



**City of Sedona Public Works Department**

102 Roadrunner Drive Sedona, AZ 86336

(928) 204-7111 • Fax: (928) 282-5348

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September 29, 2016

Arizona Department of Environmental Quality  
Surface Water Section  
Stormwater and General Permits Unit  
1110 West Washington Street, Mail Code 5415A-1  
Phoenix, Arizona 85007

Attention: Mr. Chris Henninger, Stormwater and General Permits, Water Section Supervisor

SUBJECT: CITY OF SEDONA – 2016 ANNUAL SMALL MS4 REPORT AZPDES PERMIT  
NO. AZG2002-002 MS42002-32

I am submitting, with this letter, a copy of the City of Sedona's 2015/2016 Annual Small MS4 Report. The \$5,000.00 check for the AZPDES Fee was sent separately.

“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.”

  
\_\_\_\_\_, City Engineer  
J. Andy Dickey

Sincerely,

  
J. Andy Dickey, PE  
Director of Public Works/City Engineer  
City of Sedona

Enclosures: City of Sedona 2015/2016 Annual Report & associated attachments

DWP/dkr

cc: Justin Clifton, City Manager (e-copy)  
Robert Pickels, City Attorney (e-copy)  
File: ADEQ Stormwater SDMP

## SMALL MS4 ANNUAL REPORT FORM

### A. GENERAL INFORMATION:

NAME OF MS4: City of Sedona

CONTACT NAME: J. Andy Dickey

TELEPHONE NUMBER: (928) 203-5039

EMAIL ADDRESS: ADickey@SedonaAZ.gov

ANNUAL REPORT PERIOD: July 1, 2015 THROUGH June 30, 2016

### B. STORMWATER MANAGEMENT PLAN (SWMP) MODIFICATIONS AND ADDITIONAL INFORMATION

*A brief explanation is attached for each "YES" answer.*

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 into an impaired water.  YES  NO
- 3b. A water within 10 miles of MS4's jurisdiction has been identified as impaired.  YES  NO
- 4a. The MS4 discharges directly into a water for which a TMDL has been established.  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

## SMALL MS4 ANNUAL REPORT FORM

### *Explanations for 'YES' answers*

**3a. The MS4 discharges directly to an impaired water.**

The City of Sedona discharges directly to Oak Creek, which has been identified as an 'impaired water' (Category 4a).

**3b. A water within 10 miles of the MS4's jurisdiction has been identified as impaired.**

Two 'impaired waters' are within 10 miles of the City of Sedona's jurisdiction: Oak Creek and Spring Creek (both are Category 4a).

**4a. The MS4 discharges directly to water for which a TMDL has been established.**

The City of Sedona discharges directly to Oak Creek, which had a TMDL established in 2011 for E. coli.

**4b. A TMDL has been established for a water within 10 miles of the MS4's jurisdiction.**

Two 'impaired waters' within 10 miles of the City of Sedona have had TMDL established:

Oak Creek (2011 E. coli), and

Spring Creek (2011 E. coli).

**C. STORMWATER MANAGEMENT PROGRAM STATUS**

**TABLE ONE**

<b>MINIMUM CONTROL MEASURE ONE – PUBLIC EDUCATION AND OUTREACH</b>				
<b>BEST MANAGEMENT PRACTICE</b>	<b>MEASURABLE GOAL (STEPS TO MEASURE PROGRESS)</b>	<b>NEW OR REVISED</b>	<b>START DATE</b>	<b>IMPLEMENTATION STATUS / FREQUENCY / ACHIEVEMENT DATE (COMPLETED, IN PROGRESS, NOT STARTED, ETC.)</b>
Collect information	City staff will contact agencies to get information and review web pages at least on semiannual basis to get most up-to-date information		April 2004	<p><b>COMPLETED</b> with ongoing updates.</p> <p>Agency websites are visited and consulted throughout the year in order to maintain the City of Sedona Stormwater webpage up to date with the most current information, such as any regulatory changes, new or improved BMPs, and other ideas to increase community awareness and effectiveness of stormwater program. These agency websites are also reviewed prior to any community events in order for staff to be aware of the latest news and information regarding stormwater pollution prevention.</p> <p>Agency websites that are consulted include the following:  <b>Environmental Protection Agency:</b>  <a href="https://www.epa.gov/npdes/npdes-stormwater-program">https://www.epa.gov/npdes/npdes-stormwater-program</a>  <b>Arizona Department of Environmental Quality:</b>  <a href="http://www.azdeq.gov/environ/water/permits/stormwater.html">http://www.azdeq.gov/environ/water/permits/stormwater.html</a>  <b>Coconino County Flood Control:</b>  <a href="http://www.coconino.az.gov/index.aspx?NID=1155">http://www.coconino.az.gov/index.aspx?NID=1155</a>  <b>Yavapai County Flood Control:</b>  <a href="http://www.ycflood.com/">http://www.ycflood.com/</a></p>
Develop a stormwater web page	Develop a stormwater web page		July 2004	<p><b>COMPLETED</b> with ongoing updates.</p> <p>The City of Sedona maintains a stormwater webpage, which is located at the following url:  <a href="http://www.sedonaaaz.gov/your-government/departments/public-works/stormwater-in-sedona">http://www.sedonaaaz.gov/your-government/departments/public-works/stormwater-in-sedona</a>                      The site visit count for the webpage on 6/30/15 was 10,660, and on 6/30/16 the count was 11,680, which gives a total of 1,020 unique site</p>

