



Public Works & Engineering  
1420 Miner Street, Des Plaines, IL 60016  
P: 847.391.5390 | W: desplaines.org

May 30, 2019

Ref. # 19-039

Illinois Environmental Protection Agency  
Division of Water Pollution Control  
Compliance Assurance Section #19  
Municipal Annual Inspection Report  
1021 North Grand Avenue East  
P.O. Box 19276  
Springfield, IL 62794-9276

Submitted electronically to:  
[epa.ms4annualinsp@illinois.gov](mailto:epa.ms4annualinsp@illinois.gov)

As per direction on the IEPA website:  
<https://www2.illinois.gov/epa/topics/forms/water-permits/storm-water/Pages/ms4.aspx>.

**Re: City of Des Plaines – General NPDES Permit No. ILR400325**

Please find the following documents enclosed for the City's annual reporting for General NPDES Permit No. ILR400325.

- **Annual Facility Inspection Report (executed form WPC 691)**
- **2018-2019 Annual Report**
- **Des Plaines 2018 Water Quality Testing Report**

If you should have any questions please feel free to call me or Derek Peebles at (847) 391-5390.

Sincerely,

Timothy P. Oakley, P.E., CFM  
Director of Public Works and Engineering

A handwritten signature in black ink, appearing to read 'D. Peebles'.

Derek Peebles, P.E.  
Civil Engineer

Enclosures

Cc: Tim Watkins, Assistant Director of Public Works and Engineering



# Illinois Environmental Protection Agency

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

## Division of Water Pollution Control ANNUAL FACILITY INSPECTION REPORT

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

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

Report Period: From March, 2018 To March, 2019

Permit No. ILR40 400325

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

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

Mailing Address 2: County: Cook

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

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

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

City of Des Plaines

#### THE FOLLOWING ITEMS MUST BE ADDRESSED.

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

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

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

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

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

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

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

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

Owner Signature:

Timothy P. Oakley, P.E., CFM

Printed Name:

5-29-19

Date:

Dir. of Public Works and Engineering

Title:

EMAIL COMPLETED FORM TO: [epa.ms4annualinsp@illinois.gov](mailto:epa.ms4annualinsp@illinois.gov)

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

IL 532 2585 WPC 691 Rev 6/10 This Agency is authorized to require this information under Section 4 and Title X of the Environmental Protection Act (415 ILCS 5/4, 5/39). Failure to disclose this information may result in: a civil penalty of not to exceed \$50,000 for the violation and an additional civil penalty of not to exceed \$10,000 for each day during which the violation continues (415 ILCS 5/42) and may also prevent this form from being processed and could result in your application being denied. This form has been approved by the Forms Management Center.

## 2018-2019 Annual Report (PY 3)

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**This report covers activities that occurred between the following dates:**

04/01/18 – 3/31/19

**For questions regarding this report contact:**

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

### Permit Information

- |                                 |   |
|---------------------------------|---|
| <b>1. Permitting Authority:</b> | Illinois Environmental Protection Agency        |
| <b>2. Permit Number:</b>        | ILR40   |
| <b>3. Permit Type:</b>          | General   |
| <b>4. Permit Name:</b>          | Des Plaines NPDES MS4 Phase II Permit (2016-21) |
| <b>5. Date Issue:</b>           | 2/10/2016                                       |
| <b>6. Date Expire:</b>          | 2/28/2021                                       |

### General Information for MS4 Operator

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

### General Information for Primary Contact

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

### General Information for Secondary Contact

- |                           |  |
|---------------------------|--|
| <b>1. Name:</b>           | Tim Watkins  |
| <b>2. Title:</b>          | Assistant Director of Public Works and Engineering |
| <b>3. Phone Number</b>    | (847) 391-5468                                     |
| <b>4. E-Mail Address:</b> | pw@desplaines.org                                  |

**General Information for Receiving Waters**

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

**Receiving Streams**

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

**Receiving Waterbodies**

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

**Receiving Watersheds**

Des Plaines River Watershed



# Public Education and Outreach

## BMPs and Work Performed for Them

### A.1. Business Stormwater Flyer Insert

**Responsible Party: Public Works, Director of Public Works**

In 2015, the City's Community and Economic Development Department began making the transition to online business license renewals. As a result, the pre-2015 practice of including an informational stormwater flyer with the business license renewal mailing wasn't feasible. The business relevant stormwater information has been added to the City's NPDES webpage.

