



**NOTICE OF MEETING
OF THE
PLEASANT GROVE CITY COUNCIL**

Notice is hereby given that the Pleasant Grove City Council will hold a **regular meeting at 6:00 p.m. on Tuesday, December 3, 2013** in City Council Chambers, 86 East 100 South, Pleasant Grove, Utah. This is a public meeting and anyone interested is invited to attend and comment.

AGENDA

- 1. CALL TO ORDER**
- 2. PLEDGE OF ALLEGIANCE**
- 3. OPENING REMARKS**
- 4. APPROVAL OF MEETING'S AGENDA**
- 5. CONSENT ITEMS:** (Consent items are only those which have been discussed beforehand, are non-controversial and do not require further discussion)
 - a.** City Council and Work Session Minutes:
 - City Council Work Session Minutes for October 22, 2013.
 - City Council Minutes for November 6, 2013
 - b.** To consider for approval paid vouchers for (November 21, 2013)
- 6. OPEN SESSION**
- 7. BUSINESS**
 - A.** Emergency Management Report. *Presenter Rich Guernsey*
 - B.** Rodger Harper, North Pointe Solid Waste, presentation.
 - C.** To consider the appointment of Sheri Britsch as the new Arts and Culture Director.
 - D. Public Hearing** to consider for adoption an Ordinance **(2013-37)** amending the 2009 Transportation Master Plan to reflect shifting the planned realignment of 600 West and Center Street to a "vision project" status without a specific timeframe for construction. Land in this area may develop without requiring accommodation of this project. *Presenter: Engineer Lewis*
 - E. Public Hearing** to consider for adoption an Ordinance **(2013-38)** adopting updates to the Storm Water Management Plan. *Presenter: Engineer Lewis*
 - F. Public Hearing** to consider for adoption an Ordinance **(2013-39)** at the request of MLC Development to amend the City Code by adding Article C of Chapter 10-13, "Rural Residential Development Overlay." *Presenter: Director Young (Continued to the December 10, 2013 meeting)*
 - G. Public Hearing** to receive comments on the Fiscal Year 2013/2014 budget amendments. The Pleasant Grove Redevelopment Agency Budget is included in the Final Budget. **(CITY WIDE)** *Presenter: Director Lundell*

- H. To consider for adoption a Resolution (2013-047) approving and adopting the Pleasant Grove City's Fiscal Year 2013/2014 amended budget and providing for an effective date. *Presenter: Director Lundell*
- I. To consider for adoption a **Resolution(2013-048)** amending the Personnel Policies and Procedures previously approved by the City Council, specifically, amending Section VII "Termination of Employment" Subsection 1E "Involuntary Termination" and providing for an effective date. *Presenter: Attorney Petersen*
- J. To consider for adoption an Ordinance (2013-40) approving the meetings schedule for the year 2014. *Presenter: Attorney Petersen*
- K. Discussion on Ethics Commission Interlocal Agreement. *Presenter: Administrator Darrington*

8. **NEIGHBORHOOD AND STAFF BUSINESS**

9. **MAYOR AND COUNCIL BUSINESS**

10. **SIGNING OF PLATS**

11. **REVIEW CALENDAR**

12. **ADJOURN**

CERTIFICATE OF POSTING:

I certify that the above notice and agenda was posted in three public places within the Pleasant Grove City limits. Agenda also posted on State (<http://pmn.utah.gov>) and City websites (www.plgrove.org).

Posted by: Kathy T. Kresser, City Recorder

Date: December 2, 2013

Time: 3:00 p.m.

Public hearing notices were published in the Daily Herald on November 22, 2013.

***NOTE:** If you are planning to attend this public meeting and, due to disability need assistance in understanding or participating in the meeting, please notify the City Recorder, 801-785-5045, forty-eight hours in advance of the meeting and we will try to provide whatever assistance may be required.

ORDINANCE NO. 2013 -37

AN ORDINANCE OF THE CITY OF PLEASANT GROVE CITY, UTAH COUNTY, UTAH, AMENDING THE TRANSPORTATION MASTER PLAN BY SHIFTING THE PLANNED ALIGNMENT OF 600 WEST AND CENTER STREET TO A “VISION PROJECT” STATUS WITHOUT A SPECIFIC TIMEFRAME FOR CONSTRUCTION AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the legislative body has previously adopted a Transportation Master Plan as required by state law to provide direction for the future needs, growth and development of the community; and

WHEREAS, the legislative body may from time to time after careful and thoughtful consideration amend portions of the Transportation Master Plan; and

WHEREAS, it has been determined that the planned alignment of 600 West and Center Street is no longer needed or desired as previously designated by the Transportation Master Plan and should be removed; and

WHEREAS, the City Council determined that the planned alignment was too cost prohibitive for the foreseeable future; and

WHEREAS, Council directed staff to make a change to the Master Transportation Plan reflecting their desire to maintain the possibility of the alignment at some future date, but not stating a definitive planning timeframe; and

WHEREAS, on December 3, 2013 the Pleasant Grove City Council held a public hearing to consider the amendment; and

WHEREAS, at its meeting the Pleasant Grove City Council was satisfied that the Transportation Master Plan amendment request is in the best interest of the public and is consistent with the goals and policies of the City; and

WHEREAS, at its meeting the Pleasant Grove City Council approved the amendment to the Transportation Master Plan by shifting the planned alignment of 600 West and Center Street to a “Vision Project” status without specific a timeframe for construction.

NOW, THEREFORE, BE IT ORDAINED by the City Council of Pleasant Grove City, Utah County, State of Utah, as follows:

SECTION 1. The Pleasant Grove City Council has evaluated the amendment to the Transportation Master Plan and finds that it is in the best interest of the public and is consistent with the goals and policies of the General Plan.

SECTION 2. SEVERABILITY. The sections, paragraphs, sentences, clauses, and phrases of this Ordinance are severable. If any such section, paragraph, sentence, clause, or phrase shall be

declared invalid or unconstitutional by the valid judgment or decree of a Court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any of the remaining sections, paragraphs, sentences, clauses, or phases of this Ordinance.

SECTION 3. EFFECTIVE DATE. This ordinance shall take effect immediately upon its passage and posting as provided by law.

SECTION 4. APPROVED AND MADE EFFECTIVE by the City Council of Pleasant Grove City, Utah County, Utah, this 3rd day of December, 2013.

Bruce Call, Mayor

ATTEST:

Kathy T. Kresser, CMC
City Recorder

ORDINANCE NO. 2013-38

AN ORDINANCE AMENDING THE CITY'S STORM WATER MANAGEMENT PLAN TO COMPLY WITH STATE REGULATIONS TO OBTAIN PERMITS TO DISCHARGE STORM WATER AND NON-STORM WATER TO WATERS OF THE STATE; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City owns and operates a storm drain system to provide a level of protection to its citizens from storm water flows, and

WHEREAS, in 2010 the City prepared a Storm Water Management Plan (SWMP) as required by the Utah State Division of Water Quality, and

WHEREAS, the City's MS4 permit requires an annual review of the SWMP document in order to maintain permission to discharge storm water and non-storm water to the Waters of the State, and

WHEREAS, the City has contracted with Horrocks Engineers to assist with the update the SWMP in order to meet State requirements and to maintain permission to discharge to the Waters of the State, and

WHEREAS, the City desires to comply with the State requirements by updating and adopting the Storm Water Management Plan as prepared by Horrocks Engineers.

NOW, THEREFORE, BE IT ORDAINED by the Pleasant Grove City Council as follows:

SECTION 1. The Pleasant Grove City Storm Water Management Plan shown as Exhibit "A" is now adopted.

SECTION 2. This ordinance shall take effect immediately upon passage.

PASSED AND ADOPTED BY THE CITY COUNCIL OF PLEASANT GROVE, UTAH COUNTY, UTAH, this 3rd day of December, 2013.

Bruce W. Call, Mayor

ATTEST:

(SEAL)

Kathy T. Kresser, CMC
City Recorder

To: Degen Lewis, P.E.
Pleasant Grove City Engineer

From: John E. Schiess, P.E.
Pleasant Grove City Utility Engineer

Date: September 28, 2013

Memorandum

Subject: September 2013 Storm Water Management Plan Update Summary

The following is a summary of the updates to the City's Storm Water Management Plan:

- Throughout: Corrected various spelling and punctuation errors.
- Introduction: Updated population
- Table 1: Updated Latest Action Column
- Table 2: Updated Latest Action Column
- Table 3: Updated Latest Action Column
- Table 4: Updated Latest Action Column
- Section 4.2.5.3: Retrofit program updated to require businesses that are adversely affecting water quality to obtain an industrial storm water permit from the State if applicable.
- Table 5: Updated Latest Action Column
- Table 6: Updated Latest Action Column
- Appendix A: No Changes.
- Appendix B:
 - Update Figure B-1 to include the latest storm drain infrastructure.
 - Update Table B-6 to remove homes taken down, add homes and detention areas purchased, update the priority list.
 - Update Table B-7 to add building drains to the inventory.
- Appendix C: No Changes.
- Appendix D: No Changes.
- Appendix E: No Changes.
- Appendix F: Storm Water Technical Manual
 - Update various locations to change title of Post Construction to Long-Term Storm Water Management
 - Section F: updated hydrologic procedures to match updated storm water master plan.
 - Section G: Require development to provide SWPPP using standard template provided by the department of environmental quality
- Appendix G: No Changes.
- Appendix H: No Changes.
- Appendix I: No Changes.
- Appendix J: No Changes.

Pleasant Grove



Utah's City of Trees

Storm Water Management Plan

Updated (September 2013) by:

HORROCKS

ENGINEERS

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APPENDIX B – Storm Water System Maps and Inventories

APPENDIX C – Ordinances

APPENDIX D - Standard Operating Procedures (SOP)

APPENDIX E - Standard Forms and Checklists

APPENDIX F – Storm Water Technical Manual and Best Management Practices

APPENDIX G – Sample Maintenance Agreement

APPENDIX H – Preferred Design Specifications

APPENDIX I – Sample Spill Response Plan

APPENDIX J – Spill/Dumping Notification Information

INTRODUCTION

Pleasant Grove City is a community of approximately 34,350 people in northern Utah County (see Appendix A), State of Utah. The City owns and operates a storm drain system to provide a level of protection to its citizens from storm water flows. In 2002 the City prepared a Storm Water Management Plan (SWMP) as required by State and Federal Law in order to obtain permission to discharge storm water to waters of the State. In August 1, 2010 The Utah State Division of Water Quality issued an updated permit which requires the City to update its SWMP in order to maintain permission to discharge to Waters of the State. The City subsequently updated its SWMP in November of 2010. The updated MS4 Permit allowed the City to continue its program development for control measures III through V and for those to be completed and implemented by Feb 1st 2012. This SWMP represents the latest update and outlines the City's commitments to protect water quality. The SWMP is meant to be a living document and will be reviewed, at a minimum, on a yearly basis and updated as necessary.

1.0 PERMIT COVERAGE

Pleasant Grove City has prepared this SWMP to comply with the Small MS4 General UPDES Permit No. UTR090000 (hereafter Permit) and obtain authority to discharge to waters of the State. The City understands permitted discharge includes storm water and the non-storm water discharges listed below unless they are identified as significant sources of pollutants to waters of the state of as causing or contributing to a violation of water quality standards.

- Water line flushing
- Landscape irrigation
- Diverted stream flows
- Rising ground waters
- Uncontaminated ground water infiltration
- Uncontaminated pumped ground water
- Discharges from potable water sources
- Foundation drains
- Air conditioning condensate
- Irrigation water
- Springs
- Water from crawl space pumps

- Footing drains
- Lawn watering runoff
- Individual residential car washing
- Flows from riparian habitats and wetlands
- De-chlorinated swimming pool discharges
- Residual street wash water
- De-chlorinated water reservoir discharges
- Discharges of flows from fire fighting activity

2.0 NOTICE OF INTENT

A Notice of Intent (NOI) has been filed with the Division of Water Quality with the submission of the 2010 SWMP. This SWMP update will fall under the 2010 NOI.

3.0 SPECIAL CONDITIONS

3.1 DISCHARGES TO WATER QUALITY IMPAIRED WATERS

Pleasant Grove City discharges storm water to tributaries of Utah Lake which is listed as an impaired water body with respect to Total Phosphate and Total Dissolved Solids. No Total Maximum Daily Load (TDML) has been developed by the Division and approved by EPA for Utah Lake. TDML water quality studies are listed as “in-progress”. Once a TDML is established for Utah Lake, the City’s SWMP will be updated to reflect the listing per permit requirements.

3.2 THREATENED OR ENDANGERED SPECIES AND HISTORIC PROPERTIES

Pleasant Grove City’s SWMP currently does not have any impact on threatened and endangered species or historic properties. Pleasant Grove City will continue to comply with Federal or State laws pertaining to threatened or endanger species or historic properties. If storm water management efforts come into conflict with these regulations, the City SWMP will be updated to reflect the necessary compliance efforts.

3.3 CO-PERMITTEES

Utah County Storm Water Coalition was a co-permittee with Pleasant Grove City on some Public Education and Outreach efforts. The Coalition’s efforts will continue but they are not considered a co-permittee in this plan update. Their efforts are identified in Section 4.2.1.

4.0 STORM WATER MANAGEMENT PROGRAM

4.1 REQUIREMENTS

4.1.1 SWMP

This SWMP includes the six minimum control measures described in Section 4.2 of the Permit. This update of the SWMP represents additions, clarifications, etc. that are more specifically identified in the new permit.

4.1.2 Documentation and Financial Resources

The City has an ongoing documentation process for gathering, maintaining and using information as required by the permit. This process is outlined more fully in the six minimum control measures. A summary of the process is given in the SOP Appendix: *SOP SWMP Implementation and evaluation and SOP Record Keeping*.

The City tracks the number of inspections performed, official enforcement actions taken, and types of public education activities implemented as required. This information is available for review by the Division to measure permit compliance.

The City will secure the resources necessary to meet all requirements of this permit. The City will conduct an annual analysis of the capital and operation and maintenance expenditures necessary and allocate funding to meet the requirements of this permit including the development, implementation and enforcement activities required. A summary of its fiscal analysis shall be submitted with each annual report.

4.1.3 BMP's

The SWMP contains BMP's that the City will implement for each of the storm water minimum control measures.

The measureable goals for each of the BMP's include the dates the City will undertake the desired action including interim milestones and the frequency of the actions.

The City has designated their Storm Water Coordinator as the person responsible for implementing the BMP's contained within the SWMP. The Storm Water Coordinator is currently Mark Atwood. The person in this position is changed from time to time and will be identified by name in each annual report.

4.2 MINIMUM CONTROL MEASURES

The Pleasant Grove City SWMP covers the six minimum control measures required by the Permit. Each minimum control measure is covered in the following sections.

4.2.1 Public Education and Outreach on Storm Water Impacts

Outreach and educational efforts will include a multimedia approach including direct mail, internet, and notice boards. These efforts will target specific audiences including: residents, businesses, institutions, and commercial facilities, developers and contractors, and MS4 industrial facilities. The following sections detail these efforts.

4.2.1.1 Target Specific Pollutants and Pollutant Sources

Pleasant Grove will target the following pollutants and pollutant sources in their education and outreach efforts.

- Total Phosphorus
- Total Dissolved Solids
- Sediment
- Trash

Utah Lake is on the States 303C list of impaired waters with respect to Total Phosphorus and Total Dissolved Solids and therefore the City will focus on these items. Sediment and trash are of interest to the City because of potential impairment of receiving bodies of water and the maintenance effort required to clean these items from local storm drain facilities.

4.2.1.1 General Public Education

Pleasant Grove will provide educational material to the general public through the following methods: Monthly newsletter and utility billings, City web site, and existing Utah County storm water coalition advertisements. These efforts will cover the following topics at a minimum:

- Maintenance of Septic Systems
- Lawn Care
- On-site infiltration
- Automotive work and car washing
- Swimming Pool water disposal
- Pet waste

The information presented to the general public on these items will include a focus on the specific pollution and pollution sources identified in Section 4.2.1.1.

4.2.1.3 Business and Institution Education

Pleasant Grove will provide educational material to business and institutional facilities through the following methods: Monthly newsletter and utility billings, City web site, business license renewal, and existing Utah County storm water coalition advertisements. These efforts will cover the following topics at a minimum.

- Proper Lawn Maintenance (use of Pesticides, herbicides, and fertilizer)
- On-site infiltration
- Building and Equipment maintenance (proper management of waste water)
- Use of salt and other de-icing materials
- Proper storage of materials
- Proper management of water materials and dumpsters
- Proper management of parking lot surfaces

The information presented to business and institutional facilities on these items will include a focus on the specific pollution and pollution sources identified in Section 4.2.1.1.

4.2.1.4 Development Community Education

The City will 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). This portion of the SWMP will be addressed in Minimum Control Measure #4 - Construction Site Storm Water Runoff.

4.2.1.5 City Employee Education

Pleasant Grove City will continue a yearly employee training program concerning the prohibition against and the water quality impacts associated with illicit discharges and improper disposal of waste. At a minimum the City will cover the following topics.

- Equipment inspection to ensure timely maintenance
- Proper storage of industrial materials
- Proper management and disposal of wastes
- Proper management of dumpsters
- Minimization of use of salt and other de-icing materials
- Benefits of appropriate on-site infiltration

- Proper maintenance of parking lot surfaces

4.2.1.6 City Planners Education

Pleasant Grove City will encourage their MS4 engineers, development and plan review staff, land use planners, and others as applicable to attend training courses in Low Impact Development (LID) practices, green infrastructure practices, and communicate the specific requirements for post-construction control and the associated Best Management Practices (BMPs) chosen within the SWMP. These training courses will be documented by the City’s Storm Water Coordinator.

4.2.1.7 Program Effectiveness

The effectiveness of the City’s public education and outreach efforts will be measured through surveys, questionnaire, and quizzes with training. The City will send surveys with the monthly water bill and request the public to fill out and return. A survey/questionnaire will be posted on the City’s web site for electronic submittal. The City will require a business to fill out a questionnaire with their yearly business license renewal. All City sponsored training will include quizzes.

4.2.1.8 BMP Selection Process

The above mentioned BMP’s were selected because they would reach all of the residents and businesses within the City because all receive monthly utility billings and many have access to the internet.

4.2.1.9 Control Measure 1 Summary

The following Table 1 shows a summary of Best Management Practices (BMP’s) for Control Measure #1

Table 1 - Control Measure #1 Summary

Best Management Practice (BMP)	Measureable Goal	Implementation Schedule	Latest Action (Updated Yearly)
A. Develop Web Based Educational Program	Include New Educational Material Monthly on City Web Site	Monthly	Included 2013
B. Distribute Flyers for Business	Include Flyers With Business License Renewal	Annually	Distributed 2013

C. Distribute Flyers in Utility Bills	Distribute Flyers to all Utility Bill Recipients	Annually	Distributed 2013
D. Include Material in City Newsletter	Include Educational Material in City Newsletter	Annually	Included 2013
E. Support Utah County Coalition	Pay Dues and Document School Programs Conducted by Coalition	Annually	Paid and Documented 2013
F. Employee Training	Conduct Training for City Employees	Annually	Conducted 2013

4.2.1.10 Modifications to Previous Plan

No modifications from the previous plan.

4.2.2 Public Involvement/Participation

The BMPs within this control measure were developed to provide ongoing opportunities for public involvement and participation.

4.2.2.1 Policy Directive

Pleasant Grove has developed a policy directive which will create opportunities for the public to provide input during the decision making processes involved in the development, implementation and update of the SWMP. The policy directive is as follows:

“Pleasant Grove City is developing, updating, and implementing a Storm Water Management Plan (SWMP) for the City according to the Utah Water Quality Act, Title 19, Chapter 5, Utah Code Annotated 2004, as amended and the Federal Water Pollution Control Act (33 U.S.C. 1251 et. seq., as amended to date), and the rules and regulations made pursuant to those statutes. Pleasant Grove City encourages the public to become involved in the development, updating and implementation of the SWMP including development and adoption of all required ordinances and regulatory mechanisms. The City shall follow the program outlined in the Public Involvement/Participation control measure section of its SWMP to encouraging public input.”

4.2.2.2 Initial Public Review

Pleasant Grove made the SWMP available to the public for review and comment. The plan was posted on the City’s web site with a request for public comment. The plan was available for review at City Hall, Community Development, and Public Works. Comments forms were available for the public to provide written comments. One public hearing was held to allow the public to comment on the plan.

In addition the SWMP was given to the neighborhood committees and the Business Advisory Board to review and provide input.

4.2.2.3 Ongoing Public Review

Pleasant Grove City maintains a current version of the SWMP on the City Website. The website requests and allows public to provide input and comment on the plan.

Annually a report will be submitted to the City Council in a regularly scheduled public meeting to discuss the City’s storm water system including the SWMP. The City will request input from neighborhood committees and the Chamber of Commerce prior to this presentation.

As scheduled and as needed the City’s SWMP will be updated and modified. The City will follow the same procedure of soliciting public input as outlined in Section 4.2.2.2 when modifying or updating the SWMP.

4.2.2.4 Public Notice

Pleasant Grove City currently follows the State standard public notice requirements for all public hearings. The City will follow the same requirements related to public hearings on its storm water management program. All public hearings will be advertised in the Provo Daily Herald or other suitable newspaper of general circulation. Public hearing advertisements will be noticed on the City’s Website, City library, and other prominent City offices as well as the States notification web site.

4.2.2.5 Control Measure #2 Summary

The following Table 2 shows a summary of Best Management Practices (BMP’s) for Control Measure #2

Table 2 - Control Measure #2 Summary

Best Management Practice (BMP)	Measureable Goal	Implementation Schedule	Latest Action (Updated Yearly)
A. Use Citizen Advisory Committees	Request Input From Neighborhood Committees and Chamber of Commerce	Annually Beginning 2010	Obtained 2013
B. Make Storm Water Pollution Prevention Documents and	Post Documents and Information on Web Site	Annually Beginning 2010	Available 2013

Information Available to the Public			
C. Allow Public Review of Annual Reports	Post Annual Reports on Web Site	Annually Beginning 2010	Posted 2013
D. Conduct Public Hearings	Hold annual public hearing	Annually Beginning 2010	Held 2012

4.2.2.6 Modifications to Previous Plan

No modifications from the previous plan.

4.2.3 Illicit Discharge Detection and Elimination (IDDE)

The following chapter covers the Illicit Discharge Detention and Elimination minimum control measure of the City's SWMP.

4.2.3.1 Current Storm Sewer System Map

The City maintains and will update on a yearly basis maps of its municipal storm water system including the names and locations of all state waters that receive storm water discharge and the outfalls where storm water is discharged. Figure 1 in Appendix B shows the current storm water system of the City. Figure 2 shows the outfalls of the City storm water system into waters of the State.

4.2.3.2 Prohibition of Non-storm Water Discharges

The City prohibits non-storm water discharges to the MS4, including spills, illicit connections, illegal dumping and sanitary sewer overflows. The City's storm water ordinance is included in Appendix C.

4.2.3.3 Detect and Address Non-storm Water Discharges

The City has developed and implemented procedures to detect and address non-storm water discharges that cover the requirements in Section 4.2.3.3 of the Permit. The standard operating procedures for detecting and addressing non-storm water discharges is located in the Appendix D.

Appendix B-3 shows the priority areas for IDDE. Appendix B-4 shows the priority list of areas shown in B-3.

Field assessment of storm water outfalls will occur as per Section 4.2.3.3 of the Permit. The Outfall Reconnaissance Inventory form in the Appendix E will be utilized to document inspection activities.

4.2.3.4 Procedures for Tracing an Illicit Discharge

The City has developed and implemented procedures for tracing an illicit discharge that covers the requirements in Section 4.2.3.4 of the Permit. The standard operating procedure for tracing an illicit discharge is located in the Appendix D.

4.2.3.5 Procedures for Characterizing an Illicit Discharge

The City has developed and implemented procedures for characterizing the nature of, and the potential public or environmental threat posed by an illicit discharge that covers the requirements in Section 4.2.3.5 of the Permit. The standard operating procedure for evaluating an illicit discharge is located in the Appendix D.

4.2.3.6 Procedures for Ceasing Illicit Discharge

The City has developed and implemented procedures for ceasing illicit discharge that cover the requirements in Section 4.2.3.6 of the Permit. The standard operating procedure for ceasing illicit discharge is located in the Appendix D.

4.2.3.7 Public Education

The City will inform public employees, businesses, and the general public of hazards associated with illicit discharge and improper disposal of waste through existing educational efforts outlined in Section 4.2.1 Public Education and Outreach and Section 4.2.3.11 – 12.

4.2.3.8 Household Hazardous Waste Program

The City encourages proper disposal of household hazardous waste by supporting the Utah County hazardous waste program. The City also has a drug drop off box at the dispatch office for citizens to dispose of prescription or other drugs.

4.2.3.9 Reporting Hotline

The City will utilize the public works department phone number (801-785-2941) as a hotline for the public to report spills and other illicit discharges. This number will be publicized in the City's website, newsletter and other public education efforts. A written record shall be kept of all calls received, all follow-up actions taken, and any feedback received from public education efforts. Appendix E includes an Illicit Detection Hotline Reporting form that will be utilized in this effort.

Appendix D includes a flow chart in Spill/Dumping Response Flowchart SOP that shows the procedures for responding to public referrals of illicit discharges.

4.2.3.10 Program Evaluation and Assessment

The City will evaluate and assess their IDDE program on an annual basis in conjunction with their annual report. This evaluation and assessment will follow the IDDE Evaluation and Assessment SOP as shown in Appendix D. The City has developed and maintains a data base

for mapping, tracking of the number and type of spills or illicit discharges identified and inspections conducted. Figure B-5 in Appendix C shows the locations of spills and illicit discharges.

4.2.3.11 Training of Storm Water Employees

The City will include IDDE training in its annual training for City employees as part of Control Measure #1. This training will include field staff whose responsibilities might bring them into contact with or otherwise observe an illicit discharge or illicit connections to the City’s storm drain system. It will also include office personnel who might receive initial reports of an illicit discharge. The training will cover how to identify a spill, an improper disposal, or an illicit connection to the storm drain system and proper procedures for reporting the activity. The training will also include identification, investigation, termination, cleanup, and reporting of illicit discharges including spills, improper disposal, and illicit connections.

4.2.3.12 Rights of Division

The City recognizes the Division’s right to request documentation or further study according to Section 4.2.3.13 of the Permit.

4.2.3.13 Control Measure #3 Summary

The following Table 3 shows a summary of Best Management Practices (BMP’s) for Control Measure #3

Table 3 - Control Measure #3 Summary

Best Management Practice (BMP)	Measureable Goal	Implementation Schedule	Latest Action (Updated Yearly)
System Mapping	Update Maps	Annually	Updated 2013
Storm Water Ordinance	Review Ordinance	Annually	Reviewed 2013
	Update Ordinance	As-needed	In Process
Procedures to Detect and Address Non-storm Water Discharges	Update SOP	Annually	Reviewed 2013
	Inspect 20 % of outfalls	Annually	

			Inspected 2013
Procedures to Trace Source of Illicit Discharge	Review SOP	Annually	Reviewed 2013
	Update SOP	As-needed	2010
Procedures to Characterize Illicit Discharge	Review SOP	Annually	Reviewed 2013
	Update SOP	As-needed	2010
Procedures to Cease Illicit Discharge	Review SOP	Annually	Reviewed 2013
	Update SOP	As-needed	2010
IDDE Education	Provide Training	Annually	Provided 2013
Household Hazardous Waste Program	Provide Program	Annually	Provided 2013
Hotline	Advertise Number	Annually	Advertised 2013
Spill/Dumping Response	Review SOP	Annually	Reviewed 2013
	Update SOP	As-needed	2010
Training	Storm Drain Employees	Annually	Provided 2012
	Field Staff and office Personnel	Annually	Provided 2012
Program Evaluation and Assessment	Review SOP	Annually	Provided 2013

	Update SOP	As-needed	2010
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4.2.3.14 Modifications to Previous Plan

No modifications from the previous plan.

- Storm water ordinance is under review and in the process of being updated.

4.2.4 Construction Site Storm Water Runoff Control

The following chapter covers the Construction Site Storm Water Runoff Control minimum control measure of the City’s SWMP.

4.2.4.1 Develop and Adopt Ordinance

The City is continuing to update its Storm Water Ordinance and regulatory procedures as needed to reflect the requirements of the Permit. The ordinance will apply to all development sites and redevelopment sites greater than or equal to one acre, or those sites less than one acre but part of a larger common plan of development or sale. The ordinance and regulatory procedures are equivalent to the technical requirements set forth in the UPDES Storm Water General Permit for Construction Activities, UTR300000. The ordinance and regulatory procedures include such local requirements as are beneficial to the City overall discharge goals. The ordinance and regulatory procedures 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. The ordinance and regulatory procedures will include a provision for access by qualified personnel to inspect BMPs on private property. The City currently requires a SWPPP with all construction.

The City’s current storm water ordinance is included in this program as Appendix C. The ordinance has been updated to enhance the escalating enforcement procedures and is in the process of being adopted.

The City’s standard plans and specifications and storm water technical manual as adopted and updated from time to time provide specific authority to require construction sites to control storm water runoff, develop SWPPP plans, and allow inspections.

4.2.4.2 Develop Enforcement Strategy and Implement Ordinance

The City has developed an enforcement strategy and implemented the enforcement provisions of the ordinance. The main enforcement strategy is to include escalating enforcement procedures and actions. These escalating enforcement procedures and actions are included in the City’s storm water ordinance and this program.

The City has developed an SOP to implement Control Measure #4 and it includes specific processes and sanctions to minimize the occurrence of, and obtain compliance from violators which shall include appropriate, escalating enforcement procedures and actions. The SOP includes documentation and tracking procedures. A copy of the SOP can be seen in Appendix D.

4.2.4.3 SWPPP Review

The City has developed an SOP for site plan review prior to construction. The City reviews all Storm Water Pollution Prevention Plans (SWPPPs) as part of the normal development review process to ensure that plans include long-term storm water management measures that meet the requirements of this minimum control measure. The City has created a site plan review checklist with respect to storm water management and document reviews in the Planning Department project folders. A copy of the SOP and checklist is included in Appendix D.

A SWPPP is required for all commercial sites within the City and all other construction projects that disturb greater than or equal to one acre including those that disturb less than one acre that are part of a larger common plan or sale. A record will be kept of all material associated with each SWPPP for a period of five years or until construction is completed, whichever is longer.

Each project has a pre-construction meeting where the City discusses various construction items. During this meeting the City will review the SWPPP including the construction BMPs and post construction BMPs. Also discussed will be any potential water quality impacts and procedures for a pre-construction review including the use of a checklist.

The review of each project shall include evaluation of opportunities for the use of low impact design (LID), and green infrastructure and when opportunities exist, encourage that such BMP's to be incorporated into the site design.

The review checklist will include identifying priority construction sites per Section 4.2.4.3 of the permit. These sites will be subject to additional inspections.

4.2.4.4 Construction Site Inspection

The City has developed an SOP for construction site inspection and enforcement. The new SOP clearly defines who is responsible for site inspections as well as who has authority to implement enforcement procedures. The ordinance provides the authority to impose sanctions and ensure compliance. These procedures and regulatory authority will be written and documented in the SWMP as part of the SOP. The SOP can be found in Appendix D.

The City's standard plans and specifications and storm water technical manual as adopted and updated from time to time provide specific authority to inspect construction sites as required.

Construction site inspections shall be performed by qualified personnel at least monthly using the Construction Storm Water Inspection Form provided by the Division. Inspection of priority

construction sites shall be performed at least bi-weekly utilizing the same form. A copy of the inspection form can be found in Appendix E.

All phases of construction shall be inspected including prior to land disturbance, during active construction, and following active construction. A copy of the Notice of Termination (NOT) shall be required to be submitted to the Storm Water Coordinator so they can review and inspect before the City will sign off on any completed project.

The City will take and necessary follow-up actions to ensure compliance in accordance with the enforcement SOP. These follow-up and enforcement actions will be tracked and documented.

4.2.4.5 Training

The City will include construction site storm water runoff control training in its annual training for City employees as part of Control Measure #1. This training will include staff whose responsibilities include permitting, plan review, construction site inspections, and enforcement. It will also include third-party inspectors and plan reviewers as well. Records will be kept of the dates, activities or course descriptions, and names and positions of staff in attendance.

4.2.4.6 Record Keeping

The City currently maintains records of inspections and enforcement actions in a file cabinet along with the SWMP Program. The City has developed, adopted and implemented a written SOP to maintain these and other records as required. These records will be maintained for a period of five years or until construction is completed, whichever is longer. A copy of this SOP can be seen in Appendix D.

4.2.4.7 Control Measure #4 Summary

The following Table 4 shows a summary of Best Management Practices (BMP’s) for Control Measure #4

Table 4 - Control Measure #4 Summary

Best Management Practice (BMP)	Measureable Goal	Implementation Schedule	Latest Action (Updated Yearly)
Ordinance to Require the Use of Erosion and Sediment Control Practices at Construction Sites	Review Ordinance	Annually	Reviewed 2013
	Update Ordinance	As needed	In Process

Enforcement Strategy	Review SOP	Annually	Reviewed 2013
	Update SOP	As needed	2012
SWPPP Review	Review SOP	Annually	Reviewed 2013
	Update SOP	As needed	Updated 2012
Construction Site Inspection	Review SOP	Annually	Reviewed 2013
	Update SOP	As needed	2012
Training	Employees	Annually	Provided 2013
	Third-party Reviewers and Inspectors	Annually	Provided 2013
Record Keeping	Review SOP	Annually	Reviewed 2013
	Update SOP	As needed	2012

4.2.4.8 Modifications to Previous Plan

No modifications from the previous plan.

- Storm water ordinance is under review and in the process of being updated.

4.2.5 Long-Term Storm Water Management in New Development and Redevelopment

The following chapter covers the Long-Term Storm Water Management in New Development and Redevelopment (post-construction storm water management) control measure of the City's SWMP.

4.2.5.1 Develop and Adopt Ordinance

The City has a Storm Water Ordinance and regulatory processes that reflects the requirements of the Small MS4 General UPDES Permit. The ordinance and regulatory processes applies to all development sites and redevelopment sites greater than or equal to one acre, or those sites less than one acre but part of a larger common plan of development or sale. The objective of this control measure is for the hydrology associated with the new development to mirror the pre-development hydrology as much as possible. Hydrology controls shall not replace required water quality controls. The ordinance and regulatory processes include such local requirements as are beneficial to the City's overall discharge goals. The ordinance and regulatory processes require BMP selection, design, installation, operation and maintenance standards necessary to protect water quality and reduce the discharge of pollutants to the MS4. The ordinance and regulatory processes apply to private as well as public development sites including roads. The ordinance and regulatory processes are equivalent to the technical requirements set forth in the Permit.

The City's current storm water ordinance is included in this program as Appendix C.

4.2.5.2 Develop Enforcement Strategy and Implement Ordinance

The City has developed an enforcement strategy and implemented the enforcement provisions of the ordinance. The main enforcement strategy is to include escalating enforcement procedures and actions. These escalating enforcement procedures and actions have been developed as part of the City's storm water ordinance and this plan and are included in Appendix D as Post-Construction Ordinance Enforcement SOP.

Development of the City's storm water ordinance and regulatory processes included documentation of how it will protect water quality and reduce the discharge of pollutants to the MS4. Documentation will include:

- How long-term storm water BMP's were selected;
- The pollutant removal expected from the selected BMP's; and
- The technical basis which supports the performance claims for the selected BMP's.

4.2.5.3 Standards to Prevent or Minimize Impacts to Water Quality

It is the intent of this program to implement standards that will prevent or minimize impacts to water quality. This program will include non-structural BMP's.

The City will annually review and update its Sensitive Lands Ordinance as appropriate with respect to the following areas.

- Minimize development in areas susceptible to erosion and sediment loss;

- Minimize the disturbance of native soils and vegetation;
- Preserve areas in the municipality that provide important water quality benefits;
- Implement measures for flood control;
- Protect the integrity of natural resources and sensitive areas.

The City's storm water management program shall be updated to include the specifics of the sensitive lands ordinance as it is updated. A copy of the current sensitive lands ordinance is included in Appendix C.

The City has developed a process to evaluate and encourage a Low Impact Development (LID) approach. The City requires new development and re-development projects to attend a Development Review Committee (DRC) to learn what the different departments within the City will require if they proceed with the project. In this meeting the City will encourage a LID approach with respect to storm water management which includes, where practicable, infiltration, evapotranspiration, or harvest and use of storm water to protect water quality. Structural controls may include green infrastructure practices such as rainwater harvesting, rain gardens, permeable pavement, and vegetated swales. When such LID approaches are proposed by the developers, they will be evaluated and accepted or rejected by City staff based on their affect on groundwater and slope stability, the ability to effectively maintain the control, clogging or obstruction issues, freeze-thaw problems and or other issues. In addition the City will include a statement encouraging a LID approach in its development applications.

The City has developed a plan to retrofit existing developed sites that are impacting water quality. The City will identify sites that are adversely impacting water quality through their illicit detection and elimination program. All sites that are adversely affecting water quality will be required to develop a long term storm water management plan, enter into a maintenance agreement, and install controls, processes and procedures to protect water quality. The retrofit plan emphasizes controls that infiltrate, evapotranspire or harvest and use storm water discharges as appropriate. The plan includes a ranking of potential control measures as outlined in Section 4.2.5.3.3 of the Permit. The City will also require those businesses that are adversely impacting water quality to obtain a separate industrial storm water permit with the State if applicable.

The City has developed and defined a specific hydrological method to calculating runoff volumes and flow rates to ensure consistent sizing of structural BMP's in their jurisdiction and to facilitate plan review. This method is outlined in the City's Storm Water Technical Manual included as Appendix F.

4.2.5.4 Site Plan Review

The City has developed and implemented procedures for site plan review prior to construction. The City reviews all Storm Water Pollution Prevention Plans (SWPPPs) as part of the normal

development review process to ensure that plans include long-term storm water management measures that meet the requirements of this minimum control measure. The City has created a site plan review checklist with respect to storm water management and document reviews in the Planning Department project folders. A copy of the checklist is included in Appendix D.

The City provides developers and contractors with preferred design specification to more effectively treat storm water for different development types. These are included in Appendix H. This information is given to contractors and developers when they commence the development process in the City. The City regularly holds informational meetings with developers and contractors to provide them with the latest development standards. The City will document when these materials are given to developers and contractors.

4.2.5.5 Inspection and Enforcement

The City has developed an SOP for site inspection and enforcement of post-construction storm water control measures. This SOP can be found in Appendix D. The City's storm water ordinance and regulatory processes developed as part of Section 4.2.5.1 covers inspection and enforcement requirements from Section 4.2.5.5 of the Permit. The City inspects the installation of all long term storm water controls at least once. The City requires all new and redevelopment to enter into a maintenance agreement that will allow the City to have access to inspect and maintain long term controls as required. The maintenance agreement requires the owner of the development or redevelopment to maintain and inspect all long term storm water controls. All maintenance agreements and inspection reports shall be maintained by the City as part of its inventory of all post-construction structural storm water control measures. A copy of the maintenance agreement can be found in Appendix G.

4.2.5.6 Staff Training

As part of its annual training and educational process, the City trains its staff involved with 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. Records of training shall be kept including dates, activities or course descriptions, and names and positions of staff in attendance.

4.2.5.7 Inventory

The City maintains an inventory of all post-construction structural storm water control measures installed at new development and re-development sites. This inventory includes project name, owner's name and contact information, location, start/end date, etc. It shall also 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 inventory will be updated as appropriate to reflect changes in property ownership or the specific control measures implemented at the site. The inventory shall be kept in a file cabinet along with the SWMP in the Public Works Building. The current inventory can be seen in Table B-4 in appendix B.

4.2.5.8 Control Measure #5 Summary

The following Table 5 shows a summary of Best Management Practices (BMP's) for Control Measure #5

Table 5 - Control Measure #5 Summary

Best Management Practice (BMP)	Measureable Goal	Implementation Schedule	Latest Action (Updated Yearly)
Ordinance to Mandate Controls of Quality and Quantity of Post Construction Storm Water Runoff	Review Ordinance	Annually	Reviewed 2013
	Update Ordinance	As needed	In Process
Develop Enforcement Strategy	Review SOP	Annually	Reviewed 2013
	Update SOP	As needed	Updated 2012
Review and Update Development Code With Respect to Section 4.2.5.3	Review and update Development Code	As needed	Reviewed 2012
Retrofit Program	Review Program	Annually	Reviewed 2013
	Update Program	As needed	Updated 2013

Hydrologic Method	Review Method	Annually	Reviewed 2013
	Update Method	As needed	Updated 2013
Site Plan Review Procedures	Review	Annually	Reviewed 2013
	Update Site Plan Review Procedures	As needed	Updated 2012
Storm Water Technical Manual	Review Manual	Annually	Reviewed 2013
	Update Manual	As needed	updated 2013
Inspection and Enforcement	Review SOP	Annually	Reviewed 2013
	Update SOP	As needed	2012
	Document Inspection and Enforcement	Ongoing	Ongoing
City Staff Education	Yearly Training	Annually	Provided 2013
Maintain Inventory	Update Inventory	Annually	Updated 2013

4.2.5.9 Modifications to Previous Plan

- No modifications from the previous plan. Storm water ordinance is under review and in the process of being updated.

4.2.6 Pollution Prevention and Good Housekeeping for Municipal Operations

The following chapter covers the pollution prevention and good housekeeping for municipal operations minimum control measure of the City's SWMP.

4.2.6.1 Inventory of Permittee-Owned or Operated Facilities

The City has prepared an inventory of all their owned or operated facilities. The inventory is included in the Appendix B to this report as Table B-6. This list will be reviewed and updated annually with the full Storm Water Management Plan.

4.2.6.2 Assessment of Permittee-Owned or Operated Facilities

The inventory of permittee-owned or operated facilities has been assessed for their potential to discharge to storm water the following typical urban pollutants: sediment, nutrients, metals, hydrocarbons, pesticides, chlorides, and trash. Other pollutants such as bacteria, chlorine, organic matter, etc. are included. In addition TDS is included because of Utah Lake which is listed as an impaired water body with respect to Total Phosphate and Total Dissolved Solids. The inventory shown in Table B-6 of the appendix includes the assessment. The assessment was performed and a numerical ranking was assigned based on the following criteria:

1. No contaminants available for discharge
2. Small amounts of contaminants available for discharge with good structural controls
3. Significant amounts of contaminants available for discharge with good structural controls or small amount of contaminants available for discharge with poor structural controls
4. Significant amounts of contaminants available for discharge with poor structural controls
5. Large amount of contaminants available for discharge that are uncontrolled, have a history of past problems or with known discharges

4.2.6.3 High Priority Ranking

The inventory and assessment of permittee-owned or operated facilities has been reviewed and a “High Priority” ranking has been assigned to those facilities or operations that have a high potential to generate storm water pollutants. The inventory shown in Table B-6 of the Appendix B includes the high priority ranking. The following factors were considered when assigning a high priority ranking:

- A. Amount of urban pollutants stored at the site (small versus large)
- B. Improperly stored materials (proper versus improper storage)
- C. Activities that must be performed outside (inside versus outside)
- D. Proximity to water bodies (adjacent versus distant)
- E. Poor housekeeping practices (good versus poor practices)
- F. Discharge of pollutants of concern to impaired waters (TDS and nutrients for Utah Lake)

The following method was used to assign a high priority to a site:

1. All sites with a numerical ranking of 5 on any of the pollutants.
2. Sites with a numerical ranking of 4 if factors B, C, D, E, & or F applies
3. Sites with a numerical ranking of 3 if factor F applies

4.2.6.4 Facility Specific SOP

The inventory and assessment performed in Sections 4.2.6.1 through 3 have identified four high priority sites for the City. These sites include the public works building and site, the 220 South staging area, the rodeo grounds, and the cemetery. A facility specific SOP has been created for each site and are included in the SWMP in Appendix D. In addition general SOP's have been created for the facilities listed in Sections 4.2.6.4.1 through 4.2.6.4.7.

The City has developed an inventory of all floor drains inside City owned or operated facilities. The City will ensure they drain to the proper location and the inventory will be updated on a yearly basis. A copy of the inventory has been included in the updated SWMP in Appendix B.

The City has an inventory, including a map, of all storm drains on City owned or operated facilities. The inventory will be updated on a yearly basis. The map can be seen in Appendix B.

-

4.2.6.5 Third Party and Private Development Maintenance

The City does not contract with a third-party to conduct municipal maintenance. If the City chooses to contract with a third-party in the future they will be held to the same standard as the City. Private developments are required to conduct their own maintenance according to Control Measure # 5. All new and redevelopment projects are required to enter into a maintenance agreement with the City. A sample copy of the maintenance agreement is given in Appendix G.

4.2.6.6 Inspections

Individual SOP's for permittee-owned or operated facilities will include the following inspections:

1. Weekly visual inspections for High Priority facilities
2. Quarterly comprehensive inspections of High Priority facilities
3. Quarterly visual observation of storm water discharges for High Priority facilities.

The SOP's include specific instructions on inspections, documentation, and corrective action if necessary. SOP's can be found in Appendix D.

4.2.6.7 Flood Management Structural Controls

The City has developed and implemented a process to assess the water quality impacts in the design of all new flood management structural controls that are associated with the City or discharge to the MS4. The process is included in the City's development *SWPPP Review and Approval* SOP in Appendix D. In addition to the normal review checklist the following procedures have been added:

- Does the site have a potential to discharge pollutants of concern as listed in Section 4.2.1.1 to the MS4?
 - If so, then do the proposed controls adequately limit or remove the pollutants of concern?

- If not then determine and require the best available controls to limit or remove the pollutants.
- Do the controls have adequate access for City or other maintenance personnel and equipment?
 - If not then require adequate access in the design.
- Do the hydraulic controls adequately mimic pre-development storm water flows?
 - If not, then require modified hydraulic controls to more closely mimic pre-development storm water flows.

The City has an inventory of all flood management structural controls within it's jurisdiction. All existing flood management control structures shall be assessed to determine whether changes or additions should be made to improve water quality. Approximately 20 percent of all existing flood management control structures will be assessed each year until 100 percent of them have been assessed. Changes and additions will be recommended as needed and documented in the SWMP. The review process will be the same as the review for new flood control structures.

4.2.6.8 Public Construction Projects

All public construction projects shall comply with the requirements applied to private projects as required in the City's storm water ordinance. The storm water ordinance can be seen in Appendix C.

4.2.5.9 Staff Training

As part of its annual training and educational process, the City will train its staff involved with primary construction, operation, or maintenance job functions that are likely to impact storm water quality. Training shall meet the requirements of Section 4.2.6.9 of the Permit. Records of training shall be kept including dates, activities or course descriptions, and names and positions of staff in attendance.

4.2.6.10 Control Measure #6 Summary

The following Table 6 shows a summary of Best Management Practices (BMP's) for Control Measure #6

Table 6 - Control Measure #6 Summary

Best Management Practice (BMP)	Measureable Goal	Implementation Schedule	Latest Action (Updated Yearly)
Inventory	Review and Update	Annually	Reviewed and updated 2013

Assessment	Review and Update	Annually	Reviewed and updated 2013
High Priority Designation	Review and Update	Annually	Reviewed and Updated 2013
Develop Facility Specific SOP's	Review and Update SOP's	Annually	Reviewed 2013
Floor Drain Inventory	Develop Inventory Update Inventory	Feb 2011 Annually	Reviewed and Updated 2013
Storm Drain Inventory and Map	Develop Inventory Update Inventory	Feb 2011 Annually	Reviewed and updated 2013
Inspections	Perform and Document Required Inspections	Weekly and Quarterly	Performed 2013
Flood Management Control Structures	Review Process for New Facilities Evaluate Existing Facilities	Annual Update 20 % a year for five years, as needed after	Reviewed 2013 Evaluated 2013
City Staff Education	Yearly Training	Annually	Provided 2012

4.2.6. Modifications to Previous Plan

No modifications to previous plan.

4.3 SHARING RESPONSIBILITY

Utah County Storm Water Coalition is not considered a co-permittee with Pleasant Grove City but does provide some Public Education and Outreach efforts. The Coalitions efforts are identified in Section 4.2.1 of this plan.

The City will report and document the efforts of the Coalition. In the event the Coalition fails to implement the control measure it will become the City's responsibility to do so or modify the control measure appropriately.

4.4 REVIEWING AND UPDATING STORM WATER MANAGEMENT PROGRAMS

4.4.1 Storm Water Management Program Review

The City will review its SWMP annually in conjunction with its yearly reporting.

4.4.2 Storm Water Management Program Update

The City will update its SWMP as needed according to the requirements of part 4.4.2 of the Permit.

5.0 NARRATIVE STANDARD, MONITORING, RECORDKEEPING AND REPORTING

5.1 NARRATIVE STANDARD

The following narrative standard is utilized in the City's storm water ordinance. A copy of the ordinance is included in Appendix C.

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

5.2 ANALYTICAL MONITORING

Analytical monitoring is not required for the City except under the following circumstances.

5.2.1 Compliance with TDML's

The City discharges storm water to tributaries of Utah Lake which is listed as an impaired water body with respect to Total Phosphate and Total Dissolved Solids. No Total Maximum Daily Load (TDML) has been developed by the Division and approved by EPA for Utah Lake. TDML water quality studies are listed as “in-progress”. Once a TDML is established for Utah Lake, the City's SWMP will be updated to reflect the listing per permit requirements.

5.2.2 Illicit Discharge Detection

The City will utilize analytical monitoring as outlined in parts 4.2.3.4, 4.2.3.5, and 4.2.3.5.1 of this plan for illicit discharge detection.

5.2.3 Elective analytical monitoring

In the event the City elects or is required in the future to conduct analytical monitoring as part of this plan, the City will comply with part 6.18 of this plan.

5.3 NON-ANALYTICAL MONITORING

Non-analytical monitoring is included in this SWMP as required in part 4.2.3.3.2 of the Permit.

5.4 RECORD KEEPING

The City will keep all supplementary documents current and up to date according to part 5.4 of the Permit. Documentation will be maintained for a period of five years unless that period is changed by the Utah Division of Water Quality.

5.5 REPORTING

The City will submit an annual report to the Division according to part 5.5 of the Permit.

