



BURGESS & NIPLE

West Virginia Department of Environmental Protection
MS4 Phase II Storm Water Program



Storm Water Management Annual Report

City of Vienna, West Virginia



May 8, 2008

**CITY OF VIENNA
WOOD COUNTY, WEST VIRGINIA**

STORM WATER MANAGEMENT ANNUAL REPORT

**WEST VIRGINIA DEPARTMENT OF ENVIRONMENTAL PROTECTION
MS4 STORM WATER PHASE II PROGRAM**

May 8, 2008

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1.0 INTRODUCTION

The City of Vienna was issued Modification No.1 of the West Virginia National Pollutant Discharge Elimination System (NPDES) General Permit (WVR030032). The modification authorizes the City to start initiating their approved Storm Water Management Program.

The modification to the NPDES permit requires that an annual report be submitted on the anniversary of the modification approval letter dated March 17, 2005. The following information is required in the report:

1. The status of compliance with permit conditions, including an assessment of the appropriateness of the selected BMP's and progress toward achieving the selected measurable goals for each minimum measure.
2. Results of any information collected and analyzed, including monitoring data, if any during the annual reporting period.
3. A summary of storm water activities planned for the next annual reporting cycle.
4. A change in any identified best management practices or measurable goals for any minimum control measure.
5. A description of the coordination efforts with the City's respective County regarding the implementation of the minimum control measures including the status of any Memorandum of Understanding or other agreement executed between the permittee and another entity.
6. A fiscal analysis of capital and operating expenditures to implement the minimum control measures. The fiscal analysis shall include only those expenditures by the City that is covered under the General Permit and not those for minimum control measures implemented by other entities.

This report shall serve as the annual report for March 17, 2007 through March 17, 2008.

This report was prepared in accordance with the City's NPDES permit and Storm Water Management Program approval letter dated March 17, 2005.

2.0 STORM WATER MANAGEMENT PROGRAM EVALUATION

The evaluation of the Storm Water Management Program shows that the City of Vienna has not fully complied with the expected deadlines and goals. However, some of the BMP goals are ahead of expected deadlines. City Council's approval of the Storm Water Management program is pending. It is expected that the approval process will be initiated by the City Council by February 1, 2009. It is the City's expectation to have their Storm Water Management Program on schedule by March 17, 2009. It has been noted by the City that they must continue to increase their efforts to ensure proper documentation is provided to monitor the goals set forth in the Storm Water Management Program. The City will continue to evaluate their documentation and make necessary adjustments by March 17, 2009. This will assist them with meeting the requirements of Modification No.1 of the NPDES General Permit. The City recognizes the need to coordinate with local communities, as well as Wood County and the City of Parkersburg, to join efforts in implementing control measures that will get more people involved and, as a result, improve the Storm Water Management Program. The City in this effort has joined with Wood County to implement a clean-up program at Erikson Field, which includes free tire pickup days. The City has not collected or analyzed information as part of monitoring efforts. To properly implement the Storm Water Management program the City needs additional staffing and revenue. As of July 2008, two current City employees will be permanently assigned storm water system maintenance duties. The City is currently in the process of purchasing a \$270,000 vac-truck and a \$110,000 street sweeper.

The following tables address the status of each of the six minimum controls expected to reduce pollutant discharges. Each control has multiple BMP's that was proposed as part of the Storm Water Management Program and are outlined in the tables.

TABLE 1 – PUBLIC EDUCATION AND OUTREACH BMPs

Year	BMP Description	Status	Planned Activities This Annual Cycle	Proposed BMP Changes
Year 4	Develop informational brochures and fact sheets for the public.	The City has yet to establish brochures or fact sheets.	The City will establish brochures and fact sheets by December 31, 2008.	No changes have been proposed at this time.
Year 3	Place signs identifying Pond Run crossings.	The City has placed signs identifying Pond Run crossings.	No additional action is planned.	No changes have been proposed at this time.
Year 1/2 to Year 5	Organize cleaning of Pond Run twice per year.	The City cleans Pond Run twice per year utilizing in-house crews and community service candidates.	The City will continue to clean Pond Run twice per year utilizing in-house crews and community service candidates.	No changes have been proposed at this time.
Year 4	Create a storm water page on the City's website.	The City has yet to establish a storm water page on the City's website.	The City will establish a storm water page on their website by December 31, 2008.	No changes have been proposed at this time.
Year 4	Develop a banner message to be displayed on a local community access radio and television stations promoting storm water related events and information.	The City has yet to establish a message for local radio and television stations.	The City will establish a message by December 31, 2008.	No changes have been proposed at this time.
Year 4 to Year 5	Broadcast developed message on a local access radio and/or television station promoting storm water related events and information.	The City has not yet begun broadcasting a message on local access radio and/or television station.	The City will begin broadcasting a message by February 1, 2009.	No changes have been proposed at this time.
Year 4 to Year 5	Include information regarding storm water programs and events on water and sewer bills.	The City has not yet added storm water related information on water and sewer bills.	The City will begin adding storm water related information on water and sewer bills by February 1, 2009.	No changes have been proposed at this time.