### A.1. Curbside Calendar

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

The Curbside calendar provides residents with waste disposal options and recycling information. The calendar also provided storm water pollution information. Calendars were sent to 15,000+ residential homes in December 2018 for the 2019 calendar year.

### A.1. Pet Waste Collection City Code

**Responsible Party: Community Development, Director of CED**

City code 6-1A-11 indicates that pet excrement shall be removed by person and deposited in appropriate receptacle. City code 6-1A-12 indicates defecation is not allowed to accumulate in residential yards and shall be cleaned on a regular basis.

Informational stormwater flyers were sent to approximately 1,900 pet owners as part of the March 2016 pet license renewal mailing. However, the City eliminated the pet licensing program in 2018. Therefore, the past practice of including an informational stormwater flyer with the pet license renewal mailing was no longer an option. The pet owner relevant stormwater information has been added to the City's NPDES webpage.

### A.1. Stormwater Articles in City Newsletter

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

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

### A.3. Cable TV Stormwater Segment

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

Public Education slides developed in 2009 were put in local Cable Channel 17's broadcast rotation annually in March. Beginning in 2013 the City implemented a new cable programming system and rather than just a single month, the stormwater slides are now put in rotation on both Cable Channel 17 and 24 for the period from March 15<sup>th</sup> to October 15<sup>th</sup> with a typical exposure of 10-20 times per day between the two channels.

### A.4. Arbor Day Community Event(s)

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

Arbor Day ceremony held at School District 62 Chippewa School on Friday, April 26, 2019 with elected officials. A Shingle Oak (*Quercus Imbricaria*) was planted with participation by school staff and students.

### A.5. Children Education Program

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

The City will make schools aware of the availability of the MWRD "Classroom Visitor" program, whereby the MWRD will provide a Community Education Specialist to educate classes, from kindergarten through college, about stormwater management to the schools. The AP Science class at Maine West High School has in the past participated in the MWRD program.

# Public Participation/Involvement

## BMPs and Work Performed for Them

### B.1. & B.5. Watershed Organizations

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

The Flood Action Group, a grassroots resident group with up to 100 members, formed in the Fall of 2008 get involved with flooding and stormwater issues. The City continued communication with group into 2009, and used input from the group in capital improvement program planning. However, the group is no longer active.

### B.6. PW Staffing

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

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

### B.7. Adopt-A-Spot

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

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

### B.7. IEPA Hazardous Waste Collection Program

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

Residents are referred to IEPA's website, listing hazardous waste collection dates and sites. Information about the collection schedule and sites is included periodically the City's quarterly Digest newsletters, delivered to all Des Plaines homes. And a page on the City website ([http://www.desplaines.org/residents/refuse/hazardous\\_waste.htm](http://www.desplaines.org/residents/refuse/hazardous_waste.htm)) lists the year-round drop-off sites.

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

**Responsible Party: Mayor's Office**

Engineering staff continued participation on the Council.

### B.7. MWRD Technical Advisory Committee

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

The Director of Public Works and Engineering played an active role with the MWRD committee crafting the Watershed Management Ordinance for the county. The preliminary work of the committee largely wrapped up in 2009 and a draft ordinance was release for public comment. The WMO was adopted by the District on October 3, 2013 and was effective beginning May 1, 2014.

### B.7. Recycling Program

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

Residential curbside recycling program maintained for over 15,000 homes. The curbside program includes pick up and recycling of electronic waste. Public Works allows residents to drop off fluorescent light bulbs, batteries, and tires for recycling by a local vendor. In January of 2012 the City began offering free year-round electronics recycling at the Public Works facility in order to help keep hazardous materials such as mercury out of the waste stream. In addition, the Public Works Department hosted a free holiday light recycling event throughout January and February of 2019.

**B.7. Residential Parkway Tree Planting Program*****Responsible Party: Public Works, Director of Public Works and Engineering***

Public Works has a Forestry Division which plants and maintains parkway trees throughout the year. In 2013, the City began a full program to remove and replace Ash trees throughout the City in response to the regional Emerald Ash Borer infestation. Residents were offered subsidized replacement trees for any ash trees that were removed. The removal of ash trees was substantially completed in 2014. Planting of replacement trees continued into 2015.

