AMENDED CITY COUNCIL AGENDA

PUBLIC NOTICE is hereby given that the City Council of Spanish Fork, Utah, will hold a regular public meeting in the Council Chambers in the City Office Building, **40 South Main Street**, Spanish Fork, Utah, commencing at **6:00 p.m. on February 4, 2014**.

AGENDA ITEMS:

1. **CALL TO ORDER, PLEDGE, OPENING CEREMONY, RECOGNITIONS:**
   a. Motivational/Inspirational Message
   b. Pledge, led by invitation

2. **PUBLIC COMMENTS:**
   Please note: In order to be considerate of everyone attending the meeting and to more closely follow the published agenda times, public comment will be limited to three minutes per person. A spokesperson who has been asked by a group to summarize their concerns will be allowed five minutes to speak. Comments which cannot be made within these limits should be submitted in writing. The Mayor or Council may restrict the comments beyond these guidelines.
   a. *** Agenda Request** –Jake Isaac

3. **COUNCIL COMMENTS:**

4. **SPANISH FORK 101: K-9 Officer**

5. **CONSENT ITEMS:**
   These items are considered by the City Council to be routine and will be enacted by a single motion. If discussion is desired on any particular consent item, that item may be removed from the consent agenda and considered separately.
   a. * Minutes of Spanish Fork City Council Meeting – January 7, 2014; January 21, 2014
   b. * Bureau of Reclamation Right of Way Agreement for the Industrial Substation to Leland Distribution Line

6. **PUBLIC HEARING:**
   a. FY2014 Budget Revision #2

7. *** ADJOURN TO REDEVELOPMENT AGENCY:**

8. **NEW BUSINESS:**
   a. Drinking Water Sanitary Survey
   b. * Resolution #14-02 Authorizing Interlocal Cooperative Agreement for NPDES Phase II Storm Water Public Education & Outreach Best Management Practice Compliance
   c. * Storm Water Management Plan
   d. * Resolution #14-03 2013 Waste Water Planning Program Annual Self-Assessment Report
   e. * Southern Utah Valley Electric Service & Spanish Fork City Joint Use Contract
   f. * Ordinance #Z08-13 Cerna Zone Change
   g. * Meadow Creek Ridge Preliminary Plat Approval Extensions

9. **CLOSED SESSION:**
   a. Potential Litigation
   b. Land Transaction
   The Spanish Fork City Council may temporarily recess the regular meeting and convene in a closed session to discuss pending or reasonably imminent litigation, and the purchase, exchange, or lease of real property, as provided by Utah Code Annotated §52-4-205

ADJOURN:

* Supporting documentation is available on the City's website www.spanishfork.org

Notice is hereby given that:
- In the event of an absence of a quorum, agenda items will be continued to the next regularly scheduled meeting.
- By motion of the Spanish Fork City Council, pursuant to Title 52, Chapter 4 of the Utah Code, the City Council may vote to hold a closed meeting for any of the purposes identified in that Chapter.
- This agenda is also available on the City's webpage at www.spanishfork.org

SPANISH FORK CITY does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in the employment or the provision of services. The public is invited to participate in all Spanish Fork City Council Meetings located at 40 South Main St. If you need special accommodation to participate in the meeting, please contact the City Manager's Office at 804-4530.

Angie Warner

Sent: Thursday, January 30, 2014 3:15 PM
To: awarner@spanishfork.org; webmaster@spanishfork.org
Subject: Agenda RequestagendaSubject

Values submitted by the user:
first_name - Jake
last_name - Isaac
address - 905 S Mill Road
city - Spanish Fork
state - none
zip - 84660
contactphone - [redacted]
email - [redacted]
agendaSubject - Isaac Property Septic Request detailed - Two, 1 acre (approx)lots are being considered as building lots for Jake Isaac and Amberlyn Prior respectively. The lots exist across from the ALA football field on the west side of mill road. We have spoken with the county and with Spanish Fork City's engineering department multiple times, and each time have encountered various roadblocks to obtaining permits. The issue has been that no sewer exists on this portion of mill road and we would like to be approved to build a personal residence on each of these lots without being required to subdivide and bring sewer access to the houses. Will the city counsel please approve building a single family home on each lot with a septic for each home? We would like to be on the agenda for Feb 4th.
captcha_code - fvFfTf
submit - submit

Tentative Minutes
Spanish Fork City Council Meeting
January 7, 2014

Elected Officials Present: Mayor G. Wayne Andersen, Mayor-elect Steve Leifson, Councilmembers Rod Dart, Keir A. Scoubes, Richard Davis, Brandon Gordon, Council-elect Mike Mendenhall.

Staff Present: David Oyler, City Manager; Junior Baker, City Attorney; Seth Perrins, Assistant City Manager; Dave Anderson; Community Development Director; Chris Thompson, Public Works Director; Dale Robinson, Parks & Recreation Director; Kent Clark City Recorder/Finance Director; Steve Adams, Public Safety Director; Angie Warner, Deputy Recorder.

Citizens Present: Steven Money, Kevin Parker, Mark Binks, Ken Peay, Cheryl Leifson, Ruth Leifson, Max Leifson, Sean Leifson, Griff Leifson, Adam Leifson, Jeremy Sorensen, Julie Smith, Mike Mckell, Brandi Mckell, Landon Mckell, Frank Christensen, Gerald Hill, Jay Evans, John Mendenhall, Cary Hanks, Brenda Gillie, Jolene Clark, Melanie Andersen, Kayla Andrews, Lenna Mendenhall, Unknown, Amanda Mendenhall, Ann Dart, Ilene Voorhees, Karissa Cards, Tamara Davis, Robyn Scoubes, Trevor Scoubes, Amber Scoubes, Jessica Scoubes, Ashley Scoubes, Melissa Smith, Kelly Mitchell, Bill L. Beck, Linda Beck, Robert Franson, Randy D. Edwards, Frank Christianson, Pat Christianson, Kensie Huff, Susan Oyler, An'Jalee Burningham, Neil Anderson, Christian Taylor, Savana Hughes, Shane Burningham, Jade Andersen, Heston Andersen, Maddyson Andersen, Jaime Andersen, Teagen Ross Andersen, J. Wyatt Andersen, Stephanie Andersen, Garrett Andersen, Julia Andersen, Nathan Andersen, Liz Andersen, Chett Andersen, Brecken Andersen, Brian Chapman, Dell Smith, Connie Smith.

CALL TO ORDER, PLEDGE, RECOGNITION:

Mayor Andersen called the meeting to order at 6:00 p.m.

Ken Peay led in the pledge of allegiance.

Fiesta Days Rodeo Recognition

Steven Money thanked the Mayor and City Council for all the support for the rodeo committee. This year at the Wilderness Circuit Finals the Fiesta Days Rodeo received the award for the #1 rodeo of the year. Then, at the Professional Rodeo Cowboys Association (PRCA) convention this past December, the Women's Professional Rodeo Association (WPRA) awarded the Fiesta Days Rodeo the Justin Best Footing Award & a check for $1,000 as well as the award for Rodeo of the Year. Mr. Money presented the money to Landon Andrews and Heath Atwood for their work in taking care of and preparing the arena. Mr. Money also thanked the Diamond Fork Riding Club for all their hard work.

Mayor Andersen said it is an honor to work with staff and the Diamond Fork Riding Club and thanked them for all their hard work and dedication.

PUBLIC COMMENTS:

Agenda Request – Dedra Tregaskis

Ms. Tregaskis said they just moved to Spanish Fork and would like to announce that she is going to be opening a children's museum here in Spanish Fork. This would be a place where families

can get together to learn and play. Ms. Tregaskis asked the City Council if in the future it could be implemented into a recreation center and if not she will look for other avenues.

Agenda Request – Utah Honor Flight

Robert Franson presented a short video that ABC 4 aired so the veterans in Utah could be informed of the program. The Utah Honor Flight has applications on their website at utahhonorflight.org for veterans to apply for this program.

Ilene Vorhees has spoken with City Staff and would like to address the concerns of the Dr. John's business. Ms. Vorhees asked the City Council the following questions to see if they could help take care of her concerns.

1. Could there possibly be screens installed on the display windows.
2. What does the city ordinance say about lewdness?
3. Could there possibly a sound wall installed?
4. Could there be a large billboard put up against pornography?
5. Who will be monitoring the 15% of sexual devices that they are allowed and how often?

Ms. Vorhees expressed that she loves living in Spanish Fork and would like to keep the good morals and values that we have and it's a great place to raise a family.

Mayor Andersen said they have received many concerns regarding this item and Ms. Vorhees could meet with the City Attorney or the Community Development Director.

Kelly Mitchell and Melissa Smith with Relay for Life, American Cancer Society. Ms. Mitchell explained the Relay for Life event and that it is America's largest fund raiser for cancer. Ms. Mitchell invited the City Council to their First Annual Benefit Gala that will be held February 8th at the Chillon Reception Center.

Alissa Wilkinson introduced herself as the new Community Relations Manager for Republic Services that will be working with the City.

COUNCIL COMMENTS:

Councilman Gordon read the following poem that he wrote for Mayor Andersen.

For the last two years you've tried to teach me how, at first I thought all this guy knows about is his cows. But very soon I learned that when you speak you are bold, I guess that's what comes with being really, really old. You'll be known for achievements that your name will be crowned, that beautiful arena down at the fairgrounds. The taxes we get will make a happy Kent Clark, from all of the business that is growing down at North Park. We are a town with progress and pride, let's be honest you couldn't have done this without your younger sweet bride. Meeting after meeting and mile after mile, when you would represent us; you did it with such style. While in your wranglers all the ladies thought you were such a sight, but why do they always have to be skin tight? Just so the great people of Spanish Fork are aware, this is a man that doesn't forget about prayer; even though he was known as the big cheese, he certainly spent lots of time praying on his knees. Worried about the people's welfare, that's why he has all that silky gray hair. To end this poem before this farewell, I have one little story that I'd like to tell. At the pageant of miss Spanish Fork last year, I had experienced a person's deepest great fear. The news came through text that my aunt passed away; you can imagine how heavy my heart weighed. After the show and they crowned a new queen, I shared with Wayne what none of us had foreseen. He put his arm around me and gave me an embrace; I looked in his eyes and saw compassion in his face. It was at that time I realized that this big brute, really loves me & other people this was absolute. We bid you farewell, you served this town well. We wish you and Melanie and your family the best, having served with you I know that my life has been blessed.

Councilman Davis said that SUVMWA will hold a meeting January 16th at Mapleton City to present the recharge study report. Councilman Davis gave an update on the Airport Board. The Fiesta Days Committee met with all the event chairs and the theme this year will be "I love this town". Councilman Davis expressed how great Mayor Andersen has been this past 4 years and 4 years before that as councilman. Councilman Davis spoke of many different experiences that they have shared while serving on the City Council.

Councilman Leifson agreed with the comments regarding Mayor Andersen. Councilman Leifson said that in the last month there have been two house fires in his neighborhood and he thanked the fire department for their quick response. Also, he thanked all those that donated to those families and helped out. Councilman Leifson said that he and Mayor Andersen both came to serve 8 years ago on city council. Mayor Andersen is a great man and they have developed a great friendship. Councilman Leifson expressed his appreciation for all he has done and it has been an honor to serve with him.

Councilman Dart said he made the mistake of sitting down next to Mayor Andersen at a ballgame because that is where he convinced him to run for City Council. Mayor Andersen stepped up to the plate and came through and the citizens don't know how lucky they are. Councilman Dart wished Mayor Andersen good luck in future endeavors.

Councilman Scoubes said Mayor Andersen has had the best interest for Spanish Fork and has done his best to do what is right for Spanish Fork. Councilman Scoubes thanked Mayor Andersen for his service.

Mayor Andersen said right now, online, the rodeo tickets are on sale for the Fiesta Days Rodeo as well as the Champions Challenge Rodeo. Mayor Andersen thanked his wife, children, and grandchildren and now he can make up for all he has missed. Mayor Andersen thanked the citizens of this community for the special spirit of volunteerism. Mayor Andersen thanked city staff, and stated that we have the finest people working for this City. Mayor Andersen thanked the City Council that he has worked with while serving as Mayor.

Mayor Andersen noted that on the consent items, letter "G" needs to be removed due to some changes.

CONSENT ITEMS:

Department Directors gave a brief summary of their item(s) below:

a. Minutes of Spanish Fork City Council Meeting – December 17, 2013
b. IPSA Standards of Apprentice Agreement
c. Woodhouse Substation Expansion 2013 Project Chang Order 2
d. Contract Addendum with Tenedor Concerning Water Rights
e. FirstWest Benefit Solutions Business Associate Agreement
f. Acceptance of Assignment of Contract for Sky Hawk Condominiums
~~g. Paul Prior Property Purchase for River Trail~~

Councilman Leifson made a Motion to approve the consent items with removal of item "G" Paul Prior Property Purchase for River Trail.
Councilman Dart Seconded and the motion Passed all in favor.

NEW BUSINESS:

Resolution #14-01 Authorizing the Mayor to Explore the Creation of a Water Authority to Address Water Issues in South Utah County

Junior Baker said that since Mayor Andersen took office he has been concerned about water for our community. Mr. Baker said with the growth that we have had, we need to preserve our agricultural interests and conserve water. Mr. Baker read the proposed resolution:

WHEREAS, Spanish Fork City is concerned about future water management in south Utah County, including assuring the adequacy and quality of agricultural water, as well as the sufficiency and quality of water for municipal growth; and

WHEREAS, other local government entities in south Utah County have the same concerns; and

WHEREAS, cooperating together with all the water interests in south Utah County is the best way to preserve pristine sources and conserve water; and

WHEREAS, the City has been involved in preliminary discussions with other entities to create a new legal water entity for the betterment of the residents of the City, as well as the residents and farmers throughout south Utah County;

NOW THEREFORE, be it hereby resolved by the Spanish Fork City Council as follows:

1. *The Spanish Fork City Mayor, Council, and staff support the concept of a south Utah County water authority which can address water issues throughout south Utah County, both for agricultural interests and to manage growth.*

Councilman Davis made a **Motion** to **approve** the Resolution #14-01 Authorizing the Mayor to Explore the Creation of a Water Authority to Address Water Issues in South Utah County. Councilman Scoubes **Seconded** and the motion **Passed** all in favor with a roll call vote.

Oath of Office Ceremony for the Newly Elected Officials

Kent Clark gave the oath of office to Mayor Steve Leifson, Councilmember Keir Scoubes and Councilmember Mike Mendenhall.

Mayor Andersen was presented a gift from the City for his service.

PUBLIC HEARING:

Ordinance #01-14 Vacating a Portion of 1100 East Street

Junior Baker said this is related to the North Park Development and will be in the area of where the Walmart will be. Mr. Baker reviewed the following proposed ordinance:

WHEREAS, 1100 North Street runs north and south for approximately six blocks commencing at Expressway Lane and proceeding north; and

WHEREAS, no development has ever taken place adjacent to 1100 East Street from approximately 1200 North until a compost site at approximately 1600 North; and

WHEREAS, the Canyon Creek development currently underway in the City has no need for 1100 East Street, and, will provide alternate access from the north, which can better utilize the property and make it more productive by vacating a portion of 1100 East Street; and

WHEREAS, the developer of the Canyon Creek project, who is an adjacent property owner, has requested a vacation of 1100 East Street; and

WHEREAS, the adjacent property owner has agreed to provide temporary easements and/or licenses to the City to maintain access to the compost site until the new streets are constructed; an

WHEREAS, a public hearing to vacate a street was held on Tuesday, the 7th day of January, 2014, with notice given in accordance with Utah Code Annotated §10-9a-208; and

WHEREAS, the Council finds it is in the best interest of the City and its residents to vacate a portion of 1100 East Street;

NOW THEREFORE, be it ordained and enacted by the Spanish Fork City Council as follows:

I.

The portion of 1100 East Street, as shown on the attached Exhibit A, and more particularly described as follows:

A portion of the Northeast Quarter of Section 18, the Southeast Quarter of Section 7, the Southwest Quarter of Section 8 and the Northwest Quarter of Section 17, Township 8 South, Range 3 East, Salt Lake Base and Meridian, more particularly described as follows: Beginning at a point in the easterly right-of-way line of 1100 East Street as shown on Phase 3, Expressway Business Park Condo Plat according to the official plat thereof on file in the office of the Utah County Recorder, said point being located S0°18'06"E along the Section Line 2018.97 feet and East 33.00 feet from the Northeast Corner of Section 18, Township 8 South, Range 3 East, Salt Lake Base and Meridian; thence northwesterly along the arc of a 916.00 foot radius non-tangent curve to the left (radius bears: S82°20'48"W) 210.43 feet through a central angle of 13°09'45" (chord: N14°14'04"W 209.97 feet); thence N0°00'59"W 103.55 feet; thence N0°24'00"W along an existing fence line 2117.29 feet; thence N89°36'30"E 50.27 feet to an existing fence line; thence S0°23'30"E 2169.07 feet; thence S0°18'06"E 255.64 feet to the point of beginning.
Contains: ±2.65 Acres

is hereby vacated, including any public utility easements contained within the street right-of-way.

II.

The vacated street shall revert to the ownership of the underlying property owner.

III.

This ordinance is effective upon the grant of the temporary licenses/easements, which may be recorded simultaneously.

Councilman Gordon made a **Motion** to move into Public Hearing.
Councilman Dart **Seconded** and the motion **Passed** all in favor at 7:13 p.m.

Mayor Leifson welcomed public comment.

There was none.

Councilman Davis made a **Motion** to move out of Public Hearing.
Councilman Dart **Seconded** and the motion **Passed** all in favor at 7:13 p.m.

Councilman Dart made a **Motion** to **approve** the Ordinance #01-14 Vacating a Portion of 1100 East Street.
Councilman Davis **Seconded** and the motion **Passed** all in favor with a roll call vote.

ADJOURN:
Councilman Dart made a **Motion** to **adjourn** to Closed Session to discuss Potential Litigation and Property Purchase.
Councilman Gordon **Seconded** and the motion **Passed** all in favor at 7:15 p.m.

ADOPTED:

_____
Angie Warner, Deputy Recorder

Tentative Minutes
Spanish Fork City Council Meeting
January 21, 2014

Elected Officials Present: Mayor Steve Leifson, Councilmembers Rod Dart, Keir A. Scoubes, Richard Davis, Brandon Gordon, Mike Mendenhall.

Staff Present: David Oyler, City Manager; Junior Baker, City Attorney; Seth Perrins, Assistant City Manager; Dave Anderson; Community Development Director; Chris Thompson, Public Works Director; Dale Robinson, Parks & Recreation Director; Kent Clark City Recorder/Finance Director; John Bowcut, IS Director; Pam Jackson, Library Director; Steve Adams, Chief of Police; Angie Warner, Deputy Recorder; Tyler Jacobson, Treasurer.

Citizens Present: Rick Lords, Karissa Lords, David F. Aust I, Benjamin J. Aust, Annie Rencher, Landon Rencher, Maklain Shepherd, Erika pearson, Tristan Lavery, Nate Unknown, Greg Simonsen, Xander Davies, Javier Sueng, Carson Czarnik, Sarin Buor, Chris Taylor, Daniel Quintana, Brenda Quintana, Rob Guernsey, Cary Hanks, Jason Unknown, Jordan Malen, Sidney Smith, Hayden Hill, Denver Chrisopherson, Jackson Huff, Aiden Unknown, Casey Christopherson.

CALL TO ORDER, PLEDGE, RECOGNITION:

Mayor Leifson called the meeting to order at 6:00 p.m.

Councilman Gordon led in the pledge of allegiance.

PUBLIC COMMENTS:

Cary Hanks, Director of the Spanish Fork Salem Area Chamber of Commerce thanked the City Council for attending the Chamber of Commerce banquet last week. Ms. Hanks reviewed some of the awards that were given at that event.

COUNCIL COMMENTS:

Councilman Gordon attended the South Utah Valley Solid Waste District (SUVSWD) meeting where they are going to be putting together a committee to complete a study on the recycling. Councilman Gordon thanked the Police Department for their involvement in the events last week.

Councilman Davis attended the South Utah Valley Municipal Water Association (SUVMWA) meeting where the ground water recharge study was presented. Councilman Davis thanked the Chamber of Commerce for the banquet. Councilman Davis also thanked the Police Department for their involvement in the events last week.

Councilman Dart & Councilman Scoubes echoed the comments on the Police Department.

Councilman Mendenhall thanked the Police Department. Councilmember Mendenhall had his first meeting with Youth City Council and is excited to work with them. Councilman Mendenhall thanked the Chamber of Commerce for the banquet and thanked Councilman Dart for his six years of service on the board.

Mayor Leifson welcomed all the scouts that showed up tonight. Mayor Leifson reviewed the work session that Department Directors and City Council held. Mayor Leifson said that he has received many comments and letters commending the police department for the recent events.

SPANISH FORK 101: K-9 Presentation, Officer Cory Grover – Officer Grover was unavailable, this item will be presented at a future City Council meeting.

CONSENT ITEMS:

Department Directors gave a brief summary of their item(s) listed below:

a. Millrace Diversion Structure Rebuild Access License Agreement
b. Union Pacific Railroad Crossing Agreements
c. General Atomics Ground Lease Rate Increase
d. Library Contract for a Language Learning Course
e. Boundary Line Agreements with Scott Hanson & Fern Hanson Family Trust

Councilman Dart made a Motion to approve the consent items.
Councilman Mendenhall Seconded and the motion Passed all in favor.

PUBLIC HEARING:

Ordinance #02-14 Abandoning an Electric Easement in the Canyon Creek Development

Junior Baker explained where this easement is located and that the current steel pole does not need a guy wire so the excess property used for the guy wire is no longer needed. Mr. Baker reviewed the proposed ordinance:

WHEREAS, Spanish Fork City owns easement rights for an electric power line across property owned, respectively, by Tenedor, LLC and IHC Health Services, Inc.; and

WHEREAS, the easement is larger than it currently needs to be since it accommodated a guy wire, which is no longer needed due the installation of a steel pole; and

WHEREAS, Tenedor is proceeding with a commercial development project known as Canyon Creek, with future plans for retail establishments in the area, which will require the abandonment of a portion of the easement where the guy wire once was; and

WHEREAS, the commercial development is expected to create a substantial tax base for both property taxes and sales tax and, which will provide a substantial benefit to the residents of the City; and

WHEREAS, notice of the intent to abandon the easement was posted on the property and on the State of Utah Notice Website; and

WHEREAS, notice of a public hearing was published in the Provo Daily Herald, a newspaper of general circulation within Spanish Fork City; and

WHEREAS, a public hearing was held before the City Council on Tuesday, the 21st day of January, 2014, where public comment was received; and

WHEREAS, the council finds that it is in the best interest of the public to abandon the easement identified herein;

NOW THEREFORE, be it ordained and enacted by the Spanish Fork City

Council as follows:

I.

A portion of the property dedicated as an electric easement as recorded in the office of the Utah County Recorder on the 31st day of December, 1991 as entry number 49312, Book 2865, Page 667 is hereby abandoned to the underlying owner of the property. The portion of the easement being abandoned is shown on the attached exhibit and more particularly described as follows:

Beginning at the Northeast corner of that existing power line easement described in Deed Entry No. 49312:1991 in the official records of the Utah County Recorder, said point being located South 477.11 feet and West 2338.35 feet from the East 1/4 Corner of Section 18, Township 8 South,

Range 3 East, Salt Lake Base and Meridian (Basis of bearing: N0°18'06"W along the Section Line from the East 1/4 Corner to the Northeast Corner of said Section 18); thence South 15.00 feet; thence West 32.00 feet the east line of an existing public utility easement as shown on Phase 2, Canyon Creek Subdivision according to the official plat thereof on file in the office of the Utah County Recorder; thence N0°22'09"E along said east line 15.00 feet to the north line of said power line easement; thence East along said north line 31.90 feet to the point of beginning.
Contains: ±479 Sq. Ft.

Councilman Gordon made a **Motion** to move into Public Hearing.
Councilman Davis **Seconded** and the motion **Passed** all in favor at 6:22 p.m.

Mayor Leifson welcomed public comment.

There was none.

Councilman Davis made a **Motion** to move out of Public Hearing.
Councilman Scoubes **Seconded** and the motion **Passed** all in favor at 6:23 p.m.

Councilman Davis made a **Motion** to **approve** the Ordinance #02-14 Abandoning an Electric Easement in the Canyon Creek Development.
Councilman Dart **Seconded** and the motion **Passed** all in favor with a roll call vote.

NEW BUSINESS:

Reappointment of City Treasurer & City Recorder

Junior Baker explained that state law requires after each municipal mayoral election that the City reappoint the City Treasurer and the City Recorder.

Mayor Leifson made the recommendation to reappoint Tyler Jacobson as the City Treasurer and Kent Clark as the City Recorder.

Councilman Dart made a **Motion** to **approve** the Mayor's reappointment of Tyler Jacobson as the City Treasurer and Kent Clark as the City Recorder.
Councilman Davis **Seconded** and the motion **Passed** all in favor.

Appointment of Mayor Pro Tem by the City Council

Mayor Leifson made a recommendation to appoint Councilman Dart as Mayor Pro Tem.

Councilman Davis made a **Motion** to **approve** the Mayor's appointment of Councilman Dart as Mayor Pro Tem.
Councilman Gordon **Seconded** and the motion **Passed** all in favor.

New SFCN Cable TV Rates

John Bowcut explained that each year the cable channel providers increase their rates so SFCN has to increase their's as well. Neither the City nor SFCN does not makes a profit off of the rate increase. Mr. Bowcut presented the rate increase that will be effective March 1, 2014.

$13.95	*Basic*
$54.38	*Expanded Basic*
$66.56	*Super Digital*
$96.93	*Full Package*
$96.34	*Triple Package*
$7.00	*Cinemax*
$21.00	*HBO/Cinemax Pak*

Councilman Scoubes made a Motion to approve the New SFCN Cable TV Rates.
Councilman Mendenhall Seconded and the motion Passed all in favor.

Settlement Agreement with Reagan Outdoor Advertising

Junior Baker reviewed that Reagan has two smaller billboards that they would like to combine in to one at a different location. The new location is east of McDonalds and they have addressed the issues regarding height, lighting, and lighting hours.

Councilman Dart made a Motion to approve the Settlement Agreement with Reagan Outdoor Advertising.
Councilman Davis Seconded and the motion Passed all in favor.

Centennial Park Restroom Bids

Dale Robinson said that a 1- ½ ago the restrooms at Centennial Park were set on fire. The City received an insurance settlement to help with the remodel. Staff decided to redesign and relocate the building to accommodate the future cemetery. The lowest bid came from B. Hansen Construction at $96,500. With the $50,000 insurance settlement the net cost will be $46,500.

Councilman Davis made a Motion to approve the Centennial Park Restroom Bid Awarded to B. Hansen Construction.
Councilman Scoubes Seconded and the motion Passed all in favor.

Ad Hoc Committee for Recycling & Garbage Collection

Chris Thompson said the Republic recycling & garbage contracts are up for renewal. Republic is proposing to lower their rates if the City switches to an opt-out or mandatory recycle program. The city currently provides the garbage cans for the residents and Republic provides the recycle cans. If the City provided the recycle cans that could save the City some money as well. Some of these items need to be addressed to see what the residents would like. Staff is looking for the City Council to create an Ad Hoc Committee to research these issues and bring back recommendations. Mr. Thompson proposed that Councilman Gordon would be the appointing authority for this committee.

Councilman Dart made a Motion to appoint an Ad Hoc Committee for a recycling and garbage study and appoint Councilman Gordon as the appointing authority.
Councilman Mendenhall Seconded and the motion Passed all in favor.

DISCUSSION ITEMS:

Board & Committee Appointments

Mayor Leifson made a recommendation to appoint the following:

Airport Board – Councilman Keir Scoubes & Reappoint: Matt Taylor
Fairgrounds Committee –Mayor Steve Leifson
Fire Retirement Board – Mayor Steve Leifson
Historical Committee – Susan Barber
Library Board – Reappoint: Dawn Graham, Appoint: Jeff Perry
Parks & Recreation Board- Reappoint: Doug Brown, Jerry Huffman, Appoint: Dave Boyack, Blaine Jex.
Rodeo Committee – Mayor Steve Leifson
Seniors Board- Reappoint: Shirley Oberg, Bonnie Davis
Council of Governments- Mayor Steve Leifson

South Utah Valley Solid Waste District (SUVSWD) – Councilman Brandon Gordon, Alternate: Chris Thompson, Technical Committee: Dennis Sorensen.

South Utah Valley Municipal Water Association (SUVMWA) – Councilman Richard Davis, Alternate: Councilman Mike Mendenhall, Technical Committee: Chris Thompson.

South Utah Valley Power Systems (SUVPS)– Mayor Steve Leifson, Alternate: Kelly Peterson.

South Utah Valley Animal Services Special Service District- Councilman Brandon Gordon.

Chamber of Commerce – Councilman Mike Mendenhall.

Utah Municipal Power Agency (UMPA) Mayor Steve Leifson, Alternate: Councilman Rod Dart, Technical Committee: Kelly Peterson, Alternate Technical Committee: Chris Thompson.

Utah Valley Housing Consortium – Jed Mitchell

Mountainland MPO Technical Advisory Committee – Chris Thompson

Utah Risk Management Mutual Association – Dave Oyler, Alternate: Seth Perrins

Waste Water Treatment Plant Advisory Committee – Councilman Brandon Gordon, Chris Thompson, Dennis Sorensen.

Utah Valley Dispatch Special Service District- Dave Oyler, Alternate: Seth Perrins

Councilman Davis made a **Motion** to **approve** the Mayor's appointments to the boards & committees.
Councilman Scoubes **Seconded** and the motion **Passed** all in favor.

Utility Online Sign-in & Deposit

Tyler Jacobson announced that the City is starting to provide online utility sign-in. Mr. Jacobson reviewed the process for the residents and a change to the utility deposit policy. Mr. Jacobson said they will implement a $200 deposit for new home owners and new renters. If a customer signs up for auto pay from the start, the customer would not have to pay the deposit.

City Council agreed with the policy.

Storm Water Management Plan (SWMP)

Chris Thompson said the City is required by state to submit this plan by February 15th. This management plan is the requirements the City needs to meet for the management of the storm water system. City Council will need to review the plan and it will be presented at the February 4th City Council Meeting for approval or denial.

ADJOURN:

Councilman Dart made a **Motion** to **adjourn** to Closed Session to discuss property issues.
Councilman Davis **Seconded** and the motion **Passed** all in favor at 7:07 p.m.

ADOPTED:

_____
Angie Warner, Deputy Recorder

Memo

To: Mayor and City Council

From: Chris Thompson P.E., Public Works Director/City Engineer

Date: February 3, 2014

Re: Bureau of Reclamation Right of Way Agreement for the Industrial Substation to Leland Distribution Line

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Staff Report

RECOMMENDED ACTION

I recommend approval of the Bureau of Reclamation Right of Way Agreement for the Industrial Substation to Leland Distribution Line for an application fee of $100.00.

BACKGROUND

The city has budgeted to construct a west distribution line that will connect the extra capacity in the Industrial Substation to the Leland Area. This is a key project in our work to create redundancy in the electrical system.

DISCUSSION

This is a right of way agreement that we may need in order to run this line along 1000 North.

Attached: agreement

Contract No. 14-LM-41-0350

UNITED STATES
DEPARTMENT OF THE INTERIOR
BUREAU OF RECLAMATION
STRAWBERRY VALLEY PROJECT
ELECTRIC TRANSMISSION SYSTEM

RIGHT-OF-WAY AGREEMENT
BETWEEN THE
UNITED STATES OF AMERICA
AND
SPANISH FORK CITY

THIS LICENSE AGREEMENT and RIGHT-OF-WAY AGREEMENT (Agreement), made this _____day of _____, 20_____, pursuant to the Act of Congress of June 17, 1902 (32 Stat. 388), and acts amendatory thereof or supplementary thereto, all of which acts are commonly known and referred to as Reclamation Laws, and particularly pursuant to Section 14 of the Act of August 4, 1939, (53 Stat. 1187) among the UNITED STATES OF AMERICA, hereinafter referred to as the United States and SPANISH FORK CITY hereinafter referred to as the Permittee.

WITNESSETH THAT:

WHEREAS, Permittee, at its sole cost and expense, proposes to utilize United States lands acquired for the Strawberry Valley Project, State of Utah, hereinafter called the Project Lands and the granting of an Agreement to utilize a portion of the Project Lands in a manner and at the location hereinafter described will not be incompatible with Project purposes;

NOW, THEREFORE, in consideration of the mutual agreements and covenants herein contained, the United States, to the extent of its interest in the Project Lands, hereby grants to the Permittee, upon the terms hereinafter provided, an Agreement for the following purposes and in the location described below:

A. Purpose: Permittee desires to install a loop feed circuit between a substation in Spanish Fork and another in the Leland which has been annexed into the City. Approximately 1750 feet of that loop will be on Reclamation transmission system poles.

B. Period: 20 years from date hereof.

C. Location: Strawberry Power System – 46kV Powerlines

D. Location (Legal Description)

E. Plans, Drawing, or Maps (Attached Hereto and made a Part Hereof):

1. Spanish Fork, Utah Quad (partial), as shown on Exhibit “B”; and,

2. Aerial Photo, with proposed alignment, as shown on Exhibit “C”; and

3. Proposed Distribution System Engineering Drawings, as shown on Exhibit “D”; thru “H”.

F. Land Status: Easement and Reserved Right-of-way

1. WORK SATISFACTORY. The Permittee shall perform all work under this Agreement in accordance with the approved plans, drawings, or maps attached hereto, and in a manner satisfactory to the United States, and the Strawberry Water Users Association, hereinafter referred to as the Association.

2. TERM OF AGREEMENT – TERMINATION: The United States, at its option, may terminate this Agreement for nonuse of the project lands by Permittee for a period of two (2) continuous years. In any event, this Agreement shall expire by limitation at the end of the period recited in Article "B" on Page 1.

a. This Agreement may be revoked by Reclamation upon thirty (30) days written notice to the Permittee if:

1. The United States determines that the Permittee's use of the land is no longer compatible with project purpose.

2. The Permittee fails to comply with the terms or conditions of this Agreement and upon notification of the violation; The Permittee fails to adequately cure the violation within the thirty (30) day time limit. Reclamation will have the final determination regarding the adequacy of the cure.

3. The Permittee use of the land interferes with existing or proposed facilities.

3. ASSIGNMENT OR TRANSFER: This Agreement shall not be assigned or transferred by the Permittee without the prior written consent of the United States.

4. SEVERABILITY: Each provision of this use authorization shall be interpreted in such a manner as to be valid under applicable law, but if any provision of this use authorization shall be deemed or determined by competent authority to be invalid or prohibited hereunder, such provision shall be ineffective and void only to the extent of such invalidity or prohibition, but shall not be deemed ineffective or invalid as to the remainder of such provision or any other remaining provisions, or of the use authorization as a whole.

5. HOLD HARMLESS:

(a) In consideration of the United States agreeing to encroachment upon the Easement of the United States by the Permittee, the Permittee hereby agrees to indemnify and hold the United States and the Association, their agents, employees, and assigns, harmless from any and all claims whatsoever for personal injuries or damages to property when such injuries or damages directly or indirectly arise out of the existence, construction, maintenance, repair, condition, use or presence of the encroachment upon fee title land of the United States, regardless of the cause of said injuries or damages; provided, however, that nothing in this Agreement shall be construed as releasing the United States or the Association from responsibility for their own negligence.

(b) In consideration of the United States agreeing to the Permittee encroaching upon fee title land of the United States, the Permittee agrees that the United States shall not be responsible for any damage caused to facilities, equipment, structures, or other property if damaged by reason of encroachment upon fee title land of the United States by the Permittee. The Permittee hereby releases the United States and the Association, their officer, employees, agents, or assigns, from liability for any and all loss or damage of every description or kind whatsoever which may result to the Permittee from the construction, operation, and maintenance of Project works upon said lands; provided that nothing in this Agreement shall be construed as releasing the United States or the Association from liability for their own negligence.

(c) If the maintenance or repair of any or all structures and facilities of the United States located on the easement area should be made more expensive by reason of the existence of the encroachment improvements or works of the Association or its Contractor will promptly pay to the United States or the Association, their agents or assigns, responsible for operation and maintenance of said structures or facilities, the full amount of such additional expense upon receipt of an itemized bill.

6. RELEASE FROM LIABILITY: The Permittee hereby releases the United States and the Association their officers, employees, agents, or assigns, from liability for any and all loss or damage of every description or kind whatsoever, which may result to the Permittee from the construction, operation, and maintenance of Project Works upon said lands, provided that nothing in this Agreement shall be construed as releasing the United States or the Association, from liability for their own negligence. Nothing herein shall be deemed to increase the liability of the United States beyond the provisions of the Federal Tort Claims Act, Act of June 25, 1948, 62 Stat. 989 (28 U.S.C. § 1346(b), 2671 et seq.) or other applicable law.

7. PERMITTEE TO DEFEND TITLE: The Permittee shall defend the United States and the Association from and against any action which challenges the Permittee's use of Project right-of-way or facilities under this Agreement, provided the United States or the Association promptly tenders such defense prior to the time an answer is due in the proceedings.

8. INTERFERENCE PROHIBITED: The Permittee shall use, occupy, and maintain said facilities with due care to avoid damage to or obstruction of the Association or other structures of the United States, or any interference in any way with the operation and maintenance of the same.

9. RECLAMATION LAND USE STIPULATION: There is reserved from the rights herein granted, the prior rights of the United States acting through the Bureau of Reclamation, Department of the Interior, to construct, operate, and maintain public works now or hereafter authorized by the Congress without liability for severance or other damage to the grantee's work; provided, however, that if such reserved rights are not identified in at least general terms in this grant and exercised for works authorized by the Congress within ten (10) years following the date of this grant, they will not be exercised unless the grantee, or grantee's successor in interest is notified of the need, and grants an extension or waiver. If no extension or waiver is granted, the Government will compensate, or institute mitigation measures for any resultant damages to works placed on said lands pursuant to the rights herein granted. Compensation shall be in the amount of the cost of reconstruction of grantee's works to accommodate the exercise of the Government's reserved rights. As alternatives to such compensation, the United States, at its option and at its own expense, may mitigate the damages by reconstructing the

grantee's works to accommodate the Government facilities, or may provide other adequate mitigation measures for any damage to the grantee's property or right. The decision to compensate or mitigate is that of the appropriate Regional Director.

10. PROTECTION OF UNITED STATES INTERESTS: The Permittee shall comply with all applicable laws, ordinances, rules, and regulations enacted or promulgated by any Federal, state, or local governmental body having jurisdiction over the encroachment.

11. UNRESTRICTED ACCESS: The United States reserves the right of its officers, agents, and employees at all times to have unrestricted access and ingress to, passage over, and egress from all of said lands, to make investigations of all kinds, dig test pits and drill test holes, to survey for and construct reclamation and irrigation works and other structures incident to Federal Reclamation Projects, or for any purpose whatsoever.

12. HAZARDOUS MATERIALS:

(a) The Permittee may not allow contamination or pollution of Federal lands, waters or facilities and for which the Permittee has the responsibility for care, operation, and maintenance by its employees or agents and shall take reasonable precautions to prevent such contamination or pollution by third parties. Substances causing contamination or pollution shall include but are not limited to hazardous materials, thermal pollution, refuse, garbage, sewage effluent, industrial waste, petroleum products, mine tailings, mineral salts, misused pesticides, pesticide containers, or any other pollutants.

(b) The Permittee shall comply with all applicable Federal, State, and local laws and regulations, and Reclamation policies and directives and standards, existing or hereafter enacted or promulgated, concerning any hazardous material that will be used, produced, transported, stored, or disposed of on or in Federal lands, waters or facilities.

(c) “Hazardous material” means any substance, pollutant, or contaminant listed as hazardous under the Comprehensive Environmental Response, Compensation, and Liability Act of 1980, as amended, 42 U.S.C. §9601, et seq., and the regulations promulgated pursuant to that Act.

(d) Upon discovery of any event which may or does result in contamination or pollution of Federal lands, waters or facilities, the Permittee shall initiate any necessary emergency measures to protect health, safety and the environment and shall report such discovery and full details of the actions taken to the Contracting Officer. Reporting may be within a reasonable time period. A reasonable time period means within twenty-four (24) hours of the time of discovery if it is an emergency or by the first working day if it is a non-emergency. An emergency is any situation that requires immediate action to reduce or avoid endangering public health and safety or the environment.

(e) Violation of any of the provisions of this Article, as determined by the Contracting Officer, may constitute grounds for termination of this contract. Such violations require immediate corrective action by the Permittee and shall make the Permittee liable for the cost of full and complete remediation and/or restoration of any Federal resources or facilities that are adversely affected as a result of the violation.

(f) The Permittee agrees to include the provisions contained in paragraphs (a) through (e) of this Article in any assignment, sublease, or other subcontract or third-party contract it may enter into pursuant to this Lease.

(g) Reclamation agrees to provide information necessary for the Permittee using reasonable diligence, to comply with the provisions of this Article.

13. PEST CONTROL:

(a) The Permittee shall not permit use of any pesticides on Federal lands without prior written approval by Reclamation. The Permittee shall submit to Reclamation for approval an Integrated Pest Management Plan (IPMP) thirty (30) days in advance of pesticide application.

(b) All pesticides used shall be in accordance with the current registration, label direction, or other directives regulating their use (State Department of Agriculture, Department of Ecology, OSHA, etc.) and with applicable Reclamation policy and directives and standards. Applicators will meet applicable State training or licensing requirements. Records maintenance shall be in accordance with State requirements. Records maintenance shall be in accordance with State requirements and such records shall be furnished to Reclamation not later than five (5) working days after any application of a pesticide.

(c) Any equipment, tools, and machines used for pesticide application shall be in good repair and suitable for such use. Equipment shall be calibrated prior to the spraying season and as deemed necessary by Reclamation.

(d) Mixing, disposal, and cleaning shall be done where pesticide residues cannot enter storm drains, sewers, or other non-target areas.

(e) The Permittee shall initiate any necessary measures for containment and clean up of pesticide spills. Spills shall be reported to the Contracting Officer with full details of the actions taken. Reporting may be within a reasonable time period. A reasonable time period means within twenty-four (24) hours of the spill if it is an emergency, or by the first working day if it is a non-emergency. An emergency is any situation that requires immediate action to reduce or avoid endangering public health and safety or the environment.

(f) Aerial application of pesticides is prohibited without prior written consent by Reclamation's designated representative.

(g) The Permittee agrees to include the provisions contained in paragraph (a) through (f) of this Article in any subcontract or third-party contract it may enter into pursuant to this contract.

14. ILLEGAL USE: Any activity deemed to be illegal on Federal lands will be cause for immediate termination of the use authorization.

15. REMOVAL OF FACILITIES: The United States, its agents or assigns, will determine if the Permittee's facilities will be removed upon termination. If the United States, its agents or assigns, determines that the facility shall be removed, removal will be made within thirty (30) days after termination, and the site will be restored as nearly as practicable to its

original condition. Removal of the facilities and restoration of the site will be at the sole expense of the Permittee.

16. NO WARRANTY: The United States makes no warranty, expressed or implied, as to the extent or validity of the grant contained herein.

17. COVENANT AGAINST CONTINGENT FEES: The Permittee warrants that no person or selling agency has been employed or retained to solicit or secure this Agreement upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, excepting bona fide employees or bona fide established commercial agencies maintained by the Permittee for the purpose of securing business. For breach or violation of this warranty, the United States shall have the right to annul this Agreement without liability or in its discretion to require the Permittee to pay, in addition to the Agreement consideration, the full amount of such commission, percentage, brokerage, or contingent fee.

18. DISCOVERY OF CULTURAL RESOURCES: The Permittee shall immediately provide an oral notification to Reclamation's authorized official of the discovery of any and all antiquities or other objects of archaeological, cultural, historic, or scientific interest on Reclamation lands. The Permittee shall follow up with a written report of their finding(s) to Reclamation's authorized official within forty-eight (48) hours. Objects under consideration include, but are not limited to, historic or prehistoric ruins, human remains, funerary objects, and artifacts discovered as a result of activities under this authorization. The Permittee shall immediately cease the activity in the area of the discovery, make a reasonable effort to protect such discovery, and wait for written approval from the authorized official before resuming the activity. Protective and mitigative measures specified by Reclamation's authorized official shall be the responsibility of the Permittee.

19. ENVIRONMENTAL COMPLIANCE: The Permittee agrees to abide by all applicable Federal, State, and local laws and regulations pertaining to pollution control and environmental protection.

20. LANDSCAPE PRESERVATION AND NATURAL BEAUTY:

(a) The Permittee shall exercise care to preserve the natural landscape and shall conduct its construction operations so as to prevent any unnecessary destruction, scarring, or defacing of the natural surroundings in the vicinity of the work. Except where clearing is required for permanent works, all trees, native shrubbery, and vegetation shall be preserved and shall be protected from damage which may be caused by the Permittee's construction operations and equipment. Movement of crews and equipment within the rights-of-way and over routes provided for access to the work shall be performed in a manner to prevent damage to grazing land, crops, or property.

(b) Upon completion of the proposed work, the construction site shall be smoothed and graded in a manner to conform to the natural topography of the landscape and shall be repaired, replanted, reseeded, or otherwise corrected as directed by the Contracting Officer at the Permittee's expense. The construction site shall include but not be limited to shoulders of the trail, equipment travel areas, cut and fill slopes, areas on United States lands used for staging materials, equipment and personnel, etc.

21. OFFICIALS NOT TO BENEFIT: No member of Congress shall be admitted to any share or part of any contract or agreement made, entered into, or accepted by or on behalf of the United States, or to any benefit to arise thereupon.

22. SUCCESSORS IN INTEREST OBLIGATED: The provisions of this Agreement shall inure to the benefit of and be binding upon the heirs, executors, administrators, personal representatives, successors, and assigns of the parties hereto; provided, however, that no such heir, executor, administrator, personal representative, successor or assign of the Permittee shall have the right to use, alter, or modify the encroachment in a manner which will increase the burden of the encroachment of the Easement of the United States.

23. SPECIAL PROVISIONS: The Special Provisions, attached hereto, are hereby made a part of this Agreement the same as if they had been expressly set forth herein.

See Exhibit "A"

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

UNITED STATES OF AMERICA

By: _____
Area Manager

PERMITTEE

SPANISH FORK CITY

By:_____
Title:

CONCUR:

STRAWBERRY WATER USERS ASSOCIATION

By: _____
Jeremy Sorenson
General Manager

ACKNOWLEDGMENT OF THE UNITED STATES

State of UT)
) ss.
County of UT)

On this _____ day of _____, 20____, personally appeared before me _____, known to me to be the _____ of the Provo Area Office, Bureau of Reclamation, Upper Colorado Region, United States Department of Interior, the signer of the above instrument, who duly acknowledged to me that he executed the same on behalf of the United States of America pursuant to authority delegated to him.

(NOTARY SEAL) _____
Notary Public

ACKNOWLEDGMENT OF SPANISH FORK

State of UT)
) ss.
County of UT)

On this _____ day of _____, 20___, personally appeared before me _____, known to me to be the _____ of SPANISH FORK CITY, the signer of the above instrument, who duly acknowledged to me that he executed the same on behalf of the City pursuant to authority delegated to him/her.

(NOTARY SEAL) _____
Notary Public

EXHIBIT “A”

PROTECTION CRITERIA

A. For and in consideration of the Agreement herein granted, Permittee agrees to pay the United States the following amount:

An application fee of $100, and:

B. Prior to the expiration of the term of this Agreement, and upon application in writing by Permittee and approval by the United States and the Association, this Agreement may be renewed for such period as the parties hereto may agree upon. If so renewed, the consideration to be paid for renewal will be determined by reappraisal by the United States. Furthermore, the renewed Agreement, will be subject to the regulations existing at the time of renewal and such other terms and conditions as may be deemed necessary by the United States and the Association to protect the public interest or its projects

C. The Permittee shall notify the United States at (801) 379-1000 and the Association at (801) 465-9273, five (5) days in advance of its intent to commence any construction operations associated with rights herein granted.

D. Existing gravity drainage of the United States rights-of-way must be maintained. No new concentration of surface or subsurface drainage may be directed onto or under the United States rights-of-way without adequate provision for removal of drainage water or adequate protection of the United States rights-of-way.

E. During construction, operation, and maintenance, the Permittee shall be particularly alert to take all reasonable and necessary precautions to protect and preserve historic or prehistoric ruins and artifacts on or adjacent to the lands herein described. Should sites, ruins, or artifacts be discovered during these operations, the Permittee will immediately suspend work involving the area in question, and advise the United States of suspected values. The Permittee shall promptly have the area inspected to determine significance of values and to consult with the United States on appropriate actions to follow (recovery, etc., and resumption of work). Cost of any recovery work shall be borne by the Permittee. The Permittee shall provide the United States with a copy of any cultural resources survey reports concerning sites located on the lands described herein and shall develop a mitigation plan acceptable to the Utah State Historic Preservation officer (SHPO) for those significant sites subject to an adverse impact. All objects of antiquity recovered from public lands are the property of the United States and shall be turned over to the Bureau of Reclamation. The Permittee is responsible for obtaining required Utah SHPO clearance for any additional survey and report completed.

Any person who knows or has reason to know that he or she has inadvertently discovered possible human remains on Federal or Tribal land, must provide immediate telephone notification of the inadvertent discovery to the Bureau of Reclamation Provo Area Office archaeologist. Work will stop until the proper authorities are able to assess the situation on site. This action must promptly be followed by written confirmation to the responsible Federal Agency official with respect to Federal lands. On Tribal lands, it is to be reported to the responsible Indian Tribal official. This requirement is prescribed under the Native American Graves Protection and Repatriation Act (P.L. 101-601; 104 Stat. 3042) of November 1990.

F. Prior to construction of any structure that encroaches within United States rights-of-way, an excavation must be made to determine the location of existing United States facilities. The excavation must be made by or in the presence of the Association or the United States.

G. Any contractor or individual constructing improvements in, on, or along United States rights-of-way must limit his construction to the encroachment structure previously approved and construct the improvements strictly in accordance with plans or specifications.

H. All United States land areas where soils and surface materials are disturbed through actions incident to construction, operation and maintenance shall be restored to their natural state insofar as practical by water barring, scarifying, leveling and reseeding, or other practices as prescribed by the United States and to its satisfaction.

I. The Permittee shall restore any damaged or disturbed improvements such as fences, roads, watering facilities, etc., encountered during construction, maintenance, and operation. Functional use of these improvements must be maintained at all times.

J. Within sixty (60) days after conclusion of construction operations, all construction materials and related litter and debris, including vegetative cover accumulated through land clearing, shall be disposed of in an appropriate manner (State of Utah approved sanitary landfill).

K. The owner of newly constructed facilities that encroach on United States rights-of-way shall notify the United States and/or the Association upon completion of construction and shall provide the Association with one copy and the United States with two copies of as-built drawings showing actual improvements in, on, or along the rights-of-way. Also, provide one copy of drawings on a CD in the most recent version of AutoCAD format or other format approved by United States, Bureau of Reclamation, within 30 days of completion.

L. Except in case of ordinary maintenance and emergency repairs, an owner of encroaching facilities shall give the Association at least 10 days notice in writing before entering upon United States rights-of-way for the purpose of reconstructing, repairing, or removing the encroaching structure or performing any work on or in connection with the operation of the encroaching structure.

M. If unusual conditions are proposed for the encroaching structure or unusual field conditions within United States rights-of-way are encountered, the United States reserves the right to impose more stringent criteria than those prescribed herein.

N. All backfill material within United States rights-of-way shall be compacted to 95 percent of maximum density unless otherwise shown. Mechanical compaction shall not be allowed within 6 inches of the projects works whenever possible. In no case will mechanical compaction using heavy equipment be allowed over the project works or within 18 inches horizontally of the projects works.

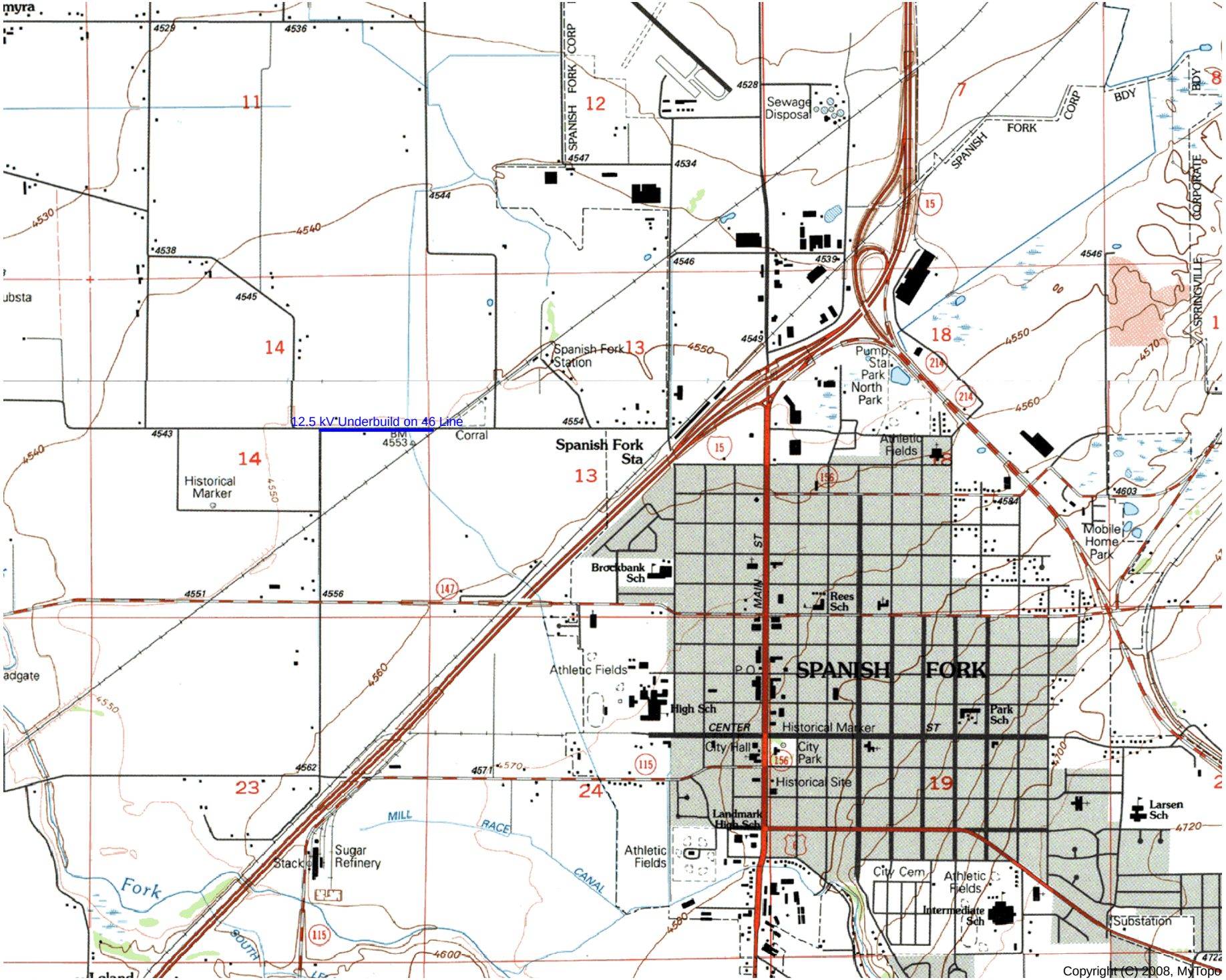
O. That the backfilling of any excavation or around any structure within the United States rights-of-way shall be compacted in layers not exceeding 6 inches thick to the following requirements: (1) cohesive soils to 90 percent maximum density specified by ASTM Part 19, D-698, method A; (2) non-cohesive soils to 70 percent relative density specified by ANSI/ASTM Part 19, d-2049, par. 7.1.2, wet method.

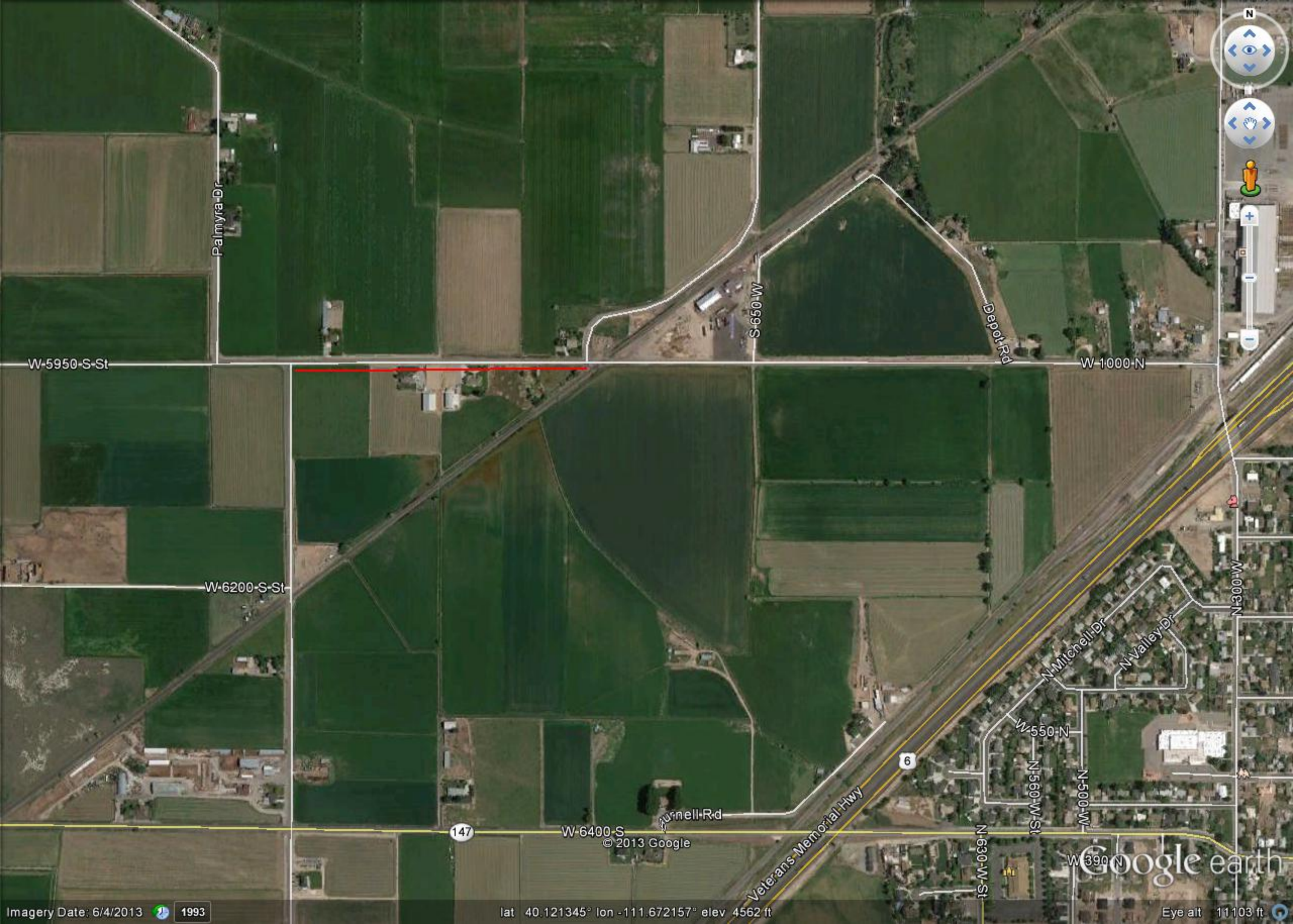
P. Any nonmetallic encroaching structure below ground level shall be accompanied with warning tape. This tape shall be located 12 inches above the structure and extend from the right-of-way to right-of-way. If the encroaching structure is nonmetallic, the warning tape must include a metallic strip.

Q. No use of United States lands or rights-of-way shall be permitted that involve the storage of hazardous material.

R. Utility pipe crossing of Reclamation pipelines must be approved on an individual basis. Metal pipes which do not have a dielectric coating will require a polyethylene plastic wrap for corrosion protection of Reclamation's pipeline by induced current from utility crossings.

S. For all utility crossings, a permanent placard shall be placed at each point that the utility enters or exits the right-of-way of the United States. This placard shall identify the type of utility located below it, the name of the utility company and a telephone number where the utility company can be reached.




Palmyra Dr
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Veterans-Memorial-Hwy
6
N-Mitchell-Dr
N-Valley-Dr
N-300-W
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Google earth
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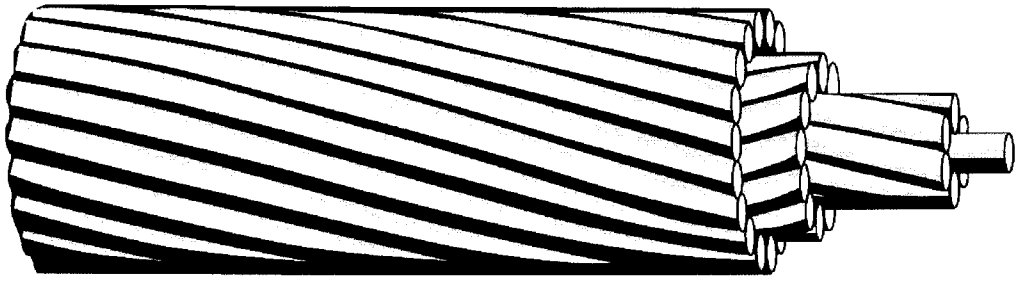
ACSR

Aluminum Conductor. Steel Reinforced . Bare.



APPLICATIONS

Used as bare overhead transmission conductor and as primary and secondary distribution conductor and messenger support. ACSR offers optimal strength for line design. Variable steel core stranding enables desired strength to be achieved without sacrificing ampacity.

SPECIFICATIONS

Southwire's ACSR bare conductor meets or exceeds the following ASTM specifications:

- B230 Aluminum 1350-H19 Wire for Electrical Purposes.
- B232 Concentric-Lay-Stranded Aluminum Conductors, Coated-Steel Reinforced (ACSR).
- B498 Zinc-Coated (Galvanized) Steel Core Wire for Use in Overhead Electrical Conductors.
- B500 Metallic Coated Stranded Steel Core for Use in Overhead Electrical Conductors.

CONSTRUCTION

- Aluminum 1350-H19 wires, concentrically stranded about a steel core. Standard core wire for ACSR is class A galvanized.
- Class A core stranding is also available in zinc-5% aluminum-mischmetal alloy coating.
- For aluminum-clad (AW) ACSR, please refer to the ACSR/AW catalog sheet
- Additional corrosion protection is available through the application of grease to the core or infusion of the complete cable with grease.
- ACSR conductor is also available in non-specular.