Year	BMP Description	Status	Planned Activities This Annual Cycle	Proposed BMP Changes
Year 3	Assess need for home septic tank maintenance classes.	The City has assessed the need for home septic tank maintenance classes and has found no need.	The City will continue to assess the need.	No changes have been proposed at this time.
Year 3	Develop program for community service candidates to work for the Public Works Department.	The City has developed a program for community service candidates.	The City will continue to utilize the use of community service candidates.	No changes have been proposed at this time.
Year 3 to Year 5	Implement a program for community service candidates to work for the Public Works Department.	The City has developed a program for community service candidates.	The City will continue to utilize the use of community service candidates.	No changes have been proposed at this time.

TABLE 2 – PUBLIC INVOLVEMENT AND PARTICIPATION BMPs

Year	BMP Description	Status	Planned Activities This Annual Cycle	Proposed BMP Changes
Year 3 to Year 5	Publish information on stormwater events and/or meetings in local newspapers and on website.	The City has published storm water meetings in the local paper. However, they have yet to publish storm water events in the local paper or website.	The City will start publishing such events and meetings as they arise.	No changes have been proposed at this time.
Year 3 to Year 5	Ensure that all stormwater events and/or meetings are open to the public.	All events are open to the public.	All events will continue to be open to the public.	No changes have been proposed at this time.
Year 1/2 to Year 5	Organize cleaning of Pond Run twice a year.	The City cleans Pond Run twice per year using in-house crews and community service candidates.	The City will continue to clean Pond Run twice per year utilizing in-house crews and community service groups.	No changes have been proposed at this time.
Year 4 to Year 5	Encourage and promote participation in ORSANCO's Ohio River Sweep program.	The City has not yet promoted the ORSANCO's Ohio River Sweep program.	The City will start promoting the ORSANCO's Ohio River Sweep program. This may be accomplished by local radio and television broadcasts, local banners, etc.	No changes have been proposed at this time.
Year 3 to Year 5	Annually advertise development and solicit comments from public on stormwater management programs.	The City deals with public comments on storm water issues during council meetings.	The City will periodically include on Council's agenda an update and public discussion regarding the status of the implementation of the Storm Water Management Program.	No changes have been proposed at this time.
Year 3	Develop a storm drain marking program.	The City has developed a storm drain marking program. Markers (plaques) have been installed on approximately 100 catch basins.	The City will continue with the marking program until all catch basins are labeled.	No changes have been proposed at this time.
Year 3 to Year 5	Institute storm drain marking program.	The City has developed a storm drain marking program.	The City will continue utilizing community service candidates to perform storm drain marking.	No changes have been proposed at this time.

Year	BMP Description	Status	Planned Activities This Annual Cycle	Proposed BMP Changes
Year 3 to Year 5	Enlist volunteer organizations to clean local outfalls.	The City evaluated the need for cleaning local outfalls and found it not necessary.	The City will continue to evaluate the need.	No changes have been proposed at this time.
Year 4 to Year 5	Sponsor a booth at community events such as fairs and festivals to promote public involvement and increase public outreach efforts.	The City has yet to sponsor any booths.	The City will start by sponsoring a booth at the local Ice Cream Social by June 2009.	No changes have been proposed at this time.
Year 3	Develop a City-wide clean-up program.	The City has found a City-wide clean-up to be ineffective.	The City will continue to evaluate the need and effectiveness of a City-wide clean-up.	The City will post free trash days at the local dump on their website.
Year 3 to Year 5	Implement City-wide clean-up program.	The City has participated in a joint clean-up program with Wood County, which included free tire pickup days at Erikson Field.	The City will continue to participate in a joint clean-up program with Wood County.	No changes have been proposed at this time.
Year 3	Develop a program for community service candidates to work for the Public Works Department.	The City has developed a program for community service candidates.	The City will continue to assess the use of community service candidates.	No changes have been proposed at this time.
Year 3 to Year 5	Implement program for community service candidates.	The City has developed a program for community service candidates.	The City will continue to assess the use of community service candidates.	No changes have been proposed at this time.

