

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, 211 W. Aspen Ave, Flagstaff, AZ 86001

Contact Name: Eileen Hamlin, Stormwater Program Analyst

Telephone Number: 928-213-2471 Email Address: Ehamlin@flagstaffaz.gov

Annual Report Period: July 1, 2012 through June 30, 2013

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
2. The MS4 has annexed lands. YES NO
- 3a. The MS4 discharges directly to an impaired water. YES NO
- 3b. A water within 10 miles of the MS4's jurisdiction has been identified as impaired. *Both Upper and Lower Lake Mary TMDL's were completed in 2011. They are no longer on the 303D Impaired Waters list. They are not attaining waters category 4a.* YES NO
- 4a. The MS4 discharges directly to water for which a TMDL has been established. *Both Upper and Lower Lake Mary TMDL's were completed in 2011. They are no longer on the 303D Impaired Waters list. They are not attaining waters category 4a.* YES NO
- 4b. A TMDL has been established for a water within 10 miles of the MS4's jurisdiction. YES NO
5. The MS4 has conducted analytical monitoring of stormwater quality. YES NO

6. The MS4 is relying on another government entity to satisfy some permit obligations. YES NO
ADEQ maintains enforcement authority on Industrial Permits; as well as SWPPP authority

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 & Outreach

Minimum Control Measures	BMP	Measurable Goal (steps to measure progress)	New or Revised	Start Date	Implementation Status/ Frequency/ Achievement Date (completed, in progress, not started)
V.B.1.a Public Education & Outreach	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	Complete. On-going element of the program: Website - reviewed monthly. Items of interest or significance are up-dated at the monthly review. Brochures - Multiple brochures are made available to the public through the COF website as well as through kiosks at City Hall & the library & other public buildings. Brochures are continually up-dated & replenished. Sample copies are included with this report. Fact Sheets – from FEMA, CRS & the NFIP program are made available at City Hall & the library sample copies are included with this report.
	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 Scape</i> (identified in Table 1.2) once during each permit year and place the information on the City's webpage		April 2003	Complete. Cityscape articles have been published at least annually since 2003. Articles are generally published more frequently than what is stated in the SWMP requirements. Topics addressed in the 2013 reporting year have included: illicit discharge regulation, Flagstaff Watershed Protection Project, Rio de Flag restoration, 15 minute make-over, hazardous products center. Cityscape magazine is made available to all households through a City wide mailing, it is also available in public buildings as well as included in the

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					newspaper distribution. A sample publication is included with this report.
	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	Complete on-going efforts through cooperative training sessions with Sustainability group. We evaluate the effectiveness of the annual training sessions and revise as needed.
		The City will train public employees on illicit connections, construction site management and good housekeeping practices within existing training sessions and in targeted training sessions as needed, annually updating training.		April 2004	Complete. Annual training every March. The training program is a joint effort between SEMS (Sustainability Environmental Mgmt Services) & Stormwater. Training is conducted at The Airport, Wildcat Hill Treatment Plant, The Rio treatment Plant, Maintenance Yard, Fleets & all sessions are open for shift work employees and those unable to attend the meeting scheduled for their individual work group. The training is evaluated annually and up-dated to provide a fresh approach. Training schedule & sign-in sheets are included with this report.
	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	Complete. Distribute brochures, posters & general info during SWPPP & grading inspections. While performing SWPPP & grading inspections, staff continually stress education & on-site management as well as references to ADEQ site info and other website sources of critical information. We notify site project managers of NOI & NOT requirements as well as ESC requirements. Pre-construction meetings are conducted & contractors are notified of all stormwater requirements &

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					regulations.
		City Staff will print and distribute information directly to construction managers and development community on construction site requirements adopted by City Council		July 2004	Complete Staff conducts pre-construction meetings with builders & developers. Presentations are continually developed & offered as appropriate to address newer approaches such as Low Impact Development (LID) (example of presentation included with back-up documentation). Continuing public ed includes presentations to Council at public meetings, and to the ASCE, also builders groups. On-going education is also provided 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	Complete research and utilize source information throughout permit term. Continually up-date for annual employee training & New employee training. The Household Hazardous Products Center provides residents and qualifying businesses with a permanent year round facility for proper handling, storage and recycling/disposal of hazardous waste. The Drop & Swap program contains free reusable products to encourage reuse, reduction and recycling.
		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	Complete. This is an on-going element of the program and includes distributed outreach and educational materials at Earth Day events, HHPC and includes cooperative efforts with code enforcement and other city depts. Many public programs are available including the hazardous products center and a tire collection day as well as bulky trash pick-up.