Southwire
One Southwire Drive
Carrollton, Ga. 30119 USA

MADE IN ★ THE USA

ACSR

Code Word	Size (AWG or kcmil)	Strand-ing (Al/Stl)	Diameter (ins.)				Weight Per 1000 ft. (lbs.)			Content (%)		Rated Strength (lbs.)	Resistance OHMS/1000 ft.		Allowable Ampacity† (Amps)
			Individual Wires		Steel Core	Complete Cable	Al	Stl	Total	Al	Stl		DC @ 20°C	AC @ 75°C	
			Al	Stl											
Turkey	6	6/1	.0661	.0661	.0661	.198	24	12	36	67.88	32.12	1190	.641	.806	105
Swan	4	6/1	.0834	.0834	.0834	.25	39	18	57	67.87	32.12	1860	.403	.515	140
Swanate	4	7/1	.0772	.103	.103	.257	39	28	67	58.1	41.9	2360	.399	.519	140
Sparrow	2	6/1	.1052	.1052	.1052	.316	62	29	91	67.9	32.1	2850	.254	.332	184
Sparate	2	7/1	.0974	.1298	.1298	.325	62	45	107	58.12	41.88	3460	.251	.338	184
Robin	1	6/1	.1181	.1181	.1181	.354	78	37	115	67.88	32.12	3550	.201	.268	212
Raven	1/0	6/1	.1327	.1327	.1327	.398	99	47	145	67.89	32.11	4380	.159	.217	242
Quail	2/0	6/1	.1489	.1489	.1489	.447	124	59	183	67.88	32.12	5310	.126	.176	276
Pigeon	3/0	6/1	.1672	.1672	.1672	.502	156	74	230	67.87	32.13	6620	.100	.144	315
Penguin	4/0	6/1	.1878	.1878	.1878	.563	197	93	291	67.88	32.12	8350	.0795	.119	357
Waxwing	**266.8**	**18/1**	**.1217**	**.1217**	**.1217**	**.609**	**250**	**39**	**289**	**86.43**	**13.57**	**6880**	**.0643**	**.0787**	**449**
Partridge	266.8	26/7	.1013	.0788	.2363	.642	251	115	367	68.51	31.49	11300	.0637	.0779	475
Ostrich	300	26/7	.1074	.0835	.2506	.68	283	130	412	68.51	31.49	12700	.0567	.0693	492
Merlin	336.4	18/1	.1367	.1367	.1367	.684	315	49	365	86.43	13.57	8680	.0510	.0625	519
Linnet	336.4	26/7	.1137	.0885	.2654	.72	317	146	462	68.51	31.49	14100	.0505	.0618	529
Oriole	336.4	30/7	.1059	.1059	.3177	.741	318	209	526	60.35	39.65	17300	.0502	.0613	535
Chickadee	397.5	18/1	.1486	.1486	.1486	.743	373	58	431	86.43	13.57	9940	.0432	.0529	576
Brant	397.5	24/7	.1287	.0858	.2574	.772	374	137	511	73.21	26.79	14600	.0430	.0526	584
Ibis	397.5	26/7	.1236	.0962	.2885	.783	374	172	546	68.51	31.49	16300	.0428	.0523	587
Lark	397.5	30/7	.1151	.1151	.3453	.806	375	247	622	60.35	39.65	20300	.0425	.0519	594
Pelican	**477**	**18/1**	**.1628**	**.1628**	**.1628**	**.814**	**447**	**70**	**517**	**86.44**	**13.56**	**11800**	**.0360**	**.0442**	**646**
Flicker	477	24/7	.141	.094	.2819	.846	449	164	614	73.21	26.79	17200	.0358	.0439	655
Hawk	477	26/7	.1354	.1053	.316	.858	449	207	656	68.51	31.49	19500	.0356	.0436	659
Hen	477	30/7	.1261	.1261	.3783	.883	450	296	746	60.35	39.65	23800	.0354	.0433	666
Osprey	556.5	18/1	.1758	.1758	.1758	.879	522	82	603	86.43	13.57	13700	.0308	.0379	711
Parakeet	556.5	24/7	.1523	.1015	.3045	.914	524	192	716	73.21	26.79	19800	.0307	.0376	721
Dove	556.5	26/7	.1463	.1138	.3413	.927	524	241	765	68.51	31.49	22600	.0306	.0375	726
Eagle	556.5	30/7	.1362	.1362	.4086	.953	525	345	871	60.35	39.65	27800	.0303	.0372	734
Peacock	605	24/7	.1588	.1059	.3177	.953	570	209	779	73.2	26.8	21600	.0282	.0346	760
Squab	605	26/7	.1525	.1186	.3559	.966	570	262	832	68.51	31.49	24300	.0281	.0345	765
Wood Duck	605.0	30/7	.142	.142	.426	.994	571	375	946	60.35	39.65	28900	.0279	.0342	774
Teal	605.0	30/19	.142	.0852	.426	.994	571	367	939	60.86	39.14	30000	.0279	.0342	773
Kingbird	636	18/1	.188	.188	.188	.94	596	94	690	86.43	13.57	15700	.0270	.0332	773
Swift	636.0	36/1	.1329	.1329	.1329	.93	596	47	643	92.72	7.28	13690	.0271	.0334	769
Rook	636	24/7	.1628	.1085	.3256	.977	599	219	818	73.22	26.78	22600	.0268	.0330	784
Grosbeak	636	26/7	.1564	.1216	.3649	.991	599	275	874	68.51	31.49	25200	.0267	.0328	789

BROOKS
MANUFACTURING CO.

Douglas Fir Distribution Crossarms

Boring Specifications

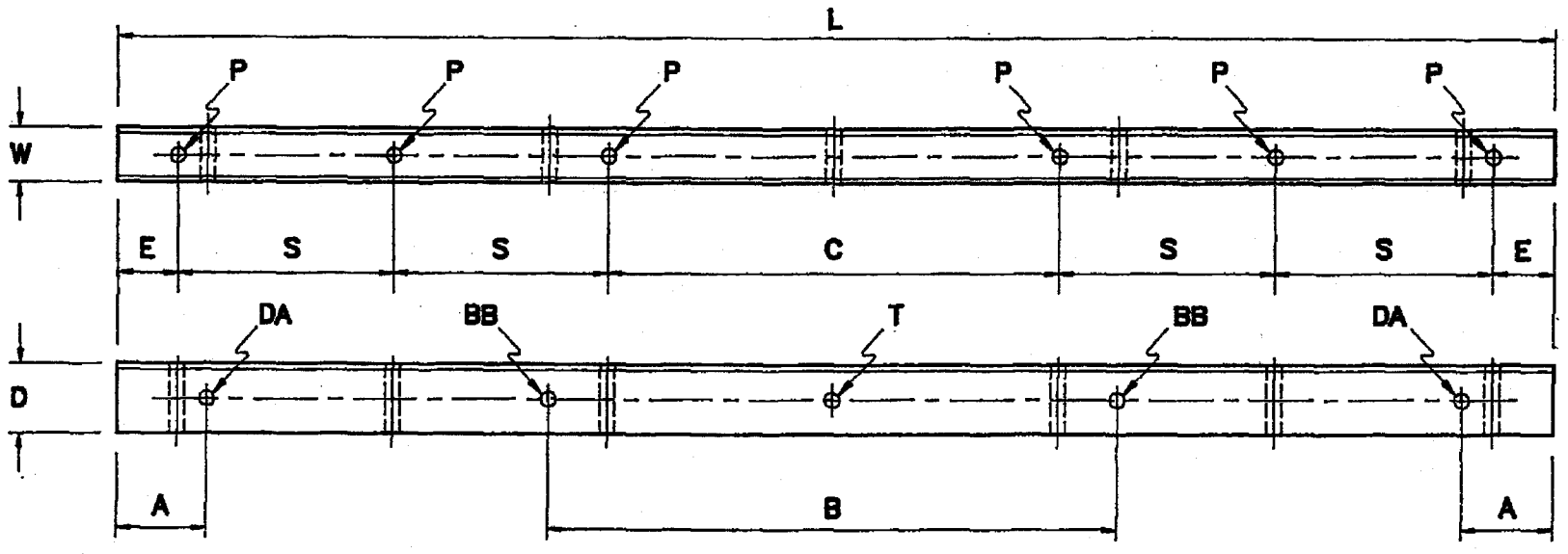
Important: When ordering crossarms, be careful to specify exactly what is required. If a verbal or written description is questionable, send a descriptive sketch or drawing which details the requirement. Orders for specially manufactured crossarms are not subject to cancellation if production has started, nor may they be returned if a mistake is made in ordering.

It is suggested boring instructions should be forwarded to us in the following manner(s):

1. Supply the applicable utility drawing or drawing number.
2. Reference BROOKS part number or previous production order.
3. Submit a sketch, preferably a completed copy of the ordering template below.
4. Use a verbal or written description that identifies the variables noted below.

Crossarm Ordering Template

Hole location, size, and orientation (vertical or horizontal) must be well specified. A template can assist in providing this data. The example template illustrated is for a 6-pin tangent crossarm with a symmetric pattern and horizontal brace bolt holes. This template can be adapted to other symmetrical configurations such as 2-pin and 4-pin. Please provide separate sketches for alley construction, unbalanced framing or offset patterns.



Arm Size	**W**	= _____	Width (top face)
	D	= _____	Depth (side face)
	L	= _____	Overall Length
Pin Holes		_____	Number of Pin Holes
	P	= _____	Pin Hole Diameter
	C	= _____	Center Spacing
	E	= _____	End Distance
	S	= _____	Side Spacing
Brace Bolt Hole	**BB**	= _____	Brace Bolt Hole Diameter
	B	= _____	MHC Brace Bolt Spacing
		_____	Specify Orientation: **V** (Vertical) **H** (Horizontal)
Pole Through Bolt	**T**	= _____	Pole Through Bolt Hole Diameter
Double Arming Bolt		_____	Holes Required? **Y** (Yes) **N** (No)
	A	= _____	End Distance
	DA	= _____	Bolt Hole Diameter

Please refer to the example for the Crossarm Ordering Template on page A4.

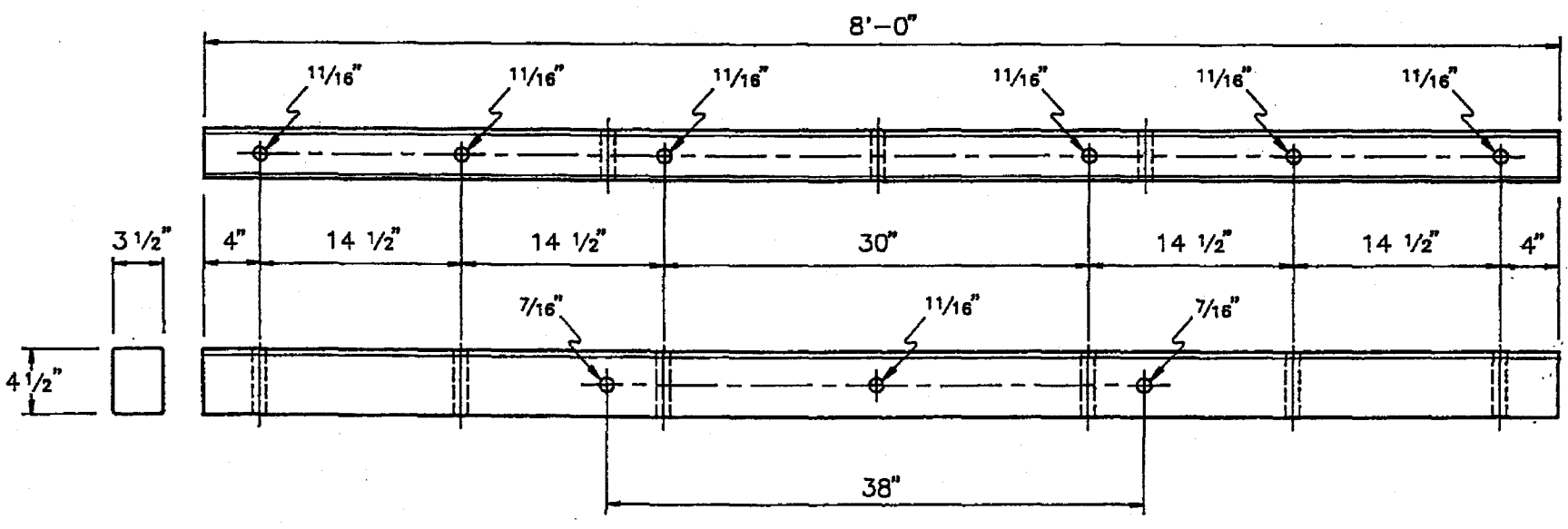
BROOKS
MANUFACTURING CO.

Douglas Fir Distribution Crossarms
Boring Specifications

Example

If the ordering template were completed in the following manner, crossarms would be manufactured as illustrated.

Arm Size	**W**	= 3½"	Width (top face)
	D	= 4½"	Depth (side face)
	L	= 8'	Overall Length
Pin Holes		6	Number of Pin Holes
	P	= 11/16"	Pin Hole Diameter
	C	= 30"	Center Spacing
	E	= 4"	End Distance
	S	= 14½"	Side Spacing
Brace Bolt Hole	**BB**	= 7/16"	Brace Bolt Hole Diameter
	B	= 38"	MHC Brace Bolt Spacing
		H	Specify Orientation: **V** (Vertical) **H** (Horizontal)
Pole Through Bolt.....	**T**	= 11/16"	Pole Through Bolt Hole Diameter
Double Arming Bolt		N	Holes Required? **Y** (Yes) **N** (No)
	A	=____	End Distance
	DA	=____	Bolt Hole Diameter

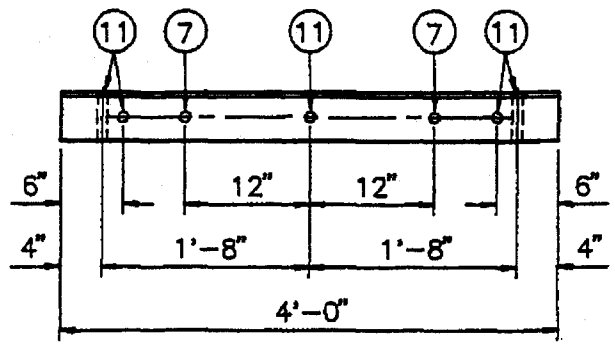


BROOKS
MANUFACTURING CO.

REA Distribution Crossarms

Drilling guide M19 and cross section dimensions per REA specification DT-5B.

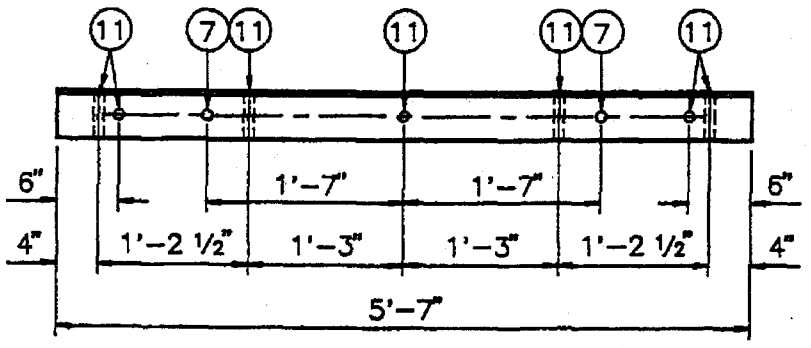
Type 01



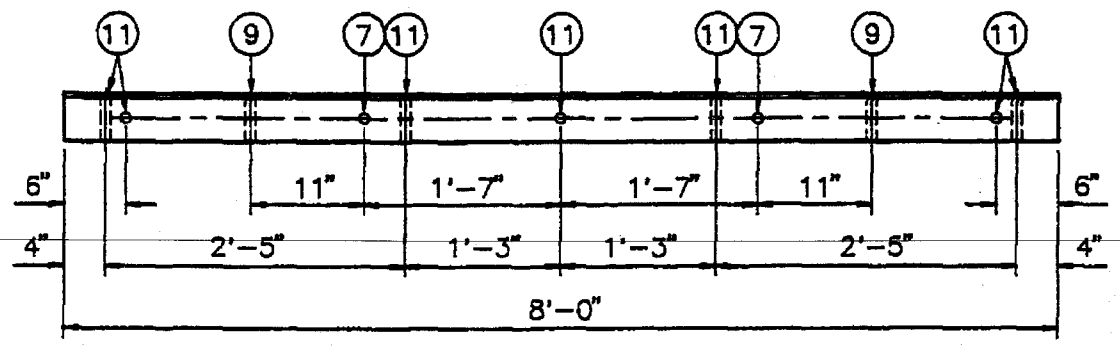
Hole Size Key

- 7 — 7/16" Diameter
- 9 — 9/16" Diameter
- 11 — 11/16" Diameter

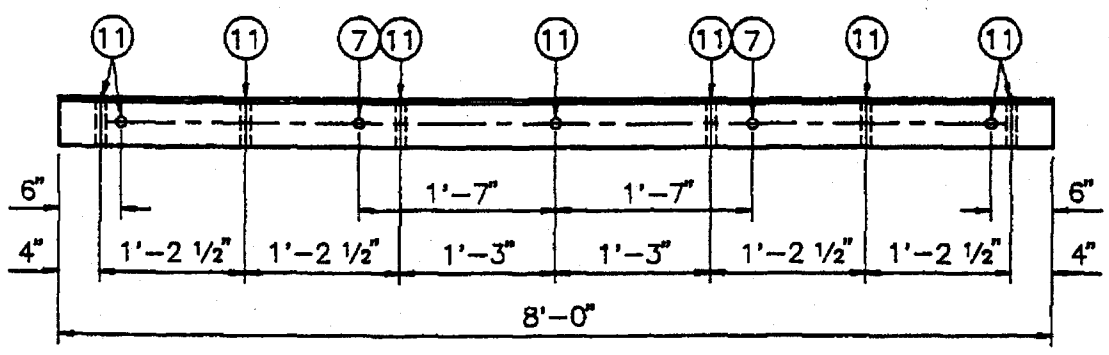
Type 02



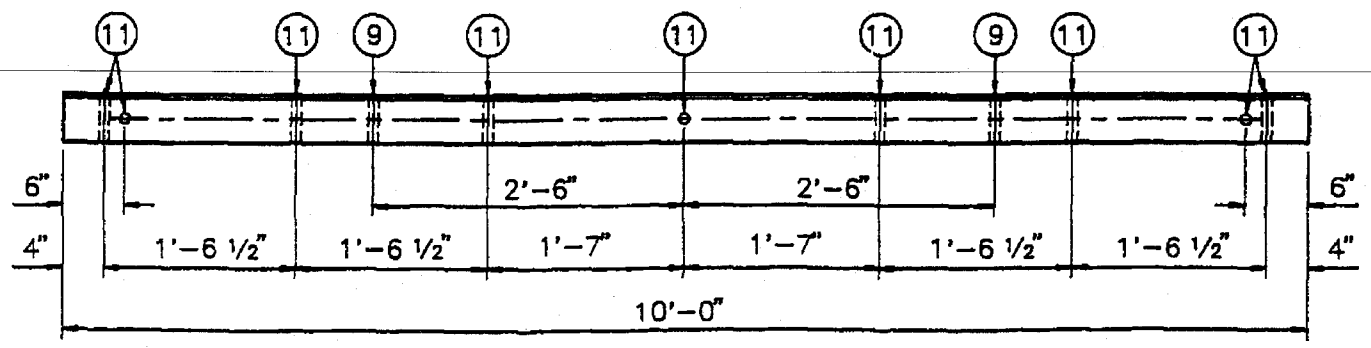
Type 03



Type 04



Type 05



Please contact BROOKS for specific catalog numbers when ordering REA distribution crossarms.

REDEVELOPMENT AGENCY MEETING

PUBLIC NOTICE is hereby given that the Redevelopment Agency of Spanish Fork, Utah, will hold a public meeting in the City Council Chambers in the City Office Building, **40 South Main Street**, Spanish Fork, Utah, commencing at **6:00 p.m. on February 4, 2014.**

AGENDA ITEMS:

1. CALL TO ORDER:

2. CONSENT ITEMS:
   These items are considered by the City Council to be routine and will be enacted by a single motion. If discussion is desired on any particular consent item, that item may be removed from the consent agenda and considered separately.
   a. *Minutes of Redevelopment Agency Meeting – October 15, 2013

3. PUBLIC HEARING:
   a. FY2014 Budget Revision

ADJOURN:

* Supporting documentation is available on the City's website www.spanishfork.org

Notice is hereby given that:
- In the event of an absence of a quorum, agenda items will be continued to the next regularly scheduled meeting.
- By motion of the Spanish Fork City Council, pursuant to Title 52, Chapter 4 of the Utah Code, the City Council may vote to hold a closed executive meeting for any of the purposes identified in that Chapter.

SPANISH FORK CITY does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in the employment or the provision of services. The public is invited to participate in all Spanish Fork City Council Meetings located at 40 South Main St. If you need special accommodation to participate in the meeting, please contact the City Manager's Office at 798-5000.

Tentative Minutes
Redevelopment Agency Meeting
October 15, 2013

Elected Officials Present: Mayor G. Wayne Andersen, Councilmembers Rod Dart, Richard Davis, Brandon Gordon, Steve Leifson, Keir A. Scoubes.

Staff Present: David Oyler, City Manager; Junior Baker, City Attorney; Seth Perrins, Assistant City Manager; Dave Anderson; Community Development Director; Chris Thompson, Public Works Director; Dale Robinson, Parks & Recreation Director; Kent Clark City Recorder/Finance Director; Steve Adams, Public Safety Director; Angie Warner, Deputy Recorder; Jered Johnson, Engineering Division Manager.

Citizens Present: Krisel Travis, Troy Walker, Bobilyn Bassett, Sam Brinkerhoff, Riley Matsuoka, Jorge Aguero, Hampton Bassett, Brett Proctor, Maddy Shearer, Derrick Brundage, Kevin Payne, Danyelle Payne, Tage Johnson, Mike Mendenhall, Cary Hanks, Carl Creighton, Brock Anderson, Zack Tolbert, Cade Parkinson, Michael T. Adams, Bridger West, Garett Worthen, Stephen Tibbs, David Eliason, Brody Eliason, Kay Christensen, Kayson Christensen.

ADJOURN TO REDEVELOPMENT AGENCY:

Councilman Davis made a **Motion** to adjourn out of City Council Meeting and into Redevelopment Agency Meeting.
Councilman Leifson **Seconded** and the motion **Passed** all in favor at 8:22p.m.

CONSENT ITEMS

a. Minutes of Spanish Fork City Redevelopment Agency Meeting – June 18, 2013

Councilman Dart made a **Motion** to approve the consent items.
Councilman Davis **Seconded** and the motion **Passed** all in favor.

NEW BUSINESS

Resolution 13-02 A Resolution of the Spanish Fork City Redevelopment Agency Dissolving the Swenson Economic Development Area

Junior Baker explained that back in 1994 the Redevelopment Agency created the Swenson Economic Development Area(EDA). IHC has obtained most of this property and has requested that the Swenson EDA be terminated.

Councilman Leifson made a **motion** to **adopt** the Resolution 13-02 A Resolution of the Spanish Fork City Redevelopment Agency Dissolving the Swenson Economic Development Area.
Councilman Scoubes **seconded** and the motion **passed** all in favor with a roll call vote.

ADJOURN BACK TO CITY COUNCIL

Councilman Davis made a **Motion** to adjourn Redevelopment Agency meeting and reconvene back to City Council meeting.
Councilman Gordon **Seconded** and the motion **Passed** all in favor at 8:25p.m.

ADOPTED:

_____
Angie Warner, Deputy Recorder

Memo

To: Mayor and City Council

From: Chris Thompson P.E., Public Works Director/City Engineer

Date: January 31, 2014

Re: Interlocal Cooperative Agreement for NPDES Phase II Storm Water Public Education and Outreach Best Management Practice Compliance

---

Staff Report

RECOMMENDED ACTION

Approve the Interlocal Cooperative Agreement for NPDES Phase II Storm Water Public Education and Outreach Best Management Practice Compliance for the initial annual cost of $4,957.

BACKGROUND

The city was given notice that we had 180 days to prepare and submit a Storm Water Management Plan (SWMP) under the MS4 program. This is a result of being designated part of the greater urban area in the 2010 Census.

This SWMP requires us to have a public education and outreach program. To save cost and redundancy, the cities in Utah County have formed a coalition by agreement to maintain this program. Spanish Fork City has been a member of the coalition for several years with the understanding that we would soon be a Phase II city.

DISCUSSION

This agreement is a renewal of an existing agreement we are currently a part of with the coalition of cities in Utah County. It has been changed to extend to 50 years and allow Eagle Mountain into the coalition.

Attached: agreement

Agreement No. 2014-____

INTERLOCAL COOPERATION AGREEMENT FOR NPDES PHASE II STORM WATER PUBLIC EDUCATION AND OUTREACH BEST MANAGEMENT PRACTICE COMPLIANCE

THIS AGREEMENT, is entered into this _____ day of _____, 2014, by and between PROVO, OREM, PLEASANT GROVE, AMERICAN FORK, SPRINGVILLE, SPANISH FORK, LEHI, PAYSON, UTAH COUNTY, LINDON, HIGHLAND, ALPINE, MAPLETON, SALEM, CEDAR HILLS, and EAGLE MOUNTAIN, political subdivisions of the State of Utah.

WITNESSETH:

WHEREAS, pursuant to the provisions of the Interlocal Cooperation Act, Title 11, Chapter 13, Utah Code Annotated, 1953 as amended, public agencies, including political subdivisions of the State of Utah as therein defined, are authorized to enter into written agreements with one another for joint or cooperative action; and

WHEREAS, the parties to this Agreement are public agencies as defined in the Interlocal Cooperation Act; and

WHEREAS, the parties desire to establish a joint undertaking to comply with National Pollution Discharge Elimination System (NPDES) Phase II Storm Water Permit Coverage;

NOW, THEREFORE, the parties do mutually agree, pursuant to the terms and provisions of the Interlocal Cooperation Act, as follows:

Section 1. EFFECTIVE DATE; DURATION

This Interlocal Cooperation Agreement shall become effective and shall enter into force, within the meaning of the Interlocal Cooperation Act, upon the submission of this Interlocal Cooperation Agreement to, and the approval and execution thereof by Resolution of the governing

bodies of each of the parties to this Agreement. Unless otherwise terminated as provided for herein, this Interlocal Cooperation Agreement shall be effective for a period of up to, but not exceeding, fifty (50) years. This Interlocal Cooperation Agreement shall not become effective until it has been approved by Resolution of all parties and reviewed as to proper form and compliance with applicable law by the attorney authorized to represent each of the parties hereto. Prior to becoming effective, this Interlocal Cooperation Agreement shall be filed with the official keeper of records of each of the parties hereto.

Section 2. ADMINISTRATION OF AGREEMENT

The parties to this Agreement do not contemplate nor intend to establish a separate legal entity under the terms of this Interlocal Cooperation Agreement. The parties hereto agree that, pursuant to Section 11-13-207, Utah Code Annotated, 1953 as amended, UTAH COUNTY shall act as the administrator responsible for the administration of this Interlocal Cooperation Agreement. The parties further agree that this Interlocal Cooperation Agreement does not anticipate nor provide for any organizational changes in the parties. The administrator agrees to keep all books and records in such form and manner as the Utah County Clerk/Auditor shall specify and further agrees that said books shall be open for examination by all parties to this Agreement, at reasonable times. The parties agree that they will not acquire, hold nor dispose of real or personal property pursuant to this Interlocal Agreement during this joint undertaking.

Section 3. PURPOSES

This Interlocal Cooperation Agreement has been established and entered into between the parties, for the purpose of a joint undertaking to comply with NPDES Phase II Storm Water Permit Public Education and Outreach Best Management Practices.

Section 4. MANNER OF FINANCING

The parties agree that they shall provide the following resources and/or assistance for this joint undertaking:

a. COUNTY shall act as the administrator of this Agreement, pursuant to the terms of Section 2 hereof, and shall :

1. Schedule and conduct Utah County Storm Water Coalition meetings which are necessary to correlate activities, set proposed budgets, and provide training opportunities.

2. Provide information regarding best management practices for preventing storm water pollution that can be placed in a newsletter or other form of communication as determined by each member agency to be distributed to the public as each agency deems appropriate.

3. Maintain contract with approved Storm Water Educational Instructor and ensure proper teaching material is being presented. Maintain a master list of approved schools to be given to approved Storm Water Educational Instructor. Provide for each member agency a list of schools visited, the dates of all visits, an estimated number of attending students, and the number of classes taught.

4. Become a central warehouse for storm water educational materials and provide on demand materials for distribution. These materials could include informational pamphlets, activity books, pencils, note pads, magnets, videos, etc.

5. Maintain storage of display information for booths to be used for city and

county activities and other events.

6. Provide, maintain, and promote an information system to the public for the disposal of household materials and chemicals to include internet and phone services. Citizens will be able to call a local, countywide phone number or access a website where gathered information for disposal sites will be distributed.

b. Each party to this agreement will pay to Utah County within 30 days of receipt of an annual invoice from Utah County, the sums listed in Exhibit A to this Agreement, said sums to be used solely for the NPDES Storm Water Phase II Public Education and Outreach Best Management Practices. The sums listed in Exhibit A shall be reviewed, approved, and modified by agency representatives on an annual basis, based on a combination of the percentage of the party's total population to the total population of the County as determined by the most recent Mountainland Association of Government figures and the percentage of the party's total number of schools to the total school count as submitted by the member agencies.

Section 5. METHOD OF TERMINATION

This Interlocal Cooperation Agreement will automatically terminate at the end of its term herein, pursuant to the provisions of paragraph one (1) of this Agreement. Prior to the automatic termination at the end of the term of this Agreement, any party to this Agreement may terminate its participation in and responsibilities under this Agreement at any time and for any reason by providing a sixty (60) day written notice of termination to the other parties. This Agreement may not be terminated in any event, if termination would cause a violation of the parties' NPDES Storm Water Permit.

Section 6. INDEMNIFICATION

The parties to this Agreement are public entities. Each party agrees to indemnify and save harmless the other for damages, claims, suits, and actions arising out of a negligent error or omission of its own officials or employees in connection with this Agreement.

Section 7. ADDITION OF OTHER MEMBERS

Other entities may become parties to this Interlocal Cooperation Agreement, by executing an Addendum to this Agreement. In order for an entity to be added to this Agreement by Addendum, the Addendum must be approved by resolution of the governing body of the entity to be added and the Addendum must be reviewed for proper form and compliance with applicable law by the attorney for the entity to be added. Prior to becoming effective, this Interlocal Cooperation Agreement and any Addendum shall be filed with the official keeper of records of the entity being added to this Agreement.

Section 8. FILING OF INTERLOCAL COOPERATION AGREEMENT

Executed copies of this Interlocal Cooperation Agreement shall be filed with the official keeper of records of all parties to this Agreement and shall remain on file for public inspection during the term of this Interlocal Cooperation Agreement.

Section 9. ADOPTION REQUIREMENTS

This Interlocal Cooperation Agreement shall be (a) approved by Resolution of the governing body of each of the parties, (b) executed by a duly authorized official of each of the parties (c) submitted to and approved by an Authorized Attorney of each of the parties, as required by Section 11-13-202.5(3), Utah Code Annotated, 1953 as amended, and (d) filed in the official records of each party.

Section 10. LAWFUL AGREEMENT

The parties represent that each of them has lawfully entered into this Agreement, having complied with all relevant statutes, ordinances, resolutions, by-laws, and other legal requirements applicable to their operation.

Section 11. AMENDMENTS

This Interlocal Cooperation Agreement may not be amended, changed, modified or altered except by an instrument in writing which shall be (a) approved by Resolution of the governing body of each of the parties, (b) executed by a duly authorized official of each of the parties, (c) submitted to and approved by an Authorized Attorney of each of the parties, as required by Section 11-13-202.5(3), Utah Code Annotated, 1953 as amended, and (d) filed in the official records of each party.

Section 12. SEVERABILITY

If any term or provision of the Interlocal Cooperation Agreement or the application thereof shall to any extent be invalid or unenforceable, the remainder of this Interlocal Cooperation Agreement, or the application of such term or provision to circumstances other than those with respect to which it is invalid or unenforceable, shall not be affected thereby, and shall be enforced to the extent permitted by law. To the extent permitted by applicable law, the parties hereby waive any provision of law which would render any of the terms of this Interlocal Cooperation Agreement unenforceable.

Section 13. NO PRESUMPTION

Should any provision of this Agreement require judicial interpretation, the Court interpreting or construing the same shall not apply a presumption that the terms hereof shall be more strictly construed against the party, by reason of the rule of construction that a document is to be construed more strictly against the person who himself or through his agents prepared the same, it being

acknowledged that all parties have participated in the preparation hereof.

Section 14. BINDING AGREEMENT

This Agreement shall be binding upon the heirs, successors, administrators, and assigns of each of the parties hereto.

Section 15. NOTICES

All notices, demands and other communications required or permitted to be given hereunder shall be in writing and shall be deemed to have been properly given if delivered by hand or by certified mail, return receipt requested, postage paid, to the parties' recorder or clerk/auditor as the case may be; or at such other addresses as may be designated by notice given hereunder.

Section 16. ASSIGNMENT

The parties to this Agreement shall not assign this Agreement, or any part hereof, without the prior written consent of all other parties to this Agreement. No assignment shall relieve the original parties from any liability hereunder.

Section 17. GOVERNING LAW

All questions with respect to the construction of this Interlocal Cooperation Agreement, and the rights and liability of the parties hereto, shall be governed by the laws of the State of Utah.

Section 18. ENTIRE AGREEMENT

This Agreement shall constitute the entire Agreement between the parties and any prior understanding or representation of any kind proceeding the date of this Agreement shall not be binding upon either party except to the extent incorporated in this Agreement.

IN WITNESS WHEREOF, the parties have signed and executed this Interlocal Cooperation Agreement, after resolutions duly and lawfully passed, on the dates listed below:

UTAH COUNTY

Authorized by Resolution No. _____, authorized and passed on the _____ day of _____, 2014.

BOARD OF COUNTY COMMISSIONERS
UTAH COUNTY, UTAH

By:_____
GARY J. ANDERSON, Chairman

ATTEST: Bryan Thompson
Utah County Clerk/Auditor

By:_____
Deputy

APPROVED AS TO PROPER FORM AND
COMPLIANCE WITH APPLICABLE LAWS:
Jeff Buhman, Utah County Attorney

By: _____
Deputy Utah County Attorney

PROVO CITY STORM WATER SERVICE DISTRICT

_____

_____
TITLE

ATTEST: _____
RECORDER FOR DISTRICT

APPROVED AS TO PROPER FORM AND
COMPLIANCE WITH APPLICABLE LAWS:

_____
ATTORNEY FOR DISTRICT

CITY OF OREM

_____
Mayor

ATTEST: _____
RECORDER FOR CITY

APPROVED AS TO PROPER FORM AND
COMPLIANCE WITH APPLICABLE LAWS:

_____
ATTORNEY FOR CITY

CITY OF PLEASANT GROVE

_____
Mayor

ATTEST: _____
RECORDER FOR CITY

APPROVED AS TO PROPER FORM AND
COMPLIANCE WITH APPLICABLE LAWS:

_____
ATTORNEY FOR CITY

CITY OF AMERICAN FORK

_____
Mayor

ATTEST: _____
RECORDER FOR CITY

APPROVED AS TO PROPER FORM AND
COMPLIANCE WITH APPLICABLE LAWS:

_____
ATTORNEY FOR CITY

CITY OF SPRINGVILLE

_____
Mayor

ATTEST: _____
RECORDER FOR CITY

APPROVED AS TO PROPER FORM AND
COMPLIANCE WITH APPLICABLE LAWS:

_____
ATTORNEY FOR CITY

CITY OF SPANISH FORK

_____
Mayor

ATTEST: _____
RECORDER FOR CITY

APPROVED AS TO PROPER FORM AND
COMPLIANCE WITH APPLICABLE LAWS:

_____
ATTORNEY FOR CITY

CITY OF LEHI

_____
Mayor

ATTEST: _____
RECORDER FOR CITY

APPROVED AS TO PROPER FORM AND
COMPLIANCE WITH APPLICABLE LAWS:

_____
ATTORNEY FOR CITY

CITY OF PAYSON

_____
Mayor

ATTEST: _____
RECORDER FOR CITY

APPROVED AS TO PROPER FORM AND
COMPLIANCE WITH APPLICABLE LAWS:

_____
ATTORNEY FOR CITY

CITY OF LINDON

_____
Mayor

ATTEST: _____
RECORDER FOR CITY

APPROVED AS TO PROPER FORM AND
COMPLIANCE WITH APPLICABLE LAWS:

_____
ATTORNEY FOR CITY

CITY OF HIGHLAND

_____
Mayor

ATTEST: _____
RECORDER FOR CITY

APPROVED AS TO PROPER FORM AND
COMPLIANCE WITH APPLICABLE LAWS:

_____
ATTORNEY FOR CITY

CITY OF ALPINE

_____
Mayor

ATTEST: _____
RECORDER FOR CITY

APPROVED AS TO PROPER FORM AND
COMPLIANCE WITH APPLICABLE LAWS:

_____
ATTORNEY FOR CITY

CITY OF MAPLETON

_____
Mayor

ATTEST: _____
RECORDER FOR CITY

APPROVED AS TO PROPER FORM AND
COMPLIANCE WITH APPLICABLE LAWS:

_____
ATTORNEY FOR CITY

CITY OF SALEM

_____
Mayor

ATTEST: _____
RECORDER FOR CITY

APPROVED AS TO PROPER FORM AND
COMPLIANCE WITH APPLICABLE LAWS:

_____
ATTORNEY FOR CITY

CITY OF CEDAR HILLS

_____
Mayor

ATTEST: _____
RECORDER FOR CITY

APPROVED AS TO PROPER FORM AND
COMPLIANCE WITH APPLICABLE LAWS:

_____
ATTORNEY FOR CITY

CITY OF EAGLE MOUNTAIN

_____
Mayor

ATTEST: _____
RECORDER FOR CITY

APPROVED AS TO PROPER FORM AND
COMPLIANCE WITH APPLICABLE LAWS:

_____
ATTORNEY FOR CITY

RESOLUTION 14-02

ROLL CALL

VOTING	YES	NO
STEVE LEIFSON Mayor (votes only in case of tie)		
ROD DART City Council member		
RICHARD M. DAVIS City Council member		
BRANDON B. GORDON City Council member		
MIKE MENDENHALL City Council member		
KEIR A. SCOUBES City Council member		

I MOVE this resolution be adopted:
I SECOND the foregoing motion:

RESOLUTION No. 14-02

RESOLUTION OF THE SPANISH FORK CITY COUNCIL APPROVING AN INTERLOCAL AGREEMENT WITH UTAH COUNTY AND OTHER CITIES WITHIN UTAH COUNTY FOR NPDES PHASE II STRORM WATER PUBLIC EDUCATION AND OUTREACH BEST MANAGEMENT PRACTICE COMPLIANCE

WHEREAS, Spanish Fork City is a public agency as defined in the Interlocal Cooperation Act, Title 11, Chapter 13, Utah Code annotated, 1953 as amended; and

WHEREAS, Spanish Fork City desires to comply with National Pollution Discharge Elimination System (NPDES) Phase II Storm Water Permit Coverage; and

WHEREAS, the other local government entities that are parties to this agreement share the same desire; and

WHEREAS, the parties in this agreement desire to establish a joint undertaking to comply with National Pollution Discharge Elimination System (NPDES) Phase II Storm Water Permit Coverage through the use of an interlocal agreement, as provided in State law, to provide education and outreach programs for the public;

NOW, THEREFORE, be it resolved by the Spanish Fork City Council as follows:

1. Spanish Fork City hereby approves the interlocal agreement with Utah County and the other local entities identified in the agreement, as attached hereto, to jointly provide public education and outreach programs about the National Pollution Discharge Elimination System (NPDES) Phase II Storm Water Permit Coverage, and hereby authorizes the mayor of Spanish Fork City to execute the same.

2. This Resolution shall become effective upon adoption by Spanish Fork City.

DATED this 4th day of February, 2014.

_____
STEVE LEIFSON, Mayor

Attest:

_____
Kent R. Clark, City Recorder

Memo

To: Mayor and City Council

From: Chris Thompson P.E., Public Works Director/City Engineer

Date: January 31, 2014

Re: Storm Water Management Plan

Staff Report

RECOMMENDED ACTION

Adopt the proposed Storm Water Management Plan (SWMP).

BACKGROUND

The city was given notice that we had 180 days to prepare and submit a Storm Water Management Plan under the MS4 program. This is a result of being designated as part of the greater urban area in the 2010 Census.

DISCUSSION

An adopted SWMP must be submitted to the state by February 15, 2014.

Attached: SWMP

Spanish Fork City

Permit No. UTR090000

Spanish Fork City

Storm Water Management Plan

Adopted February 4th, 2014

Submitted to:

State of Utah

Department of Environmental Quality

Division of Water Quality

Submitted by:

Spanish Fork City, Public Works Department

February 2014

Originally prepared by:

epic ENGINEERING
50 East 100 South, Heber City, UT 84032
Ph: (435) 654-6600 Fax: (435) 654-6622

Table of Contents

Spanish Fork City
Storm Water Management Plan

Abbreviations

BMP	Best Management Practice
DEQ	Department of Environmental Quality
EPA	Environmental Protection Agency
IDDE	Illicit Discharge Detection and Elimination
LID	Low Impact Development
MS4	Municipal Separate Storm Sewer System
MSGP	Multi Sector General Permit
NPDES	National Pollutant Discharge Elimination System
O&M	Operation and Maintenance
PHF	Pesticides, Herbicides, and Fertilizers
SOP	Standard Operating Procedures
SWMP	Storm Water Management Plan
SWPPP	Storm Water Pollution Prevention Plan
TMDL	Total Maximum Daily Load
UPDES	Utah Pollutant Discharge Elimination System

Key Persons

Spanish Fork City, Public Works Department
40 S Main Street Spanish Fork, UT 84660
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James Chappel, Streets/Storm Drain
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(801) 804-4454

Dave Anderson, City Planner
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Glen Tanner, Utah Storm Water Coalition
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2855 South State Street Provo, Utah 84606
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Jered Johnson, Coalition Contact/Storm Water Coordinator
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(801) 804-4575

Junior Baker, City Attorney
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Don Thomas, Emergency Preparedness Officer
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(801) 804-4755

1.0 Coverage Under This Permit

1.1 Authority to Discharge

Spanish Fork City is an urbanized area located in Utah County, Utah south of Utah Lake along I-15 that serves 36,277 inhabitants according to the 2010 census. Spanish Fork incorporated areas are tributary to Spanish Fork River, Dry Creek, and various area wetlands which ultimately contribute to Utah Lake. The City manages a variety of storm water infrastructure including curb inlet boxes, sumps, retention basins, detention basins, and several other conveyance mechanisms to treat and transport storm water throughout the City. The City is also actively working to implement new development standards which encourage the use of various low impact development practices which will minimize the impact of future development on storm water quality.

Dry Creek and Utah Lake are both classified as impaired water bodies with a defined total maximum daily load (TMDL). Dry Creek has a TMDL for dissolved oxygen that was identified to originate at the Spanish Fork Waste Water Treatment plan while Utah Lake has a TMDL for un-ionized ammonia and total dissolved solids.

Until 2013, storm water permitting was covered under the State general discharge permit. In 2013 the State required Spanish Fork to develop a Storm Water Management Plan (SWMP) and apply for separate coverage. This SWMP has been developed to limit, to the maximum extent practicable, the discharge of pollutants to the Spanish Fork City Municipal Separate Storm Sewer System (MS4). This SWMP separately addresses the execution of the minimum control measures to limit the discharge of pollutants in the following sections. The development and implantation of this SWMP will fulfill the requirements under the State of Utah's Utah Pollutant Discharge Elimination System (UPDES) Permit No. UTR090000 Authorization to Discharge Municipal Storm Water dated August 1, 2010 to July 31, 2015 in accordance with Section 1.1 authority to discharge in the UTR09000.

This document has been organized to follow the permit organization of UTR090000. The effective MS4, best management practices (BMPs), and standard operating procedures (SOPs) that Spanish Fork has adopted, or will be adopting, to comply with the permit requirements are listed in the following sections. This SWMP has been organized to present permit in blue text followed by black text which describes how Spanish Fork City's SWMP will comply with each specific requirement. **For organizational consistency, the State of Utah's UPDES permit numbering has been duplicated in this document.**

Start Date	Due Date	Frequency	Task	Responsible Party
1/21/2014	4/21/2014	One time	City Council to adopt SWMP copy of minutes to approve	Engineering Division
2/1/2014	2/13/2014	One time	Send NOI and SWMP to State	Engineering Division
September 2014	October 2014	Annually	Update SWMP and writing report for state requirements	Engineering Division
July 2015	December 2015	One time	Review new permit and update SWMP to meet additional requirements	Engineering Division

2.0 Notice of Intent and Storm Water Management Program Description

2.3.2.2 MS4 Location Description and Map

MS4 location and boundaries can be viewed in Figure 1.

FIGURE 1
SPANISH FORK CITY
STORM WATER MASTER PLAN
UTAH COUNTY, UTAH

FEBURARY 2013

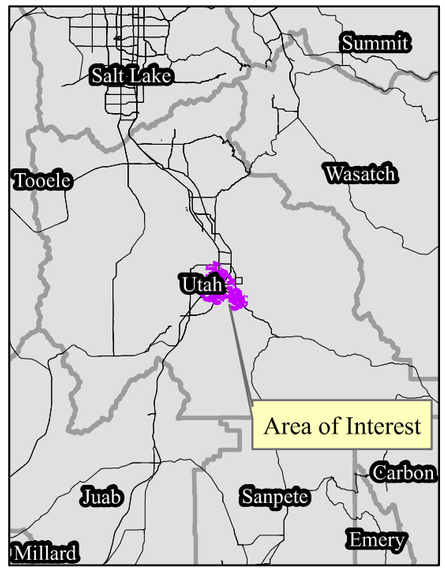
Electrical Substation

Spanish Fork Boundary

Parks

Rivers

Roads



0 0.5 1 2 Miles

epic ENGINEERING

2.3.2.3 Water Quality

Information regarding the overall water quality concerns, priorities, and measurable goals specific to the Permittee that were considered in the development and/or revisions to the SWMP document.

This SWMP has been developed to meet the requirements set forth in the UPDES UTR090000 permit and consists of the six minimum control measures established by the EPA for Phase II storm water discharges as addressed in the following sections. Implementation of these control measures are expected to result in reductions of pollutants discharged into receiving waters including sediments, trash, pathogens, fertilizers/nutrients, hydrocarbons, metals, pesticides, acid and base products, road salts and increased stream flow. These pollutants can negatively impact the environment as described in the following table.

Pollutant	Source	Impacts
Sediment	Construction sites, vehicle/boat washing, agricultural sites , erosion	Destruction of aquatic habitat for fish and plants, transportation of attached oils, nutrients and other chemical contamination, increased flooding. Sediment can transport other pollutants that are attached to it including nutrients, trace metals, and hydrocarbons. Sediment is the primary component of total suspended solids (TSS), a common water quality analytical parameter.
Nutrients (Phosphorus, Nitrogen Potassium, Ammonia)	Fertilizers from agricultural operations, lawns and gardens; livestock and pet waste, decaying vegetation, sewer overflows and leaks.	Harmful algal blooms, reduced oxygen in the water, changes in water chemistry and pH. Nutrients can result in excessive or accelerated growth of vegetation, resulting in impaired use of water in lakes and other receiving waters.
Hydrocarbons (Petroleum Products, Benzene, Toluene, Ethyl benzene, Xylene)	Vehicle and equipment fluid leaks, engine emissions, pesticides, equipment cleaning, leaking fuel storage containers, fuel spills, parking lot runoff	These pollutants are toxic to humans and wildlife at very low levels. Carcinogenic. Teratogenic.
Heavy Metals	Vehicle brake and equipment wear, engine emissions, parking lot runoff, batteries, paint and wood preservatives, fuels and fuel additives, pesticides, cleaning agents	Metals including lead, zinc, cadmium, copper, chromium and nickel are commonly found in storm water. Metals are of concern because they are toxic to all life at very low levels. Carcinogenic. Teratogenic
Toxic Chemicals (Chlorides)	Pesticides, herbicides, dioxins, PCBs, industrial chemical spills and leaks, deicers, solvents	Chemicals are of concern because they are toxic to all life at very low levels. Carcinogenic. Teratogenic.
Debris/Litter/Trash	Improper solid waste storage and disposal, abandoned equipment, litter	Aesthetically unpleasant. Risk of decay product toxicity. Risk of aquatic animal entrapment or ingestion and death.
Pathogens (Bacteria)	Livestock, human, and pet waste, sewer overflows and leaks, septic systems	Human health risks due to disease and toxic contamination of aquatic life.

Each control measure will include Standard Operating Procedures (SOPs) and Best Management Practices (BMPs) necessary for proper storm water management. The BMPs and SOPs include specific tasks to meet the objective of each particular control measure. The BMPs and SOPs included in this

SWMP will be implemented and reviewed throughout the permit term. This SWMP is intended to be a living document with BMPs added or deleted as new BMPs arise or are found to be ineffective. Schedules for implementing the BMPs are provided along with each minimum control measure.

2.3.3.1 Modifications to City Ordinances

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.

As, this is the first rendition of the SWMP no modifications have yet been implemented. However, this SWMP introduces several plans for the modification of City ordinances in the future. Specifically, Title 13.46 Storm Water Drain Utility and will be revised to fulfill permit requirements set forth by this SWMP.

Start Date	Due Date	Frequency	Task	Responsible Party
2/15/2014	7/1/2014	One time	Add language to existing ordinance to comply with Section 4.2.3.2	Engineering Division
2/15/2014	7/1/2014	One time	Revise Ordinance 13.46 to include the minimum control measures	Engineering Division
2/15/2014	7/1/2014	One time	Revise Ordinance 13.49.050 to prohibit all discharges except those found in Section 1.2.2.2	Engineering Division
8/15/2014	8/15/2014	One time	Adopt Revised Ordinance 13.46	Engineering Division

3.1 Discharges to Water Quality Impaired Waters

3.1.1.1 Impaired Body Determination

Determine whether storm water discharge from any part of the MS4 contributes to a 303(d) listed (i.e., impaired) water body. A 303(d) list of impaired water bodies is available at http://www.waterquality.utah.gov/TMDL/index.htm . Water quality impaired waters means any segment of surf ace 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.

According to the Utah 2008 and most recent 2010 Integrated Report 303 (d) lists, Spanish Fork does not specifically discharge into any impaired waters. However, according to the EPA records from initial waste load analyses, Dry Creek and the recipient Utah Lake are both classified as impaired water bodies with a defined total maximum daily load (TMDL). Dry Creek has a TMDL for Dissolved Oxygen that was identified to originate at the Spanish Fork Waste Water Treatment Plant (EPA TMDL ID#12089) while Utah Lake has a TMDL for un-ionized ammonia and total dissolved solids (EPA TMDL ID#1270, 32446).

3.1.1.2 TMDL Requirements

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 water body. 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.

While Dry Creek is no longer classified as a TMDL, it historically had a TMDL associated with it. The historic Dry Creek TMDL (EPA TMDL ID#12089) was approved 5/13/2005 by the EPA for a total waste load allocation of 167 pounds/day to limit the impairment caused by dissolved oxygen. Routine monitoring has been implemented as part of their National Pollutant Discharge Elimination System (NPDES) permit for the last several years which has resulted in zero penalties (UT0020109).

There are no storm water specific requirements within the Dry Creek TMDL that exceed the requirements of this permit.

The TMDL for Utah Lake does note storm water runoff as a contributor but no maximum limits are defined. The Spanish Fork and Utah County are completing efforts to inform the public about these pollutants and actions they can take to minimize the discharge into Utah Lake.

3.1.2 Water Quality Controls for Discharges to Impaired Water Bodies

If the Permittee discharges to an impaired water body, 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.

The discharges into Dry Creek are managed, in part, through the sewer treatment plant and discharge permit. Storm Water discharges to Dry Creek are not believed to be a substantial contributing factor at this time. As the SWMP is implemented, IDDE inspections will target the Dry Creek drainage in an effort to determine possible contributions from storm water discharges.

Spanish Fork does not discharge directly into Utah Lake; however, the City and Utah County have implemented BMP's to limit the use of fertilizers as well as inform the public about proper use of chemicals and the effect illicit discharges have on the Waters of the State.

4.0 Storm Water Management Program

4.1 Purpose

4.1.1 Requirements for SWMP

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.

This SWMP has been developed to limit, to the maximum extent practicable, the discharge of pollutants to the Spanish Fork City Municipal MS4. This SWMP separately addresses the execution of the six minimum control measures in the following sections. The development and implementation of this SWMP is to fulfill requirements under the State of Utah UPDES Permit No. UTR090000 Authorization to Discharge Municipal Storm Water dated August 1, 2010 to July 31, 2015 in accordance to Section 1.1 Authority to Discharge of the UTR090000.

4.1.1.1 Implementation of SWMP

The SWMP shall be developed and implemented in accordance with the schedules contained in Part 4.0.of this Permit.

Spanish Fork City has implemented numerous BMPs to protect their storm water infrastructure, and has been taking measures to protect water quality for many years. This SWMP will document a number of BMPs that are already in place, as well as present a schedule to implement additional measure to ensure compliance with UTR090000.

4.1.2 Ongoing Documentation of SWMP

Within 90 days after the coverage from this Permit is granted, 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.

The City currently utilizes a number of BMPs, storm water design standards, and standard operating procedures to manage storm water quantity and quality throughout the City. One of the first major challenges to implementing the SWMP will be a detailed documentation program of the existing City procedures.

To meet the 90 day permit requirement, the initial documentation program will consist of opening an e-mail account for the MS4 program. Inspection forms complying with the requirements of this permit (Section 6.8) will be completed in the field via smart phones tablets, and laptops; the results will then be e-mailed or submitted via web form to the account. When necessary, paper forms will be used in the field; the forms will then be digitized and e-mailed to the MS4 account. This will allow inspection forms to be easily searchable and readily available for reference.

The City's existing crews will be responsible for completing the appropriate form. For example, the storm water crew will report applicable O&M activities and their location, date, etc. Street crews will record street sweeping activities while water and sewer crews note flushing, repair and construction activities which could affect storm water quality. As the program expands, the municipal inspectors will utilize the same system to complete construction inspections of Illicit Discharge Detection and Elimination (IDDE) tracking the progress of post construction BMPs as well as construction inspections using the state form.

This e-mail account will serve as the digital archive for all inspections that will be frequently backed up and stored at a secondary offsite location. As the program expands, additional standardized forms will be developed. Also, this documentation method will be periodically reevaluated to investigate improved

method, expanded, and/or modified as needed to ensure compliance, efficiency, and ease of use for the crews. Initially the documentation program will document:

1) Pre-construction meetings
2) SWPPP reviews
3) Storm drain cleaning activities
4) Street sweeping activities
5) Inspections of key city facilities
6) Participation with the County Storm Water Coalitions meetings
7) Monthly newsletters
8) Business licensing and storm water education materials

As other components of the program are developed, additional documentation will be recorded at this e-mail address including:

1) IDDE inspections
2) Enforcement actions
3) Constructions site inspections
4) Post construction inspections

Start Date	Due Date	Frequency	Task	Responsible Party
March 2014	April 2014	One time	Develop standard SOP document form	Engineering Division
April 2014	April 2014	One time	MS4 email, web form and calendar setup and working	Engineering Division
May 2014	May 2014	One time	MS4 email address added to county activity reporting list	Engineering Division
May 2014	September 2014	One time	Develop standard email subjects for documenting SWMP activities in storm water account	Engineering Division

4.1.2.1 Tracking of SWMP

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.

As noted in the Section 4.1.2, these activates will be reported electronically to a dedicated email address. Public education and public involvement activates are currently conducted by, and tracked within the Utah County Storm Water Coalition system. On, or before, June 1st, 2014, Utah County will implement procedures to document the collation activities in their system as outlined in the previous sections.

4.1.2.2 Annual Fiscal Analysis

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.

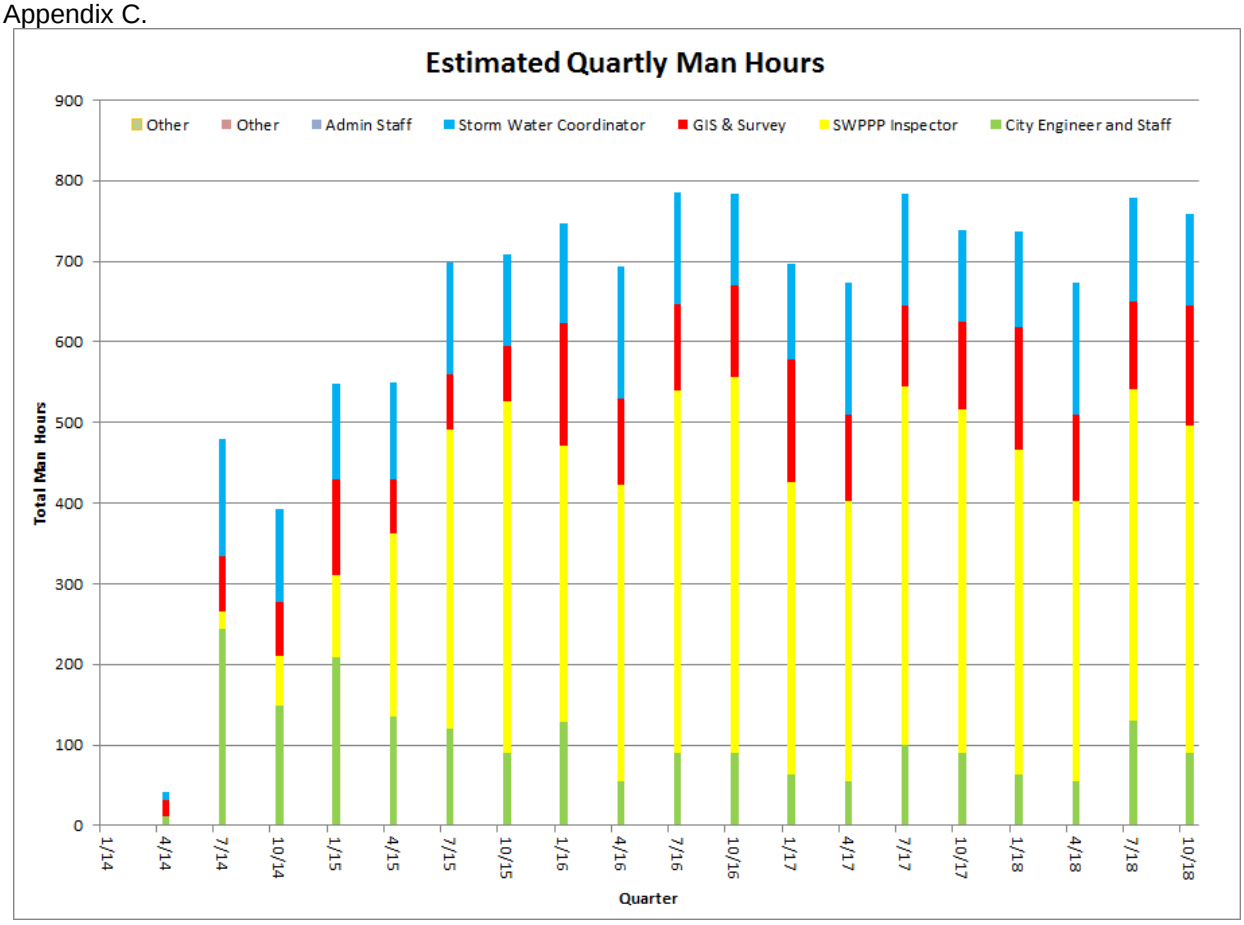
Responsibility for implementation of the storm water management program is divided between Spanish Fork City and the Utah County Storm Water Coalition. For the City, most of the work is performed by the Public Works Department and other applicable Divisions and Departments; the administration of the entire program is done by the Public Works Division. The City entered into an agreement entitled, "*Interlocal Cooperation Agreement for NPDES Phase II Storm Water Public Education and Outreach Best Management Practice Compliance"* in December 2005, which delegates Utah County and the Cities' responsibility for administration

of the Interlocal Cooperation Agreement will be recorded in the documentation, when adopted. The newest revision of the agreement is currently in the process of being adopted.
http://www.spanishfork.org/meetings/docs/cc/2005/cc_minutes_2005_12_20.pdf

Within the City, the majority of work need to comply with this permit will be completed by personnel in the Public Works Department. Management and oversight of the City's responsibilities under the storm water management program is funded through the City's storm water utility.

As the program is implemented, it is anticipated that adjustments to the storm water utility will be utilized to ensure sufficient resources remain dedicated to meet the program requirements. The revenue source for the work performed by the Utah County Storm Water Coalition is an assessment to the participating municipalities.

The vast majority of costs associated with the program are anticipated to be man hours through a combination of existing City Staff, additional personal and possibly contractors from time to time. The graph below presents an estimate of the staff time required, by quarter, to implement and maintain the program. The intent of this estimate is to ensure that department budgets and staffing can adequately plan and maintain resources required to support this program. Additional documentation is presented in Appendix C.



Start Date	Due Date	Frequency	Task	Responsible Party
August 2014	NA	Annual	Annual Fiscal Analysis	Engineering Division
2/1/14	2/15/14	One Time	Adopt NPDES Phase II agreement for Interlocal cooperation from the coalition	Engineering Division

4.1.3.2 Person Responsible

The SWMP document shall indicate the person or persons responsible for implementing or coordinating the BMPs contained within the SWMP document.

See Key Staff on Page v of this document.

4.1.3 BMP Implementation

The SWMP document shall include BMPs that the Permittee or another entity will implement for each of the storm water minimum control measures.

This SWMP thoroughly discusses the detailed implementation of BMPs in the following sections for each of the minimum control measures. BMPs, as defined by Utah's Small MS4 General Permit, are the "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."

The BMPs that are prevalent to several of the control measures established in this SWMP include, but are not limited to, establishing SOPs, good housekeeping practices, employee and public training, routine inspections, and preventative maintenance.

The City currently uses a number of structural and operational BMPs to limit storm water discharge of pollutants. As part of the SWMP, the City will improve their documentation of the use of these BMPs by developing a standard reporting format, and documenting one or more existing procedure as described in more detail in Section 4.2.6.4. Once all the existing City procedures and BMPs are documented one procedure will be reviewed and improved or a new procedure implemented. These procedures will include but are not limited to:

1) Street sweeping and disposal of materials
2) Storm drain catch basin and collection network cleaning
3) Park lawn mowing and chemical application
4) Snow removal and salting procedures
5) City construction BMPs (SWPPP)
6) Fire hydrant flushing
7) City facility inspections
8) Material storage, handling, use, and disposal
9) Vehicle washing and maintenance
10) Spill response
11) Construction inspection
12) Post construction inspections
13) Enforcement actions

Start Date	Due Date	Frequency	Task	Responsible Party
October 2018	NA	Quarterly	See Section 4.2.6.4 for documentation and review of BMPs/SOPs	Engineering Division

4.1.3.1 Measurable Goals Summary of BMPs

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.

A table summarizing the dates to complete each activity described herein is in Appendix B. Additionally, space has been provided within the document to track the completion and performance of each BMP along with tentative task summary. These performance metrics will be evaluated at least annually and updated, replaced, and revised as needed.

4.2 Minimum Control Measures

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 completed all of the following six minimum control measures as required in the previous Permit term. A Renewal Permittee must continue to implement its Storm Water Management Program (SWMP) 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.

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) businesses, institutions, and commercial facilities, (3) developers and contractors (construction), and (4) MS4 industrial facilities. The minimum performance measures which should be based on the land uses and target audiences found within the community include:

This measure is intended to achieve greater public support for the storm water management program and greater compliance through education. An informed public can significantly contribute to the success of the program.

Education is emphasized in this SWMP because of its cost-effectiveness. It is a proactive approach because it prevents pollution rather than reactively treating pollution after it has occurred. Spanish Fork's Education and Outreach Program, partnered with the Utah County Storm Water Coalition, includes involvement in:

- Fourth Grade Educational Program
- Utah County Storm Water Coalition
- Community/Residential Outreach Program
- Commercial Outreach Program
- Urban Development Outreach Program
- City Employees Training Program

The Spanish Fork City Public Works Department will continue coordinating with and participating in the Utah County Storm Water Coalition for the purpose of providing further education and training to the targeted audience with regards to storm water quality.

The Utah County Storm Water Coalition is a coalition of local agencies whose purpose is to reduce the load of pollutants entering storm drains and receiving waters, through education. The Coalition meets to coordinate new educational materials and programs, further storm water program development and inform all members of new regulations or storm water workshops.

A budget for the educational program is established annually based upon the population of the participating members. The type of media and the distribution schedule are to be discussed by Utah County Storm Water Coalition members to more effectively target the public. The Utah County Storm Water Coalition current members are:

Alpine City	American Fork City
Cedar Hills City	Highland City
Lehi City	Lindon City
Mapleton City	Orem City
Payson City	Pleasant Grove City
Provo City	Salem City
Spanish Fork City	Springville City
Utah County	Vineyard City

Specifically the coalition BMPs will include:

1. Regular meeting to discuss, upcoming regulations, and educational trainings for the County

2. An educational booth will be available to be scheduled and manned by the participating cities for City festivities, the county fair, etc.