	Use public media to disseminate information			<p>visits. FY15/16 updates to the webpage include the addition of the 2015 MS4 Annual Report. The City of Sedona continued Stormwater 101: How Animal and Pet Waste Contributes to Stormwater Pollution, and updated City of Sedona stormwater brochures, "Sedona Stormwater Keep It Clean". These brochures are available for download or viewing, and target three specific audiences: Construction Industry, Resident, and Visitor. In addition, The City of Sedona Stormwater in Sedona webpage provides the City of Sedona Stormwater Notice of Intent and the City of Sedona Stormwater Quality Management Plan, which both are available for viewing or download. A Stormwater Pollution Types Table and a Storm Drainage Good Practices Table are available for viewing, as well as a link to the Oak Creek Watershed Council webpage. Stormwater pollution prevention is also addressed on the City Parks &amp; Recreation webpage:</p> <p><a href="http://www.sedonaz.gov/your-government/departments/parks-recreation/city-parks">http://www.sedonaz.gov/your-government/departments/parks-recreation/city-parks</a></p> <p>The above webpage has a link provided under Rules – Parks and Recreation Rules and Regulation – that opens the regulations, of which the following is stated:</p> <p>"Owners are responsible for cleaning up and disposing of their animal's excrement" (Section 12.30.140 of the 2012 Public Parks and Recreation Rules and Regulations).</p>
Use public media to disseminate information	Use public media to disseminate information		April 2004	<p><b>COMPLETED</b> and ongoing.</p> <p>Public Works Department had the following stormwater related news releases:</p> <p>December 28, 2015: <i>2015 Christmas Tree Recycling</i></p> <p>January 7, 2016: <i>Minimizing Oak Creek Pollution Begins at Home for the Holidays</i></p> <p>April 25, 2016: <i>Dispose of Yard Waste and Vegetation at City of Sedona's Debris Collection Event</i></p> <p>April 25, 2016: <i>City of Sedona Kicks Off its 2016 Pre-Monsoon Program</i></p> <p>May 25, 2016: <i>City of Sedona Requests Public Comment on Storm Water Quality Management</i></p> <p>This is a total of five stormwater related press releases for FY15/16. Local distribution of the news releases included Sedona Red Rock News,</p>

				<p>Verde Independent, Sedona.biz, SedonaEye.com, City of Sedona website, KAZM, Kudos, and Yavapai Broadcasting.</p> <p>The City of Sedona produced a 'Community Connection' newsletter, which was sent to all residents of Sedona. In the Public Works section of this newsletter, an article emphasizes that the city strives to protect Oak Creek from stormwater pollution through City Codes. The story then discusses the new three-dimensional terrain model of the City and its use as a tool for engaging the public during outreach and education events regarding stormwater pollution and prevention.</p> <p>The Oak Creek Watershed Improvement Plan completion press release is available on the Stormwater in Sedona webpage on the Public Works section of our website.</p> <p>The City places copies of its storm water brochure for residents in several of the City buildings for the public to pick up. 136 brochures were mailed to local contractors with a letter dated June 8, 2016 that reiterated information about the City Stormwater Ordinance (attached). 7,316 Stormwater Pollution Prevention brochures were mailed to Sedona's residents in April 2016 (backup invoice attached).</p> <p>In addition, the City of Sedona distributed Visitor Stormwater Brochures to the following locations during the 2015-2016 reporting year:</p> <p>Red Rock State Park Ranger Station</p> <p>Red Rock Ranger Station – Coconino National Forest (United States Forestry Service), located on State Route 179 near Big Park / Village of Oak Creek.</p> <p>Sedona Chamber of Commerce (both Resident and Visitor Stormwater Brochures)</p>
<p>Develop a Speaker's Bureau</p>	<p>Creation of a list of speakers and topics and dissemination of the list to organizations likely to use speakers</p>		<p>January 2004</p>	<p><b>COMPLETED.</b></p> <p>The Stormwater in Sedona webpage on the Public Works Department section of the City of Sedona website provides topics and an email link to request speakers. A clickable link opens a document providing a list of possible stormwater topics. This is followed by a direct email link to the City Engineer, Andy Dickey. In addition, a phone number is provided in order to request a speaker. These requests are available to groups, organizations, and schools.</p> <p>The City of Sedona contributed \$15,000 to the Oak Creek Watershed Council with the following goals and specific spending requirements for</p>

