

Operations and Maintenance
Joe McCleary, Stormwater Superintendent

Function	Sub Function	Position (Title) Responsible for Managing and Implementing Sub Function	Where Documented or Studied	Data Systems Utilized	Level of Service		Dept. with Primary Responsibility	Cross Departmental (Department)	Inter Departmental Coordination (Group/Division)	Individuals with Notable Responsibility	Current Status	Known Gaps	Notes
					Existing	Target							
Maintain Conveyance Systems	Inspect and Maintain Open Channel Banks and Bottoms	SW Supervisors, note: Inspection done by OC maintenance by SW	AW - PW MOU	Spreadsheet	80% of earthen channels (61 miles) and 100% of concrete channels (9 miles)	80% of earthen channels (61 miles) and 100% of concrete channels (9 miles)	AW-OPS UDFCD	N/A	OPS Compliance	Stormwater Superintendent (Joe McCleary), Environmental Inspection Coordinator (Geoff Rabinowitz)	<input checked="" type="checkbox"/> Functioning as Needed <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Needs Further Study		See UDFCD Meeting Notes, See Also Stream Management Plan, and Sedimentation Items Below
	Inspect & Maintain Public Conduits	SW Superintendent and SW Supervisors	AW - PW MOU AW Ops Plan 2013		not defined	not defined	AW-OPS	N/A	Stormwater Infrastructure CCTV and Manned Entry Inspections, AW Engineering	Stormwater Superintendent (Joe McCleary)	<input type="checkbox"/> Functioning as Needed <input checked="" type="checkbox"/> Needs Improvement <input type="checkbox"/> Needs Further Study	The process for maintaining and inspecting these should be standardized (note that inspection is an Asset Management function)	CMP assessment completed, RCP assessment starts Nov 2014 and continues into future if funding approved
	Maintain Inlets and Flap Gates	SW Supervisors	AW-PW MOU, AW Ops Plan 2013		Inlets when needed, flap gates quarterly	Same	AW-OPS			Stormwater Superintendent (Joe McCleary)	<input type="checkbox"/> Functioning as Needed <input checked="" type="checkbox"/> Needs Improvement <input type="checkbox"/> Needs Further Study		
	Maintain Curbs, Gutters, and Sidewalks	Manager of Public Works Operations (Chris Carnahan)	AW - PW MOU				PW-STREETS OPS			Manager of Public Works Operations (Chris Carnahan)	<input type="checkbox"/> Functioning as Needed <input checked="" type="checkbox"/> Needs Improvement <input type="checkbox"/> Needs Further Study		
	Repair Crosspans and Inlet Transitions	PW Design Engineer (Raul Griego) and Stormwater Superintendent (Joe McCleary)	AW - PW MOU	tracked on PW spreadsheet	as needed and when budget permits		PW-STREETS OPS	PW	N/A	PW Design Engineer (Raul Griego) and Stormwater Superintendent (Joe McCleary)	<input type="checkbox"/> Functioning as Needed <input checked="" type="checkbox"/> Needs Improvement <input type="checkbox"/> Needs Further Study	Cross pans need to be added to the MOU	PW coordinates replacements, SW provides funding, coordinated with pavement improvement operations
	Maintain Chase Drains	SW & Streets Supervisors	AW - PW MOU	map books	as needed		PW-STREETS OPS	PW	N/A	Manager of Public Works Operations (Chris Carnahan), Stormwater Superintendent (Joe McCleary)	<input type="checkbox"/> Functioning as Needed <input checked="" type="checkbox"/> Needs Improvement <input type="checkbox"/> Needs Further Study		SW responsibility if drains to a SW asset, otherwise PW responsibility
