



ARIZONA DEPARTMENT OF ENVIRONMENTAL QUALITY



1110 West Washington Street Phoenix, Arizona 85007
(602) 771-2300 www.azdeq.gov

Small MS4 Annual Report

ID #: AZSM65719

MS4 Name: CITY OF SEDONA MS4

Reporting Period: 01-Jul-2020 To 30-Jun-2021

Main Office

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Southern Regional Office

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(520)628-6733

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Annual Report Summary

Company Information

Name : CITY OF SEDONA - ENGINEERING SERVICES
 102 ROADRUNNER DR
 SEDONA
 AZ , 86336

Question: During this reporting period, was additional land annexed into the regulated MS4 area?

Answer: No

Question: Is stormwater sewer mapping 100 percent complete?

Answer: Yes

Provide the description of the measurable goal:

Question: Is outfall mapping 100 percent complete?

Answer: Yes

Number of outfalls mapped: 287

Provide the description of the measurable goal:

Question: Is identification of receiving waters information 100 percent complete?

Answer: Yes

Provide the description of the measurable goal:

Question: Has an Illicit Discharge Detection and Elimination (IDDE) enforcement authority or other regulatory mechanism been established?

Answer: Yes

Name	Title/Code/Citation	Effective Date	Inactive Date
City Code and Land Development Code	City Code Title 13 and Land Development Code 8	01/01/2012	

Question: Has a Construction Site Stormwater Runoff enforcement authority or other regulatory mechanism been established?

Answer: Yes

Name	Title/Code/Citation	Effective Date	Inactive Date
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Land Development Code Article 8	Land Development Code - Article 8 Section 805.06	01/01/2006	
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Question: Has a Post-Construction Stormwater Management enforcement authority or other regulatory mechanism been established?

Answer: Yes

Name	Title/Code/Citation	Effective Date	Inactive Date
Land Development Code	Land Development Code – Section 8	07/01/2017	

Question: For each receiving water, provide a brief description of the overall effectiveness of the BMP implemented to reduce the discharge of pollutants.

Answer:

Receiving Water: Oak Creek-Slide Rock boundary - Dry Cr

Type : Impaired/Non-attaining~Outstanding Arizona Water(OAW)

Outfall Details

Sr.No.	Outfall or Field Screening Point	Outfall Name/Number	Latitude	Longitude
1	Outfall	4. Soldier Wash	34.860609	-111.762574

Has a sampling and analysis(SAP) been developed and implemented for this receiving water? Yes

Impairments:

TMDL Applicable: Yes

Paramaters :

TOTAL NITROGEN AS N 1~TOTAL PHOSPHORUS~E COLI COLONY (CFU)~

Additional Optional Paramaters:

TURBIDITY~

Rational For Choosing this Parameter:

Turbidity: Recommended by Rosi Sherrill at ADEQ; however, Rosi Sherrill stated that this is not a requirement.

BMP Info

BMP	Impairments	Receiving Water
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Maintain Webpage	E COLI COLONY (CFU)	
Press Releases and Articles	E COLI COLONY (CFU)	
Tributary Signage	E COLI COLONY (CFU)	
Speakers Bureau	E COLI COLONY (CFU)	
Closed Circuit Television Information	E COLI COLONY (CFU)	
Outreach and Educational Opportunities	TOTAL NITROGEN AS N 1	
Outreach and Educational Opportunities	TOTAL PHOSPHORUS	
Inlet Curb Marker Program	E COLI COLONY (CFU)	
Pet Waste Collection Program	E COLI COLONY (CFU)	
Construction Site Inspection Program	TURBIDITY	

Provide a narrative of BMP effectiveness, including qualitative and quantitative indicators, in addressing pollutant discharge to this receiving water.

Maintain Webpage: The city webpage provides the public information on how they can prevent stormwater pollution, especially E. Coli, through the picking up and proper disposal of pet waste. Press Release and Article - This provides the public either information they can use to prevent stormwater pollution (such as an article about E . coli and picking up pet waste), or direct residents and the public to activities in which they can participate. Tributary signage provides a visual notification and reminder to the general public that the posted drainage flows to Oak Creek. This knowledge and information may help prevent pet waste, litter, and other pollutants from being disposed of in the posted drainage. Speakers Bureau provides the general public with an opportunity to obtain a speaker from public works, responsible for stormwater pollution prevention in the Sedona MS4, providing the requesting group information enhancing their understanding of E. Coli and it's impacts to Oak Creek. CCTV Information provides information to the public doing business with the city. One slide in the presentation is about E. coli and pet waste collection. Inlet Curb Marker Program performs in the same capacity as tributary signage, providing a reminder about the drains reaching Oak Creek. Pet Waste Collection provides public a means to reduce pet waste pollution. These are posted in visible and high pedestrian areas, and are very successful. NOTICE: N1, P, and turbidity analysis are not required.

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Question: For each BMP in the Minimum Control Measure 1: Public Education and Outreach, what was completed during this reporting period?

Answer:

BMP Name: Speakers Bureau

Category: Speakers Bureau

Personnel Position/Department: Public Works Department

BMP Description :

Use of Speakers Bureau.

Is another government entity responsible for this BMP ? No

Measurable Goals:

Start Date: 04/01/2017

Targeted End Date: 09/29/2021

Targeted Audience: Public **Frequency:** 1 One time event

Milestone Description:

The City will provide a link on its stormwater webpage for local organizations/groups to request a speaker on a variety of topics to include stormwater. This 'speakers bureau' will provide the public with a method to bring citizen groups, school groups and other activity groups together with the City to provide information regarding stormwater. This will occur on an as requested basis.

Were milestones/measurable goals achieved for this reporting period? Yes

Actual BMP Start Date: 04/01/2017

Date:

Provide a description of BMP effectiveness, including metrics used to determine effectiveness.

This promotes awareness and stormwater knowledge to the community. A link located on the city website ('Storms and Stormwater' webpage) generates an email and topic line "Arrange for a Speaker". A phone number (Public Works) and a list of twelve topics is also provided. No requests for a speaker were made during the FY20-21 reporting period.

Oak Creek Watershed Council (OCWC) conducted the following outreach activities in FY20-21:

- Six MS4 outreach social media posts: Due to COVID-19, in-person canvassing of homes/businesses was changed to social media posts to reach the public. The following social media posts were conducted in the reporting year:

a. Sedona's Stormwater: What is MS4? b. Sedona's Stormwater: Roles of homeowners and vacation rentals c. Sedona's Stormwater: Roles of contractors and developers d. Sedona's Stormwater: E. coli contamination and MS4 e. Sedona's Stormwater: Recreation and visitation f. Sedona's Stormwater: Pet waste and trash / Total views: 1,988 on Facebook and 1,062 on Instagram.

- Two trash cleanups organized by OCWC: 1- Carol Canyon Trailhead was held on October 13, 2020. This one-hour event with 16 people (4 city employees) collected 61.6 lbs of litter (3.9 lbs recyclable, 5.12 lbs of trash, and 6.5 lbs of feces). 2- Harmony Lane Cleanup was held May 15, 2021. This 4-hr event had 10 people (4 city employees) and resulted in 58 lbs of litter from the neighborhood drainages. About 5 tons of bulk trash was also collected.

Provide a summary of activities planned for next reporting period

BMP does not apply for next reporting period: No

Milestone Description:

The city will continue to provide a request link (which automatically generates an email address and topic line "Arrange for a Speaker") and phone number (Public Works main line) to request a public works speaker. The list of 'possible topics' (twelve stormwater topics) will also continue to be provided to help groups, such as HOAs, businesses, and residents, find the topic that they wish to learn about.

The city is currently working on a service agreement with OCWC for FY22.

BMP Name: Webpage Improvement

Category: Webpage

Personnel Position/Department: Public Works Department

BMP Description :

Conduct research to improve and update the City's stormwater web page.

Is another government entity responsible for this BMP ? No

Measurable Goals:

Start Date: 06/01/2017

Targeted End Date: 09/29/2021

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Targeted Audience: Sedona residents, visitors, and local construction and contractor businesses. **Frequency:** 2 Two times per year

Milestone Description:

City Staff will contact agencies to get information and/or review web pages at least on semiannual basis to get most up-to-date information. Evaluate websites/other information semi-annually.

Were milestones/measurable goals achieved for this reporting period? Yes

Actual BMP Start Date: 06/01/2017

Provide a description of BMP effectiveness, including metrics used to determine effectiveness.

This control measure provides pollution prevention awareness to the public. Public Works Department staff performs research to provide the most up-to-date stormwater BMPs, industry trends, and other new or improved stormwater pollution prevention activities. The city 'Storms and Stormwater' webpage is updated with this new information providing the latest information to the public regarding stormwater BMPs and other helpful information to assist residents and local construction and contractor businesses contribute to stormwater pollution prevention through knowledge of BMPs and other pollution prevention practices. There were 498 webpage (449 unique) visits during the reporting year.

Provide a summary of activities planned for next reporting period

BMP does not apply for next reporting period: No

Milestone Description:

The City of Sedona 'Storms and Stormwater' webpage will continue to be reviewed and updated with new content of industry trends, stormwater pollution prevention activities, and updated or improved BMPs as they become available. These updates to the city public works 'Storms and Stormwater' webpage will be performed semi-annually in the next reporting period (FY21-22).

BMP Name: Update City Leadership and Staff and/or Public

Category: Special Event

Personnel Position/Department: Public Works Department

BMP Description :

Present stormwater information and/or updates to City leadership staff and/or public.

Is another government entity responsible for this BMP ? No

Measurable Goals:

Start Date: 12/01/2017

Targeted End Date: 09/29/2021

Targeted Audience: City Leaders/Staff **Frequency:** 1 Annually
and/or public

Milestone Description:

Update the City's Department Heads annually concerning the stormwater program and/or present stormwater update to public at a City Council meeting. Conduct annually.

Were milestones/measurable goals achieved for this reporting period? Yes

Actual BMP Start Date: 12/10/2017

Provide a description of BMP effectiveness, including metrics used to determine effectiveness.

City leadership/staff was not updated this year - Leadership meetings were cancelled due to the ongoing pandemic, and when the meetings resumed they focused on issues involving public and employee safety and city finances; presentation was not given this fiscal year at the leadership meeting.

City Council meetings were also limited due to COVID-19 restrictions, and when they resumed there were restrictions on attendance.

The city hosted a 'Citizens Academy' where twenty-seven residents attended. Stormwater and MS4 information was presented during the Public Works Department presentation (October 7, 2020). This nine-session hands-on event is hosted once per year.

Provide a summary of activities planned for next reporting period

BMP does not apply for next reporting period: No

Milestone Description:

The city engineer will provide an annual update to the City of Sedona department heads/team leaders at one of the leadership meetings, which are held monthly, or will provide a stormwater update to the public at a City Council Meeting. The city will also provide this information during the Citizens Academy held annually.

BMP Name: Press Releases and Articles

Category: Article

Personnel Position/Department: Public Works Department

BMP Description :

The City will make press releases to disseminate public information regarding stormwater and stormwater related news and events. This may include brochures, radio, city website, and local newspapers.

Is another government entity responsible for this BMP ? No

Measurable Goals:

Start Date: 03/01/2017
Targeted End Date: 09/29/2021
Targeted Audience: Sedona residents, visitors, and local construction and contractor businesses.
Frequency: 3 Annually

Milestone Description:

Notifications related to stormwater pollution and related events will be made to the public (i.e. Christmas Tree recycling, pre-monsoon inspection notification, public comment of Stormwater Management Program, and other stormwater pollution related subjects) with one of the three addressing the E. coli issue specifically. Target audience is general public. Conducted three times annually.

Were milestones/measurable goals achieved for this reporting period? Yes

Actual BMP Start Date: 03/01/2017

Provide a description of BMP effectiveness, including metrics used to determine effectiveness.

The city submits articles and event press releases to the local newspaper (Red Rock News) as well as posting these to city social media accounts (Facebook, Twitter, and Instagram). The following stormwater quality articles/social media posts and events were published/posted during FY20-21:

- Help city of Sedona protect Oak Creek with these tips (05/26/2021)
- City seeks comments on stormwater management plan (05/26/2021)
- Dispose of debris at upcoming collection event May 17-20, 2021 (04/26/2021)
- Sedona free Christmas tree recycling 12/28/2020 through 1/31/2021 (12/15/2020)
- City and Yavapai County host hazardous waste and electronics collection event (09/02/2020)

Provide a summary of activities planned for next reporting period

BMP does not apply for next reporting period: No

Milestone Description:

The city will continue to provide the public with notification of stormwater related events and stormwater pollution prevention utilizing press releases or social media posts, such as Christmas Tree recycling, pre-monsoon inspection notification, public comment of Stormwater Management Program, and other stormwater pollution related subjects. One of the three notifications shall address the E. coli issue specifically. The target audience is the general public; this is conducted three times annually.

BMP Name: Tributary Signage
Category: Display/ Posters

Personnel Position/Department: Public Works Department

BMP Description :

Maintain and visually inspect all tributary and storm drainage signs.

Is another government entity responsible for this BMP ? No

Measurable Goals:

Start Date: 01/01/2017

Targeted End Date: 09/29/2021

Targeted Audience: Public **Frequency:** 1 Annually

Milestone Description:

Maintain tributary signs that state "Sedona's Stormwater Keep it Clean". Target audience is the public. Sign maintenance and inventory to be performed annually.

Were milestones/measurable goals achieved for this reporting period? Yes

Actual BMP Start Date: 01/01/2017

Provide a description of BMP effectiveness, including metrics used to determine effectiveness.

