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PART I - CITY BACKGROUND



CITY OF PRESCOTT

REGULATORY PROGRAM INFORMATION

Phase I of the U.S. Environmental Protection Agency's (EPA) municipal stormwater program was promulgated in 1990 under the authority of the Clean Water Act (CWA). Phase I relied on the National Pollutant Discharge Elimination System (NPDES) permit coverage to address stormwater runoff from medium and large municipal separate storm sewer systems (MS4s), serving populations of 100,000 or greater.

The Stormwater Phase II Final Rule (promulgated December 8, 1999) was the next step in the EPA's efforts to preserve, protect, and improve the nation's water resources from polluted stormwater runoff. The Phase II program requires additional operators (small MS4s in urbanized areas) to implement programs and practices to control polluted stormwater runoff, through the NPDES permit program. Recently, the State of Arizona has received primacy for the federal NPDES program and is charged with implementing the program, now called AZPDES. The program requires Phase II municipalities to develop a Stormwater Management Program/Plan (SWMP). The draft AZPDES permit is attached Appendix 1.

SETTING

The City of Prescott was incorporated in 1883 and the Prescott City Charter was adopted as the "constitution" in 1958. Prescott covers 38.4 square miles in the mountains of north central Arizona, approximately 96 miles north of Phoenix. Prescott, the county seat of Yavapai County, is located near the towns of Chino Valley and Prescott Valley that taken together are locally referred to as the Tri-City area. The City is located at Latitude N34⁰ 32' 23.9" and Longitude W112⁰ 28' 4.3" and is approximately 5,400 feet above sea level. The local climate is mild with an average summer temperature of 80°F and an average winter temperature of 57°F. Annual precipitation averages approximately 19 inches per year, 11 inches per year as snowfall. The City of Prescott has experienced steady growth over the past few decades, increasing from 16,888 in 1975 to 33,938 in 2001 (883 people per square mile). (Prescott AZ Urbanized Area graphic can be found following Part I.)

The City has approximately 400 miles of streets and storm sewers. Runoff management, as well as street maintenance, is handled by the Department of Public Works, Streets Division.

The City is located within the Yavapai County Flood Control District (YCFD). A subdistrict of YCFD has not been specifically designated for the City of Prescott.

The City discharges directly to Granite Creek (from its headwaters to Willow Creek) and Watson Lake. Both water bodies are included on the 2004 Impaired Waters List. The SWMP will include information describing how the program will control the discharge of the listed pollutants for each, dissolved oxygen for Granite Creek, and nitrogen, dissolved oxygen and pH for Watson Lake. The City will ensure to the



maximum extent practicable that discharges from the MS4 will not cause or contribute to exceedances of surface water quality standards.

The Hassayampa River is within 10 miles of the City, but the MS4 does not discharge into this impaired reach.

ORGANIZATION

The City functions as a chartered home-rule city, operated by a City Council/City Manager. The City Charter, developed by citizens, acts as the "constitution" that describes Prescott's governmental organization and authority. Elected officials include a Mayor and seven at-large City Council Members.

ORDINANCES AND GUIDANCE

City of Prescott ordinances and guidance that may be affected by the SWMP are:

- The Floodplain Regulations. These regulations are set forth in Title XIII of the Prescott City Code; are up to date and in compliance with requirements of the National Flood Insurance Program and Arizona Department of Emergency Services.

The City has further adopted its "Drainage Criteria Manual" (Arroyo Engineering, Tucson, AZ 1996) and is setting forth requirements for preparation of required hydrologic, hydraulic, and drainage related reports.

LEGAL AUTHORITY

Prescott will manage stormwater runoff either through the use of existing city departments, or possibly through the enactment of an ordinance to authorize a stormwater utility. A stormwater utility will be evaluated as a part of this SWMP. The ordinances and guidance listed above may also need revision to address elements of the SWMP.

INSPECTION/ENFORCEMENT

The City has a Building Code and conducts building inspections through the Building Inspection Services Department. There is also a Code Enforcement Officer in the Community Development Department, Street and Drainage Division. Engineering personnel inspect private and public construction of municipal structures. The Streets Division also responds to spills of hazardous materials. If a responsible party does not respond and clean up a spill, the Fire Marshal investigates and enforces cases of illegal dumping and illicit discharges.

INFRASTRUCTURE/MUNICIPAL OPERATIONS

The Public Works Department and Engineering Services Department are responsible for the maintenance, design, and construction of streets and drainage facilities and infrastructure. Divisions within the Department are responsible for various aspects of construction, inspection, and maintenance. The Streets Division handles runoff management, street drainage system maintenance, and street maintenance. The City will be mapping the existing drainage system in a GIS (ArcView, ArcInfo) format as a part of this plan. The Department of Environmental Services, Sanitary

STORMWATER MANAGEMENT PLAN



Sewer Division, maintains the sanitary sewer system. The divisions are located at the Prescott Engineering Building at 433 N. Virginia Street, Prescott, Arizona 86301.

CONSTRUCTION AND DEVELOPMENT

The City Council and Planning and Zoning Commission regulate development. The Community Development Department receives and administers development projects. Engineering reviews and field construction inspections are performed by the Engineering Services Department.

PROGRAM FUNDING

The City may develop a Stormwater Utility to fund, in part, stormwater quality and drainage management programs.

OUTREACH/TRAINING

The City of Prescott has a Public Communications Office. This office provides public outreach and education to residents on a variety of subjects using numerous methods, including the quarterly citizen guide "Quality Times." The community organization "Keep Prescott Beautiful" assists the City with litter control and beautification projects that involve the community.

CONTACT RESPONSIBLE FOR IMPLEMENTING MINIMUM CONTROL MEASURES

The City has determined that one coordinator will oversee the implementation of all stormwater minimum control measures. Once a comment is received, a report will be initiated which lists the callers information; the type of concern; the investigation of the concern; any action taken; any corrective measure(s) required; and any reporting back to the caller that is done. Contact information for the coordinator is:

Title: Coordinator for all Control Measures
Contact: Dale Wachs
Division: Engineering Services
Phone: (928) 777-1130



PART II - MINIMUM CONTROL MEASURES



1. PUBLIC EDUCATION AND OUTREACH

1.1 EPA Fact Sheet Program Requirement

Distributing educational materials and performing outreach to inform citizens about the impacts polluted stormwater runoff discharges can have on water quality.