**B.7. Storm Drain Stenciling*****Responsible Party: Public Works, Director of Public Works and Engineering***

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

**B.7. Stormwater Committee of NWMC*****Responsible Party: Mayor's Office***

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

**B.7. Stormwater Management Info on Website*****Responsible Party: Engineering, Director of Public Works and Engineering***

A new NPDES MS4 home page was launched on City website in June of 2009. The page provides an introduction to the program and provides links to the IEPA and USEPA NPDES pages, the ILR40 permit, the City's annual reports and the City's Notices of Intent. A new NPDES CSO program page was launched at the same time. The City website was redesigned in early 2016 and the NPDES pages were carried over onto the new website.

# Illicit Discharge Detection and Elimination

## BMPs and Work Performed for Them

### C.1. Storm Sewer System Map

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

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

Utility Foremen also meet with GIS staff bi-monthly to update utility maps. In addition, GraniteNet software has been incorporated into the City's sewer televising equipment. The software allows for the collection of detailed sewer information that can be incorporated directly into the City's GIS. Data is continually collected and the GIS updated as part of the routine sewer televising operations.

### C.2. Illicit Connection Ordinance

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

The City was an active member of the MWRD Technical Advisory Committee (TAC) which drafted a Watershed Management Ordinance (WMO) for adoption by all of the Cook County communities. The WMO is now complete and became effective on May 1, 2014.

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

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

In 2014, the City again hired Gewalt Hamilton Associates to review its overall NPDES program and to more specifically work with the City on the drafting of new stormwater ordinances now that the WMO is complete. The work was never completed under the contract with GHA. In spring of 2016, the City hired TRC Environmental to pick up on the work of GHA and to do a new comprehensive review of the City program and ordinances with relation to the several overlapping stormwater management programs including the newly issued Illinois NPDES MS4 and CSO permits, as well as the new MWRD IICP program. Staffing changes at TRC resulted in the contract being terminated.

In late 2016, the City newly contracted with Manhard Associates to pick up on the work started with TRC. A new draft Stormwater Management Program has been completed and is in review. And the City executed another significant contract with Manhard for the review and revision of the City's stormwater related ordinances to comply with the latest NPDES permits.

### C.4. Hazardous Materials Response Team

**Responsible Party: Fire Department, Fire Chief**

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



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

#### **C.4. Illicit Connections Detection**

**Responsible Party: Community Development, Director of CED**

Inspections continue throughout the year.

#### **C.4. Illicit Discharge Inspection Program**

**Responsible Party: Public Works, Director of Public Works**

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

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

In June of 2016, the City contracted with Gewalt Hamilton Associates for the latest water quality testing. The results were generally consistent with the previous results with the exception of higher fecal coliform counts than in the 2015 samples. However, there was a period of heavy rain in advance of the 2016 tests and so inundation of the MWRD interceptor sewers and resulting combined sewer overflows are the likely cause of these results.

Beginning in 2017, the City has contracted with Manhard Associates, who was also advising on the City's full NPDES program, for the water quality testing. Based upon the new IEPA permitting requirements, additional monitoring locations were added, along with additional testing parameters including Mercury and PCB's.

#### **C.4. MWRD Inspection/Tracing Program**

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

The City of Des Plaines continued to participate with the MWRD in the joint inspections of new sewer connections to ensure no illicit connections.

#### **C.4. Training and Education of PW Employees**

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

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

In the winter of 2015 and the spring of 2016, representatives of Public Works and Engineering

attended four different workshops pertaining to stormwater management. The workshops were organized in relation to the new MWRD inflow and infiltration program requirements, but expanded to other aspects of stormwater management including CMOM.

#### **C.5. Hazardous Materials Clean-Up Program**

***Responsible Party: Fire Department, Fire Chief***

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

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

#### **C.5. Illicit Source Removal Program**

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

Continuation of Public Works identifying problem and notifying the Metropolitan Water Reclamation District. The City is currently under contract with Manhard Associates for a comprehensive review of the Des Plaines stormwater program, including changes required by the new IEPA 5-year permit.