This control measure provides pollution prevention awareness to the public. The city maintains twenty-five drainage tributary signs that state "Sedona's Stormwater - Keep It Clean". These signs are installed at various locations around the city along drainages, arroyos, and tributaries that eventually flow to Oak Creek. During the reporting period, the installed signs were inspected for any damage and/or blockage by vegetation. Any damaged and/or missing signs are replaced, and vegetation is removed if it is blocking the visibility of any installed sign.

All twenty-five signs (100%) were inspected with the following discrepancies noted:

First missing sign (Thunder Mountain Road near Pastoral Place) was removed for the Thunder Mountain Road/Sanborn Road Shared Use Path Capital Improvement Project; upon completion of this project, the sign was reinstalled in the original location.

Second missing sign (Sunset Drive near Sunset Park Entrance) was removed for the Sunset Road Crossing Capital Improvement Project; upon completion of this project, the sign was reinstalled in the original location.

Sign locations are maintained on a city GIS layer. No illegal dumping or other illicit discharges have been observed in the proximity of any sign during this reporting period.

Provide a summary of activities planned for next reporting period

BMP does not apply for next reporting period: No

Milestone Description:

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The city will continue to inspect and maintain all twenty-five tributary signs located throughout the city. These signs will be checked for damage and any visibility blockage by vegetation. Any damaged signs will be replaced, and any vegetation impeding visibility of installed signs will be removed or cut back. All twenty-five signs to be inspected for presence and damage (such as weathering or other physical damage) that renders it ineffective.

BMP Name: Maintain Webpage

Category: Webpage

Personnel Position/Department: Public Works Department

BMP Description :

Maintain and update stormwater webpage.

Is another government entity responsible for this BMP ? No

Measurable Goals:

Start Date: 06/01/2017

Targeted End Date: 09/29/2021

Targeted Audience: Sedona residents, visitors, and local construction and contractor businesses. **Frequency:** 1 Annually

Milestone Description:

The City will update its stormwater web page semi-annually. The webpage will provide information to the public and contractors. The City will track the number of page views utilizing google analytics annually.

Were milestones/measurable goals achieved for this reporting period? Yes

Actual BMP Start Date: 06/01/2017

Date:

Provide a description of BMP effectiveness, including metrics used to determine effectiveness.

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This control measure provides pollution prevention awareness to the public. The city maintained and updated the stormwater webpage semi-annually. This included the following activities:

1. Verification of links to outside webpages.
2. Verification of links to city-maintained documents and maps.
3. Maintaining the following documents for public review: Sedona Stormwater Management Program, current/effective Notice of Intent, and the three most recent MS4 Annual Reports.
4. Public Education Information, including the following: Sedona Stormwater 'Keep It Clean' brochure (construction industry, residential, and visitor versions)
5. Public Participation information, such as information regarding what can be done to help keep stormwater clean, a link to Assistant Engineer for questions and comments regarding stormwater, and a link to the Oak Creek Watershed Council, which hosts and promotes clean-up events and other activities promoting cleanliness of Oak Creek and tributaries.
6. An explanation of stormwater pollution, and steps individuals can take to help minimize stormwater pollution.

The city webpage 'Storms and Stormwater' had 498 total page views (449 unique page views) over the course of the reporting period.

Provide a summary of activities planned for next reporting period

BMP does not apply for next reporting period: No

Milestone Description:

The city will continue to maintain and update the webpage to provide accurate information for interested parties (webpage visitors). Updates include verification of weblinks, verification and accuracy of provided information, and updated documentation as necessary (including adding the latest MS4 Annual Report) for public review. This will be performed on a semiannual basis as outlined in the measure.

Question: Minimum Control Measure 1: Public Education and Outreach, Did the program implement any additional BMPs during this reporting period?

Answer:

Did the program implement any additional BMPs during this reporting period? No

Provide a summary of compliance with the requirements for Minimum Control Measure1.

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The city has fulfilled most stated activities defined in the Notice of Intent for Minimum Control Measure One. The identified best management practices are designed to provide residents, visitors, and local businesses, including construction and contractor businesses, an understanding of the MS4 program and alert them to impact they make (positive or negative) to the city stormwater.

The following BMPs are used to reach this goal:

Webpage Improvement (Webpage): The city will continue to research and obtain the latest news, information, and trends regarding stormwater pollution prevention and Best Management Practices. Links to this information are provided to the viewer, allowing them to perform their own research and make informed decisions.

Tributary Signage (Display/Posters): Tributary signage is designed to promote awareness of drainages that drain to Oak Creek, helping minimize illegal dumping/illicit discharges. No illicit discharges were found near any installed tributary signs.

Maintain Webpage (Webpage): The city 'Storms and Stormwater' webpage provides the public/target audience information regarding the MS4 program, including documents (annual reports, brochures, flyer discussing pet waste), maps, and stormwater pollution prevention steps that individuals can implement to help prevent stormwater pollution (i.e. 'How You Can Help'). Links are also provided to the city stormwater ordinance and resources for additional information, such as the EPA and Oak Creek Watershed Council. All links and documents are verified for proper operation and updated as necessary. Webpage views/count are also examined to determine the effectiveness of this outreach platform.

Speakers Bureau (Other): The city provides citizen groups a chance to request a session with the city to answer questions or gain information about stormwater pollution prevention methods or other topics. This request is provided as a clickable link on the 'Storms and Stormwater' webpage as well as a contact number to request via phone.

Press Releases and Articles (Article): Provides target audience with upcoming events (providing the target audience a chance for participation in an event to prevent stormwater pollution) and provides news and current status of stormwater pollution prevention programs. These press releases are sent to the local newspaper, and the city also posts this information on the city's website (City of Sedona main webpage/front page has a 'Calendar' and 'Latest News' tab) and other social media platforms.

Update City Leadership and Staff and/or Public (Special Event): Provides Public Works Department (City Engineer) an opportunity to present to other departments a status of the city stormwater pollution program and a time to get questions answered. This helps make more rounded department leaders and more engaged city staff. While this was not performed this fiscal year due to prioritizing public safety (COVID-19) and city financial issues, the city will resume this BMP as it provides information to staff regarding the city's responsibilities and contributions to stormwater pollution prevention. Stormwater/MS4 information was provided to the public during the annual 'Citizens Academy' event.

Question: For each BMP in the Minimum Control Measure 2: Public Involvement and Participation, what was completed during this reporting period?

Answer:

BMP Name: Inlet Curb Marker Program

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Category: Public Involvement

Personnel Position/Department: Public Works Department

BMP Description :

Continue curb marker program.

Is another government entity responsible for this BMP ? No

Measurable Goals:

Start Date: 12/01/2017

Targeted End Date: 09/29/2021

Frequency: 1 Annually

Milestone Description:

Inspect and maintain signage and markers near curb inlets; install new markers as necessary. Inspection, maintenance, and installation to be conducted annually. Target public awareness of stormwater drainages.

Were milestones/measurable goals achieved for this reporting period? Yes

Actual BMP Start Date: 12/01/2017

Provide a description of BMP effectiveness, including metrics used to determine effectiveness.

The city installed new curb markers during this reporting period (FY20-21) on October 21, 2020 the following private commercial properties immediate to Oak Creek:

- Arabella Hotel Sedona (5)
- Cedars Resort (1)
- Sedona Chamber of Commerce (5)
- Hyatt Pinon Point Resort and Shops (20)
- Total – 31 new inlet markers installed

These curb markers were installed on curb and drainage inlet devices located in private parking lots.

Existing curb markers, previously installed at stormwater inlets were inspected, and damaged and missing curb markers were replaced.

Provide a summary of activities planned for next reporting period

BMP does not apply for next reporting period: No

Milestone Description:

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The city will continue to install new curb markers at suitable locations to raise public awareness regarding stormwater runoff leading to Oak Creek. The city will also continue to approach business owners/managers for opportunities to partner with permitting installation of curb markers in private property/parking lots and other high visibility areas promoting awareness of stormwater drainage to Oak Creek. Additionally, curb markers previously installed shall be inspected and damaged/missing curb markers will be replaced.

BMP Name: Public Comments of City Stormwater Program

Category: Public Participation

Personnel Position/Department: Public Works Department

BMP Description :

Continue program collecting, maintaining, and processing public comments on the City's stormwater program.

Is another government entity responsible for this BMP ? No

Measurable Goals:

Start Date: 07/01/2017

Targeted End Date: 09/29/2021

Frequency: 1 Annually

Milestone Description:

City shall conduct a press release annually to request public comment and input regarding stormwater quality issues within the City. Comments received will be responded to within 30 days. Records of comments and responses will be retained for 2 years.

Were milestones/measurable goals achieved for this reporting period? Yes

Actual BMP Start Date: 07/01/2017

Date:

Provide a description of BMP effectiveness, including metrics used to determine effectiveness.

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The city seeks public involvement through an opportunity for the public to review and provide comments and suggestions regarding city stormwater management annually. The city provides a press release requesting public comment annually. Three comments were received this reporting period.

Comment 1: Statement regarding animal (pet) waste and septic tanks pertaining to water quality.

Comment 2: Use of bio-swales and other natural/biological mechanisms (bioremediation) the clean stormwater thus improving quality.

Comment 3: Statement regarding pollution from construction sites impacting Copper Cliffs subdivision.

The comments received were not regarding the actual Stormwater Quality Management Plan, but rather stormwater quality issues in general.

Provide a summary of activities planned for next reporting period

BMP does not apply for next reporting period: No

Milestone Description:

The city will continue to request public comment and provide a public comment period annually regarding the Stormwater Quality Management Plan and city stormwater program.

BMP Name: Outreach and Educational Opportunities

Category: Public Involvement

Personnel Position/Department: Public Works Department

BMP Description :

Look for City outreach and educational opportunities for the public and contractors, including public comment and reporting opportunities.

Is another government entity responsible for this BMP ? No

Measurable Goals:

Start Date: 12/01/2017

Targeted End Date: 09/29/2021

Frequency: 1 Annually

Milestone Description:

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The City's stormwater website will target public and contractors. The website will be updated semiannually and reviewed annually. The City will add an email link for the public to provide comment.

The public may also submit stormwater related complaints through the website. The City will investigate and respond accordingly to the status of the investigation within 30 days. Records of comments and responses will be retained for 2 years.

The City will post the NOI and SWMP on its stormwater webpage and post the annual MS4 Report as they are submitted and approved by ADEQ.

Were milestones/measurable goals achieved for this reporting period? Yes

Actual BMP Start Date: 12/01/2017

Provide a description of BMP effectiveness, including metrics used to determine effectiveness.

- A. The city's stormwater webpage will target the public and contractors. The webpage was updated semiannually and reviewed annually. The city maintains the stormwater webpage and provides relevant stormwater pollution prevention information, links, and provides a specific email link to provide feedback, comments, suggestions, or ideas for the city stormwater webpage.
- B. The public may also submit stormwater related complaints through the city website (REPORT IT). The city will investigate and respond accordingly to the status of the investigation within 30 days. Records of comments and responses will be retained for 2 years. There were three (3) reports made to the city last reporting period (FY20-21) that were stormwater related; all have been closed.
- C. The city will post the NOI and SWMP on its stormwater webpage and post the annual MS4 Report as they are submitted and approved by ADEQ. This provides the public an opportunity to review the current Stormwater Management Plan and the three most recent AZPDES General Permit for Small MS4 annual reports submitted and approved by ADEQ.

Provide a summary of activities planned for next reporting period

BMP does not apply for next reporting period: No

Milestone Description:

The city will continue to provide updated information regarding stormwater pollution prevention, and seek public engagement and comments through avenues provided on the city 'Storms and Stormwater' webpage as well as the 'REPORT IT!' link provided on the main City of Sedona webpage. The city will continue to post the current Stormwater Management Plan and the three most recent AZPDES General Permit for Small MS4 annual reports submitted and approved by ADEQ, providing interested parties a chance to review and understand the activities performed by the city regarding stormwater.

BMP Name: Trash Collection and Recycling Program

Category: Public Participation

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Personnel Position/Department: Public Works Department

BMP Description :

Continue Trash Collection/Recycling Program.

Is another government entity responsible for this BMP ? No

Measurable Goals:

Start Date: 12/01/2017

Targeted End Date: 09/29/2021

Frequency: 1 Annually

Milestone Description:

The City will continue to work with Sedona Recycles enforcing a program encouraging those dropping off recycled material to pick-up material around the site that is wind-blown or fell out of containers. Success of this effort will be posting of signs encouraging the volunteer action and a noticeably cleaner area.

Each year the City will participate in at least 2 trash pick-up events. The City may or may not be the sponsor, but it will be a participant. Material regarding prevention of stormwater pollution, and proper places to dispose of hazardous waste and green waste will be provided. Success of the event will be measured by turnout. The goal is to have at least 5 people volunteer for each event.

Were milestones/measurable goals achieved for this reporting period? Yes

Actual BMP Start Date: 12/01/2017

Provide a description of BMP effectiveness, including metrics used to determine effectiveness.

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Success of this initiative is the following:

- A. City participation in at least two (2) trash pickup events with a goal of five (5) volunteers at each of those events. The city may or may not be the sponsor, but it will be a participant.
- B. The city will work with Sedona Recycles to promote increased cleanliness of the area in and around Sedona Recycles.

Two trash cleanup events organized by OCWC:

First event (Carol Canyon Trailhead) was held on October 13, 2020. This one-hour event with sixteen people (four city employees) collected 61.6 pounds of litter (3.9 pounds recyclable, 5.12 pounds of trash, and 6.5 pounds of feces).

Second event (Harmony Lane Cleanup) was held May 15, 2021. This cleanup was a four-hour event with 10 people (four city employees) and resulted in 58 pounds of litter from the neighborhood drainages. Additionally, a dumpster was provided and about 5 tons of bulk trash was collected from the neighborhood.