<p>this money. These requirements included the following:</p> <ol style="list-style-type: none"> <li>1. \$9,000 for the creation/purchasing of a three-dimensional table-top terrain model specific to the City of Sedona and immediate surrounding areas for use in public outreach, engagement, and education.</li> <li>2. \$500 for outreach materials associated with the terrain model.</li> <li>3. \$1,500 for time involved in being the liaison working with the city and the company producing the map (creating the terrain model), delivery, and maintenance of terrain model.</li> <li>4. \$4,000 for outreach events performed by one person providing tabling and outreach using the terrain model. This included five events, and included tracking people engaged and other metrics. This also included coordination with the city regarding pet waste stations and coordination.</li> </ol> <p>The terrain model has been used in outreach events with the public. The following is a list of events that the terrain model was featured as a tool for public outreach and education:</p> <p>March 23, 2016 (9:00 AM-12:00 PM) - Reveal party for terrain model at Sedona City Hall, 52 attendees including city staff, city council members, and City of Sedona Mayor. The event lasted four hours and included educational outreach for stormwater pollution prevention.</p> <p>March 26, 2016 (approximately 3 hours) – Celebration of Spring recreation event held by City of Sedona Parks and Recreation; terrain model presented to general public (first time) and direct engagement with attendees of event. This engagement included educational outreach for stormwater pollution prevention.</p> <p>June 25 and June 26, 2016 – Terrain model on display at the Sedona Uptown Chamber of Commerce. On June 25, the representative of Oak Creek Watershed Council on behalf of the city spoke to 46 people over approximately three hours; on June 26 they spoke with 41 people over approximately three and one-quarter hours. These engagements included educational outreach for stormwater pollution prevention.</p> <p>The City of Sedona is continuing to work with the Oak Creek Watershed Council in FY16/17 through a \$15,000 Service Contract. The City of Sedona also participates in the Oak Creek Watershed Council meetings as an Associate Engineer City staff member is also a member of the Board of Directors for Oak Creek Watershed Council. An Assistant Engineer City staff member also attends Oak Creek Watershed Council</p>	
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	Tributary Signage	Design and production of signage		Sept. 2004	<p>General Meetings.</p> <p>The city provides meeting space as needed to the Oak Creek Watershed Council who holds bi-monthly meetings that are open to the public. A variety of stormwater quality issues and possible BMPs are discussed at each of the meetings.</p> <p><b>COMPLETED</b> with ongoing improvements.</p> <p>Signs are posted at strategic locations reading: "Sedona's Stormwater – Keep It Clean".</p> <p>June 2005: 25 signs were posted around community. In August 2010, the City ordered 25 replacement signs and 5 spares. These signs are Engineering Grade with reflectivity. All 25 of the original signs were replaced in September 2010. In October 2012, all signs were inspected, and two were replaced. The signs were inspected in April 2016, and two were noted to be blocked by vegetation growth (corrected) and three were missing. Replacement signs were ordered and replacement signs installed.</p> <p>The City Dog Parks have signage stating "All Owners Must Clean Up After Their Dogs".</p> <p>The City purchased 140 storm drain curb markers in May of 2015, which say "No Dumping – Drains to Oak Creek" in both English and Spanish. The city has begun to install these markers at prominent, highly visible locations in the uptown area of Sedona along Forest Road and State Route 89A. These will raise the awareness of both locals and visitors. Installation will continue into fiscal year 2016-2017.</p> <p>The City of Sedona installed four new pet waste stations in fiscal year 2015-2016. These are located at the following locations:</p> <ol style="list-style-type: none"> <li>1. Posse Grounds Park – in the northern area of park by a local trailhead,</li> <li>2. Posse Grounds Park – in a southern location near picnic area, soccer/football/multi-purpose field and tennis courts,</li> <li>3. Sunset Park – in the eastern entrance of the park from Sunset Drive near a large grassy area, and</li> <li>4. Sunset Park – at the western entrance to the park from Shelby Drive, a popular area for dog walking and residential area.</li> </ol> <p>In addition, the city maintains the nine (9) stations already in service throughout the city. The addition of the four (4) new stations brings the</p>
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				<p>total count of pet waste stations maintained by the City of Sedona to thirteen (13).</p>
<p>Outreach brochures</p>	<p>Develop brochures and fact sheets on stormwater issues targeted to specific audiences</p>		<p>January 2004</p>	<p><b>COMPLETED</b> with ongoing updates.</p> <p>The city developed brochures targeted to Residents, contractors (Construction Industry), and Visitors in 2005. The “Resident” and “Visitor” targeted brochures were updated in May 2014. They are available at the Sedona Chamber of Commerce, the Red Rock Ranger District Office, Red Rock State Park, and in several lobbies on the City campus (City Council Chambers, finance area where people pay sewer bills, and the Community Development Building). Local contractors were sent the “Construction Industry” version. During FY15/16, 136 Construction Industry brochures were mailed out to these local contractors. Also, 7,316 “Resident” version brochures were mailed out to residents of the city during 2015-2016 year.</p>
<p>Use media outlets and mail service to disseminate stormwater facts</p>	<p>Write three articles per year on stormwater for publication in local newspaper. Investigate disseminating stormwater issues through mail supplements and other media</p>		<p>January 2004</p>	<p><b>COMPLETED.</b></p> <p>The Public Works Department had the following stormwater related news releases:</p> <p>December 28, 2015: <i>2015 Christmas Tree Recycling</i></p> <p>January 7, 2016: <i>Minimizing Oak Creek Pollution Begins at Home for the Holidays</i></p> <p>April 25, 2016: <i>Dispose of Yard Waste and Vegetation at City of Sedona’s Debris Collection Event</i></p> <p>April 25, 2016: <i>City of Sedona Kicks Off its 2016 Pre-Monsoon Program</i></p> <p>May 25, 2016: <i>City of Sedona Requests Public Comment on Storm Water Quality Management</i></p> <p>This is a total of five press releases for the 2015-2016 year. Local distribution of the news releases included Sedona Red Rock News, Verde Independent, Sedona.biz, SedonaEye.com, City of Sedona website, KAZM, Kudos, and Yavapai Broadcasting.</p> <p>The Oak Creek Watershed Improvement Plan completion press release is available on the Stormwater in Sedona webpage on the Public Works section of our website.</p> <p>The City places copies of its storm water brochure for residents in several of the City buildings for the public to pick up. A total of 136 brochures were mailed to local contractors with a letter dated June 8,</p>

				<p>2016 that reiterated information about the City Stormwater Ordinance (attached). 7,316 Stormwater Pollution Prevention brochures were mailed to Sedona's residents in April 2016 (backup invoice attached).</p> <p>In addition, the City of Sedona distributed Visitor Stormwater Brochures to the following locations during the 2015-2016 reporting year:</p> <p>Red Rock State Park Ranger Station</p> <p>Red Rock Ranger Station – Coconino National Forest (United States Forestry Service), located on State Route 179 near Big Park / Village of Oak Creek.</p> <p>Sedona Chamber of Commerce (both Resident and Visitor Stormwater Brochures)</p>
<b>MINIMUM CONTROL MEASURE TWO – PUBLIC PARTICIPATION AND INVOLVEMENT</b>				
<b>BEST MANAGEMENT PRACTICE</b>	<b>MEASURABLE GOAL (STEPS TO MEASURE PROGRESS)</b>	<b>NEW OR REVISED</b>	<b>START DATE</b>	<b>IMPLEMENTATION STATUS / FREQUENCY / ACHIEVEMENT DATE (COMPLETED, IN PROGRESS, NOT STARTED, ETC.)</b>
<p>Revised FY08/09: Encourage public participation with trash collection days</p>	<p>Investigate creation of a trash collection day 2007 addition – Request information from homeowners associations regarding neighborhood trash collection days Added in 2008- Participate in at least 2 trash pick-up events</p>		<p>January 2004</p>	<p><b>COMPLETED</b> with ongoing updates.</p> <p>The City of Sedona is an island within the Coconino National Forest (US Forest Service) and as such does not share any common border with any 'neighboring cities', such as Cottonwood or Camp Verde. As a result, there is no interest for a group trash collection day or other shared program. Due to this, the goal was revised in the Stormwater Quality Management Program revision (August 2007) to require as a measurable goal that Neighborhood Associations be contacted regarding their trash days. In October 2008, thirty-two associations were contacted; only one had a trash collection day. The City also did a survey in September 2008 regarding the general issue of trash pick-up. It indicated that about half of the responding associations believed that one-mile or less was the preferred distance to go to dump lawn clippings (it's important to note there are very few lawns in Sedona). In response to a June 2006 letter from ADEQ, another BMP was added to the Revised 2008 Management Plan. It should be noted that in the City of Sedona and surrounding areas, a non-profit volunteer organization known as Keep Sedona Beautiful has been picking up roadside ditch trash for over 30 years on a weekly basis. The city has recognized those accomplishments and worked with this organization on a number of occasions throughout the years.</p> <p>In October 2008, the City started a Neighborhood Cleanup Program by</p>

