**Chapter 1**

**Organization and Strategic Planning**

Yes No

1.1 Mission, Vision and Values Statements ❑ ❑

1.2 Description of Organization ❑ ❑

1.3 Review Process ❑ ❑

1.4 Policies, Practices and Procedures ❑ ❑

1.5 Code of Ethics ❑ ❑

1.6 Strategic Plan ❑ ❑

1.7 Relationship of the Agency’s Strategic ❑ ❑

1.8 Plan to Government – Wide Planning

Process ❑ ❑

**Chapter 2**

**Human Resource Management**

Yes No

2.1 Classification Plan ❑ ❑

2.2 Position Description ❑ ❑

2.3 Compensation Plan ❑ ❑

2.4 Benefits Plan ❑ ❑

2.5 Personnel Leave ❑ ❑

2.6 Temporary Assignments ❑ ❑

2.7 Personnel Rules ❑ ❑

2.8 Career Development and Succession

Planning Practices and Procedures ❑ ❑

2.9 Workplace Conduct ❑ ❑

2.10 Licensed, Registered, or Certified

Employees ❑ ❑

2.11 Operator/Driver Training, Licenses,

and Certification ❑ ❑

2.12 Training Goals ❑ ❑

2.13 Training Program ❑ ❑

2.14 Training Personnel ❑ ❑

2.15 Training Program Evaluation ❑ ❑

2.16 Individualized Training Report ❑ ❑

2.17 Recruitment ❑ ❑

2.18 Application Process ❑ ❑

2.19 Hiring Process and Final Authority ❑ ❑

2.20 Diversity in the Workplace ❑ ❑

2.21 Orientation Process ❑ ❑

2.22 Performance Review ❑ ❑

2.23 Relationship of Performance and

Compensation ❑ ❑

2.24 Promotion and Demotion ❑ ❑

2.25 Terminations and Resignations ❑ ❑

2.26 Grievance Procedures ❑ ❑

2.27 Disciplinary Procedures ❑ ❑

2.28 Employee Assistance Programs ❑ ❑

2.29 Internal Communication ❑ ❑

2.30 Supervisory Training ❑ ❑

2.31 Employee Recognition ❑ ❑

2.32 Customer Service Training ❑ ❑

2.33 Personnel Files ❑ ❑

2.34 Personnel File Access ❑ ❑

2.35 Personnel File Contents ❑ ❑

2.36 Collective Bargaining ❑ ❑

2.37 Collective Bargaining Procedures ❑ ❑

2.38 Contract Distribution ❑ ❑

2.39 ADA Compliance ❑ ❑

**Chapter 3**

**Occupied Facilities**

Yes No

3.1 Facility Security ❑ ❑

3.2 Risk Assessment ❑ ❑

3.3 Environmental Regulations ❑ ❑

3.4 Accessibility to Facilities ❑ ❑

3.5 Condition Assessment of Facilities ❑ ❑

3.6 Neighborhood Relations ❑ ❑

3.7 Materials and Equipment Storage ❑ ❑

3.8 Meeting and Training Spaces ❑ ❑

3.9 Employee Spaces ❑ ❑

3.10 Ergonomics ❑ ❑

3.11 Access to Electronic Information ❑ ❑

3.12 Required Legal Notices and Postings ❑ ❑

3.13 Facility Availability during

Emergencies ❑ ❑

3.14 Building and Fire-Life-Safety Code

Compliance ❑ ❑

3.15 Testing Alarms ❑ ❑

**Chapter 4**

**Finance**

Yes No

4.1 Authority ❑ ❑

4.2 Preparation/Presentation ❑ ❑

4.3 Budget Process ❑ ❑

4.4 Variance Analysis ❑ ❑

4.5 Cost of Service ❑ ❑

4.6 Rate Setting ❑ ❑

4.7 Forecasting ❑ ❑

4.8 Financing of Capital Planning and

Improvement Program ❑ ❑

4.9 Establishing Selection Criteria ❑ ❑

4.10 Development Cost Recovery ❑ ❑

4.11 Purchasing ❑ ❑

4.12 Operating Inventory ❑ ❑

4.13 Contracts ❑ ❑

4.14 Alternative Service Delivery Methods ❑ ❑

4.15 Use of Recycled, Reclaimed, or Energy-

Efficient Products ❑ ❑

4.16 Capital and Infrastructure