1.2 Current Programs

The City of Prescott currently provides public education on City services and maintains several outreach programs to coordinate and distribute information to the local community.

The Public Communications Division provides two-way communications between the public and City programs and services. The mission is to foster citizen understanding, support, and involvement in municipal government activities. They sponsor, host, and participate in community-building and image-building events such as the annual City Fair, major capital project groundbreakings, grand openings, and other activities. The Communications office is responsible for accurate, timely, and, when possible, direct communications about City services, projects, and programs and maintains a variety of information tools such as the City website, the 24-hour hot line, fax and e-mail networks, television, radio, and the print media. The Public Communications Division will be available as the cornerstone for dispersal of educational materials for the SWMP and will coordinate the public outreach notification.

The Prescott ConneXion is a combined library and city service center located at the Prescott Gateway Mall. The ConneXion is a city stop that contains information about the region and provides opportunity to check out or reserve a book, read a magazine, or surf the web on one of six public internet terminals. The ConneXion features a children's area and a private meeting room. The Prescott ConneXion may be incorporated as a common location for SWMP literature.

Information workshops are designed to provide citizens with the facts about complex City issues through a question and answer session with those that are involved in the process. An information workshop may be organized to inform concerned citizens about the SWMP.

The *Quality Time* is a quarterly Parks, Recreation and Library Guide that informs citizens about Youth Center activities, Adult Center Activities and other sports and recreation activities and has a strong focus toward children's events and education.



The *Prescott Neighborhood Resource Guide* is a broad informational source that provides citizens with comprehensive information about Prescott government, programs, events, and community.

The *Annual Water Quality Report* contains information about the sources of the City's drinking water, general water quality, and the results of analytical tests conducted on water supply.

1.3 Selected Best Management Practices (BMPs) for Public Education and Outreach

The public should be informed about the SWMP. No minority populations were considered in the planning process for public education and outreach as more than 50 percent of the population speaks English.

1.3.1 BMP 1-1: Explore Partnership Opportunities

The City of Prescott will research opportunities to partner with other governmental entities, and non-governmental organizations, to pursue cost-effective implementation mechanisms to fulfill minimum control measure requirements. Existing programs will be carefully evaluated to maximize the potential for integration of implementation.

1.3.1.1 Measurable Goals

The measurable goal for implementation of BMP 1-1 is to compile a directory of departmental resources, entities, and non-governmental organizations available to participate in the SWMP with consideration for their staffing and budgetary constraints.

1.3.1.2 Implementation Schedule

PROGRAM	BMP 1-1	MEASURABLE GOALS	DATE DUE
1. Public Education and Outreach	Partnership Opportunities	Compile a list of governmental agencies and Non-governmental Organizations for potential partnership opportunities.	August 2003
		Contact representative individuals for interest in participation.	August 2003
		Implementation Complete.	March 2004



1.3.2 BMP 1-2: Utility Bill Inserts

Prescott will develop an informational piece which describes stormwater quality and drainage issues which affect area residents and what they can do to help address these issues. This information piece will be distributed as an insert in city water bills.

1.3.2.1 Measurable Goals

The measurable goal for implementation of BMP 1-2 is to develop and distribute the stormwater information piece to area residents in Permit Year 1. This information piece will be sent to 15,100 members of the general public, and will be available at City facilities and selected businesses for consumer information.

1.3.2.2 Implementation Schedule

PROGRAM	BMP 1-2	MEASURABLE GOALS	DATE DUE
1. Public Education and Outreach	Utility Bill Inserts	Develop informational piece.	March 2004
		Distribute informational piece.	March 2004
		Implementation Complete.	March 2004

1.3.3 BMP 1-3: Municipal Website Stormwater Information

The City of Prescott will use the municipal website to inform the public about the SWMP. It will include general stormwater information, as well as topics of interest to the general public such as litter control, and proper management of pesticides, fertilizers, used oil, and household hazardous waste.

1.3.3.1 Measurable Goals

The measurable goal for implementation of BMP 1-3 is to update the website with a stormwater message in Permit Year 2.



1.3.3.2 Implementation Schedule

PROGRAM	BMP 1-3	MEASURABLE GOALS	DATE DUE
1. Public Education and Outreach	Municipal Website Stormwater Information	Update website with stormwater management information.	March 2005
		Implementation Complete.	March 2005

1.3.4 BMP 1-4: Design & Implement Outreach to Homeowners Campaign

The City of Prescott has identified residential homeowners as a target group for educational outreach and implementation of this SWMP. This BMP will inform residential homeowners and citizens of Prescott of ways they can reduce pollution and improve the quality of area waters. It will be integrated into existing activities by utilizing the *City Page* monthly newsletter that is distributed every month with the water utility bill.

1.3.4.1 Measurable Goals

The measurable goal for implementation of BMP 1-4 is to generate educational information about the SWMP and publish it quarterly within the *Quality Times* quarterly guide. This newsletter will reach 100 percent of the population receiving utility bills. A schedule of topics will be generated to address relevant issues within the community (i.e., proper disposal of household hazardous wastes, pet waste management, trash management, etc.). Development and implementation will be according to the following schedule.



1.3.4.2 Implementation Schedule

PROGRAM	BMP 1-4	MEASURABLE GOALS	DATE DUE
1. Public Education and Outreach	Outreach to Homeowners Campaign	Develop a schedule of relevant topics for quarterly newsletter through Year 2.	March 2004
		Generate and distribute information in the <i>Quality Times</i> on a quarterly basis.	June, September, and December 2004 Each March, June and September 2005-2007 and by December 19, 2007
		Redesign the schedule of topics on an annual basis to ensure that current/relevant issues are communicated to homeowners.	Each January 2005-2006
		Implementation Complete.	December 19, 2007

1.3.5 BMP 1-5: Design & Implement Outreach to Businesses Campaign

The City of Prescott has identified commercial businesses as a target group for educational outreach and implementation of this SWMP. This BMP will inform business operators of Prescott of ways they can reduce pollution and improve the quality of area waters by modifying their actions.