Pleasant Grove



Utah's City of Trees

Storm Water Management Plan

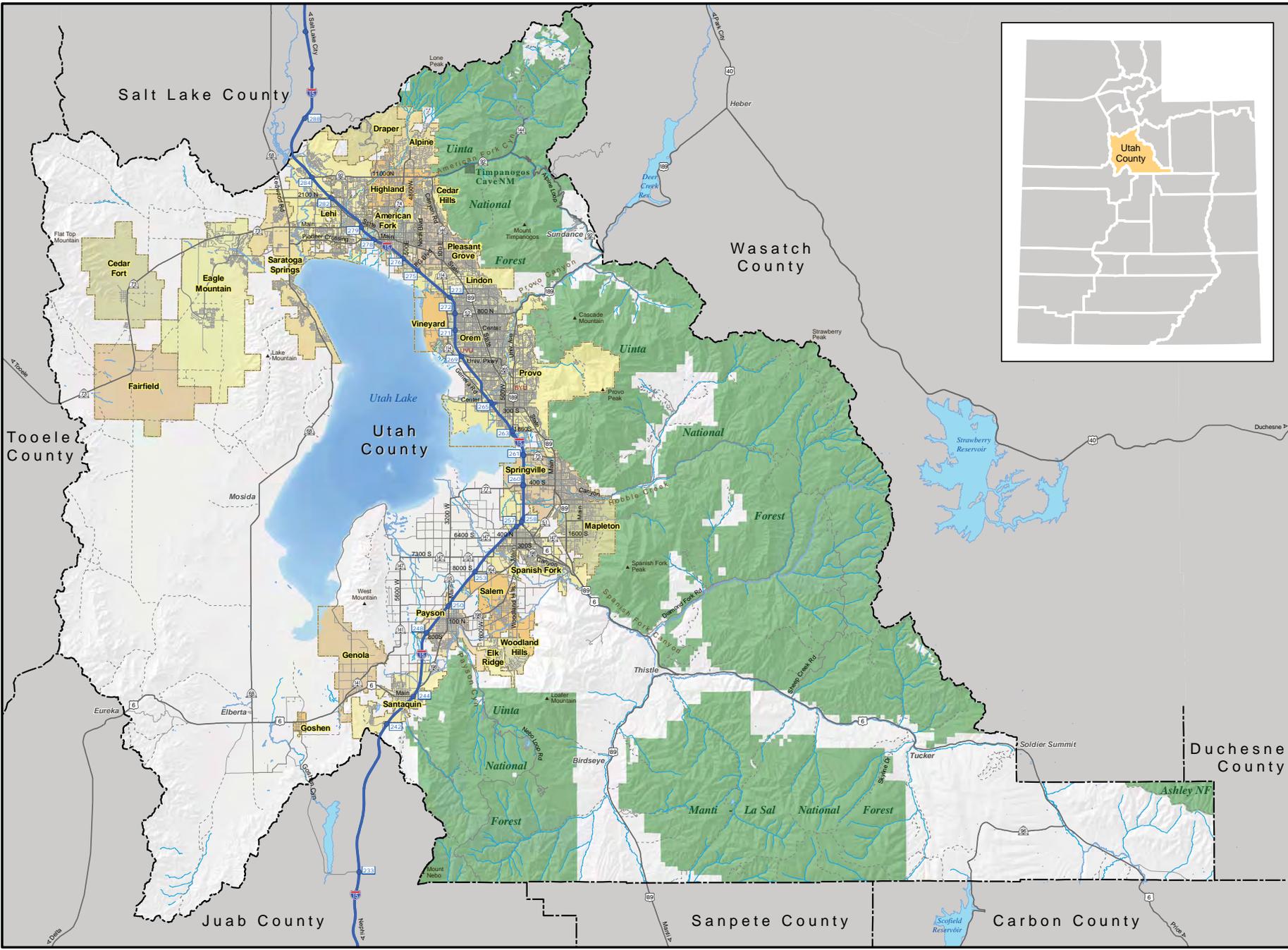
APPENDIX A – LOCATION MAP

Utah County

State of Utah



- ~ County Boundary
- ~ I-15
- ~ US Highway/State Route
- ~ Major Road
- ~ Paved Road
- ~ Dirt Road
- ~ Gravel Road
- City Boundaries
- Waterbody
- Reservoir
- Major River
- River
- National Park Service
- National Forest






1:348,480
 1 inch = 5.5 miles

Utah County Public Works
 Mapping Division
 2855 South State Street
 Provo, UT 84606
 (801) 851-8626

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 Map created by Curtis Wursten

Pleasant Grove



Utah's City of Trees

Storm Water Management Plan

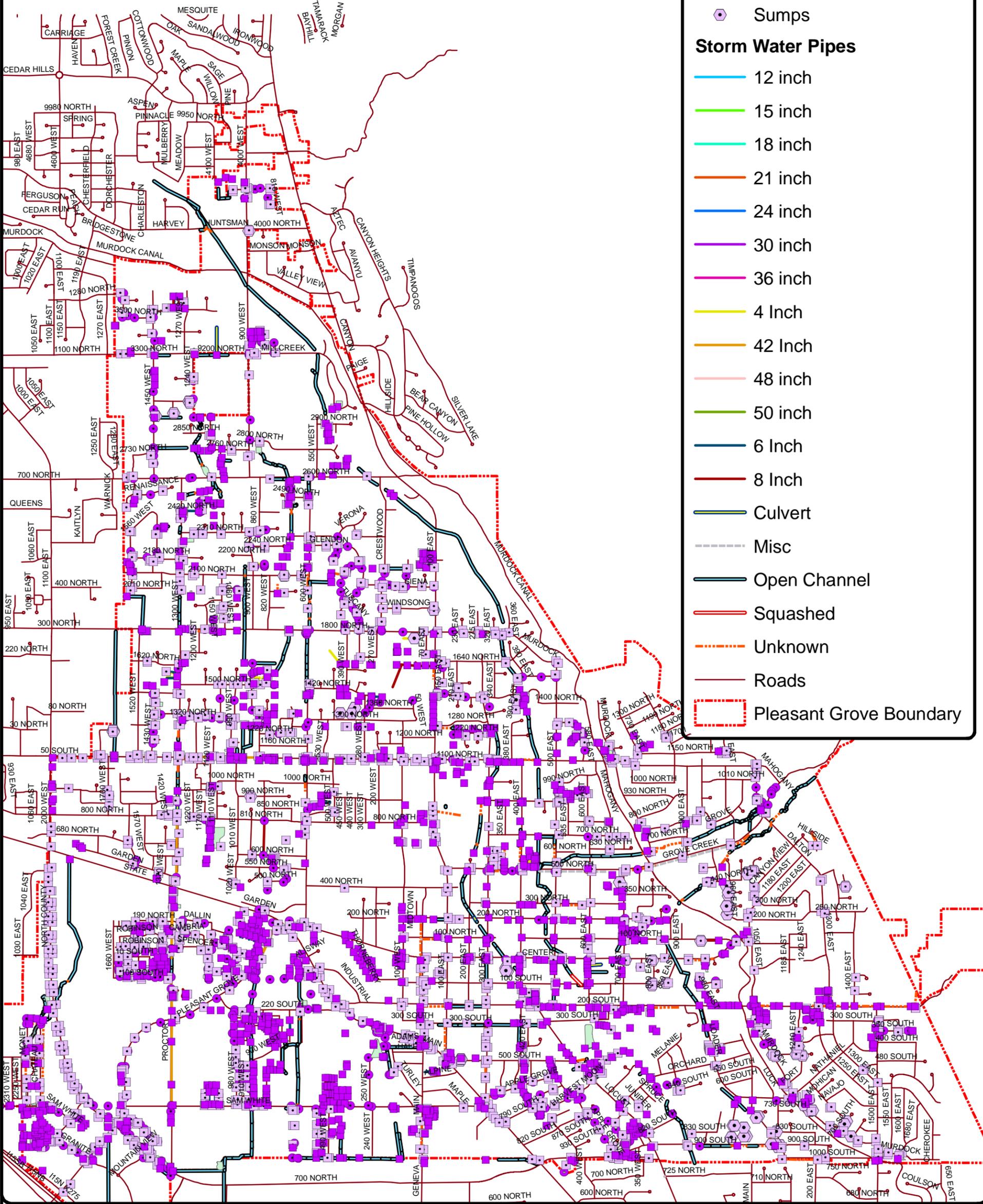
APPENDIX B – STORM WATER SYSTEM MAPS AND INVENTORIES



1:24,000

Legend

- Boxes
 - Inlets
 - Basins
 - Manholes
 - ⬢ Sumps
- Storm Water Pipes**
- 12 inch
 - 15 inch
 - 18 inch
 - 21 inch
 - 24 inch
 - 30 inch
 - 36 inch
 - 4 Inch
 - 42 Inch
 - 48 inch
 - 50 inch
 - 6 Inch
 - 8 Inch
 - Culvert
 - - - Misc
 - Open Channel
 - Squashed
 - - - Unknown
 - Roads
 - Pleasant Grove Boundary



2162 West Grove Parkway
Pleasant Grove, Utah 84062

PLEASANT GROVE CITY

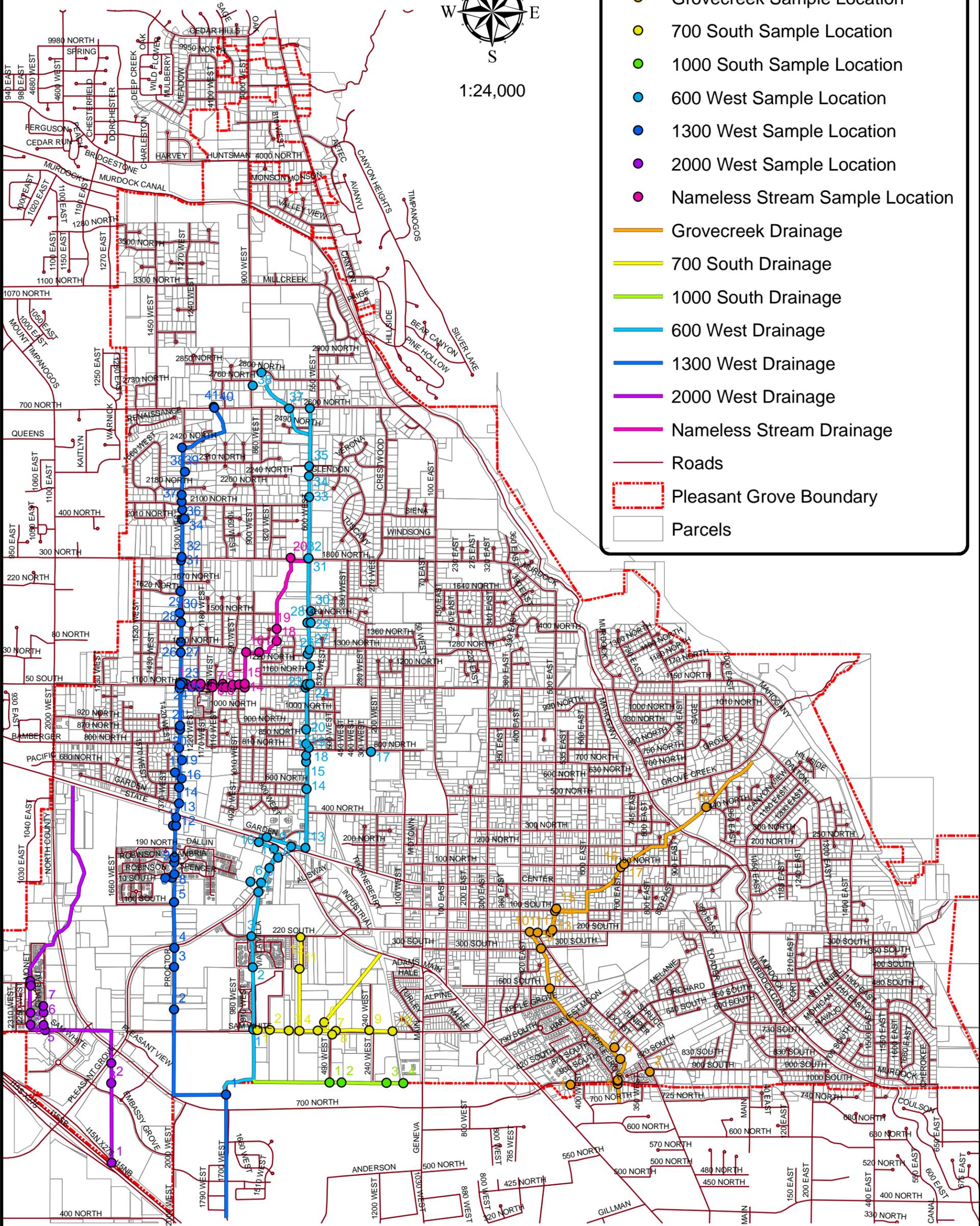
Figure B-1 Storm Water System Map



1:24,000

Legend

- Grovecreek Sample Location
- 700 South Sample Location
- 1000 South Sample Location
- 600 West Sample Location
- 1300 West Sample Location
- 2000 West Sample Location
- Nameless Stream Sample Location
- Grovecreek Drainage
- 700 South Drainage
- 1000 South Drainage
- 600 West Drainage
- 1300 West Drainage
- 2000 West Drainage
- Nameless Stream Drainage
- Roads
- Pleasant Grove Boundary
- Parcels



2162 West Grove Parkway
Pleasant Grove, Utah 84062

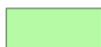
PLEASANT GROVE CITY

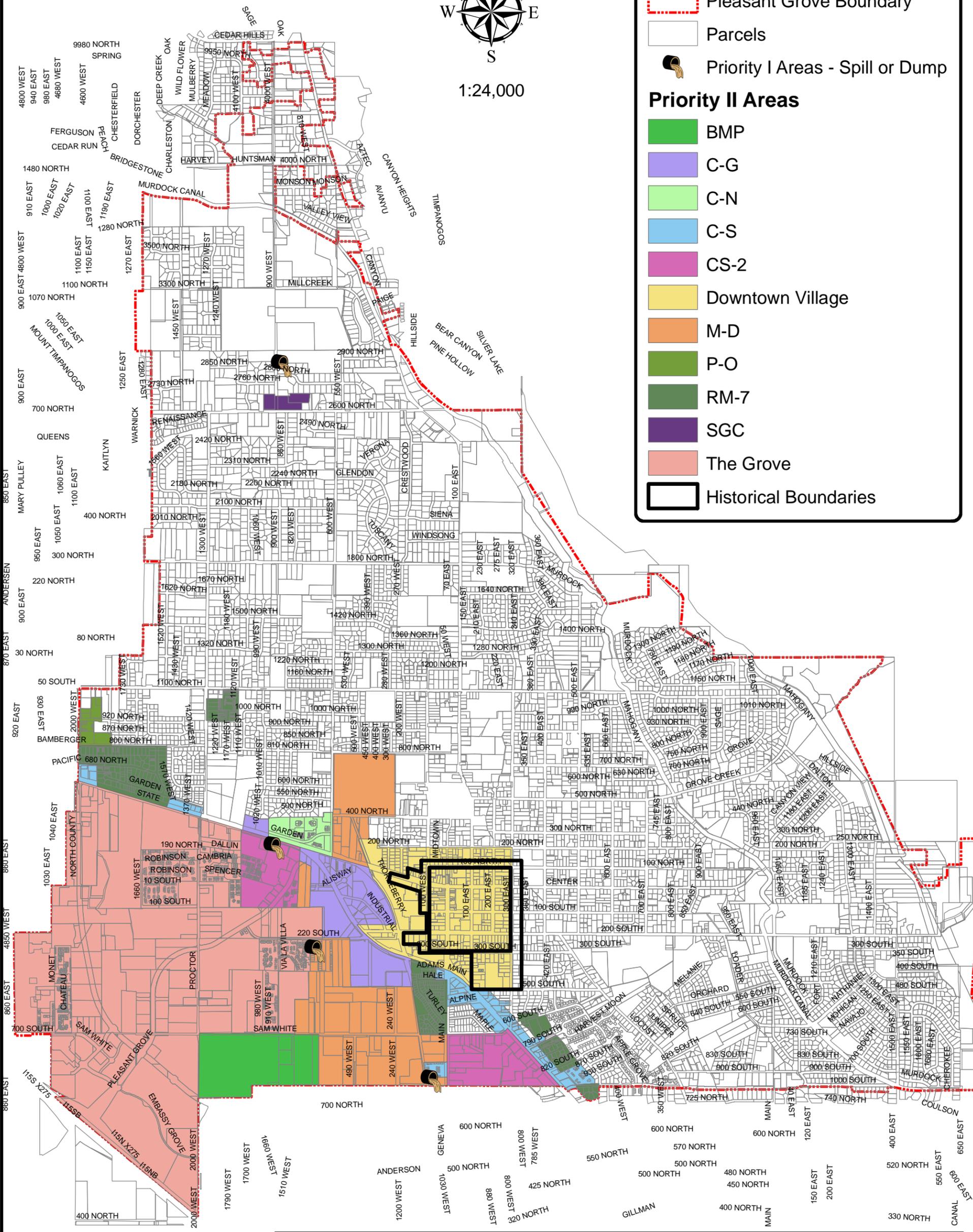
Figure B-2 IDDE Sample Location Plan



1:24,000

Legend

-  Pleasant Grove Boundary
-  Parcels
-  Priority I Areas - Spill or Dump
- Priority II Areas**
-  BMP
-  C-G
-  C-N
-  C-S
-  CS-2
-  Downtown Village
-  M-D
-  P-O
-  RM-7
-  SGC
-  The Grove
-  Historical Boundaries



See Figure B-2 for Priority II Discharge Locations
 See Table B-4 for Priority II Post Construction SWPPP List



2162 West Grove Parkway
 Pleasant Grove, Utah 84062

PLEASANT GROVE CITY

Figure B-3 Priority Areas Map

Table B-4 IDDE Priority Areas List

Priority I Areas		
ID	ADDRESS	DESCRIPTION
1	220 South	Chemical Dumping into Storm Drain
2	1000 South Geneva Road	Mechanic Shop draining to Storm Drain
3	State Street Car Wash	Car Wash Drain to Storm Drain
4	900 West Car Detail	Car Wash Drain to Storm Drain

Priority II Areas		
ID	ADDRESS	DESCRIPTION
1	Historical Overlay Area of Pleasant Grove	Older Infrastructure
2	Sanitary Sewer Overflows	None Presently
3	Commercial/Industrial/Mixed Use Areas	See Figure B-3
4	Long Term Storm Water Management Plan Holders	See Below
5		

Long Term Storm Water Management Inventory

Perm	Development	Location	Operator (Name)	Contact #	Current SWPPP
6109	Thornberry	201 W. Center	Pentaland	301-2885	265-1155
6183	Centennial Square	238 W. St. #2		785-7190	
6216	McDonalds	700 S. State		303-779-0444	
6206	D&C Development	655 W. 220 S.	Office Warehouse	785-9866	
6241	City Side Office Park	457/459 E. 1000 S.	Condo	785-8025	
6257	Lindstrom	402 S. 100 E.	Business	785-3007	
6262	Dallin Aldridge	685 W. State	Comm.	785-1814	
6264	Village Square	376 E. State	Comm.	785-1814	
6286	Centennial Square	238 E. State		785-8025	
6297	Utaz Development	872/886 N. 2000 W.		377-6286	
6300	Sierra Cove Tri-Plex	526/518/514 E. Sierra Ln.		756-2682	
6306	Dr. Greg Kofferd (Alpine Ped.)	920 N. 2000 W.		377-6286	
6336	Village Square	376 E. State	Doug Nielson	376-6776	
6617	Jim Davis	732/734 W. 1000 N.	Tri-Plex	785-6265	
6809	P.G. Senior Center	242 W. 200 S.		361-1733	
6836	D&C Development	671 W. 220 S.		756-3802	
6855	Continerta Pipe	430 N. 600 W.		785-6922	
6911	U.S. Bureau of Reclamation	315 W. 1100 N.		372-9407	
6940	Dan Deans	454 W. State			
7011	Pebblecreek	462/464/456/458 E. 1000 S.		785-8025	
7173	Amsource	881 W./981 W. State		994-7000	
7319	PG Town Center Condo 2 plex	139 S. PG Blvd.	Green Grove Apt.	226-0080	
7325	Provo River Water Users	1100 N.		222-0710	
7365	Mountainland Head Start	350 W. State		375-7981	
7399	Car Wash	125 W. Center	Terry Stone	541-1031	
7548	Pleasant Springs	884 W. 700 S.		269-0700	
7630	Pemberley at Robinson Grove	1394 W. 110 N.	8 Plex (GCD)	434-8290	
7700	Garden Village 5 plex	1852 Thru 1832 Garden Drive	Wade Hanks		
7751	Gateway View Townhomes	149 N. Proctor Ln		566-1505	
7802	Dr. Edwards - Vet.	852 S. State		360-4202	
7833	Wieneischitzel	152 S. PG Blvd.		489-6408	
8000	Capelli Hair	200 E. State	No Permit		
8086	Gateway Village	655 S. 950 W.		492-0002	
8137	PG Town Center	985 W. State		994-7000	
8219	Allstar Auto	656 N. 2000 W.			
8304	Belle Monet	684 S. 2150 W.		465-8700	
8368	Dana Point	595 S. PG Blvd.		280-2184	
8428	Cambria	1286 W. 110 N.		227-0530	
	Cambria	1257 W. 50 N.			
8477	Country Cars Power Sports	25 W. State		360-2082	
8550	Business	140 S. Main	Ray Fox		
8604	PG Business Park	302 S. 710 W. 701 W. 220 S.		361-1733	
8734	PG Villas at Maplewood	264 S. 910 W.		836-1558	
8794	The Gables at PL. Grove	174 N. 1380 W., 152-158 N. 1380 W.		208-4000	
8925	Charter- One School	1582 W. 3300 N.		836-1558	
8931	Timp. Animal Hospital	815 S. Main		318-4933	
9050	Grove Business Park	822 S. 490 W., 513 W. 700 S.		568-9300	
9100	Rockwell - GCD	1462 W. 10 S.		434-8290	
9293	Maceys fuel Station	142 S. PG Blvd.		978-8242	
9325	PG Towncenter Car Wash	175 W. PG Blvd.		694-2697	
338	Mayfiel	260 S. 2500 W.		486-2530	
392	Grove Creek Center	2152 W. Grove Parkway		310-6552	
402	University of Phoenix	2174 W. Grove Parkway		480-822-1773	
514	Knesington	852 S. Main, 848 S. Main		420-5028	
519	Westgrove Plaza	2434 W. 700 S.		763-9901	
741	Discovery Grove	1955 W. Grove Parkway		836-8497	
748	Burbs	643 W. 700 S.		750-3848	
08-04	All American Development	200 S. State		787-7902	
09-17	Majestic Meadows	637 W. State		216-4660	
10-08	Northwest Pipe Co.	430 N. 600 W.		566-7906	
11-07	Grove Point	1975 W. State		361-7207	
	LDS Churches				
6349		455 E. 200 S.		255-7700	
6548		1028 W. 1000 N.			
6681		475 N. 700 E.		763-4543	
6712	J.H. Seminary	647 N. 300 E.		254-2000	
		942 N. 500 E.			
6885		828 S. Locust Ave.			
6919		105 W. 1800 N.		763-4520	
6963		825 S. Loader Ave.		763-4520	
7090		1320 W. 3540 N.			
7702		2195 N. 100 E.			
		800 N. 100 W.			
8182		303 S. Murdock			
8456		1136 W. 700 S.			
9135		56 S. 1300 W.		763-4543	

9144		332 E. 500 S.		763-4543		
9160		1548 N. 900 W.		509-0757		
9221		3396 N. 900 W.		763-4520		
745		905 N. 500 W.		763-4520		
42		2433 W. 450 S.				
	Work Sheets					
		1998				
6046	Knight West					
6070	Village Square Comm. Addit.					
6094	Knight West Comm. Addit.					
6123	William Parker Med. Build					
6109	Thornberry Elderly house					
6152	Pentalo Const. Carports					
6183	Knight West Cent. Sq. #2					
6206	D&C Development Office Warehouse					
6216	McDonalds - 6379					
6232	Hai Ruston Computere Software					
6236	All American Elderly home					
6241	Knight West City Side Condo - 7133					
6257	JP Prop Jeff Lindstrom Comm					
6262	Dallan Aldridge Comm					
6264	General Nutrition Comm. Village Sq.					
6279	Village Sq./Blockbusters 6383-6691					
6286	Knight West Comm. Finish					
6290	Lee's Café					
6297	Utaz Dev. Comm. 6415					
6300	Shane Morris Tri-Plex					
		2000				
6647	Phoenix Homes Comm. Remodel					
6681	LDS Church Remodel					
6712	HJH Seminary					
6716	LDS Church					
6731	John Pope Comm. Addit.					
6794	Nish Zundel (Proving Grounds) Int. Finish					
6802	Utaz Comm. Finish 5926					
6809	PG Senior Center					
6828	Warburton 6880					
6836	D&C Development					
6846	Magnum Mang Comm Remodel					
6853	UnCamp Credit Union					
6854	Smiths Gas Station					
6855	Continental Pipe					
6875	Knight West Unit 8-9 Comm					
6879	Steve Pterson Comm Remodel					
6885	LDS Church					
		2001				
6897	Joel Ivie Comm					
6911	US Bureau of Reclamation					
6913	Enrique Escobebo					
7382	Amsource Int finish 7401-02-03-04-05-06					
7399	Terry Stone Car Wash					
7417	Amsource Comm					
7504	The Marble Company Int. finish					
7542	Verl Bills Int. Finish - Quiznos					
7548	Western States Lodging Apartments		7549-7560			
		2003				
7618	Gary Devincent Glass Hospital Int finish					
7630	Mike Stewart 8 Plex GCD					
7631	Mike Steart 4 Plex 7632 - 33					
7652	LDS Church Remodel					
7656	Cobble Stone Int finish					
7700	Wade Hanks Multi family					
7702	LDS Church					
7751	Gateway View Townhomes					
7760	Alpine Pediatrics					
7772	Knight West Comm					
7802	Dr. Edwards - Vet.					
7817	Gateway View Townhomes Multi family		7817-7829			
7833	Wieneischitzel					
		2005				
8541	Green Groe Apartments		8541-8544-8560-68			
8550	Ray Fox Comm					
8584	Aison Chintz					
8594	Cambria Dev 3 plex					
8604	Dana Fairbanks Comm					
8631	Trophy Homes Multi Family		8631-8634			
8656	Sundance		8663-8665			
8704	Cambria Multi Fmily					
8734	Villas At Maplewood Multi Family		8734-8736	Distinctive Dev		
8749	PG Business Park					
8794	Castlewood Multi Family		89=794-8809			
8900	Brad Byland					
8925	Charter- One School					
8931	Timp. Animal Hospital		Darrel Barry			
		2006				
9050	Grove Business Park					
9062	Bellmonet Kriser Homes			9088		
9100	GCD rockwell			9108		
9135	LDS Church					
9137	City Side					
470	Spanky's Express comm Fongqs					
495	Spinal Rehab comm					
514	New Century Kensington					
519	West Grove Plaza Comm					
		2008				
558	Verizon Wireless comm					
589	Precast Concrete comm					
688	DMB Grove Creek Center					

741	Discovery Office					
745	LDS Church					
748	Burbs					
		2009				
42	LDS Church					
48	All American Development					
114	Lincoln Academy					
171	Triple Focus Shell 170					



1:24,000

Legend



Spill or Dump

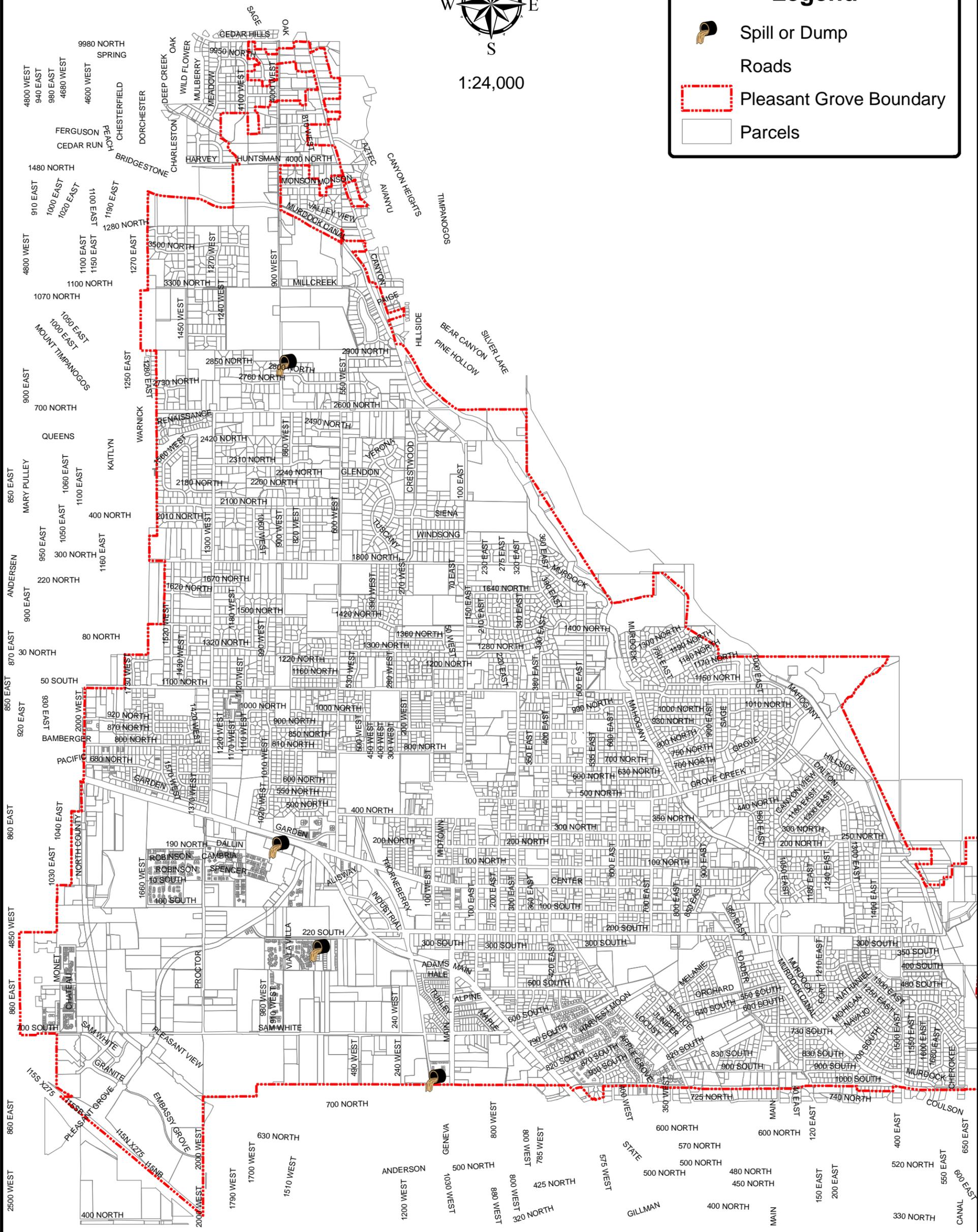
Roads



Pleasant Grove Boundary



Parcels



2162 West Grove Parkway
Pleasant Grove, Utah 84062

PLEASANT GROVE CITY

Figure B-5 IDDE Historical Spill and Dumping Locations

B-7 City Building Drain Inventory

Location	Address	#Drains	Notes
		2	Old Home on 400 N and 600 W drain to sewer
Pipe Plant Property	600 East, 400 North to 800 North	1	Changing Room Building drains to sewer
		2	RR drains to sewer
		2	Storage Room drain to sewer
Veteran's Memorial Pool	Veteran's Memorial Park	1	Pump Room drains to sewer
		11	Men's RR drains to sewer
		13	Women's RR drains to sewer
		5	Concessions drains to sewer
Veteran's Memorial Pool	Vinking way and locust	1	First Aid drains to sewer
		2	Life Guard Room drains to sewer
Home on 600 West 1775 North	600 West 1775 West	1	Drain to sewer
Home on Locust	375 South Locust	0	No Drain in home
old rec office building	41 east 200 south	1	Yes , drain in basement/ to sewer
		2	Preschool drains to the sewer
old rec building	71 east 200 south	1	women's RR
		1	Mens RR and old shower room
downtown park restrooms	33 east 100 south	1	Men's RR
		1	women's RR
		1	women's RR fire dep. Drains to sewer
comm dev./fire dept.	86 east 100 south	2	Men's RR fire dep. Drains to sewer
		2	Shop in the fire dep. Drains to sewer
historic city hall	107 south 100 east	0	none in this old building
lions/sportsmen building	600 east center	1	In the basement of the building
			It drains into the sewer
			none in this old building
pioneer museum building	73 south 100 east	0	
			none in this old building
old beck home	90 east center	0	
		2	Up stairs RR @ the p.d.men and women's
		1	Holding area @ the p.d.
city hall /P.D.	70 south 100 east	2	Downstairs RR@ the p.d. drains to sewer
		1	Sally Port @ the p.d. drains to sewer
library building	70 south 100 east	1	downstairs in the kitchen
		2	downstairs in the RR
		1	Men's RR
manila creek park R.R. building	3300 north 900 weat	1	Women's RR
		1	Utility room
Manila park R.R. North	100 east 300 west	2	in the RR
			to the sewer
Manila Park R.R. South	100 east 300 west	2	in the RR
			to the sewer
Manila Park Scor Tower R.R.	100 east 300 west	1	Men's RR
		1	women's RR drains to the sewer

Mahogany ridge park R.R.	650 west	1 1	Men's RR women's RR drains to the sewer
Monson Well Buildings	900 east 200 north	2	One in each building,Drains into ditch.
Anderson Park well building	approx. 950 east	1	in building ,Drains into ditch.
Andersom Park R.R.	approx. 950 east	2	In the restrooms Men's and women's
Battle Creek park R.R.	850 east 200 south	2	In the restrooms Men's and women's
Battle Creek well house		1	Drain is in building,drains to the S.W
Battle Creek well house P.I.	1481 east 200 south	1	Drain is in building,drains to the S.W.
Manila tank park R.R.	350 south 1500 east	2	Men's and Women's RR
Gibson Well house building	337 south loader	1	Drain is in building, drains into the open ditch
Brimley Well house building	1062 east Nathaniel drive	1	Drains into ditch on the south side.
Grove Creek Well House building	P.I. filter station 500 North 1150 east	1	Drains into ditch on the south side.
Grove Creek Well House building	drinking water 500 North 1150	1	Drains into ditch on the south side.
Rodeo Grounds R.R	North and South	3	Drains to the sewer R.R. shower
Rodeo Grounds R.R	east building	1	Drains to the sewer R.R.
Shannon Fields R.R. sco. Tower	Just of 220 south	2 1	Men's and Women's RR drains to sewer Storage Room Drains to the sewer
Public Work building	323 West 700 South	2	Men's and women's R.R. drains to sewer
Cemetary building R.R.	550 north 100 west	1 3	Man's and Womem's R.R. drains to sewer Floor drains in shop drains into sump.
New Community center (rec)	547 north locust	14 2 2 1 2	Men's and women's R.R. drains to sewer Family R.R.s drains to sewer Preschool R.R.s men's and women's Kitchen on the north end drains to sewer Small bathroom by front desk to sewer Wash room drains to sewer

B-8 Storm Drain Inventory on City Owned Property - Included in Figure B-1

Pleasant Grove



Utah's City of Trees

Storm Water Management Plan

APPENDIX C – ORDINANCES

Chapter 6

STORM DRAINAGE

8-6-1: FINDINGS; STORM DRAINAGE MASTER PLAN ADOPTED:

The city council:

- A. Has found it necessary and determined that the public interest, convenience, health, welfare and safety requires that all water generated from, off and around individual construction, commercial, industrial, and public use developments and subdivisions be confined and disposed of in a flood control storm drain system; and (Ord. 98-34, 12-15-1998)
- B. Has adopted as part of the city's general plan a storm drainage master plan as amended from time to time relating to the disposition of surface waters in a storm drainage system; and (Ord. 98-34, 12-15-1998; amd. Ord. 2004-16, 7-20-2004)
- C. Has found that each area which is proposed to be subdivided, developed and/or built upon, does in fact generate additional runoff water which needs to be disposed of in a safe manner, avoiding damage and hazards to the inhabitants of the city; and
- D. Has found it is necessary that certain improvements be constructed upon and/or in close proximity to subdivisions, commercial, industrial and public use developments, developments and individual construction in order to carry the surface runoff water to appropriate storage, disposition areas and other facilities identified in the storm drainage master plan; and
- E. Has found that the costs of construction of the improvements must be borne by the subdivision and/or proposed developer and builder. (Ord. 98-34, 12-15-1998)

8-6-2: DEFINITIONS:

For the purpose of this chapter, the following terms, phrases, words and their derivations shall have the meanings given herein:

CATCH BASIN: A basin that has a storm water inlet to trap solids or debris.

DEBRIS: Any rock, dirt, sand, tree or other rubbish, litter, etc.

DETENTION BASIN OR RETENTION BASIN: A depression, or bermed area, designed with an inlet and outlet that regulates water flow and may allow debris to settle out of the water, and that is capable of detaining storm water runoff until it can either percolate into the surrounding soil, or be discharged at an approved release rate into a channel, pipe, ditch, street or other conveyance, without causing damage downstream. The detention basin shall have a discharge

into said facilities as set forth above, however, a retention basin must contain all generated volumes.

DRAIN INLET: A point of entry into a sump, detention or retention basin, or storm water system or conduit, or approved irrigation system.

STORM DRAIN: A closed conduit for conducting storm water that has been collected by inlets or other approved means.

STORM WATER: Precipitation such as rain, snow, hail or other naturally occurring waters, that are not present as ground water. Once the water percolates into the soil, it is defined herein as ground water. Storm water runoff is water that is generated by storm water over land. All other water is defined as being water that is naturally occurring, and is not storm water.

SUMP: A formalized structure underground, surrounded by drain rock, that acts as a detention basin to allow the slow release of water into the surrounding subsoil. Sumps usually receive storm water runoff from paved areas such as streets, parking lots, building roofs, etc. (Ord. 98-34, 12-15-1998)

8-6-3: OBSTRUCTIONS:

- A. It is unlawful for any person to obstruct or contribute to the obstruction of the flow of storm water runoff or nonstorm water runoff into any sump, retention basin, storm water channel or storm drain, curb and gutter, drain inlet, or other associated structural controls that convey storm water and/or nonstorm water runoff.
- B. It is unlawful for any person to cause any obstruction that inhibits the normal flow of storm water and/or nonstorm water runoff in any curb and gutter, unless the obstruction is associated with a street and/or storm waterage improvement project and is authorized by the city engineer or his appointee and granted with the issuance of a permit signed by the city engineer or his appointee.
- C. It is unlawful for any person to cover over any drain inlet for any reason or purpose. (Ord. 98-34, 12-15-1998)

8-6-4: DUMPING:

- A. It is unlawful for any person to dump, or allow to be dumped, into any sump, detention or retention basin, storm drain, curb and gutter, drain inlet, or other storm or nonstorm waterage structure that conveys storm water and/or nonstorm 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.

- B. The restrictions set forth in subsection A of this section shall not apply to the normal runoff of nonstorm water related to domestic home use, as long as the product in question is used in the manner prescribed by the manufacturer of the product; for example, lawn watering, washing cars, etc. (Ord. 98-34, 12-15-1998)

8-6-5: REDUCTION OF STORM WATER FLOWS:

- A. The development for which the permit or approval is issued must design for and calculate the flows and volume, as provided in subsection [11-7-4D](#) of this code, that will be produced by a 10-year, 24-hour storm for detained flow and storage, and a 25-year, 24-hour storm for retained flow and storage. In addition, the maximum allowable discharge from the entire project area or site shall not exceed 0.15 cfs per acre of gross area of development. The amount of storm water exiting the project cannot exceed the amount calculated above, but may be further restricted by the capacity of existing storm drains or drainage facilities as determined by the city engineer. Restrictions to the controlled rate of release will require that detention storage be provided. If no storm water collection, irrigation system with allowable capacity, or detention basins downstream are available, with sufficient unused capacity for the 10-year storm volume, or any portion thereof, retention of the 25-year storm must be provided. In any event that retention is the only available source of storm water management, in the determination of the city engineer, the soil must be capable of absorbing the entire volume of water within a three (3) day period of time, as determined by a percolation test that shall be performed on the site to be used for retention of the storm water. All other provisions of the sizing, improvement and use of retention or detention basins shall conform in all instances to the provisions of section [10-15-33](#) of this code. In addition, all provisions of the design of storm water systems or control for each development shall conform to the master storm water management plan.
- B. In the instances where the plan describes major storm water conveyance channels that are intended to remain in an open, nonpiped condition, conflicting provisions of this code, requiring that channels, ditches, and other storm or irrigation water conveyances be piped, shall be waived. (Ord. 98-34, 12-15-1998)

8-6-6: PIPING OF EXISTING DRAINAGE/IRRIGATION FACILITIES:

Any open irrigation and/or drainage ditches which are located within or along the borders of any proposed development must be piped or otherwise covered as a condition of development approval, except as provided in section [8-6-5](#) of this chapter. The developer shall be responsible for the design and construction of the required improvements. In the event the ditch has been identified in the storm drainage master plan as needing increased capacity, the city council may elect to have the city participate in the costs of piping such ditch. (Ord. 98-34, 12-15-1998)

8-6-7: PENALTY:

- A. The violation of any of the provisions of this chapter shall be a class C misdemeanor and upon conviction, subject to penalty as provided in section [1-4-1](#) of this code. Each day that a

violation occurs shall constitute a separate offense. (Ord. 98-34, 12-15-1998; amd. 2003 Code)

- B. If, as the result of the violation of any provision of this chapter, the city or any other party suffers damages and is required to make repairs and/or replace any materials, the cost of repair or replacement shall be borne by the party in violation, in addition to any criminal fines and/or penalties. (Ord. 98-34, 12-15-1998)

Chapter 8

SENSITIVE LANDS

11-8-1: LEGISLATIVE INTENT:

A. With the enactment of this chapter, it is the intent of the city council:

1. To place the liability and expense of evaluating the condition of potentially unstable land, and determining restrictions which should be placed on its development, upon geologists or engineers employed by the landowner;
2. To restrict the development of land to those uses which do not present unreasonable risks to persons or property because of geologic hazards; and
3. To prevent fraud in land sales relating to the geologic condition of real property.

B. With the enactment of this chapter, it is the intent of the city council to authorize a governmental function of regulation within the meaning of Utah Code Annotated sections 63-30-3 and 63-30-10(1), (3) and (4). (Ord. 2000-23, 7-18-2000)

11-8-2: GENERAL PROVISIONS:

The provisions of this chapter are intended to minimize floods, erosion and other environmental hazards; to protect the natural scenic character of foothill areas, and other areas not suitable for development, and to ensure the efficient expenditure of public funds. To ensure that the improvement of proposed sensitive lands areas shall reflect the best interests of the city, all grading or other improvement of any land, including, but not limited to, land in approved subdivisions or other development plans, shall conform to the development standards, guidelines and criteria of this chapter. The policies to be achieved by this chapter shall include, but not be limited to, the following: (Ord. 2000-23, 7-18-2000; amd. 2003 Code)

- A. Minimize grading deviations from the natural contour of the land. Round off, in a natural looking manner, sharp angles at the tops and ends of cut and fill slopes. Avoid a "staircase" or "padding" effect.
- B. Require preservation of trees and other vegetation that stabilize steep hillsides, retain moisture, prevent erosion and enhance a natural scenic view. Where necessary, require additional landscaping to enhance the scenic and safety characteristics of the hillside.
- C. Require immediate planting of vegetation wherever appropriate to stabilize cut and fill slopes, to conceal the raw soil from view and to minimize erosion. (Ord. 2000-23, 7-18-2000)

- D. Preserve natural drainage channels. May require dedication of fifteen foot (15') wide drainage and access easement on both sides of channel for inspection and maintenance. (Ord. 2000-23, 7-18-2000; amd. 2003 Code; Ord. 2004-19, 8-17-2004)
- E. Encourage retention of natural landmarks, prominent natural features, wildlife habitation and open space.
- F. Preserve and enhance the visual and environmental quality by using natural vegetation and minimizing excavation and terracing.
- G. Protect the public from natural hazards of storm water runoff and erosion by requiring drainage facilities.
- H. Minimize the threat of fire damage by establishing fire protection measures. (Ord. 2000-23, 7-18-2000)
- I. Establish land use management that will encourage protection of natural elements while allowing a harmonious and satisfying residential environment. Establish multi-use trail system along drainage channels, watercourses and foothill areas. (Ord. 2000-23, 7-18-2000; amd. 2003 Code; Ord. 2004-19, 8-17-2004)
- J. Encourage a regard for the view of the foothills as well as view from the foothills. (Ord. 2000-23, 7-18-2000)

11-8-3: ACTIONS PROHIBITED:

Notwithstanding any other provision of this title, it shall be unlawful to grade, fill or excavate any land in any manner which presents an unreasonable risk of erosion, flooding, landslide or any other unsafe condition. It also shall be unlawful to erect any structure which will not be reasonably safe for use as a human habitation because of:

- A. Shallow ground water (water close to the surface);
- B. Surface water;
- C. Expansive soils;
- D. Collapsible soils;
- E. Proximity to a potential landslide area;
- F. Proximity to a secondary fault;
- G. Proximity to an active landslide;
- H. Proximity to a primary Wasatch fault zone;

I. Steep slopes;

J. Any other unsafe condition. (Ord. 2000-23, 7-18-2000)

11-8-4: PROCEDURE TO DEVELOP REAL PROPERTY:

A. It shall be unlawful to construct any road to be dedicated to the public without doing the following:

1. Obtain the acknowledgment of the city engineer that a geotechnical report (a "geotechnical report" is described in section [11-8-7](#) of this chapter) required by this chapter, has been received and meets the requirements of section [11-8-7](#) of this chapter. (The giving of this acknowledgment by the city engineer shall not be an approval of or acquiescence to the content or conclusions of the geotechnical report. A geotechnical report shall be considered part of the public record and may be copied by any person.)
2. Except as provided in section [11-8-10](#) of this chapter, by grading, filling or excavating land or erecting structures only as described in the geotechnical report that has been acknowledged by the city engineer.
3. By executing and recording the restrictive covenant required by section [11-8-12](#) of this chapter. (This subsection does not apply if no geotechnical report is required.)

B. In addition to the provisions of this chapter, all grading, filling or excavation of land or erection of any structure shall comply with all other applicable provisions of these ordinances. (Ord. 2000-23, 7-18-2000)

C. Those parts of any proposal to construct improvements such as roads, sewer lines, water lines, trails or other improvements which are intended to be placed in public ownership, shall be subject to the approval of the city engineer. (Ord. 2000-23, 7-18-2000; amd. 2003 Code; Ord. 2004-19, 8-17-2004)

D. Those parts of any proposal to develop real property which jeopardize the public's health, safety or welfare, or significantly interferes with established long term development of the city, shall be subject to the approval of the city engineer after consultation with the appropriate city department. (Ord. 2000-23, 7-18-2000)

11-8-5: PRELIMINARY DETERMINATION BY CITY ENGINEER:

All proposals to grade, fill or excavate land, or to erect a structure for human habitation (sometimes referred to herein as the "proposal"), shall be referred to the city engineer who shall make a preliminary determination if any of the unsafe physical conditions described in section [11-8-3](#) of this chapter appear to exist in relation to the real property which is included in the proposal. (Ord. 2000-23, 7-18-2000)

11-8-6: REQUIREMENT TO SUBMIT A GEOTECHNICAL REPORT:

- A. Except as otherwise provided in subsection C of this section, if the city engineer determines in the manner described in section [11-8-5](#) of this chapter that no unsafe physical condition described in section [11-8-3](#) of this chapter appears to exist in relation to the subject property, the proposal with respect to which the subject property is associated may proceed, as proposed, subject to the other requirements of this title.
- B. If the city engineer determines in the manner described in section [11-8-5](#) of this chapter that an unsafe physical condition described in section [11-8-3](#) of this chapter appears to exist in relation to the subject property, the applicant shall submit a geotechnical report and otherwise comply with the remainder of this chapter.
- C. With respect to any proposal not requiring a geotechnical report, the city engineer may require the applicant to submit other information to resolve issues with respect to the condition of the subject property. The city engineer may withhold the determination described in section [11-8-5](#) of this chapter until the required information has been received, and based on that information, the city engineer may require the submission of a geotechnical report. (Ord. 2000-23, 7-18-2000)

11-8-7: GEOTECHNICAL REPORT:

- A. Information Required: A geotechnical report shall include maps and a report containing not less than the following information:
 - 1. Maps: The maps shall include:
 - a. The site location and regional setting of the subject property.
 - b. A geologic map which illustrates actual or potential landslides, fault zones, shallow water tables, expansive or collapsible soils, debris flows, flood areas, and any other pertinent natural or artificial features that might influence the stability of the subject property or adjacent property. Actual or probable surface and subsurface conditions shall be shown in relation to those that are conjectural, being clearly labeled as such. The proposed grading, filling, excavation or structure to be erected shall be shown in relation to the geologic features described above. Any corrective or remedial action necessary to avoid a violation of section [11-8-3](#) of this chapter shall be shown and shall be clearly identified as such.
 - c. Maps shall be a scale of one inch equals one hundred feet (1" = 100'), with contour lines at five foot (5') intervals. Existing contours shall be shown by dashed lines and proposed contours shall be shown as solid lines. Boring logs, cross sections, test trench logs, soil sample descriptions, and test results shall be included.
 - d. The city engineer may require additional maps or additional detail on existing maps as to evaluate actual or potential geologic hazards.

2. Report: The report shall include:

- a. A description of the proposed grading, filling, excavation or structure;
- b. An analysis of the effects of the proposed grading, filling, excavation or erection of a structure in relation to the geologic conditions shown on geologic maps;
- c. An analysis of how structures will be made reasonably safe for human habitation;
- d. Any corrective or remedial action necessary to avoid a violation of section [11-8-3](#) of this chapter, described and analyzed in detail;
- e. A list, including title, author and date, of all prior studies or reports which are relied upon to make this report;
- f. The city engineer may require additional information or analyses to evaluate actual or potential geologic hazards.

B. Sloped Lands: If the geotechnical report (maps and report) relates to land having an average slope that exceeds twenty five percent (25%), the development proposal described in the geotechnical report shall conform to the provisions of section [11-8-14](#) of this chapter. (Ord. 2000-23, 7-18-2000)

C. Waiver: In the case of a proposal to grade, fill or excavate, which is not directly or indirectly related to a proposal to erect a structure for human habitation, the city engineer may waive compliance with any requirement of this section relevant to the proposed grading, filling or excavating. (Ord. 2000-23, 7-18-2000; amd. 2003 Code)

11-8-8: ENGINEER QUALIFICATIONS:

A. State License: A geotechnical report (described in section [11-8-7](#) of this chapter) shall be stamped and signed by a geotechnical engineer who shall be a licensed professional engineer registered in the state.

B. False Statements: In addition to any applicable private civil remedies, it shall be unlawful to knowingly make a false, untrue or incomplete statement in a geotechnical report or to sign the certificate described above knowing the same to be materially false or not true. (Ord. 2000-23, 7-18-2000)

11-8-9: POST CONSTRUCTION INSPECTION AND CERTIFICATION:

For real property with respect to which development has proceeded on the basis of a geotechnical report which has been acknowledged by the city engineer, no final inspection shall be completed or certificate of occupancy issued or performance bond released until the engineer who signed and approved that geotechnical report shall further certify that the completed

improvements and structures conform to the descriptions and requirements contained in said report. Provided, however, the improvements and structures may, with the consent of the city engineer, deviate from the descriptions and requirements contained in the geotechnical report because of conditions which are discovered after acknowledgment by the city engineer of the report or geotechnical report. (Ord. 2000-23, 7-18-2000; amd. 2003 Code)

11-8-10: APPEAL FROM DECISION OF CITY ENGINEER:

Any person dissatisfied with a decision of the city engineer may appeal the same within thirty (30) days thereof to the Utah state board of appeals, created by the international building code. This board is authorized by this section to hear appeals from decisions of the city engineer, and shall affirm or reverse those decisions, either in whole or in part. Any person dissatisfied with a decision of the board of appeals may appeal that decision within thirty (30) days thereof to any court of competent jurisdiction for an administrative review. (Ord. 2000-23, 7-18-2000; amd. 2003 Code)

11-8-11: SCOPE OF APPLICATION:

No subdivision or other development plat or plan shall be approved without compliance with the provisions of this chapter. Every proposal to grade, fill or excavate land, and every proposal to erect a structure for human habitation shall be subject to this chapter, including proposals related to land in subdivisions or any other development plans which may have been approved prior to the adoption of the ordinance codified herein. (Ord. 2000-23, 7-18-2000)

11-8-12: RESTRICTIVE COVENANT REQUIRED:

If a geotechnical report, or other information required to resolve issues regarding the subject property, has been submitted to the city engineer, no subdivision plat or other development plan shall be approved and no building permit shall be issued for construction until the owners of the subject real property have signed and delivered a restrictive covenant to the city. The restrictive covenant shall be in a form suitable for recording and shall contain not less than the following:

- A. A complete description of the geotechnical condition of the subject real property, including references to relevant reports and studies;
- B. A description of grading, filling, excavating of land or erection of a structure for human habitation, as approved in the geotechnical report which was acknowledged by the city engineer, with the requirements and restrictions imposed thereon;
- C. A covenant and agreement enforceable by the city, adjoining landowners and any subsequent owner of the subject real property stating that only the grading, filling or excavating of land or erection of a structure in the acknowledged geotechnical report will be constructed or maintained on the property and no others. (Ord. 2000-23, 7-18-2000; amd. 2003 Code)

11-8-13: CIVIL AND CRIMINAL FRAUD:

It shall be unlawful for any person, including the seller or his representative, directly or indirectly, in connection with the sale or offering for sale of real property located in the city, to make any untrue statement of a material fact related to the geotechnical condition of the subject property. This section shall be construed to create private and public civil causes of action in addition to creating criminal liability. (Ord. 2000-23, 7-18-2000)

11-8-14: HILLSIDE DEVELOPMENT STANDARDS:

A. Grading:

1. No grading, filling or excavation of any kind shall be accomplished without first having obtained a grading permit from the city engineer based on the provisions of this subsection.
2. Land having an average slope of greater than twenty five percent (25%) shall be deemed to be land having a "steep slope" within the meaning of subsection [11-8-11B](#) of this chapter. Any person proposing to grade, excavate, fill or to erect any structure on such land shall submit a geotechnical report as though the same were required by the city engineer pursuant to subsection [11-8-6B](#) of this chapter. This subsection shall not apply if a geotechnical report (as required by this chapter) relating to the subject property has, at an earlier date, been acknowledged by the city engineer.
3. No grading, filling or excavation of land, or the erection of a structure, shall be permitted on land having an average slope in excess of twenty five percent (25%) except in compliance with the provisions of this section.
4. All rough street and site grading shall be completed prior to the installation of utilities.
5. Fills shall be compacted to at least ninety five percent (95%) of AASHTO (American association of state highway transportation officials) T180 density for those areas intended as structural foundations, including roadways.
6. Borrowing for fill shall be prohibited unless the material is obtained from a cut permitted under an approved grading plan, or imported from outside the hillside area of the city.
7. Cut slopes shall be constructed to eliminate sharp angles of intersection with the existing terrain and shall be rounded and contoured as necessary to blend with existing topography to the maximum extent possible. The city will not accept the dedication and maintenance of cut and fill slopes except those within the required street right of way. Where a cut or fill slope occurs between two (2) lots, the slope shall normally be made part of the downhill lot. (Ord. 2000-23, 7-18-2000)

8. The international building code shall be complied with, except that decisions described therein to be made by the "building official" may also be made by the city engineer. (Ord. 2000-23, 7-18-2000; amd. 2003 Code)

B. Drainage:

1. Required storm water runoff collection facilities shall be designed so as to retain storm water runoff on development sites for a sufficient length of time so as to prevent flooding and erosion during storm water runoff flow periods.
2. Required storm water runoff collection facilities shall be so designed as to divert surface water away from cut faces or sloping surfaces of a fill. French drains are not acceptable.
3. Curb, gutter and pavement designs shall be such that water on roadways is prevented from flowing off the roadways.
4. Natural drainage shall be riprapped, or otherwise stabilized to the satisfaction of the city engineer, below drainage and culvert discharge points for a distance sufficient to convey the discharge without channel erosion.
5. Material from construction, including soil and other solid materials, shall not be deposited within a natural or manmade drainage course nor within irrigation channels.
6. Sediment catchment ponds shall be constructed downstream from each development, unless sediment retention facilities are otherwise provided.

C. Vegetation And Revegetation:

1. Every effort shall be made to conserve topsoil, which is removed during construction, for later use on areas requiring vegetation or landscaping, e.g., cut and fill slopes.
2. Areas not contained within lot boundaries shall be protected with adapted, fire-resistant species of perennial vegetal cover after all construction is completed. A list of acceptable species is available from the community development director.
3. New plantings shall be protected with organic cover.
4. All disturbed soil surfaces shall be stabilized before final acceptance of the subdivision by the city.
5. In all areas under the ownership and control of the subdivider, he shall be fully responsible for any destruction of native vegetation which is required to be retained, he shall carry the responsibility for such areas both for his own employees and for all subcontractors from the first

day of construction until final acceptance of the subdivision by the city. The subdivider shall be responsible for replacing such destroyed vegetation.

6. At the termination of the bonding period, any dead plant materials required and installed by the subdivider shall be replaced, and a new bond issued to assure establishment of the replaced materials.

D. Fire Protection:

1. Lot size and potential placement of buildings thereon shall be such that adequate clearance from hazardous, flammable vegetative cover may be accomplished.
2. All easements for firebreaks for safety of built up areas shall encompass access for firefighting personnel and equipment. Such easements shall be dedicated for this specific purpose by being recorded.
3. The inability to provide fire line water pressure consistent with the standards set by the insurance service organization shall be justification for denial of a subdivision request.

E. Streets:

1. Hillside streets should reflect a rural rather than urban character. Street alignments, where possible, should be parallel to contours, in valleys, or on ridges. If a location between a valley and a ridge is unavoidable, directional pavements shall be split, with the principal of grading being half cut and half fill versus all fill or all cut. Split streets may be provided by the subdivider according to the following schedule:
 - a. One lane in each direction; the split section width of the pavement shall be sixteen feet (16').
 - b. Two (2) lanes in each direction; the split section width of the pavement shall be twenty two feet (22'). The median between split streets shall not exceed the slope of two feet (2') horizontal for each one foot (1') vertical and such median shall be planted by the subdivider and maintained for one year, to the satisfaction of the city engineer. Where deemed appropriate by the city engineer, lots may be located between the split pavements and such lots may front on both lanes.
2. Collective driveways shall only be permitted where such utilization will result in better building access than would be possible if a public street were required. Said collective driveways shall not be used as required street frontage for the lots which they serve. Collective driveways permitted to serve a maximum of six (6) dwellings, shall be paved to a width not less than twelve feet (12') and shall not exceed one hundred fifty feet (150') in length. Collective driveways serving more than six (6) dwellings shall be paved to a width of not less than twenty feet (20') and shall not exceed three hundred fifty feet (350') in length. Turnarounds must be provided at the end of collective driveways. Signs indicating the driveways as private shall be erected in compliance with city standards. Collective driveways shall not be maintained in any way by the city.

3. Cul-de-sacs may serve no more than ten (10) dwelling units and shall be a maximum of four hundred feet (400') long. A suitable turnaround shall be provided at the end of stub streets.
4. Streets in hillside areas may intersect at the minimum angle of sixty degrees (60°), provided they meet all other legal requirements relating to the construction of streets.
5. The following minimum dimensions are to be utilized in the design of hillside streets:
 - a. All streets shall have suitable pavement edging, such as curbs and gutters. Concrete gutters must be provided where street drainage is accommodated.
 - b. The width of the graded section shall extend three feet (3') beyond the curb face or edge of sidewalk on the fill side and two feet (2') on the cut side of the street.
 - c. Sidewalks of not less than four feet (4') in width may be required on one side of minor streets and on both sides of a collector street, except that where adjacent to a curb, all sidewalks shall be five feet (5') in width.
 - d. Parking lanes, eight feet (8') in width, may be required on at least one side of all public streets except where existing topography renders development adjacent to the street impractical, or where the street serves solely as an access road, or where an adequate number of off street parking spaces are provided on each lot adjacent to the street. Streets without parking lanes shall be provided with emergency parking stalls adequate to contain at least two (2) vehicles per lot.
 - e. The following travel lane widths shall be required all hillside areas:
 - (1) The side of a travel lane not adjacent to another travel lane shall be increased by two feet (2').
 - (2) Minor hillside streets shall have a minimum travel lane of ten feet (10').
 - (3) Collector hillside streets shall have a minimum travel lane of twelve feet (12').
- F. Preservation Of Hillside Vistas: Development proposed at five thousand feet (5,000') ASL or above will be discouraged and will require compelling justification for approval by the planning commission. (Ord. 2000-23, 7-18-2000)

11-8-15: SHALLOW GROUND WATER AREA DEVELOPMENT STANDARDS:

Development in shallow ground water areas shall be subject to the following standards:

- A. Wetlands will not be permitted to be included as part of any buildable subdivision or development lot. Exception: For developments within the R-R or A-1 zone, wetlands may be included as part of the development, providing there is sufficient buildable area to accommodate the proposed use. (Ord. 2000-23, 7-18-2000)

- B. Wetlands may not be included in area requirements for lots or for calculation of density unless all or a portion of the wetlands has been approved as a usable wetland area by the city council. (Ord. 2000-23, 7-18-2000; amd. 2003 Code)
- C. Where determined by the planning commission or designee, wetland areas may be required to be fenced if found to be detrimental to public health, safety or welfare.
- D. Prior to the acceptance by the city of petition for rezoning of property in the designated shallow ground water area, or before the submission of an application for preliminary subdivision in the designated shallow ground water area, it must be demonstrated to the satisfaction of the planning commission that the conditions and requirements contained herein can be met. A predevelopment conference with the plan coordinating committee and developer will be required to review any concept plans.
- E. Prior to acceptance by the city of an application for final subdivision plat in the specified area, it must be demonstrated to the satisfaction of the planning commission that all of the conditions specified in this policy have been fully met and accomplished.
- F. Surface or subsurface drainage from any development within the subject area shall be transported to Utah Lake, and shall not be deposited, collected or stored upon the property being developed or upon other properties within the subject area.
- G. Drainage water from the proposed new development will not be placed upon or pass through other properties, except:
1. Where a preexisting drainage system of adequate capacity is already in use; or
 2. Where a permanent drainage easement of a size sufficient to carry projected flows has been obtained and a statement from the owners of both the host and guest properties recorded on proper deeds in the office of the county recorder specifying the following:
 - a. The city will be held harmless from all damages or injury resulting from water pollution and/or flooding from drainage crossing said property.
 - b. The property owner will allow the owner of the easement to enter onto said property to maintain the drainage facility on said easement.
 - c. The drainage channel can be placed in a pipe or culvert at such time as deemed appropriate by the owner of the easement.
- H. Drainage from the proposed new development will not be placed in an irrigation ditch or irrigation canal, originally constructed for irrigation purposes, except where permission, in written and recorded instruments (i.e., easements) running with the land, has been granted by the irrigation company specifying the following:

1. The city will be held harmless from all damage or injury resulting from flooding, water pollution, or high ground water from drainage in the ditch or canal.
2. The irrigation ditch or canal can be placed in a pipe or culvert at a time deemed necessary by the owner of the easement, except for the channels provided for in the master storm water management plan, wherein the channels are to remain in an open, nonpiped condition (section [8-6-5](#) of this code).
3. The owner of property which is the subject of a development plan will provide, and record with the county recorder, a statement holding the city harmless from all damage within the project resulting from flooding or shallow ground water.
4. A disclosure statement be placed upon all subdivision plats in the subject area, stating that the subdivision lot is in an area potentially subject to flooding and/or shallow ground water.
5. Drainage easements be granted to the city within the proposed development, as determined by the city engineer, and drainage facilities be installed as part of the development at developer's expense.
 - I. No building shall be allowed to be constructed in a shallow ground water area of the city where the building proposed to be built includes a basement, except in accordance with the following standards: prior to the issuance of the building permit, the owner shall produce a statement which has been recorded on proper deeds in the office of the county recorder, stating that the city will be held harmless from all damages or injury resulting from flooding or any other damage resulting from a shallow ground water area.
 - J. A comprehensive drainage and grading plan is to be submitted by the developer of any property within a shallow ground water area. The plan shall be approved by the city engineer before final residential subdivision approval, or approval is given for any commercial or industrial development or building.
1. Approval of, and signatures by, all irrigation and canal companies if their ditches or canals cross the development areas, or if surface or subsurface drainage is to outfall into the ditch or canal.
2. Quantities of runoff shall be determined for the complete development area by any engineering method acceptable to the city engineer.
3. At all outfall points from the development, quantities of runoff for a 10-year storm shall be determined and indicated on the plan in cubic feet per second.
4. The capacity of any irrigation ditch, storm drain or other channel shall be determined from the inlet point to the outfall point of said channel, if it is to be used for runoff. If there is an insufficient capacity to handle added flows, it will not be used.

