

**CITY OF BLUFFDALE**

**STORM WATER MANAGEMENT PLAN**

**February 26, 2020 to February 25, 2025**

**Submitted to:**

**State of Utah  
Department of Environmental Quality  
Division of Water Quality**

**Submitted by:**

**City of Bluffdale Engineering Department  
2222 West 14400 South, Bluffdale, UT 84065**

**Updated:**

**October 28, 2020**

## DEFINITIONS

Whenever any words or phrases used in this document are not defined herein, but are defined in related documents such as the Utah Code or in the City of Bluffdale Storm Water Ordinance, such definitions are incorporated herein and shall apply as though set forth herein in full, unless the context clearly indicates a contrary intention.

Unless a contrary intention clearly appears, words used in the present tense include the future, the singular includes the plural, the term “shall” is always mandatory, and the term “may” is permissive. The following terms are used in this document shall have the respective meaning hereinafter set forth.

1. AA – Applications Administrator - GIS and systems monitor within the Public Works.
2. BMP – Best Management Practices.
3. City – when spelled with a capital “C” means City of Bluffdale.
4. City Council – Bluffdale City Council.
5. City Engineer – City Engineer of the City of Bluffdale.
6. City Manager – Chief Executive Officer of the City of Bluffdale.
7. Division – Engineering Division, Storm Water Division, Fleet Division, Sanitation Division or Streets Division of the Public Works Department of the City.
8. ENG – Engineering Division - Public Works Department.
9. Illicit Discharge – any discharge to the City’s separate storm sewer system that is not composed entirely of storm water, except for discharges allowed under the city ordinance.
10. MEP – Maximum Extent Practicable.
11. OM – Operations Manager for the Public Works Department.
12. Owner – The owner, developer or any other person who alters, improves, constructs upon, or in any other way impacts any real property in City of Bluffdale.
13. PEC – Public Education Coordinator.
14. Permits Officer – Engineering Department of City of Bluffdale.
15. PHF – Pesticides, Herbicides, and Fertilizers.
16. PWD – Public Works Director of City of Bluffdale.
17. PWIS – Public Works Information Specialist.
18. Retention – The temporary or permanent accumulation of excess waters and/or other storm waters, and shall include the total or partial accumulation of such waters. In the case of partial retention, the retention facilities shall include carriage of the portion not

retained to an intermediate or major drainage system facility, trunk line, and natural tributary or final destination.

19. SLCOED – Salt Lake County Engineering Division.
20. SLCOHD – Salt Lake County Health Department.
21. Storm Water – A storm or flood flow of the magnitude which is expected to occur on the average of a 10-year frequency or has a 10 percent chance of being equaled or exceeded during any one year. “Storm Water” is the water that is produced from rainstorms or melting snow. When storm water flows over urban areas, it contracts nutrients, toxic substances and pollution. These pollutants are carried by storm water into the storm drains and piped to the nearest stream or river.
22. SWMP – Storm Water Management Plan for the City of Bluffdale.
23. SWPPP – Storm Water Pollution Prevention Plan(s).
24. UPDES – Utah Pollutant Discharge Elimination System.

Any interpretation of any definition or the manner of application of the provisions to specific individual developments, subdivisions or any project affected by the Ordinance, shall be left to the discretion and interpretation of Public Works Department of the City. Said Department’s interpretation shall be binding upon all parties involved.

**CITY OF BLUFFDALE  
ENGINEERING & PUBLIC WORKS DEPARTMENT  
STORM WATER MANAGEMENT PLAN**

**PURPOSE**

The Storm Water Management Plan (SWMP) will be implemented to limit, to the maximum extent practicable (MEP), the discharge of pollutants from the City of Bluffdale storm drain system. The development and implementation of the SWMP is to fulfill requirements under the State of Utah UPDES Permit No. UTS000001 Authorization to discharge Municipal Storm Water, Section II, in accordance with Section 402(p)(3)(B) of the Federal Clean Water Act, and the State of Utah Storm Water Regulations (UAC R317-8-3.9).

**SWMP COORDINATION**

Agency: City of Bluffdale, Engineering Department

Contact: Michael Fazio, P.E., City Engineer      Phone: (801) 849-9430  
Shane Paddock, Public Works Director      Phone: (801) 849-9450

**SWMP REVIEW AND MODIFICATION**

The SWMP is written in accordance with the terms of UPDES Permit No. UTS000001, Section 4.1.1, issued on February 26, 2020. In general, this SWMP includes the BMPs as outlined herein. The SWMP will be reviewed on an annual basis, (Bluffdale City's Fiscal Year is July 1 to June 30), and any changes or modifications will be described and submitted to the State Division of Water Quality in the yearly Annual Report. The SWMP is intended to have BMPs added and deleted as new management practices arise and other management practices are found to be ineffective.

Each of the six chapters that follow outlines the requirements of the UPDES permit. An accompanying table details the goals put forth by the City to meet those requirements. Each table indicates a specific, measureable goal, the date (or range of dates) by which the goal should be completed, an assessment of progress toward that goal, and the department or individual to whom the goal is assigned. Once the goal is completed, the completion date should be entered into the "Completed" box.

## **STAFFING AND RESOURCE ALLOCATIONS**

Implementation of the SWMP is funded by the City through the Storm Water Utility, Road Maintenance Fund, and General Fund.

Much of the implementation of the SWMP is performed by the various divisions within the Engineering/Public Works Department. These divisions include Administration, Operations, Fleet, and Facilities this funding represents the equivalent of 3.5 full-time employees.