1.3.5.1 Measurable Goals

The measurable goal for implementation of BMP 1-5 is to identify subsets of the commercial business sector and provide educational literature and a series of industry specific posters to local businesses. Target sectors will be mailed 1,000 brochures and 4,000 brochures and posters will be available for distribution at selected City facilities. The City will contact 100 percent of industries in the service sector. Development and implementation will be according to the schedule below.



1.3.5.2 Schedule

PROGRAM	BMP 1-5	MEASURABLE GOALS	DATE DUE
1. Public Education and Outreach	Outreach to Businesses Campaign.	Target Business sector for Year 2 (i.e. auto repair garages, car washes).	January 2004
		Develop and distribute campaign literature and posters to target sector (i.e. dry-cleaners, hazardous waste disposal); Determine Target Sector for Year 3.	August 2006
		Develop and distribute campaign literature and posters to target sector (i.e. printers/copiers, restaurants); Determine Target Sector for Year 4.	August 2006
		Develop and distribute campaign literature and posters to target sector (i.e. landscaping/fertilizers construction); Determine Target Sector for Year 5.	January 2007
		Implementation Complete.	December 19, 2007



2. PUBLIC INVOLVEMENT IN SWMP DEVELOPMENT

2.1 EPA Fact Sheet Program Requirement

Providing opportunities for citizens to participate in program development and implementation, including effectively publicizing public hearings and/or encouraging citizen representatives on a stormwater management panel.

2.2 Current Programs

Prescott's City Council convenes the first four Tuesdays of each month, at 3 p.m. in the City Hall Council Chambers, 201 S. Cortez Street, to study agenda issues and take action on items such as: informational workshops; allocation of funds; award of bids, contracts, leases and agreements; public hearings on budget, improvement districts, bond expenditures; planning and zoning cases; special use permits; approval of minutes; appointment of board and commission members; various public hearings; and the calling of executive sessions. Agenda, schedules are available at the City Clerk's Office at 777-1272. City Council agendas are also available on-line (www.cityofprescott.net) and at Prescott City Hall.

The City Council meetings are also televised on Prescott Community Access Channel 13. The access channel is available to cable television subscribers. Program schedules are published in the local daily newspaper or by calling 445-0909.

Citizens can get involved in the community and participate on one or more of the numerous boards, commissions and committees that exist in Prescott. These groups have been created to advise City Council on policy issues, satisfy state and federal laws, focus the expertise of citizens who might not otherwise participate in local government, and encourage the governmental process to be more responsive to the community needs

Volunteer Services provides opportunities for citizens to participate in the specific areas of City government in which they have an interest. Volunteers are often matched with a division that can utilize their prior experience, and enables the volunteers to expand their horizons. Volunteer Services also recognizes and honors volunteers for their efforts on behalf of the City.

The Solid Waste Department helps organize neighborhood activities and may provide opportunity to coordinate stormwater management activities or distribute educational materials.



Keep Prescott Beautiful (KPB) is a local affiliate of both Keep America Beautiful and Arizona Clean and Beautiful maintained by the Solid Waste Department. KPB is a standing committee of the Prescott City Council. Committee members meet monthly and engage in a variety of anti-litter and beautification projects, including creation of a low-water-use plants demonstration garden at the City of Prescott Solid Waste Transfer Station. The committee administers an Adopt-A-Street litter control program for the city and organizes the annual Granite Creek Cleanup in late April. Volunteers are encouraged to participate in this program.

2.3 Selected BMPs for Public Involvement

The Arizona Department of Environmental Quality (ADEQ) requires public participation/involvement as one of the six minimum control measures for effective implementation of the Phase II stormwater regulations. Citizen participation in stormwater management planning would allow for broader public support, shorter implementation schedules, and utilization of free expertise and intellectual resources of the community. Public participation and involvement in stormwater planning is, therefore, an essential element of the Phase II requirements and Prescott will implement the following four BMPs that meet or exceed the minimum control measure for Public Participation/Involvement. In addition, Prescott will review the EPA's menu of BMPs (Appendix 2) and other sources of information to select and implement BMPs for Public Participation/Involvement that best meet the needs of Prescott.

2.3.1 BMP 2-1: Comply with State and Local Public Notice Requirements

Prescott will comply with state and local public notice requirements when implementing a public involvement/participation program as outlined in the AZPDES General Permit.

2.3.1.1 Measurable Goals

The measurable goal for implementation of BMP 2-1 is to provide state and local required public notice in the process of implementing a public involvement/participation program. Implementation will be according to the following schedule.



2.3.1.2 Implementation Schedule

PROGRAM	BMP 2-1	MEASURABLE GOALS	DATE DUE
2. Public Involvement	Implement Public Notice	Draft Public Notice.	March 2004
		Hold Public Meetings.	March 2004
		Implementation Complete.	March 2004

2.3.2 BMP 2-2: Establish the AZPDES SWMP Steering Committee

The City of Prescott will form an advisory committee as part of this SWMP. This Steering Committee will represent different segments of the community that will be affected by implementation of the Prescott SWMP. The committee will ensure that the SWMP complies with the rules and regulation of the AZPDES program, and will review the feasibility of forming a stormwater utility and offer recommendations to facilitate implementation of the SWMP. The committee will be informed periodically on ongoing implementation of the SWMP.

2.3.2.1 Measurable Goals

The measurable goal for implementation of BMP 2-2 is to establish an AZPDES Steering Committee comprised of key individuals from representative sectors of the City of Prescott Infrastructure, Commercial Development, Residential Homeowners Associations, minority groups, and any other interested parties.