	Repair and Clean Inlet Boxes	SW Superintendent and SW Supervisors	AW-PW MOU, AW Ops Plan 2013		when inspections identify need	same	AW-OPS	PW	N/A	Stormwater Superintendent (Joe McCleary)	<input checked="" type="checkbox"/> Functioning as Needed <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Needs Further Study		
	Clean Trash From Inlet Grates in Street	Streets responsibility as identified in MOU	AW - PW MOU, AW Ops Plan 2013				PW-STREETS	N/A	N/A	Manager of Public Works Operations (Chris Carnahan)	<input type="checkbox"/> Functioning as Needed <input checked="" type="checkbox"/> Needs Improvement <input type="checkbox"/> Needs Further Study		
	Clean Culverts and Pipe Outlets in Ditches	SW supervisors	AW - PW MOU		not defined		AW-OPS	PW	N/A	Stormwater Superintendent (Joe McCleary)	<input type="checkbox"/> Functioning as Needed <input checked="" type="checkbox"/> Needs Improvement <input type="checkbox"/> Needs Further Study	Need to add to the info data a list of outfalls that require cleaning	
	Repair Roadside Ditch Riprap, Including Excavating Sediment and Debris		AW - PW MOU		As-needed		AW-OPS	PW-STREETS	N/A	Stormwater Superintendent (Joe McCleary)	<input type="checkbox"/> Functioning as Needed <input checked="" type="checkbox"/> Needs Improvement <input type="checkbox"/> Needs Further Study	Need to update MOU with additional clarification to define who is responsible for roadside ditches; Need tour to review field conditions	
	Maintain Private Conduits	Private Owner	AW - PW MOU				Private Owner	N/A	N/A	N/A	<input type="checkbox"/> Functioning as Needed <input checked="" type="checkbox"/> Needs Improvement <input type="checkbox"/> Needs Further Study	Need better process of establishing which conduits are City responsibility. Need to inform property owners of their responsibilities - (Joe M). GIS info often incorrect and private assets are identified as COA.	Possibly by providing ownership field in GIS or other programs
	Maintain Bridge Components		AW - PW MOU				PW-STREETS OPS			Associate City Engineer (Bill McCormick), Manager of Public Works Operations (Chris Carnahan)	<input type="checkbox"/> Functioning as Needed <input checked="" type="checkbox"/> Needs Improvement <input type="checkbox"/> Needs Further Study		
	Maintain Channels Under Bridges	SW superintendent and SW supervisors	AW - PW MOU	Infor	as needed		AW-OPS	PW	N/A	Stormwater Superintendent (Joe McCleary)	<input checked="" type="checkbox"/> Functioning as Needed <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Needs Further Study		SW activities coordinated with PW engineering
	Maintain Manholes in Streets	Manager of Water Operations and Maintenance (Tom Ries)	AW - PW MOU, & AW IP 2012	Infor	as needed		AW-T&D	N/A	AW-OPS	Stormwater Superintendent (Joe McCleary) and Water T&D Superintendent (Gary Edwards)	<input type="checkbox"/> Functioning as Needed <input checked="" type="checkbox"/> Needs Improvement <input type="checkbox"/> Needs Further Study	Does this need to be re-evaluated?	AW pays for or performs adjustment on water valves and manholes. AW pays part of inspections for utility repairs
	Provide Snow Removal on Public Property	SW supervisors and other AW supervisors	AW - PW MOU, AW IP 2012	Infor	as needed		PW STREETS OPS, AW-OPS	PW	numerous	Manager of Public Works Operations (Chris Carnahan), Stormwater Superintendent (Joe McCleary)	<input type="checkbox"/> Functioning as Needed <input checked="" type="checkbox"/> Needs Improvement <input type="checkbox"/> Needs Further Study	Needs to be re-evaluated.	AW provides approx 40% of equipment and workforce to assist in snow removal. Parks provides snow removal on trails. See Aurora Water, Snow Removal Policy.