Year	Measurable Goal Action Summary:	Document date(s), events, and attendees
2014		
2015		
2016		
2017		
2018		

3. A countywide, quarterly storm water newsletter will be written and distributed to all residents, businesses, and industries, by the participating cities. The newsletter will be published by the Utah County Storm Water Coalition

Year	Measurable Goal Action Summary:	Document the date newsletter was mailed (save copy in MS4 email system)		
2014				
2015				
2016				
2017				
2018				

4. Fourth Grade Educational Program
   - The objective of this program is to provide students with educational materials, demonstrations and outreach events regarding the impact of daily activities on storm water quality.
   - The Utah County Storm Water Educational Program is a storm water quality lesson taught by a teacher hired by the Utah County Storm Water Coalition. The lesson is interesting, easy to present and lasts approximately 25 minutes. The presentation begins with a container of clean water (tap water) that represents the rainwater that produces storm water runoff. Step by step different “contaminants” are added to the container, such as vegetable oil (oil), pet waste (dog food), dirt (sediment), twigs (floatables), and paper (litter). The presentation demonstrates the importance of preventing litter and keeping the storm drain system clean. The purpose of the presentation is to visually display the types of pollutants in storm water,

the sources of each pollutant, and their impacts. The teacher asks questions about the rain cycle, where the rain water flows too, and how pollutants are picked up along the way. At the end of the presentation an activity book and other educational materials regarding storm water are given to the students.

Year	Measurable Goal Action Summary:	Document date, school, and number of students taught
2014		
2015		
2016		
2017		
2018		

5. Spanish Fork currently sends out monthly newsletters and will continue to utilize this existing platform to communicate with and educate the public on storm water quality related topics.

Start Date	Due Date	Frequency	Task	Responsible Party
1/23/14	NA	Bi-Monthly	Attend coalition meeting	Utah County Storm Water Coalition, Spanish Fork City Storm Water Coordinator
1/23/14	NA	Bi-Monthly	Document coalition activities (booth used, Newsletters, Pamphlets, 4th grade education, and other)	Utah County Storm Water Coalition, Engineering Division, Spanish Fork City Storm Water Coordinator

4.2.1.1 Pollutants Targeted

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;

The Engineering and Storm Drain Divisions, in conjunction with the Utah County Storm Water Coalition, will continue to improve the educational program. The program will educate the target audience about impacts from storm water discharge, methods to avoid, minimize, and reduce impact of storm water discharge and actions one can take to improve water quality. The pollutants we are most concerned with are sediments, pathogens, nutrients, fertilizers, pesticides, herbicides, hydrocarbons, metals, road salts, detergents, chemicals, acid or base products, solid or liquid waste products, and human or animal wastes. The program will specifically focus on sources of TDS, fertilizers, and other TMDLs throughout the county that note municipal storm water as a contributing factor.

This program will integrate many other facets of the SWMP to provide information to our targeted audience which describe the potential impacts from storm water discharges, methods for avoiding, minimizing, reducing and/or eliminating pollutants from entering the MS4 and actions individuals can take to improve water quality, including encouraging participation in local environmental stewardship activities.

4.2.1.2 Information Given to the General Public

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.

The Engineering Division will provide and document information given to the general public of prohibitions against illicit discharges and improper disposal of waste along with the associated negative impacts. The main topics of education include hazardous waste disposal, effects of lawn care activities (use of pesticides, herbicides and fertilizers as well as yard waste disposal), automotive work and car washing, and proper management of pet waste. Publications will be disseminated in conjunction with the Utah County Storm Water Coalition, which will include education pamphlets, quarterly newsletters, and informational booths during City festivals.

Information publications will be disseminated in conjunction with the Utah County Storm Water Coalition, and the Spanish Fork new letter and website. Copies of the newsletters will be stored on the cities website at the link below:
http://www.spanishfork.org/newsevents/newsletters/

In addition, information from the County will be distributed 4 times a year on the County newsletter and also be available at the link below.
http://www.utahcounty.gov/Dept/PubWrks/StormWaterNewsletters.asp

Year	**Measurable Goal Action Summary:**	Document City newsletter content and publication quarter		
Quarter	First	Second	Third	Forth
2014				
2015				
2016				
2017				
2018				

Start Date	**Due Date**	**Frequency**	**Task**	**Responsible Party**
May 2014	NA	Monthly	Document monthly Spanish Fork newsletter and distribution (includes parades, fairs, etc.)	Utah County Storm Water Coalition, Engineering Division, Spanish Fork City Storm Water Coordinator

4.2.1.3 Information Given to Businesses and Institutions

Provide and document information given to businesses and institutions 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.

The Engineering and Business License Division will provide and document information regarding the storm water quality impacts associated with illicit discharges and improper disposal of waste to established businesses and institutions once a year through a newsletter and to new entities applying for a license or a building permit. The main topics of education include:

- Effects of lawn care activities (use of pesticides, herbicides and fertilizers as well as yard waste disposal)
- Proper management of waste water (illicit connections to the storm drain system)
- Proper management of parking lot surfaces and use of salt or other deicing materials (sweeping and salt storage)
- Proper storage and management of raw materials and waste materials (emphasize pollution prevention and Industrial Multi Sector General Permit (MSGP).
- Pesticide, Herbicide, and Fertilizer Educational Program: Information along with educational materials is to be presented to businesses and industries regarding the potential impact to receiving waters due to the over-application and misapplication of pesticides, herbicides, and fertilizers. General information regarding pesticide, herbicide, and fertilizer application will be distributed via brochures, information booths, mailings to commercial sprayers and industrial training events.
- Pollution Prevention and the UPDES MSGP: Federal and State Regulations and educational materials will be distributed to inform specific institutions, businesses and industries located within the City that effects storm water quality resulting from exposure of industrial activities. These will be distributed by various City departments.

Starting on or before September 1st, 2014, documentation will be distributed as part of the business licensing process. Existing businesses will also be informed as part of their business license renewal process. In addition, City staff will visit and inspect known problem areas to inform the business owners of current City ordinances and educate about proper procedures.

The distribution of information will be tracked by including the MS4 e-mail on all business licensing distributions.

Start Date	Due Date	Frequency	Task	Responsible Party
September 2014	NA	Quarterly	Verify and update business storm water packet distribution with business licensing	Utah County Storm Water Coalition, Engineering Division, Spanish Fork City Storm Water Coordinator

Year	Measurable Goal Action Summary:	Informational packet reviewed and updated (distribution is tracked by e-mail)		
2014				
2015				
2016				
2017				
2018				

4.2.1.4 Information Given to Engineers, Construction Contractors, and Developers

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.

The Engineering Division will

1) Distribute the Storm Water Drainage Design Manual for use within City limits to all interested parties as requested, the information will also be available on the cities website at http://www.spanishfork.org/dept/pubworks/engineering/pdf/Drainage_Manual.pdf

Year	Measurable Goal Action Summary:	Document revisions to manual
2014		
2015		
2016		
2017		
2018		

2) Require and review SWPPP for all developments disturbing over one acre

Year	Measurable Goal Action Summary:	Number of SWPPP's reviewed
2014		
2015		
2016		
2017		
2018		

3) Conduct pre-construction meetings for sites disturbing more than one acre. At the meeting specific BMP use inspections will be discussed. Starting on or before September 1st, 2014 informational packets will be provided. The packets will be updated quarterly.

Year	Measurable Goal Action Summary:	Number of pre-construction meetings
2014		
2015		
2016		
2017		
2018		

Start Date	Due Date	Frequency	Task	Responsible Party
September 2014	NA	Quarterly	Verify and update business storm water packet distribution with building permits	Engineering Division

4.2.1.5 Information and Training Given to City Employees

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).

The Engineering Division in conjunction with each Division or Department will provide and document information and training regarding the impacts associated with illicit discharges and improper disposal through a variety of means:

1) Starting on or before June 1st, 2014, information will be posted on information boards and updated once per quarter. The information will be specific to each building's general purpose (i.e. mechanics will receive training on proper disposal of used oil, while parks staff will receive information about chemical use and storage)

Year	Measurable Goal Action Summary:	Document topics		
2014				
2015				
2016				
2017				
2018				

2) At least once per year starting 2015 department managers will hold training meetings which include at least one water quality topic in conjunction to meeting with other permit requirements outlined in Sections 4.2.3.11, 4.2.4.5, 4.2.5.6, and 4.2.6.9.

Year	Measurable Goal Action Summary:	Document topics and date of training
2014		
2015		
2016		
2017		
2018		

Start Date	Due Date	Frequency	Task	Responsible Party
June 2014	NA	Quarterly	Formal Employee Training Posted on bulletin boards	Utah County Storm Water Coalition, Engineering Division, Spanish Fork City Storm Water Coordinator
February 2015	NA	Annual	Formal Employee Training Meetings including topics as outlined in Sections 4.2.1.5, 4.2.3.11, 4.2.4.5, 4.2.5.6, and 4.2.6.9	Utah County Storm Water Coalition, Engineering Division, Spanish Fork City Storm Water Coordinator

4.2.1.6 Information Given to MS4 Engineers, Development Land Planners and Plan Review Staff Regarding Low Impact Development (LID) Practices

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.

The Engineering Division will explore various LID post-construction BMPs which can be adopted by the City to work with the types of soils and terrains within the City. The City's design manual will be updated to include LID alternatives on or before June 1st, 2014. Training opportunities will be sought within the next 24 months to help develop this program. Once the program is established, annual training of the staff will be done by either Engineering Division staff or a private consultant (further discussed in Section 4.2.5).

Year	Measurable Goal Action Summary:	Dates of LID meetings and attendees
2014		
2015		
2016		
2017		
2018		

Start Date	Due Date	Frequency	Task	Responsible Party
February 2014	March 2015	Quarterly	Update design manual to include LID alternatives	Engineering Division

4.2.1.7 Program Evaluation

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. One method of evaluation of the program may be an evaluation of audience knowledge prior to commencement of the educational message followed by an evaluation after delivery of the message, such as a survey.

The Utah County Storm Water Coalition will administer public surveys. The initial survey will determine what type of information should be conveyed to the public. The follow up survey will also question the public about their actions to help refocus future educational messages, rather than just their knowledge. The purpose of the survey will be to give the Utah County Storm Water Coalition an idea as to how effectively the education program is working. Examples of questions are: 1) what do you do with your grass clippings; 2) do you dispose of your household hazardous wastes, and 3) etc. The survey will be developed and implemented with the assistance of a survey consultant.

Year	Measurable Goal Action Summary:	Survey Dates, pre survey score, post survey score
2014		
2015		
2016		
2017		
2018		

Start Date	Due Date	Frequency	Task	Responsible Party
December 2014	NA	Annually	Document survey dates, survey score, and evaluation	Utah County Storm Water Coalition, Engineering Division, Spanish Fork City Storm Water Coordinator

4.2.1.8 BMP Rational

The Permittee must include written documentation or rationale as to why particular BMPs were chosen for its public education and outreach program.

Spanish Fork City is a member of the Utah County Storm Water Coalition and it was agreed that the Coalition would cover the Public Education and Outreach Program requirements of the permit for all of

the participating communities. The BMPs have been developed and refined for many years by neighboring communities and generally determined to be effective. In the future, Spanish Fork will take a more active role in evaluating and modifying BMPs. Specifically in 2015, Spanish fork will develop a flyer to inform local farmers about proper grazing and fertilizing BMPs in addition to programs that are available to help farmers contribute to higher water quality.

Start Date	Due Date	Frequency	Task	Responsible Party
January 2015	December 2015	One Time	Develop flyer for local farmers	Engineering Division

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:

This measure is intended to provide opportunities for the public to play an active role in both the development and implementation of the storm water management program. An active community is important to the success of the program. The BMPs in this chapter not only serve to involve the public, but also serve to educate the public on storm water issues. The program includes:

- Program Description/Establishing Standard Operating Procedures (SOPs)
- Comment Opportunities
- Public Notice Compliance Requirements
- Public Participation

The Public Involvement/Participation Program section of this SWMP addresses the requirements of applicable State and Local public notice requirements. Community participation provides for broader public support, shorter implementation schedules, a broader base of expertise, and the development of important relationships with other community and government programs. The sections described in this chapter include opportunities for the public to play an active role in the development and implementation of the storm water management program. Such opportunities will include advisory panels and public hearings. Efforts to reach out and engage potentially affected stakeholder groups, which include but is not limited to, commercial and industrial businesses, trade associations, environmental groups, homeowner associations, and education organizations regarding the implementation of new storm water rules and regulations to foster public input. The Public Works Department will review the SWMP once a year.

Year	Measurable Goal Action Summary:	The advisory board will be the primary advisory panel, document meetings dates and outcome.
2014		
2015		
2016		
2017		
2018		

Start Date	Due Date	Frequency	Task	Responsible Party
December 2014	NA	Annually	Review storm water master plan (SWMP)	Engineering Division

4.2.2.1 Comment Opportunities

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.

The Engineering Division will provide opportunities for public involvement in the constant development, updates and implementation of the storm water management program, including development and adoption ordinances through the implementation of a web based system to accept comments about the storm water program. Ordinances will be modified in accordance with Utah law, providing the public numerous opportunities to contribute and voice concerns.

Year	Measurable Goal Action Summary:	Record dates of public hearings and ordinances being discussed
2014		
2015		
2016		
2017		
2018		

Start Date	Due Date	Frequency	Task	Responsible Party
2/15/2014	7/1/2014	One time	Adopt revised Ordinance 13.46	Engineering Division

4.2.2.2 Public Review of SWMP

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 Executive Secretary of the requirement for Permit coverage.

The Engineering Division will provide opportunities for public involvement in the constant development, updates and implementation of the storm water management program, including development and adoption ordinances through the development of a web based system to accept and incorporate comments and suggestions about the storm water program within 180 days of receiving notification from the Executive Secretary.

4.2.2.3 Public Availability

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 to allow the public to review and provide input.

The Public Works Department Engineering Division, as administrator of the Storm Water Management Program, will make the 2014-2018 SWMP documents available to the public online for review and input by February 15th, 2014 at the link below.

http://www.spanishfork.org/dept/pubworks/utilities/storm/

The SWMP document will remain available for public review and input for the life of the permit on the City web site and will allow the public to review and provide input. Any modifications to the SWMP will be made available.

Year	Measurable Goal Action Summary:	Document number of comments received on SWMP and answers given
2014		
2015		
2016		
2017		
2018		

Start Date	Due Date	Frequency	Task	Responsible Party
2/1/2014	2/13/2014	One time	Publish SWMP on city website and provide method for public to comment	Engineering Division

4.2.2.4 State and Local Public Notice Compliance

The Permittee must at a minimum comply with State and Local public notice requirements when implementing a public involvement/participation program.

The City will comply with State and Local public notice requirements as part of the implementation of the public involvement/participation program. Public notice requirements will be met in accordance with the State Administrative Procedures Act as found in the link below. Public notices shall be published online. Public comments will be received and appropriate responses will be given documented.

http://le.utah.gov/UtahCode/section.jsp?code=63G-4

Year	Measurable Goal Action Summary:	Document dates of public notices and topic
2014		
2015		
2016		
2017		
2018		

4.2.3 Illicit Discharge Detection and Elimination (IDDE)

All Permittees shall develop, 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 within 18 months of receiving coverage under this Permit unless a different timeframe is indicated. 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:

This measure is intended to minimize illicit discharges (discharges other than storm water) into the storm drain system. Storm drain systems are not designed to accept, convey, or discharge non-storm water flows. Eliminating illicit discharges helps prevent pollutants from entering receiving waters and maintain the infrastructure. The program includes:

- Storm Drain System Map
- City Ordinances
- Dry Weather Screening Program
- Illicit Discharge Detection
- IDDE Education and Public Outreach

The Illicit Discharge Detection and Elimination (IDDE) section of this SWMP addresses non-storm water flows that are discharged into receiving waters through storm water conveyance systems. The program will implement BMPs and SOP's to assist in detection, the identification, and elimination of illicit discharges. This program will also focus on prevention of new illicit discharges to the storm water system by means of education, regulations, and a spill prevention and response program.

This program will also be integrated with the Public Education and Outreach program to promote awareness of the importance of protecting the storm water system from illicit discharges and their impact to receiving waters. The following BMPs describe implementation tasks and assessment tasks to be completed by the City for the Illicit Discharges and Improper Disposal Program.

4.2.3.1 Storm Drain System Map

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.

The Engineering Division and GIS Department will maintain and update a storm drain system map showing the location of all municipal storm outfalls with the location of all the Waters of the State that receive discharges from the MS4 storm water conveyance system. The system map will be updated until complete and procedures developed for inspections during the first year before conducting inspections.

Year	**Measurable Goal Action Summary:**	Document number of storm water infrastructure, facilities and outfalls mapped
2014		
2015		
2016		
2017		
2018		

Start Date	Due Date	Frequency	Task	Responsible Party
January 2014	NA	Annual	Update and verify system map, document all discharge locations	GIS Administer

4.2.3.2 Ordinances Pertaining to Illicit Discharges

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. An SSO is a discharge of untreated sanitary wastewater. SSOs are illegal and must be eliminated. All SSOs must be reported to the Division of Water Quality and to the Permittee's local wastewater treatment plant.

Title 13.46.050 prohibits illegal dumping into any sump, detention basin, storm drain, curb and gutter, drain inlet, storm drain ditch or other storm drainage structure that conveys storm water and/or non-storm water, any type of debris, petroleum product, chemical, paint, pesticide, herbicide, heavy metal, acid or base product, solid or liquid waste product, hazardous waste product, and/or human or animal waste.

The ordinance will be revised to more closely mimic the requirements of this program to prohibit all discharges except those allowed in Section 1.2.2.2 of this permit. The revisions will be completed by August 1st, 2014.

Year	Measurable Goal Action Summary:	Document updates to the ordinance
2014		
2015		
2016		
2017		
2018		

Start Date	Due Date	Frequency	Task	Responsible Party
March 2014	August 2014	One Time	Adopt revised Ordinance 13.46.050	Engineering Division and City Attorney
March 2014	August 2014	One Time	Adopt revisions to comply with Section 4.2.3.2	Engineering Division and City Attorney

4.2.3.2.1 IDDE Program

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.

An IDDE program will be developed and implemented by January 2015 with authority to detect, investigate, and eliminate non-storm water discharges. The program will be enforced though updated and new City ordinances in accordance with this SWMP.

Start Date	Due Date	Frequency	Task	Responsible Party
June 2014	December 2014	One Time	Develop procedure to locate priority IDDE areas	Engineering Division and City Attorney
December 2014	NA	Annual	Review and Update priority IDDE areas	Engineering Division and City Attorney

4.2.3.3 Dry Weather Screening Program

Develop, implement and prepare in writing a 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:

The Engineering Division will develop and adopt written standard operating procedures (SOPs) for the dry weather screening program that will comply with Section 4.2.3.4 to detect and eliminate non-storm water discharges to the MS4. These procedures will be reviewed and updated annually and any changes will be documented. The SOPs will be enforceable by City ordinances by December 2014. The dry weather screening activities will start after the mapping activities are complete. It is anticipated the dry weather screening inspections will start in 2015 at key locations including discharges into Dry Creek.

4.2.3.3.1 Procedures for Locating Priority Areas

Develop and implement 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; and
- Areas upstream of sensitive water bodies.

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.

The Engineering Divisions will create written systematic procedures for locating areas that are likely to have illicit discharges by January 2015; the criteria for selecting these areas will include the areas applicable in the permit Section 4.2.3.3.1.

The Engineering Division will create a weighted matrix to prioritize areas of concern and will create and update, as needed, a list of all priority areas identified in the system. The Engineering Division will document the basis for its selection of each priority area. The list will be updated once a year to reflect changing priorities and will be kept on the department's O&M Manual.

4.2.3.3.2 Outfalls Inspections

Field assessment activities for the purpose of verifying outfall locations and detecting illicit discharges, including dry weather screening of outfalls or facilities serving priority areas identified in Part 4.2.3.3.1 as well as routine dry weather screening of all outfalls that discharge within the Permittee's jurisdiction to a receiving water. Compliance with this provision shall be achieved by: prioritizing receiving waters for visual inspection to identify previously unknown outfalls and field assessing at least 20 percent of the priority areas identified in Part 4.2.3.3.1 to detect illicit discharges within one year of receiving coverage from this Permit, and field assessing an additional 20 percent of the identified high priority water bodies or other high priority area each year thereafter. Field assessment activities shall utilize an inspection form to document findings.

The Engineering Division will conduct field assessment activities for the purpose of verifying outfall locations and detecting illicit discharges during the periods of dry weather. Priority will be given to the areas of concern identified by the Engineering Division. Visual inspections of at least 25 percent of all known outfalls will be inspected annually and all outfalls should be inspected at least once during the permit term. Field assessment activities will be documented on an inspection form. All inspections will be recorded at the City's storm water e-mail address.

Year	Measurable Goal Action Summary:	Document number of out falls inspected
2014		
2015		
2016		
2017		
2018		

Start Date	Due Date	Frequency	Task	Responsible Party
June 2014	January 2015	One Time	Develop written IDDE screening SOP and inspection forms	Engineering Division
January 2015	NA	Monthly	Conduct dry weather screenings and investigations	SWPPP Inspector

4.2.3.4 Illicit Discharge Source Tracing

Develop and 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.

The Engineering Division will develop an SOP (noted in Section 4.2.3.5.1) that will include procedures for inspectors to follow when a suspected IDDE is located, including working upstream to find and document the source, collect samples when necessary, and enforcement procedures once the source is determined. The procedure will also include spill response procedures to minimize the discharge of pollutants.

4.2.3.5 Illicit Discharge Response

Develop and 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.

The Engineering Division will update and implement procedures on its O&M manual for characterizing the nature of, and the potential environmental threat posed by an illicit discharge found by or reported to the City by public through the Police or Fire Department's dispatch phone number or advertised illicit discharge phone numbers. These procedures will include detailed instructions for evaluating how the discharge shall be immediately contained and steps to be taken for containment of the discharge. The department will investigate the source and will involve other parties if necessary.

Start Date	Due Date	Frequency	Task	Responsible Party
March 2014	December 2014	One Time	Develop SOP for police and hotline response of IDDE post public work number on website	Engineering Division

4.2.3.5.1 IDDE Inspection Report

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.

After the source of a non-storm water discharge is identified and confirmed, the Engineering Division will record the following information on an inspection report that will contain:

- The date the City became aware of the non-storm water discharge
- The date the City initiated the investigation of the discharge
- The date the discharge was observed
- The location of the discharge
- The description of the discharge
- The method of discovery
- The date and method of verification, removal, repair or enforcement action
- The decision process for utilizing analytical monitoring/sampling to aid in the identification of the potential source of an illicit discharge and characterization of the nature of an illicit discharge

Year	Measurable Goal Action Summary:	Document number of IDDE inspected
2014		
2015		
2016		
2017		
2018		

4.2.3.6 Ceasing Illicit Discharges

Develop and 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.

Upon detection of an illicit discharge, the Engineering Division or its appointees will require the immediate cessation of improper disposal practices upon confirmation of the responsible parties.

The City will develop and implement standard operating procedures on its O&M Manual for ceasing illicit discharges that will include:

- Notification of appropriate authorities
- Notification of the property owners
- Technical assistance for removing/eliminating the source of the discharge
- Follow-up inspection
- Escalating enforcement and legal actions if the discharge is not eliminated

Start Date	Due Date	Frequency	Task	Responsible Party
March 2014	December 2014	One Time	Develop SOP for the sewers collections department for ceasing illicit discharges	Engineering Division

4.2.3.6.1 IDDE Investigation Documentation

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 must be included in the SWMP document.

The Engineering Division or its appointees will thoroughly investigate and document all reported illicit discharges. All of the investigation documentation and procedures will be kept in the Engineering Division and on the SWMP electronic files.

Year	Measurable Goal Action Summary:	Document number of inspections and type of inspection Screening, complaint response, or other
2014		
2015		
2016		
2017		
2018		

4.2.3.7 Improper Disposal of Waste

Permittees shall inform public employees, businesses, and the general public of hazards associated with illicit discharges and improper disposal of waste.

Section 4.2.1.3 in Public Education and Outreach Program covers this requirement.

4.2.3.8 Household Hazardous Waste Collection

Permittees shall promote or provide services for the collection of household hazardous waste.

Section 4.2.1.2 in Public Education and Outreach Program covers this requirement where information regarding hazardous waste and proper disposal will be provided to the public.

4.2.3.9 Reporting Hotline

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.

The Public Works Department phone number (801- 804-4550) and the coalition hotline number (801-851-7873) will be listed and advertised to the public for the reporting of spills and other illicit discharges. The public may also call the Police or Fire Departments to report any activities. The Public Works Department will train with the Fire and Police Departments to coordinate and document the number of calls received and follow-up actions taken under the SOPs specified in Section 4.2.3.5. In addition, these phone numbers will also be listed and advertised to collect feedback from the public education efforts as specified in Section 4.2.3.6.1.

Year	Measurable Goal Action Summary:	Document number of calls received, information received, action taken, and feedback received
2014		
2015		
2016		
2017		
2018		

4.2.3.9.1 Spill Response Procedures

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.

The Engineering Division in conjunction with the Storm Water Division, Fire and Police Departments will develop a written spill/dumping response procedure and flow chart, that shows the procedures for responding to illicit discharges/spills, the various responsible agencies and their contacts, and who would be involved in illicit discharge incidence response. The procedure and list will be incorporated as part of the IDDE program and incorporated as part of each department's O&M manual IDDE program. This plan will be updated as changes occur.

Start Date	Due Date	Frequency	Task	Responsible Party
June 2014	NA	Annual	Review and Update spill/dumping response procedure and internal flow chart	Engineering Department, Fire Department Chief/Emergency Preparedness Officer

Year	Measurable Goal Action Summary:	Document and describe changes to the spill response plan
2014		
2015		
2016		
2017		
2018		

4.2.3.10 IDDE Program Evaluation

Permittees shall adopt and 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.

The Engineering Department will adopt procedures for the IDDE program evaluation and assessment that will include a database for mapping, tracking of the number and type of spills or illicit discharges and inspections conducted. This program will be evaluated annually as part of the annual report.

4.2.3.11 IDDE Employee Training

Permittees shall at a minimum, annually train employees about the IDDE program including identification, investigation, termination, cleanup, and reporting of illicit discharges including spills, improper disposal, and illicit connections. Permittees 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. Permittees 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.

The Engineering Division will develop an IDDE training program and will annually train City employees (Section 4.2.1.5). The IDDE training will include how to identify a spill, an improper disposal, or an illicit connection to the MS4 and proper procedures for reporting the illicit discharge (described at more length on Section 4.2.6.9) and documented in accordance with Section 4.1.

4.2.3.12 IDDE Documentation

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.

As specified in Section 4.1.2, ongoing documentation will be established and available for review upon request.

4.2.4 Construction Site Storm Water Runoff Control Program

All Permittees shall develop, 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 within 18 months of receiving coverage under this Permit. 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:

This measure is intended to minimize polluted storm water runoff from construction activities. Construction activities can contribute significant levels of sediment to storm water runoff if erosion and sediment controls are not implemented. The program includes:

- Program Description/Establishing SOPs
- City Ordinances
- SWPPP
- Construction Site Inspections
- City Personnel Training
- Record Keeping of Permitted Sites

The City has developed and implemented a Construction Site Storm Water Runoff Control Program since 2007 to reduce pollutants in any storm water runoff to the MS4 from sites with a land disturbance 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. Public and private projects, including projects proposed by the City's own departments and agencies will comply with these requirements.

The City has developed and adopted a Storm Water Drainage Manual that requires the use of erosion and sediment control practices on a site that conducts land disturbance activities. Potential changes to better address the new MS4 permit are under review. The revised ordinance is anticipated to require compliance will all the terms of the most current UPDES Storm Water General Permit for Construction Activities. The proposed ordinances include escalating enforcement procedures to enforce compliance.

The ordinance will address any kind of land disturbance activities that disturb an area 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 ordinance also requires storm water pollution prevention controls on sites that do not meet the description mentioned above. Because the state is currently in the process of revising the current construction general permit the City intends to delay adoption of this ordinance until the new construction permit is complete.

4.2.4.1 Erosion Requirements

Develop and adopt 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 technical requirements set forth in the UPDES Storm Water General Permit for Construction Activities, UTR300000 which can be found at http://www.waterquality.utah.gov/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 smaller sites shall be retained.

The City Storm Water Drainage Design Manual requirements must be met. These requirements include submitting a SWPPP as part of the final plan set that the City can review. In addition, the City will be adopting, or modifying ordinances, to meet the requirements of this section. The modifications to the ordinances will be completed by January 2015.

Start Date	Due Date	Frequency	Task	Responsible Party
June 2014	December 2014	One Time	Update construction storm water ordinance to comply with state updates	Engineering Division and City Attorney
December 2014	December 2014	One Time	Adopt construction storm water ordinance to comply with state updates	Engineering Division and City Attorney

4.2.4.1.1 SWPPP Requirement

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 UPDES Storm Water General Permit for Construction Activities, UTR300000.

The City Storm Water Drainage Design Manual requirements currently require contractors to prepare a SWPPP prior to construction. These requirements will be reviewed and strengthened in 2014.

Start Date	Due Date	Frequency	Task	Responsible Party
June 2014	December 2014	One Time	Develop enforcement mechanism(s) and penalties for non-compliance	Engineering Division and City Attorney
December 2014	December 2014	One Time	Adopt enforcement code changes	Engineering Division and City Attorney

Year	Measurable Goal Action Summary:	Document updates to manuals and ordinances for construction
2014		
2015		
2016		
2017		
2018		

4.2.4.1.2 Inspection Access to Private Properties

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.

The Spanish Fork Ordinance 1.08 Right of Entry for Inspection includes provisions for City personnel to access permitted sites for the purpose to ensure compliance of any city ordinance or resolution violation. The Engineering Division and Legal Department will continue to update the Storm Water Ordinance to effectively track and permit land disturbance activities; any changes to the ordinance will be documented on table below.

Year	Measurable Goal Action Summary:	Document updates to the storm water ordinance regarding private property access
2014		
2015		
2016		
2017		
2018		

4.2.4.2 Enforcement Mechanism

Develop a written enforcement strategy and implement the enforcement provisions of the ordinance or other regulatory mechanism which shall include:

As specified in Ordinance 13.14.060 Administration, the policies and procedures for administration of anything established under the ordinance, including without limitation those applicable to nonconforming uses, exceptions, enforcement and penalties, shall be the same as provided in the existing zoning ordinance as the same may from time to time be amended.

The general penalty as specified in 1.16.010 is that whenever no other penalty is prescribed in an ordinance, a violation of any provision of ordinance duly enacted by the city council shall be punished as a class B misdemeanor and whenever the penalty prescribed for a violation of any ordinance as set forth as an infraction, a class C misdemeanor, a class B misdemeanor or a class A misdemeanor, the penalty attaching to such designation shall be the same as that set forth by Utah state law in the Utah Criminal Code for an infraction, a class C misdemeanor, or a class B misdemeanor or a class A misdemeanor.

The City will add specific storm water violations to the ordinances in 2014 and amend them as necessary as the program develops.

4.2.4.2.1 Enforcement Procedures Plan

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.

An enforcement procedures plan will be developed to include specific processes and sanctions to minimize the occurrence of violations, and obtain compliance from violators. The plan will include appropriate, escalating enforcement procedures and actions. Any proposed ordinances will include the available sanctions for enforcement.

The Engineering Division standard operating procedures to obtain compliance from violations associated with operators of land disturbance activity sites will follow the below stages:

- A verbal warning with specific amount of time is given to the operator to correct the deficiency
- An Notice of Violation (NOV) is issued describing the violation to be corrected and additional time given to correct the deficiency with the threat to stop work, issuance of citation, or both
- A stop work order is issued, this can be verbal or in writing. All work must be stopped except for the activity needed to repair deficiency. At this point, a citation could be issued depending on the severity or recurrence of the problem
- A citation is issued to appear in court to face possible fines even after the deficiency is corrected
- Call of bond to repair deficiency

4.2.4.2.2 Tracking Enforcement Actions

Documentation and tracking of all enforcement actions.

The Engineering Division Inspector will document and track all of the enforcement actions and will continue to do so. The tracking system mechanism includes the use of e-mail and GIS mapping.

Year	Measurable Goal Action Summary:	Document Number of enforcement actions
2014		
2015		
2016		
2017		
2018		

4.2.4.3 SWPPP Review Procedures

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:

The Engineering Division procedures developed by the Storm Water Drainage Design Manual establish that a SWPPP will be prepared and submitted to the City for review before the contractor can obtain the approval. The plan must include possible sources of storm water pollutants and Selection of Best Management Practices (BMPs) to reduce or eliminate pollutant impacts. The SWPPPs will be reviewed and discussed with the contractor at the pre-construction meeting.

Start Date	Due Date	Frequency	Task	Responsible Party
June 2014	June 2014	One Time	Sign up for city account on State SWPPP database https://secure.utah.gov/account/login.html?returnToUrl=https%3A%2F%2Fsecure.utah.gov%2Fstormwater%2Fuii_authentication	Engineering Division
June 2014	NA	Monthly	Verify SWPPP reviews are properly documented	Engineering Division
June 2014	NA	Monthly	Review construction SWPPP plans and comment places where LID could be better utilized	Engineering Division

4.2.4.3.1 SWPPP Pre-Construction Review

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.

The Engineering Division will conduct a SWPPP pre-construction review meeting as an agenda item during the general pre-construction review with the contractor that will include a review of the site design, the planned operations at the construction site, planned BMPs during the construction phase, and the planned post-construction BMPs to manage runoff created after development. Preconstruction meetings and contractor education pamphlets are described in more detail in Section 4.2.1.4

4.2.4.3.2 SWPPP Review Check List

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.

The Engineering Division reviews each SWPPP considering the potential water quality impacts. Procedures for the SWPPP review include ensuring that all the proper SWPPP BMPs and documentation is included on this document before the land disturbance permit is issued. Potential to incorporate LID into the design is also considered. The City will develop a form for inspections before June 1st, 2014.

Start Date	Due Date	Frequency	Task	Responsible Party
February 2014	June 2014	One Time	Develop SWPPP review check list see Section 4.2.4 for requirements	Engineering Division

4.2.4.3.3 Low Impact Design (LID) Opportunities

Incorporate into the SWPPP review procedures for an evaluation of opportunities for use of low impact design (LID) and green infrastructure and when the opportunity exists, encourage such BMPs to be incorporated into the site design.

The Engineering Division will encourage the use of LID BMPs and green infrastructure to be incorporated into the site design when the opportunity exists as part of the SWPPP review. See Section 4.2.5 and the link below for additional information.

http://www.spanishfork.org/dept/pubworks/utilities/storm/pdf/Low_Impact_Development_Report.pdf

4.2.4.3.4 Priority Construction Sites

Identify priority construction sites, including at a minimum those construction sites discharging directly into or immediately upstream of waters that the State recognizes as impaired (for sediment) or high quality;

The Engineering Division will identify as priority construction sites, sites that discharge directly into Waters of the State, or are otherwise deemed to have a high probability of effecting water quality. The SWPPP review check list will contain a box denoting if the project is classified as “high priority.”

4.2.4.4 SOPs for Site Inspections and Enforcement

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:

The Engineering Division SWPPP Inspector will be the person responsible for site inspections that disturb an area greater than one acre or are part of a common plan of development. Construction projects that

require SWPPP's will be determined in the project review phase and the inspector(s) notified of approved projects as part of the pre-construction meeting.

Inspection and enforcement SOP's will be developed in the first year of the permit prior to starting site inspections in accordance with Section 4.2.4.4.1 web form, standard operating procedures, and documentation.

Start Date	Due Date	Frequency	Task	Responsible Party
December 2014	June 2015	One Time	Prepare to start SWPPP inspections of all construction sites w/ SWPPP plans. Download state form, Develop SOP for inspectors, Identify Inspector(s)	Engineering Division
June 2015	NA	Monthly	Complete SWPPP inspections on all active construction projects w/ SWPPP plans. High priority sites require 2 inspections per month	Engineering Division

4.2.4.4.1 Construction Site Inspection Checklist

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.waterquality.utah.gov/UPDES/stormwatercon.htm .

The Engineering Division will develop inspection procedures by June 1st, 2016 for all construction sites with a land disturbance of greater than 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 web form, standard operating procedures, and documentation.

4.2.4.4.2 Construction Site Inspection

The Permittee must inspect all phases of construction: prior to land disturbance, during active construction, and following active construction. The Permittee must include in its SWMP document a 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.

The SWPPP Inspector will inspect all phases of construction until the termination of the project. Procedures for termination notification by the operator of a permitted site to verify the final stabilization and removal of all temporary control measures will be developed by June 1st, 2016.

4.2.4.4.3 Biweekly Inspections of Construction Sites

Inspections by the MS4 of priority construction sites defined in Part 7.36 must be conducted at least biweekly using the Construction Storm Water Inspection Form (Checklist) found on the Division's website at http://www.waterquality.utah.gov/UPDES/stormwatercon.htm .

The SWPPP Inspector will inspect all phases of construction until the termination of the project. All sites will be inspected by the City Inspector on a monthly basis and priority sites will be inspected every two weeks. Inspections will be documented on the state form and emailed for documentation. All inspections will follow the inspection SOP. Procedures for termination notification by the operator of a permitted site to verify the final stabilization and removal of all temporary control measures will be developed.

4.2.4.4.4 Inspection Enforcement

Based on site inspection findings, the Permittee must take all necessary follow-up actions (i.e., re-inspection, enforcement) to ensure compliance in accordance with the Permittee's enforcement strategy. These follow-up and enforcement actions must be tracked and documented.

The Engineering Division SWPPP Inspector will take all necessary follow-up actions (re-inspection, enforcement) to ensure compliance in accordance with City Ordinances. Enforcement actions will be tracked and documented by e-mailing all actions to the MS4 account.

4.2.4.5 City Personnel Training

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, is 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 training records to be kept include dates, activities or course descriptions, and names and positions of staff in attendance.

The Engineering Division will train staff whose primary job duties are related to implementing the construction storm water program, including permitting, plan review, construction site inspections, and enforcement. The training will be conducted by the Engineering Division personnel or a third party. Third party training events for inspectors and plan reviewer will be conducted through the Utah County Storm Water Coalition. Training records will include dates, course description and names and positions of staff in attendance and recorded in Section 4.2.1.5.

Year	Measurable Goal Action Summary:	Document training dates, attendance and course description
2014		
2015		
2016		
2017		
2018		

4.2.4.6 Record Keeping of Permitted Sites

All Permittees shall adopt and 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.

Initially all inspections will be e-mailed, to the MS4 account to provide a record of all inspections, enforcement actions, and other pertinent information. Monthly the inspector will review the account to ensure inspections are being properly documented. This account will also house copies of the original SWPPP, SWPPP review sheets, pre-construction meeting notes, etc. As the program develops the City may choose to investigate alternative tracking software.

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

All Permittees shall develop, 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 within 18 months of receiving coverage under this Permit. 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.

This measure is intended to minimize the impact to storm water quality caused by development and redevelopment. The increase in impervious areas caused by development can cause an increase in the type and quantity of pollutants in runoff. Prior planning and design to minimize pollutants in runoff from these areas is an important component to storm water quality management. The program includes:

- Program Description/Establishing SOPs
- City Ordinance Modifications
- Design Standards for Post-Construction Water Controls
- Review of Post-Construction Water Controls
- SOPs for Inspections and Enforcement
- City Personnel Training
- Post-Construction BMP Inventory

The City currently has many practices in place to ensure runoff control. Over the first year of the permit the existing controls will be modified and strengthened to comply with this permit. It is anticipated that the majority of changes will be completed in the storm water design manual.

Start Date	Due Date	Frequency	Task	Responsible Party
February 2014	June 2014	One Time	Review Ordinance and design manual for compliance with 4.2.5	Engineering Division

Year	Measurable Goal Action Summary:	Document other updates
2014		
2015		
2016		
2017		
2018		

4.2.5.1 Post Construction Ordinances

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. The ordinance or other regulatory mechanism shall, at a minimum, be equivalent with the technical requirements set forth in the UPDES Storm Water General Permit for Construction Activities, UTR300000 which can be found at http://www.waterquality.utah.gov/UPDES/stormwatercon.htm . 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.

The Storm Water Drainage Manual addresses that storm facilities for both minor and major systems must be designed to account for the conveyance of water during a storm event (10 year for minor system and 100 year for a major system). Detention basins are to be designed to detain runoff from a storm with a return frequency of 25 years and retention basins are designed to retain runoff from a storm with a return frequency of 100 years.

The structural post-construction BMP selection, design, installation and operation for each site will be reviewed to make sure it will perform adequately in the soil and terrain conditions for the particular site before approval per the Engineering Division. The Engineering Division will continuously update post-construction BMPs that will minimize impacts from development runoff to the MS4.

Year	Measurable Goal Action Summary:	Document the changes in manual and ordinance
2014		
2015		
2016		
2017		
2018		

4.2.5.2 Enforcement Responsibilities

Develop an enforcement strategy and implement the enforcement provisions of the ordinance or other regulatory mechanism. Procedures for enforcement of BMPs include:

The City will develop SOPs for the inspection and maintenance requirements for long term BMPs on or before February 1st, 2015.

Start Date	Due Date	Frequency	Task	Responsible Party
February 2014	February 2015	One Time	Develop SOP for post construction inspections and enforcement actions. See 4.2.5.2.1, 4.2.5.5, 4.2.5.5.3 for details	Engineering Division

Year	Measurable Goal Action Summary:	Document the number of enforcement actions taken
2014		
2015		
2016		
2017		
2018		

4.2.5.2.1 Enforcement Procedures and Actions

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.

The procedures and actions to gain compliance from violators will be developed over the next year but are anticipated to include the following components:

- The enforcement options are detailed on the proposed City Ordinances
- BMP Inspection prior to accept of site improvements
- Maintenance easements must be properly recorded in the land record
- Maintenance arrangements with third parties will be arranged through appropriate legal means
- Periodic inspections of private and City owned or operated post-construction BMPs by the Storm Water Division personnel or SWPPP Inspector
- If a third party property is not maintained or repaired within the time allowed by the City, the City will perform the maintenance and repairs at its expense, and bill the same to the property owner
- Notification to owners of a problem location, specifying time of compliance
- Other actions include: notice of violation, stop work orders, cease and desist orders, and citations

4.2.5.2.2 Documentation for Post-Construction BMP Requirements

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.

The City GIS databases and email will be used to keep an inventory of all new Post-Construction BMPs starting on March 15th, 2014. Each BMP is reviewed and approved by the Engineering division during the permitting process. The selection process includes what the intended objective of the BMP was; the targeted pollutants the BMP would help control, how effective this BMP will be and the requirements for implementing this BMP.

Start Date	Due Date	Frequency	Task	Responsible Party
March 2015	NA	Monthly	Verify new post construction BMPs have been uploaded to GIS database	GIS Administrator

4.2.5.3 Post-Construction Controls Standards for Development and Redevelopment Projects

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.

The post constructions controls are in or will be added to the design manual.

4.2.5.3.1 New Developments Post Construction

The Permittee's new development/redevelopment program should 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.

Spanish Fork City currently has ordinance language (Title 15.3.24.030 Master Plan Development) that limits development of Sensitive Lands (lands having slopes in excess of 30%, wetlands, 100-year floodplain, natural drainages, fault zones, streams, and lakes). The existing design manual incorporates many non-structural requirements. Additional requirements will be investigated as part of the review in 4.2.5.1 and will include consideration of:

- Minimize development in areas susceptible to erosion and sediment loss
- Minimize disturbance of native soils and vegetation
- Preserve areas that provide important water quality benefits
- Implement measures for flood control
- Protect the integrity of natural resources and sensitive areas

4.2.5.3.2 Post Construction Controls

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 to evaluate and encourage a Low Impact Development (LID) approach which encourages the implementation of structural BMPs, where practicable, 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. The selection and design of post-construction controls must take into consideration clogging or obstruction issues, freeze-thaw problems, effect on slope stability and groundwater, and the ability to effectively maintain the control.

The Engineering Division will develop a process to evaluate and encourage a Low Impact Development (LID) approach which encourages the implementation of structural BMPs, where practicable, 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. The selection design of post-construction controls will take into consideration clogging or obstruction issues, freeze-thaw problems, effect on slope stability and groundwater, and the ability to effectively maintain the control.

If LID practices are proposed to be used on a site, the Engineering Division will review and evaluate the proposal to make sure it will perform adequately in the soil and terrain conditions for the particular site before approval. Meetings and actions taken to advance LID will be documented as part of Sections 4.2.1.6, 4.2.4.3.2 and 4.2.4.3.3.

4.2.5.3.3 Retrofit of Existing Storm Infrastructure

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 water body
- Status of water body to improve impaired water bodies and protect unimpaired water bodies
- Hydrologic condition of the receiving water body
- Proximity to sensitive ecosystem or protected area
- Any upcoming sites that could be further enhanced by retrofitting storm water controls

Starting in the third year of the program (2016), the City will begin the process of mapping, documenting, and inspecting existing BMP's within the City. As the mapping develops priority sites will be identified (using the criteria above) and added to the routine inspection schedule. Potential improvements to this system will be revaluated in 2018.

Existing sites which are found to be contributing to the depredation of water quality the Engineering Division and Storm Water Division will develop a plan, on a case by case basis to retrofit existing developed sites to minimize impacts. The retrofit plan will be developed to emphasize controls that infiltrate, evapotranspire, or harvest and use storm water discharges.

Start Date	Due Date	Frequency	Task	Responsible Party
January 2016	NA	Quarterly	Develop map of existing post construction BMPs and identify priority sites	GIS Administrator
June 2018	July 2018	One Time	Identify existing city owned facilities that require modification	Engineering Division

Year	Measurable Goal Action Summary:	Document Number of Retrofit Inspections
2014		
2015		
2016		
2017		
2018		

4.2.5.3.4 Hydrological Methods for Determining Storm Water

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. Specific criteria which require that Best Management Practices (BMPs) are designed to treat the water from a specific design storm (e.g., the 2-year, 24-hour event) must be incorporated into the Permittee's post-construction minimum control measure and documented in the SWMP. Permittees may allow other unique or complex methodologies.

The following storm drainage criteria and design guidelines apply to all storm drainage plans in Spanish Fork and shall be calculated as specified in the Storm Water Drainage Design Manual. The City Engineer reviews the plans and has the authority to modify the criteria and guidelines as needed to meet changing or unusual needs or conditions.

http://www.spanishfork.org/dept/pubworks/engineering/pdf/Drainage_Manual.pdf

4.2.5.4 Site Plan Review of Post-Construction Storm Water Controls

All Permittees shall adopt and implement procedures for site plan review which incorporate consideration of water quality impacts. Prior to construction, Permittees shall:

The Engineering Division has procedures in place for reviewing the proposed post-construction BMPs in order to address water quality impacts. Prior to site plan approval, the Engineering Division will review the SWPPP, specify any preferred design, and document any storm water facilities impacted.

4.2.5.4.1 SWPPP Review

Review Storm Water Pollution Prevention Plans (SWPPPs) 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.

The Engineering Division procedures developed by the Storm Water Drainage Design Manual establish that a SWPPP will be prepared and submitted to the City for review before the contractor can obtain the approval for construction over half an acre. The plan must include possible sources of storm water pollutants and Selection of Best Management Practices (BMPs) to reduce or eliminate pollutant impacts. The SWPPP's will be reviewed and discussed with the contractor at the preconstruction meeting as described in the permit. The SWPPP pre-construction review meeting will include a review of the site design, the planned operations at the construction site, planned BMPs during the construction phase, and the planned post-construction BMPs to manage runoff created after development. Preconstruction meetings and contractor education pamphlets are described in more detail in Section 4.2.1.4 and 4.2.4.3.

4.2.5.4.2 Preferred Design Specifications

Permittees shall provide developers and contractors with preferred design specifications to more effectively treat storm water for different development 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.

The Engineering Division will review and revise the storm drain design manual as stated in Section 4.2.5.2. The inclusion of preferred design criteria for post construction BMP controls to more effectively treat storm water discharges will be evaluated.

As part of the site plan design review process the Engineering Division will provide developers and contractors with preferred design criteria to more effectively treat storm water for different development types though updates to the design criteria.

4.2.5.4.3 Storm Water Documentation

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.

The Engineering Division will keep a representative copy of information that is provided to design professionals. The City does not plan on mailing information to a large number of design professionals; instead, design professionals will be directed to the City website where they can download pertinent information. Training seminars may be offered through the Utah County Storm Water Coalition; if so, attendance and material presented will be documented.

http://www.citizenserve.com/CAP/CitizenController?Action=ShowPermitPage

4.2.5.5 Standard Operating Procedures for Inspections and Enforcement of Post-construction Storm Water Control Measures

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.

The Engineering Division will adopt and implement SOPs for site inspection and enforcement of post-construction storm water control measures by 2016. These procedures will ensure adequate ongoing long-term operation and maintenance of approved private and City owned or operated storm water control measures.

The SOPs to ensure compliance from operators of post-construction BMPs through inspections and enforcement are anticipated to include the following components:

- Post construction BMPs owner information, location, maintenance schedule and other pertinent information are entered on the post-construction facilities data base (4.2.5.2.3)
- Inspections are scheduled according to the priority of the Post-Construction BMP or according to the maintenance agreements
- Inspections are conducted by City Personnel using the Post-Construction Facility Inspection Report (4.2.5.2)
- After a site inspection or upon a violation to the post-construction BMP maintenance requirements is found:
    - A specific amount of time is given to the operator to correct the deficiency
    - A Notice of Violation (NOV) is issued describing the violation to be corrected and time given to correct the deficiency with the threat to issue a citation if not corrected
    - If problem persists, a citation is issued to appear in court to face possible fines even after the deficiency is corrected
    - The City will repair the deficiency and will back charge the operator or place a lean on the property for the cost of the repairs made.

Year	Measurable Goal Action Summary:	Number of sites inspected
2014		
2015		
2016		
2017		
2018		

4.2.5.5.1 Standard Operating Procedures for Inspections and Enforcement of Post-construction Storm Water Control Measures

The ordinance or other regulatory mechanism shall include provisions for both construction-phase and 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.

The Ordinance 1.08 Right of Entry for Inspection includes provisions for City personnel to access permitted sites for the purpose to ensure compliance of any city ordinance or resolution violation. The Engineering Division and Legal Department will continue to update the Storm Water Ordinance to effectively track and permit land disturbance activities.

The general penalty as specified in 1.16.010 is that whenever no other penalty is prescribed in an ordinance, a violation of any provision of ordinance duly enacted by the city council shall be punished as a class B misdemeanor and whenever the penalty prescribed for a violation of any ordinance as set forth as an infraction, a class C misdemeanor, a class B misdemeanor or a class A misdemeanor, the penalty attaching to such designation shall be the same as that set forth by Utah state law in the Utah Criminal Code for an infraction, a class C misdemeanor, or a class B misdemeanor or a class A misdemeanor.

For new constructions, Violations (14.04.040) are a Class C Misdemeanor to erect, construct, enlarge, alter, repair, move, demolish, occupy, or use any building or structure in the City in violation of or without complying with the provisions of the building code adopted under this title. It is also a Class C Misdemeanor for any person to remove a stop work order properly posted upon a project or a building within a project by the Building Official. In addition, a Class C Misdemeanor for any person to ignore a stop work order and continue working any project or any building within a project.

Specific fines for storm water violations will be included in ordinance revisions, noted in Section 2.3.3.1.

4.2.5.5.2 BMP inspections during installation

Permanent structural BMPs shall be inspected at least once during installation by qualified personnel. The Engineering Division will inspect and document structural BMPs at least once during installation by the Engineering Division Public Works Inspectors and/or SWPPP Inspector during routine construction SWPPP inspections as part of existing SOPs.

4.2.5.5.3 Inspection Report

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;
- Specific maintenance issues or violations found that need to be corrected by the property owner or operator along with deadlines and re-inspection dates.

The Engineering Division will inspect and maintain structural BMPs owned or operated by the City annually in 2016 using the standard post-construction inspection SOP developed in 4.2.5.2. Facilities that are owned/operated by a private entity will also be inspected and maintained by the owner/operator as specified in the maintenance agreement with the City. The Engineering Division Inspector will inspect and document storm water controls at least **once every five years**, or as specified in the maintenance agreement.

Start Date	Due Date	Frequency	Task	Responsible Party
August 2015	January 2016	One Time	Develop post construction SOPs and forms	SWPPP Inspector
March 2016	NA	Quarterly	Inspect post construction BMP's	SWPPP Inspector

4.2.5.6 City Personnel Training

Permittees shall provide adequate training for all staff involved in post-construction storm water management, planning and review, and inspections and enforcement. 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 Engineering Division will provide training for all staff involved in post-construction storm water management, planning, review, inspections and enforcement. Training will include reviewing City Ordinances and Storm Water Drainage Plans. The training records will include the training date, course description, and names and positions of staff in attendance. Training events are also described and documented in Section 4.2.1.5, 4.2.3.11, 4.2.4.5, and 4.2.6.9 of this document.

4.2.5.7 Inventory of Post Construction Structural BMPs

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.

The GIS Department in conjunction with the Engineering Division will start to maintain an inventory of all post-construction structural storm water control BMPs throughout the County. This inventory will include both public and private sites located within the County boundaries and service areas.

4.2.5.7.1 Post Construction Storm Water Inventory

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).

The Post Construction Storm Water Inventory entry will include basic information such as:

- Project Name and Location
- Owner's name and contact information
- BMP description
    - Storm water control measure (type, number, design or performance specifications)
    - Maintenance requirements (frequency of inspections and maintenance)
- Installation date and inspection history

4.2.5.7.2 Updates to the Inventory

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.

Based on inspections conducted, the Divisions involved will update the inventory as needed when changes occur in property ownership or changes to the control structural post-construction BMPs.

Start Date	Due Date	Frequency	Task	Responsible Party
March 2014	NA	Monthly	Update inventory for changes in property ownership or post construction control measures	GIS Administrator

4.2.6. Pollution Prevention and Good House Keeping for Municipal Operators

All Permittees shall develop and implement an operations and maintenance (O & M) program for Permittee-owned or operated facilities, operations and structural storm water controls that includes standard operating procedures (SOPs) or similar type of documents and a training component that have the ultimate goal of preventing or reducing pollutant runoff from all Permittee-owned or operated facilities and operations. All components of an O & M 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:

This measure is intended to ensure a reduction in the amount and type of storm water pollutants by establishing routine activities in the operation and maintenance of municipal operations that affect storm water runoff. Setting particular guidelines for source controls and materials management is an important component to storm water quality management. The Program includes:

- Operation and Maintenance Program Description/Establishing SOPs
- Facilities Inventory
- High Priority Facilities and Activities
- Inspection of Facilities
- City Personnel Training

The Pollution Prevention and Good Housekeeping Program of this SWMP addresses routine activities in the operation and maintenance of City owned facilities, drainage systems, roadways, parks and open spaces, and other municipal operations to reduce pollutants entering the storm drain system. Various City Departments and Divisions have prepared an operations and maintenance manual (O&M Manual) for the City owned facilities and City activities with standard operating procedures (SOPs) for the maintenance and proper operation of structural storm water controls along with a training component that has the ultimate goal of preventing or reducing pollutant runoff from the City owned facilities and operations. All of the components of the O&M program will be included in this document. It will identify the department and the staff responsible for performing each activity described in this section.

4.2.6.1 Inventory of City Owned or Operated Facilities

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

Facilities covered under the General UPDES Permit for Storm Water Discharges Associated with Industrial Activities do not need to develop an O & M program but must instead maintain the Storm Water Pollution Prevention Plan (SWPPP) required by that permit.

The Engineering Division in conjunction with other City Divisions and Departments created an inventory of city owned facilities that can be viewed in the following section. This list will be reviewed annually and updated as necessary. The care and maintenance of each facility will be assigned to a specific Division or Department for its care and maintenance. The list includes:

- Parks and open space
- Material storage yards
- Pesticide storage facilities
- Public buildings, including libraries, police stations, fire stations, municipal buildings, etc.
- Parking lots
- Golf courses
- Swimming pools
- Public works yards
- Salt storage facilities
- Street repair and maintenance sites
- Vehicle maintenance and storage yards
- Structural storm water controls

Facilities covered under the General UPDES Permit for Storm Water Discharges Associated with Industrial Activities will maintain a Storm Water Pollution Prevention Plan (SWPPP).

A map of City facilities will be continuously updated on the link below.
http://suvgis.spanishfork.org/SFWebMapApp/

Inventory of City Owned Facilities

Buildings

- Government Offices 40 S Main St Spanish Fork, UT 84660
- Civic Building Senior Center 167 W Center St Spanish Fork, UT 84660
- Civic Building DUP Museum 400 N Main St Spanish Fork, UT 84660
- Sherriff/Security Center 3075 N Main St Spanish Fork, UT 84660
- Police Station 789 W Center St Spanish Fork, UT 84660
- Court House 775 W Center St Spanish Fork, UT 84660
- Park and Recreation Office 775 N Main St Spanish Fork, UT 84660
- Public Works/Electric 2160 N 150 E Spanish Fork, UT 84660
- Solid Waste Transfer Station 2450 W 400 S Springville, UT 84663
- Compost Site 1652 N 1100 E Spanish Fork, UT 84660
- Fire/Ambulance 370 N Main St Spanish Fork, UT 84660
- Library 49 S Main St Spanish Fork, UT 84660
- Animal Shelter 582 W 3000 N Spanish Fork, UT 84660
- Spanish Fork Community Network 65 S 630 W Spanish Fork, UT 84660

NPDES Facilities

- Water Treatment 2160 N 150 E Spanish Fork, UT 84660
  - NPDES#4952
  - UT0020109
  - http://iaspub.epa.gov/enviro/fii_query_detail.disp_program_facility?p_registry_id=110001148311
  - http://iaspub.epa.gov/enviro/fii_query_detail.disp_program_facility?p_registry_id=110010671095
- Ready Mix Facility 2276 N 200 E Spanish Fork, UT 84660
  - NPDES#3273
  - UTR000983
  - http://iaspub.epa.gov/enviro/fii_query_detail.disp_program_facility?p_registry_id=110041904767

Public Parks

- Abbie Court Park 1438 S 2050 E Spanish Fork, UT 84660
- Batting Cages 1380 N 200 E Spanish Fork, UT 84660
- Canyon Elementary Ret. Basin 1372 S 1700 E Spanish Fork, UT 84660
- Canyon View Park 3300 E Powerhouse Rd Spanish Fork, UT 84660
- Cemetery 420 S 400 E Spanish Fork, UT 84660
- Cemetery Pioneer 1884 S 1530 E Spanish Fork, UT 84660
- Centennial Park 572 S 600 E Spanish Fork, UT 84660
- City Park 49 S Main St Spanish Fork, UT 84660
- East Park 498 S 820 E Spanish Fork, UT 84660
- Golf Course 3430 E Powerhouse Rd Spanish Fork, UT 84660
- Little Chicago 727 N 400 E Spanish Fork, UT 84660
- Little Cleveland 428 E 700 N Spanish Fork, UT 84660
- North Park 1185 N 400 E Spanish Fork, UT 84660
- Parkside Estates Ret. Basin 1221 E 1480 S Spanish Fork, UT 84660
- Retention Basin 11th & 11th 1100 S 1100 E Spanish Fork, UT 84660
- Retention Basin 11th & 6th 1100 E 600 S Spanish Fork, UT 84660
- Spanish Fork Fairgrounds 475 S Main St Spanish Fork, UT 84660
- Spanish Oaks Campground 2939 S Spanish Oaks Drive Spanish Fork, UT 84660
- Spanish Oaks Gun Club 2912 S Spanish Oaks Drive Spanish Fork, UT 84660
- Spanish Oaks Reservoir 2931 S Spanish Oaks Drive Spanish Fork, UT 84660
- Skate Park 491 S 600 E Spanish Fork, UT 84660
- Sports Complex 141 W Volunteer Drive Spanish Fork, UT 84660
- Swenson Baseball Complex 171 W 300 S Spanish Fork, UT 84660
- Water Park 199 N 300 W Spanish Fork, UT 84660
- Wildflower Ret. Basin 293 S 630 W Spanish Fork, UT 84660

Electric Sub-stations

- Argyle Sub-station 140 W Center St Spanish Fork, UT 84660
- Industrial Sub-station 345 W 1000 North Spanish Fork, UT 84660
- Whitehead Sub-station 1958 N 200 E Spanish Fork, UT 84660
- Woodhouse Sub-station 1652 N 1100 E Spanish Fork, UT 84660
- North Sub-station 301 W 3000 N Spanish Fork, UT 84660
- Canyon Road Sub-station 2450 E Canyon Rd Spanish Fork, UT 84660
- Bonner Sub-station 617 S 450 E Spanish Fork, UT 84660
- Rocky Mountain Power Sub-station 2800 E 7600 S Spanish Fork, UT 84660

Sewer Lift Stations

- Industrial #1 2406 N Main St Spanish Fork, UT 84660
- Industrial #2 3281 N Main St Spanish Fork, UT 84660
- Spanish Fields 1105 W 590 South Spanish Fork, UT 84660
- Lift Station 1185 N 400 E Spanish Fork, UT 84660

Start Date	Due Date	Frequency	Task	Responsible Party
March 2014	NA	Annually	Develop / review SWPPP plans for city facilities listed in Section 4.2.6.1	Spanish Fork Storm Water Coordinator
January 2015	NA	Annually	Review inventory of city owned facilities identify "high risk facilities" (4.2.6.3) List of exempt facilities Section 4.2.6.4.2	Engineering Division

4.2.6.2 Pollutant Discharge Potential Assessment

All Permittees must initially 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, ethyl benzene 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.

The Engineering Division in conjunction with other City Departments and Divisions will assess the City owned facilities and operations annually for their potential to discharge to storm water systems the following typical urban pollutants annually. A description of the assessment process and findings will be included on each O&M Manual.

4.2.6.3 High Priority Facilities and Activities

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 water bodies, poor housekeeping practices, and discharge of pollutant(s) of concern to impaired water(s).

The Engineering Division in conjunction with other City Divisions and Departments will identify facilities as “high priority” based on the pollutant discharge potential assessment of each facility or operations that have a high potential to generate storm water pollutants. The factors that will be considered in giving a facility a high priority ranking will be the amount of urban pollutants stored at the site, the identification of improperly stored materials, activities that must be performed outside, proximity to water bodies, poor housekeeping practices, and discharge of pollutants of concern to impaired waters by January 1st, 2016.

4.2.6.4 High Priority Facilities SOPs

Each “high priority” facility identified in Part 4.2.6.3 must develop facility-specific standard operating procedures (SOPs) or similar type of documents. The SOPs shall include BMPs that, when applied to the municipal operation, facility or storm water control will protect water quality and reduce the discharge of pollutants to the MS4. Low impact development (LID) techniques should be considered for all new and redeveloped Permittee-owned or operated facilities. The SOPs shall include appropriate pollution prevention and good housekeeping procedures for all of the following types of facilities and/or activities listed below:

Each City Department or Division overseeing a “high priority” facility or operation will start to document the existing SOPs and BMPs that are currently in place to manage storm water runoff. Through the documentation program opportunities to include LID practices and general improvements will be evaluated. Once existing practices are updated and documented, the SOPs will be reviewed quarterly to look for additional improvements. SOP documentation will be recorded in 4.1.2 of this document.

4.2.6.4.1 Operation and Maintenance Program for City Buildings and Facilities

Buildings and facilities: The O & M program 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 O & M program must include schedules and SOPs for sweeping parking lots and keeping the area surrounding the facilities clean to minimize runoff of pollutants. Within 180 days of receiving coverage from this Permit, all Permittees must develop 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. Within 180 days of receiving coverage from this Permit, all Permittees must develop an inventory including a map of all storm drains located on the property of all Permittee-owned or operated buildings and facilities. The Permittee must ensure that only storm water is allowed into these drains and that the appropriate BMPs are in place to minimize pollutants from entering the MS4.

The O&M program will include: City owned or operated offices, police and fire stations, swimming pool, parking lots, etc. Each Department or Division that has an impact on storm water discharging to the municipal separate storm sewer system (MS4), will create or update their O&M Manuals and SOPs to include the following items:

- Address the use, storage and disposal of chemicals and ensure, through employee training, that those responsible for handling these products understand and implement SOPs
- All City owned or operated facilities will ensure that spill prevention plans are in place
- The SOPs will address dumpsters and other waste management which includes, but is not limited to cleaning, washing, painting and other maintenance activities
- The O&M program will include schedules and SOPs for sweeping parking lots and keeping the area surrounding the facilities clean to minimize runoff of pollutants
- The City Departments and Divisions will develop an inventory, including a map, of all storm drains located on the property of all the City owned or operated buildings and facilities in their care
    - Each City Division and Department must ensure that only storm water is allowed into these drains and that the appropriate BMPs are in place to minimize pollutants from entering the MS4

Year	Measurable Goal Action Summary:	Document Changes in Operating Procedures
2014		
2015		
2016		
2017		
2018		

Start Date	Due Date	Frequency	Task	Responsible Party
April 2014	NA	Quarterly	Document and Review one ongoing BMP/SOP for city buildings and facilities (offices, police and fire stations, swimming pool, parking lots, etc.) and one general BMP/SOP	Spanish Fork Storm Water Coordinator

4.2.6.4.2 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 and not covered under the General UPDES Permit for Storm Water Discharges Associated with Industrial Activities.

The City will develop a list of facilities not covered under this permit, and document the controlling regulations for each facility that limit storm water pollution. This list will be updated annually.

Start Date	Due Date	Frequency	Task	Responsible Party
May 2014	NA	Annually	Update list of facilities not covered under permit and document the controlling regulations for each facility	Engineering Division
September 2014	NA	Quarterly	Document and Review one ongoing BMP/SOP for material storage areas, heavy equipment storage areas, and maintenance areas and one general BMP/SOP	Spanish Fork Storm Water Coordinator

Year	Measurable Goal Action Summary:	List facilities link not covered under this permit and the regulating permit number
2014		
2015		
2016		
2017		
2018		

4.2.6.4.3 Parks and Open Space

The O & M program shall address, but is not limited to: SOPs for 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 instruction; 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.

The Parks Division and Golf Course will update their O&M Manual SOPs to address:

- Proper application, storage, and disposal of fertilizers, pesticides, and herbicides including minimizing the use of these products and using only in accordance with manufacturers instruction
- Sediment and erosion control
- Lawn maintenance and landscaping activities that evaluate practices to ensure protection of water quality such as, proper disposal of lawn clippings and vegetation, and use alternative landscaping materials such as drought tolerant plants
- Management of trash containers at parks and other open spaces that include scheduled garbage pickup, number of containers, and signage in areas concerning proper disposal of pet wastes
- Cleaning of maintenance equipment, building exterior, trash containers and the disposal of the associated waste water

The Parks Division and Golf Course will implement pollution prevention and good housekeeping practices at their facilities through the implementation of these BMPs.

Start Date	Due Date	Frequency	Task	Responsible Party
April 2014	NA	Quarterly	Document and Review one ongoing BMP/SOP for the parks division and golf course and one general BMP/SOP	Spanish Fork Storm Water Coordinator

Year	Measurable Goal Action Summary:	Document Changes in Operating Procedures
2014		
2015		
2016		
2017		
2018		

4.2.6.4.4 Vehicle and Equipment

The O & M program shall address, but it not limited to: SOPs that address 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 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 surface waters. This Permit strictly prohibits such discharges.

All Divisions and Departments will update their O&M Manual SOPs to address vehicle maintenance and repair needs. Specifically, the Golf Course, Fleet Department, and Parks Division that maintains vehicles at their facilities will include BMPs such as drip pans and absorbents under or around leaky vehicles and equipment or storing indoors where feasible.

The Fueling area operated by the City is located at the Waste Water Reclamation Plant; it is constantly monitored and evaluated according to the requirements of their MSGP SWPPP. Vehicle wash procedures will be addressed by all Departments and Divisions to ensure that wash waters are not discharged to the MS4 or surface waters.

Start Date	Due Date	Frequency	Task	Responsible Party
April 2014	NA	Quarterly	Document and Review one ongoing BMP/SOP for all divisions and departments addressing vehicle maintenance and repairs (specifically golf course, fleets department, parks department, etc.) and one general BMP/SOP	Spanish Fork Storm Water Coordinator

Year	Measurable Goal Action Summary:	Document Changes in Operating Procedures
2014		
2015		
2016		
2017		
2018		

4.2.6.4.5 Roads, Highways, and Parking Lots

The O & M program shall address, but it 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.

The Engineering Division O&M Manual will be reviewed annually and updated, if necessary, to describe in writing standard operating procedures for:

- Sweeping streets and other BMPs designed to reduce road debris and other pollutants from entering the MS4 including schedules disposal methods of waste removed
- Pothole repairs
- Pavement marking
- Sealing and repaving
- Plowing, application of deicing compounds, and maintenance of snow disposal areas
- Right of way maintenance including mowing and herbicide application
- Municipal sponsored events (parade and street fair clean up)

The Buildings and Grounds Department, Parks Division and Golf Course O&M Manuals will be updated to describe in writing standard operating procedures for:

- Sweeping of parking lots and any other BMPs designed to reduce parking lot debris and other pollutants from entering the MS4
- Snow removal and application of deicing compounds

Start Date	Due Date	Frequency	Task	Responsible Party
April 2014	NA	Quarterly	Document and Review one ongoing BMP/SOP for roads, highways and parking lots (i.e. street sweeping, pothole repairs, sealing and repaving, deicing, etc.) and one general BMP/SOP	Engineering Division

Year	Measurable Goal Action Summary:	Document Changes in Operating Procedures
2014		
2015		
2016		
2017		
2018		

4.2.6.4.6 Storm Water Collection and Conveyance System

The O & M program shall address, but is not limited to: SOPs and schedule 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 should 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 develop, 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 should be dewatered in a contained area and discharged to the local sanitary sewer (with approval of local authorities) where feasible. The solid material will need to be stored and disposed of properly to avoid discharge during a storm event. Any other treatment and disposal measures must 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.

The Engineering Division O&M Manual SOPs will be updated to describe standard operating procedures and schedules for the inspection, cleaning, maintenance and repair of:

- Detention/retention basins
- Catch basins
- Storm water conveyance pipes
- Ditches and irrigation canals

- Culverts
- Structural storm water control
- Structural runoff treatment
- Flow control facilities

The Division will create a storm sewer system maintenance map and schedule to document inspections. This data will be used to designate priority areas that will be maintained more frequently. Also, the O&M Manual SOPs will include proper documentation procedures and disposal methods of all waste and waste water removed from the storm water conveyance system.

Start Date	Due Date	Frequency	Task	Responsible Party
April 2014	NA	Quarterly	Document and Review one ongoing BMP/SOP for the storm water and conveyance system (catch basins, ditches and irrigation canals, culverts, flow control facilities, etc.) and one general BMP/SOP	Engineering Division

Year	Measurable Goal Action Summary:	The Engineering Division will meet with each department quarterly to help create, review or make changes to the O&M Manual SOPs and BMPs		
2014				
2015				
2016				
2017				
2018				

4.2.6.4.7 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 to protect water quality from discharges from these sites in the O & M program.

Each Department or Division will identify any facility or operations that could reasonably be expected to discharge to the municipal separate storm sewer system (MS4) and update their O&M Manuals SOPs to include facilities and operations not listed above that would reasonably be expected to discharge contaminated runoff.

Start Date	Due Date	Frequency	Task	Responsible Party
April 2014	NA	Quarterly	Document and Review one ongoing BMP/SOP by each department for other facilities and operations that could discharge to the MS4 and one general BMP/SOP	Spanish Fork Storm Water Coordinator

Year	Measurable Goal Action Summary:	The Engineering Division will meet with each department annually to help create, review or make changes to the O&M Manual SOPs and BMPs
2014		
2015		
2016		
2017		
2018		

4.2.6.5 Third Party Maintenance of Storm Water Facilities

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.

The Engineering Division will allow private developments to be able to conduct their own maintenance and inspections of storm water BMPs and will be held to the same standards as City Personnel. These expectations will be defined through a proposed City Ordinance to insure through contractually required documentation or periodic site visits, that the owner of such storm water BMPs is following SOP to maintain such controls. This permit requirement is also covered in Section 4.2.5 of this plan.

4.2.6.6 Inspection of City Owned or Operated Facilities

An O & M program designed for Permittee-owned or operated facilities shall include the following inspections:

Each Department or Division O&M Manual will include weekly visual inspections of “high priority” facilities, quarterly comprehensive inspections of “high priority” facilities, and quarterly visual observations of storm water discharges from “high priority” facilities.

Start Date	Due Date	Frequency	Task	Responsible Party
May 2014	NA	Annually	Develop / review inspection check list for each high priority facility	Engineering Division
September 2014	NA	Quarterly	Complete quarterly inspection of high priority sites	GIS Administrator

4.2.6.6.1 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.

Each Department or Division will perform weekly visual inspections of their "high priority" facilities or areas of the facilities that each department is responsible for in accordance with their O&M Manual to minimize the potential for pollutant discharge. Any spill discovered will be documented and cleaned up immediately to prevent contact with precipitation or runoff.

The weekly inspections will be tracked ONLY IF ACTION ITEMS ARE REQUIRED in a log by each Department or Division and records kept in their O&M Manual reporting section. The inspection log will include the date of an identified deficiency and the date corrective actions were taken to remedy the deficiency. Copies of these logs will be loaded annually to an electronic file for each department.

4.2.6.6.2 Quarterly Comprehensive Inspections of High Priority Facilities

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.

Each Department or Division will perform, at least once per quarter, a comprehensive inspection of the "high priority" facilities identified. During the "high priority" facility inspections, specific attention will be given to:

- Waste storage areas
- Dumpsters
- Vehicle and equipment maintenance areas
- Fueling areas
- Material handling areas
- Pollutant-generating areas

These quarterly inspections will be documented by sending copies to the e-mail address and records kept with the O&M Manual and done in accordance to the O&M Manual SOPs. The report will include identified deficiencies and the corrective actions taken to remedy the deficiencies.

Year	**Measurable Goal Action Summary:**	The Engineering Division will make sure that all of the inspections are being performed and data gathered in the correct electronic files. Document dates of department file review.
2014		
2015		
2016		
2017		
2018		

4.2.6.6.3 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 4.2.6.6.3 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

The Engineering Division SWPPP Inspector will visually observe the quality of storm water discharges from "high priority" facilities. Any observed problems such as color, foam, sheen, or turbidity that can be associated with pollutant sources or controls will be remedied to prevent discharge to the storm drain system. Remedies that will require modification to structural controls will be presented to the Public Works Department for approval where temporary remedies will be implemented during that period of time. Visual observations will be documented and records kept with the SWMP document.

SOPs for the inspection are as follows:

- Locate monitoring discharge point
- Collect sample in a glass container
- Document with pictures: water sample, runoff flow patterns, observed sheen flows, etc.
- Identify deficiencies and report to the parties responsible for the deficiencies
- Responsible party will then report back to the SWPPP Inspector the corrective actions taken
- SWPPP Inspector conducts a follow up inspection to verify correction and finish report

Start Date	Due Date	Frequency	Task	Responsible Party
September 2014	NA	Quarterly	Wet weather inspection of runoff from high priority sites	SWPPP Inspector

Year	Measurable Goal Action Summary:	Document number of inspections conducted
2014		
2015		
2016		
2017		
2018		

4.2.6.7 Flood Management Controls Design

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

The City Storm Water Drainage Design Manual already requires that storm water discharge from a development be limited to a maximum 0.15 cfs/acre. A storm drainage master plan has been developed to evaluate the potential for flooding and installs additional protections as necessary. The Master plan will be reviewed and updated annually as projects are completed or to determine if new analyses are needed.

Start Date	Due Date	Frequency	Task	Responsible Party
December 2014	NA	Annually	Review storm water master plan	Engineering Division

4.2.6.7.1 Existing Flood Management

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.

The existing management controls are assessed and described in the City's Storm Drain Master Plan.

http://www.spanishfork.org/dept/pubworks/utilities/storm/pdf/storm_drain_master_plan.pdf

4.2.6.8 Public Construction Projects

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 Permit for Storm Water Discharges Associated with Construction Activities. All public projects approved after the effective date of this Permit shall include construction and post-construction controls selected and implemented pursuant to the requirements in Parts 4.2.4 and 4.2.5.

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 Permit for Storm Water Discharges Associated with Construction Activities. All public projects approved after the effective date of this Permit shall include construction and post-construction controls selected and implemented pursuant to the requirements in Sections 4.2.4 and 4.2.5.

4.2.6.9 City Personnel Training

Permittees shall provide training for all employees who have primary construction, operation, or maintenance job functions that are likely to impact storm water quality. The Permittee shall identify target employees to participate in the training sessions. 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 for the various Permittee-owned or operated facilities and procedures for reporting water quality concerns, including potential illicit discharges. Follow-up training shall be provided as needed to address changes in procedures, methods or staffing.

More specific information pertaining to employee training can be found in Section 4.2.1.5 of this document.

Appendix A
Notice of Intent

STATE OF UTAH, DEPARTMENT OF ENVIRONMENTAL QUALITY, DIVISION OF WATER QUALITY
195 North 1950 West, P.O. Box 144870, Salt Lake City, Utah 84114-4870 (801)536-4300

Notice of Intent (NOI) for Coverage Under the UPDES General Permit for Discharges from Small Municipal Separate Storm Sewer Systems (MS4's), Permit No. UTR090000.

INSTRUCTIONS ON BACK PAGE

DWQ USE ONLY

Coverage No. _____

Submission of this Notice of Intent constitutes notice that the party identified in Section I of this form intends to be authorized by a UPDES permit issued for storm water discharges from Small Municipal Separate Storm Sewers in the State of Utah. Becoming a permittee obligates such discharger to comply with the terms and conditions of the permit. ALL NECESSARY INFORMATION MUST BE PROVIDED ON THIS FORM.

Part I. General Information

Governmental Entity Name: SPANISH FORK CITY

Mailing Address: Street 40 S MAIN STREET

City SPANISH FORK State UT Zip Code 84660-

Operator Type (Circle One): (City, County, Hospital, Prison, Military Base, Park, College/University, UDOT, Sewer District, Flood Control District, Drainage District, Association, Other(list) CITY)

Operator Status (Circle One): (Federal/State/Local/Other Public Entity(list) LOCAL)

Operator Contact Person: Name JAMES CHAPPEL

Title STORM DRAIN Telephone Number 801-804-4454

Latitude/Longitude at Center of land for which you are requesting authorization to discharge:

Latitude 40.109214 Longitude -111.656219

Population served by your MS4: 34691 People

Storm Water Management Program Responsible Person:

Name CHRIS THOMPSON Title PUBLIC WORKS DIRECTOR

Telephone Number 801-804-4556

Part II: Outfalls and Receiving Waters

Receiving Waters: List all separate storm water outfall receiving waters (all discharges to waters under the definition of waters of the State). If all receiving waters are not known at the time of the NOI submittal, list known outfalls and update the list on annual reports. (ATTACH ADDITIONAL SHEETS AS NEEDED)

	Outfall	Receiving Water
1.	Map Pending Year 1	
2.		
3.		
4.		
5.		
6.		

Part III. Initial Identification of Best Management Practices (ATTACH ADDITIONAL SHEETS AS NEEDED)

1. Public Education and Outreach on Storm Water Impacts

Outreach Techniques	Management Practices to Encourage
☒ Classroom education/school programs	☒ Proper lawn and garden care (fertilizer and pesticide use, sweeping, etc.)
☒ Outreach to commercial entities	☒ Low impact development
☒ Printed material	☒ Pet waste management
☐ Media campaign	☒ Pollution prevention for businesses
☒ Classroom educational materials	☒ Proper disposal of household hazardous wastes
☒ Events and Programs	☒ Water Conservation Practices
☒ Displays	☒ Others
☐ Speakers to community groups	Hazardous Waste Disposal
☐ Economic incentives	
☐ Promotional giveaways	
☐ Others	
.....	

2. Public Involvement/Participation

Involvement Techniques	Participation Activities
☒ Advisory/partner committees	☐ Adopt-a-stream
☒ Local storm water contact	☐ Storm drain stenciling
☒ Public access to documents and information	☐ Stream/roadway cleanup
☒ Public review of plans and annual reports	☐ Volunteer monitoring
☐ Watershed organizations	☐ Wetland plantings
☒ Attitude surveys	☐ Others
☒ Community hot lines	.....
☒ Stakeholder meetings	
☐ Others	
.....	

3. Illicit Discharge Detection and Elimination

Detection and Elimination Activities	Type of Discharges to Target
☒ System mapping	☐ Failing septic systems
☒ Regulatory Control Program	☒ Illegal dumping
☒ Identifying and Eliminating illicit connection procedures	☐ Industrial/business connections
☐ Dye testing/Tracing Procedures	☐ Recreational sewage
☒ System inspections	☐ Sanitary sewer overflows
☒ Dry Weather Screening Program/ Field Testing	☐ Wastewater connections to the storm drain system
☐ Others	☐ Others
.....	.....

4. Construction Site Storm Water Runoff Control

Program Activities	Best Management Practices
☒ Regulatory Control Program	☒ Construction Entrance/Exit Stabilization
☒ Erosion and Sediment Control BMP's	☒ Perimeter Controls
☐ Other Waste Control Program	☒ Sediment Retention Structure Requirements
☒ Site Plan Review Procedures	☒ Sediment filters and sediment chambers
☒ Public Information handling Procedures	☐ Mulching Requirements
☒ Site Inspection/Enforcement Procedures	☒ Temporary/Permanent Stabilization Requirements
☐ Other Construction Site Runoff Controls	☒ Vehicle maintenance and washing areas
☒ Contractor certification and inspector training	☒ Cement Truck Washout Area
☐ Others	☐ OtherBMP's
.....	.....

5. Post-Construction Storm Water Management in New Development and Redevelopment

☒ Community Control Strategy	☐ Infiltration trench/basin
☒ Regulatory Control Program	☐ Infrastructure planning
☒ Long Term O& M Procedures	☒ storm water inlet specifications
☒ Pre-Construction Review of BMP Designs	☐ Narrower residential streets
☒ Site Inspections During Construction	☐ Open space design
☒ Post Construction Inspections	☒ Ordinances for post construction runoff
☐ Others	☐ Storm water wetland
.....	☐ Zoning
	☐ Others:
	.....

6. Pollution Prevention/Good Housekeeping for Municipal Operations

☒ Employee Training Program	☒ Municipal Operations Waste Disposal
☒ Inspection and Maintenance Program	☒ Flood Management/Assessment Guidelines
☒ Municipal Operations Storm Water Control	☐ Others:
☐ Others	.....
.....	

Part IV. Initial Identification of Measurable Goals (Attach additional sheets as needed)

1. Public Education and Outreach on Storm Water Impacts

Measurable goals (with start and end dates):

- Utah Coalition Involvement (Now-Indefinite)
- Business Outreach (Sept. 2014-Indefinite)
- Developer Outreach (Sept. 2014-Indefinite)
- Employee Training (Dec. 2014-Indefinite)

Milestones:
- Year 1: Program Start
- Year 2:
- Year 3:
- Year 4:
- Year 5:

2. Public Involvement/Participation

Measurable goals (with start and end dates):

- Plan Availability (Mar. 2014-Indefinite)
- Annual Report Revision (Aug. 2014-Indefinite)
- Comment Opportunities(Mar. 2014-Indefinite)

Milestones:
- Year 1: Program Start
- Year 2:
- Year 3:
- Year 4:
- Year 5:

3. Illicit Discharge Detection and Elimination

Measurable goals (with start and end dates):

- Inventory Mapping (Mar. 2014-Indefinite)
- IDDE Ordinance (Mar. 2014 - Aug. 2014)
- IDDE SOP (Jun. 2014-Dec. 2014)
- IDDE Inspections (Jan. 2015-Indefinite)

Milestones:
- Year 1: Program Start
- Year 2: IDDE Inspections
- Year 3:
- Year 4:
- Year 5:

4. Construction Site Storm Water Runoff Control

Measurable goals (with start and end dates):

- Constr. Ordiance Updates (Apr. 2014-Dec. 2014)
- Constr. SOP (Feb. 2014-Jun. 2014)
- Constr. SWPPP Review (Jan. 2015-Indefinite)
- Constr. SWPPP Inspection (Apr. 2015-Indefinite)

Milestones:
- Year 1: Program Start
- Year 2: Construction Inspections
- Year 3:
- Year 4:
- Year 5:

5. Post-Construction Storm Water Management in New Development and Redevelopment

Measurable goals (with start and end dates):

- Post Constr. Ordinance (Feb. 2014-June. 2014)
- Post Constr. SOP (Feb. 2014-Feb.2015)
- Post Constr. Inspection (Mar. 2016-Indefinite)
- Contr. Modification Idenification (July 2018)

Milestones:
- Year 1: Program Start
- Year 2: Development of Ordinance and SOP
- Year 3: Construction Inspections
- Year 4:
- Year 5: Constr. Modification Identification

6. Pollution Prevention/Good Housekeeping for Municipal Operations

Measurable goals (with start and end dates):

- SWPPP Plans for Falicites (Mar. 2014-Indefinite)
- SOPs for Divisions (April 2014-Indefinite)
- Facility Inspections (July 2014-Indefinite)
- Review High Risk Facilities (Jan. 2015-Indefinite)

Milestones:
- Year 1: Program Start
- Year 2:
- Year 3:
- Year 4:
- Year 5:

Part V. 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 gather and evaluate 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, I certify that 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.

Print Name: _____

Signature: _____ Date: _____

Part VI: Contract Certification for Co-Permittee SWMP Implementation
(ATTACH ADDITIONAL SHEETS AS NEEDED)

List entity names responsible for implementation of the SWMP

1. PUBLIC WORKS
2. ____________
3. ____________
4. ____________
5. ____________
6. ____________

The above entities have entered into an agreement or contract to satisfy the implementation requirements of the Storm Water Management Program listed in the NOI. As stated in the existing agreements (MOU's) or contracts, the entities have agreed to the following responsibilities.

Circle the entity numbers (entity numbers correspond to entity name numbers listed above) corresponding with responsibilities, or portions thereof, of each entity entering into this agreement in the table below:

RESPONSIBILITY	**ENTITY**					
a. Public Education and Outreach	(1.)	2.	3.	4.	5.	6.
b. Public Involvement and Participation	(1.)	2.	3.	4.	5.	6.
c. Illicit Discharge Detection and Elimination	(1.)	2.	3.	4.	5.	6.
d. Construction Site Run-off Control	(1.)	2.	3.	4.	5.	6.
e. Post-Construction Storm Water Management in New Development and Redevelopment	(1.)	2.	3.	4.	5.	6.
f. Pollution Prevention/Good Housekeeping for Municipal Operations	(1.)	2.	3.	4.	5.	6.

If any entity is agreeing to accomplish only a portion of a responsibility in the table then explain the responsibility portion (e.g. entity 1 is responsible for storm drain stenciling program in the MS4 area, entity 2 is responsible for conducting phone surveys for item (a) in the table etc.) on a separate sheet.

The following statement and the accompanying signatures serve as certification that the agreements (MOU's) or contracts have been developed and agreed upon for the implementation of the Operator's (Identified in Part I of the NOI) SWMP.

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 gather and evaluate 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, I certify that 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.

Entity	Authorized Signature	Date	Entity	Authorized Signature	Date
1.	____________	________	2.	____________	________
3.	____________	________	4.	____________	________
5.	____________	________	6.	____________	________

Instructions for Completing the Notice of Intent for Coverage Under a UPDES General Permit for Storm Water Discharges From SMALL MUNICIPAL SEPARATE STORM SEWER SYSTEMS
Permit No. UTR090000

Who Must File a Notice of Intent?
If you are an operator of a regulated small MS4 designated for permitting, you must apply for coverage under a UPDES permit, or apply for a modification of an existing UPDES permit. If you have questions about whether you need a permit under the UPDES Storm Water Program, contact the Utah Division of Water Quality. The NOI must be submitted in accordance with the deadlines established in Part 2.A. of the UPDES MS4 General Permit.

When to File the NOI Form
DO NOT FILE THE NOI UNTIL YOU HAVE READ A COPY OF THE SMALL MUNICIPAL SEPARATE STORM SEWER SYSTEM GENERAL PERMIT. You will need to determine your eligibility, prepare your storm water management plan, and correctly answer all questions on the NOI form, all of which must be done before you can sign the certification statement on the NOI in good faith (and without risk of committing perjury).

Where to File the NOI Form
NOIs must be sent to the following address:

Department of Environmental Quality
Division of Water Quality
P.O. Box 144870
Salt Lake City, UT 84114-4870

Completing the NOI Form
Please make sure you have addressed all applicable questions and have made a photocopy for your records before sending the completed form to the address above. Attach additional pages as needed for detailed explanations of items on the form.

Part I. MS4 General Information
Provide the legal name of the person, partnership, co-partnership, firm, company, corporation, association, joint stock company, trust, estate, governmental entity, or other legal entity that operates the MS4 described in this application. The responsible party is the legal entity that controls the MS4's operation. Provide the telephone number of the MS4 operator. Provide the mailing address of the MS4 operator. Include the street address or P.O. box, city, state, and zip code. All correspondence regarding the permit will be sent to this address, not the MS4 address in Section B.

Enter the official or legal name of the MS4.
Enter the city or cities, county or counties, and state in which the MS4 is located.
Enter the latitude and longitude of the approximate center of the MS4 in degrees/minutes/seconds. Latitude and longitude can be obtained from U.S. Geological Survey (USGS) quadrangle or topographic maps or by using a GPS unit, calling 1-(888) ASK-USGS, searching for your Facility's address on several commercial map sites on the Internet, or searching the U.S. Census Bureau database at http://www.census.gov/cgi-bin/gazetteer. Additionally, estimate the acreage of land area that drains to the MS4. This estimate can be made using topographic maps or topographic data in a geographic information system.

Indicate the legal status of the MS4 operator as a Federal, State, private, or other public entity (other than Federal or State). This refers only to the operator, not the owner of the land on which the MS4 is located.
Indicate whether the MS4 discharges storm water into one or more receiving water(s). Enter the name(s) of the receiving water(s).
Indicate whether the MS4 discharges storm water into one or more receiving water(s). Enter the name(s) of the receiving water(s).

Part II. Outfalls and Receiving Waters
Indicate all major outfalls (by outfall description) and the receiving water body for each outfall. Indicate whether any of the receiving water bodies are included on the 303(d) list for water quality impairments.

Part III. Initial Identification of Management Practices
Check the management practices that you have selected to meet each of the minimum measures. If a selected practice is not on the list, check "Other" and write the name of the practice in the space provided.

Part IV. Identification of Initial Measurable Goals
List the person(s) responsible for implementing or coordinating the storm water management program. Provide a narrative description of the measurable goals that will be used for each of the storm water minimum control measures. Indicate the month and year in which you will start and fully implement each of the minimum control measures, or indicate the frequency of the action in the description. Attach additional pages as necessary.

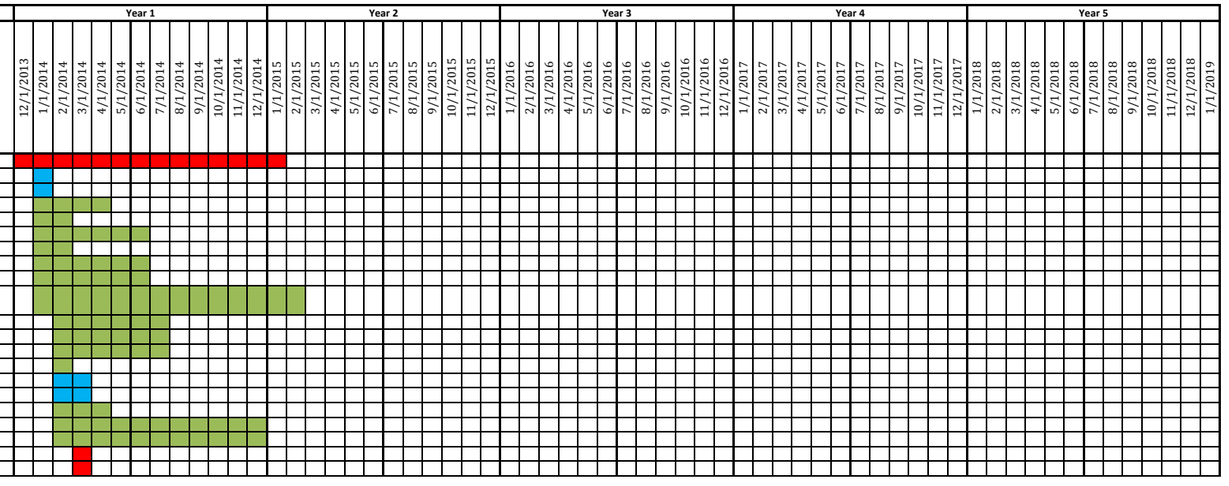
Part V. Certification
Certification statement and signature. (CAUTION: An unsigned or undated NOI form will prevent the granting of permit coverage.) State statutes provide for severe penalties for submitting false information on this application form. State regulations require this application to be signed by either a principal executive or ranking elected official as described in Part VI.H. of the Small MS4 General Permit.

Part VI. Contract Certification for Co-Permittee SWMP Implementation
Contract certification is required when more than one entity will be implementing the SWMP for the operator filing the NOI. The form must be completely filled out to clearly identify all coordinating agencies. Additional pages shall be used as necessary to define the responsibilities for each entity in preparation and implementation of the SWMP. The form must be signed by all coordinating entities, certifying that local agreements and/or contracts have been developed and agreed upon.

Appendix B
Implementation Schedule

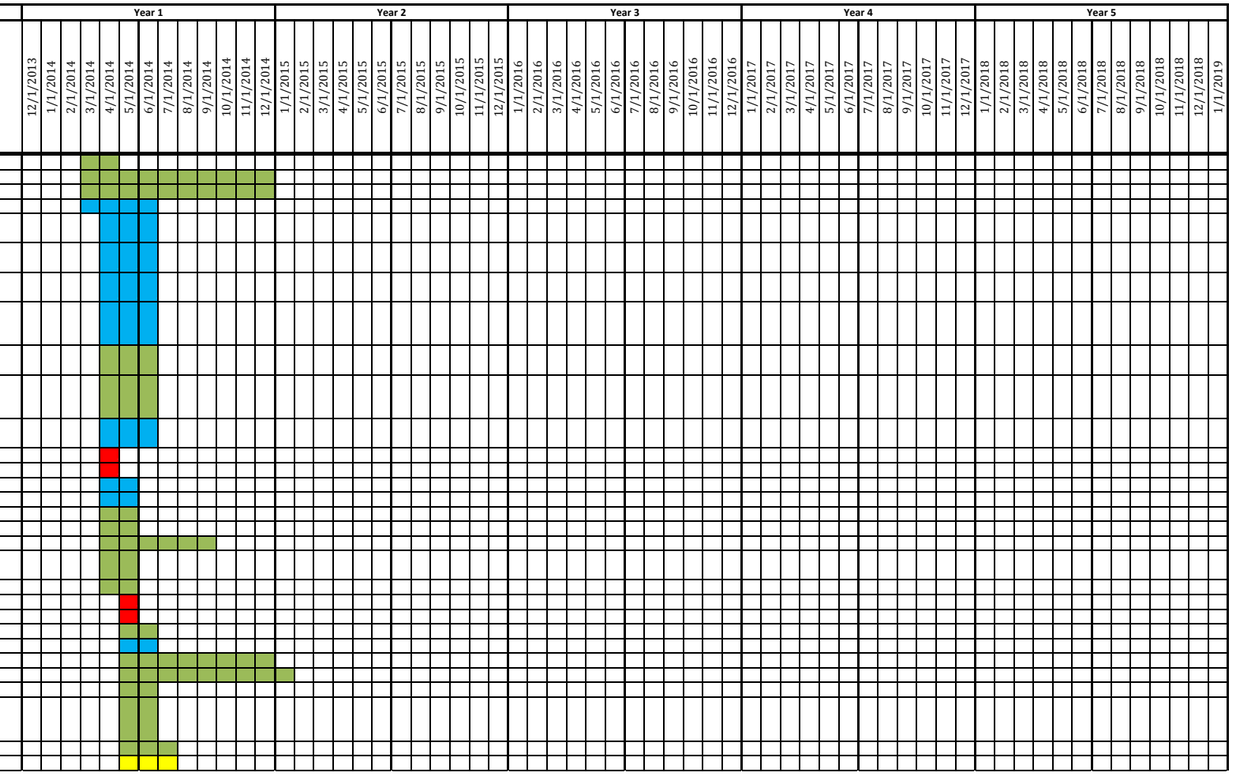
City of Spanish Fork
Storm Water Management Plan Task Summary

Start	Due Date	Interval	Completion Date	Whole Section ref	Task	Estimated Time Commitment Minimum in Hours	Estimated Time Commitment Maximum in Hours	Responsible Party
1/1/2014	1/1/2015	Annual		4.2.3.1	Update & verify system map, document all discharge locations	40	60	GIS & Survey
1/16/2014	1/23/2014	Bi-Monthly		4.2.1	Attend coalition meeting	2	3	Storm Water Coordinator
1/16/2014	1/23/2014	Bi-Monthly		4.2.1	Document coalition activities (Booth used, News letters, Pamphlets, 4th grade education, other)	3	5	Storm Water Coordinator
1/21/2014	4/21/2014	One time		1.1	City Council to adopt SWMP copy of minutes to approve	1	3	City Engineer and Staff
2/1/2014	2/13/2014	One time		1.1	Send NOI and SWMP to State	3	5	City Engineer and Staff
2/1/2014	6/1/2014	Quarter		4.2.1.6	Update design manual to include LID alternatives	50	70	City Engineer and Staff
2/1/2014	2/13/2014	One time		4.2.2.3	Publish SWMP on city website and provide method for public to comment	1	1	City Engineer and Staff
2/1/2014	6/1/2014	One time		4.2.4.3.2	Develop SWPPP review check list see 4.2.4 for requirements	5	7	City Engineer and Staff
2/1/2014	6/1/2014	One time		4.2.5	Review Ordinance & design manual for compliance w/ 4.2.5	20	30	City Engineer and Staff
2/1/2014	2/1/2015	One time		4.2.5.2	Develop SOP for post construction inspections and enforcement actions. See 4.2.5.2.1, 4.2.5.5, 4.2.5.5.3 for details	30	50	City Engineer and Staff
2/15/2014	7/1/2014	One time		2.3.3.1	Add language to existing ordinance to comply with 4.2.3.2	40	60	City Engineer and Staff
2/15/2014	7/1/2014	One time		2.3.3.1	Revise ordinance 13.46 to include the minimum control measures	20	25	City Engineer and Staff
2/15/2014	7/1/2014	One time		2.3.3.1	Revise ordinance 13.49.050 to prohibit all discharges except those found in 1.2.2.2	15	30	City Engineer and Staff
2/15/2014	2/15/2014	One time		4.2.2	Adopt NPDES Phase II agreement for Interlocal cooperation from the coalition	1	1	City Engineer and Staff
2/22/2014	3/1/2014	Bi-Monthly		4.2.1	Attend coalition meeting	2	3	Storm Water Coordinator
2/22/2014	3/1/2014	Bi-Monthly		4.2.1	Document coalition activities (Booth used, News letters, Pamphlets, 4th grade education, other)	3	5	Storm Water Coordinator
3/1/2014	4/1/2014	One time		4.1.2	Develop standard SOP document form	2	4	City Engineer and Staff
3/1/2014	12/1/2014	One time		4.2.3.5	Develop SOP for police & hotline response of IDDE post public work number on website	20	30	City Engineer and Staff
3/1/2014	12/1/2014	One time		4.2.3.6	Develop SOP for the sewers collections department for ceasing illicit discharges	10	15	City Engineer and Staff
3/15/2014	3/15/2014	Month		4.2.5.2.2	Verify new post construction BMPs have been uploaded to GIS database	10	15	GIS & Survey
3/15/2014	3/15/2014	Month		4.2.5.7.2	Update inventory for changes in property ownership or post construction BMP control measures	10	15	GIS & Survey



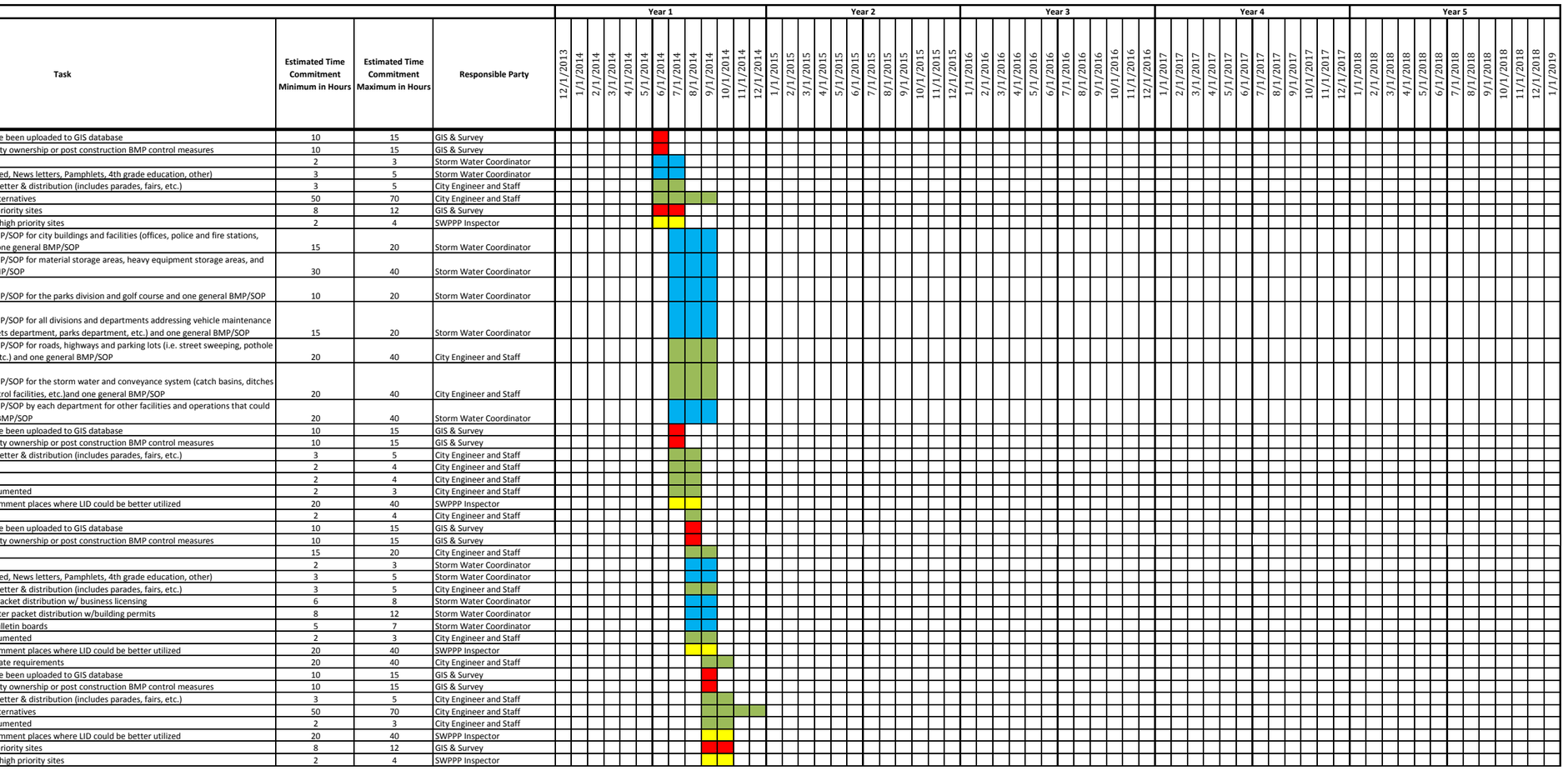
City of Spanish Fork
Storm Water Management Plan Task Summary

Start	Due Date	Interval	Completion Date	Whole Section ref	Task	Estimated Time Commitment Minimum in Hours	Estimated Time Commitment Maximum in Hours	Responsible Party
4/1/2014	4/1/2014	One time		4.1.2	MS4 email & calendar setup and working	5	10	City Engineer and Staff
4/1/2014	12/1/2014	One time		4.2.4.1	Update construction storm water ordinance to comply w/ state updates	20	30	City Engineer and Staff
4/1/2014	12/1/2014	One time		4.2.4.2	Develop enforcement mechanism(s) and penalties for non-compliance	20	30	City Engineer and Staff
4/1/2014	6/1/2014	Annual		4.2.6.1	Develop / review SWPPP plans for city facilities listed in 4.2.6.1	40	60	Storm Water Coordinator
4/2/2014	6/1/2014	Quarter		4.2.6.4.1	Document and Review one ongoing BMP/SOP for city buildings and facilities (offices, police and fire stations, swimming pool, parking lots, etc.) and one general BMP/SOP	15	20	Storm Water Coordinator
4/2/2014	6/1/2014	Quarter		4.2.6.4.2	Document and Review one ongoing BMP/SOP for material storage areas, heavy equipment storage areas, and maintenance areas and one general BMP/SOP	30	40	Storm Water Coordinator
4/2/2014	6/1/2014	Quarter		4.2.6.4.3	Document and Review one ongoing BMP/SOP for the parks division and golf course and one general BMP/SOP	10	20	Storm Water Coordinator
4/2/2014	6/1/2014	Quarter		4.2.6.4.4	Document and Review one ongoing BMP/SOP for all divisions and departments addressing vehicle maintenance and repairs (specifically golf course, fleets department, parks department, etc.) and one general BMP/SOP	15	20	Storm Water Coordinator
4/2/2014	6/1/2014	Quarter		4.2.6.4.5	Document and Review one ongoing BMP/SOP for roads, highways and parking lots (i.e. street sweeping, pothole repairs, sealing and repaving, deicing, etc.) and one general BMP/SOP	20	40	City Engineer and Staff
4/2/2014	6/1/2014	Quarter		4.2.6.4.6	Document and Review one ongoing BMP/SOP for the storm water and conveyance system (catch basins, ditches and irrigation canals, culverts, flow control facilities, etc.)and one general BMP/SOP	20	40	City Engineer and Staff
4/2/2014	6/1/2014	Quarter		4.2.6.4.7	Document and Review one ongoing BMP/SOP by each department for other facilities and operations that could discharge to the MS4 and one general BMP/SOP	20	40	Storm Water Coordinator
4/15/2014	4/15/2014	Month		4.2.5.2.2	Verify new post construction BMPs have been uploaded to GIS database	10	15	GIS & Survey
4/15/2014	4/15/2014	Month		4.2.5.7.2	Update inventory for changes in property ownership or post construction BMP control measures	10	15	GIS & Survey
4/24/2014	5/1/2014	Bi-Monthly		4.2.1	Attend coalition meeting	2	3	Storm Water Coordinator
4/24/2014	5/1/2014	Bi-Monthly		4.2.1	Document coalition activities (Booth used, News letters, Pamphlets, 4th grade education, other)	3	5	Storm Water Coordinator
4/24/2014	5/1/2014	Month		4.2.1.2	Document monthly Spanish Fork news letter & distribution (includes parades, fairs, etc.)	3	5	City Engineer and Staff
5/1/2014	5/1/2014	One time		4.1.2	MS4 email address added to county activity reporting list	1	1	City Engineer and Staff
5/1/2014	9/1/2014	One time		4.1.2	Develop standard email subjects for documenting SWMP activities in storm water account	2	4	City Engineer and Staff
5/1/2014	5/1/2014	Annual		4.2.6.4.2	Update list of facilities not covered under permit and document the controlling regulations for each facility	15	25	City Engineer and Staff
5/1/2014	5/1/2014	Annual		4.2.6.6	Develop / review inspection check list for each high priority facility	15	25	City Engineer and Staff
5/15/2014	5/15/2014	Month		4.2.5.2.2	Verify new post construction BMPs have been uploaded to GIS database	10	15	GIS & Survey
5/15/2014	5/15/2014	Month		4.2.5.7.2	Update inventory for changes in property ownership or post construction BMP control measures	10	15	GIS & Survey
5/25/2014	6/1/2014	Month		4.2.1.2	Document monthly Spanish Fork news letter & distribution (includes parades, fairs, etc.)	3	5	City Engineer and Staff
6/1/2014	6/1/2014	Quarter		4.2.1.5	Formal Employee Training Posted on bulletin boards	5	7	Storm Water Coordinator
6/1/2014	12/1/2014	One time		4.2.3.3.1	Develop procedure to locate priority IDDE areas	5	7	City Engineer and Staff
6/1/2014	1/1/2015	One time		4.2.3.3.2	Develop written IDDE screening SOP & inspection forms	5	10	City Engineer and Staff
6/1/2014	6/1/2014	Annual		4.2.3.9.1	Review and Update spill/dumping response procedure and internal flow chart	10	15	City Engineer and Staff
6/1/2014	6/1/2014	One time		4.2.4.3	Sign up for city account on State SWPPP database https://secure.utah.gov/account/login.html?returnToUrl=https%3A%2F%2Fsecure.utah.gov%2Fstormwater%2Fuii_authentication	1	2	City Engineer and Staff
6/1/2014	7/1/2014	Month		4.2.4.3	Verify SWPPP reviews are properly documented	2	3	City Engineer and Staff
6/1/2014	7/1/2014	Month		4.2.4.3	Review construction SWPPP plans & comment places where LID could be better utilized	20	40	SWPPP Inspector



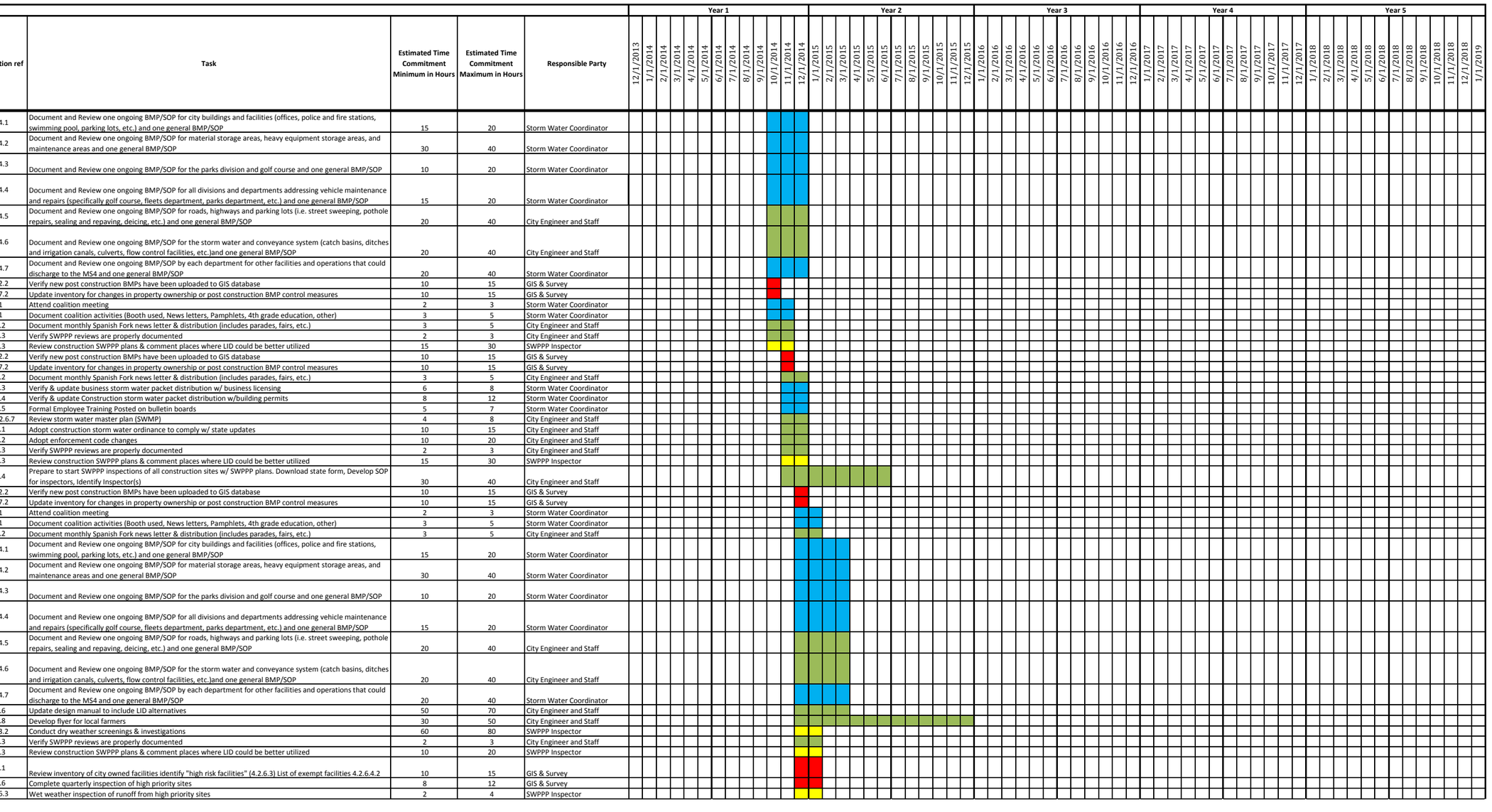
City of Spanish Fork
Storm Water Management Plan Task Summary

Start	Due Date	Interval	Completion Date	Whole Section ref	Task	Estimated Time Commitment Minimum in Hours	Estimated Time Commitment Maximum in Hours	Responsible Party
6/15/2014	6/15/2014	Month		4.2.5.2.2	Verify new post construction BMPs have been uploaded to GIS database	10	15	GIS & Survey
6/15/2014	6/15/2014	Month		4.2.5.7.2	Update inventory for changes in property ownership or post construction BMP control measures	10	15	GIS & Survey
6/24/2014	7/1/2014	Bi-Monthly		4.2.1	Attend coalition meeting	2	3	Storm Water Coordinator
6/24/2014	7/1/2014	Bi-Monthly		4.2.1	Document coalition activities (Booth used, News letters, Pamphlets, 4th grade education, other)	3	5	Storm Water Coordinator
6/24/2014	7/1/2014	Month		4.2.1.2	Document monthly Spanish Fork news letter & distribution (includes parades, fairs, etc.)	3	5	City Engineer and Staff
7/1/2014	9/1/2014	Quarter		4.2.1.6	Update design manual to include LID alternatives	50	70	City Engineer and Staff
7/1/2014	7/1/2014	Quarter		4.2.6.6	Complete quarterly inspection of high priority sites	8	12	GIS & Survey
7/1/2014	7/1/2014	Quarter		4.2.6.6.3	Wet weather inspection of runoff from high priority sites	2	4	SWPPP Inspector
7/3/2014	9/1/2014	Quarter		4.2.6.4.1	Document and Review one ongoing BMP/SOP for city buildings and facilities (offices, police and fire stations, swimming pool, parking lots, etc.) and one general BMP/SOP	15	20	Storm Water Coordinator
7/3/2014	9/1/2014	Quarter		4.2.6.4.2	Document and Review one ongoing BMP/SOP for material storage areas, heavy equipment storage areas, and maintenance areas and one general BMP/SOP	30	40	Storm Water Coordinator
7/3/2014	9/1/2014	Quarter		4.2.6.4.3	Document and Review one ongoing BMP/SOP for the parks division and golf course and one general BMP/SOP	10	20	Storm Water Coordinator
7/3/2014	9/1/2014	Quarter		4.2.6.4.4	Document and Review one ongoing BMP/SOP for all divisions and departments addressing vehicle maintenance and repairs (specifically golf course, fleets department, parks department, etc.) and one general BMP/SOP	15	20	Storm Water Coordinator
7/3/2014	9/1/2014	Quarter		4.2.6.4.5	Document and Review one ongoing BMP/SOP for roads, highways and parking lots (i.e. street sweeping, pothole repairs, sealing and repaving, deicing, etc.) and one general BMP/SOP	20	40	City Engineer and Staff
7/3/2014	9/1/2014	Quarter		4.2.6.4.6	Document and Review one ongoing BMP/SOP for the storm water and conveyance system (catch basins, ditches and irrigation canals, culverts, flow control facilities, etc.)and one general BMP/SOP	20	40	City Engineer and Staff
7/3/2014	9/1/2014	Quarter		4.2.6.4.7	Document and Review one ongoing BMP/SOP by each department for other facilities and operations that could discharge to the MS4 and one general BMP/SOP	20	40	Storm Water Coordinator
7/15/2014	7/15/2014	Month		4.2.5.2.2	Verify new post construction BMPs have been uploaded to GIS database	10	15	GIS & Survey
7/15/2014	7/15/2014	Month		4.2.5.7.2	Update inventory for changes in property ownership or post construction BMP control measures	10	15	GIS & Survey
7/25/2014	8/1/2014	Month		4.2.1.2	Document monthly Spanish Fork news letter & distribution (includes parades, fairs, etc.)	3	5	City Engineer and Staff
8/1/2014	8/1/2014	One time		4.2.3.2	Adopt revised ordinance 13.46.050	2	4	City Engineer and Staff
8/1/2014	8/1/2014	One time		4.2.3.2	Adopt revisions to comply with 4.2.3.2	2	4	City Engineer and Staff
8/1/2014	8/1/2014	Month		4.2.4.3	Verify SWPPP reviews are properly documented	2	3	City Engineer and Staff
8/1/2014	8/1/2014	Month		4.2.4.3	Review construction SWPPP plans & comment places where LID could be better utilized	20	40	SWPPP Inspector
8/15/2014	8/1/2014	One time		2.3.3.1 / 4.2.2.1	Adopt revised ordinance 13.46	2	4	City Engineer and Staff
8/15/2014	8/15/2014	Month		4.2.5.2.2	Verify new post construction BMPs have been uploaded to GIS database	10	15	GIS & Survey
8/15/2014	8/15/2014	Month		4.2.5.7.2	Update inventory for changes in property ownership or post construction BMP control measures	10	15	GIS & Survey
8/25/2014	9/1/2014	Annual		4.1.2.2	Annual Fiscal Analysis	15	20	City Engineer and Staff
8/25/2014	9/1/2014	Bi-Monthly		4.2.1	Attend coalition meeting	2	3	Storm Water Coordinator
8/25/2014	9/1/2014	Bi-Monthly		4.2.1	Document coalition activities (Booth used, News letters, Pamphlets, 4th grade education, other)	3	5	Storm Water Coordinator
8/25/2014	9/1/2014	Month		4.2.1.2	Document monthly Spanish Fork news letter & distribution (includes parades, fairs, etc.)	3	5	City Engineer and Staff
9/1/2014	9/1/2014	Quarter		4.2.1.3	Verify & update business storm water packet distribution w/ business licensing	6	8	Storm Water Coordinator
9/1/2014	9/1/2014	Quarter		4.2.1.4	Verify & update Construction storm water packet distribution w/building permits	8	12	Storm Water Coordinator
9/1/2014	9/1/2014	Quarter		4.2.1.5	Formal Employee Training Posted on bulletin boards	5	7	Storm Water Coordinator
9/1/2014	9/1/2014	Month		4.2.4.3	Verify SWPPP reviews are properly documented	2	3	City Engineer and Staff
9/1/2014	9/1/2014	Month		4.2.4.3	Review construction SWPPP plans & comment places where LID could be better utilized	20	40	SWPPP Inspector
9/15/2014	10/1/2014	Annual		1.1	Update SWMP and writing report for state requirements	20	40	City Engineer and Staff
9/15/2014	9/15/2014	Month		4.2.5.2.2	Verify new post construction BMPs have been uploaded to GIS database	10	15	GIS & Survey
9/15/2014	9/15/2014	Month		4.2.5.7.2	Update inventory for changes in property ownership or post construction BMP control measures	10	15	GIS & Survey
9/24/2014	10/1/2014	Month		4.2.1.2	Document monthly Spanish Fork news letter & distribution (includes parades, fairs, etc.)	3	5	City Engineer and Staff
10/1/2014	12/1/2014	Quarter		4.2.1.6	Update design manual to include LID alternatives	50	70	City Engineer and Staff
10/1/2014	10/1/2014	Month		4.2.4.3	Verify SWPPP reviews are properly documented	2	3	City Engineer and Staff
10/1/2014	10/1/2014	Month		4.2.4.3	Review construction SWPPP plans & comment places where LID could be better utilized	20	40	SWPPP Inspector
10/1/2014	10/1/2014	Quarter		4.2.6.6	Complete quarterly inspection of high priority sites	8	12	GIS & Survey
10/1/2014	10/1/2014	Quarter		4.2.6.6.3	Wet weather inspection of runoff from high priority sites	2	4	SWPPP Inspector



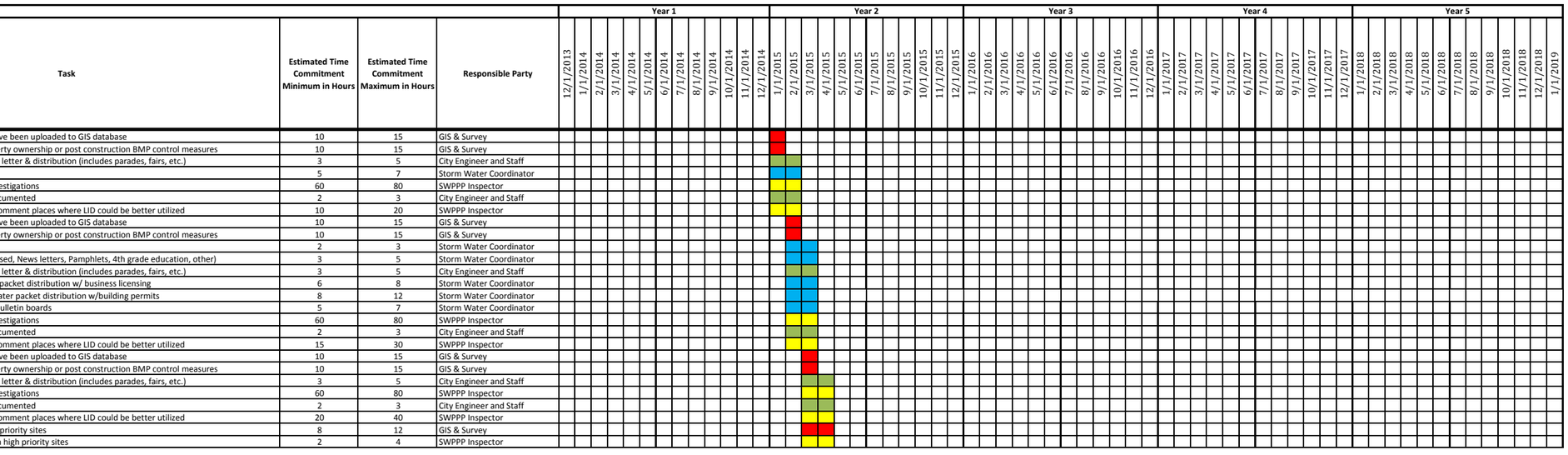
City of Spanish Fork
Storm Water Management Plan Task Summary

Start	Due Date	Interval	Completion Date	Whole Section ref	Task	Estimated Time Commitment Minimum in Hours	Estimated Time Commitment Maximum in Hours	Responsible Party
10/2/2014	12/1/2014	Quarter		4.2.6.4.1	Document and Review one ongoing BMP/SOP for city buildings and facilities (offices, police and fire stations, swimming pool, parking lots, etc.) and one general BMP/SOP	15	20	Storm Water Coordinator
10/2/2014	12/1/2014	Quarter		4.2.6.4.2	Document and Review one ongoing BMP/SOP for material storage areas, heavy equipment storage areas, and maintenance areas and one general BMP/SOP	30	40	Storm Water Coordinator
10/2/2014	12/1/2014	Quarter		4.2.6.4.3	Document and Review one ongoing BMP/SOP for the parks division and golf course and one general BMP/SOP	10	20	Storm Water Coordinator
10/2/2014	12/1/2014	Quarter		4.2.6.4.4	Document and Review one ongoing BMP/SOP for all divisions and departments addressing vehicle maintenance and repairs (specifically golf course, fleets department, parks department, etc.) and one general BMP/SOP	15	20	Storm Water Coordinator
10/2/2014	12/1/2014	Quarter		4.2.6.4.5	Document and Review one ongoing BMP/SOP for roads, highways and parking lots (i.e. street sweeping, pothole repairs, sealing and repaving, deicing, etc.) and one general BMP/SOP	20	40	City Engineer and Staff
10/2/2014	12/1/2014	Quarter		4.2.6.4.6	Document and Review one ongoing BMP/SOP for the storm water and conveyance system (catch basins, ditches and irrigation canals, culverts, flow control facilities, etc.)and one general BMP/SOP	20	40	City Engineer and Staff
10/2/2014	12/1/2014	Quarter		4.2.6.4.7	Document and Review one ongoing BMP/SOP by each department for other facilities and operations that could discharge to the MS4 and one general BMP/SOP	20	40	Storm Water Coordinator
10/15/2014	10/15/2014	Month		4.2.5.2.2	Verify new post construction BMPs have been uploaded to GIS database	10	15	GIS & Survey
10/15/2014	10/15/2014	Month		4.2.5.7.2	Update inventory for changes in property ownership or post construction BMP control measures	10	15	GIS & Survey
10/25/2014	11/1/2014	Bi-Monthly		4.2.1	Attend coalition meeting	2	3	Storm Water Coordinator
10/25/2014	11/1/2014	Bi-Monthly		4.2.1	Document coalition activities (Booth used, News letters, Pamphlets, 4th grade education, other)	3	5	Storm Water Coordinator
10/25/2014	11/1/2014	Month		4.2.1.2	Document monthly Spanish Fork news letter & distribution (includes parades, fairs, etc.)	3	5	City Engineer and Staff
11/1/2014	11/1/2014	Month		4.2.4.3	Verify SWPPP reviews are properly documented	2	3	City Engineer and Staff
11/1/2014	11/1/2014	Month		4.2.4.3	Review construction SWPPP plans & comment places where LID could be better utilized	15	30	SWPPP Inspector
11/15/2014	11/15/2014	Month		4.2.5.2.2	Verify new post construction BMPs have been uploaded to GIS database	10	15	GIS & Survey
11/15/2014	11/15/2014	Month		4.2.5.7.2	Update inventory for changes in property ownership or post construction BMP control measures	10	15	GIS & Survey
11/24/2014	12/1/2014	Month		4.2.1.2	Document monthly Spanish Fork news letter & distribution (includes parades, fairs, etc.)	3	5	City Engineer and Staff
12/1/2014	12/1/2014	Quarter		4.2.1.3	Verify & update business storm water packet distribution w/ business licensing	6	8	Storm Water Coordinator
12/1/2014	12/1/2014	Quarter		4.2.1.4	Verify & update Construction storm water packet distribution w/building permits	8	12	Storm Water Coordinator
12/1/2014	12/1/2014	Quarter		4.2.1.5	Formal Employee Training Posted on bulletin boards	5	7	Storm Water Coordinator
12/1/2014	12/1/2014	Annual		4.2.2/4.2.6.7	Review storm water master plan (SWMP)	4	8	City Engineer and Staff
12/1/2014	12/1/2014	One time		4.2.4.1	Adopt construction storm water ordinance to comply w/ state updates	10	15	City Engineer and Staff
12/1/2014	12/1/2014	One time		4.2.4.2	Adopt enforcement code changes	10	20	City Engineer and Staff
12/1/2014	12/1/2014	Month		4.2.4.3	Verify SWPPP reviews are properly documented	2	3	City Engineer and Staff
12/1/2014	12/1/2014	Month		4.2.4.3	Review construction SWPPP plans & comment places where LID could be better utilized	15	30	SWPPP Inspector
12/1/2014	6/1/2015	One time		4.2.4.4	Prepare to start SWPPP inspections of all construction sites w/ SWPPP plans. Download state form, Develop SOP for inspectors, Identify Inspector(s)	30	40	City Engineer and Staff
12/15/2014	12/15/2014	Month		4.2.5.2.2	Verify new post construction BMPs have been uploaded to GIS database	10	15	GIS & Survey
12/15/2014	12/15/2014	Month		4.2.5.7.2	Update inventory for changes in property ownership or post construction BMP control measures	10	15	GIS & Survey
12/25/2014	1/1/2015	Bi-Monthly		4.2.1	Attend coalition meeting	2	3	Storm Water Coordinator
12/25/2014	1/1/2015	Bi-Monthly		4.2.1	Document coalition activities (Booth used, News letters, Pamphlets, 4th grade education, other)	3	5	Storm Water Coordinator
12/25/2014	1/1/2015	Month		4.2.1.2	Document monthly Spanish Fork news letter & distribution (includes parades, fairs, etc.)	3	5	City Engineer and Staff
12/31/2014	3/1/2015	Quarter		4.2.6.4.1	Document and Review one ongoing BMP/SOP for city buildings and facilities (offices, police and fire stations, swimming pool, parking lots, etc.) and one general BMP/SOP	15	20	Storm Water Coordinator
12/31/2014	3/1/2015	Quarter		4.2.6.4.2	Document and Review one ongoing BMP/SOP for material storage areas, heavy equipment storage areas, and maintenance areas and one general BMP/SOP	30	40	Storm Water Coordinator
12/31/2014	3/1/2015	Quarter		4.2.6.4.3	Document and Review one ongoing BMP/SOP for the parks division and golf course and one general BMP/SOP	10	20	Storm Water Coordinator
12/31/2014	3/1/2015	Quarter		4.2.6.4.4	Document and Review one ongoing BMP/SOP for all divisions and departments addressing vehicle maintenance and repairs (specifically golf course, fleets department, parks department, etc.) and one general BMP/SOP	15	20	Storm Water Coordinator
12/31/2014	3/1/2015	Quarter		4.2.6.4.5	Document and Review one ongoing BMP/SOP for roads, highways and parking lots (i.e. street sweeping, pothole repairs, sealing and repaving, deicing, etc.) and one general BMP/SOP	20	40	City Engineer and Staff
12/31/2014	3/1/2015	Quarter		4.2.6.4.6	Document and Review one ongoing BMP/SOP for the storm water and conveyance system (catch basins, ditches and irrigation canals, culverts, flow control facilities, etc.)and one general BMP/SOP	20	40	City Engineer and Staff
12/31/2014	3/1/2015	Quarter		4.2.6.4.7	Document and Review one ongoing BMP/SOP by each department for other facilities and operations that could discharge to the MS4 and one general BMP/SOP	20	40	Storm Water Coordinator
1/1/2015	3/1/2015	Quarter		4.2.1.6	Update design manual to include LID alternatives	50	70	City Engineer and Staff
1/1/2015	12/1/2015	One time		4.2.1.8	Develop flyer for local farmers	30	50	City Engineer and Staff
1/1/2015	1/1/2015	Month		4.2.3.3.2	Conduct dry weather screenings & investigations	60	80	SWPPP Inspector
1/1/2015	1/1/2015	Month		4.2.4.3	Verify SWPPP reviews are properly documented	2	3	City Engineer and Staff
1/1/2015	1/1/2015	Month		4.2.4.3	Review construction SWPPP plans & comment places where LID could be better utilized	10	20	SWPPP Inspector
1/1/2015	1/1/2015	Annual		4.2.6.1	Review inventory of city owned facilities identify "high risk facilities" (4.2.6.3) List of exempt facilities 4.2.6.4.2	10	15	GIS & Survey
1/1/2015	1/1/2015	Quarter		4.2.6.6	Complete quarterly inspection of high priority sites	8	12	GIS & Survey
1/1/2015	1/1/2015	Quarter		4.2.6.6.3	Wet weather inspection of runoff from high priority sites	2	4	SWPPP Inspector