<p>offering one “roll-off” dumpster placement per month in a requesting subdivision. For FY09/10, requests were made from three subdivisions, and a dumpster was placed over a weekend in each of the three corresponding months for those requests. Due to budget constraints, this program was discontinued beginning November 2009. While the monthly program had been discontinued, the city participates in an annual yard waste and cleanup event for the city. This fiscal year, the city participated in a yard waste clean-up event with the Sedona Fire District on June 6, 7, 8, and 9, 2016. This event is expected to be continued in 2017.</p> <p>The City of Sedona maintains thirteen pet waste stations in the following locations: Sedona Dog Park, Uptown shops, Uptown Parking Lot, Jordan Park, Sunset Park (two stations – both new this reporting period), Posse Grounds Park (two stations – both new this reporting period), and trail heads at Margs Draw, Carrol Canyon, Sugarloaf, Andante, and Thunder Mountain. Although these were installed with 319 funds, the City receives no reimbursement for the responsibility of maintaining and emptying these pet waste stations. During the period of July 2015 through June 2016, 2,694.0 pounds of pet waste (up from 2,035.6 pounds in FY14/15) was collected at these thirteen stations. The monthly totals were reported to the Oak Creek Watershed Council.</p> <p>The City of Sedona sponsored a Christmas tree collection at the corner of SR 89A and Saddle Rock Circle, as it has been doing for about fifteen years. Between the last week of December 2015 and January 29, 2016, 453 trees were collected and mulched this year. The city will again offer a Christmas Tree recycling program in 2016-17.</p> <p>A Household Hazardous Waste and Electronics Recycling Waste Collection Day event was held at Sedona Red Rock High School on March 19, 2016. The city will continue to offer this recycling day in 2017.</p> <p>The City contributed \$53,183 in FY15/16 funding to the Sedona Recycles center on Shelby Drive to which many citizens take aluminum, cardboard, glass, Styrofoam, plastics, paper, and other recyclable material. The City of Sedona will continue funding in the next fiscal year.</p>			<p>Investigate development of regular programs to raise awareness</p> <p>Form a City Staff Action Group</p> <p>Provide a public response element to the City website for</p>
		<p>January 2004</p>	<p><b>COMPLETED</b> and ongoing.</p> <p>Formation of a Stormwater Action Group. The Group started meeting in August 2007. This group did not meet during FY15/16 as there were no changes to the current revision of the Stormwater Quality Management Plan. City staff has previously participated in a Stormwater Action Group</p>

<p>storm water</p> <p>Added 2007 - Hold one public meeting annually to receive comments on stormwater quality issues</p> <p>Post NOI and SWMIP on the City website</p> <p>Added 2008 – Work with Sedona Recycles to develop a program to pick up material around the recycle site as there are drainages adjacent to the site</p> <p>Seek out sponsors and partnerships to increase public awareness of stormwater quality issues</p>			<p>(last meeting was 6/15/10). The Group reviewed the revised Stormwater Management Plan and the Stormwater ordinance. The group reviewed mailings and made program recommendations. This group will reconvene if changes are necessary to the Stormwater Quality Maintenance Plan or the city’s Stormwater ordinance.</p> <p>The public has the opportunity to respond or make comments related to stormwater by using email links to City staff from the City website. The city also placed an article in the Sedona Red Rock News, May 25, 2016, requesting public comment on the Stormwater Quality Management Program. One business solicitation was received. No comments regarding the current Stormwater Quality Management Program were received.</p> <p>The City of Sedona General Stormwater Pollution Prevention Guidelines (NOI) and Stormwater Management Plan (SWMP) are available both for download and viewing on the Stormwater in Sedona webpage on the city website.</p> <p>The staff at the Sedona Recycle Center on Shelby Drive is educated on the importance of keeping the area and adjacent channels clean. However, a letter was written due to recyclable glass products leaving the recycle center and entering the drainage behind the center. Otherwise, there have been no public complaints or city action regarding blowing trash and debris during this reporting period.</p> <p>At the City of Sedona’s Citizen’s Academy in March 2016, the City’s Stormwater Program was discussed.</p> <p>The City purchased 140 storm drain curb markers in May of 2015, which say “No Dumping – Drains to Oak Creek” in both English and Spanish. The city has begun to install these markers at prominent, highly visible locations in the uptown area of Sedona along Forest Road and State Route 89A. These will raise the awareness of both locals and visitors. Installation will continue into fiscal year FY16/17.</p> <p>The City of Sedona implemented a new program to permit citizens to report stormwater pollution. <b>REPORT IT!</b> is found on the front page of the City of Sedona website (<a href="http://www.sedonaaz.gov">http://www.sedonaaz.gov</a>) which then directly links to the City Clerk’s Office webpage at the following url: <a href="http://www.sedonaaz.gov/your-government/departments/city-clerk/report-it">http://www.sedonaaz.gov/your-government/departments/city-clerk/report-it</a>. This system, Sedona Citizens Connect - Service Request System (CitySourced), provides the user with a way to report stormwater pollution, as well as potholes, graffiti, and other items. This</p>
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						system also has an app (ios, android, and windows phone specific apps) that can be installed onto a compatible android, ios, or windows devices.
<b>MINIMUM CONTROL MEASURE THREE – ILLICIT DISCHARGE AND ELIMINATION</b>						
<b>BEST MANAGEMENT PRACTICE</b>	<b>MEASURABLE GOAL (STEPS TO MEASURE PROGRESS)</b>	<b>NEW OR REVISED</b>	<b>START DATE</b>	<b>IMPLEMENTATION STATUS / FREQUENCY / ACHIEVEMENT DATE (COMPLETED, IN PROGRESS, NOT STARTED, ETC.)</b>		
Develop City Ordinance	Develop City Ordinance		January 2004	<b>COMPLETED.</b> A new ordinance was approved by the City Council on November 13, 2007 (City Code Section 14). Provisions regarding stormwater discharges were included in an update to provisions of City Code Section 7 approved on June 10, 2008.  The City Code was re-codified during FY11/12; information previously in Section 7 is now in Title 12, while information previously in Section 14 is now in Title 13.		
Identify locations of outfalls to major water bodies	Identify locations of outfalls to major water bodies		February 2003	<b>COMPLETED.</b> This is a task under the City’s Storm Water Master Plan.  <b>ONGOING.</b> Outfalls that discharge to ‘waters of the U.S.’ that have been identified are mapped on the city GIS. As updates become necessary, the city GIS will be updated.  The city inspected outfalls that drain to Oak Creek as part of pre-monsoon cleanup program in May/June 2016. The city will continue to inspect outfalls in FY16/17 as part of a pre-monsoon inspection; if there is any indication of a(n) illicit discharge(s), the city will require clean up and elimination of the discharge(s).		
Implement Inspection Program	Implement Inspection Program		July 2006	<b>COMPLETED</b> and ongoing.  The city inspects outfalls for illicit discharges both during the annual pre-monsoon inspection and whenever the city finds indication of an illicit discharge or is notified of an illicit discharge.		
Eliminate Illicit Discharges	Eliminate Illicit Discharges		July 2007	<b>COMPLETED</b> and ongoing.  This is an ongoing task: Enforcing adopted ordinance. The City Council authorized hiring an Environmental Inspector in FY08/09. However, due to budget constraints associated with the economic conditions (sales tax		