Sedona Recycles Signage: City installed signage (installed in prior reporting period) around Sedona Recycles requesting public assistance in maintaining cleanliness of the area by picking up any loose trash and debris. These signs were inspected, and no maintenance action was necessary. The area around Sedona Recycles continues to be visually better (less trash) than in previous years.

Provide a summary of activities planned for next reporting period

BMP does not apply for next reporting period: No

Milestone Description:

The city will continue to partner with Oak Creek Watershed Council to perform two cleanup events located within the City of Sedona, in which city employees will be a participant. The city will also maintain the installed signage at Sedona Recycles which request public assistance in maintaining cleanliness of the area at Sedona Recycles.

BMP Name: Pet Waste Collection Program

Category: Public Participation

Personnel Position/Department: Public Works Department

BMP Description :

Maintain the pet waste collection program.

Is another government entity responsible for this BMP ? No

Measurable Goals:

Start Date: 12/01/2017

Targeted End Date: 09/29/2021

Frequency: 2 Monthly

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Milestone Description:

The City will maintain the existing pet waste stations and continue the pet waste collection program. This program targets the public by enhancing awareness and encouraging participation. The program is conducted throughout the year. Program evaluation for effectiveness and opportunities for improvement will be conducted annually.

Were milestones/measurable goals achieved for this reporting period? Yes

Actual BMP Start Date: 12/01/2017

Date:

Provide a description of BMP effectiveness, including metrics used to determine effectiveness.

The city currently maintains seventeen (17) pet waste stations throughout the city. These stations raise public (resident and visitor) awareness and promote pollution prevention participation by providing an easy means to easily and properly dispose of pet waste. These stations are serviced regularly (twice per month) to keep the disposable bags stocked and the waste receptacle from overflowing. Participation can be gaged by the overall amount (in pounds) of feces collected.

The collection of feces from the seventeen (17) city-maintained stations for FY20-21 was 4,625.1 pounds; this is 743.5 pounds greater than the FY19-20 reporting year.

The city also installed one (1) new Pet Waste Station during the reporting year (FY20-21); this is the station located on Carol Canyon Road in west Sedona.

Provide a summary of activities planned for next reporting period

BMP does not apply for next reporting period: No

Milestone Description:

The City will continue to maintain (restock bags and remove collected feces) at all existing pet waste stations (seventeen) twice per month. This program targets the public by enhancing awareness and encouraging participation. The program is conducted throughout the year. Program evaluation for effectiveness and opportunities for improvement, such as installation of new stations, will be conducted annually. If new locations are determined to be appropriate and the city has a public right-of-way nearby, the city may investigate the purchase and installation of additional station(s).

BMP Name: Closed Circuit Television Information

Category: Public Involvement

Personnel Position/Department: Public Works Department

BMP Description :

Continue to present stormwater pollution prevention information on televisions within City building(s).

Is another government entity responsible for this BMP ? No

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Measurable Goals:

Start Date: 06/01/2017

Targeted End Date: 09/29/2021

Frequency: 1 Daily

Milestone Description:

Provide stormwater related information on televisions within reception areas of select City buildings. Information will relate to stormwater pollution prevention issues. Stormwater related information will loop periodically each month with other City information on television screens.

Were milestones/measurable goals achieved for this reporting period? Yes

Actual BMP Start Date: 06/01/2017

Date:

Provide a description of BMP effectiveness, including metrics used to determine effectiveness.

The city has closed circuit television (computer monitors displaying a repeating slideshow continuously throughout business hours) located in reception areas of select city buildings. The information provided to the audience, which includes anyone doing business within the City of Sedona, presents information for participation, such as clean up events (for stormwater and pre-monsoon), e-waste collection, public trail cleanup events, and educational outreach information, such as stormwater pollution prevention practices. NOTE: During this reporting period, city offices were either closed to the public or operating at reduced hours until restrictions were lifted.

Provide a summary of activities planned for next reporting period

BMP does not apply for next reporting period: No

Milestone Description:

The city will continue to utilize closed circuit monitors in public lobbies to provide information pertaining to stormwater pollution prevention and activity events.

Question: For Minimum Control Measure 2: Public Involvement and Participation, Did the program implement any additional BMPs during this reporting period?

Answer:

Did the program implement any additional BMPs during this reporting period? No

Provide a summary of compliance with the requirements for Minimum Control Measure2.

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The city has fulfilled, as much as possible in light of the restrictions imposed by COVID-19 pandemic, most stated activities defined in the Notice of Intent for Minimum Control Measure Two. These identified best management practices are designed to engage the residents, visitors, and local businesses, including construction and contractor businesses and get them involved in supporting the stormwater program. The following BMPs are used to reach this goal:

Closed Circuit Television Information (Public Involvement): This activity provides information to a captive audience, including anyone doing business within the City of Sedona and presents information for participation, such as clean up events (for stormwater – pre-monsoon), e-waste collection, public trail cleanup events, and other notable information, such as stormwater pollution prevention practices.

Inlet Curb Marker Program (Public Involvement): This provided direct involvement with anyone (resident, visitor, and any local business), that observes, as they see a marker indicating that this stormwater curb inlet drains to Oak Creek. This helps identify a reason to minimize littering or dumping. These markers are located in high traffic and pedestrian areas to provide maximum visibility to the public.

Trash Collection and Recycling Program (Public Participation): The city addresses this BMP through two methods; developing a program to encourage those dropping off recyclables to Sedona Recycles to help assist with cleanliness by picking up some loose trash (minimizing it from reaching the nearby arroyo and ultimately Oak Creek); and city participation in two trash pick-up events, in which the city participates in events which may or may not be sponsored by the city. This helps the city provide additional help during clean up events, but also demonstrates to people that the city is involved in helping keep the arroyos and drainages clear of trash and debris.

Pet Waste Collection Program (Public Participation): The city currently provides seventeen collection points that provide bags and receptacles to dispose of pet waste. This program is highly successful and can be assessed for success through physical results, i.e. the collection and weighing of collected feces. The city collected 4625.1 pounds from seventeen waste stations over the reporting period (FY20-21) that would have impacted Oak Creek.

Outreach and educational opportunities (Public Involvement): This provides the public and contractors public comment and reporting opportunities. The city actively solicits engagement to make its website more engaging with the public. Comments are taken year-round (via an active link for comments). In addition, other opportunities include the Report It! System, where citizens can report problems, including stormwater issues. This system is available for use on android and iPhone devices (as an app). Finally, the current effective AZPDES NOI and three most recent approved ADEQ Annual reports are readily available for review.

Public Comments of City Stormwater Program (Public Participation): The city requests, collects, and processes public comments and feedback on the city's stormwater program. This permits direct citizen input regarding the stormwater program. Annually, the city provides a press release requesting input regarding the Stormwater Management Program. Comments and input received are reviewed, responded to, as necessary, within 30 days, and kept on file for 2 years.

Question: For each BMP in the Minimum Control Measure 3: Illicit Discharge Detection and Elimination Program, what was completed during this reporting period?

Answer:

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BMP Name: Stormwater Sewer Mapping
Category: Stormwater Sewer Mapping
Personnel Position/Department: Public Works Department

BMP Description :

Complete stormwater sewer mapping.

Is another government entity responsible for this BMP ? No

Measurable Goals:

Start Date: 03/01/2017

Targeted End Date: 09/21/2021

Frequency: 1 Annually

Milestone Description:

Storm sewer mapping is 100% completed; the city will review maps annually to update mapping as needed.

Were milestones/measurable goals achieved for this reporting period? Yes

Actual BMP Start Date: 03/01/2017

Date:

Provide a description of BMP effectiveness, including metrics used to determine effectiveness.

The city has completed 100% of its stormwater sewer mapping. This mapping includes all of our MS4 outfalls, and includes a picture of each outfall and GIS coordinates, displayed on a dedicated GIS layer.

Provide a summary of activities planned for next reporting period

BMP does not apply for next reporting period: No

Milestone Description:

The inventory of the stormwater sewer is completed and is mapped in the city GIS; updates to the GIS layer are to be made as necessary with completion of projects that alter (add or remove) stormwater drainage devices or structures.

BMP Name: Training
Category: Staff Training
Personnel Position/Department: Public Works Department

BMP Description :

Develop and implement a dry/wet weather and analytical monitoring training program.

Is another government entity responsible for this BMP ? No

Measurable Goals:

Start Date: 04/01/2017

Targeted End Date: 09/29/2021

Frequency: 1 Annually

Milestone Description:

The City will conduct dry weather, wet weather and analytical monitoring training program. The training will be completed by September 2017 and annually thereafter, or as needed for new staff.

Were milestones/measurable goals achieved for this reporting period? Yes

Actual BMP Start Date: 04/01/2017

Provide a description of BMP effectiveness, including metrics used to determine effectiveness.

This training is specifically for the city employees charged with collection/sampling of stormwater during rain events. This training has been completed and there were no new employees responsible for stormwater collection and sampling.

Provide a summary of activities planned for next reporting period

BMP does not apply for next reporting period: No

Milestone Description:

The city will conduct stormwater sampling training to any new employee(s) responsible for stormwater sample collecting when they are designated by the city as being responsible for that task.

BMP Name: Develop Written IDDE Procedures

Category: Written IDDE Procedures

Personnel Position/Department: Public Works Department

BMP Description :

Develop written IDDE procedures.

Is another government entity responsible for this BMP ? No

Measurable Goals:

Start Date: 03/01/2017

Targeted End Date: 09/29/2021

Frequency: 1 Annually

Milestone Description:

Develop IDDE written procedures (completed April 2017) that will assist in finding and eliminating sources of non-stormwater discharges. City policy regarding IDDE was published and approved September 12, 2018. Written IDDE procedures will be reevaluated on an annual basis for completeness or new issues.

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Were milestones/measurable goals achieved for this reporting period? Yes

Actual BMP Start Date: 03/01/2017

Date:

Provide a description of BMP effectiveness, including metrics used to determine effectiveness.

Written IDDE procedures were completed in April 2017 and assist in finding and eliminating sources of non-stormwater discharges. A city policy regarding IDDE was established and approved September 12, 2018. Written IDDE procedures will be reevaluated on an annual basis for completeness and/or new issues.

Provide a summary of activities planned for next reporting period

BMP does not apply for next reporting period: No

Milestone Description:

The city will continue to implement the IDDE policy as directed by the Sedona Public Works policy 'Policy for Illicit Discharge and Elimination', which incorporates the inspection, determination, and response plan for an illicit discharge.

BMP Name: Develop Dry Weather Monitoring Program

Category: Dry Weather Screening

Personnel Position/Department: Public Works Department

BMP Description :

Develop a dry weather monitoring program.

Is another government entity responsible for this BMP ? No

Measurable Goals:

Start Date: 04/01/2017

Targeted End Date: 09/29/2021

Frequency: 1 Annually

Milestone Description:

City staff will develop an inspection program to identify illicit discharges in the City (IDDE Manual April 2017). The program shall include dry weather monitoring of 20% of the identified outfalls per year and investigation within 15 days of identifying or being notified of a potential illicit discharge. Findings of the dry weather monitoring will be included in the annual report.

Were milestones/measurable goals achieved for this reporting period? Yes

Actual BMP Start Date: 04/01/2017

Date:

Provide a description of BMP effectiveness, including metrics used to determine effectiveness.

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The city dry weather screening program has been fully implemented and the city performed dry weather outfall monitoring as directed by the city Illicit Discharge Detection and Elimination (IDDE) manual. An inspection of 20% of the city's 287 mapped outfalls (53 outfalls) was performed this reporting period (FY20-21). City sections 2, 3, 11, and 16 (total for each section inspected were 3, 2, 47, and 1 respectively) were inspected on August 13, 2020. No illicit discharges were detected during the dry weather outfall inspection; therefore, no investigations for illicit discharge were initiated.

Provide a summary of activities planned for next reporting period

BMP does not apply for next reporting period: No

Milestone Description:

The city has implemented a dry weather outfall screening policy and procedure. The city will conduct dry weather outfall monitoring of at least 20% of the city's outfall inventory in the next reporting period during dry-weather periods, as indicated in the Illicit Discharge Detection and Elimination (IDDE) manual.

BMP Name: Outfall Inventory

Category: Outfall Inventory

Personnel Position/Department: Public Works Department

BMP Description :

Complete Outfall Inventory.

Is another government entity responsible for this BMP ? No

Measurable Goals:

Start Date: 06/01/2017

Targeted End Date: 09/29/2021

Frequency: 1 One time event

Milestone Description:

The City has completed the inventory of its outfalls. City will update inventory and mapping as needed.

Were milestones/measurable goals achieved for this reporting period? Yes

Actual BMP Start Date: 06/01/2017

Provide a description of BMP effectiveness, including metrics used to determine effectiveness.

The city has completed its outfall inventory (100%). This includes mapping of all MS4 outfalls, with a picture and GIS coordinates, on a separate GIS layer. This mapping and inventory is utilized to provide dry weather outfall screening determination to meet the required twenty percent (20%) per reporting year (100% coverage every five years).

Provide a summary of activities planned for next reporting period

BMP does not apply for next reporting period: No

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Milestone Description:

As this inventory is complete, the city will update the inventory and GIS layer as required, such as a Capital Improvement Project creating new and additional outfalls. The city will continue to conduct dry weather outfall screening as discussed above.

BMP Name: Implement IDDE Procedures

Category: Implement IDDE Program

Personnel Position/Department: Public Works Department

BMP Description :

Implement written IDDE Program. This was implemented through the Sedona Public Works Policy 'Policy for Illicit Discharge Detection and Elimination (IDDE) dated September 12, 2018.

Is another government entity responsible for this BMP ? No

Measurable Goals:

Start Date: 09/12/2018

Targeted End Date: 09/29/2021

Frequency: 1 One time event

Milestone Description:

Implement written IDDE procedures/program.