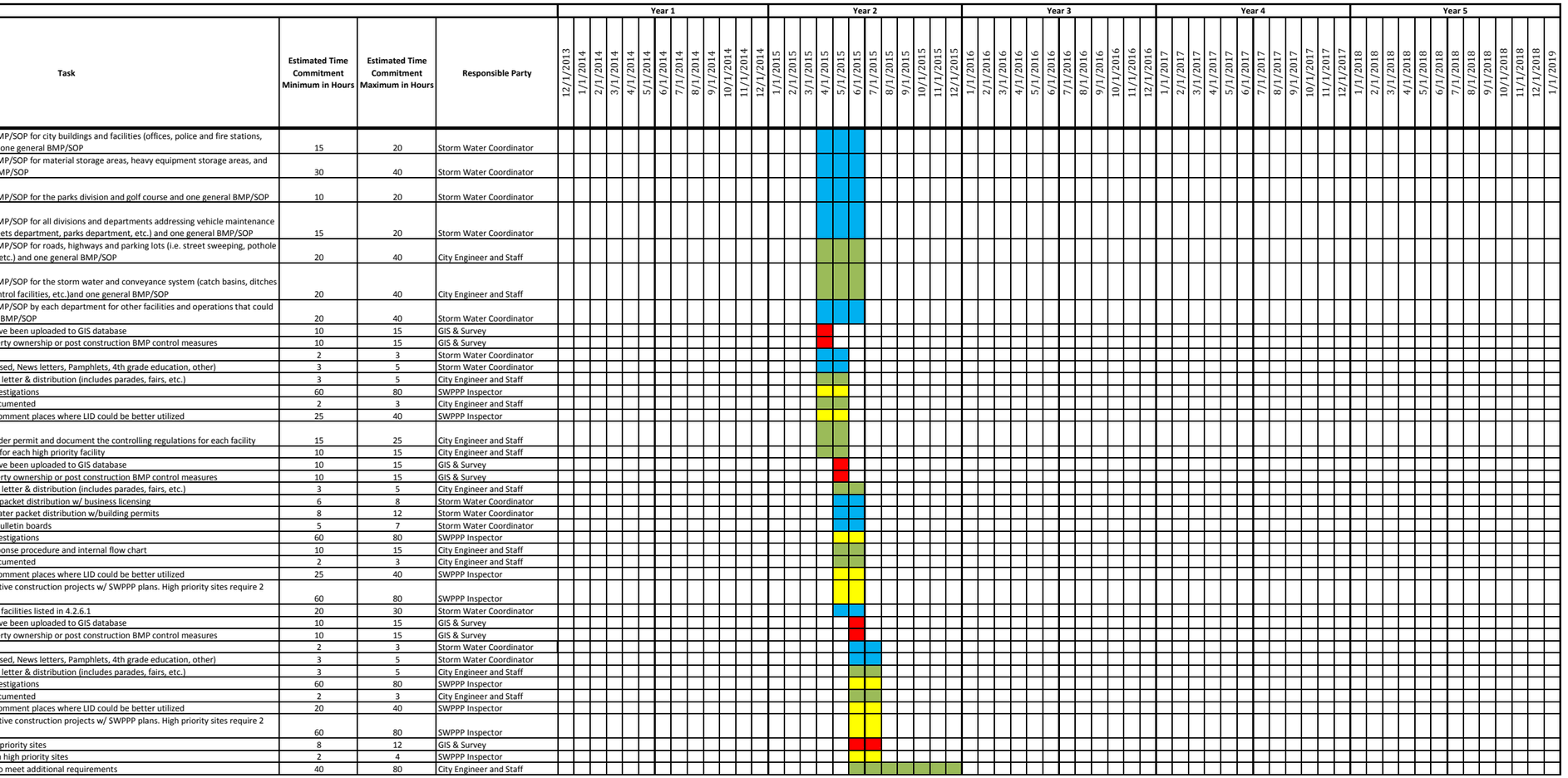
City of Spanish Fork
Storm Water Management Plan Task Summary

Start	Due Date	Interval	Completion Date	Whole Section ref	Task	Estimated Time Commitment Minimum in Hours	Estimated Time Commitment Maximum in Hours	Responsible Party
1/15/2015	1/15/2015	Month		4.2.5.2.2	Verify new post construction BMPs have been uploaded to GIS database	10	15	GIS & Survey
1/15/2015	1/15/2015	Month		4.2.5.7.2	Update inventory for changes in property ownership or post construction BMP control measures	10	15	GIS & Survey
1/25/2015	2/1/2015	Month		4.2.1.2	Document monthly Spanish Fork news letter & distribution (includes parades, fairs, etc.)	3	5	City Engineer and Staff
2/1/2015	2/1/2015	Annual		4.2.1.5	Formal Employee Training Meetings	5	7	Storm Water Coordinator
2/1/2015	2/1/2015	Month		4.2.3.3.2	Conduct dry weather screenings & investigations	60	80	SWPPP Inspector
2/1/2015	2/1/2015	Month		4.2.4.3	Verify SWPPP reviews are properly documented	2	3	City Engineer and Staff
2/1/2015	2/1/2015	Month		4.2.4.3	Review construction SWPPP plans & comment places where LID could be better utilized	10	20	SWPPP Inspector
2/15/2015	2/15/2015	Month		4.2.5.2.2	Verify new post construction BMPs have been uploaded to GIS database	10	15	GIS & Survey
2/15/2015	2/15/2015	Month		4.2.5.7.2	Update inventory for changes in property ownership or post construction BMP control measures	10	15	GIS & Survey
2/22/2015	3/1/2015	Bi-Monthly		4.2.1	Attend coalition meeting	2	3	Storm Water Coordinator
2/22/2015	3/1/2015	Bi-Monthly		4.2.1	Document coalition activities (Booth used, News letters, Pamphlets, 4th grade education, other)	3	5	Storm Water Coordinator
2/22/2015	3/1/2015	Month		4.2.1.2	Document monthly Spanish Fork news letter & distribution (includes parades, fairs, etc.)	3	5	City Engineer and Staff
3/1/2015	3/1/2015	Quarter		4.2.1.3	Verify & update business storm water packet distribution w/ business licensing	6	8	Storm Water Coordinator
3/1/2015	3/1/2015	Quarter		4.2.1.4	Verify & update Construction storm water packet distribution w/building permits	8	12	Storm Water Coordinator
3/1/2015	3/1/2015	Quarter		4.2.1.5	Formal Employee Training Posted on bulletin boards	5	7	Storm Water Coordinator
3/1/2015	3/1/2015	Month		4.2.3.3.2	Conduct dry weather screenings & investigations	60	80	SWPPP Inspector
3/1/2015	3/1/2015	Month		4.2.4.3	Verify SWPPP reviews are properly documented	2	3	City Engineer and Staff
3/1/2015	3/1/2015	Month		4.2.4.3	Review construction SWPPP plans & comment places where LID could be better utilized	15	30	SWPPP Inspector
3/15/2015	3/15/2015	Month		4.2.5.2.2	Verify new post construction BMPs have been uploaded to GIS database	10	15	GIS & Survey
3/15/2015	3/15/2015	Month		4.2.5.7.2	Update inventory for changes in property ownership or post construction BMP control measures	10	15	GIS & Survey
3/25/2015	4/1/2015	Month		4.2.1.2	Document monthly Spanish Fork news letter & distribution (includes parades, fairs, etc.)	3	5	City Engineer and Staff
4/1/2015	4/1/2015	Month		4.2.3.3.2	Conduct dry weather screenings & investigations	60	80	SWPPP Inspector
4/1/2015	4/1/2015	Month		4.2.4.3	Verify SWPPP reviews are properly documented	2	3	City Engineer and Staff
4/1/2015	4/1/2015	Month		4.2.4.3	Review construction SWPPP plans & comment places where LID could be better utilized	20	40	SWPPP Inspector
4/1/2015	4/1/2015	Quarter		4.2.6.6	Complete quarterly inspection of high priority sites	8	12	GIS & Survey
4/1/2015	4/1/2015	Quarter		4.2.6.6.3	Wet weather inspection of runoff from high priority sites	2	4	SWPPP Inspector



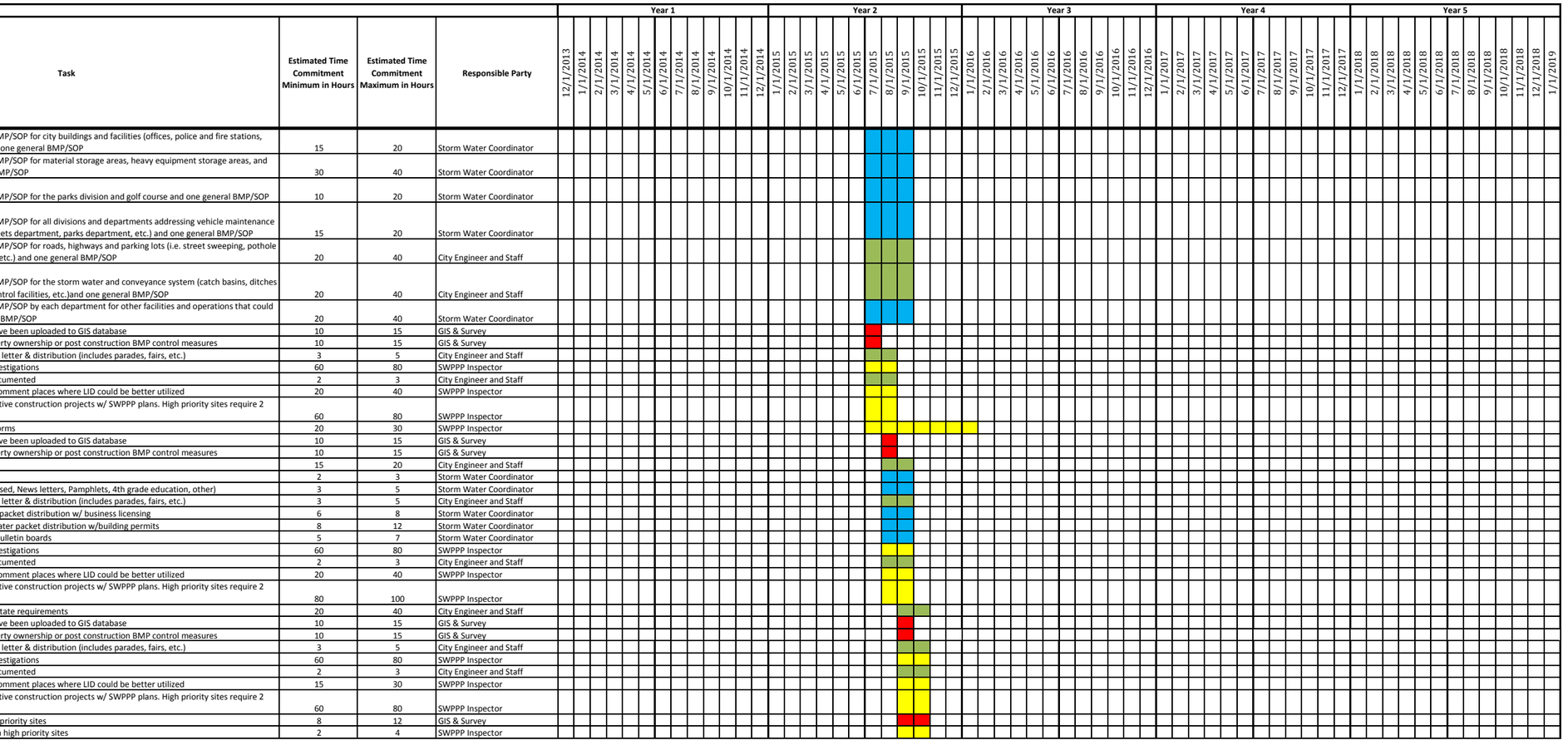
City of Spanish Fork
Storm Water Management Plan Task Summary

Start	Due Date	Interval	Completion Date	Whole Section ref	Task	Estimated Time Commitment Minimum in Hours	Estimated Time Commitment Maximum in Hours	Responsible Party
4/2/2015	6/1/2015	Quarter		4.2.6.4.1	Document and Review one ongoing BMP/SOP for city buildings and facilities (offices, police and fire stations, swimming pool, parking lots, etc.) and one general BMP/SOP	15	20	Storm Water Coordinator
4/2/2015	6/1/2015	Quarter		4.2.6.4.2	Document and Review one ongoing BMP/SOP for material storage areas, heavy equipment storage areas, and maintenance areas and one general BMP/SOP	30	40	Storm Water Coordinator
4/2/2015	6/1/2015	Quarter		4.2.6.4.3	Document and Review one ongoing BMP/SOP for the parks division and golf course and one general BMP/SOP	10	20	Storm Water Coordinator
4/2/2015	6/1/2015	Quarter		4.2.6.4.4	Document and Review one ongoing BMP/SOP for all divisions and departments addressing vehicle maintenance and repairs (specifically golf course, fleets department, parks department, etc.) and one general BMP/SOP	15	20	Storm Water Coordinator
4/2/2015	6/1/2015	Quarter		4.2.6.4.5	Document and Review one ongoing BMP/SOP for roads, highways and parking lots (i.e. street sweeping, pothole repairs, sealing and repaving, deicing, etc.) and one general BMP/SOP	20	40	City Engineer and Staff
4/2/2015	6/1/2015	Quarter		4.2.6.4.6	Document and Review one ongoing BMP/SOP for the storm water and conveyance system (catch basins, ditches and irrigation canals, culverts, flow control facilities, etc.)and one general BMP/SOP	20	40	City Engineer and Staff
4/2/2015	6/1/2015	Quarter		4.2.6.4.7	Document and Review one ongoing BMP/SOP by each department for other facilities and operations that could discharge to the MS4 and one general BMP/SOP	20	40	Storm Water Coordinator
4/15/2015	4/15/2015	Month		4.2.5.2.2	Verify new post construction BMPs have been uploaded to GIS database	10	15	GIS & Survey
4/15/2015	4/15/2015	Month		4.2.5.7.2	Update inventory for changes in property ownership or post construction BMP control measures	10	15	GIS & Survey
4/24/2015	5/1/2015	Bi-Monthly		4.2.1	Attend coalition meeting	2	3	Storm Water Coordinator
4/24/2015	5/1/2015	Bi-Monthly		4.2.1	Document coalition activities (Booth used, News letters, Pamphlets, 4th grade education, other)	3	5	Storm Water Coordinator
4/24/2015	5/1/2015	Month		4.2.1.2	Document monthly Spanish Fork news letter & distribution (includes parades, fairs, etc.)	3	5	City Engineer and Staff
5/1/2015	5/1/2015	Month		4.2.3.3.2	Conduct dry weather screenings & investigations	60	80	SWPPP Inspector
5/1/2015	5/1/2015	Month		4.2.4.3	Verify SWPPP reviews are properly documented	2	3	City Engineer and Staff
5/1/2015	5/1/2015	Month		4.2.4.3	Review construction SWPPP plans & comment places where LID could be better utilized	25	40	SWPPP Inspector
5/1/2015	5/1/2015	Annual		4.2.6.4.2	Update list of facilities not covered under permit and document the controlling regulations for each facility	15	25	City Engineer and Staff
5/1/2015	5/1/2015	Annual		4.2.6.6	Develop / review inspection check list for each high priority facility	10	15	City Engineer and Staff
5/15/2015	5/15/2015	Month		4.2.5.2.2	Verify new post construction BMPs have been uploaded to GIS database	10	15	GIS & Survey
5/15/2015	5/15/2015	Month		4.2.5.7.2	Update inventory for changes in property ownership or post construction BMP control measures	10	15	GIS & Survey
5/25/2015	6/1/2015	Month		4.2.1.2	Document monthly Spanish Fork news letter & distribution (includes parades, fairs, etc.)	3	5	City Engineer and Staff
6/1/2015	6/1/2015	Quarter		4.2.1.3	Verify & update business storm water packet distribution w/ business licensing	6	8	Storm Water Coordinator
6/1/2015	6/1/2015	Quarter		4.2.1.4	Verify & update Construction storm water packet distribution w/building permits	8	12	Storm Water Coordinator
6/1/2015	6/1/2015	Quarter		4.2.1.5	Formal Employee Training Posted on bulletin boards	5	7	Storm Water Coordinator
6/1/2015	6/1/2015	Month		4.2.3.3.2	Conduct dry weather screenings & investigations	60	80	SWPPP Inspector
6/1/2015	6/1/2015	Annual		4.2.3.9.1	Review and Update spill/dumping response procedure and internal flow chart	10	15	City Engineer and Staff
6/1/2015	6/1/2015	Month		4.2.4.3	Verify SWPPP reviews are properly documented	2	3	City Engineer and Staff
6/1/2015	6/1/2015	Month		4.2.4.3	Review construction SWPPP plans & comment places where LID could be better utilized	25	40	SWPPP Inspector
6/1/2015	6/1/2015	Month		4.2.4.4	Complete SWPPP inspections on all active construction projects w/ SWPPP plans. High priority sites require 2 inspections per month	60	80	SWPPP Inspector
6/1/2015	6/1/2015	Annual		4.2.6.1	Develop / review SWPPP plans for city facilities listed in 4.2.6.1	20	30	Storm Water Coordinator
6/15/2015	6/15/2015	Month		4.2.5.2.2	Verify new post construction BMPs have been uploaded to GIS database	10	15	GIS & Survey
6/15/2015	6/15/2015	Month		4.2.5.7.2	Update inventory for changes in property ownership or post construction BMP control measures	10	15	GIS & Survey
6/24/2015	7/1/2015	Bi-Monthly		4.2.1	Attend coalition meeting	2	3	Storm Water Coordinator
6/24/2015	7/1/2015	Bi-Monthly		4.2.1	Document coalition activities (Booth used, News letters, Pamphlets, 4th grade education, other)	3	5	Storm Water Coordinator
6/24/2015	7/1/2015	Month		4.2.1.2	Document monthly Spanish Fork news letter & distribution (includes parades, fairs, etc.)	3	5	City Engineer and Staff
7/1/2015	7/1/2015	Month		4.2.3.3.2	Conduct dry weather screenings & investigations	60	80	SWPPP Inspector
7/1/2015	7/1/2015	Month		4.2.4.3	Verify SWPPP reviews are properly documented	2	3	City Engineer and Staff
7/1/2015	7/1/2015	Month		4.2.4.3	Review construction SWPPP plans & comment places where LID could be better utilized	20	40	SWPPP Inspector
7/1/2015	7/1/2015	Month		4.2.4.4	Complete SWPPP inspections on all active construction projects w/ SWPPP plans. High priority sites require 2 inspections per month	60	80	SWPPP Inspector
7/1/2015	7/1/2015	Quarter		4.2.6.6	Complete quarterly inspection of high priority sites	8	12	GIS & Survey
7/1/2015	7/1/2015	Quarter		4.2.6.6.3	Wet weather inspection of runoff from high priority sites	2	4	SWPPP Inspector
7/1/2015	12/1/2015	One time		N/A	Review new permit & update SWMP to meet additional requirements	40	80	City Engineer and Staff



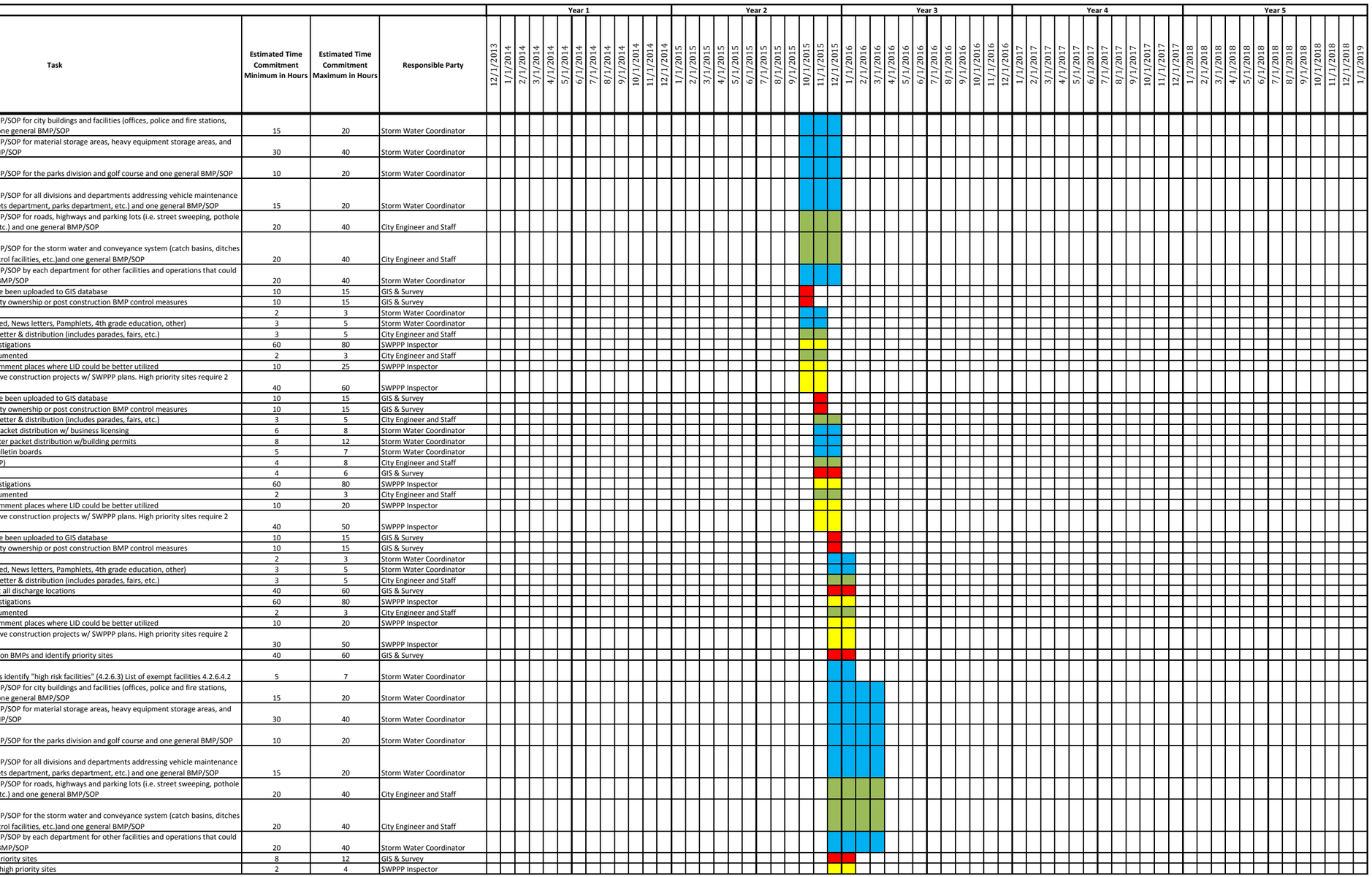
City of Spanish Fork
Storm Water Management Plan Task Summary

Start	Due Date	Interval	Completion Date	Whole Section ref	Task	Estimated Time Commitment Minimum in Hours	Estimated Time Commitment Maximum in Hours	Responsible Party
7/3/2015	9/1/2015	Quarter		4.2.6.4.1	Document and Review one ongoing BMP/SOP for city buildings and facilities (offices, police and fire stations, swimming pool, parking lots, etc.) and one general BMP/SOP	15	20	Storm Water Coordinator
7/3/2015	9/1/2015	Quarter		4.2.6.4.2	Document and Review one ongoing BMP/SOP for material storage areas, heavy equipment storage areas, and maintenance areas and one general BMP/SOP	30	40	Storm Water Coordinator
7/3/2015	9/1/2015	Quarter		4.2.6.4.3	Document and Review one ongoing BMP/SOP for the parks division and golf course and one general BMP/SOP	10	20	Storm Water Coordinator
7/3/2015	9/1/2015	Quarter		4.2.6.4.4	Document and Review one ongoing BMP/SOP for all divisions and departments addressing vehicle maintenance and repairs (specifically golf course, fleets department, parks department, etc.) and one general BMP/SOP	15	20	Storm Water Coordinator
7/3/2015	9/1/2015	Quarter		4.2.6.4.5	Document and Review one ongoing BMP/SOP for roads, highways and parking lots (i.e. street sweeping, pothole repairs, sealing and repaving, deicing, etc.) and one general BMP/SOP	20	40	City Engineer and Staff
7/3/2015	9/1/2015	Quarter		4.2.6.4.6	Document and Review one ongoing BMP/SOP for the storm water and conveyance system (catch basins, ditches and irrigation canals, culverts, flow control facilities, etc.)and one general BMP/SOP	20	40	City Engineer and Staff
7/3/2015	9/1/2015	Quarter		4.2.6.4.7	Document and Review one ongoing BMP/SOP by each department for other facilities and operations that could discharge to the MS4 and one general BMP/SOP	20	40	Storm Water Coordinator
7/15/2015	7/15/2015	Month		4.2.5.2.2	Verify new post construction BMPs have been uploaded to GIS database	10	15	GIS & Survey
7/15/2015	7/15/2015	Month		4.2.5.7.2	Update inventory for changes in property ownership or post construction BMP control measures	10	15	GIS & Survey
7/25/2015	8/1/2015	Month		4.2.1.2	Document monthly Spanish Fork news letter & distribution (includes parades, fairs, etc.)	3	5	City Engineer and Staff
8/1/2015	8/1/2015	Month		4.2.3.3.2	Conduct dry weather screenings & investigations	60	80	SWPPP Inspector
8/1/2015	8/1/2015	Month		4.2.4.3	Verify SWPPP reviews are properly documented	2	3	City Engineer and Staff
8/1/2015	8/1/2015	Month		4.2.4.3	Review construction SWPPP plans & comment places where LID could be better utilized	20	40	SWPPP Inspector
8/1/2015	8/1/2015	Month		4.2.4.4	Complete SWPPP inspections on all active construction projects w/ SWPPP plans. High priority sites require 2 inspections per month	60	80	SWPPP Inspector
8/1/2015	1/1/2016	One time		4.2.5.5.3	Develop post construction SOPs and forms	20	30	SWPPP Inspector
8/15/2015	8/15/2015	Month		4.2.5.2.2	Verify new post construction BMPs have been uploaded to GIS database	10	15	GIS & Survey
8/15/2015	8/15/2015	Month		4.2.5.7.2	Update inventory for changes in property ownership or post construction BMP control measures	10	15	GIS & Survey
8/25/2015	9/1/2015	Annual		4.1.2.2	Annual Fiscal Analysis	15	20	City Engineer and Staff
8/25/2015	9/1/2015	Bi-Monthly		4.2.1	Attend coalition meeting	2	3	Storm Water Coordinator
8/25/2015	9/1/2015	Bi-Monthly		4.2.1	Document coalition activities (Booth used, News letters, Pamphlets, 4th grade education, other)	3	5	Storm Water Coordinator
8/25/2015	9/1/2015	Month		4.2.1.2	Document monthly Spanish Fork news letter & distribution (includes parades, fairs, etc.)	3	5	City Engineer and Staff
9/1/2015	9/1/2015	Quarter		4.2.1.3	Verify & update business storm water packet distribution w/ business licensing	6	8	Storm Water Coordinator
9/1/2015	9/1/2015	Quarter		4.2.1.4	Verify & update Construction storm water packet distribution w/building permits	8	12	Storm Water Coordinator
9/1/2015	9/1/2015	Quarter		4.2.1.5	Formal Employee Training Posted on bulletin boards	5	7	Storm Water Coordinator
9/1/2015	9/1/2015	Month		4.2.3.3.2	Conduct dry weather screenings & investigations	60	80	SWPPP Inspector
9/1/2015	9/1/2015	Month		4.2.4.3	Verify SWPPP reviews are properly documented	2	3	City Engineer and Staff
9/1/2015	9/1/2015	Month		4.2.4.3	Review construction SWPPP plans & comment places where LID could be better utilized	20	40	SWPPP Inspector
9/1/2015	9/1/2015	Month		4.2.4.4	Complete SWPPP inspections on all active construction projects w/ SWPPP plans. High priority sites require 2 inspections per month	80	100	SWPPP Inspector
9/15/2015	10/1/2015	Annual		1.1	Update SWMP and writing report for state requirements	20	40	City Engineer and Staff
9/15/2015	9/15/2015	Month		4.2.5.2.2	Verify new post construction BMPs have been uploaded to GIS database	10	15	GIS & Survey
9/15/2015	9/15/2015	Month		4.2.5.7.2	Update inventory for changes in property ownership or post construction BMP control measures	10	15	GIS & Survey
9/24/2015	10/1/2015	Month		4.2.1.2	Document monthly Spanish Fork news letter & distribution (includes parades, fairs, etc.)	3	5	City Engineer and Staff
10/1/2015	10/1/2015	Month		4.2.3.3.2	Conduct dry weather screenings & investigations	60	80	SWPPP Inspector
10/1/2015	10/1/2015	Month		4.2.4.3	Verify SWPPP reviews are properly documented	2	3	City Engineer and Staff
10/1/2015	10/1/2015	Month		4.2.4.3	Review construction SWPPP plans & comment places where LID could be better utilized	15	30	SWPPP Inspector
10/1/2015	10/1/2015	Month		4.2.4.4	Complete SWPPP inspections on all active construction projects w/ SWPPP plans. High priority sites require 2 inspections per month	60	80	SWPPP Inspector
10/1/2015	10/1/2015	Quarter		4.2.6.6	Complete quarterly inspection of high priority sites	8	12	GIS & Survey
10/1/2015	10/1/2015	Quarter		4.2.6.6.3	Wet weather inspection of runoff from high priority sites	2	4	SWPPP Inspector



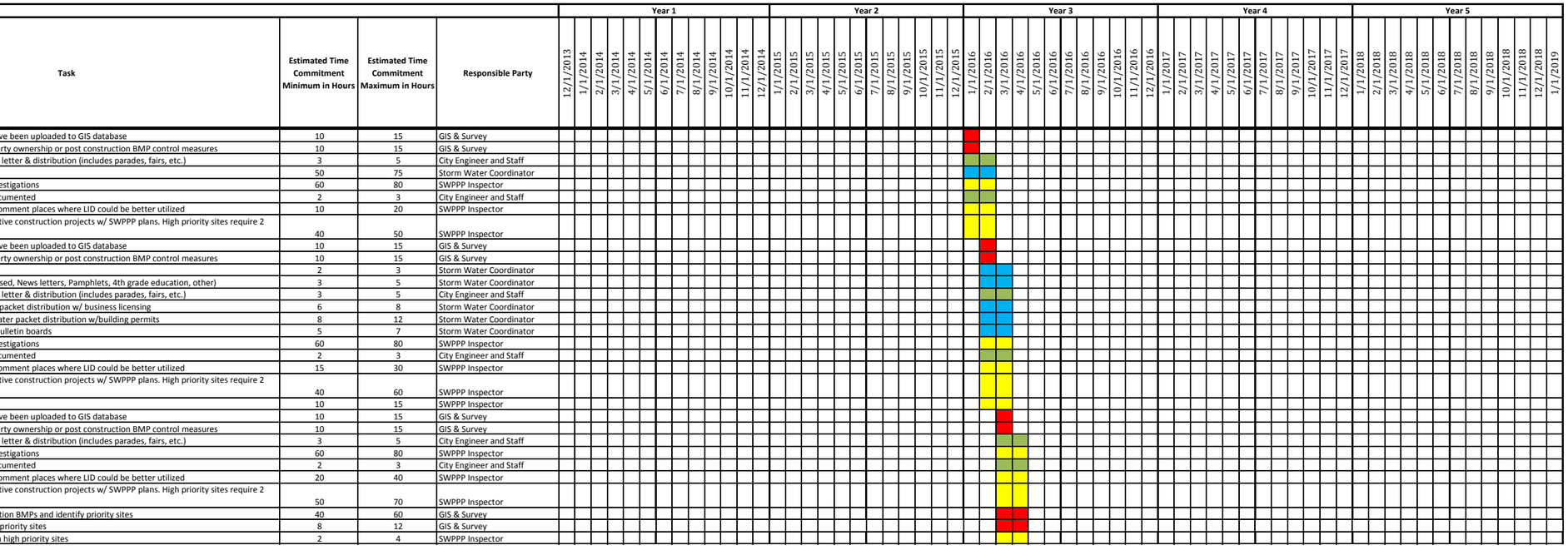
City of Spanish Fork
Storm Water Management Plan Task Summary

Start	Due Date	Interval	Completion Date	Whole Section ref	Task	Estimated Time Commitment Minimum in Hours	Estimated Time Commitment Maximum in Hours	Responsible Party
10/2/2015	12/1/2015	Quarter		4.2.6.4.1	Document and Review one ongoing BMP/SOP for city buildings and facilities (offices, police and fire stations, swimming pool, parking lots, etc.) and one general BMP/SOP	15	20	Storm Water Coordinator
10/2/2015	12/1/2015	Quarter		4.2.6.4.2	Document and Review one ongoing BMP/SOP for material storage areas, heavy equipment storage areas, and maintenance areas and one general BMP/SOP	30	40	Storm Water Coordinator
10/2/2015	12/1/2015	Quarter		4.2.6.4.3	Document and Review one ongoing BMP/SOP for the parks division and golf course and one general BMP/SOP	10	20	Storm Water Coordinator
10/2/2015	12/1/2015	Quarter		4.2.6.4.4	Document and Review one ongoing BMP/SOP for all divisions and departments addressing vehicle maintenance and repairs (specifically golf course, fleets department, parks department, etc.) and one general BMP/SOP	15	20	Storm Water Coordinator
10/2/2015	12/1/2015	Quarter		4.2.6.4.5	Document and Review one ongoing BMP/SOP for roads, highways and parking lots (i.e. street sweeping, pothole repairs, sealing and repaving, deicing, etc.) and one general BMP/SOP	20	40	City Engineer and Staff
10/2/2015	12/1/2015	Quarter		4.2.6.4.6	Document and Review one ongoing BMP/SOP for the storm water and conveyance system (catch basins, ditches and irrigation canals, culverts, flow control facilities, etc.)and one general BMP/SOP	20	40	City Engineer and Staff
10/2/2015	12/1/2015	Quarter		4.2.6.4.7	Document and Review one ongoing BMP/SOP by each department for other facilities and operations that could discharge to the MS4 and one general BMP/SOP	20	40	Storm Water Coordinator
10/15/2015	10/15/2015	Month		4.2.5.2.2	Verify new post construction BMPs have been uploaded to GIS database	10	15	GIS & Survey
10/15/2015	10/15/2015	Month		4.2.5.7.2	Update inventory for changes in property ownership or post construction BMP control measures	10	15	GIS & Survey
10/25/2015	11/1/2015	Bi-Monthly		4.2.1	Attend coalition meeting	2	3	Storm Water Coordinator
10/25/2015	11/1/2015	Bi-Monthly		4.2.1	Document coalition activities (Booth used, News letters, Pamphlets, 4th grade education, other)	3	5	Storm Water Coordinator
10/25/2015	11/1/2015	Month		4.2.1.2	Document monthly Spanish Fork news letter & distribution (includes parades, fairs, etc.)	3	5	City Engineer and Staff
11/1/2015	11/1/2015	Month		4.2.3.3.2	Conduct dry weather screenings & investigations	60	80	SWPPP Inspector
11/1/2015	11/1/2015	Month		4.2.4.3	Verify SWPPP reviews are properly documented	2	3	City Engineer and Staff
11/1/2015	11/1/2015	Month		4.2.4.3	Review construction SWPPP plans & comment places where LID could be better utilized	10	25	SWPPP Inspector
11/1/2015	11/1/2015	Month		4.2.4.4	Complete SWPPP inspections on all active construction projects w/ SWPPP plans. High priority sites require 2 inspections per month	40	60	SWPPP Inspector
11/15/2015	11/15/2015	Month		4.2.5.2.2	Verify new post construction BMPs have been uploaded to GIS database	10	15	GIS & Survey
11/15/2015	11/15/2015	Month		4.2.5.7.2	Update inventory for changes in property ownership or post construction BMP control measures	10	15	GIS & Survey
11/24/2015	12/1/2015	Month		4.2.1.2	Document monthly Spanish Fork news letter & distribution (includes parades, fairs, etc.)	3	5	City Engineer and Staff
12/1/2015	12/1/2015	Quarter		4.2.1.3	Verify & update business storm water packet distribution w/ business licensing	6	8	Storm Water Coordinator
12/1/2015	12/1/2015	Quarter		4.2.1.4	Verify & update Construction storm water packet distribution w/building permits	8	12	Storm Water Coordinator
12/1/2015	12/1/2015	Quarter		4.2.1.5	Formal Employee Training Posted on bulletin boards	5	7	Storm Water Coordinator
12/1/2015	12/1/2015	Annual		4.2.2/4.2.6.7	Review storm water master plan (SWMP)	4	8	City Engineer and Staff
12/1/2015	12/1/2015	Annual		4.2.3.3.1	Review and Update priority IDDE areas	4	6	GIS & Survey
12/1/2015	12/1/2015	Month		4.2.3.3.2	Conduct dry weather screenings & investigations	60	80	SWPPP Inspector
12/1/2015	12/1/2015	Month		4.2.4.3	Verify SWPPP reviews are properly documented	2	3	City Engineer and Staff
12/1/2015	12/1/2015	Month		4.2.4.3	Review construction SWPPP plans & comment places where LID could be better utilized	10	20	SWPPP Inspector
12/1/2015	12/1/2015	Month		4.2.4.4	Complete SWPPP inspections on all active construction projects w/ SWPPP plans. High priority sites require 2 inspections per month	40	50	SWPPP Inspector
12/15/2015	12/15/2015	Month		4.2.5.2.2	Verify new post construction BMPs have been uploaded to GIS database	10	15	GIS & Survey
12/15/2015	12/15/2015	Month		4.2.5.7.2	Update inventory for changes in property ownership or post construction BMP control measures	10	15	GIS & Survey
12/25/2015	1/1/2016	Bi-Monthly		4.2.1	Attend coalition meeting	2	3	Storm Water Coordinator
12/25/2015	1/1/2016	Bi-Monthly		4.2.1	Document coalition activities (Booth used, News letters, Pamphlets, 4th grade education, other)	3	5	Storm Water Coordinator
12/25/2015	1/1/2016	Month		4.2.1.2	Document monthly Spanish Fork news letter & distribution (includes parades, fairs, etc.)	3	5	City Engineer and Staff
1/1/2016	1/1/2016	Annual		4.2.3.1	Update & verify system map, document all discharge locations	40	60	GIS & Survey
1/1/2016	1/1/2016	Month		4.2.3.3.2	Conduct dry weather screenings & investigations	60	80	SWPPP Inspector
1/1/2016	1/1/2016	Month		4.2.4.3	Verify SWPPP reviews are properly documented	2	3	City Engineer and Staff
1/1/2016	1/1/2016	Month		4.2.4.3	Review construction SWPPP plans & comment places where LID could be better utilized	10	20	SWPPP Inspector
1/1/2016	1/1/2016	Month		4.2.4.4	Complete SWPPP inspections on all active construction projects w/ SWPPP plans. High priority sites require 2 inspections per month	30	50	SWPPP Inspector
1/1/2016	1/1/2016	Quarter		4.2.5.3.3	Develop map of existing post construction BMPs and identify priority sites	40	60	GIS & Survey
1/1/2016	1/1/2016	Annual		4.2.6.1	Review inventory of city owned facilities identify "high risk facilities" (4.2.6.3) List of exempt facilities 4.2.6.4.2	5	7	Storm Water Coordinator
1/1/2016	3/1/2016	Quarter		4.2.6.4.1	Document and Review one ongoing BMP/SOP for city buildings and facilities (offices, police and fire stations, swimming pool, parking lots, etc.) and one general BMP/SOP	15	20	Storm Water Coordinator
1/1/2016	3/1/2016	Quarter		4.2.6.4.2	Document and Review one ongoing BMP/SOP for material storage areas, heavy equipment storage areas, and maintenance areas and one general BMP/SOP	30	40	Storm Water Coordinator
1/1/2016	3/1/2016	Quarter		4.2.6.4.3	Document and Review one ongoing BMP/SOP for the parks division and golf course and one general BMP/SOP	10	20	Storm Water Coordinator
1/1/2016	3/1/2016	Quarter		4.2.6.4.4	Document and Review one ongoing BMP/SOP for all divisions and departments addressing vehicle maintenance and repairs (specifically golf course, fleets department, parks department, etc.) and one general BMP/SOP	15	20	Storm Water Coordinator
1/1/2016	3/1/2016	Quarter		4.2.6.4.5	Document and Review one ongoing BMP/SOP for roads, highways and parking lots (i.e. street sweeping, pothole repairs, sealing and repaving, deicing, etc.) and one general BMP/SOP	20	40	City Engineer and Staff
1/1/2016	3/1/2016	Quarter		4.2.6.4.6	Document and Review one ongoing BMP/SOP for the storm water and conveyance system (catch basins, ditches and irrigation canals, culverts, flow control facilities, etc.)and one general BMP/SOP	20	40	City Engineer and Staff
1/1/2016	3/1/2016	Quarter		4.2.6.4.7	Document and Review one ongoing BMP/SOP by each department for other facilities and operations that could discharge to the MS4 and one general BMP/SOP	20	40	Storm Water Coordinator
1/1/2016	1/1/2016	Quarter		4.2.6.6	Complete quarterly inspection of high priority sites	8	12	GIS & Survey
1/1/2016	1/1/2016	Quarter		4.2.6.6.3	Wet weather inspection of runoff from high priority sites	2	4	SWPPP Inspector



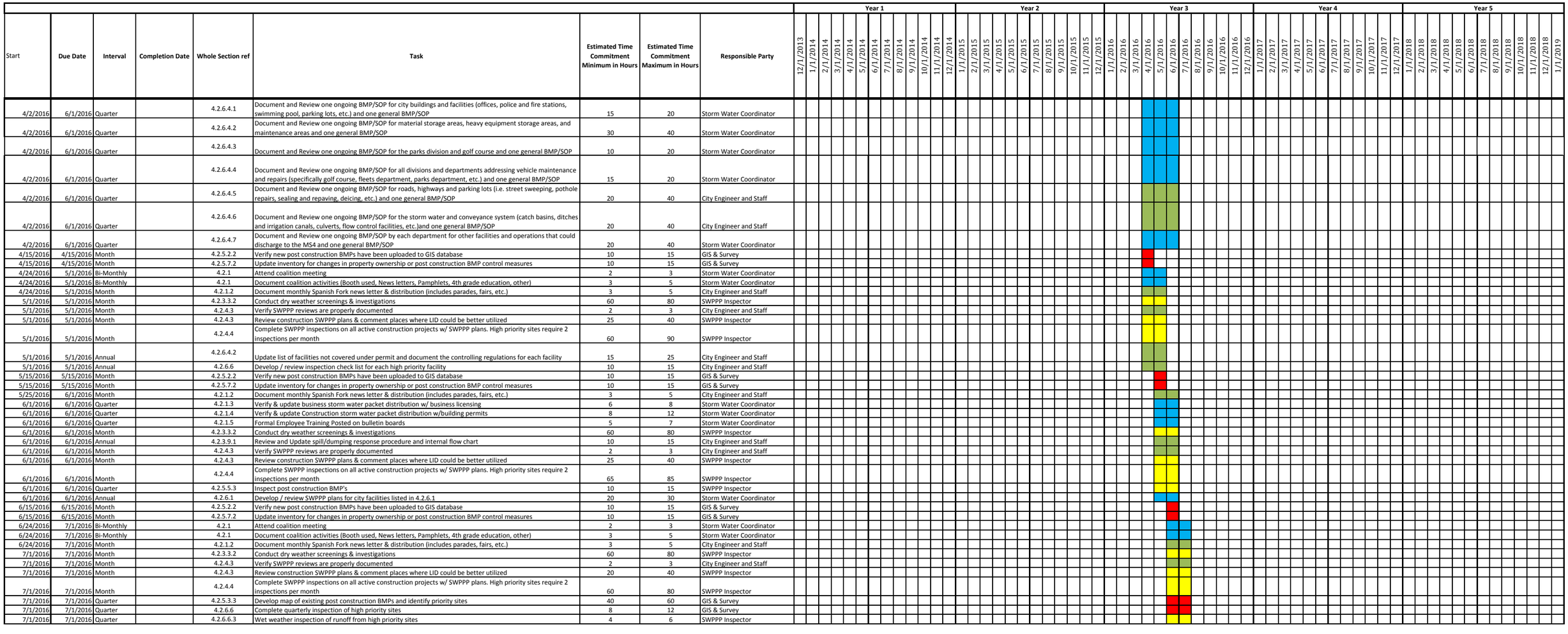
City of Spanish Fork
Storm Water Management Plan Task Summary

Start	Due Date	Interval	Completion Date	Whole Section ref	Task	Estimated Time Commitment Minimum in Hours	Estimated Time Commitment Maximum in Hours	Responsible Party
1/15/2016	1/15/2016	Month		4.2.5.2.2	Verify new post construction BMPs have been uploaded to GIS database	10	15	GIS & Survey
1/15/2016	1/15/2016	Month		4.2.5.7.2	Update inventory for changes in property ownership or post construction BMP control measures	10	15	GIS & Survey
1/25/2016	2/1/2016	Month		4.2.1.2	Document monthly Spanish Fork news letter & distribution (includes parades, fairs, etc.)	3	5	City Engineer and Staff
2/1/2016	2/1/2016	Annual		4.2.1.5	Formal Employee Training Meetings	50	75	Storm Water Coordinator
2/1/2016	2/1/2016	Month		4.2.3.3.2	Conduct dry weather screenings & investigations	60	80	SWPPP Inspector
2/1/2016	2/1/2016	Month		4.2.4.3	Verify SWPPP reviews are properly documented	2	3	City Engineer and Staff
2/1/2016	2/1/2016	Month		4.2.4.3	Review construction SWPPP plans & comment places where LID could be better utilized	10	20	SWPPP Inspector
2/1/2016	2/1/2016	Month		4.2.4.4	Complete SWPPP inspections on all active construction projects w/ SWPPP plans. High priority sites require 2 inspections per month	40	50	SWPPP Inspector
2/15/2016	2/15/2016	Month		4.2.5.2.2	Verify new post construction BMPs have been uploaded to GIS database	10	15	GIS & Survey
2/15/2016	2/15/2016	Month		4.2.5.7.2	Update inventory for changes in property ownership or post construction BMP control measures	10	15	GIS & Survey
2/23/2016	3/1/2016	Bi-Monthly		4.2.1	Attend coalition meeting	2	3	Storm Water Coordinator
2/23/2016	3/1/2016	Bi-Monthly		4.2.1	Document coalition activities (Booth used, News letters, Pamphlets, 4th grade education, other)	3	5	Storm Water Coordinator
2/23/2016	3/1/2016	Month		4.2.1.2	Document monthly Spanish Fork news letter & distribution (includes parades, fairs, etc.)	3	5	City Engineer and Staff
3/1/2016	3/1/2016	Quarter		4.2.1.3	Verify & update business storm water packet distribution w/ business licensing	6	8	Storm Water Coordinator
3/1/2016	3/1/2016	Quarter		4.2.1.4	Verify & update Construction storm water packet distribution w/building permits	8	12	Storm Water Coordinator
3/1/2016	3/1/2016	Quarter		4.2.1.5	Formal Employee Training Posted on bulletin boards	5	7	Storm Water Coordinator
3/1/2016	3/1/2016	Month		4.2.3.3.2	Conduct dry weather screenings & investigations	60	80	SWPPP Inspector
3/1/2016	3/1/2016	Month		4.2.4.3	Verify SWPPP reviews are properly documented	2	3	City Engineer and Staff
3/1/2016	3/1/2016	Month		4.2.4.3	Review construction SWPPP plans & comment places where LID could be better utilized	15	30	SWPPP Inspector
3/1/2016	3/1/2016	Month		4.2.4.4	Complete SWPPP inspections on all active construction projects w/ SWPPP plans. High priority sites require 2 inspections per month	40	60	SWPPP Inspector
3/1/2016	3/1/2016	Quarter		4.2.5.5.3	Inspect post construction BMP's	10	15	SWPPP Inspector
3/15/2016	3/15/2016	Month		4.2.5.2.2	Verify new post construction BMPs have been uploaded to GIS database	10	15	GIS & Survey
3/15/2016	3/15/2016	Month		4.2.5.7.2	Update inventory for changes in property ownership or post construction BMP control measures	10	15	GIS & Survey
3/25/2016	4/1/2016	Month		4.2.1.2	Document monthly Spanish Fork news letter & distribution (includes parades, fairs, etc.)	3	5	City Engineer and Staff
4/1/2016	4/1/2016	Month		4.2.3.3.2	Conduct dry weather screenings & investigations	60	80	SWPPP Inspector
4/1/2016	4/1/2016	Month		4.2.4.3	Verify SWPPP reviews are properly documented	2	3	City Engineer and Staff
4/1/2016	4/1/2016	Month		4.2.4.3	Review construction SWPPP plans & comment places where LID could be better utilized	20	40	SWPPP Inspector
4/1/2016	4/1/2016	Month		4.2.4.4	Complete SWPPP inspections on all active construction projects w/ SWPPP plans. High priority sites require 2 inspections per month	50	70	SWPPP Inspector
4/1/2016	4/1/2016	Quarter		4.2.5.3.3	Develop map of existing post construction BMPs and identify priority sites	40	60	GIS & Survey
4/1/2016	4/1/2016	Quarter		4.2.6.6	Complete quarterly inspection of high priority sites	8	12	GIS & Survey
4/1/2016	4/1/2016	Quarter		4.2.6.6.3	Wet weather inspection of runoff from high priority sites	2	4	SWPPP Inspector



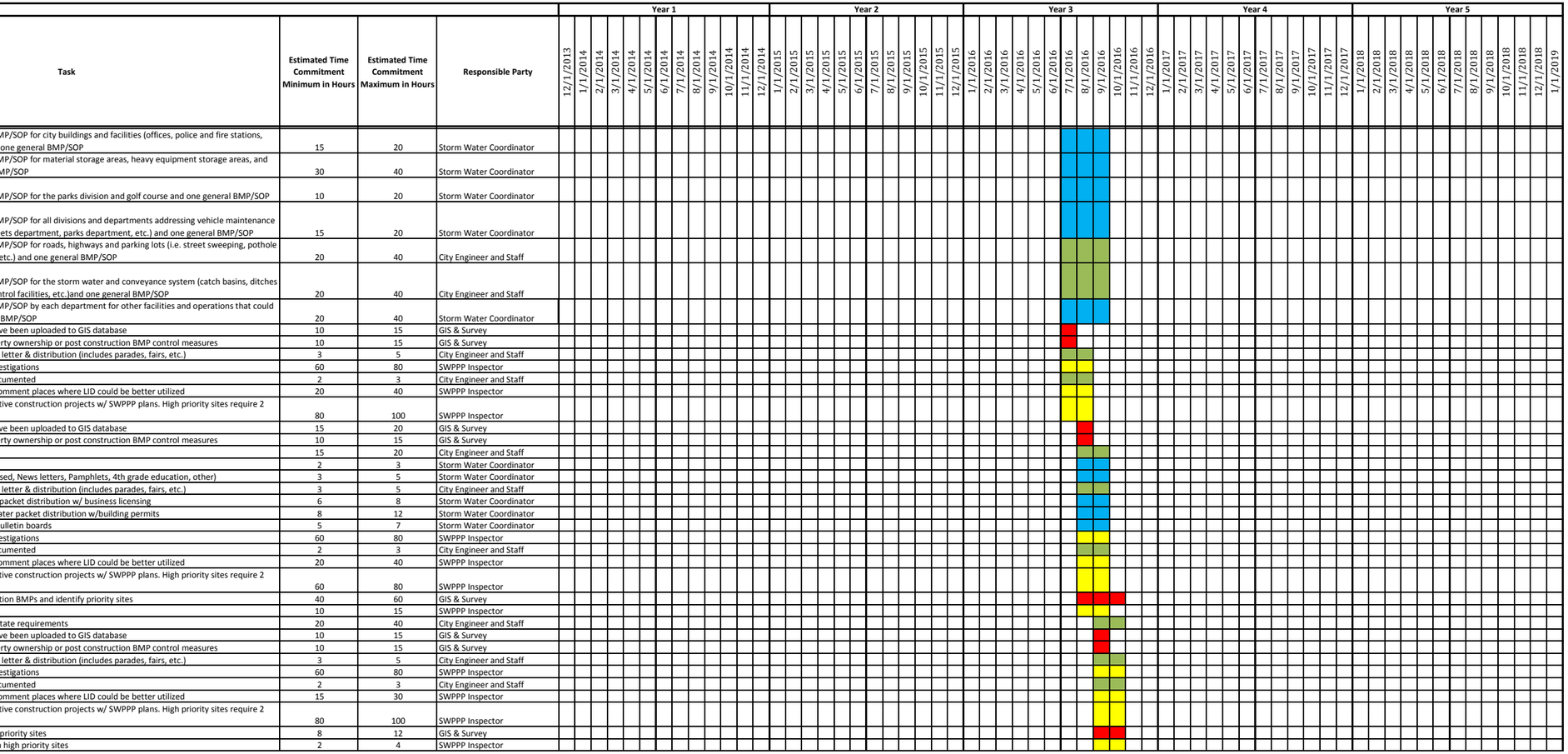
City of Spanish Fork
Storm Water Management Plan Task Summary

Start	Due Date	Interval	Completion Date	Whole Section ref	Task	Estimated Time Commitment Minimum in Hours	Estimated Time Commitment Maximum in Hours	Responsible Party
4/2/2016	6/1/2016	Quarter		4.2.6.4.1	Document and Review one ongoing BMP/SOP for city buildings and facilities (offices, police and fire stations, swimming pool, parking lots, etc.) and one general BMP/SOP	15	20	Storm Water Coordinator
4/2/2016	6/1/2016	Quarter		4.2.6.4.2	Document and Review one ongoing BMP/SOP for material storage areas, heavy equipment storage areas, and maintenance areas and one general BMP/SOP	30	40	Storm Water Coordinator
4/2/2016	6/1/2016	Quarter		4.2.6.4.3	Document and Review one ongoing BMP/SOP for the parks division and golf course and one general BMP/SOP	10	20	Storm Water Coordinator
4/2/2016	6/1/2016	Quarter		4.2.6.4.4	Document and Review one ongoing BMP/SOP for all divisions and departments addressing vehicle maintenance and repairs (specifically golf course, fleets department, parks department, etc.) and one general BMP/SOP	15	20	Storm Water Coordinator
4/2/2016	6/1/2016	Quarter		4.2.6.4.5	Document and Review one ongoing BMP/SOP for roads, highways and parking lots (i.e. street sweeping, pothole repairs, sealing and repaving, deicing, etc.) and one general BMP/SOP	20	40	City Engineer and Staff
4/2/2016	6/1/2016	Quarter		4.2.6.4.6	Document and Review one ongoing BMP/SOP for the storm water and conveyance system (catch basins, ditches and irrigation canals, culverts, flow control facilities, etc.)and one general BMP/SOP	20	40	City Engineer and Staff
4/2/2016	6/1/2016	Quarter		4.2.6.4.7	Document and Review one ongoing BMP/SOP by each department for other facilities and operations that could discharge to the MS4 and one general BMP/SOP	20	40	Storm Water Coordinator
4/15/2016	4/15/2016	Month		4.2.5.2.2	Verify new post construction BMPs have been uploaded to GIS database	10	15	GIS & Survey
4/15/2016	4/15/2016	Month		4.2.5.7.2	Update inventory for changes in property ownership or post construction BMP control measures	10	15	GIS & Survey
4/24/2016	5/1/2016	Bi-Monthly		4.2.1	Attend coalition meeting	2	3	Storm Water Coordinator
4/24/2016	5/1/2016	Bi-Monthly		4.2.1	Document coalition activities (Booth used, News letters, Pamphlets, 4th grade education, other)	3	5	Storm Water Coordinator
4/24/2016	5/1/2016	Month		4.2.1.2	Document monthly Spanish Fork news letter & distribution (includes parades, fairs, etc.)	3	5	City Engineer and Staff
5/1/2016	5/1/2016	Month		4.2.3.3.2	Conduct dry weather screenings & investigations	60	80	SWPPP Inspector
5/1/2016	5/1/2016	Month		4.2.4.3	Verify SWPPP reviews are properly documented	2	3	City Engineer and Staff
5/1/2016	5/1/2016	Month		4.2.4.3	Review construction SWPPP plans & comment places where LID could be better utilized	25	40	SWPPP Inspector
5/1/2016	5/1/2016	Month		4.2.4.4	Complete SWPPP inspections on all active construction projects w/ SWPPP plans. High priority sites require 2 inspections per month	60	90	SWPPP Inspector
5/1/2016	5/1/2016	Annual		4.2.6.4.2	Update list of facilities not covered under permit and document the controlling regulations for each facility	15	25	City Engineer and Staff
5/1/2016	5/1/2016	Annual		4.2.6.6	Develop / review inspection check list for each high priority facility	10	15	City Engineer and Staff
5/15/2016	5/15/2016	Month		4.2.5.2.2	Verify new post construction BMPs have been uploaded to GIS database	10	15	GIS & Survey
5/15/2016	5/15/2016	Month		4.2.5.7.2	Update inventory for changes in property ownership or post construction BMP control measures	10	15	GIS & Survey
5/25/2016	6/1/2016	Month		4.2.1.2	Document monthly Spanish Fork news letter & distribution (includes parades, fairs, etc.)	3	5	City Engineer and Staff
6/1/2016	6/1/2016	Quarter		4.2.1.3	Verify & update business storm water packet distribution w/ business licensing	6	8	Storm Water Coordinator
6/1/2016	6/1/2016	Quarter		4.2.1.4	Verify & update Construction storm water packet distribution w/building permits	8	12	Storm Water Coordinator
6/1/2016	6/1/2016	Quarter		4.2.1.5	Formal Employee Training Posted on bulletin boards	5	7	Storm Water Coordinator
6/1/2016	6/1/2016	Month		4.2.3.3.2	Conduct dry weather screenings & investigations	60	80	SWPPP Inspector
6/1/2016	6/1/2016	Annual		4.2.3.9.1	Review and Update spill/dumping response procedure and internal flow chart	10	15	City Engineer and Staff
6/1/2016	6/1/2016	Month		4.2.4.3	Verify SWPPP reviews are properly documented	2	3	City Engineer and Staff
6/1/2016	6/1/2016	Month		4.2.4.3	Review construction SWPPP plans & comment places where LID could be better utilized	25	40	SWPPP Inspector
6/1/2016	6/1/2016	Month		4.2.4.4	Complete SWPPP inspections on all active construction projects w/ SWPPP plans. High priority sites require 2 inspections per month	65	85	SWPPP Inspector
6/1/2016	6/1/2016	Quarter		4.2.5.5.3	Inspect post construction BMP's	10	15	SWPPP Inspector
6/1/2016	6/1/2016	Annual		4.2.6.1	Develop / review SWPPP plans for city facilities listed in 4.2.6.1	20	30	Storm Water Coordinator
6/15/2016	6/15/2016	Month		4.2.5.2.2	Verify new post construction BMPs have been uploaded to GIS database	10	15	GIS & Survey
6/15/2016	6/15/2016	Month		4.2.5.7.2	Update inventory for changes in property ownership or post construction BMP control measures	10	15	GIS & Survey
6/24/2016	7/1/2016	Bi-Monthly		4.2.1	Attend coalition meeting	2	3	Storm Water Coordinator
6/24/2016	7/1/2016	Bi-Monthly		4.2.1	Document coalition activities (Booth used, News letters, Pamphlets, 4th grade education, other)	3	5	Storm Water Coordinator
6/24/2016	7/1/2016	Month		4.2.1.2	Document monthly Spanish Fork news letter & distribution (includes parades, fairs, etc.)	3	5	City Engineer and Staff
7/1/2016	7/1/2016	Month		4.2.3.3.2	Conduct dry weather screenings & investigations	60	80	SWPPP Inspector
7/1/2016	7/1/2016	Month		4.2.4.3	Verify SWPPP reviews are properly documented	2	3	City Engineer and Staff
7/1/2016	7/1/2016	Month		4.2.4.3	Review construction SWPPP plans & comment places where LID could be better utilized	20	40	SWPPP Inspector
7/1/2016	7/1/2016	Month		4.2.4.4	Complete SWPPP inspections on all active construction projects w/ SWPPP plans. High priority sites require 2 inspections per month	60	80	SWPPP Inspector
7/1/2016	7/1/2016	Quarter		4.2.5.3.3	Develop map of existing post construction BMPs and identify priority sites	40	60	GIS & Survey
7/1/2016	7/1/2016	Quarter		4.2.6.6	Complete quarterly inspection of high priority sites	8	12	GIS & Survey
7/1/2016	7/1/2016	Quarter		4.2.6.6.3	Wet weather inspection of runoff from high priority sites	4	6	SWPPP Inspector



