



# ANNUAL REPORT

**Arizona Pollutant Discharge Elimination System (AZPDES)  
Small Municipal Separate Storm Sewer System (MS4) General Permit  
(AZG2016-002)**

Regulated Small Municipal Separate Storm Sewer Systems (MS4s) must submit an Annual Report (AR) to the Arizona Department of Environmental Quality (ADEQ) before September 30 each year. Permittees must complete an Annual Report and submit the original, signed document to:

Arizona Department of Environmental Quality  
Surface Water Section/Stormwater & General Permits Unit (5415A-1)  
1110 West Washington Street, Phoenix, AZ 85007

## A. REGULATED SMALL MS4 INFORMATION

**Annual Report for Reporting Year:** 20  - 20

LTF Number:	<input type="text" value="65776"/>	Name of MS4:	<input type="text" value="City of Flagstaff"/>		
Primary Contact:	<input type="text" value="Steve Camp"/>	Title:	<input type="text" value="Regulatory Compliance Manager"/>		
Mailing Address:	<input type="text" value="211 West Aspen Ave"/>				
City:	<input type="text" value="Flagstaff"/>	Zip Code:	<input type="text" value="86001"/>	County:	<input type="text" value="Coconino"/>
Telephone Number:	<input type="text" value="(928) 213-2475"/>	Email Address:	<input type="text" value="scamp@flagstaffaz.gov"/>		

Non-Traditional MS4     City/County    Estimated Population:

Is another entity responsible for any satisfying any permit requirements (6.4b):

Yes     No

If yes, complete the following questions; if no, continue to Section B .

Provide a description of permit requirements being implemented by another entity:

Identify Partnered Entity:

Type of Legally-binding Agreement:

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### B. MAPPING (4.0 and 8.4(b))

**1. Provide a narrative description of the permittee's mapping progress:**

The City of Flagstaff already has 100% GIS coverage, and continues to update its GIS and stormwater infrastructure as development occurs. The City plans on improving the accuracy of our GIS by field verifications over the next several years.

**2. Number of outfalls currently mapped:**

**3. Outfall mapping – Percent Complete:**

**4. Storm Sewer System Mapping**

Percentage Complete:

**5. Identification of Waters of the U.S. that receive discharges from the outfalls**  
Percentage Complete:

**6. Has land been annexed into the MS4 since the previous reporting year:  Yes  No (4.2).**

If yes, complete the following:

- a) Total area annexed since last annual report:  acres
- b) Mapping of new area – Percent complete:
- c) Are BMPs fully implemented in annexed area:  Yes  No
- d) Provide a description of BMP implementation for areas annexed into the regulated MS4 since the last reporting period:

Picture Canyon (477 acres) and Schultz Y (20 acres) are designated as open space and are outside the Census Urbanized area  
 Timber Sky (108) acres is a subdivision located outside the Census urbanized area. Plans are reviewed and inspections are conducted, per city code, which is consistent with construction located within the Census urbanized area.  
 Elks Lodge (2.6 acres) is a developed area located outside the Census urbanized area

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### C. PROGRAM EVALUATION (8.1.1 and 8.4d)

Provide a written assessment of the appropriateness of identified best management practices and progress toward achieving identified measurable goals for each minimum control measure.

MCM1 - Outreach is conducted thru videos, radio announcements, article in City publications and public events. Promotional videos are available on the City Facebook page and Youtube. Radio announcements were aired on public radio and City staff manned booths at a local home show and county fair. Flagstaff residents have a greater awareness of the Rio than other communities may have in nearby waters. We have not seen a problem with contaminants and pollutants making their way to the Rio de Flag by residents.

MCM2 - City staff works with local special interest groups that focus on the Rio de Flag, the main waterway thru town. Additionally, the SWMP, NOI and all stormwater related materials are available on our City web page.

