



City of Waukesha
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Committee: Information Technology Board	Date: 2024-08-29
Common Council Item Number: ID#24-10586	Date: 2024-09-04
Submitted By:	City Administrator Approval:
Finance Department Review:	City Attorney's Office Review:
Subject: Review and Discuss CIP Requests: Storm Water BMP	

<p>Details:</p> <p>The city has an annual MS4 (Municipal Separate Storm Sewer System) permit administered by the Department of Natural Resources (DNR). The MS4 permit requires municipalities to reduce polluted storm water runoff by implementing stormwater management programs with best management practices (BMPs). As a part of the permit, the city oversees approximately 3,700 manholes, 6,800 inlets, 77 city maintained ponds, and 254 privately maintained ponds. Having one unified database of information related to these assets would meaningfully allow for increased efficiency of tracking and maintaining these assets as required by our annual DNR MS4 permit.</p> <p>The Storm Water BMP software would provide the following benefits:</p> <ul style="list-style-type: none">• <u>Unified Database</u><ul style="list-style-type: none">○ Provides one central location for all items related to stormwater. Replaces the use of spreadsheets, hard copy inspection forms, and multiple network directories to organize the information.○ Information can be collected/entered directly from the field via smartphone or tablet.○ Works alongside and integrates with our existing ESRI GIS software. City GIS staff has been an active participant in reviewing the integration.• <u>Municipal Maintenance Tracking</u><ul style="list-style-type: none">○ Track location and condition of city manholes, inlets, and ponds.○ Schedule maintenance. Activities can be logged and tracked, with assignments sorted by priority.○ Classify characteristics of stormwater outfalls. Inspect, record observations, collect readings, record samples from discharges directly into the software from the field.○ Attachment of photos and other documents. Related photos and documents can be directly attached to the asset's record.○ Location of assets can be captured using GPS in the field.
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- Erosion Control Inspection Tracking
 - Creates registry of active/completed construction projects, including all documentation such as plans, inspections, and enforcement records.
 - Enables contractors to review and respond to any enforcement notices via the web, reducing staff time.
 - Can add photos while conducting onsite inspections to create a visual record of problems or solutions.
 - Collect signatures digitally, while on site, and immediately produce and email PDF reports significantly reducing staff time back in the office. Document and authenticate that corrective actions were communicated to the responsible parties.
- Post Construction Tracking
 - Creates a living inventory of all private stormwater assets, designs, and project details. This is vital as the city obtains MS4 water quality credit from private stormwater BMPs.
 - Can set automated reminders to issue notices to responsible parties, prompting them to upload their bi-annual maintenance and self-certification documents. Allows for easy tracking and review of submitted documentation.
 - Centralized location of all documentation and construction plans, contact details, and communication history with the responsible parties.
- Illicit Discharge Tracking
 - Enable anyone to quickly capture events. Staff and public can capture location, date, and a photo of an incident.
 - Reports of illicit discharge can automatically trigger an inspection by staff.

Options & Alternatives:

Continue using multiple spreadsheets, paper inspection forms, and multiple network directories to try to organize the significant amount of data generated for these thousands of assets.

Financial Remarks:

Request for \$35,000.00. This number is based off a vendor quote. The ongoing annual cost will be approximately \$33,000.

Executive Recommendation: