



SYRACUSE CITY

Syracuse City Council Work Session Notice

May 24, 2016 - 6:00 p.m.

Municipal Building, 1979 W. 1900 S.

Notice is hereby given that the Syracuse City Council will participate in a work session on Tuesday, May 24, 2016, at 6:00 p.m. in the large conference room of the Municipal Building, 1979 W. 1900 S., Syracuse City, Davis County, Utah. The purpose of the work session is to discuss/review the following items:

- a. Prayer or thought.
- b. Public Comments.
- c. Discussion regarding Interlocal Agreement for Animal Control Services. (10 min.)
- d. Presentations by respondents to insurance Request for Proposal (RFP). (35 min.)
- e. Discussion regarding Stoker Gardens PRD secondary water connections. (10 min.)
- f. Discussion regarding Syracuse Storm Water Management Program Update. (15 min.)
- g. Discussion regarding Woodside Homes partial annexation fee waiver. (5 min.)
- h. Review of Recruitment and Retention Policy and Fiscal Year 2016-2017 Compensation Plan. (20 min.)
- i. Discussion regarding Utility Rate and Cost Allocation Policy. (20 min.)
- j. Discussion regarding Syracuse City Fund Balance Policy. (10 min.)
- k. Discussion of tentative Fiscal Year 2016-2017 budget. (20 min.)
- l. Discussion regarding potential amendments to Title Two of the Syracuse City Code. (20 min.)
- m. City Council meeting schedule/format. (10 min.)
- n. Council business.

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In compliance with the Americans Disabilities Act, persons needing auxiliary communicative aids and services for this meeting should contact the City Offices at 801-825-1477 at least 48 hours in advance of the meeting.

#### **CERTIFICATE OF POSTING**

The undersigned, duly appointed City Recorder, does hereby certify that the above notice and agenda was posted within the Syracuse City limits on this 19<sup>th</sup> day of May, 2016 at Syracuse City Hall on the City Hall Notice Board and at <http://www.syracuseut.com/>. A copy was also provided to the Standard-Examiner on May 19, 2016.

CASSIE Z. BROWN, CMC  
SYRACUSE CITY RECORDER



# COUNCIL AGENDA

## May 24, 2016

### Agenda Item “c”                      Interlocal Agreement for Animal Control Services

#### ***Factual Summation***

- Any question regarding this agenda item may be directed at City Manager Brody Bovero.
- Please see attached Memorandum and Supporting documentation provided by Brody Bovero.
- Please see attached Draft Interlocal Agreement with Davis County. Also attached is a letter from Davis County regarding the capital improvement line item that is included in the contract.

#### ***Outline of Agreement***

- Following the County’s proposal to shift the majority (90%) of the animal control service costs to the cities, the city managers in Davis County convened a meeting to discuss the issue. In conjunction with the desires of each city’s elected bodies, the group decided to open a dialogue with the County regarding both operational costs and capital needs in hopes to find a preferred scenario for providing animal control services to residents. This contract is the result of that dialogue with the County.
- The agreement authorizes the County to provide animal control services within Syracuse City, including enforcement of the City’s animal control ordinances.
- Prosecution for violations of the animal control policy will be the responsibility of the City.
- Animal Control will be funded from the following sources:
  - Davis County general fund
  - Cities within the interlocal agreement
  - Fines, fees, and other collections by Davis County Animal Control
  - Donations





# *Animal Care & Control*

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1422 East 600 North - Fruit Heights, Utah 84037  
Telephone: (801) 444-2200 - TDD: (801) 451-3228 - Fax: (801) 444-2212

Dear City Manager,

Early in 2016 the County was approached by City managers to fund a reserve account that could be utilized to address the capital needs of the Animal Shelter. It was expected that this account would accumulate a balance through the years until enough monies are available to complete a project. There was additional discussion on how to determine the long-term needs of the shelter as well as funding requirements. It was agreed that these capital expenses would be equally shared 50/50 by the County and the Cities.

The County has since completed a study of the Davis County Animal Shelter. The purpose of this study was to determine what needed to be done to address outstanding capital issues within the building. The County Facilities Director had multiple vendors under state contract examine the animal shelter, indicating which areas were in most immediate need of attention. The following is what they found and their suggested fixes:

For several years the shelter's sewer drains in the dog kennel area have been backing up, creating a severe biohazard for employees and the animals. To find the issue, a camera was placed in the main drainage pipe and a majority of the sewer pipes were investigated. The camera showed a visible break in the main drainage pipe caused by erosion. This break is allowing waste to drain into gravel also causing waste to collect in these areas instead of flowing out. There were also severe "bellies" in the pipe where the pipe bottom had eroded away causing low spots where waste also collects.

The contractor's recommendation was to replace the main drainage pipe with a single open trough that runs the length of all the kennels, one that can be assessable if needed, yet flushed. The kennels in the middle row, which were constructed using a cinderblock wall system, will have to be removed and new kennels constructed. The cement floor will then need to be repaired throughout the main kennel area from all of the floor cuts and the removal of the cinderblock wall systems. The total estimated cost of this project is: \$265,000.00

In 2015 the County identified the animal shelter's HVAC system as inefficient and in need of replacement. This was confirmed in April 2016 when a HVAC unit almost caught on fire due to a failure on an over limit switch, causing smoke to be blown throughout the shelter. Evacuations were made and the fire department was dispatched.

The contractor recommended a replacement and new engineering for proper airflow for an animal shelter. Total estimated cost of this project is: \$150,000.00.

Other less essential items found were: Wall patching and painting, Key card system, door repairs and soffit and gutter repairs. Total estimated cost for these projects totaled: \$47,000.00.

A reserve for emergency capital expenses was requested by the County in the amount of \$100,000.

The payment amounts were created using the usage percentage calculated as follows:

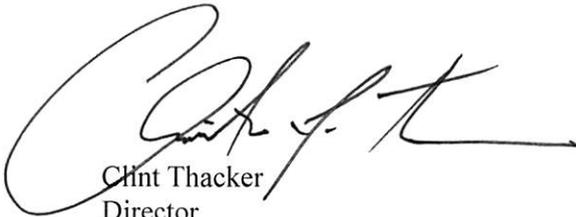
| <u>Title/Category</u>                                                        | <u>Amount</u>        |
|------------------------------------------------------------------------------|----------------------|
| Total of Capital Projects Fund Regarding the Shelter:                        | \$562,000.00         |
| Combined Cities' Portion of the Capital Projects Fund Regarding the Shelter: | \$281,000.00         |
| 2016 Obligation of the Combined Cities:                                      | \$56,200.00          |
| The City's 2015 Usage Rate:                                                  | (Example) 27.14%     |
| The City's 2016 Calendar Year Obligation to the County:                      | (Example)\$15,252.68 |

The 2016 inter-local agreement was included with this letter. Please have the agreement reviewed and signed by your attorney, Mayor and City recorder.

Once signed, return the agreement to me and I will submit the agreement to the County Commissioners for final approval.

A copy of the fully executed agreement will be sent to you via email. If you need a signed original, please send me two signed copies of the agreement and one will be mailed back to you.

Thank you again for this equal partnership. If you have questions or concerns please let me know.



Clint Thacker  
Director  
Davis County Animal Care & Control

## INTERLOCAL COOPERATION AGREEMENT FOR ANIMAL SERVICES

This Interlocal Cooperation Agreement for Animal Services (this “Agreement”) is made and entered into by and between Davis County, a political subdivision of the state of Utah (the “County”), and Syracuse City, a municipal corporation of the state of Utah (the “City”). The County and the City may be collectively referred to as the “Parties” herein or may be solely referred to as a “Party” herein.

### **Recitals**

A. WHEREAS, the Parties, pursuant to Utah’s Interlocal Cooperation Act, which is codified at Title 11, Chapter 13, Utah Code Annotated (the “Act”), are authorized to enter into in this Agreement;

B. WHEREAS, the County, through its Animal Care and Control Department (the “Department”), provides animal care and control services within the limits of Davis County;

C. WHEREAS, the County owns, operates, and maintains the Davis County Animal Shelter located at 1422 East 600 North, Fruit Heights, Utah (the “Shelter”);

D. WHEREAS, the City desires to benefit from the Shelter and the County’s animal care and control services as specified in this Agreement; and

E. WHEREAS, the County desires to permit the City to benefit from the Shelter and the County’s animal care and control services as specified in this Agreement.

NOW, for and in consideration of the mutual promises, obligations, and/or covenants contained herein, and for other good and valuable consideration, the receipt, fairness, and sufficiency of which are hereby acknowledged, and the Parties intending to be legally bound, the Parties do hereby mutually agree as follows:

1. Services.

a. *General Services.* The County shall, and the City authorizes the County to, provide the following general services on behalf of the City and within the City’s limits in accordance with all applicable laws, ordinances, rules, regulations, or otherwise:

- 1) Enforce the City’s animal control ordinance;
- 2) Issue notices of violation of the City’s animal control ordinance;
- 3) Issue citations for violations of the City’s animal control ordinance;
- 4) Collect fees and costs pursuant to the City’s animal control ordinance;
- 5) Issue and/or sell dog licenses;
- 6) Manage a dog license program;
- 7) Provide regular animal control patrol coverage between 8:00 a.m. and 5:00 p.m., Monday through Friday, excluding holidays;
- 8) Respond to non-emergency calls, requests, and/or complaints between 8:00 a.m. and 5:00 p.m., Monday through Friday, excluding holidays;
- 9) Respond, generally within thirty minutes (subject to availability and location of personnel), to emergency calls, requests, and/or complaints involving animals twenty-four hours a day, seven days a week, three hundred sixty-five days a year, subject to the Department’s emergency call-out criteria and protocol;
- 10) Enforce all applicable laws, ordinances, rules, regulations, or otherwise relating to animal care and control services;
- 11) Impound animals when necessary and/or advisable, including, but not limited to, in accordance with the provisions of Title 6, Chapter 6.20, *Davis County Code* (as amended);

12) Pick up and dispose of dead domestic animals, excluding livestock and large wildlife;

13) Investigate all incidents involving actual or purported animal bites or rabies; and

14) Seek and, subject to approval by the City, receive the assistance and cooperation of the City's law enforcement officers while providing or performing the services described herein.

b. *Wildlife Services.* The County shall, and the City authorizes the County to, pick up and euthanize wild nuisance animals, such as raccoons and skunks, trapped within the City's limits in accordance with all applicable laws, ordinances, rules, regulations, or otherwise.

c. *Shelter Services.* The County shall, and the City authorizes the County to, operate and maintain the Shelter and provide temporary shelter and board for and hold and dispose of all stray or unwanted animals impounded within the City's limits and in accordance with all applicable laws, ordinances, rules, regulations, or otherwise.

2. Procedures and Prosecution. The County shall implement the following procedures in the administration and enforcement of the City's comprehensive animal control ordinance:

a. The County shall furnish all necessary receipt books and dog/cat tags for the City;

b. Receipts for dog licenses sold by County employees shall be issued by those County employees;

c. All fees and funds collected by County employees shall be immediately provided to the Department pursuant to Department policy, and the Department shall forward all fees and funds to the Davis County Clerk/Auditor pursuant to applicable County policy; and

d. Notices, citations or complaints for the violation of the City's comprehensive animal control ordinance shall be issued so that the person charged shall be required to appear before the appropriate court.

The prosecution of any citations or charges for the violation of the City's comprehensive animal control ordinance shall be the City's responsibility; not the County's responsibility. Any fines collected for such violations shall be retained by the City and court, as specified by law, and the County shall have no entitlement to such fines.

3. Funding for the Department and the Shelter. The Department and the Shelter shall be funded by:

a. The County from its general fund;

b. The compensation and cost reimbursements by the City, and all other participating Davis County cities or other entities, to the County;

c. The capital projects fund regarding the Shelter;

d. The fines, fees, costs, or otherwise collected under this Agreement; and

e. Donations made specifically for the benefit of the Department or the Shelter.

4. Compensation and Costs.

a. The City's calendar year obligation to the County, excluding calls for wild nuisance animal pick up and/or euthanization and the capital projects fund regarding the Shelter, is calculated based upon the following:

1) The combined obligation of all of the cities and/or entities within Davis County that receive animal care and control services from the County, excluding Hill Air Force Base (collectively, the "Combined Cities"), shall be 50% of the projected calendar year expenditures by Davis County for the Department for the applicable calendar year less the projected calendar year revenues by Davis County for the Department arising from licenses, shelter fees, surgical fees, wildlife fees and donations; and

2) The City's specific portion of the 50% obligation of the Combined Cities pursuant to Subsection 4.a.1) directly above shall be the average of the City's calls for animal care and control service for the two calendar years immediately prior divided by the average of all of the Combined Cities' calls for animal care and control service for the two calendar years immediately prior multiplied by the 50% obligation of the Combined Cities pursuant to Subsection 4.a.1) directly above.

The City's annual calendar year obligation to the County for this subsection shall be as set forth in Exhibit A, attached hereto and incorporated herein by this reference, which shall be amended by the Parties on an annual basis, but shall be consistent with Subsections 4.a.1) and 4.a.2) above.

b. The County shall be obligated to satisfy the shortfall between the actual amounts expended by the Department for each calendar year and all of the actual revenues for each calendar year. For example, if the Department's budget for a particular calendar year is \$1,900,000, but the actual amounts expended by the Department for the particular calendar year are \$2,000,000, and the projected revenues for the particular calendar year, including, but not limited to, the revenues generated from the Combined Cities, were \$1,000,000, but the actual revenues for the particular calendar year were \$900,000, then the County's obligation regarding the shortfall for the particular calendar year would equal \$1,100,000 ( $2,000,000 - \$900,000 = \$1,100,000$ ), which is an increased obligation to the County of \$200,000, without any further obligation to any of the Combined Cities.

c. The City's calendar year obligation to the County for wild nuisance animal pick up and/or euthanization calls or services, as more fully described in Subsection 1.b. of this Agreement, is calculated based upon the City's total number of wild nuisance animal pick up and/or euthanization calls or services for the calendar year immediately prior multiplied by \$25.75 per call.

The City's annual calendar year obligation to the County for wild nuisance animal pick up and/or euthanization calls or services shall be as set forth in Exhibit A, attached hereto and incorporated herein by this referenced, which shall be amended by the Parties on an annual basis, but shall be consistent with Subsection 4.c. above.

5. Capital Projects Fund Regarding the Shelter.

a. The amount of the capital projects fund regarding the Shelter shall be \$562,000.00, which shall be funded 50% by the Combined Cities and 50% by the County. For each calendar year of this Agreement, the Combined Cities and the County shall each pay 20% of their total obligation so that by year five of this Agreement, the capital projects fund regarding the Shelter will be fully funded for the applicable five year period of this Agreement.

b. The City's specific portion of the Combined Cities' 50% obligation, pursuant to Subsection 5.a. directly above, shall be the average of the City's calls for animal care and control service for the two calendar years immediately prior divided by the average of all of the Combined Cities' calls for animal care and control service for the two calendar years immediately prior multiplied by the Combined Cities' 50% obligation, pursuant to Subsection 4.a. above.

The City's annual calendar year obligation to the County for this Section shall be set forth in Exhibit A, attached hereto and incorporated herein by this reference, which shall be amended by the Parties on an annual basis, but shall be consistent with Subsection 5.a. and 5.b. above.

6. Funds Received by the City. Any funds paid to, collected by, or received by the City for dog licenses, animal fines and/or fees, and/or animal care and control services, excluding any fines or costs levied or imposed by any court in any legal action commenced or prosecuted by the City, shall be paid and submitted by the City to the County, together with a descriptive record of such funds, within thirty calendar days of receipt of such funds.

7. Budget Advisory Committee. Within three months of the Effective Date (defined below) of this Agreement, a budget advisory committee, consisting of two representatives designated by the County and two City Managers recommended by the City Managers from the Combined Cities, shall be established for the purpose of advising on issues and matters relevant to the Department, including, but not limited to, the Department's budget proposals, capital requests, personnel requests, fee structure, and fine structure. This budget advisory committee shall function solely in an advisory capacity and shall have no binding authority regarding the County's decisions on budget, personnel, or otherwise.

8. Biennial Fee/Fine Survey. The County, through the Department, shall perform a fee/fine survey relevant to the Department on a biennial basis.

9. Effective Date of this Agreement. The Effective Date of this Agreement shall be on the earliest date after this Agreement satisfies the requirements of Title 11, Chapter 13, Utah Code Annotated (the "Effective Date").

10. Term of Agreement. The term of this Agreement shall begin upon the Effective Date of this Agreement and shall, subject to the termination and other provisions set forth herein, terminate on December 31, 2020 at 11:59 p.m. (the "Term"). The Parties may, by written amendment to this Agreement, extend the Term of this Agreement.

11. Termination of Agreement. This Agreement may be terminated prior to the completion of the Term by any of the following actions:

- a. The mutual written agreement of the Parties;
- b. By either party:
  - 1) After any material breach of this Agreement; and
  - 2) Thirty calendar days after the nonbreaching party sends a demand to the breaching party to cure such material breach, and the breaching party fails to timely cure such material breach; provided however, the cure period shall be extended as may be required beyond the thirty calendar days, if the nature of the cure is such that it reasonably requires more than thirty calendar days to cure the breach, and the breaching party commences the cure within the thirty calendar day period and thereafter continuously and diligently pursues the cure to completion; and
  - 3) After the notice to terminate this Agreement, which the non-breaching party shall provide to the breaching party, is effective pursuant to the notice provisions of this Agreement;

c. By either party, with or without cause, six months after the terminating party mails a written notice to terminate this Agreement to the nonterminating party pursuant to the notice provisions of this Agreement; or

d. As otherwise set forth in this Agreement or as permitted by law, ordinance, rule, regulation, or otherwise.

NOTWITHSTANDING ANYTHING TO THE CONTRARY IN THIS AGREEMENT, THIS AGREEMENT IS SUBJECT TO ANNUAL APPROPRIATIONS BY THE PARTIES AND THE PARTIES SHALL EACH HAVE THE RIGHT TO TERMINATE THIS AGREEMENT, AT ANY TIME UPON WRITTEN NOTICE TO THE OTHER PARTY, IF ANNUAL APPROPRIATIONS, AS PART OF THE PARTY'S ANNUAL PUBLIC BUDGETING PROCESS, ARE NOT MADE BY THE PARTY TO ADEQUATELY OR SUFFICIENTLY PAY FOR THE OBLIGATIONS UNDER THIS AGREEMENT, WITHOUT FURTHER OBLIGATION OR LIABILITY TO THE TERMINATING PARTY UNDER THIS AGREEMENT.

12. Records. The County, through the Department, shall maintain books and records of the animal care and control services provided to the City under this Agreement. The books and records shall be maintained in a form and manner which is in compliance with the fiscal and administrative procedures of the County and required by the Office of the Davis County Clerk/Auditor. These books and records shall be available for examination or copying by the City during regular business hours and reasonable times. All records created, received, or held by the County, through the Department, shall be held, disposed of, and accessed subject to the *Government Records Access and Management Act*, codified at Title 63G, Chapter 2, *Utah Code Annotated*.

13. Reports. The County, through the Department, shall report to the City, on a quarterly basis, the animal care and control activities and services provided and performed under this Agreement.

14. Notices. Any notices that may or must be sent under the terms and/or provisions of this Agreement should be delivered, by hand delivery or by United States mail, postage prepaid, as follows, or as subsequently amended in writing:

|                                                                                                        |                                                                                                                                   |
|--------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------|
| <u>To the City:</u><br>Syracuse City<br>Attention: City Manager<br>1979 W 1900 S<br>Syracuse, UT 84075 | <u>To the County:</u><br>Davis County<br>Attn: Chair, Davis County Board of Commissioners<br>P.O. Box 618<br>Farmington, UT 84025 |
|--------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------|

15. Damages. The Parties acknowledge, understand, and agree that, during the Term of this Agreement, the Parties are fully and solely responsible for any and all actions, activities, or business sponsored or conducted by the Parties.

16. Indemnification and Hold Harmless.

a. The City, for itself, and on behalf of its officers, officials, owners, members, managers, employees, agents, representatives, contractors, volunteers, and/or any person or persons under the supervision, direction, or control of the City (collectively, the "City Representatives"), agrees and promises to indemnify and hold harmless the County, as well as the County's officers, officials, employees, agents, representatives, contractors, and volunteers (collectively, the "County Representatives"), from and against any loss, damage, injury, liability, claim, action, cause of action, demand, expense, cost, fee, or otherwise (collectively, the "Claims") that may arise from, may be in connection with, or may relate in any way to the acts or omissions, negligent or otherwise, of the City and/or the City Representatives, whether or not the Claims are known or unknown, or are in law, equity, or otherwise. No term or condition of this Agreement, including, but not limited to, insurance that may be required under this Agreement, shall limit or waive any liability that the City may have arising from, in connection

with, or relating in any way to the acts or omissions, negligent or otherwise, of the City or the City Representatives.

b. The County, for itself, and on behalf of its officers, officials, owners, members, managers, employees, agents, representatives, contractors, volunteers, and/or any person or persons under the supervision, direction, or control of the County (collectively, the "County Representatives"), agrees and promises to indemnify and hold harmless the City, as well as the City's officers, officials, employees, agents, representatives, contractors, and volunteers (collectively, the "City Representatives"), from and against any loss, damage, injury, liability, claim, action, cause of action, demand, expense, cost, fee, or otherwise (collectively, the "Claims") that may arise from, may be in connection with, or may relate in any way to the acts or omissions, negligent or otherwise, of the County and/or the County Representatives, whether or not the Claims are known or unknown, or are in law, equity, or otherwise. No term or condition of this Agreement, including, but not limited to, insurance that may be required under this Agreement, shall limit or waive any liability that the County may have arising from, in connection with, or relating in any way to the acts or omissions, negligent or otherwise, of the County or the County Representatives.

17. Governmental Immunity. The Parties recognize and acknowledge that each Party is covered by the *Governmental Immunity Act of Utah*, codified at Section 63G-7-101, et seq., *Utah Code Annotated*, as amended, and nothing herein is intended to waive or modify any and all rights, defenses or provisions provided therein. Officers and employees performing services pursuant to this Agreement shall be deemed officers and employees of the Party employing their services, even if performing functions outside of the territorial limits of such party and shall be deemed officers and employees of such Party under the provisions of the *Utah Governmental Immunity Act*. Each Party shall be responsible and shall defend the action of its own employees, negligent or otherwise, performed pursuant to the provisions of this Agreement.

18. No Separate Legal Entity. No separate legal entity is created by this Agreement.

19. Approval. This Agreement shall be submitted to the authorized attorney for each Party for review and approval as to form in accordance with applicable provisions of Section 11-13-202.5, *Utah Code Annotated*, as amended. This Agreement shall be authorized and approved by resolution or ordinance of the legislative body of each Party in accordance with Section 11-13-202.5, *Utah Code Annotated*, as amended, and a duly executed original counterpart of this Agreement shall be filed with the keeper of records of each Party in accordance with Section 11-13-209, *Utah Code Annotated*, as amended.

20. Survival after Termination. Termination of this Agreement shall not extinguish or prejudice either Party's right to enforce this Agreement, or any term, provision, or promise under this Agreement, regarding insurance, indemnification, defense, save or hold harmless, or damages, with respect to any uncured breach or default of or under this Agreement.

21. Benefits. The Parties acknowledge, understand, and agree that the respective representatives, agents, contractors, officers, officials, members, employees, volunteers, and/or any person or persons under the supervision, direction, or control of a Party are not in any manner or degree employees of the other Party and shall have no right to and shall not be provided with any benefits from the other Party. County employees, while providing or performing services under or in connection with this Agreement, shall be deemed employees of the County for all purposes, including, but not limited to, workers compensation, withholding, salary, insurance, and benefits. City employees, while providing or performing services under or in connection with this Agreement, shall be deemed employees of the City for all purposes, including, but not limited to, workers compensation, withholding, salary, insurance, and benefits.

22. Waivers or Modification. No waiver or failure to enforce one or more parts or provisions of this Agreement shall be construed as a continuing waiver of any part or provision of this Agreement, which shall preclude the Parties from receiving the full, bargained for benefit under the terms and provisions of this Agreement. A waiver or modification of any of the provisions of this Agreement or of any breach thereof shall not constitute a waiver or modification of any other provision or breach, whether or not similar, and any such waiver or modification shall not constitute a continuing waiver. The rights of and available to each of the Parties under this Agreement cannot be waived or released verbally, and may be waived or released only by an instrument in writing, signed by the Party whose rights will be diminished or adversely affected by the waiver.

23. Binding Effect; Entire Agreement, Amendment. This Agreement is binding upon the Parties and their officers, directors, employees, agents, representatives and to all persons or entities claiming by, through or under them. This Agreement, including all attachments, if any, constitutes and/or represents the entire agreement and understanding between the Parties with respect to the subject matter herein. There are no other written or oral agreements, understandings, or promises between the Parties that are not set forth herein. Unless otherwise set forth herein, this Agreement supersedes and cancels all prior agreements, negotiations, and understandings between the Parties regarding the subject matter herein, whether written or oral, which are void, nullified and of no legal effect if they are not recited or addressed in this Agreement. Neither this Agreement nor any provisions hereof may be supplemented, amended, modified, changed, discharged, or terminated verbally. Rather, this Agreement and all provisions hereof may only be supplemented, amended, modified, changed, discharged, or terminated by an instrument in writing, signed by the Parties.

24. Force Majeure. In the event that either Party shall be delayed or hindered in or prevented from the performance of any act required under this Agreement by reason of acts of God, acts of the United States Government, the State of Utah Government, fires, floods, strikes, lock-outs, labor troubles, inability to procure materials, failure of power, inclement weather, restrictive governmental laws, ordinances, rules, regulations or otherwise, delays in or refusals to issue necessary governmental permits or licenses, riots, insurrection, wars, or other reasons of a like nature not the fault of the Party delayed in performing work or doing acts required under the terms of this Agreement, then performance of such act(s) shall be excused for the period of the delay and the period for the performance of any such act shall be extended for a period equivalent to the period of such delay, without any liability to the delayed Party.

25. Assignment Restricted. The Parties agree that neither this Agreement nor the duties, obligations, responsibilities, or privileges herein may be assigned, transferred, or delegated, in whole or in part, without the prior written consent of both of the Parties.

26. Choice of Law; Jurisdiction; Venue. This Agreement and all matters, disputes, and/or claims arising out of, in connection with, or relating to this Agreement or its subject matter, formation or validity (including non-contractual matters, disputes, and/or claims) shall be governed by, construed, and interpreted in accordance with the laws of the state of Utah, without reference to conflict of law principals. The Parties irrevocably agree that the courts located in Davis County, State of Utah (or Salt Lake City, State of Utah, for claims that may only be litigated or resolved in the federal courts) shall have exclusive jurisdiction and be the exclusive venue with respect to any suit, action, proceeding, matter, dispute, and/or claim arising out of, in connection with, or relating to this Agreement, or its formation or validity. The Parties irrevocably submit to the exclusive jurisdiction and exclusive venue of the courts located in the State of Utah as set forth directly above. Anyone who unsuccessfully challenges the enforceability of this clause shall reimburse the prevailing Party for its attorneys' fees, and the Party prevailing in any such dispute shall be awarded its attorneys' fees.

27. Severability. If any part or provision of this Agreement is found to be invalid, prohibited, or unenforceable in any jurisdiction, such part or provision of this Agreement shall, as to such jurisdiction only, be inoperative, null and void to the extent of such invalidity, prohibition, or unenforceability without invalidating the remaining parts or provisions hereof, and any such invalidity, prohibition, or unenforceability in any jurisdiction shall not invalidate or render inoperative, null or void such part or provision in any other jurisdiction. Those parts or provisions of this Agreement, which are not invalid, prohibited, or unenforceable, shall remain in full force and effect.

28. Rights and Remedies Cumulative. The rights and remedies of the Parties under this Agreement shall be construed cumulatively, and none of the rights and/or remedies under this Agreement shall be exclusive of, or in lieu or limitation of, any other right, remedy or priority allowed by law, unless specifically set forth herein.

29. No Third-Party Beneficiaries. This Agreement is entered into by the Parties for the exclusive benefit of the Parties and their respective successors, assigns and affiliated persons referred to herein. Except and only to the extent provided by applicable statute, no creditor or other third party shall have any rights or interests or receive any benefits under this Agreement. Notwithstanding anything herein to the contrary, the County is expressly authorized by the City to enter into similar agreements with any or all of the other cities, or other governmental or quasi-governmental entities, located within Davis County.

30. Recitals Incorporated. The Recitals to this Agreement are incorporated herein by reference and made contractual in nature.

31. Headings. Headings contained in this Agreement are intended for convenience only and are in no way to be used to construe or limit the text herein.

32. Authorization. The persons executing this Agreement on behalf of a Party hereby represent and warrant that they are duly authorized and empowered to execute the same, that they have carefully read this Agreement, and that this Agreement represents a binding and enforceable obligation of such Party.

33. Counterparts. This Agreement may be executed in any number of counterparts, each of which when so executed and delivered, shall be deemed an original, and all such counterparts taken together shall constitute one and the same Agreement.

[Signature Pages Follow]

WHEREFORE, the Parties have signed this Agreement on the dates set forth below.

SYRACUSE CITY

\_\_\_\_\_  
Mayor

Dated: \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
Syracuse City Recorder

Dated: \_\_\_\_\_

APPROVED AS TO FORM AND LEGALITY:

\_\_\_\_\_  
Syracuse City Attorney

Dated: \_\_\_\_\_

DAVIS COUNTY

\_\_\_\_\_  
Chair, Davis County Board of Commissioners  
Dated: \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
Davis County Clerk/Auditor  
Dated: \_\_\_\_\_

APPROVED AS TO FORM AND LEGALITY:

\_\_\_\_\_  
Davis County Attorney's Office, Civil Division  
Dated: \_\_\_\_\_

# EXHIBIT A

The City's 2016 calendar year obligation to the County for service calls, excluding calls for wild nuisance animal pick up and/or euthanization:

| <u>Title/Category</u>                                                   | <u>Subtitle/Subcategory</u> | <u>Amount</u>                             |
|-------------------------------------------------------------------------|-----------------------------|-------------------------------------------|
| Budgeted 2016 Expenditures by Davis County for Animal Care and Control: | Personnel:                  | \$1,474,056                               |
|                                                                         | Operating:                  | \$307,165                                 |
|                                                                         | Capital Equipment:          | \$44,217                                  |
|                                                                         | Allocations:                | + \$69,811                                |
|                                                                         | Total Expenditures:         | \$1,895,237                               |
| Projected 2016 Revenues of Davis County Animal Care and Control:        | Licenses                    | \$220,000                                 |
|                                                                         | Shelter Fees                | \$190,000                                 |
|                                                                         | Surgical Fees               | \$45,000                                  |
|                                                                         | Wildlife Fees               | \$50,393                                  |
|                                                                         | Donations                   | + \$11,500                                |
|                                                                         | Total Revenues:             | \$516,893                                 |
| Projected 2016 Expenditures Less Projected 2016 Revenues:               |                             | \$1,895,237<br>- \$516,893<br>\$1,378,345 |
| Combined Cities' 50% Obligation:                                        |                             | \$1,378,345<br>x 0.50<br>\$689,172        |
| Average of the City's Total Billable Calls for 2014 and 2015:           |                             | 880                                       |
| Average of Combined Cities' Total Billable Calls for 2014 and 2015:     |                             | 11,543                                    |
| The City's 2015 Usage Rate:                                             |                             | 880/<br><u>11,543</u><br>7.62%            |
| The City's 2016 Calendar Year Obligation to the County:                 |                             | \$52,514.93                               |

The City shall pay the foregoing calendar year obligation to the County on a monthly basis and within thirty calendar days of receipt of a monthly invoice from the County.

The City's 2016 calendar year obligation to the County for wild nuisance animal pick up and/or euthanization calls or services:

| <u>Title/Category</u>                                                 | <u>Frequency/Amount</u> |
|-----------------------------------------------------------------------|-------------------------|
| The City's Wildlife Calls for 2015                                    | 86                      |
| Cost to City for Each Wildlife Call in 2015                           | \$25.75                 |
| The City's 2016 Calendar Year Obligation to County for Wildlife Calls | \$2,214.50              |

The City shall pay its calendar year obligation to the County for wild nuisance animal pick up and/or euthanization calls or services on a monthly basis and within thirty calendar days of receipt of a monthly invoice from the County.

The City's 2016 calendar year obligation to the County  
for the capital projects fund regarding the Shelter:

| <u>Title/Category</u>                                                        | <u>Amount</u> |
|------------------------------------------------------------------------------|---------------|
| Total of Capital Projects Fund Regarding the Shelter:                        | \$562,000.00  |
| Combined Cities' Portion of the Capital Projects Fund Regarding the Shelter: | \$281,000.00  |
| 2016 Obligation of the Combined Cities:                                      | \$56,200.00   |
| The City's 2015 Usage Rate:                                                  | 7.62%         |
| The City's 2016 Calendar Year Obligation to the County:                      | \$4,282.44    |

The City shall pay the foregoing calendar year obligation to the County on a monthly basis and within thirty calendar days of receipt of a monthly invoice from the County.



# COUNCIL AGENDA

May 24, 2016

Agenda Item #d                      Presentation from bidders on insurance RFP.

## **Factual Summation**

- At the request of the City Council, administration advertised a request for proposal (RFP) for general liability, auto, and property insurance.
- Any question regarding this agenda item may be directed at City Manager Brody Bovero.
- We had two bidders on the RFP – Olympus and Utah Local Government Trust.
- We have asked each bidder to make a 10-15 minute presentation to the City Council.
- Administration assembled a review committee of 6 individuals to evaluate the written bids and grade them based on the following factors:
  - Overall Cost, Coverage, and Approach
  - Experience and qualification servicing the public sector
  - Service Team - a. Experience b. Expertise c. Education
  - Loss Prevention
    - a. Extent of agency's ability to analyze risk
    - b. Scope of loss prevention programs and training
    - c. Breadth of education and certification offerings
  - AM Best ratings for proposed carriers and/or reinsurers
  - Quality of references
- The results of the review committee have been compiled and attached with this factual summation.
- The bidder's requests for proposal documents have also been dropped separately in your drop boxes for your review.

## **Recommendation**

- We recommend that the City Council review the committee evaluation scores, the bidder documents, and the presentation from the bidders to determine which bidder would be their preferred choice.
- We recommend that the City Council award the contract at our next business meeting on June 14, 2016. The effective date of the contract would start July 1, 2016 and be for a term of 1 year.

|                                                  |               | 1                | 2                                  |
|--------------------------------------------------|---------------|------------------|------------------------------------|
| <b>Syracuse City - Insurance RFP Review</b>      |               | <b>Firm Name</b> | <b>Firm Name</b>                   |
|                                                  |               | <b>Olympus</b>   | <b>Utah Local Government Trust</b> |
|                                                  | <b>Points</b> |                  |                                    |
| <b>1. Experience and Qualifications</b>          | <b>0-20</b>   | <b>19.7</b>      | <b>19.3</b>                        |
| Licensed                                         |               |                  |                                    |
| Experience                                       |               |                  |                                    |
| Total years of Experience - all levels of staff  |               |                  |                                    |
| Local Government Experience                      |               |                  |                                    |
| Staff Training and Academic Experience           |               |                  |                                    |
| Expertise                                        |               |                  |                                    |
| Education                                        |               |                  |                                    |
|                                                  |               |                  |                                    |
| <b>2. Loss Prevention Program</b>                | <b>0-20</b>   | <b>19.5</b>      | <b>18.8</b>                        |
| Scope of agencies ability to analyze risk        |               |                  |                                    |
| Scope of loss prevention programs and training   |               |                  |                                    |
| Breadth of education and certification offerings |               |                  |                                    |
|                                                  |               |                  |                                    |
| <b>3. AM Best Rating</b>                         | <b>0-10</b>   | <b>10</b>        | <b>8.5</b>                         |
|                                                  |               |                  |                                    |
|                                                  |               |                  |                                    |
| <b>4. Coverage, cost, and overall approach</b>   | <b>0-40</b>   | <b>32.2</b>      | <b>34</b>                          |
| Overall coverage levels and deductibles          |               |                  |                                    |
| Overall cost of insurance                        |               |                  |                                    |
| Approach to providing coverage                   |               |                  |                                    |
|                                                  |               |                  |                                    |
|                                                  |               |                  |                                    |
| <b>5. Quality of References</b>                  | <b>0-10</b>   | <b>9.5</b>       | <b>9.8</b>                         |
| Number of References                             |               |                  |                                    |
| Reviews positive vs negative?                    |               |                  |                                    |
|                                                  |               |                  |                                    |
| <b>Total Points</b>                              | <b>100</b>    | <b>90.9</b>      | <b>90.4</b>                        |



# COUNCIL AGENDA

May 24, 2016

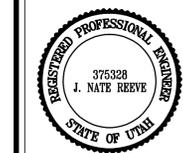
Agenda Item #e                      Discussion on Stoker Garden PRD secondary water.

## **Factual Summation**

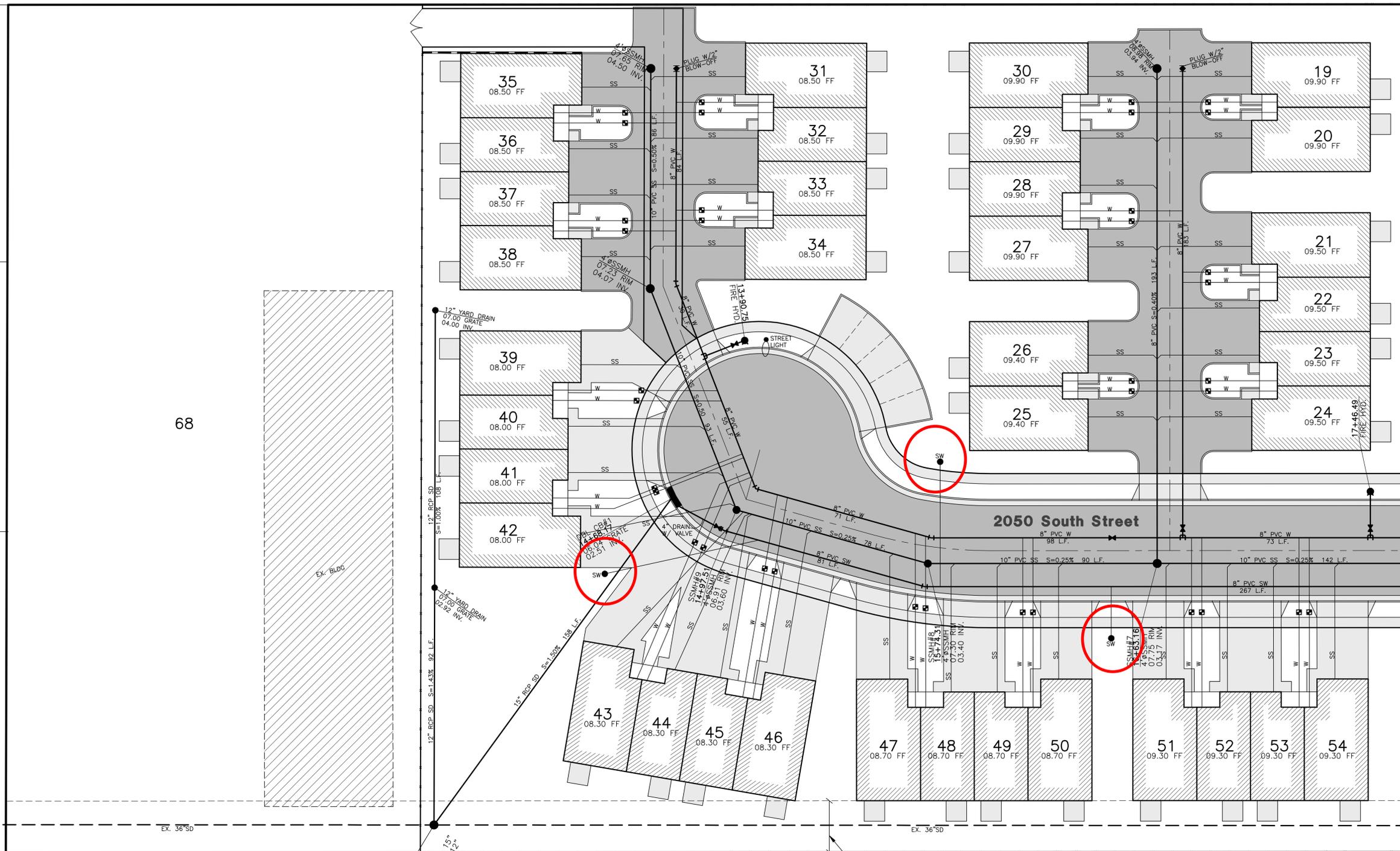
- This factual summation was written by Finance Director Stephen Marshall.
- Any question regarding this agenda item may be directed at City Manager Brody Bovero.
- This item was added to the agenda for review at the request of Councilmember Lisonbee and Anderson.
- We met with the property manager for Stoker Garden PRD because residents in the PRD had concerns about the amount that were paying on their secondary water bill.
- Stoker Garden PRD is unique because there are 66 total town homes in the development, but not every town home has a secondary water connection. There are a total of 8 – 2” secondary water connections in the HOA. Because we do not meter the water, our only way of charging for secondary water is based on line size. A 2” connection line is \$103.11. Since there are 8 lines, we charge the HOA \$824.88 each month. They pay the bill and charge each unit \$12.50 per month (824.88 / 66 units).
- I have added in your packet a map of the area showing the connections and the memorandum I created to determine the amount the City should bill the HOA.

| REVISIONS | DATE     | DESCRIPTION        |
|-----------|----------|--------------------|
|           | 12-12-11 | RR Lot 68 Boundary |
|           | 12-22-11 | RR City Comments   |

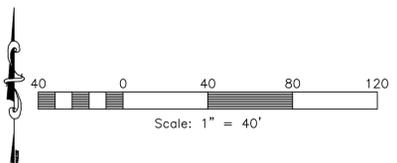
**Stoker Gardens P.R.D. Improvement Plans**  
 SYRACUSE CITY, DAVIS COUNTY, UTAH



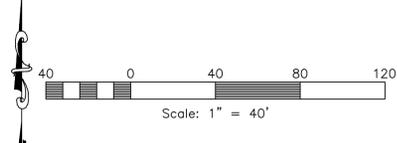
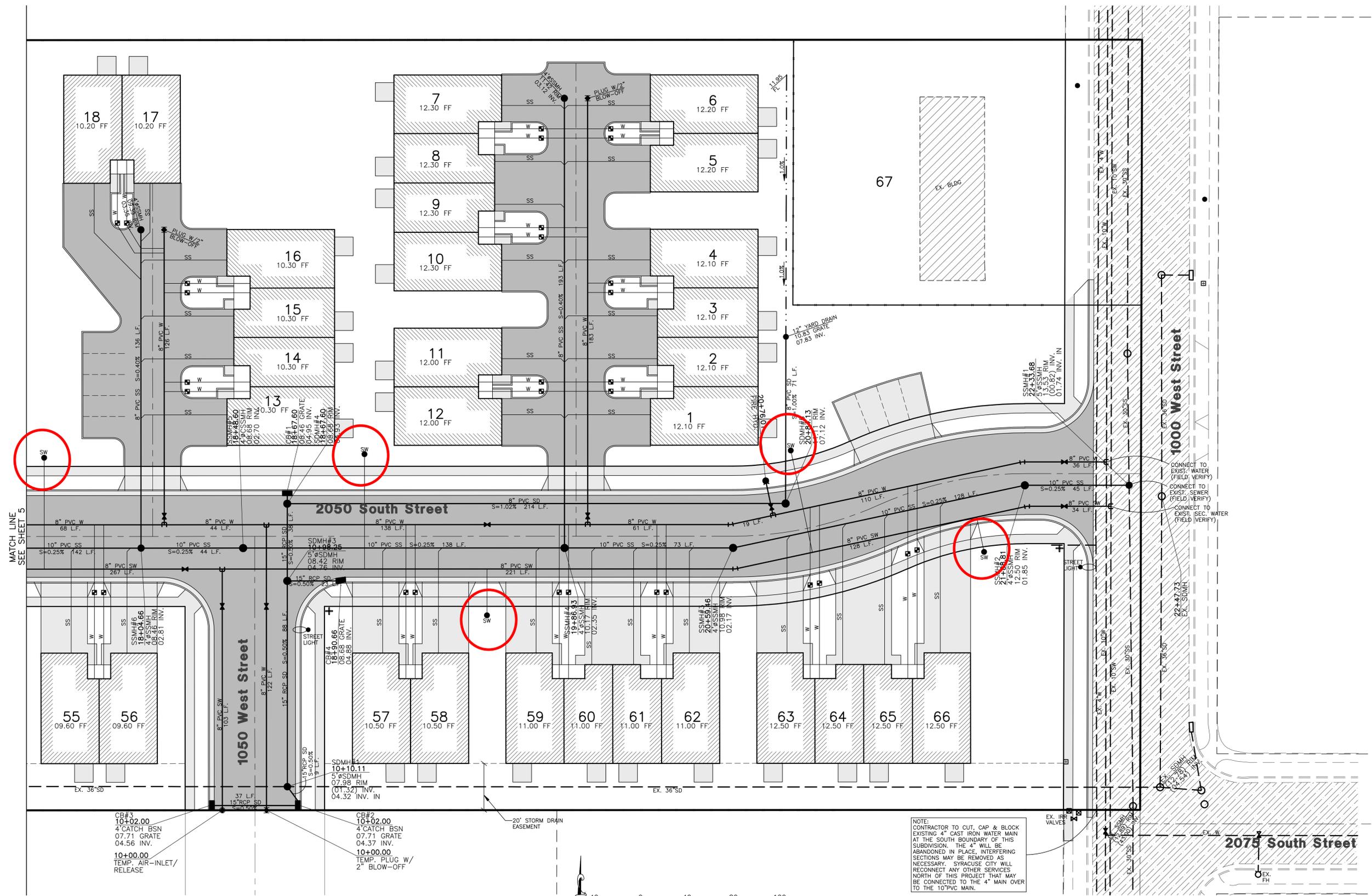
**Project Info.**  
 Engineer: J. NATE REEVE, P.E.  
 Drafter: R. HANSEN  
 Begin Date: NOVEMBER 28, 2011  
 Name: STOKER GARDNES P.R.D. SUBDIVISION  
 Number: 3784-42



68



MATCH LINE  
 SEE SHEET 6



| REVISIONS | DATE     | DESCRIPTION        |
|-----------|----------|--------------------|
|           | 12-12-11 | RH Let GB Boundary |
|           | 12-22-11 | RH City Comments   |

**Stoker Gardens P.R.D. Improvement Plans**  
 SYRACUSE CITY, DAVIS COUNTY, UTAH



**Project Info.**  
 Engineer: J. NATE REEVE, P.E.  
 Drafter: R. HANSEN  
 Begin Date: NOVEMBER 28, 2011  
 Name: STOKER GARDNES P.R.D. SUBDIVISION  
 Number: 3784-42

Sheet **13**  
 6 Sheets

Revised 12-22-11



## MEMORANDUM

### Summary

This memorandum serves as a document in determining and calculating an appropriate secondary water charge for the Stoker Garden Home Owners Association (HOA).

### Background

Stoker Gardens is located at approximately 2050 South 1000 West in Syracuse. Stoker Gardens is a PRD development. It has a total of 66 units in the planned development. The individual units are billed for the secondary water through one common HOA utility account (Account #6.2.500.02). There are a total of 8 secondary water connections that service the area. All of the connections are 2 inch connections. Based on our consolidated fee schedule, each secondary water connection has a monthly service fee of \$103.11 per month. Upon the completion of the 66 units, the HOA will be billed a total monthly fee of \$824.88 per month (8 connections X \$103.11).

During the construction and completion of the Stoker Gardens PRD development, the City will calculate a prorated charge based on the number of completed units to the total number of units. This prorated charge will be re-evaluated quarterly until the completion of the development. The City will round to the nearest full connection charge.

## Calculation

As of March, 2016, all units are completed in the Stoker Garden development. Therefore, the total charge for the secondary water will be assessed as follows:

$$\frac{66 \text{ Completed Units}}{66 \text{ Total Units}} = 100\% \text{ Complete}$$

$$100\% \times 8 \text{ Connections} = 8 \text{ Connections}$$

$$8 \text{ Connections} \times \$103.11 = \$824.88 \text{ per month.}$$

The secondary water charge will be \$824.88 per month and will be billed directly to the Stoker Garden's HOA utility account. This document will be reassessed in April 2016.



# COUNCIL AGENDA

May 24, 2016

Agenda Item “f”

## Storm Water Management Program

### *Factual Summation*

- Any questions about this agenda item can be directed to Robert Whiteley.
- Syracuse City has updated the SWMP in compliance with the Utah Pollutant Discharge Elimination System General Permit for discharges from small municipal separate storm sewer systems issued by the Utah Division of Water Quality. This general permit is issued in compliance with the provisions of the Utah Water Quality Act, Title 19, Chapter 5, UCA 2004 and the Federal Water Pollution Control Act (33 USC).
- Updates to the SWMP are required each time the general permit is reissued. This permit is effective March 1, 2016 and expires Feb 28, 2021 when the permit will again be renewed. Permittees that are renewing are given 120 days after the effective date to submit an updated SWMP to the division.
- The main purpose of the SWMP is to provide a program that will improve the quality of storm water to the maximum extent practicable. These are achieved by setting measurable goals through six control measures. The control measures include the following:
  - Public education and outreach on storm water impacts
  - Public involvement / participation
  - Illicit discharge detection and elimination
  - Construction site storm water runoff control
  - Long-term storm water management in new development and redevelopment
  - Pollution prevention and good housekeeping for municipal operations

### *Recommendation*

This 2016 SWMP is for city council’s review in a work session. It will be scheduled on the city council agenda with a public hearing on June 14, 2016 with the anticipation that the council will pass a resolution to adopt the 2016 SWMP.



# Storm Water Management Program

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Syracuse City  
May 2016

# SYRACUSE CITY CORPORATION

Syracuse, Utah

## Storm Water Management Program

Updated May 2016



Prepared by:

Robert Whiteley, PE  
Public Works Director

SYRACUSE CITY CORPORATION  
Storm Water Management Program

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## **1.0 Introduction**

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### **1.1 Introduction**

This Storm Water Management Program (SWMP) has been developed exclusively for Syracuse City, Utah. Syracuse City is located between Ogden and Salt Lake City in Davis County west of Layton City and situated along the east shore of the Great Salt Lake. This SWMP has been implemented for the purpose of:

1. Reducing the discharge of pollutants from the Municipal Separate Storm Sewer System (MS4);
2. Protect water quality; and
3. Satisfy the appropriate water quality requirements of the Utah Water Quality Act

Six control measures have been incorporated into the SWMP in order to implement the program in accordance with the Small MS4 General UPDES Permit UTR 090000. These control measures include the following:

1. Public education and outreach on storm water impacts
2. Public involvement / participation
3. Illicit discharge detection and elimination (IDDE)
4. Construction site storm water runoff control
5. Long-term storm water management in new development and redevelopment (post-construction storm water management)
6. Pollution prevention and good housekeeping for municipal operations

The water quality within Syracuse City is relatively good. None of the streams or waterways has been identified as protected under Section 303(d) of the USEPA regarding impaired waters. This list is found online at the following link:

<http://www.deq.utah.gov/ProgramsServices/programs/water/wqmanagement/assessment/PreviousIR.htm>.

Syracuse City is an active member of the Davis County Storm Coalition. The coalition works together to promote improved storm water quality. Nitrogen and phosphorus reductions are a collaborative effort with the

storm coalition to evaluate, identify, target, and provide outreach in order to improve water quality in the area.

The storm drain system is maintained by Syracuse City Public Works Department, Environmental Division. The Environmental Superintendent is responsible to implement and coordinate the Best Management Practices (BMP's) contained within this SWMP.

This SWMP is reviewed annually in conjunction with the preparation of an annual report submitted to the State Department of Environmental Quality, Division of Water Quality. Any updates to this report follow procedures outlined in Section 4.4 of the general permit.

## **1.2 Definitions**

The following definitions are to be used in conjunction with those found in Utah Administrative Code R317. The following terms have the meaning as set forth:

BMP means "best management practice".