#### **C.5. MWRD Illicit Connection Removal Enforcement Program**

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

The MWRD is currently monitoring 8 "Significant Industrial Users" in Des Plaines. ([www.mwrdd.org](http://www.mwrdd.org))

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

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

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

# Construction Site Runoff Control

## BMPs and Work Performed for Them

### D.1. Construction Site Stormwater Runoff Control Ordinance

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

The City was an active member of the MWRD Technical Advisory Committee (TAC) which drafted a Watershed Management Ordinance (WMO) for adoption by all of the Cook County communities. The WMO is now complete and became effective on May 1, 2014.

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

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

In 2014, the City again hired Gewalt Hamilton Associates to review its overall NPDES program and to more specifically work with the City on the drafting of new stormwater ordinances now that the WMO is complete. The work was never completed under the contract with GHA. In spring of 2016, the City hired TRC Environmental to pick up on the work of GHA and to do a new comprehensive review of the City program and ordinances with relation to the several overlapping stormwater management programs including the newly issued Illinois NPDES MS4 and CSO permits, as well as the new MWRD IICP program. Staffing changes at TRC resulted in the contract being terminated.

In late 2016, the City newly contracted with Manhard Associates to pick up on the work started with TRC. A new draft Stormwater Management Program has been completed and is in review. And the City executed another significant contract with Manhard for the review and revision of the City's stormwater related ordinances to comply with the latest NPDES permits.

### D.1. Educate Developers and Contractors

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

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

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

The City's materials were independently reviewed by an engineering consultant in 2014, and were again being reviewed by a different consultant in 2018.

**D.4. Stormwater Runoff Site Plan Review*****Responsible Party: Engineering, Director of Public Works and Engineering***

The City's continues to use a checklist, which includes the NPDES MS4 stormwater management items, in all of its plan reviews. This checklist is to be modified upon completion of stormwater management program revisions based upon the 2018 consultant review of the City's program.

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

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

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

In June of 2013, the City's two engineering inspectors attended a day-long "Designated Erosion Control Inspector Workshop" sponsored by the Lake County Stormwater Management Commission. In addition, in the spring and summer of 2014, the directors and three engineers from the engineering department attending training on the MWRD Watershed Management Ordinance. In the winter of 2015 and the spring of 2016, representatives of Public Works and Engineering attended four different workshops pertaining to stormwater management. The workshops were organized in relation to the new MWRD inflow and infiltration program requirements, but expanded to other aspects of stormwater management including CMOM. In spring of 2018, the City's plan review engineer attended a refresher course on erosion control organized by the Lake County Stormwater Management Commission. In April of 2019 the City's plan reviewer attended the Designated Erosion Control Inspector Workshop organized by the Lake County Stormwater Management Commission.

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

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

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

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

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

# Post-Construction Runoff Control

## BMPs and Work Performed for Them

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

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

The City was an active member of the MWRD Technical Advisory Committee (TAC) which drafted a Watershed Management Ordinance (WMO) for adoption by all of the Cook County communities. The WMO is now complete and became effective on May 1, 2014.

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

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

In 2014, the City again hired Gewalt Hamilton Associates to review its overall NPDES program and to more specifically work with the City on the drafting of new stormwater ordinances now that the WMO is complete. The work was never completed under the contract with GHA. In spring of 2016, the City hired TRC Environmental to pick up on the work of GHA and to do a new comprehensive review of the City program and ordinances with relation to the several overlapping stormwater management programs including the newly issued Illinois NPDES MS4 and CSO permits, as well as the new MWRD IICP program. Staffing changes at TRC resulted in the contract being terminated.

In late 2016, the City newly contracted with Manhard Associates to pick up on the work started with TRC. A new draft Stormwater Management Program has been completed and is in review. And the City executed another significant contract with Manhard for the review and revision of the City's stormwater related ordinances to comply with the latest NPDES permits.

### E.4. Review of Construction Plans and Designs

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

The City's continues to use a checklist, which includes the NPDES MS4 stormwater management items, in all of its plan reviews. This checklist is to be modified upon completion of stormwater management program revisions based upon the 2018 consultant review of the City's program.

