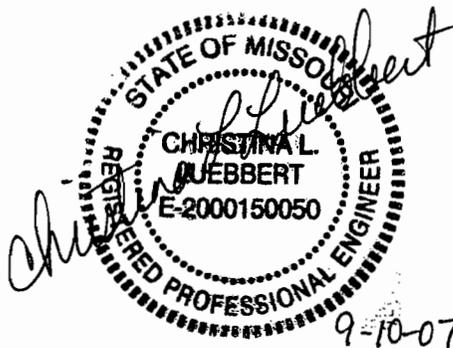


**STORMWATER
MANAGEMENT PLAN
EXCELSIOR SPRINGS, MO**

SEPTEMBER 10, 2007

Prepared By:

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E-2000150050

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SMALL MS4 STORM WATER MANAGEMENT PROGRAM
FOR EXCELSIOR SPRINGS, MO

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PART I
CITY OF EXCELSIOR SPRINGS
BACKGROUND

City of Excelsior Springs Background

Information on the Permittee:

Name of the Permittee: City of Excelsior Springs, Missouri
Type of Entity: City – Municipality
Total Area (acres): 10.4 sq. miles
Mailing Address: 201 E. Broadway, Excelsior Springs, MO
Primary Contact: Chad Birdsong
Phone Number: 816-630-9523
Secondary Contact: Devery Hunt
Phone Number: 816-630-9521
Population (2000): 10,847

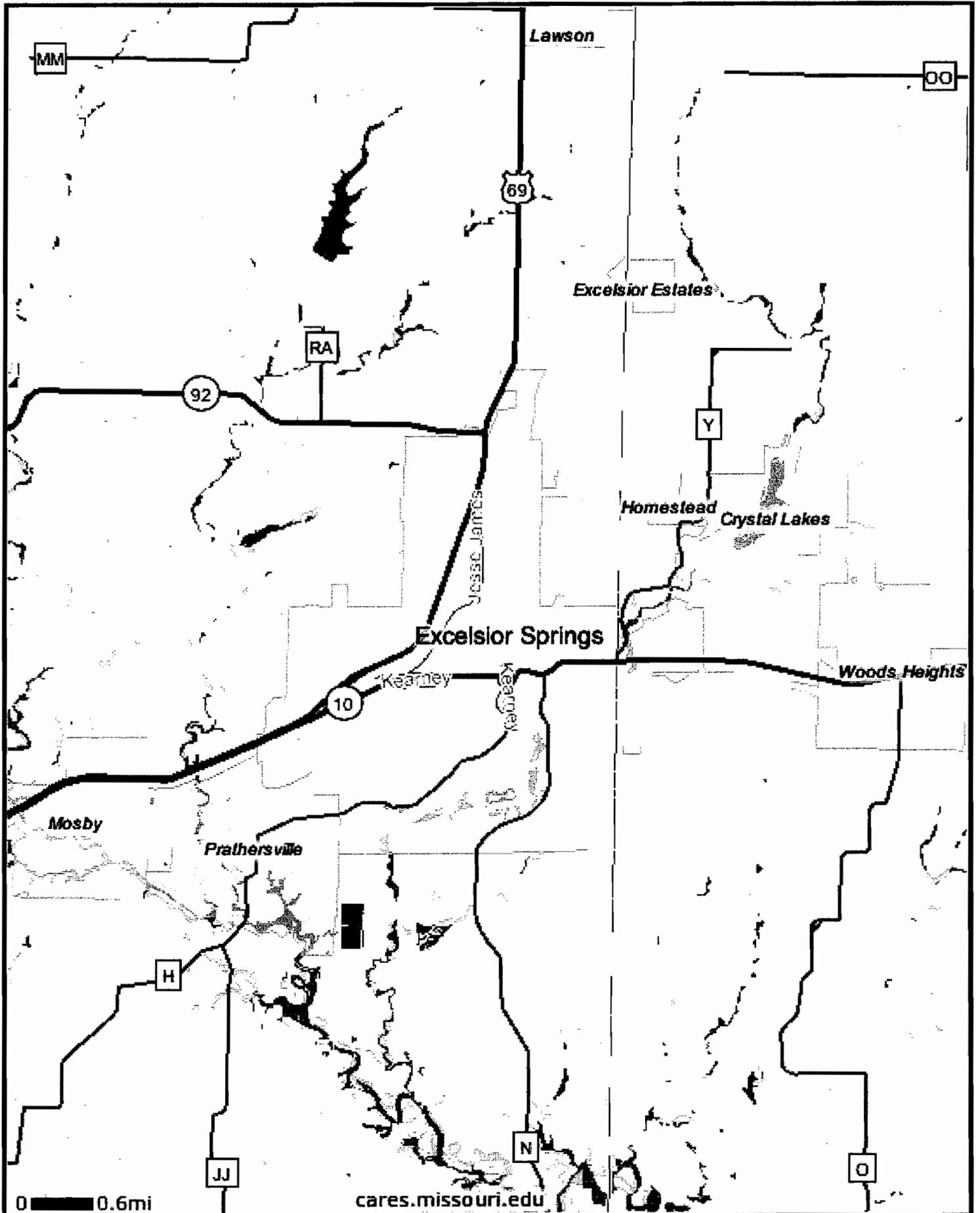
Information on the Municipal Separate Storm Sewer System:

MS4 System Location: Excelsior Springs, Missouri
Name of Organization: City of Excelsior Springs, Missouri
County(ies) Permittee Resides: Clay County/ Ray County
The major receiving waters within the permitted area include: Fishing River, Lick Creek, Gold Mine Creek, Dry Fork and Williams Creek
None of the receiving waters are on the latest CWA's list of impaired waters.

Information on Adjacent Waterways:

The Permittee is within 100 feet of: Fishing River, Gold Mine Creek, Dry Fork and Williams Creek.
The Permittee is not within 100 feet of waters classified as major reservoirs.
The Permittee has some area defined as wetlands as identified by the National Wetland Inventory. See attached map.
Stormwater from Excelsior Springs does not discharge to a sinkhole.

Ray



Legend

Locator Map

Roads and Highways



Interstate

U.S. Highway

State Numbered Highway

State Lettered Highway

Principal Road

Road or Street



County Boundaries

Incorporated Areas



City



Town



Village



Census Designated Place



Other

National Wetlands Inventory

Inland Aquatic Bed



Inland Forested Wetland



Inland Herbaceous Wetland

Inland Shrub Swamp



Lower Perennial River

Upper Perennial River



Intermittent River



Lake (Shallow)



Lake (Deep)

Pond

Pond (Drawdown)



Other Vegetated Wetland



Map prepared by:
<http://cares.missouri.edu>,
9/10/2007

**PART II
MINIMUM
CONTROL
MEASURES**

1. Public Education and Outreach

1.1 Regulatory Requirement

40 CFR 122.34 (b)(1) – Implement a public education program to distribute educational materials to the community of contact, equivalent outreach activities about the impacts of storm water discharges on water bodies and the steps the public can take to reduce pollutants in storm water runoff.

1.2 Target pollutants

The following is a prioritized list of the leading pollutants, experienced in the permitted area, that are carried by stormwater runoff into water bodies:

1. Suspended solids
2. Oil and grease
3. Pesticides/Herbicides
4. Bacteria/Nutrients/Oxygen-depleting substances
5. Habitat alterations
6. Salinity (salt)

1.3 Target audiences

During the development of the proposed education program, Excelsior Springs identified the sources of stormwater pollutants that needed to be reduced to improve overall water quality. The target audiences were selected because changing their behavior would have a significant stormwater quality impact on the target pollutants. The target audiences for the public education program are:

1. Citizens (Homeowners)
2. Developers and Home Builders
3. Business Owners
4. Children
5. Elected Officials
6. City Staff

1.4 Current Programs

The City of Excelsior Springs provides general public education to residents on a variety of subjects through the City web site, occasional articles in the newspaper, handouts at the library and City Hall, postings on the local cable channel, and utility bill announcements. No specific information has

been provided to the public regarding municipal storm sewer discharge quality prior to the beginning of this program.

