



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: 2016 - 2017

LTF Number:	65737	Name of MS4:	City of Cottonwood		
Primary Contact:	Robert L. Winiecke, PE, CFM		Title:	City Engineer	
Mailing Address:	1490 W Mingus Ave				
City:	Cottonwood	Zip Code:	86326	County:	Yavapai
Telephone Number:	928.340.2770	Email Address:	rwinecke@cottonwoodaz.gov		

Non-Traditional MS4 City/County Estimated Population: 11,265

Is another entity responsible for any satisfying any permit requirements (6.4b): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No. If yes, complete the following questions; if no, continue to Section B.	Identify Partnered Entity: N/A
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Provide a description of permit requirements being implemented by another entity: N/A	Type of Legally-binding Agreement: N/A
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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's stormwater mapping activity was completed in May 2017, during this reporting period.	
2. Number of outfalls currently mapped: 5	3. Outfall mapping –Percent Complete: 100%
4. Storm Sewer System Mapping Percentage Complete: 100%	5. Identification of Waters of the U.S. that receive discharges from the outfalls Percentage Complete: 100%
6. Has land been annexed into the MS4 since the previous reporting year: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> 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: <input type="checkbox"/> Yes <input type="checkbox"/> No d) Provide a description of BMP implementation for areas annexed into the regulated MS4 since the last reporting period:	

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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.

The City's Stormwater Management Program is a work in progress that needs to remain fluid to adjust for unforeseen difficulties arising from its daily implementation. The program is successful in some areas and has shown improvement in reaching the residents of the community, but public outreach remains to be one of the most difficult aspects of the program to implement, because there doesn't appear to be one unified way to increase awareness. We will continue to utilize existing tools in-place and make tweaks to the notification process as we move forward.

The other aspect of implementing this program that has been found to be difficult is staffing. The City has implemented an internal reorganization that has allocated the City's inspection staff to the Engineering Dept. which has been tasked with overseeing compliance with this permit. During the next reporting period, there should be a number of opportunities to expand the City's effectiveness under this program.

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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 Table 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>
Brochures	Record the number of utility bill inserts distributed to the public.	Pollution Prevention	General Public	A total of 1,000 utility bill inserts were sent out during this reporting period.	Noted an increase of phone calls from residents immediately following receipt of billings that dropped off within one month of notice.
Webpage	Report significant content changes and record the number of hits to the website.	Construction Erosion & Sediment Control General Information	General Public	There were no recorded hits on the City's old website and there were a total of two (2) hits reported for the City's Stormwater Management Plan document posted on the City's new website.	The City launched a new website on March 1, 2017. City staff is currently developing a new supplemental webpage dedicated to stormwater related issues with copies of the City's SWMP, NOI forms and links to applicable ADEQ & EPA websites.
Brochures	Record the number of building permit applications received.	Erosion & Sediment Control General Information	Contractors	A total of 373 building permit applications were received during this reporting period.	Noted increased awareness of the City's Erosion and Sediment Control requirements by local builders and contractors.



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Brochures	Record the number of Fact Sheets distributed at meetings and events.	Pollution Prevention	General Public Small Businesses	A total of 120 Fact Sheets were distributed during this reporting period.	No noted affects were observed as a result of this activity.
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D-2. DESCRIPTION OF CHANGES IN IDENTIFIED BMPS OR MEASUREABLE GOALS (8.1.3 and 8.4(I))

Have there been any modifications to BMPs during this reporting period: Yes No.
 If yes, provide a brief explanation of each modification below (Add Rows as Necessary).

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			

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D-3. PUBLIC EDUCATION AND OUTREACH (6.4.1) 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
Adopt-A-Street Program	Record the number of cleanup events held.	Solicit local groups to participate in this Citywide program.	On-going
Webpage	Develop webpage Launch webpage Record hits	Launch "Stormwater" supplemental webpage.	End of 1 st Quarter of 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)
Implement Public Notice	Provide the SWMP for review and record the number of comments received.	Pollution Prevention	General Public	100%	No comments were received from the public in response to this activity.
Adopt-A-Street Program	Track and report the number of cleanup events, number of participants, and the pounds of trash removed during the reporting period.	Pollution Prevention	General Public	50%	There were no organized cleanup events performed by outside parties/groups held during this reporting period. The City did hold an annual "Community Cleanup" event in which 989 tons of debris and 442 vehicle tires were collected.
Procedure for Receiving Public Comment	Document the number of reports received each year through the hotline & email address, as well as resolution of the complaint.	IDDE Pollution Prevention	General Public	20%	City staff found out that the Stormwater Hotline phone number was not functioning in March of 2017. The issue was identified and referred to the City's IT Dept. for correction. The IT Dept. corrected the matter and the Stormwater Hotline phone number was reactivated. There were no phone calls received on the

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					hotline for this reporting period. There were no email notifications submitted to the stormwater@cottonwoodaz.gov email address during this reporting period.
		Choose an item.			