5. A topographic map shall be prepared indicating sufficient slopes in all areas to take surface drainage water into the designated street or storm drain. Water will not be allowed to pond any place other than a designated detention basin.
6. A plan of all proposed curbs, gutters and cross gutters shall be submitted. Such plan shall indicate on each curb the proposed grade, direction of flow, and quantity of flow. If the gutter capacity is less than that required for a 10-year storm, storm drains will be required.
7. No french drains or sumps will be allowed in the developments as part of the drainage plans.
8. No building permit shall be issued in any development in the described area until the required subsurface and storm drainage system has been constructed and is in operable condition.
9. Accompanying the drainage and grading plan will be a soils test provided by a licensed professional engineer for all areas in which underground private and public utilities will be installed. The engineer's statement must indicate what remedial action is anticipated to be taken to stabilize utility lines to assure that they will not shift, buckle or lose alignment.
10. The said engineering plan shall include a cross section of all proposed utility trenches showing configuration and type of materials to be used in backfill and as a "bed" for utility lines; the same to be approved by the city engineer.
11. All water mains in shallow ground water areas must be poly wrapped. (Ord. 2000-23, 7-18-2000)

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APPENDIX D - STANDARD OPERATING PROCEDURES (SOP)

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STANDARD OPERATING PROCEDURE (SOP) – SWMP IMPLEMENTATION AND EVALUATION

The following is 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.

1. Review and update SWMP annually prior to yearly report submitted to the Division.
 - a. Review BMP’s for each control measure and evaluate compliance on each.
 - b. Rate compliance on each BMP with: 1-implemented or completed, 3-in process of being implemented or completed, 5-not implemented or completed.
 - c. Note areas on non-compliance with Permit.
 - d. Non-compliance areas become high priority for the next year.
2. Review questionnaires submitted by residents. Compare to previous years to evaluate effectiveness of education program.
3. Review questionnaires completed by employees who have completed training. Compare to previous years to evaluate effectiveness of education program. Review list of employees who have taken training and compare with previous years and verify SOP: *SWMP Training* was followed.

4. Review and compare yearly comments from Public from the public hearings, committees, and web site comments. Compare to previous years to evaluate effectiveness of education program.
5. Track and compare the participation in the household hazardous waste collection program.
6. Review number and type of illicit discharges reported for the year. Compare results from previous years to evaluate effectiveness of program.
7. Review IDDE inspections and reports. Compare results from previous years to evaluate effectiveness of program.
8. Review enforcement actions for control measures 3, 4, & 5. Compare results from previous years to evaluate effectiveness of program.
9. Review construction and post construction inspection reports. Compare results from previous years to evaluate effectiveness of program.
10. Review City Facility inventory, assessment, and inspections. Compare to previous years to track improvements.
11. Review flood control inspection reports. Compare results from previous years to evaluate effectiveness of program.

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STANDARD OPERATING PROCEDURE (SOP) – SWMP TRAINING

The following list gives the yearly training required for each control measure and the people involved.

1. Control Measure 1
 - a. Employees of City owned or operated facilities – Prohibition against and the water quality impacts associated with illicit discharges and improper disposal of waste.
 - b. MS4 engineers, development and plan review staff, land use planners – LID practices, green infrastructure, post-construction control requirements, and associated BMP's.
2. Control Measure 3
 - a. Field staff – identification, investigation, termination, cleanup, and reporting of illicit discharges.
 - b. Office staff – illicit discharge reporting.
3. Control Measure 4
 - a. Field and other staff – implementation of the construction storm water program, including permitting, plan review, construction site inspections, and enforcement.
4. Control Measure 5

- a. Field and other staff – involved in post-construction storm water management, including, planning, and review, and inspections, and enforcement.
5. Control Measure 6
- a. All employees who have primary construction, operation, maintenance job functions that are likely to impact storm water quality – O&M program including SOP's.
6. Documentation
- a. Record and document dates, activities or course descriptions, and names and positions of staff in attendance.

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STANDARD OPERATING PROCEDURE (SOP) – LOCATING AND LISTING PRIORITY AREAS

The following are written systematic procedures to locate and list the priority areas listed in 4.2.3.3.1 of the Small MS4 General UPDES Permit likely to have illicit discharges as applicable to Pleasant Grove City.

1. Obtain and review current City land use and zoning maps from City's GIS system.
2. Obtain and review current storm drain system map from City's GIS system.
3. Obtain and review current storm drain outfall map from City's GIS system.
4. Create and or update on the City GIS system a priority areas map which include the following items:
 - a. illicit connection locations including non storm water discharges that do not need to be addressed as part of the City's SWMP. Discharges not addressed include the following.
 - i. waterline flushing, landscape irrigation, diverted stream flows, rising ground water, uncontaminated ground water infiltration, uncontaminated pumped ground water, discharges from potable water sources, foundation drains, air conditioner condensate, irrigation water, springs, water from crawl space pumps, footing drains, lawn watering runoff, Individual residential car washing, flows from riparian habitats and wetlands, dechlorinated swimming pool discharges, residual street wash water, dechlorinated water reservoir discharges, discharges or flows from fire fighting activity, other similar discharges.

- b. Illegal dumping locations.
 - c. Areas with older infrastructure that are more likely to have illicit connections. Older areas are defined as historical overlay zone.
 - d. Industrial, commercial, and mixed use areas.
 - e. Areas with onsite sewage disposal systems.
 - f. Areas with older sewer lines or with a history of sewer overflows or crossconnections.
 - g. Commercial or high density residential areas that are required to have a post construction storm water management plan.
 - h. Areas upstream of sensitive waterbodies.
 - i. Storm sewer outfalls.
5. Create and or update a list of priority areas based on the map created above. The list shall include the reasons why an area is included in the priority list.
6. The City will be divided into three priority areas as follows:
 - a. Priority I areas include: areas with past history of history of illicit connections (not listed in 4.a.i), illegal dumping, or sewer overflows and crossconnections.
 - b. Priority II areas include: all commercial, industrial, or mixed use land use areas, developments requiring a post construction storm water management plan, areas with onsite sewage disposal systems, storm system areas greater than 30 years old. Also included are those priority I areas that have been clean for a period of three years. Storm sewer outfalls are included in the Priority II areas.
 - c. Priority III areas include the balance of the City.
7. Inspect all priority I areas on a yearly basis until no new or continuing illegal activity is noted for a period of 3 years.
8. Inspect 20 percent of priority II areas annually.
9. Priority III areas will only be inspected during regular maintenance of the storm drain system or if illicit connections and or dumping is reported.
10. Update list and map on a yearly basis.

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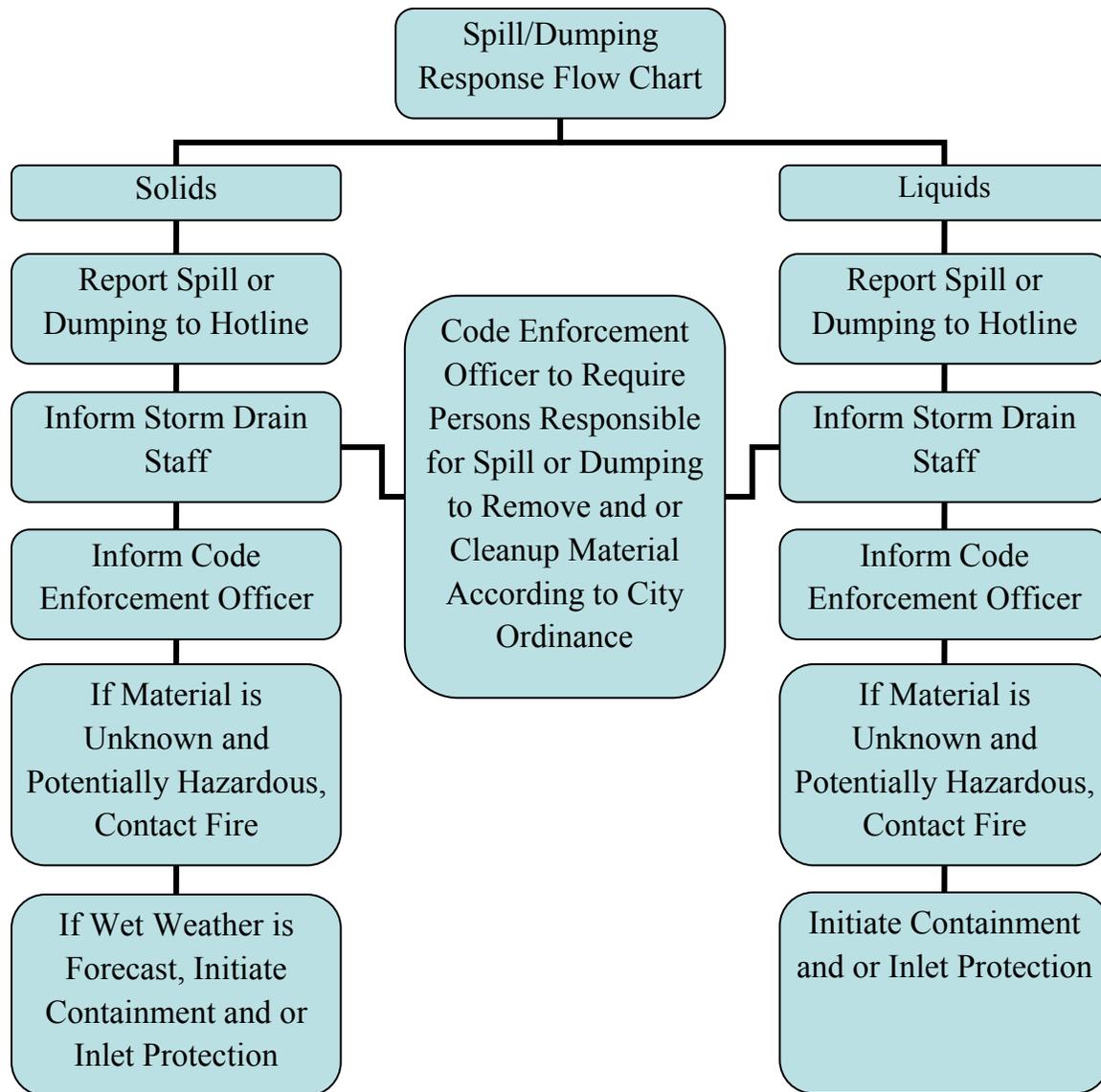
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STANDARD OPERATING PROCEDURE (SOP) – SPILL/DUMPING RESPONSE AND FLOW CHART

In the event of a spill or dumping material that has the potential to impact the City's storm drain system the City will follow the attached flow chart and standard operating procedures.

1. When City staff becomes aware of a spill or dumping they will call the Hotline to report spill or dump for record keeping purposes. When a spill or dumping has been reported to the City from outside sources the City will proceed with step number 2.
2. Follow flow chart on following page.
3. Follow SOP Characterizing Illicit Discharge.
4. Follow SOP Ceasing Illicit Discharge.



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STANDARD OPERATING PROCEDURE (SOP) – TRACING ILLICIT DISCHARGE

Once an illicit discharge has been identified through dry weather screening, other inspections, public reporting, potential analytical testing, ect., City Staff will attempt to trace the discharge to its source through the following steps:

1. Consult storm sewer maps
2. Check the next “upstream” manhole with a junction to see if there is evidence of the illicit discharge.
3. Repeat these steps until a junction is found with no evidence of discharge; the discharge source is likely to be located between the junction with no evidence of discharge and the next downstream junction.
4. Be aware of the surrounding areas and look for the illicit discharge or spills in gutters and streets.
5. If source is not apparent video inspect storm drain to attempt to locate connection where illicit discharge is occurring.
6. Utilize additional techniques as appropriate to pinpoint the source of the discharge. These techniques may include: dye tracing, smoke testing, analytical monitoring.
 - a. Analytical monitoring will be utilized as appropriate to trace an illicit discharge but will generally be utilized as a last resort.
 - b. When appropriate, Table X in the appendix will serve as a guide to analytical monitoring efforts.

7. Document tracing efforts.
8. Continue IDDE program through SOP Characterization Illicit Discharge and SOP Ceasing Illicit Discharge.

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STANDARD OPERATING PROCEDURE (SOP) – CHARACTERIZING ILLICIT DISCHARGE

Once an Illicit discharge has been reported, identified, and or traced the following SOP will be followed to characterize the nature of and the potential public or environmental threat posed by the illicit discharge.

1. Initiate an investigation immediately.
2. Create an inspection report covering the following items:
 - a. Date City became aware of the non-storm water discharge,
 - b. Date the City initiated an investigation of the discharge,
 - c. Date the discharge was observed,
 - d. Location of the discharge,
 - e. Description of the discharge,
 - f. Method of discovery,
 - g. Date of removal,
 - h. Repair,
 - i. Enforcement actions,
 - j. Date and method of removal verification,

- k. Fully document any analytical monitoring utilized including decision process to utilize analytical monitoring.
3. Determine if illicit discharge is among those that do not require addressing as part of the City's SWMP. If an illicit discharge does not need to be addressed, file documentation including its location for future addition to City's maps. Discharges not addressed include the following.
 - a. waterline flushing, landscape irrigation, diverted stream flows, rising ground water, uncontaminated ground water infiltration, uncontaminated pumped ground water, discharges from potable water sources, foundation drains, air conditioner condensate, irrigation water, springs, water from crawl space pumps, footing drains, lawn watering runoff, Individual residential car washing, flows from riparian habitats and wetlands, dechlorinated swimming pool discharges, residual street wash water, dechlorinated water reservoir discharges, discharges or flows from fire fighting activity, other similar discharges.

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Storm Water Management Plan

STANDARD OPERATING PROCEDURE (SOP) – CEASING ILLICIT DISCHARGE

Once an Illicit Discharge has been confirmed, the following SOP will be followed to ensure the illicit discharge will cease.

1. Confirm SOP-Characterizing Illicit Discharge has been followed.
2. Notify the appropriate authorities.
 - a. Storm Water Forman for all discharges.
 - b. Any hazardous materials follow Appendix J.
3. Notify the property owner to cease the illicit discharge and clean up as appropriate.
 - a. Verbal notification to tenant or on site owner's representative.
 - b. Leave written notice and citation on premises.
 - c. Certified letter to owner of record.
4. Provide technical assistance for removing the source of the discharge or otherwise eliminating the discharge.
 - a. Provide a list of engineers that can design BMP's to eliminate the discharge.
 - b. Provide a list of local contractors that can assist with non hazardous material cleanup.
 - c. Provide a list of disaster cleanup contractors for hazardous discharges.

- d. Provide State of Utah Department of Environmental Quality contact information.
5. Provide follow up inspections.
 - a. Follow up inspections will be undertaken as determined until discharge is eliminated and cleaned up.
6. Legal action consists of the following escalating penalties.
 - a. First day with illegal discharges to the City Storm Drain System is at least a Level I Violation or infraction subject to a \$500 Fine.
 - b. Second day with illegal discharges to the City Storm Drain System is at least a Level II Violation or Class C misdemeanor and shall be punishable by a fine in a sum not to exceed seven hundred fifty dollars (\$750.00), or by imprisonment for a period not longer than ninety (90) days, or by both such fine and imprisonment.
 - c. Each additional day is an additional Class C misdemeanor until 7 days.
 - d. After 7 days it becomes a Level III Violation or Class B Misdemeanor and shall be punishable by a fine in a sum not to exceed one thousand dollars (\$1,000.00), or by imprisonment for a period not longer than six (6) Months, or by both such fine and imprisonment.
 - e. Each day additional day is an additional Class B misdemeanor.
 - f. When a person is convicted of a violation, any license previously issued to him by the City may be revoked by the court or by the governing body.
 - g. If, as the result of the violation of any provision of this chapter, the city or any other party suffers damages, fines, incurs investigative or clean up costs, or is required to make repairs and/or replace any materials, the cost of investigations, fines, repair or replacement shall be borne by the party in violation, in addition to any criminal fines and/or penalties.
 - h. If there are three violations at any level within 24 months the next violation is automatically escalated by one level.
7. Document all inspection and enforcement actions.
8. Review and or update SOP on an annual basis in conjunction with yearly reporting.

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STANDARD OPERATING PROCEDURE (SOP) – IDDE PROGRAM EVALUATION AND ASSESSMENT

Annually in conjunction with its SWMP report the City will evaluate and assess its IDDE program according to the following procedures.

1. Review illicit discharges that have occurred in the past five years.
2. Track number and types of illicit discharges reported.
3. Compare illicit discharge information from year to year in order to evaluate effectiveness of the program.
4. Follow SOP-Locating and Listing Priority Areas and determine if maps need to be updated.
5. Update maps as necessary.
6. Review and or update SOP on an annual basis in conjunction with yearly reporting.

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STANDARD OPERATING PROCEDURE (SOP) – CONSTRUCTION SITE ORDINANCE

ENFORCEMENT

1. Review Construction SWPPP according to SOP SWPPP Review and Approval.
 - a. Require completed and approved SWPPP prior to allowing construction to commence.
2. Conduct Pre-Construction Meeting.
 - a. Fill out Pre-construction checklist and provide copy to property owner.
 - b. Inform property owner of enforcement provisions.
 - c. Require submission of NOI to the State with a copy to the City.
 - d. Review SWPPP and make modifications as appropriate.
3. Conduct initial inspection utilizing Construction Storm Water Inspection Form.
 - a. If deficiencies are noted verbally request compliance with SWPPP.
 - b. If actions are not initiated to correct deficiencies issue stop work order (Red Tag).
 - c. No inspections or permits are issued until SWPPP is in place and functioning.
 - d. If inaction results in discharges to the City Storm drain system, initiate legal actions against property owner.
 - e. Document all actions.
4. Conduct inspections every two weeks utilizing Construction Storm Water Inspection Form.
 - a. If deficiencies are noted verbally request compliance with SWPPP.
 - b. If actions are not initiated to correct deficiencies issue stop work order (Red Tag).
 - c. If inaction results in discharges to the City Storm drain system, initiate legal actions against property owner.
 - d. Document all actions.
5. Conduct final inspection utilizing Construction Storm Water Inspection Form.

- a. Require submission of NOT to the City and State (as appropriate).
 - b. Require contract information for those in charge of Long Term Storm Water Management on the site.
 - c. Final approval or occupancy Permit not issued until final items are complete, NOT is received and Maintenance Agreement is signed and recorded.
 - d. If inaction results in discharges to the City Storm drain system, initiate legal actions against property owner.
 - e. Document all actions.
6. Legal action consists of the following escalating penalties.
- a. First day warning of violation, without actual discharges to the City Storm Drain System, is considered Level I Violation or infraction subject to a \$0 Fine.
 - b. Red Tag.
 - c. Second day of violation after warning, without actual discharges to the City Storm Drain System, is considered Level I Violation or infraction subject to a \$100 Fine.
 - d. Third day of violation after warning, without actual discharges to the City Storm Drain System, is considered Level I Violation or infraction subject to a \$300 Fine.
 - e. If the situation is not corrected after the third day it shall be elevated to a Level II Violation and follow the procedures listed below.
 - f. First day with illegal discharges to the City Storm Drain System is Level I Violation or infraction subject to a \$500 Fine.
 - g. Second day with illegal discharges to the City Storm Drain System is a Level II Violation or Class C misdemeanor and shall be punishable by a fine in a sum not to exceed seven hundred fifty dollars (\$750.00), or by imprisonment for a period not longer than ninety (90) days, or by both such fine and imprisonment.
 - h. Each additional day is an additional Class C misdemeanor until 7 days.
 - i. After 7 days it becomes a Level III Violation or Class B Misdemeanor and shall be punishable by a fine in a sum not to exceed one thousand dollars (\$1,000.00), or by imprisonment for a period not longer than six (6) Months, or by both such fine and imprisonment.
 - j. Each day additional day is an additional Class B misdemeanor.
 - k. When a person is convicted of a violation, any license previously issued to him by the City may be revoked by the court or by the governing body.
 - l. If, as the result of the violation of any provision of this chapter, the city or any other party suffers damages, fines, incurs investigative or clean up costs, or is required to make repairs and/or replace any materials, the cost of investigations, fines, repair or replacement shall be borne by the party in violation, in addition to any criminal fines and/or penalties.

- m. Repeat offenders (3 or more level I or greater violations within 24 months) or those with unpaid fines shall be ineligible to pull a permit for a period of one year of last offence and all fines are paid.
- n. If there three violations at any level within 24 months the next violation is automatically escalated by one level.

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STANDARD OPERATING PROCEDURE (SOP) – SWPPP REVIEW AND APPROVAL

All proposed private development projects in the City will undergo a SWPPP review and approval process. This process includes both construction and post-construction SWPPP's. The City Engineer or his representative reviews the plans according to the requirements in the City's storm water technical manual and the attached check list. Development plans are not approved until applicable construction and post-construction SWPPP's have been developed and approved. Review comment documentation is maintained in the project folders at the community development office.

STORM WATER MANAGEMENT PLAN

- Review potential water quality impacts – See section 4.2.4.3. Is the site immediately adjacent to impaired waters or live water that empties into Utah Lake? If so it requires more frequent inspections. (currently there are no waters listed as impaired with respect to sediment that the City discharges into.)
- Review flood management control structures
 - Does the site have a potential to discharge pollutants of concern as listed in Section 4.2.1.1 to the MS4?
 - If so, then do the proposed controls adequately limit or remove the pollutants of concern?
 - If not then determine and require the best available controls to limit or remove the pollutants.
 - Do the controls have adequate access for City or other maintenance personnel and equipment?
 - If not then require adequate access in the design.
 - Do the hydraulic controls adequately mimic pre-development storm water flows?
 - If not, then require modified hydraulic controls to more closely mimic pre-development storm water flows.

- Encouragement of LID and review of specific proposals
 - No Sumps Allowed in DWSP zones or High Ground Water Areas
- Hillside areas shall show existing vegetation and re-vegetation proposal
- Sensitive Lands Ordinance (Hillside, Shallow Groundwater, Fault Zones, Surface Water)
- Storm water discharge permit as required by the Utah Division of Water Quality (801-538-6146).
- Construction Storm Water Management Plan containing all requirements of the Pleasant Grove City Storm Water Management Program (http://www.pgcity.org/publicworks/storm_water_management.htm).
- Post Construction Storm Water Management plan containing all requirements of the Pleasant Grove City Storm Water Management Program. (http://www.pgcity.org/publicworks/storm_water_management.htm).
- Signed and recorded maintenance agreement.

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STANDARD OPERATING PROCEDURE (SOP) – CONSTRUCTION SITE INSPECTION

AUTHORITY TO INSPECT.

Whenever necessary to make an inspection to enforce any provision of the City ordinance or whenever the City has cause to believe that there exists, or potentially exists, a condition, which constitutes a violation of the city ordinance. The City may enter the premises at all reasonable times to inspect and to inspect and copy records related to storm water compliance. In the event the owner or occupant refuses entry after a request to enter and inspect has been made, the City is hereby empowered to seek assistance from any court of competent jurisdiction in obtaining such entry.

SITE INSPECTION

What Items are required for Inspection?

The following is a list of some of the most common health and safety gear that may be used:

- Mud Boots
- Rain Coat
- Digital Camera
- GPS Unit
- Site Folder (Permit, Plans, etc.)
- Pen
- I.D. Badge
- Job Site Inspection Report (UPDES) Form (checklist)
- Hard Hat
- Safety Vest

Monitoring Equipment

The following is a list of some equipment that may be helpful to document facts and verify compliance:

- Digital Camera
- Measuring tape or wheel
- Hand level

First Inspection:

1. The Storm Water Project Manager /inspector shall familiarize himself/herself with the Erosion and Sediment Control Plans /SWPPP and identify all BMPs prior to the initial site inspection.
2. At the time of inspection, the inspector shall introduce himself/herself to the site superintendent and review the plans on site. Items to “look for” in the initial meeting with superintendent include:
 - If required, the SWPPP template is displayed on site.
 - Approved SWPPP Template.
 - Site Maps, 3 total (Full size)
 - One map showing the BMP’s that are going to be used with details.
 - One map showing the area of disturbance with contour lines.
 - One map showing permanent post construction BMP’s.
 - State of Utah UPDES NOI is posted on site
 - UPDES General Construction Permit.
 - Copy of approved, stamped SWPPP /Erosion and Sediment Control Plans is maintained on site.
 - Inspection logs and or logbooks
 - Is project causing water quality standard violations.
 - Does required Stormwater Pollution Prevention Plan (SWPPP) includes appropriate erosion and sediment controls and, to some extent, post construction controls.
 - Is owner/operator complying with the SWPPP;
 - Are self-inspections being properly performed; and
 - Is the owner/operator responds appropriately to the self-inspector’s reports.
3. During the site inspection, it is the Storm Water Project Manager /inspector responsibility to insure that all structural site erosion controls (BMPs) have been installed according to the approved SWPPP plans.

4. All aspects of the inspection shall be documented in the UPDES. Photos shall be taken of current site conditions.

ROUTINE INSPECTION/TIMING AND FREQUENCY OF INSPECTIONS:

1. Site inspections shall be conducted at minimum of once a month or more if needed throughout the duration of the Land Disturbance Permit activity. Inspections shall be scheduled based on project phase (i.e.: during heavy grading activity more frequent inspections are required, once interior building activity has begun less frequent inspections are required). Wet-event inspections of construction sites shall be completed within 24-hours of appreciable rainfall event.
2. The inspector shall prepare a written report summarizing inspection results. The inspection report is then provided to the Permittee, or the Permittees duly authorized representative, and to the contractor responsible for implementing stormwater controls on-site in order to correct deficiencies noted in the inspection report. Finally, the inspection report must be added to the site log book that is required to be maintained on-site, and be available to regulatory oversight authorities for review.
3. All information associated with site inspections shall be documented. Each (over one-acre) inspection shall be recorded using a UDPEs form. Items associated with the inspection shall be noted on the form, signed by the contractor on site and by the Stormwater project manager /inspector. Copies of the UPDES Form shall be left with the contractor or site attendant and the original report sheet remains with the inspector. Additional copy will be mailed to the Department of Environmental Quality (DEQ). Photos of the site shall be taken during the inspection. If there is nobody on site, the UPDES Form should be sent by fax or email.(if no fax no. available, then by mail) to the contractor/developer office.

On-site Inspection Process:

1. **Professionalism**, Don't Pretend to Possess Knowledge.
Unless the inspector has experience with a particular management practice, do not pretend to possess knowledge. Inspectors cannot be expert in all areas; their job is to collect information, not to demonstrate superior wisdom. Site operators are often willing to talk to someone who is inquisitive and interested. Within reason, asking questions to obtain new information about a management practice, construction technique or piece of equipment is one of the inspector's main roles in an inspection.

Don't Recommend Solutions.

The inspector should not recommend solutions or endorse products. The solution to a compliance problem may appear obvious based on the inspector's experience. However, the responsibility should be placed on the site owner/responsible person to implement a workable solution to a compliance problem that meets UPDES

standards. The inspector should refer the site operator to the UPDES Standards and Specifications for Erosion and Sediment Control. Key advice must be offered carefully. One experienced stormwater inspector suggests saying: “I can’t direct you or make recommendations, but what we’ve seen work in other situations is ...” The way inspectors present themselves is important to the effectiveness of the inspection. An inspector cannot be overly familiar, but will be more effective if able to establish a minimum level of communication.

2. *Walk the Site.*

During wet weather conditions, it may be advantageous to observe the receiving waters prior to walking the rest of the site. At some point during the inspection, the receiving water conditions must be observed and noted. It is critical to note if there is a substantial visible contrast to natural conditions, or evidence of deposition, stream bank erosion, construction debris or waste materials (e.g. concrete washouts) in the receiving stream. Each inspector should evaluate actual implementation and maintenance of practices on-site compared to how implementation and maintenance is detailed in the SWPPP. At a minimum, the inspector should observe all areas of active construction. Observing equipment or materials storage, recently stabilized areas, or stockpile areas is also appropriate to evaluate the effectiveness of management practices.

3. *Taking Photographs*

Evidence of poor receiving water conditions and poor or ineffective practices should be documented with digital photographs. Those photographs should be logged date stamped and stored on media that cannot be edited (e.g. write only CDs). Photos should also be appended to the site inspector’s report.

It is also beneficial to take photographs of good practices for educational and technology transfer reasons.

4. *Exit Interview*

Clearly communicate expectations and consequences. If it is clear from the inspection that the owner/operator must modify the SWPPP, or modify Best management practices within an assigned period (e.g. 24 hours, 48 hours, one week, two weeks), then that finding should be communicated at the time of the exit interview. The inspector should assign the period based on factors such as how long it would reasonably take to complete such modifications and the level of risk to water quality associated with failure to make such modifications.

The inspector should make clear that UPDES reserves rights to future enforcement actions. If the inspector's supervisor or enforcement coordinator determines additional enforcement actions are necessary, the Inspector *should not* reassure the owner/operator that the current situation is acceptable.

Post Construction Inspection:

1. The Stormwater Project Manager/inspector shall conduct final inspection to confirm that the site, including the detention pond, is stable.
2. Final inspection should include landscape inspection, in which the inspector matches tree location and variety to the approved landscape/planting plan.
3. Detention pond should be measured to insure compliance with the approved plans (ie: size, shape, design). Emergency spillway should be installed per approved plan.
4. Geotextile material should be properly installed in drainage swales or emergency spillway per manufacturer's specifications.
5. Stormwater infrastructure should be inspected to insure that pipes are the size specified by the approved plans, all pipes and structures should be sealed and clear of sediment deposition.
6. Verify that site conditions (especially structures) match approved plans; revisions required either as-built or revised plans. All revisions shall be approved by the Plan Reviewer staff.

Method of Documentation

1. Upon returning to the office, site inspections shall be recorded in appropriate computer database.
2. Photos shall be imported into the appropriate database.
3. Original copies of the UPDES Form shall be deposited into the appropriate box (In the Storm water project manager's office) for scanning into the appropriate computer database.
4. The Storm Water Project Manager/inspector shall maintain all documentation.

COMPLIANCE & ENFORCEMENT (REPORTING OF VIOLATIONS)

1. See Enforcement SOP
2. Documentation is critical to effective enforcement. Advanced enforcement shall be documented for tracking purposes in an electronic database managed in the Storm waster pollution prevention management program.
3. It is the responsibility of the inspector to maintain time limits, specified by enforcement levels, and re-inspect on appropriate dates. Timely follow-up inspection is critical.

NOTICE OF TERMINATION

Once final site inspection is completed, site matches approved plans or as-built have been approved, the Land Disturbance Permit may be terminated by the owner and or the responsible personal. The closure process involves a post construction inspection. Once the inspection passes, the Stormwater projects manage/inspector will sign the N.O.T portion of the UPDSE form, giving a copy to the owner and or responsible personal. It will be left up to them to mail their copy of the N.O.T to the DEQ for SWPPP termination.

PERMIT RENEWAL

Each Operator is responsible for keeping up with his/her sites permit status. The Land Disturbing Permit may be renewed (except for Fill type) when the permittee realizes that he/she is not be able to complete work (stabilize the site) by the completion date listed in the Land Disturbing Permit application.

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STANDARD OPERATING PROCEDURE (SOP) – RECORD KEEPING

1. All hard copy records shall be kept in filing cabinets in the storm water manager's office unless otherwise noted.
2. All electronic records shall be kept on the storm water manager's computer unless otherwise noted.
3. All records will be kept for a period of five years unless otherwise noted or required in the Small MS4 General UPDES Permit.
4. All storm water management program updates will be noted in the appropriate section of the plan with hard copies of old management plans kept for a period of five years after updating.
5. Each file will be clearly marked as to what is included
6. **Minimum Control Measure 1 – Public Education and Outreach**
 - a. Save electronically the monthly educational material located on the City Web Site.
 - b. Save a hard copy of the flyers distributed with business license renewals.
 - c. Save a hard copy of the flyers distributed in utility bills.
 - d. Save a hard copy of the City newsletters that include information on storm water.

- e. Document attendance and financial support of Utah County Storm Water Coalition.
- f. Save a hard copy of Public education done by Utah County Coalition.
- g. Document all training activities for City employees.

7. Minimum Control Measure 2 – Public Involvement/Participation

- a. Save hard copy of all requests for input and all input from the Neighborhood Committees and Business Advisory Committee
- b. Save an electronic copy of all public hearing minutes.
- c. Document all training activities for City employees.

8. Minimum Control Measure 3 – Illicit Discharge Detection and Elimination

- a. A current map of the City storm Drain system will be maintained on the City's GIS system.
- b. The City's current storm drain ordinance will be kept by the City recorder and is available for review on the City web site.
- c. Save an electronic and hard copy of all illicit discharge reports from hotline or otherwise.
- d. Save an electronic and hard copy of all documentation on efforts to detect, trace, characterize, and cease illicit discharge.
- e. Save an electronic database of documented illicit discharges.
- f. Save an electronic and hard copy of field assessment of storm water outfalls.
- g. All public education efforts will be documented as part of minimum control measure 1.
- h. Save records on the amount and type of materials disposed of properly in the City's Household hazardous waste program.
- i. Document all training activities for City employees.

9. Minimum Control Measure 4 – Construction Site Storm Water Runoff Control

- a. Save separate electronic and hard copies files of all construction projects (both under and over one acre).

- i. These records will be maintained for a period of five years or until construction is completed, whichever is longer.
 - ii. Include all citations and or documentation of legal actions in each respective project file.
 - iii. Record will include construction SWPPP, NOI, Pre construction minutes, correspondence, inspection reports, final inspection notes, NOT, etc.
 - iv. Record will also include SWPPP review checklist.
- b. Document all training activities for City employees.

10. Minimum Control Measure 5 – Long Term Storm Water Management

- a. Save a hard copy of all Long Term Storm Water Management Plans. Transition to electronic copies as they become available.
- b. Maintain an electronic database of all long term storm water management plan holders.
- c. Maintain a database and hard copy of all executed maintenance agreements.
- d. Save an electronic and hard copy of all self-inspection reports for a period of five years.
- e. Save an electronic and hard copy of all City inspection reports for a period of five years.
- f. Save an electronic and hard copy of all enforcement actions.

11. Minimum Control Measure 6 – Pollution Prevention and Good Housekeeping for Municipal Operations

- a. All inspections of basins inlets, outfalls, weekly and quarterly high priority sites will be done electronically

12. Each file will be clearly marked as to what goes in each file and training will be given on recorded

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STANDARD OPERATING PROCEDURE (SOP) – POST-CONSTRUCTION ORDINANCE

ENFORCEMENT

1. Review Post Construction SWPPP at final inspection of Construction Project.
 - a. Require completed and approved SWPPP prior to finalizing project.
 - b. Require signed and recorded maintenance agreement prior to finalizing project.
 - c. Verify updated contact person and information for long term monitoring.
 - d. Provide contact person with inspection report that they will submit each year.
 - e. Verify this information is documented.
 - f. Input information in long term inspection schedule.
2. Conduct yearly inspections and verification.
 - a. Within two months of annual report deadline, contact long term SWPP Plan holders reminding them of the requirement to inspect their facilities and submit an inspection report.
 - b. Annually contact long term SWPP Plan holders to schedule a site inspection by City Staff. (City to inspect every facilities at least once every five years for those who have executed a maintenance agreement and at least once every year for those who have not.)
 - c. Document deficiencies and direct facility to correct those deficiencies.
 - i. Deficiencies not resulting in illegal discharges to City storm drain shall be given a reasonable time to correct.
 - ii. Deficiencies resulting in illegal discharges to City storm drain shall be considered a level one violation and legal action will be initiated according to the attached escalating penalties.
 - d. Conduct follow up inspection to assess and document corrective actions.

- e. If actions are not initiated to correct deficiencies noted in yearly inspections, initiate legal actions.
 - f. Document all actions.
3. Legal action consists of the following escalating penalties.
- a. Deficiencies noted during inspections without actual illegal discharges to the City Storm Drain System, are considered Level I Violations or infractions subject to a \$0 Fine.
 - b. Inaction to correct deficiencies by the reasonable time determined, without actual illegal discharges to the City Storm Drain System, are considered Level I Violations or infractions subject to a \$100 Fine.
 - c. Each day after with no corrective action, without actual illegal discharges to the City Storm Drain System, is considered Level I Violation or infraction subject to a \$300 Fine.
 - d. If the situation is not corrected after a week it shall be elevated to a Level II Violation and follow the procedures listed below.
 - e. First day with illegal discharges to the City Storm Drain System is Level I Violation or infraction subject to a \$500 Fine.
 - f. Second day with illegal discharges to the City Storm Drain System is a Level II Violation or Class C misdemeanor and shall be punishable by a fine in a sum not to exceed seven hundred fifty dollars (\$750.00), or by imprisonment for a period not longer than ninety (90) days, or by both such fine and imprisonment.
 - g. Each additional day is an additional Class C misdemeanor until 7 days.
 - h. After 7 days it becomes a Level III Violation or Class B Misdemeanor and shall be punishable by a fine in a sum not to exceed one thousand dollars (\$1,000.00), or by imprisonment for a period not longer than six (6) Months, or by both such fine and imprisonment.
 - i. Each day additional day is an additional Class B misdemeanor.
 - j. When a person is convicted of a violation, any license previously issued to him by the City may be revoked by the court or by the governing body.
 - k. If, as the result of the violation of any provision of this chapter, the city or any other party suffers damages, fines, incurs investigative or clean up costs, or is required to make repairs and/or replace any materials, the cost of investigations, fines, repair or replacement shall be borne by the party in violation, in addition to any criminal fines and/or penalties.
 - l. No new licenses or permits shall be issued for a property with unresolved violations or penalties.

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STANDARD OPERATING PROCEDURE (SOP) – LONG TERM STORM WATER MANAGEMENT

INSPECTION

1. Annually obtain self-inspection reports from entities that have entered into a maintenance agreement.
 - a. Review reports for deficiencies and follow up.
2. Inspect long term storm water management plan holders.
 - a. Contact plan holders and set inspection date.
 - b. Encourage plan holders to enter into a maintenance agreement and self-inspect.
 - c. Inspect site utilizing inspection form in Appendix E
3. Inspect 20 percent of commercial areas for illicit discharges as per control measure #3.
 - a. Note those commercial areas that are adversely affecting water quality.
 - b. Require these areas to develop a long term storm water management plan and enter into a maintenance agreement.
 - c. Add facility to inventory of long term storm water management plan holders.
 - d.

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STANDARD OPERATING PROCEDURE (SOP) – FERTILIZER, PESTICIDE, AND HERBICIDE

APPLICATION

1. General

- Always follow the manufacturer's recommendations for mixing, application and disposal.
- Use manual and/or mechanical methods for weed/pest control and vegetation removal wherever possible rather than chemical methods. When chemicals are required, use the least toxic method to control animal and plant pests. Pheromone-based traps and sticky paper are often more effective than chemicals and are protective of water quality. Beneficial organisms should be promoted and protected whenever/wherever possible.
- When chemicals are used, use the most biodegradable product that will accomplish the desired goal.

2. Mixing

- Follow all manufacturers' recommendations for mixing, applying and handling of fertilizers, herbicides and pesticides.
- Mix fertilizers, herbicides or pesticides inside a protected area with impervious secondary containment (preferably indoors) so that spills or leaks will not contact soils.
- Label all containers.
- Always mix only the minimum amount of fertilizers, herbicides or pesticides that will be needed for the immediate job.
- If possible, use rinse water from cleaning of containers and application equipment as a dilution for the next batch.

3. Application

- Always follow all federal and state regulations governing use, storage and disposal of fertilizers, herbicides or pesticides and training of pesticide applicators ("Read the Label").

- Time the application of fertilizers, herbicides or pesticides to coincide with the manufacturer's recommendation for best results. (ex: Do not apply during a heavy rainfall or if a heavy rainfall is expected and do not apply immediately before an irrigation cycle.)
- If possible, avoid broadcast spraying of pesticides. Choose an appropriate method of application such that application does not exceed the problem area. (Fertilizer may be broadcast sprayed.)
- If possible, spot spray pesticides on infested areas whenever possible rather than treating a larger area. Do not use pesticides on a regular (preventive) basis. Apply only when there is an actual pest problem.
- Only use State recommended and approved chemicals around water features (ponds, lakes or streams).
- If possible, avoid applying fertilizers, herbicides or pesticides within 25 feet of any surface water or storm drainage structure.
- If possible use granular fertilizers, herbicides or pesticides whenever possible since they result in lower application losses.
- Avoid applying fertilizers, herbicides or pesticides in or near any drainage ditch, creek, pond or seasonal streambed.

4. Clean-Up

- Always follow all federal and state regulations governing use, storage and disposal of fertilizers, herbicides or pesticides and training of pesticide applicators ("Read the Label").
- Always follow all manufacturers' recommendations for cleaning-up and handling of fertilizers, herbicides or pesticides.
- Sweep pavements or sidewalks where fertilizers or other solid chemicals have fallen, sweep them back onto grassy areas.
- Clean up any spills or leaks of fertilizers, herbicides or pesticides promptly. Refer to the *Spill Clean-Up* BMP for more details.
- Make sure all containers are clearly labeled.
- Dispose of excess or leftover chemicals and empty expired fertilizers, herbicides or pesticides containers according to instructions on the label – preferably on the target pest or vegetated area.
- If possible use the triple rinsate from empty containers and/or rinsate from sprayer cleaning as dilution for the next batch.
- Never pour triple rinsate from empty containers and/or rinsate from sprayer cleaning onto ground or into any drainage system.
- Dispose of excess, expired or waste fertilizers, herbicides or pesticides properly. Try to use up the entire product on target areas. If not, dispose of the remaining product as hazardous waste.

5. Storage

- Always follow all federal and state regulations governing use, storage and disposal of fertilizers, herbicides or pesticides and training of pesticide applicators (“Read the Label”).
- Store fertilizers, herbicides or pesticides inside a protected area with impervious secondary containment (preferably indoors) so that spills or leaks will not contact soils.
- Chemicals and pesticides are stored at the Public Works Building. (This area should be indoors or have secondary containment so that spills or leaks will not contact soils.)
- All containers must be clearly and correctly labeled.

Contracts & Contractors

- Contracts should include stormwater pollution prevention language.
- Ensure that contractors implement proper Best Management Practices (BMPs) to prevent stormwater pollution.

Employee Training

- All applicable employees should be trained in general stormwater pollution prevention; including how to recognize and report illegal connections or discharges.
- Pesticide application must be done only under the supervision of a “certified pesticide applicator” or qualified supervisor.
- All employees who handle or apply pesticides or herbicides should be trained on the most recent Material Safety Data Sheet(s).
- Train employees on the proper methods for cleaning up spills or leaks of pesticides, herbicides and fertilizers. (Refer to the *Spill Clean-Up* BMP for more details.)

Record Keeping and Documentation

1. Keep a list of all employees trained in the facility’s Stormwater Pollution Prevention Binder.
2. Records of pesticide application activities are kept at the Public Works Building.
3. An inventory of fertilizers, herbicides and pesticides including expiration dates are kept at the Public Works Building.
4. Copies of MSD sheets for all pesticides, fertilizers and other hazardous products are kept at the Public Works Building.

Pleasant Grove



Utah's City of Trees

Storm Water Management Plan

STANDARD OPERATING PROCEDURE (SOP) – SPILL PREVENTION AND REPORTING

1. Spill Prevention - Materials and Waste Handling and Storage

- If possible, liquid or hazardous materials should be handled, used, stored, re-package and transferred indoors or under cover.
- Deliveries of bulk liquids should be supervised. Down gradient storm drain inlets should be covered during deliveries.
- Cover and contain containers, materials and wastes.
- Keep all containers closed unless adding or removing materials.

2. Spill Kit Maintenance

- Spill kits are located at the following locations:
- (Name) _____ is responsible for spill kit(s) inventory and re-ordering supplies.
- Inspection of spill kit and re-supplying is done _____ x's/ _____ (month/year).

3. Spill Clean Up and Storm Drain Protection

- Clean up minor spills immediately.
- Block any down gradient storm drains with berms, covers, absorbent socks or “pigs”.
- Never hose down spills or leaks.
- Always use “Dry Clean up Methods” for clean up of fuel spills (gas, diesel, motor oil or kerosene).
 - Spread absorbents (“kitty litter” or loose absorbents, sheets, pillows, pigs, or socks) on the spill.
 - Sweep up or pick up the absorbed materials.
 - Dispose of wastes properly.

- If fluids are leaking or have spilled on an impermeable surface, such as a roadway, locate nearest down gradient storm drain and dike or berm the drain to prevent fluids from entering it.
- Put down absorbent on the spill area.
- After clean up, be sure to sweep up the contaminated absorbent and remove the berm or dike at storm drain.
- If fluids are leaking or have spilled on a permeable surface, such as gravel, soil or grass, mark the area and report the spill to 801-785-2941.

4. Reporting Spills

- Any spill or discharge of any pollutant (ex: oil, paints, fuels, hazardous liquids, sediment, or super-chlorinated water) that reaches storm drains or enters *Waters of the State** must be reported to the CDPHE Emergency Spill Reporting line at 1-877-518-5608.
- If a spill or leak is of a hazardous substance that exceeds 1 pint or is of an unknown substance of any amount, call 911 and notify the Colorado Department Public Health and the Environment 's (CDPHE) 24-hour emergency spill notification hotline at 1- 877-518-5608, immediately.
- If the spill is more than 25 gallons of a petroleum product from a regulated storage tank or delivery truck or any amount that causes a sheen on nearby surface water, it must be reported to the Division of Oil and Public Safety at the Colorado Department of Labor and Employment within 24 hours at (303) 318-8547 or to CDPHE Emergency Spill Reporting line at 1-877-518-5608 – if after normal business hours. If cleanup cannot be accomplished within 24 hours, the Division of Oil and Public Safety must be notified immediately.
- For non-emergency spills, call 303-441-4444 and page Boulder County Public Health Environmental Emergency Response Team to assist with clean up.
- Report spills to the facility supervisor (Name): _____ Phone (____) _____
- Report spills that reach storm drains or waterways to your city's Stormwater Coordinator (Name): _____ Phone (____) _____. (See list at: <http://www.keepitcleanpartnership.org/> or click on: [stormwater coordinators](#) or see list, below.)

Contractors

- Contracts should include stormwater pollution prevention language.
- Ensure that contractors implement proper Best Management Practices (BMPs) to prevent stormwater pollution and know whom to contact in case of spill.

Employee Training

- All applicable employees should be trained in general stormwater pollution prevention; including how to recognize and report illegal connections or discharges.

Record Keeping and Documentation

1. Keep a Spill Response Plan on site. The plan is located at: _____ (Facility SWPPP or separate document).
2. Post signs as to whom to report spills to (Facility Supervisor, Stormwater Coordinator, Fire Department, BC Dispatch, CDPHE etc.)
3. Keep a list of all employees trained in the facility's Stormwater Pollution Prevention binder or other location.

Keep copies of any correspondence with CDPHE if the spill reaches "waters of the state".

Pleasant Grove



Utah's City of Trees

Storm Water Management Plan

STANDARD OPERATING PROCEDURE (SOP) – STORM WATER POLLUTANT MANAGEMENT FOR CITY BUILDINGS AND FACILITIES

1. Building and Landscape Maintenance

- Maintain the storm drain system (ditches, inlets, catch basins, culverts, drainage channels, or underground lines) on your property. Clean at least twice a year, late in the fall and in the spring. Inspect twice yearly clean As-needed
- Do not pressure wash or hose off surfaces with soap or chemicals unless wastewater is collected. Do not let wastewater enter storm drains.
- If only cleaning surfaces of ambient dust (with water only), the wastewater can be drained to nearby landscaped/vegetated areas or allowed to pool on-site and evaporate.
- Maintain sprinkler systems as to not over-irrigate. Avoid watering at rates that exceed the infiltration rate of the soil.
- Overflow drains from fountains or decorative ponds should be discharged to the sanitary sewer, drained to a vegetated area, or re-used for irrigation.
- If paving or sealing a roof, sidewalk or parking lot, prevent the sealant from reaching the gutters or drains. Use absorbent booms or pigs to protect storm drains.
- Stencil storm drains on your property with a caution message. *Example “No Dumping, Drains to waterways”*
- Always follow *Fertilizer, Herbicide, and Pesticide Application SOP*.

2. Heat Transfer Equipment and HVAC Equipment Cleaning

- Do not allow cooling towers to discharge, leak, or mist-out into roof drains (if those drains empty onto pavement, streets or storm drains). Cooling towers should discharge to the sanitary sewer, if permitted by your local wastewater facility.
- Blow-down from utility boilers may not be discharged outside to pavement or to storm drains. Wastewater should be sent to the sanitary sewer.

3. Fire Suppression (Sprinkler) Systems

- If possible, discharge water suppression systems (sprinklers) to sanitary sewer. New sprinkler system testing water must be de-chlorinated or sent to sanitary sewer.
- If water systems cannot be discharged to sanitary sewer, divert the wastewater to landscaped areas and minimize erosion.

4. Floor Drains and Elevator shaft Pumps

- Ensure that elevator sump pumps, interior floor drains, and parking garage floor drains are plumbed to the sanitary sewer (not to storm drains).
- If there are any hydraulic fluid leaks from elevators, assure proper cleanup.

5. Janitorial Practices

- Never dump mop water or cleaning wastewater outside, into parking lot or storm drains. Dispose of wastewater in mop sink or other sanitary sewer drain. (This also includes wastewater from automated floor or carpet cleaning equipment.)
- Do not pour, transfer or dispose of any material outdoors or near a storm drain.
- Store all chemicals indoors on an impervious floor.

6. Painting, Staining and Sandblasting

- Use a ground cloth or oversized tub for paint mixing and tool cleaning. Properly dispose of the wastes.
- Enclose spray-painting operations with tarps or other means, as possible, to minimize wind drift and to contain overspray.
- Clean paintbrushes and tools used to apply water-based paints in sinks plumbed to a sanitary sewer or in portable containers that can be emptied into sanitary sewer drains. Never clean tools over a storm drain or outside.
- Brushes and tools used for oil-based paints, finishes, thinners, solvents or other materials must be cleaned over a tub or container and the cleaning wastes disposed or recycled at an approved hazardous waste facility. Never clean tools over a storm drain or outside.
- Promptly cleanup any spills of paints, cleaners or other maintenance chemicals or supplies. See *BMP: Spill Cleanup* for details.

7. Waste Management

- All waste receptacles must be close-fitting lids or covers. This includes dumpsters and compactors.
- Keep all container lids closed at all times unless adding or removing material.
- If possible, Store waste receptacles (dumpsters) indoors, under a roof or roof overhang or inside a shed or covered structure.
- Sweep up around outdoor waste containers regularly.
- Do not hose-out dumpsters outdoors. Return dumpsters to the disposal company for cleaning at their facility. If dumpsters must be washed, do so in a wash bay or in an area where wastewater will drain to the sanitary sewer.
- Maintain and follow spill prevention plans.

8. Parking Lot Maintenance

- Sweep Parking lots a minimum of twice a year. Once in the spring and fall with additional as needed.
- Always follow *Storm Water Pollutant Management for City Roads, Highways, and Parking Lots SOP*.

Contractors

- Contracts should include stormwater pollution prevention language.
- Ensure that contractors implement proper Best Management Practices (BMPs) to prevent stormwater pollution and know whom to contact in case of spill.

Employee Training

- All applicable employees should be trained in general stormwater pollution prevention; including how to recognize and report illegal connections or discharges.
- Train all employees on the proper handling and disposal of chemicals and implementation of spill prevention plans.

Record Keeping and Documentation

1. Keep a current inventory of all floor drains inside all permittee-owned or operated buildings.
2. Keep a current map of all storm drains located on the property of all permittee-owned or operated buildings and facilities.
3. Keep a current copy of spill prevention plans.
4. Keep a list of all employees trained in the facility's Stormwater Pollution Prevention Binder.
5. Keep copies of all contracts for building services or other maintenance.
6. The Lead Storm Water Tech/Inspector is responsible for cleaning of storm drains, ditches or culverts.
7. Keep records of any routine cleaning of parking lots, storm drains or culverts.

Pleasant Grove



Utah's City of Trees

Storm Water Management Plan

STANDARD OPERATING PROCEDURE (SOP) – STORM WATER POLLUTANT MANAGEMENT FOR CITY MATERIAL STORAGE AREAS

1. Outdoor Storage Areas

- If possible, store all containers indoors whenever possible. If they must be stored outdoors, place them in a shed or under a roof.
- All containers and dry materials should be covered or have secondary containment.
- Place all containers on a plastic pallet or other device that elevates them off the ground or pavement and provides containment. This avoids contact with storm water run-on/run-off
- If possible, place containers on paved, impervious surfaces and as far from (or at a lower elevation than) storm drain inlets and drainage ditches as possible.
- Provide a spill kit near storage areas. Clean up any spills, leaks or discharges promptly.
- Inspect all containers stored outdoors regularly
- If a container is found to be leaking either empty the contents into a leak-tight container or place entire leaking container inside of a larger leak-tight container. Clean up any spills or leaks promptly.
- Do not drain accumulated water from secondary containment structures unless approved by a supervisor.
- Inspect all containers stored outdoors regularly. Any containers that are leaking must be moved indoors immediately or placed in a leak-tight, “over-pack” container.

2. Sand, Salt, Dirt or Gravel Stockpiles

- Cover sand/salt piles with a tarp or store inside a building or under a roof.
- Contain stormwater run-off from dirt and gravel stockpiles by using barriers or berms.

3. Liquid Bulk Material Storage

- Provide impervious secondary containment for all Above Ground Storage Tanks (ASTs), except double-walled tanks, that is sufficient to contain the entire contents of the largest single tank plus an additional 4” of rainfall.
- Keep drain valves in secondary containment at ASTs locked in the closed position at all times. Open for draining only under supervision.
- Make sure an adequate spill kit with sufficient equipment and supplies is located near storage areas where spills are possible. Clean up any spills, leaks or discharges immediately.

Contracts & Contractors

- Contracts should include stormwater pollution prevention language.
- Ensure that contractors implement proper Best Management Practices (BMPs) to prevent stormwater pollution.

Employee Training

- All applicable employees should be trained in general stormwater pollution prevention; including how to recognize and report illegal connections or discharges.

Record Keeping and Documentation

1. Keep a list of all employees trained in the facility’s Stormwater Pollution Prevention binder.
2. Provide and document weekly visual inspections and quarterly comprehensive inspections.
3. Keep a map of the facility, including storm drain inlets, in the Stormwater Pollution Prevention Binder.
4. Keep copies of current MSDS’s for all materials stored outdoors.

Pleasant Grove



Utah's City of Trees

Storm Water Management Plan

**STANDARD OPERATING PROCEDURE (SOP) – STORM WATER POLLUTANT MANAGEMENT FOR
HEAVY EQUIPMENT STORAGE AREAS AND MAINTENANCE AREAS**

1. Vehicle and Equipment Maintenance

- Move leaking vehicles or equipment indoors or under cover.
- Use drip pans for leaking vehicles that need to be stored outside.
- Contain leaking fluids and tag the vehicle to alert drivers that vehicle is non-operational.
- Perform all maintenance activities involving fluids indoors only (except in emergency cases).
- Dispose of wastewater from tire leak check appropriately (to sanitary sewer or interior drain).
- Clean all parts indoors using the appropriate parts washer.
- Wash vehicles in dedicated wash bays that drain to sanitary sewer.

2. Emergency Maintenance Operations

- Use drip pans underneath vehicles to catch leaks and drips.
- Have spill kits on all response vehicles.
- Move vehicle to an impervious surface if possible (for better spill clean up).
- Notify your supervisor of spills. (See *SOP: Spill Prevention, Clean up and Reporting*)

3. Good Housekeeping and Waste Disposal

- Clean up all spills promptly.
- Transfer fluids from drip pans to the appropriate waste containers immediately.
- Routinely check any equipment stored outside for leaks.
- Maintain oil/water separators according to municipal ordinance.
- Keep lids on dumpsters closed when not in use.
- Develop and maintain a maintenance schedule to check outdoor parking and storage areas for spills and or debris accumulation.

- Inspect parking and fueling areas daily. Designate employee(s) to perform these inspections.

Contracts & Contractors

- Contracts should include stormwater pollution prevention language.
- Ensure that contractors implement proper Best Management Practices (BMPs) to prevent stormwater pollution.

Employee Training

- All applicable employees should be trained in stormwater pollution prevention including how to recognize and report illegal connections or discharges.

Record Keeping and Documentation

1. Keep a list of all employees trained in the facility's Stormwater Pollution Prevention binder or other location: _____.
2. Maintain a current copy of Spill Response Plan in SWPPP.
3. Maintain a map of storm drain locations on the property.
4. Keep a map, including location of storm drain inlets, in the facility's Stormwater Pollution Prevention Binder.

Pleasant Grove



Utah's City of Trees

Storm Water Management Plan

STANDARD OPERATING PROCEDURE (SOP) – STORM WATER POLLUTANT MANAGEMENT FOR
CITY PARKS AND OPEN SPACE

1. General

- Never dump any liquids or other materials outside. Dispose of all liquids and materials appropriately.
- Ensure the storm drain system (ditches, inlets, catch basins, drainage channels, or underground lines) on the property is properly maintained.
- Catch basins, inlets and culverts are scheduled to be cleaned once / year.) If additional cleaning or maintenance is needed notify: Public Works at: 801-785-1276
- Keep all outdoor work areas neat and tidy. Sweep around work areas after each shift and properly dispose of all wastes.
- If possible, do not hose down outdoor work areas or trash/waste container storage areas. If these areas must be washed, ensure that wash water will enter the sanitary sewer or a landscaped area. Do not use soap.

2. Irrigation Systems

- Set sprinklers to water at rates less than the infiltration rate of the soil, to water evenly over the vegetated area, and to minimize the amount of water falling on impervious surfaces.
- Automatic timers should be used on all irrigation equipment to minimize run-off and over irrigation. Monitor soil moisture content and adjust timer settings appropriately.
- Always replace or repair broken or leaking sprinkler heads as soon as possible.
- To report an irrigation problem or concern contact: Parks Department at 801-785-7275.

3. Landscaping, Lawn & Vegetation Maintenance

- Whenever possible, mulch-mow grasses.
- Sweep grass clippings and other vegetation debris from sidewalks or streets back on to grassy areas.

- Dispose of lawn clippings, leaves, tree trimmings, or other landscape waste appropriately. Grass clippings are taken to TSSD for disposal.
- If possible, dispose of organic wastes by composting. If composting is not possible, dispose of organic wastes at an approved disposal facility. Organic waste is composted at TSSD.
- If possible, control soil erosion by seeding, sod, mats, mulching, terracing or other effective methods. Use mulch or other erosion control methods to prevent erosion of exposed soils and flowerbeds.
- Do not apply bark or mulch on top of plastic sheeting unless the area is enclosed by a barrier-like lawn edging or it is far away from a storm drain inlet. Bark on plastic is easily washed off by heavy rainfall.
- If possible, design new or re-landscaped areas using xeriscape and Low Impact Development (LID) techniques to the maximum extent possible. Use hardy plant materials appropriate to the climate.
- Always follow the *Fertilizer, Herbicide and Pesticide Application SOP*.

4. Buildings and Structures

- Never discharge waste and/or wastewater from cleaning and repair of exterior surfaces into the Municipal Separate Storm Sewer System (MS4).
- Always follow the *Pressure Washing and Exterior Cleaning SOP* when power washing buildings or structures.
- Use inlet protection devices, such as rock wattles or drain covers, when constructing or repairing paved pathways or other structures to protect any storm drain inlets or ditches that are within 25 feet or are at the same or lower elevation than the work area.
- If possible, use rub-on techniques for graffiti removal or re-paint over the affected areas.
- Capture any wastewater, debris, solvent wastes or solid wastes from graffiti removal with tarps or wet vacs.

5. Vehicle & Equipment Washing and Storage

- Wash vehicles, equipment and mowers at: Public Works Shop, which drains to the sanitary sewer or an approved holding tank.
- Vehicles and mowers may also be washed at a commercial or other designated car washing facility.
- If possible, perform all maintenance and repair work inside shop. (Only emergency repairs and maintenance activities that do not involve fluids may be performed outdoors.)
- Do not store leaking vehicles or equipment outdoors. Contain the leak, repair immediately, or move indoors and repair.
- Notify parks supervisor at Parks Office when leaving a leaking vehicle at Fleet Services or at your shop.

6. Painting and Staining

- Do not clean tools over a storm drain.
- Use a ground cloth or oversized tub for paint mixing and tool cleaning. Properly dispose of the wastes. Avoid performing activities near storm drains.

- Enclose spray-painting operations with tarps or other means to minimize wind drift and to contain overspray.
- Clean paintbrushes and tools used to apply water-based paints in sinks plumbed to a sanitary sewer or in portable containers that can be emptied into sanitary sewer drains.
- Clean brushes and tools used for oil-based paints, finishes, thinners, solvents or other materials over a tub or container and dispose of the cleaning wastes at an approved hazardous waste facility.
- Immediately clean up any spills of paints, cleaners or other maintenance chemicals or supplies.
- Store paints, stains and solvents inside, or under cover and with secondary containment (as per manufacturer's Recommendations).

7. Swimming Pool Maintenance

- Do not discharge pool water to a street or storm drain when draining pools or hot tubs. Discharge water to vegetated landscape or the sanitary sewer.
- Never clean pool filters in the parking lot or near a storm drain.
- Do not hose down pool decks or sidewalks if the wash water will flow to pavement or the storm sewer system. Direct wash water to landscaped or grassy areas or to sanitary sewer.
- Store all pool chemicals indoors and under cover.
- Records to Recreation Manager and Parks Supervisor.

8. Waste Management

- All waste receptacles must be close-fitting lids or covers. This includes dumpsters and compactors.
- Keep all container lids closed at all times unless adding or removing material.
- If possible, Store waste receptacles (dumpsters) indoors, under a roof or roof overhang or inside a shed or covered structure.
- Sweep up around outdoor waste containers regularly.
- Do not hose-out dumpsters outdoors. Return dumpsters to the disposal company for cleaning at their facility. If dumpsters must be washed, do so in a wash bay or in an area where wastewater will drain to the sanitary sewer.
- Post signs informing the public about the proper disposal of pet waste.
- Review yearly the adequacy of trash receptacles and adjust the amount and location accordingly.
- Remove trash on a weekly basis or more often as required.

Contracts & Contractors

- Contracts should include stormwater pollution prevention language.
- Ensure that contractors implement proper Best Management Practices (BMPs) to prevent stormwater pollution.

Employee Training

- All applicable employees should be trained in general stormwater pollution prevention; including how to recognize and report illegal connections or discharges.

Record Keeping and Documentation

1. Keep a list of all employees trained in the department's Stormwater Pollution Prevention Binder.
2. Records of all maintenance activities are kept at: Parks Office.

Pleasant Grove



Utah's City of Trees

Storm Water Management Plan

STANDARD OPERATING PROCEDURE (SOP) – STORM WATER POLLUTANT MANAGEMENT FOR
CITY VEHICLES AND EQUIPMENT

1. Vehicle and Equipment Maintenance

- Move leaking vehicles or equipment indoors or under cover.
- Use drip pans for leaking vehicles that need to be stored outside.
- Contain leaking fluids and tag the vehicle to alert drivers that vehicle is non-operational.
- Perform all maintenance activities involving fluids indoors only (except in emergency cases).
- Dispose of wastewater from tire leak check appropriately (to sanitary sewer or interior drain).
- Clean all parts indoors using the appropriate parts washer.
- Wash vehicles in dedicated wash bays that drain to sanitary sewer.

2. Emergency Maintenance Operations

- Use drip pans underneath vehicles to catch leaks and drips.
- Have spill kits on all response vehicles.
- Move vehicle to an impervious surface if possible (for better spill clean up).
- Notify your supervisor of spills. (See *SOP: Spill Prevention, Clean up and Reporting*)

3. Good Housekeeping and Waste Disposal

- Clean up all spills promptly.
- Transfer fluids from drip pans to the appropriate waste containers immediately.
- Routinely check any equipment stored outside for leaks.
- Maintain oil/water separators according to municipal ordinance.
- Keep lids on dumpsters closed when not in use.
- Develop and maintain a maintenance schedule to check outdoor parking and storage areas for spills and or debris accumulation.

- Inspect parking and fueling areas daily. Designate employee(s) to perform these inspections.

Contracts & Contractors

- Contracts should include stormwater pollution prevention language.
- Ensure that contractors implement proper Best Management Practices (BMPs) to prevent stormwater pollution.

Employee Training

- All applicable employees should be trained in stormwater pollution prevention including how to recognize and report illegal connections or discharges.

Record Keeping and Documentation

1. Keep a list of all employees trained in the facility's Stormwater Pollution Prevention binder or other location: _____.
2. Maintain a current copy of Spill Response Plan in SWPPP. Maintain a map of storm drain locations on the property. This is located at: _____.
3. Keep a map, including location of storm drain inlets, in the facility's Stormwater Pollution Prevention Binder.
4. Keep copies of any correspondence with CDPHE if the spill reaches "waters of the state".

Pleasant Grove



Utah's City of Trees

Storm Water Management Plan

STANDARD OPERATING PROCEDURE (SOP) – STORM WATER POLLUTANT MANAGEMENT FOR STREET SWEEPING, SWEEPER CLEANING, AND WASTE DISPOSAL

1. Operation of the Street Sweeper

- Operate all sweepers according to the manufacturer's recommended procedures.
- While sweeping, drive between ____ and ____ mph.
- Make sure brushes and water spray hoses are functional before leaving the shop.
- Fill the water tank daily or as needed.
- Replace brushes when bristle length is less than ____ inches.

2. Sweeping Frequency (need to develop schedule)

<input type="checkbox"/> Streets should be swept according to an established schedule. The schedule is located at: _____	(Please fill out the Table, below, or place a copy of your schedule here.)	Area
Actual Frequency	Main Arterials	
Commercial areas		
Industrial areas		
Downtown area		
Municipal Parking Lots		
Residential areas		
Hot Spots		
Seasonal Sweeping		
Winter Sand Removal		
Outdoor Special Events		

- Have any “hotspot” areas been identified for extra sweeping? Where are they?
_____ How often are they swept? _____ x’s/

- Sweep after outdoor special events (fairs, festivals and parades). Which events are identified?

3. Disposal of Sweeper Wastewater and Debris

- Always decant sweeper wastewater into the sanitary sewer. Decant areas are located at:

- Dispose of debris at the designated, temporary, storage area. The debris storage areas should be on an impervious surface and bermed.
- The temporary storage area is located at:

- Inspect and maintain the temporary storage area. Check area daily for run-on or run-off or debris scattering.
- Debris should be disposed of regularly or as needed.
- How often is debris disposed of? _____ x’s/ week _____ x’s/month other

- The permanent disposal site is located at:

4. Cleaning the Sweeper

- Scrape out left over debris from the hopper after the last dump of the day.
- Always wash sweepers in an area that drains to sanitary sewer.
- The wash area is located at:
_____.

5. Other SOPs

- Do not wash down any streets or curbs for routine cleaning.
- If spills or illegal discharges are seen report them immediately to the Public Works Department at 801-785-1276.

Contracts & Contractors

- Contracts should include stormwater pollution prevention language.
- Ensure that contractors implement proper Best Management Practices (BMPs) to prevent stormwater pollution.

Employee Training

- All applicable employees should be trained in stormwater pollution prevention including how to recognize and report illegal connections or discharges.

Record Keeping and Documentation

1. Keep a written street sweeping schedule or prioritized routes. This is recorded in:
_____ (Facility SWPPP manual or separate document).
2. The number of loads or cubic yards removed per area (or per week) is recorded in:

(Facility SWPPP manual or separate document)
3. The number of miles driven per area or route is recorded in:

(Facility SWPPP manual or separate document).
4. Keep a list of all employees trained in the facility's Stormwater Pollution Prevention binder.

Pleasant Grove



Utah's City of Trees

Storm Water Management Plan

STANDARD OPERATING PROCEDURE (SOP) – STORM WATER POLLUTANT MANAGEMENT FOR PARKING LOT MAINTENANCE

1. General Maintenance

- Designate personnel to conduct inspections of parking facilities and stormwater conveyance systems on a regular basis.
- Clean leaves, trash, sand, and other debris from parking lots regularly or as needed to prevent debris from reaching any storm drain inlet or storm detention area.
- Sweep parking lots with a street sweeper regularly or as needed.
- The parking lots are inspected and evaluated for maintenance twice per year.
- Sweep after special events or construction projects.
- Sweep parking lots in the spring and after leaf season in the fall.
- Any automotive spills and/or drips must be cleaned up with dry clean-up methods (absorbents) and disposed of properly.
- Inspect all dumpster or waste disposal areas regularly. Clean up any trash, spills or leaks and report leaking dumpsters to the disposal company.

2. Maintenance of Storm Drains, Culverts and Detention Areas

- Inspect storm structures, culverts, detention areas or structural BMPs regularly for debris accumulation. Clean out as needed.

3. Paving, Re-surfacing and Concrete Projects

- Re-seal or pave on dry days when no rain is expected or stop paving activities well before rainfall.
- Pre-heat, transfer, or load hot asphalt far away from storm drain inlets.
- Protect or block nearby, downstream, storm drain inlets from debris from maintenance work (asphalt cap, chip sealing, concrete breaking, or saw cutting). Leave inlet protection in place until the job is complete.

- Clean up debris from around inlets and dispose of properly.
- Designate a “Concrete Wash Out Area” on the job site - in a grassy or graveled area where pooled water can soak into the ground.
- If no “Wash Out Area” is available, wash out into a container (pool, bucket or wheelbarrow) and dispose of material properly.

4. Painting and Striping

- Schedule painting, marking, and striping projects during dry weather only. Cease all activities when rain threatens.
- Use thermoplastic markings in place of paint whenever possible.
- Block nearby storm drain inlets (within 25 feet and down gradient of project).
- Promptly clean up any spills of paints, cleaners or other chemicals.

5. Salt, Sand or Deicer Application

- Hand-apply deicer or sidewalk salt. Use sparingly.
- If truck-applying salt, sand or liquid deicer, use the lowest application rate that will be effective. Ensure that the equipment is calibrated to optimum levels according to manufacturer’s instructions.

6. Snow Plowing and Snow Storage

- Do not plow, push, blow or store excess snow, deicer, or other debris into creeks, watercourses or storm drainage systems.
- If possible, store excess snow in a pervious area where melt water can infiltrate into the ground and not into the storm drain system.
- If snow storage is on a paved area, sweep up debris after snow melt.

Contracts & Contractors

- Contracts should include Stormwater Pollution Prevention language.
- Ensure that contractors implement proper Best Management Practices (BMPs) to prevent stormwater pollution.

Employee Training

- All applicable employees should be trained in general stormwater pollution prevention; including how to recognize and report illegal connections or discharges.

Record Keeping and Documentation

1. Keep al log of maintenance records in at the Public Works Building.
2. Keep a log of all employees trained in facility’s Stormwater Pollution Prevention Binder.

Pleasant Grove



Utah's City of Trees

Storm Water Management Plan

STANDARD OPERATING PROCEDURE (SOP) – STORM WATER POLLUTANT MANAGEMENT FOR STREET AND ROAD MAINTENANCE AND REPAIR

1. Storm Drain Protection

- Locate and block storm drain inlets (within 25 feet and/or down gradient from) during maintenance work such as concrete curb and gutter work, resurfacing, paving, striping/marketing, or saw cutting.
- Place covers, rock wattles, sand bags, or filter fabric around inlets to protect them from entry of wastes, dusts, overspray or slurry.
- Inspect site at the beginning of the day and end to ensure operations are not contributing sediment or other pollutants to the flow line or storm drain.
- Clean right of ways (roadways) with brooms or street sweepers – as needed.

2. Concrete Work

- When saw cutting concrete, use the minimum amount of water. Let the waste slurry dry and then sweep it up before leaving the location. A wet vacuum may also be used to pick up the waste slurry immediately after cutting is complete. Do not allow slurry to reach storm drains.
- Designate a “Concrete Wash Out Area” that is as far as possible from any surface waters, storm drain inlets or drainage ditches and is located in a low area where wash water will pool and soak into the ground.
- Concrete trucks must washout in the wash out area or into a container such as a kiddie pool or wheelbarrow.
- Maintain the wash out area, inspect it for clean out needs, and check for run-on and run-off.
- The debris from the wash out area must be taken to a permanent disposal site when the washout is full and when the project is complete.

3. Erosion Control and Storage of Materials

- Cover and contain all liquid and solid materials to prevent run off.
- Avoid storing piles of materials (soil, sand, gravel) in street, near storm drains or gutters. If dirt piles must be stored in the street, they must have berms or wattles surrounding them to prevent run-off. Rock wattles should be placed around all down gradient storm drains to prevent sediment from reaching the inlets
- Excavated material should be placed on the uphill side of trenches to minimize sediment run-off.
- Control erosion to the maximum extent possible.
- Inspect and maintain all erosion or sediment control devices or equipment installed in erosion-prone areas in road construction projects as per the Stormwater Management Plan (SWMP).
- Ensure that projects over 1 acre have the proper Utah Stormwater Discharge Permits and refer to the Stormwater Management Plan.

4. Painting and Striping

- Schedule painting, marking, and striping projects during dry weather only. Cease all activities when rain threatens.
- Use thermoplastic markings in place of paint whenever feasible.
- Block nearby storm drain inlets (within 25 feet and/or down gradient of project).
- Promptly clean up any spills of paints, cleaners or other chemicals.

5. Re-surfacing or Paving

- Re-seal or pave only on dry days when no rain is expected. Cease all activities when rain threatens
- If possible, transfer, store, pre-heat and load hot asphalt far away from storm drain inlets.
- Protect or block downstream storm drain inlets (within 25 feet) from debris from maintenance work (asphalt cap, chip sealing, concrete breaking, or saw cutting). Leave covers or berms in place until the job is complete

6. Bridge Repair Work

- When working on bridges, transport and store paint and materials in containers with secure lids.
- Do not transfer, store or load paint on a bridge.
- Capture waste, scraps, rust or paint from sanding or painting projects. It may be necessary to suspend nets or tarps below the bridge to catch falling debris. If sanding or sand blasting, use a vacuum bag attachment.

Contracts & Contractors

- Contracts should include stormwater pollution prevention language.
- Ensure that contractors implement proper Best Management Practices (BMPs) to prevent stormwater pollution.

Employee Training

- All applicable employees should be trained in general stormwater pollution prevention: including how to recognize and report illegal connections or discharges.

Record Keeping and Documentation

1. If the site is over an acre, obtain the proper Utah Discharge permit; prepare and use a Stormwater Management Plan (SWMP) and keep copies of all inspection logs.
2. Keep a list of all employees trained in Stormwater Pollution Prevention.
3. Keep copies of MSD Sheets of all products used.

Pleasant Grove



Utah's City of Trees

Storm Water Management Plan

STANDARD OPERATING PROCEDURE (SOP) – STORM WATER POLLUTANT MANAGEMENT FOR CITY STORM WATER COLLECTION AND CONVEYANCE SYSTEM

1. Stormwater System Inspection and Maintenance (need Schedule including priority areas)

- Stormwater system should be inspected for structural integrity and evidence of illicit discharge and maintained according to an established schedule including inlets, lines, manholes, ditches, detention ponds and permanent BMP's.
- Report any areas needing attention and schedule repairs ASAP.
- Keep records of “hot spot” areas here or note where information is stored:
 - _____
Where are they located?
 - _____
How often are storm drain inlets cleaned or maintained? _____ x's/
_____ (year).
 - Time of year: _____
- Inspections should be used to help determine cleaning schedule for stormwater systems (ex. runs prone to fast sediment accumulation, confirmed contamination).
- Stormwater system should be cleaned according to an established schedule, including detention ponds and permanent BMPs. This schedule is located:
_____.
- Ensure water from jetting and flushing inlets and lines is not discharged into the storm system. Use a Vactor truck to vacuum up flush water downstream while jetting and flushing inlets and lines.

2. Reporting

- Report any suspected illegal connections or dumping to the Public Works Department at 801-785-1276.

3. Decanting Wastewater from Vac Trucks and Sweepers

- Always decant Vac trucks and sweepers into the sanitary sewer.
- Decant areas are located at the Public Works Department washout pad

4. Debris Storage Areas and Disposal

- Dispose of debris at the designated, temporary, storage area.
- The temporary storage area is located at the 220 South Smith property.
- Always inspect and maintain the temporary storage area. Check area for run-on or run-off or debris scattering.
- Debris should be removed and taken to the permanent disposal site regularly.
- The permanent disposal site is at the Utah County Solid Waste Transfer Station for contaminated wastes. Un-contaminated fill material to be disposed of in various fill sites as available.

5. Ditches and Detention Ponds

- Inspect ditches for signs of erosion while mowing drainage ditches.
- Track ditches prone to erosion and set maintenance schedule accordingly.
- Do not apply pesticides or fertilizers in drainage ditches, on roadways or curbs.
- Do not disturb waterways, wetlands or sensitive wildlife habitat without permits from Army Corps of Engineers.

Contracts & Contractors

- Contracts should include stormwater pollution prevention language.
- Ensure that contractors implement proper Best Management Practices (BMPs) to prevent stormwater pollution.

Employee Training

- All applicable employees should be trained in stormwater pollution prevention; including how to recognize and report illegal connections or discharges.

Record Keeping and Documentation

1. Keep a written Storm Drain System Inspection and Maintenance Schedule. This is recorded in:
_____.
2. Keep a list of all employees trained in the facility's Stormwater Pollution Prevention binder (or other location: _____).
3. Debris removal totals are kept at:
_____.
4. The inventory of hot spot areas where contamination has been confirmed and require frequent inspections is recorded in
_____.
5. Records of any testing done on debris removed from catch basins is located
_____.

Pleasant Grove



Utah's City of Trees

Storm Water Management Plan

**STANDARD OPERATING PROCEDURE (SOP) – STORM WATER POLLUTANT MANAGEMENT FOR
“HIGH PRIORITY” SMITH PROPERTY MATERIAL STAGING AREA**

1. Outdoor Storage Areas

- If possible, store all containers indoors whenever possible. If they must be stored outdoors, place them in a shed or under a roof.
- All containers and dry materials should be covered or have secondary containment.
- Place all containers on a plastic pallet or other device that elevates them off the ground or pavement and provides containment. This avoids contact with storm water run-on/run-off
- If possible, place containers on paved, impervious surfaces and as far from (or at a lower elevation than) storm drain inlets and drainage ditches as possible.
- Provide a spill kit near storage areas. Clean up any spills, leaks or discharges promptly.
- Do not drain accumulated water from secondary containment structures unless approved by a supervisor.
- Do not store vac-truck or sweeper truck material on site unless it has first been decanted into the sanitary sewer.

2. Sand, Salt, Dirt or Gravel Stockpiles

- Cover sand/salt piles with a tarp or store inside a building or under a roof.
- Contain stormwater run-off from dirt and gravel stockpiles by using barriers or berms.

Employee Training

- All applicable employees should be trained in general stormwater pollution prevention; including how to recognize and report illegal connections or discharges.

Inspections

- Perform weekly visual inspection.
- Look for evidence of spills and immediately clean them up.

- Perform quarterly comprehensive inspections.
- Inspect the storm drain system (ditches, inlets, catch basins, culverts, drainage channels, or underground lines).
- Special attention to be paid to waste storage areas, dumpsters, vehicle and equipment maintenance/fueling areas, material handling areas, and similar pollutant generating areas.
- Perform quarterly visual observation of storm water discharge.
- Any observed problems (e.g., color, foam, sheen, turbidity) that can be associated with pollutant sources or controls must be remedied.

Record Keeping and Documentation

1. Keep a list of all employees trained in Stormwater Pollution Prevention.
2. Keep copies of all contracts for building services or other maintenance.
3. Log inspections and keep records with SWMP document. Include any identified deficiencies and corrective actions taken.
4. Keep copies of current MSDS's for all materials stored outdoors.

Pleasant Grove



Utah's City of Trees

Storm Water Management Plan

**STANDARD OPERATING PROCEDURE (SOP) – STORM WATER POLLUTANT MANAGEMENT FOR
“HIGH PRIORITY” CEMETERY**

1. General

- Never dump any liquids or other materials outside. Dispose of all liquids and materials appropriately.
- Ensure the storm drain system (ditches, inlets, catch basins, drainage channels, or underground lines) on the property is properly maintained.
- Catch basins, inlets and culverts are scheduled to be cleaned once / year.) If additional cleaning or maintenance is needed notify: Public Works at: 801-785-1276
- Keep all outdoor work areas neat and tidy. Sweep around work areas after each shift and properly dispose of all wastes.
- If possible, do not hose down outdoor work areas or trash/waste container storage areas. If these areas must be washed, ensure that wash water will enter the sanitary sewer or a landscaped area. Do not use soap.

2. Irrigation Systems

- Set sprinklers to water at rates less than the infiltration rate of the soil, to water evenly over the vegetated area, and to minimize the amount of water falling on impervious surfaces.
- Automatic timers should be used on all irrigation equipment to minimize run-off and over irrigation. Monitor soil moisture content and adjust timer settings appropriately.
- Always replace or repair broken or leaking sprinkler heads as soon as possible.
- To report an irrigation problem or concern contact: Parks Department at 801-785-7275.

3. Landscaping, Lawn & Vegetation Maintenance

- Whenever possible, mulch-mow grasses.

- Sweep grass clippings and other vegetation debris from sidewalks or streets back on to grassy areas.
- Dispose of lawn clippings, leaves, tree trimmings, or other landscape waste appropriately. Grass clippings are stored at the Cemetery or taken to TSSD for disposal.
- If possible, dispose of organic wastes by composting. If composting is not possible, dispose of organic wastes at an approved disposal facility. Organic waste is composted at TSSD.
- If possible, control soil erosion by seeding, sod, mats, mulching, terracing or other effective methods. Use mulch or other erosion control methods to prevent erosion of exposed soils and flowerbeds.
- Do not apply bark or mulch on top of plastic sheeting unless the area is enclosed by a barrier-like lawn edging or it is far away from a storm drain inlet. Bark on plastic is easily washed off by heavy rainfall.
- If possible, design new or re-landscaped areas using xeriscape and Low Impact Development (LID) techniques to the maximum extent possible. Use hardy plant materials appropriate to the climate.
- Always follow the *Fertilizer, Herbicide and Pesticide Application SOP*.

2. Buildings and Structures

- Never discharge waste and/or wastewater from cleaning and repair of exterior surfaces into the Municipal Separate Storm Sewer System (MS4).
- Use inlet protection devices, such as rock wattles or drain covers, when constructing or repairing paved pathways or other structures to protect any storm drain inlets or ditches that are within 25 feet or are at the same or lower elevation than the work area.
- If possible, use rub-on techniques for graffiti removal or re-paint over the affected areas.
- Capture any wastewater, debris, solvent wastes or solid wastes from graffiti removal with tarps or wet vacs.

3. Vehicle & Equipment Washing and Storage

- Wash vehicles, equipment and mowers at: Public Works Department washout pad, which drains to the sanitary sewer.
- Vehicles and mowers may also be washed at a commercial or other designated car washing facility.
- If possible, perform all maintenance and repair work inside shop. (Only emergency repairs and maintenance activities that do not involve fluids may be performed outdoors.
- Do not store leaking vehicles or equipment outdoors. Contain the leak, repair immediately, or move indoors and repair.
- Follow *Vehicle and Equipment Cleaning BMP*.

Employee Training

- All applicable employees should be trained in general stormwater pollution prevention; including how to recognize and report illegal connections or discharges.

Inspections

- Perform weekly visual inspection.
- Look for evidence of spills and immediately clean them up.
- Perform quarterly comprehensive inspections.
- Inspect the storm drain system (ditches, inlets, catch basins, culverts, drainage channels, or underground lines).
- Special attention to be paid to waste storage areas, dumpsters, vehicle and equipment maintenance/fueling areas, material handling areas, and similar pollutant generating areas.
- Perform quarterly visual observation of storm water discharge.
- Any observed problems (e.g., color, foam, sheen, turbidity) that can be associated with pollutant sources or controls must be remedied.

Record Keeping and Documentation

5. Keep a list of all employees trained in Stormwater Pollution Prevention.
6. Keep copies of all contracts for building services or other maintenance.
7. Log inspections and keep records with SWMP document. Include any identified deficiencies and corrective actions taken.

Pleasant Grove



Utah's City of Trees

Storm Water Management Plan

STANDARD OPERATING PROCEDURE (SOP) – STORM WATER POLLUTANT MANAGEMENT FOR “HIGH PRIORITY” RODEO GROUNDS

1. General

- Never dump any liquids or other materials outside. Dispose of all liquids and materials appropriately.
- Maintain the storm drain system (ditches, inlets, catch basins, culverts, drainage channels, or underground lines) on your property. Inspect twice yearly clean as-needed
- Keep all outdoor work areas neat and tidy. Sweep around work areas after each shift and properly dispose of all wastes.
- Remove animal wastes and trash immediately after rodeos and other public activities at the site. Remove animal wastes regularly at other times of the year.
- If possible, do not hose down outdoor work areas or trash/waste container storage areas. If these areas must be washed, ensure that wash water will enter the sanitary sewer or a landscaped area. Do not use soap.
- Maintain bermed areas to eliminate storm water runoff from the site.

2. Buildings and Structures

- Never discharge waste and/or wastewater from cleaning and repair of exterior surfaces into the Municipal Separate Storm Sewer System (MS4).
- Use inlet protection devices, such as rock wattles or drain covers, when constructing or repairing paved pathways or other structures to protect any storm drain inlets or ditches that are within 25 feet or are at the same or lower elevation than the work area.
- If possible, use rub-on techniques for graffiti removal or re-paint over the affected areas.
- Capture any wastewater, debris, solvent wastes or solid wastes from graffiti removal with tarps or wet vacs.

3. Vehicle & Equipment Washing and Storage

- Wash vehicles, equipment and mowers at: Public Works Department washout pad, which drains to the sanitary sewer.
- Vehicles and mowers may also be washed at a commercial or other designated car washing facility.
- If possible, perform all maintenance and repair work inside shop. (Only emergency repairs and maintenance activities that do not involve fluids may be performed outdoors.
- Do not store leaking vehicles or equipment outdoors. Contain the leak, repair immediately, or move indoors and repair.
- Follow *Vehicle and Equipment Cleaning* BMP.

Employee Training

- All applicable employees should be trained in general stormwater pollution prevention; including how to recognize and report illegal connections or discharges.

Inspections

- Perform weekly visual inspection.
- Look for evidence of spills and immediately clean them up.
- Perform quarterly comprehensive inspections.
- Inspect the storm drain system (ditches, inlets, catch basins, culverts, drainage channels, or underground lines).
- Special attention to be paid to waste storage areas, dumpsters, vehicle and equipment maintenance/fueling areas, material handling areas, and similar pollutant generating areas.
- Perform quarterly visual observation of storm water discharge.
- Any observed problems (e.g., color, foam, sheen, turbidity) that can be associated with pollutant sources or controls must be remedied.

Record Keeping and Documentation

8. Keep a list of all employees trained in Stormwater Pollution Prevention.
9. Keep copies of all contracts for building services or other maintenance.
10. Log inspections and keep records with SWMP document. Include any identified deficiencies and corrective actions taken.

Pleasant Grove



Utah's City of Trees

Storm Water Management Plan

STANDARD OPERATING PROCEDURE (SOP) – STORM WATER POLLUTANT MANAGEMENT FOR
“HIGH PRIORITY” CITY FIRE DEPARTMENT

1. Building and Landscape Maintenance

- Maintain the storm drain system (ditches, inlets, catch basins, culverts, drainage channels, or underground lines) on your property. Inspect twice yearly clean As-needed
- Do not pressure wash or hose off surfaces with soap or chemicals unless wastewater is collected. Do not let wastewater enter storm drains.
- If only cleaning surfaces of ambient dust (with water only), the wastewater can be drained to nearby landscaped/vegetated areas or allowed to pool on-site and evaporate.
- Always follow the *Fertilizer, Herbicide, and Pesticide Application* SOP.

2. Janitorial Practices

- Never dump mop water or cleaning wastewater outside, into parking lot or storm drains. Dispose of wastewater in mop sink or other sanitary sewer drain. (This also includes wastewater from automated floor or carpet cleaning equipment.)
- Do not pour, transfer or dispose of any material outdoors or near a storm drain.

3. Painting, Staining and Sandblasting

- Use a ground cloth or oversized tub for paint mixing and tool cleaning. Properly dispose of the wastes.
- Enclose spray-painting operations with tarps or other means, as possible, to minimize wind drift and to contain overspray.
- Clean paintbrushes and tools used to apply water-based paints in sinks plumbed to a sanitary sewer or in portable containers that can be emptied into sanitary sewer drains. Never clean tools over a storm drain or outside.

- Brushes and tools used for oil-based paints, finishes, thinners, solvents or other materials must be cleaned over a tub or container and the cleaning wastes disposed or recycled at an approved hazardous waste facility. Never clean tools over a storm drain or outside.
- Promptly cleanup any spills of paints, cleaners or other maintenance chemicals or supplies. See *BMP: Spill Cleanup* for details.
- When sand blasting exterior surfaces, place tarps or ground cloths beneath the work area to capture sand blasting media and debris. Enclose the sand blasting area with tarps or plastic to protect from wind and to capture airborne particles (dust).
- Cease all sand blasting operations on windy days.

4. Waste Management

- All waste receptacles must be close-fitting lids or covers. This includes dumpsters and compactors.
- Keep all container lids closed at all times unless adding or removing material.
- If possible, Store waste receptacles (dumpsters) indoors, under a roof or roof overhang or inside a shed or covered structure.
- Sweep up around outdoor waste containers regularly.
- Do not hose-out dumpsters outdoors. Return dumpsters to the disposal company for cleaning at their facility. If dumpsters must be washed, do so in a wash bay or in an area where wastewater will drain to the sanitary sewer.

5. Vehicle & Equipment Washing and Storage

- Wash vehicles, equipment and mowers at: Public Works Department washout pad, which drains to the sanitary sewer.
- Vehicles and mowers may also be washed at a commercial or other designated car washing facility.
- If possible, perform all maintenance and repair work inside shop. (Only emergency repairs and maintenance activities that do not involve fluids may be performed outdoors.
- Do not store leaking vehicles or equipment outdoors. Contain the leak, repair immediately, or move indoors and repair.
- Follow *Vehicle and Equipment Cleaning BMP*.

Employee Training

- All applicable employees should be trained in general stormwater pollution prevention; including how to recognize and report illegal connections or discharges.

Inspections

- Perform weekly visual inspection.
- Look for evidence of spills and immediately clean them up.
- Perform quarterly comprehensive inspections.
- Inspect the storm drain system (ditches, inlets, catch basins, culverts, drainage channels, or underground lines).

- Special attention to be paid to waste storage areas, dumpsters, vehicle and equipment maintenance/fueling areas, material handling areas, and similar pollutant generating areas.
- Perform quarterly visual observation of storm water discharge.
- Any observed problems (e.g., color, foam, sheen, turbidity) that can be associated with pollutant sources or controls must be remedied.

Record Keeping and Documentation

11. Keep a list of all employees trained in Stormwater Pollution Prevention.
12. Keep copies of all contracts for building services or other maintenance.
13. Log inspections and keep records with SWMP document. Include any identified deficiencies and corrective actions taken.

Pleasant Grove



Utah's City of Trees

Storm Water Management Plan

**STANDARD OPERATING PROCEDURE (SOP) – STORM WATER POLLUTANT MANAGEMENT FOR
“HIGH PRIORITY” PUBLIC WORKS YARD**

1. Building and Landscape Maintenance

- Maintain the storm drain system (ditches, inlets, catch basins, culverts, drainage channels, or underground lines) on your property.
- Do not pressure wash or hose off surfaces with soap or chemicals unless wastewater is collected. Do not let wastewater enter storm drains.
- If only cleaning surfaces of ambient dust (with water only), the wastewater can be drained to nearby landscaped/vegetated areas or allowed to pool on-site and evaporate.

2. Janitorial Practices

- Never dump mop water or cleaning wastewater outside, into parking lot or storm drains. Dispose of wastewater in mop sink or other sanitary sewer drain. (This also includes wastewater from automated floor or carpet cleaning equipment.)
- Do not pour, transfer or dispose of any material outdoors or near a storm drain.

3. Painting, Staining and Sandblasting

- Use a ground cloth or oversized tub for paint mixing and tool cleaning. Properly dispose of the wastes.
- Enclose spray-painting operations with tarps or other means, as possible, to minimize wind drift and to contain overspray.
- Clean paintbrushes and tools used to apply water-based paints in sinks plumbed to a sanitary sewer or in portable containers that can be emptied into sanitary sewer drains. Never clean tools over a storm drain or outside.
- Brushes and tools used for oil-based paints, finishes, thinners, solvents or other materials must be cleaned over a tub or container and the cleaning wastes disposed or recycled at an approved hazardous waste facility. Never clean tools over a storm drain or outside.

- Promptly cleanup any spills of paints, cleaners or other maintenance chemicals or supplies. See *BMP: Spill Cleanup* for details.
- When sand blasting exterior surfaces, place tarps or ground cloths beneath the work area to capture sand blasting media and debris. Enclose the sand blasting area with tarps or plastic to protect from wind and to capture airborne particles (dust).
- Cease all sand blasting operations on windy days.

4. Waste Management

- All waste receptacles must be close-fitting lids or covers. This includes dumpsters and compactors.
- Keep all container lids closed at all times unless adding or removing material.
- If possible, Store waste receptacles (dumpsters) indoors, under a roof or roof overhang or inside a shed or covered structure.
- Sweep up around outdoor waste containers regularly.
- Do not hose-out dumpsters outdoors. Return dumpsters to the disposal company for cleaning at their facility. If dumpsters must be washed, do so in a wash bay or in an area where wastewater will drain to the sanitary sewer.

5. Vehicle & Equipment Washing and Storage

- Wash vehicles, equipment and mowers at: Public Works Department washout pad, which drains to the sanitary sewer.
- Vehicles and mowers may also be washed at a commercial or other designated car washing facility.
- If possible, perform all maintenance and repair work inside shop. (Only emergency repairs and maintenance activities that do not involve fluids may be performed outdoors.
- Do not store leaking vehicles or equipment outdoors. Contain the leak, repair immediately, or move indoors and repair.
- Follow *Vehicle and Equipment Cleaning* BMP.

6. Outdoor Storage Areas

- If possible, store all containers indoors whenever possible. If they must be stored outdoors, place them in a shed or under a roof.
- All containers and dry materials should be covered or have secondary containment.
- Place all containers on a plastic pallet or other device that elevates them off the ground or pavement and provides containment. This avoids contact with storm water run-on/run-off
- If possible, place containers on paved, impervious surfaces and as far from (or at a lower elevation than) storm drain inlets and drainage ditches as possible.
- Provide a spill kit near storage areas. Clean up any spills, leaks or discharges promptly.
- Inspect all containers stored outdoors regularly
- If a container is found to be leaking either empty the contents into a leak-tight container or place entire leaking container inside of a larger leak-tight container. Clean up any spills or leaks promptly.
- Do not drain accumulated water from secondary containment structures unless approved by a supervisor.

- Inspect all containers stored outdoors regularly. Any containers that are leaking must be moved indoors immediately or placed in a leak-tight, “over-pack” container.

7. Sand, Salt, Dirt or Gravel Stockpiles

- Cover sand/salt piles with a tarp or store inside a building or under a roof.
- Contain stormwater run-off from dirt and gravel stockpiles by using barriers or berms.

Employee Training

- All applicable employees should be trained in general stormwater pollution prevention; including how to recognize and report illegal connections or discharges.

Inspections

- Perform weekly visual inspection.
- Look for evidence of spills and immediately clean them up.
- Perform quarterly comprehensive inspections.
- Inspect the storm drain system (ditches, inlets, catch basins, culverts, drainage channels, or underground lines).
- Special attention to be paid to waste storage areas, dumpsters, vehicle and equipment maintenance/fueling areas, material handling areas, and similar pollutant generating areas.
- Perform quarterly visual observation of storm water discharge.
- Any observed problems (e.g., color, foam, sheen, turbidity) that can be associated with pollutant sources or controls must be remedied.

Record Keeping and Documentation

1. Keep a list of all employees trained in Stormwater Pollution Prevention.
2. Keep copies of all contracts for building services or other maintenance.
3. Log inspections and keep records with SWMP document. Include any identified deficiencies and corrective actions taken.

Pleasant Grove



Utah's City of Trees

Storm Water Management Plan

APPENDIX E - STANDARD FORMS AND CHECKLISTS

Outfall Reconnaissance Inventory Form

Illicit Discharge Hotline Incident Tracking Form

Construction Storm Water Inspection Form

Public Comment Form

Long Term Storm Water Management Inspection Report

High Priority Quarterly Comprehensive Inspection Form

High Priority Quarterly Discharge Inspection Form

High Priority Weekly Inspection Form

OUTFALL RECONNAISSANCE INVENTORY/ SAMPLE COLLECTION FIELD SHEET

Section 1: Background Data

Subwatershed:		Outfall ID:	
Today's date:		Time (Military):	
Investigators:		Form completed by:	
Temperature (°F):	Rainfall (in.):	Last 24 hours:	Last 48 hours:
Latitude:	Longitude:	GPS Unit:	GPS LMK #:
Camera:		Photo #s:	
Land Use in Drainage Area (Check all that apply):			
<input type="checkbox"/> Industrial		<input type="checkbox"/> Open Space	
<input type="checkbox"/> Ultra-Urban Residential		<input type="checkbox"/> Institutional	
<input type="checkbox"/> Suburban Residential		Other: _____	
<input type="checkbox"/> Commercial		Known Industries: _____	
Notes (e.g., origin of outfall, if known):			

Section 2: Outfall Description

LOCATION	MATERIAL	SHAPE	DIMENSIONS (IN.)	SUBMERGED
<input type="checkbox"/> Closed Pipe	<input type="checkbox"/> RCP <input type="checkbox"/> CMP <input type="checkbox"/> PVC <input type="checkbox"/> HDPE <input type="checkbox"/> Steel <input type="checkbox"/> Other: _____	<input type="checkbox"/> Circular <input type="checkbox"/> Single <input type="checkbox"/> Elliptical <input type="checkbox"/> Double <input type="checkbox"/> Box <input type="checkbox"/> Triple <input type="checkbox"/> Other: _____	Diameter/Dimensions: _____	In Water: <input type="checkbox"/> No <input type="checkbox"/> Partially <input type="checkbox"/> Fully With Sediment: <input type="checkbox"/> No <input type="checkbox"/> Partially <input type="checkbox"/> Fully
<input type="checkbox"/> Open drainage	<input type="checkbox"/> Concrete <input type="checkbox"/> Earthen <input type="checkbox"/> rip-rap <input type="checkbox"/> Other: _____	<input type="checkbox"/> Trapezoid <input type="checkbox"/> Parabolic <input type="checkbox"/> Other: _____	Depth: Top Width: Bottom Width:	
<input type="checkbox"/> In-Stream	(applicable when collecting samples)			
Flow Present?	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>If No, Skip to Section 5</i>			
Flow Description (If present)	<input type="checkbox"/> Trickle <input type="checkbox"/> Moderate <input type="checkbox"/> Substantial			

Section 3: Quantitative Characterization

FIELD DATA FOR FLOWING OUTFALLS				
PARAMETER	RESULT	UNIT	EQUIPMENT	
<input type="checkbox"/> Flow #1	Volume		Liter	Bottle
	Time to fill		Sec	
<input type="checkbox"/> Flow #2	Flow depth		In	Tape measure
	Flow width	' "	Ft, In	Tape measure
	Measured length	' "	Ft, In	Tape measure
	Time of travel		S	Stop watch
Temperature		°F	Thermometer	
pH		pH Units	Test strip/Probe	
Ammonia		mg/L	Test strip	

Outfall Reconnaissance Inventory Field Sheet

Section 4: Physical Indicators for Flowing Outfalls Only

Are Any Physical Indicators Present in the flow? Yes No *(If No, Skip to Section 5)*

INDICATOR	CHECK if Present	DESCRIPTION	RELATIVE SEVERITY INDEX (1-3)		
Odor	<input type="checkbox"/>	<input type="checkbox"/> Sewage <input type="checkbox"/> Rancid/sour <input type="checkbox"/> Petroleum/gas <input type="checkbox"/> Sulfide <input type="checkbox"/> Other:	<input type="checkbox"/> 1 – Faint	<input type="checkbox"/> 2 – Easily detected	<input type="checkbox"/> 3 – Noticeable from a distance
Color	<input type="checkbox"/>	<input type="checkbox"/> Clear <input type="checkbox"/> Brown <input type="checkbox"/> Gray <input type="checkbox"/> Yellow <input type="checkbox"/> Green <input type="checkbox"/> Orange <input type="checkbox"/> Red <input type="checkbox"/> Other:	<input type="checkbox"/> 1 – Faint colors in sample bottle	<input type="checkbox"/> 2 – Clearly visible in sample bottle	<input type="checkbox"/> 3 – Clearly visible in outfall flow
Turbidity	<input type="checkbox"/>	See severity	<input type="checkbox"/> 1 – Slight cloudiness	<input type="checkbox"/> 2 – Cloudy	<input type="checkbox"/> 3 – Opaque
Floatables -Does Not Include Trash!!	<input type="checkbox"/>	<input type="checkbox"/> Sewage (Toilet Paper, etc.) <input type="checkbox"/> Suds <input type="checkbox"/> Petroleum (oil sheen) <input type="checkbox"/> Other:	<input type="checkbox"/> 1 – Few/slight; origin not obvious	<input type="checkbox"/> 2 – Some; indications of origin (e.g., possible suds or oil sheen)	<input type="checkbox"/> 3 – Some; origin clear (e.g., obvious oil sheen, suds, or floating sanitary materials)

Section 5: Physical Indicators for Both Flowing and Non-Flowing Outfalls

Are physical indicators that are not related to flow present? Yes No *(If No, Skip to Section 6)*

INDICATOR	CHECK if Present	DESCRIPTION	COMMENTS
Outfall Damage	<input type="checkbox"/>	<input type="checkbox"/> Spalling, Cracking or Chipping <input type="checkbox"/> Peeling Paint <input type="checkbox"/> Corrosion	
Deposits/Stains	<input type="checkbox"/>	<input type="checkbox"/> Oily <input type="checkbox"/> Flow Line <input type="checkbox"/> Paint <input type="checkbox"/> Other:	
Abnormal Vegetation	<input type="checkbox"/>	<input type="checkbox"/> Excessive <input type="checkbox"/> Inhibited	
Poor pool quality	<input type="checkbox"/>	<input type="checkbox"/> Odors <input type="checkbox"/> Colors <input type="checkbox"/> Floatables <input type="checkbox"/> Oil Sheen <input type="checkbox"/> Suds <input type="checkbox"/> Excessive Algae <input type="checkbox"/> Other:	
Pipe benthic growth	<input type="checkbox"/>	<input type="checkbox"/> Brown <input type="checkbox"/> Orange <input type="checkbox"/> Green <input type="checkbox"/> Other:	

Section 6: Overall Outfall Characterization

<input type="checkbox"/> Unlikely <input type="checkbox"/> Potential (presence of two or more indicators) <input type="checkbox"/> Suspect (one or more indicators with a severity of 3) <input type="checkbox"/> Obvious

Section 7: Data Collection

1. Sample for the lab?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2. If yes, collected from:	<input type="checkbox"/> Flow	<input type="checkbox"/> Pool
3. Intermittent flow trap set?	<input type="checkbox"/> Yes	<input type="checkbox"/> No If Yes, type: <input type="checkbox"/> OBM <input type="checkbox"/> Caulk dam

Section 8: Any Non-Illicit Discharge Concerns (e.g., trash or needed infrastructure repairs)?

OUTFALL RECONNAISSANCE INVENTORY/ SAMPLE COLLECTION FIELD SHEET

Section 1: Background Data

Subwatershed:		Outfall ID:	
Today's date:		Time (Military):	
Investigators:		Form completed by:	
Temperature (°F):	Rainfall (in.):	Last 24 hours:	Last 48 hours:
Latitude:	Longitude:	GPS Unit:	GPS LMK #:
Camera:		Photo #s:	
Land Use in Drainage Area (Check all that apply):			
<input type="checkbox"/> Industrial		<input type="checkbox"/> Open Space	
<input type="checkbox"/> Ultra-Urban Residential		<input type="checkbox"/> Institutional	
<input type="checkbox"/> Suburban Residential		Other: _____	
<input type="checkbox"/> Commercial		Known Industries: _____	
Notes (e.g., origin of outfall, if known):			

Section 2: Outfall Description

LOCATION	MATERIAL	SHAPE	DIMENSIONS (IN.)	SUBMERGED
<input type="checkbox"/> Closed Pipe	<input type="checkbox"/> RCP <input type="checkbox"/> CMP <input type="checkbox"/> PVC <input type="checkbox"/> HDPE <input type="checkbox"/> Steel <input type="checkbox"/> Other: _____	<input type="checkbox"/> Circular <input type="checkbox"/> Single <input type="checkbox"/> Elliptical <input type="checkbox"/> Double <input type="checkbox"/> Box <input type="checkbox"/> Triple <input type="checkbox"/> Other: _____	Diameter/Dimensions: _____	In Water: <input type="checkbox"/> No <input type="checkbox"/> Partially <input type="checkbox"/> Fully With Sediment: <input type="checkbox"/> No <input type="checkbox"/> Partially <input type="checkbox"/> Fully
<input type="checkbox"/> Open drainage	<input type="checkbox"/> Concrete <input type="checkbox"/> Earthen <input type="checkbox"/> rip-rap <input type="checkbox"/> Other: _____	<input type="checkbox"/> Trapezoid <input type="checkbox"/> Parabolic <input type="checkbox"/> Other: _____	Depth: Top Width: Bottom Width:	
<input type="checkbox"/> In-Stream	(applicable when collecting samples)			
Flow Present?	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>If No, Skip to Section 5</i>			
Flow Description (If present)	<input type="checkbox"/> Trickle <input type="checkbox"/> Moderate <input type="checkbox"/> Substantial			

Section 3: Quantitative Characterization

FIELD DATA FOR FLOWING OUTFALLS				
PARAMETER	RESULT	UNIT	EQUIPMENT	
<input type="checkbox"/> Flow #1	Volume		Liter	Bottle
	Time to fill		Sec	
<input type="checkbox"/> Flow #2	Flow depth		In	Tape measure
	Flow width	' "	Ft, In	Tape measure
	Measured length	' "	Ft, In	Tape measure
	Time of travel		S	Stop watch
Temperature		°F	Thermometer	
pH		pH Units	Test strip/Probe	
Ammonia		mg/L	Test strip	

Outfall Reconnaissance Inventory Field Sheet

Section 4: Physical Indicators for Flowing Outfalls Only

Are Any Physical Indicators Present in the flow? Yes No *(If No, Skip to Section 5)*

INDICATOR	CHECK if Present	DESCRIPTION	RELATIVE SEVERITY INDEX (1-3)		
Odor	<input type="checkbox"/>	<input type="checkbox"/> Sewage <input type="checkbox"/> Rancid/sour <input type="checkbox"/> Petroleum/gas <input type="checkbox"/> Sulfide <input type="checkbox"/> Other:	<input type="checkbox"/> 1 – Faint	<input type="checkbox"/> 2 – Easily detected	<input type="checkbox"/> 3 – Noticeable from a distance
Color	<input type="checkbox"/>	<input type="checkbox"/> Clear <input type="checkbox"/> Brown <input type="checkbox"/> Gray <input type="checkbox"/> Yellow <input type="checkbox"/> Green <input type="checkbox"/> Orange <input type="checkbox"/> Red <input type="checkbox"/> Other:	<input type="checkbox"/> 1 – Faint colors in sample bottle	<input type="checkbox"/> 2 – Clearly visible in sample bottle	<input type="checkbox"/> 3 – Clearly visible in outfall flow
Turbidity	<input type="checkbox"/>	See severity	<input type="checkbox"/> 1 – Slight cloudiness	<input type="checkbox"/> 2 – Cloudy	<input type="checkbox"/> 3 – Opaque
Floatables -Does Not Include Trash!!	<input type="checkbox"/>	<input type="checkbox"/> Sewage (Toilet Paper, etc.) <input type="checkbox"/> Suds <input type="checkbox"/> Petroleum (oil sheen) <input type="checkbox"/> Other:	<input type="checkbox"/> 1 – Few/slight; origin not obvious	<input type="checkbox"/> 2 – Some; indications of origin (e.g., possible suds or oil sheen)	<input type="checkbox"/> 3 – Some; origin clear (e.g., obvious oil sheen, suds, or floating sanitary materials)

Section 5: Physical Indicators for Both Flowing and Non-Flowing Outfalls

Are physical indicators that are not related to flow present? Yes No *(If No, Skip to Section 6)*

INDICATOR	CHECK if Present	DESCRIPTION	COMMENTS
Outfall Damage	<input type="checkbox"/>	<input type="checkbox"/> Spalling, Cracking or Chipping <input type="checkbox"/> Peeling Paint <input type="checkbox"/> Corrosion	
Deposits/Stains	<input type="checkbox"/>	<input type="checkbox"/> Oily <input type="checkbox"/> Flow Line <input type="checkbox"/> Paint <input type="checkbox"/> Other:	
Abnormal Vegetation	<input type="checkbox"/>	<input type="checkbox"/> Excessive <input type="checkbox"/> Inhibited	
Poor pool quality	<input type="checkbox"/>	<input type="checkbox"/> Odors <input type="checkbox"/> Colors <input type="checkbox"/> Floatables <input type="checkbox"/> Oil Sheen <input type="checkbox"/> Suds <input type="checkbox"/> Excessive Algae <input type="checkbox"/> Other:	
Pipe benthic growth	<input type="checkbox"/>	<input type="checkbox"/> Brown <input type="checkbox"/> Orange <input type="checkbox"/> Green <input type="checkbox"/> Other:	

Section 6: Overall Outfall Characterization

<input type="checkbox"/> Unlikely <input type="checkbox"/> Potential (presence of two or more indicators) <input type="checkbox"/> Suspect (one or more indicators with a severity of 3) <input type="checkbox"/> Obvious

Section 7: Data Collection

1. Sample for the lab?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2. If yes, collected from:	<input type="checkbox"/> Flow	<input type="checkbox"/> Pool
3. Intermittent flow trap set?	<input type="checkbox"/> Yes	<input type="checkbox"/> No If Yes, type: <input type="checkbox"/> OBM <input type="checkbox"/> Caulk dam

Section 8: Any Non-Illicit Discharge Concerns (e.g., trash or needed infrastructure repairs)?

