

## 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 Sedona

Contact Name: Charles Mosley

Telephone Number: (928) 204-7132 Email Address: cmosley@sedonaAZ.gov

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

### 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 <input checked="" type="checkbox"/> | NO <input type="checkbox"/>            |
| 2. The MS4 has annexed lands.   | YES <input type="checkbox"/>            | NO <input checked="" type="checkbox"/> |
| 3a. The MS4 discharges directly to an impaired water.   | YES <input type="checkbox"/>            | NO <input checked="" type="checkbox"/> |
| 3b. A water within 10 miles of the MS4’s jurisdiction has been identified as impaired.  | YES <input checked="" type="checkbox"/> | NO <input type="checkbox"/>            |
| 4a. The MS4 discharges directly to water for which a TMDL has been established.   | YES <input type="checkbox"/>            | NO <input checked="" type="checkbox"/> |
| 4b. A TMDL has been established for a water within 10 miles of the MS4’s jurisdiction.  | YES <input checked="" type="checkbox"/> | NO <input type="checkbox"/>            |
| 5. The MS4 has conducted analytical monitoring of stormwater quality.   | YES <input type="checkbox"/>            | NO <input checked="" type="checkbox"/> |
| 6. The MS4 is relying on another government entity to satisfy some permit obligations.  | YES <input type="checkbox"/>            | NO <input checked="" type="checkbox"/> |

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

<b>Minimum Control Measure(s)</b>	<b>BMP</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)</b>
Public Education and Outreach	Collect information	City staff will contact agencies to get information and review web pages at least on semi-annual basis to get most up-to-date information.		April 2004	Ongoing. Semi-annual investigation not performed. City did during development of outreach brochures research web pages for ideas. The investigation was done in April/May 2005. In September 2007 City updated web page and made it more accessible.
Public Education and Outreach	Develop a stormwater web page	Develop a stormwater web page		July 2004	Ongoing. City of Sedona maintains a section for this issue on its web page under Public Works. In September 2007 City updated web page and made it more accessible. The count for the page on November 8, 2007 was 687 hits. Prior to this update the web site was last updated in August 2005 with brochures developed in June 2005.
Public Education and Outreach	Use public media to disseminate information	Use public media to disseminate information		April 2004	Ongoing. City of Sedona ran regular radio spots on KAZM, a local radio station. This was done during several months in this time frame. New ads were also developed.

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Public Education and Outreach	Develop a Speaker's Bureau	Creation of a list of speakers and topics and dissemination of the list to organizations likely to use speakers		Jan 2004	Determination of topics and speakers. Not started. This will be worked on in the next reporting period. End date November 2007
Public Education and Outreach	Tributary Signage	Design and production of signage		Sept. 2004	Posting of signs at strategic locations. End Date June 2005 25 signs were posted around community.
Public Education and Outreach	Outreach brochures	Develop brochures and fact sheets on stormwater issues targeted to specific audiences		Jan 2004	In June 2007 developed brochures targeted to residents. 6000 mailed to residents..
Public Education and Outreach	Use media outlets and mail service to disseminate stormwater facts	Write three articles per year on stormwater for publication in local newspaper. Investigate disseminating stormwater issues through mail supplements and other media.		Jan 2004	Ongoing. Stormwater was one of the featured issues at this year's Public Works fair in May. Three articles were not prepared during this reporting period. The City places copies of its storm water brochure for residents in several of the City buildings for the public to pick up. City of Sedona placed radio spots on KAZM in December 2006, January 2007, March 2007 and May 2007.

Minimum Control Measure(s)	BMP	Measurable Goal (steps to measure progress)	New or Revised	Start Date	Implementation Status/ Frequency/ Achievement Date (completed, in progress, not started)
Public Participation and Involvement	Investigate creation of a trash collection day	Investigate creation of a trash collection day	X	Jan 2004	There does not seem to be much interest from neighboring cities at this time. This goal was revised in August 07-management plan revision. The City of Sedona, along with Sedona Fire District, US Forest Service, Coconino County, and Yavapai County did hold a cooperative biomass clean-up day for yard waste May 18 – May 20, 2007.
Public Participation and Involvement	Investigate development of regular programs to raise awareness	Investigate development of regular programs to raise awareness		Jan 2004	Stormwater was one of the featured issues at this year's Public Works fair in May. Formation of Action Group. Started meeting in August 2007. Not start this reporting period.
Illicit Discharge and Elimination	Develop City Ordinance	Develop City Ordinance		Jan. 2004	Ongoing. Working on update of Section 13 of the City Code regarding wastewater discharge. Some provisions bearing on illegal discharge to stormwater are anticipated to be included. End Date June 2007. A Stormwater Ordinance will be presented to the City Council at its November 13 meeting. The City has included requirements for proper erosion control as part of the right of way permit requirements.