2.3.2.2 Implementation Schedule

PROGRAM	BMP 2-2	MEASURABLE GOALS	DATE DUE
2. Public Involvement	Establish the AZPDES SWMP Steering Committee.	Form Advisory Committee.	March 2004
		Continue updating Committee on SWMP implementation.	January & August 2004-2007
		Implementation Complete.	March 2007



2.3.3 BMP 2-3: Public Meeting

Following review and comment of this SWMP by the AZPDES Steering Committee, the City of Prescott will hold a Public Meeting to present the plans to the public.

2.3.3.1 Measurable Goals

The measurable goal for implementation of BMP 2-3 is to hold a Public Meeting in Permit Year 1. Implementation will be according to the schedule below.

2.3.3.2 Implementation Schedule

PROGRAM	BMP 2-3	MEASURABLE GOALS	DATE DUE
2. Public Involvement	Hold a Public Meeting	Notify of the SWMP Public Meeting.	October 2003
		Hold Public Meeting.	March 2004
		Implementation Complete.	March 2004

2.3.4 BMP 2-4: Stormwater Quality Volunteer Opportunities

The City of Prescott will identify suitable opportunities for area volunteers to participate in stormwater quality activities and will develop support materials and provide them to interested parties. These volunteer opportunities will include such things as storm drain stenciling, volunteer monitoring, planting campaigns, and Adopt-a-Stream programs.

2.3.4.1 Measurable Goals

The measurable goal for implementation of BMP 2-4 is to coordinate the opportunities and provide support materials to interested volunteers. The City will develop partnerships with several existing organizations including: the Master Watershed Stewardship (MWS) program at the University of Arizona Cooperative Extension which provides training and opportunities for volunteers within local watersheds; and the Prescott Creeks Preservation Association (PCA) who have programs for volunteers participation in protecting, restoring, and monitoring the Granite Creek Basin. Volunteer activities will occur annually and documentation of volunteers involved and activities performed will be maintained. Targeted groups will be of all ages and will include schools, homeowners associations, and neighborhoods.



2.3.4.2 Implementation Schedule

PROGRAM	BMP 2-4	MEASURABLE GOALS	DATE DUE
2. Public Involvement	Provide Volunteer Opportunities	Form a Volunteer Committee to select and direct community volunteers.	March 2004
		Provide support materials to interested parties.	March 2005
		Encourage ongoing volunteer activities.	Years 2-5
		Implementation Complete.	December 19, 2007

2.3.5 BMP 2-5: Procedure for Receiving and Reviewing Public Comments

The City of Prescott will designate a contact for receiving and reviewing public comments as part of this SWMP.

2.3.5.1 Measurable Goals

The measurable goal for implementation of BMP 2-5 is to designate a contact person for public comments. Once a comment is received, a report will be initiated which lists the callers information; the type of concern; the investigation of the concern; any action taken; any corrective measure(s) required; and any reporting back to the caller that is done. Contact information for public comments is:

Mr. Bob Faxon
 City of Prescott Stormwater Supervisor
 (928) 777-1126

2.3.5.2 Implementation Schedule

PROGRAM	BMP 2-5	MEASURABLE GOALS	DATE DUE
2. Public Involvement	Establish the Procedure for Receiving and Reviewing Public Comments.	Determine who will receive public comments and the procedure for review	May 2006
		Implementation Complete.	May 2006



2.3.6 BMP 2-6: Provide Access for Interested Parties to the SWMP and NOI

The City of Prescott will designate locations for interested parties to review the current SWMP and NOI.

2.3.6.1 Measurable Goals

The measurable goal for implementation of BMP 2-6 is to provide a location online for access to the City’s SWMP and NOI, as well as in packets containing the Arizona Permit (AZG2002-002), Prescott’s SWMP and NOI available at City Hall, Engineering Services, the Public Library, and City Streets facility.

2.3.6.2 Implementation Schedule

PROGRAM	BMP 2-6	MEASURABLE GOALS	DATE DUE
2. Public Involvement	Provide Access for Interested Parties to the SWMP and NOI	Post the SWMP and NOI on the City website for review.	May 2006
		Create Packets (containing the ADEQ Permit, Prescott’s SWMP and NOI) and make them available to the public.	June 2006
		Implementation Complete.	June 2006



3. ILLICIT DISCHARGE DETECTION AND ELIMINATION

3.1 EPA Fact Sheet Program Requirement

Developing and implementing a plan to detect and eliminate illicit discharges to the storm sewer system (includes developing a system map and informing the community about hazards associated with illegal discharges and improper disposal of waste).

3.2 Current Programs

The Streets Division is responsible for the day-to-day maintenance of some 400 lane-miles of paved streets and the various drainage structures and bridges around the City. This includes patching and crack sealing, minor repairs, street sweeping, snow removal, street striping, curb and gutter and valley gutter repair, drainage-way maintenance, dirt street grading, sign maintenance, and support to other departments as necessary.

Geographical Information System (GIS) operation and maintenance is part of the Information Technology Division (IT). The Division maintains all applicable spatial information and mapping for those City operations that require such data, including Global Positioning Systems (GPS) and other existing or planned GEO-based systems, and manages the data warehouse of this information. Future mapping of Prescott's stormwater system and receiving waters will be coordinated by the Public Works Department.

3.3 Selected BMPs for Illicit Discharge Detection and Elimination

Prescott will implement the following four BMPs to meet the regulatory requirements, and minimum control measures, for illicit discharge detection and elimination outlined in 3.1 above. In addition to implementation of these BMPs, the City will review the EPA's menu of BMPs for illicit discharge detection and elimination (Appendix 2) and other sources of information to select and implement BMPs for illicit discharge detection and elimination that are most applicable to Prescott.

3.3.1 BMP 3-1: Storm Sewer Map

The City of Prescott will develop a GIS- or CAD-based storm sewer system map, showing the location of all outfalls and the names and locations of all waters of the United States that receive discharges from those outfalls.