<p>collection), the Environmental Inspector position continued to be vacant until FY15/16.</p>	<p>August 2015 (FY15/16): A new Assistant Engineer position was created and filled. This employee will fulfill duties of Environmental Inspector position.</p>	<p>Assistant Engineer began work in August 2015. Assistant Engineer successfully completed Certified Stormwater Inspector training provided by National Stormwater Center on October 1, 2015. (Certificate Number 6470)</p>	<p>The City of Sedona will be installing a 1,000 gallon vault-and-haul bathroom facility at the very popular Cathedral Rock Trailhead in FY16/17. In addition, additional parking facilities with a first flush retention basin are to be opened to the public in FY16/17.</p>	<p>The City enforces provisions of Land Development Code and City code that it adopted regarding grading, erosion controls, and covered loads. Additionally, the city enforces the city code in relation to illicit discharges. The following are letters, emails, and face to face communications dealing with illicit discharges and other Stormwater violations.</p>	<p>8/14/2016: A letter was written to the property owner at 815 Rodeo Road regarding improper concrete washout performed in the city right-of-way.</p>	<p>11/2/2016: A letter was sent to the owner of a private undeveloped lot at 2230 Edgewood Drive. The issue was a change in stormwater flow due to build-up of sediment and blockage of storm drainage resulting in a change in stormwater flow and the deposition of sediment and debris in the city right-of-way and neighboring private properties.</p>	<p>11/16/2015: A letter was sent to the owner/builder of two lots at 25 Brins Mesa Lane and 27 Brins Mesa Lane. The letter was regarding illicit discharge of concrete into a local drainage failure to remove trees cut down for construction in a timely manner.</p>	<p>2/1/2016: A letter was written to the business owner of Jimenez Plastering, Inc. regarding best management practices for stormwater quality related to worksite water use and curing of plaster.</p>	<p>2/3/2016: A letter was written to the property owner of 35 Madole Road regarding excessive debris in drainage and blockage of culvert.</p>
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				<p>2/4/2016: A letter was written to the Operations Manager at Patriot Disposal regarding a hydraulic hose rupture and cleanup along Hozoni Drive in Sedona.</p> <p>2/11/2016: A letter was sent to the owner of Sacajawea Plaza at 301 N. State Route 89A regarding a sewer spill to city right-of-way.</p> <p>2/16/16: A letter was written to the owners of 2705 Bow Drive to order the abatement of sewer discharge at the property.</p> <p>2/22/2016: A follow-up letter was written to the owners of the property at 2705 Bow Drive regarding a potential sewer discharge at the property and the order to continue containment and pumping sewage until a permanent abatement is made.</p> <p>2/22/2016: A letter was written to the property owner of 170 Table Top Road regarding erosion runoff and stormwater quality impacts due to lack of best management practices implemented during grading work performed on property.</p> <p>3/15/2016: A letter was written to the Store Manager for Walgreens located at 1995 W. State Route 89A regarding litter in the drainage way located on the business property.</p> <p>3/22/2016: A follow-up letter to the property owners at 2705 Bow Drive regarding the failed septic system. The city is informing owner that the city has requested bids, selected the low bid, and work will commence to connect the residence to city sewer on March 28.</p> <p>4/4/2016: A follow-up letter to the property owners at 2705 Bow Drive informing them that construction was complete and that invoices from the city would be forthcoming (abandonment of onsite system and connection to city sewer).</p> <p>4/27/2016: A letter was written to the Principal at Sedona Red Rock High School regarding the improper use of a retention basin. Charred wood and ash was discovered in the retention basin.</p> <p>6/2/2016: A letter was written to the property owner and contractor construction a new residential structure at 427 Acacia Drive regarding excessive stormwater impacts due to improper filling of city right-of-way drainage and incomplete onsite grading.</p> <p>6/7/2016: A letter was written to the business owner of Red Rock ATV Rentals regarding the illicit discharge of ATV wash water to the city</p>
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				stormwater system. 6/13/2016: Meeting with owner of property at 147 Meadow Lark Drive regarding stormwater quality impacts due to improper culvert placement in city right-of-way, design of driveway, and incomplete stormwater best management practices. (Initial phone call regarding stormwater issue and email confirmation of meeting on 6/7/2016) 6/16/2016: A letter was written to the property owner at 1081 State Route 179 regarding excessive vegetation in the drainage on their property. 6/16/2016: A letter was written to Executive Director at Sedona Recycles, Inc. regarding recyclable glass materials from property reaching drainage channel behind the business. 6/22/2016: A letter was written to the property owner at 595 Andante Drive regarding dumping of vegetative debris to drainage. All above written notices have been satisfactorily resolved and no additional action is required at this time.
MINIMUM CONTROL MEASURE FOUR – CONSTRUCTION SITE RUNOFF CONTROL				
BEST MANAGEMENT PRACTICE	MEASURABLE GOAL (STEPS TO MEASURE PROGRESS)	NEW OR REVISED	START DATE	IMPLEMENTATION STATUS / FREQUENCY / ACHIEVEMENT DATE (COMPLETED, IN PROGRESS, NOT STARTED, ETC.)
Establish Ordinance addressing construction site runoff	Establish Ordinance addressing construction site runoff		July 2004	<b>COMPLETED.</b> Land Development code changes addressing grading completed in 2006 (Article 8 Section 805.06). City Code Title 12 “Rights-of-Way” modified to address work in the public Right-of-Way in June 2008.
Develop a list of preferred Construction site BMPs	Develop a list of preferred Construction site BMPs		January 2005	<b>COMPLETED</b> with ongoing updates as necessary. A list of BMPs and their benefits was created and the city has been suggesting practices for several years now. The City of Sedona Stormwater in Sedona webpage contains guidance for contractors to implement BMPs. In addition, the city has developed a brochure for contractors (Construction Industry version) that contain examples of BMPs and proper implementation of these BMPs. This brochure also directs them to the EPA site for additional Stormwater BMPs. The benefits of BMPs are explained in that brochure. The brochure is available to the public in the entrance area where contractors come for permits.