CCTV means "closed circuit television.

CIP means a "Capital Improvement Plan".

DWQ means "the Utah Division of Water Quality".

Illicit Connection means any man-made conveyance connecting an illicit discharge directly to a municipal separate storm sewer system.

Illicit Discharge means any discharge to a municipal separate storm sewer that is not composed entirely of storm water, except discharges pursuant to a UPDES Permit and discharges resulting from emergency firefighting activities.

LID means "Low Impact Development" which is an approach to land development that works with nature to more closely mimic pre-development hydrologic functions.

MS4 means "Municipal Separate Storm Sewer System", which means a conveyance or system of conveyances (including roads with drainage systems, municipal streets, catch basins, curbs, gutters, ditches, man-made channels, or storm drains) pursuant to R317-8-1.6(4),(7), & (14), or designated under UAC R317-8-3.9(1)(a)5:

- a) That is owned or operated by a state, city, town, county, district, association, or other public body (created by or pursuant to State Law) having jurisdiction over disposal of wastes, storm water, or other wastes, including special districts under State Law such as a sewer district, flood control district, or drainage district, or similar entity, or a designated and approved management agency under section 208 of the Federal Clean Water Act that discharges to waters of the State;
- b) That is designated or used for collecting or conveying storm water;
- c) Which is not a combined sewer; and
- d) Which is not part of a publicly-owned treatment works as defined in 40CFR 122.2.

MEP means "Maximum Extent Practicable" which is the technology-based discharge standard for Municipal Separate Storm Sewer Systems established by the Federal Clean Water Act 402(p)(3)(B)(iii), which reads: "Permits for discharges from municipal storm sewers shall require controls to reduce the discharge of pollutants to the maximum extent practicable, including management practices, control techniques, and system, design, and engineering methods, and other such provisions as the Administrator or the State determines appropriate for the control of such pollutants."

NOI means "Notice of Intent", which is the mechanism used to register for coverage under a General Permit.

Non-analytical monitoring refers to monitoring for pollutants by means other than UAC R317-2-10 and 40 CFR 136, such as visually or by qualitative tools that provide comparative or rough estimates.

Outfall means a point source as defined by UAC R317-8-1.5(34) at the point where a municipal separate storm sewer discharges to waters of the state and does not include open conveyances connecting two municipal separate storm sewers, or pipes, tunnels, or other conveyances which connect segments of the same stream or other waters of the state and are used to convey waters of the state.

Phase 2 areas means areas regulated under UPDES storm water regulations encompassed by small municipal separate storm sewer systems. The Phase 2 Rule automatically covers on a nationwide basis all small municipal separate storm sewer systems located in urbanized areas as defined by the Bureau of Census and on a case-by-case basis those small municipal

separate storm sewer systems located outside urbanized areas that the UPDES permitting authority designates.

Permittee means a federal or state agency, municipality, county, or district that owns or operates a storm drain collection system or who is in direct responsible charge for operation and maintenance of the storm drain collection system.

Phase 2 areas means areas regulated under UPDES storm water regulations encompassed by small municipal separate storm sewer systems. The Phase 2 Rule automatically covers on a nationwide basis all small municipal separate storm sewer systems located in urbanized areas as defined by the Bureau of Census and on a case-by-case basis those small municipal separate storm sewer systems located outside urbanized areas that the UPDES permitting authority designates.

Priority construction site means a construction site that has potential to threaten water quality when considering the following factors: soil erosion potential; site slope; project size and type; sensitivity of receiving waterbodies; proximity to receiving waterbodies; non-storm water discharges and past record of non-compliance by the operators of the construction site.

Runoff means storm water and water from other sources that travels across the land surface, or laterally through the ground near the land surface, and discharges to water bodies either directly or through a collection and conveyance system.

SOP means "Standard Operating Procedure" which is a set of written instructions that document a routine or repetitive activity.

Storm Drain Collection System means a system for the collection and conveyance of storm waters. The storm drain collection system does not include: private sewer systems owned and operated by a homeowners association or an owner of real property; and systems that collect and convey sewer, flood irrigation, or land drain.

Storm water means storm water runoff, snowmelt runoff, and surface runoff and drainage.

SWMP means "Storm Water Management Program" which is a document used to describe the various control measures and activities that are implemented by the Permittee. It includes a set of measurable goals, actions, and activities designed to protect water quality by methods to

reduce the discharge of pollutants from municipal separate storm sewer systems to the maximum extent practicable.

TMDL means "Total Maximum Daily Load", which refers to a study that quantifies the amount of a pollutant in a stream; identifies the sources of the pollutant; and recommends regulatory or other actions that may need to be taken in order for the impaired waterbody to meet water quality standards.

Urbanized Area is a land area comprising one or more places and the adjacent density settled surrounding area that together have a residential population of at least 50,000 and an overall population density of at least 1,000 people per square mile.

UPDES means "Utah Pollutant Discharge Elimination System".

Waters of the State means all streams, lakes, ponds, marshes, water-courses, waterways, wells, springs, irrigation systems, drainage systems, and all other bodies or accumulations of water, surface and underground, natural or artificial, public or private which are contained within, flow through, or border upon this state or any portion thereof, except bodies of water confined to and retained within the limits of private property, and which do not develop into or constitute a nuisance, or public health hazard, or a menace to fish and wildlife which shall not be considered to be waters of the state under this definition UAC R317-1-1.

### **1.3 General Requirements**

General requirements for a storm water management program, as specified in the Small MS4 General Permit include the following:

1. Permit number;
2. MS4 location description and map;
3. Information regarding the overall water quality concerns, priorities, measurable goals, and interim milestones specific to the Permittee that were considered in the development and/or revisions to the SWMP document;
4. A description of the program elements that will be implemented (or are already being implemented) in each of the six minimum control measures;

5. A description of any modifications to ordinances or long-term / ongoing processes implemented in accordance with the previous MS4 General Permit for each of the six minimum control measures;
6. A description of how the Permittee intends to meet the requirements of the Permit as described in Part 4.0 by either referencing existing program areas that already meet the Permit requirements or a description and relevant measurable goals that include, as appropriate, the year by which the Permittee will achieve required actions, including interim milestones;
7. Joint submittals of Co-Permittees (if applicable) and the associated responsibility in meeting requirements of the SWMP;
8. A certification and signature;
9. Specific details for complying with the required items in each of the six minimum control measures.

#### **1.4 Storm Water Ordinance**

Syracuse City has an Illicit Discharge and Erosion Control ordinance in Title 4, Chapter 40 that has been adopted by the governing body. No modifications to the ordinance have been necessary since the previous MS4 General Permit. The ordinance is found online at the following link:

<http://www.codepublishing.com/UT/Syracuse/>

#### **1.5 Nitrogen and Phosphorous**

The significant increase in recent years of nitrogen and phosphorus in water bodies across the country has intensified water quality problems. Excess nitrogen and phosphorus in Utah waters harm our streams, rivers, and lakes.

The Division of Water Quality (DWQ) is currently at work on a nutrient reduction plan tailored to the unique needs of Utah waters. DWQ has already identified numerous watersheds in the state that are affected by high nutrient levels. In an effort to reverse this disturbing trend, DWQ, in partnership with a comprehensive team of key stakeholders, established a working group to develop acceptable benchmarks for nitrogen and phosphorus and develop nutrient reduction programs to reduce nutrient loads entering the state's waters.

Nitrogen and phosphorus are nutrients that are a part of all aquatic ecosystems and support the growth of the algae and aquatic plants that provide food and habitat for fish and smaller aquatic organisms. However, excess nitrogen and phosphorus, or nutrient pollution, can result in serious water quality problems. It impairs drinking water, endangers aquatic life, and threatens recreational uses. Nutrient pollution can also pose serious risks to human and animal health and damage to the economy.

Excess nitrogen and phosphorus in the water causes algae and some types of bacteria to grow faster than ecosystems can handle, a process known as eutrophication. Large growths of algae, called algal blooms, reduce oxygen in the water, stressing or killing fish. Algal blooms also harm water quality, food resources and habitats. Some blooms are harmful to humans because they contain bacteria that can produce toxins that can make people sick if they swim in or drink the contaminated water.

The Division's goal is to protect Utah's waters for their beneficial uses while taking into consideration the respective characteristics and potential of these waters. Given the wide diversity of streams and lakes throughout Utah, the levels of nutrients protective of the beneficial uses in one type of stream will be different in another type of stream. DWQ, in collaboration with a team of core stakeholders, has assembled a toolbox of comprehensive and adaptive solutions to tackle the problem of nutrient pollution in Utah. Strategies to address nutrient pollution include:

- Nutrient standards that limit pollutants and protect water bodies for their beneficial uses.
- Statewide monitoring to identify water bodies with nutrient problems.
- Site-specific strategies that account for the differences in water bodies and their sources of nutrient pollution.
- Technology- based effluent limits for wastewater treatment discharges to be phased in over time.
- An environmental stewardship certification program, along with guidance on the application of Best Management Practices (BMPs), for agricultural nonpoint sources of nutrient pollution.



## **2.0 SWMP General Information**

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### **2.1 Program Effective**

This Storm Water Management Program was adopted by Syracuse City Council by Resolution [R16-xx] on [June 14, 2016].

### **2.2 Local Contact Representatives**

The responsible representative(s), position and phone number for Syracuse City with regard to this SWMP listed in notification priority order are:

|                                            |                                  |              |
|--------------------------------------------|----------------------------------|--------------|
| Public Works after hours emergency on-call |                                  | 801-643-5775 |
| Darel Webb                                 | Environmental Superintendent     | 801-837-6777 |
| Braydon Mettler                            | Environmental Maintenance Worker | 801-390-8891 |
| Robert Whiteley                            | Public Works Director            | 801-614-9682 |
| Kathryn Lukes                              | Administrative Professional      | 801-825-7235 |
| Brian Bloemen                              | Engineer                         | 801-614-9630 |

### **2.3 Agency Contacts**

|                                                       |                                |              |
|-------------------------------------------------------|--------------------------------|--------------|
| Rachelle Blackham                                     | Davis County Health Department | 801-525-5107 |
| Loren Allen                                           | Davis County Health Department | 801-525-5102 |
| Chris Rozelle                                         | Utah Trust Claims Manager      | 801-936-6400 |
| Constitution State Services                           | (file a claim)                 | 800-243-2490 |
| Utah Division of Water Quality                        | Environmental Incidents        | 801-536-4123 |
| Utah Division of Water Quality                        | General Office                 | 801-536-4300 |
| Utah Division of Water Quality                        | Wireless                       | 801-231-1769 |
| Utah Division of Environmental Response & Remediation |                                | 801-536-4123 |

### **2.4 Description of Roles and Responsibilities**

The following positions have the described responsibility for implementation and management of the specific measures as described in the SWMP.

#### Public Works Director

This individual is responsible for overall management of the storm water collection system. Responsibilities include working with governance to assure sufficient budget is allocated to implement the SWMP, maintenance

of the SWMP documentation, development of a capital improvement program and general supervision of all public works staff.

Environmental Superintendent

This individual is responsible for daily implementation of the SWMP. This includes maintenance activities, compliance with the General Permit requirements, and monitoring and measurement reporting requirements.

Environmental Maintenance Worker

This individual is responsible in assisting the Environmental Superintendent with maintenance activities, compliance with SWMP requirements, and monitoring and measurement reporting requirements.

Administrative Professional

This individual is responsible for receiving emergency notifications and making notifications to necessary individuals and agencies. This individual also assists with recordkeeping of the SWMP and well as reporting annually and as needed.

Engineer

This individual is responsible for the development and maintenance of collection system design standards, maintenance of collection system mapping and maintenance of the storm drain system model.

**2.5 Organization Chart**

Below is the organization chart associated with the SWMP.



## **3.0 Public Education and Outreach on Storm Water Impacts**

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### **3.1 Existing Program Elements**

Public education is an essential part of the success of this SWMP. Reaching out to the public is achieved in many ways, such as: newsletter, website, social media, email, signs, printed material, public meetings, pre-development meetings, pre-construction meetings, staff meetings, surveys, volunteer service requests, and community events. Emergency situations may justify other means of public notification, such as: television, radio, and reverse phone notification. Typically our city will encourage the public annually (during the Utah Shake Out) to sign up for Code Red, which is an avenue that people can voluntarily sign up for emergency notifications occurring in their area. Utilizing these methods, the public becomes more aware of the ways to improve water quality in storm water.

### **3.2 Long-term Ongoing Processes**

All of the requirements in this control measure have already been programmed and are an ongoing process. Some of the improvements have been the use of social media with the ever-growing ability to reach large audiences; also the increasing number of individuals signed up on Code Red.

### **3.3 Measurable Goals**

One goal identified in this control measure includes creating a list of institutions, industrial, and commercial parties in the city in order to provide information to them on the prohibition of illicit discharges and improper waste disposal. This should be achieved by August 31, 2016. (Control Measure 1c, Permit 4.2.1.3).

Another goal is to develop a simple checklist of information that can be provided to Developers and their engineers and contractors. The information would involve developing a SWPPP with BMP's to reduce adverse impacts from storm water runoff generated from development. Many developers already have an understanding of SWPPP requirements. Therefore a short and simple checklist including resources for more information would more likely reach their attention. This could be emailed

or handed to them during the application process. The checklist should be created by Dec 31, 2016. (Control Measure 1d, Permit 4.2.1.4)

### **3.4 Summary**

A detailed summary of the control measures including: permit requirements, audience, goals, milestones, achievement method, frequency, and BMP's are included in the appendix.

## **4.0 Public Involvement / Participation**

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### **4.1 Existing Program Elements**

Public participation is achieved with ordinances that have been in place to regulate storm water quality. The ordinance is the controlling document to comply with the general permit for discharges from small municipal separate storm sewer systems.

The Storm Water Management Program is made available to the public for review and input. Once drafted, it is placed in a packet presented to the city council. The contents of the packet are available on the city website. The city council reviews the document in a work session as well as in a regular business session. Both sessions allow the council as well as the public to provide input during a public hearing that is given proper public noticing according to state law.

Once the SWMP is adopted by resolution from the city council, it is posted to the city website throughout the life of the permit. Contact information is included in the SWMP document for interested parties having inquiries.

### **4.2 Long-term Ongoing Processes**

All of the requirements in this control measure have already been programmed and are an ongoing process. Some of the improvements have been the ability to include more comprehensive information in the council packet, since they are all accessed electronically. This also improves the ability to share information to the public.

### **4.3 Measurable Goals**

All of the goals have been achieved in this control measure.

### **4.4 Summary**

A detailed summary of the control measures including: permit requirements, audience, goals, milestones, achievement method, frequency, and BMP's are included in the appendix.

## **5.0 Illicit Discharge Detection and Elimination**

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### **5.1 Existing Program Elements**

An IDDE program is in place to systematically find and eliminate sources of non-storm water discharges and to prevent illicit connections and discharges. This program is included in the appendix.

### **5.2 Long term Ongoing Processes**

Maps of the storm system are updated annually with all new developments and modifications. Maps include the outfalls of the storm system that discharge into ditches that feed the Great Salt Lake.

Ordinance is in place to prohibit all non-storm water discharges including spills, illicit connections, illegal dumping, and sanitary sewer overflows. The ordinance includes enforcement for violations.

Priority areas likely to have illicit discharges include: Freeport Center and new construction. The Freeport Center is outside the city, but is an industrial area upstream of the city. The storm drain pipes downstream of the Freeport Center are checked annually for any potential threat of contamination in the storm drain. New Construction is checked for correct connection to utility laterals that are stubbed into the lot. This check is done as a part of the building inspection. It is accomplished by dye testing the pipes. A certificate of occupancy cannot be issued if this test fails.

Dry weather screening all outfalls is done once every five years. An inspection process and form is included in the appendix.

Standard Operating Procedures have been established for tracing the source of an illicit discharge, characterizing the potential threat of an illicit discharge, completing a spill report, and removing the discharge. These SOP's are found in the appendix.

Information is given to the public regarding the hazards associated with illicit discharges and improper disposal of waste, as well as collection facilities available for household hazardous waste. A hotline is available to the public for notification of spills and illicit discharges. The city website is also available and widely used by the public for "Fix-it Request", which initiates a work order for the maintenance crew.

A spill/dumping response plan and flowchart is included in the IDDE Program found in the appendix. All incidents are kept on file for review and tracking.

All employees are trained during orientation and annually regarding the IDDE program. The training includes: identification, investigation, termination, cleanup, and reporting of all illicit discharges. The training reviews spills, improper disposal, and illicit connections.

### **5.3 Measurable Goals**

There are no goals for this control measure. All requirements are currently programmed.

### **5.4 Summary**

A detailed summary of the control measures including: permit requirements, audience, goals, milestones, achievement method, frequency, and BMP's are included in the appendix.

## **6.0 Construction Site Storm Water Runoff Control**

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### **6.1 Existing Program Elements**

Storm water pollution reduction from construction sites is currently programmed as a part of this SWMP.

### **6.2 Long term ongoing processes**

An ordinance is currently in place to reflect UPDES requirements for construction activities. Developers and contractors are made aware of the ordinance requirements during pre-construction meetings. All enforcement actions are documented and kept on file. An SOP is in place for pre-construction reviews of SWPPP's on construction projects. An SOP for construction site inspection is also in place. All SOP's are found in the Standard Operating Procedure manual.

All phases of construction are inspected monthly. Contractors are notified of the requirements to clean up the site and file a Notice of Termination with the State and the city. A deposit is returned after the site is completely cleaned up and temporary BMP's are removed. Priority construction sites are inspected bi-weekly. All inspections, re-inspections, and enforcements are tracked on inspection reports. Records are kept for five years.

A hotline is available to the public for notification of pollution concerns on construction sites. The public also has access to "Fix-it request" on the city website.

All staff having involvement in the SWMP are trained on an annual basis.

### **6.3 Measurable Goals**

The ordinance is reviewed periodically to ensure that all permit requirements are being met. Items such as property access and enforcement strategies will be reviewed in the next ordinance update. (Control Measure 4c and 4d)

## **6.4 Summary**

A detailed summary of the control measures including: permit requirements, audience, goals, milestones, achievement method, frequency, and BMP's are included in the appendix.

## **7.0 Long-term Storm Water Management in New Development and Redevelopment**

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### **7.1 Existing Program Elements**

Ordinance is in place that includes post-construction controls. The ordinance includes enforcement for violators, protects water quality, and aims to reduce pollutants to the storm drain system. The general plan describes a sensitive overlay zone to protect sensitive areas of the city.

### **7.2 Long term ongoing processes**

At project close-out, a final warranty inspection is performed to ensure that the as-built infrastructure was constructed properly. Long term storm water management controls are checked during the final inspection.

All privately-owned detention basins are required to have a maintenance agreement in place. These basins are inspected once every five years by the city to ensure they are being maintained properly.

All staff having involvement in the SWMP are trained on an annual basis.

An inventory of all public and private detention basins are updated annually.

### **7.3 Measureable Goals**

The ordinance is reviewed periodically to ensure that all permit requirements are being met. Items such as access on private property, enforcement strategies for repeat violators and storm water detention to the 90<sup>th</sup> percentile will be reviewed in the next ordinance update. (Control Measure 5b, 5g, and 5k)

Low Impact Development process will be considered with every development and discussed in pre-development meetings and with every engineering review. (Control Measure 5e)

A plan to retrofit existing infrastructure throughout the city in order to improve storm water quality will be performed. (Control Measure 5f)

Develop preferred design specifications to more effectively treat storm water for different types of development. (Control Measure 5i and 5j)

#### **7.4 Summary**

A detailed summary of the control measures including: permit requirements, audience, goals, milestones, achievement method, frequency, and BMP's are included in the appendix.

## **8.0 Pollution Prevention and Good Housekeeping for Municipal Operations**

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### **8.1 Existing Program Elements**

This program includes processes for all city-owned facilities regarding SOP's, pollution prevention BMP's, SWPPP's, and training.

### **8.2 Long term ongoing processes**

Inventory of city-owned facilities and storm water controls are contained in this document in the maps appendix. The assessment of each facility indicates potential threat of contaminants from each site. High priority sites have been determined from the assessment. A SWPPP for each high-priority site is included on the map.

Visual inspections are performed weekly and comprehensive inspections are performed quarterly on each high-priority site. Points of storm water discharge are visually observed quarterly on each high priority site.

SOP's have been developed for city-owned facilities, material storage areas, parks and open space, vehicles and equipment, roads and parking lots, and storm water collection system.

### **8.3 Measurable Goals**

Develop and implement a process to assess water quality impacts of all flood management structural controls. This will be done in conjunction with the retrofit plan. (Control Measure 6p)

### **8.4 Summary**

A detailed summary of the control measures including: permit requirements, audience, goals, milestones, achievement method, frequency, and BMP's are included in the appendix.

## **1.0 Appendix A: UPDES General Permit for Small MS4's**

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Current electronic version found here:

<http://www.deq.utah.gov/Permits/water/updes/stormwatermun.htm>

## **2.0 Appendix B: Ordinance 4.40 Illicit Discharge and Erosion Control**

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Current electronic version found here:

<http://www.codepublishing.com/UT/Syracuse/>

### **3.0 Appendix C: Resolution**

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**4.0 Appendix D: Inter-local Agreement**

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## **5.0 Appendix E: BMP Maintenance Agreement**

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## **6.0 Appendix F: BMP Fact Sheets**

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## **7.0 Appendix G: BMP Schedule**

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## **8.0 Appendix H: Storm Water Activity Permit**

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## **9.0 Appendix I: IDDE Program**

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## **10.0 Appendix J: Inspection Forms and Logs**

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## **11.0 Appendix K: Control Measures Summary**

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## **12.0 Appendix L: Fiscal Summary**

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Current electronic version found here:

<http://syracuseut.com/Departments/CityAdministration/Finance.aspx>

**13.0 Appendix M: City Facilities**

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**STATE OF UTAH DEPARTMENT OF ENVIRONMENTAL QUALITY  
DIVISION OF WATER QUALITY**

**Authorization to Discharge Under the  
Utah Pollutant Discharge Elimination System (UPDES)**

**General Permit for Discharges from Small Municipal Separate  
Storm Sewer Systems (MS4s)**

This Permit is issued in compliance with the provisions of the Utah Water Quality Act, Title 19, Chapter 5, Utah Code Annotated 2004, as amended (the "Act") and the Federal Water Pollution Control Act (33 U.S.C. §§ 1251 et. seq., as amended to date), and the rules and Regulations made pursuant to those statutes.

This Permit authorizes storm water discharges to Waters of the State of Utah resulting from a Small Municipal Separate Storm Sewer System (Small MS4 ) as provided in Part 1.0 of this Permit. This authorization is conditioned upon an operator of a Small MS4 meeting the eligibility requirements in Part 1.2 of this Permit prior to filing a Notice of Intent ("NOI") to discharge under this General Permit. An operator of a Small MS4 is not covered by this General Permit if the operator submits an NOI but has not met these conditions.

This authorization is subject to the authority of the Utah Water Quality Board or the *Division* of the Utah Water Quality Board to reopen this Permit (see Part 6.22 of Permit), or to require a discharger to obtain an individual Permit (see Part 6.15 of this Permit). The issuance of a discharge Permit authorization under this General Permit does not relieve Permittees of other duties and responsibilities under the Act or rules made under that Act. Significant terms used in this Permit are defined in Part 7.0 of this Permit.

This Permit shall become effective on March 1, 2016.

This Permit and the authorization to discharge shall expire at midnight, February 28, 2021, except as described in Part 6.3 of this Permit.

Signed this 26 day of February 2016.



Walter L. Baker, P.E.  
Director

**UPDES GENERAL PERMIT FOR DISCHARGES FROM  
SMALL MUNICIPAL SEPARATE STORM SEWER SYSTEMS (MS4s)**

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## 1.0 Coverage Under this Permit

### 1.1. Authority to Discharge

This General Permit authorizes the discharge, to Waters of the State of Utah, of storm water from a Small MS4 as that term is defined in R317-8-1.6(14) and Part 7.39. of this Permit. This authorization is subject to all of the terms and conditions of this Permit. This General Permit does not authorize discharges prohibited under Part 1.4. of this Permit.

### 1.2. Permit Area and Eligibility

1.2.1. This Permit covers all areas of the State of Utah except Indian Country (see Part 7.22. of this Permit for a definition of “Indian Country”).

1.2.1.1. No operator of a Small MS4 described in 40 CFR 122.32 may discharge from that system without authorization from the *Division*. (See Utah Administrative Code Section R317-8-3.9(1)(h)(1)(a), which sets forth the Permitting requirement, and R317-8-1.10(13), which incorporates 40 CFR 122.32 by reference.) Authorization to discharge under the terms and conditions of this Permit is granted if:

1.2.1.1.1 It applies to an operator of a Small MS4 within the State of Utah but not within Indian Country;

1.2.1.1.2 The operator is not a “large” or “medium” MS4 as defined in 40 CFR 122.26(b)(4) or (7);

1.2.1.1.3 The operator submits a Notice of Intent (NOI) in accordance with Part 2.0 of this Permit;

1.2.1.1.4 The MS4 is located fully or partially within an urbanized area as determined by the latest Decennial Census by the Bureau of Census;

1.2.1.1.5 The operator is ordered by the *Division* to obtain coverage under this Permit, as provided in the UPDES rules, R317-8.

1.2.2. The following are types of authorized discharges:

1.2.2.1. *Storm water discharges.* This Permit authorizes storm water discharges to waters of the State from the Small MS4s identified in 1.2.1., except as excluded in Part 1.4.

1.2.2.2. *Non-storm water discharges.* The following non-storm water discharges do not need to be addressed unless the Permittee or the *Division* identifies these discharges as significant sources of pollutants to Waters of the State or as causing or contributing to a violation of water quality standards:

- Water line flushing
- Landscape irrigation
- Diverted stream flows

- Rising ground waters
- Uncontaminated ground water infiltration
- Uncontaminated pumped ground water
- Discharges from potable water sources
- Foundation drains
- Air conditioning condensate
- Irrigation water
- Springs
- Water from crawl space pumps
- Footing drains
- Lawn watering runoff
- Individual residential car washing
- Flows from riparian habitats and wetlands
- Dechlorinated swimming pool discharges
- Residual street wash water
- Dechlorinated water reservoir discharges
- Discharges or flows from emergency firefighting activity

### 1.3. **Local Agency Authority**

This Permit does not pre-empt or supersede the authority of local agencies to prohibit, restrict, or control discharges to storm drain systems or other water courses within their jurisdiction.

### 1.4. **Limitations on Coverage**

This Permit does not authorize:

- 1.4.1. Discharges that are mixed with sources of non-storm water unless such non-storm water discharges are in compliance with a separate UPDES Permit or are determined not to be a substantial contributor of pollutants to Waters of the State.
- 1.4.2. Storm water discharges associated with industrial activity as defined in *Utah Administrative Code (UAC) R317-8-3.9(6)(c)*.
- 1.4.3. Storm water discharges associated with construction activity as defined in *UAC R317-8-3.9(6)(d)(10)* and *R317-8-3.9(6)(d)(11)*.
- 1.4.4. Storm water discharges currently covered under another Permit.
- 1.4.5. Discharges that would cause or contribute to in-stream exceedances of water quality standards as contained in *UAC R317-2*.
- 1.4.6. Discharges of any pollutant into any Waters of the State for which a Total Maximum Daily Load (TMDL) has been approved by EPA unless the discharge is consistent with the TMDL. This consistency determination applies at the time a Notice of Intent is submitted. If conditions change after coverage is issued, the coverage may

remain active provided the conditions and requirements of Part 3.1. of this Permit are complied with.

## **2.0 Notice of Intent and Storm Water Management Program Requirements**

**2.1.** The requirements of this Part apply only to Permittees **not** covered under the previous General Permit for Storm Water Discharges from Small Municipal Separate Storm Sewer Systems, i.e. **New Applicants**. Permittees that were covered under the previous MS4 General Permit and have submitted a notice of intent (NOI) at least **180 days** prior to the expiration date of the previous Permit, are covered by this Permit and instead must follow the requirements of Part 2.3.

2.1.2. New applicants must meet the following application requirements. The Notice of Intent (NOI) must include submittal of the Storm Water Management Program (SWMP) document. Detailed information on SWMP requirements can be found in Part 4.0 of this Permit.

2.1.3. Within **180 days** of notification from the *Division*, the operator of the MS4 shall submit a NOI form as provided by the Division at <http://www.deq.utah.gov/Permits/water/updes/stormwatermun.htm>. (The *Division* retains the right to grant permission for a later submission date upon good cause shown). One original completed NOI shall be submitted, by mail or hand delivery to:

Attention: UPDES IES  
Department of Environmental Quality  
Division of Water Quality  
195 North 1950 West  
PO Box 144870  
Salt Lake City, UT 84114-4870

2.1.4. Late submittal of an NOI is prohibited (unless permission has been granted by the *Division*). If a late NOI is submitted, authorization is only for discharges that occur after Permit coverage is granted. The *Division* reserves the right to take appropriate enforcement actions for any unpermitted discharges.

2.1.5. Where application is made by a new applicant that has assumed operational control of an MS4 for which coverage under this Permit was previously held by a separate entity, the Division may determine that the new applicant shall comply with the Permit requirements in this Permit, as directed for Renewal Permittees. Notification shall be made by the *Division* of this requirement in writing to the New Applicant prior to issuance of Permit coverage

2.1.6. Implementation of the Permittee's SWMP must include the six minimum control areas, including Measurable Goals, described in Part 4.2. Measurable Goals for each of the program areas must include, as appropriate, the year by which the Permittee will undertake required actions, including interim milestones and the frequency of the action if applicable.

- 2.1.7. Implementation of the Permittee's SWMP as described in the Permittee's application is required to begin within **30 days** after the completed application is submitted. The Permittee must fully develop and implement the SWMP as discussed in Part 4.0 of the Permit by the end of the Permit term unless a more restrictive timeframe is indicated.
- 2.1.8. If an Operator is designated by the Division as requiring Permit coverage later than one year after the effective date of this General Permit, the Division may approve alternative deadlines that would allow the Permittee to have its program areas implemented.

## **2.2. Contents of the Notice of Intent**

The Notice of Intent requires, at a minimum, the following information:

- 2.2.1. Name, address, and telephone number of the principal executive officer, ranking elected official or other duly authorized employee in charge of municipal resources used for implementation of the SWMP;
- 2.2.2. Name(s)/ identification of Waters of the State as defined by UAC R317-1-1.32 that receive discharges from the Permittee's MS4;
- 2.2.3. Name of the person responsible for overseeing implementation and coordination of the SWMP;
- 2.2.4. Summary description of the overall water quality concerns, priorities, and measurable goals specific to the Permittee that were considered in the development of the SWMP;
- 2.2.5. The SWMP document shall consist of, at a minimum, a description of the program elements that will be implemented (or already exist) for each of the SWMP minimum control measures. The plan must be detailed enough for the Division to determine the Permittee's general strategy for complying with the required items in each of the six minimum control measures in the SWMP document (see Part 4.2 of this Permit);
- 2.2.6. Information on the chosen Best Management Practices (BMPs) and the measurable goals for each of the storm water minimum control measures in Part 4.2 of this Permit and, as appropriate, the timeframe by which the Permittee will achieve required actions, including interim milestones;
- 2.2.7. Permittees which are applying as Co-Permittees shall each submit an NOI and individual SWMP document which will clearly identify the areas of the MS4 for which each of the Co-Permittees are responsible. Permittees which are relying on another entity (ies) to satisfy one or more of their Permit obligations shall include with the NOI, a summary of the Permit obligations that will be carried out by the other entity (ies). During the term of the Permit, Permittees may terminate or amend shared responsibility arrangements by notifying the *Division*, provided this does not alter implementation deadlines.
- 2.2.8. Certification and signature requirements in accordance with Part 6.8.

**2.3. Storm Water Management Program Plan Description for Renewal Permittees**

- 2.3.1. The requirements of this part apply only to **Renewal Permittees** that were previously covered under the last MS4 General Permit. New applicants are not required to meet the requirements of this Part and instead must follow the requirements of Part 2.0.
- 2.3.2. Renewal Permittees must submit a **revised SWMP document** to the Division within **120 days** of the effective date of this Permit, which includes at a minimum, the following information:
  - 2.3.2.1. Permit number;
  - 2.3.2.2. MS4 location description and map;
  - 2.3.2.3. Information regarding the overall water quality concerns, priorities, measurable goals, and interim milestones specific to the Permittee that were considered in the development and/or revisions to the SWMP document;
  - 2.3.2.4. A description of the program elements that will be implemented (or are already being implemented) in each of the six minimum control measures (see Part 4.0);
  - 2.3.2.5. A description of any modifications to ordinances or long-term/ongoing processes implemented in accordance with the previous MS4 General Permit for each of the six minimum control measures;
  - 2.3.2.6. A description of how the Permittee intends to meet the requirements of the Permit as described in Part 4.0 by either referencing existing program areas that already meet the Permit requirements or a description and relevant measurable goals that include, as appropriate, the year by which the Permittee will achieve required actions, including interim milestones.
  - 2.3.2.7. Indicate the joint submittal (s) of Co-Permittees (if applicable) and the associated responsibility (ies) in meeting requirements of the SWMP.
  - 2.3.2.8. Certification and signature requirements in accordance with Part 6.8.
  - 2.3.2.9. The revised SWMP document must contain specific details for complying with the required items in each of the six minimum control measures contained within the SWMP document (See Part 4.2.).

### **3.0 Special Conditions**

#### **3.1. Discharges to Water Quality Impaired Waters**

- 3.1.1. Applicability: Permittees must:
- 3.1.1.1. Determine whether storm water discharge from any part of the MS4 contributes to a 303(d) listed (i.e., impaired) waterbody. A 303(d) list of impaired waterbodies is available at: <http://www.deq.utah.gov/ProgramsServices/programs/water/wqmanagement/assessment/PreviousIR.htm>. Water quality impaired waters means any segment of surface waters that has been identified by the Division as failing to support classified uses. If the Permittee has discharges meeting these criteria, the Permittee must comply with Part 3.1.2. below and if no such discharges exist, the remainder of this Part 3.1 does not apply.
- 3.1.1.2. If the Permittee has “303(d)” discharges described above, the Permittee must also determine whether a Total Maximum Daily Load (TMDL) has been developed by the Division and approved by EPA for the listed waterbody. If there is an approved TMDL, the Permittee must comply with all requirements associated with the TMDL as well as the requirements of Part 3.1.2. below and if no TMDL has been approved, the Permittee must comply with Part 3.1.2. below and any TMDL requirements once it has been approved.
- 3.1.2. Water Quality Controls for Discharges to Impaired Waterbodies. If the Permittee discharges to an impaired waterbody, the Permittee must include in its SWMP document a description of how the Permittee will control the discharge of the pollutants of concern. This description must identify the measures and BMPs that will collectively control the discharge of the pollutants of concern. The measures should be presented in the order of priority with respect to controlling the pollutants of concern.
- 3.1.3. Where a discharge is already authorized under this Permit and is later determined to cause or have the reasonable potential to cause or contribute to the violation of an applicable water quality standard, the Division will notify the Permittee of such violation(s). The Permittee must take all necessary actions to ensure future discharges do not cause or contribute to the violation of a water quality standard and document these actions as required by the Division. If violations remain or re-occur, coverage under this Permit may be terminated by the Division and an alternative General Permit or individual Permit may be issued. Compliance with this requirement does not preclude any enforcement activity as provided by the Utah Water Quality Act for the underlying violation.

### **3.2. Nitrogen and Phosphorus Reduction**

- 3.2.1. As part of the Permittee's Storm Water Management Program (SWMP), all Permittees must specifically address the reduction of water quality impacts associated with nitrogen and phosphorus in discharges from the MS4.
  - 3.2.1.1. The Permittee can meet the requirements of this section through contribution to a collaborative program (e.g., storm water coalitions) to evaluate, identify, target, and provide outreach that addresses sources State-wide or within a specific region or watershed.
  - 3.2.1.2. The Permittee must determine and target sources (e.g., residential, industrial, agricultural, or commercial) that are contributing to, or have the potential to contribute, nitrogen and phosphorus to the waters receiving the discharge authorized under this Permit.
  - 3.2.1.3. The Permittee must prioritize which targeted sources are likely to obtain a reduction in nitrogen and phosphorus discharges through education. The Permittee must distribute educational materials or equivalent outreach to the prioritized targeted sources. Educational materials or equivalent outreach must describe storm water quality impacts associated with nitrogen and phosphorus in storm water runoff and illicit discharges, the behaviors of concern, and actions that the target source can take to reduce nitrogen and phosphorus. The Permittee may incorporate the education and outreach to meet this requirement into the education and outreach strategies provided in accordance with Permit Part 4.2.1.

### **3.3. Co-Permittees**

- 3.3.1. Two or more operators of interrelated or neighboring Small MS4s may apply as Co-Permittees.
- 3.3.2. In order to be Permitted as Co-Permittees, the MS4(s) must each submit an NOI complete with BMP measurable goals and implementation milestones. Each description of the MS4(s) Storm Water Management Program Plan(s) must clearly describe which Permittees are responsible for implementing each of the control measures.
- 3.3.3. Each Co-Permittee is individually liable for:
  - 3.3.3.1. Permit compliance for discharges from portions of the MS4 where it is the operator and for areas within its legal jurisdiction;
  - 3.3.3.2. Ensuring that the six minimum control measures described in Part 4.2 are implemented for portions of the MS4 where it is the operator and in areas within its legal jurisdiction; and
  - 3.3.3.3. If any Permit conditions are established for specific portions of the MS4, Co-Permittees need only comply with the Permit conditions relating to those portions of the MS4 for which they are the operator.

- 3.3.4. Each Co-Permittee is jointly liable for compliance with annual reporting requirements listed in Part 5.5, except that a Co-Permittee is individually liable for any parts of the annual report that relate exclusively to portions of the MS4 where it is the operator.
- 3.3.5. Specific Co-Permittees are jointly liable for Permit compliance on portions of the MS4 as follows:
  - 3.3.5.1. Where operational or storm water management program implementation authority over portions of the MS4 has been transferred from one Co-Permittee to another in accordance with legally binding interagency agreements, both the owner and the operator may be jointly liable for Permit compliance on those portions of the MS4; and;
  - 3.3.5.2. Where one or more Co-Permittees jointly own or operate a portion of the MS4, each owner/operator is jointly liable for compliance with Permit conditions on the shared portion of the MS4.

#### **4.0 Storm Water Management Program**

Permittees covered under the previous General Permit for Storm Water Discharges from Small Municipal Separate Storm Sewer Systems, i.e. **Renewal Permittees**, are expected to have fully implemented all of the following six minimum control measures as required in the previous Permit term. Permittees that were newly designated during the previous Permit term have 5 years from the date of their submitted NOI to develop, fully implement and enforce their Storm Water Management Program (SWMP). A Renewal Permittee must continue to implement its SWMP designed to reduce the discharge of pollutants from the MS4 as described in the application and submittals provided in accordance with the previous MS4 General Permit, while updating its SWMP document pursuant to this Permit. This Permit does not extend the compliance deadlines set forth in the previous MS4 General Permit unless specifically noted. All requirements contained in this renewal Permit are effective immediately unless an alternative timeframe is indicated.

#### **4.1. Requirements**

- 4.1.1. All Permittees must develop, implement, and enforce a SWMP designed to reduce the discharge of pollutants from the MS4, protect water quality, and satisfy the appropriate water quality requirements of the *Utah Water Quality Act*. The SWMP must include the six minimum control measures described in Part 4.2 of this Permit.
  - 4.1.1.1. The SWMP shall be developed and implemented in accordance with the schedules contained in Part 4.0. of this Permit.
- 4.1.2. Each Permittee shall have an ongoing documentation process for gathering, maintaining, and using information to conduct planning, set priorities, track the development and implementation of the SWMP, evaluate Permit compliance/non-compliance, and evaluate the effectiveness of the SWMP implementation.
  - 4.1.2.1. Each Permittee shall track the number of inspections performed, official enforcement actions taken, and types of public education activities implemented as required for each SWMP component. This information shall be provided to the Division upon request and used by the Division to determine compliance with this Permit.
  - 4.1.2.2. Each Permittee must secure the resources necessary to meet all requirements of this permit. Each Permittee must conduct an annual analysis of the capital and operation and maintenance expenditures needed, allocated, and spent as well as the necessary staff resources needed and allocated to meet the requirements of this permit, including any development, implementation, and enforcement activities required. Each permittee must submit a summary of its fiscal analysis with each annual report.
- 4.1.3. The SWMP document shall include BMPs that the Permittee or another entity will implement for each of the storm water minimum control measures.
  - 4.1.3.1. The measurable goals for each of the BMPs shall include, as appropriate, the months and years in which the Permittee will undertake required actions, including interim milestones and the frequency of the actions.

- 4.1.3.2. The SWMP document shall indicate the person or persons responsible for implementing or coordinating the BMPs contained within the SWMP document.
- 4.1.3.3. The revised SWMP document shall clearly identify the roles and responsibilities of all offices, departments, divisions, or sub-sections and if necessary other responsible entities and it shall include any necessary agreements, contracts, or memorandum of understanding (MOUs) between said entities that affect the implementation and operation of the SWMP. Necessary agreements, contracts, and MOUs shall deal with coordination or clarification of the responsibilities associated with the detection and elimination of improper connections or illicit discharges to the MS4, BMP coordination or other coordinated programs or sensitive issues of unclear or overlapping responsibility. Such agreements, contracts, and MOUs shall be retained by the Permittee as required by the SWMP document.

#### 4.2. Minimum Control Measures

The six minimum control measures that must be included in the storm water management program are:

##### 4.2.1. *Public Education and Outreach on Storm Water Impacts*

The Permittee must implement a public education and outreach program to promote behavior change by the public to reduce water quality impacts associated with pollutants in storm water runoff and illicit discharges. Outreach and educational efforts shall include a multimedia approach and shall be targeted and presented to specific audiences for increased effectiveness. The educational program must include documented education and outreach efforts for the following four audiences: (1) residents, (2) institutions, industrial and commercial facilities, (3) developers and contractors (construction), and (4) MS4-owned or operated facilities. The minimum performance measures which should be based on the land uses and target audiences found within the community include:

- 4.2.1.1. Target specific pollutants and pollutant sources determined by the Permittee to be impacting, or have the potential to impact, the beneficial uses of receiving water. 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;
- 4.2.1.2. Provide and document information given to the general public of the Permittee's prohibitions against and the water quality impacts associated with illicit discharges and improper disposal of waste. The Permittee must at a minimum consider the following topics. These topics are not inclusive and the Permittee must focus on those topics most relevant to the community: maintenance of septic systems; effects of outdoor activities such as lawn care (use of pesticides, herbicides, and fertilizers); benefits of on-site infiltration of storm water; effects of automotive work and car washing on water quality; proper disposal of swimming pool water; and proper management of pet waste.
- 4.2.1.3. Provide and document information given to institutions, industrial, and commercial facilities on an annual basis of the Permittee's prohibition against and the water quality impacts associated with illicit discharges and improper disposal of waste. The Permittee must at a minimum consider the following topics. These topics are not inclusive and the Permittee must focus on those topics most relevant to the community: proper lawn maintenance (use of pesticides, herbicides and fertilizer); benefits of appropriate on-site infiltration of storm water; building and equipment maintenance (proper management of waste water); use of salt or other deicing materials (cover/prevent runoff to storm system and contamination to ground water); proper storage of materials (emphasize pollution prevention); proper management of waste materials and dumpsters (cover and pollution prevention); and proper management of parking lot surfaces (sweeping). This education can also be a part of the Illicit Discharge Detection and Elimination measure detailed in Part 4.2.3.

- 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.
- 4.2.1.5. Provide and document information and training given to employees of Permittee-owned or operated facilities concerning the Permittee's prohibition against and the water quality impacts associated with illicit discharges and improper disposal of waste. The Permittee must at a minimum consider the following topics: equipment inspection to ensure timely maintenance; proper storage of industrial materials (emphasize pollution prevention); proper management and disposal of wastes; proper management of dumpsters; minimization of use of salt and other de-icing materials (cover/prevent runoff to MS4 and ground water contamination); benefits of appropriate on-site infiltration (areas with low exposure to industrial materials such as roofs or employee parking); and proper maintenance of parking lot surfaces (sweeping).
- 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.
- 4.2.1.7. An effective program must show evidence of focused messages and audiences as well as demonstration that the defined goal of the program has been achieved. The Permittee must define the specific messages for each audience. The Permittee must identify methods that will be used to evaluate the effectiveness of the educational messages and the overall education program. Any methods used to evaluate the effectiveness of the program must be tied to the defined goals of the program and the overall objective of changes in behavior and knowledge.
- 4.2.1.8. The Permittee must include written documentation or rationale as to why particular BMPs were chosen for its public education and outreach program.

#### **4.2.2. *Public Involvement/Participation***

The Permittee must implement a program that complies with applicable State and Local public notice requirements. The SWMP shall include ongoing opportunities for public involvement and participation such as advisory panels, public hearings, watershed committees, stewardship programs, environmental activities, other volunteer opportunities, or other similar activities. The Permittee should involve potentially affected stakeholder groups, which include but is not limited to, commercial and industrial businesses, trade associations, environmental groups, homeowners associations, and education organizations. The minimum performance measures are:

- 4.2.2.1. Permittees shall adopt a program or policy directive to create opportunities for the public to provide input during the decision making processes involving the development, implementation and update of the SWMP document including development and adoption of all required ordinances or regulatory mechanisms.
- 4.2.2.2. Renewal Permittees shall make the revised SWMP document available to the public for review and input within **120** days from the effective date of this Permit. New Applicants shall make the SWMP document available to the public for review and input within **180** days of receiving notification from the *Division* of the requirement for Permit coverage.
- 4.2.2.3. A current version of the SWMP document shall remain available for public review and input for the life of the Permit. If the Permittee maintains a website, the latest version of the SWMP document shall be posted on the website within **120 days** from the effective date of this Permit and shall clearly denote a specific contact person and phone number or email address to allow the public to review and provide input for the life of the Permit.
- 4.2.2.4. The Permittee must at a minimum comply with State and Local public notice requirements when implementing a public involvement/participation program.

#### **4.2.3. *Illicit Discharge Detection and Elimination (IDDE)***

All Permittees shall revise as necessary, implement and enforce an IDDE program to systematically find and eliminate sources of non-storm water discharges from the MS4 and to implement defined procedures to prevent illicit connections and discharges according to the minimum performance measures listed below. The IDDE program must be described in writing, incorporated as part of the Permittee's SWMP document, and contain the elements detailed in this part of the Permit. The minimum performance measures are:

- 4.2.3.1. Maintain a current storm sewer system map of the MS4, showing the location of all municipal storm sewer outfalls with the names and location of all State waters that receive discharges from those outfalls, storm drain pipe and other storm water conveyance structures within the MS4.
- 4.2.3.2. Effectively prohibit, through ordinance or other regulatory mechanism, non-storm water discharges to the MS4, including spills, illicit connections, illegal dumping and

sanitary sewer overflows (“SSOs”) into the storm sewer system, require removal of such discharges consistent with Part 4.2.3.6. of this Permit, and implement appropriate enforcement procedures and actions. The Permittee must have a variety of enforcement options in order to apply escalating enforcement procedures as necessary for the severity of violation and/or the recalcitrance of the violator. Exceptions are discharges pursuant to a separate UPDES Permit (other than the UPDES Permit for discharges from the MS4) and non-storm water discharges listed in Part 1.2.2.2.

- 4.2.3.2.1 The IDDE program must have adequate legal authority to detect, investigate, eliminate and enforce against non-storm water discharges, including illegal dumping, into the MS4. Adequate legal authority consists of an effective ordinance, by-law, or other regulatory mechanism. The documented IDDE program that is included in the Permittee’s SWMP must include a reference or citation of the authority the Permittee will use to implement all aspects of the IDDE program.
- 4.2.3.3. Implement a written plan to detect and address non-storm water discharges to the MS4, including spills, illicit connections, sanitary sewer overflows and illegal dumping. The plan shall include:
- 4.2.3.3.1 Written systematic procedures for locating and listing the following priority areas likely to have illicit discharges (if applicable to the jurisdiction):
- Areas with older infrastructure that are more likely to have illicit connections;
  - Industrial, commercial, or mixed use areas;
  - Areas with a history of past illicit discharges;
  - Areas with a history of illegal dumping;
  - Areas with onsite sewage disposal systems;
  - Areas with older sewer lines or with a history of sewer overflows or cross-connections;
  - Areas upstream of sensitive waterbodies; and,
  - Other areas the Permittee determines to be likely to have illicit discharges.

The Permittee must document the basis for its selection of each priority area and create a list of all priority areas identified in the system. This priority area list must be updated annually to reflect changing priorities.

- 4.2.3.3.2 Field inspections of areas which are considered a priority area as identified in Permit Part 4.2.3.3.1. Compliance with this provision shall be achieved by inspecting each priority area annually at a minimum. All field assessment activities shall utilize an inspection form to document findings.
- 4.2.3.3.3 Dry weather screening (See Definition 7.13) activities for the purpose of verifying outfall locations and detecting illicit discharges that discharge within the Permittee’s jurisdiction to a receiving water. All outfalls shall be inspected at least once during the 5-year Permit term. Dry weather screening activities shall utilize an inspection form to document findings.

- 4.2.3.3.4 If the Permittee discovers or suspects that a discharger may need a separate UPDES Permit (e.g., Industrial Storm Water Permit, Dewatering Permit), the Permittee shall notify the Division.
- 4.2.3.4. Implement standard operating procedures (SOPs) or similar type of documents for tracing the source of an illicit discharge; including visual inspections, and when necessary, opening manholes, using mobile cameras, using field tests of selected chemical parameters as indicators of discharge sources, collecting and analyzing water samples for the purpose of determining sanctions or penalties, and/or other detailed inspection procedures.
- 4.2.3.5. Implement standard operating procedures (SOPs) or similar type of documents for characterizing the nature of, and the potential public or environmental threat posed by, any illicit discharges found by or reported to the Permittee by the hotline or other telephone number described in 4.2.3.9. These procedures shall include detailed instructions for evaluating how the discharge shall be immediately contained and steps to be taken for containment of the discharge. Compliance with this provision will be achieved by initiating an investigation immediately upon being alerted of a potential illicit discharge.
- 4.2.3.5.1 When the source of a non-storm water discharge is identified and confirmed, the Permittee must record the following information in an inspection report: the date the Permittee became aware of the non-storm water discharge, the date the Permittee initiated an investigation of the discharge, the date the discharge was observed, the location of the discharge, a description of the discharge, the method of discovery, date of removal, repair, or enforcement action; date, and method of removal verification. Analytical monitoring may be necessary to aid in the identification of potential sources of an illicit discharge and to characterize the nature of the illicit discharge. The decision process for utilizing analytical monitoring must be fully documented in the inspection report.
- 4.2.3.6. Implement standard operating procedures (SOPs) or similar type of documents for ceasing the illicit discharge, including notification of appropriate authorities; notification of the property owner; technical assistance for removing the source of the discharge or otherwise eliminating the discharge; follow-up inspections; and escalating enforcement and legal actions if the discharge is not eliminated. Illicit discharges to the MS4 are prohibited and any such discharges violate this Permit and remain in violation until they are eliminated. Upon detection, the Permittee shall require immediate cessation of improper disposal practices upon confirmation of responsible parties in accordance with its enforceable legal authorities established pursuant to Part 4.2.3.2.1. of this Permit.
- 4.2.3.6.1 All IDDE investigations must be thoroughly documented and may be requested at any time by the *Division*. If a Permittee is unable to meet the minimum performance measures outlined in Parts 4.2.3.5. or 4.2.3.6., the Permittee must immediately submit to the *Division* written documentation or rationale describing the circumstances why compliance with the minimum performance measures was not possible. All IDDE documentation shall be retained by the Permittee as required by the SWMP document.

- 4.2.3.7. Permittees shall inform public employees, businesses, and the general public of hazards associated with illicit discharges and improper disposal of waste.
- 4.2.3.8. Permittees shall promote or provide services for the collection of household hazardous waste.
- 4.2.3.9. Permittees shall publicly list and publicize a hotline or other local telephone number for public reporting of spills and other illicit discharges. A written record shall be kept of all calls received, all follow-up actions taken, and any feedback received from public education efforts.
- 4.2.3.9.1 The Permittee must develop a written spill/dumping response procedure, and a flow chart for internal use, that shows the procedures for responding to public referrals of illicit discharges, the various responsible agencies and their contacts, and who would be involved in illicit discharge incidence response, even if it is a different entity other than the Permittee. The procedure and list must be incorporated as part of the IDDE program and incorporated into the Permittee's SWMP document. The list must be maintained and updated as changes occur.
- 4.2.3.10. Permittees shall implement procedures for program evaluation and assessment which includes maintaining a database for mapping, tracking of the number and type of spills or illicit discharges identified; and inspections conducted.
- 4.2.3.11. Permittees shall at a minimum, ensure that all staff, contracted staff, or other responsible entities receives annual training in the IDDE program including identification, investigation, termination, cleanup, and reporting of illicit discharges including spills, improper disposal, and illicit connections. All Permittees shall ensure that all new hires are trained immediately upon hire and annually thereafter, at a minimum. Follow-up training shall be provided as needed to address changes in procedures, methods or staffing. The Permittee shall provide training to all field staff that as part of their normal job responsibilities might come into contact with or otherwise observe an illicit discharge or illicit connection to the MS4. The Permittee shall also train office personnel who might receive initial reports of illicit discharges. Training shall include how to identify a spill, an improper disposal, or an illicit connection to the MS4 and proper procedures for reporting the illicit discharge. Training records must be kept and shall include dates, activities or course descriptions, and names and positions of staff in attendance. The Permittee shall include a summary of such training in the annual report.
- 4.2.3.12. The Division reserves the right to request documentation or further study of a particular non-storm water discharge of concern, to require a reasonable basis for allowing the non-storm water discharge and excluding the discharge from the Permittee's program, and to require inclusion of the discharge in the Permittee's program, if water quality concerns cannot otherwise be reasonably satisfied.

#### **4.2.4. *Construction Site Storm Water Runoff Control***

All Permittees shall revise as necessary, implement and enforce a program to reduce pollutants in any storm water runoff to the MS4 from construction sites with a land disturbance of 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 according to the minimum performance measures listed below. Public and private projects, including projects proposed by the Permittee's own departments and agencies, shall comply with these requirements. The minimum performance measures are:

- 4.2.4.1. Revise as necessary and enforce an ordinance or other regulatory mechanism that requires the use of erosion and sediment control practices at construction sites. The ordinance or other regulatory mechanism shall, at a minimum, be equivalent with the requirements set forth in the most current UPDES Storm Water General Permits for Construction activities which can be found at <http://www.deq.utah.gov/Permits/water/updes/stormwatercon.htm>. The ordinance or other regulatory mechanism shall include sanctions to ensure compliance. The ordinance or other regulatory mechanism shall apply, at a minimum, to construction projects disturbing greater than or equal to one acre and to construction projects of less than one acre that are part of a larger common plan of development or sale. Existing local requirements to apply storm water controls at sites less than 1 acre or not part of a Common Plan of Development may be retained.
  - 4.2.4.1.1 The ordinance or other regulatory mechanism shall, at a minimum, require construction operators to prepare a Storm Water Pollution Prevention Plan (SWPPP) and apply sediment and erosion control BMPs as necessary to protect water quality, reduce the discharge of pollutants, and control waste such as, but not limited to, discarded building materials, concrete truck washout, chemicals, litter and sanitary waste at the construction site that may cause adverse impacts to water quality. The SWPPP requirements must be, at a minimum, equivalent with the SWPPP requirement set forth in the most current UPDES Storm Water General Permits for Construction Activities, which can be found at: <http://www.deq.utah.gov/Permits/water/updes/stormwatercon.htm>.
  - 4.2.4.1.2 Permittees shall ensure construction operators obtain and maintain coverage under the current UPDES Storm Water General Permits for Construction Activities for the duration of the project. Coverage can be obtained by completing a NOI as well as renewed online at [https://secure.utah.gov/account/login.html?returnToUrl=https%3A//secure.utah.gov/stormwater/uii\\_authentication](https://secure.utah.gov/account/login.html?returnToUrl=https%3A//secure.utah.gov/stormwater/uii_authentication).
  - 4.2.4.1.3 The ordinance shall include a provision for access by qualified personnel to inspect construction storm water BMPs on private properties that discharge to the MS4.
- 4.2.4.2. Develop a written enforcement strategy and implement the enforcement provisions of the ordinance or other regulatory mechanism which shall include:
  - 4.2.4.2.1 Standard operating procedures (SOPs) or similar type of documents that include specific processes and sanctions to minimize the occurrence of, and obtain compliance from violators which shall include appropriate, escalating enforcement procedures and actions.
  - 4.2.4.2.2 Documentation and tracking of all enforcement actions.
  - 4.2.4.3. Develop and implement SOPs or similar type of documents for pre-construction Storm Water Pollution Prevention Plan (SWPPP) review and keep records for, at a

minimum, all construction sites that disturb 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, to ensure plans are complete and in compliance with State and Local regulations. Permittees shall keep records of these projects for five years or until construction is completed, whichever is longer. Prior to construction, the Permittee shall:

- 4.2.4.3.1 Conduct a pre-construction SWPPP review which includes a review of the site design, the planned operations at the construction site, planned BMPs during the construction phase, and the planned BMPs to be used to manage runoff created after development.
- 4.2.4.3.2 Incorporate into the SWPPP review procedures the consideration of potential water quality impacts and procedures for pre-construction review which shall include the use of a checklist.
- 4.2.4.3.3 Identify priority construction sites considering the following factors at a minimum:
  - Soil erosion potential;
  - Site slope;
  - Project size and type;
  - Sensitivity of receiving waterbodies;
  - Proximity to receiving waterbodies; and,
  - Non-storm water discharges and past record of non-compliance by the operators of the construction site.
- 4.2.4.4. All Permittees shall develop and implement SOPs or similar type of documents for construction site inspection and enforcement of construction storm water pollution control measures. The procedures must clearly define who is responsible for site inspections as well as who has authority to implement enforcement procedures. The Permittee must have the authority to the extent authorized by law to impose sanctions to ensure compliance with the local program. These procedures and regulatory authorities must be written and documented in the SWMP. The construction site storm water runoff control inspection program must provide:
  - 4.2.4.4.1 Inspections of all new construction sites with a land disturbance of 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 at least monthly by qualified personnel using the Construction Storm Water Inspection Form (Checklist) found on the Division's website at <http://www.deq.utah.gov/Permits/water/updes/stormwatermun.htm>.
  - 4.2.4.4.2 The Permittee must inspect all phases of construction: prior to land disturbance, during active construction, and following active construction. The Permittee must document in its SWMP the procedure for being notified by construction operators/owners of their completion of active construction so that verification of final stabilization and removal of all temporary control measures may be conducted. This procedure must be provided to the construction operator/owner before active construction begins.
  - 4.2.4.4.3 Inspections by the MS4 of priority construction sites defined in Part 7.36. must be conducted at least biweekly (every two weeks) using the Construction Storm Water

Inspection Form (Checklist) found on the Division's website at <http://www.deq.utah.gov/Permits/water/updes/stormwatermun.htm>.

- 4.2.4.4.4 Based on site inspection findings, the permittee must take all necessary follow-up actions (i.e., reinspection, enforcement) to ensure compliance in accordance with the permittee's enforcement strategy. These follow-up and enforcement actions must be tracked and documented.
- 4.2.4.4.5 Permittees shall publicly provide and publicize a hotline or other local telephone number for public reporting of storm water related issues on construction sites, such as tracking onto streets. Records of violations, enforcement actions and corrective actions taken shall be tracked and documented.
- 4.2.4.5 The Permittee must ensure that all staff whose primary job duties are related to implementing the construction storm water program, including permitting, plan review, construction site inspections, and enforcement, are annually trained to conduct these activities. The training can be conducted by the MS4 or outside training can be attended. Such training must extend to third-party inspectors and plan reviewers as well. The Permittee shall ensure that all new hires are trained upon hire and before commencing storm water related duties and annually thereafter, at a minimum. Follow-up training shall be provided as needed to address changes in procedures, methods or staffing. The training records to be kept include dates, activities or course descriptions, and names and positions of staff in attendance.
- 4.2.4.6. All Permittees shall implement a procedure to maintain records of all projects 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. Permittees shall keep records which include but are not limited to, site plan reviews, SWPPPs, inspections and enforcement actions including verbal warnings, stop work orders, warning letters, notices of violation, and other enforcement records. Permittees shall keep records of these projects for five years or until construction is completed, whichever is longer.

**4.2.5. *Long-Term Storm Water Management in New Development and Redevelopment (Post-Construction Storm Water Management)***

All Permittees shall revise as necessary, implement and enforce a program to address post-construction storm water runoff to the MS4 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, according to the minimum performance measures listed below. The objective of this control measure is for the hydrology associated with new development to mirror the pre-development hydrology of the previously undeveloped site or to improve the hydrology of a redeveloped site and reduce the discharge of storm water. The water quality considerations of this minimum control measure do not replace or substitute for water quantity or flood management requirements implemented on the local level for new developments. The water quality controls may be incorporated into the design of structures intended for flow control; or water quality control may be achieved with separate control measures. The program must apply to private and public development sites, including roads.

The minimum performance measures are:

- 4.2.5.1. Develop and adopt an ordinance or other regulatory mechanism that requires long-term post-construction storm water controls at new development and redevelopment sites. The ordinance or other regulatory mechanism shall apply, at a minimum, to new development and redevelopment sites that discharge to the MS4 and that disturb 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. Existing local requirements to apply storm water controls at smaller sites shall be retained. The ordinance or other regulatory mechanism shall require BMP selection, design, installation, operation and maintenance standards necessary to protect water quality and reduce the discharge of pollutants to the MS4.
- 4.2.5.2. Implement an enforcement strategy and implement the enforcement provisions of the ordinance or other regulatory mechanism. Procedures for enforcement of BMPs include:
  - 4.2.5.2.1 Procedures that include specific processes and sanctions to minimize the occurrence of, and obtain compliance from, chronic and recalcitrant violators which shall include appropriate, escalating enforcement procedures and actions.
  - 4.2.5.2.2 Documentation on how the requirements of the ordinance or other regulatory mechanism will protect water quality and reduce the discharge of pollutants to the MS4. Documentation shall include:
    - How long-term storm water BMPs were selected;
    - The pollutant removal expected from the selected BMPs; and
    - The technical basis which supports the performance claims for the selected BMPs.
  - 4.2.5.3. The Permittee's new development/redevelopment program must 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. BMPs must be selected that address pollutants known to be discharged or anticipated to be discharged from the site.
    - 4.2.5.3.1 The Permittee's new development/redevelopment program shall include non-structural BMPs such as requirements and standards to minimize development in areas susceptible to erosion and sediment loss; to minimize the disturbance of native soils and vegetation; to preserve areas in the municipality that provide important water quality benefits; to implement measures for flood control; and to protect the integrity of natural resources and sensitive areas.
    - 4.2.5.3.2 For new development or redevelopment projects that disturb 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 program shall include a process which requires the evaluation of a Low Impact Development (LID) approach which encourages the implementation of BMPs that infiltrate, evapotranspire or harvest and use storm water from the site to protect water quality. Structural controls may include green infrastructure practices such as rainwater harvesting, rain gardens, permeable

pavement, and vegetated swales. If an LID approach cannot be utilized, the Permittee must document an explanation of the reasons preventing this approach and the rationale *for the chosen alternative controls* on a case by case basis for each project.

Since 2010, rainwater harvesting is legal in the State of Utah. Depending on the volume of rainwater collected and stored for beneficial use, the Permittee must meet the requirements of the Utah Division of Water Rights to harvest rainwater found on their website: <http://waterrights.utah.gov/forms/rainwater.asp>

- 4.2.5.3.3 The Permittee must develop a plan to retrofit existing developed sites that are adversely impacting water quality. The retrofit plan must be developed to emphasize controls that infiltrate, evapotranspire or harvest and use storm water discharges. The plan must include a ranking of control measures to determine those best suited for retrofitting as well as those that could later be considered for retrofitting. The Permittee must include the following when developing the criteria for the retrofit plan:
- Proximity to waterbody
  - Status of waterbody to improve impaired waterbodies and protect unimpaired waterbodies
  - Hydrologic condition of the receiving waterbody
  - Proximity to sensitive ecosystem or protected area
  - Any upcoming sites that could be further enhanced by retrofitting storm water controls
- 4.2.5.3.4 Each Permittee shall develop and define specific hydrologic method or methods for calculating runoff volumes and flow rates to ensure consistent sizing of structural BMPs in their jurisdiction and to facilitate plan review. Within **180 days** from the effective date of this Permit, new development or redevelopment projects that disturb 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 must manage rainfall on-site, and prevent the off-site discharge of the precipitation from all rainfall events less than or equal to the 90th percentile rainfall event. This objective must be accomplished by the use of practices that are designed, constructed, and maintained to infiltrate, evapotranspire and/or harvest and reuse rainwater. The 90th percentile rainfall event is the event whose precipitation total is greater than or equal to 90 percent of all storm events over a given period of record. If meeting this retention standard is technically infeasible, a rationale shall be provided on a case by case basis for the use of alternative design criteria. The project must document and quantify that infiltration, evapotranspiration and rainwater harvesting have been used to the maximum extent technically feasible and that full employment of these control are infeasible due to site constraints.
- 4.2.5.4. All Permittees shall adopt and implement procedures for site plan review which evaluate water quality impacts. The procedures shall apply through the life of the project from conceptual design to project closeout. Prior to construction, Permittees shall:

- 4.2.5.4.1 Review post-construction plans for, at a minimum, all new development and redevelopment sites that disturb 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, to ensure that the plans include long-term storm water management measures that meet the requirements of this minimum control measure.
- 4.2.5.4.2 Permittees shall provide developers and contractors with preferred design specifications to more effectively treat storm water for different development types such as industrial parks, commercial strip malls, retail gasoline outlets, restaurants, parking lots, automotive service facilities, street and road construction, and projects located in, adjacent to, or discharging to environmentally sensitive areas.
- 4.2.5.4.3 Permittees shall keep a representative copy of information that is provided to design professionals; and if information is distributed to a large number of design professionals at once, the dates of the mailings and lists of recipients.
- 4.2.5.5. All Permittees shall adopt and implement SOPs or similar type of documents for site inspection and enforcement of post-construction storm water control measures. These procedures must ensure adequate ongoing long-term operation and maintenance of approved storm water control measures.
- 4.2.5.5.1 The ordinance or other regulatory mechanism shall include provisions for post-construction access for Permittees to inspect storm water control measures on private properties that discharge to the MS4 to ensure that adequate maintenance is being performed. The ordinance or other regulatory mechanism may, in lieu of requiring that the Permittee's staff inspect and maintain storm water controls on private property, instead require private property owner/operators or qualified third parties to conduct maintenance and provide annual certification that adequate maintenance has been performed and the structural controls are operating as designed to protect water quality. In this case, the Permittee must require a maintenance agreement addressing maintenance requirements for any control measures installed on site. The agreement must allow the Permittee to conduct oversight inspections of the storm water control measures and also account for transfer of responsibility in leases and/or deeds. The agreement must also allow the Permittee to perform necessary maintenance or corrective actions neglected by the property owner/operator, and bill or recoup costs from the property owner/operator as needed.
- 4.2.5.5.2 Permanent structural BMPs shall be inspected at least once during installation by qualified personnel. Upon completion, the Permittee must verify that long-term BMPs were constructed as designed.
- 4.2.5.5.3 Inspections and any necessary maintenance must be conducted annually by either the Permittee or through a maintenance agreement, the property owner/operator. On sites where the property owner/operator is conducting maintenance, the Permittee shall inspect those storm water control measures at least once every five years, or more frequently as determined by the Permittee to verify and ensure that adequate maintenance is being performed. The Permittee must document its findings in an inspection report which includes the following:
- Inspection date;
  - Name and signature of inspector;

- Project location;
  - Current ownership information;
  - A description of the condition of the storm water control measure including the quality of: vegetation and soils; inlet and outlet channels and structures; catch basins; spillways; weirs, and other control structures; and sediment and debris accumulation in storage as well as in and around inlet and outlet structures; and,
  - Specific maintenance issues or violations found that need to be corrected by the property owner or operator along with deadlines and reinspection dates.
- 4.2.5.6. Permittees shall ensure that all staff involved in post-construction storm water management, planning and review, and inspections and enforcement receive adequate training on an annual basis. Training shall be provided or made available for staff in the fundamentals of long-term storm water management through the use of structural and non-structural control methods. The training records to be kept include dates, activities or course descriptions, and names and positions of staff in attendance. The Permittee shall ensure that all new hires are trained upon hire and before commencing storm water related duties and annually thereafter, at a minimum. Follow-up training shall be provided as needed to address changes in procedures, methods or staffing.
- 4.2.5.7. The Permittee must maintain an inventory of all post-construction structural storm water control measures installed and implemented at new development and redeveloped sites that disturb 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. This inventory shall include both public and private sector sites located within the Permittee's service area.
- 4.2.5.7.1 Each entry to the inventory must include basic information on each project, such as project's name, owner's name and contact information, location, start/end date, etc. In addition, inventory entries must include the following for each project:
- Short description of each storm water control measure (type, number, design or performance specifications);
  - Short description of maintenance requirements (frequency of required maintenance and inspections); and
  - Inspection information (date, findings, follow up activities, prioritization of follow-up activities, compliance status).
- 4.2.5.7.2 Based on inspections conducted pursuant to Part 4.2.5.5., the Permittee must update the inventory as appropriate where changes occur in property ownership or the specific control measures implemented at the site.

**4.2.6. *Pollution Prevention and Good Housekeeping for Municipal Operations***

All Permittees shall implement a program for Permittee-owned or operated facilities, operations and structural storm water controls that includes standard operating procedures (SOPs), pollution prevention BMPs, storm water pollution prevention plans or similar type of documents, and a training component that have the ultimate goal of preventing or reducing the runoff of pollutants to the MS4 and Waters of the State. All components of the program shall be included in the SWMP document and must identify the department (and where appropriate, the specific staff) responsible for performing each activity described in this section. The Permittee must develop an inventory of all such Permittee-owned or operated facilities. The Permittee must review this inventory annually and update as necessary. The minimum performance measures are:

4.2.6.1. Permittees shall develop and keep current a written inventory of Permittee-owned or operated facilities and storm water controls that may include but is not limited to:

- Composting facilities
- Equipment storage and maintenance facilities
- Fuel farms
- Hazardous waste disposal facilities
- Hazardous waste handling and transfer facilities
- Incinerators
- Landfills
- Landscape maintenance on municipal property
- Materials storage yards
- Pesticide storage facilities
- Public buildings, including libraries, police stations, fire stations, municipal buildings, and similar Permittee-owned or operated buildings
- Public parking lots
- Public golf courses
- Public swimming pools
- Public works yards
- Recycling facilities
- Salt storage facilities
- Solid waste handling and transfer facilities
- Street repair and maintenance sites
- Vehicle storage and maintenance yards
- Permittee-owned and/or maintained structural storm water controls

4.2.6.2. All Permittees shall assess the written inventory of Permittee-owned or operated facilities, operations and storm water controls identified in Part 4.2.6.1. for their potential to discharge to storm water the following typical urban pollutants: sediment, nutrients, metals, hydrocarbons (e.g., benzene, toluene, ethylbenzene and xylene), pesticides, chlorides, and trash. Other pollutants may be associated with, but not generated directly from, the municipally-owned or operated facilities, such as bacteria, chlorine, organic matter, etc. Therefore, the Permittee must determine additional pollutants associated with its facilities that could be found in storm water

discharges. A description of the assessment process and findings must be included in the SWMP document.

- 4.2.6.3. Based on the assessment required in Part 4.2.6.2., the Permittee must identify as “high-priority” those facilities or operations that have a high potential to generate storm water pollutants. Among the factors that must be considered in giving a facility a high priority ranking is the amount of urban pollutants stored at the site, the identification of improperly stored materials, activities that must be performed outside (e.g., changing automotive fluids), proximity to waterbodies, poor housekeeping practices, and discharge of pollutant(s) of concern to impaired water(s).
- 4.2.6.4. Within **180 days** from the effective date of this Permit, the Permittee shall develop and implement a Storm Water Pollution Prevention Plan (SWPPP) or similar type document for each “high-priority” Permittee-owned or operated facility. The SWPPP shall identify potential sources of pollution that may reasonably be expected to affect the quality of storm water discharges associated with activity from the facility. The SWPPP shall describe and ensure the implementation of standard operating practices (SOPs) that are to be used to reduce the pollutants in storm water discharges associated with activity at the facility and to ensure compliance with the terms and conditions of this Permit. This document shall be tailored and retained at all “high priority” facility locations. The SWPPP shall include a site map showing the following information:
- Property boundaries;
  - Buildings and impervious surfaces;
  - Directions of storm water flow (use arrows);
  - Locations of structural control measures;
  - Location and name of the nearest defined drainage(s) which could receive runoff from the facility, whether it contains water or not;
  - Locations of all storm water conveyances including ditches, pipes, basins, inlets, and swales;
  - Locations where the following activities are exposed to storm water:
    - Fixed fueling operations;
    - Vehicle and equipment maintenance and/or cleaning areas;
    - Brine making areas;
    - Loading/unloading areas;
    - Waste storage or disposal areas;
    - Liquid storage tanks;
    - Process and equipment operating areas;
    - Materials storage or disposal areas;
  - Locations where significant spills or leaks have occurred;
  - Locations of all visual storm water monitoring points;
  - Locations of storm water inlets and outfalls, with a unique identification code for each outfall and an approximate outline of the areas draining to each outfall;

- Locations of all non-storm water discharges;
- Locations of sources of run-on to your site from adjacent property.

4.2.6.5. The following inspections shall be conducted at “high priority” Permittee-owned or operated facilities:

4.2.6.5.1 Weekly visual inspections: The Permittee must perform weekly visual inspections of “high priority” facilities in accordance with the developed SOPs to minimize the potential for pollutant discharge. The Permittee must look for evidence of spills and immediately clean them up to prevent contact with precipitation or runoff. The weekly inspections must be tracked in a log for every facility and records kept with the SWMP document. The inspection log should also include any identified deficiencies and the corrective actions taken to fix the deficiencies.

4.2.6.5.2 Quarterly comprehensive inspections: At least once per quarter, a comprehensive inspection of “high priority” facilities, including all storm water controls, must be performed, with specific attention paid to waste storage areas, dumpsters, vehicle and equipment maintenance/fueling areas, material handling areas, and similar pollutant-generating areas. The quarterly inspection results must be documented and records kept with the SWMP document. This inspection must be done in accordance with the developed SOPs. An inspection report must also include any identified deficiencies and the corrective actions taken to remedy the deficiencies.

4.2.6.5.3 Quarterly visual observation of storm water discharges: At least once per quarter, the Permittee must visually observe the quality of the storm water discharges from the “high priority” facilities (unless climate conditions preclude doing so, in which case the Permittee must attempt to evaluate the discharges four times during the wet season). Any observed problems (e.g., color, foam, sheen, turbidity) that can be associated with pollutant sources or controls must be remedied to prevent discharge to the storm drain system. Visual observations must be documented and records kept with the SWMP document. This inspection must be done in accordance with the developed SOPs. The inspection report must also include any identified deficiencies and the corrective actions taken to remedy the deficiencies.

4.2.6.6. SOPs shall be developed and implemented for the following types of facilities and/or activities listed below:

4.2.6.6.1 Buildings and facilities: SOPs shall address, but is not limited to: Permittee-owned or operated offices, police and fire stations, pools, parking garages, and other Permittee-owned or operated buildings or utilities. The SOPs must address the use, storage and disposal of chemicals and ensure through employee training, that those responsible for handling these products understand and implement the SOPs. All Permittee-owned or operated facilities must develop and ensure that spill prevention plans are in place, if applicable, and coordinate with the local fire department as necessary. The SOPs must address dumpsters and other waste management which includes, but is not limited to, cleaning, washing, painting and other maintenance activities. The Permittee must include a description of schedules and SOPs for sweeping parking lots and keeping the area surrounding the facilities clean to minimize runoff of pollutants. All Permittees must maintain an inventory of all floor drains inside all Permittee-owned or operated buildings. The inventory must be kept

current. The Permittee must ensure that all floor drains discharge to appropriate locations.

- 4.2.6.6.2 Material storage areas, heavy equipment storage areas and maintenance areas. Permittees shall develop and implement SOPs to protect water quality at each of these facilities owned or operated by the Permittee.
- 4.2.6.6.3 Parks and open space. SOPs shall address, but are not limited to: the proper application, storage, and disposal of fertilizer, pesticides, and herbicides including minimizing the use of these products and using only in accordance with manufacturer's instructions; sediment and erosion control; evaluation of lawn maintenance and landscaping activities to ensure practices are protective of water quality such as, proper disposal of lawn clippings and vegetation, and use of alternative landscaping materials such as drought tolerant plants. The SOPs must address the management of trash containers at parks and other open spaces which include scheduled cleanings and establishing a sufficient number of containers, and for placing signage in areas concerning the proper disposal of pet wastes. The SOPs must also address the proper cleaning of maintenance equipment, building exterior, trash containers and the disposal of the associated waste and wastewater. Permittees shall implement park and open space maintenance pollution prevention/good housekeeping practices at all park areas, and other open spaces owned or operated by the Permittee.
- 4.2.6.6.4 Vehicle and Equipment. SOPs shall address, but are not limited to: vehicle maintenance and repair activities that occur on Permittee-owned or operated vehicles. BMPs should include using drip pans and absorbents under or around leaky vehicles and equipment or storing indoors where feasible. Fueling areas for Permittee-owned or operated vehicles and equipment shall be evaluated. If possible, place fueling areas under cover in order to minimize exposure. The O & M program shall include SOPs to ensure that vehicle wash waters are not discharged to the MS4 or Waters of the State. This Permit strictly prohibits such discharges.
- 4.2.6.6.5 Roads, highways, and parking lots. SOPs shall address, but are not limited to: SOPs and schedule for sweeping streets and Permittee-owned or operated parking lots and any other BMPs designed to reduce road and parking lot debris and other pollutants from entering the MS4; road and parking lot maintenance, including pothole repair, pavement marking, sealing and repaving; cold weather operations, including plowing, sanding, and application of deicing compounds and maintenance of snow disposal areas; right-of-way maintenance, including mowing, herbicide and pesticide application; and municipally-sponsored events such as large outdoor festivals, parades or street fairs. The Permittee must ensure that areas used for snow disposal will not result in discharges to receiving waters.
- 4.2.6.6.6 Storm water collection and conveyance system. SOPs shall address, but are not limited to: SOPs and schedules for the regular inspection, cleaning, and repair of catch basins, storm water conveyance pipes, ditches and irrigation canals, culverts, structural storm water controls, and structural runoff treatment and/or flow control facilities. Permittees shall implement catch basin cleaning, storm water system maintenance, scheduled structural BMP inspections and maintenance, and pollution prevention/good housekeeping practices. Permittees shall prioritize storm sewer system maintenance, with the highest priority areas being maintained at the greatest

frequency. Priorities should be driven by water quality concerns, the condition of the receiving water, the amount and type of material that typically accumulates in an area, or other location-specific factors. All Permittee-owned or operated storm water structural BMPs including but not limited to, swales, retention/detention basins or other structures must be inspected annually to ensure that they are properly maintained to reduce the discharge of pollutants into receiving waters. Permittees shall ensure and document proper disposal methods of all waste and wastewater removed from the storm water conveyance system. These disposal methods apply to, but are not limited to, street sweeping and catch basin cleaning. Materials removed from the MS4 shall be dewatered in a contained, impervious area and discharged to the local sanitary sewer (with approval of local authorities) where feasible. The solid material shall be stored and disposed of properly to avoid discharge to Waters of the State during a storm event. Any other treatment and disposal measures shall be reviewed and approved by the Division. Some materials removed from storm drains and open channels may require special handling and disposal, and may not be authorized to be disposed of in a landfill.

- 4.2.6.6.7. Other facilities and operations Permittees shall identify any facilities and operations not listed above that would reasonably be expected to discharge contaminated runoff, and develop, implement, and document the appropriate BMPs and SWPPP to protect water quality from discharges from these sites.
- 4.2.6.7. If a Permittee contracts with a third-party to conduct municipal maintenance or allows private developments to conduct their own maintenance, the contractor shall be held to the same standards as the Permittee. This expectation must be defined in contracts between the Permittee and its contractors or the contractors of private developments. The Permittee shall be responsible for ensuring, through contractually-required documentation or periodic site visits that contractors are using appropriate storm water controls and following the standard operating procedures, storm water control measures, and good housekeeping practices of the Permittee.
- 4.2.6.8. The Permittee must develop and implement a process to assess the water quality impacts in the design of all new flood management structural controls that are associated with the Permittee or that discharge to the MS4. This process must include consideration of controls that can be used to minimize the impacts to site water quality and hydrology while still meeting project objectives. A description of this process must be included in the SWMP document
  - 4.2.6.8.1 Existing flood management structural controls must be assessed to determine whether changes or additions should be made to improve water quality. A description of this process and determinations should be included in the SWMP document.
- 4.2.6.9. Public construction projects shall comply with the requirements applied to private projects. All construction projects 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, owned or operated by the Permittee are required to be covered under the General UPDES Permits for Storm Water Discharges Associated with Construction Activities.
- 4.2.6.10. The Permittee shall ensure that all employees, contracted staff, and other responsible entities that have primary construction, operation, or maintenance job functions that

are likely to impact storm water quality receive annual training. The Permittee shall identify target individuals to participate in the training sessions and ensure that all such employees receive training upon being hired and annually thereafter, at a minimum. Training shall address the importance of protecting water quality, the requirements of this Permit, operation and maintenance requirements, inspection procedures, ways to perform their job activities to prevent or minimize impacts to water quality, SOPs and SWPPPs for the various Permittee-owned or operated facilities and procedures for reporting water quality concerns, including potential illicit discharges. Training records must be kept and shall include dates, activities or course descriptions, and names and positions of staff in attendance. Follow-up training shall be provided as needed to address changes in procedures, methods or staffing.

#### **4.3. Sharing Responsibility**

- 4.3.1. Implementation of one or more of the six minimum measures may be shared with another entity, or the entity may fully take over the measure. A Permittee may rely on another entity only if:
- 4.3.2. The other entity, in fact, implements the control measure;
- 4.3.3. The particular control measure, or component of that measure, is at least as stringent as the corresponding Permit requirement; and
- 4.3.4. The other entity agrees to implement the control measure through a written agreement. This obligation must be maintained as part of the description given in the Permittee's SWMP document. If the other entity agrees to report on the minimum control measure, the Permittee must supply the other entity with the reporting requirements contained in Part 5.5. of this Permit. If the other entity fails to implement the control measure, then the Permittee remains liable for any discharges due to that failure to implement.
- 4.3.5. The Permittee conducts training of the responsible entity on the Permit requirements and applicable standard operating procedures.

#### **4.4. Reviewing and Updating Storm Water Management Programs**

- 4.4.1. *Storm Water Management Program Review:* All Permittees must conduct, at a minimum, an annual review of the SWMP document in conjunction with preparation of the annual report required in Part 5.5.
- 4.4.2. *Storm Water Management Program Update:* A Permittee may change the SWMP document during the life of the Permit in accordance with the following procedures:
  - 4.4.2.1. Changes adding (but not subtracting or replacing) components, controls, or requirements to the SWMP document may be made at any time upon written notification to the Division.

- 4.4.2.2. Changes replacing an ineffective or unfeasible BMP specifically identified in the SWMP document with an alternate BMP may be adopted at any time, provided the analysis is clearly outlined and subsequently approved by the Division. An analysis shall include:
  - 4.4.2.2.1 An explanation of why the BMP is ineffective or infeasible,
  - 4.4.2.2.2 Expectations or report on the effectiveness of the replacement BMP, and
  - 4.4.2.2.3 An analysis of why the replacement BMP is expected to achieve the goals of the BMP to be replaced, or has achieved those goals.
- 4.4.3. Change requests or notifications must be made in writing and signed in accordance with Part 6.8.
- 4.4.4. Change requests or notifications will receive confirmation and approval or denial in writing from the Division.
- 4.4.5. Storm Water Management Program Updates required by the Division: The Division may require changes to the SWMP as needed to:
  - 4.4.5.1. Address impacts on receiving water quality caused, or contributed to, by discharges from the MS4;
  - 4.4.5.2. Include more stringent requirements necessary to comply with new Federal regulatory requirements; or
  - 4.4.5.3. Include such other conditions deemed necessary by the Division to comply with the goals and requirements of the Clean Water Act.

## 5.0 **Narrative Standard, Monitoring, Recordkeeping and Reporting**

### 5.1. **Narrative Standard**

It shall be unlawful, and a violation of this Permit, for the Permittee to discharge or place any waste or other substance in such a way as will be or may become offensive such as unnatural deposits, floating debris, oil, scum or other nuisances such as color, odor or taste, or conditions which produce undesirable aquatic life or which produces objectionable tastes in edible aquatic organisms; or concentrations or combinations of substances which produce undesirable physiological responses in desirable resident fish, or other desirable aquatic life, or undesirable human health effects, as determined by bioassay or other tests performed in accordance with standard procedures

### 5.2. **Analytical Monitoring**

Permittees are not required to conduct analytical monitoring (see definition in Part 7.3) during the effective term of this Permit, with the following exceptions:

- 5.2.1. Water quality sampling may be required for compliance with TMDLs, pursuant to Part 3.1. of this Permit.
- 5.2.2. Sampling or testing may be required for characterizing illicit discharges pursuant to Parts 4.2.3.4., 4.2.3.5., and 4.2.3.5.1 of this Permit.
- 5.2.3. In the event that the MS4 elects to conduct analytical monitoring as part of its Storm Water Management Program, the Permittee is required to comply with Part 6.18. of this Permit.

### 5.3. **Non-analytical Monitoring**

- 5.3.1. Non-analytical monitoring (see definition in Part 7.32.) such as visual dry weather screening is required to comply with Part 4.2.3.3.2 of this Permit.

### 5.4. **Record keeping**

- 5.4.1. Permittees must keep all supplementary documents associated with this Permit (e.g., Storm Water Management Program (SWMP) document, SWMP Implementation Schedule) current and up to date to achieve the purpose and objectives of the required document.
- 5.4.2. All modifications to supplementary documents must be submitted to the *Division* in accordance with Parts 4.4 and 6.8.
- 5.4.3. The *Division* may at any time make a written determination that parts or all of the supplementary documents are not in compliance with this Permit, wherein the Permittee must make modifications to these parts within a time frame specified by the *Division*.
- 5.4.4. The Permittee shall retain all required plans, records of all programs, records of all monitoring information, copies of all reports required by this Permit, and records of

all other data required by or used to demonstrate compliance with this Permit, for at least five years. This period may be explicitly modified by alternative provisions of this Permit or extended by request of the *Division* at any time.

- 5.4.5. The Permittee must make records, including the Notice of Intent (NOI) and the SWMP document, available to the public if requested.

**5.5. Reporting**

- 5.5.1. The Permittee must submit an annual report to the Division by October 1 for the reporting period of July 1 to June 30 of each year of the Permit term.
- 5.5.2. The report must be submitted using the report form provided on the *Division's* website at <http://www.deq.utah.gov/Permits/water/updes/stormwatermun.htm>.
- 5.5.3. The Permittee shall sign and certify the annual report in accordance with Part 6.8.
- 5.5.4. Signed copies of the Annual Report and all other reports required herein, shall be submitted to:

Department of Environmental Quality  
Division of Water Quality  
PO Box 144870  
195 North 1950 West  
Salt Lake City, UT 84114-4870

## **6.0 Standard Permit Conditions**

### **6.1. Duty to Comply**

The Permittee must comply with all conditions of this Permit. Any Permit noncompliance constitutes a violation of the Act and is grounds for enforcement action; for Permit termination, revocation and reissuance, or modification; or for denial of a Permit renewal application. The Permittee shall give advance notice to the Division of any planned changes in the Permitted facility or activity, which may result in noncompliance with Permit requirements.

### **6.2. Penalties for Violations of Permit Conditions**

The Act provides that any person who violates a Permit condition implementing provisions of the Act is subject to a civil penalty not to exceed \$10,000 per day of such violation. Any person who willfully or negligently violates Permit conditions or the Act is subject to a fine not exceeding \$25,000 per day of violation. Any person convicted under *UCA 19-5-115(2)* a second time shall be punished by a fine not exceeding \$50,000 per day.

### **6.3. Duty to Reapply**

If the Permittee wishes to continue an activity regulated by this Permit after the expiration date of this Permit, the Permittee shall apply for and obtain a new Permit. The application shall be submitted at least **180 days** before the expiration date of this Permit. Continuation of expiring Permits shall be governed by regulations promulgated at *UAC R317-8-5* and any subsequent amendments.

### **6.4. Need to Halt or Reduce Activity not a Defense**

It shall not be a defense for a Permittee in an enforcement action that it would have been necessary to halt or reduce the Permitted activity in order to maintain compliance with the conditions of this Permit.

### **6.5. Duty to Mitigate**

The Permittee shall take all reasonable steps to minimize or prevent any discharge in violation of this Permit, which has a reasonable likelihood of adversely affecting human health or the environment.

### **6.6. Duty to Provide Information**

The Permittee shall furnish to the Division, within a time specified by the Division, any information which the Division may request to determine whether cause exists for modifying, revoking and reissuing, or terminating this Permit, or to determine compliance with this Permit. The Permittee shall also furnish to the Division, upon request, copies of records required to be kept by this Permit.

**6.7. Other Information**

When the Permittee becomes aware that it failed to submit any relevant facts in a Permit application, or submitted incorrect information in a Permit application or any report to the Division, it shall promptly submit such facts or information.

**6.8. Signatory Requirements**

All notices of intent, storm water management programs, storm water pollution prevention plans, reports, certifications or information either submitted to the *Division* or that this Permit requires to be maintained by the Permittee, shall be signed, dated and certified as follows:

- 6.8.1. All Permit applications shall be signed by either a principal executive officer or ranking elected official.
- 6.8.2. All reports required by the Permit and other information requested by the Division shall be signed by a person described above or by a duly authorized representative of that person. A person is a duly authorized representative only if:
  - 6.8.2.1. The authorization is made in writing by a person described above and submitted to the Division, and,
  - 6.8.2.2. The authorization specifies either an individual or a position having responsibility for the overall operation of the regulated facility, such as the position of plant manager, superintendent, position of equivalent responsibility, or an individual or position having overall responsibility for environmental matters. A duly authorized representative may thus be either a named individual or any individual occupying a named position.
  - 6.8.2.3. Changes to authorization. If an authorization under *Part 6.8.2.* is no longer accurate because a different individual or position has responsibility for the overall operation of the facility, a new authorization satisfying the requirements of *Part 6.8.2.* must be submitted to the Division prior to or together with any reports, information, or applications to be signed by an authorized representative.
- 6.8.3. *Certification.* Any person signing documents under this Part shall make the following certification:

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

**6.9 Availability of Reports**

Except for data determined to be confidential under the Government Records Access and Management Act (*see* particularly Utah Code Ann. § 63-2-309) and Utah Code Ann. § 19-1-3-6, all reports prepared in accordance with the terms of this Permit shall be available for public inspection at the office of the Division. As required by the *Act*, Permit applications, Permits and effluent data shall not be considered confidential.

**6.10. Penalties for Falsification of Reports**

The *Act* provides that any person who knowingly makes any false statement, representation, or certification in any record or other document submitted or required to be maintained under this Permit, including monitoring reports or reports of compliance or noncompliance shall, upon conviction be punished by a fine of not more than \$10,000.00 per violation, or by imprisonment for not more than six months per violation, or by both. Utah Code Ann. § 19-5-115(4)

**6.11. Penalties for Tampering**

The *Act* provides that any person who falsifies, tampers with, or knowingly renders inaccurate, any monitoring device or method required to be maintained under this Permit shall, upon conviction, be punished by a fine of not more than \$10,000 per violation, or by imprisonment for not more than six months per violation, or by both.

**6.12. Oil and Hazardous Substance Liability**

Nothing in this Permit shall be construed to preclude the institution of any legal action or relieve the Permittee from any responsibilities, liabilities, or penalties to which the Permittee is or may be subject under the "*Act*".

**6.13. Property Rights**

The issuance of this Permit does not convey any property rights of any sort, or any exclusive privileges, nor does it authorize any injury to private property or any invasion of personal rights, nor any infringement of Federal, State or Local laws or regulations.

**6.14. Severability**

The provisions of this Permit are severable, and if any provision of this Permit, or the application of any provision of this Permit to any circumstance, is held invalid, the application of such provision to other circumstances, and the remainder of this Permit shall not be affected thereby.

**6.15. Requiring a Different Permit**

The *Division* may require the Permittee authorized by this Permit to obtain an individual *UPDES* Permit. Any interested person may petition the *Division* to take action under this paragraph. The *Division* may require the Permittee authorized to discharge under this Permit to apply for an individual *UPDES* Permit only if the Permittee has been notified in writing that a Permit application is required. This notice shall include a brief statement of the reasons for this decision, an application form (as necessary), a statement setting a deadline for the Permittee to file the application, and a statement that on the effective date of the municipal *UPDES* Permit, coverage

under this Permit shall automatically terminate. Permit applications shall be submitted to the address of the *Division of Water Quality* shown in *Part 5.5.* of this Permit. The *Division* may grant additional time to submit the application upon request of the applicant. If the municipality fails to submit in a timely manner a municipal *UPDES* Permit application as required by the *Division*, then the applicability of this Permit to the Permittee is automatically terminated at the end of the day specified for application submittal.

**6.16. State/Federal Laws**

Nothing in this Permit shall be construed to preclude the institution of any legal action or relieve the Permittee from any responsibilities, liabilities, or penalties established pursuant to any applicable State law or regulation under authority preserved by *UCA 19-5-117* and *Section 510* of the *Clean Water Act* or any applicable Federal or State transportation regulations, such as but not limited to the Department of Transportation regulations.

**6.17. Proper Operation and Maintenance**

The Permittee shall at all times properly operate and maintain all facilities and systems of treatment and control (and related appurtenances) which are installed or used by the Permittee to achieve compliance with the conditions of this Permit and with the requirements of the SWMP. Proper operation and maintenance also includes adequate laboratory controls and appropriate quality assurance procedures. Proper operation and maintenance requires the operation of backup or auxiliary facilities or similar systems, installed by the Permittee only when necessary to achieve compliance with the conditions of the Permit.

**6.18. Monitoring and Records**

- 6.18.1. Samples and measurements taken for the purpose of monitoring shall be representative of the monitored activity.
- 6.18.2. The Permittee shall retain records of all monitoring information including all calibration and maintenance records and all original strip chart recordings for continuous monitoring instrumentation, copies of the reports required by this Permit, and records of all data used to complete the application for this Permit, for a period of at least five years from the date of the sample, measurement, report or application. This period may be extended by request of the *Division* at any time.
- 6.18.3. Records of monitoring information shall include:
  - 6.18.3.1 The date, exact place, and time of sampling or measurements;
  - 6.18.3.2 The name(s) of the individual(s) who performed the sampling or measurements;
  - 6.18.3.3 The date(s) and time(s) analyses were performed;
  - 6.18.3.4 The name(s) of the individual(s) who performed the analyses;
  - 6.18.3.5 The analytical techniques or methods used; and
  - 6.18.3.6 The results of such analyses.

**6.19. Monitoring Procedures**

Monitoring must be conducted according to test procedures approved under *Utah Administrative Code ("UAC") R317-2-10*, unless other test procedures have been specified in this Permit.

**6.20. Inspection and Entry**

The Permittee shall allow the *Division* or an authorized representative, upon the presentation of credentials and other documents as may be required by law, to:

- 6.20.1. Enter upon the Permittee's premises where a regulated facility or activity is located or conducted or where records must be kept under the conditions of this Permit;
- 6.20.2. Have access to and copy at reasonable times, any records that must be kept under the conditions of this Permit; and
- 6.20.3. Inspect at reasonable times any facilities or equipment (including monitoring and control equipment).
- 6.20.4. Sample or monitor at reasonable times, for the purposes of assuring Permit compliance or as otherwise authorized by law, any substances or parameters at any location.

**6.21. Permit Actions**

This Permit may be modified, revoked and reissued, or terminated for cause. The filing of a request by the Permittee for a Permit modification, revocation and re-issuance, or termination, or a notification of planned changes or anticipated noncompliance does not stay any Permit condition.

**6.22. Storm Water-Reopener Provision**

At any time during the duration (life) of this Permit, this Permit may be reopened and modified (following proper administrative procedures) as per *UAC R317.8*, to include, any applicable storm water provisions and requirements, a storm water pollution prevention plan, a compliance schedule, a compliance date, monitoring and/or reporting requirements, or any other conditions related to the control of storm water discharges to "Waters-of-State".

## 7.0 **Definitions**

Definitions related to this Permit and small municipal separate storm sewers (MS4s).

- 7.1. “40 CFR” refers to Title 40 of the Code of Federal Regulations, which is the codification of the general and permanent rules published in the Federal Register by the executive departments and agencies of the Federal government.
- 7.2. "Act" means the *Utah Water Quality Act*.
- 7.3. “Analytical monitoring” refers to monitoring of waterbodies (streams, ponds, lakes, etc.) or of storm water, according to UAC R317-2-10 and 40 CFR 136 "Guidelines Establishing Test Procedures for the Analysis of Pollutants,” or to State or Federally established protocols for biomonitoring or stream bioassessments.
- 7.4. “Beneficial Uses” means uses of the Waters of the State, which include but are not limited to: domestic, agricultural, industrial, recreational, and other legitimate beneficial uses.
- 7.5. “Best Management Practices” (BMPs) means schedules of activities, prohibitions of practices, maintenance procedures, and other management practices to prevent or reduce the pollution of Waters of the State. BMPs also include treatment requirements, operating procedures, and practices to control facility site runoff, spillage or leaks, sludge or waste disposal, or drainage from raw material storage.
- 7.6. “CWA” means *The Clean Water Act of 1987*, formerly referred to as the Federal Water Pollution Control Act.
- 7.7. "Co-Permittee" means any operator of a regulated Small MS4 that is applying jointly with another applicant for coverage under this Permit. A Co-Permittee owns or operates a regulated Small MS4 located within or adjacent to another regulated MS4. A Co-Permittee is only responsible for complying with the conditions of this Permit relating to discharges from the MS4 the Co-Permittee owns or operates. See also 40 CFR 122.26(b)(1).
- 7.8. “Control Measure” refers to any Best Management Practice or other method used to prevent or reduce the discharge of pollutants to Waters of the State.
- 7.9. “Common plan of development or sale” means one plan for development or sale, separate parts of which are related by any announcement, piece of documentation (including a sign, public notice or hearing, sales pitch, advertisement, drawing, plat, blueprint, contract, Permit application, zoning request, computer design, etc.), physical demarcation (including contracts) that identify the scope of the project. A plan may still be a common plan of development or sale even if it is taking place in separate stages or phases, is planned in combination with other construction activities, or is implemented by different owners or operators.
- 7.10. “Director” means the director of the Utah Division of Water Quality, otherwise known as the *Division* of the Utah Water Quality Board.
- 7.11. “Division” means the Utah Division of Water Quality.
- 7.12. "Discharge" for the purpose of this Permit, unless indicated otherwise, refers to discharges from the Municipal Separate Storm Sewer System (MS4).

- 7.13.** "Dry weather screening" is monitoring done in the absence of storm events to discharges representing, as much as possible, the entire storm drainage system for the purpose of obtaining information about illicit connections and improper dumping.
- 7.14.** "Escalating enforcement procedures" refers to a variety of enforcement actions in order to apply as necessary for the severity of the violation and/or the recalcitrance of the violator.
- 7.15.** "Entity" means a governmental body or a public or private organization.
- 7.16.** "EPA" means the United States Environmental Protection Agency.
- 7.17.** "General Permit" means a Permit which covers multiple dischargers of a point source category within a designated geographical area, in lieu of individual Permits being issued to each discharger.
- 7.18.** "Ground water" means water in a saturated zone or stratum beneath the surface of the land or below a surface water body.
- 7.19.** "High quality waters" means any water, where, for a particular pollutant or pollutant parameter, the water quality exceeds that quality necessary to support the existing or designated uses, or which supports an exceptional use.
- 7.20.** "Illicit connection" means any man-made conveyance connecting an illicit discharge directly to a municipal separate storm sewer.
- 7.21.** "Illicit discharge" means any discharge to a municipal separate storm sewer that is not composed entirely of storm water except discharges pursuant to a UPDES Permit (other than the UPDES Permit for discharges from the municipal separate storm sewer) and discharges resulting from emergency firefighting activities.
- 7.22.** "Impaired waters" means any segment of surface waters that has been identified by the Division as failing to support classified uses. The Division periodically compiles a list of such waters known as the 303(d) List.
- 7.23.** "Indian Country" is defined as in 40 CFR §122.2 to mean:
- 7.23.1.** All land within the limits of any Indian reservation under the jurisdiction of the United States Government, notwithstanding the issuance of any patent, and, including rights-of-way running through the reservation;
  - 7.23.2.** All dependent Indian communities within the borders of the United States whether within the originally or subsequently acquired territory thereof, and whether within or without the limits of a state; and
  - 7.23.3.** All Indian allotments, the Indian titles to which have not been extinguished, including right-of-ways running through the same.

- 7.24.** “Large MS4” *Large municipal separate storm sewer system* means all municipal separate storm sewers that are located in an incorporated place with a population of 250,000 or more as determined by the current Decennial Census by the Bureau of the Census.
- 7.25.** “Low Impact Development” (LID) is an approach to land development (or re-development) that works with nature to more closely mimic pre-development hydrologic functions. LID employs principles such as preserving and recreating natural landscape features, minimizing effective imperviousness to create functional and appealing site drainage that treat storm water as a resource rather than a waste product. There are many practices that have been used to adhere to these principles such as bioretention facilities, rain gardens, vegetated rooftops, rain barrels, and permeable pavements.
- 7.26.** "MS4" is an acronym for "municipal separate storm sewer system".
- 7.27.** "Maximum Extent Practicable" (MEP) is the technology-based discharge standard for Municipal Separate Storm Sewer Systems established by paragraph 402(p)(3)(B)(iii) of the Federal Clean Water Act (CWA), which reads as follows: “Permits for discharges from municipal storm sewers shall require controls to reduce the discharge of pollutants to the maximum extent practicable, including management practices, control techniques, and system, design, and engineering methods, and other such provisions as the Administrator or the State determines appropriate for the control of such pollutants.”
- 7.28.** “Medium MS4” *Medium municipal separate storm sewer system* means all municipal separate storm sewers that are located in an incorporated place with a population of 100,000 or more but less than 250,000, as determined by the 1990 Decennial Census by the Bureau of the Census
- 7.29.** “Monitoring” refers to tracking or measuring activities, progress, results, etc.;
- 7.30.** "Municipal separate storm sewer system" means a conveyance or system of conveyances (including roads with drainage systems, municipal streets, catch basins, curbs, gutters, ditches, man-made channels, or storm drains) pursuant to paragraphs R317-8-1.6(4), (7), & (14), or designated under UAC R317-8-3.9(1)(a)5:
- 7.30.1.** that is owned or operated by a state, city, town, county, district, association, or other public body (created by or pursuant to State Law) having jurisdiction over disposal of wastes, storm water, or other wastes, including special districts under State Law such as a sewer district, flood control district or drainage district, or similar entity, or a designated and approved management agency under section 208 of the CWA that discharges to Waters of the State;
- 7.30.2.** that is designed or used for collecting or conveying storm water;
- 7.30.3.** which is not a combined sewer; and
- 7.30.4.** which is not part of a Publicly Owned Treatment Works (POTW) as defined in 40 CFR 122.2.
- 7.31.** “NOI” is an acronym for “Notice of Intent” to be covered by this Permit and is the mechanism used to “register” for coverage under a General Permit.

