The City will track the receipt of any comments, inputs and suggestions provided on the MS4 Program Plan and/or Annual Reports via the ESC to determine the effectiveness of this outreach mechanism.

BMP D. Schedule and hold Habitat Restoration Events in City parks and public right-of-ways in or near stream corridors and flood plains to remove harmful invasive species and replant with native species for the purpose of stormwater control, erosion control and habitat restoration.

Necessary Documents: Public notices for Events

Responsible Party: Department of Public Works

Objective/Expected Results: Provide a hands-on public involvement experience for the citizens of the City that allows for an educational opportunity for participants in the areas of environmental stewardship, with an emphasis on stormwater control, erosion control, and habitat restoration.

Schedule and Evaluation: Beginning in PY1, the City of Falls Church will hold at least two Habitat Restoration Events to include public participants.

Measurable Goals: The City will hold at least two Habitat Restoration Events annually.

Items to be reported in annual report: In each permit year, for each of the two events, the City will report the area of invasive plant removal and the number of participants.

Method Utilized to Determine Effectiveness: Effectiveness of this BMP will be measured by how many citizens, civic groups, etc. participate in the event.

BMP E. Promote Village Preservation and Improvement Society (VPIS) Neighborhood Tree Program planting events

Necessary Documents: Public notices for Events

Responsible Party: Department of Public Works

Objective/Expected Results: Promote a hands-on public involvement experience for the citizens of the City that allows for an educational opportunity for participants in the areas of environmental stewardship, with an emphasis on revegetation of the urban canopy and habitat restoration. City staff will attend to discuss the importance of trees to stormwater with public participants.

Schedule and Evaluation: Beginning in PY1, the City of Falls Church will promote at least one Neighborhood Tree Program planting event.

Measurable Goals: In each permit year the City will promote and attend planting events.

Items to be reported in annual report: Notification of the event, the number of trees planted, and the number of participants.

Method Utilized to Determine Effectiveness: Effectiveness of this BMP will be measured by how many citizens, civic groups, etc. participate in the event.

BMP F. Promote City-Wide Cleanups

Necessary Documents: Public notices for Events, tracking number of volunteers, and amount of debris collected

Responsible Party: Department of Public Works

Objective/Expected Results: Encourage and promote adopt a spot groups and citizens of the City to participate in the Fall and Spring City-Wide Cleanup. Cleanups remove litter from roadways, streambeds, and parks throughout the City as well as unwanted invasive species in a number of our City Parks. City staff attends and discusses the importance of properly disposing of refuse and recycling.

Schedule and Evaluation: Beginning in PY1, the City of Falls Church will promote two City-wide cleanups annually.

Measurable Goals: In each permit year the City will promote and attend cleanup events.

Items to be reported in annual report: Notification of the event, the amount of debris removed from the watershed, and the number of participants.

Method Utilized to Determine Effectiveness: Effectiveness of this BMP will be measured by how many citizens, civic groups, etc. participate in the event and the amount of debris removed.

BMP G. Provide the City's MS4 Program Plan on the City's Internet web site and provide hard copies of the MS4 Program Plan in select public buildings.

Necessary Documents: City of Falls Church MS4 Program Plan

Responsible Party: Department of Public Works

Objective/Expected Results: Provide citizens and City constituents with the opportunity to become more familiar with the City's MS4 Program Plan and increase awareness of the City's efforts to improve water quality.

Schedule and Evaluation: Ongoing, the City of Falls Church will post the MS4 Program Plan on its Internet web site (<http://www.fallschurchva.gov>) and will provide hard copies of the plan for viewing at the City Hall building.

Measurable Goals: Provide the MS4 Program Plan as indicated.

Items to be reported in annual report: Roster of materials posted to be included in an updated Education and Outreach Table.

Method Utilized to Determine Effectiveness: The City will track the distribution of the MS4 Program Plan via the Internet (i.e. document web hits) and document any comments and/or suggestions generated by publication of the document received via written or electronic communications.