Illicit Discharge Hotline Incident Tracking Sheet

Incident ID:				
Responder Information				
Call taken by:			Call date:	
Call time:			Precipitation (inches) in past 24-48 hrs:	
Reporter Information				
Incident time:			Incident date:	
Caller contact information (<i>optional</i>):				
Incident Location (<i>complete one or more below</i>)				
Latitude and longitude:				
Stream address or outfall #:				
Closest street address:				
Nearby landmark:				
Primary Location Description		Secondary Location Description:		
<input type="checkbox"/> Stream corridor (<i>In or adjacent to stream</i>)		<input type="checkbox"/> Outfall	<input type="checkbox"/> In-stream flow	<input type="checkbox"/> Along banks
<input type="checkbox"/> Upland area (<i>Land not adjacent to stream</i>)		<input type="checkbox"/> Near storm drain	<input type="checkbox"/> Near other water source (storm water pond, wetland, etc.):	
Narrative description of location:				
Upland Problem Indicator Description				
<input type="checkbox"/> Dumping		<input type="checkbox"/> Oil/solvents/chemicals	<input type="checkbox"/> Sewage	
<input type="checkbox"/> Wash water, suds, etc.		<input type="checkbox"/> Other: _____		
Stream Corridor Problem Indicator Description				
Odor	<input type="checkbox"/> None	<input type="checkbox"/> Sewage	<input type="checkbox"/> Rancid/Sour	<input type="checkbox"/> Petroleum (gas)
	<input type="checkbox"/> Sulfide (rotten eggs); natural gas	<input type="checkbox"/> Other: Describe in "Narrative" section		
Appearance	<input type="checkbox"/> "Normal"	<input type="checkbox"/> Oil sheen	<input type="checkbox"/> Cloudy	<input type="checkbox"/> Suds
	<input type="checkbox"/> Other: Describe in "Narrative" section			
Floatables	<input type="checkbox"/> None:	<input type="checkbox"/> Sewage (toilet paper, etc)	<input type="checkbox"/> Algae	<input type="checkbox"/> Dead fish
	<input type="checkbox"/> Other: Describe in "Narrative" section			
Narrative description of problem indicators:				
Suspected Violator (name, personal or vehicle description, license plate #, etc.):				

Investigation Notes

Initial investigation date:

Investigators:

No investigation made

Reason:

Referred to different department/agency:

Department/Agency:

Investigated: No action necessary

Investigated: Requires action

Description of actions:

Hours between call and investigation:

Hours to close incident:

Date case closed:

Notes:



UPDES STORM WATER INSPECTION EVALUATION FORM FOR SWPPP COMPLIANCE

Insert City Logo
Here

BACKGROUND INFORMATION

Site Name:		UPDES Permit #:
Site Address:		
Local Jurisdiction or County:		
Permit Effective Date:	Permit Expiration Date:	
Total Project Area:	Total Disturbed Area:	
Project Type: (circle) <i>Subdivision</i> <i>Commercial</i> <i>Industrial</i> <i>Linear (Road/Pipe/Power)</i> <i>Land Disturbance</i>		

OPERATOR CONTACT INFORMATION

	NAMES	PHONE NUMBERS	E-MAIL
Operator:			
Onsite Facility Contact:			
Important Contacts:			
Important Contacts:			

SWPPP PRE-SITE REVIEW INFORMATION	YES	NO	SWPPP PRE-SITE REVIEW INFORMATION	YES	NO
1. Has a pre-construction review of the SWPPP been conducted by the applicable jurisdiction, if required?			6. Does the SWPPP contain the site description, sequence of construction activities, and areas of the site to be disturbed?		
2. Are the required post-construction elements included in the SWPPP? (i.e. grass swales, detention basins, etc.)			7. Does the SWPPP contain locations of storm drains, surface drainage patterns, and locations of storm water discharges?		
3. Are contact names and telephone numbers listed in the SWPPP?			8. Does the SWPPP and/or site map address waste control & disposal, off site tracking, sanitary concerns, exposure to construction materials, lay down or storage areas, administrative trailers, etc.?		
4. Are the NOI and State permit in the SWPPP?			9. Does the SWPPP include the site map, sediment, and erosion control design drawings, showing both structural and non structural BMPs?		
5. Did the "Operator" sign the SWPPP with authorization and certification statements?					

NOTICE OF TERMINATION (NOT) INSPECTION

Site Name:	Date of Evaluation:
Site Address:	
Inspected By:	Title/Organization:

	YES	NO	Comments:
1. Has the site been properly stabilized according to permit requirements?			
2. Have all temporary BMPs been removed?			
3. Have post-construction (permanent storm water system) elements been constructed and inspected in accordance with approved project drawings?			
4. Is the site acceptably clean?			

Inspector: I certify that this document and all attachments were prepared under my direction. The information submitted is, to the best of my knowledge and belief, true, accurate, and complete.

Inspector: _____

(Print Name)
(Title)
(Signature)
(Date)

Operator: _____

(Print Name)
(Title)
(Signature)
(Date)

(Attach additional sheets of narrative, pictures and checklists, as necessary)

Long Term Storm Water Management Inspection Report

Project Name	
Inspection Date	
Inspector Name	
Project Location	
Current Owner (Name and Phone)	
Current Responsible Operator (Name and Phone)	

Long Term (Post Construction) Storm Water Management Plan 0 = Good 1 = Adequate 2 = Poor 3 = Missing	Objectives: 1. Control Soil Erosion 2. Controlling discharge of sediment into storm drainage facilities or onto adjacent properties 3. Preventing Illicit Discharges into on-site soils, into storm drainage facilities or onto adjacent properties
-------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Reviewed - Check (Yes) or (No)					
Item	0	1	2	3	Comments
1. Applicable to site	0	1	2	3	N/A
2. Objectives clearly stated	0	1	2	3	N/A
3. BMP's clearly shown	0	1	2	3	N/A
4. Storm Water Infrastructure clearly shown	0	1	2	3	N/A
5. Owner or Responsible Operator Listed with contact info	0	1	2	3	N/A

Contributing Drainage Area 0 = Good Condition. Well Maintained, no action required 1 = Moderate Condition. Adequately maintained, routine maintenance needed 2 = Degraded Condition. Poorly maintained routine maintenance and repair needed 3 = Serious Condition. Immediate need for repair or replacement

Inspected - Check (Yes) or (No)					
Item	0	1	2	3	Comments
1. Excessive Trash or Debris	0	1	2	3	N/A
2. Bare/Exposed soil	0	1	2	3	N/A
3. Evidence of Erosion	0	1	2	3	N/A
4. Trash enclosure in good shape	0	1	2	3	N/A
5. Excessive landscape waste \ yard clippings	0	1	2	3	N/A

Inlets 0 = Good Condition. Well Maintained, no action required 1 = Moderate Condition. Adequately maintained, routine maintenance needed 2 = Degraded Condition. Poorly maintained routine maintenance and repair needed 3 = Serious Condition. Immediate need for repair or replacement

Inspected - Check (Yes) or (No)					
Item	0	1	2	3	Comments
1. Excessive Trash, Debris, or Sediment in Inlets	0	1	2	3	N/A
2. Inlets provide stable conveyence into facility	0	1	2	3	N/A
3. Evidence of Erosion	0	1	2	3	N/A

Pipes 0 = Good Condition. Well Maintained, no action required 1 = Moderate Condition. Adequately maintained, routine maintenance needed 2 = Degraded Condition. Poorly maintained routine maintenance and repair needed 3 = Serious Condition. Immediate need for repair or replacement

Inspected - Check (Yes) or (No)					
Item	0	1	2	3	Comments
1. Excessive Trash, Debris, or Sediment in pipes	0	1	2	3	N/A
	0	1	2	3	N/A
	0	1	2	3	N/A
	0	1	2	3	N/A

Treatment BMP's 0 = Good Condition. Well Maintained, no action required 1 = Moderate Condition. Adequately maintained, routine maintenance needed 2 = Degraded Condition. Poorly maintained routine maintenance and repair needed 3 = Serious Condition. Immediate need for repair or replacement

Inspected - Check (Yes) or (No)					
Item	0	1	2	3	Comments
1. Excessive Trash, Debris, or Sediment in treatment BMP	0	1	2	3	N/A
2. Evidence of pollutants making it past treatment BMP	0	1	2	3	N/A
	0	1	2	3	N/A
	0	1	2	3	N/A

Detention Facilities 0 = Good Condition. Well Maintained, no action required 1 = Moderate Condition. Adequately maintained, routine maintenance needed 2 = Degraded Condition. Poorly maintained routine maintenance and repair needed 3 = Serious Condition. Immediate need for repair or replacement

Inspected - Check (Yes) or (No)					
Item	0	1	2	3	Comments
1. Excessive Trash, Debris, or Sediment in Detention	0	1	2	3	N/A
2. Vegetative Cover	0	1	2	3	N/A
3. Evidence of Erosion	0	1	2	3	N/A
	0	1	2	3	N/A

Outlet to City Storm Drain 0 = Good Condition. Well Maintained, no action required 1 = Moderate Condition. Adequately maintained, routine maintenance needed 2 = Degraded Condition. Poorly maintained routine maintenance and repair needed 3 = Serious Condition. Immediate need for repair or replacement

Inspected - Check (Yes) or (No)					
Item	0	1	2	3	Comments
1. Excessive Trash, Debris, or Sediment in outlet	0	1	2	3	N/A
2. Stable conveyence into facility	0	1	2	3	N/A
3. Evidence of Erosion	0	1	2	3	N/A
	0	1	2	3	N/A

Comments and or corrective actions (including deadlines):

I _____, (site owner or responsible operator) hereby certify that I have inspected the site's long term storm water management plan and the site's storm water facilities and controls and that they are in good operating condition or if they are not, that any deficiencies noted will be corrected in a timely manner.

(Signature)

(Date)

Pleasant Grove City's High Priority Site Quarterly Inspection Report

High Priority Site: (Cemetery, Rodeo Grounds, Public Works Shop, Smith Property Materials Storage Area)	
Address of facility:	Size of facility:
Date of visit:	Time of visit:
Provide the name(s) and title(s) of staff present during inspection	
Name	Title
Inspector Observations:	
Review SOP for site and note any deficiencies	
SWPPP or stormwater plan	
Has the maintenance facility developed a SWPPP or stormwater plan?	
Does the plan include a site map, list of pollutant sources, BMPs, and maintenance procedures?	
Does the permittee conduct and document periodic inspections of the facility?	
Are storm drains labeled and free of debris?	
Vehicle maintenance, fueling and washing	
Are vehicle maintenance activities conducted in a designated place not exposed to stormwater?	
Are fueling stations properly designed with spill kits nearby?	

Are vehicles washed on-site? Is wash water discharged to the MS4 or sanitary sewer?	
Material storage	
Are all materials that are potential stormwater contaminants stored under cover or in secondary containment?	
Hazardous waste management	
Are all hazardous materials properly labeled and stored to prevent exposure to stormwater runoff?	
Waste management	
Are waste bins covered with waste properly disposed in containers?	
How is landscape waste stored?	
Spill response	
Does the facility have a spill response plan, and are spill kits readily available?	
Employee training	
What type of stormwater training do maintenance staff receive?	
Notes or additional information:	

Pleasant Grove City's High Priority Site Quarterly Visual Observation of Storm Water Discharge

High Priority Site: (Cemetery, Rodeo Grounds, Public Works Shop, Smith Property Materials Storage Area)	
Address of facility:	Size of facility:
Date of visit:	Time of visit:
Provide the name(s) and title(s) of staff present during inspection	
Name	Title
Inspector Observations:	
Describe Storm Event.	
Any observed problems on outflow? (color, foam, sheen, turbidity, trash, sediment)	
Are containment structures in good shape?	
Are material stockpiles contained?	
Any other issues?	
Notes or corrective actions:	

Pleasant Grove City's High Priority Site Weekly Inspection Report

High Priority Site: (Cemetery, Rodeo Grounds, Public Works Shop, Smith Property Materials Storage Area)	
Address of facility:	Size of facility:
Date of visit:	Time of visit:
Provide the name(s) and title(s) of staff present during inspection	
Name	Title
Inspector Observations:	
Review SOP for site and note any deficiencies	
Is there any evidence of spills?	
Are containment structures in good shape?	
Is there any loose trash at the site?	
Are there any uncontained material stockpiles?	
Are there any fertilizers or salts stored outside?	
Notes or corrective actions:	

Pleasant Grove



Utah's City of Trees

Storm Water Management Plan

**APPENDIX F – STORM WATER TECHNICAL MANUAL AND BEST
MANAGEMENT PRACTICES**

AS UPDATED AND APPROVED IN 2013 TO BE INCLUDED IN NEXT UPDATE OF
PLEASANT GROVE CITY STANDARD PLANS AND SPECIFICATIONS

PART 3

STORM WATER TECHNICAL MANUAL

A. INTRODUCTION

The Storm Water Technical Manual contains requirements for land development and construction activities, as well as design criteria and guidelines for those performing such activities. It includes best management practices applicable to development and construction activities. It also includes the plan submittal requirements. The City Engineer has authority to modify the requirements of the Storm Water Technical Manual as needed to accomplish reasonable and effective storm water pollution prevention objectives.

B. REQUIREMENTS FOR PROPOSED DEVELOPMENTS

- 1. Incorporate best management practices (BMPs) into development design to limit quantity of runoff and preserve quality of runoff**

Storm water best management practices (BMPs) must be considered throughout the development process. PART 4, CONSTRUCTION AND LONG-TERM BEST MANAGEMENT PRACTICES (formerly Post Construction) of the Pleasant Grove Storm Water Management Program contains fact sheets for BMPs whose use Pleasant Grove City encourages. Section F.2, Storm Water Quality Criteria of this Storm Water Technical Manual identifies BMPs that are required on all Construction Site Storm Water Management Plans.

- 2. Prepare Construction Site Storm Water Management Plan**

A Construction Site Storm Water Management Plan must be prepared and submitted with the development plans for approval. This requirement applies to all developments (other than construction of a single family house, with associated on-site improvements). See section G of this chapter, CONSTRUCTION SITE STORM WATER MANAGEMENT PLAN CONTENTS for the required contents of the plan.

- 3. Provide financial guarantee that improvements contained in the Construction Site Storm Water Management Plan will be installed and maintained**

Financial guarantee must be posted with Pleasant Grove City prior to beginning construction. In the case of a subdivision of land, this will be included in the bond that is required for the cost of the subdivision improvements. In the case of site improvements, rather than a financial guarantee, non-monetary methods of

enforcement already in place in Pleasant Grove City (business licenses, utility services, building and occupancy permits) are available to encourage compliance with the improvements contained in the approved Construction Site Storm Water Management Plan.

At the time of development, the developer shall provide an estimate of the cost of the required improvements. The City will review the estimate and establish the dollar amount of the financial guarantee.

4. Prepare Long-Term Storm Water Management Plan for new development and re-development

A Long-Term Storm Water Management Plan must be prepared and submitted with the development plans for approval. This requirement applies to all developments and re-developments in which private improvements are constructed (except construction of single family houses, with associated on-site improvements). See section H of this chapter, LONG-TERN STORM WATER MANAGEMENT PLAN CONTENTS for the required contents of the plan.

5. Obtain UPDES Permit (all sites having land disturbance area equal to or greater than 1 acre)

Developments having a disturbed area of 1 acre or more require a UPDES Storm Water General Permit for Construction activities from the Division of Water Quality of the Department of Environmental Quality of the State of Utah.

Obtaining the permit requires preparation of a Storm Water Pollution Prevention Plan (we would expect that the Construction Site Storm Water Management Plan previously described would suffice) and a Notice of Intent. The permit form is available on the Internet in PDF format at <http://www.deq.state.ut.us/eqwq/updes/swconst.pdf>. The developer must submit a copy of the Notice of Intent to the City before the site plan or improvement plans will be considered finalized.

Note that when a development of over 1 acre in size is phased, the permit is required for each phase, even if each phase is less than 1 acre in size.

C. REQUIREMENTS FOR CONSTRUCTION ACTIVITIES (OTHER THAN THOSE ASSOCIATED WITH INDIVIDUAL RESIDENTIAL STRUCTURES)

- 1. Provide instruction to construction site operators regarding the Construction Site Storm Water Management Plan**

Prior to beginning work, developers and contractors must provide appropriate instruction to on-site construction supervisors and operators, regarding the requirements of the Construction Site Storm Water Management Plan. A copy of the approved plan must be present at the construction site.

- 2. Following Construction Site Storm Water Management Plan**

The improvements shown in the approved Construction Site Storm Water Management Plan must be constructed as indicated in the plan. The appropriate activities outlined in the Construction Site Storm Water Management Plan must be performed prior to any other construction activities on the site. Pleasant Grove City encourages modifications to the plan when needed to improve storm water management in light of site conditions. However, variations from the plan that reduce or eliminate elements of the plan must only be done with the approval of the Pleasant Grove City Public Works Representative or City Engineer.

- 3. Monitor effectiveness of the elements included in the Construction Site Storm Water Management Plan, and make improvements as necessary to achieve the plan objectives.**

After initial implementation of the improvements outlined in the approved Construction Site Storm Water Management Plan, rainfall activity will provide opportunity to observe the effectiveness of the storm water management improvements. Those responsible for construction activities must monitor the in-place storm water management improvements to assess their effectiveness; they must then make adjustments to the improvements as needed to accomplish effective storm water management.

- 4. Provide verification that improvements were constructed as approved**

Following implementation of the improvements contained in the Construction Site Storm Water Management Plan, the preparer of the plan shall provide Pleasant Grove City with a statement as to the condition of the improvements contained in the plan. The statement shall be made on a copy of the Construction Site Storm Water Management Plan document, and shall be signed.

If the improvements were constructed as approved, it shall include language verifying such. If the improvements were not constructed as approved, it shall state the differences, the reason for the differences, and provide an opinion as to the adequacy of the constructed improvements. This statement must be provided to Pleasant Grove City at the time record drawings are submitted (in the case of public improvements) or prior to issuance of an occupancy permit (in the case of private site improvements)

D. REQUIREMENTS FOR CONSTRUCTION ACTIVITIES ASSOCIATED WITH INDIVIDUAL RESIDENTIAL STRUCTURES

1. Construction Site Storm Water Management Plan

While the Public Works Representative or City Engineer may require that a Construction Site Storm Water Management Plan be created on individual residential lots in special circumstances, generally no lot-specific plan is required.

2. Sediment Control on Small Construction Sites

The BMP fact sheet for Sediment Control on Small Construction Sites (SCSCS) is to be included as a part of the building permit. This BMP applies to construction and landscaping activities associated with individual residential structures, and shall be followed.

3. Owner or operator shall make adjustments to practices as needed to prevent storm water pollution

Sediment that is left in the street or on adjacent lots is evidence of inadequate sediment control. Where storm water pollution prevention measures are inadequate, or are not being properly followed, the Public Works Representative, Community Development Representative or City Engineer may refuse to perform inspections or shut down work on the project.

E. REQUIREMENTS FOR EXISTING DEVELOPMENTS

1. Following approved Long-Term Storm Water Management Plan

The owners of existing developments are responsible to maintain improvements and observe practices that were part of an approved Long-Term Storm Water Management Plan. Failure to adhere to the plan may result in failure of the City to renew business licenses, fines or other action as prescribed by Pleasant Grove City Code.

2. Operator or owner makes adjustments to practices or improvements when necessary to achieve Long-Term Storm Water Management Plan objectives

Pleasant Grove City encourages adjustments to the plan that enhance effective storm water management. However, significant reduction of practices contained in the plan is to be accomplished through formal modification of the plan and resubmission to the Development Review Committee (or designee) for approval.

F. STORM WATER PERFORMANCE CRITERIA AND DESIGN GUIDELINES

The following storm drainage criteria and design guidelines apply to all storm drainage plans in Pleasant Grove and shall be used in storm drainage calculations. The City Engineer has authority to modify the criteria and guidelines as needed to meet changing or unusual needs or conditions.

1. Storm water quantity criteria & design guidelines

A. Design Storm

i. Frequency

- a. Design piping system for a 25-year storm and detention for a 10-year storm
- b. Control the point of discharge and the flooding hazard of a 100-year storm
- c. Design piping and detention systems for a 100-year storm in those areas identified in the City latest Storm Water Master Plan as requiring the higher standard.

ii. Depth and Intensity— site specific per the following Website:

http://hdsc.nws.noaa.gov/hdsc/pfds/pfds_map_cont.html?bkmrk=ut

B. Runoff Coefficients

The design engineer is to calculate a composite runoff coefficient based on surface type and associated runoff coefficient, weighted by the area of each surface type.

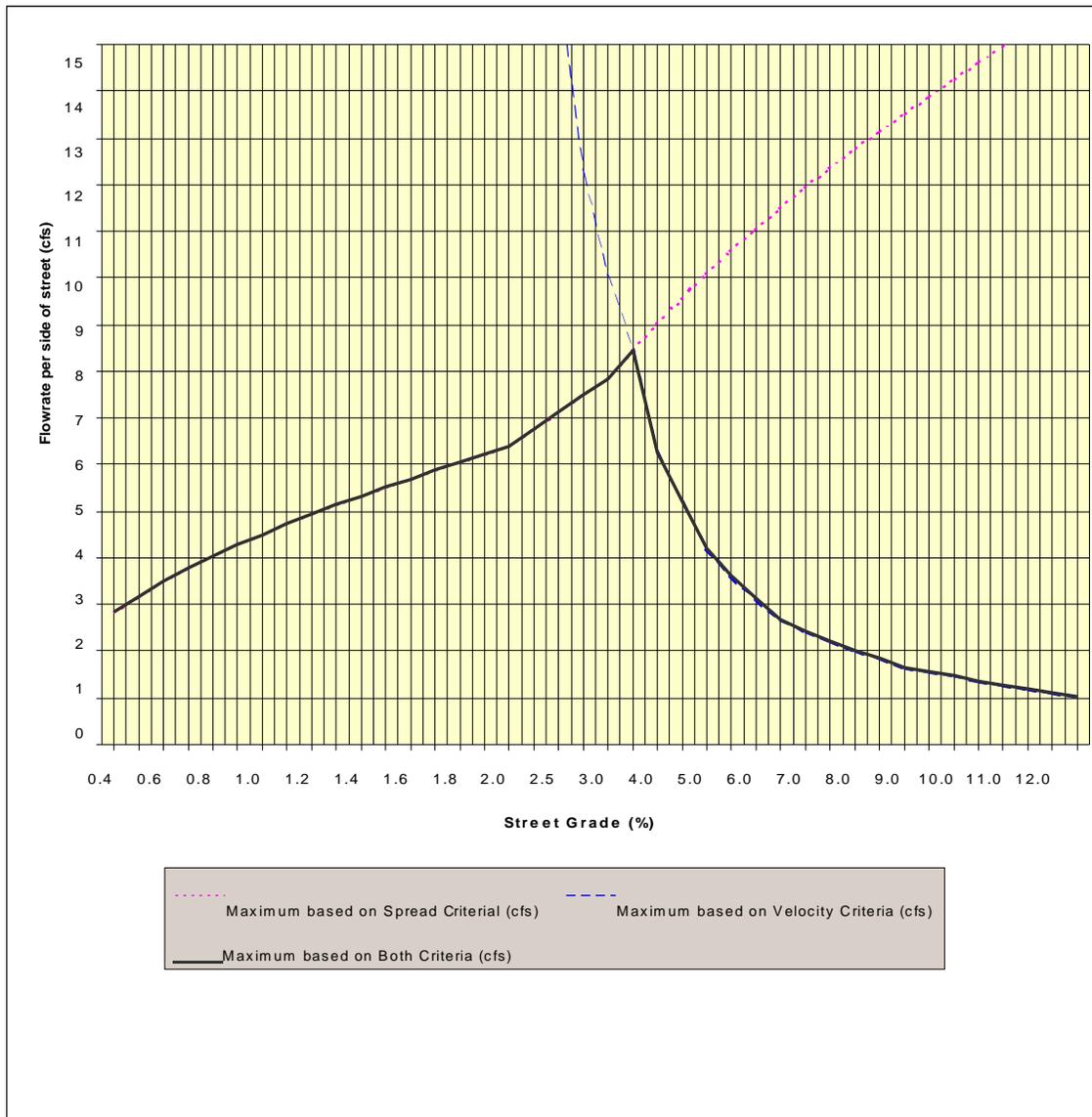
C. Inlet Spacing

Two criteria must be met:

- i. Spread of water in the street—storm water must be delivered from the street into an underground piped system when the spread of water in the street covers the outside 10 feet of asphalt. This will leave two 7-foot traffic lanes in local streets and three 10-foot traffic lanes in collector streets that are not submerged.
- ii. Gutter velocity—water must be delivered from the street into an underground piped system when the velocity of water in the deepest part of the gutter reaches 10 feet per second (as a safety consideration).

Each of these requirements is a function of street slope and storm water flow rate. Storm water must be delivered from the street to storm drains when flows reach amounts shown in the following graph:

Maximum Flow Rates Allowed in Streets (25-year storm)



Note: The spread of water in the street is calculated using the Manning Equation in the form developed by Izzard, with a roughness coefficient of 0.013 and the standard street cross section. The velocity criteria calculates the velocity at the deepest part of the gutter with the Manning's Equation, with a roughness coefficient of 0.013, and using a depth at a point six inches from the face of the curb as the hydraulic radius.

D. Inlet Capacity

The designer is to assume 50% blockage of inlets when considering storm drain inlet capacity.

E. Detention

Storm water must be detained such that the peak flow rate released from the site does not exceed 0.15 cubic feet per second per acre (cfs/acre) (0.05 cfs/acre in areas identified in the City most recent Storm Water Master Plan as requiring the higher standard). The following limitations apply to detention basins:

- i. No part of the bottom of a landscaped detention area may be flatter than 1%.
- ii. Within 10 feet of the outlet, the slope of a landscaped basin bottom must not be flatter than 3% unless a concrete apron is constructed around the outlet.
- iii. Excluding areas within 10 feet of the outlet, the maximum allowable depth of the basin is 3 feet. Basins proposed with greater depths may be allowed with conditions including but not limited to security fencing, escape facilities etc.
- iv. Storm drain pipes are to continue through detention areas to allow low flows to proceed through the storm drainage system without having to come to the surface. These low flows must still pass through the outlet restriction that limits runoff rates.
- v. Basins are to be designed such that water does not run into them after they reach a maximum depth (unless a free flowing overflow is provided)—this can often be controlled by the elevation of an inlet box in the street adjacent to the basin.
- vi. The design drawings for the basin shall include the total basin area, side slopes and width of the berm or height of retaining walls if used, basin depth, storage capacity curve, and design details of the outlet control structure including orifice plate installation.
- vii. Side slopes shall not be steeper than 3-feet horizontal to 1-foot vertical (3:1).

Deviations from this standard may be approved on a case by case basis by the City Engineer given unusual site conditions and or storm water management objectives.

Control structures must be in locations accessible to cleaning equipment
Storm water quality criteria

F. Storm Water Treatment

Prior to discharging storm water, it must be treated to reduce illicit discharges of sediment, oils, floatables and other pollutants. The treatment method must be approved by the City.

G. Use of Best Management Practices

Pleasant Grove City encourages the use of the BMP fact sheets included in PART 4, CONSTRUCTION AND POST CONSTRUCTION BEST

MANAGEMENT PRACTICES. The following BMPs are required to be a part of all Construction Site Storm Water Management Plans:

* BMP Inspection & Maintenance	BMPIM
* Concrete Waste Management	CWM
* Dust Controls	DC
* Hazardous Waste Management	HWM
* Material Storage	MS
* Portable Toilets	PT
* Spill Clean-Up	SCU
* Vehicle and Equipment Cleaning	VEC
* Vehicle and Equipment Fueling	VEF

There is no list of BMPs that is required on all Long-Term Storm Water Management Plans.

In addition to the required BMPs listed above, other BMPs from PART 4 that apply to a given development should be used. Pleasant Grove City also encourages the use of practices in addition to those contained in the Pleasant Grove Storm Water Management Program that may be suitable for a given development. Engineering judgment must be used in selecting BMPs for a given development.

H. Prohibited Practices

The following practices are specifically prohibited:

- Soil or construction materials may not be piled in streets
- Soil bridges over curb and gutter may not be constructed

G.C CONSTRUCTION SITE STORM WATER MANAGEMENT PLAN CONTENTS

1. Purpose of the Construction Site Storm Water Management Plan

The purpose of the Construction Storm Water Management Plan is to control storm water runoff and reduce pollutants in storm water runoff during construction by accomplishing the following:

- A. Controlling soil erosion
- B. Controlling discharge of sediment into storm drainage facilities or onto adjacent properties

- C. Prevent illicit discharges into on-site soils, into storm drainage facilities or onto adjacent properties
- D. Prevent uncontrolled discharge of storm water to adjacent property
- E. Controlling construction waste
- F. Controlling dust

2. Contents of the Construction Site Storm Water Management Plan

The Construction Storm Water Management Plan is to be submitted with the site plans or improvement plans, and is to contain at least the following elements:

- A. Utilize the standard SWPPP template and instruction provided at the following website: <http://www.waterquality.utah.gov/UPDES/stormwatercon.htm>
- B. Plan views shall be provided on 11.0” x 17” sheet
- C. Existing and proposed contours as shown on the grading plan
- D. Existing and proposed storm drainage improvements
- E. Best management practices to accomplish the purpose of the plan--show the following for each BMP specified, as applicable:
 - i. Location and extent of specified BMP
 - ii. Timing of implementation, possibly in terms of planting season or number of days following commencement of grading
 - iii. Duration of implementation
 - iv. Any information in addition to or different from that shown on the BMP fact sheet as necessary to employ the BMP on the site
- F. BMP Fact sheets or other descriptive material for all specified BMPs
- G. Proposed re-vegetation—show the following:
 - i. Location and type of re-vegetation proposed
 - ii. Timing of re-vegetation, possibly in terms of planting season or number of days following commencement of grading
- H. Sequencing of construction activities and BMPs
- I. Name, address & telephone number of individual who has responsibility for implementation and maintenance of the plan.
- J. Final SWPPP plan to be submitted in an 8.5” x 11.0” binder.

H.P LONG-TERM STORM WATER MANAGEMENT PLAN
 CONTENTS (previously post-construction)

1. Purpose of the Long-Term Storm Water Management Plan

The purpose of the Long-Term Storm Water Management Plan is to control storm water runoff and reduce pollutants in storm water runoff after construction is complete and the developed site is in operation. This is achieved by accomplishing the following:

- A. Controlling soil erosion

- B. Controlling discharge of sediment into storm drainage facilities or onto adjacent properties
- C. Preventing illicit discharges into on-site soils, into storm drainage facilities or onto adjacent properties

2. Contents of the Long-Term Storm Water Management Plan

The Long-Term Storm Water Management Plan is to be submitted with the site plans or improvement plans. It shall be contained on a plan sheet of its own, rather than being a part of another plan sheet, and is to contain at least the following:

- A. The site plan, including vicinity map, proposed contours, permanent storm drainage improvements, and landscaping.
- B. Best management practices to accomplish the purpose of the plan. Examples of appropriate BMPs may include those addressing operation and maintenance of storm drainage quality control facilities, operation and maintenance of storm water discharge control facilities, maintenance of landscaping, good housekeeping practices, etc.
- C. Show the following for each BMP specified:
 - i. Location and extent of specified BMPs, as appropriate
 - ii. Detailed schedule of execution for each specified BMP, in terms of starting time, duration, frequency, etc., as appropriate
 - iii. Any information in addition to or different from that shown on the BMP fact sheets as necessary to employ the BMPs on the site
- D. BMP fact sheets or other descriptive material for all specified BMPs. BMP fact sheets that are part of the Post Construction Storm Water Management Plan are to be on a separate sheet from those BMP fact sheets associated with the Construction Site Storm Water Management Plan.
- E. The following statement shall prominently appear on all Post Construction Storm Water Management Plans:

The holders of the business license at this site (or owner of the lot if there is no business license) are responsible to perpetually follow this Post Construction Storm Water Management Plan. Failure to follow the plan may result in the City refusing to renew business licenses or take other action against the property owner.

The objectives of the Plan are to:

- 1. Control soil erosion
- 2. Control discharge of sediment into storm drainage facilities or onto adjacent properties
- 3. Prevent illicit discharges into on-site soils, into storm drainage facilities or onto adjacent properties

If the objectives of the Plan are not being met, the site operator or owner shall make adjustments to the Plan as needed to accomplish its purposes.

Pleasant Grove City encourages adjustments to the plan that enhance effective storm water management. However, significant reduction of practices contained in the plan is to be accomplished through formal modification of the plan and resubmission to the Development Review Committee for approval.

I. PROPOSED CONSTRUCTION AND LONG-TERM STORM WATER MANAGEMENT PLAN REVIEW PROCEDURES

The Construction Storm Water Management Plan and Long-Term Storm Water Management Plan will be submitted to Pleasant Grove City with the development plans. They will be reviewed along with the development plans, with storm water quantity and quality benefits in mind. The review procedure will be the same as for subdivision improvement plans and site plans.

J. CONCLUSION

Inasmuch as the construction and Long-Term related best management practices will generally be carried out by those in the private construction industry, they will be implemented as specified in specific construction site and Long-Term storm water management plans as development occurs. The BMPs found in PART 2, BMPs PERFORMED BY PLEASANT GROVE CITY, cover Pleasant Grove City's efforts to assure that the plans are followed.

Pleasant Grove City's Storm Water Technical Manual satisfies, in part, two of the six minimum control measures established by the Storm Water Phase II Rule: #4: Construction site storm water runoff control, and #5: Long-Term storm water management in new development and redevelopment.

PART 4 CONSTRUCTION AND LONG- TERM BEST MANAGEMENT PRACTICES

A. BMP INDEX

Pleasant Grove City encourages the use of the following best management practices on Construction Site and Long-Term Storm Water Management Plans. As established in Section F.2.A of PART 3, STORM WATER TECHNICAL MANUAL, **BMPs with an asterisk are required to be a part of all Construction Site Storm Water Management Plans**

Benching	BE
Biofilters	BF
* BMP Inspection & Maintenance	BMPIM
Brush or Rock Filter	BRF
Building Repair, Remodeling & Construction	BRRC
Catch Basin Cleaning	CBC
Contaminated or Erodible Surface Areas	CESA
Compaction	CP
Construction Road Stabilization	CR
Construction Sequencing	CS
Constructed Wetlands	CW
* Concrete Waste Management	CWM
* Dust Controls	DC
Diversion Dike	DD
Detention/Infiltration Device Maintenance	DIDM
Earth Berm Barrier	EB
Erosion Control Blankets	ECB
Extended Detention Basins	EDB
Filter Strips	FS
Geotextiles and Mats	GM
Grading Practices	GP
Grassed Swales	GS
Hydromulching	HM
* Hazardous Waste Management	HWM
In-Line Storage	ILS
Infiltration	IN
Inlet Protection – Concrete Block	IPC
Inlet Protection – Excavated	IPE

Inlet Protection – Gravel	IPG
Inlet Protection – Silt Fence or Straw Bale	IPS
Level Spreaders	LS
* Material Storage	MS
Mulching	MU
Outlet Protection	OP
Parking Lot Sweeping/Vacuuming	PLSV
* Portable Toilets	PT
Rock Check Dams	RCD
Riprap	RR
Sediment Basin	SB
Sand Bag Barrier	SBB
Street Cleaning	SC
Stabilized Construction Entrance and Wash Area	SCEWA
Sediment Control on Small Construction Sites	SCSCS
* Spill Clean-Up	SCU
Slope Drain	SD
Storm Drain Flushing	SDF
Silt Fence	SF
Seeding and Planting	SP
Surface Roughening	SR
Sediment Trap	ST
Straw Bale Barrier	STB
Temporary Drains and Swales	TDS
Temporary and Permanent Seeding	TPS
Temporary Stream Crossing	TSC
* Vehicle and Equipment Cleaning	VEC
* Vehicle and Equipment Fueling	VEF
Waste Disposal	WD
Wet Ponds	WP

B. BMP FACT SHEETS

The following sheets contain BMP Fact Sheets for use in Pleasant Grove.

Pleasant Grove



Utah's City of Trees

Storm Water Management Plan

APPENDIX G – MAINTENANCE AGREEMENT

THIS AGREEMENT entered into this ____ day of _____, 20 __, by and between PLEASANT GROVE CITY, a Municipal Corporation of Utah (hereinafter referred to as CITY), and _____, (hereinafter referred to as LAND OWNER), whose mailing address is

_____,

and telephone number is (_____) - ____ - _____.

WITNESSETH:

WHEREAS, the CITY has adopted a Storm Water Management Plan (hereinafter Management Plan) and established maintenance responsibilities for storm water management facilities on private property which connect to the CITY storm water system; and

WHEREAS, under said Management Plan the CITY has the authority to inspect private drainage systems within the CITY, and to order such corrective actions to said private storm water drainage systems as are necessary to maintain properly the drainage systems within the CITY; and

WHEREAS, under said Management Plan it is provided that private storm water drainage systems must be maintained by the property owner, and a maintenance agreement must be executed before the development plan is approved, or in the case of developed properties has already been approved; and

WHEREAS, the Landowner is the owner of certain real property, more particularly described as

LEGAL DESCRIPTION

Project/Development Name - _____

(hereinafter called the “Property”); and

WHEREAS, the Landowner is proceeding to build on and develop the property (or the property has previously been developed); and

WHEREAS, the Management Plan provides for the construction of storm water drainage systems on the property and such are detailed in the Site Plan/Subdivision Plan (Site Plan); and

WHEREAS, the City and the Landowner agree that the health, safety, and general welfare of the residents of Pleasant Grove City require that storm water drainage systems be constructed and maintained on the property; and

WHEREAS, the City requires that storm water drainage systems as shown on the Site Plan be constructed and adequately maintained by the Landowner;

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

1. The storm water drainage systems shown in the Site Plan shall be constructed by the Landowner in accordance with the plans and specifications in the Management Plan.
2. The Landowner shall maintain the storm water drainage systems as shown on the Site Plan in good working order acceptable to the City.
3. The Landowner shall annually certify that adequate maintenance has been performed and the structural controls are operating as designed to protect water quality. Such certification shall be on a form provided by the City and occur with renewal of business license or, if there is no business license required, at an agreed upon date each year.
4. In the event that Federal or State regulations governing the City’s Management Plan change such that modifications are needed to the Site Plan, the Landowner shall make such updates within four months of notification by the City.
5. The landowner hereby grants permission to the City, its authorized agents, and employees to enter the property and to inspect any storm water structures wherever it deems necessary.
6. In the event the Landowner fails to maintain storm water drainage systems as shown on the Site Plan in good working order acceptable to the City, the City may enter the property and take whatever steps it may deem necessary to maintain said storm water drainage systems. It is expressly understood and agreed that City is under no obligation to maintain or repair said facilities, and in no event shall this Agreement be construed to impose any such obligation on the City.
7. In the event the City, pursuant to this Agreement, performs work of any nature, or expends any funds in performance of said work for labor, use of equipment, supplies, or materials, the Landowner shall reimburse the City on demand, within a time frame specified by the City for all

costs incurred, including reasonable attorney's fees in the event that an action to collect such costs must be instituted.

8. It is the intent of this Agreement to insure the proper maintenance of storm water drainage systems and structures by the Landowner; provided, however, that this Agreement shall not be deemed to create or affect any additional liability of any party for damage alleged to result from or be caused by storm water management.
9. The Landowner, its executors, administrators, assigns, and any other successors in interest, shall indemnify and hold the City and its agents and its employees harmless for any and all damages, accidents, casualties, occurrences, or claims which might arise or be asserted against the City from the construction, presence, existence, or maintenance of the storm water drainage systems by the Landowner or the City.
10. In the event a claim is asserted against the City, its agents, or employees, the City shall notify the Landowner and the Landowner shall defend at his own expense any suit based on such claim. If any judgment or claims against the City, its agents, or its employees shall be allowed, the Landowner shall pay all costs and expenses in connection therewith.
11. This Agreement shall be recorded among the land records of Utah County, Utah, and shall constitute a covenant running with the land, and shall be binding on the Landowner, its administrators, leasees, executors, assigns, heirs, and any other successors in interest.

WHEREUPON, the parties hereto have set their hands the day and year first above written.

LANDOWNER

By (Print Name):

Signature:

Title:

Property Ownership Entity:

(Signature must be notarized, as applicable, on page four or five of this document.)

Date Signed: ____/____/____

PLEASANT GROVE CITY

AUTHORIZED CITY OFFICIAL

(Print Name)

Signature

____ / ____ / ____

Date Signed

Title

Authorized City Officials

- City Engineer
- Public Works Director
- City Administrator

APPLICANT NOTARY (Use Appropriate Acknowledgment)

(Complete only if APPLICANT is an Individual)

STATE OF _____)

COUNTY OF _____) ss.

On this ____ day of _____, 20____, personally appeared before me,

_____, the signer(s) of the foregoing instrument,
who duly acknowledged to me that s/he executed the same.

NOTARY PUBLIC

(Print Name)

Signature

____ / ____ / ____

My Commission Expires

Residing in _____ County, State of _____

(Complete only if APPLICANT is a Partnership)

STATE OF _____)

COUNTY OF _____) ss.

On this ____ day of _____, 20____, personally appeared before me,

_____, who being by me duly sworn did say that s/he is the _____ of

_____, a partnership, and that the foregoing instrument was signed in behalf of said partnership after a lawful meeting held or by authority of its by-laws and signed in behalf of said partnership.

NOTARY PUBLIC

(Print Name)

____/____/____

Signature

My Commission Expires

Residing in _____ County, State of _____

(Complete only if APPLICANT is a Corporation)

STATE OF _____)

COUNTY OF _____) ss.

On this ____ day of _____, 20____, personally appeared before me,

_____, who being by me duly sworn did say that s/he/ is the _____ of,

_____, a Corporation, and that the foregoing instrument was signed in behalf of said Corporation by authority of its Board of Directors, and s/he acknowledged to me that said Corporation executed the same.

NOTARY PUBLIC

(Print Name)

_____/_____/_____

Signature

My Commission Expires

Residing in _____ County, State of _____

Pleasant Grove



Utah's City of Trees

Storm Water Management Plan

APPENDIX H – PREFERRED DESIGN SPECIFICATIONS

CONTENTS

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Retail Gasoline Outlets (BMP PD-1)

This Fact Sheet provides Best Management Practices (BMPs) that are recommended for facilities that provide vehicle fueling services.

Potential Pollutant Sources

The following activities are potential sources of pollutants:

1. Fueling
2. Air/water supplying areas
3. Dumpster and trash can areas

Pollutants may include:

1. Heavy metals (copper, lead, nickel, and zinc)
2. Hydrocarbons (oil and grease, PAHs)
3. Toxic chemicals (benzene, toluene, xylene)
4. Trash

Pollution Prevention

Implementation of pollution prevention measures may reduce or eliminate the need to implement other more costly or complicated procedures.

The following pollution prevention principles apply to most facilities:

- a. Use alternative, safer, non-toxic, and/or recycled products.
- b. Reduce storm water flow across the site and redirect flows away from storm drains, gutters, and streets.
- c. Reduce the use of water and/or use dry methods (e.g. sweeping).
- d. Provide on-going employee training.

Best Management Practices and Procedures

GENERAL

- If water is being used for cleaning outdoor areas, contain the wash water and dispose of in the sanitary sewer (with permission of the local sewer provider) or for offsite disposal, do not dispose of in the gutter or street.
- Maintain facility and move/cover activities/materials to prevent contact with storm water.
- Inspect and clean leaks and drips routinely.
- Label drains within the facility boundary, by paint/stencil (or equivalent), to indicate whether they flow to an oil/water separator, directly to the sewer, or to a storm drain.
- Inspect/clean, storm drain inlets within the facility boundary before October 1 each year.

FUELING

- Maintain fuel dispensing areas using dry cleanup methods such as sweeping for removal of litter and debris, or use of rags and absorbents for leaks and spills.
- Fueling areas should never be washed down unless the wash water is collected and disposed of properly. Do not discharge waste to the sanitary sewer until contacting the local sewer authority to determine if pretreatment is required.
- Fit fuel dispensing nozzles with “hold-open latches” (automatic shutoffs) except where prohibited by local fire departments.
- Cover the fuel dispensing area such that the cover’s minimum dimensions are equal to or greater than the area within the grade break or fuel dispensing area. Position roof downspouts to direct water away from fueling areas.
- Construct a berm around the perimeter of the fuel dispensing area to prevent the run-on of uncontaminated storm water from adjacent areas as well as storm water runoff.
- Slope the pavement near the fuel dispensing areas to prevent ponding.
- Post signs at the fuel dispenser or fuel island warning vehicle owners/operators against “topping off” of vehicle fuel tanks.
- Install protective guards around tanks and piping to prevent vehicle damage and spills.

DUMPSTER AND TRASH CAN AREAS

- Minimize the possibility of storm water pollution from outside waste receptacles by doing the following:
 - Use only water-tight waste receptacle(s) and keep the lid(s) closed;
 - Grade and pave the waste receptacle area to prevent run-on of storm water;
 - Install a roof over the waste receptacle area;
 - Install a low containment berm around the waste receptacle area; and
 - Empty waste receptacles frequently.

SPILL CLEANUP

- Develop and maintain a spill response plan.
- Place an adequate stockpile of spill cleanup materials where it will be readily available.
- Spot clean leaks and drips routinely.
- Clean leaks, drips, and other spills with as little water as possible. Use rags for small spills, a damp mop for general cleanup, and dry absorbent material for larger spills.
- Remove the absorbent materials promptly and dispose of properly.
- Keep the spill from entering the street, gutter, or storm drain.

Employee Training

1. Train employees on these practices.
2. Train staff on the proper maintenance of the facility.
3. Train employees on the facility’s spill control plan and proper spill containment and cleanup procedures.

4. Establish a regular training schedule, train all new employees, and conduct annual refresher training.
5. Use a training log or similar method to document training.

Auto Repair Shops (BMP PD-2)

This Fact Sheet provides Best Management Practices (BMPs) that are recommended for facilities that conduct auto repair and maintenance activities.

Potential Pollutant Sources

The following activities are potential sources of pollutants:

1. Automobile servicing
2. Parts cleaning
3. Materials and waste handling
4. Materials storage
5. Cleaning floors

Pollutants may include:

1. Fueling
2. Heavy metals (copper, lead, nickel, and zinc)
3. Hydrocarbons (oil and grease, PAHs)
4. Toxic chemicals (solvents, chlorinated compounds, glycols)
5. Acids and alkalis

Pollution Prevention

Implementation of pollution prevention measures may reduce or eliminate the need to implement other more costly or complicated procedures.

The following pollution prevention principles apply to most facilities:

- a. Use alternative, safer, non-toxic, and/or recycled products;
- b. Reduce storm water flow across the site and redirect flows away from storm drains, gutters, and streets;
- c. Reduce the use of water and/or use dry methods;
- d. Minimize use of solvents – use water-based solvents for cleaning, if possible;
- e. Recycle and reuse waste products and waste flows; and
- f. Provide on-going employee training.

Best Management Practices and Procedures

GENERAL

- If water is being used for cleaning shop floors and adjacent outdoor areas, contain the wash water and dispose of in the sanitary sewer (with permission of sewer provider) or for offsite disposal, do not dispose of in the storm drain, gutter, or street.
- Maintain facility grounds and move or cover activities and materials to prevent contact with storm water.

- Use a vehicle maintenance area designed to prevent storm water pollution – minimize contact of storm water with outside operations through berming and appropriate drainage routing.
- Inspect and clean leaks and drips routinely. Leaks are not cleaned up until the absorbent is picked up and disposed of properly.
- Manage materials and waste to reduce adverse impacts on stormwater quality.
- Label drains within the facility boundary, by paint/stencil (or equivalent), to indicate whether they flow to an oil/water separator, directly to the sewer, or to a storm drain.
- Inspect and clean if necessary, storm drain inlets and catch basins within the facility boundary before October 1 each year.
- Sweep parking lots and areas around your facility instead of washing them down with water.
- Send dirty rags to an industrial laundry.

AUTOMOBILE SERVICING

- Only conduct maintenance or repair work in designated areas with spill containment.
 - Construct a berm or intercept trench at doorways to prevent the run-on of uncontaminated storm water from adjacent areas as well as stormwater runoff.
 - Avoid working over asphalt and dirt floors – surfaces that absorb vehicle fluids.
- Perform all vehicle fluid removal or changing inside or under cover, if possible, to prevent the run-on of storm water and the runoff of spills.
- Keep a drip pan under the vehicle while unclipping hoses, unscrewing filters, or removing other parts. Use a drip pan under any vehicle that might leak.
- Use a tarp, ground cloth, or drip pans beneath the vehicle or equipment to capture all spills and drips if temporary work is being conducted outside. Collected drips and spills must be disposed, reused, or recycled properly.
- Keep equipment clean – do not allow excessive build-up of oil and grease.
- Monitor parked vehicles for leaks. Pans should be placed under any leaks to collect the fluids for proper disposal or recycling. Drain oil and other fluids first if the vehicle or equipment is to be stored outdoors. Do not allow leaking vehicles on-site.
- Avoid soldering over drip tanks. Sweep up drippings and recycle or dispose of as hazardous waste.
- Sweep or use a vacuum to clean up dust and debris from scraping or bead blasting radiators.

PARTS CLEANING

- Clean vehicle parts without using liquid cleaners wherever possible to reduce waste.
- Steam cleaning and pressure washing may be used instead of solvent parts cleaning. The wastewater generated from steam cleaning must be discharged to an on-site oil/water separator that is connected to a sanitary sewer or blind sump. Never discharge wastewater from steam cleaning, or engine/parts cleaning to a street, gutter, or storm drain.

- Non-caustic detergents should be used instead of caustic cleaning agents, detergent-based or water-based cleaning systems in place of organic solvent degreasers, and non-chlorinated solvent in place of chlorinated organic solvents for parts cleaning.
- Designate specific areas or service bays for engine, parts, or radiator cleaning. Do not wash or rinse parts outdoors. Keep water from flowing to storm drains, gutters, and streets.
- Use self-contained sinks and tanks when working with solvents. Keep sinks and tanks covered when not in use.
- Rinse and drain parts over the solvent sink or tank. Use drip boards or pans to catch excess solutions and divert them back to a sink or tank.
- Inspect degreasing solvent sinks regularly for leaks and make necessary repairs immediately.
- Allow parts to dry over the hot tank. If rinsing is required, rinse over the tank as well.
- Collect and reuse parts cleaning solvents and water used in flushing and testing radiators. When reuse is no longer possible, these solutions may be hazardous wastes, and must be disposed properly.
- Rinse water may only be discharged to the sanitary sewer with adequate treatment and approval (with permission of sewer provider).

MATERIALS AND WASTE HANDLING

- Label all hazardous wastes according to hazardous waste regulations.
- Keep lids on waste barrels and containers and store them indoors or under cover to reduce exposure to rain and prevent spills from reaching the sanitary sewer or storm drain, gutter, and street.
- Do not pour liquid waste to floor drains, sinks, outdoor storm drain inlets, or other storm drains or sewer connections.
- Do not leave drip pans or other open containers lying around.
- Recycle oil.
- Store cracked batteries in a non-leaking secondary container and dispose of properly at recycling or household hazardous waste facilities.
- Store waste containers of antifreeze and oil within secondary containment. Antifreeze and waste oil should be stored separately and recycled, or disposed of as hazardous waste.
- Ask your supplier for information on less toxic chemical cleaners and other products.
- Label and track the recycling of waste material (e.g. used oil, spent solvents, batteries).

MATERIALS STORAGE

- Double-contain all bulk fluids to prevent accidental discharges.
- Store new batteries securely to avoid breakage and acid spills. Store used batteries indoors and in plastic trays to contain potential leaks.

CLEANING FLOORS

- Collect all metal filings, dust, and paint chips from grinding, shaving, and sanding, and dispose of waste properly. Collect all dust from brake pads separately and dispose of the waste properly. Never sweep these wastes outside.
- Use dry cleaning methods (i.e. sweeping, vacuuming) to prevent the discharge of pollutants into the storm drain conveyance system.
- If cleaning agents are used, select biodegradable products.
- If water is used, block off storm drain or contain runoff and collect wash water to pump to the sanitary sewer, if allowed. If wash water contains soaps or other cleaning agents and can not be pumped to the sanitary sewer, it may need to be disposed of as hazardous waste.
- Consider using an oleophilic mop (picks up oil and not water) to reduce the volume of waste liquids you collect and reduce your cost for disposal.

SPILL CONTROL

- Develop and maintain a spill response plan.
- Place an adequate stockpile of spill cleanup materials where it will be readily accessible.
- Spot clean leaks and drips routinely.
- Clean leaks, drips, and other spills with as little water as possible. Use rags for small spills, a damp mop for general cleanup, and dry absorbent material for larger spills.
- Remove the absorbent materials promptly and dispose of properly.
- Minimize the distance between waste collection points and storage areas.
- Contain and cover all solid and liquid wastes – especially during transfer.
- Keep the spill from entering the street, gutter, or storm drain.
- Do not use bleach or disinfectants if there is a possibility that rinse water could flow to a street, gutter, or storm drain.

Employee Training

1. Train employees on these practices.
2. Train staff on the proper maintenance of the facility.
3. Train employees on the facility's spill control plan and proper spill containment and cleanup procedures.
4. Establish a regular training schedule, train all new employees, and conduct annual refresher training.
5. Use a training log or similar method to document training.

Kennels (BMP PD-3)

This Fact Sheet provides Best Management Practices (BMPs) that are recommended for facilities that conduct kennel and other types of domestic animal housing and maintenance practices.

Potential Pollutant Sources

The following activities are potential sources of pollutants:

1. Animal cleaning
2. Animal housing

Pollutants may include:

1. Bacteria
2. Nutrients
3. Soaps, detergents
4. Pesticides

Pollution Prevention

Implementation of pollution prevention measures may reduce or eliminate the need to implement other more costly or complicated procedures.

The following pollution prevention principles apply to most facilities:

- a. Use alternative, safer, non-toxic, and/or recycled products;
- b. Reduce storm water flow across the site and redirect flows away from storm drains, gutters, and streets;
- c. Reduce the use of water and/or use dry methods;
- d. Recycle and reuse waste products and waste flows; and.
- e. Provide on-going employee training.

Best Management Practices and Procedures

GENERAL

- If water is being used for outdoor kennel areas, contain the wash water and dispose of in the sanitary sewer. Do not dispose of in the gutter or street.
- Maintain facility grounds and move or cover activities and materials to prevent contact with storm water.
- Stencil on-site storm drains.

ANIMAL CLEANING

- When washing animals, wash in a designated area that drains to the sanitary sewer.

ANIMAL HOUSING

- If feasible, house the animals in paved and covered areas.
- If housing the animals in covered areas is not feasible, cover the ground with vegetation or some other type of ground cover such as mulch.
- Clean the animal handling areas frequently.
- Use dry cleaning methods to clean animal handling areas.
 - Sweeping animal handling areas is encouraged.
 - Properly dispose of droppings, uneaten food and other potential contaminants. Do not wash out to storm drains, gutters, or streets when cleaning the area.
- If water is used for cleaning the housing areas:
 - Do not discharge wash water to storm water drains or other receiving waters.
 - Block the storm drain and contain runoff.
 - Wash water should be collected and pumped to the sanitary sewer and should not enter storm drains.

SPILL CONTROL

- Place an adequate stockpile of spill cleanup materials where it will be readily available.
- Spot clean leaks and drips routinely.
- Clean leaks, drips, and other spills with as little water as possible. Use rags for small spills, a damp mop for general cleanup, and dry absorbent material for larger spills.
- Remove the absorbent materials promptly and dispose of properly.
- Keep the spill from entering the street, gutter, or storm drain.
- Do not use bleach or disinfectants if there is a possibility that rinse water could flow to a street, gutter, or storm drain.

Employee Training

1. Train employees on these practices.
2. Train staff on the proper maintenance of the facility.
3. Train employees on the facility's spill control plan and proper spill containment and cleanup procedures.
4. Establish a regular training schedule, train all new employees, and conduct annual refresher training.
5. Use a training log or similar method to document training.

Auto Dealers (BMP PD-4)

This Fact Sheet provides Best Management Practices (BMPs) that are recommended for facilities that buy, trade and sell automobiles.

Potential Pollutant Sources

The following activities are potential sources of pollutants:

1. Minor automobile servicing
2. Cleaning Floors
3. Washing cars
4. Parking lot cleaning

Pollutants may include:

1. Heavy metals (copper, lead, nickel, and zinc)
2. Hydrocarbons (oil and grease, PAHs)
3. Toxic chemicals (solvents, chlorinated compounds, glycols)
4. Acids and alkalis

Pollution Prevention

Implementation of pollution prevention measures may reduce or eliminate the need to implement other more costly or complicated procedures.

The following pollution prevention principles apply to most facilities:

- a. Use alternative, safer, non-toxic, and/or recycled products;
- b. Reduce storm water flow across the site and redirect flows away from storm drains, gutters, and streets;
- c. Reduce the use of water and/or use dry methods;
- d. Recycle and reuse waste products and waste flows; and
- e. Provide on-going employee training.

Best Management Practices and Procedures

GENERAL

- If water is being used for cleaning shop floors and adjacent outdoor areas, contain the wash water and dispose of in the sanitary sewer (if allowed by the local sewer authority) or for offsite disposal, do not dispose of in the gutter or street.
- Maintain facility grounds and move or cover activities and materials to prevent contact with storm water.
- Inspect and clean leaks and drips routinely.
- Label drains within the facility boundary, by paint/stencil (or equivalent), to indicate whether they flow to an oil/water separator, directly to the sewer, or to a storm drain.

MINOR AUTOMOBILE SERVICING

Maintenance and Repair Work

- Only conduct maintenance or repair work in designated areas with spill containment.
 - Construct a berm or intercept trench at doorways to prevent the run-on of uncontaminated stormwater from adjacent areas as well as stormwater runoff.
 - Avoid working over asphalt and dirt floors which can absorb vehicle fluids.
- Perform all vehicle fluid removal or changing inside or under cover if possible to prevent the run-on of storm water and the runoff of spills:
 - Keep a drip pan under the vehicle while unclipping hoses, unscrew filters, or removing other parts. Use a drip pan under any vehicle that might leak.
 - Promptly transfer used fluids to the proper waste or recycling drums. Do not leave drip pans or other open containers lying around.
 - Do not change motor oil or perform equipment maintenance in non-appropriate areas.
- Use a tarp, ground cloth, or drip pans beneath the vehicle or equipment to capture all spills and drips if temporary work is being conducted outside. Collected drips and spills must be disposed, reused, or recycled properly.

CLEANING FLOORS

- Use dry cleaning methods (i.e. sweeping, vacuuming) to prevent the discharge of pollutants to the storm drain conveyance system.
- If cleaning agents are used, select biodegradable products.
- If water is used, block off storm drain or contain runoff and collect wash water to pump into the sanitary sewer, if allowed. If wash water contains soaps or other cleaning agents and can not be pumped to the sanitary sewer, it may need to be disposed of as hazardous waste.