	Provide Snow Removal on SW Property	SW supervisors	Snow Plan	Infor	as needed					Stormwater Superintendent (Joe McCleary)	<input type="checkbox"/> Functioning as Needed <input checked="" type="checkbox"/> Needs Improvement <input type="checkbox"/> Needs Further Study		
	Provide Street Sweeping	Manager of Public Works Operations (Chris Carnahan)	AW IP 2012				AW-OPS			PW Streets manager sweeping	<input type="checkbox"/> Functioning as Needed <input checked="" type="checkbox"/> Needs Improvement <input type="checkbox"/> Needs Further Study		Street sweeping with be fully funded by AW wastewater fund due to water quality requirements
	Maintain Drainage Easements and ROW	SW supervisors	AW-PW MOU, AW Ops Plan 2015	Infor	maintain 2x per year	same	AW-OPS		N/A	Stormwater Superintendent (Joe McCleary)	Functioning as needed		
Maintain Detention and Water Quality Control Features and Erosion Control	Initially Certify Private MS4 Permit Ponds (post construction)				When constructed		AW	PW	Regulatory	PW Engineering, AW Engineering	<input type="checkbox"/> Functioning as Needed <input checked="" type="checkbox"/> Needs Improvement <input type="checkbox"/> Needs Further Study		See flowchart for ponding certifications - Note, this item is also shown on the Regulatory FM.
	Annually Certify Private MS4 Permit Ponds	Environmental Inspection Coordinator (Geoff Rabinowitz)			Annually		AW		Regulatory		<input type="checkbox"/> Functioning as Needed <input checked="" type="checkbox"/> Needs Improvement <input type="checkbox"/> Needs Further Study		Note: This item is also shown on the Regulatory Function Matrix.
	Maintain Public Detention Facilities	SW superintendent and SW supervisors	AW - PW MOU AW Ops Plan 2015	Infor	Monthly	same	AW	no	no		<input type="checkbox"/> Functioning as Needed <input checked="" type="checkbox"/> Needs Improvement <input type="checkbox"/> Needs Further Study	SW staff receiving training about operation and maintenance required for permanent BMPs thru CSU SW Center	
	Prioritize Pond Maintenance Activities and Schedule Work	SW supervisors	Stormwater Organizational Chart, Meetings, AW Ops Plan 2015	Spreadsheet, Infor			AW		Regulatory, if MS4		<input type="checkbox"/> Functioning as Needed <input checked="" type="checkbox"/> Needs Improvement <input type="checkbox"/> Needs Further Study		
	Maintenance of Private Ponds	Private Owner								Environmental Inspection Coordinator (Geoff Rabinowitz)	<input type="checkbox"/> Functioning as Needed <input checked="" type="checkbox"/> Needs Improvement <input type="checkbox"/> Needs Further Study	Various gaps exist relative to private pond maintenance - owners don't know what their responsibilities are, inspection intervals have not been set, GIS system doesn't include all ponds and ownerships, and City Code doesn't include language providing for citation and fining owners for unmaintained facilities.	Current ordinance addresses ponds built after 2008 but is silent with respect to ponds built prior to that date.
	Inspect and Document Maintenance Needs Annually	SW superintendent and SW supervisors	Stormwater Organizational Chart, Meetings, AW Ops Plan 2015	Spreadsheet	continual		AW		Regulatory, if MS4		<input type="checkbox"/> Functioning as Needed <input checked="" type="checkbox"/> Needs Improvement <input type="checkbox"/> Needs Further Study		[W]: Ensure that there aren't duplicates re: pond maintenance issues between this and the other FM's.