Were milestones/measurable goals achieved for this reporting period? Yes

Actual BMP Start Date: 09/12/2018

Provide a description of BMP effectiveness, including metrics used to determine effectiveness.

The city has implemented an IDDE policy through Sedona Public Works Policy dated 09/12/2018.

Provide a summary of activities planned for next reporting period

BMP does not apply for next reporting period: No

Milestone Description:

The city will continue to implement the IDDE policy as directed by the Sedona Public Works policy 'Policy for Illicit Discharge and Elimination', which incorporates the inspection, determination, and response plan for an illicit discharge.

BMP Name: Develop Analytical Monitoring Program

Category: Analytical Monitoring

Personnel Position/Department: Public Works Department

BMP Description :

Develop an analytical monitoring program.

Is another government entity responsible for this BMP ? No

Measurable Goals:

Start Date: 06/01/2017

Targeted End Date: 09/29/2021

Frequency: 1 Annually

Milestone Description:

The City has developed and implemented an analytical monitoring program (Stormwater Sampling and Analysis Plan June 2017). This program includes two analytical monitoring events in the winter season and two in the summer season in response to a storm event that results in a discharge from the storm sewer system. The program is fully implemented. Results of monitoring are reported annually on the annual report/DMR.

Were milestones/measurable goals achieved for this reporting period? Yes

Actual BMP Start Date: 06/01/2017

Provide a description of BMP effectiveness, including metrics used to determine effectiveness.

City has completed the development and implementation of an analytical monitoring program to identify discharges to Oak Creek, an Outstanding Arizona Water (OAW) and Impaired Water (Not Attaining - category 4a); impairment of Oak Creek is due to E. coli. The program requires analytical monitoring of one outfall that directly discharges to Oak Creek (Soldier Wash). This discharge is sampled twice each season (winter and summer rain seasons) to determine the ambient stormwater quality of city discharge to Oak Creek. Oak Creek has a maximum Total Maximum Daily Load (TMDL) determined for E. coli. The analysis of stormwater discharge from the city can be used to determine if revisions may be needed to best management practices (if there are any issues with private septic systems or the public sewer system in the city).

The city, over FY20-21, was deep in drought with minimal precipitation events and totals, resulting in no flow observed at the Soldier Wash outfall (Outfall 4). When sufficient rainfall events occurred, the city was either under COVID-19 remote work policies or the event took place outside business hours/overnight; no analytical samples were taken for FY20-21.

Provide a summary of activities planned for next reporting period

BMP does not apply for next reporting period: No

Milestone Description:

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As weather conditions allow, the city will conduct four wet weather analytical monitoring events at the Soldier Wash outfall (Outfall 4) which discharges directly into Oak Creek over the next reporting period (FY21-22). The analytical sampling and monitoring will take place four (4) times per year (two in summer and two in winter rain seasons) for precipitation events that generate sufficient flow and sufficient time has elapsed between events.

BMP Name: Develop Wet Weather Monitoring Program

Category: Wet Weather Monitoring

Personnel Position/Department: Public Works Department

BMP Description :

Develop a wet weather monitoring program.

Is another government entity responsible for this BMP ? No

Measurable Goals:

Start Date: 06/01/2017

Targeted End Date: 09/29/2021

Frequency: 1 Annually

Milestone Description:

The City will develop and implement a wet weather monitoring program (IDDE Manual April 2017). This program will include two monitoring events in the winter season and two monitoring events in the summer season in response to a storm event that results in a discharge from the storm sewer system. The program is fully implemented. Results of monitoring are reported annually on the annual report/DMR.

Were milestones/measurable goals achieved for this reporting period? Yes

Actual BMP Start Date: 06/01/2017

Provide a description of BMP effectiveness, including metrics used to determine effectiveness.

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The city wet weather visual stormwater discharge monitoring program has been fully implemented and the city performed wet weather visual monitoring of selected outfalls, as directed by the city Illicit Discharge Detection and Elimination (IDDE) manual. Five outfalls, selected during the creation of the Illicit Discharge Detection and Elimination Manual, were chosen due to the types of areas they drain (residential, industrial, mixed use), accessibility, and consideration for safety of the person conducting the monitoring.

The city, over FY20-21, was deep in drought with minimal precipitation events and totals, resulting in no flow observed at any of the wet-weather sampling outfalls (Outfall 1 through 5). When sufficient rainfall events occurred, the city was either under COVID-19 remote work policies or the event occurred outside business hours/overnight; no wet-weather sampling for monitoring was performed in the reporting period.

Provide a summary of activities planned for next reporting period

BMP does not apply for next reporting period: No

Milestone Description:

The city has fully implemented the wet weather outfall visual discharge monitoring policy and procedure. The city will continue to conduct wet weather visual stormwater discharge monitoring from the five (5) selected outfalls through the next reporting period (FY21-22). The results obtained from this monitoring will be documented and used to determine the presence of any illicit discharge that may be present in the drainage basin in which the sample was obtained.

Question: For Minimum Control Measure 3: Illicit Discharge Detection and Elimination Program, Did the program implement any additional BMPs during this reporting period?

Answer:

Did the program implement any additional BMPs during this reporting period? No

Provide a summary of compliance with the requirements for Minimum Control Measure3.

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This Minimum Control Measure provides the following best management practices to identify and detect illicit discharges, stop and prevent future occurrences, and provide lawful response for perpetrators and parties responsible.

Stormwater Sewer Mapping (Other): Stormwater mapping is complete; however, any new construction or devices will be added as they are completed. This provides a method to research/determine source/location for illicit discharges should one be found.

Training (Staff Training): The city provides training for city personnel involved in IDDE prevention, including dry weather screening (at outfalls), wet weather visual monitoring of five representative outfalls and analytical monitoring of Soldier Wash outfall, which directly discharges into Oak Creek.

Develop Dry Weather Monitoring Program (Dry Weather Screening): This provides a method to investigate outfalls (in dry weather) to determine if any illicit discharges are/have occurred. The city will screen a minimum of 20% of the outfalls mapped each year.

Outfall Inventory (Other): The city has completed the inventory of outfalls located in the City of Sedona MS4. This includes mapping of all MS4 outfalls, with a picture and GIS coordinates, on a separate GIS layer. This mapping and inventory is utilized to provide dry weather outfall screening determination to meet the required twenty percent (20%) per reporting year (100% coverage every five years). Updates will be provided to this inventory and city GIS layer should new outfalls be created by a city Capital Improvement Project (CIP).

Implement IDDE Procedures (Implement IDDE Program): The city has implemented an IDDE program through Public Works Policy dated 09/12/2018. This policy implements the City of Sedona IDDE Manual, which details methods of detection (dry visual, wet visual, and wet analytical) monitoring; should illicit discharges be found, the Enforcement Response Plan (ERP) is implemented as the next step.

Develop Written IDDE Procedures (Written IDDE Procedures): The city has implemented the written IDDE manual which provides details of dry outfall monitoring (visual) and stormwater monitoring (wet visual and wet analytical). The manual also provides details of determination of pollutant and pollutant source, as well as follow-up activities including screening.

Develop Wet Weather Monitoring Program (Wet Weather Monitoring): The City of Sedona collects samples of water within the storm sewer system, at the five selected outfalls, to determine if there have been any illicit discharges (such as floatables/trash or oil sheen). This helps determine if an illicit discharge has occurred upstream of the test point.

Develop Analytical Monitoring Program (Analytical Monitoring): This system is used to provide sampling of Soldiers Wash outfall (which discharges directly into Oak Creek) during wet weather to determine the amount of E. coli entering the creek from the city MS4 and if any TMDLs are violated. This analytical information can also determine if there may be issues contributing to the problem (i.e. high E. coli analysis and discovery of a sewer leak/septic leak) within the drainage basin.

Outfall inspections (dry visual) and stormwater sampling (wet visual, at the five selected outfalls, and analytical at the Soldier Wash discharge to Oak Creek) provide data to determine if any illicit discharge has or is occurring.

Stormwater MS4 mapping provides the city a means to investigate should an illicit discharge be discovered by providing basin details. These work to help the city achieve its goal to eliminate illicit

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discharges. Analytical monitoring of the discharge of Soldiers Wash is also performed to provide the city's contribution of E. coli to the TMDL for Oak Creek.

Question: Were staff trained in IDDE Awareness and Response?

Answer:

Yes

Sr.No.	Date of Training Event	Training Subject	Number of Employees Trained	Frequency of Training
1	04/15/2021	Annual Utility Meeting & General Permit Renewal Meeting	8	Annually
2	03/31/2021	SWPPP	36	Annually

Question: Minimum Control Measure 1: Illicit Discharge Detection and Elimination Program, Provide the details of the Illicit Discharge Detection and Elimination (IDDE) incidents that occurred during this reporting period.

Answer:

Number of IDDE incidents reported in this reporting period: 9

Number of IDDE incidents responded to in this reporting period: 9

Sr.No.	Enforcement Actions	Enforcements Issued	Enforcements Resolved	Enforcements Unresolved
1	NOV	9	9	0
2	NOC	0	0	0
3	Stop Work	0	0	0
4	Admin Order	0	0	0
5	Admin Fines	0	0	0
6	Civil Penalties	0	0	0
7	Criminal Action	0	0	0
	Total	9	9	0

Question: Were there any unpermitted discharges to the MS4?

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Answer: No

Question: Were any samples collected to characterize illicit discharge(s) in this reporting period?

Answer: No

Number of Illicit Discharges Sampled are: There were no unpermitted (no MSGP coverage) illicit discharges to sample. There are three existing Multisector General Permits in the City of Sedona.

Question: For each BMP in the Minimum Control Measure 4: Construction Activity Stormwater Runoff Control, what was completed during this reporting period?

Answer:

BMP Name: Construction BMP Brochure

Category: Construction Operator Training

Personnel Position/Department: Public Works Department

BMP Description :

Construction BMP brochure distribution and educational letter/BMP spotlight.

Is another government entity responsible for this BMP ? No

Measurable Goals:

Start Date: 06/01/2017

Targeted End Date: 09/29/2021

Frequency: 1 Annually

Milestone Description:

Continue efforts to distribute brochures and BMP spotlight/letter to development contractors. Brochures and letters to be sent out annually.

Were milestones/measurable goals achieved for this reporting period? Yes

Actual BMP Start Date: 06/01/2017

Provide a description of BMP effectiveness, including metrics used to determine effectiveness.

The city mailed a letter to fifty-three (53) active and current permittees on April 29, 2021. This letter, 'City of Sedona Construction Stormwater Management Expectations and Stormwater Best Management Practices' included an explanation of requirements for implementation of Best Management Practices, common Best Management Practices, and the following enclosures:

Sedona BMP brochure 'The Construction Industry's Role in Preventing Stormwater Pollution'

'SWPPP Best Management Practices Guide'

'Best Management Spotlight – Concrete Washout'

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Provide a summary of activities planned for next reporting period

BMP does not apply for next reporting period: No

Milestone Description:

The city will continue, annually, to write a letter and provide a BMP brochure/spotlight to current and active permittees performing services in the City of Sedona. The annual distribution of contractor and construction business brochure and BMP spotlight is typically sent in the spring.

BMP Name: Site Plan Review

Category: Site Plan Review

Personnel Position/Department: Public Works Department

BMP Description :

Continue to implement written Site Plan Review Procedures.

Is another government entity responsible for this BMP ? No

Measurable Goals:

Start Date: 12/01/2017

Targeted End Date: 09/29/2021

Frequency: 1 Annually

Milestone Description:

Continue to implement written Site Plan Review Procedures. The site plan review shall include: a review by City staff of the site design; the planned operations at the location of the construction activity; planned stormwater controls to be used to manage runoff created after development.

Were milestones/measurable goals achieved for this reporting period? Yes

Actual BMP Start Date: 12/01/2017

Provide a description of BMP effectiveness, including metrics used to determine effectiveness.

The city continues to implement the written procedures utilized for site plan review. Site plan review includes a review by city staff of the site design, the planned operations at the location of the construction activity, and a review of the planned stormwater controls to be used to manage runoff created during and after development. Stormwater runoff is examined for both quantity and quality. These procedures will be updated as necessary. The city ensures that contractors obtain an ADEQ Construction General Permit (CGP), when required, prior to issuance of Building Permits.

Provide a summary of activities planned for next reporting period

BMP does not apply for next reporting period: No

Milestone Description:

The city will continue to implement procedures for site plan review. As part of initial approval of a permit, the city reviews proposed device installation as well as planned post-construction activities and maintenance for the planned device(s). Stormwater runoff control is reviewed prior to city approval and permit issuance. Final inspections are performed to confirm permanent stormwater controls are in place prior to Certificate of Occupancy. The city will also continue to ensure that contractors obtain an ADEQ Construction General Permit (CGP), when required, prior to issuance of Building Permits.

BMP Name: Enforce Construction Site Policies

Category: Enforcement

Personnel Position/Department: Public Works Department

BMP Description :

Continue to enforce construction site enforcement policies and procedures.

Is another government entity responsible for this BMP ? No

Measurable Goals:

Start Date: 12/01/2017

Targeted End Date: 09/29/2021

Frequency: 100 Percent per year

Milestone Description:

The City will continue enforcing its construction site requirements. Enforcement will include informing offending parties of the violation(s) and allowing an opportunity to respond and correct the issue. Escalation of enforcement will occur as necessary. Enforcement policies/procedures will be reviewed annually.

Were milestones/measurable goals achieved for this reporting period? Yes

Actual BMP Start Date: 12/01/2017

Provide a description of BMP effectiveness, including metrics used to determine effectiveness.