BMP H. Develop and maintain a Public Education and Outreach Plan

Necessary Documents: Public Education and Outreach Plan

Responsible Party: Department of Public Works

Objective/Expected Results: Beginning in PY2, maintain a plan that focuses on the City's three high-priority water quality issues and works to reach at least 20% of the target audience with relevant messages and materials

Schedule and Evaluation: Ongoing, the City will evaluate and update the plan annually to meet its objective

Measurable Goals: The City will annually present outreach on the three high-priority water quality issues

Items to be reported in annual report: Table of outreach materials utilized and methods by which they were distributed

Method Utilized to Determine Effectiveness: The City will evaluate and determine if 20% of the target audience is being reached

MCM#3: Illicit Discharge Detection and Elimination

BMP A. Promote, publicize, and facilitate public reporting of illicit discharges.

Necessary Documents: Outreach materials for the City's website.

Responsible Party: Department of Public Works, Office of Communications

Objective/Expected Results: Promote the City's Request Tracker system in the community so residents can easily report illicit discharges.

Schedule and Evaluation: Ongoing

Measurable Goals: The City of Falls Church Request Tracker provides an opportunity for citizens to provide comments and feedback on issues and/or concerns via the website. The City will promote the service via the website and social media and then document the water quality/stormwater management related inquiries received and report each year's activity in the annual report.

Items to be reported in annual report: Updated table of relevant inquiries/comments on water quality/stormwater management related concerns.

Method Utilized to Determine Effectiveness: The City will track the receipt of any public comments and inputs on stormwater management via Request Tracker to determine the effectiveness of this outreach mechanism and others listed in the Program Plan.

BMP B. Complete an updated City storm drain map showing the City's storm water outfalls and State waters with HUCs and impairments to which those storm water outfalls discharge. Maintain the acreage and land use of watersheds for each outfall.

Necessary Documents: Updated maps.

Responsible Party: Department of Public Works, Engineering Division

Objective/Expected Results: Document the City's MS4 outfalls and locate them geographically.

Schedule and Evaluation: Annually, update storm drain maps to reflect new construction, modifications and field observations.

Measurable Goals: Completed mapping by the end of PY2. Afterwards update annually.

Items to be reported in annual report: Updates completed with new map and table.

Method Utilized to Determine Effectiveness: The City will rely on Virginia DEQ review of the MS4 outfall map and associated statistics gathered for feedback and confirmation of this component's compliance with the General Permit.

BMP C. Notify in writing the downstream MS4 of any known physical interconnection

Necessary Documents: Updated stormwater mapping

Responsible Party: Department of Public Works

Objective/Expected Results: Sharing of information between local MS4s for potential collaborative efforts.

Schedule and Evaluation: Ongoing

Measurable Goals: By the end of PY2, send written notification of known physical interconnections. Afterward, send written notification immediately after an update to stormwater mapping that contains a newly found interconnection.

Items to be reported in annual report: A copy of the letter to interconnected MS4s when applicable.

Method Utilized to Determine Effectiveness: The City will rely on Virginia DEQ review of the MS4 outfall map and associated statistics gathered for feedback and confirmation of this component's compliance with the General Permit

BMP D. Develop and implement a program for illicit discharge detection that includes written procedures to detect, identify, and address unauthorized nonstormwater discharges.

Necessary Documents: IDDE Manual and SOP; Table of observed outfalls in City streams, updated once per year.

Responsible Party: Department of Public Works, Engineering Division

Objective/Expected Results: Develop and implement a new program to identify potential illicit discharges into the City's MS4.

Schedule and Evaluation: By end of PY2, revise/update the existing IDDE Manual to comply with the new MS4 Permit requirements. Continue ongoing outfall inspections of the City's open channel stream reaches to examine the outfalls discharging directly to the stream

Measurable Goals: By the end of PY2 complete revisions to IDDE Manual and SOP. Annually conduct a stream walk of open channel streams to examine outfalls discharging directly to those streams.