TABLE 3 – ILLICIT DISCHARGE DETECTION AND ELIMINATION BMPs

Year	BMP Description	Status	Planned Activities This Annual Cycle	Proposed BMP Changes
Year 3 to Year 5	Use AutoCAD or geographical information system to locate storm water system components.	The City has utilized AutoCAD to map approximately 50% of the storm sewer system. The City has started a GIS program.	The City will use GIS to complete the remainder of the system mapping and to update it to reflect new storm system construction.	No changes have been proposed at this time.
Year 3	Review/revise existing ordinances to prohibit illicit discharges to the separate storm sewer system.	The City has not yet revised the existing ordinances to prohibit illicit discharges to the separate storm sewer system.	Ordinance revisions have been given to City Council for approval. The City anticipates approval of said ordinance by February 1, 2009.	No changes have been proposed at this time.
Year 4 to Year 5	Develop and enact illicit discharge connection and “right of entry” ordinances and enforcement procedures and penalties.	The City has developed, but not yet enacted, an illicit discharge connection and “right of entry” ordinances and enforcement procedures and penalties.	Ordinance revisions have been given to City Council for approval. The City anticipates approval of said ordinance by February 1, 2009.	No changes have been proposed at this time.
Year 4 to Year 5	Enforce procedures and penalties.	The City has developed, but not yet enacted, an illicit discharge connection and “right of entry” ordinances and enforcement procedures and penalties.	Upon approval of the revised ordinances, the City will begin enforcing procedures and penalties.	No changes have been proposed at this time.
Year 3 to Year 5	Conduct screening of storm water system outfalls for dry weather discharges.	The City has conducted some outfall screenings but has not implemented a system to document such screenings.	The City will establish a documentation procedure to record future screenings by December 31, 2008.	No changes have been proposed at this time.
Year 1/2 to Year 5	As discovered, conduct dye testing of suspect pipes.	Two locations of suspected pipes have been found to date. The City will test pipes as they are found.	The City will continue to dye test suspected pipes as they are found.	No changes have been proposed at this time.
Year 3 to Year 5	Conduct dye testing of buildings and homes as a condition of sale.	The City has not yet conducted dye testing of homes or buildings prior to sale. The City does require all new houses to be dye tested to confirm that roof drains are not connected to the sanitary sewer.	The City will evaluate the ability to implement this process.	No changes have been proposed at this time.

	BMP Description	Status	Planned Activities This Annual Cycle	Proposed BMP Changes
Year 4 to Year 5	Develop protocol for notifying illicit dischargers and implementing enforcement actions.	The City has not yet developed protocol for notifying illicit dischargers and implementing enforcement actions.	Ordinance revisions have been given to City Council for approval. The City anticipates approval of said ordinance by February 1, 2009.	No changes have been proposed at this time.
Year 4 to Year 5	Develop training on identification of illegal discharges and proper procedures for disposal of wastes for businesses and general public.	The City has not yet developed this training. However, the City has ordered videos for employees and general public to view.	The City will develop training and identify target groups/businesses by December 31, 2008.	No changes have been proposed at this time.
Year 4 to Year 5	Provide training on identification of illegal discharges and proper procedures for disposal of wastes for businesses and general public.	The City has not yet developed this training. However, the City has ordered videos for employees and general public to view.	Upon completing the development of the training program the City will have training available to the public.	No changes have been proposed at this time.
Year 3	Develop educational seminar to educate businesses and general public on the hazards and water quality impacts of illegal discharges.	The City has not developed an educational seminar. However, the City has ordered videos for employees and general public to view.	The City will make the videos available for viewing by December 31, 2008.	No changes have been proposed at this time.
Year 3 to Year 5	Educate businesses and general public regarding hazards and water quality impacts of illegal discharges.	The City has not developed an educational seminar. However, the City has ordered videos for employees and general public to view.	The City will make the video available for viewing by December 31, 2008.	No changes have been proposed at this time.
Year 3 to Year 5	Have the City's existing telephone line open to the public for reporting of illegal dumping for illicit discharges	The City has opened up the existing telephone line to the public for the purpose of reporting illegal dumping.	The City may establish an e-mail address for reporting illegal dumping and make it available on the City's website. The City will provide the telephone number on the public announcement.	No changes have been proposed at this time.
Year 3 to Year 5	Respond to public response line complaints.	The City responds to calls as they come in.	The City will continue to respond to complaints.	No changes have been proposed at this time.