Through a memorandum of understanding between the City and Salt Lake County, the City funds a portion of the Salt Lake County Storm Water Coalition's expenses. The coalition allows the City to be a co-permittee for the UPDES permit and receive educational supplies and community informational materials as part of the PR campaign. The Salt Lake County Health Department responds to complaints regarding spills and illegal discharges within the City of Bluffdale and follows up on the complaints with tracking and enforcement as needed by the City. The City can also pursue enforcement action through its own criminal court system as needed.

## **PROGRAM SUMMARY**

The SWMP has been developed to meet the terms of the current UPDES permit and consists of six minimum control measures for storm water discharges, as well as meeting the special storm water needs within the City. Implementation of these control measures is expected to reduce pollutants discharged into receiving water bodies. These control measures are addressed in separate chapters.

Each control measure contains Best Management Practices (BMPs) necessary for proper storm water management. The BMPs contain specific tasks to meeting the objective of that control measure. This SWMP should be updated with BMPs added and deleted as new management practices arise and other management practices are found to be ineffective. Schedules for implementing the BMPs are provided for each minimum control measure.

# CHAPTER ONE

## PUBLIC EDUCATION AND OUTREACH PROGRAM

### Section 4.2.1

The purpose of the Public Education and Outreach program of the SWMP is to increase public and professional awareness of water quality concerns and protection measures.

This program “promotes behavioral change by the public to reduce water quality impacts associated with pollutants in storm water runoff and illicit discharges” through targeting specific audiences for increased effectiveness including: residences, institutions, industrial and commercial facilities, developers and contractors, and MS4 owned or operated facilities.

Below are the requirements identified in UPDES Permit No. UTS000001 pertaining to public education and outreach. Goals for achieving the requirements are detailed in the table that follows the requirement specification.

Permit Requirement 4.2.1.1: Target specific pollutants and pollutant sources determined by the City to be impacting, or have the potential to impact, the beneficial uses of receiving water.

<b>Goal</b>	<b>Target specific pollutants and pollution sources in the City and provide information</b>		
<b>Year</b>	<b>Measure</b>	<b>Assigned to</b>	<b>Completed</b>
<b>2020 – 2025</b>	Publish a table listing all potential pollutants/pollution sources in the City. This includes providing information which describe the potential impacts from storm water discharges; methods for avoiding, minimizing, reducing and /or eliminating the adverse impacts of storm water discharges; and the actions individuals can take to improve water quality, including encouraging participation in local environmental stewardship activities, based on the land uses and target audiences found within the community. Specifically target likely nitrogen and phosphorus sources.	ENG	
	<b>Location of Supporting Documentation:</b> G:\Storm Drain System\SWPPP\Educational Materials\July 2020 Flyer to Bluffdale Residents		
<b>Notes</b>	A stormwater pollution flyer was mailed to all Bluffdale residents in July 2020 in their monthly water bill.		

Permit Requirement 4.2.1.2: Provide and document information given to the general public of the City’s prohibitions against and the water quality impacts associated with illicit discharges and improper disposal of waste.

<b>Goal</b>	<b>Select information to provide to the public that covers illicit discharges that are more likely occurring in the City.</b>		
<b>Year</b>	<b>Measure</b>	<b>Assigned to</b>	<b>Completed</b>
<b>2020 – 2025</b>	Have several topics regarding illicit discharges selected  Have compiled information about the topic that will be provided or presented to the Public.	ENG	
	<b>Location of Supporting Documentation:</b>		
<b>Notes</b>			

Permit Requirement 4.2.1.3: Provide and document information given to businesses and institutions on an annual basis of the City’s prohibition against and the water quality impacts associated with illicit discharges and improper disposal of waste.

<b>Goal</b>	<b>Select information to provide to businesses that covers illicit discharges that are more likely occurring in the City from businesses and document when they were given to the businesses.</b>		
<b>Year</b>	<b>Measure</b>	<b>Assigned to</b>	<b>Completed</b>
<b>2020 – 2025</b>	Have a topic selected  Have compiled information about the topic that will be provided or presented to the businesses.	ENG	
	<b>Location of Supporting Documentation:</b>		
<b>Notes</b>			

Permit Requirement 4.2.1.4: Provide and document information given to engineers, construction contractors, developers, development review staff, and land use planners concerning the development of Storm Water Pollution Prevention Plans (SWPPPs) and BMPs for reducing adverse impacts from storm water runoff from development sites. This education can also be a part of the Construction Site Storm Water Runoff minimum control measure detailed in Part 4.2.4.

<b>Goal</b>	<b>Provide information to people doing development through land disturbance permit.</b>		
<b>Year</b>	<b>Measure</b>	<b>Assigned to</b>	<b>Completed</b>
<b>2020 – 2025</b>	Use Land Disturbance Permit for all permitted disturbances, according to ordinance  Provide the latest information	ENG	
	<b>Location of Supporting Documentation: Land Disturbance Permit</b>		
<b>Notes</b>			

Permit Requirement 4.2.1.5: Provide and document annually, at a minimum, the training given to City Development staff regarding LID practices, green infrastructure, and post construction storm water controls.

<b>Goal</b>	<b>Provide annual training to employees regarding the prohibition of illicit discharges.</b>		
<b>Year</b>	<b>Measure</b>	<b>Assigned to</b>	<b>Completed</b>
<b>2020 – 2025</b>	Have one training per year with development staff	ENG	
	<b>Location of Supporting Documentation:</b>		
<b>Notes</b>			

Permit Requirement 4.2.1.6: Provide and document information and training given to MS4 engineers, development and plan review staff, land use planners, and other parties as applicable to learn about Low Impact Development (LID) practices, green infrastructure practices, and to communicate the specific requirements for post-construction control and the associated Best Management Practices (BMPs) chosen within the SWMP.