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		City staff will incorporate water quality messages in existing household chemical management program		July 2003	Complete. Includes: Cityscape for all years of the permit, Earthday events 2008 thru 2012. The City's Household Hazardous Products Center has a drop & swap program available to the public. It is widely advertised & utilized by the community. Sample copies of brochures are included with this report.
	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 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.		July 2004	Complete. Staff have met with Environmental Services Education Coordinator, Water Conservation Education Trainer. Stormwater staff as well as brownfields staff. Frances Short Pond is used by neighboring middle & grade school students as an on-going education resource with a rain & stage gauge at the pond. We continue to be invited to give presentations to classrooms in the area schools. Topics include: LID, water conservation & rainwater harvesting and participation in the Project WET water education event (presentation example included in back-up documentation).
	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 & Elimination notification.	City staff will coordinate internally with Information Technologies staff to draft page layout, links and email capability.		April 2004	Complete June 2004.
		City staff will create a		October	Complete: Contains many key

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		stormwater page on the City's website and track the number of hits to evaluate use.		2003	elements & links to FEMA, EPA & the local stormwater ordinances Hits to the site during the 2013 reporting period -- indicate 3,807 site visits and 7,999 page views See our website at http://www.flagstaffstormwater.com/ or choose Stormwater from the Links at the bottom center of the City's homepage.
		City staff will update website throughout permit period, placing current information on site at least monthly.		June 2004	Complete. 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 news items and progress status updates on stormwater projects. Some page copies included with this report.

End of Table 1

Table 2 Public Involvement & Participation

Minimum Control Measures	BMP	Measurable Goal (Steps to measure progress)	New or Revised	Start Date	Implementation Status/ Frequency/ Achievement Date (completed, in progress, not started)
<p>V.B.2</p> <p>Public Involvement & Participation</p>	<p>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.</p>	<p>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.</p>		<p>March 2004</p>	<p>Complete. Notification for all public meetings including the Water Commission, council meetings and any public meetings are in compliance with Open Meeting Laws.</p>
	<p>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.</p>	<p>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.</p>		<p>December 2000</p>	<p>Complete. The original citizens Stormwater Advisory Committee was formed by Council Resolution No. 2005-81. This is an on-going element of the program. Beginning FY 2009, the committee was combined with the Water Commission to complement internal reorganization assignments. The commission meets monthly and continues in the same advisory capacity. This is an active, aware and very involved group with a diverse background including professional expertise in engineering, channel design, municipal regulations, construction and State agency representation. Items presented to the Commission during the reporting period include: Proposed Floodplain Ordinance Revisions, Stormwater Program Policy, Stormwater Capital Improvements Plans, Rainwater Harvesting Stakeholder findings. Minutes of the related meetings are included with this report. Additionally, this year a Flagstaff Watershed Protection Project (FWPP) was developed. This is a multi-agency</p>

Minimum Control Measures	BMP	Measurable Goal (Steps to measure progress)	New or Revised	Start Date	Implementation Status/ Frequency/ Achievement Date (completed, in progress, not started)
					force to deal with area watershed protection concerns. Program flyer is included with back up documentation in this report.
	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	Complete. Staff researched liability concerns regarding having volunteers do stream assessment, clean-up days and adopt an Ave. work.
		City staff will create program structure & policies and then publicize using Public Education and Outreach communication tools.		November 2004	Complete. We have a volunteer program the Flagstaff Area Stream Team. The stream team is evaluating, assessing and restoring reaches within the Rio as well as other washes in the area & doing multiple clean-up projects. Examples of some of the Stream Activities are included with this report. Project detail is available at this link: http://www.flagstaffstormwater.com/index.aspx?nid=82
		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	Complete. This is an on-going element of the Stormwater program. The Flagstaff Area Stream Team inspects, investigates and removes litter from washes in the City. In October of each year staff host Make A Difference Day. Volunteers include Boy Scouts, AmeriCorps, and community volunteers. Planting & re-vegetation in the stream bed is conducted along with removal of invasive species. The City continues with the Eyeful Tower of Trash as well as the 15 Minute Makeover. Each Oct. participants register to do a 15 minute clean-up in the area