1.5 Selected BMPs for Public Education and Outreach

1.5.1 Participate in the Mid-America Regional Council's (MARC) water quality public education programs and integrate them into the City's local SWMP.

The City of Excelsior Springs has selected the utilization of the MARC water quality programs for implementation as part of this Storm Water Management Program. This BMP will allow the City to leverage their membership in MARC to better meet their SWMP goals. It will be integrated into the local program by posting information on the City web site, making the various informational materials available at City Hall, press releases to local media outlets and distribution of informational materials at a community event. Included with the materials will be information about how the public can get involved with the stormwater program. This is further discussed in Section 2.

1.5.1.1 Measurable Goals

The measurable goals for implementation of this BMP include: creating a Stormwater Quality information page on the City web site with links to MARC information, include information on utility bill announcement, placing informational materials for distribution at City Hall and the public library, press release submission, place information on local access cable channel and distribution of educational materials at a local community event. Development and implementation will be according to the schedule below.

1.5.1.2 Schedule

- Create web page by 9/30/08; check and update quarterly
- Place information on utility bill announcement semi-annually beginning no later than 1/1/08
- Obtain educational materials from MARC and place at City Hall and the Library by 9/10/07; check, replenish and rotate quarterly
- Submit press releases to media outlets semi-annually beginning no later than 1/1/08
- Place information on local access cable channel semi-annually beginning no later than 9/10/07
- Distribute educational materials at a local community event annually (most likely the June Waterfest)

1.5.2 Public presentations

The City of Excelsior Springs has selected public presentations for implementation as part of this Storm Water Management Program. This will allow the message to be tailored to specific audiences. It will be integrated into the program through coordination with various schools, civic organizations, service clubs and other opportunities as they arise.

1.5.2.1 Measurable Goals

The measurable goal for implementation of public presentations is to develop "canned" presentations for both child and adult audiences and to provide a presentation at least twice a year. Development and implementation will be according to the schedule below.

1.5.2.2 Schedule

- Develop "canned" presentation for adult audiences by 12/31/09
- Develop "canned" presentation for child audiences by 12/31/09
- Present to school or community group at least twice a year (possibly include in Tiny Tots night as one of these) beginning in 2010

1.5.3 Demonstration projects

The City of Excelsior Springs has selected demonstration projects for implementation as part of this Storm Water Management Program. This will allow various methods of protecting water quality to be viewed and experienced. It may be integrated into various target audience training programs. Potential projects could include a workshop to show how to make a rain barrel, an installation of a rain garden on public property, or a demonstration on how to install erosion control blankets.

1.5.3.1 Measurable Goals

The measurable goal for implementation of demonstration projects is to complete at least one each year. Development and implementation will be according to the schedule below.

1.5.3.2 Schedule

- Develop a list of potential demonstration projects by 9/10/09
- Complete at least one demonstration project each year beginning in 2010

1.5.4 Target audience direct mail

The City of Excelsior Springs has selected target audience direct mail for implementation as part of this Storm Water Management Program. This will allow the City to distribute information specific to addressing specific pollutants to audiences whose behaviors directly affect those pollutants.

1.5.4.1 Measurable Goals

The measurable goal for implementation of target audience direct mail is to send at least one each year. Development and implementation will be according to the schedule below.

1.5.4.2 Schedule

- Develop a list of potential target audiences by 9/10/09
- Complete at least one target audience direct mail each year beginning in 2010

2. Public Involvement in Storm Water Management Program Development

2.1 Regulatory Requirement

40 CFR 122.34 (b)(2) -At a minimum, comply with state, tribal, and local public notice requirements when implementing a public involvement/participation program. EPA recommends that the public be included in developing, implementing, and reviewing your storm water management program and that the public participation process should make efforts to reach out and engage all economic and ethnic groups.

2.2 Current Programs

Currently, the City of Excelsior Springs invites public participation and input on general topics through the city web site, regular planning and zoning hearings and regular city council meetings. All standard state and local public notice requirements are followed for the meetings. No specific information has been provided to the public regarding participation in improving municipal storm sewer discharge quality prior to the beginning of this program.