- 7.32.** “Non-analytical monitoring” refers to monitoring for pollutants by means other than UAC R317-2-10 and 40 CFR 136, such as visually or by qualitative tools that provide comparative or rough estimates.
- 7.33.** “Operator” is the person or entity responsible for the operation and maintenance of the MS4.
- 7.34.** "Outfall" means a point source as defined by UAC R317-8-1.5(34) at the point where a municipal separate storm sewer discharges to Waters of the State and does not include open conveyances connecting two municipal separate storm sewers, or pipes, tunnels or other conveyances which connect segments of the same stream or other Waters of the State and are used to convey waters of the State.
- 7.35.** “Phase II areas” means areas regulated under UPDES storm water regulations encompassed by Small MS4's (see definition 7.39.).
- 7.36.** “Priority construction site” means a construction site that has potential to threaten water quality when considering the following factors: soil erosion potential; site slope; project size and type; sensitivity of receiving waterbodies; proximity to receiving waterbodies; non-storm water discharges and past record of non-compliance by the operators of the construction site.
- 7.37.** “Redevelopment” is the replacement or improvement of impervious surfaces on a developed site.
- 7.38.** “Runoff” is water that travels across the land surface, or laterally through the ground near the land surface, and discharges to water bodies either directly or through a collection and conveyance system. Runoff includes storm water and water from other sources that travels across the land surface.
- 7.39.** “SWMP” is an acronym for storm water management program. The SWMP document is the written plan that is used to describe the various control measures and activities the Permittee will undertake to implement the storm water management plan.
- 7.40.** “SWPPP” is an acronym for storm water pollution prevention plan.
- 7.41.** “Small municipal separate storm sewer system” is any MS4 not already covered by the Phase I program as a medium or large MS4. The Phase II Rule automatically covers on a nationwide basis all Small MS4s located in “urbanized areas” (UAs) as defined by the Bureau of the Census (unless waived by the UPDES Permitting authority), and on a case-by-case basis those Small MS4s located outside of UAs that the UPDES Permitting authority designates.
- 7.41.1.** This term includes systems similar to separate storm sewer systems in municipalities, such as systems at military bases, large hospital or prison complexes, and highways and other thoroughfares. The term does not include separate storm sewers in very discrete areas, such as individual buildings.
- 7.42.** “SOP” is an acronym for standard operating procedure which is a set of written instructions that document a routine or repetitive activity. For the purpose of this Permit, SOPs should emphasize pollution control measures to protect water quality.
- 7.43.** "Storm water" means storm water runoff, snowmelt runoff, and surface runoff and drainage.

- 7.43.** “Storm water management program” means a set of measurable goals, actions, and activities designed to reduce the discharge of pollutants from the Small MS4 to the maximum extent practicable and to protect water quality.
- 7.44.** “TMDL” is an acronym for “Total Maximum Daily Load” and in this Permit refers to a study that: 1) quantifies the amount of a pollutant in a stream; 2) identifies the sources of the pollutant; and 3) recommends regulatory or other actions that may need to be taken in order for the impaired waterbody to meet water quality standards.
- 7.45.** “Urbanized area” is a land area comprising one or more places and the adjacent densely settled surrounding area that together have a residential population of at least 50,000 and an overall population density of at least 1,000 people per square mile.
- 7.46.** “Waters of the State” means all streams, lakes, ponds, marshes, water-courses, waterways, wells, springs, irrigation systems, drainage systems, and all other bodies or accumulations of water, surface and underground, natural or artificial, public or private which are contained within, flow through, or border upon this state or any portion thereof, except bodies of water confined to and retained within the limits of private property, and which do not develop into or constitute a nuisance, or a public health hazard, or a menace to fish and wildlife which shall not be considered to be “Waters of the State” under this definition (“UAC” R317-1-1).

## Chapter 4.40 ILLICIT DISCHARGE AND EROSION CONTROL

### ADMINISTRATION AND ENFORCEMENT

#### Sections:

- [4.40.010](#) Purpose.
- [4.40.020](#) Definitions.
- [4.40.030](#) Applicability.
- [4.40.040](#) Responsibility of administration.
- [4.40.050](#) Severability.
- [4.40.060](#) Ultimate responsibility.
- [4.40.070](#) Prohibitions.
- [4.40.080](#) Illicit discharges.
- [4.40.090](#) Erosion control on construction sites.
- [4.40.100](#) Post construction.
- [4.40.110](#) Basic storm water management design criteria.
- [4.40.120](#) Notification of spills.
- [4.40.130](#) Enforcement, violation and penalties.

#### **4.40.010 Purpose.**

The purpose of this chapter is to protect the health, safety and welfare of Syracuse City and its inhabitants by improving the City's storm sewer system, managing and controlling storm water run-off, protecting property, preventing polluted water from entering the City's storm water system and other receiving waters to the maximum extent practicable as required by federal and state law. The objectives of this chapter are:

- (A) To regulate the contribution of pollutants to the City's storm sewer system by storm water discharges by any user;
- (B) To prohibit illicit connections and discharges to the City storm water system;
- (C) To guide, regulate and control the design, construction, use, and maintenance of any development or other activity that results in the movement of earth on land within the City;
- (D) To minimize increases in non-point source pollution caused by storm water runoff from development which would otherwise degrade local water quality;
- (E) To reduce the amount of storm water run-off, soil erosion and non-point source pollution, wherever possible, through storm water management controls and to ensure that these management controls are properly maintained and pose no threat to public safety;

(F) To establish a viable and fair method of financing the construction management, operation and maintenance of the storm sewer system;

(G) To establish legal authority to carry out all inspection, surveillance and monitoring procedures necessary to ensure compliance with this chapter; and

(H) To establish a penalty procedure for violation(s) of this code. [Ord. 12-07 § 1 (Exh. A); Ord. 06-06 § 1; Code 1971 § 4-08-010.]

#### **4.40.020 Definitions.**

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For the purposes of this chapter, the following shall mean:

“Authorized enforcement agency” means the City Public Works Director (PWD) and/or any individual designated by the PWD as an authorized enforcement agent designated to enforce this chapter.

“Berm” means an earthen mound used to direct the flow of runoff around or through a structure.

“Best management practices (BMPs)” includes schedules of activities, prohibitions of practices, maintenance procedures, design standards, and other management practices to prevent or reduce the discharge of pollutants directly or indirectly into the waters of the United States. BMPs also include treatment requirements, operating procedures, educational activities, and practices to control plant site runoff spillage or leaks, sludge or waste disposal, or drainage from raw material storage.

“City” means Syracuse City, Davis County, Utah, with associated jurisdiction.

“City storm water activity permit” means a City required permit, issued to any person or business that intends to disturb more than one acre of property.

“Clean Water Act” means the federal Water Pollution Control Act enacted by Public Law 92-500 as amended by Public Laws 95-217, 95-576, 96-483, and 97-117, enacted at 33 U.S.C. Section 1251 et seq., and any subsequent amendments thereto.

“Construction activity” means activities subject to the National Pollutant Discharge Elimination System (NPDES) construction permits. These include construction projects resulting in land disturbance of one acre or more. Such activities include, but are not limited to, clearing and grubbing, grading, excavating, and demolition.

“Conveyance system” means any channel or pipe for collecting and directing the storm water.

“Culvert” means a covered channel or large diameter pipe that directs water flow below the ground surface.

“Degradation (biological or chemical)” means the breakdown of chemical compounds into simpler

substances, usually less harmful than the original compound, as with the degradation of a persistent pesticide.

“Degradation (geological)” means wearing down by erosion.

“Degradation (water)” means the lowering of the water quality of a water course by an increase in the amount of pollutant(s).

Detention. Storm water detention is temporary storage of a storm water runoff volume for subsequent release. Examples include detention basins, underground vaults, tanks or pipes, as well as temporary detention in parking lots, depressed grassy areas, etc.

“Detention basin” means a depression to detain or slow down the flow of storm water until downstream facilities have sufficient flow capacity to handle the flow. A detention basin consists of an inlet, an outlet, the storage basin itself, and piping between. The intent of the design of the basin and its improvements are that it is to be designed and improved in such a way as to be an asset to the neighborhood and community.

“Development” means any manmade change to the land, including but not limited to site preparation, filling, grading, paving, excavation, and construction of building(s) or other structures.

“Dike” means an embankment to confine or control water, often built along the banks of a river to prevent overflow of lowlands; a levee.

“Discharge” means the release of storm water or other substance from a conveyance system or storage container.

“Disturb” means to alter the physical condition, natural terrain, or vegetation of land by clearing, grubbing, excavating, filling, building, or other construction activity.

“Drainage” refers to the collection, conveyance, containment, and/or discharge of surface and storm water runoff.

“Drain inlet” means a point of discharge into a detention or retention basin, or pipe system, or ditch or channel.

“Drain outlet” means a point of exit from a detention or retention basin, or pipe system, or ditch or channel.

“Erosion” means the wearing away of land surface by wind, water, ice, gravity, or mechanical processes, including vehicular traffic. Erosion occurs naturally from weather or runoff but can be intensified by land-clearing practices related to farming, residential or industrial development, road building, clearing of vegetation, or recreational activities including OHV use, hiking, equestrian, etc.

“Fill” means a deposit of earth material placed by artificial means.

“First flush” means the delivery of a disproportionately large load of pollutants during the early part of storms due to the rapid runoff of accumulated pollutants.

“General permit” means a federal, or state permit issued under the NPDES to allow storm water discharges to waters of the United States.

“General state construction storm water permit” means a state-required permit issued to any person or business that intends to disturb more than one acre of property.

“Grading” means the cutting and/or filling of the land surface to a desired slope or elevation.

“Hazardous waste” means byproducts of society that can pose a substantial or potential hazard to human health or the environment when improperly managed. Possesses, at least, one of four characteristics (flammable, corrosivity, reactivity, or toxicity), or appears on special Environmental Protection Agency (EPA) lists.

“Heavy metals” means metals of high specific gravity, present in municipal and industrial wastes, that pose long-term environmental hazards. Such metals include cadmium, chromium, cobalt, copper, lead, mercury, nickel, and zinc.

“Illegal discharge” means any direct or indirect non-storm water discharge to the storm drain system, except discharges from fire fighting activities and other discharges exempted in this chapter.

“Illicit connection” means any physical connection to a publicly maintained storm drain system allowing discharge of non-storm water which has not been permitted by the public entity responsible for the operation and maintenance of the system.

“Impervious surface” means a surface which prevents or retards the penetration of water into the ground including, but not limited to, roofs, sidewalks, patios, driveways, parking lots, concrete and asphalt paving, gravel, compacted native surfaces and earthen materials, and oiled, macadam, or other surfaces which similarly impede the natural infiltration of storm water.

“Individual permit” means a permit issued under the NPDES program for a specific facility, whereby the unique characteristics of that facility may be addressed through the imposition of special conditions or requirements.

“Infiltration” means the downward movement of water from the surface to the subsoil. The infiltration capacity is expressed in terms of inches/hour.

“Ingress/egress” means the points of access to and from a property.

“Inlet” means an entrance into a ditch, storm sewer, or other waterway.

“Land-disturbing activity” means a human-induced change to improved or unimproved land, including, but not limited to, new home or building construction, expansion of an existing building or home, demolition activity, clearing, grubbing, leveling, excavation, fill operations, grading, trenching, landscaping, drainage, pipe installation, drilling, mining, dredging, road construction or improvement, paving, and improvements for use as parking or storage.

“Mulch” means a natural or artificial layer of plant residue or other materials covering the land surface which conserves moisture, holds soil in place, aids in establishing plant cover, and minimizes temperature fluctuations.

“Municipal separate storm sewer system (MS4)” means a municipally owned and operated storm water collection system that consists of any or all of the following: curb and gutter, drainage swales, piping, ditches, canals, detention basins, inlet boxes, or any other system used to convey storm water that discharges into canals, ditches, streams, or lakes not owned and operated by the City.

“Nonpoint source” means pollution caused by diffuse sources (not a single location such as a pipe) such as agricultural or urban runoff.

“NPDES (National Pollutant Discharge Elimination System)” means the EPA’s program to control the discharge of pollutants to waters of the United States.

“NPDES permit” means an authorization, or license, or equivalent control document issued by the EPA or an approved state agency to implement the requirements of the NPDES program.

“Off site” means any area lying upstream of the site that drains onto the site and any area lying downstream of the site to which the site drains.

“On site” means the entire property that includes the proposed development.

“Outfall” means the point, location, or structure where wastewater or drainage discharges from a sewer pipe, ditch, or other conveyance to a receiving body of water.

“Plat” means a map or representation of a subdivision showing the division of a tract or parcel of land into lots, blocks, streets, or other divisions and dedications.

“Point source” means any discernible, confined, and discrete conveyance, including but not limited to any pipe, ditch, channel, tunnel, conduit, well, discrete fissure, container, platform, rolling stock, concentrated animal feeding operation, or vessel or other floating craft, from which pollutants are or may be discharged.

“Pollutant” means, generally, any substance introduced into the environment that adversely affects

the usefulness of a resource. Pollutants may include, but are not limited to: paints, varnishes, and solvents; oil and other automotive fluids; nonhazardous liquid and solid wastes and yard wastes; refuse, rubbish, garbage, litter, or other discarded or abandoned objects, and accumulations, so that same may cause or contribute to pollution; floatables; pesticides, herbicides, and fertilizers; hazardous substances and wastes; sewage, fecal coliform and pathogens; dissolved and particulate metals; animal wastes; wastes and residues that result from constructing a building or structure; and noxious or offensive matter of any kind.

“Public Works Department” shall be the Syracuse City Public Works Department.

“Receiving waters” means bodies of water or surface water systems that receive water from upstream constructed (or natural) systems.

“Retention” means the holding of runoff in a basin without release except by means of evaporation, infiltration, or emergency bypass.

“Retention basin” means a depression in the land designed to retain water from flowing downstream. A retention basin does not allow for any downstream flow, other than overland if the capacity of the basin is exceeded. Such a facility allows only for the storage of a fixed amount of water, and is not normally allowed within the City’s storm drain system.

“Riparian” means a relatively narrow strip of land that borders a stream or river.

“Riprap” means a combination of large stone, cobbles and boulders used to line channels, stabilize banks, reduce runoff velocities, or filter out sediment.

“Run-on” means storm water surface flow or other surface flow which enters property other than that where it originated.

“Runoff” means that part of precipitation, snow melt, or irrigation water that runs off the land into streams or other surface water. It can carry pollutants from the air and land into the receiving waters.

“Sedimentation” means the process of depositing soil particles, clays, sands, or other sediments that were picked up by runoff.

“Sheet flow” means runoff which flows over the ground surface as a thin, even layer, not concentrated in a channel.

“Source control” means a practice or structural measure to prevent pollutants from entering storm water runoff or other environmental media.

“Stabilization” means the proper placing, grading and/or covering of soil, rock, or earth to ensure its resistance to erosion, sliding, or other movement.

“Storm drain” means a slotted opening leading to an underground pipe or open ditch for carrying surface runoff.

“Storm drain system” means a system of surface and underground conveyance, consisting of curb and gutter, street surface, inlet and clean-out boxes, piping, open channels and detention basins, ditches, channels, storm drains, owned and operated by the City or private owners, which is designed and used to convey or collect storm water.

“Storm water” means rainfall runoff, snow melt runoff, and drainage. It excludes infiltration.

“Storm water pollution prevention plan” means a document which describes the best management practices and activities to be implemented by a person or business to identify sources of pollution or contamination at a site and the actions to eliminate or reduce pollutant discharges to storm water, storm water conveyance systems, and/or receiving waters. This plan must be prepared prior to obtaining a general state or county construction storm water permit.

“Swale” means an elongated depression in the land surface that is at least seasonally wet, is usually heavily vegetated, and is normally without flowing water. Swales direct storm water flows into primarily drainage channels and allow some of the storm water to infiltrate into the ground surface.

“Treatment control BMP” means a BMP that is intended to remove pollutants from storm water.

“Waters of the state” means surface waters and ground waters within the boundaries of the state of Utah and subject to its jurisdiction.

“Waters of the United States” means surface watercourses and water bodies as defined in Title 40 Part 122.2 of the Code of Federal Regulations (CFR) including all natural waterways and definite channels and depressions in the earth that may carry water, even though such waterways may only carry water during rains and storms and may not carry storm water at and during all times and seasons.

“Wetlands” means an area that is regularly saturated by surface or ground water and subsequently characterized by a prevalence of vegetation that is adapted for life in saturated soil conditions. Examples include, but are not limited to, swamps, bogs, marshes, and estuaries. [Ord. 12-07 § 1 (Exh. A); Ord. 06-06 § 1; Code 1971 § 4-08-020.]

#### **4.40.030 Applicability.**

This chapter shall apply to all water entering the storm drain system generated on any developed and undeveloped lands unless explicitly exempted by an authorized enforcement agency. [Ord. 12-07 § 1 (Exh. A); Ord. 06-06 § 1; Code 1971 § 4-08-030.]

#### **4.40.040 Responsibility of administration.**

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The Syracuse City Public Works Department shall administer, implement, and enforce the provisions of this chapter. Any powers granted or duties imposed upon the authorized enforcement agency may be delegated in writing by the Director of Public Works to persons or entities acting in the beneficial interest of or in the employ of the agency. [Ord. 12-07 § 1 (Exh. A); Ord. 06-06 § 1; Code 1971 § 4-08-040.]

#### **4.40.050 Severability.**

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The provisions of this chapter are hereby declared to be severable. If any provision, clause, sentence, or paragraph of this chapter or the application thereof to any person, establishment, or circumstances shall be held invalid, such invalidity shall not affect the other provisions or application of this chapter. [Ord. 12-07 § 1 (Exh. A); Ord. 06-06 § 1; Code 1971 § 4-08-050.]

#### **4.40.060 Ultimate responsibility.**

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The standards set forth herein and promulgated pursuant to this chapter are minimum standards; therefore, this chapter does not intend nor imply that compliance by any person will ensure that there will be no contamination, pollution, nor unauthorized discharge of pollutants. [Ord. 12-07 § 1 (Exh. A); Ord. 06-06 § 1; Code 1971 § 4-08-060.]

#### **4.40.070 Prohibitions.**

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(A) No vehicle shall be driven or moved on any street, highway or other public place unless such vehicle is so constructed, loaded or covered as to prevent any of its load from dropping, sifting, leaking or otherwise escaping therefrom, except that sand or other substances may be dropped for the purpose of securing traction, or water or other substances may be sprinkled on a roadway in cleaning or maintaining such roadway for the travel of the general public.

(B) No vehicle loaded with garbage, waste paper, ashes, refuse, trash, rubbish, waste, wire, paper, cartons, boxes, glass, solid waste, scrap metal, or any other material of an unsanitary nature that is susceptible to blowing or bouncing from a moving vehicle shall be driven or moved on any street or other public place unless the load is covered with a sufficient cover to prevent the load or any part of the load from spilling onto the street or other public place.

(C) No person shall operate any vehicle so as to track or drop mud, stones, dirt, concrete, gravel or other similar material onto public streets by construction or delivery vehicles. It shall be the duty of the driver of a vehicle who unlawfully drops or deposits mud, stones, concrete, gravel or other similar material or permits the load or any portion thereof to be dropped or deposited upon any street or other public place to immediately remove the same or cause it to be removed. It shall be the duty of the driver of any vehicle to clean the tires and vehicle undercarriage of dirt or debris before the vehicle enters onto a paved surface public right-of-way.

(D) No person shall discharge waste concrete or concrete truck rinse water except into pre-approved

discharge facilities or designated areas. Dumping of excess concrete shall not be allowed.

(E) Stockpile construction or yard improvement materials or debris in the street or in the gutter unless being stored in a self-contained storage unit that has been pre-approved by the Public Works Department. This includes, but is not limited to, ramps being constructed for temporary access across the existing curb and gutter; stockpiling of topsoil or other fill material; stockpiling of sand, gravel, landscape rock, bark, mulch or any other material that may be considered a source of pollution to the storm water system. [Ord. 12-07 § 1 (Exh. A); Ord. 06-06 § 1; Code 1971 § 4-08-070.]

#### **4.40.080 Illicit discharges.**

No person shall discharge or cause to be discharged into the City storm drain system or watercourses any materials including, but not limited to, pollutants or waters containing any pollutants that cause or contribute to a violation of applicable water quality standards other than storm water.

(A) The commencement, conduct or continuance of any illegal discharge to the storm drain system is prohibited except as described as follows:

- (1) Water line flushing or other potable water sources;
- (2) Landscape irrigation or lawn watering;
- (3) Diverted stream flows;
- (4) Rising ground water;
- (5) Ground water infiltration to storm drains;
- (6) Uncontaminated pumped ground water;
- (7) Foundation or footing drains (not connected to floor drains);
- (8) Crawl space sump pumps;
- (9) Air conditioning condensation;
- (10) Springs;
- (11) Noncommercial washing of vehicles;
- (12) Natural riparian habitat or wetland flows;
- (13) Swimming pools (if dechlorinated – typically less than one PPM chlorine);
- (14) Fire fighting activities, and any other water source not containing pollutants;

(15) Discharges specified in writing by the authorized enforcement agency as being necessary to protect public health and safety.

(B) Dye testing is an allowable discharge, but requires a verbal notification to the authorized enforcement agency prior to the time of the test.

(C) The prohibition shall not apply to any nonstorm water discharge permitted under an NPDES permit, waiver, or waste discharge order issued to the discharger and administered under the authority of the federal Environmental Protection Agency; provided, that the discharger is in full compliance with all requirements of the permit, waiver, or order and other applicable laws and regulations; and provided, that written approval has been granted for any discharge to the storm drain system.

(D) This prohibition expressly includes, without limitation, illicit connections made in the past, regardless of whether the connection was permissible under law or practices applicable or prevailing at the time of connection. This prohibition also expressly includes, without limitation, connections of sanitary sewer lines to the MS4. [Ord. 12-07 § 1 (Exh. A); Ord. 06-06 § 1; Code 1971 § 4-08-080.]

#### **4.40.090 Erosion control on construction sites.**

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(A) City Storm Water Activity Permit.

(1) Any person or business responsible for disturbing one acre or more of ground shall obtain a City storm water activity permit from the Syracuse City Public Works Department. Syracuse City will comply with the requirements for the Clean Water Act Phase II, and all other state and federal regulations. This is to include applications, permits, plans and implementation. No person shall be granted a storm water activity permit for land disturbance that would require the uncovering of one acre or more without the approval of a storm water pollution prevention plan by the Syracuse City Public Works Department.

(a) Syracuse City Storm Water Activity Permit. This permit can be obtained from the City Public Works Department with building permits or with the subdivision approval prior to the preconstruction meeting for the proposed development. All projects and sites with a total plan to affect greater than one acre of land must apply. Additionally, before connecting to an existing storm drain system (ditches, pipes, catch basin, boxes, manholes, etc.) the developer/contractor shall obtain a storm water activity permit from the City Public Works Department. All basins shall be calculated, designed and stamped by a licensed professional engineer. Any appropriate fees must be paid.

(b) Utah Pollution Discharge Elimination System (UPDES) Permit. This permit is filed with the Utah Division of Water Quality, Department of Environmental Quality. The permit can be obtained from the Internet at: <http://waterquality.utah.gov/updes/stormwater.htm>. All sites

with a total plan to affect greater than one acre of land must apply. The appropriate fee must be paid to the state. A storm water pollution prevention plan (SWPPP) or erosion control plan or pollution prevention plan must be prepared and on site for this application. A minimum requirement for approval is possession of an active BMP plan for the proposed project.

(c) Stream Alteration Permit. A stream alteration permit is filed with the state Department of Natural Resources, Division of Water Rights. This permit overlaps the 404 wetlands permit because it is applicable to the area equal to the stream plus two times the bankfull width up to 30 feet. Any modifications to the stream or banks within this area must comply with the stream alteration permit.

(d) EPA 404 Wetlands Permit. This permit is filed with the U.S. Army Corp of Engineers. It is applicable for all wetlands within a development. This will apply to all wetlands depending upon the presence of water, soils type, and vegetation as determined in a wetlands delineation report. All "waters of the U.S." are affected to the normal high water mark. No fee is typically required for this permit. A letter of nonregulated wetlands may be applicable. Any mitigation that may be required must be done prior to recording a final plat.

(2) Each City storm water activity permit application shall bear the name and address of the owner or developer of the site, and of any consulting firm retained by the applicant together with the name of the applicant's principal contact at such firm and shall be accompanied by a filing fee established by resolution of the City Council.

(3) The applicant must also obtain a general state construction storm water permit from the Department of Environmental Quality, Division of Water Quality.

(4) A City storm water activity permit is not required for the following activities:

(a) Any emergency activity that is immediately necessary for the protection of life, property, or natural resources.

(b) Existing nursery and agricultural operations conducted as a permitted main or accessory use.

(B) Application Review Fees. The fee for review of the construction storm water permit shall be based on the amount of land to be disturbed at the site, and the fee structure shall be established from time to time by resolution of the Syracuse City Council. All of the monetary fees shall be credited to a local budgetary category to support local plan review, inspection and program administration, and shall be made prior to the issuance of any building permit or construction activity for the development.

(C) Waivers for Providing Storm Water Pollution Prevention Plan. Every applicant shall provide for

storm water pollution prevention plan as required by this chapter, unless a written request is filed to waive this requirement. Requests to waive the storm water pollution prevention plan requirements shall be submitted to the Public Works Department for approval.

(1) The minimum requirements for storm water pollution prevention plan may be waived in whole or in part upon written request of the applicant; provided, that at least one of the following conditions applies:

(a) It can be demonstrated that the proposed development is not likely to impair attainment of the objectives of this chapter.

(b) Alternative minimum requirements for on-site management of storm water discharges have been established in a storm water pollution prevention plan that has been approved by the Public Works Department and the implementation of the plan is required by local ordinance.

(c) The Public Works Department finds that meeting the minimum on-site pollution prevention plans are not feasible due to the natural or existing physical characteristics of a site.

(d) Nonstructural practices will be used on the site that reduce:

(i) The generation of storm water from the site;

(ii) The size and cost of storm water storage; and

(iii) The pollutants generated at the site.

The amount of credit available for using such nonstructural practices shall be determined by the Public Works Department.

(2) In instances where one of the conditions above applies, the Public Works Department may grant a waiver from compliance with these storm water pollution prevention plans, as long as acceptable mitigation measures are provided. However, to be eligible for a variance, the applicant must demonstrate to the satisfaction of the Public Works Department that the variance will not result in the following impacts to downstream waterways:

(a) Deterioration of existing culverts, bridges, dams, and other structures;

(b) Degradation of biological functions or habitat;

(c) Accelerated stream bank or streambed erosion or siltation;

(d) Increased threat of flood damage to public health, life, or property.

(D) Storm Water Management Plan.

(1) A storm water management plan shall be required with all permit applications and will include sufficient information (e.g., maps, hydrologic calculations, etc.) to evaluate the environmental characteristics of the project site, the potential impacts of all proposed development of the site, both present and future, on the water resources, and the effectiveness and acceptability of the measures proposed for managing storm water generated at the project site. The intent of this planning process is to determine the type of storm water management measures necessary for the proposed project, and ensure adequate planning for management of storm water runoff from future development. The storm water management plan shall be prepared in accordance with a checklist provided by the Public Works Department.

(2) For development or redevelopment occurring on a previously developed site, an applicant shall be required to include within the storm water management plan measures for controlling existing storm water runoff discharges from the site in accordance with the standards of this chapter to the maximum extent practicable.

(E) Review and Approval.

(1) The Public Works Department will review each application to determine its conformance with the provisions of this regulation. Within 30 days after receiving an application, the Public Works Department shall, in writing:

(a) Approve the permit application;

(b) Approve the permit application subject to such reasonable conditions as may be necessary to secure substantially the objectives of this regulation, and issue the permit subject to these conditions; or

(c) Disapprove the permit application, indicating the reason(s) and procedure for submitting a revised application and/or submission.

(2) Failure of the Public Works Department to act on an original or revised application within the specified time period shall authorize the applicant to proceed with the plans as filed unless such time is extended by agreement between the applicant and the Public Works Department.

(F) Inspection. Field inspections shall be conducted by the Syracuse City Public Works Department, the City Ordinance Enforcement Officer or other designated agent as outlined in the inspection checklist provided by the Public Works Department.

(G) As Built Plans. All applicants are required to submit actual "as built" plans for any storm water management practices located on site after final construction is completed. The plan must show the

final design specifications for all storm water management facilities and must be certified by a professional engineer. A final inspection by the Syracuse Off-Site Improvement Inspector and the Public Works Department is required before the release of any performance securities can occur. [Ord. 12-07 § 1 (Exh. A); Ord. 08-02 § 18; Ord. 06-06 § 1; Code 1971 § 4-08-090.]

#### **4.40.100 Post construction.**

Unless judged by the Syracuse City Public Works Department to be exempt or granted a waiver, the following performance criteria shall be addressed for storm water management at all sites:

(A) All site designs shall establish storm water management practices to control the peak flow rates. Transmission pipes shall be designed to accommodate a 10-year, one-hour storm, and regional detention basins shall be designed to facilitate a 100-year, one-hour storm, with a 0.2 cfs per acre discharge and local on-site detention basins shall be designed to facilitate a 50-year, one-hour storm. These practices should seek to utilize pervious areas for storm water treatment and to infiltrate storm water runoff from driveways, sidewalks, rooftops, parking lots, and landscaped areas to the maximum extent practical to provide treatment for both water quality and quantity.

(B) All storm water runoff generated from new development shall not discharge untreated storm water directly into a jurisdictional wetland or waters of the state without adequate treatment. In no case shall the impact on functional values be any greater than that allowed by the Army Corps of Engineers (ACE) or the Department of Environmental Quality (DEQ) responsible for natural resources.

(C) Annual groundwater recharge rates shall be maintained by promoting infiltration through the use of structural and nonstructural methods. At a minimum, annual recharge from the post development site shall mimic the annual recharge from predevelopment site conditions.

(D) For new development, structural best management practices (BMPs) shall be designed to remove 75 percent of the average annual post development total suspended solids (TSS) load. It is presumed that a structural treatment practice complies with this performance standard if it is:

- (1) Sized to capture the prescribed water quality volume (WQV);
- (2) Designed according to the specific performance criteria outlined in the American Public Works Association Manual;
- (3) Constructed properly; and
- (4) Maintained regularly.

(E) Storm water discharges to critical areas with sensitive resources (i.e., cold water fisheries, shellfish beds, swimming beaches, recharge areas, water supply reservoirs) may be subject to additional performance criteria, or may need to utilize or restrict certain storm water management

practices.

(F) Storm water discharges from land uses or activities with higher potential pollutant loadings, known as “hotspots,” may require the use of specific structural BMPs and pollution prevention practices. Oil separators shall be required on all sites greater than one acre identified as “hotspots,” such as commercial land use sites, parking areas other than residential, mechanic shops, fuel stations, or associated parking areas. Oil separators must be capable of removing particulates down to 150 microns. Design and sizing requirements of oil separators shall be reviewed by the City Engineer prior to installation. [Ord. 12-07 § 1 (Exh. A); Ord. 06-06 § 1; Code 1971 § 4-08-100.]

#### **4.40.110 Basic storm water management design criteria.**

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(A) Site Design Feasibility. Storm water management practices for a site shall be chosen based on the physical conditions of the site. Among the factors that should be considered:

- (1) Topography.
- (2) Maximum drainage area.
- (3) Depth to water table.
- (4) Soils.
- (5) Slopes.
- (6) Ground cover.
- (7) Location in relation to environmentally sensitive features or ultra-urban areas.

(B) Conveyance Issues. All storm water management practices shall be designed to convey storm water to allow for the maximum removal of pollutants and reduction in flow velocities. This shall include, but not be limited to:

- (1) Maximizing of flow paths from inflow points to outflow points.
- (2) Protection of inlet and outfall structures.
- (3) Elimination of erosive flow velocities.
- (4) Providing of under drain systems, where applicable.

(C) General Policy. It is the general policy of the City to design storm water facilities as:

- (1) Storm water conveyance pipe at 10-year design standard.
- (2) Nonregional detention basin capacity at 50-year design standard.

(3) Regional detention basin capacity at 100-year design standard.

Local storm drain pipes and inlet structures shall be designed to convey the storm waters of a 10-year event totally within an underground pipe system. The storm water piping shall handle the 10-year event. All storm water calculations for detention shall be detailed to show that the entire area in consideration shall meet the requirement of 0.2 cfs discharge per acre developed established by Davis County public works; any storm water in excess of this requirement shall be detained.

(D) Intensity-Duration-Frequency Curve IDF. For the use of the Rational Formula, in determining calculations for a storm, the IDF curve available for the area closest to the City of Syracuse shall be used.

(E) Detention Basin Construction and Design Criteria.

(1) The location of the basin shall be such that convenient access for maintenance is possible. This generally means that local access is available to a dedicated roadway; any easements are provided by the owner of the property in question. In addition, volume in adjacent swales or ditches shall not be considered a portion of the storage system.

(2) The side slopes to all basins shall not exceed 3:1 (three horizontal feet to one foot vertical elevation rise) slope, with 4.5:1 being desirable, for the ease of maintenance and mowing.

(3) The bottom slope shall be designed to prevent permanent stagnation of water, and shall be minimum of two percent from inlet to outlet. The City may request additional low flow elimination remedies during the subdivision warranty period if stagnation of nuisance water occurs.

(4) The basin freeboard shall be a minimum of one foot (top of berm or surface to high water mark of overflow outlet).

(5) The spillway shall be designed to overflow onto a City street or other channel with the capacity to contain and carry the overflow to an approved outlet. Said path to either a street or channel shall be within a maintained area, improved to allow flows without erosion, and within a drainage easement. All spillways shall be designed to protect adjacent embankments, structures or properties, and shall not present flooding potential to adjacent structures or homes.

(6) The outlet control for all small, localized basins may have fixed, size-calculated orifice plates, capable of being replaced if necessary, mounted on the outlet of the basin, as approved by the City Engineer. Large, regional basins shall be designed to have either fixed or screw-type gates installed to allow for adjustment by City personnel, if necessary. The screw-gates shall be Waterman C-10 O.A.E. or City Engineer approved equal.

(7) All grates shall be designed with hot-dipped galvanized (not painted) metal grates, with bars at spacing to prevent or prohibit children's feet from falling in the structure, and still avoiding clogging with debris. Bar spacing shall never exceed three inches in any direction.

(8) Low flows shall be designed to flow through the basin in a pipe designed to carry a one-year frequency flow. A concrete gutter shall not alternate to the pipe system. The pipe size and material shall be a minimum 15 inches.

(9) The finish ground cover shall be either lawn sod or other landscaping, unless an alternate is approved by the City Council. A minimum four inches of top soil shall be installed prior to the area being sodded. If an alternate of weed barrier geo-textile fabric and cobbles is approved by the City Council, a minimum size of six-inch cobble rock is required.

(10) Basins shall be designed to allow vehicle access for maintenance by City personnel.

(F) Maintenance Agreements. All storm water treatment practices shall have an enforceable operation and maintenance agreement to ensure the system functions as designed.

(1) This agreement will include any and all maintenance easements required to access and inspect the storm water treatment practices, and to perform routine maintenance as necessary to ensure proper functioning of the storm water treatment practice. The agreement shall include provisions allowing for access and inspections on a reasonable basis. In addition, a legally binding covenant specifying the parties responsible for the proper maintenance of all storm water treatment practices shall be secured prior to issuance of any permits for land disturbance activities.

(2) If a responsible party fails or refuses to meet the requirements of the maintenance agreement, the Public Works Department, after reasonable notice, may correct a violation of the design standards or maintenance needs by performing all necessary work to place the facility in proper working condition. In the event that the storm water management facility becomes a danger to public safety or public health, the Public Works Department shall notify the party responsible for maintenance of the storm water management facility in writing. Upon receipt of that notice, the responsible person shall have 30 days to effect maintenance and repair of the facility in an approved manner. After proper notice, the Public Works Department may assess the owner(s) of the facility for the cost of repair work and any penalties; and the cost of the work shall be a lien on the property, or prorated against the beneficial users of the property, and may be placed on the tax bill and collected as ordinary taxes by the county assessor.

(G) Nongravity Discharge. Any lift stations, sump pumps or other facilities designed to cause storm water to move to higher elevations shall not be dedicated or accepted by the City. The City shall have no responsibility to own, operate, maintain or replace such facilities. Any such facilities shall be

owned, operated, maintained, and annually inspected through a public special service district. For single lot subdivisions or individual site plans, any such facilities shall be owned, operated, and maintained privately. [Ord. 16-07 § 1 (Exh. A); Ord. 12-07 § 1 (Exh. A); Ord. 06-06 § 1; Code 1971 § 4-08-110.]

#### **4.40.120 Notification of spills.**

Notwithstanding other requirements of law, as soon as any person responsible for a facility or operation, or responsible for emergency response for a facility or operation, has information of any known or suspected release of materials which are resulting or may result in illegal discharges or pollutants discharging into storm water, the storm drain system, or water of the U.S., said person shall take all necessary steps to ensure the discovery, containment, and cleanup of such release. In the event of such a release of hazardous materials said person shall immediately notify emergency response agencies of the occurrence via emergency dispatch services. In the event of a release of nonhazardous materials, said person shall notify the authorized enforcement agency in person or by phone or facsimile or email no later than the next business day. Notifications in person or by phone shall be confirmed by written notice addressed and mailed to the Syracuse City Public Works Department, within three business days of the notice. [Ord. 12-07 § 1 (Exh. A); Ord. 06-06 § 1; Code 1971 § 4-08-120.]

#### **4.40.130 Enforcement, violation and penalties.**

(A) Stop Work Order – Revocation of Permit. In the event that any person holding a City storm water activity permit pursuant to this chapter violates the terms of the permit or impedes site development in such a manner as to materially adversely affect the health, welfare, or safety of persons residing or working in the neighborhood or development site so as to be materially detrimental to the public welfare or injurious to property or improvements in the neighborhood, the Public Works Department may suspend or revoke the site development permit, such that no work on storm water infrastructure shall be performed or approved.

(B) Violation and Penalties. Whenever the Public Works Department finds that a person has violated a prohibition or failed to meet a requirement of this chapter, the Syracuse City Public Works Department may order compliance by written notice of violation to the responsible person. Such notice may require, without limitation:

- (1) The performance of monitoring, analyses, and reporting;
- (2) The elimination of illicit connections or discharges;
- (3) That violating discharges, practices, or operations shall cease and desist;
- (4) The abatement or remediation of storm water pollution or contamination hazards and the restoration of any affected property;

- (5) Payment of a fine to cover administrative and remediation costs; and
- (6) The implementation of source control or treatment BMPs.

Any person violating any of the provisions of this chapter shall be deemed guilty of a Class B misdemeanor and each day during which any violation of any of the provisions of this chapter is committed, continued, or permitted shall constitute a separate offense. [Ord. 12-07 § 1 (Exh. A); Ord. 06-06 § 1; Code 1971 § 4-08-130.]

**RESOLUTION NO. R2016-xx**

**A RESOLUTION OF THE SYRACUSE CITY COUNCIL AUTHORIZING  
THE ADOPTION OF THE 2016 STORM WATER MANAGEMENT  
PROGRAM FOR SYRACUSE CITY, UTAH.**

**WHEREAS**, The State of Utah Department of Environmental Quality, Division of Water Quality requires Syracuse City to complete and adopt a Storm Water Management Program in compliance with the Utah Water Quality Act, Title 19, Chapter 5 UCA, providing authorization to discharge storm water under the Utah Pollutant Discharge Elimination System (UPDES) through the general permit for discharges from small municipal separate storm sewer systems; and

**WHEREAS**, the purpose of the Storm Water Management Program is to establish a plan to reduce the discharge of pollutants from the storm drain system, protect water quality, and satisfy the appropriate water quality requirements of the Utah Water Quality Act.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF SYRACUSE CITY, STATE OF UTAH, AS FOLLOWS:**

**Section 1.** That the City Council of Syracuse affirms that it has reviewed and accepted the 2016 Storm Water Management Program.

**Section 2.** This resolution shall become effective immediately upon its passage.

**PASSED AND ADOPTED BY THE CITY COUNCIL OF SYRACUSE CITY, STATE OF UTAH, THIS 14<sup>th</sup> DAY OF JUNE, 2016.**

**SYRACUSE CITY**

ATTEST:

\_\_\_\_\_  
Cassie Z. Brown, City Recorder

By: \_\_\_\_\_  
Terry Palmer, Mayor

**2016 INTERLOCAL COOPERATION AGREEMENT  
BETWEEN DAVIS COUNTY CITIES AND  
DAVIS COUNTY  
FOR  
UPDES GENERAL PERMIT**

THIS AGREEMENT (Agreement) is entered into this \_\_\_\_ day of \_\_\_\_\_, 2016, by and between the following parties: DAVIS COUNTY, a body corporate and politic of the State of Utah, and the following cities, each of which is a municipal corporation of the State of Utah: BOUNTIFUL, CENTERVILLE, CLEARFIELD, CLINTON, FARMINGTON, FRUIT HEIGHTS, KAYSVILLE, LAYTON, NORTH SALT LAKE, SOUTH WEBER, SUNSET, SYRACUSE, WEST BOUNTIFUL, WEST POINT and WOODS CROSS.

WITNESSETH:

WHEREAS, the parties are “public agencies” and are authorized by the *Utah Interlocal Cooperation Act*, §11-13-101, *et seq.*, *Utah Code Annotated*, to enter into agreements with each other for joint or cooperative action; and

WHEREAS, the Environmental Protection Agency (EPA) has published its “Final Rule” setting forth the National Pollutant Discharge Elimination System (NPDES) permit application rules and regulations for stormwater discharges to municipal separate storm sewer systems; and

WHEREAS, the State of Utah, through its Department of Environmental Quality, Division of Water Quality (DWQ), has statutory rulemaking authority and authority to issue pollutant discharge elimination system permits within the State of Utah pursuant to the rules and regulations of the Utah Pollutant Discharge Elimination System (UPDES); and

WHEREAS, the State of Utah has issued a General Permit for Discharges from Small Municipal Separate Storm Sewer Systems, Permit No. UTR 090000 (Permit), to each party of this Agreement, which Permit is incorporated herein by this reference; and

WHEREAS, the rules and regulations provide that more than one entity may jointly implement activities to comply with UPDES permit requirements under Section 4.3 of the General Permit for Discharges from Small Municipal Separate Storm Sewer Systems; and

WHEREAS, the parties are willing to jointly implement activities to fulfill a portion of the UPDES permit requirements; and

WHEREAS the parties desire to enter into this Agreement setting forth their present understanding as to their respective responsibilities with regard to their participation as permittees under their General Permit.

NOW, THEREFORE, in consideration of the mutual promises set forth herein, the parties agree as follows:

1. Compliance with Permit. As permittees, the parties agree to jointly implement and enforce within their own jurisdictions, their respective responsibilities for complying with the Permit requirements including but not limited to, those responsibilities and requirements set forth in Parts 4.0, 5.0, and 6.0 of the Permit.

2. Administration of Agreement. The administration of this Agreement shall be done by the public works directors of each party, or their official designee, constituting the Davis County Storm Water Coalition (Coalition). Each party will have one voting right. No separate legal entity is created by the terms of this Agreement.

3. Costs. The parties agree that each party shall be responsible to pay for those costs relating to their own stormwater systems, and that the parties shall reimburse each other for expenses incurred in providing services for each other as may be agreed by the parties concerning the various tasks and responsibilities required under the Permit

4. Joint Cooperation. As reasonably necessary, the parties agree to assist each other in providing and sharing information, drawings, plans, data, etc., which are required to comply

with the requirements set forth in the Permit. The specific activities that the parties agree to assist each other in are set forth as follows:

- a. Jointly purchase educational and training materials, as determined by the Coalition, for distribution to:
  - i. Residents
  - ii. Institutions, industrial and commercial facilities
  - iii. Developers and contractors (construction)
  - iv. Municipal Separate Storm Sewer System (MS4) owned or operated facilities
- b. Use the Coalition as a county-wide committee to:
  - i. Train personnel
  - ii. Create partnerships
  - iii. Obtain input and feedback from special interest groups
- c. Annually contribute updated storm drain system information for county-wide mapping purposes
- d. Jointly prepare and promote model ordinances, updates and standards that addresses:
  - i. Illicit discharges
  - ii. Construction site storm water runoff
  - iii. Long-term storm water management
- e. Jointly arrange for and provide education about hydrologic methods and criteria for selecting and sizing post-construction BMPs
- f. Jointly participate to develop draft Standard Operating Procedures
- g. Jointly evaluate, identify, target and provide educational materials and

outreach to address the reduction of water quality impacts associated with nitrogen and phosphorus in discharges

5. Term of Agreement. The parties agree that the duration of this Agreement shall commence upon entry and shall continue in effect for the term of the Permit (which expires at midnight, February 28, 2021) and for an additional 120 days from the effective date of the renewal of the Permit by the Division.

6. Property. In the event that any property is acquired by the parties jointly for the undertaking, and paid for by them, then it shall be divided as the parties' representatives shall agree, or if no agreement is reached, then it shall be divided according to their respective payments for property, or if it cannot be practically divided, then the property shall be sold and the proceeds divided according to the parties' proportionate share of the purchase of the item of property. If property is purchased at one party's sole expense in connection with this Agreement, then the property so purchased shall be and remain the property of the party which purchased it.

7. Entire Agreement. This Agreement embodies the entire agreement between the parties and it cannot be altered except in a written amendment which is signed by the parties.

8. Governmental Immunity. The parties recognize and acknowledge that each party is covered by the Utah Governmental Immunity Act, as set forth in *Utah Code Ann.* §§ 63G-7-101, *et seq.*, as amended, and nothing herein is intended to waive or modify any and all rights, defenses or provisions provided therein. Officers and employees performing services pursuant to this Agreement shall be deemed officers and employees of the party employing their services, even if performing functions outside of the territorial limits of such party and shall be deemed officers and employees of such party under the provisions of the Utah Governmental Immunity Act. Each party shall be responsible and shall defend the action of its own employees, negligent

or otherwise, performed pursuant to the provisions of this Agreement.

9. No Third Party Benefits. This Agreement is not intended to benefit any person or entity not named as a party hereto.

10. Severability. If any provision of this Agreement is determined by a court to be invalid or unenforceable, such determination shall not affect any other provision hereof, each of which shall be construed and enforced as if the invalid or unenforceable portion were not contained herein. Such invalidity or unenforceability shall not affect any valid and enforceable application thereof, and each such provision shall be deemed to be effective, operative and entered into in the manner and to the full extent permitted by applicable law.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement to be effective as of the day and year first above written.

*[Signature Pages to Follow]*

**Approval of  
Interlocal Cooperation Agreement  
between Davis County and Davis County Cities  
for UPDES General Permit**

DAVIS COUNTY

By: \_\_\_\_\_  
John Petroff, Jr., Chair  
Davis County Commission

ATTEST:

\_\_\_\_\_  
Curtis Koch  
Davis County Clerk/Auditor

Approved as to Form:

\_\_\_\_\_  
Office of Davis County Attorney

**Approval of  
Interlocal Cooperation Agreement  
between Davis County and Davis County Cities  
for UPDES General Permit**

Date\_\_\_\_\_

CITY OF BOUNTIFUL

By:\_\_\_\_\_

Mayor

ATTEST:

\_\_\_\_\_  
City Recorder

Approved as to Form:

\_\_\_\_\_  
City Attorney

**Approval of  
Interlocal Cooperation Agreement  
between Davis County and Davis County Cities  
for UPDES General Permit**

Date\_\_\_\_\_

CITY OF CENTERVILLE

By:\_\_\_\_\_

Mayor

ATTEST:

\_\_\_\_\_  
City Recorder

Approved as to Form:

\_\_\_\_\_  
City Attorney

**Approval of  
Interlocal Cooperation Agreement  
between Davis County and Davis County Cities  
for UPDES General Permit**

Date\_\_\_\_\_

CITY OF CLEARFIELD

By:\_\_\_\_\_

Mayor

ATTEST:

\_\_\_\_\_  
City Recorder

Approved as to Form:

\_\_\_\_\_  
City Attorney

**Approval of  
Interlocal Cooperation Agreement  
between Davis County and Davis County Cities  
for UPDES General Permit**

Date\_\_\_\_\_

CITY OF CLINTON

By:\_\_\_\_\_

Mayor

ATTEST:

\_\_\_\_\_  
City Recorder

Approved as to Form:

\_\_\_\_\_  
City Attorney

**Approval of  
Interlocal Cooperation Agreement  
between Davis County and Davis County Cities  
for UPDES General Permit**

Date\_\_\_\_\_

CITY OF FARMINGTON

By:\_\_\_\_\_

Mayor

ATTEST:

\_\_\_\_\_  
City Recorder

Approved as to Form:

\_\_\_\_\_  
City Attorney

**Approval of  
Interlocal Cooperation Agreement  
between Davis County and Davis County Cities  
for UPDES General Permit**

Date\_\_\_\_\_

CITY OF FRUIT HEIGHTS

By:\_\_\_\_\_

Mayor

ATTEST:

\_\_\_\_\_  
City Recorder

Approved as to Form:

\_\_\_\_\_  
City Attorney

**Approval of  
Interlocal Cooperation Agreement  
between Davis County and Davis County Cities  
for UPDES General Permit**

Date\_\_\_\_\_

CITY OF KAYSVILLE

By:\_\_\_\_\_

Mayor

ATTEST:

\_\_\_\_\_  
City Recorder

Approved as to Form:

\_\_\_\_\_  
City Attorney

**Approval of  
Interlocal Cooperation Agreement  
between Davis County and Davis County Cities  
for UPDES General Permit**

Date\_\_\_\_\_

CITY OF LAYTON

By:\_\_\_\_\_

Mayor

ATTEST:

\_\_\_\_\_  
City Recorder

Approved as to Form:

\_\_\_\_\_  
City Attorney

**Approval of  
Interlocal Cooperation Agreement  
between Davis County and Davis County Cities  
for UPDES General Permit**

Date\_\_\_\_\_

CITY OF NORTH SALT LAKE

By:\_\_\_\_\_

Mayor

ATTEST:

\_\_\_\_\_  
City Recorder

Approved as to Form:

\_\_\_\_\_  
City Attorney

**Approval of  
Interlocal Cooperation Agreement  
between Davis County and Davis County Cities  
for UPDES General Permit**

Date\_\_\_\_\_

CITY OF SOUTH WEBER

By:\_\_\_\_\_

Mayor

ATTEST:

\_\_\_\_\_  
City Recorder

Approved as to Form:

\_\_\_\_\_  
City Attorney

**Approval of  
Interlocal Cooperation Agreement  
between Davis County and Davis County Cities  
for UPDES General Permit**

Date\_\_\_\_\_

CITY OF SUNSET

By:\_\_\_\_\_

Mayor

ATTEST:

\_\_\_\_\_  
City Recorder

Approved as to Form:

\_\_\_\_\_  
City Attorney

**Approval of  
Interlocal Cooperation Agreement  
between Davis County and Davis County Cities  
for UPDES General Permit**

Date\_\_\_\_\_

CITY OF SYRACUSE

By:\_\_\_\_\_

Mayor

ATTEST:

\_\_\_\_\_  
City Recorder

Approved as to Form:

\_\_\_\_\_  
City Attorney

**Approval of  
Interlocal Cooperation Agreement  
between Davis County and Davis County Cities  
for UPDES General Permit**

Date\_\_\_\_\_

CITY OF WEST BOUNTIFUL

By:\_\_\_\_\_

Mayor

ATTEST:

\_\_\_\_\_  
City Recorder

Approved as to Form:

\_\_\_\_\_  
City Attorney

**Approval of  
Interlocal Cooperation Agreement  
between Davis County and Davis County Cities  
for UPDES General Permit**

Date\_\_\_\_\_

CITY OF WEST POINT

By:\_\_\_\_\_

Mayor

ATTEST:

\_\_\_\_\_  
City Recorder

Approved as to Form:

\_\_\_\_\_  
City Attorney

**Approval of  
Interlocal Cooperation Agreement  
between Davis County and Davis County Cities  
for UPDES General Permit**

Date\_\_\_\_\_

CITY OF WOODS CROSS

By:\_\_\_\_\_

Mayor

ATTEST:

\_\_\_\_\_  
City Recorder

Approved as to Form:

\_\_\_\_\_  
City Attorney

# STORMWATER MANAGEMENT/BMP FACILITIES MAINTENANCE AGREEMENT

Syracuse, Utah

THIS AGREEMENT, made and entered into this \_\_\_ day of \_\_\_\_\_, 20\_\_\_, by and between (Owner) \_\_\_\_\_ hereinafter called the "Landowner", and Syracuse, Utah, hereinafter called "City". WITNESSETH, that WHEREAS, the Landowner is the owner of certain real property described as (Development Name/Parcel Identification Number) \_\_\_\_\_ as recorded by deed in the land records of Davis County, Utah, Deed Book \_\_\_\_\_ Page \_\_\_\_\_, hereinafter called the "Property". WHEREAS, the Landowner is proceeding to build on and develop the property; and WHEREAS, the Site Plan/Subdivision Plan known as \_\_\_\_\_, (Name of Plan/Development) hereinafter called the "Plan", which is expressly made a part hereof, as approved or to be approved by the City, provides for detention and/or Structural Best Management Practices (BMP) of stormwater within the confines of the property; and

WHEREAS, the City and the Landowner, its successors and assigns, including any homeowners association, agree that the health, safety, and welfare of the residents of Syracuse, Utah, require that on-site stormwater management/BMP facilities as constructed be maintained on the Property; and

WHEREAS, the City requires that on-site stormwater management/BMP facilities as constructed be adequately maintained by the Landowner, its successors and assigns, including any homeowners association.