3.3.1.1 Measurable Goals

The measurable goal for implementation of BMP 3-1 is to map 25 percent of the drainage system each year in the first four years of the permit. Development and implementation will be according to the schedule below.

3.3.1.2 Implementation Schedule

PROGRAM	BMP 3-1	MEASURABLE GOALS	DATE DUE
3. Illicit Discharge Detection and Elimination	Map Storm Sewer System	Map 25 percent of the drainage system.	March 2004
		Map 25 percent of the drainage system.	March 2005
		Map 25 percent of the drainage system.	March 2006
		Map 25 percent of the drainage system.	March 2007
		Implementation Complete.	March 2007

3.3.2 BMP 3-2: Illicit Discharge Ordinance

The City of Prescott will develop an ordinance (or other regulatory mechanism) to prohibit non-stormwater discharges into the storm sewer system and implement appropriate enforcement procedures and actions (Appendix 3 – Example Ordinances).

3.3.2.1 Measurable Goals

The measurable goal for implementation of this BMP is to develop a draft ordinance in Year 1 of the permit period, and finalize and implement the ordinance in Year 2 of the permit period.



3.3.2.2 Implementation Schedule

PROGRAM	BMP 3-2	MEASURABLE GOALS	DATE DUE
3. Illicit Discharge Detection and Elimination	Ordinance for Illicit Discharge Detection and Elimination	Develop a draft ordinance.	March 2006
		Finalize & Implement ordinance.	July 2006
		Implementation Complete.	September 2006

3.3.3 BMP 3-3: Program to Detect and Address Illicit Discharges

The City of Prescott will develop a program to detect and address non-stormwater discharges, including illegal dumping into the storm sewer system. The City of Prescott will evaluate existing programs and identify additional program requirements and resource needs.

3.3.3.1 Measurable Goals

The measurable goal for implementation of BMP 3-3 is to evaluate the existing program and identify additional program requirements and resource and training needs in Year 1. Additional resources and training will be acquired in Year 2. The program implementation will begin in Year 3. Program implementation will involve, at a minimum, annual dry weather field screening for non-stormwater flows at all 3,000 designated outfalls. The screening will include qualitative field tests based on color, odor, or visually observed characteristics as indicators of illicit discharge sources. If the qualitative field tests do not provide enough information for the City to determine the source of the discharge, the discharge will be tested, while in the field, for selected chemical parameters. The City will investigate the illicit discharge within 15 days of its detection, and will follow-up the investigation with an action to further study the source of the discharge or eliminate it. Once the source of the discharge is discovered, written notification of the illicit discharge will be sent to the offending party and corrective actions will be enforced as described by the City Ordinance.



3.3.3.2 Implementation Schedule

PROGRAM	BMP 3-3	MEASURABLE GOALS	DATE DUE
3. Illicit Discharge Detection and Elimination	Program to Detect and Address Illicit Discharges	Evaluate existing program and identify additional program requirements and resource and training needs.	March 2004
		Acquire needed resources, training.	March 2005
		Implement program.	March 2006

3.3.4 BMP 3-4: Public Education on Illegal Discharges and Improper Disposal

The City of Prescott will develop a public education effort to inform public employees, businesses, and the general public of hazards associated with illegal discharges and improper disposal of waste. This information will put special emphasis on controlling discharges associated with the impaired waters in the area including dissolved oxygen, nitrogen, and pH. (This BMP also addresses the minimum control measure for public education.)

Part of the education effort will involve description of allowable non-stormwater discharges including:

- Water line flushing
- Other potable water flushing
- Landscape irrigation
- Diverted creek flows
- Rising groundwater
- Groundwater infiltration to storm drains
- Uncontaminated pumped groundwater
- Foundation or footing drains (not including active dewatering systems)
- Crawl space pumps
- Air conditioning condensation
- Springs
- Non-commercial washing of vehicles
- Natural riparian habitat or wetland flows
- Swimming pools (dechlorinated)
- Fire fighting activities
- Other water sources not containing pollutants



3.3.4.1 Measurable Goals

The City of Prescott will develop or acquire public education materials in Year 1 of the permit period and determine an effective means of distribution (with prioritization). The materials will be distributed to all public employees in Year 2 of the permit period. The materials will be distributed to half of the businesses in Year 2 and half in Year 3 of the permit period.

3.3.4.2 Implementation Schedule

PROGRAM	BMP 3-4	MEASURABLE GOALS	DATE DUE
3. Illicit Discharge Detection and Elimination	Public Education on Illegal Discharges and Improper Disposal	Develop or acquire public education materials.	March 2004
		Determine an effective means of distribution.	March 2004
		Distribute materials to public employees.	March 2005
		Distribute materials to 50 percent of businesses.	March 2005
		Distribute materials to 50 percent of businesses.	March 2006
		Implementation Complete.	March 2007



4. CONSTRUCTION SITE STORMWATER CONTROLS

4.1 EPA Fact Sheet Program Requirement

Developing, implementing, and enforcing an erosion and sediment control program for construction activities that disturb one or more acres of land (controls could include silt fences and temporary stormwater detention ponds).

4.2 Current Programs

Currently, the City of Prescott requires construction sites to comply with the state NPDES Construction General Permit and nationally recognized building codes. Stormwater controls are included in the City's building/development inspections. Noncompliance can be cause for the City to stop inspections, thereby halting construction until the situation is remedied. Development plans are reviewed for compliance and several divisions of the Engineering Services Department and Community Development Department conduct inspections. The State of Arizona recently acquired oversight responsibility for the NPDES program, including new requirements for small MS4 operators and construction activities that cause one or more acres of land disturbance. Prescott is developing this Stormwater Program to meet these new requirements by implementing the following BMPs.

4.3 Selected BMPs for Construction Site Stormwater Control

Prescott will implement the following three BMPs to meet the regulatory requirements for construction site stormwater control outlined in 4.1 above. In addition, the City will review the EPA's menu of BMPs and other sources of information to select BMPs that meet the needs of Prescott (Appendix 2). Implementation of these BMPs will meet or exceed the minimum control measures that are outlined in the Phase II requirements. These select BMPs will put special emphasis on controlling discharges associated with the impaired waters in the area including dissolved oxygen, nitrogen, and pH.