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Illicit Discharge and Elimination	Identify locations of outfalls to major water bodies	Identify locations of outfalls to major water bodies		February 2003	Completed. This is a task under the City's Storm Water Master Plan. End date March 2005. City is proceeding to inspect outfalls beginning October 2007.
Illicit Discharge and Elimination	Implement Inspection Program	Implement Inspection Program		Jul 2006	City is proceeding to inspect outfalls beginning October 2007
Illicit Discharge and Elimination	Eliminate Illicit Discharges	Eliminate Illicit Discharges		. Jul 2007	Enforce adopted ordinance. This will be an ongoing task. Ordinance not yet adopted. City is enforcing provisions of Land development code and City code that it adopted regarding grading and erosion controls, and covered loads.
Construction Site Runoff Control	Establish Ordinance addressing construction site runoff	Establish Ordinance addressing construction site runoff		Jul 2004	Ongoing Land Development Code modified in 2006 to make revisions to grading section to address these issues. A review of City Code Section 7-15 "Rights of Way" needs to be done to address work in the public Right of Way. End Date Dec. 2007

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Construction Site Runoff Control	Develop a list of preferred Construction site BMP	Develop a list of preferred Construction site BMP		Jan 2005	Ongoing. Development of a formalized list of BMP practices and listing of benefits. City is currently following its Code Enforcement procedures when constructors violate the City Codes regarding erosion control and site cleanup. The city has been suggesting practices for two years now, but needs to formalize to a greater extent. The City has developed a brochure for Contractors that contains BMP examples and directs them to the EPA site for BMPs. The benefits of BMP are explained in that brochure. End Date December 2007
Construction Site Runoff Control	Develop an educational program	Develop an educational program		January 2003	Ongoing. The City has developed conditions related to covered loads (an ordinance was passed in 2006), site maintenance, and reduction of mud tracking which are included as development permit conditions.. The City is doing radio ads. A brochure aimed at Contractors has been developed and is being distributed.

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Construction Site Runoff Control	Review site inspection program	Review site inspection program Provide training regarding the site inspection program		January 2004	Ongoing. The City has begun and is continuing a program to monitor compliance with permit conditions regarding erosion control and site SWPP. The training program needs to be strengthened.
Construction Site Runoff Control	Develop a notification procedure to inform offending parties of discharge violations to respond and correct such discharge violations.	City staff will establish notification guidelines for violators of the City Codes related to stormwater runoff.		Jan. 2004	Ongoing. 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 deny stop construction, deny occupancy, or file charges. At this time verbal and a written notice has secured correction.
Post – Construction Runoff Control	Review current City Ordinance	City staff will review all current City ordinances related to long-term drainage and erosion control		July 2004	Current ordinances are not sufficient in themselves to address this issue. The Stormwater Ordinance to be presented to the City Council in November 2007 contains provisions supporting post-construction inspection activities.

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Post – Construction Runoff Control	Review current City Ordinance	City staff will train building inspectors to identify violations of or compliance with the Stormwater Ordinance’s design criteria.		April 2006	Not started. The ending date will be missed, although the City will pursue this goal. The adoption of the storm water ordinance is to precede this effort.
Post – Construction Runoff Control	Investigate development of a site inspection program	The City will investigate a site inspection program that institutes maintenance requirement for structural and non-structural BMP’s for long-term soil stabilization and water quality improvement.		Dec. 2006	Not started in this reporting period. This was partially accomplished in preparing a Stormwater Ordinance to be presented to the City Council in November 2007. Public Works staff did request an Environmental Inspector in the FY 06/07 budget, but the position was not approved.



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Post – Construction Runoff Control	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.		Dec. 2006	Not started in this reporting period. Development of an ordinance to be presented to the City Council in November 2007 did include such an investigation.
Post – Construction Runoff Control	Use of structural BMPs for long-term drainage and erosion control	City staff will identify and incorporate into plan review guidelines preferred structural BMP's designed for long-term drainage and erosion control to be used for SWPPP.		Jul. 2004	Ongoing. Staff still needs to identify the preferred structural BMPs. City will not meet end date for this goal although it will pursue the goal. End date 2007 for identify. Some progress has been made on this goal through development of the updated stormwater management plan ( August 2007)

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Pollution Prevention/Good HouseKeeping	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 program.		Feb. 2004	Ongoing. A special meeting was held in 2007. The importance of this program was mentioned at a Department heads meeting in September 2007. This is an ongoing task.
Pollution Prevention/Good HouseKeeping	Review existing City operation and maintenance programs to determine how to meet the objectives of the Stormwater Management Program.	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		February 2004	This is ongoing. The streets division of public works is reviewing their work procedures. Written guidelines need to be prepared.

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Pollution Prevention/Good HouseKeeping	Develop a SWPP for every CIP	Develop a SWPP for every CIP	Project Managers will ensure that a SWPPP is developed for every CIP of the City.	January 2003	Ongoing. The City has this as a standard part of its specifications for CIP. We continue to improve the specification as necessary
Pollution Prevention/Good HouseKeeping	In-house inspection program	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.		Oct. 2004	Not started formally. Vehicle inspections are being done, but inspection of parking areas for oil and grease runoff has not been implemented. This is to be an ongoing program. The program needs to be formalized so that parking area inspections are conducted.

Minimum Control Measure(s)	BMP	Measurable Goal (steps to measure progress)	New or Revised	Start Date	Implementation Status/ Frequency/ Achievement Date (completed, in progress, not started)
City Implementation	Investigate Staff Resource needs	Review six control measures and identify staff and resource requirements. Recommend program funding annually		January 2004	Ongoing. The City has created a budget classification for storm water items in the FY 05/06 budget. Public Works staff did request an Environmental Inspector in the FY 06/07 budget, but the position was not approved This is an ongoing task.

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

## INSTRUCTIONS

Regulated Municipal Separate Storm Sewer Systems (MS4s) must submit annual reports to Arizona Department of Environmental Quality (ADEQ) for each year of the permit term. In compliance with the MS4 General Permit, an MS4 must annually review its Stormwater Management Program (SWMP) in conjunction with the preparation of the annual report. This document is a suggested format for annual reporting.

Submit a signed copy of your annual report no later than September 30 of each year to:

Arizona Department of Environmental Quality  
Water Quality Compliance Section  
Compliance Data Unit, Mail Stop 5415B-1  
1110 West Washington Street  
Phoenix, AZ 85007

### A. General Information

Provide the name of the municipality or owner/operator of the storm sewer system.  
Provide the name, telephone number, and email address for the stormwater program contact person.

Place a check mark in the box corresponding to the current annual report year.

### B. SWMP Modifications and Additional Information

1. **Changes have been made or are proposed to the SWMP.** Modifications to the SWMP must be addressed in the annual report in accordance with Part V.E. and Part V.G. of the Permit. If ADEQ notified you during this reporting period that changes to your SWMP were necessary, you must check "yes" to this question.

Be sure to provide the following information in the attached explanation:

- a. Describe changes made to best management practices (BMPs), measurable goals, dates, contacts, procedures or details during the last reporting period.
  - b. If changes include additions or substitutions of BMPs, please indicate this. Include a written analysis explaining why the original BMP is ineffective or infeasible and why the replacement BMP is expected to achieve the goals of the original BMP.
2. **The MS4 has annexed lands.** Attach a description (or map) indicating the annexed area, the BMPs to be implemented, and any resulting updates to the SWMP.

3. **A water is listed as impaired.** ADEQ has completed Arizona's 2004 List of Impaired Waters which is significantly different from the 2002 List. Since the list has been updated, you may discover that your MS4's receiving water(s) is now listed as impaired. Please determine if your receiving water(s) has been assessed as impaired. The 2004 List of Impaired Waters has been posted on ADEQ's web site at <http://www.azdeq.gov/environ/water/assessment/assess.html>
  - a. If your MS4 discharges directly to an impaired water, you must amend your SWMP to control the discharge of listed pollutants and ensure to the maximum extent practicable that discharges from the MS4 will not cause or contribute to exceedances of surface water quality standards. The SWMP must also identify BMPs to control discharges and include monitoring of their effectiveness (Permit Part I.D.5.b and Permit Part V.F.1). Attach a copy of this section of the SWMP to the annual report.
  - b. If you locate an impaired water within 10 miles of your jurisdiction, you must identify the sources of pollutants of concern to that water and evaluate the likelihood of your MS4's discharge contributing to the water's impairment. Attach a brief explanation to the annual report.
4. **A TMDL has been established.** A Total Maximum Daily Load (TMDL) is the maximum amount (load) of a water quality parameter which can be carried by a surface water, on a daily basis, without causing an exceedance of surface water quality standards. A list of the established TMDLs for impaired waters is located on ADEQ's web site at: <http://www.azdeq.gov/environ/water/assessment/status.html>.
  - a. If your MS4 discharges directly to water for which a TMDL has been established:
    - i. and the TMDL includes a wasteload allocation or load allocation for your MS4, you must amend your SWMP to describe what BMPs you will use to meet the allocation(s) and to describe the monitoring program associated with the pollutant of concern. Include a description and schedule for implementation of additional BMPs to ensure compliance with the TMDL. You must also attach to a description of the SWMP amendment to the annual report.
    - ii. but the TMDL did not allocate a load or wasteload to the MS4, attach a statement stating so to your annual report.
  - b. If a TMDL has been established within 10 miles of your jurisdiction and does not include an allocation for your MS4, you must evaluate the likelihood of your discharge contributing to that water's impairment. Attach a brief explanation to your annual report.
5. **The MS4 conducted analytical monitoring of stormwater quality.** Attach to the annual report any monitoring data used to evaluate the success of the SWMP to reducing pollutants to the maximum extent practicable. The summary should include a discussion of results. Data collection must follow the requirements of Permit Part V.F and Part VI.K.
6. **The MS4 is relying on another government entity to satisfy some of the permit obligations.** If you are relying on another entity to satisfy permit obligations, attach a statement to the annual report identifying the entity and the elements