2.3 Selected BMPs for Public Involvement

The City of Excelsior Springs will comply with state and local public notice requirements when implementing the public involvement/participation program. The public will be included in reviewing and implementing the storm water management program as much as possible. Specific BMPs for this measure include:

2.3.1 Encourage local public participation in the Mid-America Regional Council's (MARC) water quality programs.

The City of Excelsior Springs has selected encouragement of local public participation in the MARC water quality programs for implementation as part of this Storm Water Management Program. This BMP will allow the City to leverage their membership in MARC to better meet their SWMP goals. Information on activities citizens and businesses can participate in through the MARC program will be disseminated through the channels described in Section 1.4.

2.3.1.1 Measurable Goals

The measurable goal for implementation of this BMP is to have information about participation in MARC sponsored programs available at City Hall, the Library, and on the web site while directing the public to this information through press releases and utility bill announcements. See Section 1.4 for details.

2.3.1.2 Schedule

- See Section 1.4 for Schedule details.

2.3.2 Invite public input through existing mechanisms

City of Excelsior Springs has selected inviting public input through existing mechanisms for implementation as part of this Storm Water Management Program. This BMP allows public involvement and participation to be integrated into existing activities through the addition of a regular agenda item to the City Council meetings and discussion of development and redevelopment issues as they relate to stormwater at the Planning and Zoning hearings. Also, the existing City web site has a Citizen Input page. This will be expanded to allow for receipt of stormwater quality related information as well as advertising a phone number where additional reporting can be made. A brief description of the type of information sought will be provided.

2.3.2.1 Measurable Goals

The measurable goal for implementation of this BMP is to have at least four City Council meetings where public input on stormwater issues is an agenda item, at least two Planning and Zoning hearings where stormwater issues are discussed and to expand the Citizen Input web page to include stormwater quality related issues and advertise additional methods of citizen input. Development and implementation will be according to the schedule below.

2.3.2.2 Schedule

- Request for public input on stormwater issues will be placed on the City Council agenda quarterly by 3/31/08.
- Request for public input on stormwater issues as related to development and redevelopment will be placed on the agenda at least twice/year (timing dependent on development) beginning by 3/31/08.
- Citizen input page will be modified by 12/31/08 to include information about stormwater quality, what types of input may be received and various methods of receiving said input.

2.3.3 Work with community groups to perform stormwater quality related activities.

City of Excelsior Springs has selected working with community groups to perform stormwater quality related activities for implementation as part of this Storm Water Management Program. This BMP allows for direct public involvement and participation. This BMP will include developing a contact list for various community groups, developing a list of potential activities

(such as stream cleanup, water quality monitoring, storm drain marking, etc) and obtaining additional resources these activities require, as well as communicating with the groups to offer the City's sponsorship of these activities.

2.3.3.1 Measurable Goals

The measurable goal for implementation of this BMP is to have at least two stormwater quality activities performed a year. Development and implementation will be according to the schedule below.

2.3.3.2 Schedule

- Develop contact list for a variety of community organizations by 12/31/08; Update annually.
- Develop a list of potential activities and obtain resources by 12/31/08; Update and replenish as necessary.
- Communicate to groups by 3/31/09 with offer to sponsor activities; Annually thereafter.
- Host at least one activity by 9/30/09; At least two annually thereafter. Include educational component when possible.

3. Illicit Discharge Detection and Elimination

3.1 Regulatory Requirement

40 CFR 122.34 (b)(3) -Develop, implement, and enforce a program to detect and eliminate illicit discharges into your small MS4. Develop a storm sewer system map, showing the location of all outfalls and the names and locations of all water of the U.S. that receive discharges from those outfalls. To the extent allowable under state, tribal or local law, effectively prohibit, through ordinance, or other regulatory mechanism, non-storm water discharges into your storm sewer system and implement appropriate enforcement procedures and actions. Develop and implement a plan to detect and address non-storm water discharges including illegal dumping to your system. Inform public employees, businesses, and the general public of hazards associated with illegal discharges and improper disposal of waste. Address categories listed in 122.34(b)(3)(D)(iii) if you determine they are significant contributors of pollutants to MS4.