<b>Goal</b>	<b>Train engineers, plan review staff, land use planners, and others about LID, green infrastructure and post-construction BMPs.</b>		
<b>Year</b>	<b>Measure</b>	<b>Assigned to</b>	<b>Completed</b>
<b>2020 – 2025</b>	Provide one internal training about LID, Green Infrastructure, and post-construction BMPs.	ENG	
	<b>Location of Supporting Documentation:</b>		
<b>Notes</b>			

Permit Requirement 4.2.1.7: An effective program shall show evidence of focused messages and audiences as well as demonstration that the defined goal of the program has been achieved. The City shall define the specific messages for each audience. The City shall identify methods that will be used to evaluate the effectiveness of the educational messages and the overall education program.

<b>Goal</b>	<b>Select a specific message for the audiences listed in 4.2.1</b>		
<b>Year</b>	<b>Measure</b>	<b>Assigned to</b>	<b>Completed</b>
<b>2020 – 2025</b>	Prepare a definite message for each target audience outlining the program goals and how they relate to each target audience.  Identify methods to reach audiences.	ENG	
	<b>Location of Supporting Documentation:</b>		
<b>Notes</b>			

Permit Requirement 4.2.1.8: The City shall include written documentation or rationale as to why particular BMPs were chosen for its public education and outreach program.

<b>Goal</b>	<b>Create written documentation or rationale as to why particular BMPs were chosen for the public education and outreach program focus.</b>		
<b>Year</b>	<b>Measure</b>	<b>Assigned to</b>	<b>Completed</b>
<b>2020 – 2025</b>	Publish written rational for selecting BMPs to be included in the Storm Water Master Plan and Management.	ENG	
	<b>Location of Supporting Documentation:</b>		
<b>Notes</b>			

## CHAPTER TWO

### PUBLIC INVOLVEMENT/PARTICIPATION PROGRAM

The Public Involvement/Participation Program section of the SWMP allows the public and stakeholders to provide input to the SWMP.

Below are the requirements identified in UPDES Permit No. UTS000001 pertaining to public involvement and participation. Goals for achieving the requirements are detailed in the table that follows the requirement specification.

Permit Requirement 4.2.2.1: Allow public input during development, implementation and updating of the SWMP and related ordinances.

<b>Goal</b>	<b>Get Public input on SWMP</b>		
<b>Year</b>	<b>Measure</b>	<b>Assigned to</b>	<b>Completed</b>
<b>2020 – 2025</b>	Publish Storm Water Management Plan on the City website Show the plan at the City Old West Days Provide an online comment form	ENG	
	<b>Location of Supporting Documentation:</b>		
<b>Notes</b>			

Permit Requirement 4.2.2.2: Make revised SWMP available to the public within 120 days from the effective date of the permit.

<b>Goal</b>	<b>Have a copy of the SWMP at the public works building for review. Later in the year, add the document to the City website. In the City newsletter, provide a link for residents to view the plan.</b>		
<b>Year</b>	<b>Measure</b>	<b>Assigned to</b>	<b>Completed</b>
<b>2020 – 2025</b>	Place copy of the SWMP in City public places for review	ENG	
	<b>Location of Supporting Documentation:</b>		
<b>Notes</b>			

Permit Requirement 4.2.2.3: A current version of the SWMP will be available to the public.

<b>Goal</b>	<b>Maintain a current copy of the SWMP document to the City website.</b>		
<b>Year</b>	<b>Measure</b>	<b>Assigned to</b>	<b>Completed</b>
<b>2020 – 2025</b>	Have one current copy of the SWMP on the City website	ENG	
	<b>Location of Supporting Documentation:</b>		
<b>Notes</b>			

Permit Requirement 4.2.2.4: Comply with State and Local public notice requirements when implementing the public involvement/participation program.

<b>Goal</b>	<b>Review State and Local public notice requirements each time the public involvement program is modified, follow policy.</b>		
<b>Year</b>	<b>Measure</b>	<b>Assigned to</b>	<b>Completed</b>
<b>2020 – 2025</b>	Designated person will do the review and ensure policy is followed.	ENG	
	<b>Location of Supporting Documentation:</b>		
<b>Notes</b>			

## CHAPTER THREE

### ILLICIT DISCHARGE DETECTION AND ELIMINATION PROGRAM

The Illicit Discharge Detection and Elimination (IDDE) program is to systematically find and eliminate sources of non-storm water discharges. The program is also defines procedures to prevent illicit connections and discharges.

Below are the requirements identified in UPDES Permit No. UTS000001 pertaining to the IDDE program. Goals for achieving the requirements are detailed in the table that follows the requirement specification.

Permit Requirement 4.2.3.1: Maintain a current storm water map with outfalls and State receiving waters.

<b>Goal</b>	<b>Ensure the storm water master plan map is current with storm drain pipe and outfalls.</b>		
<b>Year</b>	<b>Measure</b>	<b>Assigned to</b>	<b>Completed</b>
<b>2020 – 2025</b>	Maintain an up-to-date map of the city’s stormwater system.	ENG	
	<b>Location of Supporting Documentation:</b>		
<b>Notes</b>			

Permit Requirement 4.2.3.2: Prohibit non-storm water discharges including spills, illicit connections, illegal dumping and any sewer connections.

