



CITY OF KIRKLAND
Department of Public Works
123 Fifth Avenue, Kirkland, WA 98033 425.587.3800
www.kirklandwa.gov

MEMORANDUM

To: Kurt Triplett, City Manager

From: Stacey Rush, P.E., Senior Surface Water Engineer
Jenny Gaus, P.E., Surface Water Engineering Supervisor
Ray Steiger, P.E., Public Works Director

Date: July 21, 2011

Subject: NPDES PERMIT SIGNATURE AUTHORITY DELEGATION

RECOMMENDATION:

It is recommended the Council authorize the Mayor to sign the attached letter to the Washington State Department of Ecology (DOE). The letter delegates signature authority to the City Manager for all necessary reports and documents relating to Kirkland's National Pollutant Discharge Elimination System (NPDES) Phase II Municipal Stormwater Permit (the Permit).

BACKGROUND DISCUSSION:

DOE requires documents related to the Permit be signed by "...either a principal executive officer or ranking elected official" or a "duly authorized representative" (Condition G.19, page 43 of the Western Washington Phase II Municipal Stormwater Permit). In the past, the City Manager has signed these documents, however, this letter to DOE would memorialize the existing process wherein staff reports to Council on Permit compliance, but Council action is not required in order to submit associated documentation.

Delegation of signature authority to the City Manager is recommended by DOE, and provides staff more flexibility in preparing and submitting documentation which will help to maintain Permit compliance. For example, if Ecology reviews our annual report and requests further information, staff would need to make changes and get a signature on the revised report – the City could be deemed as being out of compliance during the period between Ecology notification and re-submittal. This period of time would be minimized if the City Manager was authorized to sign the report, and thus there would be less time when the City is considered to be out of compliance with the Permit.

If you have questions regarding the signature delegation or other issues relating to the NPDES Permit, please see the April 28, 2011 NPDES reading file memo or contact Stacey Rush at 425-587-3854. Thank you.

Attachment 1: Letter to Ecology Delegating NPDES Signature Authority

DRAFT

August 3, 2011

Department of Ecology
Water Quality Program
Municipal Stormwater Permits
P.O. Box 47696
Olympia, WA 98504-7696

RE: NPDES PERMIT SIGNATURE AUTHORITY

Dear Anne Dettelbach:

This letter delegates signature authorization to the position of City Manager for all necessary reports and documents relating to Kirkland's National Pollutant Discharge Elimination System Municipal Stormwater General Permit.

Please contact Jenny Gaus, Surface Water Engineering Supervisor, at (425) 587-3850 if you have any questions regarding this authorization. Thank you.

Sincerely,

KIRKLAND CITY COUNCIL

By Joan McBride, Mayor

Cc: Kurt Triplett, City Manager
Ray Steiger, P.E., Public Works Director