4.3.1 BMP 4-1: Evaluate and Update Regulatory Authority and Procedures

The City of Prescott will evaluate existing legal authority to enforce the Phase II Permit requirements for erosion and sediment controls and proper waste management at construction sites, as well as the sanctions to ensure compliance with the requirements. If necessary, ordinances or other regulatory mechanisms will be updated or developed to provide the formal authority. City procedures will be modified (and codified), as necessary, to require site plan review and site inspection and enforcement with regards to stormwater control on new construction sites and redevelopment projects causing one or more acres of land disturbance.



4.3.1.1 Measurable Goals

The measurable goal for implementation of BMP 4-1 is to evaluate existing regulatory (legal) authority in Permit Year 1. Following this evaluation, the City Ordinance, City Code, or other regulatory mechanism and procedures will be updated, developed, and adopted in the second permit year. BMP 4-1 will be developed and implemented according to the following schedule.

4.3.1.2 Implementation Schedule

PROGRAM	BMP 4-1	MEASURABLE GOALS	DATE DUE
4. Construction Site Stormwater Controls	Ordinance or other regulatory mechanisms requiring erosion and sediment controls at construction sites.	Evaluate existing legal authority and procedures.	March 2006
		Update ordinance, city code or other regulatory mechanisms and procedures and adopt them.	July 2006
		Implementation complete.	September 2006

4.3.2 BMP 4-2: Revise Plan Review and Project Inspection Procedures

Currently the City reviews all site plans, drainage plans, and Stormwater Pollution Prevention Plan (SWPPPs) before providing the necessary grading permits. This process will begin with a checklist, which is being developed, for use during the review process. Upon City approval of the site development plan the project will be assigned to a City Inspector who will evaluate the effectiveness of site temporary sediment and erosion control measures, final stabilization, and overall site compliance with the SWPPP. Inspections will be ongoing throughout all phases of construction and will be conducted on all new construction projects.

4.3.2.1 Measurable Goals

The measurable goal for implementation of BMP 4-2 is to create a checklist to be used during the plan review process. Once the plans are approved and the permit is received, an inspector will be assigned to conduct inspections on the project. BMP 4-2 will be developed and implemented according to the following schedule.



4.3.2.2 Implementation Schedule

PROGRAM	BMP 4-2	MEASURABLE GOALS	DATE DUE
4. Construction Site Stormwater Controls	Revise Plan Review and Project Inspection Procedures.	Create checklist to outline the review and approval of all site plans.	June 2006
		Train city inspectors to provide inspection services on construction projects	June 2006
		Conduct inspections on all new construction sites.	June 2006
		Implementation complete.	August 2006

4.3.3 BMP 4-3: Construction Site Brochure or Flyer (Public Education)

Prescott will develop a public education brochure or flyer to inform public and construction site operators of the requirements for Construction Site Stormwater Controls. (This BMP also addresses the Public Education Minimum Control Measure.) This brochure will put special emphasis on controlling discharges associated with the impaired waters in the area including dissolved oxygen, nitrogen, and pH.

4.3.3.1 Measurable Goals

The City will develop or acquire public education materials in Year 1 of the permit period. The materials will be distributed to construction site operators in Year 2 of the permit period. BMP 4-3 will be developed and implemented according to the following schedule.

4.3.3.2 Implementation Schedule

PROGRAM	BMP 4-3	MEASURABLE GOALS	DATE DUE
4. Construction Site Stormwater Controls	Construction Site Brochure or Flyer.	Develop or acquire public education brochure or flyer.	March 2004
		Distribute educational materials to permit applicants.	March 2005
		Implementation Complete.	March 2005



4.3.4 BMP 4-4: Public Reporting Hotline

Prescott will set up a reporting hotline (i.e., a published phone number) for the public to report construction site problems. (This hotline may be combined with one for reporting illicit discharges.) This BMP will facilitate the ability of the public to provide information that will assist in detection of problems associated with stormwater discharges. The City will identify the mechanisms for tracking public reports of problems and establish a chain-of-command for handling responses.

4.3.4.1 Measurable Goals

The Measurable Goal will be to identify the responsible department to set up and monitor the hotline in the first permit year and set up and publicize the hotline in the second permit year. BMP 4-4 will be developed and implemented according to the following schedule.

4.3.4.2 Implementation Schedule

PROGRAM	BMP 4-4	MEASURABLE GOALS	DATE DUE
4. Construction Site Stormwater Controls	Public Reporting Hotline.	Identify Department to monitor hotline.	March 2004
		Set up hotline.	March 2005
		Publicize hotline.	March 2005
		Set of methods for forwarding reports to city inspectors.	March 2005
		Implement response program.	March 2005
		Implementation complete.	March 2005



5. POST CONSTRUCTION STORMWATER MANAGEMENT FOR NEW DEVELOPMENT/REDEVELOPMENT

5.1 EPA Fact Sheet Program Requirement

Developing, implementing, and enforcing a program to address discharges of post-construction stormwater runoff from new development and redevelopment areas. Applicable controls could include preventative actions such as protecting sensitive areas (e.g., wetlands) or the use of structural BMPs, such as grassed swales or porous pavement.

5.2 Current Programs

Several City departments and divisions have programs in-place to manage and mitigate effects of growth. The City's Planning and Zoning Division regulates development and redevelopment in Prescott. Orderly physical growth of the community is promoted through compatible land uses and safe and acceptable standards in accordance with City Code. The Public Works Department Engineering Services Division is responsible for design, survey, inspection of public works projects, the review of developer designs, and inspection of subdivision construction (streets and drainage). Prescott's Land Development Division coordinates land development with the Community Development Department. They review development designs to ensure streets and drainage improvements comply with City, state, and federal regulations, and coordinate floodplain activities to ensure compliance with the City's floodplain ordinance. Prescott adopted a Drainage Criteria Manual and codified a set of drainage regulations to ensure adequate provisions are made for disposal of stormwaters.