3.2 Current Programs

Currently, the City of Excelsior Springs prohibits the discharge of any dust, dirt, leaves, limbs or any refuse matter into sidewalks, streets, alleys and public ways. As most of these are assumed to be connected to the storm drainage system, the current ordinance minimally addresses some illicit discharge.

3.3 Selected BMPs for Illicit Discharge Detection and Elimination

3.3.1 Storm Sewer Map

The City of Excelsior Springs will develop a storm sewer system map, showing the location of all outfalls and the names and locations of all water of the U.S. that receive discharges from those outfalls. This map will be GIS-based and will integrate any additional GIS data such as aerial photography, contour data, zoning, etc that is available.

3.3.1.1 Measurable Goals

The measurable goal is to map 100% of the drainage system and to update it annually. Development and implementation will be according to the schedule below.

3.3.1.2 Schedule

- Complete data collection of storm drainage system by 3/10/08
- Draft GIS project by 3/10/08
- Finalize GIS project by 9/10/08
- Update map annually

3.3.2 Illicit Discharge Ordinance

The City of Excelsior Springs will develop an ordinance to effectively prohibit non-storm water discharges into the storm sewer system and implement appropriate enforcement procedures and actions.

3.3.2.1 Measurable Goals

The measurable goal for implementation of this BMP is to develop a draft ordinance, finalize and implement the ordinance. The ongoing goal will be to document any investigations or enforcement actions that take place pursuant to this ordinance and report on them annually.

3.3.2.2 Schedule

- Develop draft ordinance by 9/10/08
- Finalize ordinance by 1/10/08
- Implement ordinance by 3/10/08
- Document any investigations or enforcement actions and report on these annually.

3.3.3 Program to Detect and Address Illicit Discharges

The City of Excelsior Springs will develop a program to detect and address non-storm water discharges including illegal dumping into the storm sewer system. The City of Excelsior Springs will evaluate program requirements and resource needs. Additionally, it will amend the Citizen Input web page to include receipt of stormwater quality related issues including illegal dumping (See also Section 2.3.2).

3.3.3.1 Measurable Goals

The measurable goal for implementation of this program is to evaluate the program requirements and resource and training needs. Additional resources and training will be acquired and the program implementation will begin.

3.3.3.2 Schedule

- Evaluate program requirements, resource and training needs by 12/31/09; Review annually
- Acquire needed training and/or resources (may consider sending staff and/or volunteers to water quality monitoring training and test kits sponsored by Missouri Stream Teams) by 12/31/09; Review annually
- Create GIS project to identify major outfalls and potential "hot spots" by 12/31/08; Review annually with mapping update
- Complete field screening of all major outfalls and any areas determined to be "hot spots" each permit cycle.

3.3.4 Public Education on Illegal Discharges and Improper Disposal

The City of Excelsior Springs will develop a public education effort to inform public employees, businesses, and the general public of hazards associated with illegal discharges and improper disposal of waste. (This BMP also addresses the minimum control measure for public education.)

3.3.4.1 Measurable Goals

The City of Excelsior Springs will acquire public education materials and will distribute them to the appropriate target audiences. See Section 1.4 for additional details.

3.3.4.2 Schedule

- Acquire educational materials and begin distribution by 9/10/07; Update and/or replenish quarterly.
- See Section 1.4 for additional details.

3.3.5 Investigate cross-connection of sanitary and storm sewer systems

The City of Excelsior Springs will continue to investigate cross-connection of the sanitary sewer system through smoke testing and has ordered CCTV equipment as well.

3.3.5.1 Measurable Goals

The City of Excelsior Springs will develop a prioritization for investigation for cross-connections in conjunction with the wastewater program utilizing all the resources available for inspection.

3.3.5.2 Schedule

- Develop prioritization of inspection for cross-connections in conjunction with the wastewater program by 3/10/08

- Inspections through smoke testing and CCTV will be ongoing and will be reported on annually

3.3.6 Continue Household Hazardous Waste (HHW) Collection Program

The City of Excelsior Springs will continue to encourage its citizens to participate in the HHW collection program. This program currently allows for local dropoff biannually, but citizens may also drive to other communities within the Kansas City metro area and drop off at a variety of times. The public education program will further advertise these options for proper disposal of HHW.