Asset Reporting ❑ ❑

4.17 Routine or Monthly Reports ❑ ❑

4.18 Property and Equipment Records ❑ ❑

4.19 Right-of-Way Acquisitions

and Dispositions ❑ ❑

**Chapter 5**

**Risk Management and Legal Review**

Yes No

5.1 Claims ❑ ❑

5.2 Worker Compensation Claims ❑ ❑

5.3 Accident and Injury Reporting

Claims ❑ ❑

5.4 Legal Review ❑ ❑

5.5 Depositions ❑ ❑

5.6 Legal Records ❑ ❑

5.7 Ordinance and Regulations

Enforcement ❑ ❑

5.8 Legal Review of Regulations ❑ ❑

5.9 Risk Management Reporting ❑ ❑

**Chapter 6**

**Communication**

Yes No

6.1 Communication with Governing Boards ❑ ❑

6.2 Communication with the Public ❑ ❑

6.3 Media Relations ❑ ❑

6.4 Media Contact ❑ ❑

6.5 Public Participation ❑ ❑

6.6 Service Requests ❑ ❑

6.7 Intra- and Interagency Coordination ❑ ❑

6.8 Communication with Staff ❑ ❑

6.9 Access to Records ❑ ❑

6.10 Twenty-Four Hour Emergency

Telephone Access ❑ ❑

6.11 Resources ❑ ❑

6.12 Emergency Notification ❑ ❑

6.13 Misdirected Emergency Calls ❑ ❑

6.14 Service Area Maps ❑ ❑

**Chapter 7**

**Information Technology and Telecommunications**

Yes No

7.1 Records and Data Management

Control ❑ ❑

7.2 Geographic Information

Management ❑ ❑

7.3 User Needs ❑ ❑

7.4 Data Security ❑ ❑

7.5 Software Documentation and

Licensing ❑ ❑

7.6 Hardware and Software Acquisition ❑ ❑

7.7 User Responsibilities ❑ ❑

7.8 Hardware and Software Maintenance ❑ ❑

7.9 User Training ❑ ❑

7.10 Communication System Functions ❑ ❑

7.11 System Operation and Maintenance ❑ ❑

7.12 Radio Guidelines ❑ ❑

7.13 Emergency Communications ❑ ❑

**Chapter 8**

**Emergency Management**

Yes No

8.1 Comprehensive Multi-Hazard

Emergency Plan ❑ ❑

8.2 Agency Emergency Operations

Manual ❑ ❑

8.3 Use of Private Equipment

and Resources ❑ ❑

8.4 Emergency Exercises ❑ ❑

8.5 Emergency Procedures

and Operations Training ❑ ❑

8.6 Emergency Services Coordination ❑ ❑

8.7 Emergency Equipment Testing

and Storage ❑ ❑

8.8 Mutual Aid Agreements ❑ ❑

8.9 Supplies, Equipment, and Contractual

Service Listings ❑ ❑

8.10 Emergency Personnel Policies and

Procedures ❑ ❑

8.11 Employee Contact Information ❑ ❑

8.12 Specialized and Supplemental

Resources ❑ ❑

8.13 Emergency Facilities Location ❑ ❑

8.14 Natural and Man-Made Hazards ❑ ❑

8.15 Hazards Mitigation through Planning ❑ ❑

8.16 Restoration of Community Lifelines

and Public Services ❑ ❑

8.17 Cost Documentation ❑ ❑

8.18 Incident Command System ❑ ❑

**Chapter 9**

**Safety**

Yes No

9.1 Safety Responsibility ❑ ❑

9.2 Safety Manual ❑ ❑

9.3 Safety Measures and Reports ❑ ❑

9.4 Safety Awards ❑ ❑

9.5 Hazardous Materials ❑ ❑

9.6 Excavation and Confined Spaces ❑ ❑

9.7 Work Zone Safety ❑ ❑

9.8 Safety Training ❑ ❑

9.9 Lock-Out/Tag-Out ❑ ❑

9.10 Personal Protective Equipment (PPE) ❑ ❑

**Chapter 10**

**Planning and Development**

Yes No

10.1 Land Use Planning ❑ ❑

10.2 Current Planning or Zoning Control ❑ ❑

10.3 Subdivision Regulations ❑ ❑

10.4 Plan Review ❑ ❑