5.3 Selected BMPs for Post Construction Stormwater Management for New Development/Redevelopment

5.3.1 BMP 5-1: Evaluate and Update Ordinances and Guidance Document

Prescott will evaluate the City Code, the existing development and land use ordinances, and the Drainage Criteria Manual for opportunities to expand post-construction stormwater management on all regulated construction sites. These documents will be updated, and/or a new ordinance developed, to ensure that post-construction stormwater management for new development and redevelopment greater than or equal to one acre are addressed. The City will require post-construction runoff BMPs for new development and redevelopment and ensure proper long-term operation and maintenance of BMPs.



5.3.1.1 Measurable Goals

The measurable goal for implementation of BMP 5-1 is to evaluate the existing documents and identify needed updates in the first permit year and adopt the revised documents in the second permit year. Development and implementation will be according to the schedule below.

5.3.1.2 Implementation Schedule

PROGRAM	BMP 5-1	MEASURABLE GOALS	DATE DUE
5. Post-Construction Stormwater Management for New Development/ Redevelopment	Evaluate and Update Ordinances and Develop Guidance Documents.	Evaluate existing requirements and identify needed updates.	July 2006
		Update and adopt changes.	December 2006
		Implementation Complete.	March 2007

5.3.2 BMP 5-2: Evaluate and Update Plan Review and Inspection Programs

Prescott will integrate post-construction stormwater quality requirements into plan review and inspection programs. They will evaluate existing procedures and identify needed changes and implement the revised programs. The City will inspect and maintain post-construction BMPs within the right-of-way. BMPs installed on private projects will be inspected biannually and if discrepancies are found, notification will be given to the responsible party to take corrective measures.

5.3.2.1 Measurable Goals

The measurable goal for implementation of BMP 5-2 is to evaluate existing procedures and identify needed changes in Permit Year 1 and to implement the revised programs in Permit Year 2. Development and implementation will be according to the following schedule.



5.3.2.2 Implementation Schedule

PROGRAM	BMP 5-2	MEASURABLE GOALS	DATE DUE
5. Post-Construction Stormwater Management for New Development/Redevelopment	Evaluate and Update Plan, Review and Inspection Programs.	Evaluate existing procedures and identify needed changes.	March 2004
		Implement the revised programs in Permit Year 2.	March 2005
		Implementation Complete.	March 2005

5.3.3 BMP 5-3: Develop a List of Permanent Structural and Non-structural BMPs Specific for Prescott

Permanent or long-term BMPs are important for control of stormwater runoff once construction activities are completed. While there are many types of structural and non-structural BMPs available for stormwater control, not all of them are applicable to Prescott. The City will evaluate permanent BMPs from the EPA's menu (Appendix 2) and other sources, and develop a list of applicable BMPs that could be referenced during development activities within Prescott.

5.3.3.1 Measurable Goals

The measurable goal for implementation of BMP 5-3 is to identify and evaluate permanent structural BMPs that would provide the best long term post-construction stormwater control for the City in Year 1 and develop a database or manual of selected structural BMPs during Year 2. Development and implementation will be according to the following schedule.



5.3.3.2 Implementation Schedule

PROGRAM	BMP 5-3	MEASURABLE GOALS	DATE DUE
5. Post Construction Stormwater Management for New Development/ Redevelopment	Evaluate and Identify Permanent Structural BMPs Specific for Prescott.	Evaluate existing menu of permanent structural BMPs and identify those that would be applicable to Prescott.	March 2004
		Develop and publicize a database of Permanent structural BMPs for long-term post-construction stormwater management.	March 2004
		Develop a maintenance and inspection schedule for post-construction stormwater management	March 2006
		Integrate BMPs into City stormwater planning.	March 2006
		Implementation Complete.	March 2006

5.3.4 BMP 5-4: Develop a Maintenance Plan for Non-structural BMPs

Non-structural BMPs are important for control of pollutants once construction activities are complete. The City will develop maintenance activities, schedules, and long-term inspection procedures for controls to reduce contaminants.

5.3.4.1 Measurable Goals

The measurable goal for implementation of BMP 5-4 is to prepare a checklist for biannually inspection and cleaning of permanent stormwater controls and conveyances. This checklist will include the number of basins and scuppers cleaned, number of miles of roads swept, tons of debris collected, and anticipated frequency of maintenance activities. Development and implementation will be according to the following schedule.



5.3.4.2 Implementation Schedule

PROGRAM	BMP 5-4	MEASURABLE GOALS	DATE DUE
5. Post Construction Stormwater Management for New Development/ Redevelopment	Develop a Maintenance Plan for non-structural BMPs.	Prepare biannual inspection checklist.	June 2006
		Implement inspection and maintenance activities.	October 2006
		Implementation Complete.	March 2007

5.3.5 BMP 5-5: Develop an Educational Program About Minimization of Water Quality Impacts

The City of Prescott will develop an educational program for developers, architects, and the public about designs that minimize water quality impacts. (This BMP also addresses the Public Education Minimum Control Measure.)

5.3.5.1 Measurable Goals

The measurable goal for implementation of BMP 5-5 is to prepare an education program using the municipal website and training materials to provide information about minimization of water quality impacts (i.e. low impact development or sustainable site design). The Development and implementation will be according to the following schedule.

5.3.5.2 Implementation Schedule

PROGRAM	BMP 5-5	MEASURABLE GOALS	DATE DUE
5. Post-Construction Stormwater Management for New Development/ Redevelopment	Develop an educational program about minimization of water quality impacts.	Develop educational program.	June 2007
		Add the program to the municipal website.	June 2007
		Implementation Complete.	June 2007



6. POLLUTION PREVENTION/GOOD HOUSEKEEPING FOR MUNICIPAL OPERATIONS

6.1 EPA Fact Sheet Program Requirement

Developing and implementing a program with the goal of preventing or reducing pollutant runoff from municipal operations. The program must include municipal staff training on pollution prevention measures and techniques (e.g., regular street sweeping, reduction in the use of pesticides or street salt, or frequent catch-basin cleaning).