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E-2. Description of Changes to BMPs and Measurable Goals (8.1.3 and 8.4(I))			
<p>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 (Add Rows as Necessary).</p>			
b) Summary of BMP Modifications			
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			

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E-3. PUBLIC EDUCATION AND OUTREACH (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
Webpage	Develop webpage Launch webpage Record hits	Launch "Stormwater" supplemental webpage.	End of 1 st Quarter of 2018

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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)
Stormwater Sewer Mapping	Obtain a completed Stormdrain Inventory Map from the City's consultant.	Yes	05/2017	N/A	A completed map has been received from the City's consultant and is being implemented internally for staff use.
Dry Weather Screening	Inspect 20% of known outfalls once each year.	Yes	10/2016	N/A	No unusual results were observed.
Wet Weather Monitoring	Perform & document outfall visual monitoring for at least 1 outfall and 4 monitoring points, twice per year.	Yes	10/2016	N/A	No unusual results were observed.
Written IDDE Procedures	Require an ADEQ CGP NOI with all applications for all construction activities, to identify unpermitted construction activities in the field and require that they submit to the	Yes	10/2016	N/A	<p>Developments disturbing more than 1 acre have provided the required ADEQ permitting.</p> <p>The City maintains an active list of construction projects that is updated on a weekly basis.</p> <p>The City has not received any new industrial facilities that it is aware of that</p>



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	City & ADEQ, to maintain a list of active construction sites, to annually identify industrial facilities potentially needing ADEQ permits, and to report this activity in the City's Annual Report.				would require any additional ADEQ permits.
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F-2. DESCRIPTION OF CHANGES IN IDENTIFIED BMPS OR MEASUREABLE GOALS (8.1.3 and 8.4(I))

BMP modifications: Yes No. If yes, provide a brief explanation of each modification below (Add Rows as Necessary).

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
<i>EXAMPLE Semi-annually</i>	<i>October 15, 2017</i>	<i>Learning how to recognize an illicit discharge as part of routine job duties</i>	<i>15</i>
Annual	May 2017	Overview of new Stormwater Management Plan	204
One Time	June 7, 2017	Oil Down the Stormdrain video from	1

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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?
<i>EXAMPLE</i> 9/10/2016	<i>Complaint - Email</i>	<i>Anti-freeze</i>	<i>Auto-repair shop</i>	<i><1 day</i>	<i><10 gallons</i>	<i>9/10/2016</i>	<i>No</i>
01/04/17	e-mail	Sediment	Hillside	<1 day	<1 cubic yard	3/31/17	No
01/06/17	e-mail	Pool Backwash	Private Residence	<1 day	<5 gallons	01/10/17	No
02/06/17	e-mail	Anti-Freeze	Private Residence	<1 day	<500 gallons	02/09/17	No
04/12/17	e-mail	Pool Backwash	Community Clubhouse	<1 day	<500 gallons	04/12/17	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 Practices	Measurable Goal (steps to measure progress)	Summary of Planned Activities	Proposed Schedule
Employee Training	Obtain Certificate	Certified Stormwater Inspection Training	End of 1 st Quarter of 2018
Employee Training	Post Training Quizzes (w/ passing score)	Internal Trainings	On-going

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G. MCM-4: CONSTRUCTION ACTIVITY STORMWATER RUNOFF CONTROL (6.4.4 and 8.1.2)				
G-1. Provide a Summary of Construction Activity Stormwater Runoff Control BMPs Implemented During the Reporting Period in the Following Table				
Best Management Practices	Measurable Goal	Date BMP was Implemented	Implementation Status (percent complete, date complete, on-going)	Summary of Results and Effectiveness (8.1.2)
Inventory	Develop an updated inventory of known construction sites.	10/2016	On-going	Provides City staff with a comprehensive listing of all active projects within our jurisdiction.
Site Plan Review	Review 100% of plans for construction sites that disturb one acre or more and report the number of plans reviewed during the reporting period.	10/2016	On-going	Provides City staff an idea of what type of projects may be occurring within our jurisdiction in the near future.
Inspections	To finalize procedures for performing construction site inspections, train employees to conduct inspections (see Section 8.0), implement a tracking system to track the number of construction sites, and inspect each construction project at least once during the active construction period.	10/2016	On-going	Noted an increased general awareness of stormwater related nuisances observed by inspection staff from construction activities.
Enforcement	To finalize procedures for performing construction site inspections, train employees to conduct inspections (see Section 8.0), implement a tracking	10/2016	On-going	Noted an increased general awareness of stormwater related nuisances observed by inspection staff from construction activities.