Items to be reported in annual report: Updated Manual and SOP. Updated table of observed outfalls in City streams and a summary of the outcomes of any suspected illicit discharge investigations.

Method Utilized to Determine Effectiveness: The City will evaluate the number of potential illicit discharges identified each year and review how each was addressed.

BMP E. Develop targeted outreach materials for industries located in the City of Falls Church that are particularly susceptible to illicit discharges to the storm sewer system.

Necessary Documents: City IDDE evaluation noting industries of concern for illicit discharges. Printed outreach materials.

Responsible Party: Department of Public Works, Engineering Division

Objective/Expected Results: To inform the City's industries on the legal and environmental issues surrounding illicit discharges into the City's MS4 and to provide options demonstrating steps they can take to avoid illicit discharges in the City via print media.

Schedule and Evaluation: Develop a new printed outreach tool in PY2 for the automotive industry. Work with the Office of the Commissioner of Revenue to develop a good address list for the chosen industry.

Measurable Goals: By the end of PY2, develop, print, and disburse printed outreach materials to automotive industries located in the City of Falls Church.

Items to be reported in annual report: Copy of disbursement list for outreach materials.

Method Utilized to Determine Effectiveness: The City will evaluate the list of recipients of the targeted illicit discharge materials against those potential illicit discharges identified in BMP D. Where necessary, the City may then further refine the illicit discharge message's targeting.

BMP F. Adopt and evaluate City Code that clearly prohibits illicit discharges to the City's storm sewer system.

Necessary Documents: City Code

Responsible Party: Department of Public Works

Objective/Expected Results: To establish specific language in the City Code that prohibits illicit discharges to the City's storm sewer system and provides for civil and/or criminal remedies and enforcement of same.

Schedule and Evaluation: Complete Code amendment process by the conclusion of PY1.

Measurable Goals: By the end of PY1, the City will amend the City Code to clearly prohibit illicit discharges to the City's storm sewer system and provide for civil and/or criminal penalties and City enforcement capabilities for violation of the Code section.

Items to be reported in annual report: Copy of the amended Code section.

Method Utilized to Determine Effectiveness: The City will evaluate the number of potential illicit discharges identified each year and report on how each was addressed as required in the General Permit.

MCM#4: Construction Site Stormwater Runoff Control

BMP A. Maintain a consistently rated Erosion and Sediment (E&S) Control Program.

Necessary Documents: City Code; Notice of consistency from the Virginia Department of Environmental Quality.

Responsible Party: Department of Public Works, Engineering Division

Objective/Expected Results: To effectively manage erosion and sediment control on new and re-development projects disturbing 2,500 square feet or more of land or any land disturbance in the Resource Protection Area in order to protect the City's surface water quality.

Schedule and Evaluation: Beginning in PY1 and continuing throughout the permit cycle

Measurable Goals: The City will enforce Chapter 35 of the City Code with respect to E&S and maintain a consistently-rated Erosion and Sediment Control program. Track land disturbance, subsequent inspections, and enforcement actions.

Items to be reported in annual report: Consistency status with documentation will be noted in each annual report. Land disturbance reports, acres disturbed, number of inspections, and a summary of enforcement actions.

Method Utilized to Determine Effectiveness: Documentation received from DEQ through the agency's periodic review of the City's E&S program.

BMP B. Develop written policies and procedures for construction site stormwater runoff control

Necessary Documents: Falls Church Stormwater Management Handbook

Responsible Party: Department of Public Works, Engineering Division

Objective/Expected Results: To review existing City policies and procedures and then consolidate into a single document.

Schedule and Evaluation: Complete by the end of PY2.

Measurable Goals: The City will revise existing documents and combine into the Falls Church Stormwater Management Handbook by the end of PY2.