NOW, THEREFORE, in consideration of the foregoing premises, the mutual covenants contained herein, and the following terms and conditions, the parties hereto agree as follows:

1. The Landowner, its successors and assigns, including any homeowners association, shall adequately maintain the stormwater management/BMP facilities as constructed by approved design plans in accordance with current engineering standards. This includes all private pipes and channels built to convey stormwater to the facility, as well as all structures, improvements, and vegetation provided to control the quantity and quality of the stormwater. Adequate maintenance is herein defined as good working condition so that these facilities are performing their design functions.
2. The Landowner, its successors and assigns, shall inspect the stormwater management/BMP facility and submit an inspection report annually to the City. The purpose of the inspection is to assure safe and proper functioning of the facilities. The inspection shall cover the entire facilities, berms, outlet structure, pond areas, access roads, etc. Deficiencies and corrective actions shall be noted in the inspection report.
3. The Landowner, its successors and assigns, hereby grant permission to the City, its authorized agents and employees, to enter upon the Property and to inspect the stormwater management/BMP facilities whenever the City deems necessary. The purpose of inspection is to follow-up on reported deficiencies and/or to respond to citizen complaints. The City shall provide the Landowner, its successors and assigns, copies of the inspection findings and a directive to commence with the repairs, if necessary.
4. In the event the Landowner, its successors and assigns, fails to maintain the stormwater management/BMP facilities in good working condition acceptable to the City, the City may enter upon the Property and take whatever steps necessary to correct deficiencies identified in the inspection report and to charge the costs of such repairs to the Landowner, its successors and assigns. This provision shall not be construed to allow the City to erect any structure of permanent nature on the land of the Landowner outside of the easement for the stormwater management/BMP facilities. It is expressly understood and agreed that the City is under no obligation to routinely

maintain or repair said facilities, and in no event shall this Agreement be construed to impose any such obligation on the City.

5. The Landowner, its successors and assigns, will perform the work necessary to keep these facilities in good working order as appropriate. In the event a maintenance schedule for the stormwater management/BMP facilities (including sediment removal) is outlined on the approved plans, the schedule will be followed.

6. In the event the City pursuant to this Agreement, performs work of any nature, or expends any funds in performance of said work for labor, use of equipment, supplies, materials, and the like, the Landowner, its successors and assigns, shall reimburse the City upon demand, within thirty (30) days of receipt thereof for all actual costs incurred by the City hereunder.

7. This Agreement imposes no liability of any kind whatsoever on the City and the Landowner agrees to hold the City harmless from any liability in the event the stormwater management/BMP facilities fail to operate properly.

8. This Agreement shall be recorded among the land records of Syracuse, Utah, and shall constitute a covenant running with the land, and shall be binding on the Landowner, its administrators, executors, assigns, heirs and any other successors in interests, including any homeowners association.

WITNESS the following signatures and seals:

\_\_\_\_\_  
Company/Corporation/Partnership Name (Seal)

By: \_\_\_\_\_  
(Type Name)

\_\_\_\_\_  
(Type Title)

STATE OF \_\_\_\_\_

CITY OF \_\_\_\_\_

The foregoing Agreement was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by

\_\_\_\_\_

SYRACUSE, UTAH

By: \_\_\_\_\_  
(Type Name)

\_\_\_\_\_  
(Type Title)

STATE OF UTAH

SYRACUSE

The foregoing Agreement was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by

\_\_\_\_\_

NOTARY PUBLIC  
My Commission Expires: \_\_\_\_\_

NOTARY PUBLIC  
My Commission Expires: \_\_\_\_\_

Approved as to Form:

\_\_\_\_\_  
City Attorney Date



**Diversion dikes can be used to contain storm water onsite**

**DESCRIPTION:**

Erosion and sediment control are generally two of the biggest problems on construction sites. Erosion control measures must be taken during a construction project. An Erosion Control Plan will be submitted and approved before work can begin on the project. An Erosion Control Plan describes what erosion control BMPs will be implemented, when and where, during the project. Erosion and sediment control measures should be installed before other construction activities begin.

**APPROACH:**

- Create a list of possible erosion control BMPs that could be implemented in any given project.
- Require submittal of erosion & sediment control plans for projects that are on 1 acre and larger sites.
- Develop a review checklist for plan review personnel.
- Provide the review checklist to contractors/developers so they know what is expected.
- Provide inspectors with a copy of the approved plans.
- Check to make sure erosion control measures are properly installed before beginning other construction activities.

**INSPECTION:**

- Document findings
- Keep records for five years.

**LIMITATIONS:**

- Must be enforced to be affective.
- Sometimes site conditions are different than planned on and the plans have to be modified.
- The erosion control measures have to be maintained.
- The BMPs have to be installed early on in the project.
- The BMPs have to be removed after the threat of erosion is no longer present.

**APPLICATIONS**

- Manufacturing
- Material Handling
- Vehicle Maintenance
- Construction
- Commercial Activities
- Roadways
- Waste Containment
- Housekeeping Practices



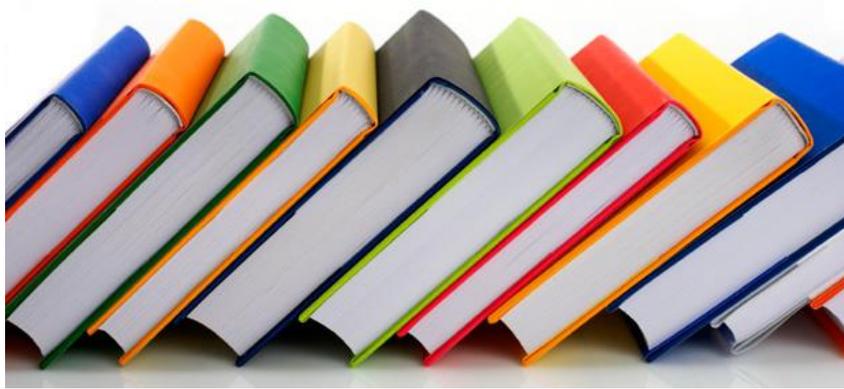
**TARGETED POLLUTANTS**

- Sediment
- Nutrients
- Heavy Metals
- Toxic Materials
- Oxygen Demanding Substances
- Oil & Grease
- Floatable Materials
- Bacteria & Viruses

- High Impact
- Medium Impact
- Low or Unknown Impact

**IMPLEMENTATION REQUIREMENTS**

- Capital Costs
- O&M Costs
- Maintenance
- Training



**DESCRIPTION:**

Knowledge of standard operating procedures plays an important part in preventing storm water pollution. Many incidents that have contributed large amounts of pollution were caused because of lack of knowledge of proper procedures. Creating a readily available resource of information will help prevent such incidents from occurring.

**APPROACH:**

- Detailed description of all activities the department performs and possible pollutants associated with each.
- Detailed description of best management practices used to protect pollutants for each of the above mentioned activities.
- Follow the SOP.

**APPLICATIONS**

- Manufacturing
- Material Handling
- Vehicle Maintenance
- Construction
- Commercial Activities
- Roadways
- Waste Containment
- Housekeeping Practices



**SYRACUSE**  
EST. CITY 1935

**TARGETED POLLUTANTS**

- Sediment
- Nutrients
- Heavy Metals
- Toxic Materials
- Oxygen Demanding Substances
- Oil & Grease
- Floatable Materials
- Bacteria & Viruses

- High Impact
- Medium Impact
- Low or Unknown Impact

**IMPLEMENTATION REQUIREMENTS**

- Capital Costs
- O&M Costs
- Maintenance
- Training



**APPLICATIONS**

- Manufacturing
- Material Handling
- Vehicle Maintenance
- Construction
- Commercial Activities
- Roadways
- Waste Containment
- Housekeeping Practices

**DESCRIPTION:**

Existing ordinances relating to storm water are reviewed for compliance. New ordinances are written to prohibit non-storm water discharges into the Municipal Separate Storm Sewer System (MS4), require proper erosion and sediment controls on construction sites, require the implementation of post-construction runoff controls, and to ensure proper planning/zoning protections.

**APPROACH:**

- Review existing storm drain ordinances for consistency and compliance with state and federal regulations and make improvements, if necessary. Ensure that no conflicts will occur with new ordinances that will be written and adopted.
- Write and adopt an ordinance that prohibits (to the extent allowable under State, Tribal, or local law) the discharge of non-storm water discharges into the MS4 with appropriate enforcement procedures and actions.
- Write and adopt an ordinance, with sanctions to ensure compliance, requiring the implementation of proper erosion and sediment controls, and controls for other wastes, on applicable construction sites.
- Write and adopt an ordinance requiring the implementation of post-construction runoff controls to the extent allowable under State, Tribal, or local law.
- Educate the public about the new ordinances.
- Enforce the new ordinances.

**LIMITATIONS:**

- Wording of ordinances is often difficult. It should be specific to serve the intended purpose, but not too specific to cause potential conflicts with other ordinances or situations.
- Once an ordinance is adopted, it can be difficult to modify ordinances to meet changing needs.
- Ordinances have to be enforced to be beneficial.
- Ordinances take time to change.



**SYRACUSE**  
EST. CITY 1935

**TARGETED POLLUTANTS**

- Sediment
- Nutrients
- Heavy Metals
- Toxic Materials
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- Oil & Grease
- Floatable Materials
- Bacteria & Viruses

- High Impact
- Medium Impact
- Low or Unknown Impact

**IMPLEMENTATION REQUIREMENTS**

- Capital Costs
- O&M Costs
- Maintenance
- Training

- High
- Medium
- Low

| Planning and Regulation: Mapping                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | PRMP                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <p style="text-align: center;"><b>APPLICATIONS</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Manufacturing</li> <li><input type="checkbox"/> Material Handling</li> <li><input type="checkbox"/> Vehicle Maintenance</li> <li><input checked="" type="checkbox"/> Construction</li> <li><input checked="" type="checkbox"/> Commercial Activities</li> <li><input type="checkbox"/> Roadways</li> <li><input checked="" type="checkbox"/> Waste Containment</li> <li><input type="checkbox"/> Housekeeping Practices</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <p><b>DESCRIPTION:</b><br/>Develop an integrated storm water sewer system map that identifies existing piping, open cannels, storm drain outfalls, receiving water bodies and retention/detention basins.</p> <p><b>APPROACH:</b></p> <ul style="list-style-type: none"> <li>➤ Determine if effort will be out-sourced or completed in-house</li> <li>➤ Compile existing drawings</li> <li>➤ Gather drawings of new developments</li> <li>➤ Convert drawings of new developments</li> <li>➤ Identify any possible illegal discharges</li> <li>➤ Use in determining possible causes of a pollution</li> <li>➤ Require new developments to supply city with updated drainage maps to be integrated into the system.</li> </ul> <p><b>LIMITATIONS:</b></p> <ul style="list-style-type: none"> <li>➤ Some additional surveying may need to be done on existing structures</li> <li>➤ Training may be required to familiarize with software</li> </ul> <p><b>MAINTENANCE:</b></p> <ul style="list-style-type: none"> <li>➤ Map will need to be updated constantly as new developments arise</li> <li>➤ Checks and changes may be necessary as as-builds and differences are discovered</li> <li>➤ Inspection</li> </ul> | <div style="text-align: center;">  </div> <p style="text-align: center;"><b>TARGETED POLLUTANTS</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Sediment</li> <li><input checked="" type="checkbox"/> Nutrients</li> <li><input checked="" type="checkbox"/> Heavy Metals</li> <li><input checked="" type="checkbox"/> Toxic Materials</li> <li><input checked="" type="checkbox"/> Oxygen Demanding Substances</li> <li><input checked="" type="checkbox"/> Oil &amp; Grease</li> <li><input checked="" type="checkbox"/> Floatable Materials</li> <li><input checked="" type="checkbox"/> Bacteria &amp; Viruses</li> </ul> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <ul style="list-style-type: none"> <li><input type="checkbox"/> High Impact</li> <li><input checked="" type="checkbox"/> Medium Impact</li> <li><input type="checkbox"/> Low or Unknown Impact</li> </ul> </div> <p style="text-align: center;"><b>IMPLEMENTATION REQUIREMENTS</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Capital Costs</li> <li><input type="checkbox"/> O&amp;M Costs</li> <li><input type="checkbox"/> Maintenance</li> <li><input type="checkbox"/> Training</li> </ul> |



**DESCRIPTION:**

Low Impact Development (LID) is an innovative storm water management approach with a basic principle that is modeled after nature: manage rainfall at the source using uniformly distributed decentralized micro-scale controls.

**APPROACH:**

For new development or redevelopment projects that disturb 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 program shall include a process which requires the evaluation of a Low Impact Development (LID) approach which encourages the implementation of BMPs that infiltrate, evapo-transpire or harvest and use storm water from the site to protect water quality. Structural controls may include green infrastructure practices such as rainwater harvesting, rain gardens, permeable pavement, and vegetated swales. If an LID approach cannot be utilized, the Permittee must document an explanation of the reasons preventing this approach and the rationale for the chosen alternative controls on a case by case basis for each project.

**RAINWATER HARVESTING**

Since 2010, rainwater harvesting is legal in the State of Utah. Depending on the volume of rainwater collected and stored for beneficial use, the Permittee must meet the requirements of the Utah Division of Water Rights to harvest rainwater found on their website: <http://waterrights.utah.gov/forms/rainwater.asp>

**LIMITATIONS:**

- More time and effort will be required of the municipal staff to review new development plans.

**APPLICATIONS**

- Manufacturing
- Material Handling
- Vehicle Maintenance
- Construction
- Commercial Activities
- Roadways
- Waste Containment
- Housekeeping Practices



**TARGETED POLLUTANTS**

- Sediment
- Nutrients
- Heavy Metals
- Toxic Materials
- Oxygen Demanding Substances
- Oil & Grease
- Floatable Materials
- Bacteria & Viruses

High Impact  
 Medium Impact  
 Low or Unknown Impact

**IMPLEMENTATION REQUIREMENTS**

- Capital Costs
- O&M Costs
- Maintenance
- Training



Used oil can be disposed of at a waste collection facility, where it will be collected and later sent to a recycling facility

**APPLICATIONS**

- Manufacturing
- Material Handling
- Vehicle Maintenance
- Construction
- Commercial Activities
- Roadways
- Waste Containment
- Housekeeping Practices

**DESCRIPTION:**

Used motor oil is a hazardous waste because it contains heavy metals picked up from the engine during use. Since it is toxic to humans, wildlife, and plants, it should be disposed of at a local recycling or disposal facility.

**APPROACH:**

- When establishing oil recycling programs, municipalities should provide the public with the proper informational resources.
- The public can also call 1-800-RECYCLE or contact Earth's 911 at [www.1800cleanup.org/](http://www.1800cleanup.org/) for more information.
- Municipalities also need to address oil filter recycling in their recycling programs.
- To make recycling motor oil more convenient for the do-it-yourselfers, oil recycling programs should be located throughout all communities.
- Two types of programs currently in use are drop-off locations and curbside collection. Drop-off locations include service stations, recycling centers, auto parts retail stores, quick lubes, and landfills.

**LIMITATIONS:**

- If oil is mixed with other substances or if storage containers have residues of other substances, this can contaminate oil and make it a hazardous waste.➤

**MAINTENANCE:**

- Costs for used motor oil recycling programs vary depending on whether a community has already established similar types of recycling programs.
- Major costs associated with oil recycling programs include advertisement costs and oil collection costs.



**TARGETED POLLUTANTS**

- Sediment
- Nutrients
- Heavy Metals
- Toxic Materials
- Oxygen Demanding Substances
- Oil & Grease
- Floatable Materials
- Bacteria & Viruses

- High Impact
- Medium Impact
- Low or Unknown Impact

**IMPLEMENTATION REQUIREMENTS**

- Capital Costs
- O&M Costs
- Maintenance
- Training

- High
- Medium
- Low

# Operation and Maintenance: Housekeeping Practices

OMHP



**DESCRIPTION:**

Promote efficient and safe housekeeping practices (storage, use, and cleanup) when handling potentially harmful materials such as fertilizers, pesticides, cleaning solutions, paint products, automotive products, and swimming pool chemicals.

**APPROACH:**

- Pattern a new program after the many established programs from municipalities around the country. Integrate this best management practice as much as possible with existing programs at your municipality.
- This BMP has two key audiences: municipal employees and the general public.
- For the general public, municipalities should establish a public education program that provides information on such items as storm water pollution and beneficial effects of proper disposal on water quality; reading product labels; safer alternative products; safe storage, handling, and disposal of hazardous products; list of local agencies; and emergency phone numbers. The programs listed below have provided this information through brochures or booklets that are available at a variety of locations including municipal offices, household hazardous waste collection events or facilities, and public information fairs.

Municipal facilities should develop controls on the application of pesticides, herbicides, and fertilizers in public right-of-ways and at municipal facilities.

Controls may include:

- List of approved pesticides and selected uses.
- Product and application information for users.
- Equipment use and maintenance procedures.
- Record keeping and public notice procedures.

**LIMITATIONS:**

There are no major limitations to this best management practice.

**PROGRAM ELEMENTS**

- New Development
- Residential
- Commercial Activities
- Industrial Activities
- Municipal Facilities
- Illegal Discharges



**TARGETED POLLUTANTS**

- Sediment
- Nutrients
- Heavy Metals
- Toxic Materials
- Oxygen Demanding Substances
- Oil & Grease
- Floatable Materials
- Bacteria & Viruses

- High Impact
- Medium Impact
- Low or Unknown Impact

**IMPLEMENTATION REQUIREMENTS**

- Capital Costs
- O&M Costs
- Regulatory
- Training
- Staffing
- Administrative

- High
- Medium
- Low



**APPLICATIONS**

- Manufacturing
- Material Handling
- Vehicle Maintenance
- Construction
- Commercial Activities
- Roadways
- Waste Containment
- Housekeeping Practices

**DESCRIPTION:**

Prevent or reduce the discharge of pollutants to storm water from hazardous waste through proper material use, waste disposal, and education

**APPLICATION:**

Many of the chemicals used on-site can be hazardous materials which become hazardous waste upon disposal. These wastes may include:

- Paints and solvents, petroleum products such as oils, fuels and greases, herbicides and pesticides, acids for cleaning masonry, and concrete curing compounds.

In addition, sites with existing structures may contain wastes which must be disposed of in accordance with federal, state and local regulations, including:

- Sandblasting grit mixed with lead, cadmium or chromium based paints, asbestos, and PCBs.

**INSTALLATION/APPLICATION CRITERIA:**

The following steps will help reduce stormwater pollution from hazardous wastes:

- Use all of the product before disposing of the container.
- Do not remove the original product label, it contains important safety and disposal information.
- Do not over-apply herbicides and pesticides. Prepare only the amount needed. Follow the recommended usage instructions. Over-application is expensive and environmentally harmful. Apply surface dressings in several smaller applications, as opposed to one large application, to allow time for infiltration and to avoid excess material being carried off-site by runoff. Do not apply these chemicals just before it rains. People applying pesticides must be certified in accordance with Federal and State regulations.
- Dispose of excess hazardous waste at an approved collection facility.

**LIMITATIONS:**

Hazardous waste that cannot be reused or recycled must be disposed of by a licensed hazardous waste hauler.

**MAINTENANCE:**

- Inspect hazardous waste receptacles and areas regularly.
- Arrange for regular hazardous waste collection.



**TARGETED POLLUTANTS**

- Sediment
- Nutrients
- Heavy Metals
- Toxic Materials
- Oxygen Demanding Substances
- Oil & Grease
- Floatable Materials
- Bacteria & Viruses

|                                                                                                                                                                                                                      |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> High Impact</li> <li><input checked="" type="checkbox"/> Medium Impact</li> <li><input type="checkbox"/> Low or Unknown Impact</li> </ul> |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

**IMPLEMENTATION REQUIREMENTS**

- Capital Costs
- O&M Costs
- Maintenance
- Training

|                                                                                                                                  |                                                                                              |
|----------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> High</li> <li><input type="checkbox"/> Low</li> </ul> | <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Medium</li> </ul> |
|----------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------|



### APPLICATIONS

- Manufacturing
- Material Handling
- Vehicle Maintenance
- Construction
- Commercial Activities
- Roadways
- Waste Containment
- Housekeeping Practices

### DESCRIPTION:

Outfall examination is an important aspect in ensuring that BMP's are functioning effectively. Monitoring the storm water on a regular basis will help to make sure that pollutants are being removed from the water before it enters the storm drain system.

### APPROACH:

- Identify locations of storm water outfall from the system.
- Follow procedures outlined in SOP for dry weather screening.

### LIMITATIONS:

- Availability of trained staff



### TARGETED POLLUTANTS

- Sediment
- Nutrients
- Heavy Metals
- Toxic Materials
- Oxygen Demanding Substances
- Oil & Grease
- Floatable Materials
- Bacteria & Viruses

- High Impact
- Medium Impact
- Low or Unknown Impact

### IMPLEMENTATION REQUIREMENTS

- Capital Costs
- O&M Costs
- Maintenance
- Staffing
- Training
- Administrative

- High
- Medium
- Low



### APPLICATIONS

- Manufacturing
- Material Handling
- Vehicle Maintenance
- Construction
- Commercial Activities
- Roadways
- Waste Containment
- Housekeeping Practices

### DESCRIPTION:

Inspect and maintain all structural BMP's (both existing and new) on a routine basis to remove pollutants from entering storm drain inlets. This includes the establishment of a schedule for inspections and maintenance.

### APPROACH:

Regular maintenance of all structural BMP's is necessary to ensure their proper functionality.

- Inspect as scheduled.
- Prioritize maintenance to clean, maintain, and repair or replace structures in areas beginning with the highest pollutant loading.
- Clean structural BMP's in high pollutant areas just before the wet season to remove sediments and debris accumulated during the summer and fall.
- Keep accurate logs of what structures were maintained and when they were maintained.

### LIMITATIONS:

- Cost
- Availability of trained staff



### TARGETED POLLUTANTS

- Sediment
- Nutrients
- Heavy Metals
- Toxic Materials
- Oxygen Demanding Substances
- Oil & Grease
- Floatable Materials
- Bacteria & Viruses

- High Impact
- Medium Impact
- Low or Unknown Impact

### IMPLEMENTATION REQUIREMENTS

- Capital Costs
- O&M Costs
- Maintenance
- Staffing
- Training
- Administrative

- High
- Medium
- Low



**APPLICATIONS**

- Manufacturing
- Material Handling
- Vehicle Maintenance
- Construction
- Commercial Activities
- Roadways
- Waste Containment
- Housekeeping Practices

**DESCRIPTION:**

Eliminate non-stormwater discharges to the stormwater collection system. Non-stormwater discharges may include: process wastewaters, cooling waters, wash waters, sanitary wastewater, and illegal dumping.

**APPROACH:**

- The following approaches may be used to identify non-stormwater discharges:
- Visual inspection: the easiest method is to inspect each discharge point during dry weather. Keep in mind that drainage from a storm event can continue for three days or more and groundwater may infiltrate the underground stormwater collection system.
  - Piping Schematic Review: The piping schematic is a map of pipes and drainage systems used to carry wastewater, cooling water, sanitary wastes, etc... A review of the "as-built" piping schematic is a way to determine if there are any connections to the stormwater collection system. Inspect the path of floor drains in older buildings.
  - Smoke Testing: Smoke testing of wastewater and stormwater collection systems is used to detect connections between the two systems. During dry weather the stormwater collection system is filled with smoke and then traced to sources. The appearance of smoke at the base of a toilet indicates that there may be a connection between the sanitary and the stormwater system.
  - Dye Testing: A dye test can be performed by simply releasing a dye into either the sanitary or process wastewater system and examining the discharge points from the stormwater collection system for discoloration.

**LIMITATIONS:**

- Many facilities do not have accurate, up-to-date schematic drawings.
- Video and visual inspections can identify illicit connections to the storm sewer, but further testing is sometimes required (e.g. dye, smoke) to identify sources.



**TARGETED POLLUTANTS**

- Sediment
- Nutrients
- Heavy Metals
- Toxic Materials
- Oxygen Demanding Substances
- Oil & Grease
- Floatable Materials
- Bacteria & Viruses

- High Impact
- Medium Impact
- Low or Unknown Impact

**IMPLEMENTATION REQUIREMENTS**

- Capital Costs
- O&M Costs
- Maintenance
- Training

High     
  Medium     
  Low

## Education and Training: Public Participation

ETPP



### DESCRIPTION:

Public education/participation, like an ordinance or a piece of equipment, is not so much a best management practice as it is a method by which to implement BMPs. This information sheet highlights the importance of integrating elements of public education and participation into a municipality's overall plan for storm water quality management.

A public education and participation plan provides the municipality with a strategy for educating its employees, the public, and businesses about the importance of protecting storm water from improperly used, stored, and disposed of pollutants. Municipal employees must be trained, especially those that work in departments not directly related to storm water but whose actions affect storm water. Residents must become aware that a variety of hazardous products are used in the home and that their improper use and disposal can pollute storm water. Increased public awareness also facilitates public scrutiny of industrial and municipal activities and will likely increase public reporting of incidents.

### APPROACH:

- Pattern a new program after the many established programs around the country.
- Implement public education/participation as a coordinated campaign in which each message is related to the last.
- Present a clear and consistent message and image to the public regarding how they contribute to storm water pollution and what they can do to reduce it.
- Utilize multi-media to reach the full range of audiences.
- Translate messages into the foreign languages of the community to reach the full spectrum of your populace and to avoid misinterpretation of messages.
- Create an awareness and identification with the local watershed.
- Use everyday language in all public pieces. Use outside reviewers to highlight and reduce the use of technical terminology, acronyms, and jargon.
- Make sure all statements have a sound, up-to-date technical basis. Do not contribute to the spread of misinformation.
- Break complicated subjects into smaller more simple concepts. Present these concepts to the public in a metered and organized way to avoid overloading and confusing the audience.

### LIMITATIONS:

None

### PROGRAM ELEMENTS

- New Development
- Residential
- Commercial Activities
- Industrial Activities
- Municipal Facilities
- Illegal Discharges



### TARGETED POLLUTANTS

- Sediment
- Nutrients
- Heavy Metals
- Toxic Materials
- Oxygen Demanding Substances
- Oil & Grease
- Floatable Materials
- Bacteria & Viruses

- High Impact
- Medium Impact
- Low or Unknown Impact

### IMPLEMENTATION REQUIREMENTS

- Capital Costs
- O&M Costs
- Regulatory
- Training
- Staffing
- Administrative

- High
- Medium
- Low

# Education and Training: Media Communication

ETMC



### APPLICATIONS

- Manufacturing
- Material Handling
- Vehicle Maintenance
- Construction
- Commercial Activities
- Roadways
- Waste Containment
- Housekeeping Practices

### DESCRIPTION:

The media can be strong allies to a storm water pollution prevention campaign in educating the public about storm water issues. Through the media, a program can educate targeted or mass audiences about problems and solutions, build support for remediation and retrofit projects, or generate awareness and interest in storm water management. Best of all, packaging a storm water message as a news story is virtually free!

### APPROACH:

- Newspapers and Magazines. Newspapers are powerful vehicles for delivering educational information, policy analyses, public notices, and other messages. Many displays at watershed seminars proudly post newspaper articles on the projects being presented in recognition of the importance and impact of newspaper coverage.
- Newspapers can be accessed in several ways. Depending on the message or event, the appropriate format might be a news release, news advisory, query letter, letter to the editor, or (for urgent, timely information) a news conference
- Magazines. Magazines, like newspapers, allow for greater length and analysis than television and provide the additional benefit of targeting specific audiences (e.g., landscapers, automobile mechanics, farmers, or recreationists).
- Radio. In spite of the popularity of video, radio remains a strong media contender due to its affordable production costs and creative possibilities. Further, commuters who drive to work spend much time in their vehicles.
- Television. Television is the primary source of news for the majority of the population, and local reporters are generally interested in covering environmental stories that pertain to their area. Issues will attract television coverage if they involve local people or issues, focus on unique or unusual attributes, affect many people throughout a region, involve controversy or strong emotions
- Internet Message. Increasingly, the Internet is becoming a powerful means of communication. It provides worldwide access to hundreds of thousands of sites containing millions of documents, chat rooms for special interest groups, and incredible database/mapping features.

### LIMITATIONS:

- Working with the media is essentially free, but not always.



### TARGETED POLLUTANTS

- Sediment
- Nutrients
- Heavy Metals
- Toxic Materials
- Oxygen Demanding Substances
- Oil & Grease
- Floatable Materials
- Bacteria & Viruses

- High Impact
- Medium Impact
- Low or Unknown Impact

### IMPLEMENTATION REQUIREMENTS

- Capital Costs
- O&M Costs
- Maintenance
- Training

- High
- Medium
- Low

# Education and Training: Employee Training

ETET



**DESCRIPTION:**

Employee training, like equipment maintenance, is a method by which to implement BMPs. Employee training should be used in conjunction with all other BMPs as part of the facility's SWPPP.

The specific employee training aspects of each of the source controls are highlighted in the individual information sheets. The focus of this information sheet is more general, and includes the overall objectives and approach for assuring employee training in stormwater pollution prevention. Accordingly, the organization of this information sheet differs somewhat from the other information sheets in this chapter.

**OBJECTIVES:**

Employee training should be based on four objectives:

- < Promote a clear identification and understanding of the problem, including activities with the potential to pollute stormwater;
- < Identify solutions (BMPs);
- < Promote employee ownership of the problems and the solutions; and
- < Integrate employee feedback into training and BMP implementation.

**APPROACH:**

- < Integrate training regarding stormwater quality management with existing training programs that may be required for other regulations.
- < Employee training is a vital component of many of the individual source control BMPs included in this manual.

**PROGRAM ELEMENTS**

- : New Development
- : Residential
- : Commercial Activities
- : Industrial Activities
- : Municipal Facilities
- : Illegal Discharges



**TARGETED POLLUTANTS**

- Sediment
- Nutrients
- Heavy Metals
- Toxic Materials
- Oxygen Demanding Substances
- Oil & Grease
- Floatable Materials
- Bacteria & Viruses

- High Impact
- Medium Impact
- Low or Unknown Impact

**IMPLEMENTATION REQUIREMENTS**

- Capital Costs
- O&M Costs
- Regulatory
- Training
- Staffing
- Administrative

- High
- Medium
- Low



classroomclipart.com  
http://classroomclipart.com

**DESCRIPTION:**

Educational Materials to present information to the public on storm water issues and water quality awareness is an integral part of any storm water education program. Providing storm water education by sending out information with bills, newsletters, or presented at city activities, in city offices, schools, and fair booths, exposes the message to a wide variety of people, if not city-wide. Topics can include Water conservation, proper lawn and garden care, and proper disposal of hazardous household wastes. Many educational materials can be used for city personnel, contractors as well as homeowners or businesses.

**APPROACH:**

- Building a strong relationship with citizens is the most important step in getting storm water education city-wide.
- Educational materials can be tailored to all different age groups and technical background.
- Should make people aware of the potential impacts of hazardous household materials on water quality and inform residents of ways to properly store, handle, and dispose of the chemicals
- Water usage in the home can easily be reduced by 15 to 20 percent—without major discomfort—by implementing a program to conserve water in the home.
- Lawn and garden activities can result in contamination of storm water through pesticide, soil, and fertilizer runoff. Proper landscape management, however, can effectively reduce water use and contaminant runoff and enhance the aesthetics of a property.

**LIMITATIONS:**

- Not everyone will actually read or incorporate the information into their lives.
- Budgets need to have sufficient funds to obtain educational materials and their distribution.

**MAINTENANCE:**

- Programs and educational materials can be re-used, but they must be presented on a continual basis.

**APPLICATIONS**

- Manufacturing
- Material Handling
- Vehicle Maintenance
- Construction
- Commercial Activities
- Roadways
- Waste Containment
- Housekeeping Practices



**TARGETED POLLUTANTS**

- Sediment
- Nutrients
- Heavy Metals
- Toxic Materials
- Oxygen Demanding Substances
- Oil & Grease
- Floatable Materials
- Bacteria & Viruses

- High Impact
- Medium Impact
- Low or Unknown Impact

**IMPLEMENTATION REQUIREMENTS**

- Capital Costs
- O&M Costs
- Maintenance
- Training

- High
- Medium
- Low

## Education and Training: Community Hotline

ETCH



### DESCRIPTION:

Because regulators and authorities cannot monitor all water bodies at once, they sometimes rely on the public to keep them informed of water polluters. Community hotlines provide a means for concerned citizens and agencies to contact the appropriate authority when they see water quality problems.

### APPROACH:

- Once a city has determined that they need a hotline, they should choose between a telephone or an e-mail hotline.
- A party or agency responsible for maintaining the hotline and responding to incoming complaints must first be identified. The responsible party could be a division of local government, a water quality board, a public utility, or an environmental agency.
- All distributed materials should include pollution hotline numbers and information.
- Curbs should have pumping systems, instead of drainage systems, for collecting spilled materials.
- Generally, an investigation team promptly responds to a hotline call and, in most cases, visits the problem site.
- If a responsible party can be identified, the team informs the party of the problem, offers alternatives for future disposal, and instructs the party to resolve the problem.

### LIMITATIONS:

- The community's ability to pay for it.
- The ability of the community to keep the hotline staffed.

### MAINTENANCE:

- The most important part is the responsiveness of the hotline. If a citizen reports an illegal dumping but no action is taken by the appropriate authority, that citizen could lose faith in the hotline and might not call back with future information.

### APPLICATIONS

- Manufacturing
- Material Handling
- Vehicle Maintenance
- Construction
- Commercial Activities
- Roadways
- Waste Containment
- Housekeeping Practices



### TARGETED POLLUTANTS

- Sediment
- Nutrients
- Heavy Metals
- Toxic Materials
- Oxygen Demanding Substances
- Oil & Grease
- Floatable Materials
- Bacteria & Viruses

- |                                                                                                                                                                                |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"><li>■ High Impact</li><li><input checked="" type="checkbox"/> Medium Impact</li><li><input type="checkbox"/> Low or Unknown Impact</li></ul> |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

### IMPLEMENTATION REQUIREMENTS

- Capital Costs
- O&M Costs
- Maintenance
- Training

- |                                                                                                                                                |
|------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"><li>■ High</li><li><input checked="" type="checkbox"/> Medium</li><li><input type="checkbox"/> Low</li></ul> |
|------------------------------------------------------------------------------------------------------------------------------------------------|

# Syracuse City Storm Water Management

Year \_\_\_\_\_

|                            | January                                                                                              | February                                                                | March                                                                   | April                                                                                                | May                                                                     | June                                                                                |
|----------------------------|------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------|-------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
| <b>Train &amp; Mtg's</b>   | Train PW staff on SWMP req's (4n) (5n)                                                               |                                                                         |                                                                         | Train Parks and PW on WQ Impact (6r)                                                                 | Community Service Day (1a)                                              |                                                                                     |
| <b>Mapping / Inventory</b> |                                                                                                      |                                                                         |                                                                         | Update database and map of spills (3n)                                                               | Update map of storm drain main and outfalls (3a)                        | Annual inspect 20% of all private Det. Basins (5m). Update inventory data (5o) (5p) |
| <b>PI</b>                  | Public Survey (1g)                                                                                   | Newsletter: Waste management / dumpsters(1b) (3j)                       | Newsletter: Clean gutters and SD inlets(1b) (3j)                        | Newsletter: onsite SW infiltration (1b) (3j)                                                         | Newsletter: swimming pool care (1b) (3j)                                | Newsletter: lawn care (1b) (3j); Businesses (1c)                                    |
| <b>SWPPP</b>               | Pre-construction Meeting (4b)                                                                        | Pre-construction Meeting (4b)                                           | Pre-construction Meeting (4b)                                           | Pre-construction Meeting (4b)                                                                        | Pre-construction Meeting (4b)                                           | Pre-construction Meeting (4b)                                                       |
| <b>Inspect</b>             | Monthly inspect all construction sites (4l)<br>Priority sites 2/mo (4k)                              | Monthly inspect all construction sites (4l)<br>Priority sites 2/mo (4k) | Monthly inspect all construction sites (4l)<br>Priority sites 2/mo (4k) | Monthly inspect all construction sites (4l)<br>Priority sites 2/mo (4k)                              | Monthly inspect all construction sites (4l)<br>Priority sites 2/mo (4k) | Monthly inspect all construction sites (4l)<br>Priority sites 2/mo (4k)             |
| <b>Wk Inspct</b>           | Weekly visual inspection of high-priority city owned property (6e)                                   | Weekly visual inspection of high-priority city owned property (6e)      | Weekly visual inspection of high-priority city owned property (6e)      | Weekly visual inspection of high-priority city owned property (6e)                                   | Weekly visual inspection of high-priority city owned property (6e)      | Weekly visual inspection of high-priority city owned property (6e)                  |
| <b>Qtr Insp./ report</b>   | Quarterly comprehensive inspection of high- priority city owned property and site discharge (6f)(6g) |                                                                         |                                                                         | Quarterly comprehensive inspection of high- priority city owned property and site discharge (6f)(6g) | Annual field inspect priority areas of past violations (3d)             |                                                                                     |

# Syracuse City Storm Water Management

Year \_\_\_\_\_

|               |                     | July                                                                                                 | August                                                                                        | September                                                            | October                                                                                              | November                                                             | December                                                             |
|---------------|---------------------|------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|----------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------|----------------------------------------------------------------------|
| Train & Mtg's |                     | LID meeting with city planners and engineers (1f)                                                    | Train all employees on IDDE program (3j) (3o)                                                 |                                                                      |                                                                                                      | Train PW and Parks staff on Illicit Discharge & Waste Disposal (1e)  |                                                                      |
|               | Mapping / Inventory | Update priority list of illicit discharges (3c)                                                      | Letter/brochures to schools, churches, ind, comm. illicit discharge & waste disposal (1c)(3j) | Annual inspect all city det. Basins (5m) Update inventory (5o) (5p)  | Inventory city facilities (6a)                                                                       |                                                                      |                                                                      |
| PI            |                     | Newsletter: Vehicle repair and washing (1b) (3j)                                                     | Newsletter: parking lot sweeping (1b) (3j)                                                    | Newsletter: Building & Equip Maint. (1b) (3j)                        | Newsletter: Matl storage (1b) (3j)                                                                   | Newsletter: Clean gutters and SD inlets (1b) (3j)                    | Newsletter: Salt & Deicing use (1b) (3j)                             |
|               | SWPPP               | Pre-construction Meeting (4b)                                                                        | Pre-construction Meeting (4b)                                                                 | Pre-construction Meeting (4b)                                        | Pre-construction Meeting (4b)                                                                        | Pre-construction Meeting (4b)                                        | Pre-construction Meeting (4b)                                        |
| Wk Inspct     | Inspect             | Monthly inspect all construction sites (4l) Priority sites 2/mo (4k)                                 | Monthly inspect all construction sites (4l) Priority sites 2/mo (4k)                          | Monthly inspect all construction sites (4l) Priority sites 2/mo (4k) | Monthly inspect all construction sites (4l) Priority sites 2/mo (4k)                                 | Monthly inspect all construction sites (4l) Priority sites 2/mo (4k) | Monthly inspect all construction sites (4l) Priority sites 2/mo (4k) |
|               |                     | Weekly visual inspection of high-priority city owned property (6e)                                   | Weekly visual inspection of high-priority city owned property (6e)                            | Weekly visual inspection of high-priority city owned property (6e)   | Weekly visual inspection of high-priority city owned property (6e)                                   | Weekly visual inspection of high-priority city owned property (6e)   | Weekly visual inspection of high-priority city owned property (6e)   |
| Qtr Insp.     |                     | Quarterly comprehensive inspection of high- priority city owned property and site discharge (6f)(6g) | Dry weather screen all outfalls for illicit discharge (3e)                                    | Annual MS4 Report                                                    | Quarterly comprehensive inspection of high- priority city owned property and site discharge (6f)(6g) |                                                                      |                                                                      |



# SYRACUSE CITY CORPORATION

## Illicit Discharge Detection and Elimination Program

### 1.1 Purpose

This Illicit Discharge Detection and Elimination program is to systematically find and eliminate sources of non-storm water discharges from the storm drain system and to implement defined procedures to prevent illicit connections and discharges according to the minimum performance measures listed herein.

### 1.2 Maps

The storm drain system has been mapped. It is updated annually with new developments or modifications. It shows the location of all outfalls which all discharge into the same receiving waterbody, the Great Salt Lake. It also shows pipes and drain ditches.

### 1.3 Ordinance

Non-storm water discharges are prohibited in the ordinance 4.40 “Illicit Discharge and Erosion Control”. The ordinance includes spills, illicit connections, and illegal dumping. Enforcement and fines have been established for those in violation.

### 1.4 Detection

Procedures for detection of illicit discharges are the same across all land use types throughout the city. A majority of the city is residential most of which is relatively new infrastructure. Identified priority areas are indicated:

Priority Areas:

1. Industrial: One industrial area outside the city may have potential for illicit discharge is the Freeport Center. This area is upstream of the city’s storm water system. Potential discharges can be observed downstream in the city’s storm collection system during the monthly manhole inspections.
2. New Construction: All new construction is a priority to ensure that all underground utility laterals are connected properly prior to issuing a

certificate of occupancy. This inspection is a routine part of the building inspector's responsibility.

The city has an ongoing manhole inspection responsibility where manholes conditions are observed each month. These are documented on an inspection form for Spot Check Manholes.

Another method of detection involves smoke testing the mains by inducing sewer smoke fluid (light hydrocracked distillate) into manholes and observing all openings where points of discharge are checked.

Dye testing is another method the city uses to verify illicit connections. A dye tablet is dropped into various parts of the system to observe flow paths. Every new building must pass the dye test to ensure that all utility connections were made properly prior to getting a certificate of occupancy. These are documented on the building inspector's inspection form.

Spills, illicit connections, sanitary sewer overflows, and illegal dumping activities are detected by visual observation made by employees or by notification from general public. Procedures are followed as outlined in the Spill/dumping Response Procedure and Flowchart.

### **1.5 Dry weather screening**

All outfall locations are screened during dry weather at least one time during the five-year permit term. An inspection form and checklist are included.

### **1.6 DWQ Notification**

In any event that a discovery is made that a discharger may need a separate UPDES permit, notification to the State DEQ Division of Water Resources.

### **1.7 Standard Operating Procedures**

SOP's have been developed for the following:

1. Tracing the source of an illicit discharge
2. Characterizing potential threat of illicit discharges found or reported
3. Ceasing or removing an illicit discharge

### **1.8 Public information**

Information is provided to the public through several methods, such as: Newsletter, website, email, mail, social media, and community events. Employees receive information through trainings.

Facilities that accept household hazardous waste from the general public are identified on the website.

A hotline has been established for the general public to use to notify the city of any perceived or identified illicit discharge. All calls that come in are entered as a work order for the department to respond to.

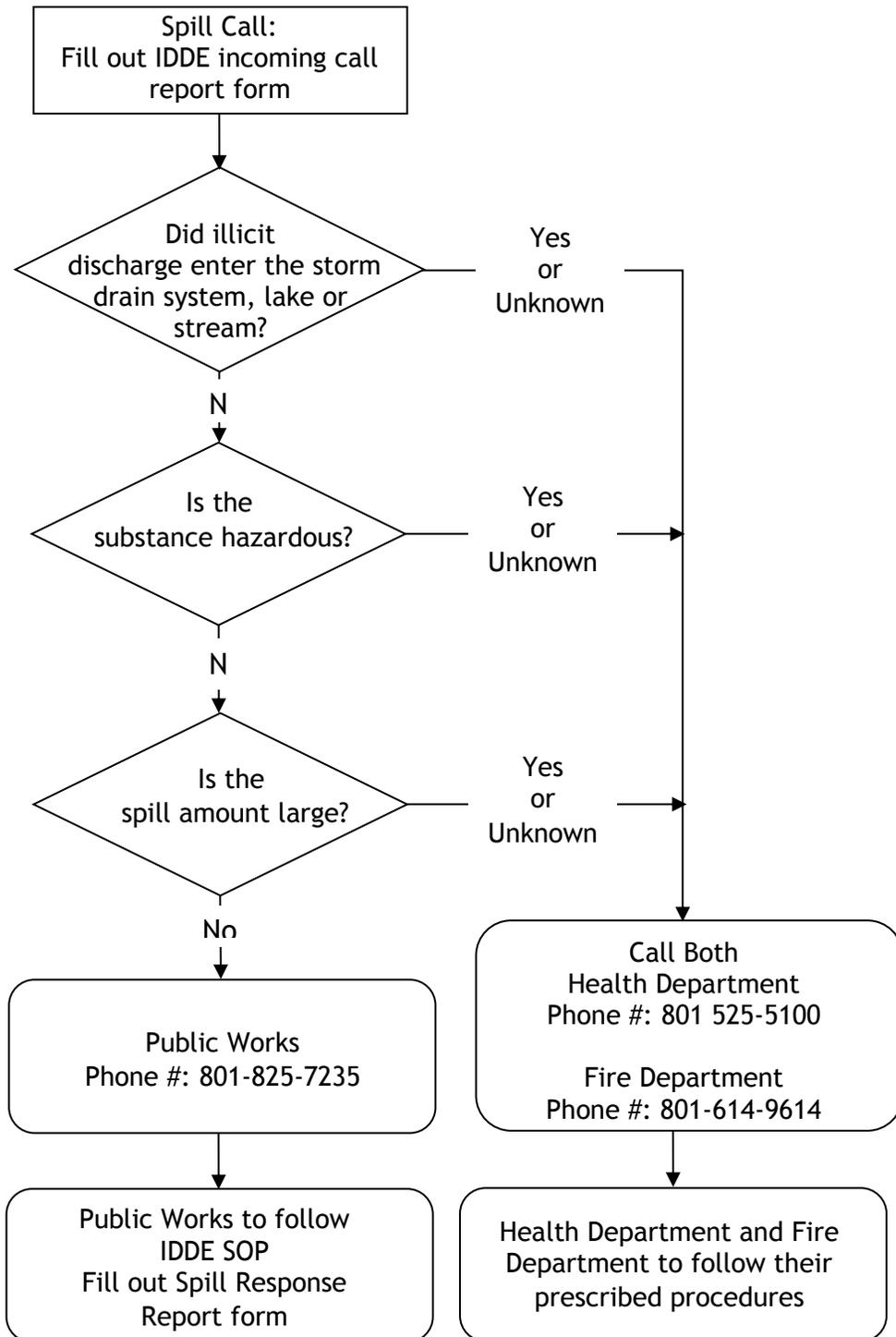
The general public has the ability to initiate work orders for areas of concern by using the city website. The link "Fix-it Request" allows the informer to input the location and concern as well as a date, phone, and email of the informer.

### **1.9 Spill/Dumping response procedure and flow chart**

Response to informant providing information or concerns from a perceived or actual spill or illicit dumping will follow this procedure.

1. Call 911 if emergency assistance is needed.
2. Try to contain as much as possible as soon as possible until help arrives.
  - a. Use spill response kit stored at public works shop (next to fuel tank).
  - b. Use oil absorbent (stored in each city vehicle or in 35 gal containers in shop bay, south shop, fuel dispenser, or cemetery).
  - c. Use extra waddle bags (fill as needed with rock or sand).
3. Call the public works department environmental division at 801-825-7235.
  - a. City employee taking the phone call must fill out a work order and phone call the public works environmental division.
  - b. Responding public works employee must fill out Spill Response Report Form.

4. Call the health department at 801-525-5000, if an uncontrolled quantity of contaminants have entered a storm drain and is being conveyed.
5. Dispose of waste properly.



### **1.10 Program Evaluation**

Procedures for the evaluation and assessment of the IDDE include maintaining a database and map of all IDDE events.

### **1.11 Employee Training**

All staff is trained on an annual basis regarding the IDDE program. Public Works employees' orientation includes training in the IDDE program.

Syracuse City  
Dry Weather Screening Checklist

Pre-inspection Items

- Map Outfalls
- Develop outfall inspection priority schedule
- Proper equipment
  - Clear sampling jar
  - Map showing location
  - Visual monitoring report form
  - Camera
  - GPS unit?

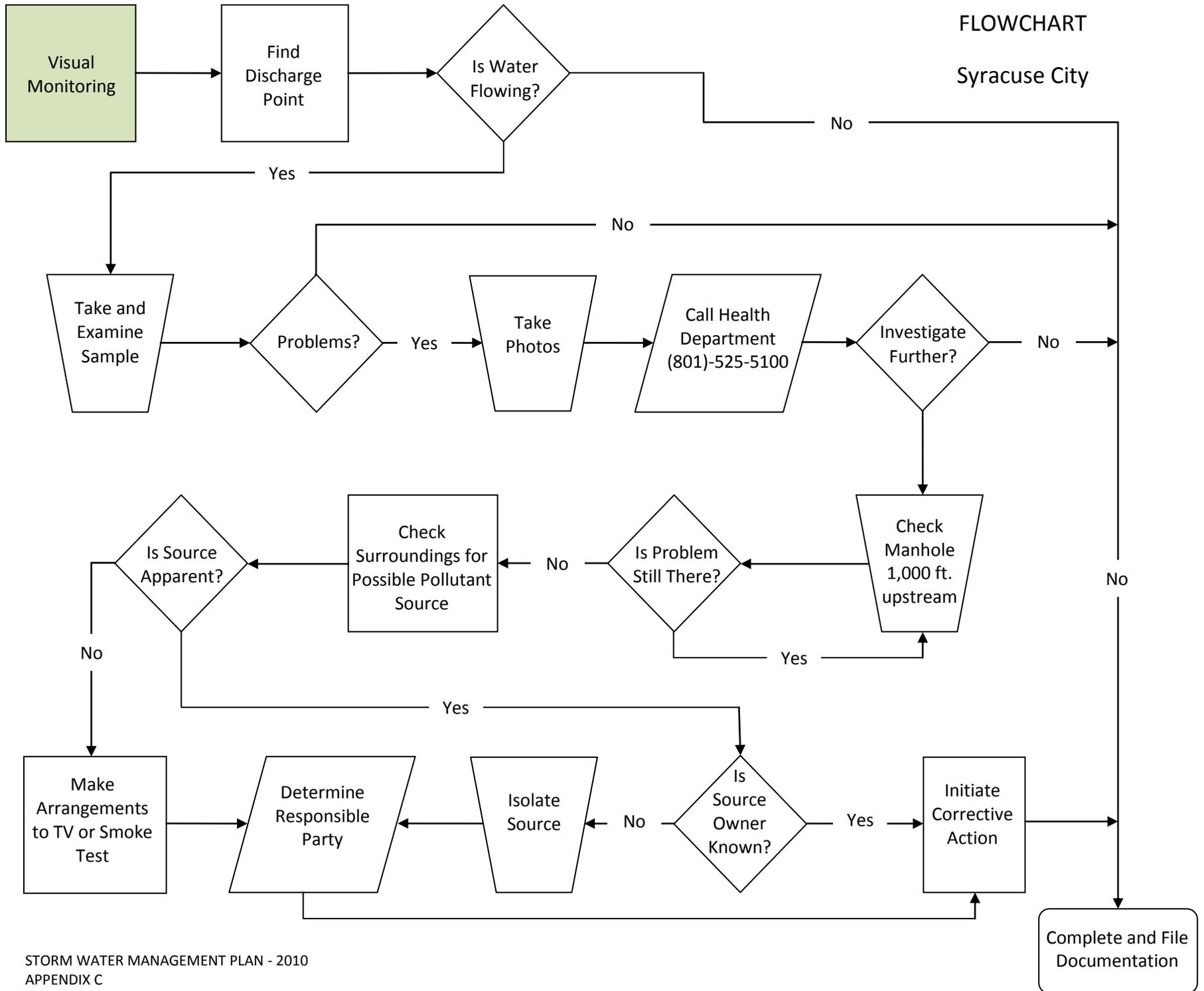
Inspection

- Check for dry weather discharge
- If discharge is present – pull sample
- Follow procedures on visual monitoring form
- If there is cause for concern move to inspection follow up procedures

Inspection Follow-Up Procedures

- Photo document findings
- Call health department and report findings 801-525-5107
- Trace discharge upstream by checking manholes – 1,000 foot intervals
- Find last manhole with any evidence of illicit discharge
- Look at surface improvements in the area to determine possible suspects
- If determination cannot be made from the surface investigations, then TV or smoke test line for unknown connections.