10.5 Infrastructure Maintenance,

Improvement, or Replacement ❑ ❑

10.6 Feasibility Studies ❑ ❑

10.7 Design Practices ❑ ❑

10.8 Project Management ❑ ❑

10.9 Maintenance and Operations

Considerations ❑ ❑

10.10 Planning Coordination ❑ ❑

10.11 Planning Procedures ❑ ❑

10.12 Capital Improvement Programming

Infrastructure Asset ❑ ❑

10.13 Management Inventory ❑ ❑

10.14 Infrastructure Maintenance

Management ❑ ❑

**Chapter 11**

**Code Enforcement**

Yes No

11.1 Adopted Building Code ❑ ❑

11.2 Qualifications of Code Officials and

Staff ❑ ❑

11.3 Permit Process ❑ ❑

11.4 Permit Review and Coordination ❑ ❑

11.5 Permit Fees ❑ ❑

11.6 Inspections ❑ ❑

11.7 Compliance Orders ❑ ❑

11.8 Permit Tracking ❑ ❑

11.9 Certificate of Occupancy

and Permit Closeout ❑ ❑

11.10 Other Code Enforcement Methods ❑ ❑

**Chapter 12**

**Engineering Management**

Yes No

12.1 Responsible Charge ❑ ❑

12.2 Design Coordination ❑ ❑

12.3 Qualified Personnel ❑ ❑

12.4 Design Criteria and Standards ❑ ❑

12.5 Project Scoping ❑ ❑

12.6 Design Process and Schedule ❑ ❑

12.7 Site Surveying ❑ ❑

12.8 Preliminary Design ❑ ❑

12.9 Preliminary Design Review and

Approval ❑ ❑

12.10 Final Design ❑ ❑

12.11 Quality Assurance Plan ❑ ❑

12.12 Standard Designs ❑ ❑

12.13 Plan Standards ❑ ❑

12.14 Standard Construction Specifications ❑ ❑

12.15 Work Zone Traffic Control Plans ❑ ❑

12.16 Final Plan Review ❑ ❑

12.17 Contract Documents ❑ ❑

12.18 Maps ❑ ❑

12.19 Map Scale ❑ ❑

**Chapter 13**

**Bid Process**

Yes No

13.1 Bid Advertisement ❑ ❑

13.2 Pre-Proposal or Pre-Bid Meeting ❑ ❑

13.3 Contractor Qualifications ❑ ❑

13.4 Bid Opening ❑ ❑

13.5 Bid Evaluation ❑ ❑

13.6 Bid Award/Rejection ❑ ❑

**Chapter 14**

**Project Management**

Yes No

14.1 Project Manager Authority ❑ ❑

14.2 Project Monitoring ❑ ❑

14.3 Preconstruction Conferences ❑ ❑

14.4 Notice to Proceed ❑ ❑

14.5 Mobilization ❑ ❑

14.6 Work Zone Management ❑ ❑

14.7 Inspection ❑ ❑

14.8 Materials Testing ❑ ❑

14.9 Measurement and Payment ❑ ❑

14.10 Change Orders ❑ ❑

14.11 Acceptance and Final Approval ❑ ❑

14.12 Guaranteed Work and Warranty

Period ❑ ❑

14.13 Record Drawings ❑ ❑

14.14 Conflict Resolution ❑ ❑

**Chapter 15**

**Right-of-Way Management**

Yes No

15.1 Permit Issuance ❑ ❑

15.2 Permitting Responsibility ❑ ❑

15.3 Codes and Permits Information ❑ ❑

15.4 Permit Process ❑ ❑

15.5 Permit Inspection ❑ ❑

15.6 One-Call Center Coordination ❑ ❑

15.7 Utility Marking Guidelines

and Color Code ❑ ❑

15.8 Pavement Cut Restoration ❑ ❑

**Chapter 16**

**Utility Coordination**

Yes No

16.1 Utility Coordination ❑ ❑

16.2 Utility Location ❑ ❑

16.3 Underground Lines ❑ ❑

16.4 Long-Range Utility Planning ❑ ❑

16.5 Utility Maps and Records ❑ ❑

16.6 Excavation Clearance Requirements ❑ ❑

16.7 Excavation Safety Procedures ❑ ❑

16.8 One-Call Centers ❑ ❑

16.9 APWA Uniform Color Code ❑ ❑

**Chapter 17**

**Facilities Management**

Yes No

17.1 Regulations ❑ ❑