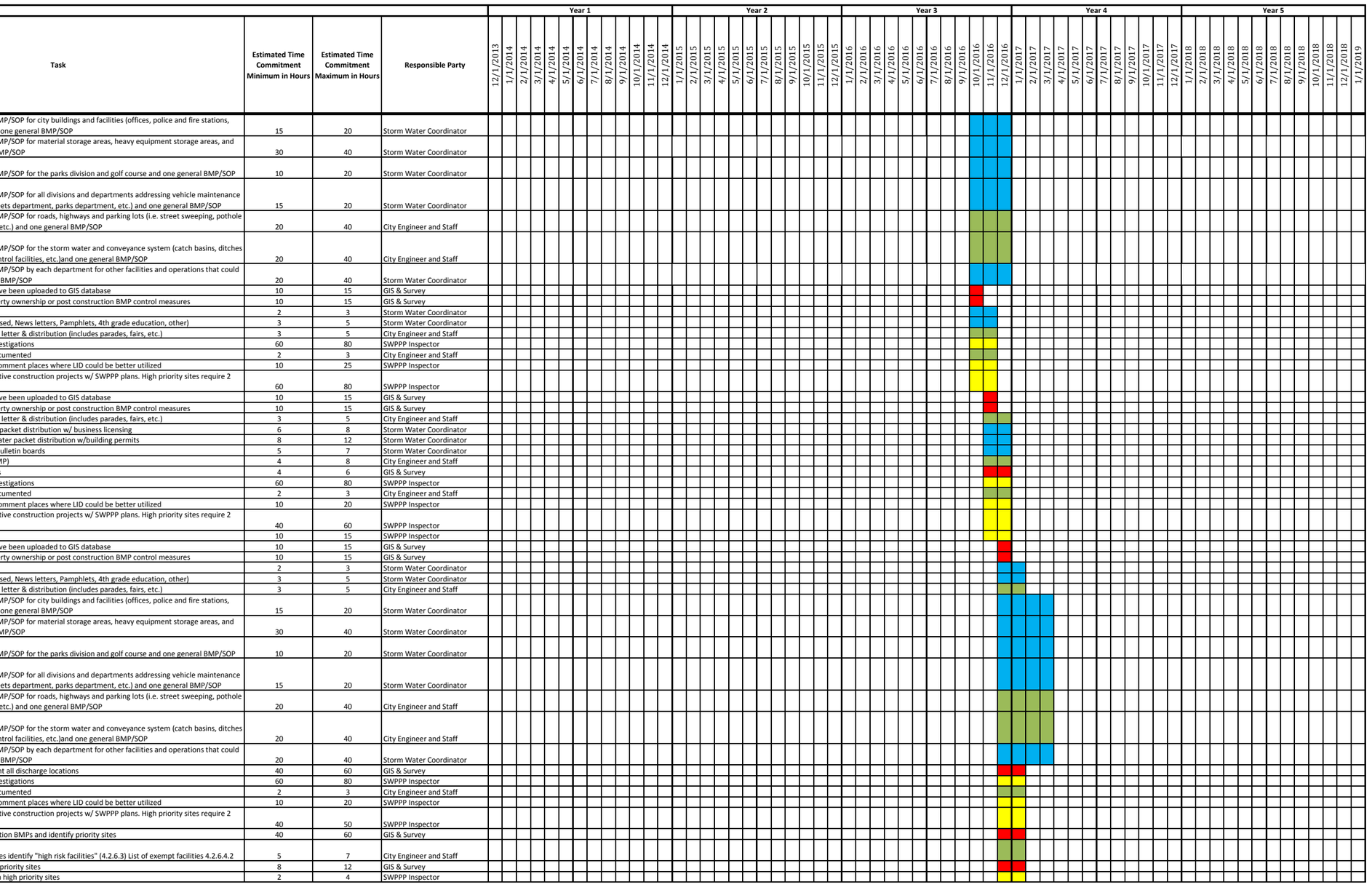
City of Spanish Fork
Storm Water Management Plan Task Summary

Start	Due Date	Interval	Completion Date	Whole Section ref	Task	Estimated Time Commitment Minimum in Hours	Estimated Time Commitment Maximum in Hours	Responsible Party
7/3/2016	9/1/2016	Quarter		4.2.6.4.1	Document and Review one ongoing BMP/SOP for city buildings and facilities (offices, police and fire stations, swimming pool, parking lots, etc.) and one general BMP/SOP	15	20	Storm Water Coordinator
7/3/2016	9/1/2016	Quarter		4.2.6.4.2	Document and Review one ongoing BMP/SOP for material storage areas, heavy equipment storage areas, and maintenance areas and one general BMP/SOP	30	40	Storm Water Coordinator
7/3/2016	9/1/2016	Quarter		4.2.6.4.3	Document and Review one ongoing BMP/SOP for the parks division and golf course and one general BMP/SOP	10	20	Storm Water Coordinator
7/3/2016	9/1/2016	Quarter		4.2.6.4.4	Document and Review one ongoing BMP/SOP for all divisions and departments addressing vehicle maintenance and repairs (specifically golf course, fleets department, parks department, etc.) and one general BMP/SOP	15	20	Storm Water Coordinator
7/3/2016	9/1/2016	Quarter		4.2.6.4.5	Document and Review one ongoing BMP/SOP for roads, highways and parking lots (i.e. street sweeping, pothole repairs, sealing and repaving, deicing, etc.) and one general BMP/SOP	20	40	City Engineer and Staff
7/3/2016	9/1/2016	Quarter		4.2.6.4.6	Document and Review one ongoing BMP/SOP for the storm water and conveyance system (catch basins, ditches and irrigation canals, culverts, flow control facilities, etc.)and one general BMP/SOP	20	40	City Engineer and Staff
7/3/2016	9/1/2016	Quarter		4.2.6.4.7	Document and Review one ongoing BMP/SOP by each department for other facilities and operations that could discharge to the MS4 and one general BMP/SOP	20	40	Storm Water Coordinator
7/15/2016	7/15/2016	Month		4.2.5.2.2	Verify new post construction BMPs have been uploaded to GIS database	10	15	GIS & Survey
7/15/2016	7/15/2016	Month		4.2.5.7.2	Update inventory for changes in property ownership or post construction BMP control measures	10	15	GIS & Survey
7/25/2016	8/1/2016	Month		4.2.1.2	Document monthly Spanish Fork news letter & distribution (includes parades, fairs, etc.)	3	5	City Engineer and Staff
8/1/2016	8/1/2016	Month		4.2.3.3.2	Conduct dry weather screenings & investigations	60	80	SWPPP Inspector
8/1/2016	8/1/2016	Month		4.2.4.3	Verify SWPPP reviews are properly documented	2	3	City Engineer and Staff
8/1/2016	8/1/2016	Month		4.2.4.3	Review construction SWPPP plans & comment places where LID could be better utilized	20	40	SWPPP Inspector
8/1/2016	8/1/2016	Month		4.2.4.4	Complete SWPPP inspections on all active construction projects w/ SWPPP plans. High priority sites require 2 inspections per month	80	100	SWPPP Inspector
8/15/2016	8/15/2016	Month		4.2.5.2.2	Verify new post construction BMPs have been uploaded to GIS database	15	20	GIS & Survey
8/15/2016	8/15/2016	Month		4.2.5.7.2	Update inventory for changes in property ownership or post construction BMP control measures	10	15	GIS & Survey
8/25/2016	9/1/2016	Annual		4.1.2.2	Annual Fiscal Analysis	15	20	City Engineer and Staff
8/25/2016	9/1/2016	Bi-Monthly		4.2.1	Attend coalition meeting	2	3	Storm Water Coordinator
8/25/2016	9/1/2016	Bi-Monthly		4.2.1	Document coalition activities (Booth used, News letters, Pamphlets, 4th grade education, other)	3	5	Storm Water Coordinator
8/25/2016	9/1/2016	Month		4.2.1.2	Document monthly Spanish Fork news letter & distribution (includes parades, fairs, etc.)	3	5	City Engineer and Staff
9/1/2016	9/1/2016	Quarter		4.2.1.3	Verify & update business storm water packet distribution w/ business licensing	6	8	Storm Water Coordinator
9/1/2016	9/1/2016	Quarter		4.2.1.4	Verify & update Construction storm water packet distribution w/building permits	8	12	Storm Water Coordinator
9/1/2016	9/1/2016	Quarter		4.2.1.5	Formal Employee Training Posted on bulletin boards	5	7	Storm Water Coordinator
9/1/2016	9/1/2016	Month		4.2.3.3.2	Conduct dry weather screenings & investigations	60	80	SWPPP Inspector
9/1/2016	9/1/2016	Month		4.2.4.3	Verify SWPPP reviews are properly documented	2	3	City Engineer and Staff
9/1/2016	9/1/2016	Month		4.2.4.3	Review construction SWPPP plans & comment places where LID could be better utilized	20	40	SWPPP Inspector
9/1/2016	9/1/2016	Month		4.2.4.4	Complete SWPPP inspections on all active construction projects w/ SWPPP plans. High priority sites require 2 inspections per month	60	80	SWPPP Inspector
9/1/2016	10/1/2016	Quarter		4.2.5.3.3	Develop map of existing post construction BMPs and identify priority sites	40	60	GIS & Survey
9/1/2016	9/1/2016	Quarter		4.2.5.5.3	Inspect post construction BMP's	10	15	SWPPP Inspector
9/15/2016	10/1/2016	Annual		1.1	Update SWMP and writing report for state requirements	20	40	City Engineer and Staff
9/15/2016	9/15/2016	Month		4.2.5.2.2	Verify new post construction BMPs have been uploaded to GIS database	10	15	GIS & Survey
9/15/2016	9/15/2016	Month		4.2.5.7.2	Update inventory for changes in property ownership or post construction BMP control measures	10	15	GIS & Survey
9/24/2016	10/1/2016	Month		4.2.1.2	Document monthly Spanish Fork news letter & distribution (includes parades, fairs, etc.)	3	5	City Engineer and Staff
10/1/2016	10/1/2016	Month		4.2.3.3.2	Conduct dry weather screenings & investigations	60	80	SWPPP Inspector
10/1/2016	10/1/2016	Month		4.2.4.3	Verify SWPPP reviews are properly documented	2	3	City Engineer and Staff
10/1/2016	10/1/2016	Month		4.2.4.3	Review construction SWPPP plans & comment places where LID could be better utilized	15	30	SWPPP Inspector
10/1/2016	10/1/2016	Month		4.2.4.4	Complete SWPPP inspections on all active construction projects w/ SWPPP plans. High priority sites require 2 inspections per month	80	100	SWPPP Inspector
10/1/2016	10/1/2016	Quarter		4.2.6.6	Complete quarterly inspection of high priority sites	8	12	GIS & Survey
10/1/2016	10/1/2016	Quarter		4.2.6.6.3	Wet weather inspection of runoff from high priority sites	2	4	SWPPP Inspector



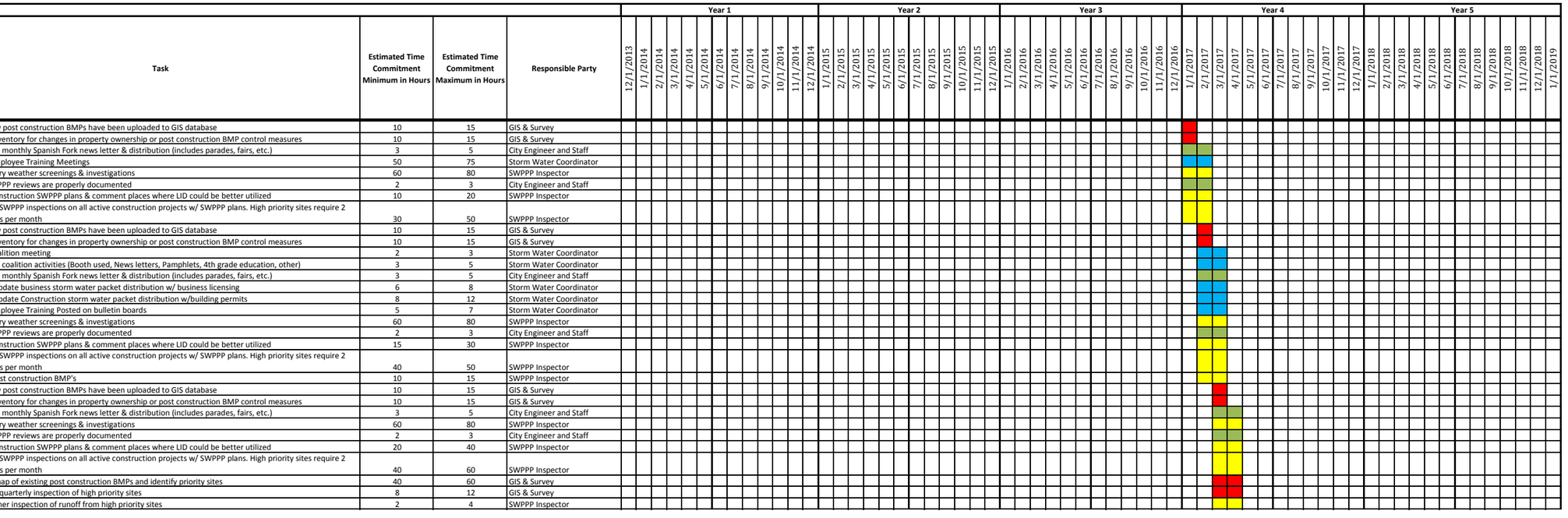
City of Spanish Fork
Storm Water Management Plan Task Summary

Start	Due Date	Interval	Completion Date	Whole Section ref	Task	Estimated Time Commitment Minimum in Hours	Estimated Time Commitment Maximum in Hours	Responsible Party
10/2/2016	12/1/2016	Quarter		4.2.6.4.1	Document and Review one ongoing BMP/SOP for city buildings and facilities (offices, police and fire stations, swimming pool, parking lots, etc.) and one general BMP/SOP	15	20	Storm Water Coordinator
10/2/2016	12/1/2016	Quarter		4.2.6.4.2	Document and Review one ongoing BMP/SOP for material storage areas, heavy equipment storage areas, and maintenance areas and one general BMP/SOP	30	40	Storm Water Coordinator
10/2/2016	12/1/2016	Quarter		4.2.6.4.3	Document and Review one ongoing BMP/SOP for the parks division and golf course and one general BMP/SOP	10	20	Storm Water Coordinator
10/2/2016	12/1/2016	Quarter		4.2.6.4.4	Document and Review one ongoing BMP/SOP for all divisions and departments addressing vehicle maintenance and repairs (specifically golf course, fleets department, parks department, etc.) and one general BMP/SOP	15	20	Storm Water Coordinator
10/2/2016	12/1/2016	Quarter		4.2.6.4.5	Document and Review one ongoing BMP/SOP for roads, highways and parking lots (i.e. street sweeping, pothole repairs, sealing and repaving, deicing, etc.) and one general BMP/SOP	20	40	City Engineer and Staff
10/2/2016	12/1/2016	Quarter		4.2.6.4.6	Document and Review one ongoing BMP/SOP for the storm water and conveyance system (catch basins, ditches and irrigation canals, culverts, flow control facilities, etc.)and one general BMP/SOP	20	40	City Engineer and Staff
10/2/2016	12/1/2016	Quarter		4.2.6.4.7	Document and Review one ongoing BMP/SOP by each department for other facilities and operations that could discharge to the MS4 and one general BMP/SOP	20	40	Storm Water Coordinator
10/15/2016	10/15/2016	Month		4.2.5.2.2	Verify new post construction BMPs have been uploaded to GIS database	10	15	GIS & Survey
10/15/2016	10/15/2016	Month		4.2.5.7.2	Update inventory for changes in property ownership or post construction BMP control measures	10	15	GIS & Survey
10/25/2016	11/1/2016	Bi-Monthly		4.2.1	Attend coalition meeting	2	3	Storm Water Coordinator
10/25/2016	11/1/2016	Bi-Monthly		4.2.1	Document coalition activities (Booth used, News letters, Pamphlets, 4th grade education, other)	3	5	Storm Water Coordinator
10/25/2016	11/1/2016	Month		4.2.1.2	Document monthly Spanish Fork news letter & distribution (includes parades, fairs, etc.)	3	5	City Engineer and Staff
11/1/2016	11/1/2016	Month		4.2.3.3.2	Conduct dry weather screenings & investigations	60	80	SWPPP Inspector
11/1/2016	11/1/2016	Month		4.2.4.3	Verify SWPPP reviews are properly documented	2	3	City Engineer and Staff
11/1/2016	11/1/2016	Month		4.2.4.3	Review construction SWPPP plans & comment places where LID could be better utilized	10	25	SWPPP Inspector
11/1/2016	11/1/2016	Month		4.2.4.4	Complete SWPPP inspections on all active construction projects w/ SWPPP plans. High priority sites require 2 inspections per month	60	80	SWPPP Inspector
11/15/2016	11/15/2016	Month		4.2.5.2.2	Verify new post construction BMPs have been uploaded to GIS database	10	15	GIS & Survey
11/15/2016	11/15/2016	Month		4.2.5.7.2	Update inventory for changes in property ownership or post construction BMP control measures	10	15	GIS & Survey
11/24/2016	12/1/2016	Month		4.2.1.2	Document monthly Spanish Fork news letter & distribution (includes parades, fairs, etc.)	3	5	City Engineer and Staff
12/1/2016	12/1/2016	Quarter		4.2.1.3	Verify & update business storm water packet distribution w/ business licensing	6	8	Storm Water Coordinator
12/1/2016	12/1/2016	Quarter		4.2.1.4	Verify & update Construction storm water packet distribution w/building permits	8	12	Storm Water Coordinator
12/1/2016	12/1/2016	Quarter		4.2.1.5	Formal Employee Training Posted on bulletin boards	5	7	Storm Water Coordinator
12/1/2016	12/1/2016	Annual		4.2.2/4.2.6.7	Review storm water master plan (SWMP)	4	8	City Engineer and Staff
12/1/2016	12/1/2016	Annual		4.2.3.3.1	Review and Update priority IDDE areas	4	6	GIS & Survey
12/1/2016	12/1/2016	Month		4.2.3.3.2	Conduct dry weather screenings & investigations	60	80	SWPPP Inspector
12/1/2016	12/1/2016	Month		4.2.4.3	Verify SWPPP reviews are properly documented	2	3	City Engineer and Staff
12/1/2016	12/1/2016	Month		4.2.4.3	Review construction SWPPP plans & comment places where LID could be better utilized	10	20	SWPPP Inspector
12/1/2016	12/1/2016	Month		4.2.4.4	Complete SWPPP inspections on all active construction projects w/ SWPPP plans. High priority sites require 2 inspections per month	40	60	SWPPP Inspector
12/1/2016	12/1/2016	Quarter		4.2.5.5.3	Inspect post construction BMP's	10	15	SWPPP Inspector
12/15/2016	12/15/2016	Month		4.2.5.2.2	Verify new post construction BMPs have been uploaded to GIS database	10	15	GIS & Survey
12/15/2016	12/15/2016	Month		4.2.5.7.2	Update inventory for changes in property ownership or post construction BMP control measures	10	15	GIS & Survey
12/25/2016	1/1/2017	Bi-Monthly		4.2.1	Attend coalition meeting	2	3	Storm Water Coordinator
12/25/2016	1/1/2017	Bi-Monthly		4.2.1	Document coalition activities (Booth used, News letters, Pamphlets, 4th grade education, other)	3	5	Storm Water Coordinator
12/25/2016	1/1/2017	Month		4.2.1.2	Document monthly Spanish Fork news letter & distribution (includes parades, fairs, etc.)	3	5	City Engineer and Staff
12/31/2016	3/1/2017	Quarter		4.2.6.4.1	Document and Review one ongoing BMP/SOP for city buildings and facilities (offices, police and fire stations, swimming pool, parking lots, etc.) and one general BMP/SOP	15	20	Storm Water Coordinator
12/31/2016	3/1/2017	Quarter		4.2.6.4.2	Document and Review one ongoing BMP/SOP for material storage areas, heavy equipment storage areas, and maintenance areas and one general BMP/SOP	30	40	Storm Water Coordinator
12/31/2016	3/1/2017	Quarter		4.2.6.4.3	Document and Review one ongoing BMP/SOP for the parks division and golf course and one general BMP/SOP	10	20	Storm Water Coordinator
12/31/2016	3/1/2017	Quarter		4.2.6.4.4	Document and Review one ongoing BMP/SOP for all divisions and departments addressing vehicle maintenance and repairs (specifically golf course, fleets department, parks department, etc.) and one general BMP/SOP	15	20	Storm Water Coordinator
12/31/2016	3/1/2017	Quarter		4.2.6.4.5	Document and Review one ongoing BMP/SOP for roads, highways and parking lots (i.e. street sweeping, pothole repairs, sealing and repaving, deicing, etc.) and one general BMP/SOP	20	40	City Engineer and Staff
12/31/2016	3/1/2017	Quarter		4.2.6.4.6	Document and Review one ongoing BMP/SOP for the storm water and conveyance system (catch basins, ditches and irrigation canals, culverts, flow control facilities, etc.)and one general BMP/SOP	20	40	City Engineer and Staff
12/31/2016	3/1/2017	Quarter		4.2.6.4.7	Document and Review one ongoing BMP/SOP by each department for other facilities and operations that could discharge to the MS4 and one general BMP/SOP	20	40	Storm Water Coordinator
1/1/2017	1/1/2017	Annual		4.2.3.1	Update & verify system map, document all discharge locations	40	60	GIS & Survey
1/1/2017	1/1/2017	Month		4.2.3.3.2	Conduct dry weather screenings & investigations	60	80	SWPPP Inspector
1/1/2017	1/1/2017	Month		4.2.4.3	Verify SWPPP reviews are properly documented	2	3	City Engineer and Staff
1/1/2017	1/1/2017	Month		4.2.4.3	Review construction SWPPP plans & comment places where LID could be better utilized	10	20	SWPPP Inspector
1/1/2017	1/1/2017	Month		4.2.4.4	Complete SWPPP inspections on all active construction projects w/ SWPPP plans. High priority sites require 2 inspections per month	40	50	SWPPP Inspector
1/1/2017	1/1/2017	Quarter		4.2.5.3.3	Develop map of existing post construction BMPs and identify priority sites	40	60	GIS & Survey
1/1/2017	1/1/2017	Annual		4.2.6.1	Review inventory of city owned facilities identify "high risk facilities" (4.2.6.3) List of exempt facilities 4.2.6.4.2	5	7	City Engineer and Staff
1/1/2017	1/1/2017	Quarter		4.2.6.6	Complete quarterly inspection of high priority sites	8	12	GIS & Survey
1/1/2017	1/1/2017	Quarter		4.2.6.6.3	Wet weather inspection of runoff from high priority sites	2	4	SWPPP Inspector



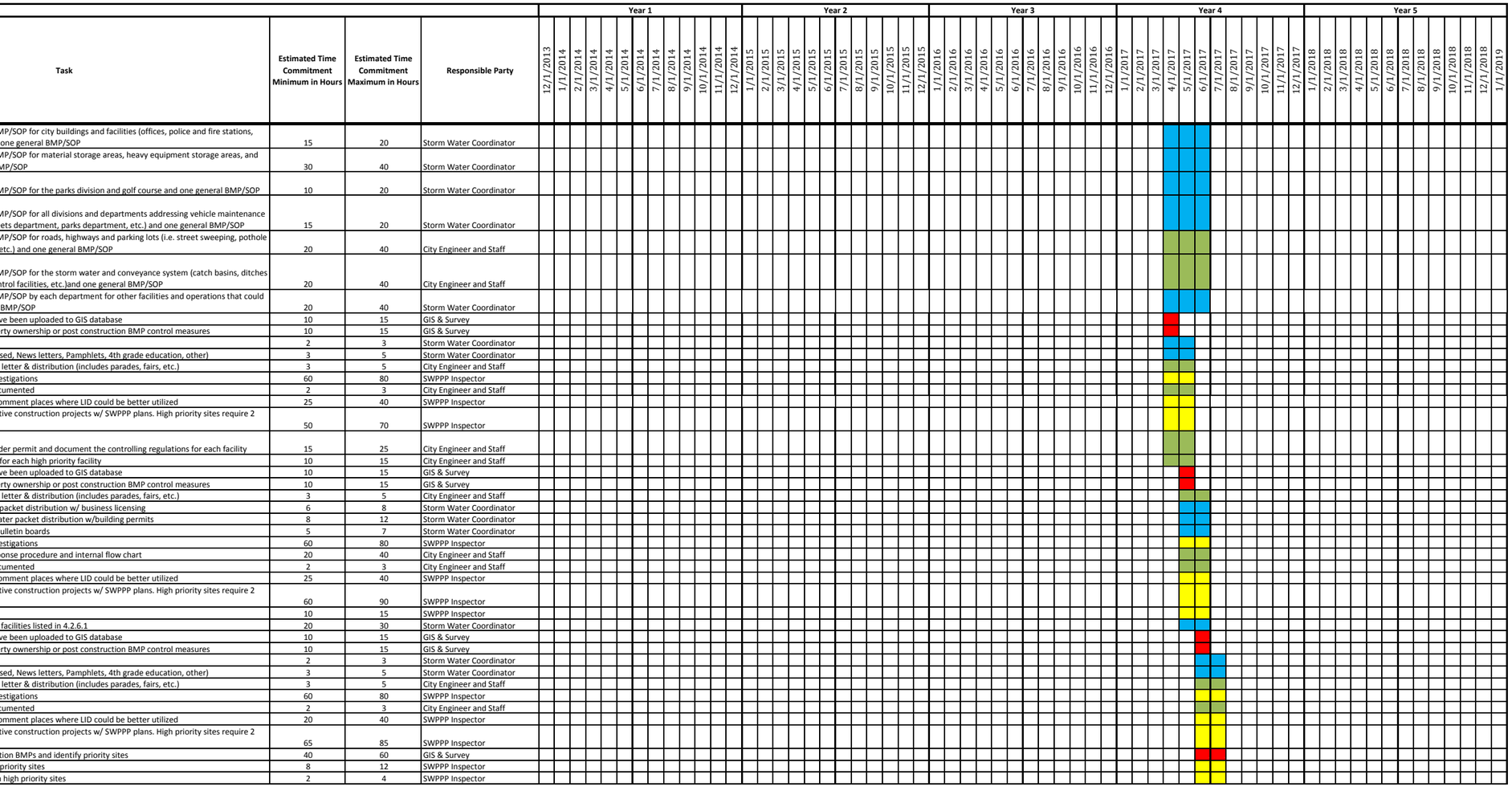
City of Spanish Fork
Storm Water Management Plan Task Summary

Start	Due Date	Interval	Completion Date	Whole Section ref	Task	Estimated Time Commitment Minimum in Hours	Estimated Time Commitment Maximum in Hours	Responsible Party
1/15/2017	1/15/2017	Month		4.2.5.2.2	Verify new post construction BMPs have been uploaded to GIS database	10	15	GIS & Survey
1/15/2017	1/15/2017	Month		4.2.5.7.2	Update inventory for changes in property ownership or post construction BMP control measures	10	15	GIS & Survey
1/25/2017	2/1/2017	Month		4.2.1.2	Document monthly Spanish Fork news letter & distribution (includes parades, fairs, etc.)	3	5	City Engineer and Staff
2/1/2017	2/1/2017	Annual		4.2.1.5	Formal Employee Training Meetings	50	75	Storm Water Coordinator
2/1/2017	2/1/2017	Month		4.2.3.3.2	Conduct dry weather screenings & investigations	60	80	SWPPP Inspector
2/1/2017	2/1/2017	Month		4.2.4.3	Verify SWPPP reviews are properly documented	2	3	City Engineer and Staff
2/1/2017	2/1/2017	Month		4.2.4.3	Review construction SWPPP plans & comment places where LID could be better utilized	10	20	SWPPP Inspector
2/1/2017	2/1/2017	Month		4.2.4.4	Complete SWPPP inspections on all active construction projects w/ SWPPP plans. High priority sites require 2 inspections per month	30	50	SWPPP Inspector
2/15/2017	2/15/2017	Month		4.2.5.2.2	Verify new post construction BMPs have been uploaded to GIS database	10	15	GIS & Survey
2/15/2017	2/15/2017	Month		4.2.5.7.2	Update inventory for changes in property ownership or post construction BMP control measures	10	15	GIS & Survey
2/22/2017	3/1/2017	Bi-Monthly		4.2.1	Attend coalition meeting	2	3	Storm Water Coordinator
2/22/2017	3/1/2017	Bi-Monthly		4.2.1	Document coalition activities (Booth used, News letters, Pamphlets, 4th grade education, other)	3	5	Storm Water Coordinator
2/22/2017	3/1/2017	Month		4.2.1.2	Document monthly Spanish Fork news letter & distribution (includes parades, fairs, etc.)	3	5	City Engineer and Staff
3/1/2017	3/1/2017	Quarter		4.2.1.3	Verify & update business storm water packet distribution w/ business licensing	6	8	Storm Water Coordinator
3/1/2017	3/1/2017	Quarter		4.2.1.4	Verify & update Construction storm water packet distribution w/building permits	8	12	Storm Water Coordinator
3/1/2017	3/1/2017	Quarter		4.2.1.5	Formal Employee Training Posted on bulletin boards	5	7	Storm Water Coordinator
3/1/2017	3/1/2017	Month		4.2.3.3.2	Conduct dry weather screenings & investigations	60	80	SWPPP Inspector
3/1/2017	3/1/2017	Month		4.2.4.3	Verify SWPPP reviews are properly documented	2	3	City Engineer and Staff
3/1/2017	3/1/2017	Month		4.2.4.3	Review construction SWPPP plans & comment places where LID could be better utilized	15	30	SWPPP Inspector
3/1/2017	3/1/2017	Month		4.2.4.4	Complete SWPPP inspections on all active construction projects w/ SWPPP plans. High priority sites require 2 inspections per month	40	50	SWPPP Inspector
3/1/2017	3/1/2017	Quarter		4.2.5.5.3	Inspect post construction BMP's	10	15	SWPPP Inspector
3/15/2017	3/15/2017	Month		4.2.5.2.2	Verify new post construction BMPs have been uploaded to GIS database	10	15	GIS & Survey
3/15/2017	3/15/2017	Month		4.2.5.7.2	Update inventory for changes in property ownership or post construction BMP control measures	10	15	GIS & Survey
3/25/2017	4/1/2017	Month		4.2.1.2	Document monthly Spanish Fork news letter & distribution (includes parades, fairs, etc.)	3	5	City Engineer and Staff
4/1/2017	4/1/2017	Month		4.2.3.3.2	Conduct dry weather screenings & investigations	60	80	SWPPP Inspector
4/1/2017	4/1/2017	Month		4.2.4.3	Verify SWPPP reviews are properly documented	2	3	City Engineer and Staff
4/1/2017	4/1/2017	Month		4.2.4.3	Review construction SWPPP plans & comment places where LID could be better utilized	20	40	SWPPP Inspector
4/1/2017	4/1/2017	Month		4.2.4.4	Complete SWPPP inspections on all active construction projects w/ SWPPP plans. High priority sites require 2 inspections per month	40	60	SWPPP Inspector
4/1/2017	4/1/2017	Quarter		4.2.5.3.3	Develop map of existing post construction BMPs and identify priority sites	40	60	GIS & Survey
4/1/2017	4/1/2017	Quarter		4.2.6.6	Complete quarterly inspection of high priority sites	8	12	GIS & Survey
4/1/2017	4/1/2017	Quarter		4.2.6.6.3	Wet weather inspection of runoff from high priority sites	2	4	SWPPP Inspector



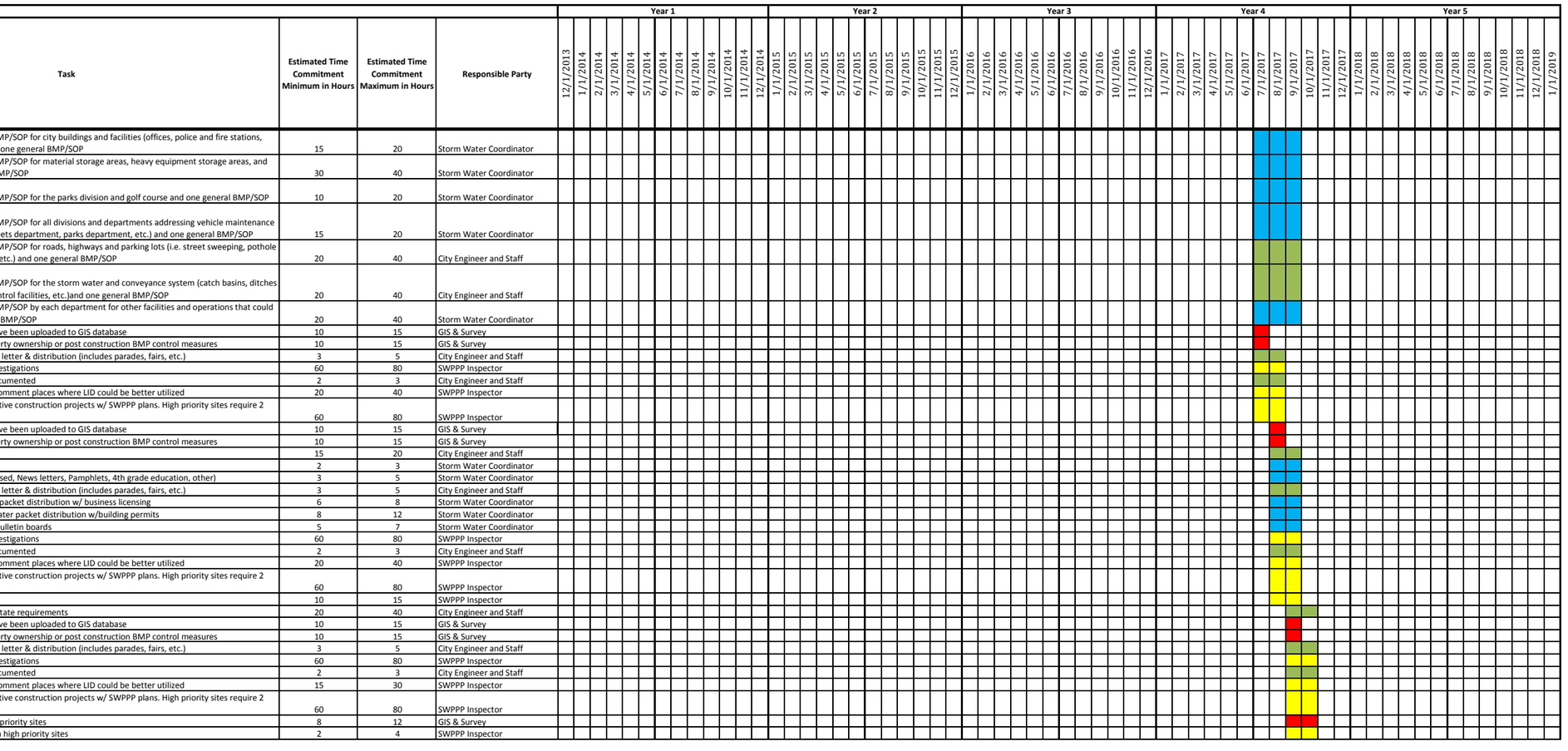
City of Spanish Fork
Storm Water Management Plan Task Summary

Start	Due Date	Interval	Completion Date	Whole Section ref	Task	Estimated Time Commitment Minimum in Hours	Estimated Time Commitment Maximum in Hours	Responsible Party
4/2/2017	6/1/2017	Quarter		4.2.6.4.1	Document and Review one ongoing BMP/SOP for city buildings and facilities (offices, police and fire stations, swimming pool, parking lots, etc.) and one general BMP/SOP	15	20	Storm Water Coordinator
4/2/2017	6/1/2017	Quarter		4.2.6.4.2	Document and Review one ongoing BMP/SOP for material storage areas, heavy equipment storage areas, and maintenance areas and one general BMP/SOP	30	40	Storm Water Coordinator
4/2/2017	6/1/2017	Quarter		4.2.6.4.3	Document and Review one ongoing BMP/SOP for the parks division and golf course and one general BMP/SOP	10	20	Storm Water Coordinator
4/2/2017	6/1/2017	Quarter		4.2.6.4.4	Document and Review one ongoing BMP/SOP for all divisions and departments addressing vehicle maintenance and repairs (specifically golf course, fleets department, parks department, etc.) and one general BMP/SOP	15	20	Storm Water Coordinator
4/2/2017	6/1/2017	Quarter		4.2.6.4.5	Document and Review one ongoing BMP/SOP for roads, highways and parking lots (i.e. street sweeping, pothole repairs, sealing and repaving, deicing, etc.) and one general BMP/SOP	20	40	City Engineer and Staff
4/2/2017	6/1/2017	Quarter		4.2.6.4.6	Document and Review one ongoing BMP/SOP for the storm water and conveyance system (catch basins, ditches and irrigation canals, culverts, flow control facilities, etc.)and one general BMP/SOP	20	40	City Engineer and Staff
4/2/2017	6/1/2017	Quarter		4.2.6.4.7	Document and Review one ongoing BMP/SOP by each department for other facilities and operations that could discharge to the MS4 and one general BMP/SOP	20	40	Storm Water Coordinator
4/15/2017	4/15/2017	Month		4.2.5.2.2	Verify new post construction BMPs have been uploaded to GIS database	10	15	GIS & Survey
4/15/2017	4/15/2017	Month		4.2.5.7.2	Update inventory for changes in property ownership or post construction BMP control measures	10	15	GIS & Survey
4/24/2017	5/1/2017	Bi-Monthly		4.2.1	Attend coalition meeting	2	3	Storm Water Coordinator
4/24/2017	5/1/2017	Bi-Monthly		4.2.1	Document coalition activities (Booth used, News letters, Pamphlets, 4th grade education, other)	3	5	Storm Water Coordinator
4/24/2017	5/1/2017	Month		4.2.1.2	Document monthly Spanish Fork news letter & distribution (includes parades, fairs, etc.)	3	5	City Engineer and Staff
5/1/2017	5/1/2017	Month		4.2.3.3.2	Conduct dry weather screenings & investigations	60	80	SWPPP Inspector
5/1/2017	5/1/2017	Month		4.2.4.3	Verify SWPPP reviews are properly documented	2	3	City Engineer and Staff
5/1/2017	5/1/2017	Month		4.2.4.3	Review construction SWPPP plans & comment places where LID could be better utilized	25	40	SWPPP Inspector
5/1/2017	5/1/2017	Month		4.2.4.4	Complete SWPPP inspections on all active construction projects w/ SWPPP plans. High priority sites require 2 inspections per month	50	70	SWPPP Inspector
5/1/2017	5/1/2017	Annual		4.2.6.4.2	Update list of facilities not covered under permit and document the controlling regulations for each facility	15	25	City Engineer and Staff
5/1/2017	5/1/2017	Annual		4.2.6.6	Develop / review inspection check list for each high priority facility	10	15	City Engineer and Staff
5/15/2017	5/15/2017	Month		4.2.5.2.2	Verify new post construction BMPs have been uploaded to GIS database	10	15	GIS & Survey
5/15/2017	5/15/2017	Month		4.2.5.7.2	Update inventory for changes in property ownership or post construction BMP control measures	10	15	GIS & Survey
5/25/2017	6/1/2017	Month		4.2.1.2	Document monthly Spanish Fork news letter & distribution (includes parades, fairs, etc.)	3	5	City Engineer and Staff
6/1/2017	6/1/2017	Quarter		4.2.1.3	Verify & update business storm water packet distribution w/ business licensing	6	8	Storm Water Coordinator
6/1/2017	6/1/2017	Quarter		4.2.1.4	Verify & update Construction storm water packet distribution w/building permits	8	12	Storm Water Coordinator
6/1/2017	6/1/2017	Quarter		4.2.1.5	Formal Employee Training Posted on bulletin boards	5	7	Storm Water Coordinator
6/1/2017	6/1/2017	Month		4.2.3.3.2	Conduct dry weather screenings & investigations	60	80	SWPPP Inspector
6/1/2017	6/1/2017	Annual		4.2.3.9.1	Review and Update spill/dumping response procedure and internal flow chart	20	40	City Engineer and Staff
6/1/2017	6/1/2017	Month		4.2.4.3	Verify SWPPP reviews are properly documented	2	3	City Engineer and Staff
6/1/2017	6/1/2017	Month		4.2.4.3	Review construction SWPPP plans & comment places where LID could be better utilized	25	40	SWPPP Inspector
6/1/2017	6/1/2017	Month		4.2.4.4	Complete SWPPP inspections on all active construction projects w/ SWPPP plans. High priority sites require 2 inspections per month	60	90	SWPPP Inspector
6/1/2017	6/1/2017	Quarter		4.2.5.5.3	Inspect post construction BMP's	10	15	SWPPP Inspector
6/1/2017	6/1/2017	Annual		4.2.6.1	Develop / review SWPPP plans for city facilities listed in 4.2.6.1	20	30	Storm Water Coordinator
6/15/2017	6/15/2017	Month		4.2.5.2.2	Verify new post construction BMPs have been uploaded to GIS database	10	15	GIS & Survey
6/15/2017	6/15/2017	Month		4.2.5.7.2	Update inventory for changes in property ownership or post construction BMP control measures	10	15	GIS & Survey
6/24/2017	7/1/2017	Bi-Monthly		4.2.1	Attend coalition meeting	2	3	Storm Water Coordinator
6/24/2017	7/1/2017	Bi-Monthly		4.2.1	Document coalition activities (Booth used, News letters, Pamphlets, 4th grade education, other)	3	5	Storm Water Coordinator
6/24/2017	7/1/2017	Month		4.2.1.2	Document monthly Spanish Fork news letter & distribution (includes parades, fairs, etc.)	3	5	City Engineer and Staff
7/1/2017	7/1/2017	Month		4.2.3.3.2	Conduct dry weather screenings & investigations	60	80	SWPPP Inspector
7/1/2017	7/1/2017	Month		4.2.4.3	Verify SWPPP reviews are properly documented	2	3	City Engineer and Staff
7/1/2017	7/1/2017	Month		4.2.4.3	Review construction SWPPP plans & comment places where LID could be better utilized	20	40	SWPPP Inspector
7/1/2017	7/1/2017	Month		4.2.4.4	Complete SWPPP inspections on all active construction projects w/ SWPPP plans. High priority sites require 2 inspections per month	65	85	SWPPP Inspector
7/1/2017	7/1/2017	Quarter		4.2.5.3.3	Develop map of existing post construction BMPs and identify priority sites	40	60	GIS & Survey
7/1/2017	7/1/2017	Quarter		4.2.6.6	Complete quarterly inspection of high priority sites	8	12	SWPPP Inspector
7/1/2017	7/1/2017	Quarter		4.2.6.6.3	Wet weather inspection of runoff from high priority sites	2	4	SWPPP Inspector



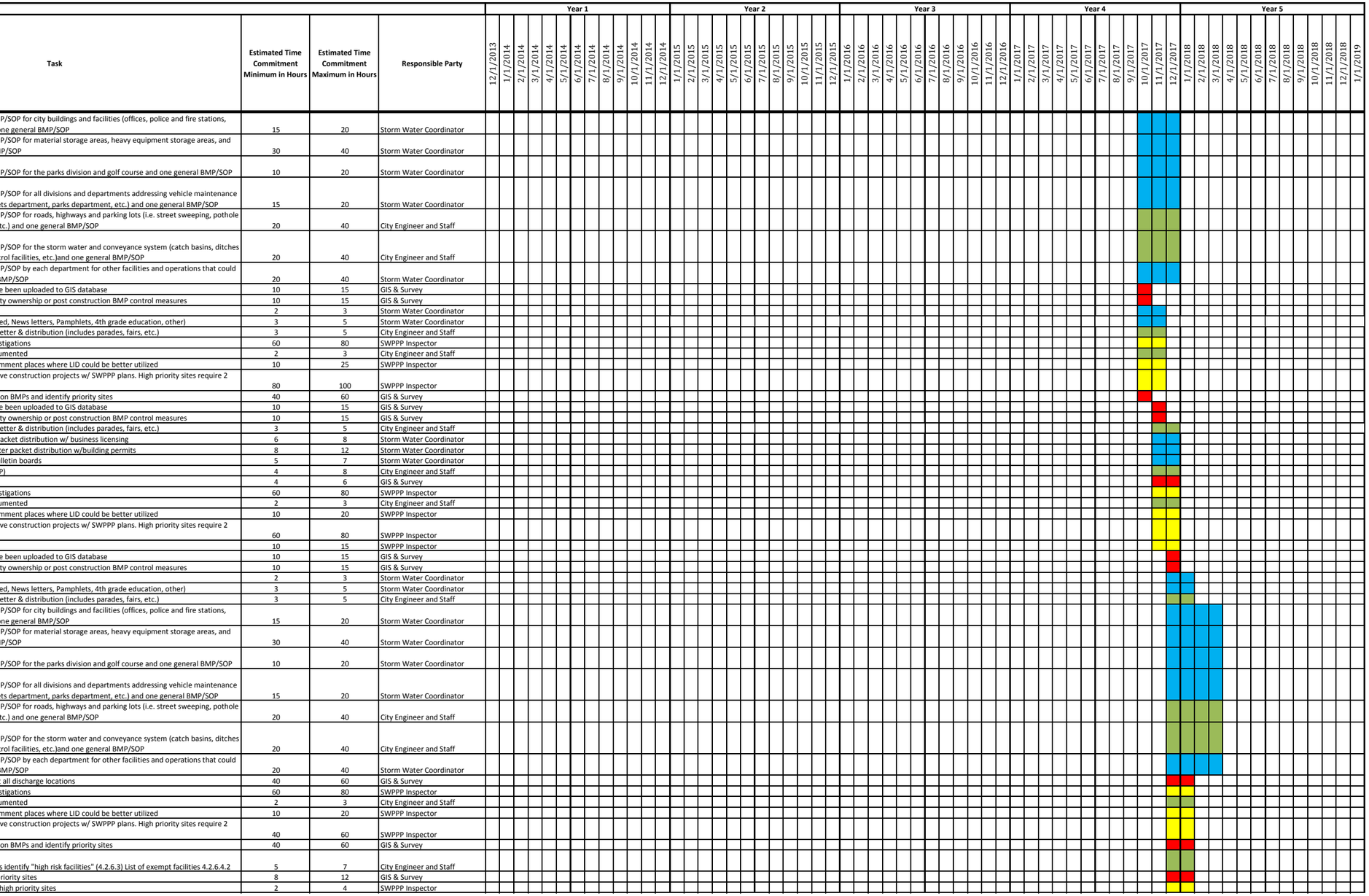
City of Spanish Fork
Storm Water Management Plan Task Summary

Start	Due Date	Interval	Completion Date	Whole Section ref	Task	Estimated Time Commitment Minimum in Hours	Estimated Time Commitment Maximum in Hours	Responsible Party
7/3/2017	9/1/2017	Quarter		4.2.6.4.1	Document and Review one ongoing BMP/SOP for city buildings and facilities (offices, police and fire stations, swimming pool, parking lots, etc.) and one general BMP/SOP	15	20	Storm Water Coordinator
7/3/2017	9/1/2017	Quarter		4.2.6.4.2	Document and Review one ongoing BMP/SOP for material storage areas, heavy equipment storage areas, and maintenance areas and one general BMP/SOP	30	40	Storm Water Coordinator
7/3/2017	9/1/2017	Quarter		4.2.6.4.3	Document and Review one ongoing BMP/SOP for the parks division and golf course and one general BMP/SOP	10	20	Storm Water Coordinator
7/3/2017	9/1/2017	Quarter		4.2.6.4.4	Document and Review one ongoing BMP/SOP for all divisions and departments addressing vehicle maintenance and repairs (specifically golf course, fleets department, parks department, etc.) and one general BMP/SOP	15	20	Storm Water Coordinator
7/3/2017	9/1/2017	Quarter		4.2.6.4.5	Document and Review one ongoing BMP/SOP for roads, highways and parking lots (i.e. street sweeping, pothole repairs, sealing and repaving, deicing, etc.) and one general BMP/SOP	20	40	City Engineer and Staff
7/3/2017	9/1/2017	Quarter		4.2.6.4.6	Document and Review one ongoing BMP/SOP for the storm water and conveyance system (catch basins, ditches and irrigation canals, culverts, flow control facilities, etc.)and one general BMP/SOP	20	40	City Engineer and Staff
7/3/2017	9/1/2017	Quarter		4.2.6.4.7	Document and Review one ongoing BMP/SOP by each department for other facilities and operations that could discharge to the MS4 and one general BMP/SOP	20	40	Storm Water Coordinator
7/15/2017	7/15/2017	Month		4.2.5.2.2	Verify new post construction BMPs have been uploaded to GIS database	10	15	GIS & Survey
7/15/2017	7/15/2017	Month		4.2.5.7.2	Update inventory for changes in property ownership or post construction BMP control measures	10	15	GIS & Survey
7/25/2017	8/1/2017	Month		4.2.1.2	Document monthly Spanish Fork news letter & distribution (includes parades, fairs, etc.)	3	5	City Engineer and Staff
8/1/2017	8/1/2017	Month		4.2.3.3.2	Conduct dry weather screenings & investigations	60	80	SWPPP Inspector
8/1/2017	8/1/2017	Month		4.2.4.3	Verify SWPPP reviews are properly documented	2	3	City Engineer and Staff
8/1/2017	8/1/2017	Month		4.2.4.3	Review construction SWPPP plans & comment places where LID could be better utilized	20	40	SWPPP Inspector
8/1/2017	8/1/2017	Month		4.2.4.4	Complete SWPPP inspections on all active construction projects w/ SWPPP plans. High priority sites require 2 inspections per month	60	80	SWPPP Inspector
8/15/2017	8/15/2017	Month		4.2.5.2.2	Verify new post construction BMPs have been uploaded to GIS database	10	15	GIS & Survey
8/15/2017	8/15/2017	Month		4.2.5.7.2	Update inventory for changes in property ownership or post construction BMP control measures	10	15	GIS & Survey
8/25/2017	9/1/2017	Annual		4.1.2.2	Annual Fiscal Analysis	15	20	City Engineer and Staff
8/25/2017	9/1/2017	Bi-Monthly		4.2.1	Attend coalition meeting	2	3	Storm Water Coordinator
8/25/2017	9/1/2017	Bi-Monthly		4.2.1	Document coalition activities (Booth used, News letters, Pamphlets, 4th grade education, other)	3	5	Storm Water Coordinator
8/25/2017	9/1/2017	Month		4.2.1.2	Document monthly Spanish Fork news letter & distribution (includes parades, fairs, etc.)	3	5	City Engineer and Staff
9/1/2017	9/1/2017	Quarter		4.2.1.3	Verify & update business storm water packet distribution w/ business licensing	6	8	Storm Water Coordinator
9/1/2017	9/1/2017	Quarter		4.2.1.4	Verify & update Construction storm water packet distribution w/building permits	8	12	Storm Water Coordinator
9/1/2017	9/1/2017	Quarter		4.2.1.5	Formal Employee Training Posted on bulletin boards	5	7	Storm Water Coordinator
9/1/2017	9/1/2017	Month		4.2.3.3.2	Conduct dry weather screenings & investigations	60	80	SWPPP Inspector
9/1/2017	9/1/2017	Month		4.2.4.3	Verify SWPPP reviews are properly documented	2	3	City Engineer and Staff
9/1/2017	9/1/2017	Month		4.2.4.3	Review construction SWPPP plans & comment places where LID could be better utilized	20	40	SWPPP Inspector
9/1/2017	9/1/2017	Month		4.2.4.4	Complete SWPPP inspections on all active construction projects w/ SWPPP plans. High priority sites require 2 inspections per month	60	80	SWPPP Inspector
9/1/2017	9/1/2017	Quarter		4.2.5.5.3	Inspect post construction BMP's	10	15	SWPPP Inspector
9/15/2017	10/1/2017	Annual		1.1	Update SWMP and writing report for state requirements	20	40	City Engineer and Staff
9/15/2017	9/15/2017	Month		4.2.5.2.2	Verify new post construction BMPs have been uploaded to GIS database	10	15	GIS & Survey
9/15/2017	9/15/2017	Month		4.2.5.7.2	Update inventory for changes in property ownership or post construction BMP control measures	10	15	GIS & Survey
9/24/2017	10/1/2017	Month		4.2.1.2	Document monthly Spanish Fork news letter & distribution (includes parades, fairs, etc.)	3	5	City Engineer and Staff
10/1/2017	10/1/2017	Month		4.2.3.3.2	Conduct dry weather screenings & investigations	60	80	SWPPP Inspector
10/1/2017	10/1/2017	Month		4.2.4.3	Verify SWPPP reviews are properly documented	2	3	City Engineer and Staff
10/1/2017	10/1/2017	Month		4.2.4.3	Review construction SWPPP plans & comment places where LID could be better utilized	15	30	SWPPP Inspector
10/1/2017	10/1/2017	Month		4.2.4.4	Complete SWPPP inspections on all active construction projects w/ SWPPP plans. High priority sites require 2 inspections per month	60	80	SWPPP Inspector
10/1/2017	10/1/2017	Quarter		4.2.6.6	Complete quarterly inspection of high priority sites	8	12	GIS & Survey
10/1/2017	10/1/2017	Quarter		4.2.6.6.3	Wet weather inspection of runoff from high priority sites	2	4	SWPPP Inspector



City of Spanish Fork
Storm Water Management Plan Task Summary

Start	Due Date	Interval	Completion Date	Whole Section ref	Task	Estimated Time Commitment Minimum in Hours	Estimated Time Commitment Maximum in Hours	Responsible Party
10/2/2017	12/1/2017	Quarter		4.2.6.4.1	Document and Review one ongoing BMP/SOP for city buildings and facilities (offices, police and fire stations, swimming pool, parking lots, etc.) and one general BMP/SOP	15	20	Storm Water Coordinator
10/2/2017	12/1/2017	Quarter		4.2.6.4.2	Document and Review one ongoing BMP/SOP for material storage areas, heavy equipment storage areas, and maintenance areas and one general BMP/SOP	30	40	Storm Water Coordinator
10/2/2017	12/1/2017	Quarter		4.2.6.4.3	Document and Review one ongoing BMP/SOP for the parks division and golf course and one general BMP/SOP	10	20	Storm Water Coordinator
10/2/2017	12/1/2017	Quarter		4.2.6.4.4	Document and Review one ongoing BMP/SOP for all divisions and departments addressing vehicle maintenance and repairs (specifically golf course, fleets department, parks department, etc.) and one general BMP/SOP	15	20	Storm Water Coordinator
10/2/2017	12/1/2017	Quarter		4.2.6.4.5	Document and Review one ongoing BMP/SOP for roads, highways and parking lots (i.e. street sweeping, pothole repairs, sealing and repaving, deicing, etc.) and one general BMP/SOP	20	40	City Engineer and Staff
10/2/2017	12/1/2017	Quarter		4.2.6.4.6	Document and Review one ongoing BMP/SOP for the storm water and conveyance system (catch basins, ditches and irrigation canals, culverts, flow control facilities, etc.)and one general BMP/SOP	20	40	City Engineer and Staff
10/2/2017	12/1/2017	Quarter		4.2.6.4.7	Document and Review one ongoing BMP/SOP by each department for other facilities and operations that could discharge to the MS4 and one general BMP/SOP	20	40	Storm Water Coordinator
10/15/2017	10/15/2017	Month		4.2.5.2.2	Verify new post construction BMPs have been uploaded to GIS database	10	15	GIS & Survey
10/15/2017	10/15/2017	Month		4.2.5.7.2	Update inventory for changes in property ownership or post construction BMP control measures	10	15	GIS & Survey
10/25/2017	11/1/2017	Bi-Monthly		4.2.1	Attend coalition meeting	2	3	Storm Water Coordinator
10/25/2017	11/1/2017	Bi-Monthly		4.2.1	Document coalition activities (Booth used, News letters, Pamphlets, 4th grade education, other)	3	5	Storm Water Coordinator
10/25/2017	11/1/2017	Month		4.2.1.2	Document monthly Spanish Fork news letter & distribution (includes parades, fairs, etc.)	3	5	City Engineer and Staff
11/1/2017	11/1/2017	Month		4.2.3.3.2	Conduct dry weather screenings & investigations	60	80	SWPPP Inspector
11/1/2017	11/1/2017	Month		4.2.4.3	Verify SWPPP reviews are properly documented	2	3	City Engineer and Staff
11/1/2017	11/1/2017	Month		4.2.4.3	Review construction SWPPP plans & comment places where LID could be better utilized	10	25	SWPPP Inspector
11/1/2017	11/1/2017	Month		4.2.4.4	Complete SWPPP inspections on all active construction projects w/ SWPPP plans. High priority sites require 2 inspections per month	80	100	SWPPP Inspector
11/1/2017	10/1/2017	Quarter		4.2.5.3.3	Develop map of existing post construction BMPs and identify priority sites	40	60	GIS & Survey
11/15/2017	11/15/2017	Month		4.2.5.2.2	Verify new post construction BMPs have been uploaded to GIS database	10	15	GIS & Survey
11/15/2017	11/15/2017	Month		4.2.5.7.2	Update inventory for changes in property ownership or post construction BMP control measures	10	15	GIS & Survey
11/24/2017	12/1/2017	Month		4.2.1.2	Document monthly Spanish Fork news letter & distribution (includes parades, fairs, etc.)	3	5	City Engineer and Staff
12/1/2017	12/1/2017	Quarter		4.2.1.3	Verify & update business storm water packet distribution w/ business licensing	6	8	Storm Water Coordinator
12/1/2017	12/1/2017	Quarter		4.2.1.4	Verify & update Construction storm water packet distribution w/building permits	8	12	Storm Water Coordinator
12/1/2017	12/1/2017	Quarter		4.2.1.5	Formal Employee Training Posted on bulletin boards	5	7	Storm Water Coordinator
12/1/2017	12/1/2017	Annual		4.2.2/4.2.6.7	Review storm water master plan (SWMP)	4	8	City Engineer and Staff
12/1/2017	12/1/2017	Annual		4.2.3.3.1	Review and Update priority IDDE areas	4	6	GIS & Survey
12/1/2017	12/1/2017	Month		4.2.3.3.2	Conduct dry weather screenings & investigations	60	80	SWPPP Inspector
12/1/2017	12/1/2017	Month		4.2.4.3	Verify SWPPP reviews are properly documented	2	3	City Engineer and Staff
12/1/2017	12/1/2017	Month		4.2.4.3	Review construction SWPPP plans & comment places where LID could be better utilized	10	20	SWPPP Inspector
12/1/2017	12/1/2017	Month		4.2.4.4	Complete SWPPP inspections on all active construction projects w/ SWPPP plans. High priority sites require 2 inspections per month	60	80	SWPPP Inspector
12/1/2017	12/1/2017	Quarter		4.2.5.5.3	Inspect post construction BMP's	10	15	SWPPP Inspector
12/15/2017	12/15/2017	Month		4.2.5.2.2	Verify new post construction BMPs have been uploaded to GIS database	10	15	GIS & Survey
12/15/2017	12/15/2017	Month		4.2.5.7.2	Update inventory for changes in property ownership or post construction BMP control measures	10	15	GIS & Survey
12/25/2017	1/1/2018	Bi-Monthly		4.2.1	Attend coalition meeting	2	3	Storm Water Coordinator
12/25/2017	1/1/2018	Bi-Monthly		4.2.1	Document coalition activities (Booth used, News letters, Pamphlets, 4th grade education, other)	3	5	Storm Water Coordinator
12/25/2017	1/1/2018	Month		4.2.1.2	Document monthly Spanish Fork news letter & distribution (includes parades, fairs, etc.)	3	5	City Engineer and Staff
12/31/2017	3/1/2018	Quarter		4.2.6.4.1	Document and Review one ongoing BMP/SOP for city buildings and facilities (offices, police and fire stations, swimming pool, parking lots, etc.) and one general BMP/SOP	15	20	Storm Water Coordinator
12/31/2017	3/1/2018	Quarter		4.2.6.4.2	Document and Review one ongoing BMP/SOP for material storage areas, heavy equipment storage areas, and maintenance areas and one general BMP/SOP	30	40	Storm Water Coordinator
12/31/2017	3/1/2018	Quarter		4.2.6.4.3	Document and Review one ongoing BMP/SOP for the parks division and golf course and one general BMP/SOP	10	20	Storm Water Coordinator
12/31/2017	3/1/2018	Quarter		4.2.6.4.4	Document and Review one ongoing BMP/SOP for all divisions and departments addressing vehicle maintenance and repairs (specifically golf course, fleets department, parks department, etc.) and one general BMP/SOP	15	20	Storm Water Coordinator
12/31/2017	3/1/2018	Quarter		4.2.6.4.5	Document and Review one ongoing BMP/SOP for roads, highways and parking lots (i.e. street sweeping, pothole repairs, sealing and repaving, deicing, etc.) and one general BMP/SOP	20	40	City Engineer and Staff
12/31/2017	3/1/2018	Quarter		4.2.6.4.6	Document and Review one ongoing BMP/SOP for the storm water and conveyance system (catch basins, ditches and irrigation canals, culverts, flow control facilities, etc.)and one general BMP/SOP	20	40	City Engineer and Staff
12/31/2017	3/1/2018	Quarter		4.2.6.4.7	Document and Review one ongoing BMP/SOP by each department for other facilities and operations that could discharge to the MS4 and one general BMP/SOP	20	40	Storm Water Coordinator
1/1/2018	1/1/2018	Annual		4.2.3.1	Update & verify system map, document all discharge locations	40	60	GIS & Survey
1/1/2018	1/1/2018	Month		4.2.3.3.2	Conduct dry weather screenings & investigations	60	80	SWPPP Inspector
1/1/2018	1/1/2018	Month		4.2.4.3	Verify SWPPP reviews are properly documented	2	3	City Engineer and Staff
1/1/2018	1/1/2018	Month		4.2.4.3	Review construction SWPPP plans & comment places where LID could be better utilized	10	20	SWPPP Inspector
1/1/2018	1/1/2018	Month		4.2.4.4	Complete SWPPP inspections on all active construction projects w/ SWPPP plans. High priority sites require 2 inspections per month	40	60	SWPPP Inspector
1/1/2018	1/1/2018	Quarter		4.2.5.3.3	Develop map of existing post construction BMPs and identify priority sites	40	60	GIS & Survey
1/1/2018	1/1/2018	Annual		4.2.6.1	Review inventory of city owned facilities identify "high risk facilities" (4.2.6.3) List of exempt facilities 4.2.6.4.2	5	7	City Engineer and Staff
1/1/2018	1/1/2018	Quarter		4.2.6.6	Complete quarterly inspection of high priority sites	8	12	GIS & Survey
1/1/2018	1/1/2018	Quarter		4.2.6.6.3	Wet weather inspection of runoff from high priority sites	2	4	SWPPP Inspector