MCM3 - The City maintains a hotline for residents and businesses to call in potential illicit discharges. However, all the reported IDDE events were discovered by staff and all illicit discharges were from commercial businesses. A new video, aimed at businesses and/or construction will be developed for the next reporting period. The City has not seen an issue from illicit discharges.

MCM4 - All building permits for new and existing construction require a SWPPP and coverage under the CGP, prior to being issued. City staff conducts multiple construction inspections during the construction phase. The construction industry is trained on the importance of maintaining BMPs and preventing trackout during inspections. Inspections reported were only for the months after receiving the new NOI, beginning April, 2017.

MCM5 - Stormwater LID is required for all new subdivisions, commercial and industrial developments, redevelopment of non-conforming sites (i.e., existing developed sites that do not have detention that have been razed and vacant for greater than six months), and other developments greater than 1/4 acre in size. Developments are required to retain/infiltrate one (1) inch of runoff from all impervious surfaces.

MCM6 - Staff training is conducted for all field personnel annually. City facilities not covered under a specific MSGP are inspected annually.

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D. MCM-1: PUBLIC EDUCATION AND OUTREACH (6.4.1 and 8.1.2)						
D-1 Provide a Summary of Public Education and Outreach BMPs in the Following Table						
Best Management Practice	Measurable Goal (how is progress being measured)	Theme or Message	Target Audience	Final Measure of Assessment (5.1.e.3)	Summary of Results and Effectiveness (8.1.2)	
<i>Brochures</i>  <i>EXAMPLE RECORD</i>	<i>Deliver 50 brochures a year along with building plan reviews</i>	<i>Construction Erosion and Sediment Control</i>	<i>Small Businesses</i>	<i>47 brochures handed out (94%)</i>	<i>Noted decrease in violations issued for Erosion and Sediment control related deficiencies from 20 to 30.</i>	
Video	Track Views on Facebook and Youtube	IDDE of residential automotive fluids	Homeowners	15,000 views on Facebook 300 views on Youtube	No reported complaints or observed releases of automotive fluids to stormdrains	
Local PSAs	Number of times aired	Whatever goes in the Street and stormdrains goes untreated to the Rio de Flag	All Residents	Aired 16 times	No illicit discharges reported to stormdrains	
Outreach Special Event	Conduct outreach events at County Fair, Homeshow and workshops	Show how construction sediment makes it to the waterway	Homeowners, students, special interests	Conducted one event at county fair, one with local homeshow, school pollution prevention event and a rainwater harvesting event	Favorable Feedback on message	
Webpage, publications and brochures	Post information on webpage and City publications	Only rain and snowmelt in stormdrains, LID, rainwater harvesting, Construction BMPs	All Residents, contractors, builders and homeowners	Maintained on webpage and published in Flagstaff CityScope, brochures available in work trucks, City Hall and online.	We see minimal illicit discharges	

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D-2. DESCRIPTION OF CHANGES IN IDENTIFIED BMPs OR MEASURABLE GOALS (8.1.3 and 8.4(I))			
Have there been any modifications to BMPs during this reporting period <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No. If yes, provide a brief explanation of each modification below.			
ADEQ Directed (8.1.4)	BMP Modified	Analysis of Why BMP Was Ineffective or Infeasible	Analysis of Why BMP is Expected to Achieve Goals
<input type="checkbox"/> Yes			
<input type="checkbox"/> Yes			
<input type="checkbox"/> Yes			
<input type="checkbox"/> Yes			
<input type="checkbox"/> Yes			
<input type="checkbox"/> Yes			
<input type="checkbox"/> Yes			
<input type="checkbox"/> Yes			

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<b>D-3. PUBLIC EDUCATION AND OUTREACH (6.4.1)</b>				
Provide a summary of activities planned for the next reporting period in the following table				
<b>Best Management Practice</b>	<b>Measurable Goal (steps to measure progress)</b>	<b>Summary of Planned Activities</b>	<b>Proposed Schedule</b>	
Video	Measure views of new video aimed at commercial IDDE	Produce video sometime in Spring, 2018	Spring, 2018	