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					immediate to them. The City hosts a Dump the Drugs event where prescription medications can be disposed of properly. We also host a Shred-a-thon. Approximately 4400 lbs of paper were collected & shred. The dump the drugs event is conducted twice per year. The City also sponsors a free tire disposal facility. The City hosted a free e-waste recycling event. Copies of public notices are included with this report
	Provide public input into the SWMP throughout the permit period and during renewal of the permit in year 5.	City staff will publish the SWMP, the NOI & the annual report on the website and accept public comment or suggestions for improvement.		Sept. 2004	Complete. The current version of each document is available on the website and a contact person is listed. The most current annual report is available as a download on the Stormwater section website at http://www.flagstaffstormwater.com/
		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	Not Started. 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

TABLE 3 Illicit Discharge Detection & Elimination

Minimum Control Measures	BMP	Measurable Goal (steps to measure progress)	New or Revised	Start Date	Implementation Status/ Frequency/ Achievement Date (completed, in progress, not started)
V.B.3. Illicit Discharge Detection & Elimination	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	Complete. 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	Complete. 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	Complete. May 2007. Ordinance effective date June 15, 2007. Implementation is on-going.
	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	Complete. Includes photo & GIS layer. 100% complete in reporting year 2008/09 This is an on-going project done concurrently with the outfall assessment and will be continuously up-dated & evaluated.
		The City will inventory and map the MS4 within 35% of the jurisdictional boundary in the final year of the permit.		Dec. 2006	Complete. Outfall inventory is complete. Infrastructure inventory is complete. We have 287 outfalls.
	Receive and investigate complaints concerning illicit discharges and dumping,	The City staff will establish a direct phone line to the Stormwater Services Division		April 2004	Complete. August 2003. This is an on-going element of the program. We receive & investigate complaints

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	providing public access to staff and reports on the resolution of complaints and concerns.	for receipt of input from the public, 24 hours a day.			through a dedicated IDDE line as well as through a contact on our webpage. In this reporting period 3 investigation requests were received; 1 of which resulted in potential violation. Staff met with the property owners, providing education on ordinance procedures & requirements for remediation. Copy of investigation log included with back-up documentation in this report.
		The City staff will put an email contact on the webpage to receive information directly.		June 2004	Complete. August 2003. This is an on-going element of the program. See link below http://www.flagstaffstormwater.com/Directory.aspx?DID=4
	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	Complete. Stormwater Section staff & SEMS provide annual training every March. During the annual SWPPP training, employees are advised of the Illicit discharge regulations and asked to 1) comply in their work area; 2) notify stormwater staff if they observe illicit discharge or illegal connections while in the field. For the 2013 training session, the presentation theme was "What Does Stormwater Do" an excerpt from this presentation is included with the back-up documentation in this report. The presentation is an interactive forum. Each presentation is customized for the functions performed at each of the individual facilities. The training program is revised every 2 years to maintain interest level.
	Notify City employees, of the hazards and costs of illicit	The City will train public employees on illicit		April 2004	Complete. During annual training employees are advised of the Illicit

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	discharges and improper disposal of waste through seminars and/or published and distributed information.	connections, and good housekeeping practices within existing training sessions and in targeted training sessions as needed, annually updating training.			discharge ordinance. This is part of on-going training as stated in above sections.
	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	Complete. This is an on-going project, we continue to refine and improve our data collection methods and GIS layer. We have a Floodplain Inspector on staff who also performs SWPPP inspection & rough & final grading inspection as well as investigating IDDE issues. Public Works staff, while doing routine maintenance, will also alert us to any discharges or dumping situations. Routine maintenance as well as annual inspections are documented and retained.
		The City staff will inspect all outfalls within 65 percent of Flagstaff corporate boundary and initiate investigation of potential discharge problems based on adopted ordinance.		June 2006	Complete. On-going element of the program all stormwater regulated outfalls are inspected annually. Copy of field inspection worksheet included with this report.
		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	Complete. On-going element of the program. All regulated outfalls are inspected annually. Sample copy of route inspection included with back-up documentation of this report. See above response.

