

## Small MS4 Annual Report Form

Please refer to the attached instructions as you prepare your annual report.

### A. General Information

Name of MS4: City of Flagstaff. Malcolm Alter, Stormwater Manager

Contact Name: Eileen Hamlin, Stormwater Program Analyst

Telephone Number: 928-779-7685 X 7484

Email Address: Ehamlin@ci.flagstaff.az.us

Annual Report Period:  December 19, 2002 – June 30, 2004     July 1, 2004 – June 30, 2005     July 1, 2007 – June 30, 2008  
 July 1, 2005 – June 30, 2006     July 1, 2006 – June 30, 2007     July 1, 2008 – June 30, 2009

### B. SWMP Modifications and Additional Information. Attach a brief explanation if you check “yes” to any of the following statements.

- |   |   |  |
|---|---|--|
| 1. Changes have been made or are proposed to the SWMP since the last annual report, including changes in response to ADEQ’s review.   | YES                                     | NO <input checked="" type="checkbox"/> |
| 2. The MS4 has annexed lands.   | YES <input checked="" type="checkbox"/> | NO                                     |
| 3a. The MS4 discharges directly to an impaired water.   | YES                                     | NO <input checked="" type="checkbox"/> |
| 3b. A water within 10 miles of the MS4’s jurisdiction has been identified as impaired.<br><i>Both Upper &amp; Lower Lake Mary are identified as impaired on the 2004 Impaired Waters List</i> | YES <input checked="" type="checkbox"/> | NO                                     |
| 4a. The MS4 discharges directly to water for which a TMDL has been established.   | YES                                     | NO <input checked="" type="checkbox"/> |
| 4b. A TMDL has been established for a water within 10 miles of the MS4’s jurisdiction.<br><i>Upper &amp; Lower Lake Mary</i>  | YES <input checked="" type="checkbox"/> | NO                                     |
| 5. The MS4 has conducted analytical monitoring of stormwater quality.   | YES                                     | NO <input checked="" type="checkbox"/> |
| 6. The MS4 is relying on another government entity to satisfy some permit obligations.<br><i>ADEQ maintains enforcement authority on industrial permits</i>                                   | YES <input checked="" type="checkbox"/> | NO                                     |

**C. Stormwater Management Program Status. Provide the status of every BMP and measurable goal in your SWMP as described in the instructions.**

**Table 1 Public Education and Outreach on Stormwater Impacts**

<b>Table 1.1 Public Education and Outreach: BMP's and Measurable Goals</b>						
<b>Minimum Control Measures</b>	<b>BMP</b>	<b>Measurable Goal (steps to measure progress)</b>	<b>Start Date</b>	<b>Target Completion Date</b>	<b>New or Revised</b>	<b>Implementation Status/ Frequency/ Achievement Date (completed, in progress, not started)</b>
<b>V.B.1.a</b>  <b>Public Education &amp; Outreach</b>	Collect brochures, fact sheets, and other educational materials from federal, state, and local agencies or other MS4 web sites.	City staff will contact agencies and review web page quarterly to ensure that the most current information is available.	April 2003	December 2007		<b>Complete.</b> June 2007. This is an on-going element of the program. Websites are reviewed monthly and items of interest or significance are included in the program and/or outreach.
	Distribute information to the general public and to specific targeted audiences defined in <i>V.B.1. b. i.</i>	City staff will write articles for publication in <i>City Scope</i> (identified in Table 1.2) once during each permit year and place the information on the City's webpage	April 2003	December 2007		<b>Complete.</b> June 2007. Cityscape articles have been published at least annually since 2003. In June of 2007 an article detailing the illicit discharge detection & elimination ordinance was published. Additional articles have covered diverse subjects from Code enforcement to Sustainability.
	Provide educational materials to the general public, specific targeted audiences and City employees on: The hazards of illegal dumping and illicit discharges to water quality and public health and safety.	City staff with input from various departments will define goals and messages for the public employees' communication strategy.	April 2003	October 2003		<b>Complete</b> January 2004 as well as on-going efforts through Cityscape, and multiple community forums such as Environmental Services TV commercials, brownfields program, sustainability tips as well as community investment.
		The City will train public employees on illicit connections, construction site management and good housekeeping	April 2004	December 2007		<b>Complete.</b> January 2007. Annual training every January. The training program is a joint effort between Environmental

**Table 1.1 Public Education and Outreach: BMP's and Measurable Goals**

Minimum Control Measures	BMP	Measurable Goal (steps to measure progress)	Start Date	Target Completion Date	New or Revised	Implementation Status/ Frequency/ Achievement Date (completed, in progress, not started)
		practices within existing training sessions and in targeted training sessions as needed, annually updating training.				Services & Stormwater. Training is conducted at The Airport, Wildcat Hill Treatment Plant, & 2 open sessions for shift work employees. Included in this BMP is extensive on-going staff training.
	The importance of construction site management to protect water quality and reduce or eliminate sediment and erosion problems.	The City staff will print materials (brochure) on construction site management for general public and construction site operator's use. Construction site requirements adopted by Council.	Aug. 2004	December 2004		<b>Complete</b> June 2005. Also distribute brochures, posters & general info during SWPPP & grading inspections. The monthly SWAC committee meetings are made up of volunteers from the construction trade as well as from engineering and channel design professions. While performing SWPPP & grading inspections, staff continually stress education & on site management. On-going reference to ADEQ site info as well as any other sources of critical information
		City Staff will print and distribute information directly to construction managers and development community on construction site requirements adopted by City Council	July 2004	December 2007		<b>Complete</b> June 2005; EPA posters are made available at construction sites in addition to on-going sessions and tail-gate sessions staff conduct pre-construction meetings with builders & developers. Also includes presentations on newer approaches such as proposed revisions to the Land Development Code. Continuing public ed includes presentations to Council at

**Table 1.1 Public Education and Outreach: BMP's and Measurable Goals**

Minimum Control Measures	BMP	Measurable Goal (steps to measure progress)	Start Date	Target Completion Date	New or Revised	Implementation Status/ Frequency/ Achievement Date (completed, in progress, not started)
						public meetings, and to the ASCE. Also provide on-going education during site visits & inspections.
	Pollution prevention strategies for daily operations including the impacts of improper disposal of household chemicals and provide support for the City's program for collection and disposal of such pollutants.	City staff will collect PR materials on illicit discharge programs developed by Phase I communities and EPA and select materials for use in Flagstaff; place on website as appropriate.	March 2004	June 2004		<b>Complete</b> June 2004; also researched and utilized source information throughout permit term and ordinance writing process.
		City staff will print and distribute PR materials on illicit discharge hazards. These materials will be placed in library, City Hall and other appropriate public buildings.	October 2004	December 2007		<b>Complete.</b> May 2007. This is an on-going element of the program. Including televised council meetings, staff conducted 5 public meetings and distributed outreach and educational materials at those meetings and includes cooperative efforts with code enforcement and Cityscape publication. In addition, many EPA brochures are made available in the City Hall Lobby.
		City staff will incorporate water quality messages in existing household chemical management program	July 2003	December 2007		<b>Complete.</b> April 2004 as well as Cityscape 2007/08 and Earthday events 2008. The City's Household Hazardous Products Center has a drop & swap program available to the public. It is widely advertised and very successful.
	Educate children on the importance of water quality and how they can help protect the environment.	City staff will create a pilot program for education of grade-school children working with local school system to finalize	July 2004	May 2005		<b>Complete.</b> October 2006. This is an on-going event. Staff have met with Environmental Services Education

**Table 1.1 Public Education and Outreach: BMP's and Measurable Goals**

Minimum Control Measures	BMP	Measurable Goal (steps to measure progress)	Start Date	Target Completion Date	New or Revised	Implementation Status/ Frequency/ Achievement Date (completed, in progress, not started)
		<p>program and gain approval to test in local school system. Based on approval of school system, implement pilot program for grade school children and evaluate; expand depending on outcome.</p>				<p>Coordinator, Water Conservation Education Trainer, Willow Bend teacher's resource center and participated in a Master Watershed Steward program (train the trainer). In addition staff have contributed 75 hours of staff time to Project WET's Water Festival where we demonstrate a watershed model to 600 elementary school students. Additionally, staff contributed 8 hours to Arizona Water Education for Teachers. Staff also presented a watershed &amp; floodplain management paper at the NAU Watershed Research &amp; Education Program Field School for Decision Makers. Staff assisted in presenting a watershed comprehension program to elementary students at Willow Bend.</p>
	<p>Establish stormwater page on City's webpage using it to provide information and to receive input and complaints in support of construction site management and post construction controls as well as to provide electronic reporting capability for Illicit Discharge Detection &amp; Elimination notification.</p>	<p>City staff will coordinate internally with Information Technologies staff to draft page layout, links and email capability.</p>	<p>April 2004</p>	<p>June 2004</p>		<p><b>Complete</b> June 2004.</p>
		<p>City staff will create a</p>	<p>October</p>	<p>December</p>		<p><b>Complete:</b> June 2004. Hits to</p>

Table 1.1 Public Education and Outreach: BMP's and Measurable Goals						
Minimum Control Measures	BMP	Measurable Goal (steps to measure progress)	Start Date	Target Completion Date	New or Revised	Implementation Status/ Frequency/ Achievement Date (completed, in progress, not started)
		stormwater page on the City's website and track the number of hits to evaluate use.	2003	2007		site during the current reporting period are 168,753; visits to the site are 11,405.
		City staff will update website throughout permit period, placing current information on site at least monthly.	June 2004	December 2007		<b>Complete.</b> June 2007. This is an on-going element of the program which includes monthly review and up-date of current items of interest or action as well as a newsletter page.

End of Table 1.1

Table 2 Public Involvement and Participation

Table 2.1 Public Involvement & Participation: BMP's and Measurable Goals						
Minimum Control Measures	BMP	Measurable Goal (Steps to measure progress)	Start Date	Target Completion Date	New or Revised	Implementation Status/ Frequency/ Achievement Date (completed, in progress, not started)
V.B.2 Public Involvement & Participation	Comply with public notice requirements for any newly created or revised ordinances. Conduct public meetings to discuss the permit and its renewal in year 5 as well as any significant changes to the proposed program over the remaining term of the permit.	The City will provide public notices pursuant to standard requirements and procedures regarding meetings and opportunities for participation in the development and implementation of the permit program.	March 2004	December 2007		<b>Complete.</b> June 2007. Notification for all public meetings including SWAC, council meetings and any public meetings are in compliance with Open Meeting Laws.
	Stormwater Staff will organize and actively participate in a Citizens Advisory Committee to receive citizen input and to assist in dissemination of program objectives to the Community.	Stormwater staff will host monthly meetings of a Citizens advisory committee. This committee will be composed of 11 voting members. To include representation from commercial and residential property owners, retail & service business, consulting & engineering, home builders, non-profit organizations, environmental groups, NAU and Flagstaff City Council. As stated in resolution No. 2005-81.	December 2000	December 2007		<b>Complete.</b> December 2003. Up-dated as required. The citizens Stormwater Advisory Committee was formed by Council Resolution No. 2005-81. This is an active, aware and very involved group with a diverse background with professional expertise in engineering, channel design, municipal regulations, construction and State agency representation. This is an on-going element of the program.
	Develop a volunteer-based program, similar to the "Adopt a Highway" program utilized throughout the nation for litter control on roadways, to address the clean up of local washes.	City staff will research structure and legal requirements necessary to establish a volunteer program with the assistance of the City Attorney.	October 2004	October 2004 Also May 2006		<b>Complete.</b> May 2006. Staff researched liability concerns regarding having volunteers do stream assessment, clean-up days and adopt an Ave. work. Waivers have been developed & signed.
		City staff will create program structure & policies and then publicize using Public Education and Outreach communication tools.	November 2004	April 2005		<b>Complete.</b> 2004. We have a volunteer program within both the Adopt-a-Highway program as well as an Adopt-a-Wash Program. Adopt-a-Highway

**Table 2.1 Public Involvement & Participation: BMP's and Measurable Goals**

Minimum Control Measures	BMP	Measurable Goal (Steps to measure progress)	Start Date	Target Completion Date	New or Revised	Implementation Status/ Frequency/ Achievement Date (completed, in progress, not started)
						does litter removal on 77 miles of highway per year. Volunteers include Civic groups & Environmentally concerned organizations. Groups adopt sections that have particular significance to them. Performing an average of 1 event per quarter. Removing more than 70 tons of trash, litter and recyclables.
		City will establish up to 10 wash adoptions each year, providing training materials and advice to the volunteer groups as well as receiving input on any concerns identified by the volunteers.	July 2005	Dec. 2007		<b>Complete.</b> 2004 & each subsequent year. This is an on-going element of the Environmental Services program. The Adopt-a-wash program includes 49 organizations who inspect, investigate and remove litter from waterways in the City 26 clean-up projects were performed during this reporting period. We also have a Stream Team which does wash assessments. In addition, stormwater staff have installed 4 rain & stage gages around the City. One project involved a local Boy Scout troop for Eagle scout merit for assisting in the gage installation, placing straw waddles to limit sedimentation to Francis Short Pond & litter clean-up.
	Provide public input into the SWMP throughout the permit period and during renewal of the	City staff will publish the SWMP, the NOI & the annual report on the website and accept public	Sept. 2004	Sept. 2007		<b>Complete.</b> May 2006. This is an on-going element of the program. The current version

Table 2.1 Public Involvement & Participation: BMP's and Measurable Goals						
Minimum Control Measures	BMP	Measurable Goal (Steps to measure progress)	Start Date	Target Completion Date	New or Revised	Implementation Status/ Frequency/ Achievement Date (completed, in progress, not started)
	permit in year 5.	comment or suggestions for improvement.				of each document is available on the website and a contact person is listed.
		City staff will hold public meetings during renewal of permit in the fall of 2007 and City Council will hold a hearing on the renewal application.	September 2007	Dec. 2007		<b>Not Started.</b> No activity due during this reporting period since neither the NPDES nor the AZPDES permit are re-written at this time.

End of Table 2.1

**Table 3 Illicit Discharge Detection & Elimination**

Table 3.1 Illicit Discharge Detection & Elimination: BMP's and Measurable Goals						
Minimum Control Measures	BMP	Measurable Goal (steps to measure progress)	Start Date	Target Completion Date	New or Revised	Implementation Status/ Frequency/ Achievement Date (completed, in progress, not started)
<b>V.B.3.</b>  <b>Illicit Discharge Detection &amp; Elimination</b>	The City staff researches, defines, and drafts a City ordinance prohibiting illicit discharges and illegal dumping to the City of Flagstaff stormwater system.	City staff will research other communities' existing ordinances as well as model ordinances available through ADEQ and professional organizations to identify structure, content, enforcement procedures, etc. for the ordinance.	June 2003	Sept. 2003		<b>Complete.</b> September 2003; re-visited throughout permit term until ordinance completed in Spring 2007. Communities researched include: Monterey, CA; Knoxville, TN; Tucson, AZ; Gilbert, AZ; Yuma, AZ as well as the CWP model.
		City staff will seek public input from the general public as well as the Citizens Stormwater Advisory Committee (SWAC) into the draft ordinance. The general public will be able to comment and provide input at the first reading of the ordinance.	June 2006	November 2006		<b>Complete.</b> February 2007. Ordinance language and research projects were highlighted in City publications, website and public meetings. Public input was sought through the SWAC as well as through council sessions. The SWAC took a very active role in the final draft.
		Staff will finalize ordinance language. City Council will adopt and City staff will implement the ordinance.	Oct. 2006	November 2006		<b>Complete.</b> May 2007. Ordinance effective date June 15, 2007.
	Complete an inventory of the City of Flagstaff storm sewer system, identifying all outfalls and names and locations of Waters of the United States as defined by ADEQ creating a map of the MS4.	The City will inventory and map the MS4 within 65% of the jurisdictional boundary.	March 2006	December 2006		<b>Complete.</b> June 2007. Includes photo & GIS layer. 70% complete. This is an on-going project done concurrently with the outfall assessment.
		The City will inventory and map the MS4 within 35% of the jurisdictional boundary in the final year of the permit.	Dec. 2006	July 2007		<b>Complete.</b> Outfall inventory is complete. Infrastructure inventory is substantially complete. Regulated outfalls

**Table 3.1 Illicit Discharge Detection & Elimination: BMP's and Measurable Goals**

Minimum Control Measures	BMP	Measurable Goal (steps to measure progress)	Start Date	Target Completion Date	New or Revised	Implementation Status/ Frequency/ Achievement Date (completed, in progress, not started)
						are being field verified and simultaneously inspected. This is an on-going project, we continue to refine and improve our data collection methods and GIS layer. Stormwater staff have presented our GIS inventory process to many technical affiliations & community groups including AFMA, NASPA, Coconino County and the City of Prescott and provided assistance to them in developing their individual inventory effort.
	Receive and investigate complaints concerning illicit discharges and dumping, providing public access to staff and reports on the resolution of complaints and concerns.	The City staff will establish a direct phone line to the Stormwater Services Division for receipt of input from the public, 24 hours a day.	April 2004	December 2007		<b>Complete.</b> August 2003. Phone line established August 2003. Receiving & investigating as well as general comments. This is an on-going element of the program.
		The City staff will put an email contact on the webpage to receive information directly.	June 2004	December 2007		<b>Complete.</b> August 2003. This is an on-going element of the program.
	The City will train employees in the detection, collection, and identification of illicit discharges.	The City will train public employees on illicit connections, and good housekeeping practices within existing training sessions and in targeted training sessions as needed, annually updating training.	April 2004	December 2007		<b>Complete.</b> January 2007. Stormwater Section staff & Environmental Services provide annual training every January. During the January 2007, training Public employees were advised of the draft status of the Illicit discharge ordinance and asked to 1) comply in their work area; 2) notify stormwater staff if they observe illicit discharge or illegal

**Table 3.1 Illicit Discharge Detection & Elimination: BMP's and Measurable Goals**

Minimum Control Measures	BMP	Measurable Goal (steps to measure progress)	Start Date	Target Completion Date	New or Revised	Implementation Status/ Frequency/ Achievement Date (completed, in progress, not started)
						connections while in the field. This will be part of on-going training. Additionally when the IDDE ordinance was implemented, procedures were written & presented to any dept. employees who may be involved or observe IDDE.
	Notify City employees, of the hazards and costs of illicit discharges and improper disposal of waste through seminars and/or published and distributed information.	The City will train public employees on illicit connections, and good housekeeping practices within existing training sessions and in targeted training sessions as needed, annually updating training.	April 2004	December 2007		<b>Complete.</b> January 2007. Stormwater staff & Environmental Services provide annual training every January. In January 2007, Public employees were advised of the draft status of the Illicit discharge ordinance and were specifically trained to 1) comply in their work area; 2) notify stormwater staff if they observe illicit discharge or illegal connections while in the field. This will be part of on-going training.
	The City staff will inspect stormwater outfalls during dry weather to identify illicit discharges and locate illegal dumping with follow up investigation to identify sources and eliminate problems.	The City staff will develop and test inspection procedures, including creation of a database to track and maintain activity and results of inspections.	June 2006	August 2007		<b>Complete.</b> October 2007 In addition to dedicated field inspection staff, Inventory staff report conditions of concern. Field staff are developing standard procedures that will be tested on these areas. This project is complete and on a shared drive so that any stormwater staff can access the data.
		The City staff will inspect all outfalls within 65 percent of Flagstaff corporate boundary	June 2006	August 2007		<b>Complete.</b> We are working the inventory project & the initial assessment

**Table 3.1 Illicit Discharge Detection & Elimination: BMP's and Measurable Goals**

Minimum Control Measures	BMP	Measurable Goal (steps to measure progress)	Start Date	Target Completion Date	New or Revised	Implementation Status/ Frequency/ Achievement Date (completed, in progress, not started)
		and initiate investigation of potential discharge problems based on adopted ordinance.				concurrently. Staff will start inspecting high risk areas during the summer & Fall of 2007. This is an on-going program element. Inspections are complete and documented in a database.
		The City staff will inspect all outfalls within remaining 35 percent of Flagstaff corporate boundary and initiate investigation of potential discharge problems based on adopted ordinance.	Dec. 2006	July 2007		<b>Complete.</b> Field inspector position has been approved & filled start date Sept. 5, 2006. We are working the inventory project & the initial assessment concurrently. Staff will start inspecting high risk areas during the summer & Fall of 2007 while simultaneously performing regulatory outfall verification & inspection.

**End of Table 3.1**

**Table 4 Construction Site Stormwater Run-off Control**

<b>Table 4.1 Construction Site Stormwater Run-off Control</b>						
<b>Minimum Control Measures</b>	<b>BMP</b>	<b>Measurable Goal (steps to measure progress)</b>	<b>Start Date</b>	<b>Target Completion Date</b>	<b>New or Revised</b>	<b>Implementation Status/ Frequency/ Achievement Date (completed, in progress, not started)</b>
<b>V.B.4.a &amp; b Construction site run-off control</b>	The City requires grading permits for land disturbing activities to meet the requirements of the AZPDES General Permit. The City will adopt an ordinance to address construction activities as defined in Part V. Section 4. It will establish the process; plan review, inspection procedures and enforcement strategies for construction site management.	City staff will research the policies and strategies that will be included in program processes, enforcement strategies and inspection procedures, involving key stakeholders as appropriate.	August 2003	March 2004		<b>Complete.</b> July 2005 See ordinance excerpts submitted with 2005 annual report. Including: Stormwater Design Manual, Engineering Design Manual & Land Development Code. Each of these documents are adopted by ordinance and provide the regulatory requirements specified.
		City Council will hold public hearing on program and ordinance.	April 2004	June 2004		<b>Complete.</b> June 2005.
		City Council will adopt ordinance and City staff will implement plan review, site inspection and enforcement procedures	June 2004	July 2005		<b>Complete.</b> July 2005
	The City will develop and implement policies and procedures for plan review regarding construction site management in compliance with local ordinance, incorporating them into current plan review practices for new construction	City staff and stakeholders will define plan review procedures in conjunction with ordinance development in BMP 1, above.	March 2004	June 2004		<b>Complete.</b> July 2005 See standard procedures outlined within above referenced design manuals.
		City staff will be trained on procedural changes.	June 2004	June 2004		<b>Complete.</b> July 2005
		City staff will implement plan review process and adjust as needed to provide an effective	July 2004	Dec 2007		<b>Complete.</b> July 2005

**Table 4.1 Construction Site Stormwater Run-off Control**

Minimum Control Measures	BMP	Measurable Goal (steps to measure progress)	Start Date	Target Completion Date	New or Revised	Implementation Status/ Frequency/ Achievement Date (completed, in progress, not started)
		review				
	Develop and adopt technical guidance materials for the design and maintenance of erosion and sediment control measures as well as other strategies to address construction site wastes.	City staff will research technical guidance materials from other communities in semi-arid climates as part of the program development.	August 2003	March 2004		<b>Complete.</b> June 2004.
		City staff will develop materials specific to Flagstaff construction environment.	April 2004	April 2004		<b>Complete.</b> July 2005
		City of Flagstaff staff will develop technical guidance materials in conjunction with new ordinance and distribute to development community and staff.	June 2004	June 2004		<b>Complete.</b> July 2005
	The City will review current practices for inspection of construction sites as carried out by building inspectors and grading inspectors as well as research practices utilized in other communities. Working with the City Attorney, the City will determine the most effective enforcement of the ordinance; train inspectors on these procedures and implement with adoption of the ordinance.	City staff will research current practices internal and external to the City and identify potential practices for Flagstaff.	March 2004	March 2004		<b>Complete.</b> July 2005 The stormwater management section has an inspector position approved and in place within the department. This inspector performs rough & final grading inspections, SWPPP inspection and site visits that include erosion control & sedimentation as well as track out.
		Working with City Attorney, City staff will identify enforcement strategies for construction site management practices.	April 2004	May 2004		<b>Complete.</b> July 2005
		City of Flagstaff staff will develop inspection practices in conjunction with ordinance	June 2004	June 2004		<b>Complete.</b> July 2005. The stormwater management section has an inspector

<b>Table 4.1 Construction Site Stormwater Run-off Control</b>						
<b>Minimum Control Measures</b>	<b>BMP</b>	<b>Measurable Goal (steps to measure progress)</b>	<b>Start Date</b>	<b>Target Completion Date</b>	<b>New or Revised</b>	<b>Implementation Status/ Frequency/ Achievement Date (completed, in progress, not started)</b>
		development that are compatible with ordinance language.				position approved and in place within the department. This inspector performs rough & final grading inspections, SWPPP inspection and site visits that include erosion control & sedimentation as well as track out.
		City will implement and update inspection and enforcement practices as needed. Track inspections and enforcement actions taken, maintaining annual records of activity.	July 2004	December 2007		<b>Complete.</b> July 2005.
	The City will notify the public on how to interact with staff to provide input on construction site management issues. The staff will respond to public inquiry and complaints concerning construction site runoff issues with follow up on the action taken.	City staff will write procedures and provide education materials to the general public on overall construction site management program, explaining how the public can assist in providing input on concerns.	April 2004	August 2004		<b>Complete.</b> August 2003 and July 2005
		City staff will track input and resolution of issues, maintaining annual records of activity and analyze complaints over the permit period to improve the process and oversight.	July 2004	December 2007		<b>Complete.</b> August 2003 and July 2005.

**End of Table 4.1**

**Table 5 Post Construction Stormwater Management in New Development and Redevelopment**

<b>Table 5.1 Post Construction Stormwater Management in New Development &amp; Redevelopment: BMP's and Measurable Goals</b>						
<b>Minimum Control Measures</b>	<b>BMP</b>	<b>Measurable Goal (steps to measure progress)</b>	<b>Start Date</b>	<b>Target Completion Date</b>	<b>New or Revised</b>	<b>Implementation Status/ Frequency/ Achievement Date (completed, in progress, not started)</b>
<b>V.B.5.a</b> <b>Post Construction Management</b>	In conjunction with the BMPs listed below, the City will create and implement an on-going post-construction BMP inspection program as part of the overall strategy to ensure long-term performance of controls for new development and redevelopment activities as defined in Part V. Section B 5	The City staff writes procedures for inspection and compare with other inspection procedures in the organization, coordinating where appropriate.	October 2005	January 2006		<b>Complete.</b> March 2004 See Addendum to 2006 Annual Report in particular the Land Development Code which covers comprehensive inspection & enforcement procedures.
		The inspection procedures are adopted in conjunction with ordinance development and implementation.	January 2006	December 2007		<b>Complete.</b> March 2004
	Create and adopt a City of Flagstaff ordinance that addresses post-construction stormwater quality for new development and redevelopment projects that are greater than or equal to one acre, including requirements for plan review and enforcement of long-term maintenance strategies for structural controls. The City will have enforcement authority to ensure compliance by owners /developers if post development controls are not constructed as design or fail to protect or minimize run-off impacts to water quality.	The City will review all existing designs authorized in the City's Design Manual and in ordinance language and establish performance goals for programs in Flagstaff.	October 2004	December 2007		<b>Complete.</b> October 2004. Also June 2006 for completion of SWMP assessment. In addition, during 2007/08 we are researching, recommending & pursuing revisions to the Land Development Code.
		The City will update designs and	March	June 2005		<b>Complete.</b> October 2004.

**Table 5.1 Post Construction Stormwater Management in New Development & Redevelopment: BMP's and Measurable Goals**

Minimum Control Measures	BMP	Measurable Goal (steps to measure progress)	Start Date	Target Completion Date	New or Revised	Implementation Status/ Frequency/ Achievement Date (completed, in progress, not started)
		create a draft ordinance to meet the regulatory objectives.	2005			
		The City staff will provide opportunity for public input for ordinance and design criteria through public meetings with appropriate stakeholders.	April 2005	August 2005		<b>Complete.</b> October 2004. In addition, this is addressed by on-going projects and a contemporary assessment of standard practices Public outreach & education includes multiple presentations to Chamber, Builders Assoc. as well as SWAC.
		The City staff will finalize ordinance and design criteria; the City Council will adopt with staff implementing over life of permit.	Sept. 2005 and January 2006	January 2006 & December 2007		<b>Complete.</b> October 2004.
	The ordinance addressing post construction controls will require long-term operation and maintenance BMPs. At change of ownership, the new owner must execute a formal agreement that the new owner is aware of the long-term operation and maintenance BMPs as required by the ordinance adopted to address this requirement and will continue to institute them.	The City will educate developers about the long-term maintenance requirements during pre-construction meetings.	January 2006	December 2007		<b>Complete.</b> October 2004. On-going element currently being addressed in SWPPP education, pre-construction meetings, as well as code compliance introduction, education & outreach.
		When the City issues final occupancy permits, the owner/operator is required under the City Land Development code to maintain BMPs at the site.	January 2006	December 2007		<b>Complete.</b> October 2004.

**End Table 5.1**

**Table 6 Pollution Prevention/Good Housekeeping for Municipal Operations**

<b>Table 6.1 Pollution Prevention Good Housekeeping for Municipal Operations: BMP's and Measurable Goals</b>						
<b>Minimum Control Measures</b>	<b>BMP</b>	<b>Measurable Goal (steps to measure progress)</b>	<b>Start Date</b>	<b>Target Completion Date</b>	<b>New or Revised</b>	<b>Implementation Status/ Frequency/ Achievement Date (completed, in progress, not started)</b>
<b>V.B.1.a Pollution Prevention Good Housekeeping</b>	The City will revise City policies and documents to address pollution prevention that includes municipal maintenance activities, schedules and inspection procedures for structural and non-structural controls to reduce floatable and other pollutants dumped into washes etc. Pollution prevention plans will address storage of materials, proper materials handling, drainage and structural controls maintenance procedures and in-house environmental inspections.	The staff will meet to discuss current applicable documents and procedures as well as establishing the priorities for facilities assessment.	July 2003	December 2003		<b>Complete.</b> December 2003
		The City will utilize knowledgeable staff in the Environmental Services Division, Public Works Department as a trainer for public employees.	July 2004	December 2007		<b>Complete</b> January 2007. Annual training has traditionally been provided by Environmental Services and attendance is required. In 2007, Environmental Services & Stormwater Section staff partnered to provide the annual training. This is on-going and re-evaluated based on effectiveness.
		An initial training will be scheduled upon completion of site pollution prevention plan for facilities. Refresher training will occur on an annual basis. New employees will be trained along with training on safety and other	July 2004	December 2007		<b>Complete.</b> January 2007 Addressed in the SWPPP, Annual Public Employee Training, annual site inspection & New employee orientation.

**Table 6.1 Pollution Prevention Good Housekeeping for Municipal Operations: BMP's and Measurable Goals**

Minimum Control Measures	BMP	Measurable Goal (steps to measure progress)	Start Date	Target Completion Date	New or Revised	Implementation Status/ Frequency/ Achievement Date (completed, in progress, not started)
		aspects of the applicable Pollution Prevention Plan.				
		The City will evaluate the 4 existing pollution prevention plans each year of the permit.	January 2005	December 2007		<b>Complete.</b> April 2007. Site inspections are performed annually. Deficiencies are noted, a plan is developed to correct any necessary areas and a follow up inspection is conducted. Environmental Services, performs a comprehensive audit. Inspections are conducted at: City Shop, Flagstaff Pulliam Airport, Lake Mary Water Treatment Plant, Jay Lively Ice Rink, Wildcat Wastewater Treatment Plant and Rio de Flag Wastewater Treatment Plant. This is an on-going effort that includes, site inspections, SWPPP evaluations, comprehensive assessment of daily operations and re-assessment when necessary.
	Evaluate City operations and maintenance activities to determine if the risk of polluting stormwater is being reduced to the maximum extent practicable.	The City staff will establish priorities for evaluation of operations with particular attention to street and drainage system maintenance, street sweeping and parks maintenance. Other operations will be evaluated in later years of the permit based on priorities.	January 2005	April 2005		<b>Complete.</b> June 2004. Documentation and evaluation performed annually as a part of the annual NFIP/CRS review and primarily by internal audit. In addition, reviewed through weekly reports to city manager and also in financial accountability for interdepartmental cross charge for streets and drainage maint charged to stormwater section budget. Conduct routine

**Table 6.1 Pollution Prevention Good Housekeeping for Municipal Operations: BMP's and Measurable Goals**

Minimum Control Measures	BMP	Measurable Goal (steps to measure progress)	Start Date	Target Completion Date	New or Revised	Implementation Status/ Frequency/ Achievement Date (completed, in progress, not started)
						meetings with streets supervisory staff to prioritize needs and objectives as well as design elements of corrective action. During the current reporting period streets hauled 236 tons of street sweeping debris and 40 tons of sidewalk sweeping debris to the landfill. During the snow removal season, there are 3 main collection areas in town, twice per month the cinders are removed from the snow melt and either re-used or hauled to the landfill. Both the streets operations & the park operations are part of the annual comprehensive environmental audit.
		Evaluation of two operational activities will occur in each year of the permit.	Sept. 2005	December 2007		<b>Complete.</b> April 2007. Public Works, Environmental Services, performs a comprehensive audit as well as maintains an industrial permit for city sites that fall within the supervisory control of Public Works and Environmental Services. This is an on-going element of Public Works & Environmental Services and part of the annual inspection & audit process.
		The City will implement changes in operations to improve water quality and stormwater runoff, programming budgetary impacts	July 2005	December 2007		<b>Complete.</b> June 2007 Public Works, Environmental Services, as a part of the comprehensive annual

**Table 6.1 Pollution Prevention Good Housekeeping for Municipal Operations: BMP's and Measurable Goals**

Minimum Control Measures	BMP	Measurable Goal (steps to measure progress)	Start Date	Target Completion Date	New or Revised	Implementation Status/ Frequency/ Achievement Date (completed, in progress, not started)
		in the year following the evaluation, on a priority basis.				assessment provides recommendations for storage, handling & site maintenance. This is an on-going effort.
	The City will train staff on pollution prevention and revised policies and procedures for operations and maintenance activities as changes are made or new procedures are put into action. The Environmental Services Division of the Public Works Department will provide trainers and the City will obtain training materials from other communities and professional organizations, as appropriate.	Following site evaluations and changes in operations or practices each year, the City will train appropriate staff as well as new staff on practices as they are implemented.	July 2005	December 2007		<b>Complete.</b> January 2007. Annual training of Public Employees is conducted jointly by Environmental Services & Stormwater section staff. In calendar year 2007, a new training video was obtained from Excal Visual entitled "Municipal Stormwater Pollution Prevention: The new video was very well received in training sessions and supervisors have asked to borrow it. We are currently investigating re-writing the public employees training to incorporate successful elements from other communities as well as having a training element included in the new employee orientation sessions.
		City trainers will research appropriate materials needed to address changes and to meet needs of industrial NPDES permits for SWPPP implementation.	July 2004	December 2007		<b>Complete.</b> August 2006. Stormwater staff researched the source & purchased a video that was presented at an August 2006 "Getting in Step with Phase II" presentation in Phoenix. This video was presented to Public Employees in January 2007 with plans to continue presenting it on an annual basis.

**Table 6.1 Pollution Prevention Good Housekeeping for Municipal Operations: BMP's and Measurable Goals**

Minimum Control Measures	BMP	Measurable Goal (steps to measure progress)	Start Date	Target Completion Date	New or Revised	Implementation Status/ Frequency/ Achievement Date (completed, in progress, not started)
	The City will evaluate practices in managing roadways, streets, bridges, highways and parking lots owned or operated by the City to identify impacts on water quality and to prioritize any changes in practices of maintenance or design necessary to reduce or eliminate discharge of pollutants.	The City staff will establish performance goals for the identified services/operations.	October 2004	January 2005		<b>Complete.</b> January 2005. As well as on-going. This is a work program element of the Public Works & Environmental Services departments that will continue for the life of the permit. In addition to comprehensive audits & inspections, there is a site representative at each facility who ensures that daily operations meet the established goals.
		The City staff will establish a team to assess current practices to determine if goals are met or if changes are needed.	Nov. 2006	December 2006		<b>Complete.</b> December 2006. Stormwater staff are partnering with Environmental Services in order to evaluate & assess practices in the maintenance yard as well as in streets and related activities. Environmental Services & Sustainability have an on-going dialogue with spot inspections and work cooperatively with all involved staff to develop effective BMP's that are implemented on a daily basis. Environmental Services has a 3 person team that works cooperatively with the site administrator to ensure that goals, and practices are fulfilled as a part of daily operations.
		The City will complete assessments of current operational procedures and	July 2006	December 2006		<b>Complete.</b> December 2006. Stormwater staff are partnering with Environmental Services in

**Table 6.1 Pollution Prevention Good Housekeeping for Municipal Operations: BMP's and Measurable Goals**

Minimum Control Measures	BMP	Measurable Goal (steps to measure progress)	Start Date	Target Completion Date	New or Revised	Implementation Status/ Frequency/ Achievement Date (completed, in progress, not started)
		make recommendations for changes needed to address runoff issues.				order to evaluate & assess practices in the maintenance yard as well as in streets and related activities.
		Based on assessment, implement changes to current services to meet goals in managing roadway and parking systems owned by the City.	Nov. 2006	December 2006		<b>Complete.</b> Stormwater staff are partnering with Environmental Services in order to evaluate & assess practices in the maintenance yard as well as in streets and related activities. Streets & Environmental Services conduct a comprehensive audit & identify corrective action.
	The City will evaluate and make appropriate changes if needed in practices of disposal of wastes removed from the drainage system, with particular emphasis on dredge spoil, accumulated sediments, floatables and other debris.	City staff will establish a review process for evaluating current strategies for waste disposal.	Sept. 2004	December 2007		<b>Complete.</b> Public Works, Environmental Services, performs a comprehensive audit as well as plan, procedure and process updates as needed to maintain quality standards.
		Staff will assess the current standard operating procedures and recommend changes	July 2005	December 2006		<b>Complete.</b> Public Works, Environmental Services, performs a comprehensive audit as well as plan, procedure and process updates as needed to maintain quality standards. This is an on-going element of the Public Works & Environmental Services joint audit program that will continue for the life of the permit.
		City staff will Implement recommendations through the budget process and re-evaluate.	January 2007	December 2007		<b>Complete.</b> This is an on-going effort. All recommendations are evaluated during the

<b>Table 6.1 Pollution Prevention Good Housekeeping for Municipal Operations: BMP's and Measurable Goals</b>						
<b>Minimum Control Measures</b>	<b>BMP</b>	<b>Measurable Goal (steps to measure progress)</b>	<b>Start Date</b>	<b>Target Completion Date</b>	<b>New or Revised</b>	<b>Implementation Status/ Frequency/ Achievement Date (completed, in progress, not started)</b>
						budget planning process through an evaluation of services provided in the prior fiscal year and estimation of services required in the upcoming fiscal year.

**End of Table 6.1**

**D. Certification**

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name (printed)

\_\_\_\_\_  
Title