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E. MCM-2: PUBLIC INVOLVEMENT AND PARTICIPATION (6.4.2 and 8.1.2)						
E-1. Provide a Summary of Public Involvement and Participation BMPs Implemented During the Reporting Period in the Following Table						
Best Management Practice	Measurable Goal (steps to measure progress)	Theme or Message	Target Audience	Percent of Target Audience Reached	Summary of Results and Effectiveness (8.1.2)	
Water commission educated on the MS4 and requirements to make better decisions regarding BMPs and implementation.	Record agenda and meeting minutes and prepare annual reports to the Water Commission	Present on MS4 Program and what is required by the City	Water Commission and audience	100	Answered questions and received favorable response	
Participate in FAST, Friends of the Rio, and Make a Difference Day	Record number of events that occurred and how many City Staff participated.	Watershed Cleanup	Special interest, students	100	Volunteers spend time revitalizing the I-40 wetlands on the Rio de Flag, removing trash and excess vegetation/invasive species, and cleaning culverts.	
The City will make the SWMP and annual report available on the City's Stormwater web page	Track number of visits and downloads from the City's stormwater web page	Provide downloadable information on the MS4, NOI and other subjects	Flagstaff Residents	100	The City web page is available to all residents, however, viewership is limited and other forms of outreach are more effective, such as videos on FB and Youtube.	

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<b>E-2. Description of Changes to BMPs and Measurable Goals (8.1.3 and 8.4(l))</b>			
a) Have there been any modifications to BMPs during this reporting period <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, complete Section b, below.			
<b>b) Summary of BMP Modifications</b>			
<b>ADEQ Directed (8.1.4)</b>	<b>BMP Modified</b>	<b>Analysis of Why BMP Was Ineffective or Infeasible</b>	<b>Analysis of Why BMP is Expected to Achieve Goals</b>
<input type="checkbox"/> Yes			
<input type="checkbox"/> Yes			
<input type="checkbox"/> Yes			
<input type="checkbox"/> Yes			
<input type="checkbox"/> Yes			
<input type="checkbox"/> Yes			
<input type="checkbox"/> Yes			
<input type="checkbox"/> Yes			
<input type="checkbox"/> Yes			



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<b>E-3. PUBLIC EDUCATION AND OUTREACH (6.4.1)</b> Provide a Summary of Activities Planned for the Next Reporting Period in the Following Table				
Best Management Practices	Measurable Goal (steps to measure progress)	Summary of Planned Activities	Proposed Schedule	

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F. MCM-3: ILLICIT DISCHARGE DETECTION AND ELIMINATION (IDDE) PROGRAM (6.4.3 and 8.1.2)						
F-1. Provide a Summary of Illicit Discharge Detection and Elimination BMPs Implemented During the Reporting Period in the Following Table						
Best Management Practice	Measurable Goal (steps to measure progress)	Completed (Yes or No)	Date of Implementation	Percent of Target Audience Reached	Summary of Results and Effectiveness (8.1.2)	
Direct residents to dispose of household hazardous waste to the City Hazardous Products Center (HPC).	Ongoing	Y	04/17	100	Program has been very successful	
The City will continue to update and modify current IDDE procedures as needed.	Ongoing	Y	04/17		This is internal and works great. Existing IDDE procedures were updated to include all fields in new permit	
Establish 24 hour hotline	Track number of calls	Y	04/04		The City has not received many calls on the hotline. There were no reported illicit discharges from residents in the reporting period. All discharges were observed by City staff.	
Training of field staff	Conduct and record annual training	Y	04/04	90	A recent spill by the City Public Works division, was quickly remediated as a result of proper training	

