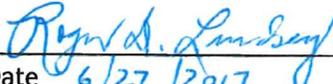


Storm Water Division
Operating Policies
 Routine Maintenance (RoM)



Policy No.: RoM-21	Page <u> 1 </u> of <u> 1 </u>
Subject: Project Selection	Effective Date: 7/1/2017
Applies To: Stormwater Maintenance	<input checked="" type="checkbox"/> New Issue <input type="checkbox"/> Partial Revision <input type="checkbox"/> Complete Revision
Purpose: To establish Stormwater Maintenance project selection criteria	
Policy: Stormwater Maintenance investigates all complaints related to flooding or drainage issues. Investigation findings are placed in one of four categories: 1) MWS Stormwater, 2) Private property, 3) No action warranted, 4) Another department or agency. Other than "No action warranted", the category determines responsibility. Stormwater Project Selection Criteria Issues that threaten the larger amount of properties/residents are given priority over other projects that need to be designed. Project construction is based on the amount of available funds in a fiscal year. When there are more projects to be done than funding allows, severity is the first determining factor followed by the extent of time the problem has been in our system. Project selection is based on severity, not the age of the request (e.g., number of properties affected, cost, public safety). For details related to investigation categories and project selection see attached pages.	
Revision No.:	Recommended by:
Revision Date:	 Date <u>6/27/2017</u> Assistant Director, Stormwater Approved by:  Date <u>6/27/17</u> Director of Metro Water Services

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Stormwater Maintenance

Investigation Determination Process

Stormwater Maintenance investigates all complaints related to flooding or drainage issues. After an investigator visits the site to survey the issue and/or meets with the person who submitted the concern, the issue is placed in one of four categories: MWS Stormwater, Private property, No corrective action warranted, Another department or agency. Other than "No action warranted", the category determines responsibility.

Following are items that would be deemed "private property" issues which would be the responsibility of the property owner to address:

- groundwater impacting yard, building foundation, basement, etc.
- springs that surface on private property
- properties built in the floodway or floodplain that experience flooding or ponding
- issues with walls not built by Metro agencies
- issues with drainage structures built by current or previous property owners
- detention ponds
- retention ponds
- water quality structures
- mowing vegetation along ditches or other channels
- any complaint not caused by water from a public drainage system
- runoff from one privately owned property onto another privately owned property
- issues related to structure settling
- creek maintenance/stream bank erosion

Following are types of public infrastructure that would be deemed the responsibility for Stormwater to address:

- repair of failed or damaged drainage system or structures
- upgrade of undersized drainage system or structures
- redefining of existing ditches along the public right-of-way or that carries water from the public right-of-way
- installing structures or drainage system to protect properties being damaged by water from the public right-of-way or from a public drainage system
- cleaning or replacing existing culverts and other drainage structures that are in the right-of-way or part of a public drainage system
- repair or replacement of walls along roadway and channels that were built by a Metro department
- depressions that form as the result of a failed Stormwater culvert
- sinkholes that form in the ditches along the right-of-way or that carry water from the public right-of-way
- remove fallen trees or other items that cause a blockage in a ditch or other channel

Issues that are determined to be the responsibility of other departments or agencies are transferred so that the issues will be properly addressed. For example, issues related to mosquitos are sent to the Health Department, issues related to roadway are sent to Public Works, etc.

Project Selection Process

Project Design:

A project is given over to be designed after it is found that the issue is Stormwater's. Issues that threaten the largest number of residents or pedestrians are given priority over other projects that need to be designed.

Construction:

Projects make it to construction after plans are finished and all applicable permits and easements are attained. Based on the amount of available funds, we know how many projects can be done in a fiscal year. When there are more projects to be done than funding allows, severity is the first determining factor followed by the extent of time the problem has been in our system.