Items to be reported in annual report: A copy of the Falls Church Stormwater Management Handbook

Method Utilized to Determine Effectiveness: The City will rely on Virginia DEQ review of the handbook for feedback and confirmation of this component's compliance with the General Permit

BMP C. Promote, publicize, and facilitate public reporting of erosion and sediment concerns.

Necessary Documents: Outreach materials for the City's website.

Responsible Party: Department of Public Works, Office of Communications

Objective/Expected Results: Promote the City's Request Tracker system in the community so residents can easily report concerns regarding potential water quality and compliance issues.

Schedule and Evaluation: Ongoing

Measurable Goals: The City of Falls Church Request Tracker provides an opportunity for citizens to provide comments and feedback on issues and/or concerns via the website. The City will promote the service via the website and social media and then document the water quality/stormwater management related inquiries received and report each year's activity in the annual report.

Items to be reported in annual report: Updated table of relevant inquiries/comments on water quality/stormwater management related concerns.

Method Utilized to Determine Effectiveness: The City will track the receipt of any public comments and inputs on stormwater management via Request Tracker to determine the effectiveness of this outreach mechanism and others listed in the Program Plan.

MCM#5: Post-Construction Stormwater Management in New Development and Redevelopment

BMP A. Maintain a consistent rated Chesapeake Bay Preservation Program.

Necessary Documents: City Code; Notice of consistency from the Virginia Department of Environmental Quality.

Responsible Party: Department of Public Works

Objective/Expected Results: To effectively manage Chesapeake Bay Preservation regulations on new and re-development projects disturbing 2,500 square feet or more of land or any land disturbance in the Resource Protection Area in order to protect the City's surface water quality.

Schedule and Evaluation: Beginning in PY1 and continuing throughout the permit cycle

Measurable Goals: The City will enforce Chapter 35 of the City Code with respect to the Chesapeake Bay Preservation Program.

Items to be reported in annual report: Consistency status with documentation will be noted in each annual report.

Method Utilized to Determine Effectiveness: Documentation received from DEQ through the agency's periodic review of the City's Chesapeake Bay Preservation Area program.

BMP B. Maintain an inventory of all known stormwater management facilities

Necessary Documents: Spreadsheet with inventory of stormwater management facilities located in the City of Falls Church.

Responsible Party: Department of Public Works

Objective/Expected Results: Identify, geographically locate, and track all known stormwater management facilities and stormwater BMPs in the City so as to administer the requirements that ensure their proper operation and maintenance.

Schedule and Evaluation: Ongoing

Measurable Goals: The City will document the number of stormwater quality BMPs located in the City of Falls Church

Items to be reported in annual report: Updated list of current BMPs in the City.

Method Utilized to Determine Effectiveness: Implementation of the City's facility assessment program will determine BMP effectiveness.

BMP C. Require Stormwater BMP agreements are entered into and executed prior to issuing building permits where BMPs are required to meet the Chesapeake Bay Act requirements.

Necessary Documents: Spreadsheet with inventory of stormwater quality BMPs located in the City of Falls Church.

Responsible Party: Department of Public Works

Objective/Expected Results: Implementation will ensure that stormwater BMP owners are conducting appropriate maintenance on their facilities to ensure provision of stormwater quality treatment for all land disturbing projects greater than 2,500 square feet.

Schedule and Evaluation: Ongoing

Measurable Goals: The City will require 100% of new stormwater quality BMPs located in the City of Falls Church to have maintenance agreements.

Items to be reported in annual report: Updated list of current BMPs in the City.

Method Utilized to Determine Effectiveness: Documentation of BMPs implemented on each developed or re-developed parcel.

BMP D. Require adequate long-term operation and maintenance by the owner of stormwater management facilities

Necessary Documents: Spreadsheet with inventory of stormwater quality BMPs located in the City of Falls Church.

Responsible Party: Department of Public Works, Engineering Division.

Objective/Expected Results: Implementation will ensure that stormwater BMP owners are conducting appropriate maintenance on their facilities. The City will review existing City BMP inspection policies and procedures and then consolidate into a single document.

Schedule and Evaluation: Complete by the end of PY2

Measurable Goals: The City will revise existing documents and combine into the Falls Church Stormwater Management Handbook by the end of PY2. The City will continue to inspect all facilities at least once per permit cycle.

Items to be reported in annual report: Summary of stormwater management facilities inspected and enforcement actions.

Method Utilized to Determine Effectiveness: Documentation of maintenance activities performed and/or enforcement actions initiated by the City on each managed facility.

BMP E. Require adequate long-term operation and maintenance by operator-owned stormwater management facilities

Necessary Documents: Spreadsheet with inventory of stormwater quality BMPs owned by the City of Falls Church.

Responsible Party: Department of Public Works, Engineering Division.

Objective/Expected Results: Implementation will ensure that the City is conducting appropriate maintenance on their facilities annually. The City will review existing City BMP inspection policies and procedures and then consolidate into a single document.

Schedule and Evaluation: Complete by the end of PY2

Measurable Goals: The City will revise existing documents and combine into the Falls Church Stormwater Management Handbook by the end of PY2. The City will continue to inspect their facilities annually.

Items to be reported in annual report: Summary of stormwater management facilities inspected and enforcement actions.

Method Utilized to Determine Effectiveness: Documentation of maintenance activities performed and/or enforcement actions initiated by the City on each managed facility.

BMP F. Develop written policies and procedures for construction site stormwater runoff control

Necessary Documents: Falls Church Stormwater Management Handbook

Responsible Party: Department of Public Works, Engineering Division

Objective/Expected Results: To review existing City policies and procedures and then consolidate into a single document.

Schedule and Evaluation: Complete by the end of PY2.

Measurable Goals: The City will revise existing documents and combine into the Falls Church Stormwater Management Handbook by the end of PY2.

Items to be reported in annual report: A copy of the Falls Church Stormwater Management Handbook

Method Utilized to Determine Effectiveness: The City will rely on Virginia DEQ review of the handbook for feedback and confirmation of this component's compliance with the General Permit

MCM#6: Pollution Prevention/Good Housekeeping for Municipal Operations

BMP A. Conduct street sweeping for City streets to remove potential pollutants.

Necessary Documents: Municipal Pollution Prevention Activities Table

Responsible Party: Department of Public Works

Objective/Expected Results: To remove pollutants from roadways and parking areas that may otherwise be introduced into the City's MS4 during rainfall events.

Schedule and Evaluation: Beginning in PY1, the City of Falls Church will sweep City streets up to twice per year.

Measurable Goals: By the end of PY1, initiate biannual street sweeping for City streets.

Items to be reported in annual report: Documentation of street sweeping material removed each year will be reported in a Municipal Pollution Prevention Activities Table.

Method Utilized to Determine Effectiveness: Documentation of street sweeping materials removed each year. The quantity of materials removed will be calculated by multiplying the number of loads times the weight of the first load.

BMP B. Incorporate stormwater quality management information into ongoing employee training/safety programs. Document all water quality training activities.

Necessary Documents: Training Schedule and Program; Municipal Pollution Prevention Activities Table

Responsible Party: Department of Public Works

Objective/Expected Results: Ensure that City employees are trained on best practices in their operational areas of responsibility to reduce or eliminate stormwater pollution or other potential water quality impairments through the execution of their tasks and duties.

Schedule and Evaluation: Beginning in PY1, the City of Falls Church will provide water quality protection/pollution prevention training for all City operations employees whose job assignments have the potential to impact stormwater.

Measurable Goals: By the end of PY1, develop a Training Schedule and Program.

Items to be reported in annual report: Summary of training provided, including roster of training attendees.

Method Utilized to Determine Effectiveness: Documentation of training provided for City employees and tracking of any water quality compromising events caused by City staff will inform effectiveness and guide future training.

BMP C. Identify high-priority, City-owned and operated facilities with a specific emphasis on illicit discharges.