3.3.6.1 Measurable Goals

The City of Excelsior Springs will document the collection activities and report annually as applicable.

3.3.6.2 Schedule

- This is an existing program and will continue to be ongoing.

3.3.7 Pet waste ordinance

The City of Excelsior Springs will draft and enact a pet waste ordinance.

3.3.7.1 Measurable Goals

The City of Excelsior Springs will draft and a pet waste ordinance. Education and enforcement activities will be ongoing thereafter.

3.3.7.2 Schedule

- Draft pet waste ordinance by 9/10/08.
- Enact ordinance by 12/31/08.
- Begin education and enforcement activities by 12/31/08; ongoing.

3.3.8 Eliminate commercial car wash water from MS4

The City of Excelsior Springs will eliminate commercial car wash water from the MS4.

3.3.8.1 Measurable Goals

The City of Excelsior Springs will determine the best method to eliminate commercial car wash water from the MS4 and strive to accomplish this goal by 12/31/08.

3.3.8.2 Schedule

- Meet with commercial car wash owners by 12/31/07
- Determine best method to achieve full disconnection to MS4
- Complete disconnection from MS4 by 12/31/08

4. Construction Site Storm Water Controls

4.1 Regulatory Requirement

40 CFR 122.34 (b)(4) -Develop, implement and enforce a program to reduce pollutants in any storm water runoff to your small MS4 from construction activities that result in a land disturbance of greater than or equal to one acre. Program must include: the development and implementation of (at a minimum) and ordinance or other regulatory mechanism to require erosion and sediment controls, as well as sanctions to ensure compliance, requirements for construction site operators to implement appropriated erosion and sediment control BMPs, requirements for construction site operators to control waste at the construction site, procedures for site plan review which incorporate consideration of potential water quality impacts, procedures for receipt and consideration of information submitted by the public.

4.2 Current Programs

Currently, the City of Excelsior Springs has adopted APWA standards for erosion and sediment control design, contracts with an engineering firm for plan review, requires performance guarantees, performs regular inspections of construction sites and holds stop work order power.

4.3 Selected BMPs for Construction Site Storm Water Controls

4.3.1 Amend Development Ordinances to Better Address Construction Site Runoff Controls

The City of Excelsior Springs will amend development (and redevelopment) related ordinances to require additional stormwater pollution prevention at construction sites that disturb more than one acre, as well as tighten sanctions to comply with the requirements, as part of this Storm Water Management Program. The ordinance modifications and associated requirements or procedures will require construction site operators to implement appropriate erosion and sediment controls and to control wastes at construction sites. City of Excelsior Springs procedures will be modified to address these requirements. It will be integrated into the existing plan review and inspection processes.

4.3.1.1 Measurable Goals

The measurable goal for implementation is to review and properly document where construction site runoff controls are in the existing ordinances, review the existing policies and procedures relating to these ordinances and determine what modifications are necessary. These should be reviewed once per general permit cycle. Development and implementation will be according to the schedule below.

4.3.1.2 Schedule

- Review existing ordinance and document existing mechanisms to control runoff by 9/10/07
- Review and document existing policies and procedures for design review, inspection and enforcement of the ordinances by 9/10/08
- Draft ordinance, policy and procedure modifications by 12/31/08
- Implement these modifications by 6/10/09; review and report annually

4.3.2 Public Education on Construction Site Storm Water Control Requirements

The City of Excelsior Springs will expand their development guide to inform construction site operators of the requirements for construction site storm water controls. The City will also have a component of their general public education program to inform the citizens about construction site runoff control. (This BMP also addresses the minimum control measure for public education.)

4.3.2.1 *Measurable Goals*

The City of Excelsior Springs will acquire public education materials and distribute them according to goals set forth in Section 1.4.