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	system to track the number of construction sites, and inspect each construction project at least once during the active construction period.			
Education/ Public Involvement	Track the number of pamphlets distributed to contractors.	10/2016	On-going	A total of 373 stormwater pamphlets were distributed with the City building permit applications during this reporting period.
Training	Provide regular training to inspection staff so they are aware of Stormwater Management procedures.	10/2016	On-going	Training during this reporting period was limited to one individual and consisted mainly of working with the consultant to update the City's NOI and Stormwater Management Plan.



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G-2. Description of Changes in BMPs and Measurable Goals (8.1.3 and 8.4(l))			
BMP modifications: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No. If yes, provide a brief explanation of each modification below (Add Rows as Necessary).			
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			

G-3. Construction Activity Complaints (6.4.4.5 and 8.4(i))	
Number of Complaints Received	Number of Complaint Responses/Resolved
0	0

G-4. Construction Activity Inspections			
Number of Active Construction Sites	Number of Active Construction Sites Inspected	Number of Re-Inspections	Average Inspection Frequency
5	5	1	1/month
Number of Violation		Number of Enforcement Actions	
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
Training	Have all Engineering staff complete the NPDES Certified Stormwater Inspector Training Course.	Send 3 inspectors to attend this course during the 1 st Quarter of 2018.	Complete training by the end of the 1 st Quarter 2018.
Training	Conduct post training Hold monthly training session discussing-stormwater issues.	Hold bi-monthly training session discussing stormwater issues.	On-going

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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)
Inventory	Implement a tracking system to track the number of post-construction sites, and inspect each post-construction site within 12 months of completion of construction.	Yes	Chapter 13.24 – Stormwater Policy	Inspection activities were recorded in the City's MS4Front Software System.
Inspections	Implement procedures for performing post-construction site inspections, train employees to conduct inspections (see Section 7.1.3).	Yes	Chapter 13.24 – Stormwater Policy	Inspection activities were recorded in the City's MS4Front Software System.
Enforcement	Develop a Stormwater Enforcement Ordinance	No	N/A	The City is currently working on developing a new enforcement ordinance per the permit requirements and anticipates this being complete by the end of the next reporting period.
Site Plan Reviews	Review and track plans submitted to the City.	Yes	15.40.020 0 Engineering Study Requirements	The City reviews site plans for all proposed developments within its jurisdiction.



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Runoff Control Assessment	Inspect approximately 20% of City-owned post-construction BMPs each year and document inspections. Perform inspections of privately owned BMPs on a complaint-driven basis.	Yes	Chapter 13.24 – Stormwater Policy	During this reporting period one new municipal facility was inspected. There were no privately owned BMPs inspected during this reporting period.
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H-3. Description of Changes in BMPs or Measurable 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 (Add Rows as Necessary).			
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			



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H-2. Post-Construction Stormwater Management in New Development and Redevelopment (8.4(j))	
Number of Sites Requiring Post-Construction Controls	Number of Post-Construction Stormwater Controls Inspected
0	0
Number of Post-Construction Stormwater Control Violations	Number of Post-Construction Stormwater Control Violations Resolved
0	0

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
N/A	N/A	N/A	N/A

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I. POLLUTION PREVENTION AND GOOD HOUSEKEEPING FOR MUNICIPAL OPERATIONS (6.4.6)			
I-1. Summary of Pollution Prevention and Good Housekeeping BMPs in the Following Table			
Facility Name (Group Facilities as Appropriate)	Best Management Practices	Measurable Goal (steps to measure progress)	Summary of Results and Effectiveness (8.1.2)
City of Cottonwood	Inspections	Develop an updated facilities priority status inventory and a modified inspection frequency.	City staff conducted inspections at the new Water Reclamation Facility site and performed impromptu inspections at the Public Works Facility. Habits were shifted based upon the results of the inspection at the Public Works Facility.
City of Cottonwood	O&M Procedures	Document the miles of street swept and the tons of debris removed.	The City conducted street sweeping efforts on approximately 212 lane miles of streets within the jurisdiction that resulted in the removal of approximately 65 tons of debris from City Streets.
Vineyards @ Cottonwood Maverik Gas Station Redevelopment	Implement Controls	Inspect all facilities with SWPPPs and as necessary to prevent stormwater pollution.	Inspections were conducted routinely for the two projects mentioned herein. Other on-going projects were inspected periodically.
City of Cottonwood	Training	Track and report the number of employees trained during each reporting period.	All of the City's employees were provided an overview training of the City's revised Stormwater Management Plan.

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I-2. Description of Changes in BMPs and Measurable Goals (8.1.3 and 8.4(l))			
BMP modifications: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No. If yes, provide a brief explanation of each modification below (Add Rows as Necessary).			
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			

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

N/A

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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
N/A	N/A	N/A	N/A



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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?
Verde River	1	No		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input 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	N/A	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.

Signature

11/28/2017

Date (mm/dd/yyyy)

Robert L. Winiecke, PE, CFM

Name (printed)

City Engineer

Title