WASHING CARS

- Use off-site commercial washing businesses, if feasible.
- Designate an impervious indoor or outdoor area to be used solely for vehicle washing. Clearly mark the vehicle washing area.
- Design wash area to collect and properly dispose of wash water and/or effluent generated.
 - Install sumps or drain lines to collect wash water.
 - Construct a berm around the area to collect wash water and prevent storm water run-on.
 - Use portable containment and vacuum collect the wash water.
- If the wash area is outdoors, cover the area when not in use.
 - Collect all wash water from vehicle cleaning operations and discharge to a sanitary sewer (if allowed by the local sewer authority), holding tank, or process treatment system through an enclosed recycling system.
 - Do not discharge wash water to sanitary sewer until contacting the local sewer authority to find out if pretreatment is required.

- Install a water recirculation/reclamation system, if feasible.
- Use biodegradable, phosphate-free detergents. Remember, even though these detergents are better, the wash water still needs to be discharged to the sanitary sewer.
- Provide trash containers in wash area and empty on a regular basis. Use recycle bins.
- Use hoses with nozzles that automatically turn off when left unattended.
- Do not degrease the engine in the wash area. Take the vehicle to an off-site facility that can process the wastewater.

PARKING LOT CLEANING

- Inspect the storage yard for filling drip pans and other programs (leaking equipment) regularly.
- Provide an adequate number of litter receptacles. Clean out and cover litter receptacles frequently to prevent spillage.
- Clean oil/water/sand separators regularly, especially after heavy storms.
- Establish a parking lot sweeping frequency based on usage and waste accumulation.
- Sweep all parking lots at least once before the onset of the wet season.
- Inspect and clean if necessary, storm drain inlets and catch basins within the facility boundary before October 1 each year.
- Use dry cleaning methods (i.e. sweeping, vacuuming) to prevent the discharge of pollutants into the storm drain conveyance system.
- If water or cleaning agents are used for cleaning (even biodegradable cleaners) :
 - Block the storm drain or contain runoff.
 - Wash water should be collected and pumped to the sanitary sewer or discharge to a pervious surface. Do not allow wash water to enter storm drains, gutters, or streets. If wash water does not contain soap or other cleaning agents, discharge to a pervious surface.
 - Dispose parking lot sweeping debris and dirt in the trash.
- When cleaning heavy oily deposits:
 - Use absorbent materials on oily spots prior to sweeping or washing.
 - Dispose used absorbents appropriately.
 - Vacuum/pump discharges to a tank or discharge to a sanitary sewer (with permission).

SPILL CONTROL

- Develop and maintain a spill response plan.
- Place an adequate stockpile of spill cleanup materials where it will be readily accessible.
- Spot clean leaks and drips routinely.
- Clean leaks, drips, and other spills with as little water as possible. Use rags for small spills, a damp mop for general cleanup, and dry absorbent material for larger spills.
- Remove the absorbent materials promptly and dispose of properly.
- Keep the spill from entering the street, gutter, or storm drain.

Employee Training

1. Train employees on these practices.
2. Train staff on the proper maintenance of the facility.
3. Train employees on the facility's spill control plan and proper spill containment and cleanup procedures.
4. Establish a regular training schedule, train all new employees, and conduct annual refresher training.
5. Use a training log or similar method to document training.

Equipment Rentals (BMP PD-5)

This Fact Sheet provides Best Management Practices (BMPs) that are recommended for facilities that clean, store, and rent equipment.

Potential Pollutant Sources

The following activities are potential sources of pollutants:

1. Equipment servicing
2. Washing equipment
3. Handling/storing materials
4. Storing equipment
5. Equipment fueling

Pollutants may include:

1. Heavy metals (copper, lead, nickel, and zinc)
2. Hydrocarbons (oil and grease, PAHs)
3. Toxic chemicals (solvents, chlorinated compounds, glycols)
4. Acids and alkalis

Pollution Prevention

Implementation of pollution prevention measures may reduce or eliminate the need to implement other more costly or complicated procedures.

The following pollution prevention principles apply to most facilities:

- a. Use alternative, safer, non-toxic, and/or recycled products;
- b. Reduce storm water flow across the site and redirect flows away from storm drains, gutters, or streets;
- c. Reduce the use of water and/or use dry methods;
- d. Recycle and reuse waste products and waste flows; and
- e. Provide on-going employee training.

Best Management Practices and Procedures

GENERAL

- If water is being used for cleaning shop floors and adjacent outdoor areas, contain the wash water and dispose of in the sanitary sewer (with permission of sewer provider) or for offsite disposal. Do not dispose of in the gutter or street.
- Maintain facility grounds and move or cover activities and materials to prevent contact with storm water.

- Inspect and clean leaks and drips routinely. Leaks are not cleaned up until the absorbent is picked up and disposed of properly.
- Label drains within the facility boundary, by paint/stencil (or equivalent), to indicate whether they flow to an oil/water separator, directly to the sewer, or to a storm drain.

EQUIPMENT SERVICING

- Perform major equipment repairs in a specified area or corporation yard.
- Move maintenance and repair activities indoors, if possible. If this is not possible, cover repair area with a permanent roof. Place curbs or berms around the immediate boundaries of the process equipment.
- Regularly inspect equipment for leaks. Collect leaking or dripping fluids in drip pans or containers. Fluids are easier to recycle or dispose of if kept separate.
- Always use secondary containment, such as a drain pan or drop cloth, to catch spills or leaks when removing or changing fluids.
- Do not hose down work areas. If work areas are washed with water, discharge wash water to the sanitary sewer with permission. If discharge to the sanitary sewer is not permitted, collect wash water and dispose of properly.
- Keep equipment clean – do not allow excessive build-up of oil or grease.

WASHING EQUIPMENT

- Use off-site commercial washing businesses, if feasible.
- If washing must occur on-site, designate an impervious area to be used solely for equipment washing. Clearly mark the equipment washing area.
- Design wash area to collect and properly dispose of wash water.
- Recycle or reuse liquid cleaners, if feasible. Use non-toxic cleaners.
- If the wash area is outdoors, cover the area when not in use.
- Provide trash containers in wash area and empty on a regular basis. Use recycle bins.
- Discharge wash water to sanitary sewer.

HANDLING/STORING MATERIALS

- Do not pour liquid waste to floor drains, sinks, outdoor storm drain inlets, or other storm drains.
- Promptly transfer used fluids to the proper waste or recycling drums. Do not leave full drip pans or other open containers lying around.
- Store batteries in a secondary container.

STORING EQUIPMENT

- Place drip pans or absorbent materials under equipment.
- Sweep/vacuum all storage area at least once before the onset of the wet season.
- Use dry cleaning methods to prevent the discharge of pollutants into the storm water conveyance system.

- Dispose of storage area sweeping debris and dirt properly.
- If water is used, block off storm drain or contain runoff and collect wash water to pump to the sanitary sewer.
- If cleaning agents are used, select biodegradable products.
- Clean heavy oily spots with absorbent materials. Seal the storm drain.
- Appropriately dispose of spilled materials and absorbents.
- Provide an adequate number of litter receptacles. Clean out and cover litter receptacles frequently to prevent spillage.

EQUIPMENT FUELING

- Maintain fuel dispensing areas using dry cleanup methods such as sweeping for removal of litter and debris, or use of rags and absorbents for leaks and spills. Fueling areas should never be washed down unless the wash water is collected and disposed of properly.
- Clean leaks and drips immediately. Leaks are not cleaned up until the absorbent is picked up and disposed properly.
- Install vapor recovery nozzles to help control drips as well as air pollution.
- Use secondary containment such as curbs or berms when transferring fuel from the tank truck to the fuel tank.

SPILL CONTROL

- Develop and maintain a spill response plan.
- Place an adequate stockpile of spill cleanup materials where it will be readily available.
- Spot clean leaks and drips routinely.
- Clean leaks, drips, and other spills with as little water as possible. Use rags for small spills, a damp mop for general cleanup, and dry absorbent material for larger spills.
- Remove the absorbent materials promptly and dispose of properly.
- Keep the spill from entering the street, gutter, or storm drain.

Employee Training

1. Train employees on these practices.
2. Train staff on the proper maintenance of the facility.
3. Train employees on the facility's spill control plan and proper spill containment and cleanup procedures.
4. Establish a regular training schedule, train all new employees, and conduct annual refresher training.
5. Use a training log or similar method to document training.

Restaurants (BMP PD-6)

This Fact Sheet provides Best Management Practices (BMPs) that are recommended for facilities that prepare and serve food.

Potential Pollutant Sources

The following activities are potential sources of pollutants:

1. Dumpster and loading dock area maintenance
2. Equipment cleaning
3. Grease handling and disposal
4. Landscaping and grounds maintenance

Pollutants may include:

1. Bacteria
2. Organic materials (food wastes)
3. Trash
4. Oil and grease
5. Toxic chemicals (cleaning products, disinfectants)

Pollution Prevention

Implementation of pollution prevention measures may reduce or eliminate the need to implement other more costly or complicated procedures.

The following pollution prevention principles apply to most facilities:

- a. Use alternative, safer, non-toxic, and/or recycled products;
- b. Reduce storm water flow across the site and redirect flows away from storm drains, gutters, and streets;
- c. Reduce the use of water and/or use dry methods;
- d. Recycle and reuse waste products and waste flows; and
- e. Provide on-going employee training.

Best Management Practices and Procedures

GENERAL

- If water is being used for cleaning facility floors and adjacent outdoor areas, contain the wash water and dispose of in the sanitary sewer. Do not dispose of in the gutter, storm drain, or street.

- Maintain facility grounds and move or cover activities and materials to prevent contact with storm water.
- Stencil on-site storm drains.

DUMPSTER AND LOADING DOCK AREAS MAINTENANCE

- Provide trash and recycling receptacles to keep litter from accumulating around loading docks.
- Bag and seal food waste before putting it in the dumpster. Do not place uncontained liquids, or leaking containers or garbage bags into a dumpster.
- Keep dumpster lids closed to keep out rainwater and to prevent trash from spilling out. Consider enclosing the dumpster in a roofed and contained area.
- If the dumpster regularly overflows, get a bigger one or arrange for more frequent collection.
- If dumpster is hosed out for cleaning, direct the wash water to landscaping or the sanitary sewer once the floatable trash and debris are removed.
- Have the dumpster leasing company repair or replace leaky dumpsters and compactors, and have them clean out dirty dumpsters.
- Keep dumpsters or the dumpster enclosure locked to prevent illegal dumping.

EQUIPMENT CLEANING

- Clean floor mats, filters, and garbage cans in a mop sink, floor drain, or proper outside area connected to the sanitary sewer with an oil and water separator. Pour all wash water into the mop sink. Do not wash them in a parking lot, alley, sidewalk, or street.

GREASE HANDLING AND DISPOSAL

- Recycle grease and oil. Do not contaminate the recyclable oils and grease in the tallow bin with the waste grease from the grease trap or grease interceptor.
- Keep grease that is stored outside under a roof, if feasible.
- Clean grease trap regularly.
- For disposal of waste grease from the grease trap or grease interceptor, see “Grease Traps” or “Septic Tanks” in the phone book.

MATERIALS PURCHASING, RECYCLING, AND DISPOSAL

- Dispose of toxic waste properly. Toxic wastes include used cleaners and rags (soaked with solvents, floor cleaners, and detergents).

LANDSCAPING AND GROUNDS MAINTENANCE

- Leftover pesticides must either be used up or disposed of as hazardous waste. Do not dispose leftover pesticides in the gutter, street, or storm drain.
- If pesticides are used, do not over-apply or apply when rain is forecasted.

- Do not blow or rake leaves, grass, or garden clippings into the street, gutter, or storm drain.

SPILL CLEANUP

- Place an adequate stockpile of spill cleanup materials where it will be readily available.
- Spot clean leaks and drips routinely.
- Clean leaks, drips, and other spills with as little water as possible. Use rags for small spills, a damp mop for general cleanup, and dry absorbent material for larger spills.
- Remove the absorbent materials promptly and dispose of properly.
- Keep the spill from entering the street, gutter, or storm drain.
- Do not use bleach or disinfectants if there is a possibility that rinse water could flow to a street, gutter, or storm drain.

Employee Training

1. Train employees on these practices.
2. Train staff on the proper maintenance of the facility.
3. Train employees on the facility's spill control plan and proper spill containment and cleanup procedures.
4. Establish a regular training schedule, train all new employees, and conduct annual refresher training.
5. Use a training log or similar method to document training.

Auto Body Shops (BMP PD-7)

This Fact Sheet provides Best Management Practices (BMPs) that are recommended for facilities that conduct auto body repair, painting, detailing and washing.

Potential Pollutant Sources

The following activities are potential sources of pollutants:

1. Wet and dry sanding
2. Painting
3. Washing cars and other vehicles
4. Cleaning floors

Pollutants may include:

1. Heavy metals (copper, lead, nickel, and zinc)
2. Hydrocarbons (oil and grease, PAHs)
3. Toxic chemicals (solvents, chlorinated compounds)

Pollution Prevention

Implementation of pollution prevention measures may reduce or eliminate the need to implement other more costly or complicated procedures.

The following pollution prevention principles apply to most facilities:

- a. Use alternative, safer, non-toxic, and/or recycled products;
- b. Reduce storm water flow across the site and redirect flows away from storm drains, gutters, and streets;
- c. Reduce the use of water and/or use dry methods;
- d. Recycle and reuse waste products and waste flows; and
- e. Provide on-going employee training.

Best Management Practices and Procedures

GENERAL

- If water is being used for cleaning shop floors and adjacent outdoor areas, contain the wash water and dispose of in the sanitary sewer (with permission of the sewer agency) or for offsite disposal, do not dispose of in the gutter or street.
- Maintain facility grounds and move or cover activities and materials to prevent contact with storm water.
- When receiving damaged vehicles, inspect for leaks. Use drip pans, if necessary.
- Conduct all body repair and painting work indoors.
- Inspect and clean leaks and drips routinely. Leaks are not cleaned up until the absorbent is picked up and disposed of properly.

- Label drains within the facility boundary, by paint/stencil (or equivalent), to indicate whether they flow to an oil/water separator, directly to the sewer, or to a storm drain.

WET AND DRY SANDING

- Conduct all sanding indoors.
- Use dent repair tools, whenever practical for small dents.

Dry Sanding

- Perform sanding activities in a contained area.
- Use vacuum sanding equipment, whenever possible, to reduce the amount of airborne dust.
- Use dry cleanup methods (sweep or vacuum) to pick up dust from dry sanding of primer, metal, or body filler.

Wet Sanding

- Do not use wet sanding in a wash rack or in areas with a floor drains.
- Use a spray bottle to squirt water onto the panel that is being sanded. This eliminates sanding bucket wastewater and minimizes drips and spills.
- Place a pan under the car panel being wet sanded to catch drips. Pour the collected water back into the wet sanding bucket.
- Clean up drips with a rag, or let the drips dry and then sweep or vacuum up the dust.
- Dispose of wet sanding waste in one of the following ways:
 - Settle the waste and then separate the water from the sludge;
 - Discharge the water to a Permitted Treatment System; or
 - Dispose of the water at an offsite disposal facility.

PAINTING ACTIVITIES

Cleaning Auto Body Parts

- When cleaning auto body parts before painting, first brush off the dirt and use rags to wipe down the parts.
- If degreasers are used to clean the parts, conduct degreasing in a designated area and contain the wastewater for proper disposal. Do not let the wastewater run into the gutter or street.
- Avoid using acid-based wheel cleaners if soap and elbow grease will work.
- If an acid-based metal cleaner or cleaner/conditioner is used to treat bare metal and rinse water is recommended to stop the chemical reaction, use as little water as possible and wipe down the area with a rag or towel. Wastewater should be contained and disposed of properly.

Painting

- Conduct all painting indoors, preferably in a paint booth.
- Do not use water to control overspray or dust in the paint booth unless it will evaporate in the booth (so the dust can be swept up), or the wastewater is collected. The water should be treated prior to discharge into the sewer system.
- Use drop/ground cloths underneath outdoor painting, scraping, and sandblasting work as well as any outdoor mixing of paints, solvents, and tool cleaning.
- Shelter any blasting and spray painting activities.
 - Hang wind-blocking tarps to prevent sand blasting dust and overspray from escaping.
 - Do not conduct these activities when wind conditions render containment ineffective.
 - Do not conduct these activities over open water.
- Cover and seal nearby storm drain inlets
 - Cover and seal nearby storm drain inlets with waterproof material, mesh, or other runoff control device.
 - Leave covers in place until job is complete.
 - Clean covers daily and remove any debris for proper disposal.

Paint Waste

- Never discharge gun-cleaning solution to the sewer or storm drain.
- Properly clean, store, and dispose of painting, finishing, and coating materials.
 - Do not dispose of liquid wastes on the pavement or ground
 - Clean paint brushes and tools covered with water-based paints in sinks connected to sanitary sewers or in portable containers that can be dumped into a sanitary sewer drain.
 - Clean paint brushes and tools covered with non-water-based paints, finishes, or other materials such that used solvents (e.g. paint thinner, turpentine, etc.) can be collected for recycling or proper disposal.
 - Recycle paint, paint thinner, solvents, and other recyclable materials.

WASHING CARS

Designate an impervious indoor or outdoor area to be used solely for vehicle washing. Clearly mark the vehicle washing area.

- Use off-site commercial washing businesses, if feasible.
- Design wash area to collect and properly dispose of wash water and/or effluent generated.
 - Install sumps or drain lines to collect wash water.
 - Construct a berm around the area to collect wash water.
 - Use portable containment and vacuum collect the wash water.
- If the wash area is outdoors, cover the area when not in use.
 - Collect all wash water from vehicle cleaning operations and discharge to a sanitary sewer (if allowed by the local sewer authority), holding tank, or process treatment system through an enclosed recycling system.
 - Do not discharge wash water to sanitary sewer until contacting the local sewer authority to find out if pretreatment is required.

- Use biodegradable, phosphate-free detergents. Remember, even though these detergents are better, the wash water still needs to be discharged to the sanitary sewer.
- Provide trash containers in wash area and empty on a regular basis.
- Use hoses with nozzles that automatically turn off when left unattended.
- Do not degrease the engine in the wash area. Take the vehicle to an off-site facility that can process the wastewater.

CLEANING FLOORS

- Use dry cleaning methods (i.e. sweeping, vacuuming) to prevent the discharge of pollutants to the storm drain conveyance system.
- If cleaning agents are used, select biodegradable products.
- If water is used, block off storm drain or contain runoff and collect wash water to pump into the sanitary sewer, if allowed. If wash water contains soaps or other cleaning agents and can not be pumped to the sanitary sewer, it may need to be disposed of as hazardous waste.

SPILL CONTROL

- Develop and maintain a spill response plan.
- Place an adequate stockpile of spill cleanup materials where it will be readily accessible.
- Spot clean leaks and drips routinely.
- Clean leaks, drips, and other spills with as little water as possible. Use rags for small spills, a damp mop for general cleanup, and dry absorbent material for larger spills.
- Remove the absorbent materials promptly and dispose of properly.
- Keep the spill from entering the street, gutter, or storm drain.
- Do not use bleach or disinfectants if there is a possibility that rinse water could flow to a street, gutter, or storm drain.

Employee Training

1. Train employees on these practices.
2. Train staff on the proper maintenance of the facility.
3. Train employees on the facility's spill control plan and proper spill containment and cleanup procedures.
4. Establish a regular training schedule, train all new employees, and conduct annual refresher training.
5. Use a training log or similar method to document training.

Dry Cleaning (BMP PD-8)

This Fact Sheet provides Best Management Practices (BMPs) that are recommended for facilities that conduct cleaning of apparel, textile industrial goods and other fabric items. The dry cleaning industry includes commercial, industrial, and coin-operated facilities.

Potential Pollutant Sources

The following activities are potential sources of pollutants:

1. Chemical Storage
2. Chemical Use
3. Equipment Maintenance and Repair
4. Cooling water

Pollutants may include:

1. Toxic chemicals (solvents, chlorinated compounds, glycols)
2. Hydrocarbons (oil and grease, PAHs)

Pollution Prevention

Implementation of pollution prevention measures may reduce or eliminate the need to implement other more costly or complicated procedures.

The following pollution prevention principles apply to most facilities:

- a. Use alternative, safer, non-toxic, and/or recycled products;
- b. Reduce storm water flow across the site and redirect flows away from storm drains, gutters, and streets;
- c. Reduce the use of water and/or use dry methods;
- d. Recycle and reuse waste products and waste flows; and
- e. Provide on-going employee training.

Best Management Practices and Procedures

GENERAL

- If water is being used for cleaning shop floors and adjacent outdoor areas, contain the wash water and dispose of in the sanitary sewer (with permission of sewer provider) or for offsite disposal, do not dispose of in the gutter or street.
- Maintain facility grounds and move or cover activities and materials to prevent contact with storm water.
- Dispose of chemical recovery filters appropriately.
- Stencil on-site storm drains.

CHEMICAL STORAGE

- Clearly label all chemicals containers.
- Store chemicals indoors, if possible. If chemicals must be stored outside, construct a covered and bermed area to protect the containers from contact with storm water and to contain spills.
- Do not leave chemical containers uncovered. Use air-tight containers for chemical storage.

CHEMICAL USE

- Use only as much chemicals as needed for cleaning. Reuse or recycle chemicals, if possible.
- Collect wash water and dispose of properly. Do not discharge wash water into storm drains, gutters, or streets.
- Use a licensed service to dispose of hazardous waste. Hazardous wastes can include used rags soaked with solvents, floor cleaners and detergents.

EQUIPMENT MAINTENANCE AND REPAIR

- Move maintenance and repair activities indoors, if possible. If it is not possible, cover the repair area with a roof and cover the ground with a tarp, ground cloth, or drip pans.
- Regularly inspect equipment for leaks. Collect leaking or dripping fluids in drip pans or containers.
- Use biodegradable, phosphate-free detergents for cleaning machines rather than solvents. Contain wash water and dispose of in the sanitary sewer (with permission of sewer provider).

SPILL CONTROL

- Develop and maintain a spill response plan.
- Place an adequate stockpile of spill cleanup materials where it will be readily accessible.
- Spot clean leaks and drips routinely.
- Clean leaks, drips, and other spills with as little water as possible. Use rags for small spills, a damp mop for general cleanup, and dry absorbent material for larger spills.
- Remove the absorbent materials promptly and dispose of properly.
- Keep the spill from entering the street, gutter, or storm drain.
- Do not use bleach or disinfectants if there is a possibility that rinse water could flow to a street, gutter, or storm drain.

Employee Training

1. Train employees on these practices.
2. Train staff on the proper maintenance of the facility.

3. Train employees on the facility's spill control plan and proper spill containment and cleanup procedures.
4. Establish a regular training schedule, train all new employees, and conduct annual refresher training.
5. Use a training log or similar method to document training.

Nurseries (BMP PD-9)

This Fact Sheet provides Best Management Practices (BMPs) that are recommended for facilities that grow and sell plants and conduct other landscaping activities.

Potential Pollutant Sources

The following activities are potential sources of pollutants:

1. Irrigation
2. Garden waste disposal
3. Chemical usage

Pollutants may include:

1. Nutrients (fertilizers, plant wastes)
2. Pesticides
3. Heavy metals (copper, lead, and zinc)
4. Sediments

Pollution Prevention

Implementation of pollution prevention measures may reduce or eliminate the need to implement other more costly or complicated procedures.

The following pollution prevention principles apply to most facilities:

- a. Use alternative, safer, non-toxic, and/or recycled products;
- b. Reduce storm water flow across the site and redirect flows away from storm drains, gutters, and streets;
- c. Reduce the use of water and/or use dry methods;
- d. Recycle and reuse waste products and waste flows; and

Best Management Practices and Procedures

GENERAL

- Maintain facility grounds and move or cover activities and materials to prevent contact with storm water.
- Promote native plants when possible to help conserve water, filter impurities, reduce the need for toxic pesticides, fertilizers, and herbicides.
- Stencil on-site storm drains.

IRRIGATION

- Use intermittent (pulse) or drip irrigation to conserve water and prevent discharges.
- Regularly inspect irrigation systems for leaks to prevent excessive runoff from occurring.
- Convert paved or bare soil areas to vegetation that will slow runoff (turf grasses or other comparable plant materials), if feasible.
- Group plants with similar water needs together to improve irrigation efficiency.
- During warm summer months, irrigate only after 6 PM and before 11 AM to reduce evaporation.

GARDEN WASTE DISPOSAL

- Do not dispose of garden wastes in streets, waterways, or storm drains.

CHEMICAL USAGE

Storage and Disposal

- Implement storage requirements for pesticide, herbicide, and fertilizer products with guidance from the local fire department and/or County Agricultural Commissioner.
- Provide secondary containment for chemical storage.
- Dispose of empty containers according to the instructions on the container label.

Pesticide Usage

- Follow manufacturers' recommendations and label directions.
- Use the minimum amount of chemicals needed for the job.
- Use pesticides only if there is an actual pest problem (not on a regular preventative schedule). Avoid the use of copper-based pesticides, if possible.
- Do not apply pesticides if rain is expected or if wind speeds are above 5 mph.
- Do not mix or prepare pesticides within 100 feet of any well, stream, or pond.
- Do not dispose of unused pesticides by washing them down the drains. Dispose of unused pesticides as hazardous waste.
- Employ techniques to minimize off-target applications (e.g. spray drift) of pesticides, including consideration of alternative application techniques.
- Careful soil mixing and layering techniques using a topsoil mix or composted organic material can be used as an effective measure to reduce herbicide use and watering.

Fertilizer Usage

- Periodically test soils to determine proper fertilizer use.
- If feasible, spread out applications of controlled-release fertilizers and use split applications of soluble fertilizers over the growing season.
- Work fertilizers into the soil rather than dumping or broadcasting them.
- Transition from the use of soluble fertilizers to controlled-release fertilizers. Use slow release fertilizers whenever possible to minimize leaching. Reduce or eliminate routine leaching of crops.

SPILL CONTROL

- Develop and maintain a spill response plan.
- Place an adequate stockpile of spill cleanup materials where it will be readily available.
- Spot clean leaks and drips routinely.
- Clean leaks, drips, and other spills with as little water as possible. Use rags for small spills, a damp mop for general cleanup, and dry absorbent material for larger spills.
- Sweep pavement and sidewalk if chemicals are spilled on these surfaces before applying irrigation water.
- Keep the spill from entering the street, gutter, or storm drain.
- Do not use bleach or disinfectants if there is a possibility that rinse water could flow to a street, gutter, or storm drain.

Employee Training

1. Train employees on these practices.
2. Train staff on the proper maintenance of the facility.
3. Train employees on the facility's spill control plan and proper spill containment and cleanup procedures.
4. Establish a regular training schedule, train all new employees, and conduct annual refresher training.
5. Use a training log or similar method to document training.

Concrete Applications (BMP PD-10)

Getting Started

- Schedule projects for dry weather seasons/periods.
- Keep materials out of the rain. Store both dry and wet materials under cover, protected from rainfall and runoff. Also protect dry materials from the wind.
- Secure open bags of cement to keep wind-blown cement powder away from streets, gutters, storm drains, rainfall and runoff.
- Minimize waste when ordering materials. Order only the amounts needed to complete the job.

During Construction

- Place erosion controls down slope to capture runoff carrying mortar or cement before it reaches the storm drain.
- Do not mix up more fresh concrete or cement than will be used.
- Set up and operate small mixers on tarps or heavy drop cloths.
- When breaking up paving (cement or asphalt) be sure to pick up all the pieces. Recycle them at a crushing company.
- Dispose of small amounts of excess dry concrete, grout and mortar in the trash.
- Use recycled and recyclable materials whenever possible.

Cleaning Up

- When cleaning up after driveway or sidewalk construction, wash concrete dust onto dirt areas, not down the driveway or into the street or storm drain.
- Wash out concrete mixers and equipment only in designated wash-out areas, where the water flows into containment ponds or onto dirt.
- Recycle cement wash water by pumping it back into cement mixers for reuse.
- Never dispose of cement washout into driveways, streets, gutters, storm drains or drainage ditches.
- Recycle broken asphalt, concrete, wood and cleared vegetation.

Heavy Equipment & Earth Moving Activities (BMP PD-11)

Vehicle and Equipment Maintenance

- Maintain all vehicles and heavy equipment. Inspect frequently for leaks.
- Conduct all vehicle/equipment maintenance and refueling at one location away from storm drains.
- Perform major maintenance, repair jobs and vehicle/equipment washing off site.
- Use gravel approaches where truck traffic is frequent to reduce soil compaction and limit the tracking of sediment into streets.
- Use drip pans or drop cloths to catch drips and spills. Treat collected material as hazardous waste.
- Do not use diesel oil to lubricate equipment or parts.

Cleaning Up

- Sweep up dry spilled materials immediately. Never attempt to bury them or wash them into a storm drain.
- Clean up spills on dirt areas by digging up and properly disposing of contaminated soil.
- To report a significant spill, dial **911**. For general information on spills, contact the Utah County Health Department at **(801) 851-7000**.
- Clean up leaks, drips, and other spills immediately by using an absorbent material such as kitty litter or sawdust. Treat collected material as hazardous waste.
- Never hose down pavement or surfaces where materials have been spilled.

Pollution Prevention

- After clearing, grading or excavating, exposed soil poses a clear and immediate danger of stormwater pollution. One solution is re-vegetation (permanent or temporary), which is an excellent form of erosion control for any site.
- Avoid excavation and grading activities during wet weather.
- Construct diversion dikes to channel runoff around the site. Line channels with grass or roughened pavement to reduce runoff velocity.
- Cover stockpiles and excavated soil with secured tarps or plastic sheeting.
- Remove existing vegetation only when absolutely necessary. Large projects should be conducted in phases.

Roadwork and Paving (BMP PD-12)

During Construction

- Avoid paving and seal coating in wet weather, or when rain is forecast before fresh pavement will have time to cure.
- Cover and seal catch basins and maintenance holes when applying seal coat, slurry seal, fog seal, etc.
- Never wash excess material from exposed aggregate concrete or similar treatments into a street or stormwater drain. Collect and recycle, or dispose into dirt area.
- Use check dams or ditches to divert runoff around excavations.
- Cover stockpiles and excavated soil with secured tarps or plastic sheeting.
- Catch drips from paver with drip pans or absorbent materials placed under the machine when not in use. Treat collected material as hazardous material.
- Clean up all spills and leaks using "dry" methods like sweeping or absorbing, or dig up and remove contaminated soil.
- Collect and recycle or appropriately dispose of excess abrasive gravel or sand.
- Avoid over application by water trucks for dust control.

General Business Practices

- Schedule excavation and grading work for dry weather.
- Perform major equipment repairs away from the job site.
- Shovel or vacuum saw cut slurry and remove from site.
- When refueling or maintenance must be done on site, designate a location away from storm drains.
- Do not use diesel oil to lubricate equipment or parts.
- Recycle used oil, concrete, broken asphalt, etc., whenever possible.
- Check for and repair leaking equipment.

Asphalt/Concrete Removal

- Avoid creating excess dust when breaking asphalt or concrete.
- After breaking old pavement, be sure to remove all chunks and pieces.
- Make sure broken pavement does not come in contact with rainfall or runoff.
- Never hose down streets to clean up tracked dirt.
- Cover storm drains during saw cutting if necessary.

Pleasant Grove



Utah's City of Trees

Storm Water Management Plan

APPENDIX I – SAMPLE SPILL RESPONSE PLAN

STORMWATER POLLUTION PREVENTION & SPILL RESPONSE PLAN

for

(enter facility name and address)

Federal and State Phase II storm water regulations require municipal facilities to implement an operation and maintenance program that includes an employee training component and has the ultimate goal of preventing or reducing pollutant runoff from municipal operations. Preventing spills of materials and wastes is a significant component of complying with these regulations. However, even with the best prevention efforts, spills may still occur. When they do, it is up to facility personnel to respond quickly and effectively to cleanup the spilled material or notify someone who can. This Spill Response Plan is designed as a template for municipal facilities to develop site-specific individual Spill Response and Prevention Plans. The plan should be kept in a central location that is easily accessible for employees.

INSTRUCTIONS

Each facility can use this template by filling in the blanks and completing the attached:

- Spills that require Special Cleanup,
- Materials Inventory,
- Maximum Cleanup Amounts,
- Facility Map,
- Spill Kit Inventory and labeling, and the
- Employee Training Log.

Once completed, this Plan becomes the facility's individual Plan and must be properly implemented and maintained. The finished Plan should be reviewed and updated at least annually.

Plan Implementation Date: _____

Revision Date(s): _____

Facility's Responsible Person(s) in charge of spill response planning, implementation and maintenance of this Plan:

Name

Phone #

RESPONSIBILITIES

- The **Facility Responsible Person** has primary responsibility for coordinating the response to emergencies, including chemical spills.
- **Supervisors** should ensure that employees are familiar with these procedures and receive any necessary training.
- **All employees** should follow these procedures in the event of a chemical spill.

EMERGENCY CONTACT NUMBERS

The following telephone numbers should be posted near telephones and in other conspicuous locations:

- Outside emergency services (police, fire department, ambulance service): 911
- Hospital: American Fork Hospital, 801-763-3300
- Facility Responsible Person: _____ Phone #: _____
- Safety Department: (if applicable): _____
- Poison Control Center: 801-222-1222
- Regional EPA Office: 303-312-6312
- State environmental agency (Utah Department of Environmental Quality: 801-536-4400)
- OSHA area office: 720-264-6550
- National Response Center: 1-800-424-8802
- Utah County Office of Emergency Management: 801-851-4130
- Pleasant Grove City Illicit Discharge Hotline: 801-785-2941
- Pleasant Grove City Dispatch: 801-785-3506
- Utah County Dispatch (Non-emergency): 801-851-4100
- Others: _____

CLEAN-UP PROCEDURES

Spilled chemicals should be effectively and quickly contained and cleaned up. Employees should clean up spills themselves **only if properly trained and protected**. Employees who are not trained in spill cleanup procedures should report the spill to the Responsible Person(s) listed above, warn other employees, and leave the area.

The Maximum Cleanup Amounts that properly trained employee can cleanup **are listed on page 8**. In the event of spills greater than these amounts, contact the appropriate responders listed in the Emergency Contact Numbers listed above.

The following general guidelines should be followed for evacuation, spill control, notification of proper authorities, and general emergency procedures in the event of a chemical incident in which there is potential for a significant release of hazardous materials.

1. Evacuation

Persons in the immediate vicinity of a spill should *immediately evacuate* the premises (except for employees with training in spill response in circumstances described below). If the spill is of “medium” or “large” size, or if the spill seems hazardous, immediately notify emergency response personnel.

2. Spill Control Techniques

Once a spill has occurred, the employee needs to decide whether the spill is small enough to handle without outside assistance. Only employees with training in spill response should attempt to contain or clean up a spill.

NOTE: If you are cleaning up a spill yourself, make sure you are aware of the hazards associated with the materials spilled, have adequate ventilation, and proper personal protective equipment. Treat all residual chemical and cleanup materials as hazardous waste.

Spill control equipment should be located wherever significant quantities of hazardous materials are received or stored. MSDSs, absorbents, over-pack containers, container patch kits, spill dams, shovels, floor dry, acid/base neutralizers, and “caution-keep out” signs are common spill response items.

3. Spill Response and Cleanup

Chemical spills are divided into three categories: Small, Medium and Large. Response and cleanup procedures vary depending on the size of the spill.

Small Spills: Any spill where the major dimension is less than 18 inches in diameter. Small spills are generally handled by internal personnel and usually do not require an emergency response by police or fire department HAZMAT teams.

- Quickly control the spill by stopping or securing the spill source. This could be as simple as uprighting a container and using floor-dry or absorbent pads to soak up spilled material. Wear gloves and protective clothing, if necessary.
- Put spill material and absorbents in secure containers if any are available.
- Consult with the Facility Responsible Person and the MSDS for spill and waste disposal procedures.
- In some instances, the area of the spill should not be washed with water. Use Dry Cleanup Methods and **never** wash spills down the drain, onto a storm drain or onto the driveway or parking lot.
- Both the spilled material and the absorbent may be considered hazardous waste and must be disposed of in compliance with state and federal environmental regulations.

Medium Spills: Spills where the major dimension exceeds 18 inches, but is less than 6 feet. Outside emergency response personnel (police and fire department HAZMAT teams) should usually be called for medium spills. Common sense, however, will dictate when it is necessary to call them.

- Immediately try to help contain the spill at its source by simple measures only. This means quickly uprighting a container, or putting a lid on a container, if possible. Do not use absorbents unless they are immediately available. Once you have made a quick attempt to contain the spill, or once you have quickly determined you cannot take any brief containment measures, leave the area and alert Emergency Responders at 911. Closing doors behind you while leaving helps contain fumes from spills. Give police accurate information as to the location, chemical, and estimated amount of the spill.
- Evaluate the area outside the spill. Engines and electrical equipment near the spill area must be turned off. This eliminates various sources of ignition in the area. Advise Emergency Responders on how to turn off engines or electrical sources. Do not go back into the spill area once you have left. Help emergency responders by trying to determine how to shut off heating, air conditioning equipment, or air circulating equipment, if necessary.
- If emergency responders evacuate the spill area, follow their instructions in leaving the area.
- After emergency responders have contained the spill, be prepared to assist them with any other information that may be necessary, such as MSDSs and questions about the facility. Emergency responders or trained personnel with proper personal protective equipment will then clean up the spill residue. Do not re-enter the area until the responder in charge gives the all clear. Be prepared to assist these persons from outside the spill area with MSDSs, absorbents, and containers.
- Reports must be filed with proper authorities. It is the responsibility of the spiller to inform both his/her supervisor and the emergency responders as to what caused the spill. The response for large spills is similar to the procedures for medium spills, except that the exposure danger is greater.

Large Spills: Any spill involving flammable liquid where the major dimension exceeds 6 feet in diameter; and any “running” spill, where the source of the spill has not been contained or flow has not been stopped.

- Leave the area and notify Emergency Responders (911). Give the operator the spill location, chemical spilled, and approximate amount.
- From a safe area, attempt to get MSDS information for the spilled chemical for the emergency responders to use. Also, be prepared to advise responders as to any ignition sources, engines, electrical power, or air conditioning/ventilation systems that may need to be shut off. Advise responders of any absorbents, containers, or spill control equipment that may be available. This may need to be done from a remote area, because an evacuation that would place the spiller far from the scene may be needed. Use radio or phone to assist from a distance, if necessary.
- Only emergency response personnel, in accordance with their own established procedures, should handle spills greater than 6 feet in any dimension or that are continuous. Remember, once the emergency responders or HAZMAT team is on the job cleaning up spills or putting out fires, the area is under their control and no one may re-enter the area until the responder in charge gives the all clear.
- Provide information for reports to supervisors and responders, just as in medium spills.

REPORTING SPILLS

All chemical spills, regardless of size, should be reported as soon as possible to the Facility Responsible Person. The Responsible Person will determine whether the spill has the potential to affect the environment outside of the facility and must be reported to 911 or the National Response Center at 800-424-8802. Examples of spills that could affect the outside environment include spills that are accompanied by fire or explosion and spills that could reach nearby water bodies.

Accidental releases of certain toxic substances must be reported to the Utah Department of Environmental Quality and the Utah County Office of Emergency Management.

MATERIAL INVENTORY

List all materials or wastes that may require clean up. List the average and maximum amounts on site and their storage locations. *(Example materials are listed for convenience only. Ignore any that do not apply and add any other materials of concern that are onsite. Use additional sheets if necessary.)*

<u>Material</u>	<u>Amount (avg/max)</u>	<u>Location(s)</u>
Antifreeze	_____	_____
Degreaser	_____	_____
Diesel Fuel	_____	_____
Fertilizers	_____	_____
Gasoline	_____	_____
Herbicides	_____	_____
Magnesium Chloride	_____	_____
Motor Oil	_____	_____
Hydraulic Oil	_____	_____
Paints/Stains	_____	_____
Pesticides	_____	_____
Solvents	_____	_____
Used Oil	_____	_____
Other	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

FACILITY MAP

Attach a map or sketch of the facility showing (a) the locations of each spill response kit, (b) the locations where the materials identified on page 6 are normally stored or used, and (c) the location of each storm drain inlet or drainage ditch.

SPILL KIT INVENTORY

List the spill response equipment that will be maintained in each locker (refer to MSDSs to determine recommended clean-up methods and supplies):

LOCKER NUMBER OR LOCATION	ABSORBENTS (bags of loose absorbents, pags, rolls of sheets, containers of neutralizing agents)	TOOLS (shovels, brooms, dust pans, waste containers, squeegees, etc.)	PERSONAL PROTECTIVE EQUIPMENT (impervious gloves, goggles, aprons, boots, dust masks, etc.)	OTHER SUPPLIES (warning tape, labels, markers, MSDSs, etc.)

PERSON RESPONSIBLE FOR MAINTAINING THIS INVENTORY: _____

LABEL SPILL KITS

- Label each spill kit prominently with the words “SPILL KIT” or “ABSORBENTS” etc.
- Label or stencil the necessary emergency telephone number(s) or pager number(s) of persons to be contacted in case of a spill or leak that is beyond the training and equipment available on or near each spill locker:

Facility Responsible Person/Phone Number: _____/(____)____ - ____

Spill Response Contractor (if any)/Phone Number: _____/(____)____ - ____

NRC 24-Hour Emergency Spill Reporting Hot-Line: 800-424-8802

- Stencil the following warning *PROMINENTLY* on each spill locker:

**“WARNING: NEVER HOSE DOWN A SPILL!
CLEAN IT UP PROMPTLY AND DISPOSE OF THE
WASTE PROPERLY.”**

Pleasant Grove



Utah's City of Trees

Storm Water Management Plan

APPENDIX J – SPILL/DUMPING NOTIFICATION INFORMATION

A Summary of Utah State and Federal Hazardous Substance/Waste/Material Environmental Regulations Requiring Immediate to Within 24 Hour Notification of Utah DEQ or EPA

Air Quality						
Regulation	When Required	Information Required	Notify Whom	Oral Notice Time	Phone Numbers	Written Notice Time
R307-107.2	Air pollution control equipment breakdown > 2 hrs	Not specified	Div. of Air Quality.	3-18 hrs	536-4000 536-4123 (off hours)	7 days
40 CFR 58	Air pollution control malfunction	Not specified	State	24 hours	536-4000 536-4123 (off hours)	14 days
40 CFR 59	Monitoring system malfunctions	Not specified	State Air Program Director.	24 hours	536-4000 536-4123 (off hours)	14 days
40 CFR 52	When in violation of National Ambient Air Quality Standards	Not specified	State Air Program Director	24 hours	536-4000 536-4123 (off hours)	
Hazardous Waste/Material/Substance						
R315-9-1(b)	Spill of one kilogram of "acutely hazardous waste", which includes: 1. "P" wastes, 2. F999 wastes (chemical warfare agents), and 3. "F" wastes with a hazard code of "H" (identified in 40 CFR 261.31 and includes wastes from the production or use of chlorphenols and chlorobenzenes). Spill of 100 kilograms of other hazardous waste. Notify for a spill of a lesser quantity if there is a potential threat to human health or the environment.	Name, phone number, and address of responsible party. Name, title and phone of person reporting. Time and date of the spill. Spill location. Nearest town, city, highway or waterway. Waste description and amount. Cause. Extent of injuries. Potential hazards to human health or the environment. Estimated quantity and disposition of recovered material.	Div. of Solid & Hazardous Waste	Immediately	538-6170 536-4123 (off hours)	15 days
40 CFR 263.30	When a transporter spills a hazardous waste, immediate action must be taken to protect the environment, including notification of local authorities.	Not specified	Div. of Solid & Hazardous Waste	Immediately	538-6170 536-4123 (off hours)	
CERCLA 103	Any CERCLA listed substance spilled over the reportable quantity into the environment.	Name, phone number, and address of responsible party; name, title and phone of person reporting; time and date of the spill; spill location; nearest town, city, highway or waterway; waste description and amount; cause; action taken.	NRC	Immediately	1-800-424-8802	
40 CFR 302.6	Discharge of a hazardous substance in quantities greater than the reportable quantity over 24 hours	Not specified	NRC	Immediately	1-800-424-8802	

Hazardous Waste/Material/Substance Continued

Regulation	When Required	Information Required	Notify Whom	Oral Notice Time	Phone Numbers	Written Notice Time
49 CFR 171.15 49 CFR 195.52	Hazardous materials release (as defined by DOT in 29 CFR 171.8) causes death, serious injury, major property damage, evacuation, closure of a major highway, aircraft flight path altered, pollution of a water body, release of infectious substance, or continuing danger to life	Reporter name and phone number, name and address of carrier, incident date, time and location, extent of injuries, classification, name and quantity of hazardous materials involved, type of incident and nature of hazardous materials involvement, whether a continuing danger to life exists.	NRC	earliest practicable moment	1-800-4248802	30 days (see 49 CFR 171.16 for details)
EPCRA 304 40 CFR 355.40	Release of "Extremely Hazardous Substance" or CERCLA substance, over the RQ, exposing persons outside the facility boundaries	Chemical name, quantity, release time and duration, health risks, medical advice, precautions, contact names and phone numbers	LEPC SERC	Immediately	Various 536-4123 (24 hours)	As soon as practicable
R315-8-4.7(a) R315-7-11.7(a)	Any imminent or actual emergency at a hazardous waste Treatment, Storage or Disposal (TSD) permitted facility	Facility name, address, EPA ID number; Incident date, time and type. Quantity of waste. Injuries.	DEQ, federal OSC, State and local response agencies	Immediately		15 days
40 CFR 264.56/ 265.56 40 CFR 279.52	Imminent or actual emergency situation at a TSD or used oil processor or used oil refiner facility	Facility name, address, EPA ID number. Incident date, time and type. Quantity of waste. Injuries. Possible hazards to human health or the environment outside the facility.	State and local response agencies, NRC	Immediately	1-800-424-8802	15 days
40 CFR 262.34 40 CFR 264.56	When a fire, explosion or other release at a hazardous waste generator or TSD facility could threaten human health outside the facility, or when the spill has reached surface water	Facility name, address, EPA ID number Incident date, time and type. Quantity of waste Injuries. Quantity of recovered materials. Possible hazards to human health or the environment outside the facility.	NRC	Immediately	1-800-424-8802	15 days
R315-8-4.7(d) R315-7-11.7(d)	When a fire, explosion or other release at a hazardous waste TSD facility could threaten human health or the environment outside the facility	Name and phone number of reporter. Facility name, address. Incident date, time and type. Name and quantity of waste. Injuries. Human health or environmental hazards.	DEQ Federal OSC NRC	Immediately	538-4170 1-303-293-1788 1-800-424-8802	5 days
R315-3-10(i)(6) 40 CFR 270.30	Any TSD permittee noncompliance which may endanger health or the environment	Releases of hazardous waste that may cause endangerment to public drinking water systems. Information on releases of hazardous waste or fire or explosions which could threaten the environment or human health outside the facility. Name and phone number of reporter. Facility name, address. Incident date, time and type. Name and quantity of waste. Injuries. Description of occurrence. Human health or environmental hazards. Estimated quantity and disposition of recovered material.	Div of Solid & Hazardous Waste	24 hours	536-6170	5 days

Hazardous Waste/Material/Substance Continued

Regulation	When Required	Information Required	Notify Whom	Oral Notice Time	Phone Numbers	Written Notice Time
40 CFR 264.196(d) 265.196(d) R315-8-10 R315-7-12	When a hazardous waste disposal facility discovers a tank or secondary containment system leak	Not specified	EPA administrator Div of Solid & Hazardous Waste	24 hours	1-303-293-1788 538-6170	
40 CFR 761.125	When PCB contaminated material contaminates surface water, sewers, drinking water, grazing lands or vegetable gardens.	Not specified	EPA Region	24 hours	1-303-293-1788	
40 CFR 302.6	Release of PCB's into the environment in amounts greater than 1 pound.	Not specified	NRC	Immediately	1-800-424-8802	
R315-303-5(7)(c)	When a landfill operator discovers receipt of a hazardous waste or PCB contaminated waste	Not specified	Div of Solid & Hazardous Waste, Hauler, Generator	24 hours	538-6170 536-4123 (off hours)	
R315-303-4-(5)	When methane levels at a landfill exceed state limits in R315-303(2)(a)	Not specified	Div. of Solid & Hazardous Waste	Immediately	538-6170 536-4123 (off hours)	
40 CFR 258.23	When methane levels at a landfill exceed specified federal limits.	Not specified	State Director	Immediately	538-6170 536-4123 (off hours)	
Radioactive Materials						
R313-38-77(2)(b)	If a sealed radiation source or device containing radioactive material is damaged, or if contamination is detected at the surface after the source is used in a subsurface tracer study.	Circumstances of the loss and request approval of abandonment procedures	Div of Rad. Control	Immediately	536-4250 536-4123 (off hours)	
R313-38-77(5)(b)	If radioactive material has been lost in or to an underground potable water source.	Well location. Magnitude and extent of radioactive material loss. Consequences of such loss. Efforts being taken to mitigate these consequences.	Div of Rad. Control	Immediately	536-4250 536-4123 (off hours)	
R313-32-33(1)	Misadministration of a radioactive material in a therapy procedure	Not specified	Div of Rad. Control	24 hours	536-4250 536-4123 (off hours)	
R313-15-1202(1)	Event involving a radioactive material which caused or threatens to cause a specified exposure or specified amount of property damage	Not specified	Div. of Rad. Control	Immediately	536-4250 536-4123 (off hours)	

Radioactive Materials Continued						
Regulation	When Required	Information Required	Notify Whom	Oral Notice Time	Phone Numbers	Written Notice Time
R313-15-1202(2)	Loss of licensed or registered source of radiation that may have caused or threatens to cause a specified exposure or specified amount of property damage.	Not specified	Div. of Rad. Control	24 hours	536-4250 536-4123 (off hours)	
Releases From Underground Storage Tanks						
Utah Code 19-6-420 (3)	Releases from an underground storage tank presenting the possibility of an imminent and substantial danger to public health or the environment	Abatement action taken	Div. of Env. Response & Remediation	24 hours	536-4123 (24 hours)	
R311-201-7	Discovery of a release from an underground storage tank	Not specified	Div. of Env. Response & Remediation	24 hours	536-4123 (24 hours)	
40 CFR 280.50	Release of a regulated substance, unusual operation conditions or monitoring results that indicate a release	Not specified	State	24 hours	536-4123 (24 hours)	
40 CFR 280.53	A spill or overflow that is: 1. > 25 gallons; or 2. causes a sheen on surface water; or 3. > reportable quantity of a CERCLA hazardous substance into the environment; or 4. In violation of Clean Water Act 311(b)(3)	Not specified	Div. of Env. Response and Remediation (see also ref 8,31,32)	24 hours	536-4123 (24 hours)	
Used Oil						
R315-15-9	Used oil spills > 25 gallons or potential threat to human health or environment.	Name, phone number and address of person responsible for spill. Name, title and phone number of individual reporting. Time and date of spill. Spill location - including nearest city, highway, or waterway. Amount and description of material spilled. Cause of the spill. Action taken to minimize threats to human health and the environment.	DEQ	Immediately	536-4123	15 Days

Water Quality						
Regulation	When Required	Information Required	Notify Whom	Oral Notice Time	Phone Numbers	Written Notice Time
Utah Code 19-5-114	Spill of substance which could pollute the waters of the state	Material, actions taken, cleanup and disposal plan	Div. of Water Quality	Immediately	538-6146 536-4123 (off hours)	
40 CFR 110	If oil or hazardous substance release: (1) causes a sheen; or (2) violates water quality standards; or (3) causes sludge or emulsion to be deposited below water level	Not specified	NRC	Immediately	1-800-424-8802	
R317-8-4 (b)(12)(f)	Any UPDES permittee noncompliance which may endanger health or the environment including, but not limited to: (1) unanticipated bypasses which exceed effluent permit limitations; (2) any upset which exceeds effluent limitation; (3) violation of maximum daily discharge limitation for permit listed pollutants.	Name and telephone number of reporting party. Time and type of incident. Name and quantity of materials released Injuries. Health hazards	Div. of Water Quality	24 hours	538-6146 536-4123 (off hours)	5 days
R318-8.10 (7)(b) R318-8.13 (c) and 8.14 (3)(b)	1. Sampling indicates a violation of water pollution control pretreatment standards. 2. A pretreatment system "upset" that exceeds pretreatment standards. 3. An unanticipated pretreatment bypass.	Not specified	"Control Authority", which is DEQ or the POTW, depending on the permit.	24 hours		
40 CFR 403.12 40 CFR 403.16/17	1. Sampling indicates a violation of water pollution control pretreatment standards. 2. A pretreatment system "upset" that exceeds pretreatment standards. 3. An unanticipated pretreatment bypass.	Not specified	"Control Authority", which is DEQ or the POTW, depending on the permit.	24 hours		
R317-6-6.13	Mechanical or discharge system failures affecting the chemical characteristics or volume of a ground water discharge	Not specified	Div. of Water Quality	Immediately	538-6146 536-4123 (off hours)	30 days
R317-6-6.11	Commencement of groundwater discharge	Not specified	Div of Water Quality	Immediately	538-6146 536-4123 (off hours)	
R317-6-6.11	Discontinuance of groundwater discharge due to spill, leak or accidental release	Not specified	Div. of Water Quality	Immediately	538-6146 536-4123 (off hours)	5 days
R317-6-6.18	Out of compliance with ground water discharge permit	Not specified	Div. of Water Quality	Immediately	538-6146 536-4123 (off hours)	5 days

RESOLUTION NO. 2013-047

A RESOLUTION OF THE CITY COUNCIL OF PLEASANT GROVE CITY, UTAH COUNTY, UTAH, ADJUSTING AND AMENDING THE REVENUES AND EXPENDITURES FOR FISCAL YEAR 2013/2014; INCLUDING THE PLEASANT GROVE REDEVELOPMENT AGENCY (RDA) BUDGET AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, notice of a Public Hearing, as required by law, to consider adjusting and amending the revenues and expenditures of the 2013/2014 Fiscal Year Budget, was published in a newspaper of general circulation; and

WHEREAS, the Pleasant Grove City Council held a duly noticed Public Hearing on August 14, 2013; and

WHEREAS, State law requires amendments to the current year's budget be made no later than June 30 of each year; and

WHEREAS, the Council finds that it has satisfied all legal requirements to amend the budget, and hereby determines that certain amendments to the 2013/2014 Fiscal Year Budget are necessary; and

WHEREAS, the amended budget includes the Pleasant Grove Redevelopment Agency (RDA) budget; and

WHEREAS, the Pleasant Grove City Council has considered input from staff and the public.

NOW, THEREFORE, BE IT RESOLVED by the City Council of Pleasant Grove City, Utah County, State of Utah, that the adjustments and amendments to the revenues and expenditures for Fiscal Year 2013/2014 is hereby amended as set forth in Exhibit "A."

PASSED AND ADOPTED by the City Council of Pleasant Grove City, Utah this 3rd day of December, 2013.

Bruce W. Call, Mayor

ATTEST:

Kathy T. Kresser, CMC
City Recorder

(SEAL)

BUDGET AMENDMENT #2

December 03, 2013

Pleasant Grove



Utah's City of Trees

**Pleasant Grove City
Budget Adjustments**

December 03, 2013

	Description	Amount	Expenditure	Revenue Source
1	ICAC Grant	\$ 3,935	Training	Police Grants
2	Public Works Building Telephone System	\$ 15,000	Public Works Telephones	CIP Fund Balance
3	K9 Program Donation	\$ 5,290	K9 Supplies	\$790 carryover/\$4500 new donation
4	Rec Center Improvements	\$ 50,000	Improvements to Rec Center	\$20,000 Rec Center fund bal/ \$30,000 CIP fund bal
5	Purchase Fuel Tank from Northwest Pipe	\$ 7,000	Misc Capital Projects	CIP Fund Balance
6	Return Safe Sidewalk Grant	\$ 14,063	Safe Sidewalk Grant	Refund Grant Revenue
7	Impact Studies for 100 East Impact	\$ 7,700	100 East EIS	CIP Fund Balance
8	Playground Equipment	\$ 19,069	UT Co Parks Grant	UT County Grant
9	Engineering for DoTerra Area	\$ 15,000	1300 West Improvements	CIP Fund Balance
10				
11				
12				
13				
14				
15				

RESOLUTION NO. 2013-048

RESOLUTION OF THE CITY COUNCIL OF PLEASANT GROVE CITY, UTAH COUNTY, UTAH, AMENDING THE PERSONNEL POLICIES AND PROCEDURES PREVIOUSLY APPROVED BY THE CITY COUNCIL. SPECIFICALLY, AMENDING SECTION VIII “TERMINATION OF EMPLOYMENT” SUBSECTION 1E “INVOLUNTARY TERMINATION” AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the city council has adopted a Personnel Policy and Procedure Manual in order to effectively manage the personnel matters of the city; and

WHEREAS, it has been brought to the attention of the city council that some amendments to the Personnel Policy and Procedure Manual are necessary in order to provide continuity in key appointed positions in the City and to provide for limited due process rights in appointed official’s employment ; and

WHEREAS, the city council held a duly noticed public meeting to consider finalizing these proposed changes on December 3, 2013; and

WHEREAS, the city finds that these changes are prudent and necessary.