4.3.2.2 Schedule

- See Section 1.4

4.3.3 Receive public input on proposed and current construction projects

City of Excelsior Springs has selected receiving public input for implementation as part of this Storm Water Management Program. This BMP coordinates with MCM #2 and can be integrated into existing activities through receipt of information from the public at the existing Planning and Zoning hearings and City Council meetings. Additional input can be received less formally through the City web site and at the designated phone number and mailing address.

4.3.3.1 Measurable Goals

The measurable goal for implementation of receiving public input on proposed and current construction projects is to log the receipt of this information, respond within 1 business day where applicable and to document any inspection or enforcement actions taken. Development and implementation will be according to the schedule below.

4.3.3.2 Schedule

- See Section 2.4 for schedule to receive public input.
- Beginning logging input by 7/10/08; report annually

5. Post Construction Storm Water Management for New Development/ Redevelopment

5.1 Regulatory Requirement

40 CFR 122.34 (b)(5) –Develop, implement and enforce a program to address storm water runoff from new development and redevelopment projects that disturb greater than or equal to one acre, including projects that are less than one acre that are part of a larger common plan of development or sale, that discharge into your small MS4. Develop and implement strategies which include a combination of structural and/or non-structural BMPs appropriate for your community. Use an ordinance or other regulatory mechanism to address post-construction runoff. Ensure adequate long-term operation and maintenance of BMPs.

5.2 Current Programs

Currently, the City of Excelsior Springs requires detention on a case by case basis as outlined in the Kansas City Metro Chapter of APWA Section 5600 design standards. Through the adoption of the APWA Best Management Practice Manual water quality level of service is also required.

5.3 Selected BMPs for Post Construction Storm Water Management for New Development/Redevelopment

5.3.1 Ordinance(s) for Post-Construction Controls for New Development and Redevelopment

The City of Excelsior Springs will enact any necessary ordinances to require post-construction runoff controls from new development and redevelopment and ensure proper long-term operation and maintenance of controls. The City may consider a thorough review of adopted of KC-Metro Chapter APWA standards and evaluate the need to codify any of these requirements. The City will then draft and enact various ordinances as necessary.

5.3.1.1 Measurable Goals

The measurable goal for implementation of this BMP is to evaluate the need to codify the existing standards, develop the ordinance(s), requirements and procedures and enact them. The City may consider changes to parking ordinances, modifications of open space requirements, codification of stream buffer protection, and review of their development codes to encourage concepts such as Low Impact

Development. Development and implementation will be according to the schedule below.

5.3.1.2 Schedule

- Review need for ordinances and/or ordinance modifications by 12/31/08
- Draft and enact needed ordinances by 12/31/08
- Review each general permit cycle

5.3.2 Ensure ongoing effectiveness of existing and future post-construction structural BMPs

City of Excelsior Springs has selected ensuring effectiveness of existing and future post-construction structural BMPs for implementation as part of this Storm Water Management Program.

5.3.2.1 Measurable Goals

The measurable goals for implementation of this BMP is to complete an inventory of post-construction structural BMPs, verify ownership and maintenance responsibility, and identify necessary code modifications to require proper operation and maintenance and to perform annual inspections of these facilities documenting any enforcement actions. Note that it is expected that all current facilities are privately owned. Development and implementation will be according to the schedule below.

5.3.2.2 Schedule

- Complete the inventory of existing structural BMPs by 6/30/08 (possibly mapping them in GIS); update annually
- Verify ownership and maintenance responsibility for BMPs by 12/31/07; update annually
- Draft ordinance(s) necessary to ensure long-term effectiveness of the BMPs by 9/30/08
- Finalize ordinance and take to City Council by 12/31/08
- Inspect BMPs and notify owner/operator of any deficiencies annually

6. Pollution Prevention/Good Housekeeping for Municipal Operations

6.1 Regulatory Requirement

40 CFR 122.34 (b)(6) Develop and implement an operation and maintenance program that includes a training component and has the ultimate goal of preventing or reducing pollutant runoff from municipal operations.