TABLE 4 – CONSTRUCTION SITE RUNOFF CONTROL BMPs

Year	BMP Description	Status	Planned Activities This Annual Cycle	Proposed BMP Changes
Year 3	Review/revise existing soil erosion and sediment control ordinance, enforcement procedures and penalties.	The City will continue to review the ordinance and revise as conditions warrant.	The City will continue to review the ordinance and revise as conditions warrant.	No changes have been proposed at this time.
Year 3 to Year 5	Enforce procedures and penalties.	The City has had no violations to-date.	The City will continue to enforce procedures and penalties.	No changes have been proposed at this time.
Year 3	Develop/reference requirements for construction site waste.	The ordinance has been updated to regulate solid waste disposal.	No further activity is anticipated.	No changes have been proposed at this time.
Year 3 to Year 5	Perform annual BMP effectiveness assessment.	To date the City only performs assessments on Pond Run.	The City will assess additional BMP's that may require annual effectiveness assessments and may implement these inspections.	No changes have been proposed at this time.
Year 3	Review City construction site inspection procedures.	The City reviewed construction site inspection procedures and found them to be satisfactory.	The City will continue to review the construction site inspection procedures and revise as conditions warrant.	No changes have been proposed at this time.
Year 3	Develop policy requiring municipal building site inspectors to be trained in the proper use of erosion/ sedimentation BMPs.	The City sends employees to training as it becomes available.	The City will send employees to training as it becomes available.	No changes have been proposed at this time.

Year	BMP Description	Status	Planned Activities This Annual Cycle	Proposed BMP Changes
Year 3	Review City site plan review process.	The City has reviewed the site plan review process and found it to be satisfactory.	The City will continue to review the process and revise as conditions warrant.	No changes have been proposed at this time.
Year 3 to Year 5	Conduct public hearing when adopting new/revised stormwater ordinances.	A public meeting was held concurrent with a City Council meeting on June 28, 2007.	Ordinance revisions have been given to City Council for approval. The City anticipates approval of said ordinance by February 1, 2009.	No changes have been proposed at this time.
Year 3 to Year 5	Notify contractor organizations of upcoming new/revised stormwater ordinances.	Notifications have been published in the local newspaper.	Upon approval of the upcoming proposed ordinance revisions, the City will notify the local contractor organizations of these pending revisions.	No changes have been proposed at this time.

TABLE 5 – POST-CONSTRUCTION RUNOFF CONTROL BMPs

Year	BMP Description	Status	Planned Activities This Annual Cycle	Proposed BMP Changes
Year 3	Review/revise existing soil erosion and sediment control ordinance, enforcement procedures and penalties, as necessary.	The City has reviewed the soil erosion and sediment control ordinance, enforcement procedures and penalties and found it to be satisfactory.	The City will continue to review and revise as conditions warrant.	No changes have been proposed at this time.
Year 3 to Year 5	Enforce procedures and penalties.	The City enforces the procedures and penalties.	The City will continue to enforce the procedures and penalties.	No changes have been proposed at this time.
Year 3	Enact ordinances to address and enforce post-construction runoff.	No ordinance has been established.	Ordinance revisions have been given to City Council for approval. The City anticipates approval of said ordinance by February 1, 2009.	No changes have been proposed at this time.
Year 4 to Year 5	Enforce procedures and penalties.	No method to enforcing procedures and penalties is in place.	Upon approval of the ordinance revisions, the City will begin enforcing procedures and penalties.	No changes have been proposed at this time.
Year 3	Develop procedure for review of existing systems for post-construction runoff control issues.	The City keeps Burgess & Niple, Inc. on retainer to evaluate components of the existing system as necessary.	The City will continue to review the procedure for reviewing existing systems for post-construction runoff control issues and revise as necessary.	No changes have been proposed at this time.
Year 4 to Year 5	Review existing systems for post-construction runoff control issues.	The City keeps Burgess & Niple, Inc. on retainer to evaluate components of the existing system as necessary.	The City will continue to review existing systems for post-construction runoff control issues.	No changes have been proposed at this time.
Year 3	Develop/reference requirements for prevention and/or minimization of water quality impacts.	The City has established an ordinance that requires the use of retention facilities such as rain gardens on all roof drains. The City has a pamphlet available that demonstrates to the public how a rain garden should be built.	The City will add a list of practices that individuals or businesses can implement to prevent and/or minimize water quality impacts on their website by December 31, 2008.	No changes have been proposed at this time.