<b>Goal</b>	<b>Enforce Storm Water Discharge Ordinance</b>		
<b>Year</b>	<b>Measure</b>	<b>Assigned to</b>	<b>Completed</b>
<b>2020 – 2025</b>	Maintain log of incidents Review City Code, Evaluate Enforcement Options	ENG, PWD, Code Enf.	
	<b>Location of Supporting Documentation:</b>		
<b>Notes</b>			

Permit Requirement 4.2.3.3: Develop, implement and prepare a written plan to detect and address non-storm water discharges.

<b>Goal</b>	<b>Create and the plan as outlined in the subsections of 4.2.3.3</b>		
<b>Year</b>	<b>Measure</b>	<b>Assigned to</b>	<b>Completed</b>
<b>2020 – 2025</b>	Complete plan on how to detect and address non-storm water discharge	ENG	
	<b>Location of Supporting Documentation:</b>		
<b>Notes</b>			

Permit Requirement 4.2.3.3.1: Develop and implement systematic procedures for locating and listing areas likely to have illicit discharges. Document basis for selecting priority areas. Update a list of priority areas annually.

<b>Goal</b>	<b>Identify and list priority illicit discharge areas.</b>		
<b>Year</b>	<b>Measure</b>	<b>Assigned to</b>	<b>Completed</b>
<b>2020 – 2025</b>	Create list of priority illicit discharge areas  Update the priority list.	ENG	
	<b>Location of Supporting Documentation:</b>		
<b>Notes</b>			

Permit Requirement 4.2.3.3.2: Perform field assessment activities in high-priority areas to verify outfall locations and identify illicit discharges.

<b>Goal</b>	<b>Field-assess 20% of the priority list each year and document.</b>		
<b>Year</b>	<b>Measure</b>	<b>Assigned to</b>	<b>Completed</b>
<b>2020 – 2025</b>	Prepare report for assessed areas yearly by June	ENG	
	<b>Location of Supporting Documentation:</b>		
<b>Notes</b>			

Permit Requirement 4.2.3.3.3: Dry weather screening. All outfalls within our jurisdiction must be inspected at least once during the five year permit cycle.

<b>Goal</b>	<b>Field-assess 20% of the priority list each year and document.</b>		
<b>Year</b>	<b>Measure</b>	<b>Assigned to</b>	<b>Completed</b>
<b>2020 – 2025</b>	Prepare inspection reports for each outfall. Optional: Conduct water quality testing	ENG	
	<b>Location of Supporting Documentation:</b>		
<b>Notes</b>			

Permit Requirement 4.2.3.4 & 4.2.3.5: Develop and implement a procedure to trace illicit discharges such as visual and chemical methods.

<b>Goal</b>	<b>Develop and implement procedure to trace illicit discharges.</b>		
<b>Year</b>	<b>Measure</b>	<b>Assigned to</b>	<b>Completed</b>
<b>2020 – 2025</b>	Create procedures to be implemented Follow procedures	ENG	
	<b>Location of Supporting Documentation:</b>		
<b>Notes</b>			

Permit Requirement 4.2.3.5.1: Develop an inspection report form for documenting information about an illicit discharge.

<b>Goal</b>	<b>Develop illicit discharge inspection report.</b>		
<b>Year</b>	<b>Measure</b>	<b>Assigned to</b>	<b>Completed</b>
<b>2020 – 2025</b>	Publish Inspection Form  Identify, investigate and record all reported illicit discharges.	ENG	
	<b>Location of Supporting Documentation:</b>		
<b>Notes</b>			

Permit Requirement 4.2.3.6: Develop and implement procedures for ceasing an illicit discharge. This includes proper notifications, technical assistance, follow-up inspections, and appropriate legal action.

<b>Goal</b>	<b>Develop procedures for ceasing illicit discharges.</b>		
<b>Year</b>	<b>Measure</b>	<b>Assigned to</b>	<b>Completed</b>
<b>2020 – 2025</b>	Implement procedure Records of enforcement	ENG	
	<b>Location of Supporting Documentation:</b>		
<b>Notes</b>			

Permit Requirement 4.2.3.6.1: Take legal actions as described within the City’s ordinances to cease any identified illicit discharges. Maintain thorough documents of procedures followed and decisions made in each instance. Provide documents to Division anytime they are requested or the minimum performance requirements of 4.2.3.5 or 4.2.3.6 cannot be met.

<b>Goal</b>	<b>Maintain proper documentation and provide to Division as needed.</b>		
<b>Year</b>	<b>Measure</b>	<b>Assigned to</b>	<b>Completed</b>
<b>2020 – 2025</b>	Document enforcement action against entities responsible for illicit discharges	ENG	
	<b>Location of Supporting Documentation:</b>		
<b>Notes</b>			

Permit Requirement 4.2.3.7: Inform public employees, businesses, and the general public of the hazards associated with illicit discharges and improper disposal of waste.

<b>Goal</b>	<b>As part of the public education activities and the annual employee training, ensure the hazards of illicit discharges and improper disposal of waste are included in the information taught.</b>		
<b>Year</b>	<b>Measure</b>	<b>Assigned to</b>	<b>Completed</b>
<b>2020 – 2025</b>	Develop and publish a list of illicit discharges	ENG	
	<b>Location of Supporting Documentation:</b>		
<b>Notes</b>			

Permit Requirement 4.2.3.8: Promote or provide for the collection of household hazardous waste.