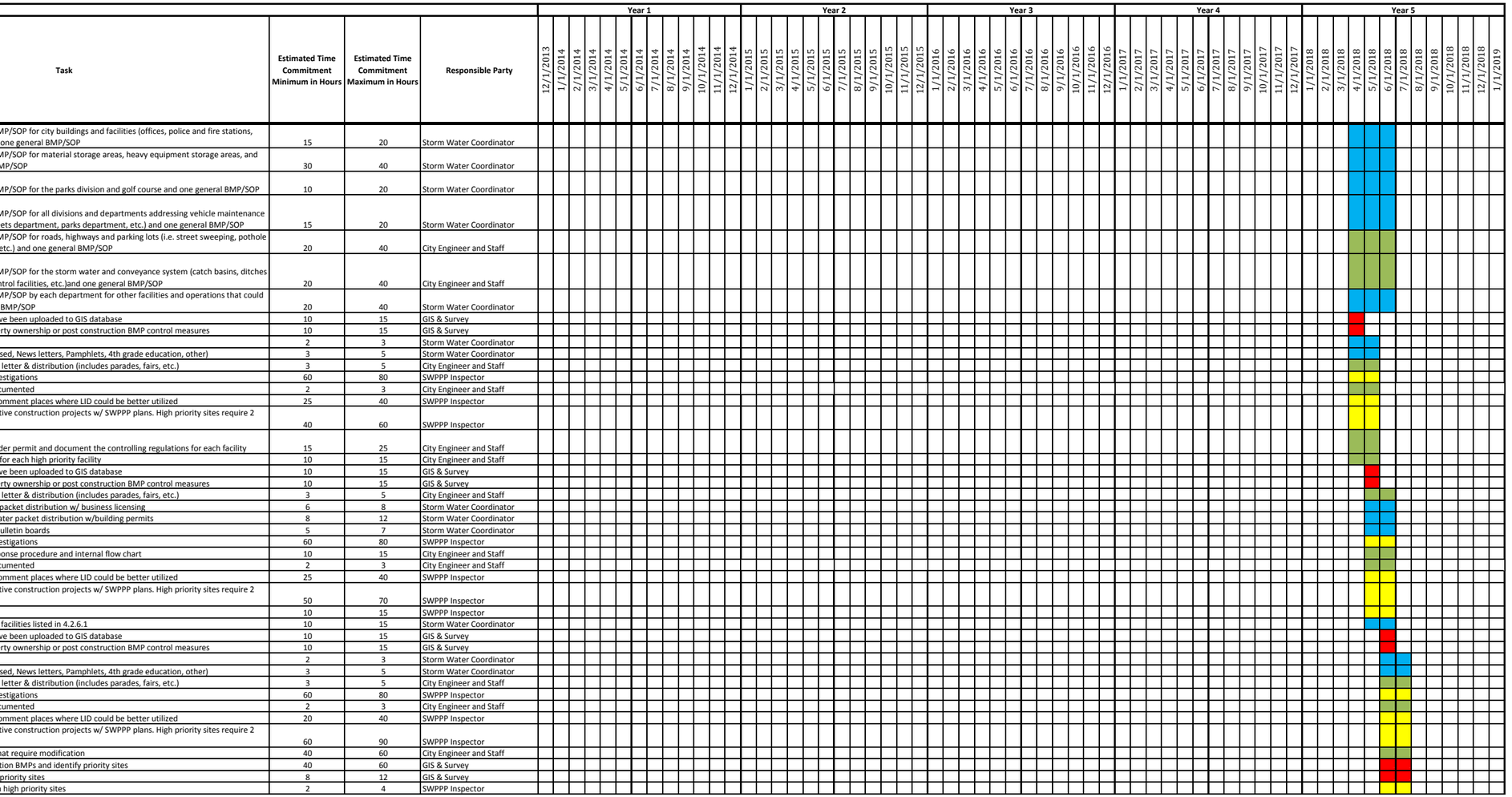
City of Spanish Fork
Storm Water Management Plan Task Summary

Start	Due Date	Interval	Completion Date	Whole Section ref	Task	Estimated Time Commitment Minimum in Hours	Estimated Time Commitment Maximum in Hours	Responsible Party
1/15/2018	1/15/2018	Month		4.2.5.2.2	Verify new post construction BMPs have been uploaded to GIS database	10	15	GIS & Survey
1/15/2018	1/15/2018	Month		4.2.5.7.2	Update inventory for changes in property ownership or post construction BMP control measures	10	15	GIS & Survey
1/25/2018	2/1/2018	Month		4.2.1.2	Document monthly Spanish Fork news letter & distribution (includes parades, fairs, etc.)	3	5	City Engineer and Staff
2/1/2018	2/1/2018	Annual		4.2.1.5	Formal Employee Training Meetings	50	75	Storm Water Coordinator
2/1/2018	2/1/2018	Month		4.2.3.3.2	Conduct dry weather screenings & investigations	60	80	SWPPP Inspector
2/1/2018	2/1/2018	Month		4.2.4.3	Verify SWPPP reviews are properly documented	2	3	City Engineer and Staff
2/1/2018	2/1/2018	Month		4.2.4.3	Review construction SWPPP plans & comment places where LID could be better utilized	10	20	SWPPP Inspector
2/1/2018	2/1/2018	Month		4.2.4.4	Complete SWPPP inspections on all active construction projects w/ SWPPP plans. High priority sites require 2 inspections per month	40	50	SWPPP Inspector
2/15/2018	2/15/2018	Month		4.2.5.2.2	Verify new post construction BMPs have been uploaded to GIS database	10	15	GIS & Survey
2/15/2018	2/15/2018	Month		4.2.5.7.2	Update inventory for changes in property ownership or post construction BMP control measures	10	15	GIS & Survey
2/22/2018	3/1/2018	Bi-Monthly		4.2.1	Attend coalition meeting	2	3	Storm Water Coordinator
2/22/2018	3/1/2018	Bi-Monthly		4.2.1	Document coalition activities (Booth used, News letters, Pamphlets, 4th grade education, other)	3	5	Storm Water Coordinator
2/22/2018	3/1/2018	Month		4.2.1.2	Document monthly Spanish Fork news letter & distribution (includes parades, fairs, etc.)	3	5	City Engineer and Staff
3/1/2018	3/1/2018	Quarter		4.2.1.3	Verify & update business storm water packet distribution w/ business licensing	6	8	Storm Water Coordinator
3/1/2018	3/1/2018	Quarter		4.2.1.4	Verify & update Construction storm water packet distribution w/building permits	8	12	Storm Water Coordinator
3/1/2018	3/1/2018	Quarter		4.2.1.5	Formal Employee Training Posted on bulletin boards	5	7	Storm Water Coordinator
3/1/2018	3/1/2018	Month		4.2.3.3.2	Conduct dry weather screenings & investigations	60	80	SWPPP Inspector
3/1/2018	3/1/2018	Month		4.2.4.3	Verify SWPPP reviews are properly documented	2	3	City Engineer and Staff
3/1/2018	3/1/2018	Month		4.2.4.3	Review construction SWPPP plans & comment places where LID could be better utilized	15	30	SWPPP Inspector
3/1/2018	3/1/2018	Month		4.2.4.4	Complete SWPPP inspections on all active construction projects w/ SWPPP plans. High priority sites require 2 inspections per month	30	50	SWPPP Inspector
3/1/2018	4/1/2018	Quarter		4.2.5.3.3	Develop map of existing post construction BMPs and identify priority sites	40	60	GIS & Survey
3/1/2018	3/1/2018	Quarter		4.2.5.5.3	Inspect post construction BMP's	10	15	SWPPP Inspector
3/15/2018	3/15/2018	Month		4.2.5.2.2	Verify new post construction BMPs have been uploaded to GIS database	10	15	GIS & Survey
3/15/2018	3/15/2018	Month		4.2.5.7.2	Update inventory for changes in property ownership or post construction BMP control measures	10	15	GIS & Survey
3/25/2018	4/1/2018	Month		4.2.1.2	Document monthly Spanish Fork news letter & distribution (includes parades, fairs, etc.)	3	5	City Engineer and Staff
4/1/2018	4/1/2018	Month		4.2.3.3.2	Conduct dry weather screenings & investigations	60	80	SWPPP Inspector
4/1/2018	4/1/2018	Month		4.2.4.3	Verify SWPPP reviews are properly documented	2	3	City Engineer and Staff
4/1/2018	4/1/2018	Month		4.2.4.3	Review construction SWPPP plans & comment places where LID could be better utilized	20	40	SWPPP Inspector
4/1/2018	4/1/2018	Month		4.2.4.4	Complete SWPPP inspections on all active construction projects w/ SWPPP plans. High priority sites require 2 inspections per month	40	50	SWPPP Inspector
4/1/2018	4/1/2018	Quarter		4.2.6.6	Complete quarterly inspection of high priority sites	8	12	GIS & Survey
4/1/2018	4/1/2018	Quarter		4.2.6.6.3	Wet weather inspection of runoff from high priority sites	2	4	SWPPP Inspector

Year 1	Year 2	Year 3	Year 4	Year 5
12/1/2013	1/1/2015	1/1/2016	1/1/2017	1/1/2018
1/1/2014	2/1/2015	2/1/2016	2/1/2017	2/1/2018
2/1/2014	3/1/2015	3/1/2016	3/1/2017	3/1/2018
3/1/2014	4/1/2015	4/1/2016	4/1/2017	4/1/2018
4/1/2014	5/1/2015	5/1/2016	5/1/2017	5/1/2018
5/1/2014	6/1/2015	6/1/2016	6/1/2017	6/1/2018
6/1/2014	7/1/2015	7/1/2016	7/1/2017	7/1/2018
7/1/2014	8/1/2015	8/1/2016	8/1/2017	8/1/2018
8/1/2014	9/1/2015	9/1/2016	9/1/2017	9/1/2018
9/1/2014	10/1/2015	10/1/2016	10/1/2017	10/1/2018
10/1/2014	11/1/2015	11/1/2016	11/1/2017	11/1/2018
11/1/2014	12/1/2015	12/1/2016	12/1/2017	12/1/2018
12/1/2014				1/1/2019

City of Spanish Fork
Storm Water Management Plan Task Summary

Start	Due Date	Interval	Completion Date	Whole Section ref	Task	Estimated Time Commitment Minimum in Hours	Estimated Time Commitment Maximum in Hours	Responsible Party
4/2/2018	6/1/2018	Quarter		4.2.6.4.1	Document and Review one ongoing BMP/SOP for city buildings and facilities (offices, police and fire stations, swimming pool, parking lots, etc.) and one general BMP/SOP	15	20	Storm Water Coordinator
4/2/2018	6/1/2018	Quarter		4.2.6.4.2	Document and Review one ongoing BMP/SOP for material storage areas, heavy equipment storage areas, and maintenance areas and one general BMP/SOP	30	40	Storm Water Coordinator
4/2/2018	6/1/2018	Quarter		4.2.6.4.3	Document and Review one ongoing BMP/SOP for the parks division and golf course and one general BMP/SOP	10	20	Storm Water Coordinator
4/2/2018	6/1/2018	Quarter		4.2.6.4.4	Document and Review one ongoing BMP/SOP for all divisions and departments addressing vehicle maintenance and repairs (specifically golf course, fleets department, parks department, etc.) and one general BMP/SOP	15	20	Storm Water Coordinator
4/2/2018	6/1/2018	Quarter		4.2.6.4.5	Document and Review one ongoing BMP/SOP for roads, highways and parking lots (i.e. street sweeping, pothole repairs, sealing and repaving, deicing, etc.) and one general BMP/SOP	20	40	City Engineer and Staff
4/2/2018	6/1/2018	Quarter		4.2.6.4.6	Document and Review one ongoing BMP/SOP for the storm water and conveyance system (catch basins, ditches and irrigation canals, culverts, flow control facilities, etc.)and one general BMP/SOP	20	40	City Engineer and Staff
4/2/2018	6/1/2018	Quarter		4.2.6.4.7	Document and Review one ongoing BMP/SOP by each department for other facilities and operations that could discharge to the MS4 and one general BMP/SOP	20	40	Storm Water Coordinator
4/15/2018	4/15/2018	Month		4.2.5.2.2	Verify new post construction BMPs have been uploaded to GIS database	10	15	GIS & Survey
4/15/2018	4/15/2018	Month		4.2.5.7.2	Update inventory for changes in property ownership or post construction BMP control measures	10	15	GIS & Survey
4/24/2018	5/1/2018	Bi-Monthly		4.2.1	Attend coalition meeting	2	3	Storm Water Coordinator
4/24/2018	5/1/2018	Bi-Monthly		4.2.1	Document coalition activities (Booth used, News letters, Pamphlets, 4th grade education, other)	3	5	Storm Water Coordinator
4/24/2018	5/1/2018	Month		4.2.1.2	Document monthly Spanish Fork news letter & distribution (includes parades, fairs, etc.)	3	5	City Engineer and Staff
5/1/2018	5/1/2018	Month		4.2.3.3.2	Conduct dry weather screenings & investigations	60	80	SWPPP Inspector
5/1/2018	5/1/2018	Month		4.2.4.3	Verify SWPPP reviews are properly documented	2	3	City Engineer and Staff
5/1/2018	5/1/2018	Month		4.2.4.3	Review construction SWPPP plans & comment places where LID could be better utilized	25	40	SWPPP Inspector
5/1/2018	5/1/2018	Month		4.2.4.4	Complete SWPPP inspections on all active construction projects w/ SWPPP plans. High priority sites require 2 inspections per month	40	60	SWPPP Inspector
5/1/2018	5/1/2018	Annual		4.2.6.4.2	Update list of facilities not covered under permit and document the controlling regulations for each facility	15	25	City Engineer and Staff
5/1/2018	5/1/2018	Annual		4.2.6.6	Develop / review inspection check list for each high priority facility	10	15	City Engineer and Staff
5/15/2018	5/15/2018	Month		4.2.5.2.2	Verify new post construction BMPs have been uploaded to GIS database	10	15	GIS & Survey
5/15/2018	5/15/2018	Month		4.2.5.7.2	Update inventory for changes in property ownership or post construction BMP control measures	10	15	GIS & Survey
5/25/2018	6/1/2018	Month		4.2.1.2	Document monthly Spanish Fork news letter & distribution (includes parades, fairs, etc.)	3	5	City Engineer and Staff
6/1/2018	6/1/2018	Quarter		4.2.1.3	Verify & update business storm water packet distribution w/ business licensing	6	8	Storm Water Coordinator
6/1/2018	6/1/2018	Quarter		4.2.1.4	Verify & update Construction storm water packet distribution w/building permits	8	12	Storm Water Coordinator
6/1/2018	6/1/2018	Quarter		4.2.1.5	Formal Employee Training Posted on bulletin boards	5	7	Storm Water Coordinator
6/1/2018	6/1/2018	Month		4.2.3.3.2	Conduct dry weather screenings & investigations	60	80	SWPPP Inspector
6/1/2018	6/1/2018	Annual		4.2.3.9.1	Review and Update spill/dumping response procedure and internal flow chart	10	15	City Engineer and Staff
6/1/2018	6/1/2018	Month		4.2.4.3	Verify SWPPP reviews are properly documented	2	3	City Engineer and Staff
6/1/2018	6/1/2018	Month		4.2.4.3	Review construction SWPPP plans & comment places where LID could be better utilized	25	40	SWPPP Inspector
6/1/2018	6/1/2018	Month		4.2.4.4	Complete SWPPP inspections on all active construction projects w/ SWPPP plans. High priority sites require 2 inspections per month	50	70	SWPPP Inspector
6/1/2018	6/1/2018	Quarter		4.2.5.5.3	Inspect post construction BMP's	10	15	SWPPP Inspector
6/1/2018	6/1/2018	Annual		4.2.6.1	Develop / review SWPPP plans for city facilities listed in 4.2.6.1	10	15	Storm Water Coordinator
6/15/2018	6/15/2018	Month		4.2.5.2.2	Verify new post construction BMPs have been uploaded to GIS database	10	15	GIS & Survey
6/15/2018	6/15/2018	Month		4.2.5.7.2	Update inventory for changes in property ownership or post construction BMP control measures	10	15	GIS & Survey
6/24/2018	7/1/2018	Bi-Monthly		4.2.1	Attend coalition meeting	2	3	Storm Water Coordinator
6/24/2018	7/1/2018	Bi-Monthly		4.2.1	Document coalition activities (Booth used, News letters, Pamphlets, 4th grade education, other)	3	5	Storm Water Coordinator
6/24/2018	7/1/2018	Month		4.2.1.2	Document monthly Spanish Fork news letter & distribution (includes parades, fairs, etc.)	3	5	City Engineer and Staff
7/1/2018	7/1/2018	Month		4.2.3.3.2	Conduct dry weather screenings & investigations	60	80	SWPPP Inspector
7/1/2018	7/1/2018	Month		4.2.4.3	Verify SWPPP reviews are properly documented	2	3	City Engineer and Staff
7/1/2018	7/1/2018	Month		4.2.4.3	Review construction SWPPP plans & comment places where LID could be better utilized	20	40	SWPPP Inspector
7/1/2018	7/1/2018	Month		4.2.4.4	Complete SWPPP inspections on all active construction projects w/ SWPPP plans. High priority sites require 2 inspections per month	60	90	SWPPP Inspector
7/1/2018	7/1/2018	One time		4.2.5.3.3	Identify existing city owned facilities that require modification	40	60	City Engineer and Staff
7/1/2018	7/1/2018	Quarter		4.2.5.3.3	Develop map of existing post construction BMPs and identify priority sites	40	60	GIS & Survey
7/1/2018	7/1/2018	Quarter		4.2.6.6	Complete quarterly inspection of high priority sites	8	12	GIS & Survey
7/1/2018	7/1/2018	Quarter		4.2.6.6.3	Wet weather inspection of runoff from high priority sites	2	4	SWPPP Inspector



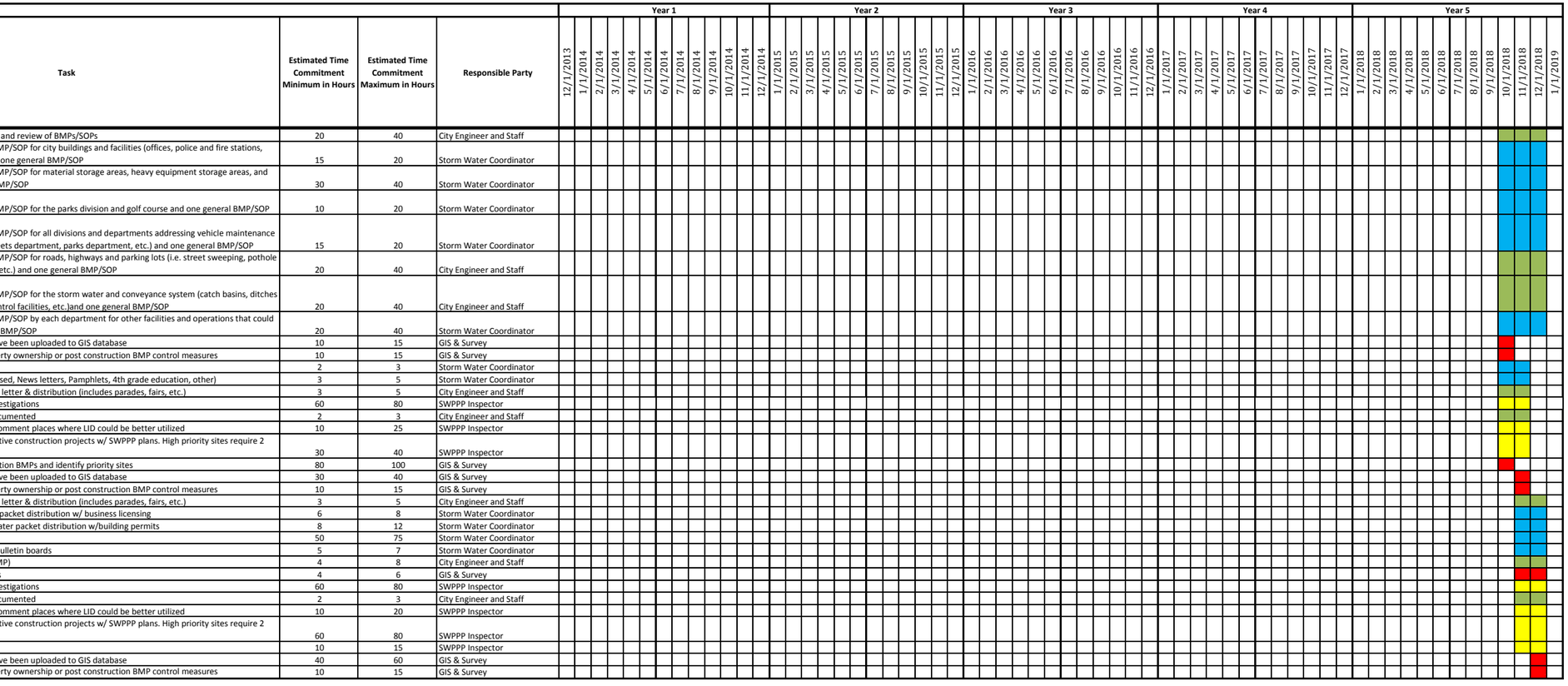
City of Spanish Fork
Storm Water Management Plan Task Summary

Start	Due Date	Interval	Completion Date	Whole Section ref	Task	Estimated Time Commitment Minimum in Hours	Estimated Time Commitment Maximum in Hours	Responsible Party
7/3/2018	9/1/2018	Quarter		4.2.6.4.1	Document and Review one ongoing BMP/SOP for city buildings and facilities (offices, police and fire stations, swimming pool, parking lots, etc.) and one general BMP/SOP	15	20	Storm Water Coordinator
7/3/2018	9/1/2018	Quarter		4.2.6.4.2	Document and Review one ongoing BMP/SOP for material storage areas, heavy equipment storage areas, and maintenance areas and one general BMP/SOP	30	40	Storm Water Coordinator
7/3/2018	9/1/2018	Quarter		4.2.6.4.3	Document and Review one ongoing BMP/SOP for the parks division and golf course and one general BMP/SOP	10	20	Storm Water Coordinator
7/3/2018	9/1/2018	Quarter		4.2.6.4.4	Document and Review one ongoing BMP/SOP for all divisions and departments addressing vehicle maintenance and repairs (specifically golf course, fleets department, parks department, etc.) and one general BMP/SOP	15	20	Storm Water Coordinator
7/3/2018	9/1/2018	Quarter		4.2.6.4.5	Document and Review one ongoing BMP/SOP for roads, highways and parking lots (i.e. street sweeping, pothole repairs, sealing and repaving, deicing, etc.) and one general BMP/SOP	20	40	City Engineer and Staff
7/3/2018	9/1/2018	Quarter		4.2.6.4.6	Document and Review one ongoing BMP/SOP for the storm water and conveyance system (catch basins, ditches and irrigation canals, culverts, flow control facilities, etc.)and one general BMP/SOP	20	40	City Engineer and Staff
7/3/2018	9/1/2018	Quarter		4.2.6.4.7	Document and Review one ongoing BMP/SOP by each department for other facilities and operations that could discharge to the MS4 and one general BMP/SOP	20	40	Storm Water Coordinator
7/15/2018	7/15/2018	Month		4.2.5.2.2	Verify new post construction BMPs have been uploaded to GIS database	10	15	GIS & Survey
7/15/2018	7/15/2018	Month		4.2.5.7.2	Update inventory for changes in property ownership or post construction BMP control measures	10	15	GIS & Survey
7/25/2018	8/1/2018	Month		4.2.1.2	Document monthly Spanish Fork news letter & distribution (includes parades, fairs, etc.)	3	5	City Engineer and Staff
8/1/2018	8/1/2018	Month		4.2.3.3.2	Conduct dry weather screenings & investigations	60	80	SWPPP Inspector
8/1/2018	8/1/2018	Month		4.2.4.3	Verify SWPPP reviews are properly documented	2	3	City Engineer and Staff
8/1/2018	8/1/2018	Month		4.2.4.3	Review construction SWPPP plans & comment places where LID could be better utilized	20	40	SWPPP Inspector
8/1/2018	8/1/2018	Month		4.2.4.4	Complete SWPPP inspections on all active construction projects w/ SWPPP plans. High priority sites require 2 inspections per month	65	85	SWPPP Inspector
8/15/2018	8/15/2018	Month		4.2.5.2.2	Verify new post construction BMPs have been uploaded to GIS database	10	15	GIS & Survey
8/15/2018	8/15/2018	Month		4.2.5.7.2	Update inventory for changes in property ownership or post construction BMP control measures	10	15	GIS & Survey
8/25/2018	9/1/2018	Annual		4.1.2.2	Annual Fiscal Analysis	15	20	City Engineer and Staff
8/25/2018	9/1/2018	Bi-Monthly		4.2.1	Attend coalition meeting	2	3	Storm Water Coordinator
8/25/2018	9/1/2018	Bi-Monthly		4.2.1	Document coalition activities (Booth used, News letters, Pamphlets, 4th grade education, other)	3	5	Storm Water Coordinator
8/25/2018	9/1/2018	Month		4.2.1.2	Document monthly Spanish Fork news letter & distribution (includes parades, fairs, etc.)	3	5	City Engineer and Staff
9/1/2018	9/1/2018	Quarter		4.2.1.3	Verify & update business storm water packet distribution w/ business licensing	6	8	Storm Water Coordinator
9/1/2018	9/1/2018	Quarter		4.2.1.4	Verify & update Construction storm water packet distribution w/building permits	8	12	Storm Water Coordinator
9/1/2018	9/1/2018	Quarter		4.2.1.5	Formal Employee Training Posted on bulletin boards	5	7	Storm Water Coordinator
9/1/2018	9/1/2018	Month		4.2.3.3.2	Conduct dry weather screenings & investigations	60	80	SWPPP Inspector
9/1/2018	9/1/2018	Month		4.2.4.3	Verify SWPPP reviews are properly documented	2	3	City Engineer and Staff
9/1/2018	9/1/2018	Month		4.2.4.3	Review construction SWPPP plans & comment places where LID could be better utilized	20	40	SWPPP Inspector
9/1/2018	9/1/2018	Month		4.2.4.4	Complete SWPPP inspections on all active construction projects w/ SWPPP plans. High priority sites require 2 inspections per month	40	60	SWPPP Inspector
9/1/2018	9/1/2018	Quarter		4.2.5.5.3	Inspect post construction BMP's	10	15	SWPPP Inspector
9/15/2018	10/1/2018	Annual		1.1	Update SWMP and writing report for state requirements	20	40	City Engineer and Staff
9/15/2018	9/15/2018	Month		4.2.5.2.2	Verify new post construction BMPs have been uploaded to GIS database	10	15	GIS & Survey
9/15/2018	9/15/2018	Month		4.2.5.7.2	Update inventory for changes in property ownership or post construction BMP control measures	10	15	GIS & Survey
9/24/2018	10/1/2018	Month		4.2.1.2	Document monthly Spanish Fork news letter & distribution (includes parades, fairs, etc.)	3	5	City Engineer and Staff
10/1/2018	10/1/2018	Month		4.2.3.3.2	Conduct dry weather screenings & investigations	60	80	SWPPP Inspector
10/1/2018	10/1/2018	Month		4.2.4.3	Verify SWPPP reviews are properly documented	2	3	City Engineer and Staff
10/1/2018	10/1/2018	Month		4.2.4.3	Review construction SWPPP plans & comment places where LID could be better utilized	30	50	SWPPP Inspector
10/1/2018	10/1/2018	Month		4.2.4.4	Complete SWPPP inspections on all active construction projects w/ SWPPP plans. High priority sites require 2 inspections per month	40	60	SWPPP Inspector
10/1/2018	10/1/2018	Quarter		4.2.6.6	Complete quarterly inspection of high priority sites	8	12	GIS & Survey
10/1/2018	10/1/2018	Quarter		4.2.6.6.3	Wet weather inspection of runoff from high priority sites	2	4	SWPPP Inspector

Year 1													Year 2												Year 3												Year 4												Year 5												
12/1/2013	1/1/2014	2/1/2014	3/1/2014	4/1/2014	5/1/2014	6/1/2014	7/1/2014	8/1/2014	9/1/2014	10/1/2014	11/1/2014	12/1/2014	1/1/2015	2/1/2015	3/1/2015	4/1/2015	5/1/2015	6/1/2015	7/1/2015	8/1/2015	9/1/2015	10/1/2015	11/1/2015	12/1/2015	1/1/2016	2/1/2016	3/1/2016	4/1/2016	5/1/2016	6/1/2016	7/1/2016	8/1/2016	9/1/2016	10/1/2016	11/1/2016	12/1/2016	1/1/2017	2/1/2017	3/1/2017	4/1/2017	5/1/2017	6/1/2017	7/1/2017	8/1/2017	9/1/2017	10/1/2017	11/1/2017	12/1/2017	1/1/2018	2/1/2018	3/1/2018	4/1/2018	5/1/2018	6/1/2018	7/1/2018	8/1/2018	9/1/2018	10/1/2018	11/1/2018	12/1/2018	1/1/2019

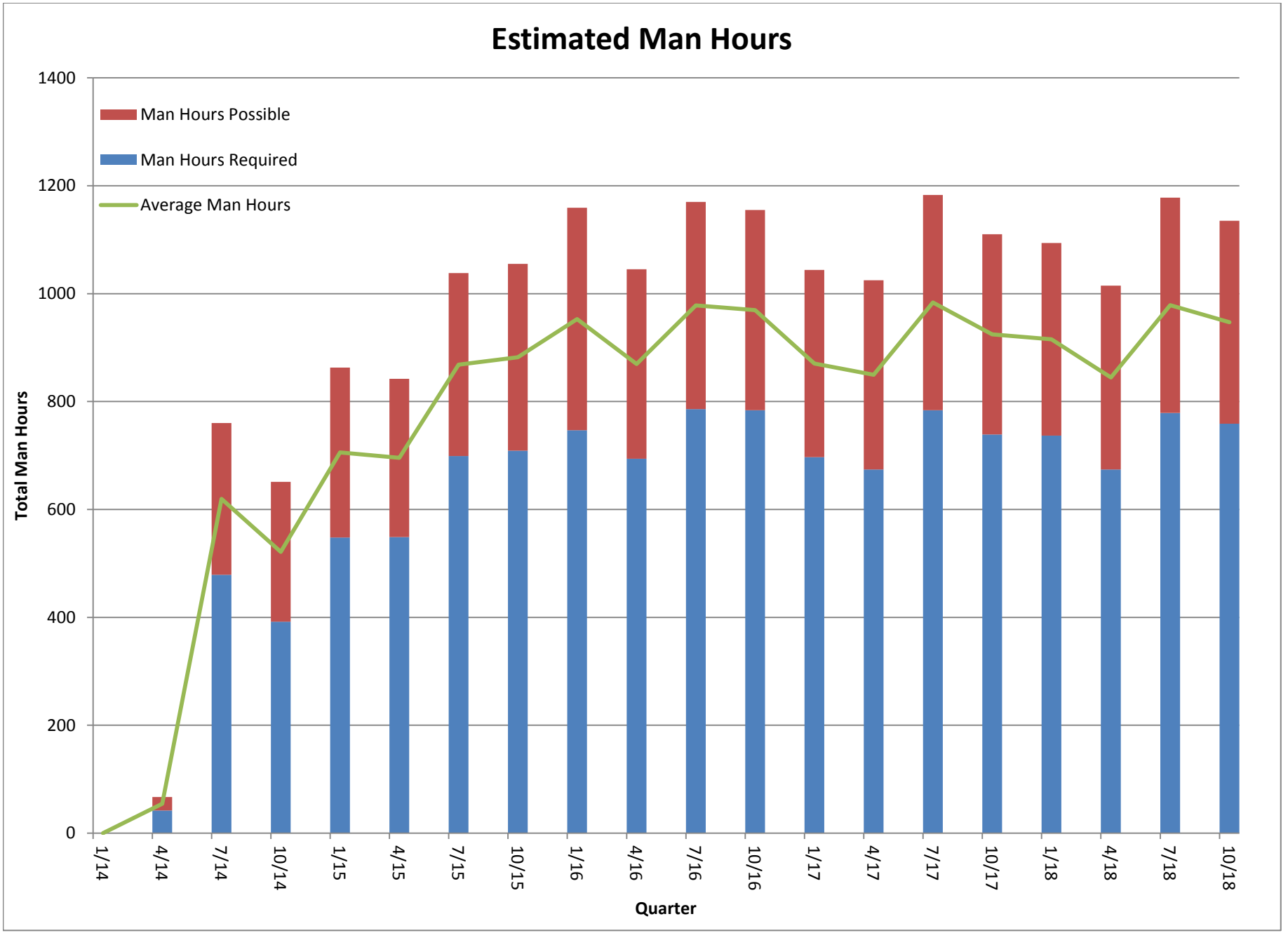
City of Spanish Fork
Storm Water Management Plan Task Summary

Start	Due Date	Interval	Completion Date	Whole Section ref	Task	Estimated Time Commitment Minimum in Hours	Estimated Time Commitment Maximum in Hours	Responsible Party
10/2/2018	12/1/2018	Quarter		4.1.3	See section 4.2.6.4 for documentation and review of BMPs/SOPs	20	40	City Engineer and Staff
10/2/2018	12/1/2018	Quarter		4.2.6.4.1	Document and Review one ongoing BMP/SOP for city buildings and facilities (offices, police and fire stations, swimming pool, parking lots, etc.) and one general BMP/SOP	15	20	Storm Water Coordinator
10/2/2018	12/1/2018	Quarter		4.2.6.4.2	Document and Review one ongoing BMP/SOP for material storage areas, heavy equipment storage areas, and maintenance areas and one general BMP/SOP	30	40	Storm Water Coordinator
10/2/2018	12/1/2018	Quarter		4.2.6.4.3	Document and Review one ongoing BMP/SOP for the parks division and golf course and one general BMP/SOP	10	20	Storm Water Coordinator
10/2/2018	12/1/2018	Quarter		4.2.6.4.4	Document and Review one ongoing BMP/SOP for all divisions and departments addressing vehicle maintenance and repairs (specifically golf course, fleets department, parks department, etc.) and one general BMP/SOP	15	20	Storm Water Coordinator
10/2/2018	12/1/2018	Quarter		4.2.6.4.5	Document and Review one ongoing BMP/SOP for roads, highways and parking lots (i.e. street sweeping, pothole repairs, sealing and repaving, deicing, etc.) and one general BMP/SOP	20	40	City Engineer and Staff
10/2/2018	12/1/2018	Quarter		4.2.6.4.6	Document and Review one ongoing BMP/SOP for the storm water and conveyance system (catch basins, ditches and irrigation canals, culverts, flow control facilities, etc.)and one general BMP/SOP	20	40	City Engineer and Staff
10/2/2018	12/1/2018	Quarter		4.2.6.4.7	Document and Review one ongoing BMP/SOP by each department for other facilities and operations that could discharge to the MS4 and one general BMP/SOP	20	40	Storm Water Coordinator
10/15/2018	10/15/2018	Month		4.2.5.2.2	Verify new post construction BMPs have been uploaded to GIS database	10	15	GIS & Survey
10/15/2018	10/15/2018	Month		4.2.5.7.2	Update inventory for changes in property ownership or post construction BMP control measures	10	15	GIS & Survey
10/25/2018	11/1/2018	Bi-Monthly		4.2.1	Attend coalition meeting	2	3	Storm Water Coordinator
10/25/2018	11/1/2018	Month		4.2.1	Document coalition activities (Booth used, News letters, Pamphlets, 4th grade education, other)	3	5	Storm Water Coordinator
10/25/2018	11/1/2018	Month		4.2.1.2	Document monthly Spanish Fork news letter & distribution (includes parades, fairs, etc.)	3	5	City Engineer and Staff
11/1/2018	11/1/2018	Month		4.2.3.3.2	Conduct dry weather screenings & investigations	60	80	SWPPP Inspector
11/1/2018	11/1/2018	Month		4.2.4.3	Verify SWPPP reviews are properly documented	2	3	City Engineer and Staff
11/1/2018	11/1/2018	Month		4.2.4.3	Review construction SWPPP plans & comment places where LID could be better utilized	10	25	SWPPP Inspector
11/1/2018	11/1/2018	Month		4.2.4.4	Complete SWPPP inspections on all active construction projects w/ SWPPP plans. High priority sites require 2 inspections per month	30	40	SWPPP Inspector
11/1/2018	10/1/2018	Quarter		4.2.5.3.3	Develop map of existing post construction BMPs and identify priority sites	80	100	GIS & Survey
11/15/2018	11/15/2018	Month		4.2.5.2.2	Verify new post construction BMPs have been uploaded to GIS database	30	40	GIS & Survey
11/15/2018	11/15/2018	Month		4.2.5.7.2	Update inventory for changes in property ownership or post construction BMP control measures	10	15	GIS & Survey
11/24/2018	12/1/2018	Month		4.2.1.2	Document monthly Spanish Fork news letter & distribution (includes parades, fairs, etc.)	3	5	City Engineer and Staff
12/1/2018	12/1/2018	Quarter		4.2.1.3	Verify & update business storm water packet distribution w/ business licensing	6	8	Storm Water Coordinator
12/1/2018	12/1/2018	Quarter		4.2.1.4	Verify & update Construction storm water packet distribution w/building permits	8	12	Storm Water Coordinator
12/1/2018	12/1/2018	Annual		4.2.1.5	Formal Employee Training Meetings	50	75	Storm Water Coordinator
12/1/2018	12/1/2018	Quarter		4.2.1.5	Formal Employee Training Posted on bulletin boards	5	7	Storm Water Coordinator
12/1/2018	12/1/2018	Annual		4.2.2/4.2.6.7	Review storm water master plan (SWMP)	4	8	City Engineer and Staff
12/1/2018	12/1/2018	Annual		4.2.3.3.1	Review and Update priority IDDE areas	4	6	GIS & Survey
12/1/2018	12/1/2018	Month		4.2.3.3.2	Conduct dry weather screenings & investigations	60	80	SWPPP Inspector
12/1/2018	12/1/2018	Month		4.2.4.3	Verify SWPPP reviews are properly documented	2	3	City Engineer and Staff
12/1/2018	12/1/2018	Month		4.2.4.3	Review construction SWPPP plans & comment places where LID could be better utilized	10	20	SWPPP Inspector
12/1/2018	12/1/2018	Month		4.2.4.4	Complete SWPPP inspections on all active construction projects w/ SWPPP plans. High priority sites require 2 inspections per month	60	80	SWPPP Inspector
12/1/2018	12/1/2018	Quarter		4.2.5.5.3	Inspect post construction BMP's	10	15	SWPPP Inspector
12/15/2018	12/15/2018	Month		4.2.5.2.2	Verify new post construction BMPs have been uploaded to GIS database	40	60	GIS & Survey
12/15/2018	12/15/2018	Month		4.2.5.7.2	Update inventory for changes in property ownership or post construction BMP control measures	10	15	GIS & Survey



Appendix C

Estimated Staffing Requirements


Estimated Man Hours
Man Hours Possible
Man Hours Required
Average Man Hours
Total Man Hours
Quarter
1400
1200
1000
800
600
400
200
0
1/14
4/14
7/14
10/14
1/15
4/15
7/15
10/15
1/16
4/16
7/16
10/16
1/17
4/17
7/17
10/17
1/18
4/18
7/18
10/18

Estimated Man Hours Per Quarter

			1/1/2013	1/1/2014	4/1/2014	7/1/2014	10/1/2014	1/1/2015	4/1/2015	7/1/2015	10/1/2015	1/1/2016	4/1/2016	7/1/2016	10/1/2016	1/1/2017	4/1/2017	7/1/2017	10/1/2017	1/1/2018	4/1/2018	7/1/2018	10/1/2018
	All People	Minimum	0	42	479	392	548	549	699	709	747	694	786	784	697	674	784	739	737	674	779	759
		Maximum	0	67	760	651	863	842	1038	1055	1159	1045	1170	1155	1044	1025	1183	1110	1094	1015	1178	1135
		Difference	0	25	281	259	315	293	339	346	412	351	384	371	347	351	399	371	357	341	399	376
		Average	0	55	620	522	706	696	869	882	953	870	978	970	871	850	984	925	916	845	979	947
	City Engineer and Staff	Minimum	0	12	244	148	209	135	120	90	129	55	90	90	64	55	100	90	64	55	130	90
1		Maximum	0	21	391	250	339	224	199	164	242	104	159	164	119	104	184	164	119	104	219	164
	SWPPP Inspector	Minimum	0	0	22	62	102	227	372	437	342	367	449	467	362	347	445	427	402	347	412	407
2		Maximum	0	0	44	124	164	334	524	614	499	529	636	649	514	509	636	609	564	499	599	594
	GIS & Survey	Minimum	0	20	68	68	118	68	68	68	152	108	108	113	152	108	100	108	152	108	108	148
3		Maximum	0	30	102	102	177	102	102	102	228	162	162	167	228	162	150	162	228	162	162	202
	Storm Water Coordinator	Minimum	0	10	145	114	119	119	139	114	124	164	139	114	119	164	139	114	119	164	129	114
4		Maximum	0	16	223	175	183	182	213	175	190	250	213	175	183	250	213	175	183	250	198	175
	Admin Staff	Minimum	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
5		Maximum	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Other	Minimum	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
6		Maximum	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Other	Minimum	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7		Maximum	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Annual Stats	Minimum	913				2505				3011				2894				2949			
		Maximum	1478				3798				4529				4362				4422			
		Difference	565				1293				1518				1468				1473			
		Average	1196				3152				3770				3628				3686			

STATE OF UTAH, DEPARTMENT OF ENVIRONMENTAL QUALITY, DIVISION OF WATER QUALITY
195 North 1950 West, P.O. Box 144870, Salt Lake City, Utah 84114-4870 (801)536-4300

Notice of Intent (NOI) for Coverage Under the UPDES General Permit for Discharges from Small Municipal Separate Storm Sewer Systems (MS4's), Permit No. UTR090000.

INSTRUCTIONS ON BACK PAGE

DWQ USE ONLY

Coverage No. _____

Submission of this Notice of Intent constitutes notice that the party identified in Section I of this form intends to be authorized by a UPDES permit issued for storm water discharges from Small Municipal Separate Storm Sewers in the State of Utah. Becoming a permittee obligates such discharger to comply with the terms and conditions of the permit. ALL NECESSARY INFORMATION MUST BE PROVIDED ON THIS FORM.

Part I. General Information

Governmental Entity Name: SPANISH FORK CITY

Mailing Address: Street 40 S MAIN STREET

City SPANISH FORK State UT Zip Code 84660-

Operator Type (Circle One): (City, County, Hospital, Prison, Military Base, Park, College/University, UDOT, Sewer District, Flood Control District, Drainage District, Association, Other(list) CITY)

Operator Status (Circle One): (Federal/State/Local/Other Public Entity(list) LOCAL)

Operator Contact Person: Name JAMES CHAPPEL

Title STORM WATER Telephone Number 801-804-4454

Latitude/Longitude at Center of land for which you are requesting authorization to discharge:

Latitude 40.109214 Longitude -111.619421

Population served by your MS4: 34691 People

Storm Water Management Program Responsible Person:

Name CHRIS THOMPSON Title PUBLIC WORKS DIRECTOR

Telephone Number 801-804-4556

Part II: Outfalls and Receiving Waters

Receiving Waters: List all separate storm water outfall receiving waters (all discharges to waters under the definition of waters of the State). If all receiving waters are not known at the time of the NOI submittal, list known outfalls and update the list on annual reports. (ATTACH ADDITIONAL SHEETS AS NEEDED)

	Outfall	Receiving Water
1.	Map Pending Year 1	
2.		
3.		
4.		
5.		
6.		

Part III. Initial Identification of Best Management Practices (ATTACH ADDITIONAL SHEETS AS NEEDED)

1. Public Education and Outreach on Storm Water Impacts

Outreach Techniques	Management Practices to Encourage
☒ Classroom education/school programs	☒ Proper lawn and garden care (fertilizer and pesticide use, sweeping, etc.)
☒ Outreach to commercial entities	☒ Low impact development
☒ Printed material	☒ Pet waste management
☐ Media campaign	☒ Pollution prevention for businesses
☒ Classroom educational materials	☒ Proper disposal of household hazardous wastes
☒ Events and Programs	☒ Water Conservation Practices
☒ Displays	☒ Others
☐ Speakers to community groups	Hazardous Waste Disposal
☐ Economic incentives	
☐ Promotional giveaways	
☐ Others	
.....	

2. Public Involvement/Participation

Involvement Techniques	Participation Activities
☒ Advisory/partner committees	☐ Adopt-a-stream
☒ Local storm water contact	☐ Storm drain stenciling
☒ Public access to documents and information	☐ Stream/roadway cleanup
☒ Public review of plans and annual reports	☐ Volunteer monitoring
☐ Watershed organizations	☐ Wetland plantings
☒ Attitude surveys	☐ Others
☒ Community hot lines	.....
☒ Stakeholder meetings	
☐ Others	
.....	

3. Illicit Discharge Detection and Elimination

Detection and Elimination Activities	Type of Discharges to Target
☒ System mapping	☐ Failing septic systems
☒ Regulatory Control Program	☒ Illegal dumping
☒ Identifying and Eliminating illicit connection procedures	☐ Industrial/business connections
☐ Dye testing/Tracing Procedures	☐ Recreational sewage
☒ System inspections	☐ Sanitary sewer overflows
☒ Dry Weather Screening Program/ Field Testing	☐ Wastewater connections to the storm drain system
☐ Others	☐ Others
.....	.....

4. Construction Site Storm Water Runoff Control

Program Activities	Best Management Practices
☒ Regulatory Control Program	☒ Construction Entrance/Exit Stabilization
☒ Erosion and Sediment Control BMP's	☒ Perimeter Controls
☐ Other Waste Control Program	☒ Sediment Retention Structure Requirements
☒ Site Plan Review Procedures	☒ Sediment filters and sediment chambers
☒ Public Information handling Procedures	☐ Mulching Requirements
☒ Site Inspection/Enforcement Procedures	☒ Temporary/Permanent Stabilization Requirements
☐ Other Construction Site Runoff Controls	☒ Vehicle maintenance and washing areas
☒ Contractor certification and inspector training	☒ Cement Truck Washout Area
☐ Others	☐ OtherBMP's
.....	.....

5. Post-Construction Storm Water Management in New Development and Redevelopment

☒ Community Control Strategy	☐ Infiltration trench/basin
☒ Regulatory Control Program	☐ Infrastructure planning
☒ Long Term O& M Procedures	☒ storm water inlet specifications
☒ Pre-Construction Review of BMP Designs	☐ Narrower residential streets
☒ Site Inspections During Construction	☐ Open space design
☒ Post Construction Inspections	☒ Ordinances for post construction runoff
☐ Others	☐ Storm water wetland
.....	☐ Zoning
	☐ Others:
	.....

6. Pollution Prevention/Good Housekeeping for Municipal Operations

☒ Employee Training Program	☒ Municipal Operations Waste Disposal
☒ Inspection and Maintenance Program	☒ Flood Management/Assessment Guidelines
☒ Municipal Operations Storm Water Control	☐ Others:
☐ Others	.....
.....	

Part IV. Initial Identification of Measurable Goals (Attach additional sheets as needed)

1. Public Education and Outreach on Storm Water Impacts

Measurable goals (with start and end dates):

Utah Coalition Involvement (Now-Indefinite)

Business Outreach (Sept. 2014-Indefinite)

Developer Outreach (Sept. 2014-Indefinite)

Employee Training (Dec. 2014-Indefinite)

Milestones:
- Year 1: Program Start
- Year 2:
- Year 3:
- Year 4:
- Year 5:

2. Public Involvement/Participation

Measurable goals (with start and end dates):

Plan Availability (Mar. 2014-Indefinite)

Annual Report Revision (Aug. 2014-Indefinite)

Comment Opportunities(Mar. 2014-Indefinite)

Milestones:
- Year 1: Program Start
- Year 2:
- Year 3:
- Year 4:
- Year 5:

3. Illicit Discharge Detection and Elimination

Measurable goals (with start and end dates):

Inventory Mapping (Mar. 2014-Indefinite)

IDDE Ordinance (Mar. 2014 - Aug. 2014)

IDDE SOP (Jun. 2014-Dec. 2014)

IDDE Inspections (Jan. 2015-Indefinite)

Milestones:
- Year 1: Program Start
- Year 2: IDDE Inspections
- Year 3:
- Year 4:
- Year 5:

4. Construction Site Storm Water Runoff Control

Measurable goals (with start and end dates):

Constr. Ordiance Updates (Apr. 2014-Dec. 2014)

Constr. SOP (Feb. 2014-Jun. 2014)

Constr. SWPPP Review (Jan. 2015-Indefinite)

Constr. SWPPP Inspection (Apr. 2015-Indefinite)

Milestones:
- Year 1: Program Start
- Year 2: Construction Inspections
- Year 3:
- Year 4:
- Year 5:

5. Post-Construction Storm Water Management in New Development and Redevelopment

Measurable goals (with start and end dates):

Post Constr. Ordinance (Feb. 2014-June. 2014)

Post Constr. SOP (Feb. 2014-Feb.2015)

Post Constr. Inspection (Mar. 2016-Indefinite)

Contr. Modification Idenification (July 2018)

Milestones:
- Year 1: Program Start
- Year 2: Development of Ordinance and SOP
- Year 3: Construction Inspections
- Year 4:
- Year 5: Constr. Modification Identification

6. Pollution Prevention/Good Housekeeping for Municipal Operations

Measurable goals (with start and end dates):

SWPPP Plans for Falicites (Mar. 2014-Indefinite)

SOPs for Divisions (April 2014-Indefinite)

Facility Inspections (July 2014-Indefinite)

Review High Risk Facilities (Jan. 2015-Indefinite)

Milestones:
- Year 1: Program Start
- Year 2:
- Year 3:
- Year 4:
- Year 5:

Part V. 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 gather and evaluate 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, I certify that 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.

Print Name: _____

Signature: _____ Date: _____

Part VI: Contract Certification for Co-Permittee SWMP Implementation
(ATTACH ADDITIONAL SHEETS AS NEEDED)

List entity names responsible for implementation of the SWMP

1. PUBLIC WORKS
2. _____
3. _____
4. _____
5. _____
6. _____

The above entities have entered into an agreement or contract to satisfy the implementation requirements of the Storm Water Management Program listed in the NOI. As stated in the existing agreements (MOU's) or contracts, the entities have agreed to the following responsibilities.

Circle the entity numbers (entity numbers correspond to entity name numbers listed above) corresponding with responsibilities, or portions thereof, of each entity entering into this agreement in the table below:

RESPONSIBILITY	**ENTITY**					
a. Public Education and Outreach	(1.)	2.	3.	4.	5.	6.
b. Public Involvement and Participation	(1.)	2.	3.	4.	5.	6.
c. Illicit Discharge Detection and Elimination	(1.)	2.	3.	4.	5.	6.
d. Construction Site Run-off Control	(1.)	2.	3.	4.	5.	6.
e. Post-Construction Storm Water Management in New Development and Redevelopment	(1.)	2.	3.	4.	5.	6.
f. Pollution Prevention/Good Housekeeping for Municipal Operations	(1.)	2.	3.	4.	5.	6.

If any entity is agreeing to accomplish only a portion of a responsibility in the table then explain the responsibility portion (e.g. entity 1 is responsible for storm drain stenciling program in the MS4 area, entity 2 is responsible for conducting phone surveys for item (a) in the table etc.) on a separate sheet.

The following statement and the accompanying signatures serve as certification that the agreements (MOU's) or contracts have been developed and agreed upon for the implementation of the Operator's (Identified in Part I of the NOI) SWMP.

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 gather and evaluate 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, I certify that 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.

Entity	Authorized Signature	Date	Entity	Authorized Signature	Date
1.	_____	_____	2.	_____	_____
3.	_____	_____	4.	_____	_____
5.	_____	_____	6.	_____	_____

Instructions for Completing the Notice of Intent for Coverage Under a UPDES General Permit for Storm Water Discharges From SMALL MUNICIPAL SEPARATE STORM SEWER SYSTEMS

Permit No. UTR090000

Who Must File a Notice of Intent?
If you are an operator of a regulated small MS4 designated for permitting, you must apply for coverage under a UPDES permit, or apply for a modification of an existing UPDES permit. If you have questions about whether you need a permit under the UPDES Storm Water Program, contact the Utah Division of Water Quality. The NOI must be submitted in accordance with the deadlines established in Part 2.A. of the UPDES MS4 General Permit.

When to File the NOI Form
DO NOT FILE THE NOI UNTIL YOU HAVE READ A COPY OF THE SMALL MUNICIPAL SEPARATE STORM SEWER SYSTEM GENERAL PERMIT. You will need to determine your eligibility, prepare your storm water management plan, and correctly answer all questions on the NOI form, all of which must be done before you can sign the certification statement on the NOI in good faith (and without risk of committing perjury).

Where to File the NOI Form
NOIs must be sent to the following address:

Department of Environmental Quality
Division of Water Quality
P.O. Box 144870
Salt Lake City, UT 84114-4870

Completing the NOI Form
Please make sure you have addressed all applicable questions and have made a photocopy for your records before sending the completed form to the address above. Attach additional pages as needed for detailed explanations of items on the form.

Part I. MS4 General Information
Provide the legal name of the person, partnership, co-partnership, firm, company, corporation, association, joint stock company, trust, estate, governmental entity, or other legal entity that operates the MS4 described in this application. The responsible party is the legal entity that controls the MS4's operation. Provide the telephone number of the MS4 operator. Provide the mailing address of the MS4 operator. Include the street address or P.O. box, city, state, and zip code. All correspondence regarding the permit will be sent to this address, not the MS4 address in Section B.

Enter the official or legal name of the MS4.
Enter the city or cities, county or counties, and state in which the MS4 is located.
Enter the latitude and longitude of the approximate center of the MS4 in degrees/minutes/seconds. Latitude and longitude can be obtained from U.S. Geological Survey (USGS) quadrangle or topographic maps or by using a GPS unit, calling 1-(888) ASK-USGS, searching for your Facility's address on several commercial map sites on the Internet, or searching the U.S. Census Bureau database at http://www.census.gov/cgi-bin/gazetteer. Additionally, estimate the acreage of land area that drains to the MS4. This estimate can be made using topographic maps or topographic data in a geographic information system.

Indicate the legal status of the MS4 operator as a Federal, State, private, or other public entity (other than Federal or State). This refers only to the operator, not the owner of the land on which the MS4 is located.
Indicate whether the MS4 discharges storm water into one or more receiving water(s). Enter the name(s) of the receiving water(s).
Indicate whether the MS4 discharges storm water into one or more receiving water(s). Enter the name(s) of the receiving water(s).

Part II. Outfalls and Receiving Waters
Indicate all major outfalls (by outfall description) and the receiving water body for each outfall. Indicate whether any of the receiving water bodies are included on the 303(d) list for water quality impairments.

Part III. Initial Identification of Management Practices
Check the management practices that you have selected to meet each of the minimum measures. If a selected practice is not on the list, check "Other" and write the name of the practice in the space provided.

Part IV. Identification of Initial Measurable Goals
List the person(s) responsible for implementing or coordinating the storm water management program. Provide a narrative description of the measurable goals that will be used for each of the storm water minimum control measures. Indicate the month and year in which you will start and fully implement each of the minimum control measures, or indicate the frequency of the action in the description. Attach additional pages as necessary.

Part V. Certification
Certification statement and signature. (CAUTION: An unsigned or undated NOI form will prevent the granting of permit coverage.) State statutes provide for severe penalties for submitting false information on this application form. State regulations require this application to be signed by either a principal executive or ranking elected official as described in Part VI.H. of the Small MS4 General Permit.

Part VI. Contract Certification for Co-Permittee SWMP Implementation
Contract certification is required when more than one entity will be implementing the SWMP for the operator filing the NOI. The form must be completely filled out to clearly identify all coordinating agencies. Additional pages shall be used as necessary to define the responsibilities for each entity in preparation and implementation of the SWMP. The form must be signed by all coordinating entities, certifying that local agreements and/or contracts have been developed and agreed upon.

FIGURE 1
SPANISH FORK CITY
STORM WATER MASTER PLAN
UTAH COUNTY, UTAH

FEBURARY 2013

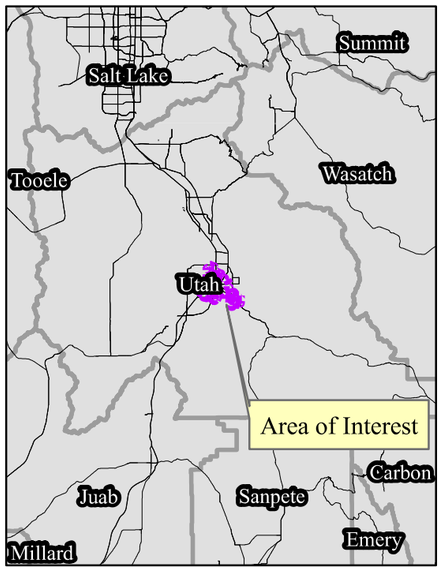
Electrical Substation

Spanish Fork Boundary

Parks

Rivers

Roads



0 0.5 1 2 Miles

epic ENGINEERING

Memo

To: Mayor and City Council

From: Chris Thompson P.E., Public Works Director/City Engineer

Date: January 28, 2014

Re: 2013 Planning Program Annual Self-Assessment Report & Resolution

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Staff Report

RECOMMENDED ACTION

Approval of this resolution to accept the 2013 Planning Program Annual Self-Assessment Report.

BACKGROUND

Each year we prepare a self-assessment report for the state. This report needs to be approved by resolution by the City Council. This report shows that our system is or will be in good condition. The only substances that seem to be getting close to our permit limits are CL2 and NH3. We are completing the update of our clarifier. The new gates that will be installed as part of this project will allow us to more thoroughly clean out the sludge at the bottom of the contact chamber and should significantly decrease the amount of these substances in our effluent.

DISCUSSION

A major reason we feel confident that our plant will be in compliance is all the funds expended during the last several years for plant improvements. We have upgraded the trunklines and siphons entering the plant. We constructed a second digester and upgraded one of our clarifiers. Unfortunately this has left us behind in the replacement of old sewer lines throughout town.

A significant problem we have is the high flows at the plant during rain events. We completed an inflow and infiltration study about a year ago that indicated that the inflow and infiltration was coming equally from all directions and would only be resolved by replacing leaky sewer mains and improving our storm drain system. We likely will not be able to keep up with our replacement work as needed with current budgets and will propose some changes in the FY2015 budget.

STATE OF UTAH

MUNICIPAL WASTEWATER PLANNING PROGRAM

SELF-ASSESSMENT REPORT

FOR

SPANISH FORK

2013

State of Utah
GARY R. HERBERT
Governor

SPENCER J. COX
Lieutenant Governor

Department of
Environmental Quality

Amanda Smith
Executive Director

DIVISION OF WATER QUALITY
Walter L. Baker, P.E.
Director

Mr. Dennis Sorensen
Spanish Fork
P.O. Box 358
Spanish Fork, Utah 84660

Subject: Municipal Wastewater Planning Program Annual Report for 2013

Dear Mr. Sorensen;

It's is that time of year again. The Annual Municipal Wastewater Planning Program Report is due March 1, 2014. As a reminder completing the MWPP meets the reporting requirements of the new Utah Sanitary Sewer Management Program. Additionally this survey allows The State of Utah to identify and solve potential problems before they become serious and costly. In order to do this, we need to know the current condition of your wastewater facilities.

There are three major benefits to returning these forms:

1. Meets the REQUIRED reporting under Utah Sanitary Sewer Management Program
2. Completing these forms give your community additional points on the Utah Wastewater Project Priority List/System. The Priority List is used to allocate funds under the wastewater grant and loan programs.
3. Operator(s) completing these forms will be given operational continuing educational units (CEUs) for each form returned.

If you need assistance on completing these forms, please email me at pkrauth@utah.gov,

Sincerely,

Paul Krauth, P.E.
Outreach Coordinator
Division of Water Quality

Resolution Number _____

MUNICIPAL WASTEWATER PLANNING PROGRAM RESOLUTION

RESOLVED that ***SPANISH FORK*** informs the Water Quality Board the following actions were taken by the ***CITY COUNCIL***

1. Reviewed the attached Municipal Wastewater Planning Program Report for 2013.

2. Have taken all appropriate actions necessary to maintain effluent requirements contained in the UPDES Permit (If Applicable).

Passed by a (majority) (unanimous) vote on _____
(date)

_____ _____

Mayor/Chairman Attest: Recorder/Clerk

Municipal Wastewater Planning Program (MWPP)
Financial Evaluation Section

Owner Name: *SPANISH FORK*

Name and Title of Contact Person:

Chris Thompson

Public Works Director

Phone: (801) 804-4556

E-mail: cthompson@spanishfork.org

PLEASE SUBMIT TO STATE BY: March 1, 2014

Mail to: MWPP - Department of Environmental Quality
c/o Paul Krauth, P.E.
Division of Water Quality
195 North 1950 West
P.O. Box 144870
Salt Lake City, Utah 84114-4870
Phone : (801) 536-4346

NOTE: This questionnaire has been compiled for your benefit by a state sponsored task force comprised of representatives of local government and service districts. It is designed to assist you in making an evaluation of your wastewater system and financial planning. Please answer questions as accurately as possible to give you the best evaluation of your facility. If you need assistance please call, Emily Cantŏn. Utah Division of Water Quality: (801) 536-4342.

I. Definitions: The following terms and definitions may help you complete the worksheets and questionnaire:

User Charge (UC) - A fee established for one or more class(es) of users of the wastewater treatment facilities that generate revenues to pay for costs of the system.

Operation and Maintenance Expense - Expenditures incurred for materials, labor, utilities, and other items necessary for managing and maintaining the facility to achieve or maintain the capacity and performance for which it was designed and constructed.

Repair and Replacement Cost - Expenditures incurred during the useful life of the treatment works for obtaining and installing equipment, accessories, and/or appurtenances necessary to maintain the existing capacity and the performance for which the facility was designed and constructed.

Capital Needs - Cost to construct, upgrade or improve the facility.

Capital Improvement Reserve Account - A reserve established to accumulate funds for construction and/or replacement of treatment facilities, collection lines or other capital improvement needs.

Reserve for Debt Service - A reserve for bond repayment as may be defined in accordance with terms of a bond indenture.

Current Debt Service - Interest and principal costs for debt payable this year.

Repair and Replacement Sinking Fund - A fund to accumulate funds for repairs and maintenance to fixed assets not normally included in operation expenses and for replacement costs (defined above).

Part I: OPERATION AND MAINTENANCE

Complete the following table:

Question	Points Earned	Total
Are revenues sufficient to cover operation, maintenance, and repair & replacement (OM&R) costs ***at this time***?	(YES) = 0 points NO = 25 points	0
Are the projected revenues sufficient to cover operation, maintenance, and repair & replacement (OM&R) costs for the ***next five years***?	(YES) = 0 points NO = 25 points	0
Does the facility have sufficient staff to ensure proper O&M?	(YES) = 0 points NO = 25 points	0
Has a dedicated sinking fund been established to provide for repair & replacement costs?	(YES) = 0 points NO = 25 points	0
Is the repair & replacement sinking fund adequate to meet anticipated needs?	(YES) = 0 points NO = 25 points	0
	TOTAL PART I =	0

Part II: CAPITAL IMPROVEMENTS

Complete the following table:

Question	Points Earned	Total
Are present revenues collected sufficient to cover all costs and provide funding for capital improvements?	(YES) = 0 points NO = 25 points	0
Are projected funding sources sufficient to cover all projected capital improvement costs for the ***next five years***?	YES = 0 points (NO) = 25 points	25
Are projected funding sources sufficient to cover all projected capital improvement costs for the ***next ten years***?	YES = 0 points (NO) = 25 points	25
Are projected funding sources sufficient to cover all projected capital improvement costs for the ***next twenty years***?	YES = 0 points (NO) = 25 points	25
Has a dedicated sinking fund been established to provide for future capital improvements?	(YES) = 0 points NO = 25 points	0
	TOTAL PART II =	75

Part III: GENERAL QUESTIONS

Complete the following table:

Question	Points Earned	Total
Is the wastewater treatment fund a separate enterprise fund/account or district?	YES = 0 points NO = 25 points	0
Are you collecting ***95%*** or more of your sewer billings?	YES = 0 points NO = 25 points	0
Is there a review, at least annually, of user fees?	YES = 0 points NO = 25 points	0
Are bond reserve requirements being met if applicable?	YES = 0 points NO = 25 points	0
	TOTAL PART III =	0

Part IV: PROJECTED NEEDS

Estimate as best you can the following:

Cost of projected capital improvements (in thousands)	2014	2015	2016	2017	2018
	1,000,000	1,150,000	1,150,000	1,150,000	1,150,000

Point Summation

Fill in the values from Parts I through III in the blanks provided in column 1. Add the numbers to determine the MWPP point total that reflects your present financial position for meeting your wastewater needs.