DRY WEATHER SCREENING  
FLOWCHART  
Syracuse City



# DRY WEATHER SCREENING AND VISUAL STORM WATER DISCHARGE EXAMINATION REPORT

Date of Examination: \_\_\_\_\_ Permit No. UTR \_\_\_\_\_

Outfall location or ID number: \_\_\_\_\_

Nature of Discharge (i.e., runoff, land drain, irrigation or snowmelt) \_\_\_\_\_

Type of Monitoring:

|                                                                                      |                                                                                                                                                                                                                                                                                |
|--------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Dry Weather Screening<br>Date of last Rainfall Event: _____ | <b>Wet Weather Screening (Quarterly Min.)</b><br><input type="checkbox"/> Rainfall Event<br>Date of Rainfall Event: _____<br>Time of Event: _____<br>Precipitation: _____<br><input type="checkbox"/> Unable to collect sample due to adverse conditions or inadequate runoff. |
|--------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

Visual Quality of Storm Water Discharge: (circle response)

**At Time of Sampling:**

Color: clear brown green rust other: \_\_\_\_\_

Odor: Yes / No

Clarity:

Floating Solids: Yes / No

Foam: Yes / No

**After One Hour of Settling:**

Settled Solids: Yes / No

Suspended Solids: Yes / No

Oil Sheen: Yes / No

Other obvious indicators of storm water pollution: \_\_\_\_\_

Probable sources of any observed storm water contamination: \_\_\_\_\_

Name of Examiner \_\_\_\_\_ Title \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_



## Syracuse Environmental Complaint Questionnaire

**Complainant:**

**Name:** \_\_\_\_\_ **Date** \_\_\_\_\_ **Case Number:** \_\_\_\_\_

**To the Screening Prosecutor:** If box is checked, please attempt contact with the Environmental Superintendent when screening the case at the following cell phone number \_\_\_\_\_

**Defendant(s)**

- A. Name \_\_\_\_\_ DOB \_\_\_\_\_  
Address \_\_\_\_\_
- B. Name \_\_\_\_\_ DOB \_\_\_\_\_  
Address \_\_\_\_\_
- C. Name \_\_\_\_\_ DOB \_\_\_\_\_  
Address \_\_\_\_\_

**Requested Offense(s)**

Defendant(s) (Check)

Need: Warrant  Summons

- 1). **Crime** \_\_\_\_\_ **Ordinance Citation** \_\_\_\_\_  
(Check one): Misdemeanor A \_\_\_\_\_ B \_\_\_\_\_ C \_\_\_\_\_ Infraction \_\_\_\_\_
- 2). **Crime** \_\_\_\_\_ **Ordinance Citation** \_\_\_\_\_  
(Check one): Misdemeanor A \_\_\_\_\_ B \_\_\_\_\_ C \_\_\_\_\_ Infraction \_\_\_\_\_
- 3). **Crime** \_\_\_\_\_ **Ordinance Citation** \_\_\_\_\_  
(Check one): Misdemeanor A \_\_\_\_\_ B \_\_\_\_\_ C \_\_\_\_\_ Infraction \_\_\_\_\_

**Physical Evidence** (Photos, cross connection, sample, etc.)

**Description of Evidence**

**Present Location of Physical Evidence**

|  |  |
|--|--|
|  |  |
|  |  |
|  |  |
|  |  |

**Comments:** (Note any special circumstances)

**Witnesses:**

| Witness(s) | Agency | Phone # |
|------------|--------|---------|
|            |        |         |
|            |        |         |
|            |        |         |
|            |        |         |

Restitution Amount(s) \_\_\_\_\_

Payable To: \_\_\_\_\_

| Victim(s) | DOB & Age | Address | Phone No |
|-----------|-----------|---------|----------|
|           |           |         | H        |
|           |           |         | W        |
|           |           |         | C        |
|           |           |         | H        |
|           |           |         | W        |
|           |           |         | C        |
|           |           |         | H        |
|           |           |         | W        |
|           |           |         | C        |
|           |           |         | H        |
|           |           |         | W        |
|           |           |         | C        |

| Witness(s) | DOB & Age | Address | Phone No |
|------------|-----------|---------|----------|
|            |           |         | H        |
|            |           |         | W        |
|            |           |         | C        |
|            |           |         | H        |
|            |           |         | W        |
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|            |           |         | W        |
|            |           |         | C        |
|            |           |         | H        |
|            |           |         | W        |
|            |           |         | C        |



# Outfall Inspection

| <b>ID</b> | <b>Location</b>      | <b>Pipe size and material</b> | <b>Observations</b> |
|-----------|----------------------|-------------------------------|---------------------|
| A         | 700 South 3500 West  |                               |                     |
| B         | 1600 South 4550 West |                               |                     |
| C         | 1700 South 4000 West |                               |                     |
| D         | 2700 South 1500 West |                               |                     |
| E         | 2700 South 3000 West |                               |                     |
| F         | 2700 South 4100 West |                               |                     |
| G         | 2900 South 2725 West |                               |                     |
| H         | 2900 South 4000 West |                               |                     |
| I         | 3350 South 2000 West |                               |                     |
| J         | 3500 South 1000 West |                               |                     |
| K         | 3700 South 750 West  |                               |                     |
| L         | 3900 South 500 West  |                               |                     |

Performed by:

Inspection Date:



# Discharge/Spill Inspection Report

## INFORMATION

Reported by \_\_\_\_\_ Date \_\_\_\_\_

Location of Discharge \_\_\_\_\_

Description of Discharge \_\_\_\_\_

Amount of Discharge (estimated) \_\_\_\_\_

Report Taken by REPORTED \_\_\_\_\_

---

## INVESTIGATION INFORMATION

*Complete and attach **Field Sheet***

Date Investigation Began \_\_\_\_\_ Was Source of Discharge Found?  Yes  No

Any Discharge to Storm Drain?  Yes  No

Method(s) Used to Discover Source of Discharge \_\_\_\_\_

Agencies Discharge was Reported To: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

---

## ILLICIT DISCHARGE REMOVAL INFORMATION

Description of Actions Taken to Remove the Discharge \_\_\_\_\_

Has Illicit Discharge Been Eliminated?  Yes Date \_\_\_\_\_

No

---

## ENFORCEMENT INFORMATION

List Enforcement Action(s) Taken

Date: \_\_\_\_\_ Enforcement Action \_\_\_\_\_

Date: \_\_\_\_\_ Enforcement Action \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Developer \_\_\_\_\_ Phone: \_\_\_\_\_

Responsible Contact \_\_\_\_\_ Phone: \_\_\_\_\_

Submittal Date \_\_\_\_\_ Reviewed Date \_\_\_\_\_ Reviewed by \_\_\_\_\_

References are given from both the Small MS4 General UPDES Permit (section 4.2) and the Construction General Permit (section 3.5).

I- SWPPP Document (4.2.4.3.1)

Site Description

- Nature of activity or project – 3.5.1.a  
\_\_\_\_\_
- Intended sequence of major soil disturbing activities – 3.5.1.b  
\_\_\_\_\_
- Total area of site, area to be disturbed – 3.5.1.c \_\_\_\_\_
- Runoff coefficient – 3.5.1.d
  - Pre-construction \_\_\_\_\_
  - Post-construction \_\_\_\_\_
- General location map – 3.5.1.e
  - Existing drainage patterns and slopes
  - Final drainage patterns and slopes
  - Construction boundaries
  - Existing vegetation description
  - Areas of soil disturbance
  - Areas of no soil disturbance
  - BMP locations
  - Off-site areas used for construction support (may be non-applicable)
  - Final stabilization treatment
  - Discharge locations
- Description and location of discharges associated with off-site facilities (portable asphalt or concrete plants, stockpile areas, etc...) – 3.5.1.f  
\_\_\_\_\_
- Name and location of receiving waters – 3.5.1.g \_\_\_\_\_
- Area and boundary of any associated wetlands (may be non-applicable) – 3.5.1.g

- Copy of the current General Permit for Construction Activities

#### Erosion and Sediment Controls - 3.5.2.a.1

- Control measures for each major soil disturbing activity
  - Activity\_\_\_\_\_
  - Control Measure to be used\_\_\_\_\_
  - Timing\_\_\_\_\_
  - Installation details
  - Anticipated maintenance requirements

#### Stabilization Practices – 3.5.2.a.2

- Site specific stabilization
  - Interim stabilization practices – including timing
  - Permanent stabilization practices – including timing

#### Structural Controls - 3.5.2.a.3

- Flow control
  - Description of flow diversion BMPs  
\_\_\_\_\_
  - Description of flow storage BMPs  
\_\_\_\_\_
  - If site is 10 acres or more – Sediment Basin required
    - Basin sized for 3,600 cf/acre or 10-yr 24 hour storm

#### Post-Construction BMPs – 3.5.2.b

- Description of how pollutants are controlled after construction. (ie. permanent detention or retention basins, flow attenuation swales, infiltration, combination of BMPs, etc.)  
\_\_\_\_\_
- Technical basis for selecting post-construction BMPs  
\_\_\_\_\_
- Velocity dissipation devices at discharge points (as necessary)

#### Other Controls – 3.5.2.c

- Waste Disposal – location and practices to control
- Off-Site Tracking – off-site tracking and dust control
- Septic, Waste and Sanitary Sewer Disposal – location and practices to control
- Vehicle/Equip. maintenance areas and controls.
- Exposure to construction materials – inventory, storage practices, locations, spill response, and practices to control
- Off-site support area controls (if applicable)

#### Maintenance – 3.5.3

- Maintenance requirements and schedules

- Maintenance Agreements

#### Non-Storm Water Discharges – 3.5.5

- Identify non-storm water discharges that may be associated with project (water used to clean or flush improvements, etc...)
- 
- Describe measures to be taken to implement pollution prevention for non-storm water discharges
- 

#### Inspections – 3.5.4

- Inspection requirements (at least once every 7 days – High Priority, or once every 14 days and within 24 hours after a storm of 0.5 inches or greater)
- Qualifications of the inspector
- Linear project inspection requirements (0.25 miles above and below each access point)
- Inspection report forms
  - Inspection date
  - Name, title and qualifications of inspector
  - Weather information since last inspection
  - Current weather information
  - Locations of pollutant discharges
  - Locations of BMPs needing maintenance
  - Locations of BMPs that aren't working
  - Locations where additional BMPs are needed
  
  - Any corrective actions that may be required, including changes that need to be made to the SWPPP – with implementation dates
- Requirements to keep records as part of SWPPP for at least 5 years

|                                               |
|-----------------------------------------------|
| <h4>II- Water Quality Review (4.2.4.3.2)</h4> |
|-----------------------------------------------|

- Urban Pollutants of Concern
  - Sediments
  - Nutrients (Phosphorus, Nitrogen...)
  - Metals
  - Hydrocarbons/oils
  - Pesticides
  - Chlorides
  - Trash and Debris
  - Bacteria
  - Organics matter
  - Others \_\_\_\_\_

- Consider options to include water quality aspects to this project.
- Identify any highly impacted areas.
- Identify and limit directly connected impervious areas (DCIA) on this project.
- Identify measures to minimize runoff.

**III- Low Impact Development Design (4.2.4.3.3)**

- Identify any low-impact development concepts and ideas that might work for this project.  
Consider the following LID Techniques:
  - Bio-Retention Areas
  - Green Roof
  - Permeable Pavements
  - Rain Water Collection
  - Riparian Buffers
  - Green Street System
  - Non Structural

**IV- Sensitive Areas (4.2.4.3.4)(3.5.2.d)**

List any of the following within the proximity:

- Impaired water bodies
- High Quality Waters
- TMDL
- Wetlands
- Wildlife issues (Threatened & Endangered Species)
- Historic
- Priority Construction sites (7.36)
- Other \_\_\_\_\_

Any variance of Permit \_\_\_\_\_

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

This document and attachments must be maintained by the MS4 for a period of five years or until construction is completed, whichever is longer. (4.2.4.3)









# PRIVATELY MAINTAINED DETENTION BASINS

Nov-15

| NAME:                              | ADDRESS: | NEIGHBOR | NEIGHBOR | Comments |
|------------------------------------|----------|----------|----------|----------|
| School SAA Satelite Campus         |          |          |          |          |
| School Bluff Ridge Elementary      |          |          |          |          |
| School Buffalo Point Elementary    |          |          |          |          |
| School Cook Elementary             |          |          |          |          |
| School Island View                 |          |          |          |          |
| School Syracuse Arts Academy       |          |          |          |          |
| School Syracuse Elementary         |          |          |          |          |
| School Syracuse High School        |          |          |          |          |
| School Syracuse Jr. High           |          |          |          |          |
| Church 1600 S 4500 W               |          |          |          |          |
| Church 3426 W Augusta Dr.          |          |          |          |          |
| Church 3267 W. 700 S.              |          |          |          |          |
| Church 2887 W 2700 S               |          |          |          |          |
| Church 2500 S Bluff Road           |          |          |          |          |
| Church 2339 W 1900 S               |          |          |          |          |
| Church 1285 S 2500 W               |          |          |          |          |
| Church 2461 W 700 S                |          |          |          |          |
| Church 1538 S 2000 W Seminary Bldg |          |          |          |          |
| Church 1974 W 1700 S Vacant Land   |          |          |          |          |
| Church 497 S 2000 W Seminary Bldg  |          |          |          |          |
| Church 1350 S 1800 W               |          |          |          |          |
| Church 1469 W 700 S                |          |          |          |          |
| Church 1175 S 1525 W               |          |          |          |          |
| Church 1625 S 1100 W               |          |          |          |          |
| Church 2228 S 1660 W               |          |          |          |          |
| Church 2024 S 1475 W               |          |          |          |          |
| Church 3065 S Bluff Road           |          |          |          |          |
| Church 3024 S 1200 W               |          |          |          |          |
| Church 2679 S 1000 W               |          |          |          |          |
| Church 569 W 2700 S                |          |          |          |          |
| Commercial Arby's                  |          |          |          |          |
| Commercial Benchmark               |          |          |          |          |
| Commercial Carl's Jr.              |          |          |          |          |
| Commercial Car Wash                |          |          |          |          |
| Commercial Coleman Orthodontics    |          |          |          |          |

# PRIVATELY MAINTAINED DETENTION BASINS

Nov-15

| NAME:                            | ADDRESS: | NEIGHBOR | NEIGHBOR | Comments |
|----------------------------------|----------|----------|----------|----------|
| Commercial Craythorne            |          |          |          |          |
| Commercial Don's Meat            |          |          |          |          |
| Commercial Elmore Chiro          |          |          |          |          |
| Commercial Gateway Storage       |          |          |          |          |
| Commercial Gleneagle Golf Course |          |          |          |          |
| Commercial Gleneagle 1           |          |          |          |          |
| Commercial Gleneagle 2           |          |          |          |          |
| Commercial Gleneagle 3           |          |          |          |          |
| Commercial Gleneagle 4           |          |          |          |          |
| Commercial Gleneagle 5           |          |          |          |          |
| Commercial Gleneagle 6           |          |          |          |          |
| Commercial Heritage Lane         |          |          |          |          |
| Commercial Iceburg               |          |          |          |          |
| Commercial IHC                   |          |          |          |          |
| Commercial Maverik               |          |          |          |          |
| Commercial McDonalds             |          |          |          |          |
| Commercial O' Riley              |          |          |          |          |
| Commercial Paul's Auto           |          |          |          |          |
| Commercial Pearson Automotive    |          |          |          |          |
| Commercial Peck Orthodontics     |          |          |          |          |
| Commercial Pizza Factory         |          |          |          |          |
| Commercial RC Willey             |          |          |          |          |
| Commercial RC Willey Parking     |          |          |          |          |
| Commercial Rentmeister           |          |          |          |          |
| Commercial SCI                   |          |          |          |          |
| Commercial Shadow Point          |          |          |          |          |
| Commercial Smith's Grocery Store |          |          |          |          |
| Commercial Syracuse Fun Center   |          |          |          |          |
| Commercial Tanner Clinic         |          |          |          |          |
| Commercial Syracuse Theater      |          |          |          |          |
| Commercial Trico                 |          |          |          |          |
| Commercial Utah Onion            |          |          |          |          |
| Commercial Walgreens             |          |          |          |          |
| Commercial Walmart               |          |          |          |          |
| Commercial Wasatch Peak          |          |          |          |          |



# PRIVATELY MAINTAINED DETENTION BASINS

Nov-15

| NAME: | ADDRESS: | NEIGHBOR | NEIGHBOR | Comments |
|-------|----------|----------|----------|----------|
|       |          |          |          |          |
|       |          |          |          |          |
|       |          |          |          |          |
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|       |          |          |          |          |
|       |          |          |          |          |
|       |          |          |          |          |



## Syracuse Environmental Complaint Questionnaire

**Complainant:**

**Name:** \_\_\_\_\_ **Date** \_\_\_\_\_ **Case Number:** \_\_\_\_\_

**To the Screening Prosecutor:** If box is checked, please attempt contact with the Environmental Superintendent when screening the case at the following cell phone number \_\_\_\_\_

**Defendant(s)**

- A. Name \_\_\_\_\_ DOB \_\_\_\_\_  
Address \_\_\_\_\_
- B. Name \_\_\_\_\_ DOB \_\_\_\_\_  
Address \_\_\_\_\_
- C. Name \_\_\_\_\_ DOB \_\_\_\_\_  
Address \_\_\_\_\_

**Requested Offense(s)**

Defendant(s) (Check)

Need: Warrant  Summons

- 1). **Crime** \_\_\_\_\_ **Ordinance Citation** \_\_\_\_\_  
(Check one): Misdemeanor A \_\_\_\_\_ B \_\_\_\_\_ C \_\_\_\_\_ Infraction \_\_\_\_\_
- 2). **Crime** \_\_\_\_\_ **Ordinance Citation** \_\_\_\_\_  
(Check one): Misdemeanor A \_\_\_\_\_ B \_\_\_\_\_ C \_\_\_\_\_ Infraction \_\_\_\_\_
- 3). **Crime** \_\_\_\_\_ **Ordinance Citation** \_\_\_\_\_  
(Check one): Misdemeanor A \_\_\_\_\_ B \_\_\_\_\_ C \_\_\_\_\_ Infraction \_\_\_\_\_

**Physical Evidence** (Photos, cross connection, sample, etc.)

**Description of Evidence**

**Present Location of Physical Evidence**

|  |  |
|--|--|
|  |  |
|  |  |
|  |  |
|  |  |

**Comments:** (Note any special circumstances)

**Witnesses:**

| Witness(s) | Agency | Phone # |
|------------|--------|---------|
|            |        |         |
|            |        |         |
|            |        |         |
|            |        |         |

Restitution Amount(s) \_\_\_\_\_

Payable To: \_\_\_\_\_

| Victim(s) | DOB & Age | Address | Phone No |
|-----------|-----------|---------|----------|
|           |           |         | H        |
|           |           |         | W        |
|           |           |         | C        |
|           |           |         | H        |
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|           |           |         | H        |
|           |           |         | W        |
|           |           |         | C        |

| Witness(s) | DOB & Age | Address | Phone No |
|------------|-----------|---------|----------|
|            |           |         | H        |
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|            |           |         | W        |
|            |           |         | C        |



# SWPPP COMPLIANCE INSPECTION FORM



| Project Name:                                                                                                                                                                                                                                                                                                |  | Address:                                     |                     | Date:                                                        |    |     |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|----------------------------------------------|---------------------|--------------------------------------------------------------|----|-----|
| Owner:                                                                                                                                                                                                                                                                                                       |  | Contractor (Gen/Sub):                        |                     | Start time:                                                  |    |     |
| Site Contact:                                                                                                                                                                                                                                                                                                |  | Phone:                                       |                     | Stop time:                                                   |    |     |
| UPDES Permit #:                                                                                                                                                                                                                                                                                              |  | Expiration:                                  |                     | Weather: Sunny Snowing<br>(Circle one) Cloudy Raining Other: |    |     |
| Date of last rain event:                                                                                                                                                                                                                                                                                     |  | Duration:                                    |                     | Approx. Rainfall (in):                                       |    |     |
| Inspected By (Print):                                                                                                                                                                                                                                                                                        |  |                                              | Local Jurisdiction: |                                                              |    |     |
| Reason for Inspection: Scheduled Complaint/Tip Random                                                                                                                                                                                                                                                        |  |                                              | Receiving Waters:   |                                                              |    |     |
| Inspection Code (circle): SW sampling SW non-sampling                                                                                                                                                                                                                                                        |  | Inspector Code (circle): (S) State (L) Local |                     | Type Code (circle): 1 - Municipal 2 - Industrial 3 - State   |    |     |
| COMPLIANCE FOR SWPPP, EROSION, SEDIMENT AND HOUSEKEEPING BMP'S                                                                                                                                                                                                                                               |  |                                              |                     | YES                                                          | NO | N/A |
| 1. Is the SWPPP on site and accessible, or is the SWPPP location posted in an obvious place and reasonably accessible (in a short time)?                                                                                                                                                                     |  |                                              |                     |                                                              |    |     |
| 2. Are erosion control, sediment control, buffer controls and good housekeeping BMP's installed on the site as shown in the SWPPP?                                                                                                                                                                           |  |                                              |                     |                                                              |    |     |
| 3. Has the SWPPP been updated to reflect the current site conditions (modifications dated & initialed on site map, new BMPs on site map, discontinued BMPs crossed off site map, new BMP details & spec's in SWPPP, SWPPP amendment Log, etc.)?                                                              |  |                                              |                     |                                                              |    |     |
| 4. Are on-site inspections being performed and recorded by a qualified person on a weekly or biweekly basis, reporting items required by permit? (Inspector name, qualifications and signature, weather, problems/repairs, corrective action, new BMPs, removed BMPs, discharges, etc.)                      |  |                                              |                     |                                                              |    |     |
| 5. Have all corrective action items from previous inspections been logged, addressed and documented within the time frame allotted?                                                                                                                                                                          |  |                                              |                     |                                                              |    |     |
| 6. Are SW flows entering and leaving the construction site controlled, managed, or diverted around the site? (e.g. buffer zones perimeter controls, berms, silt fence, up gradient boundary diversion, down gradient boundary sediment control, etc.)                                                        |  |                                              |                     |                                                              |    |     |
| 7. Is sediment (mud flows, soil deposits, etc.) being contained on the construction site to prevent discharge in downstream locations?                                                                                                                                                                       |  |                                              |                     |                                                              |    |     |
| 8. Is the site free from vehicle tracking of soils off the construction site?                                                                                                                                                                                                                                |  |                                              |                     |                                                              |    |     |
| 9. Are stockpiles of soil, construction material, landscaping, or other debris situated on impervious surfaces fully contained to prevent washing into a storm drain?                                                                                                                                        |  |                                              |                     |                                                              |    |     |
| 10. Are all erosion control BMP's in good repair, properly maintained, and utilized properly (temporary stabilization, erosion blankets, mulch, vegetated strips, riprap, surface roughening, pipe slope drain, dust control, etc.)?                                                                         |  |                                              |                     |                                                              |    |     |
| 11. Are all sediment control BMP's in good repair, properly maintained, and utilized properly (silt fence, check dam, fiber rolls, sediment trap, inlet protection, waddles, straw bales, curb cut-back, etc.)?                                                                                              |  |                                              |                     |                                                              |    |     |
| 12. Are all good housekeeping controls in good repair, properly maintained, and utilized properly (clean trash-out pad, sweeping, construction materials management, litter/ trash control, portable toilet, staked down, fueling areas, concrete wash-out area, proper curb ramps, spill prevention, etc.)? |  |                                              |                     |                                                              |    |     |
| 13. Are all disturbed areas that have not had construction activities for 14 to 21 days stabilized (except snow or frozen ground)?                                                                                                                                                                           |  |                                              |                     |                                                              |    |     |
| 14. Are the installed BMPs located in appropriate places (consider places to remove or install BMP's)?                                                                                                                                                                                                       |  |                                              |                     |                                                              |    |     |





# QUARTERLY COMPREHENSIVE INSPECTIONS "High Priority" Facilities

Qualified personnel shall conduct site compliance evaluations at appropriate intervals specified in the plan.

Inspection Frequency:  Quarterly

Date of Evaluation \_\_\_\_\_

| Area Evaluated                        | Y/N | Mainten.<br>Required<br>Y/N | Comments         |
|---------------------------------------|-----|-----------------------------|------------------|
| High Priority Facility                | -   | -                           |                  |
| Evidence of Spills?                   |     |                             | List Pollutants: |
|                                       |     |                             |                  |
| If spill was it cleaned up?           |     |                             |                  |
| Any identified deficiencies?          |     |                             |                  |
| Waste Storage Areas                   |     |                             |                  |
| Dumpsters                             |     |                             |                  |
| Vehicle & Equipment maintenance areas |     |                             |                  |
| Vehicle & Equipment fueling areas     |     |                             |                  |
| Material handling areas               |     |                             |                  |
| Pollutant generating areas            |     |                             |                  |
|                                       |     |                             |                  |

This report shall be made and retained as part of the Storm Water Pollution Prevention Plan

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

Name of Examiner \_\_\_\_\_ Title \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_



## QUARTERLY COMPREHENSIVE INSPECTION SOP

### PREPARATION

- Identify "High Priority" facilities
- Map of location
- Become familiar with potential pollutants at the site

### PROCESS

- Look for evidence of spills at the site
- If a spill is found assess the general area to identify its source
- Whenever possible take photographs of the suspected illicit discharge
- Inspect all waste storage areas and dumpsters
  - Inspect for leaks
  - have repairs made immediately by responsible party
- Inspect vehicle maintenance and fueling areas
  - Look for pollutant generating areas and inspect
- Material handling areas
- Pollutant generating areas

### CLEAN-UP

- Clean up spill immediately to prevent contact with precipitation or runoff
- Initiate spill response

### DOCUMENTATION

- Fill out a quarterly comprehensive inspection sheet for each facility
- Document the inspection was complete on the Quarterly Comprehensive Log sheet along with the date it was completed







## High Priority Facilities Weekly Inspection Report Form

|  |  |  |  |  |
|--|--|--|--|--|
|  |  |  |  |  |
|  |  |  |  |  |

| Control Measure    | 1a                                                                                                                                                                            | 1b                                                                                                                                                                      | 1c                                                                                                                                                                                  | 1d                                                                                                                       |
|--------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------|
| General Permit     | 4.2.1.1                                                                                                                                                                       | 4.2.1.2                                                                                                                                                                 | 4.2.1.3                                                                                                                                                                             | 4.2.1.4                                                                                                                  |
| Audience           | General Public in Syracuse                                                                                                                                                    | General Public in Syracuse                                                                                                                                              | Institutions, industrial, and commercial in Syracuse                                                                                                                                | Engineers, Construction Contractors, Developers, Development Review Staff, Land Use Planners                             |
| Requirement        | Educate public about ways to avoid, minimize, reduce, or eliminate pollutants in storm water, improve water quality, and participate in environmental stewardship activities. | Provide information on the prohibitions of illicit discharges and improper waste disposal.                                                                              | Provide information on prohibition of illicit discharges and improper waste disposal.                                                                                               | Provide information on developing a SWPPP with BMP's to reduce adverse impacts from storm water runoff from development. |
| Frequency          | Annual                                                                                                                                                                        | Annual                                                                                                                                                                  | Annual                                                                                                                                                                              | As development occurs                                                                                                    |
| BMP Fact Sheet     | ETPP, ETEM                                                                                                                                                                    | ETPP, ETMC                                                                                                                                                              | ETPP, ETMC                                                                                                                                                                          | ETEM                                                                                                                     |
| Achievement Method | Community Service Day                                                                                                                                                         | Newsletter, Website, Email, Mail, social media, community events                                                                                                        | Mail brochures created from coalition                                                                                                                                               | During pre-development and pre-construction meetings                                                                     |
| Measure of Success | Document volunteer participation and work accomplished                                                                                                                        | Improved septic system maintenance, lawn care maintenance, on-site infiltration, automobile maintenance and washing, swimming pool discharge, and pet waste management. | Site has improved lawn maintenance, storm water infiltration, building and equipment maintenance practices, salt storage, material storage, solid waste, parking lot sweeping, etc. | Plans include SWPPP. Documented in pre-construction meeting minutes.                                                     |
| Goal               | Currently programmed                                                                                                                                                          | Currently programmed                                                                                                                                                    | Create list for mailers                                                                                                                                                             | Develop checklist                                                                                                        |
| Mile stone         | n/a                                                                                                                                                                           | n/a                                                                                                                                                                     | Aug-16                                                                                                                                                                              | Dec-16                                                                                                                   |

|                           |                                                                                       |                                                                                                                           |                                                                                                                           |                                                                                                                                                            |
|---------------------------|---------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Control Measure</b>    | <b>1e</b>                                                                             | <b>1f</b>                                                                                                                 | <b>1g</b>                                                                                                                 | <b>1h</b>                                                                                                                                                  |
| <b>General Permit</b>     | 4.2.1.5                                                                               | 4.2.1.6                                                                                                                   | 4.2.1.7                                                                                                                   | 4.2.1.8                                                                                                                                                    |
| <b>Audience</b>           | Syracuse City Employees                                                               | Engineers, development and plan review staff, land use planners                                                           | General Public in Syracuse                                                                                                | General Public in Syracuse                                                                                                                                 |
| <b>Requirement</b>        | Provide information on prohibition of illicit discharges and improper waste disposal. | Provide information and training about Low Impact Development (LID), green infrastructure, and post-construction control. | Identify methods that are used to evaluate the effectiveness of the educational messages and overall educational program. | Provide written documentation or rationale as to why particular BMP's were chosen for public education and outreach.                                       |
| <b>Frequency</b>          | Annual                                                                                | Annual                                                                                                                    | Annual                                                                                                                    | Once with each MS4 general permit renewal                                                                                                                  |
| <b>BMP Fact Sheet</b>     | ETET                                                                                  | ETET                                                                                                                      | ETPP                                                                                                                      | ETPP                                                                                                                                                       |
| <b>Achievement Method</b> | All employee staff meeting                                                            | Pre-development meeting                                                                                                   | Public surveys                                                                                                            | Achievement Complete                                                                                                                                       |
| <b>Measure of Success</b> | Attendance roll, meeting minutes                                                      | Attendance roll, meeting minutes                                                                                          | Survey results indicate improvement in public awareness.                                                                  | The BMP's listed in this Control Measure were selected because they focus upon training and educating those who can make efforts to improve water quality. |
| <b>Goal</b>               | Currently programmed                                                                  | Currently programmed                                                                                                      | Currently programmed                                                                                                      | Complete                                                                                                                                                   |
| <b>Mile stone</b>         | n/a                                                                                   | n/a                                                                                                                       | n/a                                                                                                                       | n/a                                                                                                                                                        |

| Control Measure    | 2a                                                                                                                                 | 2b                                                                                                    | 2c                                                                                                                                        | 2d                                                                                                                                          |
|--------------------|------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------|
| General Permit     | 4.2.2.1                                                                                                                            | 4.2.2.2                                                                                               | 4.2.2.3                                                                                                                                   | 4.2.2.4                                                                                                                                     |
| Audience           | General Public in Syracuse                                                                                                         | General Public in Syracuse                                                                            | General Public in Syracuse                                                                                                                | General Public in Syracuse                                                                                                                  |
| Requirement        | Adopt a program to create opportunities for the public to provide input during the update of the SWMP and affiliated ordinances.   | Make the revised SWMP available to the public for review.                                             | The updated SWMP remains available for public review and input for the life of the permit. Include a contact person with phone and email. | Comply with State and Local public notice requirements when implementing public involvement program.                                        |
| Frequency          | Once with each MS4 general permit renewal                                                                                          | Once with each MS4 general permit renewal                                                             | Once with each MS4 general permit renewal                                                                                                 | Once with each MS4 general permit renewal                                                                                                   |
| BMP Fact Sheet     | ETPP                                                                                                                               | ETPP                                                                                                  | ETPP                                                                                                                                      | ETPP                                                                                                                                        |
| Achievement Method | Achievement Complete                                                                                                               | Achievement Complete                                                                                  | Achievement Complete                                                                                                                      | Achievement Complete                                                                                                                        |
| Measure of Success | Ordinance was last updated in 2012 in compliance with the SWMP requirements. SWMP update approved by resolution from City Council. | Updated SWMP in posted on city website and was included in the city council packet for public review. | Updated SWMP is posted on city website. It contains contact person with phone and email.                                                  | Public Hearing at city council meetings are followed in accordance with State and Local requirements for resolutions and ordinance updates. |
| Goal               | Complete                                                                                                                           | Complete                                                                                              | Complete                                                                                                                                  | Complete                                                                                                                                    |
| Mile stone         | 6/30/2016                                                                                                                          | 6/30/2016                                                                                             | 6/30/2016                                                                                                                                 | 6/30/2016                                                                                                                                   |

| Control Measure    | 3a                                                                                              | 3b                                                                                                    | 3c                                                                                                                                                                                                                       | 3d                                                                                        |
|--------------------|-------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------|
| General Permit     | 4.2.3.1                                                                                         | 4.2.3.2                                                                                               | 4.2.3.3.1                                                                                                                                                                                                                | 4.2.3.3.2                                                                                 |
| Audience           | Syracuse Public Works                                                                           | Syracuse City Council                                                                                 | Syracuse Public Works                                                                                                                                                                                                    | Syracuse Public Works                                                                     |
| Requirement        | Maintain a current storm water map showing all conveyances and outfalls to the Great Salt Lake. | Prohibit non-storm water discharges into the storm water collection system with an ordinance.         | Implement a written plan to detect and address non-storm water discharges to the storm system. Include spills, illicit connections, sanitary sewer overflows, and illegal dumping. Include a list of all priority areas. | Field inspect priority areas listed in 4.2.3.3.1 and document inspections.                |
| Frequency          | Annual                                                                                          | Once                                                                                                  | Update priority list annually.                                                                                                                                                                                           | Annually                                                                                  |
| BMP Fact Sheet     | PRMP                                                                                            | PROD                                                                                                  | PRSP                                                                                                                                                                                                                     | IMID                                                                                      |
| Achievement Method | Update GIS map with storm drain infrastructure.                                                 | Achievement Complete                                                                                  | Achievement Complete                                                                                                                                                                                                     | Inspection schedule                                                                       |
| Measure of Success | Maps are updated with current information.                                                      | Ordinance is complete with all required enforcement. Fee schedule includes fines for illegal actions. | Plan is written and includes a list of all priority areas.                                                                                                                                                               | Priority areas are inspected and findings documented. Corrective actions have been taken. |
| Goal               | Currently programmed                                                                            | Complete                                                                                              | Currently programmed                                                                                                                                                                                                     | Currently programmed                                                                      |
| Mile stone         | n/a                                                                                             | n/a                                                                                                   | n/a                                                                                                                                                                                                                      | n/a                                                                                       |

| Control Measure    | 3e                                                                               | 3f                                                                                                                                   | 3g                                                                                      | 3h                                                                                                                                                                                                                                                         |
|--------------------|----------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| General Permit     | 4.2.3.3.3                                                                        | 4.2.3.3.4                                                                                                                            | 4.2.3.4                                                                                 | 4.2.3.5                                                                                                                                                                                                                                                    |
| Audience           | Syracuse Public Works                                                            | Syracuse Public Works                                                                                                                | Syracuse Public Works                                                                   | Syracuse Public Works                                                                                                                                                                                                                                      |
| Requirement        | Dry weather screening to verify outfall locations and detect illicit discharges. | Notify Utah DEQ Division of Water Quality if a discharger may need a separate UPDES permit.                                          | Implement Standard Operating Procedures for tracing the source of an illicit discharge. | Implement Standard Operating Procedure for characterizing any potential threat of illicit discharges found or reported.                                                                                                                                    |
| Frequency          | Once during the five year permit term.                                           | Upon discovery.                                                                                                                      | Upon discovery                                                                          | Upon discovery.                                                                                                                                                                                                                                            |
| BMP Fact Sheet     | IMOE                                                                             |                                                                                                                                      | IMID                                                                                    | IMID                                                                                                                                                                                                                                                       |
| Achievement Method | Inspection schedule                                                              | Visual observation.                                                                                                                  | Investigate and report findings.                                                        | Investigate and report findings.                                                                                                                                                                                                                           |
| Measure of Success | Document inspections of all outfalls.                                            | Check the list of multi-sector general permit for storm water discharges associated with industrial activities from the DWQ website. | SOP is complete with requirements to visual inspect manholes and pipes.                 | Immediately initiate an investigation. Report date of awareness, date of investigation, date of observed discharge, location and description of discharge, method of discovery, date of clean up and enforcement, date and method of removal verification. |
| Goal               | Currently programmed                                                             | Upon discovery.                                                                                                                      | Upon discovery                                                                          | Upon discovery.                                                                                                                                                                                                                                            |
| Mile stone         | n/a                                                                              | n/a                                                                                                                                  | n/a                                                                                     | n/a                                                                                                                                                                                                                                                        |

|                           |                                                                                                                                                    |                                                                                                       |                                                                             |                                                                                                                                         |
|---------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|
| <b>Control Measure</b>    | <b>3i</b>                                                                                                                                          | <b>3j</b>                                                                                             | <b>3k</b>                                                                   | <b>3l</b>                                                                                                                               |
| <b>General Permit</b>     | 4.2.3.6                                                                                                                                            | 4.2.3.7                                                                                               | 4.2.3.8                                                                     | 4.2.3.9                                                                                                                                 |
| <b>Audience</b>           | Syracuse Public Works                                                                                                                              | Employees, businesses, and general public                                                             | Residents                                                                   | General Public                                                                                                                          |
| <b>Requirement</b>        | Implement Standard Operating Procedure to cease an illicit discharge.                                                                              | Provide information on the hazards associated with illicit discharges and improper disposal of waste. | Provide information about the collection of household hazardous waste.      | Publicize a hotline for public reporting of spills and illicit discharges.                                                              |
| <b>Frequency</b>          | Upon discovery.                                                                                                                                    | Refer to Control Measure 1.                                                                           | Once                                                                        | Once                                                                                                                                    |
| <b>BMP Fact Sheet</b>     | IMID                                                                                                                                               | ETET, ETEM, ETPP, ETMC, ETCH                                                                          | MSHW                                                                        | ETCH                                                                                                                                    |
| <b>Achievement Method</b> | Investigate and report findings.                                                                                                                   | Refer to (1b) (1c) (1e)                                                                               | Achievement complete.                                                       | Achievement complete.                                                                                                                   |
| <b>Measure of Success</b> | Notify appropriate authorities, notify property owner, remove or eliminate the discharge, follow up inspection, and enforcement with fine imposed. | Accomplished through Control Measure 1.                                                               | City website PRSPotes that local landfill has a facility that collects HHW. | Hotline is advertised on the city website and the city phone system has an automated transfer for after-hours public works emergencies. |
| <b>Goal</b>               | Upon discovery.                                                                                                                                    | Currently programmed                                                                                  | Complete                                                                    | Complete                                                                                                                                |
| <b>Mile stone</b>         | n/a                                                                                                                                                | n/a                                                                                                   | n/a                                                                         | n/a                                                                                                                                     |

| Control Measure    | 3m                                                                                                                                                                                             | 3n                                                                                                                      | 3o                                                                                                                                                                                               |
|--------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| General Permit     | 4.2.3.9.1                                                                                                                                                                                      | 4.2.3.10                                                                                                                | 4.2.3.11                                                                                                                                                                                         |
| Audience           | General Public                                                                                                                                                                                 | Syracuse Public Works                                                                                                   | Employees                                                                                                                                                                                        |
| Requirement        | Develop a written spill/dumping response procedure and flow chart for internal use describing response procedures, agency responsibilities and contacts, and individual or agency involvement. | Implement procedures for program evaluation and assessment including: maintain database for mapping or tracking spills. | Train all employees on the IDDE program including: identification, investigation, termination, cleanup, and reporting of illicit discharges, spills, illicit connections, and improper disposal. |
| Frequency          | Once                                                                                                                                                                                           | Annual                                                                                                                  | Annual                                                                                                                                                                                           |
| BMP Fact Sheet     | PRSP                                                                                                                                                                                           |                                                                                                                         | ETET                                                                                                                                                                                             |
| Achievement Method | Achievement complete.                                                                                                                                                                          | Inspection schedule                                                                                                     | Orientation, All employee staff meeting.                                                                                                                                                         |
| Measure of Success | IDDE program includes a written spill/dumping response procedure and flow chart included in the SWMP                                                                                           | Database / map is updated with IDDE discharge and spills.                                                               | Meeting minutes.<br>Orientation sheet.                                                                                                                                                           |
| Goal               | Complete                                                                                                                                                                                       | Currently programmed                                                                                                    | Currently programmed                                                                                                                                                                             |
| Mile stone         | n/a                                                                                                                                                                                            | n/a                                                                                                                     | n/a                                                                                                                                                                                              |

| Control Measure    | 4a                                                                                                                                                                                                        | 4b                                                                                                                                                              | 4c                                                                                                                                                                                   | 4d                                                                                                          |
|--------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------|
| General Permit     | 4.2.4.1.1                                                                                                                                                                                                 | 4.2.4.1.2                                                                                                                                                       | 4.2.4.1.3                                                                                                                                                                            | 4.2.4.2.1                                                                                                   |
| Audience           | Syracuse City Council                                                                                                                                                                                     | Contractors, Developers                                                                                                                                         | Syracuse City Council                                                                                                                                                                | Syracuse City Council                                                                                       |
| Requirement        | Revise and enforce an ordinance that requires erosion and sediment control on construction sites. Require a SWPPP with BMP's to protect water quality, reduce discharge of pollutants, and control waste. | Ensure contractors obtain and maintain coverage under the current UPDES Storm Water General Permit for Construction Activities for the duration of the project. | Update ordinance to include a provision for access by qualified personnel to inspect construction storm water BMP's on private properties that discharge to city storm drain system. | Develop a written enforcement strategy that include specific processes to obtain compliance from violators. |
| Frequency          | As necessary                                                                                                                                                                                              | As necessary                                                                                                                                                    | Once                                                                                                                                                                                 | Once                                                                                                        |
| BMP Fact Sheet     | PROD                                                                                                                                                                                                      |                                                                                                                                                                 | PROD                                                                                                                                                                                 | PROD                                                                                                        |
| Achievement Method | Ordinance update                                                                                                                                                                                          | During pre-construction meetings.                                                                                                                               | Ordinance update                                                                                                                                                                     | Ordinance update                                                                                            |
| Measure of Success | Ordinance is updated to reflect current UPDES Storm Water General Permit for Construction Activities.                                                                                                     | Meeting minutes reflect that developers are notified to complete an NOI on the State DWQ website.                                                               | Ordinance is updated to reflect current UPDES Storm Water General Permit for Construction Activities.                                                                                | Ordinance contains enforcement procedures.                                                                  |
| Goal               | Complete                                                                                                                                                                                                  | Currently programmed                                                                                                                                            | Update ordinance                                                                                                                                                                     | Update ordinance                                                                                            |
| Mile stone         | n/a                                                                                                                                                                                                       | n/a                                                                                                                                                             | Dec-17                                                                                                                                                                               | Dec-17                                                                                                      |

| Control Measure    | 4e                                                                                                                                                                         | 4f                                                                                                                                                                | 4g                                                                                   | 4h                                                                                                                                                                                                                                         |
|--------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| General Permit     | 4.2.4.2.2                                                                                                                                                                  | 4.2.4.3.1                                                                                                                                                         | 4.2.4.3.2                                                                            | 4.2.4.3.3                                                                                                                                                                                                                                  |
| Audience           | Syracuse Public Works                                                                                                                                                      | Syracuse Public Works                                                                                                                                             | Syracuse Public Works                                                                | Syracuse Public Works                                                                                                                                                                                                                      |
| Requirement        | Document and track all enforcement actions.                                                                                                                                | Develop and implement an SOP for pre-construction review of SWPPP's for all construction sites greater than one acre. Keep records for five (5) years.            | Include the use of a checklist for pre-construction SWPPP reviews.                   | Identify priority construction sites considering: soil erosion, site slope, project size and type, sensitivity of receiving waters, proximity to receiving waters, non-storm water dischargers, and those w/past record of non-compliance. |
| Frequency          | As necessary upon occurrence.                                                                                                                                              | As necessary upon occurrence.                                                                                                                                     | Once to create checklist, then use with each SWPPP review.                           | As necessary upon occurrence.                                                                                                                                                                                                              |
| BMP Fact Sheet     |                                                                                                                                                                            | PRSW                                                                                                                                                              | PRSW                                                                                 | PRSW                                                                                                                                                                                                                                       |
| Achievement Method | As violation is identified during the inspection.                                                                                                                          | Create SOP.                                                                                                                                                       | Checklist completed for each Stormwater Activity Permit                              | Checklist completed for each Stormwater Activity Permit                                                                                                                                                                                    |
| Measure of Success | Contractor/developer is notified of violation. Documented in inspection report. Uncleared violation results in enforcement beginning with fines, then Class B Misdemeanor. | SOP is created and followed. SOP includes review of the site design, planned operations on the site, planned BMP's, and post construction BMP's that are planned. | Checklist is created and used for each SWPPP review prior to construction beginning. | Inspection form is updated with priority site checkbox that clearly identifies why the site is priority based upon the indicated criteria specified herein.                                                                                |
| Goal               | Currently programmed                                                                                                                                                       | Complete                                                                                                                                                          | Complete                                                                             | Currently Programmed                                                                                                                                                                                                                       |
| Mile stone         | n/a                                                                                                                                                                        | n/a                                                                                                                                                               | n/a                                                                                  | n/a                                                                                                                                                                                                                                        |

|                           |                                                                                                                                                                                                                |                                                                                                                                                                                                                                  |                                                                        |                                                                                                                                                            |
|---------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Control Measure</b>    | <b>4i</b>                                                                                                                                                                                                      | <b>4j</b>                                                                                                                                                                                                                        | <b>4k</b>                                                              | <b>4l</b>                                                                                                                                                  |
| <b>General Permit</b>     | 4.2.4.4.1                                                                                                                                                                                                      | 4.2.4.4.2                                                                                                                                                                                                                        | 4.2.4.4.3                                                              | 4.2.4.4.4                                                                                                                                                  |
| <b>Audience</b>           | Syracuse Public Works                                                                                                                                                                                          | Contractors, Developers                                                                                                                                                                                                          | Syracuse Public Works                                                  | Syracuse Public Works                                                                                                                                      |
| <b>Requirement</b>        | Create SOP for construction site inspection/ enforce of storm water pollution control measures. Incl those responsible for inspections & enforce. Site inspections are monthly using official inspection form. | Inspect all phases of construction: before, during, and at completion. Specify notification procedure from contractors at project completion to verify cleanup final stabilization. Provide to contractor prior to construction. | Inspection of priority construction sites must be conducted bi-weekly. | Take all necessary follow up actions to ensure construction sites are in compliance with the permit. Track and document all reinspections and enforcement. |
| <b>Frequency</b>          | Develop SOP: once;<br>Inspections: monthly                                                                                                                                                                     | As necessary with each applicable construction project.                                                                                                                                                                          | Every two weeks for priority construction sites.                       | As necessary with each applicable construction project.                                                                                                    |
| <b>BMP Fact Sheet</b>     | PRSW                                                                                                                                                                                                           | PRSW                                                                                                                                                                                                                             | PRSW                                                                   | PRSW                                                                                                                                                       |
| <b>Achievement Method</b> | Update SOP.                                                                                                                                                                                                    | During pre-construction meeting and monthly during construction.                                                                                                                                                                 | Achievement complete.                                                  | Achievement complete.                                                                                                                                      |
| <b>Measure of Success</b> | SOP is updated. Inspections are being completed for all construction sites one acre or larger.                                                                                                                 | Meeting minutes: contractors notified of inspection procedures, and project close-out. Deposit is collected at the beginning of construction and returned only after final clean-up is complete.                                 | Priority construction sites are inspected bi-weekly.                   | Site findings are documented on the inspection sheet. Reinspections, fines, and enforcement is documented in the file.                                     |
| <b>Goal</b>               | Complete                                                                                                                                                                                                       | Currently Programmed                                                                                                                                                                                                             | Currently programmed                                                   | Currently programmed                                                                                                                                       |
| <b>Mile stone</b>         | n/a                                                                                                                                                                                                            | n/a                                                                                                                                                                                                                              | n/a                                                                    | n/a                                                                                                                                                        |

| Control Measure    | 4m                                                                                                                                                                               | 4n                                                                                                                                                                                    | 4o                                                                                                                                                                                                    |
|--------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| General Permit     | 4.2.4.4.5                                                                                                                                                                        | 4.2.4.5                                                                                                                                                                               | 4.2.4.6                                                                                                                                                                                               |
| Audience           | General Public                                                                                                                                                                   | Syracuse Public Works                                                                                                                                                                 | Syracuse Public Works                                                                                                                                                                                 |
| Requirement        | Publicize a hotline for public reporting of storm water issues on construction sites. Records of violations, enforcement, and corrective actions must be tracked and documented. | Train all staff having responsibility for SWMP including permitting, plan review, site inspections, and enforcement. Training must include dates, course description, and attendance. | Maintain records of all site plan reviews, SWPPP's, inspections, enforcements (verbal warnings, stop work order, warning letter, notice of violation, etc.). Records must be kept for five (5) years. |
| Frequency          | Once                                                                                                                                                                             | Annually                                                                                                                                                                              | As necessary for construction.                                                                                                                                                                        |
| BMP Fact Sheet     | ETCH                                                                                                                                                                             | ETET                                                                                                                                                                                  | PRSW                                                                                                                                                                                                  |
| Achievement Method | Achievement complete                                                                                                                                                             | Department Staff Meeting                                                                                                                                                              | Achievement complete                                                                                                                                                                                  |
| Measure of Success | Hotline is advertised on the city website and the city phone system has an automated transfer for after-hours public works emergencies.                                          | Environmental Division, Engineer, Administrative staff, and director are trained on the SWMP as it relates to construction sites.                                                     | Inspection records are maintained for each construction site and kept on file for each permit.                                                                                                        |
| Goal               | Complete                                                                                                                                                                         | Currently programmed                                                                                                                                                                  | Currently programmed                                                                                                                                                                                  |
| Mile stone         | n/a                                                                                                                                                                              | n/a                                                                                                                                                                                   | n/a                                                                                                                                                                                                   |