The city continues enforcing its construction site requirements. Enforcement included informing offending parties of the violation(s) or BMP maintenance needed and allowing an opportunity for them to respond and correct the issue. Escalation of enforcement occurs as necessary. Enforcement policies and procedures are reviewed annually. The city utilizes the Sedona Illicit Discharge Detection and Elimination Manual and the Enforcement Response Plan.

Provide a summary of activities planned for next reporting period

BMP does not apply for next reporting period: No

Milestone Description:

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The city will continue enforcing its construction site requirements. Enforcement includes informing offending parties of the violation(s) or BMP maintenance needed and allowing them an opportunity to respond and correct the issue, with escalation of enforcement occurring as necessary. Enforcement policies and procedures outlined in the Sedona Illicit Discharge Detection and Elimination Manual and the Enforcement Response Plan will be reviewed annually.

BMP Name: Construction/Post-Construction Permit Tracking

Category: Inventory

Personnel Position/Department: Public Works Department

BMP Description :

Utilize and update a Construction and Post-Construction Permit Tracking Sheet.

Is another government entity responsible for this BMP ? No

Measurable Goals:

Start Date: 12/01/2017

Targeted End Date: 09/29/2021

Frequency: 100 Percent per year

Milestone Description:

The City continue to utilize and update inventory spreadsheet to keep an inventory of all construction activities that disturb or will disturb one (1) or more acres within the permitted area; including those that are less than one (1) acre but are part of a larger common plan of development or sale if the larger common plan will ultimately disturb greater than one (1) acre.

Were milestones/measurable goals achieved for this reporting period? Yes

Actual BMP Start Date: 12/01/2017

Provide a description of BMP effectiveness, including metrics used to determine effectiveness.

The city has developed and maintains a spreadsheet to keep an inventory of all construction activities that disturb or will disturb one (1) or more acres within the permitted area; including those that are less than one (1) acre but are part of a larger common plan of development or sale if the larger common plan will ultimately disturb greater than one (1) acre. The permit tracking covers all construction projects, including residential, commercial, and capital improvement projects. Additionally, all post-construction Capital Improvement Projects and commercial projects that have documented post-construction BMPs and that disturb one (1) acre or more continue to be tracked and inventoried.

For the reporting year, the city required ADEQ Construction General Permit (CGP) Notice of Intent (NOI) coverage for the construction of thirty-one (31) new single-family homes and fourteen (14) commercial permits as they met the requirements outlined above.

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Provide a summary of activities planned for next reporting period

BMP does not apply for next reporting period: No

Milestone Description:

The city will continue to require residential projects to obtain ADEQ Construction General Permit (CGP) Notice of Intent (NOI) coverage for any permit that will disturb one acre or more, including those that are less than one (1) acre but are part of a larger common plan of development or sale if the larger common plan will ultimately disturb greater than one (1) acre. The city will continue to maintain a spreadsheet with all post-construction Capital Improvement Projects and post-construction commercial projects with documented post-construction BMPs, and that disturb one (1) acre or more. The inventory is updated as permits are applied for (commercial projects) or are completed (Capital Improvement Projects).

BMP Name: Construction Waste and Debris Management

Category: Control Wastes

Personnel Position/Department: Public Works Department

BMP Description :

Implement construction site waste and debris management.

Is another government entity responsible for this BMP ? No

Measurable Goals:

Start Date: 03/01/2017

Targeted End Date: 09/29/2021

Frequency: 100 Percent per year

Milestone Description:

Continue to implement and enforce requirements to control wastes, including discarded building materials; paints; fertilizers; concrete wash out; chemicals; litter; and sanitary wastes. Permits for construction activities, commercial or residential, require trash containment (i.e. dumpster or roll-off bin) and sites are inspected as indicated in Inspections BMP above.

Were milestones/measurable goals achieved for this reporting period? Yes

Actual BMP Start Date: 03/01/2017

Provide a description of BMP effectiveness, including metrics used to determine effectiveness.

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During permit review, the city reviews for trash receptacles (roll-off bins, dumpsters, or trailers) to control construction debris and litter. These are shown on the site plan or annotated (such as the use of a trailer) in notes on the site plan. The Conditions of Approval issued with permit approval also state the required use of receptacles to manage wastes during the life of the permit. Trash receptacles are inspected and noted during SWPPP inspections. Additionally, trash receptacles are required to be covered/closed when not in use to prevent trash and litter leaving the receptacle.

The city also requires the use of portable toilets for construction sites. These are depicted on the site plan or specifically noted in the site permit notes. Also, portable toilets are noted during SWPPP inspections. If a permit/project is on a site where bathroom facilities are present, the owner may opt to provide bathroom facilities for all workers in lieu of a portable toilet. The owner's permission of use of bathroom facilities by all workers/contractors is specifically documented in the plans and/or in the Conditions of Approval.

Provide a summary of activities planned for next reporting period

BMP does not apply for next reporting period: No

Milestone Description:

The city will continue to require both proper trash receptacles or management plan (use of trailer) as well as portable toilets (or existing onsite facilities) be provided on all active permitted sites that generate construction waste and debris, as well as general litter. Trash receptacles prevents animals, wind, and weather from spreading litter and debris around and off the active site where it may migrate to a drainage and eventually to Oak Creek; portable toilets or use of existing bathrooms prevents human waste from reaching a drainage and eventually Oak Creek. Both requirements are also stated in the Conditions of Approval issued with permits.

BMP Name: Stormwater Annual Training

Category: Education/Public Involvement

Personnel Position/Department: Public Works Department

BMP Description :

Provide construction site stormwater training for City staff, including Public Works Department staff and City Inspectors.

Is another government entity responsible for this BMP ? No

Measurable Goals:

Start Date: 09/01/2017

Targeted End Date: 09/29/2021

Frequency: 1 Annually

Milestone Description:

Provide training for City staff, inspectors and interested local contractors annually.

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Were milestones/measurable goals achieved for this reporting period? Yes

Actual BMP Start Date: 09/01/2017

Provide a description of BMP effectiveness, including metrics used to determine effectiveness.

The city provided training for city staff that have direct involvement with the city stormwater program, including maintenance workers, wastewater workers, inspectors, engineers, and code enforcement personnel, as well as local utility staff and contractors that provide services for utilities in the right-of-way.

Due to COVID-19 restrictions, training for city staff was provided via independent study, which consisted of a required review of a prepared training presentation. Thirty-six (36) city employees were required to perform this training by March 31, 2021; all thirty-six employees completed the required independent study.

In April (April 15, 2021), the city conducted the Annual Utility Meeting and General Permit Renewal Meeting with local utilities that perform work in City Rights-of-Ways. At this virtual meeting (held on ZOOM), training on required SWPPP BMPs and was given to both the city staff and utility representatives present; the training specified the required SWPPP BMPs and expectations of work performed in city ROWs. Three city employees and five local utility companies/contractors were provided training.

Provide a summary of activities planned for next reporting period

BMP does not apply for next reporting period: No

Milestone Description:

The city will continue to provide training to city staff that have direct involvement with the city stormwater management program, including maintenance workers, wastewater workers, inspectors, engineers, and code enforcement personnel, as well as local utility companies and contractors that attended the Annual Utility General Permit Renewal.

BMP Name: List of Recommended Construction Site BMPs

Category: Erosion/ Sediment Control

Personnel Position/Department: Public Works Department

BMP Description :

Maintain list of construction site BMPs which are available on the City's stormwater website.

Is another government entity responsible for this BMP ? No

Measurable Goals:

Start Date: 12/01/2017

Targeted End Date: 09/29/2021

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Frequency: 1 Annually

Milestone Description:

The City will continue to maintain its list of preferred construction site BMPs which are available to contractors and available on the City's stormwater website. The BMPs will reviewed annually for effectiveness.

Were milestones/measurable goals achieved for this reporting period? Yes

Actual BMP Start Date: 12/01/2017

Provide a description of BMP effectiveness, including metrics used to determine effectiveness.

The city maintains a list of construction site BMPs on the 'Storms and Stormwater' webpage; this list is reviewed annually. However, if through the course of semi-annual webpage research newer and better BMPs are found, the list of preferred construction site BMPs could be updated more than once per year.

The city also provides a Construction Industry specific brochure available at the service counter in Community Development (where permits are applied for and picked up upon issuance of corrections and/or permit approval), and in the lobby of Public Works. Additionally, all new home permits are issued with Conditions of Approval and SWPPP guide sheet, which provides the following information: 'Perimeter and Stockpile BMPs', including proper straw wattle and silt fence installation; 'Inlet Protection BMPs'; and 'Track-out Protection BMP'.

Provide a summary of activities planned for next reporting period

BMP does not apply for next reporting period: No

Milestone Description:

The city will continue to maintain the list provided on the city 'Storms and Stormwater' webpage and will review the BMPs provided annually for effectiveness. If research or other BMPs are found to be more effective, the list may be updated more than annually. The city will also keep construction and contractor specific stormwater brochure in stock and placed at key locations to provide information to construction and contractor companies and individuals. The city will continue to attach the 'SWPPP Guide Sheet' (described above) to each new home permit Conditions of Approval.

BMP Name: Construction Site Inspection Program

Category: Inspections

Personnel Position/Department: Public Works Department

BMP Description :

Develop a Construction Site Inspection Program.

Is another government entity responsible for this BMP ? No

Measurable Goals:

Start Date: 12/01/2017
Targeted End Date: 09/29/2021
Frequency: 100 Percent per year

Milestone Description:

Continue to implement and review construction site inspection program annually. During Construction, Capital Improvement Projects to be inspected biweekly, commercial developments to be inspected monthly, and residential construction to be inspected intermittently.

Were milestones/measurable goals achieved for this reporting period? Yes

Actual BMP Start Date: 12/01/2017

Provide a description of BMP effectiveness, including metrics used to determine effectiveness.

The city continues to perform construction site inspections. CIPs are inspected biweekly, commercial projects/developments are inspected monthly, and residential construction projects are inspected intermittently. The city utilizes SWPPPTrack to assure inspection performance and documentation. SWPPPTrack is an online/mobile app service where City of Sedona staff use a mobile phone app to perform site inspections, documenting deficiencies, taking photos, and annotating photos. Once the inspection is complete, the construction site operator or designated representative receives an email with the report. They then correct the issues in the report, take pictures of corrections and upload the pictures to the service. This service tracks dates, times, and manages follow-up inspections and does not require any login or app download for the construction operator's equipment; all work is done through the link provided in the email. This service also documents inspection dates, number of inspections performed, and maintains a history of inspections which the city can use for determination of frequency to perform inspections (i.e. if a builder has a history of violations or corrections necessary, the city can resolve to increase the frequency of inspections on this or future permits).

Due to COVID-19 and remote work policies, frequency and number of inspections are reduced.

Provide a summary of activities planned for next reporting period

BMP does not apply for next reporting period: No

Milestone Description:

The city will continue to implement and review construction site inspection program annually. At a minimum, during construction, CIPs will be inspected biweekly, commercial projects/developments will be inspected monthly, and residential construction projects will be inspected intermittently. The city will continue to implement and utilize the SWPPPTrack service (which the city pays a service fee) to conduct inspections and provide inspection results, including corrections, to contractors (as necessary) to facilitate stormwater cleanliness.

Question: For Minimum Control Measure 4: Construction Activity Stormwater Runoff Control, Did the program implement any additional BMPs during this reporting period?

Answer:

Did the program implement any additional BMPs during this reporting period? No

Provide a summary of compliance with the requirements for Minimum Control Measure4.

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The BMPs listed below help the city maintain stormwater cleanliness through inspecting active construction sites.

Enforce Construction Site Policies (Enforcement): The city continues to enforce construction site policies and procedures to minimize stormwater pollution. Enforcement includes informing offending parties of the violation(s) and allowing an opportunity to respond and correct the issue. Escalation of enforcement will occur as necessary. Enforcement policies/procedures are reviewed annually.

Site Plan Review (Site Plan Review): The city will continue to utilize procedures for site plan review to assure all projects are reviewed for stormwater pollution prevention, both during construction and post-construction. The reviews spotlight use of appropriate BMPs, such as straw wattles/silt fences and track out pads, among others, to prevent stormwater pollution. Site inspections confirm installation and implementation of required controls.

Stormwater Annual Training (Education/Public Involvement): Staff is trained annually on stormwater pollution prevention and the responsibilities of the city to prevent stormwater pollution. This training provides city employees knowledge which they can implement during their regular duties, and, upon witnessing/discovery of an illicit discharge, will report this discharge to appropriate personnel, effectively increasing the number of eyes and ears throughout the city. Employees are directed to stop the spill (if possible and safe to do so) and contact the stormwater management team/public works department directly to initiate an investigation.

Construction/Post-Construction Permit Tracking (Inventory): This helps the city keep track of active projects and post-construction projects in order to inspect and minimize stormwater pollution through effective implementation of active construction site BMPs and post-construction BMPs.

List of Recommended Construction Site BMPs (Erosion/Sediment Control): The city will continue to maintain a list of preferred construction site BMPs. These will be available on the city website and will be reviewed annually for effectiveness.

Construction BMP Brochure (Construction Operator Training): Annually, the city sends a letter with an informative brochure outlining best management practices to help prevent stormwater pollution. The brochure, letter, and BMP spotlight help explain the stormwater program by providing examples and activities that can be implemented to help prevent stormwater pollution.

Construction Waste and Debris Management (Control Wastes): Continue to implement and enforce requirements to control wastes, including discarded building materials; paints; fertilizers; concrete wash out; chemicals; litter; and sanitary wastes. Permits for construction activities, require trash containment (i.e. dumpster or roll-off bin) and a portable toilet. Sites are inspected, and these controls are verified.