<b>Goal</b>	<b>Promote the collection of household hazardous waste through notification to the public through the City newsletter of locations to dispose of wastes properly.</b>		
<b>Year</b>	<b>Measure</b>	<b>Assigned to</b>	<b>Completed</b>
<b>2020 – 2025</b>	Record of mailings to residents informing about illicit discharges  Verify hazardous waste coupon was sent out	ENG	
	<b>Location of Supporting Documentation:</b>		
<b>Notes</b>			

Permit Requirement 4.2.3.9: Publicly list and publicize a hotline or phone number for public reporting of spills or other illicit discharges. A written record shall be kept of all calls received, all follow-up actions taken, and any feedback received from the public education efforts.

<b>Goal</b>	<b>Publish hotline in the City newsletter and on the City website. Keep written records of calls, actions, and feedback.</b>		
<b>Year</b>	<b>Measure</b>	<b>Assigned to</b>	<b>Completed</b>
<b>2020 – 2025</b>	Publish hotline numbers in the newsletter  Call log record book	ENG	
	<b>Location of Supporting Documentation:</b>		
<b>Notes</b>			

Permit Requirement 4.2.3.9.1: Develop procedures for responding to a spill/dumping. Include an up to date response flow chart for internal use. Incorporate procedures and chart into the Illicit Discharge Detection and Elimination program.

<b>Goal</b>	<b>Develop procedures and flow chart for responding to a spill/dumping.</b>		
<b>Year</b>	<b>Measure</b>	<b>Assigned to</b>	<b>Completed</b>
<b>2020 – 2025</b>	Complete procedure and flow chart  Include procedure in the Illicit Discharge Detection and Elimination program	ENG	
	<b>Location of Supporting Documentation:</b>		
<b>Notes</b>			

Permit Requirement 4.2.3.10: Develop and implement procedures for program evaluation and assessment. This will include maintaining a database for mapping, tracking of the number and type of spills or illicit discharges identified and inspections conducted.

<b>Goal</b>	<b>Develop and implement procedures for program evaluation and documentation.</b>		
<b>Year</b>	<b>Measure</b>	<b>Assigned to</b>	<b>Completed</b>
<b>2020 – 2025</b>	Program procedure and evaluation in place	ENG	
	<b>Location of Supporting Documentation:</b>		
<b>Notes</b>			

Permit Requirement 4.2.3.11: Train all employees or contracted employees that might witness or come into contact with an illicit discharge, annually about the Illicit Discharge Detection and Elimination program including identification, investigation, termination, cleanup, and reporting of illicit discharges including spills, improper disposal, and illicit connections. All new hires must be trained within 60 days of hire.

<b>Goal</b>	<b>Have annual employee training on the IDDE program.</b>		
<b>Year</b>	<b>Measure</b>	<b>Assigned to</b>	<b>Completed</b>
<b>2020 – 2025</b>	Yearly training Documented attendance	ENG	
	<b>Location of Supporting Documentation:</b>		
<b>Notes</b>			

## CHAPTER FOUR

### CONSTRUCTION SITE STORM WATER RUNOFF CONTROL PROGRAM

The Construction Site Storm Water Runoff Control Program section of the SWMP addresses water quality concerns for construction sites. Storm water runoff from construction sites often carries large amounts of sediment to storm drains and into receiving waters.

Below are the requirements identified in UPDES Permit No. UTS000001 pertaining to construction site storm water runoff control. Goals for achieving the requirements are detailed in the table that follows the requirement specification.

Permit Requirement 4.2.4.1: Develop and adopt an ordinance that requires the use of erosion and sediment control practices at construction sites.

<b>Goal</b>	<b>Ensure current storm water ordinance meets all the requirements of 4.2.4.1 and its subsections.</b>		
<b>Year</b>	<b>Measure</b>	<b>Assigned to</b>	<b>Completed</b>
<b>2020 – 2025</b>	Have ordinance that covers erosion and sediment-control practices at construction sites in place  Document land disturbance permits issuance and inspection (ongoing)	ENG	
	<b>Location of Supporting Documentation:</b> LDP		
<b>Notes</b>			

Permit Requirement 4.2.4.2: Develop written enforcement strategy and implement the enforcement provisions of the ordinance. The document shall include processes and sanctions to minimize the occurrence of, and obtain compliance from, violators and include appropriate escalating enforcement procedures. All enforcement actions shall be documented and tracked. An appeal process to enforcement action must be published in a publicly accessible location.

<b>Goal</b>	<b>Develop and implement a procedure for enforcement of the ordinance.</b>		
<b>Year</b>	<b>Measure</b>	<b>Assigned to</b>	<b>Completed</b>
<b>2020 – 2025</b>	Written procedure to enforce ordinance in place Have documentation ordinance in place  Documentation of any enforcement  Documentation of enforcement appeals process	ENG	
	<b>Location of Supporting Documentation:</b>		
<b>Notes</b>			

Permit Requirement 4.2.4.3: Develop and implement procedures for pre-construction Storm Water Pollution Prevention Plan meeting with applicant to review SWPPP. Keep records for sites one acre or greater for 5 years or until construction is complete, whichever is longer. Procedures shall include a checklist for pre-construction SWPPP reviews. The review shall include review of BMPs to be used during and after construction, water quality, low impact development and green infrastructure. Identify priority construction sites, including at a minimum those construction sites discharging directly into or immediately upstream of waters that the State recognizes as impaired (for sediment) or high quality.