Develop an educational program	Develop an educational program	January 2003	<p><b>COMPLETED</b> with ongoing updates.</p> <p>The city has distributed brochures that depict various BMPs; the City mailed to 136 contractors a letter and a "Construction Industry" brochure to various contractors (i.e., landscaping, concrete, painting, general, and excavators) on June 8, 2016. During permit and plan reviews (i.e. new construction, renovation, existing demolition, etc.) storm water pollution prevention measures are reviewed and additional measures are required as necessary. As a corrective measure and educational tool, deficiencies needing to be addressed are documented and given to the contractor for action.</p> <p>A City of Sedona Notice of Intent (NOI) form was developed in FY08/09 and is required to be completed and signed as part of the permitting process for projects that have the potential of generating stormwater pollution.</p> <p>If the project will disturb more than one acre, the city requires the developer to acquire an ADEQ NOI for Stormwater Construction General Permit coverage. If the project is part of a larger common plan of development or sale that will ultimately disturb one acre or more, even if the subject disturbance is less than one acre, an ADEQ NOI for Stormwater Construction General Permit is required.</p> <p>All permits granted for work that may potentially cause stormwater pollution are issued with Conditions of Approval that include many BMP related requirements.</p>
Review site inspection program	Review site inspection program Provide training regarding the site inspection program	January 2004	<p><b>COMPLETED</b> with ongoing updates.</p> <p>The City is continuing to monitor compliance with permit conditions regarding erosion control and site SWPP. The training program needed to be strengthened through more formalized and regular training. This regular training was started in 2007.</p> <p>A May 18, 2016, a training session was held with 21 City staff participants, five of which are city inspectors. In addition, the city invited local contractors that perform work for the city; five personnel representing two contractors attended the training. All training participants signed a sign-in sheet, were administered tests after training was conducted, and participated in review of test to enhance understanding.</p> <p>The City continues inspection of permitted construction sites. Currently, the city has two inspectors that perform these inspections. All three</p>

				<p>Engineering Services inspectors inspect City capital improvement projects.</p> <p>Per comments made regarding the revised 2007 Annual Report in ADEQ September 5, 2008, letter, it is being clarified that the City's Commercial and Residential Inspection policy required that active commercial developments be inspected on a weekly basis while single family residential developments are inspected intermittently. During FY15/16, several residential site inspections were conducted. Beginning July 1, 2009, documentation of weekly inspections for commercial development project sites was carried out through email correspondence between the inspectors and their supervisor. Corrective action letters or emails were sent as necessary.</p>
<p>Develop a notification procedure to inform offending parties of discharge violations to respond and correct such discharge violations</p>	<p>City staff will establish notification guidelines for violators of the City Codes related to stormwater runoff</p>		<p>January 2004</p>	<p><b>ONGOING.</b></p> <p>The City continues to monitor ongoing construction projects. The procedure followed is a verbal warning, written notice to correct, and if necessary take action to stop construction, deny occupancy, or file charges. At this time, verbal and written notices have secured correction.</p> <p>In correspondence dated June 2008, ADEQ requested that the City report the number of warning and written notices provided. Our records show 20 written notices in FY15/16, all of which have been satisfactorily resolved. The number of verbal warnings is not known (we typically try to avoid verbal warnings by using email so that we have a written record); however, if an issue was not timely resolved a written warning is sent. The city conducted approximately 133 site inspections on commercial, residential, and capital improvement projects during FY15/16.</p>
<b>MINIMUM CONTROL MEASURE FIVE – POST-CONSTRUCTION RUNOFF CONTROL</b>				
<p><b>BEST MANAGEMENT PRACTICE</b></p> <p>Review current City Ordinance</p>	<p><b>MEASURABLE GOAL</b> (STEPS TO MEASURE PROGRESS)</p> <p>City staff will review all current City ordinances related to long-term drainage and erosion control</p>	<p><b>NEW OR REVISED</b></p>	<p><b>START DATE</b></p> <p>July 2004</p>	<p><b>IMPLEMENTATION STATUS / FREQUENCY / ACHIEVEMENT DATE</b> (COMPLETED, IN PROGRESS, NOT STARTED, ETC.)</p> <p><b>COMPLETED</b> with ongoing updates.</p> <p>The City has reviewed Land Development and City Code provisions for changes. As other deficiencies appear, additional changes will be made. As previously stated, changes were made to Section 8 of the Land Development Code, and Title 12 and 13 of the City Code.</p>

