

**CITY OF PHILADELPHIA
OFFICE OF THE MANAGING DIRECTOR**

MANAGING DIRECTOR'S DIRECTIVE 18

MAINTENANCE OF CITY-OWNED PROPERTIES

Issued August 1, 2019

1. GENERAL DEPARTMENTAL RESPONSIBILITIES

The purpose of this directive is to re-emphasize the responsibility of the head of each City agency to maintain, to the extent possible, all City-owned properties assigned to it, including the removal of debris and overgrown weeds on the premises.

It is recognized that budget limitations, personnel shortages, or other deficiencies may limit the effectiveness of a department's maintenance program. Nonetheless, the leaders of all departments and offices are directed to be particularly sensitive to regulatory compliance mandates and community concern and impatience over any unsatisfactory maintenance situations that may develop. Further, all departmental and office leaders are to take immediate steps within the limits of available resources to rectify such situations to the end that complaints from the public or regulatory agencies are reduced to a minimum.

2. CLEAN WATERS TASK FORCE

A. Objectives of the Task Force

In 2016, the Managing Director and Water Commissioner convened a Clean Waters Task Force (CWTF) to ensure that the City of Philadelphia meets the federal Clean Water Act requirements, as outlined in the City's Municipal Separate Storm Sewer System (MS4) permit. The requirements of the MS4 permit comprise a Municipal Good Housekeeping Program in which all departments have a level of responsibility to maintain clean, stormwater-friendly facilities. In addition to the MS4 permit, the *Green City, Clean Waters* (GCCW) program is an obligation of

the Philadelphia Water Department to meet the City's combined sewer system overflow reduction goals. The success of GCCW depends on the support of all City departments, often through the installation of green stormwater infrastructure (GSI) on City facilities. While the CWTF has focused on educating City departments about their MS4 stormwater obligations, this Directive will encompass the supportive measures needed to meet both the MS4 and GCCW citywide commitments.

The City of Philadelphia recognizes that clean facilities are most often pollution-free facilities and that City-owned facilities are the optimal places where Philadelphia can meet Clean Water Act obligations through site maintenance, GSI, pollution prevention practices, stream restoration, and riparian buffers. In turn, improved water resources help meet the Clean Water Act goals of fishable and swimmable waterways, which increase the livability of Philadelphia and transform City facilities into good, model neighbors. Therefore, the Managing Director has issued this Directive to formalize coordination and clarify the roles and responsibilities of City agencies and departments in complying with the City's Clean Water Act obligations on City facilities.

B. General Guidelines

2.B.1. The CWTF requires holistic and sustainable resources, practices, and policies for long-term facility improvements and maintenance. However, City agencies and departments lack a formalized, centralized mechanism to coordinate activities that would achieve a high-quality standard of maintenance at City-owned facilities. Furthermore, an April 2018 CWTF workshop made it clear that City departments also lack the basic resources to keep their facilities clean and in good repair, despite their staffs' best efforts.

2.B.2 Each City agency and department designated to participate in the CWTF will be responsible for complying with elements of the Clean Water Act within its jurisdictional scope and authority.

2.B.3. A full-time CWTF Coordinator position will be established by the Managing Director's Office and report directly to the Office of Transportation and Infrastructure Systems (oTIS). The CWTF Coordinator will be dedicated to the development and implementation of a strategic plan that will:

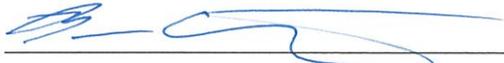
2.B.3.1. Assess City agencies' and departments' existing resources and resource gaps that inhibit the ability to achieve clean facilities in good repair;

2.B.3.2. Assess City agencies' and departments' day-to-day maintenance capacities, specifically including maintenance capacities for GSI;

- 2.B.3.3.** Identify short- and long-term funding for ongoing maintenance and capital improvements;
- 2.B.3.4.** Institutionalize stormwater management practices that optimize coordination between City agencies and departments; and
- 2.B.3.5.** Establish a training program for City employees and contractors on municipal good housekeeping and pollution prevention and GSI maintenance.

2.B.4. All agencies and departments designated to participate in the CWTF will participate in the development of its strategic plan and adopt the tenets of the final strategic plan.

2.B.5. The CWTF will establish metrics as a component of the strategic plan that allow the City to track its progress with meeting its obligations under its Clean Water Act permit.

Approved: 
Brian Abernathy, Managing Director

Date: 8-1-19