Operations and Maintenance
Joe McCleary, Stormwater Superintendent

	Position (Title) Responsible for Managing and Implementing Sub	Where Documented or	Data Systems	Level of Service	with Primary Responsibility	Departmental	Departmental (Division)	Individuals with Notable				
Manage Stream Corridors (it may make more sense to develop an overall plan for stream corridors in general, then develop individual plans as specific problems are encountered)	Develop O&M Plan for Each Stream Corridor	SW Superintendents and SW Supervisors	Integrated Stream Management Plan (ISMP)		AW	UDFCD, PROS	N/A	Stormwater Superintendent (Joe McCleary)	<input type="checkbox"/> Functioning as Needed <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Needs Further Study	The Integrated Stream Management Plan stops short of identifying tasks to be performed and assigning responsibilities	Development of the O&M Plans for the ISMP were in Progress as of 2012. Progress needs to be updated	
	Develop Post-Control Plans for Each Stream Corridor		ISMP						<input type="checkbox"/> Functioning as Needed <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Needs Further Study		-	
	Develop Tree Mitigation Plans for Each Corridor		ISMP, AW, Ops. Plan 2013						<input type="checkbox"/> Functioning as Needed <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Needs Further Study			-
	Develop Wetlands Management Plans for Each Corridor		ISMP						<input type="checkbox"/> Functioning as Needed <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Needs Further Study	Need to add a layer for identified and mapped wetlands within the GIS system if it does not exist. A citywide wetlands survey may be warranted if it has not been completed.		-
	Develop Vegetation Plan for Each Corridor		ISMP						<input type="checkbox"/> Functioning as Needed <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Needs Further Study			-
	Develop Wildlife Management Plan for Each Corridor		ISMP						<input type="checkbox"/> Functioning as Needed <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Needs Further Study			-
	Develop Woody Management Plan		ISMP						<input type="checkbox"/> Functioning as Needed <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Needs Further Study			-
	Execute O&M Plan Tasks for Each Stream Corridor	SW Superintendent and SW Supervisors	ISMP			AW OPS	UDFCD, PROS	N/A	Stormwater Superintendent (Joe McCleary)	<input type="checkbox"/> Functioning as Needed <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Needs Further Study		Specific tasks need to be identified from the ISMP and information provided in columns to the left
	Execute Post-Control Tasks for Each Stream Corridor		ISMP						<input type="checkbox"/> Functioning as Needed <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Needs Further Study			-
	Execute Tree Mitigation Tasks for Each Corridor		ISMP						<input type="checkbox"/> Functioning as Needed <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Needs Further Study			-
	Execute Wetlands Management Tasks for Each Corridor		ISMP						<input type="checkbox"/> Functioning as Needed <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Needs Further Study			-
	Execute Vegetation Tasks for Each Corridor		ISMP						<input type="checkbox"/> Functioning as Needed <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Needs Further Study			-
Execute Wildlife Management Tasks for Each Corridor		ISMP						<input type="checkbox"/> Functioning as Needed <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Needs Further Study			-	
Execute Woody Management Tasks for Each Corridor		ISMP						<input type="checkbox"/> Functioning as Needed <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Needs Further Study			-	
Provide Spill Response Activities	Provide Spill Response Training	Environmental Permitting Manager (Sean Lieske)	Spill Response Information		AW			Environmental Inspection Coordinator (Geoff Rabinowitz)	<input type="checkbox"/> Functioning as Needed <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Needs Further Study		(JV) This section needs to be checked with Sean L and Geoff R. - spill response is a regulatory function primarily as well, part of MS4 permit - move there?	