Year	BMP Description	Status	Planned Activities This Annual Cycle	Proposed BMP Changes
Year 3	Develop a program for routine inspection of post-construction runoff measures.	The City has developed and implemented a routine inspection of post-construction runoff measures.	The City will continue to implement the routine inspections.	No changes have been proposed at this time.
Year 4 to Year 5	Implement routine inspection program for post-construction runoff measures.	Routine inspection program is in place. The City inspects and maintains the existing storm drainage detention basins in the Greenmont subdivision.	The City will continue to implement the routine inspections.	No changes have been proposed at this time.
Year 3	Develop training program for proper design and use of BMPs.	The City has not yet developed a training program for proper design and use of BMP's. However, the City has ordered videos for employees and general public to view.	The City will make the videos available for employees and general public to view by December 31, 2008.	No changes have been proposed at this time.
Year 4 to Year 5	Provide training in proper design and use of BMPs	No training has been provided. However, the City has ordered videos for employees and general public to view.	Upon completing the training program the City will have a seminar that will be open to the public.	No changes have been proposed at this time.

TABLE 6 – POLLUTION PREVENTION AND GOOD HOUSEKEEPING BMPs

Year	BMP Description	Status	Planned Activities This Annual Cycle	Proposed BMP Changes
Year 3	Review/revise street sweeping program, if necessary.	The City has reviewed the street sweeping program and found it necessary to purchase a second street sweeper.	The City will continue to review the program and make revisions as necessary. However, the City is in the process of purchasing a second street sweeper.	No changes have been proposed at this time.
Year 4 to Year 5	Implement revised street sweeping program, if necessary.	The street sweeping program will be revised following purchase of the second street sweeper.	The City is in the process of purchasing a second street sweeper.	No revisions are necessary at this time.
Year 3	Develop regular catch basin cleaning program.	The City cleans catch basins following rainfall events. This is documented in the daily logs.	The City has implemented a program for inspecting and cleaning catch basins.	No changes have been proposed at this time.
Year 4 to Year 5	Implement regular catch basin cleaning program.	The City is in the process of purchasing a vac-truck for the sole purpose of cleaning catch basins and storm sewer pipes.	The City has implemented a program for inspecting and cleaning catch basins.	No changes have been proposed at this time.
Year 3 to Year 5	Identify and evaluate troubled stormwater outfalls on a routine basis.	The City has evaluated the storm water outfalls and has found all, with the exception of the Kmart Plaza outfall, to be in satisfactory condition.	The City will continue to evaluate the outfalls and check the Kmart Plaza outfall regularly following rainfall events.	No changes have been proposed at this time.
Year 3 to Year 5	Regularly inspect all City vehicles for oil, grease, and fluid leaks.	The City performs regular inspections of City vehicles for oil, grease, and fluid leaks.	The City will continue to inspect City vehicles for oil, grease, and fluid leaks.	No changes have been proposed at this time.

Year	BMP Description	Status	Planned Activities This Annual Cycle	Proposed BMP Changes
Year 3	Review/revise existing training program for proper maintenance of storm sewer system, education on the importance of preventing or reducing storm water pollution, proper building and fleet maintenance, BMPs for construction site runoff control, and spill prevention and clean-up.	The City has budgeted \$500 for eight (8) employees to attend training seminars. Available seminars are posted on the Bulletin Board. Some seminars are considered mandatory for certain employees to attend.	The City will continue to send employees to training and evaluate the need to increase the budget.	No changes have been proposed at this time.
Year 3 to Year 5	Conduct training of city employees on the above items.	The City continually sends employees to attend seminars.	The City sent three (3) employees to training on BMPs in Hurricane on April 25, 2008.	No changes have been proposed at this time.