End Table 3

TABLE 4 Construction Site Run-off Control

Minimum Control Measures	BMP	Measurable Goal (steps to measure progress)	New or Revised	Start Date	Implementation Status/ Frequency/ Achievement Date (completed, in progress, not started)
<p>V.B.4.a & b Construction site run-off control</p>	<p>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.</p>	<p>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.</p>		<p>August 2003</p>	<p>Complete. Multiple ordinance citations require compliance including: Stormwater Management Design Manual, The Engineering Design Manual as well as the Land Development Code. Each of these has been submitted with previous annual reports. However, the Land Development Code has been completely revised in 2011 and re-titled as the Flagstaff Zoning Code see this link http://www.flagstaff.az.gov/DocumentCenter/Home/View/15780 . The Engineering Manual has been completely revised in 2011 see this link http://www.flagstaff.az.gov/DocumentCenter/Home/View/39021 . The City also has a Rainwater Harvesting ordinance a copy of which has been submitted with prior annual reports. In addition we have a Low Impact Development Ordinance (copy provided in prior year report). We also have revised Floodplain Regulations at this link http://www.flagstaff.az.gov/DocumentCenter/Home/View/197</p>
		<p>City Council will hold public hearing on program and ordinance.</p>		<p>April 2004</p>	<p>Complete. June 2005. Council reviews and discusses all revisions to regulatory language as well as revisions to design manuals and code. All sessions are held in compliance with open meeting law</p>
		<p>City Council will adopt</p>		<p>June</p>	<p>Complete. Original regulations</p>

Minimum Control Measures	BMP	Measurable Goal (steps to measure progress)	New or Revised	Start Date	Implementation Status/ Frequency/ Achievement Date (completed, in progress, not started)
		ordinance and City staff will implement plan review, site inspection and enforcement procedures		2004	adopted by ordinance in July 2005 or earlier in some instances. As regulations have been superseded, they were first adopted by ordinance. Copies have been submitted with previous annual reports. Plan review, site inspection & enforcement procedures are on-going, standard daily operational elements of the program.
	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	Complete. Standard procedures are outlined within above referenced manuals. Process is continually evaluated to determine that the procedure works within all required departmental reviews.
		City staff will be trained on procedural changes.		June 2004	Complete. Training is an on-going program element
		City staff will implement plan review process and adjust as needed to provide an effective review		July 2004	Complete. The review process is routinely implemented as well as evaluated on a periodic basis.
	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	Complete. Development review includes plan evaluation of SWPPP as well as site confirmation that SWPPP is in place & functioning. Field inspector is certified in Erosion & Sediment Control (ESC). ESC compliance is strictly enforced. All procedural & design guidelines are subject to an internal review as well as a stakeholder review before implementation.
		City staff will develop materials specific to Flagstaff		April 2004	Complete. Educational elements & procedural discussions are provided

Minimum Control Measures	BMP	Measurable Goal (steps to measure progress)	New or Revised	Start Date	Implementation Status/ Frequency/ Achievement Date (completed, in progress, not started)
		construction environment.			at Pre-construction meetings. Stormwater inspector attends pre-construction meetings to ensure compliance with SWPPP as well as other permit conditions in addition to ascertaining that NOI & NOT are or will be obtained.
		City of Flagstaff staff will develop technical guidance materials in conjunction with new ordinance and distribute to development community and staff.		June 2004	Complete. On-going. In the Outreach & education section of this report are the details for public meetings for training & implementation of new construction standards. We also conduct SWPPP advisory & compliance training & have multiple downloads available on our site. We work in cooperation with NASPA, a Northern Az. Alliance of communities, to deliver a consistent message to area contractors; pre construction meetings reaffirm developer guidelines & compliance concerns.
	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	Complete. The stormwater management section has an inspector position within the department. This inspector performs rough & final grading inspections, SWPPP inspection and site visits that include erosion control & sedimentation as well as observe for track out. The inspector carefully coordinates his efforts with those of the building inspectors. Key elements of the program are education as well as enforcement.
		Working with City Attorney, City staff will identify enforcement strategies for construction site management		April 2004	Complete. July 2005

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		practices.			
		City of Flagstaff staff will develop inspection practices in conjunction with ordinance development that are compatible with ordinance language.		June 2004	Complete. The stormwater management section has an inspector position 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, inspector also does Illicit Discharge inspection and mitigation.
		City will implement and update inspection and enforcement practices as needed. Track inspections and enforcement actions taken, maintaining annual records of activity.		July 2004	Complete. This is an on-going program element that is documented throughout the work in progress.
	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	Complete. This is an on-going program element. We have a stormwater hotline that is advertised on our website as well as in city publications and on the monthly city utility bills. Flagstaff is an active, involved community and citizens are very willing to bring problems to the attention of the department.
		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	Complete. On-going program element that includes documentation, an educational aspect as well as enforcement and on-going evaluation and reassessment.