	Respond to Spills in Accordance with Response Plan	Environmental Permitting Manager (Sean Lieske)	Spill Response Information		AW			Environmental Inspection Coordinator (Geoff Rabinowitz) and Operations Compliance Staff	<input type="checkbox"/> Functioning as Needed <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Needs Further Study			
	Provide Spill Record Keeping	Environmental Permitting Manager (Sean Lieske)	Spill Response Information		AW				<input type="checkbox"/> Functioning as Needed <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Needs Further Study			
	Meet Safety Requirements	All SW Staff	Spill Response Information		AW				<input type="checkbox"/> Functioning as Needed <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Needs Further Study			
	Update Spill Response Plan	Environmental Permitting Manager (Sean Lieske)			AW			Environmental Inspection Coordinator (Geoff Rabinowitz)	<input type="checkbox"/> Functioning as Needed <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Needs Further Study			
Provide Sediment Management in Drainage Channels	Prioritize and Schedule Channel Inspections	Environmental Inspection Coordinator (Geoff Rabinowitz) and Stormwater Superintendent (Joe McCleary)	Sediment Management Plan (SMP), 2010	N/A	N/A	AW	N/A	OC	Environmental Inspection Coordinator (Geoff Rabinowitz) and Stormwater Superintendent (Joe McCleary)	<input type="checkbox"/> Functioning as Needed <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Needs Further Study	30% or greater blockage of culverts initiates inclusion on list for cleaning	
	Provide Channel Inspections at Given Interval	Environmental Inspection Coordinator (Geoff Rabinowitz)	SMP 2010			AW	N/A	OC	Environmental Inspection Coordinator (Geoff Rabinowitz) and Stormwater Superintendent (Joe McCleary)	<input type="checkbox"/> Functioning as Needed <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Needs Further Study	(JM): Geoff R. needs to be consulted for any additional details of this sub-function (i.e. LOS).	
	Document Channel Inspection Results	OC Staff, Environmental Inspection Coordinator (Geoff Rabinowitz), Stormwater Superintendent (Joe McCleary)	SMP 2010	SW Excel spreadsheet			AW	N/A	OC	Stormwater Superintendent (Joe McCleary) and OC Staff	<input type="checkbox"/> Functioning as Needed <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Needs Further Study	(JM): Stormwater Ops developing a PDF inspection report form.
	Provide a Periodic Risk Assessment of Flooding due to Aggradation	Stormwater Superintendent (Joe McCleary) and Floodplain Manager (Kevin Wegener)	SMP 2010				AW	PW	AW Engineering	Associate City Engineer (Bill McCormick), Stormwater Superintendent (Joe McCleary), and Engineering Services Manager (Vacant)	<input type="checkbox"/> Functioning as Needed <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Needs Further Study	(JV): There needs to be some discussion of the gaps related to this function in the Tech Memo. (JM): This is a floodplain management function?
	Survey Aggradation Areas	Stormwater Superintendent (Joe McCleary) and Engineering Services Manager (Vacant)	SMP 2010				AW	PW	AW Engineering	Stormwater Superintendent (Joe McCleary) and Engineering Services Manager (Vacant)	<input type="checkbox"/> Functioning as Needed <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Needs Further Study	The City needs a stronger method for assessing vegetation and degradation/aggradation in channels, as well as a method for documenting planned and modeled vegetation for each channel.
	Prioritize and Schedule Sediment Removal Projects	Stormwater Superintendent (Joe McCleary), Planning Services Manager (Sarah Young)					AW	PW	AW Engineering	Stormwater Superintendent (Joe McCleary), Associate City Engineer (Bill McCormick)	<input type="checkbox"/> Functioning as Needed <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Needs Further Study	Additional information is needed to develop future plans, activities have been scaled down to small sediment removal projects due to permitting issues.
										<input type="checkbox"/> Functioning as Needed <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Needs Further Study		

Operations and Maintenance
Joe McCleary, Stormwater Superintendent

	Position (Title) Responsible for Managing and Implementing Sub	Where Documented or	Data Systems	Level of Service	with Primary Responsibility	Department (Department)	Department (Department)	Department (Department)	Individuals with Notable		
Provide Other Maintenance Activities	Provide Fall Protection	Stormwater Superintendent (Joe McCleary) and Stormwater Supervisors				AW	PW, PROS	N/A	Stormwater Superintendent (Joe McCleary)	<input checked="" type="checkbox"/> Functioning as Needed <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Needs Further Study	(JM): 30' drop within 30' of trail/sidewalk/etc.