<b>Goal</b>	<b>Develop and implement procedures for pre-construction SWPPP review.</b>		
<b>Year</b>	<b>Measure</b>	<b>Assigned to</b>	<b>Completed</b>
<b>2020 – 2025</b>	Written procedure and form for reviewing SWPPP and meeting with applicant. Form, listing these requirements, to be signed at pre-construction meeting Have a file and checklist for each site.	ENG	
	<b>Location of Supporting Documentation:</b>		
<b>Notes</b>			

Permit Requirement 4.2.4.4: Develop and implement procedures for construction site inspections and enforcement of construction storm water pollution control measures. Procedures shall comply with the subsections of 4.2.4.4. An entity that prepares a SWPPP for a site may not perform the City’s required inspections. City SWPPP Inspectors must be performed by a “qualified person”. An electronic site inspection tool may be used for up to one-half of SWPPP site inspections.

<b>Goal</b>	<b>Develop and implement procedures for construction site inspections and enforcement.</b>		
<b>Year</b>	<b>Measure</b>	<b>Assigned to</b>	<b>Completed</b>
<b>2020 – 2025</b>	Written procedure and form for documenting construction site inspections and enforcement actions Have a file and checklist for each site.	ENG	
	<b>Location of Supporting Documentation:</b>		
<b>Notes</b>			

Permit Requirement 4.2.4.5: Perform annual training of all staff whose primary job duties are related to implementing the construction storm water program, including permitting, plan review, construction site inspections, and enforcement. Such training shall extend to third-party inspectors, plan reviewers, and contractors as well. All new hires must be trained within 60 days of hire.

<b>Goal</b>	<b>Perform annual training for all staff whose primary job duties are related to implementing the construction storm water program (including third-party).</b>		
<b>Year</b>	<b>Measure</b>	<b>Assigned to</b>	<b>Completed</b>
<b>2020 – 2025</b>	Organized PowerPoint presentation and video training for construction  Documented training content and attendance roll	ENG	
	<b>Location of Supporting Documentation:</b>		
<b>Notes</b>			

Permit Requirement 4.2.4.6: Adopt and implement a procedure to maintain records of all projects disturbing greater than or equal to one acre for five years or until construction is completed, whichever is longer.

<b>Goal</b>	<b>Develop and implement procedures for maintaining records of projects disturbing one acre or more.</b>		
<b>Year</b>	<b>Measure</b>	<b>Assigned to</b>	<b>Completed</b>
<b>June 2017</b>	Complete procedure and forms for record keeping in place	PWD, ENG	
<b>2020 – 2025</b>	Maintain records.		

## CHAPTER FIVE

### LONG-TERM STORM WATER MANAGEMENT IN NEW DEVELOPMENT AND REDEVELOPMENT (POST-CONSTRUCTION STORM WATER MANAGEMENT)

The Post-Construction Storm Water Management addresses the importance of storm water runoff management related to post-construction storm water runoff from new development and redevelopment construction sites disturbing greater than or equal to one acre, including projects less than one acre that are part of a larger common plan of development or sale. The objective of this control measure is for the hydrology associated with new development to mirror the pre-development hydrology or to improve the hydrology of a redeveloped site.

Below are the requirements identified in UPDES Permit No. UTS000001 pertaining to long-term post-construction storm water management. Goals for achieving the requirements are detailed in the table that follows the requirement specification.

Permit Requirement 4.2.5.1: Develop and adopt an ordinance that requires long-term post-construction storm water controls at new development and redevelopment sites. These controls shall protect water quality and reduces the discharge of pollutants.

Goal	Develop and adopt an ordinance that addresses post-construction water controls.		
Year	Measure	Assigned to	Completed
2020 – 2025	Adopt Ordinance	ENG	
	Track inspection of post-construction water controls		
	<b>Location of Supporting Documentation:</b>		
Notes			

Permit Requirement 4.2.5.2: Require all new development projects meeting permit thresholds to manage rainfall on-site using Low Impact Development practices and prevent the off-site discharge of events less than or equal to the 80<sup>th</sup> percentile rain event. This requirement applies to re-development that increases impervious area by greater than 10%.

<b>Goal</b>	<b>Enforce the on-site retention requirement for new and re-development.</b>		
<b>Year</b>	<b>Measure</b>	<b>Assigned to</b>	<b>Completed</b>
<b>2020 – 2025</b>	Adopt enforcement strategy Log of enforcement of design requirements	ENG	
	<b>Location of Supporting Documentation:</b>		
<b>Notes</b>			

Permit Requirement 4.2.5.2.1: Develop and implement an enforcement strategy to enforce provisions of the ordinance. The strategy shall include processes and sanctions to minimize chronic and recalcitrant violators. There will also be documentation on how the requirements or the ordinance will protect water quality.

<b>Goal</b>	<b>Develop and implement an enforcement strategy to enforce the ordinance that addresses post-construction water controls.</b>		
<b>Year</b>	<b>Measure</b>	<b>Assigned to</b>	<b>Completed</b>
<b>2020 – 2025</b>	Adopt enforcement strategy	ENG	
	<b>Location of Supporting Documentation:</b>		
<b>Notes</b>			

Permit Requirement 4.2.5.2.4: City inspection of all structural stormwater BMPs prior to project close-out and at least once every two years thereafter or as necessary to ensure functionality.