Necessary Documents: Facilities Assessment study

Responsible Party: Department of Public Works

Objective/Expected Results: Evaluate stormwater pollution potential posed by City-owned and operated facilities with respect to the new General Permit requirements

Schedule and Evaluation: Beginning in PY1, the City of Falls Church will conduct a City-owned and operated facilities assessment to document current practices, procedures, and program elements for stormwater pollution prevention in order to determine if the facility is a high-priority.

Measurable Goals: Identify high-priority City-owned and operated facilities by the end of PY1.

Items to be reported in annual report: Overview of findings from the Facilities Assessment study.

Method Utilized to Determine Effectiveness: Noted results of the City's investigation and eventual implementation of next steps.

BMP D. Develop and implement a Stormwater Pollution Prevention Plan (SWPPP) for high-priority, City-owned and operated facilities

Necessary Documents: Facilities Assessment study

Responsible Party: Department of Public Works

Objective/Expected Results: Evaluate stormwater pollution potential posed by City-owned and operated facilities with a specific emphasis on illicit discharges.

Schedule and Evaluation: Beginning in PY3, the City of Falls Church will conduct a high-priority, City-owned and operated facilities assessment to document current practices, procedures, and program elements for stormwater pollution prevention.

Measurable Goals: Complete and implement the SWPPP by the end of PY4.

Items to be reported in annual report: Final SWPPP report.

Method Utilized to Determine Effectiveness: Noted results of the City's assessment and eventual implementation of any necessary, remedial actions.

BMP E. Identify City-owned and operated facilities requiring nutrient management plans.

Necessary Documents: Nutrient Management Plan Study

Responsible Party: Department of Public Works

Objective/Expected Results: Identify City-owned and operated facilities with respect to the new General Permit requirements concerning nutrient management.

Schedule and Evaluation: Beginning in PY1, the City of Falls Church will conduct a City-owned and operated facilities study for nutrient management.

Measurable Goals: Identify high-priority City-owned and operated facilities by the end of PY1.

Items to be reported in annual report: Summary of findings from the study, including location and total acreage requiring a nutrient management plan.

Method Utilized to Determine Effectiveness: Noted results of the City's investigation and eventual implementation of next steps.

BMP F. Develop and implement a Nutrient Management Plan (NMP) for sites identified in BMP E directly above.

Necessary Documents: Nutrient Management Plan

Responsible Party: Department of Public Works

Objective/Expected Results: Evaluate stormwater pollution potential posed by City-owned and operated facilities with a specific emphasis on nutrient management.

Schedule and Evaluation: Beginning in PY4, the City of Falls Church will conduct a City-owned and operated facilities study for nutrient management.

Measurable Goals: Complete and implement the NMP by the end of PY5.

Items to be reported in annual report: Final NMP report.

Method Utilized to Determine Effectiveness: Noted results of the City's assessment and eventual implementation of any necessary, remedial actions.

BMP G. Maintain City Standard Operating Procedures (SOP) for the reduction of potential stormwater pollution and proper removal of waste materials.

Necessary Documents: Falls Church SOPs for Good Housekeeping

Responsible Party: Department of Public Works

Objective/Expected Results: Ensure that City SOPs are consistent with the need to reduce stormwater pollution potential and properly remove waste materials to the maximum extent practicable and that City employees are trained in the proper execution of these SOP.

Schedule and Evaluation: Ongoing. SOPs will be updated or added based on the final recommendations from the City's SWPPP to ensure proper procedures are in place.

Measurable Goals: By the end of PY4, evaluate and revise City SOPs upon completion of the SWPPP.

Items to be reported in annual report: Table outlining any SOP adjustments noted to City operations policies as noted during the review.

Method Utilized to Determine Effectiveness: Review of, and implementation of, City SOPs that ensure stormwater pollution potential reduction and proper waste disposal to the maximum extent practicable and that City employees are trained on the proper implementation of the SOPs outlined above.