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F-2. DESCRIPTION OF CHANGES IN IDENTIFIED BMPS OR MEASUREABLE GOALS (8.1.3 and 8.4(I)) BMP modifications: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No. If yes, provide a brief explanation of each modification below.			
ADEQ Directed (8.1.4)	BMP Modified	Analysis of Why BMP Was Ineffective or Infeasible	Analysis of Why BMP is Expected to Achieve Goals
<input type="checkbox"/> Yes			
<input type="checkbox"/> Yes			
<input type="checkbox"/> Yes			

F-3. IDDE Staff Training (6.4.3.10)			
Frequency of Training	Date of Training Event	Training Subject	Number of Employees Trained
EXAMPLE Semi-annually	October 15, 2017	Learning how to recognize an illicit discharge as part of routine job duties	15
Annually	June 14, 2017	MS4 and identifying illicit discharges	15
Annually	June 15, 2017	MS4 and identifying illicit discharges	40
Annually	June 20 and 22, 2017	MS4 and identifying illicit discharges	14
Annually	June 22, 2017	MS4 and identifying illicit discharges	21
Annually	June 28, 2017	MS4 and identifying illicit discharges	30

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F-4. Illicit Discharge Identification and Response (6.4.3.5)							
Date of Discovery	Method of Discovery	Type of Pollutants	Source	Estimated Duration of Illicit Discharge	Estimated Quantity	Date of Elimination	Escalated Enforcement Action Required?
EXAMPLE 9/10/2016	Complaint - Email	Anti-freeze	Auto-repair shop	<1 day	<10 gallons	9/10/2016	No
5/4/17	Staff Observation	Concrete	Excavating	<1 day	Unknown	5/4/17	No
4/13/17	Staff Observation	Car Wash	Rental Car Agency	<1 day	Unknown	4/13/17	No
3/21/17	Complaint	Mop Water	Restaurant	<1 day	Unknown	3/21/17	No
11/17/16	Staff Observation	Hydromulch	Landscaper	<1 day	Unknown	11/17/16	No
11/14/16	Staff Observation	FOG	Restaurant	<1 day	Unknown	11/14/16	No
11/14/16	Staff Observation	FOG	Cooking Oil <sup>+</sup>	<1 day	Unknown	11/14/16	No
8/5/16	Staff Observation	Thinset	Contractor	<1 day	2 gallons	8/5/16	No



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F-6. Illicit Discharge Detection and Elimination				
Provide a Summary of Activities Planned for the Next Reporting Period in the Following Table				
Best Management Practice	Measurable Goal (steps to measure progress)	Summary of Planned Activities	Proposed Schedule	
Implement IDDE Program	Include link to direct residents to dispose of household hazardous waste to the City Hazardous Products Center (HPC), located at the Cinder Lake Landfill.	Add link to Water Services web page	Early 2018	

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<b>G. MCM-4: CONSTRUCTION ACTIVITY STORMWATER RUNOFF CONTROL (6.4.4 and 8.1.2)</b>					
<b>G-1. Provide a Summary of Construction Activity Stormwater Runoff Control BMPs Implemented During the Reporting Period in the Following Table</b>					
<b>Best Management Practices</b>	<b>Measurable Goal</b>	<b>Date BMP was Implemented</b>	<b>Implementation Status (percent complete, date complete, on-going)</b>	<b>Summary of Results and Effectiveness (8.1.2)</b>	
The City will use policy to enforce erosion and sediment control	Progress toward an ordinance and any ordinance developed to meet this goal will be recorded in the annual report. 	04/17	100	Ordinance is in City Code	
Track the # of inspections and reinspections annually.	Number of enforcement actions will be recorded in the annual report.	08/03	100	Program continues to be effective to prevent track out and prevent contaminants from making their way to the MS4	
Continue to develop guidance for the design and maintenance of Erosion and sediment	City staff will continue to update as needed and record any changes in the annual report.	04/17	100	City has a requirement for erosion and sediment control in the City ordinance	
Require BMPs and SWPPPs, under ADEQ's CGP, to be submitted with plan review	Enforcement will be evaluated and any changes will be recorded in the annual report.	03/04	100	SWPPP and CGP coverage is required during the plan review of each project.	