Review current City Ordinance	City staff will train building inspectors to identify violations of our compliance with the Stormwater Ordinance's design criteria		July 2004	<b>COMPLETED</b> with ongoing updates. Annual training was performed regarding identification of Stormwater violations on May 18, 2016. This training session was held with 21 City staff participants, five of which are city inspectors, and five personnel representing two contractors that the city invited to attend and participate in the training. All training participants signed a sign-in sheet, were administered a test after training was conducted, and participated in review of test to enhance understanding.
Investigate development of a site inspection program	The City will investigate a site inspection program that institutes maintenance requirement for structural and non-structural BMPs for long-term soil stabilization and water quality improvement		December 2006	<b>IN PROGRESS.</b> This was partially accomplished in preparing a Stormwater Ordinance that was presented to the City Council in November 2007. Public Works staff did request an Environmental Inspector in the FY08/09 budget, the position was approved, and recruitment started in August 2008. However, due to budget constraints associated with the economic situation (sales tax collection), the Environmental Inspector position was not filled until FY15/16.  August 2015 (FY15/16): A new Assistant Engineer position was created and filled and began work in August 2015. The Assistant Engineer successfully completed Certified Stormwater Inspector training provided by National Stormwater Center on October 1, 2015 (Certificate Number 6470). This employee will fulfill duties of Environmental Inspector position.
Investigate development of a site inspection program	The City will investigate how enforcement actions will be taken on those who violate the City ordinance in accordance with the City's ordinance enforcement code		December 2006	<b>IN PROGRESS.</b> Development of an ordinance that was presented to the City Council in November 2007 did include such an investigation. Actions were taken to make people aware of the ordinance as part of the process. The ordinance is posted on the City web page. Efforts were planned to intensify in FY08/09 with the hiring of an Environmental Inspector. However, due to budget constraints (sales tax collection), the Environmental Inspector position was not filled. Existing City staff members are being utilized in this effort.  August 2015 (FY15/16): A new Assistant Engineer position was created and filled and began work in August 2015. Assistant Engineer successfully completed Certified Stormwater Inspector training provided by National Stormwater Center on October 1, 2015. (Certificate Number 6470). This employee will fulfill duties of Environmental Inspector position.

Use of structural BMPs for long-term drainage and erosion control	City staff will identify and incorporate into plan review guidelines preferred structural BMPs designed for long-term drainage and erosion control to be used for SWPPP		July 2004	<p>A letter dated June 8, 2016, mailed to 136 local contractors, provided information regarding the City Stormwater Ordinance (attached). In addition, a 'Best Management Practice Spotlight', CONCRETE WASHOUT, was included.</p> <p><b>COMPLETED</b> with ongoing updates.</p> <p>The city requires oil/water separators or first flush retention for new parking lots.</p> <p>The 2009 Sedona Stormwater Pollution Prevention Guidelines includes structural BMPs.</p> <p>The City of Sedona requires 80-120 cubic feet of permanent stormwater retention for new residential structures. This not only reduces downstream flow quantities, the basins also trap sediment and reduce silt transportation because less water is flowing downstream.</p> <p>The disturbed areas on properties with new homes typically are covered with landscaping rock and the downspout drainage swales are lined with riprap.</p> <p>Stormwater retention or detention is required on commercial projects that are ≥ one acre and/or will increase runoff by more than one CFS. This detention has the effect of reducing potential erosion and silt transportation.</p> <p>We also require a Post Construction BMP Maintenance Plan on many commercial projects.</p> <p>The City has established an inventory of post-construction BMPs that have been deployed. Many post-construction BMP Maintenance Plans are also on file.</p>
<b>MINIMUM CONTROL MEASURE SIX – POLLUTION PREVENTION / GOOD HOUSEKEEPING</b>				
<b>BEST MANAGEMENT PRACTICE</b>	<b>MEASURABLE GOAL (STEPS TO MEASURE PROGRESS)</b>	<b>NEW OR REVISED</b>	<b>START DATE</b>	<b>IMPLEMENTATION STATUS / FREQUENCY / ACHIEVEMENT DATE (COMPLETED, IN PROGRESS, NOT STARTED, ETC.)</b>
Educate City Employees on the Stormwater Program	City Engineer to meet with other City Department heads to discuss the program and assist them in implementing the		February 2004	<p><b>COMPLETED</b> and ongoing.</p> <p>Training is provided to city employees annually. A training session was held on May 16, 2016, with 21 City staff participants, five of which are city inspectors. In addition, the city invited local contractors that perform work for the city; in all, five personnel representing two contractors attended the training alongside city employees. All training</p>