NOW, THEREFORE, BE IT RESOLVED by the City Council of Pleasant Grove City, Utah County, Utah, as follows:

Section VIII: TERMINATION OF EMPLOYMENT is hereby amended as follows:

E. Involuntary Termination.

(i) The City Administrator or designee, may conclude that an employee should be involuntarily terminated for no reason (for probationary ~~employees~~, part-time, or seasonal employees and ~~Department Heads~~) or for cause. The City Administrator or designee will complete an Employee Termination Notification.

(ii) At-will Appointed Officials, including, but not limited to, Department Heads, may be terminated without cause by the Mayor only after the Mayor receives a majority (three council members) vote of the City Council. Appointed Officials shall be entitled to 12 weeks of salary as severance pay if terminated without cause, unless otherwise provided for in a written employment contract. Severance pay does not include any other sums due an employee upon termination of employment provided in this policy manual.

These changes are **APPROVED AND ADOPTED**, this 3rd day of December, 2013.

Bruce W. Call, Mayor

ATTEST:

Kathy T. Kresser, CMC, City Recorder

ORDINANCE No. 2013-40

AN ORDINANCE SETTING THE TIME AND PLACE OF THE REGULAR MEETINGS OF THE CITY COUNCIL, BOARDS, COMMISSIONS AND COMMITTEES MEETINGS OF PLEASANT GROVE CITY FOR THE YEAR 2014 AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, §10-3-502 UCA requires that the time and place of City Council meetings and other Board, Commission and Committee meeting be set by ordinance; and

WHEREAS, § 52-4-202 UCA requires the City to adopt and give notice of its annual meeting schedule.

THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF PLEASANT GROVE:

SECTION 1: The meetings of the Pleasant Grove City Council, Boards, Commissions and Committees meetings for the year 2014 shall be held according to the attached schedule (Exhibit "A").

SECTION 2: This ordinance shall take effect immediately upon its passage and shall be posted or published as required by law.

SECTION 3. APPROVED AND ADOPTED AND MADE EFFECTIVE by the City Council or Pleasant Grove City, State of Utah, on this 3rd day of December, 2013.

Bruce Call, Mayor

ATTEST:

Kathy T. Kresser, CMC
City Recorder

(SEAL)



NOTICE OF PLEASANT GROVE CITY PUBLIC MEETING SCHEDULE 2014

City Council and Work Session meetings:

Pleasant Grove City hereby gives notice that the City Council will hold its regular meetings on the first and third Tuesdays of each month at 6:00 p.m. (unless otherwise noticed) and will hold Work Session meetings on the second and fourth Tuesday (unless otherwise noticed) starting at 6:00 p.m. in the City Council Chambers, 86 E.100 S., Pleasant Grove, Utah. ***Please Note: If a Primary Election is held the City Council meeting will be held on the Wednesday after the election. If a General Election is held the City Council meeting will be held on the Wednesday after the election.**

City Council and Planning Commission Joint Meetings:

Pleasant Grove City hereby gives notice of joint meetings of the City Council and Planning Commission in the City Council Chambers, 86 E.100 S.at 6:00 p.m. The joint meetings are for training and work session purposes.

City Council Meeting Dates	City Council Work Session Dates	Joint City Council and Planning Commission Dates
January 7 and 21	January 14 and 28	
February 4 and 18	February 11 and 25	
March 4 and 18	March 11 and 25	
April 1 and 15	April 8 and 29	April 22
May 6 and 20	May 13 and 27	
June 3	June 10 and 24	
July 1 and 15	July 8 and 29	July 22
August 5 and 19	August 12 and 26	
September 2 and 16	September 9 and 30	September 23
October 7 and 21	October 14 and 28	
November 4 and 18	No meeting Veterans Day	
December 2	December 9	

Arts Commission Meetings:

Pleasant Grove City hereby gives notice that the Arts Commission will hold its meetings the fourth Thursday of each month, as needed. The meetings will start at 7:00 p.m. in the Community Center 547 S. Locust Pleasant Grove, Utah. A meeting will not be held in December.

Beautification Commission Meetings:

Pleasant Grove City hereby gives notice that the Beautification Commission will hold its meetings the second Thursday of each month, as needed. The meetings will start 6:00 p.m. in the City Hall downstairs conference room, 70 South 100 East, Pleasant Grove, Utah. A meeting will not be held in December.

Board of Adjustment Meetings:

Pleasant Grove City hereby gives notice that the Board of Adjustment will hold its meetings the third Thursday of each month, as needed. The meetings will start at 7:00 p.m. with a pre-meeting at 6:30 p.m., in the City Council Chambers, 86 E. 100 S., Pleasant Grove, Utah.

****Persons desiring to be on the agenda must submit the application at least 30 days preceding the meeting.***

To be placed on the agenda please contact Community Development Dept. at 801-785-6057. Please note that there will not be a BOA meeting held on Thursday, June 19, 2014.

Design Review Board (DRB) Meetings:

Pleasant Grove City hereby gives notice that the Design Review Board of Pleasant Grove will hold meetings,

as needed. These meetings will be held in the Council Chambers 86 East 100 South Pleasant Grove, Utah.

Historical Preservation Committee Meetings:

The Pleasant Grove Historical Committee will hold its meeting as needed. These meeting will be held in the City Hall downstairs conference room 70 South 100 East, Pleasant Grove, Utah starting at 7:00 p.m.

Library Board Meetings:

Pleasant Grove City hereby gives notice that the Library Board will hold its meetings the first Thursday of each month except for December. The meetings will start at 7:00 p.m., downstairs, in the Pleasant Grove City Library multi-purpose room, 30 E. Center St., Pleasant Grove, Utah. Persons desiring to be on the agenda should contact Librarian April Harrison, 801-785-3950.

Metropolitan Water District of Pleasant Grove Meetings:

Pleasant Grove City hereby gives notice that the Metropolitan Water District of Pleasant Grove will hold meetings, as needed. These meetings will be held in the City Hall Conference Room, 70 S. 100 E., Pleasant Grove, Utah.

Municipal Building Authority Meetings:

Pleasant Grove City hereby gives notice that the Municipal Building Authority meetings will be held on the first and third Tuesdays of each month, as needed. The Municipal Building Authority meeting is held in the City Hall Conference Room 70 South 100 East, Pleasant Grove, Utah. Persons desiring to be on the agenda should contact City Hall (801-785-5045) by 9:00 a.m. the Friday before.

Neighborhood Advisory Board Meetings:

Pleasant Grove City hereby gives notice that the Neighborhood Advisory Board (NAB) will hold its regular meetings on the first and third Tuesdays of each month starting at 5:30 p.m. and ending at 6:00 p.m., as needed. The NAB meetings are held in the Community Development Break Room, 86 E. 100 S. Pleasant Grove, Utah. The NAB will only hold one meeting in December. Contact should be made with NAB Chair Libby Flegal, 801-785-7271.

Planning Commission Meetings:

Pleasant Grove City hereby gives notice that the Planning Commission will hold regular meetings on the second and fourth (if needed) Thursday of each month, starting at 7:00 p.m. in the City Council Chambers, 86 E. 100 S., Pleasant Grove, Utah. Meetings will be preceded by a work session at 6:00 p.m. Contact should be made with the Community Development Dept. to be placed on the agenda, 801-785-6057.

Planning Commission Dates	
January 9	July 10
February 13	August 14
March 13	September 11
April 10	October 9
May 8	November 13
June 12	December 11

Redevelopment Agency Meetings:

Pleasant Grove City hereby gives notice that the Redevelopment Agency will hold meetings on the first and third Tuesdays of each month, as needed. The Redevelopment Agency Meeting is held in the City Council Chambers, 86 E. 100 S., Pleasant Grove, Utah. Contact should be made with the City Administrator Scott Darrington to be placed on the agenda, 801-785-5045.

Agendas for the public meetings will be posted in three public places within the Pleasant Grove City limits and on the State and City Website. Inquiries about agendas contact the City Recorder at 801-785-5045.

CERTIFICATE OF POSTING

I certify that the above notice was posted in three public places within the Pleasant Grove City limits on January 2, 2014. Posted at City Hall, Library, Community Development and on the State (<http://pmm.utah.gov>) and City's Website (www.plgrove.org)

Kathy T. Kresser, City Recorder, CMC

*****Please leave posted until Dec. 31, 2014**

**INTERLOCAL AGREEMENT BETWEEN
THE CITY OF OREM, AMERICAN FORK CITY, HIGHLAND CITY, LEHI CITY,
PAYSON CITY, PLEASANT GROVE CITY, SALEM CITY, SPANISH FORK CITY,
AND SPRINGVILLE CITY
FOR THE CREATION OF AN
ETHICS COMMISSION AS PROVIDED FOR BY STATE LAW**

WHEREAS, the City of Orem, American Fork City, Highland City, Lehi City, Payson City, Pleasant Grove City, Salem City, Spanish Fork City, and Springville City (Participating Cities) are all public agencies within the State of Utah and may enter into interlocal cooperation agreements pursuant to the Interlocal Cooperation Act, Title 11, Chapter 13 of the Utah Code; and

WHEREAS, the Participating Cities desire to jointly exercise their authority in a manner that is mutually beneficial and economical for each entity and its citizenry; and

WHEREAS, State law provides for the creation of a local ethics commission to review any complaints regarding the actions of a local entity's elected officials and any appointed executive officer; and

WHEREAS, the creation of this commission will provide for an independent and knowledgeable individual with an understanding of the Municipal Officers' and Employees' Ethics Act, the laws regarding conflict of interest, and the applicable administrative processes; and

WHEREAS, this agreement provides for the creation of the local ethics commission, its processes, and provides for a term of the agreement as well as the termination of this agreement; and

WHEREAS, this agreement is to be approved by the governing body of the Participating Cities and their legal counsel; and

WHEREAS the matter having been submitted and the City Council having fully considered the request as it relates to the health, safety, and general welfare of the City.

WITNESSETH, that the Participating Cities as authorized, enter into this interlocal agreement and agree as follows:

I. LOCAL ETHICS COMMISSION

1. **Authority to create.** Pursuant to § 11-13-101 *et seq.*, these cities are authorized to enter into this agreement and to establish this commission.

2. **Membership.** The commission is made of a city attorney from each of the participating cities.

3. **Membership of commission when convened.** When the commission has been convened upon receiving a complaint, the membership will consist of three city attorneys who will be selected as follows:

(A) A commission member may not be from the city where the complaint originated;

(B) The city recorder who receives the complaint, will randomly select three of the remaining eight cities to serve on the commission. The attorneys from the three cities selected will serve on the commission until the adjudication of the complaint is complete;

(C) After a city attorney has served on a commission, that city will be excluded from any subsequent commission selection process until a city attorney from each of the remaining cities has served on a commission;

(D) The commission is responsible for tracking the service of each of city attorneys so that the city recorders can accurately select the commission; and

(E) The term of the commission appointment ends when the adjudication of the complaint is complete.

4. **No remuneration for service.** Each member of the commission will serve without additional remuneration, and each city agrees not to seek reimbursement against the others for the service of its representative and any necessary staff support.

5. **Meetings.** The commission will meet for the purpose of reviewing ethics complaints. At the beginning of each investigation, the commission will elect a chairperson. It will be the responsibility of the chairperson to lead the investigation, provide necessary staff, provide a written conclusion of any investigation, and maintain the file for that investigation.

6. **Powers and procedures.** The commission's processes and authority are as follows:

(A) **Filing of ethics complaints with commission.**

(1) A complaint may only be filed with the commission under the following conditions:

(a) The complaint must be against an elected or appointed official who is currently serving in that position and allege a violation of the Municipal Officers' and Employees' Ethics Act, Utah Code § 10-3-1301 *et seq.* or other applicable local ordinance.

(b) The complaint must be filed with the city recorder of the respective city on behalf of the commission;

(c) The complaint must be made by either:

(i) two or more registered voters who reside within the boundaries of the respective city; or

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(ii) two or more registered voters who pay a fee or tax to the respective city; or

(iii) one or more registered voters who reside within the boundaries of the respective city plus one or more registered voters who pay a fee or tax to the respective city;

(d) The complaint must be based upon direct evidence or sworn statements by one or more people with actual knowledge of the facts and circumstances supporting the alleged ethics violation;

(e) The complaint may not be filed during the sixty (60) calendar days immediately before a municipal primary election, if the accused elected official is a candidate in the primary election;

(f) The complaint may not be filed during the sixty (60) calendar days immediately before a municipal general election in which the accused elected official is a candidate, unless the accused elected official is unopposed in the election;

(g) The complaint must be in writing and contain:

(i) the name and position of the elected or appointed official alleged to be in violation;

(ii) the name, address, and telephone number of each individual who is filing the complaint;

(iii) a description of each alleged violation of the Municipal Officers' and Employees' Ethics Act, including a reference to the section of the Act alleged to have been violated;

(iv) with reasonable specificity, evidence supporting each allegation, which shall be provided by copies of official records, documentary evidence, or affidavits that include the required information;

(v) a list of witnesses that a complainant wishes to have called or interviewed, including for each witness: the name, address, and, if available, one or more telephone numbers of the witness; a brief summary of the testimony to be provided by the witness; a specific description of any documents or evidence a complainant desires the witness to produce;

(vi) a statement that each complainant:

(A) has reviewed the allegations contained in the complaint and the sworn statements and documents attached to the complaint;

(B) believes that the complaint is submitted in good faith and not for any improper purpose such as harassing the named elected or appointed official, causing unwarranted harm to the accused elected or appointed official's reputation, or causing unnecessary expenditure of public funds; and

(C) believes the allegations contained in the complaint to be true and accurate.

(vii) a statement with the signature of each complainant.

(2) Upon receipt of any ethics complaint, the city recorder shall select the commission using the procedures set forth in this Agreement, inform the city attorneys from the selected cities of their selection, then immediately refer the complaint to the commission. The city recorder shall not notify or inform any other person of the filing of the complaint.

(3) A person filing a complaint under this process is not entitled to reimbursement for attorney fees or costs incurred, regardless of the outcome of the proceedings.

(4) An administrative fee of \$50 must be filed with the complaint. The \$50 filing fee must be paid to the city where the complaint is filed. After the selected commission elects a chairperson, the \$50 administrative fee will be paid to the chairperson's city to defray the costs of administering the complaint.

(B) **Privacy.**

(1) Once an ethics complaint has been filed with the city recorder, neither the city recorder, the commission, nor any of the city's employees may disclose the existence of the complaint, any response to the complaint, or any information concerning the alleged ethics violation that is the subject of the complaint, unless otherwise provided by law.

(2) Nothing in the restrictions above may be construed to hinder or prevent a person from disclosing the facts or allegations about potential criminal violations to a law enforcement authority.

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(3) Nothing in this section may be construed to hinder or prevent the named elected or appointed official from preparing a defense to a complaint, including contacting witnesses or taking other actions in preparation for review by the commission.

(4) Nothing in this section may be construed to hinder or prevent any person from disclosing public records.

(5) If any employee or official of the cities publicly discloses any private information, appropriate disciplinary action may be taken against such individual.

(6) If a complainant publicly discloses any private records or information obtained from private records, the commission may summarily dismiss the complaint without prejudice.

(7) All records received by or generated by or for the commission are private and not subject to disclosure or release, except for the commission's summary findings and recommendation for the respondent or any document that is classified as public in accordance with Utah Code § 63G-2-301.

(C) Initial review of complaint.

(1) Within ten (10) business days after receipt of an ethics complaint, the commission shall examine the complaint to determine if it is in compliance with the filing requirements of paragraph 4.(A).

(2) If the commission determines that the complaint does not comply with the filing requirements, the commission shall return the complaint to the first complainant named on the complaint with a statement detailing the reason(s) for non-compliance. At the same time, the commission shall notify the mayor, city manager, and the city attorney that a complaint filed against an unidentified elected or appointed official has been returned for non-compliance and the fact that a complaint was filed and returned shall be kept confidential until the commission submits its annual summary report to the respective governing bodies and to the city managers. If a complaint is returned by the commission, the complainants may file another complaint if the new complaint independently meets the filing requirements.

(3) If the commission determines that the complaint complies with the filing requirements, the commission shall:

(a) Accept the complaint;

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(b) Promptly forward the complaint to the elected or appointed official who is named in the complaint, together with directions for providing a response to the commission; and

(c) Notify the complainants, the named elected or appointed official, the city recorder, and any support staff of the commission of the privacy requirements.

(4) At its discretion, the commission may determine whether the subject of the complaint should be investigated by a law enforcement agency.

(5) If the commission learns that the subject of the complaint is under criminal investigation, the commission may suspend its review of the complaint pending the resolution of the criminal investigation.

(6) The named elected or appointed official shall have the right to present an answer to the complaint. The answer may contain statements, arguments, and evidence. The answer must be filed within ten (10) business days from the date the complaint was forwarded to the elected or appointed official.

(7) The commission shall dismiss an ethics complaint if:

(a) The named elected or appointed official resigns or is removed from office;

(b) The named elected or appointed official is charged with a criminal violation of the Municipal Officers' and Employees' Ethics Act where the facts and allegations presented in the ethics complaint assert substantially similar facts and allegations as those asserted in the criminal charges; or

(c) The allegations in the complaint, if assumed to be true, do not state a violation of the Municipal Officer's and Employees' Ethics Act.

(D) Consideration of complaint after acceptance.

(1) After acceptance of a complaint, the commission has the discretion to:

(a) Conduct a confidential, independent administrative investigation of the complaint;

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(b) Refer the matter to an independent non-criminal investigator for fact finding and investigation and consider the confidential report of the investigator;

(c) Conduct a hearing in accordance with Subsection (2) of this Section; or

(d) Any combination of the above.

(2) If the commission uses a hearing to review the complaint, the commission shall:

(a) Assure that the hearing includes opening arguments, presentation of evidence, witnesses and rebuttal, consideration of motions, and closing arguments;

(b) Close the hearing to the public;

(c) Allow the complainants and the named elected or appointed official to retain legal representation, at their discretion; and

(d) Provide administrative subpoenas pursuant to its subpoena powers.

(3) For any hearing the commission must provide a notice to the first named complainant and the named elected or appointed official at least five (5) business days prior to the hearing.

(4) The commission shall determine whether the subject matter of the complaint was previously the subject of a filing, public disclosure, or a city attorney ethics advisory opinion. The commission shall take into consideration efforts by the named elected or appointed official to seek legal direction regarding the subject matter of the complaint and any good faith efforts by the named elected or appointed official in response to legal advice received.

(5) The commission shall ensure that a record of any commission meeting or hearing is made, which shall include:

(a) Audio recordings, if any;

(b) Official summaries or minutes taken during the meeting or hearing;

(c) Copies of all documents or other items admitted into evidence or considered by the commission;

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(d) Copies of a document or written order or ruling issued by the commission; and

(e) Any other information the commission deems relevant to the findings and recommendation.

(E) Contempt powers.

(1) The commission may hold a person in contempt if the person:

(a) Refuses to answer a question, without legal justification, after being directed by the commission to answer; or

(b) Fails to comply with a subpoena issued by the commission.

(2) Upon finding a person in contempt, the commission shall report the person to the Fourth District Court and request a warrant of attachment or order to show cause, as provided in Utah Code § 78B-6-313.

(F) Request by elected or appointed official for legal representation.

(1) The named elected or appointed official may request that their city provide a legal defense if the complaint arises from an act or omission during the performance of official duties, within the scope of employment, or under the color of authority.

(2) The respective city may arrange for such legal defense, where appropriate.

(G) Determination by commission.

(1) After review of the complaint, the commission shall determine whether there is clear and convincing evidence supporting a violation of the Municipal Officers' and Employees' Act or applicable local ordinance by the named elected or appointed official. If there are multiple alleged violations, the commission shall separately determine whether clear and convincing evidence supports each violation.

(2) If the commission determines that no allegations in the complaint were proved, the commission shall:

(a) Issue an order that the complaint is dismissed because no allegations in the complaint were found to have been proven;

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(b) Provide notice of the determination of an unidentified subject of a complaint (elected or appointed official) at a regular public meeting of the respective city's council; and

(c) Provide written notice of the determination to the named elected or appointed official and the first named complainant on the complaint.

(3) If the commission determines that one or more of the allegations in the complaint were proved, the commission shall:

(a) Prepare written summary findings and a recommendation for the respective city's council:

(i) Listing the name of each complainant and the name of the subject elected or appointed official;

(ii) For each allegation that was proven:

(A) Provide the reference to the Municipal Officers' and Employees' Act or applicable local ordinance;

(B) Summarize the evidence supporting a violation by clear and convincing evidence;

(C) Make factual findings; and

(iii) Recommend appropriate action to the respective city's council.

(b) Notify the named elected or appointed official and the first complainant on the complaint of the written summary findings and recommendation for the respective city's council; and

(c) Orally report the summary findings and recommendation to the respective city's council in a regular meeting of the city council.

(4) If the commission finds a violation of the Municipal Officers' and Employees' Ethics Act or applicable local ordinance, the commission may recommend to the respective city's council any appropriate action or remedy, including but not limited to censure, reprimand, additional ethics training, or removal from office. The commission's recommendation may depend on the severity of the violation, the elected or appointed official's intent, any history or pattern of abuse by the

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named elected or appointed official, and any economic or other benefit received by the named elected or appointed official.

(H) Annual commission report.

(1) The commission shall prepare, on an annual basis, a summary report that contains:

(a) A general description of the activities of the commission during the past year;

(b) The number of ethics complaints filed with the commission;

(c) The number of ethics complaints dismissed; and

(d) An executive summary of each complaint where the commission found a violation of the Municipal Officers' and Employees' Ethics Act or applicable local ordinance.

(2) The annual report of the commission shall be filed with the respective governing body and with the city manager and shall be a public record.

II. NO NEW ENTITY

This agreement is not intended to create a new or separate entity, as contemplated by the Interlocal Agreement Act.

III. TERMINATION AND ADDITION OF CITIES

1. **Termination.** This agreement shall terminate fifty (50) years from the date the last party enters into the agreement. Any party may withdraw from this agreement upon thirty (30) days' written notice, with or without cause.

2. **Addition of Cities.** A city that is not a party to this agreement, may become a Participating City if: (1) the city agrees to be bound by the terms of this agreement; and (2) a majority of the Participating Cities that are bound by this agreement at the time of the request approve of the new city's participation.

THE CITY OF OREM

JAMES T. EVANS

DRAFT – 10/28/2013

Mayor

ATTEST:

APPROVED AS TO FORM:

DONNA WEAVER
City Recorder

GREG STEPHENS
City Attorney

AMERICAN FORK CITY

ATTEST:

James H. Hadfield
Mayor

APPROVED AS TO FORM:

Richard M. Colborn
City Recorder

City Attorney

HIGHLAND CITY

ATTEST:

Lynn V. Ritchie
Mayor

APPROVED AS TO FORM:

Jody Bates
City Recorder

City Attorney

LEHI CITY

Bert Wilson
Mayor

ATTEST:

APPROVED AS TO FORM:

Marilyn Banasky
City Recorder

Ryan Wood
City Attorney

PAYSON CITY

Rich Moore
Mayor

ATTEST:

APPROVED AS TO FORM:

City Recorder

Mark Sorensen
City Attorney

PLEASANT GROVE CITY

DRAFT – 10/28/2013

Bruce W. Call
Mayor

ATTEST:

APPROVED AS TO FORM:

Kathy T. Kresser
City Recorder

Christina Peterson
City Attorney

SALEM CITY

Randy Brailsford
Mayor

ATTEST:

APPROVED AS TO FORM:

Jeffery Nielson
City Recorder

S. Junior Baker
City Attorney

SPANISH FORK CITY

G. Wayne Andersen
Mayor

ATTEST:

APPROVED AS TO FORM:

Kent Clark
City Recorder

S. Junior Baker
City Attorney

SPRINGVILLE CITY

Wilford W. Clyde
Mayor

ATTEST:

APPROVED AS TO FORM:

Venla Gubler
City Recorder

John Penrod
City Attorney

ORDINANCE NO _____

AN ORDINANCE AMENDING TITLE 2 OF THE CITY OF OREM MUNICIPAL CODE BY THE ADDITION OF ARTICLE 2-34, ESTABLISHING A MUNICIPAL ETHICS COMMISSION; PROVIDING FOR THE MEMBERSHIP THEREOF PURSUANT TO AN INTERLOCAL AGREEMENT; ESTABLISHING THE PROCESS FOR THE FILING OF A COMPLAINT AND THE INVESTIGATION AND ADJUDICATION OF THE COMPLAINT

WHEREAS, the Utah State Legislature has enacted a State law establishing a Political Subdivision Ethics Commission to review complaints regarding the activities of certain elected and appointed officials; and

WHEREAS, the State law permits a municipality to establish its own ethics commission to address the applicable complaints; and

WHEREAS, in reviewing this option, the City of Orem has determined that it is in the best interest of its citizenry to have its own commission, being more convenient, responsive, and accessible to the citizenry; and

WHEREAS, pursuant to that determination, the City Council finds that it is in the best interest of the City of Orem and its citizens to establish its own ethics commission.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF OREM, UTAH AS FOLLOWS:

1. The City Council hereby enacts Article 2-34 of the Orem City Code as follows (the portions of Chapter 2 that are not specifically amended by this ordinance shall remain in full force and effect as currently written):

Article 2-34. MUNICIPAL ETHICS COMMISSION

- 2-34-1 Purpose.**
- 2-34-2 Definitions.**
- 2-34-3 Municipal Officers' and Employees' Ethics Act.**
- 2-34-4 City Attorney advisory opinions.**
- 2-34-5 Municipal Ethics Commission.**

- 2-34-6 Filing of ethics complaints with Commission.**
- 2-34-7 Privacy.**
- 2-34-8 Initial review of complaint.**
- 2-34-9 Consideration of complaint after acceptance.**
- 2-34-10 Contempt powers.**
- 2-34-11 Request by elected or appointed official for legal representation.**
- 2-34-12 Determination by Commission.**
- 2-34-13 Action by City Council.**
- 2-34-14 Knowingly filing of false complaint.**
- 2-34-15 Annual Commission report.**

2-34-1 Purpose.

The purpose of this Article is to prevent improper influence, avoid the appearance of impropriety, and prohibit elected and appointed officials from receiving unjust financial gain from public service. It also seeks to increase public confidence by assuring that governmental actions are taken ethically.

2-34-2 Definitions.

- (1) For the purposes of this Article, "Commission" means the Municipal Ethics Commission formed pursuant to Section 2-34-5 of this Article.
- (2) For the purposes of this Article, "elected officials" includes only the members of the Orem City Council and the Mayor.
- (3) For the purposes of this Article, "appointed official" means the City Manager or similar non-elected chief executive officer.

2-34-3 Municipal Officers' and Employees' Ethics Act

- (1) Elected and appointed officials of the City of Orem are required to comply with the Municipal Officers' and Employees' Ethics Act (Utah Code § 10-3-1301 *et seq.*) as amended, which is incorporated herein by reference.
- (2) Included in the Municipal Officers' and Employees' Ethics Act is the obligation of elected and appointed officials to:
 - (a) Not disclose or improperly use private, controlled, or protected information acquired by them by reason of their position or in the course of their duties in order to further substantially their personal economic interest or to secure special privileges or exemptions for the elected or appointed official or others; and avoid the use of their office for personal benefit;
 - (b) Not use or attempt to use their position to further substantially their personal economic interest or secure special privileges for the elected or appointed official or for others;
 - (c) Not knowingly receive, accept, take, seek, or solicit, directly or indirectly, for the elected or appointed official or for another, a gift of substantial value or a substantial economic benefit tantamount to a gift that:
 - (i) would tend improperly to influence a reasonable person in the elected or appointed official's position to depart from the faithful and impartial discharge of the person's public duty; or
 - (ii) the elected or appointed official knows or that a reasonable person in that position should know under the circumstances is primarily for the purpose of rewarding the elected or appointed official for official action taken.
 - (d) The Municipal Officers' and Employees' Ethics Act also requires public disclosures and filings in certain circumstances as described in the Act, including:
 - (i) Where an elected or appointed official receives or agrees to receive compensation for assisting any person or business entity in any transaction involving the City of Orem;
 - (ii) Where an elected or appointed official is an officer, director, agent, or employee or the owner of a substantial interest in any business entity which is subject to regulation by the City of Orem;
 - (iii) Where the elected or appointed official is an officer, director, agent, employee, or owner of a substantial interest in any business entity which does or anticipates doing business with the City of Orem; and

(iv) Where an elected or appointed official has a personal interest or investment which creates a conflict between the elected or appointed official's personal interests and the elected or appointed official's public duties.

2-34-4 City Attorney advisory opinions.

(1) Elected and appointed officials of the City of Orem may request of the City Attorney an advisory opinion concerning the application of the Municipal Officers' and Employees' Ethics Act. The City Attorney shall accept and process these advisory opinion requests. As soon as practicable, but not later than thirty (30) days after the City Attorney receives a request for an advisory opinion, the City Attorney shall render a written opinion to the Mayor, City Council, and to the City Manager. All advisory opinions shall be available for public review, but may be in such form and with such deletions as may be necessary to prevent the disclosure of the identity of the persons involved or to protect personal privacy interests.

(2) An advisory opinion rendered by the City Attorney, until amended or revoked by the City Attorney, shall be a defense in any action brought by a complainant against the elected or appointed official and shall be binding on the City in any subsequent proceedings concerning the person who requested the opinion and who acted in good faith upon it, unless material facts were omitted or misstated by the person requesting the opinion.

2-34-5 Municipal Ethics Commission.

(1) The City of Orem establishes a Municipal Ethics Commission pursuant to Utah Code § 10-3-1311 and Utah Code § 11-13-101 *et seq.* The Commission is a three (3) person commission as provided for in an Interlocal Agreement between the City of Orem and the other participating municipalities. Upon receiving a complaint the membership of the Commission shall be determined by random selection from the pool of eligible participating municipalities.

(2) The Office of the City Attorney shall provide the Commission such administrative or other support as requested by the Commission.

2-34-6 Filing of ethics complaints with Commission.

(1) A complaint may only be filed with the Commission under the following conditions:

- (a) The complaint must be against an elected or appointed official of the City of Orem who is currently serving in their elected or appointed position and allege a violation of the Municipal Officers' and Employees' Ethics Act;
- (b) The complaint must be filed with the City Recorder of the City of Orem on behalf of the Commission;
- (c) The complaint must be made by either:
 - (i) two or more registered voters who reside within the boundaries of the City or Orem; or
 - (ii) two or more registered voters who pay a fee or tax to the City of Orem; or
 - (iii) one or more registered voters who reside within the boundaries of the City of Orem plus one or more registered voters who pay a fee or tax to the City of Orem;
- (d) The complaint must be based upon direct evidence or sworn statements by one or more people with actual knowledge of the facts and circumstances supporting the alleged ethics violation;
- (e) The complaint may not be filed during the sixty (60) calendar days immediately before a municipal primary election, if the accused elected or appointed official is a candidate in the primary election;
- (f) The complaint may not be filed during the sixty (60) calendar days immediately before a municipal general election in which the accused elected or appointed official is a candidate, unless the accused elected or appointed official is unopposed in the election;
- (g) The complaint must be in writing and contain:
 - (i) the name and position of the elected or appointed official alleged to be in violation;
 - (ii) the name, address, and telephone number of each individual who is filing the complaint;
 - (iii) a description of each alleged violation of the Municipal Officers' and Employees' Ethics Act, including a reference to the section of the Act alleged to have been violated;

(iv) with reasonable specificity, evidence supporting each allegation, which shall be provided by copies of official records, documentary evidence, or affidavits that include the required information;

(v) a list of witnesses that a complainant wishes to have called or interviewed, including for each witness: the name, address, and, if available, one or more telephone numbers of the witness; a brief summary of the testimony to be provided by the witness; a specific description of any documents or evidence a complainant desires the witness to produce;

(vi) a statement that each complainant:

(A) has reviewed the allegations contained in the complaint and the sworn statements and documents attached to the complaint;

(B) believes that the complaint is submitted in good faith and not for any improper purpose such as harassing the named elected or appointed official, causing unwarranted harm to the accused elected or appointed official's reputation, or causing unnecessary expenditure of public funds; and

(C) believes the allegations contained in the complaint to be true and accurate.

(vii) a statement with the signature of each complainant.

(2) Upon receipt of any ethics complaint, the city recorder shall select the commission using the procedures set forth in the Interlocal Agreement, inform the city attorneys from the selected cities of their selection, then immediately refer the complaint to the commission. The city recorder shall not notify or inform any other person of the filing of the complaint.

(3) A person filing a complaint under this Article is not entitled to reimbursement for attorney fees or costs incurred, regardless of the outcome of the proceedings.

(4) An administrative fee of \$50 must be filed with the complaint. The \$50 filing fee must be paid to the city where the complaint is filed. After the selected commission elects a chairperson, the \$50 administrative fee will be paid to the chairperson's city to defray the costs of administering the complaint.

2-34-7 Privacy.

(1) Once an ethics complaint has been filed with the City Recorder, neither the City Recorder, the Commission, nor any City employee may disclose the existence of the complaint, any response to the complaint, or any information concerning the alleged ethics violation that is the subject of the complaint, unless otherwise provided in this Article.

(2) Nothing in the restrictions above may be construed to hinder or prevent a person or the City Attorney of the City of Orem from disclosing the facts or allegations about potential criminal violations to a law enforcement authority.

(3) Nothing in this Section may be construed to hinder or prevent the named elected or appointed official from preparing a defense to a complaint, including contacting witnesses or taking other actions in preparation for review by the Commission.

(4) Nothing in this Section may be construed to hinder or prevent any person from disclosing public records.

(5) If any employee or official of the City publicly discloses any private information, appropriate disciplinary action may be taken against such individual.

(6) If a complainant publicly discloses any private records or information obtained from private records, the Commission may summarily dismiss the complaint without prejudice.

(7) All records, that are not public records, received by or generated by or for the Commission are private and not subject to disclosure or release, except for the Commission's summary findings and recommendation for the City Council or any document that is classified as public in accordance with Utah Code § 63G-2-301.

2-34-8 Initial review of complaint.

(1) Within ten (10) business days after receipt of an ethics complaint, the Commission shall examine the complaint to determine if it is in compliance with the filing requirements of this Article.

(2) If the Commission determines that the complaint does not comply with the filing requirements of this Article, the Commission shall return the complaint to the first complainant named on the complaint with

a statement detailing the reason(s) for non-compliance. At the same time, the Commission shall notify the City Manager, Mayor, City Council, and the City Attorney that a complaint filed against an unidentified elected or appointed official has been returned for non-compliance with this Article and the fact that a complaint was filed and returned shall be kept confidential until the Commission submits its annual summary report to the City Council and to the Mayor. If a complaint is returned by the Commission, the complainants may file another complaint if the new complaint independently meets the filing requirements of this Article.

(3) If the Commission determines that the complaint complies with the filing requirements of this Chapter, the Commission shall:

- (a) Accept the complaint;
- (b) Promptly forward the complaint to the elected or appointed official who is named in the complaint, together with directions for providing a response to the Commission;
- (c) If appropriate, request assistance from the Office of the City Attorney; and
- (d) Notify the complainants, the named elected or appointed official, the City Recorder, and the employees in the Office of the City Attorney of the privacy requirements of this Article.

(4) At its discretion, the Commission may determine whether the subject of the complaint should be investigated by a law enforcement agency.

(5) If the Commission learns that the subject of the complaint is under criminal investigation, the Commission may suspend its review of the complaint pending the resolution of the criminal investigation.

(6) The named elected or appointed official shall have the right to present an answer to the complaint. The answer may contain statements, arguments, and evidence. The answer must be filed within ten (10) business days from the date the complaint was forwarded the elected or appointed official.

(7) The Commission shall dismiss an ethics complaint if:

- (a) The named elected or appointed official resigns or is removed from office with the City of Orem;
- (b) The named elected or appointed official is charged with a criminal violation of the Municipal Officers' and Employees' Ethics Act where the facts and allegations presented in the ethics complaint assert substantially similar facts and allegations as those asserted in the criminal charges; or
- (c) The allegations in the complaint, if assumed to be true, do not state a violation of the Municipal Officer's and Employees' Ethics Act.

2-34-9 Consideration of complaint after acceptance.

- (1) After acceptance of a complaint, the Commission has the discretion to:
 - (a) Conduct a confidential, independent administrative investigation of the complaint;
 - (b) Refer the matter to an independent non-criminal investigator for fact finding and investigation and consider the confidential report of the investigator;
 - (c) Conduct a hearing in accordance with Subsection (2) of this Section; or
 - (d) Any combination of the above.
- (2) If the Commission uses a hearing to review the complaint, the Commission shall:
 - (a) Assure that the hearing includes opening arguments, presentation of evidence, witnesses and rebuttal, consideration of motions, and closing arguments;
 - (b) Close the hearing to the public;
 - (c) Allow the complainants and the named elected or appointed official to retain legal representation, at their discretion; and
 - (d) Provide administrative subpoenas pursuant to its subpoena powers.
- (3) For any hearing the Commission must provide a notice to the first named complainant and the named elected or appointed official at least five (5) business days prior to the hearing.
- (4) The Commission shall determine whether the subject matter of the complaint was previously the subject of a filing, public disclosure, or a City Attorney ethics advisory opinion. The Commission shall take into consideration efforts by the named elected or appointed official to seek legal direction regarding the subject matter of the complaint and any good faith efforts by the named elected or appointed official in response to legal advice received.
- (5) The Commission shall ensure that a record of any Commission meeting or hearing is made, which shall include:
 - (a) Audio recordings, if any;

(b) Official summaries or minutes taken during the meeting or hearing;
(c) Copies of all documents or other items admitted into evidence or considered by the Commission;
(d) Copies of a document or written order or ruling issued by the Commission; and
(e) Any other information the Commission deems relevant to the findings and recommendation.

2-34-10 Contempt powers.

(1) The Commission may hold a person in contempt if the person:
(a) Refuses to answer a question, without legal justification, after being directed by the Commission to answer; or
(b) Fails to comply with a subpoena issued by the Commission.
(2) Upon finding a person in contempt, the Commission shall report the person to the Fourth District Court and request a warrant of attachment or order to show cause, as provided in Utah Code § 78B-6-313.

2-34-11 Request by elected or appointed official for legal representation.

(1) The named elected or appointed official may request that the City provide a legal defense if the complaint arises from an act or omission during the performance of official duties, within the scope of employment, or under the color of authority.
(2) The City Attorney may arrange for such legal defense, where appropriate.

2-34-12 Determination by Commission.

(1) After review of the complaint, the Commission shall determine whether there is clear and convincing evidence supporting a violation of the Municipal Officers' and Employees' Act by the named elected or appointed official. If there are multiple alleged violations the Commission shall separately determine whether clear and convincing evidence supports each violation. The determination shall be by majority vote of the Commission.

(2) If the Commission determines that no allegations in the complaint were proved, the Commission shall:

(a) Issue an order that the complaint is dismissed because no allegations in the complaint were found to have been proven;
(b) Provide notice of the determination of an unidentified elected or appointed official at a regular public meeting of the City Council; and
(c) Provide written notice of the determination to the named elected or appointed official and the first named complainant on the complaint.

(3) If the Commission determines that one or more of the allegations in the complaint were proved, the Commission shall:

(a) Prepare written summary findings and a recommendation for the City Council:
(i) Listing the name of each complainant and the name of the subject elected or appointed official;
(ii) For each allegation that was proven:
(A) Provide the reference to the Municipal Officers' and Employees' Act;
(B) Summarize the evidence supporting a violation by clear and convincing evidence;
(C) Make factual findings; and
(iii) Recommend appropriate action to the City Council.

(b) Notify the named elected or appointed official and the first complainant on the complaint of the written summary findings and recommendation for the City Council; and

(c) Orally report the summary findings and recommendation to the City Council in a regular meeting of the City Council.

(4) If the Commission finds a violation of the Municipal Officers' and Employees' Ethics Act, the Commission may recommend to the City Council any appropriate action or remedy, including but not limited to censure, reprimand, additional ethics training, or removal from office. The Commission's recommendation

may depend on the severity of the violation, the elected or appointed official's intent, any history or pattern of abuse by the named elected or appointed official, and any economic or other benefit received by the named elected or appointed official.

2-34-13 Action by City Council.

(1) Upon receipt of any finding and recommendation by the Commission, the City Council shall review the recommendation and take action at its discretion.

(2) The elected or appointed official referred for a violation may not participate in the City Council's deliberation or cast a vote as the City Council decides whether to take action and which action to take.

2-34-14 Knowingly filing of false complaint.

Any person who files a complaint against an elected or appointed official pursuant to this Article, knowing that such complaint is frivolous, malicious, false, or otherwise without merit, shall be guilty of a class B misdemeanor.

2-34-15 Annual Commission report.

(1) If there has been any activity by the Commission during the previous years the Commission shall prepare, on an annual basis, a summary report that contains:

(a) A general description of the activities of the Commission during the past year;

(b) The number of ethics complaints filed with the Commission;

(c) The number of ethics complaints dismissed; and

(d) An executive summary of each complaint where the Commission found a violation of the Municipal Officers' and Employees' Ethics Act.

(2) The annual report of the Commission shall be filed with the Mayor, City Council, and with the City Manager and shall be a public record.

2. If any part of this ordinance shall be declared invalid, such decision shall not affect the validity of the remainder of this ordinance.

3. All other ordinances, policies, and resolutions in conflict herewith are hereby repealed. This ordinance shall take effect immediately upon passage and publication in a newspaper of general circulation in the City of Orem.

PASSED, APPROVED, AND ORDERED PUBLISHED this ____ day of _____
2013.

James T. Evans, Mayor

ATTEST:

Donna R. Weaver, City Recorder

COUNCIL MEMBERS VOTING "AYE"

COUNCIL MEMBERS VOTING "NAY"

GL Acct No	Vendor	Vendor Name	Description	Invoice No	PO No	Inv Date	Amount
10-13100	GENERAL FUND - ACCTS REC.- CITY EMPLOYEES						
	7505	SKAGGS COMPANIES, INC.	PD/PERSONAL SUPPLIES	2076863		07/03/2013	44.00
	7505	SKAGGS COMPANIES, INC.	PD/PERSONAL SUPPLIES	2139395		10/18/2013	12.99
	7505	SKAGGS COMPANIES, INC.	PD/PERSONAL SUPPLIES	2146004		10/29/2013	12.99
	7505	SKAGGS COMPANIES, INC.	PD/PERSONAL SUPPLIES	2146012		10/29/2013	91.99
	7505	SKAGGS COMPANIES, INC.	PD/PERSONAL SUPPLIES	2147241		10/30/2013	47.99
	7505	SKAGGS COMPANIES, INC.	PD/PERSONAL SUPPLIES	2147246		10/30/2013	29.69
	7505	SKAGGS COMPANIES, INC.	PD/PERSONAL SUPPLIES	2149059		11/01/2013	95.98
	7505	SKAGGS COMPANIES, INC.	PD/PERSONAL SUPPLIES	2150288		11/05/2013	555.88
	7505	SKAGGS COMPANIES, INC.	PD/PERSONAL SUPPLIES	2153469		11/08/2013	95.98
	7505	SKAGGS COMPANIES, INC.	PD/PERSONAL SUPPLIES	2154773		11/12/2013	203.98
	7505	SKAGGS COMPANIES, INC.	PD/PERSONAL SUPPLIES	2154794		11/12/2013	29.99
	7505	SKAGGS COMPANIES, INC.	PD/PERSONAL SUPPLIES	2156382		11/14/2013	22.99
	7505	SKAGGS COMPANIES, INC.	PD/PERSONAL SUPPLIES	2156388		11/14/2013	23.99
	7505	SKAGGS COMPANIES, INC.	PD/PERSONAL SUPPLIES	2156395		11/14/2013	39.99
	9131	VERIZON WIRELESS	MULTI DEPT/CELL PHONE EXPENSE	9714187848		11/01/2013	600.00
							1,908.43
10-15850	GENERAL FUND - POLICE WARRANT CLEARING						
	4818	LINDON JUSTICE COURT	WARRANT CLEARING	111413		11/14/2013	602.10
10-21230	GENERAL FUND - STATE INSURANCE PAYABLE						
	8954	UTAH LOCAL GOVT. INS. TRUST	WORKERS COMP MONTHLY FEE	1470690		11/23/2013	7,182.55
10-22390	GENERAL FUND - LEGAL SHIELD						
	4729	LEGAL SHIELD	LEGAL SERVICE FOR PD OFFICERS	112313		11/23/2013	127.65
10-24230	GENERAL FUND - DUES POLICE DEPARTMENT						
	3571	GURR'S COPYTEC	PD/POSTCARDS, STAMPS & FLYERS	136608		10/30/2013	1,218.00
10-24250	GENERAL FUND - DUE PG FIRE DEPT ASSOCIATION						
	5033	MACEYS	FIRE/ASSOCIATION EXPENSE	913946		10/29/2013	22.00
10-24350	GENERAL FUND - SENIOR CITIZEN CLEARING						
	5478	MOUNTAINLAND ASSOCIATION	SR. CNTR/MEALS	103113		10/31/2013	943.00
	5478	MOUNTAINLAND ASSOCIATION	SR.CNTR/ENSURE	103113		10/31/2013	80.00
							1,023.00
10-24400	GENERAL FUND - CLEARING ACCOUNT						
	9017	UTAH TRANSIT AUTHORITY	SALES TAX	635040		10/24/2013	429.11
10-36-900	GENERAL FUND - MISCELLANEOUS - MISCELLANEOUS REVENUE						
	8954	UTAH LOCAL GOVT. INS. TRUST	WORKERS COMP PAYROLL AUDIT	1470688		11/23/2013	4,319.29
10-41-420	GENERAL FUND - GENERAL GOVERNMENT - ELECTION EXPENSE						
	1401	CARR PRINTING CO.	ELECTION SUPPLIES	137242		11/14/2013	5,860.81
Total GENERAL GOVERNMENT							5,860.81
10-42-240	GENERAL FUND - JUDICIAL - OFFICE EXPENSE						
	2122	CULLIGAN BOTTLED WATER	JUDICIAL/DRINKING WATER	52478700		10/31/2013	10.70
	2122	CULLIGAN BOTTLED WATER	JUDICIAL/DRINKING WATER	52478800		10/31/2013	6.75
							17.45
10-42-280	GENERAL FUND - JUDICIAL - TELEPHONE EXPENSE						
	4138	INCONTACT, INC.	MULTI DEPT. PHONE EXPENSE	124430775		11/01/2013	2.97
	5950	PAETEC	MULTI DEPT/PHONE EXPENSE	6135778		11/11/2013	26.44
	5951	PAETEC	MULTI DEPT/PHONE SERVICE	55033506		11/01/2013	53.82

GL Acct No	Vendor	Vendor Name	Description	Invoice No	PO No	Inv Date	Amount
							83.23
10-42-330	GENERAL FUND - JUDICIAL - PROFESSIONAL SERVICES						
	222	ALL PRO SECURITY LLC	JUDICIAL/CONSTABLES	2013389		10/31/2013	439.92
	222	ALL PRO SECURITY LLC	JUDICIAL/CONSTABLES	2013-409		11/14/2013	383.50
	7384	SESSIONS, BROOK PC	LEGAL/PROFESSIONAL SERVICES	10702		10/30/2013	150.00
							973.42
Total JUDICIAL							1,074.10
10-43-220	GENERAL FUND - NON-DEPARTMENTAL - PRINTING AND PUBLICATION						
	2233	DAILY HERALD COMMUNICATIONS	GEN GOV/NOTICES	110313		11/03/2013	1,774.60
	6343	PLEASANT GROVE PRINTERS	GEN GOV/BOND FLYER	6404		11/11/2013	8.50
							1,783.10
10-43-340	GENERAL FUND - NON-DEPARTMENTAL - YOUTH COURT EXPENSES						
	1788	CLARINE, DAVID RAY	CONTRACED SANTA	111413		11/14/2013	350.00
10-43-510	GENERAL FUND - NON-DEPARTMENTAL - INSURANCE & BONDS						
	8954	UTAH LOCAL GOVT. INS. TRUST	LIABILITY DEDUCTIBLES	122265		11/23/2013	618.75
	8954	UTAH LOCAL GOVT. INS. TRUST	PROPERTY ENDORSEMENT	1470689		11/23/2013	22.30
	8954	UTAH LOCAL GOVT. INS. TRUST	BOND 71036687	1470691		11/23/2013	1,650.00
							2,291.05
10-43-610	GENERAL FUND - NON-DEPARTMENTAL - MISCELLANEOUS EXPENSE						
	745	BALLARD SPAHR LLP	PROFESSIONAL SERVICE	2013113383		11/11/2013	2,814.00
Total NON-DEPARTMENTAL							7,238.15
10-44-220	GENERAL FUND - LEGAL SERVICES - PUBLICATION EXPENSE						
	1877	CODE-CO LAW PUBLISHERS	LEGAL/UTAH ADVANCE REPORTS	39049		11/05/2013	249.00
Total LEGAL SERVICES							249.00
10-46-240	GENERAL FUND - ADMINISTRATIVE SERVICES - OFFICE EXPENSE						
	1371	CANON SOLUTIONS AMERICAN, INC.	ADM/COPIER MAINTENANCE	618699		11/07/2013	62.46
	5610	NEOFUNDS BY NEOPOST	ADM/POSTAGE	110513		11/05/2013	2,000.00
	5730	OFFICE DEPOT, INC.	ADM/OFFICE SUPPLIES	82940181001		11/13/2013	41.83
							2,104.29
10-46-280	GENERAL FUND - ADMINISTRATIVE SERVICES - TELEPHONE EXPENSE						
	5950	PAETEC	MULTI DEPT/PHONE EXPENSE	6135778		11/11/2013	81.51
	5950	PAETEC	MULTI DEPT/PHONE EXPENSE	6135778		11/11/2013	29.29
	5951	PAETEC	MULTI DEPT/PHONE SERVICE	55033506		11/01/2013	107.63
							218.43
10-46-330	GENERAL FUND - ADMINISTRATIVE SERVICES - PROFESSIONAL SERVICES						
	4810	LIGHTHOUSE INTERPRETING	INTERPRETING SERVICES	1013001		11/01/2013	135.00
10-46-610	GENERAL FUND - ADMINISTRATIVE SERVICES - MISCELLANEOUS EXPENSE						
	5033	MACEYS	ADM/BIRTHDAY EXPENSE	913412		11/18/2013	17.99
Total ADMINISTRATIVE SERVICES							2,475.71
10-47-510	GENERAL FUND - FACILITIES - CITY HALL - HEATING EXPENSE						
	6672	QUESTAR GAS	MULTI DEPT/HEATING EXPENSE	112313		11/23/2013	45.66

GL Acct No	Vendor	Vendor Name	Description	Invoice No	PO No	Inv Date	Amount
10-47-580	GENERAL FUND - FACILITIES - OLD BELL SCHOOL - HEATING						
	6672	QUESTAR GAS	MULTI DEPT/HEATING EXPENSE	112313		11/23/2013	115.42
10-47-600	GENERAL FUND - FACILITIES - COMMUNITY CNTR - HEATING						
	6672	QUESTAR GAS	MULTI DEPT/HEATING EXPENSE	112313		11/23/2013	99.67
	6672	QUESTAR GAS	MULTI DEPT/HEATING EXPENSE	112313		11/23/2013	636.09
	6672	QUESTAR GAS	MULTI DEPT/HEATING EXPENSE	112313		11/23/2013	231.71
							967.47
10-47-620	GENERAL FUND - FACILITIES - COMMUNITY CENTER - BLDG MAINT						
	238	ALLIED WASTE SERVICES #864	ALL DEPT/WASTE COLLECTIONS	112113		11/23/2013	407.46
	238	ALLIED WASTE SERVICES #864	ALL DEPT/WASTE COLLECTIONS	112213		11/23/2013	147.95
							555.41
10-47-640	GENERAL FUND - FACILITIES - FIRE/AMBULANCE - HEATING						
	6672	QUESTAR GAS	MULTI DEPT/HEATING EXPENSE	112313		11/23/2013	570.89
10-47-680	GENERAL FUND - FACILITIES - CEMETERY BLDG - HEATING						
	6672	QUESTAR GAS	MULTI DEPT/HEATING EXPENSE	112313		11/23/2013	161.70
10-47-710	GENERAL FUND - FACILITIES - LIBRARY/SENIOR - HEATING						
	6672	QUESTAR GAS	MULTI DEPT/HEATING EXPENSE	112313		11/23/2013	267.21
10-47-730	GENERAL FUND - FACILITIES - LIBRARY/SENIOR - BLDG MAINT						
	7270	SCHOONOVER PLUMBING & HEATING	BUILDING MAINTENANCE	18018		10/31/2013	737.00
10-47-750	GENERAL FUND - FACILITIES - PUMP HOUSE - HEATING						
	6672	QUESTAR GAS	MULTI DEPT/HEATING EXPENSE	112313		11/23/2013	69.31
10-47-760	GENERAL FUND - FACILITIES - PUBLIC WORKS - HEATING						
	6672	QUESTAR GAS	MULTI DEPT/HEATING EXPENSE	112313		11/23/2013	928.40
10-47-790	GENERAL FUND - FACILITIES - RENTAL PROPERTY EXPENSES						
	6672	QUESTAR GAS	MULTI DEPT/HEATING EXPENSE	112313		11/23/2013	176.29
	6672	QUESTAR GAS	MULTI DEPT/HEATING EXPENSE	112313		11/23/2013	5.50
	6672	QUESTAR GAS	MULTI DEPT/HEATING EXPENSE	112313		11/23/2013	14.75
							196.54
10-47-810	GENERAL FUND - FACILITIES - SR CENTER - HEATING						
	6672	QUESTAR GAS	MULTI DEPT/HEATING EXPENSE	112313		11/23/2013	104.97
Total FACILITIES							4,719.98
10-51-240	GENERAL FUND - ENGINEERING - OFFICE EXPENSE						
	3571	GURR'S COPYTEC	ENG/LDC COLOR	111913		11/19/2013	45.00
10-51-250	GENERAL FUND - ENGINEERING - VEHICLE EXPENSE						
	4748	LES SCHWAB TIRES	ENG/VEHICLE MAINTENANCE	50800074034		11/12/2013	119.95
10-51-285	GENERAL FUND - ENGINEERING - CELLULAR SERVICES						
	7780	SPRINT	MULTI DEPT/CELL PHONE EXPENSE	179349321042		10/27/2013	49.96
	9131	VERIZON WIRELESS	MULTI DEPT/CELL PHONE EXPENSE	9714187848		11/01/2013	40.01
							89.97
10-51-332	GENERAL FUND - ENGINEERING - PROFESSIONAL SERVICES						
	2770	EXCEL ENGINEERING, INC.	PINE MEADOWS SEWER WATER PRO	3452		11/19/2013	400.00
	3970	HORROCKS ENGINEERS, INC.	MULTI DEPT/ENGINEERING	32902		11/14/2013	4,436.48
	4292	J.U.B. ENGINEERS, INC.	GEN ENGINEERING	84332		10/17/2013	2,882.27
	4292	J.U.B. ENGINEERS, INC.	GEN ENGINEERING	84344		10/17/2013	530.73