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<b>G-2. Description of Changes in BMPs and Measurable Goals (8.1.3 and 8.4(I))</b>			
BMP modifications: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No. If yes, provide a brief explanation of each modification below.			
<b>ADEQ Directed (8.1.4)</b>	<b>BMP Modified</b>	<b>Analysis of Why BMP Was Ineffective or Infeasible</b>	<b>Analysis of Why BMP is Expected to Achieve Goals</b>
<input type="checkbox"/> Yes			
<input type="checkbox"/> Yes			
<input type="checkbox"/> Yes			

<b>G-3. Construction Activity Complaints (6.4.4.5 and 8.4(i))</b>	
<b>Number of Complaints Received</b>	<b>Number of Complaint Responses/Resolved</b>
5	5

<b>G-4. Construction Activity Inspections</b>			
<b>Number of Active Construction Sites</b>	<b>Number of Active Construction Sites Inspected</b>	<b>Number of Re-Inspection</b>	<b>Average Inspection Frequency</b>
17	17	226	Weekly
<b>Number of Violations</b>		<b>Number of Enforcement Actions</b>	
0		0	



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G-5. Construction Activity Stormwater Runoff Control Provide a Summary of Activities Planned for the Next Reporting Period in the Following Table				
Best Management Practices	Measurable Goal (steps to measure progress)	Summary of Planned Activities	Proposed Schedule	
Enforcement	Reduce track-out from construction sites	Raise awareness and work with building inspectors to issue stop work orders for excessive track-out complaints	2018	

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H. MCM-5: POST-CONSTRUCTION STORMWATER MANAGEMENT IN NEW DEVELOPMENT AND REDEVELOPMENT (6.4.5 and 8.1.2)						
H-1. Provide a Summary of Post-Construction Activity Stormwater Runoff Control BMPs Implemented During the Reporting Period in the Following Table						
BMP	Measurable Goal (steps to measure progress)	Completed (Yes or No)	Cite Local Code(s) Being Used (If available, web link for code(s))	Summary of Results and Effectiveness (8.1.2)		
City will conduct post construction site inspections.	Inspections will be tracked, recorded and reported annually.	04/14	Tracked internally	Inspections and reinspections have reduced pollutants from leaving construction sites and making their way to the MS4		
The City has a Low Impact Development program for new development and redevelopment to retain <sup>+</sup>	The City will continue to review and make changes to the program as necessary.	05/16	Included as Chapter 9 of CITY OF FLAGSTAFF STORMWATER MANAGEMENT DESIGN MANUAL	All new construction is required to maintain 1 inch of runoff from impervious surfaces on-site.		
The City will develop an inventory system for post construction activities.	Inventory will be digital and searchable.	12/16	Inventory is included in the City internal Inoprise tracking system	Needs more work to be completely effective		

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<b>H-2. Post-Construction Stormwater Management in New Development and Redevelopment (8.4(j))</b>	
<b>Number of Sites Requiring Post-Construction Controls</b>	<b>Number of Post-Construction Stormwater Controls Inspected</b>
All sites are reviewed during plan review for LID	All LID requirements are inspected during construction inspections
<b>Number of Post-Construction Stormwater Control Violations</b>	<b>Number of Post-Construction Stormwater Control Violations Resolved</b>
1	1

<b>H-3. Description of Changes in BMPs or Measurable Goals (8.1.3 and 8.4(l))</b>			
<b>BMP modifications: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No. If yes, provide a brief explanation of each modification below (Add Rows as Necessary).</b>			
ADEQ Directed (8.1.4)	BMP Modified	Analysis of Why BMP Was Ineffective or Infeasible	Analysis of Why BMP is Expected to Achieve Goals
<input type="checkbox"/> Yes	The City will develop an inventory system for post construction activities.	All applications for development/redevelopment in the City are reviewed to see if requirements for post-construction BMPs are triggered. City tracks projects and permits in Innoprise software, but database not currently searchable for projects/permits where post	The database will be searchable
<input type="checkbox"/> Yes			
<input type="checkbox"/> Yes			