Construction Site Inspection Program (Inspections): The city will continue implementation and review of the construction site inspection program. These inspections help the city minimize stormwater pollution issues created by active construction sites and conditions that may result in an illicit discharge and stormwater pollution. The city also reviews all installed BMPs that were reviewed and approved during the permit process, such as the use of straw wattles and/or silt fencing, track out pads, and erosion control measures. The city will also continue the use of SWPPPTrack, an online service which provides enhanced inspections and recording of site SWPPP inspections, informing responsible parties of inspection performed and the results. In this reporting period, the city performed 83 inspections on 58

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active residential construction projects, 69 inspections on 7 active commercial construction projects, and 31 inspections on 6 CIPs.

Question: Were any construction activity operator training events conducted?

Answer:

Yes

Sr.No.	Date of Training Event	Training Subject	Number of Employees Trained	Frequency of Training
1	04/15/2021	Annual Utility Meeting & General Permit Renewal Meeting	8	Annually

Question: Minimum Control Measure 4: Construction Activity Stormwater Runoff Control, Provide the details of the construction activity complaints and inspections that were conducted during this reporting period.

Answer:

Number of active construction sites in this reporting period: 71

Has an inspection frequency been developed and implemented? YES

Number of active construction sites inspected at least weekly: 2

Number of active construction sites inspected at least one time every six months: 26

Number of active construction sites inspected at least monthly: 16

Number of active construction sites inspected at least annually: 71

Number of construction activity complaints that were resolved or responded to: 1

Number of active construction sites not inspected: 0

Number of construction activity complaints received in this reporting period: 1

Number of active construction sites that required re-inspections in this reporting period: 0

Sr.No.	Enforcement Actions	Enforcements Issued	Enforcements Resolved	Enforcements Unresolved
1	NOV	70	70	0
2	NOC	0	0	0

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3	Stop Work	0	0	0
4	Admin Order	0	0	0
5	Admin Fines	0	0	0
6	Civil Penalties	0	0	0
7	Criminal Action	0	0	0
	Total	70	70	0

Question: For each BMP in the Minimum Control Measure 5: Post-Construction Stormwater Management in New Development and Redevelopment, what was completed during this reporting period?

Answer:

BMP Name: Enforce and Maintain Existing Program and Policies Regarding Stormwater Pollution from Construction

Category: Runoff Control Assessment

Personnel Position/Department: Public Works Department

BMP Description :

Enforce and maintain existing program and policies for prevention of pollutant runoff from post-construction sites that are located within the permit area and discharge into the MS4 and disturb one (1) or more acres including those that are less than one (1) acre but are part of a larger common plan of development or sale if the larger common plan will ultimately disturb greater than one (1) acre.

Is another government entity responsible for this BMP ? No

Measurable Goals:

Start Date: 01/01/2017

Targeted End Date: 09/29/2021

Frequency: 100 Percent per year

Milestone Description:

Public Works Department will continue to conduct post-construction site inspections. All Capital Improvement Projects shall be inspected annually. Twenty (20) percent of commercial properties that are located within the permit area and discharge into the MS4 and disturb one (1) or more acres including those that are less than one (1) acre but are part of a larger common plan of development or sale if the larger common plan will ultimately disturb greater than one (1) acre with documented postconstruction BMPs will be inspected annually.

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Were milestones/measurable goals achieved for this reporting period? Yes

Actual BMP Start Date: 01/01/2017

Date:

Provide a description of BMP effectiveness, including metrics used to determine effectiveness.

The city, during this reporting period, continued existing program and policy regarding stormwater pollution from construction by inspecting commercial projects and Capital Improvement Projects in post-construction phase. Inspections performed included the inspection of five (5) post-construction commercial projects during this reporting period (FY20-21), which is twenty (20) percent of the inventory of post-construction commercial projects that have post-construction BMPs and/or business plans that disturbed one (1) or more acres or are part of a common plan of development that will ultimately disturb one (1) or more acres. The city also inspected seventeen Capital Improvement Projects, all of which disturbed one (1) or more acres or are part of a common plan of development that will ultimately disturb one (1) or more acres. Inspection results are documented, and the city found one issue (gravel and decorative rocks in drainage due to recent snow removal that took place in the parking lot). Of the five inspections performed on post-commercial project BMPs, none required improvement or maintenance to be performed.

Provide a summary of activities planned for next reporting period

BMP does not apply for next reporting period: No

Milestone Description:

The city will continue to perform post-construction inspections of the following: 1) all Capital Improvement Projects that disturbed one (1) or more acres or are part of a common plan of development that will ultimately disturb one (1) or more acres, 2) twenty percent (20%) of all post-construction commercial projects and commercial projects with post-construction BMPs and/or business plans that disturbed one (1) or more acres or are part of a common plan of development that will ultimately disturb one (1) or more acres. The city maintains these permits and projects within a dedicated spreadsheet, which is updated as commercial permits (that have business plans and/or post-construction BMPs and disturbed one (1) or more acres or are part of a common plan of development that will ultimately disturb one (1) or more acres) are approved and Capital Improvement Projects that disturb one (1) or more acres or are part of a common plan of development that will ultimately disturb one (1) or more acres are completed. Residential projects are inspected until they become stable and a Certificate of Occupancy is issued.

BMP Name: Post-Construction Enforcement

Category: Enforcement

Personnel Position/Department: Public Works Department

BMP Description :

Maintain the postconstruction enforcement policies and procedures.

Is another government entity responsible for this BMP ? No

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Measurable Goals:

Start Date: 12/01/2017

Targeted End Date: 09/29/2021

Frequency: 1 Annually

Milestone Description:

Maintain and review enforcement policies and procedures to ensure they are in compliance with Land Development Code Section 8, and City Code Title 13. Review the policies and procedures annually.

Were milestones/measurable goals achieved for this reporting period? Yes

Actual BMP Start Date: 12/01/2017

Provide a description of BMP effectiveness, including metrics used to determine effectiveness.

The city reviewed the enforcement policy and procedures to ensure that they are in compliance with Land Development Code Section 8 and City Code Title 13; no discrepancies were found.

Provide a summary of activities planned for next reporting period

BMP does not apply for next reporting period: No

Milestone Description:

The city will review the enforcement policies and procedures to assure that they are in compliance with Land Development Code Section 8 and City Code Title 13. Since these documents are in compliance, an annual review will assure continued compliance. The city will review for compliance should a change take place in the LDC Section 8 or City Code Title 13, or within the enforcement policy and procedures.

BMP Name: Post-Construction Structural and Non-Structural BMP

Category: Structural/Non-Structural BMP

Personnel Position/Department: Public Works Department

BMP Description :

Implement and enforce Structural and Non-Structural Post-Construction BMPs for new development that are located within the permit area and discharge into the MS4 and disturb one (1) or more acres including those that are less than one (1) acre but are part of a larger common plan of development or sale if the larger common plan will ultimately disturb greater than one (1) acre.

Is another government entity responsible for this BMP ? No

Measurable Goals:

Start Date: 03/01/2017

Targeted End Date: 09/29/2021

Frequency: 100 Percent per year

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Milestone Description:

New development/redevelopment shall implement site appropriate post-construction structural and non-structural BMPs. This is accomplished through the permitting and review process and issuance of Conditions of Approval and covers all permitted projects. On a rotational basis the city sends brochures to all residents outlining 'non-structural BMPs'.

Were milestones/measurable goals achieved for this reporting period? Yes

Actual BMP Start Date: 03/01/2017

Date:

Provide a description of BMP effectiveness, including metrics used to determine effectiveness.

All permits are reviewed and proposed stormwater control methods (both quality and quantity) are examined for effectiveness. The city requires certain structural BMPs, such as track-out pads, use of straw wattles/silt fencing to prevent sediment laden runoff of disturbed sites/slopes, roof runoff protection, which consists of: 1) protection of drip edges (riprap and/or rock along driplines from new structures), 2) riprap pads under scuppers, and 3) the use of gutters/downspouts with drain outlet protection. The water from these devices is then directed to retention basins via swales, generally lined with decorative rock and riprap. These devices all provide stormwater pollution prevention as the water flowing is prevented from eroding soils during runoff, and retention basins act as settling ponds for stormwater, allowing sediment to drop out (reducing downstream turbidity). All slopes greater than 2:1 are required to be stabilized with riprap.

The city also reviews non-structural BMPs during the permit approval process. The minimization of site disturbance and the use of construction fencing to prevent the disturbance of land outside of the planned disturbance envelope is enforced by another city department. Removal of trees outside the physical structure and corresponding auxiliary devices, such as a driveway is strictly limited (i.e. sites are not permitted to be mass-graded or clear cut).

Provide a summary of activities planned for next reporting period

BMP does not apply for next reporting period: No

Milestone Description:

The city will continue to actively review permits for stormwater structural and non-structural BMPs outlined above. The city will continue to issue Conditions of Approval with each permit approval that outlines required BMPs to prevent stormwater pollution, which affirm the BMPs shown within the approved plans, and stating other requirements, such as requirements to adhere to any issued ADEQ CGP NOI, City of Sedona NOI, and the SWPPP guide sheet (attached to the Building Permit), which provides the following information: 'Perimeter and Stockpile BMPs', including proper straw wattle and silt fence installation; 'Inlet Protection BMPs'; and 'Track-out Protection BMP'.

BMP Name: Training - Construction and Post-Construction Pollution Prevention

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Category: Training

Personnel Position/Department: Public Works Department

BMP Description :

Develop and provide training for construction and post-construction stormwater pollution prevention.

Is another government entity responsible for this BMP ? No

Measurable Goals:

Start Date: 12/01/2017

Targeted End Date: 09/29/2021

Frequency: 1 Annually

Milestone Description:

Provide annual training to inspectors to assist in identification of stormwater violations. This training may include additional City staff and invited contractors. This is to be conducted annually.

Were milestones/measurable goals achieved for this reporting period? Yes

Actual BMP Start Date: 12/01/2017

Provide a description of BMP effectiveness, including metrics used to determine effectiveness.

The city provided training to city staff that have direct involvement with the city stormwater management program, including maintenance workers, wastewater workers, inspectors, engineers, and code enforcement personnel. This training included IDDE, and was not specific to phase of construction (during actual construction or post-construction). Training included actions to be performed upon discovery, such as stopping the spill (if possible and safe to do so), and contact the stormwater management team/public works department directly to initiate an investigation.

Provide a summary of activities planned for next reporting period

BMP does not apply for next reporting period: No

Milestone Description:

The city will continue to train staff (maintenance workers, wastewater workers, inspectors, engineering staff, and code enforcement staff) on stormwater pollution prevention and illicit discharge detection/identification, whether it is from an active construction site or post-construction, and the activities expected should stormwater violations be found. This training is held annually for staff directly involved in the stormwater management program.

BMP Name: Develop Post-Construction Site Inspection Program

Category: O&M Procedures

Personnel Position/Department: Public Works Department

BMP Description :

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Maintain/continue post-construction site inspection program of all construction and post-construction activities that are located within the permit area and discharge into the MS4 and disturb one (1) or more acres including those that are less than one (1) acre but are part of a larger common plan of development or sale if the larger common plan will ultimately disturb greater than one (1) acre.

Is another government entity responsible for this BMP ? No

Measurable Goals:

Start Date: 01/01/2017

Targeted End Date: 09/29/2021

Frequency: 20 Percent per year

Milestone Description:

Public Works Department will continue to conduct post-construction site inspections. All Capital Improvement Projects that disturbed one (1) or more acres including those that are less than one (1) acre but are part of a larger common plan of development or sale if the larger common plan will ultimately disturb greater than one (1) acre shall be inspected annually. Twenty (20) percent of post-construction commercial projects that are located within the permit area and discharge into the MS4 and disturb one (1) or more acres including those that are less than one (1) acre but are part of a larger common plan of development or sale if the larger common plan will ultimately disturb greater than one (1) acre shall be inspected annually.

Were milestones/measurable goals achieved for this reporting period? Yes

Actual BMP Start Date: 01/01/2017

Provide a description of BMP effectiveness, including metrics used to determine effectiveness.

The city, during this reporting period, performed post-construction inspections of five (5) post-construction commercial projects during this reporting period (FY20-21), which is twenty percent (20%) of the inventory of post-construction commercial projects that have post-construction BMPs and/or business plans that disturbed one (1) or more acres or are part of a common plan of development that will ultimately disturb one (1) or more acres. The city also inspected seventeen (17) post-construction Capital Improvement Projects, all of which disturbed one (1) or more acres or are part of a common plan of development that will ultimately disturb one (1) or more acres.

Provide a summary of activities planned for next reporting period

BMP does not apply for next reporting period: No

Milestone Description:

Main Office

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The city will continue to perform post-construction inspections of the following:

1) all Capital Improvement Projects that disturbed one (1) or more acres or are part of a common plan of development that will ultimately disturb one (1) or more acres, 2) twenty percent (20%) of all post-construction commercial projects and commercial projects with post-construction BMPs and/or business plans that disturbed one (1) or more acres or are part of a common plan of development that will ultimately disturb one (1) or more acres. The city maintains these permit and projects within a dedicated spreadsheet, which is updated as commercial permits (that have business plans and/or post-construction BMPs and disturbed one (1) or more acres or are part of a common plan of development that will ultimately disturb one (1) or more acres) are approved and Capital Improvement Projects that disturb one (1) or more acres or are part of a common plan of development that will ultimately disturb one (1) or more acres are completed. Residential projects are inspected until they become stable and a Certificate of Occupancy is issued.

BMP Name: Construction and Post-Construction Tracking

Category: Inventory

Personnel Position/Department: Public Works Department

BMP Description :

Maintain and review a construction and post-construction tracking spreadsheet or database.