6.2 Current Programs

Prescott promotes pollution prevention (P2) through a number of city departments and community programs, including the Engineering Services Department, the Community Development Department, and the Solid Waste Department.

The Community Development Department is charged with the responsibility for protecting and enhancing the community's environmental, economic, and cultural and historic resources. The Director of Community Development manages and directs the activities, services, programs, and projects of the divisions of Planning & Zoning, Building Inspections, Economic Development, and Historic Preservation.

Prescott's Public Works Department manages the City's water and wastewater; and the Solid Waste Department manages the solid waste program. The Department maintains surface and groundwater facilities and coordinates water conservation and environmental monitoring programs to ensure a healthy water supply. The Utility Division manages Prescott's water supply and wastewater collection activities. Responsibilities of the Utility workers are to monitor water and sewer lines throughout the City, and to inspect utilities associated with construction projects. Environmental Service's Solid Waste Division is responsible for residential and commercial waste collection, and the City's curbside recycling program. The Division operates a Transfer Station at 2800 Sundog Ranch Road, a joint venture between the City of Prescott and Yavapai County, which also functions as a collection point for solid waste.

Prescott developed the Neighborhood Services Program that offers free services and resources to promote healthy neighborhoods and community interaction. The Program promotes cleanups and offers free use of roll off dumpsters to neighborhoods.



6.3 Selected BMPs for Municipal Operations

6.3.1 BMP 6-1: Evaluate Current Source Controls

The City of Prescott will evaluate the current source controls maintained by municipal operations and target areas of weakness for improvement.

6.3.1.1 Measurable Goals

The measurable goal for implementation of BMP 6-1 is to compile a list of all currently implemented source control measures at City of Prescott municipal operations. Maintenance activities, schedules, and long-term inspection procedures for structural and nonstructural stormwater controls to reduce floatables and other pollutants discharged from separate storm sewers will be evaluated. Current methods and controls for reducing pollutant discharges from roads, parking lots, maintenance and storage yards, fleet or maintenance shops, and other storage facilities will be evaluated. A checklist will be developed for inspection to document BMP needs, maintenance, and installation. Site pollution prevention programs will be developed for every municipal site including routine biannual inspections, to ensure adequate placement and applications of BMPs. Development and implementation will be according to the schedule below.

6.3.1.2 Implementation Schedule

PROGRAM	BMP 6-1	MEASURABLE GOALS	DATE DUE
6. Pollution Prevention/Good Housekeeping for Municipal Operations	Evaluate Current Source Controls.	Identify municipal facilities and operations targeted for improved source control measures.	October 2003
		Create a checklist for inspection, maintenance, and installation of BMPs.	June 2006
		Document current source control measures at each facility or for each operation.	June 2006
		Implementation Complete.	June 2006



6.3.2 BMP 6-2: Develop P2/Good Housekeeping Training Component

The City of Prescott will develop a P2 and Good Housekeeping training program for municipal employees as part of this SWMP. This BMP will target appropriate sectors of municipal operations and provide activity-specific training with an ultimate goal for preventing or reducing pollutant runoff from municipal operations. The City of Prescott will use training materials that are available from EPA, the State of Arizona, Tribes, or other organizations, and will include employee training to prevent and reduce stormwater pollution from activities, such as park and open space maintenance, fleet and building maintenance, new construction and land disturbances, and stormwater system maintenance. This annual training will include all building maintenance personnel, inspectors, and stormwater pollution control personnel to promote awareness of pollution reduction methods, discuss any new operations, equipment or protocols.

6.3.2.1 Measurable Goals

The measurable goal for implementation of BMP 6-2 is to develop an educational campaign for municipal operations. This campaign may utilize instructional videos, power point presentations, and informative posters to educate employees and the public about the importance of stormwater pollution prevention. Development and implementation will be according to the schedule below.

6.3.2.2 Implementation Schedule

PROGRAM	BMP 6-2	MEASURABLE GOALS	DATE DUE
6. Pollution Prevention/Good Housekeeping for Municipal Operations	P2/Good Housekeeping Training Component.	Compile a library of P2/Good Housekeeping information from existing sources.	March 2004
		Generate and distribute instructional programs various municipal facility offices.	March 2006
		Implementation Complete.	March 2006

6.3.3 BMP 6-3: Consider Additional BMPs for Implementation

Through BMP 6-1 the City of Prescott will have an opportunity to review other BMPs to prevent stormwater pollution and improve conditions through the modification of municipal operations. Prescott will review the EPA's list of suggested BMPs for pollution prevention (Appendix 2) and search other BMP information sources for ways to reduce stormwater pollution. This BMP will include preparation and implementation of a plan to remove wastes from the MS4 and deliver it to the City's materials handling site for segregation and recycling or proper disposal.



6.3.3.1 Measurable Goals

The measurable goal for implementation of BMP 6-3 is to review, adopt, and promote the use of BMPs applicable to Prescott’s municipal operations that would promote reductions in discharges of pollutants from municipal operations and incorporate at least one new measure each year throughout the plan term.

6.3.3.2 Implementation Schedule

PROGRAM	BMP 6-3	MEASURABLE GOALS	DATE DUE
6. Pollution Prevention/Good Housekeeping for Municipal Operations	Consider Additional BMPs for Implementation.	Review Alternative BMPs and consider maximum benefit scenarios for the City of Prescott.	March 2004
		Adopt, implement and improve applicable BMPs.	March 2005 – March 2007
		Implementation Complete.	December 19, 2007



7. REPORTING AND PLAN MAINTENANCE

The City will submit an annual report each year, on or before September 30, for each plan year (2003-2007) to ADEQ. During the process of completing the annual report, City personnel will also review the plan and arrange for updates as needed in accordance with the requirements in the General Permit. The annual report will include all information specified in the General Permit.



PART III – APPENDICES