17.2 Plan Reviews ❑ ❑

17.3 Inventory ❑ ❑

17.4 Condition Assessment ❑ ❑

17.5 Component Replacement ❑ ❑

17.6 Request for Maintenance ❑ ❑

17.7 Repair and Maintenance Quality ❑ ❑

17.8 Preventive Maintenance ❑ ❑

17.9 Preventive Maintenance Schedule ❑ ❑

17.10 Emergency Repair Program ❑ ❑

17.11 Emergency Repairs ❑ ❑

17.12 Energy Consumption Reports ❑ ❑

17.13 Testing Alarms ❑ ❑

17.14 Custodial Methods ❑ ❑

17.15 Custodial Inspection ❑ ❑

17.16 Supply Inventories ❑ ❑

17.17 Life and Safety Systems ❑ ❑

17.18 Security ❑ ❑

**Chapter 18**

**Equipment and Fleet Management**

Yes No

18.1 Technician Qualifications ❑ ❑

18.2 Authority for Repair and Maintenance ❑ ❑

18.3 Operator Inspection ❑ ❑

18.4 Preventive Maintenance Program ❑ ❑

18.5 Preventive Maintenance Program

Evaluation ❑ ❑

18.6 Preventive Maintenance Schedule ❑ ❑

18.7 Preventive Maintenance

and Repair Policies ❑ ❑

18.8 Replacement Policy ❑ ❑

18.9 Replacement Analysis ❑ ❑

18.10 Equipment Utilization ❑ ❑

18.11 Equipment Specifications ❑ ❑

18.12 Specification/Bid Reviews ❑ ❑

18.13 Equipment Manufacturer Warranty ❑ ❑

18.14 Parts Warranty Tracking ❑ ❑

18.15 Tools and Portable or Stationary

Equipment Inventory ❑ ❑

18.16 Fleet Vehicle Inventory ❑ ❑

18.17 Fuels and Liquids Inventory ❑ ❑

18.18 Parts Inventory ❑ ❑

18.19 Parts and Materials Disposal ❑ ❑

18.20 Vehicle and Equipment Disposal ❑ ❑

18.21 Equipment Identification ❑ ❑

18.22 Safety and Condition Inspection

and Records ❑ ❑

18.23 Equipment Monitoring ❑ ❑

18.24 Defect Reports ❑ ❑

18.25 Condition Assessment ❑ ❑

18.26 Storage Tanks ❑ ❑

18.27 Emergency Repairs ❑ ❑

18.28 Preventive Maintenance and Repair

Priorities ❑ ❑

**~~Chapter 19~~ (Not Applicable)**

**~~Parks, Grounds, and Forestry~~**

Yes No

~~19.1 Landscape Management~~  ❑ ❑

~~19.2 Tree Inventory~~ ❑ ❑

~~19.3 Regulations~~  ❑ ❑

~~19.4 Master Street Plan~~ ❑ ❑

~~19.5 Planting and Pruning Program~~  ❑ ❑

~~19.6 Transplants~~  ❑ ❑

~~19.7 Disease and Insect Control in Trees~~  ❑ ❑

~~19.8 Removal of Diseased~~

~~and Hazardous Trees~~ ❑ ❑

~~19.9 Tree Removal~~  ❑ ❑

~~19.10 Turf Management~~ ❑ ❑

~~19.11 Mowing~~ ❑ ❑

~~19.12 Turf Inventory~~  ❑ ❑

~~19.13 Turf Inspection~~  ❑ ❑

~~19.14 Fertilization~~  ❑ ❑

~~19.15 Disease, Insect, and Weed~~

~~Control in Turf~~  ❑ ❑

~~19.16 Irrigation System Design~~  ❑ ❑

~~19.17 Irrigation System Maintenance~~  ❑ ❑

~~19.18 Fences~~  ❑ ❑

~~19.19 Controlled Burns~~  ❑ ❑

~~19.20 Playgrounds~~  ❑ ❑

~~19.21 Recreation Amenities~~  ❑ ❑

**Chapter 20**

**Solid Waste Management**

Yes No

20.1 Solid Waste Plan ❑ ❑

20.2 Source Reduction ❑ ❑

20.3 Control of Generated Wastes ❑ ❑

20.4 Environmental Compliance ❑ ❑

20.5 Household Hazardous Wastes ❑ ❑

**Chapter 21**

**Solid Waste Collection**

Yes No

21.1 Level of Service ❑ ❑

21.2 Storage Receptacles ❑ ❑

21.3 Collection Days and Set-Out Time ❑ ❑

21.4 Routing ❑ ❑

21.5 Transfer Stations ❑ ❑

21.6 Transfer Station Design ❑ ❑

21.7 Transfer Station Operations ❑ ❑

**Chapter 22**

**Solid Waste Recycling and Reuse**

Yes No

22.1 Recycling ❑ ❑

22.2 Recycling Service Level ❑ ❑

22.3 Source Separation ❑ ❑

22.4 Recycling Collection ❑ ❑

22.5 Processing ❑ ❑

22.6 Recycling Program Review ❑ ❑

22.7 Com posting Program ❑ ❑

22.8 Compost Service Level ❑ ❑

22.9 Compost Material Supply ❑ ❑

22.10 Compost Market Development ❑ ❑

22.11 Compost Collection ❑ ❑

22.12 Compost Program Review ❑ ❑

22.13 Resource Recovery Material Supply ❑ ❑

22.14 Resource Recovery Operations ❑ ❑

22.15 Resource Recovery Monitoring ❑ ❑

22.16 Ash Disposal ❑ ❑

**Chapter 23**

**Solid Waste Disposal**

Yes No

23.1 Landfill Design ❑ ❑

23.2 Impervious Liners ❑ ❑

23.3 Environmental Monitoring ❑ ❑

23.4 Methane Recovery and Venting ❑ ❑

23.5 Landfill Operations Plan ❑ ❑

23.6 Incoming Wastes ❑ ❑

23.7 Drainage Control ❑ ❑

23.8 Leachate Control ❑ ❑

23.9 Compaction ❑ ❑

23.10 Cover Material ❑ ❑

23.11 Cover Systems ❑ ❑

23.12 Inspections ❑ ❑

23.13 Litter Control ❑ ❑

23.14 Vector Control ❑ ❑

23.15 Landfill Landscaping ❑ ❑

23.16 Aesthetics ❑ ❑

23.17 Odor ❑ ❑

23.18 Landfill Closure ❑ ❑

23.19 Post-Closure Monitoring ❑ ❑

23.20 Financial Assurance ❑ ❑

23.21 Land Application ❑ ❑

23.22 Construction and Demolition Waste ❑ ❑

23.23 Greenwaste ❑ ❑

23.24 Management of Special Wastes ❑ ❑

**Chapter 24**

**Street Maintenance**

Yes No

24.1 Coordination with Transportation

Planning ❑ ❑

24.2 Street and Highway Facility

Inventory ❑ ❑

24.3 Street Infrastructure Condition ❑ ❑

24.4 Pavement Management System ❑ ❑

24.5 Preventive Maintenance ❑ ❑

24.6 Operations and Maintenance ❑ ❑

Responsibility

24.7 Operations and Maintenance

Coordination ❑ ❑

24.8 Operations and Maintenance

Procedures and Standards ❑ ❑

24.9 Operations and Maintenance

Inspection ❑ ❑

24.10 Maintenance Records ❑ ❑

24.11 Material Conservation ❑ ❑

24.12 Pavement Cut Restoration ❑ ❑

24.13 Guardrails and Impact Attenuators ❑ ❑

24.14 Catch Basins and Inlets ❑ ❑

24.15 Curbs, Gutters, and Sidewalks ❑ ❑

24.16 Graffiti Removal from

Public Infrastructure ❑ ❑

**Chapter 25**

**Street Cleaning**

Yes No

25.1 Planning ❑ ❑

25.2 Environmental Compliance ❑ ❑

25.3 Debris, Leaf, and Litter Collection ❑ ❑

25.4 Routing ❑ ❑

25.5 Scheduling ❑ ❑

25.6 Litter Control ❑ ❑

25.7 Storage Receptacles ❑ ❑

25.8 Dead Animal Pickup ❑ ❑

**~~Chapter 26~~ (Not Applicable)**

**~~Snow and Ice Control~~**

Yes No

~~26.1 Snow and Ice Control Plan~~  ❑ ❑

~~26.2 Storm Warning Notification~~ ❑ ❑

~~26.3 Personnel Scheduling~~  ❑ ❑

~~26.4 Mobilization~~ ❑ ❑

~~26.5 Snow and Ice Control Materials~~  ❑ ❑

~~26.6 Equipment Inspection~~  ❑ ❑

~~26.7 Equipment Calibration~~  ❑ ❑

~~26.8 Snow Route Assignment~~ ❑ ❑

~~26.9 Loading Procedures~~  ❑ ❑

~~26.10 Spreading and Plowing Procedures~~  ❑ ❑

~~26.11 Snow Storage~~  ❑ ❑

~~26.12 Snow Operation Damages~~  ❑ ❑

~~26.13 Parking Limitations~~  ❑ ❑

**Chapter 27**

**Stormwater and Flood Management**

Yes No

27.1 Stormwater and Flood Management

Service Levels ❑ ❑

27.2 Operation Plan ❑ ❑

27.3 Floodplain and Floodway

Management ❑ ❑

27.4 Water Quality Goals ❑ ❑

27.5 System In-Flow of Polluted Runoff ❑ ❑

27.6 Allowable Non-Stormwater

Discharge into System ❑ ❑

27.7 Watershed Stormwater Drainage

Master Plan ❑ ❑

27.8 Infrastructure Inventory ❑ ❑

27.9 Infrastructure Condition ❑ ❑

27.10 Stormwater Design ❑ ❑

27.11 StormwaterSystem Improvement ❑ ❑

27.12 Sediment and Erosion Control ❑ ❑

27.13 Stormwater Flood Warning Systems ❑ ❑

27.14 Infrastructure Inspection ❑ ❑

27.15 Conveyance, Storage, and BMP Operations ❑ ❑

27.16 Private Owner Operations and

Maintenance ❑ ❑

27.17 Private Facility Inspection ❑ ❑

27.18 Pollution Prevention Plans ❑ ❑

27.19 Public Education ❑ ❑

**Chapter 28**

**Vector Control**

Yes No

28.1 Population Identification ❑ ❑

28.2 Management Service Levels ❑ ❑

28.3 Public Education ❑ ❑

28.4 Chemical Management ❑ ❑

28.5 Breeding Location ❑ ❑

28.6 Disease Surveillance ❑ ❑

28.7 Licensing and Permitting ❑ ❑

**Chapter 29**

**Potable Water Distribution System**

Yes No

29.1 Potable Water Source and Use ❑ ❑

29.2 Water Quality or Quantity Changes ❑ ❑

29.3 Infrastructure Inventory ❑ ❑

29.4 Infrastructure Condition ❑ ❑

29.5 Infrastructure Management ❑ ❑

29.6 Potable Water Treatment ❑ ❑

29.7 Energy Consumption Review ❑ ❑

29.8 Fire-Flow Requirements ❑ ❑

29.9 Operation and Use of Water

Resources ❑ ❑

29.10 Water Source Protection ❑ ❑

29.11 Vulnerability Assessment ❑ ❑

29.12 Water Distribution System

Operations and Maintenance ❑ ❑

29.13 Cross-Connection Control ❑ ❑

29.14 Inspection Schedule ❑ ❑

29.1S Meter Reading ❑ ❑

29.16 Pumping Operation ❑ ❑

29.17 Disinfection Procedures ❑ ❑

29.18 Public Notification Procedures ❑ ❑

29.19 Sampling and Testing ❑ ❑

29.20 Public Education Program ❑ ❑

29.21 Long-Range Water Resource Plan ❑ ❑

29.22 Incentives for Water Conservation ❑ ❑

29.23 Testing Alarms ❑ ❑

**Chapter 30**

**Water Treatment**

Yes No

30.1 Potable Water Treatment ❑ ❑

30.2 Operations Manual ❑ ❑

30.3 Records ❑ ❑

30.4 Infrastructure Condition ❑ ❑

30.5 Infrastructure Management ❑ ❑

30.6 Treatment Facility Maintenance,

Repair, and Operations ❑ ❑

30.7 Safety ❑ ❑

30.8 Long-Range System Planning ❑ ❑

30.9 Vulnerability Assessment ❑ ❑

30.10 Infrastructure Inventory ❑ ❑

30.11 Capacity ❑ ❑

30.12 Residuals Management ❑ ❑

30.13 Water Quality

and Quantity Changes ❑ ❑

30.14 Water Source Protection ❑ ❑

30.15 Energy Consumption Plans ❑ ❑

30.16 Testing Alarms ❑ ❑

**Chapter 31**

**Wastewater Collection and Conveyance**

Yes No

31.1 Collection and Conveyance

Management Plan ❑ ❑

31.2 Operations Manual ❑ ❑

31.3 Records ❑ ❑

31.4 Infrastructure Inventory ❑ ❑

31.5 Infrastructure Condition ❑ ❑

31.6 Infrastructure Management ❑ ❑

31.7 Facility Maintenance and Inspection ❑ ❑

31.8 Inflow and Infiltration ❑ ❑

31.9 Illicit Discharges ❑ ❑

31.10 Industrial Pretreatment ❑ ❑

31.11 Energy Consumption Reports ❑ ❑

31.12 Sanitary Sewer Overflows ❑ ❑

31.13 Testing Alarms ❑ ❑

31.14 Safety ❑ ❑

31.15 Long-Range System Planning ❑ ❑

31.16 Capacity ❑ ❑

**Chapter 32**

**Wastewater Treatment and Disposal**

Yes No

32.1 Wastewater Treatment Requirements ❑ ❑

32.2 Operations Manual ❑ ❑

32.3 Records ❑ ❑

32.4 Infrastructure Condition ❑ ❑

32.5 Infrastructure Management ❑ ❑

32.6 Treatment and Disposal Facility Maintenance, Repair, and Operations ❑ ❑

32.7 Illicit Discharges ❑ ❑

32.8 Industrial Pretreatment Program ❑ ❑

32.9 Peak Flows ❑ ❑

32.10 Residuals Management ❑ ❑

32.11 Safety ❑ ❑

32.12 Long-Range System Planning ❑ ❑

32.13 Vulnerability Assessment ❑ ❑

32.14 Infrastructure Inventory ❑ ❑

32.15 Capacity ❑ ❑

32.16 Testing Alarms ❑ ❑

**Chapter 33**

**Traffic Operations**

Yes No

33.1 Traffic Policy and Procedures Manual ❑ ❑

33.2 Traffic Control Devices ❑ ❑

33.3 Traffic Control Device Installation ❑ ❑

33.4 Requesting Installation of

Traffic Control Devices ❑ ❑

33.5 Traffic Signs ❑ ❑

33.6 Sign Installation Policy ❑ ❑

33.7 Statutory Speed Limits on Roadways ❑ ❑

33.8 Advisory Speed Limit Signs ❑ ❑

33.9 Street Name Signs ❑ ❑

33.10 Sign Visibility ❑ ❑

33.11 School Pedestrian Crossings ❑ ❑

33.12 School Zone Speed Limit Signs ❑ ❑

33.13 Special Signs ❑ ❑

33.14 Alley Stop Signs ❑ ❑

33.15 Yield Signs ❑ ❑

33.16 Railroad Crossing Signs and

Markings ❑ ❑

33.17 Pavement Markings ❑ ❑

33.18 Pedestrian and School Crosswalk

Pavement Markings ❑ ❑

33.19 Stop Line Pavement Markings ❑ ❑

33.20 Installation of New Signals ❑ ❑

33.21 Temporary Stop Signs

for Signal Outage ❑ ❑

33.22 Traffic Signal Timing ❑ ❑

33.24 Truck Routes ❑ ❑

33.25 Bike Paths ❑ ❑

33.26 Bus Stops ❑ ❑

33.27 Temporary Street Closings ❑ ❑

33.28 One-Way Streets ❑ ❑

33.29 Traffic Calming ❑ ❑

33.30 Streetlights ❑ ❑

33.31 Roundabouts ❑ ❑

33.32 Inventory ❑ ❑

**Chapter 34**

**Parking**

Yes No

34.1 Parking Facility Planning ❑ ❑

34.2 Parking Facility Design ❑ ❑

34.3 Parking Facility Maintenance ❑ ❑

34.4 Parking Facility Operations ❑ ❑

34.5 Parking Fees ❑ ❑

34.6 On-Street Parking Meters ❑ ❑

34.7 Parking Regulation ❑ ❑

34.8 Angle Parking ❑ ❑

34.9 Access to Parking on Streets ❑ ❑

34.10 Residential Handicapped

Parking Zones ❑ ❑

**~~Chapter 35~~** **(Not Applicable)**

**~~Cemeteries~~**

Yes No

~~35.1 Interment, Inurnment, and~~

~~Scattering~~  ❑ ❑

~~35.2 Disinterment and Disinurnment~~  ❑ ❑

~~35.3 Mapping Blocks~~  ❑ ❑

~~35.4 Lot Numbering~~  ❑ ❑

~~35.5 Section Development~~  ❑ ❑

~~35.6 Section Renovation~~ ❑ ❑

~~35.7 Fiscal Management~~  ❑ ❑

~~35.8 Roadway Maintenance~~  ❑ ❑

~~35.9 Security~~  ❑ ❑

~~35.10 Memorial Foundation Installation~~  ❑ ❑

~~35.11 Grounds Equipment Inventory~~

~~Maintenance~~  ❑ ❑

~~35.12 Building Maintenance~~  ❑ ❑

~~35.13 Memorial Day Special Services~~  ❑ ❑

~~35.14 Marketing and Pre-Need Sales~~  ❑ ❑

**~~Chapter 36~~** **(Not Applicable)**

**~~Airports~~**

Yes No

~~36.1 Legal Authority~~  ❑ ❑

~~36.2 Planning and Development~~  ❑ ❑

~~36.3 Property Management~~ ❑ ❑

~~36.4 Finance~~  ❑ ❑

~~36.5 Grant Administration~~  ❑ ❑

~~36.6 Maintenance~~  ❑ ❑

~~36.7 Environmental~~  ❑ ❑

~~36.8 Marketing~~  ❑ ❑

~~36.9 Regulations~~  ❑ ❑

~~36.10 Operations and Maintenance~~  ❑ ❑

~~36.11 Security~~  ❑ ❑

**Chapter 37**

**Transit Operations**

Yes No

37.1 Legal Authority ❑ ❑

37.2 Matching Funds ❑ ❑

37.3 Grant Administration ❑ ❑

37.4 Satisfactory Continuing Usage ❑ ❑

37.5 Maintenance ❑ ❑

37.6 Procurement ❑ ❑

37.7 Disadvantaged Business Enterprise

(DBE) (US and Territories) ❑ ❑

37.8 Buy America (US and Territories) ❑ ❑

37.9 Advocacy and Lobbying ❑ ❑

37.10 Project Planning ❑ ❑

37.11 Equal Opportunity ❑ ❑

37.12 Public Comment ❑ ❑

37.13 Fare Structure for Elderly and

Persons with Disabilities ❑ ❑

37.14 Americans with Disabilities Act

Compliance (US and Territories) ❑ ❑

37.15 Use of Grant Funds for Charter

Bus Service ❑ ❑

37.16 Use of Grant Funds for School

Bus Service ❑ ❑

37.17 Special Financial Records ❑ ❑

37.18 Safety and Security ❑ ❑

37.19 Drug-Free Workplace ❑ ❑

37.20 Drug and Alcohol Program ❑ ❑

37.21 Bus Passenger Benches ❑ ❑

37.22 Bus Passenger Shelters ❑ ❑

37.23 Schedules ❑ ❑

37.24 Dispatching ❑ ❑

37.25 Operator Licensing and Training ❑ ❑

**Chapter 38**

**Bridges**

Yes No

38.1 Inventory

38.2 Condition/Functionality ❑ ❑

38.3 Inspection Frequency ❑ ❑

38.4 Bridge Inspection Criteria ❑ ❑

38.5 Inventory Coordination ❑ ❑

38.6 Bridge Costs ❑ ❑

38.7 Ratings ❑ ❑

38.8 Prioritized Maintenance/

Repair Items ❑ ❑

**~~Chapter 39~~** **(Not Applicable)**

**~~Beach Management~~**

Yes No

~~39.1 Beach Management Plan~~  ❑ ❑

~~39.2 Beach Access~~  ❑ ❑

~~39.3 Parking~~  ❑ ❑

~~39.4 Beach Use Amenities~~  ❑ ❑

~~39.5 Signage~~  ❑ ❑

~~39.6 Commercial Vendors~~  ❑ ❑

~~39.7 Lifeguards~~  ❑ ❑

~~39.8 Water Sports~~  ❑ ❑

~~39.9 Beach Grooming and Litter Control~~  ❑ ❑

~~39.10 Erosion Protection~~  ❑ ❑

~~39.11 Beach Replenishment~~  ❑ ❑

~~39.12 Dredging~~  ❑ ❑

~~39.13 No Wake Zone~~  ❑ ❑

~~39.14 Beach Monitoring~~  ❑ ❑

~~39.15 Public Education~~  ❑ ❑

~~39.16 Permits~~  ❑ ❑

~~39.17 External Coordination~~  ❑ ❑

**Chapter 40**

**Environmental Management System (EMS)**

Yes No

40.1 Environmental Policy ❑ ❑

40.2 Significant Environmental Aspects ❑ ❑

40.3 Legal and Other Requirements ❑ ❑

40.4 Objectives and Targets ❑ ❑

40.5 Action Plans ❑ ❑

40.6 Structure and Responsibility ❑ ❑

40.7 Training and Awareness ❑ ❑

40.8 Documentation ❑ ❑

40.9 Records ❑ ❑

40.10 Internal and External

Communication ❑ ❑

40.11 Emergency Preparedness

and Response ❑ ❑

40.12 Performance Measures ❑ ❑

40.13 Internal and External Audits ❑ ❑

40.14 Corrective Action ❑ ❑

40.15 Annual Review and Report ❑ ❑