Is another government entity responsible for this BMP ? No

Measurable Goals:

Start Date: 12/01/2017

Targeted End Date: 09/29/2021

Frequency: 100 Percent per year

Milestone Description:

The City will keep an inventory of all construction and post-construction activities that are located within the permit area and discharge into the MS4 and disturb one (1) or more acres including those that are less than one (1) acre but are part of a larger common plan of development or sale if the larger common plan will ultimately disturb greater than one (1) acre.

Were milestones/measurable goals achieved for this reporting period? Yes

Actual BMP Start Date: 12/01/2017

Date:

Provide a description of BMP effectiveness, including metrics used to determine effectiveness.

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The City keeps an inventory of all construction and post-construction activities that disturb or will disturb one (1) or more acres within the permitted area; including those that are less than one (1) acre but are part of a larger common plan of development or sale if the larger common plan will ultimately disturb greater than one (1) acre. The city maintains a comprehensive inventory of the following:

All Capital Improvement Projects: A spreadsheet of all completed Capital Improvement Projects is maintained, and any completed Capital Improvement Project that disturbed one (1) acre or more are inspected annually (as part of the Post-Construction Site Inspection Program discussed in this section). Commercial projects: A spreadsheet of all commercial projects that have documented post-construction BMPs is maintained by the city. The city also identifies those commercial projects that are less than one (1) acre but are part of a larger common plan of development or sale if the larger common plan will ultimately disturb greater than one (1) acre. Commercial projects that meet this requirement are inspected annually (20% of this inventory is inspected as part of the Post-Construction Site Inspection Program discussed in this section).

Provide a summary of activities planned for next reporting period

BMP does not apply for next reporting period: No

Milestone Description:

The city will continue to require ADEQ Construction General Permits for any project (residential, commercial, and Capital Improvement Project) that disturb one (1) or more acres within the permitted area or are less than one (1) acre but part of a larger common plan of development or sale if the larger common plan will ultimately disturb greater than one (1) acre. The city will also keep the inventory of all completed Capital Improvement Projects and all commercial projects. This inventory of Capital Improvement Projects is updated as these projects are completed; commercial project inventory is updated as the projects are approved.

BMP Name: Site Plan Review Policies and Procedures

Category: Site Plan Reviews

Personnel Position/Department: Public Works Department

BMP Description :

Continue to implement site plan review policies and procedures for post-construction controls.

Is another government entity responsible for this BMP ? No

Measurable Goals:

Start Date: 08/01/2017

Targeted End Date: 09/29/2021

Frequency: 100 Percent per year

Milestone Description:

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The City will continue to implement its procedures for post-construction site plan review. The site plan review shall include: a review by City staff of the site design; the planned operations at the location of the construction activity; planned stormwater controls to be used to manage runoff created after development.

Were milestones/measurable goals achieved for this reporting period? Yes

Actual BMP Start 08/01/2017

Date:

Provide a description of BMP effectiveness, including metrics used to determine effectiveness.

The city continued to utilize site plan review policy and procedures during permit review for the reporting period. All permits for development (residential, commercial, and Capital Improvement) were reviewed. With each review, site design, planned operations at the site (only for commercial and Capital Improvements), and planned stormwater controls are studied and effectiveness (both stormwater quality and quantity) is determined. Corrections are noted and issued should discrepancies, such as improper or insufficient controls, be found during the review process. Permit approval is given when the construction and post-construction stormwater management meets city requirements per site plan review.

Provide a summary of activities planned for next reporting period

BMP does not apply for next reporting period: No

Milestone Description:

The city will continue to implement review procedures for post-construction site plans. Review includes:

- 1) review of the site plan and design by city staff;
- 2) review of the planned operations at the location of the construction activity, which can then determine the controls necessary for post-construction BMPs and/or business plans; and
- 3) the planned stormwater controls to be used to manage runoff created after development. Inspections by city staff will assure that the measures approved during plan review for both construction stormwater BMPs and post-construction BMPs are properly installed/constructed.

Question: For Minimum Control Measure 5: Post-Construction Stormwater Management in New Development and Redevelopment, Did the program implement any additional BMPs during this reporting period?

Answer:

Did the program implement any additional BMPs during this reporting period? No

Provide a summary of compliance with the requirements for Minimum Control Measure5.

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Minimum Control Measure 5 ensures that applicable post-construction BMP requirements are met, and that the enforcement mechanism(s) can be used.

Enforce and Maintain Existing Program and Policies Regarding Stormwater Pollution from Construction (Runoff Control Assessment): The city continues to maintain a post-construction inspection program helping to prevent stormwater pollution runoff from post-construction sites. All CIPs and 20 percent of commercial projects that disturbed one acre or more, or was part of a common plan of development that will ultimately disturb greater than one acre, are inspected annually.

Construction and Post-Construction Tracking (Inventory): The city maintains an inventory of all CIPs and commercial projects, which includes 1) all active and post-construction CIPs, and 2) all active and post-construction (with post-construction BMPs and/or business plans) commercial projects. This list is further filtered to determine which of these sites disturb one acre or more, or are part of a common plan of development that will ultimately disturb one acre or more. Of the latter, these are what the inspections are performed on to meet the post-construction CIP list and the commercial project list.

Post-Construction Structural and Non-Structural BMP (Structural/Non-Structural BMP): The city reviews all permits and proposed stormwater control methods (both quality and quantity) for effectiveness. Certain structural BMPs, such as track-out pads, use of straw wattles/silt fencing to prevent sediment laden runoff of disturbed sites/slopes, and roof runoff protection. Swales and retention basins provide further structural BMPs reviewed during the permit process. All slopes greater than 2:1 are required to be stabilized with riprap. Non-structural BMPs are also addressed during permit review and approval. Site disturbance is minimized and the use of construction fencing to prevent disturbance outside of the planned disturbance envelope is enforced by another city department. Tree removal outside the planned structure and driveway is limited (i.e. sites are not permitted to be mass-graded or clear cut).

Post-Construction Enforcement (Enforcement): Maintain the post-construction enforcement policies and procedures. These procedures must comply with City of Sedona Land Development Code Section 8 and City Code Title 13. These policies and procedures are reviewed annually.

Develop Post-Construction Site Inspection Program (O&M Procedures): Post-construction site inspections: The city inspects all post-construction CIPs and 20 percent of commercial projects that are greater than one acre in disturbance, or part of a greater plan of development that can result in one acre or more of disturbance. Inspection results are documented. The city corrects findings from the CIP inspections, and the property owners of the individual commercial projects are required to address findings from inspections.

Site Plan Review Policies and Procedures (Site Plan Reviews): The city will continue to implement site plan reviews to determine the controls necessary for both active and post-construction BMPs. This includes a review by city staff of the site design; the planned operations at the location of the construction activity; and the planned stormwater controls to be used to manage the quality and quantity of stormwater runoff created after development. Post-construction BMPs and business plans are also reviewed for adequacy in addressing post-construction stormwater quality and quantity.

Training – Construction and Post-Construction Pollution Prevention (Training): Annual training of construction and post-construction stormwater pollution prevention is provided to staff directly involved in the city stormwater management program; actions performed upon discovery, such as stopping the spill

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(if possible and safe to do so), and contacting the stormwater management team/public works department directly to initiate an investigation.

Question: Minimum Control Measure 5: Post-Construction Stormwater Management in New Development and Redevelopment, Provide the details of the Post-Construction Stormwater controls used during this reporting period

Answer:

Number of sites that required Post-Construction Stormwater controls in this reporting period: 22

Number of Post-Construction Stormwater controls inspected in this reporting period: 22

Sr.No.	Enforcement Actions	Enforcements Issued	Enforcements Resolved	Enforcements Unresolved
1	NOV	0	0	0
2	NOC	0	0	0
3	Stop Work	0	0	0
4	Admin Order	0	0	0
5	Admin Fines	0	0	0
6	Civil Penalties	0	0	0
7	Criminal Action	0	0	0
	Total	0	0	0

Question: For each BMP in the Minimum Control Measure 6: Pollution Prevention and Good Housekeeping, what was completed during this reporting period?

Answer:

BMP Name: Maintenance Training

Category: Training

Facility Information:

City Parking Lots

Streets and Highways

City Maintenance Yard

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Personnel Position/Department: Public Works Department

BMP Description :

City Maintenance employees are trained annually to be aware of and police areas for trash, litter, and other debris/floatables during their course of work. This includes all city owned properties (Maintenance Yard), City Parking Lots, and Streets and Highways.

Is another government entity responsible for this BMP ? No

Measurable Goals:

Start Date: 07/01/2017

Targeted End Date: 09/29/2021

Frequency: 1 Annually

Milestone Description:

Annual training of City Employees is documented through attendance sign-in sheets.

Were milestones/measurable goals achieved for this reporting period? Yes

Actual BMP Start Date: 07/01/2017

Provide a description of BMP effectiveness, including metrics used to determine effectiveness.

City maintenance employees were provided annual training regarding the City of Sedona MS4 and stormwater pollution prevention. The employees were trained on illicit discharges and the incorporation of this training into every day work activities. This training provides city employees knowledge which they can implement during their regular duties, and, upon witnessing/discovering an illicit discharge, will report this discharge to appropriate personnel, effectively increasing the number of eyes and ears throughout the city. Employees are directed to stop the spill (if possible and safe to do so) and contact the stormwater management team/public works department directly to initiate an investigation.

Training for city employees responsible for inspections of city facilities are is performed for new employees responsible for this task and is documented and performed per the Facilities Best Management Practices Manual.

Provide a summary of activities planned for next reporting period

BMP does not apply for next reporting period: No

Milestone Description:

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The city will provide annual training to all employees involved in the city stormwater pollution prevention program. City maintenance employees will continue to incorporate the training into everyday work activities, such as cleaning up trash, litter, and other debris, as well as utilizing the knowledge of illicit discharge to be the eyes and ears of the city when they are out in the city performing their work duties. They are trained to stop spills, if possible and safe to do so, as well as immediately report illicit discharges to appropriate stormwater management team/public works department to initiate an investigation. If any new employees are directed to be responsible for facilities inspections, they shall be provided training specific to this responsibility.

BMP Name: Inspections

Category: Inspections

Facility Information:

City Parking Lots

Streets and Highways

City Maintenance Yard

Personnel Position/Department: Public Works

BMP Description :

Continue inspection program and protocols for inspection of City Parking Lots, Streets and Highways, and City Maintenance Yards.

Is another government entity responsible for this BMP ? No

Measurable Goals:

Start Date: 01/01/2017

Targeted End Date: 09/29/2021

Frequency: 100 Percent per year

Milestone Description:

City parking lots are cleaned with a mechanical sweeper quarterly. Streets and highways with curb and gutter are swept with a mechanical sweeper monthly. City maintenance yards are inspected bimonthly for compliance with Sedona Facilities Best Management Practices Manual.

Were milestones/measurable goals achieved for this reporting period? Yes

Actual BMP Start Date: 01/01/2017

Date:

Provide a description of BMP effectiveness, including metrics used to determine effectiveness.

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City parking lots were mechanically swept quarterly, and city streets and highways, with curb and gutter, were mechanically swept monthly. City maintenance yards were manually swept, as required, and documented inspections were performed every other month. City maintenance employees policed work sites and city parking lots for trash, litter, and other debris/floatables during their course of work. City oil-water separators, located at city parking lots, were inspected annually and serviced as per manufacturers requirements. First flush basins, retention basins, other catch basins, catch basin grates and stormwater grates were also maintained and cleaned out as necessary based on conditions, such as collection of trash and other debris from storm events. The city also serviced and inspected four stormceptors, located on State Route 179.

Provide a summary of activities planned for next reporting period

BMP does not apply for next reporting period: No

Milestone Description:

The city will continue mechanical sweeping of city parking lots (quarterly) and street and highways with curb and gutter (monthly). City maintenance yards will continue to be swept as necessary, and documented inspected every other month; inspections will be documented with an inspection form to be completed at time of inspection. City maintenance employees will continue to police work areas, including both maintenance yards and parking lots for trash, litter, and other debris and floatables during their daily work activities.

BMP Name: Maintenance Activites

Category: Maintenance Activities

Facility Information:

City Parking Lots

Streets and Highways

City Maintenance Yard

Personnel Position/Department: Public Works Department

BMP Description :

City incorporates maintenance activities for City Parking Lots, Streets and Highways, and City Maintenance Yard through mechanical sweeping (parking lots are mechanically swept quarterly, streets and highways with curb and gutter are mechanically swept monthly), and city maintenance yard is manually swept as necessary. Inspections of streets, highways, and city parking lots are performed routinely. City Maintenance Facility is maintained and inspected per our Sedona Facilities Best Management Practices Manual. City Maintenance employees are trained annually to be aware of and police areas for trash, litter, and other debris/floatables during their course of work.

Is another government entity responsible for this BMP ? No

Measurable Goals:

Start Date: 06/01/2017

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Targeted End Date: 09/29/2021

Frequency: 100 Percent per year

Milestone Description:

Program is based on the following: City Parking Lots and Streets and Highways are mechanically swept and these services are contracted and verification is documented through internal documentation and receipts. City Maintenance Yard is documented through city maintenance inspection forms completed by city employees bimonthly. Annual training is documented through attendance sign-in sheets.

Were milestones/measurable goals achieved for this reporting period? Yes

Actual BMP Start Date: 06/01/2017

Provide a description of BMP effectiveness, including metrics used to determine effectiveness.

The city continued contractual services of mechanical sweeping over the reporting period. City parking lots were mechanically swept quarterly, streets and highways with curb and gutter were swept monthly. The city maintenance yard is swept manually as needed. The city maintenance yards are inspected every other month, and the results are documented on inspection forms completed at the time of inspection. The city also maintains oil-water separators located at city parking lots, which are inspected annually (minimum), but may be inspected semi-annually to coincide with the rain seasons (winter rain season - November to May and summer rain season June to October). These separators are serviced as per manufacturers requirements. First flush basins, retention basins, other catch basins, catch basin grates and stormwater grates are also maintained and cleaned out as necessary based on conditions, such as collection of trash and other debris from storm events. The city also serviced and inspected four stormceptors, located on State Route 179, which prevent trash, floatables, and other debris, from stormwater entering a tributary draining to Oak Creek; this service and inspection was documented.