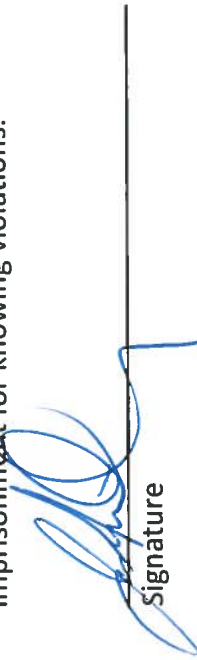
	program			participants signed a sign-in sheet, were administered tests after training was conducted, and participated in review of test to enhance understanding.
<p>Review existing City operation and maintenance programs to determine how to meet the objectives of the Stormwater Management Program</p>	<p>Department Heads will meet annually with their staff to review and improve existing operation and maintenance programs in their units aimed at incorporating the objectives of the SWMP. Department heads will provide update reports to the City Engineer on their programs</p>		February 2004	<p><b>COMPLETED</b> and ongoing.</p> <p>The city developed a comprehensive policy and procedure known as “City-wide Integrated Pest Management Plan (Herbicides and Pesticides Use)” in an effort to reduce impact on the environment. The policy was adopted April 1, 2010. This policy, currently in the revision process, is available by request of the Public Works Department.</p> <p>The City Maintenance Division has developed written guidelines for work crews regarding work practices to prevent stormwater pollution.</p> <p>The City Engineer has worked to involve other departments in this aspect of the program by reminding them of the need to inform their staff of the need to reduce stormwater pollution.</p> <p>No annual reports are currently being received from other departments. The Public Works Department, which includes Engineering, Streets, Parks, and Storm Drainage Maintenance, prepares this report.</p> <p>The city approved sweeping of city parking lots in the FY08/09 budget. This sweeping of parking lots has continued each fiscal year.</p> <p>The following parking lots were swept by a mechanical vacuum type sweeper twelve times (once per month) in FY15/16:</p> <ul style="list-style-type: none"> <li>- City Hall Parking Lot</li> <li>- Sunset Park Parking Lot</li> <li>- Posse Ground Park Teen Center Parking Lot</li> <li>- Posse Ground Park Soccer Field Parking Lot (east side)</li> <li>- Posse Ground Park Soccer Field Parking Lot (west side)</li> <li>- Uptown Parking Lot</li> <li>- Police Garage</li> </ul> <p>Each month, thirty-seven (37) curb miles of State Route 89A and State Route 179, including bike lanes, were swept.</p> <p>City streets were swept each quarter, as follows:</p> <ul style="list-style-type: none"> <li>- 7.2 curb miles in August 2015 (FY15/16 Q1)</li> <li>- 7.0 curb miles in December 2015 (FY15/16 Q2)</li> </ul> <p>Beginning in January 2016, the sweeping covered both State Route 89A and State Route 179, including bike lanes, and city streets; total swept</p>

Develop a SWPPP for every CIP	Develop a SWPPP for every CIP		<p>each month was forty-two (42) curb miles.</p> <p>In addition to set contractual sweeping monthly and quarterly, requested sweeping was performed in the following locations:</p> <ul style="list-style-type: none"> <li>- Canyon Shadows Drive (0.5 mile) in February 2016</li> <li>- Chimney Spire Road (0.125 mile) in February 2016</li> <li>- Airport Road (1 mile) in February 2016</li> </ul> <p>These additional locations were for storm event cleanup.</p> <p>In May 2009, the City installed oil/water separators in three stormwater inlets in the City Hall parking lot, at three catch basins on Forest Road, and at Wayside Chapel. In September 2013, the city installed a new catch basin with oil/water separator to treat runoff from an old existing parking lot that serves the Posse Grounds ramadas, playground, and soccer field.</p> <p>During rainy seasons, the City Maintenance Division routinely inspects and cleans catch basin inlet grates that are clogged with trapped debris.</p> <p>As part of the State Route 179 Project, the City worked with ADOT to ensure the installation of high capacity oil/water separators (Stormceptors) to treat runoff collected between curb &amp; gutter for the portions of the roadway that drain to the Oak Creek Bridge and Morgan Wash. All four of the Stormceptors were cleaned by a specialty contractor and inspected by City personnel on May 4, 2016.</p>
Develop a SWPPP for every CIP	Develop a SWPPP for every CIP	January 2003	<p><b>COMPLETE</b> and ongoing.</p> <p>A SWPPP is required by the city as a standard specification for Capital Improvement Projects (CIP). The following CIPs were completed during FY15/16:</p> <ul style="list-style-type: none"> <li>- Brewer Road/Tlaquepaque Drainage Improvements Project (Phase III)</li> <li>- Casa Bonita Drainage Project</li> <li>- State Route 89A Paving Project</li> <li>- Uptown State Route 89A Sidewalk Additions Project</li> <li>- Navoti Drive / Calle del Sol Intersection Project</li> <li>- Bike Skills Park Project (Phase I)</li> <li>- Cathedral Rock Trailhead Parking Lot Expansion Project (includes installation of bathroom facilities)</li> <li>- Sugar Loaf Trailhead Parking Lot Expansion Project</li> </ul>

<p>In-house inspection program</p>	<p>The City will implement an inspection program aimed at enforcing the current operations and maintenance programs. The program will include inspection of parking areas for oil and grease runoff</p>		<p>October 2004</p>	<p><b>COMPLETED</b> and ongoing.  City parking lots are swept by Contract Sweeping Services monthly and oil/water separators were installed in 2009 for the City Hall parking lot and are maintained annually. City vehicles are regularly inspected for leaks and repaired as necessary. The program needs to be formalized so that parking area inspections are conducted. No steps were taken to formalize an oil/grease inspection program for the parking lot.  Due to findings in the Oct. 2011 EPA Audit, the city has deployed appropriate BMPs at our maintenance facilities.  In March 2013, the City Maintenance Yard was relocated from 525 Posse Ground Road to 2070 Contractors Road. The new yard location provides better intrinsic stormwater pollution protection as compared with the old site.</p>
<p>Investigate Staff Resource needs</p>	<p>Review six control measures and identify staff and resource requirements.  Recommend program funding annually</p>		<p>January 2004</p>	<p><b>ONGOING TASK.</b>  The City created a budget classification for storm water items in the FY05/06 budget. Public Works staff made another request for an Environmental Inspector in the FY08/09 budget, and the position was approved by City Council. Due to budget constraints associated with the unanticipated and economic conditions at the time (below average sales tax revenue), the Environmental Inspector position was not filled until FY15/16.  FY15/16: A new Assistant Engineer position was created and filled. This employee will fulfill duties of Environmental Inspector position. The start date for this position was August 3, 2015.  The City of Sedona is continuing to work with the Oak Creek Watershed Council in FY16/17 through a \$15,000 Service Contract.</p>

**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

J. Andrew Dickey  
Name (printed)

9/29/16  
Date

DIRECTOR OF PUBLIC WORKS/CITY ENGINEER  
Title