<b>Goal</b>	<b>Develop and implement an enforcement strategy to enforce the ordinance that addresses post-construction water controls.</b>		
<b>Year</b>	<b>Measure</b>	<b>Assigned to</b>	<b>Completed</b>
<b>2020 – 2025</b>	Adopt enforcement strategy Log of performed inspections	ENG	
	<b>Location of Supporting Documentation:</b>		
<b>Notes</b>			

Permit Requirement 4.2.5.3: The new development/redevelopment program shall have requirements or standards to ensure that any storm water controls or management practices for new development and redevelopment will prevent or minimize impacts to water quality over the life of the project. This shall include non-structural BMPs, Low Impact Development structural BMPs. Specific hydrologic methods shall be established to ensure consistent sizing of structural BMPs. Inspection of permanent structural BMPs must be completed prior to project close-out.

<b>Goal</b>	<b>Adopt standard BMPs for the City</b>		
<b>Year</b>	<b>Measure</b>	<b>Assigned to</b>	<b>Completed</b>
<b>2020 – 2025</b>	Have a list of structural and non-structural BMPs which are allowed in the City. Record inspections of all new structural BMPs	ENG	
	<b>Location of Supporting Documentation:</b>		
<b>Notes</b>			

Permit Requirement 4.2.5.4: Adopt and implement procedures for site plan review that incorporate consideration of water quality impacts.

<b>Goal</b>	<b>Develop checklist for site plan review in relation to post-construction water quality that conforms to 4.2.5.4.</b>		
<b>Year</b>	<b>Measure</b>	<b>Assigned to</b>	<b>Completed</b>
<b>2020 – 2025</b>	Site Plan review/checklist in place  Compile a checklist for each construction project	ENG	
	<b>Location of Supporting Documentation:</b>		
<b>Notes</b>			

Permit Requirement 4.2.5.5: Adopt and implement procedures for site inspection and enforcement of post-construction storm water control measures. These procedures shall ensure adequate ongoing long-term operation and maintenance of approved storm water control measures.

<b>Goal</b>	<b>Adopt and implement procedures for site inspection and enforcement of post-construction storm water control measures requiring private property owners to demonstrate adequate maintenance and operation meeting 4.2.5.5.</b>		
<b>Year</b>	<b>Measure</b>	<b>Assigned to</b>	<b>Completed</b>
<b>2020 – 2025</b>	Adopt site-inspection procedures  Compile a checklist after completion of each construction project	ENG	
	<b>Location of Supporting Documentation:</b>		
<b>Notes</b>			

Permit Requirement 4.2.5.6: Provide adequate training, minimum of annually, for all staff involved in post-construction storm water management, planning and review, and inspections and enforcement. Provide training for all new hires within 60 days.

<b>Goal</b>	<b>Perform and document annual training for all staff involved in post-construction storm water management, planning and review, and inspections and enforcement.</b>		
<b>Year</b>	<b>Measure</b>	<b>Assigned to</b>	<b>Completed</b>
<b>2020 – 2025</b>	Organize training for staff  Collect attendance sheet	ENG	
	<b>Location of Supporting Documentation:</b>		
<b>Notes</b>			

Permit Requirement 4.2.5.7: Maintain an inventory of all post-construction structural storm water control measures installed and implemented on sites greater than or equal to one acre. This inventory shall include both public and private sector sites.

<b>Goal</b>	<b>Create an inventory of the applicable post-construction sites with the appropriate information outlined in 4.2.5.7.</b>		
<b>Year</b>	<b>Measure</b>	<b>Assigned to</b>	<b>Completed</b>
<b>2020 – 2025</b>	Prepare an inventory file online to be filled out after post-construction inspections	ENG	
	<b>Location of Supporting Documentation:</b>		
<b>Notes</b>			

## CHAPTER SIX

### POLLUTION PREVENTION AND GOOD HOUSEKEEPING FOR MUNICIPAL OPERATIONS PROGRAM

The Pollution Prevention and Good Housekeeping for Municipal Operations Program of the SWMP addresses routine activities in the operation and maintenance of drainage systems, roadways, parks and open spaces, and other municipal operations to help ensure a reduction in pollutants entering the storm drain systems.

Below are the requirements identified in UPDES Permit No. UTS000001 pertaining to pollution prevention and good housekeeping for municipal operations. Goals for achieving the requirements are detailed in the table that follows the requirement specification.

Permit Requirement 4.2.6.1: Develop and keep current a written inventory of “high-priority” City owned or operated facilities and storm water controls.

<b>Goal</b>	<b>Create and keep current a written inventory of City owned or operated facilities and storm water controls.</b>		
<b>Year</b>	<b>Measure</b>	<b>Assigned to</b>	<b>Completed</b>
<b>2020 – 2025</b>	Create a map of City-owned facilities (GIS)	ENG	
	Update map yearly		
	<b>Location of Supporting Documentation:</b>		
<b>Notes</b>			

Permit Requirement 4.2.6.2: Assess the written inventory for each sites potential to discharge urban pollutants to the storm water system.

<b>Goal</b>	<b>Provide a description of the assessment process and findings.</b>		
<b>Year</b>	<b>Measure</b>	<b>Assigned to</b>	<b>Completed</b>
<b>2020 – 2025</b>	List of potential pollutants on site	ENG	
	Annually check location and condition of potential pollutants		
	<b>Location of Supporting Documentation:</b>		
<b>Notes</b>			

Permit Requirement 4.2.6.3: Based on the assessment required in part 4.2.6.2, identify as “high-priority” those facilities or operations that have a high potential to generate storm water pollutants.