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	4292	J.U.B. ENGINEERS, INC.	GEN ENGINEERING	84345		10/17/2013	5,472.23
	4292	J.U.B. ENGINEERS, INC.	MULTI DEPT/ GENERAL ENGINEERING	84346		10/17/2013	1,161.39
	4292	J.U.B. ENGINEERS, INC.	MULTI DEPT/ GENERAL ENGINEERING	84346		10/17/2013	4,128.18
	4292	J.U.B. ENGINEERS, INC.	MULTI DEPT/ GENERAL ENGINEERING	84346		10/17/2013	76.01
	4292	J.U.B. ENGINEERS, INC.	MULTI DEPT/ GENERAL ENGINEERING	84346		10/17/2013	283.38
							<u>19,370.67</u>
Total ENGINEERING							<u>19,625.59</u>
10-52-240	GENERAL FUND - COMMUNITY DEVELOPMENT - OFFICE EXPENSE						
	5730	OFFICE DEPOT, INC.	COM DEV/OFFICE SUPPLIES	79390466001		11/21/2013	136.87
10-52-280	GENERAL FUND - COMMUNITY DEVELOPMENT - TELEPHONE EXPENSE						
	5950	PAETEC	MULTI DEPT/PHONE EXPENSE	6135778		11/11/2013	29.10
	5951	PAETEC	MULTI DEPT/PHONE SERVICE	55033506		11/01/2013	80.73
							<u>109.83</u>
10-52-285	GENERAL FUND - COMMUNITY DEVELOPMENT - CELLULAR SERVICES						
	7780	SPRINT	MULTI DEPT/CELL PHONE EXPENSE	79349321042		10/27/2013	144.72
10-52-610	GENERAL FUND - COMMUNITY DEVELOPMENT - MISCELLANEOUS						
	5457	MOUNT OLYMPUS	COM DEV/BOTTLED WATER	102413		10/24/2013	31.51
							<u>31.51</u>
Total COMMUNITY DEVELOPMENT							<u>422.93</u>
10-54-210	GENERAL FUND - POLICE DEPARTMENT - MEETINGS & MEMBERSHIPS						
	5033	MACEYS	PD/ASSORTED EXPENSE	111313		11/13/2013	22.79
	5033	MACEYS	PD/ASSORTED EXPENSE	913489		11/05/2013	76.14
							<u>98.93</u>
10-54-240	GENERAL FUND - POLICE DEPARTMENT - OFFICE EXPENSE						
	990	BLUEFIN OFFICE GROUP	PD/OFFICE SUPPLIES	12516210		11/07/2013	347.88
	990	BLUEFIN OFFICE GROUP	PD/OFFICE SUPPLIES	12525040		11/20/2013	81.40
	2122	CULLIGAN BOTTLED WATER	PD/DRINKING WATER	52373300		10/23/2013	10.75
	2122	CULLIGAN BOTTLED WATER	PD/DRINKING WATER	52373400		10/23/2013	56.75
	2122	CULLIGAN BOTTLED WATER	PD/DRINKING WATER	52478900		10/31/2013	10.75
	4655	LANGUAGE LINE SERVICES	PD/INTERPRETATION	3263596		10/31/2013	2.87
	6343	PLEASANT GROVE PRINTERS	PD/BUSINESS CARDS	6404		11/11/2013	150.00
							<u>660.40</u>
10-54-250	GENERAL FUND - POLICE DEPARTMENT - VEHICLE EXPENSE						
	1001	BOB'S TOWING & RECOVERY, INC.	TOWING EXPENSE	368		11/13/2013	57.50
	2441	DISCOUNT TIRE CO.	PD/VEHICLE TIRES	7830252		11/12/2013	540.00
	2681	ELITE REPAIRS AND SPECIALIZED	PD/VEHICLE REPAIR	3602		11/07/2013	630.85
	3468	GREASE MONKEY #790	PD/VEHICLE MAINTENANCE	131910		11/01/2013	87.28
	3468	GREASE MONKEY #790	PD/VEHICLE MAINTENANCE	132348		11/12/2013	74.68
	4748	LES SCHWAB TIRES	PD/VEHICLE TIRES	50800072708		10/31/2013	853.04
	5833	O'REILLY AUTOMOTIVE INC.	PD/VEHICLE EXPENSE	3623325312		10/25/2013	49.99
	5833	O'REILLY AUTOMOTIVE INC.	PD/VEHICLE EXPENSE	3623327162		11/04/2013	118.76
	5833	O'REILLY AUTOMOTIVE INC.	PD/VEHICLE EXPENSE	3623327708		11/07/2013	6.58
	9120	VEHICLE LIGHTING SOLUTIONS INC	PD/VEHICLE EQUIPMENT	50832		10/28/2013	135.00
							<u>2,553.68</u>
10-54-280	GENERAL FUND - POLICE DEPARTMENT - TELEPHONE EXPENSE						
	5950	PAETEC	MULTI DEPT/PHONE EXPENSE	6135778		11/11/2013	156.69
	5951	PAETEC	MULTI DEPT/PHONE SERVICE	55033506		11/01/2013	242.19

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							398.88
10-54-285	GENERAL FUND - POLICE DEPARTMENT - CELLULAR SERVICES						
	9131	VERIZON WIRELESS	MULTI DEPT/CELL PHONE EXPENSE	9714187848		11/01/2013	2,716.31
10-54-300	GENERAL FUND - POLICE DEPARTMENT - UNIFORM EXPENSE						
	7505	SKAGGS COMPANIES, INC.	PD/UNIFORM EXPENSE	2105984		08/23/2013	104.97
	7505	SKAGGS COMPANIES, INC.	PD/UNIFORM EXPENSE	2145959		10/29/2013	89.98
	7505	SKAGGS COMPANIES, INC.	PD/UNIFORM EXPENSE	2145998		10/29/2013	179.96
	7505	SKAGGS COMPANIES, INC.	PD/UNIFORM EXPENSE	2146012		10/29/2013	12.99
	8400	TIMP DRY CLEANERS	PD/UNIFORM CLEANING EXPENSE	110613		11/06/2013	336.30
							724.20
10-54-440	GENERAL FUND - POLICE DEPARTMENT - K9 SUPPLIES						
	8394	TIMPANOGOS ANIMAL HOSPITAL	PD/CANINE EXAM	88574		10/30/2013	383.57
	8394	TIMPANOGOS ANIMAL HOSPITAL	PD/CANINE EXAM	88777		11/05/2013	488.36
							871.93
10-54-450	GENERAL FUND - POLICE DEPARTMENT - RADIO SERVICE						
	8822	UTAH COMMUNICATIONS AGENCY	PD/MONTHLY RADIO SERVICE	47957		10/31/2013	906.75
10-54-480	GENERAL FUND - POLICE DEPARTMENT - DEPARTMENTAL SUPPLIES						
	813	BATTERIES PLUS #357	PD/BATTERIES	3571047001		11/19/2013	128.85
	813	BATTERIES PLUS #357	PD/DEPARTMENTAL SUPPLIES	357273893		11/01/2013	140.00
	4246	INTERSTATE BARRICADES	PD/DEPARTMENTAL SUPPLIES	104232		11/06/2013	19.88
	7220	SALT LAKE WHOLESALE SPORTS	PD/DEPARTMENTAL SUPPLIES	21357		11/03/2013	1,769.27
							2,058.00
10-54-490	GENERAL FUND - POLICE DEPARTMENT - SCHOOLING & TRAINING						
	8807	UTAH CHIEFS OF POLICE ASSOC.	PD/TRAINING EXPENSE	112113		11/21/2013	300.00
10-54-610	GENERAL FUND - POLICE DEPARTMENT - MISCELLANEOUS EXPENSE						
	5033	MACEYS	PD/HALLOWEEN CANDY	913841		10/31/2013	6.84
10-54-650	GENERAL FUND - POLICE DEPARTMENT - NOVA EXPENSES (DARE)						
	5723	N.O.V.A. PRINCIPLES LC	PD/SUPPLIES	70813		07/08/2013	3,811.00
10-54-760	GENERAL FUND - POLICE DEPARTMENT - TECHNOLOGY						
	2844	FATPOT TECHNOLOGIES, INC.	PD/ANNUAL MAINTENANCE-MOBILE	13025		11/01/2013	4,000.00
10-54-825	GENERAL FUND - POLICE DEPARTMENT - TRAFFIC SCHOOL EXPENSES						
	5489	MPH INDUSTRIES INC	PD/RADAR REPAIRS	656381		10/25/2013	353.08
	7994	STEWARTS RV INC.	PD/TRAILER REPAIR	60193741		11/01/2013	69.79
							422.87
Total POLICE DEPARTMENT							19,529.79
10-55-210	GENERAL FUND - FIRE DEPARTMENT - MEETINGS & MEMBERSHIPS						
	5033	MACEYS	FIRE/MEETING EXPENSE	913332		10/31/2013	282.99
	5033	MACEYS	FIRE/MEETING EXPENSE	913621		11/13/2013	22.63
	5033	MACEYS	FIRE/MEETING EXPENSE	913918		11/05/2013	88.36
	5033	MACEYS	FIRE/MEETING EXPENSE	917907		11/05/2013	54.46
							448.44
10-55-250	GENERAL FUND - FIRE DEPARTMENT - VEHICLE EXPENSE						
	5833	O'REILLY AUTOMOTIVE INC.	FIRE/VEHICLE MAINTENANCE	3623325053		10/24/2013	17.17
	5833	O'REILLY AUTOMOTIVE INC.	FIRE/VEHICLE MAINTENANCE	3623326316		10/31/2013	253.05
	5833	O'REILLY AUTOMOTIVE INC.	FIRE/VEHICLE MAINTENANCE	3623326323		10/31/2013	69.71
	6650	QUALITY TIRE COMPANY	FIRE/VEHICLE MAINTENANCE	39222		10/30/2013	342.10
	7925	STATE OF UTAH GASCARD	FIRE/VEHICLE FUEL EXPENSE	112313		11/23/2013	2,310.99
	9451	WHEELER MACHINERY CO	FIRE/VEHICLE EXPENSE	2197700		11/04/2013	27.26

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10-55-280	GENERAL FUND - FIRE DEPARTMENT - TELEPHONE EXPENSE						2,514.18
	5951	PAETEC	MULTI DEPT/PHONE SERVICE	55033506		11/01/2013	53.82
	7780	SPRINT	MULTI DEPT/CELL PHONE EXPENSE	179349321042		10/27/2013	103.62
	9131	VERIZON WIRELESS	MULTI DEPT/CELL PHONE EXPENSE	9714187848		11/01/2013	1,678.13
							1,835.57
10-55-300	GENERAL FUND - FIRE DEPARTMENT - UNIFORM EXPENSE						
	7505	SKAGGS COMPANIES, INC.	FIRE/UNIFORM EXPENSE	2145420		10/28/2013	1,918.00
	7505	SKAGGS COMPANIES, INC.	FIRE/UNIFORM EXPENSE	2145521		10/28/2013	420.00
	7505	SKAGGS COMPANIES, INC.	FIRE/UNIFORM EXPENSE	2149800		11/04/2013	950.83
	8400	TIMP DRY CLEANERS	FIRE/CLEANING EXPENSE	091613		09/16/2013	61.53
	8400	TIMP DRY CLEANERS	FIRE/CLEANING EXPENSE	100813		10/07/2013	21.00
							3,371.36
10-55-480	GENERAL FUND - FIRE DEPARTMENT - DEPARTMENTAL SUPPLIES						
	813	BATTERIES PLUS #357	FIRE/DEPARTMENTAL SUPPLIES	35710455001		10/31/2013	378.50
	3841	HENRY SCHEIN INC.	FIRE/DEPARTMENTAL SUPPLIE	134259301		10/14/2013	218.66
	3841	HENRY SCHEIN INC.	FIRE/DEPARTMENTAL SUPPLIE	515346701		10/21/2013	46.70
	3841	HENRY SCHEIN INC.	FIRE/DEPARTMENTAL SUPPLIE	538909501		10/21/2013	119.50
	3841	HENRY SCHEIN INC.	FIRE/DEPARTMENTAL SUPPLIE	912456701		10/28/2013	727.28
	4225	INTERMOUNTAIN WORKMED-OREM	FIRE/DEPARTMENTAL SUPPLIES	2608544		11/16/2013	1,427.00
							2,917.64
10-55-610	GENERAL FUND - FIRE DEPARTMENT - MISCELLANEOUS						
	239	ALLRED ACE HARDWARE	MULT DEPT/DEPARTMENT SUPPLIES	112313		11/23/2013	150.50
10-55-740	GENERAL FUND - FIRE DEPARTMENT - EQUIPMENT						
	4614	L.N. CURTIS & SONS	FIRE/EQUIPMENT EXPENSE	313772104		10/30/2013	605.85
10-55-760	GENERAL FUND - FIRE DEPARTMENT - TECHNOLOGY						
	162	ALADTEC, INC.	FIRE/ANNUAL MANAGER SYSTEM SUB	7886		10/31/2013	1,295.00
Total FIRE DEPARTMENT							13,138.54
10-57-250	GENERAL FUND - ANIMAL CONTROL - VEHICLE EXPENSE						
	3468	GREASE MONKEY #790	ACO/VEHICLE EXPENSE	131590		10/24/2013	199.77
Total ANIMAL CONTROL							199.77
10-60-210	GENERAL FUND - STREETS - MEETINGS & MEMBERSHIPS						
	5033	MACEYS	STR/MEETING EXPENES	913713		11/06/2013	20.94
10-60-250	GENERAL FUND - STREETS - VEHICLE EXPENSE						
	4748	LES SCHWAB TIRES	STR/VEHICLE EXPENSE	50800073665		11/08/2013	19.75
10-60-280	GENERAL FUND - STREETS - TELEPHONE EXPENSE						
	5950	PAETEC	MULTI DEPT/PHONE EXPENSE	6135778		11/11/2013	84.02
10-60-285	GENERAL FUND - STREETS - CELLULAR SERVICES						
	7780	SPRINT	MULTI DEPT/CELL PHONE EXPENSE	179349321042		10/27/2013	123.72
	7780	SPRINT	MULTI DEPT/CELL PHONE EXPENSE	179349321042		10/27/2013	347.30
							471.02
10-60-330	GENERAL FUND - STREETS - ENGINEERING SERVICES						
	4292	J.U.B. ENGINEERS, INC.	GEN ENGINEERING	84333		10/17/2013	126.69
10-60-420	GENERAL FUND - STREETS - SIDEWALKS						

9205	WALKER CONCRETE LLC	351 E 200 S PROJECT	1503	11/09/2013	3,973.88
10-60-480	GENERAL FUND - STREETS - DEPARTMENTAL SUPPLIES				
1368	C-A-L RANCH STORES	STR/DEPARTMENTAL SUPPLIES	3981/8	11/19/2013	111.98
1758	CINTAS CORPORATION #180	STR/RUG RENTAL	180482324	07/24/2013	24.53
1758	CINTAS CORPORATION #180	STR/RUG RENTAL	180484958	07/31/2013	24.53
1758	CINTAS CORPORATION #180	STR/RUG RENTAL	180487599	08/07/2013	24.90
1758	CINTAS CORPORATION #180	STR/RUG RENTAL	180490237	08/14/2013	24.53
1758	CINTAS CORPORATION #180	STR/RUG RENTAL	180492895	08/21/2013	24.53
1758	CINTAS CORPORATION #180	STR/RUG RENTAL	180498787	09/05/2013	31.05
1758	CINTAS CORPORATION #180	STR/RUG RENTAL	180506690	09/26/2013	31.05
1758	CINTAS CORPORATION #180	STR/RUG RENTAL	180509336	10/03/2013	31.79
1758	CINTAS CORPORATION #180	STR/RUG RENTAL	180512004	10/10/2013	31.05
1758	CINTAS CORPORATION #180	STR/RUG RENTAL	180514670	10/17/2013	31.05
1758	CINTAS CORPORATION #180	STR/RUG RENTAL	180517274	10/24/2013	31.05
1758	CINTAS CORPORATION #180	STR/RUG RENTAL	180519928	10/31/2013	31.05
1758	CINTAS CORPORATION #180	STR/RUG RENTAL	180522578	11/07/2013	31.05
1758	CINTAS CORPORATION #180	STR/RUG RENTAL	180525232	11/14/2013	38.82
1760	CINTAS FIRST AID & SAFETY	STR/DEPARTMENTAL SUPPLIES	5000665870	10/31/2013	31.59
1760	CINTAS FIRST AID & SAFETY	STR/DEPARTMENTAL SUPPLIES	500643417	10/09/2013	36.96
3305	GENEVA PIPE	STR/DEPARTMENTAL SUPPLIES	128785	10/28/2013	117.60
3312	GENEVA ROCK PRODUCTS	STR/ASPHALT EXPENSE	1471025	10/31/2013	312.93
3312	GENEVA ROCK PRODUCTS	STR/ASPHALT EXPENSE	1471026	10/31/2013	924.94
4019	HUMPHRIES, INC.	STR/DEPARTMENTAL SUPPLIES	238790	10/30/2013	44.01
4246	INTERSTATE BARRICADES	STR/DEPARTMENTAL SUPPLIES	104436	11/15/2013	120.00
5033	MACEYS	STR/DEPARTMENTAL SUPPLIES	913919	11/05/2013	28.94
5185	METALMART INC.	STR/DEPARTMENTAL SUPPLIES	45404	11/12/2013	101.88
5730	OFFICE DEPOT, INC.	STR/DEPARTMENTAL SUPPLIES	1628745044	11/04/2013	33.54
5730	OFFICE DEPOT, INC.	STR/OFFICE SUPPLIES	81936172001	11/07/2013	10.44
5730	OFFICE DEPOT, INC.	STR/DEPARTMENTAL SUPPLIES	83015016001	11/13/2013	18.72
9423	WESTROC INC.	STR/CEMENT	126303	11/06/2013	502.50
					2,494.17
10-60-485	GENERAL FUND - STREETS - TREE MAINTENANCE				
2310	DAVIS, LAROY WILLIAM	TREE REMOVAL EXPENSE	638166	10/20/2013	600.00
10-60-610	GENERAL FUND - STREETS - MISCELLANEOUS EXPENSE				
7398	SHERWIN-WILLIAMS CO.	STR/DEPARTMENTAL SUPPLIES	46895	11/12/2013	70.75
Total STREETS					7,861.22
10-65-240	GENERAL FUND - LIBRARY - OFFICE EXPENSE				
5730	OFFICE DEPOT, INC.	LIB/OFFICE SUPPLIES	1629661573	11/07/2013	93.92
5730	OFFICE DEPOT, INC.	LIB/OFFICE SUPPLIES	81000724001	11/01/2013	166.89
5730	OFFICE DEPOT, INC.	LIB/OFFICE SUPPLIES	81001007001	10/31/2013	5.48
					266.29
10-65-280	GENERAL FUND - LIBRARY - TELEPHONE EXPENSE				
5950	PAETEC	MULTI DEPT/PHONE EXPENSE	6135778	11/11/2013	90.39
10-65-420	GENERAL FUND - LIBRARY - CHILDRENS PROGRAMING				
5033	MACEYS	LIB/ASSORTED EXPENSES	8369*09	10/15/2013	9.98
5033	MACEYS	LIB/ASSORTED EXPENSES	836909	10/15/2013	9.98
5033	MACEYS	LIB/ASSORTED EXPENSES	882074	10/22/2013	10.47
5033	MACEYS	LIB/ASSORTED EXPENSES	913491	11/05/2013	12.90
5033	MACEYS	LIB/ASSORTED EXPENSES	917848	11/12/2013	9.31
					52.64
10-65-480	GENERAL FUND - LIBRARY - BOOKS				
307	AMAZON	LIB/BOOKS	102913	10/29/2013	970.16
3191	GALE	LIB/BOOKS	50596654	10/23/2013	68.22

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	3191	GALE	LIB/BOOKS	50596827		10/23/2013	45.73
	3200	GARDNER MEDIA LLC	LIB/BOOKS	09-4549A		10/26/2013	162.30
	4159	INGRAM LIBRARY SERVICES	LIB/BOOKS	74708634		10/27/2013	114.79
	4159	INGRAM LIBRARY SERVICES	LIB/BOOKS	74772499		10/30/2013	394.71
	4159	INGRAM LIBRARY SERVICES	LIB/BOOKS	74792834		10/31/2013	43.08
	4159	INGRAM LIBRARY SERVICES	LIB/BOOKS	74810803		11/01/2013	35.87
	4159	INGRAM LIBRARY SERVICES	LIB/BOOKS	74902030		11/07/2013	153.99
	4159	INGRAM LIBRARY SERVICES	LIB/BOOKS	74925984		11/10/2013	17.27
	6094	THE PENWORTHY COMPANY	LIB/BOOKS	556051		11/04/2013	761.55
							2,767.67
10-65-485	GENERAL FUND - LIBRARY - AUDIO/VISUAL MATERIALS						
	2870	FINDAWAY WORLD, LLC	LIB/BOOKS	108863		10/10/2013	251.96
	2870	FINDAWAY WORLD, LLC	LIB/BOOKS	110695		10/30/2013	379.96
	4130	IMAGINE VIDO PRODUCTIONS	LIB/DVDS	110613		11/06/2013	53.00
	6791	RECORDED BOOKS, INC.	LIB/ BOOKS ON CD	74821770		10/22/2013	157.13
	6791	RECORDED BOOKS, INC.	LIB/ BOOKS ON CD	74823561		11/04/2013	352.62
	6791	RECORDED BOOKS, INC.	LIB/ BOOKS ON CD	74824320		11/01/2013	13.44
	6791	RECORDED BOOKS, INC.	LIB/ BOOKS ON CD	74827225		11/05/2013	366.85
	6791	RECORDED BOOKS, INC.	LIB/ BOOKS ON CD	74829030		11/05/2013	279.80
	6791	RECORDED BOOKS, INC.	LIB/ BOOKS ON CD	74829031		11/05/2013	311.12
	6791	RECORDED BOOKS, INC.	LIB/ BOOKS ON CD	74829032		11/05/2013	157.13
	6791	RECORDED BOOKS, INC.	LIB/ BOOKS ON CD	74829033		11/05/2013	81.95
	6791	RECORDED BOOKS, INC.	LIB/ BOOKS ON CD	74830979		11/11/2013	69.94
	6791	RECORDED BOOKS, INC.	LIB/ BOOKS ON CD	74831684		11/08/2013	12.01
							2,486.91
10-65-640	GENERAL FUND - LIBRARY - BOOK BINDING						
	2395	DEMCO, INC.	LIB/ASSORTED SUPPLIES	5121521		10/25/2013	180.38
Total LIBRARY							5,844.28
10-67-240	GENERAL FUND - SR. CITIZEN CTR & AUDITORIUM - OFFICE EXPENSE						
	1760	CINTAS FIRST AID & SAFETY	SR CNTR/FIRST AID SUPPLIES	5000665889		11/05/2013	13.52
	1905	COMCAST CABLE	SC/INTERNET SERVICE	111513		11/15/2013	60.57
							74.09
10-67-280	GENERAL FUND - SR. CITIZEN CTR & AUDITORIUM - TELEPHONE EXPENSE						
	4138	INCONTACT, INC.	MULTI DEPT. PHONE EXPENSE	124430775		11/01/2013	2.97
	4138	INCONTACT, INC.	MULTI DEPT. PHONE EXPENSE	124430775		11/01/2013	1.54
							4.51
Total SR. CITIZEN CTR & AUDITORIUM							78.60
10-70-285	GENERAL FUND - PARKS - CELLULAR SERVICES						
	9131	VERIZON WIRELESS	MULTI DEPT/CELL PHONE EXPENSE	9714187848		11/01/2013	534.78
10-70-330	GENERAL FUND - PARKS - PLAYGROUND SUPPLIES						
	7176	SAGE PEST CONTROL, LLC.	PARK/SERVICE CHARGE	89116		09/24/2013	250.00
	7176	SAGE PEST CONTROL, LLC.	PARK/SERVICE CHARGE	91723		11/06/2013	75.00
							325.00
10-70-480	GENERAL FUND - PARKS - DEPARTMENTAL SUPPLIES						
	1366	CALIFORNIA CONTRACTORS SUPPLY	PARK/DEPARTMENTAL SUPPLIES	92912		11/01/2013	219.90
10-70-670	GENERAL FUND - PARKS - SAFETY EQUIP. & SUPPLIES						
	1347	CABELA'S INC.	PARK/BOOTS	6527		11/12/2013	119.99
10-70-750	GENERAL FUND - PARKS - CHRISTMAS LIGHTS						

7868	STANDARD PLUMBING SUPPLY CO.	PARK/CHRISTMAS LIGHTS	BLPZ71	11/08/2013	1,482.96
7868	STANDARD PLUMBING SUPPLY CO.	PARK/CHRISTMAS LIGHTS	BLQ007	11/08/2013	357.87
					1,125.09
Total PARKS					2,324.76
10-71-240 GENERAL FUND - RECREATION - OFFICE EXPENSE					
5730	OFFICE DEPOT, INC.	REC/COPY PAPER	1625310923	10/22/2013	57.82
5730	OFFICE DEPOT, INC.	REC/OFFICE SUPPLIES	1628018024	11/01/2013	23.71
5730	OFFICE DEPOT, INC.	REC/PAPER	80645763001	10/30/2013	508.05
6343	PLEASANT GROVE PRINTERS	REC/ENVELOPES	6397	10/31/2013	202.00
7232	SAM'S CLUB	REC/DEPARTMENTAL SUPPIES	112313	11/23/2013	5.84
					797.42
10-71-280 GENERAL FUND - RECREATION - TELEPHONE EXPENSE					
5950	PAETEC	MULTI DEPT/PHONE EXPENSE	6135778	11/11/2013	62.10
5950	PAETEC	MULTI DEPT/PHONE EXPENSE	6135778	11/11/2013	208.54
					270.64
10-71-285 GENERAL FUND - RECREATION - CELLULAR SERVICES					
9131	VERIZON WIRELESS	MULTI DEPT/CELL PHONE EXPENSE	9714187848	11/01/2013	311.41
Total RECREATION					1,379.47
10-72-285 GENERAL FUND - LEISURE SERVIVES - CELLULAR SERVICES					
9131	VERIZON WIRELESS	MULTI DEPT/CELL PHONE EXPENSE	9714187848	11/01/2013	52.36
Total LEISURE SERVIVES					52.36
10-74-285 GENERAL FUND - CUSTODIAL SERVICES - CELLULAR SERVICES					
9131	VERIZON WIRELESS	MULTI DEPT/CELL PHONE EXPENSE	9714187848	11/01/2013	52.36
10-74-480 GENERAL FUND - CUSTODIAL SERVICES - DEPARTMENTAL SUPPLIES					
4310	JACKMORRIS COMPANY	BUILDING MAINTENANCE SUPPLIES	5529	10/17/2013	206.83
5724	NUKLEAN, LLC	BUILDING MAINTENANCE SUPPLIES	82098	11/06/2013	467.42
					674.25
Total CUSTODIAL SERVICES					726.61
Total GENERAL FUND					109,633.80
20-40-480 CLASS C ROAD FUND - EXPENDITURES - DEPARTMENTAL SUPPLIES					
4292	J.U.B. ENGINEERS, INC.	CLASS C ROADS	84336	10/17/2013	625.80
4292	J.U.B. ENGINEERS, INC.	GEN ENGINEERING	84337	10/17/2013	108.85
					734.65
Total EXPENDITURES					734.65
Total CLASS C ROAD FUND					734.65
21-84-620 Grants - GRANT EXPENDITURES - BLUE ENERGY EXPENDITURES					

3970	HORROCKS ENGINEERS, INC.	MULTI DEPT/ENGINEERING	32902	11/14/2013	3,964.63
21-84-720	Grants - GRANT EXPENDITURES - DOWNTOWN MARKETING				
9100	VCBO ARCHITECTURE	PG CIVIC CENTER	4	11/15/2013	5,750.00
Total GRANT EXPENDITURES					9,714.63
Total Grants					9,714.63
22-70-480	CEMETERY - 22-70 - DEPARTMENTAL SUPPLIES				
1905	COMCAST CABLE	CEM/INTERNET SERVICES	111313	11/13/2013	86.18
22-70-670	CEMETERY - 22-70 - SAFETY EQUIP. & SUPPLIES				
15	1 PROMOTIONAL PRODUCTS, INC.	CEM/EMBROIDERY OF CAPS	1753	11/11/2013	48.56
1368	C-A-L RANCH STORES	CEM/JACKET	3956/8	11/12/2013	99.99
					148.55
Total 22-70					234.73
Total CEMETERY					234.73
41-40-260	E-911 - EXPENDITURES - MAINTENANCE				
1516	CENTURY LINK	E-911/MAINTENANCE	102213	10/22/2013	4,267.61
1516	CENTURY LINK	E-911/PHONE LINES	102813	10/28/2013	85.63
					4,353.24
41-40-490	E-911 - EXPENDITURES - SCHOOLING & TRAINING				
6460	PRIORITY DISPATCH	E-911/TRAINING- MEDICAL	493496	10/27/2013	590.00
Total EXPENDITURES					4,943.24
Total E-911					4,943.24
48-41-210	STORM DRAIN UTILITY FUND - GENERAL GOVERNMENT - MEETINGS & MEMBERSHIPS				
5033	MACEYS	STRM DRN/MEETING EXPENSE	913618	11/13/2013	29.33
5033	MACEYS	STR DRN/MEETING EXPENSE	917799	11/20/2013	20.87
					50.20
48-41-250	STORM DRAIN UTILITY FUND - GENERAL GOVERNMENT - VEHICLE EXPENSE				
7078	ROCKY MOUNTAIN WELDING	STRM DRN/VEHICLE REPAIR	18521A	07/08/2013	650.00
48-41-285	STORM DRAIN UTILITY FUND - GENERAL GOVERNMENT - CELLULAR SERVICES				
7780	SPRINT	MULTI DEPT/CELL PHONE EXPENSE	179349321042	10/27/2013	123.72
9131	VERIZON WIRELESS	STRM DRN/AIR CARDS	9713942475	11/20/2013	30.02
					153.74
48-41-330	STORM DRAIN UTILITY FUND - GENERAL GOVERNMENT - ENGINEERING SERVICES				
3970	HORROCKS ENGINEERS, INC.	MULTI DEPT/ENGINEERING	32902	11/14/2013	1,134.87
3970	HORROCKS ENGINEERS, INC.	MULTI DEPT/ENGINEERING	32902	11/14/2013	397.23
4292	J.U.B. ENGINEERS, INC.	GEN ENGINEERING	84333	10/17/2013	63.35
4292	J.U.B. ENGINEERS, INC.	MULTI DEPT/ GENERAL ENGINEERING	84346	10/17/2013	102.86
4292	J.U.B. ENGINEERS, INC.	MULTI DEPT/ GENERAL ENGINEERING	84346	10/17/2013	1,010.31

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	4292	J.U.B. ENGINEERS, INC.	STRM DRN/GENERAL ENGINEERING	84348		10/17/2013	176.35	
							2,884.97	
48-41-480	STORM DRAIN UTILITY FUND - GENERAL GOVERNMENT - DEPARTMENTAL SUPPLIES							
	2192	D AND L SUPPLY CO., INC.	STRM DRN/CREDIT	1164CR		08/27/2013	1,228.00	
	2192	D AND L SUPPLY CO., INC.	STRM DRN/DEPARTMENTAL SUPPLIES	20997		10/24/2013	200.00	
	2192	D AND L SUPPLY CO., INC.	STRM DRN/DEPARTMENTAL SUPPLIES	20998		10/24/2013	77.00	
	3305	GENEVA PIPE	STRM DRN/DEPARTMENTAL SUPPLIES	128283		10/15/2013	643.15	
	5185	METALMART INC.	STRM DRN/DEPARTMENTAL SUPPLIES	42493		10/17/2013	217.38	
	5185	METALMART INC.	STRM DRN/DEPARTMENTAL SUPPLIES	42546		10/17/2013	125.92	
	5185	METALMART INC.	STRM DRN/DEPARTMENTAL SUPPLIES	42554		10/17/2013	22.96	
							58.41	
48-41-610	STORM DRAIN UTILITY FUND - GENERAL GOVERNMENT - MISCELLANEOUS EXPENSE							
	1366	CALIFORNIA CONTRACTORS SUPPLY	STRM DRN/FLASHLIGHTS	94122		11/08/2013	118.00	
	3305	GENEVA PIPE	STRM DRN/CATCH BASIN	129026		11/04/2013	407.80	
	7062	ROCKY MOUNTAIN POWER	1047 E 200 S	111313		11/14/2013	20.12	
	7062	ROCKY MOUNTAIN POWER	812 E GROVE CREEK DR	111313		11/14/2013	17.24	
							563.16	
Total GENERAL GOVERNMENT							4,360.48	
48-70-811	STORM DRAIN UTILITY FUND - STORM DRAIN PROJECTS - LAND ACQUISITION							
	3970	HORROCKS ENGINEERS, INC.	MULTI DEPT/ENGINEERING	32902		11/14/2013	11,102.82	
Total STORM DRAIN PROJECTS							11,102.82	
Total STORM DRAIN UTILITY FUND							15,463.30	
49-60-821	CAPITAL PROJECTS FUND - PARKS PROJECTS - SWIMMING POOL IMPROVEMENTS							
	1338	C.E.M.	POOL/LINER PROGRESS	101937		10/30/2013	52,556.25	
Total PARKS PROJECTS							52,556.25	
49-90-858	CAPITAL PROJECTS FUND - MISC PROJECTS - DEVELOPMENT PROJECT							
	4292	J.U.B. ENGINEERS, INC.	1300 W & PG BLVD INTERSECTION	84330		10/17/2013	328.10	
49-90-892	CAPITAL PROJECTS FUND - MISC PROJECTS - PUBLIC WORKS PHONES							
	9057	VALCOM SALT LAKE CITY, LC	NEW PHONE EQUIPMENT	400075		11/15/2013	5,570.69	
	9057	VALCOM SALT LAKE CITY, LC	NEW PHONE EQUIPMENT	400076		11/15/2013	8,814.00	
							14,384.69	
Total MISC PROJECTS							14,712.79	
Total CAPITAL PROJECTS FUND							67,269.04	
51-40-250	WATER FUND - EXPENDITURES - VEHICLE EXPENSE							
	239	ALLRED ACE HARDWARE	MULT DEPT/DEPARTMENT SUPPLIES	112313		11/23/2013	24.55	
	2493	DUFF SHELLEY MOWER & CYCLE	WATER/EQUIPMENT REPAIR	63883		10/29/2013	53.45	
	4748	LES SCHWAB TIRES	WATER/VEHICLE MAINTENANCE	50800074806		11/18/2013	30.00	

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51-40-280	WATER FUND - EXPENDITURES - TELEPHONE EXPENSE						108.00
	5950	PAETEC	MULTI DEPT/PHONE EXPENSE	6135778		11/11/2013	84.02
51-40-285	WATER FUND - EXPENDITURES - CELLULAR SERVICES						
	7780	SPRINT	MULTI DEPT/CELL PHONE EXPENSE	179349321042		10/27/2013	827.83
51-40-330	WATER FUND - EXPENDITURES - ENGINEERING						
	3970	HORROCKS ENGINEERS, INC.	MULTI DEPT/ENGINEERING	32902		11/14/2013	136.43
	3970	HORROCKS ENGINEERS, INC.	MULTI DEPT/ENGINEERING	32902		11/14/2013	132.41
	4292	J.U.B. ENGINEERS, INC.	MULTI DEPT/ GENERAL ENGINEERING	84346		10/17/2013	1,010.31
	4292	J.U.B. ENGINEERS, INC.	MULTI DEPT/ GENERAL ENGINEERING	84346		10/17/2013	102.85
	4292	J.U.B. ENGINEERS, INC.	WATER/CULINARY WATER	84347		10/17/2013	140.08
							1,522.08
51-40-420	WATER FUND - EXPENDITURES - STREET REPAIRS						
	3312	GENEVA ROCK PRODUCTS	WATER/ASPHALT	1464792		10/18/2013	479.28
	3312	GENEVA ROCK PRODUCTS	WATER/ASPHALT	1472739		11/15/2013	417.85
							897.13
51-40-440	WATER FUND - EXPENDITURES - LEASE PAYMENTS						
	9451	WHEELER MACHINERY CO	WATER/EQUIPMENT RENTAL	1865373		10/31/2013	7,750.00
51-40-480	WATER FUND - EXPENDITURES - DEPARTMENTAL SUPPLIES						
	239	ALLRED ACE HARDWARE	MULT DEPT/DEPARTMENT SUPPLIES	112313		11/23/2013	82.03
51-40-600	WATER FUND - EXPENDITURES - REPAIR & MAINTENANCE						
	239	ALLRED ACE HARDWARE	MULT DEPT/DEPARTMENT SUPPLIES	112313		11/23/2013	.69
	2192	D AND L SUPPLY CO., INC.	WATER/DEPARTMENTAL SUPPLIES	21712		11/14/2013	204.00
	2192	D AND L SUPPLY CO., INC.	WATER/DEPARTMENTAL SUPPLIES	21905		11/19/2013	780.00
	2853	FERGUSON ENTERPRISES, INC.	WATER/DEPARTMENTAL SUPPLIES	918898		10/31/2013	1,097.41
	5186	METER MAINTENANCE, INC.	WATER/METER TESTING	492127		10/22/2013	25.00
	6938	RICHARDS LABORATORIES OF UTAH	WATER/COLIFORM	18642		10/30/2013	220.00
	6938	RICHARDS LABORATORIES OF UTAH	H2O/WATER SAMPLES	18658		11/07/2013	210.00
	6938	RICHARDS LABORATORIES OF UTAH	WATER/COLIFORM	18682		11/20/2013	180.00
	9423	WESTROC INC.	WATER/CEMENT	123819		10/24/2013	548.20
							3,265.30
51-40-603	WATER FUND - EXPENDITURES - SECONDARY WATER PHASE 2						
	7062	ROCKY MOUNTAIN POWER	WATER/175 N 900 E	111413		11/14/2013	196.31
	7062	ROCKY MOUNTAIN POWER	WATER/3300 N 900 W GATE	111813		11/18/2013	10.45
							206.76
51-40-605	WATER FUND - EXPENDITURES - SCADA MAINTENANCE						
	9430	WETCO, INC.	WATER/DEPARTMENTAL SUPPLIES	10920		10/28/2013	6,100.00
	9430	WETCO, INC.	WATER/SCADA IMPROVEMENTS	10936		11/13/2013	990.00
							7,090.00
51-40-610	WATER FUND - EXPENDITURES - MISCELLANEOUS EXPENSE						
	1368	C-A-L RANCH STORES	WATER/ASSORTED SUPPLIES	3993/8		11/20/2013	119.97
	5033	MACEYS	WATER/DEPARTMENTAL SUPPLIES	913445		11/19/2013	33.00
							152.97
Total EXPENDITURES							21,822.06
51-70-872	WATER FUND - WATER CAPITAL PROJECTS - 220 S/200 S 700 W UPSIZE						
	3970	HORROCKS ENGINEERS, INC.	MULTI DEPT/ENGINEERING	32902		11/14/2013	287.79
51-70-891	WATER FUND - WATER CAPITAL PROJECTS - BATTLECREEK FLOODING						
	3970	HORROCKS ENGINEERS, INC.	MULTI DEPT/ENGINEERING	32902		11/14/2013	538.35

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Total WATER CAPITAL PROJECTS							826.14
Total WATER FUND							22,648.20
52-40-250	SEWER FUND - EXPENDITURES - VEHICLE EXPENSE						
	4748	LES SCHWAB TIRES	SEWER/VEHICLE REPAIR	50800071887		10/24/2013	233.94
	5833	O'REILLY AUTOMOTIVE INC.	SEWER/VEHICLE EXPENSES	3623327070		11/04/2013	8.00
							241.94
52-40-285	SEWER FUND - EXPENDITURES - CELLULAR SERVICES						
	7780	SPRINT	MULTI DEPT/CELL PHONE EXPENSE	179349321042		10/27/2013	123.72
52-40-330	SEWER FUND - EXPENDITURES - ENGINEERING SERVICES						
	3970	HORROCKS ENGINEERS, INC.	MULTI DEPT/ENGINEERING	32902		11/14/2013	632.84
	4292	J.U.B. ENGINEERS, INC.	MULTI DEPT/ GENERAL ENGINEERING	84346		10/17/2013	1,010.31
	4292	J.U.B. ENGINEERS, INC.	MULTI DEPT/ GENERAL ENGINEERING	84346		10/17/2013	102.86
	4292	J.U.B. ENGINEERS, INC.	SEWER GENERAL ENGINEERING	84349		10/17/2013	113.00
							1,859.01
52-40-350	SEWER FUND - EXPENDITURES - CHARGES FOR TREATMENT						
	8422	TIMP. SPECIAL SERVICE DISTRICT	WASTEWATER TREATMENT	103013		10/30/2013	190,514.12
52-40-430	SEWER FUND - EXPENDITURES - ADMINISTRATIVE SERVICES - G/F						
	238	ALLIED WASTE SERVICES #864	RESIDENTIAL RECYCLING SERVICE	705506		11/23/2013	22,384.18
52-40-480	SEWER FUND - EXPENDITURES - DEPARTMENTAL SUPPLIES						
	814	BATTERY SYSTEMS INC	SEWER/DEPARTMENTAL SUPPLIES	62-082757		11/15/2013	139.23
52-40-600	SEWER FUND - EXPENDITURES - REPAIR & MAINTENANCE						
	4143	INDUSTRIAL CHEM. LABS &	SEWER/CLEANER	137140		10/17/2013	168.53
52-40-610	SEWER FUND - EXPENDITURES - MISCELLANEOUS EXPENSE						
	6672	QUESTAR GAS	MULTI DEPT/HEATING EXPENSE	112313		11/23/2013	6.79
Total EXPENDITURES							215,437.52
52-90-812	SEWER FUND - 52-90 - INSITUFORM						
	3970	HORROCKS ENGINEERS, INC.	MULTI DEPT/ENGINEERING	32902		11/14/2013	843.02
Total 52-90							843.02
Total SEWER FUND							216,280.54
53-40-540	METROPOLITAN WATER DIST. - 53-40 - IRRIGATION WATER ASSESMENTS						
	6581	PROVO RESERVOIR WATER USERS C	SECWTR/ASSESMENTS	1295542		11/23/2013	549.00
Total 53-40							549.00

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Total METROPOLITAN WATER DIST.							549.00
54-40-330 SECONDARY WATER - EXPENDITURES - ENGINEERING							
	3970	HORROCKS ENGINEERS, INC.	MULTI DEPT/ENGINEERING	32902		11/14/2013	730.94
	3970	HORROCKS ENGINEERS, INC.	MULTI DEPT/ENGINEERING	32902		11/14/2013	132.41
	4292	J.U.B. ENGINEERS, INC.	MULTI DEPT/ GENERAL ENGINEERING	84346		10/17/2013	102.85
	4292	J.U.B. ENGINEERS, INC.	MULTI DEPT/ GENERAL ENGINEERING	84346		10/17/2013	1,010.31
							1,976.51
54-40-540 SECONDARY WATER - EXPENDITURES - WATER SHARE ASSESSMENTS							
	6581	PROVO RESERVOIR WATER USERS C	WATER ASSESSMENT EXPENSE	1295590		11/23/2013	304.00
	8937	UTAH LAKE DISTRIBUTING CO.	SEC WATER/ASSESSMENTS	45049		11/12/2013	1,019.50
	8937	UTAH LAKE DISTRIBUTING CO.	SEC WATER/ASSESSMENTS	45050		11/12/2013	315.50
	8937	UTAH LAKE DISTRIBUTING CO.	SEC WATER/ASSESSMENTS	45051		11/12/2013	535.50
	8937	UTAH LAKE DISTRIBUTING CO.	SEC WATER/ASSESSMENTS	45052		11/12/2013	557.50
							2,732.00
54-40-600 SECONDARY WATER - EXPENDITURES - REPAIR & MAINTENANCE							
	239	ALLRED ACE HARDWARE	MULT DEPT/DEPARTMENT SUPPLIES	112313		11/23/2013	14.06
	974	BISCO	STRM DRN/DEPARTMENTAL SUPPLIES	1525884		11/18/2013	81.84
	2330	DCD TRANSFER -LINDON	SEC WATER/ASPHALT	6892		10/29/2013	230.00
	2705	EMPIRE WEST, INC.	SEC WATER/DEPARTMENTAL SUPPLI	33328		10/16/2013	496.44
							822.34
Total EXPENDITURES							5,530.85
Total SECONDARY WATER							5,530.85
57-40-110 SELF FUNDED DENTAL - EXPENDITURES - DENTAL CLAIM PAYMENTS							
	980	BLAKE DENTAL P.C.	DENTAL SERVICES	110713		11/07/2013	425.50
	1135	BRAITHWAITE, LARRY A D.D.S.	DENTAL SERVICES	102813		10/28/2013	93.10
	1205	BROWN, GARRY DDS	DENTAL SERVICES	110113		11/04/2013	114.10
	1205	BROWN, GARRY DDS	DENTAL SERVICES	110213		11/04/2013	109.10
	1205	BROWN, GARRY DDS	DENTAL SERVICES	110313		11/04/2013	48.90
	1205	BROWN, GARRY DDS	DENTAL SERVICES	110413		11/04/2013	53.90
	2466	DOMAN DENTAL PC	DENTAL SERVICES	111313		11/13/2013	163.00
	2679	ELITE DENTAL, LLC	DENTAL SERVICES	110613		11/06/2013	326.00
	5691	NOOT, ARNOUD, DDS	DENTAL SERVICES	102313		10/23/2013	165.80
	7109	ROSVALL, L. CRAIG, DDS. INC.	DENTAL SERVICES	110513		11/05/2013	130.80
	7109	ROSVALL, L. CRAIG, DDS. INC.	DENTAL SERVICES	111113		11/11/2013	183.40
	8020	STUCKI, GRANT T, D.D.S.	DENTAL SERVICES	111813		11/18/2013	50.00
	8020	STUCKI, GRANT T, D.D.S.	DENTAL SERVICES	111913		11/18/2013	93.80
	8121	TAYLER, BRANDON D.D.S. LLC	DENTAL SERVICES	111313		11/13/2013	143.40
	8363	THOMPSON, WADE D, DDS MS PC	DENTAL SERVICES	110113		11/01/2013	125.00
	8378	TIDWELL, ERIC I D.D.S.	DENTAL SERVICES	091813		09/18/2013	83.50
	8397	TIMPANOGOS PEDIATRIC DENTISTRY	DENTAL SERVICES	110613		11/06/2013	256.30
	8893	UTAH COUNTY SMILES	DENTAL SERVICES	071213		07/12/2013	667.00
	9010	UTAH SURGICAL ARTS	DENTAL SERVICES	111913		11/19/2013	51.50
							3,284.10
Total EXPENDITURES							3,284.10

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Total SELF FUNDED DENTAL							3,284.10
59-40-230	ECONOMIC DEVELOPMENT FUND - EXPENDITURES - TRAVEL&NEW BUS. PROMOTION						
221	ALL-AMERICAN PUBLISHING, LC	ECON DEV/ADVERTISEMENT		605814		11/07/2013	129.00
Total EXPENDITURES							129.00
Total ECONOMIC DEVELOPMENT FUND							129.00
62-40-435	SANITATION FUND - EXPENDITURES - RECYCLING COLLECTION						
238	ALLIED WASTE SERVICES #864	RESIDENTIAL SERVICE		705506		11/23/2013	43,823.01
Total EXPENDITURES							43,823.01
Total SANITATION FUND							43,823.01
71-73-280	SWIMMING POOL - SWIMMING POOL - TELEPHONE EXPENSE						
5950	PAETEC	MULTI DEPT/PHONE EXPENSE		6135778		11/11/2013	109.85
71-73-380	SWIMMING POOL - SWIMMING POOL - HEATING						
6672	QUESTAR GAS	MULTI DEPT/HEATING EXPENSE		112313		11/23/2013	4,611.44
71-73-420	SWIMMING POOL - SWIMMING POOL - CONTRACTED SERVICES						
8156	TCI SECURITY OF UTAH	POOL/SECURITY MONITORING		202248		10/24/2013	28.00
71-73-481	SWIMMING POOL - SWIMMING POOL - CHEMICALS						
1338	C.E.M.	POOL/SWIM POOL MAINTENANCE		101844		10/23/2013	1,320.87
Total SWIMMING POOL							6,070.16
Total SWIMMING POOL							6,070.16
72-71-060	COMMUNITY CENTER - RECREATION - COMMUNITY CTR - HEATING						
6672	QUESTAR GAS	MULTI DEPT/HEATING EXPENSE		112313		11/23/2013	1,583.11
72-71-062	COMMUNITY CENTER - RECREATION - COMMUNITY CTR - BLDG MAINT						
2675	ELECTRICAL WHOLESALE SUPPLY	REC/BUILDING MAINTENANCE		2620591001		11/07/2013	122.47
72-71-410	COMMUNITY CENTER - RECREATION - PROGRAM SUPPLIES & EQUIPMENT						
3571	GURR'S COPYTEC	REC/LDC COLOR		137241		11/05/2013	29.94
3571	GURR'S COPYTEC	REC/COPIES		137851		11/11/2013	19.20
5033	MACEYS	REC/ASSORTED EXPENSES		103013		10/30/2013	30.59
5033	MACEYS	REC/ASSORTED EXPENSES		882066		10/24/2013	37.40
5033	MACEYS	REC/ASSORTED EXPENSES		913155		10/23/2013	28.48

GL Acct No	Vendor	Vendor Name	Description	Invoice No	PO No	Inv Date	Amount
	5033	MACEYS	REC/ASSORTED EXPENSES	913274		10/29/2013	23.24
	5033	MACEYS	REC/ASSORTED EXPENSES	913930		11/08/2013	28.29
	7232	SAM'S CLUB	REC/DEPARTMENTAL SUPPIES	112313		11/23/2013	1,698.43
	8219	TEXTILE TEAM OUTLET & DESIGN	REC/UNIFORMS	30968		11/07/2013	181.79
	8219	TEXTILE TEAM OUTLET & DESIGN	REC/UNIFORMS	30982		11/07/2013	918.81
	8415	TIMP VALLEY FLORAL	REC/FLOWERS	173503/1		10/10/2013	52.99
	8469	TOMLINSON, TREVOR D	REC/DJ SERVICES	110113		11/01/2013	300.00
							3,349.16
72-71-420	COMMUNITY CENTER - RECREATION - CONTRACTED SERVICES						
	1905	COMCAST CABLE	REC/INTERNET SERVICE	111613		11/15/2013	110.24
	5457	MOUNT OLYMPUS	REC/BOTTLED WATER	102613		10/26/2013	27.17
	6540	PRO TECH PEST MANAGEMENT	REC/TREATED FOR INSECTS	12226		11/04/2013	100.00
							237.41
72-71-460	COMMUNITY CENTER - RECREATION - CONCESSION STAND EXPENSE						
	1863	SWIRE COCA-COLA USA, INC.	REC/CONCESSION STAND EXPENSE	11475866171		10/25/2013	66.75
	7232	SAM'S CLUB	REC/DEPARTMENTAL SUPPIES	112313		11/23/2013	196.12
							262.87
Total RECREATION							5,555.02
Total COMMUNITY CENTER							5,555.02
73-71-550	CULTURAL ARTS - PROGRAM EXPENDITURES - ARTS COUNCIL EXPENSE						
	6343	PLEASANT GROVE PRINTERS	ARTS/PROGRAMS	6395		10/29/2013	8.25
	9475	WILCOCK JR., HAL JAMES	ARTS/CONDUCTING MESSIAH	111813		11/18/2013	700.00
							708.25
73-71-551	CULTURAL ARTS - PROGRAM EXPENDITURES - YOUTH THEATRE						
	1156	BREWSTER, BEAU RICHARD	CSYP/WORKSHOP TEACHER	102913		10/29/2013	100.00
	7240	SANDERS, LORI	CSYP/REIMB. FOR EXPENSES	102913		10/29/2013	323.85
							423.85
73-71-552	CULTURAL ARTS - PROGRAM EXPENDITURES - PG PLAYERS						
	6343	PLEASANT GROVE PRINTERS	PG PLAYERS/PROGRAMS	6395		10/29/2013	8.00
73-71-554	CULTURAL ARTS - PROGRAM EXPENDITURES - UTAH CHILDRENS CHOIR						
	570	ASAY, KAY	UCC/PROFESSIONAL FEES	110513		11/05/2013	600.00
	4678	LARSEN, ELIZABETH W.	UCC/REIMB. FOR TSHIRTS	110413		11/05/2013	160.00
	4678	LARSEN, ELIZABETH W.	UCC/PROFESSIONAL FEES	110513		11/05/2013	300.00
	7083	RODEBACK, HEIDI	UCC/PROFESSIONAL FEES	110513		11/05/2013	125.00
	7139	RUDOLPH, MARILYN	UCC/PROFESSIONAL FEES	110513		11/05/2013	300.00
	9355	WEISS, LORI	UCC/ACCOMPAINIST	110513		11/05/2013	100.00
							1,585.00
Total PROGRAM EXPENDITURES							2,725.10
Total CULTURAL ARTS							2,725.10
Grand Total:							514,588.37

GL Acct No	Vendor	Vendor Name	Description	Invoice No	PO No	Inv Date	Amount
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Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____

City Treasurer: _____



**NOTICE OF MEETING
OF THE
PLEASANT GROVE CITY COUNCIL**

Notice is hereby given that the Pleasant Grove City Council will hold a **regular meeting at 6:00 p.m. on Tuesday, December 10, 2013** in City Council Chambers, 86 East 100 South, Pleasant Grove, Utah. This is a public meeting and anyone interested is invited to attend and comment.

AGENDA

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **OPENING REMARKS**
4. **APPROVAL OF MEETING'S AGENDA**
5. **CONSENT ITEMS:** (Consent items are only those which have been discussed beforehand, are non-controversial and do not require further discussion)
 - a. City Council and Work Session Minutes:
 - City Council Work Session Minutes for November 12, 2013.
 - City Council Minutes for November 19, 2013
 - b. To consider approval of Pay Request No. 1, Final Payment for the 2013 Street Preservation – MicroSurface Project to Geneva Rock.
6. **OPEN SESSION**
7. **BUSINESS**
 - A. Presentation to Mayor Call and Council Members Kim Robinson and Heather Pack. *Presenter: Administrator Darrington*
 - B. **Continued Public Hearing** to consider for adoption an Ordinance (2013-36) at the request of Jackson Jones to apply the Residential Agriculture Overlay on property located at approx. 360 South 1100 East. (**BATTLE CREEK NEIGHBORHOOD**) *Presenter: Director Young* (Continued from the November 19, 2013 meeting)
 - C. **Continued Public Hearing** to consider for adoption an Ordinance (2013-39) at the request of MLC Development to amend the City Code by adding Article C of Chapter 10-13, "Rural Residential Development Overlay." *Presenter: Director Young* (**Continued from the December 10, 2013 meeting**)
 - D. **Public Hearing** to consider for adoption an Ordinance (2013-41) of The Warnick Family to rezone 38 acres of property from RR (Rural Residential) to R1-20 (20,000 sq. ft. Single Family Residential) zone. **MANILA NEIGHBORHOOD** *Presenter: Director Young*

- E. Public Hearing** to consider for adoption an Ordinance (2013-42) amending the General Plan by adding the Pleasant Grove Bicycle and Pedestrian Master Plan. *Presenter: Director Young*
- F. Public Hearing** to consider for adoption an Ordinance (2013-43) amending the General Plan by adding the Pleasant Grove Parks and Recreation Master Plan. *Presenter: Director Young*
- G.** To consider for approval a final plat for Thorneberry Community Townhomes located at approx. 203 West Center Street in the DV (Downtown Village) Zone. **OLD FORT NEIGHBORHOOD** *Presenter: Director Young*
- H.** To consider for approval an amendment to the All American Square Condominiums Plat B located at approx. 1404 West State Street in the C-S (Commercial Sales) zone. **MUD HOLE NEIGHBORHOOD** *Presenter: Director Young*
- I.** To consider for approval a site plan for My Oil Business at 236 South 1300 West in the Grove Zone -Commercial Sales subdivision. **SAM WHITE'S LANE NEIGHBORHOOD** *Presenter: Director Young*
- J.** To consider for approval a 5 lot final plat called Tuscan Gardens Plat B located at approx. 600 West Garden Drive in the C-N (Commercial Neighborhood) zone. **MUD HOLE NEIGHBORHOOD** *Presenter: Director Young*
- K.** To consider for approval a site plan for Tuscan Gardens located at approx. 600 West Garden Drive in the C-N (Commercial Neighborhood) zone. **MUD HOLE NEIGHBORHOOD** *Presenter: Director Young*
- 8. NEIGHBORHOOD AND STAFF BUSINESS**
- 9. MAYOR AND COUNCIL BUSINESS**
- 10. SIGNING OF PLATS**
- 11. REVIEW CALENDAR**
- 12. ADJOURN**

CERTIFICATE OF POSTING:

I certify that the above notice and agenda was posted in three public places within the Pleasant Grove City limits. Agenda also posted on State (<http://pmn.utah.gov>) and City websites (www.plgrove.org).

Posted by: Kathy T. Kresser, City Recorder

Date: December 5, 2013

Time: 3:00 p.m.

Public hearing notices were published in the Daily Herald on November 29, 2013.

***NOTE:** If you are planning to attend this public meeting and, due to disability need assistance in understanding or participating in the meeting, please notify the City Recorder, 801-785-5045, forty-eight hours in advance of the meeting and we will try to provide whatever assistance may be required.

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3 Neighborhood Chair meeting 5:30 p.m. City Council Meeting 6:00 p.m.	4 Curbside Recycle Pickup Day South Route	5 Planning Commission Meeting 7:00 p.m.	6	7
8	9	10 City Council Work Session 6:00 p.m.	11 Curbside Recycle Pickup Day North Route	12 Board of Adjustment Meeting 7:00 p.m.	13	14
15	16	17 No City Council Meeting	18 Curbside Recycle Pickup Day South Route	19 Board of Adjustment Meeting 7:00 p.m. Historical Preservation Committee Meeting 7:00 p.m.	20	21 Winter begins 
22	23	24 Christmas Eve 	25 Christmas Day City offices are closed 	26 Curbside Recycle Pickup Day North Route	27	28
29	30	31 New Year's Eve	1 New Year's Day City offices are closed	Curbside Recycle Pickup Day South Route		

Department Staff Meetings
 Administrative Services: 1st and 3rd Wed at 9:00 a.m.
 Community Development: Wednesdays at 7:30 a.m.
 Department Heads: Tuesday at 2:00 p.m.
 Fire/EMS: 1st Wednesday of the month at 7:00 a.m.
 Library: 1st Friday of the month
 Parks: Tuesday at 7:00 a.m. - Recreation: Monday at 4:00 p.m.
 Public Safety: 1st Friday of the month at 7:00 a.m.
 Public Works: Wednesdays at 6:30 a.m.

DECEMBER 2013