| Control Measure    | 5a                                                                                                                                                                                                                     | 5b                                                                                                    | 5c                                                                                                                                     | 5d                                                                                                                         |
|--------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------|
| General Permit     | 4.2.5.1                                                                                                                                                                                                                | 4.2.5.2.1                                                                                             | 4.2.5.2.2                                                                                                                              | 4.2.5.3.1                                                                                                                  |
| Audience           | Syracuse City Council                                                                                                                                                                                                  | Syracuse Public Works                                                                                 | Syracuse City Council                                                                                                                  | Syracuse City Council                                                                                                      |
| Requirement        | Develop an ordinance that requires long term post-construction storm water controls for development and redevelopment. The ordinance requires BMP selection, design installation, operation and maintenance standards. | Implement enforcement provisions of the ordinance to include specific processes for repeat violators. | Document how the ordinance requirements will protect water quality and reduce pollutants to the storm drain.                           | Minimize development in areas to protect sensitive lands, such as erosion, flood control, over disturbance, wetlands, etc. |
| Frequency          | Once                                                                                                                                                                                                                   | Once                                                                                                  | Once                                                                                                                                   | Once                                                                                                                       |
| BMP Fact Sheet     | PROD                                                                                                                                                                                                                   | PROD                                                                                                  | PROD                                                                                                                                   | PROD                                                                                                                       |
| Achievement Method | Achievement complete                                                                                                                                                                                                   | Update ordinance                                                                                      | Achievement complete                                                                                                                   | Achievement Complete                                                                                                       |
| Measure of Success | Ordinance includes post construction controls for new development and redevelopment sites.                                                                                                                             | Ordinance includes enforcement for violators.                                                         | Ordinance includes post construction water quality protections involving BMP selection, pollutant removal, and supporting performance. | General Plan includes sensitive overlay zone over properties, which requires water quality/ wetland approval from ACOE.    |
| Goal               | Complete                                                                                                                                                                                                               | Update ordinance                                                                                      | Complete                                                                                                                               | Complete                                                                                                                   |
| Mile stone         | n/a                                                                                                                                                                                                                    | Dec-17                                                                                                | n/a                                                                                                                                    | n/a                                                                                                                        |

| Control Measure    | 5e                                                                                                                                                                                                                                                                                              | 5f                                                                                                                                                                                                                              | 5g                                                             | 5h                                                                                                                                      |
|--------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|
| General Permit     | 4.2.5.3.2                                                                                                                                                                                                                                                                                       | 4.2.5.3.3                                                                                                                                                                                                                       | 4.2.5.3.4                                                      | 4.2.5.4.1                                                                                                                               |
| Audience           | Syracuse Public Works                                                                                                                                                                                                                                                                           | Syracuse Public Works                                                                                                                                                                                                           | Syracuse Public Works                                          | Syracuse Public Works                                                                                                                   |
| Requirement        | Include a process which requires the evaluation of LID used to infiltrate, evapotranspire, or harvest storm water from the site. Explanation must be documented if an LID cannot be utilized giving an explanation with reasons and rationale for chosen alternative controls for each project. | Develop a plan to retrofit existing developed sites that are adversely impacting water quality. Include controls that infiltrate, evapotranspire, or harvest storm water discharges. Prioritize those best suited for retrofit. | Require development to retain 90th percentile rainfall onsite. | Review as-built plans to ensure that the plans include long term storm water management measures.                                       |
| Frequency          | Each development review                                                                                                                                                                                                                                                                         | Once                                                                                                                                                                                                                            | Each development                                               | Each development                                                                                                                        |
| BMP Fact Sheet     | PRLD                                                                                                                                                                                                                                                                                            | PRRS                                                                                                                                                                                                                            | PROD                                                           |                                                                                                                                         |
| Achievement Method | Development review                                                                                                                                                                                                                                                                              | Create plan based upon inventory data.                                                                                                                                                                                          | Ordinance update                                               | At project close-out or warranty inspection.                                                                                            |
| Measure of Success | Low Impact Development is discussed in pre-development meetings and included in all development reviews.                                                                                                                                                                                        | Retrofit plan is complete.                                                                                                                                                                                                      | Ordinance and standards are updated to requirement.            | As-built plans are received and reviewed for accuracy. BMP maintenance agreements are signed and filed. Inventory and maps are updated. |
| Goal               | Include in pre-development meetings                                                                                                                                                                                                                                                             | Create plan based upon inventory data.                                                                                                                                                                                          | Update standards and ordinance                                 | Currently programmed                                                                                                                    |
| Mile stone         | Jun-16                                                                                                                                                                                                                                                                                          | Dec-20                                                                                                                                                                                                                          | 9/1/2016                                                       | n/a                                                                                                                                     |

| Control Measure    | 5i                                                                                                                                                | 5j                                                                                                                                                                              | 5k                                                                                                                                                                                                  | 5l                                                                                                |
|--------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|
| General Permit     | 4.2.5.4.2                                                                                                                                         | 4.2.5.4.3                                                                                                                                                                       | 4.2.5.5.1                                                                                                                                                                                           | 4.2.5.5.2                                                                                         |
| Audience           | Developers, contractors                                                                                                                           | Syracuse Public Works                                                                                                                                                           | Syracuse City Council                                                                                                                                                                               | Syracuse Public Works                                                                             |
| Requirement        | Provide developers and contractors with preferred design specifications to more effectively treat storm water for different types of development. | Keep a copy of information that is provided to design professionals regarding preferred design specifications to effectively treat storm water for different development types. | Adopt and implement SOP or ordinance for site inspection of storm control system on public or private properties.                                                                                   | Inspect permanent BMP's once during installation. Verify that BMP's were constructed as designed. |
| Frequency          | Each development                                                                                                                                  | Each development                                                                                                                                                                | Once                                                                                                                                                                                                | Each development                                                                                  |
| BMP Fact Sheet     |                                                                                                                                                   |                                                                                                                                                                                 | PROD                                                                                                                                                                                                | IMIO                                                                                              |
| Achievement Method | During pre-development meeting                                                                                                                    | During pre-development meeting                                                                                                                                                  | SOP is current. Update ordinance.                                                                                                                                                                   | During final warranty inspections                                                                 |
| Measure of Success | Storm water design is discussed during pre-development meetings with the developer.                                                               | Information is provided to developers during pre-development meeting.                                                                                                           | BMP maintenance agreement signed and kept on file. Ordinance is updated to allow site access for inspections or third party inspections. Ordinance is updated to require BMP maintenance agreement. | Inspection record documents any incomplete items from construction.                               |
| Goal               | Develop design specs for various develop types.                                                                                                   | Develop design specs for various develop types.                                                                                                                                 | Update ordinance                                                                                                                                                                                    | Currently programmed                                                                              |
| Mile stone         | Jun-18                                                                                                                                            | Jun-18                                                                                                                                                                          | Dec-17                                                                                                                                                                                              | n/a                                                                                               |

| Control Measure    | 5m                                                                                                                                                                               | 5n                                                                                                                                                                                    | 5o                                                                                                                                                                                                                                                        | 5p                                                                                                                                                     |
|--------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|
| General Permit     | 4.2.5.5.3                                                                                                                                                                        | 4.2.5.6                                                                                                                                                                               | 4.2.5.7.1                                                                                                                                                                                                                                                 | 4.2.5.7.2                                                                                                                                              |
| Audience           | Property owners having storm water discharge to city system.                                                                                                                     | Syracuse Public Works                                                                                                                                                                 | Syracuse Public Works                                                                                                                                                                                                                                     | Syracuse Public Works                                                                                                                                  |
| Requirement        | Inspect and maintain permanent BMP's as directed in a maintenance agreement.                                                                                                     | Train all staff having responsibility for SWMP including permitting, plan review, site inspections, and enforcement. Training must include dates, course description, and attendance. | Inventory all structural storm water control measures installed on developed sites. Include project name, owner name, contact information, location, start/end date, etc. Include description of BMP's, maintenance required, and inspection information. | Update the inventory records of long term BMP's with any changes in ownership and structural changes to the BMP that was identified during inspection. |
| Frequency          | Annually by owner. Every five years by city.                                                                                                                                     | Annually                                                                                                                                                                              | Update annually                                                                                                                                                                                                                                           | Once every five years during site inspection.                                                                                                          |
| BMP Fact Sheet     | IMIO                                                                                                                                                                             | ETET                                                                                                                                                                                  | IMIO                                                                                                                                                                                                                                                      | IMIO                                                                                                                                                   |
| Achievement Method | Inspection schedule                                                                                                                                                              | Department Staff Meeting                                                                                                                                                              | Inspection schedule                                                                                                                                                                                                                                       | Inspection schedule                                                                                                                                    |
| Measure of Success | Inspections documented with date; inspector name/signature; project location; current ownership; description of condition; maintenance issues; violations; compliance deadlines. | Environmental Division, Engineer, Administrative staff, and director are trained on the SWMP as it relates to construction sites.                                                     | Inventory is updated with all post construction BMP sites.                                                                                                                                                                                                | Inventory is updated with ownership and BMP changes after each inspection is completed.                                                                |
| Goal               | Currently programmed                                                                                                                                                             | Currently programmed                                                                                                                                                                  | Currently programmed                                                                                                                                                                                                                                      | Currently programmed                                                                                                                                   |
| Mile stone         | n/a                                                                                                                                                                              | n/a                                                                                                                                                                                   | n/a                                                                                                                                                                                                                                                       | n/a                                                                                                                                                    |

| Control Measure    | 6a                                                                                  | 6b                                                                                                                                      | 6c                                                                            | 6d                                                                                                                                        |
|--------------------|-------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------|
| General Permit     | 4.2.6.1                                                                             | 4.2.6.2                                                                                                                                 | 4.2.6.3                                                                       | 4.2.6.4                                                                                                                                   |
| Audience           | Syracuse Public Works                                                               | Syracuse Public Works                                                                                                                   | Syracuse Public Works                                                         | Syracuse Public Works                                                                                                                     |
| Requirement        | Keep a current written inventory of city-owned facilities and storm water controls. | Assess city-owned facilities for the following pollutants: sediment, nutrients, metals, hydrocarbons, pesticides, chlorides, and trash. | Identify high-priority city-owned facilities based upon assessment completed. | Develop a SWPPP for each high-priority city-owned site. Identify potential sources of pollution. Include SOP's used to reduce pollutants. |
| Frequency          | Annually update                                                                     | Once                                                                                                                                    | Once                                                                          | Once                                                                                                                                      |
| BMP Fact Sheet     | OMHP                                                                                | OMHP                                                                                                                                    | OMHP                                                                          | PRSW                                                                                                                                      |
| Achievement Method | Inspection schedule                                                                 | Include in SWMP                                                                                                                         | Include in SWMP                                                               | Retain with SWMP                                                                                                                          |
| Measure of Success | Inventory is updated.                                                               | Assessment complete and included in the SWMP.                                                                                           | Status of high-priority sites included in SWMP.                               | SWPPP is complete and retained at all high-priority sites.                                                                                |
| Goal               | Currently programmed                                                                | Complete                                                                                                                                | Complete                                                                      | Complete                                                                                                                                  |
| Mile stone         | n/a                                                                                 | n/a                                                                                                                                     | n/a                                                                           | n/a                                                                                                                                       |

| Control Measure    | 6e                                                                                                                                                                                | 6f                                                                                                                                                                                                           | 6g                                                                                                                                                                                                  | 6h                                                                                                                                                                                                                                                              |
|--------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| General Permit     | 4.2.6.5.1                                                                                                                                                                         | 4.2.6.5.2                                                                                                                                                                                                    | 4.2.6.5.3                                                                                                                                                                                           | 4.2.6.6.1                                                                                                                                                                                                                                                       |
| Audience           | Syracuse Public Works                                                                                                                                                             | Syracuse Public Works                                                                                                                                                                                        | Syracuse Public Works                                                                                                                                                                               | Syracuse Public Works                                                                                                                                                                                                                                           |
| Requirement        | Perform a visual inspection of all high-priority city-owned sites. Clean up spills, track inspections on a log, keep log with SWMP. Identify deficiencies and corrective actions. | Comprehensive inspection of all high-priority city-owned sites: storm controls, waste storage, vehicle maintenance, fueling areas, material handling areas, etc. Document inspections. Correct deficiencies. | Perform a visual observation of the storm water discharge from all high-priority city-owned sites in accordance with SOP. Document any deficiencies and corrective actions. Keep on file with SWMP. | Develop and implement SOP for all city-owned buildings and facilities. SOP includes: chemical storage and handling; spill prevention; dumpsters and waste management; facility maintenance; parking lot sweeping; land maintenance; and inventory floor drains. |
| Frequency          | Weekly                                                                                                                                                                            | Quarterly                                                                                                                                                                                                    | Quarterly                                                                                                                                                                                           | Once                                                                                                                                                                                                                                                            |
| BMP Fact Sheet     | OMHP                                                                                                                                                                              | OMHP                                                                                                                                                                                                         | OMHP                                                                                                                                                                                                |                                                                                                                                                                                                                                                                 |
| Achievement Method | Inspection schedule                                                                                                                                                               | Inspection schedule                                                                                                                                                                                          | Inspection schedule                                                                                                                                                                                 | SOP                                                                                                                                                                                                                                                             |
| Measure of Success | Log is completed. Site is clean. Spills are documented. Deficiencies are corrected.                                                                                               | Inspection report completed and kept on file with SWMP. Corrective actions documented and completed.                                                                                                         | Inspection report completed and kept on file with SWMP. Corrective actions documented and completed.                                                                                                | SOP is updated. Employees are trained to understand SOP's for the building in which they work.                                                                                                                                                                  |
| Goal               | Currently programmed                                                                                                                                                              | Currently programmed                                                                                                                                                                                         | Currently programmed                                                                                                                                                                                | Complete                                                                                                                                                                                                                                                        |
| Mile stone         | n/a                                                                                                                                                                               | n/a                                                                                                                                                                                                          | n/a                                                                                                                                                                                                 | n/a                                                                                                                                                                                                                                                             |

| Control Measure    | 6i                                                                                                                        | 6j                                                                                                                                                                                                                                                    | 6k                                                                                                                                                                                | 6l                                                                                                                                                                                                                                                                        |
|--------------------|---------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| General Permit     | 4.2.6.6.2                                                                                                                 | 4.2.6.6.3                                                                                                                                                                                                                                             | 4.2.6.6.4                                                                                                                                                                         | 4.2.6.6.5                                                                                                                                                                                                                                                                 |
| Audience           | Syracuse Public Works                                                                                                     | Syracuse Parks and Recreation                                                                                                                                                                                                                         | Syracuse Public Works                                                                                                                                                             | Syracuse Public Works                                                                                                                                                                                                                                                     |
| Requirement        | Develop and implement SOP for all city-owned material storage areas, heavy equipment storage, and maintenance areas.      | Develop and implement SOP for all city-owned parks and open space. SOP includes: fertilizer, pesticides, herbicides, sediment, erosion, lawn maintenance, trash containers, pet waste, equipment cleaning, building cleaning, and trash can cleaning. | Develop and implement SOP for all city-owned vehicles and equipment. SOP includes: vehicle maintenance, BMP's for drip pans and absorbent, fueling areas, and vehicle wash areas. | Develop and implement SOP for all city-owned roads and parking lots. SOP includes: street sweeping, pavement maintenance, pot-hole repair, striping, sealing, plowing, de-icing, roadside mowing, herbicide, parades, city-sponsored outdoor festivals, and snow storage. |
| Frequency          | Once                                                                                                                      | Once                                                                                                                                                                                                                                                  | Once                                                                                                                                                                              | Once                                                                                                                                                                                                                                                                      |
| BMP Fact Sheet     |                                                                                                                           |                                                                                                                                                                                                                                                       |                                                                                                                                                                                   |                                                                                                                                                                                                                                                                           |
| Achievement Method | SOP                                                                                                                       | SOP                                                                                                                                                                                                                                                   | SOP                                                                                                                                                                               | SOP                                                                                                                                                                                                                                                                       |
| Measure of Success | SOP is updated to protect water quality in areas of material storage, heavy equipment storage, and equipment maintenance. | SOP is updated to protect water quality in parks and open space.                                                                                                                                                                                      | SOP is updated to protect water quality from vehicles and equipment.                                                                                                              | SOP is updated to protect water quality from roads and parking lots.                                                                                                                                                                                                      |
| Goal               | Complete                                                                                                                  | Complete                                                                                                                                                                                                                                              | Complete                                                                                                                                                                          | Complete                                                                                                                                                                                                                                                                  |
| Mile stone         | n/a                                                                                                                       | n/a                                                                                                                                                                                                                                                   | n/a                                                                                                                                                                               | n/a                                                                                                                                                                                                                                                                       |

| Control Measure    | 6m                                                                                                                                                                                                                                                                                             | 6n                                                                                      | 6o                                                                                                                                                                                                                                 | 6p                                                                                                                                                                                              |
|--------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| General Permit     | 4.2.6.6.6                                                                                                                                                                                                                                                                                      | 4.2.6.6.7                                                                               | 4.2.6.7                                                                                                                                                                                                                            | 4.2.6.8.1                                                                                                                                                                                       |
| Audience           | Syracuse Public Works                                                                                                                                                                                                                                                                          | Syracuse Public Works                                                                   | Contractors performing municipal maintenance                                                                                                                                                                                       | Syracuse Public Works                                                                                                                                                                           |
| Requirement        | SOP for all city-owned storm water collection and conveyance system. SOP includes: routine inspection schedule, cleaning, and repairs. Prioritize storm system maintenance based upon water quality concerns. Annual inspections of structural BMP's, and documentation of removed pollutants. | Develop and implement SOP for all other city-owned facilities not previously mentioned. | City-retained contractors shall be held to the same storm water pollution prevention standards as the city. Contracts must specify this requirement. City must inspect periodically to ensure responsibilities are being achieved. | Develop and implement a process to assess water quality impacts of all flood management structural controls. Determine if changes should be made to improve water quality. Include in the SWMP. |
| Frequency          | Once                                                                                                                                                                                                                                                                                           | Once                                                                                    | Once                                                                                                                                                                                                                               | Once                                                                                                                                                                                            |
| BMP Fact Sheet     |                                                                                                                                                                                                                                                                                                |                                                                                         |                                                                                                                                                                                                                                    |                                                                                                                                                                                                 |
| Achievement Method | SOP                                                                                                                                                                                                                                                                                            | SOP                                                                                     | Include in contracts                                                                                                                                                                                                               | Include in SWMP                                                                                                                                                                                 |
| Measure of Success | SOP is updated to protect water quality from polluted storm water conveyances.                                                                                                                                                                                                                 | SOP is updated to protect water quality from all other facilities.                      | Third party contractors of the city performing maintenance is in compliance with storm water pollution prevention measures.                                                                                                        | Public detention basins are assessed by the city. Private detention basins are assessed by the property owner. Regional open channels in the city are assessed by the county.                   |
| Goal               | Complete                                                                                                                                                                                                                                                                                       | Complete                                                                                | Currently programmed                                                                                                                                                                                                               | Create with retrofit plan and inventory data.                                                                                                                                                   |
| Mile stone         | n/a                                                                                                                                                                                                                                                                                            | n/a                                                                                     | n/a                                                                                                                                                                                                                                | Dec-20                                                                                                                                                                                          |

|                           |                                                                                                                |                                                                                                                                                                                         |
|---------------------------|----------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Control Measure</b>    | <b>6q</b>                                                                                                      | <b>6r</b>                                                                                                                                                                               |
| <b>General Permit</b>     | 4.2.6.9                                                                                                        | 4.2.6.10                                                                                                                                                                                |
| <b>Audience</b>           | Syracuse Public Works                                                                                          | Syracuse Public Works                                                                                                                                                                   |
| <b>Requirement</b>        | Public construction projects shall comply with the same requirements applied to private projects.              | Train all staff having responsibility for construction, operation, or maintenance job functions. Training must include dates, course description, and attendance.                       |
| <b>Frequency</b>          | As needed                                                                                                      | Annually                                                                                                                                                                                |
| <b>BMP Fact Sheet</b>     |                                                                                                                | ETET                                                                                                                                                                                    |
| <b>Achievement Method</b> | Pre-construction                                                                                               | Department Staff Meeting                                                                                                                                                                |
| <b>Measure of Success</b> | All city-owned projects obtain an NOI with the State, inspect site, and maintain the site during construction. | PW&Parks employees are trained on protecting water quality, permit requirements, O&M requirements, inspection procedures, SOP's, SWPPP's, reporting procedures, and illicit discharges. |
| <b>Goal</b>               | Currently programmed                                                                                           | Currently programmed                                                                                                                                                                    |
| <b>Mile stone</b>         | n/a                                                                                                            | n/a                                                                                                                                                                                     |

**STORM WATER OPERATING FUND**  
**Cost Allocation Detail**

| Account            | Account Description                      | FY 2015<br>Actual        | FY 2016<br>Budget        | Variance<br>2016 FY<br>to 2017 FY | FY 2017                  |                          |                    |
|--------------------|------------------------------------------|--------------------------|--------------------------|-----------------------------------|--------------------------|--------------------------|--------------------|
|                    |                                          |                          |                          |                                   | Requested                | Recommended              | Approved           |
| <b>Revenues:</b>   |                                          |                          |                          |                                   |                          |                          |                    |
| 40-36-10           | Interest Income                          | 1,578                    | 1,000                    | 500                               | 1,500                    | 1,500                    |                    |
| 40-36-90           | Sundry Revenues                          | 1,150                    | 1,000                    | -                                 | 1,000                    | 1,000                    |                    |
| 40-37-10           | Storm Water User Fees                    | 403,479                  | 413,000                  | 13,120                            | \$ 426,120               | 426,120                  |                    |
|                    | Sub-total revenues                       | <u>\$ 406,207</u>        | <u>\$ 415,000</u>        | <u>\$ 13,620</u>                  | <u>\$ 428,620</u>        | <u>\$ 428,620</u>        | <u>\$ -</u>        |
| <b>Personnel:</b>  |                                          |                          |                          |                                   |                          |                          |                    |
| 404010-12          | Salaries & wages                         | \$ 114,282               | \$ 130,595               | \$ (25,848)                       | \$ 104,747               | \$ 104,747               | \$ -               |
| 40-40-13           | Employee Benefits                        | 93,748                   | 92,120                   | (42,410)                          | 49,710                   | 49,710                   | -                  |
|                    | Sub-total personnel                      | <u>\$ 208,030</u>        | <u>\$ 222,715</u>        | <u>\$ (68,258)</u>                | <u>\$ 154,456</u>        | <u>\$ 154,456</u>        | <u>\$ -</u>        |
| <b>Operations:</b> |                                          |                          |                          |                                   |                          |                          |                    |
| 40-40-15           | Uniforms                                 | \$ 400                   | \$ 400                   | \$ 600                            | 1,000                    | \$ 1,000                 | \$ -               |
| 40-40-23           | Travel & training                        | 1,034                    | 3,000                    | -                                 | 3,000                    | 3,000                    | -                  |
| 40-40-24           | Office supplies                          | 316                      | 500                      | -                                 | 500                      | 500                      | -                  |
| 40-40-25           | Equipment, supplies & maintenance        | 1,809                    | 2,500                    | 1,500                             | 4,000                    | 4,000                    | -                  |
| 40-40-26           | Vehicle expenses                         | 6,427                    | 10,000                   | -                                 | 10,000                   | 10,000                   | -                  |
| 40-40-28           | Communications                           | -                        | 2,500                    | (1,100)                           | 1,400                    | 1,400                    | -                  |
| 40-40-36           | Internal services allocation             | 105,740                  | 75,477                   | 60,459                            | 135,936                  | 135,936                  | -                  |
| 40-40-37           | Professional & technical services        | 7,314                    | 10,500                   | 17,500                            | 28,000                   | 28,000                   | -                  |
| 40-40-45           | Storm water system maintenance           | 25,804                   | 25,000                   | -                                 | 25,000                   | 25,000                   | -                  |
| 40-40-50           | Depreciation                             | 220,236                  | 220,000                  | 8,000                             | 228,000                  | 228,000                  | -                  |
| 40-40-55           | Bad debt                                 | -                        | 300                      | -                                 | 300                      | 300                      | -                  |
| 40-40-60           | Sundry                                   | -                        | 200                      | -                                 | 200                      | 200                      | -                  |
|                    | Sub-total operations                     | <u>\$ 369,081</u>        | <u>\$ 350,377</u>        | <u>\$ 86,959</u>                  | <u>\$ 437,336</u>        | <u>\$ 437,336</u>        | <u>\$ -</u>        |
|                    | Sub-total salaries & operations          | <u>\$ 577,111</u>        | <u>\$ 573,092</u>        | <u>\$ 18,701</u>                  | <u>\$ 591,792</u>        | <u>\$ 591,792</u>        | <u>\$ -</u>        |
|                    | <b>Net Income or Loss before Capital</b> | <b>\$ (170,904)</b>      | <b>\$ (158,092)</b>      |                                   | <b>\$ (163,172)</b>      | <b>\$ (163,172)</b>      | <b>\$ -</b>        |
| <b>Capital:</b>    |                                          |                          |                          |                                   |                          |                          |                    |
| 40-1651            | Machinery & equipment                    | \$ -                     | -                        | \$ -                              | \$ -                     | \$ -                     | \$ -               |
| 40-1671            | Storm water system                       | 104,359                  | 4,500                    | 260,500                           | 265,000                  | 265,000                  | -                  |
|                    | Sub-total capital                        | <u>\$ 104,359</u>        | <u>\$ 4,500</u>          | <u>\$ 260,500</u>                 | <u>\$ 265,000</u>        | <u>\$ 265,000</u>        | <u>\$ -</u>        |
|                    | <b>Total Expenses for Storm Fund</b>     | <b><u>\$ 681,470</u></b> | <b><u>\$ 577,592</u></b> | <b><u>\$ 279,201</u></b>          | <b><u>\$ 856,792</u></b> | <b><u>\$ 856,792</u></b> | <b><u>\$ -</u></b> |

# Rock Creek Park

Controlled SD discharge locations



W 700 S

Site Drain 2

Site Drain 1

M 0066 S

Killarney Dr

W 800 S

W 850 S

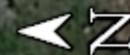
S 3695 W

M 5255 S

St Andrews Dr

# Syracuse City

Public Works Facility SWPPP



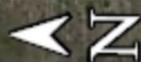
## Legend

- A** Absorbant
- D** Dumpster
- F** Fuel
- G** Granular Storage
- I** Inlet
- Q** Liquid Storage
- L** Loading Area
- M** Maintenance
- Office** Office
- Outfall to Ditch
- SD Pipe
- Salt Storage
- S** Sewer
- Site Drainage
- Storage Shed
- oil-water box



# Public Works

Controlled SD discharge locations



S 2400 W

Site Drain



# Monterey Park

Controlled SD discharge locations

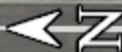


 Site Drain

# Linda Vista Park

Controlled SD discharge locations

S 1800 W



Site Drain

W 2700 S

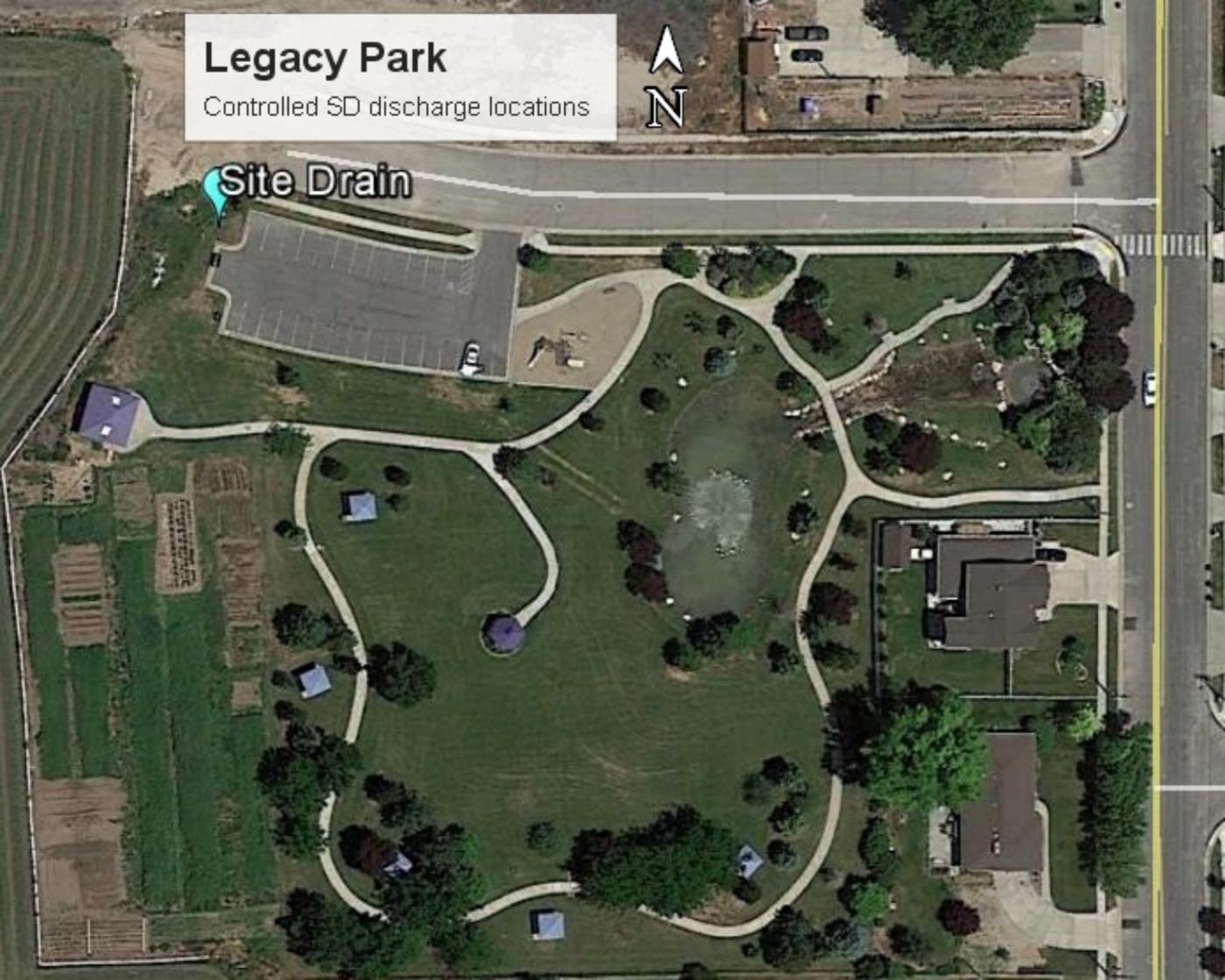


# Legacy Park

Controlled SD discharge locations



Site Drain

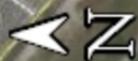


ton Way

3150 S

# Jensen Nature Park

Controlled SD discharge locations



Site Drain



# Fremont Park

Controlled SD discharge locations



S-3000-W

Site Drain

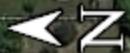
Fremont Park

2830-W

W-2025-S

# Founders Park

Controlled SD discharge locations



Banbury Dr

W-1500 S

W-1700 S

Site Drain

108



# Fire Station

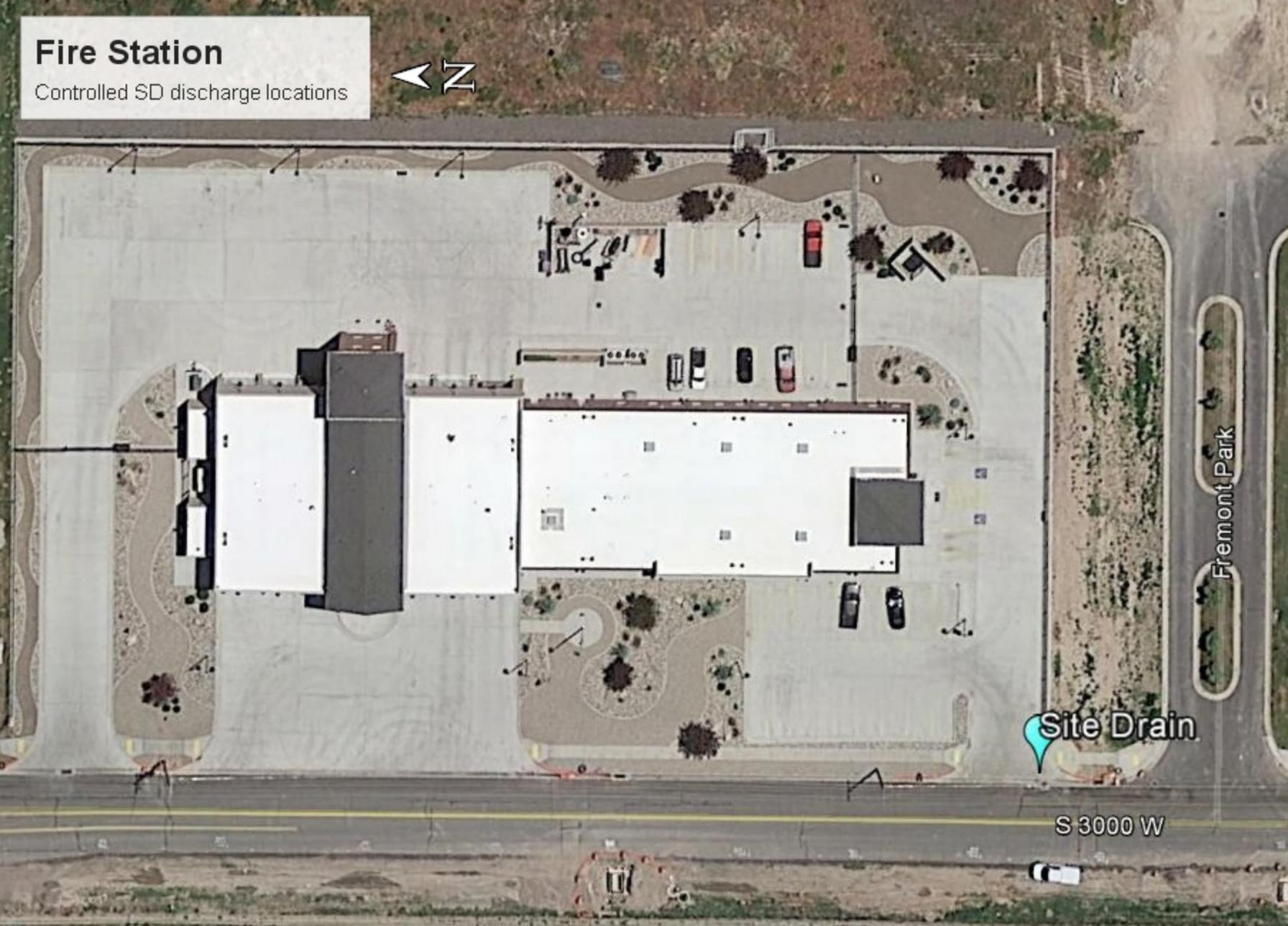
Controlled SD discharge locations



Site Drain

S 3000 W

Fremont Park



# Community Center

Controlled SD discharge locations



Site Drain 1

Site Drain 2

Heritage Ln

00 S



# City Hall

Controlled SD discharge locations



Site Drain 2

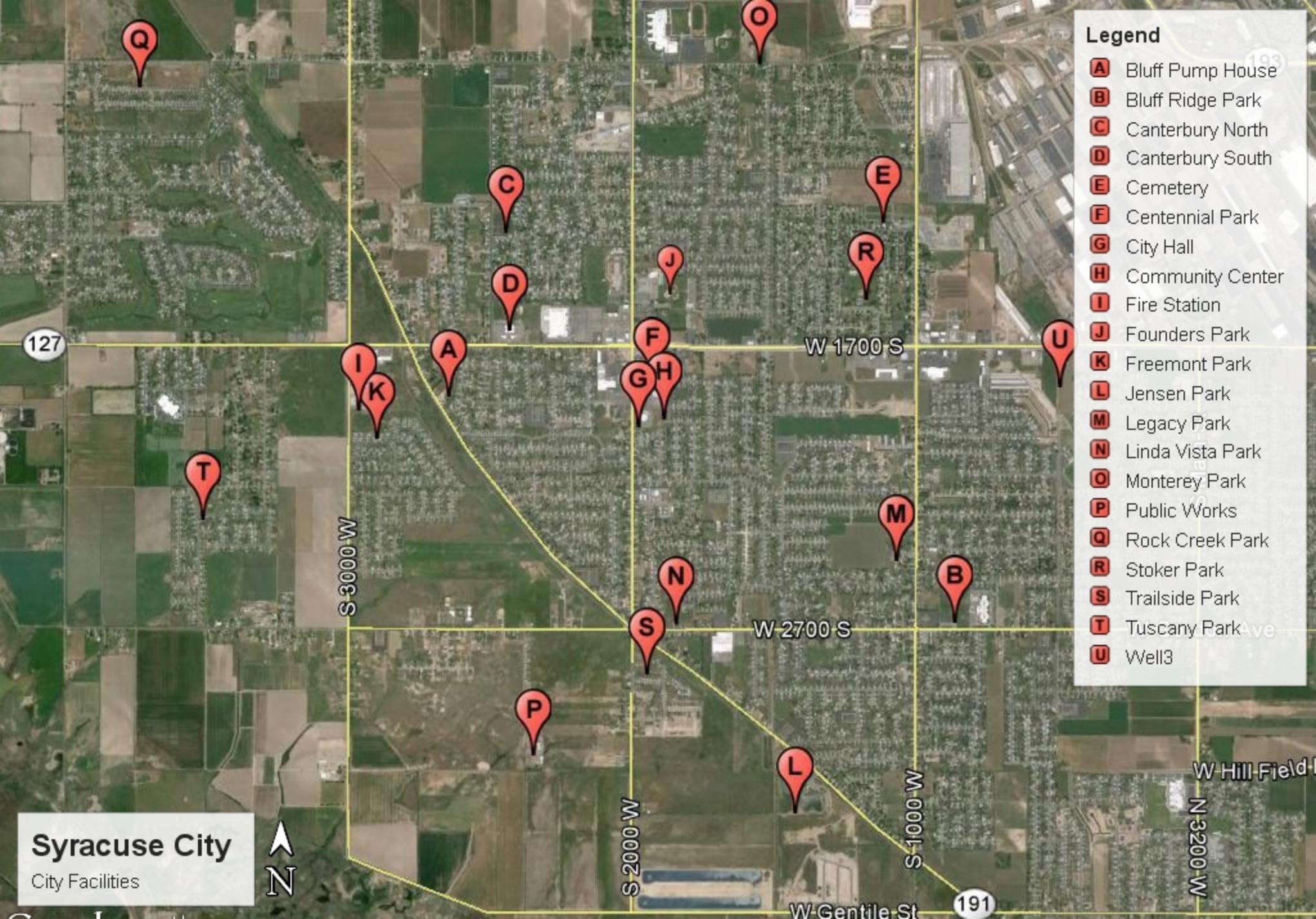
Site Drain 3

Site Drain 1

S 2000 W

W-1900-S





- Legend**
- A** Bluff Pump House
  - B** Bluff Ridge Park
  - C** Canterbury North
  - D** Canterbury South
  - E** Cemetery
  - F** Centennial Park
  - G** City Hall
  - H** Community Center
  - I** Fire Station
  - J** Founders Park
  - K** Freemont Park
  - L** Jensen Park
  - M** Legacy Park
  - N** Linda Vista Park
  - O** Monterey Park
  - P** Public Works
  - Q** Rock Creek Park
  - R** Stoker Park
  - S** Trailside Park
  - T** Tuscany Park
  - U** Well3

**Syracuse City**  
City Facilities



127

193

W 1700 S

S 3000 W

W 2700 S

S 2000 W

S 1000 W

N 3200 W

W Hill Field

W Gentile St

191

# Centennial Park

Controlled SD discharge locations

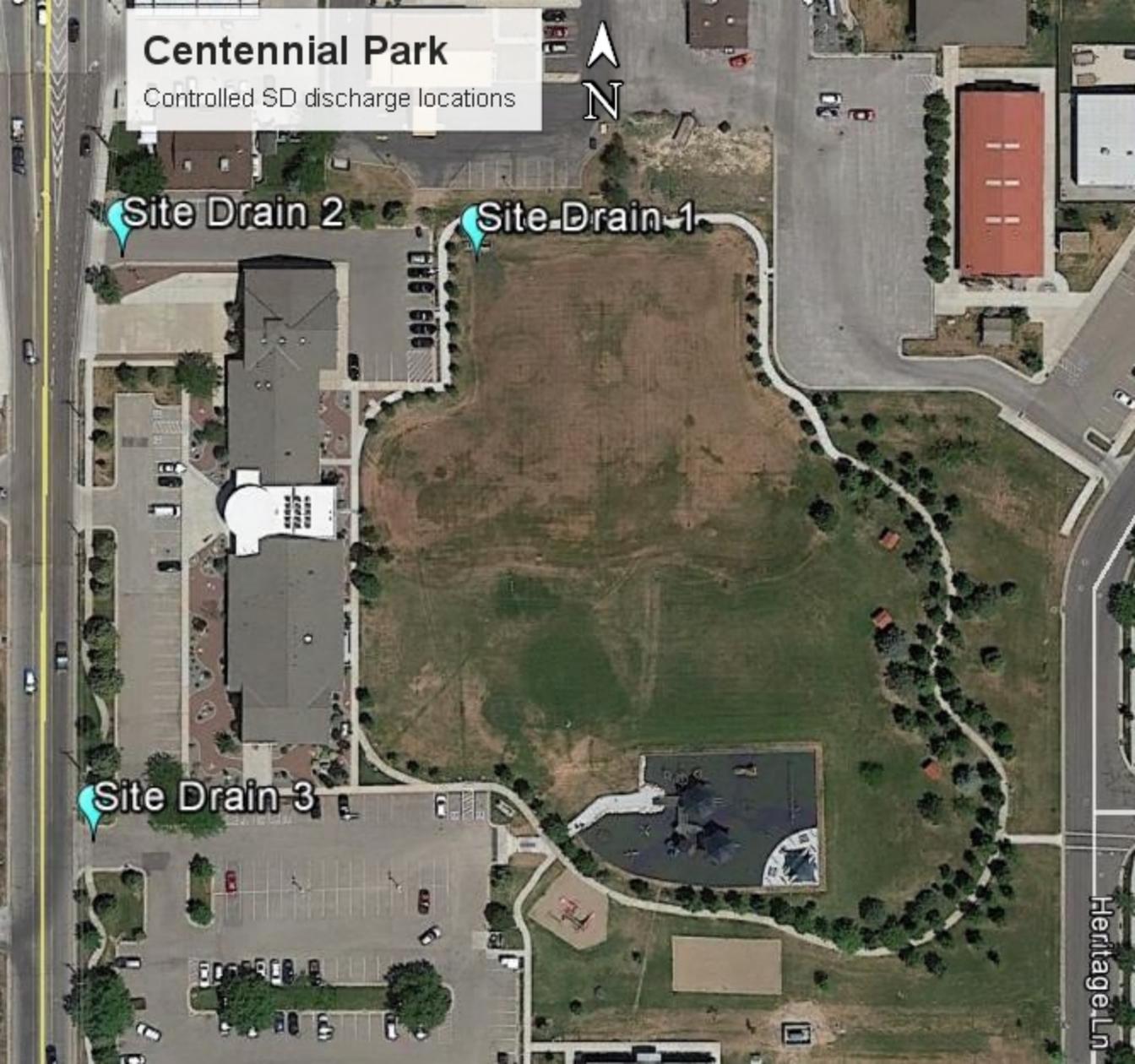


Site Drain 2

Site Drain 1

Site Drain 3

Heritage Ln



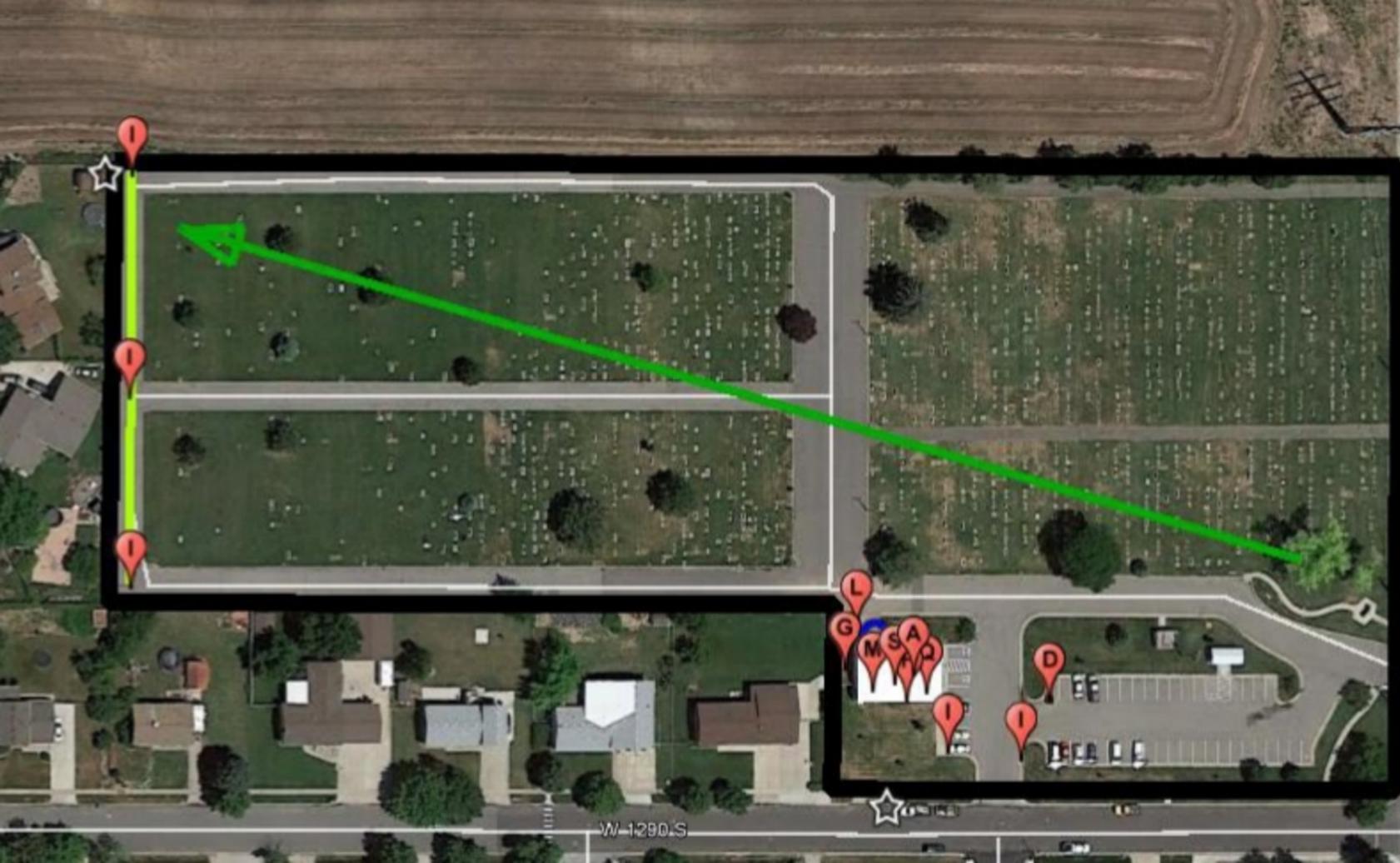
# Syracuse City

Parks Maintenance SWPPP



## Legend

- A** Absorbant
- D** Dumpster
- F** Fuel
- G** Granular Storage
- I** Inlet
- Q** Liquid Storage
- L** Loading Area
- M** Maintenance
- ☆ Outfall to
- SD Pipe
- S** Sewer
- Site Drainage
- Sump



# Cemetery

Controlled SD discharge locations



# Site Drain

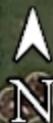


W-1290-S

1000-W

# Canterbury North

Controlled SD discharge locations



S-2500-W

W 1175 S

Site Drain 1



Site Drain 2



# Canterbury Park

Controlled SD discharge locations



Site Drain 1

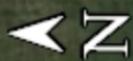
S-2500-W

Site Drain 2



# Bluff Ridge Park

Controlled SD discharge locations

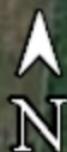


Site Drain

W 2700 S

# Bluff Pumpouse

Controlled SD discharge locations



Site Drain

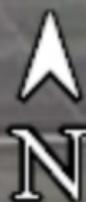


## City Facilities Inventory

| ID | Ref | Facility             | Location             | High Priority | Notes |
|----|-----|----------------------|----------------------|---------------|-------|
| 1  | Q   | Rock Creek Park      | 700 South 3850 West  | No            |       |
| 2  | T   | Tuscany Meadows Park | 2350 South 3400 West | No            |       |
| 3  | K   | Fremont Park         | 1950 South 3000 West | No            |       |
| 4  | I   | Fire Station         | 1869 South 3000 West | No            |       |
| 5  | A   | Bluff Pump House     | 1825 S Bluff Rd      | No            |       |
| 6  | C   | Canterbury North     | 1175 South 2500 West | No            |       |
| 7  | D   | Canterbury Park      | 1585 South 2500 West | No            |       |
| 8  | J   | Founders Park        | 1904 West 1700 South | No            |       |
| 9  | F   | Centennial Park      | 1800 South 2000 West | No            |       |
| 10 | H   | Community Center     | 1912 West 1900 South | No            |       |
| 11 | G   | City Hall            | 1979 West 1900 South | No            |       |
| 12 | N   | Linda Vista Park     | 1800 West 2700 South | No            |       |
| 13 | S   | Trailside Park       | 2700 South 2000 West | No            |       |
| 14 | P   | Public Works         | 3061 South 2400 West | Yes           |       |
| 15 | L   | Jensen Park          | 3176 South Bluff Rd  | No            |       |
| 16 | B   | Bluff Ridge Park     | 876 West 2700 South  | No            |       |
| 17 | M   | Legacy Park          | 2356 South 1000 West | No            |       |
| 18 | U   | Well #3              | 589 West 1700 South  | No            |       |
| 19 | R   | Stoker Park          | 1575 South 1150 West | No            |       |
| 20 | E   | Cemetery             | 1200 South 1000 West | Yes           |       |
| 21 | O   | Monterey Park        | 1200 South 1000 West | Yes           |       |

## Well #3

Controlled SD discharge locations



Site Drain



Site Drain 2

# Tuscany Meadows Park

Controlled SD discharge locations



Site Drain 1

Site Drain 3

S Doran Dr

2280 S



W-2700 S

# Trailside Park

Controlled SD discharge locations



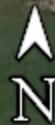
Site Drain

S-2000 W



# Stoker Park

Controlled SD discharge locations

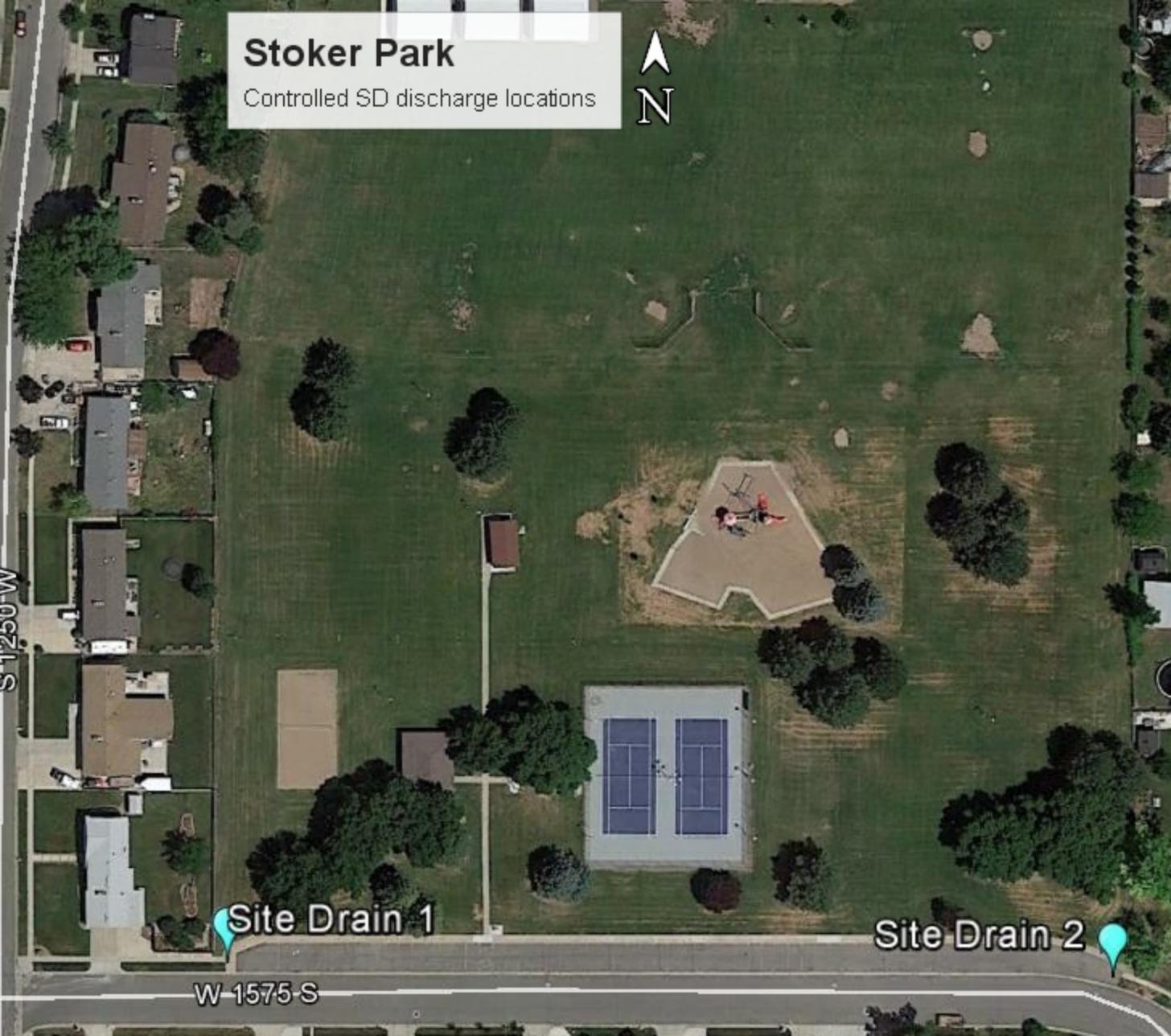


S 1250 W

Site Drain 1

Site Drain 2

W 1575 S





# AGENDA

May 24th, 2016

Agenda Item “g”                      Woodside Homes annexation partial fee Waiver discussion and preliminary discussion of annexation petition

Question on this issue should be directed to Brigham Mellor

### *Factual Summation*

Woodside Homes are moving toward annexation of 211.75 ac into Syracuse and out of unincorporated Davis County.