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H-4. Post-Construction Stormwater Management in New Development and Redevelopment (6.4.1) Provide a Summary of Activities Planned for the Next Reporting Period in the Following Table			
Best Management Practices	Measurable Goal (steps to measure progress)	Summary of Planned Activities	Proposed Schedule
The City will develop an inventory system for post construction activities.	Database will be searchable	Improve searchable database	early 2018

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<b>I. POLLUTION PREVENTION AND GOOD HOUSEKEEPING FOR MUNICIPAL OPERATIONS (6.4.6)</b>				
<b>I-1. Summary of Pollution Prevention and Good Housekeeping BMPs in the Following Table</b>				
<b>Facility Name (Group Facilities as Appropriate)</b>	<b>Best Management Practices</b>	<b>Measurable Goal (steps to measure progress)</b>	<b>Summary of Results and Effectiveness (8.1.2)</b>	
Public Works Vehicle Shop and Pulliam Airport	Continue under existing MSGP	Quarterly inspections and annual training	Completed in monitoring period	
Rio de Flag WRP, Parks and Utilities Shop	Provide annual training and inspections	Completed in monitoring period	Completed in monitoring period	

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<b>I-2. Description of Changes in BMPs and Measurable Goals (8.1.3 and 8.4(I))</b>			
<b>BMP modifications: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No. If yes, provide a brief explanation of each modification below.</b>			
<b>ADEQ Directed (8.1.4)</b>	<b>BMP Modified</b>	<b>Analysis of Why BMP Was Ineffective or Infeasible</b>	<b>Analysis of Why BMP is Expected to Achieve Goals</b>
<input type="checkbox"/> Yes			
<input type="checkbox"/> Yes			
<input type="checkbox"/> Yes			

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**I-3. Updates to Operation and Maintenance Programs (6.4.6 (a-g))**

Develop a draft boilerplate SWPPP for City facilities not covered under the MSGP.

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I-4. Pollution Prevention and Good Housekeeping for Municipal Operations Provide a Summary of Activities Planned for the Next Reporting Period in the Following Table				
Best Management Practices	Measurable Goal (steps to measure progress)	Summary of Planned Activities	Proposed Schedule	
Training - Non MSGP City Facilities	Number of training events tracked and attendance recorded	Annual inspection and training at City facilities not covered by MSGP SWPPP	Training to be conducted in Spring 2018	
Training - MSGP covered facilities	Training events will continue to be tracked and reported annually SWPPP coverage to be recorded at facilities	Annual training and quarterly inspections at City facilities covered by MSGP SWPPP	Training to be conducted in Spring, 2018	
Inventory	Staff will continue to determine if city facilities require additional training or BMPs.	As needed	Nothing proposed. Will add facilities as needed	



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J. Receiving Waters and Monitoring (7.0)						
Name of Receiving Water Included in Appendix B	Number of Outfalls	Receiving Water Listed as impaired, not-attaining and/or OAW	Listed Pollutants	TMDL	Analytical Monitoring Conducted this Reporting Year?	
Rio de Flag	98	No	N/A	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Bow and Arrow	2	No	N/A	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
				<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
				<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
				<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

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Receiving Water	How many outfalls will be sampled?	List parameter(s) to be analyzed	Provide a description of selected BMPs and how they will specifically address the pollutant(s) causing the impairments or how the BMPs will be protective of the OAW
N/A	0	N/A	N/A

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**Certification**

The annual report must be signed by either a principal executive officer or ranking elected official, or by a duly authorized representative (refer to Permit Part 9.9(a)).

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



11/30/2017

Date (mm/dd/yyyy)

Signature

Steve Camp

Name (printed)

Regulatory Compliance Manager

Title