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

### E.5. Inspection Training

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

Due to layoffs of Engineering personnel, in spring of 2009, inspection responsibilities were reassigned and internal training was conducted with the Department resident engineers and engineering inspectors based upon the previous sediment and erosion control course materials and

the NPDES MS4 guidance materials. In addition, City staff conducted a half-day meeting with the consultant Gewalt-Hamilton to review the City's existing practices for potential improvements.

In June of 2013, the City's two engineering inspectors attended a day-long "Designated Erosion Control Inspector Workshop" sponsored by the Lake County Stormwater Management Commission. In addition, in the spring and summer of 2014, the directors and three engineers from the engineering department attending training on the MWRD Watershed Management Ordinance. In the winter of 2015 and the spring of 2016, representatives of Public Works and Engineering attended four different workshops pertaining to stormwater management. The workshops were organized in relation to the new MWRD inflow and infiltration program requirements, but expanded to other aspects of stormwater management including CMOM. In spring of 2018, the City's plan review engineer attended a refresher course on erosion control organized by the Lake County Stormwater Management Commission. In April of 2019 the City's plan reviewer attended the Designated Erosion Control Inspector Workshop organized by the Lake County Stormwater Management Commission.

#### **E.5. Site Inspections**

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

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

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

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

#### **E.7. Public Education for Contractors and Developers**

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

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

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

The City's materials were independently reviewed by an engineering consultant in 2014, and were again reviewed by a different consultant in 2018.

# Pollution Prevention/Good Housekeeping

## BMPs and Work Performed for Them

### F.1. City Employee Training

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

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

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

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

Gewalt Hamilton (consultant) worked on Housekeeping Procedures to be incorporated into Public Works Department's personnel manual. The manual is complete and monthly SWPPP inspections are conducted.

### F.2. ASIST Reporting/Tracking Computer Program

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

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

### F.2. Catch Basin/ Inlet Cleaning

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

The Sewer Division performed 432 sewer inspections and cleaned 719 catch basins during the period from April 1, 2018 – March 31, 2019.

### F.2. Creek Outfall Structure Inspection & Repair

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

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

### F.2. Detention Pond Inspection & Cleaning

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

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

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

### F.3. Leaf Collection Program

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

The City's leaf program runs October through early December. With the leaf program, residents' leaves are collected by zone. Each of the five zones is collected five times throughout the fall. Residents also have the option to bag leaves for yard waste program from April 1 through early

December. They may also deposit their yard waste free of charge during leaf collection season at the Public Works facility.

#### **F.3. New Inlet Grate Placement Specifications**

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

Approximately 336 inlet grates and catch basin lids were replaced as part of the City's 2018 roadway projects. All new grates and lids include casting to indicate "Do Not Dump, Drains to River."

#### **F.3. Street Sweeping**

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

The City's program sweeps 340 residential lane miles 7 times per year; weather permitting. 4.5 complete city-wide sweeping circuits were completed between April 1, 2018 – March 31, 2019. Business District is swept 3x/week. Street sweeping occurs during spring, summer and fall. Winter sweeping may occur depending on weather conditions.

#### **F.4. IEPA Transfer Station Permit for PW Facility**

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

Transfer Station Permit still in place throughout the year.

#### **F.4. Public Works Facility Washing Station**

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

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

#### **F.6. Controlled Application of Pesticides & Herbicides**

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

Continuing program. Applications of herbicides are conducted contractually in spring and summer months.

#### **F.6. Covered Salt Storage**

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

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

#### **F.6. Hazardous Material Storage**

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

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

#### **F.6. Sodding Requirement**

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

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

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



**City of Des Plaines - 2018 Capital Improvement Projects**

Project Name	CONTRACT NO.	NOI on file	SWPPP on file	Comments
2018 CIP CONTRACT A – Street & Utility Improvements	-	Yes	Yes	NPDES# ILR10AA76
2018 CIP CONTRACT B – Street & Utility Improvements	-	Yes	Yes	NPDES# ILR10AA01
2018 CIP CONTRACT D – Street & Utility Improvements	-	Yes	Yes	NPDES# ILR10AC44
Ballard Road Sidepath Construction	61B91	Yes	Yes	NPDES# ILR10AG18