Provide a summary of activities planned for next reporting period

BMP does not apply for next reporting period: No

Milestone Description:

The city will continue contractual services of mechanical sweeping, quarterly for city parking lots, and monthly for streets and highways with curb and gutter. The city will continue to manually sweep, as necessary, the city maintenance yards; inspections of city maintenance yards are to be performed every other month and the results documented on forms at the time of inspection. City parking lot oil-water separators are inspected annually (minimum), but may be inspected semi-annually to coincide with the rain seasons (winter rain season - November to May and summer rain season - June to October). These separators are serviced as per manufacturers requirements. First flush basins, retention basins, other catch basins, catch basin grates and stormwater grates are also maintained and cleaned out as necessary based on conditions, such as collection of trash and other debris from storm events. The city will also service and inspect four stormceptors, located on State Route 179.

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BMP Name: Maintain Facilities Inventory

Category: Inventory

Facility Information:

City Parking Lots

Streets and Highways

City Maintenance Yard

Personnel Position/Department: Public Works

BMP Description :

Maintain an inventory of municipal facilities that discharge.

Is another government entity responsible for this BMP ? No

Measurable Goals:

Start Date: 12/17/2017

Targeted End Date: 09/29/2021

Frequency: 100 Percent per year

Milestone Description:

Maintain inventory and track inspections of City maintenance yards (inspected bimonthly) for compliance with Sedona Facilities Best Management Practices Manual, which covers good practices and BMPs for equipment and stored materials. City Parking Lots and Streets and Highways are regularly policed for trash and other litter/debris during normal course of work.

Were milestones/measurable goals achieved for this reporting period? Yes

Actual BMP Start Date: 12/17/2017

Provide a description of BMP effectiveness, including metrics used to determine effectiveness.

Every other month, the city performed and documented inspections of city maintenance yards. The city did not add any new facilities over the course of this reporting period (FY20-21). No new inspections were required, performed, or documented. City maintenance employees continued to police work areas, including city maintenance yards, city parking lots, and other work areas, for trash, litter, and other debris and floatables during the course of their daily work activities. City maintained oil-water separators, catch basins, first flush basins, other catchments, and catch basin grates and stormwater grates, were inspected at least annually, but were also inspected during and after rain events. The city also serviced and inspected four stormceptors located on State Route 179, which prevent trash, floatables, and other debris, from stormwater entering a tributary of Oak Creek. This service and inspection are documented.

Provide a summary of activities planned for next reporting period

BMP does not apply for next reporting period: No

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Milestone Description:

The city will continue to perform documented inspections of city maintenance yards every other month. New inspections will be added as the city acquires new facilities. The city will continue to perform inspections of city-maintained oil-water separators, catch basins, first flush basins, other catchments, and catch basin grates and stormwater grates, at least annually, but may be more frequent to coincide with rain seasons and/or rain events. The four stormceptors, located on State Route 179, will continue to be serviced and inspected annually, and appropriate documentation recorded.

BMP Name: Maintenance Schedule

Category: Maintenance Schedule

Facility Information:

City Parking Lots

Streets and Highways

City Maintenance Yard

Personnel Position/Department: Public Works

BMP Description :

City incorporates maintenance activities for City Parking Lots, Streets and Highways, and City Maintenance Yard through mechanical sweeping (parking lots are mechanically swept quarterly, streets and highways with curb and gutter are mechanically swept monthly), and city maintenance yard is manually swept as necessary. Inspections of streets, highways, and city parking lots are performed routinely. City Maintenance Facility is maintained and inspected per our Sedona Facilities Best Management Practices Manual. City Maintenance employees are trained annually to be aware of and police areas for trash, litter, and other debris/floatables during their course of work.

Is another government entity responsible for this BMP ? No

Measurable Goals:

Start Date: 06/01/2017

Targeted End Date: 09/29/2021

Frequency: 100 Percent per year

Milestone Description:

Program is based on the following: City Parking Lots are mechanically swept quarterly and these services are contracted and verification is documented through internal documentation and receipts. Streets and Highways with curb and gutter are mechanically swept monthly and these services are contracted and verification is documented through internal documentation and receipts. City Maintenance Yard maintenance is documented through city maintenance inspection forms completed by city employees bimonthly. Annual training is documented through attendance sign-in sheets.

Were milestones/measurable goals achieved for this reporting period? Yes

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Actual BMP Start 06/01/2017

Date:

Provide a description of BMP effectiveness, including metrics used to determine effectiveness.

City parking lots and streets and highways with curb and gutter were mechanically swept in the reporting period (city parking lots quarterly and streets and highways with curb and gutter monthly). City maintenance yards were swept as necessary and inspections performed/documented every other month. City owned oil-water separators were inspected annually (minimum) and serviced per manufacturers recommendations. City parking lot catch basins, first-flush basins, and other catchments were inspected annually (minimum), and service provided as necessary, such as after a rain event that may have collected debris, litter, and other trash. Stormwater and catch basin grates for stormwater improvements and drainages were inspected annually (minimum) and after rainfall events, which could result in trash, litter, and debris being collected. Debris and litter was removed improved stormwater quality and quantity. The city also serviced four stormceptors installed on State Route 179 which service stormwater from State Route 179 entering a tributary immediately adjacent to Oak Creek. These stormceptors are serviced annually and documented inspections are performed after the service.

Provide a summary of activities planned for next reporting period

BMP does not apply for next reporting period: No

Milestone Description:

The city will continue to provide mechanical sweeping of city parking lots (quarterly) and city streets and highways with curb and gutter (monthly with in-house sweeper/staff). City maintenance yards will be manually swept as necessary, and documented inspections performed every other month. City parking lots with catch basins, first-flush basins, and other catchments will be inspected annually (minimum) and serviced as necessary, based on inspection whether annually or after a rain event. City owner oil-water separators will be inspected annually and serviced per manufacturers specifications. Other stormwater improvements, channels, and devices/grates will be inspected annually (minimum) and after rainfall events; these will be serviced as needed based on findings. The four stormceptors located on State Route 179 will be serviced annually, and the inspection will be documented at that time.

BMP Name: Operations and Maintenance Procedures

Category: O&M Procedures

Facility Information:

City Parking Lots

Streets and Highways

City Maintenance Yard

Personnel Position/Department: Public Works Department

BMP Description :

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City incorporates maintenance activities for City Parking Lots, Streets and Highways, and City Maintenance Yard through mechanical sweeping (parking lots are mechanically swept quarterly, streets and highways with curb and gutter are mechanically swept monthly), and city maintenance yard is manually swept as necessary. Inspections of streets, highways, and city parking lots are performed routinely. City Maintenance Facility is maintained and inspected per our Sedona Facilities Best Management Practices Manual. City Maintenance employees are trained annually to be aware of and police areas for trash, litter, and other debris/floatables during their course of work.

Is another government entity responsible for this BMP ? No

Measurable Goals:

Start Date: 06/01/2017
Targeted End Date: 09/29/2021
Frequency: 100 Percent per year

Milestone Description:

Program is based on the following: City Parking Lots are mechanically swept quarterly and these services are contracted and verification is documented through internal documentation and receipts, and mandated as a budget line item annually. Streets and Highways with curb and gutter are mechanically swept monthly and these services are contracted and verification is documented through internal documentation and receipts, and mandated as a budget line item annually. City Maintenance Yard maintenance is documented through city maintenance inspection forms completed by city employees bimonthly. Annual training is documented through attendance sign-in sheets.

Were milestones/measurable goals achieved for this reporting period? Yes

Actual BMP Start Date: 06/01/2017

Provide a description of BMP effectiveness, including metrics used to determine effectiveness.

The city continued contractual (next FY is in-house - city purchased a street sweeper) services of mechanical sweeping over the reporting period. City parking lots were mechanically swept quarterly, streets and highways with curb and gutter were swept monthly. The city maintenance yard is swept manually as needed. The city maintenance yards are inspected every other month, and the results are documented on inspection forms completed at the time of inspection. The city also maintains oil-water separators located at city parking lots, which are inspected annually (minimum), but may be inspected semi-annually to coincide with the rain seasons (winter rain season - November to May and summer rain season June to October). These separators are serviced as per manufacturers requirements. First flush basins, retention basins, other catch basins, catch basin grates and stormwater grates are also maintained and cleaned out as necessary based on conditions, such as collection of trash and other debris from storm events. The city also serviced and inspected four stormceptors, located on State Route 179, which prevent trash, floatables, and other debris, from stormwater entering a tributary draining to Oak Creek; this service and inspection is documented.

Provide a summary of activities planned for next reporting period

BMP does not apply for next reporting period: No

Milestone Description:

The city will continue mechanical sweeping of city parking lots (quarterly) and street and highways with curb and gutter (monthly with in-house sweeper/staff). City maintenance yards will continue to be manually swept, as necessary, and inspected every other month; inspections will be documented with an inspection form to be completed at time of inspection. City maintenance employees will continue to police work areas, including both maintenance yards and parking lots for trash, litter, and other debris and floatables during the course of their daily work activities. City maintenance will continue to inspect and service oil-water separators per manufacturer specifications annually (minimum). The city will also service the four stormceptors located on State Route 179 which drain to a tributary that enters Oak Creek. This service, and inspection, will be documented.

Question: For Minimum Control Measure 6: Pollution Prevention and Good Housekeeping, Did the program implement any additional BMPs during this reporting period?

Answer:

Did the program implement any additional BMPs during this reporting period? No

Provide a summary of compliance with the requirements for Minimum Control Measure6.

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These BMPs are an important responsibility for city owned and operated infrastructure and stormwater improvements.

Maintain Facilities Inventory (Inventory) – The city maintains a list of all city owned and/or maintained infrastructure, including: city parking lots, city streets and highways with curb and gutter, city maintenance yards and facilities, and other stormwater improvements and infrastructure, such as the stormceptors on SR 179. The inventory will be updated as new infrastructure or stormwater improvements/Capital Improvement Projects are completed.

Operations and Maintenance Procedures (O&M Procedures) – The city incorporates maintenance procedures for city parking lots (quarterly mechanical sweeping), streets and highways with curb and gutter (monthly mechanical sweeping), and manually sweeping of city maintenance facilities. These facilities are inspected every other month and inspection results documented. City parking lots are inspected, and maintenance is performed as necessary on catch basins, first flush basins, and other stormwater facilities and infrastructure/improvements. City maintenance personnel are trained to incorporate stormwater responsibilities into their everyday job duties, and actively look for illicit discharges, pollution, and other stormwater quality impacts.

Inspections (Inspections) – The city performs the following inspections: City parking lots and stormwater related infrastructure, such as catch basins, first-flush basins, grates, and city owned oil-water separators, are inspected annually (minimum) and after rainfall events. Other stormwater improvements are inspected annually (minimum) and after rainfall events to assure stormwater quality and quantity (such as grates and inlet structures to stormwater improvements). City maintenance facilities are inspected every other month per the Sedona Facilities Best Management Practices Manual and inspection results documented. Four stormceptors, located on SR 179, are serviced and documented inspections performed annually after service.

Maintenance Activities (Maintenance Activities) – The city contracted services of mechanical sweeping over the reporting period. City parking lots were mechanically swept quarterly, streets and highways with curb and gutter were swept monthly. The city maintenance yard is swept manually as needed. City owned oil-water separators are serviced per manufacturers recommendations. First flush basins, retention basins, other catch basins, catch basin grates and stormwater grates are also maintained and cleaned out as necessary based on conditions, such as collection of trash and other debris from storm events. The city also services four stormceptors, located on SR 179.

Maintenance Training (Training) – City maintenance staff is trained annually on City of Sedona stormwater management responsibilities and illicit discharge detection and elimination and other stormwater pollution prevention practices. Staff are directed to stop a spill, if possible and safe to do so, and immediately report the illicit discharge to appropriate stormwater management team/public works department to initiate an investigation. Staff also incorporate stormwater pollution prevention in their everyday tasks.

Maintenance Schedule (Maintenance Schedule) – The city incorporates the following schedule of maintenance activities for municipal infrastructure. Mechanical sweeping is performed on city parking lots (quarterly) and on streets and highways with curb and gutters (monthly). Maintenance yards are swept manually as necessary. As needed maintenance of city stormwater infrastructure, such as catchment

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basins, first-flush basins, and other improvements, is performed annually and after rainfall events. City oil-water separators are maintained per manufacturers recommendations. The city also services four stormceptors, located on SR 179, annually and performs documented inspections concurrently when the service is performed.

Question: Was staff training conducted?

Answer:

Yes

Sr.No.	Date of Training Event	Training Subject	Number of Employees Trained	Frequency of Training
1	03/31/2021	SWPPP	36	Annually
2	04/15/2021	Annual Utility Meeting & General Permit Renewal Meeting	8	Annually

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CERTIFICATION OF SUBMISSION

JOSEPH DICKEY

You validated your identity by answering your personal security question and password on myDEQ at **01:02 PM** on **09/30/2021**. At this time, you certified the summary information above by checking that you agreed to the following statement:

Certify your submission:

By checking this box I certify under penalty of law that this submittal was prepared by me, or under my direction or supervision of personnel appropriately qualified to properly gather and evaluate the information submitted. The information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I understand that all information submitted to ADEQ is public record unless otherwise identified by law as confidential. I am aware that there are significant penalties for submitting false information, including the possibility of fines and imprisonment for knowing violations.

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