6.2 Current Programs

Currently, the City of Excelsior Springs performs nearly all fleet maintenance including fueling, washing and minor service/repair under cover. The vehicle/equipment wash facility was disconnected from the stormwater system and connected to the sanitary sewer in the Spring of 2007. The City either recycles their waste oil through a commercial pickup service or through distribution to local businesses with waste oil heaters. Staff picks up litter from the right-of-way and city surface parking lots (they have no garages). They also perform street sweeping of all streets at least twice a year with closer to monthly for streets in the business district. The City sweeps the parking lots with a broom. The City recently quit the "flip the grate" method of dealing with debris clogging of inlets and instructed employees to remove the debris and place it in the trash. The City also requires stormwater pollution prevention measures in all construction projects.

6.3 Selected BMPs for Municipal Operations

6.3.1 Employee training

The City of Excelsior Springs would like to maximize its pollution prevention related to its current activities especially in regards to fleet maintenance, facilities and parks maintenance, construction activities, road maintenance, etc. Policies and procedures will be documented and expanded wherever necessary. Staff training may be accomplished through incorporating stormwater quality topics into the monthly safety meeting, distribution of newsletters, workshops, informational brochures, demonstrations, etc. See Section 1.4 for further details.

6.3.1.1 Measurable Goals

The measurable goal for implementation of this BMP is to develop a list of training topics and complete training on at least two of those topics each permit year. Development and implementation will be according to the schedule below.

6.3.1.2 Schedule

- Develop list of training topics by 6/10/08
- Incorporate training into existing safety meetings at least once/quarter starting in the fourth quarter of 2007
- Distribute educational materials as reflected in Section 1.4
- Hold at least one workshop or demonstration a calendar year beginning by 6/1/09

6.3.2 Develop, publish and distribute policy and procedure documentation

The City of Excelsior Springs has selected developing, publishing and distributing policy and procedure documentation for implementation as part of this Storm Water Management Program. This BMP will assist with the education of employees on expectations for Good Housekeeping in Municipal Operations.

6.3.2.1 Measurable Goals

The measurable goal for implementation of this BMP is to evaluate all areas of municipal operations for potential water quality impacts, draft policies and procedures for each of these areas, obtain input/buy-in on the draft document from affected employees, publish and distribute final documentation.

6.3.2.2 Schedule

- Review Public Works and Parks Department activities by 12/31/07
- Draft policies and procedures for PW and Parks by 1/31/08
- Meet with staff and finalize policies and procedures for PW and Parks by 3/10/08; Incorporate into training and new employee orientation
- Review other City department activities by 12/31/08
- Draft policies and procedures for other City departments by 1/31/09
- Meet with staff and finalize policies and procedures for other City departments by 3/10/09; Incorporate into training and new employee orientation

6.3.3 Ongoing programs

The City of Excelsior Springs will continue and expand where pertinent ongoing municipal programs that impact water quality as part of their implementation of this Storm Water Management Program.

6.3.3.1 Measurable Goals

The measurable goals for implementation of this BMP are to continue regular street sweeping, municipal parking lot cleaning, removal of litter from the right-of-way, used oil recycling, fleet

maintenance under cover, inspection for cross-connection with sanitary sewer system, and construction site controls on all capital and maintenance projects.

6.3.3.2 Schedule

- By their nature these activities are ongoing and follow established schedules. However, documentation of any possible metrics shall be completed regularly and reported on annually.

7. General Rationale

7.1 Decision Process

Excelsior springs reviewed the General Permit requirements and selected each of the BMPs after reviewing research from notable sources such as the EPA and the Center for Watershed Protection. Programs from other communities were also examined. Various BMPs were selected based on the evidence that they will have a positive impact on targeted pollutants. City staff also examined each BMP for how it could fit into existing activities and mechanisms. The SWMP will be made available for public inspection and comment upon completion.

7.2 Responsible Person

The person responsible for the overall management and implementation of the permittee's stormwater management program is the Director of Public Works. Others will be involved in the execution of each of the individual activities in the program.

7.3 Evaluation

The City of Excelsior Springs will report annually on the level of achievement toward all measurable goals. Where applicable, metrics will be documented. Qualitative anecdotal evidence will also be documented where possible. Additionally, MARC performs a biannual water quality survey that is funded through their water quality program membership that can serve as a measurement in the change of the public's attitudes and behaviors.