the entity will be implementing. A description of the agreement or written documentation of the agreement must be included in the SWMP.

### C. Stormwater Management Program Status

Each MS4 is required to evaluate compliance with permit requirements and assess the appropriateness of the BMPs in reducing the discharge of pollutants to the maximum extent practicable. The purpose of the annual report is to report the status of compliance with permit conditions, specifically the implementation of selected BMPs and the progress towards achieving the measurable goals for each BMP.

Using the table format provided on page 2 and following the example on page 6 of this document, summarize the status of all BMPs specified in your SWMP, as follows:

**Minimum Control Measure(s):** Specify the minimum control measure (MCM) addressed by each BMP. The six MCMs are listed in Part V.B. of the permit. Some BMPs may address more than one MCM.

**BMP:** List ALL of the BMPs specified in your SWMP, including any new BMPs. BMPs are the specific, long-term activities and practices that will be implemented to prevent or reduce stormwater pollution from the MS4. Examples include stormwater public service announcements, MS4 outfall inspections, and construction site plan review.

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.

**Measurable Goals:** List ALL measurable goals in your SWMP, including any new measurable goals. Measurable goals are the ongoing tasks and interim steps that demonstrate progress toward implementing a specific BMP. They are used to measure the effectiveness of your SWMP and compliance with the permit. Each BMP must include specific measurable goals. For instance, the measurable goals for the BMP “establishing a stormwater web page” might include “researching stormwater pollution prevention materials”, “drafting web page text”, “designing web page layout”, and “distributing final draft for approval”. Upon implementation, additional measurable goals that track progress of the BMP may include “annual review and update of the web page” and “tracking the number of “hits” to the web site”.

**New or Revised:** Place an X in this column if the BMP or measurable goal is new or revised, such as replacement with another BMP, addition of a new measurable goal, or revision of a start date, etc. Briefly explain the change to the SWMP in the “Implementation Status” column.

**Start Date:** Specify the scheduled start date (month and year) for each measurable goal.

**Implementation Status:** Indicate the implementation status (such as completed, in progress, or not started) of each measurable goal as of June 30 of this reporting cycle. If an activity is completed, indicate the achievement date. If an

activity is in progress, provide the expected achievement date. If an activity has not yet been started, indicate the expected achievement dates. In addition, use this column to briefly explain the frequency of on-going BMPs.

The following table is an example of the type of information to be provided in the annual report:

**EXAMPLE**

<b>Minimum Control Measure(s)</b>	<b>BMP</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)</b>
Pollution Prevention/Good Housekeeping for Municipal Oper.	Train all public works and streets staff	Approx. 20 staff trained annually. Staff educated on good housekeeping/ pollution prevention and upcoming stormwater ordinance		April 2004	In progress, annual training every April.
Illicit Discharge Detection and Elimination	Perform field screening of outfalls	Completed storm sewer system map includes all outfalls and names and locations of all waters of the U.S.		January 2005	Completed June 2005.
Construction Site Control and Post-Construction Site Control	Implement stormwater ordinance for construction and post-construction runoff control	Researched other municipalities' ordinances	X	July 2004	Completed. Revised start date from March 2004 to July 2004.
Construction Site Control and Post-Construction Site Control	Implement stormwater ordinance for construction and post-construction runoff control	Integrated language from model ordinance		September 2004	Completed December 2004.
Construction Site Control and Post-Construction Site Control	Implement stormwater ordinance for construction and post-construction runoff control	Stormwater ordinance has been drafted		March 2005	In progress. Draft ordinance presented to City Council June 2005. Approval pending, expected completion date July 2005.

**D. Certification**

The annual report must be signed by either a principal executive officer or ranking elected official, or by a duly authorized representative (refer to Permit Part VI.L).