	Provide Graffiti Removal on Channels and Structures	Stormwater Superintendent (Joe McCleary) and Stormwater Supervisors	AW Ops Plan 2013	2x per week if needed	2x per week if needed	AW	APD, PROS	N/A	Stormwater Superintendent (Joe McCleary)	<input checked="" type="checkbox"/> Functioning as Needed <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Needs Further Study	
	Install and Maintain Gates and Fences	Stormwater Superintendent (Joe McCleary) and Stormwater Supervisors	AW Ops Plan 2013	As-Needed	As-Needed	AW	PROS	N/A	Stormwater Superintendent (Joe McCleary)	<input checked="" type="checkbox"/> Functioning as Needed <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Needs Further Study	
	Provide a Periodic Risk Assessment of Flooding due to Aggradation	Stormwater Superintendent (Joe McCleary) and Stormwater Supervisors	AW Ops Plan 2013							<input checked="" type="checkbox"/> Functioning as Needed <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Needs Further Study	(JV/JM): This is a duplicate.
										<input checked="" type="checkbox"/> Functioning as Needed <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Needs Further Study	
Critical Infrastructure Maintenance, Flap Gate & Erosion Control Maintenance	Levee System Certification	Stormwater Superintendent (Joe McCleary)	AW Ops Plan 2013			AW Supply Division's Dam Insp. Group	N/A	AW Engineering	Stormwater Superintendent (Joe McCleary), Engineering Services Manager (Vacant)	<input checked="" type="checkbox"/> Functioning as Needed <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Needs Further Study	Recertification of Sand Creek Levee required in 2020 activities related to recent should start in 2017
	Dam Maintenance for 3 Dam structures	Stormwater Superintendent (Joe McCleary) and Stormwater Supervisors	AW Ops Plan 2013	Monthly and after significant rain events	Monthly and after significant rain events	COA Stormwater Division	N/A	N/A	Stormwater Superintendent (Joe McCleary)	<input checked="" type="checkbox"/> Functioning as Needed <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Needs Further Study	(JV): Specify the '3 Dam Structures' (Southshore, Jewel, & Expo?)
	Flap Gate Maintenance for 11 Flap Gates	Stormwater Superintendent (Joe McCleary) and Stormwater Supervisors	AW Ops Plan 2013	Quarterly	Quarterly	COA Stormwater Division	N/A	N/A	Stormwater Superintendent (Joe McCleary)	<input checked="" type="checkbox"/> Functioning as Needed <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Needs Further Study	
	Aurora-Owned Dam and Levee Inspection	Stormwater Superintendent (Joe McCleary)		Annually	Annually	AW	State	AW SOS: Cully	Stormwater Superintendent (Joe McCleary)	<input checked="" type="checkbox"/> Functioning as Needed <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Needs Further Study	
	Erosion Control for Maintenance Activities	Stormwater Superintendent (Joe McCleary)	AW Ops Plan 2013	As-Needed	As-Needed	COA Stormwater Division	N/A	N/A	Stormwater Superintendent (Joe McCleary)	<input checked="" type="checkbox"/> Functioning as Needed <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Needs Further Study	(JV): This is redundant with earlier erosion-control sub-function?
Kelly Rd. Dam Inspections & Maintenance	Stormwater Superintendent (Joe McCleary) and Stormwater Supervisors	AW Ops Plan 2013	Infor	Monthly and Annual Inspections		COA SW	State, USACE	USACE, UDFCD, Lowry	Stormwater Superintendent (Joe McCleary), Water Maintenance Supervisor (Mike Earnest)	<input checked="" type="checkbox"/> Functioning as Needed <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Needs Further Study	(JM): New sub-function since COA is sponsor, not owner of Kelly Rd (Lowry is) so handled differently.

Gaps Identified:

Per Phase 1 Study, Increase efficiency in inspections
 Per Phase 1 Increase efficiency in data management
 The City may want to consider combining several of the guidance documents cited herein