End Table 4

TABLE 5 Post Construction Management

Minimum Control Measures	BMP	Measurable Goal (steps to measure progress)	New or Revised	Start Date	Implementation Status/ Frequency/ Achievement Date (completed, in progress, not started)
<p>V.B.5.a</p> <p>Post Construction Management</p>	<p>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</p>	<p>The City staff writes procedures for inspection and compare with other inspection procedures in the organization, coordinating where appropriate.</p>		<p>October 2005</p>	<p>Complete. Flagstaff Zoning Code Title 10 http://www.codepublishing.com/az/flagstaff/ , Engineering Standards Title 13 http://www.codepublishing.com/az/flagstaff/ Stormwater Design Manual http://www.flagstaffstormwater.com/DocumentCenter/Home/View/16 Building Code Title 4 http://www.codepublishing.com/az/flagstaff/ The above cover comprehensive inspection & enforcement procedures.</p>
		<p>The inspection procedures are adopted in conjunction with ordinance development and implementation.</p>		<p>January 2006</p>	<p>Complete. March 2004 See above links</p>
	<p>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</p>	<p>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.</p>		<p>October 2004</p>	<p>Complete. October 2004. The Stormwater Design Manual has been revised by City Ordinance 2012-03 to include a Low Impact Development requirement. This regulatory document also addresses long term maintenance strategies. Included in this same ordinance reference is the Rainwater Harvesting Ordinance.</p>

Minimum Control Measures	BMP	Measurable Goal (steps to measure progress)	New or Revised	Start Date	Implementation Status/ Frequency/ Achievement Date (completed, in progress, not started)
	protect or minimize run-off impacts to water quality.				
		The City will update designs and create a draft ordinance to meet the regulatory objectives.		March 2005	Complete.
		The City staff will provide opportunity for public input for ordinance and design criteria through public meetings with appropriate stakeholders.		April 2005	Complete. It is standard City practice to seek public input for regulatory considerations.
		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	Complete. 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	Complete. 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	Complete. This is an on-going element of the inspection program.

End Table 5

TABLE 6 Pollution Prevention Good Housekeeping

Minimum Control Measures	BMP	Measurable Goal (steps to measure progress)	New or Revised	Start Date	Implementation Status/ Frequency/ Achievement Date (completed, in progress, not started)
<p>V.B.1.a</p> <p>Pollution Prevention Good Housekeeping</p>	<p>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.</p>	<p>The staff will meet to discuss current applicable documents and procedures as well as establishing the priorities for facilities assessment.</p>		<p>July 2003</p>	<p>Complete. December 2003</p>
		<p>The City will utilize knowledgeable staff in the Environmental Services Division, Public Works Department as a trainer for public employees.</p>		<p>July 2004</p>	<p>Complete. Environmental Services & Stormwater Section staff partner to provide annual training. This is re-evaluated regularly based on effectiveness as well as on employee comment cards.</p>
		<p>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 aspects of the applicable Pollution Prevention Plan.</p>		<p>July 2004</p>	<p>Complete. On-going Public Employee Training is completed as part of the site assessment. In addition, as Environmental Services conducts routine inspections, the results are used to re-assess the training & education need for department employees. New employees receive orientation training Included in the New Employee Orientation packet is an overview of</p>

Minimum Control Measures	BMP	Measurable Goal (steps to measure progress)	New or Revised	Start Date	Implementation Status/ Frequency/ Achievement Date (completed, in progress, not started)
					the annual Stormwater Pollution Prevention training.
		The City will evaluate the 4 existing pollution prevention plans each year of the permit.		January 2005	Complete. 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 Management (EM), inspections are conducted at: Public Works Yard, Flagstaff Pulliam Airport, Wildcat Wastewater Treatment Plant and Rio de Flag Wastewater Treatment Plant. This includes, site inspections, SWPPP evaluations, comprehensive assessment of daily operations and re-assessment when necessary. A copy of one of the site inspections is included with the back-up documentation. In instances where additional follow through is required re-inspections are conducted as 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	Complete. Departmental coordination and communication among streets, parks & rec and stormwater is an on-going operational element.
		Evaluation of two operational activities will occur in each year of the permit.		Sept. 2005	Complete. Public Works, Environmental Services, perform a comprehensive internal audit This is an on-going element of Public Works & Environmental Services and part of the annual inspection & internal audit process.