#### Original Proposal – 211.75 ac

Jensen Property – 189.14  
School property – 12  
Roads - 10.62

We asked the developer to annex additional ground to clean up the city boundary and to take advantage of the opportunity to acquire roads we already maintain.

#### Approximate Requested Additional – 23.12 ac

UDOT – (15.26, 1.99, 1.48) – 18.73 ac  
LAYTON NINE LTD – 3.83 ac  
Roads - (Gentile) .56 ac

Annexation fees are assessed by the amount of acreage being annexed. The developer is asking to remove public land and the last private parcel we asked him to add from the fee assessment calculation. The total ground to be excluded from calculation is 48.74 acres.

Waiving these fees would require the council’s approval. The final discussion item is to assess the council’s willingness to accept the annexation petition at the June council business meeting.

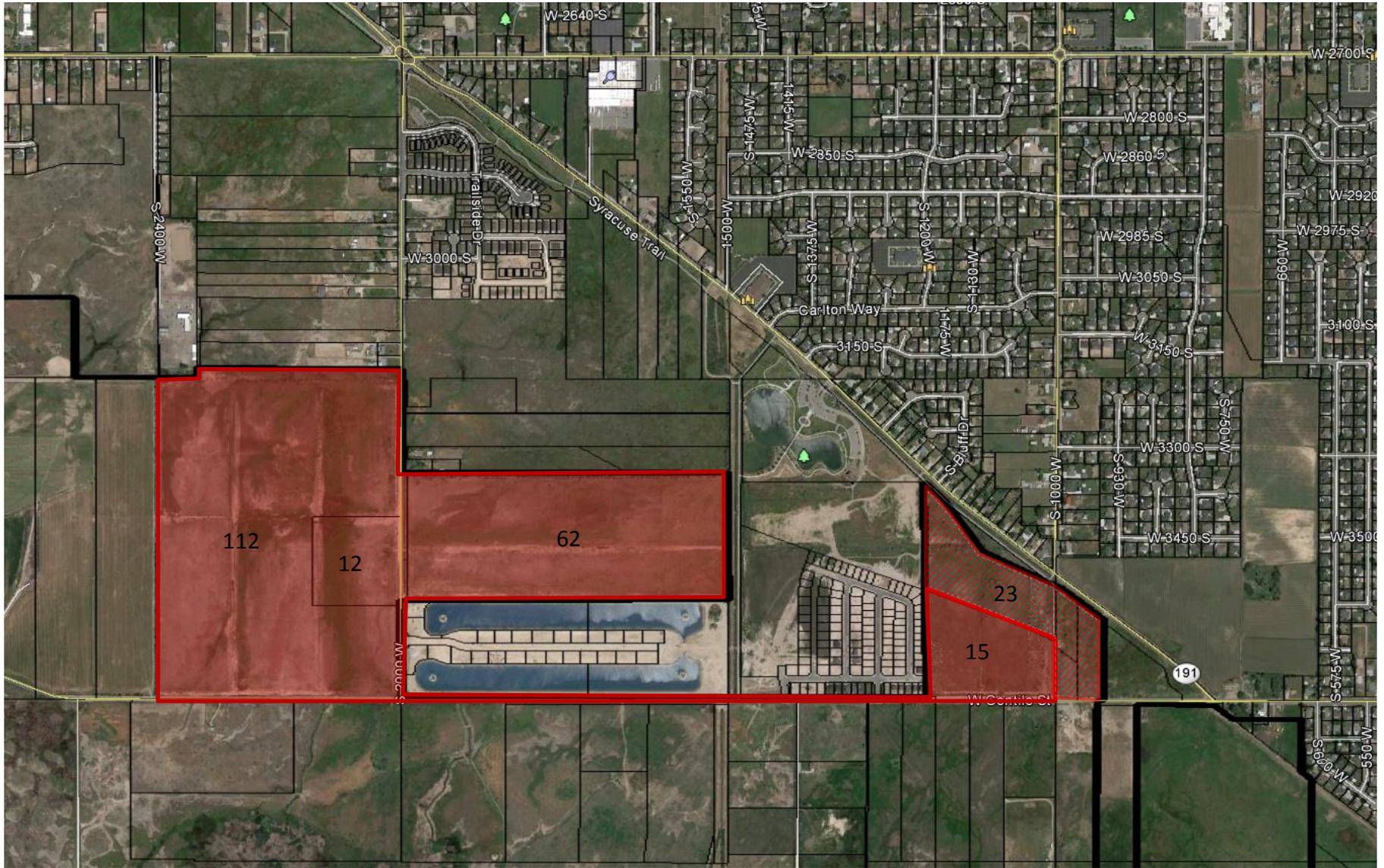
### ***Additional Material:***

*Exhibit 1 Map of property to be annexed*

***Recommendation:***

No action to take at this time discussion only.

Approx. 235 acres total





# COUNCIL AGENDA

May 24, 2016

Agenda Item “h”                      Review of Recruitment & Retention Policy and  
FY2017 Compensation Plan

## *Factual Summation*

- Any question regarding this agenda item may be directed at City Manager Brody Bovero.
- Please see attached Memorandum and Supporting documentation provided by Brody Bovero.
- Please see attached Draft Recruitment & Retention Policy and FY2017 Compensation Plan.
  
- This policy, along with the Compensation plan describes to the public the standards that Syracuse City will use in determining compensation for its employees.

## *Discussion Points*

- These items are to be solidified and adopted by the Council in conjunction with the annual budget.
  
- Benchmark Cities: The Benchmark Cities are to be reviewed and updated from time to time. The Benchmark Cities represent the market in which the City competes for labor. It also serves as guide to indicate what the market conditions are for wages and salaries.
  - For each position, the City draws data form the Location-Based Benchmark Cities. If less than 10 cities do not have data on that position, the City draws data from the Alternate Benchmark Cities, in order from top to bottom, until at least 10 Cities are listed for comparison.
  
- At the May 24<sup>th</sup> meeting, the Council will review and discuss the Benchmark Cities.

## Benchmark Cities

| Location-Based Market             | Population | FTEs |
|-----------------------------------|------------|------|
| BOUNTIFUL, UT                     | 42,552     | 166  |
| CENTERVILLE, UT                   | 16,667     | 60   |
| CLEARFIELD, UT                    | 29,002     | 181  |
| CLINTON, UT                       | 22,879     | 56   |
| FARMINGTON, UT                    | 17,000     | 51   |
| KAYSVILLE, UT                     | 28,000     | 83   |
| LAYTON, UT                        | 68,000     | 285  |
| NORTH DAVIS FIRE DISTRICT, UT     | 32,000     | 21   |
| NORTH OGDEN, UT                   | 18,000     | 56   |
| NORTH SALT LAKE, UT               | 16,700     | 62   |
| NORTH VIEW FIRE DISTRICT, UT      | 31,501     | 16   |
| RIVERDALE, UT                     | 8,900      | 85   |
| ROY, UT                           | 35,000     | 144  |
| SOUTH DAVIS METRO FIRE AGENCY, UT | 80,000     | 55   |
| SOUTH OGDEN, UT                   | 16,532     | 68   |
| SYRACUSE, UT                      | 24,331     | 70   |
| WASHINGTON TERRACE, UT            | 9,599      | 30   |
| WEBER FIRE DISTRICT, UT           | 44,000     | 73   |
| WEST POINT CITY, UT               | 10,000     | 15   |
| WOODS CROSS, UT                   | 7,600      | 24   |

| Alternate Benchmark Cities | Population | FTEs |
|----------------------------|------------|------|
| HERRIMAN, UT               | 25,000     | 70   |
| AMERICAN FORK, UT          | 27,813     | 136  |
| MIDVALE, UT                | 30,000     | 72   |
| PAYSON, UT                 | 19,500     | 108  |
| PLEASANT GROVE, UT         | 35,000     | 104  |
| COTTONWOOD HEIGHTS, UT     | 36,000     | 67   |
| EAGLE MOUNTAIN, UT         | 23,000     | 80   |
| SARATOGA SPRINGS, UT       | 20,000     | 53   |
| SPRINGVILLE, UT            | 26,000     | 211  |
| HOLLADAY, UT               | 25,673     | 15   |
| RIVERTON, UT               | 41,900     | 93   |
| BRIGHAM CITY, UT           | 18,279     | 163  |
| TOOELE, UT                 | 33,000     | 175  |

- Wages & Salary Levels: The current policy indicates the City will set wages and salaries between the 60<sup>th</sup> & 70<sup>th</sup> percentile of the market.
- In the Compensation Plan, the current proposal is to cap merit increases at 2.3%. The Council may want to consider listing both a maximum increase, and a total budgeted amount (percentage) of payroll available for merit increases.
- The administration seeks direction from the Council on the review of these items and any changes proposed.



## **RECRUITMENT & RETENTION POLICY**

### **PURPOSE**

The purpose of this policy is to establish a planned approach to ensure that Syracuse City attracts the best talent possible, and motivates and retains that talent for the overall benefit of the citizens. This policy shall also set forth direction on how the City will best develop the skills and capabilities of its workforce.

It is essential that Syracuse City (City) recruits and retains the best talent possible in order to ensure the most efficient use of City resources. Excessive turnover and any lack of direction provided by City leadership will produce inefficiencies that waste City resources, and will degrade the quality of service provided to the citizenry.

### **COMPONENTS OF THE POLICY**

#### **Leadership & Responsibility**

As the Executive/Administrative branch of Syracuse City, the leadership and responsibility for creating an environment that breeds productive, dedicated, and engaged employees lies primarily with the City Manager, and ultimately with the Mayor, with the support of the department heads and the City Council. The City Manager will be tasked to propose programs and policies that align with the purpose of this policy.

#### **Employee Compensation Plan**

**Benchmarks:** The City Manager will propose, and the City Council will have final approval of a list of cities that will constitute the benchmark for comparison of employee compensation. The benchmark cities will include those cities that Syracuse City reasonably competes with for employees. The benchmarks will be adjusted at least every 3 years, with the employees' wages/salaries adjusted to reflect the new benchmark. The Council has the discretion to "smooth" benchmark increases over the following three years.

**Salary & Wage Scales:** The salary & wage scales will be set so that the minimum, mid-range, and maximum for each position will fall within the 60<sup>th</sup> to 70<sup>th</sup> percentile of the benchmark cities.

**Other Benefits:** Other benefits, such as medical/dental/vision, retirement, and paid time off, will be provided at a level that reasonably competes with the benchmark cities. The City Manager will propose, and the City Council will have final approval of the benefit package to be offered.

**Career Progression:** The programs and policies proposed by the City Manager shall be designed to encourage continuous improvement of employees, for the overall benefit of the City. Commensurate with employee performance and improvement, the City Manager will propose a system that provides a path for employees to progress through the salary and wage scale for each position. Once approved by the City Council, such system will be incorporated into the Personnel Policy and Procedures Manual. In order to support career progression, the City Council will adopt a 3 to 5 year compensation plan that outlines a percentage of funds that will be set aside for the purposes of retention bonuses, merit increases, and/or other benefit provisions. Prior to the last year of that compensation plan timeframe, the City Manager will propose, and the City Council will have final approval on the compensation plan that will cover the next 3 to 5 years.

### **Performance Standards**

**Position-Specific Standards:** For each position in the City organization, a set of performance standards and eligibility criteria will be outlined. These performance standards and eligibility criteria will be the basis for an employee to qualify for a bonus or merit increase.

**Annual Evaluation System:** An annual evaluation system that supports the purpose of this policy will be implemented. Such evaluation system will be designed to reward top performers, encourage average performers to improve, and require under-performers to improve.

**Service Level Measurement:** The City Manager will create a series of service level measures, which will serve as indicators on the performance of the entire organization. The City Manager will periodically report these measures to the Mayor and City Council.

### **IMPLEMENTATION**

The Recruitment and Retention Policy was adopted along with the FY2015 Budget, and from time to time will be reviewed and updated by the Council. It is anticipated that the overall Recruitment & Retention Policy will be formally adopted along with the 2014/2015 Budget. Specific components of the policy will also be in place at that time, with other components to be implemented shortly thereafter, following more discussion with the

~~Mayor and City Council. Full implementation of the policy is expected to be completed before the posting of the 2015/2016 Draft Budget.~~



## SYRACUSE CITY

### FY ~~2016-2017~~ – FY ~~2020-2020~~ CITY COMPENSATION PLAN

#### PURPOSE

The purpose of this plan is to set forth the City's plan for employee compensation in order to accomplish the objectives of the City's Recruitment and Retention Policy.

#### AUTHORITY

Section 5.020 of the City Personnel Policies & Procedures Manual states that the City Council will adopt and maintain a compensation plan, which outlines standards and guidelines for salary & wage administration, pay grade schedules, and comparison/benchmarking strategies.

#### TERM

The term of this plan includes fiscal years 201~~7~~<sup>6</sup> through 2020. The compensation rates and future funding amounts set forth from this plan are set forth by the City Council. It is the intent of the City Council to provide the funding necessary to carry out the compensation plan. The City Council retains the ability to unilaterally adjust compensation rates and funding amounts from year to year, based on economic conditions and budget availability.

Generally accepted reasons for reducing the compensation increases include, but are not limited to the following:

- Significant downturn in the local, regional, or national economy.
- Significant unforeseen expense(s) that limit the City's ability to meet the purposes of this plan.
- New debt incurred by the City to provide critical infrastructure that limits the City's ability to meet the purposes of this plan.

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**SALARY AND WAGE SCALES**

As indicated in the Recruitment and Retention Policy, the City desires to recruit and retain the best employees possible. The City has benchmarked comparable salary and wages within the labor market ~~and in FY2015~~in FY2016. ~~Beginning FY 2017,~~ the scales for the minimum, mid-point, and maximum ~~were-~~ will be set within the 60<sup>th</sup> to 70<sup>th</sup> percentile of the benchmark cities, and wages/salaries for each employee will be adjusted to reflect the updated market conditions. In doing so, the City reserves the right spread any increases out over the following three years. Any employee who does not achieve the “Meets Expectation” score in their evaluation (see below) is not eligible for a wage adjustment from the new benchmark. Wage scales will be compared with the benchmark cities at least every ~~three~~3 years.

**BENEFITS**

As indicated in the Recruitment and Retention Policy, the City desires to offer employee benefits that are competitive with the benchmark cities, as a means to recruit and retain the best employees possible. The benefits offered are governed by Chapter 7 of the Personnel Polices & Procedures Manual. The City’s benefit package will be reviewed annually and approved by the City Council through the annual budget process.

**EMPLOYEE EVALUATION SYSTEM**

As indicated in the Recruitment and Retention Policy, each employee will be evaluated on their performance, based on their job duties. The evaluation system will categorize employees’ performance in five different levels:

|                                           | <b>Score</b> |
|-------------------------------------------|--------------|
| Consistently Exceeds Expectations         | 4.5 -5       |
| Exceeds Expectations                      | 4 - 4.5      |
| Meets Expectations                        | 3-4          |
| Needs Improvement                         | 2-3          |
| Seriously Deficient (risk of termination) | 0-2          |

The eligibility of any bonus or raise is contingent upon a “Meets Expectation” or better, with those scoring in the “Exceeds Expectations” and “Consistently Exceeds Expectations” categories receiving greater amounts, respectively.

**MERIT & CAREER DEVELOPMENT INCREASE**

Syracuse City has adopted a “pay for performance” ethic, and therefore does not use programmed step increases or cost of living increases based on time of service alone. The City will provide Merit and Career Development increases based on the employee’s performance of job duties, as well as for approved improvements in knowledge and skill , for the purpose of retaining excellent employees and incentivizing average employees to become better.

**Merit Increase**

The merit increase is designed to be the primary means by which an employee moves through his/her wage scale. The amount set aside for merit increases should be set at competitive levels based on market research that indicates the time it generally takes employees of benchmark cities to move through their wages scales. An employee is eligible for a merit increase after receiving an annual evaluation of “Meets Expectations” or better. The merit increase will be effective on ~~July 1<sup>st</sup>~~ ~~(note: Effective on~~ the first pay period with a July start date) following the annual evaluation. Employees who are at or exceed the maximum rate of their pay scale are only eligible for a merit increase according to Section 5.06 of the Personnel Policies & Procedures manual.

**Planned Budget for Meritorious Increases**

| Year    | <del>Amount of Payroll</del> <u>Maximum Merit Increase</u> |
|---------|------------------------------------------------------------|
| FY 2016 | 2.3%                                                       |
| FY 2017 | 2.3%                                                       |
| FY 2018 | 2.3%                                                       |
| FY 2019 | 2.3%                                                       |
| FY2020  | 2.3%                                                       |

**Career Development Increase**

For each position, the City will pre-approve an outline of optional programs, trainings, certifications, or other similar knowledge or skill enhancement measures. Such optional programs shall be above and beyond the normal requirements of the position, and are meant to further develop the employee in a way that he/she can provide a better, more knowledgeable service to the City. Participation in such program will be at the option of the employee, with coordination from the department head.

For each position that does not qualify for an advancement, the employee may obtain up to a 3.5% increase after completion of eligible programs, prior to reaching the midpoint of the wage scale. The employee may obtain up to another 3.5% increase after reaching the midpoint of the wage scale, subject to completion of additional eligible programs.

For each position that qualifies for an advancement, the employee may obtain up to a 3.5% increase after completion of eligible programs, after reaching the midpoint.

The amount of each increase is dependent on the difficulty of the program and the added value to the City. An employee is only eligible to receive a career development increase if he/she achieved a “Meets Expectations” or better on his/her latest performance evaluation.

**Planned Budget for Career Development Increases**

Prior to adoption of each annual budget, the department head will coordinate with each employee that plans to complete an eligible program. The department head will submit the anticipated budget amount with the draft department budget and will subject to approval by the City Council with the annual budget.

**PROMOTIONS AND ADVANCEMENTS**

**Promotions:**

Promotions include an upward movement in position that significantly increases the employee's responsibilities and/or supervisory duties. An employee who is promoted will receive an increase to the minimum wage of the entering wage scale, or a 7.5% increase, whichever is greater.

**Advancements:**

Advancement includes movement to a higher position due to improved skill, knowledge, or capability, but does not significantly increase the employee's responsibilities and/or supervisory duties. An employee who advances to a higher position will receive an increase to the minimum wage of the entering pay scale, or a 3.5%, whichever is greater. The wage increase becomes effective immediately, pending budget constraints, or at a minimum on July 1<sup>st</sup> following the advancement. The employee is still eligible for merit increase.

**OTHER COMPENSATION ITEMS**

All other items related to compensation are governed by the Personnel Policies & Procedures Manual.



# COUNCIL AGENDA

May 24, 2016

Agenda Item “i”                      Utility Rate and Cost Allocation Policy

***Factual Summation***

- Any questions about this agenda item may be directed at City Manager Brody Bovero .

Please review the following attachments:

- a. Working Draft of Utility Rate and Cost Allocation Policy.

***Background***

- Since January, the Council has discussed the issue of pricing internal services, and whether utility rates should be set at a rate that covers all of the direct and indirect costs of the service.
- As directed by the Council, a draft policy is attached for your consideration. The draft is a working document that will serve as a basis for the discussion of policy on May 24th.
- The purpose of the discussion is to determine what the Council feels is the best policy for the City, as it relates to this issue.



## SYRACUSE CITY

### Utility Fees & Cost Allocation Policy

# (DRAFT)

#### PURPOSE

The purpose of this policy is to outline the City's policy on the establishment of customer rates for enterprise funds related to public utilities, including water, secondary water, sewer, storm sewer, and solid waste collection.

#### AUTHORITY

Under subsection 10-6-135(3)(f) of Utah Code and the provisions of the Uniform Accounting Manual for Utah Cities, the City Council has the authority to establish, through its budgetary process, a reasonable allocation of costs between the enterprise fund and other funds that provide staff or other support to the enterprise fund.

#### GENERAL UTILITY USER CHARGES POLICY

User charges for utility services, including water, secondary water, storm sewer, sewer, and solid waste collection, shall be set at rates sufficient to cover all direct and indirect operating and maintenance, capital, reserve/working capital and debt service costs. Overhead expenses and general government services provided to the enterprise activities shall be included as indirect costs. Rates will be set such that these enterprise fund balance is never below zero during the year.

**Alternate A:** Rates shall be set to cover at least XX% of all direct and indirect operating and maintenance, capital, reserve/working capital, and debt service costs.

**Alternate B:** Rates should remain at competitive levels with similar cities and should cover all direct and indirect costs, but in no case shall rates cover less than XX% of all direct and indirect ... costs.

**Comment [BB1]:** Question 1: Should we cover all of the direct and indirect costs of utilities, or subsidize with tax dollars? If subsidy is desired, this should be outlined in the policy. Also, caps on rates based on competitive pricing with other cities can be instituted.

**Comment [BB2]:** Question 2: Similar to the Fund Balance Policy in the General Fund, should the City establish a minimum amount of working capital available in each enterprise fund?

Alternate C: Rates shall be set to cover all direct and indirect operating costs, and at least XX% of capital project and capital equipment costs. The City may elect to fund the remainder of capital costs using money from the general fund.

### **PERIODIC REVIEW OF RATES**

At least once every three years, the Finance Director will conduct a review of utility rates for each utility provided by the City. The review will include an analysis of the following for each fund:

- Planned capital improvements to be made within the next 5 years.
- Projected direct operational and maintenance costs for the next 5 years.
- Projected indirect costs for the next 5 years.
- Maintenance of minimum working capital.
- Projected debt service costs.
- Analysis of the extent that projected revenues at current utility rates will cover the projected costs over the next 5 years.
- Competitive analysis of utility rates of similar cities.

Upon completion of the analysis, the Finance Director will provide a report to the City Council for consideration.

### **PRICING INTERNAL SERVICES**

Internal services include all services provided by the government in support of the utility service operations. For example, the City government may provide accounting, payroll, IT, and human resources services to the utility service. These services come at a cost, which is counted as part of the operational costs of the utility.

At least every 3 years, the basis for pricing of internal services will be reviewed. In determining the methodology for establishing the pricing for these services, the City will weigh the cost and time needed to accurately determine the pricing versus the accuracy of the pricing itself. Extraordinary costs should not be incurred if reasonable pricing structures can otherwise be determined.

The following is an outline on the methodology that will be used to determine the pricing of internal services:

- The Finance Director will conduct an evaluation of the percentage of time each employee has spent, or reasonably will spend, on each of the utility services being provided by the City.

**Comment [BB3]:** Question 3: This service can be done by the Finance Director, or via consultant services. The difference being cost and dedicated time available to conduct the research. What would the Council's preference be?

- Based on the allocation of time, the Finance Director will take a percentage of the budgeted wages, benefits, and operating costs associated with each of those employees, and multiply the total budgeted amount by that percentage.
- In addition, the Finance Director will conduct an evaluation of non-personnel expenses that are incurred internally, and are related to the provision of the utility services. An allocated or pro-rated share of those expenses will be applied based on the percentage of such expenses that are related to utility services.
- Both the personnel-related and non-personnel costs are then added together and applied to each utility fund based on the allocation that has been calculated.

### **DEPRECIATION COSTS**

Depreciation costs are non-cash expenses that show the cumulative deterioration of infrastructure over its estimated useful life. The City funds depreciation costs, which in turn help offset the cost of replacing infrastructure as it ends its useful life period. The City will determine the cost of depreciation by following process:

- The known historic cost of installed infrastructure will be documented as the basis for depreciation.
- The expected life of installed infrastructure will be determined through an analysis by the Public Works Director and Finance Director, utilizing nationally accepted engineering and accounting methods, taking into account materials used, usage (wear & tear) levels, and other relevant criteria.
- The historic costs will be divided by the expected lifetime to determine the estimated depreciation costs.



# COUNCIL AGENDA

May 24, 2016

Agenda Item “j”                      Discussion and review of Syracuse City fund balance policy.

## **Factual Summation**

- This factual summation was compiled and created by Finance Director Stephen Marshall.
- Any question regarding this agenda item may be directed at City Manager Brody Bovero.
- This item was added to the agenda for review at the request of the City Council.

## **Background**

- The City last completed a comprehensive review of the fund balance policy in May 2014.
- The purpose of this policy is to establish a target level of fund balance for the general fund and to establish a process and criteria for the continued evaluation of that target level as conditions warrant. This policy shall also establish a process for reaching and or maintaining the targeted level of fund balance and the priority for the use of resources in excess of the target.
- The GFOA recommends, at a minimum, that general-purpose governments, regardless of size, maintain unrestricted fund balance in their general fund of no less than two months (16.7%) of regular general fund operating revenues or regular general fund operating expenditures. Utah Code 10-6-116 requires that the fund balance be between 5% and 25%.
- Finance Director Stephen Marshall is recommending some changes to the policy. A red line edit and a clean copy of the policy is attached for your review. The two biggest recommended changes to the policy are:
  - The definition of unrestricted fund balance is updated to include the committed, assigned, and unassigned fund balance categories. Previously, our policy was only based upon the unassigned fund balance.

- A change in the law now allows us to consider fund balance as a function of the current year revenues in the general fund instead of as a function of the budgeted revenues of the next year's budget. For example, under the old law, our fund balance for FY2016 would have to be divided by the FY2017 budget revenues in calculating the percent. The law change in 2015 to allow the fund balance to be calculated by dividing FY2016 fund balance by FY2016 final revenues in the general fund.
- City Manager Brody Bovero is recommending that the Council consider a temporary increase to the minimum fund balance from 16.7% to 20% of annual revenue. This would add an estimated additional \$360,000 to the fund balance. The recommendation is to maintain at least 20% through the end of fiscal year 2019. The following is a list of reasons supporting this recommendation:
  - The City is proposing to address staffing level issues, wage compression issues, and benchmark adjustments. No additional tax revenue enhancement measures have been proposed to cover the costs. The City, however, has a reasonable expectation of growth in revenue due to the City's rapid population growth and new development. Reserving the extra funds will act as a safety net in the event that projected revenues do not adequately cover the additional costs through the next three years.
  - Historical analysis shows that economic expansions are cyclically followed by recessions. In the US and in Utah, the economy has been in an expansion mode for several years. While most indicators suggest a continuing expansion, the probability of a recession is higher in the next three years than in the previous three years. The added fund balance will protect against a recession, which could significantly impact the City's sales tax revenues.
  - Credit rating agencies take notice when a City dips below its declared minimum fund balance. The City's credit rating is an important factor in saving the taxpayers' money by minimizing interest payments on debt. Staying above the 16.7% shows the rating agencies that Syracuse City's finances are managed wisely. This will support better ratings for the City.

# SYRACUSE CITY FUND BALANCE POLICY

## PURPOSE OF FUND BALANCE

The purpose of this policy is to establish a target level of fund balance for the general fund and to establish a process and criteria for the continued evaluation of that target level as conditions warrant. This policy shall also establish a process for reaching and or maintaining the targeted level of fund balance and the priority for the use of resources in excess of the target.

It is essential that Syracuse City (City) maintain adequate levels of ~~unassigned-unrestricted~~ fund balance to mitigate financial risk that can occur from unforeseen revenue fluctuations, unanticipated expenditures, and other circumstances. The fund balance also provides cash flow liquidity for the City's general operations. This policy shall provide a mechanism for monitoring and reporting the City's general fund balance. This policy applies only to the general fund.

## DEFINITIONS AND CLASSIFICATIONS

**Fund Balance** is a term used to describe the net assets of governmental funds. It is calculated as the difference between the assets and liabilities reported in a governmental fund.

The Governmental Accounting Standards Board (GASB), who establishes financial reporting rules for governments, separates fund balance into five classifications that comprise a hierarchy based primarily on the extent to which the City is bound to honor constraints on the specific purposes for which amounts in those funds can be spent. The five classifications of fund balance are defined below.

1. **Non-spendable** – resources which cannot be spent because they are either
  - a) not in spendable form (i.e. inventories); or
  - b) legally or contractually required to be maintained intact.
2. **Restricted** – resources with constraints placed on the use of resources which are either
  - a) externally imposed by creditors (such as through debt covenants), grantors, contributors, or laws or regulations of other governments; or
  - b) imposed by law through constitutional provisions or enabling legislation.
3. **Committed** - resources which are subject to limitations the government imposes upon itself at its highest level of decision making (City Council) and that remain bound unless removed in the same manner by the City Council (i.e. park maintenance and street light utility).
4. **Assigned** – resources neither restricted nor committed for which a government has a stated intended use as established by the City Council to which the City Council has delegated the authority to assign amounts for specific purposes to the City Manager.

These purposes include capital improvements, capital purchase, debt reduction, or other one-time expenditures as approved by the City Council.

5. *Unassigned* – resources which cannot be properly classified in one of the other four categories. This is the amount of fund balance that is available to address emergencies and provide fiscal stability.

~~This is the classification governed by this Fund Balance policy.~~

## **BACKGROUND AND CONSIDERATIONS**

Fund balance is intended to serve as a measure of financial resources in a governmental fund. The City's management, credit rating agencies, banks, and others monitor the levels of fund balance in the general fund as an important indicator of the City's economic condition.

Credit rating agencies monitor levels of fund balance and unrestricted fund balance in the City's general fund to evaluate a government's continued creditworthiness. Likewise, laws and regulations often govern appropriate levels of fund balance and unrestricted fund balance for state and local governments.

Those interested primarily in a government's creditworthiness or economic condition (e.g., rating agencies) are likely to favor increased levels of fund balance. Opposing pressures often come from unions, taxpayers and citizens' groups, which may view high levels of fund balance as "excessive." Therefore, it is imperative that the governing body adopt a fund balance policy that meets the expectations of credit rating agencies, but also is sensitive to our citizens and taxpayers.

In establishing an appropriate level of fund balance the City has considered the following factors:

- Property Tax Base
- Sales Tax Revenues
- Debt Profile
- Liquidity
- Budget Management
- Future Uses
- Citizen input

The GFOA recommends, at a minimum, that general-purpose governments, regardless of size, maintain unrestricted fund balance in their general fund of no less than two months (16.7%) of regular general fund operating revenues or regular general fund operating expenditures. Utah Code 10-6-116 requires that the fund balance be between 5% and 25%.

The City has determined that the two month minimum recommendation is appropriate and meets the objectives of this fund balance policy.

## **FUND BALANCE POLICY**

It is the policy of the City to maintain a minimum ~~unassigned-unrestricted~~ fund balance in the general fund of **16.7%** of the general fund revenues. For the purposes of this policy, unrestricted fund balance includes the committed, assigned, and unassigned fund balance designations described above. ~~the general fund revenues will be considered the future revenues of the next fiscal year. For example, the unassigned fund balance at June 30, 2014 should be 16.7% of the fiscal year 2015 general fund budgeted revenues.~~

In the event that the ~~unassigned-unrestricted~~ fund balance drops below the 16.7% targeted level, the City will develop a plan, implemented through the annual budgetary process, to bring the balance back to the target level. In no instance shall the ~~unassigned-unrestricted~~ fund balance in the general fund ever fall below 5% of general fund revenues as required by state law. Except in the case of an emergency the City Council will be required to take action on any item that temporarily reduces fund balance below the 16.7% minimum target level. An emergency includes those items that are not foreseeable such as a sudden economic downturn, natural disaster, etc.

Amounts in excess of the targeted maximum of 16.7% of general fund revenues may be spent upon approval by the City Council. Approved uses of fund balance would include capital improvements (i.e. streets, parks, etc), capital purchases (i.e. vehicles, equipment, etc), debt reduction, or other one-time expenditures as identified by the City Council. ~~Once approved, the City Finance Director will reclassify those funds to the assigned fund balance category and remove those funds from the unassigned fund balance category.~~

## **POLICY ADMINISTRATION**

Annually during the Comprehensive Annual Financial Report (CAFR) presentation, the Finance Director shall report the City's fund balance and the classification of the various components in accordance with GAAP and this policy.

Should the City fall below the minimum target level, the Finance Director shall prepare a plan and recommendation to restore the ~~unassigned-unrestricted~~ fund balance to the target level prior to the ensuing fiscal year's budget adoption.

Should the City exceed the 16.7% target level, the City Manager shall prepare a recommendation to the council on how to utilize excess funds for capital improvements or other one-time expenditures.

# SYRACUSE CITY FUND BALANCE POLICY

## PURPOSE OF FUND BALANCE

The purpose of this policy is to establish a target level of fund balance for the general fund and to establish a process and criteria for the continued evaluation of that target level as conditions warrant. This policy shall also establish a process for reaching and or maintaining the targeted level of fund balance and the priority for the use of resources in excess of the target.

It is essential that Syracuse City (City) maintain adequate levels of unrestricted fund balance to mitigate financial risk that can occur from unforeseen revenue fluctuations, unanticipated expenditures, and other circumstances. The fund balance also provides cash flow liquidity for the City's general operations. This policy shall provide a mechanism for monitoring and reporting the City's general fund balance. This policy applies only to the general fund.

## DEFINITIONS AND CLASSIFICATIONS

**Fund Balance** is a term used to describe the net assets of governmental funds. It is calculated as the difference between the assets and liabilities reported in a governmental fund.

The Governmental Accounting Standards Board (GASB), who establishes financial reporting rules for governments, separates fund balance into five classifications that comprise a hierarchy based primarily on the extent to which the City is bound to honor constraints on the specific purposes for which amounts in those funds can be spent. The five classifications of fund balance are defined below.

1. **Non-spendable** – resources which cannot be spent because they are either
  - a) not in spendable form (i.e. inventories); or
  - b) legally or contractually required to be maintained intact.
2. **Restricted** – resources with constraints placed on the use of resources which are either
  - a) externally imposed by creditors (such as through debt covenants), grantors, contributors, or laws or regulations of other governments; or
  - b) imposed by law through constitutional provisions or enabling legislation.
3. **Committed** - resources which are subject to limitations the government imposes upon itself at its highest level of decision making (City Council) and that remain bound unless removed in the same manner by the City Council (i.e. park maintenance and street light utility).
4. **Assigned** – resources neither restricted nor committed for which a government has a stated intended use as established by the City Council to which the City Council has delegated the authority to assign amounts for specific purposes to the City Manager.

These purposes include capital improvements, capital purchase, debt reduction, or other one-time expenditures as approved by the City Council.

5. *Unassigned* – resources which cannot be properly classified in one of the other four categories. This is the amount of fund balance that is available to address emergencies and provide fiscal stability.

## **BACKGROUND AND CONSIDERATIONS**

Fund balance is intended to serve as a measure of financial resources in a governmental fund. The City's management, credit rating agencies, banks, and others monitor the levels of fund balance in the general fund as an important indicator of the City's economic condition.

Credit rating agencies monitor levels of fund balance and unrestricted fund balance in the City's general fund to evaluate a government's continued creditworthiness. Likewise, laws and regulations often govern appropriate levels of fund balance and unrestricted fund balance for state and local governments.

Those interested primarily in a government's creditworthiness or economic condition (e.g., rating agencies) are likely to favor increased levels of fund balance. Opposing pressures often come from unions, taxpayers and citizens' groups, which may view high levels of fund balance as "excessive." Therefore, it is imperative that the governing body adopt a fund balance policy that meets the expectations of credit rating agencies, but also is sensitive to our citizens and taxpayers.

In establishing an appropriate level of fund balance the City has considered the following factors:

- Property Tax Base
- Sales Tax Revenues
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- Citizen input

The GFOA recommends, at a minimum, that general-purpose governments, regardless of size, maintain unrestricted fund balance in their general fund of no less than two months (16.7%) of regular general fund operating revenues or regular general fund operating expenditures. Utah Code 10-6-116 requires that the fund balance be between 5% and 25%.

The City has determined that the two month minimum recommendation is appropriate and meets the objectives of this fund balance policy.

## **FUND BALANCE POLICY**

It is the policy of the City to maintain a minimum unrestricted fund balance in the general fund of **16.7%** of the general fund revenues. For the purposes of this policy, unrestricted fund balance includes the committed, assigned, and unassigned fund balance designations described above.

In the event that the unrestricted fund balance drops below the 16.7% targeted level, the City will develop a plan, implemented through the annual budgetary process, to bring the balance back to the target level. In no instance shall the unrestricted fund balance in the general fund ever fall below 5% of general fund revenues as required by state law. Except in the case of an emergency the City Council will be required to take action on any item that temporarily reduces fund balance below the 16.7% minimum target level. An emergency includes those items that are not foreseeable such as a sudden economic downturn, natural disaster, etc.

Amounts in excess of the targeted maximum of 16.7% of general fund revenues may be spent upon approval by the City Council. Approved uses of fund balance would include capital improvements (i.e. streets, parks, etc), capital purchases (i.e. vehicles, equipment, etc), debt reduction, or other one-time expenditures as identified by the City Council.

## **POLICY ADMINISTRATION**

Annually during the Comprehensive Annual Financial Report (CAFR) presentation, the Finance Director shall report the City's fund balance and the classification of the various components in accordance with GAAP and this policy.

Should the City fall below the minimum target level, the Finance Director shall prepare a plan and recommendation to restore the unrestricted fund balance to the target level prior to the ensuing fiscal year's budget adoption.

Should the City exceed the 16.7% target level, the City Manager shall prepare a recommendation to the council on how to utilize excess funds for capital improvements or other one-time expenditures.



# COUNCIL AGENDA

May 24, 2016

Agenda Item “k”                      Discussion by City Council on the tentative budget proposal.

## *Factual Summation*

- Any question regarding this agenda item may be directed at City Manager Brody Bovero.
- This item is an open discussion for the City Council to discuss any further changes to the tentative budget.
- Administration has four additional budget items that need to be considered in the FY2017 budget. They are:
  - The Animal Control contract with the county is still being negotiated and will most likely change to a 50/50 expense split. The total projected cost to the City with this change would be \$59,012. We currently have \$54,755 in the tentative budget proposal. We will need to add an additional \$4,257 in expense to the animal control budget.
  - Our building inspector II quit and we need to replace him. Brigham is requesting the ability to hire a new building inspector II up to the midpoint if needed. Currently, the rate of pay for this position in the budget is \$18.92. The midpoint for a building inspector II is 22.70. The net increase in salaries and benefits for this position would be approximately \$9,900.
  - We would recommend that 20,000 be added for contract services to mow all parcels related to subdivision entrances, mow lawns at city office buildings, and the library. This would be split 1/3 (\$6,700) to general fund and 2/3 (13,300) to the park maintenance fund.
  - We recommend adding \$75,000 to the transportation impact fee fund for an environmental study for the gentile and bluff street improvement project. This project is funded by the Wasatch front regional grant and will take place in 2021. If we do the environmental study now, there is a good chance that project will be pushed up and completed sooner.

- This would be a total increase in cost to the general fund of \$20,857. We currently have a surplus budgeted of \$48,892. This would change to a surplus of \$28,035 if the items above were added to the budget.
- The parks maintenance budget would increase \$13,300 budget we recommend using the line item in 17-40-30 titled miscellaneous park improvements to pay for this item.
- The transportation impact fee fund expense would increase \$75,000. We have money in the fund to pay for this study if the council desires to go ahead with it.
- The tentative budget is uploaded on the website at <http://syracuseut.com/Departments/CityAdministration/Finance.aspx>.



# CITY COUNCIL WORK SESSION

May 24, 2016

## **Agenda Item “1”                      Title 2 Amendments – Appointment Procedures, Local District Appointments, Other Changes**

The following documents have been drafted in response to our initial discussions on this matter in February:

- Creation of 2.45 – Appointment Procedures – These either establish or clarify procedures related to appointments, including appointment of replacement councilmembers in case of vacancy.
- Additional sections in Title 2 related to Youth Court, Youth City Council, Volunteer Coordinators, and Liaisons – These sections generate code to match existing practices in the city.
- Local District Appointment Amendments
  - o Two alternative versions have been generated – one in which the Council would have the authority to appoint the Local District Board members, and including the Mayor in the voting; and the other which reinforces the Mayor’s authority to make these appointments with the Council’s advice and consent.
  - o Current code provides that the Mayor may make appointments to boards, with the Council’s advice and consent. As such, any ordinance which removes this authority from him will require his participation as a voting member.

Paul Roberts

## **2.10.010 Powers and duties.**

The City Council:

...

(B) May:

...

(4) Provide for filling a vacancy in an elective or appointive office;

(5) Notwithstanding section 2.15.010(B)(1), appoint individuals to serve on the board of trustees of improvement districts and mosquito abatement districts in compliance with state law, and as provided in section 2.45.030.

~~(5)~~ (6) Take any action allowed under Utah Code; and

~~(6)~~ (7) Perform any function specifically provided for by statute or necessarily implied by law.

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## **2.45.060 Appointment to Local Districts.**

A. Prior to appointing individuals to any local district, the Council shall discuss the appointment in a work meeting, and schedule a public hearing to consider the issue at its next regular council meeting or a special meeting.

B. After conducting a public hearing, the Mayor shall open the issue to discussion among councilmembers. At the conclusion of discussion, the appointment shall be made by motion, which must be supported by a majority vote. The Mayor may participate in the appointment action as a voting member.

C. In the case of a vacancy in both an elected position and an appointed position which was previously filled by that elected official, the Council shall fill the vacancy in the elected seat, as provided in Section 2.45.040, prior to appointing an individual to fill the appointed position.

### **2.10.150 Disorderly conduct - Removal.**

A. The City Council may fine or expel any members of the Governing Body from a meeting for disorderly conduct during that meeting, upon an affirmative majority vote of those members present. The City Council may also, upon an affirmative majority vote of those members present, expel any person who is disorderly during any regular, study, or special meeting of the City Council.

B. The removal of members of City Council shall be done in accordance with Utah law.

### **2.10.190 Youth Court & Youth City Council.**

A. The City may establish programs for youth court and youth city council as a means of generating connections between teenagers and their local government.

B. Any interested high school age student who resides within Syracuse shall be permitted to participate in these programs, when they are organized and established. Adult advisors shall participate on a volunteer basis, and undergo a City volunteer screening processes, including a criminal background check.

C. Referral to youth court is subject to the discretion of investigating police officers, and participation is voluntary for the person being referred. Youth may be referred to the program if they are high school age students and admit to the charge. Sentencing in youth court shall be guided by principles of restorative justice and accountability.

D. The youth city council shall annually elect representatives to serve as youth mayor, assistant youth mayor, and secretary from among its members, serving one (1) year at a time with eligibility for a single re-election. The youth mayor presides at all meetings, but shall not have any other duties not held in common with other members.

E. The youth city council and youth court shall meet regularly as necessary to conduct business and shall keep a record of its resolutions, transactions, findings and determinations, as applicable. Records of youth court proceedings are designated as private pursuant to Utah records law.

### **2.10.200 Liaisons.**

The Council may appoint individuals, including its own members, to serve as liaisons from the Council to outside committees, councils and organizations, such as the Syracuse Chamber of Commerce and Community Councils for schools located within Syracuse.

### **3.55 Volunteer Coordinators**

#### **3.55.010 Purpose.**

Volunteer Coordinators connect those seeking to perform acts of community service with projects and needs within the City.

#### **3.55.020 Duties and Responsibilities.**

A. Volunteer Coordinators liaise with City staff to identify service projects and needs throughout the City on City property or in public areas. As those seeking service opportunities contact the City regarding potential service projects, Volunteer Coordinators provide existing service project ideas to the requestor, or may conduct additional inquiries into service opportunities.

B. Volunteer Coordinators may refer interested parties to appropriate City Departments, and may facilitate communication between that department and the party.

#### **3.55.030 Appointment.**

The City Council appoints Volunteer Coordinators from among sitting members of the Council. The Council may appoint non-Council members of the community to assist with volunteer coordination on a volunteer basis.

## **2.45 Appointment Procedures.**

- 2.45.010 Purpose
- 2.45.020 Appointment by Mayor with Advice and Consent of Council
- 2.45.030 Appointment by Council
- 2.45.040 Appointment to Vacant Elected Positions
- 2.45.050 Appointment or Removal of City Manager

### **2.45.010 Purpose.**

The provisions of this chapter are meant to clarify the procedures applicable to appointments, to support an orderly and transparent process.

### **2.45.020 Appointment by Mayor with Advice and Consent of Council.**

- A. Each appointment designated in Syracuse City or Utah State Code as being made by the Mayor shall require the advice and consent of the City Council, as provided in this section.
- B. Prior to seeking the Council's consent, the Mayor shall seek the Council's advice on potential nominees. This may be completed via written or electronic mail, personal or telephone conversations with individual councilmembers, discussion during Council meetings, or any other communication appropriate under state law.
- C. After seeking advice, the Mayor shall submit a nominee to the Council for its approval during a regular or special meeting, which approval or denial shall proceed by motion supported by a majority vote.
- D. If the Council approves the nominee, then a resolution providing advice and consent shall be executed and the individual shall be appointed.
- E. If the Council denies the nominee, the Mayor shall diligently begin the process of locating another nominee for the Council's consideration, following the same procedure in subsection (C).

### **2.45.030 Appointments by the Council.**

- A. Each appointment designated in Syracuse City or Utah State Code as being made by the Council shall proceed by motion, supported by a majority vote.

B. Except in cases of emergency or urgent appointments, discussion of potential appointees by the City Council will ordinarily take place during at least one work meeting, where the list of presumptive appointees shall be compiled and prepared for consideration at the next regular or special meeting. In cases where no clear consensus was reached during the work meeting, the resolution may include blanks next to the position to be filled.

C. Annual appointments shall be considered during a work session in January, followed by consideration of those presumptive appointees during the first regular Council meeting in February.

D. Discussion of vacancies in appointed positions generally should be scheduled for consideration at the next work meeting following the appointee's vacating the position.

#### **2.45.040 Appointments to Vacant Elected Positions.**

A. In cases of vacancies in an elected office of the City, the City shall follow the procedures provided in Utah State Code. The provisions of this section are meant to provide additional detail to the process, and not to override or conflict with state law.

B. Notice shall be provided to the public of the vacancy at least two weeks prior to the meeting at which the Council will consider candidates to fill a vacated position. The notice shall provide:

1. the date, time, and place of the meeting where the vacancy will be filled;
2. the person to whom a person interested in being appointed to fill the vacancy may submit the interested person's name for consideration; and
3. the deadline for submitting an interested person's name.

C. In addition to the individual's name, an individual who is interested in filling the vacancy shall be requested to provide written answers to questions which shall be prepared by the City Recorder, in consultation with the Mayor and Council.

D. Filling of vacancies to elected offices shall take place during a regular or special Council meeting, open to the public. The following procedures shall govern the interview process:

1. Introductions. Candidates shall each be allotted five minutes to introduce themselves to the Council and to provide answers to questions which have been prepared beforehand and submitted to the candidate prior to the meeting. Time limits shall be strictly enforced during this phase of the interview. After all candidates have been given the opportunity to address the Council, the Council may discuss any or all of the candidates.

2. Ballots. The voting members of the Council each shall be provided with three ballots, with the name of the voting councilmember included on the ballot. Ballots shall be cast by the Council members by writing the name of a candidate on the ballot.

Councilmembers may only cast one ballot for each candidate, but may refrain from casting additional ballots if that councilmember wishes to support fewer than three candidates. The ballots shall be collected by the City Recorder, tallied, and announced publicly, including the names of councilmembers who cast votes for the candidate.

3. Elimination of Candidates. A candidate who receives zero votes is eliminated from consideration. The number of candidates shall be reduced to at least thirty-three percent (33%) of the original pool of candidates who submitted their names for consideration. In the event multiple individuals have equal votes, such that the remaining candidate pool has not dropped below thirty-three percent (33%), a run-off vote will take place using the same procedure as subsection (D)(2), except that councilmembers will only have one ballot each. In cases of a tie vote during the elimination vote, the Mayor shall be entitled to cast the deciding vote.

4. Additional Questions. Candidates who remain eligible for consideration after ballot elimination shall be asked to answer additional questions from the Mayor and Council. These questions need not be standardized among all candidates. Each remaining candidate shall have an opportunity to answer the Council's questions. This phase of the interview should not exceed ten minutes per candidate. At the conclusion of the questioning phase, the Mayor shall request discussion from the Council.

5. Election by Motion. At the conclusion of discussion, any voting councilmember may move to appoint one of the remaining candidates to the vacant office. This motion must be supported by a majority of the council. In cases of a tie, the Mayor participates in the vote.

6. Appointment & Swearing in. Upon the affirmative vote of the Council, the selected individual is considered appointed, and shall be sworn in during the meeting. The newly appointed councilmember is immediately eligible to take part in any remaining Council business on that meeting's agenda.

#### **2.45.050 Appointment or Removal of City Manager.**

A. The City Manager serves at the pleasure of the Council, and is appointed or removed in accordance with this section and state law.

B. Selection Process. The Mayor shall consult with the Council in determining the best method to select the nominee, such as panel interviews, written responses to questions, or individual interviews.

C. Appointment. The Mayor may appoint an individual to fill the office of City Manager, with the advice and consent of the Council.

D. Removal. The Mayor may remove the City Manager, with the advice and consent of the Council.

E. Vote. The Mayor participates as a voting member of the Council in any vote to appoint or remove a City Manager. The vote is brought to the body by motion and requires a majority of votes to carry. If, in cases of appointment, a nominee is not appointed by the Council, then the Mayor shall diligently begin the process of selecting an alternate nominee for the Council's consideration.

F. Interim Vacancy Period. The Council may not appoint a manager during interim vacancy periods, as provided in Utah law, but an interim manager may be appointed by the Council until a new manager is appointed.

## 2.15.010 Functions and duties.

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...

(B) The Mayor may:

(1) Appoint and remove the City Administrator; department heads; commission, board and committee members, including appointees to local district boards, with the advice and consent of the City Council, except as may otherwise be specifically limited by law;

(a) As it relates to appointments to local district boards, prior to submitting an appointment to the Council for consideration, the Mayor shall first seek input from the Council during the first work meeting after a vacancy occurs.



# COUNCIL AGENDA

May 24, 2016

Agenda Item “m”

Discussion regarding City Council meeting schedule/format.

***Factual Summation***

- During the May 10 Syracuse City Council work session, several Councilmembers expressed concerns regarding the effectiveness of the current City Council meeting schedule and requested an opportunity to discuss their concerns further.