

Regulatory Program Element  
Function Matrix  
Jill Piatt-Kemper, Manager

Function	Sub Function	Position (Title) Responsible for Managing and Implementing Sub Function	Source, Where Documented or Studied	Data Systems Utilized	Level of Service		Dept. with Primary Responsibility	Cross Departmental Coordination (Department)	Departmental Coordination (Department)	Individuals with Notable Responsibility	Current Status	Known Gaps	EPA Recommendations	Notes
					Existing	Target								
Provide Resources and Systems Needed to Prepare and Update Documents Such as the MS4 Permit and Other Stormwater Regulations	Evaluate staff needs relative to the Regulatory Environment						AW				<input type="checkbox"/> Functioning as Needed <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Needs Further Study	See EPA Audit for full explanation of "required corrective actions" which may be considered as gaps.	See EPA Audit for a full explanation of EPA Recommendations.	
	Purchase and Maintain Equipment Related to Regulations						AW				<input type="checkbox"/> Functioning as Needed <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Needs Further Study	The deliverables from Phase 3 should present work flow options for achieving MS4 compliance, and sharing data with other agencies.		
	Provide Public education and outreach on stormwater impacts		EPA				AW				<input type="checkbox"/> Functioning as Needed <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Needs Further Study	City needs to raise awareness regarding elements in the city code or policy related stormwater practices that the City may want to consider revising in order to facilitate a more effective overall stormwater program/business plan including recommendation regarding potential changes to City code that would address recurring issues with lot drainage, water quality, appearance and functionality of drainage facilities.	The City should evaluate the effectiveness of its outreach to the private development community and identify ways to more effectively promote the inclusion of LID BMPs in private development design proposals. (EPA Audit)	
	Organize and Manage Public Involvement/Participation		EPA				AW				<input type="checkbox"/> Functioning as Needed <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Needs Further Study			
	Respond to New Regulations, Permit Updates and Audits		EPA				AW	PW	OPS		<input type="checkbox"/> Functioning as Needed <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Needs Further Study	The Aurora SWMP should address options for achieving compliance with future statewide and national regulations		
	Prepare and Update I & M Plans										<input type="checkbox"/> Functioning as Needed <input checked="" type="checkbox"/> Needs Improvement <input type="checkbox"/> Needs Further Study	I&M Plan template needs to be revised; lack of enforcement by the City for I&M plans not submitted; staff training about I&M plans needs to be conducted; pond certification process needs to be better defined; annual inspections are not being conducted; annual reports are not being submitted by the Responsible Party; enforcement of annual reports is not being conducted by the City	EPA Audit; Meeting with City Regulatory Staff on 8/27/14	
	Manages and coordinates 404 permits		AW SW Org Chart				AW				<input type="checkbox"/> Functioning as Needed <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Needs Further Study			
Provide Maintenance, Inspection and Reporting Related to Regulations	Initially Certify Private MS4 Permit Ponds (post construction)				When constructed		AW	PW	Regulatory	PW Engineering, AW Engineering				
	Annually Certify Private MS4 Permit Ponds	Environmental Inspection Coordinator (Geoff Rabinowitz)			Annually		AW		Regulatory					
	Respond to Illicit connections, spills, and discharge detection		AW SW Org Chart and EPA				AW	PW, AP	OPS		<input type="checkbox"/> Functioning as Needed <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Needs Further Study	Aurora would like (someday) to provide a GIS of basin/system/drainage connectivity between all elements to be able to track discharge		Meeting with City Regulatory Staff on 8/27/14
	Process Extension Agreements						AW	PW, AP			<input type="checkbox"/> Functioning as Needed <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Needs Further Study	Extension Agreements currently change too many hands and do not have one central storage location		Meeting with City Regulatory Staff on 8/27/14
	Provided Employee Training						AW				<input type="checkbox"/> Functioning as Needed <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Needs Further Study	City needs to provide sufficient employee training to help facilitate the implementation of spill response, illicit discharge detection, identification of non-stormwater discharges, etc.		Stormwater Awareness Training Presentation
	Document work that is being conducted on channels										<input type="checkbox"/> Functioning as Needed <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Needs Further Study	There are elements of work that is done on channels that is not currently tracked by Public Works		Meeting with City Regulatory Staff on 8/27/14
	Post-construction stormwater management in development/redevel.		EPA				AW	PW	OPS		<input type="checkbox"/> Functioning as Needed <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Needs Further Study	I&M Plan template needs to be revised; lack of enforcement by the City for I&M plans not submitted; staff training about I&M plans needs	EPA Audit; Meeting with City Regulatory Staff on 8/27/14	
Erosion Control Inspections		AW SW Org Chart		AW						<input type="checkbox"/> Functioning as Needed <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Needs Further Study				

Note: the minimum measures that didn't fit with existing Aurora functions listed on the AW SW Org Chart were listed under Jill Piatt-Kemper's responsibility. Some minimum measures were assigned to existing Aurora functions on a best fit basis, it is unknown if those Functions included all portions of that minimum measure. All of the tasks of the minimum measures are not listed, but will be included in the next version of this document.