<b>Goal</b>	<b>Identify “high-priority” city owned facilities that have high potential for stormwater pollution.</b>		
<b>Year</b>	<b>Measure</b>	<b>Assigned to</b>	<b>Completed</b>
<b>2020 – 2025</b>	Create list of “high-priority” facilities	ENG	
	<b>Location of Supporting Documentation:</b>		
<b>Notes</b>			

<b>Facility</b>	<b>Address</b>	<b>Pollutants Present</b>
Public Works Bldg	14175 S Redwood Rd	Oils, salt, sediments, cleaning chemicals, automotive chemicals vehicle maintenance
Parks Bldg	14350 S 2200 W	Oils, salt, sediments, cleaning chemicals, automotive chemicals, vehicle maintenance fertilizers, landscaping products

Permit Requirement 4.2.6.4: Each “high-priority” facility identified in Part 4.2.6.3. shall develop facility-specific SWPPP to address storm water pollutants.

<b>Goal</b>	<b>Create SWPPP for each “high-priority” city owned facility.</b>		
<b>Year</b>	<b>Measure</b>	<b>Assigned to</b>	<b>Completed</b>
<b>2020 – 2025</b>	Create SWPPP for each “high-priority” city owned facility identified in 4.2.6.3	ENG	
	<b>Location of Supporting Documentation:</b>		
<b>Notes</b>			

Permit Requirement 4.2.6.5: Required inspections of Stormwater Facilities

<b>Goal</b>	<b>Ensure that inspection of stormwater facilities occurs as follows:</b>		
<b>Year</b>	<b>Measure</b>	<b>Assigned to</b>	<b>Completed</b>
<b>2020 – 2025</b>	Inspect and document inspection of private and city owned stormwater facilities.	ENG	
	<b>Location of Supporting Documentation:</b>		
<b>Notes</b>			

<b>Type</b>	<b>Frequency</b>	<b>Inspection Type</b>	<b>Permit Section</b>
“High-Priority” Facilities	Monthly	Visual	4.2.6.5.1
“High-Priority” Facilities	Semi-Annual	Comprehensive	4.2.6.5.2
“High-Priority” Facilities Stormwater Discharges	Yearly	Visual inspection of stormwater discharges, but sample should be collected	4.2.6.5.3

Permit Requirement 4.2.6.6: City shall prepare and implement SOPs to protect water quality at all city-owned facilities, including buildings & facilities, material storage areas, parks & open space, vehicles & equipment, roads & parking lots, and stormwater system.

<b>Goal</b>	<b>Create and implement SOPs to protect water quality of all city-owned facilities:</b>		
<b>Year</b>	<b>Measure</b>	<b>Assigned to</b>	<b>Completed</b>
<b>2020 – 2025</b>	Prepare SOPs and have appropriate staff members trained on them.	ENG	
	<b>Location of Supporting Documentation:</b>		
<b>Notes</b>			

Permit Requirement 4.2.6.6.5: City shall create a spill prevention plan in coordination with the Fire Department.

<b>Goal</b>	<b>Create and implement SOPs for spill prevention with Fire Department</b>		
<b>Year</b>	<b>Measure</b>	<b>Assigned to</b>	<b>Completed</b>
<b>2020 – 2025</b>	Prepare spill prevention SOPs with Fire Department.	ENG	
	<b>Location of Supporting Documentation:</b>		
<b>Notes</b>			

Permit Requirement 4.2.6.6.6: City shall maintain an inventory of all floor drains in City owned buildings.

<b>Goal</b>	<b>Create inventory of all floor drains in City owned buildings</b>
<b>Year</b>	<b>Measure</b>
<b>2020-2025</b>	Create inventory of all floor drains in City owned buildings and keep updated as new construction occurs.
	<b>Assigned to: ENG</b>
	<b>Completed:</b>
	<b>Location of Supporting Documentation:</b>
<b>Notes:</b>	

Permit Requirement 4.2.6.7: The City shall ensure that all sub-contractors performing Operations & Maintenance duties are using proper stormwater controls, following established SOPs, and good housekeeping practices.

<b>Goal</b>	<b>Ensure contractors prevent stormwater pollution due to their activities.</b>		
<b>Year</b>	<b>Measure</b>	<b>Assigned to</b>	<b>Completed</b>
<b>2020 – 2025</b>	Train and audit contractors during O & M activities	ENG	
	<b>Location of Supporting Documentation:</b>		
<b>Notes</b>			

Permit Requirement 4.2.6.8: City must develop and implement process to ensure all new flood control structures address water quality

<b>Goal</b>	<b>Ensure all new flood control facilities address water quality</b>		
<b>Year</b>	<b>Measure</b>	<b>Assigned to</b>	<b>Completed</b>
<b>2020 – 2025</b>	Document design requirements in project drainage reports. Include description of the process in the SWMP.	ENG	
	<b>Location of Supporting Documentation:</b>		
<b>Notes</b>			

Permit Requirement 4.2.6.9: City must retrofit existing flood control facilities that do not meet water quality standards. Infiltration, evapotranspiration, and reuse must be encouraged.

Goal	Retrofit existing flood control facilities that do not meet water quality standards		
Year	Measure	Assigned to	Completed
2020 – 2025	Conduct water quality testing to identify any facilities that are impairing water quality. Document design requirements in project drainage reports. Include description of the process in the SWMP.	ENG	
<b>Location of Supporting Documentation:</b>			
<b>Notes</b>			

Permit Requirement 4.2.6.9: The City shall provide at least annual training for all employees who have primary construction, operation, or maintenance job functions that are likely to impact storm water quality.

**Refer to Chapter 4, Section 4.2.4.5 regarding staff training**