Part	Points
I	0
II	75
III	0
Total	75

Municipal Wastewater Planning Program (MWPP)
Mechanical Plant Section

Owner Name: *SPANISH FORK*

Name and Title of Contact Person:

Dennis R Sorensen
Waste Water Treatment Plant Manager

Phone: 801 804 4466

E-mail: dsorensen@spanishfork.org

PLEASE SUBMIT TO STATE BY: March 1, 2014

Mail to: MWPP - Department of Environmental Quality
c/o Paul Krauth, P.E.
Division of Water Quality
195 North 1950 West
P.O. Box 144870
Salt Lake City, Utah 84114-4870
Phone : (801) 536-4346

Form completed by

Dennis R Sorensen

Part I: INFLUENT INFORMATION

A. Please update (if needed) the average <u>design</u> flow and average <u>design</u> BOD_5 and TSS loading for your facility.

	Average Design Flow (MGD)	Average Design BOD_5 Loading (lbs/day)	Average Design TSS Loading (lbs/day)
Design Criteria	6 MGD	9007	9007
90% of the Design Criteria	5.4	8106.	8106

B. Please list the average monthly flows in millions of gallons per day (MGD) and BOD_5 and TSS loadings in milligrams per liter (mg/L) ***received*** at your facility during 2013. (Calculate the BOD_5 and TSS loadings in pounds per day (lbs/day).

Month	(1) Average Monthly Flow (MGD)	(2) Average Monthly BOD_5 Concentration (mg/L)	(3) Average BOD_5 Loading (lbs/day) 1	(4) Average Monthly TSS Concentration (mg/L)	(5) Average TSS Loading (lbs/day) 2
January	4.1	208	7112	209	7147
February	4.6	181	6944	181	7404
March	4.3	207	7423	249	8920
April	4.3	201	7208	224	8033
May	4.7	173	6781	228	8937
June	4.6	198	7596	209	8018
July	4.6	179	6867	209	8018
August	4.6	247	9476	313	12007
September	4.7	190	7448	221	8663
October	3.9	193	6278	222	7221
November	4.3	211	7567	248	8894
December	3.4	181	5132	175	4962
Average	4.3	197	7153	225	8186

1 BOD_5 Loading (3) = Average Monthly Flow (1) x Average Monthly BOD_5 Concentration (2) x 8.34
2 TSS Loading (5) = Average Monthly Flow (1) x Average Monthly TSS Concentration (4) x 8.34

C. Refer to the information in A & B to determine a point value for your facility. Please enter the points for each question in the blank provided.

Question	Number	Points Earned	Total Points
How many times did the average monthly flow (Part B., Column 1) to the wastewater facility exceed 90% of design flow?	0	0 = 0 points 1 - 2 = 10 points 3 - 4 = 20 points 5 or more = 30 points	0
How many times did the average monthly flow (Part B., Column 1) to the wastewater facility exceed the design flow?	0	0 = 0 points 1 - 2 = 20 points 3 - 4 = 40 points 5 or more = 60 points	0
How many times did the average monthly BOD_5 loading (Part B., Column 3) to the wastewater facility exceed 90% of the design loading?	1	0-1 = 0 points 1 - 2 = 10 points 3 - 4 = 20 points 5 or more = 30 points	10
How many times did the average monthly BOD_5 loading (Part B., Column 3) to the wastewater facility exceed the design loading?	1	0 = 0 points 1 - 2 = 20 points 3 - 5 = 40 points 5 or more = 60 points	20
		TOTAL PART I =	30

Part II: EFFLUENT INFORMATION

A. Please list the average monthly BOD_5, TSS, Ammonia (NH_3), monthly maximum Cl_2, minimum monthly DO, and 30-day geometric averages for Fecal and Total Coliform,or E-Coli produced by your facility during 2013.

Month	(1) BOD_5 (mg/L)	(2) TSS (mg/L)	(3) Fecal Coliform (#/100 mL)	(4) Total Coliform (#/100 mL)	(5) E-Coli	(6) Cl_2 (mg/L)	(7) DO (mg/L)	(8) NH_3 (mg/L)
	Whole Numbers Only					One Decimal Place Only		
January	7	8			13	1.6	5	10
February	9	11			17	1.9	5	12.1
March	12	10			13	1.9	5	11.5
April	10	9			2	1.9	4.5	10.9
May	9	5			4	1.6	4	12.1
June	12	6			1	1.9	4	12.9
July	8	8			5	1.3	4	20.7 *
August	7	6			3	1.6	4	7.5
September	9	10			6	1.5	4	13.5
October	9	10			9	1.4	4	12
November	7	8			5	1.9	4.5	14.1
December	9	6			2	1.9	4	19.2 *
Average	9	8.1			5	1.8	4.4	13.1

B. Please list the monthly average permit limits for the facility in the blanks below.

	BOD_5 ($CBOD_5$) (mg/L)	maximum Cl_2 (mg/L)	NH_3 (mg/L)	minimum DO (mg/L)
Monthly Permit Limit	25	2	18	4
80% of the Permit Limit	20	1.6	14.4	3.2

Part II: EFFLUENT INFORMATION (cont.)

C. Refer to the information in A & B and your operating reports to determine a point values for your facility.

Question	Number	Points Earned	Total Points
How many months did the effluent BOD_5 ($CBOD_5$) exceed 80% of monthly permit limit?	0	0 -1 = 0 points 2 = 5 points 3 = 10 points 4 = 15 points 5 or more = 20 points	0
How many months did the effluent BOD_5 ($CBOD_5$) exceed the monthly permit limits?	0	0 = 0 points 1 - 2 = 10 points 3 or more = 20 points	0
How many months did the effluent TSS exceed 20 mg/L?	0	0 -1 = 0 points 2 = 5 points 3 = 10 points 4 = 15 points 5 or more = 20 points	0
How many months did the effluent TSS exceed 25 mg/L?	0	0 = 0 points 1 - 2 = 10 points 3 or more = 20 points	0
How many times did the Cl_2 exceed permit limit?	0	0 = 0 points 1 - 2 = 15 points 3 or more = 30 points	0
How many times did the NH_3 exceed permit limits?	2	0 = 0 points 1 - 2 = 15 points 3 or more = 30 points	15
How many times did the DO not meet permit limit?	0	0 = 0 points 1 - 2 = 15 points 3 or more = 30 points	0
How many months did the 30-day fecal coliform exceed 200 #/100 mL?	0	0 = 0 points 1 - 2 = 10 points 3 or more = 20 points	N/A
How many months did the 30-day total coliform exceed 2,000 #/100 mL?	0	0 = 0 points 1 - 2 = 10 points 3 or more = 20 points	N/A
How many months did the 30-day E-coli exceed 126 #/100 mL?	0	0 = 0 points 1 - 2 = 20 points 3 or more = 40 points	0
		TOTAL PART II =	15

Part III: FACILITY AGE

In what year were the following process units constructed or underwent a major upgrade? To determine a point score subtract the construction or upgrade year from 2013.

Points = Age = Present Year - Construction or Upgrade Year.

Enter the calculated age below.

If the point total exceeds 20 points, enter only 20 points.

Unit Process	Current Year	Construction or Last Upgrade Year	Age = Points
Headworks	2013	2001	12
Primary Treatment	2013	2008	5
Secondary Treatment	2013	2008	5
Solids Handling	2013	2009	3
Disinfection	2013	1998	14
		TOTAL PART III (not greater than 20) =	20

Part IV: BYPASSES

Please complete the following table:

Question	Number	Points Earned	Total Points
How many days in the past year was there a bypass or overflow of untreated wastewater due to high flows?		0 = 0 points 1 = 5 points 2 = 10 points 3 = 15 points 4 = 20 points 5 or more = 25 points	0
How many days in the last year was there a bypass or overflow of untreated wastewater due to equipment failure?		0 = 0 points 1 = 5 points 2 = 10 points 3 = 15 points 4 = 20 points 5 or more = 25 points	0
		TOTAL PART IV =	0

Part V: SOLIDS HANDLING

A. Please complete the following table:

Current Disposal Method (check all that apply)	Points Earned	Total Points
Landfill	Class B = 0 points < Class B = 50 points	0
Land Application	Site Life 0 - 5 years = 20 points 5 - 10 years = 10 points 10+ years = 0 points	0
Give Away/Distribution and Marketing	Class A = 10 points Class B = 20 points	N/A
	TOTAL PART V =	0

Part VI: NEW DEVELOPMENT

A. Please complete the following table:

Question	Points Earned	Total Points
Has an industry (or other development) moved into the community or expanded production in the past two years, such that either flow or wastewater loadings to the sewerage system were significantly increased (10 - 20%)?	No = 0 points Yes = 10 points	0
Are there any major new developments (industrial, commercial, or residential) anticipated in the next 2- 3 years, such that either flow or BOD_5 loadings to the sewerage system could significantly increase (25%)?	No = 0 points Yes = 10 points	0
Have you experienced any upset due to septage haulers?	No = 0 points Yes = 10 points	0
	TOTAL PART VI =	0

Part VI: NEW DEVELOPMENT (cont.)

B. Approximate number of new residential sewer connections in the last year

174 new residential connections

C. Approximate number of new commercial/industrial connections in the last year

18 new commercial/industrial connections

D. Approximate number of new population serviced in the last year

1629 new people served

Part VII: OPERATOR CERTIFICATION

A. How many operators are currently employed by your facility?

3 operator(s) employed

B. What is/are the name(s) of your DRC operator(s)?

Dennis R Sorensen

Ben P Winn

C. You are required to have the treatment DRC operator(s) certified at GRADE III.

What is the current grade of the DRC operator(s)? IV

D. State of Utah Administrative Rules Require that all operators considered to be in DRC to be appropriately certified. List all the operators in your system by their certification class.

Not Certified	1
Treatment I	
Treatment II	
Treatment III	
Treatment IV	2

Part VII: OPERATOR CERTIFICATION (cont.)

E. Please complete the following table:

Question	Points Earned	Total Points
Is/are your DRC operator(s) currently certified at the appropriate grade for this facility? (see C)	Yes = 0 points No = 50 points	0
How many continuing education units has each of the DRC operator(s) completed over the last 3 years?	3 or more = 0 points less than 3 = 10 points	0
	TOTAL PART VII =	0

Part VIII: FACILITY MAINTENANCE

A. Please complete the following table:

Question	Points Earned	Total Points
Do you follow an annual preventative maintenance program?	Yes = 0 points No = 30 points	0
Is it written?	Yes = 0 points No = 20 points	0
Do you have a written emergency response plan?	Yes = 0 points No = 20 points	0
Do you have an updated operations and maintenance manual	Yes = 0 points No = 20 points	0
Do you have a written safety plan?	Yes = 0 points No = 20 points	0
	TOTAL PART VIII =	0

Part IX: SUBJECTIVE EVALUATION

This section should be completed with the facility operators.

A. Do you consider your wastewater facility to be in good physical and structural condition?

YES X NO _____

If NOT, why?

B. What improvements do you think the plant will need in the next 5 years?

UV disinfection, possibly nutrient removal

C. Where there any backups into basements at any point in the collection system in 2013.

YES 2 NO _____

Why? (do not include backups due to clogged laterals)

1. Piece of Concrete Found in Main Line
2. Roots grown into the Main Line.

D. Does the municipality/district pay for the continuing education expenses of operators?

ALWAYS Y SOMETIMES _____ NO _____

If so, what percentage do they pay?

approximately 100 %

E. Is there a written policy regarding continuing education and training for wastewater operators?

YES 0 NO X

F. Have you done any major repairs or mechanical equipment replacement in 2009? 13
(do not include construction or upgrade projects)

YES _____ NO X

G. What was the approximate cost for those repairs or replacements?

$ 1.8 M

H. Any additional comments? (Attach additional sheets if necessary.)

POINT SUMMATION

Fill in the values from Parts I through VIII in the blanks provided in column 1. Add the numbers to determine the MWPP point total that your wastewater facility has generated for the past twelve months.

Part	Points
I	30
II	15
III	20
IV	0
V	0
VI	0
VII	0
VIII	0
Total	65

Municipal Wastewater Planning Program (MWPP)
Collection System Section

Owner Name: SPANISH FORK

Name and Title of Contact Person:

James M. Chappel
Sewer Collection Manager

Phone: 801-921-9854

E-mail: jchappel@spanishfork.org

PLEASE SUBMIT TO STATE BY: March 1, 2014

Mail to: MWPP - Department of Environmental Quality
c/o Paul Krauth, P.E.
Division of Water Quality
195 North 1950 West
P.O. Box 144870
Salt Lake City, Utah 84114-4870
Phone : (801) 536-4346

Form completed by

James M. Chappel

Part I: SYSTEM AGE

A. What year was your collection system first constructed (approximately)?

Year 1935

B. What is the oldest part of your present system?

Oldest part 76 years

Part II: BYPASSES

A. Please complete the following table:

Question	Number	Points Earned	Total Points
How many days last year was there a bypass, overflow or basement flooding by untreated wastewater in the system due to rain or snowmelt?	0	0 times = 0 points 1 time = 5 points 2 times = 10 points 3 times = 15 points 4 times = 20 points 5 or more = 25 points	0
How many days last year was there a bypass, overflow or basement flooding by untreated wastewater due to equipment failure? (except plugged laterals)	2	0 times = 0 points 1 time = 5 points 2 times = 10 points 3 times = 15 points 4 times = 20 points 5 or more = 25 points	2 10
		TOTAL PART II =	10

B. The Utah Sewer Management Program defines sanitary sewer overflows into two classes:

Number of Class 1 SSOs in Calendar year 2013 0

Number of Class 2 SSOs in Calendar year 2013 2

Class 1- a Significant SSO means a SSO or backup that is not caused by a private lateral obstruction or problem that:

(a) effects more than five private structures;
(b) affects one or more public, commercial or industrial structure(s);
(c) may result in a public health risk to the general public;
(d) has a spill volume that exceeds 5,000 gallons, excluding those in single private structures; or
(e) discharges to Waters of the state.

Class 2 – a Non-Significant SSO means a SSO or backup that is not caused by a private lateral obstruction or problem that does not meet the Class 1 SSO criteria.

Part II: BYPASSES (cont.)

C. Please specify whether the bypass(es) was caused a contract or tributary communities, etc.

N/A

Part III: NEW DEVELOPMENT

A. Please complete the following table:

Question	Points Earned	Total Points
Has an industry (or other development) moved into the community or expanded production in the past two years, such that either flow or wastewater loadings to the sewerage system were significantly increased (10 - 20%)?	No = 0 points Yes = 10 points	NO Ø
Are there any major new developments (industrial, commercial, or residential) anticipated in the next 2- 3 years, such that either flow or BOD_5 loadings to the sewerage system could significantly increase (25%)?	No = 0 points Yes = 10 points	NO Ø
	TOTAL PART III =	Ø

B. Approximate number of new residential sewer connections in the last year

174 new residential connections

C. Approximate number of new commercial/industrial connections in the last year

18 new commercial/industrial connections

D. Approximate number of new population serviced in the last year

1,629 new people served

Part IV: OPERATOR CERTIFICATION

A. How many collection system operators are currently employed by your facility?

8 collection system operators employed

B. What is/are the name(s) of your DRC operator(s)?

Chris Thompson / James M. Chappel
Ed Roberts
Don Stoneman

C. You are required to have the collection DRC operator(s) certified at ***Grade III***

What is the current grade of the DRC operator(s)? III

D. State of Utah Administrative Rules require all operators considered to be in DRC to be appropriately certified. List all the operators in your system by their certification class.

Not Certified	1
Small Lagoons	
Collection I	1
Collection II	1
Collection III	5
Collection IV	1

E. Please complete the following table:

Question	Points Earned	Total Points
Is/are your DRC operator(s) currently certified at the appropriate grade for this facility? (see C)	Yes = 0 points No = 50 points	Yes 0
How many continuing education units has each of the DRC operator(s) completed over the last 3 years?	3 or more = 0 points less than 3 = 10 points	0
	TOTAL PART IV =	0

Part V: FACILITY MAINTENANCE

A. Please complete the following table:

Question	Points Earned	Total Points
Do you follow an annual preventative maintenance program?	Yes = 0 points No = 30 points	yes 0
Is it written?	Yes = 0 points No = 20 points	yes 0
Do you have a written emergency response plan?	Yes = 0 points No = 20 points	yes 0
Do you have an updated operations and maintenance manual	Yes = 0 points No = 20 points	yes 0
Do you have a written safety plan?	Yes = 0 points No = 20 points	yes 0
	TOTAL PART V =	0

Part VI: SUBJECTIVE EVALUATION

This section should be with the system operators.

A. Has your system completed it's the Utah Sewer Management Program.

Yes ✓ NO _____

B. Describe the physical condition of the sewer collection system: (lift stations, etc. included)

Lift Stations are in good condition with a regular maintenance program. All Sewer lines are cleaned as per our Maintenance Plan. All in All our system is in good shape.

C. What sewerage system improvements does the community have under consideration for the next 10 years?

We have a 10 year Replacement plan and will continue to replace old with new as funds are avaible. We will Slip line many Area's as well. We are continuing to work on I & I problems.

D. Explain what problems, other than plugging have you experienced over the last year

We have had no problems with the collection system. We have replaced two pumping motors in one of our lift Stations.

E. Is your community presently involved in formal planning for system expansion/upgrading? If so explain.

Our 10 year plan has many upgrades and line replacements, there is also talk of a new regional waste water treatment plant in the future.

F. Has your system completed it's *System Evaluation and Capacity Assurance Plan* As defined by the Utah Sewer Management Program.

Yes ✓ NO _____

G. Does the municipality/district pay for the continuing education expenses of operators?

ALWAYS ✓ SOMETIMES _____ NO _____

If they do, what percentage is paid?

approximately 100 %

H. Is there a written policy regarding continuing education and training for wastewater operators?

YES _____ NO ✓

We follow State guidelines

Part VI: SUBJECTIVE EVALUATION (cont.)

l. Any additional comments? (Attach additional sheets if necessary.)

POINT SUMMATION

Fill in the values from Parts II through V in the blanks provided in column 1. Add the numbers to determine the MWPP point total that your wastewater facility has generated for the past twelve months.

Part	Points
II	10
III	0
IV	0
V	0
Total	10

RESOLUTION No. 14-03

ROLL CALL

VOTING	YES	NO
STEVE LEIFSON Mayor *(votes only in case of tie)*		
ROD DART *Council member*		
RICHARD M. DAVIS *Council member*		
BRANDON B. GORDON *Council member*		
MIKE MENDENHALL *Council member*		
KEIR A. SCOUBES *Council member*		

I MOVE this resolution be adopted:
I SECOND the foregoing motion:

RESOLUTION No. 14-03

A RESOLUTION APPROVING THE MUNICIPAL WASTEWATER PLANNING PROGRAM

RESOLVED that Spanish Fork City informs the Water Quality Board the following actions were taken by the City Council:

1. Reviewed the attached Municipal Wastewater Planning Program Report for 2013.

2. Have taken all appropriate actions necessary to maintain effluent requirements contained in the UPDES Permit (If Applicable).

DATED this 4th day of February, 2014.

_____
STEVE LEIFSON, Mayor

_____
KENT R. CLARK, Recorder

Memo

To: Mayor and City Council

From: Chris Thompson P.E., Public Works Director/City Engineer

Date: January 30, 2014

Re: Southern Utah Valley Electric Service and Spanish Fork City Joint Use Contract

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Staff Report

RECOMMENDED ACTION

I recommend approval of the Southern Utah Valley Electric Service (SESD) and Spanish Fork City Joint Use Contract.

BACKGROUND

The city has budgeted to construct a west distribution line that will connect the extra capacity in the Industrial Substation to the Leland Area. This is a key project in our work to create redundancy in the electrical system.

DISCUSSION

This contract will share the pole line running along 1050 West (County) west of the city. The city will replace the poles with taller poles and share in the maintenance cost of them with SESD.

Attached: contract

SOUTHERN UTAH VALLEY ELECTRIC SERVICE AND SPANISH FORK CITY JOINT USE CONTRACT

COMES NOW Spanish Fork City (City) and Southern Utah Valley Electric Service District (SESD) and hereby contract, covenant, and agree as follows:

WITNESSITH

WHEREAS, SESD is a public power entity which provides electricity to residents in Utah County; and

WHEREAS, SESD maintains rights-of-ways, poles, and wire through the use of twenty-eight (28) poles located along 1050 East, Utah County from 6800 South to 5950 South; and

WHEREAS, City is a public power entity which provides electricity to its residents; and

WHEREAS, City also owns and maintains rights-of-ways, poles, and wires;

NOW THEREFORE, the parties hereto contract, covenant, and agree as follows:

1. SESD and City agree to attach equipment, including, electric lines, transformers, fiberoptic cable, or other equipment used in the electric transmission or distribution industry to those poles described above.
2. SESD and City agree that the twenty-eight (28) poles will be jointly and equally owned, operated and maintained.
3. Prior to attaching to the poles described above, SESD and the City shall provide the other party written notice identifying the equipment sought to be attached to the poles, the time when the attachment is desired, and any other pertinent information.
4. SESD and City agree to work together when either party is attaching to the poles and during the construction of the line to ensure the SESD lines stay energized with electricity.

5. All attachments shall comply with the National Electric Safety Code and all other safety standards implemented by either party.

6. SESD and the City shall place their attachments in accordance with the criteria established in the preceding paragraph, shall do any tree trimming or cutting incidental to the attachment, place guy wires to sustain unbalanced loads due to its equipment and shall perform such work promptly and in such a manner as to not interfere with the service of the other party.

7. The parties as owners of the jointly used poles shall maintain the poles in a safe and serviceable condition in accordance with its safety specifications, and shall replace, reinforce, or repair said poles as they may become defective.

8. Whenever it is necessary to replace or relocate a jointly used pole, the parties agree that they shall give notice of the proposed replacement or relocation prior to making the change thereof to the other party whose equipment is attached thereto, specifying the time that such proposed replacement or relocation will take place and giving the other party of the jointly used attached equipment the opportunity to participate in the relocation of its own equipment.

9. Each party shall maintain all of its attachments on jointly used poles in accordance with the specifications maintained by each, shall keep them clear of trees, in safe condition and in thorough repair.

10. In the event that a pole larger than normal, where the extra height or strength is due either in whole or in part to the requirements of either party, including clearance requirements, the party requiring such pole shall be required to pay the costs in excess of those of a normal pole. A normal pole is defined as a 40 foot classified wood pole as identified by the American Standards Association specifications.

11. Each party shall place, maintain, rearrange, transfer, or remove its own attachments at its own expense.

12. If in specific situations, the division of costs of joint poles in accordance with provisions of this contract will result in inequities or otherwise make joint use unattractive to one of the parties, even though such joint use may be desirable or economical from the overall standpoint, nothing herein shall preclude the establishment of other arrangements for the division of costs of joint poles in such situations when approved in writing by designated representatives of each of the parties hereto.

13. When either party desires to change the voltage or character of its attachments on jointly used poles, such party shall give 60 days written notice to the other party of such contemplated change. The party shall then cooperate in determining conditions under which joint use may be continued on a mutually satisfactory basis, or the most practical and economical method of providing for separate lines. In the event of a separation of lines, the party whose equipment is to be removed from the joint pole shall promptly carry out the necessary work.

14. There shall be no charge for the joint use of the poles under this agreement.

15. The parties agree that when an outage occurs or any emergency arises on the joint use poles technicians from both parties will work together to restore the power or resolve the emergency.

16. Whenever any liability is incurred by either or both of the parties hereto for damages for injuries to the employees or for injury to the property of either party,

or for injuries to other persons or their property, arising out of the joint use of poles under this agreement, or due to the proximity of the wires and fixtures of the parties hereto attached to the jointly used poles covered by this agreement, the liability for such damages, as between the parties hereto, shall be as follows:

A. Each party shall be liable for all damages for such injuries to persons or property caused solely by its negligence or solely by its failure to comply at any time with the specifications herein provided.

B. Each party shall be liable for all damages for such injuries to its own employees or its own property as are caused by the concurrent negligence of both parties hereto or that are due to causes that cannot be traced to the sole negligence of the other party.

C. In the case of such damages for such injuries to such persons other than employees of either party, and/or damages for such injuries to property not belonging to either party that are caused by the concurrent negligence of both parties hereto, or that are due to causes which cannot be traced to the sole negligence of one party, each party shall be liable for 50% of said damages.

D. Where, on account of injuries of the character described in the preceding paragraphs, either party hereto shall make payments to injured employees or to their relatives or representatives in conformity with the provision of any workers compensation act or any act creating liability to the employer to pay compensation for personal injury to an employee by accident arising out of and in the course of the employment, whether based upon

negligence on the part of the employer or not, or any plan for employee disability benefits or death benefits now established or hereafter adopted by the parties hereto or either of them, such payment shall be construed to be damages within the terms of the preceding paragraphs and shall be paid by the parties hereto accordingly.

E. All claims or damage arising hereunder that are asserted against or affect both parties hereto shall be dealt with by the parties hereto jointly.

17. Either party may terminate this agreement by giving 180 days written notice to the other.

18. If either party shall default in any of its obligations under this contract and such default continues 30 days after written notice, the party not in default may suspend the rights of the party in default and so far as concerns of granting a further joint use. If such default continues for a period of 180 days after such suspension, the party not in default may forthwith terminate this agreement.

19. If either party shall make default in the performance of any work which it is obligated to do under this contract at its sole expense, the other party may elect to do such work after 30 days written notice, and the party in default shall reimburse the other party for the costs thereof. Payment shall be due within 30 days of presentation of the bill therefore, and if not timely paid, shall constitute a default under the terms of the agreement.

20. This agreement is specific to the parties hereto and my not be assigned. However, successors in interest are bound by the terms of this agreement.

21. The failure to either party to enforce or insist upon compliance with any of the

terms or conditions of this agreement shall not constitute a waiver or relinquishment of any such terms or conditions and the same shall remain, at all times, in full force and effect.

22. This document represents the entire agreement between the parties as it relates to the joint use of poles. Any prior agreement, understandings, or negotiations are merged herein and superceded hereby.

23. This document may be modified only by a written agreement signed by each of the parties hereto.

24. In the event of a default where the non-defaulting party has incurred attorneys fees or expert witness fees, the party in default shall be liable for those fees and expenses.

DATED this_____day of January, 2014.

SPANISH FORK CITY by:

_____
STEVE LEIFSON, Mayor

ATTEST:

_____
KENT R. CLARK, Recorder

SOUTHERN UTAH VALLEY ELECTRIC SERVICE DISTRICT by:

_____
, Chairman

ATTEST:

_____
, Secretary

ZONING MAP AMENDMENT

REPORT TO THE CITY COUNCIL
CERNA ZONE CHANGE

Agenda Date: February 4, 2013.

Staff Contacts: Dave Anderson, Community Development Director.

Reviewed By: The Development Review Committee, Planning Commission.

Request: The applicant has proposed to have the zoning of a .2-acre parcel that is located behind the applicant's home changed from R-1-6 to C-2. The applicant is requesting this change so as to permit the reconstruction of an abandoned Billboard on the parcel.

Zoning: R-1- existing, C-2 requested.

General Plan: Medium Density Residential.

Project Size: .2 acres.

Number of lots: Not applicable.

Location: 689 North Lynnbrook Drive.

Background Discussion

This item was continued from the Council's October 15, 2013 meeting.

An abandoned Billboard exists on a parcel that is located behind a parcel that Andres Cerna's home is located on. The Cernas would like to be able to demolish an existing Billboard that has been abandoned and construct a new one on in its place. However, the current zoning does not permit new Billboards and as the existing structure has not been used for several years the City cannot find that there is a vested right to recommence its use.

The City is interested in this application as staff hopes that an agreement can be reached that would result in the elimination of two Billboards on State Road 51. In exchange for eliminating those two Billboards, their owner, Reagan Outdoor Advertising, will require that a new Billboard be permitted. As staff has investigated various locations that might be suitable, or most acceptable, for a Billboard, we have found that the Cerna's property is perhaps the best candidate.

Development Review Committee

The Development Review Committee reviewed this request in their September 18, 2013 meeting and recommended that it be approved. Draft minutes from that meeting read as follows:

Cerna
Applicant: Andres Cerna
General Plan: Medium Density Residential
Zoning: R-1-6
Location: 689 North Lynnbrook Drive

Mr. Anderson explained the Zone Change was to change the zone from R-1-6 to Commercial 2.

Mr. Baker said that there is a Billboard structure on the property and by changing the zoning it will allow for a Billboard on this parcel.

Mr. Anderson explained that there was not a whole lot that the applicant could do with the property being zoned commercially.

Mrs. Cerna said that she would like to put storage units or RV storage.

Mr. Baker explained that the parcel lacked the frontage to permit the applicant to do very much with the parcel.

Mrs. Cerna said that she would use her driveway to access the parcel.

Mr. Anderson explained that the applicant would not be able to use their driveway to access the commercial piece for a non-residential use. He said that the only thing that they would be able to do with the Zone Change that they cannot do now, is have the Billboard. He explained that the Cerna's could still use the property for their own private use if they wanted to store their things but for any non-private or commercial use, where the access is limited, their options are very limited. The exception would be if the parcel was included with the adjacent commercial property and was accessed via Miller's. He further explained that the Zone Change is to accommodate a Billboard. There is a Billboard structure on the property today.

Mr. Baker **moved** to **approve** the Cerna property from R-1-6 to C-2 with the finding that the property is adjacent to another C-2 zone. Mr. Oyler **seconded** and the motion **passed** all in favor.

Planning Commission

The Planning Commission reviewed this request in their October 2, 2013 meeting and recommended that it be approved. Draft minutes from that meeting read as follows:

Cerna

Applicant: Andres Cerna
General Plan: High Density Residential
Zoning: R-1-6
Location: 689 North Lynnbrook Drive

Mr. Anderson explained that the proposal was to permit the renewed use of a Billboard structure that is located on the property. Spanish Fork City has been approached by an advertising company that would like to relocate Billboards to other locations within the City. The City is working with this company to find the most suitable location in the City. Billboards are not allowed in residential zones, thus the proposal to change the property from a residential zone to a commercial zone. He explained the height of the Billboard would have to be higher than 50 feet and that State law does allow for Billboard companies to raise the height of Billboards in situations such as this. He told the Commission that this was a public hearing item.

Chairman Gonzales asked how the property could be changed to a commercial zone without access. He explained that he thought that commercial properties had to have a commercial access.

Mr. Anderson explained that it was within the City standards to allow what is proposed. Mr. Anderson also explained that the lack of access to the property prevents the property from being used for any commercial purpose aside from the Billboard.

Chairman Gonzales opened for public comment.

Mrs. Cerna strongly encouraged the Commission to approve the proposal.

Commissioner Gull **moved** to recommend **approval** of the Cerna Zone Change. Mr. Heap **seconded** and the motion **passed** all in favor.

Budgetary Impact

No budgetary impact is anticipated with this proposal.

Recommendation

Staff recommends that the proposed Zone Change be approved.


KMart
Expressway Ln
800 N
Cerna Zone
Change
From: R-1-6
To: C-2
Fresh
Market
SR 51
600 N
880 E
US 6

ORDINANCE NO. Z01-14

ROLL CALL

VOTING	YES	NO
STEVE LEIFSON Mayor *(votes only in case of tie)*		
ROD DART *Council member*		
RICHARD M. DAVIS *Council member*		
BRANDON B. GORDON *Council member*		
MIKE MENDENHALL *Council member*		
KEIR A. SCOUBES *Council member*		

I MOVE this ordinance be adopted:
I SECOND the foregoing motion:

ORDINANCE No. Z01-14

AN ORDINANCE CHANGING THE ZONING DESIGNATION AND AMENDING THE OFFICIAL ZONING MAP OF SPANISH FORK CITY FOR CERNA

WHEREAS, Cerna is located at approximately 689 East Lynnbrook Drive.

WHEREAS, it is desirable to change the zone of the hereinafter described property from R-1-6 to C-2; and

WHEREAS, the proposed zone change has been referred to the Planning Commission for consideration in accordance with law; and

WHEREAS, the Planning Commission held a public hearing on the 2nd day of October, 2013, wherein public comment was received; and

WHEREAS, the Planning Commission has recommended that the zone change be approved; and

WHEREAS, a public hearing was held before the Spanish Fork City Council on the 15th day of October, 2013, wherein public comment was received and conditions to the zoning considered;

NOW, THEREFORE, be it ordained by the City Council of Spanish Fork City as follows:

I.

That the property outlined in red on Exhibit A is hereby zoned C-2.

II.

This Ordinance shall become effective 20 days after passage and publication.

PASSED AND ORDERED PUBLISHED BY THE CITY COUNCIL OF SPANISH FORK, UTAH, this 4th day of February, 2014.

_____
Steve Leifson, Mayor

Attest:

_____
Kent R. Clark, City Recorder

Exhibit A


KMart
Expressway Ln
800 N
Cerna Zone Change
From: R-1-6
To: C-2
Fresh Market
600 N
880 E
US 6
SR 51
US-6
Expressway Ln
700 E
800 E
880 E
900 E
920 E
970 E
1000 E
1100 E
1120 E
1160 E
1210 E
1280 E
660 N
600 N
550 N
500 N
480 N
680 N
570 N
540 N
800 N
Black Horse Loop
Black Horse Dr
Lynnbrook Dr
SR-51

TO: Honorable Mayor, Esteemed City Council

FROM: Dave Anderson, Community and Economic Development Director

DATE: February 4, 2014

RE: Preliminary Plat Approval Extension for Meadow Creek Ridge Preliminary Plat

The Preliminary Plat for Meadow Creek Ridge was approved by the City Council on April 2, 2013. The applicant, Scenic Development, is requesting that the approval be extended for 6 months. They may not have a Final Plat recorded prior to April 2, 2014 which is when the Preliminary Plat approval will expire if the Council does not grant an extension. Should the Council grant the extension, the approval would be valid until October 2, 2014.

April 2, 2013 City Council Minutes:

> Zone Change for property located at approximately 1500 North State Road 51. The proposal would change the zoning from Rural Residential to R-1-6 on approximately 44 acres. Proposed Meadow Creek Preliminary Plat – This proposal would create 191 lots located on approximately 44 acres in the vicinity of 1500 North State Road 51.
>
> Dave Anderson said this proposal is located at approximately 1500 North State Road 51 and is on both sides of the road. The request is to change from Rural Residential to R-1-6. A road will be constructed in the future on the south of this development. If the City Council approves the zone change then the next item to discuss is the preliminary plat for this proposed subdivision.
>
> Staff, Development Review Committee and Planning Commission recommends approval of the zone change.
>
> Dave Anderson said that when this property was annexed years ago, there was an issue with a buyout of Springville power in the area. This issue would have to be resolved before the property is developed. Staff, Development Review Committee and Planning Commission recommends approval of the preliminary plat.
>
> Mayor Andersen welcomed any public comment.
>
> There was none.
>
> Councilman Gordon made a Motion to move out of Public Hearing

Councilman Scoubes Seconded and the motion Passed all in favor at 6:51 p.m. Councilman Scoubes asked if there are requirements or restrictions regarding wetlands, green space, or pollutants.

Dave Anderson said a while ago there was testing performed throughout the area.

Nothing was found and there are no park requirements in the development.

Lynn Rindlisbacher said they acquired the property from the Forbush family. Mr. Rindlisbacher has not had any environmental testing done because the property has been farmed for years and he did not have any concerns.

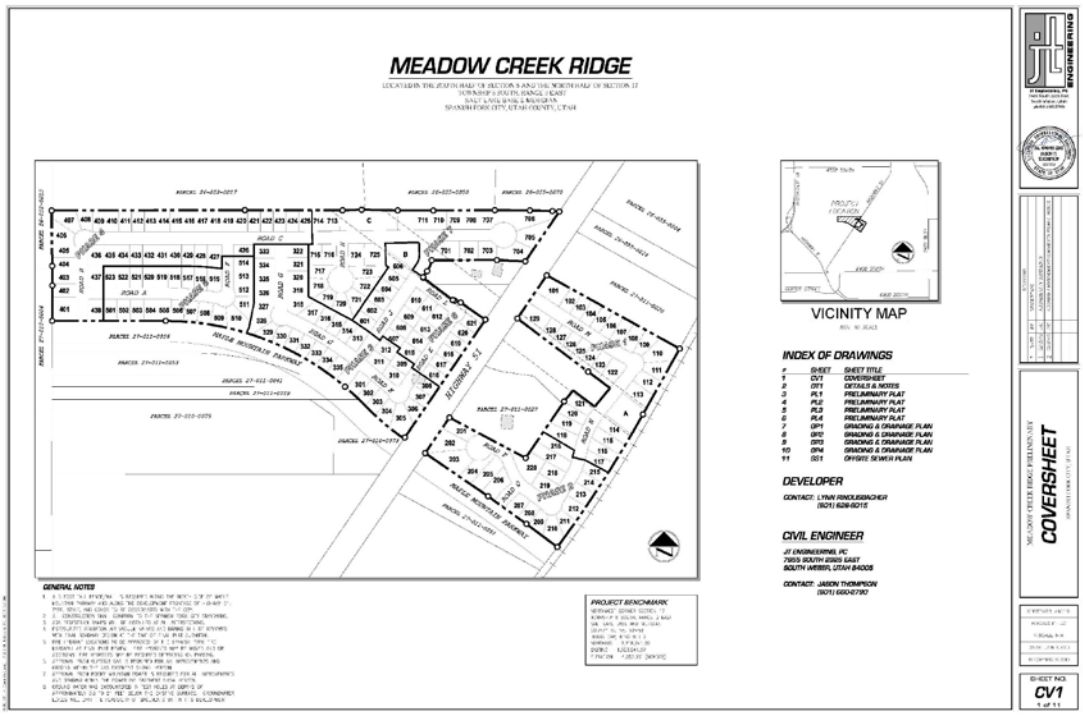
Councilman Gordon made a Motion to approve the Zone Change for property located at approximately 1500 North State Road 51, changing the zoning from Rural Residential to R-1-6 on approximately 44 acres.

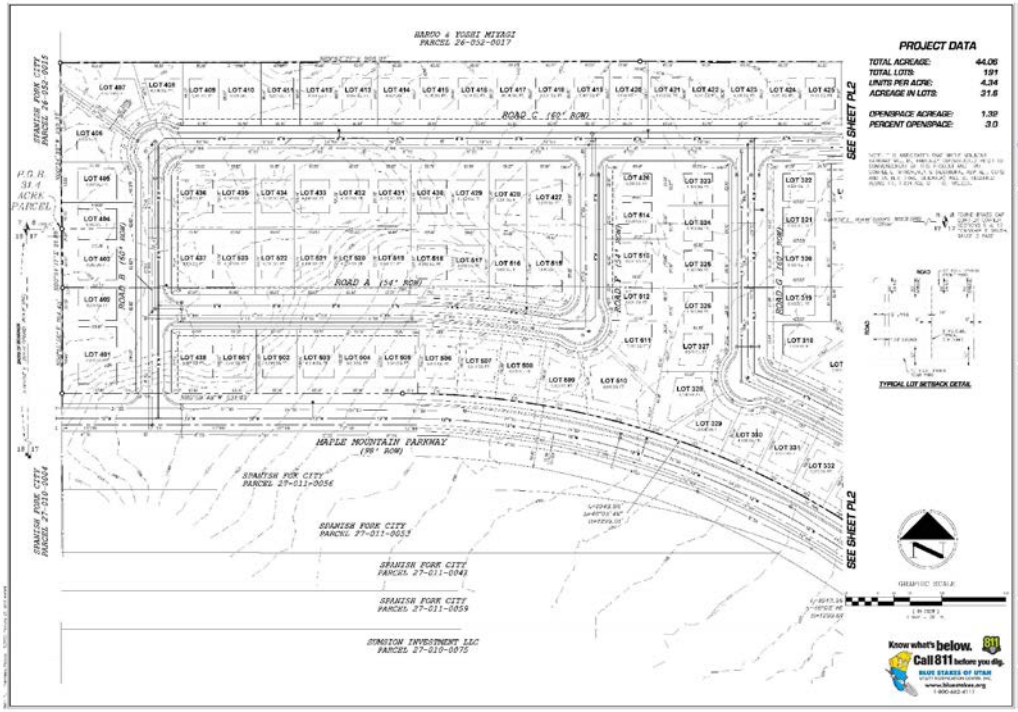
Councilman Dart Seconded and the motion Passed all in favor with a roll call vote. Mr. Rindlisbacher said he does not understand all of the Springville power issue, his attorney is going to meet with Mr. Baker. Mr. Rindlisbacher said regarding the offsite sewer geotechnical report that is still 1-2 weeks away.

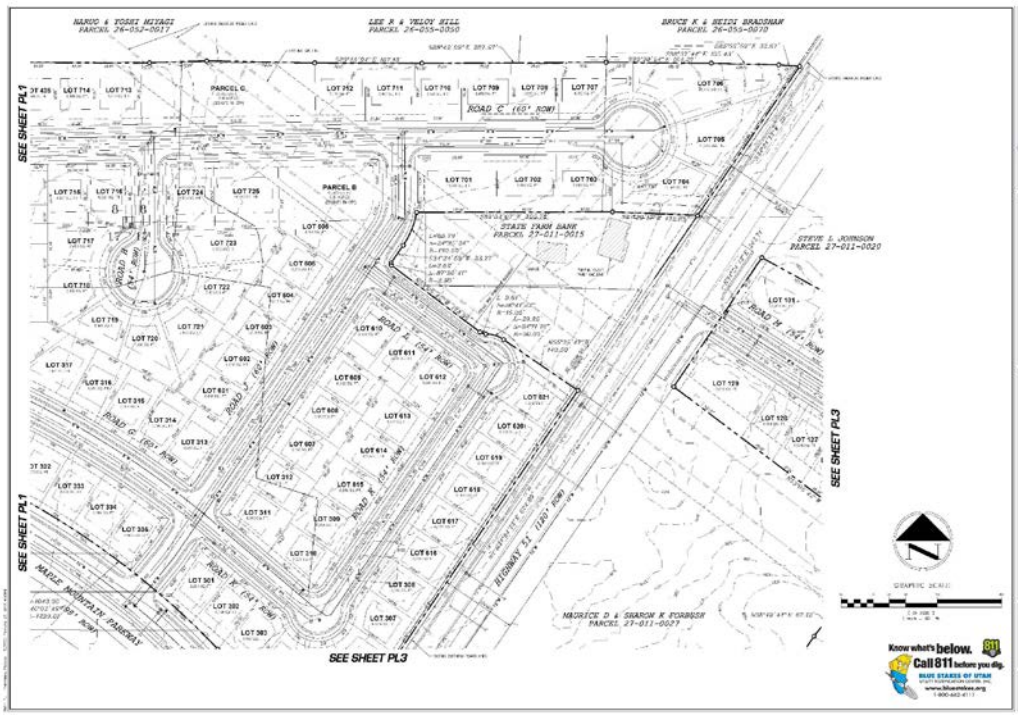
Councilman Dart made a Motion to approve the Proposed Meadow Creek Preliminary Plat that would create 191 lots located on approximately 44 acres in the vicinity of 1500 North State Road 51 with the condition that the Springville Power issue be resolved.

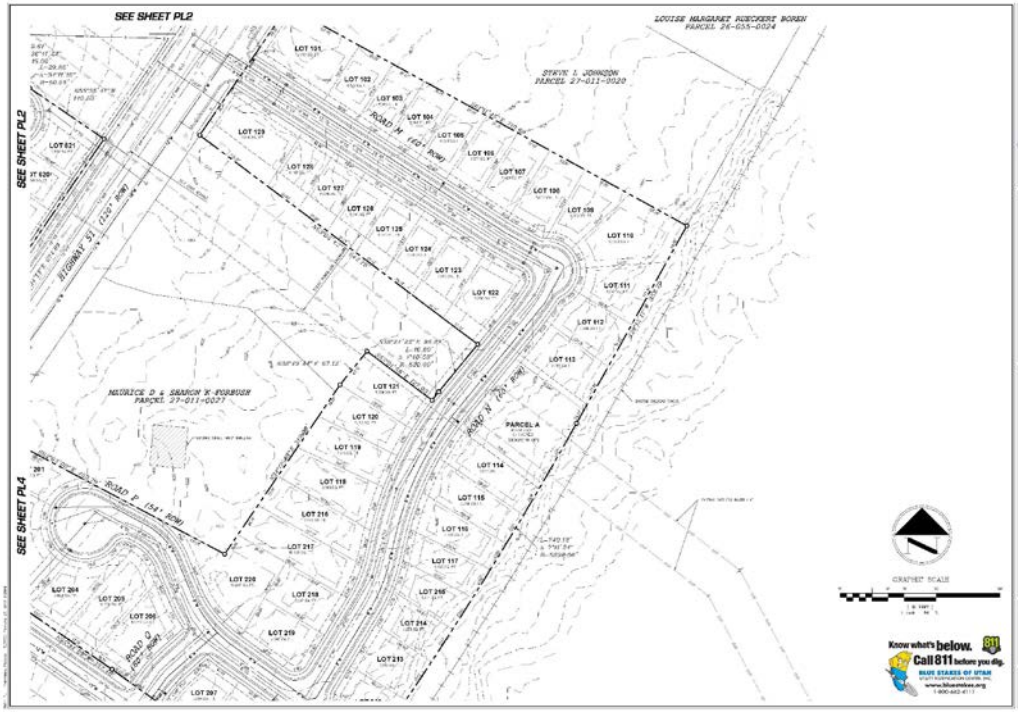
Councilman Leifson Seconded and the motion Passed all in favor with a roll call vote.

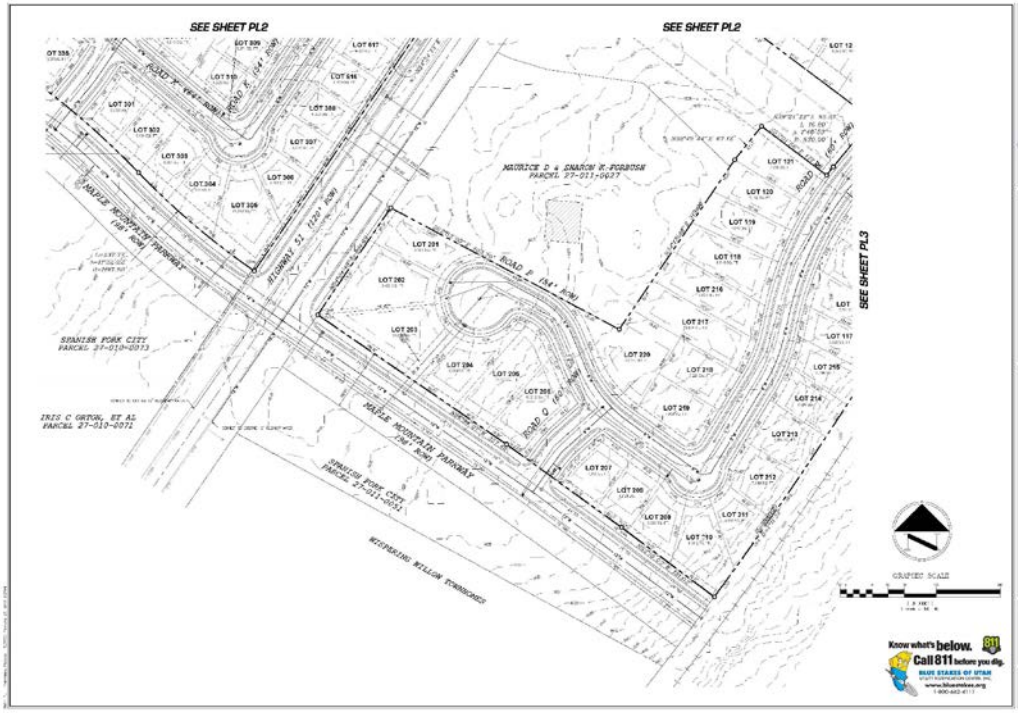
Plat Images:




HARUO & YOSHI MIYAGI
PARCEL 26-052-0017
SPANISH FORK CITY
PARCEL 27-010-0015
P.O.B.
31.4
ACRE
PARCEL
ROAD C (60' ROW)
ROAD A (54' ROW)
ROAD B (54' ROW)
ROAD D (54' ROW)
MAPLE MOUNTAIN PARKWAY
(95' ROW)
SPANISH FORK CITY
PARCEL 27-011-0056
SPANISH FORK CITY
PARCEL 27-011-0053
SPANISH FORK CITY
PARCEL 27-011-0044
SPANISH FORK CITY
PARCEL 27-011-0059
SUMMIT INVESTMENT LLC
PARCEL 27-010-0075
SEE SHEET PL2
SEE SHEET PL2
PROJECT DATA
TOTAL ACREAGE: 44.06
TOTAL LOTS: 191
UNITS PER ACRE: 4.34
ACREAGE IN LOTS: 31.8
OPENSPACE ACREAGE: 1.39
PERCENT OPENSPACE: 3.0
TYPICAL LOT SETBACK DETAIL
GRAPHIC SCALE
Know what's below.
Call 811 before you dig.
BLUE STAKES OF UTAH
www.bluestakes.org
1-800-662-4111
PRELIMINARY PLAT
SHEET NO.
PL1
3 of 11


HARUO & YOSHI MIYAGI
PARCEL 26-052-0017
LEE R & VELOY HILL
PARCEL 26-055-0050
BRUCE K & HEIDI BRADSHAW
PARCEL 26-055-0070
ROAD C (60' ROW)
PARCEL C
PARCEL B
STATE BANK
PARCEL 27-011-0015
STEVE L JOHNSON
PARCEL 27-012-0020
ROAD B (54' ROW)
ROAD E (54' ROW)
ROAD F (60' ROW)
ROAD G (60' ROW)
ROAD H (54' ROW)
ROAD K (54' ROW)
MAPLE MOUNTAIN PARKWAY
HIGHWAY 51 (120' ROW)
MAURICE D & SHARON K FORBUSH
PARCEL 27-011-0027
SEE SHEET PL1
SEE SHEET PL1
SEE SHEET PL3
SEE SHEET PL3
GRAPHIC SCALE
Know what's below.
Call 811 before you dig.
BLUE STAKES OF UTAH
www.bluestakes.org
1-800-662-4111
PRELIMINARY PLAT
SHEET NO.
PL2
4 of 11



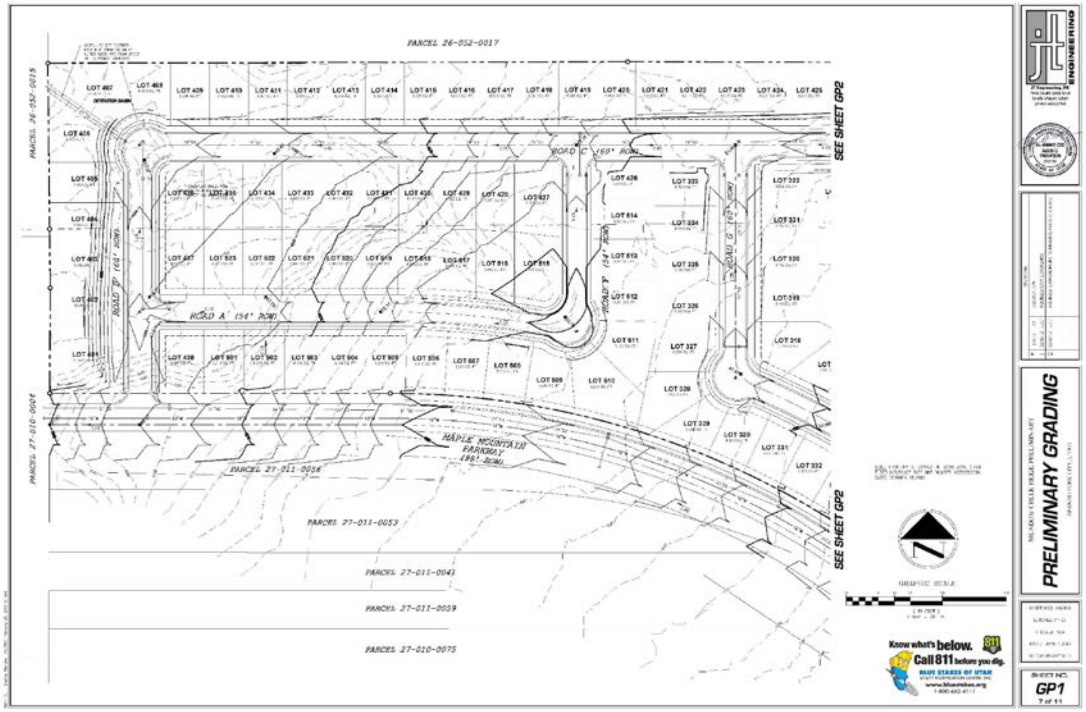


ENGINEERING

PRELIMINARY PLAT

SHEET NO.
PL3
5 of 11

SHEET NO.
PL4
5 of 11


PARCEL 26-052-0017
SEE SHEET GP2
ROAD C (60' ROW)
ROAD A (54' ROW)
MAPLE MOUNTAIN PARKWAY (99' ROW)
PARCEL 27-011-0053
PARCEL 27-011-0043
PARCEL 27-011-0059
PARCEL 27-010-0075
GRAPHIC SCALE
Know what's below. Call 811 before you dig.
BLUE STAKES OF UTAH
www.bluestakes.org
ENGINEERING
PRELIMINARY GRADING
SHEET NO.
GP1
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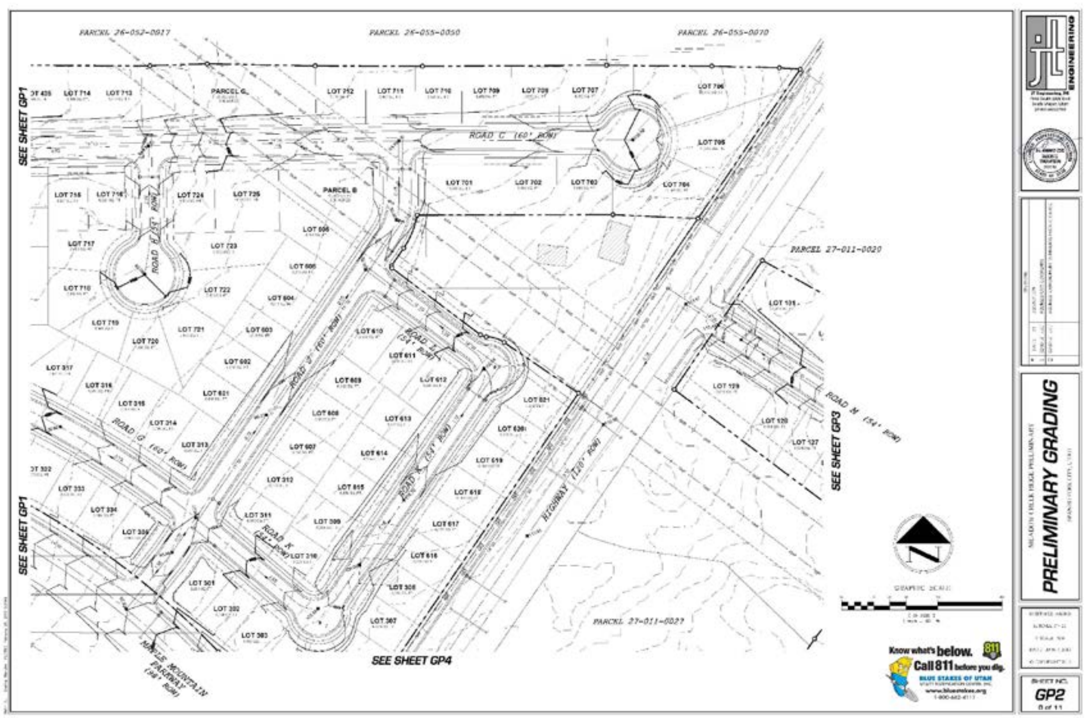
PARCEL 26-052-0017
PARCEL 26-055-0050
PARCEL 26-055-0070
SEE SHEET GP1
ROAD C (60' ROW)
PARCEL 27-011-0020
SEE SHEET GP3
ROAD M (54' ROW)
PARCEL 27-011-0027
SEE SHEET GP4
MAPLE MOUNTAIN PARKWAY (99' ROW)
GRAPHIC SCALE
Know what's below. Call 811 before you dig.
BLUE STAKES OF UTAH
www.bluestakes.org
ENGINEERING
PRELIMINARY GRADING
SHEET NO.
GP2
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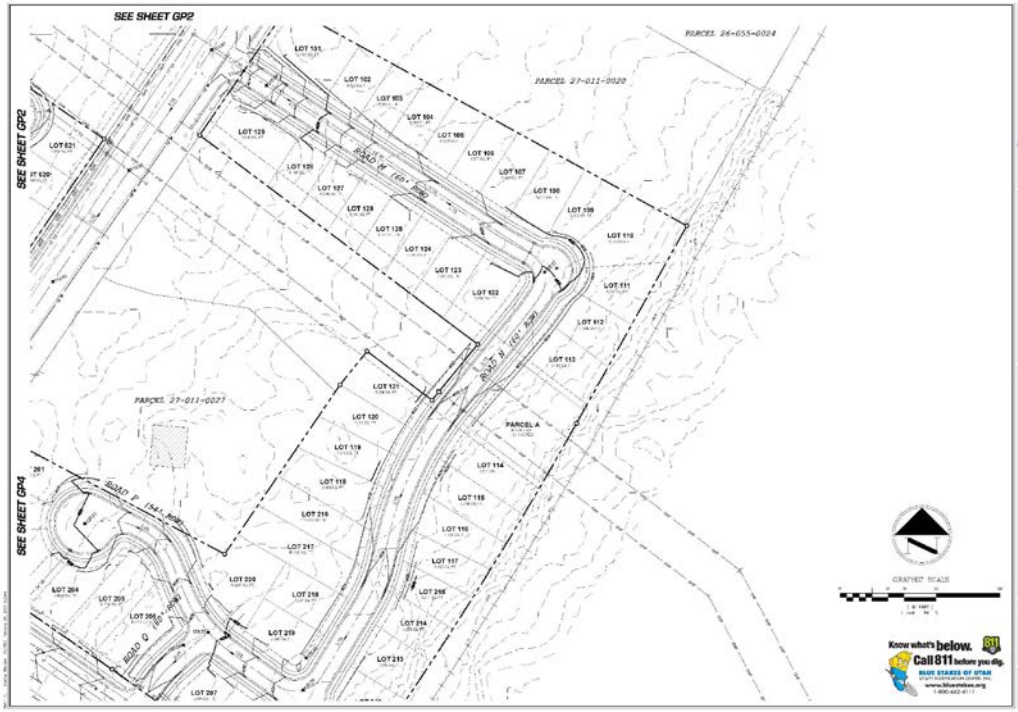

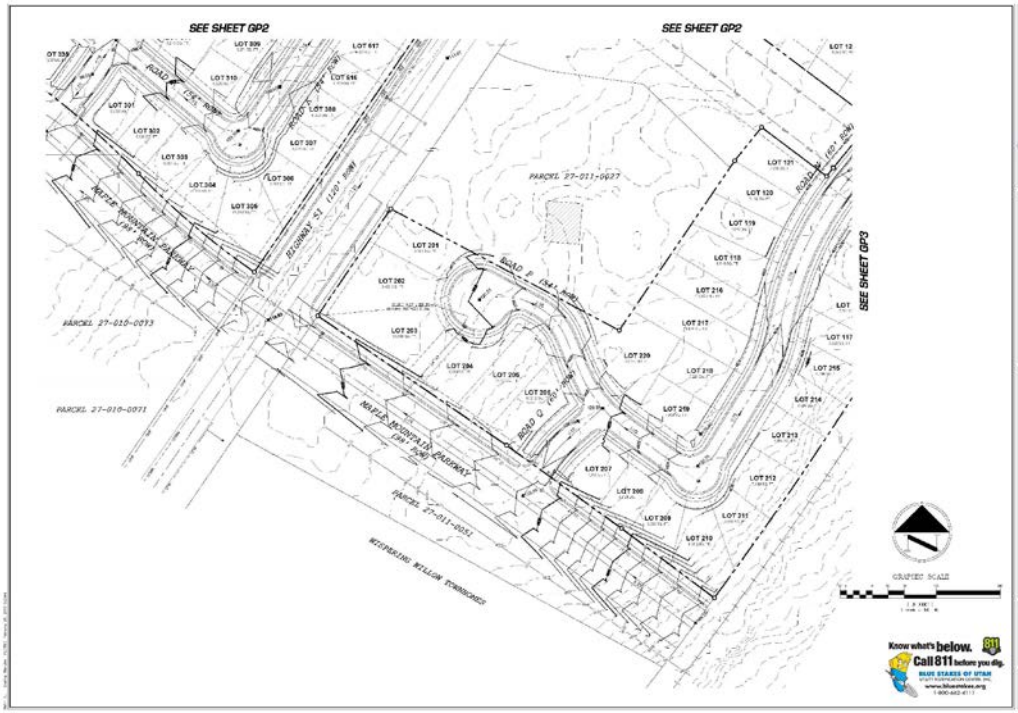

ENGINEERING

PRELIMINARY GRADING

SHEET NO.
GP3
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SHEET NO.
GP4
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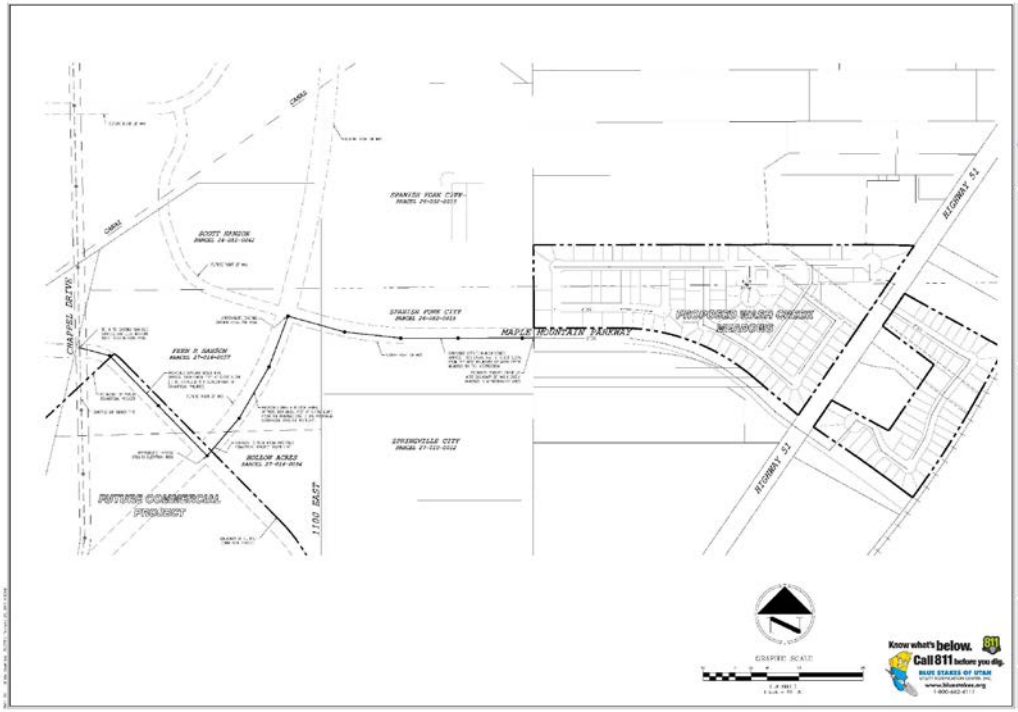

ENGINEERING

NEC 400 N FIELD ROAD PRELIMINARY

OFFSITE SEWER PLAN

SHEET NO.
SS1
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