Minimum Control Measures	BMP	Measurable Goal (steps to measure progress)	New or Revised	Start Date	Implementation Status/ Frequency/ Achievement Date (completed, in progress, not started)
		The City will implement changes in operations to improve water quality and stormwater runoff, programming budgetary impacts in the year following the evaluation, on a priority basis.		July 2005	Complete. A routine aspect of the annual inspection is to assess & re-evaluate operations, and to provide recommendations for storage, handling & site maintenance. This is an on-going assessment & re-assessment effort as well as a critical budget planning element.
	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	Complete. Annual training of Public Employees is conducted jointly by Environmental Services & Stormwater section staff. Procedural training on routine operations is done within each department's normal operational procedures. When inspections are conducted, deficiencies are noted & training on proper handling and procedures is immediate. Re-inspection is conducted within a prescribed amount of time following the initial inspection.
		City trainers will research appropriate materials needed to address changes and to meet needs of industrial NPDES permits for SWPPP implementation.		July 2004	Complete. During routine & annual inspections staff re-evaluates the program as on-going inspections are completed and customizes the training & handling as needed. This is an on-going element of Public Works & Environmental Services and part of the annual inspection & audit process performed by the safety committee.
	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	The City staff will establish performance goals for the identified services/operations.		October 2004	Complete. This is an on-going work program element of the Public Works & Environmental Services departments. The streets maintenance dept. maintains 634 lane miles of asphalt streets & 28 lane miles of dirt roads In addition to

Minimum Control Measures	BMP	Measurable Goal (steps to measure progress)	New or Revised	Start Date	Implementation Status/ Frequency/ Achievement Date (completed, in progress, not started)
	changes in practices of maintenance or design necessary to reduce or eliminate discharge of pollutants.				comprehensive audits & inspections, there is a site representative at each facility who ensures that daily operations meet the established goals. This is then re-assessed and evaluated as part of the annual inspection process.
		The City staff will establish a team to assess current practices to determine if goals are met or if changes are needed.		Nov. 2006	Complete. SEMS evaluates & assesses 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. There is 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 make recommendations for changes needed to address runoff issues.		July 2006	Complete. SEMS evaluate & assess practices in the maintenance yard as well as in streets and related activities. As spot inspections & annual inspections are completed recommendations are implemented and scheduled as corrective action.
		Based on assessment, implement changes to current services to meet goals in managing roadway and parking systems owned by the City.		Nov. 2006	Complete. Streets & Environmental Services conduct a comprehensive audit & identify corrective action. Implementation dates are scheduled and adhered to.
	The City will evaluate and make appropriate changes if needed in practices of	City staff will establish a review process for evaluating current strategies for waste		Sept. 2004	Complete. Public Works performs a comprehensive audit as well as plan, procedure and process up-dates as

Minimum Control Measures	BMP	Measurable Goal (steps to measure progress)	New or Revised	Start Date	Implementation Status/ Frequency/ Achievement Date (completed, in progress, not started)
	disposal of wastes removed from the drainage system, with particular emphasis on dredge spoil, accumulated sediments, floatables and other debris.	disposal.			needed to maintain quality standards. The hazardous products specialists provide valuable guidance as well as disposal facilities. Goals & milestones are continually evaluated.
		Staff will assess the current standard operating procedures and recommend changes		July 2005	Complete. Public Works performs a comprehensive audit as well as plan, procedure and process up-dates as needed to maintain quality standards. This is an on-going element of the Public Works & Environmental Services joint audit program.
		City staff will Implement recommendations through the budget process and re-evaluate.		January 2007	Complete. This is an on-going effort. All recommendations, particularly channel maintenance, are evaluated during the budget planning process through an evaluation of services provided in the prior fiscal year and estimation of services required in the up-coming fiscal year.

End Table 6

Note: If you have developed a stormwater ordinance during the last reporting period, include a description or citation of the ordinance, or simply attach a copy of the ordinance.

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